AGENDA

ROGERS CITY COUNCIL

September 24, 2024 - 7:00 PM

Worksession at 6:00 p.m.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. OPEN FORUM

Individuals may address the Council about any item not contained on the regular agenda. A maximum of 10 minutes is allocated for the Forum. If the full 10 minutes are not needed for the Forum, the Mayor will continue with the agenda. If additional time is needed for the Forum, the Council will continue the Forum following Other Business on the agenda. The Council will take no official action on items discussed at the Forum, with the exception of referral to staff of Commission for future report.

3. PRESENTATIONS

4. APPROVE AGENDA

Council members may add items to the agenda for discussion purposes or staff direction only. The Council will not normally take official action on items added to the agenda.

5. CONSENT AGENDA

These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.

5.1 Approval of the September 10, 2024 Workshop Minutes and the September 10, 2024 City Council Meeting Minutes

5.2 Approval of Bills and Claims

5.3 Approval of Special Event Permit Application for Freedom Church for October 31, 2024

5.4 Approval of Application for Gambling Exempt Permit for Rogers Otsego Dayton Women of Today for January 30, March 27, September 25 and November 13, 2025

5.5 Approval of New Tobacco License for Rogers BP Located at 13101 Main Street, Rogers, MN

5.6 Setting a Workshop of the City Council for October 22, 2024 at 5:00 p.m. at the Rogers Community Room, 21201 Memorial Drive, Rogers, MN

5.7 Approval of Resolutions Canceling Debt Levy Requirements for Pay 2025

- Resolution No. 2024-85, A Resolution Canceling Debt Levy Requirements for General Obligation Improvement Bonds of 2014A (Public Safety Building Bonds)
- Resolution No. 2024-86, A Resolution Canceling Debt Levy Requirements for General Obligation Improvement and Abatement Bonds of 2015A (Rogers Drive Extension and Intersection Improvement)

- Resolution No. 2024-87, A Resolution Canceling Debt Levy Requirements for General Obligation Street Reconstruction Bonds, Series 2021A

5.8 Setting 2025 Final Budget & Levy Certification Meeting Open for Public Comment on December 10, 2024

5.9 Approve Professional Services Agreements with AE2S for Wells 10 and 11, South Well Field, City Project No. 2409

5.10 Approve Change Order No. 6 (Material) and Change Order No. 8 (Labor), South Community Park Improvements, City Project No. 2104

5.11 Approval of Items Related to Ordinance No. 2024-05 Repealing and Replacing the Massage Ordinance

- Adopt Ordinance 2024-05 Repealing and Replacing Rogers City Code Chapter 22, Article 22-XI - Massage.
- Approval of Resolution 2024-91; Approving the Summary Publication of Ordinance 2024-05.

5.12 Approve Change Order No. 4, Fire Station 2, City Project No. 2209

5.13 Items Related to US Home (DBA Lennar) Landscaping Completion Security Agreements

- Resolution No. 2024-83, A Resolution Authorizing a Letter of Credit Release for Laurel Creek 5th and 6th Additions
- Resolution No. 2024-84, A Resolution Authorizing a Letter of Credit Release for Skye Meadows 1st and 2nd Additions

5.14 Approval to Hire Eric Burtness as Community Development Specialist

5.15 Approval of Resolution No. 2024 - 90, A Resolution Rescinding Resolution No. 2020 - 21, A Resolution Declaing a Local Emergency - Covid 19

5.16 Approve Professional Services Agreement with Bolton & Menk, Inc. for Topographic Survey for 2025 Pavement Management Project, City Project No. 2501

5.17 Authorizing Condemnation of Land for Public Purposes and Offers of Just Compensation to Owners for Acquisition of Real Property Interests for Fletcher Bypass, City Project No. 1409

5.18 Approve Resolution 2024-92, Approving Variance Requests for William Lundeen for Detached Garage Improvements at 14855 Brockton Lane

5.19 Approve Resolution 2024-93, Approving a Lot Split at 11535 Trail Haven Road and Authorizing the Execution of a Final Plat

5.20 Approval of Minnesota Lawful Gambling Exempt Permit for Rory Belle Foundation

6. PUBLIC HEARINGS

7. GENERAL BUSINESS

7.1 Adoption and Certification of the 2025 Proposed Preliminary Levy

- Resolution No. 2024-88, A Resolution Establishing the Proposed Preliminary Tax Levy Payable for 2025

7.2 Approval of Resolution 2024-89, a Resolution Providing for the Issuance and Sale of GO Sales Tax Revenue Bonds, Series 2024B

Resolution No. 2024-89, A Resolution Providing for the Issuance and Sale of General

Obligation Sales Tax Revenue Bonds, Series 2024B in the Proposed Aggregate Principal Amount of $17,085,000

7.3 Approve Professional Services Agreements with HTG Architects, Rogers Activity Center Ice Expansion, City Project No. 2406

8. OTHER BUSINESS

9. CORRESPONDENCE AND REPORTS

10. ADJOURN

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.1

Subject: Approval of the September 10, 2024 Workshop Minutes and the September 10, 2024 City Council Meeting Minutes

Prepared By: Stacie Brown, City Clerk

Recommended City Council Action
Motion to approve the September 10, 2024 Workshop minutes and the September 10, 2024 City Council meeting minutes.

Staff Recommendation
Motion to approve the September 10, 2024 Workshop minutes and the September 10, 2024 City Council meeting minutes.

ATTACHMENTS:

Description

09/10/24 Workshop Minutes

09/10/24 Council Minutes

1. Call to Order. The Workshop of the Rogers City Council was called to order by Mayor Ihli on Tuesday, September 10, 2024 at 5:00 p.m. at 21201 Memorial Drive, Rogers, Minnesota.

Council present: Rick Ihli, Kevin Jullie, Shannon Klick, Amy Enga and Mark Eiden (via Zoom)
Council excused: None

Staff present: Steve Stahmer, Administrator; Stacy Scharber, Assistant City Administrator/HR Director; Bridget Bruska, Finance Director; Dan Wills, Chief of Police; Patrick Farrens, Fire Chief; Doran Cote, Public Works Director/City Engineer; Brett Angell, Community Development Director; Mike Bauer, Park and Recreation Director; and Stacie Brown, City Clerk.

2. Review Proposed Property Tax Levy
Finance Director Bruska explained that the goal of this meeting is to continue discussion from the previous budget meeting, moving toward setting the Preliminary Levy. She shared minor changes which have occurred since the last meeting, and reviewed details for the proposed 2025 Property Levy calculation as follows:

- Estimated City Local Tax Rate: 38.638%
- Taxes:
    - Local Taxes: $14,572,041
    - Fiscal Disparities: $763,375
    - Net Levy: $15,335,416
- Total General Levy: $14,707,178:
    - General Fund Operating Levy: $10,959,495
    - Special Revenue Fund Levy (RAC): $254,907
    - Special Revenue Fund Levy (Ec Dev): $150,000
    - Tax Abatement Levy – SE Rogers: $170,000
    - RAC 2015A Abatement Bond Debt Levy: $185,000
    - Interfund Loan Repayments – Equipment: $1,427,679
    - Capital Improvement Project Reserves (Debt Service): $1,378,471
    - Police Department Building Reserves (Debt Service): $181,626
- Total Debt Levies: $628,238:
    - G.O. Improvement/Abatement Bonds of 2015A – Interest: $35,093
    - Fire Station #2 Debt Levy: $593,145
- Net Levy to Taxpayers: $15,335,416 representing an increase of 13.03%

Bruska noted items which Council has the ability to change, as well as those which cannot be changed. She referred to the Building Department section, explaining that 2.5 FTE's were included in the budget. She explained that with transition time, the City will still have some expenses with Metro West.

With respect to hiring for a new Building Department, Council discussed the possibility of a dip in permit revenues. Staff confirmed that there would be enough work for these positions in the event of a downturn in building permits. Bruska explained that when budgeting for a new position, she aims for the middle of the road. After discussion, City Administrator Stahmer asked for direction from Council

on the topic of moving forward with exploring a Building Department. The consensus was in favor of this option.

3. Recap Previous Budget Workshop

Discussion continued with items presented at the previous budget workshop:

- **Rockin' Rogers:**

Councilor Klick commented on the need to work with something along the lines of a contract, as there has been a clear misunderstanding on what funding has actually been provided by the City. She feels the current request from the Lions seems fine, but clearing the air is needed. Councilor Eiden agreed, as there are City contributions which have not been detailed in a line-item format. He is ok with the amount budgeted. Mayor Ihli also agreed, noting that communication needs to be clear with all Committee members. Councilor Enga is in favor of providing support for the event; however, feels a detailed accounting would be in order. Assistant Administrator/HR Director Scharber explained that a full accounting will need to be done to capture all payroll-related expenses.

Councilor Jullie asked Police Chief Wills for his perspective. Wills stated that to ensure clarity, more partners need to be brought to the table. He feels the amount budgeted for 2025 is appropriate, however given the expected size of the 2026 event, it could be significantly more, especially if additional agencies are needed for security. Fire Chief Farrens confirmed that the Fire Department's expenses have not been charged for the event, and there is a lot more that goes into the event than it appears. Councilor Enga asked if the Lions or the City would be responsible in the event of an insurance claim. Scharber explained that any claims for an employee injury would fall under the City's worker's compensation coverage; and the Lions would be responsible for any other claims.

- **Requested Positions**

Bruska reviewed the proposed Payroll Clerk position costs, and invited questions. Councilor Klick asked if the tasks would go to a consultant if a candidate isn't found. Scharber stated that her hope would be to find someone from another Government agency, due to the nuances involved with payroll.

Bruska reviewed the requested Fire Department positions. Councilor Klick noted that this is a sizable amount, and she would like to discuss if one of the positions could be postponed. Stahmer stated that the Assistant Chief position is essential. This position would not only provide additional support during the day, but also assist with the 24-hour on-call role being completely handled by Chief Farrens at this time. Farrens detailed the need for each position, however agreed that the Assistant Chief position would take precedent. Council discussed the positions requested, and the best approach for balancing needs within the budget. Councilor Jullie expressed that he sees the value in hiring these positions now. Mayor Ihli and Councilor Enga agreed, noting that the positions are needed, and if delayed, they will come again up later.

Discussion continued with the requested Police Department Mental Health Coordinator position. Work related to this position has recently been contracted used through Hennepin County in partnership with the Cities of Champlin and Dayton. However, Champlin is leaving the program and will hire staff for their needs, and Dayton will only be continuing to cover 1/3rd of the cost, leaving Rogers to cover the remainder. Council noted the importance of this work. Chief Wills shared that over 400 referrals have been received since last year, and the department will need to be diligent in identifying top priorities for this position.

4. Preliminary Levy Discussion

After discussion of the proposed positions, the consensus was to move forward with the Preliminary Levy as set; and Councilor Eiden asked if this will be Preliminary and Final. Bruska stated that there will still be the opportunity to make reductions prior to setting the Final Levy, and Council may request any additional information needed to make decisions. The Preliminary Levy is proposed at a 38% tax rate, with a 13% levy increase.

The Paid On-Call Firefighter wage adjustment was discussed in conjunction with items to be brought forward on the regular Council agenda this evening, and there were no changes requested after reviewing the budget details.

5. Campus Discussion

Bruska revisited the discussion on the proposed Police and City Hall campus. Stahmer explained that Wold Architects is still working on a preliminary scope, with an anticipated construction start in 2027. Scharber explained that if Council does not wish to proceed with this investment, it's worthy of discussion because it impacts the Levy. Stahmer recapped the options which have been presented to Council during goal setting, including a phased approach. Bruska explained the budget impact scenarios with a phased approach and based on timing. Council expressed that their position had not changed since the last discussion of a Police and City Hall campus. Bruska proposed leaving the plan in the Preliminary Levy as is, which can be changed prior to setting the Final Levy.

6. Review Budget Calendar

Bruska stated in closing that the next step will be setting the Preliminary Levy at the September 24, 2024 Council meeting.

8. Adjourn

Mayor Ihli adjourned the workshop at 6:51 p.m.

Respectfully Submitted,
Stacie Brown, City Clerk

1. Call to Order. The regular meeting of the City Council of the City of Rogers was called to order by Mayor Ihli on Tuesday, September 10, 2024, at 7:00 p.m. at Rogers Community Center, 21201 Memorial Drive, Rogers, MN, 55374 and online in the Zoom application.

Council present: Rick Ihli, Kevin Jullie, Shannon Klick, Amy Enga and Mark Eiden (via Zoom)
Council excused: None

2. Open Forum
No persons addressed the Council.

3. Presentations

3.1 Swearing-In and Badge Pinning for Promoted Fire Fighters

Fire Chief Farrens shared details on the promotions of Ryon Morgando to the rank of Fire Captain and Brian Willegalle to the rank of Fire Lieutenant. Mayor Ihli conducted the swearing-in for both Fire Officers, and family members came forward to pin badges on each Officer.

3.2 Swearing-In and Badge Pinning for Deputy Fire Marshal Jason Albers

Chief Farrens presented a background on the recent hiring of Deputy Fire Marshal Jason Albers, acknowledging DFM Albers for his significant contributions since joining the Rogers Fire Department. Mayor Ihli conducted the swearing-in, and the badge pinning was conducted by DFM Albers' wife.

3.3 Recognize and Present Letter of Commendations to Firefighters for Extrication

Chief Farrens presented the Paratech Rescue Award to Lieutenant Joel Ende, Lieutenant Aaron Ende, and Firefighters Kyler Grandlund, Eric Smith, and Kaari Grandlund for the successful extrication of two individuals in a rollover accident on July 28, 2024. The accident took place on Highway I-94 at Main Street, and newly-procured high-lift air cushions were utilized to raise the vehicle and rescue the individuals who were trapped inside. Chief Farrens acknowledged the Firefighters, Police and EMS team for working together to resolve this incident.

4. Approve Agenda
Set as submitted.

5. Consent Agenda

- **5.1 Approval of the August 27, 2024 Workshop Minutes and the August 27, 2024 City Council Meeting Minutes**
- **5.2 Approval of Bills and Claims**
- **5.3 Approval of Resolution 2024-80; Providing Municipal Approval to the Issuance of a Minnesota Lawful Gambling License to the Rogers Fire Relief Association at Ripple Effect Brewing Company, Located at 14086 Northdale Boulevard, Rogers, Minnesota**
- **5.4 Approval of Promotion to Fire Lieutenant**

5.5 Approval of Promotion to Fire Captain
5.6 Approval of the Thumbs-Up Contract for 2024-2025
5.7 Call for a Public Hearing to Adopt the Proposed Assessment for Delinquent Sewer, Water, Recycling and/or Storm Sewer Service Charges on October 8, 2024 at 7:00 p.m.
5.8 Approve Acquisition of Easements for Fletcher Bypass, City Project No. 1409
5.9 Approve Purchase of Bituminous for Repaving Brookside Meadows Park Trails
5.10 Approval of a Letter Acknowledging the Sale of MyPlas USA to GDB Circular

Councilor Klick moved, Councilor Enga seconded a motion approving the Consent Agenda. Motion carried 5-0.

6. Public Hearings

None.

7. General Business

7.1 Approval of Resolutions Related to Fire Relief Pension Program

City Administrator Stahmer provided a background on the State's efforts to bring Fire Relief Associations onto the State PERA (Public Employees Retirement Association) Statewide Volunteer Fire Plan retirement model.

Stahmer shared that the Rogers Fire Relief Association recently voted to join the Statewide plan. He provided details on the pension schedule, noting that the current benefit level is $5,150 per year of services for 2024. The Fire Relief Association is requesting the annual benefit level to be increased to $6,200 effective January 1, 2025; the highest level analyzed by PERA at which there is no mandatory contribution required of the City for 2025. A review of comparable sized departments shows an average benefit level of $6,500, based on the most recent data available (2-3 years old).

Stahmer added that in 2017, the City began contributing an additional $500 per Firefighter per year to the pension fund in an effort to elevate the pension relative to the market. As part of the 2025 budget, Chief Farrens has requested Council consider increasing this figure to $1,000 per paid-on-call Firefighter.

The pension is typically an important recruitment and retention tool. As discussed in the budget workshop, the $500 per Firefighter per year will go towards the pension level. None of these are City dollars and cannot be used for any other purpose.

Rogers Fire Relief Association President Mike Scharber explained that the investment plan they've been with for many years has done a great job, but the State Board of Investors has out-performed them by 5% over the last five years based on data. There is less cost associated with this plan and one less audit, saving $4,000 which can remain in the fund. To be competitive with like-sized

departments in pension fund performance, Rogers is dead last; however the $6,200 amount is getting us closer. In a growing community, the addition of Firefighters adds to the pension level costs. The intent is to be cost-conscious, and to stay funded to avoid surprise asks.

Councilor Enga moved, Councilor Jullie seconded a motion approving Resolution 2024-81; A Resolution Opting to Join the Statewide Volunteer Firefighter Plan. Motion carried 5-0.

Councilor Enga moved, Councilor Klick seconded a motion approving Resolution 2024-82; A Resolution Opting to Increase the Benefit Level for Firefighters Who are Vested in the Statewide Volunteer Firefighter Plan. Motion carried 5-0.

8. Other Business
None.

9. Correspondence and Reports
No action taken.

10. Adjourn
Mayor Ihli adjourned the meeting at 7:26 p.m.

Respectfully submitted,

Stacie Brown
City Clerk

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.2

Subject: Approval of Bills and Claims

Prepared By: Bridget Bruska, Finance Director

Recommended City Council Action
Motion to approve bills and claims as presented.

Overview / Background

Staff Recommendation
Motion to approve bills and claims as presented.

ATTACHMENTS:

Description

AP Cover Sheet
09-06-2024 Checks #93449-93478 & ACH Payments
09-13-2023 Checks #93479-93480
09-13-2024 Checks #93481-93541 & ACH Payments

CITY OF ROGERS
09.24.2024 CITY COUNCIL MEETING
OPERATING ACCOUNTS - ADDITIONAL CLAIMS PAID/TO BE PAID

City Payroll Checks, Taxes & Misc Fees Paid		
9/5/2024	ADP Child Support/Garnishment	826.22
9/5/2024	ADP Direct Deposits	228,104.44
9/13/2024	ADP Fees	2,439.71
9/13/2024	ADP Fees	1,120.50
9/13/2024	ADP Fees	1,014.90
9/5/2024	ADP Payroll Taxes	87,908.84
9/11/2024	Further FSA/DCAP - A. Dupic	1,600.00
9/9/2024	ICMA Deferred Compensation	2,346.14
9/17/2024	Optum Health Plan Fund	5,845.73
9/9/2024	PERA	64,922.21
9/9/2024	State of MN HCSP	3,397.37
9/9/2024	State of MN - Deferred Comp	9,178.65
9/4/2024	Standard Life Insurance - September	1,572.05
9/5/2024	The Hartford - September	1,897.57
	Payroll & Misc Fee Expenditures	412,174.33
City Checks & ACH Paid		
9/6/2024	City Checks & ACH Paid (93449-93478)	259,116.32
9/13/2024	City Checks (93479-93480)	142.39
9/13/2024	City Checks & ACH Paid (93481-93541)	1,012,230.41
	City Check & ACH Expenditures	1,271,489.12
City Misc ACH/Wires Paid		
9/16/2024	Civic Pay ACH Fees Utility Billing	46.36
9/4/2024	Payment Services Network Processing Fees	365.50
9/11/2024	Wells Fargo Client Analysis Fees	1,832.92
9/11/2024	MNDOR - Water Sales Tax	5,581.00
	City ACH/Wire Expenditures	7,825.78
	City Total To Be Approved	**1,691,489.23**
Liquor Misc ACH/Wires Paid		
9/17/2024	MNDOR - Liquor Sales Tax	48,259.00
	Liquor ACH/Wire Expenditures	48,259.00
	Liquor Total to Be Approved	**48,259.00**

Accounts Payable

Computer Check Proof List by Vendor

User: mrathlisberger@rogersmn.gov
Printed: 09/05/2024 - 12:07PM
Batch: 00001.09.2024

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: ancom	Ancom Technical Center, Inc.			Check Sequence: 1	ACH Enabled: False
123380	IMPRES Single-Unit Charger US Replaces PMP	139.52	09/06/2024	100-430-3000-43250-0000	
123380	APX Travel Chargers	303.45	09/06/2024	100-430-3000-43250-0000	
123380	Freight	18.00	09/06/2024	100-430-3000-43250-0000	
123380	IMPRES 2 MUC W/6-Display	1,449.42	09/06/2024	100-430-3000-43250-0000	
123380	APX IMPRES RSM W/N Cancel Orange Button	635.60	09/06/2024	100-430-3000-43250-0000	
	Check Total:	2,545.99			
Vendor: belco	Bellboy Corporation			Check Sequence: 2	ACH Enabled: True
0204802000	THC	775.10	09/06/2024	609-497-9760-42535-0000	
0204802000	Liquor	306.30	09/06/2024	609-497-9760-42510-0000	
0204811300	Liquor Credit	-8.67	09/06/2024	609-497-9760-42510-0000	
0204811300	THC Credit	-38.33	09/06/2024	609-497-9760-42535-0000	
0204811500	Liquor Credit	-16.83	09/06/2024	609-497-9760-42510-0000	
	Check Total:	1,017.57			
Vendor: bergo	Bergo Environmental Inc			Check Sequence: 3	ACH Enabled: False
8789	Asbestos Testing @ 13450 Willandale Road	550.00	09/06/2024	404-450-5200-43100-0000	
	Check Total:	550.00			
Vendor: booisl	Boom Island Brewing			Check Sequence: 4	ACH Enabled: True
1558	Beer	256.00	09/06/2024	609-497-9760-42520-0000	
	Check Total:	256.00			
Vendor: boutr	Bound Tree Medical, LLC			Check Sequence: 5	ACH Enabled: False
85457197	BP Cuffs X10	99.90	09/06/2024	100-420-2210-42170-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
85457197	NPA Kit X10	315.90	09/06/2024	100-420-2210-42170-0000	
85457197	IGel-infant X15	326.85	09/06/2024	100-420-2210-42170-0000	
85457197	OB Kit X10	147.90	09/06/2024	100-420-2210-42170-0000	
85457197	Chest Seal X30	548.70	09/06/2024	100-420-2210-42170-0000	
85457197	Lucas Suction Cups X1	213.99	09/06/2024	100-420-2210-42170-0000	
85457197	IGel-peds X15	326.85	09/06/2024	100-420-2210-42170-0000	
	Check Total:	1,980.09			
Vendor: Wirbe	BreakThru Beverage Minnesota			Check Sequence: 6	ACH Enabled: False
117457259	Wine	234.90	09/06/2024	609-497-9760-42530-0000	
117457259	Mix	252.46	09/06/2024	609-497-9760-42540-0000	
117457259	Liquor	4,364.82	09/06/2024	609-497-9760-42510-0000	
	Check Total:	4,852.18			
Vendor: capbe	Capitol Beverage			Check Sequence: 7	ACH Enabled: True
3029182	Mix	27.89	09/06/2024	609-497-9760-42540-0000	
3029182	Beer	6,159.80	09/06/2024	609-497-9760-42520-0000	
3029182	Liquor	92.80	09/06/2024	609-497-9760-42510-0000	
3029563	Muni Offsale Beer	227.00	09/06/2024	609-497-9770-42521-0000	
3029563	Muni Bar Beer	819.60	09/06/2024	609-497-9770-42520-0000	
	Check Total:	7,327.09			
Vendor: cdwgo	CDW Government			Check Sequence: 8	ACH Enabled: False
AA11N9K	Webcam & Microphone	49.01	09/06/2024	100-410-1325-42010-0000	
AA1AD9Q	Computer Speakers	157.17	09/06/2024	100-420-2210-42010-0000	
AA2LH7X	Renew 3 Autocad Civil 3D Licenses For Engine	7,911.27	09/06/2024	100-410-1950-43190-0000	
	Check Total:	8,117.45			
Vendor: cencu	Center Cut Meats, LLC			Check Sequence: 9	ACH Enabled: False
August 2024	Senior Dining August	1,003.50	09/06/2024	100-450-5186-43444-0000	
	Check Total:	1,003.50			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 10	ACH Enabled: False
6791320-2	RAC Gas - August	2,452.58	09/06/2024	205-450-5205-43830-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	2,452.58			
Vendor: embpw	Century Link			Check Sequence: 11	ACH Enabled: False
313022581	Hassan Town Hall Phone Svc August	61.97	09/06/2024	100-410-1940-43210-0000	
	Check Total:	61.97			
Vendor: berbe	Chas. A. Bernick, Inc.			Check Sequence: 12	ACH Enabled: False
10257422	THC	491.22	09/06/2024	609-497-9760-42535-0000	
10257423	NA	57.40	09/06/2024	609-497-9760-42540-0000	
10257423	Beer	3,191.50	09/06/2024	609-497-9760-42520-0000	
	Check Total:	3,740.12			
Vendor: cinco	Cintas Corporation			Check Sequence: 13	ACH Enabled: True
4203505792	RWAS Mats 8/28/24	93.79	09/06/2024	609-497-9760-43100-0000	
4203505841	CR Floor Mats 8/28/24	8.86	09/06/2024	100-410-1941-44060-0000	
	Check Total:	102.65			
Vendor: cit	Computer Integration Technologies Inc			Check Sequence: 14	ACH Enabled: True
383111	Desk Phones-St 2	365.00	09/06/2024	449-420-2210-44310-2209	
	Check Total:	365.00			
Vendor: dahdi	Dahlheimer Distributing Co.			Check Sequence: 15	ACH Enabled: True
2267991	NA	31.90	09/06/2024	609-497-9760-42540-0000	
2267991	Beer	11,399.35	09/06/2024	609-497-9760-42520-0000	
2268138	Muni Bar Liquor	64.25	09/06/2024	609-497-9770-42510-0000	
2268138	Muni Bar Beer	798.80	09/06/2024	609-497-9770-42520-0000	
2268138	Muni Snacks For Resale	85.40	09/06/2024	609-497-9770-42550-0000	
2268138	Muni Offsale Beer	55.40	09/06/2024	609-497-9770-42521-0000	
2271318	Beer	1,944.07	09/06/2024	609-497-9760-42520-0000	
2271318	NA	276.00	09/06/2024	609-497-9760-42540-0000	
	Check Total:	14,655.17			
Vendor: danman	Dangerous Man Brewing			Check Sequence: 16	ACH Enabled: True
IN-4990	THC	300.00	09/06/2024	609-497-9760-42535-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
IN-4990	Beer	264.00	09/06/2024	609-497-9760-42520-0000	
	Check Total:	564.00			
Vendor: cldis	Dick Family Inc.			Check Sequence: 17	ACH Enabled: True
1968908	Mix	86.40	09/06/2024	609-497-9760-42540-0000	
1968908	Liquor	351.60	09/06/2024	609-497-9760-42510-0000	
1968908	Beer	1,503.85	09/06/2024	609-497-9760-42520-0000	
	Check Total:	1,941.85			
Vendor: dmxmu	DMX Music - Minneapolis			Check Sequence: 18	ACH Enabled: False
58417848	RWAS Music September	51.17	09/06/2024	609-497-9760-43100-0000	
	Check Total:	51.17			
Vendor: fireq	FES Inc			Check Sequence: 19	ACH Enabled: False
21214	Structural Gear-DFM	4,249.99	09/06/2024	100-420-2210-42106-0000	
	Check Total:	4,249.99			
Vendor: finwa	Finken Water Centers			Check Sequence: 20	ACH Enabled: True
1444228	Hassan Hall Water Softener September	18.00	09/06/2024	100-410-1940-42100-0000	
	Check Total:	18.00			
Vendor: ficatt	FireCatt, LLC			Check Sequence: 21	ACH Enabled: False
14866	Hose Testing '24- 12575'	5,030.00	09/06/2024	100-420-2210-44080-0000	
	Check Total:	5,030.00			
Vendor: marso	Marc Frederickson			Check Sequence: 22	ACH Enabled: False
1931	RAC Softener Salt	357.75	09/06/2024	205-450-5205-43820-0000	
	Check Total:	357.75			
Vendor: grabe	Grape Beginnings, Inc.			Check Sequence: 23	ACH Enabled: False
MN00152694	Wine	274.00	09/06/2024	609-497-9760-42530-0000	
MN00153517	Wine	1,116.00	09/06/2024	609-497-9760-42530-0000	
	Check Total:	1,390.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: guape	Guardian Pest Solutions, Inc.			Check Sequence: 24	ACH Enabled: False
2593400	8/21/24 Commercial Pest Control	16.46	09/06/2024	100-420-2210-43100-0000	
2593400	8/21/24 Commercial Pest Control	20.94	09/06/2024	100-410-1941-43100-0000	
2593990	Muni Pest August	44.71	09/06/2024	609-497-9770-43100-0000	
	Check Total:	82.11			
Vendor: hegpi	Heggie's Pizza LLC			Check Sequence: 25	ACH Enabled: False
1222067032	Muni Pizza For Resale	183.00	09/06/2024	609-497-9770-42550-0000	
	Check Total:	183.00			
Vendor: ideal	Ideal Printers			Check Sequence: 26	ACH Enabled: True
000042193	Citizen Police Academy Post Cards	85.00	09/06/2024	100-420-2100-43500-0000	
	Check Total:	85.00			
Vendor: innof	Innovative Office Solutions LLC			Check Sequence: 27	ACH Enabled: False
IN4625631	Blue Sharpies	7.68	09/06/2024	100-410-1520-42000-0000	
IN4625631	Black Poly Cover For Budget Books	89.52	09/06/2024	100-410-1520-42000-0000	
IN4625631	Plastic Binding Combs	72.98	09/06/2024	100-410-1520-42000-0000	
	Check Total:	170.18			
Vendor: intinc	Intereum Inc			Check Sequence: 28	ACH Enabled: False
211053	Audio/Video-St 2	4,616.37	09/06/2024	449-420-2210-45200-2209	
	Check Total:	4,616.37			
Vendor: piopr	iPROMOTEu			Check Sequence: 29	ACH Enabled: False
2301830P18	EE Reimb Logo Wear	158.51	09/06/2024	100-000-0000-11500-0000	
2301830P18	City Logo Patches X50	310.55	09/06/2024	100-410-1325-42000-0000	
2301830P18	New Employee Logo Wear	111.50	09/06/2024	100-410-1520-42000-0000	
	Check Total:	580.56			
Vendor: johbr	Johnson Brothers Liquor Co.			Check Sequence: 30	ACH Enabled: False
2612054	Liquor	163.50	09/06/2024	609-497-9760-42510-0000	
2612055	Wine	484.75	09/06/2024	609-497-9760-42530-0000	
2612093	Liquor	5,066.25	09/06/2024	609-497-9760-42510-0000	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
2612094		Wine	1,972.75	09/06/2024	609-497-9760-42530-0000	
2612095		Mix	431.00	09/06/2024	609-497-9760-42540-0000	
2612096		Liquor	817.00	09/06/2024	609-497-9760-42510-0000	
6837715		Wine	39.55	09/06/2024	609-497-9760-42530-0000	
6837747		Liquor	1,656.90	09/06/2024	609-497-9760-42510-0000	
6837748		Wine	4,436.36	09/06/2024	609-497-9760-42530-0000	
6837749		Mix/NA	143.85	09/06/2024	609-497-9760-42540-0000	
7486175		Wine	97.75	09/06/2024	609-497-9760-42530-0000	
7486184		Wine	529.59	09/06/2024	609-497-9760-42530-0000	
		Check Total:	15,839.25			
Vendor:	jusbr	Just Breathing LLC			Check Sequence: 31	ACH Enabled: True
#8-2024		Fitness Classes June-August 2024	278.40	09/06/2024	100-450-5186-43443-0000	
		Check Total:	278.40			
Vendor:	shagr	Kelbro Company			Check Sequence: 32	ACH Enabled: False
3061270		Ice	282.52	09/06/2024	609-497-9760-42570-0000	
3061591		Ice	223.66	09/06/2024	609-497-9760-42570-0000	
		Check Total:	506.18			
Vendor:	kripr	Kriss Premium Products, Inc			Check Sequence: 33	ACH Enabled: True
190268		Cooling Tower Chemicals	536.79	09/06/2024	205-450-5205-42160-0000	
		Check Total:	536.79			
Vendor:	lels	Law Enforcement Labor Services, Inc.			Check Sequence: 34	ACH Enabled: True
September 2024		September 2024 Union Dues	1,128.00	09/06/2024	100-000-0000-21709-0000	
September 2024		September 2024 Union Dues	282.00	09/06/2024	100-000-0000-21709-0000	
		Check Total:	1,410.00			
Vendor:	mamun	M Amundson Cigar & Candy Co LLP			Check Sequence: 35	ACH Enabled: True
388791		Tobacco	1,651.08	09/06/2024	609-497-9760-42560-0000	
388791		Plastic Glasses	160.00	09/06/2024	609-497-9760-42580-0000	
388791		Grenadine/Mix	19.92	09/06/2024	609-497-9760-42540-0000	
388791		Suckers	16.59	09/06/2024	609-497-9760-42100-0000	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
		Check Total:	1,847.59			
Vendor:	maceq	MacQueen Equipment, Inc.			Check Sequence: 36	ACH Enabled: True
P11448		E22-Lens Replacement-from Incident	72.00	09/06/2024	100-420-2210-44040-0000	
		Check Total:	72.00			
Vendor:	menar	Menards, Inc.			Check Sequence: 37	ACH Enabled: False
36089		3M SANDPAPER COARSE	2.59	09/06/2024	100-410-1940-42102-0000	
36089		SANDBLAST PRO-PK 80	13.49	09/06/2024	100-410-1940-42102-0000	
36089		3/8 FLAT HD PLUG OAK	2.68	09/06/2024	100-420-2210-42102-0000	
36089		HELMSMAN WB URETHANE GLS	25.97	09/06/2024	100-410-1940-42102-0000	
36089		ACCUCOLOR GROUT SANDED	6.49	09/06/2024	100-410-1940-42102-0000	
36089		1/2 ROUND HD PLUG OAK	1.99	09/06/2024	100-420-2210-42102-0000	
36089		POSTER STRIPS	7.14	09/06/2024	100-420-2210-42102-0000	
		Check Total:	60.35			
Vendor:	metcou	Metropolitan Council Environmental Services			Check Sequence: 38	ACH Enabled: True
0001177019		October 2024 METC Services	108,852.80	09/06/2024	602-495-9490-43115-0000	
		Check Total:	108,852.80			
Vendor:	milho	Milk and Honey Ciders			Check Sequence: 39	ACH Enabled: False
13602		Beer	103.02	09/06/2024	609-497-9760-42520-0000	
13602		Liquor	135.00	09/06/2024	609-497-9760-42510-0000	
		Check Total:	238.02			
Vendor:	mindehe	Minn. Dept. of Health			Check Sequence: 40	ACH Enabled: False
07/01/2024 - 09		3rd Qtr Comm Water Service Connection Fee	8,505.00	09/06/2024	601-494-9440-44080-0000	
		Check Total:	8,505.00			
Vendor:	schso	MN Equipment Inc.			Check Sequence: 41	ACH Enabled: True
P30066		AL78021 REAR VIEW MIRROR - #15-007	90.62	09/06/2024	100-450-5200-42103-0000	
P30068		94900007920 RIBBED POL	77.21	09/06/2024	100-430-3000-42105-0000	
P30068		42247008113 DEFLECTOR	65.51	09/06/2024	100-430-3000-42105-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	233.34			
Vendor: putco	Pulte Homes of Minnesota			Check Sequence: 42	ACH Enabled: False
RNC24-000250	Site Fee	275.00	09/06/2024	100-410-1950-34110-0000	
RNC24-000250	RSAC	900.00	09/06/2024	408-430-3330-37270-0000	
RNC24-000250	WAC	800.00	09/06/2024	407-430-3300-37150-0000	
	Check Total:	1,975.00			
Vendor: sirli	Sir Lines-A-Lot			Check Sequence: 43	ACH Enabled: False
H24-0302-11p-00	SYMBOL MARKINGS	13,320.00	09/06/2024	100-430-3120-42240-0000	
	Check Total:	13,320.00			
Vendor: souwi	Southern Glazers Wine & Spirits of Minnesota			Check Sequence: 44	ACH Enabled: False
2522665	Wine	319.40	09/06/2024	609-497-9760-42530-0000	
2522666	Liquor	5,898.08	09/06/2024	609-497-9760-42510-0000	
2522667	Mix	38.28	09/06/2024	609-497-9760-42540-0000	
2522668	Wine	129.28	09/06/2024	609-497-9760-42530-0000	
	Check Total:	6,385.04			
Vendor: swamo	Swank Motion Pictures, Inc			Check Sequence: 45	ACH Enabled: True
DB 3715646	Movie In The Park - Spy Kids	375.00	09/06/2024	100-450-5120-43445-0000	
	Check Total:	375.00			
Vendor: vinin	Vinocopia Inc			Check Sequence: 46	ACH Enabled: True
0357026-IN	Liquor	1,102.50	09/06/2024	609-497-9760-42510-0000	
	Check Total:	1,102.50			
Vendor: grain	W.W. Grainger, Inc.			Check Sequence: 47	ACH Enabled: True
9226059815	Electrical Receptacles E11	66.88	09/06/2024	100-420-2210-44040-0000	
	Check Total:	66.88			
Vendor: xcele	Xcel Energy			Check Sequence: 48	ACH Enabled: False
51-6488911-0	TRAFFIC SIGNALS June	996.62	09/06/2024	100-430-3120-43170-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	996.62			
Vendor: xcele	Xcel Energy			Check Sequence: 49	ACH Enabled: False
51-6488907-4	TOWERS & WELLS ELECTRIC SERVICE Jul	18,928.33	09/06/2024	601-494-9440-43810-0000	
	Check Total:	18,928.33			
Vendor: xcele	Xcel Energy			Check Sequence: 50	ACH Enabled: False
51-9712220-4	STREET IGHTS-UNMETERED July	7,991.58	09/06/2024	100-430-3120-43160-0000	
51-9712220-4	STREETLIGHTS-METERED July	836.31	09/06/2024	100-430-3120-43160-0000	
	Check Total:	8,827.89			
Vendor: yalme	Yale Mechanical, LLC			Check Sequence: 51	ACH Enabled: True
260105	Smoke Detector Repair	412.00	09/06/2024	100-410-1941-44040-0000	
	Check Total:	412.00			
	Total for Check Run:	259,116.32			
	Total of Number of Checks:	51			

Accounts Payable

Computer Check Proof List by Vendor

User: mrathlisberger@rogersmn.gov
Printed: 09/12/2024 - 12:02PM
Batch: 00002.09.2024

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: UB*00047	Tayler/Eric Huston/Boysen			Check Sequence: 1	ACH Enabled: False
8/11/2022	Refund Check 009803-000, 14051 Teal Ct	11.32	09/13/2024	601-000-0000-20200-0000	
	Check Total:	11.32			
Vendor: UB*00304	Jacqueline/Dave Olson/Kummer			Check Sequence: 2	ACH Enabled: False
6/12/2024	Refund Check 008965-000, 13766 Dorothy Dr	131.07	09/13/2024	601-000-0000-20200-0000	
	Check Total:	131.07			
	Total for Check Run:	142.39			
	Total of Number of Checks:	2			

Accounts Payable

Computer Check Proof List by Vendor

User: mrathlisberger@rogersmn.gov
Printed: 09/12/2024 - 12:49PM
Batch: 00003.09.2024

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: tenkcu	10K Custom Lettering			Check Sequence: 1	ACH Enabled: False
102294	Muni T-shirts	260.00	09/13/2024	609-497-9770-42580-0000	
	Check Total:	260.00			
Vendor: albmi	Mike Albers			Check Sequence: 2	ACH Enabled: False
August 2024	MILEAGE REIMBURSEMENT FOR AUGUST	75.04	09/13/2024	100-410-1950-44360-0000	
	Check Total:	75.04			
Vendor: aleai	Alex Air Apparatus Inc			Check Sequence: 3	ACH Enabled: False
8659	Annual Compressor Test '24-Station 1	802.47	09/13/2024	100-420-2210-44080-0000	
8660	Annual Compressor Test '24-Station 2	909.91	09/13/2024	100-420-2210-44080-0000	
	Check Total:	1,712.38			
Vendor: petbi	Allstate Peterbilt of Rogers			Check Sequence: 4	ACH Enabled: False
2504446718	Compartment Light-E11	35.86	09/13/2024	100-420-2210-42103-0000	
	Check Total:	35.86			
Vendor: aspmi	Aspen Mills			Check Sequence: 5	ACH Enabled: False
338004	Badge-DFM	83.85	09/13/2024	100-420-2210-42180-0000	
338239	Name Tags-Bebeau	14.85	09/13/2024	100-420-2210-42180-0000	
338240	Name Tags-Willegalle	29.70	09/13/2024	100-420-2210-42180-0000	
338241	Name Tags-Morgando	44.55	09/13/2024	100-420-2210-42180-0000	
338242	Name Tags-Knapp	29.70	09/13/2024	100-420-2210-42180-0000	
	Check Total:	202.65			
Vendor: beaoi	Beaudry Oil & Service Inc.			Check Sequence: 6	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1116761	Fuel - Unleaded And Diesel	11,144.57	09/13/2024	100-000-0000-14100-0000	
2704771	Fuel - For PW Emergency Generators	671.46	09/13/2024	100-430-3000-42120-0000	
	Check Total:	11,816.03			
Vendor: belco	Bellboy Corporation			Check Sequence: 7	ACH Enabled: True
0108854100	RWAS 6 Pk Carriers	88.57	09/13/2024	609-497-9760-42100-0000	
0108854100	Pickles	37.00	09/13/2024	609-497-9760-42550-0000	
0204963400	Liquor	769.90	09/13/2024	609-497-9760-42510-0000	
	Check Total:	895.47			
Vendor: bolme	Bolton & Menk Inc			Check Sequence: 8	ACH Enabled: True
0344239	Rogers/2024 LS Condition Assessment	9,473.50	09/13/2024	602-495-9490-43030-0000	
	Check Total:	9,473.50			
Vendor: boutr	Bound Tree Medical, LLC			Check Sequence: 9	ACH Enabled: False
85462100	Bandages & Dressings	536.62	09/13/2024	100-420-2210-42170-0000	
85462101	Trauma Epipen Stethoscope Trainers	523.02	09/13/2024	100-420-2210-42070-0000	
	Check Total:	1,059.64			
Vendor: Wirbe	BreakThru Beverage Minnesota			Check Sequence: 10	ACH Enabled: False
117569572	Wine	987.60	09/13/2024	609-497-9760-42530-0000	
117569572	Liquor	2,105.90	09/13/2024	609-497-9760-42510-0000	
412675268	Liquor Credit	-5.24	09/13/2024	609-497-9760-42510-0000	
	Check Total:	3,088.26			
Vendor: terpo	Brookfield Renewable			Check Sequence: 11	ACH Enabled: False
200100231765	RWAS Solar August	153.46	09/13/2024	609-497-9760-43810-0000	
200100231766	RAC Solar - August	344.68	09/13/2024	205-450-5205-43810-0000	
	Check Total:	498.14			
Vendor: callto	CallTower Inc			Check Sequence: 12	ACH Enabled: False
202088073	Monthly Phone Service August	1,587.48	09/13/2024	100-410-1330-43250-0000	
	Check Total:	1,587.48			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: capbe	Capitol Beverage			Check Sequence: 13	ACH Enabled: True
3031693	THC	46.00	09/13/2024	609-497-9760-42535-0000	
3031693	Beer	6,382.90	09/13/2024	609-497-9760-42520-0000	
	Check Total:	6,428.90			
Vendor: miste	Car Wash Partners Inc			Check Sequence: 14	ACH Enabled: True
223551	April PD Car Washes	240.00	09/13/2024	100-420-2100-44040-0000	
	Check Total:	240.00			
Vendor: carcl	Carson, Clelland & Schreder			Check Sequence: 15	ACH Enabled: True
6088	August Attorney Fees	6,511.05	09/13/2024	100-420-2100-43040-0000	
	Check Total:	6,511.05			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 16	ACH Enabled: False
6403368750-6	Gas - 21701 Industrial Blvd. August	26.22	09/13/2024	100-410-1940-43830-0000	
	Check Total:	26.22			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 17	ACH Enabled: False
5490566-6	Gas - CH August	47.95	09/13/2024	100-410-1940-43830-0000	
5490566-6	Gas - PW August	111.87	09/13/2024	100-430-3000-43830-0000	
	Check Total:	159.82			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 18	ACH Enabled: False
5542017-8	Gas - Sr. Center August	24.10	09/13/2024	100-450-5186-43830-0000	
	Check Total:	24.10			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 19	ACH Enabled: False
11177201-8	Gas - Event Center August	189.08	09/13/2024	100-410-1941-43830-0000	
	Check Total:	189.08			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 20	ACH Enabled: False
10203497-2	Gas - PD August	608.21	09/13/2024	100-420-2100-43830-0000	
	Check Total:	608.21			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 21	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
11626254-4	Gas - Splash Pad August	29.34	09/13/2024	100-450-5200-43830-0000	
	Check Total:	29.34			
Vendor: embpw	Century Link			Check Sequence: 22	ACH Enabled: False
313611966	Muni Phone August	309.69	09/13/2024	609-497-9770-43210-0000	
313942943	RWAS Phone August	151.27	09/13/2024	609-497-9760-43210-0000	
	Check Total:	460.96			
Vendor: berbe	Chas. A. Bernick, Inc.			Check Sequence: 23	ACH Enabled: False
10260198	THC	521.80	09/13/2024	609-497-9760-42535-0000	
10260199	NA	246.00	09/13/2024	609-497-9760-42540-0000	
10260199	Beer	1,623.64	09/13/2024	609-497-9760-42520-0000	
10260200	Beer Credit	-176.00	09/13/2024	609-497-9760-42520-0000	
	Check Total:	2,215.44			
Vendor: cinco	Cintas Corporation			Check Sequence: 24	ACH Enabled: True
4204043008	Uniform - Janitorial 9/4/24	2.24	09/13/2024	100-410-1940-44060-0000	
4204043008	Uniform - PW 9/4/24	13.51	09/13/2024	100-430-3000-42180-0000	
4204043008	Uniform - SWR 9/4/24	4.35	09/13/2024	602-495-9490-42180-0000	
4204043008	Uniform - PK 9/4/24	12.39	09/13/2024	100-450-5200-42180-0000	
4204043008	Uniform - Gen'l. Gov't. Bldgs 9/4/24	2.95	09/13/2024	100-410-1940-42180-0000	
4204043008	Uniform - WTR 9/4/24	4.35	09/13/2024	601-494-9440-42180-0000	
4204046519	Muni Mats & Towels 9/4/24	184.28	09/13/2024	609-497-9770-43100-0000	
	Check Total:	224.07			
Vendor: citmo	City of Monticello			Check Sequence: 25	ACH Enabled: True
0030928	Animal Impound Fees - Jun/July	582.00	09/13/2024	100-420-2100-43100-0000	
	Check Total:	582.00			
Vendor: citro	City of Rogers			Check Sequence: 26	ACH Enabled: False
004728-000	Utility Service-12909 Main St August	15.61	09/13/2024	100-410-1940-43820-0000	
004732-000	Utility Service-PW August	214.63	09/13/2024	100-430-3000-43820-0000	
004732-000	Utility Service-CH August	91.98	09/13/2024	100-410-1940-43820-0000	
008783-000	Utility Service-NCP Pk. Bldg. August	33.70	09/13/2024	100-450-5200-43820-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
011577-000	Utility Service-Splash Pad August	3,464.84	09/13/2024	100-450-5200-43820-0000	
012576-000	21701 Industrial Blvd. - Boyer Bldg. August	117.74	09/13/2024	100-410-1940-43820-0000	
	Check Total:	3,938.50			
Vendor: cod4la	Code 4 Laser Works			Check Sequence: 27	ACH Enabled: False
#000019	Dept Logo Sign-St 2	1,800.00	09/13/2024	449-420-2210-45200-2209	
	Check Total:	1,800.00			
Vendor: comca	Comcast Cable Communications Inc.			Check Sequence: 28	ACH Enabled: False
8772 10 560 000	8772 10 560 0008870-FD Sep '24	2.27	09/13/2024	100-420-2210-43210-0000	
	Check Total:	2.27			
Vendor: mnpip	Core & Main LP			Check Sequence: 29	ACH Enabled: False
V563057	510M S/POINT M2 TC DP HR & LD 53963537	1,402.13	09/13/2024	601-494-9440-42150-0000	
	Check Total:	1,402.13			
Vendor: dahdi	Dahlheimer Distributing Co.			Check Sequence: 30	ACH Enabled: True
2250920	Beer Buydown	-57.60	09/13/2024	609-497-9760-42520-0000	
2255187	Beer	412.00	09/13/2024	609-497-9760-42520-0000	
2261406	Beer Credit	-90.00	09/13/2024	609-497-9760-42520-0000	
2262504	Beer Buydown	-115.20	09/13/2024	609-497-9760-42520-0000	
2273536	Liquor	99.00	09/13/2024	609-497-9760-42510-0000	
2273536	Beer	8,967.15	09/13/2024	609-497-9760-42520-0000	
2273536	THC	518.00	09/13/2024	609-497-9760-42535-0000	
2273680	Muni Bar Beer	326.50	09/13/2024	609-497-9770-42520-0000	
2273680	Muni Bar Liquor	105.20	09/13/2024	609-497-9770-42510-0000	
2273680	Muni Offsale Beer	64.80	09/13/2024	609-497-9770-42521-0000	
2276453	Beer	5,860.60	09/13/2024	609-497-9760-42520-0000	
2276453	Liquor	1,855.00	09/13/2024	609-497-9760-42510-0000	
	Check Total:	17,945.45			
Vendor: decsa	Decimet Sales, Inc.			Check Sequence: 31	ACH Enabled: True
226435	PT-01 Plasma Template	120.00	09/13/2024	100-430-3000-42100-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	120.00			
Vendor: destr	Design Tree Engineering & Land Surveying			Check Sequence: 32	ACH Enabled: False
25248	South Community Park Site Improvements	370.00	09/13/2024	410-450-5200-43030-2104	
	Check Total:	370.00			
Vendor: cldis	Dick Family Inc.			Check Sequence: 33	ACH Enabled: True
1946779	THC	990.00	09/13/2024	609-497-9760-42535-0000	
1968517	Muni Bar Beer	159.00	09/13/2024	609-497-9770-42520-0000	
1972196	Beer	1,308.95	09/13/2024	609-497-9760-42520-0000	
2465000402	Beer Credit	-8.47	09/13/2024	609-497-9760-42520-0000	
	Check Total:	2,449.48			
Vendor: ecmpu	ECM Publishers, Inc.			Check Sequence: 34	ACH Enabled: False
1013796	PHN: Lundeen Variance	104.01	09/13/2024	100-410-1910-43520-0000	
1013797	PHN: Plat/CUP - CP West Northdale Addn	112.00	09/13/2024	100-410-1910-43520-0000	
	Check Total:	216.01			
Vendor: ecsi	ECSI System Integrators			Check Sequence: 35	ACH Enabled: False
24070433	Booking Room Cameras Button Replacements	1,495.00	09/13/2024	100-420-2100-44010-0000	
24080449	Booking Door Not Locking	968.25	09/13/2024	100-420-2100-44010-0000	
24080545	Splash Pad Building Card Reader Repair	455.00	09/13/2024	100-450-5200-44010-0000	
	Check Total:	2,918.25			
Vendor: facmo	Elliot Auto Supply Co, Inc.			Check Sequence: 36	ACH Enabled: False
128-199826	MTC BRRF406 ROTOR ASY - BRAKE (P}	214.00	09/13/2024	100-420-2100-42103-0000	
128-199826	MTC BRF1922 KIT-BRAKELINING (P)	127.00	09/13/2024	100-420-2100-42103-0000	
128-200200	FVP P94RAGM BATTERY CCA800 RC140	194.67	09/13/2024	100-420-2210-42103-0000	
128-200200	FVP P48AGM BATTERY CCA720 RC120	183.41	09/13/2024	100-420-2210-42103-0000	
128-200264	RETURN: MTC BRF1922 L1MZ2001G KIT-Bl	-127.00	09/13/2024	100-420-2100-42103-0000	
128-Z16332	BATTERY CORE CREDIT	-16.00	09/13/2024	100-420-2100-42103-0000	
128-Z16332	BATTERY CORE CREDIT	-18.00	09/13/2024	100-420-2100-42103-0000	
128-Z16332	FVP P65 BATTERY CCA840 RC145	122.94	09/13/2024	100-430-3000-42103-0000	
128-Z16332	FVP P48HD BATTERY CCA790 RC150-WARF	-118.74	09/13/2024	100-420-2100-42103-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
128-Z16332	BATTERY CORE CREDIT	-16.00	09/13/2024	100-430-3000-42103-0000	
128-Z16332	BATTERY CORE CREDIT	-16.00	09/13/2024	100-420-2100-42103-0000	
128-Z16332	FVP P94R BATTERY CCA800 RC170-WARRA	-136.13	09/13/2024	100-420-2100-42103-0000	
128-Z16332	BATTERY CORE CHARGE	16.00	09/13/2024	100-430-3000-42103-0000	
128-Z16515	CORE CHARGES: BCR MD -CORE MEDIUM	-32.00	09/13/2024	100-430-3000-42103-0000	
128-Z16515	RETURN: FVP 994R BATTERY CCA800 RC1	-152.13	09/13/2024	100-420-2210-42103-0000	
128-Z16515	FVP P65 BATTERY CCA840 RC145	277.88	09/13/2024	100-430-3000-42103-0000	
	Check Total:	503.90			
Vendor: emeap	Emergency Apparatus Main. Inc.			Check Sequence: 37	ACH Enabled: False
133194	E11-Master Steering	2,205.37	09/13/2024	100-420-2210-44040-0000	
	Check Total:	2,205.37			
Vendor: esker	Esker Inc			Check Sequence: 38	ACH Enabled: True
460283566	Esker - August 2024	764.68	09/13/2024	100-410-1520-43190-0000	
	Check Total:	764.68			
Vendor: gfaco	FAUL Psychological			Check Sequence: 39	ACH Enabled: True
2034	Leadership & Management Assessment-DFM	1,250.00	09/13/2024	100-420-2210-44080-0000	
	Check Total:	1,250.00			
Vendor: feren	Ferguson Enterprises #1657			Check Sequence: 40	ACH Enabled: False
0788749	AM9228870020A CCN 1.5 VR PRES CMPNST	213.75	09/13/2024	100-410-1940-42102-0000	
0856058	ZZ89600 3-1/2 TWST DRN	86.52	09/13/2024	100-410-1941-42102-0000	
0858444	ZZ89600 3-1/2 TWST DRN	173.03	09/13/2024	100-410-1941-42102-0000	
	Check Total:	473.30			
Vendor: finwa	Finken Water Centers			Check Sequence: 41	ACH Enabled: True
35122TN	Water August	18.45	09/13/2024	100-430-3000-43820-0000	
35199TN	Water-FD Aug '24	33.95	09/13/2024	100-420-2210-43820-0000	
	Check Total:	52.40			
Vendor: marso	Marc Frederickson			Check Sequence: 42	ACH Enabled: False
1930	Softner Salt - Public Works	94.61	09/13/2024	100-430-3000-43820-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1930	Softener Salt - City Hall	40.54	09/13/2024	100-410-1940-43820-0000	
1930	Softener Salt - Splash Pad	79.50	09/13/2024	100-450-5200-43820-0000	
	Check Total:	214.65			
Vendor: selac	Further			Check Sequence: 43	ACH Enabled: False
17044356	FSA Participant Fees September	40.50	09/13/2024	100-410-1325-43015-0000	
	Check Total:	40.50			
Vendor: gense	General Security Serv. Corp.			Check Sequence: 44	ACH Enabled: True
22816	Muni Alarm November	24.95	09/13/2024	609-497-9770-43100-0000	
22816	Muni Alarm October	24.97	09/13/2024	609-497-9770-43100-0000	
22816	Muni Alarm September	24.97	09/13/2024	609-497-9770-43100-0000	
	Check Total:	74.89			
Vendor: mires	Global Reserve			Check Sequence: 45	ACH Enabled: True
ORD-11300	THC	1,756.00	09/13/2024	609-497-9760-42535-0000	
	Check Total:	1,756.00			
Vendor: gopst	Gopher State One-Call , Inc.			Check Sequence: 46	ACH Enabled: False
4080716	Locates August	99.40	09/13/2024	603-496-9495-43150-0000	
4080716	Locates August	305.35	09/13/2024	602-495-9490-43150-0000	
4080716	Locates August	305.35	09/13/2024	601-494-9440-43150-0000	
	Check Total:	710.10			
Vendor: grelaco	Great Lakes Coca Cola			Check Sequence: 47	ACH Enabled: False
43087371010	Mix	1,006.08	09/13/2024	609-497-9760-42540-0000	
	Check Total:	1,006.08			
Vendor: hawch	Hawkins Inc.			Check Sequence: 48	ACH Enabled: False
6852531	Chlorine And Hydrofluosilicic Acid	5,554.19	09/13/2024	601-494-9440-42160-0000	
6857907	Chlorine Hydrofluosilicic Acid LPC-5	10,779.30	09/13/2024	601-494-9440-42160-0000	
	Check Total:	16,333.49			
Vendor: hencosh	Hennepin County Accounts Receivable			Check Sequence: 49	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1000231489	Jail Per DIem - June 2024	1,637.80	09/13/2024	100-420-2100-43100-0000	
1000231666	Radio Fleet Fee-Aug '24	4,910.84	09/13/2024	100-420-2210-43250-0000	
1000231691	Radio Fleet Fee August	611.16	09/13/2024	100-430-3000-43250-0000	
	Check Total:	7,159.80			
Vendor: hirsh	Hirshfield's			Check Sequence: 50	ACH Enabled: True
0026540-IN	1415-50 ATHLETIC FIELD STRIPING YELLC	1,043.28	09/13/2024	100-450-5200-42100-0000	
	Check Total:	1,043.28			
Vendor: hohen	Hohensteins Inc			Check Sequence: 51	ACH Enabled: False
749339	Beer	1,661.25	09/13/2024	609-497-9760-42520-0000	
749339	NA/Mix	176.25	09/13/2024	609-497-9760-42540-0000	
	Check Total:	1,837.50			
Vendor: infos	InfoSend			Check Sequence: 52	ACH Enabled: False
266914	Infosend Printing Fees July	517.49	09/13/2024	603-496-9495-43500-0000	
266914	Infosend Printing Fees July	1,308.93	09/13/2024	601-494-9440-43500-0000	
266914	Infosend Printing Fees July	1,065.41	09/13/2024	602-495-9490-43500-0000	
266914	Infosend Printing Fees July	152.20	09/13/2024	100-430-3245-43500-0000	
270294	Infosend Printing Fees August 2024	1,136.37	09/13/2024	602-495-9490-43500-0000	
270294	Infosend Printing Fees August 2024	1,396.11	09/13/2024	601-494-9440-43500-0000	
270294	Infosend Printing Fees August 2024	551.95	09/13/2024	603-496-9495-43500-0000	
270294	Infosend Printing Fees August 2024	162.34	09/13/2024	100-430-3245-43500-0000	
	Check Total:	6,290.80			
Vendor: innof	Innovative Office Solutions LLC			Check Sequence: 53	ACH Enabled: False
IN4634277	Toilet Paper	154.48	09/13/2024	100-430-3000-42102-0000	
	Check Total:	154.48			
Vendor: iscsa	ISC Sales Inc			Check Sequence: 54	ACH Enabled: True
0177350-IN	Well #7 Cabinet - Delta T W/ Bilevel Protection	7,069.91	09/13/2024	601-494-9440-44040-0000	
	Check Total:	7,069.91			
Vendor: jlgar	JLG Architects			Check Sequence: 55	ACH Enabled: True

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
20166-11		WORK ON ROGERS INDOOR TURF FACILI	71,770.61	09/13/2024	410-450-5200-43030-2201	
		Check Total:	71,770.61			
Vendor:	johar	Arlene Johnson			Check Sequence: 56	ACH Enabled: False
581354		Refund Fee	10.00	09/13/2024	100-450-5120-34790-0000	
		Check Total:	10.00			
Vendor:	johbr	Johnson Brothers Liquor Co.			Check Sequence: 57	ACH Enabled: False
2616874		Liquor	135.00	09/13/2024	609-497-9760-42510-0000	
2616875		Wine	162.23	09/13/2024	609-497-9760-42530-0000	
2617012		Liquor	889.63	09/13/2024	609-497-9760-42510-0000	
2617013		Wine	627.00	09/13/2024	609-497-9760-42530-0000	
2617014		Liquor	2,137.61	09/13/2024	609-497-9760-42510-0000	
3709417		Beer	143.00	09/13/2024	609-497-9760-42520-0000	
3709418		THC	87.60	09/13/2024	609-497-9760-42535-0000	
6841456		Wine	79.10	09/13/2024	609-497-9760-42530-0000	
6841499		Muni Bar Wine	194.81	09/13/2024	609-497-9770-42530-0000	
6841577		Liquor	618.85	09/13/2024	609-497-9760-42510-0000	
6841578		Wine	200.90	09/13/2024	609-497-9760-42530-0000	
8841498		Muni Bar Liquor	1,642.75	09/13/2024	609-497-9770-42510-0000	
		Check Total:	6,918.48			
Vendor:	kaimo	Monroetta Kai			Check Sequence: 58	ACH Enabled: False
583926		Deposit Refund	600.00	09/13/2024	100-000-0000-22000-0000	
		Check Total:	600.00			
Vendor:	shagr	Kelbro Company			Check Sequence: 59	ACH Enabled: False
3063544		Ice	65.16	09/13/2024	609-497-9760-42570-0000	
3065935		Muni Bar Pop/Mix	150.30	09/13/2024	609-497-9770-42540-0000	
3066052		Ice	200.40	09/13/2024	609-497-9760-42570-0000	
		Check Total:	415.86			
Vendor:	kjoen	Kjolhaug Environmental Serv. Co., Inc.			Check Sequence: 60	ACH Enabled: True
807312		2021-050 - Rogers City - Laurel Creek CR117 M	210.00	09/13/2024	603-496-9495-43030-8150	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
807320	2023-076 - Rogers City - Veit Kemmetmueller D	720.00	09/13/2024	603-496-9495-43030-8150	
	Check Total:	930.00			
Vendor: kohra	Rachel Kohout			Check Sequence: 61	ACH Enabled: False
583947	Damage Deposit Refund	300.00	09/13/2024	100-000-0000-22000-0000	
583947	Kitchen Refund	150.00	09/13/2024	100-410-1941-34795-0000	
	Check Total:	450.00			
Vendor: kueco	KUE Contractors Inc			Check Sequence: 62	ACH Enabled: False
Pay App #11	Pay App #11 - Fire Station 2	530,166.50	09/13/2024	449-420-2210-45200-2209	
	Check Total:	530,166.50			
Vendor: lawpr	Lawson Products			Check Sequence: 63	ACH Enabled: False
9311809919	1419457 Flap Disc 4-1/2" Zirc 60 Grit	163.54	09/13/2024	100-430-3000-42100-0000	
	Check Total:	163.54			
Vendor: lyn&mc	Lynde & McLeod, Inc			Check Sequence: 64	ACH Enabled: False
I023124	YARDWASTE ACTIVITY FOR AUGUST	35.40	09/13/2024	100-450-5200-43180-0000	
I023148	YARDWASTE ACTIVITY FOR AUGUST	4,663.36	09/13/2024	100-450-5200-43180-0000	
	Check Total:	4,698.76			
Vendor: maceq	MacQueen Equipment, Inc.			Check Sequence: 65	ACH Enabled: True
P34515	Helmet Shield X3	305.08	09/13/2024	100-420-2210-42106-0000	
	Check Total:	305.08			
Vendor: marri	Marie Ridgeway LICSW, LLC			Check Sequence: 66	ACH Enabled: True
2894	August Therapy Session	160.00	09/13/2024	100-420-2100-43140-0000	
	Check Total:	160.00			
Vendor: cleri	McDonald Distributing Company			Check Sequence: 67	ACH Enabled: True
766199	Beer	221.00	09/13/2024	609-497-9760-42520-0000	
766199	THC	343.80	09/13/2024	609-497-9760-42535-0000	
	Check Total:	564.80			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: menar	Menards, Inc.			Check Sequence: 68	ACH Enabled: False
36692	CO NAT GAS ALARM	29.39	09/13/2024	100-420-2100-42102-0000	
36692	3/4" 3HL 1 GANG DEEP BOX	11.69	09/13/2024	100-410-1941-42102-0000	
36692	CO NAT GAS ALARM	29.39	09/13/2024	100-420-2210-42102-0000	
36692	CO NAT GAS ALARM	29.39	09/13/2024	100-430-3000-42102-0000	
37070	EZ POPCORN TEXTURE	11.96	09/13/2024	100-410-1940-42102-0000	
37251	21PC IMPACT DRIVE BIT SE*	2.24	09/13/2024	100-450-5200-42100-0000	
37251	12X12 BASN KIT W/GR GRAT	64.99	09/13/2024	100-450-5200-42104-0000	
37251	50:1 FUEL PREMIX 110 OZ	47.94	09/13/2024	100-450-5200-42120-0000	
37251	8" GARDEN MUMS	35.00	09/13/2024	100-410-1941-42102-0000	
37257	1202 GOO GONE SPRAY GEL	9.94	09/13/2024	100-410-1940-42102-0000	
37257	280Z GOO GONE GROUT	28.32	09/13/2024	100-410-1940-42102-0000	
37257	30CT STAINLSS STEEL WIPES	9.36	09/13/2024	100-410-1940-42102-0000	
	Check Total:	309.61			
Vendor: metcou	Metropolitan Council Environmental Services			Check Sequence: 69	ACH Enabled: True
August 2024	SAC Report 8/31/2024	191,891.70	09/13/2024	408-430-3330-43851-0000	
	Check Total:	191,891.70			
Vendor: schso	MN Equipment Inc.			Check Sequence: 70	ACH Enabled: True
P30143	90754784085 PANHEAD SE	4.66	09/13/2024	100-430-3000-42103-0000	
P30143	90754784136 PANHEADSEL	4.66	09/13/2024	100-430-3000-42103-0000	
P30234	41801200604 CARBURETOR	74.87	09/13/2024	100-450-5200-42103-0000	
P30238	11232000881US MS 250-Z Chains STIHL	399.99	09/13/2024	100-450-5200-42105-0000	
P30238	DISCOUNT	-80.00	09/13/2024	100-450-5200-42105-0000	
P30238	36950050068 23RM3 68E CHAIN STIHL	30.99	09/13/2024	100-450-5200-42105-0000	
P30241	07813138005 ULTRA 2 GAL MIX	52.68	09/13/2024	100-450-5200-42120-0000	
P30519	Chainsaw Blade X2	117.98	09/13/2024	100-420-2210-42105-0000	
P30605	30050087017 18" BAR ST 325- STIHL	52.99	09/13/2024	100-450-5200-42103-0000	
P30605	EPC047268 SPRING LOCKING PIN	82.68	09/13/2024	100-450-5200-42103-0000	
P30762	36890050062 26RM3 62E CHAIN STIHL	57.98	09/13/2024	100-430-3000-42103-0000	
P30812	TCU19299 AXLE	54.15	09/13/2024	100-450-5200-42103-0000	
P30812	UC28193 Wheel	44.43	09/13/2024	100-450-5200-42103-0000	
P30924	CHAIN SHARPNING	30.00	09/13/2024	100-450-5200-44040-0000	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
P30924		40028202302 27-2 AUTOCUT STIHL	61.98	09/13/2024	100-450-5200-44040-0000	
P31154		DMU210479 V -BELT	125.71	09/13/2024	100-450-5200-42103-0000	
P31155		RETURN: 36700050064 71PM3 64 CHAIN STI	-26.99	09/13/2024	100-430-3120-42103-0000	
P31155		36170050055 63PS 55E CHAIN STIHL	26.99	09/13/2024	100-430-3120-42103-0000	
P31155		CHAIN SHARPENING	30.00	09/13/2024	100-430-3120-44040-0000	
P31155		36700050065 71PM365 12" CHA	63.16	09/13/2024	100-430-3120-42103-0000	
		Check Total:	1,208.91			
Vendor:	napa	NAPA Auto Parts			Check Sequence: 71	ACH Enabled: False
357543		BEAM WIPER BLADE	49.60	09/13/2024	100-430-3000-42103-0000	
		Check Total:	49.60			
Vendor:	offde	Office Depot			Check Sequence: 72	ACH Enabled: False
380302531001		Office Supplies - Correction Tape And Copy Pap	106.68	09/13/2024	100-420-2100-42000-0000	
380303366001		Office Supplies - 64GB USB Drives	35.29	09/13/2024	100-420-2100-42000-0000	
		Check Total:	141.97			
Vendor:	omabr	Omann Brothers Inc.			Check Sequence: 73	ACH Enabled: False
18264*		3.79 SPWEA240B - For Trail	252.04	09/13/2024	100-450-5200-42104-0000	
		Check Total:	252.04			
Vendor:	patmess	Patchin Messner			Check Sequence: 74	ACH Enabled: False
22343B		Stieg Property Market Value Appraisal	2,850.00	09/13/2024	404-450-5200-44310-2303	
		Check Total:	2,850.00			
Vendor:	pauso	Paustis & Sons			Check Sequence: 75	ACH Enabled: True
246101		Wine	461.33	09/13/2024	609-497-9760-42530-0000	
		Check Total:	461.33			
Vendor:	quafl	Quality Flow Systems, Inc.			Check Sequence: 76	ACH Enabled: False
47525		KSB-PUMPSAFE-A "KSB" Monitoring Module	394.36	09/13/2024	602-495-9490-42104-0000	
		Check Total:	394.36			
Vendor:	repse	Republic Services #899			Check Sequence: 77	ACH Enabled: False

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
0899-004545127		Curbside Recycling August	22,719.80	09/13/2024	100-430-3245-43100-0000	
0899-004553432		Hassan Town Hall Garbage August	108.97	09/13/2024	100-410-1940-43840-0000	
0899-004553502		PW-Garbage August	217.31	09/13/2024	100-430-3000-43840-0000	
0899-004553502		CH-Garbage August	93.14	09/13/2024	100-410-1940-43840-0000	
		Check Total:	23,139.22			
Vendor:	tragr	RFS Enterprises Inc			Check Sequence: 78	ACH Enabled: False
302448		'24 GMC Decals	1,884.97	09/13/2024	400-420-2210-45500-0000	
		Check Total:	1,884.97			
Vendor:	rogpr	Rogers Printing Metro, Inc			Check Sequence: 79	ACH Enabled: True
66769		Crime Victim Cards	163.00	09/13/2024	100-420-2100-42100-0000	
66783		Business Cards - Salazar Palecek Weigman Fisch	264.00	09/13/2024	100-420-2100-43500-0000	
		Check Total:	427.00			
Vendor:	rogtr	Rogers True Value Hardware Inc			Check Sequence: 80	ACH Enabled: False
28402		11OZ Super Slick Stuff	9.99	09/13/2024	100-420-2100-42102-0000	
28452		Counter Bit & Screws	28.71	09/13/2024	100-420-2210-42105-0000	
28469		BUILDERS & HEAVY HDWE	5.02	09/13/2024	100-430-3000-42100-0000	
28472		7/32" Titan Drill Bit	9.99	09/13/2024	601-494-9440-42100-0000	
28472		7/32" Titan Drill Bit	9.99	09/13/2024	602-495-9490-42100-0000	
		Check Total:	63.70			
Vendor:	saffi	SafetyFirst Playground Maintenance			Check Sequence: 81	ACH Enabled: False
9515		Rubber Mat & Playground Eq. For Lion's Park	2,158.05	09/13/2024	404-450-5200-45300-0000	
		Check Total:	2,158.05			
Vendor:	sigso	Sign Solutions USA			Check Sequence: 82	ACH Enabled: True
413553		SUS08HWT1818R8-3 HIP 080 18"X18" Screen	223.60	09/13/2024	100-430-3120-42260-0000	
		Check Total:	223.60			
Vendor:	souwi	Southern Glazers Wine & Spirits of Minnesota			Check Sequence: 83	ACH Enabled: False
2522664		Freight	3.84	09/13/2024	609-497-9760-42510-0000	
2525160		Liquor	2,453.29	09/13/2024	609-497-9760-42510-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
5116094	Wine	307.68	09/13/2024	609-497-9760-42530-0000	
5116095	Wine	1,023.36	09/13/2024	609-497-9760-42530-0000	
5116096	Wine	156.40	09/13/2024	609-497-9760-42530-0000	
	Check Total:	3,944.57			
Vendor: sprso	Springbrook Holding Co LLC			Check Sequence: 84	ACH Enabled: False
INV-018312	CivicPay Transaction Fee - August 2024	358.02	09/13/2024	603-496-9495-44300-0000	
INV-018312	CivicPay Transaction Fee - August 2024	105.30	09/13/2024	100-430-3245-44300-0000	
INV-018312	CivicPay Transaction Fee - August 2024	737.10	09/13/2024	602-495-9490-44300-0000	
INV-018312	CivicPay Transaction Fee - August 2024	905.58	09/13/2024	601-494-9440-44300-0000	
	Check Total:	2,106.00			
Vendor: strei	Streicher's Inc.			Check Sequence: 85	ACH Enabled: False
I1715438	Uniforms - Vest - Beck	1,578.90	09/13/2024	100-420-2100-42180-0000	
I1715680	Uniforms - Vest Replacement - Chief	1,080.00	09/13/2024	100-420-2100-42180-0000	
I1716095	2024 Officer Wellness Allowance - Justen	149.99	09/13/2024	207-420-2100-42105-0000	
I1716097	2024 Officer Wellness Allowance - Zachman	124.01	09/13/2024	207-420-2100-42105-0000	
	Check Total:	2,932.90			
Vendor: accbe	TASC			Check Sequence: 86	ACH Enabled: False
IN3208111	Cobra Active Continuant Fee August	10.00	09/13/2024	100-410-1325-44300-0000	
	Check Total:	10.00			
Vendor: touem	Touch'em All Carwash LLC			Check Sequence: 87	ACH Enabled: True
August 2024	PD Car Washes - August	229.94	09/13/2024	100-420-2100-44040-0000	
	Check Total:	229.94			
Vendor: usilo	USIC Holdings, Inc			Check Sequence: 88	ACH Enabled: False
682629	Locates 8/26/24 - 9/1/24	75.25	09/13/2024	602-495-9490-43150-0000	
682629	Locates 8/26/24 - 9/1/24	24.50	09/13/2024	603-496-9495-43150-0000	
682629	Locates 8/26/24 - 9/1/24	75.25	09/13/2024	601-494-9440-43150-0000	
683981	Locates 9/2/24 - 9/8/24	17.50	09/13/2024	603-496-9495-43150-0000	
683981	Locates 9/2/24 - 9/8/24	53.75	09/13/2024	602-495-9490-43150-0000	
683981	Locates 9/2/24 - 9/8/24	53.75	09/13/2024	601-494-9440-43150-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	300.00			
Vendor: utilo	Utility Logic			Check Sequence: 89	ACH Enabled: True
14894	Utility Logic 30' Magnetic Extension Lead Spoo	52.50	09/13/2024	601-494-9440-42105-0000	
14894	Utility Logic 55' Ground Extension Lead Spool	65.00	09/13/2024	601-494-9440-42105-0000	
14894	Utility Logic 55' Ground Extension Lead Spool	65.00	09/13/2024	602-495-9490-42105-0000	
14894	EZ T-probe - Steel Rod W Red PVC Coated T-h	299.99	09/13/2024	601-494-9440-42105-0000	
14894	Utility Logic 30' Magnetic Extension Lead Spoo	52.50	09/13/2024	602-495-9490-42105-0000	
14894	EZ T-probe - Steel Rod W Red PVC Coated T-h	299.99	09/13/2024	602-495-9490-42105-0000	
14896	Vivax-Metrotech VM-880 Ferromagnetic Locato	587.50	09/13/2024	601-494-9440-42105-0000	
14896	Vivax-Metrotech VM-880 Ferromagnetic Locato	587.50	09/13/2024	602-495-9490-42105-0000	
	Check Total:	2,009.98			
Vendor: vinin	Vinocopia Inc			Check Sequence: 90	ACH Enabled: True
0357729-IN	Wine	237.00	09/13/2024	609-497-9760-42530-0000	
	Check Total:	237.00			
Vendor: vonco	Vonco II, LLC			Check Sequence: 91	ACH Enabled: True
V2 0000081974	Dump Demo Dumpster	116.92	09/13/2024	100-430-3000-43840-0000	
	Check Total:	116.92			
Vendor: grain	W.W. Grainger, Inc.			Check Sequence: 92	ACH Enabled: True
9233614628	1PHJ3 PAPER TOWEL ROLL567WHITE28143	210.10	09/13/2024	100-430-3000-42102-0000	
9233614628	3EB46 PAPER TOWEL ROLLCONTINUOUSV	276.09	09/13/2024	100-430-3000-42102-0000	
9233614628	3EB46 PAPER TOWEL ROLLCONTINUOUSV	118.32	09/13/2024	100-410-1940-42102-0000	
9235743813	60FA93 CASTERS	48.40	09/13/2024	205-450-5205-42103-0000	
9236644051	54PC59 DRILLCORDLESS2000 RPM18V DC	355.87	09/13/2024	100-450-5200-42105-0000	
9236658796	Hand Tools-Man Vs. Machine Tool Kit	94.22	09/13/2024	100-420-2210-42105-0000	
9237214961	2W237 PLEATED AIR FILTER20X25X4MERV	154.20	09/13/2024	100-420-2100-42102-0000	
9237214961	2W233 PLEATED AIR FILTER20X25X2MERV	64.68	09/13/2024	100-420-2100-42102-0000	
9237214979	2W231 PLEATED AIR FILTER16X25X2MERV	60.60	09/13/2024	609-497-9770-42102-0000	
9237214979	2W232 PLEATED AIR FILTER20X20X2MERV	61.08	09/13/2024	609-497-9770-42102-0000	
9237214987	5W511 PLEATED AIR FILTER20X20X1MERV	51.96	09/13/2024	100-410-1941-42102-0000	
9237821831	6C517 PLEATED AIR FILTER15X20X2MERV	57.36	09/13/2024	100-430-3000-42102-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
9237821831	5W514 PLEATED AIR FILTER18X24X2MERV	67.80	09/13/2024	100-430-3000-42102-0000	
9237821856	2W231 PLEATED AIR FILTER16X25X2MERV	60.60	09/13/2024	100-410-1941-42102-0000	
9238250253	12D967 SLEEVE BEARING BRONZE 1 IN BC	33.52	09/13/2024	100-450-5200-42103-0000	
9238492210	3GDR7 HAND KNOB THROUGH HOLE 5/16'	10.08	09/13/2024	100-430-3000-42103-0000	
	Check Total:	1,724.88			
Vendor: watla	Water Laboratories, Inc.			Check Sequence: 93	ACH Enabled: True
10168	Water Testing Aug 24	216.00	09/13/2024	601-494-9440-44080-0000	
	Check Total:	216.00			
Vendor: watco	Watson Company			Check Sequence: 94	ACH Enabled: True
144147	NCP Concessions	256.52	09/13/2024	100-450-5120-42550-0000	
	Check Total:	256.52			
Vendor: thore	West Publishing Corporation			Check Sequence: 95	ACH Enabled: False
850721262	August Online Investigations Services	323.00	09/13/2024	100-420-2100-43100-0000	
	Check Total:	323.00			
Vendor: wolda	WOLD Architects and Engineers			Check Sequence: 96	ACH Enabled: True
95518	2023 New Fire Station	3,178.52	09/13/2024	449-420-2210-43030-2209	
	Check Total:	3,178.52			
Vendor: wrihe	Wright-Hennepin Coop Electric Assn			Check Sequence: 97	ACH Enabled: True
35031542187	Streetlights - Unmetered July	506.80	09/13/2024	100-430-3120-43160-0000	
	Check Total:	506.80			
Vendor: wruse	Wruck Sewer & Portable Rental			Check Sequence: 98	ACH Enabled: False
I24001	Porta Potty Rental For Parks For Aug. 2024	954.08	09/13/2024	100-450-5200-43100-0000	
	Check Total:	954.08			
Vendor: wsbas	WSB & Associates, Inc.			Check Sequence: 99	ACH Enabled: True
R-015514-000-54	Birchwood Development 1st Addition July 2024	445.00	09/13/2024	100-410-1950-43030-8150	
R-017511-000-43	Skye Meadows 2nd Addition July 2024	445.00	09/13/2024	100-410-1950-43030-8150	
R-019314-000-27	Towns At Fox Creek (Busch) July 2024	445.00	09/13/2024	100-410-1950-43030-8150	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
R-019437-000-31	Skye Meadows 3rd Addition July 2024	445.00	09/13/2024	100-410-1950-43030-8150	
R-019805-000-26	Aster Mills (Pulte) July 2024	1,087.50	09/13/2024	100-410-1950-43030-8150	
R-019812-000-24	Big Woods July 2024	995.00	09/13/2024	100-410-1950-43030-8150	
R-020120-000-26	Harvest View (Tamarack) July 2024	700.00	09/13/2024	100-410-1950-43030-8150	
R-020241-000-25	Grass Lake Preserve Development - July 2024	700.00	09/13/2024	100-410-1950-43030-8150	
R-022690-000-16	Skye Meadows 4th Addition July 2024	567.50	09/13/2024	100-410-1950-43030-8150	
R-022691-000-13	Skye Meadows 5th Addition July 2024	530.00	09/13/2024	100-410-1950-43030-8150	
R-023200-000-8	Grass Lake Preserve 2nd Addition July 2024	26.25	09/13/2024	100-410-1950-43030-8150	
R-023609-000-12	Aster Mills 2nd Addition July 2024	870.00	09/13/2024	100-410-1950-43030-8150	
R-025294-000-3	Big Woods 2nd Addition July 2024	6,015.50	09/13/2024	100-410-1950-43030-8150	
R-025295-000-3	Harvest View 2nd Addition July 2024	4,155.75	09/13/2024	100-410-1950-43030-8150	
R-025296-000-3	Skye Meadows 6th Addition July 2024	39.50	09/13/2024	100-410-1950-43030-8150	
R-025297-000-4	Skye Meadows 7th Addition July 2024	1,558.25	09/13/2024	100-410-1950-43030-8150	
R-026098-000-1	Saddle Ridge 1st Addition July 2024	654.50	09/13/2024	100-410-1950-43030-8150	
	Check Total:	19,679.75			
Vendor: yalme	Yale Mechanical, LLC			Check Sequence: 100	ACH Enabled: True
254879	Troubleshoot Heating & Sensor Issues	1,742.00	09/13/2024	100-410-1941-44010-0000	
259342	Looked Into The Make Up Air Unit .	451.50	09/13/2024	100-430-3000-44010-0000	
259342	Looked Into The Make Up Air Unit .	193.50	09/13/2024	100-410-1940-44010-0000	
	Check Total:	2,387.00			
	Total for Check Run:	1,012,230.41			
	Total of Number of Checks:	100			

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.3

Subject: Approval of Special Event Permit Application for Freedom Church for October 31, 2024

Prepared By: Stacie Brown, City Clerk

Recommended City Council Action
Motion to approve a Special Event Permit application for Freedom Church for October 31, 2024.

Overview / Background
Freedom Church has submitted a Special Event Permit application for their Halloween event to be held on October 31, 2024 at the 21st Bank Event Center.

The application has been routed to the appropriate department heads, and a permit will not be issued until all have granted approval.

Staff Recommendation
Motion to approve a Special Event Permit application for Freedom Church for October 31, 2024.

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.4

Subject: Approval of Application for Gambling Exempt Permit for Rogers Otsego Dayton Women of Today for January 30, March 27, September 25 and November 13, 2025

Prepared By: Stacie Brown, City Clerk

Recommended City Council Action
Motion to Authorize execution of the Application for Gambling Exempt Permit for Rogers Otsego Dayton Women of Today for January 30, March 27, September 25 and November 13, 2025.

Overview / Background
Rogers Otsego Dayton Women of Today has made application for a gambling permit to conduct bingo at the Rogers Event Center on January 30, March 27, September 25 and November 13, 2025.

Staff Recommendation
Motion to Authorize execution of the Application for Gambling Exempt Permit for Rogers Otsego Dayton Women of Today for January 30, March 27, September 25 and November 13, 2025.

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.5

Subject: Approval of New Tobacco License for Rogers BP Located at 13101 Main Street, Rogers, MN

Prepared By: Stacie Brown, City Clerk

Recommended City Council Action
Motion to approve a new tobacco license for Rogers BP for the business located at 13101 Main Street, Rogers, Minnesota.

Overview / Background
The City has received an application for a new tobacco license from Saed Awadallah under the business name Rogers BP; to be located at 13101 Main Street (currently operating under the business name Kareem, Inc).

The required fees have been paid, and a background investigation has been conducted through the Rogers Police Department.

Approval of this license immediately cancels all previously-issued tobacco licenses held for business operations conducted at 13101 Main Street, Rogers, Minnesota; including IMart, Kareem Inc., and Rogers Stop, LLC.

Staff Recommendation
Motion to approve a new tobacco license for Rogers BP for the business located at 13101 Main Street, Rogers, Minnesota.

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.7

Subject: Approval of Resolutions Canceling Debt Levy Requirements for Pay 2025

Prepared By: Bridget Bruska, Finance Director

Recommended City Council Action

- Motion to adopt Resolution No. 2024-85, A Resolution Canceling Debt Levy Requirements for General Obligation Improvement Bonds of 2014A (Public Safety Building Bonds)
- Motion to adopt Resolution No. 2024-86, A Resolution Canceling Debt Levy Requirements for General Obligation Improvement and Abatement Bonds of 2015A (Rogers Drive Extension and Intersection Improvement)
- Motion to adopt Resolution No. 2024-87, A Resolution Canceling Debt Levy Requirements for General Obligation Street Reconstruction Bonds, Series 2021A

Overview / Background

The City has issued various bonds in recent years with an annual tax levy pledge attached. In order to cancel a specific debt levy, the City must approve a resolution annually indicating such intention.

For taxes payable in 2025, the following debt service levies have been determined to be unnecessary:

1. G.O. Improvement Bonds (CIP) of 2014A – the levy amount is to be assumed by cash/capital reserve funds levied to pay for bonded debt.
2. G.O. Improvement Bonds and Abatement Bonds of 2015A – the levy amount identified within the Improvement Portion of the bond for the Rogers Drive Extension & Intersection is to be assumed by cash. The City has placed a 5% cash balance as required by Statutes in the Debt Service Fund which eliminates the need for a Special Debt Levy.
3. G.O. Street Reconstruction Bonds, Series 2021A - the levy amount is to be paid with Franchise Fees collected and dedicated to the City's Pavement Management Program.

Staff Recommendation

- Motion to adopt Resolution No. 2024-85, A Resolution Canceling Debt Levy Requirements for General Obligation Improvement Bonds of 2014A (Public Safety Building Bonds)
- Motion to adopt Resolution No. 2024-86, A Resolution Canceling Debt Levy Requirements for General Obligation Improvement and Abatement Bonds of 2015A (Rogers Drive Extension and Intersection Improvement)
- Motion to adopt Resolution No. 2024-87, A Resolution Canceling Debt Levy Requirements for General Obligation Street Reconstruction Bonds, Series 2021A

ATTACHMENTS:

Description

Resolution No. 2024-85
Resolution No. 2024-86
Resolution No. 2024-87

RESOLUTION NO. 2024 - 85

A RESOLUTION CANCELING DEBT LEVY REQUIREMENTS FOR GENERAL OBLIGATION BONDS OF 2014A (PUBLIC SAFETY BUILDING)

WHEREAS, the City of Rogers approved a resolution providing for the issuance of General Obligation Bonds of 2014A on March 6, 2014 in the amount of $3,420,000 for the purpose of a Public Safety Building (CIP Bonds) and Equipment Certificates; and

WHEREAS, Hennepin County has a schedule of bonded debt levy payments on file for the City of Rogers for General Obligation Bonds of 2014A for the Public Safety Building in the amount of $181,626.38; and

WHEREAS, the City of Rogers has sufficient cash/capital reserve funds levied to pay the bonded debt levy for 2025.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Rogers hereby cancels the bonded debt levy requirement for taxes payable in 2025 for the General Obligation Bonds (Public Safety Building) of 2014A.

Moved by Councilmember , seconded by Councilmember

The following voted in favor of said resolution:

The following voted against the same:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor, and attested by the City Clerk dated this 24th day of September, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

RESOLUTION NO. 2024 - 86

A RESOLUTION CANCELING DEBT LEVY REQUIREMENTS FOR GENERAL OBLIGATION IMPROVEMENT AND ABATEMENT BONDS OF 2015A (ROGERS DRIVE EXTENSION & INTERSECTION IMPROVEMENTS PORTION)

WHEREAS, the City of Rogers approved Resolution 2015-73 providing for the issuance of General Obligation Improvement Refunding Bonds of 2015A on September 8, 2015 in the amount of $5,235,000 for the purpose of the Rogers Drive Extension & Intersection Improvement Bonds and refinancing the 2006A Gross Revenue Ice Arena Bonds; and

WHEREAS, the City of Rogers has collected cash contributions from Developer related to the Rogers Drive Extension and Intersection Improvement Project; and has a signed Development Agreement on file which allows the City to Special Assess 100% of the balance of said project;

WHEREAS, Hennepin County has a schedule of bonded debt levy payments on file for the City of Rogers for General Obligation Improvement Bonds of 2015A in the amount of $15,843.63; and

WHEREAS, the City of Rogers has sufficient funds to pay the bonded debt levy for 2025 and retain the additional annual 5% required by Statutes within the Debt Service Fund.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Rogers hereby cancels the bonded debt levy requirement for taxes payable in 2025 for the General Obligation Improvement Refunding Bonds of 2015A.

Moved by Councilmember , seconded by Councilmember

The following voted in favor of said resolution:

The following voted against the same:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor, and attested by the City Clerk dated this 24th day of September, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

RESOLUTION NO. 2024 - 87

A RESOLUTION CANCELING DEBT LEVY REQUIREMENTS FOR GENERAL OBLIGATION STREET RECONSTRUCTION BONDS, SERIES 2021A

WHEREAS, the City of Rogers approved a resolution providing for the issuance of General Obligation Bonds, Series 2021A on May 25, 2021 in the amount of $6,800,000 for the purpose of Water Revenue Bonds (water tower and watermain extension) and Street Reconstruction Bonds (2021 Street Improvement Projects); and

WHEREAS, Hennepin County has a schedule of bonded debt levy payments on file for the City of Rogers for General Obligation Street Reconstruction Bonds, Series 2021A in the amount of $337,575; and

WHEREAS, The City of Rogers has sufficient cash reserves and collections from franchise fees dedicated to the Pavement Management Program to pay the bonded debt levy for 2025.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Rogers hereby cancels the bonded debt levy requirement for taxes payable in 2025 for the General Obligation Street Reconstruction Bonds, Series 2021A.

Moved by Councilmember , seconded by Councilmember

The following voted in favor of said resolution:

The following voted against the same:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor, and attested by the City Clerk dated this 24th day of September, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.8

Subject: Setting 2025 Final Budget & Levy Certification Meeting Open for Public Comment on December 10, 2024

Prepared By: Bridget Bruska, Finance Director

Recommended City Council Action
Motion to set the 2025 Final Budget & Levy Certification Meeting open for public comment on Tuesday, December 10, 2024 at 7:00 p.m. in person at the City Council Chambers located at the Rogers Community Room 21201 Memorial Drive or online.

Overview / Background
The City of Rogers is required to set the time and place of the regularly scheduled meeting in which the 2025 Final Budget and Levy will be discussed and certified by the City of Rogers per Minnesota State Statute 275.065.

My suggestion would be to hold this meeting during the regularly scheduled City Council meeting on Tuesday, December 10, 2024. Please note the meeting must be held after 6:00 p.m. and occur after November 24th and on or before December 28th, which is the deadline for the City Council to set the tax levy for the next year and send a certified copy to the Hennepin County Auditor.

Staff Recommendation
Motion to set the 2025 Final Budget & Levy Certification Meeting open for public comment on Tuesday, December 10, 2024 at 7:00 p.m. in person at the City Council Chambers located at the Rogers Community Room 21201 Memorial Drive or online.

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.9

Subject: Approve Professional Services Agreements with AE2S for Wells 10 and 11, South Well Field, City Project No. 2409

Prepared By: Doran M. Cote, Public Works Director/City Engineer

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Recommended City Council Action

Motion to Approve Professional Services Agreements with AE2S for Wells 10 and 11, South Well Field, City Project No. 2409

Overview / Background

The City of Rogers utilizes two wellfields to supply drinking water to the city's water distribution system. The North Wellfield near Rogers High School is comprised of Wells 6 and 8 which pump water to Well 6 for treatment and the South Wellfield near Fire Station 1 which includes Wells 3, 4, 5, 7, and 9. Well 4 pumps to Well 3 for treatment and Wells 7 and 9 pump to Well 5 for treatment. The table below shows information about each of the city wells and pumping capacity:

Well No.	Year Installed	Design Capacity (Gallons per Minute)	Peak Day Capacity (Gallons per Minute)	Well Depth (Feet)	Chemical Feed
3	1983	800	800	370	Well 3
4	1995	1000	1000	367	Well 3
5	1999	1000	700	364	Well 5
6	2002	1000	850	374	Well 6
7	2006	1000	650	362	Well 5
8	2007	1000	750	360	Well 6
9	2016	650	650	370	Well 5

Groundwater is chemically treated at the individual well houses identified above to add chlorine and fluoride and then pumped into the distribution system to supply drinking water and maintain water levels in the city's water storage facilities.

2022 Recommended Standards for Water Works (Ten States Standards) suggest finished water pumping stations should have the capacity, with the largest pump out of service, to convey the flow required to supply the design maximum day demand in the distribution system. When fire protection is provided, finished water pumping stations, including booster pumping stations, should have the capacity, with the largest pump out of service, to convey the flow required to supply the

design maximum day demand and the volume of the largest needed fire flow in the distribution system.

Based on pumping records from the 2023 calendar year, considered a very dry year for comparison purposes, the city's average day demand was 2.05 MGD and the peak day demand, which occurred on 7/1/2023, was 5.79 MGD. The average day demand in July, 2023 was 4.36 MGD. In 2024, a relatively wet year, the July average day demand was 2.62 MGD and the peak demand was 3.69 MGD which occurred on 7/20/2024.

Using the well peak day pump capacities, the wells have the capacity, with the largest pump out of service, to convey 6.34 MGD which was adequate to supply the maximum day demand in the distribution system of 5.79 MGD in 2023. Recognizing that water demands were nearing supply, in 2022 the city made improvements to the Well 5 connection to distribution system to improve capacity. Because Well 6 and Well 8 are higher in iron and manganese than the remaining wells, they are used less frequently and water from these wells must be blended in the distribution system so water demand is nearly exceeding water supply and additional wells are needed.

In order to address these needs, in August, 2024, staff solicited proposals from engineering firms known to have experience and qualifications to provide analysis, design, permitting and construction observation services for the addition of at least one new groundwater supply well (Well 10) and potentially a second groundwater supply well (Well 11) to augment south well field. The Request for Proposals (RFP) contemplates beginning well drilling in early 2025 with completion in 2026. Since the RFP contained multiple options and scenarios to be evaluated, it was a no cost proposal RFP. The engineering firms selected to propose included AE2S, Bolton & Menk and WSB.

A consultant selection team that consisting of staff from Public Works, Utilities and Engineering evaluated the proposals and met on September 11, 2024 to discuss the proposals. The selection team noted that all three proposals contained similar scopes and relevant experience and all three are familiar with and have worked for the city in the past. The differentiating factors for the selection team were AE2S's familiarity with city's water model and system, their knowledge of Roger's water chemistry for treatment purposes and they made suggestions for different options for the city to consider that may serve multiple purposes.

AE2S's project team includes an engineer that previously analyzed the city's water chemistry to perform benchtop chlorination studies to determine the chlorine breakpoint for each well. It also includes an engineer that, while at another consulting firm, gained rather intimate knowledge of the city's water system and model and performed the analysis and made recommendations for improvements to the Well 5 connection to distribution system described above.

Staff Recommendation

Motion to Approve Professional Services Agreements with AE2S for Wells 10 and 11, South Well Field, City Project No. 2409

Financial Impact: TBD **Budgeted?** Yes **Source Fund:** 407

Notes:

ATTACHMENTS:

Description

AE2S Architects Professional Services Agreement with Proposal

Bolton & Menk Proposal
WSB Proposal

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made on the 24th day of September 2021, between the **CITY OF ROGERS, 22350 S. Diamond Lake Road, Rogers MN 55374** ("City") and **AE2S, LLC. 6901 East Fish Lake Road, Suite 184, Maple Grove, MN 55369** (“Consultant”).

Preliminary Statement

The purpose of this Agreement is to set forth terms and conditions for the provision of professional engineering services by the Consultant for the City.

The City and Consultant agree as follows:

1. **Consultant's Services**. The Consultant agrees to provide professional services as described in Exhibit A, Scope of Work, attached hereto and incorporated herein. Consultant agrees to use the City's standard specifications in any bidding documents prepared under this Agreement. The requirements of this section may be waived by the City if the City Engineer determines that they are not necessary for the successful completion of the project. Consultants requesting a requirement to be waived must have written authorization from the City Engineer.

2. **Time for Performance of Services**. The Consultant will perform the services outlined in Exhibit A, Scope of Work within the prescribed days from the date of the contract award. Any changes in this schedule must be approved in writing by the City.

3. **Compensation for Services**. City agrees to pay the Consultant for services as described in Exhibit A, Scope of Work as may be amended from time to time by mutual written agreement by City and Consultant.

4. **Method of Payment**. The Consultant must submit itemized bills for services provided to the City on a monthly basis. Bills submitted will be paid in the same manner as other claims made to the City.

   For work reimbursed on an hourly basis, the Consultant must indicate for each employee, his or her classification, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, the total amount due, the original contracted amount, the current requested amount and the total amount. Consultant must verify all statements submitted for payment in compliance with Minnesota Statutes Sections 471.38 and 471.391. For reimbursable expenses, the Consultant must provide such documentation as reasonably required by the City.

5. **Audit Disclosure**. The Consultant must allow the City or its duly authorized agents reasonable access to such of the Consultant's books and records as are pertinent to all services provided under this Agreement.

Any reports, information, data, etc. given to, or prepared or assembled by the Consultant, under this Agreement which the City requests to be kept confidential must not be made available to any individual or organization without the City's prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Consultant will become the property of the City upon termination of this Agreement, but Consultant may retain copies of such documents as records of the services provided and may reuse standard portions of such documents in the normal course of its business.

6. **Term**. The term of this Agreement will be from September 24, 2024, through final project closeout by the City Council and receipt of all Consultant deliverables, the date of signature by the parties notwithstanding. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the terms and conditions as herein stated.

7. **Termination**. This Agreement may be terminated by City by seven (7) day's written notice to Consultant delivered to the address written above. Upon termination under this provision, the Consultant will be paid for services rendered and reimbursable expenses incurred prior to the effective date of termination.

8. **Subcontractor**. The Consultant must not enter into subcontracts for any of the services provided for in this Agreement without the express written consent of the City.

9. **Independent Contractor**. At all times and for all purposes hereunder, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.

10. **Assignment**. Neither party will assign this Agreement, nor any interest arising herein, without the written consent of the other party.

11. **Services Not Provided For**. No claim for services furnished by the Consultant not specifically provided for herein will be honored by the City.

12. **Severability**. The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision will not affect the remaining provisions of the Agreement.

13. **Entire Agreement**. The entire Agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions or waivers of the provisions of this Agreement will be valid

only when expressed in writing and duly signed by the parties unless otherwise provided herein.

14. **Compliance with Laws and Regulations**. In providing services hereunder, the Consultant must abide by all statutes, ordinances, rules and regulations pertaining to the provision of services to be provided. Any violation will constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.

15. **Waiver**. Any waiver by either party of a breach of any provisions of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.

16. **Indemnification**. The Consultant must indemnify and hold harmless the City, its employees and agents, for all claims, damages, losses and expenses, including but not limited to attorney's fees which they may suffer or for which they may be held liable, as a result of, and to the extent of, the negligent or wrongful acts of the Consultant, his or her employees or anyone else for whom he or she is legally responsible in the performance of this Agreement.

17. **Insurance**. During the term of this Agreement, Consultant must maintain a general liability insurance policy with limits of $1,500,000 for each occurrence and $2,000,000 aggregate, for both personal injury and property damage.

    This policy shall name the City as an additional insured for the services provided under this Agreement and shall provide, as between the City and the Consultant, that the Consultant's coverage shall be the primary coverage in the event of a loss. If the Consultant is providing either architectural or engineering services, the Consultant must also maintain during the term of this Agreement a professional liability insurance policy with the same limits as for general liability. A certificate of insurance on the City's approved form which verifies the existence of these insurance coverages must be provided to the City before work under this Agreement is begun.

18. **Governing Law**. This Agreement will be controlled by the laws of the State of Minnesota.

19. **Whole Agreement**. This Agreement embodies the entire Agreement between the parties including all prior understanding and agreements, and may not be modified except in writing signed by all parties.

Executed as of the day and year first written above.

CITY OF ROGERS

By:_____
Rick Ihli, Mayor

Date:_____

By:_____
Steven Stahmer, City Administrator

Date:_____

AE2S, LLC.

By:_____

Its: Contracts Officer

Date:_____

PROPOSAL FOR

MUNICIPAL WELLS AND RAW WATER MAIN

City of Rogers, Minnesota

August 29, 2024

AE S

Proposal Point of Contact:
Ursinio Puga, PE
T: 651-448-7097
C: 763-204-5303
Ursinio.Puga@ae2s.com

August 29, 2024

www.ae2s.com

Doran Cote, PE
Public Works Director/City Engineer
City of Rogers
22350 S Diamond Lake Road
Rogers, MN 55374

RE: Providing project confidence through a technically exceptional and collaborative project team

Dear Mr. Cote,

In response to recent growth and drought conditions, the City of Rogers is working to increase its water supply capacity through the addition of Wells 10 and 11. As you embark on this project, it is paramount that you align with a partner that not only understands your community's unique expectations, but also has a proven track record in water infrastructure design and construction. Equally important for the success of this project is partnering with a team that champions a culture of exceptional communication and extreme client service. We understand the complexities, and more importantly the opportunities this project represents for the City. AE2S has assembled a dedicated team that will provide the following benefits as you embark on the proposed infrastructure improvements.

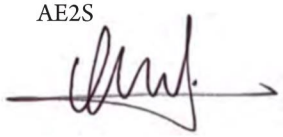
Unparalleled Familiarity with Your Infrastructure. AE2S has an exceptional advantage in comprehending both your existing water infrastructure and your future plans. Ursinio Puga, our Project Manager, has a history of working with the City of Rogers since 2017 through various sewer and water projects, having played a key role in recent water storage studies and design projects for the South Well Field and the High Pressure Zone. Additionally, Aaron Vollmer, our QA/QC lead for the project, has worked with the City to complete breakpoint chlorination testing at each well. This level of familiarity with your system will help guide the technical staff that will be leading the design of the proposed infrastructure.

Confidence in Best Solutions. AE2S excels in water infrastructure, leveraging decades of expertise to provide rapid, cost-effective solutions. Our specialized team can quickly and efficiently diagnose your specific challenges and develop a solution that fits you. In just the last 5 years, AE2S has designed over $350 Million in water infrastructure in the State of Minnesota alone! We stand at the forefront of the water industry, and we will not waste time getting you down the right path.

Fostering a Collaborative Partnership for Success. At AE2S, we understand the power of a good team. We understand that your system's challenges and objectives are unique. Therefore, it is imperative that we provide a team that has a history of working collaboratively with communities that face challenges similar to yours. This does not only apply to the internal AE2S staff, which have experience working on projects similar to this one, but also to our partners (LRE and ISG). Currently, we are working on four different active well projects with LRE and one active water treatment project with ISG in the Twin Cities metro-area alone. Therefore, our commitment to collaboration isn't just a promise; it's a track record of numerous successful projects right next door to Rogers. Your team has a well thought out plan to move forward with Wells 10 and 11. Let our experts assist you in walking through the finish line.

We are genuinely thrilled and eager to collaborate with you on this project and are confident that our team will exceed Rogers' expectations. If you have any further questions or require additional information, please don't hesitate to reach out to me directly at 763-204-5303. Your success is our priority, and we look forward to a productive and successful partnership.

Submitted in Service,
AE2S



Ursinio Puga, PE
Project Manager

1. PROJECT UNDERSTANDING & APPROACH

The City of Rogers owns and operates a drinking water supply and distribution system comprised of seven (7) groundwater wells, three (3) water storage tanks, and a network of distribution water mains that provide safe drinking water and fire protection to its residents. The system operates with two (2) pressure zones referred to as the main pressure zone (MPZ) and the high pressure zone (HPZ). A booster station located at the intersection of Douglas Drive and Main Street is used to maintain adequate pressure within the HPZ. Pressure reducing valves (PRVs) circulate excess water from the HPZ back to the MPZ. Of the existing seven (7) wells, five (5) are located in the southern section of the system near County Road 81, forming what is known as the South Well Field. Wells 6 and 8 are located in the northern section of the system, close to the existing two (2) million-gallon (MG) ground storage reservoir.

Recent drought conditions[1] and population growth are beginning to put a strain on the existing water supply infrastructure. To address these challenges, the City is actively exploring options to expand its supply capacity, including the potential addition of one well (Well 10), and possibly a second well (Well 11), within the South Well Field.

Existing South Well Field Wells and Raw Water Main Network

EXISTING PUMPING CAPACITY

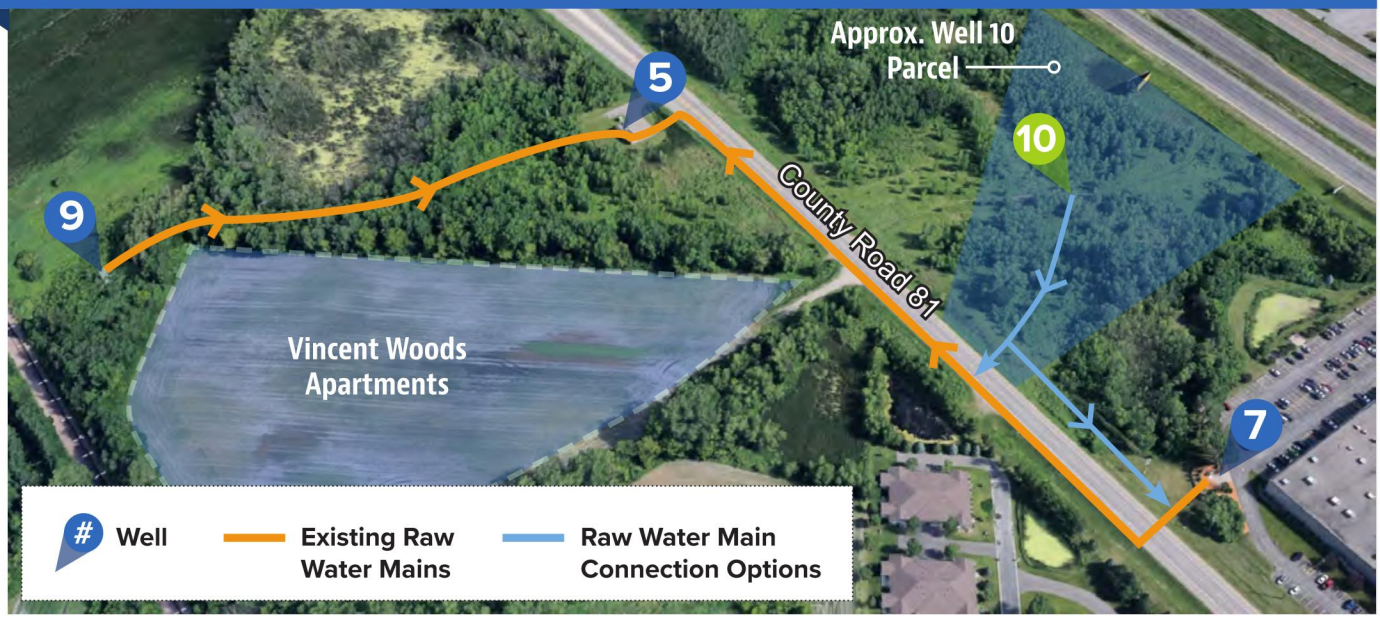
Well No.	Source Type	Well Field	Resource Name	MN Well#	Year Installed	Well Depth	Capacity (gpm)
3	Groundwater	South	Ironton-Galesville	161431	1983	370	800
4	Groundwater	South	Franconia-Ironton-Galesville	541548	1995	367	1,000
5	Groundwater	South	Franconia-Ironton-Galesville	625354	1999	364	1,000
6	Groundwater	North	Franconia-Ironton-Galesville	664853	2002	374	1,000
7	Groundwater	South	Franconia-Ironton-Galesville	307594	2006	362	1,000
8	Groundwater	North	Franconia-Ironton-Galesville	749842	2007	360	1,000
9	Groundwater	South	Franconia-Ironton-Galesville	819138	2016	370	600
						Existing Firm Pumping Capacity	**5,400[1]**
						Total Pumping Capacity	**6,400**

(1) Since 2020, the City's maximum day demand has averaged 5.1 MGD (or 3,540 gpm). However, this demand experienced an increase of almost 13% from 2022 to 2023. The system appears to have sufficient pumping capacity to meet historical demands.

WELL 10

The City owns two (2) parcels situated north of County Road 81, just northeast of Vincent Woods apartments, that have been identified as the proposed site for the construction of Well 10. In 2022, the City completed a desktop study to explore options for adding a new ground storage reservoir to increase water storage capacity in the system's HPZ. Initially, the site identified by the City for Well 10 was considered unsuitable for construction due to its classification as predominantly wetlands. However, recent reviews of the National Wetland Inventory (NWI) and a nearby wetland determination revealed that the site contains sufficient upland area to support the construction of a new well. With the location of Well 10 now confirmed by the City, AE2S will assess the most effective way to integrate Well 10 into the existing South Well Field. The City has currently identified two (2) options to proceed with Well 10.

Well 10 - Option 1 Connection Options



1 OPTION 1

South Well Field Wells 7 and 9 use a network of existing raw water mains to pump untreated groundwater to Well House 5, where Well 5 is located. At Well House 5, the groundwater pumped by Wells 5, 7, and 9 is chemically treated with the addition of chlorine, fluoride, and a polyphosphate blend. Physical treatment with the use of filtration equipment is not used.

Option 1 consists of connecting the new Well 10 to the existing 10-inch raw water main on County Road 81 used by Well 7 to pump groundwater to Well House 5. The raw water main connection could be made near Well 7 or closer to the Vincent Woods apartments. Connecting by the Vincent Woods apartments would require the use of a casing pipe under County Road 81. Should the connection be made by Well 7, County Road 81 will not need to be crossed. However, a longer length of new raw water main will be needed.

Option 1 would achieve the goal of increasing the system's supply capacity with the lowest capital investment, regardless of where the connection to the existing 10-inch raw water main is made. However, preliminary hydraulic analysis of the 10-inch raw water main shows water velocities and headlosses potentially being higher than those recommended by the American Water Works Association (AWWA) when Wells 7 and 10 pump simultaneously. This preliminary assessment will be further evaluated by the Project Team using the City's water distribution system model.

Groundwater treated at Well House 5 is conveyed via a single 16-inch water main to an existing trunk distribution main on the east right of way of County Road 81. As part of studying Option 1, the Project Team will assess whether the existing 16-inch water main is adequality sized to convey water from Wells 5, 7, 9, and 10 simultaneously. There is also concern

over the chemical treatment equipment (storage and feed pumps) inside Well House 5 and whether said equipment can accommodate the additional water pumped by Well 10. Therefore, as part of evaluating Option 1, the Project Team will assess the existing chemical treatment equipment to determine whether it meets or exceeds the recommended Ten States Standards for water treatment. Should the existing equipment not be sized appropriately, the Project Team will make recommendations for corrections.

2 OPTION 2

Option 2 consists of constructing a dedicated Well House at Well 10 to provide on-site chemical treatment. Option 2 will be studied simultaneously with Option 1 as a backup alternative to increase water supply capacity in the event it is not feasible or recommended to pump Well 10 through Well House 5. Although more expensive than Option 1, Option 2 would allow the City to potentially size the new well house to treat additional wells in the future if needed. A new transmission main would be needed to connect the groundwater treated at Well House 10 to the existing trunk water main on the east right of way of County Road 81. Upon conducting preliminary analysis, the connection to this water main could be a challenge since there is an existing sanitary sewer main located north of the trunk water main, between the connection point and Well House 10. Per the Ten States Standards, water mains crossing sanitary sewer mains shall be laid to provide a minimum vertical distance of 18 inches, with a preference for the water main being located above the sewer. This requirement could pose challenges when making the connection considering that the existing sanitary sewer main runs parallel to the trunk water main and at the same grade.

- Trunk Sanitary Sewer
- Trunk Distribution Main
- Well 10 Transmission Main

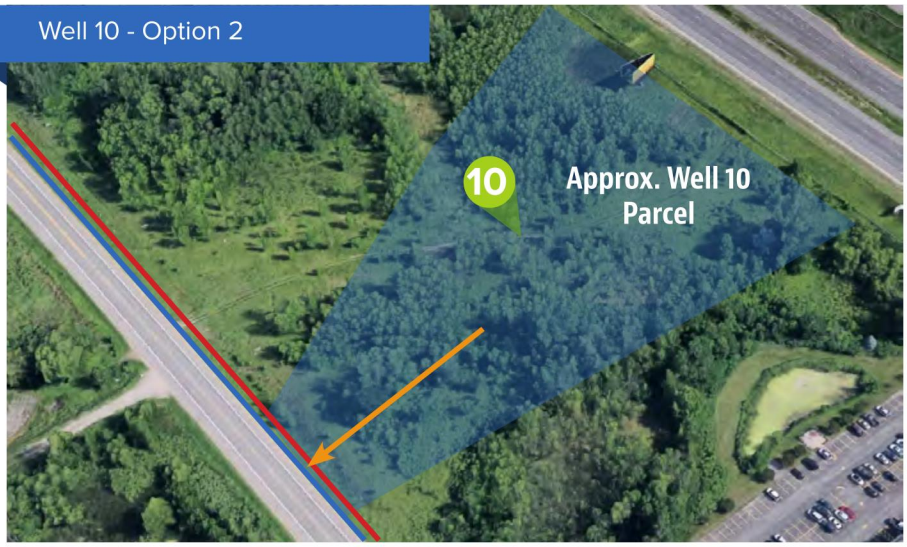
Option 1 - Challenges to be Resolved

1. Due to the proximity of Well 10 to the other wells, it is uncertain whether the Minnesota Department of Natural Resources (DNR) is going to require the City to monitor groundwater levels through the use of monitoring wells before a new municipal well permit is issued. Therefore, the City should proactively begin discussions with the DNR to avoid impacts to the project's schedule.
2. Suitability of the existing 10-inch raw water main to convey simultaneous pumping of Wells 7 and 10.
3. Suitability of the exiting 16-inch transmission main to convey simultaneous pumping of Wells 5, 7, 9, and 10.
4. Adequacy of treatment equipment (chemical storage and feed pumps) as well as process piping internal to Well House 5 to accommodate the additional water pumped by Well 10.
5. Connection to the existing raw water main network and whether crossing County Road 81 will be required.
6. Availability of qualified well drillers. Based on recent project experience, local well drillers are scheduled 8 to 12 months out. This could significantly impact the City's project schedule.

Option 2 - Challenges to be Resolved

1. DNR monitoring requirements (same as Issue No. 1 for Well 10 - Option 1).
2. Availability of qualified drillers (same as Issue No. 6 for Well 10 - Option 1).
3. Challenging connection to the existing trunk water main on County Road 81 due to the proximity to the trunk sewer.
4. Additional cost associated with the construction of a new well house when compared to Option 1. Cost is unknown at this time.
5. Extended lead times for electrical equipment could impact the construction timeline of this well house. Therefore, equipment pre-procurement may be necessary.
6. Well House 10 shall be strategically located within the City owned parcel to allow for the possibility of adding new water infrastructure (storage tank, treatment, etc.) in the future. Careful placement of the well house is needed.

Well 10 - Option 2



WELL 11

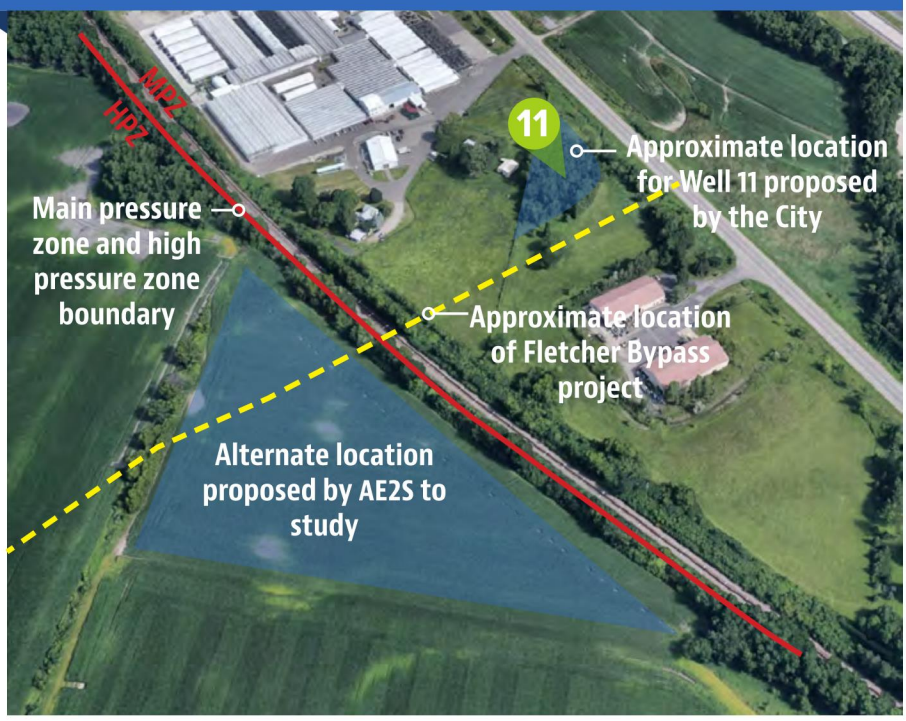
As part of the Fletcher Bypass project, the City acquired a parcel near the future intersection of the Fletcher Bypass and County Road 81, initially intended for stormwater treatment. However, during early design stages of the project, it was decided to relocate the stormwater treatment system to a different parcel, leaving this one available for an alternative use. The City is now considering the potential use of this parcel for a future municipal well (Well 11) to increase the pumping capacity of the system.

Although close to the South Well Field, this property is not located by an existing raw water main, which may require the construction of a new well house for water treatment. AE2S will assess the feasibility of developing a well at this location and provide a recommendation based on the findings. The City should consider the possibility of drilling Well 11 on City-owned property south of the BNSFRR tracks. By doing so, Well 11 would pump directly to the HPZ, which could reduce or even eliminate the need to construct a water storage tank or a new booster station in the HPZ in the short-term. A PRV station could be utilized to convey excess water back to the MPZ, so that the MPZ can also benefit from water pumped by Well 11. The City could utilize the existing 24-inch steel casing pipe under the BNSFRR tracks to convey water from the HPZ to the existing 12-inch trunk on County Road 81. The City's water distribution system model will need to be utilizied to study this option.

Challenges to be Resolved

1. DNR monitoring requirements (same as Issue No. 1 for Well 10 - Option 1).
2. Availability of qualified drillers (same as Issue No. 6 for Well 10 - Option 1).
3. Extended lead times for electrical equipment could impact the construction timeline of this well house. Therefore, equipment pre-procurement may be necessary.
4. Studying options to locate Well 11 in the HPZ could benefit the City in the short term by reducing the need for additional infrastructure.
5. If Well 11 is located in the HPZ, the following would need to be considered: the use of a Variable Frequency Drive (VFD), capacity of the well with respect to HPZ demand, and interaction with the existing booster station. Well pump may be too large at times without water storage available in the HPZ.

Well 11 Analysis

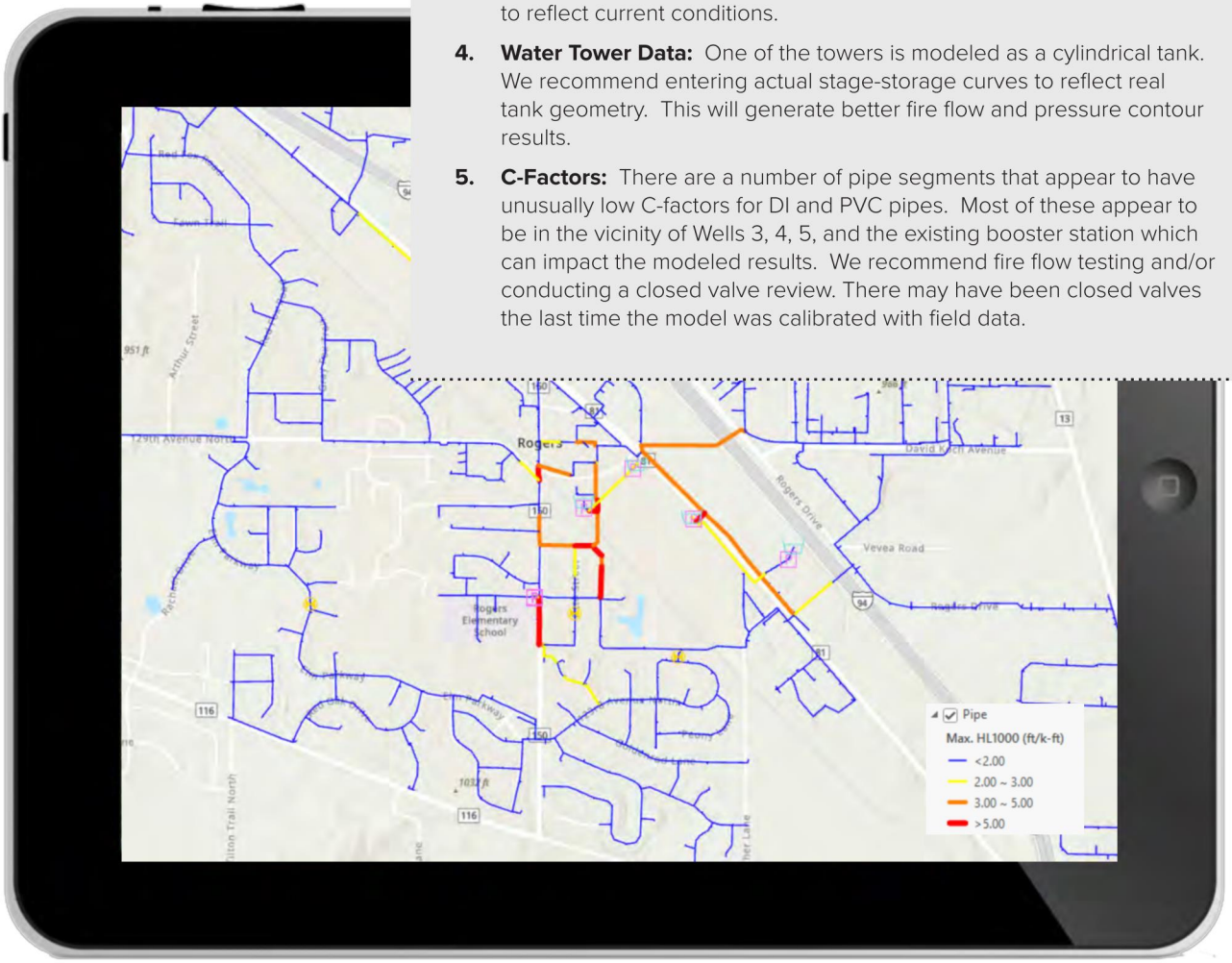


Water Model Challenges to be Resolved

Preliminary Water Distribution System Model Assessment

The City's existing water distribution system model will be a key asset for the Project Team to study and provide recommendations for Wells 10 and 11. Therefore, AE2S has reviewed the City's water distribution model in preparation for this project. We believe that the City could benefit from updating certain aspects of the model to generate more accurate results that can help the City make more educated decisions. These recommendations would better assess well interference in the South Well Field with the addition of Well 10 and possibly Well 11 in addition to providing more accurate pressure and available fire flow results.

1. **Pump Curves and Water Table:** Most of the well pump curves are auto-generated via a single design point. Additionally, current wells are modeled with a steady level for the aquifer. We recommend updating the model to enter actual pump curves and well drawdown data for different pumping conditions.
2. **Extended Period Simulation:** The City's model appears to be built on a steady-state platform. We recommend including modeling scenarios for extended period simulations using daily pumping patterns from the City's SCADA system.
3. **Water Demands:** The water demands in the model appear to be allocated based on meter billing data. However, the data is from 2017. It is recommended to update the water demand data for the entire system to reflect current conditions.
4. **Water Tower Data:** One of the towers is modeled as a cylindrical tank. We recommend entering actual stage-storage curves to reflect real tank geometry. This will generate better fire flow and pressure contour results.
5. **C-Factors:** There are a number of pipe segments that appear to have unusually low C-factors for DI and PVC pipes. Most of these appear to be in the vicinity of Wells 3, 4, 5, and the existing booster station which can impact the modeled results. We recommend fire flow testing and/or conducting a closed valve review. There may have been closed valves the last time the model was calibrated with field data.



AE2S RECOMMENDED SCOPE

STUDY PHASE FOR WELL 10

KEY PERSONNEL:

- Ursinio Puga (PM)
- Aaron Vollmer (QA/QC)
- Jake Puffe (Modeling & Well Design)
- Ross Mindermann (Well and Process Design)
- Mark Ruda (Electrical Design)
- Dan Landrus (Civil)
- ISG (Survey)
- LRE (Hydrogeology)

- Update the water distribution system model per the recommendations of Page 1.4.
- Utilize the City's water distribution system model to study impacts to water pressure and fire flow availability through the water distribution system. For Option 1, determine future water velocities and headlosses within the City's existing South Well Field raw water main network and compare to AWWA recommendations. For Option 2, study impacts to the distribution system hydraulics when pumping Well 10 directly into the County Road 81 distribution main.
- **Work Specific to Option 1:**
  - Evaluate advantages and disadvantages of each raw water main connection option (at Well 7 or underneath County Road 81) and prepare a cost estimate to compare both options.
  - Review chemical feed and storage equipment sizing at Well House 5 to confirm Well 10 can be treated at this well house. Provide a cost estimate for anticipated upgrades to the chemical feed and storage equipment if any are needed.
- **Work Specific to Option 2:**
  - Evaluate connection options to the trunk water main on County Road 81. Discuss with representatives of the Minnesota Department of Health (MDH) variances that may be granted in regards to the existing sanitary sewer pipe located near the distribution main.
  - Identify equipment that will be required to operate the new well house that may need to be pre-purchased due to long lead times.
- Obtain and review the City's existing as-built PWS well construction and geologic logs, with a focus on Wells No. 3, 4, 5, 7 and 9 and their source aquifer, the Cambrian-age Tunnel City-Wonewoc (TCW), formerly known as the Franconia-Ironton Galesville.
- Evaluate the capacities of the PWS wells and compare their performance to each well's construction.
- Complete a geologic forecast to determine the anticipated depths and thicknesses of the TCW aquifer and overlying formations, which include the Cambrian-age St. Lawrence formation (if present), and the younger Quaternary-age unconsolidated glacial till and outwash sands and gravels.
- Perform site assessment to determine the location of Well 10 within the City parcel.
- Prepare site surveys for the proposed design, permitting, and construction.
- Perform soil and wetland investigations, as needed.
- Begin environmental and historic/cultural reviews, if needed.
- Discuss project with the MDH and the DNR for the need to install monitoring wells or other requirements.
- Coordinate with the City and review well setback distances.
- Prepare a draft and final technical memorandum summarizing the findings and recommendations.

STUDY PHASE FOR WELL 11

KEY PERSONNEL:

- Ursinio Puga (PM)
- Aaron Vollmer (QA/QC)
- Jake Puffe (Modeling and Well Design)
- Ross Mindermann (Well and Process Design)
- Mark Ruda (Electrical Design)
- Dan Landrus (Civil)

- Utilize the City's water distribution system model to study the following:
  - Impacts to water pressure and fire flow availability through the water distribution system.
  - Evaluate the connection to the existing 12-inch distribution main on County Road 81. This water main is located approximately 1,000 feet northwest of the site. Evaluate other water main connections, if needed.
  - Recommend the transmission main diameter to connect to the existing 12-inch distribution main.
  - Feasibility of drilling Well 11 on City-owned property south of the BNSFRR tracks to augment supply capacity to the City's HPZ.
- Determine preliminary well design components such as pump and column pipe size.
- Prepare a cost estimate for the recommendations including new well, well house, and water mains.

DESIGN PHASE FOR WELLS 10 AND 11

KEY PERSONNEL*

- Ursinio Puga (PM)
- Aaron Vollmer (QA/QC)
- Jake Puffe (Modeling)
- Ross Mindermann (Well and Process Design)
- Mark Ruda (Electrical Design)
- Dan Landrus (Civil)
- Jordan Geiger (Structural)
- Anthony Pittman (I&C)
- ISG (Survey, Mechanical, & Architectural)
- LRE (Hydrogeology)

- Complete a well design based on the geologic forecast. The design plans to include casing diameters and depths, and the proposed open-hole intervals.
- Complete and submit the required Preliminary Well Construction Application to DNR for their review and discuss DNR's comments, if any, with the City.
- Pending DNR's approval of the application, prepare the well construction specifications and plans that will include the depths and well construction methods and materials in accordance with the MDH rules for a PWS well.
- Complete the MDH's required Preliminary Wellhead Protection Plan. This will be included in AE2S's final specification package and final Design Report, and submitted to the MDH for review and approval of the PWS well.
- Design well house(s) if required for new wells.
- If necessary, prepare separate specifications and bid documents for any equipment that may need to be pre-purchased. Special consideration should be given to electrical equipment.
- Attend monthly status meetings with the City to seek input.
- Submit 30, 60, and 90% design drafts and final deliverable documents.
- Prepare construction cost estimates for 60%, 90%, and final design.
- Submit copies of the final bidding documents and wellhead protection information to the MDH for review. Respond to questions and comments from the MDH regarding their review of the drawings and specifications.
- Identify and obtain permits through the City.

BIDDING PHASE FOR WELLS 10 AND 11

KEY PERSONNEL*

- Ursinio Puga (PM)
- Jake Puffe (Modeling)
- Ross Mindermann (Well and Process Design)
- Mark Ruda (Electrical Design)
- Dan Landrus (Civil)
- Jordan Geiger (Structural)
- Anthony Pittman (I&C)
- ISG (Mechanical, Architectural)
- LRE (Hydrogeology)

- Prepare and publish advertisement for bids.
- Administer advertisement for bids on QuestCDN.
- Receive and respond to questions from plan holders.
- Issue bid addenda as needed.
- Attend the Bid Opening.
- Check bids for errors and omissions.
- Tabulate all bids and provide tabulation to the City.
- Evaluate bids and provide a letter of recommendation for awarding the bid.

CONSTRUCTION PHASE FOR WELLS 10 AND 11

KEY PERSONNEL*

- Ursinio Puga (PM)
- Ross Mindermann (Construction Observation)
- Mark Ruda (Electrical Design)
- Dan Landrus (Civil)
- Jordan Geiger (Structural)
- Anthony Pittman (I&C)
- LRE (Hydrogeology)

- Prepare contract documents.
- Prepare Notice of Award.
- Prepare Notice to Proceed.
- Schedule and manage pre-construction conference.
- Review shop drawings and other submittals and communicate required revisions in writing in a timely manner.
- Provide construction observation services as needed for the different stages of the construction project.
- Provide construction phase surveying limited to construction staking of the project control points.
- Revise plans as needed during construction.
- Solicit proposals from third party agencies, on behalf of the City, for conducting special inspections and material testing in accordance with local building codes.
- Provide clarifications to construction documents for contractors and respond in writing to RFI's submitted by contractors.
- Coordinate and attend regular construction meetings with appropriate staff. Most of the meetings will be on site. Some may be virtual.
- Maintain construction records (reports and photos).
- Assist City staff with processing partial and final payment applications as well as change orders as needed.
- Perform substantial and final inspection and develop/manage punch list for required corrective work.
- Complete as-builts survey work.
- Collect and assemble O&M Manuals.
- Prepare and submit record drawings in an approved electronic format.
- Construction management and observation in conjunction with City staff depending on need and City staff availability.

**Staff and discipline involvement varies if a well house is required*

2. PROJECT
SCHEDULE

CHALLENGES TO BE RESOLVED

The schedule shown above does not match the project schedule provided by the City within the RFP. The following issues were identified as potentially impacting schedule:

- Schedule may shift should the City decide to update the water distribution system model before beginning the study phase for Wells 10 and 11.
- Availability of qualified well drillers. Currently, well drillers have a 10 to 12 month backlog. Well design could be expedited if needed. However, construction is likely to take place in Spring 2026.
- State Agency review periods have recently been longer than usual sometimes taking over two months to complete.
- Lead times on electrical equipment (sometimes of up to 70 weeks from shop drawing approval).

PROJECT TEAM AVAILABILITY

Our project team have the availability and are able to meet this project schedule.

3. PROJECT

TEAM

CITY OF ROGERS

Aaron Vollmer, PE
QA/QC Lead

Ursinio Puga, PE
Project Manager

PROJECT DESIGN TEAM

Jake Puffe, PE
Modeling and Well Design Specialist

Dan Landrus, PE
Civil Site Engineer

Ross Mindermann
Well and Process Design Engineer and Construction Observation

Jordan Geiger, PE
Structural Engineer

Mark Ruda, PE
Electrical Engineer

Anthony Pittman
Instrumentation & Controls Engineer

SUBCONSULTANTS

David Selinsky, AIA, NCARB
Architect

Matthew Larsen, PE
Mechanical Engineer

Dan Stueber, PE, LS
Land Surveyor

Dave Hume, PG, MS
Senior Hydrogeologist

Michael Plante, PG, MS, GISP
Lead Hydrogeologist

Jon Libra, GIT
Staff Hydrogeologist

POOL OF
325+
ADDITIONAL RESOURCES

AE2S

ESTABLISHED **1991** • **3,500+** WATER-FOCUSED PROJECTS • **95** REGISTERED WATER & WASTEWATER ENGINEERS

EXPERIENCE **Focused on Water-Related Projects from the Very Beginning**

UNMATCHED COMMITMENT TO MN COMMUNITIES

Over the course of the past 30 years we have been committed to serving the Minnesota communities with our unique focus on water. We have the experience and expertise to serve larger communities in the metro area all the way down to the smallest of communities in the State.

$350M
Water infrastructure designed in the Past 5 Years in Minnesota

+

45+
Water focused staff located in Minnesota

+

AE2S Staff were recently involved with the City on projects and studies aimed to increase storage and supply capacity to Roger's high pressure zone

AE2S is currently working on four active well projects with LRE and one active water treatment project with ISG in the Twin-Cities metro-area.

ISG

ISG has over 50 years of building trusting relationships with clients, stakeholders, and the community. As a multi-disciplinary firm that is 100% owned by employees, ISG serves numerous business units and fosters strong collaboration between all disciplines, providing clients a diverse knowledge base, high level of creativity, and broad perspective. ISG's flexibility makes it possible; our focus and innovative solutions make it happen.

500+ Employee Owners • **13** Offices • **20+** Disciplines

LEONARD RICE ENGINEERS (LRE)

LRE Water provides leadership in engineering and consulting services related to planning, managing, and developing groundwater and surface water resources throughout the western United States. Headquartered in Denver, LRE Water currently has an interdisciplinary staff of 90 located in 11 offices, including St. Paul-Minneapolis. It is this unique combination of leadership and niche-technical expertise that our clients rely upon when planning for and managing their most precious resource: *water.*

Founded in **1970** • **90** Employees • **28** Hydrogeologist

4. RELEVANT PROJECT

EXPERIENCE

AE2S staff have been helping communities in the Twin Cities area with the construction of new wells and the rehabilitation of wells and pumping facilities for over two decades. We have the expertise to help you from the initial planning of your water supply well and pumping facility through the design, construction, and permitting phase. Additionally, we will also be there to help with ongoing maintenance and rehabilitation that may include pump and motor inspection and rehabilitation, well house or site improvements, well casing brushing and video survey, and potential redevelopment. Our team can assist with preliminary investigation in well siting, including required property boundary setbacks and proximity to infiltration basins, construction of test wells, navigating the permitting process with MDH and DNR, and finalizing key design elements, including well capacity, well cross-section showing size, depth, final formation, and test pumping plan. We will also be there for construction services, including construction observation at critical points.

100+

Well Projects

- Wellhead Protection Planning
- Municipal Production Well Design
- Well and High Service Pumping
- Well Operation Maintenance and Rehabilitation
- Permitting
- Well Abandonment

MINNESOTA WELL EXPERIENCE

City	Wellhead Production Planning	New Municipal Production Wells	Well Rehabilitation
City of Apple Valley, MN	✓		✓
City of Bloomington, MN	✓		
City of Burnsville, MN			✓
City of Eagan, MN		✓	
City of Eden Prairie, MN*	✓	✓	✓
City of Lake Elmo, MN		✓	
City of Monticello, MN*	✓		
City of Robbinsdale, MN		✓	✓
City of Shoreview, MN	✓		✓
City of St. Louis Park, MN			
City of Woodbury, MN	✓		
City of Minnetrista, MN*	✓	✓	✓
City of Prior Lake, MN	✓	✓	
City of Minnetonka, MN			✓
City of Otsego, MN*	✓	✓	
City of Mounds View, MN			✓

**Clients that currently have projects in progress*

WELL 17 DESIGN AND CONSTRUCTION

Eden Prairie, Minnesota

Designed a new municipal well to pump at a capacity of 1,600 gpm. Given that the location was in a residential neighborhood, the City decided to put preliminary well house design options out for public review prior to drilling the well. Following completion of the well construction, final design was completed for a one room well house. The well house construction included approximately 1,380 feet of raw water main and a connection to an existing raw water transmission main.

Well 17
Estimated Cost: $531,037
Actual Cost: $414,529
Change Orders: None
Substantial Completion: April 2023

Well House 17
Bid Price: $1,617,200
Final Construction Cost: $1,680,629
Total Change Orders: $63,429
Substantial Completion: Completed except for installation of electrical equipment due to longer than expected lead times

TEAM MEMBERS:
- Jake Puffe - Project Engineer
- Ross Minderman - Design Engineer/Construction Observation
- Mark Ruda - Electrical Engineer

Client Contact: Joe Dusek, 952-294-5902

WELLS 4, 7, AND 8 DESIGN AND CONSTRUCTION

Robbinsdale, Minnesota

The Robbinsdale project entailed the design and construction of two new pitless wells (Wells 7 and 8) at the site of a newly established WTP. Each well was designed with a capacity to pump approximately 1,500 gpm. The project also included the demolition of the previous WTP, which contained Well 4. Following the demolition, Well 4 was reconstructed, and a new raw water pipeline was installed to link it to the new WTP.

The design and implementation of Wells 7 and 8 involved a comprehensive preliminary hydrogeologic evaluation and the drilling of test wells to ensure high performance and water quality. Additionally, chemical feed evaluations and pumping requirements were assessed using an existing hydraulic model. As part of the site redevelopment, Wells 1, 2, and 3 were also demolished and permanently capped.

MN APWA
Project of the year 2024!

TEAM MEMBERS:
- Aaron Vollmer - Project Manager

Estimated Cost: $1,312,500
Actual Cost: $900,080
Change Orders: $13,660
Substantial Completion: Nov 2022
Client Contact: Richard McCoy, 763-531-1260

SOUTH CENTRAL WTP AND TEST WELL SITING STUDY

Otsego, Minnesota

AE2S was engaged by the City of Otsego to conduct a water treatment plant (WTP) and test well siting study in the City's new south-central wellfield. A key component of this study was to perform a hydrogeologic assessment to identify preferred locations for new municipal wells as the raw water supply for the WTP. LRE analyzed geologic and well logs from existing wells to develop hydrogeologic cross-sections through the likely wellfield areas to guide the placement of test wells. AE2S focused on land ownership and pipeline routes to assist the City in optimizing land acquisition. The team is currently completing the bid package to construct four (4) test wells, two (2) of which will be designed as public water supply wells, and four (4) observation wells. The test wells will be used for well pumping testing, aquifer test monitoring, and water quality sampling to confirm that the wellfield around the future WTP is able to produce 2,000 gpm in the near-term and 4,000 gpm in the long-term.

TEAM MEMBERS:
- Jake Puffe - Project Engineer/ Modeler

Estimated Cost: $203,300
Actual Cost: $203,300
Change Orders: None
Study Phase 1: Wells - May 2024
Study Phase 2: WTP - Dec 2024
Client Contact: Kurt Neidermeier, 763-458-4219

WELL 8 AND 9 SITING STUDY

Minnetrista, Minnesota

AE2S is collaborating with the City of Minnetrista to establish two new municipal supply wells. The initial phase of this project involved conducting a well siting study and preliminary design. AE2S partnered with the City to identify a preferred location for the wells, using existing supply wells and available test wells in the area.

Through a comprehensive hydrogeological study, we evaluated the focus area to assess potential water supply options. This analysis identified three viable well sites, utilizing the Mt. Simon, TCW, and Jordan Aquifers. For each site, we provided the City with estimated locations and final well capacities for Wells 8, 9, and 10.

In addition to the primary focus area, our study offered valuable insights into other potential well sites within the City. Based on our findings, the City has requested AE2S to proceed with the design of Well 8 and Well 9, which are currently under construction.

TEAM MEMBERS:

- Aaron Vollmer - Client Manager
- Ross Minderman - Project Engineer

Estimated Cost: $43,400
Actual Cost: $43,400
Change Orders: None
Substantial Completion: March 2024
Client Contact: Gary Peters, 952-446-1660

WATER SYSTEM PRELIMINARY ENGINEERING REPORT (PER)

Woodbury, Minnesota

In response to the landmark settlement between 3M and the State of Minnesota, the City of Woodbury enlisted AE2S to spearhead critical initiatives to develop a solution to resolve the PFAS contamination in the ground water. Our primary objectives included the development of a comprehensive PFAS Treatment Master Plan, Pilot Testing, and PER. As part of these efforts to develop a strategy for system wide PFAS treatment, all of the City's 21 wells were evaluated to develop options for modifying each well and the water system to accommodate treatment and future demands.

This ambitious project also encompassed the installation of 14 miles of pipelines to transport raw water to the WTP. AE2S played a pivotal role in leading the study, design and overall development of this substantial endeavor, which carried a valuation exceeding $400 million. To date the planning efforts have been complete, the WTP design is complete and the pipeline design is in progress. The final system is planned to be operational in 2028.

TEAM MEMBERS:

- Aaron Vollmer - Project Manager
- Ursinio Puga - Assistant PM
- Jake Puffe - Project Engineer
- Dan Landrus - Project Engineer
- Jordan Geiger - Structural Engineer
- Anthony Pittman - I&C Engineer

PER and Pilot Study Cost: $1,406,888
Actual Cost: $1,406,888
Change Orders: None
Substantial Completion: Dec 2022, Phase 2 Design and Bidding ongoing
Client Contact: Jim Westerman, 651-714-3720

WELL REHABILITATIONS

Burnsville, Minnesota

Since 2016, AE2S has been partnering with the City of Burnsville to annually rehabilitate several municipal supply wells. To date we have rehabilitated 12 wells. Our approach involves a comprehensive design process that addresses any necessary upgrades, repairs, or replacements of well piping and equipment.

Our typical well rehabilitation includes the removal and inspection of the pump, motor, column piping, and other internal components by a licensed well driller. Based on the inspection results, we rehabilitate or replace equipment as needed. Each well undergoes brushing and video inspection to identify and address issues such as sanding, casing corrosion, or any debris that may have accumulated in the well.

The outcome of each rehabilitation project is a well that is fully restored and expected to perform effectively until the next scheduled maintenance. In addition to work on the well itself, we also handle well house upgrades and repairs as requested by the City. These supplementary repairs often involve valve and meter replacements, as well as electrical and SCADA system updates, ensuring that each well remains in optimal working condition.

TEAM MEMBERS:

- Ross Minderman - Project Engineer

Estimated Project Cost (Bid Price): $353,345
Final Project Cost: $234,225
Change Orders: None
Substantial Completion:
2019 - Well 5 & 9
2020 - Well 7
2021 - Well 13
2023 - Wells 6, 14, & 17
Client Contact: Tony White, 952-895-4552

5. RECORD OF PERFORMANCE & INSURANCE

INSURANCE COVERAGE

AE2S has types and levels of insurance that are standard for the engineering industry, including general liability, automobile liability, workers' compensation, and professional/errors and omissions liability. AE2S is prepared to accommodate any specific insurance coverage the client may require. Additionally, the proposed subconsultants have the required levels of insurance.

REFERENCES

A good client/consultant relationship is often described by words such as trust, responsiveness, quality, and loyalty. We strive to develop exceptional client/consultant relationships which go beyond the norm by adding the value of knowing that your consultants are an extension of your staff, devoted to the success of your utilities as a whole. We have highlighted professional references in addition to the project examples included in this proposal. We invite you to contact them to learn more about the value of working with AE2S.

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Utilities Operations Supervisor
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MIKE KUNO
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NICK PREISLER
City of St. Michael
City Engineer
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RICK WAHLEN
City of Eden Prairie, MN
Manager of Utility Operations
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JIM WESTERMAN
City of Woodbury
Assistant Public Works Director
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Woodbury, MN 55125
651-714-3720
jim.westerman@woodburymn.gov

"AE2S provides great client service. The product they provide is ultimately owned by the City of Woodbury and AE2S has a forthright recognition of that. They are open and share information at all levels and enable our staff to be as self-sufficient as possible. We value our relationship with AE2S and the benefit they bring to our staff and community."

Jim Westerman
City of Woodbury, MN

"Reasonable and practical solutions that begin with a common-sense look at our needs. AE2S doesn't first offer a grandiose engineering solution when a low-cost, simple operational change would accomplish the same objective."

- Rick Wahlen
City of Eden Prairie, MN

Appendix A: TEAM

RESUMES

Ursinio Puga, PE

Project Manager

EDUCATION

Master of Science, Civil Engineering, North Dakota State University; Bachelor of Science, Civil & Environmental Engineering, North Dakota State University

REGISTRATIONS

Professional Engineer: Minnesota

CONTACT

Ursinio.Puga@ae2s.com
T: 763-463-5036
C: 763-204-5303

Communication

+ Aligning the Project Objectives with the Clients' Needs

Why Ursinio?

Mr. Puga has experience with a variety of infrastructure projects in water and wastewater engineering across the Midwest. While working for both municipal and industrial clients, Mr. Puga has provided multiple services including client management, infrastructure planning, modeling, piloting, funding assistance, design, bidding, construction observation, administration, and commissioning.

- Extreme focus on water system engineering.
- Big picture - life cycle vision.
- Local knowledge and experience with the Rogers water system and staff.

SPECIFIC RELEVANT EXPERIENCE

- **High Pressure Zone Water Tower Siting Study, Rogers, MN - Project Engineer.** Completed a site study for a new 1.5 MG water tower in the City of Rogers. The study included a projection of the water demands for the ultimate high-pressure zone, preliminary sizing for the water tower, water distribution system modeling, and a calculation of the capital cost and life-cycle costs for composite and fluted column water towers.
- **High Pressure Zone Ground Storage Tank Siting Study, Rogers, MN - Project Engineer.** Completed a site study for a new 1 MG ground storage tank in the City of Rogers. The study included preliminary sizing of the ground storage tank, pump station, and pressure reducing station using WaterGEMS software. Capital and 50-year life-cycle costs were also prepared as part of this study.
- **Composite Water Tower Design, Rogers, MN - Project Engineer.** Prepared specifications and collaborated with project managers and drafters to design the 1.5 MG high-pressure zone composite water tower for the City of Rogers. In addition to the water tower, Ursinio led the design and prepared specifications for an aboveground 1,500 gpm dual-pump booster station to provide pressure adjustment to the City's high-pressure zone. This design also included an aboveground dual pressure reducing valve (PRV) station consisting of 10-inch and 4-inch PRVs to recirculate water from the high pressure zone's water tower to the City's main pressure zone.
- **System Wide Model Update, Lonsdale, MN - Project Engineer.** Updated the City's water distribution system model to reflect existing and 2040 conditions using WaterGEMS software. Completed extended period simulations to evaluate how the addition of a new 0.50 MG water tower would impact the well rotation and water tower balancing.
- **Storage Tank and Water Main Improvements, St. Michael, MN - Project Manager.** Led the modeling work to study the feasibility of increasing the JPWB system storage capacity with the addition of a new 3 MG ground storage reservoir. Led the design and construction of a 20-inch water main trunk extension (~3,500-feet long) to connect the selected storage tank site with the existing system.

Aaron Vollmer, PE

QA/QC Lead

EDUCATION
Bachelor of Science, Civil Engineering,
North Dakota State University

REGISTRATIONS
Professional Engineer: Minnesota, Illinois

CONTACT
Aaron.Vollmer@ae2s.com
T: 763-463-5036
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Vision

+ Efficient Communication and Organization

Why Aaron?
Aaron boasts more than 15 years of invaluable expertise in the water treatment industry, encompassing a wide spectrum of roles from construction inspection to intricate design, and even complex planning and piloting endeavors. His profound comprehension of water systems, coupled with his exceptional communication skills and project acumen, positions him as an invaluable asset for any city seeking guidance in managing intricate water-related projects.

- Committed to client satisfaction.
- Possesses exceptional interpersonal skills to understand the client's needs and project objectives.
- Strong technical background.

SPECIFIC RELEVANT EXPERIENCE

- **Water Treatment and Management, Woodbury, MN - Project Manager.** The project involved developing a plan to upgrade Woodbury's water system from a decentralized well head supply to a centralized treatment facility. It included evaluating 21 existing wells to determine necessary modifications, developing a calibrated hydraulic model to assess infrastructure needs, and designing improvements to accommodate centralized treatment. The final plan encompassed the development of a PFAS treatment facility that processes water from all wells at a single location, ensuring enhanced water quality and system efficiency.
- **Water System Improvements, Robbinsdale, MN - Project Manager.** Design and construction services for a new 3.5MGD water softening treatment plant. Design considerations include the identification of a 100mg/l softening target which required lime and soda ash. The project also included the drilling of 2 new wells, the demolition of 3 old WTPs, and the modification of 1 old well to supply the new WTP.
- **Municipal Water Supply and Treatment, Ramsey MN - Project Manager.** Design and construction phase services for a new 10 MGD iron and Manganese WTP. The innovative WTP incorporates gravity filtration using greensand and anthracite, along with essential components like chlorine, permanganate, and polyphosphate. To enhance operational efficiency and sustainability, the WTP also features a plate settler for effective backwash reclamation.
- **Water Treatment Plant Design and Construction, Shoreview, MN - Project Manager.** The project involved the design and construction of a new 8 MGD centralized water treatment plant focused on iron and manganese removal. It includes evaluating and modifying six existing wells to ensure they can be effectively incorporated into the new system. Key aspects of the project include designing and installing the treatment plant with gravity filter technology, constructing new piping infrastructure to connect Well 6 to the facility, and ensuring seamless integration of all wells.

Jake Puffe, PE

Modeling and Well Design Specialist

EDUCATION
Bachelor of Science, Civil Engineering, North Dakota State University

REGISTRATIONS
Professional Engineer: Minnesota, North Dakota

CONTACT
Jake.Puffe@ae2s.com
T: 763-463-5036
C: 701-425-7747

Modeling

+ Navigating Water Resources

Why Jake?
Jake has over 12 years of water engineering experience. He is knowledgeable about many disciplines of engineering and experienced at working closely with clients to maximize their water system efficiency. Jake's focus and experience includes hydraulic modeling; preparation of preliminary engineering reports, bid documents, specifications, and engineer's estimates; and construction (field) engineering of major infrastructure improvement projects.

- Brings over 12 years of experience applying hydraulic engineering to a wide variety of civil engineering projects.
- Detail oriented.
- Proficient in modeling software.

SPECIFIC RELEVANT EXPERIENCE

- **Otsego Drinking Water System Master Plan, Otsego, MN - Project Engineer/Modeling.** Review of land use plan and population growth forecasts. Evaluation of trunk water main looping and storage volume needs. Development and calibration of an all-pipes GIS-based hydraulic model to be used for analysis of full buildout system development along with ability to optimize interim development scenarios. The model has been updated annually to evaluate ongoing development and treatment and supply needs.
- **Otsego Drinking Water System Mineral Blending Analysis, Otsego, MN - Project Engineer/Modeling.** Use existing hydraulic model to review and map various mineral concentrations throughout distribution system. Analyzed impacts of various proposed treatment scenarios to determine appropriate sequencing of treatment improvements.
- **Water Distribution Modeling, Minnetrista, MN - Hydraulic Modeling Engineer.** Development and calibration of an all-pipes GIS-based hydraulic model to be used for analysis of full buildout system development along with ability to optimize interim development scenarios.
- **Wells 8 and 9 Siting Study, Minnetrista, MN - Project Engineer.** Preliminary engineering, design, and construction services for development of two municipal production wells, including agency and permitting coordination.
- **Well 17, Eden Prairie, MN - Project Engineer.** Design and construction services for development of a municipal production well and associated well house.

Dan Landrus, PE

Civil Site Engineer

EDUCATION

Master of Science, Civil Engineering,
University of North Dakota
Bachelor of Science, Civil Engineering,
University of North Dakota

REGISTRATIONS

Professional Engineer: Minnesota, Ohio

CONTACT

Dan.Landrus@ae2s.com
T: 763-463-5036
C: 320-221-7728

Civil Site

+ Civil Engineering Local Resource

Why Dan?

Dan has extensive experience with design and construction observation of civil engineering projects. He has worked as project manager, project engineer, and has assisted in the design of a variety of municipal and private projects that have included site grading, pipeline design, stormwater treatment, water distribution and sanitary waste collection.

- Experience designing transmission pipeline and site piping.
- Extreme focus on details results in high quality bid documents.
- Focus on overall project goals and making sure client is informed each step of the way.

SPECIFIC RELEVANT EXPERIENCE

- **Storage Tank and Water Main Improvements, St. Michael, MN - Project Engineer.** Design lead for the 20-inch water main truck extension to connect storage tank site to existing system. Project included design of direction drilling HDPE water main within the 15th Street right-of-way, relocating existing underground utilities, isolation valves, water main stubs for future connection, and intersection reconstruction.
- **Water Treatment and Management , Woodbury, MN - Project Engineer/Project Manager.** Completed the design of raw water pipelines to collect PFAS contaminated groundwater from two wells and convey it to the temporary water treatment plant. The design included coordinating with hydraulics modeling team and teaming with engineering consultants to expand treatment capacity of the plant. Dan also managed the construction observation of the pipelines and plant expansion.
- **Well 17, Eden Prairie, MN - Project Engineer.** Design lead for the 18-inch raw water pipeline from new Well 17 to existing raw water system (1,375 LF). The design included well house driveway, stormwater treatment, and building services. Differences between record drawings and actual conditions required coordination with hydraulic modeling to ensure proper velocities were achieved.
- **Brandon Water Treatment Plant Expansion, Brandon, SD - Project Engineer.** Completed the site and utility design for the Brandon Water Treatment Plant expansion. The expansion included addition of new treatment technology that required aligning raw water, potable water, storm sewer, and sanitary sewer to meet state requirements. The project also required coordination with multiple engineering and architecture firms and departments to complete the design.

Ross Mindermann

Well and Process Design Engineer/Construction Observation

EDUCATION
Bachelor of Science, Environmental and Ecological Engineering, University of Minnesota

REGISTRATIONS
Engineer-in-Training: Minnesota

CONTACT
Ross.Mindermann@ae2s.com
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Working with Ross Mindermann on our new water tower project has been a very good and productive experience. He is able to communicate with both the customer and the contractor and all the sub-contractors on-site. He's also very efficient at organizing meetings and working through the many issues that come up in a project like this.

- Joel Konkol
City of Robbinsdale, MN

Observation

+ Local Construction Observation Professional

Why Ross?
Ross has experience with a variety of infrastructure projects primarily for water systems in the State of Minnesota. Ross has provided multiple services including infrastructure planning, design, cost estimation, construction observation, and construction administration. Ross is a knowledgeable engineer with an eye for detail. He understands the challenges of a construction site and works closely with contractors to make sure the project is done right.

- Experienced in working with day-to-day items in a simple manner and keeps the project running smoothly.
- Extreme focus on details results in avoiding delays and potential construction issues.

SPECIFIC RELEVANT EXPERIENCE

- **Well 17 and Transmission Main, Eden Prairie, MN - Design Engineer/Construction Observation.** Assisted in coordinating the design team to complete the design of Well House No. 17 and Transmission Main. Designed well pump, motor, piping, and appurtenances. Coordinated and managed this project through the bidding and construction process. Communicated between the City and the Contractor to assure a smooth construction process, quickly resolve potential issues that occurred on-site, and keep the Client and project team updated on the project.
- **Well House No. 4 Water Treatment Plant Pilot Study, Otsego, MN - Design Engineer.** Designed and coordinated a successful pilot study for the City to provide valuable information aiding in the design of their new water treatment plant. Collected and analyzed data to determine the necessary parameters for the future water treatment plant. Created a final report outlining the findings and recommendations of the pilot study.
- **Wells 8 and 9 Siting Study, Minnetrista, MN - Design Engineer.** Worked with the City and a hydrogeologist to determine potential areas for new water supply wells. Reviewed well recommendations and created a summary report outlining the findings to provide the City with final location recommendations.
- **New 750,000 Gallon Water Tower, Robbinsdale, MN - Design Engineer/Construction Observation.** Managed the construction of a new 750,000 gallon water tower to provide a smooth construction process. Coordinated critical construction items as well as communicated potential construction issues to keep the project manager, the client, and the contractor updated throughout the project.
- **Water Supply Planning Study, Minnetrista, MN - Design Engineer.** Created projections for future population and water demands to make final recommendations for future water system needs including: new supply wells, new water storage, additional transmission mains, and future water treatment plants.

Jordan Geiger, PE

Structural Engineer

EDUCATION

Master of Science, Structural Engineering, University of North Dakota; Bachelor of Science, Civil Engineering, University of North Dakota

REGISTRATIONS

Professional Engineer: Minnesota, North Dakota, South Dakota, Wisconsin, Montana, Idaho, Colorado, Florida

CONTACT

Jordan.Geiger@ae2s.com
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C: 701-721-5615

Analysis

+ Building Stability and Safety

Why Jordan?

Jordan serves as our Structural Division Manager and has extensive experience in structural engineering and project management. He has performed on numerous projects involving evaluation of existing structures, schematic layout, design, and construction administration. He combines his unique project history and understanding of the construction industry to provide feasible structural design and add value to the project.

- Experienced at assessing the unique demands of water treatment infrastructure, factoring in environmental conditions and safety standards.
- Provides innovative designs that help optimize space utilization and enhance operational efficiency.
- Focused on providing structurally sound designs capable of withstanding the facilities challenges.

SPECIFIC RELEVANT EXPERIENCE

- **Water Systems Improvements, Robbinsdale, MN - Structural Engineer.** Lead Structural engineer for a new 3.5 MGD water treatment plant for the City of Robbinsdale. The three-level, 64,000 square feet facility included multiple water containment basins, chemical storage, pumping rooms, and office spaces. Building materials of cast-in-place concrete, structural steel, precast concrete, and masonry composed the structural framing systems.
- **Water Treatment Plant Design and Construction, Shoreview, MN - Structural Engineer.** Design and construction for a new water treatment plant. The facility consists of a three-level structure supported along cast-in-place foundation elements supported on grade.
- **Water Treatment Plant Softening Enhancements, Marshall Municipal Utilities, Marshall, MN - Structural Engineer.** Design of an enhanced softening system expansion to MMU's existing 8.5 MGD WTP to lower chloride concentrations at the local wastewater treatment plant. Softening expansion will include the installation of a new 2,000-pph batch lime slaking system, 2,000-pph batch soda ash feed system, on-site dry chemical storage silos, new CO2 system, new gravity thickener, and miscellaneous facility upgrades to accommodate the enhanced softening.
- **BDM New WTP Improvements, BDM Rural Water Systems, Britton, SD - Structural Engineer.** Lead Structural Engineer for design of new iron and manganese removal water treatment plant facility that included on-site clearwell, new well field and chemical feed systems. Facility design included cast-in-place foundations, prestressed precast concrete, and structural steel framing systems.
- **Clearwell Design, New Town, ND - Structural Engineer.** Lead structural engineering for a new below grade clearwell structure located adjacent to the New Town WTF. The 500,000-gallon storage structure was constructed of cast-in-place concrete and supported from a concrete filled steel pile deep foundation system. Responsibilities included preliminary design, final design, bidding, and construction phase services.

Mark Ruda, PE

Electrical Engineer

EDUCATION
Bachelor of Science, Electrical Engineering, North Dakota State University

REGISTRATIONS
Professional Engineer: Minnesota, North Dakota

CONTACT
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Electrical

+ Designing Reliable Electrical Systems

Why Mark?
Mark's experience includes aiding in the design of power distribution systems, emergency power generation systems, motor control, lighting, and general power systems for wastewater treatment and water treatment facilities by creating plans and specifications for municipalities. He has modeled power systems using computer software to create engineering reports which include short circuit studies, protective device coordination studies, and arc flash studies.

- Focused on optimizing energy usage and incorporating backup systems that guarantee uninterrupted service.
- Expert in the design of electrical systems that control and automate the various processes within a well house.

SPECIFIC RELEVANT EXPERIENCE

- **Water Treatment and Management, Woodbury, MN - Electrical Engineer.** The project involved developing a plan to upgrade Woodbury's water system from a decentralized well head supply to a centralized treatment facility.
- **Well 16B Well House Rehabilitation, Minnetonka, MN - Electrical Engineer.** Design documents for the construction of the replacement well house. The well house electrical equipment was scheduled to be removed and reinstalled in the new well house. The well cables routed from Water Treatment Plant No. 16 to Well 16B crossed through the location of the new Minnetonka police and fire station. Part of the project was coordination of the extension of the power and fiber connection to the well house in addition to the reinstalled equipment.
- **Well 17, Eden Prairie, MN - Electrical Engineer.** An 18-inch raw water pipeline from new Well 17 to existing raw water system (1,375 LF). The design included well house driveway, stormwater treatment, and building services.
- **Ridgedale Boosters Station, Minnetonka, MN - Electrical Engineer.** Provided electrical engineering services for the rehabilitation of the Ridgedale Booster Station. The project included removal and replacement of the entire existing electrical equipment, including electrical for three 15 horsepower booster pumps, utility electric service equipment, motor control center (MCC), interior and exterior lighting fixtures, receptacles, HVAC equipment, indoor 100kW natural gas generator, automatic transfer switch, process instrumentation, and SCADA control panel. In addition, a sequencing plan was developed to reduce shutdown time to less than four hours over the course of construction.

Anthony Pittman

Instrumentation and Controls Engineer

EDUCATION

Bachelor of Science, Electrical Engineering, Michigan Technical University

CONTACT

Anthony.Pittman@ae2s.com
T: 763-463-5036
C: 612-308-9469

Automation

+ Automating Water Treatment Control

Why Anthony?

Anthony, AE2S' Instrumentation and Controls Regional Manager, has over 20 years of experience integrating automation controls and telemetry equipment for various municipalities and water districts. Working side-by-side with the project team throughout design, construction, and startup, he will ensure that your project operates exactly as intended. He frequently works closely with system operators to develop efficient, customized process control systems.

- Possesses a deep understanding of automation technologies that ensure precise and efficient control over treatment processes.
- Places a high priority in reliability and implementing redundant systems that safeguard against failures and minimize downtime.
- Focused on enhancing the overall performance and responsiveness of water treatment operations that contribute to improved water quality.

SPECIFIC RELEVANT EXPERIENCE

- **Water System Master Plan, Woodbury, MN - I&C Engineer.** Provided instrumentation and control design for processes including iron, and manganese removal, radon removal, PFAS removal, softening, fluoridation, and disinfection. Additionally, provided programming and startup services for the 30 MGD WTP project, including integrating with existing SCADA application and communications.
- **Water Treatment Facility SCADA Design and Upgrades, St. Cloud, MN - I&C Engineer.** Replaced all PLCs, SCADA servers, and communications for the WTF. Provided programming for the new PLCs and SCADA application. Used 3D CAD files to program 3D SCADA graphics to minimize screen count and provide realistic operations. Created several customized control processes to meet the needs of facility operation. Currently provides on-call service and support for SCADA and instrumentation.
- **SCADA System Improvements, St. Louis Park, MN - Project Manager, Lead I&C Engineer.** Provided complete utility SCADA system assessment and security improvements plan, which guided the SCADA system improvements design. Provided design, bidding, and construction oversight for replacements of all PLCs, OITs, servers, and communications equipment in SCADA system. This included replacing obsolete radios with cellular and fiber communications. Implemented multiple levels of system redundancies and provided the SCADA system programming services for the project.
- **Well House No. 17, Eden Prairie, MN - I&C Engineer.** Provided instrumentation and control design for new raw water well that feeds existing water treatment plant. Designed control panel to match existing City standards, including equipment selection for seamless integration into existing SCADA system with radio telemetry. Providing programming and startup services of new control panel and integration to existing SCADA application.

Dave Hume, PG, MS

Senior Hydrogeologist

Dave's roles and responsibilities over nearly a 35-year career have included serving as project manager and lead hydrogeologist on a wide range of groundwater supply and groundwater resource projects. Over the last 20 years Dave has worked in the Twin Cities Metropolitan area and extensively across the Upper Midwest with a focus on assisting municipal, industrial, and engineering clients. His areas of expertise include: coordinating and communicating with project stakeholders; groundwater resource and supply exploration planning and implementation; quantitative hydrogeology, characterization of complex glacial deposited and fractured bedrock groundwater flow systems, high-capacity well and well field designs and well field optimization, and long-term groundwater sustainability studies.

SPECIFIC RELEVANT EXPERIENCE

- **Well Siting, Design, and Permitting, Otsego, Minnesota - Project Manager and Lead Hydrogeologist.** Oversaw the completion of desktop assessments to evaluate well and well field designs for an additional 4,000 gpm from the Tunnel-City Wonewoc aquifer. Worked closely with the City staff, City's engineer and regulatory agencies to evaluate and meet permitting requirements for new public water supply wells and the additional water appropriation. Completed technical specifications and bid package for drilling contractors.
- **Well Design Well Field Development, Rural Water System, Southwest, MN - Project Manager and Lead Hydrogeologist.** Designed and completed construction specifications for four production wells at optimal locations based on hydrogeologic conditions. Obtained the required public supply well permits from the Minnesota Department of Health and water appropriation permits from the DNR.
- **Well Siting and Water Quality Evaluation - Lake Elmo, MN.** Oversaw the completion of a groundwater flow model for the purpose of identifying new well locations in the Prairie du Chien-Jordan aquifer at distances where the potential impact from contaminated bedrock aquifers was minimized and yet optimal to the water distribution system. Model was refined from the Metro Model.

EDUCATION

Master of Science, Geology (Hydrogeology emphasis), University of Toledo; Bachelor of Science, Geology, Wittenberg University

REGISTRATIONS

Professional Geologist: Minnesota, Michigan, Nebraska, Wisconsin

Michael C. Plante, PG, MS, GISP

Lead Hydrogeologist

Mike is hydrogeologist and project manager with senior-level responsibility providing innovative solutions to groundwater resources and high-capacity well projects. Projects include: high-capacity well siting and permitting, well and well field design, specifications and oversight, and aquifer testing; evaluation of complex groundwater flow systems; groundwater resource evaluations for water supply and wellhead protection projects; GIS data development, implementation, and geoprocessing model development. Project work is for public, private, and industrial clients with unconsolidated or consolidated, unconfined or confined aquifers. Mike contributes to the industry by presenting at conferences on topics including well and well-field design, operation, and monitoring; aquifer pumping tests; hydrogeologic assessments, and GIS-based analysis methods.

EDUCATION
Master of Geographic Information Science, University of Minnesota, Minneapolis;
Bachelor of Science, Geology, University of Minnesota,

REGISTRATIONS
Professional Geologist: Minnesota, Illinois

Geographic Information Systems Professional

SPECIFIC RELEVANT EXPERIENCE

- **Well Field Development, Robbinsdale, MN - Hydrogeologist.** Sited two new municipal wells in the Jordan aquifer, and completed well and well field design, aquifer testing, and long-term sustainability evaluations. Reviewed aquifer systems, geologic logs, and completed production well specifications, aquifer pumping tests and analysis of results, and a long-term sustainability assessment. Assisted with the permitted from the MN DNR.
- **Well Siting Study and Aquifer Testing, Carver, MN - Lead Hydrogeologist.** Assisted with municipal well siting, design, and aquifer testing. Tasks included review of multiple bedrock aquifer systems (Jordan Sandstone, Prairie du Chien Group, and Tunnel City-Wonewoc) from geologic logs, development of conceptual geologic model and drilling forecast. Conducted a well interference assessment, assisted with production well specifications, and developed a 7-day aquifer pumping test plan for the new well at 700 gpm to meet the MN DNR's permitting requirements. Analyzed the aquifer testing data and completed a final report.
- **Aquifer Testing and Data Analysis - Otsego, MN - Hydrogeologist.** Conducted a step-rate aquifer pumping test on a new municipal well to evaluate overall well performance and calculate aquifer transmissivity and well efficiency. Pumping rates ranged from 520 to 1200 gpm. Completed the analysis to assist with future well field design and to meet the MN DNR's specifications for future appropriation permitting.

Jon Libra, GIT

Senior Hydrogeologist

Jon is a hydrogeologist and provides technical assistance on groundwater resource and high-capacity well projects. His project experience includes oversight of exploratory geologic logging; high-capacity well installation oversite and aquifer testing; groundwater resource evaluations; hydrogeologic assessments for water supply and wellhead protection projects; wellhead vulnerability assessments; GIS data development, spatial analysis, and map production; and data preparation for groundwater modeling. Jon also assists with the permitting of high-capacity wells from MDH the MN DNR by working with the project teams to complete construction specifications and preliminary wellhead protection delineations.

EDUCATION
Bachelor of Arts, Earth Science, University of Minnesota, Minneapolis

REGISTRATIONS
Geologist-in-Training

SPECIFIC RELEVANT EXPERIENCE

- **Aquifer Pumping Test - Carver, MN - Hydrogeologist.** Assisted with an aquifer pumping test of the City's new high-capacity bedrock well in the Joran bedrock aquifer. Tasks include conducting site visits to collect water levels data from transducers and with manual measurements, analyzing the data using Microsoft Excel, ArcMap and Aqtesolv, and reporting the data and results to the DNR.
- **Hydrogeologic Assessment and Well Siting, Otsego, MN - Hydrogeologist.** Assisted with desktop hydrogeologic assessments of the Wonewoc aquifer that supplies existing and proposed well fields. Collaborated with the City's engineers and state regulatory agencies to site sustainable high-capacity wells in an alternate aquifer to the Mt. Simon, which is no longer available for development per MN statute. Included reviewing existing geologic studies, drafting hydrogeologic cross sections, completing well interference assessments, and GIS mapping and spatial analyses.
- **Desktop Hydrogeologic Study and Well Specifications, Lewis & Clark Natural Resources District, NE - Hydrogeologist.** Assisted with a desktop hydrogeologic study to evaluate the Quaternary-age buried sand and gravel aquifer and Tertiary-age Ogallala aquifer, and the design of a high-capacity public water supply well field. Tasks include using ArcMap spatial analysis tools to create site maps, aquifer thickness contour maps and geologic cross sections. Assisted with well construction specifications and contractor bid forms. Provided oversight during drilling and well construction and aquifer testing.

ISG

David Selinsky, AIA, NCARB

Architect

Practicing architecture for four decades, David brings a broad range of expertise to the City of Rogers. He is a well-respected leader known for his passionate commitment to providing high quality work and inspiring partners and clients. David's expertise includes design, facility assessments, master planning, and complex life safety and code analysis, which will help if the City proceeds with a well house project. His is responsible for project management, contract administration, and developing architectural standards. He optimizes sustainable building design elements that improve energy efficiency and extend the life of public systems and resources.

EDUCATION
Bachelor of Architecture,
University of Minnesota

REGISTRATIONS
Minnesota #20483

SPECIFIC RELEVANT EXPERIENCE

- Water Resource Recovery Facility, Hartford, SD
- Water System Improvements, Pocahontas, IA
- Water System Improvements, Ruthven, IA
- Well + Well House Preliminary Engineering Report, Kilkenny, MN

Matthew Larsen, PE

Mechanical Engineer

Matthew has over 13 years of diverse mechanical engineering experience. His background includes the design of plumbing and HVAC systems and equipment, the creation and management of engineering documentation, and efficient work in a variety of software. He understands that improving the efficiency of mechanical systems is a vital way to lower energy costs and foster healthier facilities for communities. With extensive experience working with other disciplines, Matthew will bring a collaborative and cross-disciplinary eye to the team.

EDUCATION
Bachelor of Science in
Mechanical Engineering,
University of Nebraska

REGISTRATIONS
Minnesota #54942

SPECIFIC RELEVANT EXPERIENCE

- Water Treatment Plant, Monticello, MN*
- Water Treatment Plant Study, Hertle, WI*
- Water Resource Recovery Facility, Hartford, SD
- Water System Improvements, Pocahontas, IA
- Water System Improvements, Palmer, IA

*AE2S + ISG Partnership

ISG

Dan Stueber, PE, LS

Land Surveyor

As a professional land surveyor and licensed civil engineer, Dan provides unique expertise and a holistic perspective. Leading ISG's land survey group with 24 years of professional land surveying experience, he manages a staff of land surveyors, technicians, and project managers. Dan's leadership experience with the Minnesota Society of Professional Surveyors (MSPS) provides clients with a network of private, county, and Department of Transportation (DOT) land surveyors across the state and beyond. With his expertise and resourcefulness, he will work with the project team to complete timely, accurate, and reliable surveys for the City of Rogers.

EDUCATION
Bachelor of Science in Civil Engineering, South Dakota State University

REGISTRATIONS
Minnesota #43110

SPECIFIC RELEVANT EXPERIENCE

- Water Treatment Plant, Monticello, MN*
- Water Treatment Plant Study, Hertle, WI*
- Water Resource Recovery Facility, Hartford, SD
- Water Treatment Plant Surveying + Staking, Fairmont, MN
- Public Works Facility Surveying + Staking, Fairmont, MN
- Surveying for Water Tower + Well, Madison Lake, MN

*AE2S + ISG Partnership

CITY OF ROGERS

DESIGN SERVICES FOR A MUNICIPAL WELL AND RAW WATER MAIN IN ROGERS SOUTH WELL FIELD

BOLTON & MENK

CONTACT:

Seth Peterson, PE
612-803-5223
Seth.Peterson@bolton-menk.com

7533 Sunwood Drive NW | Suite 206
Ramsey, MN 55303
763-433-2851 | Bolton-Menk.com

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AUGUST 29, 2024

WE BELIEVE ALL PEOPLE SHOULD LIVE IN SAFE, SUSTAINABLE, AND BEAUTIFUL COMMUNITIES.

BOLTON & MENK

Real People. Real Solutions.

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7533 Sunwood Drive NW | Suite 206
Ramsey, MN 55303
763-433-2851 | Bolton-Menk.com

August 29, 2024

Doran Cote | Public Works Director/City Engineer | City of Rogers | dcote@rogersmn.gov

RE: Proposal for Design Services for a Municipal Well and Raw Water Main in Rogers South Well Field

Dear Doran and Selection Committee:

As the City of Rogers continues to grow, it needs additional raw water capacity. We understand you are considering gaining that capacity through the development of two new wells, and although initial planning determined two new wells as a viable option, we doubt the ability of the well field to sustain more than one well. In our proposal, Bolton & Menk, Inc. has outlined an approach that begins with a desktop analysis and moves on to the most effective plan for developing new raw water sources. When you partner with us on this important project, you will benefit from our:

FRESH PERSPECTIVE. We have looked at the initial planning with fresh eyes, and believe our new perspective can help the city avoid timely and costly delays down the road. By taking a step back and looking at the current problem from a different perspective, you can often generate more effective solutions. Bolton & Menk is excited to offer the City of Rogers an opportunity to approach this project from a new angle, one that leads to a fresh outlook and helps the public water system efficiently meet its high demand.

COHESIVE AND EXPERIENCED TEAM. Our proposed project manager, Jacob Humburg, is currently working with the City of Rogers on a lift station analysis. His local insights and established relationships with city staff will serve this project well. Managing both projects will give the city continuity and allow us to better coordinate resources and schedules to optimize efficiency and minimize potential disruptions. By working on both projects, we can offer you consistent and reliable service throughout the project lifecycle.

PROVEN EXPERISE. When it comes to the analysis, design, permitting, and construction of groundwater supply wells, the Bolton & Menk team has the experience you need. We have worked on hundreds of groundwater-related projects throughout the Midwest and have extensive experience helping communities find the most viable solutions to meet their needs. We are also teaming with Leonard Rice Engineers (LRE) as our hydrogeologist experts; we have worked with the LRE team on many previous projects. We are excited to work with City of Rogers officials to get the job done right. Our approach will ensure that all matters are considered and based on your expectations.

In continued service to the City of Rogers, we are excited at the opportunity to complete Design Services for a Municipal Well and Raw Water Main in Rogers South Well Field. I will personally serve as principal-in-charge for this project with Jason Cook as lead client service manager. Please contact me at 612-803-5223 or Seth.Peterson@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Seth A. Peterson, PE (MN, WI)
Principal-in-Charge

We acknowledge that Bolton & Menk has the required levels of insurance to successfully complete this project. Copies of our current insurance certificates are available upon request.

PROJECT APPROACH

Your goals, ideas, and quality expectations are critical to the success of this project, and once selected, we will work closely with you to gain a deeper understanding of these aspects. Based on our initial review of the RFP, project location, site characteristics, and discussions with city staff, we have highlighted what we believe are the most important factors to project success.

It should be noted that we will use the services of Leonard Rice Engineers (LRE) for project support. LRE will provide three hydrogeologists based in the Twin Cities who have more than 70 years of combined experience working on groundwater supply and groundwater resource projects across the metropolitan area. The LRE water team has experience completing desktop hydrogeologic assessments, providing well sitings and designs, preparing specifications and bid forms, working with local drilling contractors and drilling methods, and permitting high-capacity industrial and municipal water supply wells in communities surrounding the City of Rogers. On many projects similar to this one, LRE has served as a subcontractor under the owner's engineering consultant by providing specialized services.

TASK 1: PROJECT KICKOFF/ PRELIMINARY DESIGN MEETING

The preliminary design meeting will allow our project team to meet with the city team, discuss the overall project scope, and review the city's ultimate goals for the project. This will also be a time for our project team to review existing information and ask the city questions. We will discuss the best way to communicate across our teams for effective project delivery.

RESPONSIBLE TEAM MEMBERS: Seth Peterson, Jason Cook, Jacob Humburg, Herman Dharmarajah, Dave Hume, Mike Plante

TASK 2: DESKTOP HYDROGEOLOGIC ASSESSMENT

Based on the information in the RFP, preliminary locations for Wells No. 10 and 11 have already been determined from the previous water supply plan. We will complete a series of tasks, beginning with a desktop hydrogeologic assessment, to evaluate the hydrogeology of the proposed Wells No. 10 and 11 locations and surrounding area. We think this is a very important step to determine if the site can handle the proposed wells and proposed locations for each well. Based on our initial review, we think if the city locates Well No. 10 where it is proposed, it will severely affect the existing Wells No. 3, 4, 5, 7, and 9; therefore, it is important to complete the hydrogeologic assessment prior to the design steps.

It should be noted that based on the desktop analysis, the timing for designing the well may be delayed. Based on the schedule noted in the RFP, it may not be possible to complete the well drilling in early 2025.

The information gathered from this assessment will be used to verify the geology at each site, design the wells for these sites, and assist with the Minnesota Department of Health (MDH) and Minnesota Department of Natural Resources (DNR) permits. New sites for Wells No. 10 and 11 will not be evaluated unless the desktop assessment results are unfavorable and the city requests further desktop site evaluations.

Some key items that will be completed as part of this phase are:

» Obtain and review the city's existing as-built public water supply (PWS) well construction and geologic logs, with a focus on Wells No. 3, 4, 5, 7, and 9 and their source aquifer, the Cambrian-age Tunnel City-Wonewoc (TCW), formerly known as the Franconia-Ironton Galesville
» Evaluate the capacities of the PWS wells and compare their performance to each wells construction
» Complete geologic forecasts at the sites to determine the anticipated depths and thicknesses of the TCW aquifer and overlying formations, which include the Cambrian-age St. Lawrence formation (if present), and the younger Quaternary-age unconsolidated glacial till and outwash sands and gravels

RESPONSIBLE TEAM MEMBERS: Seth Peterson, Jacob Humburg, Herman Dharmarajah, Dave Hume, Mike Plante

TASK 3: PRELIMINARY DESIGN

We will take into account the information developed from the desktop hydrogeologic assessment and use it to complete the following preliminary design tasks:

» Site surveys
» Soil boring investigations
» Environmental review
» Historical review, if needed
» Water modeling, as needed
» Confirm existing DNR appropriations amount is appropriate—initiate amendment process, as needed
» Submit DNR preliminary well construction applications

RESPONSIBLE TEAM MEMBERS: Seth Peterson, Jason Cook, Jacob Humburg, Mitchell Swanson, Herman Dharmarajah, Nick Gans, Dave Hume, Mike Plante

TASK 4: DESIGN

Using the information from the desktop analysis and the preliminary design phase, we will proceed with final design for the proposed improvements. If needed, this phase will include necessary equipment and design for water treatment equipment to treat the proposed well(s). It may also be necessary or highly recommended for the city to proceed with procuring equipment that has long lead times and would benefit from being ordered/purchased by the city prior to bidding.

If this is required, we will work with the city to develop the correct documents to allow the city to procure equipment/services to keep the project on schedule. Key final design process components are noted below:

» Review and finalize the design based on the geologic forecast and DNR comments from the preliminary well application; the plans will include casing diameters and depths and the proposed open-hole intervals
» Finalize equipment list
» Coordinate and facilitate design review meetings
» Prepare final design documents and specifications
» Update opinion of probable project cost
» Coordinate MDH plan review
» Prepare and submit necessary permit applications, including from the MDH
» Complete MDH preliminary wellhead protection plans, as required
» Prepare and submit construction permit application, along with final plans and specifications to the DNR for review
» Present final project to the city for review and approval

RESPONSIBLE TEAM MEMBERS: Seth Peterson, Jason Cook, Jacob Humburg, Herman Dharmarajah, Nick Gans, Dave Hume, Mike Plante

TASK 5: BIDDING

Bidding services include the following items:

» Prepare invitation to bid
» Duplicate and distribute plans and specifications to bidders
» Respond to bidders' questions
» Distribute addenda
» Conduct pre-bid meeting at site
» Open and evaluate bids

RESPONSIBLE TEAM MEMBERS: Seth Peterson, Jason Cook, Jacob Humburg, Nick Gans, Dave Hume, Mike Plante

TASK 6: CONSTRUCTION MANAGEMENT SERVICES

The following services are based on a construction schedule from notice to proceed through project completion:

» Prepare notice of award and contracts to be signed by contractor and owner
» Prepare notice to proceed
» Conduct pre-construction meeting
» Conduct part-time on-site construction inspection at critical points, including but not limited to critical well drilling and testing points, concrete pours, steel placement, equipment installation, and startup to ensure work is done according to plans and specifications
» Provide submittal review and construction administration
» Develop field orders, proposal requests, work change directives, and record drawings as necessary to ensure complete documentation of the work completed and the final construction
» Conduct monthly construction meetings and provide monthly updates to city staff and council
» Review and recommend payment of partial pay requests
» Coordinate materials testing

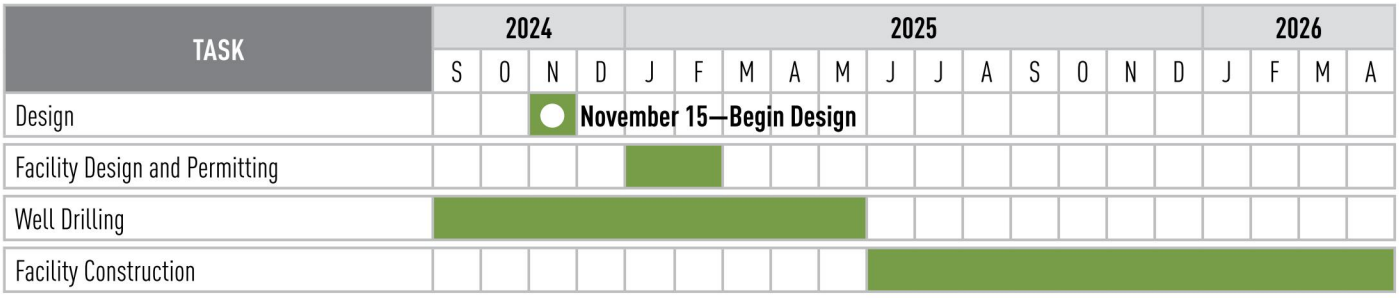
Contract closeout is one of the most important phases of a successful project. Communication between the engineer, owner, and contractor is necessary to set and uphold expectations to finish the project. We will:

» Direct the contractor to finish the project completion list
» Verify required spare parts have been received
» Review and compile equipment operations and maintenance manuals for new equipment
» Complete as-built drawings
» Review and certify final pay request and contractor closeout documents

RESPONSIBLE TEAM MEMBERS: Seth Peterson, Jason Cook, Jacob Humburg, Herman Dharmarajah, Nick Gans, Dave Hume, Mike Plante

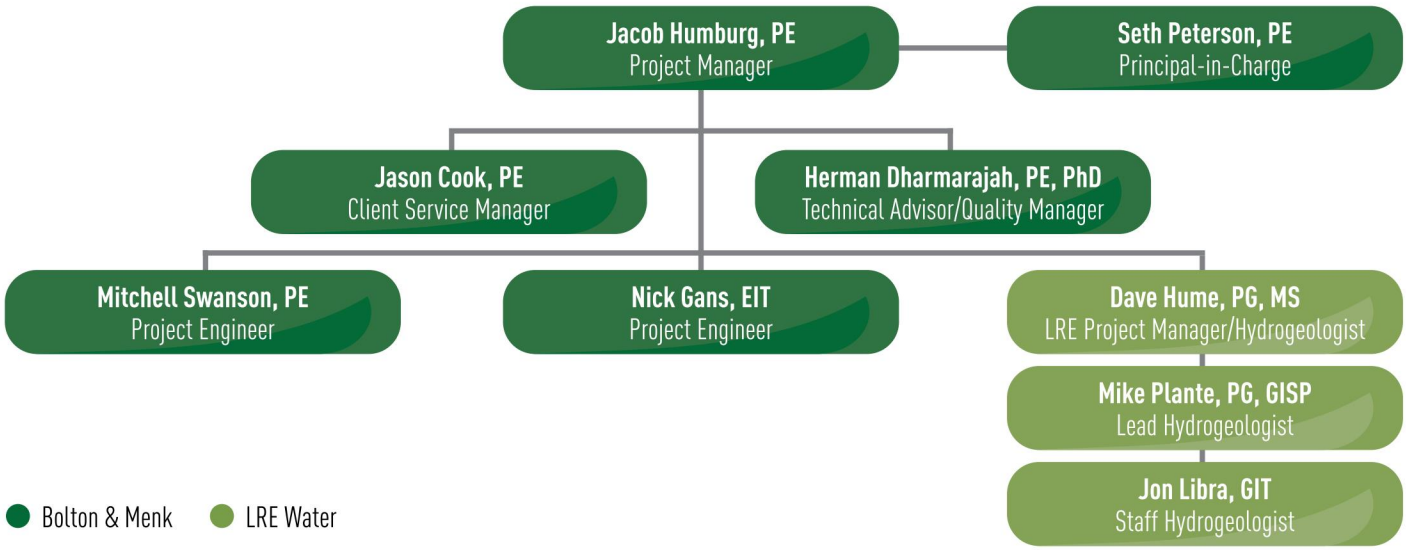
PROJECT SCHEDULE

We have developed a schedule based on our review of the project background, description, and scope of services listed in the RFP. As noted in the project approach section, based on the desktop analysis, the timing for designing the well may be delayed. Based on the schedule noted in the RFP, it may not be possible to complete the well drilling in early 2025. Additionally, well drillers are currently quite busy and approximately six months out for well drilling from the time of bidding. Upon selection, we will work with City of Rogers staff and other project stakeholders to revise and update this schedule as needed to ensure successful project delivery.



PROJECT TEAM

You have our commitment that staff highlighted in this proposal will be performing and overseeing the work they have been identified to lead. This will help maintain the project schedule and ensure quality project deliverables for the City of Rogers. As noted previously, we are using the services of LRE and the LRE water team, which consists of Dave Hume, Mike Plante, and Jon Libra. Mike and Dave are professional geologists licensed in the State of Minnesota, and Jon is a geologist-in-training (GIT). All three know the hydrogeology of the northwest metro area, and more specifically, the Tunnel City-Wonewoc aquifer, which supplies the City of Rogers with water. They also have experience permitting public water supply wells through the DNR and MDH.



JACOB HUMBURG, PE

Project Manager

Jacob will provide overall project management and coordination with our team. Jacob is a principal environmental engineer who joined Bolton & Menk in 2015. His work emphasis is on water and wastewater related projects, including water and wastewater treatment plants, lift stations, wells, well houses, and chemical treatment systems. Jacob uses his attention to detail and ability to satisfy his clients' unique requests to complete pre-planning, design phase, construction observation, project closeout, and the drafting of technical documents related to new or existing facilities.

RELEVANT EXPERIENCE:

» Lift Stations Condition Assessment, City of Rogers, MN
» Well No. 3, City of Wabasha, MN
» Well House Improvements, City of Winsted, MN

SETH PETERSON, PE

Principal-in-Charge

Seth will use his expertise to provide project oversight and ensure the improvements fit within the city's vision. Seth is a registered professional engineer who began his career with Bolton & Menk in 1995. He now serves as the metro environmental manager and has a background in planning and designing water and wastewater treatment facilities, water and wastewater studies, securing permits, working with regulatory agencies, and construction management. Seth also has extensive experience with well design; tower design; water treatment facility design; wellhead protection plans; lift station design and rehabilitation; and wastewater treatment design, permitting, and planning.

RELEVANT EXPERIENCE:

» Well No. 5, City of Winsted, MN
» Well 15 Improvements, SMSC
» Well No. 9, City of Waconia, MN

JASON COOK, PE

Client Service Manager

Jason will use his local knowledge to provide insights to the project team and provide assistance with the raw watermain portions of the project. Jason has been a project engineer and project manager on numerous street and utility projects since 2004. He has worked on local, state aid, and federal aid projects; site development projects; pavement management projects; and trunk utility projects. He has developed strong working relationships with other city engineers and has expanded opportunities beyond the day-to-day engineering services for the communities he serves by coordinating multidisciplined and complex projects. Solving unique problems and seeing concepts come to fruition motivates Jason every day.

RELEVANT EXPERIENCE:

» Lift Stations Condition Assessment, City of Rogers, MN
» 129th Avenue Reconstruction, City of Rogers, MN
» Well No. 4, City of Isanti, MN

HERMAN DHARMARAJAH, PE, PhD

Technical Advisor/Quality Manager

Herman will provide quality control checks, ensuring all technical deliverables meet the city's high standards. Herman brings a background in innovation and education to environmental engineering projects for his clients. He was the process engineer for the first reverse osmosis (RO) water treatment facility in Minnesota. He is experienced with the management, design, and construction of water and wastewater treatment facilities, practicing in this area since 1982. He supervises and provides technical assistance to staff design engineers and construction management personnel. Herman has conducted numerous pilot tests for various systems to reduce the level of contaminants in water. He was also a principal investigator for the national surface water study, which evaluated more than 40 water treatment plants throughout the United States.

RELEVANT EXPERIENCE:

» Well Rehabilitation, City of Mankato, MN
» Well No. 6 and Raw Watermain Extension, City of Big Lake, MN
» Well 6 and Well House, City of Northfield, MN

MITCHELL SWANSON, PE

Project Engineer

Mitchell will provide water modeling services as part of this project. Mitchell works on the environmental team designing water and wastewater treatment facilities and working on dozens of water distribution system models. He joined Bolton & Menk in 2015 and enjoys working with cities and industries to ensure they maintain compliance with water and wastewater rules and regulations. Mitchell's responsibilities on design projects have included water supply plans, water system studies, wastewater operation and maintenance manuals, wellhead protection plans, and wastewater facility plans. His responsibilities for industrial reporting include sprayfield management plans; monthly DMR analysis and reporting; stormwater pollution prevention plans; spill prevention, control, and countermeasure plans; and industrial land application annual reports.

RELEVANT EXPERIENCE:

» Well No. 3 Rehabilitation, City of Belle Plaine, MN
» Well No. 4 Rehabilitation, City of Lake Crystal, MN
» Municipal Well, City of Kasota, MN

NICK GANS, EIT

Project Engineer

Nick will support all engineering needs for the project. Nick is an environmental design engineer at Bolton & Menk whose professional career began in 2021. His expertise lies in water and wastewater treatment and his responsibilities include design, report writing, construction observation, and communicating with project team members. Nick's passion for the field stems from his desire to help communities thrive by providing sustainable, environmentally friendly solutions.

RELEVANT EXPERIENCE:

» Well No. 9, City of Waconia, MN
» Well No. 4, City of Isanti, MN
» Well 6, City of Rockville, MN

DAVE HUME PG, MS

LRE Project Manager/Hydrogeologist

Dave will serve as LRE's project manager and provide principal oversight during the project. Dave has over 35 years of experience and serves as a project manager and hydrogeologist on a variety of groundwater supply and groundwater resource projects. Over the past 25 years, Dave has worked in the Twin Cities area and across the Upper Midwest assisting municipal, industrial, and engineering clients on their groundwater supply and resource projects. His areas of expertise include communicating with project stakeholders, groundwater supply exploration planning and implementation, quantitative hydrogeology, characterization of complex glacial deposited and fractured bedrock aquifers, high-capacity well and well field designs and specifications, and well field optimization.

RELEVANT EXPERIENCE:

- Well Siting, Design, and Permitting, City of Otsego, MN
- Well Siting and Water Quality Evaluation, City of Lake Elmo, MN
- Well Field Exploration and Development, Rural Water System, Southwestern MN

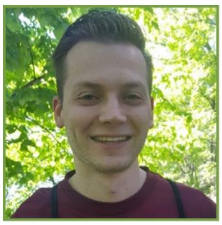
MIKE PLANTE, PG, GISP

Lead Hydrogeologist

Mike will serve as LRE's lead hydrogeologist responsible for the geologic forecasting for new wells, any well interference evaluations, well designs and specifications, and permitting. Mike is a senior hydrogeologist with over 25 years of experience providing innovative solutions to groundwater resources and high-capacity well projects. His expertise includes high-capacity well siting and permitting, well and well field design, specifications and drilling oversight, and aquifer testing; groundwater resource evaluations for water supply and wellhead protection projects; and GIS data development, implementation, and geoprocessing model development for public, private, and industrial clients with unconsolidated or consolidated, unconfined or confined aquifers.

RELEVANT EXPERIENCE:

- Well Siting Study and Aquifer Testing, City of Carver, MN
- Well Field Development, City of Robbinsdale, MN
- Aquifer Testing and Data Analysis, City of Otsego, MN



JON LIBRA, GIT

Staff Hydrogeologist

Jon will assist Dave and Mike with well construction plans and specifications, any future well oversight during construction, and aquifer testing. He will also support GIS mapping. Jon is a hydrogeologist and provides technical assistance on groundwater resource and high-capacity well projects. His experience includes geologic logging, high-capacity well installation oversite, aquifer testing, and desktop hydrogeologic assessments for water supply and wellhead protection projects.

RELEVANT EXPERIENCE:

- Hydrogeologic Assessment and Well Siting, City of Otsego, MN
- Aquifer Pumping Test, City of Carver, MN
- Desktop Hydrogeologic Study and Well Specifications, Lewis and Clark Natural Resources District, NE

LRE WATER
CONNECTING WATER TO LIFE

Since its founding in 1970, LRE has provided leadership in engineering and consulting services related to planning, managing, and developing groundwater and surface water resources throughout the western United States, including the Midwest. Headquartered in Denver, Colorado, LRE currently has an interdisciplinary staff of 90 located in 11 offices, including in the Twin Cities. It is this unique combination of leadership and niche-technical expertise that their clients rely upon when planning for and managing their most precious resource: water.

LRE offers professional water resource engineering and science services, with a focus on water resource management and development. Over one-third of LRE's staff are hydrogeologists focused on investigating, developing, and protecting groundwater resources. This include designing and permitting high-capacity wells for public water suppliers.

LRE's areas of expertise include: aquifer characterization and groundwater analysis and modeling; well and well field design and regulatory permitting; groundwater recharge analyses and managed aquifer recharge (MAR) including riverbank filtration and aquifer storage recharge (ASR); well field design and optimization; surface water management and development; water rights evaluation; integrated water resource planning; water information technology; environmental permitting and regulatory compliance services; and watershed management and planning, including water quality management. Their technical staff provide expert witness and litigation support services in the areas of hydrogeology, water rights, water engineering, and water.

RELEVANT PROJECT EXPERIENCE AND REFERENCES

Collaboratively, our team has extensive experience providing analysis, design, permitting, and construction observation services for groundwater supply well projects. We have provided samples of recent projects with similar tasks and challenges to the City of Rogers project.

WELL NO. 9

City of Waconia

Waconia is a growing community and needed to increase water supply to keep up with demand. The city, recognizing the capacity of its existing water treatment facility could support additional water supply wells, opted to enhance their infrastructure by acquiring adjacent property to the facility and subsequently installing an additional well. Bolton & Menk was hired to assist with placing the new well and adding piping and valving inside the water treatment facility. This process was essential to maintain water treatment flexibility with multiple wells being accessed. These steps ensure the city's ability to meet growing demands for clean water while effectively managing resources and infrastructure.

Project completed with subconsultant support from LRE

KEY STAFF INVOLVED:

» Seth Peterson | Project Manager
» Herman Dharmarajah | Technical Asisstance
» Nick Gans | Design Engineer

ESTIMATED CONSTRUCTION COST:

» $1,000,000

ACTUAL CONSTRUCTION COST:

» Bid opening in September 2024

AMOUNT OF CHANGE ORDERS:

» N/A

REFERENCE:

» Doug Bode, Utilities Maintenance Supervisor, 952-442-2184

WELL NO. 5

City of Winsted

The City of Winsted had a well with high arsenic, and with no treatment facility, the city needed a new well to be able to meet firm capacity requirements. The city had land approximately a half-mile from the existing well house for the new well. The project includes a new well, raw watermain piping, and new piping in the existing well house including chemical feed. Bolton & Menk was hired to assist with placing the new well, raw watermain, and adding piping and valving inside the existing well house. These steps ensure the city's ability to meet growing demands for clean water while effectively managing resources and infrastructure.

KEY STAFF INVOLVED:

» Seth Peterson | Principal Engineer
» Herman Dharmarajah | Technical Asisstance
» Nick Gans | Project Assistance

ESTIMATED CONSTRUCTION COST:

» $1,250,000

ACTUAL CONSTRUCTION COST:

» Project bidding in August 2024

AMOUNT OF CHANGE ORDERS:

» N/A

REFERENCE:

» Neil Schlagel, City Administrator, 320-485-2710

WELL NO. 10 (WELL 22) PRELIMINARY STUDY AND DESIGN

City of Edina

The City of Edina's existing Well No. 10 is at the end of its useful life and needs to be replaced in order to meet firm and peak water demands. The well is located in an existing park that is undergoing redevelopment, and the new well must blend in with the proposed park improvements. Well No. 10 is a Mt. Simon well and will be sealed in accordance with MDH/DNR requirements. This will allow the city to drill a new well into the Mt. Simon to replace Well No. 10. The new well will be named Well 22. Preliminary design was completed to determine the best location for the new well, and once a site was selected, Bolton & Menk completed the design of the new well, raw watermain piping, and piping and electrical modifications within the existing well house. The project is currently under design and will be bid in 2025.

KEY STAFF INVOLVED:

» Seth Peterson | Project Manager
» Herman Dharmarajah | Technical Asisstance
» Jacob Humburg | Project Engineer

ESTIMATED CONSTRUCTION COST:

» $1,000,000

ACTUAL CONSTRUCTION COST:

» Bidding in 2025—currently in design

AMOUNT OF CHANGE ORDERS:

» N/A

REFERENCE:

» Nate Kaderlik, Assistant Director of Public Works—Utilities, 952-927-8861

WELL NO. 5 AND WELLHOUSE

City of Belle Plaine

The City of Belle Plaine's population is expected to grow by more than 3,500 people over the next 20 years, which presents a need for increased drinking water capacity. The current water system is supplied by two municipal wells, each more than 20 years old and capable of producing 1,000 gallons per minute. The increased water needs would require operators to consistently use both wells, leaving the city with no redundancy to their water sources.

Not only does the city need more drinking water capacity, but the groundwater within the city is affected by a basalt sandstone formation. The groundwater pumped from this formation has extremely high chloride concentrations, making water extracted contain a very salty taste. Because the current water treatment plant is not designed to treat high chloride concentrations and upgrades would be costly, Belle Plaine partnered with Bolton & Menk to drill two test wells to find a location and depth containing acceptable water quality for a well.

With the first two tests being unsuccessful, a third test well was drilled using a sonic drilling rig and a hydro-profile water sampling method. Using this test procedure, groundwater with lower concentrations of chloride was identified. The result of the successful test well will allow for the design and construction of a production well that can generate the needed water quality and volume for the growing community's drinking water.

KEY STAFF INVOLVED:

» Herman Dharmarajah | Technical Assistance

ESTIMATED CONSTRUCTION COST:

» $1,950,000

ACTUAL CONSTRUCTION COST:

» $1,922,000

AMOUNT OF CHANGE ORDERS:

» N/A

REFERENCE:

» Todd Otto, Public Works Superintendent, 952-873-5553

HYDROGEOLOGIC ASSESSMENT AND DNR WATER APPROPRIATION PERMITTING

City of Carver

LRE assisted with a hydrogeologic assessment for the siting of a new PWS well for a well field expansion project and to obtain a permit amendment from the DNR for additional water use from the Tunnel City-Wonewoc (TCW) aquifer. LRE completed a well interference evaluation and designed and assisted with a long-term aquifer pumping test to support this request. Additionally, LRE evaluated potential locations for a monitoring well to serve as a compliance well for future appropriation-permit monitoring requirements.

Aquifer parameters of transmissivity (T) and storativity (S) for the TCW were obtained from previous reports and from the aquifer test analyses conducted by LRE. Sixteen interference simulations were conducted to evaluate various combinations of minimum and maximum values for T and S, a range in well efficiencies, and a range in pumping durations. Given these ranges and other design considerations, the assessment illustrated that T and S at the proposed wells will need to be at the high end of the range, along with shorter pumping durations (or well cycling) and high well efficiencies, in order to produce acceptable well-field results and meet DNR requirements. The aquifer test showed the new well combined with the existing wells could provide the additional water with impact to the TCW aquifer with certain operational considerations. LRE worked with Bolton & Menk to develop a well interference plan to address potential impacts, if any, should they occur in the future.

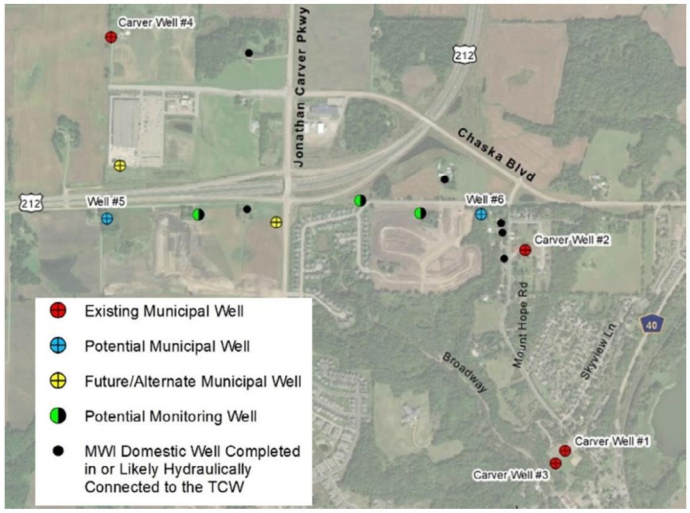
KEY STAFF INVOLVED:
» Seth Peterson | Project Manager
» Dave Hume | Hydrogeologist
» Mike Plante | Hydrogeologist
» Jon Libra | Hydrogeologist

ESTIMATED CONSTRUCTION COST:
» $30.000—study phase

ACTUAL CONSTRUCTION COST:
» N/A

AMOUNT OF CHANGE ORDERS:
» N/A

REFERENCE:
» Aaron Schmidt, City Engineer, 612-756-4037



HYDROGEOLOGIC ASSESSMENTS AND WELL AND WELL FIELD DESIGNS

City of Otsego

LRE completed three desktop hydrogeologic assessments within the City of Otsego for the purposes of mapping the hydrogeology, siting future PWS wells, and designing the well fields (study area). The first phase of the project included completing the assessment to develop a conceptual geologic model the city could use to site future PWS wells. The assessment was a result of recently enacted Minnesota statue disallowing further development of the Mt. Simon Sandstone aquifer as a water source, if an alternate source is viable.

As a result, the city wanted to investigate the potential of the Quaternary-age unconsolidated sand and gravel aquifers and the Cambrian-age Tunnel City Group and Wonewoc Sandstone (TCW) aquifer in the study area. The second phase of the project involved a groundwater model to evaluate potential groundwater withdrawals from various locations around the study area and from different aquifers to determine viability at projected demands.

The third phase of the project has involved developing technical plans and specifications for two proposed PWS wells, test wells, observation wells, and several aquifer pumping tests to better characterize the aquifer for future well design and to meet the MDH and DNR's permitting requirements.

KEY STAFF INVOLVED:
» Dave Hume | Project Manager and Hydrogeologist
» Mike Plante | Hydrogeologist
» Jon Libra | Hydrogeologist

ESTIMATED CONSTRUCTION COST:
» Bid opening in September 2024
» Costs to date
  ◦ Central Well Field Assessment: $28,000 (December 2023)
  ◦ South Central Well Field Assessment: $20,000 (July 2024)

ACTUAL CONSTRUCTION COST:
» N/A

AMOUNT OF CHANGE ORDERS:
» N/A

REFERENCE:
» Kurt Neidermeier, Utility Manager, 763-458-4219

ADDITIONAL WATER SUPPLY PROJECT EXPERIENCE

To the right, we have included a matrix showcasing some of Bolton & Menk's water supply project experience.

BOLTON & MENK, INC.
TEAM EXPERIENCE:
WATER SUPPLY PROJECTS

Client	Year Completed	Population	Aquifer Formation	Well Number	Well Yield (gpm)	Well Depth (feet)	Casing Diameter (inches)	Vertical Well	Test Well	Groundwater Modeling	Well Rehabilitation	Wellhead Protection Plan	Pumphouse/Meter Building	Booster Station
Andover	2003	30,000	FIG	8	1,500	373	30/24	●						
Annandale	2004	2,960	Glacial Drift	3	1,000	220	12	●	●					
Anoka Co. Elementary	2000	NA	Sand & Gravel	1	800	163	12	●					●	
Belle Plaine	2001	7,100	Glacial Drift	4	1,000	330	24/18	●						
Belle Plaine	2004	6600	Glacial Drift		1000									●
Big Lake	2007	9,500	Mt. Simon	7	600	210	12	●					●	
Big Lake	2004	9,500	Mt. Simon	6	600	200	12	●	●				●	
Blue Earth	1999	4,000	Jordan	3	1,500	593	2	●						
Buffalo	2004	15,000	Gravel	7	1,800	373	1	●					●	
Buffalo	2001	15500	2500											●
Chanhassen	2003	22,500	Jordan	9	800	520	18	●	●				●	
Chanhassen	2006	22,500	Jordan	10	1,000	505	18	●					●	
Chanhassen	2006	22,500	Gravel	11	1,000	225	18	●					●	
Cologne	2008	1,400	Mt. Simon	3	1,000	730	24/18	●	●					
Crosby	2011	2,400	Gravel	5	600	91	18	●	●				●	
Crosby	2011	2,400	Gravel	6	500	96	18	●					●	
Crosby	2011	2,400	Gravel	3	600	80	18	●			●		●	
Dundas	2007	550	Sandstone	2	1,500	509	18	●				●	●	
Eagan	2001	63,600	Sandstone	20	1,500	500	18	●				●	●	
Elko New Market	2002	3,800	Jordan	3	650	525	12	●	●				●	
Ellendale	2007	650	Galena	3,4	122	400	12	●	●					
Empire Township	2006	2300	Jordan	3	500									●
Fairmont	2001	10650			2,500									●
Faribault	2005	22,000	Sandstone	7	1,500	400	18	●	●					●
Hamburg	2003	550	Sandstone	2	150	630	8	●				●	●	
Hamburg	2003	550	Sandstone	3	150	630	8	●				●	●	
Hampton	2002	760	Jordan	3	600	310	12	●					●	
Hanley Falls	2006	304	Sandstone	3	50	280	8	●						
Hartland	2013	315	Jordan	3	150	320	8	●						
Honeywell	1997	NA	Jordan	1	300	490	18/12	●					●	
Hudson, WI	2001	7,000	Sandstone	8	1,500	407	18	●				●	●	
Hudson, WI	2000	7,000	Sandstone	9	1,500	400	18	●				●	●	
Hugo	2002	6,400	Sandstone	4	1,000	315	18	●				●		
Isanti	2009	5,500	Mt. Simon	1	1,000	360	12	●			●		●	
Joint Water Commission (Crystal, Golden Valley, New Hope)	2011	20,000	Jordan	1	1,100	442	16						●	
Joint Water Commission (Crystal, Golden Valley, New Hope)	2015	20,000	Jordan	1	1,800	405	18	●				●	●	
Joint Water Commission (Crystal, Golden Valley, New Hope)	2015	20,000	Jordan	1	1,500	420	18	●				●	●	
Jordan	2005	5400	1000											●
Le Center	2007	2,400	Jordan	4	750	520	12	●						
Le Center	2007	2,400	Jordan	3	520	750	18	●						
LeSueur	1999	4,000												●
Litchfield	2008	6,800	Sand & Gravel	5	400	180	12	●						
Lonsdale	2006	2,800	Sandstone	4	1,000	860	24/18	●	●					
Melrose	1998	3,600	Gravel	8	750	100	24/16	●	●	●			●	
Melrose	1998	3,600	Gravel	9	750	85	24/16	●	●	●			●	
Montrose	2003	2,500	Sand & Gravel	6, 7	300	165	12	●						
Mounds View	2010	12,700	FIG/MS	2	1,200	836	24/16				●		●	
New Auburn	2004	500	Sand & Gravel	3	350	235	12	●						
New Germany	2006	360	FIG	2	400	440	18x12	●	●					
New Prague	2007	7,000	Mt. Simon	6	1,000	630	24/18	●						
New Ulm	2006	13500	200											●
Northfield	1998	19,800	Jordan	5	2,000	365	30/24	●						●
Northfield	2015	20,146	Jordan	6	1,400	360	30/24	●						
Northrop	2011	227	Glacial Drift	8	200	200	8	●						
Oakdale	2000	25,000	Jordan	9	1,050	535	30/18	●					●	
Orono	2017	7,400	Jordan	4	1,200	500	24/	●				●	●	
Princeton	1998	5,000	Sand & Gravel	7	1,000	175	20/14	●		●		●		
Princeton	2008	5,000	Sand & Gravel	8	750	140	18	●		●		●	●	
Princeton	2008	5,000	Sand & Gravel	9	900	160	18	●		●		●	●	
Princeton	2008	5,000	Sand & Gravel	8a	900	140	6	●	●				●	
Ramsey	2008	23,000	FIG	7	1,000	320	24	●					●	
Ramsey	2008	23,000	FIG	8	1,850	310	24	●					●	
Ramsey	2005	23,000	FIG	6	1,000	310	24	●	●				●	
Red Wing	2004	16,300	Mt. Simon	8-1	1,500	665	24	●	●					
Red Wing	2005	16,300	Mt. Simon	8-2	1,500	665	24	●	●					
Red Wing	2005	16,300	Mt. Simon	7-3	1,500	639	24	●	●					
Red Wing	1998	16500	1500											●
Rochester	1998	100,000	Jordan	35	1,300	455	30/24	●					●	
Rochester	1998	100,000	Jordan	36	1,300	545	30/24	●					●	
Rogers	2005	7,200	FIG	7	800	340	12	●					●	
Saint Peter	2010	10,800	Jordan	11	300	233	18	●						
Saint Peter	2010	10,800	FIG	12	500	490	18	●						
Saint Peter	2010	10,800	Mt. Simon	13	1,500	780	18	●						
Saint Peter	2010	10,800	Mt. Simon	14	1,500	775	18	●						
Sleepy Eye	2009	3,500	Glacial Drift	6	500	175	12	●	●					
St. Bonifacious	2008	2,300	FIG	4	350	342	12	●						
St. Clair	2008	790	Sandstone	2	250	400	16/10	●						
St. Francis	2007	7400	Glacial Drift	4	1,000	210	12	●					●	
Taylors Falls	2007	950	FIG	4	700	292	24/18	●					●	
Wabasha	2015	2057	Sand/Gravel	3	500	186	12	●						
Waconia	2008	9,900	Glacial Drift	8	1,000	375	18	●	●					
Waconia	2007	9,900	Glacial Drift	7	1,000	345	18	●	●					
Webster City	2013	8,070	Jordan	8	2,000	1,855	22/16	●					●	
Windom	1998	4600	300											●

August 29, 2024

Doran Cote, PE
City of Rogers
22350 S Diamon Lake Rd
Rogers, MN 55374

Re: Letter of Agreement for Professional Engineering Services
Rogers Wells 10 and 11- Siting, Design, and Construction Services

Dear Mr. Cote:

Congratulations! Your proactive efforts and flexible approach to investigate and construct new wells for Roger's, will provide the additional sustainable drinking water production capacity your customers need and ensure the efficient life-cycle costs (per unit of water produced) that your community deserves.

Key benefits of the "Wells now Pumping & Conveyance Facilities later Approach" we discussed includes the following:

- Wells W10 and W11 can be located to:
  - Limit risk to the current well fields
  - Ensure that only one new Wellhouse is needed (like W5)
    - The 2nd well can be routed to said wellhouse using a submersible well pump and a pitless adapter (like W9)
- Test Wells TW10 and TW11 can be test pumped and monitored to:
  - Assess the likely impacts between future W10 and W11
  - Assess the likely impacts from existing wells/wellfields
- The collaborative work group approach for siting the TW10 and TW11 locations will:
  - Allow for input from key stake holders including:
    - Engineering staff
    - Operations staff
    - Other selected staff
    - Process and electrical engineers
    - The best suited well contractor
  - Allow for assessment of relative life-cycle costs (per unit of water produced) for the 3-4 TW10/TW11 locations selected for cost analysis
- The "Wells now Pumping & Conveyance Facilities later Approach" will:
  - Allow Rogers to go out with RFPs for the following professional services, after final completion of production wells W10 and W11.
    - Wellhouse for W10
    - Pitless Unit for W11
    - Pumps for W10 and W11
    - Raw and Finished Watermain
    - Controls Programing
    - Start-up Services

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Engineering Services Goal:
Roger's goal for these services is to provide the additional sustainable drinking water production capacity needed and ensure efficient life-cycle costs (per unit of water produced) for new wells W10 and W11.

Scope of Work:
The proposed scope of work includes "Phase 1" through "Phase 3", outlined below.

Phase 1 - Test Wells TW10 and TW11

As part of the well siting, WSB expects that test wells will be constructed at the selected sites and then continuous water level monitoring will be performed in the test wells and in Wells W3, W4, W5, W7, and W9. It is assumed that this pumping and level monitoring would be for a period of one week.

TW10 and/or TW11 could be located so they could become observation wells (like at W9), should one be required by the MnDNR.

The following are the major tasks that will be performed as part of Phase I.

Task 1A – Test Well Siting Workgroup Meetings
- Kick-off Workgroup Meeting
  - Collect assumptions
  - Select alternatives for cost comparison and trade-off assessment
- Site Selection Workgroup Meeting
  - Facilitate discussions
  - Assess Life Cycle Costs and Trade-offs
  - Select Sites for TW10 and two (2) options for TW11

Task 1B – TW10 & TW11 Design and Construction
- Design test wells
- Prepare and distribute request for quotes
- Tabulate quotes
- Award
- Intermittent observation of Test Wells construction
- Coordinate conversion of Test Well to and Observation Well

Task 1C – TW10 & TW11 Pumping Tests
- Install water level monitoring equipment
- Establish baseline water level measurements
- Collect and analyze data
- Summarize and present findings in Tech Memo

Phase 1 – Assumptions
- Costs for water level studies do not include transducer or data logger rental fees
- Includes no more than 8 hours of coordination with Minnesota Department of Natural Resources (DNR)
- Does not include wellhead protection plan update
- Does not include updating the City's appropriation permit
- Does not include paying review fees that may be necessary

Phase 2 - Wells W10 and W11 Design and Bidding

Wells W10 and W11will be designed and constructed as either open hole or screened wells that are drilled into the Tunnel City Group-Wonewoc formation. The estimated capacity of the wells is approximately 500 to 1,000 gpm, each.

Design and Bidding

1. Attend one design kick-off meeting with City Staff
2. Notify the Minnesota Department of Health to conduct well site review
3. Provide site topographic survey
4. Prepare and submit DNR forms
5. Delineate the Preliminary Wellhead Protection Areas (PWHPA) according to Minnesota
6. Rule 4720.5310
7. Develop the initial well cross-section layouts
8. Attend one final design meeting with City staff
9. Prepare Project Manual and drawings
10. Prepare final cost estimate of well construction
11. Submit bidding documents and permit form to MDH for review
12. Advertise project for bids
13. Answer questions from contractors during bidding and issue addenda
14. Attend the bid opening and evaluate the bids
15. Provide a recommendation to the City regarding award of the construction contract

Minnesota Statutes now require the public water systems to obtain preliminary well construction approval from the Minnesota Department of Natural Resources (DNR). The DNR could identify factors that they believe may be impacted by the well owner's proposed water use. To obtain a DNR permit to appropriate water from a new well, the DNR may require additional information and tests to be completed at the well owner's expense. If the DNR requires additional information, tests, or analysis from their review of the bidding documents and proposed well site, we can provide these services for an additional fee.

Phase 3 - Wells W10 and W11 Construction Services

Wells W10 and W11will be constructed as either open hole or screened wells that are drilled into the Tunnel City Group.

Construction Services

1. Prepare and distribute construction contracts
2. Organize and conduct preconstruction conference with contractor and City Staff
3. Perform construction staking of the well sites
4. Review all shop drawing submittals from contractor
5. Provide critical point construction observation for the following construction activities:
    a. Drilling of wells
    b. Installation of well casing
    c. Grouting of well
    d. Plumbness and alignment tests
    e. Well pumping-aquifer test
    f. Development of well
    g. Check for substantial completion
    h. Follow-up check for substantial completion
6. Review and make recommendation for contractor payment applications
7. Prepare and administer contract modifications as necessary
8. Prepare and distribute contractor punch lists and issue Certificate of Substantial

Completion when appropriate
9. Process final pay request and project close-out forms
10. Review final submittal from Contractor with respect to conformance with the contract documents.

Schedule
WSB will work with Rogers to establish a schedule that works for the City.

We anticipate that the Test Well Siting could be completed in November, Test Wells and Pumping Tests could be complete in December. The well drilling could then be started as early as January, based on the contract delivery method selected.

Fees
WSB will complete the proposed scope of work for an hourly, not-to-exceed fee of $125,200. The estimated fee breakdown by task is shown below.

Phase.Task No	Description	Estimated Fee
1.A	Test Well Siting Workgroup Meetings	$ 8,300
1.B	TW10 & TW11 Design and Construction	$ 16,000
1.C	TW10 & TW11 Pumping Tests	$ 22,400
2	W10 & W11 Design and Bidding Services	$ 38,500
3	W10 & W11 Construction Services	$ 40,000
	Total Estimated Fee	**$ 125,200**

If you are in agreement with the scope of services, please sign the bottom of this letter and return a copy to WSB. Our receipt of an executed copy will be WSB's notice to proceed.

If you have any questions about this proposal, please feel free to call me at 612.258.8152.

Sincerely,

WSB

Steve Nelson, PE
Director, Water/Wastewater
612-258-8152

ACCEPTED BY:
City of Rogers

Name _____

Title _____

Date _____

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.10

Subject: Approve Change Order No. 6 (Material) and Change Order No. 8 (Labor), South Community Park Improvements, City Project No. 2104

Prepared By: Doran M. Cote, Public Works Director/City Engineer

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Recommended City Council Action

Motion to Approve Change Order No. 6 (Material) and Change Order No. 8 (Labor), South Community Park Improvements, City Project No. 2104

Overview / Background

On July 25, 2023, the City Council approved Resolution No. 2023-57 accepting bids, awarding contracts and assigning the contracts to Terra Construction for the South Community Park Improvements in the amount of $2,904,358. That resolution included bid alternates for backstop netting and additional irrigation for ISD 728.

On November 23, 2023 the City Council approved Change Order 1 in the amount of $236,892.60 for items that were bid as alternates but not included in the contracted and later added. Change Order 2 was also approved in the amount of $8,335.90 for changing the hockey rinks from oval to rectangular.

On May 28, 2024 the City Council approved Change Order No. 3 in the amount of $593.09 (labor) and $651.18 (material) for the addition of a quick coupler on the irrigation system and Changer Order No. 4 in the amount of $3,976.67 (labor) and $874.12 (material) for increased labor costs from 2023 to 2024 for fence installation and for additional seeding added on a berm that was added near the Dutch Knolls Park playground at the request of neighboring properties.

The Council also approved Change Order No. 5 in the amount of $2,101.30 (labor) for digging the irrigation well deeper and Change Order No. 6 in the amount of $3,100.02 (labor) for additional seeding added on a berm that was built at the request of neighboring properties (see above).

On August 15, 2024, the City Council approved Change Order No. 5 (material) and Change Order 7 (labor) which were both deducts due to removal of some sidewalk and curbing. Changer Order 5 was a deduct of $7,105.00 and Change Order 7 was a deduct of $8,611.00 for a total deduct of $15,716.00.

The original project as bid contemplated surfacing one of the hockey rink surfaces for pickleball. While trying to make ice in the winter of 2023/2024 its was determined that the unsurfaced rink remained too warm to make good ice due to the heat absorption from the sun. Change Order No. 6 (material) for $15,021.30 and Change Order 8 (labor) for $16,281.30 are both related to surfacing the second hockey rink for $31,302.60 which is similar to what was paid for the first rink

surfacing.

The total estimated contract cost including Change Orders 1 through 8 is $3,176,468.48 which is $272,110.48 or 9.3% over the original contract amount The total estimated project cost including engineering, administration and legal costs is $3,261,168.48 which is $261,168.48 or 8.7% over the original project cost at bid award.

ISD 728 has agreed to pay $70,236.60 for irrigation and $117,239.00 for the parking lot expansion for a total of $187,475.00 bringing the city's portion of the total project cost to $3,073,692.88 which is $73,692.88 or 2.5% over the total estimated cost of $3,000,000 at the time of bid award. Applying the reserved contingency of $69,280.00 would bring the total city portion of the project to $3,004,412.88 which is $4,412.88 or 0.14% over the total estimated cost.

Staff Recommendation

Motion to Approve Change Order No. 6 (Material) and Change Order No. 8 (Labor), South Community Park Improvements, City Project No. 2104

Financial Impact: $31,302.60 **Budgeted?** Yes **Source Fund:** LOST

Notes:

ATTACHMENTS:

Description

Change Order No. 6 - Material

Change Order No. 8 - Labor

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Change Order

PROJECT: *(Name and address)*
23-800 City of Rogers South Community Park

CONTRACT INFORMATION:
Contract For: General Construction

Date:

CHANGE ORDER INFORMATION:
Change Order Number: 23-800-006
Material
Date: August 27, 2024

OWNER: *(Name and address)*
City of Rogers
Rogers City Hall
22350 South Diamond Lake Road
Rogers, MN 55374

ARCHITECT: *(Name and address)*

CONTRACTOR: *(Name and address)*
Terra General Contractors
21025 Commerce Blvd Ste 1000
Rogers MN 55374

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
COR020: Sport Surfacing at Second Rink - Material Only $15,021.30.

The original Contract Sum was	$	896,600.00
The net change by previously authorized Change Orders	$	147,393.75
The Contract Sum prior to this Change Order was	$	1,043,993.75
The Contract Sum will be increased by this Change Order in the amount of	$	15,021.30
The new Contract Sum including this Change Order will be	$	1,059,015.05

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Firm name)*	Terra General Contractors **CONTRACTOR** *(Firm name)*	City of Rogers **OWNER** *(Firm name)*
SIGNATURE	Ashley Herman **SIGNATURE**	**SIGNATURE**
PRINTED NAME AND TITLE	Ashley Herman, Project Manager **PRINTED NAME AND TITLE**	Doran M. Cote, PW Dir./City Engineer **PRINTED NAME AND TITLE**
DATE	5/16/24 **DATE**	9/10/24 **DATE**

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User Notes: (3B9ADA5A)

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Change Order

PROJECT: *(Name and address)*
23-800 City of Rogers South Community Park

CONTRACT INFORMATION:
Contract For: General Construction

Date:

CHANGE ORDER INFORMATION:
Change Order Number: 23-800-008 Labor

Date: August 27, 2024

OWNER: *(Name and address)*
City of Rogers
Rogers City Hall
22350 South Diamond Lake Road
Rogers, MN 55374

ARCHITECT: *(Name and address)*

CONTRACTOR: *(Name and address)*
Terra General Contractors
21025 Commerce Blvd Ste 1000
Rogers MN 55374

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
COR019: Sport Surfacing at Second Rink - Labor Only $16,281.30.

The original Contract Sum was	$	2,007,758.00
The net change by previously authorized Change Orders	$	93,414.13
The Contract Sum prior to this Change Order was	$	2,101,172.13
The Contract Sum will be increased by this Change Order in the amount of	$	16,281.30
The new Contract Sum including this Change Order will be	$	2,117,453.43

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Firm name)*	Terra General Contractors **CONTRACTOR** *(Firm name)*	City of Rogers **OWNER** *(Firm name)*
SIGNATURE	**SIGNATURE**	**SIGNATURE**
PRINTED NAME AND TITLE	Ashley Herman, Project Manager **PRINTED NAME AND TITLE**	Doran M. Cote, PW Dir./City Engineer **PRINTED NAME AND TITLE**
DATE	5/16/24 **DATE**	9/10/24 **DATE**

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User Notes: (3B9ADA58)

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.11

Subject: Approval of Items Related to Ordinance No. 2024-05 Repealing and Replacing the Massage Ordinance

Prepared By: Brett Angell, Community Development Director

Recommended City Council Action

Motion to adopt Ordinance 2024-05 repealing and replacing Rogers City Code Chapter 22, Article 22-XI - Massage.

Motion to approve the summary publication of Ordinance 2024-05.

Overview / Background

Staff continually monitor and evaluate code regulations to ensure they are effective, intentional, and have a defined process for implementation. The existing ordinance related to massage services and licensing within the city was identified by staff as an area which could be improved. Current challenges with the existing ordinance pertaining to licensing individual therapists. This includes existing establishments utilizing the licensing process as a means for their pre-employment screening prior to their full consideration of that individual for employment. Additionally, in previous legislative sessions there has been consideration for the state to begin doing individual practitioner licensing. While new legislation related to this has not happened to date, it is anticipated that it will at some point in the coming years.

Staff conducted research into numerous communities who do establishment only licensing and spoke with representatives of those cities to get more details on how their ordinance has operated. Based on these conversations, the establishment only licensing has appeared to operate very well for these communities. Additionally, staff have spoken to an owner of massage establishment that has locations in multiple cities which has provided helpful guidance on the proposed ordinance.

The proposed ordinance 2024-05 would repeal the existing massage regulations and replace the ordinance with new massage regulations. The primary change to the ordinance pertains to no longer doing both annual individual therapist and establishment licensing. The proposed ordinance would only have establishment licensing. Rules pertaining to an individual therapist's educational background and experience would still persist but now the business would have to certify that all of their therapists meet the requirements as set forth in the code. Should any violations occur related to an individual at an establishment, the establishment's license would be liable for any infractions.

Upon approval of Ordinance 2024-05, the ordinance would go into effect on January 1st, 2025, coinciding with the annual licensing period. The fee schedule will be updated and altered prior to the effective date of the new ordinance. Notice would also be sent to all licensed individuals and establishments of the change and the new application, which will move to being online

submissions.

Staff Recommendation

Staff recommends the approval of Ordinance 2024-05 repealing and replacing Rogers City Code Chapter 22, Article 22-XI- Massage and approval of the summary publication of Ordinance 2024-05.

ATTACHMENTS:

Description

Ordinance 2024-05

Resolution 2024-91

ORDINANCE NO. 2024-05

CITY OF ROGERS

AN ORDINANCE REPEALING AND REPLACING ROGERS CITY CODE CHAPTER 22, ARTICLE 22-XI – MASSAGE

THE CITY COUNCIL OF THE CITY OF ROGERS DOES ORDAIN:

SECTION 1. **REPEAL AND REPLACE**. Rogers City Code Chapter 22, Article 22-XI-MASSAGE is hereby repealed and replaced with the following:

ARTICLE XI.-MASSAGE

Section 22-682. Definitions

The following words and terms when used in this section shall have the following meanings unless the context clearly indicates otherwise:

Accredited institution/program means an educational institution or professional massage program holding accredited status with the United States Department of Education, Minnesota Office of Higher Education, Commission on Massage Therapy Accreditation (COMTA), Accrediting Bureau of Health Education Schools (ABHES), Commission of Career Schools and Colleges (ACCSC), or the Accrediting Council for Continuing Education and Training (ACCET).

Business licensee means the establishment who has obtained a valid therapeutic massage establishment license from the city, on behalf of himself or herself or on behalf of a business entity, and is designated to be responsible for the establishment 's compliance with all aspects of this section.

Clean means the absence of dirt, grease, rubbish, garbage, and other offensive, unsightly, or extraneous matter.

Good repair means free of corrosion, breaks, cracks, chips, pitting, excessive wear and tear, leaks, obstructions, and similar defects so as to constitute a good and sound condition.

Issuing authority means the City of Rogers.

Massage means any method of pressure on, or friction against, or the rubbing, stroking, kneading, tapping, pounding, vibrating, stimulating, or rolling of the external parts of the human body with the hands or arms with the aid of any mechanical or electrical apparatus, or other appliances or devices, with or without such supplementary aids as rubbing alcohol, liniment, antiseptic, oil, powder, cream, lotion, ointment, or other similar preparations.

Massage therapist means an individual who practices or administers massage to the public who can demonstrate to the issuing licensed establishment that he or she:

(a) Has current insurance coverage of $1,000,000.00 for professional liability in the practice of massage;

(b) Is affiliated with, employed by, or owns a therapeutic massage establishment licensed by the city; and

(c) Has completed 500 hours of certified therapeutic massage training with content from an accredited program or accredited institution that has been approved by the issuing authority. These training hours must be authenticated by a single provider through a certified copy of the transcript of academic record from the school issuing the training, degree or diploma.

Operate means to own, manage, or conduct, or to have control, charge, or custody over.

Person means any business entity, firm, association, partnership, corporation, joint venture, or combination of individuals.

Therapeutic massage establishment means an entity which operates a business which hires only who meet all the educational and background requirement of city code to provide therapeutic massage to the public. The owner/operator of a therapeutic massage establishment need not be licensed as a therapeutic massage therapist if he or she does not at any time practice or administer massage to the public. A therapeutic massage establishment may employ other individuals such as cosmetologists and estheticians, and these individuals are not required to have gone through training as long as they are not providing therapeutic massage to the public. The therapeutic massage establishment will report annually current employees as part of annual renewal.

Within the city means physical presence as well as telephone referrals such as phone-a-massage operations in which the business premises, although not physically located within the City of Rogers, serves as a point of assignment of employees who respond to requests for services from within the City of Rogers.

Section 22-683. License Required

Therapeutic massage establishment license. It shall be unlawful for any individual or entity to practice, administer, or provide massage services to the public for consideration within the without first meeting all educational and background requirements of the city, to be enforced under the therapeutic massage establishment license pursuant to this section. The name and address of the licensed therapeutic massage establishment by which the applicant expects to be employed shall be reported during the time of application/renewal.

Section 22-685. License Application

Massage establishment license application. An application for a therapeutic massage establishment license shall be made on a form supplied by the city along with an informed consent release form, requesting the following information:

(1) *All applicants.* For all applicants:

a. Whether the applicant for a corporation, partnership, or other form of organization.
b. The legal description of the premises to be licensed together with a plan of the area showing dimensions, location of buildings, street access, and parking facilities.
c. The floor number, street number, and rooms where the massage services are to be conducted.

d. Whether all real estate and personal property taxes that are due and payable for the premises to be licensed have been paid, and if not paid, the years and amounts that are unpaid.
e. Whenever the application is for premises either planned or under construction or undergoing substantial alteration, the application shall be accompanied by a set of preliminary plans showing the design of the proposed premises to be licensed. If the plans for design are on file with the city's building and inspection department, no plans need be submitted to the issuing authority.
f. The name and street address of the business if it is to be conducted under a designation, name, or style other than the name of the applicant, and a certified copy of the certificate as required by Minn. Stats. § 333.02.
g. The amount of the investment that the applicant has in the business, buildings, premises, fixtures, furniture, and equipment, and proof of the source of such investment. The identity of all other persons investing in the business, building, premises, fixture, furniture and equipment, the amount of their investment and proof of the source of such investment.
h. All applications for establishment licenses, shall be signed and sworn to by the applicant. If the application is that of a natural person, it shall be signed and sworn to by manager thereof; if by a corporation, by an officer thereof; if by an incorporated association, by the manager or officer thereof; if by a limited liability company (LLC), by a member thereof. Any falsification of information on the license application shall result in the denial of the license.
i. The full name, place and date of birth, and street residence address of the designated business licensee by which the applicant expects to be employed. Along with a color photocopy of the applicant's Minnesota driver's license or Minnesota I.D. front and back, or any other government-issued I.D. and proof of citizenship in a form acceptable to the city. If the photocopy is not acceptable to the Rogers Police Department, the department may take photographs for the file.
j. All applicants shall agree, in writing, to submit to a criminal background check and agree to pay the associated fees.
k. Such other information as the City Council or issuing authority shall require.
l. The name and address of the licensed massage therapy establishment by which the applicant expects to be employed.
m. Is a member in good standing of the American Massage Therapy Association, the Associated Bodywork and Massage Professionals or other organizations of therapeutic massage professionals which has a similar written and enforceable code of ethics.
n. Is within good standing with the state of Minnesota.

(2) *Partnerships.* For the applicants that are partnerships who own 15% or more of the business: the names and addresses of all general and limited partners and all information concerning each general partner as is required in subsection (2) of this section of this Code. The managing partners shall be designated and the interest of each general and limited partner in the business shall be disclosed. A true copy of the

partnership agreement shall be submitted with the application, and if the partnership is required to file a certificate as to a trade name under Minn. Stats. § 333.02, a certified copy of such certificate shall be submitted. The license shall be issued in the name of the partnership.

(3) *Corporations and other organizations.* For applicants that are corporations or other types of organizations:

a. The name of the organization, and if incorporated, the state of incorporation.

b. A true copy of the certificate of incorporation, and, if a foreign corporation, a certificate of authority as described in Minn. Stats. § 303.02.

c. The name of the general manager, corporate officers, proprietor, and other person in charge of the premises to be licensed, and all the information about said persons as is required in subsection (2) of this section of this Code.

d. A list of all persons who own or control an interest in the corporation or organization or who are officers of said corporation or organization, together with their addresses and all the information regarding such persons as is required in subsection (2) of this section of this Code.

Sec. 22-687. License Application Verification and Consideration

(a) *Verification of information in therapeutic massage establishment license.*

(1) All applications shall be referred to the chief of police of the City of Rogers Police Department, or his or her designee, and such other city departments as the city administrator shall deem necessary for verification and investigation of the facts set forth in the application. The police chief, or his or her designee, is empowered to conduct any and all investigations to verify the information on the application, including ordering a computerized criminal history inquiry and/or a driver's license history inquiry on the applicant. The chief, or his or her designee, is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehensions Computerized Criminal History information system in accordance with BCA policy.

(b) *Consideration of application.*

(1) Within a reasonable period after receipt and verification of a complete therapeutic massage establishment license application or a massage therapist license application and receipt of the applicable fees, the chief, or his or her designee, and other consultants shall make a written recommendation to the City Council as to the issuance or non-issuance of the license. The City Council may order and conduct such additional investigation as it deems necessary. Upon completion of its investigation, the council shall grant or deny the license. Notice shall be sent by the city by regular mail to the applicant upon a denial informing the applicant of the right to appeal to the City Council within 20 days. If an appeal is properly made, the matter shall be placed on the next available City Council agenda.

(2) *Photo I.D. cards.* Photo identification cards shall be issued to individuals receiving a therapeutic massage establishment license and to those receiving a massage therapist license.

Sec. 22-688. Persons Ineligible for License

(a) *Massage establishment license.* No therapeutic massage establishment license shall be issued to an entity operated by an individual who:

(1) Is not 18 years of age or older at the time the application is submitted to the issuing authority;

(2) Has been convicted of any crime directly related to the occupation licensed as prescribed by Minn. Stats. § 364.03, subd. 2, and who has not shown competent evidence of sufficient rehabilitation and present fitness to perform the duties and responsibilities of a licensee as prescribed by Minn. Stats. § 364.03, subd. 3;

(3) Has had an interest in, as a business entity or as part of a corporation, partnership, association, establishment, business or firm, a massage license that was revoked or suspended within the last five years of the date the license application is submitted to the issuing authority;

(4) Is not a citizen of the United States or a resident alien, or is legally prohibited from working in the United States;

(5) Is not the real party in interest of the establishment;

(6) Has knowingly misrepresented or falsified information on the license application;

(7) Cannot meet the definition of therapeutic massage establishment in chapter 22 of this Code;

(8) Owes taxes or assessments to the state, county, school district, or city that are due and delinquent; or

(9) Is the spouse of a person whose massage-related license has been suspended or revoked in the past five years.

(b) *Massage therapist requirements.* No massage therapist within a licensed Massage Establishment may practice within the City of Rogers without the following requirements first:

(1) Being verified by the establishment where the individual will be employed;

(2) Is not 18 years of age or older at the time the application is submitted to the issuing authority;

(2) Has been convicted of any crime directly related to the occupation licensed as prescribed by Minn. Stats. § 364.03, subd. 2, and who has not shown competent evidence of sufficient rehabilitation and present fitness to perform the duties and responsibilities of a licensee as prescribed by Minn. Stats. § 364.03, subd. 3;

(3) Whether the applicant has had an interest as a business entity or as part of a corporation, partnership, association, establishment, business or firm, a massage license that was revoked or suspended within the last five years of the date the license application is submitted to the issuing authority;

(4) Is not a citizen of the United States or a resident alien, or is legally prohibited from working in the United States;

(5) Has knowingly misrepresented or falsified information on the license application;

(6) Is not affiliated with, employed by, or does not own a therapeutic massage establishment licensed by the city; or

(7) Cannot meet the definition of massage therapist in chapter 22 of this Code.

Section 22-689. Locations Ineligible for Therapeutic Establishment License

(a) *Delinquent taxes.* No therapeutic massage establishment shall be licensed if such establishment is located on property on which taxes, assessments, or other financial claims to the state, county, school district, or city are due and delinquent. In the event a suit has been commenced under Minn. Stats. §§ 278.01—278.13, questioning the amount or validity of taxes, the city council may, on application, waive strict compliance with this provision; no waiver may be granted, however, for taxes or any portion thereof, which remain unpaid for a period exceeding one year after becoming due.

(b) *Improper zoning.* No therapeutic massage establishment shall be licensed if the location of such establishment is not in conformance with the city's zoning code provided, however, that a person with a disability as defined by the federal Americans with Disability Act may be licensed to offer massage services from a separate office in the person's home, subject to appropriate conditions and rules as defined in City Code Section 125-84(h) Home Occupations, approval by the City Council, and subject to compliance with applicable zoning provisions.

(c) *Violation.* No license shall be granted or renewed for adult uses on any premises where a licensee has been convicted of a violation of this article, or where any license hereunder has been revoked for cause, until one year has elapsed after such conviction or revocation.

Section 22-690. License Restrictions

(a) *Posting and production of license.* A therapeutic massage establishment license issued must be posted in a conspicuous place on the premises for which it is used. Upon the demand of the city administrator or designee, a therapeutic massage establishment must also immediately produce a current and complete list of all licensed massage therapists who are employed by the therapeutic massage establishment. A person licensed as a massage therapist shall also post his or her massage therapist license, with color photo, in a conspicuous place on the premises at which the therapist is associated. A massage therapist shall produce his or her massage therapist license upon demand by the city administrator or designee.

(b) *Licensed premises.* A therapeutic massage establishment license is only active for the compact and contiguous space specified in the approved license application. If the licensed premises is enlarged, altered, or extended, the licensee shall inform the city within ten business days. It shall be the continuing duty of each licensee to properly notify the city, within ten business days, of any change in the information or facts required to be furnished on the application for license and failure to comply with this section shall constitute cause for revocation or suspension of such license.

(c) *Transfer of license prohibited.* The license issued is for the person or the premises named on the approved license application. No transfer of a license shall be permitted from place to place or from person to person without complying with the requirements of an original application.

(d) *Affiliation with establishment required.* A massage therapist shall be employed by, affiliated with, or own a massage establishment business licensed by the city, unless a person or place is specifically exempted from obtaining a therapeutic massage establishment license in chapter 22 of this Code.

(e) *Employment of unlicensed massage therapists prohibited.* No therapeutic massage establishment shall employ or use any person to perform massage who is not licensed as a therapeutic massage therapist under this section, unless the person is specifically exempted from obtaining a therapist license in chapter 22 of this Code.

(f) *Coverage of genitals during massage.* The licensee shall require that the person who is receiving the massage shall at all times have his or her genitals covered with non-transparent material or clothing.

(g) *Therapist dress/uniform requirements.* Any massage therapist performing massage shall at all times be dressed professionally, shall have his or her breasts, buttocks, anus, and genitals covered with non-transparent material or clothing.

(h) *Effect of license suspension or revocation.* No licensee shall solicit business or offer to perform massage services while under license suspension or revocation by the city.

(i) *Massage of certain body parts prohibited.* At no time shall the massage therapist intentionally massage or offer to massage the penis, scrotum, anus, mons veneris, vulva, or vaginal area of a person.

(j) *Restrictions regarding hours of operation.* No therapeutic massage establishment shall be open for business, nor will any therapeutic massage therapist offer massage services, before 8:00 a.m. or after 10:00 p.m. any day of the week. No customers or patrons shall be allowed to remain upon the licensed premises after 10:30 p.m. and before 8:00 a.m. daily. Support activities such as cleaning, maintenance and bookkeeping are allowed outside of business hours.

(k) *Restrictions regarding use of the business premises outside of business hours.* No licensee shall permit any person to occupy the business premises outside of business hours, unless it is to complete the support activities outlined in subsection (j). No licensee shall permit any person to reside at the business premises.

(l) *Good standing requirements.* In the case of a therapeutic massage establishment, the licensee, operator, managing partner, or manager of the licensed premise must show proof of legal business registration, proof of good standing with the State of Minnesota, and a direct location contact point in close proximity to the City of Rogers in the event of needing an in-person response by management.

(m) *Inspections.* In light of the high risk of involvement with illegal conduct an establishment providing massage therapy poses to the general public and in the interests of public safety, the issuing authority, environmental health department or designee, and/or the Rogers Police Department shall have the right to enter, inspect, and search the licensed premises during the hours in which the licensed premises is open for business and any at any time in which a patron is permitted to be on the licensed premises, to ensure compliance with all provisions of this section and any other applicable sections of the city code and state building code. Any searches of the licensed premises are subject to reasonableness standards. Upon demand by a health inspector or police officer, a person engaged in

providing services in a licensed premises must identify himself/herself giving his/her true legal name and his/her correct address. The licensee is subject to a fee for a third inspection per the fee schedule, if orders to correct are issued to the licensee and those orders are not corrected upon reinspection. Licenses shall be granted only to establishments which can meet the safety and sanitary requirements of the city and of the building code regulations of the city and state.

(n) *Posting of rates.* All massage establishment businesses must post their rates for service in a prominent place in the entrance or lobby of the business.

(o) *Illegal activities.* In addition to the license restrictions set forth in this section, any advertising by a licensee of any potential unlawful or erotic conduct at the licensed establishment shall be prohibited. A licensee under this chapter shall be strictly responsible for the conduct of the business being operated in compliance with all applicable laws and ordinances, including the actions of any employee or agent of the licensee on the licensed premises.

(p) *Restrictions involving minors.* No person under the age of 18 shall be permitted at any time to be in or on the licensed premises as a customer, guest, or employee, unless accompanied by his/her parent or guardian.

(q) *Restrictions regarding sanitation and health.*

(1) *Toilet room requirements.* A licensed therapeutic massage establishment shall be equipped with adequate and conveniently located toilet rooms for the accommodation of its employees and patrons. The toilet room shall be well ventilated by natural or mechanical methods and be enclosed with a door. The toilet room shall be kept clean and in good repair and shall be adequately lighted.

(2) *Paper/linen requirements.* A licensed therapeutic massage establishment shall provide single-service disposal paper or clean linens to cover the table, chair, furniture or area on which the patron receives the massage; or in the alternative, if the table, chair or furniture on which the patron receives the massage is made of material impervious to moisture, such table, chair or furniture shall be properly sanitized after each massage.

(3) *Washing of hands required.* The massage therapist shall wash his or her hands and arms with water and soap, anti-bacterial scrubs, alcohol or other disinfectants prior to and following each massage service performed.

Sec. 22-691. Term, Renewal of License

(a) The term of a therapeutic massage establishment license is one year. If a business entity or establishment submits an application any time during a calendar year, the term shall expire December 31 of the year of issuance. The license fee for a partial calendar year may be pro-rated to one-half of the annual fee if an application is filed with the issuing authority after June 30.

(b) Licenses must be renewed annually. A therapeutic massage establishment license issued under this section shall expire on December 31 of the year of issuance of the license. A therapeutic massage establishment license issued under this section shall expire on December 31 of the year of issuance. An application for the renewal of an existing license

shall be made at least 75 days prior to the expiration date of the license and shall be made in such form as the issuing authority requires.

(c) An application for a renewal of an establishment or business entity license shall be made in the same manner as the original application. The license and investigation fees for a renewal shall be the same as those contained in chapter 22. If the license holder is a corporation, licenses must also be renewed within 30 days whenever more than ten percent of the corporation's stock is transferred. If the license holder is a partnership, the license must also be renewed within 30 days whenever a new partner is added to the partnership. If the license holder is an LLC, the license must be renewed within 30 days whenever a change in membership or chief manager occurs.

(d) After the completion of the renewal license verification process, the issuing authority shall present the license application to the City Council in accordance with this section. If the application is denied, the city shall notify the applicant of the determination in writing and by regular mail to the address provided on the application form. The notice shall inform the applicant of the right, within 20 days after receipt of the notice by the applicant, to request an appeal of the denial to the City Council. If an appeal to the City Council is timely received by the city, the hearing before the City Council shall take place within a reasonable period of receipt of the appeal by the issuing authority.

(e) A license and licensee's designated operator or manager under this section shall be responsible for the conduct of the business being operated and shall not allow any illegal activity to take place within or outside on the property of the licensed premises.

(f) The therapeutic massage establishment will report bi-annually current employees as part of annual renewal. This shall include name, date of birth, and certification that the employee meets all the requirements of city code. The massage therapist establishment must update city when hiring new massage therapist all-year round.

Sec. 22-692. Sanctions for License Violations

(a) *Suspension or revocation.* The City Council may impose an administrative penalty, suspend or revoke a license issued pursuant to this section, at its discretion, for:

(1) A violation related to fraud, misrepresentation, or false statement contained in a license application or a renewal application.

(2) A violation related to fraud, misrepresentation, or false statement made in the course of carrying on the licensed occupation or business.

(3) Any violation of this section or state law.

(4) A violation by any licensee that is directly related to the occupation or business licensed as defined by Minn. Stats. § 364.03, subd. 2.

(5) Conducting the licensed business or occupation in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the community.

(6) If the licensed establishment hires massage therapist that do not meet the requirement or fails to complete an approved background check.

(7) If the owner, operator, manager, lessee or any of the employees are found to be in control or possession of an alcoholic beverage, a narcotic drug or controlled substance on the premises, other than drugs which may be purchased over the counter without a prescription or those for which the individual has a prescription.

(8) If the holder of an establishment license fails to maintain with the issuing authority a current list of all employees of such licensed premises. The list shall include all massage therapists licensed under this section.

(9) A material variance in the actual plan and design of the premises from the plans submitted.

(10) Neither the charging of a criminal violation nor a criminal conviction is required in order for the council to impose an administrative penalty or suspend or revoke a license.

(b) *Notice and hearing.* A revocation or suspension by the City Council shall be preceded by written notice to the licensee and a hearing. The notice shall give at least ten days' notice of the time and place of the hearing and shall state the nature of the charges against the licensee. The notice shall be mailed by regular mail to the licensee at the most recent address listed on the license application.

SECTION 2. This Ordinance shall take effect and be in force effective January 1st, 2025.

Dated the 24th day of September, 2024.

_____

Mayor

ATTEST:

_____

City Clerk

RESOLUTION 2024-91

A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE NO. 2024-05

WHEREAS, the City Council of the City of Rogers adopted Ordinance No. 2024-05 titled "An Ordinance Repealing and Replacing City Code Chapter 22, Article 22-XI - Massage;" and

WHEREAS, in the case of lengthy ordinances or those containing charts or maps, Minnesota state law allows the City Council to approve, by a four-fifths vote, the publication of an ordinance by title and summary only; and

WHEREAS, the expense to publish the complete text of Ordinance No. 2024-05 is not justified; and

WHEREAS, the following summary clearly informs the public of the intent and effect of the ordinance.

NOW THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Rogers, Hennepin County, Minnesota, that the following summary is hereby approved for official publication:

SUMMARY OF ORDINANCE 2024-05
CITY OF ROGERS
AN ORDINANCE REPEALING AND REPLACING CITY CODE CHAPTER 22, ARTICLE 22-XI – MASSAGE.

On the 24th day of September, 2024, the Rogers City Council passed Ordinance No. 2024-05, An Ordinance of the City of Rogers, Minnesota Repealing and Replacing City Code Chapter 22, Article 22-XI – Massage altering the required licensing for massage services. The proposed ordinance removes the requirements for individual practitioner licensing and updates the requirements for establishment licensing.

This summary is adopted pursuant to Minn. Stat. § 412.191, subd. 4.

The full text of the Ordinance may be reviewed at City Hall, located at 22350 South Diamond Lake Road, Rogers, MN 55374. The ordinance can also be viewed online at our website http://rogersmn.gov.

Dated: September 24, 2024

Moved by Councilmember , seconded by Councilmember

The following voted in favor of said resolution:

The following voted against the same:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor, and attested by the City Clerk dated this 24th day of September, 2024.

_____
Rick Ihli, Mayor

ATTEST:

_____
Stacie Brown, City Clerk

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.12

Subject: Approve Change Order No. 4, Fire Station 2, City Project No. 2209

Prepared By: Doran M. Cote, Public Works Director/City Engineer

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Recommended City Council Action
Motion to Approve Change Order No. 4, Fire Station 2, City Project No. 2209

Overview / Background
On August 22, 2023, the City Council approved Resolution 2023-63 accepting bids and awarding a contract for Fire Station 2 to KUE Contractors in the amount of $8,054,000 including alternates.

On January 9, 2024, the City Council approved Change Order No. 1 in the amount of $39,198.00 was due primarily to modify the already poured elevator pit and electrical modifications to accommodate the elevator from the selected manufacturer ($1,716.00) and soil corrections ($37,123.00).

On April 9, 2024, the City Council approved Change Order No. 2 in the amount of $47,362.00 was due to sanitary sewer invert modifications ($46,873.00), watermain modifications (deduct $33,083.00), Department of Labor and Industry (DLI) plumbing plan review modifications ($9,477.00), storm shelter mechanical changes ($16,820.00), owner-supplied equipment rough-in changes ($4,786.00) and additional staff requested interior signage ($2,489.00).

On July 9, 2024, the City Council approved Change Order No. 3 in the amount of $49,309.00 was for interior modification to convert a single office and copy room to two offices, apparatus bay changes to the concrete finish and adding safety striping ($9,798.00), three additional cameras and six card readers ($22,798.00), plumbing, mechanical and electrical in the apparatus bay ($8,046.00), miscellaneous changes due to contractor Requests for Information (RFIs) ($3,264.00), removing an electrical service panel (-$18,099.00), trash enclosure location change so as to not conflict with aerial access ($2,275.00), roof drain layout modifications ($12,410.00), turnout gear extractor pad thickening ($227.00), flagpole lighting removal (-$771.00), painting the exposed ceiling in the apparatus bays ($7,716.00) and additional work needed for an unidentified drain tile ($1,673.00).

Change Order No. 4 in the amount of $66,878.00 is for Hotsy pipe material and apparatus bay HVAC ($6,008.00), duct work for antenna conduit at the fitness room ($502.00), roof hydrant drainage and hoist electrical ($1,871.00), low voltage/technology rough-ins ($17,231.00), fiber optic deduct for a shorter feed route (-$6,978.00), irrigation modifications ($698.00), miscellaneous architectural changes and stop light fixtures ($4,313.00), electrical distribution modifications ($10,900.00), appliances electrical additions ($1,023.00), training mezzanine exhaust for smoke training ($20,286.00), hose tower waterproof conduits ($765.00), elevator wall type

changes ($1,071.00), Barrier One and moisture primer (-$1,440.00), additional signage ($117.00), grease duct plumbing ($1,057.00), epoxy primer ($1,225.00), Gear Grid Locker install ($2,718.00), epoxy partial flake ($5,476.00), and the dedication sign (-$535.00).

Approval of this Change Order will not exceed the remaining contingency for the project which is $737,853.00. The total estimated contract cost including Change Orders 1 through 4 is $8,256,747.00 which is $202,747.00 or 2.5% over the original contract amount. The total estimated project cost including engineering, architecture, testing, fees and furnishings is $10,391,751.00 which is $5,161.00 or 0.1% over original total project cost at the time of bid award.

Staff Recommendation

Motion to Approve Change Order No. 4, Fire Station 2, City Project No. 2209

Financial Impact: $66,878.00 **Budgeted?** **Source Fund:**

Notes:

ATTACHMENTS:

Description

Change Order No. 4

Wold Recommendation Letter

Project Budget

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Rogers Fire Station 2 (222114)
14105 Northdale Boulevard
Rogers, Minnesota 55374

CONTRACT INFORMATION:
Contract For: General Construction
Date: August 24, 2023

CHANGE ORDER INFORMATION:
Change Order Number: Four (4)
Date: September 11, 2024

OWNER: *(Name and address)*
City of Rogers
22350 South Diamond Lake Road
Rogers, Minnesota 55374

ARCHITECT: *(Name and address)*
Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, Minnesota 55101

CONTRACTOR: *(Name and address)*
KUE Contractors, Inc.
130 Central Avenue South
Watkins, Minnesota 55389

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PR #15 - Hotsy Pipe Material and App Bay HVAC *Add $6,008.00*
PR #17 - DAS-FTR Conflict at Fitness Room *Add $502.00*
PR #19 - Roof Hydrant Drainage and Hoist Electrical *Add $1,871.00*
PR #20 - Low Voltage / Technology Rough-Ins *Add $17,231.00*
PR #21 - Fiber *Deduct ($6,978.00)*
PR #22 - Irrigation Modifications *Add $698.00*
PR #23 - Miscellaneous Arch Edits *Add $4,313.00*
PR #24 - Electrical Distribution Modifications *Add $10,900.00*
PR #25 - Appliances Electrical *Add $1,023.00*
PR #26 - Training Mezzanine Exhaust *Add $20,286.00*
PR #28 - Hose Tower Conduits *Aadd $765.00*
SI #09 - Elevator Wall Types *Add $1,071.00*
COP #03 - Barrier One and Moisture Primer *Deduct ($1,440.00)*
COP #07 - Additional Signage *Add $117.00*
COP #08 - Grease Duct *Add $1,057.00*
COP #09 - Epoxy Primer *Add $1,225.00*
COP #10 - Gear Grid Locker Install *Add $2,718.00*
COP #11 - Epoxy Partial Flake *Add $5,476.00*
COP #12 - Dedication Sign *Deduct ($535.00)*

TOTAL CHANGE ORDER NO. 4 ADD $66,878.00

The original Contract Sum was	$	8,054,000.00
The net change by previously authorized Change Orders	$	135,869.00
The Contract Sum prior to this Change Order was	$	8,189,869.00
The Contract Sum will be increased by this Change Order in the amount of	$	66,878.00
The new Contract Sum including this Change Order will be	$	8,256,747.00

The Contract Time will be increased by Twenty-Eight (28) days.
The new date of Substantial Completion will be October 11, 2024.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

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User Notes:
(3B9ADA47)

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Wold Architects and Engineers	KUE Contractors, Inc.	City of Rogers
ARCHITECT *(Firm name)*	**CONTRACTOR** *(Firm name)*	**OWNER** *(Firm name)*
SIGNATURE	**SIGNATURE**	**SIGNATURE**
Jake Wollensak | AIA, Associate	Jay Kuechle, Project Manager	
PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**	**PRINTED NAME AND TITLE**
September 11, 2024	September 11, 2024	
DATE	**DATE**	**DATE**

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User Notes:
(3B9ADA47)

September 11, 2024

Doran Cote
Public Works Director / City Engineer
22350 South Diamond Lake Road
Rogers, Minnesota 55374

Re: City of Rogers
Rogers Fire Station 2
Commission No. 222114

Dear Doran:

We have concluded our review of various Contract changes for the Rogers Fire Station 2 project, and the following recommendations represent a fair value for the work. Change Order No. 4 includes the following items:

PR #15	**Hotsy Pipe Material and Apparatus Bay HVAC –** PR #15 was issued to modify the specification for the Hotsy system distribution piping from copper to stainless steel. Additionally, this PR modified the layout of the HVAC ductwork in the Apparatus Bays in coordination with overhead fan clearance requirements.	Add	$ 6,008.00
PR #17	**DAS-FTR Conflict at Fitness Room –** Upon review of the final Distributed Antenna System design, it was determined with that a conduit pathway would be needed from Room 118 IT through Room 208 Fitness and up to the roof level for antenna connections. The cost for PR #17 includes the additional metal stud and sheetrock framing required to create a conduit chase in Room 208 Fitness.	Add	$ 502.00
PR #19	**Roof Hydrant Drainage and Hoist Electrical –** PR #19 was issued to modify the drainpipe routing for the water hydrant located at the roof level. Additionally, this PR modified the electrical rough-in specifications for the Hose Tower hoist to align with final equipment selection.	Add	$ 1,871.00
PR #20	**Low Voltage / Technology Rough-Ins –** This PR was issued following a walkthrough with the Owner, Design Team, General Contractor, and the Owner's Subcontractors to coordinate low-voltage, technology, and AV rough-ins. Placement of electrical rough-ins were modified or locations were added to align with the final design of Intereum's z AV / technology package and Honeywell / Mobile Radio's station alerting package.	Add	$17,231.00
PR #21	**Fiber –** Upon further verification of the available fiber connections along 141st Avenue North, it was determined with the Owner and Contractor that the spliced connection could occur at a handhole closer than anticipated. The cost for PR #21 includes the labor and material credit to account for the closer handhold location.	Deduct	($ 6,978.00)

PR #22	**Irrigation Modifications –** At the Owner's request, the extents of the irrigation system were increased to serve the green space planned near the Radio Room and new flag poles. The cost includes the additional underground piping and sprinkler heads required to serve this zone of the site.	Add	$ 698.00
PR #23	**Miscellaneous Architectural Edits –** PR #23 was issued to include a number of minor field changes coordinated with the General Contractor, including adding a bulkhead for a wood ceiling to ACT transition, omitting two previously specified access panels, and omitting a concrete equipment pad that was no longer needed. The primary cost change in this PR includes adding three new stop light fixtures at the north exit doors in the Apparatus Bays at the Owner's request. These fixtures will signal when a vehicle is clear to exit once the overhead doors have fully opened.	Add	$ 4,313.00
PR #24	**Electrical Distribution Modifications –** Upon final equipment selections and completion of the overcurrent protection study under the Electrical Contractor, it was determined that the electrical breakers needed to be modified and that the 60A breaker specified needed to be upsized to an 80A breaker. Additionally, a manual transfer switch needed to be added to the generator docking station. The changes were incorporated into PR #24 and includes the additional equipment / material and installation costs.	Add	$10,900.00
PR #25	**Appliances Electrical –** PR #25 was issued to modify the power connections to the coffee maker appliances at 202 Training Room and 102 Radio Room. The final equipment selections were modified with coordination by the Design Team and Owner. Power rough-ins needed to be modified to accommodate final appliance selections.	Add	$ 1,023.00
PR #26	**Training Mezzanine Exhaust –** At the Owner's request, PR #26 was issued to add an exhaust fan and associated ductwork and rooftop penetrations to serve the Mezzanine for future smoke-training purposes. The cost represents fair value for the additional material and labor required to complete this work.	Add	$20,826.00
PR #28	**Hose Tower Conduits –** PR #28 was issued to modify the material ratings for electrical boxes and fittings at the Hose Tower to a wet environment.	Add	$ 765.00

SI #09	**Elevator Wall Types –** SI #09 was issued to clarify the elevator shaft wall construction following the change requested by KONE and Molin to omit one section of the precast walls specified for ease of installation. To meet code requirements, a one-hour shaft wall with associated firestopping was specified to be added at the elevator lobbies. The cost provided represents fair value for a precast credit by Molin and a material and labor add by Pietsch for the new metal stud and sheetrock shaft wall.	Add	$ 1,071.00
COP #03	**Barrier One and Moisture Primer –** COP #03 represents the deduct for omitting the Barrier One concrete additive at locations specified to receive an epoxy floor finish. Upon coordination with the fluid-applied flooring Subcontractor, it was determined that this product would cause warranty and installation conflicts with the specified epoxy flooring system.	Deduct	($1,440.00)
COP #07	**Additional Signage –** At the Owner's request, one additional room sign was requested a new proposed Storage space.	Add	$ 117.00
COP #08	**Grease Duct –** Due to conflicts with the steel structure, it was determined with the Contractor and Design Team that the grease duct routing to the range hood needed to be modified. The new duct layout impacted the sloping of the sections and created a low point running back to the hood. To prevent build up of condensation, a drain was added to the duct, resulting in the added cost of COP #08.	Add	$ 1,057.00
COP #09	**Epoxy Primer –** At the time of concrete moisture testing in mid-August, it was determined that the moisture content in the concrete slabs was too high to install the epoxy floor coatings without adding a moisture-inhibiting primer or providing more time for curing. Due to schedule constraints, it was determined with the Design Team and Owner that the moisture-inhibiting primer should be installed.	Add	$ 1,255.00
COP #10	**Gear Grid Locker Install –** At the Owner's request, COP #10 was requested from the Contractor to install the new and existing Gear Grid lockers and accessories at Fire Station 2. Installation includes moving all equipment from Fire Station 1 to Station 2 and providing final electrical connections to docking stations.	Add	$ 2,718.00
COP #11	**Epoxy Partial Flake –** At the Owner's request, colored flake was added to the epoxy floor system. The cost for this COP includes the material cost for flake and an additional layer of clear coat, as well as labor for installation of the new materials.	Add	$ 5,476.00
COP #12	**Dedication Sign –** COP #12 includes a deduct to cover KUE Contractor's portion of the new dedication sign for Station 2.	Deduct	($ 535.00)
Total Change Order No. 4		**ADD**	**$49,309.00**

Approval of this Change Order will not exceed the remaining contingency for the project. Once approved by the City Council, please have this Change Order signed and returned to my attention. Please let me know if you have any questions or concerns.
Sincerely,

Wold Architects and Engineers

Jonathan Loose | P.E., LEED AP
Partner

cc: Jake Wollensak, Wold
Jordan Medeiros, Wold

EM/Admin Files/MN/AdminWP/Projects/CI_Rogers/222114/crsp/2024.09.11 Letter to Doran Cote

City of Rogers
Fire Station 2
September 11, 2024

PROJECT BUDGET

	CD July 2023		BID AWARD August 2023		CONSTRUCTION May 2024		Notes
CONSTRUCTION COSTS							
Construction	$ 7,780,000		$ 8,054,000		$ 8,054,000		
Change Order 1	N/A		N/A		*$ 39,198*		
Change Order 2	N/A		N/A		*$ 47,362*		
Change Order 3					*$ 49,309*		
Change Order 4					*$ 66,878*		
SUBTOTAL CONSTRUCTION COSTS	**$ 7,780,000**		**$ 8,054,000**		**$ 8,256,747**		
FEES, TESTING, MISC. PROJECT COSTS							
Architectural Fees	$ 295,000		$ 295,000		$ 300,000		Includes FFE Design Fees
Architectural Reimbursables	$ 17,500		$ 17,500		$ 17,500		
Bond Issuance/ Fees	$ 180,100		$ 180,100		$ 180,100		
Geotechnical	$ 14,000		$ 14,000		$ 14,000		
Survey	$ 7,000		$ 7,000		$ 7,000		
SAC/ WAC Fees	$ 78,000		$ 78,000		$ 78,000		
Building Plan Review	$ 21,000		$ 21,000		$ 21,000		
Plumbing Plan Review	$ 1,340		$ 1,340		$ 1,340		
Storm Shelter Peer Review	$ 11,000		$ 11,000		$ 11,000		
Misc. Fees (Admin, Environ, Sewer, Water, Site, Assess)	$ 1,650		$ 1,650		$ 1,650		
Special Inspections/ Construction Testing	$ 36,000		$ 36,000		$ 36,000		
Commissioning	$ 15,000		$ 15,000		$ 21,100		**$15,000 Original; Excess tracked under contingency**
Project Contingency	$ 950,000	12%	$ 950,000	12%	$ 737,853	9%	*Adjusted for CO1-4 + CX Overage + AET CO1*
SUBTOTAL PROJECT COSTS - (FEES, TESTING)	**$ 1,627,590**	21%	**$ 1,627,590**	20%	**$ 1,426,543**	17%	
FURNITURE & EQUIPMENT / TECHNOLOGY COSTS							
Furniture	$ 80,000		$ 80,000				**$95,000 Allowance**
Furniture, Intereum					*$ 96,100*		
Furniture by Owner - Radio Room Recliners, Dining Table & Chairs					*$ 8,000*		*Recliners Only*
Equipment	$ 150,000		$ 150,000		$ 133,500		**$150,000 Allowance**
SCBA Compressor Relocation, Holmes Repair					*$ 2,269*		
Technology	$ 400,000		$ 400,000				
A/V, Intereum					*$ 202,282*		*Includes CO2.2*
Station Alert Materials, Honeywell					*$ 55,030*		
Digital Reader Board, Leroy Signs					*$ 32,000*		
Other Misc. Technology Allowance							**$100,000 Allowance**
Security, ECSI					*$ 84,450*		
Station Alert Install, Ancom					*$ 24,464*		
Motrola Consolette-Mobile Radio, Ancom					*$ 15,411*		
Art							
Art Installation, ArtPartners					*$ 12,900*		
Dedication Sign					*$ 535*		*City-portion Only*
FFE Contingency (design and construction)	$ 75,000	12%	$ 75,000	12%	$ 41,520		**$65,000 Original; Reduced 6/3/24**
SUBTOTAL PROJECT COSTS - (FFE + T)	**$ 705,000**	9%	**$ 705,000**	9%	**$ 708,461**	9%	**$710,000 Budget (10%)**
SUBTOTAL CONSTRUCTION COST	$ 7,780,000		$ 8,054,000		$ 8,256,747		
SUBTOTAL PROJECT COSTS - (FEES, TESTING, MISC.)	$ 1,627,590		$ 1,627,590		$ 1,426,543		
SUBTOTAL PROJECT COSTS - (FFE/T)	$ 705,000		$ 705,000		$ 708,461		
TOTAL PROJECT COST	**$ 10,112,590**	30%	**$ 10,386,590**	29%	**$ 10,391,751**	26%	

*Council approved budget of $10,388,000 for total project costs.

CONSTRUCTION COST SUMMARY

Item	Description	Comment	Pending Cost	Approved Cost	Action	CO No.	Remarks
COSTS							
PR #03	Elevator Coordination	Manufacturer Coordination		$ 1,716.00	APPROVED	CO1	
SI #02	Monument Sign Footing	Design Coordination		$ 359.00	APPROVED	CO1	
COP #01	Soil Corrections	Unforeseen		$ 37,123.00	APPROVED	CO1	
PR #01R	Sanitary Invert Modifications	Design Coordination		$ 46,873.00	APPROVED	CO2	
PR #02	Watermain Modifications	Unforeseen/Design Request		$ (33,083.00)	APPROVED	CO2	
PR #05R	Plumbing Plan Review Changes	Code		$ 9,477.00	APPROVED	CO2	
PR #07	Storm Shelter Mechanical Changes	Code/Design Coordination		$ 16,820.00	APPROVED	CO2	
PR #08	Equipment Coordination	Design/Owner Coordination		$ 4,786.00	APPROVED	CO2	
COP #02	Additional Signage	Owner Request		$ 2,489.00	APPROVED	CO2	
PR #04R	Interior Modifiations (Excl Conc Finish)	Owner Request		$ 9,798.00	APPROVED	CO3	
PR #06	Additional Cameras and Card Readers	Owner Request		$ 22,798.00	APPROVED	CO3	
PR #09	App Bay MEP	Design/Owner Coordination		$ 8,046.00	APPROVED	CO3	
PR #10	Miscellaneous Edits (RFIs)	Contractor Coordination		$ 3,264.00	APPROVED	CO3	
PR #11	Electrical Service	Contractor Coordination		$ (18,099.00)	APPROVED	CO3	
PR #12	Trash Enclosure Location	Design/Owner Coordination		$ 2,247.00	APPROVED	CO3	
PR #13	Roof Drain Layout	Contractor Coordination		$ 12,410.00	APPROVED	CO3	
PR #14	Extractor Pad	Design/Owner Coordination		$ 227.00	APPROVED	CO3	
PR #16	Flagpole Lighting	Design/Owner Coordination		$ (771.00)	APPROVED	CO3	
COP #04	Exposed Ceiling Painting	Design/Owner Coordination		$ 7,716.00	APPROVED	CO3	
COP #06	Drain Tile (RFI #96)	Unforeseen Condition		$ 1,673.00	APPROVED	CO3	
PR #15	Hotsy Pipe Material & App Bay HVAC	Design/Contractor Coordination	$ 6,008.00		PENDING	CO4	
PR #17	DAS-FTR Conflict at Fitness Room	Contractor Coordination	$ 502.00		PENDING	CO4	
PR #19	Roof Hydrant Drainage and Hoist Electrical	Design/Contractor Coordination	$ 1,871.00		PENDING	CO4	
PR #20	Low Voltage/Tech Rough-Ins	Contractor Coordination	$ 17,231.00		PENDING	CO4	
PR #21	Fiber	Owner/Design Coordination	$ (6,978.00)		PENDING	CO4	
PR #22	Irrigation Modifications	Design/Contractor Coordination	$ 698.00		PENDING	CO4	
PR #23	Misc. Arch Edits	Design/Contractor Coordination	$ 4,313.00		PENDING	CO4	
PR #24	Elec Distribution Modifications	Contractor Coordination	$ 10,900.00		PENDING	CO4	
PR #25	Appliances Electrical	Design/Owner Coordination	$ 1,023.00		PENDING	CO4	
PR #26	Training Mezzanine Exhaust	Owner Request	$ 20,826.00		PENDING	CO4	
PR #28	Hose Tower Conduits	Design/Contractor Coordination	$ 765.00		PENDING	CO4	
SI #09	Elevator Wall Types	Design/Contractor Coordination	$ 1,071.00		PENDING	CO4	
COP #03	Barrier One v. Moisture Primer	Contractor Coordination	$ (1,440.00)		PENDING	CO4	
COP #07	Additional Signage	Owner Request	$ 117.00		PENDING	CO4	
COP #08	Grease Duct	Design/Contractor Coordination	$ 1,057.00		PENDING	CO4	
COP #09	Epoxy Primer	Contactor Coordination	$ 1,255.00		PENDING	CO4	
COP #10	Gear Grid Locker Install	Owner Request	$ 2,718.00		PENDING	CO4	

CONSTRUCTION COST SUMMARY

Item	Description	Comment	Pending Cost	Approved Cost	Action	CO No.	Remarks
COP #11	Epoxy Partial Flake	Owner Request	$ 5,476.00		PENDING	CO4	
COP #12	Dedication Sign	Owner Request	$ (535.00)		PENDING	CO4	
PR #18	Extended O'Reilly Lot Site Improvements	Contractor Coordination	$ 6,789.00				*(Pending review by Wold/KUE)*
PR #27R	Gas Meter Location & Misc. Mechanical	Design/Contractor Coordination	$ 13,642.00				*(Pending approval by Owner)*
PR #29	ASCO Product Specifiation (RFI 112)	Design/Contractor Coordination	$ 2,045.00				*(Pending approval by Owner)*
PR #30	Smoke/CO Detectors	Design/Contractor Coordination	$ 975.00				*(Pending approval by Owner)*
PR #31	Storm Shelter Dampers	Design/Contractor Coordination					*(Pending pricing by KUE)*
COP #13	Mech Rooms 112, 212 Painting	Owner Request					*(Pending pricing by KUE)*
COP #05	RWL/Coiling Door Conflict	Contractor Coordination	$ 2,212.00		REJECTED		

CO-1		$ 39,198.00		$ 8,093,198.00
CO-2		$ 47,362.00		$ 8,140,560.00
CO-3		$ 49,309.00	$ 86,560.00	$ 8,189,869.00
CO-4	$ 66,878.00			
CO-5				
Pending Costs	*$ 66,878.00*			

Contract Amount		$ 8,054,000.00
Approved Costs		$ 135,869.00
Pending Costs	*$ 66,878.00*	
Revised Contract Amount		**$ 8,189,869.00**
Pending Contract Amount	*$ 8,256,747.00*	
Remaining Contingency	*$ 737,853.00*	

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.13

Subject: Items Related to US Home (DBA Lennar) Landscaping Completion Security Agreements

Prepared By: Bridget Bruska, Finance Director

Recommended City Council Action

- Motion to Approve Resolution No. 2024-83, A Resolution Authorizing a Letter of Credit Release for Laurel Creek 5th and 6th Additions
- Motion to Approve Resolution No. 2024-84, A Resolution Authorizing a Letter of Credit Release for Skye Meadows 1st and 2nd Additions

Overview / Background

City Council approved Landscaping Completion Security Agreements for Laurel Creek 5th and 6th Additions on January 25, 2022 and for Skye Meadows 1st and 2nd Additions on February 8,2022. The security required for each home was $5,000.

Lennar has requested a review of their letters of credit based on the number of housing units with completed landscaping. City staff has conducted an inspection and is recommending approval of the letter of credit release as identified in the resolutions.

Staff Recommendation

- Motion to Approve Resolution No. 2024-83, A Resolution Authorizing a Letter of Credit Release for Laurel Creek 5th and 6th Additions
- Motion to Approve Resolution No. 2024-84, A Resolution Authorizing a Letter of Credit Release for Skye Meadows 1st and 2nd Additions

ATTACHMENTS:

Description

Resolution No. 2024-83

Resolution No. 2024-84

RESOLUTION NO. 2024 - 83

AUTHORIZING A LETTER OF CREDIT RELEASE FOR LAUREL CREEK 5TH AND 6TH ADDITIONS

WHEREAS, in accordance with the Landscaping Completion Security Agreement dated January 25, 2022, US Home Corporation DBA Lennar, developer of the Laurel Creek Subdivisions, has agreed to complete certain landscaping improvements for said development, and

WHEREAS, the developer has completed the landscaping improvements and City staff have inspected said improvements; and

WHEREAS, the developer has requested a release of the required financial guarantee to reflect the completed work.

NOW THEREFORE, BE IT RESOLVED, by the City Council of Rogers, County of Hennepin, Minnesota, that

1. The financial guarantee requirement is released as follows and that the required guarantee and Citibank, N.A. Letter of Credit No. 69624711 for the items be reduced from $325,000 to $0:

Councilmember moved, Councilmember seconded the motion.

The following voted in favor of said resolution:

The following voted against said resolution:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor, and attested by the Clerk dated this 24th day of September, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

RESOLUTION NO. 2024 - 84

A RESOLUTION AUTHORIZING A LETTER OF CREDIT RELEASE FOR SKYE MEADOWS 1ST AND 2ND ADDITIONS

WHEREAS, in accordance with the Landscaping Completion Security Agreement dated February 8, 2022, US Home Corporation DBA Lennar, developer of the Skye Meadows Subdivisions, has agreed to complete certain landscaping improvements for said development, and

WHEREAS, the developer has completed the landscaping improvements and City staff have inspected said improvements; and

WHEREAS, the developer has requested a release of the required financial guarantee to reflect the completed work.

NOW THEREFORE, BE IT RESOLVED, by the City Council of Rogers, County of Hennepin, Minnesota, that the financial guarantee requirements are released as follows and that the required guarantee and Mizuho Letter of Credit No. 8870035 for the items be reduced from $345,000 to $0:

Councilmember moved, Councilmember seconded the motion.

The following voted in favor of said resolution:

The following voted against said resolution:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor, and attested by the Clerk dated this 24th day of September, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.14

Subject: Approval to Hire Eric Burtness as Community Development Specialist

Prepared By: Brett Angell, Community Development Director

Recommended City Council Action
Motion to hire Eric Burtness as Community Development Specialist.

Overview / Background
The City received 14 applications for the Community Development Specialist position. After careful consideration, City Adminstrartor Stahmer, Finance Director Bruska, City Planner Henderson, and Community Development Director Angell interviewed three candidates for the position. Eric Burtness emerged as the top choice.

Eric will be joining the city following an past history working in education. Eric has led numerous initiatives and has created numerous programs. He brings a positive and well spoken persona which will continue to build upon the current community and economic development functions for the city.

His first day of employment with the City is anticipated to be on October 14, 2024.

Staff Recommendation
Staff recommend the hiring of Eric Burtness as Community Development Specialist.

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.15

Subject: Approval of Resolution No. 2024 - 90, A Resolution Rescinding Resolution No. 2020 - 21, A Resolution Declaing a Local Emergency - Covid 19

Prepared By: Stacy Scharber, Assistant City Administrator/HR Director

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Recommended City Council Action
Motion to approve Resolution 2024 - XX, A Resolution Rescinding Resolution No. 2020 - 21, A Resolution Declaring a Local Emergency - Covid 19.

Overview / Background
The declaration of local emergency is being rescinded in accordance with Minnesota Statute 13D Open Meeting Law, section 13D.02.

Staff Recommendation
Motion to approve Resolution 2024 - XX, A Resolution Rescinding Resolution No. 2020 - 21, A Resolution Declaring a Local Emergency - Covid 19.

ATTACHMENTS:
Description
Resolution 2024-90

RESOLUTION NO. 2024 - 90

A RESOLUTION RESCINCING RESOLUTION 2020 – 21, A RESOLUTION DECLARING A LOCAL EMERGENCY – COVID 19

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Rogers hereby rescinds Resolution No. 2020 – 21, A Resolution Declaring a Local Emergency – Covid 19.

Moved by Councilmember , seconded by Councilmember

The following voted on favor of said Resolution:

The following voted against the same:

Whereupon said Resolution was declared duly passed and adopted, and was signed by the Mayor and attested by the Clerk dated this 24th day of September, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.16

Subject: Approve Professional Services Agreement with Bolton & Menk, Inc. for Topographic Survey for 2025 Pavement Management Project, City Project No. 2501

Prepared By: Mike Albers, Assistant City Engineer

Recommended City Council Action
Motion to Approve Professional Services Agreement with Bolton & Menk, Inc. for Topographic Survey for 2025 Pavement Management Project, City Project No. 2501.

Overview / Background
The 2025 Pavement Management Project (PMP) is identified in the City's Capital Improvement Program for 2025. The 2025 PMP is generally bounded by Interstate 94 on the west side, 141st Ave (CSAH 144) on the south, Northdale Blvd on the east and the Crow River on the north. The 2025 PMP project calls for the roadways to be improved with a rehabilitation of the pavement surface with minor concrete curb and gutter replacements as needed. It is anticipated that the project area will be completed over a 2-year period in 2025 and 2026.

On September 12, 2022, staff issued a Request for Proposals (RFP) for topographic survey services on the project. City staff will design the plans and specifications for the pavement rehabilitation project. Three engineering firms were included in the RFP; Bolton & Menk, Inc., Loucks, Inc., and SRF Consulting Group. All three firms submitted proposals. The proposed cost of services is as follows:

Consultant	Proposal Amount
Bolton & Menk, Inc.	$41,440
Loucks, Inc	$45,000
SRF Consulting Group	$86,501

After careful consideration, city staff determined that the proposal by Bolton & Menk, Inc. demonstrated the best understanding of the scope of the project and presented the best cost to value for the project.

Staff Recommendation
Motion to Approve Professional Services Agreement with Bolton & Menk, Inc. for Topographic Survey for 2025 Pavement Management Project, City Project No. 2501.

Financial Impact: $41,440.00 **Budgeted?** Yes **Source Fund:** 401

Notes:

ATTACHMENTS:

Description

Professional Services Agreement

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made on the 24th day of September, 2024, between the **CITY OF ROGERS, 22350 S. Diamond Lake Road, Rogers MN 55374** ("City") and **Bolton & Menk, Inc.** 7533 Sunwood Drive NW, Suite 206, Ramsey, MN 55303 (“Consultant”).

Preliminary Statement

The purpose of this Agreement is to set forth terms and conditions for the provision of professional engineering services by the Consultant for the City.

The City and Consultant agree as follows:

1. **Consultant's Services**. The Consultant agrees to provide professional services as described in Exhibit A, Scope of Work, attached hereto and incorporated herein. Consultant agrees to use the City's standard specifications in any bidding documents prepared under this Agreement. The requirements of this section may be waived by the City if the City Engineer determines that they are not necessary for the successful completion of the project. Consultants requesting a requirement to be waived must have written authorization from the City Engineer.

2. **Time for Performance of Services**. The Consultant will perform the services outlined in Exhibit A, Scope of Work within the prescribed days from the date of the contract award. Any changes in this schedule must be approved in writing by the City.

3. **Compensation for Services**. City agrees to pay the Consultant for services as described in Exhibit A, Scope of Work as may be amended from time to time by mutual written agreement by City and Consultant.

4. **Method of Payment**. The Consultant must submit itemized bills for services provided to the City on a monthly basis. Bills submitted will be paid in the same manner as other claims made to the City.

   For work reimbursed on an hourly basis, the Consultant must indicate for each employee, his or her classification, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, the total amount due, the original contracted amount, the current requested amount and the total amount. Consultant must verify all statements submitted for payment in compliance with Minnesota Statutes Sections 471.38 and 471.391. For reimbursable expenses, the Consultant must provide such documentation as reasonably required by the City.

5. **Audit Disclosure**. The Consultant must allow the City or its duly authorized agents reasonable access to such of the Consultant's books and records as are pertinent to all services provided under this Agreement.

Any reports, information, data, etc. given to, or prepared or assembled by the Consultant, under this Agreement which the City requests to be kept confidential must not be made available to any individual or organization without the City's prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Consultant will become the property of the City upon termination of this Agreement, but Consultant may retain copies of such documents as records of the services provided and may reuse standard portions of such documents in the normal course of its business.

6. **Term**. The term of this Agreement will be from September 24, 2024 through final project closeout by the City Council and receipt of all Consultant deliverables, the date of signature by the parties notwithstanding. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the terms and conditions as herein stated.

7. **Termination**. This Agreement may be terminated by City by seven (7) day's written notice to Consultant delivered to the address written above. Upon termination under this provision, the Consultant will be paid for services rendered and reimbursable expenses incurred prior to the effective date of termination.

8. **Subcontractor**. The Consultant must not enter into subcontracts for any of the services provided for in this Agreement without the express written consent of the City.

9. **Independent Contractor**. At all times and for all purposes hereunder, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.

10. **Assignment**. Neither party will assign this Agreement, nor any interest arising herein, without the written consent of the other party.

11. **Services Not Provided For**. No claim for services furnished by the Consultant not specifically provided for herein will be honored by the City.

12. **Severability**. The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision will not affect the remaining provisions of the Agreement.

13. **Entire Agreement**. The entire Agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions or waivers of the provisions of this Agreement will be valid

only when expressed in writing and duly signed by the parties unless otherwise provided herein.

14. **Compliance with Laws and Regulations**. In providing services hereunder, the Consultant must abide by all statutes, ordinances, rules and regulations pertaining to the provision of services to be provided. Any violation will constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.

15. **Waiver**. Any waiver by either party of a breach of any provisions of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.

16. **Indemnification**. The Consultant must indemnify and hold harmless the City, its employees and agents, for all claims, damages, losses and expenses, including but not limited to attorney's fees which they may suffer or for which they may be held liable, as a result of, and to the extent of, the negligent or wrongful acts of the Consultant, his or her employees or anyone else for whom he or she is legally responsible in the performance of this Agreement.

17. **Insurance**. During the term of this Agreement, Consultant must maintain a general liability insurance policy with limits of $1,500,000 for each occurrence and $2,000,000 aggregate, for both personal injury and property damage.

    This policy shall name the City as an additional insured for the services provided under this Agreement and shall provide, as between the City and the Consultant, that the Consultant's coverage shall be the primary coverage in the event of a loss. If the Consultant is providing either architectural or engineering services, the Consultant must also maintain during the term of this Agreement a professional liability insurance policy with the same limits as for general liability. A certificate of insurance on the City's approved form which verifies the existence of these insurance coverages must be provided to the City before work under this Agreement is begun.

18. **Governing Law**. This Agreement will be controlled by the laws of the State of Minnesota.

19. **Whole Agreement**. This Agreement embodies the entire Agreement between the parties including all prior understanding and agreements, and may not be modified except in writing signed by all parties.

Executed as of the day and year first written above.

CITY OF ROGERS

By:_____
Rick Ihli, Mayor

Date:_____

By:_____
Steve Stahmer, City Administrator

Date:_____

Bolton & Menk, Inc.

By:_____

Its:_____

Date:_____

Exhibit A

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

September 18, 2024

Mike Albers, P.E.
Assistant City Engineer, City of Rogers
22350 South Diamond Lake Road
Rogers, MN 55374

RE: Proposal for Professional Services– Topographic Survey for 2025 Pavement Management Project

Dear Mr. Albers:

We appreciate the opportunity to assist the City of Rogers with the topographic survey for the above referenced project. We have reviewed the Request for Proposal (RFP) for the project and developed our scope and fee based on that document.

SCOPE OF WORK

Topographic Survey:

Bolton & Menk will perform the topographic survey work as described in the 25 itemized points outlined in the RFP. We will utilize a combination of one-man and two-man survey crews. We understand all work needs to be completed by December 6, 2024. We anticipate the following work effort for the project:

Work Type	Employee Type	Rate/Hr	Hours	Total
Project Management	Principal Engineer	$193.00	2	$ 386.00
Office Set-Up and Reviews	Licensed Surveyor	$189.00	15	$ 2,835.00
Field Surveying	Surveyor	$189.00	192	$ 36,288.00
CAD & Data Processing	Technician	$152.00	14	$ 2,128.00
Topographic Survey Total			**222**	**$ 41,440.00**

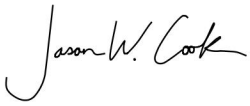
Bolton & Menk proposes to complete the scope of work as described above on an hourly basis for a cost not-to-exceed $41,440.00. Any services requested that are beyond the scope of this proposal would be completed at the standard hourly rates shown in the above table for the individuals completing the requested work.

We appreciate your consideration of Bolton & Menk to provide these services. I will personally serve as your lead client contact and project manager. Please contact me at 763-200-2444 or jason.cook@bolton-menk.com if you have any questions regarding our proposal.

"In compliance with the Request for Proposals and to all conditions imposed therein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. By signature hereto, the respondent certifies that all representations and certifications contained in its proposal are complete and accurate as required."

Sincerely,

Bolton & Menk, Inc.



Jason W Cook, P.E.
Principal Engineer

Bolton & Menk is an equal opportunity employer.

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.17

Subject: Authorizing Condemnation of Land for Public Purposes and Offers of Just Compensation to Owners for Acquisition of Real Property Interests for Fletcher Bypass, City Project No. 1409

Prepared By: Mike Albers, Assistant City Engineer

Recommended City Council Action

Motion to approve a resolution authorizing condemnation of land for public purposes and offers of just compensation to owners for acquisition of real property interests for Fletcher Bypass, City Project No. 1409.

Overview / Background

On June 28, 2022, the city was advised by the US Department of Transportation Federal Highway Administration (FHWA) that the Consolidated Appropriations Act, 2022 (Public Law 117-103) appropriates a total of $2,444,927,823 for Highway Infrastructure Programs (HIP) from the General Fund of the Treasury for fiscal year (FY) 2022. Of such amount, $846,927,823 is set aside for "Community Project Funding / Congressionally Directed Spending." The Fletcher Bypass was included with the 307 projects allocated $845,719,823. Fletcher Bypass was allocated $3,501,040.

On June 27, 2023, the City Council directed staff to proceed with the preliminary design, environmental documentation, easement acquisition and final design work for the Fletcher Bypass project, City Project No. 1409. This project is scheduled to be constructed in 2025 and 2026.

In order to construct the Fletcher Bypass improvements, permanent drainage, utility, sidewalk and trail easements and temporary construction easements are required from 3 separate parcels near the future intersection of Territorial Road and Fletcher Bypass.. The City's consultant, WSB & Associates, Inc., prepared appraisals for the easement acquisition. The City's consultant presented the property owners with an offer letter and a copy of the appraisal and allowed the owner time to either accept or reject the offer. The City's consultant has been diligently working with the property owners to reach agreements to voluntarily convey the easements. To date, we have reached easement acquisition agreements with 2 of the 3 parcels.

More than 90 days has elapsed since the initial offers were made and for some parcels the easement acquisition could not be negotiated, therefore, eminent domain must be used to obtain the easements. There is a total of one property that is being recommended for the eminent domain process.

The Fetcher Bypass project is identified in the City's 2024 Capital Improvement Program and the total project cost is estimated to be $13,350,000. The total appraised value for all easements on

the project are estimated to be approximately $64,000 of which the one property that is being recommending for the eminent domain process account for approximately $32,600.

On the advice of the City Attorney, the City's consultant has submitted a last written offer of $55,000 to Mary Queen of Peace Lutheran Church to encourage a direct settlement by and between the Church and the city. In the event of condemnation proceedings, the original estimate of just compensation remains as presented in the offer letter dated May 31, 2024.

Staff Recommendation

Motion to approve a resolution authorizing condemnation of land for public purposes and offers of just compensation to owners for acquisition of real property interests for Fletcher Bypass, City Project No. 1409.

Financial Impact: $32,600 **Budgeted?** Yes **Source Fund:** 402

Notes:

ATTACHMENTS:

Description

Resolution 2024-94

Parcel Sketch

RESOLUTION NO. 2024 - 94

A RESOLUTION AUTHORIZING CONDEMNATION OF LAND FOR PUBLIC PURPOSES AND OFFERS OF JUST COMPENSATION TO OWNERS FOR ACQUISITION OF REAL PROPERTY INTERESTS FOR FLETCHER BYPASS, CITY PROJECT NO. 1409

WHEREAS, the City Council of the City of Rogers ("City") determines that it is necessary and expedient for the public health safety and welfare to undertake the Fletcher Road Bypass Project ("Project"); and

WHEREAS, it is necessary to acquire certain interests in real property to construct, operate, and maintain the Project improvements

WHEREAS, the City Council finds that it is reasonable, necessary, convenient, and in the interest of the general welfare that the City acquire for the Project the real property interests identified in Exhibit A attached hereto ("Acquisitions"); and

WHEREAS, the City Council finds that title to and possession of the Acquisitions is required for the Project and before construction on the Project can begin and before the final report of the condemnation commissioners to be appointed by the district court; and

WHEREAS, the City has engaged an independent real estate appraiser to provide the City with the appraiser's opinion of damages caused by the City's acquisition of the Acquisitions; and

WHEREAS, City staff and consultants have and will continue to work with the property owner of the affected parcel ("Owner") to acquire the Acquisitions by direct purchase if possible; and

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF ROGERS, MINNESOTA, as follows:

1. Acquiring the Acquisitions is necessary and for a public purpose in furtherance of the Project;

2. The proper City officers and agents are authorized and directed to acquire the Acquisitions by voluntary negotiation and, if necessary, through the exercise of eminent domain;

3. The City Council hereby authorizes the City Engineer to approve the appraisal and staff to negotiate with the Owner relating to the Acquisitions and to acquire the property for the appraised value;

4. The law firm of Kennedy & Graven, Chartered, is authorized to commence eminent domain proceedings on behalf of the City to acquire the Acquisitions that cannot be timely purchased and to do so pursuant to the "quick take" provisions of Minnesota Statutes, Section 117.042; and,

5. The Mayor and City Clerk are authorized to execute all documents necessary to effect the acquisition of the necessary property interests.

Moved by Councilmember , seconded by Councilmember

The following voted in favor of said resolution:

The following voted against the same:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor, and attested by the Clerk dated this ____ day of _____, 2024.

_____
Rick Ihli, Mayor

ATTEST:

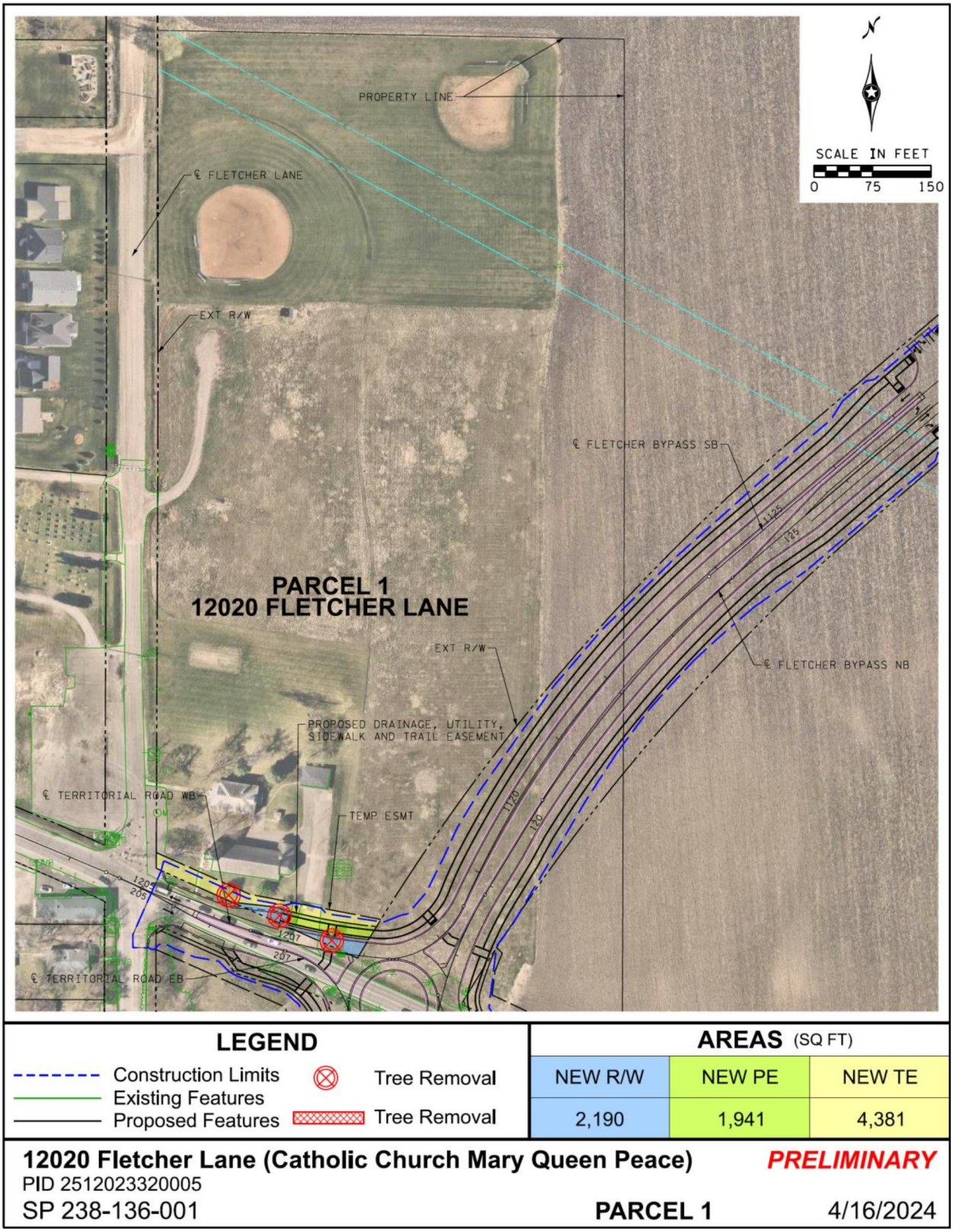
_____
Stacie Brown, City Clerk

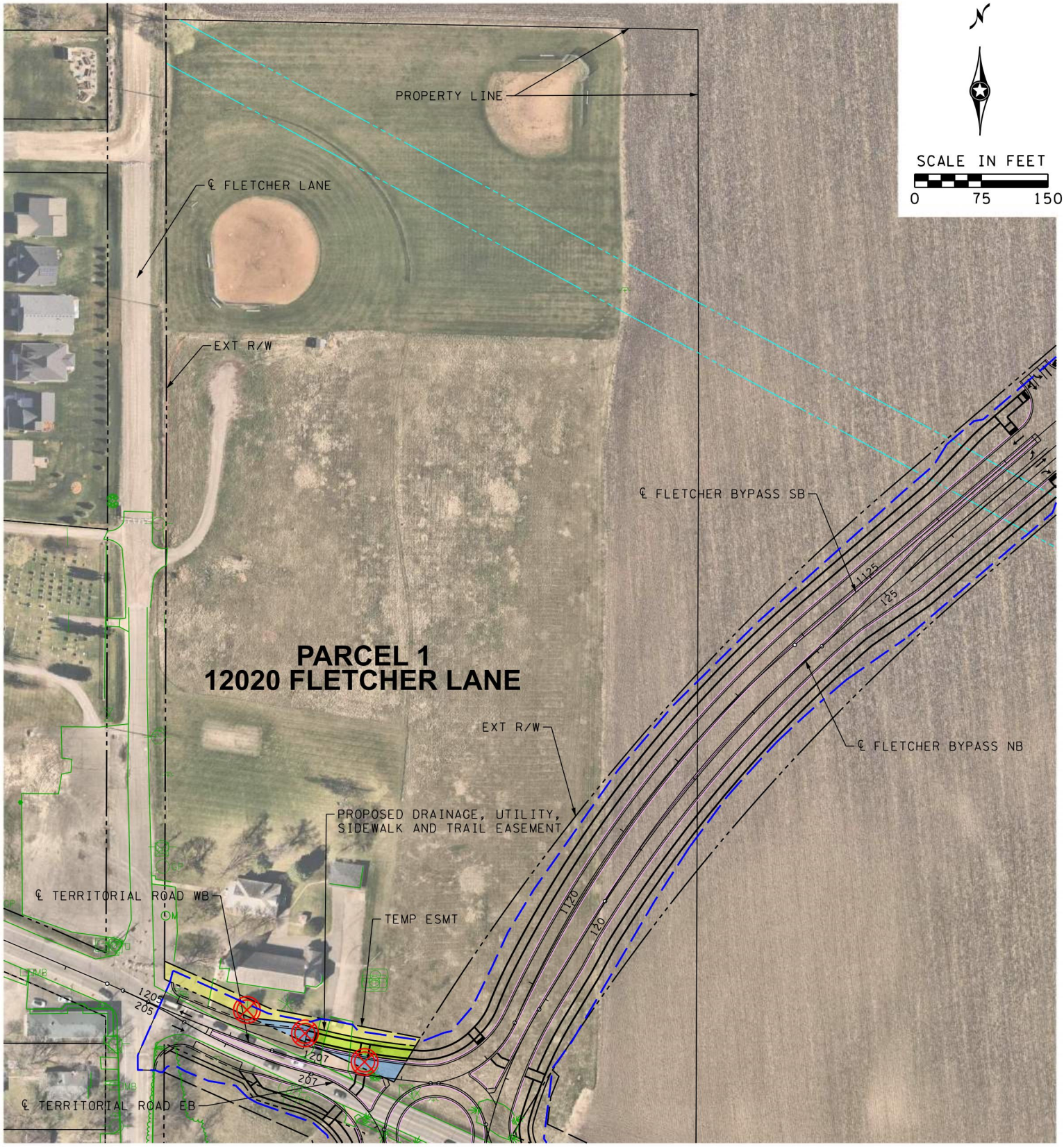
Exhibit A

Fletcher Road Bypass Project – Project No. 1409

Property Tax Identification No. 25-120-23-32-0005
Parcel Number: 1
Fee Owner: The Church of St. Walburg of Hassan, n/k/a Mary Queen of Peace Catholic Church
Property Address: 12020 Fletcher Lane, Rogers, MN 55374

Sketch:


PROPERTY LINE
℄ FLETCHER LANE
EXT R/W
SCALE IN FEET
0 75 150
℄ FLETCHER BYPASS SB
PARCEL 1
12020 FLETCHER LANE
EXT R/W
℄ FLETCHER BYPASS NB
PROPOSED DRAINAGE, UTILITY, SIDEWALK AND TRAIL EASEMENT
℄ TERRITORIAL ROAD WB
TEMP ESMT
℄ TERRITORIAL ROAD EB
LEGEND
Construction Limits
Existing Features
Proposed Features
Tree Removal
Tree Removal
AREAS (SQ FT)
NEW R/W
NEW PE
NEW TE
2,190
1,941
4,381
12020 Fletcher Lane (Catholic Church Mary Queen Peace)
PRELIMINARY
PID 2512023320005
SP 238-136-001
PARCEL 1
4/16/2024



LEGEND

- Construction Limits
- Existing Features
- Proposed Features
- Tree Removal
- Tree Removal

AREAS (SQ FT)

NEW R/W	NEW PE	NEW TE
2,190	1,941	4,381

12020 Fletcher Lane (Catholic Church Mary Queen Peace)

PRELIMINARY

PID 2512023320005

SP 238-136-001

PARCEL 1

4/16/2024

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.18

Subject: Approve Resolution 2024-92, Approving Variance Requests for William Lundeen for Detached Garage Improvements at 14855 Brockton Lane

Prepared By: Alec Henderson, City Planner

Recommended City Council Action

Motion to approve Resolution 2024-92 granting approval of variances for the purpose of construction a second detached accessory structure which exceeds, size, number and placement restrictions at 14855 Brockton Lane North.

Overview / Background

William A. Lundeen (Applicant) submitted a variance application for his property at 14855 Brockton Lane (Subject Property). The request is to locate a detached accessory addition in the side yard, and to exceed the allowable area and number of the detached accessory structures by 472 square feet, for a total of 1,272 square feet. A one-acre parcel in the R1 district is permitted no more than one detached and no more than 800 square feet per section 125-84 (a)(2). The existing building (proposed to remain) is 792 square feet.

Variances are to be processed and considered based on section 125-42 and Minnesota Statute § 462.357. The applicant must adequately demonstrate “practical difficulties” in order to get relief from the code. The Planning Commission in this case unanimously recommended approval of the variances.

Primary Issues to Consider

1. Land Use and Zoning
2. Accessory Structure Standards
3. Site Plan
4. Criteria for Granting Approval

Analysis of Primary Issues

1. Land Use and Zoning

The Subject Property is a single-family residence, located on 1 acre on 14855 Brockton Lane. The property is zoned Rural Residential (R1). The 2040 Comprehensive Plan established the underlying land use designation as Rural Residential. Detached accessory structures are permitted in the R1 zoning district.

The type of use is allowed by both the Comprehensive Plan and Zoning.

2. Accessory Structure Standards

Properties within the R1 zoning district are allowed an increasing amount of accessory structure square footage allowance which corresponds to increased amounts of property acreage. Aerial photos indicate the detached garage is larger and non-conforming to city code. Per section 125-84 (a)(2), the subject property would be permitted up to 800 square feet and no more than one accessory structures. Additionally, all improvements which add impervious surface to the lot would count towards the maximum 75% impervious surface calculation (per section 125-55 table 6).

3. Site Plan

The Subject Property is located North of 14855 Brockton Lane (near the Crow River and where Brockton Lane and Pine Street meet). The home was constructed in 1972 and properties nearby have similarly size lots. The applicant plans to construct a new 480 square feet structure near the middle of the side yard north and adjacent to the existing 792 square foot outbuilding. The property is 0.8 acre or 34,947 square feet. The property is permitted 26,210 square feet of impervious surface. The property may have approximately 4,892 (including the driveway) square feet of imperious surface (approximately 14% impervious).

Location
The size of the property allows limited flexibility for the placement of a new structure of this size due to septic needs. The proposed location is on the attached site plan. The new building is proposed approximately 56 feet from the edge of Brockton Lane ROW, 22 feet from the south property line and over 90 feet from the west property line. Additionally, the proposed location is clear of any impacts to the onsite septic treatment area. The proposed location is consistent with R1 setbacks.

Size
The structure is proposed to be used as a shop/garage storing personal items. The detached accessory structure is proposed to be approximately 480 square feet in size, which, in addition to the existing outbuilding, exceeds what is allowed by section 125-84. By 472 square feet. The size of the accessory structure would have little impact on the impervious surface maximum and the property would still have close to 14% impervious surface well shy of the maximum impervious surface limit of 75%.

Appearance
The proposed structure will use similar siding materials, windows, and treatments as the home which is consistent with code requirements for outbuildings.

4. Criteria for Granting Variances

The Planning Commission shall make findings of fact that the proposed variance is pursuant, but not limited to the following considerations [§125-42(c)]:

1. Variances shall only be permitted when they are in harmony with the general purpose and intent of city code and consistent with the comprehensive plan;
2. Variances may only be permitted when the applicant establishes that there are non-economic practical difficulties in complying with the zoning ordinance, meaning the property owner proposes to use the lot or parcel in a reasonable manner not permitted by the zoning code;
3. The plight of the property owner must be due to circumstances that are unique to the lot or parcel and is not created by the property owner;
4. The variances must not alter the essential character of the locality including all zoning district

and overlay district provisions. Rogers code also includes the following variance standards (beyond state statute);
5. Under the circumstances, the public interest underlying the proposed variance outweighs the public interest underlying the particular regulation for which the variance is granted; and
6. The granting of the variance will not be injurious to other property and will not prevent the orderly subdivision of other property in the area in accordance with these regulations.

The requests are dealt with on its own merits. The Planning Commission should consider if the requests meet the variance criteria listed above. The following should be considered with determining the request. The key factors for approving a variance really come down to: 1. Does the proposal put property to use in a *reasonable manner*? 2. Are there *unique circumstances* to the property not created by the landowner? 3. Will the variance, if granted, alter the *essential character* of the locality? State statute specifically notes that economic considerations alone cannot create practical difficulties.

Applicants Reasoning:

The applicant provides details to his reasoning for the need of the variance in the attached application. Staff will summarize the applicants reasoning regarding 1. Reasonableness, 2. Unique Circumstances, 3. Essential Character.

1. The request is consistent with City Code and the Comprehensive plan because it outbuildings are an accessory use, and the use is related to the principal residential use of the property. The only way for additional square footage or number of outbuildings is through variance.
2. Reasonableness. The request is reasonable as it will be used to store items indoors or used in a way that meets the intent of the ordinance. No additional driveways are proposed to connect to Brockton Lane. All setbacks can be met for the additional structure.
3. Unique Circumstances. The size of the structure is necessary for intended use of shop/garage to keep with the owner's lifestyle. The applicant suggests that the size is necessary for his personal use to work on projects. Additionally, it would ensure that personal items would stay indoors rather than outdoor storage.
4. Essential Character. Most properties in the area are 1 acre or less, the accessory would fit into the neighborhood since many neighboring properties have multiple outbuildings that may have been constructed prior to the current accessory structure ordinance.

Staff Recommendation
Planning Commission Recommended variance findings.

1. The request for an accessory structure is consistent with the land use and zoning. Rural Residential lots and R1 District lots are permitted accessory structures.
2. The request is reasonable because the request is for an accessory structure and not a use variance and does not consider additional accesses to a County Road.
3. There are unique circumstances because there are similarly sized parcels with similar accessory structure square footages and numbers in the vicinity; the septic needs on site require side yard placement rather than rear yard for the building; and the existing house is too close to Pine Street for an attached garage addition.
4. The variance will maintain the essential character of the locality because accessory structures can be found on nearby properties and these are typical large lot improvements.
5. The public interest underlying the proposed variance outweighs the public interest underlying

the particular regulation because it allows the owner to store personal items and vehicles indoors and out of sight of nearby residences, rather than outdoors and additionally improves the value of the property.

6. The variance will not be injurious to other property and will not prevent the orderly subdivision of other properties because the subject property is not planned for sewered development and the additional garage would not have an impact on neighboring properties.

Staff recommends approval of Resolution 2024-92. Conditions of approval included in the resolution are as follows:

1. The detached accessory structure shall be conforming to all other building and zoning code requirements, excepting the increased size of the accessory structure, number and side yard placement.
2. A building permit shall be issued prior to construction of the accessory structure.
3. The structure shall not exceed 500 square feet and shall be placed at least 6 feet from the existing accessory structure.

ATTACHMENTS:

Description

Resolution 2024-92

Site Plan - CD Markup

Building Plans (New Building)

Variance Application

RESOLUTION NO. 2024-92

A RESOLUTION GRANTING APPROVAL OF VARIANCES FOR THE PURPOSE OF CONSTRUCTING A SECOND DETACHED ACCESSORY STRUCTURE WHICH EXCEEDS SIZE, NUMBER, AND PLACEMENT RESTRICTIONS AT 14855 BROCKTON LANE NORTH

WHEREAS, William Lundeen ("Applicant") submitted an application to the City of Rogers ("City"), requesting approval of variances for the purpose of constructing a second detached accessory structure ("Structure") exceeding the allowable square footage and number allowance and placement in the side yard; and,

WHEREAS, the property is zoned Rural Residential ("R1"), located at 14855 Brockton Lane North ("Subject Property") (PID: 12-120-23-11-0011) on 0.8 acres of land; and,

WHEREAS, detached accessory structures are an allowable use in the R1 zoning district, but are limited to one structure up to 800 square feet with placement in the rear yard subject to City Code §125-84(a)(2) unless a variance is applied for; and,

WHEREAS, pursuant to Minnesota Statute §462.357 the Planning Commission ("Commission") held a Public Hearing ("Hearing") on September 9, 2024 to consider and receive public comment on said request; and,

WHEREAS, notice of the Hearing was posted, published in the City's official newspaper, and mailed to any and all owners of affected properties, as required by State Statute; and,

WHEREAS, public comment was received and taken into consideration by the Commission; and,

WHEREAS, following the Hearing the Commission recommending approval of the said request for the located of the Structure was based on the following findings of fact:

FACTS

1. William Lundeen is the owner of a parcel of land located at 14855 Brockton Lane North, Rogers MN 55374; and,
2. The subject property is legally described as found on Exhibit A; and,
3. The Applicant has applied to the City for a variances to building a second 480-500 square foot accessory structure as shown in Exhibit B.
4. The proposal would variance from Section 125-84 (a)(2) in that combined with the existing 792 square foot building it would exceed the maximum square footage allowed on the lot by approximately 472 square feet, would exceed the number of accessory buildings allowed, would be placed in the side yard, rather than rear yard as required by code.
5. Following a public hearing on the application, the Rogers Planning Commission has recommended approval of the variance on September 9th, 2024.
6. The City Council of the City of Rogers reviewed the requested variance at its September 24th, 2024 meeting.

APPLICABLE LAW

7. Minnesota Statute Section 462.357, subd. 6 provides:
    a. Variances shall only be permitted (a) when they are in harmony with the general purposes and intent of the ordinance and (b) when the variances are consistent with the comprehensive plan.
    b. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that (a) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; (b) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and (c) the variance, if granted, will not alter the essential character of the locality.
8. City Ordinance Section 125-42(c) allows variances if:
    a. Variances shall only be permitted when they are in harmony with the general purpose and intent of City code and consistent with the comprehensive plan.
    b. Variances may only be permitted when the applicant establishes that there are non-economic undue hardship in complying with the zoning ordinance, meaning the property owner proposes to use the lot or parcel in a reasonable manner not permitted by the zoning code.
    c. The plight of the property owner must be due to circumstances that are unique to the lot or parcel and is not created by the property owner.
    d. The variances must not alter the essential character of the locality including all zoning district and overlay district provisions.
    e. Under the circumstances, the public interest underlying the proposed variance outweighs the public interest underlying the particular regulation for which the variance is granted; and
    f. The granting of the variance will not be injurious to other property and will not prevent the orderly subdivision of other property in the area in accordance with these regulations.
9. City Ordinance Section 125-84 provides accessory structure restrictions including square footage limitations, number restrictions, and placement restriction. The request is to vary from the square footage maximum by exceeding the allowed on the lot by 472 square feet, would exceed the number of accessory buildings allowed (2 proposed when 1 is the maximum number), would be placed in the side yard, rather than rear yard as required by code.

CONCLUSIONS OF LAW

10. The requested variance is in harmony with the purposes and intent of the ordinance because the property is zoned R1 and accessory structures are a permitted accessory use in residential districts.
11. The requested variance is consistent with the comprehensive plan because the property is guided for rural residential use and the accessory structure is related to the residential use of the property.
12. The property owner does propose to use the property in a reasonable manner because the request is for an additional accessory structure, does not consider additional accesses to a County Road, and not a use variance.

13. There are unique circumstance to the property not created by the landowner because: there are similarly sized parcels with similar accessory structure square footages and numbers in the vicinity; the septic needs of the site requires side yard placement rather than rear yard placement; and the existing house is too close to Pine Street for an addition.
14. The variance will maintain the essential character of the locality because accessory structures can be found on nearby properties and these are typical large lot improvements.
15. The public interest underlying the proposed variance outweighs the public interest underlying the particular regulation because it allows the owner to store personal items and vehicles indoors and out of sight of nearby residences, rather than outdoors and additionally improves the value of the property.
16. The variance will not be injurious to other property and will not prevent the orderly subdivision of other properties because the subject property is not planned for sewered development and the additional garage would not have an impact on neighboring properties.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF ROGERS, MINNESOTA, that the variance to construct the second detached accessory structure in excess of the permitted square footage, number, and location, located 14855 Brockton Lane North, is hereby approved, subject to the following conditions:

1. The detached accessory structure shall be conforming to all other building and zoning code requirements, excepting the increased size of the accessory structure, number and side yard placement.
2. A building permit shall be issued prior to construction of the accessory structure.
3. The structure shall not exceed 500 square feet and shall be placed at least 6 feet from the existing accessory structure.

Moved by Councilmember , seconded by Councilmember

The following voted in favor of said resolution:

The following voted against the same:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor, and attested by the City Clerk dated this 24th day of September, 2024.

_____
Rick Ihli, Mayor

ATTEST:

_____
Stacie Brown, City Clerk

EXHIBIT A

LEGAL DESCRIPTION

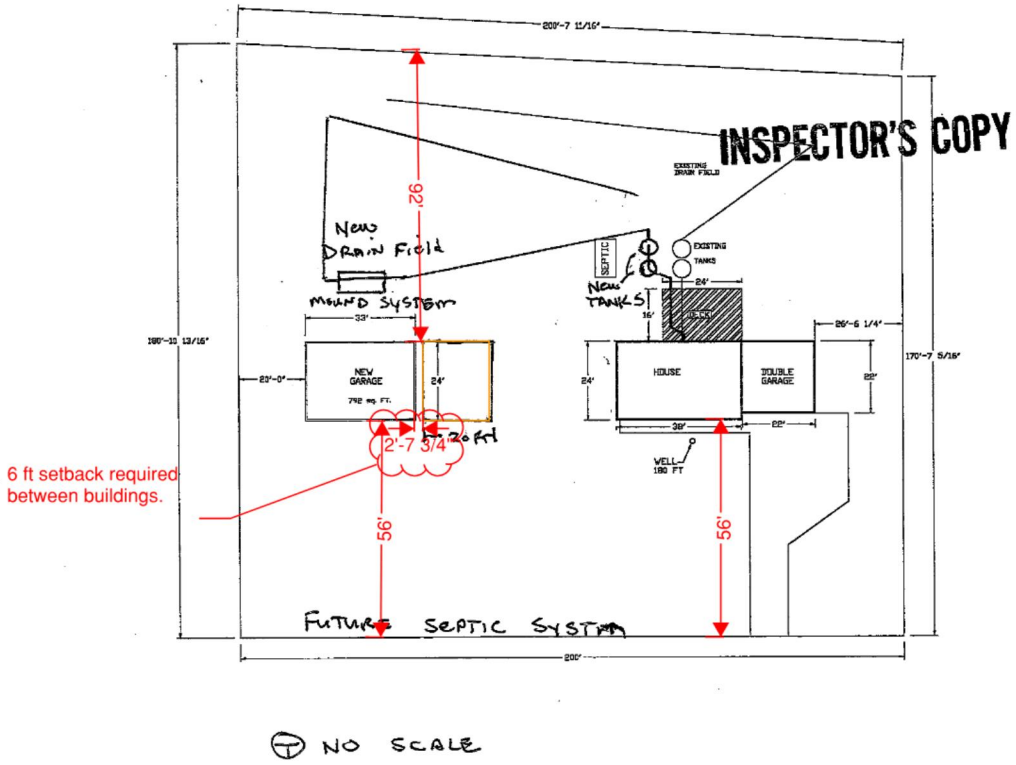
Lot 1, Block 3, CROW RIVER TERRACE, Hennepin County, Minnesota

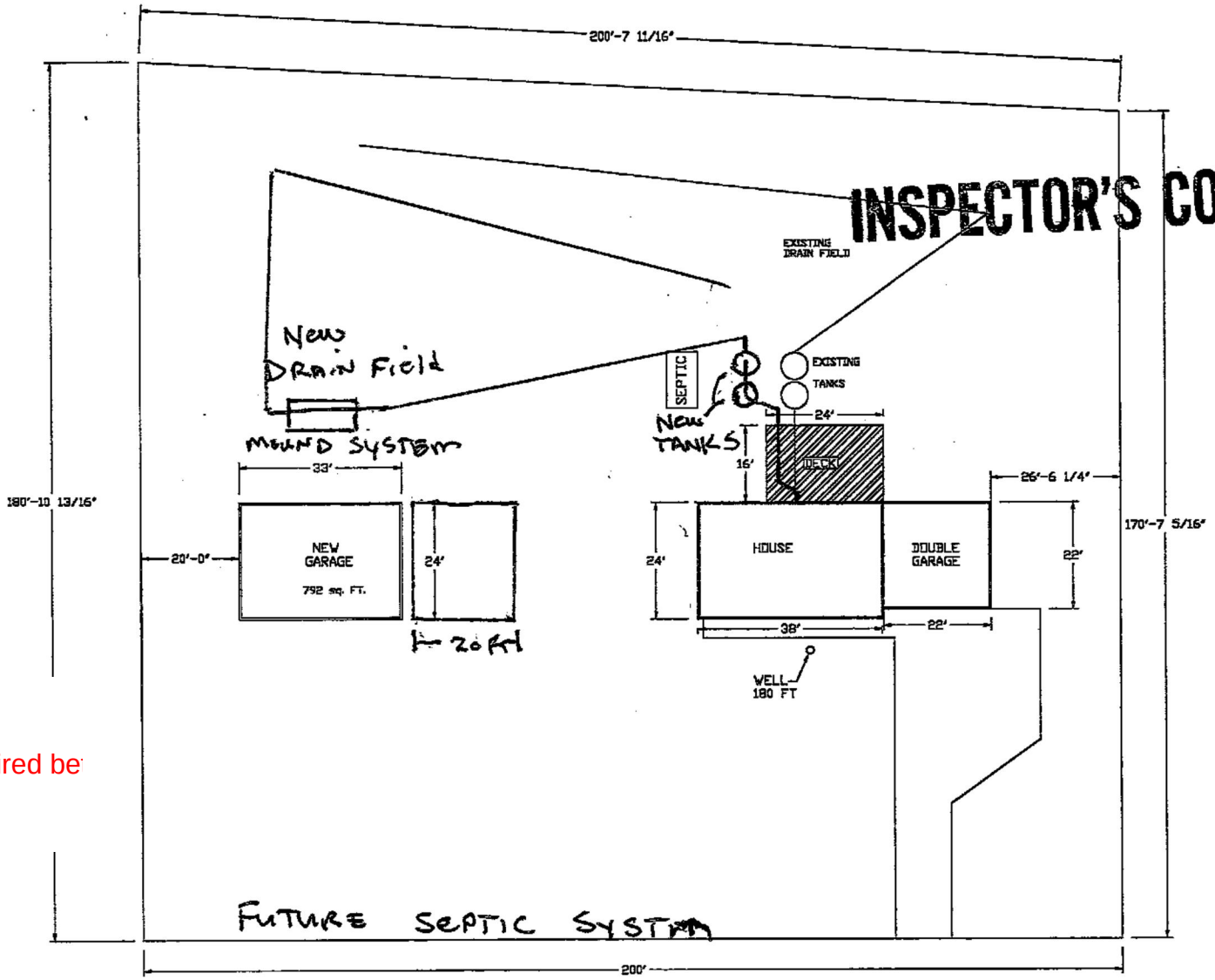
Abstract Property.

PID # 12-120-23-11-0011

EXHIBIT B

SITE PLAN





6 ft setback required be

NO SCALE

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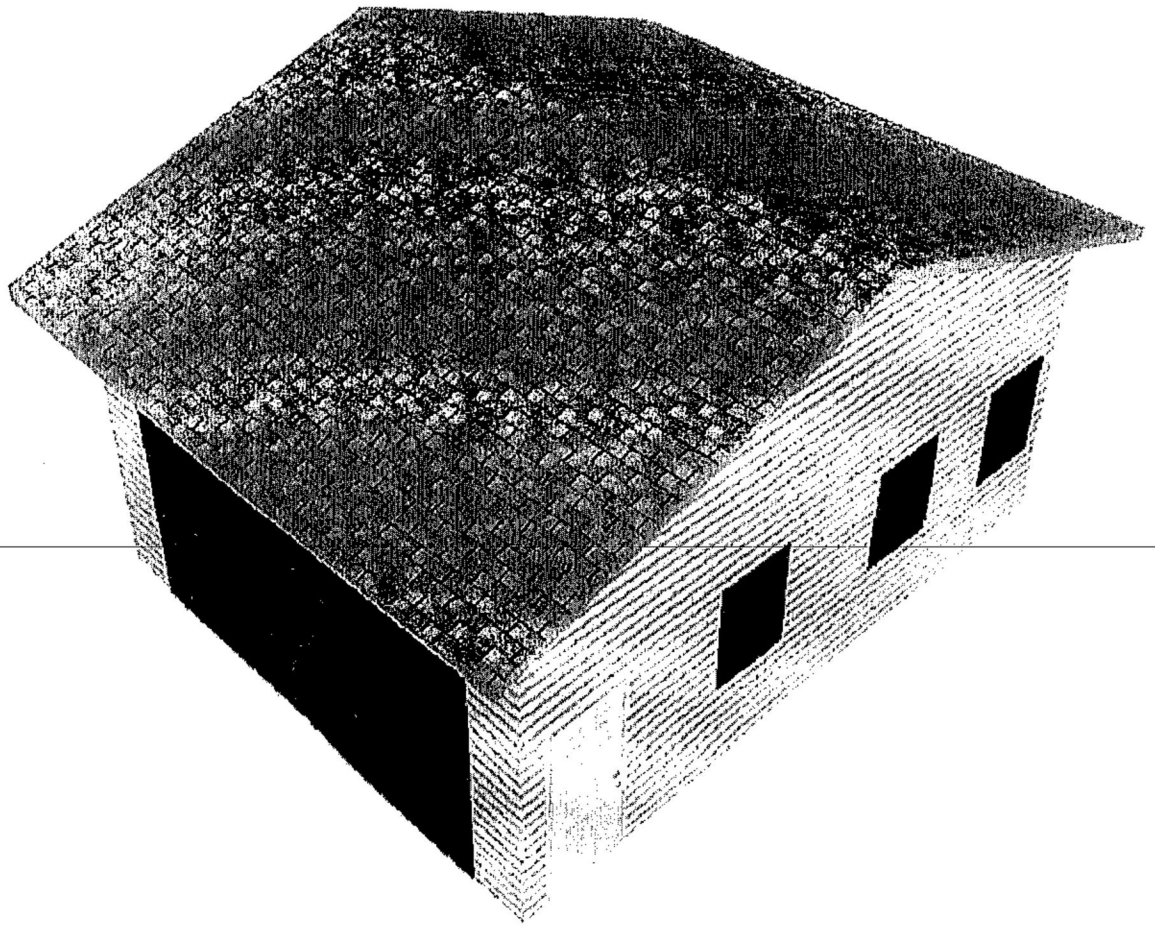
3D View



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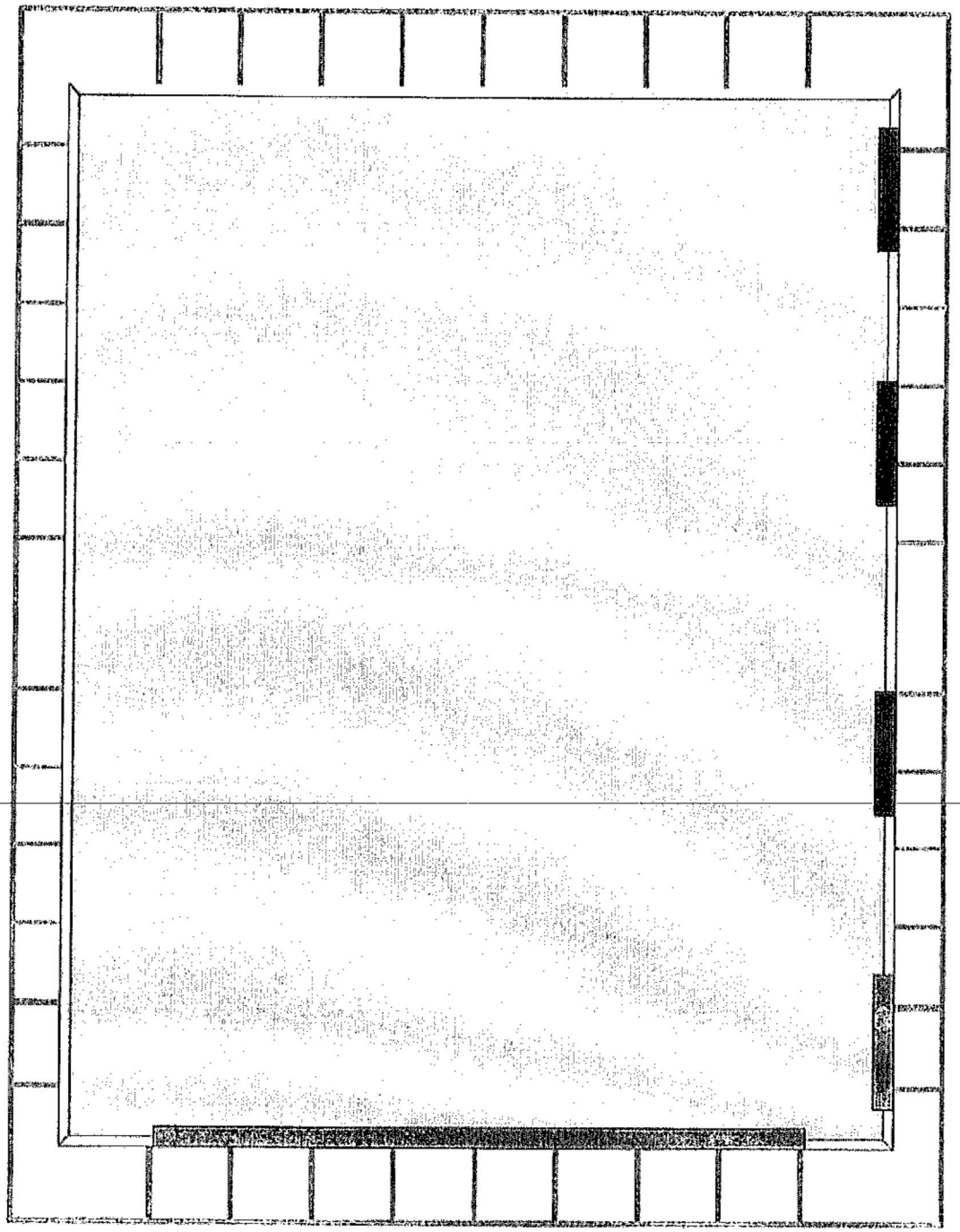
Plan View



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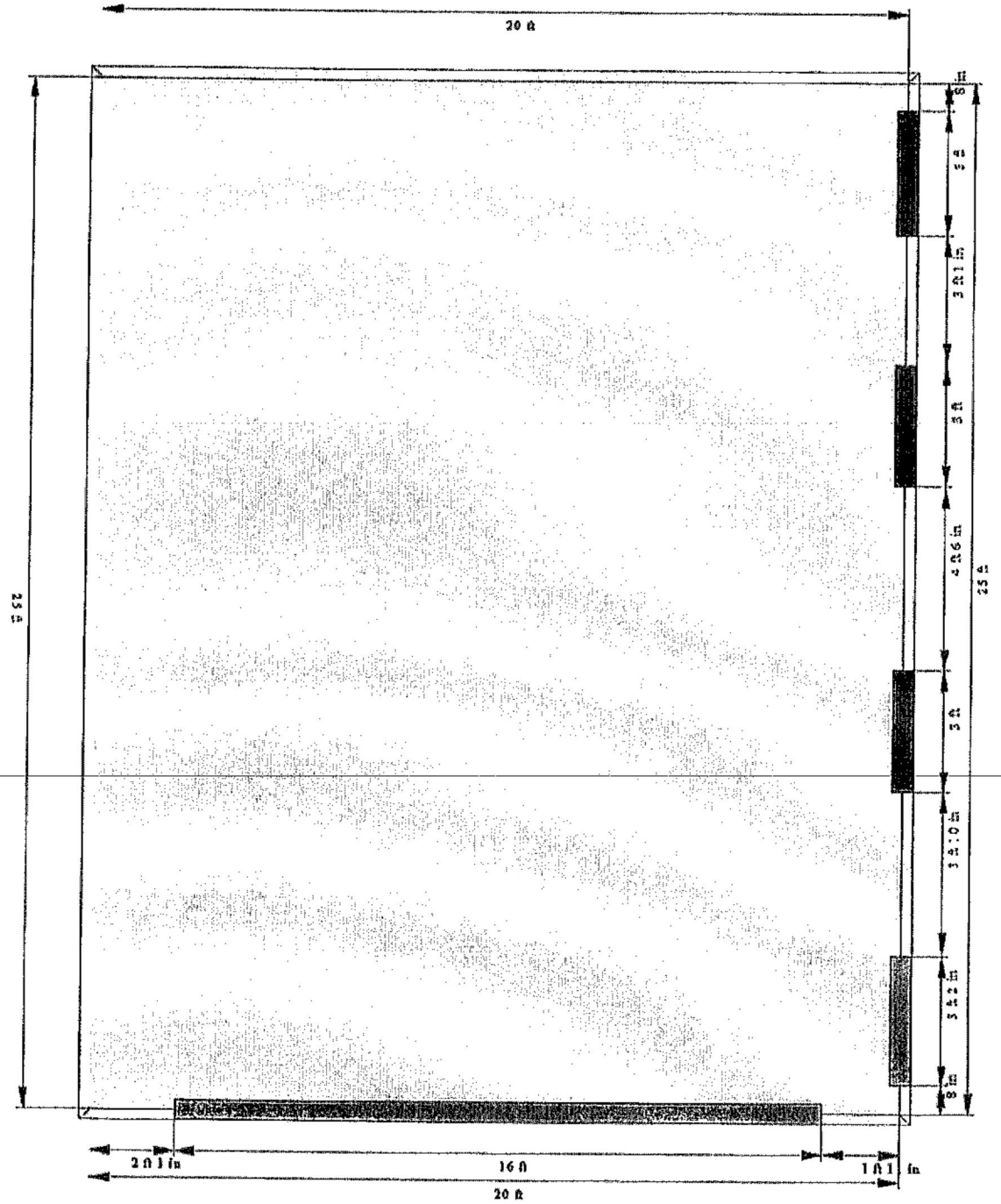
Dimension View



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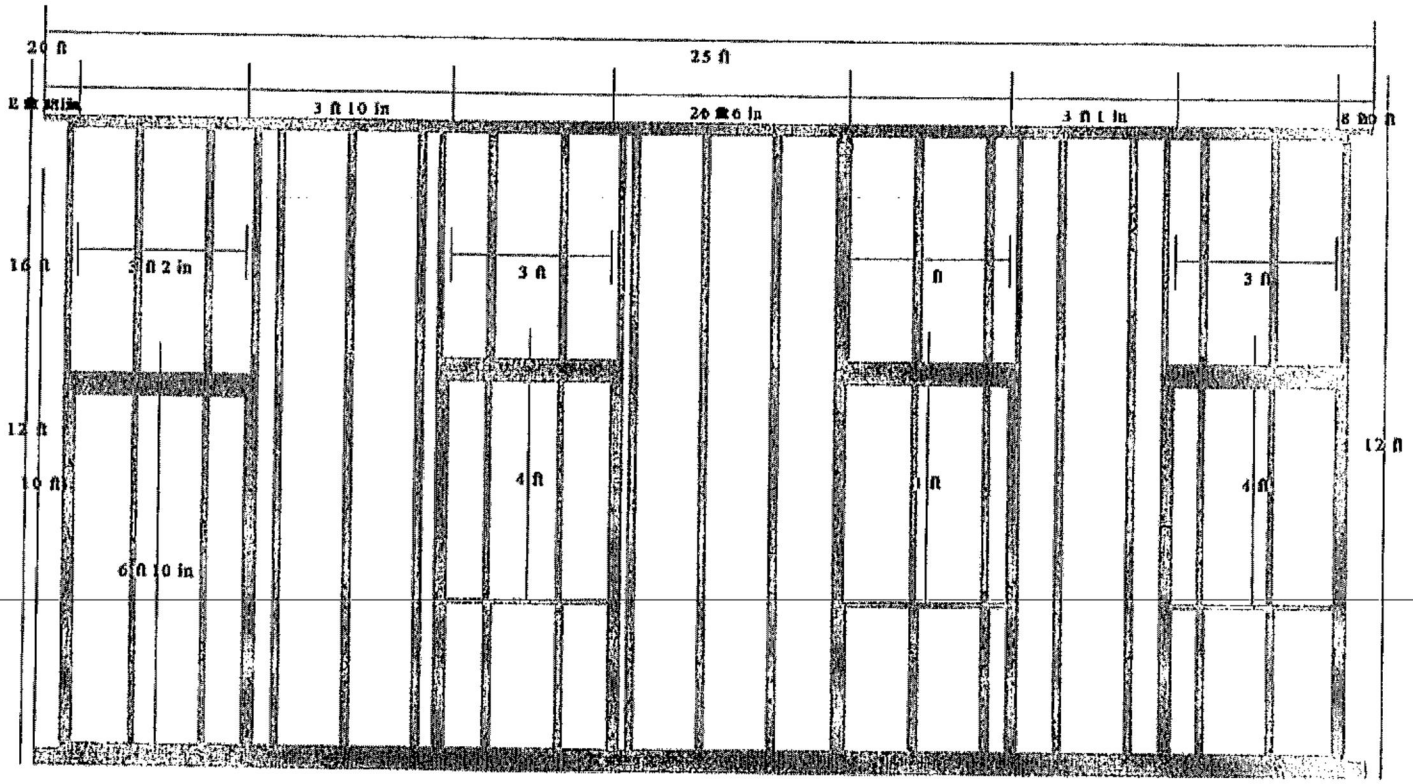
Right Side View



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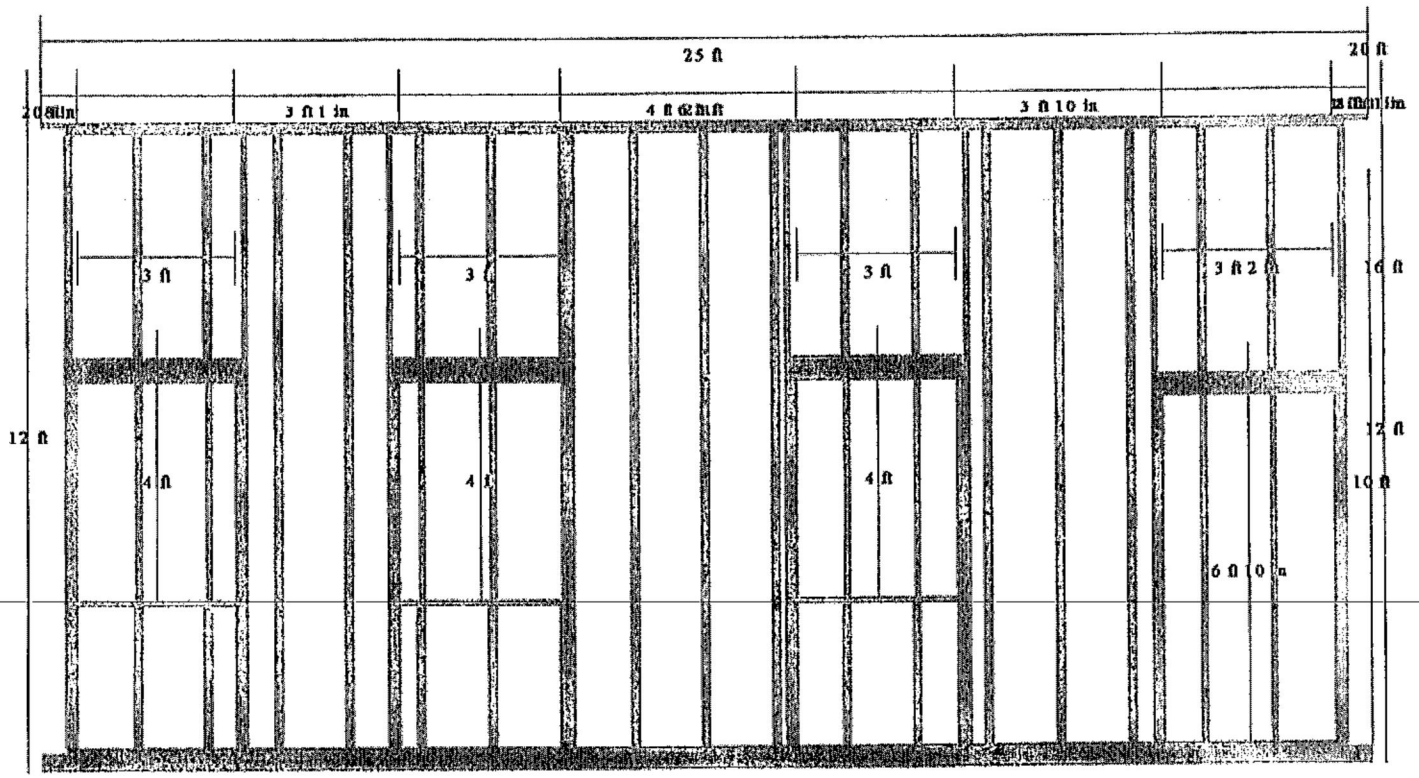
Left Side View



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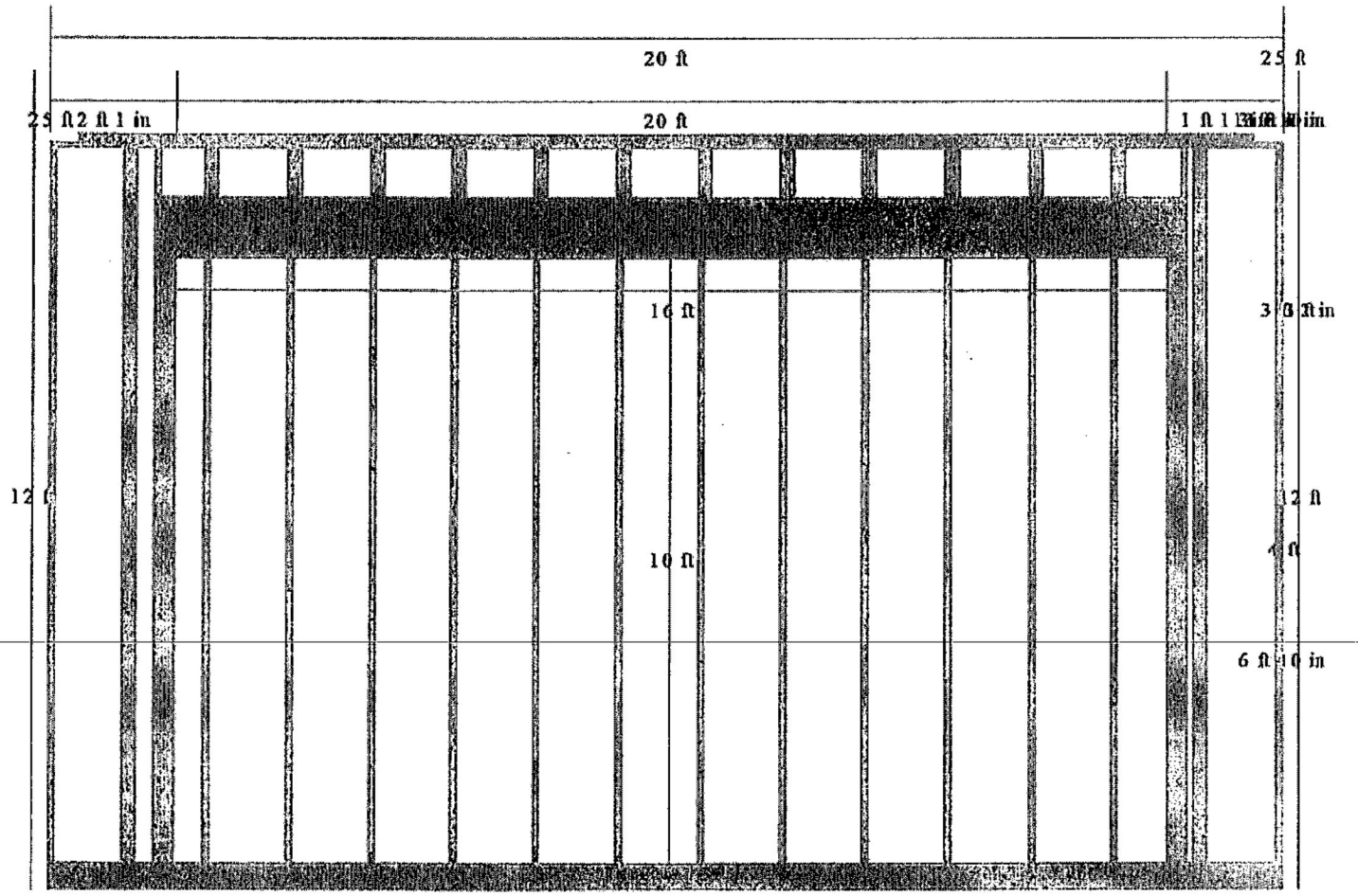
Front View



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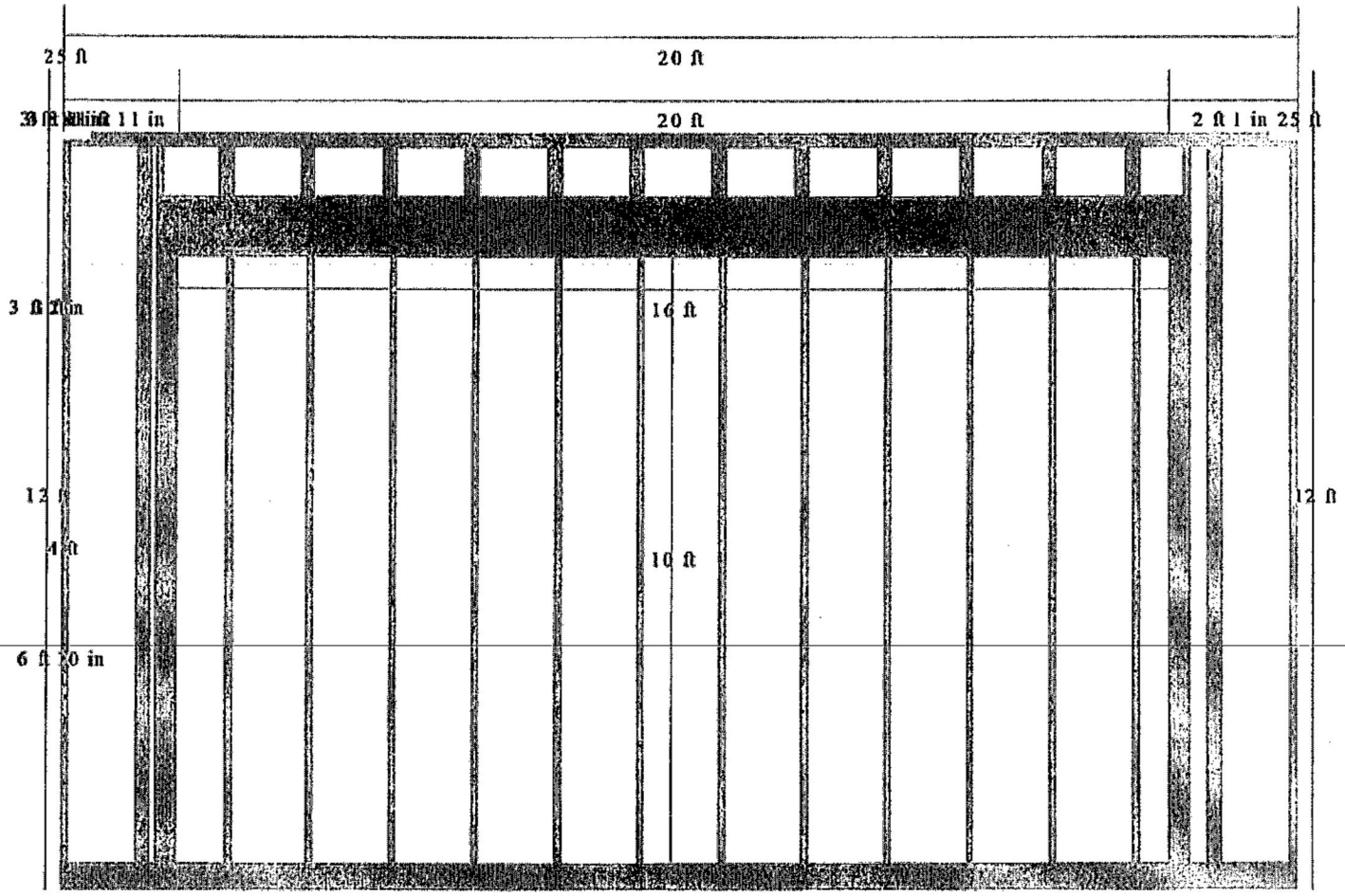
Back View



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Sku Usage List

Usage	Sku	Description	Qty
Base/Bottom Plate	1001802076	2X6-8FT #2PRIME PT CDR-TN WHRSHLD GC	1
Base/Bottom Plate	1001802083	2X6-10FT #2PRIME PT CDR-TN WHRSHL GC	3
Base/Bottom Plate	1001802084	2X6-12FT #2PRIME PT CDR-TN WHRSHL GC	2
Base/Bottom Plate	1001802085	2X6-16FT #2PRIME PT CDR-TN WHRSHL GC	1
Blocking	161667	2X4-12FT PREMIUM SPF	2
Blocking	161675	2X4-14FT PREMIUM SPF	2
Cripple Stud	845728	2X6-92 5/8" PREMIUM WHITEWOOD STUD	8
Cripple Stud	918395	2X6-104 5/8" WHITEWOOD STUD	2
Diag. Truss Brace	161659	2X4-10FT PREMIUM SPF	4
Door Framing	845728	2X6-92 5/8" PREMIUM WHITEWOOD STUD	2
Door Framing	Spec. Order 0	2x6x12 - Spruce-Pine-Fir Stud	4
Door Header	161713	2X6-8FT PREMIUM SPF	1
Fly/Barge Rafter	161799	2X6-16FT PREMIUM SPF	4
Headers	Spec. Order 11	Custom Beam (See Note Below)	1
Ladder/Gbl Overhang	161659	2X4-10FT PREMIUM SPF	8
Lat. Truss Brace	161659	2X4-10FT PREMIUM SPF	6
Stud	Spec. Order 0	2x6x12 - Spruce-Pine-Fir Stud	61
Sub Fascia	161756	2X6-12FT PREMIUM SPF	4
Top Plate	Spec. Order 1	2x6x24 - Spruce-Pine-Fir Standard	2
Top Plate	Spec. Order 3	2x6x20 - Spruce-Pine-Fir Standard	9
Trusses	Spec. Order 10	Gable End Trusses (See Note Below)	2
Trusses	Spec. Order 9	Custom Roof Trusses (See Note Below)	9
Window Framing	845728	2X6-92 5/8" PREMIUM WHITEWOOD STUD	8
Window Framing	Spec. Order 0	2x6x12 - Spruce-Pine-Fir Stud	1
Window Header	161713	2X6-8FT PREMIUM SPF	3
Anchor Bolt	**1_Generic**		
Anchor Bolt 6"	123158	6X1/2" HOT GALV ANCHOR BOLTS	26
Anchor Nut	655465	HEX NUT ZINC 1/2 (AHF)	26
Anchor Washer	538981	FLAT WASHER GALV 1/2 (ALB)	26
Doors	**36"X80" LH PREM 6PNL FG IS BM**		
Door Shims	879282	HOMEOWNER DIY SHIM PK	1
Doors	980791	36"X80" LH PREM 6PNL FG IS BM	1
Entry Set #4	568112	KS SEC TYLO SGL CYL CMB POL BRASS	1
Fasteners	134370	#10 X 2-1/2" PG10 EXT SCREW 5 LB	1
Rafter/Truss to Wall Connection	**1_FastenMaster**		
Truss Connection	141504	TIMBERLOK 6" HEXHEAD 12PK	2

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Usage	Sku	Description	Qty
Truss Connection	141565	TIMBERLOK 6" HEXHEAD 50PK	1
Roofing		**GAF RS WEATHERED GRAY (SG)**	
Drip Edge Nail	SO$273325SO	Special Order 1-1/4" HOT GALV. ROOFING 5 LB	1
Drip Edge Wht	587995	3"X1-1/2" ALUM DRIP EDGE C - WHITE	12
Felt 15#	SO$15#RoofFelt	15# Roof Felt 432 S.F	2
Felt Fastener	SO$151822SO	7/8" PLASTIC ROUND CAP ROOFING 1 LB	7
PlywoodH-Clips7/16"	668946	PSCL 7/16 20GA PLYWOOD CLIP-50PK	2
Ridge Cap	214628	GAF RS WEATHERED GRAY (SG)	3
Ridge Vent	944173	GAF COBRA EXHAUST VENT 10.50"X20'	2
Ridge Vent Nails	SO$192511SO	Special Order 1-1/2" EG STUB NAIL 1 LB	1
Roofing	214628	GAF RS WEATHERED GRAY (SG)	23
Roofing Nails	675466	3D 1-1/4" ELECTRO GALV ROOFING 5 LB	2
RoofSheath OSB 7/16	386081	7/16 4X8 OSB	24
RoofSheathNail5#	SO$193569SO	Special Order 8D 2-1/2" HOT GALV CMN 5 LB	2
Siding		**TF D4 150" VNYL SIDING WHITE CRTN**	
J Channel-Dr/Wnd	449583	1/2" J-CHANNEL - WHITE	8
J Channel-Gables	449583	1/2" J-CHANNEL - WHITE	6
O/S Corner	438185	3"X3/4" OUTSIDE CORNER POST - WHITE	6
Sheathing	386081	7/16 4X8 OSB	34
Sheathing Nail	SO$193569SO	Special Order 8D 2-1/2" HOT GALV CMN 5 LB	3
Siding	1002555013	TF D4 150" VNYL SIDING WHITE CRTN	6
Starter Strip	438401	VINYL STARTER STRIP	10
U-Trim Eave	438272	FINISH TRIM - WHITE	4
Sill Sealer		**2_Generic**	
Sill Sealer 5-1/2"	409989	5 1/2"X 50FT SILL SEALER	2
Soffits		**16"X12' ALUMINUM SOLID SOFFIT-WHITE**	
Fascia-6" Alum Wht	524891	6"X12' ALUM FASCIA SMOOTH HEM WHITE	9
FasciaNail-Whit	263362	1-14" ALUM TRIM NAIL -WHITE 1LB	1
GblSofAlSolidWhit	525871	16"X12' ALUMINUM SOLID SOFFIT-WHITE	7
Sof F-ChanelEavWht	525687	12' ALUM REVERSIBLE FRIEZE RUNNER-WH	4
Sof F-ChanelGablWht	525687	12' ALUM REVERSIBLE FRIEZE RUNNER-WH	5
Soffits	525871	16"X12' ALUMINUM SOLID SOFFIT-WHITE	7

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Material List

Qty	UOM	SKU	Description
Stock Items			
1	EA	1001802076	2X6-8FT #2PRIME PT CDR-TN WHRSHLD GC
3	EA	1001802083	2X6-10FT #2PRIME PT CDR-TN WHRSHL GC
2	EA	1001802084	2X6-12FT #2PRIME PT CDR-TN WHRSHL GC
1	EA	1001802085	2X6-16FT #2PRIME PT CDR-TN WHRSHL GC
6	EA	1002555013	TF D4 150" VNYL SIDING WHITE CRTN
26	EA	123158	6X1/2" HOT GALV ANCHOR BOLTS
1	BX	134370	#10 X 2-1/2" PG10 EXT SCREW 5 LB
2	BX	141504	TIMBERLOK 6" HEXHEAD 12PK
1	BX	141565	TIMBERLOK 6" HEXHEAD 50PK
18	EA	161659	2X4-10FT PREMIUM SPF
2	EA	161667	2X4-12FT PREMIUM SPF
2	EA	161675	2X4-14FT PREMIUM SPF
4	EA	161713	2X6-8FT PREMIUM SPF
4	EA	161756	2X6-12FT PREMIUM SPF
4	EA	161799	2X6-16FT PREMIUM SPF
26	BD	214628	GAF RS WEATHERED GRAY (SG)
1	BX	263362	1-14" ALUM TRIM NAIL -WHITE 1LB
58	EA	386081	7/16 4X8 OSB
2	EA	409989	5 1/2"X 50FT SILL SEALER
6	EA	438185	3"X3/4" OUTSIDE CORNER POST - WHITE
4	EA	438272	FINISH TRIM - WHITE
10	EA	438401	VINYL STARTER STRIP
14	EA	449583	1/2" J-CHANNEL - WHITE
9	EA	524891	6"X12' ALUM FASCIA SMOOTH HEM WHITE
9	EA	525687	12' ALUM REVERSIBLE FRIEZE RUNNER-WH
14	EA	525871	16"X12' ALUMINUM SOLID SOFFIT-WHITE
26	EA	538981	FLAT WASHER GALV 1/2 (ALB)
1	EA	568112	KS SEC TYLO SGL CYL CMB POL BRASS

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Qty	UOM	SKU	Description
12	EA	587995	3"X1-1/2" ALUM DRIP EDGE C - WHITE
26	EA	655465	HEX NUT ZINC 1/2 (AHF)
2	CT	668946	PSCL 7/16 20GA PLYWOOD CLIP-50PK
2	BX	675466	3D 1-1/4" ELECTRO GALV ROOFING 5 LB
18	EA	845728	2X6-92 5/8" PREMIUM WHITEWOOD STUD
1	EA	879282	HOMEOWNER DIY SHIM PK
2	EA	918395	2X6-104 5/8" WHITEWOOD STUD
2	EA	944173	GAF COBRA EXHAUST VENT 10.50"X20'
1	EA	980791	36"X80" LH PREM 6PNL FG IS BM

Special Order Items (Items Are Not Included inTotal Price)

2	EA	SO$15#RoofFelt	15# Roof Felt 432 S.F
7	BX	SO$151822SO	7/8" PLASTIC ROUND CAP ROOFING 1 LB
1	BX	SO$192511SO	Special Order 1-1/2" EG STUB NAIL 1 LB
5	BX	SO$193569SO	Special Order 8D 2-1/2" HOT GALV CMN 5 LB
1	BX	SO$273325SO	Special Order 1-1/4" HOT GALV. ROOFING 5 LB
66		Spec. Order 0	2x6x12 - Spruce-Pine-Fir Stud
2		Spec. Order 1	2x6x24 - Spruce-Pine-Fir Standard
2		Spec. Order 10	Gable End Trusses (See Note Below)
1		Spec. Order 11	Custom Beam (See Note Below)
9		Spec. Order 3	2x6x20 - Spruce-Pine-Fir Standard
9		Spec. Order 9	Custom Roof Trusses (See Note Below)

Total Price (pre-tax) $4,177.62

Estimate Created: 09/09/2024

Days Valid 14

This price does not include some Special Order items. Please see Store Associate to adjust the design or to price and order items.

Your Roof Trusses must be constructed for: 4/12 pitch; 25-foot span

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for 24-inch spacing (o. c.); 24-inch eave overhang; 18-inch gable overhang
40 psf live load, 15 psf dead load

Beam #1 must be made for: 195-in. span, 22-in. clear height, 3.5-in. depth
and: 500 lbs/ft load with deflection under l/240

Warning and Important Instructions: This is not a final design plan or estimate. Syndigo, LLC. assumes no responsibility for the correct use or output of this program. All information contained on this page is subject to the terms in the disclaimer located at the end of this document.

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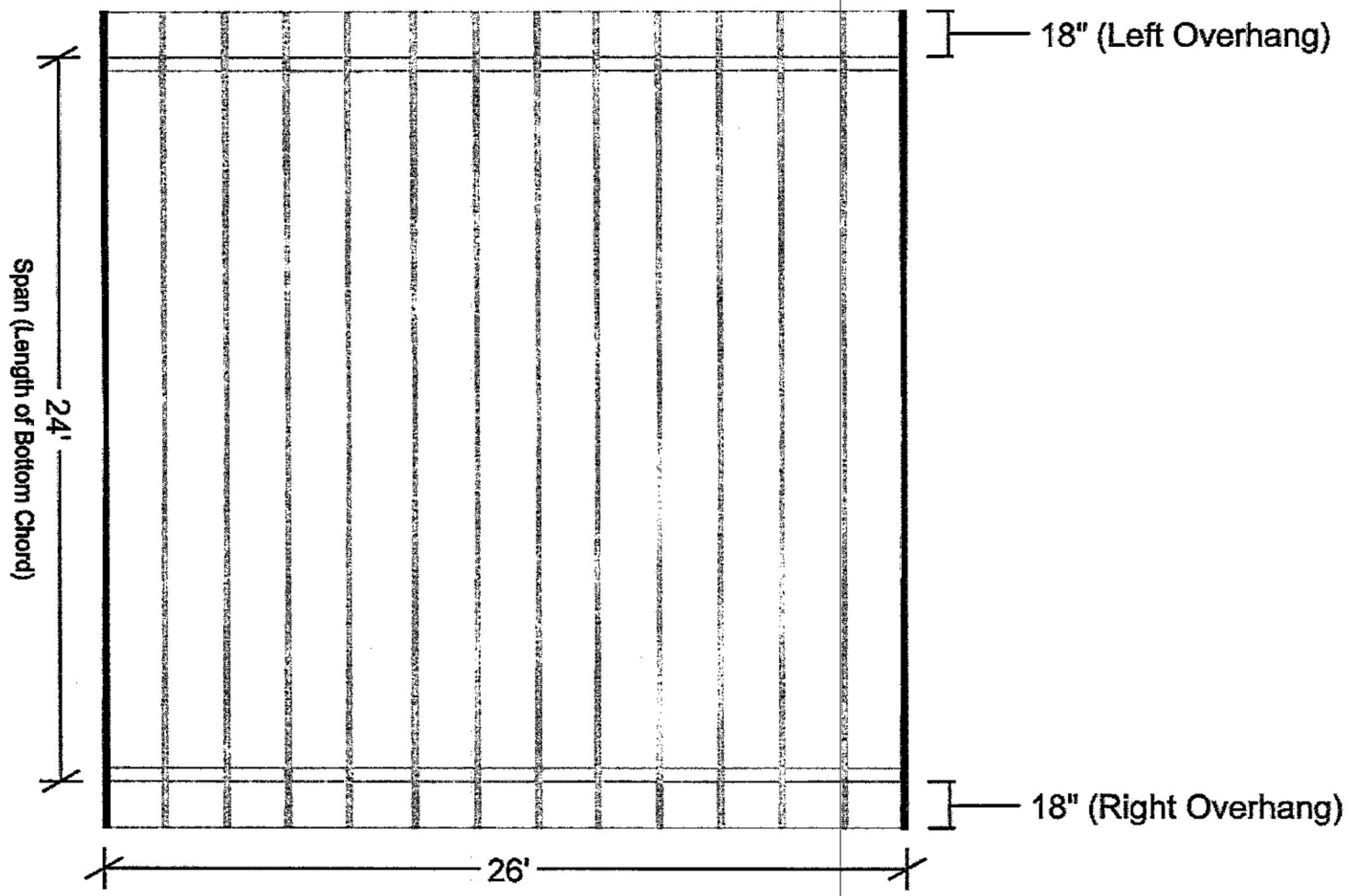
Doc ID 299c7f15-11d4-4aea-8431-3f82ae624d58

Customer Truss Quote

Truss Package #T276793

Truss Layout

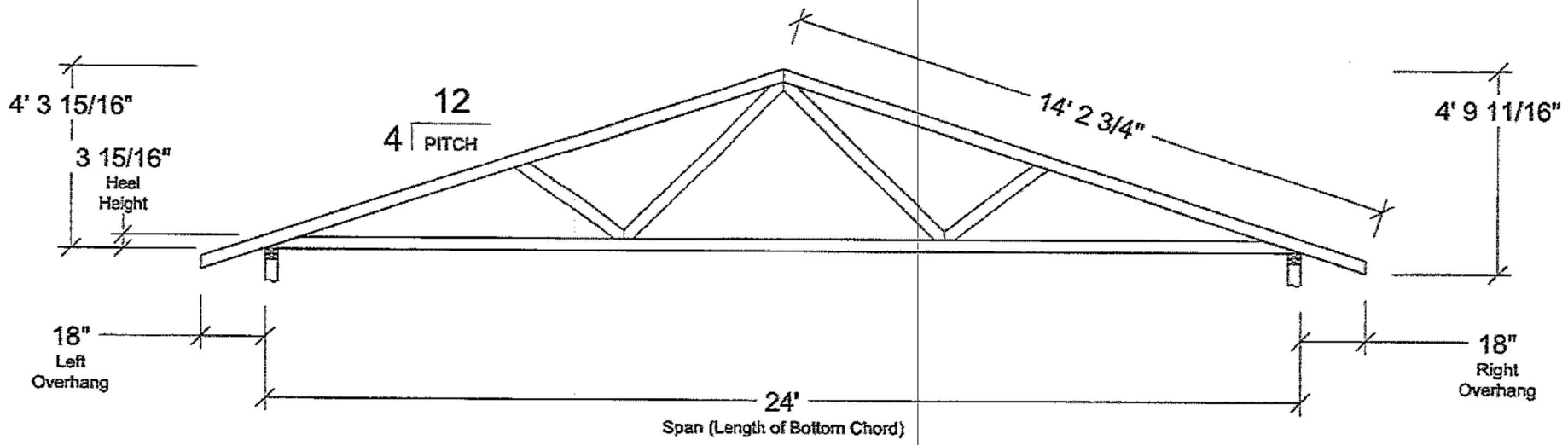


*Structural design for on-center spacing as noted. ~ Web design of truss may change, profile of truss shown to illustrate basic concept of truss requested. ~ This is a preliminary drawing that can be used only for trusses fabricated for HD Components. ~ HD Components reserves the right to adjust materials and design at time of production. ~ The structural integrity will not be compromised. ~ Sealed drawings are available at time of delivery. ~ Chord sizes depicted are minimum required. ~ Heel height, cantilever, actual design criteria, etc. will be addressed by the manufacturer.

Customer Truss Quote

Truss Package #T276793

Common Truss (webbing design may vary; overall height may vary; depicted for communication puposes only)



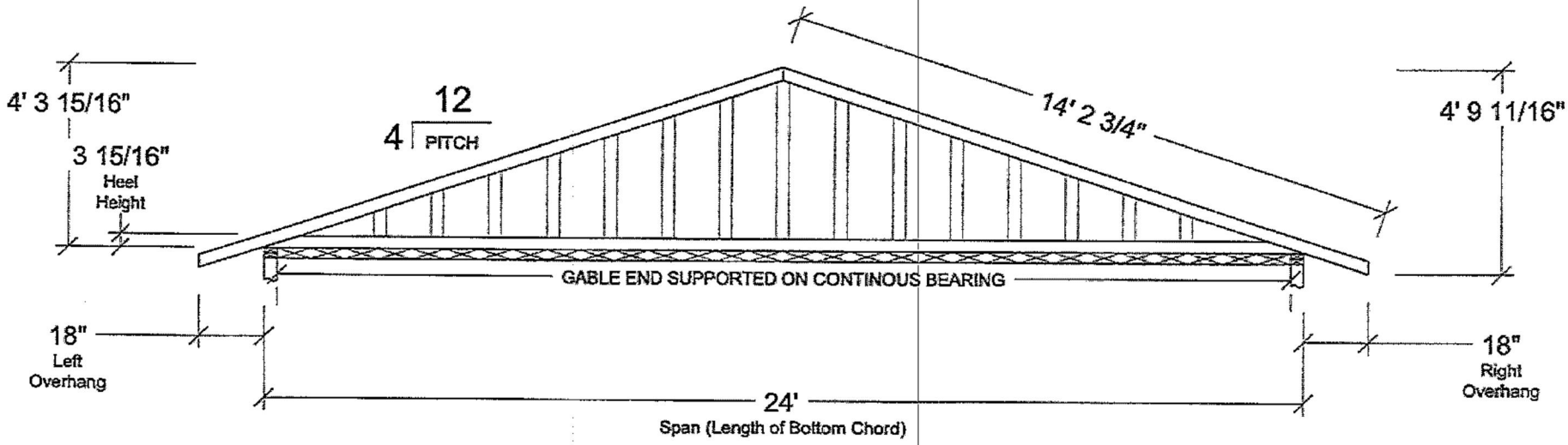
Qty	Pitch	Truss Type	Span		Overhang		Cantilever		Heel	Snow Load
			Feet	Inch	Left	Right	Left	Right		
12	4/12	Common (24" oc maximum)*	24'	0"	18"	18"	0"	0"	STD"	35lbs

*Structural design for on-center spacing as noted. ~ Web design of truss may change, profile of truss shown to illustrate basic concept of truss requested. ~ This is a preliminary drawing that can be used only for trusses fabricated for HD Components. ~ HD Components reserves the right to adjust materials and design at time of production. ~ The structural integrity will not be compromised. ~ Sealed drawings are available at time of delivery. ~ Chord sizes depicted are minimum required. ~ Heel height, cantilever, actual design criteria, etc. will be addressed by the manufacturer.

Customer Truss Quote

Truss Package #T276793

Common Gable Truss (webbing design may vary; overall height may vary; depicted for communication puposes only)



Qty	Pitch	Truss Type	Span		Overhang		Cantilever		Heel	Snow Load
			Feet	Inch	Left	Right	Left	Right		
2	4/12	Common Gable (vertical studs 16" oc)*	24'	0"	18"	18"	0"	0"	STD"	35lbs

*Structural design for on-center spacing as noted. ~ Web design of truss may change, profile of truss shown to illustrate basic concept of truss requested. ~ This is a preliminary drawing that can be used only for trusses fabricated for HD Components. ~ HD Components reserves the right to adjust materials and design at time of production. ~ The structural integrity will not be compromised. ~ Sealed drawings are available at time of delivery. ~ Chord sizes depicted are minimum required. ~ Heel height, cantilever, actual design criteria, etc. will be addressed by the manufacturer.

ZONING & LAND USE APPLICATION

VARIANCE

PROPERTY INFORMATION	
Property Address	14855 BROCKTON LANE Rogers MN 55374
Parcel ID Number	

APPLICANT INFORMATION	
Name	William A LUNDEEN
Address	14855 BROCKTON LANE Rogers MN 55374
Phone	612-718-2999
Email	BLUNDEENHarleyGuy@Charter.NET

OWNER INFORMATION	
Name	William A LUNDEEN
Address	14855 BROCKTON LANE Rogers MN 55374
Phone	612-718-2999
Email	BLUNDEENHarleyGuy@Charter.NET

VARIANCE REQUEST
Please provide specific detail regarding the specific deviations and requested variances on the worksheet below. If there is not enough room, please provide a separate narrative. Staff may request additional information.

FEES			
Application	$400	Escrow	$0

ACKNOWLEDGEMENT

APPLICANT STATEMENT

This application should be processed in my name, and I am the party whom the City of Rogers should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

William A Lundeen
Applicant Signature

19 July 2024
Date

OWNER STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the City of Rogers by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

William A Lundeen
Owner Signature

19 July 2024
Date

VARIANCE CONSIDERATION

State law enables variances from City zoning ordinance standards if the request meets these requirements:

1. The proposed variance is in harmony with the general purpose and intent of zoning ordinances.
2. The proposed variance is consistent with the Comprehensive Plan.
3. An applicant establishes practical difficulties exist where compliance with current zoning ordinance standards is not possible, resulting in the variance request. Practical difficulties means:
   - the proposed use is reasonable
   - the need is caused by circumstances unique to the property, not created by the property owner, and

     not solely based on economic conditions
   - the proposed use would not alter the essential character of the surrounding area(s).
   - Roger's Zoning Code provides additional criteria as detailed in section 125-42.

As part of the required Written Statement, applicants requesting a Variance from City zoning standards shall respond to each question individually, analyzing and describing in detail the purpose and reasonableness of the request and associated practical difficulties to be considered. Questions must be included with each response.

1. Describe how the request is in harmony with the general purpose and intent of zoning for the property.
2. Describe how the request is consistent with the Comprehensive Plan.
3. Describe why the proposed use is reasonable.
4. Describe the following: *circumstances unique to the property, why the need for the variance was not created by the property owner, and why the need is not solely based on economic considerations.*
5. Describe why the variance would not alter the essential character of the neighborhood.

SUBMITTAL REQUIREMENTS	
Application Fee(s)	Non-refundable application fee and escrow to cover expenses related to the review.
Legal Description	A full legal description, as documented on property deed or certificate of title.
Boundary Survey	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted. The survey must include: lot dimensions, platted and recorded easements and rights of way, existing and proposed structures or additions or other site improvements with dimensions to show size and location, structure setbacks from property lines, natural features, driveways and utilities.
Written Statement	This narrative shall describe the requested Variance approval and the intended use of the property, compatibility to the surrounding land uses, and a detailed justification as to why the City should consider and approve the request.
Grading & Drainage Plan	This Plan must include the following: erosion and sediment control plan, proposed building pads, existing and proposed two (2) foot contours, location and size of existing and proposed pipes and treatment areas, floodplain information and stormwater engineering calculations.
Building Plans	Scaled floor plans and four (4) sided architectural elevations and color renderings for each and legend showing the type and location of materials to be used.
Variance Worksheet	The attached worksheet analyzing and detailing the practical difficulties related to the variance request must be submitted with the application.
Other Items	City staff reserve the right to require additional items be submitted for a full review of the application if deemed necessary to consider the request.
Submittal Format	Electronic Application & Plans

All documents are public information and may be used in written reports and distributed to the public.

VARIANCE WORKSHEET

1. Detail specifically the deviation(s) from code proposed (e.g. code requires X ft setback, requesting X ft setback). ACCORDING to Rogers City ZONING my Square FOOTAGE of Buildings IS AT MAX Square FOOTAGE OF Building Allowed ON my LOT

2. Describe how the request is in harmony with the general purpose and intent of zoning for the property. R1 RURAL RESIDENTIAL

3. Describe how the request is consistent with the Comprehensive Plan.
I Need TO ADD ON TO Shop / Garage ADDITION Approximately 20FT WIDE By 24 FT Deep with Ceiling Height of 12FT This is MAIN Reason For VARIANCE ADDITIONAL 480 FT 2

4. Describe why the proposed use is reasonable.
I BeLieve This will Improve Value Property IT Will MATCH EXISTING BUILDING perfectly IT IS NO ATTACHED TO my HOUSE / ATTACHED GARAGE and will LOOK GREAT WITH VERY LITTLE DISTURBance of my Property - NO DRIVEWAY

5. Describe the following: *circumstances unique to the property, why the need for the variance was not created by the property owner, and why the need is not solely based on economic considerations.*
IAM The property OWNER. I Am ASKING for it ECONOMIC CONSIDERATIONS: IAm 73. my HOBBIES and LIFE STYLE Requires me ADDITION Shop/GARAGE SPACE. I would HAVE TO CONSIDER moving. I HAVE BEEN Here 28 YEARS CAN'T AFFORD IT.

6. Describe why the variance would not alter the essential character of the neighborhood.
I HAVE Lived ON Property 28 YEARS my House, GARAGE and Shop MATCH with SIDING ROOFING DOORS and TRIM. All NEW LESS 30 DAYS. my Property LOOKS GREAT I BeLieve IT FITS The NeighBorHood Perfectly

PROCESS

Month One

- Application in on first of the month
- 15-business day completeness review
- Send public notice to paper
- Send public notice to affected properties

Month Two

- Planning Commission Review and Public hearing
- City Council Review and Action

Month Three

- Applications can be extended an additional 60-days for review
- Commission or Council could table applications for further review

NOTICE TO APPLICANT

All Variance application requests are reviewed individually and are evaluated based on their own merit(s). Variances are only considered based on the practical difficulties associated with the property irrespective of previous variance approvals or past city practices or precedence. Variances are generally approved subject to several conditions, which must be satisfied before the resolution is released by the City for recording with Hennepin County and/or the City issues building permits.

Applicants are encouraged to meet with City staff prior to formally submitting their application to discuss the request and concept ideas for the proposed project in an effort to reduce delays. Participation in the pre-submittal meeting does not provide or guarantee approval of the request or project.

The City has 15 business days from the date of submittal to determine whether the application is complete. If complete, the City has 60 days up to 120 days to approve or deny the request. If not complete, the applicant may be required to submit additional information to include with the application. The City reserves the right to reject incomplete applications.

Public hearings, if required, are conducted by the Planning Commission. Notices are sent to the newspaper for publication and to all property owners within 350 feet of the property for which the request is made or project is located. Any person has the option of providing comment in writing or in person at the public hearing. Applicants are encouraged to discuss their request or project at public hearing.

All expenses pertaining to application reviews are the responsibility of the applicant. Application fees help cover the costs incurred by the City to review, which may include, but is not limited to: City staff and consultant time, legal review, notice publication and mailing, etc. Unspent escrow fees paid at the time of application are returned six (6) months after City Council action. The City may require additional escrow to be paid to cover any expense(s) in excess of escrow fees paid at the time of application.

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.19

Subject: Approve Resolution 2024-93, Approving a Lot Split at 11535 Trail Haven Road and Authorizing the Execution of a Final Plat

Prepared By: Alec Henderson, City Planner

Recommended City Council Action

Motion to approve Resolution 2024-93 approving a lot split for property at 11535 Trail Haven Road and authorizing the execution of the Trail Haven Acres Final Plat.

Overview / Background

Brent and Heidi Sipe are the owners of 11535 Trail Haven Road (PID 33-120-23-11-0002, the "Subject Property") which his approximately five acres. The property is currently vacant. The owners intend to divide their parcel approximately in half.

The lot split will divide the Subject Property into two lots. The proposed lots 1 and 2 would be approximately 2.27 acres. The owners are also dedicating right of way for Trail Haven Road as required by the City engineer and intend to formalize the split with the recording of a Final Plat.

The property is zoned for Rural Residential, R1. It is staff's recommendation that the lot split be approved as the resulting lots will meet the performance standards of the R1 district (lot size, etc.). Additionally, a septic designer has prepared primary and secondary septic locations for the proposed lots.

City Code Section 125-32 outlines the rules and procedures for minor land divisions or simple divisions. These divisions do not require full development plans and are more administrative in nature. The city can approve lot splits and/or lot combinations by resolution and can authorize the split be recorded as a Final Plat.

The attached plat, TRAIL HAVEN ACRES, shows the new lot configuration and dedication of right of way. The resolution approves the split and authorizes the execution and recording of the plat.

Staff Recommendation

Staff recommends approval of Resolution 2024-93 which would approve the lot split and allow the recording of the final plat. The resolution includes the following conditions:

1. Lot 2, Block 1, TRAIL HAVEN ACRES, Hennepin County shall be required to pay park dedication fees at prior to release of the Final Plat.
2. The Final Plat shall be subject to review and modifications as may be required by the City Engineer prior to recording.

ATTACHMENTS:

Description

Resolution 2024-93
Trail Haven Acres - Final Plat of the Lot Split
Existing Conditions Survey
Septic Lot 1
Septic Lot 2
Wetland Delineation

RESOLUTION NO. 2024-93

A RESOLUTION APPROVING A LOT SPLIT FOR PROPERTY AT 11535 TRAIL HAVEN ROAD (33-120-23-11-0002) AND AUTHORIZING THE EXECUTION OF A FINAL PLAT, TRAIL HAVEN ACRES

WHEREAS, Brent and Heidi Sipe are the Owners of real property at 11535 Trail Haven Road with PID: 33-120-23-11-0002 (Subject Property), approximately 5 acres, as legally described in Exhibit A; and,

WHEREAS, the Owner of the Subject Property intends to perform a lot split for the parcel (Minor Land Division) to create one new lot as illustrated in Exhibit B; and,

WHEREAS, the Owner is proposing to divide the Subject Properties in a manner that creates two total lots from the existing one parcel. Lot 1 will be approximately 2.27, and Lot 2 will be approximately 2.27 acres and approximately 0.46 acres will be dedicated as Right of Way; and

WHEREAS, City Code §121-32 authorizes Minor Land Divisions of property without a formal preliminary plat process provided the lot performance standards are met for the resulting lot(s) and a Final Plat document may be recorded with the County to formally divide the lot; and,

WHEREAS, the Subject Property is zoned Rural Residential (R1) and the proposed Minor Land Division adequately meets the minimum lot standards of the R1 district per City Code §121-55; and,

WHEREAS, the proposed Minor Land Division meets the spirit and intent of the zoning and subdivision code provided the conditions herein are adhered to.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, MINNESOTA, AS FOLLOWS: the Minor Land Division of the Subject Property, creating one new lot (Lot 1 and Lot 2, Block 1, TRAIL HAVEN ACRES) is hereby approved and the City and Applicant are authorized to execute and record the Final Plat; and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, MINNESOTA, AS FOLLOWS: the Subject Properties shall meet the requirements of section 125-32 – Minor Land Divisions including the limitations on number of times a given lot may receive approval for Lot Splits.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, MINNESOTA, AS FOLLOWS:

1. Lot 2, Block 1, TRAIL HAVEN ACRES, Hennepin County shall be required to pay park dedication fees at prior to release of the Final Plat.
2. The Final Plat shall be subject to review and modifications as may be required by the City Engineer prior to recording.

Moved by Councilmember , seconded by Councilmember

The following voted in favor of said resolution:

The following voted against the same:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor, and attested by the Clerk dated this 24th day of September, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

EXHIBIT A

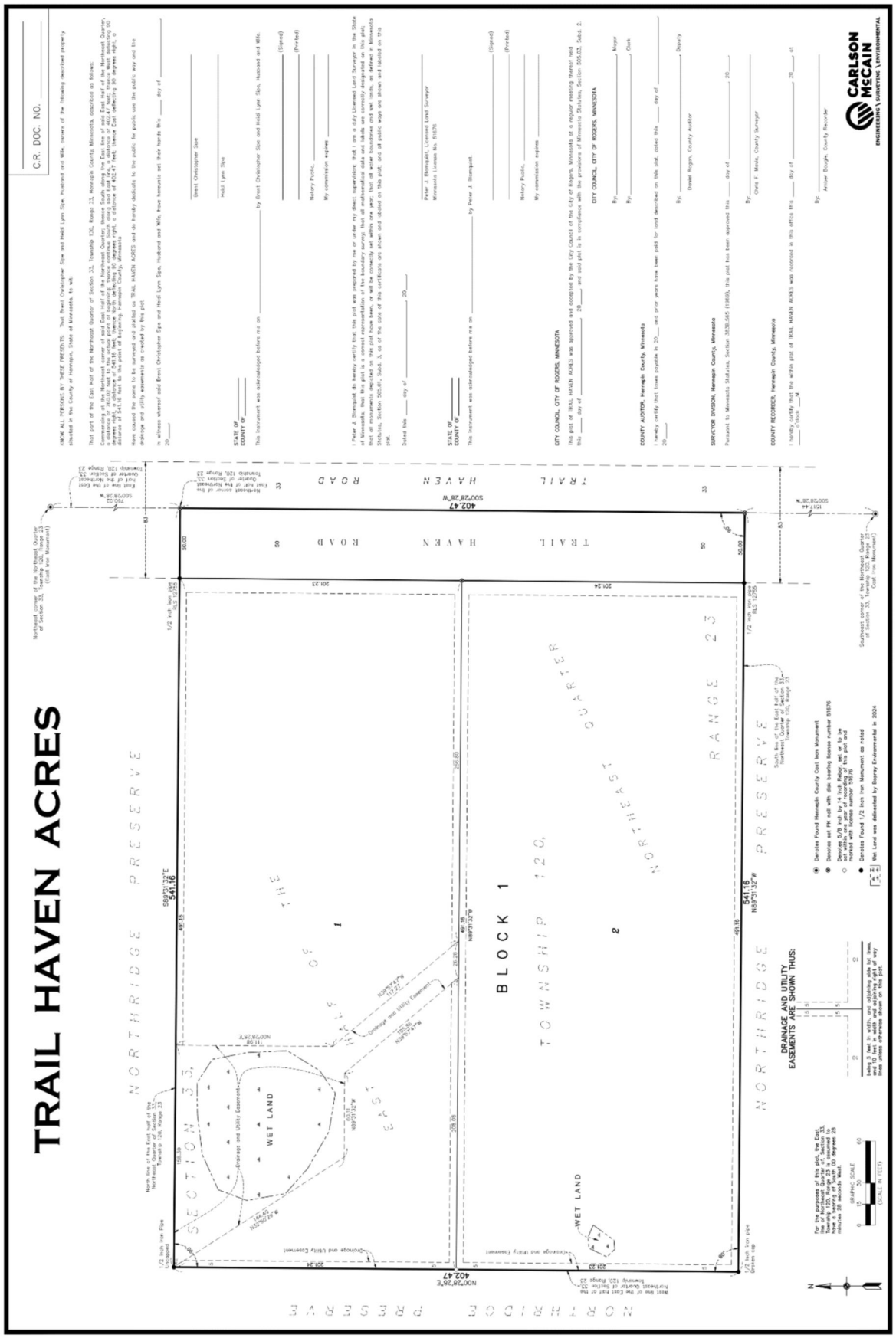
LEGAL DESCRIPTION OF EXISTING PARCEL

EXISTING PARCEL 33-120-23-11-0002
That part of the East Half of the Northeast Quarter of Section 33, Township 120, Range 23, Hennepin County, Minnesota described as follows:

Commencing at the Northeast corner of said East Half of the Northeast Quarter; thence South along the East line of said East Half of the Northeast Quarter, a distance of 760.02 feet to the actual point of beginning; thence continue South along said East line, a distance of 402.47 feet; thence West deflecting 90 degrees right, a distance of 541.16 feet; thence North deflecting 90 degrees right, a distance of 402.47 feet; thence East deflecting 90 degrees right, a distance of 541.16 feet to the point of beginning, Hennepin County, Minnesota.

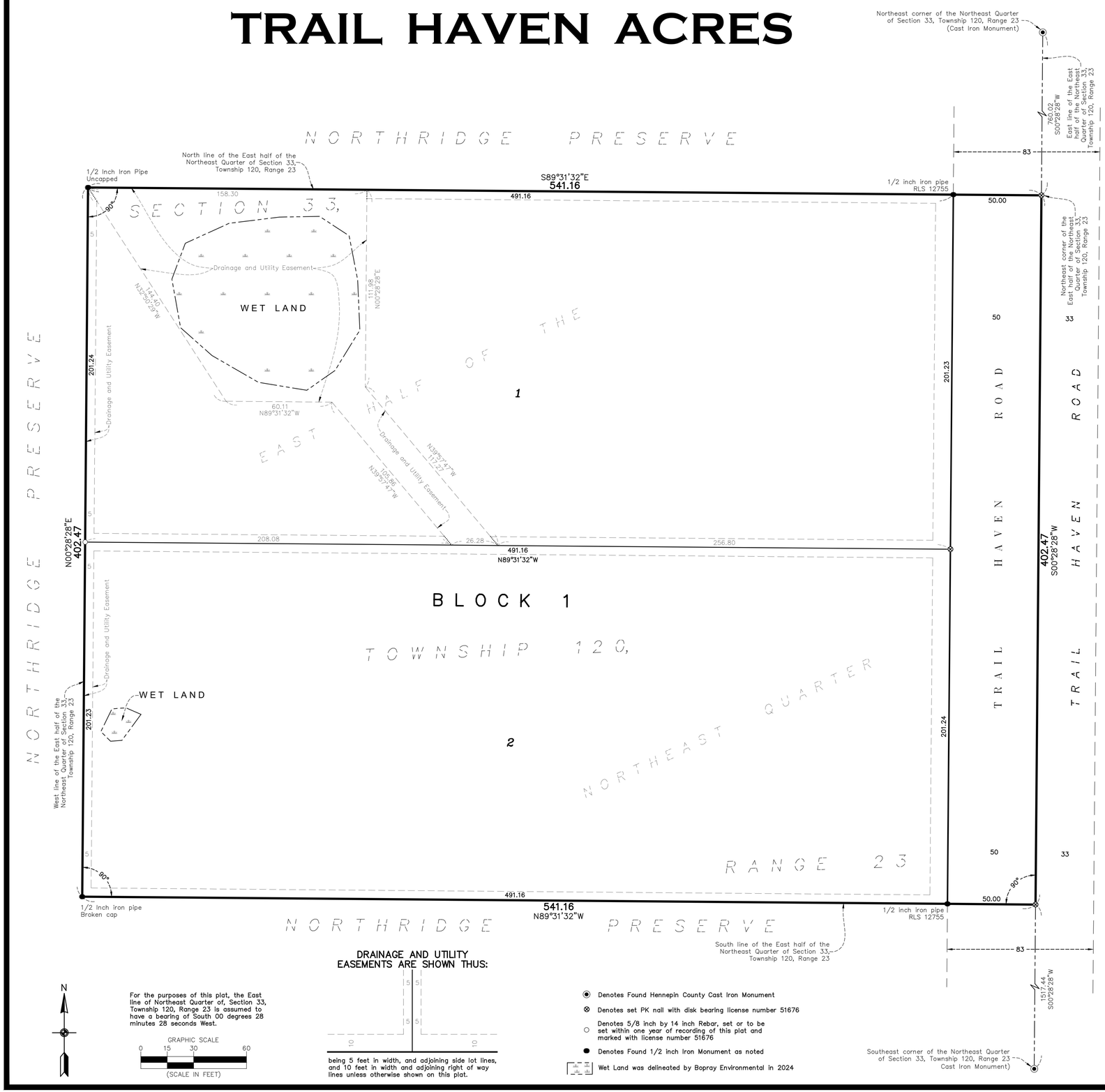
EXHIBIT B

TRAIL HAVEN ACRES



TRAIL HAVEN ACRES

C.R. DOC. NO. _____



N

For the purposes of this plat, the East line of Northeast Quarter of, Section 33, Township 120, Range 23 is assumed to have a bearing of South 00 degrees 28 minutes 28 seconds West.

GRAPHIC SCALE
0 15 30 60
(SCALE IN FEET)

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

being 5 feet in width, and adjoining side lot lines, and 10 feet in width and adjoining right of way lines unless otherwise shown on this plat.

- Denotes Found Hennepin County Cast Iron Monument
- Denotes set PK nail with disk bearing license number 51676
- Denotes 5/8 inch by 14 inch Rebar, set or to be set within one year of recording of this plat and marked with license number 51676
- Denotes Found 1/2 inch Iron Monument as noted
- Wet Land was delineated by Bopray Environmental in 2024

KNOW ALL PERSONS BY THESE PRESENTS: That Brent Christopher Sipe and Heidi Lynn Sipe, Husband and Wife, owners of the following described property situated in the County of Hennepin, State of Minnesota, to wit:

That part of the East Half of the Northeast Quarter of Section 33, Township 120, Range 23, Hennepin County, Minnesota, described as follows:

Commencing at the Northeast corner of said East Half of the Northeast Quarter; thence South along the East line of said East Half of the Northeast Quarter, a distance of 760.02 feet to the actual point of beginning; thence continue South along said East line, a distance of 402.47 feet; thence West deflecting 90 degrees right, a distance of 541.16 feet; thence North deflecting 90 degrees right, a distance of 402.47 feet; thence East deflecting 90 degrees right, a distance of 541.16 feet to the point of beginning, Hennepin County, Minnesota

Have caused the same to be surveyed and platted as TRAIL HAVEN ACRES and do hereby dedicate to the public for public use the public way and the drainage and utility easements as created by this plat.

In witness whereof said Brent Christopher Sipe and Heidi Lynn Sipe, Husband and Wife, have hereunto set their hands this _____ day of _____, 20____.

_____
Brent Christopher Sipe

_____
Heidi Lynn Sipe

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____ by Brent Christopher Sipe and Heidi Lynn Sipe, Husband and Wife.

_____ (Signed)

_____ (Printed)

Notary Public, _____

My commission expires _____

I Peter J. Blomquist do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

_____
Peter J. Blomquist, Licensed Land Surveyor
Minnesota License No. 51676

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____ by Peter J. Blomquist.

_____ (Signed)

_____ (Printed)

Notary Public, _____

My commission expires _____

CITY COUNCIL, CITY OF ROGERS, MINNESOTA

This plat of TRAIL HAVEN ACRES was approved and accepted by the City Council of the City of Rogers, Minnesota at a regular meeting thereof held this _____ day of _____, 20____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

CITY COUNCIL, CITY OF ROGERS, MINNESOTA

By: _____, Mayor

By: _____, Clerk

COUNTY AUDITOR, Hennepin County, Minnesota

I hereby certify that taxes payable in 20___ and prior years have been paid for land described on this plat, dated this _____ day of _____, 20____.

By: _____, Deputy
Daniel Rogan, County Auditor

SURVEYOR DIVISION, Hennepin County, Minnesota

Pursuant to Minnesota Statutes, Section 383B.565 (1969), this plat has been approved this _____ day of _____, 20____.

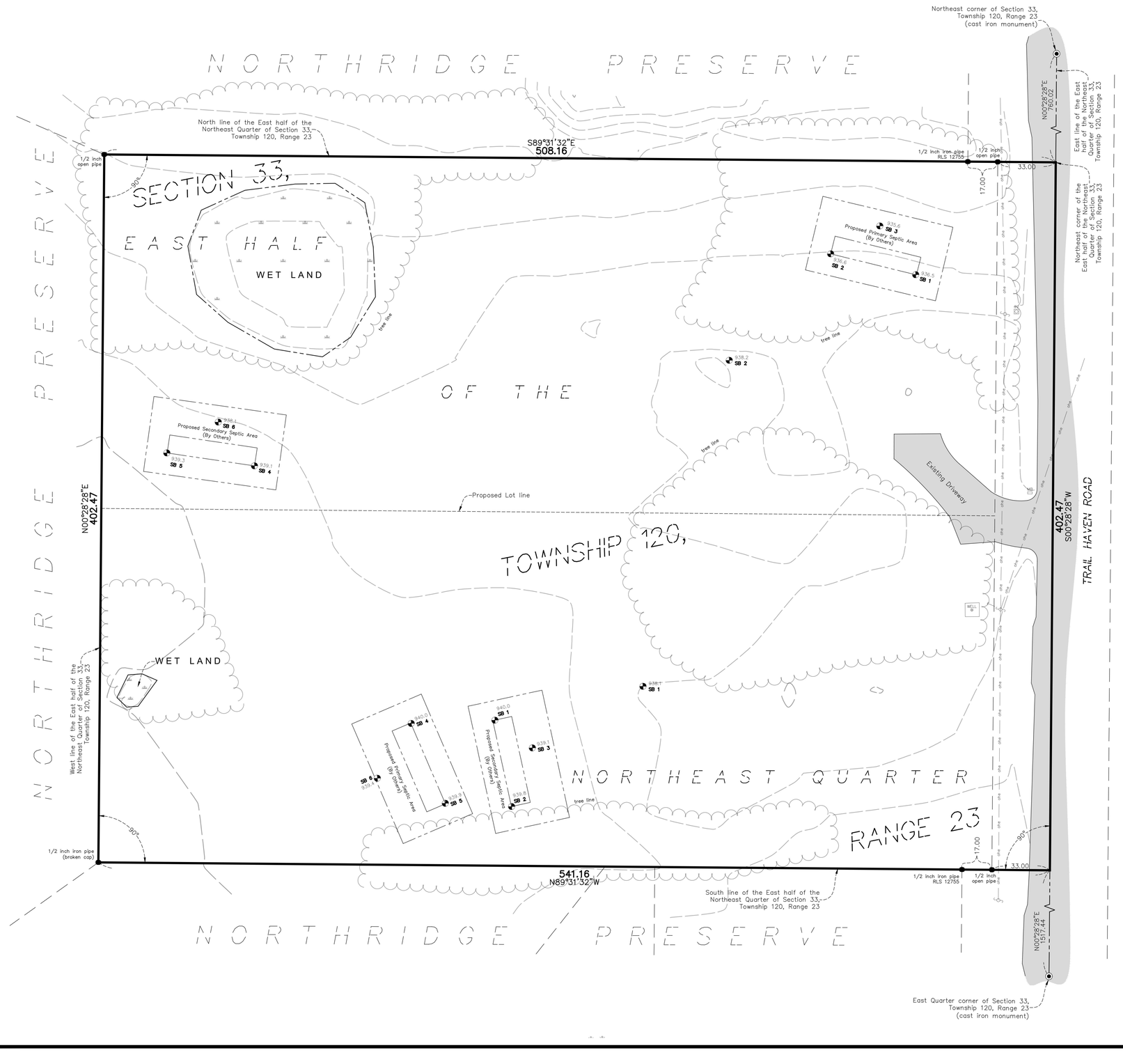
By: _____
Chris F. Mavis, County Surveyor

COUNTY RECORDER, Hennepin County, Minnesota

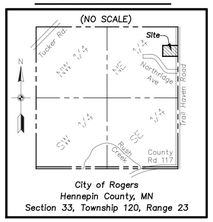
I hereby certify that the within plat of TRAIL HAVEN ACRES was recorded in this office this _____ day of _____, 20____, at _____ o'clock ___M.

By: _____
Amber Bougie, County Recorder

CARLSON McCAIN
ENGINEERING \ SURVEYING \ ENVIRONMENTAL



VICINITY MAP



PARCEL DESCRIPTION:

(Per Supplemental Title Commitment File No. T24–06004, dated May 29, 2024 at 8:00 A.M. prepared by Registered Abstracters, Inc., issuing agent for FirstAmerican Title Insurance Company)

That part of the East Half of the Northeast Quarter of Section 33, Township 120, Range 23, Hennepin County, Minnesota, described as follows:

Commencing at the Northeast corner of said East Half of the Northeast Quarter; thence South along the East line of said East Half of the Northeast Quarter, a distance of 760.02 feet to the actual point of beginning; thence continue South along said East line, a distance of 402.47 feet; thence West deflecting 90 degrees right, a distance of 541.16 feet; thence North deflecting 90 degrees right, a distance of 402.47 feet; thence East deflecting 90 degrees right, a distance of 541.16 feet to the point of beginning, Hennepin County, Minnesota

(Abstract Property)

GENERAL NOTES:

1) The field work for this survey was completed on May 16, 2024.

2) Bearings shown are based on the North line of the East half of the Northeast Quarter of Section 33, Township 120, Range 23, Hennepin County, Minnesota, which is assumed to bear S89°31'32"E.

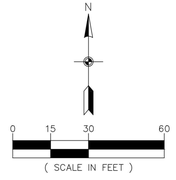
3) Surveyed property address – 11535 Trail Haven Road, Rogers, MN.

4) Surveyed property contains ±217,801 Sq. Ft. (±5.00 acres).

5) Above ground utilities have been field located as shown. All underground locations shown hereon are APPROXIMATE. Prior to any excavations or digging, contact Gopher State One Call for an on–site location (651–454–0002).

LEGEND

- Denotes Hennepin County Section Monument, as noted
- PK — Denotes Set PK Nail
- Denotes Found Iron Monument
- Denotes 5/8 inch by 14 inch rebar, marked with RLS 40361
- WELL — Denotes Existing Well
- Denotes Guy Wire
- UP — Denotes Utility Pole
- MB — Denotes Mail Box
- Denotes Soil Boring/Test Hole
- ohe — Denotes Overhead Utility Line(s)
- Denotes Bituminous Surface
- WL 40 — Denotes Wet Lands that were delineated by Bopray Environmental Services, LLC in 2024.
- 1000 — Denotes Existing 2 Ft. Contour



CARLSON McCAIN
ENGINEERING
SURVEYING
ENVIRONMENTAL
3880 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449
TEL 763.488.7900 \ FAX 763.488.7929 \ CARLSONMCCAIN.COM

EXISTING CONDITIONS

11535 Trail Haven Road
Rogers, Minnesota

BRENT & HEIDI SIPE
23940 Northridge Avenue
Rogers, MN, 55374

REVISIONS
1.
2.
3.
4.
5.
6.

DRAWN BY:	NJS
ISSUE DATE:	8/2/24
FILE NO:	2199

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Name: Peter. J. Bomquist
Signature:
Date: 8/5/24 License #: 51676

Save Date: 08/05/24 P:\Jobs\10541 - 10960\10959 - trail haven\cad cs\survey\preliminary\10959_existin.dwg

Joseph Olson
Rusty Olson's--Soil and Percolation Testing
Joseph J. Olson--MPCA License #810
11481 Riverview Rd. NE, Hanover, MN 55341
(763) 498-8779 Cell (612) 296-7715

August 4, 2024
Brent Sipe
Proposed subdivision of 11535 Trail Haven Road
PID # 3312023110002
Rogers, Hennepin County

Proposed North Lot

This on-site Sewage Treatment System is partially designed for a Type 1, four-bedroom home in accordance with the Minnesota Pollution Control Agency Chapter 7080 and local ordinances.

Once the house size, location and basement slab elevation are chosen this design can be completed.

The periodically saturated soils were located at 14-18 Inches (mottled soil). Due to the periodically saturated soils, a pressurized mound system will need to be installed to treat the septic effluent. The bottom of the treatment area must be located at least 3' above the saturated soils.

All tanks need to be insulated if there is less than two feet of cover over the top of the tanks. Clean outs must be installed on the end of the laterals for maintenance.

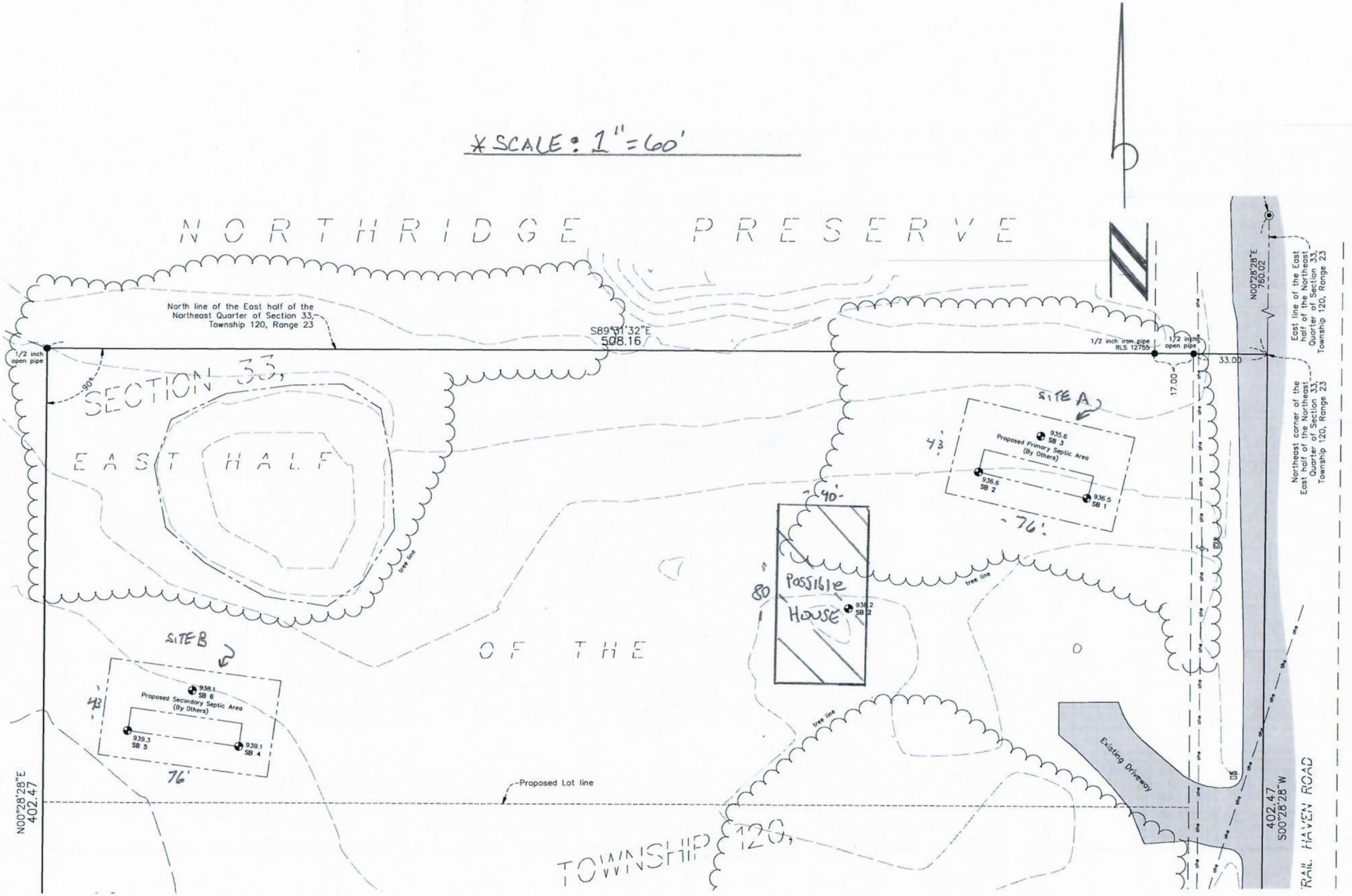
A pumping chamber will need to be installed to lift the effluent to the treatment area. The power supply and switches must be located outside the manhole and pumping chamber in a weatherproof enclosure. A warning device must be installed with a light and sound device; this is in case of a pump failure.

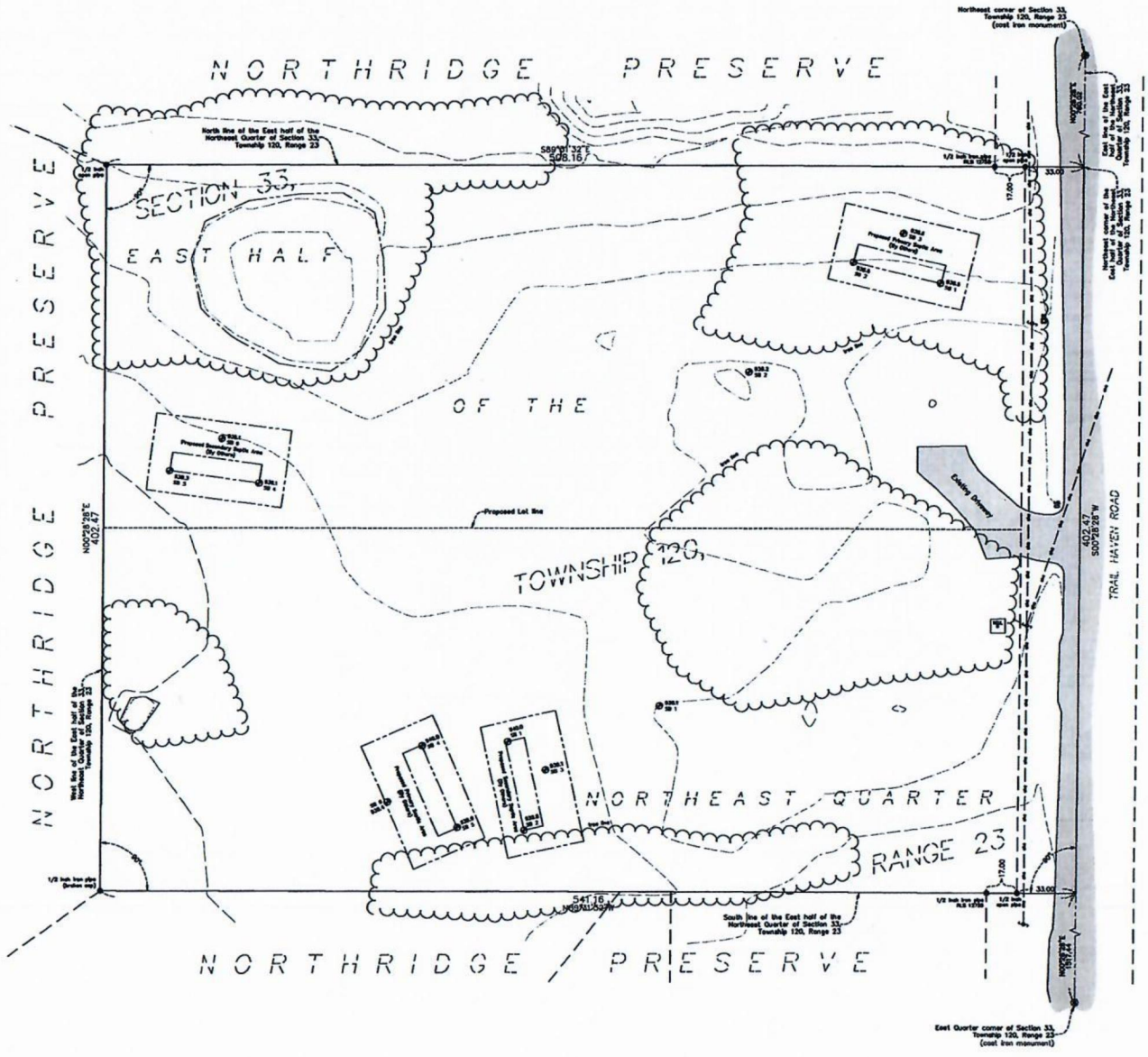
Keep all heavy equipment off of the proposed treatment areas before and after construction. The treatment area must be fenced off before construction begins. This Design is not valid & the System will need to be relocated if failure to protect the areas proposed for the On-Site Sewage Treatment systems occurs.

With proper installation and maintenance, this system should have no problem in treating septic effluent effectively. Nothing other than gray water, (laundry, showers, etc.) Human water and toilet tissue should be disposed of into the septic tanks. **Iron filters and large volume water treatment systems must not go into the system.** Garbage disposals are not recommended. Additives must not be used they may cause harmful damage to your septic system. It is recommended that you pump the septic tanks every two years.

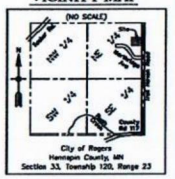
Sincerely,

Joseph J. Olson


* SCALE: 1" = 60'
NORTHRIDGE PRESERVE
North line of the East half of the Northeast Quarter of Section 33, Township 120, Range 23
S89°31'32"E
508.16
1/2 inch open pipe
1/2 inch iron pipe RLS 12755
1/2 inch open pipe
33.00
17.00
N00°28'28"E
760.02
East line of the East half of the Northeast Quarter of Section 33, Township 120, Range 23
Northeast corner of the East half of the Northeast Quarter of Section 33, Township 120, Range 23
90°
SECTION 33,
EAST HALF
OF THE
SITE A
935.6
SB 3
Proposed Primary Septic Area
(By Others)
936.6
SB 2
936.5
SB 1
43'
76'
40'
80'
Possible
House
936.2
SB 2
tree line
SITE B
938.1
SB 6
Proposed Secondary Septic Area
(By Others)
939.3
SB 5
939.1
SB 4
43'
76'
Existing Driveway
Proposed Lot line
N00°28'28"E
402.47
402.47
S00°28'28"W
RAIL HAVEN ROAD
TOWNSHIP 120,



VICINITY MAP



PARCEL DESCRIPTION

(Per Supplemental Title Commitment File No. T24-08004, dated May 29, 2024 at 8:00 A.M. prepared by Registered Abstracters, Inc., issuing agent for FirstAmerican Title Insurance Company)

That part of the East Half of the Northeast Quarter of Section 33, Township 120, Range 23, Hennepin County, Minnesota, described as follows:

Commencing at the Northeast corner of said East Half of the Northeast Quarter; thence South along the East line of said East Half of the Northeast Quarter, a distance of 780.02 feet to the actual point of beginning; thence continue South along said East line, a distance of 402.47 feet; thence West deflecting 90 degrees right, a distance of 541.16 feet; thence North deflecting 90 degrees right, a distance of 402.47 feet; thence East deflecting 90 degrees right, a distance of 541.16 feet to the point of beginning, Hennepin County, Minnesota

(Abstract Property)

GENERAL NOTES:

1) The field work for this survey was completed on May 16, 2024.
2) Bearings shown are based on the North line of the East half of the Northeast Quarter of Section 33, Township 120, Range 23, Hennepin County, Minnesota, which is assumed to bear S89°31'32"E.
3) Surveyed property address – 11535 Trail Haven Road, Rogers, MN.
4) Surveyed property contains ±217,801 Sq. Ft. (±5.00 acres).
5) Above ground utilities have been field located as shown. All underground locations shown hereon are APPROXIMATE. Prior to any excavations or digging, contact Gopher State One Call for an on-site location (651-454-0002).

LEGEND

- —•— Denotes Hennepin County Section Monument, as noted
- —•— Denotes Set Pk Nail
- —•— Denotes Found Iron Monument
- —•— Denotes 5/8 inch by 14 inch rebar, marked with RLS 40351
- —•— Denotes Existing Well
- —•— Denotes Guy Wire
- —•— Denotes Utility Pole
- —•— Denotes Mail Box
- —•— Denotes Soil Boring/Test Hole
- —•— Denotes Overhead Utility Line(s)
- —•— Denotes Bituminous Surface
- —•— Denotes Wetlands that were delineated by Ripley Environmental Services, LLC in 2024.
- —•— Denotes Existing 2 Ft. Contour

CARLSON McCAIN
ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449
TEL: 763.489.7900 \ FAX: 763.489.7989 \ CARLSONMCCAIN.COM

EXISTING CONDITIONS

11535 Trail Haven Road,
Rogers, Minnesota

BRENT & HEIDI SIPE
23940 Northridge Avenue
Rogers, MN, 55374

REVISIONS	
1.	
2.	
3.	
4.	
5.	
6.	
DRAWN BY:	RJS
ISSUE DATE:	8/2/24
FILE NO:	2199

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Name: Peter J. Bomquist
Signature: DRAFT
Date: 8/XX/24 License #: 51676

2011 purple code

Mound Design

www.SepticResource.com (vers 19.2)

Property Owner: Brent Sipe **Date:** 7/30/2024

Site Address: 11535 Trail Haven Road **PID:** 3312023110002

Comments: Proposed North Lot

instructions: = enter data = adjust if desired = computer calculated - DO NOT CHANGE!

1) 4 bedroom Type I Residential System

2) 600 GPD design flow

3) Yes Garbage disposal or pumped to septic 50% larger tank with multiple comp/tanks

4) 2250 Gal Septic tank (code minimum) 2250 Gal Septic tank (design size / LUG req'd)
Tank options: Multiple tanks or compartments req'd

5) 1.2 GPD/ft^2 mound sand loading rate contour loading rate of 12 req's a min 50 ft. long rockbed

6) 10.0 ft rockbed width 50.0 ft rockbed length

7) 3.0 ft lateral spacing 3.0 ft perforation spacing (maximum of 3 for both)
end feed manifold connection

8) 3 laterals 48.0 feet long 17.0 perfs / lateral 51 perfs total
(1/2 a perf means the first perf starts at the middle feed manifold)

9) 7/32 inch perfs at 1 feet residual head gives 0.56 gpm flow rate per perforation

for this perf size & spacing, & pipe size on line 12, max perfs/lateral = 30, line #8 must be less --> OK

10) 4.0 doses per day (4 minimum)

11) 150 gallons per dose (treatment volume)

12) 2.00 inch diameter laterals must be used to meet "4x pipe volume" requirement

13) feet of 2.0 inch supply line leads to 0 gallons of drainback volume
(Tip: "top feed" manifold to control the drainback)

14) 150 gallons TOTAL pump out volume (treatment + drainback)

15) feet vertical lift from pump to mound laterals, leads to a:

16) 29 GPM @ 5 feet of head, Pump requirement (note: >50gpm may require an extra 3-6' of head)

17) 500 gal Dose tank (code minimum) 1000 gal Dose tank (design size / LUG req'd) at 25.00 gpi
leads to a:

Optional Time dosing of:

18) 6.0 inch swing on Demand float, (this delivers Average flow, =70% of Peak design flow)

5.2 min ON

19) 12 inches from bottom of tank to "Pump OFF" float — 8.5 hrs OFF

20) 18 inches from bottom of tank to "Pump ON" float — 12 inches to "Timer ON" float

21) 21 inches from bottom of tank to "Hi Level" float — 31 inches to "Hi Level" float

22) 475 gallons reserve capacity (after High Level Alarm is activated-demand dosed)

23) 0.45 gpd/ft^2 Absorption area Soil Loading Rate, (this must match the soil boring log) which gives a mound ratio of 2.7 (minimum) desired mound ratio 2.7

24) 5 percent site slope (0-20% range) 5 (% downslope site slope, if different than upslope)

25) 16 inches, or 1.3 ft. to Redox or other limiting condition (need at least 12" to be a Type I)
Treatment zone contains 0 inches of 0% soil credit, and 0 inches of 50% soil credit. Giving a:

26) 20 inch, or 1.7 ft. Sand Lift Mound **CRITICAL FOR FUTURE CERTIFICATIONS!!!**

27) 27.0 ft.Total ABSORPTION width (with sand beyond rockbed as follows:)

28) 0.0 ft. upslope and sideslope
17.0 ft. Downslope

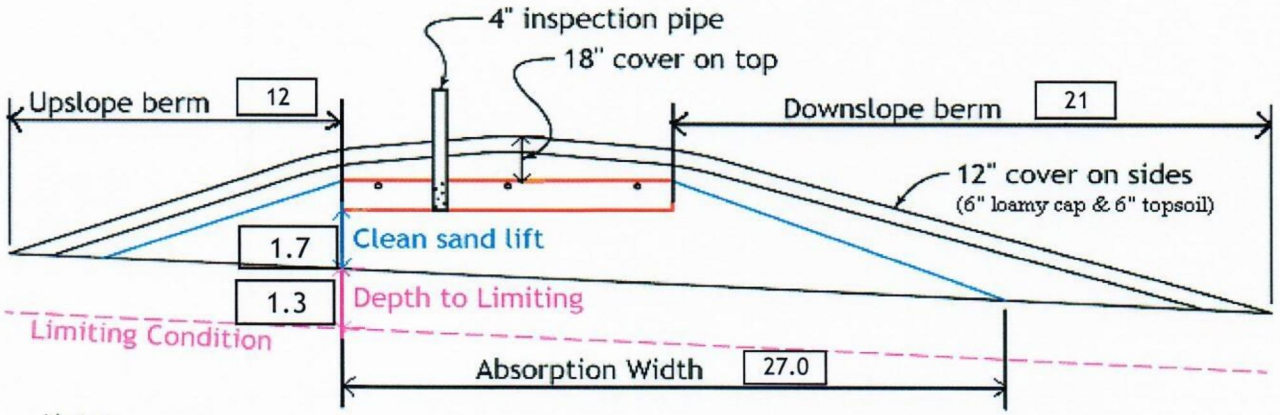
Individual slope ratios give BERM widths (topsoil beyond rockbed) of:

29) 4:1 upslope ratio 12 ft. upslope berm

30) 3:1 sideslope 13 ft. sideslope berms

31) 4:1 downslope 21 ft. downslope berm

32) Overall Dimensions: 10.0 ft. wide by 50.0 ft. long Rock bed
43 ft. wide by 76 ft. long Mound footprint



Note:
For 0 to 1% slopes, *Absorption Width* is measured from the *Bed* equally in both directions.
For slopes >1%, *Absorption Width* is measured downhill from the upslope edge of the *Bed*.

33) Rock Bed:
10.0 ft. by 50.0 ft. by 6 inches under pipe, plus 20% gives 17 yd^3 or *1.4= 24 ton

34) Mound Sand: (note: volume is based on 3:1/4:1 slope from top of rockbed, Exchange sand for loamy cap if desired)
29.8 up + 63.1 downslope + 11.1 ends + 35.5 under rock = plus 20% 168 yd^3 or *1.4= 235 ton

35) Loamy Cap:
39 ft. by 72 ft. 6" deep, plus 20% gives 63 yd^3 or *1.4= 88 ton

36) Topsoil:
43 ft. by 76 ft. 6" deep, plus 20% gives 73 yd^3 or *1.4= 102 ton

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Designer Signature	Company	License#	Date
	Rusty Olson's Soil & Perc	810	7/30/2024

Soil Observation Log

www.SepticResource.com vers 12.4

Owner Information

Property Owner / project: Brent Sipe Date 7/25/2024

Property Address / PID: 11535 Trail Haven Road North lot House boring

Soil Survey Information

☐ refer to attached soil survey

Parent matl's: ☑ Till ☐ Outwash ☐ Lacustrine ☐ Alluvium ☐ Organic ☐ Bedrock

landscape position: ☐ Summit ☐ Shoulder ☑ Side slope ☐ Toe slope

soil survey map units: L44A slope _____ % direction- _____

Soil Log #2

☑ Boring ☐ Pit Elevation 938.2 Depth to SHWT 24 Inches

Depth (in)	Texture	fragment %	matrix color	redox color	consistence	grade	shape
0-14	Sandy Loam	<35	10yr3/1				
14-24	Loam	<35	10yr5/4	10y4/8	Friable	Strong	Blocky
24-28	Sandy Loam	<35	10yr4/4,3/2	10y4/8,1-6/10y	Friable	Strong	Blocky
28-72	Loam	<35	10yr5/2	10y4/8,1-6/10y	Friable	Strong	Blocky
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive

Comments: Standing water in boring at 42 inches below grade.

Soil Observation Log

www.SepticResource.com vers 12.4

Owner Information

Property Owner / project: Brent Sipe Date 7/25/2024

Property Address / PID: 11535 Trail Haven Road North lot

Soil Survey Information

☐ refer to attached soil survey

Parent matl's: ☑ Till ☐ Outwash ☐ Lacustrine ☐ Alluvium ☐ Organic ☐ Bedrock

landscape position: ☐ Summit ☐ Shoulder ☑ Side slope ☐ Toe slope

soil survey map units: L17B 1-3, L35A 4-6 slope 5 % direction- Linear

Soil Log #1

☑ Boring ☐ Pit Elevation 936.5 Depth to SHWT 18 Inches

Depth (in)	Texture	fragment %	matrix color	redox color	consistence	grade	shape
0-10	Loam	<35	10yr3/1		Friable	Moderate	Blocky
10-18	Loamy Sand	<35	2.5y5/3		Friable	Strong	Blocky
18-24	Sandy Loam	<35	2.5y5/3	10y4/8,1-6/10y	Friable	Strong	Blocky
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive

Comments:

11535 Trail Haven Road North lot **Soil Log #2**

☑ Boring ☐ Pit Elevation 936.6 Depth to SHWT 16 Inches

Depth (in)	Texture	fragment %	matrix color	redox color	consistence	grade	shape
0-10	Sandy Loam	<35	10yr3/1		Friable	Moderate	Blocky
10-16	Sandy Loam	<35	10yr4/3		Friable	Strong	Blocky
16-20	Sandy Loam	<35	10yr5/4	10y4/8,1-6/10y	Friable	Strong	Blocky
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive

11535 Trail Haven Road North lot **Soil Log #3**

☑ Boring ☐ Pit Elevation 935.6 Depth to SHWT 14 Inches

Depth (in)	Texture	fragment %	matrix color	redox color	consistence	grade	shape
0-10	Sandy Loam	<35	10yr3/1		Friable	Moderate	Blocky
10-14	Sandy Loam	<35	10yr4/3		Friable	Strong	Blocky
14-20	Sandy Loam	<35	10yr5/3	10y4/8,1-6/10y	Friable	Strong	Blocky
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive

I hereby certify this work was completed in accordance with MN 7080 and any local req's.

Designer Signature

Rusty Olson's Soil & Perc
Company

810
License #

11535 Trail Haven Road North lot			**Soil Log #4**				
	☑ Boring	☐ Pit	Elevation 939.1		Depth to SHWT 18		Inches
Depth (in)	Texture	fragment %	matrix color	redox color	consistence	grade	shape
0-10	Sandy Loam	<35	10yr3/2		Friable	Strong	Blocky
10-18	Sandy Loam	<35	10yr5/4		Friable	Strong	Blocky
18-24	Sandy Loam	<35	10yr5/4	10y4/8,1-6/10y	Friable	Strong	Blocky
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive

11535 Trail Haven Road North lot			**Soil Log #5**				
	☑ Boring	☐ Pit	Elevation 939.3		Depth to SHWT 18		Inches
Depth (in)	Texture	fragment %	matrix color	redox color	consistence	grade	shape
0-10	Sandy Loam	<35	10yr3/2		Friable	Strong	Blocky
10-18	Sandy Loam	<35	10yr5/4		Friable	Strong	Blocky
18-24	Sandy Loam	<35	10yr5/4	10y4/8,1-6/10y	Friable	Strong	Blocky
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive

I hereby certify this work was completed in accordance with MN 7080 and any local req's.

Designer Signature

Rusty Olson's Soil & Perc
Company

810
License #

Soil Observation Log

www.SepticResource.com vers 12.4

Owner Information

Property Owner / project: Brent Sipe Date 7/25/2024

Property Address / PID: 11535 Trail Haven Road North lot

Soil Survey Information

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Parent matl's: ☑ Till ☐ Outwash ☐ Lacustrine ☐ Alluvium ☐ Organic ☐ Bedrock

landscape position: ☐ Summit ☐ Shoulder ☑ Side slope ☐ Toe slope

soil survey map units: L17B 1-3 / L35A 4-6 slope 5 % direction- Linear

Soil Log #6

☑ Boring ☐ Pit Elevation 936.5 Depth to SHWT 18 Inches

Depth (in)	Texture	fragment %	matrix color	redox color	consistence	grade	shape
0-10	Sandy Loam	<35	10yr3/1		Friable	Strong	Blocky
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Comments:

Joseph Olson
Rusty Olson's--Soil and Percolation Testing
Joseph J. Olson--MPCA License #810
11481 Riverview Rd. NE, Hanover, MN 55341
(763) 498-8779 Cell (612) 296-7715

August 4, 2024
Brent Sipe
Proposed subdivision of 11535 Trail Haven Road
PID # 3312023110002
Rogers, Hennepin County

Proposed South Lot

This on-site Sewage Treatment System is partially designed for a Type 1, four-bedroom home in accordance with the Minnesota Pollution Control Agency Chapter 7080 and local ordinances.

Once the house size, location and basement slab elevation are chosen this design can be completed.

The periodically saturated soils were located at 16-24 Inches (mottled soil). Due to the periodically saturated soils, a pressurized mound system will need to be installed to treat the septic effluent. The bottom of the treatment area must be located at least 3' above the saturated soils.

All tanks need to be insulated if there is less than two feet of cover over the top of the tanks. Clean outs must be installed on the end of the laterals for maintenance.

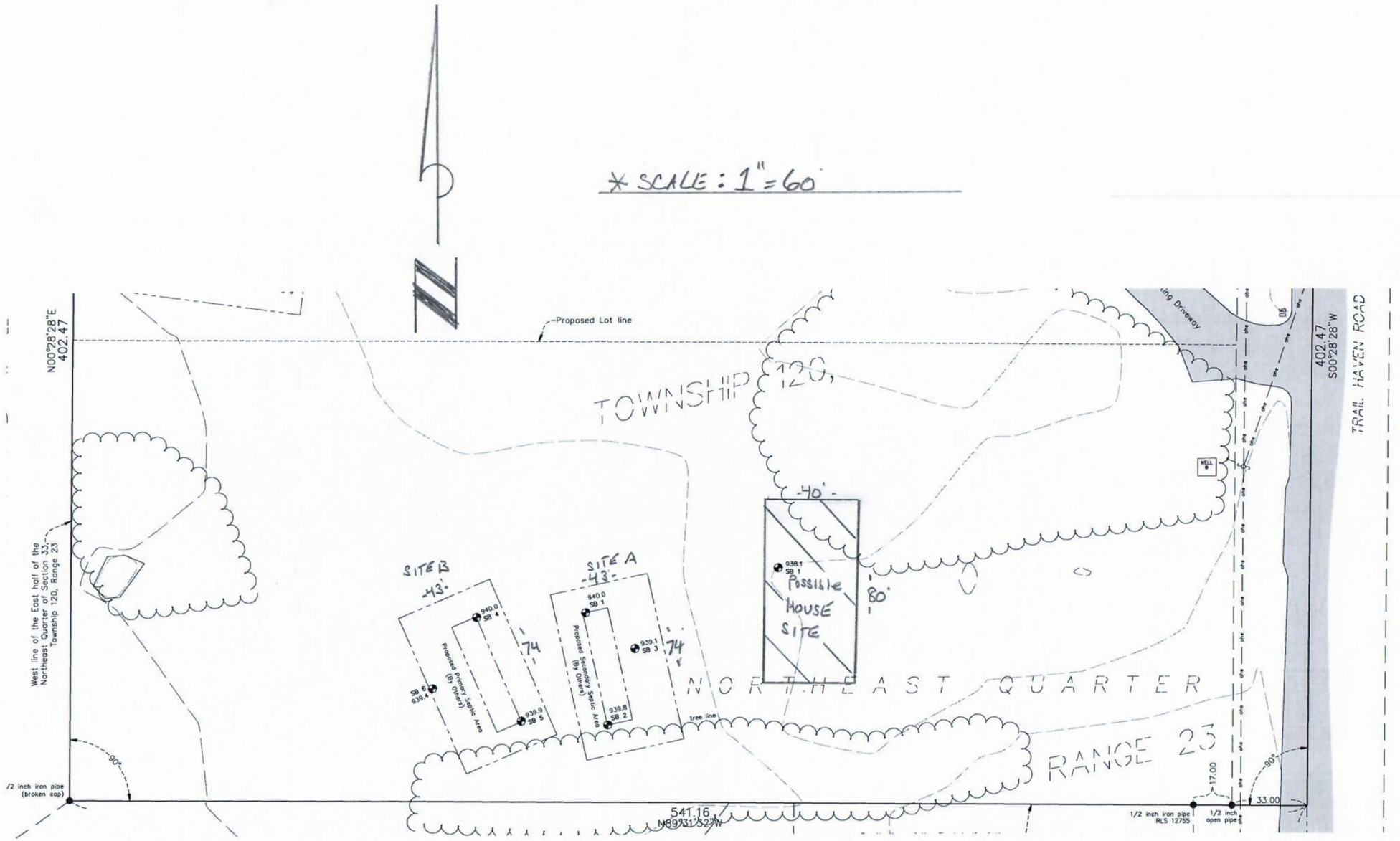
A pumping chamber will need to be installed to lift the effluent to the treatment area. The power supply and switches must be located outside the manhole and pumping chamber in a weatherproof enclosure. A warning device must be installed with a light and sound device; this is in case of a pump failure.

Keep all heavy equipment off of the proposed treatment areas before and after construction. The treatment area must be fenced off before construction begins. This Design is not valid & the System will need to be relocated if failure to protect the areas proposed for the On-Site Sewage Treatment systems occurs.

With proper installation and maintenance, this system should have no problem in treating septic effluent effectively. Nothing other than gray water, (laundry, showers, etc.) Human water and toilet tissue should be disposed of into the septic tanks. **Iron filters and large volume water treatment systems must not go into the system.** Garbage disposals are not recommended. Additives must not be used they may cause harmful damage to your septic system. It is recommended that you pump the septic tanks every two years.

Sincerely,

Joseph J. Olson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TOWNSHIP 120,
RANGE 23
NORTHEAST QUARTER
West line of the East half of the Northeast Quarter of Section 33, Township 120, Range 23
SITE B
-43'-
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74'
40'
80'
Possible House Site
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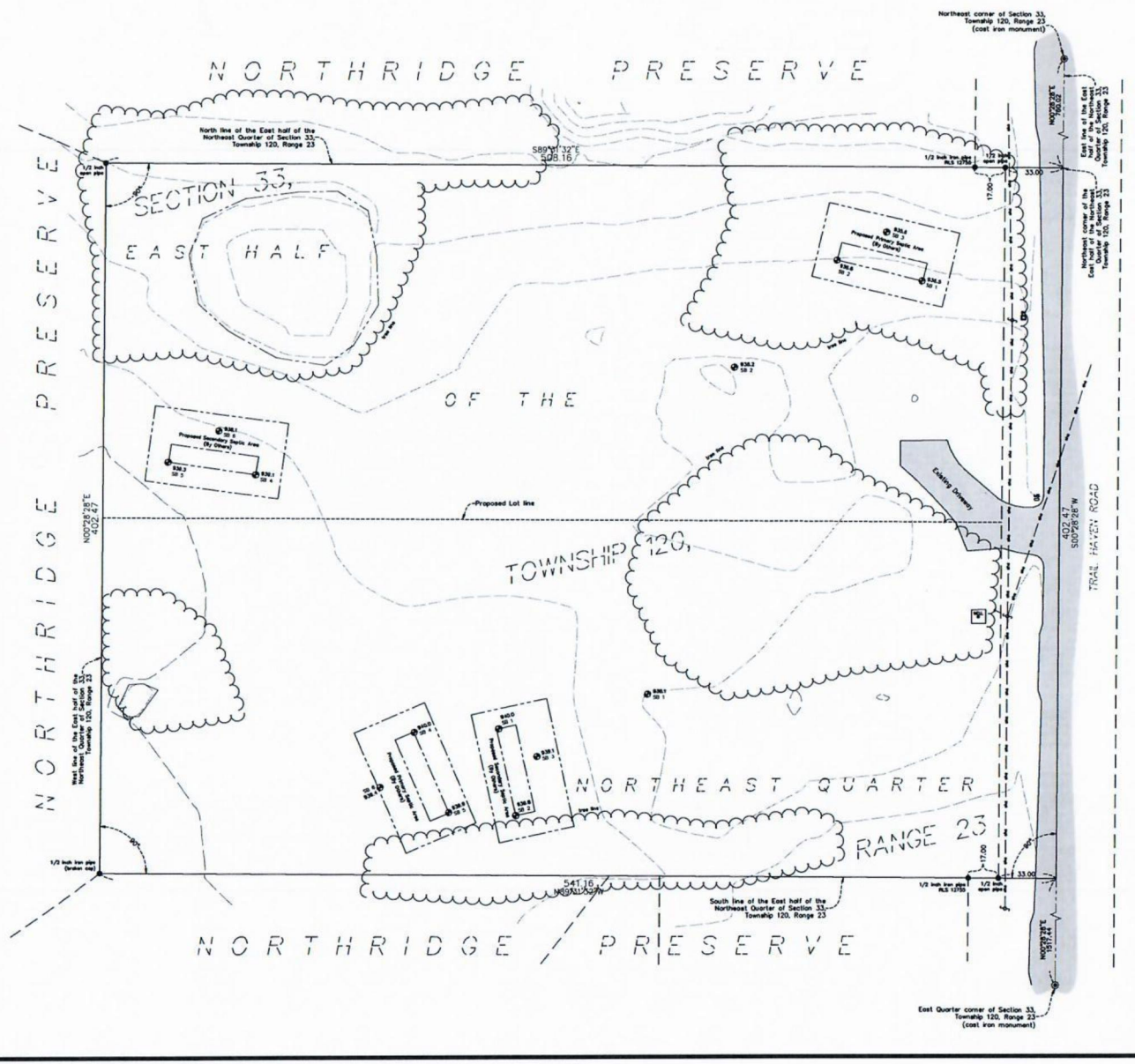
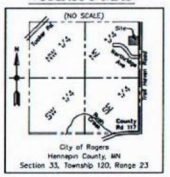


VICINITY MAP

(NO SCALE)



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(Abstract Property)

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- Denotes Overhead Utility Line(s)
- Denotes Bituminous Surface
- Denotes Wetlands that were delineated by Bigray Environmental Services, LLC in 2024
- Denotes Existing 2 Ft. Contour

N

0 15 30 60

(SCALE IN FEET)

CARLSON McCAIN
ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449
TEL: 763.489.7900 \ FAX 763.489.7999 \ CARLSONMCCAIN.COM

EXISTING CONDITIONS

11535 Trail Haven Road,
Rogers, Minnesota

BRENT & HEIDI SIPE
23940 Northridge Avenue
Rogers, MN, 55374

REVISIONS	
1.	
2.	
3.	
4.	
5.	
6.	
DRAWN BY:	NJS
ISSUE DATE:	8/2/24
FILE NO:	2199

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Name: Peter J. Bomsquit
Signature: D R A F T
Date: 8/XX/24 License #: 51676

1 of 1

2011 purple code

Mound Design

www.SepticResource.com (vers 19.2)

Property Owner: Brent Sipe **Date:** 7/30/2024

Site Address: 11535 Trail Haven Road **PID:** 3312023110002

Comments: Proposed South Lot

instructions: [ ] = enter data [ ] = adjust if desired [ ] = computer calculated - DO NOT CHANGE!

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end feed manifold connection

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(1/2 a perf means the first perf starts at the middle feed manifold)

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for this perf size & spacing, & pipe size on line 12, max perfs/lateral = 30 , line #8 must be less --> OK

10) 4.0 doses per day (4 minimum)

11) 150 gallons per dose (treatment volume)

12) 2.00 inch diameter laterals must be used to meet "4x pipe volume" requirement

13) [ ] feet of 2.0 inch supply line leads to 0 gallons of drainback volume
(Tip: "top feed" manifold to control the drainback)

14) 150 gallons TOTAL pump out volume (treatment + drainback)

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leads to a:
Optional Time dosing of:

18) 6.0 inch swing on Demand float, (this delivers Average flow, =70% of Peak design flow)
5.2 min ON

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20) 18 inches from bottom of tank to "Pump ON" float 12 inches to "Timer ON" float

21) 21 inches from bottom of tank to "Hi Level" float 31 inches to "Hi Level" float

22) 475 gallons reserve capacity (after High Level Alarm is activated-demand dosed)

23) 0.45 gpd/ft² Absorption area Soil Loading Rate, (this must match the soil boring log) which gives a mound ratio of 2.7 (minimum) desired mound ratio 2.7

24) 5 percent site slope (0-20% range) 5 (% downslope site slope, if different than upslope)

25) 18 inches, or 1.5 ft. to Redox or other limiting condition (need at least 12" to be a Type I)
Treatment zone contains 0 inches of 0% soil credit, and 0 inches of 50% soil credit. Giving a:

26) 18 inch, or 1.5 ft. Sand Lift Mound **CRITICAL FOR FUTURE CERTIFICATIONS!!!**

27) 27.0 ft.Total ABSORPTION width (with sand beyond rockbed as follows:)

28) 0.0 ft. upslope and sideslope
17.0 ft. Downslope

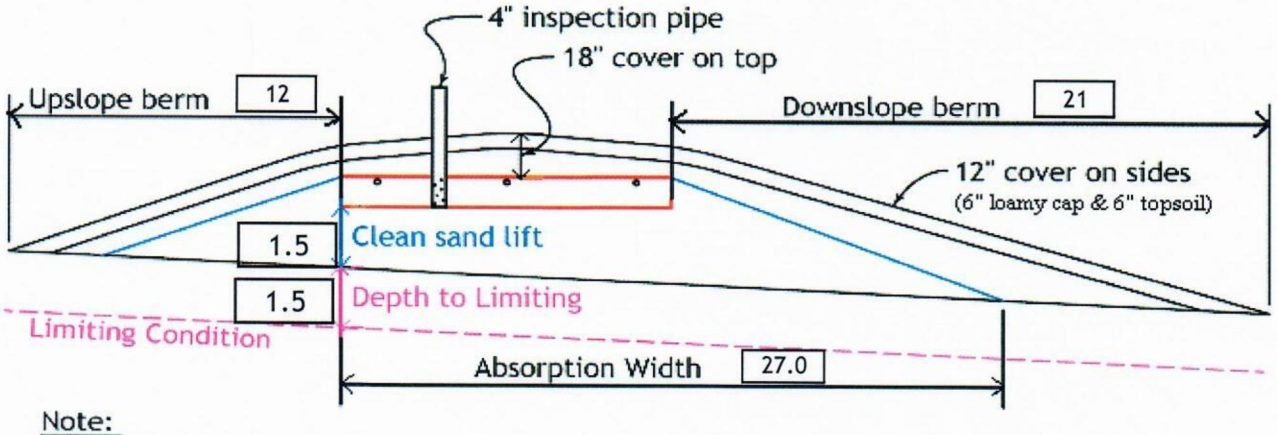
Individual slope ratios give BERM widths (topsoil beyond rockbed) of:

29) 4:1 upslope ratio 12 ft. upslope berm

30) 3:1 sideslope 12 ft. sideslope berms

31) 4:1 downslope 21 ft. downslope berm

32) Overall Dimensions: 10.0 ft. wide by 50.0 ft. long Rock bed
43 ft. wide by 74 ft. long Mound footprint



Note:
For 0 to 1% slopes, *Absorption Width* is measured from the *Bed* equally in both directions.
For slopes >1%, *Absorption Width* is measured downhill from the upslope edge of the *Bed*.

33) Rock Bed:
10.0 ft. by 50.0 ft. by 6 inches under pipe, plus 20% gives 17 yd³ or *1.4= 24 ton

34) Mound Sand: (note: volume is based on 3:1/4:1 slope from top of rockbed, Exchange sand for loamy cap if desired)
25.4 up + 55.0 downslope + 10.0 ends + 32.4 under rock = 147 yd³ or *1.4= 206 ton
plus 20%

35) Loamy Cap:
39 ft. by 70 ft. 6" deep, plus 20% gives 61 yd³ or *1.4= 85 ton

36) Topsoil:
43 ft. by 74 ft. 6" deep, plus 20% gives 71 yd³ or *1.4= 99 ton

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Designer Signature	Company	License#	Date
	Rusty Olson's Soil & Perc	810	7/30/2024

Soil Observation Log

www.SepticResource.com vers 12.4

Owner Information

Property Owner / project: Brent Sipe Date 7/25/2024

Property Address / PID: 11535 Trail Haven Road South lot House boring

Soil Survey Information

☐ refer to attached soil survey

Parent matl's: ☑ Till ☐ Outwash ☐ Lacustrine ☐ Alluvium ☐ Organic ☐ Bedrock

landscape position: ☐ Summit ☐ Shoulder ☑ Side slope ☐ Toe slope

soil survey map units: L44A slope _____ % direction- _____

Soil Log #1

☑ Boring ☐ Pit Elevation 938.1 Depth to SHWT 6 Inches

Depth (in)	Texture	fragment %	matrix color	redox color	consistence	grade	shape
0-6	Fill	<35	10yr2/1				
6-14	Sandy Loam	<35	10yr2/1	10y4/8	Friable	Strong	Blocky
14-28	Clay Loam	<35	10yr4/3	10y4/8,1-6/10y	Friable	Strong	Blocky
28-36	Sandy Loam	<35	10yr5/3	10y4/8,1-6/10y	Friable	Strong	Blocky
36-72	Loam/ layers loamy sand	<35	2.5y5/2	10y4/8,1-6/10y	Friable	Moderate	Prismatic

Comments: Standing water in boring at 28 inches below grade.

Soil Observation Log

www.SepticResource.com vers 12.4

Owner Information

Property Owner / project: Brent Sipe Date 7/25/2024

Property Address / PID: 11535 Trail Haven Road South lot

Soil Survey Information

☐ refer to attached soil survey

Parent matl's: ☑ Till ☐ Outwash ☐ Lacustrine ☐ Alluvium ☐ Organic ☐ Bedrock

landscape position: ☐ Summit ☐ Shoulder ☑ Side slope ☐ Toe slope

soil survey map units: L44A slope 2-4 % direction- Linear

Soil Log #1

☑ Boring ☐ Pit Elevation 940.0 Depth to SHWT 20 Inches

Depth (in)	Texture	fragment %	matrix color	redox color	consistence	grade	shape
0-10	Loam	<35	10yr3/2		Friable	Strong	Blocky
10-16	Loam	<35	10yr5/4		Friable	Strong	Blocky
16-20	Clay Loam	<35	10yr5/4		Friable	Strong	Blocky
20-24	Clay Loam	<35	10yr5/4	10y4/8,1-6/10y	Friable	Strong	Blocky
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive

Comments:

11535 Trail Haven Road South lot **Soil Log #2**

☑ Boring ☐ Pit Elevation 939.8 Depth to SHWT 24 Inches

Depth (in)	Texture	fragment %	matrix color	redox color	consistence	grade	shape
0-12	Loam	<35	10yr3/2		Friable	Strong	Blocky
12-24	Clay Loam	<35	10yr5/4		Friable	Strong	Blocky
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive

11535 Trail Haven Road South lot **Soil Log #3**

☑ Boring ☐ Pit Elevation 939.1 Depth to SHWT 16 Inches

Depth (in)	Texture	fragment %	matrix color	redox color	consistence	grade	shape
0-10	Sandy Loam	<35	10yr3/2		Friable	Strong	Blocky
10-16	Clay Loam	<35	10yr5/4		Friable	Strong	Blocky
16-20	Clay Loam	<35	10yr5/4	10y4/8,1-6/10y	Friable	Strong	Blocky
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive

I hereby certify this work was completed in accordance with MN 7080 and any local req's.

Designer Signature

Rusty Olson's Soil & Perc
Company

810
License #

11535 Trail Haven Road South lot			**Soil Log #4**				
	☑ Boring	☐ Pit	Elevation 940.0		Depth to SHWT 20		Inches
Depth (in)	Texture	fragment %	matrix color	redox color	consistence	grade	shape
0-8	Loam	<35	10yr3/2		Friable	Strong	Blocky
8-20	Clay Loam	<35	10yr5/4		Friable	Strong	Blocky
20-24	Clay Loam	<35	10yr5/4	10y4/8,1-6/10y	Friable	Strong	Blocky
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive

11535 Trail Haven Road South lot			**Soil Log #5**				
	☑ Boring	☐ Pit	Elevation 939.9		Depth to SHWT 18		Inches
Depth (in)	Texture	fragment %	matrix color	redox color	consistence	grade	shape
0-10	Sandy Loam	<35	10yr3/1		Friable	Strong	Blocky
10-18	Sandy Loam	<35	10yr4/3		Friable	Strong	Blocky
18-24	Sandy Loam	<35	10yr4/4	10y4/8,1-6/10y	Friable	Strong	Blocky
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive

I hereby certify this work was completed in accordance with MN 7080 and any local req's.

Designer Signature

Rusty Olson's Soil & Perc
Company

810
License #

Soil Observation Log

www.SepticResource.com vers 12.4

Owner Information

Property Owner / project: Brent Sipe Date 7/25/2024

Property Address / PID: 11535 Trail Haven Road South lot

Soil Survey Information

☐ refer to attached soil survey

Parent matl's: ☑ Till ☐ Outwash ☐ Lacustrine ☐ Alluvium ☐ Organic ☐ Bedrock

landscape position: ☐ Summit ☐ Shoulder ☑ Side slope ☐ Toe slope

soil survey map units: L44A slope 2-4 % direction- Linear

Soil Log #6

☑ Boring ☐ Pit Elevation 939.4 Depth to SHWT 18 Inches

Depth (in)	Texture	fragment %	matrix color	redox color	consistence	grade	shape
0-10	Sandy Loam	<35	10yr3/1		Friable	Strong	Blocky
10-18	Sandy Loam	<35	10yr4/3		Friable	Strong	Blocky
18-24	Sandy Loam	<35	10yr5/3	10y4/8,1-6/10y	Friable	Strong	Blocky
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive
		<35 35 - 50 >50			loose friable firm rigid	loose weak moderate strong	single grain granular blocky prismatic platy massive

Comments:

BOARD OF WATER AND SOIL RESOURCES

Minnesota Wetland Conservation Act Notice of Decision

Local Government Unit: City of Rogers	**County:** Hennepin
Applicant Name: Brent Sipe	**Applicant Representative:** Bopray Environmental
Project Name: 11535 Trail Haven Rd	**LGU Project No. (if any):**
Date Complete Application Received by LGU: 5/29/2024	
Date of LGU Decision: 7/18/2024	
Date this Notice was Sent: 7/23/2024	

WCA Decision Type - check all that apply

☒ Wetland Boundary/Type ☐ Sequencing ☐ Replacement Plan ☐ Bank Plan (not credit purchase)
☒ No-Loss (8420.0415) ☐ Exemption (8420.0420)
Part: ☐ A ☐ B ☐ C ☒ D ☐ E ☐ F ☐ G ☐ H Subpart: ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9

Replacement Plan Impacts (replacement plan decisions only)

Total WCA Wetland Impact Area:
Wetland Replacement Type: ☐ Project Specific Credits: ☐ Bank Credits:
Bank Account Number(s):

Technical Evaluation Panel Findings and Recommendations (attach if any)

☒ Approve ☐ Approve w/Conditions ☐ Deny ☐ No TEP Recommendation

LGU Decision

☐ Approved with Conditions (specify below)[1] ☒ Approved[1] ☐ Denied
List Conditions:

Decision-Maker for this Application: ☐ Staff ☐ Governing Board/Council ☒ Other: WCA Agent

Decision is valid for: ☒ 5 years (default) ☐ Other (specify):

[1] *Wetland Replacement Plan approval is not valid until BWSR confirms the withdrawal of any required wetland bank credits. For project-specific replacement a financial assurance per MN Rule 8420.0522, Subp. 9 and evidence that all required forms have been recorded on the title of the property on which the replacement wetland is located must be provided to the LGU for the approval to be valid.*

LGU Findings – Attach document(s) and/or insert narrative providing the basis for the LGU decision[1].

☒ Attachment(s) (specify): Site location map and wetland on site.
☒ Summary: A site visit was completed on July 2, 2024 by Kelly Bopray, Brent Sipe, and Mark Kjolhaug. Based on observations made during that visit it was determined that wetland boundaries depicted in the delineation report accurately depict the wetland boundaries. Evidence provided in the wetland report support the determination that the wetlands are incidental and not regulated by the WCA. TEP members concurred with this decision.

[1] *Findings must consider any TEP recommendations.*

Attached Project Documents

☒ Site Location Map ☐ Project Plan(s)/Descriptions/Reports (specify): Delineated Wetlands figure

Appeals of LGU Decisions

If you wish to appeal this decision, you must provide a written request within 30 calendar days of the date you received the notice. All appeals must be submitted to the Board of Water and Soil Resources Executive Director along with a check payable to BWSR for $500 *unless* the LGU has adopted a local appeal process as identified below. The check must be sent by mail and the written request to appeal can be submitted by mail or e-mail. The appeal should include a copy of this notice, name and contact information of appellant(s) and their representatives (if applicable), a statement clarifying the intent to appeal and supporting information as to why the decision is in error. Send to:

Appeals & Regulatory Compliance Coordinator
Minnesota Board of Water & Soils Resources
520 Lafayette Road North
St. Paul, MN 55155
travis.germundson@state.mn.us

Does the LGU have a local appeal process applicable to this decision?

☐ Yes[1] ☐ No

[1]*If yes, all appeals must first be considered via the local appeals process.*

Local Appeals Submittal Requirements (LGU must describe how to appeal, submittal requirements, fees, etc. as applicable)

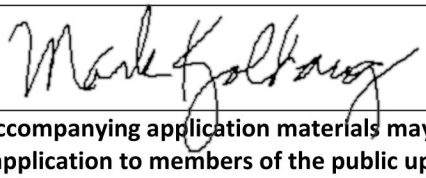
Notice Distribution (include name)

Required on all notices:

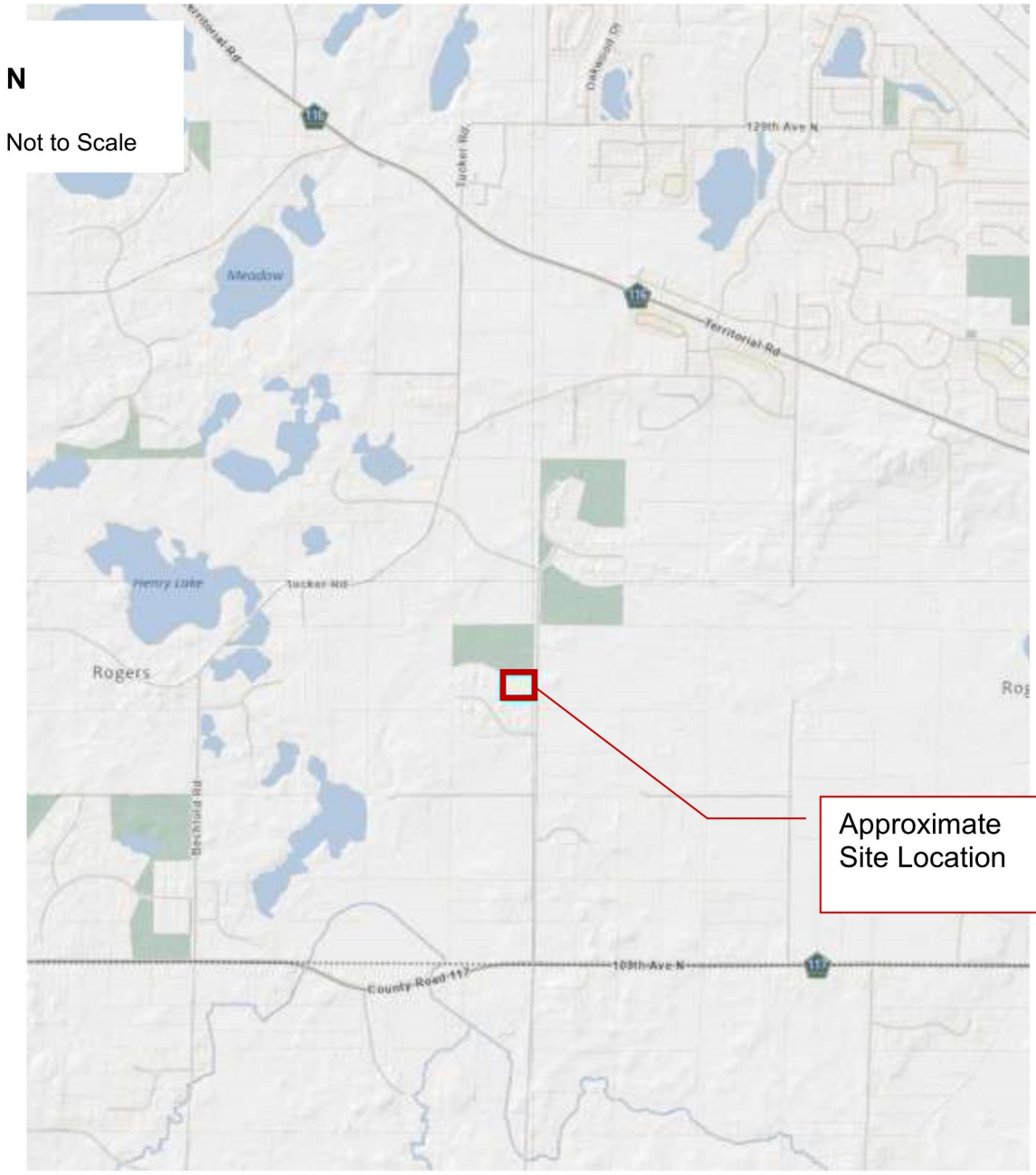
☒ SWCD TEP Member: Stacey Lijewski	☒ BWSR TEP Member: Jed Chesnut
☒ LGU TEP Member (if different than LGU contact):	
☐ DNR Representative:	
☒ Watershed District or Watershed Mgmt. Org.: Judie Anderson	
☒ Applicant: Brent Sipe	☐ Agent/Consultant: Kelly Bopray

Optional or As Applicable:

☐ Corps of Engineers:	
☐ BWSR Wetland Mitigation Coordinator (required for bank plan applications only):	
☐ Members of the Public (notice only):	☐ Other:

Signature: 	**Date:** [redacted]

This notice and accompanying application materials may be sent electronically or by mail. The LGU may opt to send a summary of the application to members of the public upon request per 8420.0255, Subp. 3.



Bopray Environmental

Figure 1. Location Map
11535 Trail Haven Road
Rogers, Minnesota

Project No. 2024-010

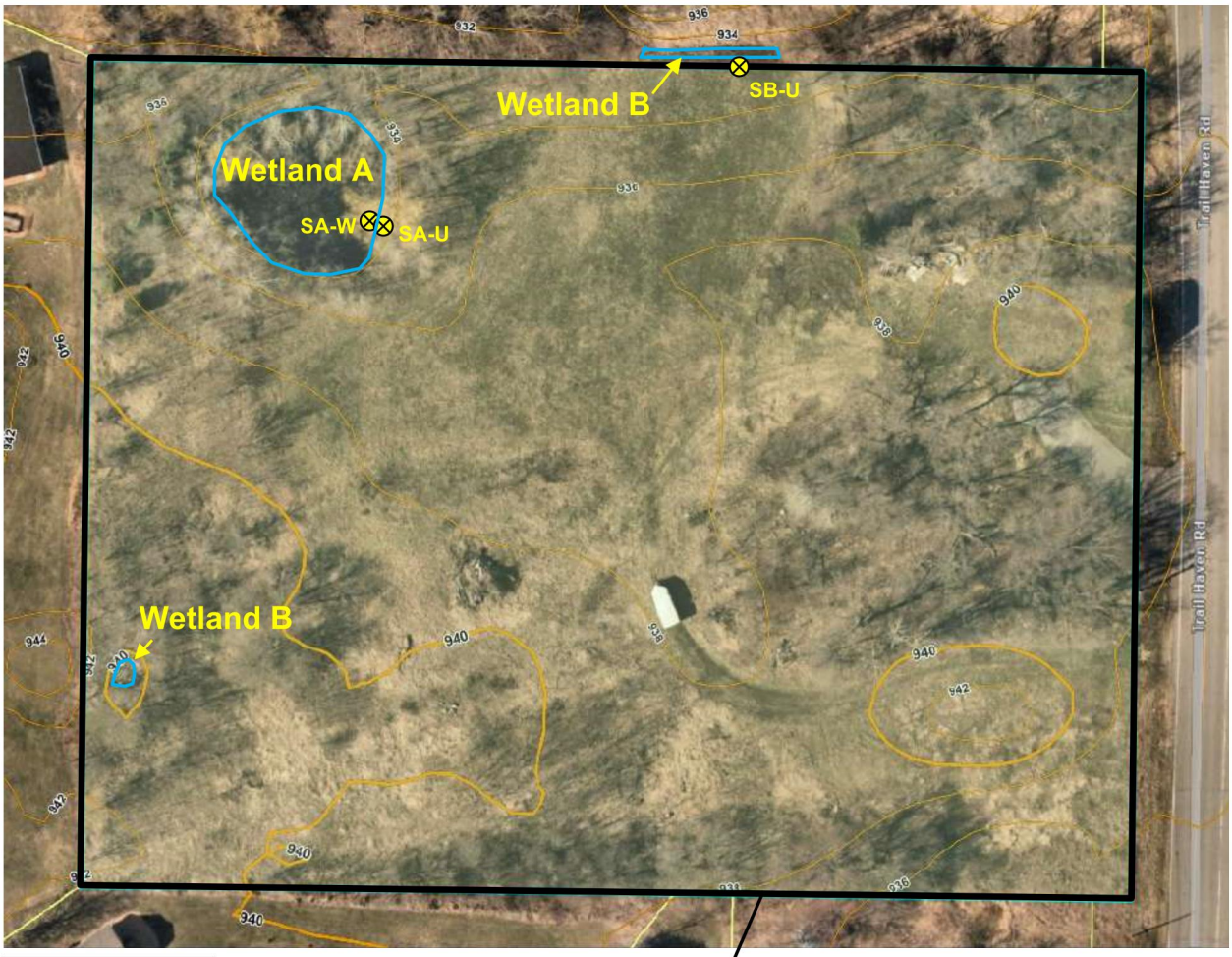


Figure 3. Aerial Photo with Approximate Wetland Boundary
11535 Trail Haven Road
Rogers, Minnesota

Project No. 2024-010

Bopray Environmental

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 5.20

Subject: Approval of Minnesota Lawful Gambling Exempt Permit for Rory Belle Foundation

Prepared By: Stacy Scharber, Assistant City Administrator/HR Director

---

Recommended City Council Action

Motion to approve Minnesota Lawful Gambling Exempt Permit for The Rory Belle Foundation for November 1, 2024 to conduct a raffle at The Crown Room, Wellstead.

Overview / Background

The Rory Belle Foundation, a State of Minnesota 501C3, has made application to conduct a raffle at the Crown Room (Wellstead) on November 1, 2024 and is seeking City Council approval.

Staff Recommendation

Motion to approve Minnesota Lawful Gambling Exempt Permit for The Rory Belle Foundation for November 1, 2024 to conduct a raffle at The Crown Room, Wellstead.

ATTACHMENTS:

Description

LG220 Application

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: The Rory Belle Foundation

Previous Gambling Permit Number: X-

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any: 88-1920584

Mailing Address: 1543 Ivanhoe St

City: Denver State: CO Zip: 80220 County: Denver

Name of Chief Executive Officer (CEO): Rachel Heilmann

CEO Daytime Phone: 304-942-4748 CEO Email: Rachel@therorybellefoundation.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): Teri@therorybellefoundation.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☑ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): The Crown Room at the Wellstead of Rogers

Physical Address (do not use P.O. box): 20600 S Diamond Lake Rd

Check one:

☑ City: Rogers Zip: 55374 County: Hennepin

☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): 11/1/2024

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☑ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***List of Licensees*** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐ The application is denied.

Print City Name: _____

Signature of City Personnel:

_____

Title:_____ Date:_____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL for a gambling premises located in a township

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐ The application is denied.

Print County Name: _____

Signature of County Personnel:

_____

Title:_____ Date:_____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer:_____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: 9/23/2024
(Signature must be CEO's signature; designee may not sign)

Print Name: Rachel Heilmann

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and

_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

How You May Spend Gambling Funds

Allowable expenses - Gambling funds may be spent for allowable expenses, such as:

- gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games);
- advertising;
- printing raffle tickets; or
- any services or goods that are directly related to the conduct of your gambling.

Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose):

- to or by 501(c)(3) organization and 501(c)(4) festival organizations;
- relieving the effects of poverty, homelessness, or disability;
- problem gambling programs approved by the Minnesota Department of Human Services;
- public or private nonprofit school;
- scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships);
- church;
- recognition of military service (open to public) or active military personnel in need;
- activities and facilities benefiting youth under age 21;
- citizen monitoring of surface water quality, with data submitted to Minnesota PCA;
- unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed);
- wildlife management projects or activities that benefit the public-at-large, with DNR approval;
- grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval;
- supplies and materials for DNR training and educational programs;
- nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled;
- community arts organizations or programs;
- humanitarian service recognizing volunteerism or philanthropy; and
- acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements).

How You May Not Spend Gambling Funds

1. **Controlled contribution -** An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund.
2. **Financial gain -** A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure.
3. **Government -** An expenditure may not be made for:
   - influencing the nomination or election of a candidate for public office;
   - promoting or defeating a ballot question; or
   - any activity intended to influence an election or a governmental decision-making process.
4. **Law enforcement -** A direct contribution may not be made to a law enforcement or prosecutorial agency.
5. **Pension -** A contribution may not be made to a government pension or retirement fund, such as a fire relief association.
6. **Conflict of interest -** A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corpo-ration Act, Minnesota Statutes, Section 317A.255.
7. **Alcohol -** An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages.
8. **Fundraising -** An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund.
9. **Other organizations** - With few excep-tions, gambling funds may not be contrib-uted to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization.
10. **Other contributions** - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.

MINNESOTA GAMBLING CONTROL BOARD

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the ***Lawful Gambling Manual***; 3) the online class, "***Conduct of Raffles***"; and 4) the ***phone number and email address*** of your county's Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

Check Box	
	RAFFLES
	1. Tickets are printed in accordance with MN Rule *7861.0310*.
	2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (*349.173*)
	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (*349.173*)
	4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of $60 or less. (*7861.0260*)
	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (*7861.0260*)
	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (*7861.0260*)
	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed $50,000 in a calendar year. (*349.166*)
	8. Cash must not be substituted for merchandise prizes that have been won. (*7861.0260 Subp. 4C(2)*)
	9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (*340A.707*)
	10. Only cash, personal checks, cashier's checks, money orders, travelers' checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (*349.2127*) (*7861.0260*)
	11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization's control. (*349.173*)
	12. Persons are not required to be present at a raffle drawing to be eligible to win. (*349.173*) (*7861.0310*)
	13. Raffle tickets are not sold to or won by persons under age 18. (*349.181*) (*7861.0310*)
	14. Purchasers are not required to buy anything other than the ticket. (*349.173*) (7861.0310)
	15. Clear and legible house rules in accordance with MN Rule *7861.0310* are prominently posted at the point of winner selection.
	16. An exempt permit financial report (*LG220A*) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (*349.166*)
	BINGO
	1. Clear and legible house rules in accordance with MN Rule *7861.0270* are prominently posted at the point of winner selection.
	2. House rules include the policy on declaring bingo and last number called. (*7861.0270 Subp. 2A(1)*)
	3. House rules include the reasons for potentially cancelling bingo occasions. (*7861.0270 Subp. 2A(1)*)
	4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (*7861.0270 Subp. 5B(1)*)
	5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (*7861.0270 Subp. 5B(7)*)
	6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (*7861.0270 Subp. 3A*)
	7. No reservation of bingo cards or bingo paper for any person (*7861.0270 Subp. 3F*)
	8. Bingo records (including bingo program) must be kept for 3½ years. (*7861.0270 Subp. 11*)
	BINGO AND RAFFLES
	1. Gambling records must be kept for 3½ years. (*7861.0310*)
	2. Gambling funds may only be spent for allowable expenses and lawful purposes. (*349.12 Subd. 3a*) (*349.12 Subd. 25*) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf)

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 7.1

Subject: Adoption and Certification of the 2025 Proposed Preliminary Levy

Prepared By: Bridget Bruska, Finance Director

Recommended City Council Action

- Review and adopt the proposed preliminary levy for 2025
- Motion to approve Resolution No. 2024-88, A Resolution Establishing the Proposed Preliminary Tax Levy Payable for 2025 at $15,335,416

Overview / Background

The City is required to certify a preliminary levy to Hennepin County on or before September 30th. A preliminary levy is an estimate of the amount of money a city plans to collect from property taxes for the upcoming year. This amount is used to send out truth-in-taxation notices to property owners, letting them know what their estimated property taxes will be. The final levy, which can be lower but not higher than the preliminary levy, is adopted later in the year, typically in December.

Budgeting for a growing community like Rogers brings opportunities and presents some challenges. As the population increases, so does the need for more services like roads, parks, and public safety. At the same time, the City must carefully balance these demands with limited resources. Growth often brings higher costs for maintaining infrastructure and providing services, which can put pressure on the budget. Such growth also brings additional tax base across which to spread the levy. City leaders must make tough decisions to ensure that new projects are funded while still maintaining existing services, all while trying to keep taxes manageable for residents.

While budgeting for growth presents many challenges, the City has strong finances, as shown by its Financial Management Plan, Annual Financial Report, and AA+ bond rating. This rating is just one step below the highest possible, AAA. Achieving this is a big success for a community of Rogers' size, especially as it continues to grow and develop.

Primary Issues to Consider

The proposed preliminary property tax levy payable for 2025.

Analysis of Primary Issues

Through a series of budget workshops, the Council and staff engaged in extensive discussions to reach a proposed preliminary levy amount. Accordingly, staff recommends that the Council adopt a preliminary total levy of $15,335,416. The preliminary levy maintains the capital reserve funds for future needs and replacements, the RAC levy, the interfund loan levies, and the abatement and special debt levies, all of which play a critical role in ensuring the overall financial well-being of the City.

Based on Hennepin County's anticipated 3.92% tax capacity increase for 2025, the preliminary levy

of $15,335,416, representing a 13.03% increase from 2024, is projected to result in an estimated tax rate of 38.638%, a rise from the 2024 rate of 35.599%. Taking into account the current tax capacity and preliminary levy, the estimated tax rate of 38.638% would result in an annual increase of $119 in taxes for a median-valued residential property valued at $446,100 (factoring in an average valuation decrease of approximately 1%).

It is important to note that the proposed levy increase is due primarily to a balancing of the following:

- Growth-driven staffing and operational increases, including union contracts and personnel costs programmed across departments, inflationary and rate increases, contracted service agreements, utility, insurance, and technology increases.
- Updated revenue projections.
- Personnel requests for 2025, including an Accounting Clerk, Assistant Fire Chief, Fire Inspector/Educator, and Mental Health Coordinator.
- Interfund loan issuance for 2024-25 equipment.
- Capital reserve savings for IT, equipment, and facilities.

Staff and Council will continue refining the budget and Financial Management Plan to identify additional service delivery efficiencies, cost reductions, or revenue opportunities. Hennepin County also revises final tax capacity information used for tax rate calculation through year-end; therefore, tax rate estimates are subject to slight variations.

Staff Recommendation

Motion to approve Resolution No. 2024-88, A Resolution Establishing the Proposed Preliminary Tax Levy Payable for 2025 at $15,335,416

ATTACHMENTS:

Description

Resolution No. 2024-88

RESOLUTION NO. 2024 - 88

A RESOLUTION ESTABLISHING THE PROPOSED PRELIMINARY TAX LEVY PAYABLE FOR 2025 THE CITY OF ROGERS, MINNESOTA

WHEREAS, the City of Rogers City Council has held several work session discussions regarding development of the proposed 2025 budget and levy; and

WHEREAS, the Rogers City Council has given direction to staff regarding the 2025 budget and recommended changes in the preliminary total levy; and

NOW THEREFORE, BE IT RESOLVED, by the City Council of Rogers, County of Hennepin, Minnesota, that the following sums of money be preliminary levied for the current year, collectible in 2025, upon the taxable property in the City of Rogers:

General Fund Operating Levy	$10,959,495
Special Revenue Fund (RAC) Operating Levy	254,907
Special Revenue Fund (Economic Development) Operating Levy	150,000
Economic Development Tax Abatement Levy (SE Rogers)	170,000
Rogers Activity Center (RAC) Abatement Bond Debt Levy	185,000
2020-21 Capital Equipment Interfund Loan Levy	201,224
2022-23 Capital Equipment Interfund Loan Levy	432,167
2024-25 Capital Equipment Interfund Loan Levy	794,288
Capital Improvement Reserve Levy	1,378,471
Public Safety Capital Improvement Reserve Levy (PD Building)	181,626
Total General Levy	14,707,178
Special Debt Levies	628,238
Total Preliminary Levy	$15,335,416

Councilmember moved, Councilmember seconded the motion.

The following voted in favor of said resolution:

The following voted against said resolution:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor, and attested by the Clerk dated this 24th day of September, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 7.2

Subject: Approval of Resolution 2024-89, a Resolution Providing for the Issuance and Sale of GO Sales Tax Revenue Bonds, Series 2024B

Prepared By: Bridget Bruska, Finance Director

Recommended City Council Action

- Review the Pre-Sale Report for $17,085,000 General Obligation Sales Tax Revenue Bonds, Series 2024B
- Motion to Approve Resolution No. 2024-89, A Resolution Providing for the Issuance and Sale of General Obligation Sales Tax Revenue Bonds, Series 2024B in the Proposed Aggregate Principal Amount of $17,085,000

Overview / Background

In 2019, the Minnesota Legislature authorized the City of Rogers to impose a 0.25% sales tax and a $20 motor vehicle excise tax, which was to be received by the City over an estimated 20 years. The Local Option Sales Tax (LOST) was expected to raise $16.5 million, plus interest and issuance costs, to fund specific projects:

- Trail and pedestrian facilities, including an I-94 pedestrian crossing, a County Road 144 pedestrian tunnel, and other new trails and trail connections.
- Aquatics facilities consisting of either or both a splash pad and any contribution toward the community portion of a school pool.
- Community athletic facilities, including the construction of South Community Park, site improvements for future recreation facilities, and a multipurpose indoor turf facility.

In 2023, due to rising infrastructure costs, the City secured an increase from the Minnesota Legislature in the maximum project cost of up to $25 million plus interest and issuance costs over the originally approved period.

So far, LOST funds have been enough to pay for the splash pad, site preparation for a future recreational site, a portion of the South Community Park improvements, and design work for other projects.

Primary Issues to Consider

The City Council recently approved contracts for the South Community Park Concessions/Warming/Maintenance Building and the Multipurpose Indoor Turf Facility. However, available LOST funds are insufficient to cover these project costs, and additional financing is necessary.

Analysis of Primary Issues

Key Projects

- **South Community Park**: The Council awarded bids for park construction on July 25, 2023,

at an estimated cost of $3 million, and for the Concession/Warming House/Maintenance Building on August 15, 2024, at $1.3 million. Staff recommends bonding $2 million to complete this project.

- **Multipurpose Indoor Turf Facility**: The Council awarded bids for this facility on August 27, 2024. Phase 1 is expected to cost $4.8 million, and the additional buildout is anticipated to cost around $10 million. Staff recommends bonding the full $14.8 million for this project.

Financing Plan
Finance proposes issuing a 15-year General Obligation Sales Tax Revenue Bond for $17,085,000 million (project costs plus financing costs) to fund both projects. The estimated interest rate is 3.587%.

These bonds will be repaid using LOST funds and are not anticipated to impact property taxes. As with any General Obligation Revenue Bond, if revenue is inadequate and other funding sources are unavailable, the City may have to levy taxes to pay debt service on the bonds. In 2023, the City collected around $1.57 million in LOST funds, and the projected revenue is expected to be enough to cover debt payments and other remaining City LOST project costs.

Approval of this resolution authorizes staff to proceed with the bonding process. The City Council will still need to approve the final sale of the bonds at its November 12 meeting.

Staff Recommendation
Motion to Approve Resolution No. 2024-89, A Resolution Providing for the Issuance and Sale of General Obligation Sales Tax Revenue Bonds, Series 2024B in the Proposed Aggregate Principal Amount of $17,085,000

ATTACHMENTS:

Description

Pre-Sale Report

Resolution No. 2024-89

September 24, 2024

PRE-SALE REPORT FOR

City of Rogers, Minnesota

$17,085,000 General Obligation
Sales Tax Revenue Bonds, Series 2024B

Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Advisors:

Jason Aarsvold, Senior Municipal Advisor
Keith Dahl, Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

$17,085,000 General Obligation Sales Tax Revenue Bonds, Series 2024B

Purposes:

The proposed issue will finance projects approved as part of implementing a local sales tax, including:

(1) Trail and pedestrian facilities including an I-94 pedestrian crossing, a County Road 144 pedestrian tunnel, and other new trails and trail connections;

(2) Aquatics facilities consisting of either or both of a splash pad and any contribution toward the community portion of a school pool; and

(3) community athletic facilities including construction of South Community Park, site improvements for future recreation facilities, and a multipurpose indoor turf facility.

Authority:

Pursuant to MN Laws 2019, First Special Session chapter 6, article 6; subsequently amended by Minnesota Session Laws - 2023, Regular Session Chapter 64, Article 10, Sec. 16, the State authorized the City to impose a local sales and use tax to pay for the above referenced projects. It also provided the City with bonding authority to issue up to $25 million in bonds under Chapter 475 to finance all or a portion of the costs.

Term/Call Feature:

The Bonds are being issued for a term of 15 years. Principal on the Bonds will be due on February 1 in the years 2026 through 2040. Interest will be due every six months beginning August 1, 2025.

The Bonds will be subject to prepayment at the discretion of the City on February 1, 2034 or any date thereafter.

Bank Qualification:

Because the City is issuing more than $10,000,000 in tax-exempt obligations during the calendar year, the City will be not able to designate the Bonds as “bank qualified” obligations.

Rating:

The City's most recent bond issues were rated by S&P Global Ratings. The current rating on those bonds is "AA+". The City will request a new rating for the Bonds.

If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating in the event that the bond rating of the insurer is higher than that of the City.

Basis for Recommendation:

Based on your objectives, financial situation and need, risk tolerance, liquidity needs, experience with the issuance of Bonds and long-term financial capacity, as well as the tax status considerations related to the Bonds and the structure, timing and other similar matters related to the Bonds, we are recommending the issuance of Bonds as a suitable option.

Method of Sale/Placement:

We are recommending the Bonds be issued as municipal securities and offered through a competitive underwriting process. You will solicit competitive bids, which we will compile on your behalf, for the purchase of the Bonds from underwriters and banks.

An allowance for discount bidding will be incorporated in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium." The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a $2,000,000 offering may receive bids that result in proceeds of $2,040,000 to $2,200,000.

For this issue of Bonds we have been directed to determine the use of any premium on the day of sale. The resulting adjustments may slightly change the true interest cost of the issue, either up or down.

The amount of premium can be restricted in the bid specifications. Restrictions on premium may result in fewer bids, but may also eliminate large adjustments on the day of sale and unintended impacts with respect to debt service payment. Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the City's objectives for this financing.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities at this time.

We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

Because the City has more than $10,000,000 in outstanding debt subject to a continuing disclosure undertaking (including this issue) and this issue does not meet an available exemption from continuing disclosure, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:

The City must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations ("Arbitrage Rules") throughout the life of the issue to maintain the tax-exempt status of the Bonds. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The City's specific arbitrage responsibilities will be detailed in the Tax Certificate (the "Tax Compliance Document") prepared by your Bond Attorney and provided at closing.

The Bonds may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4) reasonable reserve requirements, 5) expenditure within an available period limitations, 6) investments yield restrictions, 7) de minimis rules, or; 8) borrower limited requirements.

An Ehlers arbitrage expert will contact the City within 30 days after the sale date to review the City's specific responsibilities for the Bonds. The City is currently receiving arbitrage services from Ehlers in relation to the Bonds.

Investment of Bond Proceeds:

Ehlers can assist the City in developing a strategy to invest your Bond proceeds.

Risk Factors:

Sales Tax Revenue: The debt is being paid with sales tax revenue. It should be noted that the amount of sales tax revenue available in the future is subject to legislative changes, economic conditions, commercial/retail businesses subject to the tax, and actual annual sales subject to

the sales tax. If sales tax revenue is inadequate and other funding sources are not available, the City may have to levy taxes to pay debt service on the bonds or appropriate sufficient funds from other sources.]

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Kennedy & Graven, Chartered

Paying Agent: Bond Trust Services Corporation

Rating Agency: S&P Global Ratings (S&P)

Summary:

The decisions to be made by the City Council are as follows:

- Accept or modify the finance assumptions described in this report
- Adopt the resolution attached to this report.

PROPOSED DEBT ISSUANCE SCHEDULE

Pre-Sale Review by City Council:	September 24, 2024
Due Diligence Call to Review Official Statement:	Week of October 21, 2024
Conference with Rating Agency:	Week of October 21, 2024
Distribute Official Statement:	October 24, 2024
City Council Meeting to Award Sale of the Bonds:	November 12, 2024
Estimated Closing Date:	November 20, 2024

Attachments

Estimated Sources and Uses of Funds

Estimated Proposed Debt Service Schedule

EHLERS' CONTACTS

EHLERS' CONTACTS

Jason Aarsvold, Senior Municipal Advisor	(651) 697-8512
Keith Dahl, Municipal Advisor	(651) 697-8595
Emily Wilkie, Senior Public Finance Analyst	(651) 697-8588
Alicia Gage, Senior Financial Analyst	(651) 697-8551

City of Rogers, Minnesota

$17,085,000 General Obligation Sales Tax Bonds, Series 2024B

Assumes Current Market Non-BQ "AA+" Rates plus 50bps

Sources & Uses

Dated 11/20/2024 | Delivered 11/20/2024

Sources Of Funds

Par Amount of Bonds	$17,085,000.00
Total Sources	**$17,085,000.00**

Uses Of Funds

Total Underwriter's Discount (1.000%)	170,850.00
Costs of Issuance	111,000.00
Deposit to Project Construction Fund	16,800,000.00
Rounding Amount	3,150.00
Total Uses	**$17,085,000.00**

City of Rogers, Minnesota

$17,085,000 General Obligation Sales Tax Bonds, Series 2024B

Assumes Current Market Non-BQ "AA+" Rates plus 50bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/20/2024	-	-	-	-	-
08/01/2025	-	-	400,372.89	400,372.89	-
02/01/2026	800,000.00	3.100%	287,120.00	1,087,120.00	1,487,492.89
08/01/2026	-	-	274,720.00	274,720.00	-
02/01/2027	940,000.00	3.100%	274,720.00	1,214,720.00	1,489,440.00
08/01/2027	-	-	260,150.00	260,150.00	-
02/01/2028	965,000.00	3.100%	260,150.00	1,225,150.00	1,485,300.00
08/01/2028	-	-	245,192.50	245,192.50	-
02/01/2029	995,000.00	3.050%	245,192.50	1,240,192.50	1,485,385.00
08/01/2029	-	-	230,018.75	230,018.75	-
02/01/2030	1,030,000.00	3.100%	230,018.75	1,260,018.75	1,490,037.50
08/01/2030	-	-	214,053.75	214,053.75	-
02/01/2031	1,060,000.00	3.200%	214,053.75	1,274,053.75	1,488,107.50
08/01/2031	-	-	197,093.75	197,093.75	-
02/01/2032	1,095,000.00	3.300%	197,093.75	1,292,093.75	1,489,187.50
08/01/2032	-	-	179,026.25	179,026.25	-
02/01/2033	1,130,000.00	3.350%	179,026.25	1,309,026.25	1,488,052.50
08/01/2033	-	-	160,098.75	160,098.75	-
02/01/2034	1,170,000.00	3.350%	160,098.75	1,330,098.75	1,490,197.50
08/01/2034	-	-	140,501.25	140,501.25	-
02/01/2035	1,205,000.00	3.400%	140,501.25	1,345,501.25	1,486,002.50
08/01/2035	-	-	120,016.25	120,016.25	-
02/01/2036	1,250,000.00	3.450%	120,016.25	1,370,016.25	1,490,032.50
08/01/2036	-	-	98,453.75	98,453.75	-
02/01/2037	1,290,000.00	3.500%	98,453.75	1,388,453.75	1,486,907.50
08/01/2037	-	-	75,878.75	75,878.75	-
02/01/2038	1,335,000.00	3.550%	75,878.75	1,410,878.75	1,486,757.50
08/01/2038	-	-	52,182.50	52,182.50	-
02/01/2039	1,385,000.00	3.650%	52,182.50	1,437,182.50	1,489,365.00
08/01/2039	-	-	26,906.25	26,906.25	-
02/01/2040	1,435,000.00	3.750%	26,906.25	1,461,906.25	1,488,812.50
Total	**$17,085,000.00**	**-**	**$5,236,077.89**	**$22,321,077.89**	**-**

Yield Statistics

Bond Year Dollars	$151,219.54
Average Life	8.851 Years
Average Coupon	3.4625670%
Net Interest Cost (NIC)	3.5755484%
True Interest Cost (TIC)	3.5871006%
Bond Yield for Arbitrage Purposes	3.4503684%
All Inclusive Cost (AIC)	3.6769766%

IRS Form 8038

Net Interest Cost	3.4625670%
Weighted Average Maturity	8.851 Years

CITY OF ROGERS
COUNTY OF HENNEPIN
STATE OF MINNESOTA

RESOLUTION NO. 2024-89

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION SALES TAX REVENUE BONDS, SERIES 2024B IN THE PROPOSED AGGREGATE PRINCIPAL AMOUNT OF $17,085,000

BE IT RESOLVED by the City Council (the "Council") of the City of Rogers, Minnesota (the "City") as follows:

Section 1. Bonds Authorized

1.01. It is hereby found, determined and declared that the City should issue its General Obligation Sales Tax Revenue Bonds (the "Bonds") in the approximate principal amount of $17,085,000, in order to finance projects approved as part of implementing a local sales tax including (i) trail and pedestrian facilities including the 1-94 pedestrian crossing, a County Road 144 pedestrian tunnel, and other new trails and trail connections; (ii) aquatics facilities consisting of either or both a splash pad and any contribution toward the community portion of a school pool; and (iii) community athletic facilities including construction of South Community Park, site improvements for future recreation facilities, and a multipurpose indoor turf facility (collectively, the "Project"), including costs of issuance of the Bonds, subject to further details regarding the sale of the Bonds to be set forth in a resolution to be considered by the City Council at a subsequent meeting.

1.02. City staff are authorized and directed to take all other actions necessary to carry out the intent of this resolution.

Section 2. Authority of Municipal Advisor. Ehlers and Associates, Inc. (the "Municipal Advisor") is authorized and directed to negotiate the sale of the Bonds. The City Council will meet on Tuesday, November 12, 2024, or another date selected by City staff, to consider proposals on the Bonds and take any other appropriate action with respect to the Bonds.

Section 3. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, as bond counsel for the City ("Bond Counsel"), is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates and instruments relating to the Bonds. The officers, employees and agents of the City are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

Section 4. Covenants. In the resolution awarding the sale of the Bonds, the City Council will set forth the covenants and undertakings required by Minnesota Laws 2019, First Special Session, Chapter 6, Article 6, Section 26, as amended by Minnesota Laws 2023, Chapter

64, Article 10, Section 16 (the "Special Law") and Minnesota Statutes, Chapter 475 (together with the Special Law the "Sales Tax Act").

Section 5. Official Statement. In connection with the sale of the Bonds, the officers or employees of the City are authorized and directed to cooperate with the Municipal Advisor and participate in the preparation of an official statement for the Bonds and to deliver it on behalf of the City upon its completion.

Section 6. Declaration of Official Intent to Reimburse Expenditures.

6.01 The Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; the City expects to incur certain expenditures with respect to projects that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of tax-exempt bonds.

6.02 The City has determined to make a declaration of official intent (the "Declaration") to reimburse certain costs with respect to the Project from proceeds of the Bonds in accordance with the Reimbursement Regulations.

6.03 All reimbursed expenditures will be capital expenditures, costs of issuance of the Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

6.04 This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of the Bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of $100,000 or 5% of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of 20% of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

6.05 This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the Bonds described herein are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of the Bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such expenditures.

6.06 This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Approved this 24th day of September, 2024 by the City Council of the City of Rogers, Minnesota.

CITY OF ROGERS, MINNESOTA

_____
Mayor

ATTEST:

_____
City Clerk

Meeting Date: September 24, 2024

REQUEST FOR ACTION
ROGERS CITY COUNCIL

Agenda Item: No. 7.3

Subject: Approve Professional Services Agreements with HTG Architects, Rogers Activity Center Ice Expansion, City Project No. 2406

Prepared By: Doran M. Cote, Public Works Director/City Engineer

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Recommended City Council Action

Motion to Approve Professional Services Agreements with HTG Architects, Rogers Activity Center Ice Expansion, City Project No. 2406

Overview / Background

The Rogers Activity Center (RAC) was built in 2006. For over a year, the Council, staff, and the Rogers Youth Hockey Association (RYHA) have been discussing the possibility of adding a second ice sheet. While a RAC expansion has been talked about for a while, it's not part of the City's short-to-medium-term financial plan. To help make this happen sooner, RYHA has proposed significant capital contributions towards the project. The City has a good relationship with RYHA, and they previously contributed $1.3 million to build the RAC.

The previous discussions have mainly focused on the financial analysis of this project and whether the project was feasible based on the provided estimates. The estimated project cost has been the subject of much debate. Both parties acknowledge that the information in the analysis is based on estimates, and the next step is to work on making those estimates more accurate but agreed to use an estimated construction cost of $11.5M for the Term Sheet.

At the City Council workshop held on April 9, 2024, the Council instructed staff to draft and negotiate a Term Sheet detailing the commitments of each party regarding the potential RAC Expansion. On May 28, 2024, the City Council approved the RAC Expansion Term Sheet.

One of the provisions of the Term Sheet is the City will retain and contract with all consultants and contractors for the RAC Expansion, including but not limited to architects, engineers, construction manager, and construction contractor(s), in accordance with the requirements of the Minnesota Uniform Municipal Contracting Law, Minn. Stat. Â§ 471.345. The City and RYHA will have equal access and rights to any of the contracted consultant design information and/or data.

In August, 2024, staff solicited proposals from three architectural firms known to have experience and qualifications to provide an update to pre-design documents, and full A/E, design and construction services for the proposed RAC Expansion consistent with the concepts identified through previous needs assessment and pre-design efforts. The architectural firms selected to propose included HTG Architects, ISG and JLG Architects.

A consultant selection team that consisting of staff from Parks and Recreation, Public Works,

Administration and members of RYHA evaluated the proposals and met on September 9, 2024 to discuss the proposals. The selection team noted that all three proposals contained similar scopes, schedules and relevant experience and all three are familiar with and have worked for the city in the past. The differentiating factor for the selection team was cost. Proposals were ranks as follows:

1. HTG Architects $428,000 with a 10% discount for RYHA $404,000 NTE cost**
2. ISG $37,400 + 6-7% construction cost ($11.5M) $727,400 - $842,000
3. JLG Architects $21,500 + 6.75% construction cost ($11.5M) $764,000

** Add $82,500 for central ice plant design by IMEG (subconsultant) due to miscommunication

The consultant selection team selected HTG Architects to perform the work based on their experience and their cost proposal. HTG first started working with the City of Rogers in 2004. They worked with Kinghorn Construction as the Construction Manager to deliver the Public Works/City Hall building. They also worked with the city on the Police Station with RJM as the Construction Manager. Most recently, they worked with Terra on the Lions Park Event Center. Through each of these projects, they worked with city staff to deliver a cost-effective solution that met the needs of the city. They have also worked recently with the Rogers Youth Hockey Association to help them evaluate options for adding more ice to serve the Rogers area.

Another article of the Term Sheet is that RYHA is to deposit an escrow with the City to pay for engineering and architectural design costs. RYHA will be responsible for the design engineering costs and agrees to provide additional escrows as needed. Any unused escrow will be used for the project or returned to RYHA.

Final execution of the Professional Services Agreement is contingent upon RYHA depositing an escrow with the city to pay for the engineering architectural services in accordance with the fully executed Term Sheet.

Staff Recommendation

Motion to Approve Professional Services Agreements with HTG Architects, Rogers Activity Center Ice Expansion, City Project No. 2406

Financial Impact: $486,500.00 **Budgeted?** N/A **Source Fund:** RYHA

Notes:

ATTACHMENTS:

Description

HTG Professional Services Agreement with Proposal

ISG Proposal

JLG Architects Proposal

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made on the 24th day of September 2024, between the **CITY OF ROGERS, 22350 S. Diamond Lake Road, Rogers MN 55374** ("City") and **HTG ARCHITECTS, 1010 Main Street, Suite 100, Hopkins, MN 55343** (“Consultant”).

Preliminary Statement

The purpose of this Agreement is to set forth terms and conditions for the provision of professional engineering services by the Consultant for the City.

The City and Consultant agree as follows:

1. **Consultant's Services**. The Consultant agrees to provide professional services as described in Exhibit A, Scope of Work, attached hereto and incorporated herein. Consultant agrees to use the City's standard specifications in any bidding documents prepared under this Agreement. The requirements of this section may be waived by the City if the City Engineer determines that they are not necessary for the successful completion of the project. Consultants requesting a requirement to be waived must have written authorization from the City Engineer.

2. **Time for Performance of Services**. The Consultant will perform the services outlined in Exhibit A, Scope of Work within the prescribed days from the date of the contract award. Any changes in this schedule must be approved in writing by the City.

3. **Compensation for Services**. City agrees to pay the Consultant for services as described in Exhibit A, Scope of Work as may be amended from time to time by mutual written agreement by City and Consultant.

4. **Method of Payment**. The Consultant must submit itemized bills for services provided to the City on a monthly basis. Bills submitted will be paid in the same manner as other claims made to the City.

   For work reimbursed on an hourly basis, the Consultant must indicate for each employee, his or her classification, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, the total amount due, the original contracted amount, the current requested amount and the total amount. Consultant must verify all statements submitted for payment in compliance with Minnesota Statutes Sections 471.38 and 471.391. For reimbursable expenses, the Consultant must provide such documentation as reasonably required by the City.

5. **Audit Disclosure**. The Consultant must allow the City or its duly authorized agents reasonable access to such of the Consultant's books and records as are pertinent to all services provided under this Agreement.

Any reports, information, data, etc. given to, or prepared or assembled by the Consultant, under this Agreement which the City requests to be kept confidential must not be made available to any individual or organization without the City's prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Consultant will become the property of the City upon termination of this Agreement, but Consultant may retain copies of such documents as records of the services provided and may reuse standard portions of such documents in the normal course of its business.

6. **Term**. The term of this Agreement will be from September 24, 2024, through final project closeout by the City Council and receipt of all Consultant deliverables, the date of signature by the parties notwithstanding. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the terms and conditions as herein stated.

7. **Termination**. This Agreement may be terminated by City by seven (7) day's written notice to Consultant delivered to the address written above. Upon termination under this provision, the Consultant will be paid for services rendered and reimbursable expenses incurred prior to the effective date of termination.

8. **Subcontractor**. The Consultant must not enter into subcontracts for any of the services provided for in this Agreement without the express written consent of the City.

9. **Independent Contractor**. At all times and for all purposes hereunder, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.

10. **Assignment**. Neither party will assign this Agreement, nor any interest arising herein, without the written consent of the other party.

11. **Services Not Provided For**. No claim for services furnished by the Consultant not specifically provided for herein will be honored by the City.

12. **Severability**. The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision will not affect the remaining provisions of the Agreement.

13. **Entire Agreement**. The entire Agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions or waivers of the provisions of this Agreement will be valid

only when expressed in writing and duly signed by the parties unless otherwise provided herein.

14. **Compliance with Laws and Regulations**. In providing services hereunder, the Consultant must abide by all statutes, ordinances, rules and regulations pertaining to the provision of services to be provided. Any violation will constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.

15. **Waiver**. Any waiver by either party of a breach of any provisions of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.

16. **Indemnification**. The Consultant must indemnify and hold harmless the City, its employees and agents, for all claims, damages, losses and expenses, including but not limited to attorney's fees which they may suffer or for which they may be held liable, as a result of, and to the extent of, the negligent or wrongful acts of the Consultant, his or her employees or anyone else for whom he or she is legally responsible in the performance of this Agreement.

17. **Insurance**. During the term of this Agreement, Consultant must maintain a general liability insurance policy with limits of $1,500,000 for each occurrence and $2,000,000 aggregate, for both personal injury and property damage.

    This policy shall name the City as an additional insured for the services provided under this Agreement and shall provide, as between the City and the Consultant, that the Consultant's coverage shall be the primary coverage in the event of a loss. If the Consultant is providing either architectural or engineering services, the Consultant must also maintain during the term of this Agreement a professional liability insurance policy with the same limits as for general liability. A certificate of insurance on the City's approved form which verifies the existence of these insurance coverages must be provided to the City before work under this Agreement is begun.

18. **Governing Law**. This Agreement will be controlled by the laws of the State of Minnesota.

19. **Whole Agreement**. This Agreement embodies the entire Agreement between the parties including all prior understanding and agreements, and may not be modified except in writing signed by all parties.

Executed as of the day and year first written above.

CITY OF ROGERS

By:_____
Rick Ihli, Mayor

Date:_____

By:_____
Steven Stahmer, City Administrator

Date:_____

HTG ARCHITECTS

By:_____

Its: Contracts Officer

Date:_____

29, August 2024

HTG architects

PARTNERSHIPS BEYOND BUILDINGS

Request for Proposal - Architect & Engineer

Rogers Activity Center Expansion

Rogers, MN

City of Rogers

Prepared For: City of Rogers, Mike Bauer - Parks & Recreation Director

htg-architects.com | 952.278.8880 | info@htg-architects.com

A. COVER LETTER

Mike Bauer
Park and Recreation Director
City of Rogers
22350 South Diamond Lake Road
Rogers, MN 55374

Re: Request for Proposal
Rogers Activity Center Expansion

On behalf of HTG Architects and our team of consultants, we appreciate the opportunity to submit our proposal for the proposed expansion of the Rogers Activity Center. For over sixty-five years, HTG has been dedicated to working with our clients to plan and design buildings that respond to the ever-changing needs in their communities. HTG has extensive experience in recreation and ice facilities, and these areas are a core focus of our firm. Our goal in everything we do is to provide our clients with solutions that make a difference.

HTG first started working with the City of Rogers in 2004. We worked with Kinghorn Construction as the Construction Manager to deliver the Public Works / City Hall building. We also worked with the city, starting in 2013, on the Police Station with RJM as the Construction Manager. Most recently, we worked with Terra on the Lions Park Event Center. Through each of these projects, we worked with city staff to deliver a cost-effective solution that met the needs of the City while surpassing expectations. We have also worked recently with the Rogers Youth Hockey Association to help them evaluate options for adding more ice to serve the Rogers area.

We have studied the RFP and have constructed a team specifically for your project. We are excited about this opportunity and thank you for your consideration. We have a proven process called the InVision/Feasibility Study that will ensure that your project exceeds the expectations of the community, city staff, elected officials, and key user groups. We are well known for our Rink in a Box concept, a cost-effective rink solution, that we have developed to help communities address the rising costs of rinks.

We are proud to present this talented team for the Rogers Activity Center Expansion Ice Arena project. Our collective technical expertise and experience with community rinks will ensure a smooth process, delivering your new rink on time and on budget.

Again, we thank the City of Rogers for the opportunity, and look forward to meeting with you to develop this important community project.

Sincerely,

Tom Moorse - Managing Principal, CEO, Architect
Cell: 612.308.0127
Email: tmoorse@htg-architects.com

B. SCHEDULE & SCOPE

SCHEDULE

We put together the following overall project schedule as a starting point for the work plan

8-29-2024

Proposals Due to the City of Rogers
DESIGN KICKOFF MEETING

Sept 2024

Phase 1 – UPDATE PROGRAM AND CONCEPT

Review Previous Conceptual Design Plans

- Design Meeting #1
  - Gather stakeholders together – City, RYHA, User Groups, ETC...
  - Review any previous needs, assessments or pre-design documents
  - Review previous pre-design documents
  - Review HTG's Master Program
  - Review Revenue Drivers – Hockey, Figure Skating, Dry Land, Turf, Multi-purpose, etc...
  - Review Expense Drivers – Maintenance, Energy, Staffing, etc...
  - Review what is working with the current facility and what is not working
  - Identify any additional issues team members may have
  - Verify systems to be used
  - Review project budget
  - Review project schedule
  - Discuss the level of sustainability desired

Communicate: Issue written program for review

Analyze Site

- Existing site evaluation – identify pros and cons
- Traffic flow
- Parking
- Review uses during school and other events
- Review location, traffic, access, circulation, adjacent uses
- Review utilities, drainage, storm water
- Review security and safety

Analyze Existing Facility

- Review connections to existing rink & new turf facility
- Strengths and Weakness
- Opportunities and Deficiencies
- Renovate vs. Remodel Existing

Analyze Regulatory Requirements

- Codes
- Zoning
- Site and General Development Requirements
- City Approval Process
- Provide analysis of site characteristics and design requirements

Sept 2024 | **Phase 1 – UPDATE PROGRAM AND CONCEPT**

Conceptual Design

- Develop three design schemes
- Provide cost estimates for each of the three design options
- Provide a design narrative for each of the three design options
- Assist in the evaluation of the design options
- Identify permits and regulatory reviews and develop approval timeline
- Review and comment on updated budget and schedule
- Participate in bi-weekly meetings with the Project Manager & the City
- Present the selected design to the City of Rogers

Oct 2024 | **CITY DECISION POINT**

Nov 2024 | **Phase 2 – DESIGN/CONSTRUCTION DOCUMENT PHASE**

- Produce a Design Development submittal that includes:
  - Refinement of the Conceptual Design
  - Develop final design plans and specifications
  - Final utility and stormwater design
  - Advancement of site, landscape and stormwater design
  - Develop structural design
  - Develop MEP design
  - Develop fire protection, lighting and acoustic design
  - Develop rink refrigeration design in coordination with city's consultant
- Conduct community engagement meetings
- Perform geotechnical investigation (if not previously completed)
- Communicate with entities having jurisdiction over the project to establish expectations and timelines
- Review and comment on updated budget and schedule
- Incorporate City's design review comments
- Produce a Construction Document review package that includes:
  - Advancement of Design Development submission
  - Confirm requirements with regulatory authorities having jurisdiction
  - Construction drawings from each discipline
  - Update the design narrative
  - Prepare FFE plans and specifications
- Participate in design review meetings
- Participate in bi-weekly meeting with Project Manager for the City
- Provide detailed cost estimate in conjunction with the CMAR

Feb 2025

Phase 3 – BIDDING AND AWARD

Prepare AIA Owner-Contractor Contracts
Review Contractor's Insurance Certificates and Bonding Agencies
Review Contractor's Schedule of Values (list of subcontractors)

June 2025

Phase 4 - CONSTRUCTION ADMINISTRATION

- Continually monitor the following, during every phase:
  - Regular Communication with all people involved in the project
  - Update the Schedule
  - Update the Cost Estimate and inform the client
- Pre-Construction Conference
- Attend regular construction meetings (every 2 weeks)
- Review and process shop drawings
- Review/approve payment requests and lien waivers
- Review/approve change orders
- Field construction questions and issues
- Prepare punch list
- Final walk through/acceptance
- Issue Certificate of Substantial Completion

Jan 2026

Phase 5 - CLOSEOUT

- Commissioning with owners agent
- Continually monitor the following - Communications / Schedule / Budget
- Final walk-through and punch list
- **Move-in**

- Punch List items completed

- **Open House/Grand Opening**

WORK PLAN

CITY OF ROGERS
ROGERS ACTIVITY CENTER EXPANSION PROJECT

	PHASE 1 - UPDATE PROGRAM & CONCEPT	CITY DECISION POINT	PHASE 2 - DESIGN/ CONSTRUCTION DOCUMENTS	PHASE 3 - BIDDING & AWARD	PHASE 4 - CONSRUCTION ADMINISTRATION	PHASE 5 - CLOSE OUT
DATES	SEPTEMBER 2024 - OCTOBER 2024	OCTOBER 2024	OCTOBER 2024 - JANUARY 2025	FEBRUARY 2025 - MAY 2025	JUNE 2025 - DECEMBER 2025	JANUARY 2026 - DECEMBER 2027
ACTIVITIES	PROJECT KICKOFF SITE ANALYSIS EXISTING RINK ANALYSIS / EXISTING TURF BUILDING ANALYSIS REGULATORY REQUIREMENTS ESTABLISH PROJECT GOALS CONFIRM PROJECT BUDGET INITIAL CONCEPTS	CITY COUNCIL REVIEW COMMUNITY ENGAGEMENT PLANNING REVIEW ENGINEERING REVIEW SOIL BORINGS	COMMNITY ENGAGEMENT CLIENT PROJECT MEETINGS ADJUST DESIGN AS NEEDED TO ALIGN WITH BUDGET DEVELOP WORKING DRAWINGS CITY COUNCIL APPROVAL QUALITY CONTROL REVIEW	PREPARE AIA CONTRACTS CLIENT PROJECT MEETINGS FINALIZE BUILDING DETAILS ADJUST DESIGN AS NEEDED TO ALIGN WITH BUDGET COORDINATE WITH VENDORS	COMPLETE PERMITING FINALIZE CONTRACTS REGULAR CONSTRUCTION MEETINGS SHOP DRAWING REVIEWS PAY APP REVIEW PUNCHLIST	COMMISSIONING WITH OWNER;S AGENT FINALIZE FFE 11 MONTH CONSTRUCTION REVIEW
OUTCOMES	FINAL CONCEPT TO INCLUDE: PROGRAM SITE PLAN FLOOR PLANS RENDERINGS BUDGET SCHEDULE	SUBMIT 100% OF CONCEPT DRAWINGS AND RENDERINGS TO CITY FOR REVIEW AND APPROVAL	SUBMIT 90% OF DD DRAWINGS TO CMAR FOR ESTIMATING IDENTIFY +/- 5% ALTERNATES	ISSUE 100% OF CONSTRUCTION DRAWINGS FOR BIDDING RECEIVE BIDS AUTHORIZE CONSTRUCTION	PROJECT CONSTRUCTION COMPLETED ON TIME & ON BUDGET	CLOSE OUT CONTRACT AVAILABLE FOR ASSISTANCE AS OWNER ACCLAMATES TO BUILDING

C. FIRM DESCRIPTION & EXPERIENCE

HTG Architects
1010 Mainstreet, Suite 100
Hopkins, MN 55343

Primary contact throughout project:

- Tom Moorse, CEO
- 612.308.0127
- tmoorse@htg-architects.com

htg-architects.com | 952.278.8880
info@htg-architects.com

Casper Ice Arena - Casper, WY

established 1959

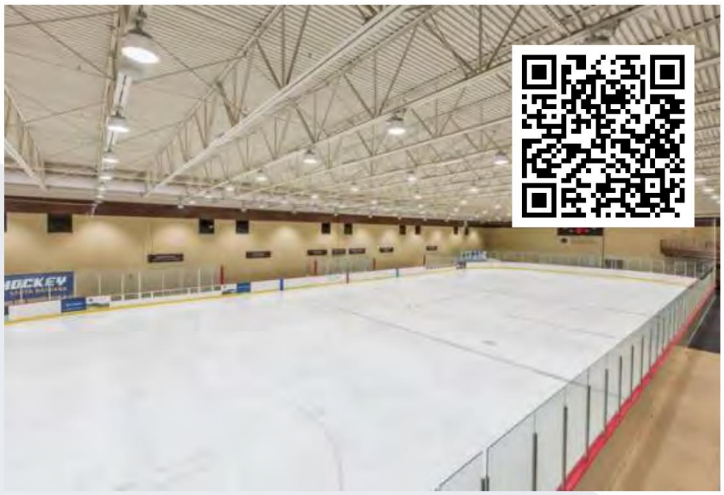
Everything we do at HTG begins with Service and ends with Relationships. We start with your vision, then add our industry insight and expertise gained through experience, to design and execute plans that bring your project to life. Our history is a living part of our design process. Founded in 1959, we maximize the value of our 65+ years of experience by learning from past projects and applying our extensive knowledge and expertise to every design. Each project benefits from our cumulative knowledge developed over our many years, projects, and education. HTG has 25+ team members, with offices in Minneapolis, Minnesota and Bismarck, North Dakota. Our leadership team is in Minneapolis and includes:

- Sean Raboin - Visionary, President - responsible for company growth, culture, & training
- Tom Moorse - Integrator, CEO - responsible for overall company operations
- Rob Brandwick - Production, COO - responsible for staffing, quality control and technology

At HTG we provide solutions that make a difference. We bring our expertise to the table to help owners take a project from idea to concept to design, and through construction. Every project faces challenges; our role as the architect is to propose ideas that solve those challenges. We listen first, and then ask questions. We work hard to clearly understand the challenge from all perspectives. The first step in our design process is to provide the owner with multiple solutions, presenting pros and cons of each. We provide the necessary information so that the owner can choose a solution that truly does make a difference.

Today our experience in rink and recreation projects continues to grow nationally and is a cornerstone of our practice. We have focused for the past 20 years on growing our knowledge and experience in rink architecture and design. We currently are working on projects across the nation, from California to Connecticut, Minnesota to Florida. There are lessons learned in each project we complete, providing new knowledge and experience to apply to your project. We understand the rink industry standards but have also seen and been part of bringing unique solutions and trendsetting designs to life.

After reviewing the scope of the project outlined in the RFQ, we want to let you know we are extremely excited about and interested in this project. Our experience and proven process have prepared us to support you through the analysis and planning phase, setting your project on a successful path, as the project moves into the Design Phase and on to construction.



SCAN OUR QR CODE TO READ OUR ICE IN PARADISE CASE STUDY

CHECK OUT A VIRTUAL WALK THROUGH OF THE PROPOSED WORTHINGTON ICE ARENA

We have experience that directly relates to your project. We understand the complexity of putting a rink project together from both a technical and financing aspect. We are working with several hockey communities that are currently investigating adding more ice to serve their community.

- Hastings, MN - United Heroes League outdoor rink for Hockey Day MN 2026
- Waconia, MN - hockey association looking to add new 32,560 SF practice facility
- Casper, WY - city & hockey association planning an addition of a new rink with seating for 850
- Worthington, MN - phase one sheet 48,000 SF with future second sheet of 29,200 SF
- Orono, MN - adding second sheet with 800 seats on site with many challenges

HTG invests time and money in being a leading ice arena design firm. We feel one of the best ways to do that is to join organizations that support the industry. HTG is a current member of the Minnesota Ice Arena Managers Association (MIAMA) and the United States Ice Rink Association (USIRA). MIAMA is the leading rink management association in the industry. The USIRA is the leading national association that serves rinks around the country. The USIRA hosts NARCE (North American Rink Conference & Expo), which we have attended for over 10 years. We invest in these organizations to continue to increase our knowledge of the industry. Our ice arena experience and continuing education will help make this a successful and smooth project for the City of Rogers.

There is an old hockey saying – hustle and heart set us apart. That spirit is at the heart of our approach. We offer our team's best effort and passion to your project. We feel strongly that we have the best team for your project. We have experience with both municipal and developer driven projects. We understand expense vs. revenue and how those two items drive a project, and are a measure of its success. HTG's experience in rink and recreation design, together with our engineering partners' technical experience, creates powerful and productive results.

SCAN OUR QR CODE TO SEE THE SAVANAH GHOST PIRATES INTERIOR

D. RESUMES & QUALIFICATIONS

The following team members make up our design team that have been specifically assembled for your project. Our collective expertise along with our history of many years, helps ensure exceptional communication throughout the project. Tom Moorse will be your point of contact and will be the conduit to the design team consultants.

City of Rogers

Project Lead
Tom Moorse
HTG Architects
Managing Principal, Architect

Project Architect
Kyle Pederson
HTG Architects
Managing Principal, Architect

Project Manager
Jessica Asker
HTG Architects
Project Architect

Civil Engineer
Brian Field
Anderson Engineering

Landscape Architect
Joe Lucht
Anderson Engineering

Structural Engineer
Rob Hutchinson
Innovative Structural Solutions

Mechanical Engineer
Licia Oligmueller
Ayers & Associates

Electrical Engineer
Lyssa Gorganson
Ayers & Associates

PRINCIPAL-IN-CHARGE

Tom Moorse

Managing Principal, CEO, Architect

RESPONSIBILITY:

Tom will be the point of contact for the City throughout the project. Tom commits to attending project meetings throughout the project & ensures to have consistent communication.

WORK BACKGROUND

Tom has over 30 years of experience in the architectural field. He has experience in many different areas, from design through construction. Tom manages projects and staff while developing lasting relationships with clients. He enjoys providing a high level of service while overseeing all the details of a project from start to finish.

EDUCATION

North Dakota State University | Bachelor of Architecture | 1989

ASSOCIATIONS & ACHIEVEMENTS

Registered Architect:

- Minnesota
- California
- Maryland
- Colorado
- North Carolina
- Washington
- Florida
- Arizona

Westbrook Church Building Committee Chair

United States Ice Rink Association

Minnesota Ice Arena Managers Association

Personal: Former Youth Hockey Dad

Past President of Chaska Rotary

EXPERIENCE

RECREATION:

- Casper Ice Arena Addition - Casper, WY
- Worthington Ice Arena - Worthington, MN
- Reisterstown Sportsplex - Reisterstown, MD
- Clearwater Ice Arena Expansion - Clearwater, FL
- Sno-King Ice Area - Snoqualmie, WA
- Dakotah! Ice Center Expansion - Prior Lake, MN
- Ice in Paradise - Goleta, CA
- Pagel II Ice Arena Expansion - Minnetonka, MN
- Orono Ice Arena - Orono, MN
- Breezy Point Ice Arena Expansion - Breezy Point, MN
- Rogers Tennis Center - Rogers, MN
- Vadnais Sports Center - Vadnais Heights, MN
- The Pod- Hockey training center - Rosemount, MN

MUNICIPAL:

- Lions Central Park Building - Rogers, MN
- Rogers Public Works Building - Rogers, MN
- Rogers Police Station - Rogers, MN
- SMSC Public Works - Prior Lake, MN
- St. Michael Public Works Facility - St. Michael, MN
- Dayton Public Works & Police Station - Dayton, MN
- Wayzata City Hall Remodel - Wayzata, MN

RELIGIOUS:

- Westbrook Church, Victoria - MN
- Faithbrook Church, Dayton - MN
- Christ Presbyterian Church - Eden Prairie, MN

PROJECT MANAGER

Kyle Pederson
Managing Principal, Architect

RESPONSIBILITY:
Kyles role on the Rogers project will be to ensure quality control and coordination with City, Design team & CMAR.

WORK BACKGROUND
With over 10 years of experience on more than 250 projects, Kyle works with clients and owners to deliver designs that support the needs and activities of people today and well into the future. He has lead project teams through a spectrum of building types ranging from financial institutions to recreational facilities, restaurants, schools, and much more. He comes prepared to engage each new challenge, big or small.

EDUCATION
North Dakota State University | Bachelor of Architecture | 2013
North Dakota State University | Master of Architecture | 2014

ASSOCIATIONS & ACHIEVEMENTS
Registered Architect:
- Minnesota

National Council of Architectural Registration Boards (NCARB)

Personal: Current Hockey player for the last 25 years

EXPERIENCE
RECREATION:
- Pagel II Ice Arena Expansion - Minnetonka, MN
- Willmar Civic Center Expansion - Willmar, MN
- Indoor Soccer Facility Concept - Fargo, ND
- Anytime Fitness - Houma, LA

RESTAURANT:
- R" Social on Main - Rogers, MN
- Vivo Kitchen Remodel - Apple Valley, MN
- Wrigleyville Chipotle Mexican Grill - Chicago, IL
- Caribou Coffee - Minneapolis, MN

EDUCATION:
- Turtle Lake Mercer School - Turtle Lake, ND
- Voyaguers Outward Bound School - Ely, MN
- Feathered Acres Learning Farm - Belgrade, MN
- Lil Explorers Childcare Center - Buffalo, MN

FINANCIAL:
- Two Harbors FCU - Two Harbors, MN
- Viking Bank - Alexandria, MN
- US Bank - Northeast Minneapolis, MN
- First Northern Bank of Wyoming - Gillette, WY
- First Bank & Trust - Edina, MN
- Northwoods Credit Union - Cloquet, MN
- Horizon Financial - Bismarck, ND
- Riverwood Bank - Baxter, MN

PROJECT MANAGER

Jessica Asker
Project Architect

RESPONSIBILITY:
Jessica's role on the Rogers project is to produce a well coordinated set of construction drawings & specifications. She will be the day-to-day contact working with the contractor.

WORK BACKGROUND
Jessica has spent over 12 years working on office, financial, recreational and a variety of other building types. She loves the variety that architecture brings, from creating designs and images that allow the client to visualize their dream to researching and developing the minute details that deliver the final product. With so much information and options to explore, she loves the process of considering all the possibilities and finding the right fit.

EDUCATION
North Dakota State University | Bachelor of Environmental Design | 2006
North Dakota State University | Master of Architecture | 2007

ASSOCIATIONS & ACHIEVEMENTS
Registered Architect:
- Minnesota

EXPERIENCE
RECREATION:
- Vadnais Heights Sports Complex - Vadnais Heights, MN
- Ice in Paradise - Goleta, CA
- Clearwater Ice Arena - Clearwater, FL
- Pagel II Ice Arena - Minnetonka, MN
- Dakotah! Sport and Fitness Ice Arena Expansion - Prior Lake, MN
- Casper Ice Arena Addition - Casper, WY

COMMERCIAL:
- Rogers Police Station - Rogers, MN
- Three Affiliated Tribes Office Building - New Town, ND
- Clinic at Mystic Lake Casino - Prior Lake, MN
- G-Will Liquors - Cottage Grove, MN

FINANCIAL:
- Railway Credit Union - Bismarck, ND
- Magnifi Credit Union - Maple Grove, MN
- Affinity Plus Credit Union - Roseville, MN
- First State Bank Southwest - Pipestone, MN
- Town & Country Credit Union - Fargo, ND

ADDITIONAL INFORMATION ABOUT HTG'S TEAM

Resources Available: HTG Architects produces its projects using the latest technology including

- Revit
- Enscape
- AutoCAD
- Sketchup
- Bluebeam
- Adobe (inDesign, Photoshop, Acrobat)
- Smartsheet
- Microsoft (Word, Excel, PowerPoint, Teams, & google equivalents)
- Ajera (Project Management & Accounting)

Current Projects:

- Tom Moorse
  - Casper Ice Arena, Worthington Ice Arena, Florida All-Stars Arena, First Northern Bank, & 4 Seasons Golf
- Kyle Pederson
  - Westport Ice Arena, Eating Elevated & HomeTown Bank
- Jessica Asker
  - Casper Ice Arena, Westport Ice Arena, Railway Credit Union, & Greater Community Credit Union

Percentage of time available for this project:

- The time commitment to your project will vary depending on the phase of the project. HTG pledges to not pull a "bait & switch" on your project. As much as possible, these team members will stay involved with your project from the start to finish. The percentages presented by our team in this proposal align with the anticipated workload required to deliver quality results for the size and complexity of the proposed project.

  - Tom Moorse: 30%
  - Kyle Pederson: 40%
  - Jessica Asker: 50%

Brian Field, PE

Anderson Engineering

Civil Engineer

Years of Experience: 9 years

EXPERIENCE:

- Rogers Activity Center – Site Prep – Rogers, MN
- TCO Sports Garden Indoor Turf Facility – Vadnais Heights, MN
- Mary Queen of Peace – Rogers, MN
- James Road North Design – Rogers, MN
- Northwest Steel – Rogers, MN
- Northwest Bible Church – St. Michael, MN

Current Projects:

- Members Cooperative CU, American Community Bank, Old National Bank, MYCU, First State Bank of Rosemount, SAP Library, Alerus Remodel, VEIT Addition, & CLAM Phase 2

Percentage of time available for this project:

- 15%

Joe Lucht, PLA, CLARB

Anderson Engineering

Landscape Engineer

Years of Experience: 15 years

EXPERIENCE:

- TCO Sports Garden Indoor Turf Facility - Vadnais Heights, MN
- 21st Century Bank Event Center Exterior Improvements – Rogers, MN
- Brockton Meadows Park Improvements – Rogers, MN
- Edgewater Park Improvements – Rogers, MN
- North Community Park Tennis Court Improvements – Rogers, MN
- Crow River Heights Park Improvements – Rogers, MN
- Skye Meadows Park – Rogers, MN
- Mary Queen of Peace – Rogers, MN
- Hassan Women's Fastpitch Softball Field – Rogers, MN

Current Projects:

- Minnehaha Regional Park, City of Rogers Playgrounds, Elko National Cemetery, Marion National Cemetery, Black Hills National Cemetery, & Leavenworth National Cemetery

Percentage of time available for this project:

- 10%

Rob Hutchinson

Innovative Structural Solutions

VP, Partner, Structural Engineer

Years of Experience: 28 years

EXPERIENCE:

Rob is a licensed Professional Engineer with 33 years of experience in the structural engineering industry, including 24 years at ISS as a founding partner. He holds both a Bachelor and Master of Civil Engineering Degree from the University of Minnesota and is licensed to practice engineering in nine states.

- St Michael / Albertville Ice Arena Addition – Albertville, MN
- Princeton Ice Arena – Princeton, MN
- Mille Lacs Band of Ojibwe Community Center – Onamia, MN

Current Projects:

- Ashley Furniture Mart – Ames, IA, Heritage Millwork – Elk River, MN, Stuart Re Ventures I and II – Martin County, FL

Percentage of time available for this project:

- 20%

Licia Oligmueller, PE, LEED AP BD+C

Ayers & Associates

Mechanical Engineer

Years of Experience: 18 years

EXPERIENCE:

- Pagel Ice Arena - Minnetonka, MN
- Sno-King Snoqualmie Ice Arena - Snoqualmie, WA
- St. Luke's Sports & Events Center Arena - Proctor, MN
- Willmar Ice Arena, Willmar, MN: HVAC and ice system improvements in multiple phases
- Fergus Falls Public Library - Fergus Falls, MN: MN B3
- MN National Guard Armory Renovation - Brooklyn Park, MN: MN B3
- USAR/COE Army Reserve Centers, multiple locations throughout US: various LEED certifications
- Eagan Maintenance Facility - Eagan, MN: assessment, renovation and addition
- University of Minnesota/Twin Cities Hodson Hall Energy Modeling
- Creekside Community Center - Bloomington, MN
- Minneapolis College of Art & Design, Design Studio - Minneapolis, MN

Current Projects:

- Licia is currently managing 13 projects, with three currently in construction and six others moving into the construction administration phase in the next two months. She will have ample time to devote to this project.

Lyssa Goranson, LEED AP BD+C

Ayers & Associates

Electrical Engineer

Years of Experience: 23 years

EXPERIENCE:

- St. Luke's Sports & Events Center - Proctor, MN
- Victoria Ice Pavilion - Victoria, MN
- Duluth Entertainment and Convention Center, Refrigeration Room Upgrades - Duluth. MN
- Glensheen Mansion Assessment - Duluth, MN
- City of Duluth Steam Conversion Assessment - Multiple Buildings in Duluth, MN
- City Hall Assessments - Duluth, MN
- Hennepin County Government Center - Arc Flash Study, Minneapolis, MN
- Arrowhead Regional Development Commission Office Assessment - Duluth, MN

Current Projects:

- Lyssa is currently managing 12 projects, with five currently in construction and five others moving into the construction phase in the next two months.

Ayres will provide an experienced team for this project. Our team of professional engineers has successfully completed several similar ice arena projects across the United States. With an MEP staff of over +30 employees, Ayres has ample capacity to complete all tasks for your project in a timely and efficient manner. Licia Oligmueller and Lyssa Goranson will serve as the Mechanical and Electrical project managers, respectively. Licia and Lyssa have successfully completed several similar large scale ice arena and remodel projects, and this experience will be essential to giving the City the best design work for this project.

E. PROJECT EXPERIENCE

SNO-KING - SNOQUALMIE, WA

Project Year: 2020

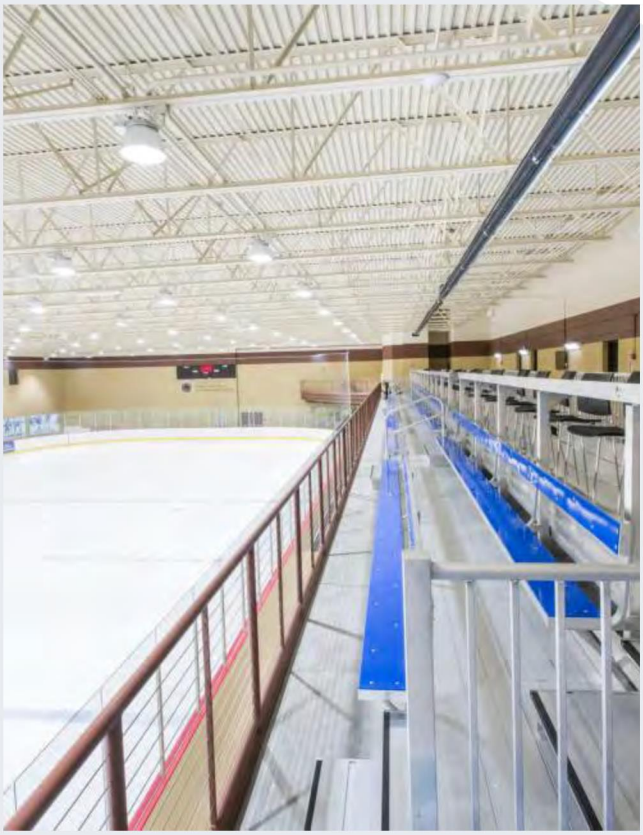
Client: SnoKing Ice Arenas

- 14326 124th Ave NE Kirkland, WA 98034
- Contact: Jamie Huscraft, Director of Facilities
  - 425.254.8750, jamie@snokingice.com

Scope of Work: New twin sheet ice facility

New two sheet facility with party rooms and dryland training space. HTG was hired initially for our InVision services to help Sno-King identify a site for their new rink. Ultimately that project turned into a new 2-sheet facility in Snoqualmie.

ICE IN PARADISE - GOLETA, CA



Project Year: 2015

Client: Greater Santa Barbara Ice Skating Association

- Contact: Jack Norqual
  - jnorqual@aol.com

Scope of Work: 1 NHL size ice sheet & Studio sheet

1 NHL size ice sheet and 1 58’x96’ studio sheet. The project also includes a party room, restaurant, storage, public lobby, and meeting spaces for a total of 40,450 sf.

VADNAIS HEIGHTS SPORTS COMPLEX - VADNAIS HEIGHTS, MN

Project Year: 2011

Client: Community Facilities Partnership & City of Vadnais Heights

Scope of Work: 2 NHL size sheets, turf dome & redevelopment of retail & restaurant space

2 NHL size ice sheets and permanent dome turf structure. Includes retail & education outlets, restaurant, storage, public lobby, and meeting spaces. Redevelopment of a blighted site that became a gateway to the city.

DAKOTAH! ICE CENTER - PRIOR LAKE, MN

Project Year: 2012

Client:

- Matt Mathiasen, Arena Manager
- 952.496.6854, matt.mathiasen@dakotahsport.com

Scope of Work: new primer rink with seating for 1,180, new lobby and new parking.

1 NHL ice sheet addition with locker rooms, training facilities, storage, public lobby and meeting spaces and bowling alley.

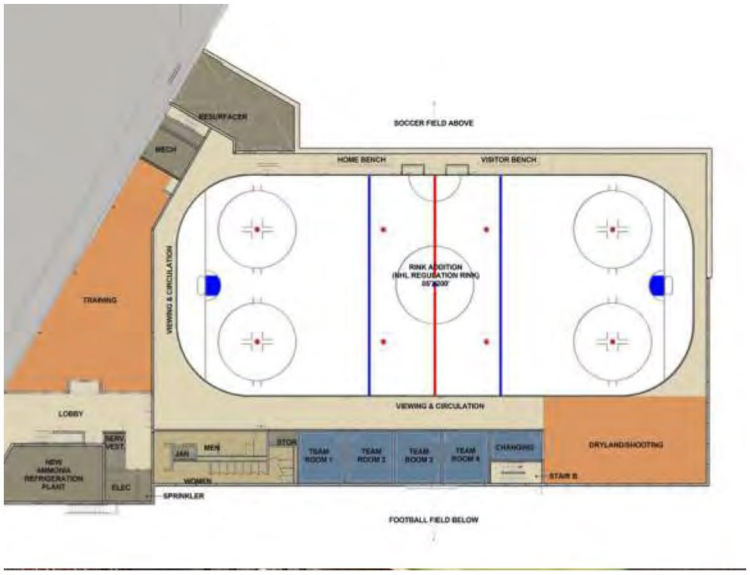
DAKOTAH! ICE CENTER - PRIOR LAKE, MN

CHECK OUT OUR VIDEO THAT TALKS ABOUT THIS PROJECT WITH THE RINK MANAGER

Special Features:

- Recycled pavers on the exterior site work
- Skylights through out arena & daylight harvesting controls
- Green roof
- Bleacher benches and seats back were made of recycled materials
- LED lighting
- Insulating glazing between rink arena and lobby to help with energy efficiency
- Precast wall panels were locally sourced
- Solar panels to preheat the water
- Waste heat from the refrigeration unit is used to provide in floor heating at the bleacher area

PAGEL CENTER ICE ARENA - MINNETONKA, MN



Project Year: 2018

Client:

- Jim van Bergen - Minnetonka Youth Hockey Association
- jim.vanbergen@gmail.com

Scope of Work: Building Addition 43,350 sf

1 NHL ice sheet addition with locker rooms, training facilities, storage, public lobby and meeting spaces. Built on a hillside, the only available land on the High School Campus.

UNITED HEROES LEAGUE - HASTINGS, MN

Project Year: 2024

Client: United Heroes League

- 15211 Ravenna Trail Hastings, MN 55033
- Contact: Shane Hudella, President & Founder
  - 651.319.0737, shaneh@unitedheroesleague.org

Scope of Work: master planning and Phase I outdoor rink with bleachers & locker rooms in preparation for Hockey Day Minnesota 2026.

CASPER ICE ARENA ADDITON - CASPER, WY

Project Year: 2023, 2024

Client: City of Casper, WY

- Parks and Recreation
- 1801 E 4th St Casper, WY 82601
- Contact: Zulima Lopez, Facilites director
  - 307.235.8361, zlopez@casperwy.gov

Scope of Work: concept design & construction drawings for a new 800 seat arena with new lobby and new parking.

This is a second sheet addition that incudes a reorganization of the lobby, new locker rooms, & seating for 800 plus suites.

WORTHINGTON ICE ARENA - WORTHINGTON, MN

Project Year: 2024

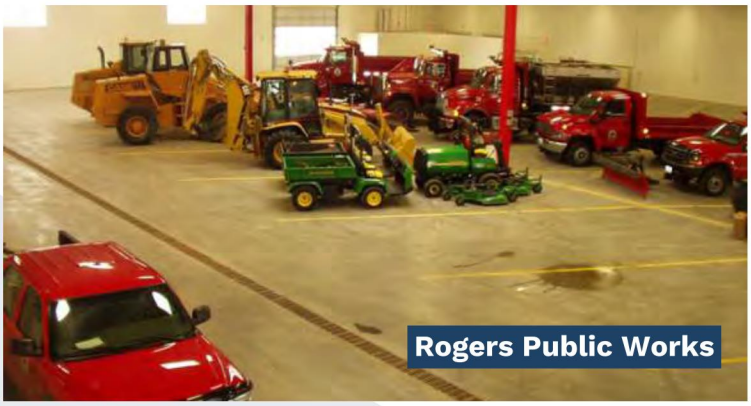
Client:

- Steve Robinson
  - City Administrator
  - 507.372.8600
  - srobinson@ci.worthington.mn.us

Scope of Work: Feasibility Study

This new facility would replace an aging rink in Worthington. The overall project size approximately 78,000sf.

CITY OF ROGERS EXPERIENCE



PROJECTS:

- Rogers Public Works Mezzanine, Rogers, MN
- Rogers Fire Station
- Clam Office, Rogers
- Lions Central Park Event Center, Rogers
- Rogers Senior Center
- TruStone Financial, Rogers
- Rogers Fire Station (2016 Re-roof)
- Rogers Fire Station #2 (2016)
- Rogers Tennis Center
- Rogers Fire Station #2 (2021)
- Rogers Police Department Expansion
- Clam Warehouse Addition, Rogers

F. CLIENT REFERENCES

REFERENCES

- **Shane Hudella, United Heros League**
  - Hastings, Minnesota (near St. Paul)
  - shaneh@unitedheroesleague.org
  - 651-319-0737
  - Shane started the United Heros league as a way to serve military families. Today HTG assists UHL with planning their campus which includes a hero's monument, outdoor rink & future recreation facility.

- **Dr. Nicholas Whipps**
  - Recreation Manager
  - Parks, Recreation, & Public Facilities Department
  - City of Casper, Wyoming
  - nwhipps@casperwy.gov
  - 307-235-8384

- **Steve Robinson**
  - City Administrator
  - City of Worthington, MN
  - ser@ci.worthington.mn.us
  - 507-666-5012

- **Jack Norqual, Ice In Paradise**
  - Goleta, California (near Santa Barbara)
  - jnorqual@aol.com
  - 612-840-5600
  - We continue to work with Jack and be a resource for him. This facility has 1 full size sheet & 1 studio sheet.

- **Dave Blanchard, Sno-King Amateur Hockey Association**
  - Snoqualmie, Washington (near Seattle)
  - dablanch1@comcast.net
  - 425-417-5311
  - We completed a new twin sheet for Sno-King in 2020.

G. EXPERIENCE WITH CM FIRMS

EXPERIENCE WITH CM FIRMS

The following outlines some of our project experience with Construction Management Firms. You will see we have completed several projects with Construction Management firms. These projects functioned very similarly to how they would function with a traditional General Contractor. There is just some different coordination to do up front as we go through and set up the documents for bidding and then follow through with the pay application process.

Project	Size	Client	CM Firm
Western State Bank	9,840 sf	Western State Bank	Roers Construction
Cultural Center	78,118 sf	Shakopee Mdewakaton Sioux Community	McGough
Sno-King Ice Arena	72,689 sf	Sno-King Amateur Hockey Association	Terra Vall-Spinosa
Dakotah! Ice Center	71,294 sf	Shakopee Mdewakaton Sioux Community	Shingobee
Cattle Bank	8,140 sf	Cattle Bank & Trust	Kingery Const.
Police Station	19,230 sf	City of Rogers	RJM
Public Works Building	57,385 sf	City of Rogers	Kinghorn
Rogers Event Center	8,909 sf	City of Rogers	Terra Const.
First Northern Bank	16,454 sf	First Northern Bank of Wyoming	Pope Construction
Public Works Garage	21,308 sf	City of St. Michael	Kinghorn

H. EXPERIENCE WITH CM FIRMS AT RISK

EXPERIENCE WITH CM AT-RISK

HTG has years of experience working with owners and construction managers and often we are part of the team that facilitates the CMAR selection process on behalf of the owner. This delivery method is often selected by the owners because they liked the idea of the CM managing the project to a Guaranteed Maximum Price (GMP).This process relies on the expertise of the CM to control schedule and budget throughout the design and construction of the project.

HTG enjoys having the construction team on board early to help form the “three-legged stool” of the owner, architect, and contractor. We prefer to work together as a team and appreciate the immediate and accurate information regarding pricing and materials that a CMAR can provide. With a CMAR on board, we work to provide periodic pricing drawings so that as plans are developed we can work together as a team to make informed adjustments to the design so as to stay on budget and on schedule.

HTG recently completed one of the largest and most complex projects in our company’s history where the construction was completed by McGough under a Construction Manager at Risk contract. The 78,000+ sf project is called Hocokata Ti (place of gathering).This facility is the new cultural and event center serving the the Shakopee Mdewakanton Sioux Community of Prior Lake, MN

- Project Name: Hocokata Ti
- Project Architect: Rob Brandwick, HTG Architects
- **Owner: Shakopee Mdewakanton Sioux Community**
  - Contact: Bill Rudnicki, Tribal Administrator
    - bill.rudnicki@shakopeedakota.org
    - 952-445-8900
- **CMAR: McGough**
  - Contact: Tom Hannasch
    - thannasch@mcgough.com
    - 651-634-4626

During the Hocokata Ti project HTG was able to work with McGough and their subcontractors to evaluate structural systems, mechanical systems, material selections, and more during the design and drawing phases of the projects. Having these relationships established became invaluable once construction happens. In the end, the project was delivered to within 1% of the project budget.

EXPERIENCE WITH CM AT-RISK

HTG is currently working with the First Northern Bank of Wyoming on a new two-story bank building in Douglas, Wyoming. The bank selected Pope Construction as its construction manager and they are working under a CM contract with a Guaranteed Maximum Price. This is similar to the CMAR contract. Again, the bank selected this contract type to help control costs.

- Project Name: First Northern Bank of Wyoming Douglas, Wyoming Office
- Project Architect: Tom Moorse, HTG Architects
- Owner: First Northern Bank of Wyoming
  - Contact: Pierre Etchemendy, Douglas Branch Manager
    - petchemendy@firstnorthern.bank
    - 307-358-1968
- CMAR: Pope Construction
  - Contact: Greg Pope, President
    - greg@popeconstruction.com
    - 307-472-3241

EXPERIENCE WITH CM AT-RISK

Another project HTG completed with the CMAR process is the Rogers 21st Century Bank Event Center in Lions Central Park for the City of Rogers, MN. This building is almost 9,000 sf and includes an event space that can seat up to 250 people, a meeting room, a full kitchen, and a bar. The building can also function as restrooms and a concession stand for events in the park.

- Project Name: 21st Century Bank Event Center
- Project Architect: Tom Moorse, HTG Architects
- Owner: City of Rogers
  - Contact: Mike Bauer, Director of Parks & Recreation
    - mbauer@rogersmn.gov
    - 763-428-8580
- CMAR: Terra Construction
  - Contact: Tom Brown, President
    - tbrown@terragc.com
    - 763-463-0220

I. ADDITIONAL PERTINENT INFORMATION

ADDITIONAL INFORMATION

HTG prides itself on making the owner's priorities our priorities. For this project we understand that the top priority is meeting the program needs of the City as well as the Rogers Youth Hockey Association in as efficient manner as possible to keep the project inline with the project budget. That effort starts with the layout of the building and making the plan and layout as efficient as possible. Attached you will find two layout options where we looked at "tightening up" the plan. Saving SF saves cost. This is just the first step - where its layouts, mechanical systems, or other design considerations, our goal is to present you options and information so you can make the best informed decisions.

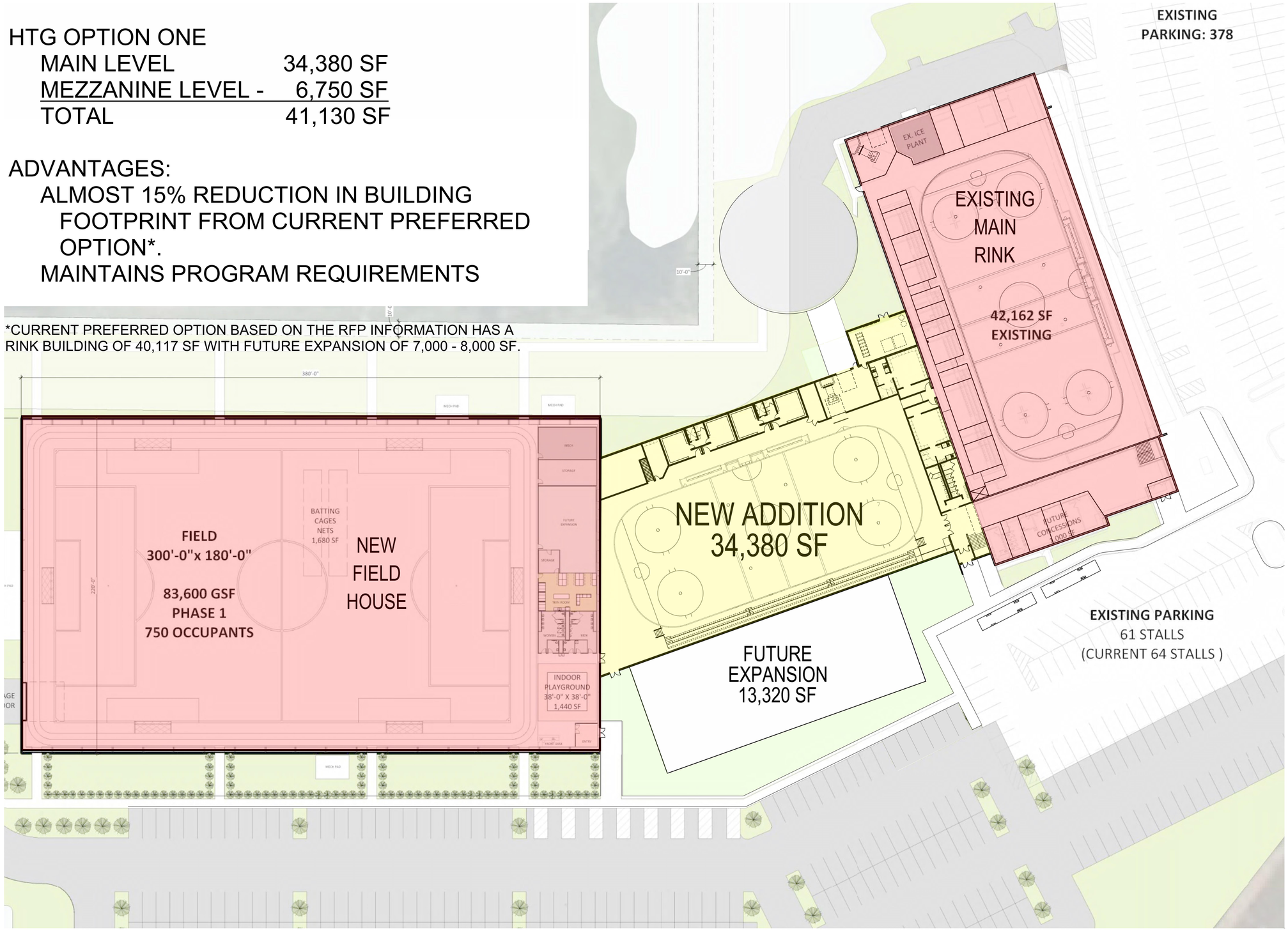
HTG OPTION ONE

MAIN LEVEL	34,380 SF
MEZZANINE LEVEL -	6,750 SF
TOTAL	41,130 SF

ADVANTAGES:

- ALMOST 15% REDUCTION IN BUILDING FOOTPRINT FROM CURRENT PREFERRED OPTION*.
- MAINTAINS PROGRAM REQUIREMENTS

*CURRENT PREFERRED OPTION BASED ON THE RFP INFORMATION HAS A RINK BUILDING OF 40,117 SF WITH FUTURE EXPANSION OF 7,000 - 8,000 SF.



1 A1.0 SITE PLAN - OPTION ONE
1" = 30'-0"

HTG architects
www.htg-architects.com
Minneapolis Bismarck
9300 Hennepin Town Road
Minneapolis, MN 55347
Tel: 952.278.8880

PROJECT

ROGERS ACTIVITY CENTER ADDITION

ISSUED SET 08-29-24 CONCEPT SET
REVISIONS
DATE NO.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

REG. NO. DATE

OPTION ONE
SITE PLAN

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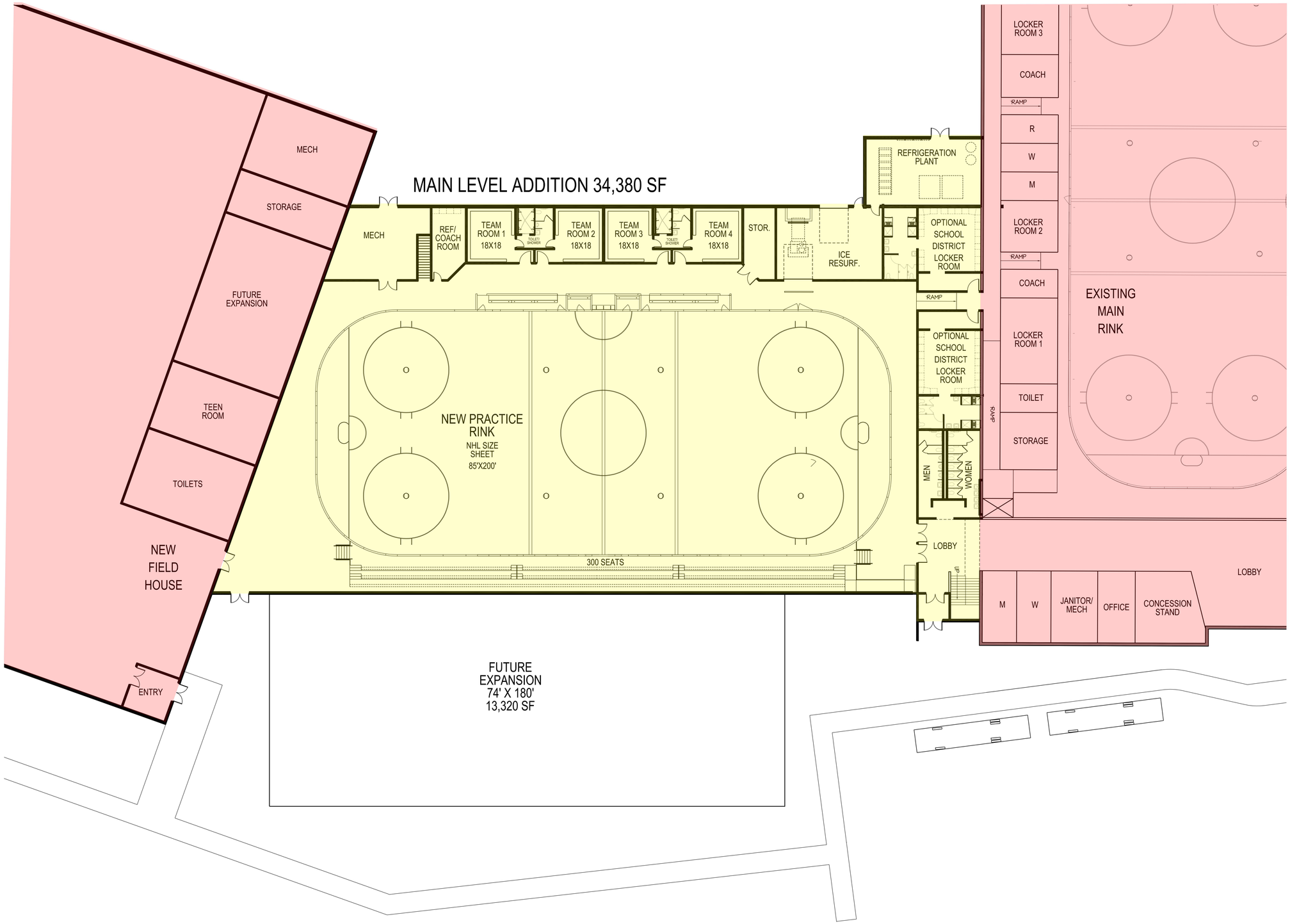

1 A1.1 FLOOR PLAN - OPTION ONE - MAIN LEVEL
1/16"=1'-0"

HTG architects
www.htg-architects.com
Minneapolis Bismarck
9300 Hennepin Town Road
Minneapolis, MN 55347
Tel: 952.278.8880

PROJECT

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OPTION ONE
FLOOR PLAN
MAIN LEVEL

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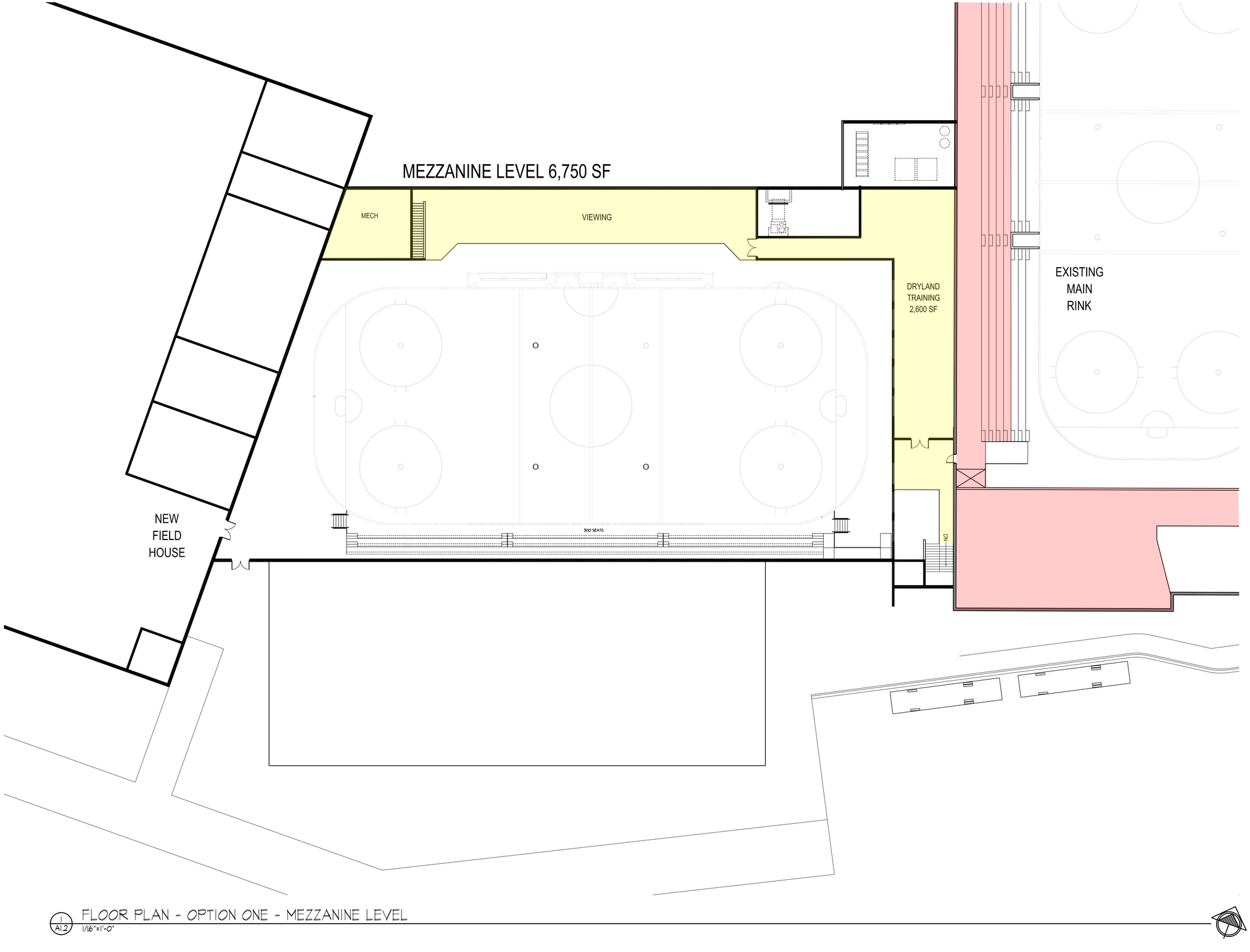

1 / A1.2 FLOOR PLAN - OPTION ONE - MEZZANINE LEVEL

1/16"=1'-0"

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Minneapolis Bismarck

9300 Hennepin Town Road
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OPTION ONE
FLOOR PLAN
MEZZANINE LEVEL

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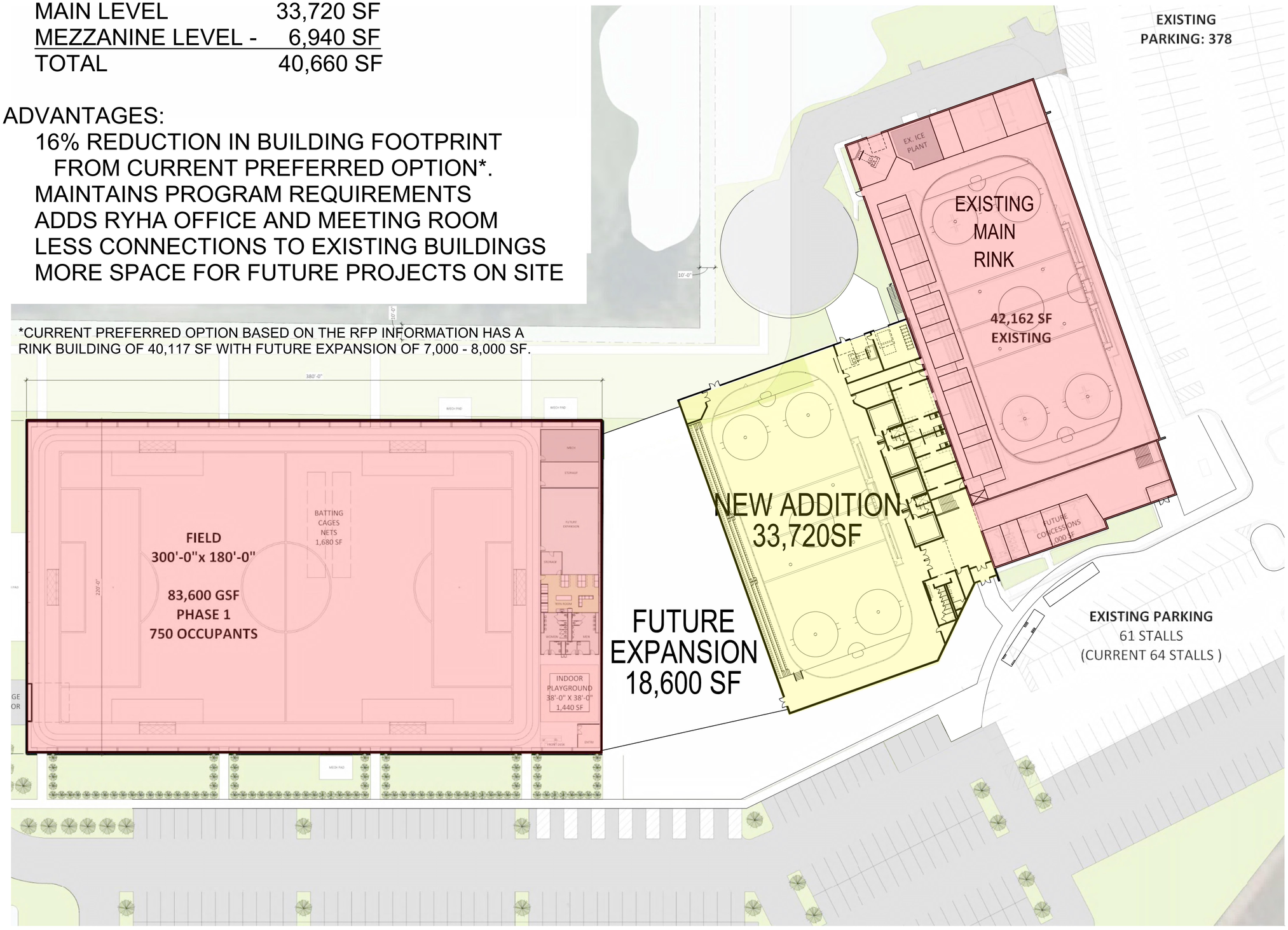
HTG OPTION TWO

MAIN LEVEL	33,720 SF
MEZZANINE LEVEL -	6,940 SF
TOTAL	40,660 SF

ADVANTAGES:

- 16% REDUCTION IN BUILDING FOOTPRINT FROM CURRENT PREFERRED OPTION*.
- MAINTAINS PROGRAM REQUIREMENTS
- ADDS RYHA OFFICE AND MEETING ROOM
- LESS CONNECTIONS TO EXISTING BUILDINGS
- MORE SPACE FOR FUTURE PROJECTS ON SITE

*CURRENT PREFERRED OPTION BASED ON THE RFP INFORMATION HAS A RINK BUILDING OF 40,117 SF WITH FUTURE EXPANSION OF 7,000 - 8,000 SF.



1 A2.0 SITE PLAN - OPTION TWO
1" = 30'-0"

HTG architects
www.htg-architects.com
Minneapolis Bismarck
9300 Hennepin Town Road
Minneapolis, MN 55347
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PROJECT

ROGERS ACTIVITY CENTER ADDITION

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REVISIONS	
DATE	NO.

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OPTION TWO
SITE PLAN

DRAWN BY: AAT CHECKED BY: TRM

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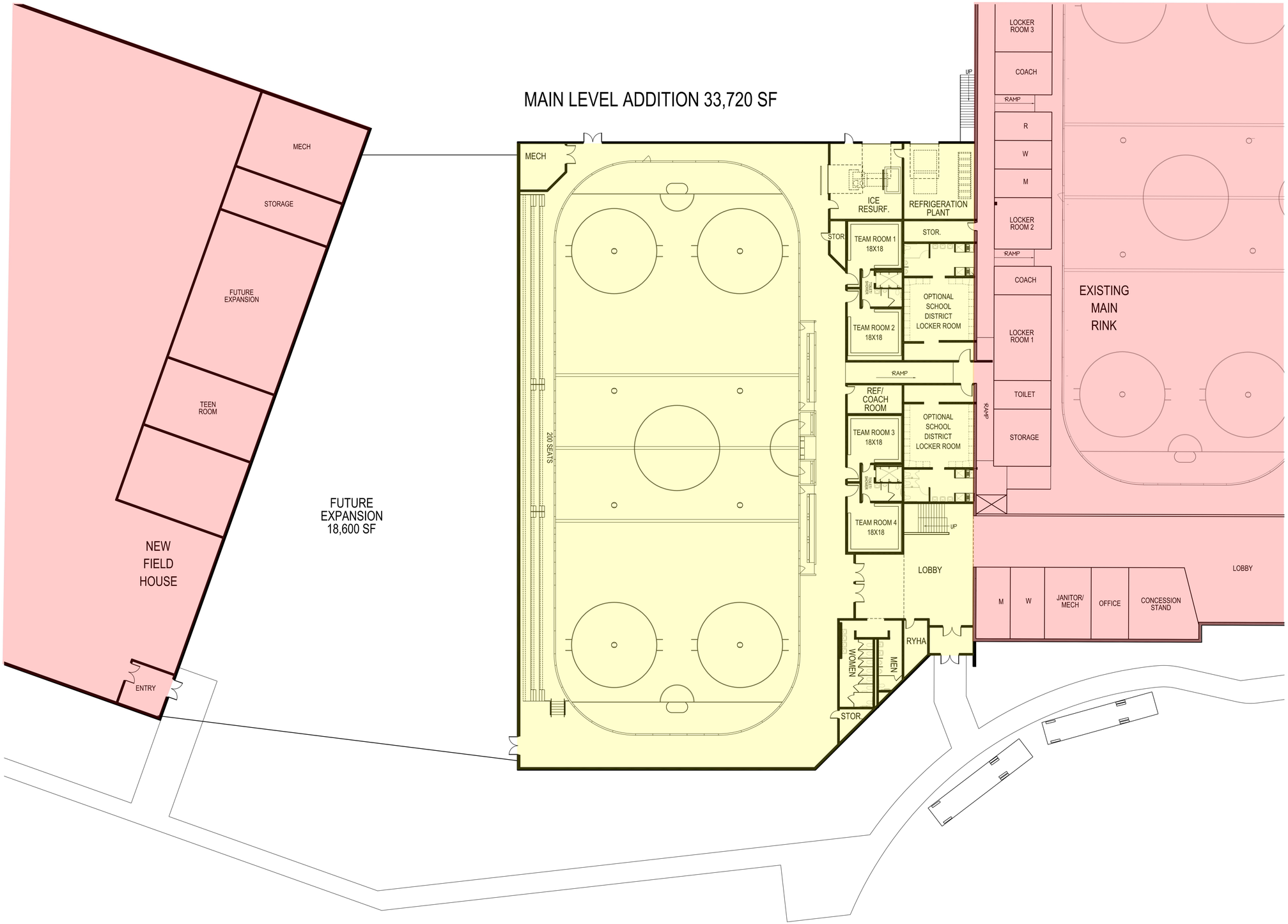

1 A2.1 FLOOR PLAN - OPTION ONE - MAIN LEVEL

1/16"=1'-0"

HTG architects

www.htg-architects.com
Minneapolis Bismarck

9300 Hennepin Town Road
Minneapolis, MN 55347
Tel: 952.278.8880

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-
REG. NO. DATE

OPTION ONE
FLOOR PLAN
MAIN LEVEL

DRAWN BY: AAT CHECKED: TRM

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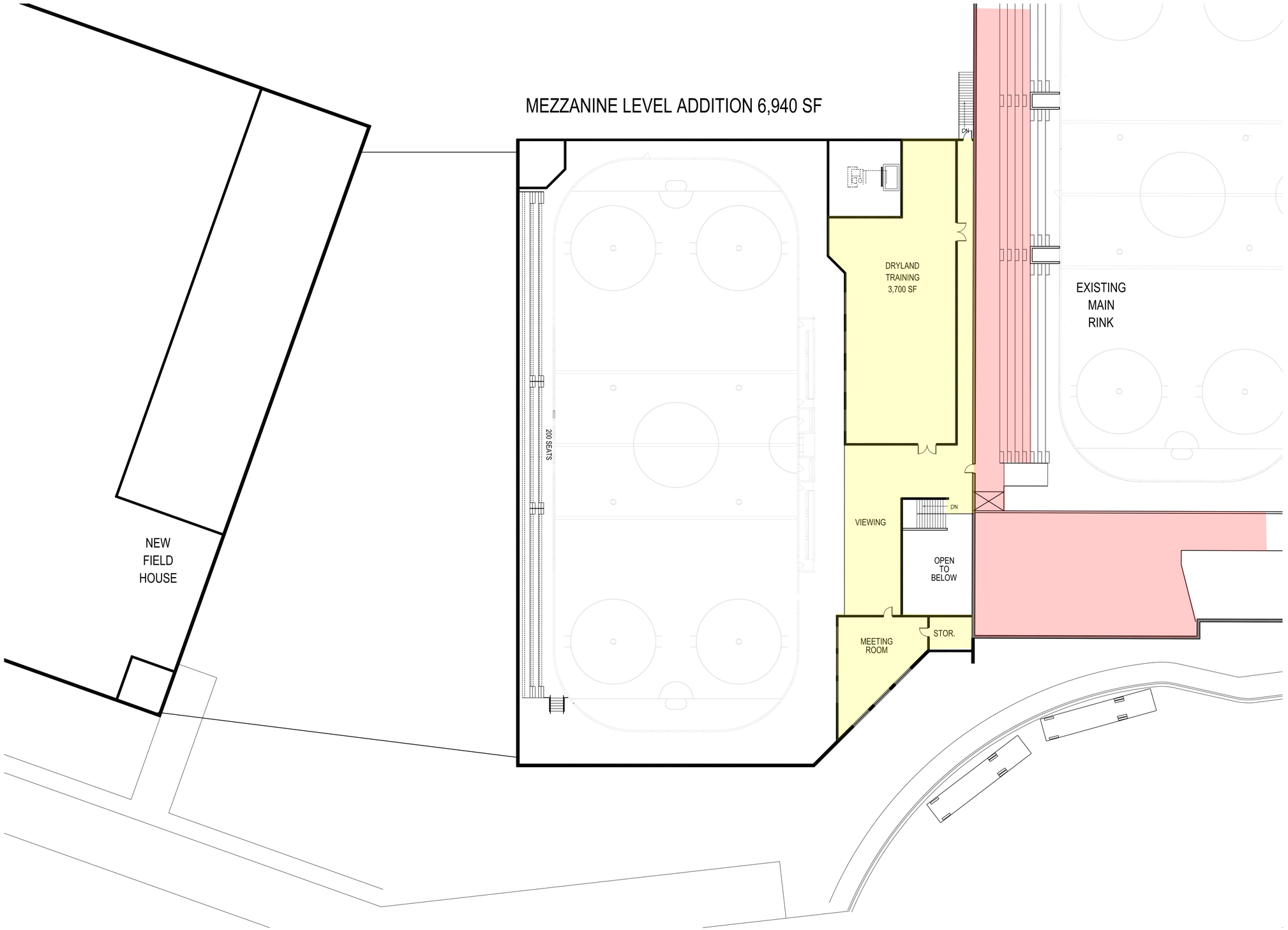

1 A2.1 FLOOR PLAN - OPTION ONE - MAIN LEVEL

1/16"=1'-0"

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Minneapolis Bismarck

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-
REG. NO. DATE

OPTION ONE
FLOOR PLAN
MEZZANINE LEVEL

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A2.2

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Lessons Learned From a Goalie Dad

Blog Article Written by Tom Moorse

Living in Minnesota it was natural for our family to become a hockey family. Winters in the land of 10,000 lakes can be long, but with hockey season they just seem to fly by.

I have just one son and so I was very excited when he wanted to learn to skate at the age of 4. From Mini-Mites up through high school, hockey became the center of our family life. Whether it was practice or games – the rest of the day was planned around the trips to the rink.

My son got hooked on playing goalie at the Mite level. He had some success and at first, I thought it was cute. Little did I know that as he progressed up through the hockey ranks, the pressure increased exponentially. There should be a special class for goalie parents on how to deal with stress and how to navigate those occasional long rides home from the rink.

Here are five things I learned along the way on how to be a great goalie parent:

1. Be Optimistic:
Whether you know it or not, your child is taking cues from you. If you are looking stressed out, you will pass that tension on to your goalie. It's our role as parents to help them create the right mindset. Whether they are going into practice, tryouts or the big game, attitude is everything.

2. Be Patient:
My son used to get very upset every time his team lost a game. As the goalie he was always hard on himself and took way too much responsibility for the outcome of the game. I learned there was little I could say to calm him down in the moment. It was better if I just let him process it in his own time. Sometimes as parents we want to jump in and "solve the problem" but I have learned that advice is better received when it's asked for. Wait to give your words of wisdom.

3. Be a Role Model:
Your kids are watching you. What you say and do goes a long way on how your child interprets and processes the world around them. I always cringed at the parents who were yelling at the refs. What are you teaching your kids when you do that? Instead send a message that you always do your best, you do not cut corners, and you can always choose to be a great teammate.

4. Accepting Failure:
There is a tendency to blame yourself if your goalie is having a bad game or maybe even a bad year. You may ask yourself: “Did I do everything I can to help?” “Why is this happening” or “How can I fix this”. One of the great things about sports is the life skills learned along the way. Once in a while we all get “pulled from the game”. Learning how to navigate failure is all part of the process. Teaching your goalie how to navigate disappointments will go a long way in life.

5. Celebrating Success:
There is no greater rush than when your goalie is “standing on his head” making save after incredible save. When you have those days, be sure to acknowledge them and celebrate them. Maybe it is a special dinner, maybe it’s a trip to Dairy Queen, whatever it is for your goalie, be sure to take the opportunity to acknowledge their accomplishment. Time goes by to fast – celebrate when things go well.

UNIQUE OFFERINGS

Rink In A Box

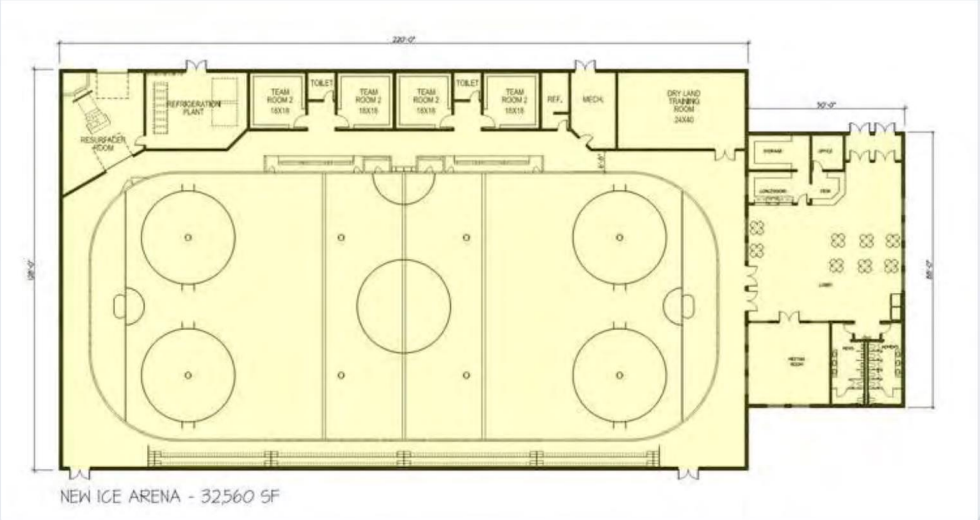
Ice rinks are a community staple in many towns, and successfully designing a quality one requires experience, patience, and resources. That is why we developed Rink in a Box: A realistic, cost-friendly and efficient process for building an ice rink in your own community, without breaking the bank.

In our offering we attempt to answer the following questions:

- What is Rink in a Box?
- Is Rink in a Box the right fit for your community?
- How much does Rink in a Box cost?
- How does Rink in a Box come to life?
- Why work with HTG Architects?

Scan our QR code to download Rink In A Box

Waconia Ice Rink



J. PROOF OF COVERAGE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/27/2024

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).

PRODUCER Christensen Group 9855 West 78th Street, Ste 100 Eden Prairie MN 55344	**CONTACT NAME:** Matt SB Hartlieb **PHONE (A/C, No, Ext):** (952) 653-1000 **FAX (A/C, No):** (952) 653-1100 **E-MAIL ADDRESS:** mhartlieb@chnstensengroup.com
INSURED HICKEY, THORTENSON, GROVER, LTD, DBA: HTG ARCHITECTS 1010 Mainstreet, Suite 100 Hopkins MN 55343	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Continental Casualty Company — 20443 **INSURER B :** Transportation Insurance Co — 20494 **INSURER C :** Continental Insurance Co — 35289 **INSURER D :** Hanover Insurance Co — 22292 **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 24-25 Liability **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED 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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			4025961228	07/01/2024	07/01/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG [ ]	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY [ ]			4025961228	07/01/2024	07/01/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) [ ]	$ 1,000,000 $ $ $ $
B	[X] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			5086614300	07/01/2024	07/01/2025	EACH OCCURRENCE AGGREGATE [ ]	$ 5,000,000 $ 5,000,000 $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		7012907562	07/01/2024	07/01/2025	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

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

CERTIFICATE HOLDER

PROOF OF COVERAGE
XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX
XXXXXXXXXXXX

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

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K. FEE PROPOSAL

FEE

HTG Architects and our Team of Design Engineers are pleased to present our cost proposal.

Not to Exceed Cost:

Our lump sum, not to exceed fee for the Rogers Activity Center Expansion as outlined in the RFP and based on an overall project budget of $11,500,000 is provided below.

Fee Breakdown:

Phase 1 - Pre-design Update	**$ 41,300**
◦ Architecture	$ 24,000
◦ Civil & Landscape Engineer	$ 2,500
◦ Structural Engineer	$ 1,200
◦ Mech/Elect. Engineer	$ 13,600
Phase 2 - SD & PD	**$ 97,700**
◦ Architecture	$ 65,500
◦ Civil & Landscape Engineer	$ 2,000
◦ Structural Engineer	$ 9,800
◦ Mech/Elect. Engineer	$ 20,400
	$ 216,600
Phase 3 - DD & CD	$ 110,000
◦ Architecture	$ 6,000
◦ Civil & Landscape Engineer	$ 19,000
◦ Structural Engineer	$ 81,600
◦ Mech/Elect. Engineer	
	$ 72,400
Phase 4 - Bidding & CA	$ 40,000
◦ Architecture	$ 2,000
◦ Civil & Landscape Engineer	$ 10,000
◦ Structural Engineer	$ 20,400
◦ Mech/Elect. Engineer	
Total Fee Breakdown	
◦ Architectural	$ 239,500
◦ Civil/Landscape Engineer	$ 12,500
◦ Structural Engineer	$ 40,000
◦ Mech/Elect. Engineer	$ 136,000
TOTAL FEE:	**$ 428,000**

**Note - Because we know that the Rogers Youth Hockey Association is responsible for funding a portion of this project, we would like to offer a discount on our fee as a sign of our commitment to RYHA & the City of Rogers. Discount of 10% of fee: $ 24,000*

TOTAL FEE WITH DISCOUNT:	**$ 404,000**

FEE

Reimbursable expenses:

In-House Printing (black and white)	$ 0.26/square foot
In-House Printing (color)	$ 2.50/square foot
Mileage	$ current IRS rate
Travel/Airfare/Lodging	$ Direct cost + 10%
Outside Printing	$ Direct cost + 10%
Postage/Delivery	$ Direct cost + 10%
Engineers' Additional Services	$ Direct cost + 10%
Others	$ Direct cost + 10%
Site Survey, Pre/Post Construction ALTA Survey	$ By Owner

HTG Architects Hourly Rates:

Principals	$ 220.00 - 250.00/hr
Project Managers/Project Architects	$ 150.00 - 200.00/hr
Job Captains	$ 120.00 - 150.00/hr
Designers / Drafters / CAD Technicians	$ 115/hr
Administrative	$ 100hr
Overtime	$ Time + 1/2

Hourly Rate Schedules are attached. The attached rate schedules will remain in effect throughout the duration of the project. These hourly rates shall apply for any additional services requested by the city above what is detailed in the RFP.

Assumptions:

1. We have assumed that the city will provide a site survey that can be used as the basis of design for construction.
2. The city will provide any AutoCAD or Revit files it has access to for the existing rink building as well as the new turf building.

Invoicing will occur monthly, net-30 terms. If the scope of the project should change, we will be happy to provide additional services at an hourly rate or at an agreed upon lump sum.

If you have any questions or comments regarding any part of this proposal, please feel free to call.

Sincerely,

Tom Moorse

Tom Moorse
Managing Principal
HTG Architects

htg-architects.com | 952.278.8880 | info@htg-architects.com

City of Rogers Activity Center Expansion

PROPOSAL FOR ARCHITECTURAL + ENGINEERING SERVICES

August 29, 2024

FOR:

Mike Bauer
Parks and Recreation Director

City of Rogers
22350 South Diamond Lake Road
Rogers, MN 55374

763.428.0974
mbauer@rogersmn.gov

ISG
Architecture
Engineering
Environmental
Planning
ISGInc.com

FROM:

Amanda Prosser, PLA
Vice President, Sports + Recreation Business Unit Leader
Amanda.Prosser@ISGInc.com

Jeremy Wiesen, AIA, NCARB, LEED AP
Architecture Group Leader
Jeremy.Wiesen@ISGInc.com

Darren Blue
Development Strategist
Darren.Blue@ISGInc.com

ISG
6465 Wayzata Boulevard + Suite 970
St. Louis Park, MN 55426

952.426.0699

ARCHITECTURE

Architecture
Interior Design
Landscape Architecture
Planning

ENGINEERING

Civil
Drone
Electrical
Land Surveying
Mechanical
Municipal
Refrigeration
Structural
Technology
Telecommunications
Transportation
Water/Wastewater
3D Scanning

ENVIRONMENTAL

Assessments + Review
Geographic Information Systems
Permitting + Compliance
Planning + Feasibility
Testing + Monitoring

PLANNING

Development
Engagement
Funding
Planning
Project Evaluation

Connect. Explore. Thrive.

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August 29, 2024

Mike Bauer
Parks and Recreation Director

City of Rogers
22350 South Diamond
Lake Road
Rogers, MN 55374

763.428.0974
mbauer@rogersmn.gov

ISG

Mike,

The City of Rogers Activity Center (RAC) is a premier recreation facility, serving several groups, including the Rogers Youth Hockey Association and the Rogers Royals boys and girls high school hockey teams. The RAC is a regional hockey focal point, and the City has made considerable investments to keep it performing at a high level.

To expand the facility and serve the growing hockey community, the City is seeking a qualified architecture and engineering partner. ISG and partner, B32 Engineering Group, Inc. (B32), have worked together on numerous ice arena projects and are ready to help expand the City's and the RAC's success. Below are advantages our team is eager to provide:

+ **Responsiveness.** We are rooted in responsiveness to proactively communicate, move the expansion project forward, and make a difference.
+ **Reliability.** From the start, our team will get you across the finish line and support you beyond. We are committed to the City and will work as an extension of your staff.
+ **Listening first.** We listen to your visions and needs first and will deliver exceptional solutions in line with them.
+ **Designing smart.** Our architects, engineers, and facilities experts will help you navigate the complexities of building a facility that serves the community.
+ **Making it possible.** We are excited to bring efficiency, flexibility, and exploration of every option with time and budget in mind.
+ **Growing the Rogers hockey community.** Rogers has proven to have a great hockey presence. As a Minnesota-based sports and recreation firm, we are committed to providing the facilities our athletes need.

ISG and B32 have outlined our scope, team, and experience. We are excited to collaborate with the City, the RAC's operational leaders, and stakeholders to ensure an impactful experience for all.

Sincerely,

Amanda Prosser, PLA
Vice President, Sports + Recreation Business Unit Leader

Jeremy Wiesen, AIA, NCARB, LEED AP
Architecture Group Leader

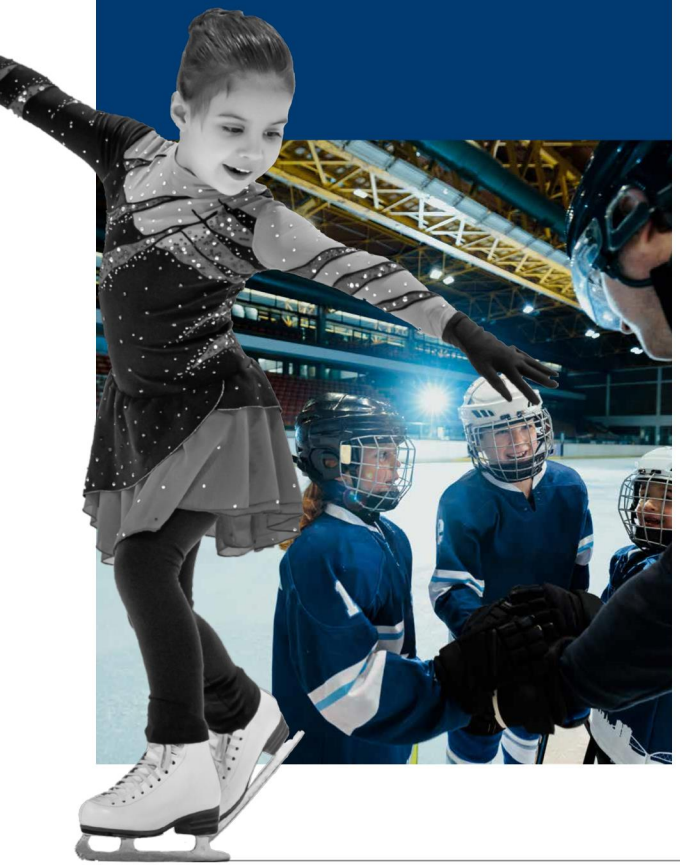
Darren Blue
Development Strategist

SCOPE OF PERFORMANCE

Our team has laid out a preliminary scope according to the schedule in the RFP.

ISG will lead architecture, engineering, permitting, and project management.

B32 will support ISG in designing the ice system.



September–October 2024

PHASE 1: PRE-DESIGN UPDATE

ISG will use contextual design and alternative analysis to update the pre-design document supplied in the RFP. This will include gaining an understanding of physical and contextual characteristics of the location to uncover unique opportunities and constraints that will influence the project. This phase will culminate with a concept that captures the essence of the project and provides a strategic direction for the subsequent schematic design phase. A concept plan, visualization of the building, and cost estimate will be included.

A good, better, best design approach with the selected construction manager (CM) will aid in decision making and help determine a project budget. Each option will offer levels of quality, cost, and functionality, tailored to meet the City's desired budget, goals, and expectations. This design approach will enable the City and the CM to engage in meaningful discussions regarding design priorities, and offer a range of scope levels with which they can align the budget.

Milestones

+ Pre-design kickoff meeting with the City and their selected stakeholders
+ Site and facility tour
+ Review of preliminary findings and options
+ Final pre-design package

RENEWABLE ENERGY ELEMENTS

Our experience evaluating the benefits of renewable energy products during pre-design and implementing them in design will be an asset for the RAC expansion project. Whether for function, efficiency, or possible tax credits through the Inflation Reduction Act, ISG will guide you through the process of taking advantage of these programs. We can also work alongside partners that the City might have in evaluating these possibilities.

PHASE 2: SCHEMATIC DESIGN

Upon the City's acceptance of the updated pre-design document with a known scope and approved project budget, ISG will work closely with the City and expand on the approved pre-design plan. We will confirm the facility program, potential user groups, and preferred building envelope type. During schematic design (SD), ISG will prepare conceptual building and site plans to show material and layout options of the interior and exterior flow.

Our team understands the importance of engagement for the project as the RAC serves numerous sporting and recreational groups, locals, and visitors. We will formulate an engagement strategy with the City and the City's selected stakeholders to ensure perspectives and visions are heard throughout the planning of the expansion project.

Milestones

+ Design kickoff meeting with the City and their selected stakeholders
+ Further due diligence and concept review development
+ ISG architectural, structural, mechanical, electrical, civil engineering, landscape, and site planning services coordination
+ Facility program and project goals
+ Geotechnical consultant coordination
+ Two (2) VISIONING Labs with the City and their selected stakeholders—see details in Other Pertinent Information section
+ One (1) public meeting
+ One (1) design review meeting with the City and their selected stakeholders

PHASE 2: DESIGN DEVELOPMENT

ISG will refine building system and material options, equipment planning and placement, and preliminary cost estimates in collaboration with the selected CM through scheduled meetings. Preliminary plans will encompass architectural, structural, mechanical, electrical, civil engineering, landscape, and site improvement components.

Milestones

+ Preliminary plans—incorporating environmental energy savings systems with the City or their selected consultant
+ One (1) design review meeting with the City and their selected stakeholders
+ 100% DD package to the City in a PDF
+ One (1) public meeting if needed
+ Preliminary construction cost estimate developed by the CM

PHASE 2: CONSTRUCTION DOCUMENTS

This phase will produce final construction documents (CDs) for the proposed site and building elements.

Milestones

+ Final site construction documents for civil engineering and landscape architecture
+ Final building construction documents and specifications for architecture, interior design, structural engineering, mechanical engineering, electrical engineering, and technology design
+ Coordination with current adjacent building and proposed turf building
+ Code analysis, code record plan, required plan review submittals, and any responses to local code officials
+ 75% meeting with the City and their selected stakeholders to review design and the final cost estimate provided by the CM
+ 100% CD package to the City in a PDF

PHASE 2: PERMITTING

ISG will provide a dedicated development services coordinator to streamline coordination and navigation of permitting and approvals. The development services coordinator will develop a permit matrix outlining the applicable permits and approvals based on the project scope. Based on our preliminary due diligence, this proposal anticipates the following permits and plan reviews will be required:

+ Preliminary and final plat approval, as the project spans three parcels and assumes easement acquisition may be required, and site plan review from Planning Commission and City Council
+ Elm Creek Watershed District plan review
+ National Pollutant Discharge Elimination System construction stormwater general permit
+ Metropolitan Council Environmental Services sewer availability charge determination
+ MnDOLI interior and site plumbing plan review, assumes two submittals allowing sitework to commence before building permitting is complete
+ City of Rogers building plan review
+ Minnesota Department of Health concessions plan review

Once preliminary due diligence is confirmed, ISG will prepare and submit permit application materials, project narratives, and other required information. ISG is also prepared to provide correspondence and representation on the your behalf. This proposal anticipates preparation for and virtual attendance at:

+ City pre-application meeting
+ City Planning Commission meeting
+ City Council meeting

Attendance during additional meetings can be provided on a time and materials basis as requested. All fees associated with permits and plan reviews will be the responsibility of the City. Costs advanced by ISG on behalf of the City to expedite the approval process will be invoiced as a reimbursable at cost plus ten percent.

This proposal assumes:

+ Zoning is appropriate to accommodate proposed use
+ Water and sanitary are stubbed into the site from the west and east sides so no public utility extensions are anticipated
+ Building, mechanical, electrical, and plumbing permits will be prepared by the CM and are based on approved City plan review by ISG
+ Fire suppression/alarm plan review and permits by CM
+ City work in right-of-way and utility connection permits will be prepared by the CM

Additional services available upon request:

+ Project schedule preparation
+ Development fee estimate preparation

PHASE 2: BIDDING ADMINISTRATION

ISG will assemble the necessary documents for the bid letting. ISG will assist the City and the CM with bid solicitation, answer questions of the contractors, and issue addenda, as necessary.

PHASE 2: CONSTRUCTION ADMINISTRATION

ISG will provide on-site construction administration services to ensure accurate design implementation, which will involve attendance at key construction milestone meetings with the CM and on-going communication with the City to keep the project on track. We will work with the City to confirm site visit schedules, construction duration, and CA scope.

Milestones

+ Shop drawing, product, and material review, and approvals
  - Shop drawing review, including one (1) review of all shop drawings and one (1) review of up to 10% of submitted drawings
  - Review and approve color samples
+ Construction observation
  - Regular on-site visits according to agreed upon construction schedule
  - Pre-install conferences led by subcontractors
  - Construction meeting attendance with the City, their selected stakeholders, and the CM
+ Information and change requests
  - Respond to requests for information
  - Prepare proposal requests, supplemental instructions, and construction change directives as anticipated—additional scope items are subject to additional fees
  - Review subcontractor pricing and provide City recommendations
  - Issue change orders approved by City
  - Maintain log proposal request status, change orders, and contingency amounts for City
+ Project closeout
  - Substantial and final punch list site visit—additional site visits beyond this due to incomplete work are additional services billed to the CM

Firm Information

A PARTNER YOU CAN TRUST

ISG has a rich history, that extends over 50 years, of building trusting relationships with clients, stakeholders, and the community. As a multi-disciplinary firm that is 100% owned by employees, ISG serves numerous business units and fosters strong collaboration between all disciplines, providing clients a diverse knowledge base, high level of creativity, and broad perspective. ISG's business philosophy is centered around building relationships and constantly adding value through new and creative technologies, professionals, and ideas.

300+
COMBINED ICE ARENA PROJECTS

500+
MULTI-DISCIPLINARY PROFESSIONALS

50+
YEARS OF MAKING A DIFFERENCE

500+
SPORTS + RECREATION PROJECTS

YOUR ICE ARENA EXPERT

B32 in Hudson, Wisconsin, tackles ice arena challenges with strategic planning and design solutions. From community rinks to Division 1 college facilities, B32 aligns with clients vision and ensures cost-effective materials and equipment. Principal Scott Ward, with almost 30 years in ice systems, will lead the project's ice system design.

B32° Ice Rink Engineers

SPORTS + RECREATION EXPERTISE

Athletic Buildings
Athletic Complexes
Audiovisual, Scoreboards, and Technology Integration
Branding + Wayfinding
Community + Recreation Centers
Concessions, Restrooms, and Press Boxes
Cost Estimating
Deferred Maintenance Plans
Domes + Multi-Purpose Facilities
Facilities + Existing Conditions Assessments
Field Houses
Field Testing
Gymnasiums
Indoor + Outdoor Ice Rinks
Locker Rooms + Players Areas
On-Going Safety + Performance Testing
Programming + Space Needs Assessment
Safety + Security Enhancements
Sports Courts
Stadiums
Synthetic Turf Evaluation + Selection
Wellness Studios

TECHNOLOGY WE USE

3D Scanning
Drone
Geographic Information Systems
Pipe Crawler
Visualization + Augmented Reality

Resumes

Amanda Prosser, PLA

ISG Vice President, Sports + Recreation Business Unit Leader

MN #46766 | 20% Available

Amanda believes in design's power to enhance daily life, defining her nearly 20-year career as a landscape architect and Sports and Recreation Business Unit leader. Specializing in athletic facilities, she is constantly looking for ways to improve the player and spectator experience through custom amenities and training facilities.

Fostering effective client and stakeholder engagement, she leads an iterative design process. Her projects showcase how her adept big-picture planning results in iconic spaces. Her approach to multi-use field design emphasizes flexibility and functionality to maximize the benefits for multiple user groups.

EDUCATION

Bachelor of Landscape Architecture + Bachelor of Environmental Design
North Dakota State University

EXPERIENCE SNAPSHOT

**Current Project*

University of Mary Athletic Complex Improvements*
Bismarck, ND

Rochester Sports + Recreation Complex Study
Rochester, MN

Sanford Sports Complex
Sioux Falls, SD

ISG Field
Mankato, MN

Darren Blue

ISG Development Strategist

30% Available

Darren applies his nearly 25 years of coaching experience at the youth, high school, junior, and collegiate levels, to his role as development strategist for ISG's sports and recreation clients.

He will leverage his experience of working within the sports industry, along with playing, coaching, and watching games, practices and training sessions around the world. Darren has a firm understanding of the multi-faceted considerations of ice arena design and how a well-designed complex can transform the experience of athletes, coaches, fans and the community.

EDUCATION

Master of Science in Educational Leadership
Minnesota State University, Mankato

EXPERIENCE SNAPSHOT

**Current Project*

All Seasons Arena Renovation*
Mankato, MN

Mayo Clinic Health System Event Center
Mankato, MN

St. Norbert College Hockey Facility
Ashwaubenon, WI

Winona Ice Arena Assessment + Indoor Training Facility*
Winona, MN

Michigan Technological University Hubbell Field House
Houghton, MI

Jeremy Wiesen, AIA, NCARB, LEED AP

ISG Architecture Group Leader

MN #49451 | 30% Available

Jeremy leads projects from initial planning and design phases through construction document preparation. Having designed solutions for everything from athletic to event spaces, he brings an experienced eye and dynamic perspective to each project.

He understands when it comes to athletic and recreational spaces, user input is a designer's greatest resource. He will work closely with stakeholders to facilitate engaging, consensus-building activities to set the foundation for meaningful spaces. This collaborative approach will result in unique designs, tailored to the user needs, balance sustainability and functionality, enhance the user and experience, and elevate your athletic and recreational programs with increased recruitment and retention.

EDUCATION

Master of Architecture
North Dakota State University

EXPERIENCE SNAPSHOT

**Current Project*

All Seasons Arena Renovation*
Mankato, MN

Mayo Clinic Health System Event Center
Mankato, MN

West Fargo Sports Arena Expansion
West Fargo, ND

University of Mary Athletic Complex Improvements*
Bismarck, ND

St. Norbert College Hockey Facility
Ashwaubenon, WI

Michigan Technological University Hubbell Field House
Houghton, MI

Matthew Chapin

ISG Architectural Designer

50% Available

Matthew has developed an approach that successfully balances the artistic and technical components of sports and recreation facilities. An expert at Building Information Model (BIM) programming, he will partner with all design practice groups throughout each project phase to deliver results that reflect the City's goals for the RAC.

Eager to translate the City's vision, Matthew will facilitate design charettes and be involved in all phases, from the pre-design update through post-occupancy. His enthusiasm, passion, experience, and adaptability to meet aggressive time lines makes Matthew a valuable team member for the RAC expansion.

EDUCATION

Master of Architecture
South Dakota State University

EXPERIENCE SNAPSHOT

**Current Project*

Winona Ice Arena Assessment + Indoor Training Facility*
Winona, MN

University of Mary Athletic Complex Improvements*
Bismarck, ND

Michigan Technological University Hubbell Field House
Houghton, MI

Bob Mickelson

ISG Project Manager

30% Available

With over 40 years of experience leading project management and construction administration for a wide variety of public and recreational partners, Bob has a proven record of providing dependable and practical solutions to meet client needs. His vast project experience includes new construction and renovation of athletic facilities.

Conscious of funding, planning, operational, and cost efficiency demands, he works with stakeholders to ensure designs are sustainable as well as functional for users and staff. Exemplifying ISG's client-focused approach, Bob tackles projects with a forward-thinking and comprehensive project management style that allows him to solve problems quickly and keep projects on track.

EXPERIENCE SNAPSHOT

**Current Project*

Graham Ice Arena Complex Renovation
Rochester, MN

Burich Ice Arena Renovation
Hutchinson, MN

Mayo Clinic Health System Event Center
Mankato, MN

Sanford Sports Complex
Sioux Falls, SD

MASH Baseball Complex*
Savage, MN

Dordt University Rozenboom Athletic Center Renovation*
Sioux Center, IA

Lauren Corrow

ISG Assistant Project Manager

30% Available

Lauren is detail-oriented and driven to help the team meet deadlines. With the ability to successfully multi-task she collaborates to reach client goals while allowing team members to focus on leading their disciplines, driving better decisions faster. Accustomed to working in fast-paced environments and adapting quickly to change Lauren drives teamwork and unity to reach objectives effectively and efficiently.

Lauren will support Bob in managing the RAC expansion. With recent athletic facility project success, Lauren understands how to get projects across the finish line. In addition, she has vast experience working with public clients, supporting her ability to work with the City and their stakeholders.

EDUCATION

Bachelor of Science in Project Management
Liberty University

EXPERIENCE SNAPSHOT

**Current Project*

Indoor Sports Complex
Muscatine, IA

MASH Baseball Complex*
Savage, MN

Dundas Athletic Dome Study*
Northfield, MN

Michigan Technological University Hubbell Field House
Houghton, MI

Hannahville Indian Community Health Clinic + Governmental Services Building
Wilson, MI

Mark Schwanz, LS

ISG Land Surveyor

MN #45817 | 20% Available

Mark has completed hundreds boundary surveys, ALTA ACSM land title surveys, preliminary surveys, construction stakings, and site layouts. He works with drone pilots and GIS managers to lead site surveying efforts with innovative technologies.

Mark will ensure reliable and accurate data of the site is captured to best inform design documents. He considers how the project fits into the larger landscape by identifying man-made and natural features. With Mark's detailed surveys, the design team will have a sound understanding of the site and its conditions.

EDUCATION

Bachelor of Science in Political Science
Gustavus Adolphus College

EXPERIENCE SNAPSHOT

**Current Project*

MASH Baseball Complex*
Savage, MN

Mill Towns State Trail Preliminary Design
Northfield, MN

Jim Gustafson Field, Hammer Athletic Complex
Albert Lea, MN

Braemar Golf Course Facility Assessment + Market Study
Edina, MN

Amanda Thomas, PE

ISG Civil Engineer

MN #58821 | 30% Available

Having worked on nearly every athletic project ISG has completed in the past eight years, Amanda offers targeted experience and knowledge in designing sports and recreation facilities. Her expertise considers each aspect of the site while she designs functional features and amenities for specific user groups based on her firsthand experience playing and spectating at athletic complexes.

Amanda's long-term facility planning will provide the City with a facility with sustainable operations and revenue. Additionally, she has developed a thorough understanding of regulatory agencies, which is extremely useful while ensuring all stakeholder needs are met through sound deliverables and maintaining your designated project budget.

EDUCATION

Bachelor of Science in Civil Engineering
Minnesota State University, Mankato

EXPERIENCE SNAPSHOT

**Current Project*

Shafer Ice Arena Pre-Design
Shafer, MN

Sanford Sports Complex
Sioux Falls, SD

Indoor Sports Complex
Muscatine, IA

University of Mary Athletic Complex Improvements*
Bismarck, ND

Rochester Sports + Recreation Complex Study
Rochester, MN

Mitchell Workmon, PLA

ISG Landscape Architecture Group Leader

MN #53748 | 30% Available

Mitch brings 12 years of practice as a landscape architect working with municipalities and private clients to produce custom and connected designs for athletic facilities, complexes, parks, open spaces, and urban developments.

Mitch has been involved in several high profile, large scale projects and understands how to select the right material to meet the needs of multiple sports. Working within the tight budget constraints of municipalities, he will strategically define opportunities and prioritize improvements that are supported by accurate cost estimating—resulting in effective and easily implementable plans.

EDUCATION

Master of Landscape Architecture
Kansas State University

EXPERIENCE SNAPSHOT

**Current Project*

Hastings Civic Arena Study
Hastings, MN

Sanford Sports Complex
Sioux Falls, SD

University of Mary Athletic Complex Improvements*
Bismarck, ND

The Meadows Park
Plymouth, MN

Thomas Park
Mankato, MN

Cortney Norell, IIDA

ISG Interior Designer

NCIDQ #32963 | 30% Available

Cortney has ten years of experience implementing creative design solutions for public clients. Her specific expertise lies in conceptual design, space planning, construction documents, interior finishes, material selection and specification, and furniture and textile selection and specification. Branding, wayfinding, and overall connectivity are also focal areas for Cortney and the design team.

Passionate about creating spaces that blend efficiency and beauty, Cortney will apply a detail-oriented and City-focused approach to create compelling interior designs that exceed expectations.

EDUCATION

Bachelor of Science in Interior Design
South Dakota State University

EXPERIENCE SNAPSHOT

**Current Project*

All Seasons Arena Renovation*
Mankato, MN

Round Lake Park Building
Eden Prairie, MN

Michigan Technological University Hubbell Field House
Houghton, MI

Mayo Clinic Health System Event Center
Mankato, MN

Hannahville Indian Community Health Clinic + Governmental Services Building
Wilson, MI

Chad Martin

Mechanical Engineering Group Leader

MN #21591 | 25% Available

With expertise in robust system design, Chad mentors the mechanical engineering team and oversees projects at ISG. He has dedicated his 25-year career to building systems analysis, design, optimization, and troubleshooting. A proactive problem solver, he collaborates with clients to enhance energy efficiency and indoor environments, including athletic facilities and ice arenas.

Chad specializes in mechanical, electrical, and plumbing systems for renovations of public facilities, prioritizing comfort and safety. He will deliver comprehensive mechanical engineering, spanning design, commissioning, and consulting for the City and RAC expansion project.

EDUCATION

Bachelor of Science in Mechanical Engineering
University of Minnesota

EXPERIENCE SNAPSHOT

**Current Project*

Forest Lake Area Schools Sports Center
Forest Lake, MN

Miller Park Indoor Tennis + Pickleball Facility
Eden Prairie, MN

Michigan Technological University Hubbell Field House
Houghton, MI

University of Mary Athletic Complex Improvements*
Bismarck, ND

Scott Ward, PE

B32 Owner, Project Engineer

MN #40921 | 15% Available

With 27 years of experience and extensive knowledge of public ice arenas, Scott will lead the design of the ice system. He has completed feasibility and evaluation studies, project development, funding applications, and the design and construction processes for hundreds of ice rink projects across the United States, including professional practice facilities, Division I college venues, single- and multi-sheet community arenas, and outdoor ice rinks.

Scott is integrally involved in each ice rink project and his experience as a hockey player, coach, and supporter helps ensure each facility and its systems meet the community's programming, operational, and social needs.

EDUCATION

Master of Mechanical Engineering
University of Minnesota

EXPERIENCE SNAPSHOT

**Current Project*

3M Arena at Mariucci Ice System Replacement*
Minneapolis, MN

Bloomington Ice Gardens Ice System*
Bloomington, MN

Maple Grove Community Center Third Sheet Addition*
Maple Grove, MN

Super Rink Ice System Replacement*
Blaine, MN

Josh Kvasnicka, PE

ISG Senior Structural Engineer

MN #49591 | 35% Available

Josh is a seasoned structural engineer with 17 years of experience. Throughout his career, he has adopted a consultative and collaborative approach to structural engineering, positioning clients for success in their projects.

Josh's diverse structural engineering experience includes a variety of projects ranging in industry and size—from sports facility renovations and expansions to new construction, Josh taps into his structural expertise to provide innovative solutions to the City. He will provide reliable structural designs, plans, and specifications for the expansion project.

EDUCATION

Bachelor of Science in Architectural Engineering
Milwaukee School of Engineering

EXPERIENCE SNAPSHOT

**Current Project*

All Seasons Arena Renovation*
Mankato, MN

Dordt University Rozenboom Athletic Center Renovation*
Sioux Center, IA

Waterloo Convention Center at Sullivan Brothers Plaza
Waterloo, IA

Braemar Golf Course Facility Assessment + Market Study
Edina, MN

Alex Gregor, PE

ISG Electrical Engineering Group Leader

MN #59905 | 35% Available

With over six years of experience, Alex is the electrical engineering practice group leader for public sector clients, including those for sports and recreation projects. His facility assessment services include a detailed inspection of the existing conditions of electrical infrastructure, identification of the system's age, and a full review of lighting systems.

Working with the mechanical engineering team, he will balances power demands with mechanical upgrades and identify opportunities to earn energy rebates through energy efficient designs. Alex understands the electrical goals and limitations of the space and will deliver cost-effective solutions.

EDUCATION

Bachelor of Engineering in Electrical and Electronics Engineering
Minnesota State University, Mankato

EXPERIENCE SNAPSHOT

**Current Project*

All Seasons Arena Renovation*
Mankato, MN

Hastings Civic Arena Study
Hastings, MN

Dassel-Cokato Recreation Center
Cokato, MN

Michigan Technological University Hubbell Field House
Houghton, MI

Meskwaki Nation Recreation Center
Tama, IA

Israel Salcedo

ISG Technology Designer

35% Available

Israel provides the communication, audiovisual, and security design that are critical to the user experience in today's facilities. Whether crafting blueprints for a new facility or integrating technology into existing spaces to enhance sound systems, technology specification has become a crucial aspect throughout all design phases.

Mapping out the complex and ever progressing world of low voltage and technology, Israel meets all projects with strategic solutions that reflect the experience he has gained throughout his career.

EDUCATION

Associate of Applied Science in Architectural Technologies
Des Moines Area Community College

EXPERIENCE SNAPSHOT

**Current Project*

All Seasons Arena Renovation*
Mankato, MN

Indoor Sports Complex
Muscatine, IA

Sanford Sports Complex
Sioux Falls, SD

University of Mary Athletic Complex Improvements*
Bismarck, ND

Michigan Technological University Hubbell Field House
Houghton, MI

Claire Roth

ISG Permitting and Approvals Specialist

15% Available

As a planning and permitting expert, Claire will move the expansion project from conception to completion. Her expertise lies not only in her extensive zoning knowledge and understanding of city codes, but more importantly, in how to effectively apply them to each project's site design.

Drawing upon her comprehensive understanding of due diligence, Claire will also navigate through permitting processes with precision to meet all regulatory standards while staying on track with project milestones.

EDUCATION

Bachelor of Science in Urban Studies
University of Minnesota

EXPERIENCE SNAPSHOT

**Current Project*

All Seasons Arena Renovation*
Mankato, MN

Parks Master Plan
Savage, MN

Parks Master Plan
Saint Peter, MN

Forest Lake Area Schools Sports Center
Forest Lake, MN

University of Mary Athletic Complex Improvements*
Bismarck, ND

Michael Blank

ISG Senior Visualization Specialist

40% Available

To help capture a client's vision, Michael creates still images, animations, and virtual reality experiences of proposed projects. These interactive pieces are also used to encourage community interaction, build consensus, and earn project support. Michael utilizes an array of software in the rapidly evolving field of visualization, including Infraworks, Lumion, Thea, Civil 3D, Adobe Premiere, and Photoshop.

His expertise using these highly specialized imaging tools provides clients a multi-layered understanding of how complex decisions take shape in reality. Through visualization, Michael will create hyper-realistic, immersive experiences that helps the City experience ideas and explore opportunities from concept through construction documents.

EDUCATION

Bachelor of Landscape Architecture + Bachelor of Environmental Design
North Dakota State University

EXPERIENCE SNAPSHOT

**Current Project*

All Seasons Arena Renovation*
Mankato, MN

Mayo Clinic Health System Event Center
Mankato, MN

Shafer Ice Arena Pre-Design
Shafer, MN

St. Norbert College Hockey Facility
Ashwaubenon, WI

University of Minnesota Duluth Hockey Facility Renovation
Duluth, MN

Previous Experience

ALL SEASONS ARENA RENOVATION + EXPANSION

Mankato, MN | In Progress

All Seasons Arena, a year-round, two-ice-sheet indoor facility is undergoing a significant $14 million expansion to enhance its infrastructure and user experience. ISG has been a trusted partner on this project, starting with preliminary services that included a comprehensive facility assessment to evaluate the building's physical conditions and systems and conceptual planning with a cost estimate.

Space planning was completed to address expansion of the lobby area and refrigeration room. The expansion adds necessary storage space, enlarges the connection between the arena's west and east ends, and improves spectator viewing experience on the north rink.

Key aspects of the renovation include infrastructure improvements, an upgraded ice system, a dryland training area, an expanded lobby, and concessions. Upgrades to seating, lighting, and flow of users will improve the experience for athletes and spectators.

The project is part of a broader funding collaboration with the Cities of Mankato and North Mankato, Blue Earth County, and Mankato Area Public Schools. The renovation is expected to be completed by 2025, making the arena a more attractive venue while boosting its economic impact on the local community.

ISG

B32° Ice Rink Engineers

ALL SEASONS
ARENA
WEST ENTRANCE

MAYO CLINIC HEALTH SYSTEM (MCHS) EVENT CENTER EXPANSION, RENOVATION, AND HOCKEY TRAINING IMPROVEMENTS

Mankato, MN | Completed

With over 70,000 square feet of flexible meeting and event space, the renovated facility houses conferences, concerts, and sporting events, hosting more than 350,000 people and generates more than $42 million annually.

The 21,000-square-foot auditorium has an exhibit floor and seating capacity of up to 2,000 attendees. To improve flexibility of use, ISG specially designed the roof framing to accommodate rigging systems and acoustics necessary to hold a variety of live events. Retractable seating and a removable stage allow for quick transitions between trade shows and concerts. Before entering the main auditorium, visitors are greeted by large exterior glazing, wide windows, and open stairs in the pre-function space. The event center also houses an upper level concourse, ballroom, exterior plaza, and historic reception hall.

These additions allowed for the relocation and upgrade of the Minnesota State University, Mankato Men's and Women's Hockey facilities. While boasting new locker rooms, training and conditioning rooms, coach and operations offices, and a nutrition center, upgrades were also made to the existing arena to meet expectations of fans, players, and teams at the Division I level.

ISG

B32° Ice Rink Engineers

MAVERICK HOCKEY

BURICH ICE ARENA ASSESSMENT + RENOVATION

Hutchinson, MN | Completed

The Hutchinson Burich Arena is the home of Hutchinson Hockey Association, Hutchinson Figure Skating Association, Hutchinson Parks, Recreation and Community Education Skating School, and Hutchinson High School girl's and boy's hockey teams. ISG's assessed the 30,000-square-foot arena, a single-story metal building with a mezzanine containing bleachers, with locker rooms underneath.

To identify deficiencies in the existing heating, ventilation, and air conditioning (HVAC) system of the east arena portion of the Burich Arena, the City hired ISG to provide an assessment and recommendations on cost effective improvements that provide improved operations and maintenance, as well as occupant safety and comfort.

Roof and wall assemblies were updated, resulting in a tighter building envelope and improved energy efficiency. These improvements required building permitting and ventilation inspection.

The renovation of the arena addressed several issues, resulting in improved thermal efficiency, reduced interior condensation, improved appearance with insulated metal panels and thin brick, and added standing seam roof paneling.

GRAHAM ICE ARENA COMPLEX RENOVATION

Rochester, MN | Completed

ISG and B32 partnered to provide system replacements and facility updates to the Graham Ice Arena Complex, owned and operated by Olmsted County in Rochester, Minnesota. The 100,000-square-foot facility, which includes five sheets of ice, faced malfunctioning chiller plants and a leaking field loop. ISG and B32 collaborated to replace old chillers with a new ammonia refrigeration system.

ISG also enhanced electrical infrastructure. Detailed construction plans covered new distribution equipment, motor control center, lighting, fire alarm upgrades, and integration with the County's control system for remote monitoring. Boiler and pump upgrades were included, along with a code-compliant voice fire alarm system update.

B32 integrated waste heat recovery into a new refrigeration system, repurposing it to warm domestic water for ice preparation vehicles. ISG designed supportive utilities and emergency ventilation for the machine room, also upgrading aged water heaters, boilers, and pumps for enhanced efficiency in the facility. The County's proactive measures improved the reliability, energy efficiency, and serviceability of the facility.

ISG

B32° Ice Rink Engineers

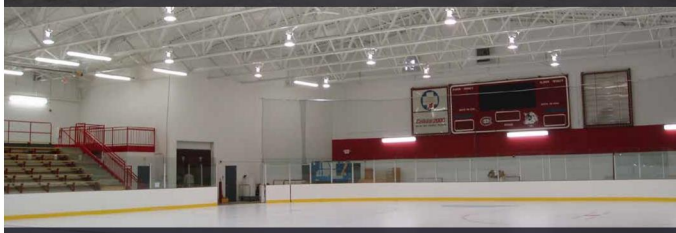
OTHER ICE ARENA PROJECTS

Our experience working on several ice arena projects, combined with B32's ice system design experience, sets us up for success in expanding the RAC. These projects include renovations, expansions, branding, mechanical system improvements, electrical improvements, and interior and exterior modernization—all things that attract users, give them an elite experience, and make them want to come back.

+ All Seasons Arena Renovation
+ Burich Ice Arena
+ Faribault Ice Arena
+ Forest Lake Sports Center
+ Graham Arena Complex
+ Hastings Civic Arena Study
+ MCHS Event Center Hockey Training Improvements
+ Martin County Hockey Arena
+ Monticello Ice Arena
+ New Prague Ice Arena
+ Northfield Ice Arena
+ Pine City Youth Hockey Warming House
+ Riverside Ice Arena
+ St. Michael Albertville Ice Arena
+ St. Norbert College Hockey Facility
+ University of Minnesota Duluth Hockey Training Facility
+ West Fargo Sports Arena
+ Windom Multi-Purpose Arena
+ Winona Ice Arena Assessment + Indoor Training Facility

University of Minnesota-Duluth Hockey Training Facility

Faribault Ice Arena

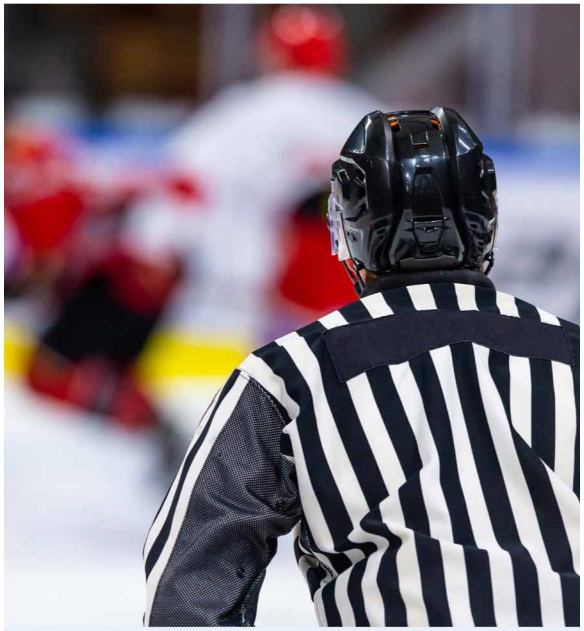


Monticello Ice Arena

West Fargo Sports Arena

St. Michael Albertville Ice Arena

References



CITY OF MANKATO

PROJECT: ALL SEASONS ARENA RENOVATION

Parker Skophammer
Director of Administrative Services

507.387.8739
pskophammer@mankatomb.gov

OLMSTED COUNTY

PROJECT: GRAHAM ICE ARENA COMPLEX RENOVATION

Mat Miller
Director of Facilities and Building Operations

507.328.6002
mathew.miller@olmstedcounty.gov

MINNESOTA STATE UNIVERSITY, MANKATO

PROJECT: MCHS EVENT CENTER EXPANSION, RENOVATION, AND HOCKEY TRAINING IMPROVEMENTS

Mike Hastings
Former Head Men's Hockey Coach

507.514.8212
meh@athletics.wisc.edu

CM + CMAR Experience

A vast majority of ISG's projects are delivered by CM or CMAR partners. The following list on the right includes a contact with large CM firms in Minnesota that we work with regularly. In addition, ISG has worked with these partners on several other projects across the Midwest.

With our deep experience of working with CM and CMAR partners on both public and private facility projects, we understand how to best engage our partners for project delivery success every time.

OTHER CM + CMAR PARTNERS

+ Bauer Construction
+ Terra Construction
+ McGough Construction
+ Greystone Construction Company
+ Gardner Builders

ALL SEASONS ARENA RENOVATION

ARCHITECT: ISG
Jeremy Wiesen, AIA, NCARB LEED AP

OWNER: CITY OF MANKATO
Parker Skophammer
507.387.8739
pskophammer@mankatomb.gov

CM: KNUTSON CONSTRUCTION
Collin Bennett
507.206.2506
cbennett@KnutsonConstruction.com

MCHS EVENT CENTER EXPANSION, RENOVATION, AND HOCKEY TRAINING IMPROVEMENTS

ARCHITECT: ISG
Jeremy Wiesen, AIA, NCARB LEED AP

OWNER: CITY OF MANKATO
Parker Skophammer
507.387.8739
pskophammer@mankatomb.gov

CM: MORTENSON CONSTRUCTION
Chris Frank
763.287.5839
chris.frank@mortenson.com

BYRON PUBLIC SCHOOLS + ATHLETIC FACILITIES

ARCHITECT: ISG
Kevin Bills, AIA

OWNER: BYRON PUBLIC SCHOOLS
Mike Neubeck, PhD
507.775.2383
mike.neubeck@byron.k12.mn.us

CM: KNUTSON CONSTRUCTION
Keane McWaters
507.206.2501
kmcwaters@KnutsonConstruction.com

CANTERBURY PARK STABLES

ARCHITECT: ISG
David Selinsky, AIA, NCARB

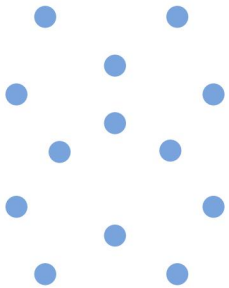
OWNER: CANTERBURY PARK DEVELOPMENT, LLC
Jason Haugen
612.669.5862
jhaugen@canterburypark.com

CM: GREYSTONE CONSTRUCTION
Doug Reeves
712.339.2157
dreeves@greystoneconstruction.com

Other Pertinent Information

VISIONING LABS: A process to explore options and identify the best solution

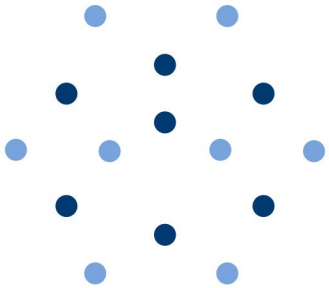
ISG's VISIONING LABS include a thorough pre-design process, engaging with users and stakeholders to gather insights and clarify needs. During the VISIONING LABS, our team considers the unique space needs and requirements of all stakeholders—connecting wants and needs into a unified project vision.



DEFINE

wants, needs, and potential to meet your goals

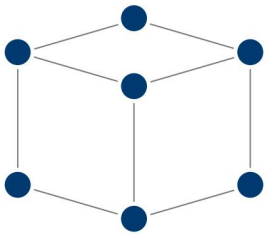
- ☑ Gain context
- ☑ Engage user groups
- ☑ Engage stakeholders
- ☑ Consider community impacts
- ☑ Identify what is and is not working well
- ☑ Review athletics pre-design questionnaire
- ☑ Confirm budget



EXPLORE

ideas and gain an understanding of likes and dislikes

- ☑ Host a charette
- ☑ Define space needs
- ☑ Explore and vet options and costs
- ☑ Identify revenue opportunities



DESIGN

to integrate feedback into a final preferred design

- ☑ Share solutions with and gather feedback from user groups and stakeholders
- ☑ Coordinate with CM
- ☑ Integrate technical systems
- ☑ Confirm constructability

Certificate of Insurance

ACORD

CERTIFICATE OF LIABILITY INSURANCE

10/16/2024

DATE (MM/DD/YYYY) 9/28/2023

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).

PRODUCER
Lockton Companies
444 W. 47th Street, Suite 900
Kansas City MO 64112-1906
(816) 960-9000
kcasu@lockton.com

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Continental Casualty Company	20443
INSURER B : The Continental Insurance Company	35289
INSURER C : Transportation Insurance Company	20494
INSURER D : Berkshire Hathaway Specialty Insurance Company	22276
INSURER E :	
INSURER F :	

INSURED
1515461
I&S GROUP, INC.
115 EAST HICKORY STREET SUITE 300
MANKATO MN 56001

COVERAGES **CERTIFICATE NUMBER:** 19865770 **REVISION NUMBER:** XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED 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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X CONT LIAB; XCU GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY X PRO-JECT X LOC OTHER:	N	N	7034711811	10/16/2023	10/16/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 200,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY	N	N	7034682407	10/16/2023	10/16/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ XXXXXXX $ XXXXXXX $ XXXXXXX
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ $0	N	N	7034711839	10/16/2023	10/16/2024	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	7034691446	10/16/2023	10/16/2024	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
D	PROFESSIONAL LIAB INCL POLLUTION	N	N	47-EPP-324826-02	10/16/2023	10/16/2024	PER CLAIM $5,000,000 AGGREGATE $10,000,000	

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

CERTIFICATE HOLDER

19865770
FOR INFORMATIONAL PURPOSES ONLY

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

Joseph M Agnello

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ACORD 25 (2016/03)

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Fee

ISG proposes to provide the scope of work described within this proposal for compensation in accordance with the following schedule. Anticipated reimbursable expenses such as travel, mileage, and printing are included.

Phase 1	Cost
Pre-Design Update	$37,400
Phase 2	**Percentage of Construction Cost**
Schematic Design Through Construction Administration	6–7%*

**Phase 2 percentage of construction cost can be negotiated once the scope of work and level of services are confirmed during Phase 1. The scope of work to be confirmed includes technology design, whether the new ice plant will stand alone or be a part of an integrated plant with the existing ice rink, and construction administration.*

ACKNOWLEDGMENT OF ACCEPTANCE

This proposal is valid for 30 days.

Accepted this _____ day of _____ , 2024.

Company: _____
Print

Name: _____
Print

Title: _____
Print

Signature: _____

PROPOSED CONTRACT

If this project does not have specific requirements,ISG proposes to use our standard applicable contract as described here. The General Terms and Conditions applicable to this Proposal are available at the link below and are hereby accepted and incorporated herein by reference. Upon acceptance of this Proposal, the parties can proceed with the project based on this signed Proposal, per its General Terms and Conditions, or for more complex projects, ISG, at its discretion, will prepare and require the use of an AIA or EJCDC Contract that will govern the project.

GENERAL TERMS + CONDITIONS
bit.ly/termsconditions_isg

EXPERTISE

Architecture
Engineering
Environmental
Planning

WORK

Commercial
Education
Food + Industrial
Government + Cultural
Healthcare
Mining
Public Works
Residential + Mixed-Use
Sports + Recreation
Telecommunications + Energy
Transportation
Water

ISG

Rogers, AR
Des Moines, IA
Storm Lake, IA
Waterloo, IA
Bloomington, MN
Mankato, MN
Rochester, MN
St. Louis Park, MN
Dakota Dunes, SD
Pierre, SD
Sioux Falls, SD
Brookfield, WI
Green Bay, WI
La Crosse, WI

ISGInc.com

On January 12, 2017, ISG formally announced its transition of firm ownership to a 100% employee stock ownership plan (ESOP). As a multi-disciplinary firm that started 50+ years ago, ISG has since grown to be a Top 500 Design Firm as recognized by Engineering News-Record (ENR), a Zweig Group Hot Firm, and PSMJ Circle of Excellence recipient, illustrating the progressive increase in talent, expertise, and market share.

Hot Firm 2023 | 2023 Best Firms To Work For | 2023 Marketing Excellence | 2023 Trifecta Award | 2023 ENR TOP 500 DESIGN FIRMS | Best of 2023 1ST PLACE mankato The Free Press

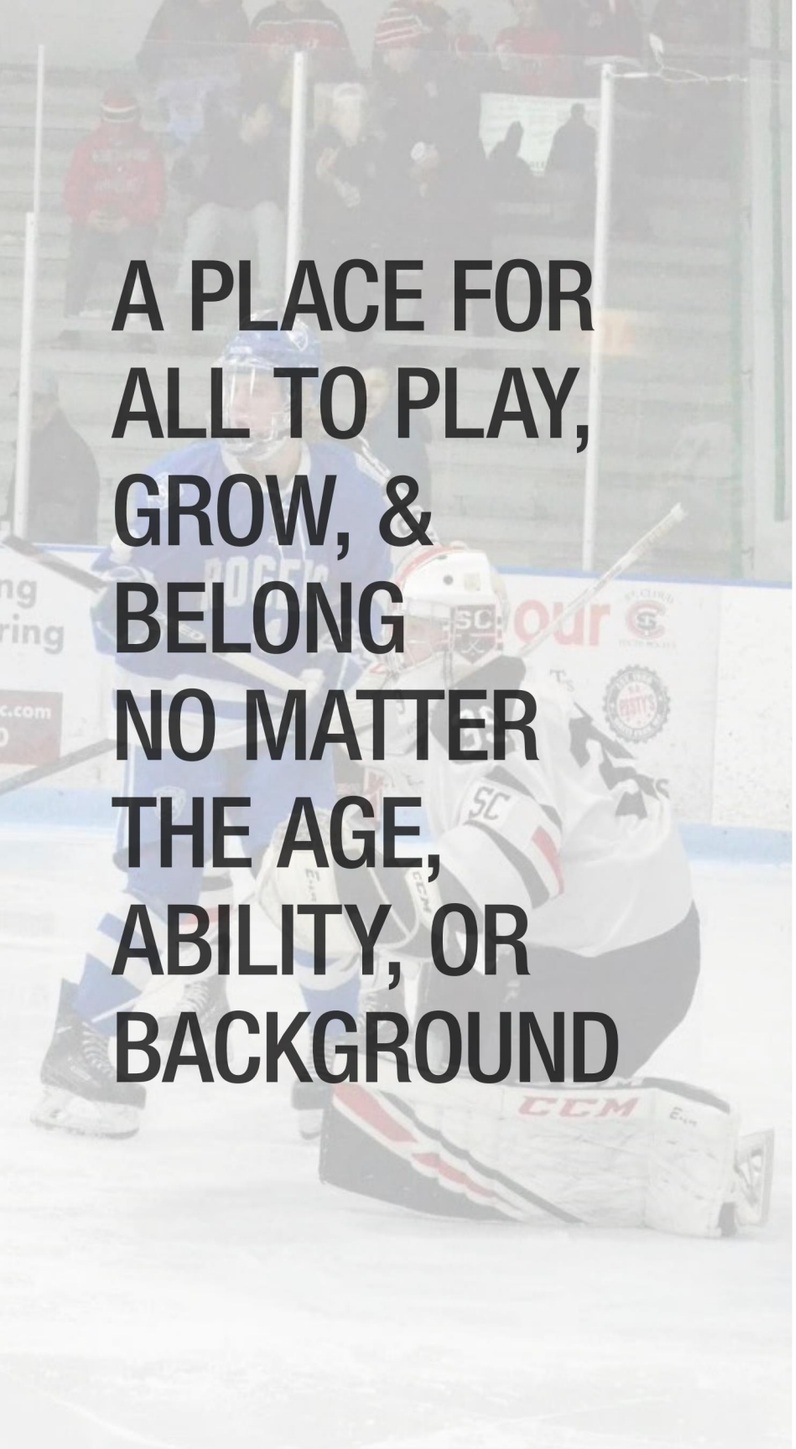
CITY OF ROGERS

ROGERS ACTIVITY CENTER EXPANSION

JLG architects

PROPOSAL RESPONSE

AUGUST 29, 2024



A PLACE FOR ALL TO PLAY, GROW, & BELONG NO MATTER THE AGE, ABILITY, OR BACKGROUND

JLG ARCHITECTS
710 S Second Street, 8th Floor
Minneapolis, MN 55401
612.746.4260
jlgarchitects.com

Dear Mike and Selection Team,

I am thrilled to present our proposal for the architectural and engineering services needed to expand the Rogers Activity Center. With a profound understanding of your requirements and a steadfast commitment to delivering exceptional results, we are confident that our team is uniquely positioned to bring this project to fruition.

Over the years, JLG has worked closely with the City of Rogers, and we cherish the strong relationship we have built. This collaboration has provided invaluable insights into your vision and operational requirements. Our team of architects and consulting engineers, currently working on the Rogers Indoor Turf Facility, will ensure continuity and play a pivotal role in the success of this expansion project.

Our team's combined expertise offers a unique advantage for this project. With Ryan's deep understanding of your process and needs and Tom's historical knowledge of the ice arena's design, we are well-equipped to address the expansion's technical and strategic aspects.

Our commitment is unwavering. We are dedicated to delivering a state-of-the-art facility that meets your current and future needs while staying within budget and on schedule. Our approach combines innovative design with practical engineering solutions, ensuring a successful project outcome.

We are grateful for the opportunity to present our Proposal for this important project. We look forward to discussing how we can contribute to the success of the Rogers Activity Center expansion. Please feel free to contact us directly; our contact information is below.

Sincerely,

Tom Betti, AIA | Sports Studio Director
tbetti@jlgarchitects.com | 612.902.8095

Ryan Rademacher, AIA | Sports Studio Principal
rrademacher@jlgarchitects.com | 651.273.9995

JLG is working with the City of Maple Grove on the renovation and expansion of Maple Grove Community Center, a social and recreational hub for ice sports, aquatics, fitness, events, and youth and senior activities.

MAPLE GROVE COMMUNITY CENTER EXPANSION
MAPLE GROVE, MINNESOTA

B

SCOPE OF PERFORMANCE

SHAKOPEE COMMUNITY CENTER & ICE ARENA
SHAKOPEE, MINNESOTA

PROJECT UNDERSTANDING

The expansion of the Rogers Activity Center has been in the planning stages for several years, and JLG has been involved in much of the predesign and conceptual plans for it to date. This has given us valuable insight into the City's inner workings, as well as the needs and desires for the new facility. We understand the proposed facility's program and spatial requirements and the relationship between the existing RAC facility and the new Indoor Turf facility. Per the RFP, the proposed project is anticipated to include the following new spaces with estimated building square footage:

- Dryland Training – 3,281 SF
- Ice, Locker Rooms, & Team Restrooms – 27,889 SF
- Lobby & Circulation – 7,841 SF
- Public Restrooms – 806 SF
- Mechanical – 300 SF
- Optional Leased Space – 7,000 SF

RYHA DESIGN REQUIREMENTS

- 4 locker rooms to be used for the RAC Expansion
- Off-ice/dryland space for RYHA for training, shooting and drills
- Seating for 200-300 people
- Possible inclusion of locker rooms for ISD 728

ADDITIONAL NEEDS & CLARIFICATION PER JLG UNDERSTANDING

- A single 85'x200' (Standard NHL size) ice sheet
- Replacement of the existing R-22 refrigeration system with a central plant for both ice sheets
- 4-5 Team rooms. I wet, 4 dry (these are not additional, they already identified above)
- 2 High School locker rooms (these are not additional, they already identified above)
- Ref room(s)
- A skate rental/retail and service space.
- Facility support spaces such as mechanical, electrical, storage, IT, and ice refrigeration and resurfacing equipment storage and maintenance.
- Renewable energy and other considerations that could allow for utilizing tax credits to offset project costs
- Scope of work
    - Predesign review and update, including stakeholder engagement
    - Basic design services (SD, DD, CD, Bid, CA)
    - Support for selection of Construction Manager

In preparation of this proposal, our design team has reviewed the following documents provided by the City of Rogers as part of the RFP:

Request for Proposal, including the MOU with RYHA, Exhibits A, B, C, and the Initial Concept drawings and narrative, as well as the 100% DD set for Rogers Indoor Turf, which our team created.

With this understanding, the JLG team recognizes the needs of RYHA and local + adjacent area schools, as well as how to tie in this expansion rink to the existing ice rink and new turf field facility to the overall complex. These new facilities will build on the success of the existing RAC and create immense value for the Rogers community.

PROJECT APPROACH

EXECUTION & DELIVERY

Our approach to successful execution and delivery can be summed up as: COMMUNICATION, COLLABORATION, and COORDINATION.

Effective COMMUNICATION starts with the JLG team listening to the project stakeholder team. We want to hear your project vision, goals, aspirations, and criteria for success.

Team Engagement. Actively listening to the project stakeholders from the kick-off meeting through the design process is the best way to ensure a successful project. This is the way JLG operates, which has created raving fans of our many past and long-term clients.

Project Management. Over our 35-year history, JLG has honed a strong Project Manager-led culture, which includes tools that enhance the flow of information and strengthen communication between the design team and you, as well as within the design team.

Meaningful COLLABORATION starts with mutual respect for the knowledge, insights, expertise, and experience that all parties bring to the process. Building upon active listening, we will engage with stakeholders in planning your project.

Thorough COORDINATION between JLG design team members ensures that we are all in alignment around your project requirements and expectations.

COMMUNITY ENGAGEMENT

JLG's approach to community and stakeholder engagement is thoughtful and intentional. We view the engagement process not as a box to check, but rather a key driver in the design and planning process that will lead to an end result the community is proud of and invested in. At JLG, we have created effective engagement processes that capture meaningful data, ask the right questions, and are radically inclusive. These include event planning, focus groups, 3-D workshops/charrettes, stakeholder interviews, community presentations, feedback solicitation in atypical venues, and a host of other methods. Although complete community consensus can never be achieved, our process ensures that the community feels heard, respected, and invested, resulting in a better final product for all users and stakeholders. Community engagement is a two-way street. It is not just soliciting feedback; it is also disseminating information. With any community-focused project, JLG will work with the client to write and execute an engagement and communication plan that serves the entire lifecycle of the project.

WORKING WITH MULTIPLE STAKEHOLDERS

Managing multiple stakeholder groups can be a challenging process. We will work with you to identify all direct and indirect stakeholders and come up with a plan to make sure each group has opportunities to have their voices heard. In past experiences managing multiple stakeholder groups, we have found it helpful to appoint a steering committee that includes representation from all stakeholders. This steering committee would meet regularly to discuss updates, concerns, and all things related to the project. The steering committee would have representation from City leadership, the High School, RYHA and multiple members representing a diverse population from the community.

SUSTAINABILITY

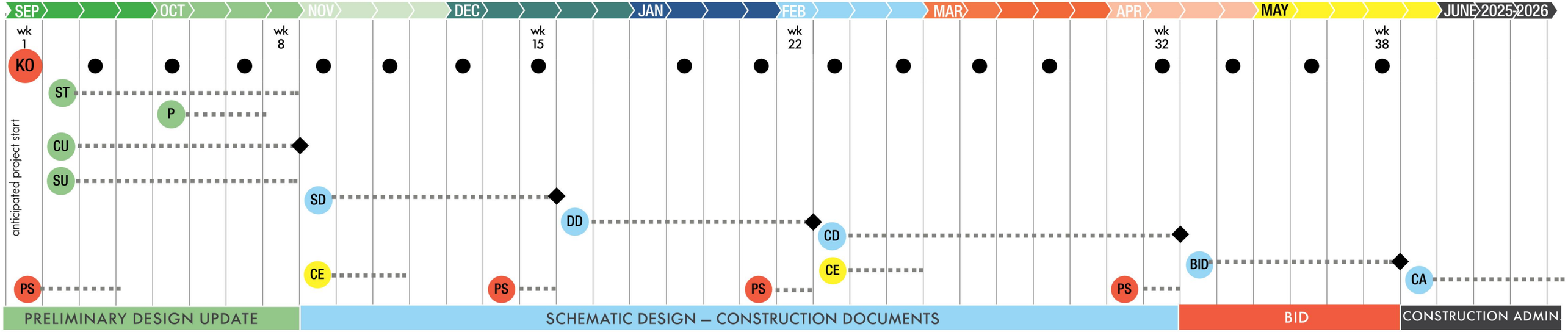
JLG's experience with ice rinks and sustainability means that our baseline design typically results in buildings that are equivalent to LEED Silver, or better, even if Certification is not pursued. We feel it is important to be as environmentally accountable as possible when designing ice arenas; to help drive a change from being the worst energy hogs to a much more environmentally responsible community asset. We take a wholistic approach to sustainability as outlined in our FDE-10 process, which is Framework for Design Excellence, focusing on the Human Experience, Financial Prosperity, and Positive Performance.

GOOD DESIGN MAKES GOOD SENSE

A fundamental belief at JLG is that design excellence takes rigor and adds value, (experientially, operationally, and financially) now and into the future. We balance innovative design with obsessive budget control to generate solutions that are as creative as they are practical. Function cannot be compromised, form lifts the spirit, and innovation elevates the experience for our clients, their visitors, and the community as a whole. JLG's clients become raving fans in celebration of this commitment to bettering lives through architecture.

PROPOSED SCHEDULE

The proposed schedule was developed based on our experience with similar projects and initial schedule provided in the RFP. We acknowledge this schedule is preliminary and may change due to environmental, architectural, and financial factors. At the kickoff meeting, we would review this proposed schedule with the key project constituents and adjust as necessary.



PRELIMINARY DESIGN

- ST STAKEHOLDER ENGAGEMENT
- P PROGRAMMING
- CU CONCEPT UPDATE
- SU SITE DEVELOPMENT/ PLANNING UPDATE

STANDARD DESIGN SERVICES

- SD SCHEMATIC DESIGN
- DD DESIGN DEVELOPMENT
- CD CONSTRUCTION DOCUMENTS
- BID BID
- CA CONSTRUCTION ADMINISTRATION

DESIGN MANAGEMENT

- KO KICKOFF MEETING
- PS PROJECT SCHEDULING
- CE COST ESTIMATING
- RAC PROGRESS UPDATES TOUCH-BASE
- KEY REVIEW & APPROVALS

NORTHSTAR CHRISTIAN ACADEMY
ALEXANDRIA, MINNESOTA

WORKPLAN

We believe that a successful project begins with a well-designed workplan. The workplan ensures that all parties – design consultants and the City of Rogers – are working under a shared process and with shared expectations. The Schedule graphic on the previous page aligns with the workplan found on the following pages and the requirements in the RFP.

PHASE ONE

P PROGRAMMING & PRELIMINARY DESIGN

The overarching goal of the Predesign and Programming Phase is to identify the project scope and establish an alignment between the scope and the budget. Our unique expertise with ice arena design, coupled with the history of previously executed preliminary design exercises for this project, will allow us to efficiently lead your team through the stakeholder engagement & programming, as well as provide updates to the concept design. During this phase, we will leverage our sustainable design team members to establish your project's sustainability goals. All of these tasks will culminate with updates to the conceptual design options for the building and site improvements and how they tie into the existing RAC and new turf facility.

Primary Deliverables:

- Meeting with stakeholders and gaining their input
- Modifying/updating programmatic requirements
- Updating concept floor plans
- Updating concept renderings
- Updating concept site plans
- Updating budgets
- Updating project Schedule/Workplan
- Sustainability Plan

PHASE TWO

SD SCHEMATIC DESIGN

The Schematic Design Phase will hone the concepts refined in the predesign phase into one final concept that best fits the City of Rogers and RYHA needs for the project, all while working within the project budget. As the building scope, site design, and connections to the new turf facility and existing RAC get more refined, our team will begin to engage local agencies for project review and input, as well as verify with stakeholders that requirements are being met.

Primary Deliverables:

- Schematic Design Package:
  - Plans
  - Elevations
  - Preliminary Materials
  - 3D conceptual views
  - Systems narratives
- Budget coordination with CMAR

DD DESIGN DEVELOPMENT

During this phase, the design team will start to build out the preliminary construction drawings and specifications while gathering project information through a series of design meetings. The design of all systems and materials will be finalized, incorporating sustainability goals, and additional goals set forth by the city and community. Submittal packages will be generated to support any agency approvals, such as planning and zoning (CUP's, variance requests, etc.). The design team will also develop risk and budget management strategies through the identification of project bid alternates and ultimately put together a package to support the CMAR's commitment to a GMP. A bidding strategy will also be developed during this phase that will identify any long lead items or other items that are logical to bid in early or multiple bid packages.

Primary Deliverables:

- Design Development level construction drawings, outline specifications, and statement of intended scope
- Agency review and submittal packages as necessary
- Early Bid Packages as necessary
- Review and coordination of CMAR project estimate and GMP

CD CONSTRUCTION DOCUMENTS

During this phase, all construction and project specification details are finalized; all building systems are coordinated with the overall project design; final colors, finishes, and products are finalized and documented; and all sustainability strategies defined for the project are integrated, as well as project commissioning. The design team will submit the final documents to the City and CMAR for review and approvals, as well as conduct our in-house QA/QC review to ensure the documents are properly coordinated and will support a smooth construction. Any revisions necessary for budget realignment will be provided by the design team.

Primary Deliverables:

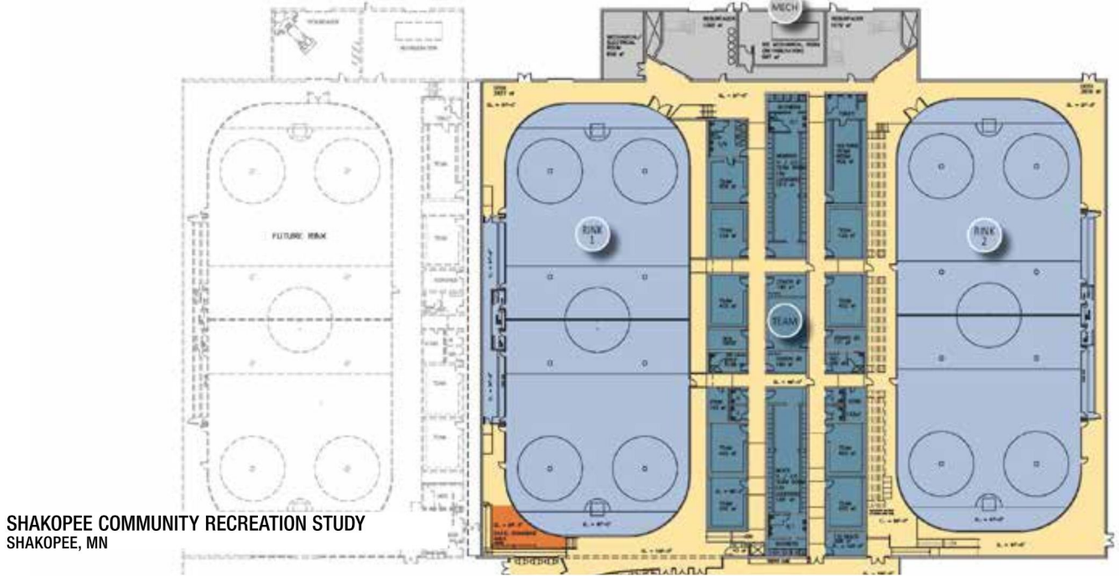
- Final construction drawings and specifications
- Design phase tasks complete, associated with chosen sustainability path
- Re-alignment of project scope and budget as necessary

FE FF&E SERVICES

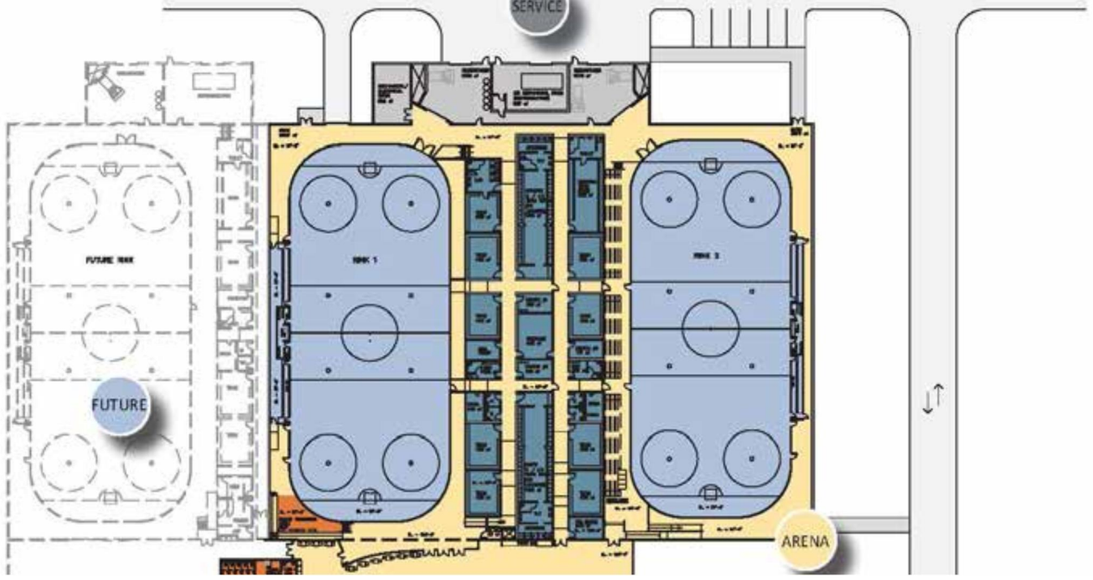
JLG Architects will utilize its robust in-house team members to support all things project-related to interior design, environmental graphics (if requested), and most importantly, Fixtures, Furnishings, and Equipment. Since our team provides these services in-house, they are directly integrated into the design process from the very start of the project. As spaces are right-sized and laid out at the early stages of the project, they will take into account any and all furnishings and equipment necessary. The FF&E items identified will be documented and specified, and our team will lead you through the entire procurement, installation, and closeout process of this important component of your project. All FF&E will be closely coordinated with all disciplines throughout the design process.

Primary Deliverables:

- Bid drawings and specifications
- Communications with vendors and coordination of tours or a furniture fair
- Review of installation and punch list of final work
- AV/IT, low voltage rough-in design



SHAKOPEE COMMUNITY RECREATION STUDY
SHAKOPEE, MN



CA CONSTRUCTION ADMINISTRATION

Once we move into actual construction, JLG's in-house Construction Administration team will be with you every step of the way – confirming that the City gets what it paid for, that design intent is followed through, and that appropriate contingencies have been put in place to address unforeseen conditions or unanticipated changes. Our goal throughout construction is to anticipate issues and create a "no surprises" environment for the City.

Between JLG and other discipline sub-consultants, we will be engaged in the construction process by providing on-site presence, attending construction meetings, and promptly processing shop drawings, requests for information, change orders if necessary, and supporting your needs throughout the process. JLG has historically been very nimble in assessing the inevitable need for design support, document interpretation, and alternative solutions. There are a few milestones in ice arena construction that are critical, and we will be present for them – particularly during ice slab installation, concrete pour, and other ice-related installations. Finally, we will participate in the punch and project completion processes, which are outlined further in Project Closeout.

Primary Deliverables:

- RFI review and response
- PR and ASI generation as needed
- Shop drawing/submittal review
- Observe construction progress for compliance with design intent
- Sustainability compliance documentation

CO PROJECT CLOSEOUT

This is the time when we assist in securing, collating, and clarifying all documentation necessary for closing out the project both in terms of occupation and use, and also contractually for the contractor(s). It is also when we help coordinate commissioning and certificate of occupancy. Once construction is nearing completion, the JLG team will conduct a project punch list review to identify any work that isn't in compliance with construction quality expectations and system functioning. The design team will also provide as-constructed record drawings incorporating any changes occurring during construction, from PRs, RFI responses, and any changes noted by the CMAR. The design team will also provide any necessary contractual closeout documents indicating completion of all work, and turnover of the building and site to the Owner. We pride ourselves on helping the client celebrate a successful project and the first skate!

Primary Deliverables:

- Project Punch lists by discipline
- As-constructed record drawings
- Contract closeout documentation as applicable
- 11-month warranty walk-through

CITY OF BOWIE ICE ARENA
BOWIE, MARYLAND

C
FIRM INFORMATION & QUALIFICATIONS

ROUGH RIDER EVENT CENTER
WATFORD CITY, NORTH DAKOTA

BUILD SOMETHING GREAT

To create dynamic hockey facilities, JLG breaks the ice by going beyond the rink. We get to know the fans and families who fill the seats, and the athletes who live to compete.

For over 35 years, community-focused hockey and sports design has been the rally cry of JLG's Sports Studio. We bring people and purpose together in a collaborative design process that builds our team to reflect the diversity of your teams. Our Sports Studio knows that the best designs are the ones driven by community, uniting everyone to build stronger communities, abundant opportunity, healthy recreation, and team pride.

JLG's Sports Studio is our dream team of visionaries, players, coaches, and lifelong fans. These are team players and award-winning designers who are proud to offer the country's only Certified Ice Rink Manager/Certified Ice Technician Architect and project architects who are not only tremendous designers, but also understand the operational aspects of ice arenas. We are committed to collaborative design that balances youth athletics, entertainment, budget, operation/sustainability, and revenue – keeping players safe, costs low, and the community coming back for more.

TOP 20

SPORTS ARCHITECTURE FIRMS

Building Design+Construction, Annual Giants Report

WEST FARGO SPORTS COMPLEX
WEST FARGO, NORTH DAKOTA

ABOUT JLG ARCHITECTS

Since our founding in 1989 as a two-person firm, JLG Architects has evolved into one of the country's most trusted, respected, and awarded architecture firms. With a "Design for Life" approach to architecture, our founder's integrity and vision became the firm's catalyst for national growth. With 35 years of experience, our studio-led practice empowers us to cater design services for a dynamic cross-section of clients while still carrying forward the original devotion to service that we were born of.

We don't build projects, we build relationships. From our humble beginnings, this has always been more than just a job to us – it is about making life better for our clients and their communities.

We have nine offices across three states, but our portfolio reaches every corner of the country and beyond. Our team of dedicated experts bring passion, understanding, and intelligent ideas that deliver long-term strategic solutions. We love our clients because they allow us to elevate what it means to provide value, increase well-being, enhance their brand standards, and secure the bottom line; to create communities that thrive and environments that inspire, all within responsible budgets.

GOOD DESIGN & GOOD SENSE JLG lives and breathes design excellence, making it our priority at every level, and within every role. **We use innovative design to generate solutions that solve problems and prepare our clients for the future.**

RAISE THE BAR, NOT THE BUDGET Our clients' budgets are as intertwined in our design solutions as the architecture itself. We work closely with our clients to create value-driven "experiences" that are regularly cost-checked by our in-house cost estimating team. **Led by JLG's Director of Construction Services, this group has averaged 1.4% under budget on thousands of projects over 35 years.**

POSITIVE PERFORMANCE At JLG, we do more than merely follow sustainable design certification systems like LEED. We advance comprehensive sustainability by addressing Human Experience, Positive Performance, and Financial Prosperity. We are explorers driven to discover, looking for new insights that support your own operational well-being needs. **We create solutions that meet our clients' goals while potentially lowering operation costs and designing flexible, resilient buildings that last well into the next generation.**

175+
DESIGN AWARDS
Committed to raising the bar & elevating expectations

200+
TOTAL STAFF
Employee-owners dedicated to your success

35
YEARS
Of happy clients

The 2018 renovation to the White Bear Lake Sports Center features energy efficient upgrades and temperature controls. JLG is now working with the City in the master planning of the rink's upcoming expansion.

WHITE BEAR LAKE SPORTS CENTER
WHITE BEAR LAKE, MN | JLG, B32

D
RESUMES & QUALIFICATIONS

RYAN RADEMACHER
AIA

PRINCIPAL-IN-CHARGE
POINT-OF-CONTACT
JLG Architects

Ryan will set and implement the strategic vision for the design, working closely with the design team and consultants to ensure the city's goals and budget needs are realized.

As a Principal in JLG's Sports Studio, Ryan brings specialized expertise in Virtual Design & Construction, complex and high-performing facades, and strategic operations planning. He sets and implements the strategic vision for the design of sports and community recreational facilities, including management of the technical development of system design. Ryan also brings a wealth of business development and project management expertise to help build and maintain relationships, ensuring your vision and needs are met. He's a proven leader of people, process, and projects, and contributes to innovation, growth, and high-performance facility design. He is a member of the American Institute of Architects (AIA) and Building Enclosure Council (BEC) – Minnesota.

EDUCATION
Master of Architecture
Parsons School of Design

Bachelor of Arts in Architecture
University of Minnesota

AVAILABILITY
50%

LICENSES
Registered Architect: MN

YEARS EXPERIENCE
23 Years Experience

CURRENT PROJECTS
Rogers Indoor Turf Facility | Rogers, MN

White Stadium | Boston, MA

Northfield Ice Arena | Northfield, MN

Albert Lea Ice Arena Renovations | Albert Lea, MN

EXPERIENCE
Rocky Ridge Recreation Center | Calgary, AB*

Bethel Ice Arena | St. Paul, MN

University of Maryland Brendan Iribe Center | College Park, MD*

**Prior to JLG*

TOM BETTI
AIA

SPORTS PRACTICE STUDIO LEADER
JLG Architects

Tom will leverage over 35 years of experience in community ice projects and knowledge of the Rogers Activity Center as an original architect to provide oversight of the planning and insight into trends and best practices, serving as a constant team resource.

Before merging with JLG, Tom was an original Partner at 292 Design Group, bringing expertise in community ice and recreation projects. Tom's exceptional leadership extends from pre-design and facility planning to full design, project management, code reviews, and construction contracts that streamline the design process for resilient environments. He commits to long-term client success, creating energized environments that quickly respond and adapt to the future needs of spectators and participants. His award-winning projects span the country, integrating specialized knowledge in athletic planning studies, ground-up design, adaptive reuse, and renovations, and multi-purpose sports facilities.

EDUCATION
Bachelor of Architecture
University of Minnesota

AVAILABILITY
40%

LICENSES
Registered Architect: MN, MO, MI, IN, IL, MD, PA, CO, AZ, OH, GA

YEARS EXPERIENCE
37 Years Experience

CURRENT PROJECTS
Apple Valley Family Aquatic Center | Apple Valley, MN

Port Wentworth Ice Cove | Port Wentworth, GA

Palm Beach Gardens Ice Arena | Palm Beach Gardens, FL

Maple Grove Community Center & Ice Arena | Maple Grove, MN

EXPERIENCE
Elk River Community Center & Ice Arena | Elk River, MN

Shakopee Ice Arena & Community Center | Shakopee, MN

Great Park Ice & FivePoint Arena | Irvine, CA

Andover YMCA Community Center | Andover, MN

Rogers Activity Center | Rogers, MN

Over 50 career ice arena projects

BRADY LAURIN

AIA,
LEED GREEN ASSOCIATE

PROJECT MANAGER
JLG Architects

EDUCATION
Master of Architecture

Bachelor Architecture
North Dakota State University

AVAILABILITY
20%

LICENSES
Registered Architect: ND

YEARS EXPERIENCE
9 Years Experience

Brady will be responsible for ensuring the project meets its established goals for budget and schedule. He will do this by coordinating the consultants, managing the in-house project support team, and monitoring the project budget and schedule.

Brady brings a wealth of architectural expertise in sports and recreation facilities. His experience spans ground-up new builds, additions, renovations, and adaptive reuse projects. Brady ensures seamless communication between the client and the design team, driving the project forward efficiently while meeting specialized requirements with high-quality, functional design. He plays a critical role in aligning team expectations with contract agreements, leveraging his nine-year portfolio of multi-purpose arenas, recreation facilities, educational campuses, and commercial buildings.

CURRENT PROJECTS

Mosaic Quarter Sports Complex | Tucson, AZ

White Stadium | Boston, MA

Richmond Ice Arena | Richmond, VA

Bemidji Wellness Center | Bemidji, MN

EXPERIENCE

Frontwave Arena | Oceanside, CA*

Mason City Arena | Mason City, IA*

Cullen Hockey Center | Moorhead, MN*

University of North Dakota Ralph Engelstad Arena Training & Recovery Suite | Grand Forks, ND*

Concordia College Jake Christiansen Stadium | Moorhead, MN*

**Prior to JLG*

RANDY LIEBERG

AIA, CIRM

ICE PLANNER
JLG Architects

EDUCATION
Bachelor of Architecture
North Dakota State University

AVAILABILITY
45%

LICENSES
Registered Architect: ND, MD, OH, CT, MA

AFFILIATIONS
CIT, CIRM; U.S. Ice Rink Association

YEARS EXPERIENCE
24 Years Experience

Randy will lead the planning effort to identify, develop, and implement the best fit for Rogers' unique ice needs. His technical understanding of how a community ice facility operates is key to the success of JLG's clients.

Randy specializes in ice projects of every scale. He is responsible for all the technical aspects of ice arena design, with expertise in planning and designing all forms of ice projects, from locker room renovations to large multi-use arenas. Randy has been involved in nearly every ice-related project at JLG and is known to be the only architect in the nation holding the Certified Ice Rink Manager designation through the U.S. Ice Rink Association.

CURRENT PROJECTS

Palm Beach Gardens Ice Center | Palm Beach Gardens, FL

Northfield Ice Arena | Northfield, MN

Bloomington Ice Garden Renovation | Bloomington, MN

Richmond Ice Arena | Richmond, VA

EXPERIENCE

Bowie Ice Arena | Bowie, MD

Augustana University Midco Arena | Sioux Falls, SD

Mosaic Quarter Sports Complex | Tucson, AZ

University of Minnesota 3M Arena & Ridder Arena Centennial Enhancements | Minneapolis, MN

Sacred Heart University Martire Family Arena | Fairfield, CT

Colorado College Ed Robson Arena | Colorado Springs, CO

Starion Sports Complex | Mandan, ND

ZACH FINSTROM
AIA

PROJECT ARCHITECT
JLG Architects

EDUCATION
Master of Architecture
Pratt Institute, Brooklyn, NY

Bachelor of Science in Architecture
University of Minnesota

AVAILABILITY
50%

LICENSES
Registered Architect: MN

YEARS EXPERIENCE
13 Years Experience

Zach will work with the Project Manager and Design Team to coordinate the technical efforts of project delivery while executing the JLG Project Checklist to ensure Rogers' project goals are met.

Zach brings over a decade of expertise in all phases of design with strengths in Architectural Illustration, document production & coordination, and Construction Administration. He applies his technical knowledge, management skills, and graphic abilities to guide design teams through complex coordination issues, working on the design and construction of commercial, community, and recreational facilities across the Midwest. Leveraging thoughtful communication, he successfully leads multi-million-dollar projects from conception to completion while helping communities and clients understand the finite project details that build excitement.

CURRENT PROJECTS

Port Wentworth Ice Arena & Amphitheater | Port Wentworth, GA

St. Cloud Municipal Athletic Complex Improvements | St. Cloud, MN

Goat Hill Park | Eagan, MN

Marshall Aquatics Center | Marshall, MN

EXPERIENCE

Shakopee Community Center & Ice Arena | Shakopee, MN

Elk Rive Community Center & Ice Arena | Elk River, MN

Runestone Community Center | Alexandria, MN

Andover Community Center & Ice Arena | Andover, MN

Cottage Grove Ice Arena | Cottage Grove, MN

Ice Den Scottsdale | Scottsdale, AZ

Ice Den Chandler | Chandler, AZ

BERRY HOLZ

INTERIOR DESIGNER
JLG Architects

AVAILABILITY
20%

YEARS EXPERIENCE
24 Years Experience

Working with Rogers' programmatic goals, Berry's knowledge of the unique needs of community ice facilities will be instrumental in developing spaces that stand up to wear and tear while growing with your evolving needs.

Berry brings over 20 years of expertise in the field of fine arts and interiors with a novel and thoughtful approach to interior design, contributing a mosaic of project experience ranging from recreation and government to commercial, healthcare, and education. Berry focuses on coordinating welcoming spaces that engage and support building users while weaving together a design that is integral to the architecture, respectful of cost, and reflective of the organization.

CURRENT PROJECTS

Marshall Aquatics Center | Marshall, MN

Bloomington Ice Garden Renovation | Bloomington, MN

Northfield Ice Arena | Northfield, MN

Port Wentworth Ice Arena & Amphitheater | Port Wentworth, GA

EXPERIENCE

Great Park Ice & FivePoint Arena | Irvine, CA

Elk River Community Center & Ice Arena | Elk River, MN

Shakopee Community Center & Ice Arena | Shakopee, MN

Ice Den Chandler Renovation | Chandler, AZ

Ice Den Scottsdale | Scottsdale, AZ

Andover Community Center | Andover, MN

Grandview Community Center | Grandview, MO

St. Luke's Sports & Event Center | Duluth, MN

SUBCONSULTANTS

ROBERT SCHUSTER
PE, GPD

MECHANICAL ENGINEER
Design Tree

Robert is a Senior Mechanical Engineer with Design Tree and will be coordinating with other designers and construction specialists as the project moves from concept through construction.

Robert specializes in the design of HVAC and plumbing systems for building renovations and new construction. His primary responsibilities include technical leadership of mechanical department, project management, HVAC system selection and design, plumbing design, and multidiscipline coordination. Robert's proven technical skills, comprehensive understanding of code requirements, and diverse project experiences enable him to implement strategic energy-saving features and controls into mechanical systems for a variety of facility types including education, civic/government, commercial/retail, multi-family housing, religious/worship, and more.

EDUCATION
Bachelor of Science
Mechanical Engineering
University of Minnesota Twin Cities

AVAILABILITY
20%

LICENSES
Professional Engineer: MN #52691

YEARS EXPERIENCE
14 Years Experience

CURRENT PROJECTS
Rogers Activity Center Turf Expansion | Rogers, MN

St. Cloud Municipal Athletic Complex Addition | St. Cloud, MN

Heritage and Friendly Hill Schools Indoor Air Quality Upgrades | West St. Paul, MN

Duluth News-Tribune Remodel | Duluth, MN

EXPERIENCE
St. Cloud Municipal Athletic Complex Addition | St. Cloud, MN

Rogers Activity Center Turf Expansion | Rogers, MN

City of Sartell – New Community/Recreation Center | Sartell, MN

Lions Park Improvements | Rogers, MN

AARON MUELLER
PE, LEED AP, WELL AP

ELECTRICAL ENGINEER
Design Tree

Aaron is Design Tree's Electrical Team Leader and will be coordinating with other designers and construction specialists as the project moves from concept through construction.

Aaron specializes in the electrical design of various building types and understands Municipal remodel, addition, and new construction projects and their power, lighting, and low voltage coordination implications. Municipal building projects have multiple user groups and political exposure that require a thoughtful, active listening approach to the design process that fits Aaron's style. He backs up his collaboration with an aesthetic eye for lighting, practical approach to building power, and a firm grasp of security and audio/visual design for coordination. Aaron is fluent with the electrical and energy codes to help navigate the project through the approval process to avoid delays and minimize construction issues/changes.

EDUCATION
Bachelor of Science
Electrical Engineering
North Dakota State University

AVAILABILITY
20%

LICENSES
Professional Engineer: MN #46184

YEARS EXPERIENCE
23 Years Experience

CURRENT PROJECTS
Rogers Activity Center Turf Expansion | Rogers, MN

St. Cloud Municipal Athletic Complex Addition | St. Cloud, MN

Water Treatment Expansion | Ramsey, MN

Wastewater Treatment Plant Improvements | Clear Lake, IA

EXPERIENCE
St. Cloud Municipal Athletic Complex Addition | St. Cloud, MN

Rogers Activity Center Turf Expansion | Rogers, MN

Coon Rapids Ice Center | Coon Rapids, MN

Ridgeland Common and Ice Arena Renovation | Oak Park, IL

JOE NICHOLSON
PE, SE

STRUCTURAL ENGINEER
Design Tree

EDUCATION
Bachelor of Science
Civil Engineering
North Dakota State University

Masters of Science,
Civil Engineering
Georgia Institute of Technology

AVAILABILITY
15%

LICENSES
Professional Engineer: MN #44104

YEARS EXPERIENCE
27 Years Experience

Joe is a Senior Structural Engineer for Design Tree and will be coordinating with other designers and construction specialists as the project moves from concept through construction.

Joe is a licensed Structural Engineer and project manager with nationwide experience centered around building and site structures constructed out of concrete, masonry, steel, and wood for both typical and atypical loading situations. Although Joe is regularly involved in the design of new structures, he also undertakes many renovation projects utilizing both traditional and non-traditional methods and materials. Joe's project responsibilities will be the structural design point of contact and coordination with the structural team and other engineering disciplines.

CURRENT PROJECTS
Rogers Activity Center Turf Expansion | Rogers, MN

St. Cloud Municipal Athletic Complex Addition | St. Cloud, MN

Middle School Remodel | St. Peter, MN

Water Treatment Expansion | Ramsey, MN

EXPERIENCE
St. Cloud Municipal Athletic Complex Addition | St. Cloud, MN

Rogers Activity Center Turf Expansion | Rogers, MN

Runestone Community Center Addition/Remodel | Alexandria, MN

Lions Park Upgrade | Rogers, MN

Little Falls Municipal Clubhouse Addition | Little Falls, MN

JEREMY ANDERSON
PE

CIVIL ENGINEER
Design Tree

EDUCATION
Bachelor of Science
Civil Engineering

Masters of Science,
Infrastructure Systems Engineering
University of Minnesota

AVAILABILITY
10%

LICENSES
Professional Engineer: MN #44223

YEARS EXPERIENCE
25 Years Experience

Jeremy is Design Tree's Civil Team Leader and will be coordinating with other designers and construction specialists as the project moves from concept through construction.

Jeremy has served public and private sector clients with all aspects of their projects, from master planning to design through construction. His experience and diligence provide the basis for detailed, constructible documents and projects. This experience, coupled with Jeremy's emphasis on responsiveness, accountability, trust, and communication, results in successful projects meeting the client's defined expectations. Jeremy's experience in project management, facility master planning, municipal engineering, site engineering, parks, trails, athletic facilities/activity spaces, entitlements processes, and construction administration will provide perspective and context as a project direction is set.

CURRENT PROJECTS
Rogers Activity Center Turf Expansion | Rogers, MN

St. Cloud Municipal Athletic Complex Addition | St. Cloud, MN

Athletic Complex Upgrades | Clara City, MN

EXPERIENCE
St. Cloud Municipal Athletic Complex Addition | St. Cloud, MN

Rogers Activity Center Turf Expansion | Rogers, MN

Rogers Activity Center Complex Planning | Rogers, MN

South Community Park Upgrade | Rogers, MN

Public Works to Fire Hall Conversion | Orano, MN

SCOTT WARD
PE

ICE ENGINEERING
B32 Engineering Group

EDUCATION
Bachelor of Science,
Civil Engineering

Masters of Science,
Mechanical Engineering
University of Minnesota

AVAILABILITY
15%

LICENSES
Professional Engineer: MN

YEARS EXPERIENCE
27 Years Experience

Scott specializes in designing ice systems. He applies practical insight to ensure ice systems and spaces are designed to meet the facility's specific needs.

Scott's education and engineering experience uniquely qualifies him for the specialized design requirements of ice systems. With his experience in fluid hydraulics, pumping and piping systems, heat transfer, refrigeration, thermodynamics, structures, and materials, Scott has developed a specialty in designing ice systems. He has been involved in over 400 ice rink projects since 1997, including: professional venues, professional training facilities, Division 1 college venues, multi-sheet community arenas, curling facilities, outdoor ice rinks, and skating trails. Scott is integrally involved in each ice rink and curling project. He brings first-hand experience to this project both as a professional designer and as a user of these facilities. As an avid life-long hockey player, fan, supporter of youth hockey, coaching coordinator, and 15 years as coach of youth hockey programs; Scott has visited and used countless ice arena facilities.

CURRENT PROJECTS

Palm Beach Gardens Ice Arena | Palm Beach Gardens, FL

Maple Grove Community Center | Maple Grove, MN

Bloomington Ice Garden Renovations | Bloomington, MN

Hermantown Arena | Hermantown, MN

EXPERIENCE

Shakopee Community Center & Ice Arena | Shakopee, MN

Elk River Community Center & Ice Arena | Elk River, MN

Great Park Ice & FivePoint Arena | Irvine, CA

Colorado College Ed Robson Arena | Colorado Springs, CO

Runestone Community Center | Alexandria, MN

University of Minnesota 3M Arena at Mariucci | Minneapolis, MN

DOROTHY HAMILL PAVILION
GREENWICH, CONNECTICUT

ST. LOUIS PARK REC CENTER
ST. LOUIS PARK, MINNESOTA | B32 ENGINEERING

AMSOIL ARENA
DULUTH, MINNESOTA | B32 ENGINEERING

SUB-CONSULTANT TEAM

Assembling the right team is one of our most critical tasks to ensure success for the project and for the City. For 35 years, we have fine-tuned our design process to develop a system that ensures predictable and successful outcomes. We believe in a strong "Project Management" culture, knowing that a comprehensive process achieves the desired results. We also understand the need for true specialists – those areas where targeted expertise insures the important details are done right. We have worked side-by-side with our partners on dozens of projects over the last three decades and coordinate continuously to marry experiences into a one-team model to provide a thorough and seamless project process.

DESIGN TREE | MECHANICAL / ELECTRICAL / STRUCTURAL / CIVIL ENGINEER

Design Tree Engineering + Land Surveying is a multi-discipline firm providing expert engineering and land surveying services. We excel in both private and public sectors by collaborating with developers, municipalities, and architects to ensure project success. Our internal coordination, passion, and positive workplace culture drive a high level of service that ensures our team values your vision and delivers the quality you expect. JLG and Design Tree have worked together on over 30 projects.

ICE SYSTEMS ENGINEERING | B32 ENGINEERING GROUP

B32 Engineering Group specializes in the planning, consultation, design, and construction observations of new ice rink facilities and the evaluation and renovation of existing facilities. With 25+ years of experience and 275 ice rinks under their feet, B32 leads the market by providing the most innovative, cost-effective, high performing, and energy efficient design solutions for ice arenas.

We strive to provide a 'One Team' model that paves the way for a thorough and seamless project process.

HOPKINS ICE PAVILION
HOPKINS, MINNESOTA | JLG, B32

E

PREVIOUS EXPERIENCE

AUGUSTANA UNIVERSITY MIDCO ARENA
SIOUX FALLS, SOUTH DAKOTA

COLORADO COLLEGE ED ROBSON ARENA
COLORADO SPRINGS, COLORADO

ICE PROJECT EXPERIENCE

For the past 35 years, JLG has been involved in ice rink projects across the country, encompassing NHL practice facilities, DI collegiate arenas, community arenas, and everything in between.

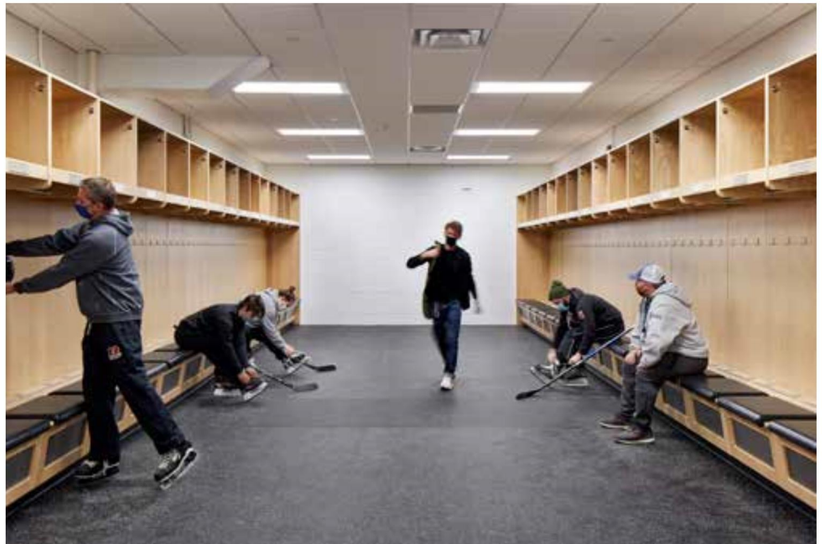
Our ice arena projects include:

- Augustana University Midco Arena; Sioux Falls, SD
- Great Park Ice & FivePoint Arena; Irvine, CA
- Sacred Heart University Martire Family Arena; Fairfield, CT
- Colorado College Ed Robson Ice Arena; Colorado Springs, CO
- Savannah Ghost Pirates Ice Arena; Savannah, GA
- Palm Beach Gardens Ice Arena; Palm Beach Gardens, FL
- Bowie Ice Arena; Bowie, MD
- Florida Everblades Hertz Arena Locker Room Renovation; Estero, FL
- St. Louis Blues Training Facility; St, Louis, MO
- Bowling Green State University Slater Family Ice Arena Ice Replacement; Bowling Green, OH
- Dakota College at Bottineau Ice Arena; Bottineau, ND
- Salve Regina University Ice Arena; Newport, RI
- St. Benedict Haehn University Ice Addition; St. Joseph, MN
- St. Cloud State University Herb Brooks National Hockey Center; St. Cloud, MN
- Tufts University Ice Arena; Medford, MA
- University of Alabama Tuscaloosa Ice Arena; Tuscaloosa, AL
- University of Connecticut Ice Arena; Storrs, CT (as consultant to JCJ Architecture)
- University of Denver Magness Arena Team Suite Renovations; Denver, CO
- University of Iowa Xtream Ice Arena; Coralville, IA
- University of Minnesota Mariucci Arena Ice Replacement; Minneapolis, MN
- University of Minnesota Ridder Arena; Minneapolis, MN
- University of Minnesota Duluth AMSoil Ice Hockey Arena Renovation; Duluth, MN
- University of North Dakota Ralph Engelstad Arena; Grand Forks, ND
- United States Naval Academy Ice Arena; Annapolis, MD
- University of Utah Ice Hockey Arena; Salt Lake City, UT
- University of Michigan Yost Ice Arena, Ann Arbor, MI
- Alexandria Runestone Community Center Expansion; Alexandria, MN
- Community Center & YMCA Expansion, Andover, MN
- Bemidji Ice Arena Upgrades, Bemidji, MN
- Schaumberg Ice Arena; Bismarck, ND
- Bloomington Ice Garden Facility Improvements; Bloomington, MN
- Bowie Ice Arena Renovation, Bowie, MD
- Civic Center Ice Arena, Buffalo, MN*
- Ice Center Renovation, Burnsville, MN
- US Cellular Center; Cedar Rapids, IA
- Centennial Ice Arena Renovation; Circle Pines, MN
- Ice Forum; Champlin, MN*
- Ice Den; Chandler, AZ
- Community Center Ice Arena; Chaska, MN*
- Community Center Ice Arena and Second Sheet Addition; Chaska, MN
- Curling and Event Center & Firemen's Park; Chaska, MN

SCHAUMBERG ICE ARENA
BISMARCK, NORTH DAKOTA

CHANDLER ICE DEN
CHANDLER, ARIZONA

- Chaska - Ice Arena Renovation; Chaska, MN*
- Cook Memorial Arena; Coon Rapids, MN*
- Ice Arena Renovations; Cottage Grove, MN
- Dielmann Ice Complex; Creve Coeur, MO*
- Ice and Community Center Renovation; Creve Coeur, MO
- Ice Arena Renovation; Delano, MN
- Ice Park Outdoor Ice Rink; Delano, MN
- Douglas - Ice Arena; Douglas, WY
- Goat Hill Outdoor Ice Rink, Eagan, MN
- Hobbs Ice Arena Renovation; Eau Claire, WI
- Braemar Ice Arena Renovation, Edina, MN
- Furniture & Things Community Center & Ice Arena; Elk River, MN
- Ice Arena and Rec Center; Fairmont, MN
- John E. Carlson Ice Hockey Arena Renovation; Fargo, ND
- Sanford Community Ice Hockey and Rec Center; Fargo, ND
- Eagles Ice Arena; Grand Forks, ND
- Ice Pavilion Addition/Renovation; Hopkins, MN
- Burich Ice Arena, Hutchinson, MN
- Veterans Memorial Community Center; Inver Grove Heights, MN
- Green Island Ice Arena & La Crosse Center; La Crosse, WI
- Green Island Ice Arena & La Crosse Center Renovation; La Crosse, WI
- Lakeville- Hasse Ice Arena; Lakeville, MN*
- Starion Ice Hockey and Sports Complex; Mandan, ND
- Ice Arena; Maple Grove, MN*
- Parade Ice Garden Upgrades; Minneapolis, MN
- MAYSA Ice Arena; Minot, ND
- Ice Arena Renovation; New Hope, MN
- Ice Arena Addition; North Branch, MN
- Ice Arena; Onalaska, WI
- Ice Arena; Pasadena, CA
- Ice Arena Addition; Plymouth, MN*
- St. Luke's Sports & Ice Center; Proctor, MN
- Rapid City - Roosevelt Park Ice Arena; Rapid City, SD*
- Red Wing - Ice Arena; Red Wing, MN*
- Rockford - Riverview Ice Arena Renovation; Rockford, IL
- Rogers - Activity Center; Rogers, MN*
- Memorial Ice Arena Renovation; Roseau, MN
- Ice Den; Scottsdale, AZ
- Ice Den Third Sheet Addition; Scottsdale, AZ
- Shakopee Community Center & Ice Arena, Shakopee, MN
- All Seasons Ice & Community Center, Sioux Center, IA*
- Jordan Valley Recreational Ice; Springfield, MO*
- MAC Ice Arena Renovation; St. Cloud, MN
- Rec-Plex Training Center; St. Peters, MO*
- Ralph Engelstad Arena; Thief River Falls, MN
- Warroad - Olympic Arena Addition; Warroad, MN
- Brett Ice Arena, Wasilla, AK
- Ice Arena; Watertown, SD
- Rough Rider Event Center; Watford City, ND
- White Bear Lake Sports Complex; White Bear Lake, MN
- Bud King Arena, Winona, MN
- Ice Arena Renovation & Outdoor Recreation Rink; Winona, MN
- Benilde St. Margaret's Locker Room Renovation; Minneapolis, MN
- NorthStar Christian Academy Ice Complex; Alexandria, MN
- West Fargo Public Schools Hockey Facility; West Fargo, ND
- River Center Renovation; Davenport, IA
- Des Moines Buccaneers Ice Arena Renovation; Urbandale, IA
- Indiana Ice Arena; Indianapolis, IN
- Marion Ice Arena; Marion, IN
- Mayo Convention Center and Arena; Rochester, MN
- Cedar Creek Ice Arena; Wausau, WI



ELK RIVER COMMUNITY CENTER

ELK RIVER, MINNESOTA

This project began as a feasibility study and resulted in a challenging building addition on a tight site, with a focus on multi-use meeting and activity space.

The Elk River Community Center project was completed in 2020, funded by a newly approved sales tax as a significant funding source for this expansion project. JLG helped the City re-imagine the existing facility to maximize the program offerings and accommodate an indoor, multi-purpose turf field. The 75,000 SF new addition included two new sheets of ice, a walking track, fitness space, senior center, community rooms with a catering kitchen, and upgraded concessions to serve expanded menu options. Elk River, MN, is now a hot spot for future growth, expanding year-round family recreation and community well-being.

This project involved extensive engagement with a passionate community of seniors. We found that about half of that population valued the connection and interaction with the active activities in the community center. The other half preferred a separate space away from the action. Strategic planning allowed for a variety of spaces to accommodate both values while being efficient with square footage and budget.

Completion Date	2020
Square Footage	75,000
Cost Information	Construction Cost: $26,500,000
Client Reference	Cal Portner, City of Elk River Administrator 763.635.1001

ANDOVER YMCA COMMUNITY CENTER

ANDOVER, MINNESOTA

A project in collaboration with the City of Andover and YMCA that expands ice programming, meeting and office space, and multi-purpose spaces to support the community.

The City of Andover and the YMCA embarked upon an expansion of the Andover Community Center – built new in 2005 – to further provide service and well-being to the community. The original building included an ice arena, fieldhouse with multiple courts, fitness space, an aquatics center, offices, and support space. The expansion included a second sheet of ice with upper-level walking track and dryland training space; expanded office space; meeting space for the community; gathering space for teens and seniors; multi-purpose gym space; and increased individual and group fitness areas. Sitework included parking lot redesign and associated landscape upgrades. Expansion elements were determined during a feasibility study, led by the JLG team, which preceded design.

Completion Date	2020
Delivery Method	CMAR
Square Footage	63,000 expansion
Cost Information	Construction Cost: $69,487,881
Client Reference	Jim Dickinson, City of Andover Administrator 763.767.5110

> “A big thank you for everything that you’ve done with getting us to where we are today. I just want to say the reaction of the public has been off-the-charts positive, it’s been fantastic. I just want to say thank you to JLG for all the work you’ve done and being such a great ally.”
>
> - Ried Holien, Mayor of Watertown

PRAIRIE LAKES ICE ARENA

WATERTOWN, SOUTH DAKOTA

An analysis of the existing community and its location along the I-29 corridor resulted in a two-sheet ice arena complete with 1,500 seats, community lounges, business partnerships, and future expansion capabilities.

With an aging arena and recreational needs on the rise, Watertown, SD, needed proactive improvement to retain its residents. Adding state-of-the-art rec amenities would re-energize Watertown while keeping the community growing. To assist the City, JLG helped balance analysis of participation with new ideas to create a destination for all of South Dakota. In a recently developed area adjacent to the freeway, the arena is easily accessible and visible. Enhancing the 90,800 SF building’s visibility further are large light monitors on the roof and front lobby, including a “Watertown wave” on a contemporary facade. Inside, is a 1,500-seat arena with club and ice-level suites, including loge seating for the exclusive naming rights of local businesses. Two new ice sheets are sustainably designed with low VOC materials, energy recovery on major HVAC, and refrigeration waste heat recovery. The arena’s lobby brings community together, with vibrant seating and fireside lounges, open to surrounding views. To accommodate future growth, the facility is designed to expand for a third ice sheet, dryland training, and a junior team. The Prairie Lakes Ice Arena will keep residents connected, driving resilience and future development.

Completion Date	**Opened March** 2024
Delivery Method	CMAR
Square Footage	90,800
Cost Information	Construction Cost: $32,175,000
Client Reference	Ried Holien, Mayor of Watertown 605.882.6200 | rholien@watertownsd.us

SHAKOPEE ICE ARENA & COMMUNITY CENTER

SHAKOPEE, MINNESOTA

A phased build and renovation delivering a recessed ice arena to match the scale of the city facility campus and residential neighborhood.

In the design of a new ice arena and renovated community center, JLG worked with a recreation operations consultant on a feasibility study to determine the City of Shakopee's recreational needs and desires. Completed in 2015, the study included market and demographic analysis, needs assessment, programming, site analysis, and construction cost estimates. In 2016, recommendations from the study were implemented into the new ice arena adjacent to the existing Community Center. Through phased construction that allowed the Arena to remain open, the City partially recessed the building into the site, providing a smaller scale aesthetic, natural light, and views from the adjacent residential neighborhood. Enclosed in large expanses of glass and the warmth of stained-wood wall finishes, the new Arena provides two new NHL-size ice sheets with spectator seating, team and coach rooms, dryland training, and support spaces such as tickets and concessions, referee rooms, skate rental, multi-purpose areas, and offices. For year-round flexibility, one rink was designed with turf installation and air conditioning for the summer.

Completion Date	2017
Delivery Method	CMR
Square Footage	130,000
Cost Information	Final Cost $31,000,000
Cost Information	CMR
Client Reference	Jamie Polley, Director | jamie.polley@co.marathon.wi.us

A joint project that brought the goals of the school district and youth hockey association together, creating an economical and community-focused arena that pays homage to regional industry.

ST. LUKES SPORTS & EVENT CENTER
PROCTOR, MN | JLG, B32

F

REFERENCES

“Every firm can adjust fees and promise to meet the construction budget. However, none of that matters without prior proven success, which JLG definitely has shown. During all phases of the project, challenges will arise. JLG Architects is a firm that develops solutions rather than excuses.”

- Cole Higlin, Mandan Park District Director

STARION SPORTS COMPLEX
MANDAN, ND | JLG

REFERENCES

ELK RIVER COMMUNITY CENTER

City of Elk River

Cal Portner, City Administrator
cportner@elkrivermn.gov
763.635.1001

PALM BEACH GARDENS & PORT WENTWORTH ICE COVE

Campol Consulting

Jeff Campol, President
jeff@campolconsultinggroup.com
954.647.8090

RUNESTONE COMMUNITY CENTER

City of Alexandria

Marty Schulz, City Administrator
mschulz@alexandriamn.city
320.759.3629

PRAIRIE LAKES ICE ARENA

City of Watertown

Ried Holien, Mayor of Watertown
rholien@watertownsd.us
605.882.6200

PORT WENTWORTH ICE COVE & AMPHITHEATER
PORT WENTWORTH, GEORGIA

G-H

CONSTRUCTION MANAGEMENT EXPERIENCE

MIDCO ARENA
AUGUSTANA UNIVERSITY

WORKING WITH CONSTRUCTION MANAGERS

JLG Architects has extensive experience with the Construction Management project delivery. In Construction Managed projects, the Owner contracts separately with a designer and a construction manager. We welcome the input that Construction Managers bring to this dialogue in order to address these issues early, before the design is complete. The majority of JLG's projects have been completed via construction management over the last decade.

The Construction Managed delivery method is most successful when the CM is engaged to:

- Evaluate cost implications of design decisions
- Develop a construction schedule with the team and the Owner, which may include consideration of "early construction packages" or the pre-purchase of long lead materials
- Consider appropriate contingency planning with the Owner and Architect
- Provide scheduled cost updates until the issuance of Construction Documents or establishment of a Guaranteed Maximum Price
- Complete Quality Assurance / Quality Control sessions with the design team
- Coordinate with the design team during Commissioning, Occupancy, and close-out

> "JLG does an excellent job providing realistic project cost expectations in order to set the project up for success from the very beginning. Our positive working relationship allows us to collaborate effectively to help steer clients toward the right budget for the goals they are trying to accomplish."
>
> Matt Lierz, Senior Project Manager
> FCI Constructors, Inc.

CONSTRUCTION MANAGEMENT FIRM EXPERIENCE

For the past 35 years, JLG has worked with 29 Construction Manager firms on over 150 projects.

A sample of these include:

JE Dunn

- UND Wilkerson Commons Renovation; Grand Forks, ND
- South Heart School; South Heart, ND
- Williston High School; Williston, ND
- Williston Area Recreation Center; Williston, ND
- UMM WCROC; Morris, MN
- WSC Stevens Hall; Williston, ND
- Killdeer City Aquatics Center; Killdeer, ND
- Williston Area Recreation Center; Williston, ND
- UMC Wellness Center; Crookston, MN
- UMN Recreation Center; Minneapolis, MN
- University of Jamestown Football Field/Track and Stadium Renovation; Jamestown, ND

Kraus Anderson

- U Mary Campus Center; Bismarck, ND
- Longfellow Elementary; Minot, ND
- Alexandria High School; Alexandria, MN
- Watford City High School; Watford City, ND
- Roseau High School; Roseau, MN
- Watford City Events Center; Watford City, ND

Community Contractors

- UND Alumni Center; Grand Forks, ND
- LRSC Erlandson Technical Center; Devils Lake, ND
- Community YMCA; Grand Forks, ND

Strack

- St. Cloud Civic Center; St. Cloud, MN

Dean Kurtz Construction

- Liberty Center; Box Elder SD

Construction Engineers

- UND President Residence; Grand Forks, ND
- EGF High School Addition; East Grand Forks, MN
- Hopper Danely Spiritual Center; Grand Forks, ND

Flintco Construction

- Twin Buttes Elementary School; Twin Buttes, ND

Northwest Contracting

- Starion Sports Complex; Mandan, ND

Mortenson

- Sanford Medical Center; Fargo, ND
- Alerus Center; Grand Forks, ND
- Sanford Moorhead Clinic; Moorhead, MN
- West Fargo Hockey Center; West Fargo, ND
- West Fargo Public Schools Hockey Facility; West Fargo, ND
- Xtream Arena; Coralville, IA
- Summit Arena at The Monument; Rapid City, SD
- UMN Mariucci Arena Weight Room; Minneapolis, MN

Adolphson & Peterson

- Ward County Jail; Minot, ND
- Ward County Courthouse Renovation; Minot, ND

Puetz Corporation

- Watertown Community Center; Watertown, SD

FCI Constructors

- Williams County Highway Complex; Williston, ND
- Mountrail-Williams Electric Cooperative; Multiple Projects

Scull Construction Service

- Stark County Fairgrounds; Dickinson, ND
- Stark County Courthouse; Dickinson, ND
- OneHeart Campus, Rapid City, SD

Journey

- DSU MadLabs; Madison, SD
- Village on the River; Sioux Falls, SD
- Spirit of Joy Church; Alexandria, MN

McGough Construction

- UND Memorial Union; Grand Forks, ND
- NDSU Sudro Hall; Fargo, ND

Fiegen Construction

- USD DakotaDome; Vermillion, SD
- Gage Brothers Plant; Sioux Falls, SD

PCL

- UND SMHS; Grand Forks, ND
- MaSU HPER; Mayville, ND
- UND CoPBA; Grand Forks, ND
- Altru Performance Center; Grand Forks, ND

Nunn Construction

- Colorado College Ed Robson Arena; Colorado Springs, CO

CONSTRUCTION MANAGER AT-RISK REFERENCES

PORT WENTWORTH ICE COVE & AMPHITHEATER

PORT WENTWORTH, GEORGIA

A practice facility for the ECHL's Savannah Ghost Pirates and 5,000-seat amphitheater designed to maximize community impact for Port Wentworth.

Project Architect	JLG Architects
Client Reference	Jeff Campol | Owner's Representative 954.647.8090
Construction Manager	Meyer-Najem
Construction Manager Reference	Jeff Blount | COO 904.563.6249 | jblount@meyer-najem.com
Completion Date	2026 Expected
Square Footage	138,400 New Construction

APPLE VALLEY FAMILY AQUATIC CENTER

APPLE VALLEY, MINNESOTA

JLG Architects and the city of Apple Valley have worked closely to develop a recreation master plan, and the first phase is coming to fruition with efforts underway to redefine and upgrade the existing aquatic park.

Project Architect	JLG Architects
Client Reference	Eric Carlson | Parks & Recreation Director 952.953.2310 | eric.carlson@applevalleymn.gov
Construction Manger	Terra Construction
Construction Manager Reference	Jason Whiting 763.463.0244 | jwhiting@terragc.com
Completion Date	2025 Expected
Square Footage	224,000 Site & Building Improvements

MAPLE GROVE COMMUNITY CENTER

MAPLE GROVE, MINNESOTA

A renovation and expansion effort of a community center to serve as a social and recreational hub for ice sports, aquatics, fitness, events, and youth and senior activities.

Project Architect	JLG Architects
Client Reference	Chuck Stifter, Parks & Recreation Director 763.494.6501 | cstifter@maplegrovemn.gov
Construction Manger	RJM Construction
Construction Manager Reference	Brad Barickman, Vice President – Community brad.barickman@rjmconstruction.com
Completion Date	2026, Expected
Square Footage	312,000 Addition & Renovation

JLG's Sports Studio Principal Director Tom Betti designed the original Rogers Activity Center while leading 292 Design Group, which merged with JLG Architects in 2022.

ROGERS ACTIVITY CENTER
ROGERS, MINNESOTA

J

PROOF OF INSURANCE

FIREMEN'S PARK & CURLING EVENT CENTER
CHASKA, MINNESOTA

PROOF OF INSURANCE

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ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/21/2024

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).

PRODUCER Willis Towers Watson Midwest, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: WTW Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@wtwco.com
INSURED JLG Architects 323 DeMers Avenue, 2nd Floor Grand Forks, ND 58201	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: Phoenix Insurance Company — 25623 INSURER B: Travelers Casualty Insurance Company of Am — 19046 INSURER C: Travelers Property Casualty Company of Ame — 25674 INSURER D: Travelers Casualty and Surety Company of A — 31194 INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** W34516751 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED 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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC OTHER:			690-006Y143366	07/19/2024	07/19/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			BA-6T489980-2	07/19/2024	07/19/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [No] N/A If yes, describe under DESCRIPTION OF OPERATIONS below			UB - 006Y163795	07/19/2024	07/19/2025	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
D	Professional Liability			107591284	02/25/2025	02/25/2025	Per Claim Aggregate	$5,000,000 $5,000,000

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

Re: RAC Expansion Ice Rink- JLG Project 24258

CERTIFICATE HOLDER

City of Rogers, Minnesota

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

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SR ID: 26336973 BATCH: 3590626

GREAT PARK ICE & FIVEPOINT ARENA
IRVINE, CALIFORNIA

K

PROPOSED FEE

PROPOSED COMPENSATION

PHASE ONE

This phase includes updating the predesign report, which includes:

- Modifying/updating programmatic requirements
- Meeting with stakeholders and gaining their input
- Updating floor plans
- Updating renderings
- Updating site plans
- Updating budgets
- Other services as outlined in the Project Approach

For this phase, JLG proposes a compensation of **$21,500**

PHASE TWO

This phase includes traditional architectural and engineering services as described in AIA B133 (CMAR) – Agreement Between Owner and Architect – including the following:

- Architectural design
- Civil engineering
- Landscape architecture
- Mechanical engineering
- Electrical engineering including low voltage rough-in
- Plumbing engineering
- Refrigeration engineering
- FFE design services
- Scope includes traditional schematic design, design development, construction documents, bidding, and construction administration services

JLG proposes a fee of 6.75% of construction cost. For example, using a cost of $11M this equates to: $742,500 inclusive of the services outlined above. The following services are not included in the above fee: Geotechnical services, LEED/B3 Services, survey, foodservice, audio/video design (except for rough-ins), branding, building envelope commissioning (now required by code), and HVAC commissioning.

JLG will fix our fee after an there is an owner-approved design development construction budget. Construction budget to include all components of the project (Building, land improvements, HVAC, and refrigeration systems, etc.).

MEMORIAL ARENA
ROSEAU, MINNESOTA

COMPETITIVE FEES

Through our extensive experience with community athletic facilities, we understand the scope of services required to deliver a successful project and can provide these services for a competitive fee. JLG does not want to lose a project solely based on fee – therefore, if a competitor's fee is lower than our proposed fee, the JLG team is prepared to match the competitor's fee and scope of service. We would reserve the right to review and discuss this scope with the City prior to committing to the final adjustment. This is to ensure an equivalent and appropriate level of service.

Engineering News-Record Mountain States
Design Firm of the Year

Great Place to Work Institute
Great Place to Work-Certified™

Construction Specifications Institute
National Firm Award for Environmental Stewardship

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