



AGENDA

Rogers City Council

August 12, 2025 - 7:00 PM

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 July 22, 2025 Work Session Minutes and the July 22, 2025 City Council Meeting Minutes

5.2 Approval of Bills and Claims

5.3 Approval of a Special Event Permit Application for Midwest Rett Syndrome Foundation for September 13, 2025

5.4 Approval of a Special Event Permit Application for Rogers Youth Hockey Association for September 14, 2025

5.5 Call a Public Hearing for Tuesday, August 26, 2025, at 7:00 p.m. for the Purpose of Amending the Annual Fee Schedule Ordinance

5.6 Approve Change Order No. 11 (Labor) and Change Order No. 12 (Material),

Indoor Turf Facility, City Project No. 2201

- 5.7 Approve Professional Services Agreement with IEA for Commissioning Indoor Turf Facility, City Project No. 2201
- 5.8 Approve Change Order No. 2, South Community Park Buildings, City Project No. 2104
- 5.9 Approve Professional Services Agreement with Bolton & Menk for Lift Station No. 3 Rehabilitation, City Project No. 2507
- 5.10 Approve Emergency Replacement of 3 Roof Top Units at City Hall/Public Works
- 5.11 Approve Replacement of 2004 Elgin Pelican Mechanical Street Sweeper
- 5.12 Approval of a Proposal from True Point Land Surveying for Platting and Surveying Services for the Civic Campus Site, City Project No. 2202
- 5.13 Approval of the Third Amendment to the Purchase Agreement with Duffy Development Allowing for an Additional 45 Days to Close
- 5.14 Items Related to the Main Street Master Plan
 - Approval of the Acknowledgment of Award Letter with Hennepin County
 - Approval of the Proposal with Cardo for Consulting Services
- 5.15 Approval of Resolution No. 2025-52 for Mighty Ducks Grant Program Grant Funding Assistance for R-22 Replacement at the Rogers Ice Arena.
- 5.16 Approval of Associated Benefits Agreements for COBRA, FSA and HSA
 - Approval of Associated Benefits Connection Administrative Services Agreement
 - Approval of COBRA and Direct Bill Administrative Services Agreement
- 5.17 Approval of Emergency Heat Exchanger Repair at the Activity Center
- 5.18 Approve Purchase of Tornado Sirens and Associated Equipment
- 5.19 Accept Resignation of Paid-on-Call Firefighter Timothy Olson
- 5.20 Accept Resignation of Paid-on-Call Firefighter Sandra Kennedy
- 5.21 Accept Resignation of Paid-on-Call Firefighter Walter (Wally) Knapp
- 5.22 Approval of Resolution 2025-55 Authorizing Keith and Jody Weber LP Lot Split

- 5.23 Approve Resolution 2025-56 Approving Final Plat for Wood Lane Villas
- 5.24 Approval of Resolution 2025-57 Authorizing Building Permit Issuance for Veit Headquarters Expansion in Advance of Plat Recording
- 5.25 Accept the Resignation of Seth Stiebinger from the Planning Commission
- 5.26 Approval of Resolution 2025-54 Approving Preliminary and Final Plat for Tilton Lake Acres

6. PUBLIC HEARINGS

7. GENERAL BUSINESS

- 7.1 Approve Purchase of RAVE from Motorola Solutions - Mass Communication System
- 7.2 Approval to Hire Paid-on-Call Firefighter Rachel Beehler and Percy Arzapalo
- 7.3 Accept the South Community Park Trail Plan and Consider Approval of Phase One Construction
- 7.4 Approval of Activity Center Rebranding to TruStone Center
- 7.5 Approval to Hire Rachael Walters as Fieldhouse Operations Supervisor
- 7.6 Consideration of a Site Plan and Final Plat Application by Restoration Network for 11785 Justen Circle

8. OTHER BUSINESS

9. CORRESPONDENCE AND REPORTS

- 9.1 Second Quarter 2025 Financial Reports

10. ADJOURN



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.1

Subject: Approval of the July 22, 2025 Work Session Minutes and the July 22, 2025 City Council Meeting Minutes

Prepared By: Stacie Brown, City Clerk

Recommended Council Action

Motion to approve the July 22, 2025 Work Session minutes and the July 22, 2025 City Council meeting minutes.

Overview / Background / Analysis

Staff Recommendation

Motion to approve the July 22, 2025 Work Session minutes and the July 22, 2025 City Council meeting minutes.

Financial Impact:

Source Fund:

Budgeted? N/A

Supporting Documentation

- A. 07222025min worksession
- B. 07222025min

1. CALL TO ORDER

The Work Session of the City Council of the City of Rogers was called to order by Mayor Klick on Tuesday, July 22, 2025, at 6:30 PM at Rogers Community Room, 21201 Memorial Drive, Rogers, MN, 55374 and online in the Zoom application.

Council present: Shannon Klick, Kevin Jullie, Mark Eiden, Amy Enga Council
excused: Joel Brockman

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; Mike Bauer, Parks and Recreation Director; Brett Angell, Community Development Director; Alec Henderson, City Planner; Bob Vose, City Attorney; and Stacie Brown, City Clerk.

2. GENERAL BUSINESS

2.1 Corcoran Fire Services Planning Discussion

Fire Chief Farrens shared that the Corcoran Public Safety Director recently requested to meet with him and the City Administrator to discuss the Rogers Fire Department, which is all that was said at the time. Farrens asked for an agenda and understanding of what was going on, but didn't receive anything. He and City Administrator Stahmer attended the meeting, at which a conversation was initiated about the Rogers potentially partnering with Corcoran to cover an area of their city they've identified as underserved for fire services. Farrens explained that by the term "underserved", he gathers that for them, that means greater than 10 minutes for a response. He noted that there are portions of Rogers which are greater than 10 minutes from the current station locations.

Farrens explained that Corcoran's area of concern is also their area of biggest growth. After asking for additional clarification of what partnership would mean, it's not clear at this point. Departments currently providing fire services in Corcoran include Hanover, Rogers, and West Suburban. Hanover covers the northwest corner, West Suburban covers the south half, and Rogers covers approximately the northeast third, which is a decently sized area. Administrator Stahmer added that the contract is roughly \$400,000 this year, up from \$365,000 last year, and shared a map of the area under discussion.

Farrens stated there were 159 calls to the area last year, adding that a portion of that area was previously covered by Hamel until their contract discontinued. Since that acquisition, call volume has increased as it includes the trailer park, St. Therese's senior center, and Bellwether, another senior-guided community. Councilor Enga asked if Corcoran had reached out to the City of Maple Grove or West Suburban. Farrens replied that he didn't know where Maple Grove was in this ask. Enga noted that they appear to have stations in

the vicinity, which Farrens confirmed. Stahmer added that in the past, Maple Grove had wanted no part of it. Farrens noted that with a new Fire Chief, it's not known what their appetite for involvement would be. However, their apparatus is not set up for rural firefighting. Stahmer explained that in the meeting, he and Farrens asked many questions, and didn't come away with much information. It appears Corcoran is going into this with an open mind in terms of a study which is attached to space needs and may include the idea of a station being built.

Stahmer said that when asked if they were considering building a station which would be operated by one or more of the three departments, Corcoran's prospects were wide open. They will be holding a workshop on Thursday night, and Stahmer has asked Farrens and the other two Chiefs to attend. Two cities and a private fire district are being asked if they are interested in being part of the study. Councilor Eiden and Mayor Klick both expressed that Rogers must be part of that conversation. Enga asked if Rogers would be responsible for staffing; and Farrens confirmed it would not only be staffing, but management and operating equipment. Council discussed the prospect of Maple Grove being open to cover the area in question.

Mayor Klick noted there is a 133-page agenda for Corcoran's workshop, which is available on their City Council web page. It includes the fire study they've completed, and a vision for their future. She added that the only goals at this time seem to be determining if the three entities currently supporting them want to be part of the solution, and where a fire station might be built based on that information; with the goal being that they never have to have their own fire department. Enga asked if Corcoran would be the decision maker for staff matters, and Farrens stated that the only way it would work would be if they fell under the Rogers Bylaws, handbook, and were supervised by Rogers. Stahmer stated he was clear in the discussion that he didn't believe Rogers being involved in any capital funding was likely.

Enga asked what the long-term obligation would be with a potential contract, and Stahmer replied that it's not known yet. Eiden reiterated that even though communication hasn't been very thorough, Rogers needs to be at the table to provide feedback. Stahmer explained that the reason for bringing this to Council tonight is to be able to set parameters as to what Rogers would be willing to do. Councilor Jullie asked if the area of concern is developed yet, and Klick replied that is an area which is now being developed, which St. Therese is, and where commercial development will be. Farrens stated that he doesn't dispute that the area will develop quickly, but he wonders what makes this mutually beneficial in the Council's eyes. He needs that input to be able to move forward with discussions.

Stahmer shared bullet points which they propose to share with Corcoran:

- Rogers would be interested in contracting services for the area already served
- Interested in future operations in the area deemed underserved, to the extent it could be mutually beneficial.
- It would be helpful to Rogers for Corcoran to clarify the requested study participation expectations for Chief Farrens (in terms of hours and frequency).

- A written request of syllabi. Items to note would include:
 - Specific goal of the process in terms of operations beyond the potential station location
 - Expectations of Chief Farrens' ongoing participation
 - Expectations of current contract if a no-build option is chosen
 - Generally, the Rogers City Council has indicated a willingness to commit to initial meetings, but not to frequent/ongoing meetings, which would add significant hours to Chief Farrens' workload
 - If at any point in the process, this does not seem to lead to a mutually-beneficial outcome, Rogers would intend to respectfully step out of the process
 - In terms of expectations regarding any partnership,
 - Given the previous fire study conducted by Corcoran and the pending space needs study, additional fire service study by an experienced consultant beyond the space needs analysis would be appropriate.
 - Rogers does not believe that a shared operation (multiple departments operating out of the same station) would be feasible.
 - Rogers intends to remain a stand-alone department and would not be interested in pursuing a fire district arrangement outside providing contracted services.

Jullie expressed that he would appreciate a fresh look at the current agreement to evaluate any future commitments, if growth has already occurred in the areas already covered. Enga asked how long the current contract was and Farrens stated that it auto-renews with fees updated annually, with a one-year out clause. Stahmer noted that if the City of Otsego doesn't change their plans, that contract will be going away in 2027. Enga asked if that presents an issue, and Stahmer replied that revenue would be lost, but it would take 156 calls off the cost and workload side. If there wasn't a historical contract in place, it's unlikely Rogers would be looking to expand service areas.

Council discussed mutual aid obligations, and the need for fire protection to be considered early in the planning process for new developments. Enga expressed surprise that there would not be a plan to ever put a fire department in, with the expected growth. Stahmer confirmed that was stated in the agenda, and not just a talking point. Mayor Klick asked Farrens if he had what was needed for his meeting with Corcoran, which Farrens confirmed.

3. ADJOURN

Mayor Klick adjourned the Work Session at 7:02 p.m.

Respectfully submitted,

Stacie Brown
City Clerk

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The regular meeting of the City Council of the City of Rogers was called to order by Mayor Klick on Tuesday, July 22, 2025, at 7:03 PM at Rogers Community Room, 21201 Memorial Drive, Rogers, MN, 55374 and online in the Zoom application.

Council present: Shannon Klick, Kevin Jullie, Mark Eiden, Amy Enga
Council excused: Joel Brockman

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; Mike Bauer, Parks and Recreation Director; Brett Angell, Community Development Director; Alec Henderson, City Planner; Bob Vose, City Attorney; and Stacie Brown, City Clerk.

2. OPEN FORUM

No one came forward.

3. PRESENTATIONS

3.1 Introduction of Officer Palecek and K9 Ares

Chief of Police Wills introduced the new Rogers Police Department K-9, Ares, and handler, Officer Ryan Palecek. Ares is a pure-bred German Shepard and was born in the Czech Republic, recently celebrating his second birthday. Officer Palecek and Ares began training together on March 17, 2025, and graduated from their intensive 16 weeks of K-9 school on June 27th. The pair successfully passed dual certifications in both narcotics and patrol operations through the United States Police Canine Association.

Wills shared that the team's first shift was on July 4th, and their first big weekend consisted of two K-9 assists to other agencies. In one of the assists, Ares positively indicated on a vehicle where drugs were suspected, subsequently locating 51 grams of Fentanyl and 10 grams of cocaine. Facts about Ares include that he loves tennis balls, food, searching for things, and knows English and German. He is not quite social yet, so petting is not encouraged for a while. Wills closed by acknowledging Veit & Company for their monetary contributions to the K-9 program, as well as the support from the City Council and staff.

4. APPROVE AGENDA

Councilor Eiden moved, Councilor Enga seconded a motion to approve the agenda as submitted. Motion carried 4-0.

5. CONSENT AGENDA

- 5.1 Approval of the July 8, 2025 City Council Meeting Minutes
- 5.2 Approval of Bills and Claims
- 5.3 Setting Budget Workshops of the City Council for the following dates:
 - August 6, 2025, at 12:30 p.m. at the Police Department Training Room, 21860 Industrial Court, Rogers, MN
 - August 26, 2025, at 5:00 p.m. at the Rogers Community Room, 21201 Memorial Drive, Rogers, MN
 - September 23, 2025, at 5:00 p.m. at the Rogers Community Room, 21201 Memorial Drive, Rogers, MN
 - October 14, 2025, at 5:00 p.m. at the Rogers Community Room, 21201 Memorial Drive, Rogers, MN
 - October 28, 2025, at 5:00 p.m. at the Rogers Community Room, 21201 Memorial Drive, Rogers, MN
 - November 13, 2025, at 5:00 p.m. at the Rogers Community Room, 21201 Memorial Drive, Rogers, MN
 - November 25, 2025, at 5:00 p.m. at the Rogers Community Room, 21201 Memorial Drive, Rogers, MN (Contingent Upon Need)
- 5.4 Approval of Special Event Permit Application for Northridge Fellowship for September 6, 2025
- 5.5 Approval of Special Event Application for Mary Queen of Peace Catholic Church for September 27 - 28, 2025
- 5.6 Approval of Temporary On-Sale Liquor License for Mary Queen of Peace Catholic Church for September 27 - 28, 2025
- 5.7 Adoption of the Revolving Loan Fund and Economic Development Financing Policies
- 5.8 Approval of a 2040 Comprehensive Plan Amendment to Clarify the Description of Mixed-Use Land Use Guidance
- 5.9 Items Related to the Asguard Mixed-Use Development
 - Approval of Resolution 2025-47 Approving the Amended and Restated Tax Increment Financing Agreement
 - Approval of the First Amendment to the Subdivision Agreement
- 5.10 Approval of an Easement Encroachment Agreement and Trail Easement for Main Street Center 2nd Addition (Duffy Development)
- 5.11 Approval for Security Project for South Community Park
- 5.12 Accept Resignation of Paid-on-Call Firefighter Kurt VonRuden
- 5.13 Approve 3-Year Customer Support and Value Agreements with Ziegler Power Systems for City Generators and Automatic Transfer Switches Maintenance
- 5.14 Approve Change Order No. 1 and Payment No. 3 and Final for Phase 2 of the 2022 Pavement Management Program, Project Nos. 2204 and 2206
- 5.15 Approve Resolution No. 2025-50, A Resolution Approving the Application to Fill Wetlands to Facilitate Cowley Lake Preserve Development
- 5.16 Approval of a Temporary On-Sale Liquor License for Midwest Rett Syndrome Foundation for September 13, 2025

Councilor Eiden requested to pull Item 5.13 for a separate vote as he intends to abstain.

Councilor Jullie moved, Councilor Enga seconded a motion to approve the Consent Agenda as amended. Motion carried 4-0.

Councilor Jullie moved, Councilor Enga seconded a motion to approve Item 5.13; approving 3-year Customer Support and Value Agreements with Ziegler Power Systems for City generators and automatic transfer switches maintenance. Motion carried 3-0-1, with Councilor Eiden abstaining.

6. PUBLIC HEARINGS

None.

7. GENERAL BUSINESS

7.1 Award of Construction Contract – Territorial Park Project

Parks and Recreation Director Bauer shared the background of the Territorial Park project, including approval of the master plan in 2021. Public comments were taken throughout the planning process, and the Council approved the purchase of playground equipment for the south area of the park in April of this year. This construction project would be for the parking lot, the playground container and the trails. Bauer referenced a specific trail around the outside of the park, which is part of the base bid, and the bid alternate included the north area of trails. This was split into two sections because the engineer's estimate was higher than the amount allotted in the budget.

Bauer shared a rendering of the playground and active area of the park, including separate sections for ages two-five and five-twelve. Since Council approved the purchase, Midwest Playscapes reached out and would like to make this a showcase park where they can bring future customers. In exchange, they are granting approximately \$60,000 in upgrades. Some of the public comments received during the process included limitations on active amenities due to wetland locations. Bauer noted that the landscaping on the east side of the park includes shrubs, white pines, and juniper trees, offering screening between the active area and the homes to the east. To the west, a sizable berm will be planted with Black Hills jack pine trees, to offer screening from the basketball court.

Three qualified bids were received for the project, with Veit being the low bidder with a total of \$655,465.50. The base bid was \$507,000 with an alternate bid of \$148,000, both being 36% below engineer's estimates. This leaves roughly \$697,000 left in the budget for the remaining construction, so staff's recommendation is to award the base and alternate bids to complete the park at this time. Should Council approve this, the contract would be sent to Veit for execution, followed by a kick-off meeting and public notices for the neighborhood. The estimated completion would be November 2025, though that is not a guarantee.

Councilor Enga asked if the alternate bid included the boardwalk to the neighborhood to the west, and Bauer confirmed it did. Enga inquired about a conversation regarding the backboard material for the basketball hoop. Bauer stated he will be reaching out to the vendor to see if the backboard material can be changed to polycarbonate or steel instead of tempered glass.

Mayor Klick expressed that it's exciting to move forward with another park, especially with trails.

Mayor Klick moved, Councilor Enga seconded a motion to award the Territorial Park Project construction contract, including the base bid and alternate, to Veit & Company, Inc. for \$655,465.50. Motion carried 4-0.

7.2 Consider Ordinance Amendments Related to Signs

- Ordinance 2025-07 Amending the City of Rogers City Code Chapter 113 Signs and Chapter 125, Section 125-50 (Table 4. Permitted Uses) Related to Sign Regulations;
- Resolution 2025-46 Authorizing the Summary Publication of Ordinance 2025-07

City Planner Henderson recalled that the process of updating the sign code was initiated by staff in 2024. Currently, Chapter 113 in the City Code regulates sign placement, type, and performance standards. Additional language is included in a table of permitted uses within Chapter 125. Staff have been working with LandForm through the update process, beginning with a community open house in November 2024. At that event, feedback and questions were taken from 20 members of the public, mostly small business owners. Topics discussed included sign regulations along Highway 101, neon lighting in the Downtown District, and if sign allotments would be increasing or decreasing. Henderson noted that the proposed updates generally increase sign allotments through districts.

Several conversations were held with the Council and the Planning Commission, and a Public Hearing was held July 7, 2025. The Commission voted to recommend approval, with some changes to move construction and real estate signs from exempt signage to temporary signs. The proposed Ordinance does reflect these recommended changes. The overall goals for the updates were to increase clarity, change the convoluted sign overlay districts to reference existing zoning districts, ensure all content-based regulations were not present (constitutionally valid), and exempt murals and sculptures from sign standards, and generally ensure that it's a readable and more coherent section of code.

Provisions have been included for electronic billboard conversions, prohibiting new billboards, and keeping any expiration requirements in place for existing contracts. Henderson noted that in the report to Council, tables have been included indicating what types of signs are permitted based on location, as well as the amount of signage allowed for any given type. Councilor Enga inquired if the temporary window sign size limit could mirror the permit sign sizes referenced in the second table, and Henderson confirmed that change can be made. Enga inquired on political temporary signs; specifically permitting vs. location. Henderson explained there was an error in the reference, which will be a quick correction. Enga expressed that the updates look good, and Mayor Klick added that it's much clearer, which should help reduce questions.

Councilor Enga moved, Councilor Jullie seconded a motion to approve Ordinance 2025-07; Amending Rogers City Code Chapter 113 - Signs, and Chapter 125, Section 125-50 Related

to Sign Regulations. Motion carried 4-0.

Councilor Enga moved, Councilor Jullie seconded a motion to approve Resolution 2025-46; Authorizing Summary Publication of Ordinance 2025-07. Motion carried 4-0.

7.3 Approval of Resolutions Supporting DEED Redevelopment Grant Applications Related to 21601 John Deere Lane (Ebert Downtown Redevelopment)

Community Development Director Angell explained that recently, developers have gotten the property located at 21601 John Deere Lane under contract. Historically, this property has served an industrial use under Willis Trucking. When the site was zoned as downtown and guided as downtown mixed-use, the existing use was grandfathered. The property has been on the market for two years, and comes with some challenges, including underground tanks which have leaked, causing some contamination. In looking through what the City has envisioned for this site, it was always geared more toward re-development. Ebert Companies and the developer are looking at redeveloping the site into a multi-family market-rate development. Due to the challenges of this being a Brownfields site (contamination and redevelopment characteristics, they are seeking additional grant funding to aid with the cost of redeveloping this property.

Angell explained that Ebert Companies is specifically looking at the Department of Employment and Economic Development (DEED) redevelopment grant. This is one of the largest grants available for a re-development project, is offered on a twice-per-year basis, and is competitive across the state. If awarded, the funds would go toward environmental clean-up of the soils, storm water, and hazardous material abatement within the building if needed. From a clean-up perspective, this is the most important grant a potential project can receive, as the amounts tend to be the highest. The application deadline is August 1, with no flexibility. It's anticipated that the project would seek the other more commonly utilized Met Council TBRA and Hennepin County ERF Grants. A site plan is not yet available but will likely be submitted soon. Approval of these Resolutions does not influence any Council decision based upon a site plan; it is to move the application forward to see if funding can be awarded.

Mayor Klick asked what DEED is looking for in reviewing the application, if plans are not needed. Angell stated they would be looking at the scale of the development, tax base shift, previous uses, contamination, storm water, and proximity to amenity areas. Environmental conditions are the top priority. Councilor Jullie asked to confirm that support for this would not guarantee other approvals and the usual planning processes would still be followed. Angell confirmed that all required applications, Public Hearings and City Council approval would still take place. Klick asked how many units are anticipated in the project, and Angell estimated about 180 units (based on downtown mixed-use designation of up to 40 units per acre).

Councilor Eiden moved, Councilor Jullie seconded a motion to adopt Resolution 2025-48; Approving the Minnesota Department of Employment and Economic Development Grant Application for 21601 John Deere Lane with Ebert Companies. Motion carried 4- 0.

Councilor Eiden moved, Councilor Jullie seconded a motion to approve Resolution 2025-49; Committing the Local Match and Authorizing Contract Signature for the Ebert Downtown

Development Redevelopment Application. Motion carried 4-0.

8. OTHER BUSINESS

8.1 At the end of meeting, Councilor Jullie recognized a member of the local Boy Scout troop in the audience and invited him to share the badge he is receiving for attending the meeting.

9. CORRESPONDENCE AND REPORTS

9.1 Council-Staff Goalsetting Results, 2025

10. ADJOURN

Mayor Klick adjourned the meeting at 7:32 p.m.

Respectfully submitted,

Stacie Brown
City Clerk



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.2

Subject: Approval of Bills and Claims

Prepared By: Bridget Bruska, Finance Director

Recommended Council Action

Motion to approve bills and claims as presented.

Overview / Background / Analysis

According to the City's purchasing policy, all purchases made by City staff must be reviewed and approved by the City Council during each Council meeting via the consent agenda.

The accounts payable registers detailing the payments issued by the City since the cutoff date of the last Council meeting are attached to this item.

Staff Recommendation

Motion to approve bills and claims as presented.

Financial Impact: N/A

Source Fund: N/A

Budgeted? N/A

Supporting Documentation

- A. AP Cover Sheet
- B. 07-18-2025 Checks #95648-95695 & ACH Payments
- C. 07-25-2025 Checks #95696-95743 & ACH Payments
- D. 07-31-2025 Checks #95744-95782 & ACH Payments
- E. 07-31-2025 Check #95783 - UB Overpayment

CITY OF ROGERS
08.12.2025 CITY COUNCIL MEETING
OPERATING ACCOUNTS - ADDITIONAL CLAIMS PAID/TO BE PAID

City Payroll Checks, Taxes & Misc Fees Paid

7/24/2025 ADP Child Support/Garnishment	124.62
7/24/2025 ADP Direct Deposits	324,507.87
7/24/2025 ADP Payroll Taxes	116,754.19
7/17/2025 Humana (Employee Paid Supplemental Plan)	445.00
7/29/2025 Colonial Life (Employee Paid Supplemental Plan)	227.58
7/31/2025 Health Equity FSA/DCAP	925.00
7/25/2025 Group Health EAP Charges	156.88
7/28/2025 ICMA Deferred Compensation	2,778.83
7/21/2025 Optum Health Plan Fund	1,650.00
7/24/2025 Optum Health Plan Fund	6,536.12
7/28/2025 PERA	73,367.61
7/28/2025 State of MN HCSP	3,826.16
7/28/2025 State of MN - Deferred Comp	12,175.00
Payroll & Misc Fee Expenditures	543,474.86

City Checks & ACH Paid

7/18/2025 City Checks & ACH Paid (95648-95695)	719,548.83
7/25/2025 City Checks & ACH Paid (95696-95743)	690,678.20
7/31/2025 City Checks & ACH Paid (95744-95782)	341,332.23
7/31/2025 City Checks UB Overpayments (95783)	212.11
City Check & ACH Expenditures	1,751,771.37

City Misc ACH/Wires Paid

8/4/2025 Credit Card Fees City	9,293.40
7/16/2025 Civic Pay ACH Fees Utility Billing	39.20
8/4/2025 Civic Pay Fees Utility Billing	6,035.09
7/30/2025 WT - Bond Trust Services - 2021A G.O Bond Payment	49,522.50
7/30/2025 WT - Bond Trust Services - 2024A G.O Bond Payment	165,425.00
7/30/2025 WT - Bond Trust Services - 2024B G.O Bond Payment	500,411.11
8/4/2025 Finnly Sports Payments Credit Card Fees RAC	1,172.66
8/5/2025 Payment Services Network Processing Fees	368.65
8/1/2025 Deluxe for Business Check Order	1,078.77
City ACH/Wire Expenditures	733,346.38

City Total To Be Approved

3,028,592.61

Liquor Misc ACH/Wires Paid

8/4/2025 Credit Card Processing Fees - RWAS	6,816.73
8/4/2025 Credit Card Processing Fees - RWAS	538.36
8/4/2025 Credit Card Interchange Fees- RWAS	144.24
Liquor ACH/Wire Expenditures	7,499.33

Liquor Total to Be Approved

7,499.33

Accounts Payable

Computer Check Proof List by Vendor

User: mrathlisberger@rogersmn.gov
Printed: 07/18/2025 - 8:41AM
Batch: 00004.07.2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: &rea 167	&rea Sharepoint & Power Apps Development June	725.00	07/18/2025	Check Sequence: 1 100-410-1330-43100-0000	ACH Enabled: True
	Check Total:	725.00			
Vendor: 4815ex 1211	4815 Excelsior LLC THC	100.00	07/18/2025	Check Sequence: 2 609-497-9760-42535-0000	ACH Enabled: False
	Check Total:	100.00			
Vendor: a1out 1234669	A-1 Outdoor Power, Inc. #10-037 135-5664 Belt-V	131.97	07/18/2025	Check Sequence: 3 100-450-5200-42103-0000	ACH Enabled: False
	Check Total:	131.97			
Vendor: acrc Tour # 250702	Across Country Tours 7/7/25 Trip To Treasure Island	475.00	07/18/2025	Check Sequence: 4 100-450-5186-44326-0000	ACH Enabled: False
	Check Total:	475.00			
Vendor: actfl 17976	Action Fleet Inc Equipment Update - Sq 6831	1,150.05	07/18/2025	Check Sequence: 5 100-420-2100-42105-0000	ACH Enabled: False
	Check Total:	1,150.05			
Vendor: aees 103939	Advanced Engineering & Environmental Services Inc Work On South Wellfield Wells June	512.50	07/18/2025	Check Sequence: 6 407-430-3121-43030-2409	ACH Enabled: True
	Check Total:	512.50			
Vendor: AFLAC 683842	AFLAC EE Paid Insurance Premiums July 2025	970.14	07/18/2025	Check Sequence: 7 100-000-0000-21751-0000	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	970.14			
Vendor: airgas	Airgas Inc			Check Sequence: 8	ACH Enabled: False
5517161812	Oxygen & Acetylene	131.25	07/18/2025	100-430-3000-42160-0000	
	Check Total:	131.25			
Vendor: ameen	American Engineering Testing Inc			Check Sequence: 9	ACH Enabled: True
269829	Rogers 2nd Sheet Of Ice Arena Borings	8,400.00	07/18/2025	411-450-5205-43030-2406	
	Check Total:	8,400.00			
Vendor: aspmi	Aspen Mills			Check Sequence: 10	ACH Enabled: False
356673	Uniform-Hertwig	244.38	07/18/2025	100-420-2100-42180-0000	
	Check Total:	244.38			
Vendor: becar	Becker Arena Products, Inc.			Check Sequence: 11	ACH Enabled: False
616443	Discount: Stamina-Rubber Blue Indoor Turf Faci	-296.70	07/18/2025	410-450-5200-45200-2201	
616443	Stamina 4FT X 6FT X 3/8in - Rubber Blue	5,934.00	07/18/2025	410-450-5200-45200-2201	
616443	Discount: Adhesive Sport Floor-Indoor Turf Faci	-55.00	07/18/2025	410-450-5200-45200-2201	
616443	Tariff Surcharge-Stamina Rubber-Adhesive Spor	1,954.43	07/18/2025	410-450-5200-45200-2201	
616443	ASO S&H-Stamina Rubber-Adhesive Sport Floc	1,330.00	07/18/2025	410-450-5200-45200-2201	
616443	Adhesive Sport Floor 1 -Part 4 Gal Pail	1,100.00	07/18/2025	410-450-5200-45200-2201	
	Check Total:	9,966.73			
Vendor: belco	Bellboy Corporation			Check Sequence: 12	ACH Enabled: True
0208049100	Liquor Credit	-181.65	07/18/2025	609-497-9760-42510-0000	
0208330800	Liquor	1,639.58	07/18/2025	609-497-9760-42510-0000	
0300124100	THC	918.15	07/18/2025	609-497-9760-42535-0000	
	Check Total:	2,376.08			
Vendor: cerpr	Birchridge Corp			Check Sequence: 13	ACH Enabled: False
JOB-1423-7945	FS 1 Reno - Apparatus Bay Painting - Final Payr	11,990.00	07/18/2025	449-420-2210-45200-2505	
	Check Total:	11,990.00			
Vendor: Wirbe	BreakThru Beverage Minnesota Wine & Sprirts			Check Sequence: 14	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
122204892	Wine	519.75	07/18/2025	609-497-9760-42530-0000	
122315608	Wine	719.25	07/18/2025	609-497-9760-42530-0000	
122316982	Liquor	3,408.89	07/18/2025	609-497-9760-42510-0000	
122316983	Liquor	1,704.79	07/18/2025	609-497-9760-42510-0000	
122316984	NA	104.50	07/18/2025	609-497-9760-42540-0000	
	Check Total:	6,457.18			
Vendor: terpo 200100254203	Brookfield Renewable RWAS Solar June	139.28	07/18/2025	Check Sequence: 15 609-497-9760-43810-0000	ACH Enabled: True
	Check Total:	139.28			
Vendor: minnc 720603082025	Business Planning Concepts Inc August Life Insurance EE Reimbursed	304.00	07/18/2025	Check Sequence: 16 100-000-0000-21704-0000	ACH Enabled: False
	Check Total:	304.00			
Vendor: canri 18314	Cannon River Winery Wine	379.00	07/18/2025	Check Sequence: 17 609-497-9760-42530-0000	ACH Enabled: False
	Check Total:	379.00			
Vendor: canre MSP127657	Canteen Refreshment Services RAC Concessions	836.62	07/18/2025	Check Sequence: 18 205-450-5205-42550-0000	ACH Enabled: False
	Check Total:	836.62			
Vendor: capbe 3158602	Capitol Beverage THC	268.00	07/18/2025	Check Sequence: 19 609-497-9760-42535-0000	ACH Enabled: True
3158603	Liquor	1,038.30	07/18/2025	609-497-9760-42510-0000	
3158604	Beer Credit	-8.63	07/18/2025	609-497-9760-42520-0000	
3158605	Beer	36.40	07/18/2025	609-497-9760-42520-0000	
3158606	Beer	1,863.70	07/18/2025	609-497-9760-42520-0000	
	Check Total:	3,197.77			
Vendor: miste 234431	Car Wash Partners Inc PD Car Washes - June	256.00	07/18/2025	Check Sequence: 20 100-420-2100-44040-0000	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	256.00			
Vendor: cdwgo	CDW Government			Check Sequence: 21	ACH Enabled: True
AE55W2Q	Webcam-Inspector/Educator	63.69	07/18/2025	100-420-2210-42010-0000	
AE5JE6H	IPad-Inspector/Educator	482.80	07/18/2025	100-420-2210-42010-0000	
AE5WP9K	Adobe Pro-Inspector/Educator	39.00	07/18/2025	100-420-2210-43190-0000	
AE77I5N	Mouse And Keyboard For Weicht	63.69	07/18/2025	100-420-2400-42010-0000	
AE8CJ1E	Web Cam Replacement-S. Stahmer	63.69	07/18/2025	100-410-1325-42010-0000	
	Check Total:	712.87			
Vendor: cemag	Cemstone Aggregates			Check Sequence: 22	ACH Enabled: False
7804783	Concrete For SCP	2,415.00	07/18/2025	410-450-5200-45300-2104	
	Check Total:	2,415.00			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 23	ACH Enabled: False
13775557-5	Gas - SCP Warming House May Credit (Overpm	-34.86	07/18/2025	100-450-5200-43830-0000	
13775557-5	Gas - SCP Warming House June	58.02	07/18/2025	100-450-5200-43830-0000	
13831775-5	Gas Temp Service @ Turf Facility June	149.67	07/18/2025	410-450-5200-44310-2201	
	Check Total:	172.83			
Vendor: cenhy	Central Hydraulics, Inc.			Check Sequence: 24	ACH Enabled: True
00651034	6-3/8 F5OG-S SAE ORB - Female Pipe	19.46	07/18/2025	100-450-5200-42103-0000	
00651034	3/8 X 1/4 PTR-S Pipe-Female Pipe Reducer	6.22	07/18/2025	100-450-5200-42103-0000	
00651385	FT .375X.065 Fluid Tube	13.29	07/18/2025	100-430-3000-44040-0000	
00651385	12 TL-S SEAL-LOK Braze Sleeve	7.04	07/18/2025	100-430-3000-44040-0000	
00651385	Labor-Repair	100.00	07/18/2025	100-430-3000-44040-0000	
00651385	10 LOHB3-S SEAL-LOK - Braze Socket	22.21	07/18/2025	100-430-3000-44040-0000	
00651385	12 BL-S SEAL-LOK Tube Nut	17.44	07/18/2025	100-430-3000-44040-0000	
	Check Total:	185.66			
Vendor: embpw	Century Link			Check Sequence: 25	ACH Enabled: False
313942943	RWAS Phone June & July	363.16	07/18/2025	609-497-9760-43210-0000	
	Check Total:	363.16			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: berbe	Chas. A. Bernick, Inc.			Check Sequence: 26	ACH Enabled: False
10378329	Beer	1,643.40	07/18/2025	609-497-9760-42520-0000	
10378330	Beer Credit	-42.46	07/18/2025	609-497-9760-42520-0000	
	Check Total:	1,600.94			
Vendor: cinco	Cintas Corporation			Check Sequence: 27	ACH Enabled: True
4236310399	Uniform - PW 7/9/25	25.93	07/18/2025	100-430-3000-42180-0000	
4236310399	Uniform - Janitorial 7/9/25	2.24	07/18/2025	100-410-1940-44060-0000	
4236310399	Uniform - PK 7/9/25	18.44	07/18/2025	100-450-5200-42180-0000	
4236310399	Uniform - Gen'l. Gov't. Bldgs. 7/9/25	2.95	07/18/2025	100-410-1940-42180-0000	
4236310399	Uniform - SWR 7/9/25	6.28	07/18/2025	602-495-9490-42180-0000	
4236310399	Uniform - WTR 7/9/25	6.29	07/18/2025	601-494-9440-42180-0000	
4236310399	Mats & Towels 7/9/25	22.00	07/18/2025	100-430-3000-44060-0000	
	Check Total:	84.13			
Vendor: citdi	Cities Digital Inc			Check Sequence: 28	ACH Enabled: False
63887	Laserfiche-Inspector/Educator	750.13	07/18/2025	100-420-2210-43190-0000	
	Check Total:	750.13			
Vendor: citro	City of Rogers			Check Sequence: 29	ACH Enabled: False
003412-000	RWAS Water June	164.84	07/18/2025	609-497-9760-43820-0000	
004728-000	Water Service-12909 Main St June	17.11	07/18/2025	100-410-1940-43820-0000	
004729-000	Sr. Center Water - June 2025	17.11	07/18/2025	100-450-5186-43820-0000	
004732-000	Utility Service-CH June	145.05	07/18/2025	100-410-1940-43820-0000	
004732-000	Utility Service-PW June	338.46	07/18/2025	100-430-3000-43820-0000	
004734-000	NCP Water - May & June 2025	66.02	07/18/2025	100-450-5200-43820-0000	
004736-000	RAC Water - June 2025	1,509.71	07/18/2025	205-450-5205-43820-0000	
007397-000	PD Sewer/Water - June	233.91	07/18/2025	100-420-2100-43820-0000	
008783-000	Utility Service-NCP Pk. Bldg. June	26.30	07/18/2025	100-450-5200-43820-0000	
010149-000	Event Center Water - June 2025	488.91	07/18/2025	100-410-1941-43820-0000	
011577-000	Utility Service-Splash Pad June	4,014.81	07/18/2025	100-450-5200-43820-0000	
012576-000	21701 Industrial Blvd. - Boyer Bldg. June	120.41	07/18/2025	100-410-1940-43820-0000	
014141-000	Water-ST 2 Nov '24-June '25	3,811.81	07/18/2025	100-420-2210-43820-0000	
014141-000	Credit to Reduce to '24 Rate	-183.80	07/18/2025	100-420-2210-43820-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Check Total:		10,770.65			
Vendor: mnpip	Core & Main LP			Check Sequence: 30	ACH Enabled: False
X281381	OMNI+ 3 C2 Reg Retrofit Kit 1G 8Whl 20' Trpl	503.75	07/18/2025	601-494-9440-42150-0000	
X289388	12 Goldflo WTIB Solid 20' AASHTO Dual Wall	1,081.00	07/18/2025	410-450-5200-45200-2104	
X295548	12 Goldflo WTIB Solid 20' AASHTO Dual Wall	1,081.00	07/18/2025	410-450-5200-45200-2104	
X303593	1-1/2 Cast Iron Flange Kits	112.46	07/18/2025	601-494-9440-42150-0000	
X303593	OMNI+ 1-1/2 C2 1000G 13LL 5WHL	1,652.11	07/18/2025	601-494-9440-42150-0000	
X303593	OMNI+ 1-1/2 T2 1000G 13LL 5WHL	1,130.25	07/18/2025	601-494-9440-42150-0000	
X303593	Freight	36.63	07/18/2025	601-494-9440-42150-0000	
Check Total:		5,597.20			
Vendor: crowr	Crow River Farm Equipment			Check Sequence: 31	ACH Enabled: True
212446	Various Pipe Tubes Etc.	252.85	07/18/2025	100-430-3000-42103-0000	
212663	1 7/8" Snap Rings	2.50	07/18/2025	100-450-5200-42103-0000	
212663	1" W Hub W/Custom Key Way	17.85	07/18/2025	100-430-3000-42103-0000	
212663	2' * 5/16" S/st 303 Rd	2.70	07/18/2025	205-450-5205-42103-0000	
212663	6' * 118 * 4 Hr	12.88	07/18/2025	100-430-3000-42103-0000	
Check Total:		288.78			
Vendor: dahdi	Dahlheimer Distributing Co.			Check Sequence: 32	ACH Enabled: True
2510920	Liquor	1,581.00	07/18/2025	609-497-9760-42510-0000	
2510993	Beer	618.22	07/18/2025	609-497-9760-42520-0000	
2510994	NA	271.30	07/18/2025	609-497-9760-42540-0000	
2513817	Beer	12,897.45	07/18/2025	609-497-9760-42520-0000	
2517115	THC	440.00	07/18/2025	609-497-9760-42535-0000	
2517116	NA	59.45	07/18/2025	609-497-9760-42540-0000	
2517117	Beer	1,261.55	07/18/2025	609-497-9760-42520-0000	
2517163	Liquor	470.00	07/18/2025	609-497-9760-42510-0000	
2517992	Beer	255.00	07/18/2025	609-497-9760-42520-0000	
2519505	Liquor	3,823.60	07/18/2025	609-497-9760-42510-0000	
2519506	Beer	11,100.30	07/18/2025	609-497-9760-42520-0000	
2519528	THC Credit	-69.75	07/18/2025	609-497-9760-42535-0000	
2519757	THC Credit	-137.66	07/18/2025	609-497-9760-42535-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2520510	Beer	118.00	07/18/2025	609-497-9760-42520-0000	
	Check Total:	32,688.46			
Vendor: cldis	Dick Family Inc.			Check Sequence: 33	ACH Enabled: True
2132700	Beer	1,497.03	07/18/2025	609-497-9760-42520-0000	
	Check Total:	1,497.03			
Vendor: ecrs	ECRS			Check Sequence: 34	ACH Enabled: False
AR125894	RWAS POS Contract 1/1/26-6/19/26	2,381.12	07/18/2025	609-000-0000-15500-0000	
AR125894	RWAS POS Contract 6/20/25-12/31/25	2,381.12	07/18/2025	609-497-9760-43190-0000	
	Check Total:	4,762.24			
Vendor: facmo	Elliot Auto Supply Co, Inc.			Check Sequence: 35	ACH Enabled: False
1-10882919	#35-039 MTC XT100LVC XT10QLVC + TRA	80.04	07/18/2025	100-420-2400-42103-0000	
1-10884991	#35-039 MTC DY1530 L1MZ9F472B SENSOR	108.00	07/18/2025	100-420-2400-42103-0000	
128-219920	#35-052 FVP P49AGM Battery CCA850 RC160	225.14	07/18/2025	100-420-2400-42103-0000	
	Check Total:	413.18			
Vendor: esker	Esker Inc			Check Sequence: 36	ACH Enabled: True
460308513	Esker - June 2025	763.93	07/18/2025	100-410-1520-43190-0000	
	Check Total:	763.93			
Vendor: gfaco	FAUL Psychological			Check Sequence: 37	ACH Enabled: True
2450	Pre-Employment Psych (2)	1,330.00	07/18/2025	100-420-2210-44080-0000	
	Check Total:	1,330.00			
Vendor: feren	Ferguson Enterprises #1657			Check Sequence: 38	ACH Enabled: False
1795472	RAP13512 Raptor 2 PVC/ABS SOC SVR Tool-	20.38	07/18/2025	410-450-5200-45300-2104	
1795472	C270229 2 Gripper Mech Plug-SCP	7.53	07/18/2025	410-450-5200-45300-2104	
1795472	M70886 3/4X1429 Blue Monster TEF Tape-SCP	16.74	07/18/2025	410-450-5200-45300-2104	
	Check Total:	44.65			
Vendor: fessdee	Deirdre Fessler			Check Sequence: 39	ACH Enabled: True
5/8/25	Mileage To Municipals Training 5/8/25	28.42	07/18/2025	100-410-1325-44360-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	28.42			
Vendor: mires	Global Reserve			Check Sequence: 40	ACH Enabled: True
ORD-18071	THC	1,248.00	07/18/2025	609-497-9760-42535-0000	
	Check Total:	1,248.00			
Vendor: hawch	Hawkins Inc.			Check Sequence: 41	ACH Enabled: False
7124397	Chlorine Hydrofluosilicic Acid LPC-5	9,095.92	07/18/2025	601-494-9440-42160-0000	
	Check Total:	9,095.92			
Vendor: heapar	Health Partners			Check Sequence: 42	ACH Enabled: False
616861298110	August ER Paid Health Insurance	7,464.83	07/18/2025	100-450-5200-41310-0000	
616861298110	August ER Paid Health Insurance	1,213.69	07/18/2025	100-410-1330-41310-0000	
616861298110	August ER Paid Health Insurance	6,147.52	07/18/2025	602-495-9490-41310-0000	
616861298110	August ER Paid Health Insurance	6,540.51	07/18/2025	601-494-9440-41310-0000	
616861298110	August ER Paid Health Insurance	491.25	07/18/2025	100-450-5186-41310-0000	
616861298110	August ER Paid Health Insurance	1,502.05	07/18/2025	100-450-5120-41310-0000	
616861298110	August ER Paid Health Insurance	2,404.21	07/18/2025	603-496-9495-41310-0000	
616861298110	August ER Paid Health Insurance	3,025.50	07/18/2025	100-420-2400-41310-0000	
616861298110	August ER Paid Health Insurance	491.25	07/18/2025	100-410-1941-41310-0000	
616861298110	August ER Paid Health Insurance	2,179.70	07/18/2025	205-450-5205-41310-0000	
616861298110	August ER Paid Health Insurance	1,237.22	07/18/2025	100-410-1940-41310-0000	
616861298110	August ER Paid Health Insurance	196.50	07/18/2025	609-497-9780-41310-0000	
616861298110	August EE Paid Health Insurance	17,318.96	07/18/2025	100-000-0000-21706-0000	
616861298110	August ER Paid Health Insurance	3,850.04	07/18/2025	100-410-1950-41310-0000	
616861298110	August ER Paid Health Insurance	6,436.29	07/18/2025	100-410-1325-41310-0000	
616861298110	August ER Paid Health Insurance	3,089.10	07/18/2025	100-420-2210-41310-0000	
616861298110	August ER Paid Health Insurance	2,147.94	07/18/2025	100-430-3000-41310-0000	
616861298110	August ER Paid Health Insurance	5,194.70	07/18/2025	100-430-3120-41310-0000	
616861298110	August ER Paid Health Insurance	2,798.50	07/18/2025	100-410-1520-41310-0000	
616861298110	August ER Paid Health Insurance	3,882.75	07/18/2025	100-410-1910-41310-0000	
616861298110	August ER Paid Health Insurance	3,512.44	07/18/2025	609-497-9760-41310-0000	
616861298110	August ER Paid Health Insurance	218.22	07/18/2025	100-430-3245-41310-0000	
616861298110	August ER Paid Health Insurance	37,950.58	07/18/2025	100-420-2100-41310-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
616861298110	August ER Paid Health Insurance	196.50	07/18/2025	100-420-2500-41310-0000	
616861298110	August ER Paid Health Insurance	491.25	07/18/2025	203-465-6500-41310-0000	
	Check Total:	119,981.50			
Vendor: heaeq zeear60	HealthEquity			Check Sequence: 43	ACH Enabled: False
	FSA Participant Fees July 2025	49.50	07/18/2025	100-410-1325-43015-0000	
	Check Total:	49.50			
Vendor: hencosh 1000248613	Hennepin County Accounts Receivable			Check Sequence: 44	ACH Enabled: False
	Radio Fleet Fee June	582.60	07/18/2025	100-430-3000-43250-0000	
1000248640	Radio Fleet Fee-June '25	4,683.40	07/18/2025	100-420-2210-43250-0000	
	Check Total:	5,266.00			
Vendor: hohen 838660	Hohensteins Inc			Check Sequence: 45	ACH Enabled: False
	Beer	735.80	07/18/2025	609-497-9760-42520-0000	
	Check Total:	735.80			
Vendor: jlgar 20166-21	JLG Architects			Check Sequence: 46	ACH Enabled: True
	Construction Administration-Indoor Turf Facility	9,067.27	07/18/2025	410-450-5200-43030-2201	
	Check Total:	9,067.27			
Vendor: johbr 138998	Johnson Brothers Liquor Co.			Check Sequence: 47	ACH Enabled: False
	Wine Credit	-11.48	07/18/2025	609-497-9760-42530-0000	
139928	Liquor Credit	-7.87	07/18/2025	609-497-9760-42510-0000	
2824028	Liquor	2,250.97	07/18/2025	609-497-9760-42510-0000	
2824029	Wine	1,068.87	07/18/2025	609-497-9760-42530-0000	
2828009	Liquor	707.34	07/18/2025	609-497-9760-42510-0000	
2828010	Wine	217.20	07/18/2025	609-497-9760-42530-0000	
2829758	Liquor	84.54	07/18/2025	609-497-9760-42510-0000	
2829759	Wine	281.31	07/18/2025	609-497-9760-42530-0000	
2829805	Liquor	998.55	07/18/2025	609-497-9760-42510-0000	
2829806	Wine	219.06	07/18/2025	609-497-9760-42530-0000	
2829807	NA	182.07	07/18/2025	609-497-9760-42540-0000	
2829808	Liquor	2,271.98	07/18/2025	609-497-9760-42510-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
3780489	Beer	33.85	07/18/2025	609-497-9760-42520-0000	
3780490	THC	338.00	07/18/2025	609-497-9760-42535-0000	
424174	THC Credit	-76.65	07/18/2025	609-497-9760-42535-0000	
5007603	Wine	118.71	07/18/2025	609-497-9760-42530-0000	
5007641	Liquor	3,828.18	07/18/2025	609-497-9760-42510-0000	
5007642	Wine	834.78	07/18/2025	609-497-9760-42530-0000	
5007643	NA	73.77	07/18/2025	609-497-9760-42540-0000	
5007644	THC	748.00	07/18/2025	609-497-9760-42535-0000	
7525851	Wine	2,537.70	07/18/2025	609-497-9760-42530-0000	
	Check Total:	16,698.88			
Vendor: konin	KONE Inc			Check Sequence: 48	ACH Enabled: False
871725947	Elevator Maintenance RAC -July	181.08	07/18/2025	205-450-5205-44010-0000	
871725947	Elevator Maintenance PW - July	181.08	07/18/2025	100-410-1940-44010-0000	
871725948	PD Elevator Maintenance July 2025	156.07	07/18/2025	100-420-2100-44010-0000	
	Check Total:	518.23			
Vendor: lanli	Language Line Services			Check Sequence: 49	ACH Enabled: False
11648481	June Interpreter Services	12.06	07/18/2025	100-420-2100-43100-0000	
	Check Total:	12.06			
Vendor: maceq	MacQueen Equipment, Inc.			Check Sequence: 50	ACH Enabled: True
P51363	MSA Coupling Nut X30	107.76	07/18/2025	100-420-2210-42105-0000	
	Check Total:	107.76			
Vendor: cleri	McDonald Distributing Company			Check Sequence: 51	ACH Enabled: True
812457	Liquor	468.00	07/18/2025	609-497-9760-42510-0000	
812457	NA	60.00	07/18/2025	609-497-9760-42540-0000	
813610	Beer	714.00	07/18/2025	609-497-9760-42520-0000	
813610	THC Credit	-156.00	07/18/2025	609-497-9760-42535-0000	
	Check Total:	1,086.00			
Vendor: menar	Menards, Inc.			Check Sequence: 52	ACH Enabled: True
51349	1/4X4X8 Nom. White HDPE - Template For Str	86.99	07/18/2025	100-430-3120-42104-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
51353	Hardware Outdoor Safety Switch Cable Ties-SC	88.33	07/18/2025	410-450-5200-45300-2104	
51363	Wood Stakes Screw Measr'g Wheel Rebar & Lur	550.07	07/18/2025	410-450-5200-45300-2104	
51369	SDS+Drillbit 1/2"X6"-SCP	10.48	07/18/2025	410-450-5200-45300-2104	
51369	50:1 Fuel Premix 110 Oz	45.08	07/18/2025	100-450-5200-42120-0000	
51400	Wood Stakes Air Filter Air Hose Fuse Etc-SCP	136.36	07/18/2025	410-450-5200-45300-2104	
51401	Great Stuff SMRT DISP P&S	51.92	07/18/2025	603-496-9495-42104-0000	
51527	12000/ SACC 8000BTU PAC - For Hose Tower	389.99	07/18/2025	449-420-2210-45200-2505	
51882	Air Compressor Parts - Maint Bldg SCP	101.59	07/18/2025	410-450-5200-45200-2104	
	Check Total:	1,460.81			
Vendor: metwe 4625	Metro West Inspection Services June 2025 Building Inspections	82,909.97	07/18/2025	Check Sequence: 53 100-420-2400-43110-0000	ACH Enabled: True
	Check Total:	82,909.97			
Vendor: metcou 0001190690 June 2025	Metropolitan Council Environmental Services August 2025 METC Services SAC Report - June 2025	113,442.32 46,742.85	07/18/2025 07/18/2025	Check Sequence: 54 602-495-9490-43115-0000 408-430-3330-43851-0000	ACH Enabled: True
	Check Total:	160,185.17			
Vendor: mfsch 14439	MFSCB Instructor II-Bebeau	142.00	07/18/2025	Check Sequence: 55 100-420-2210-44360-0000	ACH Enabled: False
	Check Total:	142.00			
Vendor: mnccc 2507096	Minnesota Counties Computer Cooperative Online Training Group Tier #1 07/10/25-07/09/2	300.00	07/18/2025	Check Sequence: 56 100-410-1330-44360-0000	ACH Enabled: False
	Check Total:	300.00			
Vendor: napa 198240 397476 397476 397710 397892 397905	NAPA Auto Parts #15-018 HYD Hose Fittings 100 AMP Bolt On Fuse AMG150 Fuse #10-036 Wheel Bolt Air Door Actuator Air Door Actuator	19.01 8.02 4.43 9.76 15.78 18.77	07/18/2025 07/18/2025 07/18/2025 07/18/2025 07/18/2025 07/18/2025	Check Sequence: 57 100-450-5200-42103-0000 100-430-3000-42103-0000 100-430-3000-42103-0000 100-450-5200-42103-0000 100-420-2210-42103-0000 100-420-2210-42103-0000	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
398133	Return: Air Door Actuator	-15.78	07/18/2025	100-420-2210-42103-0000	
398237	#15-018 HYD Hose Fittings	32.17	07/18/2025	100-450-5200-42103-0000	
	Check Total:	92.16			
Vendor: norto	Northern Tool & Equipment			Check Sequence: 58	ACH Enabled: True
2c9e605f	113471 Klutch Whip Hose 3/8" X 5	17.99	07/18/2025	410-450-5200-45300-2104	
2c9e605f	113689 KL 3/8" X 25' Air Hose RE	99.99	07/18/2025	410-450-5200-45300-2104	
eeb96480	102849 M18 3/8" MTIW Friction RI	249.00	07/18/2025	410-450-5200-45300-2104	
eeb96480	71757 M18 REDLI HO XC6.0 BAT 2-PAK	299.00	07/18/2025	410-450-5200-45300-2104	
eeb96480	5954250 Blade Packout Kit	59.99	07/18/2025	410-450-5200-45300-2104	
f838b202	73430 KL 3/8X50 Air Hose Reel W/Lead	109.99	07/18/2025	410-450-5200-45300-2104	
	Check Total:	835.96			
Vendor: ondec	OD Sports Acquisitions Inc			Check Sequence: 59	ACH Enabled: False
INV221792	Field Mound Weighted Covers - Royal Blue	5,300.97	07/18/2025	410-450-5200-45300-2104	
	Check Total:	5,300.97			
Vendor: ohlan	Anthony Ohlendorf			Check Sequence: 60	ACH Enabled: False
07092025	Role Player For Training - 8 Hrs	200.00	07/18/2025	100-420-2100-44360-0000	
	Check Total:	200.00			
Vendor: omabr	Omann Brothers Inc.			Check Sequence: 61	ACH Enabled: False
18801*	AC Fines Mix	453.60	07/18/2025	100-430-3120-42240-0000	
	Check Total:	453.60			
Vendor: pauso	Paustis & Sons			Check Sequence: 62	ACH Enabled: True
270029	Wine	495.00	07/18/2025	609-497-9760-42530-0000	
	Check Total:	495.00			
Vendor: perpl	Performance Plus LLC			Check Sequence: 63	ACH Enabled: True
070830	Medical Evaluation	387.00	07/18/2025	100-420-2210-44080-0000	
	Check Total:	387.00			
Vendor: popdo	Pope Douglas Solid Waste			Check Sequence: 64	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
23937	Confidential Burn - Household Pharm - Drugs	801.16	07/18/2025	100-420-2100-43100-0000	
	Check Total:	801.16			
Vendor: potso	Potentia MN Solar Fund 1, LLC			Check Sequence: 65	ACH Enabled: True
MN-INV-2505-165	RAC Solar - May 2025	6,877.12	07/18/2025	205-450-5205-43810-0000	
MN-INV-2505-172	PD Solar- May 2025	1,230.74	07/18/2025	100-420-2100-43810-0000	
MN-INV-2505-173	Well 6 Solar - May 2025	1,486.87	07/18/2025	601-494-9440-43810-0000	
MN-INV-2505-174	Water Booster Station Solar - May 2025	1,486.87	07/18/2025	601-494-9440-43810-0000	
MN-INV-2505-175	Well 5 Solar - May 2025	1,486.87	07/18/2025	601-494-9440-43810-0000	
MN-INV-2505-176	Well 7 Solar - May 2025	1,486.87	07/18/2025	601-494-9440-43810-0000	
MN-INV-2505-181	RAC Solar - May 2025	4,968.41	07/18/2025	205-450-5205-43810-0000	
MN-INV-2505-182	PD Solar - May 2025	2,027.57	07/18/2025	100-420-2100-43810-0000	
MN-INV-2505-187	FD Solar - May 2025	743.27	07/18/2025	100-420-2210-43810-0000	
MN-INV-2505-187	CR Solar - May 2025	945.99	07/18/2025	100-410-1940-43810-0000	
MN-INV-2505-188	PW Solar - May 2025	1,517.15	07/18/2025	100-430-3000-43810-0000	
MN-INV-2505-188	City Hall Solar - May 2025	650.20	07/18/2025	100-410-1940-43810-0000	
MN-INV-2505-189	RWAS Solar - May 2025	3,467.77	07/18/2025	609-497-9760-43810-0000	
	Check Total:	28,375.70			
Vendor: prohy	Pro Hydro-Testing LLC			Check Sequence: 66	ACH Enabled: False
INV-1061	Hydro-Testing X50	950.00	07/18/2025	100-420-2210-44080-0000	
	Check Total:	950.00			
Vendor: repse	Republic Services #899			Check Sequence: 67	ACH Enabled: False
0899-004790068	RWAS Garbage June	1,004.64	07/18/2025	609-497-9760-43840-0000	
0899-004790231	PW-Garbage June	214.40	07/18/2025	100-430-3000-43840-0000	
0899-004790231	CH-Garbage June	91.89	07/18/2025	100-410-1940-43840-0000	
	Check Total:	1,310.93			
Vendor: rogtr	Rogers Ace			Check Sequence: 68	ACH Enabled: False
29783	5703590 Corner Brace Zinc 2X5/8"	7.59	07/18/2025	410-450-5200-45200-2104	
29796	Elbow Black 1/2" 90	2.59	07/18/2025	410-450-5200-45200-2104	
29796	Nipple Black 1/2"X3"	5.18	07/18/2025	410-450-5200-45200-2104	
29800	Couple Redc 1/2X3/8" Fip	2.79	07/18/2025	410-450-5200-45200-2104	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
29807	(3) Misc. Hardware	11.37	07/18/2025	100-430-3000-42100-0000	
29807	(4) Double Cut Key	15.96	07/18/2025	100-430-3000-42100-0000	
	Check Total:	45.48			
Vendor: rpmgr 30274	RPM Graphics Incorporated Silver Carbon Fiber Truck Logos	210.00	07/18/2025	Check Sequence: 69 100-430-3000-42103-0000	ACH Enabled: True
	Check Total:	210.00			
Vendor: safsig 25001927	Safety Signs LLC Traffic Control At Rockin' Rogers	1,300.00	07/18/2025	Check Sequence: 70 100-450-5200-43125-0000	ACH Enabled: False
	Check Total:	1,300.00			
Vendor: sawho F23694	Sawtooth Holdings Install New Playground Equip. @ Brookside Me	-105,823.72	07/18/2025	Check Sequence: 71 404-000-0000-10100-4016	ACH Enabled: True
F23694	Install New Playground Equip. @ Brookside Me	105,823.72	07/18/2025	404-000-0000-10100-0000	
F23694	Install New Playground Equip. @ Brookside Me	105,823.72	07/18/2025	404-450-5200-45300-2502	
	Check Total:	105,823.72			
Vendor: johla 155890761-001	SiteOne Landscape Supply PVC Pipe 6 " X 20' SDR-26 (CL 160) Bell End	187.52	07/18/2025	Check Sequence: 72 100-450-5200-42104-0000	ACH Enabled: False
155890761-001	Spears Reducing Tee PVC 6 " X 2 " Socket X Fij	179.85	07/18/2025	100-450-5200-42104-0000	
155890761-001	SCH 40 PVC Coupling 6" Socket	22.57	07/18/2025	100-450-5200-42104-0000	
155890761-001	Spears PVC Compression Coupling W/Buna Gas	251.05	07/18/2025	100-450-5200-42104-0000	
155959104-001	Compression Fittings For SCP	587.46	07/18/2025	410-450-5200-45200-2104	
	Check Total:	1,228.45			
Vendor: soula 06/18/25	South Lake Minnetonka Police Department 1/14 Cost Of Morris IInv 12054	9.38	07/18/2025	Check Sequence: 73 100-420-2100-43100-0000	ACH Enabled: False
06/18/25	1/14 Cost Of GTEL Invoice 1623	18.75	07/18/2025	100-420-2100-43100-0000	
06/18/25	1/14 Cost Of Morris Inv 11436	12.50	07/18/2025	100-420-2100-43100-0000	
	Check Total:	40.63			
Vendor: souwi 2644838	Southern Glazers Wine & Spirits of Minnesota Liquor	189.64	07/18/2025	Check Sequence: 74 609-497-9760-42510-0000	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2644839	Liquor	2,703.64	07/18/2025	609-497-9760-42510-0000	
2644840	Mix	56.28	07/18/2025	609-497-9760-42540-0000	
2644841	Wine	2,102.54	07/18/2025	609-497-9760-42530-0000	
5128083	Liquor	226.49	07/18/2025	609-497-9760-42510-0000	
	Check Total:	5,278.59			
Vendor: strei	Streicher's Inc.			Check Sequence: 75	ACH Enabled: False
I1770736	Uniforms - Reserve Hegland	64.99	07/18/2025	100-420-2100-42180-0000	
I1771119	Uniforms - Alteration - Officer Fischer	15.00	07/18/2025	100-420-2100-42180-0000	
	Check Total:	79.99			
Vendor: strbu	Structural Buildings of MN			Check Sequence: 76	ACH Enabled: True
7056	Delivery Payment For Pavilion	37,800.00	07/18/2025	410-450-5200-45200-2104	
	Check Total:	37,800.00			
Vendor: sumla	Summer Lakes Beverage LLC			Check Sequence: 77	ACH Enabled: True
9893	Mix	412.50	07/18/2025	609-497-9760-42540-0000	
	Check Total:	412.50			
Vendor: verwi	Verizon Wireless Services, LLC			Check Sequence: 78	ACH Enabled: True
6117658969	Mobile Broadband July	40.01	07/18/2025	100-450-5200-43250-0000	
6117658969	Mobile Broadband July	40.01	07/18/2025	100-410-1950-43250-0000	
6117658969	Mobile Broadband July	110.03	07/18/2025	100-430-3000-43250-0000	
6117658969	Mobile Broadband July	40.01	07/18/2025	603-496-9495-43250-0000	
6117658969	Mobile Broadband July	40.01	07/18/2025	100-410-1950-43250-0000	
6117658969	Mobile Broadband July	20.02	07/18/2025	602-495-9490-43250-0000	
6117658969	Mobile Broadband July	20.02	07/18/2025	601-494-9440-43250-0000	
	Check Total:	310.11			
Vendor: vinin	Vinocopia Inc			Check Sequence: 79	ACH Enabled: True
0376902-IN	Liquor	849.25	07/18/2025	609-497-9760-42510-0000	
	Check Total:	849.25			
Vendor: vonco	Vonco II, LLC			Check Sequence: 80	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
V2 0000087118	Street Sweeping June	305.39	07/18/2025	603-496-9495-44050-0000	
	Check Total:	305.39			
Vendor: grain 9567813671	W.W. Grainger, Inc. 6B977 Pleated Air Filter 12X20X2 MERV 8	67.20	07/18/2025	Check Sequence: 81 100-420-2100-42102-0000	ACH Enabled: True
	Check Total:	67.20			
Vendor: watla 10553	Water Laboratories, Inc. Water Testing June 2025	180.00	07/18/2025	Check Sequence: 82 601-494-9440-44080-0000	ACH Enabled: True
	Check Total:	180.00			
Vendor: watco 150108 150475 150651	Watson Company NCP Concessions NCP Concessions NCP Concessions	356.44 552.62 818.81	07/18/2025 07/18/2025 07/18/2025	Check Sequence: 83 100-450-5200-42550-0000 100-450-5200-42550-0000 100-450-5200-42550-0000	ACH Enabled: True
	Check Total:	1,727.87			
Vendor: thore 852187418	West Publishing Corporation June Online Investigation Services	355.30	07/18/2025	Check Sequence: 84 100-420-2100-43100-0000	ACH Enabled: False
	Check Total:	355.30			
Vendor: wruse 128458	Wruck Sewer & Portable Rental Porta Potty Rental For Parks June	960.84	07/18/2025	Check Sequence: 85 100-450-5200-43100-0000	ACH Enabled: False
	Check Total:	960.84			
Vendor: xcele 51-0015186280-8 51-0015186280-8 51-0015186280-8 51-0015186280-8 51-0015186280-8	Xcel Energy Temp. Electric Service @ Turf Facility June Temp. Electric Service @ Turf Facility June Temp. Electric Service @ Turf Facility April Temp. Electric At Turf Facility March Temp. Electric Service @ Turf Facility May	486.50 9.62 142.01 387.69 268.13	07/18/2025 07/18/2025 07/18/2025 07/18/2025 07/18/2025	Check Sequence: 86 410-450-5200-44310-2201 410-450-5200-44310-2201 410-450-5200-44310-2201 410-450-5200-44310-2201 410-450-5200-44310-2201	ACH Enabled: False
	Check Total:	1,293.95			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Total for Check Run:	719,548.83			
	Total of Number of Checks:	86			

Accounts Payable

Computer Check Proof List by Vendor

User: mrathlisberger@rogersmn.gov
Printed: 07/24/2025 - 9:45AM
Batch: 00005.07.2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: ale360 16474939	Alert 360 RWAS Alarm August	47.94	07/25/2025	Check Sequence: 1 609-497-9760-43100-0000	ACH Enabled: False
	Check Total:	47.94			
Vendor: allbl 13308	Allied Blacktop Co. 2025 Street Maintenance Crack Sealing	32,400.00	07/25/2025	Check Sequence: 2 100-430-3120-44050-0000	ACH Enabled: False
	Check Total:	32,400.00			
Vendor: amaara INV-009582 INV-009582 INV-009582	Amaara Networks Server Replacement Server Replacement Server Replacement	822.41 -822.41 822.41	07/25/2025 07/25/2025 07/25/2025	Check Sequence: 3 400-000-0000-10100-0000 400-000-0000-10100-4005 400-410-1330-43190-0000	ACH Enabled: False
	Check Total:	822.41			
Vendor: amewa S0244943	American Water Works Assoc. Inc. AWWA Membership For W. Knapp 10/1/25 - 9/2	83.00	07/25/2025	Check Sequence: 4 601-494-9440-44330-0000	ACH Enabled: False
	Check Total:	83.00			
Vendor: ancom 128734	Ancom Communications Inc USDD Repair-Gamma Sign	425.00	07/25/2025	Check Sequence: 5 100-420-2210-44010-0000	ACH Enabled: True
	Check Total:	425.00			
Vendor: Wirbe 122418876 122418975 122418976	BreakThru Beverage Minnesota Wine & Spirits Liquor Liquor Wine	150.00 2,310.06 775.25	07/25/2025 07/25/2025 07/25/2025	Check Sequence: 6 609-497-9760-42510-0000 609-497-9760-42510-0000 609-497-9760-42530-0000	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	3,235.31			
Vendor: callto	CallTower Inc			Check Sequence: 7	ACH Enabled: True
202648926	Monthly Phone Service July	1,535.70	07/25/2025	100-410-1330-43250-0000	
	Check Total:	1,535.70			
Vendor: capbe	Capitol Beverage			Check Sequence: 8	ACH Enabled: True
3155412	Beer Credit	-25.00	07/25/2025	609-497-9760-42520-0000	
3162316	Liquor	2,215.20	07/25/2025	609-497-9760-42510-0000	
3162317	Mix Credit	-26.66	07/25/2025	609-497-9760-42540-0000	
3162317	Beer Credit	-74.50	07/25/2025	609-497-9760-42520-0000	
3162321	Mix	148.75	07/25/2025	609-497-9760-42540-0000	
3162321	Beer	9,756.80	07/25/2025	609-497-9760-42520-0000	
	Check Total:	11,994.59			
Vendor: cdwgo	CDW Government			Check Sequence: 9	ACH Enabled: True
AE8192L	Keyboard And Mouse Replacement - Tushar	63.69	07/25/2025	100-420-2100-42010-0000	
AE8PU2U	Sonicwall NSA License Renewal	5,320.22	07/25/2025	100-410-1330-43190-0000	
	Check Total:	5,383.91			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 10	ACH Enabled: False
13775557-5	Gas - SCP Warming House June	58.02	07/25/2025	100-450-5200-43830-0000	
13775557-5	Gas - SCP Warming House May Credit (Overpm	-34.86	07/25/2025	100-450-5200-43830-0000	
	Check Total:	23.16			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 11	ACH Enabled: False
13831775-5	Gas Temp Service @ Turf Facility June	149.67	07/25/2025	410-450-5200-44310-2201	
	Check Total:	149.67			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 12	ACH Enabled: False
5478083-8	RWAS Gas June	71.36	07/25/2025	609-497-9760-43830-0000	
	Check Total:	71.36			
Vendor: cenla	Central Landscape Supply, Inc.			Check Sequence: 13	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
332964	(17) Curlex 1 Rap. Degrade - Erosion Control	1,204.45	07/25/2025	603-496-9495-42100-0000	
332964	6) Curlex 1 Rap. Degrade 8'x112.25'-Fox Creek '	425.10	07/25/2025	404-450-5200-45300-2503	
332964	6) Curlex 1 Rap. Degrade 8'x112.25'-Fox Creek '	-425.10	07/25/2025	404-000-0000-10100-4016	
332964	(7) Curlex 1 Rap. Degrade 8'x112.25' - For SCP	495.95	07/25/2025	410-450-5200-45300-2104	
332964	6) Curlex 1 Rap. Degrade 8'x112.25'-Fox Creek '	425.10	07/25/2025	404-000-0000-10100-0000	
	Check Total:	2,125.50			
Vendor: berbe 10378328	Chas. A. Bernick, Inc. THC	267.00	07/25/2025	Check Sequence: 14 609-497-9760-42535-0000	ACH Enabled: False
	Check Total:	267.00			
Vendor: cinco	Cintas Corporation			Check Sequence: 15	ACH Enabled: True
4234926732	PD Floor Mats - 06/25/2025	72.16	07/25/2025	100-420-2100-44060-0000	
4237135189	Uniform - WTR 7/16/25	6.34	07/25/2025	601-494-9440-42180-0000	
4237135189	Mats & Towels 7/16/25	63.24	07/25/2025	100-430-3000-44060-0000	
4237135189	Uniform - PW 7/16/25	26.03	07/25/2025	100-430-3000-42180-0000	
4237135189	Uniform - SWR 7/16/25	6.34	07/25/2025	602-495-9490-42180-0000	
4237135189	Uniform - Janitorial 7/16/25	2.59	07/25/2025	100-410-1940-44060-0000	
4237135189	Uniform - Gen'l. Gov't. Bldgs. 7/16/25	2.95	07/25/2025	100-410-1940-42180-0000	
4237135189	Uniform - PK 7/16/25	18.90	07/25/2025	100-450-5200-42180-0000	
4237137533	RWAS Mats & Towels 7/16/25	212.93	07/25/2025	609-497-9760-43100-0000	
9328837762	PD Floor Mats Credit -06/25/2025	-1.20	07/25/2025	100-420-2100-44060-0000	
	Check Total:	410.28			
Vendor: citro 004730-000 004730-000	City of Rogers Sewer/Water-FD June '25 Sewer/Water-CR June '25	10.55 94.96	07/25/2025 07/25/2025	Check Sequence: 16 100-420-2210-43820-0000 100-410-1940-43820-0000	ACH Enabled: False
	Check Total:	105.51			
Vendor: cit 407298 407304	Computer Integration Technologies Inc Web Filter August Endpoint Detection Monthly Service August	187.50 562.50	07/25/2025 07/25/2025	Check Sequence: 17 100-410-1330-43190-0000 100-410-1330-43190-0000	ACH Enabled: True
	Check Total:	750.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: mnpip	Core & Main LP			Check Sequence: 18	ACH Enabled: False
X363217	1318SCGFSC 18 Goldflo Split Coupling SC18	158.28	07/25/2025	603-496-9495-44055-0000	
X370355	1315GFSC 15 Goldflo Split Coupling SC15	116.36	07/25/2025	603-496-9495-44055-0000	
	Check Total:	274.64			
Vendor: cryice	Crystal Springs Ice			Check Sequence: 19	ACH Enabled: True
03-500861	Ice	111.12	07/25/2025	609-497-9760-42570-0000	
	Check Total:	111.12			
Vendor: cusco	Customer Contact Services			Check Sequence: 20	ACH Enabled: True
4388-072225	Answering Service August	126.10	07/25/2025	602-495-9490-43100-0000	
4388-072225	Answering Service August	126.10	07/25/2025	601-494-9440-43100-0000	
	Check Total:	252.20			
Vendor: dahdi	Dahlheimer Distributing Co.			Check Sequence: 21	ACH Enabled: True
2030-00007	Beer Credit	-30.00	07/25/2025	609-497-9760-42520-0000	
2460057	Beer	180.00	07/25/2025	609-497-9760-42520-0000	
2522648	THC	1,080.00	07/25/2025	609-497-9760-42535-0000	
2522655	NA	93.45	07/25/2025	609-497-9760-42540-0000	
2522656	Liquor	1,222.00	07/25/2025	609-497-9760-42510-0000	
2522667	Beer	1,575.30	07/25/2025	609-497-9760-42520-0000	
	Check Total:	4,120.75			
Vendor: delde	Delta Dental of Minnesota			Check Sequence: 22	ACH Enabled: False
CNS0001900910	August EE Paid Dental Insurance	4,391.83	07/25/2025	100-000-0000-21707-0000	
	Check Total:	4,391.83			
Vendor: cldis	Dick Family Inc.			Check Sequence: 23	ACH Enabled: True
2137050	Beer	1,144.20	07/25/2025	609-497-9760-42520-0000	
	Check Total:	1,144.20			
Vendor: dunham	Dunham			Check Sequence: 24	ACH Enabled: False
20261289	Engineering-St 2 95% Complete	1,055.00	07/25/2025	449-420-2210-43030-2209	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Check Total:		1,055.00			
Vendor: ecmpu	ECM Publishers, Inc.			Check Sequence: 25	ACH Enabled: True
1057459	Ad For Bids - Fletcher Bypass Proj 1409	-493.00	07/25/2025	402-000-0000-10100-5000	
1057459	Ad For Bids - Fletcher Bypass Proj 1409	493.00	07/25/2025	402-430-3121-43520-1409	
1057459	Ad For Bids - Fletcher Bypass Proj 1409	493.00	07/25/2025	402-000-0000-10100-0000	
1058340	Publishing - Summary Ord 2025-03	72.00	07/25/2025	100-410-1910-43520-0000	
Check Total:		565.00			
Vendor: ecsi	ECSI System Integrators			Check Sequence: 26	ACH Enabled: True
388492	Access Control - 75% Complete - Turf Facility	5,487.50	07/25/2025	410-450-5200-45200-2201	
388492	Video Surveillance - 75% Complete - Turf Facili	12,402.50	07/25/2025	410-450-5200-45200-2201	
Check Total:		17,890.00			
Vendor: ehlas	Ehlers & Associates Inc			Check Sequence: 27	ACH Enabled: False
102150	Asguard Mixed-Use Redevelopment: Darkenwal	838.75	07/25/2025	463-465-6500-43140-0000	
102151	2025 Continuing Disclosure Reporting 2012A Bc	617.00	07/25/2025	601-494-9440-43140-0000	
102151	2025 Continuing Disclosure Reporting 2015A	136.00	07/25/2025	341-470-7000-43140-0000	
102151	2025 Continuing Disclosure Reporting 2015A	480.00	07/25/2025	330-470-7000-43140-0000	
102151	2025 Continuing Disclosure Reporting 2014A Bc	617.00	07/25/2025	340-470-7000-43140-0000	
102151	2025 Continuing Disclosure Reporting 2021A	259.00	07/25/2025	342-470-7000-43140-0000	
102151	2025 Continuing Disclosure Reporting 2021A	357.00	07/25/2025	601-494-9440-43140-0000	
102151	2025 Continuing Disclosure Reporting 2024B	617.00	07/25/2025	344-470-7000-43140-0000	
102151	2025 Continuing Disclosure Reporting 2024A	617.00	07/25/2025	343-470-7000-43140-0000	
102152	Income Monitoring - TIF #12	717.08	07/25/2025	458-463-6300-43140-0000	
102152	Income Monitoring - TIF #15	717.08	07/25/2025	461-463-6300-43140-0000	
102152	Paygo Calculation - Graco	152.50	07/25/2025	462-465-6500-43140-0000	
102152	Income Monitoring - TIF #14	717.09	07/25/2025	460-463-6300-43140-0000	
102152	Abatement Calculation - SE Rogers	152.50	07/25/2025	203-410-1325-43140-0000	
102153	2024 TIF Reports	773.54	07/25/2025	459-465-6500-43140-0000	
102153	2024 TIF Reports	773.54	07/25/2025	450-465-6500-43140-0000	
102153	2024 TIF Reports	773.54	07/25/2025	460-465-6500-43140-0000	
102153	2024 TIF Reports	773.54	07/25/2025	458-463-6300-43140-0000	
102153	2024 TIF Reports	773.54	07/25/2025	461-463-6300-43140-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
102153	2024 TIF Reports	773.55	07/25/2025	462-465-6500-43140-0000	
	Check Total:	11,636.25			
Vendor: facmo	Elliot Auto Supply Co, Inc.			Check Sequence: 28	ACH Enabled: False
128-220286	(10) WIX WL10255 Oil Filters	35.20	07/25/2025	100-430-3000-42103-0000	
128-220537	#40-006 FVP 31TXXHD 1000CCA Battery CCA	164.51	07/25/2025	100-430-3120-42103-0000	
128-220665	#10-033 EVE P51 Battery CCA500 RC85	134.01	07/25/2025	100-450-5200-42103-0000	
	Check Total:	333.72			
Vendor: envse	Envirotech Services, Inc.			Check Sequence: 29	ACH Enabled: False
CD202514012	Calcium Chloride 38% - Applied	2,988.08	07/25/2025	100-430-3120-43876-0000	
	Check Total:	2,988.08			
Vendor: feren	Ferguson Enterprises #1657			Check Sequence: 30	ACH Enabled: False
1801169	SUFC1 UNIV FIN Comb	19.48	07/25/2025	410-450-5200-45300-2104	
1801169	(3) IGCD 1/2 GALV MI 150# Couplings	17.99	07/25/2025	410-450-5200-45300-2104	
1801169	(4) IGNDU 1/2X6 GALV STL Nipples	53.31	07/25/2025	410-450-5200-45300-2104	
1813972	A6063013002 @ 0.125 GPF 11.5 RI EXP URN	302.64	07/25/2025	100-410-1940-42102-0000	
	Check Total:	393.42			
Vendor: fireq	FES Inc			Check Sequence: 31	ACH Enabled: True
21580	Structural Boots-Sabot	404.00	07/25/2025	100-420-2210-42106-0000	
	Check Total:	404.00			
Vendor: finan	Finance and Commerce			Check Sequence: 32	ACH Enabled: False
745798322	Ad For Bids - Fletcher Bypass Proj 1409	-639.54	07/25/2025	402-000-0000-10100-5000	
745798322	Ad For Bids - Fletcher Bypass Proj 1409	639.54	07/25/2025	402-430-3121-43520-1409	
745798322	Ad For Bids - Fletcher Bypass Proj 1409	639.54	07/25/2025	402-000-0000-10100-0000	
	Check Total:	639.54			
Vendor: mires	Global Reserve			Check Sequence: 33	ACH Enabled: True
ORD-18374	THC	742.00	07/25/2025	609-497-9760-42535-0000	
	Check Total:	742.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: grainc 2025 PAYGO	Graco Minnesota Inc. 2025 Graco PAYGO - Final Payment	338,219.64	07/25/2025	Check Sequence: 34 462-465-6500-44390-0000	ACH Enabled: False
	Check Total:	338,219.64			
Vendor: grafs 165176	Grafix Shoppe Squad Graphics - 6841	1,830.00	07/25/2025	Check Sequence: 35 400-420-2100-45500-0000	ACH Enabled: True
	Check Total:	1,830.00			
Vendor: grabe MN00169374	Grape Beginnings, Inc. Wine	685.00	07/25/2025	Check Sequence: 36 609-497-9760-42530-0000	ACH Enabled: False
	Check Total:	685.00			
Vendor: guape 2678215 2679575 2679575 2681874	Guardian Pest Solutions, Inc. Pest Control - Hassan Town Hall July Commercial Pest Control July - PW Commercial Pest Control July - CH Commercial Pest Control-July '25 - FS 2	33.60 37.80 16.20 58.06	07/25/2025 07/25/2025 07/25/2025 07/25/2025	Check Sequence: 37 100-410-1940-43140-0000 100-430-3000-43140-0000 100-410-1940-43140-0000 100-420-2210-43100-0000	ACH Enabled: False
	Check Total:	145.66			
Vendor: hassa 188619 188619 188619	Hassan Sand & Gravel, Inc. (10) Pulverized & Screened Topsoil For FCW (10) Pulverized & Screened Topsoil For FCW (10) Pulverized & Screened Topsoil For FCW	-197.50 197.50 197.50	07/25/2025 07/25/2025 07/25/2025	Check Sequence: 38 404-000-0000-10100-4016 404-000-0000-10100-0000 404-450-5200-45300-2503	ACH Enabled: True
	Check Total:	197.50			
Vendor: hawch 7131779 7140037	Hawkins Inc. Chlorine Hydrofluosilicic Cylinders Chlorine Hydrofluosilicic Acid LPC-5	50.00 12,978.34	07/25/2025 07/25/2025	Check Sequence: 39 601-494-9440-42160-0000 601-494-9440-42160-0000	ACH Enabled: False
	Check Total:	13,028.34			
Vendor: hencosh 1000248615 1000250032	Hennepin County Accounts Receivable Radio Fleet Fee - June Jail Room & Board 6/16/25-6/30/25	5,081.46 150.00	07/25/2025 07/25/2025	Check Sequence: 40 100-420-2100-44120-0000 100-420-2100-43100-0000	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	5,231.46			
Vendor: hencofca 25-036	Hennepin County Fire Chiefs Assoc Blue Card Training May/June '25	966.00	07/25/2025	Check Sequence: 41 100-420-2210-44360-0000	ACH Enabled: False
	Check Total:	966.00			
Vendor: henpu 1000249472	Hennepin County Recorder RecordEASE Web Transactions July	48.75	07/25/2025	Check Sequence: 42 100-430-3000-44300-0000	ACH Enabled: False
1000249472	RecordEASE Web Transactions July	48.75	07/25/2025	100-410-1325-44300-0000	
	Check Total:	97.50			
Vendor: htgar 23832	Hickey Thorstenson Grover LTD RAC Expansion Engineering Services Thru 6/30.	4,000.00	07/25/2025	Check Sequence: 43 411-450-5205-43030-2406	ACH Enabled: True
	Check Total:	4,000.00			
Vendor: infos 291181	InfoSend Infosend Printing Fees June	446.19	07/25/2025	Check Sequence: 44 603-496-9495-43500-0000	ACH Enabled: False
291181	Infosend Printing Fees June	171.61	07/25/2025	100-430-3245-43500-0000	
291181	Infosend Printing Fees June	1,304.24	07/25/2025	602-495-9490-43500-0000	
291181	Infosend Printing Fees June	1,510.17	07/25/2025	601-494-9440-43500-0000	
	Check Total:	3,432.21			
Vendor: iscsa 0181946-IN	ISC Sales Inc Digital Controller Faceplate Probes For Wells 7&	443.05	07/25/2025	Check Sequence: 45 601-494-9440-42104-0000	ACH Enabled: True
	Check Total:	443.05			
Vendor: jeffi IN328974	Jefferson Fire & Safety, Inc. Wildland Coat-Knutson	366.29	07/25/2025	Check Sequence: 46 100-420-2210-42106-0000	ACH Enabled: False
IN329044	Fire Extinguisher Harness X5	349.61	07/25/2025	100-420-2210-42105-0000	
	Check Total:	715.90			
Vendor: johbr 2832849	Johnson Brothers Liquor Co. Liquor	562.05	07/25/2025	Check Sequence: 47 609-497-9760-42510-0000	ACH Enabled: False
2832850	Wine	532.65	07/25/2025	609-497-9760-42530-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2832900	Liquor	718.50	07/25/2025	609-497-9760-42510-0000	
5011465	Wine	819.80	07/25/2025	609-497-9760-42530-0000	
	Check Total:	2,633.00			
Vendor: kengr	Kennedy & Graven, Chartered			Check Sequence: 48	ACH Enabled: True
RG135-00001	General Municipal Matters June 2025	1,889.90	07/25/2025	100-410-1325-43040-0000	
RG135-00011	Police Department Matter June 2025	630.50	07/25/2025	100-420-2100-43040-0000	
RG135-00020	Duffy Development June 2025	1,016.00	07/25/2025	203-410-1325-43040-8150	
RG135-00031	General Planning Matters June 2025	77.60	07/25/2025	100-410-1325-43040-0000	
RG135-00111	Ray J's American Grill Purchase June 2025	52.50	07/25/2025	408-430-3330-43040-0000	
RG135-00112	Northland Addition (Cote Property) June 2025	168.00	07/25/2025	100-410-1325-43040-8150	
RG135-00113	Fletcher Bypass Matter June 2025	45.10	07/25/2025	402-000-0000-10100-0000	
RG135-00113	Fletcher Bypass Matter June 2025	45.10	07/25/2025	402-430-3121-43040-1409	
RG135-00113	Fletcher Bypass Matter June 2025	-45.10	07/25/2025	402-000-0000-10100-5000	
RG135-00114	Veit Headquarters June 2025	313.50	07/25/2025	100-410-1325-43040-8150	
RG135-00116	Big Woods 3rd Addition June 2025	420.00	07/25/2025	100-410-1325-43040-8150	
RG135-00117	2025 City Council Meetings June 2025	1,261.00	07/25/2025	100-410-1325-43040-0000	
RG135-00118	Taylor Lane Project January 2025	540.00	07/25/2025	100-410-1325-43040-8150	
RG135-00120	Sale Of Property To Conneran (Little Caesars) Ju	24.00	07/25/2025	408-430-3330-43040-0000	
RG135-00121	Northview Preserve Subdivision June 2025	314.00	07/25/2025	100-410-1325-43040-8150	
RG135-00124	Justen Park 3rd Add. (Restoration Network) May	1,392.00	07/25/2025	100-410-1325-43040-8150	
	Check Total:	8,144.10			
Vendor: kutak	Kutak Rock LLC			Check Sequence: 49	ACH Enabled: False
3583864	Ice Arena/Turf Private Use Calculation	3,709.50	07/25/2025	410-450-5200-43040-0000	
3583868	MyPlas GDB MIF Loan May 2025	2,637.50	07/25/2025	203-410-1325-43040-0000	
	Check Total:	6,347.00			
Vendor: lakre	Lake Restoration, Inc.			Check Sequence: 50	ACH Enabled: False
INV069297	Pond Treatment - 22610 130th Ave. N.	389.00	07/25/2025	603-496-9495-43100-0000	
	Check Total:	389.00			
Vendor: marco	Marco Inc			Check Sequence: 51	ACH Enabled: True
INV14086346	HP 730 300 ML Lg Format Copier Ink-Cyan & M	41.89	07/25/2025	100-430-3000-42000-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
INV14086346	HP 730 300 ML Lg Format Copier Ink-Cyan & M	41.88	07/25/2025	602-495-9490-42000-0000	
INV14086346	HP 730 300 ML Lg Format Copier Ink-Cyan & M	41.87	07/25/2025	603-496-9495-42000-0000	
INV14086346	HP 730 300 ML Lg Format Copier Ink-Cyan & M	41.89	07/25/2025	100-450-5200-42000-0000	
INV14086346	HP 730 300 ML Lg Format Copier Ink-Cyan & M	104.72	07/25/2025	100-410-1950-42000-0000	
INV14086346	HP 730 300 ML Lg Format Copier Ink-Cyan & M	41.89	07/25/2025	601-494-9440-42000-0000	
INV14086346	HP 730 300 ML Lg Format Copier Ink-Cyan & M	104.72	07/25/2025	205-450-5205-42000-0000	
	Check Total:	418.86			
Vendor: cleri	McDonald Distributing Company			Check Sequence: 52	ACH Enabled: True
815848	Beer	230.00	07/25/2025	609-497-9760-42520-0000	
	Check Total:	230.00			
Vendor: menar	Menards, Inc.			Check Sequence: 53	ACH Enabled: True
52172	160Z SM Rip Steel Hammer	24.98	07/25/2025	100-430-3120-42105-0000	
52172	18" Tool Bag	24.99	07/25/2025	100-430-3120-42105-0000	
52172	2448851 8" Long Nose Pliers	4.99	07/25/2025	100-430-3120-42105-0000	
52172	Outdoor Scoop	19.49	07/25/2025	100-430-3120-42105-0000	
52172	8" Linesman Pliers	5.99	07/25/2025	100-430-3120-42105-0000	
52239	Handy Paint Tray Liners	9.94	07/25/2025	100-430-3120-44050-0000	
52239	Purdy 9"X3/8" C 1ST 3 Pk	10.98	07/25/2025	100-430-3120-44050-0000	
52239	Prof Latex Striping White	36.98	07/25/2025	100-430-3120-44050-0000	
52239	RO Pro Paint Safety Red	46.97	07/25/2025	100-430-3120-44050-0000	
	Check Total:	185.31			
Vendor: schso	MN Equipment Inc.			Check Sequence: 54	ACH Enabled: True
P53106	41444300200 Stop Switch	10.52	07/25/2025	100-450-5200-42103-0000	
P53106	Freight	2.50	07/25/2025	100-450-5200-42103-0000	
P53106	(3) 41441242800 Filter	12.24	07/25/2025	100-450-5200-42103-0000	
P53186	TA13385 Retainer	36.09	07/25/2025	100-450-5200-42103-0000	
P53327	#10-025 M163053 Grass Deflector	16.40	07/25/2025	100-450-5200-42103-0000	
	Check Total:	77.75			
Vendor: norsa	Northern Safety Technology, Inc.			Check Sequence: 55	ACH Enabled: True
59641	#35-048 MC16MA * A/e Mini Century 16' Amb	336.89	07/25/2025	100-450-5200-42103-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	336.89			
Vendor: omabr	Omann Brothers Inc.			Check Sequence: 56	ACH Enabled: False
18828*	MV4 MIX - SCP	3,996.15	07/25/2025	410-450-5200-45300-2104	
18828*	MV4 MIX - Vet's Memorial Trail	3,196.41	07/25/2025	404-450-5200-45300-0000	
18835*	AC Fines Mix	4,323.60	07/25/2025	100-430-3120-42240-0000	
	Check Total:	11,516.16			
Vendor: perabp	PERA			Check Sequence: 57	ACH Enabled: False
2025	2025 SVF Contribution	36,000.00	07/25/2025	100-420-2210-44900-0000	
	Check Total:	36,000.00			
Vendor: perpl	Performance Plus LLC			Check Sequence: 58	ACH Enabled: True
070847	Preemployment Medical	434.00	07/25/2025	100-420-2210-44080-0000	
	Check Total:	434.00			
Vendor: pomti	Pomp's Tire Service Inc.			Check Sequence: 59	ACH Enabled: True
700072734	215/75R17.5/16 Hankook TH31 H3003744	466.38	07/25/2025	100-430-3000-42103-0000	
	Check Total:	466.38			
Vendor: prelo	Premier Locating Inc			Check Sequence: 60	ACH Enabled: False
43176	Locates 7/15/25	63.00	07/25/2025	603-496-9495-43150-0000	
43176	Locates 7/15/25	193.50	07/25/2025	601-494-9440-43150-0000	
43176	Locates 7/15/25	193.50	07/25/2025	602-495-9490-43150-0000	
	Check Total:	450.00			
Vendor: raypo	Ray Poland and Sons			Check Sequence: 61	ACH Enabled: False
RP0726LC	Fire Extinguisher Antifreeze Solution	581.95	07/25/2025	100-420-2210-42105-0000	
	Check Total:	581.95			
Vendor: rogtr	Rogers Ace			Check Sequence: 62	ACH Enabled: False
29776	Locks LSU	36.99	07/25/2025	100-420-2210-42105-0000	
29785	Trowel Hand Poly 10"	8.49	07/25/2025	100-420-2210-42105-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	45.48			
Vendor: serog	SE Rogers LLC			Check Sequence: 63	ACH Enabled: False
2025 1st Half	2025 1st Half Frederik Apartments Tax Abatement	87,654.61	07/25/2025	203-410-1325-44390-0000	
	Check Total:	87,654.61			
Vendor: johla	SiteOne Landscape Supply			Check Sequence: 64	ACH Enabled: False
155852826-001	(6) SCH 40 PVC Male Adapter 2" MIPT X Sock	8.51	07/25/2025	410-450-5200-45300-2104	
155852826-001	(6) Carson SPEC VLV BX Rectangle 14"X19" X	350.03	07/25/2025	410-450-5200-45300-2104	
155852826-001	(6) S0302-20 2 PVC SCH 40 Inside Connectors-	89.91	07/25/2025	410-450-5200-45300-2104	
156135614-001	Lesco Broadcast Spreader W/80" Capacity & SS	698.00	07/25/2025	100-450-5200-42105-0000	
	Check Total:	1,146.45			
Vendor: souwi	Southern Glazers Wine & Spirits of Minnesota			Check Sequence: 65	ACH Enabled: False
2647465	Liquor Delivery Charge	2.56	07/25/2025	609-497-9760-42510-0000	
2647467	Wine	462.07	07/25/2025	609-497-9760-42530-0000	
	Check Total:	464.63			
Vendor: stant	Stantec Consulting Services Inc			Check Sequence: 66	ACH Enabled: False
2417274	Asbestos/Reg Mat Surv. 12909-12913 Main St (I	54.74	07/25/2025	203-465-6500-43030-0000	
	Check Total:	54.74			
Vendor: sunbel	Sunbelt Rentals			Check Sequence: 67	ACH Enabled: False
170424658-0001	Rental: Portable Heat Pumps FS 2	3,951.04	07/25/2025	449-420-2210-45200-2209	
	Check Total:	3,951.04			
Vendor: onene	theipguys.net LLC			Check Sequence: 68	ACH Enabled: False
D-508272	RWAS Internet February	167.64	07/25/2025	609-497-9760-43250-0000	
D-508710	RWAS Internet March	167.64	07/25/2025	609-497-9760-43250-0000	
D-509003	RWAS Internet April	167.64	07/25/2025	609-497-9760-43250-0000	
D-509345	RWAS Internet May	167.64	07/25/2025	609-497-9760-43250-0000	
D-509692	RWAS Internet June	167.64	07/25/2025	609-497-9760-43250-0000	
D-510365	RWAS Internet July	167.64	07/25/2025	609-497-9760-43250-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,005.84			
Vendor: tncin	TNC Industries Inc			Check Sequence: 69	ACH Enabled: False
35994	Plymovent Vehicle Exhaust System Repair -St 2	4,400.00	07/25/2025	449-420-2210-45200-2209	
	Check Total:	4,400.00			
Vendor: tribo	Tri-State Bobcat Inc			Check Sequence: 70	ACH Enabled: True
A51356	#15-020 Return: 65118 Cab Filter	-56.53	07/25/2025	100-450-5200-42103-0000	
A51356	#15-020 A422597 Cab Filter	106.66	07/25/2025	100-450-5200-42103-0000	
	Check Total:	50.13			
Vendor: verwi	Verizon Wireless Services, LLC			Check Sequence: 71	ACH Enabled: True
6117658968	Verizon-FD June '25	668.10	07/25/2025	100-420-2210-43210-0000	
6117658968	Verizon-Bldg Dept June '25	62.90	07/25/2025	100-420-2400-43210-0000	
	Check Total:	731.00			
Vendor: verwi	Verizon Wireless Services, LLC			Check Sequence: 72	ACH Enabled: True
6117658967	PD- June Verizon Wireless	1,649.50	07/25/2025	100-420-2100-43250-0000	
	Check Total:	1,649.50			
Vendor: grain	W.W. Grainger, Inc.			Check Sequence: 73	ACH Enabled: True
815097928	(2) 41VJ67 JMNTPLNSTL1-1/8"-71.688X.639C	17.90	07/25/2025	100-430-3000-42100-0000	
9577258487	53RF09 Chain Pipe Wrench STEL 6-3/5"Single I	654.84	07/25/2025	100-450-5200-42105-0000	
	Check Total:	672.74			
Vendor: weswh	Westside Wholesale Tire & Supply			Check Sequence: 74	ACH Enabled: True
966527	281136 11L/12.5L-15/16 RM TR15CW	19.00	07/25/2025	100-450-5200-42103-0000	
	Check Total:	19.00			
Vendor: wsbas	WSB & Associates, Inc.			Check Sequence: 75	ACH Enabled: True
R-017511-000-53	Skye Meadows 2nd Addition May 2025	360.00	07/25/2025	100-410-1950-43030-8150	
R-019314-000-37	Towns At Fox Creek (Busch) May 2025	720.00	07/25/2025	100-410-1950-43030-8150	
R-019437-000-41	Skye Meadows 3rd Addition May 2025	360.00	07/25/2025	100-410-1950-43030-8150	
R-019805-000-36	Aster Mills (Pulte) May 2025	1,193.75	07/25/2025	100-410-1950-43030-8150	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
R-019812-000-34	Big Woods (Forestar) May 2025	743.75	07/25/2025	100-410-1950-43030-8150	
R-020120-000-36	Harvest View (Tamarack) May 2025	653.75	07/25/2025	100-410-1950-43030-8150	
R-020241-000-35	Grass Lake Preserve Development - May 2025	1,120.25	07/25/2025	100-410-1950-43030-8150	
R-020362-000-23	David Koch Reconstruction Project - May 2025	387.25	07/25/2025	401-430-3121-43030-2204	
R-022690-000-26	Skye Meadows 4th Addition May 2025	566.25	07/25/2025	100-410-1950-43030-8150	
R-022691-000-23	Skye Meadows 5th Addition May 2025	990.00	07/25/2025	100-410-1950-43030-8150	
R-023609-000-22	Aster Mills 2nd Addition May 2025	1,016.25	07/25/2025	100-410-1950-43030-8150	
R-025294-000-10	Big Woods 2nd Addition May 2025	4,670.00	07/25/2025	100-410-1950-43030-8150	
R-025297-000-10	Skye Meadows 7th Addition May 2025	846.00	07/25/2025	100-410-1950-43030-8150	
R-030692-000-1	Big Woods 3rd Addition May 2025	2,088.75	07/25/2025	100-410-1950-43030-8150	
	Check Total:	15,716.00			
Vendor: xcele	Xcel Energy			Check Sequence: 76	ACH Enabled: False
51-0015186280-8	Temp. Electric Service @ Turf Facility June	15.69	07/25/2025	410-450-5200-44310-2201	
	Check Total:	15.69			
Vendor: xcele	Xcel Energy			Check Sequence: 77	ACH Enabled: False
51-6488911-0	Traffic Signal - 141st Ave & Median W Of 101 J	105.62	07/25/2025	100-430-3120-43170-0000	
51-6488911-0	Traffic Signal - 141st Ave & Median E Of 101 Ju	45.07	07/25/2025	100-430-3120-43170-0000	
51-6488911-0	Traffic Signal - 11841 Brockton Ln June	82.39	07/25/2025	100-430-3120-43170-0000	
51-6488911-0	Traffic Signal - Hwy 101 & S Diamond Lk Rd Ju	64.66	07/25/2025	100-430-3120-43170-0000	
51-6488911-0	Traffic Signal - 141st & High School June	110.02	07/25/2025	100-430-3120-43170-0000	
51-6488911-0	Traffic Signal - Brockton Ln & S Diamond Lk Ju	55.24	07/25/2025	100-430-3120-43170-0000	
51-6488911-0	Traffic Signal - CSAH 81 & Industrial Blvd June	58.24	07/25/2025	100-430-3120-43170-0000	
51-6488911-0	Traffic Signal - CSAH 81 & Memorial Dr June	55.24	07/25/2025	100-430-3120-43170-0000	
51-6488911-0	Traffic Signal - 141st Ave & James Rd June	103.22	07/25/2025	100-430-3120-43170-0000	
51-6488911-0	Traffic Signal - 19285 Rogers Dr June	83.74	07/25/2025	100-430-3120-43170-0000	
51-6488911-0	Traffic Signal - S Diamond Lk Rd & Northdale J	51.63	07/25/2025	100-430-3120-43170-0000	
51-6488911-0	Traffic Signal - CSAH 81 & John Deere Ln June	100.80	07/25/2025	100-430-3120-43170-0000	
51-6488911-0	Traffic Signal - Rogers Dr. & S. Diamond Lk Rd	69.63	07/25/2025	100-430-3120-43170-0000	
51-6488911-0	Traffic Signal - 141st Ave & Northdale June	95.26	07/25/2025	100-430-3120-43170-0000	
51-6488911-0	Traffic Signal - N. Ramp Hwy 101 & 94 June	54.20	07/25/2025	100-430-3120-43170-0000	
	Check Total:	1,134.96			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: xcele	Xcel Energy			Check Sequence: 78	ACH Enabled: False
51-6488910-9	Police Dept. - 21860 Industrial Blvd. June	750.48	07/25/2025	100-420-2100-43810-0000	
51-6488910-9	Public Works-22350 S. Diamond Lk. Rd. June	-1.32	07/25/2025	100-430-3000-43810-0000	
51-6488910-9	City Hall-22350 S. Diamond Lk. Rd. June	-0.56	07/25/2025	100-410-1940-43810-0000	
51-6488910-9	Boyer -21701 Industrial Blvd. June	676.94	07/25/2025	100-410-1940-43810-0000	
51-6488910-9	Fire Dept.-21201 Memorial Dr June	-45.28	07/25/2025	100-420-2210-43810-0000	
51-6488910-9	Event Center-12716 Main St. June	1,648.77	07/25/2025	100-410-1941-43810-0000	
51-6488910-9	Community Rm-21201 Memorial Dr. June	-57.63	07/25/2025	100-410-1940-43810-0000	
51-6488910-9	Hassan Town Hall-25000 Hassan Pkwy June	46.03	07/25/2025	100-410-1940-43810-0000	
51-6488910-9	Sr. Center-12913 Main St June	74.43	07/25/2025	100-450-5186-43810-0000	
51-6488910-9	Civic Storage Bldg.-21195 Memorial Dr. June	107.17	07/25/2025	100-410-1940-43810-0000	
51-6488910-9	Vacant City Bldg.-12909 Main St. June	34.18	07/25/2025	100-410-1940-43810-0000	
51-6488910-9	Sec. Lights Civic Storage Bldg-21195 Mem'l Dr	18.05	07/25/2025	100-410-1940-43810-0000	
	Check Total:	3,251.26			
Vendor: xcele	Xcel Energy			Check Sequence: 79	ACH Enabled: False
51-6488909-6	Lynch Park - 21901 137TH Ave N June	138.42	07/25/2025	100-450-5200-43810-0000	
51-6488909-6	Lions Splash Pad June	196.20	07/25/2025	100-450-5200-43810-0000	
51-6488909-6	12475 Main St-SCP Well & Lights June	217.04	07/25/2025	100-450-5200-43810-0000	
51-6488909-6	12521 Main St-Maintenance Bldg. June	106.60	07/25/2025	100-450-5200-43810-0000	
51-6488909-6	13850 Bittersweet Lane June	106.96	07/25/2025	100-450-5200-43810-0000	
51-6488909-6	Reservoir Fields Irrigation June	248.01	07/25/2025	100-450-5200-43810-0000	
51-6488909-6	Rogers Middle School Fields-20859 141st Ave N	118.15	07/25/2025	100-450-5200-43810-0000	
51-6488909-6	NCP - 13750 Bittersweet Dr June	1,572.04	07/25/2025	100-450-5200-43810-0000	
51-6488909-6	12521 Main St-SCP Warming Hse. June	163.74	07/25/2025	100-450-5200-43810-0000	
51-6488909-6	Triangle Park/Veteran's Mem'l - 12720 Main St J	42.07	07/25/2025	100-450-5200-43810-0000	
	Check Total:	2,909.23			
Vendor: xcele	Xcel Energy			Check Sequence: 80	ACH Enabled: False
51-6488907-4	Towers & Wells Electric Service June	19,128.78	07/25/2025	601-494-9440-43810-0000	
	Check Total:	19,128.78			
Vendor: xcele	Xcel Energy			Check Sequence: 81	ACH Enabled: False
51-6488908-5	Lift Stations June	2,352.87	07/25/2025	602-495-9490-43810-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: yalme 273183	Check Total:	2,352.87			
	Yale Mechanical, LLC			Check Sequence: 82	ACH Enabled: True
	Repairs @ Well #4	349.50	07/25/2025	601-494-9440-44040-0000	
	Check Total:	349.50			
	Total for Check Run:	690,678.20			
	Total of Number of Checks:	82			

Accounts Payable

Computer Check Proof List by Vendor

User: mrathlisberger@rogersmn.gov
Printed: 07/31/2025 - 12:25PM
Batch: 00006.07.2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: adain 4205007	Adam's Pest Control Inc Commercial Pest Control July	103.88	07/31/2025	Check Sequence: 1 100-410-1941-43100-0000	ACH Enabled: True
	Check Total:	103.88			
Vendor: ancso City Hall 20 #2 City Hall 20 #2 City Hall PW 20 City Hall PW 20 N. Comm. Park 3 PD 20 PD 20 #2 RAC 20 RAC 20 #2	Anchor Solar Investments, LLC PW Solar PPA - Aug 2025 City Hall Solar PPA - Aug 2025 PW Solar PPA - Aug 2025 City Hall Solar PPA - Aug 2025 NCP Solar PPA - Aug 2025 PD Solar PPA - Aug 2025 PD Solar PPA - Aug 2025 RAC Solar PPA - Aug 2025 RAC Solar PPA - Aug 2025	140.95 60.40 145.28 62.26 413.12 207.54 201.35 207.54 201.35	07/31/2025 07/31/2025 07/31/2025 07/31/2025 07/31/2025 07/31/2025 07/31/2025 07/31/2025 07/31/2025	Check Sequence: 2 100-430-3000-43810-0000 100-410-1940-43810-0000 100-430-3000-43810-0000 100-410-1940-43810-0000 100-450-5200-43810-0000 100-420-2100-43810-0000 100-420-2100-43810-0000 205-450-5205-43810-0000 205-450-5205-43810-0000	ACH Enabled: True
	Check Total:	1,639.79			
Vendor: andenmn 24919	Anderson Engineering of Minnesota, LLC Work On Rogers Territorial Park June	1,250.00	07/31/2025	Check Sequence: 3 404-450-5200-43030-2207	ACH Enabled: False
	Check Total:	1,250.00			
Vendor: barma YWP25-000701	Mary Barnhouse YWP25-000701 Refund - Double Pymt 7/21/25	30.00	07/31/2025	Check Sequence: 4 100-430-3245-32241-0000	ACH Enabled: False
	Check Total:	30.00			
Vendor: beaoi 1126709	Beaudry Oil & Service Inc. Fuel - Unleaded And Diesel	12,520.07	07/31/2025	Check Sequence: 5 100-000-0000-14100-0000	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	12,520.07			
Vendor: belco	Bellboy Corporation			Check Sequence: 6	ACH Enabled: True
0207678100	THC Credit	-81.65	07/31/2025	609-497-9760-42535-0000	
0208463900	Liquor	971.06	07/31/2025	609-497-9760-42510-0000	
0300163400	THC	1,175.10	07/31/2025	609-497-9760-42535-0000	
	Check Total:	2,064.51			
Vendor: Wirbe	BreakThru Beverage Minnesota Wine & Sprirts			Check Sequence: 7	ACH Enabled: True
122521644	Liquor	46.40	07/31/2025	609-497-9760-42510-0000	
122525077	Mix	31.56	07/31/2025	609-497-9760-42540-0000	
122525078	Liquor	1,039.19	07/31/2025	609-497-9760-42510-0000	
	Check Total:	1,117.15			
Vendor: capbe	Capitol Beverage			Check Sequence: 8	ACH Enabled: True
3162317	Beer Credit	-35.25	07/31/2025	609-497-9760-42520-0000	
3162318	Beer Credit	-120.00	07/31/2025	609-497-9760-42520-0000	
3162319	THC	192.00	07/31/2025	609-497-9760-42535-0000	
3162320	Wine	225.60	07/31/2025	609-497-9760-42530-0000	
3165365	Liquor	1,078.60	07/31/2025	609-497-9760-42510-0000	
3165366	Beer Credit	-319.10	07/31/2025	609-497-9760-42520-0000	
3165367	THC	1,070.00	07/31/2025	609-497-9760-42535-0000	
3165368	Beer	210.40	07/31/2025	609-497-9760-42520-0000	
3165369	Beer	7,473.25	07/31/2025	609-497-9760-42520-0000	
	Check Total:	9,775.50			
Vendor: embpw	Century Link			Check Sequence: 9	ACH Enabled: False
313022581	Phone Svc - Hassan Town Hall July	62.31	07/31/2025	100-410-1940-43210-0000	
	Check Total:	62.31			
Vendor: berbe	Chas. A. Bernick, Inc.			Check Sequence: 10	ACH Enabled: False
10381017	THC	664.00	07/31/2025	609-497-9760-42535-0000	
10381018	Beer	721.60	07/31/2025	609-497-9760-42520-0000	
10383498	THC	159.00	07/31/2025	609-497-9760-42535-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
10383499	Beer	616.50	07/31/2025	609-497-9760-42520-0000	
	Check Total:	2,161.10			
Vendor: cinco	Cintas Corporation			Check Sequence: 11	ACH Enabled: True
4237785391	PD Mats - July 2025	68.56	07/31/2025	100-420-2100-44060-0000	
	Check Total:	68.56			
Vendor: citen	City of Coon Rapids			Check Sequence: 12	ACH Enabled: False
AR-0000014767	Sealcoating Costs 2025	1,217.77	07/31/2025	100-430-3120-42240-0000	
	Check Total:	1,217.77			
Vendor: citmo	City of Monticello			Check Sequence: 13	ACH Enabled: True
0038538	May/June Animal Control Charges	208.00	07/31/2025	100-420-2100-43100-0000	
	Check Total:	208.00			
Vendor: dahdi	Dahlheimer Distributing Co.			Check Sequence: 14	ACH Enabled: True
2525290	Beer	11,503.30	07/31/2025	609-497-9760-42520-0000	
2529059	NA	445.90	07/31/2025	609-497-9760-42540-0000	
2529126	Beer	468.20	07/31/2025	609-497-9760-42520-0000	
2531263	Liquor	5,849.00	07/31/2025	609-497-9760-42510-0000	
2531278	Beer	12,875.80	07/31/2025	609-497-9760-42520-0000	
	Check Total:	31,142.20			
Vendor: worman	DEX Sustainables Inc			Check Sequence: 15	ACH Enabled: True
41207	THC	495.00	07/31/2025	609-497-9760-42535-0000	
	Check Total:	495.00			
Vendor: cldis	Dick Family Inc.			Check Sequence: 16	ACH Enabled: True
2141040	Beer	1,239.55	07/31/2025	609-497-9760-42520-0000	
	Check Total:	1,239.55			
Vendor: dmxmu	DMX Music - Minneapolis			Check Sequence: 17	ACH Enabled: False
59023189	RWAS Music August	53.45	07/31/2025	609-497-9760-43100-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	53.45			
Vendor: eassi 195671	East Side Glass Co. Comm Room-Main Entry Window Repair	955.57	07/31/2025	Check Sequence: 18 100-410-1940-44010-0000	ACH Enabled: False
	Check Total:	955.57			
Vendor: ecmppu 1059120	ECM Publishers, Inc. PH Notice - Tilton Lake Acres 08.04.25	200.00	07/31/2025	Check Sequence: 19 100-410-1910-43520-0000	ACH Enabled: True
	Check Total:	200.00			
Vendor: facmo 1-10950455 1-10968558 128-220965 128-221093 128-Z18425 128-Z18425 128-Z18425 128-Z18425 69-552111	Elliot Auto Supply Co, Inc. MTC BRF1903 L1M22200F Kit-Breaklining (P) Oil Fuel & Hyd. Filters #35-011 (2) DEL 8-4422 All Season Meta (99) MTC BRF1383 DG1Z2200B Kit - Brake Lining Core Credits Core Credits EA FVP 3ITXXHD 1000 CCA Battery CCA1000 Core Credits WIX 51748XD Lube Filter	62.80 268.00 8.88 59.99 -54.00 -18.00 493.53 -16.00 31.97	07/31/2025 07/31/2025 07/31/2025 07/31/2025 07/31/2025 07/31/2025 07/31/2025 07/31/2025 07/31/2025	Check Sequence: 20 100-420-2100-42103-0000 100-420-2210-42103-0000 100-430-3120-42103-0000 100-430-3000-42103-0000 100-430-3120-42103-0000 100-420-2210-42103-0000 100-430-3120-42103-0000 100-450-5200-42103-0000 100-420-2210-42103-0000	ACH Enabled: False
	Check Total:	837.17			
Vendor: embsy 344891	Embedded Systems Inc Siren Maintenance 7/1/25 - 12/31/25	2,998.20	07/31/2025	Check Sequence: 21 100-420-2500-44070-0000	ACH Enabled: True
	Check Total:	2,998.20			
Vendor: emeap 136791	Emergency Apparatus Main. Inc. E11-Generator PTO Repair	1,775.51	07/31/2025	Check Sequence: 22 100-420-2210-44040-0000	ACH Enabled: False
	Check Total:	1,775.51			
Vendor: feren 1764789	Ferguson Enterprises #1657 A6065161002 @ 1.6 GPF Exp FV Top Spud DC	373.00	07/31/2025	Check Sequence: 23 100-410-1940-42102-0000	ACH Enabled: False
	Check Total:	373.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: fireq 21592	FES Inc Structural Gear-Skomra Beach Hertwig	12,831.00	07/31/2025	Check Sequence: 24 100-420-2210-42106-0000	ACH Enabled: True
	Check Total:	12,831.00			
Vendor: fouge 07.24.2025	Geri Fournier Mileage Reimbursement-LMC Loss Prevention &	60.44	07/31/2025	Check Sequence: 25 100-430-3000-44360-0000	ACH Enabled: True
	Check Total:	60.44			
Vendor: friso 66055	Fricke & Sons Sod Inc 400 Rolls Of Sod For SCP	1,530.00	07/31/2025	Check Sequence: 26 410-450-5200-45300-2104	ACH Enabled: True
66065	100 Rolls Of Sod For SCP	382.50	07/31/2025	410-450-5200-45300-2104	
66094	300 Rolls Of Sod For SCP	1,147.50	07/31/2025	410-450-5200-45300-2104	
	Check Total:	3,060.00			
Vendor: ghate 1170385	GHA Technologies Inc. SRO Computer Replacements	5,190.32	07/31/2025	Check Sequence: 27 100-420-2100-42010-0000	ACH Enabled: True
	Check Total:	5,190.32			
Vendor: guape 2679810	Guardian Pest Solutions, Inc. Commercial Pest Control - PD July	54.00	07/31/2025	Check Sequence: 28 100-420-2100-43140-0000	ACH Enabled: False
	Check Total:	54.00			
Vendor: usabl INV00774535	HD Supply Inc Lead Free Brass Gate Valve 3 In NPT; 200 WOC	475.23	07/31/2025	Check Sequence: 29 601-494-9440-42104-0000	ACH Enabled: True
	Check Total:	475.23			
Vendor: hecoas 1000250187	Hennepin County Jail Per Diem - June 2025	1,405.20	07/31/2025	Check Sequence: 30 100-420-2100-43100-0000	ACH Enabled: False
	Check Total:	1,405.20			
Vendor: hiline 901753120124	Hi-Line Electric Company Inc (5) D. Center Cut Wheel 4-1/2X.045X7/8	36.60	07/31/2025	Check Sequence: 31 100-430-3000-42100-0000	ACH Enabled: False
	Check Total:	36.60			
Vendor: hohen	Hohensteins Inc			Check Sequence: 32	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
843545	Beer	90.00	07/31/2025	609-497-9760-42520-0000	
843545	Mix	60.00	07/31/2025	609-497-9760-42540-0000	
	Check Total:	150.00			
Vendor: innof IN4887953	Innovative Office Solutions LLC Can Liners	173.19	07/31/2025	Check Sequence: 33 100-420-2100-42100-0000	ACH Enabled: True
	Check Total:	173.19			
Vendor: inbre 25550	Insight Brewing THC	1,215.00	07/31/2025	Check Sequence: 34 609-497-9760-42535-0000	ACH Enabled: False
	Check Total:	1,215.00			
Vendor: jacsm 7246	Jack's Small Engine, Inc. Freight	12.95	07/31/2025	Check Sequence: 35 100-450-5200-42103-0000	ACH Enabled: False
7246	#25-001 RO26343301-A3 Speed Control Lever	8.95	07/31/2025	100-450-5200-42103-0000	
7246	H018381-285-801 Ex Gasket-For Pressure Wash	3.35	07/31/2025	100-450-5200-42103-0000	
7246	#10-026 BR846820 Solenoid	24.50	07/31/2025	100-450-5200-42103-0000	
	Check Total:	49.75			
Vendor: johbr 141454	Johnson Brothers Liquor Co. Liquor Credit	-263.54	07/31/2025	Check Sequence: 36 609-497-9760-42510-0000	ACH Enabled: False
2834606	Wine	343.08	07/31/2025	609-497-9760-42530-0000	
2834646	Liquor	1,756.57	07/31/2025	609-497-9760-42510-0000	
2834647	Wine	1,469.70	07/31/2025	609-497-9760-42530-0000	
2834648	Wine	125.67	07/31/2025	609-497-9760-42530-0000	
2834649	THC	136.62	07/31/2025	609-497-9760-42535-0000	
2834650	Liquor	552.54	07/31/2025	609-497-9760-42510-0000	
2839738	Liquor	577.61	07/31/2025	609-497-9760-42510-0000	
2839739	Wine	343.08	07/31/2025	609-497-9760-42530-0000	
2839813	Wine	1,295.55	07/31/2025	609-497-9760-42530-0000	
2839814	Liquor	136.77	07/31/2025	609-497-9760-42510-0000	
2839815	Liquor	1,107.55	07/31/2025	609-497-9760-42510-0000	
3782210	Beer	36.90	07/31/2025	609-497-9760-42520-0000	
3782211	THC	355.60	07/31/2025	609-497-9760-42535-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
5011464	Liquor	546.06	07/31/2025	609-497-9760-42510-0000	
5015681	Liquor	691.74	07/31/2025	609-497-9760-42510-0000	
5015683	Mix	105.84	07/31/2025	609-497-9760-42540-0000	
	Check Total:	9,317.34			
Vendor: jwind	JW Industries			Check Sequence: 37	ACH Enabled: False
10165	Dugouts - SCP	91,000.00	07/31/2025	410-450-5200-45300-2104	
	Check Total:	91,000.00			
Vendor: shagr	Kelbro Company			Check Sequence: 38	ACH Enabled: True
131-01408	Ice	71.30	07/31/2025	609-497-9760-42570-0000	
159-00051	Ice	204.85	07/31/2025	609-497-9760-42570-0000	
159-00089	Ice	56.50	07/31/2025	609-497-9760-42570-0000	
	Check Total:	332.65			
Vendor: kjoen	Kjolhaug Environmental Serv LLC			Check Sequence: 39	ACH Enabled: True
810356	2025-110 - Rogers City - Pulte Hassan Delineatic	1,710.10	07/31/2025	603-496-9495-43030-8150	
810373	2021-050-Rogers City-Laurel Creek CR117 Mor	3,198.16	07/31/2025	603-496-9495-43030-8150	
810418	2025-074 - Rachel - Cowley Lake Preserve LGU	930.10	07/31/2025	603-496-9495-43030-8150	
810424	2025-083 - Kinghorn Industrial Henry Parcel LG	260.00	07/31/2025	603-496-9495-43030-8150	
	Check Total:	6,098.36			
Vendor: lucli	Luce Line Brewing			Check Sequence: 40	ACH Enabled: False
E-4206	THC	402.00	07/31/2025	609-497-9760-42535-0000	
E-4225	Beer	124.00	07/31/2025	609-497-9760-42520-0000	
	Check Total:	526.00			
Vendor: mamun	M Amundson Cigar & Candy Co LLP			Check Sequence: 41	ACH Enabled: True
406667	Tobacco	2,550.18	07/31/2025	609-497-9760-42560-0000	
406667	Shot Glasses Cups & Pourers	82.80	07/31/2025	609-497-9760-42580-0000	
406667	Gift Bags & Coolers	26.59	07/31/2025	609-497-9760-42100-0000	
	Check Total:	2,659.57			
Vendor: marma	Martin Marietta Materials Inc			Check Sequence: 42	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
46544318	MVWE45035(R)-BM-Napa Row & Richard St	46.91	07/31/2025	100-430-3120-42240-0000	
	Check Total:	46.91			
Vendor: mattri	Matheson Tri-Gas Inc			Check Sequence: 43	ACH Enabled: False
0031682098	Monthly Medical Oxygen - June	218.14	07/31/2025	100-420-2100-42170-0000	
	Check Total:	218.14			
Vendor: cleri	McDonald Distributing Company			Check Sequence: 44	ACH Enabled: True
817121	Beer	98.00	07/31/2025	609-497-9760-42520-0000	
817121	THC	735.83	07/31/2025	609-497-9760-42535-0000	
817327	THC Credit	-80.00	07/31/2025	609-497-9760-42535-0000	
	Check Total:	753.83			
Vendor: megbe	Mega Beer			Check Sequence: 45	ACH Enabled: False
IN-27688	Beer	128.00	07/31/2025	609-497-9760-42520-0000	
	Check Total:	128.00			
Vendor: menar	Menards, Inc.			Check Sequence: 46	ACH Enabled: True
49637	4' 4500L 3CCT WT Deco Panel	355.96	07/31/2025	100-450-5200-42102-0000	
49637	2X4-8' AC2 Cedartone	8.49	07/31/2025	100-430-3000-42100-0000	
52105	300'X1/2" Open Rel Fbr GL	26.99	07/31/2025	100-450-5200-42105-0000	
52105	100'X3/8" Closed Case Tape	13.99	07/31/2025	100-450-5200-42100-0000	
52105	50:1 Fuel Premix 110 Oz	47.98	07/31/2025	100-450-5200-42120-0000	
52105	Jumbo Rain Gauge	9.99	07/31/2025	100-450-5200-42100-0000	
52105	Orth FRT/FLW/VEG RTU 24 Oz	8.99	07/31/2025	100-450-5200-42160-0000	
52159	12' Fish Stix	19.99	07/31/2025	100-410-1940-42100-0000	
52159	Square #2 Insulated Screwdriver	9.99	07/31/2025	100-410-1940-42100-0000	
52159	8" Crimping/Cutting Plier	13.99	07/31/2025	100-410-1940-42100-0000	
52188	(2) 6X6-10' AC2 Green Treated For FCW	118.44	07/31/2025	404-450-5200-45300-2503	
52188	(2) 6X6-10' AC2 Green Treated For FCW	118.44	07/31/2025	404-000-0000-10100-0000	
52188	(2) 6X6-10' AC2 Green Treated For FCW	-118.44	07/31/2025	404-000-0000-10100-4016	
52580	Ortho GC YLVK Wand 1 Gal	104.91	07/31/2025	410-450-5200-45300-2104	
52580	1-1/2" White Pole Barn SCR	87.78	07/31/2025	410-450-5200-45200-2104	
52583	Return: 1-1/2" White Pole Barn SCR	-87.78	07/31/2025	410-450-5200-45200-2104	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
52584	White Self-Drill Screws For Dugout Covers	91.92	07/31/2025	410-450-5200-45300-2104	
52603	Prof Latex Striping White	73.96	07/31/2025	100-430-3120-42240-0000	
	Check Total:	905.59			
Vendor: milch 188969	Miller Chevrolet #35-048 85067305 Harness	74.44	07/31/2025	Check Sequence: 47 100-450-5200-42103-0000	ACH Enabled: False
	Check Total:	74.44			
Vendor: mincon 09908	Minnesota Control Systems Inc Set Up - New Controller For Rink Compressor	2,382.00	07/31/2025	Check Sequence: 48 205-450-5205-44010-0000	ACH Enabled: True
	Check Total:	2,382.00			
Vendor: minui 07980311 07980311	Minnesota UI Fund Parks/Rec Unemployment Muni Unemployment	1,337.00 8,441.15	07/31/2025 07/31/2025	Check Sequence: 49 100-450-5200-41030-0000 609-497-9770-41030-0000	ACH Enabled: False
	Check Total:	9,778.15			
Vendor: mnlab ABR0353035X	MN Dept of Labor & Industry Pressure Vessel	25.00	07/31/2025	Check Sequence: 50 100-420-2210-44010-0000	ACH Enabled: False
	Check Total:	25.00			
Vendor: mndpff 01084546	MN Dept of Public Safety-MBFTE Fire Training Reimbursement - State Overpmt	11,325.00	07/31/2025	Check Sequence: 51 100-420-2210-33451-0000	ACH Enabled: False
	Check Total:	11,325.00			
Vendor: schso P53801 P53981 P53982 P53982 P54432 P54432	MN Equipment Inc. #10-035 315-377S CCW Spindle #10-033 TCU24929 Strap #10-033 (4) M96100 Lift Link #10-033 (2) TCU29993 Chain Link #60-019 UC33933 Synchronous Belt #60-019 LG260 X740 ETC Kit	196.08 12.10 138.72 78.04 155.71 89.86	07/31/2025 07/31/2025 07/31/2025 07/31/2025 07/31/2025 07/31/2025	Check Sequence: 52 100-450-5200-42103-0000 100-450-5200-42103-0000 100-450-5200-42103-0000 100-450-5200-42103-0000 100-420-2210-42103-0000 100-420-2210-42103-0000	ACH Enabled: True
	Check Total:	670.51			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: napa	NAPA Auto Parts			Check Sequence: 53	ACH Enabled: False
398721	#15-018 Return: HYD Hose Fittings	-32.17	07/31/2025	100-450-5200-42103-0000	
399748	#25-009 Fuel Filter	48.30	07/31/2025	100-430-3000-42103-0000	
399748	#25-009 Hydraulic Filter	18.89	07/31/2025	100-430-3000-42103-0000	
400463	600500 Fuel Filter	30.43	07/31/2025	100-420-2210-42103-0000	
	Check Total:	65.45			
Vendor: norto	Northern Tool & Equipment			Check Sequence: 54	ACH Enabled: True
09b5aad0	Return: 3/8" Male Coupler "H	-21.99	07/31/2025	410-450-5200-45200-2104	
09b5aad0	Return: Hi-Flo 1/4" Female Brass Coupler	-13.99	07/31/2025	410-450-5200-45200-2104	
09b5aad0	Return: 3/8" Male Plug; H Style 2	-8.99	07/31/2025	410-450-5200-45200-2104	
0bee2edb	Truck Tire Gauge	15.99	07/31/2025	410-450-5200-45200-2104	
0bee2edb	Tire Chuck	5.29	07/31/2025	410-450-5200-45200-2104	
0bee2edb	3 PC 114" Male Air Plug	6.99	07/31/2025	410-450-5200-45200-2104	
0bee2edb	KL 12 IN. Blow Gun	19.99	07/31/2025	410-450-5200-45200-2104	
70f162ad	25' Autolock Tape	14.97	07/31/2025	100-420-2400-42105-0000	
70f162ad	24" Digital Level	231.99	07/31/2025	100-420-2400-42105-0000	
70f162ad	White Full Brim Vented Hardhat	24.97	07/31/2025	100-420-2400-42106-0000	
70f162ad	USB 1100L Twist Focus Flashlight	79.99	07/31/2025	100-420-2400-42105-0000	
c62bcaa8	RETURN: KL 3/8" X 25' AIR HOSE RE	-99.99	07/31/2025	410-450-5200-45300-2104	
c62bcaa8	RETURN: KLUTCH WHIP HOSE 3/£3" X 5	-17.99	07/31/2025	410-450-5200-45300-2104	
ffba68b3	155274 3/8" Male Plug; H Styler 2 - SCP	8.99	07/31/2025	410-450-5200-45200-2104	
ffba68b3	1552266 Hi-Flo 1/4" Female Brass Coupler - SC	13.99	07/31/2025	410-450-5200-45200-2104	
ffba68b3	155273 3/8" Male Coupler "H - SCP	21.99	07/31/2025	410-450-5200-45200-2104	
	Check Total:	282.20			
Vendor: omabr	Omamn Brothers Inc.			Check Sequence: 55	ACH Enabled: False
18846*	MV4 Mix For Brookside Trail	-206.82	07/31/2025	404-000-0000-10100-4017	
18846*	MV4 Mix For Brookside Trail	206.82	07/31/2025	404-450-5200-45300-0000	
18846*	MV4 Mix For Brookside Trail	206.82	07/31/2025	404-000-0000-10100-0000	
Pay App #3 FINL	Pay App #3 - FINAL	75,540.62	07/31/2025	401-430-3121-45300-2204	
	Check Total:	75,747.44			
Vendor: optum	Optum			Check Sequence: 56	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
0001777200	HSA Admin Fee 2nd Quarter 2025	295.75	07/31/2025	100-410-1325-44300-0000	
	Check Total:	295.75			
Vendor: pauso	Paustis & Sons			Check Sequence: 57	ACH Enabled: True
271188	Wine	543.50	07/31/2025	609-497-9760-42530-0000	
	Check Total:	543.50			
Vendor: prosel	Promotion Select			Check Sequence: 58	ACH Enabled: False
71034	Building Inspection Work Wear	330.81	07/31/2025	100-420-2400-42180-0000	
	Check Total:	330.81			
Vendor: rdoeq	RDO Equipment			Check Sequence: 59	ACH Enabled: True
P1053314	#25-009 180021162 Element - Primary V23TA	169.68	07/31/2025	100-430-3000-42103-0000	
P1053314	#25-009 180027289 Filter Fuel Sec V13TC	65.16	07/31/2025	100-430-3000-42103-0000	
	Check Total:	234.84			
Vendor: reiin	Reinders, Inc			Check Sequence: 60	ACH Enabled: True
3410977-00	21-0-21 75%-Stabilized N 2% Fe	3,640.00	07/31/2025	100-450-5200-42100-0000	
	Check Total:	3,640.00			
Vendor: rogtr	Rogers Ace			Check Sequence: 61	ACH Enabled: False
29844	Union 1/2" Galvanized	9.99	07/31/2025	410-450-5200-45200-2104	
29844	4PK #3 Black Storage Bin	15.40	07/31/2025	410-450-5200-45200-2104	
29844	Pipe Galvanized Tube 1/2"X24"	17.99	07/31/2025	410-450-5200-45200-2104	
29850	XL-Toggle Bolt RH 1/4X4	5.49	07/31/2025	410-450-5200-45200-2104	
29850	MM 5PK 1/4" I/M Coupler	16.74	07/31/2025	410-450-5200-45200-2104	
29857	50 Pk 1/2-13 Hex Nut	19.99	07/31/2025	410-450-5200-45200-2104	
29857	Galvanized Flat Washers 1/2	20.99	07/31/2025	410-450-5200-45200-2104	
29887	Lexel Clear Chalk 5 Oz	10.99	07/31/2025	601-494-9440-42100-0000	
	Check Total:	117.58			
Vendor: midfo	Roseville Midway Ford			Check Sequence: 62	ACH Enabled: True
894641	#6842 (6) *W716529*S900 Nut - EX	10.74	07/31/2025	100-420-2100-42103-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	10.74			
Vendor: schst	Stacy A. Scharber			Check Sequence: 63	ACH Enabled: True
Scharber	Mileage Reimbursement June - July	109.20	07/31/2025	100-410-1325-44360-0000	
	Check Total:	109.20			
Vendor: scrin	SCR Inc St Cloud			Check Sequence: 64	ACH Enabled: False
AW23296	RAC Midseason Refrigeration Check	1,041.25	07/31/2025	205-450-5205-44040-0000	
	Check Total:	1,041.25			
Vendor: shaco	Share Corporation			Check Sequence: 65	ACH Enabled: False
310380	25010103 You Sweatcha! Summer Coolers - 40 C	22.13	07/31/2025	100-430-3000-42100-0000	
310380	25010103 You Sweatcha! Summer Coolers - 40 C	22.14	07/31/2025	100-430-3120-42100-0000	
310380	25010103 You Sweatcha! Summer Coolers - 40 C	22.13	07/31/2025	602-495-9490-42100-0000	
310380	25010103 You Sweatcha! Summer Coolers - 40 C	22.13	07/31/2025	603-496-9495-42100-0000	
310380	25010103 You Sweatcha! Summer Coolers - 40 C	22.13	07/31/2025	100-410-1950-42100-0000	
310380	25010103 You Sweatcha! Summer Coolers - 40 C	22.14	07/31/2025	100-450-5200-42100-0000	
310380	25010103 You Sweatcha! Summer Coolers - 40 C	22.14	07/31/2025	601-494-9440-42100-0000	
310535	16350103 Wypeout - Lime 8. Scale RemovingW	293.45	07/31/2025	100-410-1940-42102-0000	
	Check Total:	448.39			
Vendor: johla	SiteOne Landscape Supply			Check Sequence: 66	ACH Enabled: False
156429007-001	Spears PVC Expansion Repair Coupling 1-1/2" S	21.64	07/31/2025	100-450-5200-42104-0000	
156429007-001	SCH 40 PVC 90 Degree Elbow 2-1/2" Socket	33.17	07/31/2025	100-450-5200-42104-0000	
156429007-001	SCH 40 PVC Reducer Bushing Flush	13.08	07/31/2025	100-450-5200-42104-0000	
156429007-001	Hunter Wireless Rain/Freeze-Click Sensor Kit	82.04	07/31/2025	100-450-5200-42104-0000	
156429007-001	SCH 40 PVC Tee 2-1/2" Socket	44.29	07/31/2025	100-450-5200-42104-0000	
	Check Total:	194.22			
Vendor: souwi	Southern Glazers Wine & Spirits of Minnesota			Check Sequence: 67	ACH Enabled: False
2647466	Liquor	4,050.52	07/31/2025	609-497-9760-42510-0000	
2650075	Liquor	6,334.03	07/31/2025	609-497-9760-42510-0000	
2650076	Wine	1,729.85	07/31/2025	609-497-9760-42530-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	12,114.40			
Vendor: ammho 52802	The Ammonia House Inc Compressor Oil	656.34	07/31/2025	Check Sequence: 68 205-450-5205-42120-0000	ACH Enabled: False
	Check Total:	656.34			
Vendor: urbgr E-40337	Urban Growler Brewing Company, LLC Beer	158.50	07/31/2025	Check Sequence: 69 609-497-9760-42520-0000	ACH Enabled: False
	Check Total:	158.50			
Vendor: vinin 0377684-IN 0377684-IN	Vinocopia Inc Wine Liquor	206.25 334.75	07/31/2025 07/31/2025	Check Sequence: 70 609-497-9760-42530-0000 609-497-9760-42510-0000	ACH Enabled: True
	Check Total:	541.00			
Vendor: grain 9583461612	W.W. Grainger, Inc. 794JX4 Cordless Transfer Pump 15' 48.8" H12V	211.30	07/31/2025	Check Sequence: 71 100-450-5200-42105-0000	ACH Enabled: True
	Check Total:	211.30			
Vendor: watco 151052	Watson Company NCP Concessions	633.18	07/31/2025	Check Sequence: 72 100-450-5120-42550-0000	ACH Enabled: True
	Check Total:	633.18			
Vendor: wrihe 35032298575	Wright-Hennepin Coop Electric Assn Streetlights - Unmetered July	482.64	07/31/2025	Check Sequence: 73 100-430-3120-43160-0000	ACH Enabled: True
	Check Total:	482.64			
Vendor: xcele 51-9712220-4 51-9712220-4	Xcel Energy Streetlights-Unmetered June Streetlights-Metered June	8,050.46 736.29	07/31/2025 07/31/2025	Check Sequence: 74 100-430-3120-43160-0000 100-430-3120-43160-0000	ACH Enabled: False
	Check Total:	8,786.75			
Vendor: xcele 935436867	Xcel Energy Electric-St 2 June	1,456.24	07/31/2025	Check Sequence: 75 100-420-2210-43810-0000	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,456.24			
	Total for Check Run:	341,332.23			
	Total of Number of Checks:	75			

Accounts Payable
Computer Check Proof List by Vendor

User: mrathlisberger@rogersmn.gov
Printed: 07/31/2025 - 1:25PM
Batch: 00007.07.2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: UB*00118	Dennis/Patrice Schutte			Check Sequence: 1	ACH Enabled: False
	Refund Check 005533-000, 11652 Trail Haven I	212.11	07/31/2025	601-000-0000-20200-0000	
	Check Total:	212.11			
	Total for Check Run:	212.11			
	Total of Number of Checks:	1			



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.3

Subject: Approval of a Special Event Permit Application for Midwest Rett Syndrome Foundation for September 13, 2025

Prepared By: Stacie Brown, City Clerk

Recommended Council Action

Motion to approve a Special Event Permit application for Midwest Rett Syndrome Association on September 13, 2025.

Overview / Background / Analysis

Midwest Rett Syndrome Foundation has submitted a Special Event Permit application with required fees for a pickleball tournament fundraising event to be held on September 13, 2025 at the Rogers Tennis Club, located at 21095 147th Avenue North in Rogers.

The application has been approved by the appropriate department heads, and all fees have been paid.

Staff Recommendation

Motion to approve a Special Event Permit application for Midwest Rett Syndrome Association on September 13, 2025.

Financial Impact:

Source Fund:

Budgeted?

Supporting Documentation

None



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.4

Subject: Approval of a Special Event Permit Application for Rogers Youth Hockey Association for September 14, 2025

Prepared By: Stacie Brown, City Clerk

Recommended Council Action

Motion to approve a Special Event Permit application for Rogers Youth Hockey Association on September 14, 2025.

Overview / Background / Analysis

Rogers Youth Hockey Association has submitted a Special Event Permit application with required fees for their RYHA Kickoff event to be held on September 14, 2025 at the Rogers Activity Center located at 21080 141st Avenue North, and the surrounding grounds.

The application has been approved by the appropriate department heads, and all fees have been paid.

Staff Recommendation

Motion to approve a Special Event Permit application for Rogers Youth Hockey Association on September 14, 2025.

Financial Impact:

Source Fund:

Budgeted? N/A

Supporting Documentation

None



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.6

Subject: Approve Change Order No. 11 (Labor) and Change Order No. 12 (Material), Indoor Turf Facility, City Project No. 2201

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

Recommended Council Action

Motion to Approve Change Order No. 11 (Labor) and Change Order No. 12 (Material), Indoor Turf Facility, City Project No. 2201

Overview / Background / Analysis

The City of Rogers is constructing a multi-purpose year around synthetic turf athletic facility that will be used for soccer, baseball, softball, lacrosse, football, walking and exercise. On August 27, 2024, the City Council awarded a contract for Bid Package 1 for the turf structure to Legacy Building Solutions for \$4,375,902 with two alternates totaling \$144,895 for a total construction cost of \$4,420,391 and an estimated total project cost of \$4,800,000. On October 22, 2024, The City Council awarded a contract for Bid Package 2 for the site work, entrance, restrooms, programming areas, electrical, mechanical, plumbing and the artificial turf for \$7,313,336 including Alternates #01 (precast mezzanine) and #06 (winter conditions) at an estimated total project cost of \$8,800,000. The total estimated project cost at the time of bid award including engineering, architecture, administration, CM contingency, permits, insurance, bonds, testing and fees was \$13,600,000.

On February 11, 2025, the City Council approved Change Order No. 1 (Labor) a credit in the amount of -\$19,567.00 and Change Order No. 2 (Material) in the amount of \$59,896.46. On April 8, 2025, the City Council approved Change Order No. 3 (Labor) in the amount of \$26,747.00 and Change Order No. 4 (Material) in the amount of \$40,445.00. On May 27, 2025 the City Council approved Change Order No. 5 (Labor) in the amount of \$50,153.48, Change Order No. 6 (Material) in the amount of \$31,666.09, Change Order No. 7 (Labor) in the amount of -\$250,000.00 and Change Order No. 8 (Material) in the amount of \$250,000.00. On June 10, 2025 the City Council approved Change Order No. 9 (Labor) in the amount of \$73,475.31 and Change Order No. 10 (Material) in the amount of \$82,402.63.

Change Order No. 11 in the amount of -2,757.48 (credit) is for the following items:
COR041 PR004R - Revised duct routing, low voltage and vent piping - Labor -4,743.70
COR073 RFI#61 - Increase Irrigation Line Size - Labor \$892.00
COR077 Ice Rink Temp Power - Labor \$5,133.10
COR079 Retaining Wall Correction - Labor \$1,489.68
COR082 ARU Paint - Labor \$1,368.00

COR085 PR#12 Labor - \$7,458.40
COR087 Temporary Generator - Labor \$0.00
COR088 RFI#69 - Upsized ARU Motor - Labor \$342.04
COR090 Ceiling Netting Credit - Labor -14,697.00

Change Order No. 12 in the amount of -28,781.67 (credit) is for the following items:

COR042 PR004R - Revised duct routing, low voltage and vent piping - Material - 6,768.75

COR074 RFI#61 - Increase Irrigation Line Size - Material \$2,503.00

COR078 Ice Rink Temp Power - Material \$4,625.29

COR080 Retaining Wall Correction - Material \$2,364.39

COR081 RFI#72 Credit for DPNL-2 - Material -3,675.00

COR083 ARU Paint - Material \$668.00

COR086 PR#12 - Material \$7,145.34

COR089 RFI#69 - Upsized ARU Motor - Material \$2,497.06

COR091 Ceiling Netting Credit - Material -38,871.00

COR092 Irrigation Controller Upgrade - Material \$730.00

The original contingency amount for this project was \$594,330.78. Approval of these Change Orders will not negatively impact the remaining contingency for the project, which is now \$541,749.47 including Change Order No. 11 and Change Order No. 12.

Total contract changes to date are \$299,772.86 or 2.2% over the original contract amount and will be covered all or partially by any remaining contingency at the completion of the project. Any remaining contingency will be returned to the city.

Staff Recommendation

Motion to Approve Change Order No. 11 (Labor) and Change Order No. 12 (Material), Indoor Turf Facility, City Project No. 2201

Financial Impact: \$-31,539.15 (credit) **Source Fund:** LOST

Budgeted? Yes

Supporting Documentation

- A. Change Order No. 11 (Labor)
- B. Change Order No. 12 (Material)

CHANGE ORDER NO. OCO-011

TITLE: 24.818 - OCO #011 - Labor

Date: Jul 16, 2025

PROJECT:

PROJECT NO: 24-818

Rogers Indoor Turf Facility

TO CONTRACTOR:

Terra Construction

21025 Commerce Blvd., Suite 1000

Rogers MN 55374

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

COR041	PR004R - Labor	-4,743.70
COR073	RFI#61 - Increase Irrigation Line Size - Labor	\$892.00
COR077	Ice Rink Temp Power - Labor	\$5,133.10
COR079	Retaining Wall Correction - Labor	\$1,489.68
COR082	ARU Paint - Labor	\$1,368.00
COR085	PR#12 Labor	\$7,458.40
COR087	Temporary Generator - Labor	\$0.00
COR088	RFI#69 - Upsized ARU Motor - Labor	\$342.04
COR090	Ceiling Netting Credit - Labor	-14,697.00

The original Contract Sum was \$6,675,628.34

The net change by previously authorized Change Orders -119,191.47

The Contract Sum prior to this Change Order was \$6,556,436.87

The Contract Sum will be increased by this Change Order in the amount of -2,757.48

The New Contract Sum Including This Change Order \$6,553,679.39

The Contract Time Will Not Be Changed

The date of Substantial Completion as of the date of this Change Order

	Terra Construction	City of Rogers
ARCHITECT <i>(Firm name)</i>	CONTRACTOR <i>(Firm name)</i>	OWNER <i>(Firm name)</i>
	21025 Commerce Blvd., Suite 1000 Rogers MN 55374	22350 South Diamond Lake Road Rogers MN 55374
ADDRESS	ADDRESS	ADDRESS
	Jake Dahlheimer	Doran Cote
<i>(Typed Name)</i>	<i>(Typed Name)</i>	<i>(Typed Name)</i>
BY <i>(Signature)</i>	BY <i>(Signature)</i>	BY <i>(Signature)</i>
DATE	DATE	DATE

CHANGE ORDER NO. OCO-012

TITLE: 24.818 - OCO #012 - Material

Date: Jul 16, 2025

PROJECT:

PROJECT NO: 24-818

Rogers Indoor Turf Facility

TO CONTRACTOR:

Terra Construction

21025 Commerce Blvd., Suite 1000

Rogers MN 55374

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

COR042	PR004R - Material	-6,768.75
COR074	RFI#61 - Increase Irrigation Line Size - Material	\$2,503.00
COR078	Ice Rink Temp Power - Material	\$4,625.29
COR080	Retaining Wall Correction - Material	\$2,364.39
COR081	RFI#72 Credit for DPNL-2 - Material	-3,675.00
COR083	ARU Paint - Material	\$668.00
COR086	PR#12 - Material	\$7,145.34
COR089	RFI#69 - Upsized ARU Motor - Material	\$2,497.06
COR091	Ceiling Netting Credit - Material	-38,871.00
COR092	Irrigation Controller Upgrade - Material	\$730.00

The original Contract Sum was \$6,861,067.12

The net change by previously authorized Change Orders \$449,171.92

The Contract Sum prior to this Change Order was \$7,310,239.04

The Contract Sum will be increased by this Change Order in the amount of -28,781.67

The New Contract Sum Including This Change Order \$7,281,457.37

The Contract Time Will Not Be Changed

The date of Substantial Completion as of the date of this Change Order

	Terra Construction	City of Rogers
ARCHITECT <i>(Firm name)</i>	CONTRACTOR <i>(Firm name)</i>	OWNER <i>(Firm name)</i>
	21025 Commerce Blvd., Suite 1000 Rogers MN 55374	22350 South Diamond Lake Road Rogers MN 55374
ADDRESS	ADDRESS	ADDRESS
	Jake Dahlheimer	Doran Cote
<i>(Typed Name)</i>	<i>(Typed Name)</i>	<i>(Typed Name)</i>
BY <i>(Signature)</i>	BY <i>(Signature)</i>	BY <i>(Signature)</i>
DATE	DATE	DATE



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.7

Subject: Approve Professional Services Agreement with IEA for Commissioning Indoor Turf Facility, City Project No. 2201

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

Recommended Council Action

Motion to Approve Professional Services Agreement with IEA for Commissioning Indoor Turf Facility, City Project No. 2201

Overview / Background / Analysis

Terra Construction, the Construction Manager for the Indoor Turf Facility, solicited proposals for commissioning services for the facility. Commissioning services include planning, reviewing design documents, observing construction, conducting system testing, and training the building staff. These services confirm operational readiness, ensuring that the facility is safe, efficient, and ready for day-to-day use from day one.

Four consultants submitted proposals at the following cost:

Hallberg Engineering - \$32,750.00

IEA - \$18,400.00

KFI - \$34,200.00

Lerch Bates - \$32,175.00

After careful consideration and discussions with Terra Construction, IEA was selected for commissioning the Indoor Turf Facility. IEA demonstrated the best understanding of the scope of the project and presented the best cost to value for the project. Terra Construction has utilized IEA on other projects including the Rogers High School addition.

Staff Recommendation

Motion to Approve Professional Services Agreement with IEA for Commissioning Indoor Turf Facility, City Project No. 2201

Financial Impact: \$18,400.00

Source Fund: LOST

Budgeted? Yes

Supporting Documentation

A. IEA Consultant Professional Services Agreement_Signed_072425

B. Hallberg Proposal

- C. IEA Proposal
- D. KFI Proposal
- E. Lerch Bates Proposal

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made on the 12th day of August, 2025, between the **CITY OF ROGERS, 22350 S. Diamond Lake Road, Rogers MN 55374** ("City") and **IEA, 9201 West Broadway Suite 600, Brooklyn Park MN 55445** ("Consultant").

Preliminary Statement

The purpose of this Agreement is to set forth terms and conditions for the provision of architectural and 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. Consultant will perform its professional services consistent with the degree of care and skill ordinarily exercised under similar circumstances by reputable members of Consultant's profession practicing at the same time and in the same locality
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 August 12, 2025 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. The anticipated duration of construction (bid award to substantial completion) is 13 months.
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 other than those defined in Exhibit A.
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.

20. **Limitation of Liability.** It is agreed that City's sole, exclusive remedy, and maximum recovery against Consultant for any claims, damages, costs, or expenses including, without limitation, reasonable attorneys' fees and costs, of any nature whatsoever, shall not exceed Consultant's applicable and required insurance under this Agreement.

21. **Opinions of Probable Cost.** Any and all estimates provided by Consultant are opinions of probable costs based on information that is reasonably available to Consultant.

22. **Means, Methods and Safety.** Consultant is not responsible for supervising, directing, controlling, or otherwise being in charge of the construction activities, means, or methods at the project site; or supervising, directing, controlling, or otherwise being in charge of the actual work of the construction contractor, its sub-contractors, or other materialmen or service providers not engaged by Consultant.

23

Executed as of the day and year first written above.

CITY OF ROGERS

IEA

By: _____
Shannon Klick, Mayor

By: 
Garrett Karalus

Date: _____

Its: Director of Engineering

Date: _____

7-24-25

By: _____
Steven Stahmer, City Administrator

Date: _____



TERRA CONSTRUCTION, ON BEHALF OF CITY OF ROGERS ROGERS INDOOR TURF COMMISSIONING BUILDING COMMISSIONING SERVICES

June 26, 2025
IEA Proposal #13130 | RFP



(Photo taken from <https://www.rogersmn.gov/rogers-fieldhouse>)

IEA PROPOSAL CONTACT | KEY PROJECT CONTACT

Garett Karalus, PE, CCP
Lead Commissioning Authority
garett.karalus@ieasafety.com 763.315.7900

June 26, 2025



Jake Dalheimer
Terra Construction, on behalf of
City of Rogers
21025 Commerce Blvd, Suite 1000
Rogers, MN 55374

RE: Proposal for “Rogers Indoor Turf Project” Building Commissioning Services

Dear Mr. Dalheimer:

The Institute for Environmental Assessment, Inc. (IEA) is appreciative of the opportunity to submit our building commissioning services proposal/quote for the Rogers Indoor Turf Project, located in Rogers, Minnesota. We look forward to working with Terra Construction and to collaborate as part of the project team.

IEA’s commissioning team and service culture is based upon implementing a project that focuses on maintaining clear communication and documentation. Our team strives to ensure project consistency, along with adhering to project timelines and closeout.

As requested, our signed RFP acknowledgement for this project can be found in Appendix A.

If you have any questions or concerns regarding our proposal, please contact us at 763.315.7900 or at garett.karalus@ieasafety.com. Thank you for considering IEA’s qualified commissioning services.

Regards,

Garett Karalus, P.E., CCP
Director of Engineering
IEA, Inc.

GK/ khb 06202025

Enc.

BROOKLYN PARK
9201 West Broadway, Ste. #600
Brooklyn Park, MN 55445
763-315-7900 / FAX 763-315-7920
800-233-9513

MANKATO
610 North Riverfront Drive
Mankato, MN 56001
507-345-8818
800-233-9513

ROCHESTER
210 Woodlake Drive SE
Rochester, MN 55904
507-281-6664
800-233-9513

BRAINERD
601 NW 5th Street, Ste. #4
Brainerd, MN 56401
218-454-0703
800-233-9513

MARSHALL
1510 Stadium Drive, Ste. #2
Marshall, MN 56258
800-233-9513

VIRGINIA
5525 Emerald Avenue
Mountain Iron, MN 55768
218-410-9521
800-233-9513



TABLE OF CONTENTS

Company Profile	1
Project Team (Resumes and Organizational Chart)	3
Project Management Approach	7
Scope of Work	10
Systems to Commission.....	13
References & Project Experience	14
Proposal Terms.....	17
Authorization to Proceed	18
Appendices	
A – RFP Acknowledgment	
B – General Liability Insurance	
C – General Conditions	

IEA HAS BEEN PROVIDING TRUSTED SERVICES FOR 41 YEARS

IEA CLIENT BASE

Colleges/Universities
K-12 Education
Government Agencies
Hospitals & Medical
Insurance Companies
Property Management
Construction Companies
Architect/Design Firms
Attorneys

IEA QUALIFIED STAFF

Professional Engineers
Certified Cx Agents
Certified Safety Professionals
Certified Industrial Hygienists
Certified Asbestos Designers
Certified Lead Designers
Certified School Risk Managers
Certified Hazardous Materials
Manager

The Institute for Environmental Assessment, Inc. (IEA) is a small business founded in 1984. IEA's offices are located in Brooklyn Park, Rochester, Mankato, Brainerd, Marshall, and Virginia, Minnesota. IEA has a staff of over 70 professionals who provide consultation services in specialized areas. IEA's service areas include asbestos, lead, health and safety, indoor air quality, HVAC consulting, and commissioning/ recommissioning.

IEA's commissioning team has been providing services to facilities throughout Minnesota for over 16 years. Through our expertise, experience, and reputation, IEA's engineering team delivers the most practical, thorough, and up-to-date services in the ever-changing dynamics of commissioning services. IEA has the desired qualifications and is a member of the Building Commissioning Association (BCxA), the AABC Commissioning Group (ACG), and ASHRAE. Our commissioning agent certifications include BCxA Certified Commissioning Professional (CCP) and ACG Certified Commissioning Authority (CxA). IEA also has a registered Professional Engineer on staff.

IEA has provided commissioning services for over 200 facility projects in the last 16 years. Our experience working with clients has resulted in a dedication to providing a commissioning service that focuses on adherence to design, installation and functionality requirements of the systems, and how the ventilation operation will impact the building operators, occupants, and curriculum.

IEA's team is dedicated to commissioning as our primary focus. Our team's time is dedicated to commissioning and building optimization projects. Through our collaborative experience with commissioning, recommissioning, HVAC consulting, IAQ investigations, and ventilation assessments, we have extensive knowledge in a wide variety of typical and specialty HVAC equipment. This provides IEA with the desired skillset for commissioning the Rogers Indoor Turf Project.

IEA is dedicated to professional commissioning that ensures a properly functioning building that meets the owner's project requirements. Often that means retesting issues and using a thorough quality control review process to ensure equipment operates properly through all seasons.



IEA MN Dept of
Administration Vendor ID:
VN 207361

COMMUNICATION IS PRIORITY

The overall result of IEA's commissioning and communication approach is to ensure IEA represents as an advocate maintaining the best interests of the owner, and ultimately the people who will occupy the facility.

IEA CORPORATE OFFICE

- IEA maintains and implements an active diversity plan.
- IEA conducts community support programs with associate teams.
- IEA's commissioning services are provided out of our Brooklyn Park office.

IEA is approximately 13 miles or 23 minutes from the Rogers Indoor Turf project.



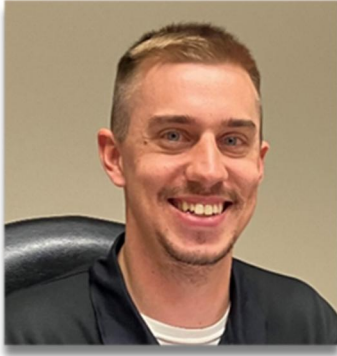
By having a dedicated team of experienced professionals that work closely together on many projects, IEA is able to ensure the commissioning scope is executed to meet the owner's needs.

IEA's communication between design engineer, installation contractors, and the building operators is key to a successful commissioning project. IEA uses a collaborative approach in communication to promote teamwork and results, rather than finger pointing and negativity. IEA's approach to effectively managing commissioning projects focuses on result-driven communication.

- IEA's Lead Commissioning Authority (CxA) manages the commissioning process and correspondence. A single point of contact improves efficiency and accuracy of communication.
- IEA communicates directly with the engineer, general contractor, mechanical contractor, controls contractor, and test and balance contractor, as directed by the owner, to resolve issues.
- Inspections, testing, and reporting are performed with the goal of helping the team members to provide the best system for the owner, as designed and specified. IEA takes extra steps to ensure issues are described and communicated clearly and effectively, often with pictures.
- Issues are communicated with proposed solutions and the responsible party indicated.
- Based on extensive experience commissioning facilities, IEA can identify and thoroughly test potential problem areas. Areas of concern uncovered receive additional attention and extensive testing. Emphasis is given to issues that are most detrimental to the proper function of the system, from the owner's perspective.
- Priority is given to working with the contractor's schedules to complete testing and inspections, without causing delays. IEA coordinates with contractors to be on site during critical installation and testing. Inspections are conducted during construction to catch and correct issues early.

Information Technology

IEA utilizes an adaptive approach to managing and communicating commissioning information which has proven efficient and effective. IEA provides electronic digital copies of issues logs and other reports that are accessible by all responsible parties on the project, regardless of their computer skills and technology proficiency. We can integrate construction software and document websites such as Procore, submittal exchange, Autodesk, PlanGrid, Bluebeam, and others to ensure documents are easy to update, track, and find.



GARETT KARALUS, PE, CCP

DIRECTOR OF ENGINEERING | COMMISSIONING AUTHORITY

As IEA's Director of Engineering, Garrett has experience directing commissioning and recommissioning projects since 2013. He is engaged in all aspects of the commissioning process and has collaborated on or managed over 150 commissioning projects. Garrett has extensive experience with troubleshooting and optimizing HVAC equipment controls and has prior experience in the design and selection of air-handling units and HVAC equipment. He has also conducted and managed building ventilation assessments in industrial and manufacturing settings, welding shops, wood shops, auto repair shops, foundries, metal cutting, plasma and laser cutting, and more.

PROFESSIONAL PROFILE

CERTIFICATIONS

Professional Engineer:
MN #57852

CCP – BCxA Certified
Commissioning Professional

PROFESSIONAL AFFILIATIONS

- ACG
- ASHRAE
- BCxA
- AIHA
- MASMS
- MNCEG

EDUCATION

University of Minnesota,
Bachelor of Mechanical
Engineering, 2013



COMMERCIAL & GOVERNMENT COMMISSIONING EXPERIENCE

- Wright County Government Center – Buffalo, MN
- Itasca County Government Ctr & Jail – Grand Rapids, MN *In Progress
- Faribault County Courthouse – Blue Earth, MN
- Glacial Valley Park New Building – City of Cottage Grove, MN
- Carris Health Redwood CentraCare Hospital – Redwood Falls, MN
- Faribault Foods New Processing Facility – Faribault, MN
- 88th Readiness Division US ARC Building – Arden Hills, MN
- Austin Utilities Central Service Facility – Austin, MN

HIGHER EDUCATION COMMISSIONING EXPERIENCE

- Minnesota State:
 - Detroit Lakes CTC Campus & Wadena CTC Campus
 - Moorhead CTC Campus
 - MN West Community & Technical College
 - Hibbing Community College

K-12 EDUCATION COMMISSIONING EXPERIENCE

- Osseo Area Schools, MN
 - 28 commissioning projects across 19 school buildings
- Crosby-Ironton School District, MN: High School & Elementary School
- School District of Somerset, WI
 - High School, Middle School, and Elementary School
- St. Louis Park Public Schools, MN
 - STLP Middle School & STLP Central Community Center
- Austin Public Schools, MN
 - Austin High School, Tech Wing Annex, MacPhail Center
- Winona Public Schools, MN: Sr. High School Tech Wing HVAC Upgrades
- Cannon Falls Area Schools, MN
 - High School CTE Addition & HVAC Upgrades

COMMERCIAL EXPERIENCE

- Hennepin Technical College, MN: Auto Labs Ventilation Assessment
- Manufacturing Facility Ventilation Assessment: Shakopee, MN



MATHEW MASON, CxA

COMMISSIONING AGENT

Mathew joined IEA in 2017 and has 8 years of experience managing and executing commissioning and retro-commissioning projects for IEA. He is engaged in all aspects of commissioning projects from design phase through warranty phase. He has experience testing, troubleshooting, and optimizing building automation systems. He also has conducted indoor air quality and mechanical ventilation assessments in a variety of space types, including art and science classrooms, wood shops, welding shops, automotive repair shops, industrial and manufacturing facilities, commercial buildings, and more.

PROFESSIONAL PROFILE

CERTIFICATIONS

CxA – ACG Certified
Commissioning Authority

PROFESSIONAL AFFILIATIONS

- ACG
- ASHRAE
- BCxA
- AIHA
- MASMS
- MNCEG

EDUCATION

University of Minnesota,
Bachelor of Mechanical
Engineering, 2016



GOVERNMENT & COMMERCIAL COMMISSIONING EXPERIENCE

- Itasca County Government Center & Jail – Grand Rapids, MN *In Progress
- Carris Health Redwood CentraCare Hospital – Redwood Falls, MN
- Faribault Foods New Processing Facility – Faribault, MN
- Wright County Government Center – Buffalo, MN

HIGHER EDUCATION COMMISSIONING EXPERIENCE

- Minnesota State:
 - Detroit Lakes CTC Campus Controls Upgrade
 - Moorhead CTC Campus Controls Upgrade
 - Wadena CTC Campus Controls Upgrade

K-12 EDUCATION COMMISSIONING EXPERIENCE

- Osseo Area Schools, MN
 - Osseo Senior High School
 - Birch Grove Elementary School
 - Elm Creek Elementary School
 - Fair Oaks Elementary School
 - Rice Lake Elementary School
- School District of Somerset, WI
 - Somerset High School, Middle School, Elementary
- St. Louis Park Public Schools, MN
 - STLP Central Community Center
 - STLP High School, Middle School
- Tri-City United Schools Building Renovations
 - Le Center School
 - Lonsdale Elementary School
 - Montgomery School
 - Tri-City United High School

COMMERCIAL EXPERIENCE

- LEED OA Testing and I-BEAM Audit, Comcast Center, Philadelphia, PA
- Energy Star Verification, 1550 & 1600 Utica Towers, St. Louis Park, MN
- Manufacturing Facility Ventilation Assessment: Shakopee, MN
- Manufacturing Facility Ventilation Assessment: McAllen, TX



BRANDON SCHMIDT, EIT, CCP

COMMISSIONING AGENT

Brandon has been commissioning projects since 2016. He has experienced construction management, design, design reviews, site inspections, testing and troubleshooting building automation systems, and managing corrective issues logs. He has assisted with recommissioning projects which include experience with optimizing control strategies and identifying energy conservation opportunities, and more.

PROFESSIONAL PROFILE

CERTIFICATIONS

CCP – BCxA Certified
Commissioning Professional

OSHA 30 - Construction

PROFESSIONAL AFFILIATIONS

- ACG
- ASHRAE
- BCxA
- AIHA
- MASMS
- MNCEG

EDUCATION

University of Minnesota,
Bachelor of Mechanical
Engineering, 2012

ADDITIONAL PROJECT EXPERIENCE

- Construction Site Inspections
- Issue Resolution
- Kick-Off Meetings
- Procore Software
- TAB Coordination



GOVERNMENTAL COMMISSIONING EXPERIENCE

- Glacial Valley Park New Building – City of Cottage Grove, MN
- Faribault County Courthouse Renovation – Blue Earth, MN
- Saint Paul Schools Trades Shop Welding Ventilation Assessment
- Wright County Government Center – Buffalo, MN

HIGHER EDUCATION COMMISSIONING EXPERIENCE

- Minnesota State:
 - Detroit Lakes CTC Campus Controls Upgrade
 - Moorhead CTC Campus Controls Upgrade
 - Wadena CTC Campus Controls Upgrade

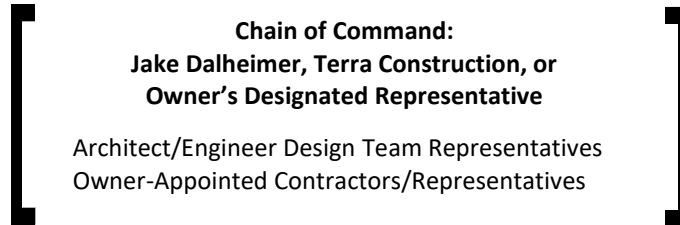
K-12 EDUCATION COMMISSIONING EXPERIENCE

- Brainerd High School Expansion and Renovation*
- Cannon Falls Area Schools: High School CTE Addition
- Crosby-Ironton School District: High School / Elementary Renovations
- Delano High School Expansion and Renovation*
- Delano New Intermediate School*
- Eden Prairie Public Schools: ASC Renovation
- Mabel-Canton Schools: High School Renovation
- Osseo Area Schools:
 - Palmer Lake Elementary Renovation
 - Park Center High School Locker Room Renovation
- Pine Island Public Schools: New Early Childhood Facility
- Randolph School Expansion*
- Richfield Public Schools: Middle School Renovation
- Shakopee High School Expansion*
- St. Charles High School Renovation*
- St. Cloud New High School*
- Zumbro Education District: New Facility

COMMERCIAL EXPERIENCE

- Brewing Facility*
- Cuminidades Latinas Unidas en Servicio Expansion*
- International Institute of Minnesota Expansion and Renovation*
- Manufacturing Facility Ventilation Assessment

**Previous Firm*



GARETT KARALUS | COMMISSIONING AUTHORITY

- Project Oversight
- Project Quality Control
- Inspection & Functional Testing
- Technical Management
- 25% Project Involvement

MATHEW MASON | LEAD COMMISSIONING AGENT

- Lead and Manage Commissioning Project
- Attend Meetings
- Submittal, Document Review
- Construction Inspection & Functional Testing
- TAB Verification
- 50% Project Involvement

BRANDON SCHMIDT | COMMISSIONING AGENT

- Assist with Cx Project
- Writing Functional Tests
- Submittal Reviews
- Construction Inspection & Functional Testing
- Verify Start-up Documentation
- TAB Verification
- 25% Project Involvement

NOTE: IEA's COMMISSIONING STAFF ARE BASED OUT OF OUR CORPORATE OFFICE LOCATED IN BROOKLYN PARK, MN. WITH A STAFF OF OVER 70 EMPLOYEES, IEA HAS THE DEPTH OF PROFESSIONALS NECESSARY TO ACCOMMODATE VIRTUALLY ANY SIZE PROJECT. IN ADDITIONAL TO THE STAFF LISTED IN THIS PROPOSAL, WE HAVE HIGHLY QUALIFIED COMMISSIONING AND DESIGN PROFESSIONALS READY TO ASSIST OUR TEAM AS NEEDED.

PROJECT MANAGEMENT APPROACH

Project Overview

The primary role of the Commissioning Agent on the Terra Construction – Rogers Indoor Turf project is to represent the Owner’s best interests through ensuring the mechanical and electrical systems are installed and functioning properly upon occupancy. Commissioning consists of systematically documenting that specified components and systems have been installed, started up properly, and functionally tested to verify and document proper operation through all modes and conditions. As a priority, the Commissioning Agent is to be an integral part of the team working together with the Design Team and Construction Manager to address and resolve issues as they arise with the goal of delivering a functioning building to the Owner. By having an independent agent, the Owner can ensure that the design and installation is not biased toward benefiting the designers or installers, rather than the owner.

Project Schedule

Upon authorization to proceed, IEA will conduct a commissioning review of the design documents for the Rogers Indoor Turf Project. Dates for the commissioning schedule will be coordinated as the construction schedule progresses. Meetings will be attended virtually as needed to stay up to date on the project.

Teamwork

IEA understands the importance of teamwork on commissioning projects. IEA expects to communicate with the designers, contractors, construction management team (Terra Construction), and building owner’s maintenance staff throughout the project to address commissioning issues in a timely manner. Identifying concerns early in the process and communicating them properly will help to limit additional costs and schedule delays. The commissioning agent also has a role in coordinating the responsibilities of all commissioning team members, to smoothly integrate the commissioning process and achieve the results desired. One of the goals IEA focuses on is an expedited and thorough closeout process, which can only be accomplished by facilitating an environment where all parties are invested in enhancing their project experience, limiting extra costs, and successfully completing a project.

Technical Approach

The IEA commissioning staff are licensed and have the commissioning certification credentials needed to ensure a high level of expertise to fully understand complex building systems. IEA executes the testing and verification following a technical “hands on” commissioning approach, as opposed to simply observing the contractors performing their own verification. Our expertise with controls, building automation systems, and testing, adjusting, and balancing (TAB) allow us to complete a full and independent audit and review of the systems prior to warranty turnover to the Owner.

One of the most frustrating challenges with the commissioning process can be issue resolution. IEA has devised a system that has proven effective over the past ten years in expediting resolution of issues resulting in quicker closeout. Some keys to effective commissioning that IEA utilizes are:

- Our “hands on” direct approach allows us to do the investigative work to provide clearer descriptions of issues and what the problem is and who is responsible, illustrated with photos and pictures, which help to eliminate some of the back and forth communication that can occur while retesting and resolving commissioning issues.
- Logs are maintained and well organized, with dates and history of resolution responses, tests, inspections and updates.
- IEA will ensure that each issues log is communicated to each responsible party, along with follow-up to verify when the contractor will be handling the issue.
- IEA looks out for the owner’s best interest.

PROJECT MANAGEMENT APPROACH

- IEA gives the identified issues the proper expectation for priority, so issues with the largest impact are prioritized over minor issues.

Equipment & Capabilities

IEA owns all of the tools and equipment necessary to complete a full commissioning project. We also have considerable experience in troubleshooting HVAC systems and controls, and verifying and measuring ventilation in many different systems and scenarios. Below is a list of some of the primary equipment and tools we use:

- TSI Alnor EBT 731 Balometer Capture Hood, with detachable micromanometer
- TSI 7575 X Q-Trak IAQ Meter
- TSI 982 Indoor air quality probe with CO
- TSI 962 Air velocity and temperature probe
- TSI 966 Air velocity, temperature, and humidity probe
- Fluke Infrared Thermometers w/ air probes
- Thermal Imaging Camera
- Data Loggers, Volt / Amp Meters

Philosophy

We believe our experience with hands on testing, combined with attentiveness through the post acceptance phase on projects sets us apart. Though all commissioning tasks are important, the closeout phase of the project needs to be prioritized to truly provide a complete final product for the Owner.

The Commission Authority (CxA) shall work with the Owner's appointed Project Manager, Owner's Project Representative, the Architect/ Engineer (A/E) design team, related consultants, and the construction Contractor(s) to administer the commissioning services on behalf of the Owner. This collaboration will assure the Project is designed and constructed in accordance with the Terra Construction Design Standards, and the Contract Documents and Project are completed on schedule, on budget, and to a level of quality commensurate with the Owner's requirements.

The purpose of the commissioning process is to provide the Owner assurance that the mechanical systems have been installed and are operating to meet the design intent. The Commissioning Agent shall provide the Owner with an unbiased, objective view of the system's installation, operation, and performance. The Commissioning Agent will coordinate all commissioning activities with the design professionals, construction manager, contractors, subcontractors, manufacturers, and equipment suppliers.

CONSTRUCTION PHASE

1. Provide commissioning milestone date information to be incorporated into the overall project schedule. Coordinate with the prime mechanical contractor to develop the schedule. Coordinate with the General Contractor or Construction Manager to incorporate in to the overall schedule.
2. Provide a written commissioning plan document to clearly identify the roles and responsibilities of all commissioning team members, specific milestone dates that are incorporated into the overall project schedule, and an outline of the scope of all required field testing. The field testing scope is identified in the Building Acceptance Phase of this specification section.
3. Perform periodic construction site visits concurrent with the installation of the mechanical systems through substantial completion. Provide construction observation reports to identify equipment and system installation deficiencies related to the ability to complete systems testing for the project and for compliance with the plans and specifications.
4. Review submittals (shop drawings) for testability of ventilation equipment, temperature controls, and other water and air flow control devices.
5. Coordinate and conduct regular commissioning team meetings to clearly develop an understanding of the roles and expectations of all construction team members. Identifying deviations from the construction schedule as it relates to completing site testing and developing a plan as necessary to get the project on schedule shall be a primary focus of the meeting. Meetings shall occur weekly during construction leading up to substantial completion and continue at a minimum bi-weekly until all project issues are closed out.
6. Coordinate and direct the system-inspection activities in a logical, sequential, and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, and frequently updated timelines and schedules and technical expertise.
7. Provide project-specific pre-functional tests and checklists. Checklists shall be distributed to the Building Automation Contractor early in the construction process to set the expectation for testing. Gather and review the current control sequences to include the approved control submittals and subsequent construction changes. Coordinate with the contractors and the design engineer to resolve any discrepancies.
8. Develop and implement equipment specific start-up test procedures to validate major equipment startup by contractors. Verify checklists and witness start-up of equipment.
9. Witness the hydronic system flushing procedures performed by the contractor and provide a report of all activities to demonstrate compliance with the specification requirements.

10. Coordinate and lead a test and balance kick-off meeting to include the Test and Balance Contractor, Building Automation System Contractor, and the Mechanical Contractor prior to the commencement of preliminary system balancing to establish quality expectations.

BUILDING ACCEPTANCE PHASE

1. Perform HVAC system functional performance testing through the front end controls interface. It is the intent of the functional performance testing to verify that the system components are wired and mapped correctly in the automation system and that the controlled components act as commanded through their full range of motion. Coordinate with the Building Automation System contractor for access to building automation system necessary to perform testing. Provide staff as necessary to witness functional tests on devices concurrent with responses on the front-end interface. The extent of the functional performance testing is defined by specification section 23 09 93 "BAS Sequence of Operations". Testing shall include:
 - a. 100% point to point verification of all HVAC component operations.
2. Perform HVAC system sequence testing through the front end controls interface. It is the intent of the sequence testing to verify that the system components are controlled to accomplish the intent of the control sequences as written in specification section 23 09 93 "BAS Sequence of Operations". Coordinate with the Building Automation System Contractor for access to building automation system necessary to perform testing. Provide staff as necessary to witness sequence tests on devices concurrent with responses on the front-end interface. The extent of sequence testing is defined by specification section 23 09 93 "BAS Sequence of Operations". Testing shall include:
 - a. 100% verification of system sequences of control
 - b. 100% alarm verification
 - c. 100% graphic representation accuracy
3. At the conclusion of each scheduled testing session, provide a corrective action report to the construction team. The corrective action report shall be a running log of all corrective action items to document deficiencies and to track correction progress.
4. Perform follow-up inspections as necessary to verify that corrective action items are complete. Requests for additional fees for testing will not be accepted.
5. All seasonally dependent system and control operations shall be tested in the appropriate season as weather permits. The testing schedule will be coordinated based on the project needs.
6. Coordinate and oversee the work of the Test and Balance contractor. Review the Test & Balance report for accuracy and spot check report values in the field. Verification of ventilation air flows shall include verification that air flow stations are calibrated and reading within expected tolerance range.

BUILDING TURNOVER/OCCUPANCY PHASE

1. Review the Operations and Maintenance (O&M) manuals for both projects for accuracy and completeness. Provide comments to the Owner and project team.
2. Review all as-built drawings for the projects for accuracy and completeness. Provide comments to the Owner and project team.
3. Develop and submit a final Commissioning Report including a summary of the commissioning scope, a copy of all generated documentation and associated correspondence, and a copy of all field-testing results. The final commissioning report shall be delivered no later than one year after substantial completion.
4. Document that all training of owner personnel as required by the specification has been provided.
5. Attend the 11-month walk-thru sessions for both projects as directed by the project team, and provide comments to the Owner and project team.

SYSTEMS TO COMMISSION

DURING THE SCOPE OF WORK AS DESCRIBED ABOVE, IEA WILL PROVIDE COMMISSIONING FOR THE FOLLOWING BUILDING SYSTEMS AND TEMPERATURE CONTROL SYSTEMS:

- Two (2) Air Rotation units
- Two (2) Furnaces
- Two (2) Air-Cooled Condensing Units
- Four (4) Exhaust Fans
- Six (6) Destratification Fans
- Two (2) Electric Unit Heaters
- One (1) Electric Cabinet Unit Heater
- Egress Pressurization
- Piping, cleaning, and flushing
- Ductwork
- Fire dampers
- Smoke dampers
- Indoor air quality
- Equipment sound control
- Equipment vibration control
- Egress pressurization
- Automatic temperature control system (BAS)
- Review Testing, Adjusting and Balancing (TAB) work

It is the intent that the full extent of the building automation system be tested, as referenced in specification section 23 09 93 "Sequence of Operations".

REFERENCES & PROJECT EXPERIENCE

WRIGHT COUNTY – WRIGHT COUNTY GOVERNMENT CENTER | BUFFALO, MN

(2020-2022)

IEA commissioned the new Wright County Government Center, which is a four-story, 200,000 square-foot standalone building. The building houses various County departments including areas for a driver's license center, board room, health and human services, and land records.

Commissioning was incorporated from the construction phase through the acceptance of the project. IEA provided a commissioning review of the design sequence of operations to the design team and the owner before controls were installed and implemented. Construction site inspections, functional performance testing, and building automation systems were tested and verified. Ventilation spot-checks were compared to the final TAB report to confirm proper balancing methods. The function of the hydronic systems was verified for proper balance. Commissioning during the acceptance phase included reviewing the operation and maintenance (O&M) manuals and verifying that the building owner's training agendas were developed and followed. Systems commissioned included air handling units, makeup air units, VAV systems, chiller systems, boiler, heat exchanger and manifold pumps for in-floor heating and snowmelt system.

Key Staff: Mathew Mason – Project Manager & Lead Cx Agent | Garrett Karalus – Commissioning Agent

Client Contact Information:

Alan Wilczek, Facilities Services Director

Wright County

Contact: 763.682.7382 | alan.wilczek@co.wright.mn.us

CITY OF COTTAGE GROVE – GLACIAL VALLEY PARK BUILDING | COTTAGE GROVE, MN

(2023-2024)

IEA commissioned the new Glacial Valley Park Building which is approximately 5,200 sqft and is designed as a park shelter that also houses flexible use classroom/meeting room spaces, restrooms, and a kitchenette.

Commissioning was incorporated from the construction phase through the acceptance of the project. IEA provided a commissioning review of the design sequence of operations and submittals as part of this project even though brought on after those activities were completed. Construction site inspections, functional performance testing, and building automation systems were tested and verified. Ventilation spot-checks were compared to the final TAB report to confirm proper balancing methods. The function of the hydronic systems was verified for proper balance. Commissioning during the acceptance phase included reviewing the operation and maintenance (O&M) manuals and verifying that the building owner's training agendas were developed and followed. Systems commissioned included air handling Fan coil units, Air cooled condensing units for cooling, a hot water/glycol heating system served by a condensing boiler, and manifold pumps for in-floor heating as well as exhaust fans and other auxiliary heating equipment.

Key Staff: Brandon Schmidt – Project Manager & Lead Cx Agent | Garrett Karalus – Commissioning Agent

REFERENCES & PROJECT EXPERIENCE

ST. LOUIS PARK SCHOOLS – CENTRAL BUILDING DISTRICT OFFICE RENOVATIONS | ST. LOUIS PARK, MN (2022-2024)

The project included an existing dedicated outdoor air system (DOAS) design supplying ventilation to new individual fan coil blower units. IEA coordinated with the construction team, district and contractors for the project work to ensure new equipment and existing equipment were able to be properly integrated to the controls automation system and balanced. This project included a full commissioning scope from the start of construction through the end of warranty phase, including meetings, submittal reviews, installation review, functional testing, and warranty phase commissioning.

The project design included two existing DOAS air-handling units (AHUs) that provide outside air to twenty-three (23) new blower coil units equipped with heating/cooling coils. One existing AHU serves sixteen (16) new VAV boxes equipped with hot water reheat coils. All water coils tie into the existing hot water and chilled water systems. All equipment is controlled through the building automation system.

Key Staff: Mathew Mason – Project Manager & Lead Cx Agent | Garrett Karalus – Commissioning Agent

Client Contact Information:

Jim Langevin, Manager Facilities and Safety
Saint Louis Park Public Schools
Contact: 952.928.6004 | langevin.james@slpschools.org

ELK RIVER AREA SCHOOLS – ROGERS HIGH SCHOOL ADDITION & RENOVATION | ROGERS, MN (2021-2022)

IEA provided commissioning services on the Rogers Athletic Addition and Renovation project serving the 344,238 square feet high school. The project included a new competition gym, weight/fitness center, locker rooms, dance studio, wrestling room, flex classrooms, and lobby. Primary equipment on this project included 3 new AHUs; 2 VAV systems and 1 constant volume, and one energy recovery unit for an existing AHU. The new equipment serves the addition construction classrooms, locker rooms, weight room, and Gymnasium. Other equipment included in the commissioning scope were VAV boxes, destratification fans, finned tube radiation, duct coils, cabinet/unit heaters and a generator. All new and existing HVAC equipment included new controls.

IEA's commissioning scope of work included a review of design, construction installation verification, functional testing, TAB verification (air & water) and warranty period/seasonal follow-up.

Key Staff: Mathew Mason, Garrett Karalus – Lead Cx Agents

Client Contact Information:

Thomas Baranick, Facilities Supervisor
Elk River Area Schools
Contact: 763.241.3405 | thomas.baranick@isd728.org

REFERENCES & PROJECT EXPERIENCE

OSSEO AREA SCHOOLS – OSSEO SENIOR HIGH SCHOOL MECHANICAL UPGRADES | OSSEO, MN

(2019-2023)

IEA has provided commissioning services for 28 projects across 19 Osseo School district buildings. The total building areas commissioned is more than 2,500,000 square feet. Commissioning services conducted from 2016 to the present included design phase reviews, construction meetings, submittal reviews, site inspections, functional testing, and controls troubleshooting, TAB verification, and warranty phase follow-up testing and commissioning through the end of warranty phase.

IEA has commissioned three (3) phases of projects at Osseo Senior High School, a 373,000 square feet facility with new air handling equipment, exhaust fans, auxiliary heating equipment, and modifications to the heating and cooling plants. A wide variety of space types were addressed by these HVAC upgrades. The full commissioning scope was completed for these projects.

Key Staff: Matt Mason – Project Manager | Garrett Karalus & Brandon Schmidt – Cx Agents

Client Contact Information:

Jeff Arthurs
Coordinator of Maintenance Services
Osseo Area Schools

Craig Wokson
Assistant Coordinator of Maintenance Services
Osseo Area Schools

Contact: 763.391.7197 | Arthursj@district279.org

763.391.7198 | woksonc@district279.org

EDINA PUBLIC SCHOOLS – VALLEY VIEW MIDDLE SCHOOL RENOVATION | EDINA, MN

(2020-2021)

IEA provided commissioning services on the HVAC renovation project from construction through 1-year warranty time period. The **124,810 SF** project consisted of replacement and renovation of existing HVAC equipment. Primary equipment commissioning on this project included a new pool RTU, and 8 AHUs serving gyms, locker rooms, theatre, cafeteria, and classrooms. The classroom AHU was VAV, and locker room AHUs included energy recovery wheels. Other equipment on the project included a pool-hot water heat exchanger, new cabinet and unit heaters, finned tube radiation, exhaust fans, a split system, make-up air unit, and VAV boxes. The design included new destratification fan systems in 3 gyms.

IEA's scope of work included construction installation verification, functional testing, TAB verification (air & water), and final report with recommendations for operation of the systems.

Key Staff: Garrett Karalus – Lead Cx Agent

Client Contact Information:

Kory Smith
Custodial Supervisor
Edina Public Schools
Office 952-848-3303

Kory.smith@edinaschools.org

Limitations and Assumptions

It is assumed that IEA will be provided all necessary project documents, plans and submittals in order to complete the scope of work above. It is assumed that IEA will have full access to the construction area to coordinate commissioning site visits and activities with the project schedule, and at any necessary milestone dates. It is also assumed IEA will have full access to the building automation system to execute functional testing.

IEA is not responsible for the construction schedule or the contractor's work.

If IEA's personnel or subconsultants change for this project, the owner must review and approve the replacement personnel. The replacement personnel shall have, at a minimum, equivalent qualifications as the original personnel.

General Liability Insurance

IEA shall provide the specified liability insurance as required. IEA's general liability insurance coverage is found in Appendix B.

Proposal Fee

Our proposed fee for services identified in the above described Scope of Work **\$18,400**

This fee includes reimbursables, equipment costs, project coordination and management, and final report. Fees for investigative work outside the above scope of work will be additional. IEA will issue a change order and get approval from the owner before proceeding with additional work. Monthly invoices for services conducted during that billing period will be provided until project completion (partial billing).

Hourly rates for key individuals working on the project are as follows:

- Lead Commissioning Authority\$185.00
- Commissioning Agent\$165.00
- Administrative Support\$ 95.00

This price offering is valid 60 days from the date of this proposal.

Terms on payment of services are net 30 days after invoicing, with interest added to unpaid balances. Please review the attached General Conditions, which are a part of this proposal, for more detail.

Please note there is a 3% fee for credit card payments.

AUTHORIZATION TO PROCEED

We appreciate the opportunity to present this proposal for building commissioning services. Please sign this authorization to proceed and e-mail garett.karalus@ieasafety.com. Retain the original for your records. We will begin the project at the time we receive this written documentation to proceed.

Regards,



Garett Karalus, P.E., CCP
Director of Engineering
IEA, Inc.

* * *

Please proceed according to the above stated fees, terms, attached General Conditions (in Appendix C), and this Proposal #13130 dated June 26, 2025.

Printed Name

Authorized Signature

Date

PO Number (if applicable)

APPENDIX A

RFP Acknowledgement



763.463.0220
877.604.2118



info@terragc.com
terragc.com



REQUEST FOR PROPOSAL
FOR
COMMISSIONING AGENT SERVICES

ROGERS INDOOR TURF PROJECT
ROGERS, MN

This Request for Proposal (RFP) is being issued to secure a Commissioning Agent on the **Rogers Indoor Turf Project**. The objective of the RFP is to select a firm to verify that building systems work across different disciplines.

The project includes Construction of a new Pre-Engineered Fabric Structure Indoor Turf Fieldhouse in Rogers, MN. The project is currently under construction with the fabric structure nearly complete and interior construction soon to start. Substantial completion is September 2025.

PROPOSAL COST \$ 18,400.00

PLEASE INCLUDE THE FOLLOWING:

1. The scope of work shall also include but not be limited to:
 - a. Review of design documents for commissioning considerations.
 - b. Review of equipment and material submittals.
 - c. Develop & manage a commissioning plan.
 - d. Coordinate with design and construction teams.
 - e. Site observations and documentation during construction.
 - f. Functional performance testing of:
 - i. Pumps.
 - ii. Piping systems.
 - iii. Ductwork.
 - iv. Gas-fired heating and ventilating units - furnaces.
 - v. Split system air conditioning units.
 - vi. Air rotation units.
 - vii. Electric unit heaters.
 - viii. Fans.



21025 Commerce Blvd, Suite 1000 // Rogers, MN 55374

- ix. Fire dampers.
- x. Smoke dampers.
- xi. Indoor air quality.
- xii. Equipment sound control.
- xiii. Equipment vibration control.
- xiv. Egress pressurization.
- xv. Automatic temperature control system (BAS).
- xvi. Testing, Adjusting and Balancing work.

ANTICIPATED SCHEDULE

Date	Action/Event
June 27th, 2025	Proposals Due by 2PM
Thursday mornings at 10am	OAC Meetings – attend virtually as needed
September 2025	Substantial Completion

GENERAL INFORMATION & OTHER ITEMS TO INCLUDE WITH PROPOSAL

1. Fire Sprinkler by others.
2. Meetings will be virtual unless an onsite meeting is necessary.
3. Provide a Statement of Qualifications outlining similar/relevant experiences that respond to this Project Information.
4. Include a schedule of hourly rates by employee classification.
5. The existing building is available to visit. Please reach out to JAKE DAHLHEIMER with Terra if you would like to schedule a visit.
6. Include a filled out and signed acknowledgement copy of this RFP within your proposal.

PROPOSALS DUE

Please submit your proposals no later than **Friday, June 27th, 2025, at 2:00 PM CDT.**

Email your proposal to Jake Dahlheimer at: jdahlheimer@terragc.com

ACKNOWLEDGEMENT

This Request for Proposal has been reviewed, and the scope of work outlined in the RFP is included.

Signature: 

Date: 6-26-25



APPENDIX B

General Liability Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/30/2024

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 AssuredPartners of Minnesota LLC 2685 Long Lake Road St. Paul MN 55113	CONTACT NAME: Kim Rowe PHONE (A/C, No, Ext): (651) 287-1161 E-MAIL: kim.rowe@assuredpartners.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Crum & Forster Specialty Insurance Co INSURER B: Accident Fund General INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 44520 12304
---	--	---------------------------------

INSURED
Institute for Environmental Assessment Inc
9201 West Broadway No #600

Brooklyn Park MN 55445

COVERAGES **CERTIFICATE NUMBER:** 2025/26 Master **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 PND CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PRO-JECT ☐ LOC OTHER: ☐ AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRE AUTOS ONLY ☒ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			EPK-150306	01/01/2025	01/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB DED ☒ RETENTION \$ 0			EFX-127236	01/01/2025	01/01/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCP100080845	01/01/2025	01/01/2026	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - EMPLOYER LIMIT \$ 1,000,000
A	Pollution Liability Professional Liability			EPK-150306	01/01/2025	01/01/2026	Pollution Limit \$1,000,000 Professional Limit \$1,000,000 Deductible Per Claim \$2,500

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

FOR INFORMATION ONLY

CERTIFICATE HOLDER FOR INFORMATION 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
---	--

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

APPENDIX C

General Conditions

General Conditions

The word “Consultant” refers to the Institute for Environmental Assessment (“IEA”), the contracting company is referred to as the “Client”. Client agrees to be bound by these General Conditions by accepting the Proposal and engaging Consultant.

The Agreement with you, the Client, is comprised of this Agreement and accompanying written proposal.

1. Scope of Work

Consultant will furnish and perform the professional services specified in Consultant’s proposal (the “Proposal”). The services as set forth in the Proposal (the “Services”) will be provided by Consultant’s personnel at the location of the Client (the “Site”) (hereinafter referred to as the “Project”). If any portion of the Proposal is inconsistent with this Agreement, the terms of this Agreement shall control:

Consultant’s obligation to perform the Services shall terminate upon delivery of a final report within 45 days of Project completion.

In addition to the Proposal, Consultant and Client agree as follows:

A. Right of Access

Unless otherwise agreed in writing, Client will furnish Consultant with right-of-access to the Site and accurate information necessary to conduct the Services, as requested by Consultant.

B. Confidential & Proprietary Information

The Consultant and Client agree not to disclose to others or use any confidential or proprietary information or trade secrets of the other, which may become known to each prior to, during or after the performance of this Agreement without the prior written consent of the other. “Confidential or proprietary information” and “trade secrets” shall mean any information about the other which is neither publicly known nor legally accessible to the other parties from third parties. Prior to the disclosure of any such confidential or proprietary information or trade secrets, each shall obtain the written approval of the other.

C. General

Consultant warrants that the Services it performs under this Agreement will be performed with the care and skill ordinarily exercised by reputable members of its profession practicing under similar conditions during the period of this Agreement and in the same or similar locality. The AIHA-certified IEA laboratory will perform PCM analysis if specified. Other field PCM analysis will be completed by laboratory-approved field technicians, generally under AAR Guidelines.

2. Payment for Services

A. Fee Schedule & Maximum Costs

The fee schedule in the Proposal specifies the amounts due to Consultant from Client for its Services performed under this Agreement.

B. Schedule of Payment

Invoices will be submitted to Client once a month for services performed during the prior month. Payment to Consultant is due upon presentation to Client, and past due after thirty (30) days of receipt of the invoice, in which case a service fee of 1.5% monthly shall be added to the invoice, unless specifically arranged otherwise by Consultant and communicated in writing. Client reserves the right to question any item on any invoice and Consultant agrees, upon Client’s request, to supply such documentation as is necessary to reasonably justify such invoice amount to Client’s reasonable satisfaction. Client agrees to pay Consultant any costs of collection including reasonable attorneys’ fees and costs if payment for Services are not made when due.

C. Expert Fee Expenses

If Client requests Consultant to participate on behalf of Client in litigation regarding the subject matter of this Agreement, Client agrees to pay all of Consultant’s expenses arising therefrom at the prevailing rate for Consultant’s time plus out-of-pocket costs and expenses, including reasonable attorney fees incurred by Consultant in conjunction with the participation.

3. Indemnity & Insurance

A. Indemnity

Consultant shall indemnify and hold harmless Client against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Consultant, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Consultant, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Consultant’s proportion of the total fault which directly caused the damages. Client shall indemnify and hold harmless Consultant against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Client, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Client, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Client’s proportion of the total fault which directly caused the damages.

B. Limitation of Liability

EXCEPT AS EXPRESSLY SET FORTH IN SECTION 1(C) HEREOF, CONSULTANT DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL EITHER CONSULTANT OR CLIENT BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHETHER FOR BREACH OF ANY WARRANTY, FOR BREACH OR REPUDIATION OF ANY OTHER TERM OR CONDITION OF THIS AGREEMENT, FOR NEGLIGENCE ON THE BASIS OF STRICT LIABILITY OR OTHERWISE.

General Conditions (cont'd)

C. Insurance

- (1) Consultant carries coverage and limits of liability insurance as follows:
 - (a) Workers Compensation with statutory limits.
 - (b) Employers' Liability with a minimum policy limit of \$1,000,000.00.
 - (c) Comprehensive General Liability with the following coverage:
 - I. Limit \$1,000,000.00 per occurrence
 - II. \$2,000,000.00 general aggregate
 - III. \$2,000,000.00 products completed/operations aggregate
 - IV. \$1,000,000.00 personal and advertising injury
 - V. \$300,000.00 fire Damage (any one fire)
 - VI. \$25,000.00 medical expenses (any one person)
 - (d) Automobile insurance covering all owned, non-owned or hired automobiles used in connection with the work covering bodily injury and property damage with a minimum combined occurrence limit of \$1,000,000.00
 - (e) Professional Liability (claims made) with the following coverage:
\$1,000,000.00 per occurrence
 - (f) Contractor Pollution Liability (claims made):
\$1,000,000.00 each occurrence
 - (g) Umbrella Liability.
\$5,000,000.00 each occurrence
- (2) Client (or Owner if applicable), Subcontractors and Agents agree to provide Consultant, upon request, Certificate(s) of Insurance signed by the insurer evidencing insurance for premise liability, general liability, auto and workers comp. equal or greater than those limits carried by the Consultant.

- (3) Consultant shall promptly deliver to Client (or Owner if applicable), upon request, certificate(s) of insurance signed by the insurer for the policies described in (3) (C) above, or certified copies of such insurance policies indicating the existence of such coverage. IEA must be listed as both certificate holder and insured, or additional insured on each certificate of insurance.

4. Assignment

This Agreement shall not be assigned by Consultant without prior written consent of the Client.

5. Independent Contractor

Consultant is an independent Contractor and shall not be considered an employee, partner or joint venturer of the Client for any purpose.

6. Restriction to hire employees of Consultant

Client agrees to refrain from hiring, contracting, or retaining the services of Consultant's employees during or within 12 months after the termination of Consultant's services. If Client hires an employee of Consultant in violation of this Section 6 without Consultant's written consent, Client shall pay Consultant a placement fee equal to twenty-five percent (25%) of such employee's annual wages.

7. Notices

Any notice under this Agreement shall be in writing and shall be deemed to be properly given when delivered to an officer of Client or the Consultant's Chief Financial Officer, as the case may be, at their addresses as set forth in the Proposal. The courts located in the State of Minnesota shall have exclusive jurisdiction in any actions commenced by Consultant or Client in connection with this Agreement, the Project or the Services.

8. Applicable Law

This Agreement shall be governed by and construed under the laws of the State of Minnesota. Parties agree to participate in pre-suit mediation prior to commencement of an action.

9. Extent of Agreement

This Agreement, together with the Proposal, represents the entire Agreement between Client and Consultant, and supersedes all prior obligations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument, dated and executed by both Client and Consultant.

10. Termination

Upon completion of the Project, Consultant will, at Client's request, deliver to Client or its designee all records, documents or materials in its possession or control of Consultant which are owned by Client. The obligations and provisions of Sections 1B, 2, 3, 5, 6 and 10 shall survive completion of the Project or termination of this Agreement.

Proposal for Commissioning Services

TERRA CONSTRUCTION

ROGERS INDOOR TURF FACILITY

ROGERS, MN

June 27, 2025

Submitted by



**HALLBERG
ENGINEERING**

Mechanical / Electrical / Commissioning

June 27, 2025

Jake Dahlheimer
Project Manager
Terra Construction
21025 Commerce Blvd
Suite 1000
Rogers, MN, 55374
jdahlheimer@terracc.com

Re: Proposal for Commissioning Services for Terra Construction – Rogers Indoor Turf Facility
Hallberg Project #P25-5227.000

Dear Mr. Dahlheimer,

We appreciate the opportunity to submit this proposal for commissioning services for Terra Construction – Rogers Indoor Turf Facility project. We understand Terra Construction is seeking the services of a qualified System Inspector/Commissioning Authority for this project. We understand the project consists of a new Pre-Engineered Fabric Structure Indoor Turf Fieldhouse in Rogers, MN. The project is under construction with the fabric structure nearly complete and interior construction soon to start. We also understand that the substantial completion is September 2025.

This proposal represents our entire understanding of the project based on the construction documents designed by Terra Construction and JLG Architects received June 16, 2025.

We look forward to working with you and assisting you with your project needs.

Sincerely,

HALLBERG ENGINEERING, INC.



Nick Cierzan, CxA
Commissioning Department Manager
ncierzan@hallbergengineering.com

AUTHORIZATION TO PROCEED

Signed

Title

Date

TABLE OF CONTENTS

Scope of Work	4
Commissioned Systems	6
Fee Proposal	7
Project Approach	9
Firm Overview	10
Project Experience	12
Proposed Team	13

SCOPE OF WORK

CONSTRUCTION PHASE

- Provide a written commissioning plan to identify the functional performance tests or verification procedures for all systems to be verified, commissioned, or tested. Include roles and responsibilities of all commissioning team members and milestone dates to be incorporated into the overall project schedule.
- Participate in a Commissioning Kickoff meeting with project and construction teams.
- Review applicable mechanical, electrical and plumbing systems submittals.
- Participate in a temperature controls submittal review meeting between the project team and controls contractor prior to acceptance of controls submittal (devices, sequences, and graphics).
- Perform site visits as needed for Mechanical, Electrical and Plumbing equipment rough-in process throughout final installation.
- Confirm commissioning milestone date information to be incorporated into the overall project schedules.
- Develop and implement equipment specific delivery acceptance checklists. Spot check completed checklists on-site.
- Develop and implement equipment specific start-up test procedures to validate major equipment start-up by contractors or authorized manufacturer's rep. Verify checklists and witness approved start-up procedures of major equipment.
- Witness and document piping system flush and fill.
- Participate in a Test and Balance kick-off meeting between TAB, temperature controls and mechanical contractors prior to the commencement of preliminary system balancing to establish quality expectations.

SCOPE OF WORK

BUILDING ACCEPTANCE PHASE

- Perform HVAC system functional testing through the front end DDC controls interface. Two (2) commissioning staff members shall perform testing. One staff member at device and one staff member at the front-end during testing. All testing shall include:
 - 100% point to point verification of HVAC component operations
 - 100% verification of system sequences of control
 - 100% alarm verification
 - 100% graphic representation accuracy
- Document initial functional testing results for inclusion in the final report.
- Develop a functional testing deficiency punch list. Perform follow-up contractor correction verification.
- Perform seasonal HVAC system functional testing thru all four seasons. Perform follow-up contractor correction verification.
- Witness and document the accuracy of the test and balance procedures and results by spot checking 10% of the Heating, Ventilating and Cooling systems with the contractor. Provide comments to the project team after spot checking.
- Review the final test and balance report for accuracy against the contract documents and provide written comments back to project team.

PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY

- Develop and submit a preliminary Commissioning Report and all related documentation to the Owner.

BUILDING TURNOVER/OCCUPANCY PHASE

- Review the Operations and Maintenance manuals for accuracy and completeness. Provide comments to the Owner and project team.
- Review all as-built drawings for the projects for accuracy and completeness. Provide comments to the Owner and project team.
- Develop and submit a final Commissioning Report including a summary of the commissioning scope, a copy of all generated documentation and associated correspondence, and a copy of all field-testing results.

COMMISSIONED SYSTEMS

BASE SYSTEMS TAKEN FROM JLG ARCHITECTS AND DESIGN TREE DESIGN DRAWINGS DATED 09-23-2024

Scheduled Equipment	Number of Units
HEATING	
Cabinet Unit Heaters (Electric)	1
Unit Heaters (Electric)	2
COOLING	
Air Cooled Condensing Units	2
VENTILATION	
Air Handling Units (ARU's)	2
Destratification Fans	6
Exhaust Fans	4
PLUMBING	
Domestic Water Recirculating Pump	1
Gas Water Heaters	1
CONTROLS	
DDC Control System	1
Indoor Air Quality (integrated systems testing only)	1
Equipment Sound/Vibration Control (Integrated systems testing only)	1
ELECTRICAL	
Fire/Smoke Damper (Observation with Code Official)	1

FEE PROPOSAL

The following are HEI's proposed fixed fees for commissioning services for the City of Rogers – Indoor Turf Project:

BASE COMMISSIONING SYSTEMS FIXED FEE (NO ALTERNATE).....\$31,500
 (Thirty-One Thousand, Five Hundred Dollars)

VOLUNTARY ADD ALTERNATE PRICE – ONE (1) TEN-MONTH SUBSTANTIAL COMPLETION WARRANTY VISIT WITH STAFF TO REVIEW AND OPTIMIZE OPERATIONS/SETPOINTS.....\$1,250
 (One Thousand, Two Hundred-Fifty Dollars)

TOTAL COMMISSIONING FIXED FEE (INCLUDING ALTERNATE).....\$32,750
 (Thirty-Two Thousand, Seven Hundred Fifty Dollars)

REIMBURSABLE EXPENSES

Reimbursable expenses are included in the Total Fee noted above and include:

- Expenses of travel including mileage and meals.

ADDITIONAL SERVICES

Any work required beyond that defined in the Scope of Work will be billed on an hourly basis. Additional services will not be performed without written approval of Owner. Examples of additional services include:

- Providing services required because of significant changes in the project.
- Providing services in connection with evaluating substitutions proposed by the contractor.
- Providing services made necessary by the default of the contractor.

ASSUMPTIONS

- The mechanical and temperature controls contractors shall assist the commissioning agent with the functional testing activities as needed to complete the testing.
- It is assumed that the A/E will provide adequate written design intent, basis of design and full sequences of operation for all equipment and systems for the O&M manuals and for the Commissioning Authority to use in writing functional tests.
- Building Envelope Testing/Commissioning as well as Test & Balance services performed by others.
- The fee is priced for the schedule of the project.

FEE PROPOSAL

HOURLY BILLING RATES

Principals	\$210/hour
Sr. Project Manager	\$180/hour
Project Manager	\$165/hour
Sr. Engineer	\$155/hour
Sr. Project Engineer/Sr. Designer/Commissioning Agent/Construction Admin	\$145/hour
Project Engineer/Sr. Project Designer	\$130/hour
Staff Engineer/Project Designer/Commissioning Technician/I.T. Tech	\$120/hour
Engineer/Staff Designer/Program Consultant	\$105/hour
Designer	\$90/hour
Engineering Intern/Design Intern	\$65/hour
Clerical	\$85/hour

Terms & Conditions

- Invoices will be processed monthly with payment due within 30 days.
- All unpaid balances older than 30 days will accrue interest charges at 1.5% per month and will continue to accrue on all unpaid balances until they are paid in full.
- Hallberg Engineering reserves the right to: 1) Stop work on the project; 2) Notify Owner of work stoppage and the reason why; 3) Contact the Owner to determine payment history and/or schedule of payment.
- In recognition of the relative risks of the Client and the Engineer on the Project, Client agrees, to the extent permitted by law, that Engineers liability to the Client for any errors, acts, omissions, negligence, or breaches of the agreement, shall be limited to \$50,000 or the Engineer's fee, whichever is greater.

PROJECT APPROACH

Managing the project – Nick Cierzan will be the project manager and will assign commissioning tasks to Terry Olson (Mechanical Commissioning Technician). Nick will also work with Kristin Papke (Accounts Receivables and Invoicing) on invoicing requirements.

Travel – We anticipate approximately 10 - 15 visits for meetings (including virtual), field observations, training and functional testing and close-out. All Hallberg personnel are based out of our White Bear Lake, MN office.

Fostering Teamwork – The Hallberg Commissioning agents believe that to obtain a high return on investment for paying for the commissioning process, the agents need to be highly involved with the construction delivery process. We cannot be a silent 3rd party entity. We plan to communicate with the design team, owner, and construction team members in a very cooperative manner. Our commissioning agents feel that to maximize productivity and meet the construction schedule, there will be no finger pointing of inefficiencies but instead do our job as commissioning agent to communicate our field observations, installation deficiencies and functional testing results in a cordial and proper manner which will eliminate any adversarial relationships.

Commissioning Effort – This process consists of identifying each piece of equipment in the construction drawings, reviewing the piece of equipment's controllability and maintainability, observing, and documenting the functionality of each piece of equipment and its role in the system it serves and testing its overall performance in the programming and sequence of operation of the Building Automation System. The commissioning agents will physically observe and document the equipment installation and performance, and openly communicate for resolution of deficiencies. Therefore, each piece of equipment is being commissioned during the design, construction, functional testing, off-season testing, occupancy, and warranty phases.

Software - Main Issues Log - Hallberg Engineering has experience in the use of many different construction software formats such as Procore, PlanGrid, Submittal Exchange and Viewpoint One for the distribution of the commissioning issues log. HEI's commissioning agents are experienced with both the latest design concepts and operational methods and are familiar with the many different brands of building automation systems. Each agent is armed with state-of-the-art equipment and resources. The commissioning agents have laptops, software, and investigative tools to achieve the commissioning tasks.

To follow are some of the standalone tools the HEI Commissioning Group owns and uses:

TSI Veloci-Calc Air Velocity Meter
Data Loggers
Fluke Thermometers
Shortridge Air Velocity Hood
Illuminance Meters

TSI Indoor Air Quality Probe with CO
Volt/Amp Meters
Energy Calculator Tool
Energy Modeling Software

FIRM OVERVIEW

Design

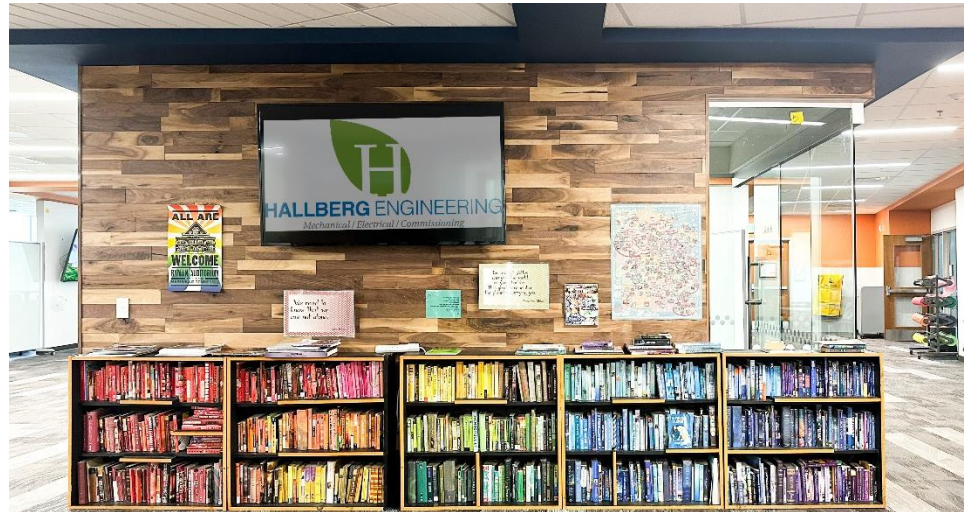
Mechanical
Electrical
Plumbing
Technology
LEED®

Commissioning

New Construction
Recommissioning
Existing Systems
Retro-Commissioning
LEED®

Building Analysis

Indoor Air Quality
Solutions
Health & Safety Review
Heating Plant Analysis
Swimming Pool
Evaluation
Facility Review
Power Distribution
Review
Lighting Analysis
Fire Protection Analysis
ASTM Property Condition
Assessments



Established in 1979, Hallberg Engineering, Inc. (HEI) is a consulting engineering firm specializing in mechanical, electrical, and technology systems design, commissioning, and building analysis. Our versatile staff provides various mechanical and electrical services including pre-design studies, early schematic planning and budgeting with the client, timely design development of the project, thorough construction documents, and comprehensive construction administration with post-occupancy evaluation.

HEI has 40 years of experience providing consulting engineering services and over 20 years of experience providing commissioning services to K-12 schools in Minnesota. HEI's Commissioning Group has commissioned more than 150 education facilities since the group's inception in 1998.

Our commissioning group verifies that a project was constructed per the design intent and the building performs per the owner's project requirements and the designer's basis of design.

HEI originated with a focus on providing mechanical services for K-12 education facilities. Throughout the years, we have expanded our engineering services, but our established reputation in the education sector has continued and has allowed us to have worked with over half of all Minnesota school districts. Our history has provided us with the knowledge and the relationships that are necessary to successfully execute the needs of not only our K-12 clients, but our clients in all markets.

We have earned a reputation for listening and responsiveness, for honesty and professionalism, and for delivering proven, functional engineering solutions. With the combination of our firm expertise and our focus on exceptional customer service, it is our promise to provide every client with the utmost in integrity, commitment, and quality of service.



COMMISSIONING

Commissioning Services

LEED® Construction
Passive House (Passivhaus)
Minnesota Sustainable
Building Guidelines (MSBG)
ASHRAE Commissioning
Requirements
Army National Guard Military
Construction

Systems Typically Commissioned

HVAC Systems
Building Automation Systems
Laboratory Systems
Humidification Systems
Electrical Power and UPS
Lighting Control Systems
Emergency Power Systems
Life Safety Systems
Data Center Systems

Since its inception in 1998, the HEI Commissioning Group has commissioned mechanical and electrical systems for hundreds of buildings including those for K-12 schools, higher education, retail, government, and private industry facilities. The commissioning group has successfully completed recommissioning projects and custom efficiency studies funded by utility companies which included a team of energy experts comprised of HEI engineering staff, sub-consultants, and subcontractors.

Commissioning is a quality assurance procedure applied to building construction throughout the entire process of a project including planning, design, construction, and operation. It is a systematic, documented, and collaborative process including inspection, testing, and training. Commissioning ensures that building systems work as intended by the original design intent and provides for reduced operation and maintenance costs, energy savings, and improved indoor air quality.

The HEI Commissioning Group's goal is to provide the owner with smoother building turnover, improved building performance, reduced contractor callbacks, and a safe, healthy facility for all building occupants. Commissioning is not an exercise in "finger pointing" – we believe in a harmonious process to provide the desired results for all stakeholders. A project is successful only if each task of the commissioning plan was accomplished per the design intent and the owner received a building that performs per the owner's project requirements and designer's basis of design.

HEI is a member of the Building Commissioning Association (BCA) and the AABC Commissioning Group (ACG), and our HVAC commissioning agents are certified ACG Commissioning Authorities (CxA), which demonstrates the CxA's education, knowledge, and technical expertise in the commissioning process.

HEI is also a member of the U.S. Green Building Council and has several LEED® Accredited Professionals (AP) among its staff. Members of HEI's commissioning staff are also members of the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE).



FEATURED PROJECT EXPERIENCE

LA CROSSE CENTER AND MULTIPURPOSE ARENA

La Crosse, WI

Square Feet: 110,000 Add/Renovation

Completed: 2022

The La Crosse Center Multipurpose Arena underwent a major facelift to add 20,000 sq. ft. of ballroom, atrium, meeting spaces, and a brand-new lobby. The 90,000 sq. ft. additions and renovations project including installing a higher quality sound system, brought the facility into ADA compliancy, and upgraded the dressing rooms, locker rooms, restrooms, and concession stands. It was built with green initiatives like solar panels, low-energy lighting, and energy efficient HVAC. The HEI commissioning team provided commissioning services for all HVAC, building automation systems, plumbing and electrical systems.

Reference: **Weston Gumbert**, Project Manager, Kraus Anderson, weston.gumbert@krausanderson.com

Kris Salzwedel, Operations/Sales Manager, La Crosse Center – City of La Crosse,

ksalzwedel@lacrossecenter.com

CITY OF BURNSVILLE

NEW FIRE STATION #1 – Burnsville, MN

Square Feet: 44,000 New

Completed: 2022

Project Description: The City of Burnsville recently completed a project that included 44,000 square feet of construction for their new fire station #1. The HEI commissioning team provided commissioning services for all HVAC, building automation systems, plumbing, integrated fire protection system and electrical systems.

SHERBURNE COUNTY

GOVERNMENT CENTER EXPANSION AND RENOVATION – Elk River, MN

Square Feet: 98,000 New / 125,000 Renovation

Completed: 2019

Project Description: Sherburne County Government Center recently had a renovation project that included 98,000 square feet of new construction and approximately 125,000 square feet of renovation. The HEI commissioning team provided commissioning services for all HVAC, building automation systems, plumbing and fire protection systems and electrical systems.

CITY OF COTTAGE GROVE, MN

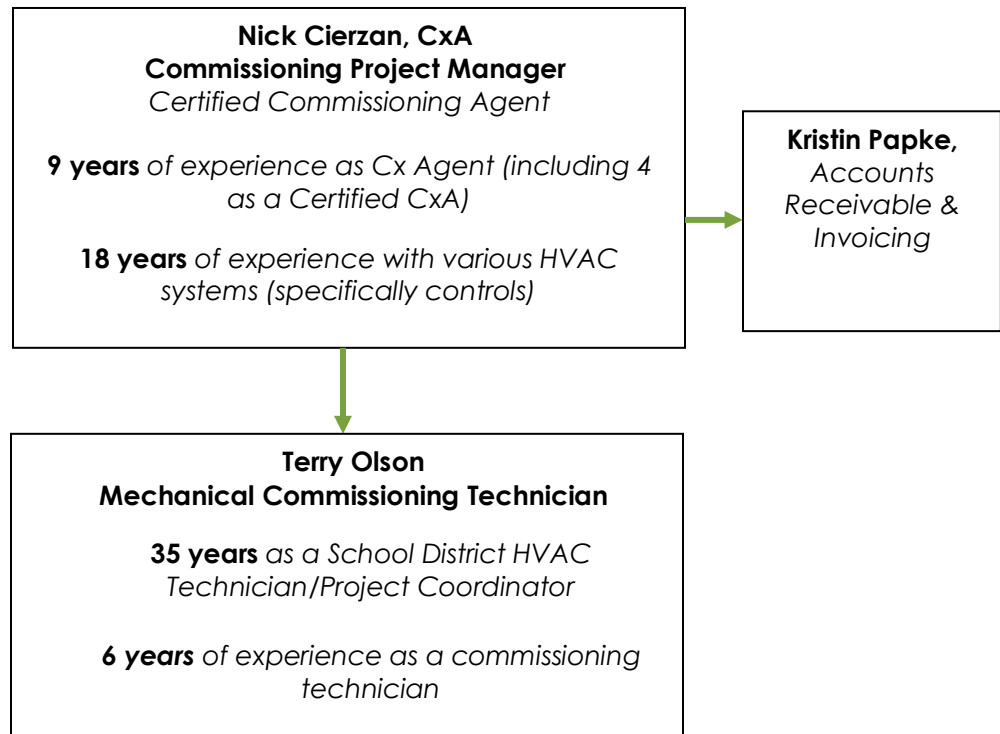
HERO CENTER (Health & Emergency Response Occupations) – Cottage Grove, MN

Square Feet: 47,000

Completed: 2020

Project Description: The Hero Center is a state-of-the-art immersive training center for police, fire, and emergency medical services. One important feature of the integrated facility is that it is built for all first responders. With the new center, police officers, firefighters, paramedics, and EMT's will be able to practice hands-on skills in real-life scenarios, utilizing the tools and skills they need to do their jobs. HEI provided commissioning services during the Design, Construction and Verification and Acceptances Phases of this project.

PROPOSED PROJECT TEAM





PROFESSIONAL PROFILE

Certifications

ACG Certified
Commissioning Authority
(CxA)

Education

Bachelor of Science,
Computer Network
Engineering, St. Cloud State
University 2002

Projects with a "" were
completed at another firm*

NICK CIERZAN, CxA

Commissioning Department Manager

Mr. Cierzan joined Hallberg in 2015 and holds a Bachelor of Science in Computer Network Engineering. Prior to Hallberg, Mr. Cierzan was a controls Technician and Project Manager for 9 years, specializing in control of HVAC systems and BAS integration. He took over as Commissioning Department and Project Manager in June of 2023.

GOVERNMENT COMMISSIONING PROJECT EXPERIENCE

- Blue Earth County Building
- City of Burnsville New Fire Station
- City of Cottage Grove Hero Center
- City of Lino Lakes New Fire Station
- Hormel Institute/International Center of Research and Technology Expansion – Austin, MN
- Hormel Nature Center – Austin, MN
- Mayo Civic Center Convention Center Expansion – Rochester, MN
- MN Army National Guard
 - St. Cloud Armory – St. Cloud, MN
 - Stillwater Readiness Center – Stillwater, MN
- MN DNR
 - Glenwood Office Building
 - Lanesboro Fish Hatchery
- ND National Guard
 - Readiness Center
 - Vehicle Maintenance Shop
- Sherburne County Government Center
- Webber Park Library Additional Services – Minneapolis, MN
- Wright County Justice Center

HEALTHCARE PROJECT EXPERIENCE

- Children's Hospital, Elliot Towner – Minneapolis, MN*
- Essentia Health New Spooner Clinic – Spooner, WI
- Fraser Woodbury Clinic – Woodbury, MN
- Pine Medical Center - Sandstone, MN
- St. James Hospital, New construction – St. James, MN*
- St. Joseph's Hospital, New construction DePaul Tower – St. Paul, MN*
- Tri-County Healthcare Replacement Hospital and Clinic – Wadena, MN

COMMERCIAL PROJECT EXPERIENCE

- 428 Minnesota St. Building – St. Paul, MN
- House of Hope Presbyterian Church – St. Paul, MN
- Second Harvest Heartland New Distribution Center



PROFESSIONAL PROFILE

Professional Affiliations

Minnesota Educational
Facilities Management
Professionals (MASMS)

Building Commissioning
Association (Corporate
Membership)

Association of Facilities
Engineering (AFE)

TERRY OLSON

Commissioning Department Technician

Mr. Olson joined Hallberg in 2018 and has over 34 years as a School District HVAC Technician/Project Coordinator. On top of the work listed below, Terry has done commissioning for over 30 different Minnesota school districts including new builds and addition and renovations of not only classrooms, but school kitchens, gymnasiums, nurses' offices, and all aspects of the school building.

GOVERNMENT COMMISSIONING PROJECT EXPERIENCE

- 428 Minnesota Street Workspace
- 934th Airlift Wing Building 709 Remodel & Addition
- Blue Earth County Building Addition and Renovation
- Blue Lake Waste Water Treatment Plant
- Chisholm Public Safety Building
- City of Cottage Grove HERO Center
- City of Fairmont New Public Works Facility
- Fort Snelling National Cemetery
- Hennepin County
 - Facilities Audit
 - Property Assessments
- Maple Grove Community Center
- Mill City Clinic Landlord Design
- MN DNR Lanesboro Fish Hatchery
- MN National Guard Vehicle Maintenance Shop
- Minnesota Veterans Home Silver Bay
- ND National Guard Fargo Readiness Center
- Rochester Cascade Lake Park
- Rochester Public Transit
 - Bus Garage Addition
 - Rochester Parking Ramp #6
- Savage Intensive Residential Treatment Services
- Sherburne County Government Center
- Wright County Justice Center



TERRA CONSTRUCTION, ON BEHALF OF CITY OF ROGERS

ROGERS INDOOR TURF COMMISSIONING

BUILDING COMMISSIONING SERVICES

June 26, 2025
IEA Proposal #13130 | RFP



(Photo taken from <https://www.rogersmn.gov/rogers-fieldhouse>)

IEA PROPOSAL CONTACT | KEY PROJECT CONTACT

Garett Karalus, PE, CCP
Lead Commissioning Authority
garett.karalus@ieasafety.com 763.315.7900

June 26, 2025



Jake Dalheimer
Terra Construction, on behalf of
City of Rogers
21025 Commerce Blvd, Suite 1000
Rogers, MN 55374

RE: Proposal for "Rogers Indoor Turf Project" Building Commissioning Services

Dear Mr. Dalheimer:

The Institute for Environmental Assessment, Inc. (IEA) is appreciative of the opportunity to submit our building commissioning services proposal/quote for the Rogers Indoor Turf Project, located in Rogers, Minnesota. We look forward to working with Terra Construction and to collaborate as part of the project team.

IEA's commissioning team and service culture is based upon implementing a project that focuses on maintaining clear communication and documentation. Our team strives to ensure project consistency, along with adhering to project timelines and closeout.

As requested, our signed RFP acknowledgement for this project can be found in Appendix A.

If you have any questions or concerns regarding our proposal, please contact us at 763.315.7900 or at garett.karalus@ieasafety.com. Thank you for considering IEA's qualified commissioning services.

Regards,

Garrett Karalus, P.E., CCP
Director of Engineering
IEA, Inc.

GK/ khb 06202025

Enc.

BROOKLYN PARK
9201 West Broadway, Ste. #600
Brooklyn Park, MN 55445
763-315-7900 / FAX 763-315-7920
800-233-9513

MANKATO
610 North Riverfront Drive
Mankato, MN 56001
507-345-8818
800-233-9513

ROCHESTER
210 Woodlake Drive SE
Rochester, MN 55904
507-281-6664
800-233-9513

BRAINERD
601 NW 5th Street, Ste. #4
Brainerd, MN 56401
218-454-0703
800-233-9513

MARSHALL
1510 Stadium Drive, Ste. #2
Marshall, MN 56258
800-233-9513

VIRGINIA
5525 Emerald Avenue
Mountain Iron, MN 55768
218-410-9521
800-233-9513



TABLE OF CONTENTS

Company Profile	1
Project Team (Resumes and Organizational Chart)	3
Project Management Approach	7
Scope of Work	10
Systems to Commission.....	13
References & Project Experience	14
Proposal Terms.....	17
Authorization to Proceed	18
Appendices	
A – RFP Acknowledgment	
B – General Liability Insurance	
C – General Conditions	

IEA HAS BEEN PROVIDING TRUSTED SERVICES FOR 41 YEARS

IEA CLIENT BASE

Colleges/Universities
K-12 Education
Government Agencies
Hospitals & Medical
Insurance Companies
Property Management
Construction Companies
Architect/Design Firms
Attorneys

IEA QUALIFIED STAFF

Professional Engineers
Certified Cx Agents
Certified Safety Professionals
Certified Industrial Hygienists
Certified Asbestos Designers
Certified Lead Designers
Certified School Risk Managers
Certified Hazardous Materials
Manager



The Institute for Environmental Assessment, Inc. (IEA) is a small business founded in 1984. IEA's offices are located in Brooklyn Park, Rochester, Mankato, Brainerd, Marshall, and Virginia, Minnesota. IEA has a staff of over 70 professionals who provide consultation services in specialized areas. IEA's service areas include asbestos, lead, health and safety, indoor air quality, HVAC consulting, and commissioning/ recommissioning.

IEA's commissioning team has been providing services to facilities throughout Minnesota for over 16 years. Through our expertise, experience, and reputation, IEA's engineering team delivers the most practical, thorough, and up-to-date services in the ever-changing dynamics of commissioning services. IEA has the desired qualifications and is a member of the Building Commissioning Association (BCxA), the AABC Commissioning Group (ACG), and ASHRAE. Our commissioning agent certifications include BCxA Certified Commissioning Professional (CCP) and ACG Certified Commissioning Authority (CxA). IEA also has a registered Professional Engineer on staff.

IEA has provided commissioning services for over 200 facility projects in the last 16 years. Our experience working with clients has resulted in a dedication to providing a commissioning service that focuses on adherence to design, installation and functionality requirements of the systems, and how the ventilation operation will impact the building operators, occupants, and curriculum.

IEA's team is dedicated to commissioning as our primary focus. Our team's time is dedicated to commissioning and building optimization projects. Through our collaborative experience with commissioning, recommissioning, HVAC consulting, IAQ investigations, and ventilation assessments, we have extensive knowledge in a wide variety of typical and specialty HVAC equipment. This provides IEA with the desired skillset for commissioning the Rogers Indoor Turf Project.

IEA is dedicated to professional commissioning that ensures a properly functioning building that meets the owner's project requirements. Often that means retesting issues and using a thorough quality control review process to ensure equipment operates properly through all seasons.

**IEA MN Dept of
Administration Vendor ID:
VN 207361**

COMMUNICATION IS PRIORITY

The overall result of IEA's commissioning and communication approach is to ensure IEA represents as an advocate maintaining the best interests of the owner, and ultimately the people who will occupy the facility.

IEA CORPORATE OFFICE

- IEA maintains and implements an active diversity plan.
- IEA conducts community support programs with associate teams.
- IEA's commissioning services are provided out of our Brooklyn Park office.

IEA is approximately 13 miles or 23 minutes from the Rogers Indoor Turf project.



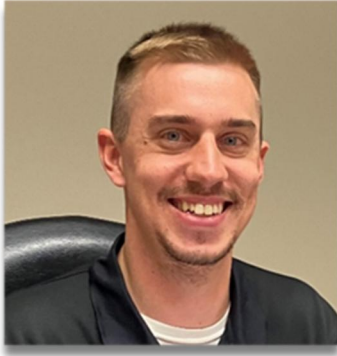
By having a dedicated team of experienced professionals that work closely together on many projects, IEA is able to ensure the commissioning scope is executed to meet the owner's needs.

IEA's communication between design engineer, installation contractors, and the building operators is key to a successful commissioning project. IEA uses a collaborative approach in communication to promote teamwork and results, rather than finger pointing and negativity. IEA's approach to effectively managing commissioning projects focuses on result-driven communication.

- IEA's Lead Commissioning Authority (CxA) manages the commissioning process and correspondence. A single point of contact improves efficiency and accuracy of communication.
- IEA communicates directly with the engineer, general contractor, mechanical contractor, controls contractor, and test and balance contractor, as directed by the owner, to resolve issues.
- Inspections, testing, and reporting are performed with the goal of helping the team members to provide the best system for the owner, as designed and specified. IEA takes extra steps to ensure issues are described and communicated clearly and effectively, often with pictures.
- Issues are communicated with proposed solutions and the responsible party indicated.
- Based on extensive experience commissioning facilities, IEA can identify and thoroughly test potential problem areas. Areas of concern uncovered receive additional attention and extensive testing. Emphasis is given to issues that are most detrimental to the proper function of the system, from the owner's perspective.
- Priority is given to working with the contractor's schedules to complete testing and inspections, without causing delays. IEA coordinates with contractors to be on site during critical installation and testing. Inspections are conducted during construction to catch and correct issues early.

Information Technology

IEA utilizes an adaptive approach to managing and communicating commissioning information which has proven efficient and effective. IEA provides electronic digital copies of issues logs and other reports that are accessible by all responsible parties on the project, regardless of their computer skills and technology proficiency. We can integrate construction software and document websites such as Procore, submittal exchange, Autodesk, PlanGrid, Bluebeam, and others to ensure documents are easy to update, track, and find.



GARETT KARALUS, PE, CCP

DIRECTOR OF ENGINEERING | COMMISSIONING AUTHORITY

As IEA's Director of Engineering, Garrett has experience directing commissioning and recommissioning projects since 2013. He is engaged in all aspects of the commissioning process and has collaborated on or managed over 150 commissioning projects. Garrett has extensive experience with troubleshooting and optimizing HVAC equipment controls and has prior experience in the design and selection of air-handling units and HVAC equipment. He has also conducted and managed building ventilation assessments in industrial and manufacturing settings, welding shops, wood shops, auto repair shops, foundries, metal cutting, plasma and laser cutting, and more.

PROFESSIONAL PROFILE

CERTIFICATIONS

Professional Engineer:
MN #57852

CCP – BCxA Certified
Commissioning Professional

PROFESSIONAL AFFILIATIONS

- ACG
- ASHRAE
- BCxA
- AIHA
- MASMS
- MNCEG

EDUCATION

University of Minnesota,
Bachelor of Mechanical
Engineering, 2013



COMMERCIAL & GOVERNMENT COMMISSIONING EXPERIENCE

- Wright County Government Center – Buffalo, MN
- Itasca County Government Ctr & Jail – Grand Rapids, MN *In Progress
- Faribault County Courthouse – Blue Earth, MN
- Glacial Valley Park New Building – City of Cottage Grove, MN
- Carris Health Redwood CentraCare Hospital – Redwood Falls, MN
- Faribault Foods New Processing Facility – Faribault, MN
- 88th Readiness Division US ARC Building – Arden Hills, MN
- Austin Utilities Central Service Facility – Austin, MN

HIGHER EDUCATION COMMISSIONING EXPERIENCE

- Minnesota State:
 - Detroit Lakes CTC Campus & Wadena CTC Campus
 - Moorhead CTC Campus
 - MN West Community & Technical College
 - Hibbing Community College

K-12 EDUCATION COMMISSIONING EXPERIENCE

- Osseo Area Schools, MN
 - 28 commissioning projects across 19 school buildings
- Crosby-Ironton School District, MN: High School & Elementary School
- School District of Somerset, WI
 - High School, Middle School, and Elementary School
- St. Louis Park Public Schools, MN
 - STLP Middle School & STLP Central Community Center
- Austin Public Schools, MN
 - Austin High School, Tech Wing Annex, MacPhail Center
- Winona Public Schools, MN: Sr. High School Tech Wing HVAC Upgrades
- Cannon Falls Area Schools, MN
 - High School CTE Addition & HVAC Upgrades

COMMERCIAL EXPERIENCE

- Hennepin Technical College, MN: Auto Labs Ventilation Assessment
- Manufacturing Facility Ventilation Assessment: Shakopee, MN



MATHEW MASON, CxA

COMMISSIONING AGENT

Mathew joined IEA in 2017 and has 8 years of experience managing and executing commissioning and retro-commissioning projects for IEA. He is engaged in all aspects of commissioning projects from design phase through warranty phase. He has experience testing, troubleshooting, and optimizing building automation systems. He also has conducted indoor air quality and mechanical ventilation assessments in a variety of space types, including art and science classrooms, wood shops, welding shops, automotive repair shops, industrial and manufacturing facilities, commercial buildings, and more.

PROFESSIONAL PROFILE

CERTIFICATIONS

CxA – ACG Certified
Commissioning Authority

PROFESSIONAL AFFILIATIONS

- ACG
- ASHRAE
- BCxA
- AIHA
- MASMS
- MNCEG

EDUCATION

University of Minnesota,
Bachelor of Mechanical
Engineering, 2016



GOVERNMENT & COMMERCIAL COMMISSIONING EXPERIENCE

- Itasca County Government Center & Jail – Grand Rapids, MN *In Progress
- Carris Health Redwood CentraCare Hospital – Redwood Falls, MN
- Faribault Foods New Processing Facility – Faribault, MN
- Wright County Government Center – Buffalo, MN

HIGHER EDUCATION COMMISSIONING EXPERIENCE

- Minnesota State:
 - Detroit Lakes CTC Campus Controls Upgrade
 - Moorhead CTC Campus Controls Upgrade
 - Wadena CTC Campus Controls Upgrade

K-12 EDUCATION COMMISSIONING EXPERIENCE

- Osseo Area Schools, MN
 - Osseo Senior High School
 - Birch Grove Elementary School
 - Elm Creek Elementary School
 - Fair Oaks Elementary School
 - Rice Lake Elementary School
- School District of Somerset, WI
 - Somerset High School, Middle School, Elementary
- St. Louis Park Public Schools, MN
 - STLP Central Community Center
 - STLP High School, Middle School
- Tri-City United Schools Building Renovations
 - Le Center School
 - Lonsdale Elementary School
 - Montgomery School
 - Tri-City United High School

COMMERCIAL EXPERIENCE

- LEED OA Testing and I-BEAM Audit, Comcast Center, Philadelphia, PA
- Energy Star Verification, 1550 & 1600 Utica Towers, St. Louis Park, MN
- Manufacturing Facility Ventilation Assessment: Shakopee, MN
- Manufacturing Facility Ventilation Assessment: McAllen, TX



BRANDON SCHMIDT, EIT, CCP

COMMISSIONING AGENT

Brandon has been commissioning projects since 2016. He has experienced construction management, design, design reviews, site inspections, testing and troubleshooting building automation systems, and managing corrective issues logs. He has assisted with recommissioning projects which include experience with optimizing control strategies and identifying energy conservation opportunities, and more.

PROFESSIONAL PROFILE

CERTIFICATIONS

CCP – BCxA Certified
Commissioning Professional

OSHA 30 - Construction

PROFESSIONAL AFFILIATIONS

- ACG
- ASHRAE
- BCxA
- AIHA
- MASMS
- MNCEG

EDUCATION

University of Minnesota,
Bachelor of Mechanical
Engineering, 2012

ADDITIONAL PROJECT EXPERIENCE

- Construction Site Inspections
- Issue Resolution
- Kick-Off Meetings
- Procore Software
- TAB Coordination



GOVERNMENTAL COMMISSIONING EXPERIENCE

- Glacial Valley Park New Building – City of Cottage Grove, MN
- Faribault County Courthouse Renovation – Blue Earth, MN
- Saint Paul Schools Trades Shop Welding Ventilation Assessment
- Wright County Government Center – Buffalo, MN

HIGHER EDUCATION COMMISSIONING EXPERIENCE

- Minnesota State:
 - Detroit Lakes CTC Campus Controls Upgrade
 - Moorhead CTC Campus Controls Upgrade
 - Wadena CTC Campus Controls Upgrade

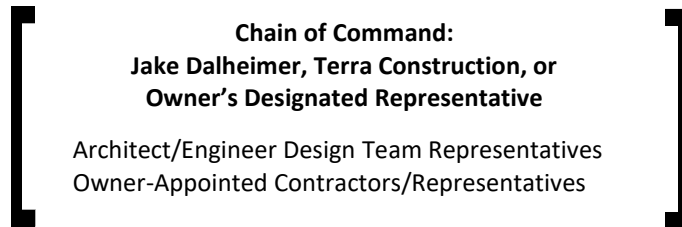
K-12 EDUCATION COMMISSIONING EXPERIENCE

- Brainerd High School Expansion and Renovation*
- Cannon Falls Area Schools: High School CTE Addition
- Crosby-Ironton School District: High School / Elementary Renovations
- Delano High School Expansion and Renovation*
- Delano New Intermediate School*
- Eden Prairie Public Schools: ASC Renovation
- Mabel-Canton Schools: High School Renovation
- Osseo Area Schools:
 - Palmer Lake Elementary Renovation
 - Park Center High School Locker Room Renovation
- Pine Island Public Schools: New Early Childhood Facility
- Randolph School Expansion*
- Richfield Public Schools: Middle School Renovation
- Shakopee High School Expansion*
- St. Charles High School Renovation*
- St. Cloud New High School*
- Zumbro Education District: New Facility

COMMERCIAL EXPERIENCE

- Brewing Facility*
- Cuminidades Latinas Unidas en Servicio Expansion*
- International Institute of Minnesota Expansion and Renovation*
- Manufacturing Facility Ventilation Assessment

**Previous Firm*



GARETT KARALUS | COMMISSIONING AUTHORITY

- Project Oversight
- Project Quality Control
- Inspection & Functional Testing
- Technical Management
- 25% Project Involvement

MATHEW MASON | LEAD COMMISSIONING AGENT

- Lead and Manage Commissioning Project
- Attend Meetings
- Submittal, Document Review
- Construction Inspection & Functional Testing
- TAB Verification
- 50% Project Involvement

BRANDON SCHMIDT | COMMISSIONING AGENT

- Assist with Cx Project
- Writing Functional Tests
- Submittal Reviews
- Construction Inspection & Functional Testing
- Verify Start-up Documentation
- TAB Verification
- 25% Project Involvement

NOTE: IEA's COMMISSIONING STAFF ARE BASED OUT OF OUR CORPORATE OFFICE LOCATED IN BROOKLYN PARK, MN. WITH A STAFF OF OVER 70 EMPLOYEES, IEA HAS THE DEPTH OF PROFESSIONALS NECESSARY TO ACCOMMODATE VIRTUALLY ANY SIZE PROJECT. IN ADDITIONAL TO THE STAFF LISTED IN THIS PROPOSAL, WE HAVE HIGHLY QUALIFIED COMMISSIONING AND DESIGN PROFESSIONALS READY TO ASSIST OUR TEAM AS NEEDED.

PROJECT MANAGEMENT APPROACH

Project Overview

The primary role of the Commissioning Agent on the Terra Construction – Rogers Indoor Turf project is to represent the Owner’s best interests through ensuring the mechanical and electrical systems are installed and functioning properly upon occupancy. Commissioning consists of systematically documenting that specified components and systems have been installed, started up properly, and functionally tested to verify and document proper operation through all modes and conditions. As a priority, the Commissioning Agent is to be an integral part of the team working together with the Design Team and Construction Manager to address and resolve issues as they arise with the goal of delivering a functioning building to the Owner. By having an independent agent, the Owner can ensure that the design and installation is not biased toward benefiting the designers or installers, rather than the owner.

Project Schedule

Upon authorization to proceed, IEA will conduct a commissioning review of the design documents for the Rogers Indoor Turf Project. Dates for the commissioning schedule will be coordinated as the construction schedule progresses. Meetings will be attended virtually as needed to stay up to date on the project.

Teamwork

IEA understands the importance of teamwork on commissioning projects. IEA expects to communicate with the designers, contractors, construction management team (Terra Construction), and building owner’s maintenance staff throughout the project to address commissioning issues in a timely manner. Identifying concerns early in the process and communicating them properly will help to limit additional costs and schedule delays. The commissioning agent also has a role in coordinating the responsibilities of all commissioning team members, to smoothly integrate the commissioning process and achieve the results desired. One of the goals IEA focuses on is an expedited and thorough closeout process, which can only be accomplished by facilitating an environment where all parties are invested in enhancing their project experience, limiting extra costs, and successfully completing a project.

Technical Approach

The IEA commissioning staff are licensed and have the commissioning certification credentials needed to ensure a high level of expertise to fully understand complex building systems. IEA executes the testing and verification following a technical “hands on” commissioning approach, as opposed to simply observing the contractors performing their own verification. Our expertise with controls, building automation systems, and testing, adjusting, and balancing (TAB) allow us to complete a full and independent audit and review of the systems prior to warranty turnover to the Owner.

One of the most frustrating challenges with the commissioning process can be issue resolution. IEA has devised a system that has proven effective over the past ten years in expediting resolution of issues resulting in quicker closeout. Some keys to effective commissioning that IEA utilizes are:

- Our “hands on” direct approach allows us to do the investigative work to provide clearer descriptions of issues and what the problem is and who is responsible, illustrated with photos and pictures, which help to eliminate some of the back and forth communication that can occur while retesting and resolving commissioning issues.
- Logs are maintained and well organized, with dates and history of resolution responses, tests, inspections and updates.
- IEA will ensure that each issues log is communicated to each responsible party, along with follow-up to verify when the contractor will be handling the issue.
- IEA looks out for the owner’s best interest.

PROJECT MANAGEMENT APPROACH

- IEA gives the identified issues the proper expectation for priority, so issues with the largest impact are prioritized over minor issues.

Equipment & Capabilities

IEA owns all of the tools and equipment necessary to complete a full commissioning project. We also have considerable experience in troubleshooting HVAC systems and controls, and verifying and measuring ventilation in many different systems and scenarios. Below is a list of some of the primary equipment and tools we use:

- TSI Alnor EBT 731 Balometer Capture Hood, with detachable micromanometer
- TSI 7575 X Q-Trak IAQ Meter
- TSI 982 Indoor air quality probe with CO
- TSI 962 Air velocity and temperature probe
- TSI 966 Air velocity, temperature, and humidity probe
- Fluke Infrared Thermometers w/ air probes
- Thermal Imaging Camera
- Data Loggers, Volt / Amp Meters

Philosophy

We believe our experience with hands on testing, combined with attentiveness through the post acceptance phase on projects sets us apart. Though all commissioning tasks are important, the closeout phase of the project needs to be prioritized to truly provide a complete final product for the Owner.

The Commission Authority (CxA) shall work with the Owner's appointed Project Manager, Owner's Project Representative, the Architect/ Engineer (A/E) design team, related consultants, and the construction Contractor(s) to administer the commissioning services on behalf of the Owner. This collaboration will assure the Project is designed and constructed in accordance with the Terra Construction Design Standards, and the Contract Documents and Project are completed on schedule, on budget, and to a level of quality commensurate with the Owner's requirements.

The purpose of the commissioning process is to provide the Owner assurance that the mechanical systems have been installed and are operating to meet the design intent. The Commissioning Agent shall provide the Owner with an unbiased, objective view of the system's installation, operation, and performance. The Commissioning Agent will coordinate all commissioning activities with the design professionals, construction manager, contractors, subcontractors, manufacturers, and equipment suppliers.

CONSTRUCTION PHASE

1. Provide commissioning milestone date information to be incorporated into the overall project schedule. Coordinate with the prime mechanical contractor to develop the schedule. Coordinate with the General Contractor or Construction Manager to incorporate in to the overall schedule.
2. Provide a written commissioning plan document to clearly identify the roles and responsibilities of all commissioning team members, specific milestone dates that are incorporated into the overall project schedule, and an outline of the scope of all required field testing. The field testing scope is identified in the Building Acceptance Phase of this specification section.
3. Perform periodic construction site visits concurrent with the installation of the mechanical systems through substantial completion. Provide construction observation reports to identify equipment and system installation deficiencies related to the ability to complete systems testing for the project and for compliance with the plans and specifications.
4. Review submittals (shop drawings) for testability of ventilation equipment, temperature controls, and other water and air flow control devices.
5. Coordinate and conduct regular commissioning team meetings to clearly develop an understanding of the roles and expectations of all construction team members. Identifying deviations from the construction schedule as it relates to completing site testing and developing a plan as necessary to get the project on schedule shall be a primary focus of the meeting. Meetings shall occur weekly during construction leading up to substantial completion and continue at a minimum bi-weekly until all project issues are closed out.
6. Coordinate and direct the system-inspection activities in a logical, sequential, and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, and frequently updated timelines and schedules and technical expertise.
7. Provide project-specific pre-functional tests and checklists. Checklists shall be distributed to the Building Automation Contractor early in the construction process to set the expectation for testing. Gather and review the current control sequences to include the approved control submittals and subsequent construction changes. Coordinate with the contractors and the design engineer to resolve any discrepancies.
8. Develop and implement equipment specific start-up test procedures to validate major equipment startup by contractors. Verify checklists and witness start-up of equipment.
9. Witness the hydronic system flushing procedures performed by the contractor and provide a report of all activities to demonstrate compliance with the specification requirements.

10. Coordinate and lead a test and balance kick-off meeting to include the Test and Balance Contractor, Building Automation System Contractor, and the Mechanical Contractor prior to the commencement of preliminary system balancing to establish quality expectations.

BUILDING ACCEPTANCE PHASE

1. Perform HVAC system functional performance testing through the front end controls interface. It is the intent of the functional performance testing to verify that the system components are wired and mapped correctly in the automation system and that the controlled components act as commanded through their full range of motion. Coordinate with the Building Automation System contractor for access to building automation system necessary to perform testing. Provide staff as necessary to witness functional tests on devices concurrent with responses on the front-end interface. The extent of the functional performance testing is defined by specification section 23 09 93 "BAS Sequence of Operations". Testing shall include:
 - a. 100% point to point verification of all HVAC component operations.
2. Perform HVAC system sequence testing through the front end controls interface. It is the intent of the sequence testing to verify that the system components are controlled to accomplish the intent of the control sequences as written in specification section 23 09 93 "BAS Sequence of Operations". Coordinate with the Building Automation System Contractor for access to building automation system necessary to perform testing. Provide staff as necessary to witness sequence tests on devices concurrent with responses on the front-end interface. The extent of sequence testing is defined by specification section 23 09 93 "BAS Sequence of Operations". Testing shall include:
 - a. 100% verification of system sequences of control
 - b. 100% alarm verification
 - c. 100% graphic representation accuracy
3. At the conclusion of each scheduled testing session, provide a corrective action report to the construction team. The corrective action report shall be a running log of all corrective action items to document deficiencies and to track correction progress.
4. Perform follow-up inspections as necessary to verify that corrective action items are complete. Requests for additional fees for testing will not be accepted.
5. All seasonally dependent system and control operations shall be tested in the appropriate season as weather permits. The testing schedule will be coordinated based on the project needs.
6. Coordinate and oversee the work of the Test and Balance contractor. Review the Test & Balance report for accuracy and spot check report values in the field. Verification of ventilation air flows shall include verification that air flow stations are calibrated and reading within expected tolerance range.

BUILDING TURNOVER/OCCUPANCY PHASE

1. Review the Operations and Maintenance (O&M) manuals for both projects for accuracy and completeness. Provide comments to the Owner and project team.
2. Review all as-built drawings for the projects for accuracy and completeness. Provide comments to the Owner and project team.
3. Develop and submit a final Commissioning Report including a summary of the commissioning scope, a copy of all generated documentation and associated correspondence, and a copy of all field-testing results. The final commissioning report shall be delivered no later than one year after substantial completion.
4. Document that all training of owner personnel as required by the specification has been provided.
5. Attend the 11-month walk-thru sessions for both projects as directed by the project team, and provide comments to the Owner and project team.

SYSTEMS TO COMMISSION

DURING THE SCOPE OF WORK AS DESCRIBED ABOVE, IEA WILL PROVIDE COMMISSIONING FOR THE FOLLOWING BUILDING SYSTEMS AND TEMPERATURE CONTROL SYSTEMS:

- Two (2) Air Rotation units
- Two (2) Furnaces
- Two (2) Air-Cooled Condensing Units
- Four (4) Exhaust Fans
- Six (6) Destratification Fans
- Two (2) Electric Unit Heaters
- One (1) Electric Cabinet Unit Heater
- Egress Pressurization
- Piping, cleaning, and flushing
- Ductwork
- Fire dampers
- Smoke dampers
- Indoor air quality
- Equipment sound control
- Equipment vibration control
- Egress pressurization
- Automatic temperature control system (BAS)
- Review Testing, Adjusting and Balancing (TAB) work

It is the intent that the full extent of the building automation system be tested, as referenced in specification section 23 09 93 "Sequence of Operations".

REFERENCES & PROJECT EXPERIENCE

WRIGHT COUNTY – WRIGHT COUNTY GOVERNMENT CENTER | BUFFALO, MN

(2020-2022)

IEA commissioned the new Wright County Government Center, which is a four-story, 200,000 square-foot standalone building. The building houses various County departments including areas for a driver's license center, board room, health and human services, and land records.

Commissioning was incorporated from the construction phase through the acceptance of the project. IEA provided a commissioning review of the design sequence of operations to the design team and the owner before controls were installed and implemented. Construction site inspections, functional performance testing, and building automation systems were tested and verified. Ventilation spot-checks were compared to the final TAB report to confirm proper balancing methods. The function of the hydronic systems was verified for proper balance. Commissioning during the acceptance phase included reviewing the operation and maintenance (O&M) manuals and verifying that the building owner's training agendas were developed and followed. Systems commissioned included air handling units, makeup air units, VAV systems, chiller systems, boiler, heat exchanger and manifold pumps for in-floor heating and snowmelt system.

Key Staff: Mathew Mason – Project Manager & Lead Cx Agent | Garrett Karalus – Commissioning Agent

Client Contact Information:

Alan Wilczek, Facilities Services Director

Wright County

Contact: 763.682.7382 | alan.wilczek@co.wright.mn.us

CITY OF COTTAGE GROVE – GLACIAL VALLEY PARK BUILDING | COTTAGE GROVE, MN

(2023-2024)

IEA commissioned the new Glacial Valley Park Building which is approximately 5,200 sqft and is designed as a park shelter that also houses flexible use classroom/meeting room spaces, restrooms, and a kitchenette.

Commissioning was incorporated from the construction phase through the acceptance of the project. IEA provided a commissioning review of the design sequence of operations and submittals as part of this project even though brought on after those activities were completed. Construction site inspections, functional performance testing, and building automation systems were tested and verified. Ventilation spot-checks were compared to the final TAB report to confirm proper balancing methods. The function of the hydronic systems was verified for proper balance. Commissioning during the acceptance phase included reviewing the operation and maintenance (O&M) manuals and verifying that the building owner's training agendas were developed and followed. Systems commissioned included air handling Fan coil units, Air cooled condensing units for cooling, a hot water/glycol heating system served by a condensing boiler, and manifold pumps for in-floor heating as well as exhaust fans and other auxiliary heating equipment.

Key Staff: Brandon Schmidt – Project Manager & Lead Cx Agent | Garrett Karalus – Commissioning Agent

REFERENCES & PROJECT EXPERIENCE

ST. LOUIS PARK SCHOOLS – CENTRAL BUILDING DISTRICT OFFICE RENOVATIONS | ST. LOUIS PARK, MN (2022-2024)

The project included an existing dedicated outdoor air system (DOAS) design supplying ventilation to new individual fan coil blower units. IEA coordinated with the construction team, district and contractors for the project work to ensure new equipment and existing equipment were able to be properly integrated to the controls automation system and balanced. This project included a full commissioning scope from the start of construction through the end of warranty phase, including meetings, submittal reviews, installation review, functional testing, and warranty phase commissioning.

The project design included two existing DOAS air-handling units (AHUs) that provide outside air to twenty-three (23) new blower coil units equipped with heating/cooling coils. One existing AHU serves sixteen (16) new VAV boxes equipped with hot water reheat coils. All water coils tie into the existing hot water and chilled water systems. All equipment is controlled through the building automation system.

Key Staff: Mathew Mason – Project Manager & Lead Cx Agent | Garrett Karalus – Commissioning Agent

Client Contact Information:

Jim Langevin, Manager Facilities and Safety
Saint Louis Park Public Schools
Contact: 952.928.6004 | langevin.james@slpschools.org

ELK RIVER AREA SCHOOLS – ROGERS HIGH SCHOOL ADDITION & RENOVATION | ROGERS, MN (2021-2022)

IEA provided commissioning services on the Rogers Athletic Addition and Renovation project serving the 344,238 square feet high school. The project included a new competition gym, weight/fitness center, locker rooms, dance studio, wrestling room, flex classrooms, and lobby. Primary equipment on this project included 3 new AHUs; 2 VAV systems and 1 constant volume, and one energy recovery unit for an existing AHU. The new equipment serves the addition construction classrooms, locker rooms, weight room, and Gymnasium. Other equipment included in the commissioning scope were VAV boxes, destratification fans, finned tube radiation, duct coils, cabinet/unit heaters and a generator. All new and existing HVAC equipment included new controls.

IEA's commissioning scope of work included a review of design, construction installation verification, functional testing, TAB verification (air & water) and warranty period/seasonal follow-up.

Key Staff: Mathew Mason, Garrett Karalus – Lead Cx Agents

Client Contact Information:

Thomas Baranick, Facilities Supervisor
Elk River Area Schools
Contact: 763.241.3405 | thomas.baranick@isd728.org

REFERENCES & PROJECT EXPERIENCE

OSSEO AREA SCHOOLS – OSSEO SENIOR HIGH SCHOOL MECHANICAL UPGRADES | OSSEO, MN

(2019-2023)

IEA has provided commissioning services for 28 projects across 19 Osseo School district buildings. The total building areas commissioned is more than 2,500,000 square feet. Commissioning services conducted from 2016 to the present included design phase reviews, construction meetings, submittal reviews, site inspections, functional testing, and controls troubleshooting, TAB verification, and warranty phase follow-up testing and commissioning through the end of warranty phase.

IEA has commissioned three (3) phases of projects at Osseo Senior High School, a 373,000 square feet facility with new air handling equipment, exhaust fans, auxiliary heating equipment, and modifications to the heating and cooling plants. A wide variety of space types were addressed by these HVAC upgrades. The full commissioning scope was completed for these projects.

Key Staff: Matt Mason – Project Manager | Garrett Karalus & Brandon Schmidt – Cx Agents

Client Contact Information:

Jeff Arthurs
Coordinator of Maintenance Services
Osseo Area Schools

Craig Wokson
Assistant Coordinator of Maintenance Services
Osseo Area Schools

Contact: 763.391.7197 | Arthursj@district279.org

763.391.7198 | woksonc@district279.org

EDINA PUBLIC SCHOOLS – VALLEY VIEW MIDDLE SCHOOL RENOVATION | EDINA, MN

(2020-2021)

IEA provided commissioning services on the HVAC renovation project from construction through 1-year warranty time period. The **124,810 SF** project consisted of replacement and renovation of existing HVAC equipment. Primary equipment commissioning on this project included a new pool RTU, and 8 AHUs serving gyms, locker rooms, theatre, cafeteria, and classrooms. The classroom AHU was VAV, and locker room AHUs included energy recovery wheels. Other equipment on the project included a pool-hot water heat exchanger, new cabinet and unit heaters, finned tube radiation, exhaust fans, a split system, make-up air unit, and VAV boxes. The design included new destratification fan systems in 3 gyms.

IEA's scope of work included construction installation verification, functional testing, TAB verification (air & water), and final report with recommendations for operation of the systems.

Key Staff: Garrett Karalus – Lead Cx Agent

Client Contact Information:

Kory Smith
Custodial Supervisor
Edina Public Schools
Office 952-848-3303

Kory.smith@edinaschools.org

Limitations and Assumptions

It is assumed that IEA will be provided all necessary project documents, plans and submittals in order to complete the scope of work above. It is assumed that IEA will have full access to the construction area to coordinate commissioning site visits and activities with the project schedule, and at any necessary milestone dates. It is also assumed IEA will have full access to the building automation system to execute functional testing.

IEA is not responsible for the construction schedule or the contractor's work.

If IEA's personnel or subconsultants change for this project, the owner must review and approve the replacement personnel. The replacement personnel shall have, at a minimum, equivalent qualifications as the original personnel.

General Liability Insurance

IEA shall provide the specified liability insurance as required. IEA's general liability insurance coverage is found in Appendix B.

Proposal Fee

Our proposed fee for services identified in the above described Scope of Work **\$18,400**

This fee includes reimbursables, equipment costs, project coordination and management, and final report. Fees for investigative work outside the above scope of work will be additional. IEA will issue a change order and get approval from the owner before proceeding with additional work. Monthly invoices for services conducted during that billing period will be provided until project completion (partial billing).

Hourly rates for key individuals working on the project are as follows:

- Lead Commissioning Authority\$185.00
- Commissioning Agent\$165.00
- Administrative Support\$ 95.00

This price offering is valid 60 days from the date of this proposal.

Terms on payment of services are net 30 days after invoicing, with interest added to unpaid balances. Please review the attached General Conditions, which are a part of this proposal, for more detail.

Please note there is a 3% fee for credit card payments.

AUTHORIZATION TO PROCEED

We appreciate the opportunity to present this proposal for building commissioning services. Please sign this authorization to proceed and e-mail garett.karalus@ieasafety.com. Retain the original for your records. We will begin the project at the time we receive this written documentation to proceed.

Regards,



Garett Karalus, P.E., CCP
Director of Engineering
IEA, Inc.

* * *

Please proceed according to the above stated fees, terms, attached General Conditions (in Appendix C), and this Proposal #13130 dated June 26, 2025.

Printed Name

Authorized Signature

Date

PO Number (if applicable)

APPENDIX A

RFP Acknowledgement



763.463.0220
877.604.2118



info@terragc.com
terragc.com



REQUEST FOR PROPOSAL
FOR
COMMISSIONING AGENT SERVICES

ROGERS INDOOR TURF PROJECT
ROGERS, MN

This Request for Proposal (RFP) is being issued to secure a Commissioning Agent on the **Rogers Indoor Turf Project**. The objective of the RFP is to select a firm to verify that building systems work across different disciplines.

The project includes Construction of a new Pre-Engineered Fabric Structure Indoor Turf Fieldhouse in Rogers, MN. The project is currently under construction with the fabric structure nearly complete and interior construction soon to start. Substantial completion is September 2025.

PROPOSAL COST \$ 18,400.00

PLEASE INCLUDE THE FOLLOWING:

1. The scope of work shall also include but not be limited to:
 - a. Review of design documents for commissioning considerations.
 - b. Review of equipment and material submittals.
 - c. Develop & manage a commissioning plan.
 - d. Coordinate with design and construction teams.
 - e. Site observations and documentation during construction.
 - f. Functional performance testing of:
 - i. Pumps.
 - ii. Piping systems.
 - iii. Ductwork.
 - iv. Gas-fired heating and ventilating units - furnaces.
 - v. Split system air conditioning units.
 - vi. Air rotation units.
 - vii. Electric unit heaters.
 - viii. Fans.



21025 Commerce Blvd, Suite 1000 // Rogers, MN 55374

- ix. Fire dampers.
- x. Smoke dampers.
- xi. Indoor air quality.
- xii. Equipment sound control.
- xiii. Equipment vibration control.
- xiv. Egress pressurization.
- xv. Automatic temperature control system (BAS).
- xvi. Testing, Adjusting and Balancing work.

ANTICIPATED SCHEDULE

Date	Action/Event
June 27th, 2025	Proposals Due by 2PM
Thursday mornings at 10am	OAC Meetings – attend virtually as needed
September 2025	Substantial Completion

GENERAL INFORMATION & OTHER ITEMS TO INCLUDE WITH PROPOSAL

1. Fire Sprinkler by others.
2. Meetings will be virtual unless an onsite meeting is necessary.
3. Provide a Statement of Qualifications outlining similar/relevant experiences that respond to this Project Information.
4. Include a schedule of hourly rates by employee classification.
5. The existing building is available to visit. Please reach out to JAKE DAHLHEIMER with Terra if you would like to schedule a visit.
6. Include a filled out and signed acknowledgement copy of this RFP within your proposal.

PROPOSALS DUE

Please submit your proposals no later than **Friday, June 27th, 2025, at 2:00 PM CDT.**

Email your proposal to Jake Dahlheimer at: jdahlheimer@terragc.com

ACKNOWLEDGEMENT

This Request for Proposal has been reviewed, and the scope of work outlined in the RFP is included.

Signature: 

Date: 6-26-25



APPENDIX B

General Liability Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/30/2024

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 AssuredPartners of Minnesota LLC 2685 Long Lake Road St. Paul MN 55113	CONTACT NAME: Kim Rowe PHONE (A/C, No, Ext): (651) 287-1161 E-MAIL: kim.rowe@assuredpartners.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Crum & Forster Specialty Insurance Co INSURER B: Accident Fund General INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No): (651) 644-9137 NAIC # 44520 12304
---	--	---

INSURED
Institute for Environmental Assessment Inc
9201 West Broadway No #600

Brooklyn Park MN 55445

COVERAGES **CERTIFICATE NUMBER:** 2025/26 Master **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 PND CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PRO-JECT ☐ LOC OTHER:			EPK-150306	01/01/2025	01/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			EPK-150306	01/01/2025	01/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			EFX-127236	01/01/2025	01/01/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCP100080845	01/01/2025	01/01/2026	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - EMPLOYER LIMIT \$ 1,000,000
A	Pollution Liability Professional Liability			EPK-150306	01/01/2025	01/01/2026	Pollution Limit \$1,000,000 Professional Limit \$1,000,000 Deductible Per Claim \$2,500

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

FOR INFORMATION ONLY

CERTIFICATE HOLDER FOR INFORMATION 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
---	--

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

APPENDIX C

General Conditions

General Conditions

The word “Consultant” refers to the Institute for Environmental Assessment (“IEA”), the contracting company is referred to as the “Client”. Client agrees to be bound by these General Conditions by accepting the Proposal and engaging Consultant.

The Agreement with you, the Client, is comprised of this Agreement and accompanying written proposal.

1. Scope of Work

Consultant will furnish and perform the professional services specified in Consultant’s proposal (the “Proposal”). The services as set forth in the Proposal (the “Services”) will be provided by Consultant’s personnel at the location of the Client (the “Site”) (hereinafter referred to as the “Project”). If any portion of the Proposal is inconsistent with this Agreement, the terms of this Agreement shall control:

Consultant’s obligation to perform the Services shall terminate upon delivery of a final report within 45 days of Project completion.

In addition to the Proposal, Consultant and Client agree as follows:

A. Right of Access

Unless otherwise agreed in writing, Client will furnish Consultant with right-of-access to the Site and accurate information necessary to conduct the Services, as requested by Consultant.

B. Confidential & Proprietary Information

The Consultant and Client agree not to disclose to others or use any confidential or proprietary information or trade secrets of the other, which may become known to each prior to, during or after the performance of this Agreement without the prior written consent of the other. “Confidential or proprietary information” and “trade secrets” shall mean any information about the other which is neither publicly known nor legally accessible to the other parties from third parties. Prior to the disclosure of any such confidential or proprietary information or trade secrets, each shall obtain the written approval of the other.

C. General

Consultant warrants that the Services it performs under this Agreement will be performed with the care and skill ordinarily exercised by reputable members of its profession practicing under similar conditions during the period of this Agreement and in the same or similar locality. The AIHA-certified IEA laboratory will perform PCM analysis if specified. Other field PCM analysis will be completed by laboratory-approved field technicians, generally under AAR Guidelines.

2. Payment for Services

A. Fee Schedule & Maximum Costs

The fee schedule in the Proposal specifies the amounts due to Consultant from Client for its Services performed under this Agreement.

B. Schedule of Payment

Invoices will be submitted to Client once a month for services performed during the prior month. Payment to Consultant is due upon presentation to Client, and past due after thirty (30) days of receipt of the invoice, in which case a service fee of 1.5% monthly shall be added to the invoice, unless specifically arranged otherwise by Consultant and communicated in writing. Client reserves the right to question any item on any invoice and Consultant agrees, upon Client’s request, to supply such documentation as is necessary to reasonably justify such invoice amount to Client’s reasonable satisfaction. Client agrees to pay Consultant any costs of collection including reasonable attorneys’ fees and costs if payment for Services are not made when due.

C. Expert Fee Expenses

If Client requests Consultant to participate on behalf of Client in litigation regarding the subject matter of this Agreement, Client agrees to pay all of Consultant’s expenses arising therefrom at the prevailing rate for Consultant’s time plus out-of-pocket costs and expenses, including reasonable attorney fees incurred by Consultant in conjunction with the participation.

3. Indemnity & Insurance

A. Indemnity

Consultant shall indemnify and hold harmless Client against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Consultant, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Consultant, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Consultant’s proportion of the total fault which directly caused the damages. Client shall indemnify and hold harmless Consultant against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Client, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Client, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Client’s proportion of the total fault which directly caused the damages.

B. Limitation of Liability

EXCEPT AS EXPRESSLY SET FORTH IN SECTION 1(C) HEREOF, CONSULTANT DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL EITHER CONSULTANT OR CLIENT BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHETHER FOR BREACH OF ANY WARRANTY, FOR BREACH OR REPUDIATION OF ANY OTHER TERM OR CONDITION OF THIS AGREEMENT, FOR NEGLIGENCE ON THE BASIS OF STRICT LIABILITY OR OTHERWISE.

General Conditions (cont'd)

C. Insurance

- (1) Consultant carries coverage and limits of liability insurance as follows:
 - (a) Workers Compensation with statutory limits.
 - (b) Employers' Liability with a minimum policy limit of \$1,000,000.00.
 - (c) Comprehensive General Liability with the following coverage:
 - I. Limit \$1,000,000.00 per occurrence
 - II. \$2,000,000.00 general aggregate
 - III. \$2,000,000.00 products completed/operations aggregate
 - IV. \$1,000,000.00 personal and advertising injury
 - V. \$300,000.00 fire Damage (any one fire)
 - VI. \$25,000.00 medical expenses (any one person)
 - (d) Automobile insurance covering all owned, non-owned or hired automobiles used in connection with the work covering bodily injury and property damage with a minimum combined occurrence limit of \$1,000,000.00
 - (e) Professional Liability (claims made) with the following coverage:
\$1,000,000.00 per occurrence
 - (f) Contractor Pollution Liability (claims made):
\$1,000,000.00 each occurrence
 - (g) Umbrella Liability.
\$5,000,000.00 each occurrence
- (2) Client (or Owner if applicable), Subcontractors and Agents agree to provide Consultant, upon request, Certificate(s) of Insurance signed by the insurer evidencing insurance for premise liability, general liability, auto and workers comp. equal or greater than those limits carried by the Consultant.

- (3) Consultant shall promptly deliver to Client (or Owner if applicable), upon request, certificate(s) of insurance signed by the insurer for the policies described in (3) (C) above, or certified copies of such insurance policies indicating the existence of such coverage. IEA must be listed as both certificate holder and insured, or additional insured on each certificate of insurance.

4. Assignment

This Agreement shall not be assigned by Consultant without prior written consent of the Client.

5. Independent Contractor

Consultant is an independent Contractor and shall not be considered an employee, partner or joint venturer of the Client for any purpose.

6. Restriction to hire employees of Consultant

Client agrees to refrain from hiring, contracting, or retaining the services of Consultant's employees during or within 12 months after the termination of Consultant's services. If Client hires an employee of Consultant in violation of this Section 6 without Consultant's written consent, Client shall pay Consultant a placement fee equal to twenty-five percent (25%) of such employee's annual wages.

7. Notices

Any notice under this Agreement shall be in writing and shall be deemed to be properly given when delivered to an officer of Client or the Consultant's Chief Financial Officer, as the case may be, at their addresses as set forth in the Proposal. The courts located in the State of Minnesota shall have exclusive jurisdiction in any actions commenced by Consultant or Client in connection with this Agreement, the Project or the Services.

8. Applicable Law

This Agreement shall be governed by and construed under the laws of the State of Minnesota. Parties agree to participate in pre-suit mediation prior to commencement of an action.

9. Extent of Agreement

This Agreement, together with the Proposal, represents the entire Agreement between Client and Consultant, and supersedes all prior obligations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument, dated and executed by both Client and Consultant.

10. Termination

Upon completion of the Project, Consultant will, at Client's request, deliver to Client or its designee all records, documents or materials in its possession or control of Consultant which are owned by Client. The obligations and provisions of Sections 1B, 2, 3, 5, 6 and 10 shall survive completion of the Project or termination of this Agreement.



Commissioning Services Proposal for:

Rogers Indoor Turf Facility

Terra Construction

June 27, 2025





**REQUEST FOR PROPOSAL
FOR
COMMISSIONING AGENT SERVICES

ROGERS INDOOR TURF PROJECT
ROGERS, MN**

This Request for Proposal (RFP) is being issued to secure a Commissioning Agent on the **Rogers Indoor Turf Project**. The objective of the RFP is to select a firm to verify that building systems work across different disciplines.

The project includes Construction of a new Pre-Engineered Fabric Structure Indoor Turf Fieldhouse in Rogers, MN. The project is currently under construction with the fabric structure nearly complete and interior construction soon to start. Substantial completion is September 2025.

PROPOSAL COST

\$ 34,200.00

PLEASE INCLUDE THE FOLLOWING:

1. The scope of work shall also include but not be limited to:
 - a. Review of design documents for commissioning considerations.
 - b. Review of equipment and material submittals.
 - c. Develop & manage a commissioning plan.
 - d. Coordinate with design and construction teams.
 - e. Site observations and documentation during construction.
 - f. Functional performance testing of:
 - i. Pumps.
 - ii. Piping systems.
 - iii. Ductwork.
 - iv. Gas-fired heating and ventilating units - furnaces.
 - v. Split system air conditioning units.
 - vi. Air rotation units.
 - vii. Electric unit heaters.
 - viii. Fans.



- ix. Fire dampers.
- x. Smoke dampers.
- xi. Indoor air quality.
- xii. Equipment sound control.
- xiii. Equipment vibration control.
- xiv. Egress pressurization.
- xv. Automatic temperature control system (BAS).
- xvi. Testing, Adjusting and Balancing work.

ANTICIPATED SCHEDULE

Date	Action/Event
June 27th, 2025	Proposals Due by 2PM
Thursday mornings at 10am	OAC Meetings – attend virtually as needed
September 2025	Substantial Completion

GENERAL INFORMATION & OTHER ITEMS TO INCLUDE WITH PROPOSAL

1. Fire Sprinkler by others.
2. Meetings will be virtual unless an onsite meeting is necessary.
3. Provide a Statement of Qualifications outlining similar/relevant experiences that respond to this Project Information.
4. Include a schedule of hourly rates by employee classification.
5. The existing building is available to visit. Please reach out to JAKE DAHLHEIMER with Terra if you would like to schedule a visit.
6. Include a filled out and signed acknowledgement copy of this RFP within your proposal.

PROPOSALS DUE

Please submit your proposals no later than **Friday, June 27th, 2025, at 2:00 PM CDT.**

Email your proposal to Jake Dahlheimer at: jdahlheimer@terragc.com

ACKNOWLEDGEMENT

This Request for Proposal has been reviewed, and the scope of work outlined in the RFP is included.

Signature: Scott Dunnwald

Date: 6/23/2025

Attachments Included: Current set of Construction Documents





6/27/2025

Jake Dahlheimer
Terra Construction
21025 Commerce Blvd, Suite 1000
Rogers, MN 55374

via email: jdahlheimer@terrasc.com

RE: Proposal for Commissioning Services – Rogers Indoor Turf Facility

Dear Mr. Dahlheimer and Team,

KFI Engineers is excited about the opportunity to provide commissioning services for the Rogers Indoor Turf Facility project. At KFI, we understand that well-optimized systems enhance equipment longevity, energy efficiency, and occupant comfort. Our experienced team is committed to ensuring that your new facility operates at peak performance from day one and for years to come.

With deep expertise in commissioning and a collaborative approach, we excel in delivering successful results for complex sports and wellness facilities across the Midwest. We anticipate and address challenges proactively, ensuring seamless integration of all building systems.

What Sets KFI Apart:

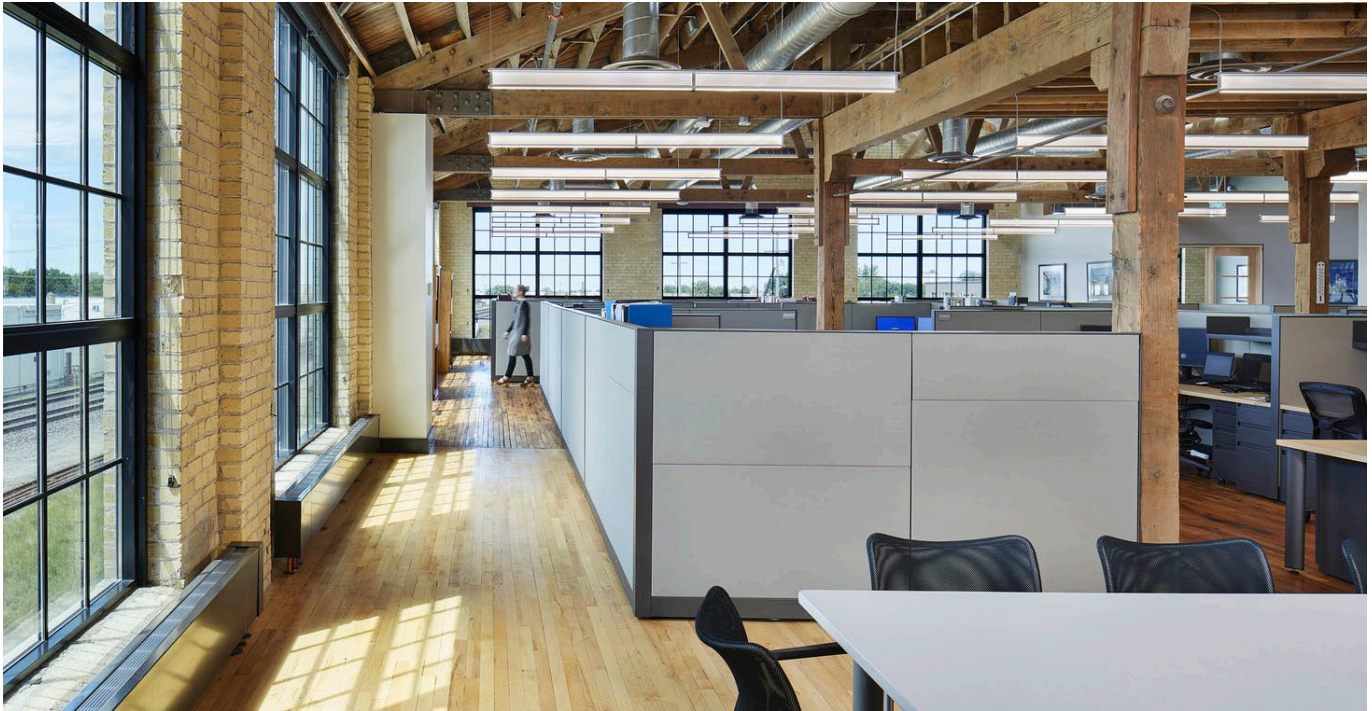
1. **Unmatched Experience:** Over 20 years of industry leadership in commissioning, system optimization, and Owner representation.
2. **Certifications & Expertise:** NEBB-certified in commissioning and test & balance (TAB) for air and hydronic systems, plus ASHRAE commissioning certification.
3. **Skilled Field Team:** Licensed engineers, former TAB and controls technicians, and sheet metal workers—all hands-on professionals who operate and test systems daily.
4. **Advanced Testing Capabilities:** A comprehensive inventory of equipment for air, water, noise, vibration, air quality, and psychrometric analysis ensures precise system evaluations.

At KFI, we believe technical commissioning should be hands-on, with a focus on field inspections and direct equipment testing. This approach guarantees quality performance and long-term operational success.

We appreciate the opportunity to submit our proposal and look forward to collaborating on this important project. Please feel free to contact me at srdunnwald@kfi-eng.com or 651-262-8589. If you find this proposal acceptable, please let me know how you wish for us to proceed with preparing an acceptable, formal agreement.

Best regards,
KFI ENGINEERS

Scott Dunnwald
Project Executive



FIRM OVERVIEW

KFI Engineers (KFI) is an engineering and commissioning firm that provides services for government, educational, industrial, commercial, institutional, retail, and healthcare organizations.

KFI has been providing services since 1998 and continues to be at the forefront of commissioning work in recreation and wellness environments. We have successfully executed numerous high value retrofits and new constructions. Adhering to a diligent standard of care for our clients, we get involved during the design stage to establish the quality level expected on every project. We understand the difference between a proper installation and a marginal one and establish the required quality level early in construction. There is no substitute for measurement and testing. Our NEBB certified commissioning staff utilizes KFI's calibrated testing equipment that's necessary to provide real-time information on system performance.

Our philosophy is simple, whether commissioning our own designs or the designs of others: **treat contractors with respect while remaining firm, fair and timely with complex field situations.** We believe in structured test protocols, point-to-point testing of control systems, the engagement of the Owner's operations staff, and the pursuit of punch list completion.

EXPERTISE:

- Commissioning and recommissioning
- Mechanical and electrical engineering
- Central systems
- Energy audits
- Voice and data systems
- Budgets and detailed cost estimates
- Critical-path scheduling
- Control system design
- Preventative maintenance manuals
- Client training

SERVICES WE OFFER:

- Commissioning, recommissioning, and retrocommissioning
- Controls system design
- Building infrastructure
- Utility systems design
- Process and chemical engineering
- Integrated energy modeling

"You sent an outstanding team down that prevailed through the chaos and somehow effortlessly regrouped and redirected efforts as needed to keep the effort on track and conclude with success. My expectations are always very high and once again you guys exceeded them. Your staff proved to be a perfect combination of design, commissioning, and field experience to turn a situation that I believe under other commissioning contractors would have been a complete failure, into one of the most successful and rewarding experiences one could ask for."

Gary Sorlie, Engineering Director – Abbott Labs

UNIQUE QUALIFICATIONS

KFI understands the level of effort required to meet project goals. Our staff has experience building HVAC and control systems, holds both ASHRAE and NEBB certifications, and has extensive design experience from renovations to new constructions.

Dedicated Commissioning Team

At KFI, we have a dedicated commissioning department with full-time engineers and technicians who understand all aspects of the commissioning process. This is an advantage over other firms whose commissioning team members only intermittently oversee projects. KFI's commissioning staff is in the field daily testing and troubleshooting systems. This allows us to quickly look for and address issues that can be pitfalls for installing contractors.



KFI uses commissioning software for documentation management. Some of the features of these platforms include:

- The Owner and project management team have the ability to see stat-tracking dashboards to identify the active percentage of tests and checklists completed, number of active open issues (and whose responsibility they are), rate of issues identified and completed, as well as other performance metrics.
- Allows contractors to utilize a web interface to execute construction checklists and pre-functional and functional test procedures. Multiple users can access their portions of checklists at once to keep pace in the field instead of handing off completed lists between parties.
- Issues are logged and tracked in real-time as test forms are executed. All parties can see and respond to the issues lists via the web interface to have constant access to the most up-to-date issues log.

Commissioning Certification

KFI's commissioning staff is knowledgeable of industry standards for delivering a quality, successful commissioning project to the Owner. Staff members hold several certifications, including NEBB - Building Systems Commissioning (BSC), AABC ACG Certified Commissioning Authority (CxA), and the University of Wisconsin Qualified Commissioning Process Provider (QCxP). Active within the NEBB BSC certification program and committee, KFI's staff provides technical updates and instructing at seminars, including two individuals who have served as president of the organization. Dedicated to the pursuit of continued education, our certifications and NEBB BSC leadership ensure that we are leading the industry rather than following it.

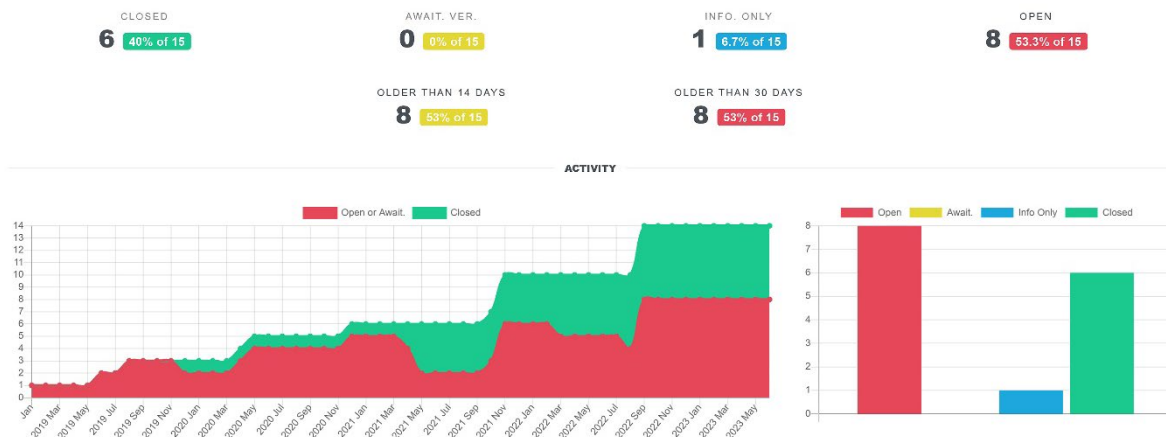
Test & Balance Certification

KFI is a NEBB test and balance (TAB) certified firm for both air and hydronic systems. Our staff is proficient in industry-standard TAB procedures, required reporting, and the application of TAB instrumentation. KFI has the background to identify deficiencies and perform necessary independent investigation into air-side or hydronic issues to assist with identifying solutions.

Controls Design

The experienced programmers on staff at KFI understand the details necessary to control a building. We regularly write the programming code alongside system designers to ensure that nothing is lost in translation. Over a dozen of our staff members hold Niagara AX/N4 certifications. An expanded controls design allows us to deliver what is needed for equipment to perform in concert. Controls strategies are simulated and tested in our controls lab prior to release. We excel at creating well-defined, industry-standard, written sequences of operation and basic schematics. In addition, we offer documents beyond these to include schematics enhanced with control arcs, function block diagrams, graphical user interface layouts, and installation drawings.

BlueRithm Tracking Dashboard Example



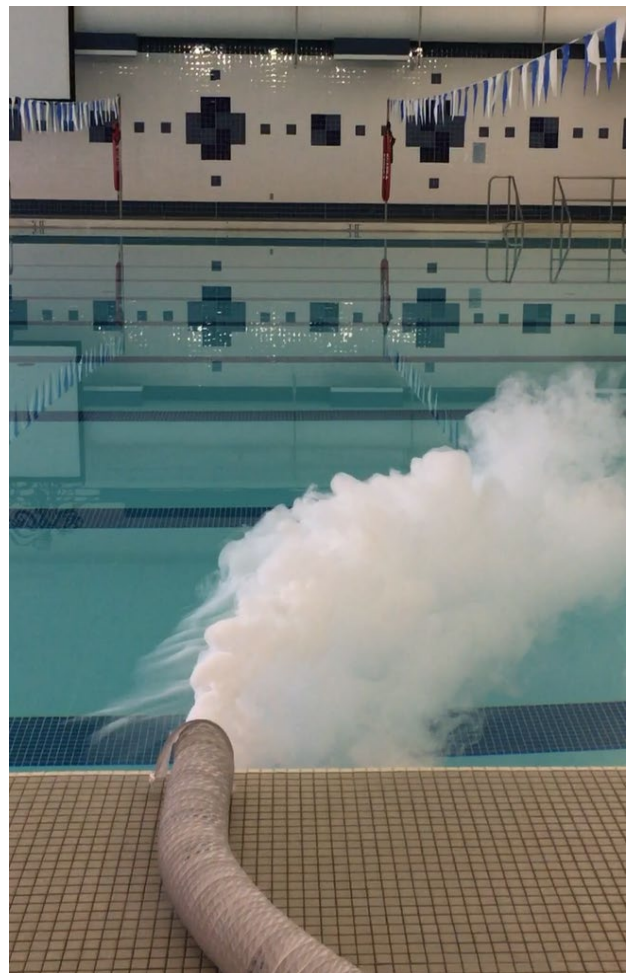
WHY COMMISSIONING?

For a high-use public facility like the Indoor Turf Facility, where systems run up to 18 hours a day, ensuring your mechanical, BAS, and plumbing (MEP) systems function correctly from day one is critical. Without proper commissioning, owners can face **years of troubleshooting, repeated contractor callbacks, excessive energy costs, and increased maintenance expenses**, all of which add up to operational inefficiencies and frustration.

Even a well-designed system can **waste significant energy** if not properly commissioned. Issues like **building pressure imbalances, inconsistent heating and cooling, and simultaneous heating and cooling** can result in excessive energy consumption and occupant discomfort. Studies from the **Lawrence Berkeley National Laboratory (LBNL)** show that commissioning can reduce energy use by **5–16% in new buildings** and **10–20% in existing buildings**, with a typical payback period of **less than five years**. Our internal calculations revealed that KFI's typical payback period was closer to 2.5 years.

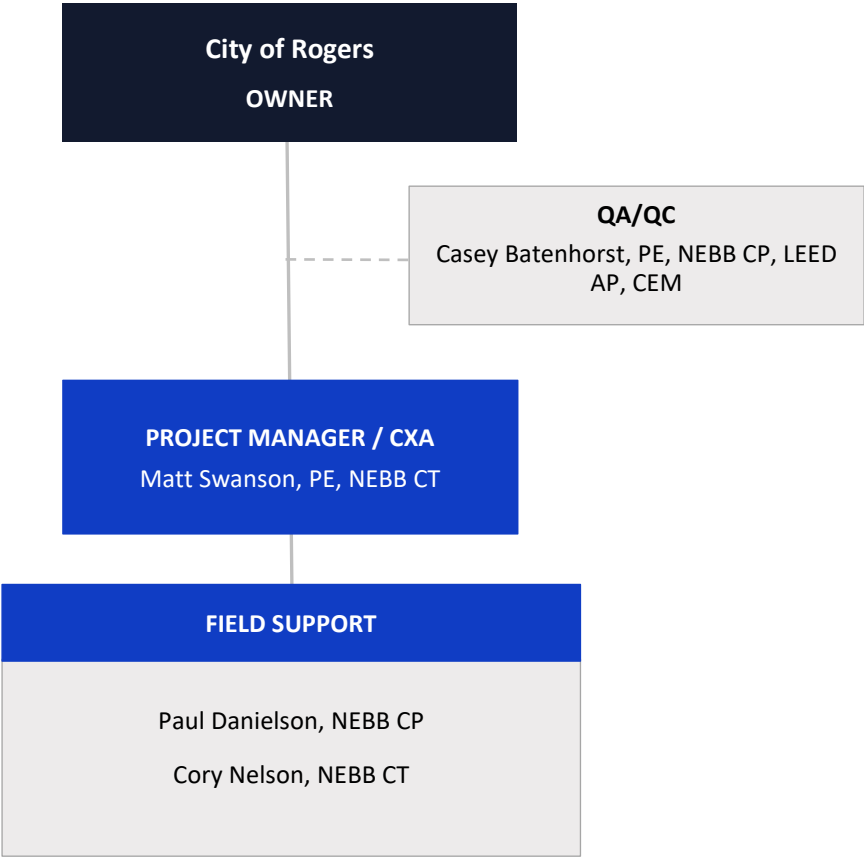
In addition to commissioning athletic facilities, our team is frequently called upon to correct issues retroactively—particularly in complex environments like natatoriums and pool-adjacent spaces. Systems in these areas must interact precisely to manage humidity, air quality, and temperature, both within the pool area and in adjacent zones. If these issues are not identified during commissioning—or ideally in the design phase—they can be **extremely costly and disruptive** to correct later.

Beyond energy savings, commissioning ensures that facility operators receive **comprehensive training, full system documentation, and a clear understanding of how to optimize performance**. This investment not only enhances occupant comfort and safety but also protects the owner's financial investment, allowing the facility to run at peak efficiency for years to come.



PROJECT TEAM

Below is an organizational chart outlining our proposed team and structure. Resumes, including team member credentials can be provided upon request.



PROJECT APPROACH

KFI has practiced technical commissioning methodology since our company's inception. Technical commissioning places an emphasis on the commissioning authority and technicians taking active part in the construction, installation, and operational tests in the field in lieu of creating checklists for contractors to complete themselves. This style of commissioning provides an unbiased, independent review of the commissioned systems, and delivers true value to the project. Included below are several key aspects of our commissioning approach which will be implemented on your project.

KFI benefits the project by proactively identifying issues as early as possible. To implement this practice, a commissioning team needs expertise in all areas of design and construction. Our team has unique industry diversity and experience that other firms cannot match:

- A unique blend of commissioning engineers, controls technicians, former design engineers, facility engineers, and tradesmen experienced in sheet-metal and pipefitting.
- TAB certified commissioning personnel
- Routine performance of retro-commissioning and system troubleshooting in existing facilities, which requires our team to diagnose the root cause of issues and either correct them ourselves or design the solution to the issue.

A thorough construction phase installation review is paramount to prevent turnover delays during testing. KFI's commissioning agents actively inspect systems to identify installation deficiencies while they are still easy to correct. We also perform the following in addition to ensuring construction details and specifications are met:

- Ensure manufacturer requirements are maintained. The ever-evolving technology in building systems requires continued research by our personnel, ensuring equipment is installed properly to allow optimal performance.
- Use our experience as installation professionals to ensure quality workmanship is maintained.
- Verify equipment access is maintained. This is critical not only for future Owner maintenance needs, but to ensure that all equipment can be accessed during TAB and start-up processes.

A poorly executed TAB process can be as devastating to facility operations as a bad controls installation. KFI will review the final TAB report for both completion and accuracy to the project documents, as well as conformance to the plan, process, and demonstration results. We will also ensure that critical data such as calibration factors and system differential setpoints are documented in the report for future Owner reference. This has proven critical in the past if a controls system suffers a component failure and loses all existing setpoints.

The heart of the commissioning process is functional performance testing. KFI implements a testing process beyond setpoint adjustments to test sequences and review automation trend logs. 'Real' commissioning is a technical, comprehensive process involving hands-on inspection and technical knowledge of the controlled systems, devices, and applications. We utilize our troubleshooting proficiency to identify issues the contractors themselves did not recognize.





KFI can identify the root cause of a problem rather than merely documenting the failure.

Our multi-step testing process includes:

- Contractor performance of a preliminary self-check prior to functional performance testing with our team. This shakes out minor issues by the contractor, so our personnel can focus on optimizing the system.
- Physical verification of the controlled devices and sensors to confirm installation compliance with manufacturer requirements for optimal performance.
- Review of Building Automation System (BAS) graphics to ensure the animated graphical displays match the physical locations of sensors and devices in the systems or equipment.
- Alarm devices are tripped to verify that alarms are properly displayed and that the appropriate shutdown sequences are followed.
- Sequence verification includes initial setpoint adjustments and overrides to prove immediate functions. Reviewing sequence trends after the facility is occupied is a critical follow-up step to ensure the automation system properly controls the functions under load, without significant overshoot or hunting problems. Testing includes normal mode, alarm sequences, and applicable emergency modes of operation.

After the above tests have concluded and issues are corrected, integrated systems testing is conducted to ensure the facility functions properly as a whole.

We will utilize key trend reviews and point verifications at the terminal level to provide the best value to the Owners while identifying issues prior to turnover.

All issues are tracked on KFI's standard forms and issued at the end of each testing session. KFI does not accept corrections until they are verified by our team.

Our commissioning personnel are used to collaborating with engineers and contractors on any issues that may arise. This is important because a unified project team that collaborates to resolve issues in a timely manner leads to a successful project. We encourage contractors to be present and to assist with the functional performance testing. This leads to the understanding and acceptance of issues discovered.

KFI understands that we are not the engineer of record, nor do we try to be. There may be instances in which we find solutions that differ from the project documents. In these cases, we will provide suggestions to the design architect or engineer for consideration. In the end, we ensure all direction related to our issue logs come from the architect, engineer, or the Owner, not the commissioning authority.

KFI's technical commissioning approach works, resulting in the delivery of a quality project. Our thorough post-construction efforts ensure these results continue to be achieved.

PROJECT UNDERSTANDING

We understand that the City of Rogers is building an 80,000 square foot pre-engineered facility featuring a synthetic turf field, batting cages, playground and multipurpose sports spaces. The addition is currently under construction with substantial completion expected in September 2025.

SCOPE OF WORK

KFI will commission the following systems:

1. HVAC Systems and Associated Controls
 - Pumps
 - Piping systems
 - Ductwork
 - Gas fired heating and ventilating units – furnaces
 - Split system air conditioning units
 - Air rotation units
 - Electric unit heaters
 - Fans
 - Fire dampers
 - Smoke dampers
 - Indoor air quality
 - Equipment sound control
 - Equipment vibration control
 - Egress pressurization
 - BAS
 - Test & Balance Review

The commissioning tasks to be performed include:

Construction & Acceptance Phases

1. Develop a Commissioning (Cx) Plan. Update the Cx Plan throughout the project. The Cx Plan will identify members of the Cx team, roles and responsibilities of each team member, the Cx schedule, and provide a narrative of Cx tasks.
2. Review the project schedule and provide the construction team Cx milestones and task durations for inclusion in the official project schedule.
3. Attend and lead Cx kickoff meeting to assist with Cx coordination.
4. Review initial equipment submittals for the commissioned systems concurrent with the design team. Submittal review comments will be forwarded to the design team for consideration and official inclusion in their submittal review comments.
 - Participate in a temperature controls workshop with the design team, owner, and contractors to review the controls submittal.
5. Develop custom construction checklists after all submittals have been approved by the design team. KFI will review the checklists' information in the field to verify accuracy. Checklists include:
 - Delivery acceptance criteria to confirm supplied equipment matches submittals.
 - Verification checks to observe if installation correlates with the details, specifications, and manufacturer requirements.
 - Contractors will complete any contract document requirements for pre-functional verifications that verify equipment startups, BAS point-to-point verifications, and preliminary sequence checks.
6. Perform four (4) construction site visits during the project. During the site visits, we anticipate the following tasks:
 - Review contractor progress on the construction checklists.
 - Review equipment and system installations for conformance to the construction documents, industry standards, manufacturer recommendations, and KFI experience. Document deficiencies on observation reports and forward them to the project team for review and action.

- Conduct commissioning meetings to review progress on Cx tasks (and provide agendas, minutes, etc.). We will coordinate site visits to coincide with regular construction meetings whenever possible to make best use of everyone's time. When we cannot attend construction meetings, we will review meeting minutes and provide comments where necessary. We have budgeted to participate in five (5) additional construction meetings virtually.

Site visits are anticipated around the following milestones:

- Cx kickoff (near the beginning of MEP rough-in)
 - General MEP rough-in progress
 - Final installation review
 - Review hydronic flush and fill plan developed by the contractor
 - Witness select start-ups (Boilers, Chillers, AHUs, Generator)
7. Review start-up plan from contractors (and provide comments), review start-up documentation for completeness and accuracy (and provide comments).
 8. After reviewing and accepting the controls contractor self-testing (pre-functional testing) documents, KFI will execute functional performance testing at the sampling rates identified above. HVAC testing includes the following tasks:
 - Point-to-point verification including sensor calibrations and input/output verification.
 - Review graphics for accuracy to systems, menu operability, links, and schematic accuracy.
 - Perform sequence testing through a combination of setpoint adjustments, trend reviews, and manual overrides.
 - Perform integrated systems testing.

KFI anticipates approximately seven (7) trips during this phase to perform functional testing and retesting.

9. Provide one seasonal testing trip of HVAC systems to review sequence testing of equipment under appropriate loads in all seasons.
10. Document functional test deficiencies on the Master Issue Tracking List and assist the project team in verifying corrective actions are performed. After written notification of correction, KFI will retest deficiencies. KFI considers one retest part of the normal scope of work. Additional retests will be at the contractor's expense.
11. Execute a TAB review. KFI's review includes the following tasks:
 - Conduct a TAB coordination meeting to review the TAB Plan with the project team.
 - Witness contractor procedures in the field.
 - Randomly sample up to 10% of TAB values in the field at the conclusion of TAB work.
 - Review the completed TAB report.
12. Review O&M manuals and provide comments to the project team. Review equipment warranty information provided in O&Ms.
13. Review contractor training plan for the owner including reviewing and approving training agendas, verifying the execution of the training, and ensuring the training sessions meet the owner's needs. In addition, we will encourage the facility operators to participate in the testing process with KFI.

Closeout Phase

14. Provide a final commissioning report in PDF format at the conclusion of the project:
 - Provide a summary of the commissioning process (including a summary of any open issues and associated documentation), a building/system description, a review of the tasks executed, and a summary of the testing methods executed for future reference by the owner.
 - Include all commissioning documentation from the tasks identified above.
 - Provide a summary of equipment deficiencies with regard to performance/efficiency, executed documentation, and training.
 - Provide recommendations for any of the systems.

CLARIFICATIONS

1. KFI is not responsible for the schedule of documents submission by the design team or Owner to KFI for review.
2. KFI reserves the right to copy the Owner on all commissioning correspondence.

- 3. We have included one (1) review of equipment and controls submittals in our base fee. Review of resubmittals will be considered an additional service.
- 4. Distribution of commissioning-related review comments, issues logs, and checklists will be through KFI’s forms or web tools. We have not included time for reformatting our documents into other software platforms.
- 5. Preliminary Cx Report - As commissioning agent, KFI is not responsible for managing contractors to meet substantial completion schedule or occupancy deadlines. If construction schedule or delays does not provide adequate time for all commissioning activities prior to substantial completion, KFI will provide a status letter to code officials on current state of system operations and anticipate schedule to complete all functional tests.
- 6. Building envelope/enclosure commissioning tasks have not been included in this proposal. We can provide this service for an additional service if necessary.

PROPOSED FEE

KFI will provide commissioning services described in the scope of work section for the base fee provided below. Direct and reimbursable costs are included in our base fee.

Task	Proposed Fee
Base Commissioning	\$34,200.00

Attachments:
KFI Hourly Rates
KFI Project Highlights

KFI Engineers Standard Rates

*Effective 01/01/2025 through 12/31/2025

Mechanical, Electrical, and Chemical Engineering Staff

Engineer IV	\$238
Engineer III	\$211
Engineer II	\$196
Engineer I	\$184
Senior Designer	\$196
Designer III	\$184
Designer II	\$165
Designer I	\$152
Project Manager	\$218

Fire Protection Engineering Staff

Engineer IV	\$240
Engineer III	\$213
Engineer II	\$197
Engineer I	\$186
Senior Designer	\$197
Designer III	\$186
Designer II	\$167
Designer I	\$153
Project Manager	\$221

Structural Engineering Staff

Engineer IV	\$223
Engineer II	\$179
Engineer I	\$158
Senior Designer	\$173
Designer II	\$140
Designer I	\$127

Commissioning and Controls Services Staff

Controls Design Manager	\$238
Technician III	\$211
Technician II	\$196
Technician	\$184
Technician Aide	\$90

Ancillary Staff

Principal	\$267
Senior Technical Specialist	\$264
Energy Modeling Engineer	\$211
BIM Manager	\$205
Field Representative	\$205
Project Executive	\$184
IT - Project Specific Services	\$165
Finance & Legal - Project Specific Services	\$165
Marketing - Project Specific Services	\$165
HR & Admin - Project Specific Services	\$165
Project Coordinator	\$124

If a single person serves in more than one role, the higher rate is used as the bill rate. Rates are subject to annual increases.

Delivery / Courier	Cost Plus 10%
Mileage	Federal Govt. Rate
Travel	Cost Plus 10%

Meter/Equipment Rental:

Data Loggers	\$100/per wk
Thermal Imaging	\$250/per day
Rented	Cost Plus 10%
3D Scanning (Excludes Labor)	\$300/ per day

Our rates include:

Internal printing costs
Postage, fax, long distance and cell phone
Internet
Truck and manual tool charges
Calibration of Equipment
Overtime

Our rates do not include:

Plan Review Fees
Printing costs for distribution sets
Subconsultants
Testing (other than KFI)
Premium for legal assistance



Fargo Parks District

Fargo Sports Complex

Commissioning Services

The Fargo Sports complex houses a variety of sporting venues for the public, including indoor turf, walking track, hard court basketball and volleyball spaces, offices, therapy, sports medicine, athletic training spaces, and concessions. KFI was brought onto the project during the start of construction. Several spaces within the complex are connected, which can create operational issues if systems are not set up correctly.

Phase I included space for indoor turf, an indoor suspended walking track, indoor hard court basketball/volleyball spaces, office space, therapy space, sports medicine and athletic training space, concessions, and public and support spaces. Phase II included additional courts, rinks, and a multipurpose area, adding roughly 138,000 square feet of indoor area. The equipment consists of a variety of air handling units and terminal equipment to condition the space, along with chilling equipment for the ice rinks.

KFI conducted construction site visits to ensure installations met design and industry standards. KFI performed 100% testing of mechanical, lighting, and domestic water heating systems as well as generator blackout testing.

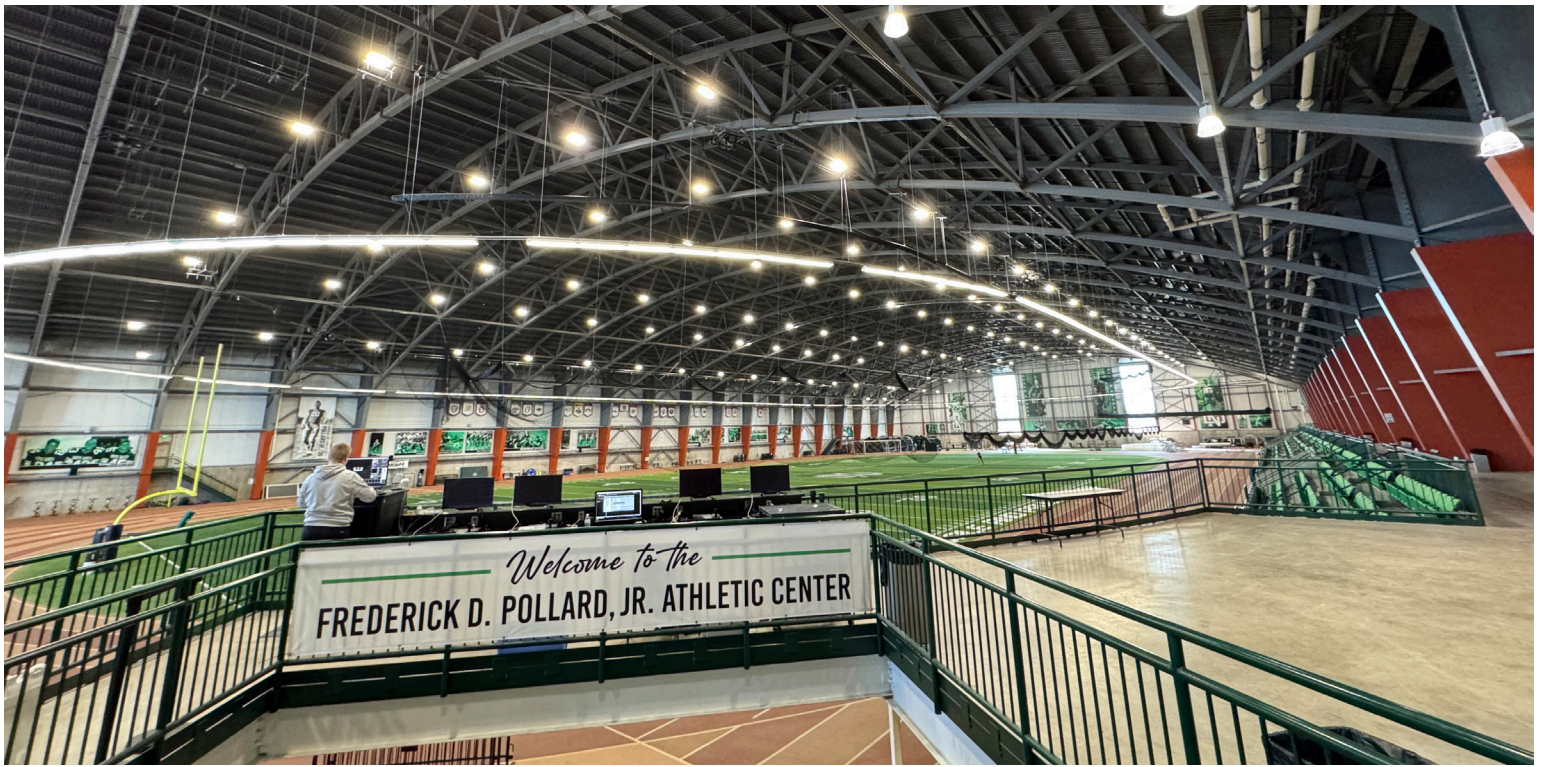
LOCATION:
Fargo, ND

OWNER:
Fargo Park District

SQUARE FOOTAGE:
Phase 1: 275,000
Phase 2: 138,000

CONSTRUCTION COST:
Phase 1: \$68,782,637

COMPLETION DATE:
Phase 1: May 2024
Phase 2: January 2025



University of North Dakota

Frederick D. Pollard, Jr. Athletic Center Addition

Commissioning Services

The Frederick D. Pollard, Jr. Athletic Center addition provides new locker rooms for cross country, football, softball, and track and field for the main athletic center. The project also included training and office rooms, a large weight room, new sports medicine and treatment areas, as well as a hydrotherapy area.

The equipment commissioned included boilers, steam heat exchangers, an air-cooled chiller, and dehumidification units.

The University of North Dakota has an in-house controls team that build their own graphics on their server. KFI worked closely with the project team in order to ensure that the controls contractor was able to provide the school with all of the information they needed, as well as provide KFI with enough information to complete testing.

LOCATION:
Grand Forks, ND

OWNER:
University of North Dakota

SQUARE FOOTAGE:
33,750

CONSTRUCTION COST:
\$20,000,000

COMPLETION DATE:
March 2025



North Dakota State University

Sanford Health Athletic Complex

Commissioning Services

KFI was contracted to provide commissioning services for this 255,000 square-foot addition and renovation to the newly branded Sanford Health and Athletic Complex at North Dakota State University. The facility houses the University's basketball arena with seating for 5,700 fans, a basketball practice facility, wrestling wing, athletic department offices, sports medicine, strength and conditioning spaces, locker rooms, and team meeting spaces.

KFI began the commissioning process during the construction phase of the project. As systems came online, KFI conducted functional performance testing on the heating and cooling plants, 17 air handlers and associated VAV boxes, thermal recovery units, and exhaust fans. Any issues discovered during this process were sent to the project team for resolution. KFI then provided a retest of the systems to ensure functionality before accepting them as having been corrected.

LOCATION:
Fargo, ND

OWNER:
North Dakota State University

SQUARE FOOTAGE:
255,000

CONSTRUCTION COST:
\$50,000,000

COMPLETION DATE:
March 2017



South Dakota State University Wellness Center Expansion

Commissioning Services

The Student Wellness Center addition at South Dakota State University involved the construction of approximately 60,000 square feet of new space and renovation of approximately 3,000 square feet of existing space, including all associated mechanical and electrical work. This project was delivered under the Construction Manager-At-Risk method. The project was awarded LEED Silver rating with KFI serving as the commissioning agent for the Fundamental and Enhanced commissioning requirements, including Option 2 Envelope Commissioning for the EA Credit: Enhanced Commissioning. The new space houses an additional fitness area, basketball court, multi-activity court, racquetball courts, a group fitness studio, offices, and a student health clinic.

The building utilizes energy recovery units coupled with a variable air volume (VAV) system. KFI provided construction observations and inspections to ensure quality work was being performed. KFI performed technical commissioning and functional performance testing on 100% of the HVAC, lighting, and domestic water systems. KFI also managed the building envelope commissioning subconsultant. After all systems were in compliance and functioning properly, KFI delivered a final report to the University highlighting our findings and project documentation.

Some unique features of the project included:

- District cooling and heating water systems
- Air-to-air energy recovery ventilator with enthalpy plate exchanger

LOCATION:
Brookings, SD

OWNER:
South Dakota State University

SQUARE FOOTAGE:
60,000 - New
3,000 - Existing

CONSTRUCTION COST:
\$11,000,000

COMPLETION DATE:
Spring 2019

AWARDS & CERTIFICATIONS:
LEED® Silver



City of Marshall

Southwest Minnesota Regional Amateur Sports Center

B3 Commissioning Services

KFI was contracted to provide State of Minnesota B3 commissioning services for the City of Marshall's new multipurpose sports center. The new sports facility is a regional event center that includes two indoor ice sheets, ten team locker rooms, two meeting rooms, club room and seating for approximately 1,400 spectators. The venue features four ball fields, a concessions, toilet, and storage facility, outdoor gathering space and tiered spectator viewing areas at each ball field. Additionally, the space will be used for trade shows, expos, art fairs, and other large events. KFI provided commissioning on the mechanical systems and associated controls throughout the facility.

KFI's technical commissioning began early in the construction phase with participation in on-site construction meetings. As equipment became operational, KFI commenced functional testing on the equipment and systems. Issues discovered during functional testing were logged in an issues log and forwarded to the project team for review and resolution. Once issues had been corrected by the project team, KFI conducted retesting of the deficient issues to ensure proper operation. In addition to performance testing, KFI's NEBB certified staff performed an in-depth review of the test and balance values and report. A final report was delivered to the owner highlighting KFI's findings and documentation from the project.

LOCATION:
Marshall, MN

OWNER:
City of Marshall

SQUARE FOOTAGE:
78,250

CONSTRUCTION COST:
\$4,500,000

COMPLETION DATE:
May 2016



City of Hermantown

NorthStar Ford Arena

Commissioning Services

KFI is currently providing construction phase commissioning for the expansion of the NorthStar Ford Arena in Hermantown, MN. The project, part of Hermantown's broader community and recreation initiative, includes the construction of a new indoor ice arena and increasing accessibility throughout the facility, with a combined area of approximately 64,000 square feet. KFI is providing technical commissioning comprehensive of HVAC, lighting controls, test and balance, and the building automation system.

Key features of the expansion:

- **Second ice sheet:** the addition of a second indoor ice rink will accommodate the increasing demand from local hockey teams and community programs.
- **Enhanced spectator experience:** the arena will feature nearly 700 individual collegiate-quality spectator seats, arranged in a top-loaded configuration accessible through a spacious, south-oriented lobby. There is also a 360 degree viewing mezzanine with a walking track for public use.
- **Accessibility improvements:** all athletic amenities, including locker rooms, are situated on the ice level to eliminate barriers and enhance accessibility for all users.
- **Community connectivity:** A new pedestrian connection will link the high school, middle school, NorthStar Ford Arena, and the YMCA at Essentia Wellness Center, creating a unified campus for athletics, education, and wellness.

The project remains on schedule for completion by December 1, 2025, aiming to serve the community during the 2025-2026 hockey season.

LOCATION:
Hermantown, MN

OWNER:
City of Hermantown

SQUARE FOOTAGE:
64,000

CONSTRUCTION COST:
\$25,000,000

COMPLETION DATE:
December 2025

Building Envelope Consultation Services Proposal



PREPARED FOR

Jake Dahlheimer
Terra Construction

PROJECT

Indoor Turf Fieldhouse I Rogers, MN

Lerch Bates No. P0100061534

6.27.2025

Jake Dahlheimer
Terra Construction
21025 Commerce Blvd, Suite 1000
Rogers, MN

RE: BUILDING ENVELOPE CONSULTATION SERVICES PROPOSAL

Indoor Turf Fieldhouse I Rogers, MN

Dear Jake:

Lerch Bates (LB) is pleased to submit this building envelope consultation & performance testing services proposal for the Indoor Turf Fieldhouse project in Rogers, MN. LB's proposal has been prepared based on the provided RFP, our communications with JLG Architects, and our experience on similar projects nationwide.

The project consists of a new approximately 97,500 indoor synthetic turf athletic facility to be used for soccer, baseball, lacrosse, football, hockey dryland training, walking and exercise. LB understands the project will incorporate elevated sustainability standards through the 2024 Minnesota Energy Code requirements for ASHRAE 90.1-2019 as it relates to the design and installation of the continuous air barrier assemblies. LB's proposal includes services for compliance of these requirements through **Exception 3 of Section 5.4.3.1.1, 5.9.1.2 Verification of the Design and Installation of the Continuous Air Barrier and alternatively through Whole Building Air Leakage Testing.**

As a local consulting firm that specializes in building enclosure systems, LB is well suited to aid the project team in this capacity. Thank you for the opportunity to submit a proposal for these services. Please contact our office should you have any questions or require any additional information. We look forward to working with your team.

Sincerely,
Lerch Bates



John Zawadsky, P.E., MBA
Sr. Market Development Consultant

Attachments: Contractor Preparations Measures for Air Leakage Testing

Proposal Summary & Fees

Building Envelope Consultation services including the following in alignment with the 2024 Minnesota Energy Code requirements for **ASHRAE 90.1-2019, Exception 3 of Section 5.4.3.1.1, 5.9.1.2 Verification of the Design and Installation of the Continuous Air Barrier.**

Building Envelope Consultation:

Compliance Path 1 of 2 **\$17,775**

In alignment with the 2024 Minnesota Energy Code requirements for **ASHRAE 90.1-2019, 5.4.3.1.1,**

Whole-Building Air Leakage

PHASE 605: AIR BARRIER TESTING

1. Air barrier test plan development
2. Plan and building preparation conference call
3. Building preparation verification
4. Pre-test meeting with client and owner (concurrent with air barrier testing)
5. Air barrier performance testing
6. Immediate data analysis and results
7. Infrared thermography diagnostics
8. Supplemental smoke diagnostics (if requested/necessary)
9. Final report

Compliance Path 2 of 2 **\$14,400**

Alignment with the 2024 Minnesota Energy Code requirements for **ASHRAE 90.1-2019, 5.4.3.1.1, Whole-Building Air Leakage**

PHASE 110: DESIGN REVIEW – AIR BARRIER ONLY

\$8,050

1. One (1) technical plan and specifications review with report

PHASE 145: QUALITY ASSURANCE OBSERVATIONS

\$4,400

1. Two (2) on-site quality assurance observations with reports (\$2,200 each)
2. *Two (2) observations are required for minimum compliance. Based on the project size, complexity and building use, LB recommends a minimum of four (4) on-site quality assurance observations.*

PHASE 155: CLOSEOUT DOCUMENTATION

\$1,950

1. LB will provide the owner documentation to satisfy ASHRAE 90.1-2019 Section 5.9.1.2 (c) for building air leakage.

Please note that the above services and quantities have been prepared based upon our experience on similar projects, the provided documents and the 2024 Minnesota Energy Code Requirements. If necessary, we welcome the opportunity to discuss this proposal to better align with your expectations for these services.

Additional Add/Alternate Services:

PHASE 130: SHOP DRAWING & SUBMITTAL REVIEW

TIME AND EXPENSE \$6,075

1. Technical reviews of sub-contractor shop drawings/submittals

PHASE 145: ADDITIONAL QUALITY ASSURANCE OBSERVATIONS

\$2,200 EACH

1. On-site quality assurance observations with reports

PHASE 610: ASTM AIR & WATER TESTING

\$3,700 PER MOBILIZATION

1. Up to two (2) ASTM E783 air infiltration tests & ASTM E1105 water penetration tests
2. One mobilization with report

Scope of Services

PHASE 605: AIR BARRIER TESTING

1. LB will perform one whole-building air barrier test during one mobilization. The mobilization includes the following:
 - a. Preparation and delivery of an air barrier test plan submittal package
 - b. Conference call with the client prior to testing to review submittal package and the attached Contractor Building Preparation Measures for Air Leakage Testing
 - c. Testing equipment logistics
 - d. One report
2. LB will provide the staffing and equipment necessary to conduct architectural only air barrier performance testing in accordance with the following recognized standards and per the provided specifications:
 - a. ASTM E 779: Test Method for Determining Air Leakage Rate by Fan Pressurization
 - b. ASTM E 1827: Standard Test Methods for Determining Airtightness of Buildings Using an Orifice Blower Door
3. LB will conduct infrared thermography and smoke generation diagnostic evaluation of the building's air barrier in accordance with the following recognized standards and per the provided specifications:
 - a. ASTM C 1060: Standard Practice for Thermographic Inspection of Insulation Installations in Envelope Cavities of Frame Buildings
 - b. ASTM E 1186: Practices for Air Leakage Site Detection in Building Envelopes and Air Barrier Systems
 - c. ISO 6781: Thermal Insulation – Qualitative detection of thermal irregularities in building envelopes – Infrared method
4. LB will prepare and issue a report within five business days of testing that will include the following:
 - a. A summary of test procedures
 - b. Collected data and log-linear regression analysis
 - c. Equipment calibration records
 - d. Infrared thermography test report with infrared images, and corresponding digital images without written explanation for both
 - e. Digital photographs from building preparation, testing, and smoke diagnostics

PHASE 110: DESIGN REVIEW AIR BARRIER ONLY

1. LB will conduct one technical peer review of the architectural set of drawings and specifications manual for the building envelope (air barrier only, add \$2,500 for review of water, thermal, and vapor control layers) materials, assemblies, and systems.
 - a. The design review will include analysis with recommendations and considerations regarding the performance of the system, detailing including critical interfaces, constructability, and overall material and system product selection.
2. LB will provide a written report with drawing redline attachment (prepared via BlueBeam) for the review summarizing our analysis with recommendations for correction, addition, modification, or clarification to the project team.
 - a. LB utilizes both “recommendations” and “considerations” in performing its design reviews. “Recommendations” are those items that LB believes should be implemented by the design team to mitigate the risk of building envelope deficiencies and performance issues. “Considerations” are those items that LB believes would enhance the performance of the building envelope systems and should be considered by the design team.
3. LB will participate in one design review meeting with the project for the purpose of discussing LB's analysis and recommendations. LB's proposal assumes this meeting will be held virtually.

PHASE 145: QUALITY ASSURANCE OBSERVATIONS

1. LB will conduct two (2) quality assurance observations of the work in progress as it relates to the building envelope systems.
2. *Two (2) observations are required for minimum compliance. Based on the project size, complexity and building use, LB recommends a minimum of four (4) on-site quality assurance observations.*
3. LB will prepare and submit one report to the project team within three business days of each observation. The reports will:
 - a. Identify compliant construction installations
 - b. Identify areas requiring corrective action or attention
 - c. Provide recommendations for corrective action by the general contractor and/or subcontractors
 - d. Provide recommendations for additional detail or direction by the design professionals
4. Please note that LB will prepare this report in BIM 360 if the project team is utilizing the software and provides the necessary access information.

PHASE 155: CLOSEOUT DOCUMENTATION

1. LB will provide the owner documentation to satisfy ASHRAE 90.1-2019 Section 5.9.1.2 (c) for building air leakage.

Add/Alternate Services

PHASE 130: SHOP DRAWING & SUBMITTAL REVIEW

1. LB will perform one technical review of sub-contractor shop drawing/submittal packages relevant to the building enclosure systems on a time & expense basis. Per a review of the contract documents, LB anticipates enclosure systems to be reviewed to include:
 - a. Exterior Cladding(s)
 - b. Air/Weather Barriers
 - c. Joints & Sealants
 - d. Roofing System(s)
 - e. Above- and/or Below-Grade Waterproofing
 - f. Curtain Wall/Storefront
2. The primary intent of each review will be to verify conformance with contract documents and facilitate a performance review of materials to be installed. Review comments will be placed directly on the submittal via BlueBeam.
3. *If circumstances arise which could extend the cost of the Shop Drawing & Submittal Review services beyond the original Time and Expense estimate, LB will contact the client to discuss those circumstances and provide an update on the status of the ongoing reviews.*

PHASE 610: ASTM AIR & WATER TESTING

1. LB will perform up to two (2) air infiltration and water penetration tests for glazing assemblies in accordance with the following recognized ASTM test standards:
 - a. ASTM E783: Standard Test Method for Field Measurement of Air Leakage through Installed Exterior Windows and Doors
 - b. ASTM E1105: Standard Test Method for Field Determination of Water Penetration of Installed Exterior Windows, Curtain Walls, and Doors by Uniform or Cyclic Static Air Pressure Difference
2. LB will conduct testing in one mobilization.
3. For the purposes of this proposal, LB has assumed that the test specimens selected will be no greater than 10-feet x 10-feet (or 100 square feet) in surface area.
4. The Designer of Record will determine the specimen locations prior to testing.
5. LB will prepare and issue one test reports within five business days of testing that will include the following:
 - a. Written test procedure
 - b. Description of test specimens
 - c. Test results
 - d. Equipment calibration records
 - e. Digital photographs

Exclusions & Clarifications

PHASE 110: DESIGN REVIEW

1. The intent of the Design Phase review is not for LB to create or issue details for conditions or areas where potentially none have been provided by the primary design professional(s). We will provide comments and recommendations for details or conditions if they are not provided.
2. The plan and specification review are not intended to be a complete code-compliant review; rather, it is intended to determine areas that need clarification for the purpose of construction of the building envelope systems to meet the project requirements. It is the design professional(s) responsibility to ensure that all applicable codes are met.

PHASE 145: QUALITY ASSURANCE OBSERVATIONS

1. The quality assurance observations are intended to help align contractor efforts with the client's objectives, design intent, and the industry standard of care.
2. It is not practical for LB to observe 100-percent of all conditions present due the part-time nature of our quality assurance observations.
3. The intent of our quality assurance observations and subsequent reports should not be construed as a detailed punch-list on a unit-by-unit basis or as quality control.
4. It is beyond the scope of our services to visually verify that all corrections have been made. LB will review corrected work on visually observed items but cannot comment on work that has been covered by subsequent construction.
5. Quality assurance observation services do not include development and maintenance of an Issues Log. If an Issue Log is required or LB is expected to close out punch list items as reported on during on-site observations, additional fees will be incurred.
6. Our observations should not replace any required or recommended engineering observations and inspections by the primary design professionals to ensure compliance with their plans and specifications. Furthermore, our observations are not intended to replace the observations and inspections required by the authority having jurisdiction.

PHASE 130: SHOP DRAWING & SUBMITTAL REVIEW

1. Shop drawings and submittals will be reviewed as whole packages; if an online workflow system is to be utilized, the system and process may increase level of effort to perform reviews and our services will be repriced accordingly.
 - a. Based on the preliminary information provided; we have determined a Time & Expense fee is appropriate for the Phase 130 Shop Drawing & Submittal Review services.

PHASE 610: ASTM AIR & WATER TESTING

1. Test chamber construction for ASTM E783 and ASTM E1105 testing is included.
2. Cleaning materials and assemblies prior to testing are excluded. LB recommends this be accomplished prior to testing to ensure accurate test results.
3. Access to the test specimens from both the interior and exterior is excluded and will be provided by the contractor. Exterior access may require scaffolding, swing stage, or boom lift, depending on the site conditions. If a swing stage is required, LB will add one staff member to assist with operating the swing stage. The cost for additional personnel is not currently included in this proposal.
4. Water source and electricity to connect to LB's test equipment is excluded and will be provided by the contractor.
5. Fees provided are only for the quantity and scale of tests as summarized within this proposal and do not include re-testing if test specimens do not pass.
6. Fees provided assumes the test specimens will be ready upon mobilization and to be confirmed in writing by The Client, including cured sealants, access, etc. Additional mobilizations due to specimens not ready will be billed on a Time and Expense basis.
7. Testing by LB is not intended to provide product certification that the components or claddings meet AAMA/NFRC/NAFS/WDMA standards and requirements. Such product certifications can only be provided by AAMA-accredited testing laboratories, whose services cannot extend to other aspects of the quality assurance consulting. The field performance testing provided by LB is to verify that installed assemblies meet the required air and water resistance performance requirements as outlined in the project specifications.
8. Testing should be sequenced such that interior drywall and finishes have not been installed. Repair/replacement of damaged drywall or finishes from test failure is excluded.

PHASE 605: AIR BARRIER TESTING

1. LB assumes a pass/fail threshold of 0.30 CFM/SF Building Envelope at 50 Pa.
2. Follow-up air barrier performance testing can be conducted should the specified air leakage requirement not be achieved; however, the cost for these services is not included in this proposal.
3. Building preparatory tasks identified in the attached Contractor Building Preparation Measures for Air Leakage Testing are excluded; however, any preparations not completed prior to our arrival and scheduled testing shall be subject to additional fees on a Time and Expense basis. Fees provided assume the test specimens will be ready upon mobilization and to be confirmed in writing by the client, including cured sealants, access, etc.

Building Preparations Measures for Air Leakage Testing

The following measures must be undertaken prior to testing the building for air leakage. The measures are intended to ensure the air leakage test is accurate, repeatable, conforms to recognized test standards, and so the testing equipment monitors the leakage of the building enclosure only.

These measures are not necessarily intended to be all inclusive of every building and every condition that could be encountered. However, it does represent the minimum measures that are likely to be commonly required for most buildings being tested.

Please note the measures below are to be accomplished by the client per Lerch Bates' Scope of Work. The building preparation measures must be accomplished by the client prior to Lerch Bates' arrival on-site for the scheduled testing. We will review the test setup measures prior to the air leakage testing and provide direction if additional measures are necessary prior to the commencement of the test.

PREPARATION MEASURES:

- A. Disable the HVAC system. The HVAC system must not be operable during the test as it introduces additional airflow that is not measured. This includes all supply and return fans, exhaust fans, pressure relief dampers, elevator shaft dampers, and combustion equipment. It is highly encouraged that personnel with experience in HVAC operations be present before and during the test. Lerch Bates will likely request that heating/cooling systems be turned back on after the air leakage testing to heat or cool the building, and we may then request that the systems be shut down a second time prior to our accomplishing diagnostics with infrared thermography or smoke generation devices.
- B. Turn all gas fired hot water heaters, boilers or other vented combustion appliances to the off or pilot position prior to testing. It is critical that these systems be shut down during the test as it could result in back-drafting.
- C. Isolate all "intentional" openings across the building envelope. Isolation should be accomplished by taping or sealing an airtight film across the opening securely to withstand the pressure differentials the openings may experience during the test. Isolation should also include ensuring all motorized and automatic dampers (i.e. dryer vents) are held in the closed position to minimize the pressure on the films. See airtight films section below for a recommended film product.
- D. Intentional openings in the building enclosure include the following:
 - a. Intake and exhaust louvers
 - b. Outdoor air intakes of air handlers
 - c. Bathroom exhaust vent openings
 - d. Pressure relief louvers
 - e. Dryer vent dampers
 - f. Heating flue exhaust
 - g. Combustion air intakes
 - h. Elevator shaft louvers

- E. Note that it is allowed to isolate “intentional” openings by holding dampers in the closed position only, without additional films over the louvers. This typically results in additional leakage as the dampers are not 100% airtight, but the contractor is allowed to use this preparation method. For the optimal chance of success, we recommend both dampers in the closed position and the use of airtight films.
- F. Fill all plumbing traps with water. This includes all bathroom drains, sinks, toilets, maintenance closet drains, floor drains, etc.
- G. Prop all interior doors open so that they provide a passageway to the air barrier. The area to be treated must be treated as a “single zone” and airflow must be able to reach all components of the building test enclosure. This includes stairway doors, bathroom doors, and closet doors on the first or top story of the building. The only doors that can remain closed are mechanical room doors and closet doors on “middle” floors. The buildings will be pressurized and depressurized during the testing, so doorstops must be positioned to keep the doors from closing during the tests.
- H. Remove dropped ceiling tiles at a rate of approximately 4 -square-feet (2x2 ceiling tile) per every 500-square-feet. This ensures a pressure differential does not exist across the plenum space.
- I. Ensure all fenestrations are in the closed and locked positions. This includes all exterior windows and doors. No additional films or means of isolation is allowed for fenestrations – they are considered to be a part of the building enclosure air barrier.
- J. If the tested area is within a larger enclosure, such as a COF or TEMF, ensure the areas outside the test zone are at “ambient” conditions by opening man doors or overhead coiling doors.
- K. Disable smoke or fire alarms as portable smoke generation devices may be used during the diagnostic portion of the test.
- L. Lerch Bates recommends the client conduct a final walk through of the building prior to Lerch Bates’ arrival on-site for scheduled testing to ensure all above outlined measures have been accomplished and corrections or repairs to any unintentional holes or breaches in the air barrier system(s) have been completed.

AIRTIGHT FILMS FOR INTENTIONAL OPENING ISOLATION

Airtight films can be created by applying polyethylene sheeting cut and taped to the opening perimeter or by use of films with a self-adhesive layer. We have found that the latter is more efficient in terms of ease of installation and securement during the test. Self -adhering films can be purchased at ductcleanersdirect.com/shop or by calling 1-855-474-5562.



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.8

Subject: Approve Change Order No. 2, South Community Park Buildings, City Project No. 2104

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

Recommended Council Action

Motion to Approve Change Order No. 2, South Community Park Buildings, City Project No. 2104

Overview / Background / Analysis

On August 15, 2024, the City Council approved Resolution No. 2024-75 accepting bids, awarding contracts and assigning the contracts to Terra Construction for the South Community Park Warming House and Maintenance Building in the amount of \$1,328,829.00. That resolution included bid alternates for FinnDoors brand bifold doors for the maintenance building and tongue-in-groove siding in the concession and warming house.

Change Order No. 1 in the amount of \$105,176.46 was approved by the City Council on May 27, 2025. Change Order No. 2 in the amount of \$12,580.96 is for the end of project reconciliation. The estimated final contract amount is now \$1,446,586.42 or 9% over the original contract amount.

The total estimated project cost including the grounds, warming house and maintenance building was \$6,000,000 when the LOST was extended. The total project cost, including the grounds, buildings, park shelter, furnishings, fixtures, power, gas, fiber optics, security, engineering and administration, as of July 31, 2025 is \$5,300,000 or \$700,000 under the revised LOST project amount.

ISD 728 has agreed to pay for half of the maintenance building upon completion, thus reducing the city's cost by \$320,000 and they previously reimbursed the city \$380,000 for irrigation and parking lot improvements bringing the total project cost to \$4,600,000 or \$1,400,000 under the revised LOST amount.

Now that the project is complete and the fields are playable staff expects to receive a \$300,000 grant from Hennepin County Youth Sports and a \$50,000 donation from ROYBA or the dugouts bringing the city's total project cost to \$4,250,000 or \$1,750,000 under the revised LOST amount.

Staff Recommendation

Motion to Approve Change Order No. 2, South Community Park Buildings, City Project

No. 2104

Financial Impact: \$12,580.96

Source Fund: LOST

Budgeted? Yes

Supporting Documentation

A. Change Order No. 2

CHANGE ORDER NO. OCO-002

TITLE: OCO#002

Date: Aug 05, 2025

PROJECT:

PROJECT NO: 24-844

Rogers SCP Warming House and Heated Storage

TO CONTRACTOR:
Terra Construction
21025 Commerce Blvd., Suite 1000
Rogers MN 55374

THE CONTRACT IS CHANGED AS FOLLOWS:		
<i>(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)</i>		
COR027	End of Project Reconcile - Labor	\$7,340.13
COR028	End of Project Reconcile - Materials	\$5,240.83

The original Contract Sum was	\$1,328,829.00
The net change by previously authorized Change Orders	\$105,176.46
The Contract Sum prior to this Change Order was	\$1,434,005.46
The Contract Sum will be increased by this Change Order in the amount of	\$12,580.96
The New Contract Sum Including This Change Order	\$1,446,586.42
The Contract Time Will Not Be Changed	
The date of Substantial Completion as of the date of this Change Order	

ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
ADDRESS	ADDRESS	ADDRESS
(Typed Name)	(Typed Name)	(Typed Name)
BY (Signature)	BY (Signature)	BY (Signature)
DATE	DATE	DATE



Structural Buildings of MN, Inc.
 Printed: Jul 14, 2025
 12926 First St., Becker, MN 55308
 Phone: 800-535-9722
 Fax: 763-296-5801
 www.structuralbuildings.com
 MN Lic #: BC709531

Change Order

Client Info City of Rogers
 22350 S. Diamond Lake Rd
 Rogers, MN 55374
 Phone: 763-428-0907
 Cell: 763-442-8462

Job Info 12521 Main Street
 Rogers, MN 55374

Change Order ID
CO-24148-0017

City of Rogers

CO ID	Created / Approved Date	Price
CO-24148-0017	Created: Jun 12, 2025	\$12,520.96

Description
End of Project - Reconciliation

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
01000 - Temp Shelters 6.02 Rough Materials	Material	Lumber, fasteners, & poly for temp shelters. Cost: \$743.20	1	\$891.84	\$891.84
01000 - Temp Shelters - L 6.01 Rough Carpentry	Labor	(6) man hours @ \$112.94/Hr. (Prevailing wage rate)	6	\$135.53	\$813.17
03000 - Special Footing 3.01 Concrete	Subcontractor	Special Poured Wall Foundation per Engineer's design change due to high water table.	1	\$6,248.40	\$6,248.40
03000 - Poured Piers Credit 3.01 Concrete	Subcontractor	Pier Credit for Special Poured Wall Foundation per Engineer's design change due to high water table. Omit (6) Piers	6	-\$197.00	-\$1,182.00
06000 - Stainless Tops Design Change 5.02 Metal Fabrication	Subcontractor	Change design/materials to extend countertops through coiling door openings.	1	\$2,928.00	\$2,928.00
07000 - Underslab Foam Credit 7.05 Insulation	Material	(64) Sheets 2" High Density	64	-\$31.77	-\$2,033.28
07000 - Underslab Foam Credit 7.05 Insulation	Labor		6	-\$112.94	-\$677.64

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
22000 - Supply Regulator per Code - WH 22.01 Plumbing	Subcontractor	City Water Supply service pressure was recorded higher than code allows. Supply, deliver and install regulator in each building per building code requirement.	1	\$924.00	\$924.00
22000 - Supply Regulator per Code - HS 22.01 Plumbing	Subcontractor	City Water Supply service pressure was recorded higher than code allows. Supply, deliver and install regulator in each building per building code requirement.	1	\$924.00	\$924.00
28000 - Monitoring - 1-yr - WH 21.01 Fire Suppression	Other		1	-\$550.00	-\$550.00
28000 - Monitoring - 1-yr - HS 21.01 Fire Suppression	Other		1	-\$550.00	-\$550.00
28000 - Additional Strobe - WH 21.01 Fire Suppression	Subcontractor	Upon inspection, additional strobe was required in Warming House. The local AHJ requested that one more Horn Strobe be added in the Warming House only. Based on the plans and information at the time of bidding, Add: 1-Horn Strobe 1-Wire 1-Installed/Programed & Tested Material \$ 295.39 Tax Exempt Labor \$ 200.00	1	\$594.47	\$594.47
26000 - Added at Walk-Through Items - WH 26.01 Electrical	Subcontractor	4 ceiling sensors \$700 Timer for canopy lights \$125 2" PVC stub for future LV \$300 Wiring for air compressor fire alarm system \$700	1	\$2,190.00	\$2,190.00
26000 - Added at Walk-Through Items - HS 26.01 Electrical	Subcontractor	Air compressor fire panel wiring for fire system \$700 Underground wire and labor for service \$850	1	\$1,800.00	\$1,800.00

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
01000 - Project Management 1.01 Project Management	Other	Admin & Logistic fee.	1	\$200.00	\$200.00

Status	Signature	Date
Approved by: <u>Doran M. Cote, PE</u>		<u>7/22/2025</u>

Approval Comments

Please approve this Change Order if you would like to confirm the adjustment to your original Scope of Work. This CHANGE ORDER is written subject to the acceptance of the Contractor and shall not be binding until accepted. This CHANGE ORDER becomes a part of the Original Purchase Agreement, and does not change any of the terms and conditions of the Original Purchase Agreement except as stated above. Customer understands that if the ORIGINAL Purchase Agreement has been turned in, this Change Order may delay the project completion date.

TOTAL AMOUNT OF CHANGE ORDER: \$12,520.96



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.9

Subject: Approve Professional Services Agreement with Bolton & Menk for Lift Station No. 3 Rehabilitation, City Project No. 2507

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

Recommended Council Action

Motion to Approve Professional Services Agreement with Bolton & Menk for Lift Station No. 3 Rehabilitation, City Project No. 2507

Overview / Background / Analysis

Lift Station No. 3 (137th Avenue) Lift Station was constructed in 1995 as part of a water and sanitary sewer trunk line extension project. Lift Station No. 3 has a very large service area and is one of the most important lift stations in the city's sewer system. It is a triplex station (3 pumps) and the wet well is a 6-foot by 8-foot precast box culvert, roughly 40 feet deep, and the valve vault is a precast manhole 7 feet in diameter and roughly 14 feet deep.

The City's 2025 Capital Improvement Program (CIP) includes the rehabilitation Lift Station No. 3 in 2025. Attached is a map with service area boundaries and collection system and excerpts from the 2025 Lift Station Assessment Report prepared by Bolton & Menk. Based on that report, proposed improvements to the lift station include the following:

1. Replacement of bituminous driveway
2. Installation of a new wet well lid and hatch with safety grating and vent pipe
3. Replacement of piping, guide rails, and brackets
4. Installation of bypass piping
5. Coating of process piping and vent pipes
6. Replacement of the older Flygt pumps with new KSB pumps to match the
7. existing KSB pumps
8. Installation of new controls, wiring, control panel, and electrical components
9. Installation of a new light pole with SCADA antenna
10. Installation of a new permanent natural gas generator
11. Bid Alternate: Blast, seal and coat wet well

The total estimated cost for this improvement is \$560,000.00 including engineering, administration and contingency (see attached cost estimate).

Proposals were solicited from three consultants with proven expertise in lift station

rehabilitation. All three consultants submitted proposals at the following costs:

AE2S - \$77,237.00

Barr Engineering - \$68,600.00

Bolton & Menk - \$77,535.00

A consultant selection team consisting of the Public Works Director, Public Works Superintendent and Utilities Supervisor evaluated all three proposals and, after careful consideration, selected the proposal prepared by Bolton & Menk as the one most aligned with the project goals. Bolton & Menk also prepared the 2025 Lift Station Assessment that examined the condition of all the city's lift stations and made recommendations for improvements.

Staff Recommendation

Motion to Approve Professional Services Agreement with Bolton & Menk for Lift Station No. 3 Rehabilitation, City Project No. 2507

Financial Impact: \$77,535.00

Source Fund: Fund 408 (RSAC)

Budgeted? Yes

Supporting Documentation

- A. Professional Services Agreement_BMI_Lift Stations
- B. Lift Station No. 3 Request for Proposals
- C. AE2S Lift Station No. 3 Proposal
- D. Barr Lift Station No. 3 Proposal
- E. Bolton & Menk Lift Station No 3 Proposal
- F. Lift Station No. 3 Service Area
- G. Excerpts from 2025 Lift Station Assessment Report
- H. Lift Station No. 3 Cost Estimate

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made on the 12th day of August, 2025, 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 August 12, 2025 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

Bolton & Menk, Inc.

By: _____
Shannon Klick, Mayor

By: _____

Date: _____

Its: Contracts Officer

Date: _____

By: _____
Steve Stahmer, City Administrator

Date: _____



LIFT STATION NO. 3

CITY PROJECT NO.2025-XX

City of Rogers, MN

Contact:

Jacob Humburg, PE
612-751-9227
Jacob.Humburg@bolton-menk.com

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

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

JULY 25, 2025



**BOLTON
& MENK**

Real People. Real Solutions.



Real People. Real Solutions.

July 25, 2025

Wally Knapp and Doran Cote
City of Rogers
22350 S Diamond Lake Road
Rogers, MN 55374

**RE: Proposal for Lift Station No. 3
City Project No. 2025-XX**

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

Dear Wally and Doran:

The City of Rogers has initiated the Lift Station No. 3 Rehabilitation project to upgrade the station and ensure that it continues to function into the future without issues. Our approach to engineering services makes the City of Rogers' priorities our priorities. We understand what needs to be accomplished for the successful completion of the rehabilitation to Lift Station No. 3. I believe you will find that Bolton & Menk, Inc. is the right choice for the city for the following reasons:

Communication – As project manager, I will be responsible for all communication between our team and the City of Rogers. I take great pride in my ability to communicate effectively with all project stakeholders, so you can rest assured your project needs are being met. By having me as your project manager, you know the project will be both successful and enjoyable.

Familiarity – We have been actively engaged with the city over the last five years. Last year we completed a Lift Station Assessment report for the city which evaluated all sanitary lift stations along with recommendations for improvements, cost estimates, and sequencing of the improvements. Because of this, we already have familiarity with all of the city's sanitary lift stations, including Lift Station No. 3. We have also already had the chance to visit the Lift Station No. 3 site and consider the improvements that it requires.

Proven Project Management and Technical Expertise – Not only do we have recent experience the City of Rogers' lift stations, but we have also completed hundreds of lift station reconstruction or rehabilitation projects in the last 15 years in more than 50 different communities. With this level of experience, the City of Rogers can be assured that Bolton & Menk has already provided a solution to any problem that may be encountered with the rehabilitation of Lift Station No. 3.

In continued service to the City of Rogers, we are excited at the opportunity to complete the Lift Station No. 3 Rehabilitation project. As previously stated, I will personally serve as your lead client contact and project manager. Please contact me at 612-751-9227 or Jacob.Humburg@bolton-menk.com if you have any questions regarding our proposal.

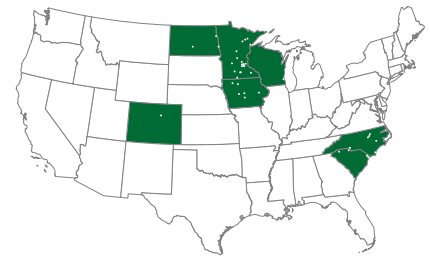
Respectfully submitted,
Bolton & Menk, Inc.

Jacob Humburg, PE
Water/Wastewater Project Manager | Principal



BOLTON & MENK

FIRM PROFILE



We believe all people should live in safe, sustainable, and beautiful communities and we take pride in our ability to make that happen. It's why we get out of bed every morning.

Our commitment to communities began in 1949, serving the needs of municipal clients in small towns. As we continue to grow in both numbers and experience, our dedication to building trust and ensuring a true partnership with our clients remains the same. Our goal is to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Simply put, we're people helping people. Today, Bolton & Menk, Inc. has more than 1,000 multiregional employees including a professional staff of more than 300 engineers, planners, landscape architects, and surveyors.

Our dedication to our clients shines through in the work we provide. We are committed to cultivating and delivering exceptional community infrastructure solutions. From advocating for our communities to designing their dreams to finding funding; we take pride in our work because we live here too. We believe in the power of face-to-face meetings, friendly conversations, and collaborative decision-making to keep your projects on schedule, within budget, and focused on real, workable solutions.

We promise every client two things:

**WE'LL WORK HARD
FOR YOU AND WE'LL
DO A GOOD JOB.**

We take a personal interest in the work being done around us and do our part to build a better quality of life for all. At the end of the day, we're Real People offering Real Solutions.

PROJECT UNDERSTANDING

PROJECT OVERVIEW

This project involves providing surveying and engineering services for both design and construction phases of a comprehensive rehabilitation of the City of Rogers' Lift Station No. 3.

PROJECT BACKGROUND

In 2024, Bolton & Menk worked with the City of Rogers to complete a Lift Station Condition Assessment report for the city's sanitary lift stations that identified the recommended rehabilitation needs for city lift stations 3, 4, 5, 7, 8, 9, 10, 11, and 14. In this report the stations were comprehensively evaluated and improvements for each recommended and costed out. The report also listed stations in terms of criticality for rehabilitation and suggested an order and schedule for the projects. Lift Station No. 3 was recommended as the first candidate for improvements because of its large size, critical location within the system, and historical issues such as periodic pump clogging and minimal storage volume.

PROPOSED IMPROVEMENTS

Proposed improvements for the station include:

- Replacement of wet well lid
- Replacement of older pumps with new KSB units
- Installation of all new electrical components, including light pole/SCADA antenna and controls, with automatic systems as the base integrator
- Installation of a new permanent natural gas generator for backup site power
- Replacement of internal piping, pump guide rails and brackets, and other appurtenances
- Addition of piping/infrastructure for future bypass
- Coating of all process piping and structure vent pipes
- Miscellaneous minor site improvements, including replacement of bituminous driveway
- **Bid Alternate 1:** Blast, seal, and coat wet well in addition to coating process piping

FAMILIARITY WITH CITY'S PROJECT STAFF

Bolton & Menk performed the Lift Station Condition Assessment for the City of Rogers in 2024, as previously mentioned. Because of this we are familiar with City of Rogers staff, needs, and lift station infrastructure. The same team that completed that assessment will work on the Lift Station No. 3 Rehabilitation, and this familiarity will be invaluable.

FAMILIARITY WITH SPECIFIC PROJECT COMPONENTS

The City of Rogers and this project will benefit from our team's familiarity with lift station rehabilitation projects. Three of the city's key concerns for Lift Station No. 3 are:

- The lack of options for station backup (power or bypassing)
- Aging internal station infrastructure
- Non-standardized pumps and minimal wet well storage volume

Bolton & Menk is prepared to work closely with city staff to ensure these key factors, along with the other improvements required, are properly handled. We will work diligently and facilitate the input of project stakeholders to identify what will constitute the successful rehabilitation of Lift Station No. 3. The end result will be that the rehabilitated Lift Station No. 3 will operate for many years without the need for additional improvements. It will also have reduced maintenance needs, improved safety, and increased longevity.

PROJECT SUCCESS FACTORS

TIMING AND PROCUREMENT

The request for proposals states that the final project design documents be delivered for City Council approval by October of this year. This is a compressed timeline, but Bolton & Menk will work diligently and efficiently to meet it. It is assumed that the goal is for the construction phase of this project to occur in 2026.

Based on our understanding of sourcing lift station controls, pumps, and electrical components, we will structure the timeline of the work in this project so:

- The city's target timeline for completion of the project is met
- The city maintains ultimate control over offline/online decisions
- Bypassing operations are kept to the shortest amount of time and are cost-effective for the city, with minimal impact to residents and stakeholders

Our recent lift station experience has indicated a long lead time for permanent generators, especially natural gas units. Should there be a delay for the generator

delivery on the project, we would plan to move ahead with the rest of the project schedule and assume generator startup as the last major completion item for the project. The station does not currently have a source of permanent backup power.

BYPASSING/TEMPORARY CONVEYANCE

Bypassing the lift station during the major work will be critical to the success of the project. As part of our services, we will develop a bypass plan with all the necessary stakeholders to ensure prospective contractors are well informed and well prepared for the level of bypassing operations required for this station.

It is anticipated that the construction and bypassing of the lift station could require a single lane closure or full closure of 137th Avenue N in front of the station. Should this be the case, Bolton & Menk will work closely with the City of Rogers to determine solution feasibility and minimize negative impacts.



PROJECT APPROACH

Bolton & Menk agrees to perform all the communication, scope tasks, and deliverables listed in the RFP. For clarity, we have listed all tasks from the RFP below. We have presented any clarifications in ***bold italics***.

MEETINGS

Bolton & Menk will plan on attending three staff meetings at public works during the duration of the preliminary/final design process and one public meeting if needed.

- Kickoff meeting and site visit with staff
- 50% plan completion review meeting
- 95% plan completion review meeting
- One city council meeting (if needed)

DESIGN

I. FIELD/BOUNDARY SURVEY

Bolton & Menk will perform a property boundary survey and field control survey, develop control points, and perform topographic survey of the project boundaries in English units. The boundary survey will be needed to determine the limits of the existing easements.

II. PLANS

Using topographic and survey information, we will prepare base plans in preparation for design including:

- Locations and elevations of all physical features
- Existing right-of-way/easements and property lines

Bolton & Menk will also prepare preliminary and final design plans in a format required for regulatory agency review including the following:

- Removal plan
- Existing utilities (electric, gas, telephone, cable TV)
- Existing city systems (forcemain, sanitary sewer, water main, storm sewer)

Note: It is assumed that the city will be able to accurately locate its own utilities in preparation for survey.

- Civil engineering (site) plan
- Structural plan
- Electrical plan
- Bypass pumping plan
- Instrumentation and control plan
- Erosion control plan
- Restoration/landscape plan

III. SPECIFICATIONS AND CONTRACT DOCUMENTS

- Prepare contract documents and specifications of a form and substance required by the city and by regulatory agencies
- Prepare engineer's estimate of construction costs
- Submit to city and all applicable agencies for review and approval
- Furnish up to 25 copies of the plans, a digital copy of the plans (AutoCAD), and an electronic copy of the specifications (Word document) for bidding purposes
- Furnish all survey information to city in point file ASCII format

Note: It is assumed that the project will be city-funded and no comprehensive outside agency review will be required. Unless otherwise noted, Bolton & Menk assumes the use of their own standard specifications.

IV. BIDDING ADMINISTRATION

- Prepare advertisement for bids and submit to required publications
- Answer bidder's questions related to the lift station and issue addenda if required
- Attend bid opening and tabulate results
- Prepare letter of recommendation to the city
- Prepare Notice of Award and Contract Agreement and forward to contractor

CONSTRUCTION OBSERVATION

I. INSPECTION

- Perform observation and keep periodic records of the contractor and utility company construction activities
 - Prepare and file copies of reports on the construction activities per state guidelines
 - Keep track of the major materials and contractor resources used in the project
 - Monitor contractor's progress
 - Perform field measurements for use in measurement of quantities and preparation of record plans
 - Provide construction staking as required by contractor's progress
 - Upon substantial completion, prepare "punch list"
 - Coordinate and review materials testing with the testing agency preferred by the city
- Note: It is assumed that Bolton & Menk will coordinate, and the city will directly pay for any required materials testing.**
- Prepare final inspection letter
 - Conduct warrantee inspection

II. ADMINISTRATION

- Prepare for and attend preconstruction meeting
 - Perform on-site review of project's work and status and report to the city
 - Coordinate weekly progress meetings
 - Prepare periodic payment request form
- Note: For a lump sum project, pay request would be prepared by the contractor and reviewed by Bolton & Menk.**
- Prepare change orders and other written directives as required
 - Coordinate with Xcel Energy for power supply and CenterPoint Energy for new natural gas service
 - Approve shop drawings, material list reports, and all information on material to be used for construction in accordance with the plans and specifications
 - Prepare an operations and maintenance manual (may be electronic) for completed facility and submit five copies to the city

III. FINAL REVIEW

- Conduct final review of the project
- Prepare letter of final review and acceptability

AS-BUILTS

- Obtain record information from field representative and contractor
- Prepare record drawings
- Submit copies of record drawings to the city
- Electronic (AutoCAD) and hard copies (mylar for final)

Note: We can provide mylar, but we expect electronic PDF copies should be sufficient.

SPECIAL SERVICES

I. PERMITS

- Minnesota Pollution Control Agency (MPCA)
- Minnesota Department of Natural Resources (MnDNR)
- Minnesota Department of Health (MDH)
- Metropolitan Council Environmental Services (MCES)
- West Mississippi Watershed Management Organization (WMWMO)
- City of Rogers (building permit)

Note: No major permit work is anticipated to be needed. The only potential permit would be a Sanitary Sewer Extension Permit with the MPCA and MCES, should station capacity increase (not indicated at this time) and a building permit with the city should it be required for the generator.



PROJECT SCHEDULE

Our team will facilitate input from City of Rogers team members to arrive at the actual project schedule. The example below highlights the importance of accounting for the equipment lead times and accounting for the sewer and lift station bypassing/temporary conveyance.

Date	Task
July 25, 2025	Proposals Due
August, 2025	City Council Award
August, 2025	Design Kickoff Meeting
September, 2025	50% Plan Review
October, 2025	95% Plan Review
October 28, 2025	City Council Authorize Bidding
November, 2025	Bid Opening
November, 2025	City Council Award
December, 2025	Contracts Signed/Pre-Construction Meeting
January, 2026	Key Shop Drawings Approved (those with long lead times) 20-24 weeks for equipment delivery (after shop drawings are approved) Long lead times for pumps, controls, and generator
July, 2026	Equipment Delivery
September, 2026	Substantial Completion
October, 2026	Final Completion

OUR TEAM

Bolton & Menk has assembled a highly motivated and experienced group of professionals to ensure the successful rehabilitation of the City of Rogers Lift Station No. 3. Our team is familiar with Rogers staff and Rogers' lift stations. We will hit the ground running as an extension of city staff with effective project coordination and communication.

The proposed team provides the optimum combination of accessibility, knowledge of the city's existing lift stations, and specialized expertise.

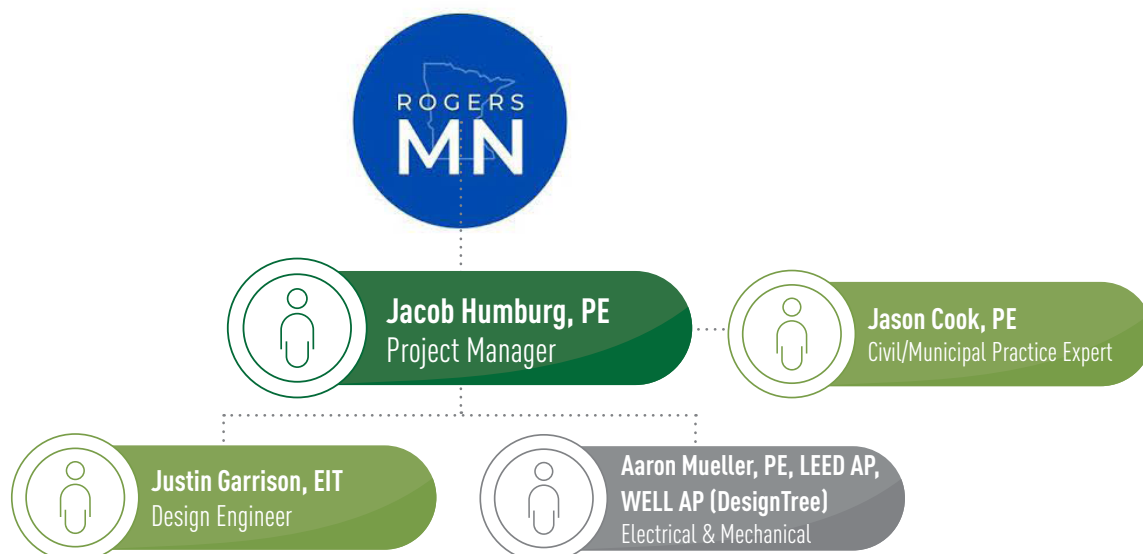
Jacob Humburg will lead the team to ensure the city's vision for rehabilitating the lift station is successfully defined, designed, constructed, and executed. This will include facilitating input from project stakeholders to identify an agreed-upon vision regarding what will constitute a successful project in terms of the final product, the schedule, and project communication. Jacob led the Lift Station Evaluation project in 2024 for the City of Rogers.

Justin Garrison will be responsible for preparation of detailed design documents including plans and specifications. He will also provide construction site observation and assist Jacob as needed with other project details. Justin assisted with the 2024 report, and as a result is already familiar with Lift Station No. 3.

Jason Cook will provide Civil/Municipal expertise on the project and will assist with such portions of the project as site layout and grading, traffic control, and surveying. He will also serve as an additional point of contact for the city.

Aaron Mueller will be responsible for design and coordination of the electrical and control system improvements for the station. Aaron was also involved with the previous Lift Station Evaluation, and has familiarity with both Rogers' lift stations and their expectations.

Project team member bios are included on the following page. Full résumés are available upon request.





JACOB HUMBURG, PE

Project Manager

Jacob will lead the team throughout the project to ensure the city's vision for the renovated lift station is successfully defined, designed, constructed, and started up.

Jacob is a water/wastewater project manager who joined Bolton & Menk in 2015.

His work emphasis is on water and wastewater related projects, including water and wastewater treatment plants, lift stations, well houses, and chemical treatment systems. He uses his attention to detail and ability to satisfy his client's unique requests to complete pre-planning, design phase, construction observation, project closeout, and the drafting of technical documents related to new or existing facilities. Jacob has specialized in lift stations over his career with Bolton & Menk and has been involved with the construction or rehab of dozens of stations of all types and sizes.



JUSTIN GARRISON, EIT

Design Engineer

Justin will assist Jacob with design for the improvements. He will also be responsible for field observations during construction.

Justin is a water/wastewater design engineer that began his career as an intern with Bolton & Menk in 2021 and started full-time employment in 2024. He earned both his bachelor's and master's degrees from the University of Minnesota. As a design engineer, Justin is involved in all phases of water and wastewater system planning, design, construction observation, and startup services. He uses his strong technical skillset to help deliver high quality projects to our clients. Justin has experience with numerous lift station projects and has proven adept at flow analysis and determining the right solution for a given station.



JASON COOK, PE

Civil/Municipal Practice Expert

Jason will provide general Civil/Municipal site expertise and communication services.

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. Now serving as a municipal practice leader, Jason 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 multidisciplinary and complex projects. Solving unique problems and seeing concepts come to fruition motivates Jason every day.



AARON MUELLER, PE, LEED AP, WELL AP (DESIGNTREE)

Electrical & Mechanical Engineer

Aaron will lead all the electrical work for the lift station renovation and the associated generator.

Aaron specializes in electrical design and SCADA design. He also oversees mechanical design. His work experience includes power distribution design, standby power systems, building lighting designs, SCADA systems, Arc flash surveys, power quality studies, product research, specification preparation, quality assurance, and construction administration.

Aaron's experience ranges over a variety of projects including facility renovations, existing building improvements, and new construction.

PROJECT EXPERIENCE

IN ADDITION TO FAMILIARITY WITH CITY STAFF AND THE CITY OF ROGERS SANITARY LIFT STATIONS, BOLTON & MENK HAS EXTENSIVE LIFT STATION EXPERIENCE THAT WILL BE HARNESSSED TO BENEFIT THE CITY OF ROGERS AND THIS PROJECT.

Bolton & Menk has completed well over 100 medium-to-large lift station reconstruction/upgrades in the past 10 years. We have completed these improvements in more than 50 communities with varying project requirements and standards. Our team provides efficient successful operating facilities by combining our extensive lift station design experience and effective communication with owners and team members.

We have highlighted several projects as examples of recent and related team experience. Client satisfaction remains a top priority for us as evidenced by quality deliverables, cost-effective rates, and timely project delivery. Please feel free to contact any of these references to evaluate our performance. Additional project information is available upon request. **We have included a lift station experience matrix following this page to provide a tabulated overview of our lift station experience.**

LIFT STATION EXPERIENCE MATRIX

Bolton & Menk has provided lift station planning, design, and construction services for over 100 lift stations in the past 10 years. Some of this experience is tabulated in the matrix on the next page.



Bolton & Menk, Inc.
Lift Station Experience

Client	Year Completed	Number of Lift Stations	Capacity Range (gpm)										
				Submersible	Wet Well/Dry Well	Suction Lift	Valve Vault	Lift Station Building	Lift Station Rehabilitation	VFDs	Controls/SCADA	Backup Power	
ADM - Marshall, MN	2010	1	600	●			●			●	●		
Albertville	2009	3	120-250	●			●				●		
AMPI	2007	1	350	●				●		●	●		
Annandale	2009	3	1,250-4,000	●			●	●		●	●	●	
Arden Hills	2017	2	400-500	●			●				●		
Arlington	2010	2	150	●					●		●	●	
Big Lake	2005-2009	3	500-2,000	●			●	●		●	●	●	
Blue Earth	Ongoing	2	500	●			●				●		
Brooklyn Center	2019-2024	2	1,400-2,250	●	●		●	●	●	●	●	●	
Broom Tree Retreat Center, South Dakota	2003	2	50	●									
Buffalo	2012	10	120-6,000	●			●		●	●	●		
Burnsville	2022	4	750	●			●				●	●	
Carroll, Iowa	2007	1	450	●			●			●	●	●	
Clara City	1998	2	250-800	●	●		●		●	●	●	●	
Claremont	2005	1	1,400	●			●			●	●	●	
Coca-Cola Enterprises	2009	1+	200	●							●		
Columbia Heights	2012	1	100			●			●		●	●	
Eagan	Ongoing	10+	700-2,000	●			●	●	●	●	●		
Edina	2024	1	1,000	●			●	●	●	●	●	●	
Fairfax	1996	1	1,100	●			●		●				
Firmench Inc.	2006	2	250	●						●	●		
Forest Lake	Ongoing	27	250-600	●			●		●			●	
Frost	2000	1	200	●			●				●	●	
Green Lake Sanitary Sewer District	2005	10	120-1,100	●			●				●		
Hastings	2010	3	105-1,250	●			●			●	●	●	
Howard Lake	2010	2	120-2,200	●			●			●	●	●	
Isanti	2010	1	400	●			●				●		
Jackson	Ongoing	2	500	●			●				●		
Janesville	2008	4	200-1,000	●			●		●		●	●	
Kandiyohi	2010	2	350	●			●			●	●	●	
Lake Elmo	Ongoing	4	100-850	●			●				●		
Lakeville	Ongoing	3	400-900	●			●		●		●	●	
Lamberton	2004	1	400	●			●				●	●	
Mankato - Report/By Pass	2009-2010	1	6,000		●			●	●	●		●	
Medford	2010	1	250	●					●		●		
Minnesota River Valley Public Utilities Commission	2008	4	1,000	●			●			●	●	●	
Moose Lake-Windemere Sanitary Sewer District	2008	8	100-750	●	●		●		●	●	●	●	
New Ulm	2008	3	350-4,000	●	●		●	●	●	●	●	●	
New Germany	2004	1	200	●			●					●	
New Prague	2010	1	1,500	●			●			●	●	●	
Osseo	2008	2	200	●					●		●		
Prior Lake	2016	1	750	●			●				●	●	
Roseville	Ongoing	6+	100-650	●	●		●	●	●		●	●	
Shakopee Mdewakanton Sioux Community	2009	1	1,000	●			●		●	●	●	●	
Sherburn	2005	1	250	●			●						
Shoreview	2015	12	100-500	●			●						
Staples	2005	1	500	●				●	●	●	●		
Stillwater	2018	2	500	●			●	●			●	●	
Waconia	2010	1	2,000	●			●			●	●	●	
Waite Park*	1999	1	800	●			●				●		
Waterville	2017	6	50-2,000	●			●		●	●	●	●	
Waverly	2005	2	120-1,000	●			●				●	●	
West St. Paul	2022	2	1,400-6,000	●	●		●	●	●	●	●	●	
Willmar	Ongoing		500	●			●				●		
Woodbury	2018	4	300-600	●			●		●		●	●	

ASHBURY AND MURPHY PARKWAY LIFT STATIONS

City of Eagan, Minnesota

Reference: Steve Grossman, Utilities Superintendent, 651-675-5215

Eagan's Ashbury and Murphy Parkway sanitary sewer lift stations were beyond their useful life and their condition was deteriorating. These stations were Smith and Loveless "tin can" wet well/dry well types that required confined space access for any pump or piping maintenance, and there was no ready option available for bypassing flow around the stations.

In separate projects, Bolton & Menk designed comprehensive rehabilitation projects for both sites. At the Ashbury site, an entirely new precast wet well/valve vault lift station was constructed while keeping the existing station in operation during construction. At Murphy Parkway, the existing wet well was reused and converted to house new submersible pumps. The dry well was demolished and a new valve vault constructed in its place.

Both sites received all new piping, including permanent bypass risers, new pumps, and new controls and communications (SCADA) equipment. These stations are set up to continue operation without major work required for another 20-30 years.

GALTIER LIFT STATION IMPROVEMENTS

City of Roseville, Minnesota

Reference: Jesse Freihammer, City Engineer, 651-792-7042

The City of Roseville's Galtier Lift Station was over 25 years removed from its previous rehabilitation project and in deteriorating condition. The process components of the station in particular, including pumps, piping, controls, and other interior fixtures, were beyond the end of their useful life. The station did not have any source of permanent backup power should there be a failure and the bypass piping connection in the valve vault was undersized for peak station flows.

Bolton & Menk led the design of a rehabilitation of the station to reuse the existing concrete structures, which were generally in good condition. The pumps were replaced, and the internal piping was reconfigured into a simpler and more sensible layout that included a full-size bypass line accessible from the surface. The wet well and all piping was coated for extra corrosion protection. New controls and a permanent natural gas generator were also added to the site.

The Galtier Lift Station is now set up to operate without issue for the foreseeable future. The project was completed in such a way that made maximum use of existing infrastructure and minimized impact to the surrounding residents. The new station configuration is optimized for simple and effective operation by Roseville city staff.

LOUNGE SANITARY SEWER LIFT STATION

City of Roseville, Minnesota

Reference: Jesse Freihammer, City Engineer, 651-792-7042

The Lounge Lift Station in Roseville was constructed in 1991 as a submersible sanitary pumping station. While the structures were still in fair condition, the pipes, fittings, and pumps needed to be replaced. Additionally, the existing control panel was set on the wet well lid, putting it in a confined space. The only way backup power was available was to connect a portable generator to the control panel's plug.

Bolton & Menk's station upgrades included replacing the pumps, valves, piping, structure lids, and controls. Power was supplied through the new control panel to another nearby project—a new stormwater dosing station that was simultaneously constructed. A permanent natural gas generator was also added to the site to supply immediate backup power. In the valve vault, a bypass tee and pipe were added so that, if ever necessary, flow could be bypassed out of or around the wet well and into the forcemain. During design, it was also determined this was a good time to replace the existing forcemain. This was done via direct drilling, without significantly affecting the adjacent business in whose parking lot the forcemain outlet manhole was located.

The Lounge Lift Station is once again fully operational, with controls and pumps that will last more than 20 years. The city has improved access to these pumps and controls as well as many options for backing up or bypassing around the station.

LIFT STATION NO. 13 AND FORCEMAIN IMPROVEMENTS

City of Blaine, Minnesota

Reference: Dan Schluender, Director of Engineering, 763-785-6158

The City of Blaine's Lift Station No. 13 consists of a large square concrete wet well with two submersible pumps, each capable of producing flows of roughly 2,500 gallons per minute. There are separate manholes that serve as valve vaults for the station. A 20-inch ductile iron forcemain conveys flow from the station for more than half a mile along Naples Street NE to its discharge point. The station is one of the largest (by flow) critical elements in the City of Blaine. Both the station and forcemain were in danger of failure due to age and corrosion. An upgrade/replacement project was needed to keep the station and forcemain in operation.

Bolton & Menk partnered with the city to develop and design the rehabilitation of the lift station's system. Initially, rehabilitation of both the existing lift station and forcemain were under consideration, but after site visits and additional discussion, it was determined to be full replacement of both components.

The new design includes a site layout at the lift station, which will ease maintenance and access concerns for the city. The entire site is being raised to avoid flood issues and a driveway area will be added. New cast-in-place rectangular valve vault and wet well structures will be built, with the latter being constructed using a caisson construction method at the bottom to protect the existing station wet well while it is in operation. The wet well will house existing submersible pumps, salvaged from the old station, with a third added for additional redundancy. These pumps will be on VFDs to maintain more continuous wastewater flow. A new controls building will be built and the existing standby generator relocated. New bypass structures are also being added for maintenance purposes upstream and downstream of the lift station.

The existing ductile iron forcemain will be replaced with a new 20-inch PVC forcemain, which will be significantly more corrosion-resistant. Bolton & Menk worked with the City of Blaine during design to properly stage the project. Multiple stages of bypass were needed to minimize disruption to traffic along Naples Street SE. This was especially critical during the Minnesota State Fair, given the proximity of the project to Metro Transit's 95th Avenue Park and Ride.

The project is currently under construction, and once it is completed, Lift Station No. 13 and its forcemain will be set to operate for at least 50-60 years, while the PVC forcemain should last at least 100 years and the City of Blaine will be able to turn their capital improvement focus on other parts of their system.

LIFT STATION NO. 2 RENOVATION

City of Brooklyn Center, Minnesota

Reference: Michael Marsh, Deputy Director of Public Works, 763-585-7103

The current configuration of Lift Station 2 in Brooklyn Center was originally constructed in 1991. It was built as a below-grade wet well/valve vault with stairway to the wet well and influent channel, and a wood frame building at grade to house the stairs, lift station controls, and backup generator. Most major lift station components, including pumps, piping, and controls, had reached the end of their useful life. Access to the controls room opened directly onto the wet well hatches, creating a potential hazard.

Bolton & Menk's station design included replacing pumps, piping, and valves, as well as all electrical and mechanical components inside the building. The existing generator was removed from the controls room and the door relocated safely away from the wet well. A new natural gas backup generator was installed. The building itself received an architectural overhaul, including replacing shingles and wood sheathing with steel. A new bypass pipe setup was also designed for a nearby metering vault located on the effluent forcemain. An unused buried fuel tank was removed from the site. Lift Station 2 is now set to operate for more than 20 years without issues.

COST BREAKDOWN

The following table summarizes the hours and cost breakdown for each major work task item. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

City of Rogers Lift Station No. 3 Rehabilitation		Bolton & Menk, Inc.										
Task No.	Work Task Description	Project Manager	Design Engineer	Electrical Engineer	Municipal Engineer/Client Liaison	Office Administrator	Drafting Technician	Licensed Surveyor	Survey Technician	Survey Crew	Total Hours	Total Cost
1.0	Meetings	20	16	0	4	8	0	0	0	0	48	\$8,708
2.0	Design	20	64	39	24	12	20	2.5	4	11	196.5	\$36,410
3.0	Construction	38	100	11	0	5	0	1	2	10.5	167.5	\$30,172
4.0	As-Builts	2	4	0	2	0	4	0	0	0	12	\$2,246
Total Hours		80	184	50	30	25	24	3.5	6	21.5	424	
Average Hourly Rate		\$204.00	\$170.00	\$200.00	\$215.00	\$131.00	\$182.00	\$197.00	\$160.00	\$195.00		
Subtotal		\$16,320	\$31,280	\$10,000	\$6,450	\$3,275	\$4,368	\$690	\$960	\$4,193		
Total Fee											\$77,535	



REQUEST FOR PROPOSALS

LIFT STATION No. 3 CITY PROJECT No. 2025-XX

This Request for Proposals (RFP) is to provide surveying and engineering services for the City of Rogers for the rehabilitation of Lift Station No. 3 located at 21900 137th Avenue. An onsite natural gas generator for emergency power will also be included.

Project Description

The City's 2025 Capital Improvement Program (CIP) includes the rehabilitation Lift Station No. 3 in 2025. Attached is a map with service area boundaries and collection system, easement, as-builts of the existing lift station and excerpts from the 2025 Lift Station Assessment Report.

Proposed improvements to the lift station include the following:

1. Replacement of bituminous driveway
2. Installation of a new wet well lid and hatch with safety grating and vent pipe
3. Replacement of piping, guide rails, and brackets
4. Installation of bypass piping
5. Coating of process piping and vent pipes
6. Replacement of the older Flygt pumps with new KSB pumps to match the existing KSB pumps
7. Installation of new controls, wiring, control panel, and electrical components
8. Installation of a new light pole with SCADA antenna
9. Installation of a new permanent natural gas generator
10. Bid Alternate: Blast, seal and coat wet well

Services Requested

The Consultant is to prepare a proposal to provide surveying, civil, mechanical, and electrical engineering and instrumentation services to prepare plans and specifications and construction administration based

on the project description and to meet the Minnesota Pollution Control Agency (MPCA) and Metropolitan Council Environmental Services (MCES) requirements.

The Consultant is expected to analyze the immediate surrounding area to determine the best design for the bypass system. Recommendations on force main rehabilitation technique if needed and wet well suitability will also be required by the Consultant. **Please note that Automatic Systems will be the base integrator.**

Scope of Services Manager: The designated Scope of Services Manager and Alternate for this project shall be:

SCOPE OF SERVICES MANAGER	SCOPE OF SERVICES ALTERNATE
Wally Knapp	Doran Cote
Phone: 763-428-0904	Phone: 763-428-0906
wknapp@rogersmn.gov	dcote@rogersmn.gov

Communications: All proposers will be given the same opportunity and access. All communications regarding this Scope of Services from consultants are restricted solely to the designated contacts listed above as the designated Scope of Services Manager or Scope of Services Alternate. This restriction will be in effect for consultants from issuance of the RFP through the Notice to Proceed or Award of Contract as granted by the City Council. Communications related to this Scope of Services during the proposal process with an employee or representative of the city other than the designated Scope of Services Manager or Scope of Services Alternate may result in the offending proposer being disqualified from further consideration. Communication with the City Administrator and/or City Council is strictly prohibited without prior approval of the designated Scope of Services Manager or Scope of Services Alternate. Any such communication will result in the offending proposer being disqualified from further consideration.

Meetings

Consultant should plan on attending three staff meetings at Public Works during the duration of the preliminary/final design process and one public meeting.

- Kick-off meeting with staff.
- 50% plan completion review meeting.
- 95% plan completion review meeting.
- One City Council meeting (if needed)

Design

I. FIELD/BOUNDARY SURVEY

- A. The Consultant shall perform a property boundary survey and field control survey and develop control points and perform topographic survey of the project boundaries in English units. The boundary survey will be needed to determine the limits of the existing easements.

II. PLANS

- A. Using topographic and survey information, prepare base plans showing:
 - 1. Locations and elevations of all physical features.
 - 2. Existing right-of-way/easements and property lines.
- B. Prepare preliminary and final design plans in a format required for regulatory agency review including the following:
 - 1. Removal Plan
 - 2. Existing Private Utilities (electric, gas, telephone, cable TV)
 - 3. Existing City Utilities (force main, sanitary sewer, water main, storm sewer)
 - 4. Civil Engineering Plan
 - 5. Electrical Plan
 - 6. Bypass Pumping Plan
 - 7. Instrumentation and Control Plan
 - 8. Erosion Control Plan
 - 9. Restoration/Landscape Plan
 - 10. Estimated Quantities

III. SPECIFICATIONS AND CONTRACT DOCUMENTS

- A. Prepare contract documents and specifications of a form and substance required by the city and by regulatory agencies.
- B. Prepare engineer's estimate of construction costs.
- C. Submit to city and all applicable agencies for review and approval.
- D. Furnish up to 25 copies of the plans, a digital copy of the plans (Auto-CAD), and an electronic copy of the specifications (Word Document) for bidding purposes.
- E. Furnish all survey information to city in point file ASCI format.

IV. BIDDING ADMINISTRATION

- A. Prepare advertisement for bids and submit to required publications.
- B. Answer bidder's questions related to the lift station and issue addenda if required.
- C. Attend bid opening, tabulate results.
- D. Prepare letter of recommendation to the city.
- E. Prepare Notice of Award and Contract Agreement and forward to Contractor.

Construction Observation

- I. CONSTRUCTION INSPECTION
 - A. Perform observation and keep periodic records of the construction activities of the Contractor and utility companies.
 - B. Prepare and file copies of reports on the construction activities as per State guidelines.
 - C. Keep a record of the quantities of each of the pay items used in the work.
 - D. Monitor Contractor's progress.
 - E. Perform field measurements for use in measurement of quantities and preparation of record plans.
 - F. Provide construction staking as required by Contractor's progress.
 - G. Upon substantial completion, prepare "punch list."
 - H. Coordinate and review testing of materials.
 - I. Prepare final inspection letter.
 - J. Conduct warrantee inspection.
- II. CONSTRUCTION ADMINISTRATION
 - A. Attend preconstruction conference.
 - B. Perform on-site review of project's work and status and report to the city.
 - C. Coordinate weekly progress meetings.
 - D. Prepare periodic payment request forms.
 - E. Prepare Change Orders and other written directives as required.
 - F. Coordinate with Xcel Energy for power supply.
 - G. Prepare letter of final review and acceptance.
 - H. Approve shop drawings, material list reports and all information on material to be used for construction in accordance with the plans and specifications.
 - I. Prepare O & M manual (may be electronic) for completed facility and submit 5 copies to the city.
- III. FINAL REVIEW:
 - A. Conduct final review of project.
 - B. Prepare letter of final acceptability.

As-Builts

- I. Obtain record information from field representatives.
- II. Prepare record drawings.
- III. Submit copies of record drawings to city
 - A. Electronic (Auto-CAD) and hard copies (mylar for final).

Special Services

- I. PERMITS
 - A. Minnesota Pollution Control Agency (MPCA)
 - B. Minnesota Department of Natural Resources (MnDNR)



- C. Minnesota Department of Health (MDH)
- D. Metropolitan Council Environmental Services (MCES)
- E. Elm Creek Watershed Management Commission (if needed)

Minimum Qualifications

Evidence must be presented which reflects the qualifications of those individuals the Consultant will assign to perform the work as to having lift station design and construction monitoring experience. The proposal shall reference any similar projects which have been completed within the last five (5) years. The reference should include a contact person and phone number.

Time Frame

The proposal must identify the major work tasks and dates of accomplishment. These work tasks must include tasks which the Consultant anticipates will be done by the city and any sub-Contractors on this project. Work on this project should be initiated within two (2) weeks of the contract approval and diligently performed thereafter. The proposed accomplishment dates will be monitored by the city to evaluate the Consultant's performance on the project. Any deviation from the milestones as proposed by the Consultant shall be approved by the City Engineer. It is desired that the final plans prepared by the Consultant be submitted to the City Council for consideration by October, 2025.

Budget and Fees

The budget for this project is \$560,000.00 including design, engineering and construction. The proposal should indicate the total cost for engineering services and should itemize major cost components anticipated for the project as outlined in this RFP. The proposal should include hourly rates for specific professional services, including meeting and presentation costs. Payment of the Consultant fees will be made every thirty days upon receipt of a progress report and an invoice itemizing services performed and hours worked with the approved budget amount and requested payment to date. Proposals should be submitted with breakdowns of each phase. The City of Rogers may stop the project at the end of any phase or may eliminate a phase or phases if desired.

Contract Responsibility

The city will prepare the necessary contractual agreement for this project. The Principal Consultant may consider subcontracting portions of the work program. However, any subcontractor shall be approved by the Public Works Director. All subcontractors will be between the Principal Consultant and the subcontractor and the only responsible party for the contractual fulfillment will be the Principal Consultant. Qualifications and project experience must be submitted for any subcontractors proposed on this project.

Submission and Selection Procedure

The Consultants interested in performing the professional services requested shall submit an electronic copy of their proposal to Doran Cote at dcote@rogersmn.gov by **no later than 1:00 p.m. July 25, 2025**. Questions concerning the proposal may be directed to Wally Knapp or Doran Cote at the contact information listed above.

Proposals will be evaluated by a selection committee and awarding of the Consultant services contract is anticipated to be August, 2025.

The selection committee, at a minimum, will consider the following factors in evaluating the proposals:

1. Experience in performing similar projects.
2. Experience of individuals the Consultant will assign to this work.
3. Success other communities and agencies have experienced in constructing projects designed by the Consultant.
4. Proposed cost of the engineering services.
5. The ability to perform the work within the specified time.
6. Understanding of the work to be completed.
7. Proposed schedule for completing the work.
8. Familiarity with the City of Rogers and other related agencies' policies, procedures, and standards.

SANITARY SEWER SYSTEM

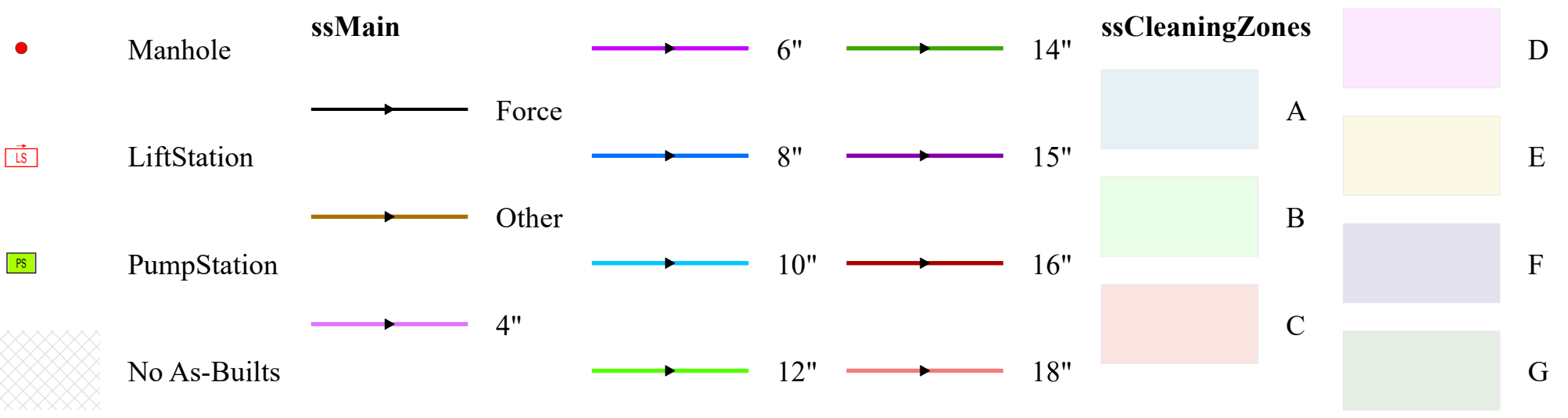
City of Rogers, Minnesota



Rogers, Minnesota
Public Works Department
Geographic Information Systems
17 April 2018

Current Service Area
Developing Service Area

Legend



Improvement No. 95-1

Parcel No. 1100.594(9)

UTILITY EASEMENT

Rhea Company, a Minnesota limited partnership, Grantor, Hennepin County, Minnesota, for and in consideration of One Dollar and other good and valuable consideration, does hereby grant and convey to the City of Rogers, a Municipal corporation, Grantee, the right, authority and easement to freely use the premises hereinafter described for the purposes of public sanitary sewer, water main and other public utilities, and appurtenances thereto, in, upon, over and across the following described easement tract, said City agreeing to thereafter put said land in its former condition, as reasonably possible under the circumstances, being all the tract__ or parcel__ of land lying and being in Hennepin County, Minnesota, to wit:

A permanent easement for said purposes, including a lift station, which easement is described as follows:

A permanent easement over, under, across, and upon the following described property:

The Southerly 60 feet of the Westerly 60 feet of Lot 7, Block 2, Remus Industrial Park Second Addition.

Said easement is further described as the free right to enter upon said described land for the further purpose of using the land for construction, installation and maintenance of sanitary sewers, water mains, and all other public utilities ordinarily located within public streets, and to include the right to construct slopes and deposit waste material thereon, to acquire material necessary to be excavated, removed or taken and to acquire all structures, trees, shrubs, grasses and herbage, now existing and growing or hereafter planted and grown upon or within said strip(s) of land.

The dedication and acceptance of this easement for such purposes does not obligate the Grantee to construct or maintain sewers thereon until such time as such construction and maintenance is deemed by the Grantee necessary for the public interest and welfare; however, this shall not be construed as a limitation upon the rights of the Grantee to construct and install and maintain at any time sewer, water and other utilities when said Grantee deems it necessary and in the public interest.

RECEIVED

2017

RECEIVED

6548007

11MAR96 11:47 C6548007 SCD \$4.50
11MAR96 11:47 C6548007 DEC \$15.00

OFFICE OF COUNTY RECORDER
HERNAN COUNTY, MINNESOTA

CERTIFIED FILED AND/OR
RECORDED ON

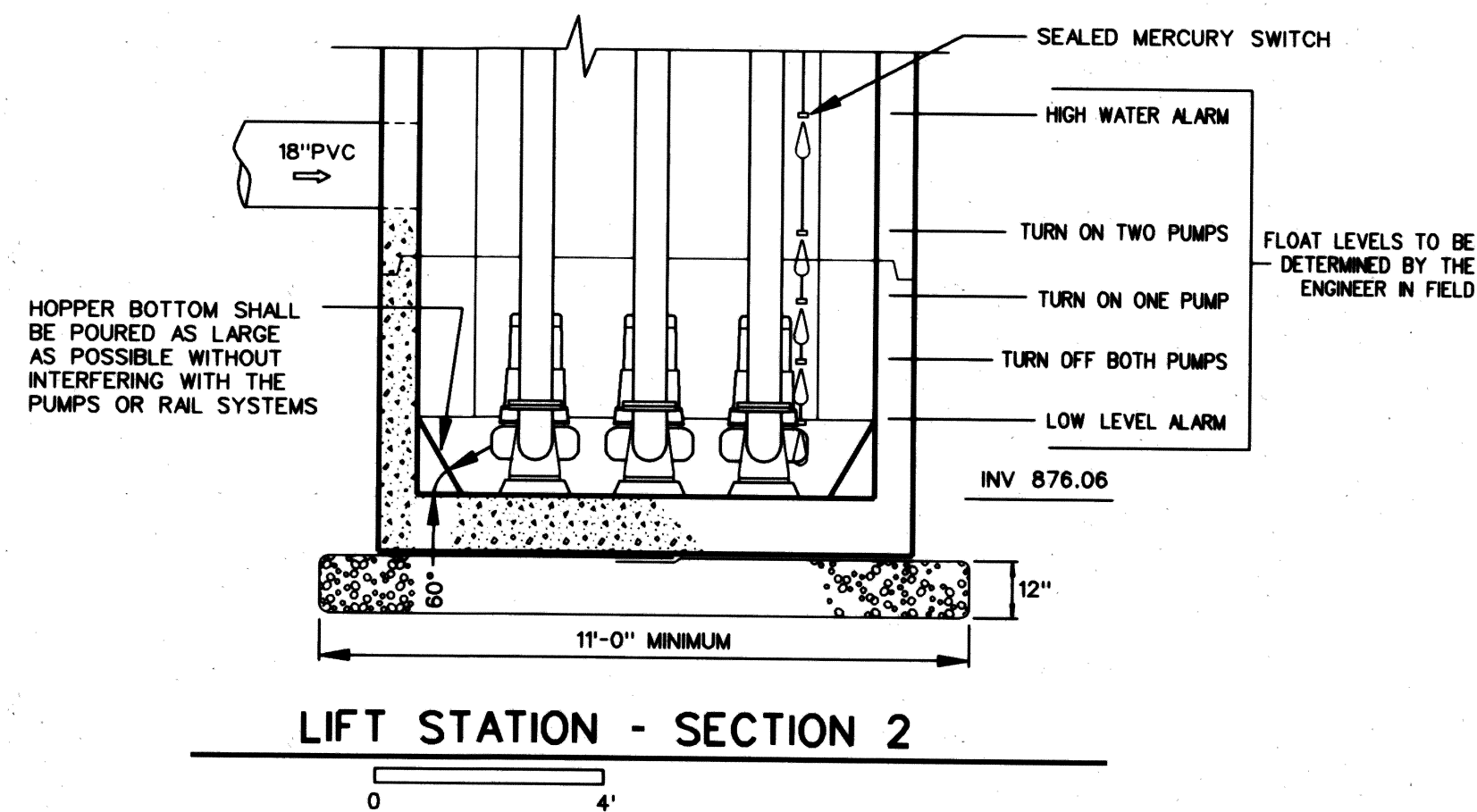
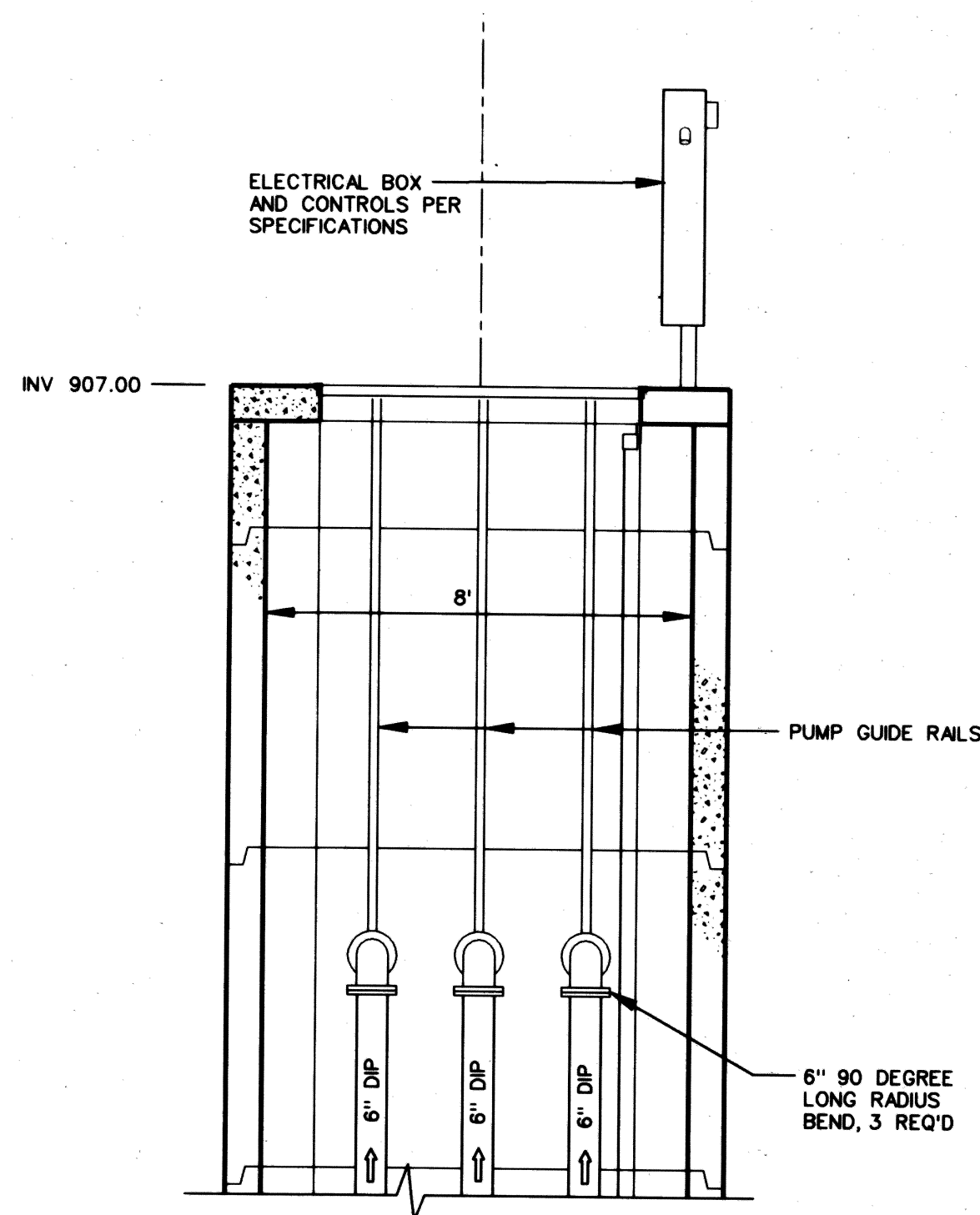
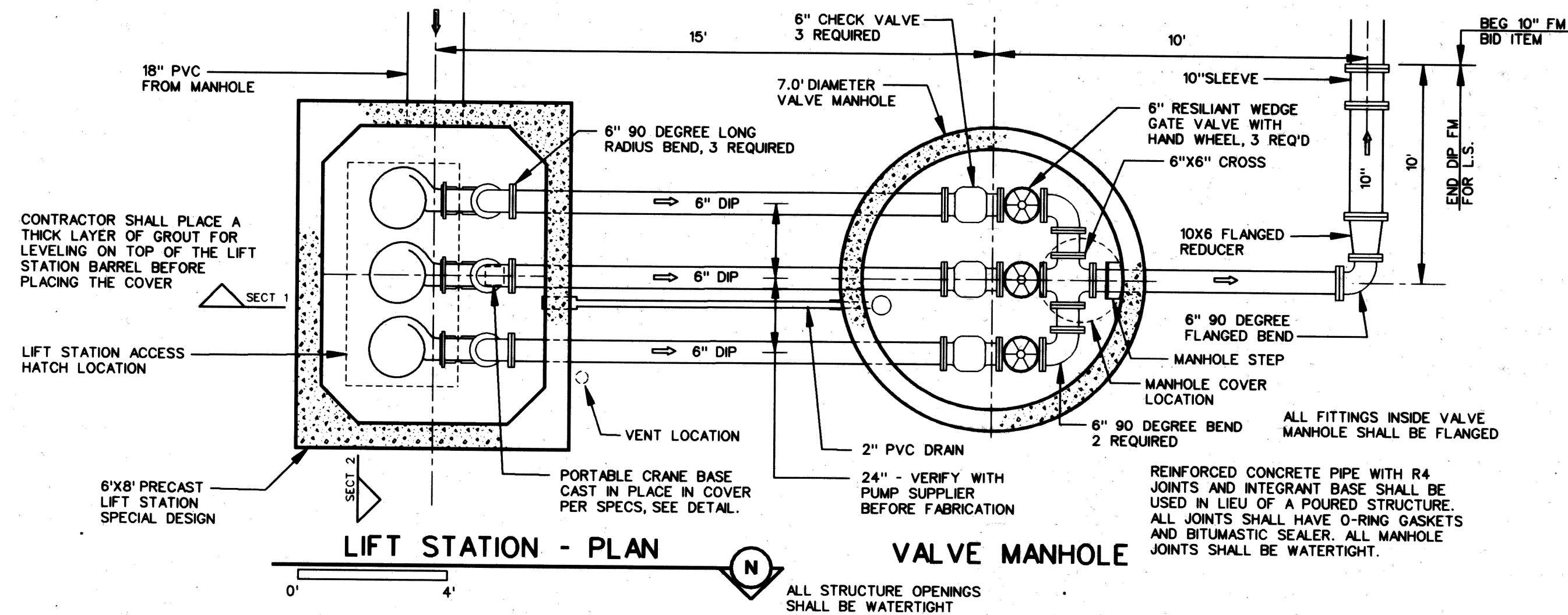
96 MAR 11 AM 11:45

AS DOCUMENT # 6548007

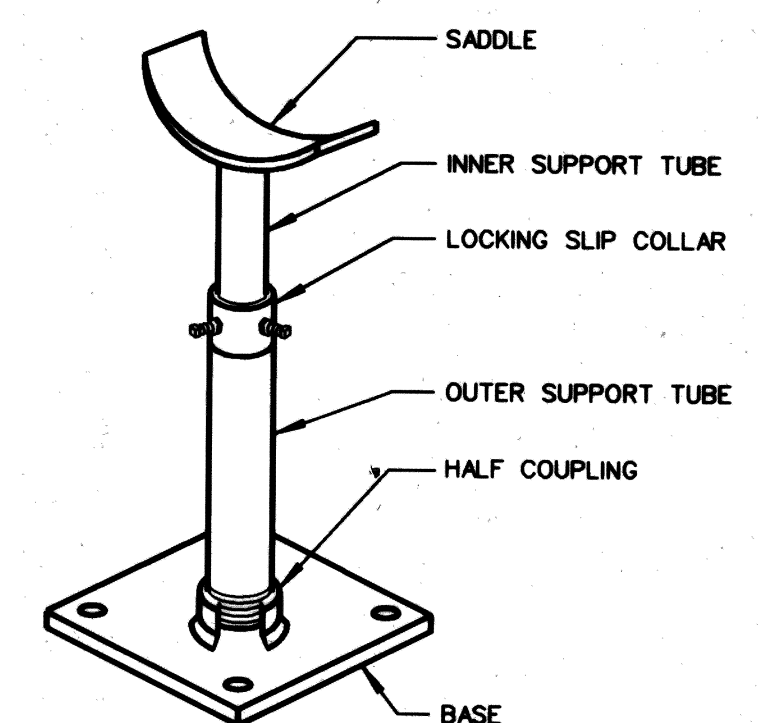
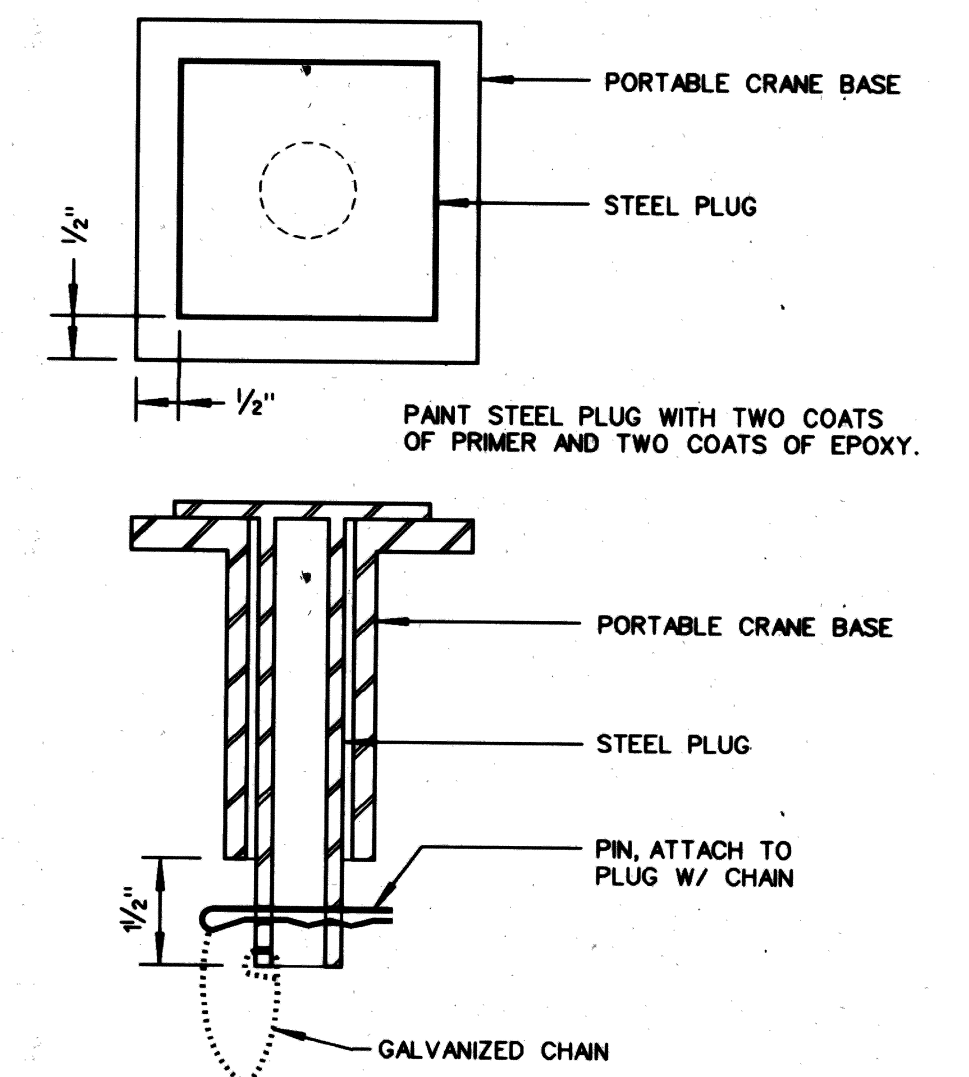
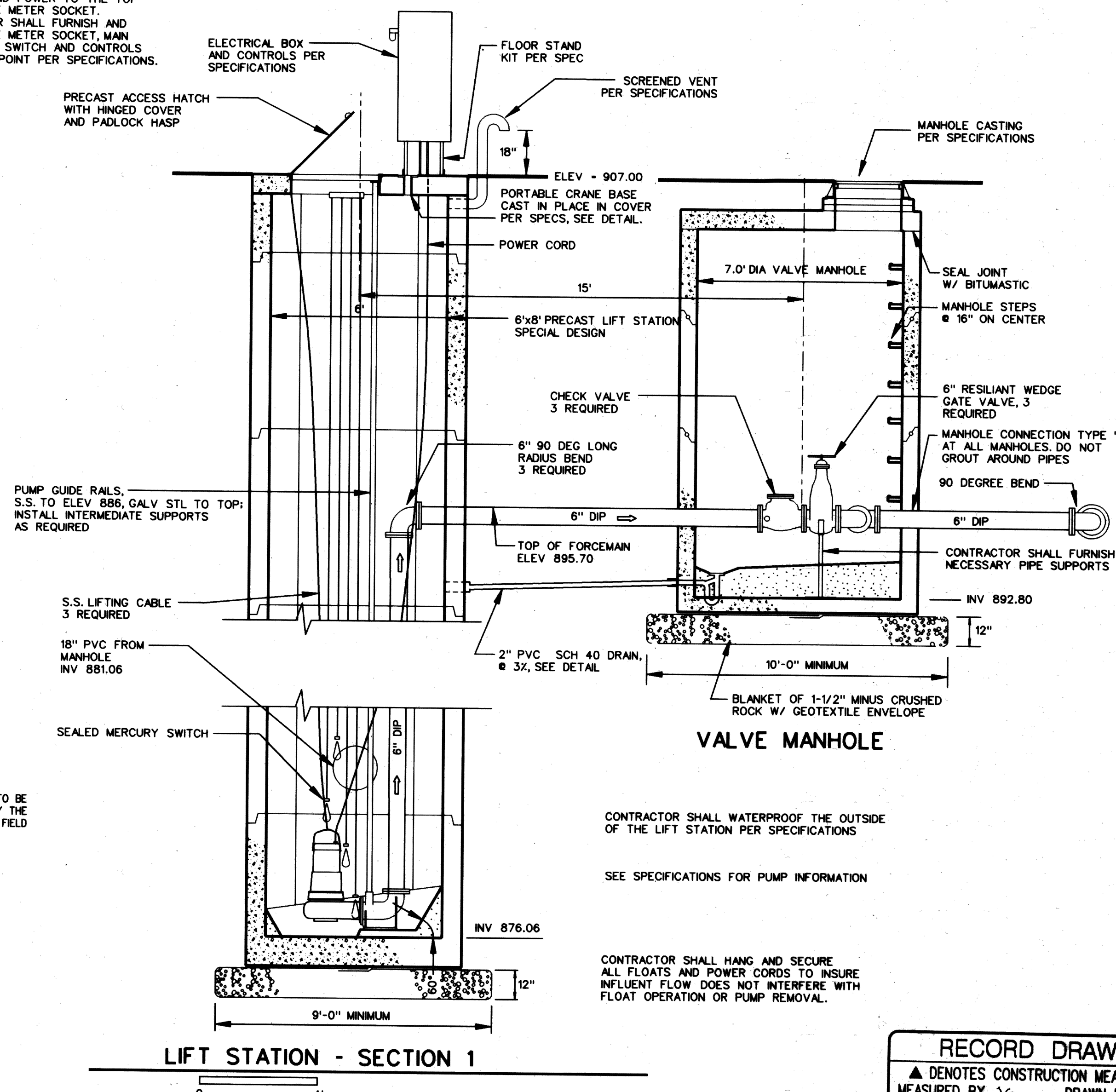
By Day Carson CO. RECORDER

[Signature] COUNTY

Box 280



ELECTRIC COMPANY SHALL SUPPLY UNDERGROUND POWER TO THE TOP LUG OF THE METER SOCKET. CONTRACTOR SHALL FURNISH AND INSTALL THE METER SOCKET, MAIN DISCONNECT SWITCH AND CONTROLS FROM THIS POINT PER SPECIFICATIONS.



RECORD DRAWING

▲ DENOTES CONSTRUCTION MEASUREMENT

MEASURED BY 36 DRAWN BY 36

INSPECTED BY J. GEORGE

NO.	BY	DATE	REVISIONS	ITEM	DESIGN	CHECKED

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the state of Minnesota.

Richard L. Peterson

Date: 3/21/95 Reg. No. 20432

SEH

ENGINEERS ARCHITECTS PLANNERS

1995 UTILITY IMPROVEMENTS
WATER & SANITARY SEWER TRUNK LINES
ROGERS, MINNESOTA

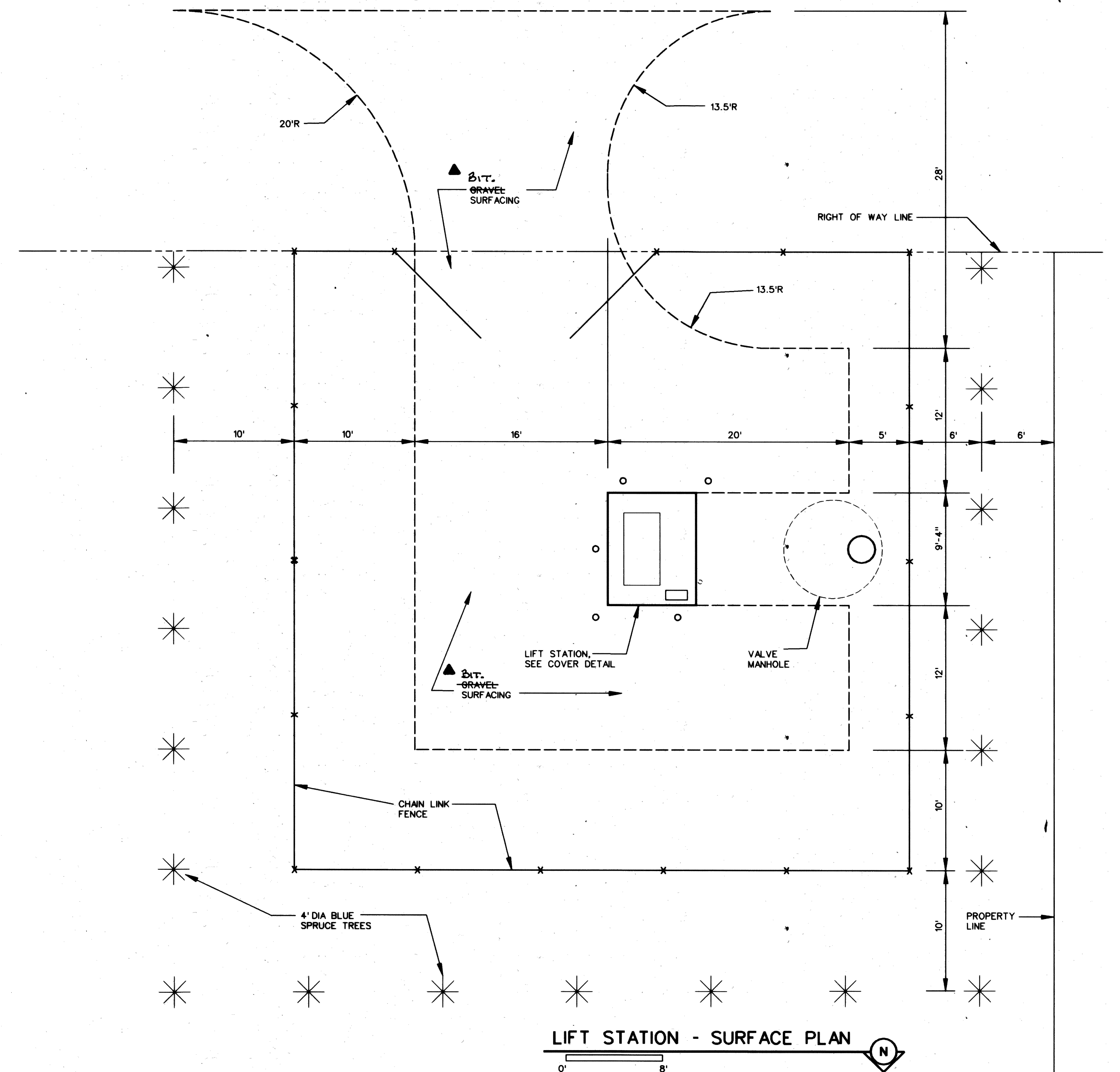
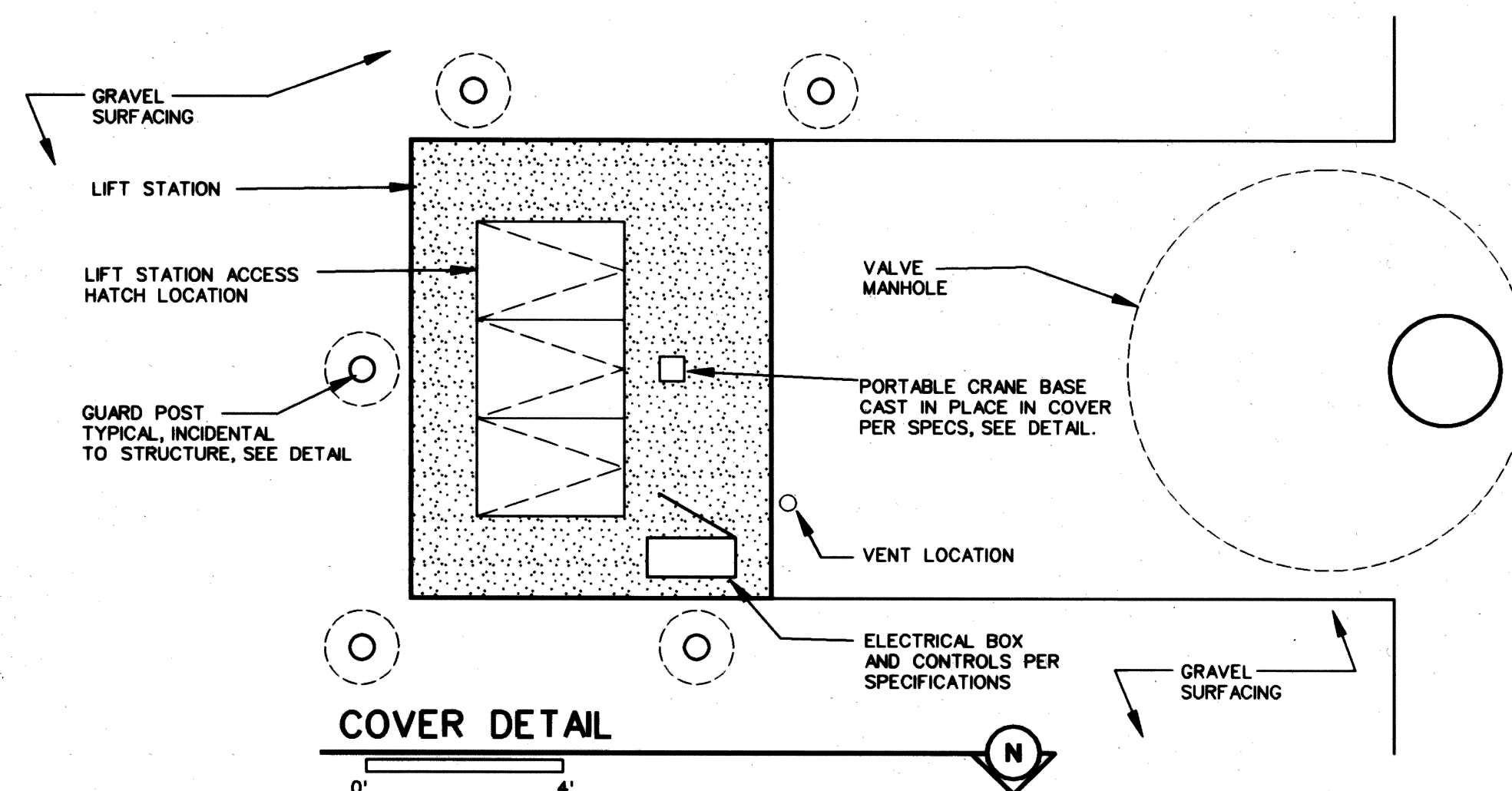
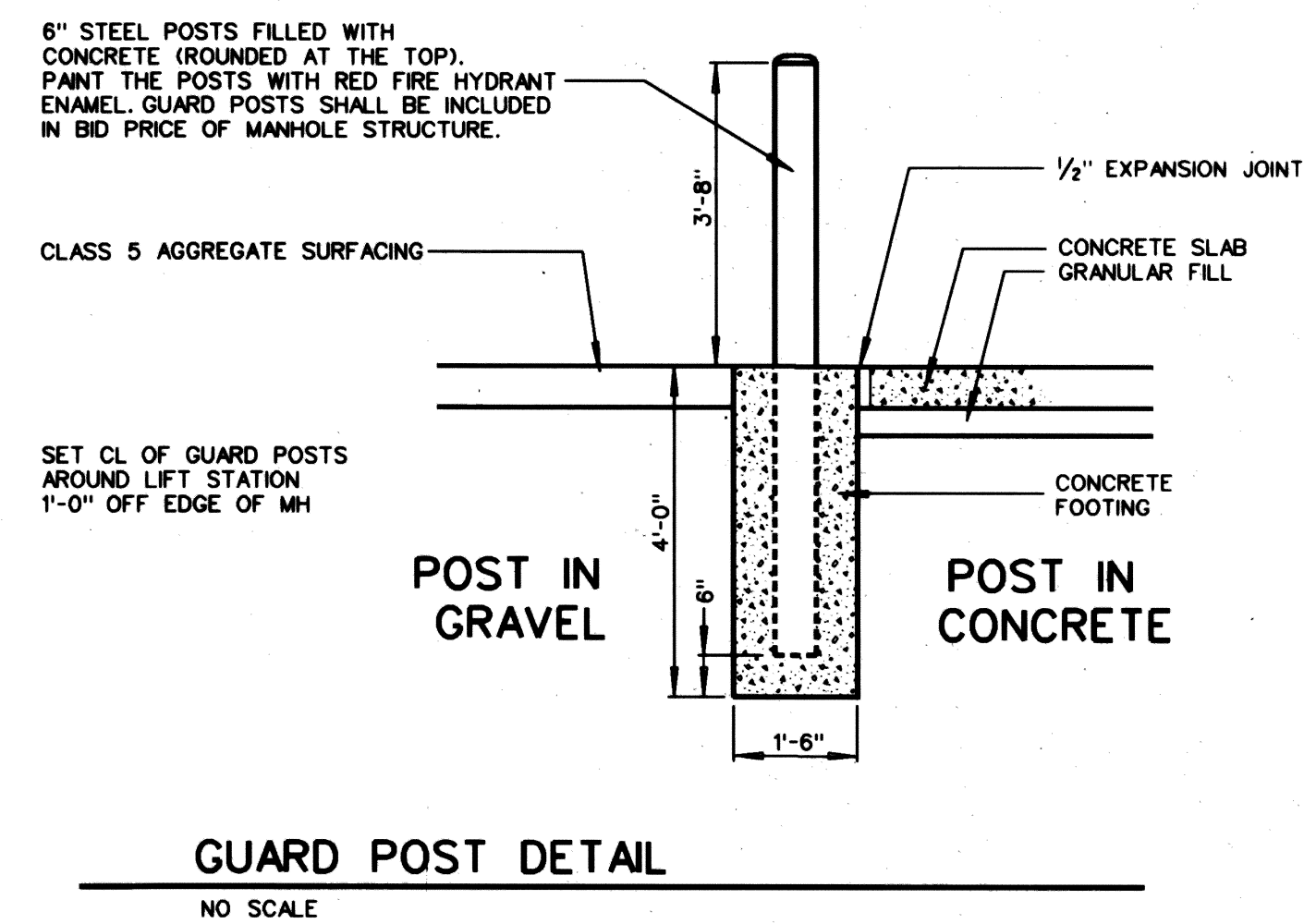
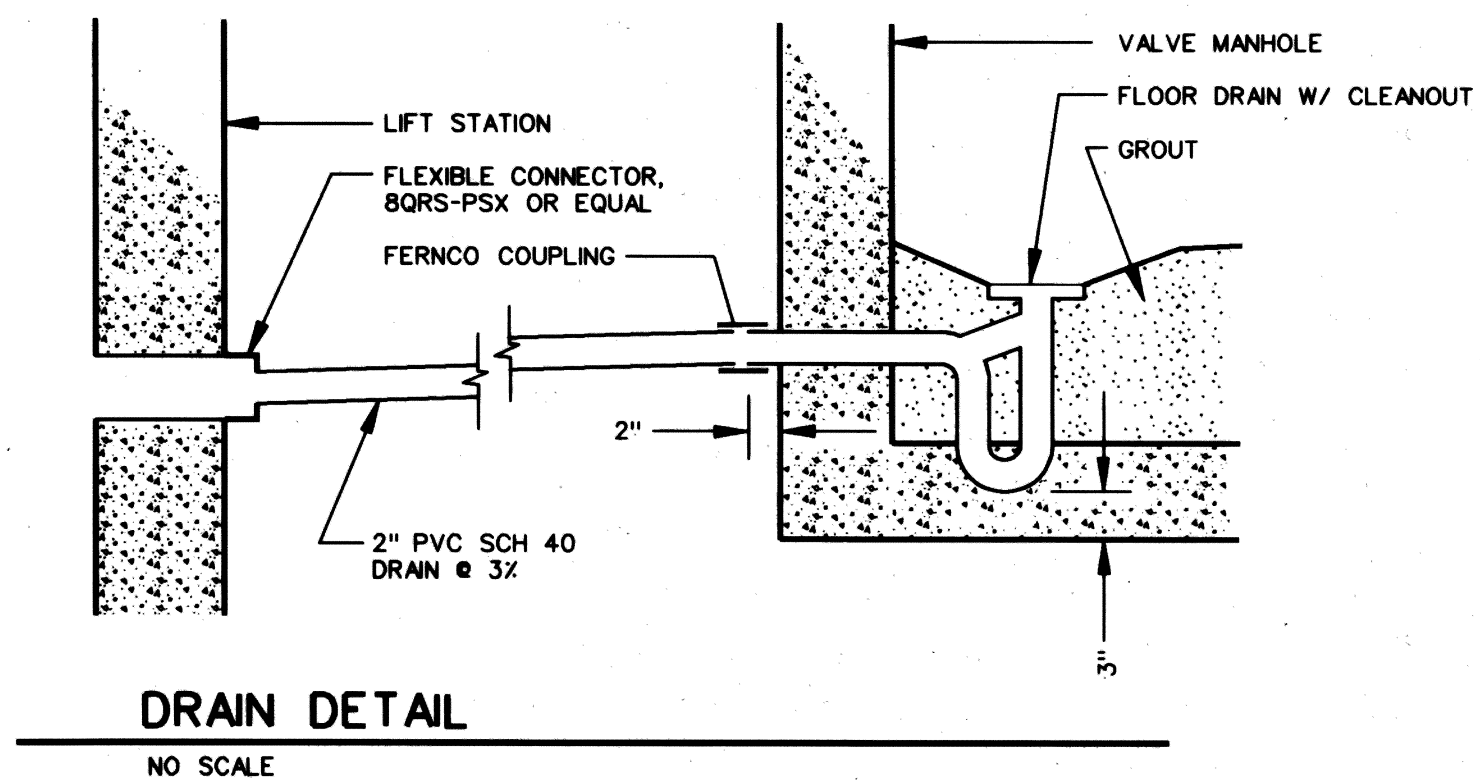
LIFT STATION PLAN
AND SECTIONS

FILE NO.
ROGER
9502

DATE
1/95

17A

17



RECORD DRAWING
 ▲ DENOTES CONSTRUCTION MEASUREMENT
 MEASURED BY SG DRAWN BY SG
 INSPECTED BY J. GEORGE

NO.	BY	DATE	REVISIONS	ITEM	DESIGN	CHECKED

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the state of Minnesota.
Richard L. Peterson
 Date: 3/21/95 Reg. No. 20432



1995 UTILITY IMPROVEMENTS
 WATER & SANITARY SEWER TRUNK LINES
 ROGERS, MINNESOTA

LIFT STATION DETAILS

FILE NO.
 ROGER
 9502
 DATE
 1/95

17B
 17

NOTE: UTILITY METER MOUNTED ON BACK SIDE OF ENCLOSURE

CONTROL ENCLOSURE, SEE DETAIL & SPECIFICATION SECTION 16900

GENERAL NOTES

- SERVICE VOLTAGE IS 277/480V, 3Ø, 4W
- CONTROL PANEL SHALL BEAR SERIALIZED LABEL INDICATING CONFORMANCE W/ UL508
- PUMP CONTROL MODULE IS BASED ON FLVGT. ALTERNATE SYSTEMS SHALL INCLUDE PUMP MOTOR OVER TEMPERATURE & LEAK DETECTION CIRCUITS W/ CONTROL MODIFICATIONS AS REQ'D.
- STARTERS SHALL BE NEMA RATED STARTERS
- LEAVE SPACE IN CABINET FOR FUTURE SCADA EQUIPMENT, LEVEL TRANSDUCER & CIVIL DEFENSE CONTROL EQUIPMENT.
- COORDINATE POWER & TELEPHONE SERVICES W/ UTILITIES. SEE SPECIFICATIONS
- PUMP STATION WETWELL SHALL BE CONSIDERED A CLASS 1, DIVISION 1 AREA
- GROUND SYSTEM PER NEC ARTICLE 250

4-1/2" Ø-1/2" RIGID STEEL TO UTILITY TRANSFORMER

480VAC
3Ø, 4W SERVICE

GROUND ROD

150A MAIN BREAKER
W/ UL SERVICE ENTRANCE LABEL

150A AUTOMATIC TRANSFER SWITCH

GENERATOR RECEPTACLE:
CROUSE-HINDS
#ARE204227-S22, OR EQUAL

START CIRCUIT RECEPTACLE:
CROUSE-HINDS
#ARE2212, OR EQUAL

PHASE FAILURE RELAY

5.0 kVAR
POWER FACTOR CAPACITORS

NEMA SIZE 2
M1

QUICK TRIP (CLASS 10)

PUMP POWER & CONTROL CABLES IN 2" CONDUIT W/ SEALING BUSHING

PUMP #1

MOTOR SENSOR

RESET

PUMP CONTROL MODULE

FURNISHED BY PUMP MANUFACTURER, TYPICAL

RA

NC

RB

RC

RD

RE

RF

RG

RH

RI

RJ

RK

RL

RM

RN

RO

RP

RQ

RR

RS

RT

RU

RV

RW

RX

RY

RZ

RA

RB

RC

RD

RE

RF

RG

RH

RI

RJ

RK

RL

RM

RN

RO

RP

RQ

RR

RS

RT

RU

RV

RW

RX

RY

RZ

RA

RB

RC

RD

RE

RF

RG

RH

RI

RJ

RK

RL

RM

RN

RO

RP

RQ

RR

RS

RT

RU

RV

RW

RX

RY

RZ

RA

RB

RC

RD

RE

RF

RG

RH

RI

RJ

RK

RL

RM

RN

RO

RP

RQ

RR

RS

RT

RU

RV

RW

RX

RY

RZ

RA

RB

RC

RD

RE

RF

RG

RH

RI

RJ

RK

RL

RM

RN

RO

RP

RQ

RR

RS

RT

RU

RV

RW

RX

RY

RZ

RA

RB

RC

RD

RE

RF

RG

RH

RI

RJ

RK

RL

RM

RN

RO

RP

RQ

RR

RS

RT

RU

RV

RW

RX

RY

RZ

RA

RB

RC

RD

RE

RF

RG

RH

RI

RJ

RK

RL

RM

RN

RO

RP

RQ

RR

RS

RT

RU

RV

RW

RX

RY

RZ

RA

RB

RC

RD

RE

RF

RG

RH

RI

RJ

RK

RL

RM

RN

RO

RP

RQ

RR

RS

RT

RU

RV

RW

RX

RY

RZ

RA

RB

RC

RD

RE

RF

RG

RH

RI

RJ

RK

RL

RM

RN

RO

RP

RQ

RR

RS

RT

RU

RV

RW

RX

RY

RZ

RA

RB

RC

RD

RE

RF

RG

RH

RI

RJ

RK

RL

RM

RN

RO

RP

RQ

RR

RS

RT

RU

RV

RW

RX

RY

RZ

RA

RB

RC

RD

RE

RF

RG

RH

RI

RJ

RK

RL

RM

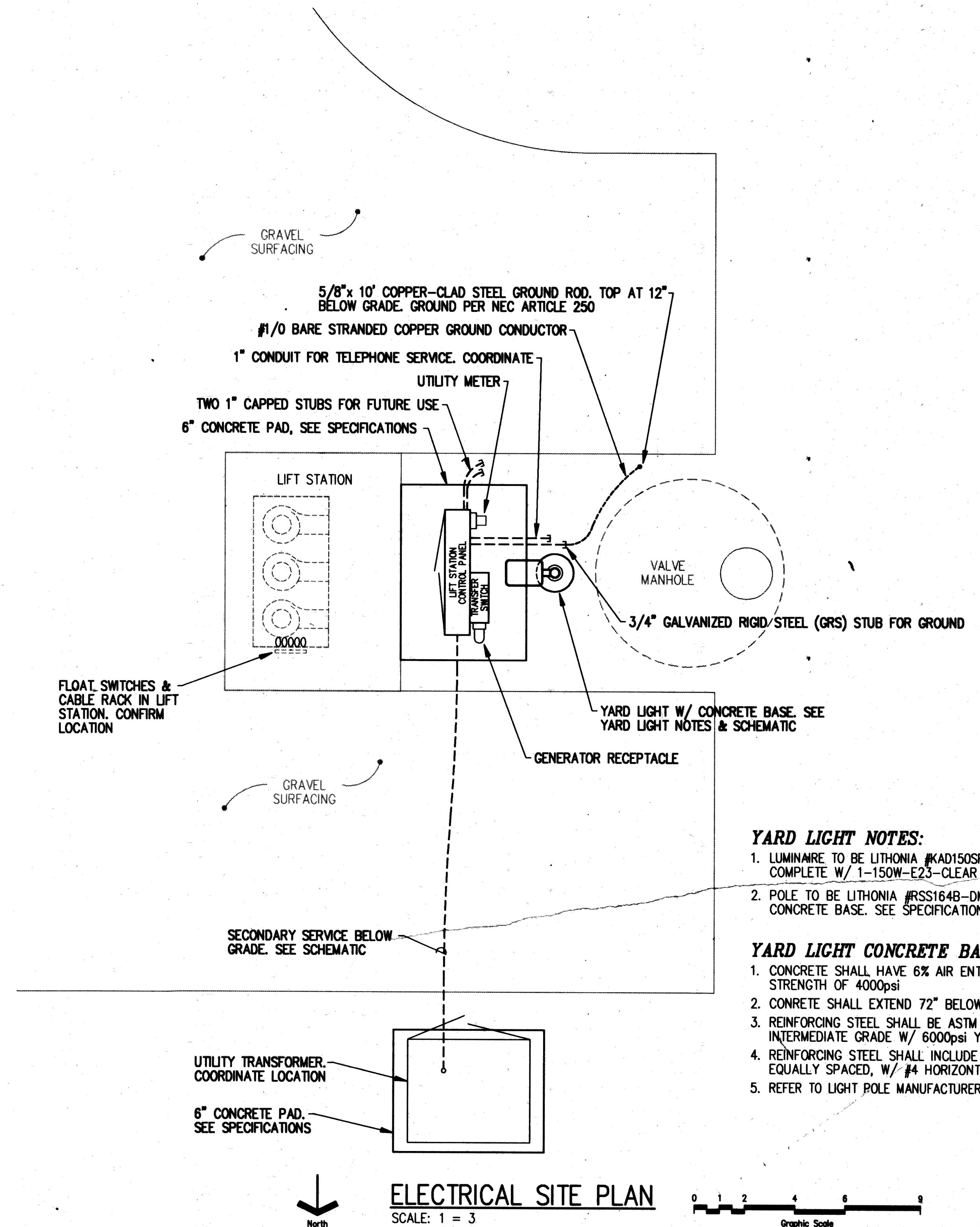
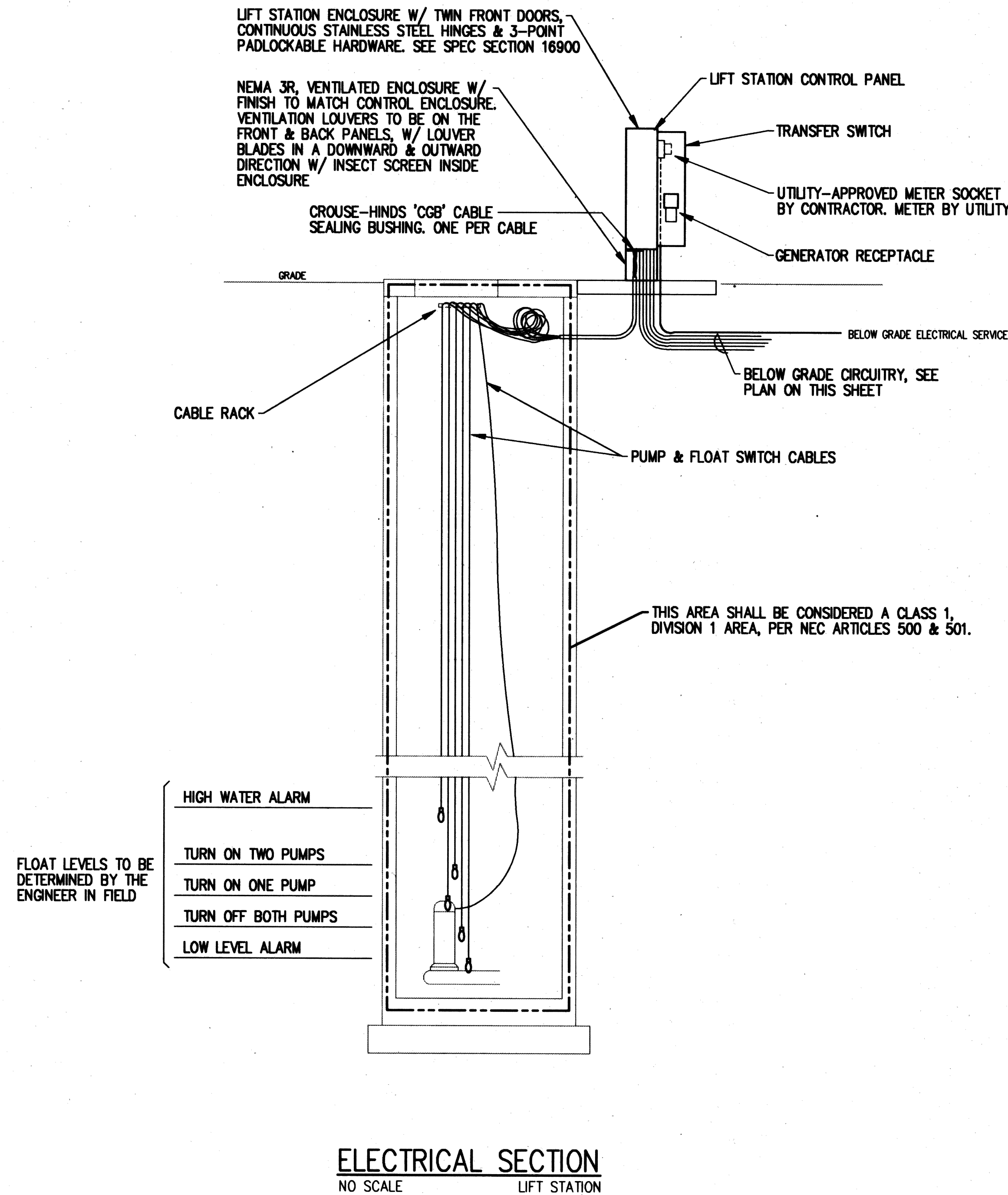
RN

RO

RP

RQ

RR



- YARD LIGHT NOTES:**
- LUMINAIRE TO BE LITHONIA #KAD150SR3-120-RP004-DMB-PER/PE1, COMPLETE W/ 1-150W-E23-CLEAR LAMP
 - POLE TO BE LITHONIA #RSS164B-DM19-DMB-BC, COMPLETE W/ CONCRETE BASE. SEE SPECIFICATIONS BELOW
- YARD LIGHT CONCRETE BASE:**
- CONCRETE SHALL HAVE 6% AIR ENTRAINMENT & HAVE '28 DAY' STRENGTH OF 4000psi
 - CONCRETE SHALL EXTEND 72" BELOW GRADE, 18" DIAMETER
 - REINFORCING STEEL SHALL BE ASTM A615 GRADE 60, NEW BILLET, INTERMEDIATE GRADE W/ 6000psi YIELD STRENGTH
 - REINFORCING STEEL SHALL INCLUDE FOUR #4 VERTICAL BARS EQUALLY SPACED, W/ #4 HORIZONTAL TIES AT 1'-3" O.C.
 - REFER TO LIGHT POLE MANUFACTURER'S INSTALLATION INSTRUCTIONS

NO.	BY	DATE	REVISIONS	ITEM	DESIGN	CHECKED

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

Shawn Sorenson

Date: 21 MAR 95 Reg. No. 18925



1995 UTILITY IMPROVEMENTS
WATER & SANITARY SEWER TRUNK LINES
ROGERS, MINNESOTA

0 1 2 4 6 8
Graphic Scale

RECORD DRAWING
▲ DENOTES CONSTRUCTION MEASUREMENT
MEASURED BY _____ DRAWN BY _____
INSPECTED BY _____

ELECTRICAL SITE PLAN & SECTION

FILE NO.
ROGER
9502
DATE
21 MAR 95

E2
2

I. INTRODUCTION

A. Background

The sanitary sewer network for the City of Rogers includes multiple lift stations that ultimately pump wastewater to the city's wastewater treatment facility. This report evaluates the physical and operational condition, pump capacities, and proposed improvements for nine of the city's lift stations. Evaluations are based on an on-site visit completed in May 2024, drawdown tests done in June 2024, conversations with the city, information from pump inspection reports done by Quality Flow in 2020, and partial record drawings. The goal of this report is to evaluate lift station capacity and help the city prioritize and plan for future rehabilitation and improvement projects at the stations.

The lift stations discussed in this report are all submersible-type stations with separate wet wells and valve vaults that range in age from 10 to 29 years. Lift Stations No. 3 and 7 are triplex stations, while No. 4, 5, 8, 9, 10, 11, and 14 are duplex stations with No. 9 and 14 designed to easily convert to a triplex station if necessary. The design, layout, operations, and control panels are similar in nearly all the stations. A SCADA communication system has been installed at all lift stations. Most of the stations were constructed between 1995 and 2005, and lift station pumps and valves have been replaced or upgraded as needed over the last 10 years. Table 1.1 outlines the nine lift stations that were evaluated, and an in-depth overview of the lift stations can be found in Appendix A.

Table 1.1: Lift Station Overview						
No.	Name	Address	Year Constructed	No. Pumps	HP	Model No.
3	137th Ave.	21900 137th Ave	1995	3	20	Flygt 3152.091 (Pump 1 and 2) and KSB KRT E100-251/164XG (Pump 3)
4	Wellstead	13698 Wellstead Dr.	2000	2	3.75	ABS AFP1040M28
5	129th Ave.	45.188831, -93.570150	2000	2	ABS-10.1 HP, KSB-15 HP	ABS XFP100E, KSB KRT F100-250/114XG
7	Industrial Blvd.	23898 Industrial Blvd.	2005	3	23 HP, 15 HP, 23 HP	Flygt 3153.095, 3153.091, 3152.091
8	Brockton Meadows/ Monarch Lane	14055 Monarch Lane	2005	2	7.5	Flygt 3127.090
9	Northdale	14775 Northdale Blvd.	2004	2	15	KSB KRT K150-315/126XG
10	Hassan Elementary	23501 141st Ave.	2005	2	5	Flygt 3102.090
11	South Diamond Lake Road/ Brockton Lane	13335 Brockton Lane	2005	2	10	Flygt 3127.090
14	Kinghorn	12398 Brockton Lane	2013-2014	2	7.5	Flygt 3127.095

In general, the nine lift stations evaluated have had few operational and maintenance concerns. Seven of the nine lift stations have portable receptacles for backup power that are in fair to good condition. Lift Station No. 7 has a permanent on-site generator. It has been noted that there are intermediate clogging and ragging issues at Lift Stations No. 3 and 4, grease and scum buildup at Lift Stations No. 3 and 4, and poor or no communication at Lift Stations No. 11 and 14. City staff stated there is a slight odor issue at Lift Station No. 11, although there have been no complaints from residents.

B. Condition Assessment and Scoring Criteria

Lift stations were evaluated based on the physical and operational condition of the site layout and accessibility, structures, electrical components, pumps, piping, and valves. Operational and maintenance issues observed and stated by the city, and safety and reliability considerations are noted. A point rating system was used to evaluate different components for each station. Table 1.2 outlines the point system. A multiplier of 1.5 was used for physical components that affect the reliability of the station, and a multiplier of 2 was used for major components of the station. The lowest total score indicates that the lift station is in the worst condition and is a high-priority project.

Table 1.2: Condition Rating System		
Points	Priority	Condition
1	Highest	Poor Condition: Component should be addressed soon
3	Intermediate	Fair Condition: Component is functional, improvements should be made as needed or during improvements project
5	Lowest	Good Condition: Component is working as specified, reevaluate during improvements project

Condition assessments can be found in Appendix B for each station. The existing pump curves can be found in Appendix C, and the pump maintenance record done by Quality Flow is found in Appendix D.

II. LIFT STATION EVALUATIONS AND PROPOSED IMPROVEMENTS

A. Lift Station No. 3 – 137th Avenue

1. Overview

Lift Station No. 3 (137th Avenue) Lift Station was constructed in 1995 as part of a water and sanitary sewer trunk line extension project. Lift Station No. 3 is a triplex station. The wet well is a 6-foot by 8-foot precast box culvert, roughly 40 feet deep, and the valve vault is a precast manhole 7 feet in diameter and roughly 14 feet deep. Originally, the station was serviced by three Flygt 20 horsepower pumps. Since then, pumps 1 and 3 have been replaced with 20-horsepower KSB pumps. These pumps are powered by the 480V, 3-phase service at the site. From the transformer, the service lateral is run underground to a utility meter socket mounted on the backside of the control panel. The station's historical runtime from January 2022 to March 2024 can be found below in Table 2.1. There were 8 days when the station ran more than 10 hours a day over the 26-month period.

Table 2.1: Lift Station No. 3 (137th Ave.) Historical Run Time (Hours per Day)				
	Pump 1	Pump 2	Pump 3	Total
Average	1.86	1.79	2.41	6.06
Max	13.30	5.50	8.00	18.70

The station has also had other small upgrades made since its construction, including the replacement of valves, the addition of a transducer, and the addition of SCADA communication.

2. Condition Assessment

The bituminous driveway at the site is in poor condition, and it appears that significant settling has occurred since the station's original construction in 1995. It is recommended that the driveway be replaced to ensure water continues to drain away from the structures.

The structural components of the lift station appear to be in good condition, with minimal deterioration of the wet well, valve vault, and top slab concrete. As seen in Figure 2.1, the wet well structure shows minimal signs of groundwater intrusion. The existing wet well hatch is in fair condition but does not have safety grating installed. It is recommended that safety grating or a safety net be retrofitted into the existing hatch or the wet well lid be replaced, to install hatches containing safety grating. The valve vault manhole lid is not fully surrounded by bituminous; however, it is in good condition, as seen in Figure 2.2.

The piping at the station is in poor condition and is recommended to be replaced. The existing piping contains custom elbow pieces in the wet well going into the valve vault, as seen in Figure 2.3. These custom pieces would be removed and replaced with standard fittings. The valves have been replaced since the station's original construction and are in fair condition, as seen in Figure 2.4. The vent pipes at the station are in fair condition; however, the bird screen on the ends is in poor condition and will need to be replaced.



Figure 2.1: Lift Station No. 3 (137th Ave.) Wet Well



Figure 2.2: Lift Station No. 3 (137th Ave.) Site Layout and Valve Vault Manhole Lid



Figure 2.3: Lift Station No. 3 (137th Ave.) Wet Well



Figure 2.4: Lift Station No. 3 (137th Ave.) Valve Vault



Figure 2.5: Lift Station No. 3 (137th Ave.) Control Panel Enclosure

The controls and control panel at the station, shown in Figure 2.5, are in fair condition; however, they are more than 20 years old and past the typical design life. It is recommended that the controls be replaced. The ground-mounted transformer also appears to be in fair condition. If the city has not experienced any electrical service issues, replacement of the transformer is not necessary. A more thorough description of the condition of the controls is included below.

Inside the control panel is a 150A/3P molded-case breaker used as the service disconnect. Due to the age of the breakers, it is recommended to test the breakers to ensure they operate correctly and perform maintenance on them if they are to remain.

An automatic transfer switch is mounted on the back side of the control panel. A Crouse-Hinds 200A, 4P, reverse service portable generator receptacle is mounted to the side of the transfer switch. This is not a typical setup if the operating procedures for using a portable generator are unclear. This transfer switch appears to be older, possibly provided with the panel at the time of construction. It is recommended to revise the system for standby power. Being this station is the main station feeding the treatment plant, it is recommended to install a stationary generator at this site.

An Allen-Bradley MicroLogix 1400 programmable logic controller (PLC) is provided in the control panel, likely as part of a past SCADA project. It appears to be in good operating condition. Allen-Bradley continues to manufacture and support this controller and its I/O modules; however, it is rumored that this controller will be discontinued in the future.

A Consolidated Electric CB23 pump controller is mounted inside this panel. This is the original pump controller from 29 years ago and has been discontinued. There are also

other components inside the control panel, such as intrinsically safe barriers, relays, timers, fuses, and other devices. These devices appear to be operable; however, they do appear to be original to the panel and nearly 30 years old. Due to their age, it is recommended to consider the replacement of all the components in the enclosure.

The existing light pole at the station was modified to allow for SCADA communication. The light pole is a square steel pole mounted on a concrete base. This pole has exposed rust and peeling paint and is missing a handhole cover. The wiring in the light pole has been exposed to weather and is falling apart from the conductors. It is recommended to replace the light pole, the luminaire, and the cabling to the light pole.

3. Pump Performance

Complete as-built data for the forcemain associated with the 137th St. Lift Station was used to calculate pump operating points shown below in Figure 2.6. The station pumps wastewater approximately 1500 feet to S. Diamond Lake Road.

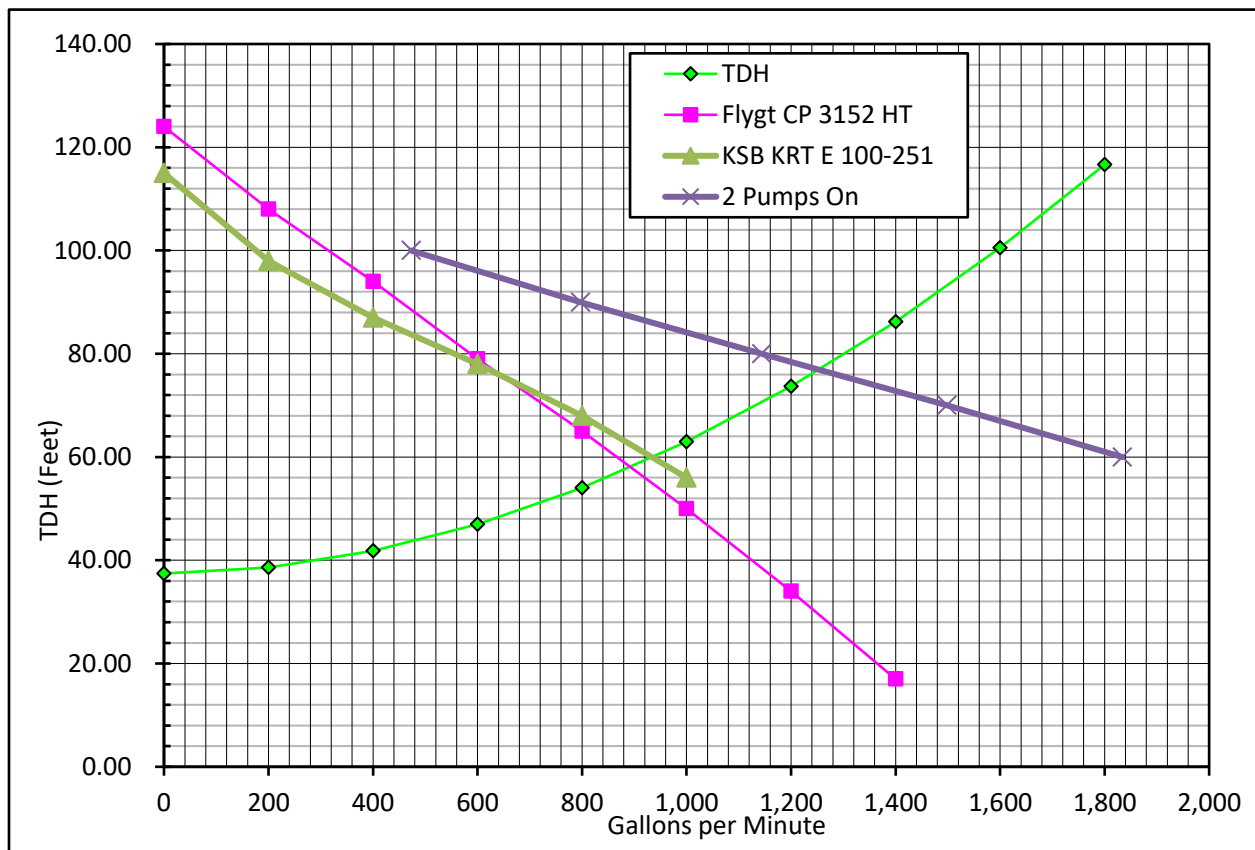


Figure 2.6: Lift Station No. 3 (137th Ave.) System Curve

Table 2.2: Lift Station No. 3 (137 th Ave.) Pump Capacity						
	Manufacturer/ Model	Calculated Operating Point		Provided Design Operating Point		Pump Drawdown Capacity*
		Flow (gpm)	TDH (ft)	Flow (gpm)	TDH (ft)	Flow (gpm)
Pump #1	KSB KRT E 100-251	890	57.8	-	-	459
Pump #2	Flygt CP 3152 HT	935	59.9	-	-	373
Pump #3	KSB KRT E 100-251	890	57.8	-	-	480
*This station was designed to back up the gravity sewer - pump drawdown does not account for this.						

The calculated operating points for a single pump do not correlate with the field-observed pump capacities. This discrepancy is likely due to the influent pipe being underwater during the normal operation of the lift station. Drawdown testing results assume the level in the wet well is directly related to the storage provided by the wet well structure. When the influent pipe is underwater, the storage provided by the influent pipe is not taken into consideration in the determination of the capacity of the pump. This makes the pump capacity determined by the drawdown test an accurate representation of the pump's capacity. Based on the historical runtime data presented in Table 2.1, this station's pumps are adequately sized for the existing flow.

4. Recommendations

Overall, Lift Station No. 3 is in fair working condition, and there are no immediate needs. Historical pump run time would indicate that the pumps are adequately sized; however, the station backs up into the influent, indicating there is not enough operating depth in the wet well. If future flow to this station is expected, the pump and wet well sizing should be reevaluated. Further analysis of the system and station operations is recommended as the influent backs up during normal operations. It is recommended that when an improvement project takes place, the following be included:

- Replacement of bituminous driveway
- Installation of a new wet well lid and hatch with safety grating and vent pipe
- Replacement of piping, guide rails, and brackets
- Installation of bypass piping
- Coating of process piping and vent pipes
- Replacement of the older Flygt pumps with new KSB pumps to match the existing KSB pumps
- Installation of new controls, wiring, control panel, and electrical components
- Installation of a new light pole with SCADA antenna
- Installation of a new permanent generator

III. SCORING RESULTS AND LIFT STATION CRITICALITY

A. Scoring Results

A point rating system was used to evaluate 22 different components at each station. Table 1.2 in Section I outlines the point system and multipliers used. There were 152.5 possible points. The lowest total score indicates the lift station in the worst condition, or highest priority, based on the point rating system.

Table 3.1 below outlines the scoring results from the lift station assessments. The individual station's rankings tables can be found in Appendix B.

Table 3.1: Lift Station Assessment Scoring Results			
Rank	Lift Station	Total Points	% of Possible Points
1	No. 4 - Wellstead	78	51%
2	No. 5 - 129th Ave.	84	55%
3	No. 11 - South Diamond Lake Road/Brockton Lane	89	58%
4/5	No. 3 - 137th Ave.	92.5	61%
4/5	No. 9 - Northdale	92.5	61%
6	No. 14 - Kinghorn	101.5	67%
7	No. 10 - Hassan Elementary	114	75%
8	No. 7 - Industrial Blvd.	115	75%
9	No. 8 - Brockton Meadows/Monarch Lane	116.5	76%

B. Lift Station Criticality and Ranking

Several factors affect the criticality of the station within the system and the operation of the station that are not reflected in Table 3.1 - Lift Station Assessment Scoring Results. These factors include:

- The station's location in the city's sanitary sewer system
- The amount of flow the station handles
- The station's ability to communicate with the city's centralized SCADA system
- Whether the station has backup power through a permanent generator or a portable receptacle

Table 3.2 below outlines the stations' ranking based on their criticality, along with a brief description.

Table 3.2: Lift Station Criticality and Ranking		
Rank	Lift Station	Notes
1	No. 3 - 137th Ave.	Station's critical location in the city's sewer system, intermediate clogging of pumps noted
2	No. 11 - South Diamond Lake Road/Brockton Lane	Poor SCADA communication, odor concern
3	No. 14 - Kinghorn	No SCADA communication, and the lift station site is in a low area prone to flooding
4	No. 9 - Northdale	No backup power is available
5	No. 4 - Wellstead	Intermediate ragging and clogging of pumps noted. The station is centrally located in the city's sewer system
6	No. 5 - 129th Ave.	Timing of improvements dependent on rate of development and potential future presence of operational issues – rank on list could change
7	No. 7 - Industrial Blvd.	The permanent generator does not have an ATS
8	No. 10 - Hassan Elementary	
9	No. 8 - Brockton Meadows/Monarch Lane	

IV. IMPLEMENTATION

A. Recommendations

It is recommended that the city budget for the rehabilitation and improvement of one station per year, on average, assuming the annual budget allows for this.

- The first recommended station to be rehabilitated is Lift Station No. 3 – 137th Ave., due to its critical location within the sanitary sewer system and intermediate clogging. This lift station is one of the central lift stations that pumps wastewater to the city's wastewater treatment facility.
- The next two recommended lift stations are Lift Station No. 11 – South Diamond Lake Road/Brockton Lane, and No. 14 – Kinghorn. This is due to the stations' inability to communicate via SCADA. It was noted that the main road these stations are located off of, fiber has been installed. It is recommended that these stations be connected to SCADA via fiber when any significant project is undertaken.
- It is recommended that Lift Station No. 9 then be addressed due to its conditional scoring and the fact that it does not have a portable receptacle installed for backup power.
- Lift Station No. 4 – Wellstead, is next based on its conditional scoring and reports of intermediate clogging and ragging.
- Lift Station No. 5 – 129th Ave. is to be addressed sixth. The immediate improvements suggested above should allow the station to continue operating until development requires it to be upsized. Currently, it is assumed this will occur in approximately five years, although the ultimate timing of this project can be re-evaluated depending on the rate of development and, if still present, operational issues.
- Lift Stations No. 7 – Industrial Blvd., No. 10 Hassan Elementary, and No. 8 – Brockton Meadows/Monarch Lane are in decent condition, and it is recommended that they be addressed in this order.

During the improvement and rehabilitation projects, it is recommended that the city standardize the pump manufacturer, or at least the model of pump installed in a station, and the control panel supplier. This can provide the city with ease of maintenance and similarity between the stations.

B. Opinion of Cost

Table 3.3, below, summarizes the engineer's opinion of costs for future projects based on the work recommended throughout the report. The engineer's opinion of cost is based on 2024 pricing and represents the total cost, including estimated construction costs and engineering, legal, and administrative costs. A detailed engineer's opinion of costs for each lift station can be found in Appendix E.

Table 4.1: Lift Station Rehabilitation and Improvement Projects- Engineer Opinion of Cost		
Rank	Lift Station	Cost
1	No. 3 - 137th Ave.	\$ 560,000
2	No. 11 - South Diamond Lake Road/Brockton Lane	\$ 415,000
3	No. 14 - Kinghorn	\$ 372,000
4	No. 9 - Northdale	\$ 379,000
5	No. 4 - Wellstead	\$ 526,000
6	No. 5 - 129th Ave.	\$ 935,000
7	No. 7 - Industrial Blvd.	\$ 635,000
8	No. 10 - Hassan Elementary	\$ 354,000
9	No. 8 - Brockton Meadows/Monarch Lane	\$ 312,000

C. Schedule

It is recommended that the city budget for the rehabilitation or improvement of one lift station per summer. Table 4.2 below outlines a proposed schedule. The city could address multiple lift station projects in a single year; however, we have found that cities with significant lift stations can stay current by addressing one lift station per year. This allows for constant system improvements, and once every lift station is addressed, the cycle can begin again.

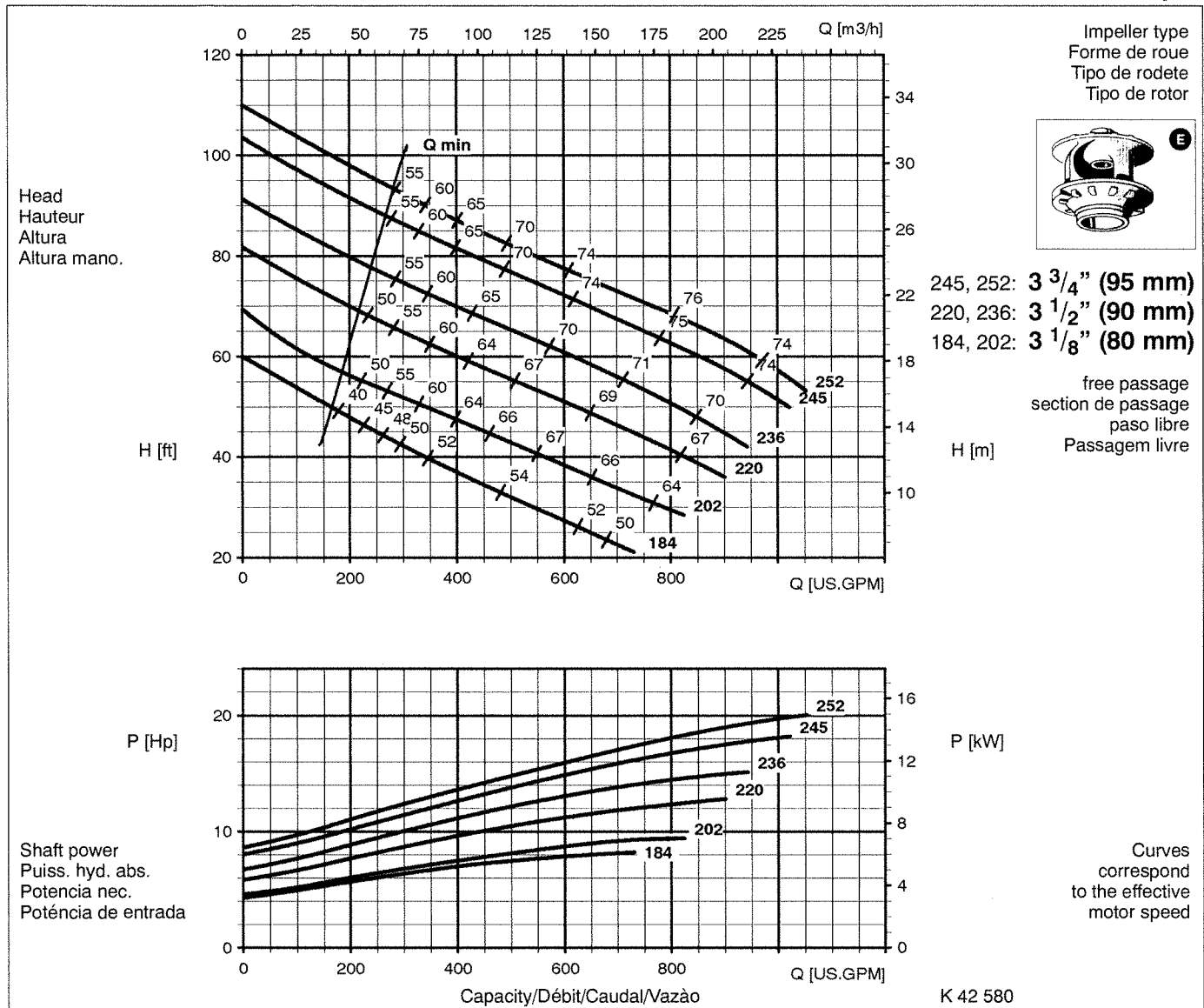
Table 4.2: Lift Station Project Schedule			
Lift Station	Design	Bid	Construct
No. 3 - 137th Ave.	Fall 2024	Winter 2024	Fall 2025
No. 11 - South Diamond Lake Road/Brockton Lane	Summer 2025	Fall 2025	Summer 2026
No. 14 - Kinghorn	Summer 2026	Fall 2026	Summer 2027
No. 9 - Northdale	Summer 2027	Fall 2027	Summer 2028
No. 4 - Wellstead	Summer 2028	Fall 2028	Summer 2029
No. 5 - 129th Ave.	Summer 2029	Fall 2029	Summer 2030
No. 7 - Industrial Blvd.	Summer 2030	Fall 2030	Summer 2031
No. 10 - Hassan Elementary	Summer 2031	Fall 2031	Summer 2032
No. 8 - Brockton Meadows/Monarch Lane	Summer 2032	Fall 2032	Summer 2033

Appendix A - Lift Station Overview																
No.	Name	Year	No. Pumps	HP	Model No.	WW Size	WW Lid (Hatch vs. MH)	VV Size	VV Lid (Hatch vs. MH)	Depth between influent and bottom of WW	No. of Influent	FM Size	FM Profile Available	Projected Design Capacity (based on pump curve and FM profile)	Stated Pump Design Capacity on provided As-builts	Total Station-Run Time
3	137th Ave.	1995	3	20 hp	Flygt 3152.091 (Pump No.2) and KSB KRT E100-251/164XG (Pump No.1 and 3)	Box Culvert 6'x8' (30.94' deep)	Hatch- 3 leaf without safety grating	7' diameter (14.2' deep before grout)	MH casting and cast-in ladder	5'	1 - 18" PVC	6" DIP in the LS upsize to 10" DIP outside the VV after the turn	Yes	Flygt- 880gpm at 59' TDH KSB- 920gpm at 61' TDH		AVG- 6.06 hr., Max- 18.7 hr., Min-0 hr.
4	Wellstead	2000	2	3.75HP (single-phase)	ABS AFP1040M28	6' diameter (22' deep)	Hatch- single leaf without safety grating	4' diameter (9.1' deep)	MH casting and cast-in ladder	4'	2-8" PVC	4" DIP in LS, PVC FM roughly 380' in length	Yes	150 gpm at 38'TDH		AVG- 1.5 hr., Max- 14.1 hr., Min-0 hr.
5	129th Ave.	2000	2	ABS- 10.1 HP, KSB- 15HP	ABS XFP100E, KSB KRT F100-250/114XG	6' diameter (24.4' deep)	Hatch- single leaf without safety grating	4' diameter (10.6' deep)	MH casting and cast-in ladder	4'	3- 8" PVC, size and material of NW influent is unknown	4" in the WW 6" in VV and FM	Yes	ABS- 300gpm at 53' TDH, KSB- 425gpm at 80'TDH	Pump No.1 195 gpm and Pump No.2 360 gpm	AVG- 5.1 hr., Max- 18.4 hr., Min-0.7 hr.
7	Industrial Blvd.	2005	3	23HP, 15 HP, 23HP	Flygt 3153.095, 3153.091,3152.091	10' diameter (36.72' deep)	Hatch - 3 leaf with safety grating	10' diameter (10.09' deep)	MH casting and cast-in ladder	8.3'	1- 15"	10" and 6"	No			AVG- 1.6hr, Max- 4.8 hr., Min- 0.4 hr.
8	Brockton Meadows/ Monarch Lane	2005	2	7.5 HP	Flygt 3127.090	6' diameter (30.73' deep)	Hatch - 2 leaf with safety grating	6' diameter (12.23' deep)	MH casting and cast-in ladder	5'	1- 8" DIP	4" DIP in the Lift Station, 6" C900 FM	Partial Missing pg. 13-17		250 gpm at 49' TDH	AVG- 3.8hr, Max- 14.1 hr., Min- 0.8 hr.
9	Northdale	2004	2	15 HP	KSB KRT K150-315/126XG	9' diameter (36.1' deep)	Hatch - 3 leaf without safety grating	7' diameter (13.9' deep)	MH casting and cast-in ladder	5.63'	1- 10"	6" DIP in the Lift Station, 8' Dual DIP FM	Yes	400 gpm at 46' TDH	Design Capacity 430 gpm at 48' TDH	AVG- 0.34 hr., Max- 1.3 hr., Min- 0.0 hr.
10	Hassan Elementary	2005	2	5 HP	Flygt 3102.090	6' diameter (19.5' deep)	Hatch- 2 leaf with safety grating	7' diameter (12.5' deep)	MH casting and cast-in ladder	6.5'	1- 8" PVC	4" DIP around the LS, Do not have the full FM profile	No			AVG- 0.31 hr., Max- 1.1 hr., Min- 0.0 hr.
11	South Diamond Lake Road/ Brockton Lane	2005	2	10 HP	Flygt 3127.090	8' diameter (38.34' deep)	Hatch- 2 leaf with safety grating	6' dimeter (10.84' deep)	MH casting and cast-in ladder	5.38'	1- 8" DIP	4" DIP in the Station, 6" C900 FM	Yes	380 gpm at 58' TDH	470 gpm at 49' TDH, it is noted impeller can be switched out to get 510 gpm	AVG- 2.0 hr., Max- 4.8 hr., Min- 0.6 hr.
14	Kinghorn	2013-2014	2	7.5 HP	Flygt 3127.095	10' diameter (32.4' deep)	Hatch- 3 leaf with safety grating	10' diameter (10.45' deep)	MH casting and cast-in ladder	5'	2- 8" DIP	6" DIP	Yes	200 gpm at 51' TDH in a 6"		AVG- 1.27hr, Max- 12.5 hr., Min- 0.0 hr.

Lift Station No. 3 - 137th Ave				
Items	Comments	Condition Rating 1 to 5 (worst to best)	Multiplier	Weighted Rating
Site Condition	Driveway is in poor condition, check flood elevation.	2	1	2
Site Access	Good access to the site	5	1	5
Site Protection	Bollards are in place to protect the station	5	1	5
Cover Condition	Cover is in fair condition	3	1	3
Hatch Condition	Fair to poor condition, hatch is rusting on bottom side	2	1	2
Safety Grating/Netting included? (Y/N)	No	1	1	1
Structure Condition (wet well interior)	Fair to good condition, leaking at joints	4	1	4
Structure Condition (valve vault interior)	Fair to good condition, some leaking at joints	4	1	4
Structural Coating? (Y/N)	No- structures are in fair to good condition	N/A		
Piping Condition	Piping is in poor condition	2	1.5	3
Valve Condition	Fair condition- Valves have been replaced since original construction	4	1.5	6
Vent Pipe Condition	Fair condition- bird screen has been damaged and needs to be replaced	3	1	3
Misc. Brackets, etc. Condition	Fair condition	3	1.5	4.5
Pump Condition	Intermediate clogging, KSB pump is newer	3	2	6
Pump Capacity	From January 2022 to March 2024 the station ran for more than 10 hours a day on 8 occasions, with a maximum day of 18 hours and an average run time of 6.06 hours per day.	3	2	6
Electrical Service	Ground-mounted transformer	3	1	3
Control Panel Condition	Poor to fair condition- should be replaced as part of project.	2	2	4
Control Panel Components	Control panel components are in fair condition, however many components are outdated and no longer supported.	2	2	4
Float/Transducer Condition	Fair condition- have been replaced recently	3	2	6
SCADA Equip. Condition	Good condition- connection is good	5	2	10
Back-up Power	Portable receptacle is in good condition, however this station is the main station feeding the WWTF an onsite generator is recommended	3	1	3
Electrical Ground/Safety Items	Existing light pole is missing handhole cover due to this wiring is exposed.	3	2	6
Misc.	Influent pipe backs up some during normal operation as designed	2	1	2
Total				92.5

KRT E 100-251 / ...

1750 rpm



Suitable motor sizes/Définition taille moteur/Tamaños de motor aplicables/Tamanhos apropriados de motores

MOTOR RATING Material G Hp (kW)	MAX. LIQUID TEMP. °F (°C)	MOTOR CODE
7.5 (5.5)	104 (40)	5 4 UG 5 4 XG (FM, CSA)
	140 (60)	7 4 WG 7 4 ZG (FM, CSA)
10 (7.5)	104 (40)	7 4 UG 7 4 XG (FM, CSA)
	140 (60)	11 4 WG 11 4 ZG (FM, CSA)

MOTOR RATING Material G Hp (kW)	MAX. LIQUID TEMP. °F (°C)	MOTOR CODE
15 (11.5)	104 (40)	11 4 UG 11 4 XG (FM, CSA)
	140 (60)	16 4 WG 16 4 ZG (FM, CSA)
20 (15)	104 (40)	16 4 UG 16 4 XG (FM, CSA)

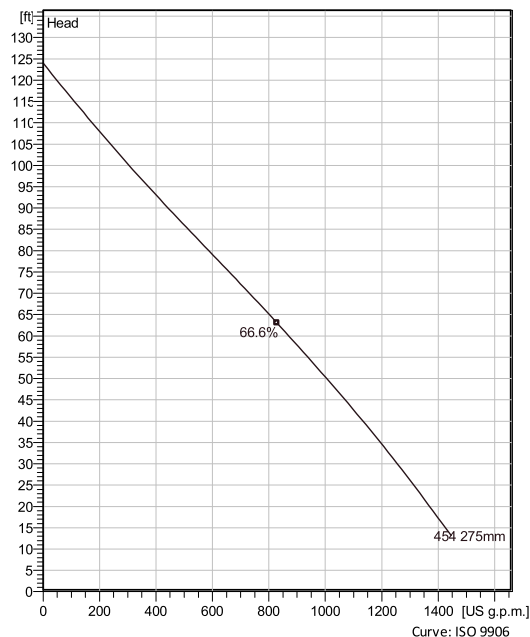
(FM, CSA) = Explosionproof to Class I, Division 1, Groups C & D
(Explosionproof according to IEC 79 (EEx d II B) on request).

CP 3152 HT 3~ 454



Technical specification

Curves according to: Water, pure Water, pure [100%], 39.2 °F, 62.43 lb/ft³, 1.6889E-5 ft²/s



Nominal (mean) data shown. Under- and over-performance from this data should be expected due to standard manufacturing tolerances. Please consult your local Flygt representative for performance guarantees.

Configuration

Motor number C3152.091 25-15-4AA-W 20hp	Installation type P - Semi permanent, Wet
Impeller diameter 275 mm	Discharge diameter 6 inch

Pump information

Impeller diameter 275 mm
Discharge diameter 6 inch
Inlet diameter 150 mm
Maximum operating speed 1750 rpm
Number of blades 1
Throughlet diameter 3 inch
Max. fluid temperature 40 °C

Material

Impeller Grey cast iron

Project	Xylect-22247186
Block	

Created by	EP Replacement
Created on	5/6/2024
Last update	5/6/2024

CP 3152 HT 3~ 454

Technical specification



Motor - General

Motor number C3152.091 25-15-4AA-W 20hp	Phases 3~	Rated speed 1750 rpm	Rated power 20 hp
ATEX approved FM	Number of poles 4	Rated current 26 A	Stator variant 12
Frequency 60 Hz	Rated voltage 460 V	Insulation class H	Type of Duty S1
Version code 091			

Motor - Technical

Power factor - 1/1 Load 0.84	Motor efficiency - 1/1 Load 86.0 %	Total moment of inertia 5.6 lb ft ²	Starts per hour max. 30
Power factor - 3/4 Load 0.80	Motor efficiency - 3/4 Load 86.7 %	Starting current, direct starting 148 A	
Power factor - 1/2 Load 0.70	Motor efficiency - 1/2 Load 85.5 %	Starting current, star-delta 49.3 A	

Project Xylect-22247186
Block

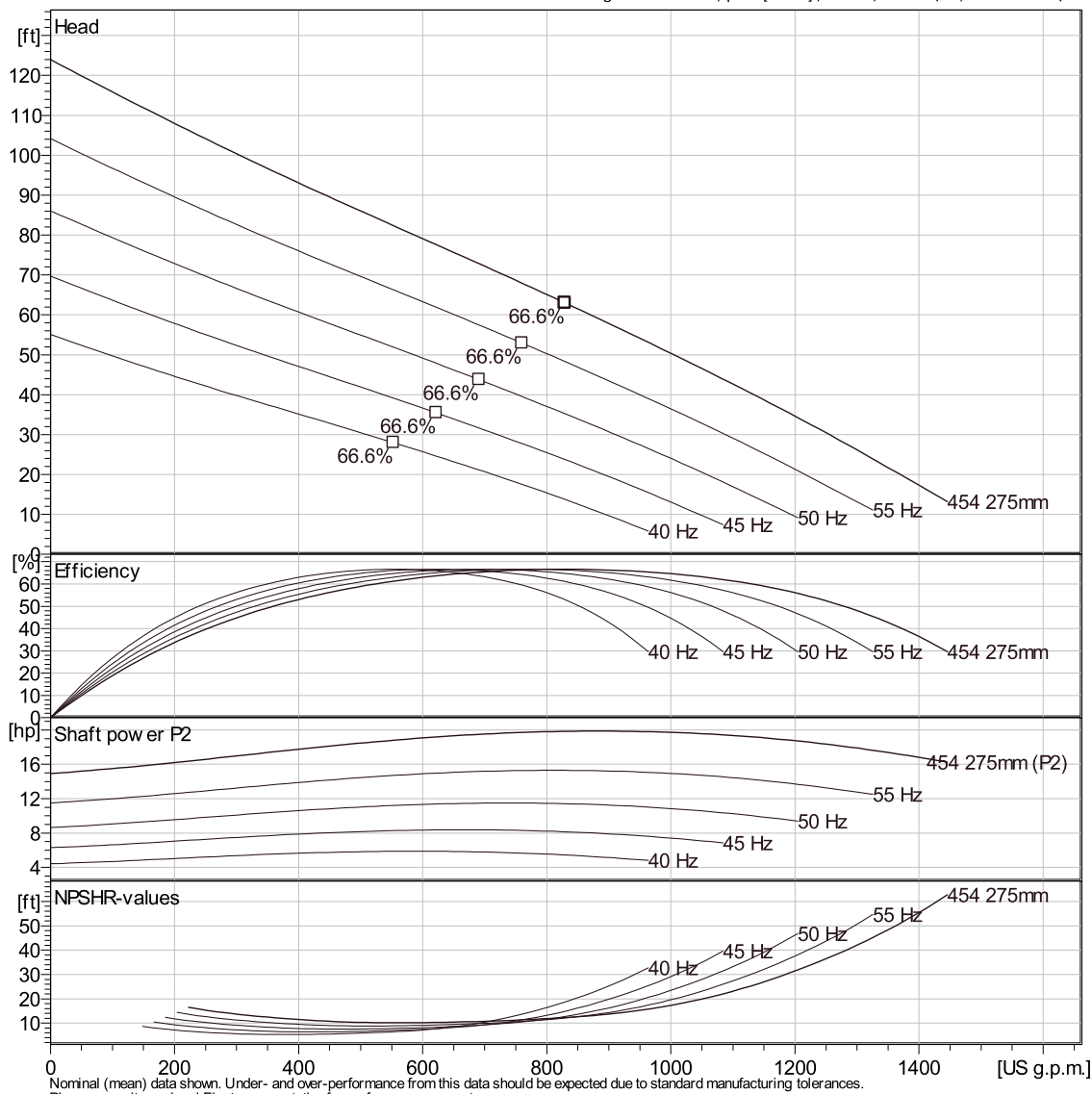
Created by EP Replacement
Created on 5/6/2024 **Last update** 5/6/2024

CP 3152 HT 3~ 454

Duty Analysis



Curves according to: Water, pure [100%] ; 39.2°F; 62.43lb/ft³; 1.6889E-5ft²/s



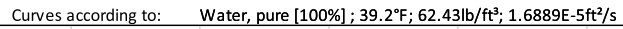
Nominal (mean) data shown. Under- and over-performance from this data should be expected due to standard manufacturing tolerances.
Please consult your local Flygt representative for performance guarantees.

Operating characteristics

Pumps / Systems	Flow US g.p.m.	Head ft	Shaft power hp	Flow US g.p.m.	Head ft	Shaft power hp	Hydr.eff.	Spec. Energy kWh/US MG	NPSHr ft
-----------------	-------------------	------------	-------------------	-------------------	------------	-------------------	-----------	---------------------------	-------------

Project		Created by	EP Replacement
Block	Xylect-22247186	Created on	5/6/2024
		Last update	5/6/2024

VFD Analysis



Project	Xylect-22247186	Created by	EP Replacement	
Block		Created on	5/6/2024	Last update 5/6/2024

Lift Station No. 3 - 137th Ave.**Quality Flow Systems, Inc.**

800 6th ST N.W.

New Prague, MN 56071

(952) 758-9445

Customer/City: Rogers, MN**Lift Station Name:** 137th Ave. Lift Station**Lift Station Address:** 21900 137th Ave.**Date of Inspection:** 8/12/2020**Service Inspection Report**

	Pump #1	Pump #2	Pump #3	Pump #4
Make/Year	Flygt	Flygt	KSB / 2019	
Model	3152.091	3152.091	KRT E100-251/164XG	
Serial No.	9560023	9770067	A301901383	
HP/R.P.M	20hp / 1750rpm	20hp / 1750rpm	20hp / 1750rpm	
Voltage/Phase	460/3	460/3	460/3	
Impeller Type	Single Vane	Single Vane	Single Vane	
Impeller Size	454	454	252mm	
Full Load Amps	26	26	29	
Gulde System	Flygt	Flygt	Flygt	
Rail Dia.	2"	2"	2"	
Discharge Diameter	6"	6"	6"	
Pull Pump From Volute	Ok	Ok	Ok	
Volute Condition	Ok	Ok	Ok	
Drop Impeller	x	x	x	
Impeller Condition	Ok	Ok	Ok	
Rotating Wear Ring	Ok	Ok	Ok	
Material/Size	x	x	SS	
Stationary Wear Ring	Ok	Ok	Ok	
Material/Size	x	x	Steel	
Coolant Condition	x	x	x	
Greased	x	x	x	
Leakage Chamber	Dry	Dry	x	
Inspect Pump Cable	Good	Good	Good	
Oil Condition	Milky / Changed	Clean	Clean	
Running Condition	Ok	Ok	Ok	
Discharge Leakage	None	None	None	

Service Inspection Report

	Pump #1	Pump #2	Pump #3	Pump #4
Megger Test	Good	Good	Good	
Seal Leak/FLS Ohm Test	Good	Good	Good	
Thermistor Ohm Test	x	x	x	
Ω Ohm Test	Good	Good	Good	
Line Volts	480 / 482 / 481	480 / 482 / 481	480 / 482 / 481	
Load Volts	477 / 480 / 478	477 / 480 / 478	477 / 481 / 478	
Amps	24 / 24 / 25	25 / 24 / 25	28 / 28 / 29	
Tighten/Inspect Wires	Ok	Ok	Ok	
RTM Hours	x	x	x	

	Manufacure	Model or Size	Notes:
Control Panel	x		
PLC	AB	Micrologix	
Starter / VFD	Square D	Size 2	
Heater No./OL Size	Adjustable	15-45	
Pump Breaker	GE	50A	
Phase Monitor	x		
Float controller	Diversified		
No. of Float Switches	0 1 2 3 4 5 6		
Clean and Inspect Floats	(Y)/ N		
Pump Alternation	(Y)/ N		
Alarms Working	(Y)/ N		
Junction Box	Y / (N)		
Tranducer	(Y)/ N		
Pit Dia. / Depth	35' Deep		

Inspected by: Alex Witte

Comments: _____

Pump #1 had milky oil. Changed



Engineer's Opinion of Cost Lift Station No. 3 - 137th Ave.	
Item	Cost
Mobilization (5%)	\$ 20,000
Allowance (10%)	\$ 35,000
Bituminous Driveway	\$ 15,000
Wet Well Lid and Hatch	\$ 20,000
Piping, Valves, etc.	\$ 40,000
Coating of Process Piping and Vent	\$ 5,000
Pump Replacement	\$ 60,000
Bypass Pumping	\$ 30,000
Control Panel	\$ 60,000
Electrical - Floats, Transducer, Misc.	\$ 20,000
Permanent Generator	\$ 60,000
Concrete Pad and Surround	\$ 10,000
Site Work - Bollards, Landscaping, etc.	\$ 15,000
Construction Subtotal	\$ 390,000
Contingency (20%)	\$ 80,000
Construction Total	\$ 470,000
Engineering, Legal, Admin (20%)	\$ 90,000
Total	\$ 560,000

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made on the XXX day of XXXX, 2025, between the **CITY OF ROGERS, 22350 S. Diamond Lake Road, Rogers MN 55374** ("City") and **XXXX, Inc. XXXXX**, MN 55XXX ("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 _____ 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

XXXX

By: _____
Shannon Klick, Mayor

Date: _____

By: _____
Steven Stahmer, City Administrator

Date: _____

By: _____

Its: _____ Contracts Officer

Date: _____

PROPOSAL FOR

ROGERS LIFT STATION NO. 3 REHABILITATION

ROGERS, MINNESOTA

July 25, 2025

Proposal Point of Contact:

Mike Saunders, PE

Project Manager

763-463-5036

Mike.Saunders@ae2s.com





July 25, 2025

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

Re: Partnering with You to Deliver Innovative Engineering and Surveying Services for Lift Station No. 3 Rehabilitation

Dear Mr. Cote,

AE2S (Advanced Engineering and Environmental Services, LLC) is pleased to submit this proposal for professional engineering and surveying services related to the rehabilitation of Lift Station No. 3. We appreciate the opportunity to work with the City of Rogers and are enthusiastic about supporting your team in implementing these much-needed improvements.

We understand that this project is focused on upgrading aging equipment and infrastructure while maintaining the existing footprint of the lift station and minimizing disruption to operations. Although relatively straightforward in scope, the project still requires careful attention to constructability, coordination, and clear documentation to support successful bidding and construction. As demonstrated in this proposal, our team has the experience and capacity to deliver just that.

Our Understanding and Approach

AE2S recognizes that the Lift Station No. 3 rehabilitation project centers on improving critical infrastructure elements while preserving the current site configuration and making certain that operational impacts are kept to a minimum. The scope includes surveying, civil, mechanical, and electrical design, bidding support, construction administration, and preparation of as-built documentation.

Aside from the specific scope listed in the RFP and based on our knowledge of the lift station, our design will include the following features:

- Retain the current locations of the control panel and light pole
- Provide a new wet well cover without the davit crane connection
- Add a permanent natural gas generator north of the control panel
- Include additional bollards for protection while maintaining generator access

Develop a Practical Bypass Pumping Plan

Based on our experience with similar lift station rehabilitation projects, AE2S will work closely with the City to develop a clear, well-defined bypass pumping plan that effectively communicates expectations to the contractor, minimizes ambiguity, and helps reduce bid uncertainty.

Experience and Services

As indicated within this proposal, AE2S has successfully completed dozens of lift station rehabilitation projects across Minnesota and the upper Midwest. Our experience includes projects involving hydraulic design, pump and piping replacement, electrical upgrades, control panel modernization, SCADA integration, site restoration, and construction coordination — most of which were completed on active systems requiring careful sequencing and bypass planning.

We understand that while this project is relatively straightforward in scope, it requires an experienced team that can address a range of technical needs while keeping construction practical and bid-ready. Our team members were not only selected for their relevant experience in engineering design but also in working directly with municipal staff and operators to tailor solutions that are maintainable, accessible, and efficient.

To support the surveying scope, AE2S will partner with True North Surveying, a firm we've successfully collaborated with on numerous projects. They will perform the boundary and topographic surveys required to define easement limits, elevation benchmarks, and utility surface features needed for base mapping.

Advanced Engineering and Environmental Services, LLC

6901 East Fish Lake Road, Suite 184 • Water Tower Place Business Center • Maple Grove, MN 55369 • 763-463-5036



Communication, Budget, and Schedule

We recognize the importance of maintaining open communication and staying within the City's total project budget of \$560,000. Our team will participate in all requested meetings and will deliver clear, concise plans to support smooth transitions to the bidding and construction phases.

Below is a proposed schedule of major tasks:

Task	Estimated Completion	Notes
Project Kickoff Meeting	August 2025	Coordination with City Staff and Field Team
Field Survey and Site Visit	August 2025	Survey to be Completed by Subconsultant (True North Surveying)
50% Design Submittal and Review	Early September 2025	Includes Internal QA/QC and Review Meeting with City
95% Design Submittal and Review	Late September 2025	Incorporates City Feedback and Final Coordination Items
Final Plans Submitted to City	October 2025	Targeted for Council Consideration and Authorization to Bid
Bidding Support	November - December 2025	Includes Ad for Bid, Responses to Questions, and Tabulation
Construction (by Contractors)	Spring - Summer 2026	AE2S to Provide Construction Administration and Observation

Our team is fully prepared and staffed to perform the work within the schedule you have identified. We understand the importance of meeting your specified timeline and have the resources and project management processes in place to deliver each task on time. By closely coordinating with your staff, proactively addressing potential challenges, and maintaining clear communication throughout the project, we will make certain that all work is completed efficiently and within the agreed-upon timeframe. We will confirm and adjust this schedule as needed in coordination with the City upon project initiation.

AE2S is currently working with the City of Rogers on the Wells 10 and 11 and South Wellfield Analysis project, which has provided our team with direct insights into the City's communication preferences and review procedures. In addition, our staff has extensive experience coordinating with agencies such as Hennepin County, MnDOT, and the Minnesota Pollution Control Agency (MPCA). While we do not anticipate the need for coordination with these agencies for this particular project, our familiarity with their processes ensures we are well-prepared should any involvement become necessary.

On the following pages, you'll find resumes of the key personnel ready to help you achieve your goals for this project. We've also included a selection of relevant project experience and a detailed fee breakdown for your review. We value the opportunity to partner with the City of Rogers and are committed to delivering innovative solutions, clear communication, and dependable support from start to finish. Our team looks forward to working closely with you to provide a successful outcome that fully meets your objectives. If any questions arise as you review this proposal, please don't hesitate to contact me at 763-463-5036 or by email at Mike.Saunders@ae2s.com.

Submitted in Service,

AE2S

Mike Saunders, PE
Project Manager

Advanced Engineering and Environmental Services, LLC

6901 East Fish Lake Road, Suite 184 • Water Tower Place Business Center • Maple Grove, MN 55369 • 763-463-5036

1. RESUMES

Mike Saunders, PE Project Manager

Why Mike? Mike has over a decade of experience in the wastewater industry as an equipment manufacturer applications engineer, consulting process engineer, and project manager. He has experience with municipal wastewater, Biological Nutrient Removal (BNR), liquid treatment processes, solids treatment and handling processes, anaerobic digester, odor control, pump system design, and lift station design. Mike's broad background allows him to approach projects with both technical depth and practical insight.

- ✓ Possesses over a decade of experience in wastewater engineering.
- ✓ Tailors designs to meet the unique challenges and goals of each project.
- ✓ Delivers innovative and reliable solutions.
- ✓ Balances technical, environmental, and economic considerations.
- ✓ Skilled at coordinating multi-disciplinary teams to drive projects from planning through successful completion.

SPECIFIC RELEVANT EXPERIENCE

- **Mission Farms Lift Station Rehabilitation, Plymouth, MN - Project Manager.** Project involves the replacement of process piping, process valves, pump appurtenances, electrical gear, and the pump control panel. The lift station is capable of pumping 2,400 gallons per minute at roughly 100 feet of head. The low bid was within 15% of engineer's cost opinion during highly variable equipment and material costs.
- **Landcaster Lift Station, Plymouth, MN - Project Engineer.** Existing sanitary lift station designed for 2,400 gallons per minute. Managed the rehabilitation project which included new electrical gear, control panel, process piping, process valves, HVAC improvements, and architectural improvements. Design includes a complex bypass plan to avoid over a mile of temporary forcemain piping and associated road closures. Project is currently in the construction phase.
- **Vertical Sanitary Asset Evaluation, Minnetonka, MN - Process Engineer.** Evaluated the condition of all 44 of Minnetonka's sanitary and storm lift stations. Worked with the City's Utility Operations Engineer to develop a priority list to determine the order of lift station rehabilitation. The evaluation included parameters to determine "Likelihood of Failure" and "Consequence of Failure" for each lift station leading to an overall score to prioritize the lift stations for rehabilitation. The priority list also included the percent of capacity available by comparing the pumping capacity and actual influent flow to the lift station. The evaluation will be included in the City's Rehabilitation and Renewal Plan, providing a roadmap for capital improvement projects for the next 15 years.
- **Burch Lift Station Rehabilitation, Minnetonka, MN - Construction Project Manager.** Acted as the client's consulting engineer representative during construction activities for the rehabilitation of an existing lift station.
- **Opus Lift Station Rehabilitation, Minnetonka, MN - Construction Project Manager.** Acted as the client's consulting engineer representative during construction activities for the rehabilitation of an existing lift station.



EDUCATION

Bachelor of Science, Civil Engineering, University of Minnesota-Duluth

REGISTRATIONS

Professional Engineer:
Minnesota, Wisconsin, Iowa,
North Dakota, South Dakota,
Montana, Idaho

CONTACT

Mike.Saunders@ae2s.com
T: 763-463-5036
C: 218-390-5154



Jason Benson, PE

QA/QC

Why Jason? Jason has been involved in all phases of project development including project planning, report preparation, preliminary and final design, preparation of plans and specifications, operations, construction observation, and contract administration. He has been involved with the design and construction of over 50 lift station projects for various communities in the Twin Cities metro area. These lift station projects have included preliminary and final design, bidding, and construction services.

- ✓ 25+ years of experience in wastewater engineering.
- ✓ Exhibits exceptional technical skills and straightforward design methods, to provide valuable insights and effective solutions to every project.
- ✓ Demonstrates strong attention to detail, a thorough design approach, and an unwavering emphasis on quality.
- ✓ Brings innovative problem-solving abilities to address complex challenges effectively and efficiently.

SPECIFIC RELEVANT EXPERIENCE

- **Imperial Hills Lift Station Improvements, Plymouth, MN - Project Manager.** Replacement of the existing lift station, including new submersible pumps, new wet well, new valve vault to house the check valves and gate valves, new directionally drilled force main, and associated electrical and instrumentation and controls.
- **Mission Farms Lift Station Improvements, Plymouth, MN – Technical Advisor.** Replacement of existing pumps, piping, and electrical. Construction of wet well improvements to provide self-cleaning functionality and allow each pump chamber to be serviced individually without taking the lift station out of service, eliminating future bypass pumping requirements.
- **Lift Stations Upgrades, Prior Lake, MN - Project Manager.** Design and construction for the rehabilitation of 16 of the City's existing sanitary sewer lift stations over a period of five years. The lift stations were rehabilitated according to the City's lift station standardization document that was developed with City staff prior to beginning a rehabilitation program. The lift station rehabilitations included individualized improvements at each of the lift stations and new standardized controls and pumps. Other improvements included new piping, valves, top slabs, electrical, and miscellaneous site work items.
- **Main and Williston Lift Station, Minnetonka, MN - Project Manager.** Rehabilitation of the two largest lift stations in the City. Improvements included new dry-pit submersible style pumps, process piping, influent gates, electrical and controls upgrade, new standby power generators, and the addition of flow metering.
- **Lift Station 5 Rehabilitation, Apple Valley, MN - Project Engineer.** Design and construction of a new lift station wet well with pumps, piping, valves, electrical and mechanical systems, and associated lift station controls housed above grade in a precast building. Abandoned existing pump dry well and a portion of the existing force main and added new force main piping.
- **Main Lift Station (LS 16) Feasibility Report, Shakopee, MN - Project Manager.** Condition assessment and evaluation of the City's 3,700 gpm main lift station. Recommended improvements include new submersible pumps, piping and valves, electrical, standby generator, and instrumentation and controls. In addition, a smaller diameter parallel force main, portable emergency bypass pump system, and improvements to the flood protection levee were provided to improve redundancy and provide additional emergency backup due to the critical nature of this lift station



EDUCATION

Bachelor of Science, Civil Engineering, University of Minnesota

REGISTRATIONS

Professional Engineer:
Minnesota, North Dakota,
Montana

CONTACT

Jason.Benson@ae2s.com
T: 763-463-5036
C: 612-280-2273



Mark Ruda, PE

Electrical Engineer

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. 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. Mark is a detail-oriented electrical engineer with experience designing similar lift station projects.

- ✓ Adept at working collaboratively with other engineers to integrate electrical systems seamlessly into the overall project.
- ✓ Provides designs that optimize electrical systems to provide reliable and efficient power distribution throughout the facility.
- ✓ Identifies opportunities to reduce energy consumption and operational costs through innovative electrical solutions.



EDUCATION

Bachelor of Science, Electrical Engineering, North Dakota State University

REGISTRATIONS

Professional Engineer:
Minnesota, North Dakota

CONTACT

Mark.Ruda@ae2s.com

T: 763-463-5036

C: 763-567-8886

SPECIFIC RELEVANT EXPERIENCE

- **Lift Station Panel Improvements, Hutchinson MN – Electrical Engineer and Project Manager.** Replaced four lift station panels, which included installing outdoor stainless-steel panels and performing electrical site work such as adding concrete pads for the new control panel locations. Work involved coordination with the utility and either bypass pumping or temporary panel installations to keep the existing pumps operational. The lift stations varied in size and included both single-phase and three-phase service types. A key challenge was maintaining power and pumping through the existing panels while the new panels were being installed.
- **26th Street Lift Station Improvement Project, Owatonna, MN – Electrical Engineer and Project Manager.** Replaced the lift station panel at a new location with a concrete pad and upgraded controls to allow integration into SCADA in place of the existing alarm dialer. Pumps were replaced at the same time as the panel. The project also included relocating the panel to provide improved access to both the pump cables and the panel itself.
- **Burch and Opus Lift Station Rehabilitation, Minnetonka, MN – Electrical Engineer.** Projects included modifications to the wet well, piping, and replacement of existing control panels. Replaced existing automatic transfer switch and generator at Burch. Added a new automatic transfer switch and generator at Opus. Lift stations included multiple complicated wet wells and bypass pumping, and phasing of electrical panels for optimal construction sequence.
- **Lift Station Rehabilitation Project, Plymouth MN – Electrical Engineer.** Replaced all existing electrical equipment, including the MCC and ATS inside the building, while utilizing the existing generator. The project also involved bypass pumping and modifications to the wet well.
- **Lift Station 5 Rehabilitation, Apple Valley, MN - Electrical Engineer.** Design and construction of a new lift station wet well with pumps, piping, valves, electrical and mechanical systems, and associated lift station controls housed above grade in a precast building. Abandoned the existing pump dry well and a portion of existing force main and added new force main piping.



Dan Landrus, PE

Civil Engineer

Why Dan? Dan has over a decade of 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, stormwater treatment, water distribution, and sanitary waste collection. Dan has extensive experience developing lift station designs, from preliminary layouts to detailed plans, and tailors each system to meet specific site and operational needs.

- ✓ Demonstrates a keen eye for detail, making certain designs are accurate, efficient, and compliant with standards, while bringing creative solutions that address unique project challenges and improve overall outcomes.
- ✓ Focused on addressing environmental considerations and regulatory compliance for site development.
- ✓ Expertise in well-organized and efficiently designed facilities that meet safety and environmental standards.

SPECIFIC RELEVANT EXPERIENCE

- **Low Pressure Sanitary Sewer Collection System Comprehensive Plan, Voyageurs National Park, International Falls, MN - Project Engineer.** Assisted in the design of low-pressure collection systems (Kabetogama, Ash River, and Island View sanitary sewer systems) by calculating head loss and determining pump size, air release manhole locations, grinder station locations, and force main sizing. The projects included a comprehensive wastewater plan to address the need for improved wastewater treatment and the locations of highest impacts to the environment to improve water quality. Additional improvements included a wastewater treatment system to treat sewage prior to discharging into a mound system.
- **Wastewater Treatment Plant Expansion, Owatonna, MN - Project Engineer.** Completed the site design and assisted in the plan development for the Owatonna wastewater treatment plant expansion. The expansion included the addition of a new treatment technology that required aligning potable water, non-potable water, storm water, and multiple sanitary effluent discharges to meet state requirements. The design also required coordination with multiple Engineering and Architectural firms and departments to complete the construction documents.
- **West Wastewater Treatment Facility Phase 1 Improvements, Otsego, MN - Senior Project Engineer.** Assisted in the construction administration which included the review of RFI's, submittals, issuing field orders, and construction observation of the site improvements, potable water, non-potable water, storm water, and sanitary effluent discharges. The capacity expansion of the WWTF included the conversion from an oxidation ditch system to an MBR system. Project elements include rehabilitated and expanded pretreatment capabilities, MBR system, UV rehabilitation and expansion, new effluent aeration, administration building, facility site master planning, and associated upgrades.
- **Wastewater Pond Expansion, Deer River, MN - Project Engineer.** Completed the site design, pond sizing, grading, and plan development for the project. Increased pond volume to meet MPCA (Minnesota Pollution Control Agency) requirements and to allow for additional flow to the pond in the future.
- **Temporary PFAS Water Treatment Plant – Phase 2, 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 involved coordination with the hydraulics modeling team and collaboration with engineering consultants to expand the plant's treatment capacity. Also managed the construction observation of the pipelines and plant expansion.



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



2. PROJECT EXPERIENCE



The following project examples highlight our team's extensive experience with lift station design and rehabilitation. Each showcases our ability to address complex technical challenges, develop efficient and reliable solutions, and deliver projects that meet our clients' operational and long-term needs. These examples demonstrate our proven expertise and the value we bring to projects similar to yours.

SELECT LIFT STATION EXPERIENCE		FIRM CAPACITY (MGD)	FIRM CAPACITY (GPM)	NEW	RETROFIT	SUBMERSIBLE	DRY PIT	CONTROLS	STANDARDIZATION	VFDS	ODOR CONTROL	SRF & GRANT FUNDING
PROJECT/CLIENT												
Minnesota	Mission Farms Lift Station Rehabilitation, Plymouth, MN	3.5	2,400		■	■		■		■		
	Burch Lift Station Rehabilitation, Minnetonka, MN	2.9	2,000		■	■		■		■		
	Opus Lift Station Rehabilitation, Minnetonka, MN	1.8	1,200		■	■		■		■		
	Main Lift Station, Minnetonka, MN	7.2	6,000		■		■			■		
	Domestic Lift Station, Grand Rapids Public Utilities, MN	5	3,500		■		■	■		■	■	■
	Williston Road Lift Station, Minnetonka, MN	4.3	3,600		■		■			■		
	MinnWest Lift Station and Lakeland Drive Interceptor, Willmar, MN	2.6	1,800	■			■	■	■	■		■
	Imperial Hills Lift Station Improvements, Plymouth, MN	0.18	130	■		■		■		■		
	Legacy Oaks Lift Station, Minnetonka, MN	0.14	100	■		■			■	■		
	Mississippi Lane Lift Station, Brooklyn Park, MN	0.14	100		■		■	■				
	Flood Control Lift Stations, Moorhead, MN	Varies	Varies	■		■						
	Lift Station Upgrades (17), Prior Lake, MN	Varies	Varies		■	■		■	■			
North Dakota	County Road 20 Lift Station, Fargo, ND	50	41,700	■			■	■	■	■	■	■
	Trickling Filter Recycle Lift Station, Bismarck, ND	40	34,700	■			■	■		■		
	WRRF Influent Lift Station, Williston, ND	24	16,700	■		■		■	■	■	■	■
	Lift Station 1, Fargo, ND	14.7	10,200		■		■	■	■	■		■
	Master Lift Station Replacement, Watford City, ND	10	6,900	■		■		■		■		
	Lift Stations, Force Main, and Sewer Extensions, Williston, ND	5	3,500	■				■		■	■	
	Lift Station 2, Fargo, ND	4.6	3,200		■		■	■	■	■		■
	Lift Station 48, Fargo, ND	2.87	2,000		■	■		■		■		
	Lift Station 46, Fargo, ND	2	1,400		■	■		■		■		■
	Master Lift Station, Crosby, ND	2	1,400	■		■		■		■		
	Master Lift Station, Parshall, ND	2	1,400	■				■	■	■		
	North Lift Stations (2), Williston, ND	1.7 & 1.2	1,200 & 800	■	■		■	■	■	■	■	■
	Lift Station 24, Fargo, ND	0.86	600		■	■		■				
	West Lift Station, Williston, ND	0.58	400	■		■		■	■		■	
	Lift Station 32, Fargo, ND	0.27	190		■	■		■		■		
	Lift Stations (6), Watford City, ND	Varies	Varies	■	■	■		■		■		
South Dakota	Lift Station 215 Improvements, Sioux Falls, SD	8	5,500		■	■				■		
	Elk Vale Lift Station, Rapid City, SD	5	3,500	■			■	■		■	■	
	County Road Lift Station, Rapid City, SD	0.94	600	■		■		■				
	East Annex Lift Station, Sturgis, SD	0.86	800	■		■		■		■		■
	West Side Lift Station, Winner, SD	0.36	250	■			■					
	Main-East Lift Stations, STAR Academy, Custer State Park, SD	0.22	150	■		■		■				
	Hideaway Hills Subdivision Lift Station, Rapid City, SD	0.22	150	■		■		■				
	Red Cloud Indian School Lift Station, Pine Ridge, SD	0.22	150	■		■		■				■
	Sunshine Bible Academy Lift Station, Miller, SD	0.14	100	■		■		■				
	School Lift Station, Wall, SD	0.14	100	■		■						



CLIENT / CONTACT

City of Plymouth
Tim Przybylski
Utilities Supervisor
763-509-5950

Plymouth, Minnesota

MISSION FARMS LIFT STATION REHABILITATION - PHASE I & II

The Mission Farms Lift Station Rehabilitation Phase I & II project in Plymouth, Minnesota delivered major upgrades to one of the City's key lift stations. Over four years, AE2S provided design, bidding, and construction administration services in two phases that improved operational flexibility, reliability, and long-term resilience.

Work included replacing electrical, and instrumentation and controls; upgrading HVAC, process piping, and valves; adding pump access hatches; and enhancing generator backup power. AE2S' detailed pump bypass plan provided uninterrupted service during construction.

The project was completed with minimal disruption, strong cost control, and just one change order—resulting in a \$50,000 deduction across both phases.

Key Project Elements

- Detailed Design, Bidding, and Construction Administration
- Replacement of Electrical System and Instrumentation and Controls
- HVAC Upgrades
- Process Piping and Valve Replacements
- Installation of New Pump Access Hatches
- Major Pump Bypass Operation



CLIENT / CONTACT

City of Minnetonka
Mike Kuno
Utility Operations
Engineer
612-210-7973

Minnetonka, Minnesota

OPUS LIFT STATION REHABILITATION

The Opus Lift Station Rehabilitation project modernized one of the City of Minnetonka's essential wastewater pumping facilities. AE2S provided full design, bidding, and construction administration services, delivering upgrades focused on long-term performance and reliability. Improvements included a new control panel, upgraded electrical service, replacement of pumps, piping, and valves, and a permanent standby generator for backup power. A new valve vault was also built to improve maintenance access and provide a direct connection to the existing force main, enhancing safety and accessibility.

A key challenge was maintaining uninterrupted lift station operation in a tight site with high flows. AE2S developed a detailed bypass pumping plan that avoided road closures, reduced risk, and clearly outlined contractor responsibilities. The project finished on schedule and within budget, resulting in a more reliable and maintainable lift station for the City.

Key Project Elements

- New Control Panel and Upgraded Electrical Service
- Replacement of Pumps, Piping, and Valves
- Permanent Standby Generator for Backup Power
- New Valve Vault for Improved Access and Force Main
- Detailed Bypass Pumping Plan to Maintain Uninterrupted Operation



CLIENT / CONTACT

City of Minnetonka
Mike Kuno
Utility Operations
Engineer
612-210-7973

Minnetonka, Minnesota

BURCH LIFT STATION REHABILITATION

The Burch Lift Station Rehabilitation project was undertaken by the City of Minnetonka to modernize an aging, operationally complex lift station serving a residential area. AE2S provided full services for design, bidding, and construction administration, focusing on simplifying the layout and improving long-term reliability.

Improvements, similar in scope to those at the Opus Lift Station project, included a new control panel, upgraded electrical service, new process pumps, piping, valves, and a permanent standby generator to provide uninterrupted service during power outages.

A key goal was to simplify a previously complicated arrangement of wet wells and valve vaults that had made maintenance and operations difficult. The new configuration streamlined functionality, improved access, and enhanced safety.

AE2S developed a detailed bypass pumping plan to maintain service throughout construction and worked closely with the contractor to minimize neighborhood impacts. The project was completed successfully, resulting in a more efficient, resilient, and accessible lift station.

Key Project Elements

- Full Design, Bidding, and Construction Administration Services
- New Control Panel and Upgraded Electrical Service
- Replacement of Pumps, Piping, and Valves
- Permanent Standby Generator for Backup Power
- Simplified Wet Well and Valve Vault Configuration
- Bypass Pumping Plan to Maintain Continuous Service
- Improved Access, Safety, and Long-Term Reliability

3. FEE PROPOSAL

LS No. 3 Rehabilitation Rogers, MN	AE2S STAFF										Subconsultant Staff						
	PM	QA/QC	Process EIT	Process Tech	Elec Engineer	Elec EIT	Elec Tech	Civil PE	Civil Tech	ADMIN		Subtotal Hours		Subtotal Labor		Expenses	Total
	Saunders	Benson	Amundson	Reynolds	Ruda	Ramseier	Manfredi	Landrus	Eng Tech V	ADMIN	Survey Crew	AE2S Hours	Sub Hours	AE2S Labor	Sub Labor		
	\$ 205	\$ 293	\$ 146	\$ 136	\$ 205	\$ 146	\$ 213	\$ 205	\$ 149	\$ 172	\$ 300						
040 - Design Services	10	4	44	32	12	20	20	26	20	-	20	188	20	\$31,948	\$6,000	\$180	\$38,128
Project Management/Coordination	2		4									6	0	\$994	\$0		\$994
Project Meetings (3)	6		6		4			2				18	0	\$3,336	\$0	\$100	\$3,436
Council Meeting	2											2	0	\$410	\$0	\$30	\$440
Field/Boundary Survey								4			20	4	20	\$820	\$6,000	\$50	\$6,870
Permitting			2					4				6	0	\$1,112	\$0		\$1,112
Preliminary Drawings and Specifications		2	16	16	4	8	8	8	12			74	0	\$12,218	\$0		\$12,218
Final Drawings and Specifications		2	16	16	4	12	12	8	8			78	0	\$13,058	\$0		\$13,058
050 - Bidding	4	1	27	-	4	4	-	2	-	15	-	57	0	\$9,449	\$0	\$2,500	\$11,949
Ad for Bids			1							1		2	0	\$318	\$0		\$318
Bidding Documentation - Quest CDN	1		8							12		21	0	\$3,437	\$0	\$2,500	\$5,937
Bidding Questions/Addenda	1	1	16		4	4		2		2		30	0	\$4,992	\$0		\$4,992
Bid Opening	1											1	0	\$205	\$0		\$205
Award Recommendation/Letter	1		2									3	0	\$497	\$0		\$497
060 - Construction	10	-	82	16	8	28	16	6	4	-	-	170	0	\$27,160	\$0	\$0	\$27,160
Project Coordination	4		4		2			2				12	0	\$2,224	\$0		\$2,224
Submittals			4		2	4		2				12	0	\$1,988	\$0		\$1,988
RFIs, WCD, Change Orders	2		4		2	4						12	0	\$1,988	\$0		\$1,988
Preconstruction Meeting & Site Visits	2		2		2	4						10	0	\$1,696	\$0		\$1,696
Construction Observation			40									40	0	\$5,840	\$0		\$5,840
Substantial Completion	2		4			4						10	0	\$1,578	\$0		\$1,578
Project Closeout			4	8		4	8					24	0	\$3,960	\$0		\$3,960
O&M Manual			8									8	0	\$1,168	\$0		\$1,168
Record Drawings			4	8		4	8	2	4			30	0	\$4,966	\$0		\$4,966
Warranty Services			8			4						12	0	\$1,752	\$0		\$1,752
Total																	\$77,237

July 25, 2025

Mr. Doran Cote
City Engineer/Public Works Director
City of Rogers
22350 S. Diamond Lake Rd.
Rogers, MN 55374

Sent via e-mail to <mailto:dcote@rogersmn.gov>

Re: Fee Proposal for Lift Station No. 3 Rehabilitation

Dear Mr. Cote,

Barr Engineering Co. (Barr) appreciates the opportunity to submit this proposal for engineering services to complete design, bidding and construction services for rehabilitation of sanitary Lift Station No. 3 located in Rogers, Minnesota. The proposed scope of services is prepared in response to the received Request for Proposals (RFP) for improvements to the City owned and operated sanitary Lift Station No. 3.

Lift Station No. 3 (LS3) is a triplex station located at 21900 137th Avenue. The 2025 Lift Station Condition Assessment Report rates LS3 as highest priority for improvements with recommendation to initiate station rehabilitation as a first task. The report notes the station's critical location within the city's collection system as well as tendencies for pump clogging. According to Table 8.9 in Chapter 8 of the 2040 Comprehensive Plan, LS3 appears to convey approximately 40% of the collection system sanitary flow entering the wastewater treatment plant. The rehabilitation recommended at LS3 are summarized in the RFP and detailed in the 2025 Lift Station Assessment Report enclosed in the RFP.

The Barr leadership team will consist of Jon Minne as Principal in Charge and Mike Burdorf as Project Manager. Mike knows your sanitary system well and has previously worked on collection system improvement designs, agency sanitary system reports, and lift station improvement design in your city. An added benefit is that Mike lives in Rogers thereby providing engineering services local to the City of Rogers. Dan Nesler will support the design activities related to mechanical process piping and pumping improvement, Mark Ziemer will support electrical engineering improvement efforts and Nathan Thomas will support site and civil improvement efforts. Additional details for this team follows in the Project Team and Experience section below.

Improvements for LS3 are to include the following:

1. Replacement of bituminous driveway
2. Installation of new wet well lid and hatch with safety grating and vent pipe
3. Replacement of piping, guide rails, and brackets
4. Installation of bypass piping
5. Coating of process piping and vent pipes
6. Replacement of the older Flygt pumps with new KSB pumps to match the existing KSB pumps
7. Installation of new controls, wiring, control panel, and electrical components
8. Installation of a new light pole with SCADA antenna
9. Installation of a new permanent natural gas generator
10. Bid Alternate: Blast, seal and coat wet well

Proposed Scope of Work

Barr will provide engineering services for Lift Station No. 3 rehabilitation survey, design and specifications; public bidding, permitting, construction administration and observation, and project closeout. These services will be completed in accordance with the following Scope of Work.

Task 1: Design

- a. Attend project kick-off meeting (In-person)
- b. Complete existing site boundary survey to determine limits of existing easements and topographic survey
- c. Bypass system analysis
- d. Prepare brief basis of design memorandum
- e. Provide monthly progress reports at time of invoice
- f. Prepare 50% Construction Plans with estimated construction cost to and submit to city for review
- g. Attend 50% plan completion review meeting (In-person/virtual)
- h. Prepare 95% Construction Plans and Specifications with estimated construction cost and submit to city for review
- i. Attend 95% plan completion review meeting (In-person/virtual)
- j. Prepare Bid Alternate design and specifications to blast, seal and coat wet well
- k. Prepare issued for bid Construction Plans and Specifications and submit to city and all applicable agencies for review and approval
- l. Attend City Council meeting (In-person)
- m. Submit final plans and specifications for permit review

Deliverables: Meeting minutes
Survey data in point file ASCII format
Basis of design memorandum
Monthly progress reports and invoice
50% Draft Plans (delivered electronically)
95% Draft Plans and Specifications (delivered electronically)
Final Project Plans and Specifications

- Up to 25 printed copies
- Plan sheets as Auto-CAD export files
- Specifications as Microsoft Word documents

Meetings: 4-meetings

Task 2: Bidding Services

- a. Prepare Advertise Project
 - i. Submit Advertisement for Bid to official newspaper for publications
- b. Prepare Addendums, Exhibits and Plan Revisions (Fee is based on one addendum)
- c. Attend Bid opening meeting and tabulate results (1 Meeting)
- d. Provide recommendation letter for bid award to city
- e. Prepare and forward to contractor the Notice of Award and Agreement Between Owner and Contractor

Deliverables: Advertisement for Bid
Bid addendums
Recommendation for award letter
Notice of Award
Agreement Between Owner and Contractor

Meetings: 1 meeting for bid opening

Task 3: Construction Administration and Observation:

- a. Attend pre-construction meeting (1 meeting)
- b. Provide control point establishment and building corner staking
- c. Provide shop drawing review
- d. Perform construction observation in accordance with the RFP (30 hours)
- e. Review and recommend pay requests
- f. Respond to contractor Request for Information (RFI's)
- g. Prepare change orders, field orders and work orders (Fee based on 1 construction orders)
- h. Conduct weekly construction progress meetings and prepare minutes (12 meetings)
- i. Provide recommendations on force main rehabilitation technique if needed and wet well suitability
- j. Prepare punch lists
- k. Prepare record drawings and conduct project close-out

Deliverables: Approved Shop Drawings
RFI Responses
Meeting Minutes
Construction orders (e.g. change order, field order and work order)
Record drawing documents printed on mylar media

Meetings: 1 pre-construction meeting
12 construction progress meetings

City responsibility:

1. Costs related to permitting and printing of final record drawings on mylar media are considered city expenditures and will be processed as supplementary reimbursable expenses in the event that Barr delivers initial payment
2. The RFP identifies Automatic Systems as the base integrator and will hold a direct agreement with the city
3. Provide the following:
 - a. Updated record drawings showing trunk sewer and force main improvements implemented subsequent to installation of LS3
 - b. Current City of Rogers standard specification and details
 - c. City lift station standardization manual, if available, or description of preferred lift station equipment, components and/or characteristics
 - d. Determination of average and peak LS3 influent sewer flow rates for present-day and future sewer-shed conditions
4. Acquisition of temporary easements that may be required for sewer bypass operations
5. Review of Barr's draft document submissions

Barr Assumptions:

1. A SWPPP for the site will not be required
2. Stormwater utility design will not be required in Barr's scope of work
3. Structural design of wet well cover will be completed by the General Contractor's concrete supplier and will be submitted as construction shop drawings
4. Barr survey will consist of the following:
 - a. Topographical boundary survey during design
 - b. Construction control establishment and bituminous driveway staking during the construction task
5. The proposed lift station improvements will be within the existing easement and/or road right-of-way.
6. The generator fuel type has been preselected by the city to be a natural gas fuel source
7. The property fence is not intended to be modified under Barr's scope of work
8. Site lighting fixture and orientation to be directed by the city
9. Consultant tasks to provide recommendation for forcemain rehabilitation technique and wet well suitability will be considered after installation of the bypass pumping system
10. Barr assumes permits will not be required with this lift station rehabilitation project. We will evaluate permit requirements during project design for determination. Engineering budget for permit coordination is not included in this proposal and can be added if permits will required.
11. Weekly construction progress meetings have been budgeted for active construction over a 4-month period (12 total progress meetings)
12. Periodic construction observation is budgeted for 30-hours of field inspections throughout the construction period

Project Delivery Plan

Barr proposes to use the following project management tools to collaborate with the City of Rodgers staff during the project's implementation.

Project Communications

Barr emphasizes outstanding client service. At the outset of this project, we will work with you to create a client service plan (CSP) that will detail the project-specific expectations, goals, and communication preferences of the SPU team. The CSP will serve as a guide throughout the project for communicating work status. It will also include contact information for project team members, billing and communication criteria, and additional details that will help our project team respond quickly and appropriately to your needs throughout the project.

Personnel Availability

Barr closely tracks staff workloads on a routine basis. We first review projections for all key team members to assess their availability and then verify this by personally contacting all members of the team. The core team identified in our proposal is committed to working on this project. With more than 1,000 multi-disciplined staff firmwide, we have the depth of bench to provide appropriate staffing for your project as needs arise or changes in scope are needed

Quality Assurance and Quality Control (QA/QC)

Barr is committed to performing high-quality work and delivering high-quality products. Our service delivery plan for this project includes a dedicated QA/QC reviewer. We employ several QA/QC approaches and apply them on a project-specific basis. Among the strategies are:

- Creation of a project-specific QA/QC plan at project kickoff
- High-level, early review of concepts by senior staff
- Review of project deliverables by technical staff with experience on similar project work

Project Team and Experience

Barr has a relatively simplified organizational structure that helps determine the appropriate personnel and size for our project teams. Client needs, staff experience, and availability drive how we form project teams, rather than a prescribed organizational hierarchy or office location.

Our team will be led by Jon Minne, who will serve as principal in charge and have ultimate authority over contractual terms and conditions and our performance. Mike Burdorf, who will serve as project manager, your primary point of contact and oversee project delivery. They will be supported by task leads for the completion of the LS3 rehabilitation design, along with support staff where needed. Biographies of our key staff members are provided in Attachment 1.

Our proposed key team for the LS3 rehabilitation project will include:

- **Jon Minne, PE** principal in charge
- **Mike Burdorf, PE** project manager/construction observation
- **Dan Nesler, PE** design lead/process engineer of record
- **Mark Ziemer, PE** design lead/electrical engineer/electrical engineer of record
- **Nathan Thomas, PE** design lead/civil engineer/civil engineer of record
- **Paul Tokarczyk, PE** civil engineer/registered land surveyor

Barr's sewer collection experience includes condition assessment, planning, and design of gravity sewers, lift stations, force mains, and tunnels. Barr has provided engineering services for more than 500 lift stations, over 250 wastewater treatment plants and hundreds of miles of sewers. We also utilize our in-house electrical engineering staff to provide electrical design, SCADA controls, and backup power generation designs. We have included project examples for a selection of sanitary sewer lift station projects for which our proposed key staff members have contributed their expertise in Attachment 2.

Schedule and Fee Estimate

Barr proposes to provide the services listed above on a time-plus-expenses basis provided in Table 1 below in accordance with the City of Rogers Professional Services Agreement. This amount will not be exceeded without prior approval.

Barr's proposed schedule and fee estimate to complete the tasks described above is provided in the following Table 1:

Table 1 Project Schedule and Fee Estimate

Task	Estimated Completion Date	Estimated Fee
Task 1: Design	October 17, 2025	\$38,800.00
Task 2: Bidding Service	November 27, 2025	\$4,250.00
Task 3: Construction Administration and Observation	June 26, 2026	\$25,550.00
Total		\$68,600.00

Note these fees include reimbursable expenses for mileage and equipment rental.

Thank you for the opportunity to provide this proposal. If you have questions about our team's scope or budget, please contact either Mike Burdorf (mburdorf@barr.com, 507-380-6521) or Jon Minne (jminne@barr.com, 218-262-8688).

Sincerely,



Mike Burdorf
Sr. Water/Wastewater Engineer, Project Manager



Jon Minne
Vice President, Principal in Charge

Attachment 1: Proposed key project team members

**Project manager****Mike Burdorf, PE**

Senior Water/Wastewater Engineer

BS, Civil Engineering

Mike has 15 years of experience with water and wastewater engineering that includes all project phases, from preliminary design to construction. At Barr, he assists municipal, industrial, and private clients with projects involving water and wastewater treatment facilities, collection and distribution system infrastructure, supply and storage infrastructure, and water and sewer modeling. His project work has included:

- Assisting with the development of a comprehensive sanitary sewer plan for the City of Rogers, Minnesota. Work included a capital improvements plan where a gravity sewer, force mains, and lift stations were analyzed.
- Designing a 1,000-gpm underground can-style booster station for Shakopee Public Utilities' Windermere Booster Station/Pump House.
- Designing two new lift stations to replace an existing lift station and designing upgrades to a third lift station for the Mahtomedi, Minnesota.
- Reviewing the capacity of two lift stations and associated force mains to determine feasibility of decommissioning one of the lift stations and sending sanitary flows to the second lift station via gravity, investigation of lift station upgrades, a present-worth value analysis, and a lift-cycle analysis for Lonsdale, Minnesota.

**Design lead****Dan Nesler, PE**

Senior Water/Wastewater Engineer

BS, Environmental Engineering

Dan has more than 23 years of engineering experience focused on water and wastewater conveyance and treatment. His experience includes planning, modeling, and design of over 300 pump stations. He is skilled in leading multidisciplinary teams in all phases of a project—from initiation to implementation and operation—across multiple market sectors. He rejoined Barr in 2024 after seven years as water-wastewater manager and senior engineer at TKDA in Saint Paul, Minnesota. His project work has included:

- Technical lead and QA/QC for the Future Crow River WWTP Preliminary Interceptor Routing Study, which included planning for routing flow from the existing Rodger's WWTP to the future WWTP for MCES.
- Project manager and design lead for rehabilitation of Red Rock North, Red Rock South, Upper Landing, Energy Park, and Edgumbe lift stations for the City of Saint Paul.
- Condition assessment, alternatives evaluation, rehabilitation design, and construction administration for Prairie Lake, Lift Station 7, and Lift Station 8 for the City of Lakeville.
- Assisted Saint Paul with review, troubleshooting, operation strategy, and training of staff for operation and maintenance of their 31 storm and sanitary lift stations.

**Principal in charge**

Civil Engineer

Jon Minne, PE

BE, Engineering Mechanics

Jon is a professional engineer with 33 years of experience in project management, conceptual engineering and planning, design engineering, and construction administration. He has completed numerous multidisciplinary projects with municipal and private clients for their water and wastewater system planning, process design, hydraulics design, and permitting. His areas of expertise include water and wastewater system infrastructure design for construction (including 38 wastewater lift stations). In his role as vice president, he provides business leadership, overall project oversight, work product quality reviews, and contract management for projects.

- Managed capital improvement planning and multidisciplinary design phase services for the replacement of Edina Lift Station 6. The new lift station has a 5,000-gpm capacity, quadplex submersible pump design with above-ground operations building meant to blend in with the residential areas.
- Project manager and Engineer of Record for rehabilitation/replacement of Maple Island Keller Lake and Echo Valley lift stations for City of Burnsville
- Served as principal in charge for planning, conceptual design, final design, and construction support services for Kelly Lake Lift Station replacement for the City of Hibbing.

**Civil engineer**

Civil Engineer

Nathan Thomas, PE

BS, Civil Engineering

Nathan has six years of experience providing engineering support for infrastructure and environmental projects. His work has included design of lift stations, civil site design, leachate collection systems, water mass balancing for mine water treatment, cost estimating, and construction observation. His project work has included:

- Designing the pump station, civil site improvements, and associated structures for the Morningside Flood Infrastructure project for the City of Edina.
- Designing landfills located in Minnesota and North Dakota, including site grading, design of leachate collection systems and landfill gas management, cost estimates, review of plans and specifications, and construction observation.
- Previous landfill work included construction observation and quality assurance for liner installation and location of leaks.
- Developing lift station designs for the City of Crystal, North Dakota Department of Transportation (NDDOT), a confidential electrical utility company in Missouri, and American Crystal Sugar Company.

**Electrical engineer****Mark Ziemer, PE**

Senior Electrical Engineer

BS, Electrical Engineering

Mark has 37 years of experience providing electrical and lighting design and project management services for industrial, commercial, utility, and municipal clients. He specializes in the design of power, signal, lighting, and process control and instrumentation systems, including supervisory control and data acquisition (SCADA) systems for various facilities.

His project work has included:

- Provided electrical design, project management, and construction administration for the City of Blaine's SCADA system replacement project. The project involved renovating process controls for three water treatment plants, four water towers, and 30 sanitary lift stations.
 - Provided electrical design of control panel and installation for multiple lift stations for the City of St. Cloud.
 - Served as engineer of record for the electrical design for the City of Blaine's Well 16 and booster station rehabilitation project, including new 480 V service equipment, motor control, stand-by generator, and supervisory control system for the City of Blaine
 - Provided electrical design of control panel and installation for multiple lift stations for the City of St. Cloud.
-

Attachment 2 – Previous Project Examples

Echo Valley lift station improvements

client
City of Burnsville

location
Minnesota

services provided:

- preliminary review
- preparation of engineering reports with cost estimates
- preparation of plans and specifications
- assistance with lift station standardization document
- project management, design, and construction administration services

Barr has been working with the City of Burnsville since 2008 to rehabilitate its aging and poor performing sanitary sewer lift stations. Barr's scope of services included completion of preliminary review of the sewer shed to establish design criteria for average and peak daily flows, preparation of engineering reports with cost estimates, preparation of plans and specifications for bidding, and construction administration. Barr also assisted the City with development of a lift station standardization document to use as a guide for future rehabilitation projects and new installations so that it can limit the number of parts kept in stock for emergency repairs. Barr's multidisciplinary team of civil, geotechnical, and electrical engineers and landscape architects contributed to successfully completing these projects with the City of Burnsville.



Barr provided project management, design, and construction administration services for improvements to the Echo Valley lift station in Burnsville, which included the conversion of the existing wet well/dry well type of sanitary sewer lift station to a duplex submersible pump station. The lift station receives flows from the surrounding residential area on Lake Alimagnet plus sanitary sewer flow from the city of Apple Valley. The improvements included a new valve vault, new controls, new 615 gpm pumps, and installation of an emergency power generator. The improvements also included a new flow meter manhole to measure the gravity wastewater flows from Apple Valley.

23191105.00

lift station 6 design

client

City of Edina

location

Edina, Minnesota

services provided:

- evaluation of lift station capacity and condition
- alternatives evaluation for modifications or replacement
- design services
- contract administration
- construction observation
- start-up assistance



Barr performed an alternative evaluation study on the City of Edina's existing sanitary lift station 6. Alternatives included minor or major improvements to the existing station or a complete station re-build. Edina selected to demolish the existing station and rebuild a new station just to the north of the existing station. The station serves 2/3 of the city's residential and commercial sewershed and has an ultimate design flowrate of 12,700 gpm (18.3 MGD). The station is a double, duplex submersible pump station.

The new lift station has a below-grade valve vault with access from an electrical and process room above. A structure is provided above the wet well to provide staff shelter during maintenance. In addition to the main pump station, Barr designed a flow splitter structure, odor control system, backup power generator, and sewer collection and forcemain piping. Construction of the station was completed in 2024.



lift station design

client

City of Lakeville

location

Lakeville, Minnesota

services provided:

- evaluation of lift station capacity
- recommendation of lift station modifications
- design services
- contract administration
- construction observation
- start-up assistance



Barr was retained by the City of Lakeville to review one of the city's major sewage pumping stations and the area it serves. The purpose of the review was to evaluate the required lift station capacity for the 20-year planning period and recommend specific lift station modifications that would improve the operational characteristics, reduce hydrogen sulfide production in the forcemain, and improve overall system reliability. Part of the effort included evaluation of the condition of the forcemain which was old enough that the owner was concerned about pipe integrity. Barr worked with the City to select a number of sites where the forcemain was exposed and the wall thickness of the pipe could be evaluated using non-destructive methods. The main was determined to be sound and has been operating successfully with no major leaks since that time.

Based on the findings of the analysis, Barr recommended constructing a new lift station that was designed to allow for simple future upgrades to accommodate ultimate flow rates. A confined site, high groundwater, and a 30-foot-deep lift station presented interesting design challenges. In addition, the new station had to be installed without shutting down the existing lift station, which handled twenty-five percent of the city's sewage. Barr developed an innovative plan to meet the projects requirements and provided design services, contract administration, construction observation, and start-up assistance for the new facility, which contains three 1,200-gallon-per-minute pumps, a meter vault, and a backup generator. Because the lift station is located in the parking lot of the Chart House restaurant, we also coordinated the project and the building design with the restaurant owners.

23190363.00

Keller Lake lift station improvements

client
City of Burnsville

location
Minnesota

services provided:

- completed preliminary review
- prepared engineering reports with cost estimates
- prepared plans and specifications for bidding and construction administration
- assisted with lift station standardization document
- provided project management, design, and construction administration services for improvements



Barr has been working with the City of Burnsville since 2008 to rehabilitate its aging and poor performing sanitary sewer lift stations. Barr's scope of services included completion of preliminary review of the sewer shed to establish design criteria for average and peak daily flows, preparation of engineering reports with cost estimates, preparation of plans and specifications for bidding, and construction administration. Barr also assisted the City with development of a lift station standardization document to use as a guide for future rehabilitation projects and new installations so that it can limit the number of parts kept in stock for emergency repairs. Barr's multidisciplinary team of civil, geotechnical, and electrical engineers and landscape architects contributed to successfully completing these projects with the City of Burnsville.

Barr provided project management, design, and construction administration services for improvements to the Keller Lake Lift Station project in Burnsville, Minnesota, which included the replacement of the existing steel, packaged submersible grinder pump type of sanitary sewer lift station with a duplex submersible pump station. The existing pumps were having problems handling rags because the amp draw for the pumps was higher than the name plate rating. Barr determined that the existing pumps were likely operating outside the manufacturer recommended pump rating for the hydraulics of the system. Based on Barr's review and recommendation, the City decided to construct a new precast concrete wet well for new submersible pumps sized to operate within the existing piping hydraulics and handle raw unscreened wastewater. The improvements also included a new valve vault and new controls.

23191053.00



LIFT STATION NO. 3

CITY PROJECT NO.2025-XX

City of Rogers, MN

Contact:

Jacob Humburg, PE
612-751-9227
Jacob.Humburg@bolton-menk.com

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

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

JULY 25, 2025



**BOLTON
& MENK**

Real People. Real Solutions.



Real People. Real Solutions.

July 25, 2025

Wally Knapp and Doran Cote
City of Rogers
22350 S Diamond Lake Road
Rogers, MN 55374

**RE: Proposal for Lift Station No. 3
City Project No. 2025-XX**

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

Dear Wally and Doran:

The City of Rogers has initiated the Lift Station No. 3 Rehabilitation project to upgrade the station and ensure that it continues to function into the future without issues. Our approach to engineering services makes the City of Rogers' priorities our priorities. We understand what needs to be accomplished for the successful completion of the rehabilitation to Lift Station No. 3. I believe you will find that Bolton & Menk, Inc. is the right choice for the city for the following reasons:

Communication – As project manager, I will be responsible for all communication between our team and the City of Rogers. I take great pride in my ability to communicate effectively with all project stakeholders, so you can rest assured your project needs are being met. By having me as your project manager, you know the project will be both successful and enjoyable.

Familiarity – We have been actively engaged with the city over the last five years. Last year we completed a Lift Station Assessment report for the city which evaluated all sanitary lift stations along with recommendations for improvements, cost estimates, and sequencing of the improvements. Because of this, we already have familiarity with all of the city's sanitary lift stations, including Lift Station No. 3. We have also already had the chance to visit the Lift Station No. 3 site and consider the improvements that it requires.

Proven Project Management and Technical Expertise – Not only do we have recent experience the City of Rogers' lift stations, but we have also completed hundreds of lift station reconstruction or rehabilitation projects in the last 15 years in more than 50 different communities. With this level of experience, the City of Rogers can be assured that Bolton & Menk has already provided a solution to any problem that may be encountered with the rehabilitation of Lift Station No. 3.

In continued service to the City of Rogers, we are excited at the opportunity to complete the Lift Station No. 3 Rehabilitation project. As previously stated, I will personally serve as your lead client contact and project manager. Please contact me at 612-751-9227 or Jacob.Humburg@bolton-menk.com if you have any questions regarding our proposal.

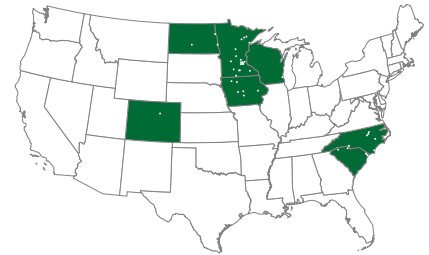
Respectfully submitted,
Bolton & Menk, Inc.

Jacob Humburg, PE
Water/Wastewater Project Manager | Principal



BOLTON & MENK

FIRM PROFILE



We believe all people should live in safe, sustainable, and beautiful communities and we take pride in our ability to make that happen. It's why we get out of bed every morning.

Our commitment to communities began in 1949, serving the needs of municipal clients in small towns. As we continue to grow in both numbers and experience, our dedication to building trust and ensuring a true partnership with our clients remains the same. Our goal is to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Simply put, we're people helping people. Today, Bolton & Menk, Inc. has more than 1,000 multiregional employees including a professional staff of more than 300 engineers, planners, landscape architects, and surveyors.

Our dedication to our clients shines through in the work we provide. We are committed to cultivating and delivering exceptional community infrastructure solutions. From advocating for our communities to designing their dreams to finding funding; we take pride in our work because we live here too. We believe in the power of face-to-face meetings, friendly conversations, and collaborative decision-making to keep your projects on schedule, within budget, and focused on real, workable solutions.

We promise every client two things:

**WE'LL WORK HARD
FOR YOU AND WE'LL
DO A GOOD JOB.**

We take a personal interest in the work being done around us and do our part to build a better quality of life for all. At the end of the day, we're Real People offering Real Solutions.

PROJECT UNDERSTANDING

PROJECT OVERVIEW

This project involves providing surveying and engineering services for both design and construction phases of a comprehensive rehabilitation of the City of Rogers' Lift Station No. 3.

PROJECT BACKGROUND

In 2024, Bolton & Menk worked with the City of Rogers to complete a Lift Station Condition Assessment report for the city's sanitary lift stations that identified the recommended rehabilitation needs for city lift stations 3, 4, 5, 7, 8, 9, 10, 11, and 14. In this report the stations were comprehensively evaluated and improvements for each recommended and costed out. The report also listed stations in terms of criticality for rehabilitation and suggested an order and schedule for the projects. Lift Station No. 3 was recommended as the first candidate for improvements because of its large size, critical location within the system, and historical issues such as periodic pump clogging and minimal storage volume.

PROPOSED IMPROVEMENTS

Proposed improvements for the station include:

- Replacement of wet well lid
- Replacement of older pumps with new KSB units
- Installation of all new electrical components, including light pole/SCADA antenna and controls, with automatic systems as the base integrator
- Installation of a new permanent natural gas generator for backup site power
- Replacement of internal piping, pump guide rails and brackets, and other appurtenances
- Addition of piping/infrastructure for future bypass
- Coating of all process piping and structure vent pipes
- Miscellaneous minor site improvements, including replacement of bituminous driveway
- **Bid Alternate 1:** Blast, seal, and coat wet well in addition to coating process piping

FAMILIARITY WITH CITY'S PROJECT STAFF

Bolton & Menk performed the Lift Station Condition Assessment for the City of Rogers in 2024, as previously mentioned. Because of this we are familiar with City of Rogers staff, needs, and lift station infrastructure. The same team that completed that assessment will work on the Lift Station No. 3 Rehabilitation, and this familiarity will be invaluable.

FAMILIARITY WITH SPECIFIC PROJECT COMPONENTS

The City of Rogers and this project will benefit from our team's familiarity with lift station rehabilitation projects. Three of the city's key concerns for Lift Station No. 3 are:

- The lack of options for station backup (power or bypassing)
- Aging internal station infrastructure
- Non-standardized pumps and minimal wet well storage volume

Bolton & Menk is prepared to work closely with city staff to ensure these key factors, along with the other improvements required, are properly handled. We will work diligently and facilitate the input of project stakeholders to identify what will constitute the successful rehabilitation of Lift Station No. 3. The end result will be that the rehabilitated Lift Station No. 3 will operate for many years without the need for additional improvements. It will also have reduced maintenance needs, improved safety, and increased longevity.

PROJECT SUCCESS FACTORS

TIMING AND PROCUREMENT

The request for proposals states that the final project design documents be delivered for City Council approval by October of this year. This is a compressed timeline, but Bolton & Menk will work diligently and efficiently to meet it. It is assumed that the goal is for the construction phase of this project to occur in 2026.

Based on our understanding of sourcing lift station controls, pumps, and electrical components, we will structure the timeline of the work in this project so:

- The city's target timeline for completion of the project is met
- The city maintains ultimate control over offline/online decisions
- Bypassing operations are kept to the shortest amount of time and are cost-effective for the city, with minimal impact to residents and stakeholders

Our recent lift station experience has indicated a long lead time for permanent generators, especially natural gas units. Should there be a delay for the generator

delivery on the project, we would plan to move ahead with the rest of the project schedule and assume generator startup as the last major completion item for the project. The station does not currently have a source of permanent backup power.

BYPASSING/TEMPORARY CONVEYANCE

Bypassing the lift station during the major work will be critical to the success of the project. As part of our services, we will develop a bypass plan with all the necessary stakeholders to ensure prospective contractors are well informed and well prepared for the level of bypassing operations required for this station.

It is anticipated that the construction and bypassing of the lift station could require a single lane closure or full closure of 137th Avenue N in front of the station. Should this be the case, Bolton & Menk will work closely with the City of Rogers to determine solution feasibility and minimize negative impacts.



PROJECT APPROACH

Bolton & Menk agrees to perform all the communication, scope tasks, and deliverables listed in the RFP. For clarity, we have listed all tasks from the RFP below. We have presented any clarifications in ***bold italics***.

MEETINGS

Bolton & Menk will plan on attending three staff meetings at public works during the duration of the preliminary/final design process and one public meeting if needed.

- Kickoff meeting and site visit with staff
- 50% plan completion review meeting
- 95% plan completion review meeting
- One city council meeting (if needed)

DESIGN

I. FIELD/BOUNDARY SURVEY

Bolton & Menk will perform a property boundary survey and field control survey, develop control points, and perform topographic survey of the project boundaries in English units. The boundary survey will be needed to determine the limits of the existing easements.

II. PLANS

Using topographic and survey information, we will prepare base plans in preparation for design including:

- Locations and elevations of all physical features
- Existing right-of-way/easements and property lines

Bolton & Menk will also prepare preliminary and final design plans in a format required for regulatory agency review including the following:

- Removal plan
- Existing utilities (electric, gas, telephone, cable TV)
- Existing city systems (forcemain, sanitary sewer, water main, storm sewer)

Note: It is assumed that the city will be able to accurately locate its own utilities in preparation for survey.

- Civil engineering (site) plan
- Structural plan
- Electrical plan
- Bypass pumping plan
- Instrumentation and control plan
- Erosion control plan
- Restoration/landscape plan

III. SPECIFICATIONS AND CONTRACT DOCUMENTS

- Prepare contract documents and specifications of a form and substance required by the city and by regulatory agencies
- Prepare engineer's estimate of construction costs
- Submit to city and all applicable agencies for review and approval
- Furnish up to 25 copies of the plans, a digital copy of the plans (AutoCAD), and an electronic copy of the specifications (Word document) for bidding purposes
- Furnish all survey information to city in point file ASCII format

Note: It is assumed that the project will be city-funded and no comprehensive outside agency review will be required. Unless otherwise noted, Bolton & Menk assumes the use of their own standard specifications.

IV. BIDDING ADMINISTRATION

- Prepare advertisement for bids and submit to required publications
- Answer bidder's questions related to the lift station and issue addenda if required
- Attend bid opening and tabulate results
- Prepare letter of recommendation to the city
- Prepare Notice of Award and Contract Agreement and forward to contractor

CONSTRUCTION OBSERVATION

I. INSPECTION

- Perform observation and keep periodic records of the contractor and utility company construction activities
 - Prepare and file copies of reports on the construction activities per state guidelines
 - Keep track of the major materials and contractor resources used in the project
 - Monitor contractor's progress
 - Perform field measurements for use in measurement of quantities and preparation of record plans
 - Provide construction staking as required by contractor's progress
 - Upon substantial completion, prepare "punch list"
 - Coordinate and review materials testing with the testing agency preferred by the city
- Note: It is assumed that Bolton & Menk will coordinate, and the city will directly pay for any required materials testing.**
- Prepare final inspection letter
 - Conduct warrantee inspection

II. ADMINISTRATION

- Prepare for and attend preconstruction meeting
 - Perform on-site review of project's work and status and report to the city
 - Coordinate weekly progress meetings
 - Prepare periodic payment request form
- Note: For a lump sum project, pay request would be prepared by the contractor and reviewed by Bolton & Menk.**
- Prepare change orders and other written directives as required
 - Coordinate with Xcel Energy for power supply and CenterPoint Energy for new natural gas service
 - Approve shop drawings, material list reports, and all information on material to be used for construction in accordance with the plans and specifications
 - Prepare an operations and maintenance manual (may be electronic) for completed facility and submit five copies to the city

III. FINAL REVIEW

- Conduct final review of the project
- Prepare letter of final review and acceptability

AS-BUILTS

- Obtain record information from field representative and contractor
- Prepare record drawings
- Submit copies of record drawings to the city
- Electronic (AutoCAD) and hard copies (mylar for final)

Note: We can provide mylar, but we expect electronic PDF copies should be sufficient.

SPECIAL SERVICES

I. PERMITS

- Minnesota Pollution Control Agency (MPCA)
- Minnesota Department of Natural Resources (MnDNR)
- Minnesota Department of Health (MDH)
- Metropolitan Council Environmental Services (MCES)
- West Mississippi Watershed Management Organization (WMWMO)
- City of Rogers (building permit)

Note: No major permit work is anticipated to be needed. The only potential permit would be a Sanitary Sewer Extension Permit with the MPCA and MCES, should station capacity increase (not indicated at this time) and a building permit with the city should it be required for the generator.



PROJECT SCHEDULE

Our team will facilitate input from City of Rogers team members to arrive at the actual project schedule. The example below highlights the importance of accounting for the equipment lead times and accounting for the sewer and lift station bypassing/temporary conveyance.

Date	Task
July 25, 2025	Proposals Due
August, 2025	City Council Award
August, 2025	Design Kickoff Meeting
September, 2025	50% Plan Review
October, 2025	95% Plan Review
October 28, 2025	City Council Authorize Bidding
November, 2025	Bid Opening
November, 2025	City Council Award
December, 2025	Contracts Signed/Pre-Construction Meeting
January, 2026	Key Shop Drawings Approved (those with long lead times) 20-24 weeks for equipment delivery (after shop drawings are approved) Long lead times for pumps, controls, and generator
July, 2026	Equipment Delivery
September, 2026	Substantial Completion
October, 2026	Final Completion

OUR TEAM

Bolton & Menk has assembled a highly motivated and experienced group of professionals to ensure the successful rehabilitation of the City of Rogers Lift Station No. 3. Our team is familiar with Rogers staff and Rogers' lift stations. We will hit the ground running as an extension of city staff with effective project coordination and communication.

The proposed team provides the optimum combination of accessibility, knowledge of the city's existing lift stations, and specialized expertise.

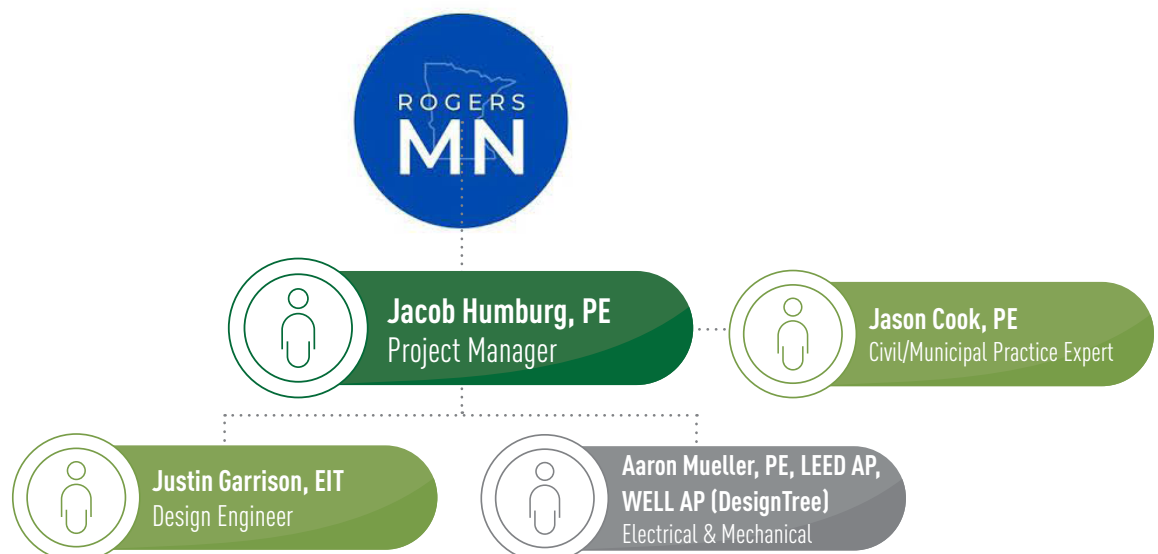
Jacob Humburg will lead the team to ensure the city's vision for rehabilitating the lift station is successfully defined, designed, constructed, and executed. This will include facilitating input from project stakeholders to identify an agreed-upon vision regarding what will constitute a successful project in terms of the final product, the schedule, and project communication. Jacob led the Lift Station Evaluation project in 2024 for the City of Rogers.

Justin Garrison will be responsible for preparation of detailed design documents including plans and specifications. He will also provide construction site observation and assist Jacob as needed with other project details. Justin assisted with the 2024 report, and as a result is already familiar with Lift Station No. 3.

Jason Cook will provide Civil/Municipal expertise on the project and will assist with such portions of the project as site layout and grading, traffic control, and surveying. He will also serve as an additional point of contact for the city.

Aaron Mueller will be responsible for design and coordination of the electrical and control system improvements for the station. Aaron was also involved with the previous Lift Station Evaluation, and has familiarity with both Rogers' lift stations and their expectations.

Project team member bios are included on the following page. Full résumés are available upon request.





JACOB HUMBURG, PE

Project Manager

Jacob will lead the team throughout the project to ensure the city's vision for the renovated lift station is successfully defined, designed, constructed, and started up.

Jacob is a water/wastewater project manager who joined Bolton & Menk in 2015.

His work emphasis is on water and wastewater related projects, including water and wastewater treatment plants, lift stations, well houses, and chemical treatment systems. He uses his attention to detail and ability to satisfy his client's unique requests to complete pre-planning, design phase, construction observation, project closeout, and the drafting of technical documents related to new or existing facilities. Jacob has specialized in lift stations over his career with Bolton & Menk and has been involved with the construction or rehab of dozens of stations of all types and sizes.



JUSTIN GARRISON, EIT

Design Engineer

Justin will assist Jacob with design for the improvements. He will also be responsible for field observations during construction.

Justin is a water/wastewater design engineer that began his career as an intern with Bolton & Menk in 2021 and started full-time employment in 2024. He earned both his bachelor's and master's degrees from the University of Minnesota. As a design engineer, Justin is involved in all phases of water and wastewater system planning, design, construction observation, and startup services. He uses his strong technical skillset to help deliver high quality projects to our clients. Justin has experience with numerous lift station projects and has proven adept at flow analysis and determining the right solution for a given station.



JASON COOK, PE

Civil/Municipal Practice Expert

Jason will provide general Civil/Municipal site expertise and communication services.

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. Now serving as a municipal practice leader, Jason 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 multidisciplinary and complex projects. Solving unique problems and seeing concepts come to fruition motivates Jason every day.



AARON MUELLER, PE, LEED AP, WELL AP (DESIGNTREE)

Electrical & Mechanical Engineer

Aaron will lead all the electrical work for the lift station renovation and the associated generator.

Aaron specializes in electrical design and SCADA design. He also oversees mechanical design. His work experience includes power distribution design, standby power systems, building lighting designs, SCADA systems, Arc flash surveys, power quality studies, product research, specification preparation, quality assurance, and construction administration.

Aaron's experience ranges over a variety of projects including facility renovations, existing building improvements, and new construction.

PROJECT EXPERIENCE

IN ADDITION TO FAMILIARITY WITH CITY STAFF AND THE CITY OF ROGERS SANITARY LIFT STATIONS, BOLTON & MENK HAS EXTENSIVE LIFT STATION EXPERIENCE THAT WILL BE HARNESSSED TO BENEFIT THE CITY OF ROGERS AND THIS PROJECT.

Bolton & Menk has completed well over 100 medium-to-large lift station reconstruction/upgrades in the past 10 years. We have completed these improvements in more than 50 communities with varying project requirements and standards. Our team provides efficient successful operating facilities by combining our extensive lift station design experience and effective communication with owners and team members.

We have highlighted several projects as examples of recent and related team experience. Client satisfaction remains a top priority for us as evidenced by quality deliverables, cost-effective rates, and timely project delivery. Please feel free to contact any of these references to evaluate our performance. Additional project information is available upon request. **We have included a lift station experience matrix following this page to provide a tabulated overview of our lift station experience.**

LIFT STATION EXPERIENCE MATRIX

Bolton & Menk has provided lift station planning, design, and construction services for over 100 lift stations in the past 10 years. Some of this experience is tabulated in the matrix on the next page.



Bolton & Menk, Inc.
Lift Station Experience

Client	Year Completed	Number of Lift Stations	Capacity Range (gpm)										
				Submersible	Wet Well/Dry Well	Suction Lift	Valve Vault	Lift Station Building	Lift Station Rehabilitation	VFDs	Controls/SCADA	Backup Power	
ADM - Marshall, MN	2010	1	600	●			●			●	●		
Albertville	2009	3	120-250	●			●				●		
AMPI	2007	1	350	●				●		●	●		
Annandale	2009	3	1,250-4,000	●			●	●		●	●	●	
Arden Hills	2017	2	400-500	●			●				●		
Arlington	2010	2	150	●					●		●	●	
Big Lake	2005-2009	3	500-2,000	●			●	●		●	●	●	
Blue Earth	Ongoing	2	500	●			●				●		
Brooklyn Center	2019-2024	2	1,400-2,250	●	●		●	●	●	●	●	●	
Broom Tree Retreat Center, South Dakota	2003	2	50	●									
Buffalo	2012	10	120-6,000	●			●		●	●	●		
Burnsville	2022	4	750	●			●				●	●	
Carroll, Iowa	2007	1	450	●			●			●	●	●	
Clara City	1998	2	250-800	●	●		●		●	●	●	●	
Claremont	2005	1	1,400	●			●			●	●	●	
Coca-Cola Enterprises	2009	1+	200	●							●		
Columbia Heights	2012	1	100			●			●		●	●	
Eagan	Ongoing	10+	700-2,000	●			●	●	●	●	●		
Edina	2024	1	1,000	●			●	●	●	●	●	●	
Fairfax	1996	1	1,100	●			●		●				
Firmench Inc.	2006	2	250	●						●	●		
Forest Lake	Ongoing	27	250-600	●			●		●			●	
Frost	2000	1	200	●			●				●	●	
Green Lake Sanitary Sewer District	2005	10	120-1,100	●			●				●		
Hastings	2010	3	105-1,250	●			●			●	●	●	
Howard Lake	2010	2	120-2,200	●			●			●	●	●	
Isanti	2010	1	400	●			●				●		
Jackson	Ongoing	2	500	●			●				●		
Janesville	2008	4	200-1,000	●			●		●		●	●	
Kandiyohi	2010	2	350	●			●			●	●	●	
Lake Elmo	Ongoing	4	100-850	●			●				●		
Lakeville	Ongoing	3	400-900	●			●		●		●	●	
Lamberton	2004	1	400	●			●				●	●	
Mankato - Report/By Pass	2009-2010	1	6,000		●			●	●	●		●	
Medford	2010	1	250	●					●		●		
Minnesota River Valley Public Utilities Commission	2008	4	1,000	●			●			●	●	●	
Moose Lake-Windemere Sanitary Sewer District	2008	8	100-750	●	●		●		●	●	●	●	
New Ulm	2008	3	350-4,000	●	●		●	●	●	●	●	●	
New Germany	2004	1	200	●			●					●	
New Prague	2010	1	1,500	●			●			●	●	●	
Osseo	2008	2	200	●					●		●		
Prior Lake	2016	1	750	●			●				●	●	
Roseville	Ongoing	6+	100-650	●	●		●	●	●		●	●	
Shakopee Mdwakanton Sioux Community	2009	1	1,000	●			●		●	●	●	●	
Sherburn	2005	1	250	●			●						
Shoreview	2015	12	100-500	●			●		●	●	●		
Staples	2005	1	500	●				●	●	●	●		
Stillwater	2018	2	500	●			●	●			●	●	
Waconia	2010	1	2,000	●			●			●	●	●	
Waite Park*	1999	1	800	●			●				●		
Waterville	2017	6	50-2,000	●			●		●	●	●	●	
Waverly	2005	2	120-1,000	●			●				●	●	
West St. Paul	2022	2	1,400-6,000	●	●		●	●	●	●	●	●	
Willmar	Ongoing		500	●			●				●		
Woodbury	2018	4	300-600	●			●		●		●	●	

ASHBURY AND MURPHY PARKWAY LIFT STATIONS

City of Eagan, Minnesota

Reference: Steve Grossman, Utilities Superintendent, 651-675-5215

Eagan's Ashbury and Murphy Parkway sanitary sewer lift stations were beyond their useful life and their condition was deteriorating. These stations were Smith and Loveless "tin can" wet well/dry well types that required confined space access for any pump or piping maintenance, and there was no ready option available for bypassing flow around the stations.

In separate projects, Bolton & Menk designed comprehensive rehabilitation projects for both sites. At the Ashbury site, an entirely new precast wet well/valve vault lift station was constructed while keeping the existing station in operation during construction. At Murphy Parkway, the existing wet well was reused and converted to house new submersible pumps. The dry well was demolished and a new valve vault constructed in its place.

Both sites received all new piping, including permanent bypass risers, new pumps, and new controls and communications (SCADA) equipment. These stations are set up to continue operation without major work required for another 20-30 years.

GALTIER LIFT STATION IMPROVEMENTS

City of Roseville, Minnesota

Reference: Jesse Freihammer, City Engineer, 651-792-7042

The City of Roseville's Galtier Lift Station was over 25 years removed from its previous rehabilitation project and in deteriorating condition. The process components of the station in particular, including pumps, piping, controls, and other interior fixtures, were beyond the end of their useful life. The station did not have any source of permanent backup power should there be a failure and the bypass piping connection in the valve vault was undersized for peak station flows.

Bolton & Menk led the design of a rehabilitation of the station to reuse the existing concrete structures, which were generally in good condition. The pumps were replaced, and the internal piping was reconfigured into a simpler and more sensible layout that included a full-size bypass line accessible from the surface. The wet well and all piping was coated for extra corrosion protection. New controls and a permanent natural gas generator were also added to the site.

The Galtier Lift Station is now set up to operate without issue for the foreseeable future. The project was completed in such a way that made maximum use of existing infrastructure and minimized impact to the surrounding residents. The new station configuration is optimized for simple and effective operation by Roseville city staff.

LOUNGE SANITARY SEWER LIFT STATION

City of Roseville, Minnesota

Reference: Jesse Freihammer, City Engineer, 651-792-7042

The Lounge Lift Station in Roseville was constructed in 1991 as a submersible sanitary pumping station. While the structures were still in fair condition, the pipes, fittings, and pumps needed to be replaced. Additionally, the existing control panel was set on the wet well lid, putting it in a confined space. The only way backup power was available was to connect a portable generator to the control panel's plug.

Bolton & Menk's station upgrades included replacing the pumps, valves, piping, structure lids, and controls. Power was supplied through the new control panel to another nearby project—a new stormwater dosing station that was simultaneously constructed. A permanent natural gas generator was also added to the site to supply immediate backup power. In the valve vault, a bypass tee and pipe were added so that, if ever necessary, flow could be bypassed out of or around the wet well and into the forcemain. During design, it was also determined this was a good time to replace the existing forcemain. This was done via direct drilling, without significantly affecting the adjacent business in whose parking lot the forcemain outlet manhole was located.

The Lounge Lift Station is once again fully operational, with controls and pumps that will last more than 20 years. The city has improved access to these pumps and controls as well as many options for backing up or bypassing around the station.

LIFT STATION NO. 13 AND FORCEMAIN IMPROVEMENTS

City of Blaine, Minnesota

Reference: Dan Schluender, Director of Engineering, 763-785-6158

The City of Blaine's Lift Station No. 13 consists of a large square concrete wet well with two submersible pumps, each capable of producing flows of roughly 2,500 gallons per minute. There are separate manholes that serve as valve vaults for the station. A 20-inch ductile iron forcemain conveys flow from the station for more than half a mile along Naples Street NE to its discharge point. The station is one of the largest (by flow) critical elements in the City of Blaine. Both the station and forcemain were in danger of failure due to age and corrosion. An upgrade/replacement project was needed to keep the station and forcemain in operation.

Bolton & Menk partnered with the city to develop and design the rehabilitation of the lift station's system. Initially, rehabilitation of both the existing lift station and forcemain were under consideration, but after site visits and additional discussion, it was determined to be full replacement of both components.

The new design includes a site layout at the lift station, which will ease maintenance and access concerns for the city. The entire site is being raised to avoid flood issues and a driveway area will be added. New cast-in-place rectangular valve vault and wet well structures will be built, with the latter being constructed using a caisson construction method at the bottom to protect the existing station wet well while it is in operation. The wet well will house existing submersible pumps, salvaged from the old station, with a third added for additional redundancy. These pumps will be on VFDs to maintain more continuous wastewater flow. A new controls building will be built and the existing standby generator relocated. New bypass structures are also being added for maintenance purposes upstream and downstream of the lift station.

The existing ductile iron forcemain will be replaced with a new 20-inch PVC forcemain, which will be significantly more corrosion-resistant. Bolton & Menk worked with the City of Blaine during design to properly stage the project. Multiple stages of bypass were needed to minimize disruption to traffic along Naples Street SE. This was especially critical during the Minnesota State Fair, given the proximity of the project to Metro Transit's 95th Avenue Park and Ride.

The project is currently under construction, and once it is completed, Lift Station No. 13 and its forcemain will be set to operate for at least 50-60 years, while the PVC forcemain should last at least 100 years and the City of Blaine will be able to turn their capital improvement focus on other parts of their system.

LIFT STATION NO. 2 RENOVATION

City of Brooklyn Center, Minnesota

Reference: Michael Marsh, Deputy Director of Public Works, 763-585-7103

The current configuration of Lift Station 2 in Brooklyn Center was originally constructed in 1991. It was built as a below-grade wet well/valve vault with stairway to the wet well and influent channel, and a wood frame building at grade to house the stairs, lift station controls, and backup generator. Most major lift station components, including pumps, piping, and controls, had reached the end of their useful life. Access to the controls room opened directly onto the wet well hatches, creating a potential hazard.

Bolton & Menk's station design included replacing pumps, piping, and valves, as well as all electrical and mechanical components inside the building. The existing generator was removed from the controls room and the door relocated safely away from the wet well. A new natural gas backup generator was installed. The building itself received an architectural overhaul, including replacing shingles and wood sheathing with steel. A new bypass pipe setup was also designed for a nearby metering vault located on the effluent forcemain. An unused buried fuel tank was removed from the site. Lift Station 2 is now set to operate for more than 20 years without issues.

COST BREAKDOWN

The following table summarizes the hours and cost breakdown for each major work task item. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

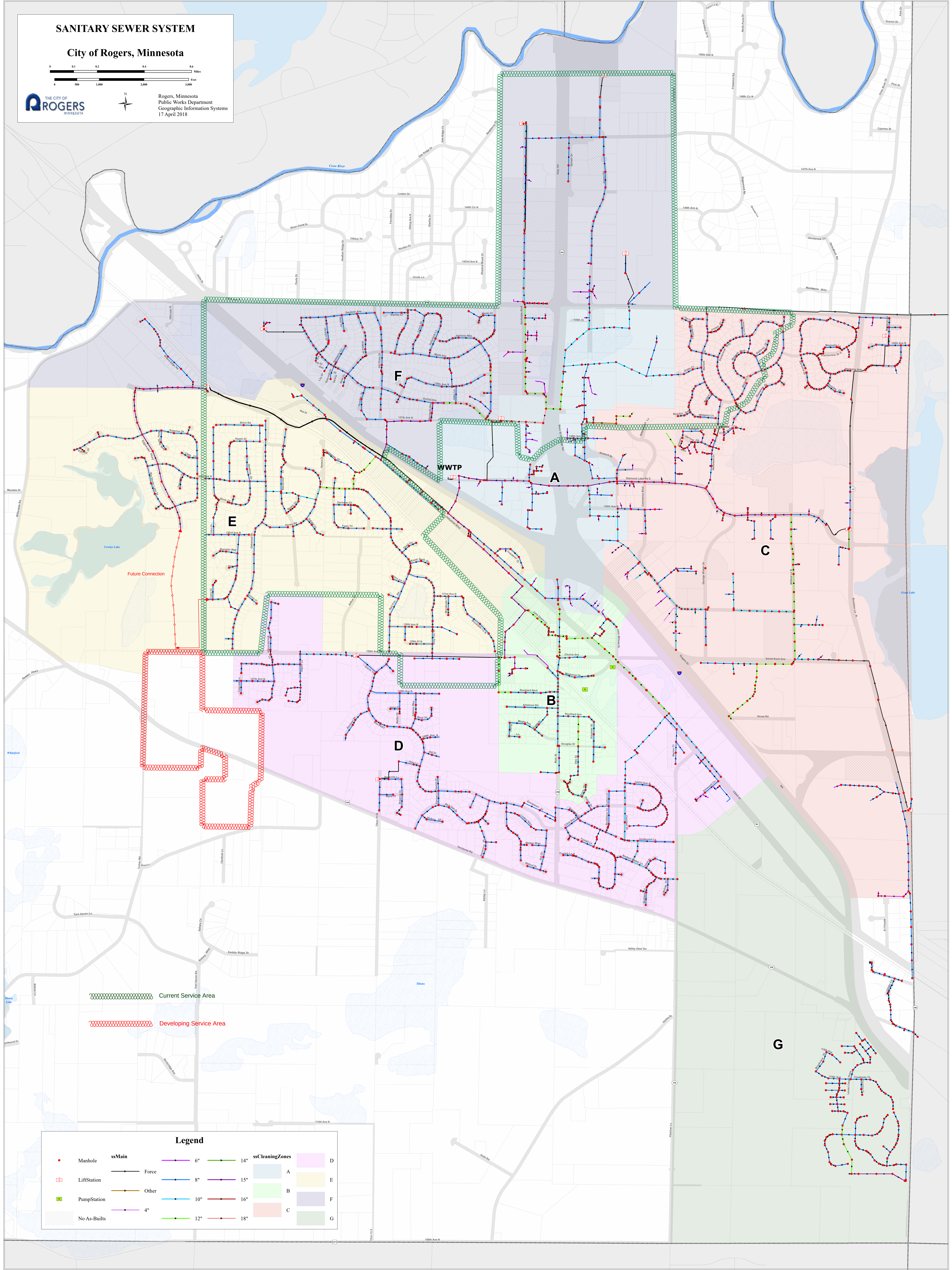
City of Rogers Lift Station No. 3 Rehabilitation		Bolton & Menk, Inc.										
Task No.	Work Task Description	Project Manager	Design Engineer	Electrical Engineer	Municipal Engineer/Client Liaison	Office Administrator	Drafting Technician	Licensed Surveyor	Survey Technician	Survey Crew	Total Hours	Total Cost
1.0	Meetings	20	16	0	4	8	0	0	0	0	48	\$8,708
2.0	Design	20	64	39	24	12	20	2.5	4	11	196.5	\$36,410
3.0	Construction	38	100	11	0	5	0	1	2	10.5	167.5	\$30,172
4.0	As-Builts	2	4	0	2	0	4	0	0	0	12	\$2,246
Total Hours		80	184	50	30	25	24	3.5	6	21.5	424	
Average Hourly Rate		\$204.00	\$170.00	\$200.00	\$215.00	\$131.00	\$182.00	\$197.00	\$160.00	\$195.00		
Subtotal		\$16,320	\$31,280	\$10,000	\$6,450	\$3,275	\$4,368	\$690	\$960	\$4,193		
Total Fee											\$77,535	

SANITARY SEWER SYSTEM

City of Rogers, Minnesota



Rogers, Minnesota
Public Works Department
Geographic Information Systems
17 April 2018



Current Service Area
Developing Service Area

Legend

Manhole	ssMain	6"	14"	ssCleaningZones	D
LiftStation	Force	8"	15"	A	E
PumpStation	Other	10"	16"	B	F
No As-Built	4"	12"	18"	C	G

II. LIFT STATION EVALUATIONS AND PROPOSED IMPROVEMENTS

A. Lift Station No. 3 – 137th Avenue

1. Overview

Lift Station No. 3 (137th Avenue) Lift Station was constructed in 1995 as part of a water and sanitary sewer trunk line extension project. Lift Station No. 3 is a triplex station. The wet well is a 6-foot by 8-foot precast box culvert, roughly 40 feet deep, and the valve vault is a precast manhole 7 feet in diameter and roughly 14 feet deep. Originally, the station was serviced by three Flygt 20 horsepower pumps. Since then, pumps 1 and 3 have been replaced with 20-horsepower KSB pumps. These pumps are powered by the 480V, 3-phase service at the site. From the transformer, the service lateral is run underground to a utility meter socket mounted on the backside of the control panel. The station's historical runtime from January 2022 to March 2024 can be found below in Table 2.1. There were 8 days when the station ran more than 10 hours a day over the 26-month period.

Table 2.1: Lift Station No. 3 (137th Ave.) Historical Run Time (Hours per Day)				
	Pump 1	Pump 2	Pump 3	Total
Average	1.86	1.79	2.41	6.06
Max	13.30	5.50	8.00	18.70

The station has also had other small upgrades made since its construction, including the replacement of valves, the addition of a transducer, and the addition of SCADA communication.

2. Condition Assessment

The bituminous driveway at the site is in poor condition, and it appears that significant settling has occurred since the station's original construction in 1995. It is recommended that the driveway be replaced to ensure water continues to drain away from the structures.

The structural components of the lift station appear to be in good condition, with minimal deterioration of the wet well, valve vault, and top slab concrete. As seen in Figure 2.1, the wet well structure shows minimal signs of groundwater intrusion. The existing wet well hatch is in fair condition but does not have safety grating installed. It is recommended that safety grating or a safety net be retrofitted into the existing hatch or the wet well lid be replaced, to install hatches containing safety grating. The valve vault manhole lid is not fully surrounded by bituminous; however, it is in good condition, as seen in Figure 2.2.

The piping at the station is in poor condition and is recommended to be replaced. The existing piping contains custom elbow pieces in the wet well going into the valve vault, as seen in Figure 2.3. These custom pieces would be removed and replaced with standard fittings. The valves have been replaced since the station's original construction and are in fair condition, as seen in Figure 2.4. The vent pipes at the station are in fair condition; however, the bird screen on the ends is in poor condition and will need to be replaced.



Figure 2.1: Lift Station No. 3 (137th Ave.) Wet Well



Figure 2.2: Lift Station No. 3 (137th Ave.) Site Layout and Valve Vault Manhole Lid



Figure 2.3: Lift Station No. 3 (137th Ave.) Wet Well



Figure 2.4: Lift Station No. 3 (137th Ave.) Valve Vault



Figure 2.5: Lift Station No. 3 (137th Ave.) Control Panel Enclosure

The controls and control panel at the station, shown in Figure 2.5, are in fair condition; however, they are more than 20 years old and past the typical design life. It is recommended that the controls be replaced. The ground-mounted transformer also appears to be in fair condition. If the city has not experienced any electrical service issues, replacement of the transformer is not necessary. A more thorough description of the condition of the controls is included below.

Inside the control panel is a 150A/3P molded-case breaker used as the service disconnect. Due to the age of the breakers, it is recommended to test the breakers to ensure they operate correctly and perform maintenance on them if they are to remain.

An automatic transfer switch is mounted on the back side of the control panel. A Crouse-Hinds 200A, 4P, reverse service portable generator receptacle is mounted to the side of the transfer switch. This is not a typical setup if the operating procedures for using a portable generator are unclear. This transfer switch appears to be older, possibly provided with the panel at the time of construction. It is recommended to revise the system for standby power. Being this station is the main station feeding the treatment plant, it is recommended to install a stationary generator at this site.

An Allen-Bradley MicroLogix 1400 programmable logic controller (PLC) is provided in the control panel, likely as part of a past SCADA project. It appears to be in good operating condition. Allen-Bradley continues to manufacture and support this controller and its I/O modules; however, it is rumored that this controller will be discontinued in the future.

A Consolidated Electric CB23 pump controller is mounted inside this panel. This is the original pump controller from 29 years ago and has been discontinued. There are also

other components inside the control panel, such as intrinsically safe barriers, relays, timers, fuses, and other devices. These devices appear to be operable; however, they do appear to be original to the panel and nearly 30 years old. Due to their age, it is recommended to consider the replacement of all the components in the enclosure.

The existing light pole at the station was modified to allow for SCADA communication. The light pole is a square steel pole mounted on a concrete base. This pole has exposed rust and peeling paint and is missing a handhole cover. The wiring in the light pole has been exposed to weather and is falling apart from the conductors. It is recommended to replace the light pole, the luminaire, and the cabling to the light pole.

3. Pump Performance

Complete as-built data for the forcemain associated with the 137th St. Lift Station was used to calculate pump operating points shown below in Figure 2.6. The station pumps wastewater approximately 1500 feet to S. Diamond Lake Road.

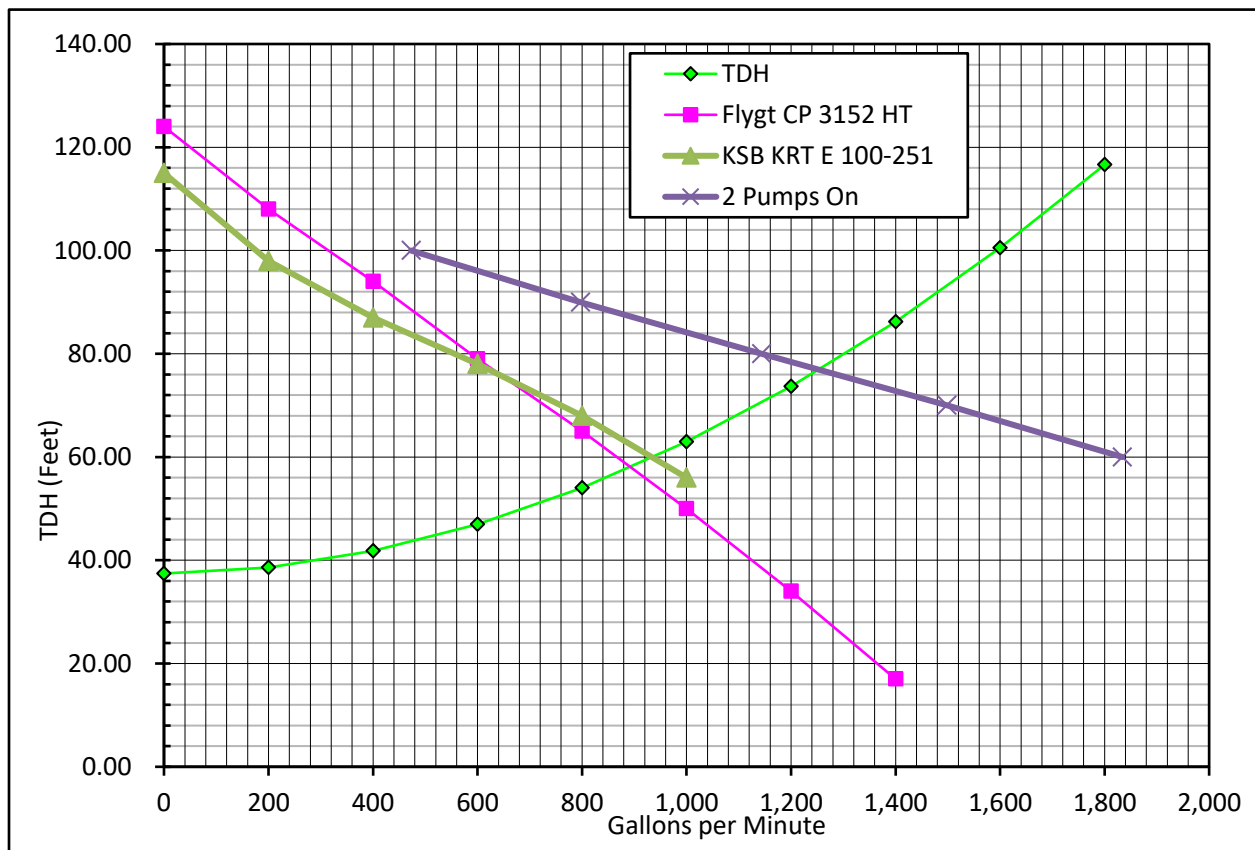


Figure 2.6: Lift Station No. 3 (137th Ave.) System Curve

Table 2.2: Lift Station No. 3 (137 th Ave.) Pump Capacity						
	Manufacturer/ Model	Calculated Operating Point		Provided Design Operating Point		Pump Drawdown Capacity*
		Flow (gpm)	TDH (ft)	Flow (gpm)	TDH (ft)	Flow (gpm)
Pump #1	KSB KRT E 100-251	890	57.8	-	-	459
Pump #2	Flygt CP 3152 HT	935	59.9	-	-	373
Pump #3	KSB KRT E 100-251	890	57.8	-	-	480
*This station was designed to back up the gravity sewer - pump drawdown does not account for this.						

The calculated operating points for a single pump do not correlate with the field-observed pump capacities. This discrepancy is likely due to the influent pipe being underwater during the normal operation of the lift station. Drawdown testing results assume the level in the wet well is directly related to the storage provided by the wet well structure. When the influent pipe is underwater, the storage provided by the influent pipe is not taken into consideration in the determination of the capacity of the pump. This makes the pump capacity determined by the drawdown test an accurate representation of the pump's capacity. Based on the historical runtime data presented in Table 2.1, this station's pumps are adequately sized for the existing flow.

4. Recommendations

Overall, Lift Station No. 3 is in fair working condition, and there are no immediate needs. Historical pump run time would indicate that the pumps are adequately sized; however, the station backs up into the influent, indicating there is not enough operating depth in the wet well. If future flow to this station is expected, the pump and wet well sizing should be reevaluated. Further analysis of the system and station operations is recommended as the influent backs up during normal operations. It is recommended that when an improvement project takes place, the following be included:

- Replacement of bituminous driveway
- Installation of a new wet well lid and hatch with safety grating and vent pipe
- Replacement of piping, guide rails, and brackets
- Installation of bypass piping
- Coating of process piping and vent pipes
- Replacement of the older Flygt pumps with new KSB pumps to match the existing KSB pumps
- Installation of new controls, wiring, control panel, and electrical components
- Installation of a new light pole with SCADA antenna
- Installation of a new permanent generator



Engineer's Opinion of Cost Lift Station No. 3 - 137th Ave.	
Item	Cost
Mobilization (5%)	\$ 20,000
Allowance (10%)	\$ 35,000
Bituminous Driveway	\$ 15,000
Wet Well Lid and Hatch	\$ 20,000
Piping, Valves, etc.	\$ 40,000
Coating of Process Piping and Vent	\$ 5,000
Pump Replacement	\$ 60,000
Bypass Pumping	\$ 30,000
Control Panel	\$ 60,000
Electrical - Floats, Transducer, Misc.	\$ 20,000
Permanent Generator	\$ 60,000
Concrete Pad and Surround	\$ 10,000
Site Work - Bollards, Landscaping, etc.	\$ 15,000
Construction Subtotal	\$ 390,000
Contingency (20%)	\$ 80,000
Construction Total	\$ 470,000
Engineering, Legal, Admin (20%)	\$ 90,000
Total	\$ 560,000



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.10

Subject: Approve Emergency Replacement of 3 Roof Top Units at City Hall/Public Works

Prepared By:

Recommended Council Action

Motion to Approve Emergency Replacement of 3 Roof Top Units at City Hall/Public Works

Overview / Background / Analysis

The approved 2025-2029 Capital Improvement Plan (CIP) includes a project entitled Public Works Repairs and Replacements (shop light LED conversion, HVAC and floor drains) for a total of \$200,000. Knowing the rooftop units (RTUs) were original with the construction of City Hall/Public Works in 2005, the Public Works Superintendent had obtained a quote in 2024 in order to establish a budget for inclusion in the CIP.

This summer while troubleshooting some ongoing cooling and de-humidification issues at City Hall/Public Works, Yale Mechanical, the city's HVAC contractor, determined that the burners in two of the RTUs were in such significant disrepair that they will not be able to heat the building this heating season and should be replaced immediately.

Quotes for replacement of all three RTUs were obtained from two mechanical vendors based on Sourcewell Joint Purchasing Venture pricing. The city is a member of Sourcewell. The quotes are as follows:

Yale Mechanical – \$90,736.00 (Carrier Brand – Standard Units)

- \$5,000 for cottonwood screens

Owens Companies – \$93,400.00 (Carrier Brand – Standard Units)

- \$5,980 for cottonwood screens

Staff's recommendation is to proceed with Yale Mechanical as they are the city's HVAC contractor and familiar with our systems and their base quote is \$2,664 less than Owens for the same units. It is also recommended to include the cottonwood screens plus balancing of the air handling system for time and materials.

Staff Recommendation

Motion to Approve Emergency Replacement of 3 Roof Top Units at City Hall/Public Works

Financial Impact: NTE \$100,000

Source Fund: Fund 400-4012 General

Government Building Reserves

Budgeted? Yes

Supporting Documentation

- A. Yale Mechanical Quote
- B. Owens Companies Quote

August 6, 2025

Pete Moen
City of Rogers
22350 South Diamond Lake Road
Rogers, MN 55374

Subject: Rooftop Unit Replacements
Site: 22350 South Diamond Lake Road
Yale Project Number: 418380

Dear Pete:

Yale Mechanical is pleased to present for your consideration our budget for the replacement of three rooftop units.

Work included as part of this budget is as follows:

1. Disconnect and dispose of three existing rooftop units.
2. Provide and install one (1) 5-ton, one (1) 7.5-ton and one (1) 15-ton rooftop unit. All units include, curb adaptor, economizer, smoke detectors and hail guards. (Carrier National Pricing)
3. Includes disconnect and reconnect of existing gas piping and electrical.
4. Crane/Hoisting.
5. Permit.
6. Start up.
7. Tools, rentals, trucks, and supervision.

For the work described above, we suggest a budget for the sum of **NINETY THOUSAND SEVEN HUNDRED THIRTY-SIX DOLLARS (\$90,736)**. (Standard efficiency units are in stock locally)

Add alternate for cottonwood screen:

We suggest a budget for the sum of **FIVE THOUSAND DOLLARS (\$5,000)**.

Add alternate for high efficiency units in lieu of standard:

We suggest a budget for the sum of **SEVEN THOUSAND ONE HUNDRED NINETY DOLLARS (\$7,190)**.

Estimated rebate from Xcel direct to City of Rogers of \$4,360. (Net change of \$2,830)

Please note these units would have a 4-6 week lead time.

Due to the current volatile material pricing, all material prices are valid for 30 days.

Work not included as part of this budget is as follows:

1. Sales tax on labor and subcontractors, if applicable.
2. Roofing.
3. Interlocking fire panel if applicable.
4. Maintenance, repair and/or troubleshooting of existing mechanical/plumbing equipment.
5. Overtime labor.
6. Dumpster/Disposal.
7. General Construction.

Market Volatility Rider

Notwithstanding any provision(s) of this proposal, if as a direct or indirect result of any market issue, economy supply chain, tariffs, epidemic, labor disputes, or mandated surcharges, Yale Mechanical's work is delayed, disrupted, suspended, or otherwise impacted by, among other things, (i) disruptions to material and/or equipment supply; (ii) unavailability of labor; (iii) government closures, or other mandates, restrictions and/or directives; (iv) Owner or Contractor restrictions and/or directives; (v) fulfillment of Yale Mechanical's contractual, union disagreements, legal, health, and/or safety obligations associated with the Market. Yale Mechanical shall be entitled to an equitable adjustment to the duration of time to complete the work described herein to account for

such disruptions, suspensions, and impacts. Under such circumstances, Yale Mechanical shall not be liable for any liquidated, compensatory, consequential, special and/or indirect damages incurred by the Owner or Contractor resulting from such delays.

Owner and Yale Mechanical recognize that the current commodity market and construction industry supply chain has caused destabilization in the price and availability of components, equipment, and materials throughout the construction industry. The parties agree that in instances where component, equipment or material costs for the work increase in an amount greater than three percent (3%) from the date of this proposal until acceptance, or between acceptance and purchase of the components, equipment or materials, or a delay of more than five (5) days is caused by the unavailability of components, equipment or materials incorporated into the work, then Yale Mechanical shall be entitled an equitable adjustment to either the price, contract time, or both. The adjustment shall be by way of a Change Order to the proposal.

PAYMENT TERMS AND CONDITIONS

This language shall take precedence over any conflicting language in the Contract Documents.
This proposal is firm for thirty (30) days. If an extension is required, it must be obtained in writing.

Payment shall be made by the tenth (10th) of the month on all invoices issued by the first (1st) of the month for all material and equipment installed or on hand and all labor performed. Regarding payment, a down payment amount of up to fifty percent (50%) is required prior to commencement. The progress payment for the remainder of the balance is to be made along the project installation period, along with a final payment of five percent (5%) or less of the project contract which is required within (30) days after substantial completion of the work.

This proposal in design and detail is Yale Mechanical property and must not be used except in connection with our work. All rights of design and detail are reserved.

Thank you for the opportunity of allowing us to present this proposal to you. Should you have any questions regarding this matter, please do not hesitate to contact us as we hope to be of further service to you on this project.

Sincerely,

Chad Anderson

Chad Anderson
Yale Mechanical
Project Manager
canderson@yalemech.com
952-999-0327

City of Rogers

ACCEPTED BY: _____

PRINT NAME: _____

PRINT TITLE: _____

DATE: _____

PO: _____



City Of Rogers

RTU 1, 2, and 3 Replacements

Proposed Project Agreement

Date:

8/4/2025

Proposal Number:

P01305

Prepared For:

City Of Rogers
22350 South Diamond Lake Road
Rogers, Minnesota 55374

Prepared By:

Don O'Brien
952-703-5736
dobrien@owenscompanies.com



PROJECT PROPOSAL

Owens Companies
500 West 92nd Street
Bloomington, Minnesota 55420
Ph: 952-703-5736

Proposal Date: 8/4/2025
Proposal Number: P01305

Bill To Identity

City Of Rogers
22350 South Diamond Lake Road
Rogers, Minnesota 55374

Agreement Location

City Of Rogers
22350 South Diamond Lake Road
Rogers, Minnesota 55374

Owen Companies, Inc is pleased to submit our proposal to perform the following:

Dear Pete, The following is a proposal for the replacement of RTU 1, RTU 1 and RTU 3.

Our price includes the following:

- Demolition of three RTUs off roof to ground location for refrigerant recovery and disposal by others.
- Crane work and rigging
- Three (1) Curb adapters
- One (1) 15 Ton Standard Efficiency RTU
- One (1) 7.5 Ton Standard Efficiency RTU
- One (1) 5 Ton Standard Efficiency RTU
- Electrical connections to RTUs including new disconnects, whips and GFI installed on RTU 3. Existing breakers and wiring will be utilized
- Gas connections to RTUs including new pressure regulators, Isolation valves and vent protectors
- Three (3) Ultra Low Leak Economizers
- Three (3) Smoke detectors with control modules
- Three (3) Condensate pan sensors with time delay
- Three (3) Sets of louvered hail guards

Our price for this proposal is:\$93,400.00

Option for High Efficiency RTUs Add \$ 7,960.00 High Efficiency Xcel rebates get back from Xcel \$ 4540 Net add for High Eff \$ 3,420.00

Option for curb extensions if required by Rogers Inspection Add \$ 1,600.00 per unit

Option for Cotton wood/ Hail guard screens in lieu of standard hail guards that are included in the price about Add \$ 5,980.00

Warranty: Our warranty on work performed is one (1) year, parts and labor.

Terms of Payment: 25% down payment required upon acceptance of proposal with monthly progress billings.



Warranty: Our warranty on work performed is one (1) year, parts and labor.

Project Exclusions: Overtime labor, , painting, bond fees, fire protection, temporary services, roofing, dumpsters, BMS connections and programming, structural work, screening, existing conditions not to code, standard equipment rating is 5kA unless otherwise noted, and DBE.

Upon execution as provided below, this agreement, including the following pages attached hereto (collectively, the Agreement"), shall become a binding and enforceable agreement against both parties hereto. Customer, by execution of this Agreement, acknowledges that it has reviewed and understands the attached terms and conditions and has the authority to enter into this Agreement.

Contractor

Signature (Authorized Representative)

Don O'Brien

Name (Print/ Type)

952-703-5736

Phone

8/4/2025

Date

P01305

Proposal #

Customer

Signature (Authorized Representative)

Name (Print/ Type)

Title

Date

PO#



GENERAL TERMS AND CONDITIONS

1. All orders are subject to approval by the Credit Department of the Seller.
2. A 1½% per month late payment charge will be applied to all past due invoices.
3. Materials or equipment must not be returned except by prior written approval from Seller. Transportation charges must be prepaid. Items not defective are subject to a 20% restocking charge.
4. Seller calls for its workmanship against defect for thirty (30) days from date the work is completed unless other terms are agreed to in writing by Seller. During that period, Seller will correct the defect in workmanship without charge for labor. Warranty service does not include routine maintenance. Parts, materials, and equipment warranty is limited to the same warranty terms that Seller receives from the manufacturer. Seller shall not be liable for loss, damage, or injury caused by failure or delay in performing services when such failure or delay arises from causes beyond our control.

THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES OR LIABILITIES, EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES.

5. Purchaser shall assume risk of loss or damage to equipment given by Seller on the date that such equipment is set in place on the job. Purchaser shall insure such equipment and all other work supplied by Seller under this project against loss or damage in an amount sufficient to protect the interests of Seller against ALL RISK of loss. Purchaser shall cause Seller to be added as a named insured on such insurance policy until final payment is made by Purchaser to Seller.
6. Purchaser understands and agrees that:
 - a. This Proposal does not include the detection, abatement, encapsulation, or removal of asbestos or products, materials, or equipment holding asbestos. In the event that Seller encounters any asbestos product or material in the course of performing its work, Seller shall have the right to discontinue its work and remove its employees from the project site, or that portion of the project site wherein such product or material was encountered, until such product or materials, and any hazards connected therewith are abated, encapsulated, or removed, and/or it is determined that no hazard exists; further, Seller shall receive an extension of time to complete its work, and/or comply with its obligations under this Proposal.
 - b. Seller may rely upon Purchaser's representations and warranties concerning asbestos and Purchaser's compliance with Asbestos Evaluation Requirements. Any other site investigation requirements notwithstanding, Seller shall have no duty to name, detect, or evaluate asbestos.
 - c. To the extent allowed by law, Purchaser shall defend, indemnify, and hold Seller harmless for any and all penalties, actions, liabilities, and damages arising from or relating to asbestos at this project site, including without limitation: installation, disturbance, or removal of any product holding asbestos or violation of governmental regulations relating to asbestos. Purchaser releases Seller from all claims and liability relating to asbestos at this project site, including claims for subrogation.
7. All agreements are contingent upon strikes, fire, flood, accidents, or delays caused by circumstances beyond our control.
8. **This proposal excludes liability and reserves the right to adjust prices on quotes over 30 days old to reflect any increases due to changes in tariffs, taxes, or duties imposed by any government authority after the proposal date, as well as for delays or price adjustments resulting from the unavailability of materials. In the event of such circumstances, Owens Companies, Inc. will notify purchaser of any necessary adjustments to the proposal.**

Seller agrees that it will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, disability, national origin, sex, member or activity in a local commission, sexual orientation, age, marital status, status about public aid or any other characteristic protected by law and will include a similar provision in subcontracts entered into for the performance hereof.



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.11

Subject: Approve Replacement of 2004 Elgin Pelican Mechanical Street Sweeper

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

Recommended Council Action

Motion to Approve Replacement of 2004 Elgin Pelican Mechanical Street Sweeper

Overview / Background / Analysis

The approved 2025-2029 Capital Equipment Plan (CEP) includes a project for the replacement of the 2004 Elgin Pelican street sweeper for a total of \$350,000. Knowing the street sweeper was nearing the end of its useful life, the Public Works Superintendent had obtained a quote in 2024 in order to establish a budget for inclusion in the CEP. The national average replacement age for street sweepers is 11 years.

Mechanical street sweepers utilize a combination of rotating brooms and conveyor systems to collect debris from streets. A gutter broom moves debris from the curb into the path of a main broom, which then transfers the debris onto a conveyor belt or squeegee that deposits it into a storage hopper. Water spray systems are often used to control dust during sweeping. Mechanical sweepers are known for their effectiveness in picking up heavy debris like gravel, leaves, and construction materials. They are also commonly used in areas with heavy build-up of debris, such as after flooding or during spring cleanup.

One of the primary benefits of clean streets is the reduction of pollution. Street sweepers effectively remove debris, trash, and pollutants from road surfaces, preventing them from entering storm drains and polluting our waterways. Mechanical sweepers are best for picking up large debris as they often have more space for debris to enter the hopper. By keeping streets clean, street sweepers help to improve water quality and protect aquatic life. Street sweeping has proven to be one of the most cost-effective Best Management Practices (BMPs) for stormwater management.

A quote for replacement of the 2004 Elgin Pelican was obtained from MacQueen Equipment, the only Elgin vendor in Minnesota, based on State Contract pricing (Contract No. 2000015158). The city is a member of the State Contract. The quote is as follows:

Base price - \$328,649.00

Hydraulic protective hose - \$3,925.00

Total - \$332,574.00

MacQueen Equipment also offered \$8,500.00 for the trade-in of the old street sweeper. However, staff believe there is likely a greater value in the open market either selling outright or at auction.

Staff Recommendation

Motion to Approve Replacement of 2004 Elgin Pelican Mechanical Street Sweeper

Financial Impact: \$332,574.00

Source Fund: Fund 400 - Capital
Equipment Fund - \$132,574.00
Fund 603 - Storm Sewer Fund -
\$200,000.00

Budgeted? Yes

Supporting Documentation

- A. MacQueen Equipment Quote
- B. State Contract No. 2000015158



MACQUEEN™

MacQueen
1125 7th Street E
St Paul, MN 55106
651-645-5726 • 800-832-6417

Ship To: Rogers 2025 Pelican NP 7.30.25

Invoice To: CITY OF ROGERS
22350 S. Diamond Lake Road
Rogers MN 55374

Branch 01 - ST PAUL MN		
Date 07/30/2025	Time 9:41:44 (O)	Page 1
Account No ROGER002	Phone No 7634282253	Est No 00 Q03933
Ship Via		Purchase Order PURCHASE ORDER
Tax ID No		
AARON WINDSETH		Salesperson 171

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 08/29/2025 Amount

Stock #: C050280 Serial #: 332574.00

New EL PELICAN NP

NEW 2025 ELGIN PELICAN NP PER MINNESOTA "SWEEPER-3&4 PICKUP STREET" CONTRACT #265382/RELEASE #S-843(%) EXPIRES FEBRUARY 28, 2026. TO INCLUDE ALL STANDARD OPTIONS PLUS THE FOLLOWING ADDITIONAL:

*
3.0 ELGIN PELICAN NP BASE \$287,537.00
3.4.2 LED STROBE W/WIRING AND GUARD (DUAL) \$1,061.00
3.4.3 FRONT LIGHT MOUNTING RAIL ONLY \$885.00
3.4.4 2 FORWARD FACING LIGHTS MOUNTED ON RAIL \$1,635.00
3.4.6 LED LIGHTS IN BATTERY COVER \$1,646.00
3.7.2 HIGH BACK AIR RIDE SEAT \$1,314.00 EA
@ QTY 2 \$2,628.00
3.7.3 HEATED MOTORIZED MIRRORS \$1,672.00
3.7.6 BROOM TILT POSITION INDICATOR \$2,505 EA
@ QTY 2 \$5,010.00
3.8.1 DUAL GUTTER BROOM \$15,286.00
3.8.2 UPGRADE TO DOUBLE WRAP BROOM \$1,456.00
3.10.2 AUTOLUBE DUAL INCLUDES GREASABLE DIRT
SHOES \$9,833.00

*
NON-CONTRACT ITEMS:

HYDRAULIC PROTECTIVE HOSE ADDED \$3,925.00

*
DELIVERY AND TRAINING INCLUDED. NOVEMBER 2025 DELIVERY

Subtotal: 332574.00
Quote Total: 332574.00

Authorization: _____

QUOTED PRICES ARE BASED ON CURRENT COSTS AND THEREFORE SUBJECT TO CHANGE
WITH WRITTEN NOTICE TO ACCOUNT FOR PRICING CHANGES BEYOND SELLER'S CONTROL

VisitUsOnline
www.macqueengroup.com

SWIFT Event No. 2000015158
EXHIBIT D: PRICE SCHEDULE- SECTION 3
STREET SWEEPER : 3-WHEEL SWEEPER OPTIONS

Note: Responder may provide a response to the lines highlighted in yellow below. If needed, upload supplemental sales literature as a separate attachment and submit with your response.

VENDOR NAME: MacQueen Equipment
CONTACT PERSON: Tyler Gage
EMAIL ADDRESS: tyler.gage@macqueengroup.com
PHONE: 651-645-5726
MAKE AND MODEL OFFERED: Elgin Pelican NP

TOTAL BASE UNIT PRICE (See Section 3.1.28): Qty 1 Price 287,537.00 Subtotal \$ 287,537.00 Ext \$ 287,537.00

Section	Description	Qty	Price	Subtotal	Ext
3.2	ENGINE, ELECTRIC MOTOR, AND/OR POWERTRAIN OPTIONS: Use this section to list engine, electric motor, and/or powertrain options.				
3.2.1	Battery Disconnect (Standard)		\$ -	\$ -	
3.2.2	Hydraulic Level and Temp Shutdown (Standard)		\$ -	\$ -	
3.2.3	JD4045-ALT-99		\$ 25,000.00	\$ -	
3.3	TIRE/RIM OPTIONS: Use this section to list offered tire/rim options.				
3.3.1	Spare Drive Wheel Only		\$ 952.00	\$ -	
3.3.2	Spare Guide Wheel Only		\$ 844.00	\$ -	
3.4	LIGHTS/CAB EXTERIOR OPTIONS: Use this section to list offered lights and cab exterior options.				
3.4.1	LED Strobe w/Wiring and Guard (Single LED Standard)	1	\$ -	\$ -	
3.4.2	LED Strobe w/Wiring and Guard (Dual)	1	\$ 1,061.00	\$ 1,061.00	\$ 1,061.00
3.4.3	Front Light Mounting Rail (Rail Only)	1	\$ 885.00	\$ 885.00	\$ 885.00
3.4.4	2 Forward Facing Lights Mounted on Rail (Rail 2.2.53 Also Required)	1	\$ 1,635.00	\$ 1,635.00	\$ 1,635.00
3.4.5	LED Stop/Tail/Turn/Clearance (Standard)		\$ -	\$ -	
3.4.6	LED Lights In Battery Cover	1	\$ 1,646.00	\$ 1,646.00	\$ 1,646.00
3.4.7	Limb Guard Each		\$ 1,718.00	\$ -	\$ -
3.4.8	LED Arrowstick		\$ 2,158.00	\$ -	
3.4.9	Two Rear Floods & Backup Light (Standard)	1	\$ -	\$ -	
3.5	HOPPER ACCESSORY OPTIONS: Use this section to offer hopper accessory options.				
3.5.1	Hopper Spray in Liner		\$ 5,527.00	\$ -	
3.6	WATER SYSTEM OPTIONS: Use this section to offer water system options.				
3.6.1	Lower Roller Wash Out / (Standard)	1	\$ -	\$ -	
3.6.2	Water Fill Quick Disconnect		\$ 725.00	\$ -	
3.7	CAB ACCESSORIES/OPTIONS: Use this section to list operator station accessories/options.				
3.7.1	AM/FM Radio CD Player w/Map Lights (Standard)		\$ -	\$ -	
3.7.2	High Back Air Ride Seat (Each)	2	\$ 1,314.00	\$ 2,628.00	\$ 2,628.00
3.7.3	Heated Motorized Mirrors	1	\$ 1,672.00	\$ 1,672.00	\$ 1,672.00
3.7.4	Rear View Camera System (Standard)	1	\$ -	\$ -	
3.7.5	Left Side Camera In Addition to Rear View Camera		\$ 771.00	\$ -	
3.7.6	Broom Tilt with Position Indicator (Per Side)	2	\$ 2,505.00	\$ 5,010.00	\$ 5,010.00
3.7.7	Main Broom Hour Meter		\$ 570.00	\$ -	
3.8	SWEEPER OPTIONS: Use this section to list broom/sweeping options.				
3.8.1	Dual Gutter Broom	1	\$ 15,286.00	\$ 15,286.00	\$ 15,286.00
3.8.2	Broom Upgrade Strip or Double Wrap	1	\$ 1,456.00	\$ 1,456.00	\$ 1,456.00
3.9	SECTION OMITTED.				
3.10	above.				
3.10.1	Auto Lube Single Includes Greaseable Dirt Shoes		\$ 9,299.00	\$ -	
3.10.2	Auto Lube Dual Includes Greaseable Dirt Shoes	1	\$ 9,833.00	\$ 9,833.00	\$ 9,833.00
3.10.3	Carbide Dirt Shoes		\$ 1,746.00	\$ -	
3.11	DELIVERY CHARGES: See Exhibit D, Section 2. No Flat Rate Allowed.				
3.11.1	Delivery Starting Point - City, State, Zip		Saint Paul, MN 55106		
3.11.2	Price per Loaded Mile:		\$ 5.50		
3.11.3	Minimum Delivery Charge (If applicable)		\$ 190.25		
3.12	NEW EQUIPMENT RENTAL PROGRAM: If rental programs are available on the new equipment offered, with the option to purchase, list the hourly/weekly/monthly rental rate. Indicate the percent of rental fee paid by the purchaser that will be applied to the purchase price.				
3.12.1	Hourly Rental Rate:		NA		
3.12.2	Weekly Rental Rate:		\$ 4,850.00		
3.12.3	Monthly Rental Rate:		\$ 14,500.00		
3.12.4	Percent (%) of Rental Fee applied to purchase price:		0.0%		
3.12.5	If new rental equipment is purchased and finance charges are applicable for the actual rental term only, state the actual interest rate here:		%		
3.13	VENDOR OWNED RENTAL RETURN OR DEMO EQUIPMENT PROGRAM				
3.13.1	DEDUCT cost per Used Hour from the original Contract Price:		\$ 35.00		

3.14	DISCOUNT OFF LIST PRICE FOR RELATED PARTS AND ACCESSORIES: "Note: The "Discount to be Applied to Price List" must be a numeric percentage, which may include 0%. Not listing a numeric percentage may result in your bid being rejected. If applicable, remember to submit your Catalog identified below as part of your
3.14.1	Discount % 3%
3.14.2	Price List/Catalog ID Number and Date 2025

NON-CONTRACT ITEMS:

Hydraulic Protective Hose

\$ 3,925.00

\$ 332,574.00



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.12

Subject: Approval of a Proposal from True Point Land Surveying for Platting and Surveying Services for the Civic Campus Site, City Project No. 2202

Prepared By: Brett Angell, Community Development Director

Recommended Council Action

Motion to approve a proposal from True Point Land Surveying for a preliminary plat, final plat, and boundary and topographic survey for the civic campus site, City Project No. 2202

Overview / Background / Analysis

In November 2023, the City completed the acquisition of the former Boyer Trucks property at 21701 Industrial Blvd. Shortly after, the City also acquired 13009 Main Street. These acquisitions, along with the previously acquired former Holiday gas station at 13017 Main Street, combine to create an approximately 4.35-acre redevelopment site (not including some additional excess right-of-way that would be included). Following the acquisition of these properties, the City Council gave the direction to move forward a redevelopment of the site consisting of a new civic campus. The proposed civic campus would include a new police department and city hall. Recently, the city has begun working with Leo A Daly architects on the design of the civic campus.

As part of the redevelopment of this site, the property will need to be re-platted and a topographic survey is needed for the site design. Currently, the property consists of six (6) separate parcels. The proposed re-plat would combine all the parcels into one. City staff have obtained a proposal from True Point Land Surveying for the platting and topographic survey items. True Point Land Surveying will begin work on these items immediately following council approval of the proposal.

True Point Land Surveying is a Buffalo, MN-based firm that recently opened. The firm's owner recently created his own business following working for a different consultant for a period of time. Staff have worked with the firm's owner on a couple of recent plats the city has completed, including Rogers CR81 Addition (land near Miller Chevrolet) and Uptown Rogers 3rd Addition (land where Ripple Effect Brewing, Ray Js, and Little Caesars are). Upon completion of the draft plat, staff will bring the plat before the Planning Commission and City Council for approval.

Staff Recommendation

Staff recommends approval of the proposal from True Point Land Surveying for the platting and surveying services related to the civic campus site, City Project No. 2202

Financial Impact: \$14,600

Source Fund: Facilities Reserve

Budgeted? Yes

Supporting Documentation

A. Civic Campus Plat & Topo Survey Proposal

True Point Land Surveying
419 Wagon Wheel Circle
Buffalo, Minnesota 55313
United States

Mobile: 651-447-3148
javerbeck@truepointls.com

BILL TO
City of Rogers
Brett Angell
22350 South Diamond Lake Road
Rogers, Minnesota 55374
United States

763-428-0915
bangell@rogersmn.gov

Estimate Number: 2033-001
Customer Ref: 2033
Estimate Date: July 10, 2025
Valid Until: August 9, 2025
Grand Total (USD): \$14,600.00

Services	Amount
Boundary and Topographic Survey Rogers Civic Campus PID No. 2312023240025, 2312023240026, 2312023240023, 2312023240004, 2312023240006, and 2312023240014	\$9,100.00
Preliminary Plat	\$2,000.00
Final Plat	\$3,500.00
Grand Total (USD):	\$14,600.00

Notes / Terms

Scope of Service:

Prepare a Boundary and Topographic Survey intended to be used for the site design of a future City Civic Campus. The Certificate of Survey will map the location of boundary lines, existing easements (per provided title commitment), buildings on the subject properties, city utilities with invert elevations, location of GSOC markings, adjacent streets, other significant improvements, and contours generated from a boots on the ground topographic survey.

Prepare a 1 lot Preliminary Plat in accordance with the City of Rogers standards.

Prepare a 1 lot Final Plat in accordance with Minnesota statutes. County approval will be obtained and mylars will be printed and signed.

Time Frame:

Boundary and Topographic survey is to be completed within 15 business days from the time of a signed contract. A preliminary plat to be completed 5 business days from the completion of a Boundary and Topographic survey and a Final Plat and County review process is estimated to take 4 weeks from the time of a notice to proceed.

True Point Land Surveying
419 Wagon Wheel Circle
Buffalo, Minnesota 55313
United States

Mobile: 651-447-3148
javerbeck@truepointls.com

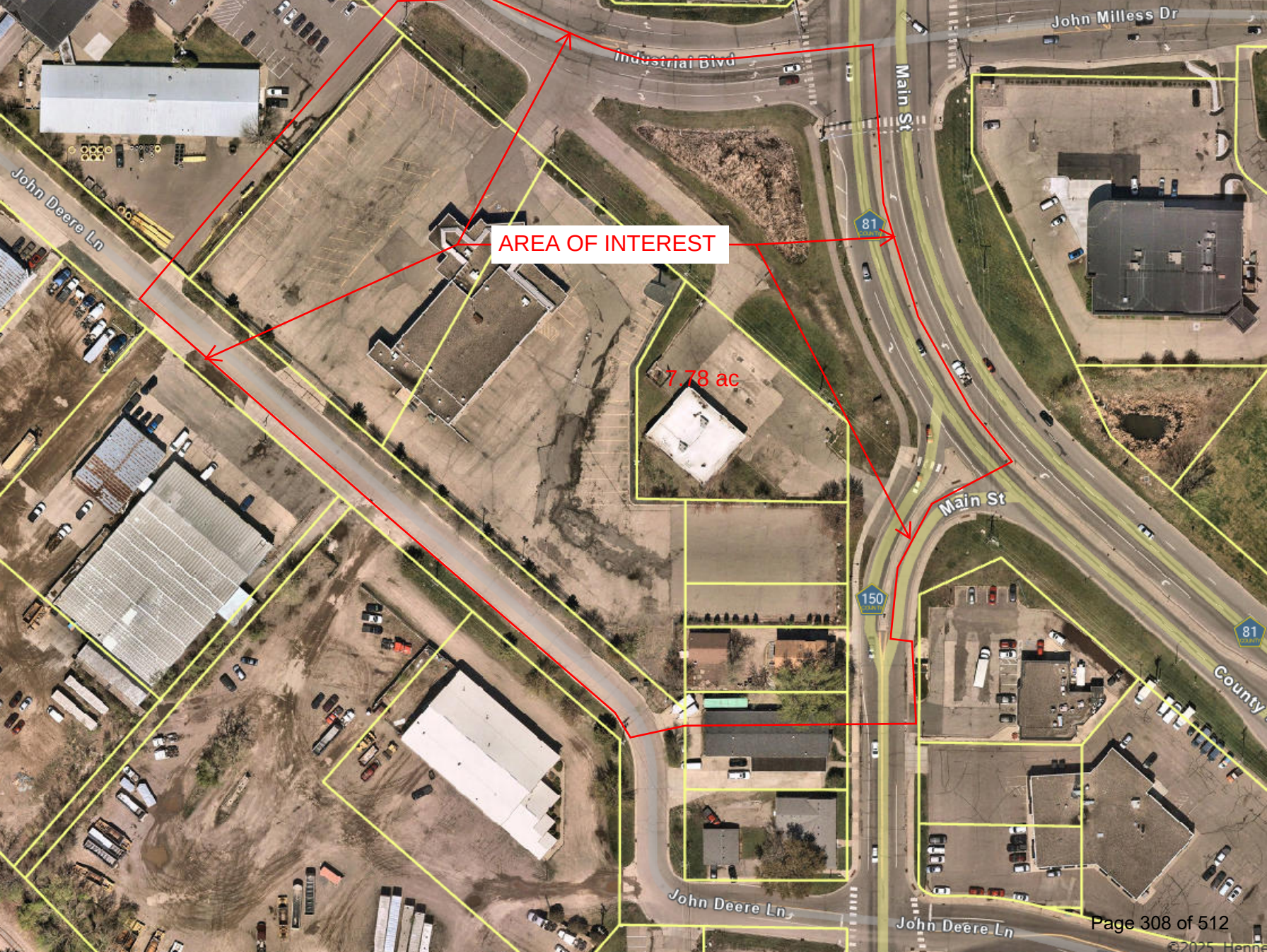
Assumptions:

On occasion corner monuments may be limited in the area do to various excavation. Extensive corner investigation and recovery may be necessary in resolving the boundary. The client will be notified prior to proceeding with additional services. Additional services are billed at an hourly rate of \$170/hr.

A current title commitment will be provided to assist the surveying work and to be submitted with a Hennepin County plat review application.

A check will be provided for the amount of \$535 for Hennepin County plat review, and a check for approximately \$700 for mylar printing.

Enclosed: Area of Interest Exhibit; Professional Services Agreement



AREA OF INTEREST

7.78 ac

PROFESSIONAL SERVICES AGREEMENT

WHEREAS, the City of Rogers, located at 22350 South Diamond Lake Road, Rogers, MN, and henceforth known as "Client", and True Point Land Surveying Inc., located at 419 Wagon Wheel Circle, Buffalo, MN, and henceforth known as "Surveyor", agree to enter into this Professional Services Agreement ("Agreement") for the Rogers Civic Campus ("Project"), executed on July 10, 2025.

1. Standard of Care

The Surveyor's services shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by practicing design professionals performing similar services in the same locality, at the same site and under the same or similar circumstances and conditions. The Surveyor makes no other representation or warranties, whether expressed or implied, with respect to the services rendered hereunder.

2. Surveyor's Scope of Services

Please see the attached proposal dated July 10, 2025.

3. Compensation

Client shall compensate the Surveyor as stated and agreed upon in the attached proposal.

The Client agrees to pay the Surveyor for the services described in Article 2, within 30 days of the date of the invoice, in addition to 2% per month on any balance unpaid after 30 days and any costs of collection including, but not limited to, lien costs, court costs or attorney's fees involved in or arising out of the collection of any unpaid or past due balances.

4. Miscellaneous

4.1: The Surveyor shall be entitled to rely upon the information provided by the Client.

4.2: The Surveyor shall be deemed the author and owner of its Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for the similar purposes in connection with the services is not to be construed as publication in derogation of the reserved rights of the Surveyor. Upon execution of the Agreement, the Surveyor grants to the Client a nonexclusive license to use the Surveyor's instrument of Service solely and exclusively for the Project, provided that the Client substantially performs its obligations, including prompt payment of sums due. In the event the Client reuses, alters, or utilizes in any way the Instruments of Service without the Surveyor's written consent, the Client releases the Surveyor from all claims and causes of action arising from such uses, and further agrees to the fullest extent permitted by law, to indemnify, defend, and hold harmless the Surveyor from all costs and expenses related to claims and causes of action asserted by any third person or entity.

4.3: To the fullest extent permitted by law, the total liability in the aggregate, of Surveyor and Surveyor's officers, directors, employees, agents and independent professional associates, and any of them to Client and any one claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in anyway related to Surveyor's services, the Project, or this Agreement, from any cause or causes whatsoever, including but not limited to, the negligence, errors, omissions, strict liability, breach of contract, misrepresentation, or breach of warranty of Surveyor or Surveyor's officers, directors, employees, agents or independent professional associates, or any of them, shall not exceed the total compensation received by Surveyor under this agreement.

4.4: If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, such provision will be severed from the Agreement and such invalidity or unenforceability will not affect any

other provision of the Agreement, the balance of which will remain in full force and effect, provided, however, that if such provision is deemed invalid or enforceable as a matter of law, such provision will be deemed to have been modified so as to be valid and enforceable to the maximum extent permitted by law.

4.5: This agreement will be governed by the laws of the place of the Project.

4.6: This agreement constitutes the entire understanding and agreement between the parties to this Agreement and supersedes any and all prior or contemporaneous oral or written representations or communications with respect to the subject matter hereof, all of which communications are merged in this agreement. The Agreement may not be modified, amended or in any way altered except by an instrument in writing signed by both parties.

Client

Surveyor

By: _____

By: _____

Print: _____

Print: Jared Averbek, Founder

Date:

Date: July 10, 2025



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.13

Subject: Approval of the Third Amendment to the Purchase Agreement with Duffy Development Allowing for an Additional 45 Days to Close

Prepared By: Brett Angell, Community Development Director

Recommended Council Action

Staff recommends the approval of the Third Amendment to the Purchase Agreement with Duffy Development allowing for an additional 45-days to close.

Overview / Background / Analysis

Over the course of the past few years, the City of Rogers has been working with Duffy Development for the redevelopment of city-owned property along Main Street for a new 40-unit senior affordable development with attached new senior center and small commercial space. The approved development would provide a pivotal redevelopment to the Main Street corridor. On February 21, 2025, the City and Duffy entered into a new purchase agreement related to this development in preparation for a future closing. On April 22nd, the City and Duffy entered into the First Amendment to the Purchase Agreement, which granted an additional 60-days to close. On June 24th, the City and Duffy entered into the Second Amendment to the Purchase Agreement, which granted an additional 45-days to close.

The proposed Third Amendment to the Purchase Agreement would grant an additional 45-days to close. This would bring the proposed closing date to no later than the end of September. This date matches what was recommended by Minnesota Housing, primary financier for the development, following a call between Community Development Staff and MN Housing recently. The additional time allows for all documents to be finalized, approved by the council, and financing to advance in the MN Housing system.

Progress continues to be made towards this development being able to move forward including, but not limited to, the following items:

- Revisions and drafts of the numerous agreements for the development are being reviewed by each respective party;
- Building permits have been applied for and are ready to be issued upon closing;
- The new plat which was previously approved by Council is nearing the end of county review with the intention of record post closing;
- Minnesota Housing has approved the Early Start Agreement with Duffy development which will allow Duffy to begin the project prior to closing on the permanent/construction financing; and

- Weekly meetings and updates with Duffy Development and staff have continued.

Staff continue to feel confident the development will move forward within the coming months. This same confidence was expressed by MN Housing during the recent meeting with staff as well. It should also be noted that the proposed amendment reflects when a closing is to occur no later than. There is the ability to close before said date which staff will continue to work towards. Based upon the updated timing, the opening the new building is currently anticipated to be in late fall of 2026.

Staff Recommendation

Motion to approve the Third Amendment to the Purchase Agreement with Duffy Development allowing for an additional 45 days to close.

Financial Impact: Not applicable.

Source Fund: Not applicable.

Budgeted? N/A

Supporting Documentation

A. Third Amendment to Purchase Agreement - Duffy

THIRD AMENDMENT TO PURCHASE AGREEMENT

THIS THIRD AMENDMENT is made and entered into this 12th day of August, 2025 (“Effective Date”), by and between the City of Rogers, a Minnesota municipal corporation (the “Seller”) and Duffy Development Company, Inc., a Minnesota corporation (the “Buyer”).

RECITALS

- 1) The Seller is the fee owner of approximately 1.94 acres of real property legally described at Lot 2, Block 1, Main Street Center Addition, Hennepin County, Minnesota (the “Property”).
- 2) The Seller has agreed to sell and the Buyer has agreed to purchase the Property subject to the terms and conditions of the purchase agreement duly executed between the parties on February 21st, 2025 (the “Purchase Agreement”).
- 3) The Buyer and Seller agreed to the First Amendment to the Purchase Agreement on April 22nd, 2025, allowing for an additional 60-days to closing related to the Buyer’s financing.
- 4) The Buyer and Seller agreed to the Second Amendment to the Purchase Agreement on June 24th, 2025, allowing for an additional 45-days to closing related to the Buyer’s financing.
- 5) The parties agree to amend Section 3 Closing Date based upon the need for an additional 45 days for the Buyer’s primary financier, Minnesota Housing, to complete the required approval steps for funding the development.

NOW, THEREFORE, the parties hereto agree as follows:

- 1) The Closing Date (Section 3 of the Purchase Agreement) shall be amended from August 15, 2025 to September 29, 2025.
- 2) All other terms of the purchase agreement and any amendments remain binding.

[Signatures on following page.]

BUYER:

Duffy Development Company, Inc.

By: _____
John Duffy, President

SELLER:

City of Rogers

By: _____
Shannon Klick, Mayor

By: _____
Stacie Brown, City Clerk



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.14

Subject: Items Related to the Main Street Master Plan

- Approval of the Acknowledgment of Award Letter with Hennepin County
- Approval of the Proposal with Cardo for Consulting Services

Prepared By: Brett Angell, Community Development Director

Recommended Council Action

Motion to approve the Acknowledgment of Award Letter with Hennepin County and the proposal by Cardo related to the Main Street Master Plan project.

Overview / Background / Analysis

On an annual basis, Hennepin County offers grants through their Hennepin Planning Grant (HPG) program to assist cities with planning-related projects. Hennepin Planning Grants are used for projects which address county and city priorities, including compact, efficient land use, economic growth, climate resiliency, and reducing disparities. The types of projects include small area plans, station area plans, and master plans. In Spring 2025, Community Development staff submitted an application requesting grant assistance for the Main Street Master Plan project. Following review of the applications, the City of Rogers was selected and approved for a grant award of \$50,000.

The Main Street Master Plan project includes revisiting the previous planning efforts for the downtown area. This includes the Downtown Master Plan, Main Street Streetscape Plan, and the un-adopted Main Street Small area plan. The intention of the project would be to create a new unified plan which incorporates the elements of the previous plans in a more concise and realistic manner for implementation. The plan will take new development and corridor characteristics into consideration, including the planned civic campus now being the north anchor for the area. Additionally, the new plan will further emphasize areas which require additional consideration than what was previously explored, particularly related to public parking.

As part of the HPG process, a prior approved consultant pool had the ability to bid on projects for the cities who had received an award. In total, three consultants elected to submit a proposal for the Rogers project. City and County staff participated in a question and answer session with interested consultants followed by presentations and interviews of each. Through this process, Cardo was viewed as the preferred selection for the project. Cardo is a Twin Cities-based planning firm with experience working on numerous downtown/main street master plans, including in cities with similar

characteristics to Rogers. Although a newer firm, the primary individuals who will be working on the Rogers plan have significant relevant experience. The Cardo proposal is included with this item. The total fee is \$67,500, of which the city match portion is \$17,500 and the county HPG portion is \$50,000.

In total, it is anticipated this process will take approximately four (4) months to complete. This will include the drafting of plans, an open house, public engagement, and drafting the plan. It is currently anticipated that the new plan will go before council for adoption in December. This timing works very well from a process standpoint as the current timeline will ensure the project has been completed prior to beginning work on the 2050 Comprehensive Plan, which will begin in 2026.

Staff Recommendation

Staff recommend approval of the Acknowledgment of Award Letter with Hennepin County and the proposal by Cardo related to the Main Street Master Plan project.

Financial Impact: \$17,500 (total contract amount of \$67,500. Of this amount, Hennepin County's grant covers \$50,000). **Source Fund:** Planning and Zoning - Contracted Services

Budgeted? Yes

Supporting Documentation

- A. Cardo Proposal
- B. Hennepin County Acknowledgment Letter

ROGERS MAIN STREET MASTER PLAN

CARDO, URBAN DESIGN & TOWN PLANNING

July 15, 2025

We are thrilled to have an opportunity to work with Rogers and its community on a Main Street master plan. This exhibit outlines our process, timeline, scope, and fee for the work. We understand numerous planning efforts have already been completed for this area, and its time for a single, holistic vision for Main Street. We are experienced at navigating and balancing a range of stakeholders, economic realities, and the design principles that create vibrant communities. Together, our team will help foster a place that is loved and stands the test of time.



OUR APPROACH

While every city and neighborhood is unique, the principles that define a well-loved place are not. These places are mixed-use, human-scaled, resilient, and contextual. Many of our most cherished downtowns could be described using these principles, and downtown Rogers is no different. We believe every place should follow these principles and we collaborate with communities, such as yours, that embrace these ideals. This ideology is our starting point. Then we work with the community, planning departments, neighborhood leaders, business owners, and many others to ignite change. Implementation is easier with a strong vision, and a vision is strong when it is rooted in an authentic understanding of a place and its constraints, which is why the process will be transparent and iterative.

It is not a coincidence that *cardo*, the name for ancient main streets, is the root of so many words that mean heart. Cities, neighborhoods, and main streets are the places where we live, socialize at restaurants, and establish friendships– they are more than a collection of building products or developments. They are the heart of a community.

PROPOSED PROCESS

Our process will follow 3 steps over a roughly 4-month time frame. This work can commence immediately once the client team is ready and be completed by the end of November. For the purposes of this contract the point of contact will be Brett Angell, Rogers Community Development Director.



STUDY AREA

For the purposes of this project the study area shall be the area shown to the right. The boundaries generally align with the Downtown Zoning District.



STEP 1: UNDERSTAND

We recognize that we are not the experts of your community. The residents, business owners, and local leaders have a wealth of knowledge to share with us. We will take the time, with the help of the client team, to identify the key stakeholders and listen to them. Our goal is to understand your community first in order to chart the best path forward.

1.1 Review Existing Plans

We will review these plans and any others identified by the client team.

- 2040 Comprehensive Plan (2020)
- Rogers Downtown Master Plan (2021)
- Main Street Streetscape Master Plan (2021)
- Downtown Small Area Plan (2022)
- Civic Center Schematic Designs

1.2 Kick-off

We will meet with the client team, tour the area, and host stakeholder meetings. The kick-off could follow this agenda:

- Kick-off with Client Team: Review scope, schedule, and project goals as well as walk the downtown area.
- Focused Stakeholder Sessions: Together we will identify the key stakeholders in the community. These are often business owners, City Departments, and other groups we collectively determine are crucial to the process. These 60-minute sessions will be in-person, with zoom optional for those that can't attend in person.
- City Council Work Session: We will meet with the City Council in a open or closed session to outline the process and desired outcomes. This element is critical to build trust and demonstrate transparency with the Council.

1.3 Analyze and Map Existing Conditions

We will create a series of maps and diagrams to visually understand the existing elements of the study area including land uses, ownership, parking lots, parking locations, trail connections, streetscape improvements, and other planned projects.

1.4 Stormwater Due Diligence

ISG will provide pre-design services to establish a strong conceptual framework for stormwater planning. This includes analyzing the physical, regulatory, and contextual characteristics of the downtown area, such as topography, drainage patterns, existing infrastructure, and surrounding land use, to uncover opportunities and constraints.

1.5 Launch Project Website

Our team will create a stand-alone project website to provide an additional avenue for engagement, complete with project updates, meeting summaries, maps, and online surveys.

1.6 Community Open House 1

Our team will host an open house on a weekday evening ideally at a location within the study area, or at Rogers City Hall. The event will include visual preference surveys, interactive mapping activities, and other opportunities for community engagement. This event could be held in tandem with the Civic Center community engagement process.

STEP 2: EXPLORE

During this step, we will produce two distinct visions for the study area. The two alternatives will be fully illustrated showing streets, building footprints, curb lines, sidewalks, parking lots, trees, parks, trails, and other prominent features. This drawing will be not be diagrammatic, but illustrative. Our team is excellent at creating drawings and graphics that are informative but also clear and legible to an average person.

2.1 Master Plan Alternatives

Our team will illustrate two distinct, fully-drawn, alternatives for the study area, each incorporating previous engagement, clear graphics, and concise annotations explaining key features.

2.2 Stormwater Alternatives

ISG will prepare two sketch-level conceptual stormwater strategies that align with the master plan alternatives. These strategies will explore practical and creative ways to manage runoff, improve water quality, and enhance public space aesthetics through integrated stormwater design. Each plan will illustrate options for green infrastructure integration, drainage improvements, and stormwater management techniques that align with the City's long-term goals for downtown. ISG will also include high-level studies recommendations for brownfield sites.

2.3 Hennepin Planning Grant Design Workshop

As part of the master planning process we will lead a workshop to receive constructive feedback from other planning firms and consultants. This feedback will help inform the final direction for the master plan

2.4 Stakeholder Re-engagement

We will reconvene with the stakeholder groups from Step 1.2 to present the two alternatives. These sessions will allow us to gather targeted feedback on the strengths and weaknesses of each alternative. Stakeholder insights will directly inform the refinement of the preferred plan. As part of this step, we could also meet with City Council and the Planning Commission.

2.5 Community Open House 2

The two alternatives will be unveiled at a second community open house, at the same location as the first meeting, in a highly visual and interactive format. Attendees will be encouraged to provide input on the two alternatives, helping build excitement and transparency around the final master plan.

2.6 Online Engagement

To expand community participation, we will post the two alternatives on the project website. Community members that were unable to attend the open house will be able to provide feedback through this digital platform. This feedback will be synthesized alongside the in-person input from open house 2.

STEP 3: IMPLEMENT

Using the feedback gathered in Step 2, our team will prepare and format the final master plan into a document with implementable recommendations, clear graphics, and compelling visuals.

3.1 Refine the Master Plan

Based on the feedback received in Step 2, our team will create a single master plan. The final master plan will likely combine the best elements from each of the two alternatives.

3.2 Renderings

Our team will select three views within the study area and create colored renderings. Two renderings will be eye-level and one will be an aerial view. These renderings are critically important to help convey the intent of the final master plan.

3.3 Create Final Master Plan Document

The final master plan document will be formatted into a single .pdf and will be no longer than 20 pages on 11x17 inch paper. Our team will create a draft of the document for the client team to review. The client team will have an opportunity for one round of revisions. The document will include recommendations for the following areas:

- Development Recommendations
- Open Space and Streetscape Recommendations
- Stormwater Management Strategy
- Parking Strategy and Analysis
- Project Matrix with Sequencing and Next Steps
- Preliminary Wayfinding and Gateway Signage Recommendations



Two example renderings

FEE

We are proposing a fixed fee of \$67,500. This section outlines the proposed fee for both project labor and expenses. Please note that the estimated fee by task includes not only the task, but preparation, project management, travel expenses, and travel time. Work not listed in this proposal shall be considered an additional service.

TASK		FEE
1	1.1 Review Existing Plans	\$1,700
	1.2 Kick-off	\$4,250
	1.3 Analyze and Map Existing Conditions	\$3,000
	1.4 Stormwater Due Diligence	\$2,500
	1.5 Launch Project Website	\$2,800
	1.6 Community Open House 1	\$4,000
Total Fee for Step 1: Understand		\$18,250
2	2.1 Master Plan Alternatives	\$8,950
	2.2 Stormwater Alternatives	\$3,500
	2.3 Hennepin Planning Grant Design Workshop	\$0
	2.4 Stakeholder Re-engagement	\$4,000
	2.5 Community Open House 2	\$4,000
	2.6 Online Engagement	\$2,800
Total Fee for Step 2: Explore		\$23,250
3	3.1 Refine the Master Plan	\$6,000
	3.2 Renderings	\$6,000
	3.3 Create Final Master Plan Document	\$14,000
Total Fee for Step 3: Implement		\$26,000
TOTAL FEE		\$67,500

We are looking forward to working with you and the Rogers community to create a strong master plan! If you have any questions about this exhibit please do not hesitate to call or email me.

Sincerely,



Patrick Brunner, AICP, CNU-A
Principal & Owner
260.760.4208
patrick@cardo.design

Hennepin Planning Grants Program Acknowledgement of Award City of Rogers Main Street Master Plan

A. Overview

This Hennepin Planning Grant ("HPG") Acknowledgement of Award ("the AOA") describes how the Hennepin County Housing and Redevelopment Authority ("AUTHORITY") and the City of Rogers ("CITY") will collaborate to create a Main Street Master Plan for Downtown Rogers ("the Project"). The CITY applied to AUTHORITY's HPG Program for support for the Project and was selected via a competitive process. The AUTHORITY approved the Project on June 24, 2025, in Resolution 25-HCHRA-0021. The AUTHORITY and CITY have jointly selected Cardo LLC ("the Consultant") to carry out the Project. The specific scope is included herein as Attachment 1.

The AUTHORITY has approved up to \$50,000 to support the Project and will contract directly with the Consultant. The CITY must provide a minimum match of \$17,500 and will contract directly with the Consultant for work completed with these matching funds. AUTHORITY has also approved additional HPG Program consultant fees to support the Project.

A. Project Description

Per the CITY's HPG application, the Project will create a viable heart of the city for downtown Rogers that reflects the community's values. The Project will:

- Improve pedestrian connectivity in downtown Rogers;
- Facilitate new housing options;
- Foster redevelopment near Main Street while supporting local businesses and entrepreneurs;
- Advance plans for a civic campus.

B. Project elements and deliverables

In order to accomplish the Project objectives, the CITY will work with the AUTHORITY and Consultant to develop the Project in three main parts:

Part 1: Develop understanding of Main Street Rogers

- Task 1: Review existing plans
- Task 2: Kick-off meeting and stakeholder outreach
- Task 3: Analyze and map existing conditions
- Task 4: Stormwater planning framework
- Task 5: Launch project website
- Task 6: Community open house

Part 2: Explore visions for project area

- Task 1: Master plan alternative
- Task 2: Stormwater alternatives

- Task 3: Hennepin Planning Grant Design Workshop
- Task 4: Stakeholder re-engagement
- Task 5: Second community open house
- Task 6: Online engagement

Part 3: Implementation

- Task 1: Refine the Master Plan
- Task 2: Renderings
- Task 3: Final Master Plan

C. Responsibilities

Within 15 days of acceptance of this Acknowledgement of Award letter, CITY, together with the AUTHORITY and the Consultant, will establish a project team and schedule project management meetings to monitor progress of the work plan and ensure successful delivery of the Project. The work plan will distinguish the AUTHORITY's and CITY's respective components of the work scope.

The AUTHORITY will:

- Contract directly with Consultant to complete the portion of the work scope covered directly by AUTHORITY's award;
- Contract directly with program consultants participating in design workshop, if applicable;
- Review and approve invoices by Consultant and distribute funds on a reimbursement basis;
- Participate in regular Project team meetings at a mutually agreed upon schedule;
- Review drafts and approve Project deliverables, as the Project progresses.

The CITY will:

- Contract directly with Consultant for the portion of the work scope covered by its match contribution;
- Review and approve invoices by consultants and award match funds on a reimbursement basis;
- Participate in regular Project team meetings;
- Coordinate review of deliverables by CITY staff and other stakeholders in a timely manner;
- Review and approve Project deliverables, as the Project progresses;
- Act as primary contact with Consultant for all Project-related questions;
- Manage city review, engagement, and approvals processes.

D. Project Costs

The AUTHORITY will provide an amount not to exceed **FIFTY THOUSAND DOLLARS AND no/100 (\$50,000.00)** for this Project to be paid directly to the Consultant on a reimbursement basis for completed Project tasks. The AUTHORITY will not reimburse CITY or Consultant for local government staff time, capital costs, or equipment purchases.

CITY will provide a minimum of a **SEVENTEEN THOUSAND FIVE HUNDRED DOLLARS and no/100 (\$17,500.00)** match for this Project, to be paid directly to the Consultant on a reimbursement basis for completed Project tasks.

It is understood by the CITY that any failure by the CITY to fund, cooperate, or deliver as described in this AOA may lead the AUTHORITY to rescind its award.

E. Timeline

All Project work must be completed by April 1, 2026. The timeline may be extended with prior written approval of the AUTHORITY.

CITY ACCEPTANCE

CITY, having signed this AOA, and the AUTHORITY having duly approved this AOA, on the (insert date), and pursuant to such approval, the parties hereto agree to be bound by the provisions herein set forth.

The CITY certifies that the person who executed this Agreement is authorized to do so on behalf of the CITY as required by applicable articles, bylaws, resolutions or ordinances. *

By: _____

Title: Mayor Shannon Klick, City of Rogers

Date: _____

By: _____

Title: City Administrator, Steve Stahmer

Date: _____

*CITY shall submit applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. This documentation shall be submitted at the time CITY returns the Agreement to the County. Documentation is not required for a sole proprietorship.



STAFF REPORT

Meeting Date: August 12, 2025

ROGERS CITY COUNCIL

Agenda Item: 5.15

Subject: Approval of Resolution No. 2025-52 for Mighty Ducks Grant Program Grant Funding Assistance for R-22 Replacement at the Rogers Ice Arena.

Prepared By: Mike Bauer, Parks & Recreation Director

Recommended Council Action

Approve Resolution 2025-52 authorizing staff to apply for the 2025 Mighty Ducks Grant to assist with the R-22 indirect system replacement at the Rogers Activity Center.

Overview / Background / Analysis

As part of the planned expansion of the Rogers Activity Center, staff have identified the need to replace the aging R-22 indirect refrigeration system that currently services the existing ice sheet. The proposed upgrade aligns with statewide environmental goals to eliminate R-22 refrigerant, which is being phased out due to its ozone-depleting properties.

The City of Rogers is eligible to apply for funding through the James Metzen Mighty Ducks Grant Program administered by the Minnesota Amateur Sports Commission. This grant specifically supports projects that eliminate the use of R-22 refrigerant in ice arenas. The grant request will support design and construction costs associated with replacing the existing system.

A resolution (2025-52) is included as part of the grant application requirements, affirming the City's intent to pursue this opportunity. While the resolution identifies a potential funding match from the City's capital reserves, submission of the grant does not commit the City to completing the project at this time. Final project scope, budget, and funding decisions will be brought forward for City Council consideration at a future date, pending the outcome of the grant process.

Staff Recommendation

Approve Resolution 2025-52 authorizing staff to apply for the 2025 Mighty Ducks Grant to assist with the R-22 indirect system replacement at the Rogers Activity Center.

Financial Impact:

Source Fund:

Budgeted? N/A

Supporting Documentation

- A. 2025-52 Supporting Application for Mighty Ducks Grant
- B. Mighty-Ducks-Grant-Application-Form-2025

RESOLUTION NO. 2025-52

A RESOLUTION SUPPORTING APPLICATION FOR THE MIGHTY DUCKS GRANT PROGRAM (MINNESOTA AMATEUR SPORTS COMMISSION) GRANT FUNDING ASSISTANCE FOR ROGERS ICE PLANT REPLACEMENT

BE IT RESOLVED that the City of Rogers , hereinafter referred to as the “Applicant” act as legal sponsor for the Rogers Ice Plant Replacement project or phase described in the Mighty Ducks Grant Program application submitted on August 29, 2025 and that Mike Bauer City of Rogers Parks and Recreation Director is hereby authorized to apply for the Minnesota Amateur Sports Commission for funding of this project or phase on behalf of the Applicant.

BE IT FURTHER RESOLVED that the Applicant has the legal authority to apply for financial assistance, and the institutional, administrative, and managerial capability to ensure adequate acquisition, construction, maintenance and protection of the proposed project.

BE IT FURTHER RESOLVED Applicant has the financial capability to provide any required matching funds and that the source of Applicant’s matching funds shall be \$2,000,000 from the City of Rogers Capital Reserves, and will not include other State funding sources.

BE IT FURTHER RESOLVED that the Applicant hereby pledges to complete the project or phase if it exceeds the total funding provided by the Mighty Ducks grant.

BE IT FURTHER RESOLVED that the Applicant has not incurred any reimbursable expenses prior to the effective date of the agreement.

BE IT FURTHER RESOLVED that the Applicant has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the Applicant may enter into an agreement with the State of Minnesota for the above- references project, and that the Applicant certifies that it will comply with all applicable laws and regulations as stated in the contract agreement.

NOW, THEREFORE BE IT RESOLVED that Mike Bauer City of Rogers Parks and Recreation Director is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

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 12 day of August, 2025.

Mayor

ATTEST:

City Clerk

2025 JAMES METZEN MIGHTY DUCKS GRANT APPLICATION

Type of Application: (check one)

☒ Indirect R-22 Elimination [] Direct R-22 Elimination [] Indoor Air Quality Improvement

I have read and agree that this project satisfies the requirements set forth by the Capital Project Checklist set forth in the State of Minnesota Capital Grants Manual found at

<https://mn.gov/mmb/debt-management/capital-projects/capital-grants-manual/>

☒ Yes [] No

This project is financed by state general obligation bonds. Will the public entity (LGU) that will receive the grant possess a qualifying ownership interest in the capital project? (see definition of "qualifying ownership interest" in State of Minnesota Capital Grants Manual)

☒ Yes [] No

I have read and agree that this project meets the Nonstate Commitments to Capital Projects requirements set forth by MN Statute [16A.502](#)

☒ Yes [] No

I attest that no state funding will be used as a match for this project ☒ Yes [] No

Local Government Unit (LGU)	
City of Rogers	
LGU Application Contact (Name, Title, Address, Email & Telephone) Mike Bauer, Parks and Recreation Director City of Rogers 22350 South Diamond Lake Road, Rogers, MN 55374 mbauer@rogersmn.gov, 763-428-0974	
Project Name and Physical Address Rogers Ice Arena 21080 141st Ave N Rogers, MN 55374	
Primary Contact (Name, Email & Telephone) Mike Bauer mbauer@rogersmn.gov 763-428-0974	
Minnesota Tax ID Number 5034223	Federal Employee ID Number 41-1243530

Minnesota House of Representatives District Number of Facility

34A

With submission of this application, include the following documentation:

- LGU resolution
- Source and use worksheet
- Responses to required tasks and guidelines

EXECUTION:

IN WITNESS THEREOF, the applicant has caused this application to be executed on the

_____ day of _____, 20__.

By: (Authorized Signer)

(Title)

Email this form and all supporting documents to: grants@mnsports.org

Optional: Hard copies may be sent to Minnesota Amateur Sports Commission at 1750 105th Avenue NE,
Blaine MN 55449-4500 (please notify grants@mnsports.org when mailed).



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.16

Subject: Approval of Associated Benefits Agreements for COBRA, FSA and HSA

- Approval of Associated Benefits Connection Administrative Services Agreement
- Approval of COBRA and Direct Bill Administrative Services Agreement

Prepared By: Stacy Scharber, Assistant Administrator/HR Director

Recommended Council Action

Approval of Associated Benefits Agreements as presented, and authorize execution.

Overview / Background / Analysis

Throughout the past 26 years, the City has entered into separate agreements for the offerings of COBRA (continuation of health insurance benefits post-separation), Flexible Spending Accounts and Health Savings Accounts. This has evolved over time, with multiple changes of carriers. In an effort to get all these specialty arrangements under one umbrella, the City is proposing to approve the Associated Benefits agreements (attached).

Currently, our COBRA is administered through TASC, our FSA through Health Equity and our HSA through Optum. Associated Bank can provide all three offerings with zero cost increase after implementation. The annual savings will be around \$500 by going with one vendor. We have budgeted for the expense in our 2026 budgeted documents. This will provide ease of administering these programs for both HR and Finance.

Attorney Vose has reviewed and revised the documents and Associated Bank has agreed to those revisions.

Staff Recommendation

Approval of Associated Benefits Agreements as presented, and authorize execution.

Financial Impact:

Source Fund:

Budgeted? Yes

Supporting Documentation

- COBRA Direct Bill Service Agreement_City of Rogers_2025.08.06
- Associated Benefits Connection Service Agreement_City of Rogers_AB response_2025.08.04_final

COBRA and Direct Bill Administrative Services Agreement

THIS AGREEMENT is made this 3rd day of July 2025, by and among City of Rogers ("Employer," "You" and "Yours"), Associated Bank, National Association ("Associated Bank") and Associated Benefits Connection ("Associated Benefits Connection"). Unless otherwise indicated, Associated Bank and Associated Benefits Connection together are referred to herein as "Associated," "We," "Us," "Our" and "Ours".

INTRODUCTION

WHEREAS, Employer desires to retain Associated to provide certain administrative services in connection with the Employer's obligation to provide continued group coverage under COBRA for Qualified Beneficiaries, which services shall include the provision of Direct Bill services ("COBRA Services" or "COBRA")

Services selected:

☒ COBRA Administration

☒ Direct Bill Administration

WHEREAS, Employer desires to retain Associated to provide certain administrative services in connection with the Program and Associated is willing to perform those services, all as more fully described herein, in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto do hereby agree as follows:

AGREEMENT

SECTION 1: DEFINITIONS

"Administrative Fees" means the fees for the COBRA Services, as set forth in the Program Fees Addendum, as updated and amended from time to time.

"Applicable Law" means any law, rule, regulation policy statement or regulatory bulletin enacted, promulgated or issued by any government entity, whether federal, state or local, that are applicable to, binding upon or otherwise governing COBRA, the Benefit Plan, the Plan Documents and the COBRA Services provided hereunder.

"Benefit Design Guide" means the questionnaire entitled "Benefit Design Guide," as supplemented, modified or replaced from time to time, which Employer is required to complete in order to set up and obtain the COBRA Services hereunder, which questionnaire shall include, without limitation, information regarding payroll processing dates, designated funding bank accounts and employer-paid fees under its Benefit Plan.

"Benefit Enrollee" means an employee, former employee or retiree, or spouse or dependent of any of the foregoing, who enrolls in one or more of Employer's Benefit Plans.

"Benefit Plan" means individually and collectively, the employee benefit plans, programs and arrangement(s) established by Employer for Benefit Enrollees, including, but not limited to medical, dental, vision, employee assistance plans, health flexible spending accounts and/or health reimbursement arrangements.

"Carrier" means the insurance company that provides insurance coverage for a group Benefit Plan.

"COBRA" means the Consolidated Omnibus Budget Reconciliation Act of 1985 and its associated regulations.

"Direct Bill" means a service that allows Qualified Beneficiaries to continue benefits coverage and pay premiums outside of the payroll deduction arrangement, for example, for retirees or employees on a leave of absence.

"Employer Portal" means the online portal accessible by the internet, used by Employer to enter Qualified Beneficiary information, to request that Associated provide initial rights and specific rights notices to Qualified Beneficiaries, to obtain and download reports regarding COBRA Services, and to obtain information related to the status of Qualified Beneficiaries who have elected COBRA coverage.

"HIPAA" means the Health Insurance Portability and Accountability Act of 1996, and the regulations promulgated thereunder, as amended, as it pertains to the privacy of medical information.



Continued >>

“Initial Rights Notice”, also referred to as the general notice, communicates general COBRA rights and obligations to each covered employee and, if applicable, their spouse and their adult dependents who become covered under the group health plan.

“Member” means any New Benefit Plan Member, Special Benefit Plan Member or Qualified Beneficiary as defined within this Agreement.

“New Benefit Plan Member” is a member type that will receive an Initial Rights Notice which communicates to the Benefit Plan participant their COBRA rights and obligations.

“Personal Information” means any nonpublic information relating to an individual that is exchanged between the Parties. Personal Information includes but is not limited to an individual’s name, address or telephone number; Social Security number; driver’s license number; account number; and credit or debit card number, personal identification number and passwords.

“PHI” means Protected Health Information and records prepared, kept, and maintained by a “covered entity” as that term is defined under HIPAA includes but is not limited to patient health records and treatment records that are confidential under state or federal law.

“Plan Documents” mean any documents pertaining to Employer’s Benefit Plan.

“Premium” means the scheduled costs that Employer is charged by a Carrier for coverage by a Qualified Beneficiary under a group Benefit Plan.

“Qualified Beneficiary” means a Benefit Enrollee who is entitled to elect COBRA continuation coverage following a Qualifying Event.

“Qualifying Event” means one of the triggering events specified in COBRA that entitles a Qualified Beneficiary to elect the continuation of health coverage under COBRA.

“Qualifying Event Date” means the date on which a Qualifying Event occurs (or, if later, the date on which the Qualified Beneficiary loses coverage under Employer’s Benefit Plan as a result of the Qualifying Event).

“Qualifying Event Notice”, also referred to as the COBRA election notice, communicates the right to elect COBRA to an eligible plan member who has experienced a Qualifying Event and a loss of coverage.

“Special Benefit Plan Member” means an individual who is continuing benefits through a direct billing arrangement.

“TPA” means the Third-party Administrator who administers a self-funded group Benefit Plan on behalf of Employer.

SECTION 2: SCOPE OF RELATIONSHIP

- 2.1 Liability of Employer for Benefit Plan. Employer has the sole and final authority to establish, maintain, control and manage the operations of the Benefit Plan. Associated does not assume any responsibility for the general design of the Benefit Plan, the adequacy of its funding or any act or omission or breach of duty by the Employer. Associated is not and shall not in any way be deemed an insurer, underwriter or guarantor with respect to any benefits provided under the Benefit Plan and in no event will Associated be obligated to use any of its own funds to provide benefits under the Benefit Plan. Associated facilitates payments of insurance Premiums from Qualified Beneficiaries to Employer and does not assume any financial risk or obligation with respect to Premium payments or claims for benefits payable by Employer under the Benefit Plan. Nothing in this Agreement shall be deemed to: (i) render Associated a party to the Benefit Plan; (ii) confer upon Associated any authority, responsibility or control over management of the Benefit Plan, administration of the Benefit Plan, the terms of the Benefit Plan or the legality or validity of the Benefit Plan; or (iii) impose upon Associated any obligation to any Benefit Enrollee, Qualified Beneficiary, or any person otherwise entitled to benefits through the Benefit Plan.
- 2.2 Services are Administrative in Nature. The COBRA Services performed by Associated hereunder are solely ministerial and non-discretionary in nature. Associated is not the “plan sponsor,” “plan administrator,” a trustee or a fiduciary, as these terms or other analogous terms may be defined under Applicable Law or the Plan Documents, and does not provide legal, tax or accounting advice with respect to the creation, adoption or operation of the Benefit Plan.
- 2.3 Change in Law. If, based on changes in Applicable Law, there is a reasonable likelihood that any COBRA Service being, or to be, provided under this Agreement by Associated could constitute a discretionary function and thereby subject Associated to classification as a “fiduciary” under applicable state, local, or federal law with respect to the Benefit Plan, and such COBRA Service could not be restructured in a manner that would not subject Associated to classification as a “fiduciary” under applicable state, local or federal law, then Associated, upon reasonable notice to the Employer, may decline to thereafter provide that COBRA Service. The failure to provide any such COBRA Service shall not constitute a breach of Associated’s obligations under this Agreement.

- 2.4 Reliance on Information and Instructions. Employer will provide in writing the names and contact information for persons authorized to take actions for or provide information on behalf of Employer and/or the Benefit Plan. Until notified of a change in writing, Associated may reasonably rely upon information or instructions provided by any such authorized persons. Employer acknowledges that the timely provision of accurate, consistent and complete information and data in the format specified by Associated is essential to the delivery of the COBRA Services, and Employer will ensure that such information and data is provided in a timely and accurate manner.
- 2.5 Subcontractors. Associated may perform any of the COBRA Services described in this Agreement through agents and subcontractors selected by Associated. Associated shall reasonably supervise any such agent or subcontractor, and the retention of agents or subcontractors shall not relieve Associated of its duties hereunder.
- 2.6 Use of Internet. Employer acknowledges that the internet is a publicly accessible network and not under the control of any party. The provision of the COBRA Services is dependent upon the proper functioning of the internet and services provided by telecommunications carriers, firewall providers, encryption system developers and others. Employer agrees that Associated shall not be liable in any respect for the actions or omissions of any third-party wrongdoers (i.e., hackers not employed by such party or its affiliates) or of any third parties involved in the services and shall not be liable in any respect for the selection of any such third party, unless that selection was grossly negligent.
- 2.7 Electronic Transfer of Funds. Employer agrees that all electronic transfers of funds are subject to the rules of applicable automated clearinghouse organizations, state laws and federal laws and regulations.

SECTION 3: DUTIES AND RESPONSIBILITIES OF EMPLOYER

Employer acknowledges and agrees to the following obligations and responsibilities in connection with the provision of COBRA Services by Associated hereunder:

- 3.1 Benefit Plan Sponsor. Employer is both the sponsor and administrator of the Benefit Plan and is responsible for (i) ensuring that the Benefit Plan and the Plan Documents comply with Applicable Law and (ii) establishing, amending, terminating, and interpreting the Plan Documents and provisions.
- 3.2 Benefit Plan Design. Employer will provide Associated with a completed Benefits Design Guide prior to the Effective Date of this Agreement. Employer will notify Associated of any changes to their Benefit Plan(s) (including the Premium for COBRA coverage) at least 30 days before the effective date of such changes. Employer agrees to hold Associated harmless for any retroactive changes to the Benefit Plan design. Employer will make all final determinations concerning Benefit Plan design after reviewing the Benefit Plan design with Associated to determine which set of continuation laws apply (Federal COBRA and/or any state laws for the continuation of coverage), including which benefits will continue and the duration of coverage. For self-funded Benefit Plans, Employer will calculate the applicable COBRA Premium and provide this information (including any changes thereto) to Associated.
- 3.3 Fees. Employer shall pay Associated the Administrative Fees for the COBRA Services, which shall be billed as scheduled and as set forth in the Program Fees Addendum. Fees are due 30 days after receipt thereof by ACH or a mutually agreed-upon method.
 - 3.3.1 Monthly administrative fees for benefit-eligible employees will be established once a year at implementation or renewal. If there is a 20% change in the number of benefit-eligible employees, Employer must notify Associated and Associated will review for applicable changes.
 - 3.3.2 Failure to pay Administrative Fees will result in suspension or termination of the COBRA Services. Reports are available in the Employer Portal for reference.
 - 3.3.3 Fees will be collected via an ACH pull from Employer's designated bank account. Employer must complete an Authorization Agreement. Employer will not make any changes to the bank account(s) designated in the Authorization Agreement except as agreed to by Associated in writing. Employer will ensure that there are enough funds in the in the bank account(s). If funds are unavailable and an ACH is returned, applicable fees will be the responsibility of the Employer.
- 3.4 Enrollment and Eligibility. Employer will provide Associated with any information requested to perform the COBRA Services, including information regarding the eligibility of Benefit Enrollees for COBRA and applicable Premiums for COBRA coverage. Employer agrees to release Associated from liability for inaccurate information and Associated shall not be responsible for, and shall not be required to credit Employer for, any expenses, fees or other losses resulting from the failure by Employer to provide correct information or any changes to a Benefit Enrollee's status as a Qualified Beneficiary.
- 3.5 Initial Rights Notice. Where Associated sends the Initial Rights Notice to new employees or newly enrolled employees, an employer who chooses to notify all new hires must send notice within the first 30 days of the employee's date of hire. An employer who chooses to notify only employees covered under the health plan must send notice to Associated Bank within the first 30 days of the employee's date of coverage.
- 3.6 Qualifying Event Notice. Employer must provide Qualified Beneficiary information via the online Employer Portal or by any other method mutually agreed upon by the Parties within 3 calendar days of the qualifying event to allow Associated to send the Qualifying Event Notice timely.

- 3.7 Premium Payments. Employer will continue to pay premiums timely and retain Qualified Beneficiaries' elected coverage(s) on the Employer Benefit Plans until Associated notifies Employer of Qualified Beneficiary termination. Reports are available in the Employer Portal for reference.
- 3.8 Qualifying Event Termination. Employer is responsible for the termination of a Qualified Beneficiaries' coverage with the Carrier or TPA at the time of their first qualifying event. Associated will take care of all other terminations and enrollments should the Qualified Beneficiary enroll in COBRA Services.
- 3.9 Audit of Carrier/TPA Bills: Employer will assume responsibility for auditing Carrier or TPA bills to ensure accuracy and ensure that all appropriate adjustments have been made for pending and enrolled Qualified Beneficiaries. Employer will notify Associated of any billing errors related to Qualified Beneficiaries within 30 days of the incorrect Carrier or TPA bill reflection.
 - 3.9.1 Associated will make every effort to work with your Carrier or TPA to make the adjustments to the bill; however, if Employer did not notify Associated of a billing error within 30 days of the incorrect TPA or Carrier bill reflection, Associated will not reimburse Employer for any costs Employer may occur because of the error, regardless of which party is responsible for the error.
- 3.10 Annual Enrollment Support. Employers who purchased annual enrollment support will supply Associated the appropriate materials and instructions for Associated to process the enrollment on your behalf. Employers who have not purchased annual enrollment support will be responsible for contacting pending and enrolled Qualified Beneficiaries, collecting elections and processing.

SECTION 4: DUTIES AND RESPONSIBILITIES OF ASSOCIATED

Associated agrees to provide Employer with the following COBRA Services:

- 4.1 Implementation of COBRA Services. Associated will set up and establish continuation Benefit Plan administrative services based on information provided by Employer in the Benefits Design Guide.
- 4.2 Initial Rights Notice. Associated will provide timely COBRA initial rights notices to new hires and/or new plan participants based upon Employer direction.
- 4.3 Qualifying Event Notice. Associated will provide timely Qualifying Event Notice to Qualified Beneficiaries following a Qualifying Event upon the request of Employer. Requests must be submitted through the Employer Portal (or any other method agreed upon by the Parties). Associated will collect and track benefit elections for each Qualified Beneficiary.
- 4.4 Direct Bill Notice. Associated will provide timely Direct Bill Notice to Qualified Beneficiaries upon the request of Employer. Requests must be submitted through the Employer Portal (or any other method agreed upon by the Parties). Associated will collect and track benefit elections for each Qualified Beneficiary.
- 4.5 Premium Payments. Associated will collect and track COBRA continuation premium as applicable, monitor payment timelines, notify Qualified Beneficiaries of premium rate changes, attempt to collect deficient premium payments due to rate change, and return COBRA continuation premium to Employer less any COBRA administration fee as allowed by applicable laws.
- 4.6 TPA or Carrier Communication. Associated will notify the Carrier or TPA to reinstate coverage within two business days of receipt of the Qualified Beneficiaries enrollment selections and full premium payment. Associated will notify the Carrier or TPA regarding Qualify Event changes such as birth, death marriage, divorce and any other permitted reason. Associated will notify the Carrier or TPA regarding the cancellation of an enrolled Qualified Beneficiary's coverage due to failure to make timely Premium payments, the expiration of the maximum continuation coverage period under COBRA or any other permitted reasons.
- 4.7 Annual Enrollment Support. Where Employer has purchased Associated annual enrollment support, Associated will contact pending and enrolled Qualified Beneficiaries, collect elections and process according to Employer instructions.
- 4.8 Premium Remittance. Associated will remit Premium payments for COBRA Services, less any applicable Administrative Fees, to Employer. In the event that a Qualified Beneficiary retroactively terminates coverage for any reason, and the Qualified Beneficiary is entitled to a full or partial refund, Associated will refund such Premium to the Qualified Beneficiary, less any premium service fees. If the funds have already been remitted to Employer, Associated will not reimburse Qualified Beneficiary until the Employer has funded for the premium reimbursements.
- 4.9 Support. Associated will maintain toll-free telephone support lines for questions from Employers and Qualified Beneficiaries. These calls may be monitored or recorded for quality assurance and training purposes.
- 4.10 Reporting and Employer Portal. Associated will provide Employer with access to the Employer Portal, which will provide real-time, online access to information and reporting.
 - 4.10.1 Employer is responsible for obtaining, installing, maintaining and operating all necessary hardware, software, and internet access service necessary to access the Employer Portal. Associated will not be responsible for failure from the malfunction or failure of Employer's hardware, software, or internet access service.
 - 4.10.2 Employer also is responsible for installing, updating, and maintaining appropriate firewall, anti-virus, and anti-spyware protection and all operating system security patches and other appropriate security protection methods, procedures and devices.

SECTION 5: TERM AND TERMINATION

- 5.1 This Agreement shall continue for an initial term of one (1) year from and after the Effective Date hereof (the "Initial Term"), unless previously terminated in accordance with this Section 5. If no party notifies the other party of its election to terminate this Agreement prior to expiration of the Initial Term, this Agreement shall automatically be extended for successive periods of one (1) year from and after the expiration of the Initial Term (each a "Renewal Term"). Any such notice of election to terminate this Agreement shall be given by a party to the other party at least ninety (90) days prior to expiration of the Initial Term or any Renewal Term.
- 5.2 Associated may terminate this Agreement if Employer fails to pay the Administrative Fees in accordance with the terms of this Agreement.
- 5.3 Either party may terminate this Agreement without penalty for a material breach of this Agreement upon giving thirty days (30) advance written notice and provided the breaching party fails to cure such material breach within such notice period.
- 5.4 Either party may immediately terminate this agreement in the event the other party becomes insolvent, makes a general assignment for the benefit of its creditor, a receiver or trustee is appointed to administer the assets of the other party, or the other party files a petition in liquidation or bankruptcy that is not dismissed within 30 days of filing.
- 5.5 Associated may charge reasonable fees for reports or other information requested by Employer following the termination of this Agreement.

SECTION 6: CONFIDENTIALITY AND DATA SECURITY

- 6.1 The Parties acknowledge that data and information received or maintained by either, or both, Parties may be subject to applicable law, and the Parties will interpret and apply the following provisions in accordance with such laws. Each party agrees that confidential information covered by this Agreement includes, but is not limited to, Personal Information or PHI (as such terms are defined herein); business or financial information relating to data processing, personnel, marketing and business plans, sales, customers, pricing, costs, cost estimates, cost projections and quotations; and other information which discloser identifies in writing as confidential before or within thirty (30) days after disclosure to recipient.
- 6.2 Both parties each acknowledge that in contemplation of entering into this Agreement, each party has revealed and disclosed, and shall continue to reveal and disclose to each other, information which is proprietary or confidential information of such party. Employer and Associated agree that each party shall keep such proprietary or confidential information of the other party in strict confidence; not disclose confidential information of the other party to any third parties or to any of its employees not having a legitimate need to know such information; not use confidential information of the other party for any purpose not directly related to and necessary for the performance of its obligations under this Agreement, unless required to do so by a court of competent jurisdiction or a regulatory body having authority to require such disclosure; and comply with the terms of use and disclosure of PHI in any Business Associate Agreement.
- 6.3 Employer agrees to take appropriate measures to (a) protect the security and integrity of the Employer Portal; (b) protect against unauthorized access to or use of the Employer Portal; (c) to protect all Personal Information printed, extracted, downloaded or otherwise obtained from the Employer Portal from unauthorized access or disclosure; and (d) to protect all Personal Information provided to Associated or its third-party vendor partner.
- 6.4 Employer represents and warrants it will provide the appropriate disclosures to, and obtain the appropriate authorizations or consents from, its employees that may be required under Applicable Law prior to sending the personal or financial information to Associated. Associated is under no duty to obtain authorization or consent and shall not be liable for any failure by Employer to obtain such authorization or consent.
- 6.5 Information revealed or disclosed by a party for any purpose not directly related to and necessary for the performance of such party's obligations under this Agreement shall not be considered confidential information for purposes hereof (i) if, when, and to the extent such information is or becomes generally available to the public without the fault or negligence of the party receiving or disclosing the information; (ii) if the unrestricted use of such information by the party receiving or disclosing the information has been expressly authorized in writing and in advance by an authorized representative of the other party; or (iii) if required by applicable law or regulation, or regulatory body, or otherwise pursuant to its obligations under the Business Associate Agreement.
- 6.6 In the event Employer identifies any unauthorized access to or release of Personal Information, or unauthorized access to the Employer Portal (collectively a "Security Breach Event"), Employer will notify Associated immediately and not later than within 24 hours of its discovery or suspicion that a Security Breach Event has occurred. Notification will be given to Associated via telephone at 920-405-2999 or via email at cyberdefensecenter@associatedbank.com. Employer will also take appropriate and timely action to address the Security Breach Event, including investigating the cause thereof and making the appropriate changes to its systems, practices, programs and controls to mitigate the likelihood of a recurrence. Employer will keep Associated informed in a timely manner of all relevant information regarding the Security Breach Event, including without limitation the conditions leading to the Security Breach Event, the root cause thereof, the current status of the Security Breach Event, whether the information involved was encrypted, and all other

information Associated may request in order to ascertain the specific information subject to the Security Breach Event and the identities of all affected individuals.

- 6.7 Employer shall defend, hold harmless and indemnify Associated from and against any and all losses, damages, liabilities, judgments, fines, penalties, costs and expenses (including without limitation attorneys' fees and expenses) whatsoever arising because of the unauthorized access to or release of Personal Information, except where such unauthorized access or release is the result of a breach of ~~Associated's~~ either Parties' obligations under this Agreement. Employer acknowledges that, in addition to indemnification of claims asserted by third parties, the foregoing indemnification obligation covers, without limitation, the costs directly or indirectly incurred in notifying affected parties of the unauthorized access to or release of Personal Information and purchasing identity theft remediation services including credit monitoring for affected parties, any fines or penalties assessed by regulatory authorities or industry groups or organization, and the cost of any study commissioned to determine the cause of the unauthorized access to or release of Personal Information.

SECTION 7: INDEMNIFICATION

Whenever possible and consistent with this Agreement, Associated will act as directed by Employer. Associated is entitled to rely on any information provided by Employer as accurate, valid, and complete. Moreover, Employer agrees to indemnify Associated for its good faith actions or failures to act in accordance with directions or data received from Employer, including its authorized agents. Each Party agrees to indemnify the other its agents, affiliates and subsidiaries, successors and assignees (each, an "Indemnified party") from and against any and all losses, damages, claims, demands, actions, causes of action and related costs or expenses, including, without limitation, reasonable attorneys' fees and legal expenses and sums paid or incurred in connection with settling or defending such claims, actions or judgments, incurred by or made against the Indemnified party as a result of (i) any breach of Employer's obligations, representations, warranties or covenants under this Agreement, except to the extent resulting from the gross negligence, bad faith, or willful misconduct on the part of the Indemnified party, (ii) any negligent act of omission or misrepresentation by any officer, director, employee or authorized agent of the other Party in connection with the performance of its duties under this Agreement; (iii) actions or failures to act in accordance with the directions and data received from the other Party or its authorized agents.. Employer further indemnifies Associated from any liability, expense, demand or other obligation resulting from or arising out of any applicable premium charge, tax, or similar assessment (Federal or State), for which the Program or Employer are solely liable. These obligations are in addition to any indemnification obligations related to confidentiality referenced herein. Associated agrees to hold Employer, its employees, directors and agents harmless against all damages, losses and other liabilities incurred arising from any gross negligence or intentional misconduct by Associated in performing this Agreement. Associated has the right to elect to assume defense and control such defense, including selection of counsel.

SECTION 8: LIMITATION OF LIABILITY

- 8.1 Associated shall not be responsible to perform (or responsible or liable for the failure to perform) any services or other obligations other than those expressly agreed to in this Agreement. While knowledge of the legal, tax and financial issues related to the products, services and advice offered by Associated is an important part of its expertise, the products, services and advice do not constitute, and should not be construed as, providing, legal, tax or financial advice. Employer agrees to use the products, services or advice offered under this Agreement at its own risk and to take full responsibility for any use it may make of the products, services or advice offered under this Agreement. Employer acknowledges that, in providing products, services or advice under this Agreement, Associated is not acting in the capacity of a fiduciary, and Employer hereby waives any rights to pursue any type of fiduciary claim against Associated.
- 8.2 Associated will not be responsible or liable for acts or omissions made in reliance upon erroneous data provided by Employer, including its officers, employees, agents or subcontractors, or Employer's failure to perform its duties or obligations under this Agreement.
- 8.3 Employer agrees that Associated shall not be liable in any respect for the actions or omissions of any third party wrongdoers (i.e. hackers not employed by such party or its affiliates) or any third parties involved in the services and shall not be liable in any respect for the selection of any such third party, unless that selection was grossly negligent.
- 8.4 NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, NEITHER ASSOCIATED NOR ITS AFFILIATES SHALL, UNDER ANY CIRCUMSTANCES, BE RESPONSIBLE OR LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, EXEMPLARY, PUNITIVE, SPECIAL OR INDIRECT DAMAGES OF ANY KIND OR NATURE WHATSOEVER (INCLUDING DAMAGES RELATING TO LOSS OF PROFITS, INCOME, GOODWILL OR DATA), WHETHER OR NOT ASSOCIATED OR ITS AFFILIATES KNEW OR WERE APPRISED OF THE LIKELIHOOD OF SUCH DAMAGES. IN NO EVENT SHALL ASSOCIATED OR ITS AFFILIATES BE LIABLE TO EMPLOYER FOR ANY CLAIM OR CAUSE OF ACTION, WHETHER BASED ON CONTRACT, TORT, STRICT LIABILITY OR ANY OTHER LEGAL THEORY (I) IN THE CASE OF A TRANSFER OF MONEY OR OTHER PAYMENT THAT IS MISDIRECTED, LOST OR OTHERWISE PAID TO THE WRONG PERSON AS A RESULT OF ASSOCIATED'S FAILURE TO COMPLY WITH THE TERMS OF

THIS AGREEMENT OR APPLICABLE LAW, FOR AN AMOUNT IN EXCESS OF THE FACE AMOUNT OF SAID TRANSFER AND (II) IN ALL OTHER CASES, FOR AN AMOUNT IN EXCESS OF THE TOTAL PROGRAM FEES PAID BY EMPLOYER DURING THE TWELVE-MONTH PERIOD PRIOR TO THE MONTH IN WHICH THE ACT OR OMISSION GIVING RISE TO THE CLAIM OCCURRED.

8.5 NO THIRD PARTY SHALL HAVE ANY RIGHTS OR CLAIMS AGAINST ASSOCIATED UNDER THIS AGREEMENT.

ANY CLAIM ASSERTED AGAINST ASSOCIATED WITH RESPECT TO ANY EVENT, ACT OR OMISSION MUST BE MADE WITHIN THE TIME AFFORDED BY THE APPLICABLE STATUTE OF LIMITATIONS. **SECTION 9:**

INTELLECTUAL PROPERTY

Each party owns all right, title and interest (including all intellectual property rights) in and to its trademarks, service marks, logos, and tag lines (collectively, "Marks") and this Agreement does not confer on a party any right, interest, claim or title in or to the other party's Marks or any intellectual property therein, and no license (whether express or implied) is granted to a party, by estoppel or otherwise, to the other party's Marks or any intellectual property therein.

SECTION 10: SURVIVAL

The provisions of Sections 6, 7, 8, 11, and 12 shall survive the expiration or termination of this Agreement for any reason as well as other provisions that by their nature are intended to survive the termination of this Agreement.

SECTION 12: GOVERNING LAW; DISPUTE RESOLUTION; VENUE

- 12.1 This Agreement is made pursuant to and shall be governed by and construed in accordance with the laws of the State of Wisconsin, without regard to its conflict of laws principles, and, to the extent applicable, the laws of the United States.
- 12.2 The parties will attempt in good faith to amicably resolve any dispute, claim or breach arising out of or relating to the Agreement (each, a "Dispute") by negotiations between executives of the parties who have authority to settle the Dispute.
- 12.3 The parties shall continue to perform its obligations under the Agreement in good faith during the resolution of such dispute, as if such dispute had not arisen, unless and until the Agreement is terminated.
- 12.4 The parties hereby agree that the Wisconsin Circuit Court for Brown County and the United States District Court for the Eastern District of Wisconsin shall have exclusive jurisdiction over any controversy between the parties hereto relating to the Agreement. The parties hereto hereby submit to the personal jurisdiction of such courts, hereby waive any claim or defense based on the jurisdiction or venue of such courts and agree not to commence an action against the other party in any other court.

SECTION 13: FORCE MAJEURE

Neither party shall be liable for any delay in performing hereunder if such delay is caused by conditions beyond its control, such as (by way of illustration) government restrictions, wars, insurrections, acts of terrorism, pandemics or natural disasters, provided the affected party is without fault in causing such delay, uses all reasonable diligence to mitigate the effects of the force majeure event and restore normal operations as soon as possible, and implements its disaster recovery Benefit Plan in accordance with its terms, as applicable.

SECTION 14: MISCELLANEOUS

- 14.1 The relationship between the parties hereto is solely that of independent contractors. Nothing in this Agreement creates an agency, partnership, employment or joint venture relationship between the parties, affiliates or any of their subcontractors or representatives.
- 14.2 Each party agrees to retain a copy of this Agreement for the duration of the relationship and for six (6) years thereafter, or as otherwise required by State or Federal law.
- 14.3 Employer may not assign this Agreement or its duties hereunder without Associate's prior written consent.
- 14.4 The failure of either party to enforce at any time or for any period any of the provisions of this Agreement shall not be construed as a waiver of such provisions.
- 14.5 The undersigned persons are duly authorized representatives of their respective organizations, duly authorized and have the legal capacity to execute and deliver this Agreement. This Agreement is a valid and legal agreement binding on the parties hereto and enforceable in accordance with its terms.
- 14.6 If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, or to violate any applicable law, then it shall be deemed null and void solely to the extent thereof, without affecting the rest of this Agreement.
- 14.7 Any notice, request, demand or other communication required or permitted to be given hereunder shall be deemed to be given upon receipt after having been personally delivered, deposited in the United States mail, certified or registered mail, postage prepaid, return receipt requested or with a nationally recognized overnight delivery service (e.g., Federal Express, DHL, UPS) as follows:

If to: Employer

Employer Name: City of Rogers
Address: 22350 South Diamond Lake Road
City: Rogers
State: MN Zip: 55374

If to: Associated Bank, N.A.

MS: 7004
Associated Bank, N.A.
PO Box 19097
Green Bay, WI 54307-9097

or to such other person or at such other address as either party may hereafter designate by notice to the other party in writing.

- 14.8 This Agreement contains the complete understanding of the parties relating to the subject matter herein and shall be deemed to supersede and cancel all previous contracts, arrangements, prior negotiations, and/or understandings. This Agreement may be amended or rescinded only by a written instrument duly signed by an authorized officer of each of the parties hereto.

SECTION 15: STATE SPECIFIC DISCLOSURES

MICHIGAN

The state of Michigan requires in statute MCL 550.932 that:

- 15.1 The person contracting for the services shall provide written notice to each individual covered by the plan, which written notice shall contain the following information:
 - 15.1.1 What benefits are being provided.
 - 15.1.2 Of changes in benefits.
 - 15.1.3 The fact that individuals covered by the plan are not insured or are only partially insured, as the case may be.
 - 15.1.4 If the plan is not insured, the fact that in the event the plan or the plan sponsor does not ultimately pay medical expenses that are eligible for payment under the plan for any reason, the individuals covered by the plan may be liable for those expenses.
 - 15.1.5 The fact that the TPA merely processes claims and does not insure that any medical expenses of individuals covered by the plan will be paid.
 - 15.1.6 The fact that complete and proper claims for benefits made by individuals covered by the plan will be promptly processed but that in the event there are delays in processing claims, the individuals covered by the plan shall have no greater rights to interest or other remedies against the TPA than as otherwise afforded them by law.

IN WITNESS WHEREOF, the parties hereto have executed the foregoing Agreement as of the date first written above.

EMPLOYER

ASSOCIATED BANK, N.A.

Signature

Melissa Hukriede

Signature

Print Name

Melissa Hukriede

Print Name

Title

SVP, Director of HSA/TPA Solutions

Title

Date

Date

Signature

Print Name

Title

Date

Addendum – Business Associate Agreement

This Business Associate Agreement (“Agreement”) is entered into between [Enter Employer Name] (“Covered Entity”) and Associated Bank, N.A. (“Business Associate”), collectively “The Parties” as of [Enter Effective Date] (“Effective Date”).

I. BACKGROUND

Business Associate is the claims administrator for Covered Entity’s Health Reimbursement Account (HRA) and/or Health Flexible Spending Account (FSA). As such, Business Associate will have access to Protected Health Information (PHI) related to those plans. The purpose of this Agreement is to comply with the business associate agreement requirements as set forth in the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations, as amended from time to time (collectively, “HIPAA”) and as amended by the Health Information Technology for Economic and Clinical Health Act (“HITECH”). In the event of any inconsistency between the provisions of this Agreement and the HIPAA Privacy and Security Rules, as may be amended from time to time by the Secretary or as a result of interpretations by HHS, a court, or another regulatory agency, the HIPAA Privacy and Security Rules shall prevail.

II. DEFINITIONS

- a. Unless otherwise specified in this Agreement, all capitalized terms used in this BAA not otherwise defined have the meanings established for purposes of HIPAA, as amended by HITECH.
- b. Breach shall have the meaning given in 45 CFR §164.402.
- c. Designated Record Set shall have the meaning given in 45 CFR §164.501.
- d. Electronic Protected Health Information shall have the meaning given in 45 CFR §160.103.
- e. HIPAA shall mean the Health Insurance Portability and Accountability Act of 1996 and any amendments thereto.
- f. HIPAA Privacy and Security Rules shall mean HIPAA, HITECH, 45 CFR parts 160-164, and any other implementing regulations pertaining to the privacy or security of PHI.
- g. HITECH shall mean the Standards for Privacy and Security of Personal Health Information in Subtitle D (Privacy) of the Health Information Technology Economic and Clinical Health Act of 2009.
- h. Limited Data Set shall have the meaning given in 45 CFR §164.514(e)(2).
- i. Minimum Necessary shall mean a Limited Data Set or, if needed, the minimum necessary PHI to accomplish the intended purpose of a use, disclosure or request, until the effective date of the guidance required by §13405(b)(1)(B) of HITECH, at which time the term shall have the meaning specified in such guidance.
- j. Protected Health Information (PHI) shall have the meaning given in 45 CFR §160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- k. Required by Law shall have the meaning given in 45 CFR §164.103.
- l. Secretary shall mean the Secretary of the Department of Health and Human Services or his or her designee.
- m. Unsecured Protected Health Information shall have the meaning given in 45 CFR §164.402.

III. BUSINESS ASSOCIATE ACKNOWLEDGEMENTS, OBLIGATIONS, PERMITTED USES AND DISCLOSURES

- a. Business Associate acknowledges it is subject to the requirements of the HIPAA Privacy and Security Rules to the extent required by HITECH and will comply with those rules and any other requirements applicable to Business Associate relating to the confidentiality of PHI under any federal or state law, including but not limited to the regulations pertaining to the confidentiality of substance use disorder patient records found at 42 CFR Part 2.
- b. Except as otherwise expressly limited in the Agreement, Business Associate may use or disclose PHI:
 - i. To perform functions, activities, or services for, or on behalf of, Covered Entity in connection with the Administrative Services Agreement and any other agreements in effect between Covered Entity and Business Associate.
 - ii. For the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate, provided that if Business Associate further discloses PHI:
 1. The disclosure is Required by Law; or
 2. The Business Associate obtains reasonable assurances from the third-party to whom the information is disclosed that the PHI will be held confidentially and used or further disclosed only as Required by Law or for the purpose for which it was disclosed to the third-party and the third-

- party agrees to notify the Business Associate of any instances of which the third-party is aware in which the confidentiality of the information has been breached.
- iii. To provide Data Aggregation services to Covered Entity as permitted by 45 CFR §164.504(e)(2)(i)(B).
 - iv. To report violations of law to appropriate Federal and State authorities, consistent with 45 CFR §164.502(j)(1). Business Associate agrees to not use or further disclose PHI other than as permitted or required by the Agreement or as Required by Law.
 - c. Except as permitted by 45 C.F.R. §164.502(b)(2), Business Associate agrees to limit its use, disclosure and requests of PHI under the Agreement to the Minimum Necessary.
 - d. Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by this Agreement and will implement administrative, physical, and technical safeguards (including written policies and procedures) that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic PHI that it creates, receives, maintains, or transmits on behalf of Covered Entity as required by the HIPAA Privacy and Security Rules.
 - e. Business Associate agrees to report to Covered Entity any use or disclosure of PHI not provided for by this Agreement of which it becomes aware, including Breaches of unsecured PHI, as required by 45 CFR § 164.410, and any security incidents of which it becomes aware, and agrees further to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of this Agreement.
 - f. Business Associate agrees to immediately report to Covered Entity as soon as reasonably practicable, but not later than 60 days, after becoming aware of any Breach of Unsecured Protected Health Information in accordance with 45 CFR §164.410. Business Associate agrees to ensure that any subcontractor(s) that create, receive, maintain or transmit PHI on behalf of the Business Associate agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information. Moreover, Business Associate shall ensure that any such subcontractor agrees to implement reasonable and appropriate safeguards to protect Covered Entity's Electronic PHI as required by the HIPAA Privacy and Security Rules.
 - g. Business Associate agrees to document disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.
 - h. Business Associate agrees to provide to Covered Entity or an individual, in time and manner reasonably designated by Covered Entity, information collected in accordance with Section III. (h) of this Agreement, to permit Covered Entity to respond to a request by an individual for an accounting of disclosures of their PHI in accordance with 45 CFR §164.528.
 - i. If Business Associate maintains PHI in a Designated Record Set for Covered Entity, Business Associate agrees to provide access at the request of Covered Entity, and in the time and manner reasonably designated by Covered Entity, to PHI in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR §164.524.
 - j. If Business Associate maintains PHI in a Designated Record Set for Covered Entity, Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 CFR §164.526 at the request of Covered Entity or an individual, and in the time and manner reasonably designated by Covered Entity .
 - k. Business Associate agrees to make internal practices, books and records relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of, Covered Entity available to the Covered Entity, or at the request of the Covered Entity to the Secretary, in a time and manner designated by the Covered Entity or the Secretary, for purposes of the Secretary determining Covered Entity's compliance with the HIPAA Privacy and Security Rules.
 - l. Business Associate agrees it shall not directly or indirectly receive remuneration in exchange for disclosing PHI received from or on behalf of Covered Entity except as specifically permitted by 45 CFR §164.502(a)(5)(ii).

IV. COVERED ENTITY OBLIGATIONS

- a. Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the HIPAA Privacy and Security Rules if done by Covered Entity.
- b. Except as permitted by 45 CFR §164.502(b)(2), Covered Entity agrees to limit its use, disclosure and requests of PHI under the Agreement to the Minimum Necessary.
- c. Covered Entity shall notify Business Associate of any limitation(s) in the Covered Entity's Notice of Privacy Practices under 45 CFR § 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.
- d. Covered Entity shall provide Business Associate with any changes in, or revocation of, permission by individual to use or disclose his or her PHI, if such changes affect Business Associate's permitted or required uses and disclosures of PHI.

- e. Covered Entity shall notify Business Associate of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR §164.522.
- f. Covered Entity shall be solely responsible for determining which entities and individuals it shall give access to PHI whether PHI is maintained by Covered Entity directly or whether PHI is maintained through any third-party source, website or data base. Covered Entity's responsibility in granting such access will include the responsibility to monitor and terminate access where appropriate.
- g. Covered Entity shall be responsible for complying with the Breach notification rules in HITECH §13402 and implementing regulations (45 CFR §164.402).

V. TERM AND TERMINATION

- a. This Agreement shall remain in effect until such time as all other agreements between Covered Entity and Business Associate are terminated unless terminated earlier as provided herein.
- b. Upon one party's knowledge of a material violation of this Agreement by the other party, the non-violating party shall either: (a) provide an opportunity for the violating party to cure the violation or end the violation and terminate this Agreement (and any underlying agreement) if the violating party does not cure the violation or end the violation within ten (10) business days; or (b) immediately terminate this Agreement (and any underlying agreement) if cure is not possible.
- c. Except as provided in paragraph (d) of this section, upon termination of this Agreement, for any reason, Business Associate shall return or destroy all PHI received from Covered Entity or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to PHI that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the PHI.
- d. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.

VI. MISCELLANEOUS

- a. Regulatory References. A reference in this Agreement to a section in the HIPAA Privacy and Security Rules means the section as in effect, and for which compliance is required.
- b. Amendment. The parties mutually agree to enter into good faith negotiations to amend this Agreement from time to time in order for Covered Entity or Business Associate to comply with the requirements of HIPAA or HITECH, as they may be amended from time to time, and any implementing regulations that may be promulgated or revised from time to time.
- c. Interpretation. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits Covered Entity to comply with the HIPAA and HITECH.
- d. No Third-Party Beneficiaries. The parties agree that there shall be no third-party beneficiaries to this Agreement, including but not limited to individuals whose PHI is created, received, used and/or disclosed by this Business Associate in its role as business associate.
- e. No assignment. Covered Entity and Business Associate agree that this Agreement will not be assignable by either party except as expressly provided herein.
- f. Binding Effect. This Agreement shall be binding upon the parties hereto and their successors and assigns.
- g. Survival. The respective rights and obligations of Business Associate, as described above in Section III, shall survive the termination of this Agreement.
- h. Address for Notices to Business Associate. Any notices that may be required to be provided to Business Associate under the terms of this agreement shall be provided in writing via certified mail to the following address:

HIPAA Privacy Officer
 Associated Bank
 MS: 7004
 PO Box 19097
 Green Bay, WI 54307-9097

Any notices that may be required to be provided to Covered Entity under the terms of this agreement shall be provided in writing via certified mail to the main address Business Associate has on file for Covered Entity or such other address as designated by Covered Entity in writing.

- i. Entire Agreement. This Agreement constitutes the entire Agreement between Covered Entity and Business Associate with respect to the matters covered herein. Covered Entity and Business Associate agree that



Continued >>

- there were no inducements or representations leading to the execution of this Agreement, nor any other agreements between them, other than those contained in this Agreement.
- j. Counterparts. This Agreement may be executed in any number of counterparts, which, when taken together, shall constitute one original.

COMPANY NAME

ASSOCIATED BANK, N.A.

Signature

Signature

Melissa Hukriede

Print Name

Melissa Hukriede

SVP, Director of HSA/TPA Solutions

Title

Title

Signature

Print Name

Title



Continued >>

Addendum—COBRA and Direct Bill Program Fees

Program Fee Effective Date: 1/1/26

Associated Bank provides two fee options for employers to choose from. Employer may only select one billing option and that billing option remains in force for a minimum of 12 consecutive billing cycles. Employers can change billing options at renewal.

SELECT ONE:

X **OPTION 1 – PER BENEFIT ELIGIBLE EMPLOYEE SERVICE PRICING***

This fee option is calculated by counting the number of employees enrolled on any plan(s) eligible for COBRA, State Continuation, and/or Direct Billing administration services. Employees are only counted once, even though they may be enrolled on multiple benefit plans.

Associated will ask for the count of enrolled employees at the start of the administration services and bill monthly for the next 12 months unless there is a change in the enrolled employee count greater than 20%. It is the Employer's responsibility to notify Associated of the change in enrolled employee count.

Employers who have COBRA services and Direct Bill services will only be charged one minimum monthly fee.

Pricing and fees		
Implementation fee	\$250	Inclusive of COBRA & Direct Bill
Annual fee	\$150	Inclusive of COBRA & Direct Bill
Monthly service fee	\$0.70	Billed monthly per employee enrolled on any plan(s) eligible for COBRA, State Continuation, and/or Direct Billing administration services; inclusive of COBRA & Direct Bill
Initial notices	Included	Billed monthly per new member
Qualifying event notices	Included	Billed monthly per qualifying event
Enrolled members**	Included	Billed monthly per member enrolled in plan(s) through COBRA, State Continuation, and/or Direct Bill
Postage fees	Included	Standard postage
Minimum monthly fee	\$60	Billed monthly; inclusive of COBRA & Direct Bill

*Additional fees may apply for services requested not otherwise outlined.

**When allowed by law, an additional administration fee will be added to the monthly premium costs for enrolled members.

Addendum—COBRA and Direct Bill Program Fees

__ OPTION 2 – PER QUALIFYING EVENT PRICING*

This fee option is calculated by counting the number of processed initial and qualifying event notices in a month. Each new member or qualifying event = one charge regardless of the number of eligible members.

The monthly enrolled member fee is calculated by multiplying the number of enrolled members by the fee amount. Enrolled families count as one member, regardless of the number of family members enrolled with that member. For example, a member enrolled with two dependents (a family of three) will count as one member. The fee is billed monthly for each month the member is enrolled.

Employers who have COBRA services and Direct Bill services will only be charged one minimum monthly fee.

Pricing and fees		
Implementation fee	\$250	Inclusive of Direct Bill & COBRA
Annual fee	\$150	Inclusive of Direct Bill & COBRA
Monthly service fee	\$0	Billed monthly per employee enrolled on any plan(s) eligible for COBRA, State Continuation, and/or Direct Billing administration services; inclusive of COBRA & Direct Bill
Initial notices	\$3	Billed monthly per new member
Qualifying event notices	\$40	Billed monthly per qualifying event
Enrolled members**	\$10	Billed monthly per member enrolled in plan(s) through COBRA, State Continuation, and/or Direct Bill
Postage fees	Included	Standard postage
Minimum monthly fee	\$60	Billed monthly; inclusive of COBRA & Direct Bill

*Additional fees may apply for services requested not otherwise outlined.

**When allowed by law, an additional administration fee will be added to the monthly premium costs for enrolled members.



Addendum—Additional Services

Pricing and fees*		
Annual enrollment notification(s) Optional		
	\$15	Assessed by count of mailed open enrollment packet(s)

*Additional fees may apply for services requested not otherwise outlined.

Associated Benefits Connection®

Administrative Services Agreement

THIS AGREEMENT is made this 3rd day of July 2025 (the “Effective Date”) , by and among City of Rogers, (“Employer,” “You” and “Yours”), Associated Bank, National Association (“Associated Bank”) and Associated Benefits Connection (“Associated Benefits Connection”). Unless otherwise indicated, Associated Bank and Associated Benefits Connection together are referred to herein as “Associated,” “We,” “Us,” “Our” and “Ours.”

Whereas, Associated has been licensed to provide third-party administrative services relative to flexible spending accounts, health reimbursement accounts and commuter benefits where required by state licensing rules;

Whereas, Employer has established a program (hereinafter “Program”) to make the following benefit plan arrangements available to its eligible employees and eligible dependents:

- ☒ Health Savings Accounts (HSA)
- ☐ Health Reimbursement Arrangements (HRA)
 - ☐ Traditional HRA
 - ☐ Limited Purpose HRA
 - ☐ Individual Coverage HRA (ICHRA)
 - ☐ Excepted Benefit HRA (EBHRA)
 - ☐ Qualified Small Employer HRA (QSEHRA)
- ☒ Flexible Spending Accounts (FSA)
 - ☒ Healthcare FSA
 - ☒ Limited Purpose FSA
 - ☒ Dependent Care FSA
 - ☐ Commuter Benefit Plan
- ☐ Lifestyle Spending Accounts (LSA)
- ☐ IRS Form 5500 preparation and filing
- ☒ Non-discrimination testing
- ☒ Premium Only Plan (POP) documents
- ☐ Wrap documents

Whereas, the components of the Program are subject to various legal requirements under ERISA, COBRA, HIPAA, IRS Code and other laws.

Whereas, Employer desires to retain Associated to provide certain administrative services in connection with the Program and Associated is willing to perform those services, all as more fully described herein.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto do hereby agree as follows:

“Agreement” means the Administrative Services Agreement entered into by Employer and Associated, effective as of the Effective Date.

“Benefit Design Guide” means the questionnaire titled “Benefit Design Guide,” required to complete for Associated to set up and Employer to obtain the Services.

“Employer” means sole proprietor, partnership, association, limited liability company or corporation that enters into a professional agreement and is retaining services from Associated.

“Employer Portal” means the online portal accessible by the internet, used by Employer to obtain information related to services.

“ERISA” means The Employee Retirement Income Security Act of 1974 (ERISA), a federal law that sets minimum standards for most voluntarily established retirement and health plans in private industry to provide protection for individuals in these plans.

"HIPAA" means the Health Insurance Portability and Accountability Act of 1996, and the regulations promulgated thereunder, as amended, as it pertains to the privacy of medical information.

"Participant" means a person who enrolls in/or maintains a Program account or uses the Participant Portal.

"Participant Portal" means the online portal accessible by the internet, used by Participants to obtain information related to their Program elections and/or account(s).

"Personal Information" means any nonpublic information relating to an individual that is exchanged between the Parties. Personal Information includes but is not limited to an individual's name, address or telephone number, Social Security number, driver's license number, account number, credit or debit card number, personal identification number and passwords.

"Protected Health Information" or "PHI" means records prepared, kept and maintained by a "covered entity" as that term is defined under HIPAA.

"Plan Documents" means written documents that detail the structure, rules and sponsor information for the plan.

"Plan Sponsor" means the Employer.

"Program" means a collection of resources, our system, functionality, for HSA/TPA Services.

"Program Fees" means the fees for Services, as set forth in the Program Fees Addendum, as updated and amended from time to time.

"Wrap Document" means a document that "wraps around" existing insurance policies to create a summary plan description meeting ERISA guidelines.

I. SCOPE OF RELATIONSHIP

- a. EMPLOYER HAS THE SOLE AND FINAL AUTHORITY to establish, maintain, and control and manage the operation of the Program. Associated Bank's services under this Agreement are solely ministerial and non-discretionary in nature. Associated does not assume any responsibility, legal or otherwise, for the general design of the Program, the adequacy of its funding, or any act or omission or breach of duty by Employer. Nor is Associated in any way deemed an insurer, underwriter or guarantor with respect to any benefits payable under the Program. Associated merely facilitates payments as directed by the Participants for the eligible expenses of the Program as determined by the Employer and does not assume any financial risk or obligation with respect to premium payments or claims for benefits payable by Employer under the Program. Associated does not provide Participants with any advice regarding any transfer or rollover from a retirement account. To the fullest extent permitted under applicable law, Associated does not intend to be a "named fiduciary," "plan sponsor" or "plan administrator" (as such terms are defined in ERISA, other applicable law, or the Program document) or assume any of the OBLIGATIONS OR RESPONSIBILITIES CORRESPONDING TO THOSE DESIGNATIONS.
- b. Unless required by applicable law, nothing in this Agreement shall be deemed to (A) render Associated a party to the Program; (B) confer upon Associated any authority or control respecting management of the Program, authority or responsibility in connection with administration of the Program, or responsibility for the terms or validity of the Program; or (C) impose upon Associated any obligation to any employee of Employer, any Participant or any person otherwise entitled to benefits through the Program.

II. RESPONSIBILITIES OF THE PARTIES

- a. Plan Sponsor and Administrator
 - i. Employer is both the sponsor and administrator of the Plan and is responsible for:
 1. ensuring the Program complies with all applicable federal, state and local tax codes, including IRS Code §§ 105, 106, and 125;
 2. establishing, amending, terminating and interpreting the Program documents and provisions;
 3. determining whether particular claims shall be paid;
 4. collecting refund payments from Participants in situations such as overpayments due to process contribution amounts, excess deduction amounts, debit card retrospective claims review collections and other situations requiring refund of overpayments; and
 5. timely notifications of Participant terminations from the Program.
 - ii. Employer will provide to Associated names and contact information for persons authorized to take actions for or provide information on behalf of Employer and/or the Program. Until notified of a change, Associated may reasonably rely upon this information.
- b. Program Design
 - i. Employer will provide Associated with a completed Benefit Design Guide for any components of its Program prior to the Effective Date of this Agreement.
 - ii. Completion of the Benefit Design Guide, and execution of this Agreement, constitute adoption of the Program, as identified in the Benefit Design Guide.
 - iii. To the best of its ability, Employer will notify Associated of any changes to the Program at least 30 days before the effective date of such changes. Program changes are subject to review and approval by Associated.

- iv. Employer agrees to hold Associated harmless for any retroactive changes to the plan design. In the event the change requires reprocessing of claims, Employer agrees to pay the fee as set forth in the Program Fees.
- c. Plan Documents: The Wrap Document is an optional service provided at an additional cost (see Addendum - Program Fees). Where Employer has contracted with Associated to provide these services for the Wrap Document, and for all other necessary cafeteria plan documents the following will apply:
 - i. Associated will supply template plan documents to Employer. It is Employer's responsibility to create and maintain lawful Program documents, including Summary Plan Description, any amendments or material modifications as applicable, and any resolutions enacted pertaining to the adoption and operation of the Program.
 - ii. Associated will operate as though the template documents are the Program documents, unless otherwise provided by Employer
 - iii. Associated will make Program documents available in the Participant Portal when provided by Employer.
 - iv. Employer is responsible for the Program's compliance with all applicable laws and regulations, including amendments to the plan documents as necessary to comply with changes to laws or regulations, as well as distribution of documents in accordance with ERISA section 125.
 - v. Employer is responsible to pay any fee or penalty arising from the Program that is assessed by the IRS, Department of Labor (DOL), and/or other federal, state or local governmental agencies.
- d. Enrollment and Eligibility
 - i. Associated will provide Employer its standard enrollment kit in electronic format. If the Employer requires paper enrollment, there may be a separate fee charged, as set forth in the Program Fees.
 - ii. Employer agrees to supply all necessary information to Associated for enrollment of Participants in the Program.
 - iii. The submission of a Participant's enrollment form, or data submitted by the Employer regarding enrollment of a Participant, shall inform Associated that such Participant is eligible to participate in the Program and shall relieve Associated of any requirement to investigate the eligible status of the Participant.
 - iv. In supplying Participant information for nondiscrimination testing, Employer will not provide a true employee identifier. In other words, the identification number supplied will not include any Participant's Social Security number, birth date, or any other identification number as assigned by Employer and used in the regular course of employment. Where Employer uses a true employee identifier for nondiscrimination testing, Employer agrees to hold Associated harmless regarding the use of that identification number.
 - v. Employer agrees to notify Associated immediately upon termination of employment or other loss of eligibility of a Participant from a Program.
 - vi. Associated shall have no liability to Employer or Participant as a consequence of inaccurate eligibility information, and Associated shall not have any obligation to credit Employer for any claims, expenses or administrative fees incurred or paid between the end of a Participant's eligibility period and the period when Associated was notified, which occurred as a consequence of Employer failing to provide notice of any changes to Participant eligibility.
- e. Debit Card
 - i. Associated will provide Participants with a debit card integrated with the Program, if applicable, which will allow them to make purchases for eligible expenses under the Program. The debit card can be used at any eligible merchant, provided the merchant has configured the merchant code to identify itself correctly. Associated has no control over a merchant's use of codes and whether the debit card is allowed or disallowed at a point of sale.
 - ii. Debit cards are subject to the terms and conditions described in the cardholder agreement between the issuer and the individual Participants. The cardholder agreement will be provided to Participants upon the issuance of the debit card.
 - iii. Where Participants use the debit card, charges will be auto-adjudicated pursuant to Internal Revenue Service ("IRS") rules, where possible. In the event the purchase cannot be auto-adjudicated, Associated will request substantiation from the Participant.
- f. Claims
 - i. Participants may make claims for reimbursement from the Program through the Participant Portal, through the Program's mobile application, through use of the debit card, or by submitting a paper reimbursement form, which is found either in the Participant Portal or by calling Participant Services.
 - ii. Associated will review claims received from Participants in accordance with standards set forth under applicable law, including IRS guidelines concerning eligible expenses, and DOL claims procedure regulations. Associated shall have no discretionary authority with respect to the processing of claims under the Program, as such claims shall be processed in accordance with the framework of policies, interpretations, rules, practices and procedures established by Employer for the Program.
 - iii. Associated will process reimbursements to eligible Participants for eligible expenses, in accordance with Plan terms and in its usual and customary manner.
 - iv. Reimbursements will be processed upon Associated receiving a claim request with all pertinent information, including enough information to substantiate the claim, and where Employer has sufficient funds at the time the claim is submitted. Reimbursements will occur within a timeframe established in the Benefit Design Guide.

- v. Where Employer allows Participants to receive paper checks, Employer understands Participants must have a minimum reimbursement of \$5 for a check to be issued. Otherwise, claim reimbursement will be held until the \$5 threshold is met; or until the end of the Plan's plan year, whichever occurs first. Employer authorizes Associated to affix to paper reimbursement checks any facsimile signature Employer provides to Associated. If Employer fails to provide a facsimile signature to Associated, Employer authorizes any officer of Associated and its affiliates to sign paper reimbursement checks as the representative of and on behalf of Employer.
- vi. If Participant is not able to substantiate a claim, or if payment for an expense is advanced through the debit card and subsequently deemed not an eligible expense under the Program, Associated will attempt to collect these amounts from the Participant, withhold from future claims to Participant, and/or disable the debit card to the extent permitted by applicable law. Where unsuccessful, Employer will be responsible for collecting such amounts. Associated will make data available to the Employer that identifies the Participant and amounts to enable Employer to deduct an amount equal to the unsubstantiated or ineligible reimbursement from the Participant's paycheck or to add to the Participant's taxable wages, if allowed by applicable law.
- vii. Where a claim is not paid in full, Associated shall provide written denial notices in accordance with the terms and conditions, including timeframes, of the applicable Program and applicable law.
- viii. If an administrative error occurs resulting in an overpayment or other erroneous payment to a Participant, Associated retains the right to recoup the overpayment from the Participant so the Program can be appropriately credited.
- g. Appeals
 - i. Where a Participant files an appeal of any denial, Associated will review in accordance with ERISA claims appeal rules, where applicable.
 - ii. Associated will have the authority and responsibility for interpreting the provisions of the Program and deciding all questions of fact and/or interpretation arising under the Program.
- h. Reporting
 - i. Associated shall make available to Employer at least monthly via the Employer Portal report(s) providing information such as transactions from Participant accounts during the preceding month, payment history and status of claims.
 - ii. Employer must review reports in a timely manner and notify Associated of any errors identified within two (2) business days upon receipt of such reports. After that period, Associated will correct transactional errors reflected on reports, but will not be liable for consequential damages due to any errors not reported in a timely manner.
 - iii. Periodically, where required, Associated will make data available to the Employer that identifies the Participant and amounts received from the Program to enable Employer to add such amounts to the Participant's taxable wages.
 - iv. Where Employer offers an HRA, Associated will report to the Centers for Medicare and Medicaid Services ("CMS") under Medicare section 111 for any applicable individual in connection with the Employer's HRA. Employer agrees to provide necessary information to Associated in a timely manner, including Participant Social Security numbers, to identify Medicare recipients and to complete Section 111 reporting. Where Employer fails to provide this information in a timely manner, Employer holds Associated harmless, including for any penalties from the CMS.
 - v. Upon request, Associated will provide Employer a summary of fees paid by Employer or by Participants for the most recent plan year for purposes of preparing a Schedule C (Form 5500) for the Program.
 - vi. Annually, Associated will provide Employer with a report of all reimbursement of claims, which will be made available in the Employer Portal.
 - vii. Employer shall be responsible for wage reporting and any other tax reporting requirements applicable to it and/or the Program under federal, state or local law.
- i. Books and Records
 - i. Associated will maintain the usual and customary books, records and documents, including electronic records, that relate to the Program and its Participants that either were prepared or provided to Associated. These books, records and documents are the property of Employer and Employer has the right of continuing to access them during normal business hours at the offices of Associated with reasonable prior notice.
 - ii. Associated will maintain these records for a period of seven (7) years.
 - iii. Upon termination of this Agreement, Associated will deliver or make available for retrieval, all books, record, and documents, subject to any right to retain any copies as necessary to comply with any law or regulation. Employer may be subject to reasonable charges for transportation, copying or providing an electronic copy in a usable format.
- j. Non-discrimination Testing
 - i. Employer is responsible for non-discrimination testing of the Program under the Internal Revenue Code ("IRC"), prior to the plan start date and prior to any renewal plan-year start date.
 - ii. Associated agrees to assist Employer by providing certain non-discrimination testing annually for the Program. Additional testing can be conducted for an additional cost, as identified in the Program Fees.

- iii. Testing will include the following tests, where applicable: (KeyDCAP) Code Section 125 25% Key Employee Concentration Test; Code Section 129 More than 5% Owners Concentration Test; and Code Section 129 55% Average Benefits test.
- iv. Employer agrees to provide all necessary information in the format requested by Associated for non-discrimination testing. If the information is not provided as requested Associated is unable to complete non-discrimination testing.
- v. Employer is solely responsible for resolving any issues raised by non-discrimination testing. Associated may provide general guidance, but ultimately it is up to the Employer to choose what option, if any, to implement in order to correct any identified failure and take appropriate action.
- vi. Employer agrees to keep all records of any non-discrimination testing, as well as records relating to remediation of issues for a period required by applicable law.
- k. 5500 Services. The 5500 Service is an optional service provided at an additional cost (see Addendum - Program Fees). Where Employer has contracted with Associated to provide these services, the following will apply: Employer is responsible for 5500 filings under applicable Department of Labor regulations. Employer is responsible for providing the following information for each employee welfare benefit plan:
 - i. Plan Sponsor's name;
 - ii. Plan Sponsor's EIN/TIN.
 - 1. Associated will work with a third-party vendor to prepare the Form 5500, based on the information downloaded from the DOL database and the additional information provided by Company.
 - 2. Employer is responsible for review and approval of the Form 5500.
 - 3. Employer may choose to electronically sign the Form 5500 and forward it to the third party vendor for filing, or the third party vendor electronically signs the Form 5500 based on the proper delegation of authority from the Employer. The third party vendor then electronically files the Form 5500 and obtains confirmation of successful filing and provides same to the Employer.
- l. Customer Service
 - i. Associated will maintain a telephone support line for Employers with live assistance during standard operating hours on weekdays, excluding all federal holidays and observed federal holidays.
 - ii. Participants will also have access to toll-free telephone support with live assistance during standard operating hours on weekdays, excluding all federal holidays and observed federal holidays. An automated telephone response system will be available 24 hours a day, 7 days a week.
 - iii. Associated shall not be deemed to be in default of this Agreement as a result, nor held responsible for, any cessation, interruption or delay in the performance of its obligations hereunder due to causes beyond its reasonable control, including, but not limited to, natural disaster, pandemic, act of God, labor controversy, civil disturbance, disruption of public markets, war or armed conflict, or the inability to obtain sufficient materials or services required in the conduct of its business, including internet access or any change in or the adoption of any law, judgment or decree.
- m. Portal
 - i. Associated will provide access to its Employer Portal to allow Employer to enter and update Participant information; access account information, enrollment forms and reimbursement forms, and to download reports. Employer may also verify whether a Program account has been opened for a Participant and transmit payroll information. Employer is responsible for all hardware and software necessary to access the Employer Portal.
 - ii. Participants will be provided an opportunity to utilize the Participant Portal, an online portal accessible by the internet, to enroll in the Program, update information, view claims and obtain electronic forms relating to the Program. Participants utilizing the Participant Portal will be required to electronically agree to the Portal agreement, ESIGN acknowledgment, and a Mobile App agreement where they choose to also use the mobile app.
 - iii. The Employer and Participant Portal will be available 24 hours a day, 7 days a week, except during periods of scheduled system maintenance and upgrades. Employer acknowledges that the internet is a publicly accessible network and not under the control of any party. Associated Bank's provision of Services is dependent upon the proper functioning of the internet and services provided by telecommunications carriers, firewall providers, encryption system developers and others.

III. FUNDING

- a. Employer is responsible for claims made pursuant to, and the benefits to be provided by, the Program. Employer agrees to accept liability for, and provide sufficient funds to satisfy, all payments to Participants under the Program, including claims for reimbursement for covered expenses as described in the applicable Program documents, if such expenses are incurred and the claim is presented for payment during the term of this Agreement, or any subsequent run-out period as may be specified by the Program.
- b. Employer will provide Associated with information relating to an Employer-owned bank account ("Employer Account") to be used for expenses related to the Program. Employer must complete an Automated Clearing House ("ACH") Authorization form and update such form any time there are changes to the Employer Account. Employer is required to deposit funds for the purposes of funding contributions, claim reimbursements, debit card transactions, and payment of Program fees.

- c. Employer shall cooperate with Associated to reconcile accounts in the event of discrepancies between the funds required to pay the expenses of the Program and the actual funds transmitted and received by the Account.
- d. The funds in the Employer Account shall be clearly separate from any funds otherwise made available for other purposes (e.g. service charges, fees and expenses). It is the Employer's intent that the Program be operated to fall within an exception or nonenforcement policy with respect to ERISA's trust requirement for plan assets.
- e. Employer authorizes Associated to debit from the Account, , for the amount of all expenses of the Program for the term of this agreement.
- f. In the event of non-sufficient funds ("NSF"), Employer agrees to any additional fee, as outlined in the Program Fees Addendum. Moreover, Associated may require Employer to fund a collateral account sufficient to pay future Program expenses.

IV. FEES

- a. Employer agrees to pay all Program Fees as applicable. Employer shall either complete an Automated Clearing House ("ACH") Authorization Form to provide Associated the ability to collect fees, or provide other means to collect all Program Fees, as mutually agreed upon.
- b. Fees are set forth in Addendum (see Addendum - Program Fees) as of the Effective Date of this Agreement. However, fees may change at any time. You will be provided notice within 30 days of any change. Optional services are billed separately and subject to change. Additional fees for services not otherwise addressed in Program Fees will be agreed upon by both Parties.
- c. Setup fees, where applicable, are nonrefundable after the Effective Date of this Agreement.
- d. Where Associated has reason to believe Employer's financial condition is such that fees may not be paid timely, Associated may require payment in advance of performing services for any particular period.
- e. HIPAA: Associated is not a "covered entity" or "plan sponsor" as those terms are defined under Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and the regulations promulgated thereunder, as amended. However, Associated may be a "business associate" of Employer, and as such, should have a Business Associate Agreement. Any Business Associate Agreement attached to this Agreement in an Addendum (see Addendum – Business Associate Agreement), or as modified from time to time and executed by both Parties, is incorporated herein by reference. If there is a conflict between this Agreement and the Business Associate Agreement, the Business Associate Agreement will control but only with respect to the subject matter of the Business Associate Agreement.

V. CONFIDENTIALITY AND DATA SECURITY

- a. The Parties acknowledge that data and information received or maintained by either, or both, Parties may be subject to applicable law, and the Parties will interpret and apply the following provisions in accordance with such laws. Confidential Information covered by this Agreement includes, but is not limited to, the following:
 - i. any Personal Information or PHI (as such terms are defined herein);
 - ii. business or financial information relating to data processing, personnel, marketing and business plans, sales, customers, pricing, costs, cost estimates, cost projections and quotations;
 - iii. other information which the disclosing party identifies in writing as confidential before or within thirty (30) days after disclosure to the receiving party.
- b. Both Parties each acknowledge that in contemplation of entering into this Agreement, each party has revealed and disclosed, and shall continue to reveal and disclose to the other, information which is proprietary or confidential information of such party. Employer and Associated agree that each party shall (1) keep such proprietary or confidential information of the other party in strict confidence; (2) not disclose confidential information of the other party to any third parties or to any of its employees not having a legitimate need to know such information; (3) not use confidential information of the other party for any purpose not directly related to and necessary for the performance of its obligations under this Agreement, unless required to do so by a court of competent jurisdiction or a regulatory body having authority or require such disclosure; and (4) comply with the terms of use and disclosure of PHI in any Business Associate Agreement.
- c. Employer agrees to take appropriate measures to (1) protect the security and integrity of the Employer Portal; (2) protect against unauthorized access to or use of the Employer Portal; (3) to protect all Participant information printed, extracted, downloaded or otherwise obtained from the Employer Portal from unauthorized access or disclosure; and (4) to protect all Personal Information provided to Associated or its third-party vendor partner.
- d. All Personal Information and all information entered by Participants in the Participant Portal is owned by and shall always remain the property of Associated.
- e. Employer represents and warrants it will provide the appropriate disclosures to, and obtain the appropriate authorizations or consents from, its employees that may be required under applicable law prior to sending the personal or financial information to Associated. Associated is under no duty to obtain authorization or consent and shall not be liable for any failure by Employer to obtain such authorization or consent.
- f. Information revealed or disclosed by a party for any purpose not directly related to and necessary for the performance of such party's obligations under this Agreement shall not be considered confidential information for purposes hereof (1) if, when, and to the extent such information is or becomes generally available to the public without the fault or negligence of the party receiving or disclosing the information; (2) if the unrestricted use of such information by the party receiving or disclosing the information has been expressly authorized in

- writing and in advance by an authorized representative of the other party; or (3) if required by applicable law or regulation, or regulatory body, or otherwise pursuant to its obligations under the Business Associate Agreement.
- g. In the event Employer identifies unauthorized access to or release of Personal Information, or unauthorized access to the Employer Portal (collectively a "Security Breach Event"), Employer must notify Associated immediately and not later than within 24 hours of discovery or suspicion of a Security Breach Event has occurred. Notification will be given to Associated via telephone at 920-405-2999, or via email at cyberdefensecenter@associatedbank.com. Employer must also take appropriate and timely action to address the Security Breach Event; including investigating the cause thereof and making the appropriate changes to its systems, practices, programs and controls to mitigate the likelihood of a recurrence. Employer will keep Associated informed in a timely manner of all relevant information regarding the Security Breach Event, including without limitation the conditions leading to the Security Breach Event, the root cause thereof, the current status of the Security Breach Event, whether the information involved was encrypted, and all other information requested in order to ascertain the specific information subject to the Security Breach Event and the identities of all affected individuals.
 - h. Employer shall defend, hold harmless and indemnify Associated from and against any and all losses, damages, liabilities, judgments, fines, penalties, costs and expenses (including without limitation attorneys' fees and expenses) whatsoever arising because of the unauthorized access to or release of Personal Information, except where such unauthorized access or release is the result of a breach of either parties' obligations under this Agreement. Employer acknowledges that, in addition to indemnification of claims asserted by third parties, the foregoing indemnification obligation covers, without limitation, the costs directly or indirectly incurred in notifying affected parties of the unauthorized access to or release of Participant information, and purchasing identity theft remediation services including credit monitoring for affected parties, any fines or penalties assessed by regulatory authorities or industry groups or organization, and the cost of any study commissioned to determine the cause of the unauthorized access to or release of Personal Information.

VI. TERM AND TERMINATION

- a. Term. The initial term of this Agreement shall commence on the Effective Date set forth above for a period of three (3) years ("Initial Term") and shall thereafter automatically renew subsequent periods, for the the term of one (1) year, with each period referred to as a "Renewal Term", unless otherwise terminated as set forth herein.
- b. Termination:
 - i. Automatic Termination: This Agreement will automatically terminate at the earliest of the following (1) the effective date of any legislation which makes the Program or this Agreement illegal; (2) the date either party becomes insolvent, bankrupt, or subject to liquidation, receivership, or conservatorship; or (3) the termination date of the Program, subject to any agreement between the Parties regarding payment of benefits after the Program is terminated.
 - ii. Termination for Cause
 - 1. Associated may terminate this Agreement upon written notice in the event Employer fails to pay the Program Fees, where applicable, or fails to provide funds for payment of claims, within ten (10) business days after they are due and payable.
 - 2. Either party may terminate this Agreement without penalty for material breach of this Agreement upon giving thirty days (30) advance written notice and provided the breaching party fails to cure such material breach within such notice period.
 - iii. Termination without Cause: Either party may provide notice of non-renewal to the other at least ninety (90) days in advance of the end of current term.
- c. Impact of Termination
 - i. Upon termination of this Agreement, Associated will complete services that pertain to the period prior to the effective date of the termination. This will include review and payment of claims for the runout period after the final plan year (or part thereof) up to 90 days, at the discretion of the Employer. Employer is responsible for all fees related to these services during that period.
 - ii. For terminations prior to the completion of the Initial Term for any reason other than those listed in the Automatic Termination section above, an early termination fee will be assessed to the employer in the amount of \$25 times the number of health savings accounts active at any time during the final year in which Associated provided administration services.
 - iii. Associated may charge reasonable fees for reports or other information requests from Employer following termination of this Agreement.
- d. The provisions in this Agreement regarding indemnity, confidentiality, privacy, security, limitation of liability, governing law, dispute resolution and venue, shall survive the expiration or termination of this agreement for any reason as well as other provisions that by their nature are intended to survive termination of this Agreement.

VII. INDEMNIFICATION

- a. Whenever possible and consistent with this Agreement, Associated will act as directed by Employer. Associated is entitled to rely on any information provided by Employer as accurate, valid and complete. Moreover, Employer agrees to indemnify Associated for its good faith actions or failures to act in accordance with directions or data received from Employer, including its authorized agents.
- b. Each Party agrees to indemnify the other, its agents, affiliates and subsidiaries, successors and assignees (each, an "Indemnified Party") from and against any and all losses, damages, claims, demands, actions causes

of action and related costs or expenses, including, without limitation, reasonable attorneys' fees and legal expenses and sums paid or incurred in connection with settling or defending such claims, actions or judgments, incurred by or made against the Indemnified Party as a result of (1) any breach of the other Party's material obligations, representations, warranties or covenants under this Agreement, except to the extent resulting from the gross negligence, bad faith, or willful misconduct on the part of the Indemnified Party; (2) any negligent act or omission or misrepresentation by any officer, director, employee or authorized agent of the other Party in connection with the performance of duties under this Agreement; or (3) actions or failures to act in accordance with the directions and data received from the other Party or its authorized agents.

- c. Employer further indemnifies Associated from any liability, expense, demand or other obligation resulting from or arising out of any applicable premium charge, tax or similar assessment (federal or state) for which the Program or Employer is solely liable.
- d. These obligations are in addition to any indemnification obligations related to confidentiality referenced herein.
- e. Associated agrees to hold Employer, its employees, directors and agents harmless against all damages, losses and other liabilities incurred arising from any gross negligence or intentional misconduct by Associated in performing this Service Agreement.
- f. Associated has the right to elect to assume defense and control such defense, including selection of counsel.

VIII. LIMITATION OF LIABILITY

- a. While knowledge of the legal, tax and financial issues related to the products, services and advice offered by Associated is an important part of its expertise, the products, services and advice do not constitute, and should not be construed as providing, legal, tax or financial advice. Employer agrees to use the products, services or advice offered under this Agreement at its own risk and to take full responsibility for any use it may make of the products, services or advice offered under this Agreement. Employer acknowledges that, in providing products, services or advice under this Agreement, Associated is not acting in the capacity of a fiduciary, and Employer hereby waives any rights to pursue any type of fiduciary claim against Us.
- b. Associated is not responsible or liable for acts or omissions made in reliance upon erroneous data provided by Employer, including officers, employees, agents or subcontractors, or Employer's failure to perform duties or obligations under this Agreement.
- c. Employer agrees that Associated shall not be liable in any respect for the actions or omissions of any third-party wrongdoers (i.e. hackers, not employed by such party or its affiliates) or any third parties involved in the services and shall not be liable in any respect for the selection of any such third party, unless that selection was grossly negligent.
- d. NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN AND EXCEPT AS PROHIBITED BY APPLICABLE LAW, NEITHER ASSOCIATED NOR ITS AFFILIATES SHALL, UNDER ANY CIRCUMSTANCES, BE RESPONSIBLE OR LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, EXEMPLARY, PUNITIVE, SPECIAL OR INDIRECT DAMAGES OF ANY KIND OR NATURE WHATSOEVER (INCLUDING DAMAGES RELATING TO LOSS OF PROFITS, INCOME, GOODWILL OR DATA), WHETHER OR NOT ASSOCIATED OR ITS AFFILIATES KNEW OR WERE APPRISED OF THE LIKELIHOOD OF SUCH DAMAGES. IN NO EVENT SHALL ASSOCIATED NOR ITS AFFILIATES BE LIABLE FOR ANY CLAIM OR CAUSE OF ACTION, WHETHER BASED ON CONTRACT, TORT, STRICT LIABILITY OR ANY OTHER LEGAL THEORY (I) IN THE CASE OF A TRANSFER OF MONEY OR OTHER PAYMENT THAT IS MISDIRECTED, LOST OR OTHERWISE PAID TO THE WRONG PERSON AS A RESULT OF FAILURE TO COMPLY WITH THE TERMS OF THIS AGREEMENT OR APPLICABLE LAW, FOR AN AMOUNT IN EXCESS OF THE FACE AMOUNT OF SAID TRANSFER AND (II) IN ALL OTHER CASES, FOR AN AMOUNT IN EXCESS OF THE TOTAL PROGRAM FEES PAID BY EMPLOYER DURING THE 12-MONTH PERIOD PRIOR TO THE MONTH IN WHICH THE ACT OR OMISSION GIVING RISE TO THE CLAIM OCCURRED.
- e. NO THIRD PARTY SHALL HAVE ANY RIGHTS OR CLAIMS AGAINST ASSOCIATED UNDER THIS AGREEMENT.
- f. ANY CLAIM ASSERTED AGAINST ASSOCIATED WITH RESPECT TO ANY EVENT, ACT OR OMISSION MUST BE MADE WITHIN THE TIME AFFORDED BY THE APPLICABLE STATUTE OF LIMITATIONS.

IX. INTELLECTUAL PROPERTY

Each party owns all right, title and interest (including all intellectual property rights) in and to its trademarks, service marks, logos, and taglines (collectively, "Marks") and this Agreement does not confer on a party any right, interest, claim or title in or to the other party's Marks or any intellectual property therein and no license (whether express or implied) is granted to a party, by estoppel or otherwise, to the other party's Marks or any intellectual property therein.

X. SURVIVAL

The provisions of Sections V, VII, VIII, XI, and XII shall survive the expiration or termination of this Agreement for any reason as well as other provisions that by their nature are intended to survive the termination of this Agreement.

XI. GOVERNING LAW; DISPUTE RESOLUTION; VENUE

This Agreement is made pursuant to and shall be governed by and construed in accordance with the laws of the State of Wisconsin, without regard to its conflict of laws principles, and, to the extent applicable, the laws of the United States.

The parties will attempt in good faith to amicably resolve any dispute, claim or breach arising out of or relating to the Agreement (each, a "Dispute") by negotiations between executives of the parties who have authority to settle the Dispute.

The parties shall continue to perform their obligations under the Agreement in good faith during the resolution of such dispute, as if such dispute had not arisen, unless and until the Agreement is terminated.

The parties hereby agree that the Wisconsin Circuit Court for Brown County and the United States District Court for the Eastern District of Wisconsin shall have exclusive jurisdiction over any controversy between the parties hereto relating to the Agreement. The parties hereto hereby submit to the personal jurisdiction of such courts, hereby waive any claim or defense based on the jurisdiction or venue of such courts and agree not to commence an action against the other party in any other court.

XII. FORCE MAJEURE

Neither party shall be liable for any delay in performing hereunder if such delay is caused by conditions beyond its control, such as (by way of illustration) government restrictions, wars, insurrections, acts of terrorism, pandemic or natural disasters, provided the affected party is without fault in causing such delay, uses all reasonable diligence to mitigate the effects of the force majeure event and restore normal operations as soon as possible, and implements its disaster recovery Benefit Plan in accordance with its terms, as applicable.

XIII. MISCELLANEOUS

- a. Employer agrees all electronic transfers of funds are subject to the rules of applicable automated clearinghouse organizations, state laws and federal laws and regulations.
- b. Each Party agrees to retain a copy of this Agreement for the duration of the relationship and for six (6) years thereafter, or as otherwise required by state or federal law.
- c. Assignment: Employer may not assign this Agreement or its duties hereunder without Associated Bank's prior written consent.
- d. Waiver: The failure of either party to enforce at any time or for any period any of the provisions of this Agreement shall not be construed as a waiver of such provisions.
- e. This Agreement is a valid and legal agreement binding on the parties hereto and enforceable in accordance with its terms. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, or to violate any applicable law, then it shall be deemed null and void solely to the extent thereof, without affecting the rest of this Agreement.
- f. Notice: Any notice, request, demand, or other communication required or permitted to be given hereunder shall be deemed to be given upon receipt after having been personally delivered; deposited in the United States mail, certified or registered mail, postage prepaid, return receipt requested; or with a nationally recognized overnight delivery service (e.g., Federal Express, DHL, UPS) as follows:
 - i. Employer: The most recent address and contact information on file.
 - ii. Associated Bank, P.O. Box 19097, Green Bay, WI 54307
- g. Entire agreement: This Agreement contains the complete understanding of the parties relating to the subject matter herein and shall be deemed to supersede and cancel all previous contracts, arrangements, prior negotiations and/ or understandings.

XV. STATE-SPECIFIC DISCLOSURES

MICHIGAN

The state of Michigan requires in statute MCL 550.932 that:

- a. The person contracting for the services shall provide written notice to each individual covered by the plan, which written notice shall contain the following information:
 - i. What benefits are being provided.
 - ii. Of changes in benefits.
 - iii. The fact that individuals covered by the plan are not insured or are only partially insured, as the case may be.
 - iv. If the plan is not insured, the fact that in the event the plan or the plan sponsor does not ultimately pay medical expenses that are eligible for payment under the plan for any reason, the individuals covered by the plan may be liable for those expenses.
 - v. The fact that the TPA merely processes claims and does not insure that any medical expenses of individuals covered by the plan will be paid.
 - vi. The fact that complete and proper claims for benefits made by individuals covered by the plan will be promptly processed but that in the event there are delays in processing claims, the individuals covered by the plan shall have no greater rights to interest or other remedies against the TPA than as otherwise afforded them by law.

IN WITNESS WHEREOF, the parties hereto have executed the foregoing Agreement as of the date first written above.

COMPANY NAME

ASSOCIATED BANK, N.A.

Signature

Melissa Hukriede

Signature

Print Name

Melissa Hukriede

Print Name

Title

SVP, Director of HSA/TPA Solutions

Title

Signature

Print Name

Title

Addendum – Business Associate Agreement

This Business Associate Agreement (“Agreement”) is entered into between [Enter Employer Name] (“Covered Entity”) on behalf of the plans covered by the Administrative Services Agreement and Associated Bank, N.A. (“Business Associate”), collectively “The Parties,” as of [Enter Effective Date] (“Effective Date”).

I. BACKGROUND

Business Associate is the claims administrator for Covered Entity's Health Reimbursement Account (HRA) and/or Health Flexible Spending Account (FSA). As such, Business Associate will have access to Protected Health Information (PHI) related to those plans. The purpose of this Agreement is to comply with the Business Associate Agreement requirements as set forth in the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations, as amended from time to time (collectively, “HIPAA”) and as amended by the Health Information Technology for Economic and Clinical Health Act (“HITECH”). In the event of any inconsistency between the provisions of this Agreement and the HIPAA Privacy and Security Rules, as may be amended from time to time by the Secretary or as a result of interpretations by HHS, a court, or another regulatory agency, the HIPAA Privacy and Security Rules shall prevail.

II. DEFINITIONS

- a. Unless otherwise specified in this Agreement, all capitalized terms used in this BAA not otherwise defined have the meanings established for purposes of HIPAA, as amended by HITECH.
- b. Breach shall have the meaning given in 45 CFR §164.402.
- c. Designated Record Set shall have the meaning given in 45 CFR §164.501.
- d. Electronic Protected Health Information shall have the meaning given in 45 CFR §160.103.
- e. HIPAA shall mean the Health Insurance Portability and Accountability Act of 1996 and any amendments thereto.
- f. “HIPAA Privacy and Security Rules” shall mean HIPAA, HITECH, 45 CFR parts 160-164, and any other implementing regulations pertaining to the privacy or security of PHI.
- g. HITECH shall mean the Standards for Privacy and Security of Personal Health Information in Subtitle D (Privacy) of the Health Information Technology Economic and Clinical Health Act of 2009.
- h. Limited Data Set shall have the meaning given in 45 CFR §164.514(e)(2).
- i. Minimum Necessary shall mean a Limited Data Set or, if needed, the minimum necessary PHI to accomplish the intended purpose of a use, disclosure or request, until the effective date of the guidance required by §13405(b)(1)(B) of HITECH, at which time the term shall have the meaning specified in such guidance.
- j. Protected Health Information (PHI) shall have the meaning given in 45 CFR §160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- k. Required by Law shall have the meaning given in 45 CFR §164.103.
- l. Secretary shall mean the Secretary of the Department of Health and Human Services or his or her designee.
- m. Unsecured Protected Health Information shall have the meaning given in 45 CFR §164.402.

III. BUSINESS ASSOCIATE ACKNOWLEDGEMENTS, OBLIGATIONS, PERMITTED USES AND DISCLOSURES

- a. Business Associate acknowledges it is subject to the requirements of the HIPAA Privacy and Security Rules to the extent required by HITECH and will comply with those rules and any other requirements applicable to Business Associate relating to the confidentiality of PHI under any federal or state law, including but not limited to the regulations pertaining to the confidentiality of substance use disorder patient records found at 42 CFR Part 2.
- b. Except as otherwise expressly limited in the Agreement, Business Associate may use or disclose PHI:
 - i. To perform functions, activities, or services for, or on behalf of, Covered Entity in connection with the Administrative Services Agreement and any other agreements in effect between Covered Entity and Business Associate.
 - ii. For the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate, provided that if Business Associate further discloses PHI:
 1. The disclosure is Required by Law; or
 2. The Business Associate obtains reasonable assurances from the third-party to whom the information is disclosed that the PHI will be held confidentially and used or further disclosed only as Required by Law or for the purpose for which it was disclosed to the third-party and the third-party agrees to notify the Business Associate of any instances of which the third-party is aware in which the confidentiality of the information has been Breached.
 - iii. To provide Data Aggregation services to Covered Entity as permitted by 45 CFR §164.504(e)(2)(i)(B).
 - iv. To report violations of law to appropriate Federal and State authorities, consistent with 45 CFR §164.502(j) (1), Business Associate agrees to not use or further disclose PHI other than as permitted or required by the Agreement or as Required by Law.
- c. Except as permitted by 45 C.F.R. §164.502(b)(2), Business Associate agrees to limit its use, disclosure and requests of PHI under the Agreement to the Minimum Necessary.

- d. Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by this Agreement and will implement administrative, physical and technical safeguards (including written policies and procedures) that reasonably and appropriately protect the confidentiality, integrity and availability of Electronic PHI that it creates, receives, maintains or transmits on behalf of Covered Entity as required by the HIPAA Privacy and Security Rules.
- e. Business Associate agrees to report to Covered Entity any use or disclosure of PHI not provided for by this Agreement of which it becomes aware, including Breaches of unsecured PHI, as required by 45 CFR § 164.410, and any security incidents of which it becomes aware, and agrees further to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of this Agreement.
- f. Business Associate agrees to immediately report to Covered Entity as soon as reasonably practicable, but not later than 60 days, after becoming aware of any Breach of Unsecured Protected Health Information in accordance with 45 CFR §164.410. Business Associate agrees to ensure that any subcontractor(s) that create, receive, maintain, or transmit PHI on behalf of the Business Associate, agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information. Moreover, Business Associate shall ensure that any such subcontractor agrees to implement reasonable and appropriate safeguards to protect Covered Entity's Electronic PHI as required by the HIPAA Privacy and Security Rules.
- g. Business Associate agrees to document disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.
- h. Business Associate agrees to provide to Covered Entity or an individual, in time and manner reasonably designated by Covered Entity, information collected in accordance with Section III. (h) of this Agreement, to permit Covered Entity to respond to a request by an individual for an accounting of disclosures of their PHI in accordance with 45 CFR §164.528.
- i. If Business Associate maintains PHI in a Designated Record Set for Covered Entity, Business Associate agrees to provide access, at the request of Covered Entity, and in the time and manner reasonably designated by Covered Entity, to PHI in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR §164.524.
- j. If Business Associate maintains PHI in a Designated Record Set for Covered Entity, Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 CFR §164.526 at the request of Covered Entity or an individual, and in the time and manner reasonably designated by Covered Entity .
- k. Business Associate agrees to make internal practices, books and records relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of, Covered Entity available to the Covered Entity, or at the request of the Covered Entity to the Secretary, in a time and manner designated by the Covered Entity or the Secretary, for purposes of the Secretary determining Covered Entity's compliance with the HIPAA Privacy and Security Rules.
- l. Business Associate agrees it shall not directly or indirectly receive remuneration in exchange for disclosing PHI received from or on behalf of Covered Entity except as specifically permitted by 45 CFR §164.502(a)(5)(ii).

IV. COVERED ENTITY OBLIGATIONS

- a. Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the HIPAA Privacy and Security Rules if done by Covered Entity.
- b. Except as permitted by 45 CFR §164.502(b)(2), Covered Entity agrees to limit its use, disclosure and requests of PHI under the Agreement to the Minimum Necessary.
- c. Covered Entity shall notify Business Associate of any limitation(s) in the Covered Entity's Notice of Privacy Practices under 45 CFR § 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.
- d. Covered Entity shall provide Business Associate with any changes in, or revocation of, permission by individual to use or disclose his or her PHI, if such changes affect Business Associate's permitted or required uses and disclosures of PHI.
- e. Covered Entity shall notify Business Associate of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR §164.522.
- f. Covered Entity shall be solely responsible for determining which entities and individuals it shall give access to PHI whether PHI is maintained by Covered Entity directly or whether PHI is maintained through any third-party source, website or database. Covered Entity's responsibility in granting such access will include the responsibility to monitor and terminate access where appropriate.
- g. Covered Entity shall be responsible for complying with the Breach notification rules in HITECH §13402 and implementing regulations (45 CFR §164.402).

V. TERM AND TERMINATION

- a. This Agreement shall remain in effect until such time as all other agreements between Covered Entity and Business Associate are terminated unless terminated earlier as provided herein.

- b. Upon one party's knowledge of a material violation of this Agreement by the other party, the non-violating party shall either: (a) provide an opportunity for the violating party to cure the violation or end the violation and terminate this Agreement (and any underlying agreement) if the violating party does not cure the violation or end the violation within ten (10) business days; or (b) immediately terminate this Agreement (and any underlying agreement) if cure is not possible.
- c. Except as provided in paragraph (d) of this section, upon termination of this Agreement, for any reason, Business Associate shall return or destroy all PHI received from Covered Entity or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to PHI that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the PHI.
- d. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.

VI. MISCELLANEOUS

- a. Regulatory References: A reference in this Agreement to a section in the HIPAA Privacy and Security Rules means the section as in effect, and for which compliance is required.
- b. Amendment: The parties mutually agree to enter into good faith negotiations to amend this Agreement from time to time in order for Covered Entity or Business Associate to comply with the requirements of HIPAA or HITECH, as they may be amended from time to time, and any implementing regulations that may be promulgated or revised from time to time.
- c. Interpretation: Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits Covered Entity to comply with the HIPAA and HITECH.
- d. No Third-Party Beneficiaries: The parties agree that there shall be no third-party beneficiaries to this Agreement, including but not limited to individuals whose PHI is created, received, used and/or disclosed by this Business Associate in its role as business associate.
- e. No assignment: Covered Entity and Business Associate agree that this Agreement will not be assignable by either party except as expressly provided herein.
- f. Binding Effect: This Agreement shall be binding upon the parties hereto and their successors and assigns.
- g. Survival: The respective rights and obligations of Business Associate, as described above in Section III., shall survive the termination of this Agreement.
- h. Address for Notices to Business Associate: Any notices that may be required to be provided to Business Associate under the terms of this agreement shall be provided in writing via certified mail to the following address:

HIPAA Privacy Officer
Associated Bank
MS: 7004
PO Box 19097
Green Bay, WI 54307-9097

Any notices that may be required to be provided to Covered Entity under the terms of this agreement shall be provided in writing via certified mail to the main address Business Associate has on file for Covered Entity or such other address as designated by Covered Entity in writing.

- i. Entire Agreement: This Agreement constitutes the entire Agreement between Covered Entity and Business Associate with respect to the matters covered herein. Covered Entity and Business Associate agree that there were no inducements or representations leading to the execution of this Agreement, nor any other agreements between them, other than those contained in this Agreement.
- j. Counterparts: This Agreement may be executed in any number of counterparts, which, when taken together, shall constitute one original.

COMPANY NAME

ASSOCIATED BANK, N.A.

Melissa Hukriede

Signature

Signature

Melissa Hukriede

Print Name

Print Name

SVP, Director of HSA/TPA Solutions

Title

Title

Signature

Print Name

Title

Program Fee Effective Date: 1/1/26

Initial Rate Guarantee Period: 3 Years

Health Savings Accounts (HSA)

Request fee schedule for all applicable fees.

Fee type	Paid by	Fee Amount
Implementation fee	Employer	\$0
Renewal fee	Employer	\$0
Minimum required average daily balance to avoid HSA Service Fee (includes deposit + investments)	N/A	N/A
Employer monthly service fee	Employer	\$0
HSA Service Fee Applies only to participants not meeting the minimum balance requirement. Waived for first 12 months of new employer relationship, then a monthly fee applies when average daily balance falls below the required minimum balance (see above).	Select: ☐ Employer ☒ Participants	☒ \$0.00 ppm City & Bundled
Minimum monthly administration fee	Employer	\$0
Account Statements Electronic (paperless) statements Paper statements	Select: ☐ Employer ☒ Participants	\$0 \$4 per statement
Debit card initial issuance	N/A	Included
Enrollment materials	Employer	Electronic materials: \$0.00 Printed materials: Quoted upon request

HSA Participant Investment fees

Investment fees apply only if choosing to invest a portion of HSA funds.

Fee type	Paid by	Fee Amount
Minimum balance to invest	N/A	\$500
Monthly investment service fee	Select: ☐ Employer ☒ Participants	\$2 ppm
Custodial management fee	Participants	30 basis points (.0030 or 0.30%) on the balance in your investment account per year, paid quarterly

Program Fee Effective Date: 1/1/26
Initial Rate Guarantee Period: 3 Years

Health Reimbursement Arrangements (HRA) & Flexible Spending Accounts (FSA)

Includes Health Reimbursement Arrangements (HRAs), Healthcare Flexible Spending Accounts, Dependent Care accounts and/or Commuter Benefit Plans. One monthly service fee applies per participant, regardless of the number of accounts elected.

Fee type	Paid by	Fee Amount
Implementation fee	Employer	\$250
Renewal fee	Employer	\$150
Employer monthly service fee	Employer	\$3.75 ppm
Minimum monthly administration fee	Employer	\$60
Debit card initial issuance	N/A	Included
Enrollment materials	Employer	Electronic materials: \$0.00 Printed materials: Quoted upon request

Additional Services

Fee type	Paid by	Fee Amount
Premium Only Plan (POP) document	Employer	Select: ☒ \$0.00 Package with account admin ☐ \$250 per document stand alone
Non-Discrimination Testing	Employer	Select: ☒ \$0.00 Package with account admin ☐ \$1,500 stand alone

HSA cash balances are **FDIC insured** up to the Standard Maximum Deposit Insurance Amount (SMDIA). Deposit products are offered by Associated Bank, N.A. **Member FDIC.**

Investment, Securities and Insurance Products

NOT FDIC INSURED	NOT BANK GUARANTEED	MAY LOSE VALUE	NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY	NOT A DEPOSIT
---------------------	------------------------	-------------------	---	------------------

Associated Benefits Connection is a marketing name used by Associated Bank, N.A. (ABNA). ABNA administers benefit programs sponsored by employers, which include flexible spending accounts (FSAs), health reimbursement accounts (HRAs) and commuter benefits and is subject to pending state licensure and regulatory approval. Associated Bank and Associated Bank Private Wealth are marketing names Associated Banc-Corp (AB-C) uses for products and services offered by its affiliates. Investment management services are provided by Kellogg Asset Management, LLC® ("KAM"). KAM and ABNA are wholly-owned affiliates of AB-C. AB-C and its affiliates do not provide tax, legal or accounting advice. Please consult with your advisors regarding your individual situation. (3/25) W162404



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.17

Subject: Approval of Emergency Heat Exchanger Repair at the Activity Center

Prepared By: Mike Bauer, Parks & Recreation Director

Recommended Council Action

Move to approve the emergency repair of the dehumidification unit at the Activity Center by Yale Mechanical for \$107,460.

Overview / Background / Analysis

The Activity Center's dehumidification unit was purchased used from St. Thomas Academy when the facility was originally constructed. This system is essential to maintaining the arena's air and ice quality and overall operational safety.

In May 2025, CenterPoint Energy conducted a routine inspection of gas meters at the facility. During that inspection, a gas leak was identified on the piping entering the building. This prompted a full inspection of all gas-powered appliances in the facility. Several minor issues were resolved; however, the Munters dehumidification unit was found to be emitting excessive levels of carbon monoxide (CO) to the atmosphere. Importantly, the emissions were venting to the outside and not entering the facility interior.

Further inspection revealed that the cause was a failing heat exchanger in the Munters unit.

Repair Plan

Yale Mechanical, our HVAC service contractor, and Munters, the original equipment manufacturer, collaborated on a repair strategy. The unit is no longer in production, but its overall condition is strong, and repair is deemed cost-effective. A complete replacement would cost several times more than the proposed repair.

The proposed repair includes:

Replacement of obsolete heat exchangers with two new units (P01H4002AG) provided and installed by Munters technicians.

Custom fabrication of sheet metal transitions for the new components.

Disconnection and reconnection of gas lines (by Yale Mechanical).

Disconnect and reconnect the electrical wiring as needed.

Hoisting of equipment, removal, and disposal of old components.

Final start-up and system testing.

Total Project Cost: \$107,460, which includes all materials, labor, hoisting, and coordination with Munters. Munters will not sell the replacement parts independently; they require installation by their certified technicians. The lead time for the equipment is 14-16 weeks, which makes this critical since by the time the parts arrive, we will be in heating season.

Staff Recommendation

Staff recommends approval of the emergency repair as proposed by Yale Mechanical. The work is critical to maintaining the ice arena's safe and uninterrupted operations and supports the long-term integrity of the existing system. Funding will be allocated from facility capital reserves.

Financial Impact: \$107,460

Source Fund: 205-Activity Center Capital Reserves

Budgeted? No

Supporting Documentation

A. Proposal Munters Repair 25-0902 MCK

August 5, 2025

Mr. Mike Bauer
City of Rogers
21080 141st Avenue North
Rogers, MN 55374

Subject: Repair Munters Unit
Yale Project Number: 25-0902

Dear Mike,

Yale Mechanical is pleased to present the following proposal for the above subject project.

Work included as part of this proposal is as follows:

Repair Munters:

1. Munters to provide replacements for obsolete heaters P00L4002AG with P01H4002AG x 2.
Munters Engineering to:
 - a. Install two (2) NEW replacement for obsolete heat exchangers (P00L4002AG) with two (2) new heat exchangers (P01H4002AG).
 - b. Design new sheet metal adapters to accept the new heaters.
 - c. Engineering and production of new heaters and sheet metal transitions.Munters Technician to:
 - d. Remove existing/obsolete heaters.
 - e. Install two (2) NEW Beckett heaters.
 - f. Install sheet metal transitions to fit new heaters.
 - g. Ensure the units are operating as requested.
2. Disconnect and reconnect on gas connections.
3. Disconnect and reconnection of electrical wiring as needed.
4. Provide hoisting of equipment.
5. Provide start-up of equipment.
6. Removal and disposal of old heat exchangers.

We propose to complete the work described for the sum of **ONE HUNDRED SEVEN THOUSAND FOUR HUNDRED SIXTY DOLLARS (107,460).**

Work not included as a part of this proposal is as follows:

1. Sales tax on labor and subcontractors, if applicable.
2. Overtime labor.
3. Leak repair on existing piping outside of current scope of work.

Market Volatility Rider

Notwithstanding any provision(s) of this proposal, if as a direct or indirect result of any market issue, economy supply chain, tariffs, epidemic, labor disputes, or mandated surcharges, Yale Mechanical's work is delayed, disrupted, suspended, or otherwise impacted by, among other things, (i) disruptions to material and/or equipment supply; (ii) unavailability of labor; (iii) government closures, or other mandates, restrictions and/or directives; (iv) Owner or Contractor restrictions and/or directives; (v) fulfillment of Yale Mechanical's contractual, union disagreements, legal, health, and/or safety obligations associated with the Market. Yale Mechanical shall be entitled to an equitable adjustment to the duration of time to complete the work described herein to account for such disruptions, suspensions, and impacts. Under such circumstances, Yale Mechanical shall not be liable for any liquidated, compensatory, consequential, special and/or indirect damages incurred by the Owner or Contractor resulting from such delays.

Mr. Mike Bauer
August 5, 2025
Page 2

Owner and Yale Mechanical recognize that the current commodity market and construction industry supply chain has caused destabilization in the price and availability of components, equipment, and materials throughout the construction industry. The parties agree that in instances where component, equipment or material costs for the work increase in an amount greater than three percent (3%) from the date of this proposal until acceptance, or between acceptance and purchase of the components, equipment or materials, or a delay of more than five (5) days is caused by the unavailability of components, equipment or materials incorporated into the work, then Yale Mechanical shall be entitled an equitable adjustment to either the price, contract time, or both. The adjustment shall be by way of a Change Order to the proposal.

PAYMENT TERMS AND CONDITIONS

This language shall take precedence over any conflicting language in the Contract Documents.

This proposal is firm for thirty (30) days. If an extension is required, it must be obtained in writing.

Payment shall be made by the tenth (10th) of the month on all invoices issued by the first (1st) of the month for all material and equipment installed or on hand and all labor performed. Regarding payment, a down payment amount of up to fifty percent (50%) is required prior to commencement. The progress payment for the remainder of the balance is to be made along the project installation period, along with a final payment of five percent (5%) or less of the project contract which is required within (30) days after substantial completion of the work.

This proposal in design and detail is Yale Mechanical property and must not be used except in connection with our work. All rights of design and detail are reserved.

Thank you for the opportunity of allowing us to present this proposal to you. Should you have any questions regarding this matter, please do not hesitate to contact us as we hope to be of further service to you on this project.

Sincerely,

Michael C. Knorr

Michael C. Knorr
Project Manager
mknorr@yalemech.com
612-328-5239

/ma

City of Rogers

ACCEPTED BY: _____

PRINT NAME: _____

PRINT TITLE: _____

DATE: _____



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.18

Subject: Approve Purchase of Tornado Sirens and Associated Equipment

Prepared By: Patrick Farrens, Fire Chief

Recommended Council Action

Motion to approve purchase and install of new Tornado Siren 11, and replace the existing equipment as needed to replace Tornado Siren 1.

Overview / Background / Analysis

Recommend the purchase and installation of an additional tornado warning siren to improve public safety and emergency preparedness. As the city grows, ensuring that all outdoor areas—especially newer residential developments—fall within the audible range of a siren is critical. Outdoor warning sirens are not designed to be heard indoors; instead, they are intended to alert people outside to seek shelter and turn to other sources for information. The typical coverage radius for a tornado warning siren ranges from approximately 1 to 1.5 miles, depending on the model, ambient noise levels, and surrounding topography. Due to this limited range, Chief Farrens has assessed the current coverage footprint of Rogers' existing sirens and identified several gaps in sound coverage. The Federal Emergency Management Agency (FEMA) guidance, while not prescribing a specific decibel level for tornado sirens, supports systems that achieve a minimum of 70 dB at ground level in outdoor spaces.

The city of Rogers currently has 10 sirens strategically positioned across the community. The attached sound map will display 12 sirens, with Siren 11 being requested for installation this year at Tucker and Territorial Road in the city's right-of-way. Siren 12 is an anticipated siren need, and there is an assumption that a 13th siren should be installed at some point between siren 6, 10, 11, and 1. All sirens are owned and maintained by the City of Rogers. The addition of Siren 11 fills a critical void in an area seeing rapid development and minimal sound coverage. Additionally, Tornado Siren 1 has several maintenance-related issues and equipment that needs to be repaired. Due to the age and model of the siren, we recommend replacing the entire siren head and support equipment, excluding the radio equipment and pole. At the time of installing the new siren, the pole will also be treated to prevent further woodpecker damage, thereby contributing to the siren's longevity. Fees are collected on the issuance of new residential construction projects to fund new and replacement storm sirens.

Staff Recommendation

Purchase and install a new Tornado Siren 11, and replace the existing equipment as needed to replace Tornado Siren 1.

Financial Impact: Est. \$70,820.15, not to exceed \$80,000.00 **Source Fund:** Warning Siren Cash

Budgeted? Yes

Supporting Documentation

- A. Quote Purchase two (2) siren heads and associated equipment
- B. Quote New Siren Install
- C. Quote Replace Existing Siren 1



QUOTATION
FEDERAL SIGNAL CORPORATION
Federal Warning Systems

Quotation No.: FWS **6625142**
Reference Quote # on your order

Name City of Rogers
Co. Name Fire Chief Patrick Farrens
Address 21201 Memorial Drive
City, State, Zip Rogers, MN 55374
Phone # 763-428-0949
E-Mail pfarrens@rogersmn.gov



Date 6/6/2025

Reference _____

CUSTOMER COPY
SALESPERSON COPY
OFFICE COPY

Item No.	Qty.	Federal Model/Part No.	Description	Net Cost Each	Total Cost
1	1	2001-130	130 db Rotating Mechanical Siren		\$9,300.00
2	1	DCB	DC Control/Battery Cabinet/Charger/Two		4,600.00
3			48VDC Contactors/No Control Board or		
4			Receiver/NEMA Aluminum Cabinets		
5	1	2001-130	130 db Rotating Mechanical Siren		9,300.00
6	1	DCB	DC Control/Battery Cabinet/Solar Regulator to		4,600.00
7			be installed inside DC cabinet. No Control		
8			Board or Receiver		
9	1	PVS-240W-48	Photovoltaic Charging System. Solar Panels/		3,650.00
10			Regulator to charge batteries. Pole mount		
11			Bracket		
12	1	PVS-CERT-MN	State of MN UL Solar Acceptance Sticker		300.00
13	1	MISC.	Shipping from Factory		1,695.00
14	1	TOTAL	Equipment & Shipping		\$33,445.00
15					
16			<i>*Does not include Healy Ruff Radio Controls</i>		
17			<i>*Does not include installation on Class 2 Wood Pole</i>		
18			<i>with 4 deep cycle batteries per siren</i>		
19					
20					
21					

Prices are firm for 30 days from the date of quotation unless shown otherwise. Upon acceptance, prices are firm for 90 (days / months). This quotation is expressly subject to acceptance by Buyer of all Terms stated on the reverse side hereof, and any exception to or modification of such Terms shall not be binding on Seller unless expressly accepted in writing by an authorized agent or Officer of Seller. Any order submitted to Seller on the basis set forth above, in whole or in part, shall constitute an acceptance by Buyer of the Terms on this and the reverse side hereof. Any such order shall be subject to acceptance by Seller in its discretion. If the total price for the items set forth above exceeds \$50,000 then this quotation IS ONLY VALID if countersigned below by a Regional Manager of the Signal Division, Federal Signal Corporation.

F.O.B. University Park, IL

EST. DEL. WT. _____

DELIVERY 8 - 10 Weeks (ARO)

TERMS Equipment: Net 30 Days Upon Shipment

Services: Net 30 Days Billed Monthly Upon Completion

FREIGHT TERMS See Line Item Above

BY: Don Foreman
FWS Sales Representative

ADDRESS: Federal Warning Systems, Inc.
2070 Hart Drive SW
Rochester, MN 55902

BY: _____
Federal Signal / Countersigned

TITLE: _____

Purchase order **MUST** be made out to:
Federal Signal Corporation, Federal Warning Systems, 2645 Federal Signal Drive, University Park, IL 60484

Ready Watt ELECTRIC

21269 Jarvis Street NW
Nowthen, MN 55330
PH: 763-241-4943

Estimate

Date	Estimate #
6/18/2025	25-410

Name / Address	
City of Rogers 21201 Memorial Drive Rogers, MN 55374 Attention: Fire Chief Pat Farrens	
Project	
25-410 New Solar Siren	
Description	
Price to include installing City's new Federal 2001 Solar siren on 55' class 2 pole. Includes batteries, poles and other equipment for a complete install. Woodpecker proof pole. Includes new Healy Ruff radio. Does not include trimming any trees if needed. Does not include snow removal, lane closures, restoration or unforeseen conditions including high water table that requires culvert, class 5 will be an extra charge. Does not include any programming of radio at site or county.	
We look forward to doing business with you. Rob Schiller 612-221-4983	Total \$23,166.00

ACCEPTANCE OF PROPSAL

(must be signed and returned for work to begin)

NOTE: This proposal may be withdrawn by Ready Watt Electric if not accepted within 15 days.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Ready Watt ELECTRIC

21269 Jarvis Street NW
Nowthen, MN 55330
PH: 763-241-4943

Estimate

Date	Estimate #
7/21/2025	25-414

Name / Address	
City of Rogers 21201 Memorial Drive Rogers, MN 55374 Attention: Fire Chief Pat Farrens	
Project	
25-414 Replace Siren #1	
Description	
Install Cities FWS Weather Siren on existing pole. Remove old gear and dispose of. Ready Watt Electric will supply and or install batteries, electric material, electric permit, labor, boom truck, bucket truck, start up ect. Traffic control, woodpecker repair. Tree trimming done by City. Price does not include Power Co charges, snow removal, restoration, un-augarable soil conditions if any. If augured soil is not usable to tamp pole customer to supply. If there are any additional questions please call me. Rob Schiller 612-221-4983 Over 40 years of Civil Defense Siren experience, installation, maintenance, and consulting.	
We look forward to doing business with you. Rob Schiller 612-221-4983	Total \$12,409.15

ACCEPTANCE OF PROPSAL

(must be signed and returned for work to begin)

NOTE: This proposal may be withdrawn by Ready Watt Electric if not accepted with in 15 days.

The above prices, specifications and conditions are satisfactory and are herby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.19

Subject: Accept Resignation of Paid-on-Call Firefighter Timothy Olson

Prepared By: Patrick Farrens, Fire Chief

Recommended Council Action

Accept resignation of paid-on-call firefighter Timothy Olson.

Overview / Background / Analysis

Firefighter Timothy Olson has honorably served the citizens and community of Rogers since September 2022. Firefighter Timothy Olson is resigning from the department after over 2 years of service as a paid-on-call firefighter.

Staff Recommendation

Accept resignation of paid-on-call firefighter Timothy Olson.

Financial Impact:

Source Fund:

Budgeted? N/A

Supporting Documentation

None



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.20

Subject: Accept Resignation of Paid-on-Call Firefighter Sandra Kennedy

Prepared By: Patrick Farrens, Fire Chief

Recommended Council Action

Accept resignation of paid-on-call firefighter Sandra Kennedy.

Overview / Background / Analysis

Firefighter Sandra Kennedy has honorably served the citizens and community of Rogers since October 2003. Firefighter Sandra Kennedy is retiring from the department after over 22 years of service as a paid-on-call firefighter.

Staff Recommendation

Accept resignation of paid-on-call firefighter Sandra Kennedy.

Financial Impact:

Source Fund:

Budgeted? N/A

Supporting Documentation

None



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.21

Subject: Accept Resignation of Paid-on-Call Firefighter Walter (Wally) Knapp

Prepared By: Patrick Farrens, Fire Chief

Recommended Council Action

Accept resignation of paid-on-call firefighter Walter Knapp.

Overview / Background / Analysis

Firefighter Walter Knapp has honorably served the citizens and community of Rogers since July 1999. Firefighter Walter Knapp served the community as a Fire Lieutenant from September 24, 2013, until he was promoted to Fire Captain on October 9, 2018. He then served as Fire Captain until May 31, 2024, when he resigned from his Fire Captain position and returned to the rank of Firefighter, effective August 1, 2025.

Firefighter Walter Knapp is resigning from the department after over 26 years of service as a paid-on-call firefighter.

Staff Recommendation

Accept resignation of paid-on-call firefighter Walter Knapp.

Financial Impact:

Source Fund:

Budgeted? N/A

Supporting Documentation

None



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.22

Subject: Approval of Resolution 2025-55 Authorizing Keith and Jody Weber LP Lot Split
Prepared By: Alec Henderson, City Planner

Recommended Council Action

Motion to approve Resolution 2025-55 authorizing the Keith and Jody Weber LP Lot Split (PID 21-120-23-11-0003).

Overview / Background / Analysis

The Cowley Lake Preserve development was recently approved on July 8th, 2025. A portion of the Weber Farm is included in the Cowley Lake development. In order to formally plat the property, a portion of the Weber Property needs to be split and ultimately purchased by Rachel Development. This item requests approval of a simple lot split for the Weber property so that Rachel Development may purchase and plat the property per the preliminary plat.

The existing subject property is a total of 64.66 acres (PID 21-120-23-11-0003). Once split, the Weber family will retain 45.28 acres. The remaining 19.39 acres will be sold to Rachel Development and ultimately be developed as part of the Cowley Lake Preserve subdivision. The proposed lot split is consistent and in conformance with city code and the comprehensive plan.

Staff Recommendation

Staff recommends approval of the proposed Weber property lot split.

Financial Impact: Not applicable.

Source Fund: Not applicable.

Budgeted? N/A

Supporting Documentation

- A. Resolution No. 2025-55 Approving Lot Split Weber
- B. 23970ms-MINOR_SUBD

RESOLUTION NO. 2025-55

**A RESOLUTION APPROVING A LOT SPLIT FOR KEITH AND JODY WEBER LP
PROPERTY WITH PID 21-120-23-11-0003**

WHEREAS, Keith and Jody Weber LP are the Owners of real property with PID: 21-120-23-11-0003 (Subject Property), approximately 63 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. Parcel A will be approximately 45.27, and Parcel B will be approximately 19.38 acres; 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 documentation may be recorded with the County to formally divide the lot; and,

WHEREAS, Parcel B of Subject Property is zoned Single-Family Residential (R2) and Parcel B was rezoned to PUD with the approval of the Cowley Lake Development. the proposed Minor Land Division adequately meets the minimum lot standards of City Code §121-55 and the intent of the preliminarily approved Cowley Lake Preserve Development; 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 is hereby approved and the City and/or 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.

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 12th day of August, 2025.

Mayor

ATTEST:

City Clerk

EXHIBIT A

LEGAL DESCRIPTIONS

Existing Description

That part of Government Lot 1, Section 16, Township 120 North, Range 23 West, Hennepin County, Minnesota, which lies southerly of a line, and its westerly extension, described as commencing at the southeast corner of said Government Lot 1; thence northerly along the east line of said Government Lot 1, a distance of 343.00 feet to the point of beginning of the line to be described; thence westerly, deflecting to the left, 90 degrees 00 minutes 00 seconds a distance of 440.00 feet; thence southerly, deflecting to the left, 90 degrees 00 minutes 00 seconds a distance of 200 feet; thence westerly deflecting to the right, 90 degrees 00 minutes 00 seconds to the west line of said Government Lot 1 and said line there terminating;

AND

Government Lot 1, Section 21, Township 120, Range 23, Hennepin County, Minnesota;

AND

That part of the Southeast Quarter of the Northeast Quarter of Section 21, which lies northerly of the southerly 665.00 feet thereof, Hennepin County, Minnesota.

Proposed Parcel A

That part of Government Lot 1, Section 21, Township 120, Range 23, Hennepin County, Minnesota, which lies southerly of a line described as commencing at the northeast corner of said Government Lot 1; thence on an assumed bearing of South 00 degrees 27 minutes 31 seconds West, along the east line of said Government Lot 1, a distance of 182.88 feet to the point of beginning of the line to be described; thence South 61 degrees 03 minutes 26 seconds West a distance of 222.02 feet; thence South 67 degrees 30 minutes 11 seconds West a distance of 91.95 feet; thence South 76 degrees 13 minutes 23 seconds West a distance of 165.87 feet; thence South 75 degrees 35 minutes 51 seconds West a distance of 100.00 feet; thence South 76 degrees 59 minutes 00 seconds West a distance of 124.04 feet; thence South 75 degrees 35 minutes 51 seconds West a distance of 191.00 feet; thence South 58 degrees 41 minutes 05 seconds West a distance of 100.13 feet; thence South 51 degrees 12 minutes 52 seconds West a distance of 298.78 feet; thence South 30 degrees 17 minutes 17 seconds West a distance of 353.33 feet to a point in the west line of said Government Lot 1 which is 1604.32 feet north of the southwest corner of the Southeast Quarter of the Northeast Quarter of said Section 21, and said line there terminating.

AND

That part of the Southeast Quarter of the Northeast Quarter of Section 21, Township 120, Range 23, which lies northerly of the southerly 665.00 feet thereof, Hennepin County, Minnesota.

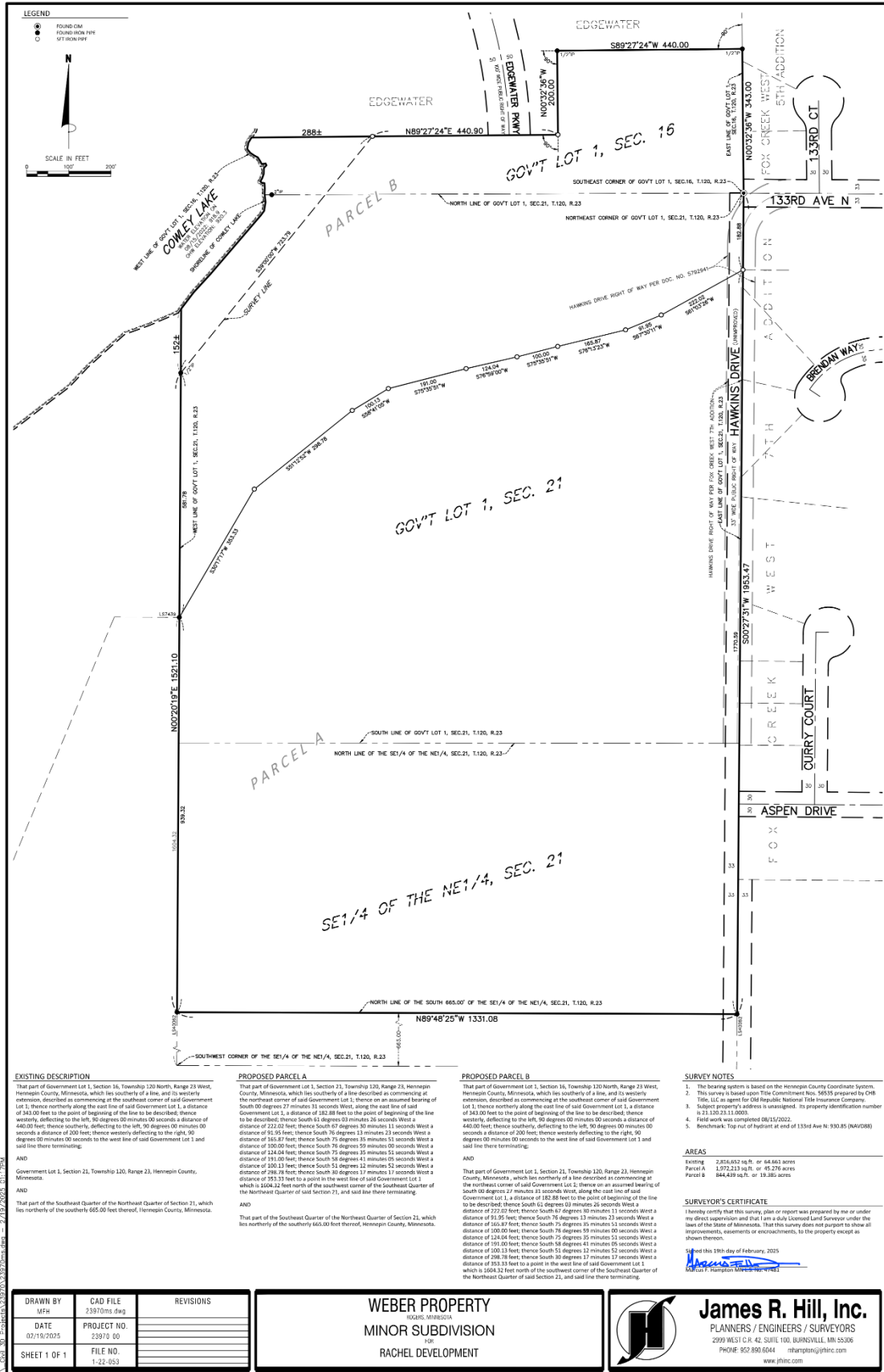
Proposed Parcel B

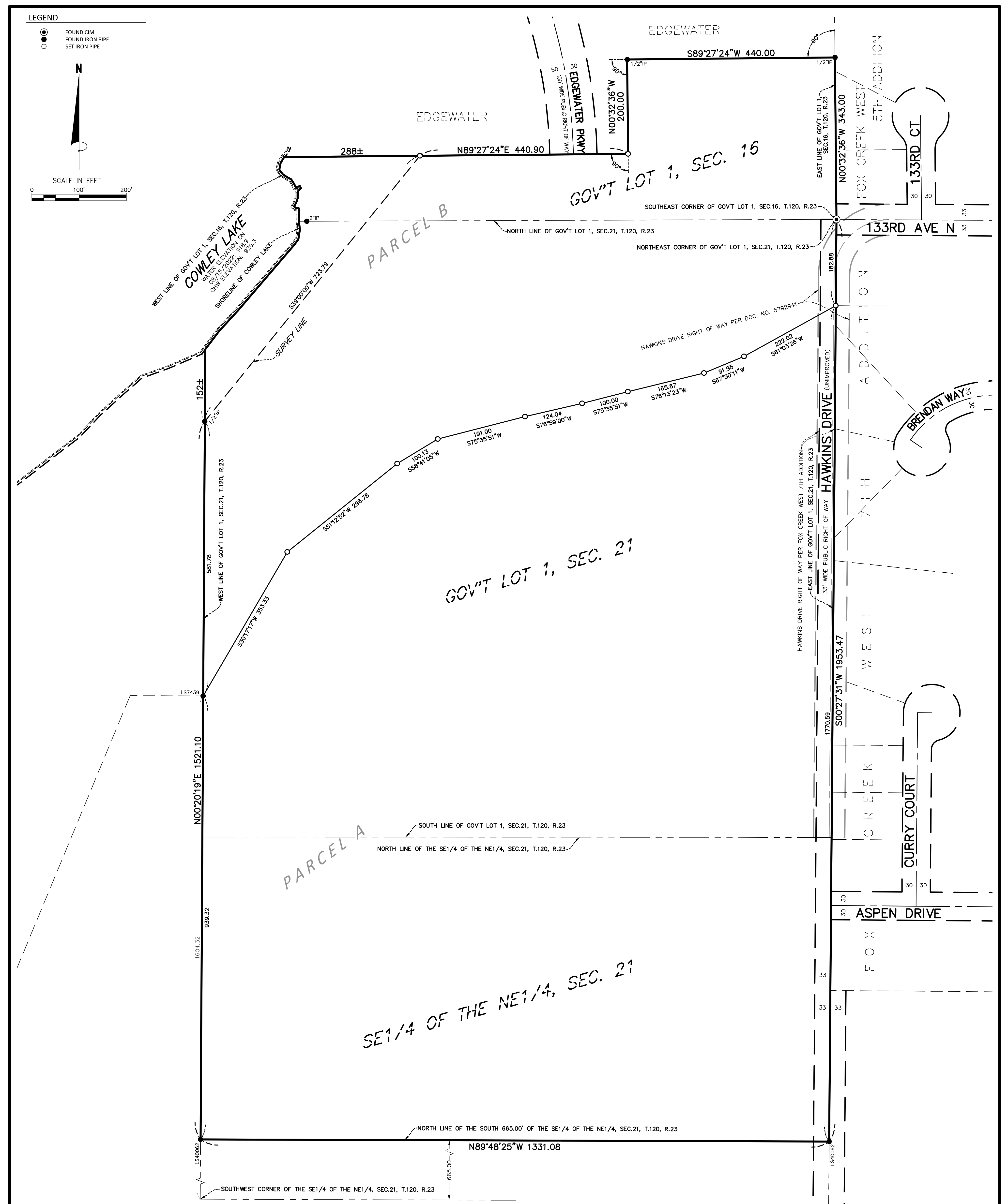
That part of Government Lot 1, Section 16, Township 120 North, Range 23 West, Hennepin County, Minnesota, which lies southerly of a line, and its westerly extension, described as commencing at the southeast corner of said Government Lot 1; thence northerly along the east line of said Government Lot 1, a distance of 343.00 feet to the point of beginning of the line to be described; thence westerly, deflecting to the left, 90 degrees 00 minutes 00 seconds a distance of 440.00 feet; thence southerly, deflecting to the left, 90 degrees 00 minutes 00 seconds a distance of 200 feet; thence westerly deflecting to the right, 90 degrees 00 minutes 00 seconds to the west line of said Government Lot 1 and said line there terminating;

AND

That part of Government Lot 1, Section 21, Township 120, Range 23, Hennepin County, Minnesota, which lies northerly of a line described as commencing at the northeast corner of said Government Lot 1; thence on an assumed bearing of South 00 degrees 27 minutes 31 seconds West, along the east line of said Government Lot 1, a distance of 182.88 feet to the point of beginning of the line to be described; thence South 61 degrees 03 minutes 26 seconds West a distance of 222.02 feet; thence South 67 degrees 30 minutes 11 seconds West a distance of 91.95 feet; thence South 76 degrees 13 minutes 23 seconds West a distance of 165.87 feet; thence South 75 degrees 35 minutes 51 seconds West a distance of 100.00 feet; thence South 76 degrees 59 minutes 00 seconds West a distance of 124.04 feet; thence South 75 degrees 35 minutes 51 seconds West a distance of 191.00 feet; thence South 58 degrees 41 minutes 05 seconds West a distance of 100.13 feet; thence South 51 degrees 12 minutes 52 seconds West a distance of 298.78 feet; thence South 30 degrees 17 minutes 17 seconds West a distance of 353.33 feet to a point in the west line of said Government Lot 1 which is 1604.32 feet north of the southwest corner of the Southeast Quarter of the Northeast Quarter of said Section 21, and said line there terminating.

EXHIBIT B SURVEY





EXISTING DESCRIPTION

That part of Government Lot 1, Section 16, Township 120 North, Range 23 West, Hennepin County, Minnesota, which lies southerly of a line, and its westerly extension, described as commencing at the southeast corner of said Government Lot 1; thence northerly along the east line of said Government Lot 1, a distance of 343.00 feet to the point of beginning of the line to be described; thence westerly, deflecting to the left, 90 degrees 00 minutes 00 seconds a distance of 440.00 feet; thence southerly, deflecting to the left, 90 degrees 00 minutes 00 seconds a distance of 200 feet; thence westerly deflecting to the right, 90 degrees 00 minutes 00 seconds to the west line of said Government Lot 1 and said line there terminating;

AND

Government Lot 1, Section 21, Township 120, Range 23, Hennepin County, Minnesota.

AND

That part of the Southeast Quarter of the Northeast Quarter of Section 21, which lies northerly of the southerly 665.00 feet thereof, Hennepin County, Minnesota.

PROPOSED PARCEL A

That part of Government Lot 1, Section 21, Township 120, Range 23, Hennepin County, Minnesota, which lies southerly of a line described as commencing at the northeast corner of said Government Lot 1; thence on an assumed bearing of South 00 degrees 27 minutes 31 seconds West, along the east line of said Government Lot 1, a distance of 182.88 feet to the point of beginning of the line to be described; thence South 61 degrees 03 minutes 26 seconds West a distance of 222.02 feet; thence South 67 degrees 30 minutes 11 seconds West a distance of 91.95 feet; thence South 76 degrees 13 minutes 23 seconds West a distance of 165.87 feet; thence South 75 degrees 35 minutes 51 seconds West a distance of 100.00 feet; thence South 76 degrees 59 minutes 00 seconds West a distance of 124.04 feet; thence South 75 degrees 35 minutes 51 seconds West a distance of 191.00 feet; thence South 58 degrees 41 minutes 05 seconds West a distance of 100.13 feet; thence South 51 degrees 12 minutes 52 seconds West a distance of 298.78 feet; thence South 30 degrees 17 minutes 17 seconds West a distance of 353.33 feet to a point in the west line of said Government Lot 1 which is 1604.32 feet north of the southwest corner of the Southeast Quarter of the Northeast Quarter of said Section 21, and said line there terminating.

AND

That part of the Southeast Quarter of the Northeast Quarter of Section 21, which lies northerly of the southerly 665.00 feet thereof, Hennepin County, Minnesota.

PROPOSED PARCEL B

That part of Government Lot 1, Section 16, Township 120 North, Range 23 West, Hennepin County, Minnesota, which lies southerly of a line, and its westerly extension, described as commencing at the southeast corner of said Government Lot 1; thence northerly along the east line of said Government Lot 1, a distance of 343.00 feet to the point of beginning of the line to be described; thence westerly, deflecting to the left, 90 degrees 00 minutes 00 seconds a distance of 440.00 feet; thence southerly, deflecting to the left, 90 degrees 00 minutes 00 seconds a distance of 200 feet; thence westerly deflecting to the right, 90 degrees 00 minutes 00 seconds to the west line of said Government Lot 1 and said line there terminating;

AND

That part of Government Lot 1, Section 21, Township 120, Range 23, Hennepin County, Minnesota, which lies northerly of a line described as commencing at the northeast corner of said Government Lot 1; thence on an assumed bearing of South 00 degrees 27 minutes 31 seconds West, along the east line of said Government Lot 1, a distance of 182.88 feet to the point of beginning of the line to be described; thence South 61 degrees 03 minutes 26 seconds West a distance of 222.02 feet; thence South 67 degrees 30 minutes 11 seconds West a distance of 91.95 feet; thence South 76 degrees 13 minutes 23 seconds West a distance of 165.87 feet; thence South 75 degrees 35 minutes 51 seconds West a distance of 100.00 feet; thence South 76 degrees 59 minutes 00 seconds West a distance of 124.04 feet; thence South 75 degrees 35 minutes 51 seconds West a distance of 191.00 feet; thence South 58 degrees 41 minutes 05 seconds West a distance of 100.13 feet; thence South 51 degrees 12 minutes 52 seconds West a distance of 298.78 feet; thence South 30 degrees 17 minutes 17 seconds West a distance of 353.33 feet to a point in the west line of said Government Lot 1 which is 1604.32 feet north of the southwest corner of the Southeast Quarter of the Northeast Quarter of said Section 21, and said line there terminating.

SURVEY NOTES

- The bearing system is based on the Hennepin County Coordinate System.
- This survey is based upon Title Commitment Nos. 56535 prepared by CHB Title, LLC as agent for Old Republic National Title Insurance Company.
- Subject property's address is unassigned. Its property identification number is 21.120.23.11.0003.
- Field work was completed 08/15/2022.
- Benchmark: Top nut of hydrant at end of 133rd Ave N: 930.85 (NAVD88)

AREAS

Existing	2,816,652 sq.ft. or 64.661 acres
Parcel A	1,972,213 sq.ft. or 45.276 acres
Parcel B	844,439 sq.ft. or 19.385 acres

SURVEYOR'S CERTIFICATE

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. That this survey does not purport to show all improvements, easements or encroachments, to the property except as shown thereon.

Signed this 19th day of February, 2025


Marcus F. Hampton MN Lic. No. 47481

DRAWN BY MFH	CAD FILE 23970ms.dwg	REVISIONS
DATE 02/19/2025	PROJECT NO. 23970-00	
SHEET 1 OF 1	FILE NO. 1-22-053	

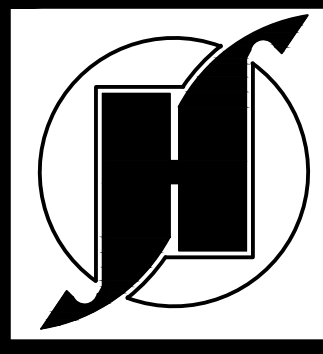
WEBER PROPERTY

ROGERS, MINNESOTA

MINOR SUBDIVISION

FOR

RACHEL DEVELOPMENT



James R. Hill, Inc.

PLANNERS / ENGINEERS / SURVEYORS

2999 WEST C.R. 42, SUITE 100, BURNSVILLE, MN 55306

PHONE: 952.890.6044 mhampton@jrhillinc.com

www.jrhillinc.com



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.23

Subject: Approve Resolution 2025-56 Approving Final Plat for Wood Lane Villas

Prepared By: Alec Henderson, City Planner

Recommended Council Action

Motion to approve Resolution 2025-56 approving the Final Plat for Wood Lane Villas.

Overview / Background / Analysis

Benzinger Properties, Inc., has submitted for Final Plat approval for Wood Lane Villas. Wood Lane Villas is a 17 lot infill development directly west of the Skye Meadows development. The developer received PUD approval (with deviations to lot size and setbacks) and preliminary plat approval at the May 13th, 2025 meeting by Resolution 2025-37 and Ordinance 2025-05. The Final Plat is consistent with the Preliminary Plat and PUD and staff recommends approval of the Final Plat resolution.

The lot sizes and proposed setbacks are similar to the Skye Meadows development, roughly 7,400 square foot (SF) lots with 7.5 ft side setbacks. The developer will be required to go through a Planned Unit Development process with the Preliminary Plat. The density roughly 3.4 units/acre.

Staff Recommendation

Staff recommends approval of Resolution 2025-56 approving the Final Plat for Wood Lane Villas.

Financial Impact: Not applicable.

Source Fund: Not applicable.

Budgeted? N/A

Supporting Documentation

- A. Resolution No. 2025-56_Wood Lane Villas Final Plat
- B. Wood Lane Villas Subdivision Agreement_8.12.25
- C. Wood Lane Villas Stormwater Maintenance Agreement_8-12-2025
- D. 4000390 Wood Lane Villas Plat 20250620

RESOLUTION NO. 2025-56

**A RESOLUTION GRANTING APPROVAL OF THE
FINAL PLAT FOR WOOD LANE VILLAS**

WHEREAS, Benzinger Properties, Inc. (Developer), has requested from the City of Rogers Final Plat (Plat) approval for WOOD LANE VILLAS, as legally described in Exhibit A (“Subject Property”) (and depicted in Exhibit B; and,

WHEREAS, the Developer intends to construct a 17-lot single-family subdivision, consisting of approximately 4.82 acres of land located at 23415 Wood Lane; and,

WHEREAS, this Plat, includes infrastructure improvements described in the attached Exhibit A

WHEREAS, on May 13th, 2025, the City Council approved Resolution No. 2025-37, approving the Preliminary Plat for the development on the Subject Property; and,

WHEREAS, the Subject Property is zoned PUD per Ordinance 2025-05 (approved with the Preliminary Plat) and is guided as Low Density Residential in the 2040 Comprehensive Plan; and,

WHEREAS, the Plat satisfies the PUD standards, and is consistent with the Preliminary Plat for the WOOD LANE VILLAS development as approved by the City Council on May 13th, 2025.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF ROGERS, MINNESOTA, that the Final Plat for WOOD LANE VILLAS is hereby approved as proposed by the Developer, and is conditioned upon the Developer complying with the plat opinion and completing revisions to the Plat as may be required by the City Attorney and conditioned upon the developer revising the construction plans as may be required by the Public Works Director and City Engineer.

BE IT FURTHER RESOLVED, the City of Rogers and Benzinger Properties, Inc., shall execute a Subdivision Agreement and Stormwater Maintenance Agreement for the Development, identifying the terms and conditions of the development and fees, escrows and financial security obligations of the Developer, including payment of any assessments levied against the Subject Property. The Agreement shall be filed with Hennepin County for recording.

BE IT FURTHER RESOLVED, the Final Plat shall be not be released for recording until the Subdivision Agreement and Stormwater Maintenance Agreement is executed by both parties and all fees, escrows, financial security obligations and assessments due with the Development are received by the City; recording of the Final Plat with the land records office of Hennepin County must occur within 30 days of its release by the City to Developer.

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 12th day of August, 2025.

Shannon Klick, Mayor

ATTEST:

Stacie Brown, City Clerk

EXHIBIT A

WOOD LANE VILLAS LEGAL DESCRIPTIONS

Existing Legal Descriptions:

The East 419.00 feet of the West 485.00 feet of the North 519.81 feet of the Southeast Quarter of the Northwest Quarter of Section 27, Township 120, Range 23, Hennepin County, Minnesota.

Proposed Legal Descriptions:

LOTS 1 THROUGH 7, BLOCK 1, LOTS 1 THROUGH 4, BLOCK 2, and LOTS 1 THROUGH 6, BLOCK 3, WOOD LANE VILLAS, Hennepin County, Minnesota, according to the plat thereof.

[Torrens Cert#]
[Abstract Cert#]

SUBDIVISION AGREEMENT

WOOD LANE VILLAS

THIS DEVELOPER’S AGREEMENT (“Agreement”) is made this ____ day of _____, 2025 by and between the City of Rogers, a municipal corporation under the laws of Minnesota (“City”), located at 22350 Diamond Lake Road, Rogers, Minnesota 55374, and Benzinger Properties, Inc., a corporation under the laws of Minnesota, located at 20401 County Road 81, Rogers, MN 55374 (“Developer”).

RECITALS

A. This Subdivision Agreement applies to WOOD LANE VILLAS (“Development”) which consists of approximately 4.82 acres described as WOOD LANE VILLAS, according to the recorded plat thereof (“Subject Property”) and legally described as attached in Exhibit A.

C. Development of the Subject Property consists of 17 Single Family residential, as more specifically set forth in Exhibit C.

D. Pursuant to an approved Preliminary Plat and Final Plat for development of Wood Lane Villas by Resolution No. 2025-36 and Resolution No. 2025-56 (along with Ordinance 2025-05), adopted by the City Council on May 13th, 2025 and August 12th, 2025 (collectively, the “City Approvals”). The terms and conditions of the City Approvals are incorporated into this Subdivision Agreement by reference. Development of the Property shall be in conformance with City Code, City Approvals, and this Subdivision Agreement.

F. The City and the Developer now desire to enter into this Agreement setting forth certain requirements and obligations relating to the development of the Subject Property, including but not

limited to the execution and recording of certain instruments. This Agreement replaces and supersedes any previous oral agreements, understandings, or previous negotiations between the parties in relation to the Subject Property.

G. The City requires that the Developer perform work and install certain on and off-site improvements within the Subject Property, which work and improvements typically consist of the street construction, utilities, grading, drainage swales, erosion control, street cleaning, and wetland buffer, which improvements to the Subject Property shall be referred to herein as the “Improvements.”

AGREEMENT

In consideration of each party’s promise as set forth in this Agreement, it is mutually agreed as follows:

ARTICLE ONE CONSTRUCTION OF IMPROVEMENTS; EASEMENTS & RIGHTS OF ENTRY

1.01. Developer Responsible. The Developer has submitted its plans and specifications for the Development to the City for the City’s review and approval. Developer agrees to construct and pay for the Improvements required for development of the Subject Property, as described in plans and specifications approved by of the City Engineer (“Approved Plans”). For the purpose of this Agreement, the Approved Plans shall include the Grading, Street and Utility, Erosion Control, Storm Water/SWPPP and Site Plan Sets dated **MONTH XX, 2025** and approved by the City Engineer on **MONTH XX, 2025** as more specifically set forth in Exhibit C. The Improvements shall be constructed in accordance with City specifications and the Approved Plans. Prior to beginning construction, the Developer or the Developer’s engineer shall submit a copy of the Approved Plans with the Public Works Director and shall schedule a preconstruction meeting with all concerned parties, including City staff and engineers to review the program for construction work. All labor and work will be in strict conformance with the Approved Plans. Any deviation from the Approved Plans must be preapproved in writing by the Public Works Director, which shall not be unreasonably withheld. Developer shall pay for Improvements which costs are estimated and listed in the attached Exhibit B.

1.02. Staking, Surveying and Inspections. Developer must provide all required staking and surveying for the Improvements in order to ensure that the completed Improvements conform to the Approved Plans. The City will provide for construction inspection and material testing for the Improvements. Developer must notify the Public Works Director at least 48 hours in advance, not including weekend days or holidays, for inspection service or scheduling of tests to be performed. Costs incurred by the City for the inspection activities will be recovered through the escrow described in Article Two.

1.03. Unsatisfactory Labor or Material. The Public Works Director shall not reject as defective and/or unsuitable any material or labor delivered consistent with the Approved Plans. In the event that the Public Works Director reasonably rejects as defective or unsuitable material, then such material must be removed and replaced with approved material at the sole cost and expense of the Developer. In the event the Public Works Director reasonably rejects as defective or unsuitable any

material supplied by the Developer, then the labor must be completed again to the specifications and approval of the Public Works Director at the sole cost and expense of the Developer.

1.04. Records. Upon request by the Public Works Director, Developer will provide requested copies of bids, change orders, suppliers, subcontractors, or related matters, relating to the Improvements.

1.05. Final Inspection/Acceptance. Upon completion of the Improvements and any work required following inspection(s) by the Public Works Director, the Public Works Director and the Developer's contractor and/or engineer will promptly make a final inspection of the Improvements to determine that the Improvements were installed pursuant to the Approved Plans. Before final payment is made to the contractor by the Developer, the Public Works Director shall be satisfied that all work is satisfactorily completed in accordance with the Approved Plans, and the Developer's engineer shall submit a written statement attesting to the same. Final approval and acceptance of the Development and Improvements shall be in writing from the City to Developer ("Final Approval"), and shall include acceptance of any Improvements which are to be transferred to the City.

1.06. As-built Plans. Upon completion of the Improvements, the Developer shall provide the City with: (i) a full set of as-built plans in a digital PDF format, and (ii) an as-built survey in a CADD format for City records. Utility profiles are not required to be included in the as-built plans.

1.07. Maintenance Bond. The Developer and/or its contractor shall be required to furnish the City a two (2) year maintenance bond guaranteeing the Improvements that are transferred to the City. The maintenance bond shall be provided to the City upon final inspection and acceptance of said Improvements.

1.08. Landscaping Bond. The Developer shall be required to furnish the City a two (2) year warranty bond or letter of credit guaranteeing the landscaping work in the amount of the landscaping improvement associated with this phase of the development. The landscaping bond shall be provided to the City and commence upon final inspection and acceptance of said landscaping improvements.

1.09. Maintenance of Public Property. Developer agrees to assume full financial responsibility for any damage which may occur to public property with the development of Subject Property, including, but not limited to, streets, street sub-base, base, bituminous surface, curb, utility system including, but not limited to water main, sanitary sewer or storm sewer when said damage occurs as a result of the activity which takes place during the development of the Subject Property by the Developer, its contractors or subcontractors or assigns. The Developer further agrees to pay all costs required to repair the streets or utility systems, or both, damaged or cluttered with debris when occurring as a direct or indirect result of the construction that takes place by said Developer, its contractors or subcontractors or assigns during the course of the Development. In the event the Developer fails to maintain or repair the damaged public property within a reasonable period after receipt of written notice of the nature of the default or damage, but not to exceed 14 days, the City may undertake making or causing it to be repaired or maintained. The City may draw down on the escrow, Letter of Credit or any other cash deposits made by Developer to pay such costs, if Developer fails to complete the repairs.

1.10. Maintenance of Improvements. Developer shall be responsible for all maintenance, upkeep and repair (including, but not limited to snow plowing, mowing, weed control, and grading) of the Improvements until issuance of the Final Approval. Developer shall remain responsible for all maintenance and upkeep of Improvements that are not transferred to the City. Developer hereby agrees to indemnify and hold the City harmless from any and all claims for damages of any nature whatsoever arising out of Developer's acts or omissions in performing the obligations imposed upon Developer by this paragraph.

1.11. Demolition. The Developer shall obtain all required permits and approvals and thereafter remove any existing structures on the Subject Property prior to commencement of the Improvements.

1.12. Easement to the Developer. The City, at no charge to Developer, grants to the Developer a Temporary Construction Easement ("Easement") over, under and across the rights-of-way dedicated to the public in the Shores of Sylvan Lake Final Plat for purpose of construction of the Improvements. The Easement will commence with the filing of this Agreement with Hennepin County, and shall terminate upon the acceptance City's issuance of the Final Approval.

1.13. Easement to the City. The Developer grants to the City, its agents, representatives, employees, officers, and contractors, a right of entry to access all areas of the Subject Property to perform any and all work and inspections necessary or deemed appropriate by the City or to take any corrective actions deemed necessary by the City in conjunction with this Agreement. The right of entry conveyed by the Developer to the City shall continue until the City's issuance of the Final Approval. The City will provide the Developer with reasonable notice prior to exercising its rights hereunder, except in the case of an emergency.

ARTICLE TWO

FINANCIAL GUARANTY & REQUIRED PAYMENTS

2.01. Development Costs. All fees and costs as further set out in Exhibit B must be paid in full to the City prior to the delivery of the Final Plat to Developer for recording.

2.02. Financial Guaranty, Improvements. Prior to commencement of construction of the Improvements, the Developer will furnish the City an irrevocable Letter of Credit or cash escrow deposit in the same amount (collectively referred hereafter as "Security"), approved by the City Attorney, in the amount as set forth in Exhibit B. If by Letter of Credit, the Security must contain a provision that prohibits the issuer or surety from terminating the Security without first giving 45 days' written notice to the City of the proposed termination or expiration of the Security. In the event, the Security provided by developer does not conform with the requirements of Section 3.02, then the Developer, following notice from the City, shall provide a substitute Security. Failure of the Developer to post a substitute Security within five (5) business days after notice by the City shall constitute a default that shall be grounds for drawing on the Security. The City Administrator may grant a reduction in the Security upon written request by the Developer based upon the value of the completed work at the time of the requested reduction. The Security may not be reduced to less than 10 percent of the original amount until all work required of the Developer by this Agreement has been completed and accepted by the City. The Security shall be released upon the City's issuance of the Final Approval. Upon failure of the Developer to complete the Improvements in accordance with this

Agreement or otherwise perform under this Agreement, the City may declare the Developer to be in default and the amount of the Security shall be paid over to the City. From the proceeds of the Security, the City shall be reimbursed for any attorneys' fees, engineering fees or other technical or professional assistance, including the work of the City staff and employees, and the remainder thereof shall be used by the City to complete the Improvements. The Developer shall be liable to the City to the extent that the Security is inadequate to reimburse the City its costs and pay for the completion of the work. The Security provided by Developer in the form of a Letter of Credit shall comply with the City's Letter of Credit policy which Developer hereby acknowledges receipt of a copy thereof.

2.03. Escrow. The Developer shall submit an Escrow Receipt Form and escrow for the Development as required by Exhibit B ("Escrow"). This Escrow is to be used by the City staff to charge costs of services or materials in connection activities required under this Agreement as set forth on the attached Exhibit B. In the event the Escrow amount is insufficient, Developer shall pay additional escrow as reasonably determined by the City within 10 days of written demand. Failure to make payment of the additional escrow amount will permit the City to supplement those amounts from the Security pursuant to Section 3.02 or to issue the Developer a stop work order. A new Escrow Receipt Form must be completed when replenishing the escrow and to ensure that contact information on the new Escrow Receipt Form is the same as the original escrow form. The City shall return the unused escrow balance to the Developer no sooner than six (6) months after the acceptance of the Improvements by the City at the contact information provided on the Escrow Receipt Form(s).

ARTICLE THREE OTHER REQUIREMENTS

3.01. Indemnification. Notwithstanding anything to the contrary in this Agreement, the City, its officials, agents and employees shall not be personally liable or responsible in any manner to the Developer, the Developer's contractor or subcontractor, material suppliers, laborers or to any other person or persons and Developer shall hold the City, its officials, agents and employees harmless from any claim, demand, damages, actions or causes of action of any kind or character, including the costs, disbursements, and expenses of defending the same, which costs may include but are not limited to, attorneys' fees, consulting engineering services, and other technical or professional assistance arising from or related to this Agreement, Developer's performance or non-performance under this Agreement, or the completion of or failure to complete the work required by this Agreement. The Developer further agrees that it will indemnify, defend, and hold harmless the City and its governing body members, officers, and employees, from any claims or actions arising out of the presence, if any, of hazardous wastes or pollutants on the Subject Property, except to the extent caused by the acts or omissions of the City. Nothing in this section will be construed to limit or affect any limitations on liability of the City under State or federal law, including without limitation Minnesota Statutes Sections 466.04 and 604.02.

3.02. Insurance. The Developer must keep the insurance in force at all times that construction on the Development is in progress. The insurance must name the City as an additional insured. The Developer shall furnish proof of insurance acceptable to the City, covering any public liability or property damage by reason of the operation of the Developer's equipment, laborers, and hazard caused by the Improvements, and include at least the following:

- a. Comprehensive general liability insurance (including operations, contingent liability, operations of subcontractors, completed operations and contractual liability insurance) together with an Owner's Contractor's Policy with limits against bodily injury, including death, and property damage (to include, but not be limited to damages caused by erosion or flooding) which may arise out of Developer's work or the work of any of its subcontractors. The exclusion for underground collapse shall be removed.
- b. Limits for bodily injury or death shall not be less than \$500,000.00 for one person and \$1,500,000.00 for each occurrence; limits for property damage shall not be less than \$2,000,000.00 for each occurrence.
- c. Worker's compensation insurance, with statutory coverage, if applicable.
- d. Developer shall file a Certificate of Insurance with the City Clerk prior to commencing site grading. Developer shall be responsible for insuring that the Certificate bear the following wording.

"Should any of the above policies be canceled or terminated before the expiration date thereof, the issuing company shall give thirty (30) days written notice of cancellation or termination to the Certificate Holder."

3.03. Private Easements. Developer shall provide to the City evidence of all necessary executed private easements between the Developer and adjacent property owner(s). Private easements shall be recorded with Hennepin County; a copy of said recording shall be provided to the City with a copy of the private easement.

3.04. Building Permits and Occupancy. Building permits shall only be issued upon execution of this Agreement by the City and Developer and all amounts due and securities required under this Agreement are paid to the City, and the Final Plat is recorded and a receipt of said recording is provided to the City. Prior to recording of the Final Plat, permits for grading and erosion control may be issued in conjunction with an approved grading permit and payment of the required Security and Escrow by Developer to the City as identified in Exhibit B. The Developer may apply for building permit(s) to construct up to two (2) model buildings prior to the completion of the public roads serving the development. Model home sites must be approved by the City Planner and may be no greater 150 feet from a paved bituminous road. Developer shall maintain access for vehicle traffic and parking during construction of the model homes and access for emergency personnel and equipment, as determined by the City. No occupancy of any newly constructed building in said Final Plat shall occur until the base course of bituminous is in place and a certificate of occupancy has been issued by the City Building Official. The Developer shall use the model home only for real estate sales purposes and no other purposes.

3.05. Underground Utilities. The Developer shall contact the electric, telephone, gas and cable companies that are authorized to provide service to the Subject Property for the purpose of ascertaining whether any of those utility providers intend to install underground lines within the Development. The placement of private underground utilities shall be designed and constructed according to City standards and specifications, and coordinated with the placement of public

underground utilities. Underground utility plans shall be reviewed and approved by the Public Works Director. Any costs associated with the installation of underground utilities required by the utility companies shall be solely borne by the Developer. The Developer agrees to comply with applicable requirements of franchise ordinances in effect in the City, copies of which are available from the City Clerk.

3.06. Street Cleaning. The Developer shall clean dirt and debris from streets that has resulted from construction work by the Developer, its contractors, subcontractors, agents or assigns. The City will inspect the Subject Property not less than on a weekly basis to determine whether it is necessary to take additional measures to clean dirt and debris from the streets. After 72 hours' telephone notice to the Developer's owner's representative, the City may complete or contract to complete the clean-up at the Developer's expense. The City may draw down on the Escrow or Security to pay such costs.

3.07. Construction Hours; Noise; Dust. Developer will comply with all requirements of the City pertaining to the hours and days during which construction activities may take place. Unless otherwise approved in writing by the City Administrator, construction hours shall be 7:00 a.m. to 7:00 p.m. Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturday, and upon request, due to construction delays out of the Developer's control, extended Saturday hours and Sunday hours established by the City Administrator. The Developer shall not be permitted to work on construction of the Improvements on holidays, except in the case of emergencies. The Developer shall provide dust control to the satisfaction of the City Engineer. Developer shall be responsible for coordinating special work hours with the City Engineer and City Inspectors.

3.08. Lighting. The Developer shall be financially responsible for the cost of street lighting (Lighting Plan) for the Development. The Lighting Plan shall be designed and constructed according to City standards and specifications. The Developer shall submit a final Lighting Plan for review and approval to the Public Works Director prior to commencing construction.

3.09. Erosion Control. Developer shall be responsible for compliance with an approved erosion control plan. The Developer will be given a telephone notice when an unsatisfactory condition exists that is determined to be a Developer's responsibility. Work to correct said unsatisfactory condition shall commence within 72 hours from the time of the telephone notice to Developer's owner's representative. If work is not commenced within 72 hours of said telephone notice, City will proceed to do the required work at the expense of the Developer. If it is determined that the unsatisfactory condition could result in degradation of downstream water quality, Developer shall, upon telephone notice, immediately proceed to correct said unsatisfactory condition. If Developer does not, within the stated time period, respond to said unsatisfactory condition, City has the right to enter upon the Subject Property and correct said condition. City shall be entitled to reimbursement and may draw on the Escrow or Security to cover its costs and expenses including, but not limited to legal, fiscal and engineering related to correction of the condition. City may draw on Developer's financial escrow and Security.

3.11. Other Approvals. In addition to the City Approvals, other governmental agencies have reviewed and approved components of the Plans, if required. It is the responsibility of the Developer to ensure that all permits from appropriate governmental agencies are received prior to beginning construction of any Improvements.

3.12. Final Plat. The Developer shall record the Final Plat for Shores of Sylvan Lake in the land records office for Hennepin County, Minnesota within 30 days of its release by the City to the Developer. Developer shall provide records of said recording to the City.

3.13. Additional Work or Materials. All Improvements the Developer is required to complete pursuant to this Agreement shall be designed and constructed according to City standards and specifications and completed at no expense to the City, including, without limitation, any reimbursement by the City for work paid for by the Developer. The Developer agrees that it will make no claim for compensation for work or materials so done or furnished.

3.14. Miscellaneous Obligations. Developer shall comply with the terms and conditions set forth in this agreement and resolutions pertaining to the Development: Resolution No. 2025-36 and Resolution 2025-56.

ARTICLE FOUR DEFAULT AND REMEDIES

4.01. Default by Developer. In the event of default by the Developer as to any of the work to be completed by the Developer, its successors or assigns, the City may, at its option perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer is first given notice of the work in default, not less than 72 hours in advance and does not, within that 72 hour period, diligently proceed to remedy such default. In the event of such unremedied default, the City may immediately bring legal action against the Developer and/or draw upon the Security sums that exceed the costs or damage to the City, the City will return such excess amounts. In addition to its other remedies provided herein, the City may levy the cost in whole or in part as a special assessment against the Subject Property. Developer waives its rights to notice of hearing and hearing on such assessments and its right to appeal such assessments pursuant to Minnesota Statutes §429.081.

4.02. Complete Improvements-Right of Entry. In addition to the City's other remedies under this Agreement, if the Developer's breach involves failure to complete the Improvements, the City is hereby authorized, at its option, following 30 days written notice to Developer, to enter on to all portions of the Subject Property it deems necessary to complete the installation of any or all of the Improvements to which the default relates.

4.03. Denial of Permits. Breach of any term of this Agreement by the Developer or failure to comply with City ordinances shall be grounds for denial of building or occupancy permits for buildings within the Final Plat until such breach is corrected by the Developer.

4.04. Rights Cumulative. No remedy conferred in this Agreement is intended to be exclusive and each shall be cumulative and shall be in addition to every other remedy. The election of any one or more remedies shall not constitute a waiver of any other remedy.

4.05. Attorney Fees. The Developer will pay the City's costs and expenses, including attorneys' fees, in the event a suit or action is brought to enforce the terms of this Agreement or in the event an action is brought upon a bond or letter of credit furnished by the Developer as provided herein.

ARTICLE FIVE MISCELLANEOUS PROVISIONS

5.01. Amendment. Any amendment to this Agreement must be in writing and signed by both parties.

5.02. Assignment. The Developer may not transfer or assign any of its obligations under this Agreement without the prior written consent of the City, which shall not be unreasonably withheld.

5.03. Agreement to Run with Land. The Developer agrees to record this Agreement among the land records of Hennepin County, Minnesota contemporaneously with recording the Final Plat of Wood Lane Villas and corresponding Final Plat Resolution No. 2025-56 and related agreements. The provisions of this Agreement shall run with the land and be binding upon the Developer and its successors in interest. Notwithstanding the foregoing, no conveyance of the Subject Property or any part thereof shall relieve the Developer of its personal liability for full performance of this Agreement unless the City expressly so releases the Developer in writing.

5.04. Release. Upon completion of Improvements, the City's issuance of the Final Approval, and satisfaction of all of the Developer's obligations under this Agreement, which shall be evidenced by the expiration of the maintenance bond required by Section 1.07 of this Agreement, the City agrees to execute Certificate of Completion or other recordable instrument releasing the Subject Property from the terms of this Agreement.

5.05. Severability. The provisions of this Agreement are severable, and in the event that any provision of this Agreement is found invalid, the remaining provisions shall remain in full force and effect.

5.06. Notices. All notices, certificates or other communications required to be given to City or Developer hereunder shall be deemed given i) on the same day of personally delivered, ii) one (1) day after being deposited with a nationally recognized overnight air courier, or iii) two (2) business days after mailing by certified or registered mail, return receipt requested, with postage fully pre-paid and addressed as follows:

CITY:

City of Rogers
22350 South Diamond Lake Road
Rogers, MN 55374
Telephone: (763) 428-2253
Attn: Steve Stahmer, City Administrator

DEVELOPER:

Benziner Properties, inc.

20401 County Road 81
Rogers, MN 55374
Attn: Jeff Benzinger

The City and Developer, by notice given hereunder, may designate different addresses to which subsequent notice, certificate or other communications should be sent.

5.07. No Third-Party Beneficiary. This Agreement and any financial guarantees required pursuant to its terms are not intended for the benefit of any third party.

5.08. Consent. The Developer represents and warrants that there are no other persons or entities with interests in the Property, except the interest of a mortgagee, if required. The consent of such mortgagee is attached hereto as Exhibit D.

5.09. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. The Developer agrees to comply with all laws, ordinances, and regulations of Minnesota and the City that are applicable to the Subject Property.

5.10. Counterparts. This Agreement may be executed simultaneously in any number of counterparts, each of which shall be an original and shall constitute one and the same Agreement.

5.11. Non-waiver. Each right, power or remedy conferred upon the City or the Developer by this Agreement is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, or available to the City or the Developer at law or in equity, or under any other agreement. Each and every right, power and remedy set forth in this Agreement or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City or the Developer and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy. If either party waives in writing any default or nonperformance by the other party, such waiver shall be deemed to apply only to such event and shall not waive any other prior or subsequent default.

5.12 Supersedes and Replaces. The parties understand and agreed that this Agreement supersedes and replaces all oral agreements, previous development agreements, and negotiations between the parties in relation thereto.

[This page was intentionally left blank.]

IN WITNESS OF THE ABOVE, the duly authorized representatives of the parties have caused this Agreement to be executed in duplicate on the date and year written above.

BENZINGER PROPERTIES, INC

Jeff Benzinger
Its Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF)

The foregoing instrument was acknowledged before me this _____ day of _____ 2025, by Jeff Benzinger, the President of Benzinger Properties, inc., a Minnesota corporation, on behalf of the company.

Notary Public

CITY OF ROGERS

Shannon Klick
Its Mayor

Stacie Brown
Its City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this _____ day of _____, 2025 by Shannon Klick and by Stacie Brown, the Mayor and City Clerk, respectively, of the City of Rogers, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
City of Rogers
22350 South Diamond Lake Road
Rogers MN 55374
(763) 428-2253

EXHIBIT A
WOOD LANE VILLAS
LEGAL DESCRIPTION OF THE PROPERTY

Existing Legal Descriptions:

The East 419.00 feet of the West 485.00 feet of the North 519.81 feet of the Southeast Quarter of the Northwest Quarter of Section 27, Township 120, Range 23, Hennepin County, Minnesota.

Proposed Legal Descriptions:

LOTS 1 THROUGH 7, BLOCK 1, LOTS 1 THROUGH 4, BLOCK 2, and LOTS 1 THROUGH 6, BLOCK 3, WOOD LANE VILLAS, Hennepin County, Minnesota, according to the plat thereof.

EXHIBIT B
WOOD LANE VILLAS
FEES, IMPROVEMENT COSTS & FINANCIAL SECURITIES

2025 EXHIBIT B				
WOOD LANE VILLAS				
DEVELOPMENT INFORMATION				
Acres (Net)				4.82
Units				17.00
Lots (17)				17.00
SECTION 1: PLATTING FEES OWED (CREDITS)	COST	PER ACRE/UNIT/LOT	AMOUNT DUE	NOTES
Water Trunk	\$3,000.00	Per Acre	\$ 14,460.00	
Sanitary Sewer Trunk	\$2,600.00	Per Acre	\$ 12,532.00	
Storm Sewer Trunk	\$2,400.00	Per Acre	\$ 11,568.00	
Park Dedication	\$6,000.00	Per Unit	\$ 102,000.00	
Subdivision GIS Data Entry Fee	\$ 50.00	Per Acre	\$ 241.00	
Lot Origination Fee	\$ 350.00	Per Lot	\$ 5,950.00	
Subtotal Platting Fees			\$ 146,751.00	
Total Platting Fees			\$ 146,751.00	
SECTION 2: ADMINISTRATIVE AND DEVELOPMENT RELATED COSTS			AMOUNT DUE	NOTES
Administrative			\$ 60,000.00	3% of Construction - Public Improvements
Total Administrative and Development Related Costs			\$ 60,000.00	
SECTION 3: IMPROVEMENT COSTS	LETTER OF CREDIT		ESCROW	NOTES
Engineering - Onsite Field Inspection			\$ 141,375.00	6.5% of Total Improvements - Engineering
Legal			\$ 2,500.00	City Attorney - Contract
Planning			\$ 4,000.00	City Planner
Non-Public Improvements				
Landscaping	\$ 75,000.00			Construction Estimates needed
Construction - Site (Grading & Erosion Control)	\$ 100,000.00			Construction Estimates needed
Public Improvements Dedicated to the City				
Construction - Road Improvements	\$ 500,000.00			Construction Estimates needed
Construction - Utility Improvements (Storm Sewer)	\$ 500,000.00			Construction Estimates needed
Construction - Utility Improvements (Water Main)	\$ 500,000.00			Construction Estimates needed
Construction - Utility Improvements (Sanitary Sewer)	\$ 500,000.00			Construction Estimates needed
Total Improvement Costs	\$ 2,175,000.00		\$ 147,875.00	
SECTION 4: LOC / ESCROW / FEES REQUIRED	LETTER OF CREDIT		ESCROW	NOTES
Escrow				
Section 1: Platting Fees			\$ 146,751.00	
Section 2: Administrative Fees			\$ 60,000.00	
Section 3: Cash Escrow			\$ 162,663.00	110% of Cash Escrow Subtotal
Security				
Section 3: Letter of Credit	\$ 3,218,750.00			125% Non Public Improvements / 150% Improvements Dedicated to City
Total Letter of Credit and Cash Required	\$ 3,218,750.00		\$ 369,414.00	

**EXHIBIT C
WOOD LANE VILLAS
APPROVED PLANS**

[TO BE INSERTED]

WOOD LANE VILLAS CONSENT

The Property is subject to the foregoing Developer's Agreement and, accordingly, Bank hereby consents to the Developer's Agreement; provided, that in doing so, Bank shall not be liable to the City or any other person for the performance or non-performance of the Agreement by the Developer; provided further, that in the event that Bank acquires fee title to the Property by foreclosure or sale in lieu of foreclosure, Bank shall not be required to perform any of the obligations required of the Developer in said Agreement during the Bank's term of ownership so long as Bank is actively marketing the Property for sale and maintaining the Property in compliance with applicable ordinances.

Its: _____

[illegible]

Notary Public

Page 408 of 512

STORMWATER MAINTENANCE AGREEMENT
[DEVELOPMENT NAME]

THIS AGREEMENT is made this ____ day of ____, 20__ by and between the City of Rogers, a municipal corporation under the laws of Minnesota (“City”), located at 22350 Diamond Lake Road, Rogers, Minnesota 55374, and [Benzinger Properties, Inc., a corporation under the laws of Minnesota, located at 20401 County Road 81, Rogers, MN 55374 (“Developer”).

RECITALS

- A. This Stormwater Maintenance Agreement applies to WOOD LANE VILLAS (“Development”) which consists of approximately 4.82 acres described as WOOD LANE VILLAS, according to the recorded plat thereof (“Subject Property”) and legally described as attached in Exhibit A.
- B. The Developer is the fee title owner of the Subject Property.
- C. The City Council approved the Final Plat for the development of WOOD LANE VILLAS by Resolution No. 2025-56, adopted by the City Council on August 12th, 2025 The City Engineer approved the Grading and Utility Plans on [Date].
- D. The Developer intends to construct within the Drainage and Utility Easement area (“Easement Area”), as described in Exhibit B and illustrated in the Final Plat document, certain stormwater improvements (“Stormwater Improvements”) as depicted in Exhibit C for the benefit of the Subject Property.
- E. The City has entered into an agreement with the Developer for the construction and maintenance of the Stormwater Improvements.
- F. The Elm Creek Watershed Management Commission requires permanent provisions for handling of storm runoff, including provisions for operation and maintenance of all stormwater runoff facilities and ponds, and such provisions are to be set forth in an agreement to be recorded in the real estate records.
- G. The City and the Developer intend to comply with certain conditions, including entering into a maintenance agreement regarding the Stormwater Improvements;
- H. In consideration of mutual covenants of the parties set forth herein and other valuable considerations, the City and the Developer now desire to enter into this Storm Water Maintenance Agreement (“Agreement”) setting forth certain requirements and obligations relating to the Stormwater Improvements of the Subject Property.

AGREEMENT

1. Maintenance of the Stormwater Improvements. The Developer and its successor or assigns as fee owner of the Property shall be responsible for maintaining the Stormwater Improvements and for observing all drainage laws governing the operation and maintenance of the Stormwater Improvements. The Developer shall inspect Stormwater Improvements as scheduled in Exhibit D. The Developer shall make all such scheduled inspections, keep record of all inspections and maintenance activities, and submit such records annually to the City. The cost of all inspections and maintenance, including skimming and cleaning of the Stormwater Improvements, shall be the obligation of the Developer and its successors or assigns as the fee owner of the Property.
2. City's Maintenance Rights. The City may maintain the Stormwater Improvements, as provided in this paragraph, if the City reasonably believes that the Developer or its successors or assigns has failed to maintain the Stormwater Improvements in accordance with applicable drainage laws and other requirements and such failure continues for 60 days after the City gives the Developer written notice of such failure. The developer shall accept and adequately maintain and inspect the Stormwater management facilities located within the City of Rogers drainage and utility easements. This includes all pipes and ditches built to convey Stormwater to the facility, as well as structures, improvements, and vegetation provided to control the quantity and quality of the Stormwater. Adequate maintenance is herein defined as good working condition so that these facilities are performing their design functions. The City's notice shall specifically state which maintenance tasks are to be performed. If the Developer does not complete the maintenance tasks within 60 days after such notice is given by the City, the City shall have the right to enter upon the Easement Area to perform such maintenance tasks. In such case, the City shall send an invoice of its reasonable maintenance costs to the Developer or its successors or assigns, which shall include all staff time, engineering and legal and other costs and expenses incurred by the City. If the Developer or its assigns fails to reimburse the City for its costs and expenses in maintaining the Stormwater Improvements within 30 days of receipt of an invoice for such costs, the City shall have the right to assess the full cost thereof against all of the lots within the Property. The Developer, on behalf of itself and its successor and assigns, acknowledges that the maintenance work performed by the City regarding the Stormwater Improvements benefits the lots in the Property in an amount which exceeds the assessment and hereby waives any right to hearing or notice and the right to appeal the assessments otherwise provided by Minnesota Statutes Chapter 429. Notwithstanding the foregoing, in the event to an emergency, as determined by the City Engineer, the 60-day notice requirement to the Developer for failure to perform maintenance tasks shall be and hereby is waived in its entirety by the Developer, and the Developer shall reimburse the City and be subject to assessment for any expense so incurred by the City in the same manner as if written notice as described above has been given.
3. Hold Harmless. The Developer hereby agrees to indemnify and hold harmless the City and its agents and employees against any and all claims, demands, losses, damages, and expenses (including reasonable attorneys' fees) arising out of or resulting from the Developer's or the Developer's agents or employee's negligent or intentional acts, or any violation of any safety law, regulation or code in the performance of this Agreement, without regard to any inspection

or review made or not made by the City, its agents or employees or failure by the City, its agents or employees to take any other prudent precautions. In the event the City, upon the failure of the Developer to comply with any conditions of this Agreement, performs said conditions pursuant to its authority in this Agreement, the Developer shall indemnify and hold harmless the City, its employees, agents and representatives for its own negligent acts in the performance of the Developer's required work under this Agreement, but this indemnification shall not extend to intentional or grossly negligent acts.

4. Costs of Enforcement. The Developer agrees to reimburse the City for all costs incurred by the City in the enforcement of this Agreement, or any portion thereof, including court costs and reasonable attorneys' fees.
5. Notice. All notices required under this Agreement shall either be personally delivered or be sent by certified or registered mail and addressed as follows:

CITY:

City of Rogers
22350 South Diamond Lake Road
Rogers, MN 55374
Telephone: (763) 428-2253
Attn: Steve Stahmer, City Administrator

DEVELOPER:

[Developer Name]
[Street Address]
[City, State, Zip]
[Contact Phone Number]
Attn: [Contact Name]

All notices given hereunder shall be deemed given when personally delivered or two business days after being placed in the mail properly addressed as provided herein.

6. Successors. All duties and obligations of Developer under this Agreement shall also be duties and obligations of Developer's successors and assigns. The terms and conditions of this Agreement shall run with the Property.
7. Effective Date. This Agreement shall be binding and effective as of the date hereof.

[Balance of this page intentionally left blank]

[DEVELOPER NAME]

[Name of Signer]

Its ____

STATE OF MINNESOTA)
) ss.
COUNTY OF)

The foregoing instrument was acknowledged before me this ____ day of _____ 20__, by [Name of Signer], [Title], of [Developer], a Minnesota corporation, on behalf of the corporation.

Notary Public

[Balance of this page intentionally left blank]

CITY OF ROGERS

Shannon Klick
Its Mayor

Stacie Brown
Its Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this _____ day of _____, 2019
by Shannon Klick and by Stacie Brown, the Mayor and Clerk, respectively, of the City of Rogers,
a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

City of Rogers
22350 South Diamond Lake Road
Rogers MN 55374
(763) 428-2253

[Balance of this page intentionally left blank]

EXHIBIT A

[DEVELOPMENT NAME]

LEGAL DESCRIPTION OF THE PROPERTY

Existing Legal Descriptions:

The East 419.00 feet of the West 485.00 feet of the North 519.81 feet of the Southeast Quarter of the Northwest Quarter of Section 27, Township 120, Range 23, Hennepin County, Minnesota.

Proposed Legal Descriptions:

LOTS 1 THROUGH 7, BLOCK 1, LOTS 1 THROUGH 4, BLOCK 2, and LOTS 1 THROUGH 6, BLOCK 3, WOOD LANE VILLAS, Hennepin County, Minnesota, according to the plat thereof.

EXHIBIT B

[DEVELOPMENT NAME]

LEGAL DESCRIPTION OF DRAINAGE AND UTILITY EASEMENTS

EXHIBIT C

[DEVELOPMENT NAME]

DEPICTION OF STORMWATER IMPROVEMENTS

EXHIBIT D

[DEVELOPMENT NAME]

STORMWATER MAINTENANCE AGREEMENT

Inspection Schedule for Stormwater Improvements

1. Debris clean-out	Monitor and clean out annually.
2. Sediment removal in basin	Monitor annually and clean out when sediment occupies 50% of storage volume.
3. Vegetation	Monitor annually remove undesirable vegetation as needed. Media filters that have a grass cover will be mowed as needed during the growing season to maintain maximum grass heights less than 12 inches.
4. Inlet	Monitor annually and repair as needed.
5. Outlet	Monitor annually and repair as needed.
6. Sump manholes	Monitor annually, remove sediment annually and repair as needed.
7. Pump system	Maintain pump system per manufacturers guidelines
8. Distribution system	Repair/replace as needed and blow out irrigation system annually.
9. Treatment system	Monitor annually, clean and repair as needed. When the filtering capacity of the filter diminishes substantially (i.e., when water ponds on the surface of the filter bed for more than 48 hours), the top few inches of discolored material will be removed and replaced with fresh material. The removed sediments will be disposed in an acceptable manner (i.e., landfill).

WOOD LANE VILLAS

C.R. DOC. NO _____

KNOW ALL PERSONS BY THESE PRESENTS: That Benzinger Properties, Inc., a Minnesota Corporation, owner of the following described property situated in the County of Hennepin, State of Minnesota, to wit:

The East 419.00 feet of the West 485.00 feet of the North 519.81 feet of the Southeast Quarter of the Northwest Quarter of Section 27, Township 120, Range 23, Hennepin County, Minnesota.

Has caused the same to be surveyed and platted as WOOD LANE VILLAS and does hereby dedicate to the public for public use the public ways and the drainage and utility easements as created by this plat.

In witness whereof said Benzinger Properties, Inc., a Minnesota Corporation, has caused these presents to be signed by its proper officer this ____ day of _____, 20__.

Signed: Benzinger Properties, Inc.

By: _____, President
Jeff Benzinger

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me on ____ day of _____, 20__ by Jeff Benzinger, President of Benzinger Properties, Inc., a Minnesota Corporation, on behalf of the corporation.

Signature of Notary

Printed Name

Notary Public, _____ County, _____

My Commission Expires _____

I Daniel Ekrem 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__.

Daniel Ekrem, Licensed Land Surveyor
Minnesota License No. 57366

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me on this ____ day of _____, 20__, by Daniel Ekrem.

Signature of Notary

Printed Name

Notary Public, _____ County, Minnesota

My Commission Expires _____

CITY COUNCIL, CITY OF ROGERS, MINNESOTA

This plat of WOOD LANE VILLAS was approved and accepted by the City Council of the City of Rogers 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__.

Daniel Rogan, County Auditor

by _____, Deputy

SURVEY DIVISION
Hennepin County, Minnesota

Pursuant to MN. STAT. Sec. 383B.565 (1969), this plat has been approved this ____ day of _____, 20__.

Chris F. Mavis, County Surveyor

by _____

COUNTY RECORDER
Hennepin County, Minnesota

I hereby certify that the within plat of WOOD LANE VILLAS was recorded in this office this ____ day of _____, 20__, at ____ o'clock ____ .M.

Amber Bougie, County Recorder

by _____, Deputy

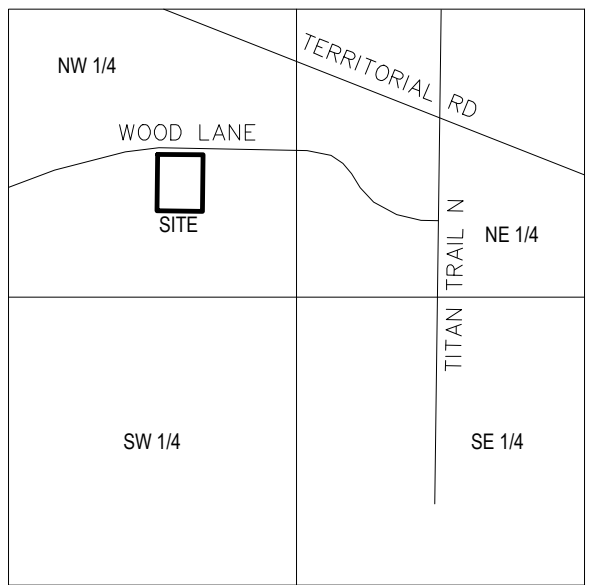
HENN CO CIM NW COR.
SEC. 27, T. 120, R. 23
S89°13'59"E
1324.47

HENN CO CIM N 1/4 COR.
SEC. 27, T. 120, R. 23
S89°13'59"E
1324.47

KNAPP ADDITION

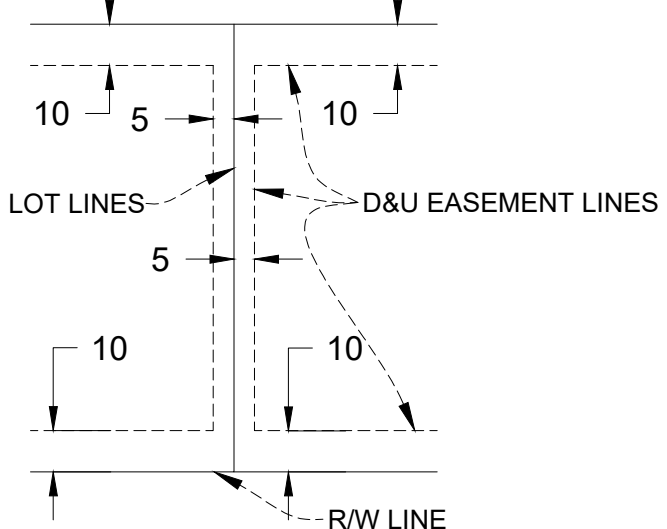
C.R. DOC. NO

WOOD LANE VILLAS



VICINITY MAP
SEC. 27, T. 120, R. 23
NOT TO SCALE

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:
NOT TO SCALE



Being 5 feet in width and adjoining lot lines and
being 10 feet in width and adjoining right of way
lines, unless otherwise indicated on the plat.

**THE N LINE OF THE SE 1/4 - NW 1/4 - SEC. 27, T. 120, R. 24 HAS AN
ASSUMED BEARING OF N89° 28' 33W".**

LEGEND

- Denotes 1/2 inch x 18 inch iron monument set marked by license no. 57366, unless otherwise shown.
- Denotes monument found 1/2 inch iron pipe, unless otherwise shown.
- Denotes Cast Iron Monument
- D&U Drainage & Utility Easement
- △ Denotes Set Mag Nail

0 15 30 60
SCALE IN FEET
1 INCH = 60 FEET



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.24

Subject: Approval of Resolution 2025-57 Authorizing Building Permit Issuance for Veit Headquarters Expansion in Advance of Plat Recording

Prepared By: Brett Angell, Community Development Director

Recommended Council Action

Motion to approve Resolution 2025-57 authorizing the building permit issuance for Veit headquarters addition in advance of plat recording.

Overview / Background / Analysis

At the November 26th, 2024 meeting, the City Council approved a preliminary plat, final plat, and site plan related to the expansion of the Veit Headquarters at 14000 Veit Place. The plat pertained to re-platting the property, which is currently multiple parcels, into one parcel. The expansion included a 13,924-square-foot addition to the maintenance bay of the existing building. Resolution 2024-109, which approved the plat and site plan, included a condition of approval which required the new plat to be recorded prior to the issuance of a building permit for the expansion.

Following the council's approval, Veit and their consultants have been working with the County to ensure the plat meets all County recording requirements. There has been a slight delay due to some of the property that is being platted being abstract and some torrens. This will not influence the approval of the plat or city requirements but is causing delays with the plat being recorded. It is anticipated the plat will be finalized and recorded within the coming months. However, the building permits are ready to be issued and time is currently of the essence to ensure the addition can be started, and the foundation completed before winter conditions and freezing.

To accommodate the addition starting on the proper timeline, the proposed resolution would change the condition of approval to the plat being recorded with the county prior to the issuance of a certificate of occupancy. This will allow construction to begin before the plat is recorded and still ensure that it does get recorded. Construction is anticipated to take between 6–9 months. Staff will continue to work with Veit and their consultants to ensure the plat is recorded at a proper timeline.

Staff Recommendation

Staff recommends approval of Resolution 2025-57 authorizing building permit issuance for the Veit headquarters expansion in advance of plat recording.

Financial Impact: Not applicable.

Source Fund: Not applicable.

Budgeted? N/A

Supporting Documentation

A. Resolution 2025-57 Veit Building Permit

RESOLUTION NO. 2025-57

**A RESOLUTION GRANTING AUTHORIZING BUILDING PERMIT ISSUANCE FOR
THE VEIT HEADQUARTERS EXAPANSION AT 14000 VEIT PLACE PRIOR TO
PLAT RECORDING**

WHEREAS, Veit & Company, LLC (“Owner”) has requested and received approval from the City of Rogers (“City”) for a Preliminary Plat, Final Plat, and Site Plan approval related to a 13,924 square foot expansion of their headquarters building, (“Development”); and,

WHEREAS, the Development will occur at 14000 Veit Place (PIDs 15-120-23-24-0040, 15-120-23-24-0006, and 15-1120-23-24-0007) (“Subject Property”); and,

WHEREAS, the Preliminary Plat and Final Plat for the Veit Headquarters Addition and the site plan related to the expansion were approved at the November, 26, 2024 City Council meeting via Resolution 2024-109; and,

WHEREAS, Resolution 2024-109 included a condition of approval requiring the Final Plat be recorded with Hennepin County prior to the issuance of a building permit for the addition; and,

WHEREAS, the Owner is currently working with Hennepin County to ensure the plat meets all recording requirements; and

WHEREAS, the Owner has requested the City of Rogers allow for the issuance of the building permit in advance of plat recording.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF ROGERS, MINNESOTA, authorizes the issuance of the building permit for the Veit headquarters expansion in advance of Veit Headquarters Addition plat recording, subject to the following condition:

1. A certificate of occupancy for the building addition shall not be issued until proof of recording of the Veit Headquarters Addition Final Plat is provided to the city.

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 12th day of August, 2025.

Shannon Klick, Mayor

ATTEST:

Stacie Brown, City Clerk



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.25

Subject: Accept the Resignation of Seth Stiebinger from the Planning Commission

Prepared By: Brett Angell, Community Development Director

Recommended Council Action

Motion to accept the resignation of Seth Stiebinger from the Planning Commission.

Overview / Background / Analysis

Due to a change in personal circumstances, Planning Commissioner Seth Stiebinger has made the decision that he must resign from the Planning Commission. Commissioner Stiebinger was a very valuable member of the Planning Commission and did a fantastic job during his time on the commission. We are very thankful for his knowledge, dedication, and commitment to the City of Rogers.

The seat is anticipated to remain vacant until following the next open interview process in early 2026. The Planning Commission currently operates with two (2) alternates who will sit in the seat until a new seated member is appointed.

Staff Recommendation

Staff recommends the acceptance of the resignation of Seth Stiebinger from the Planning Commission.

Financial Impact: Not applicable.

Source Fund: Not applicable.

Budgeted? N/A

Supporting Documentation

None



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 5.26

Subject: Approval of Resolution 2025-54 Approving Preliminary and Final Plat for Tilton Lake Acres

Prepared By: Alec Henderson, City Planner

Recommended Council Action

Motion to approve Resolution 2025-54 approving the preliminary and final plat for Tilton Lake Acres

Overview / Background / Analysis

Dustin and Elizabeth Breiwick, owners of Lot 3, Block 1, Hagel Estates, have submitted an application for Preliminary and Final Plat approval to subdivide their approximately 38-acre property into three lots for rural residential development. The site is zoned R1 Rural Residential and located within the Shoreland Overlay District adjacent to Tilton Lake. Each lot is proposed to be served by private well and septic, and no public improvements or street construction are proposed.

This subdivision follows the previously approved *Hagel Estates* minor subdivision and reflects continued low-density development in conformance with the City's land use guidance for the area.

Planning Commission unanimously recommended approval of the Preliminary and Final Plat for Tilton Lake Acres.

Primary Issues to Consider

Land Use & Zoning

The subject property is guided for Rural Residential use in the 2040 Comprehensive Plan and zoned R1, Rural Residential. Due to proximity to Tilton Lake, a natural environment lake, the Shoreland Overlay District applies. All proposed lots in *Tilton Lake Acres* exceed the minimum 80,000 sf lot area and 200 ft lot width when measured at both OHWL and building line. Individual wells and septic systems are proposed appropriately for unsewered, rural residential development. All future development must comply with the 25% maximum impervious surface standard and shoreline structure setbacks consistent with Subp. 3.C-H and Subp. 7 of § 125-100. All three proposed lots (ranging from 4.08 to 17.73 acres) exceed these minimums and meet R1 and Shoreland performance standards.

Lot Standards

All lots exceed minimum R1 and Shoreland dimensional standards and include adequate upland area for primary and secondary septic sites, compliant setbacks from Tilton Lake (150' structure and 75' septic), and suitable building sites. No bluff exists on-site. Wetland delineation was completed and buffers have been defined on the plat with signage to be posted.

Access & Easements

Access is provided by a shared ingress/egress easement previously established through Hagel Estates (Document No. 579294), with additional drainage and utility (D&U) easements shown. Revisions are needed to align shared access and drainage easements with previous concept, and the wetland buffer configuration should be simplified per City Engineer comments.

Grading and Drainage

While no public improvements are proposed, grading and erosion control plans are required prior to development of individual lots. Any changes to approved building pad locations and driveway grades must be addressed and documented in future site plans or surveys. It should be noted that grading activities do not meet the threshold for Watershed Commission Review and Permitting.

Public Works Comments

The Public Works Department has reviewed the preliminary and final plats and provided comments requiring additional labeling, easement refinement, and buffer sign placement. All conditions must be addressed prior to recording. The review comments are simple and can be resolved as conditions of approval.

Staff Recommendation

Staff recommends approval of the Preliminary and Final Plat for TILTON LAKE ACRES with the following conditions:

1. The applicant shall revise the Final Plat to address all Public Works, Engineering, and Planning comments, including adjustments to drainage and utility easements, access easements, and wetland buffer layout.
2. A typical grading plan or site-specific grading information shall be provided prior to building permit issuance for each lot.
3. The applicant shall install wetland buffer signage as required, including spacing and placement as request by the City Engineer.
4. Septic and well locations shall be verified with any future development. Septic design and compliance with County standards will be reviewed at time of building permit.
5. A revised Preliminary and Final Plat shall be submitted and approved prior to release for recording.
6. The plat shall be recorded within 30 days of final approval and release.

Applicable park dedication and development fees shall be paid prior to the issuance of future building permits including: \$6,000 per lot for Park Dedication, and \$300 per

developable acre for Storm Water.

Recommended Motion is to Approve Resolution 2025-54.

Financial Impact: NA

Source Fund: NA

Budgeted? N/A

Supporting Documentation

- A. Resolution No. 2025-54_Preliminary_Final Plat-Tilton Lake Acres
- B. 25210-COVER SHEET 1
- C. 25210-EASEMENT EXHIBIT SHEET 3
- D. 25210-SITE PLAN SHEET 2
- E. 25210-Final Plat

RESOLUTION NO. 2025-54

**A RESOLUTION APPROVING THE PRELIMINARY AND FINAL PLAT FOR
TILTON LAKE ACRES**

WHEREAS, Dustin and Elizabeth Breiwick (“Owners”) have submitted applications for Preliminary and Final Plat for real property with the PID: 3412023120002 at 11511 Tilton Trail South (Subject Property) for property totaling approximately 38 acres, as legally described in Exhibit A; and,

WHEREAS, the Owner of the Subject Property intends to subdivide the subject property into three lots by recording a plat titled TILTON LAKE ACRES (“Development”) as shown in Exhibit B; and,

WHEREAS, the Rogers 2040 Comprehensive Plan (“2040 Plan”) guides the Subject Property as Rural Residential; and,

WHEREAS, the Subject property is zoned R1, Rural Residential and lot performance standards are regulated by section 125-55 (a); and

WHEREAS, the Subject property falls within the Shoreland Overlay district of the nearby Tilton Lake (a natural environment lake); and

WHEREAS, the proposed subdivision adequately meets the minimum lot standards of the R1 district per City Code §121-55, and the performance standards for an unsewered natural environment lake according to Section 125-100, Shoreland Management; and,

WHEREAS, pursuant to Minnesota Statute §462.357 the Planning Commission (“Commission”) held a Public Hearing (“Hearing”) on August 4th, 2025 to consider and receive public comment regarding the proposed Plat; 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, verbal comment was received and considered by the Commission regarding the development, and the Commission recommended approval of the Plat with conditions outlined by staff and directed staff to forward the recommendation to Council; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, MINNESOTA, AS FOLLOWS: the Preliminary and Final Plat of the Subject Property, creating three (3) new lots is hereby approved and the City authorizes the recording of this resolution contemporaneously with the final plat mylars conditioned upon the following:

1. The applicant shall revise the Final Plat to address all Public Works, Engineering, and Planning comments, including adjustments to drainage and utility easements, access easements, and wetland buffer layout.

2. A typical grading plan or site-specific grading information shall be provided prior to building permit issuance for each lot.
3. The applicant shall install wetland buffer signage as required, including spacing and placement as request by the City Engineer.
4. Septic and well locations shall be verified with any future development. Septic design and compliance with County standards will be reviewed at time of building permit.
5. A revised Preliminary and Final Plat shall be submitted and approved prior to release for recording.
6. The plat shall be recorded within 30 days of final approval and release.
7. Applicable park dedication and development fees shall be paid prior to the issuance of future building permits including: \$6,000 per lot for Park Dedication, and \$300 per developable acre for Storm Water.

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 12th day of August, 2025.

Mayor

ATTEST:

City Clerk

EXHIBIT A

LEGAL DESCRIPTIONS

Existing Legal Description:

Lot 3, Block 1, HAGEL ESTATES, Hennepin County, Minnesota.

Abstract Property.

Proposed Legal Description:

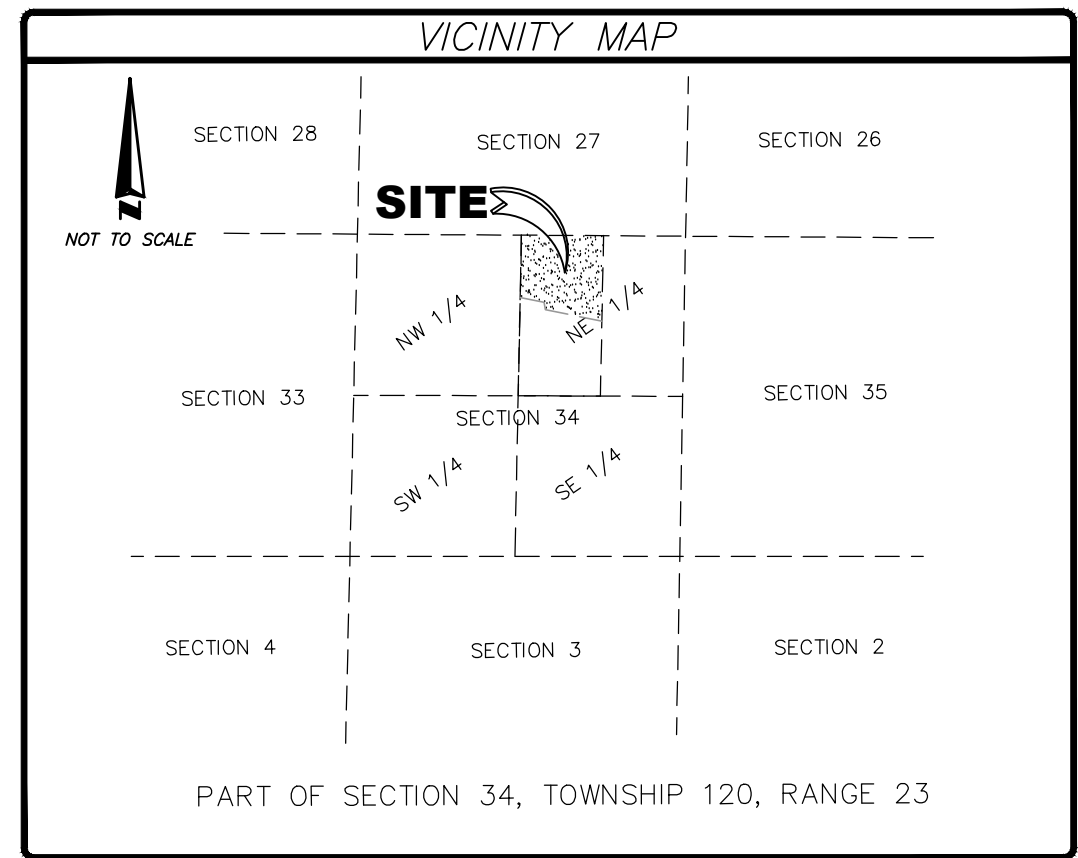
Lot 1, Lot 2, and Lot 3, Block 1, TILTON LAKE ACRES, Hennepin County, Minnesota.

EXHIBIT B
FINAL PLAT
[to be inserted]

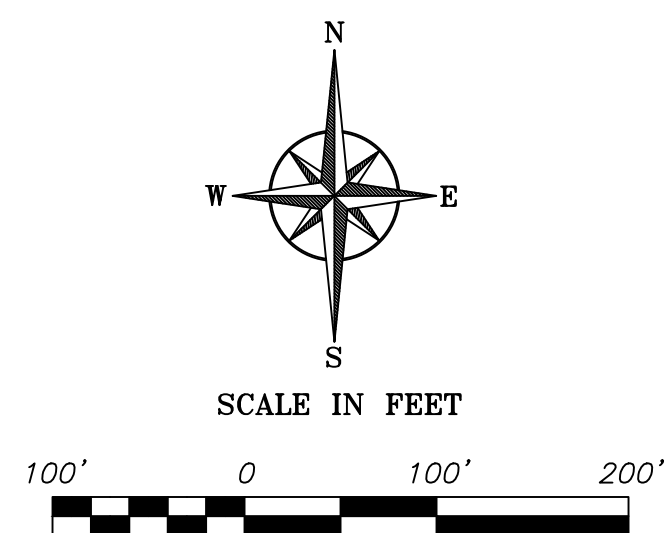
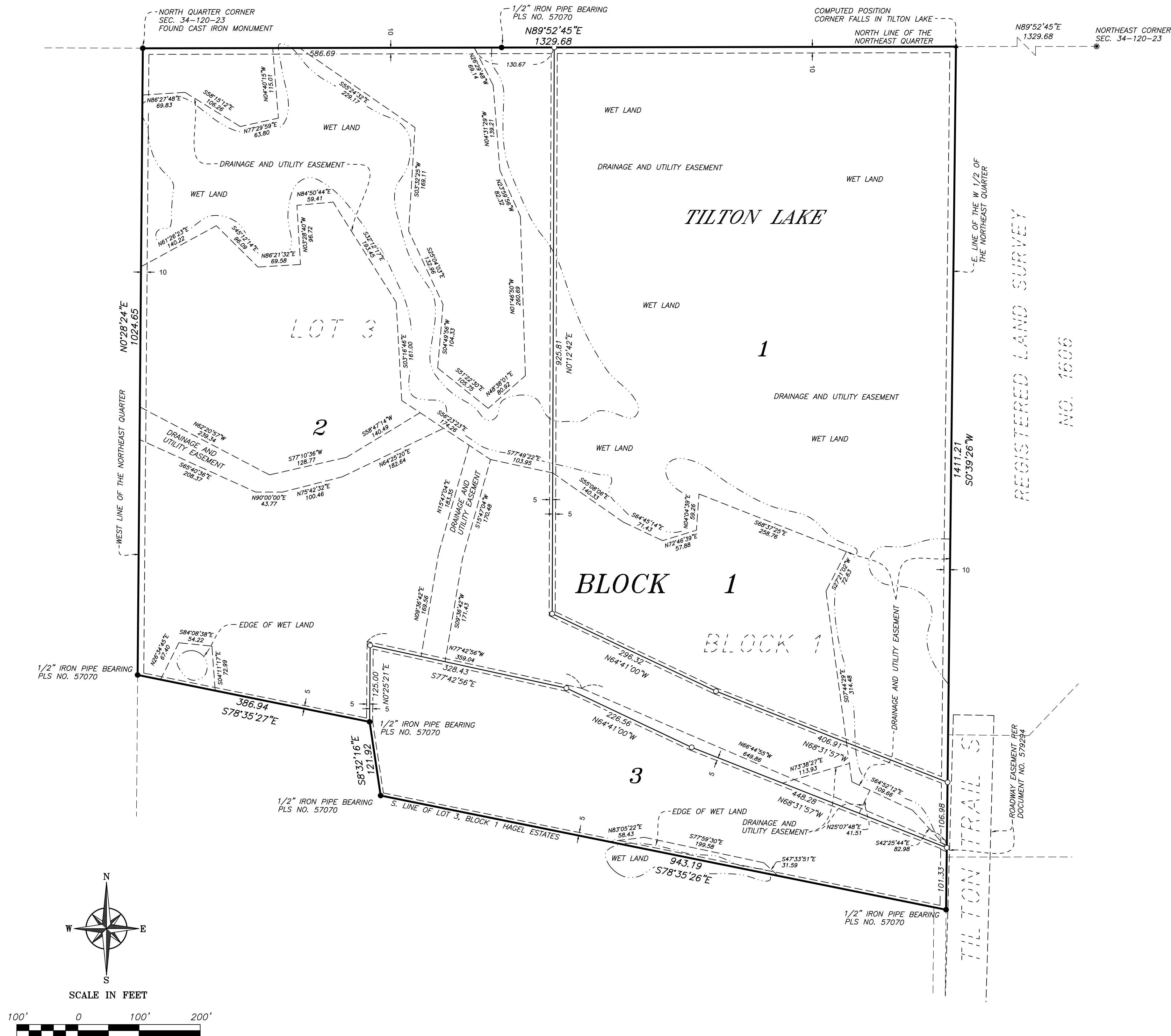
TILTON LAKE ACRES

PRELIMINARY PLAT

ROGERS, MINNESOTA



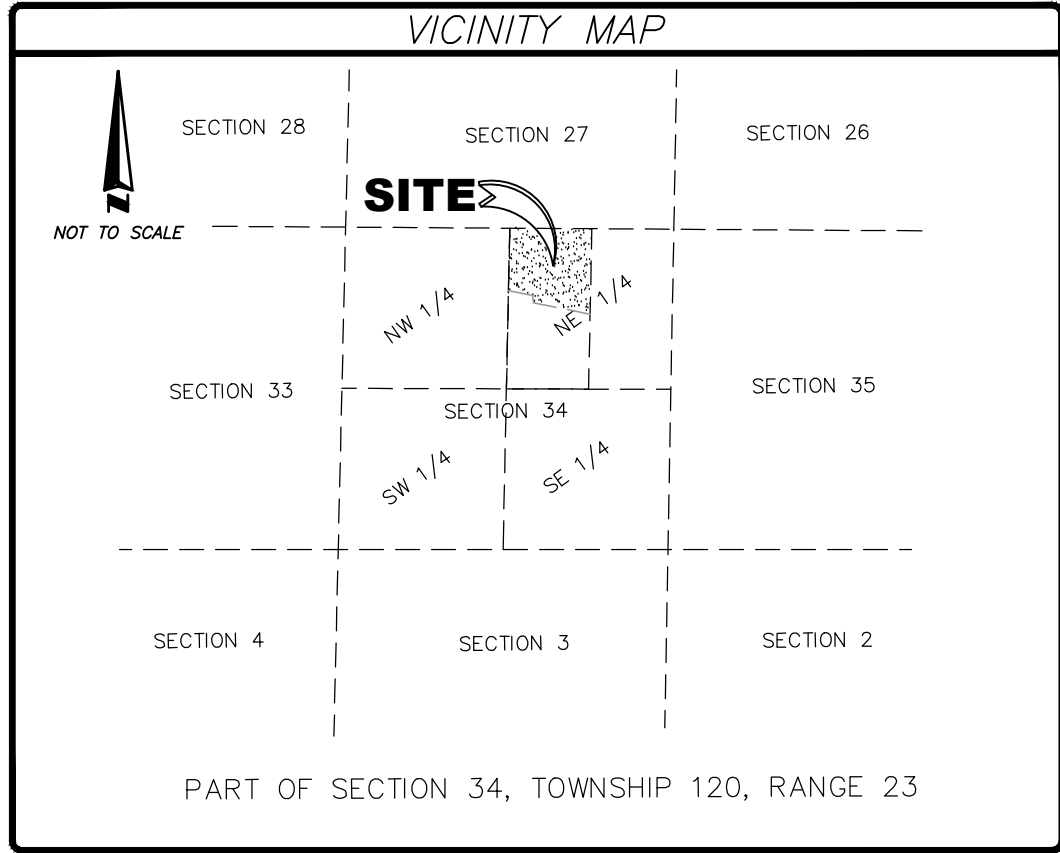
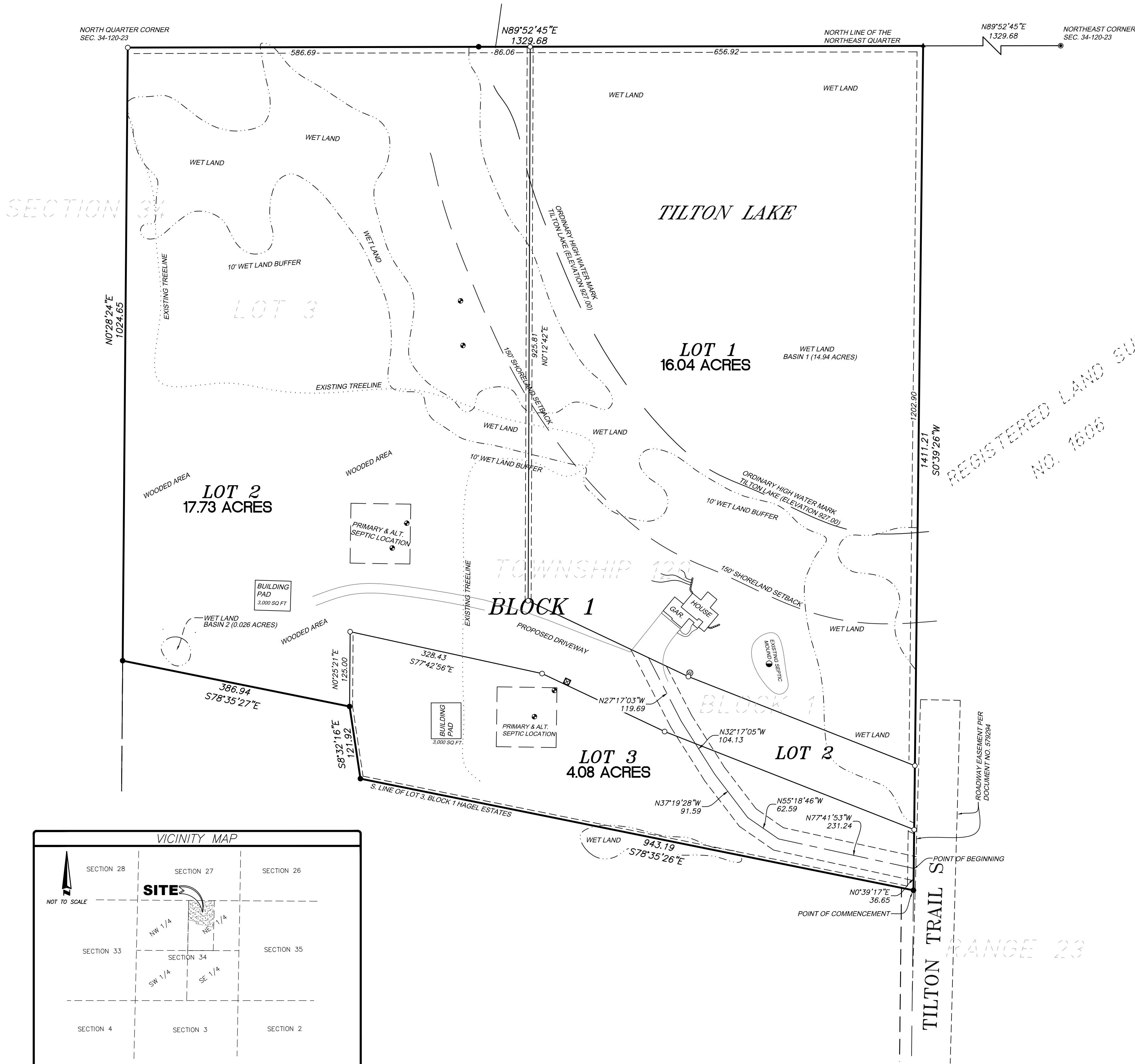
SHEET INDEX	
NO.	SHEET TITLE
1	COVER SHEET
2	SITE PLAN
3	EASEMENT EXHIBIT
4	GRADING AND UTILITY



TILTON LAKE ACRES
(EASEMENT EXHIBIT)

20 FOOT EASEMENT FOR INGRESS AND EGRESS PURPOSES OVER THAT PART OF LOT 2 AND 3, BLOCK 1, TILTON LAKE ACRES CENTERLINE IS DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF LOT 3, BLOCK 1 TILTON LAKE ACRES; THENCE ON AN ASSUMED BEARING OF NORTH 00 DEGRESS 39 MINUTES 17 SECONDS EAST, 36.65 TO THE POINT OF BEGINNING OF SAID EASEMENT; THENCE NORTH 77 DEGREES 41 MINUTES 53 SECONDS WEST 231.24 FEET; THENCE NORTH 55 DEGREES 18 MINUTES 46 SECONDS WEST, 62.59 FEET; THENCE NORTH 37 DEGREES 19 MINUTES 28 SECONDS WEST, 91.59 FEET; THENCE NORTH 32 DEGREES 17 MINUTES 05 SECONDS WEST, 104.13 FEET; THENCE NORTH 27 DEGREES 17 MINUTES 03 SECONDS WEST, 119.69 FEET TO THE NORTH LINE OF SAID LOT 2 AND THERE TERMINATING. SIDE LINES OF SAID EASEMENT SHALL BE PROLONGED OR SHORTED TO TERMINATE ON THE NORTH LINE OF SAID LOT 2 AND THE EAST LINE OF SAID LOT 3.



SURVEYORS CERTIFICATION:
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
KALEB J. KADELBACH (LICENSE NO. 57070) 8/4/2025
DATE

BREWICK COMPANIES INC
SEC 34-T120N-R23W
HENNEPIN COUNTY, MN

JOB#	25210	DRAWN BY	KJK
REVIEW	PRELIMINARY PLAT, COVER SHEET	DATE	
1	PRELIMINARY PLAT	06/24/2025	

APEX
LAND SURVEYING

SHEET 3

TILTON LAKE ACRES

(PRELIMINARY PLAT)

C.R. DOC. NO. _____

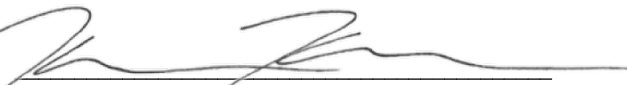
SURVEY FOR: DUSTIN & BETSIE BREWICK

PRELIMINARY PLAT DRAFTED: 5/27/2025

LEGAL DESCRIPTION:

LOT 3, BLOCK 1, HAGEL ESTATES, HENNEPIN COUNTY MINNESOTA.

CERTIFICATION: I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISIONS AND THAT I AM A PROFESSIONAL LICENSED SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.


KALEB J. KADELBACH (P.L.S. 57070) 8/4/2025

PROPOSED LOTS

	UPLAND	WET LAND	TOTAL
<u>LOT 1</u>	157,491 SQ FT 3.62 ACRES	541,390 SQ FT 12.42 ACRES	698,881 SQ FT 16.04 ACRES
<u>LOT 2</u>	574,098 SQ FT 13.18 ACRES	198,109 SQ FT 4.55 ACRES	772,207 SQ FT 17.73 ACRES
<u>LOT 3</u>	173,021 SQ FT 3.97 ACRES	4,774 SQ FT 0.11 ACRES	177,795 SQ FT 4.08 ACRES

APROXIMATE IMPERVIOUS SURFACE CALCS

LOT 1: 698,881 SQ. FT. (16.04 ACRES)

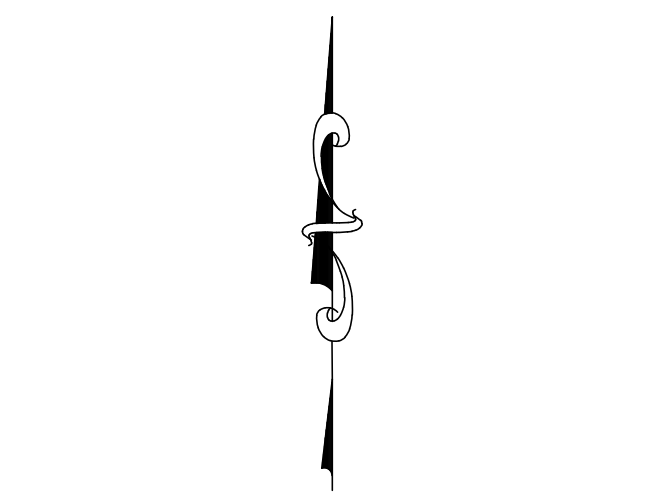
HOUSE/GARAGE: 3,450 SQ. FT.
GRAVEL AND CONCRETE: 3,500± SQ. FT.
TOTAL LOT COVERAGE: 6,950± SQ. FT. (1.0% COVERAGE)

LOT 2: 772,207 SQ. FT. (17.73 ACRES)

HOUSE/GARAGE: 3,000± SQ. FT.
GRAVEL AND CONCRETE: 15,000± SQ. FT.
TOTAL LOT COVERAGE: 18,000± SQ. FT. (2.3% COVERAGE)

LOT 3: 177,795 SQ. FT. (4.08 ACRES)

HOUSE/GARAGE: 3,000 SQ. FT.
GRAVEL AND CONCRETE: 16,000± SQ. FT.
TOTAL LOT COVERAGE: 19,000± SQ. FT. (10.7% COVERAGE)



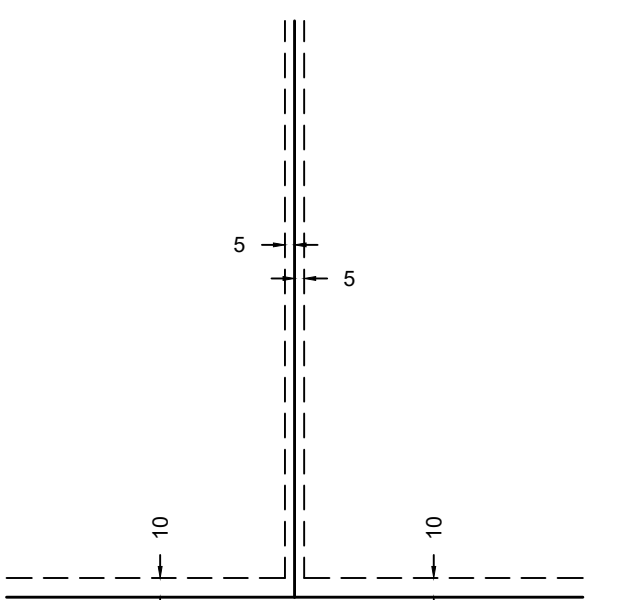
BEARINGS ARE BASED ON THE HENNEPIN COUNTY COORDINATE SYSTEM NAD83 (2011 ADJUSTMENT)

ELEVATIONS ARE DERIVED FROM THE NAVD83 DATUM AND GEODETIC MONUMENT "MEMORIAL" WAS USED AS THE PRIMARY BENCH MARK (ELEV. 984.07)

- FOUND MONUMENT
- FOUND CAST IRON MONUMENT
- SET IRON MONUMENT
- SOIL BORING LOCATION
- ⊙ WELL HEAD
- ▲ WET LAND BUFFER SIGN

- DELINEATED WET LAND
- EASEMENT / WET LAND BUFFER
- PROPERTY BOUNDARY
- PROPOSED LOT LINE

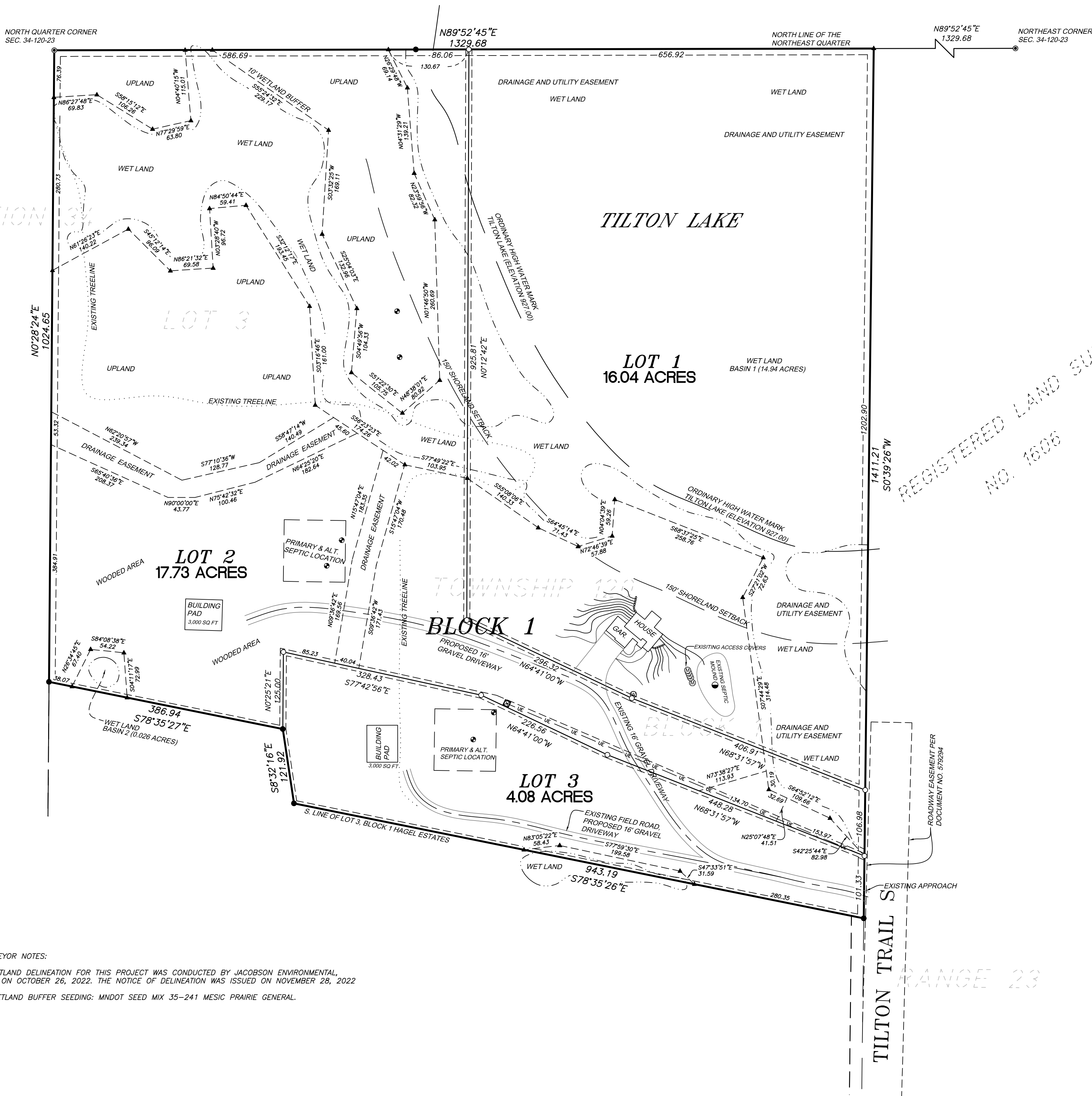
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES AND BEING 10 FEET IN WIDTH AND ADJOINING PUBLIC WAYS UNLESS OTHERWISE INDICATED ON THIS PLAT.

SURVEYOR NOTES:

- WETLAND DELINEATION FOR THIS PROJECT WAS CONDUCTED BY JACOBSON ENVIRONMENTAL PLLC ON OCTOBER 26, 2022. THE NOTICE OF DELINEATION WAS ISSUED ON NOVEMBER 28, 2022
- WETLAND BUFFER SEEDING: MNDOT SEED MIX 35-241 MESIC PRAIRIE GENERAL.



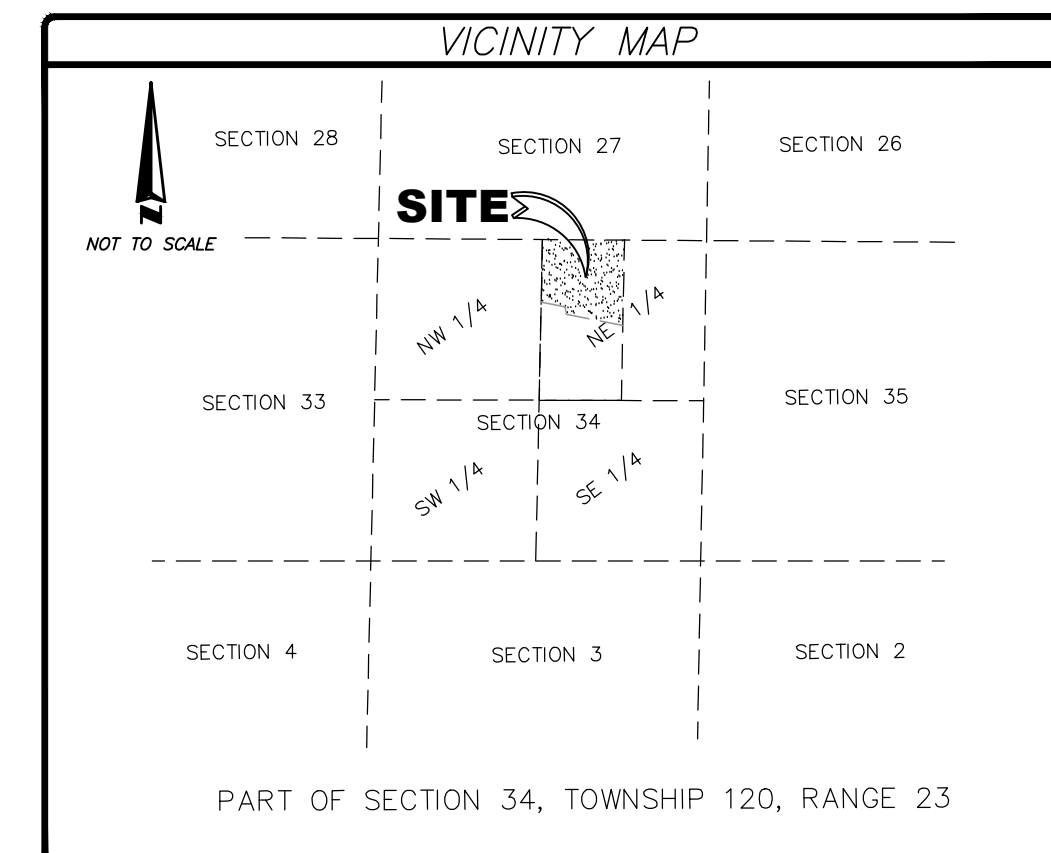
BREWICK COMPANIES INC
SEC 34-T120N-R23W
HENNEPIN COUNTY, MN

REV#	DESCRIPTION	DATE
1	PRELIMINARY PLAT	06/24/2025

APEX
LAND SURVEYING

SHEET 2

C.R. DOC. NO. _____



Kaleb J. Kadelbach, Licensed Land Surveyor
Minnesota License No. 57070

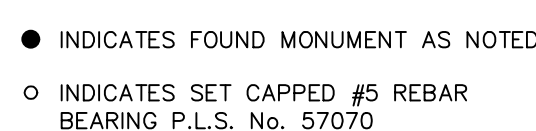
My Commission Expires_____

by _____, Clerk

Daniel Rogan, County Auditor by Deputy

Chris F. Mavis, County Surveyor by _____

Amber Bougie, County Recorder by _____ Deputy _____



BEING 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES
AND BEING 10 FEET IN WIDTH AND ADJOINING PUBLIC
WAYS UNLESS OTHERWISE INDICATED ON THIS PLAT.



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 7.1

Subject: Approve Purchase of RAVE from Motorola Solutions - Mass Communication System

Prepared By: Patrick Farrens, Fire Chief

Recommended Council Action

Move to authorize Chief Farrens to procure and sign a multi-year contract with Motorola Rave Mass Communication Systems.

Overview / Background / Analysis

In order to enhance citywide emergency communication capabilities, staff recommends the purchase and implementation of the Motorola Rave Mass Communication System . As the city continues to grow in population and complexity, the need for a reliable, scalable, and multi-platform communication system becomes increasingly important. The Rave platform provides critical real-time alerting functions to quickly and effectively reach residents, city employees, first responders, and stakeholders through voice, text, email, social media, and digital signage.

The City of Rogers currently relies on limited platforms for emergency notifications and public communications, which may not reach all residents promptly—particularly in rapidly evolving emergencies such as severe weather, hazardous material events, or public safety threats. A modern, centralized communication tool is needed to ensure all residents receive accurate, timely, and location-specific alerts, including vulnerable populations who may not be reachable by traditional outdoor warning systems alone. Over the past two years, the Rogers Police Department could have utilized this technology in five separate incidents to better and more quickly inform residents of rapidly evolving emergencies. This technology may also be used to disseminate information to residents, such as boil orders, snow emergency notifications, and other relevant updates. All residents will need to opt in to receive these messages on their phones.

Motorola Rave Mass Communication System is a nationally recognized, cloud-based emergency communication system used by thousands of municipalities, universities, and public safety agencies across the U.S. The platform supports:

- Multi-channel message delivery: voice calls, SMS, email, IPAWS (Integrated Public Alert & Warning System), desktop alerts, social media, and digital signage.
- Geo-targeted alerts based on location, enabling precision messaging
- Two-way communication, allowing recipients to respond and report situations

- Integration with FEMA's IPAWS
- Ease of use and automation, allowing public safety personnel to launch pre-set or live alerts within seconds
- Redundancy and cloud-based reliability, ensuring system performance even during infrastructure outages

Additional Benefits to the City of Rogers include:

- Increased Public Safety: Instantly notify residents during tornado warnings, evacuations, police emergencies, or public health incidents.
- Better Internal Coordination: Communicate directly with city staff, school districts, public works crews, and emergency responders through secure channels.
- Community Engagement: Allow residents to opt into various public notification categories (e.g., snow emergencies, utility outages, event announcements).
- Accessibility and Inclusion: Support for multiple languages and accessibility features improves communication with non-English-speaking or differently abled residents.
- Scalability: Can grow with the city and integrate with other platforms over time.

This program was selected after reviewing numerous platforms. Key items staff believe make this system stand out include: mobile access, ease of use, and bridge with Motorola Smart 911, a Hennepin County Dispatch initiative, in which residents may opt to log in and create an account providing first responders with time-critical information such as the location of vulnerable individuals, unique hazards in a home, etc. This product was reviewed by Fire/Emergency Management, the IS Director, the Police Command Staff, and the Communications Coordinator.

The initial setup fee for this program is \$2,500.00 with a 5-year contract of \$6,500 annually thereafter.

Staff Recommendation

Authorize Chief Farrens to procure and sign a multi-year contract with Motorola Rave Mass Communication Systems.

Financial Impact: \$6,500 annually after initial \$2,500 setup **Source Fund:**

Budgeted? Yes

Supporting Documentation

A. Rave Quote



Ordering Document

Order #: Q-55218
Date: July 7, 2025
Expires On: August 17, 2025

492 Old Connecticut Path
 Framingham, Massachusetts 01701
 Phone: (508) 532-8953

Deliver To City of Rogers, MN - Fire Department ("Customer") 21201 Memorial Drive Rogers Minnesota, 55374 United States	Bill To City of Rogers, MN - Fire Department 21201 Memorial Drive Rogers, Minnesota 55374 United States
---	--

SALESPERSON	EMAIL	PAYMENT TERMS
Nicholas Tavaglione	nick.tavaglione@motorolasolutions.com	Net 30

SUBSCRIPTION TERM:	60.0 months from Subscription Term Start
---------------------------	--

Subscription Software Fees

Subscription Software Description	Unit Price	QTY	Annual Fee
Rave Alert External Bundle	\$0.31	16,000.00	\$5,000.00
Rave Collaborate Bundle	\$1,500.00	1.00	\$1,500.00
Subscription Software Fees TOTAL:			\$6,500.00

Setup Fees

One-Time Service Description	One-Time Fee
Critical Communications Set-Up Fee	\$2,500.00
One-Time Professional Service Fees TOTAL:	\$2,500.00

TOTAL FEES:

	# of Months	Cost Per Year	Total Contract
Annual Fees:	60.0	\$6,500.00	\$32,500.00
One-Time Fees (Set Up & Integration):			\$2,500.00
Total Fees:			\$35,000.00
Fees Payable Net 30:			\$9,000.00

ACCEPTANCE

As an authorized representative of the Customer, please sign and date this Ordering Document to signify your acceptance of the Ordering Document. Payment is due within 30 days of the commencement of the Subscription Term. If Customer needs to issue a purchase order ("PO") as a condition of payment, Customer will timely issue the PO to Rave. This Ordering Document is governed by the Subscription Software Agreement located at https://www.motorolasolutions.com/en_us/about/legal/motorola-solutions-customer-terms/subscription-software-agreement.html ("Agreement"). Any Customer requested revisions to the Agreement will impact the applicable Subscription Software Fees. The effective date of the Agreement will be the date the Customer signs this Ordering Document ("Effective Date").

BILLING INFORMATION:

- Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.
- If exempt from sales tax, please submit a copy of your tax exemption form to taxexempt@ravemobilesafety.com
 - Please ensure that your proof of exemption is a State Tax Exemption for your billing state. We cannot accept proof of IRS Federal Tax Exemption or W-9 forms in lieu of proof of state tax exemption.

Rave Alert Additional Terms and Conditions

No additional fees shall be payable to Motorola for Rave Alert messages manually sent for immediate delivery by a Management Console user via the Emergency SMS Profile. The Rave Alert annual subscription fee also includes unlimited messaging via Email, Social Media, App Push, RSS, or Outbound CAP delivery modes. The delivery of Voice, SMS via 10DLC, or SMS via Web Service messages initiated via the Rave API Toolkit, the Inbound CAP API, or scheduled for future delivery from within the Management Console, may be subject to additional fees. Unless specifically addressed in this or another Ordering Document, additional per message fees (\$0.03 per SMPP or Web Service SMS message, \$0.08 per Voice Message) are billed quarterly in arrears for message quantities greater than 10,000 messages per month or 1 message per registered user per month, whichever is greater. Rave Voice messaging fees apply to voice calls made within and to the contiguous continental United States. International and long-distance rates apply for other calls. Motorola reserves the right to audit Customer's usage for compliance with message quantities purchased and used.

SPECIAL CONDITIONS

NONE

Required Contract Start Date: 9/1/2025

Rave Wireless, Inc.

Signature: _____

Date: _____

Name (Print): _____

Title: _____

City of Rogers, MN - Fire

Department

Signature: _____

Date: _____

Name (Print): _____

Title: _____

Billing Contact Information

First Name: _____

Last Name: _____

Email: _____

Phone: _____

Page of

Please sign and email to Nicholas Tavaglione at nick.tavaglione@motorolasolutions.com

THANK YOU FOR YOUR BUSINESS!



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 7.2

Subject: Approval to Hire Paid-on-Call Firefighter Rachel Beehler and Percy Arzapalo
Prepared By: Patrick Farrens, Fire Chief

Recommended Council Action

Approve the hiring of apprentice paid-on-call firefighters Percy Arzapalo and Rachael Beehler.

Overview / Background / Analysis

The Rogers Fire Department is authorized 45 firefighters with the adoption of the 2024 budget. The Rogers Fire Department is currently staffed with 35 paid-on-call firefighters. This year, we received over forty applications (18 of which did not meet the minimum requirements and another two that were fully certified and hired), as well as an additional seven inquiries that did not result in a formal application. We completed twelve interviews and had an additional four applicants decline to interview or cancel their interviews.

The two candidates presented for hiring today have completed all necessary steps to be employed as paid-on-call firefighters, including a criminal background check, medical examination, psychological examination, panel interview, and physical agility examination.

These firefighters will begin their training as EMTs and EMRs in September-December, complete the fire academy from January to June, and then train as Fire Apparatus Operators in July-August. Throughout this time, they will also be assigned to meet with their mentors and complete the mentorship booklet.

Staff Recommendation

Approve the hiring of probationary paid-on-call firefighters Percy Arzapalo and Rachael Beehler.

Financial Impact:

Source Fund:

Budgeted? Yes

Supporting Documentation

None



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 7.3

Subject: Accept the South Community Park Trail Plan and Consider Approval of Phase One Construction

Prepared By: Mike Bauer, Parks & Recreation Director

Recommended Council Action

Move to Approve the South Community Park Trail Plan and direct staff to start construction as time and materials are available.

Overview / Background / Analysis

Location: South Community Park

Trail Segment: Aster Mill Neighborhood to Rogers Elementary School

Length: 2,952 feet

Width: 10 feet

Trail Surface: Project Scope: Installation of approximately 2,952 linear feet of new trail using Con-Bit base and asphalt paving. Meets Rogers Bituminous Trail Specs / Typical Section.

The trail will include:

- 8-inch-thick base of compacted Con-Bit Material (Con-Bit is crushed concrete and an asphalt mixture crushed to 1" minus size.)
- 4-inch asphalt overlay (compacted to 3.5 inches)
- 2-foot-wide sloped shoulders on each side using pulverized black dirt and seed
- City staff recommend using in-house labor and equipment, including borrowing a paver from the City of St. Michael, pending approval.

SCOPE OF WORK:

1. Bulldozing and grading of the trail base
2. Laying and compacting trail base
3. Coordination with St. Michael for paver use
4. Asphalt hauling and paving
5. Shoulder finishing, topsoil grading, and seeding

COST ESTIMATE:

Item	Cost
Con-Bit Material & Installation	\$19,360.00

Asphalt Material	\$54,672.00
Equipment Rental (Bulldozer)	\$2,300.00
Labor (City Parks Crew)	\$20,895.00
Total Estimated Cost	\$97,227.00

Notes:

- It is intended that projects will be designed and constructed in
- Equipment sharing with St. Michael pending availability.
- No culverts or pedestrian ramps are included in this phase.
- Coordination with ISD 728 may be needed regarding the school fence and potential play area access.
- Cost estimates reflect 2025 rates and are subject to adjustment for inflation, availability, or unforeseen conditions.

Staff Recommendation

Approve the South Community Park Trail Plan and direct staff to start construction as time and materials are available.

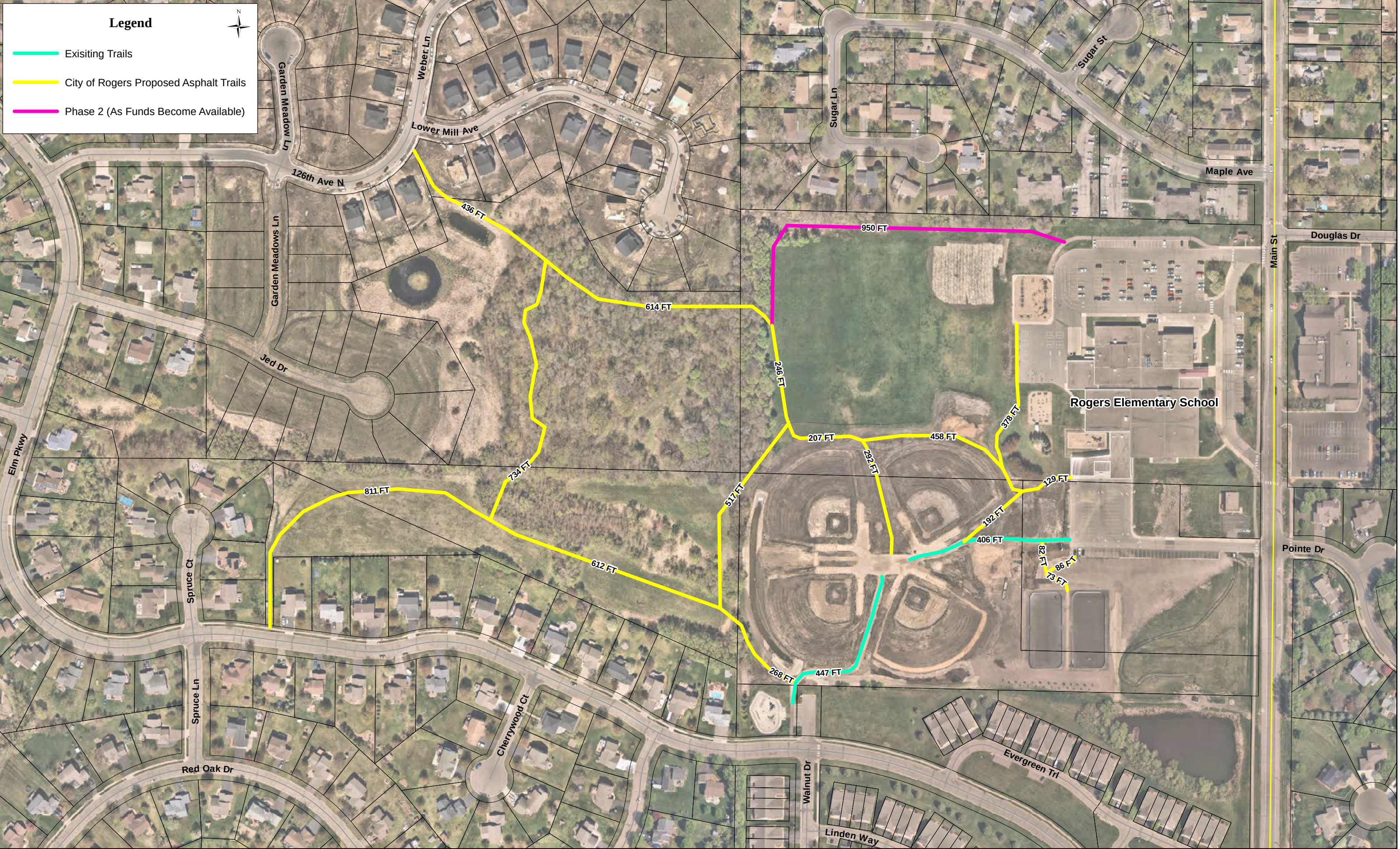
Financial Impact: \$97,227.00

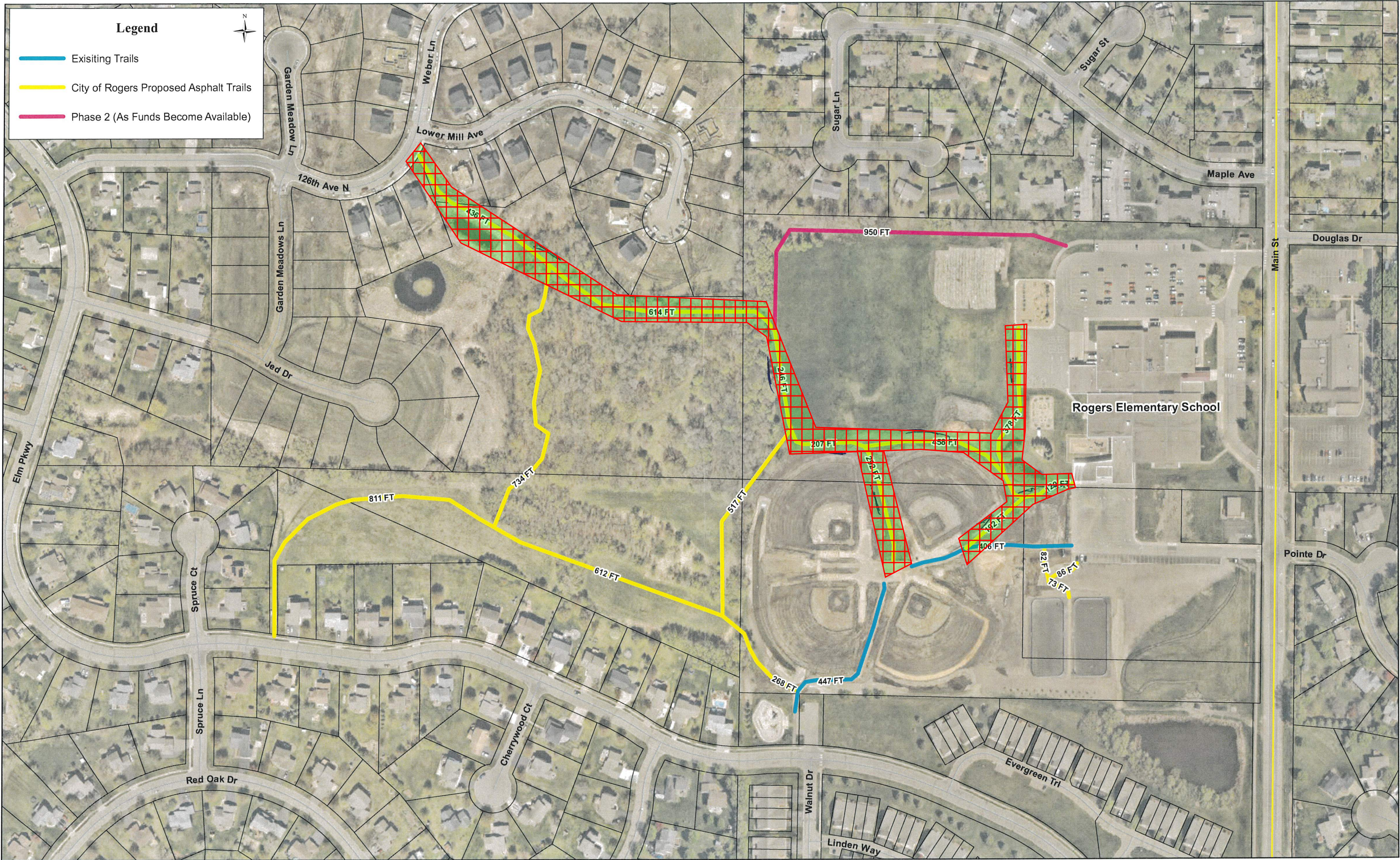
Source Fund: 404-Park Dediation

Budgeted?

Supporting Documentation

- A. SCP Trail Locations
- B. Proposed trail project 2025







STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 7.4

Subject: Approval of Activity Center Rebranding to TruStone Center

Prepared By: Mike Bauer, Parks & Recreation Director

Recommended Council Action

Motion to approve the official rebranding of the Rogers Activity Center to TruStone Center, under the naming rights agreement with TruStone Financial Credit Union approved by the City Council in April 2025.

Overview / Background / Analysis

In April 2025, the City of Rogers entered into a 20-year naming rights agreement with TruStone Financial Credit Union, granting TruStone exclusive naming rights for the facility currently known as the Rogers Activity Center. Under the terms of the agreement, TruStone will provide an initial contribution of \$42,500 followed by annual contributions of \$76,710.53, supporting the continued operation and enhancement of the facility.

Since the agreement's approval, city staff, our consultant with Front Burner Sports, and representatives from TruStone have worked collaboratively to develop a branding identity that reflects the shared community values of the City of Rogers and TruStone Financial Credit Union. This process has resulted in the recommended adoption of the name TruStone Center, along with a corresponding visual identity and branding guide, which is attached for reference.

The TruStone Center branding encompasses the entire recreation campus at 21080 141st Avenue N, including Rink 1, the future Rink 2, and the new fieldhouse currently under construction. This unified identity reinforces the facility's role as a central hub for community recreation and aligns with the long-term vision for the site. While TruStone Financial holds the exclusive naming rights for the overall facility, staff is actively working to develop additional naming rights opportunities for specific spaces within the campus. These secondary sponsorship packages—for spaces such as individual rinks, or the fieldhouse—are expected to be brought forward to the City Council for review and consideration in the coming months.

The proposed name and branding were reviewed and received favorable support from the Parks and Recreation Advisory Commission and the Arena Commission. Both commissions endorsed TruStone Center as an appropriate and beneficial evolution of the facility's identity.

Next Steps: With City Council approval, staff will begin implementing the new brand

identity across signage, marketing materials, digital platforms, and within the facility. External signage and other branded assets will follow the specifications outlined in the agreement and associated branding proposal. The city will cover the initial installation costs up to \$75,000, and TruStone will fund any overages.

Staff Recommendation

Motion to approve the official rebranding of the Rogers Activity Center to TruStone Center, under the naming rights agreement with TruStone Financial Credit Union approved by the City Council in April 2025.

Financial Impact:

Source Fund:

Budgeted? Yes

Supporting Documentation

A. TruStone Center Branding Proposal



Where the Neighborhood » Comes to *Play!*



TRUSTONE CENTER
BRAND DEVELOPMENT





AMAZING THINGS HAPPEN WHEN PEOPLE GET TOGETHER WITH A COMMON GOAL.

TruStone Financial Credit Union began as a collaboration of a small group of consumers seeking a not-for-profit, member-owned alternative to traditional banks.

Working together, those individuals bettered their community. Now, in collaboration with the City of Rogers, we'll demonstrate how **playing together** can have a similar impact.

The all new TruStone Center is more than just a facility. It's a space that **enhances the lives of current and future generations**, by bringing the community together through athletics, exercise, and fun.

It's **Where the Rogers Neighborhood comes to Play.**

It thus stands to reason that the TruStone Center branding concept transcends a name on a building. Instead, it generates excitement and enthusiasm for the Rogers community and serves as a showcase of the amazing benefits when people work – and play – together.



PRIMARY LOGO



COLORS



ORANGE

PMS 158C
CMYK 0/65/100/0
RGB 244/121/32
HEX #F47920
ADA HEX #F89942

CENTER BLUE

PMS TBD
CMYK 50/10/20/0
RGB 126/188/198
HEX #7EBCC6
ADA HEX #8AD9ED



Nexa

The primary font for body copy, headlines and subheads.

Nexa Book

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Nexa Xbold

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Nexa Black

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Wild Youth

Use this font to emphasis a voice or add a bit of personality but only when you want a bit more attention.

SAMPLES

NEXA
BLACK

Headline

Resci quidest entiand untemolupta ditaturibus
aciatque repudias se ma sit odipisq uidellum as
resequiaerum sum ium labore nos voluptia

NEXA
BOOK

NEXA
BLACK

SUBHEAD OR LIST

BUTTON

NEXA
XBOLD

Subhead

Resci quidest entiand untemolupta ditaturibus
aciatque repudias se ma sit odipisq uidellum as
resequiaerum sum ium labore nos voluptia

- Resci quidest
- Entiand
- Untemolupta

Let's Go!



 TRUSTONE
CENTER



MOVE. PLAY. **BELONG.**

**BUILT FOR
COMMUNITY.**

MADE FOR *Play!*





TRUPLAY

TRUBELONGING

TRURESPECT

TRUCONFIDENCE

TRUFUN

TRUSTRENGTH

TRUEXCITEMENT

TRUGROWTH

TRUTEAMWORK

TRUCONNECTION

TRUEENERGY

TRUCOMMUNITY

TRUWELLNESS

TRUSPORTSMANSHIP

TRUENTHUSIASM

TRUFANS.
TRUPLAYS.
TRUMOMENTS.



PLAY TOGETHER.



GROW TOGETHER.



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 7.5

Subject: Approval to Hire Rachael Walters as Fieldhouse Operations Supervisor

Prepared By:

Recommended Council Action

Approval to Hire Rachael Walters as Fieldhouse Operations Supervisor.

Overview / Background / Analysis

The Operations Supervisor Fieldhouse position was created to manage the new Fieldhouse's daily operations and scheduling. This role mirrors the existing RAC/Ice Operations Supervisor role, including cross-training and backup. The city received 44 applications for this role, attracting many qualified candidates.

Following a thorough review of the applications and interviews, staff identified a strong group of finalists. Though all candidates could have succeeded, Rachel Walters stood out due to her exceptional qualifications and experience.

Ms. Walters is a Facility Manager for the Braemar recreation complex for the City of Edina. She manages Braemar Fields (domed turf in winter, outdoor in summer) and the Braemar Ice Arena. Her experience at a recreation facility with both ice and turf operations aligns with the Fieldhouse Supervisor role. Additionally, Ms. Walters holds bachelor's and master's degrees in sport management, providing a strong academic foundation. Her residency in St. Michael demonstrates her local connection.

Staff Recommendation

Approval to Hire Rachael Walters as Fieldhouse Operations Supervisor.

Financial Impact:

Source Fund:

Budgeted? Yes

Supporting Documentation

None



STAFF REPORT
ROGERS CITY COUNCIL

Meeting Date: August 12th, 2025
Agenda Item: 7.6

Subject: Consideration of a Site Plan and Final Plat Application by Restoration Network for a New Office/Warehouse at 11785 Justen Circle (Lot 1, Block 1, Justen Circle 2nd Addition)
Prepared By: Eric Burtness, Community Development Specialist

Recommended Council Action

Motion to approve Resolution 2025-53 approving the Site Plan and Final Plat submitted by Restoration Network for the property located at 11785 Justen Circle, subject to the conditions outlined in the resolution.

Overview / Background / Analysis

Restoration Network ("Applicant") has submitted a Site Plan and Final Plat application for the construction of a new commercial building at 11785 Justen Circle. The property is currently zoned SB – Suburban Business and is guided for industrial development in the 2040 Comprehensive Plan.

The proposed development includes the construction of a new 12,000-square-foot office/warehouse building, with associated parking, landscaping, and utility improvements.

Property Details

The subject property is located at 11785 Justen Circle and is zoned Service Business (SB) and guided as industrial in the City's 2040 Comprehensive Plan. The property is surrounded by similar land uses: industrial properties to the north and east, office/warehouse developments to the south, and Interstate 94 to the west. The existing property is currently 3.21-acres in size and would be split for this development. One lot would be utilized for the existing building. The second lot would be developed in accordance with this proposal. The proposed lots meet the requirements for the SB zoning district.

Site Plan

The site includes a proposed building footprint with associated loading areas, surface parking, stormwater management features, and landscaping. The building meets the 30-foot front setback requirement and all other dimensional standards of the SB zoning district. An encroachment agreement will be required due to portions of the parking area encroaching onto a Drainage and Utility (D&U) easement. Final plans must clarify how curb and gutter will be incorporated into the site and must clearly demonstrate how water will be directed through the parking lot for proper drainage.

Access and Parking

The site will be accessed from Linden Drive. The proposed plan includes utility connections to existing municipal water and sanitary sewer services. The site currently proposes 30 total parking stalls, including 2 ADA-compliant spaces. Some parking is proposed within a Drainage & Utility (D&U) easement, and an encroachment agreement will be required.

Stormwater

Stormwater runoff is proposed to discharge into the existing regional Justen Circle Pond system. Following a recent evaluation, City Engineering has confirmed that the pond has adequate capacity to accommodate runoff from the site. This determination was made after verifying that previously mapped impervious surfaces contributing to the pond were overestimated, leaving additional available capacity. Final engineering review remains in progress and must be completed prior to City Council consideration.

Landscaping

A detailed landscaping plan is required prior to final approval. The plan must show post-construction restoration of lawn or landscape areas with seed types clearly specified. It must also identify all existing trees, proposed tree replacements, and new plantings. The final landscape plan must comply with all applicable requirements for industrial properties under the City Code.

Architecture

The proposed building features a simple industrial design consistent with other nearby developments in the SB (Suburban Business) zoning district. The exterior materials include neutral-colored metal wall panels with a modern, clean-line appearance. Building height, orientation, & overall massing meet the City's zoning & design expectations for industrial areas.

Fire Review Comments

The Fire Department has requested that a clear, year-round accessible path be provided to the Fire Department Connection (FDC) at the northeast corner of the building. The most recent plans show that a private hydrant has been added near the FDC, in accordance with Fire Department direction.

Planning Commission Action

The Planning Commission held a public hearing on the Site Plan and Final Plat applications during its regular meeting on Monday, August 4, 2025. Following discussion and staff review, the Commission voted unanimously to recommend approval of the project, subject to the conditions outlined in the staff report and draft resolution.

Staff Recommendation

Motion to recommend approval of the Site Plan and Final Plat by RLM Companies for the property located at 11785 Justen Circle, subject to the conditions listed in the draft Resolution.

Draft Resolution 2025-53 is included in the packet.

Financial Impact: Not applicable.

Source Fund: Not applicable.

Budgeted? N/A

Supporting Documentation

- A. Draft Resolution 2025-53
- B. Applicant Narrative
- C. Civil and Architectural Plans
- D. Landscaping Plan
- E. Location Map

RESOLUTION NO. 2025-53

A RESOLUTION APPROVING A SITE PLAN AND FINAL PLAT FOR THE RESTORATION NETWORK PROJECT LOCATED AT 11785 JUSTEN CIRCLE

WHEREAS, RLM Companies, on behalf of property owners Kyle and Jessica Gay ("Applicant"), has submitted a request for Site Plan and Final Plat approval for the redevelopment of property located at 11785 Justen Circle in the City of Rogers, legally described in the submitted application materials; and

WHEREAS, the subject property is zoned SB – Service Business and is guided for Industrial development in the City’s 2040 Comprehensive Plan; and

WHEREAS, the applicant is proposing to construct a new 12,000-square-foot office/warehouse building for Restoration Network and to subdivide the parcel into two lots as shown on the proposed Final Plat; and

WHEREAS, the Planning Commission reviewed the Site Plan and Final Plat at its August 4, 2025, meeting and unanimously recommended approval; and

WHEREAS, the proposed Site Plan meets or exceeds City requirements for parking, emergency access, stormwater management, and landscaping, subject to the conditions listed below.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rogers, Hennepin County, Minnesota, that the Site Plan and Final Plat for the Restoration Network project at 11785 Justen Circle is hereby approved, subject to the following conditions:

1. Final engineering review and approval must be obtained, and all outstanding engineering comments addressed.
2. The applicant shall coordinate with the City Fire Marshal to finalize the placement and year-round access to the Fire Department Connection (FDC) and private hydrant.
3. A landscape plan including proposed post-construction restoration, tree protection, and new plantings must be submitted and approved by city staff.
4. The applicant shall execute an encroachment agreement for parking areas located within Drainage & Utility easements, subject to review and approval by the City Attorney.
5. The applicant shall clarify the curb and gutter design and demonstrate how stormwater will be conveyed through the parking area, subject to city engineering approval.
6. The final plat and site plan must be revised to match on all lot boundaries and property lines.
7. No building permits shall be issued until final plat and site plan approval is granted by the City Council and all conditions of approval are met.

BE IT FURTHER RESOLVED that the City Council authorizes city staff to execute the necessary documents and take the steps required to process the final plat and site plan approvals, contingent on full compliance with all applicable local, watershed, and state requirements.

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 this ____ day of August 2025.

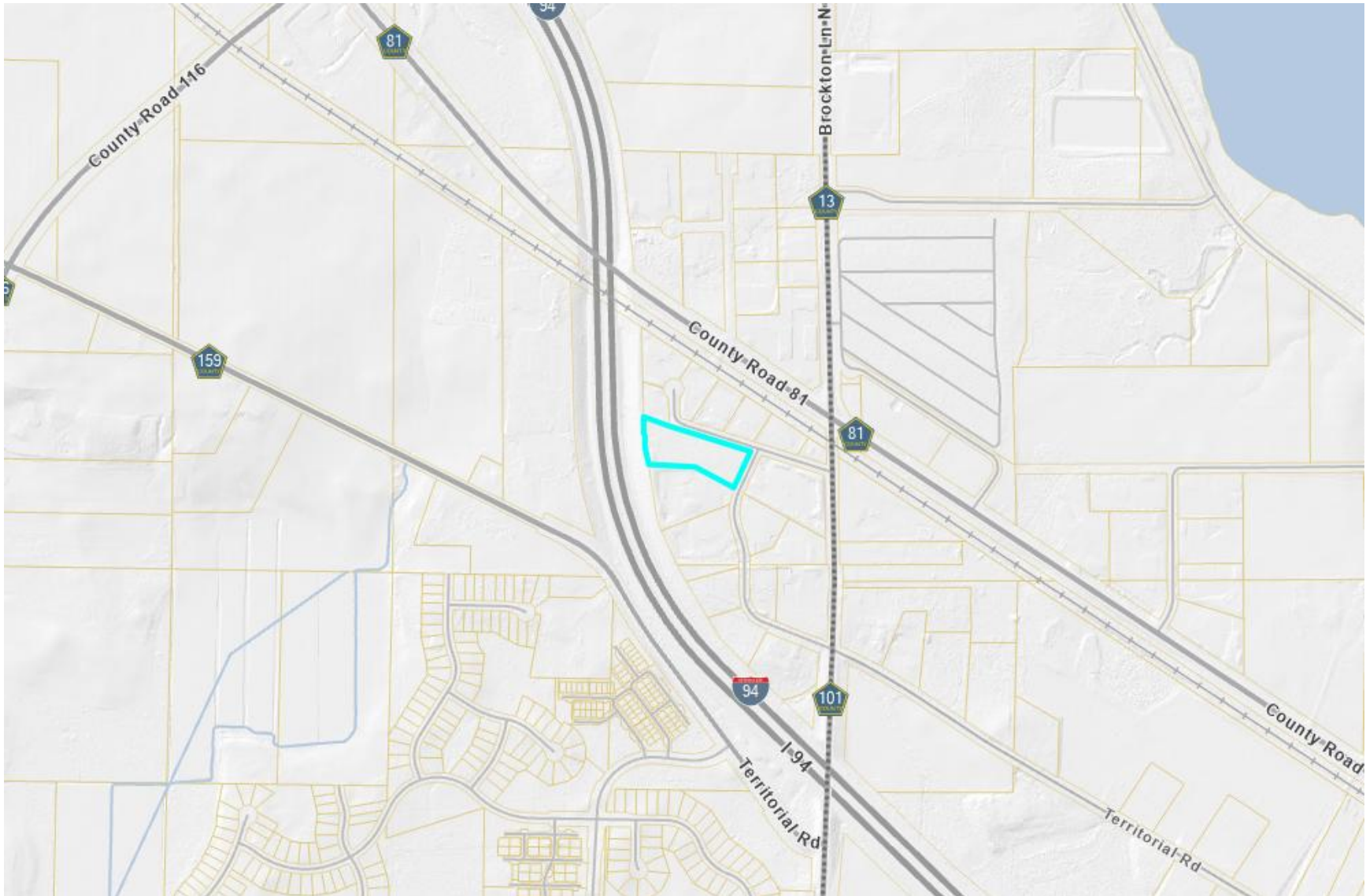
Shannon Klick, Mayor

ATTEST:

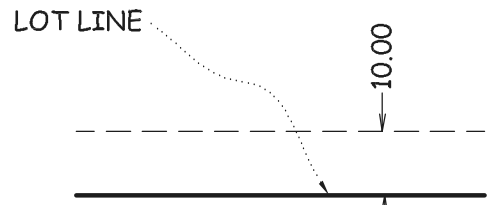
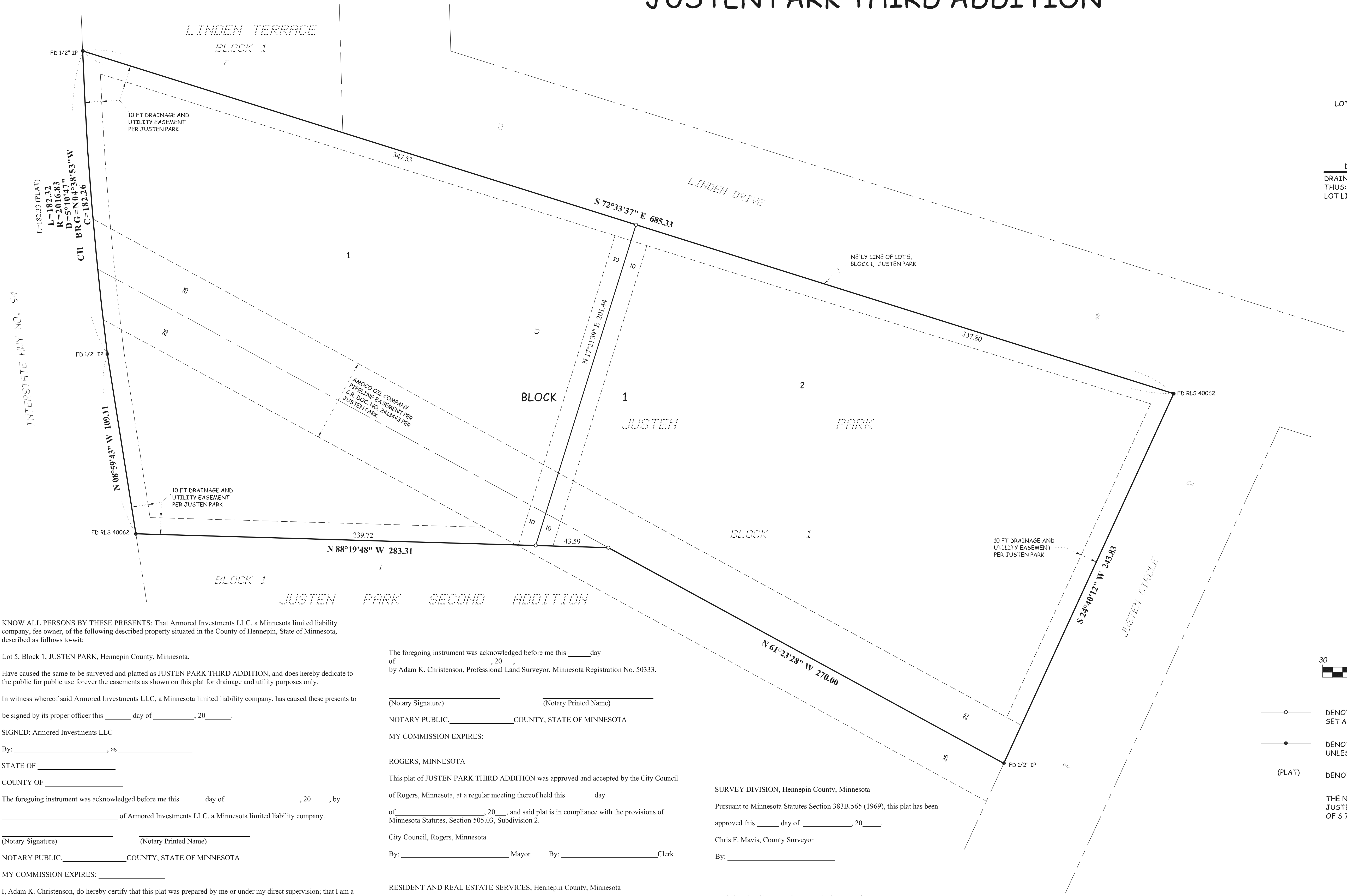
Stacie Brown, City Clerk



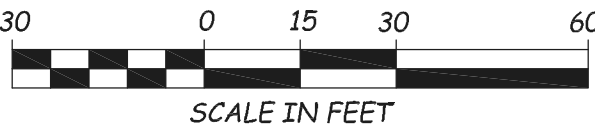
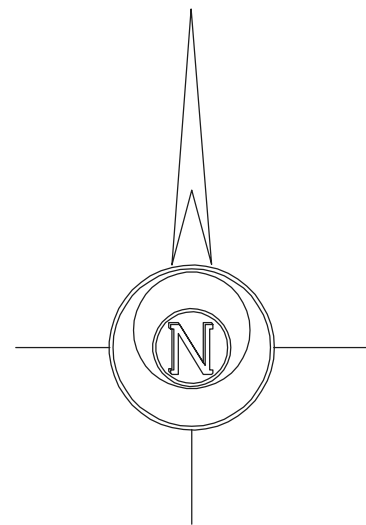
LOCATION MAP



JUSTEN PARK THIRD ADDITION



DRAINAGE AND UTILITY EASEMENTS
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN
THUS: BEING 10 FEET IN WIDTH AND ADJOINING
LOT LINES, UNLESS OTHERWISE SHOWN.



—○— DENOTES 1/2 INCH x 14 INCH IRON MONUMENT
SET AND MARKED BY LICENSE NO. 50333.

—●— DENOTES FOUND 1/2 INCH OPEN IRON PIPE,
UNLESS OTHERWISE INDICATED.

(PLAT) DENOTES JUSTEN PARK.

THE NORTHEASTERLY LINE OF LOT 5,
JUSTEN PARK IS ASSUMED TO HAVE A BEARING
OF S 72°33'37" E

KNOW ALL PERSONS BY THESE PRESENTS: That Armored Investments LLC, a Minnesota limited liability company, fee owner, of the following described property situated in the County of Hennepin, State of Minnesota, described as follows to-wit:

Lot 5, Block 1, JUSTEN PARK, Hennepin County, Minnesota.

Have caused the same to be surveyed and platted as JUSTEN PARK THIRD ADDITION, and does hereby dedicate to the public for public use forever the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said Armored Investments LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this ____ day of ____, 20 ____.

SIGNED: Armored Investments LLC

By: ____, as ____

STATE OF ____

COUNTY OF ____

The foregoing instrument was acknowledged before me this ____ day of ____, 20 ____, by
____ of Armored Investments LLC, a Minnesota limited liability company.

(Notary Signature) (Notary Printed Name)

NOTARY PUBLIC, ____ COUNTY, STATE OF MINNESOTA

MY COMMISSION EXPIRES: ____

I, Adam K. Christenson, 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.

Adam K. Christenson, Professional Land Surveyor
Minnesota Registration No. 50333

STATE OF ____

COUNTY OF ____

The foregoing instrument was acknowledged before me this ____ day
of ____, 20 ____,
by Adam K. Christenson, Professional Land Surveyor, Minnesota Registration No. 50333.

(Notary Signature) (Notary Printed Name)

NOTARY PUBLIC, ____ COUNTY, STATE OF MINNESOTA

MY COMMISSION EXPIRES: ____

ROGERS, MINNESOTA

This plat of JUSTEN PARK THIRD ADDITION was approved and accepted by the City Council
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, Subdivision 2.

City Council, Rogers, Minnesota

By: ____ Mayor By: ____ Clerk

RESIDENT AND REAL ESTATE SERVICES, Hennepin County, Minnesota

I hereby certify that the taxes payable in 20 ____ and prior years have been paid for land described on
this plat dated this ____ day of ____, 20 ____.

Daniel Rogan, County Auditor

By: ____, Deputy

SURVEY DIVISION, Hennepin County, Minnesota

Pursuant to Minnesota Statutes Section 383B.565 (1969), this plat has been
approved this ____ day of ____, 20 ____.

Chris F. Mavis, County Surveyor

By: ____

REGISTRAR OF TITLES, Hennepin County, Minnesota

I hereby certify that the within plat of JUSTEN PARK THIRD ADDITION was
filed in this office this ____ day of ____.

20 ____, at ____ o'clock ____, M.

Amber Bougie, Registrar of Titles

By: ____, deputy

C:\USERS\SCHULZ\ONEDRIVE\DOCUMENTS\PROJECTS\2025 PROJECTS\25012 - RESTORATION NETWORK BUILDING\25012TITLE.DWG

RESTORATION NETWORK NEW CONSTRUCTION

11785 JUSTEN CIRCLE
ROGERS, MINNESOTA

CIVIL CONSTRUCTION DRAWINGS



VICINITY MAP

NTS

CIVIL SHEET INDEX

- T1 - TITLE SHEET
- C1 - SITE PLAN
- C2 - STANDARD NOTES & SPECIFICATIONS
- C3 - STANDARD SPECIFICATIONS & DETAILS
- C4 - STANDARD DETAILS
- C5 - DEMOLITION & REMOVALS PLAN
- C6 - GRADING PLAN
- C7 - SWPPP - STANDARD NOTES
- C8 - SWPPP - PLAN VIEW
- C9 - UTILITY PLAN

DEVELOPER

NAME: ARMORED INVESTMENTS
ADDRESS: 20763 GARDEN GROVE RD SE
BECKER, MN 55308
PHONE: (612) 991-0160

ENGINEER

NAME: SCHULTZ ENGINEERING AND SITE DESIGN
ADDRESS: 18 SOUTH RIVERSIDE AVENUE
SUITE 230
SARTELL, MN 56377
PHONE: (320) 399-0669

APPROVED: _____ DATE: _____
ROGERS CITY ENGINEER

APPROVED: _____ DATE: _____
ROGERS PUBLIC WORKS SUPER

APPROVED: _____ DATE: _____
ROGERS CITY ADMINSTRATOR

Call 48 Hours before digging:
811 or call811.com
Common Ground Alliance

R

RICE

COMPANIES

320.252.0404

RICECOMPANIES.COM

1019 Industrial Dr S, Sauk Rapids, MN 56379

3301 11th St E, Glenview, MN 55336

2351 N Victory Dr, Ste 100, Menkato, MN 56001

6301 Veterans Blvd S, Fargo, ND 58104

1304 Technology Pkwy, Ste 300, Cedar Falls, IA 50613

1207 N Carla Ave, Tea, SD 57064

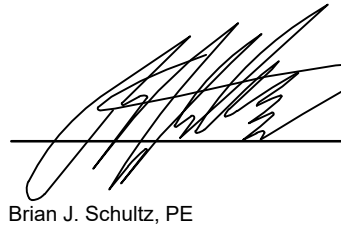
RESTORATION NETWORK
NEW CONSTRUCTION
11785 JUSTEN CIRCLE, ROGERS, MN 55369

SCHULTZ ENGINEERING
& SITE DESIGN

18 South Riverside Avenue
Suite 230
Sartell, MN 56377
Ph: (320) 399-0669
F: (866) 633-1830
schultzeng@live.com
www.schultzengdesign.com

REVISIONS	
NUMBER	DATE
1	06-24-25

I hereby certify that this plan, specifications, or report was prepared by me or under my direct supervision and that I am a duly licensed Engineer under the laws of the State of Minnesota.


Brian J. Schultz, PE
Lic. No. 43129
Date: 04.24.2025

NOTICE: This document ("Instrument of Service") was prepared by Schultz Engineering and Site Design, PLLC. ("Schultz Engineering") specifically for the referenced project and is not intended for any other use. Schultz Engineering retains all common law, statutory and other reserved rights, including copyrights. This Instrument of Service shall not be used on other projects, for additions to this project or for completion of this project by others without Schultz Engineering's prior written consent. Any unauthorized use of this Instrument of Service shall be prohibited.

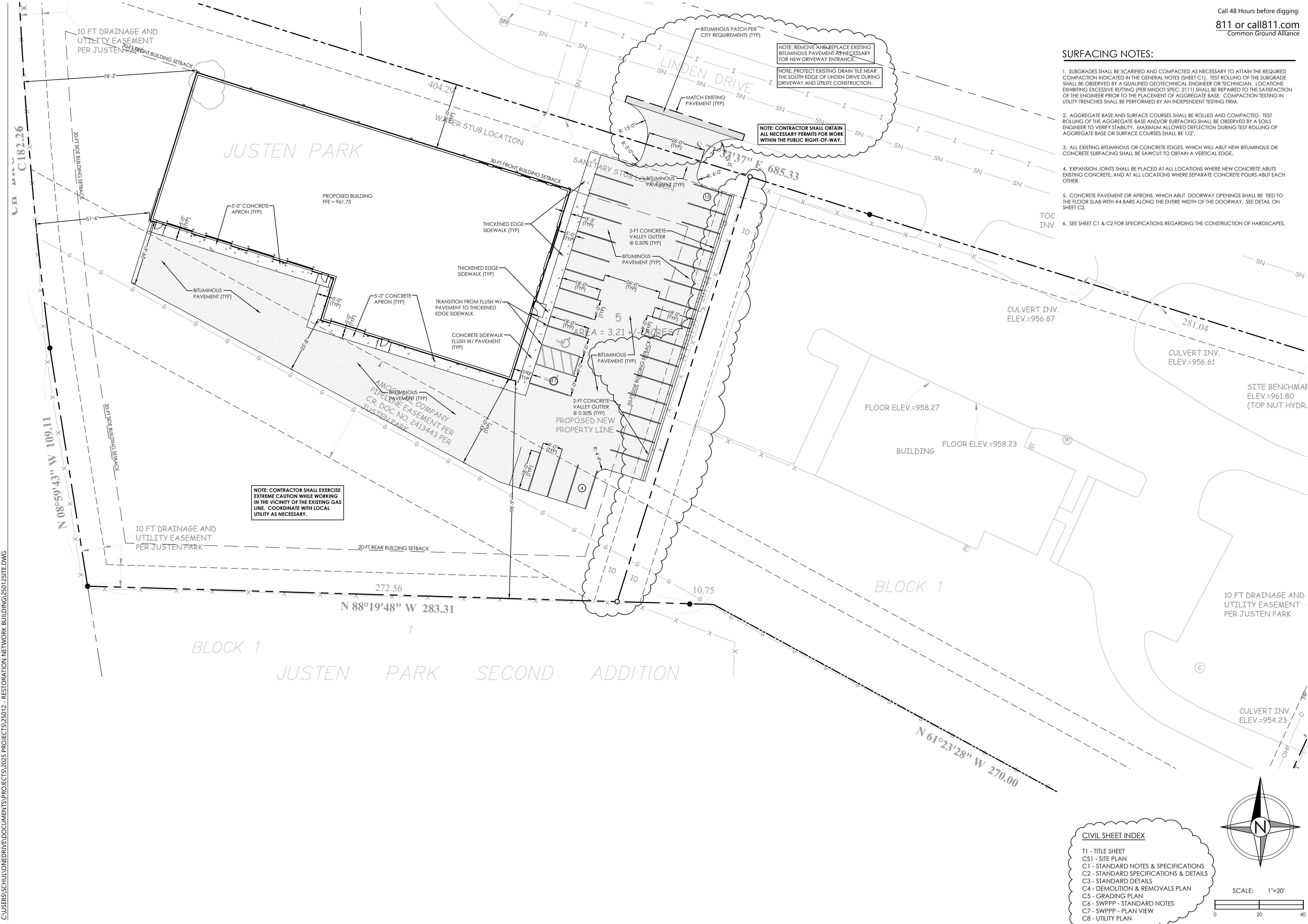


T1

NES

04.24.25

C:\USERS\SCHULZ\ONEDRIVE\DOCUMENTS\PROJECTS\2025\PROJECTS\25012 - RESTORATION NETWORK BUILDING\25012SITE.DWG



Call 48 Hours before digging:
811 or call811.com
Common Ground Alliance

- SURFACING NOTES:**
- SUBGRADES SHALL BE SCARIFIED AND COMPACTED AS NECESSARY TO ATTAIN THE REQUIRED COMPACTION INDICATED IN THE GENERAL NOTES (SHEET C1). TEST ROLLING OF THE SUBGRADE SHALL BE OBSERVED BY A QUALIFIED GEOTECHNICAL ENGINEER OR TECHNICIAN. LOCATIONS EXHIBITING EXCESSIVE RUTTING (PER MNDOT SPEC. 2111) SHALL BE REPAIRED TO THE SATISFACTION OF THE ENGINEER PRIOR TO THE PLACEMENT OF AGGREGATE BASE. COMPACTION TESTING IN UTILITY TRENCHES SHALL BE PERFORMED BY AN INDEPENDENT TESTING FIRM.
 - AGGREGATE BASE AND SURFACE COURSES SHALL BE ROLLED AND COMPACTED. TEST ROLLING OF THE AGGREGATE BASE AND/OR SURFACING SHALL BE OBSERVED BY A SOILS ENGINEER TO VERIFY STABILITY. MAXIMUM ALLOWED DEFLECTION DURING TEST ROLLING OF AGGREGATE BASE OR SURFACE COURSES SHALL BE 1/2".
 - ALL EXISTING BITUMINOUS OR CONCRETE EDGES, WHICH WILL ABUT NEW BITUMINOUS OR CONCRETE SURFACING SHALL BE SAWCUT TO OBTAIN A VERTICAL EDGE.
 - EXPANSION JOINTS SHALL BE PLACED AT ALL LOCATIONS WHERE NEW CONCRETE ABUTS EXISTING CONCRETE, AND AT ALL LOCATIONS WHERE SEPARATE CONCRETE POURS ABUT EACH OTHER.
 - CONCRETE PAVEMENT OR APRONS, WHICH ABUT DOORWAY OPENINGS SHALL BE TIED TO THE FLOOR SLAB WITH #4 BARS ALONG THE ENTIRE WIDTH OF THE DOORWAY. SEE DETAIL ON SHEET C2.
 - SEE SHEET C1 & C2 FOR SPECIFICATIONS REGARDING THE CONSTRUCTION OF HARDSCAPES.

RICE
COMPANIES

320.252.0404	RICECOMPANIES.COM
1019 Industrial Dr S, Sauk Rapids, MN 56379	
3301 11th St E, Glenwood, MN 55336	
2351 N Victory Dr, Ste 100, Mankato, MN 56001	
6301 Veterans Blvd S, Fargo, ND 58104	
1304 Technology Pkwy, Ste 300, Cedar Falls, IA 50613	
1207 N Carle Ave, Tea, SD 57064	

RESTORATION NETWORK NEW CONSTRUCTION

11785 JUSTEN CIRCLE, ROGERS, MN 55369

**SCHULTZ ENGINEERING
& SITE DESIGN**
18 South Riverside Avenue
Suite 230
Sartell, MN 56377
Ph: (320) 339-0669
Fax: (866) 633-1830
schultzeng@live.com
www.schultzengdesign.com

REVISIONS	
NUMBER	DATE
1	06-24-25

I hereby certify that this plan, specifications, or report was prepared by me or under my direct supervision and that I am a duly licensed Engineer under the laws of the State of Minnesota.

Brian J. Schultz, PE
Lic. No. 43129
Date: 04.24.2025

NOTICE: This document ("Instrument of Service") was prepared by Schultz Engineering and Site Design, PLLC. ("Schultz Engineering") specifically for the referenced project and is not intended for any other use. Schultz Engineering retains all common law, statutory and other reserved rights, including copyrights. This Instrument of Service shall not be used on other projects, for additions to this project or for completion of this project by others without Schultz Engineering's prior written consent. Any unauthorized use of this Instrument of Service shall be prohibited.



CS1

NES 04.24.25

C:\USERS\SCHULONE\DRIVE\DOCUMENTS\PROJECTS\2025\PROJECTS\25012-RESTORATION NETWORK BUILDING\25012SPCSDetails.DWG

CONCRETE PAVEMENT, CURB & GUTTER, AND SIDEWALK

STANDARDS

- ACI 318, ACI 315, CRSI, ACI 301, latest adoptions.
- Minnesota Standard Specifications for Construction, most recent edition

GRANULAR BASE COURSE MATERIAL

- Compacted thickness of finished base: 6" - Concrete Pavement/Aprons
4" - Concrete Sidewalk

- Base material shall consist of MNDOT 3149.2B Select Granular Material.

AGGREGATES

- Coarse: MnDOT Spec. 3137.
- Fine: MnDOT Spec. 3126.

WATER

- Clean, fresh and potable, MnDOT Spec. 3906.

AIR ENTRAINING ADMIXTURES

- ASTM C260.
- Provide entrainment of 4 - 7 percent by volume.

PORTLAND CEMENT

- ASTM C150, Type I plus an approved air entraining agent, or Type IA air-entraining Portland cement.
- MnDOT Spec. 3101.

OTHER ADMIXTURES

- MnDOT Spec. 3113.
- Calcium Chloride or materials containing chlorides or nitrates shall not be allowed.

PROPORTIONING AND DESIGN OF CONCRETE MIXES

- Concrete Classifications & Mix Designs
 - Curb and gutter, slip-formed concrete: MNDOT Spec. 2461, Mix Design 3F32
 - Sidewalk, aprons, incidental concrete, manual curb & gutter: MNDOT Spec. 2461, Mix Design 3F52
 - Concrete pavements: MNDOT Spec. 2461, Mix Design 3F52
 - Repair concrete, fast strength concrete: MNDOT Spec. 2461, Mix Design 3HE52
- Concrete Specifications:
 - Mix Design 3F32: Slump = $\frac{1}{2}$ " to 3", 28-Day Compressive Strength = 4500 psi, % Air Entrainment = 5-8%
 - Mix Design 3F52: Slump = 2" to 5", 28-Day Compressive Strength = 4500 psi, % Air Entrainment = 5-8%
 - Mix Design 3HE52: Slump = 2" to 5", 28-Day Compressive Strength = 4500 psi, % Air Entrainment = 5-8%
 - Temperatures of all concrete during placement shall be 50-deg F to 90-deg F

CONCRETE PLACEMENT

- Place concrete as soon as possible after mixing. Place before initial set has occurred, and in no event after it has contained its water content for more than one hour.
- Avoid overworking concrete or allowing concrete to fall unrestricted for excessive vertical distances, and other situations which can cause segregation of the aggregates.
- Concrete pavements shall be placed in accordance with applicable portions of MnDOT 2521.
- Sidewalks shall be placed in accordance with MnDOT 2521.
- Curb and gutter shall be placed in accordance with MnDOT 2531.

PROTECTION

- Provide adequate protection against rain, sleet and snow before and during placement and finishing of concrete.
- Protect concrete from premature drying. Provide temporary covering as required. Keep concrete continuously moist for 7 days.
- Treat concrete with membrane curing compound in accordance with MnDOT 2531.3G.

COLD WEATHER CONCRETE

- Do not place concrete when the atmospheric temperature is below 40 degrees F., or when the concrete is likely to be subjected to freezing temperatures within 24 hours after it has been deposited, unless adequate temporary heating is provided.
- Maintain concrete temperature of 40 to 90 degrees F. for 3 days. Protect from freezing for the following 5 days.
- No frozen materials may be used in the concrete. Chemicals may not be used to prevent freezing unless approved by the Engineer.
- Perform all cold weather Concrete placement in accordance with ACI 306.

HOT WEATHER CONCRETE

- Do not place concrete when the atmospheric temperature is above 100 degrees F.
- Maintain concrete temperature of 40 to 90 degrees F. for 3 days. Protect from temperatures over 90 degrees for the following 5 days.
- Thoroughly wet dry porous surfaces before placing concrete.
- Water reducing admixtures with retarding properties are required for all concrete placed when the temperature exceeds 80 degrees F.
- Perform all hot weather concrete placement in accordance with ACI 305.

FINISHING

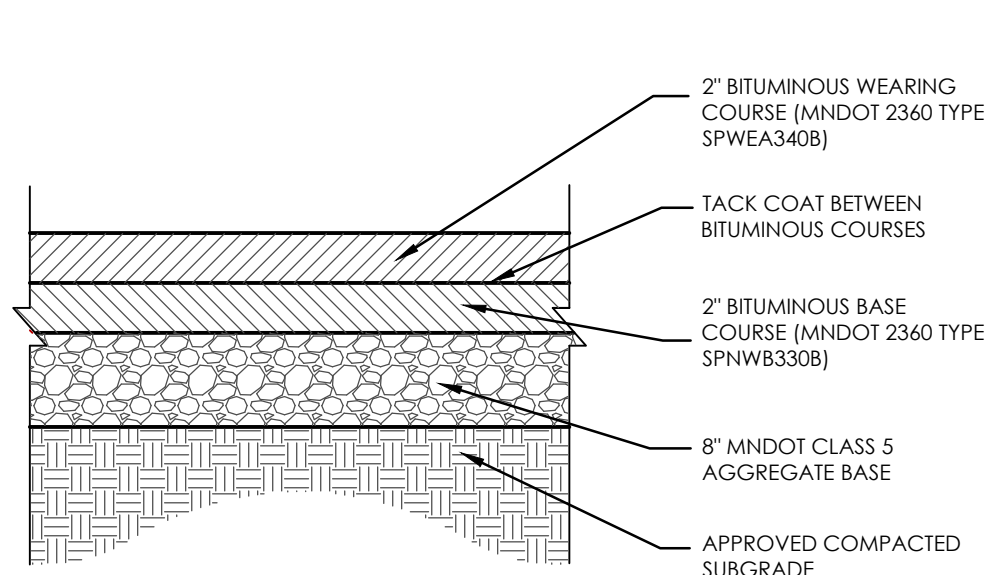
- Provide a broomed finish on exterior sidewalks and ramps unless noted otherwise.

QUALITY CONTROL

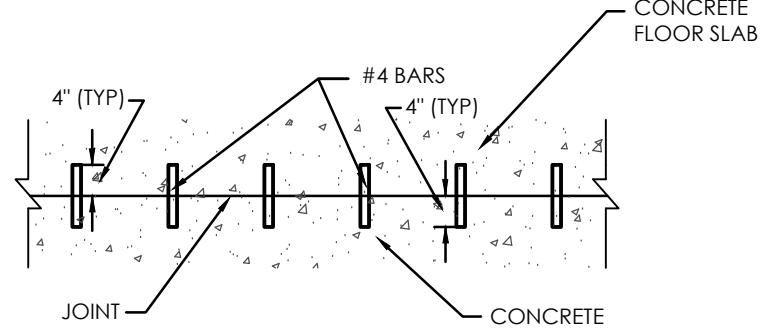
- The Contractor shall hire an independent testing firm to provide the following tests:
 - The independent testing technician shall perform random field testing of the fresh concrete including slump, air content, and temperature. (ASTM C143, C173, C231 and C138). One series of the aforementioned tests shall be performed on the first load of concrete. Random testing of slump, air content, and temperature shall be completed on several of the remaining concrete loads to ensure that the associated range requirements are being met for the overall concrete placement.
 - The independent testing technician shall cast a set of four compression test cylinders for the first load of concrete as well as 1 set for every 100 cubic yards, or fraction thereof, of concrete thereafter. Compression tests shall be performed on one test cylinder at 7 days and two test cylinders at 28 days. The fourth test cylinder shall be retained in the event of failing compression tests on the 28-day test cylinders.

PAINTED LINES

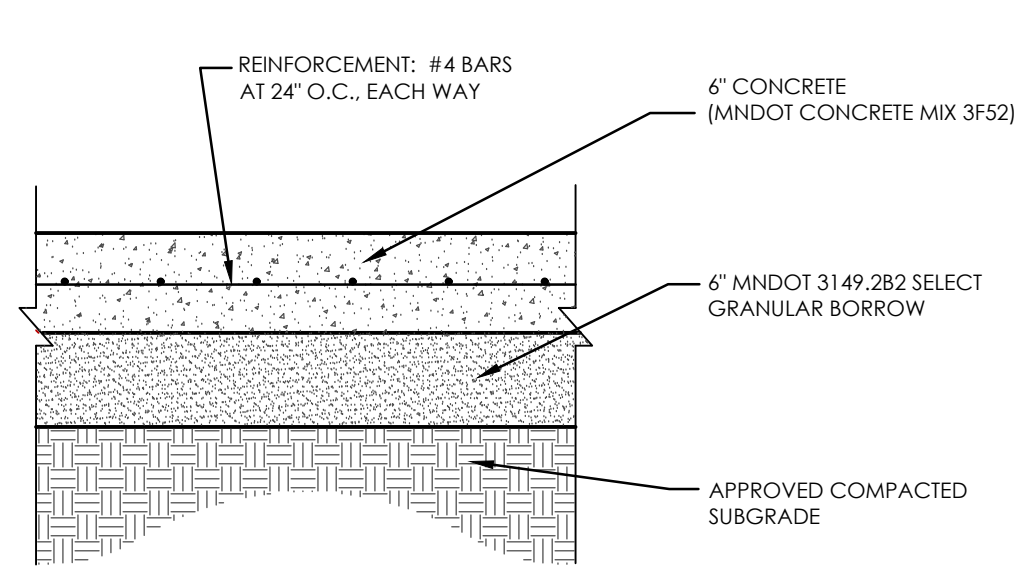
- Special marking paint compound especially for striping bituminous and/or concrete paving in one coat.
- Manufacturers: Pratt & Lambert, Inc.; Sherwin Williams Co. or DuPont Co.
- Colors: Use white paint for concrete and bituminous pavements.
- All surfaces to be painted must be thoroughly clean and dry.
- Lay out painted lines with chalk on pavement in accordance with Project Drawings.
- Accurately apply paint to the chalk marks, using striping machines - 4" wide stripes.
- Apply paint in strict accordance with the manufacturer's directions.
- Protect all paint from damage by traffic until dry.
- Apply handicap logo of handicap stall.



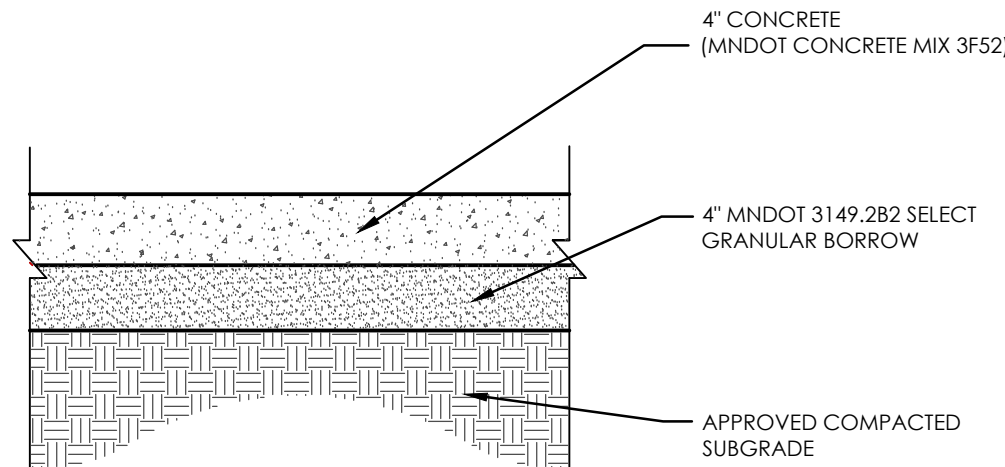
1 BITUMINOUS PAVEMENT SECTION NTS



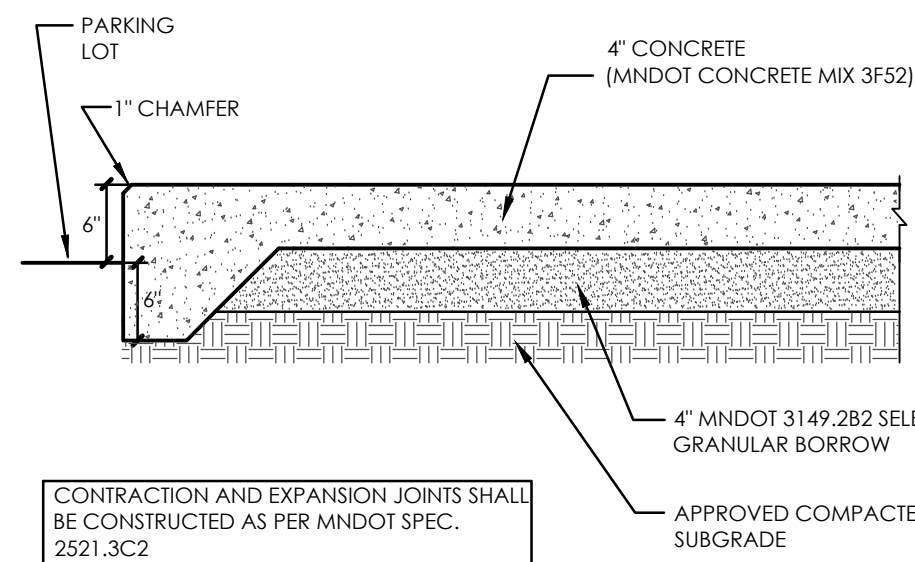
2 APRON/FLOOR SLAB JOINT REINFORCEMENT NTS



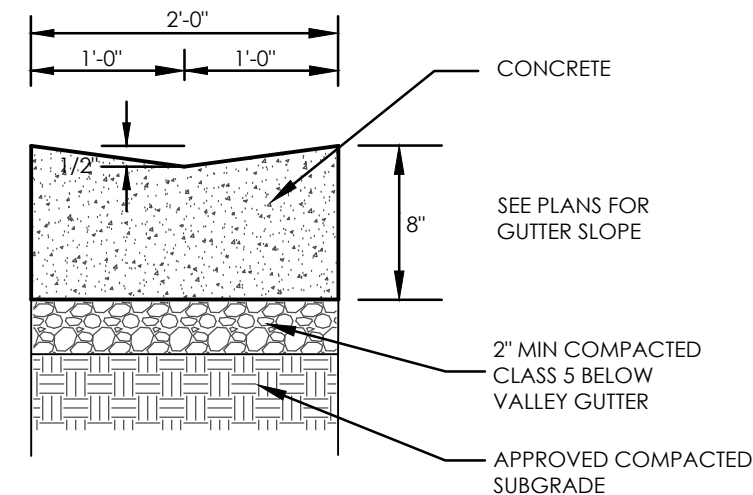
3 CONCRETE APRON SECTION NTS



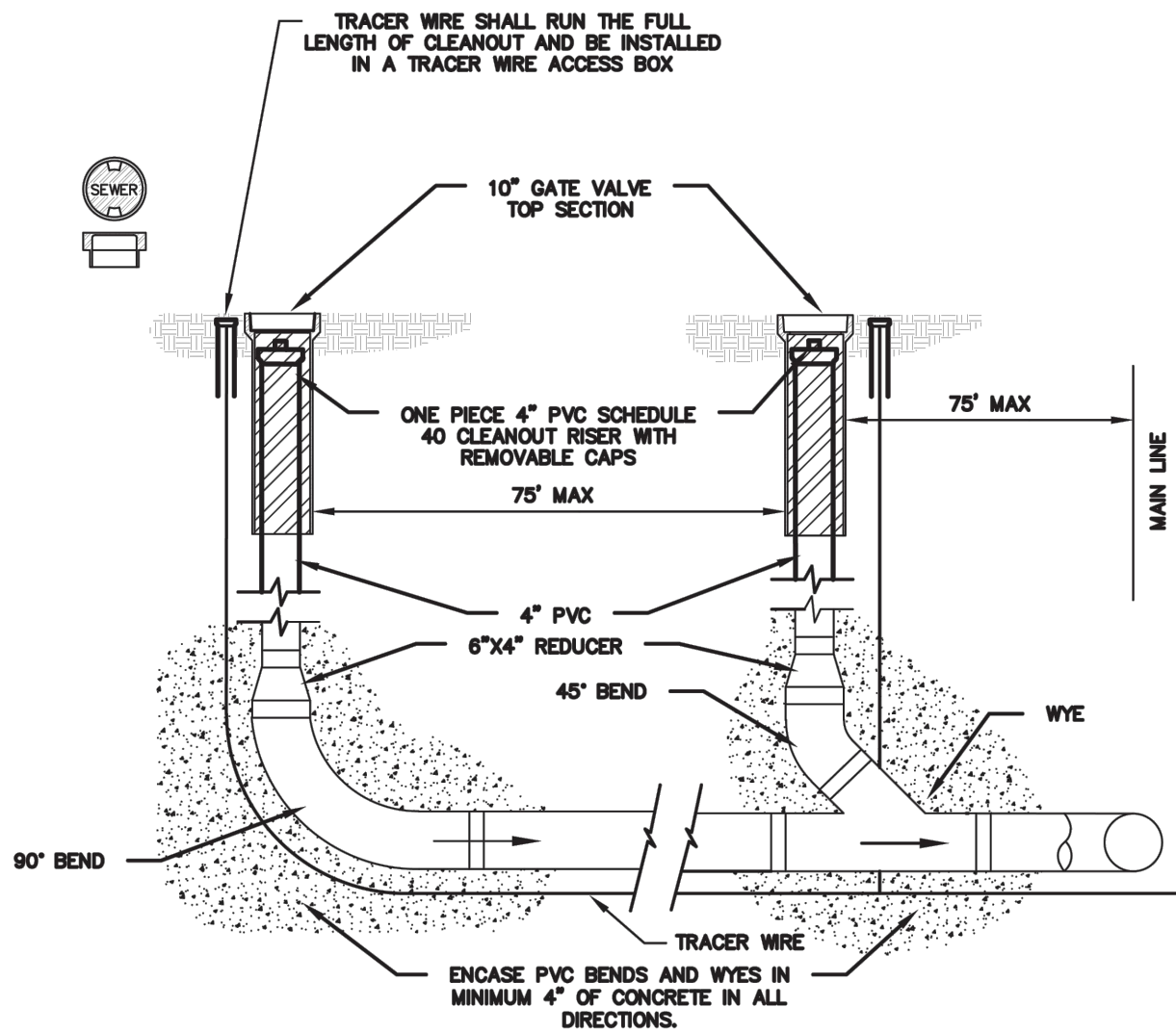
4 CONCRETE SIDEWALK SECTION NTS



5 THICKENED EDGE SIDEWALK SECTION NTS



6 VALLEY GUTTER NTS



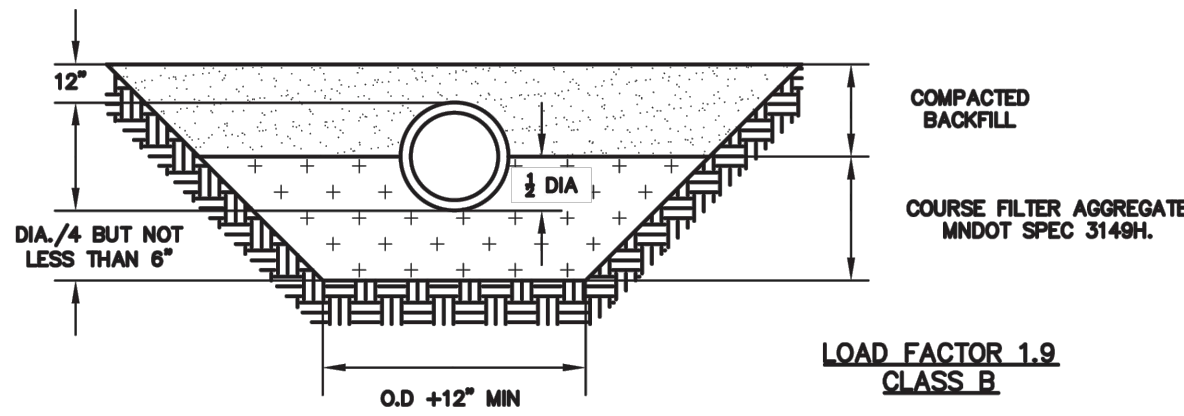
END OF LINE CLEANOUT IN LINE CLEANOUT

NOTES:
10" GATE VALVE BOX TOP SECTION WITH DROP LID (SEWER) SHALL BE INSTALLED WITH ALL CLEANOUTS. 1" BELOW FINISHED GRADE.
4" PVC SCHEDULE 40 CLEANOUT RISER WITH REMOVABLE CAP 4"-6" BELOW FINISH GRADE.
ENCLOSE LONG SWEEP BEND OR COMBINATION WYE IN 4" CONCRETE AS SHOWN

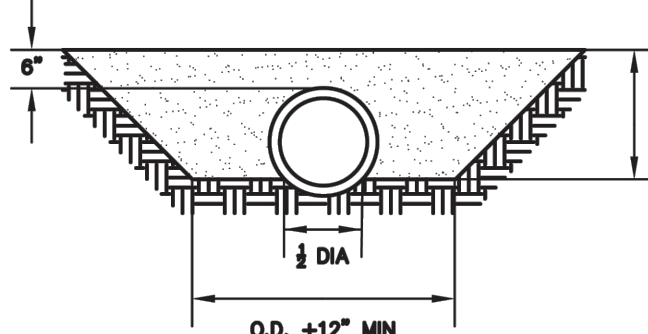


SANITARY SEWER
CLEANOUT

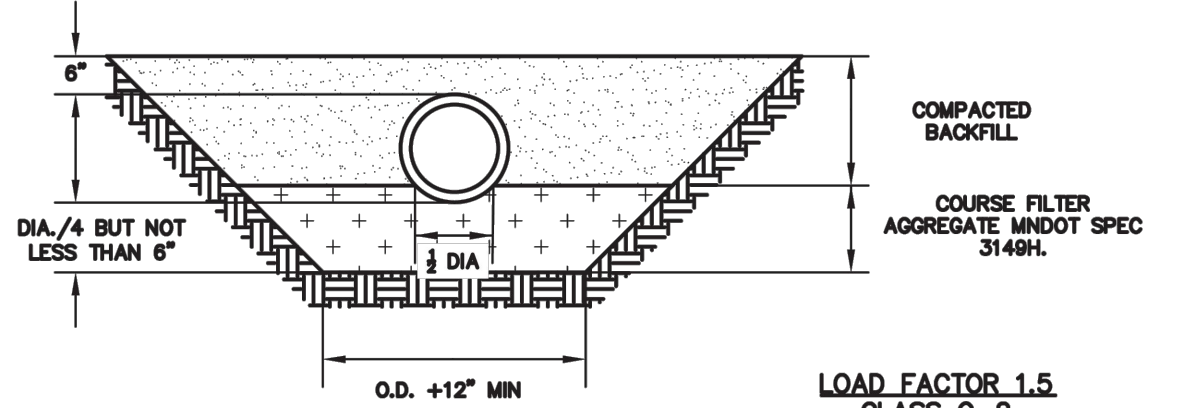
Standard Details		
Date	SEPTEMBER, 2020	SAN-3
Revised		



LOAD FACTOR 1.9
CLASS B
HAND SHAPED FROM
ANGULAR BEDDING MATERIAL



LOAD FACTOR 1.5
CLASS C-1
HAND SHAPED FROM
FIRM UNDISTURBED SOIL



LOAD FACTOR 1.5
CLASS C-2
HAND SHAPED FROM
ANGULAR BEDDING MATERIAL

NOTES:
"DIA" DENOTES OUTSIDE DIAMETER OF PIPE



PIPE BEDDING METHODS
FOR RCP OR DIP

Standard Details		
Date	SEPTEMBER, 2020	SAN-11
Revised		

CIVIL SHEET INDEX

- T1 - TITLE SHEET
- CS1 - SITE PLAN
- C1 - STANDARD NOTES & SPECIFICATIONS
- C2 - STANDARD SPECIFICATIONS & DETAILS
- C3 - STANDARD DETAILS
- C4 - DEMOLITION & REMOVALS PLAN
- C5 - GRADING PLAN
- C6 - SWPPP - STANDARD NOTES
- C7 - SWPPP - PLAN VIEW
- C8 - UTILITY PLAN

Call 48 Hours before digging:
811 or call811.com
Common Ground Alliance

320.252.0404 | RICECOMPANIES.COM
1019 Industrial Dr S, Sauk Rapids, MN 56379
3301 11th St E, Glenwood, MN 55336
2351 N Victory Dr, Ste 100, Markato, MN 56001
6301 Veterans Blvd S, Fargo, ND 58104
1304 Technology Pkwy, Ste 300, Cedar Falls, IA 50613
1207 N Carle Ave, Tea, SD 57064

RESTORATION NETWORK
NEW CONSTRUCTION
11785 JUSTEN CIRCLE, ROGERS, MN 55369

SCHULTZ ENGINEERING
& SITE DESIGN
18 South Riverside Avenue
Suite 230
Sartell, MN 56377
Ph: (320) 339-0669
F: (866) 633-1830
schultzeng@live.com
www.schultzengdesign.com

REVISIONS	
NUMBER	DATE
1	06-24-25

I hereby certify that this plan, specifications, or report was prepared by me or under my direct supervision and that I am a duly licensed Engineer under the laws of the State of Minnesota.

Brian J. Schultz, PE
Lic. No. 43129
Date: 04.24.2025

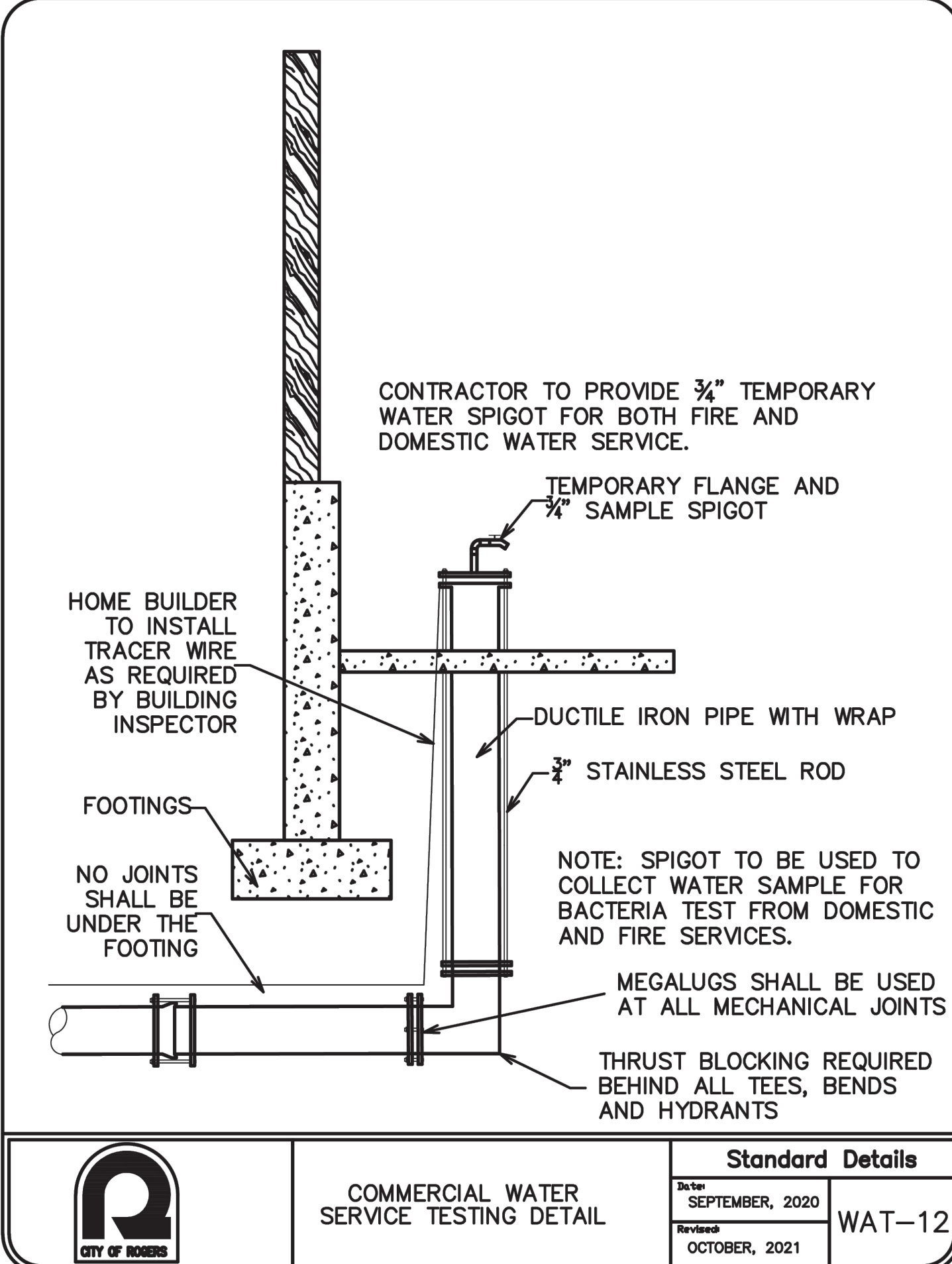
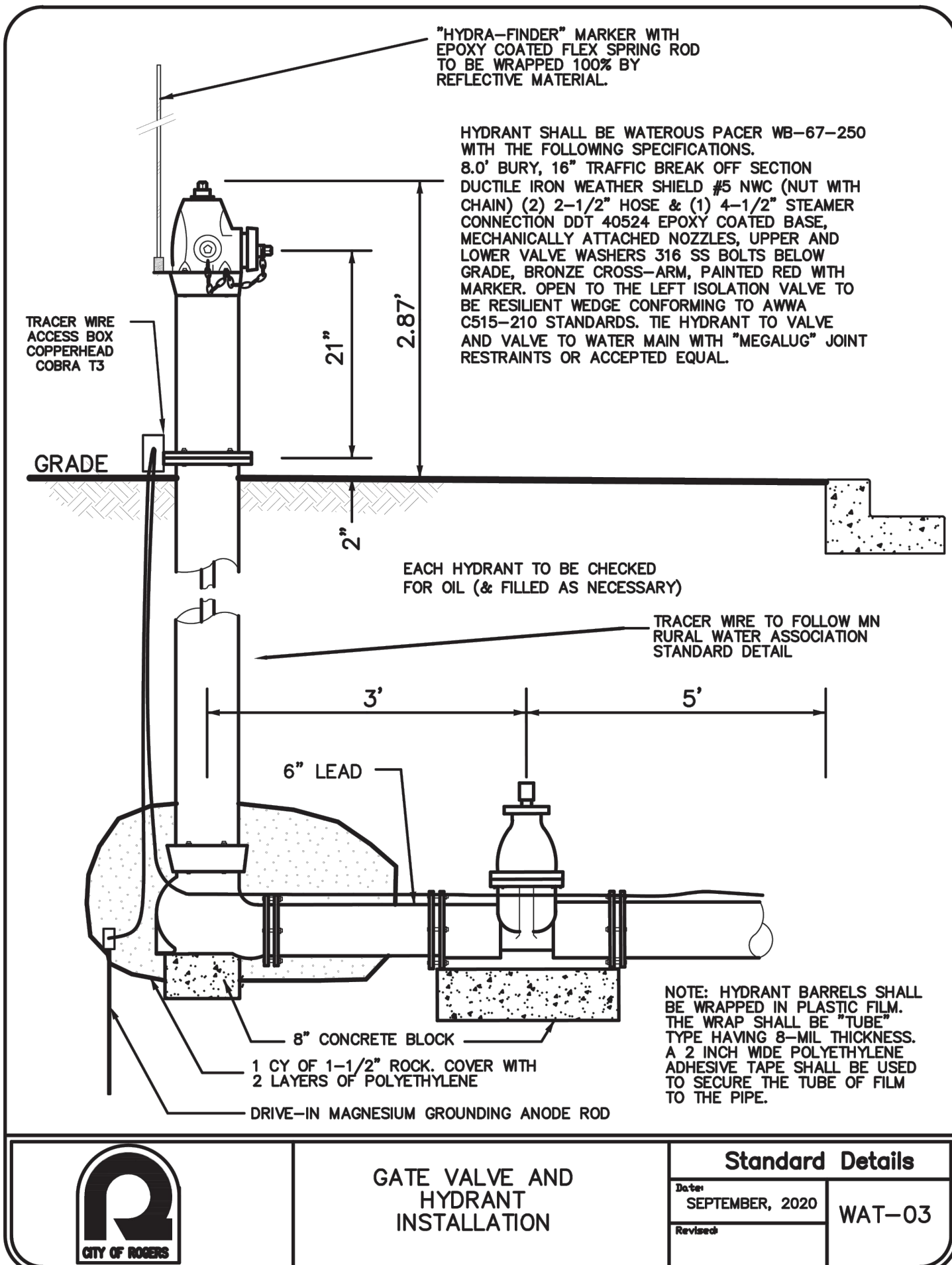
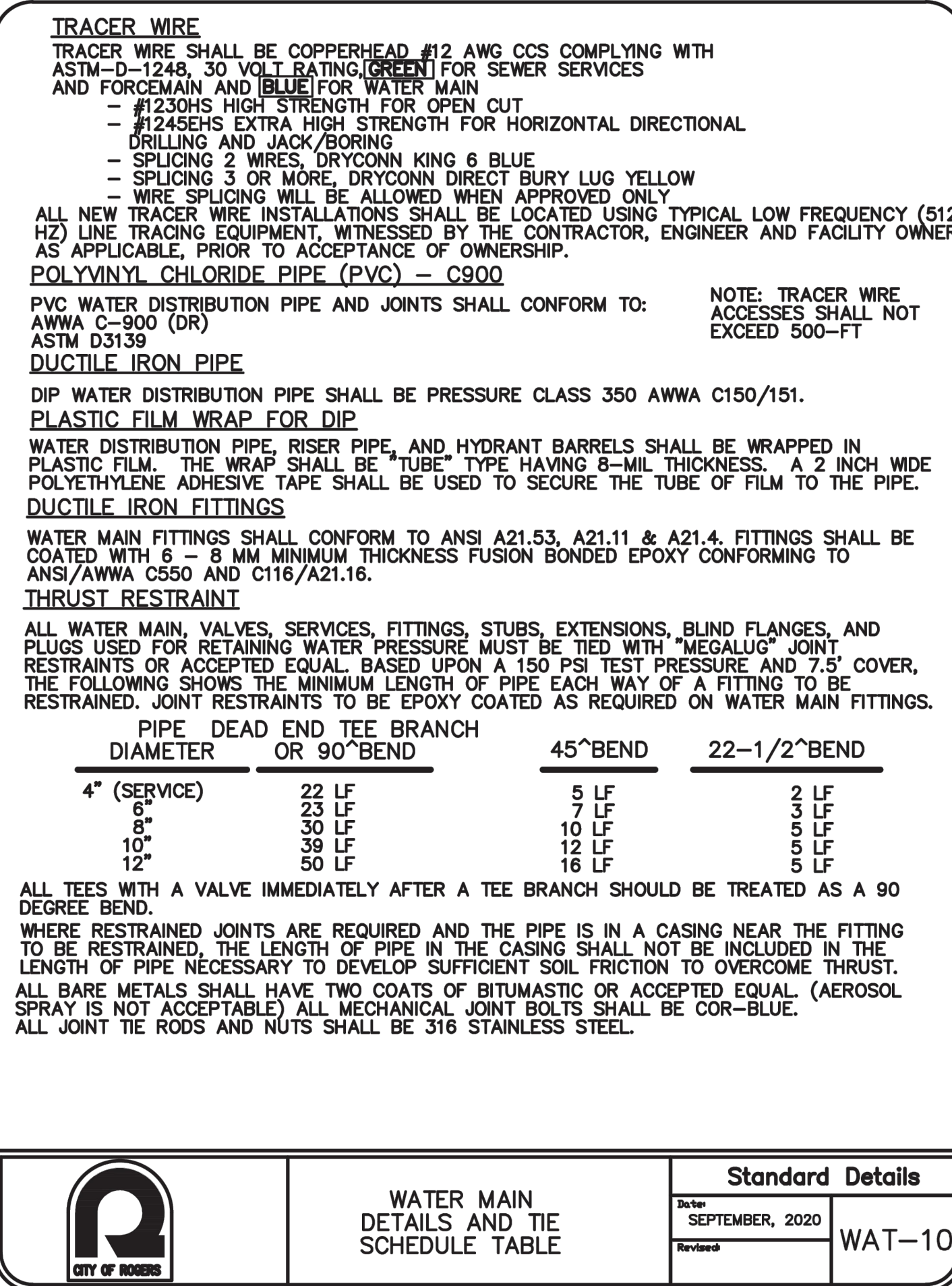
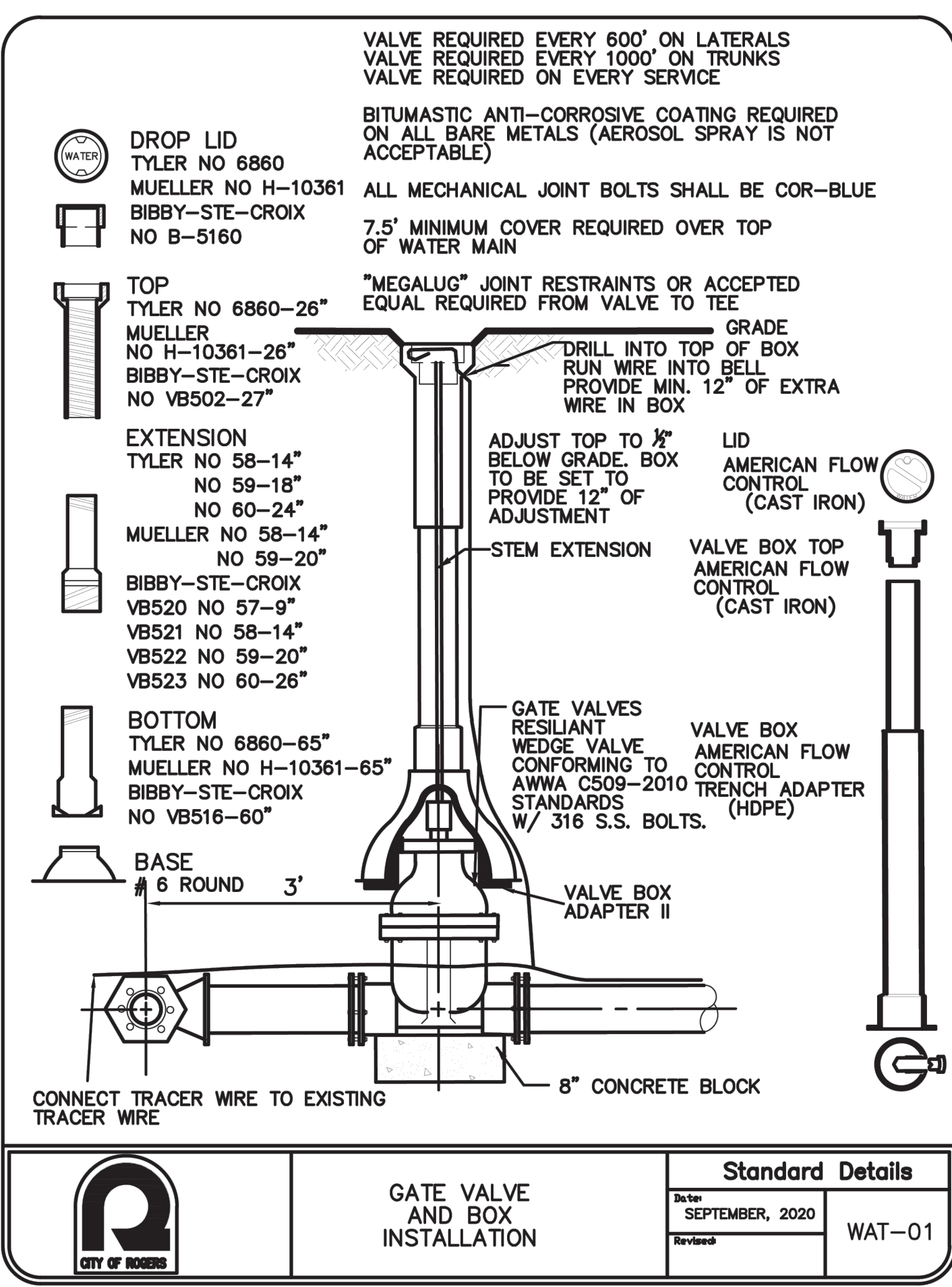
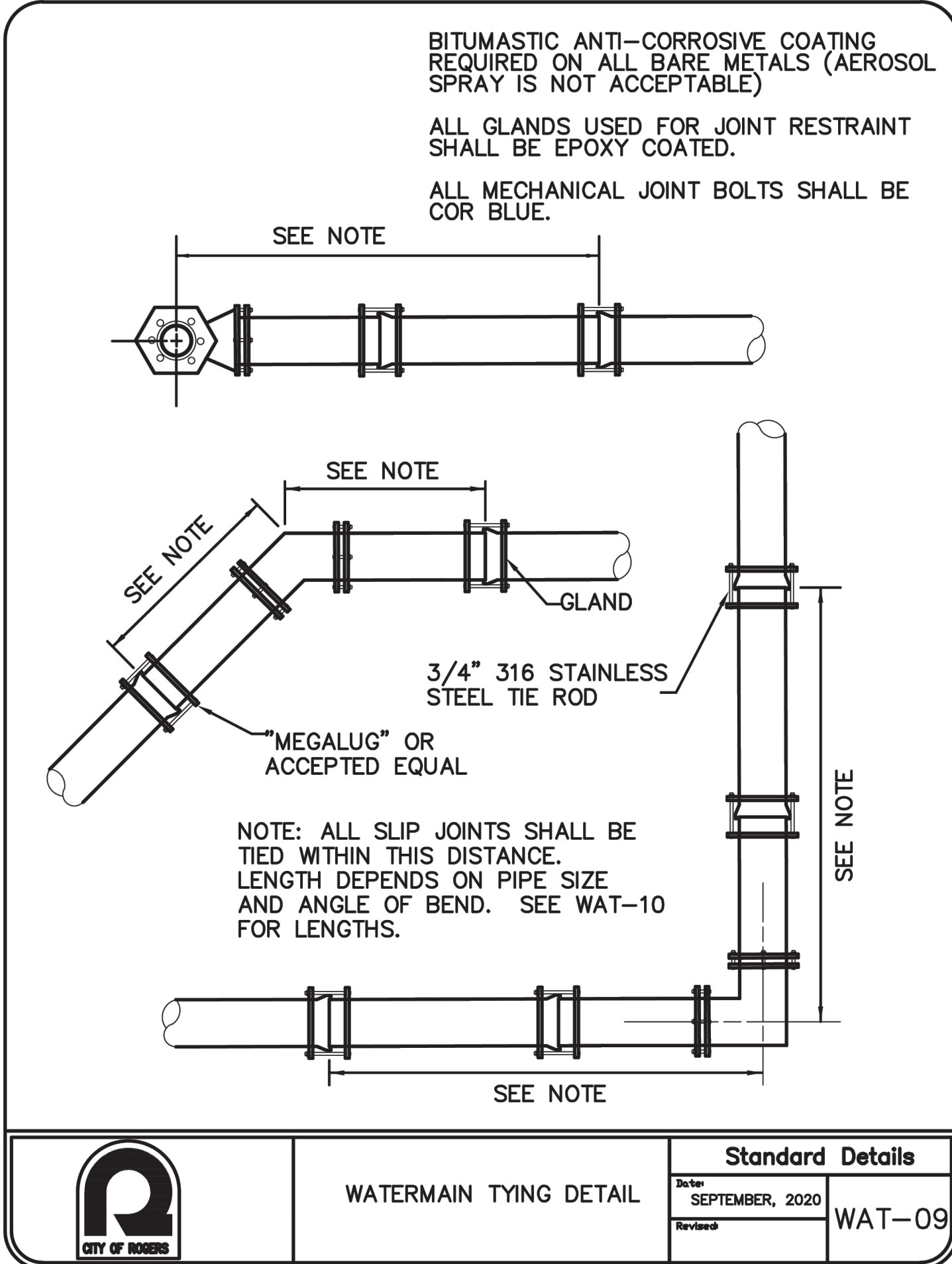
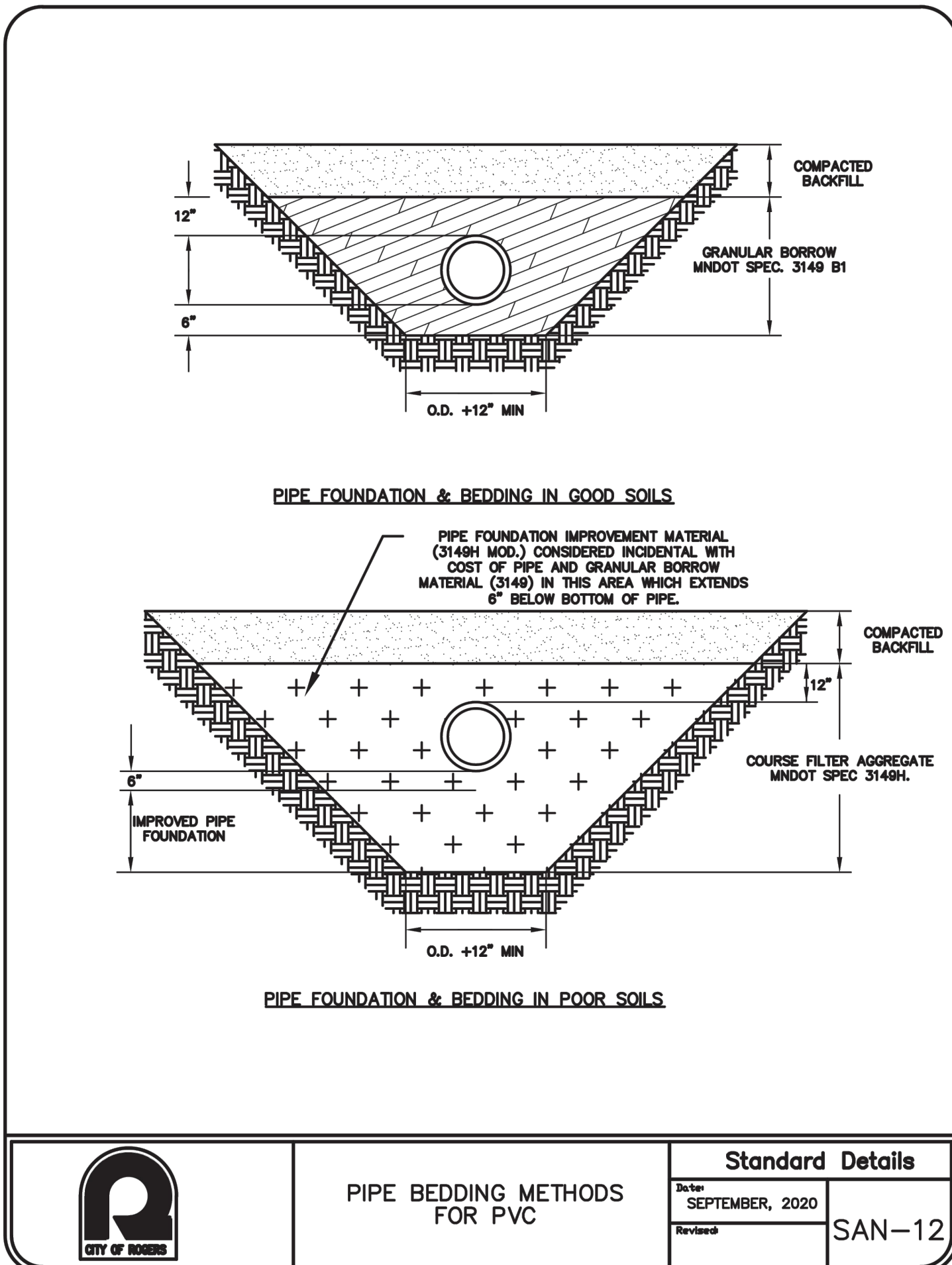
NOTICE: This document ("Instrument of Service") was prepared by Schultz Engineering and Site Design, PLLC. ("Schultz Engineering") specifically for the referenced project and is not intended for any other use. Schultz Engineering retains all common law, statutory and other reserved rights, including copyrights. This Instrument of Service shall not be used on other projects, for additions to this project or for completion of this project by others without Schultz Engineering's prior written consent. Any unauthorized use of this Instrument of Service shall be prohibited.



C2

NES 04.24.25

C:\USERS\SCHULZ\DRIVE\DOCUMENTS\PROJECTS\2025\PROJECTS\25012 - RESTORATION NETWORK BUILDING\25012SPFCSDETAILS.DWG



CIVIL SHEET INDEX

- T1 - TITLE SHEET
- CS1 - SITE PLAN
- C1 - STANDARD NOTES & SPECIFICATIONS
- C2 - STANDARD SPECIFICATIONS & DETAILS
- C3 - STANDARD DETAILS
- C4 - DEMOLITION & REMOVALS PLAN
- C5 - GRADING PLAN
- C6 - SWPPP - STANDARD NOTES
- C7 - SWPPP - PLAN VIEW
- C8 - UTILITY PLAN

Call 48 Hours before digging:
811 or call811.com
Common Ground Alliance

RICE
COMPANIES

320.252.0404 | RICECOMPANIES.COM
1019 Industrial Dr. S. Sauk Rapids, MN 56379

3301 11th St. E., Glenwood, MN 55336
2351 N. Victory Dr., Ste. 100, Markato, MN 56001
6301 Veterans Blvd., S. Fargo, ND 58104
1304 Technology Pkwy., Ste. 300, Cedar Falls, IA 50613
1207 N. Carla Ave., Tea, SD 57064

RESTORATION NETWORK
NEW CONSTRUCTION
11785 JUSTEN CIRCLE, ROGERS, MN 55369

SCHULTZ ENGINEERING & SITE DESIGN
18 South Riverside Avenue
Suite 230
Sanford, MN 56377
Ph: (320) 339-0669
Fax: (866) 633-1830
schultzeng@live.com
www.schultzengdesign.com

REVISIONS	
NUMBER	DATE
1	06-24-25

I hereby certify that this plan, specifications, or report was prepared by me or under my direct supervision and that I am a duly licensed Engineer under the laws of the State of Minnesota.

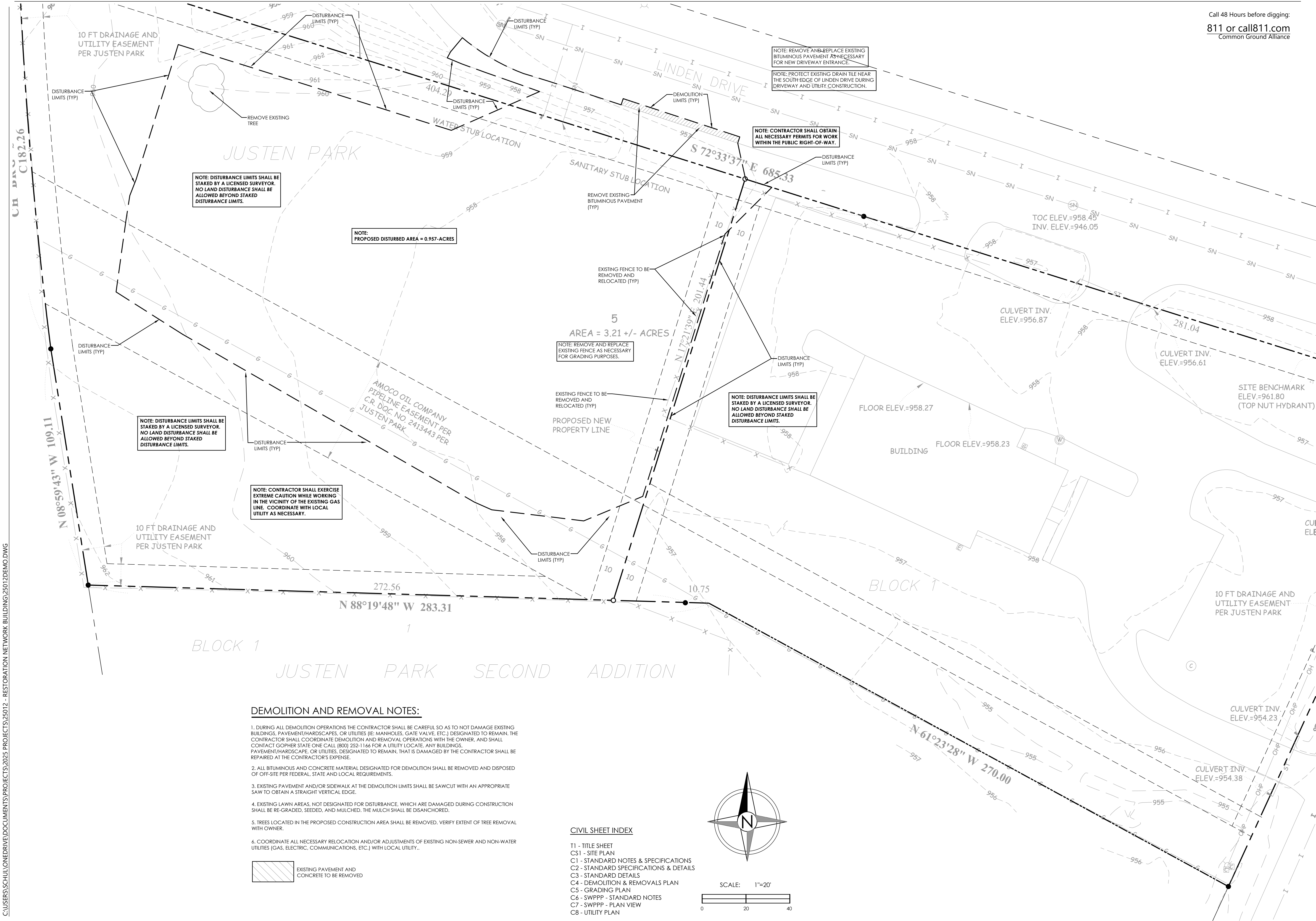

Brian J. Schultz, PE
Lic. No. 43129
Date: 04.24.2025

NOTICE: This document ("Instrument of Service") was prepared by Schultz Engineering and Site Design, PLLC. ("Schultz Engineering") specifically for the referenced project and is not intended for any other use. Schultz Engineering retains all common law, statutory and other reserved rights, including copyrights. This Instrument of Service shall not be used on other projects for additions to this project or for completion of this project by others without Schultz Engineering's prior written consent. Any unauthorized use of this Instrument of Service shall be prohibited.



C3

C:\USERS\SCHULZ\DRIVE\DOCUMENTS\PROJECTS\25012 - RESTORATION NETWORK BUILDING\25012DEMO.DWG



Call 48 Hours before digging:
811 or call811.com
Common Ground Alliance

RICE
COMPANIES

320.252.0404 | RICECOMPANIES.COM
1019 Industrial Dr S, Sauk Rapids, MN 56379
3301 11th St E, Glenwood, MN 55336
2351 N Victory Dr, Ste 100, Markato, MN 56001
6301 Veterans Blvd S, Fargo, ND 58104
1304 Technology Pkwy, Ste 300, Cedar Falls, IA 50613
1207 N Carla Ave, Tea, SD 57064

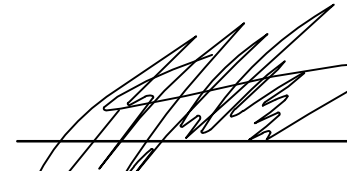
RESTORATION NETWORK NEW CONSTRUCTION

11785 JUSTEN CIRCLE, ROGERS, MN 55369

**SCHULTZ ENGINEERING
& SITE DESIGN**
18 South Riverside Avenue
Suite 230
Sanibel, MN 56477
Ph: (320) 339-0669
Fax: (866) 633-1830
schultzeng@live.com
www.schultzengdesign.com

REVISIONS	
NUMBER	DATE
1	06-24-25

I hereby certify that this plan, specifications, or report was prepared by me or under my direct supervision and that I am a duly licensed Engineer under the laws of the State of Minnesota.


Brian J. Schultz, PE
Lic. No. 43129
Date: 04.24.2025

NOTICE: This document ("Instrument of Service") was prepared by Schultz Engineering and Site Design, PLLC. ("Schultz Engineering") specifically for the referenced project and is not intended for any other use. Schultz Engineering retains all common law, statutory and other reserved rights, including copyrights. This Instrument of Service shall not be used on other projects, for additions to this project or for completion of this project by others without Schultz Engineering's prior written consent. Any unauthorized use of this Instrument of Service shall be prohibited.

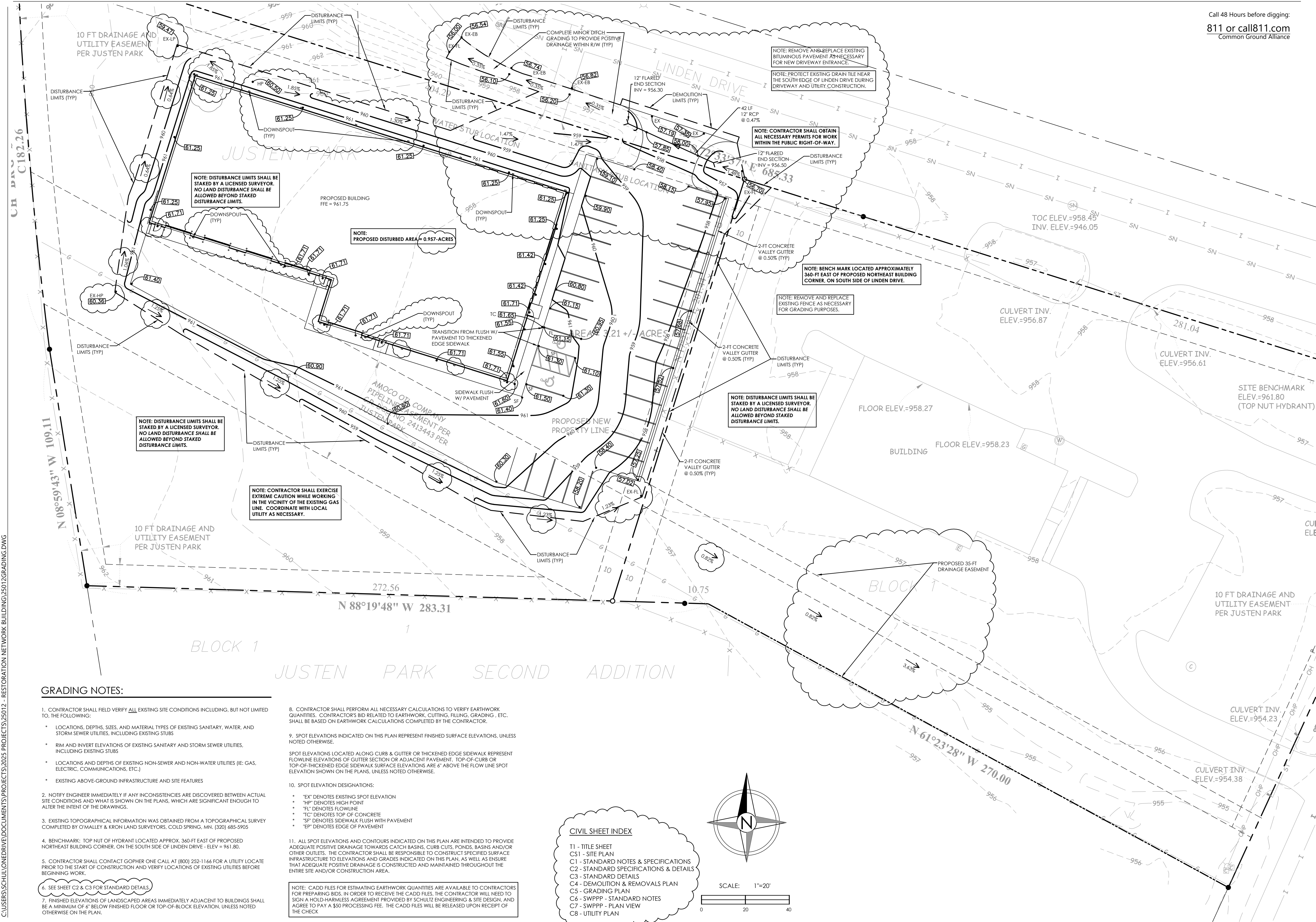
R

C4

DEMOLITION & REMOVALS PLAN

NES 04.24.25

C:\USERS\SCHULZ\DRIVE\DOCUMENTS\PROJECTS\2025\PROJECTS\25012-RESTORATION NETWORK BUILDING\25012 GRADING.DWG



Call 48 Hours before digging:
811 or call811.com
Common Ground Alliance

RICE
COMPANIES

320.252.0404 | RICECOMPANIES.COM
1019 Industrial Dr. S. Sauk Rapids, MN 56379
3301 11th St E., Glenwood, MN 55336
2351 N Victory Dr., Ste 100, Markato, MN 56001
6301 Veterans Blvd., S. Fargo, ND 58104
1304 Technology Pkwy., Ste 300, Cedar Falls, IA 50613
1207 N Carle Ave., Tea, SD 57064

RESTORATION NETWORK NEW CONSTRUCTION

11785 JUSTEN CIRCLE, ROGERS, MN 55369

**SCHULTZ ENGINEERING
& SITE DESIGN**

18 South Riverside Avenue
Suite 230
Sanford, MN 56477
Ph: (320) 339-0669
Fax: (866) 633-1830
schultzeng@live.com
www.schultzengdesign.com

REVISIONS	
NUMBER	DATE
1	06-24-25

I hereby certify that this plan, specifications, or report was prepared by me or under my direct supervision and that I am a duly licensed Engineer under the laws of the State of Minnesota.


Brian J. Schultz, PE
Lic. No. 43129
Date: 04.24.2025

NOTICE: This document ("Instrument of Service") was prepared by Schultz Engineering and Site Design, PLLC. ("Schultz Engineering") specifically for the referenced project and is not intended for any other use. Schultz Engineering retains all common law, statutory and other reserved rights, including copyrights. This Instrument of Service shall not be used on other projects, for additions to this project or for completion of this project by others without Schultz Engineering's prior written consent. Any unauthorized use of this Instrument of Service shall be prohibited.

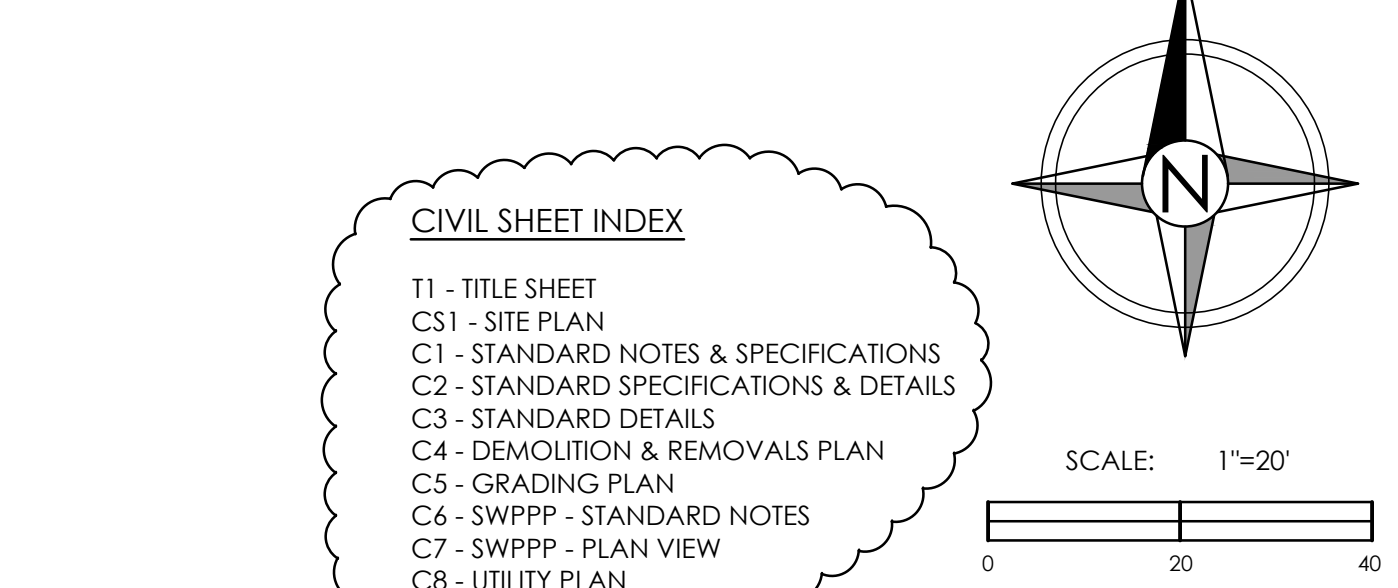
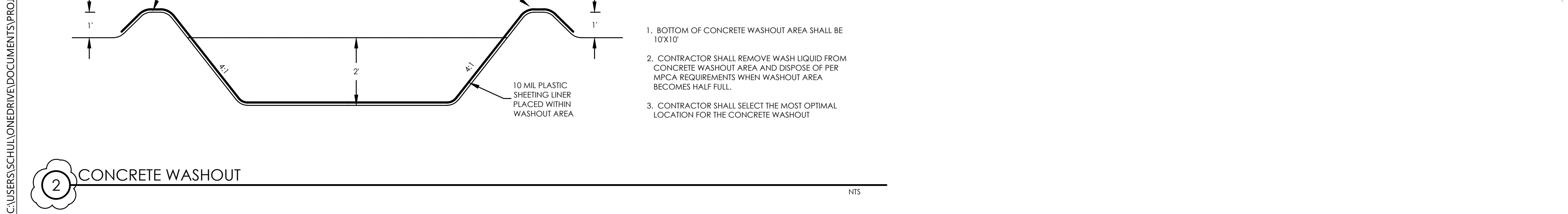
R

C5

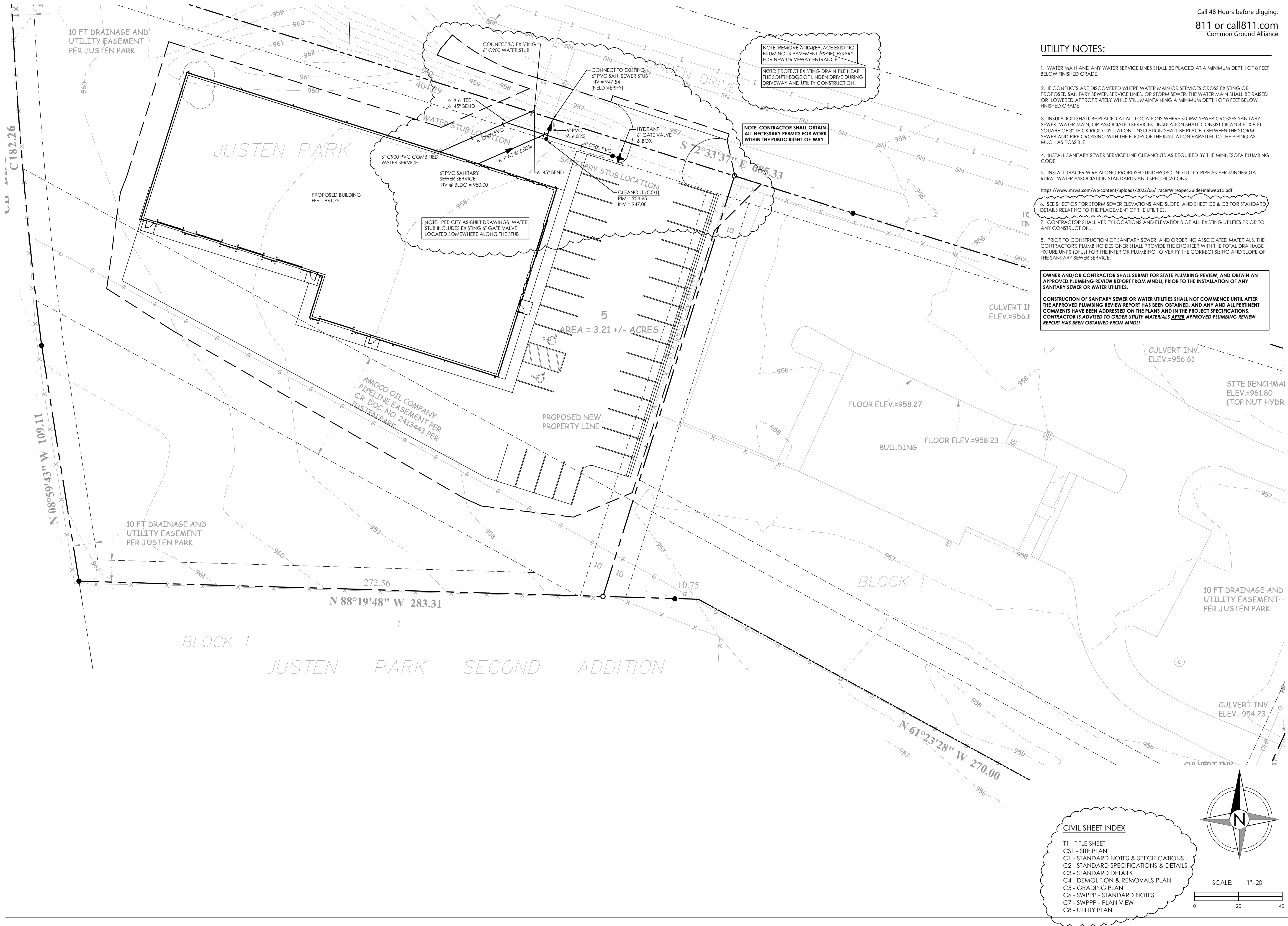
NES 04.24.25

Copyright Schultz Engineering and Site Design, PLLC 2025.
All rights reserved.

Page 473 of 512



C:\USERS\SCHULTZ\ONEDRIVE\DOCUMENTS\PROJECTS\2025\PROJECTS\25012 - RESTORATION NETWORK BUILDING\25012 UTILITY.DWG



Call 48 Hours before digging:
811 or call811.com
Common Ground Alliance

UTILITY NOTES:

1. WATER MAIN AND ANY WATER SERVICE LINES SHALL BE PLACED AT A MINIMUM DEPTH OF 8 FEET BELOW FINISHED GRADE.
2. IF CONFLICTS ARE DISCOVERED WHERE WATER MAIN OR SERVICES CROSS EXISTING OR PROPOSED SANITARY SEWER, SERVICE LINES, OR STORM SEWER, THE WATER MAIN SHALL BE RAISED OR LOWERED APPROPRIATELY WHILE STILL MAINTAINING A MINIMUM DEPTH OF 8 FEET BELOW FINISHED GRADE.
3. INSULATION SHALL BE PLACED AT ALL LOCATIONS WHERE STORM SEWER CROSSES SANITARY SEWER, WATER MAIN, OR ASSOCIATED SERVICES. INSULATION SHALL CONSIST OF AN 8-FT X 8-FT SQUARE OF 3" THICK RIGID INSULATION. INSULATION SHALL BE PLACED BETWEEN THE STORM SEWER AND PIPE CROSSING WITH THE EDGES OF THE INSULATION PARALLEL TO THE PIPING AS MUCH AS POSSIBLE.
4. INSTALL SANITARY SEWER SERVICE LINE CLEANOUTS AS REQUIRED BY THE MINNESOTA PLUMBING CODE.
5. INSTALL TRACER WIRE ALONG PROPOSED UNDERGROUND UTILITY PIPE AS PER MINNESOTA RURAL WATER ASSOCIATION STANDARDS AND SPECIFICATIONS.
<https://www.mrwa.com/wp-content/uploads/2022/06/TracerWireSpecGuideFinalweb11.pdf>
6. SEE SHEET C5 FOR STORM SEWER ELEVATIONS AND SLOPE, AND SHEET C2 & C3 FOR STANDARD DETAILS RELATING TO THE PLACEMENT OF THE UTILITIES.
7. CONTRACTOR SHALL VERIFY LOCATIONS AND ELEVATIONS OF ALL EXISTING UTILITIES PRIOR TO ANY CONSTRUCTION.
8. PRIOR TO CONSTRUCTION OF SANITARY SEWER, AND ORDERING ASSOCIATED MATERIALS, THE CONTRACTOR'S PLUMBING DESIGNER SHALL PROVIDE THE ENGINEER WITH THE TOTAL DRAINAGE FIXTURE UNITS (DFU) FOR THE INTERIOR PLUMBING TO VERIFY THE CORRECT SIZING AND SLOPE OF THE SANITARY SEWER SERVICE.

OWNER AND/OR CONTRACTOR SHALL SUBMIT FOR STATE PLUMBING REVIEW, AND OBTAIN AN APPROVED PLUMBING REVIEW REPORT FROM MNDLI, PRIOR TO THE INSTALLATION OF ANY SANITARY SEWER OR WATER UTILITIES.

CONSTRUCTION OF SANITARY SEWER OR WATER UTILITIES SHALL NOT COMMENCE UNTIL AFTER THE APPROVED PLUMBING REVIEW REPORT HAS BEEN OBTAINED, AND ANY AND ALL PERTINENT COMMENTS HAVE BEEN ADDRESSED ON THE PLANS AND IN THE PROJECT SPECIFICATIONS. CONTRACTOR IS ADVISED TO ORDER UTILITY MATERIALS AFTER APPROVED PLUMBING REVIEW REPORT HAS BEEN OBTAINED FROM MNDLI

R

ICE

COMPANIES

320.252.0404

RICECOMPANIES.COM

1019 Industrial Dr S, Sauk Rapids, MN 56379

3301 11th St E, Glenwood, MN 55336

2351 N Victory Dr, Ste 100, Mankato, MN 56001

6301 Veterans Blvd S, Fargo, ND 58104

1304 Technology Pkwy, Ste 300, Cedar Falls, IA 50613

1207 N Carla Ave, Tea, SD 57064

RESTORATION NETWORK

NEW CONSTRUCTION

11785 JUSTEN CIRCLE, ROGERS, MN 55369

SCHULTZ ENGINEERING & SITE DESIGN

18 South Riverside Avenue

Suite 230

Sartell, MN 56377

Ph: (320) 339-0669

Fx: (866) 633-1830

schultzeng@live.com

www.schultzengdesign.com

REVISIONS	
NUMBER	DATE
1	06-24-25

I hereby certify that this plan, specifications, or report was prepared by me or under my direct supervision and that I am a duly licensed Engineer under the laws of the State of Minnesota.


Brian J. Schultz, PE
Lic. No. 43129
Date: 04.24.2025

NOTICE: This document ("Instrument of Service") was prepared by Schultz Engineering and Site Design, PLLC. ("Schultz Engineering") specifically for the referenced project and is not intended for any other use. Schultz Engineering retains all common law, statutory and other reserved rights, including copyrights. This Instrument of Service shall not be used on other projects, for additions to this project or for completion of this project by others without Schultz Engineering's prior written consent. Any unauthorized use of this Instrument of Service shall be prohibited.

C8

NES 04.24.25

Copyright Schultz Engineering and Site Design, PLLC 2025. All rights reserved. Page 476 of 512

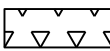


PLANT SCHEDULE

CODE	QTY	COMMON	BOTANICAL NAME	SIZE	ROOT	SPACING	REMARKS
ORNAMENTAL TREE 3							
SSC	3	SPRING SNOW CRAB	MALUS 'SPRING SNOW'	1.5" CAL.	B&B	AS SHOWN	SINGLE
SHRUBS 28							
ANH	16	ANNABELLE HYDRANGEA	HYDRANGEA ARBORESCENS 'ANNABELLE'	2.5	GAL.	AS SHOWN	--
HMA	12	HETZ MIDGET ARBORVITAE	THUJA OCCIDENTALIS 'HETZ'S MIDGET'	2.5	GAL.	5'-0" O.C.	--

ABBREVIATIONS: B&B = BALLED AND BURLAPPED CAL. = CALIPER HT. = HEIGHT MIN. =MINIMUM O.C. = ON CENTER SP. = SPREAD QTY. = QUANTITY
CONT. = CONTAINER GAL. = GALLON
NOTE: QUANTITIES ON PLAN SUPERSEDE LIST QUANTITIES IN THE EVENT OF A DISCREPANCY.

LANDSCAPE LEGEND

-  ORNAMENTAL TREE
-  PERENNIALS
-  MNDOT SEED MIX 25-131 (HYDROMULCHED)

LANDSCAPE KEYNOTES

- A 1-1/2" BROWN/BUFF LIMESTONE LANDSCAPE ROCK

PLANTING NOTES

- CONTRACTOR SHALL CONTACT COMMON GROUND ALLIANCE AT 811 OR CALL811.COM TO VERIFY LOCATIONS OF ALL UNDERGROUND UTILITIES PRIOR TO INSTALLATION OF ANY PLANTS OR LANDSCAPE MATERIAL.
- ACTUAL LOCATION OF PLANT MATERIAL IS SUBJECT TO FIELD AND SITE CONDITIONS.
- NO PLANTING WILL BE INSTALLED UNTIL ALL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
- ALL SUBSTITUTIONS MUST BE APPROVED BY THE ARCHITECT PRIOR TO SUBMISSION OF ANY BID AND/OR QUOTE BY THE LANDSCAPE CONTRACTOR.
- CONTRACTOR SHALL PROVIDE TWO YEAR GUARANTEE OF ALL PLANT MATERIALS. THE GUARANTEE BEGINS ON THE DATE OF THE LANDSCAPE ARCHITECT'S OR OWNER'S WRITTEN ACCEPTANCE OF THE INITIAL PLANTING. REPLACEMENT PLANT MATERIAL SHALL HAVE A ONE YEAR GUARANTEE COMMENCING UPON PLANTING.
- ALL PLANTS TO BE SPECIMEN GRADE, MINNESOTA-GROWN AND/OR HARDY. SPECIMEN GRADE SHALL ADHERE TO, BUT IS NOT LIMITED BY, THE FOLLOWING STANDARDS:
ALL PLANTS SHALL BE FREE FROM DISEASE, PESTS, WOUNDS, SCARS, ETC.
ALL PLANTS SHALL BE FREE FROM NOTICEABLE GAPS, HOLES, OR DEFORMITIES.
ALL PLANTS SHALL BE FREE FROM BROKEN OR DEAD BRANCHES.
ALL PLANTS SHALL HAVE HEAVY, HEALTHY BRANCHING AND LEAFING.
CONIFEROUS TREES SHALL HAVE AN ESTABLISHED MAIN LEADER AND A HEIGHT TO WIDTH RATIO OF NO LESS THAN 5:3.
- PLANTS TO MEET AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1-2014 OR MOST CURRENT VERSION) REQUIREMENTS FOR SIZE AND TYPE SPECIFIED.
- PLANTS TO BE INSTALLED AS PER STATE & ANSI STANDARD PLANTING PRACTICES.
- PLANTS SHALL BE IMMEDIATELY PLANTED UPON ARRIVAL AT SITE. PROPERLY HEEL-IN MATERIALS IF NECESSARY; TEMPORARY ONLY.
- PRIOR TO PLANTING, FIELD VERIFY THAT THE ROOT COLLAR/ROOT FLAIR IS LOCATED AT THE TOP OF THE BALLED & BURLAP TREE. IF THIS IS NOT THE CASE, SOIL SHALL BE REMOVED DOWN TO THE ROOT COLLAR/ROOT FLAIR. WHEN THE BALLED & BURLAP TREE IS PLANTED, THE ROOT COLLAR/ROOT FLAIR SHALL BE EVEN OR SLIGHTLY ABOVE FINISHED GRADE.
- OPEN TOP OF BURLAP ON BB MATERIALS; REMOVE POT ON POTTED PLANTS; SPLIT AND BREAK APART PEAT POTS.
- PRUNE PLANTS AS NECESSARY - PER STANDARD NURSERY PRACTICE AND TO CORRECT POOR BRANCHING OF EXISTING AND PROPOSED TREES.
- WRAP ALL SMOOTH-BARKED TREES - FASTEN TOP AND BOTTOM. REMOVE BY APRIL 1ST.
- STAKING OF TREES AS REQUIRED; REPOSITION, PLUMB AND STAKE IF NOT PLUMB AFTER ONE YEAR.
- THE NEED FOR SOIL AMENDMENTS SHALL BE DETERMINED UPON SITE SOIL CONDITIONS PRIOR TO PLANTING. LANDSCAPE CONTRACTOR SHALL NOTIFY ARCHITECT FOR THE NEED OF ANY SOIL AMENDMENTS.
- BACKFILL SOIL AND TOPSOIL SHALL BE FROM THE TOPSOIL STRIPPING PRIOR TO CONSTRUCTION AND SHALL BE FREE OF ROOTS, ROCKS LARGER THAN ONE INCH, SUBSOIL DEBRIS, AND LARGE WEEDS UNLESS SPECIFIED OTHERWISE. MINIMUM 4" DEPTH TOPSOIL FOR ALL LAWN GRASS AREAS AND 12" DEPTH TOPSOIL FOR TREE, SHRUBS, AND PERENNIALS.
- PROVIDE A MINIMUM OF 4" TOPSOIL IN LAWN AREAS AND 12" TOPSOIL IN LANDSCAPE BEDS. ADD SOIL AMENDMENTS FOR OPTIMUM PLANT GROWTH. ALL PARKING ISLAND GRADES SHALL HAVE A SIGNIFICANT CROWN.
- MULCH TO BE AT ALL TREE, SHRUB, PERENNIAL, AND MAINTENANCE AREAS. TREE AND SHRUB PLANTING BEDS SHALL HAVE 4" DEPTH OF SHREDDED HARDWOOD MULCH. SHREDDED HARDWOOD MULCH TO BE USED AROUND ALL PLANTS WITHIN TURF AREAS. PERENNIAL AND ORNAMENTAL GRASS BEDS SHALL HAVE 2" DEPTH SHREDDED HARDWOOD MULCH. SINGLE TREE AND SHRUB PLANTINGS SHALL HAVE A 4" DEPTH SHREDDED HARDWOOD MULCH RING AROUND EACH BASE. DECIDUOUS PLANT MATERIAL SHALL HAVE A MINIMUM 3" DIAMETER RING. EVERGREEN PLANT MATERIAL SHALL HAVE A RING TO THE DRIP LINE. MULCH TO BE FREE OF DELETERIOUS MATERIAL AND MULCH TO BE ON COMMERCIAL GRADE FILTER FABRIC, BY TYPAR, OR APPROVED EQUAL WITH NO EXPOSURE. MULCH AND FABRIC TO BE APPROVED BY OWNER PRIOR TO INSTALLATION. MULCH TO MATCH EXISTING CONDITIONS (WHERE APPLICABLE).
- EXISTING TREES AND SHRUBS, AROUND THE SITE, SHALL BE PRUNED TO REMOVE DEAD OR UNDESIRABLE LIMBS AND TO SHAPE PLANT FOR DESIRABLE APPEARANCE AND COMPLETED BY A QUALIFIED INDIVIDUAL. CONTRACTOR TO CLEAR AND GRUB EXISTING VEGETATION AND DISPOSE OF ALL REMOVALS OFF-SITE PER PROJECT IMPROVEMENTS.
- EDGING TO BE COMMERCIAL GRADE VALLEY-VIEW BLACK DIAMOND (OR EQUAL) POLY EDGING OR SPADED EDGE, AS INDICATED. POLY EDGING SHALL BE PLACED WITH SMOOTH CURVES AND STAKED WITH METAL SPIKES NO GREATER THAN 4 FOOT ON CENTER WITH BASE OF TOP BEAD AT GRADE, FOR MOWERS TO CUT ABOVE WITHOUT DAMAGE. UTILIZE CURBS AND SIDEWALKS FOR EDGING WHERE POSSIBLE. SPADED EDGE TO PROVIDE V-SHAPED DEPTH AND WIDTH TO CREATE SEPARATION BETWEEN MULCH AND GRASS. INDIVIDUAL TREE, SHRUB, OR RAIN-GARDEN BEDS TO BE SPADED EDGE, UNLESS NOTED OTHERWISE. EDGING TO MATCH EXISTING CONDITIONS (WHERE APPLICABLE).
- ALL DISTURBED AREAS TO BE SODDED, UNLESS OTHERWISE NOTED. PARKING LOT ISLANDS TO BE SODDED WITH SHREDDED HARDWOOD MULCH AROUND ALL TREES AND SHRUBS. SOD TO BE STANDARD MINNESOTA GROWN AND HARDY BLUEGRASS MIX, FREE OF LAWN WEEDS. ALL TOPSOIL AREAS TO BE RAKED TO REMOVE DEBRIS AND ENSURE DRAINAGE. SLOPES OF 3:1 OR GREATER SHALL BE STAKED. SEED AS SPECIFIED AND PER DOT SPECIFICATIONS. IF NOT INDICATED ON LANDSCAPE PLAN, SEE EROSION CONTROL PLAN.
- PROVIDE IRRIGATION TO ALL PLANTED AREAS ON SITE. IRRIGATION SYSTEM TO BE DESIGN/BUILD BY LANDSCAPE CONTRACTOR. SEE PLAN FOR LIMITS OF IRRIGATION. LANDSCAPE WITHIN LANDSCAPE/IRRIGATION DASHED LINE TO BE IRRIGATED FROM BUILDING. LANDSCAPE CONTRACTOR TO PROVIDE SHOP DRAWINGS TO ARCHITECT FOR APPROVAL PRIOR TO INSTALLATION OF IRRIGATION SYSTEM. CONTRACTOR TO WATER PLANT MATERIAL DURING INSTALLATION AND DURING ESTABLISHMENT PERIOD. OWNER WILL NOT PROVIDE WATER FOR CONTRACTOR. VOLUME OF WATER TO BE PER PLANT REQUIREMENT FOR ESTABLISHMENT AND NORMAL GROWTH. CONTRACTOR TO PROVIDE OPERATION MANUALS, AS-BUILT PLANS, AND NORMAL PROGRAMMING. SYSTEM SHALL BE WINTERIZED AND HAVE SPRING STARTUP DURING FIRST YEAR OF OPERATION. SYSTEM SHALL HAVE ONE-YEAR WARRANTY ON ALL PARTS AND LABOR. ALL INFORMATION ABOUT INSTALLATION AND SCHEDULING CAN BE OBTAINED FROM THE GENERAL CONTRACTOR.
- REPAIR, REPLACE, OR PROVIDE SOD/SEED AS REQUIRED FOR ANY ROADWAY BOULEVARD AREAS ADJACENT TO THE SITE DISTURBED DURING CONSTRUCTION.
- REPAIR ALL DAMAGE TO PROPERTY FROM PLANTING OPERATIONS AT NO COST TO OWNER.
- VERIFY ALL LANDSCAPE IMPROVEMENTS WITH REMOVALS AND SITE WORK.
- ALL DISTURBED LANDSCAPED AREAS, NOT INDICATED AS PLANTING BEDS, ARE TO BE SODDED, UNLESS NOTED OTHERWISE. SOD IS TO BE PRIMARILY KENTUCKY BLUEGRASS, FREE OF LAWN GRASS WEEDS. MATCH INTO EXISTING, AS APPLICABLE. ANCHOR SOD ON SLOPED OR POTENTIAL EROSION AREAS, OR AS REQUIRED.
- CONTRACTOR TO VERIFY PLANTS REQUIRED AS REFLECTED ON PLAN. NOTIFY ARCHITECT IF PLAN AND SCHEDULE DO NOT MATCH. ALL PLANT MATERIAL TO ADHERE TO THE AMERICAN STANDARD FOR NURSERY STOCK, LATEST VERSION. ADD FERTILIZER, HERBICIDE, AND PESTICIDE AS NECESSARY FOR OPTIMUM GROWTH.

Call 48 Hours before digging:
811 or call811.com
Common Ground Alliance



RICE
COMPANIES

320.252.0404 | RICECOMPANIES.COM

1019 Industrial Dr S, Sauk Rapids, MN 56379

3301 11th St E, Glenwood, MN 55336

2351 N Victory Dr, Ste 100, Menasha, WI 54901

6301 Veterans Blvd, S, Fargo, ND 58104

1304 Technology Pkwy, Ste 300, Cedar Falls, IA 50613

1207 N Carla Ave, Tea, SD 57064

NOT FOR CONSTRUCTION

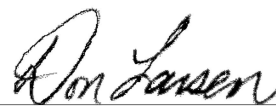
RESTORATION NETWORK

NEW CONSTRUCTION

11785 JUSTEN CIRCLE, MAPLE GROVE, MN 55369

REVISIONS	
NUMBER	DATE
1	07.30.25

I hereby certify that this plan, specifications, 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 MN.



Don F. Larsen

Reg. No. 45747
Date: 07.30.25

NOTICE: This document ("Instrument of Service") was prepared by Rice Companies, Inc. ("RCI") specifically for the referenced project and is not intended for any other use. RCI retains all common law, statutory and other reserved rights, including copyrights. This Instrument of Service shall not be used on other projects, for additions to this project or for completion of this project by others without RCI's prior written consent. Any unauthorized use of this Instrument of Service shall be prohibited.



LANDSCAPE PLAN

L101

CMS

07.30.25

REVISIONS	
NUMBER	DATE

I hereby certify that this plan, specifications, 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 MN.

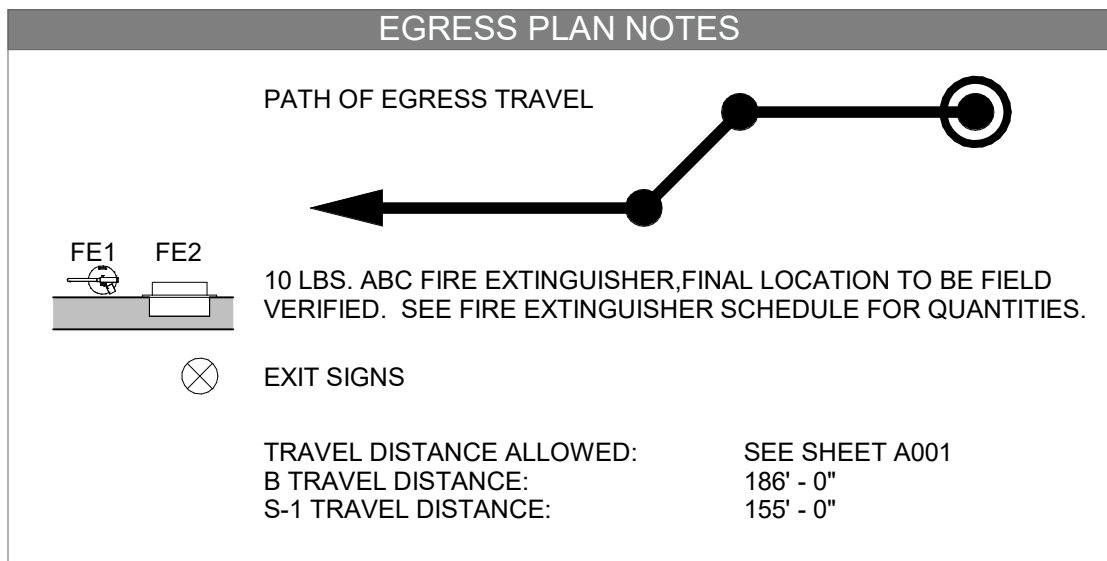
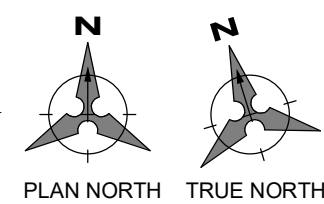
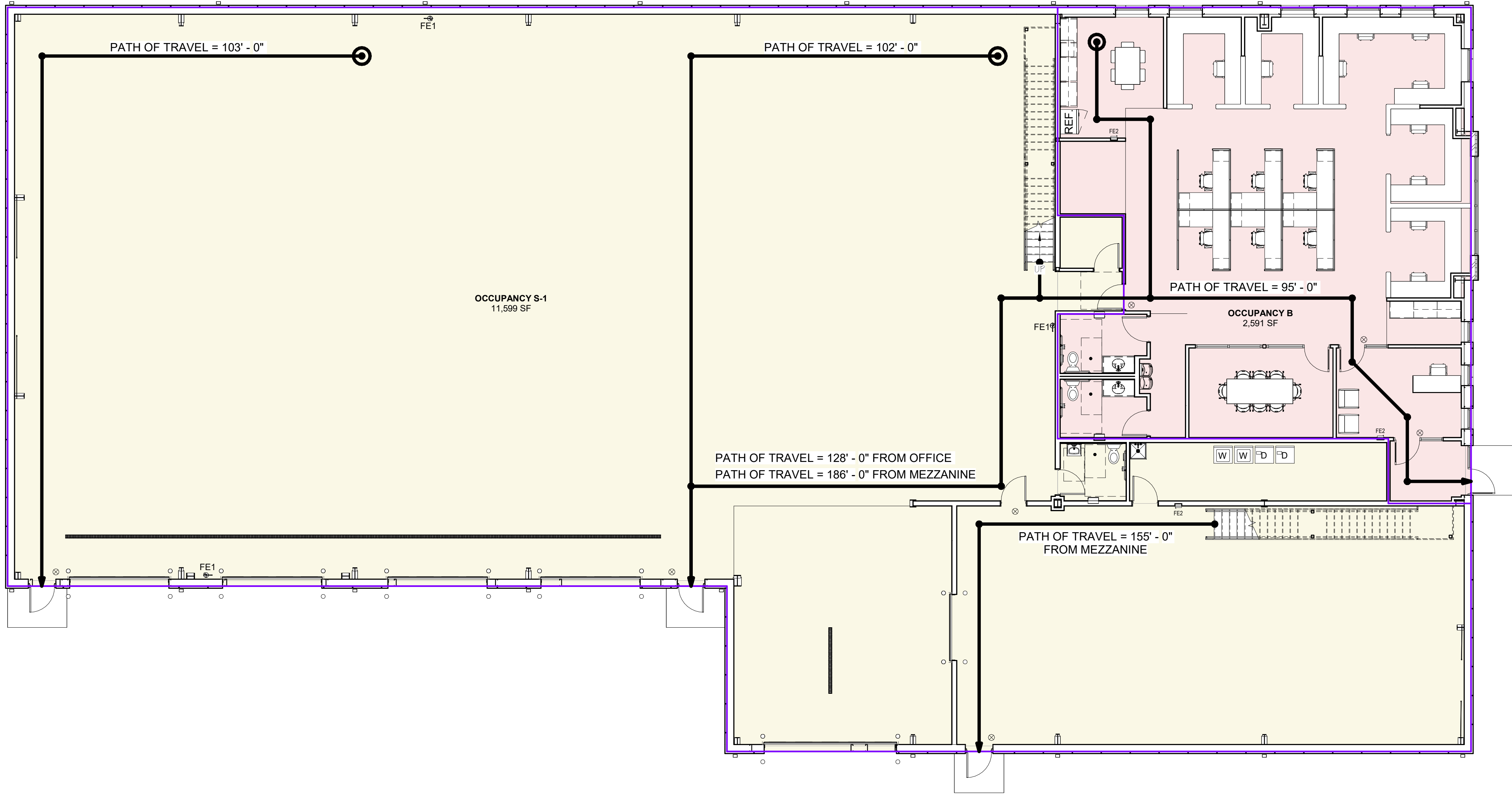
Don F. Larson
Don F. Larson
Reg. No. 46747
Date: 05.05.25

NOTICE: This document ("Instrument of Service") was prepared by Rice Companies, Inc. ("RCI") specifically for the referenced project and is not intended for any other use. RCI retains all copyright, patent, trademark and other intellectual property rights, including copyright. This Instrument of Service shall not be used on other projects, for additions to this project or for completion of the project by others without RCI's prior written consent. Any unauthorized use of this Instrument of Service shall be prohibited.

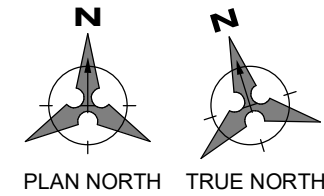
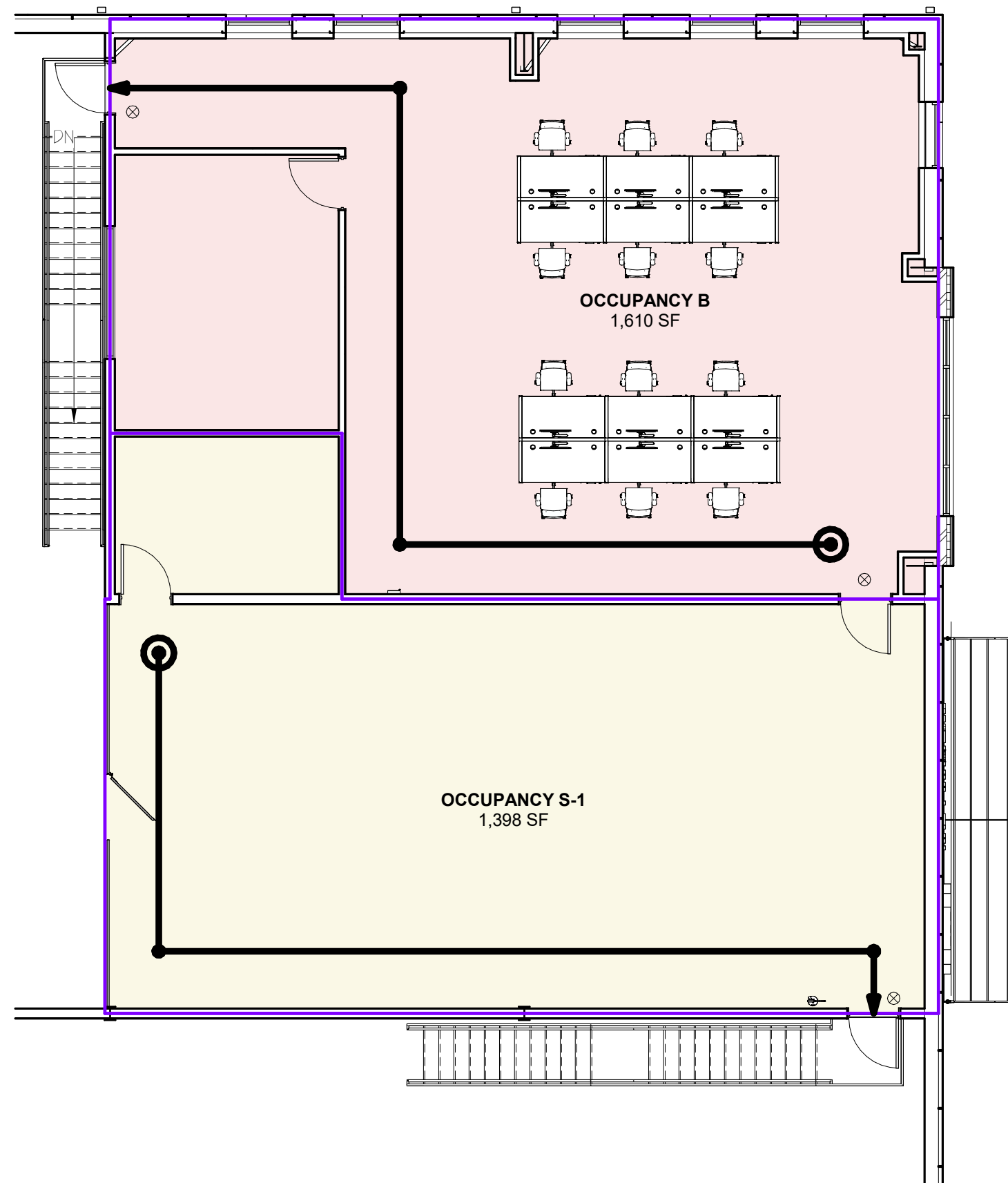


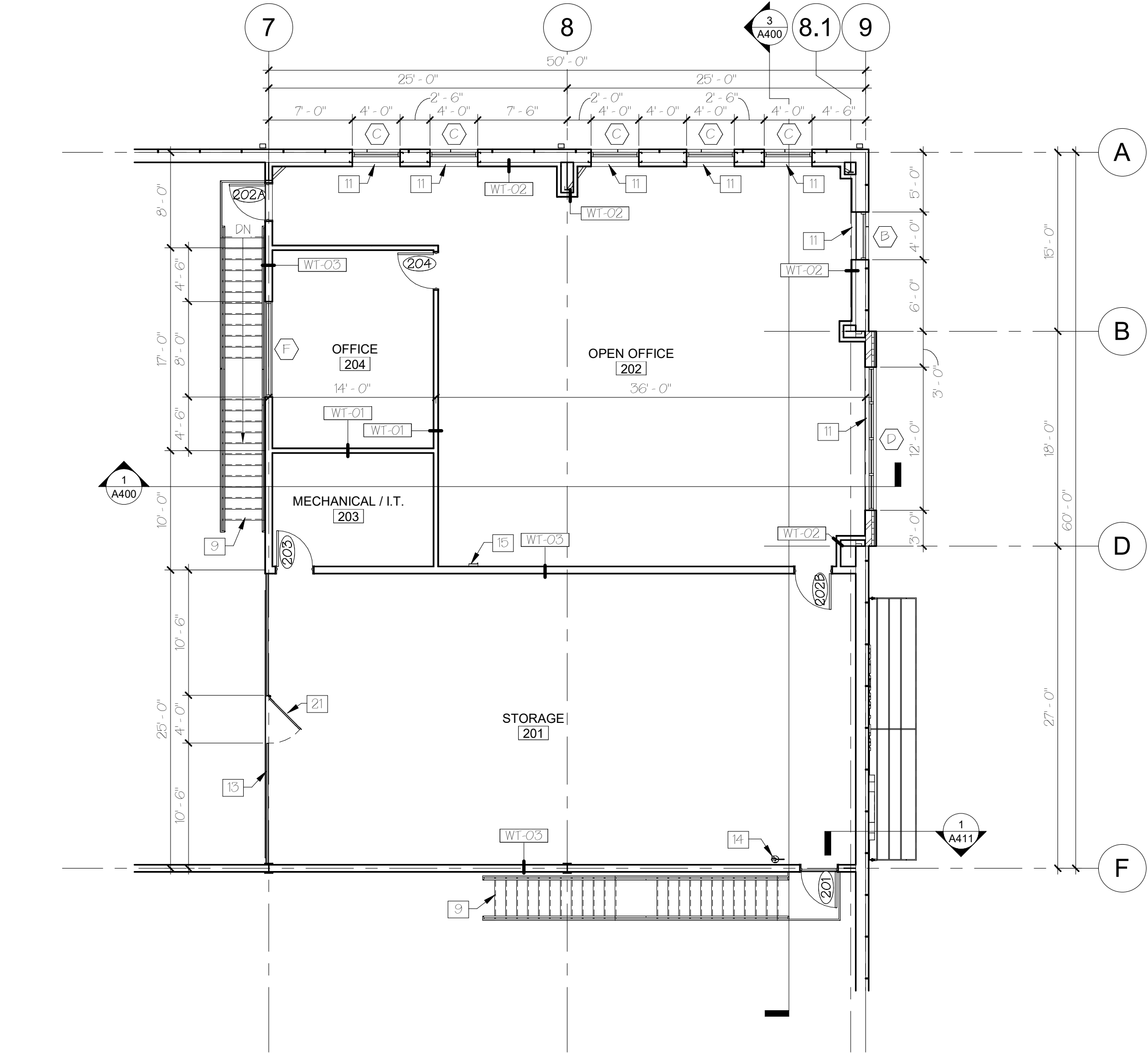
A002

1 EGRESS PLAN
1/8" = 1'-0"

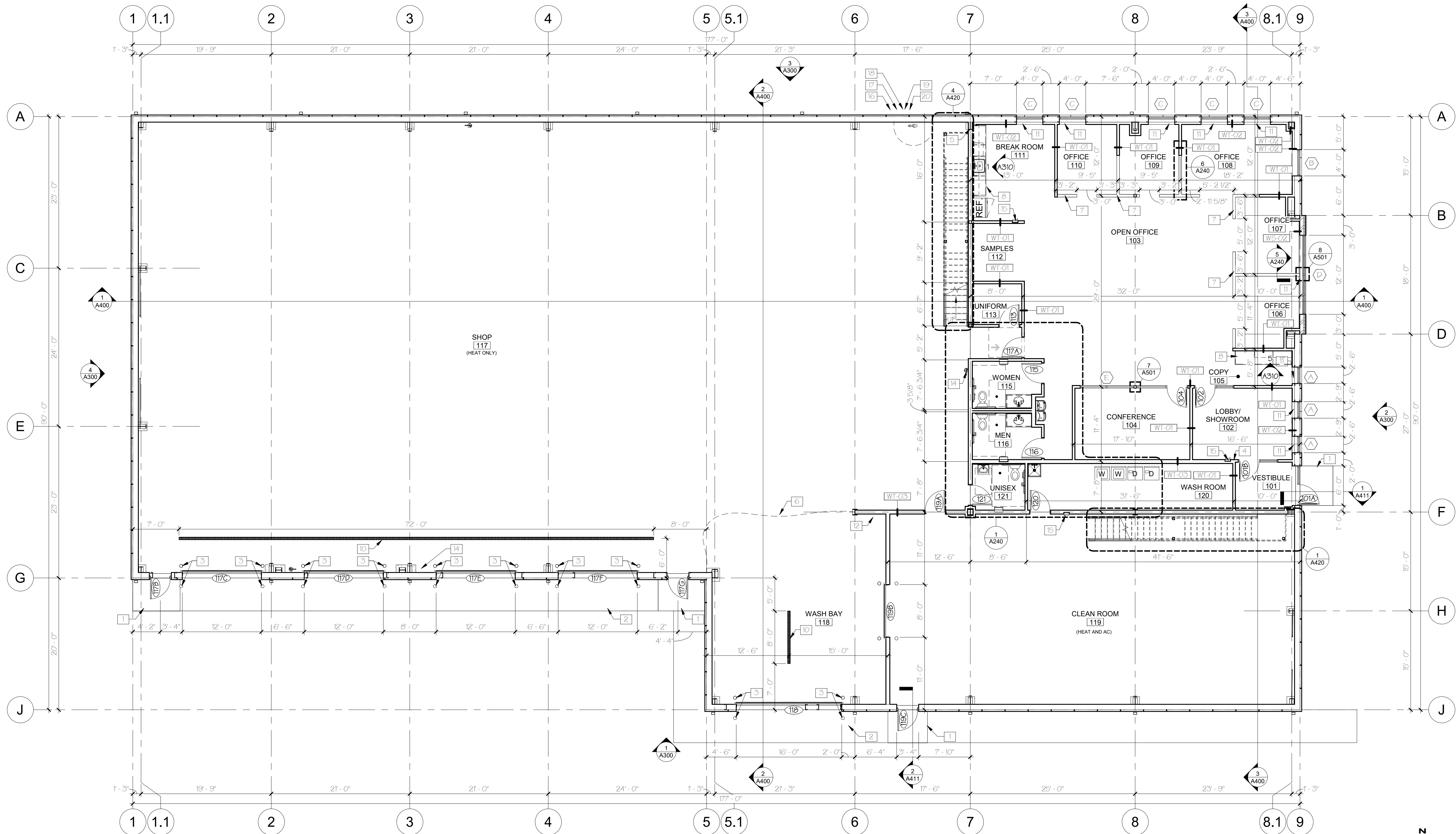
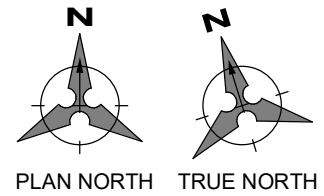


2 MEZZANINE
1/8" = 1'-0"

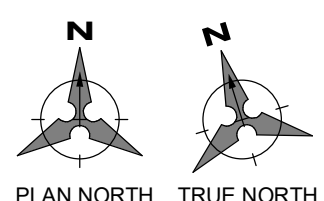




2 MEZZANINE FLOOR PLAN
1/8" = 1'-0"



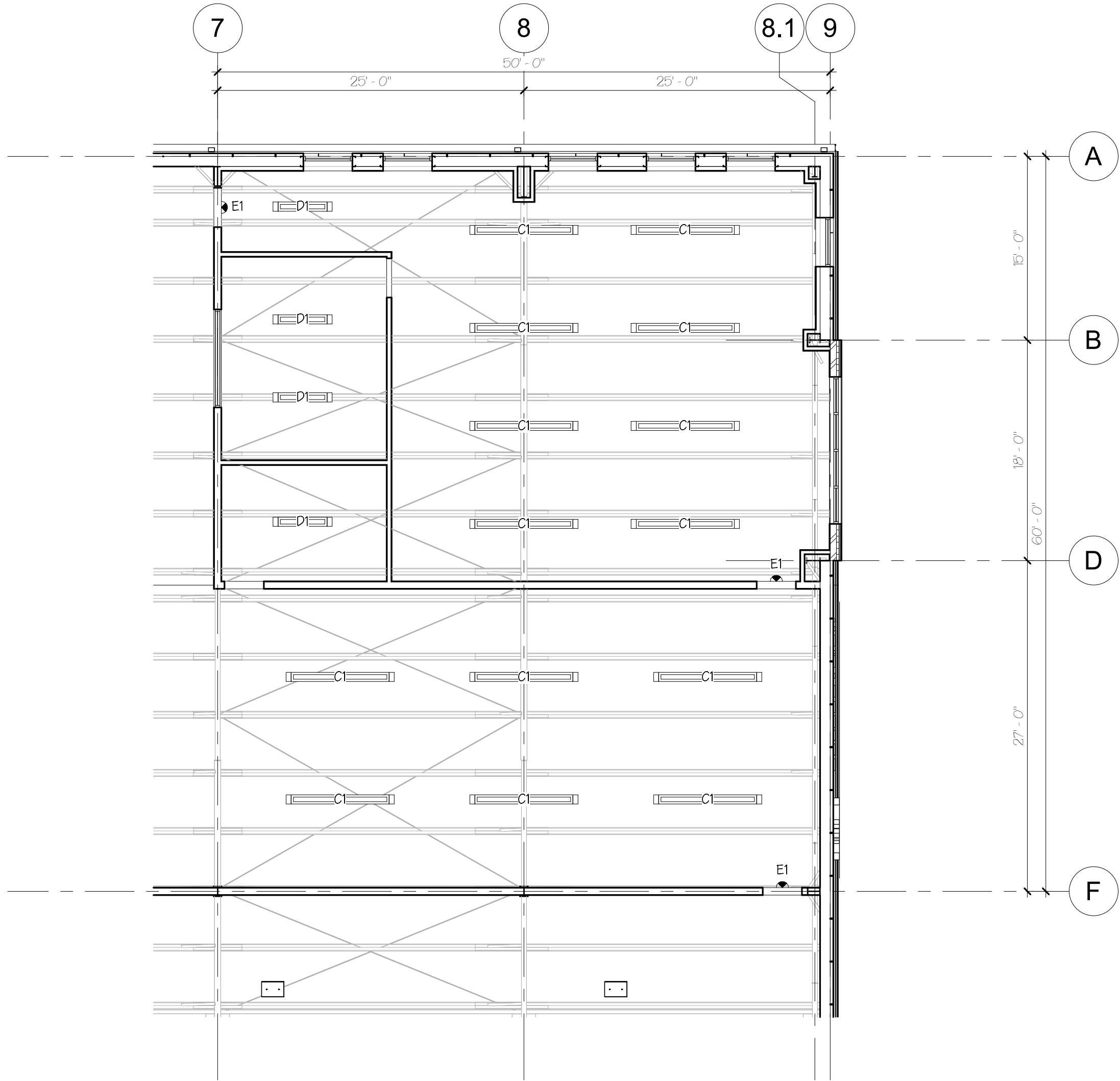
1 FIRST FLOOR PLAN
1/8" = 1'-0"



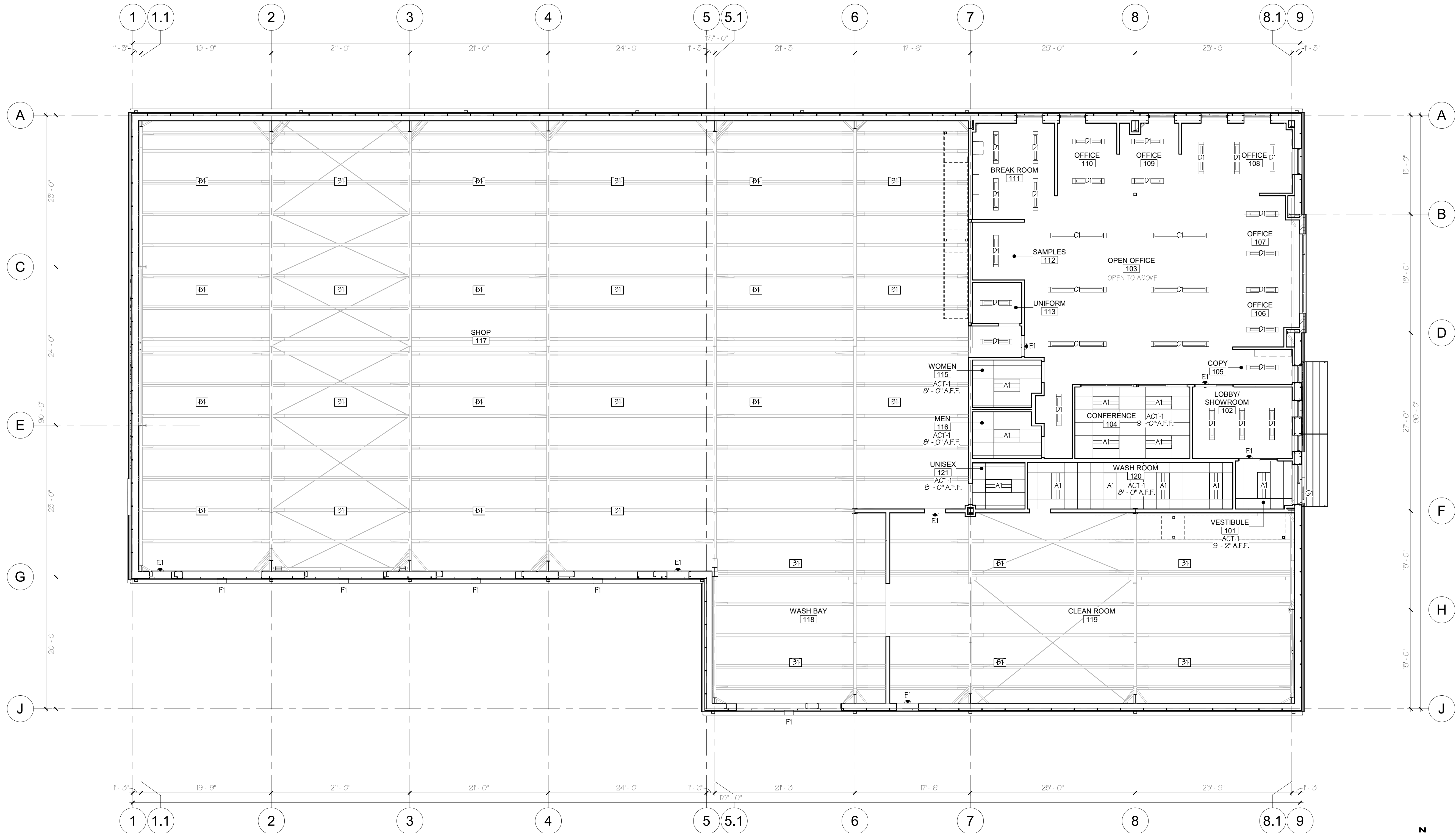
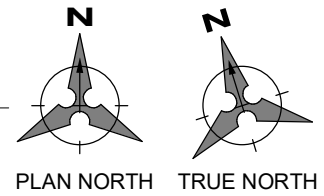
- GENERAL NOTES**
- ALL DIMENSIONS ARE FROM FACE OF EXISTING WALL TO CENTERLINE OF NEW METAL STUD @ INTERIOR WALLS (UNO).
 - VERIFY LOCATIONS OF FIRE EXTINGUISHERS WITH FIRE MARSHAL PRIOR TO CONSTRUCTION.
 - WALLS TO EXTEND UP TO DECK (UNO).
 - SEE SHEET A230 FOR WALL TYPES.
 - SEE SHEET A230 FOR DOOR AND FRAME TYPES AND DOOR SCHEDULE.
 - PROVIDE WOOD BLOCKING AT LOCATIONS OF WALL MOUNTED ITEMS INCLUDING BUT NOT LIMITED TO GRAB BARS, CABINETS, WATER COOLERS, TOWEL DISPENSERS, ETC.
 - SEE SHEET A230 FOR FUTURE MOUNTING SCHEDULE HEIGHTS AND LOCATIONS OF FIXTURES AND ACCESSORIES.
 - PROVIDE SOUND BATT INSULATION THROUGHOUT LENGTH AND HEIGHT OF NEW WALLS.
 - ALL CONSTRUCTION SHALL BE ACCORDING TO STATE AND LOCAL CODES.
 - SEE ROOM FINISH SCHEDULE ON A230 FOR WALL FINISH AND BASE.
 - USE GLASS MAT FACED MOLD RESISTANT GYPSUM BOARD IN LIEU OF GYPSUM BOARD AT DRY WALL PARTITIONS WHERE TSP OR CERAMIC TILE ARE TO BE INSTALLED, SEE ROOM FINISH SCHEDULE ON SHEET A230 AND RESTROOM ELEVATIONS ON SHEET A310 FOR LOCATIONS.
 - ALL CONTRACTORS SHALL VERIFY EXISTING CONDITIONS AND NOTIFY THE ARCHITECT OF ANY DISCREPANCIES.
 - ALL CONTRACTORS SHALL FAMILIARIZE THEMSELVES WITH THE CONSTRUCTION DOCUMENTS AND NOTIFY THE ARCHITECT OF ANY DISCREPANCIES.
 - THE CONTRACTOR SHALL CONFORM TO ALL MATERIAL MANUFACTURERS' STANDARD RECOMMENDATIONS, DETAILS AND INSTALLATION PROCEDURES, AND NOTIFY THE ARCHITECT IMMEDIATELY IF THEY ARE IN CONFLICT WITH THE CONSTRUCTION DOCUMENTS PRIOR TO PROCEEDING.
 - WHERE A NOTE CALLS FOR PATCHING OF AN EXISTING SURFACE, PATCH TO MATCH PLANE AND FINISH OF ADJACENT SURFACES.
 - EXTEND ALL NONBEARING GYPSUM BOARD PARTITIONS TO UNDERSIDE OF STRUCTURE OR METAL DECK AND SEAL WITH GOTT JOINT OR FIRESTOPPING WHERE APPLICABLE (UNO).
 - MAINTAIN BUILDING FIRE EXITS AT ALL TIMES.
 - DO NOT SCALE DRAWINGS FOR DIMENSIONS.
 - SEE SHEETS A301, A230 FOR SYMBOL AND MATERIALS LEGEND, TYPICAL MOUNTING HEIGHTS, TYPICAL FIRESTOPPING DETAILS AND CODE INFORMATION.
 - PROVIDE VERTICAL CONTROL JOINTS IN GYPSUM BOARD WALLS AT 30'-0" MINIMUM O.C. OR AT ONE SIDE OF ALL WINDOW/DOOR ASSEMBLY LOCATIONS. ARCHITECT TO FIELD VERIFY LOCATIONS PRIOR TO ASSEMBLY.
 - WHERE ALL GYPSUM BOARD WALLS AND/OR CEILINGS ADJUT DISSIMILAR SURFACES, THE EDGES SHALL RECEIVE METAL J-BEADS AND BE HELD BACK 1/4" FROM DISSIMILAR SURFACE AND CAULKED, TYPICAL.
 - WHERE A DETAIL IS TAKEN IN SECTION, THE MATERIAL SHOWN SHALL BE CONSIDERED TO BE CONTIGUOUS (UNO).
 - ALL JUNCTURES OF DISSIMILAR FLOOR MATERIALS SHALL HAVE AN APPROPRIATE FLOOR TRANSITION TRIM. THIS SHALL OCCUR AT CENTERLINE OF THE DOOR (UNO).

- CONSTRUCTION NOTES**
- CONCRETE STOOP, SEE STRUCTURAL DRAWINGS.
 - CONCRETE APRON, SEE STRUCTURAL DRAWINGS.
 - 6" CONCRETE FILLED PIPE BOLLARD, SEE STRUCTURAL.
 - ALIGN GYPSUM BOARD FACES.
 - CENTER METAL STUD ON COLUMN.
 - 12" TAIL CURTAIN FOR WASH BAY.
 - HALF HEIGHT WALL @ 54" AFF., W/ P-LAM CAP, SEE DETAIL 5/A240 AND 6/A240.
 - CASEWORK, BY CASEWORK SUPPLIER.
 - METAL STAIR BY FABRICATOR.
 - TRENCH DRAIN, SEE STRUCTURAL DRAWINGS.
 - CULTURED MARBLE WINDOW SILLS, SEE DETAIL 7/A310.
 - FLAMMABLE WASTE TRAP, VERIFY LOCATION W/ PLUMBING CONTRACTOR AND GENERAL CONTRACTOR, COORDINATE WITH EQUIPMENT SUPPLIER.
 - 42" HIGH STEEL GUARD RAIL.
 - FIRE EXTINGUISHER WITH BRACKET.
 - FIRE EXTINGUISHER WITH CABINET.
 - UTILITY CHASE IN FOUNDATION WALL FOR ELECTRICAL AND WATER. COORDINATE SIZE AND LOCATION WITH GENERAL CONTRACTOR.
 - 4" DOMESTIC WATER SERVICE, SEE CIVIL DRAWINGS.
 - 6" SANITARY SEWER SERVICE, SEE CIVIL DRAWINGS.
 - 8" FIRE SERVICE, SEE CIVIL DRAWINGS.
 - USE REINFORCING ROD EXTENDED FROM FOOTING AS GROUND FOR ELECTRICAL PANELS.
 - 4'-0" GUARD RAIL GATE.

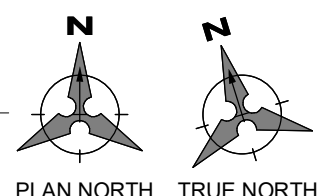
LIGHTING FIXTURE SCHEDULE						
MARK	DESCRIPTION	COUNT	MANUFACTURER	MODEL	LAMP	COMMENTS
A1	2x4 LAY-IN TROFFER LIGHT	12	TBD	TBD	LED	VERIFY LIGHT TYPE W/ ARCHITECT
B1	REAR BAY LIGHT	25	TBD	TBD	LED	VERIFY LIGHT TYPE W/ ARCHITECT
C1	8' SUSPENDED LIGHT	20	TBD	TBD	LED	Suspended Linear Direct/Indirect LED
D1	4' SUSPENDED LIGHT	27	TBD	TBD	LED	Suspended Linear Direct/Indirect LED
E1	EXIT LIGHT	10	TBD	TBD	LED	VERIFY LIGHT TYPE W/ ARCHITECT
F1	WALL PACK	5	Philips Stonco	TBD	LED	Wall Mounted LED Wallpack
G1	EXTERIOR LIGHT	1	TBD	TBD	LED	VERIFY LIGHT TYPE W/ ARCHITECT



2 MEZZANINE REFLECTED CEILING PLAN
1/8" = 1'-0"



1 FIRST FLOOR REFLECTED CEILING PLAN
1/8" = 1'-0"



- REFLECTED CEILING PLAN NOTES
- SEE ROOM FRESH SCHEDULE ON SHEET A230 FOR ANY ADDITIONAL NOTES AND SPECIFICATIONS.
 - COORDINATE EXTENT OF SPRINKLER WORK WITH FIRE SUPPRESSION SYSTEM CONTRACTOR.
 - COORDINATE ALL LIGHT FIXTURE SELECTIONS WITH ARCHITECT PRIOR TO INSTALLATION.
 - CEILING SYSTEM INSTALLER SHALL CONFORM TO ALL MANUFACTURERS' STANDARD RECOMMENDATIONS, DETAILS, AND INSTALLATION PROCEDURES TO ACHIEVE MINIMUM PRODUCT SPECIFICATION PERFORMANCE.
 - DESIGN/BUILD CONTRACTOR TO VERIFY LIGHT LEVELS AND ADJUST SPACING AND QUANTITY ACCORDINGLY.

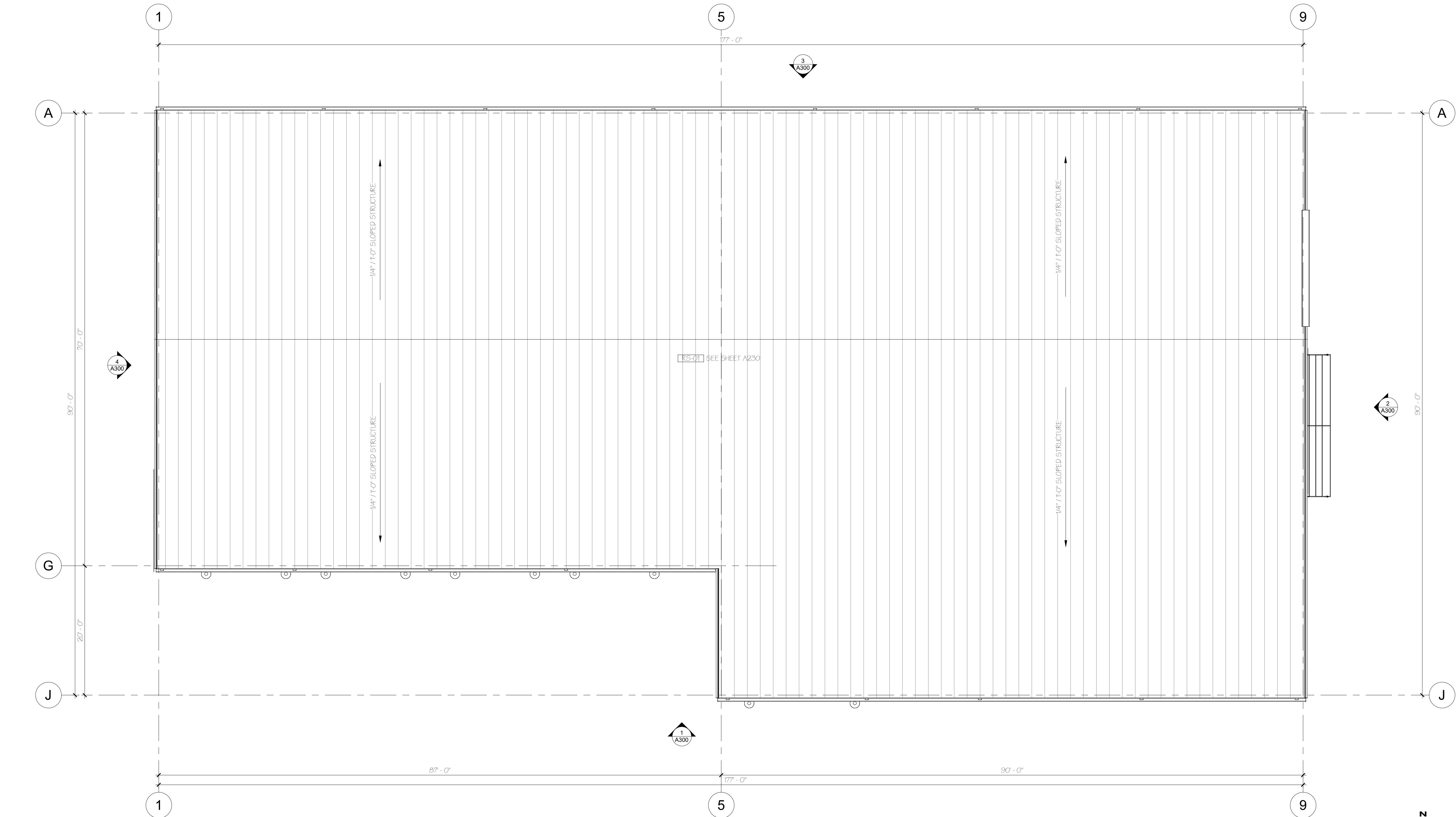
REVISIONS	
NUMBER	DATE

I hereby certify that this plan, specifications, 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 MN.

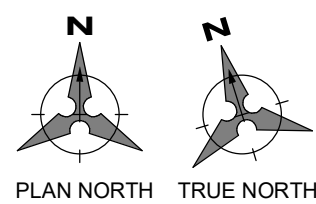
Don F. Larson
Don F. Larson
Reg. No. 46747
Date: 05.05.25

NOTICE: This document (Instrument of Service) was prepared by Rice Companies, Inc. ("RC") specifically for the referenced project and is not intended for any other use. RC retains all intellectual property rights, including copyright. The Instrument of Service shall not be used on other projects, for additions to this project or for completion of the project by others without RC's prior written consent. Any unauthorized use of this Instrument of Service shall be prohibited.





1 ROOF PLAN
1/8" = 1'-0"



- ROOF PLAN NOTES**
- SEE ROOF SYSTEMS ON SHEET A230 FOR ROOF COMPOSITION.
 - SEAL AROUND PIPE PENETRATIONS WITH PVC BOOTS, FLASH OTHER PENETRATIONS AS REQUIRED FOR WATERTIGHT SEAL, SEE DETAIL T7/A500.
 - TOP OF WALL TO BE FINISHED WITH METAL PARAPET CAP FLASHING AT WALL SYSTEM WS-02, SEE DETAIL W5A500.
 - SEE FINISH SPECIFICATION SCHEDULE ON A230 FOR PRE-FINISHED METAL CAP FLASHING SELECTIONS.
 - ROOFING CONTRACTOR SHALL COORDINATE AND VERIFY THE NUMBER, SIZE, AND LOCATIONS OF ALL ROOF PENETRATIONS WITH MECHANICAL CONTRACTORS.
 - ALL STANDING SEAM METAL ROOF SYSTEMS SHALL RECEIVE SNOW GUARDS TO PREVENT HARM TO PROPERTY AND/OR PEDESTRIANS BELOW (UNO). ALL SNOW GUARD SELECTIONS SHALL BE COORDINATED WITH ARCHITECT PRIOR TO INSTALLATION.

BUILDING PERMIT SET

RESTORATION NETWORK

NEW CONSTRUCTION

11785 JUSTEN CIRCLE, MAPLE GROVE, MN 55369

REVISIONS	
NUMBER	DATE

I hereby certify that this plan, specifications, 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 MN.

Don F. Larson

Don F. Larson

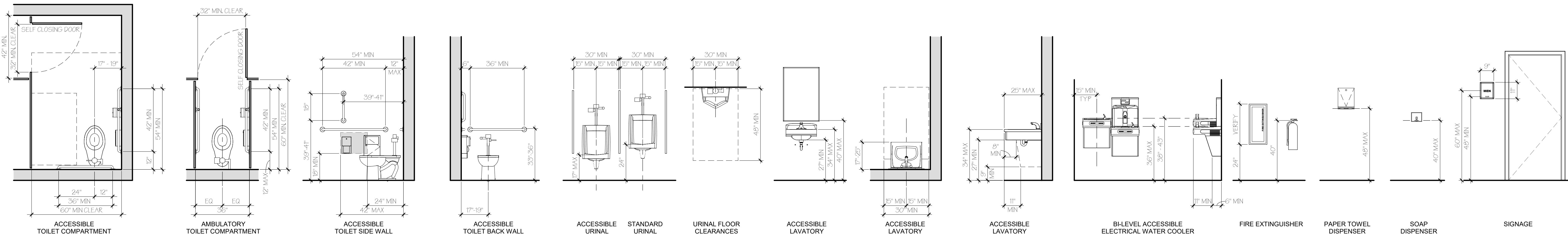
Reg. No. 46747
Date: 05.05.25

NOTICE: This document (Instrument of Service) was prepared by Rice Companies, Inc. ("RC") specifically for the referenced project and is not intended for any other use. RC retains all intellectual property rights, including copyright. This Instrument of Service shall not be used on other projects, for additions to this project or for completion of the project by others without RC's prior written consent. Any unauthorized use of this Instrument of Service shall be prohibited.



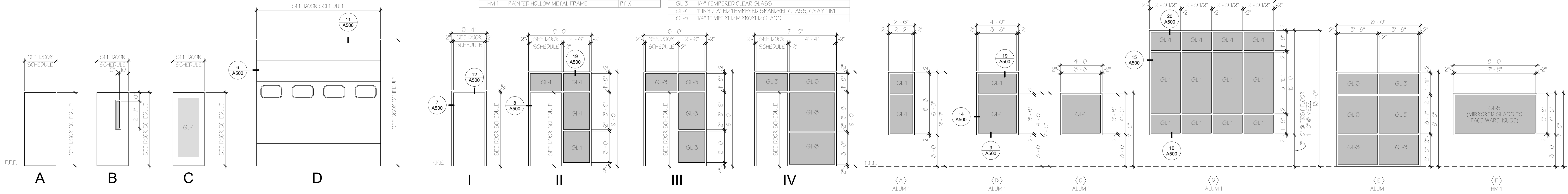
A220

ROOF PLAN

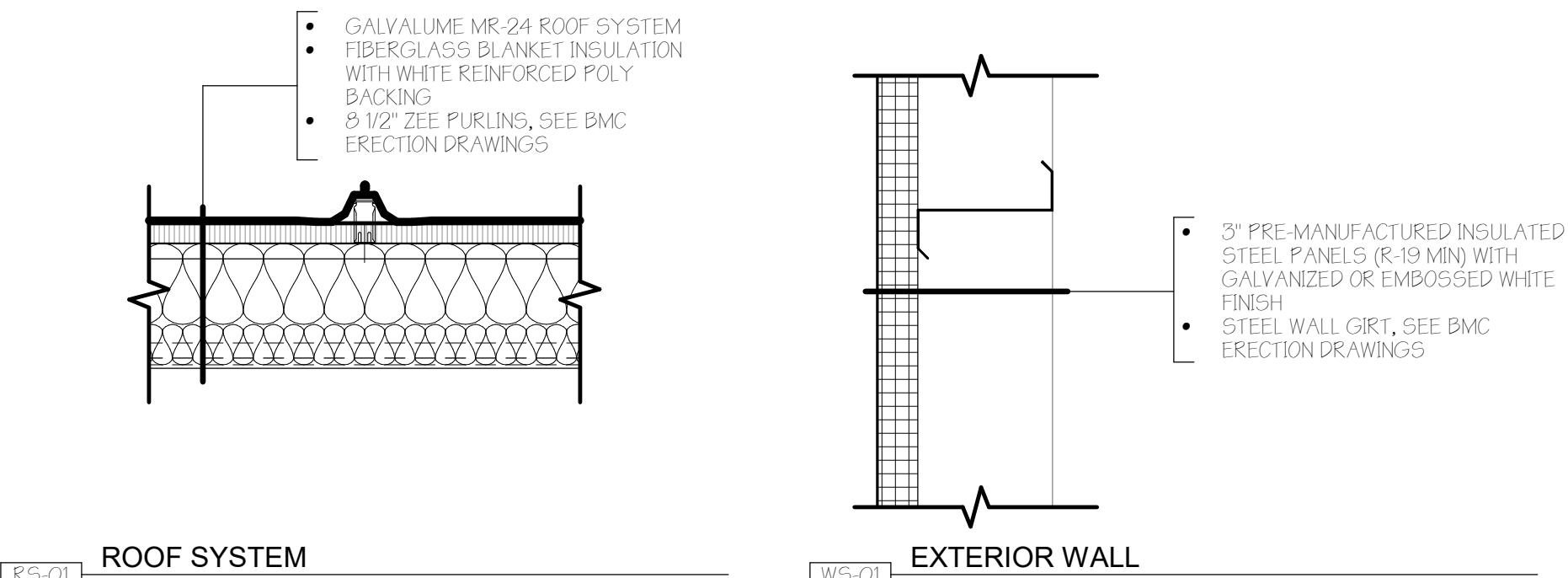


STANDARD FIXTURE MOUNTING SCHEDULE

- NOTES:
- DIMENSIONED ITEMS TYPICAL UNLESS NOTES OTHERWISE (U.N.O.) - SEE INTERIOR ELEVATIONS.
 - DISPLAYED FIXTURE TYPES ARE SHOWN FOR GRAPHIC REPRESENTATION ONLY AND MAY NOT REPRESENT EXACT FIXTURE CONFIGURATION.
 - NOT ALL FIXTURES SHOWN MAY BE USED IN PROJECT - SEE FLOOR PLAN AND SPECIFICATIONS FOR FIXTURES USED.



DOOR TYPES

ROOF SYSTEM
U-FACTOR: 0.029

EXTERIOR WALL

EXTERIOR WALL

INTERIOR WALL

FURRING WALL

INTERIOR WALL

ROOF SYSTEMS

WALL SYSTEMS

WALL TYPES

DOOR SCHEDULE														
MARK	WIDTH	HEIGHT	THICKNESS	DOOR				HARDWARE	FIRE RATING	FRAME				COMMENTS
				MATERIAL	FINISH	GLAZING	TYPE			MATERIAL	FINISH	GLAZING	TYPE	
101A	3'-0"	7'-0"	1 3/4"	ALUM-1	DARK BRONZE	GL-1	C	2		ALUM-1	DARK BRONZE	GL-1	II	
101B	3'-0"	7'-0"	1 3/4"	ALUM-1	DARK BRONZE	GL-3	C	3		ALUM-1	DARK BRONZE	GL-3	III	
102	3'-0"	7'-0"	1 3/4"	ALUM-1	DARK BRONZE	GL-3	C	8		ALUM-1	DARK BRONZE	GL-3	III	
104	3'-0"	7'-0"	1 3/4"	ALUM-1	DARK BRONZE	GL-3	C	4		ALUM-1	DARK BRONZE	GL-3	IV	
115	3'-0"	7'-0"	1 3/4"	WD-1	PRE-FINISHED	-	A	7		HM-1	PT-1	-	I	
116	3'-0"	7'-0"	1 3/4"	WD-1	PRE-FINISHED	-	A	6		HM-1	PT-1	-	I	
117A	3'-0"	7'-0"	1 3/4"	WD-1	PRE-FINISHED	-	B	8		HM-1	PT-1	-	I	
117B	3'-0"	7'-0"	1 3/4"	HM-1	PT-1	-	A	1		HM-1	PT-1	-	I	
117C	12'-0"	14'-0"	2"	STEEL	-	-	D	-		-	-	-	-	
117D	12'-0"	14'-0"	2"	STEEL	-	-	D	-		-	-	-	-	
117E	12'-0"	14'-0"	2"	STEEL	-	-	D	-		-	-	-	-	
117F	12'-0"	14'-0"	2"	STEEL	-	-	D	-		-	-	-	-	
117G	3'-0"	7'-0"	1 3/4"	HM-1	PT-1	-	A	1		HM-1	PT-1	-	I	
118	16'-0"	14'-0"	2"	STEEL	-	-	D	-		-	-	-	-	
119A	3'-0"	7'-0"	1 3/4"	HM-1	PT-1	-	A	8		HM-1	PT-1	-	I	
119B	8'-0"	12'-0"	2"	STEEL	-	-	E	-		-	-	-	-	
119C	3'-0"	7'-0"	1 3/4"	HM-1	PT-1	-	A	1		HM-1	PT-1	-	I	
120	3'-0"	7'-0"	1 3/4"	HM-1	PT-1	-	A	4		HM-1	PT-1	-	I	
121	3'-0"	7'-0"	1 3/4"	HM-1	PT-1	-	A	6		HM-1	PT-1	-	I	
201	3'-0"	7'-0"	1 3/4"	HM-1	PT-1	-	A	5		HM-1	PT-1	-	I	
202A	3'-0"	7'-0"	1 3/4"	WD-1	PRE-FINISHED	-	B	5		HM-1	PT-1	-	I	
202B	3'-0"	7'-0"	1 3/4"	HM-1	PT-1	-	A	5		HM-1	PT-1	-	I	
203	3'-0"	7'-0"	1 3/4"	WD-1	PRE-FINISHED	-	A	7		HM-1	PT-1	-	I	
204	3'-0"	7'-0"	1 3/4"	WD-1	PRE-FINISHED	-	A	5		HM-1	PT-1	-	I	

ROOM FINISH SCHEDULE													
ROOM NO.	ROOM NAME	FLOORS		WALLS				CEILING FINISH	HEIGHT	COMMENTS			
		FINISH	BASE	NORTH	SOUTH	EAST	WEST						
101	VESTIBULE	CP1-2	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1					
102	LOBBY / SHOWROOM	PC-1	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1					
103	OPEN OFFICE	CP1-1	VB-1	PT-1	PT-1	PT-1	PT-1	OPEN TO STRUCTURE, PT-1					
104	CONFERENCE	CP1-1	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1					
105	COPY	CP1-1	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1					
106	OFFICE	CP1-1	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1					
107	OFFICE	CP1-1	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1					
109	OFFICE	CP1-1	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1					
109	OFFICE	CP1-1	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1					
110	OFFICE	CP1-1	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1					
111	BREAK ROOM	CP1-1	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1					
112	SAMPLES	CP1-1	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1					
113	UNIFORM	CP1-1	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1					
114	HALL	CP1-1	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1					
115	WOMEN	CT-1	CT-1	CT-1/ PT-1*	CT-1/ PT-1*	CT-1/ PT-1*	CT-1/ PT-1*	ACT-2		10'-0" WAINSCOT CERAMIC TILE			
116	MEN	CT-1	CT-1	CT-1/ PT-1*	CT-1/ PT-1*	CT-1/ PT-1*	CT-1/ PT-1*	ACT-2		10'-0" WAINSCOT CERAMIC TILE			
117	SHOP	SC-1	IMP-1/ VB-1*	IMP-1	IMP-1	IMP-1	IMP-1	OPEN TO STRUCTURE		VB-1 AT DEMISING WALL			
118	WASH BAY	SC-1	CWP-1	CWP-1	CWP-1	CWP-1	CWP-1	CWP-1					
119	CLEAN ROOM	SC-1	- VB-1	PT-1	PT-1	PT-1	PT-1	OPEN TO STRUCTURE					
120	WASHROOM	SC-1	VB-1	PT-1	PT-1	PT-1	PT-1	ACT-1					
121	LINESEX	SC-1	FRP-1	FRP-1	FRP-1	FRP-1	FRP-1	ACT-2					
201	STORAGE	SC-1	VB-1/ LP-1	PT-1	PT-1	PT-1	PT-1	OPEN TO STRUCTURE					
202	OPEN OFFICE	CP1-1	VB-1	PT-1	PT-1	PT-1	PT-1	OPEN TO STRUCTURE, PT-1					
203	MECHANICAL / LT.	SC-1	VB-1	PT-1	PT-1	PT-1	PT-1	PLYWOOD / PT-1					
204	OFFICE												

FINISH SPECIFICATIONS							
MARK	MATERIAL	MANUFACTURER	DESCRIPTION SERIES	COLOR	SIZE	LOCATION	NOTES
SC-1	SEALED CONCRETE	CURECRETE	ASHFORD FORMULA	CLEAR	-	-	OR EQUAL
PC-1	POLISHED CONCRETE	TBD	-	-	-	-	-
CP1-1	CARPET TILE	TBD	TBD	TBD	TBD	-	-
CP1-2	CARPET TILE	TBD	TBD	TBD	TBD	-	-
CT-1	CERAMIC TILE	TBD	TBD	TBD	TBD	-	GROUT: TBD
VB-1	VINYL BASE	TBD	TBD	TBD	4" COIL	TYPICAL @ ALL WALLS	-
FRP-1	FIBERGLASS REINFORCED PANEL	TBD	TBD	TBD	TBD	-	-
PT-1	PAINT	TBD	TBD	TBD	TBD	SEE FINISH SCHEDULE ON SHEET A230	-
PT-2	PAINT	TBD	TBD	TBD	TBD	SEE FINISH SCHEDULE ON SHEET A230	-
PT-3	PAINT	TBD	TBD	TBD	TBD	SEE FINISH SCHEDULE ON SHEET A230	-
PT-4	PAINT	TBD	TBD	TBD	TBD	SEE FINISH SCHEDULE ON SHEET A230	-
PT-5	PAINT	TBD	TBD	TBD	TBD	SEE FINISH SCHEDULE ON SHEET A230	-
PL-1	PLASTIC LAMINATE	TBD	TBD	TBD	TBD	SEE FINISH SCHEDULE & INTERIOR ELEVATIONS	-
PL-2	PLASTIC LAMINATE	TBD	TBD	TBD	TBD	SEE FINISH SCHEDULE & INTERIOR ELEVATIONS	-
PL-3	PLASTIC LAMINATE	TBD	TBD	TBD	TBD	SEE FINISH SCHEDULE & INTERIOR ELEVATIONS	-
SSM-1	SOLID SURFACE MATERIAL	TBD	TBD	TBD	TBD	SEE FINISH SCHEDULE & INTERIOR ELEVATIONS	-
ACT-1	ACOUSTICAL CEILING TILE	TBD	TBD	TBD	TBD	SEE REFLECTED CEILING PLAN ON SHEET A21	-
ACT-2	ACOUSTICAL CEILING TILE	TBD	TBD	TBD	TBD	SEE REFLECTED CEILING PLAN ON SHEET A21	-
PBC-1	PLASTIC BOLLARD COVER	TBD	TBD	TBD	TBD	-	-
FCB-1	FIBER CEMENT BOARD	NICHHA	TBD	TBD	TBD	-	-
IMP-1	INSULATED METAL PANEL	KINGSFAN	TBD	TBD	TBD	-	-
BMC-1	PRE-FINISHED METAL GABLE TRIM	BUTLER MANUF. CO	TBD	TBD	TBD	-	-
BMC-2	PRE-FINISHED METAL GUTTER	BUTLER MANUF. CO	TBD	TBD	TBD	-	-
BMC-3	PRE-FINISHED METAL DOWNSPOUTS	BUTLER MANUF. CO	TBD	TBD	TBD	-	-
BMC-4	PRE-FINISHED METAL J-RIM	BUTLER MANUF. CO	TBD	TBD	TBD	-	-
MTL-1	PRE-FINISHED METAL CANOPY	TBD	TBD	TBD	TBD	EXTERIOR	-

HARDWARE GROUPS							
GROUP 1 - EXTERIOR, SINGLE				GROUP 4 - SINGLE, PASSAGE			
3 EA	HINGES	HAGER B8199NRP-4 1/2x4 1/2-26G2, OR EQUAL		3 EA	HINGES	HAGER B8199NRP-4 1/2x4 1/2-26G2, OR EQUAL	
1 EA	EXIT DEVICE	CORBIN RUSSWIN ED220-COMP2 NIGHT LATCH 633Q, OR EQUAL		1 EA	LATCH SET	CORBIN RUSSWIN CL3360-626-PASSAGE, OR EQUAL	
1 EA	CLOSER	CORBIN RUSSWIN DG6210XA1-689, OR EQUAL		1 EA	WALL STOP	HINGER 232W, OR EQUAL	
1 EA	THRESHOLD	REESE S425A, OR EQUAL		GROUP 5 - OFFICE, SINGLE			
1 EA	DRIP	REESE R201A, OR EQUAL		3 EA	HINGES	HAGER B8199NRP-4 1/2x4 1/2-26G2, OR EQUAL	
1 SET	WEATHERSTRIP	REESE DG106A, OR EQUAL		1 EA	LOCKSET	CORBIN RUSSWIN CL3360-626-ENTRANCE/OFFICE, OR EQUAL	
1 EA	SWEEP	REESE DG46G2, OR EQUAL		1 EA	WALL STOP	HINGER 232W, OR EQUAL	
GROUP 2 - EXTERIOR ALUMINUM, SINGLE				GROUP 6 - SINGLE RESTROOM			
3 EA	HINGES	HAGER B8199NRP-4 1/2x4 1/2-26G2, OR EQUAL		3 EA	HINGES	HAGER B8199NRP-4 1/2x4 1/2-26G2, OR EQUAL	
1 TOTAL	EXIT DEVICE x KEYED PULL	CORBIN RUSSWIN D22 SER25, OR EQUAL		1 EA	LOCKSET	CORBIN RUSSWIN CL3360-626-PRIVACY, OR EQUAL	
1 EA	CLOSER	CORBIN RUSSWIN DG6210XA1-689, OR EQUAL		1 EA	CLOSER	LONG 404G, OR EQUAL	
1 EA	THRESHOLD	REESE S426A, OR EQUAL		GROUP 7 - STOREROOM, SINGLE			
1 SET	WEATHERSTRIP	REESE DG106A, OR EQUAL		3 EA	HINGES	HAGER B8199NRP-4 1/2x4 1/2-26G2, OR EQUAL	
1 EA	SWEEP	REESE DG46G2, OR EQUAL		1 EA	LOCKSET	CORBIN RUSSWIN CL3360-626-STOREROOM, OR EQUAL	
1 EA	ELECTRIC STRIKE	HES 5000, OR EQUAL		1 EA	CLOSER	CORBIN RUSSWIN DG6210XA1-689, OR EQUAL	
1 EA	CARD READER	BY SECURITY SUPPLIER		1 EA	WALL STOP	HINGER 232W, OR EQUAL	
GROUP 3 - INTERIOR ALUMINUM, SINGLE				1 EA	KICKPLATE	HAWATHA 10" H x 2" LESS THAN DOOR WIDTH, OR EQUAL	
3 EA	HINGES	HAGER B8199NRP-4 1/2x4 1/2-26G2, OR EQUAL					
1 TOTAL	PUSH / PULL	YES B190 EZ-IP-B-630-N					
1 EA	CLOSER	CORBIN RUSSWIN DG6210XA1-689, OR EQUAL					
1 SET	WEATHERSTRIP						

FIXTURE MOUNTING SCHEDULE KEY	
MARK	DESCRIPTION
AHD	AIR HAND DRYER
EW	ELECTRIC WATER COOLER
GB	GRAB BAR (PEEDED FINISH)
HL	HAND LAVATORY
AWC	ACCESSIBLE WATER CLOSET
AUR	ACCESSIBLE URINAL
TP	TOILET PARTITION
US	URINAL SCREEN
PTD	PAPER TOWEL DISPENSER
SD	SOAP DISPENSER
YPD	TOILET PAPER DISPENSER
WC	WATER CLOSET
UR	URINAL
MR	MIRROR
NOTE:	
1. DIMENSIONED ITEMS TYPICAL UNLESS NOTES OTHERWISE (U.N.O.).	
2. DISPLAYED FIXTURE TYPES ARE SHOWN FOR GRAPHIC REPRESENTATION ONLY AND MAY NOT REPRESENT EXACT FIXTURE CONFIGURATION.	
3. NOT ALL FIXTURES SHOWN MAY BE USED IN PROJECT - SEE FLOOR PLAN AND SPECIFICATIONS FOR FIXTURES USED.	

REVISIONS

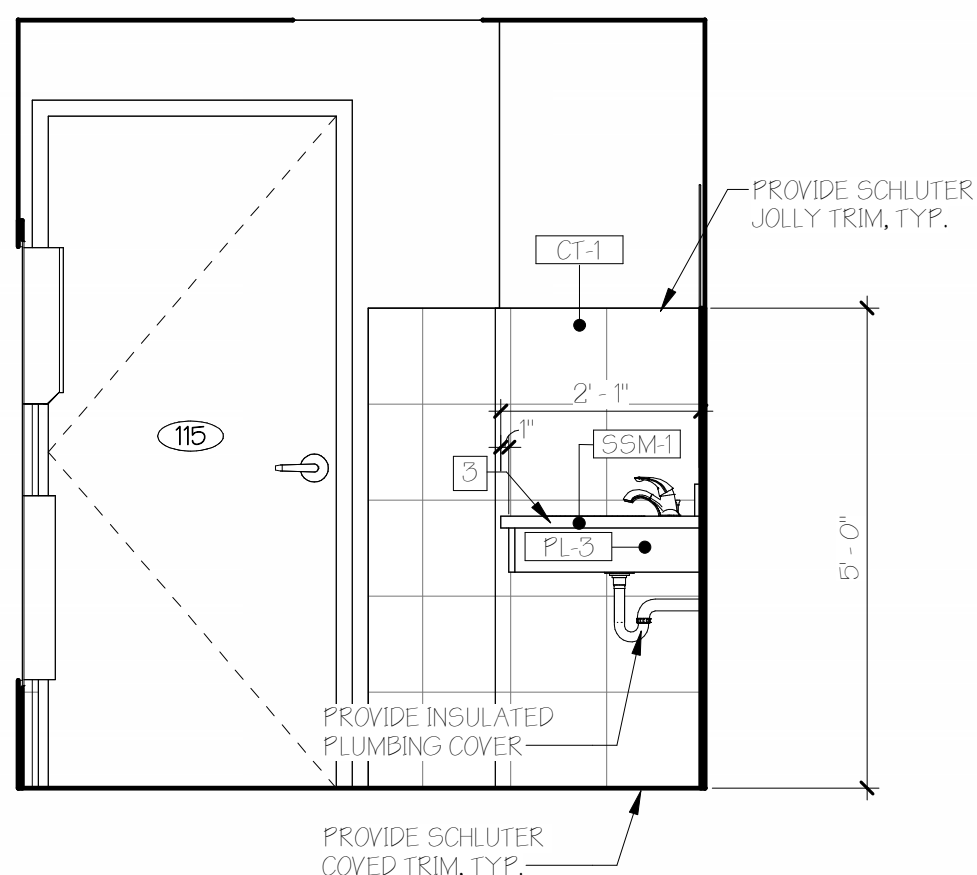
NUMBER	DATE
--------	------

I hereby certify that this plan, specifications, 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 MN.

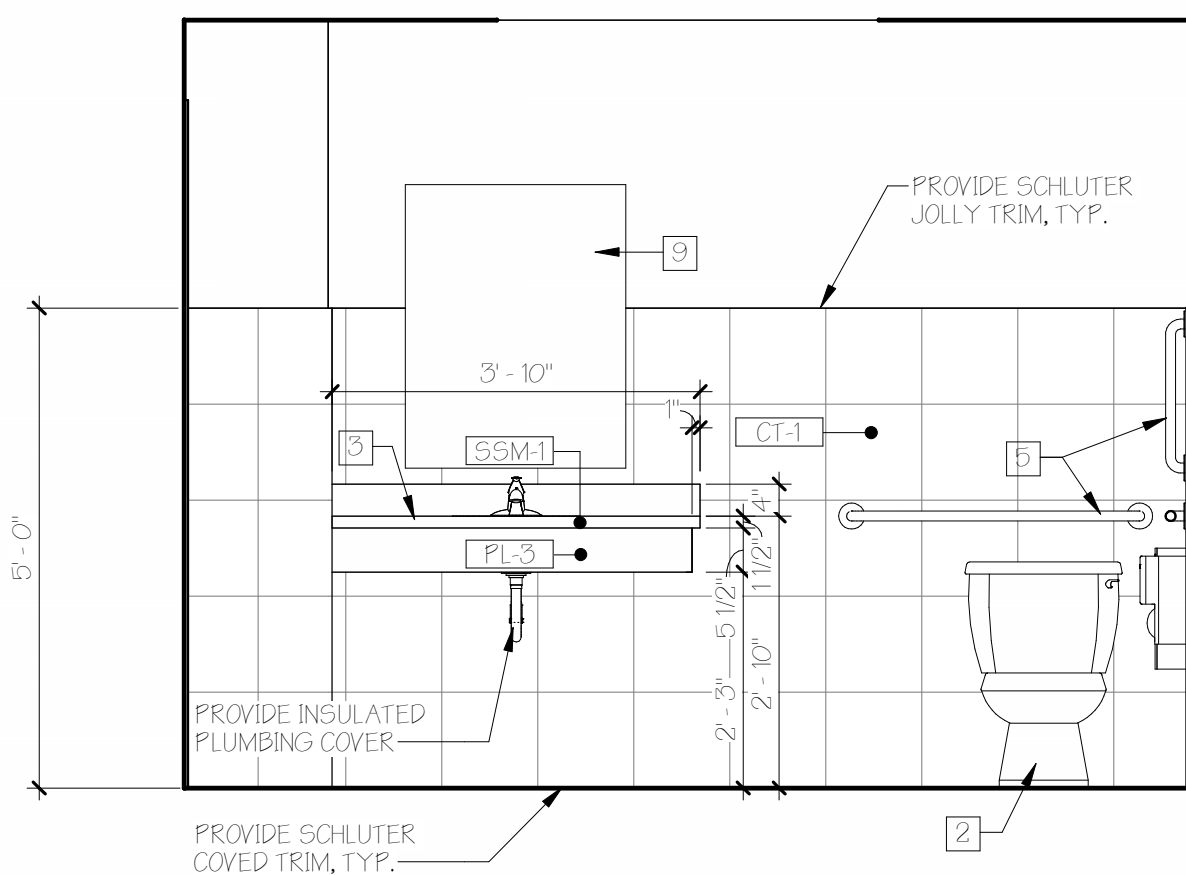
Don F. Larson

Don F. Larson
Reg. No. 45747
Date: 05.05.25

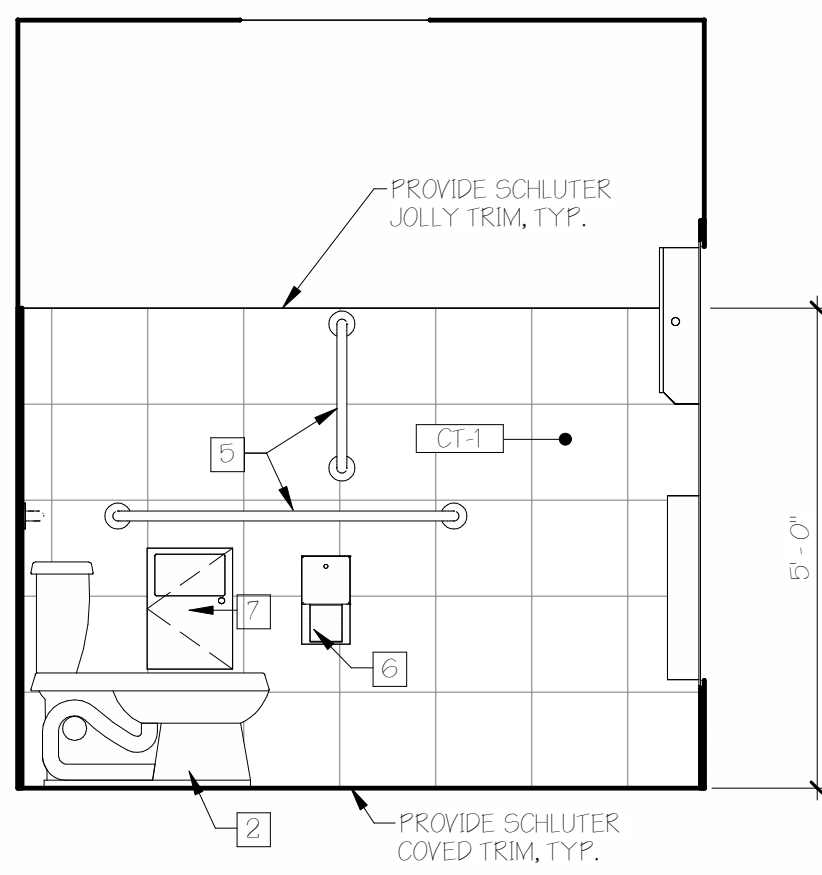
NOTICE: This document ("Instrument of Service") was prepared by Rice Companies, Inc. ("RICE") specifically for the referenced project and is not intended for any other use. RICE retains all rights, including copyright. This Instrument of Service shall not be used on other projects, or in addition to this project or for completion of this project by others without RICE's prior written consent. Any unauthorized use of this project by others will be prohibited.



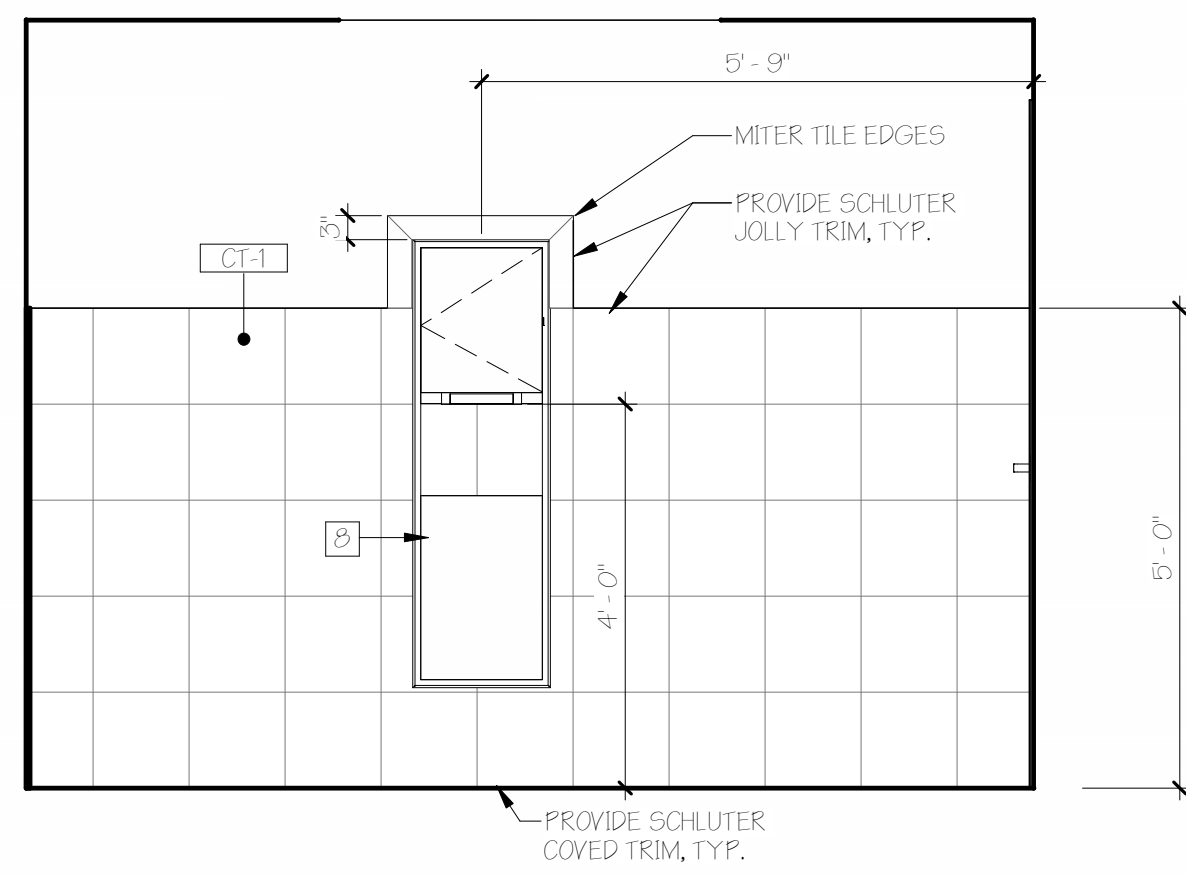
20 WOMENS RESTROOM
1/2" = 1'-0"



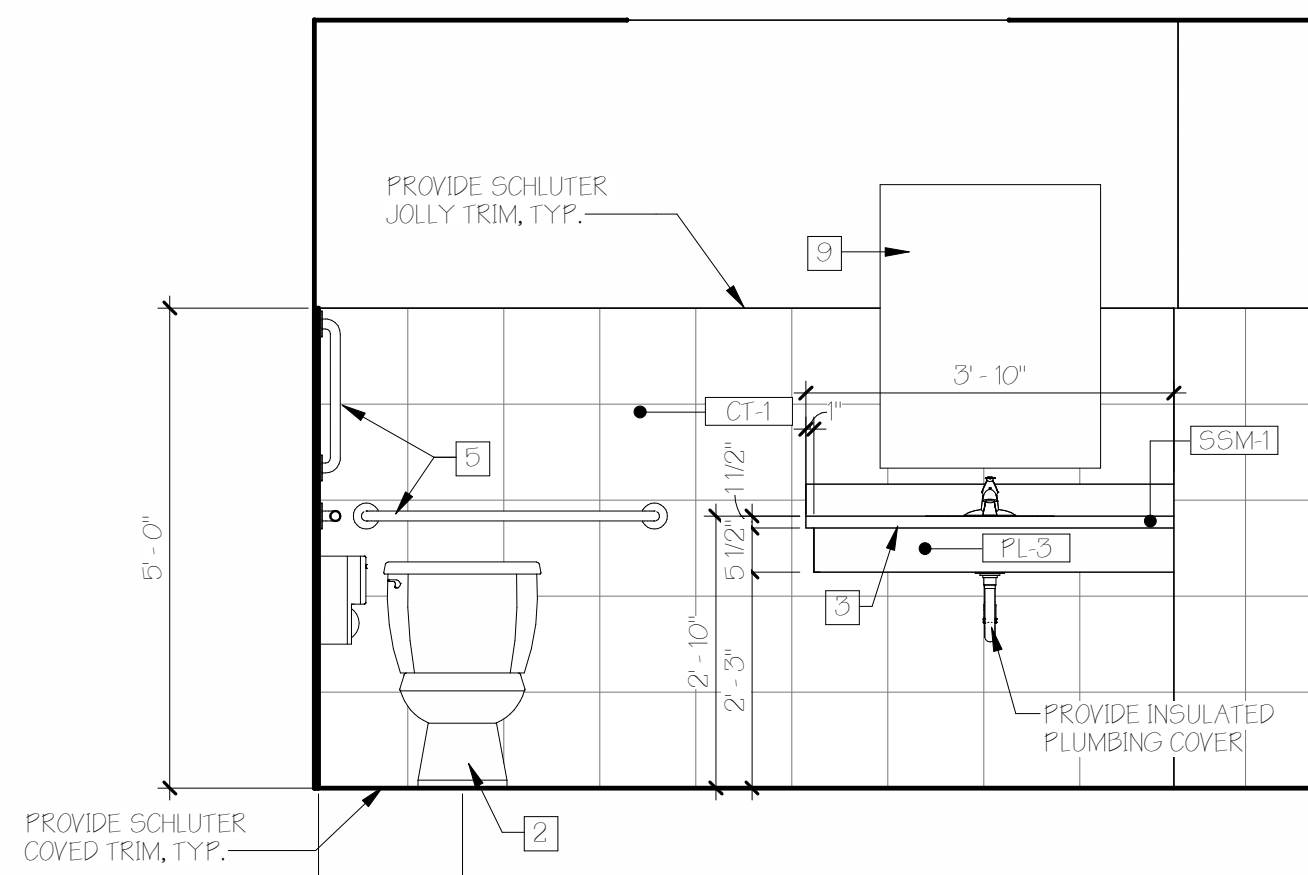
19 WOMENS RESTROOM
1/2" = 1'-0"



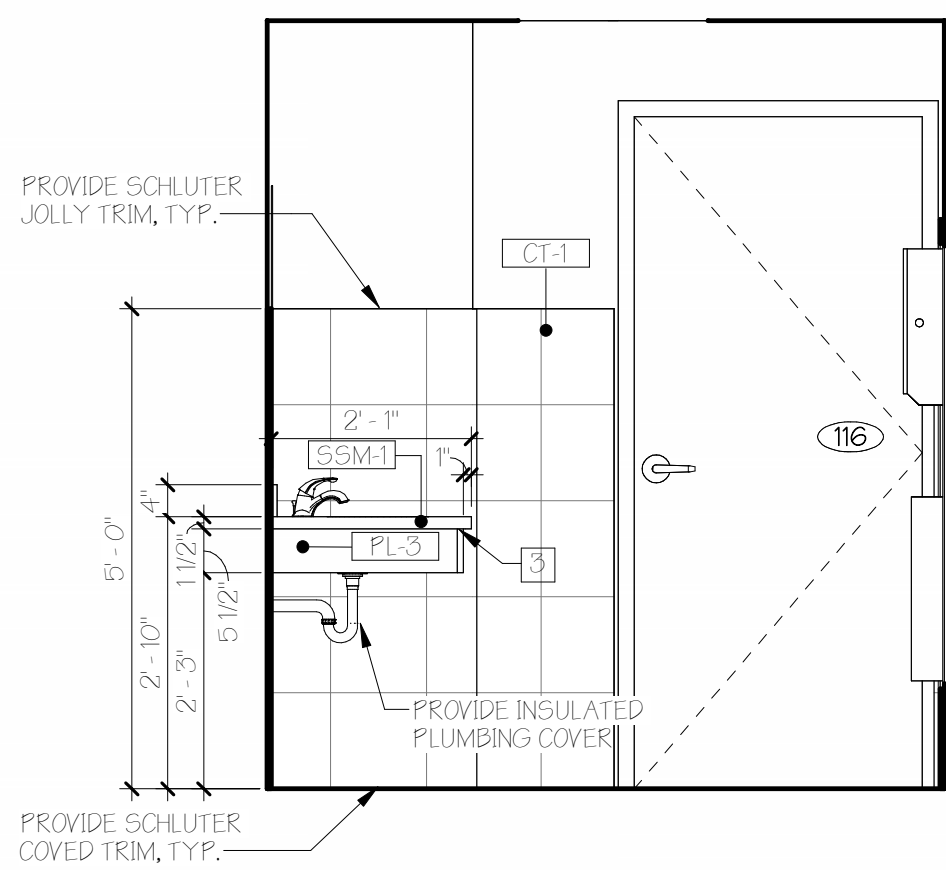
18 WOMENS RESTROOM
1/2" = 1'-0"



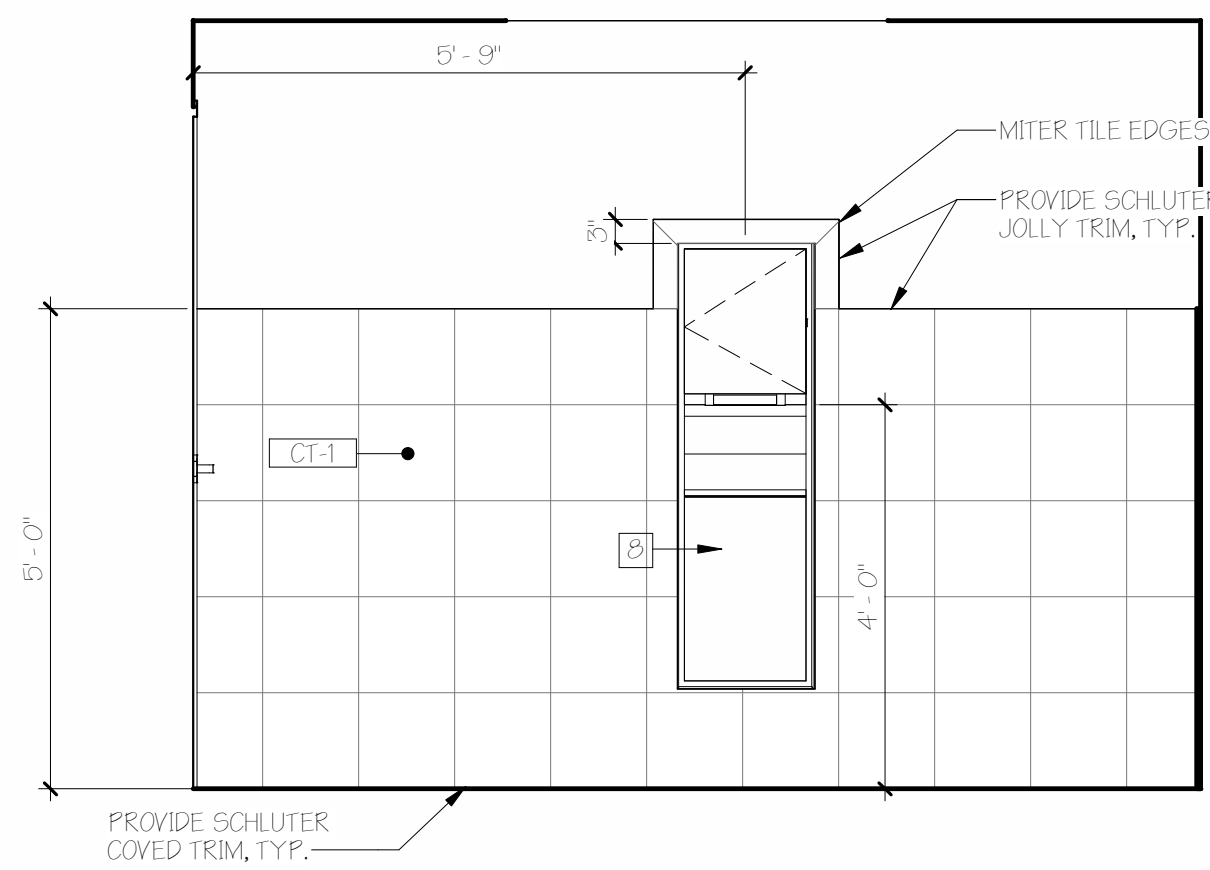
17 WOMENS RESTROOM
1/2" = 1'-0"



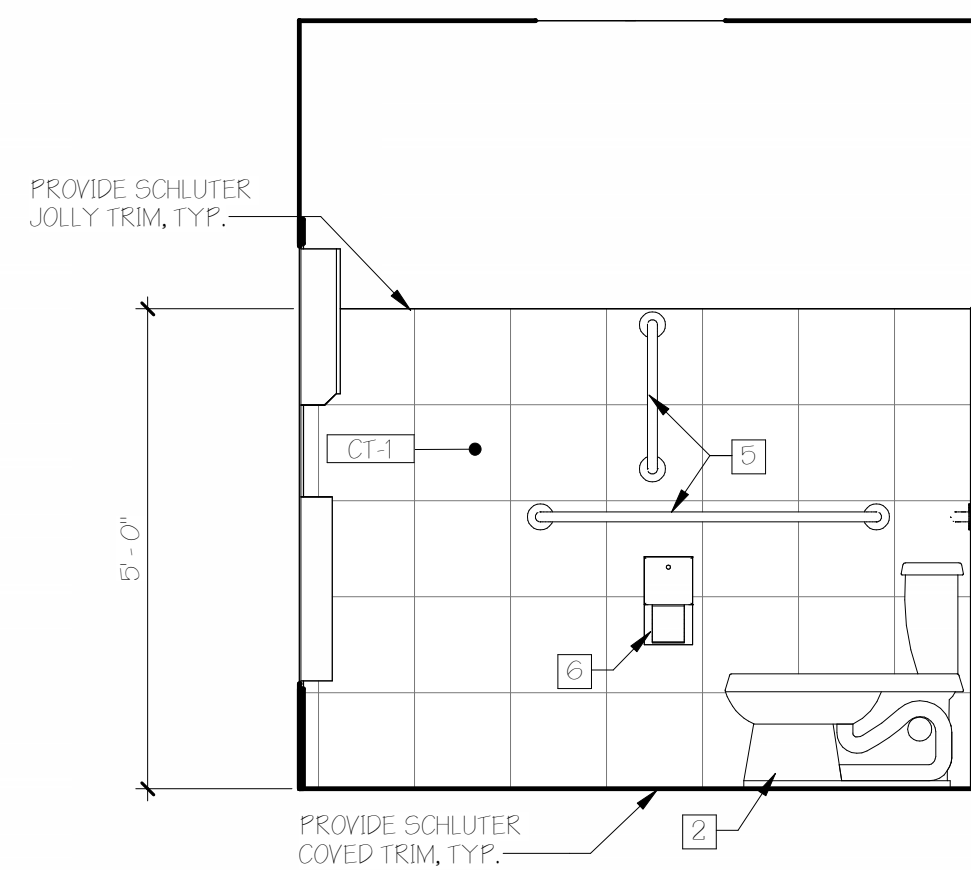
16 MENS RESTROOM
1/2" = 1'-0"



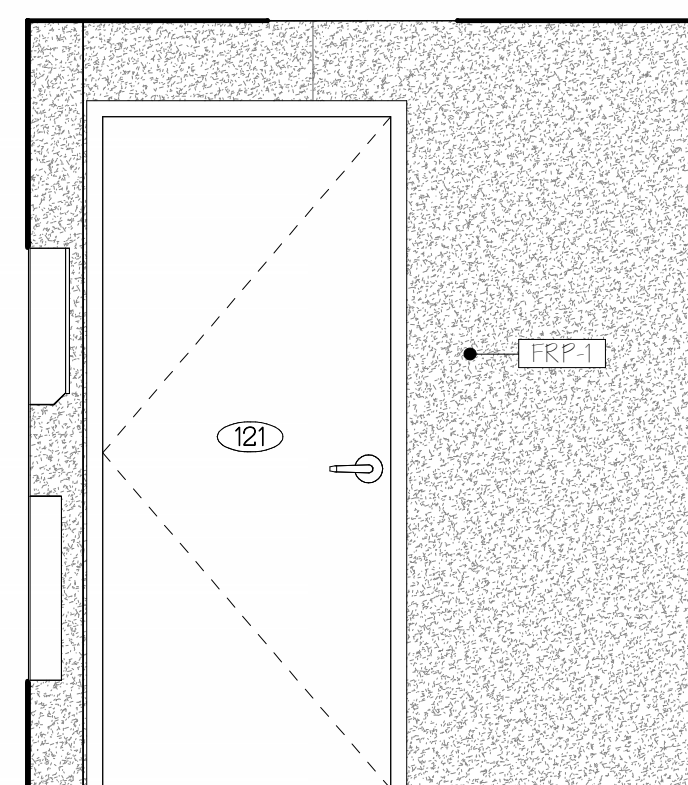
15 MENS RESTROOM
1/2" = 1'-0"



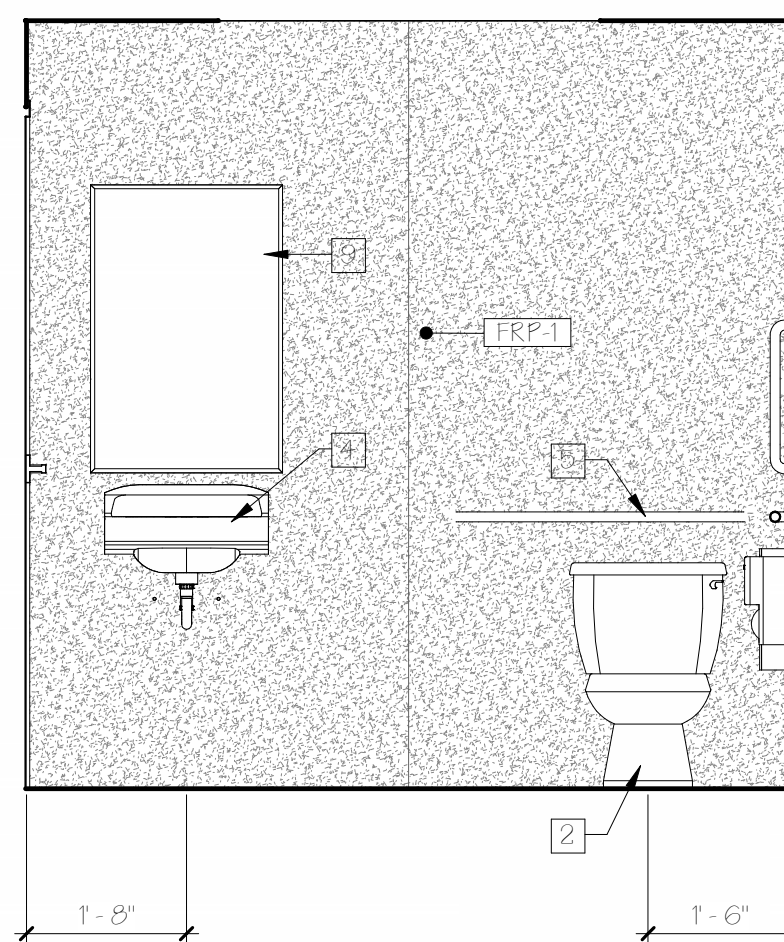
14 MENS RESTROOM
1/2" = 1'-0"



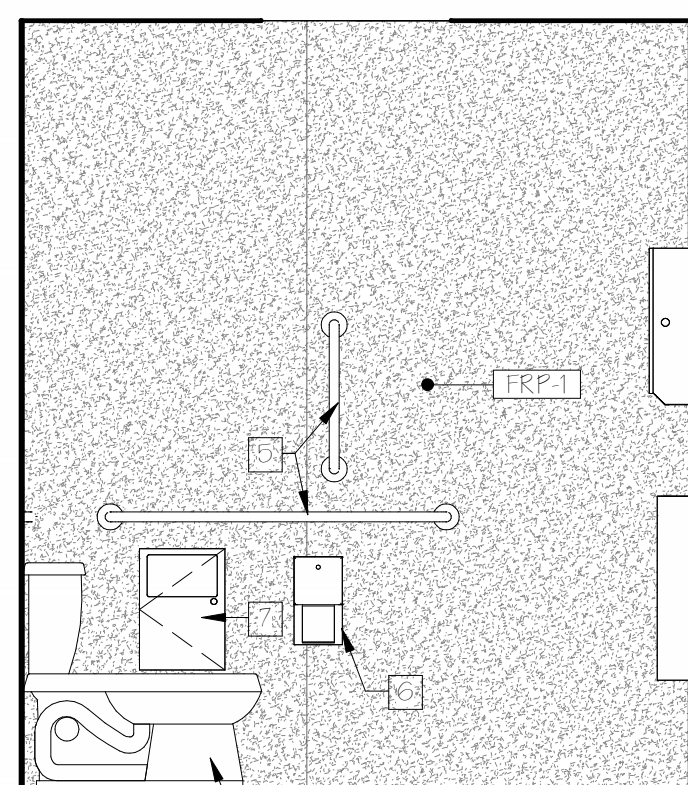
13 MENS RESTROOM
1/2" = 1'-0"



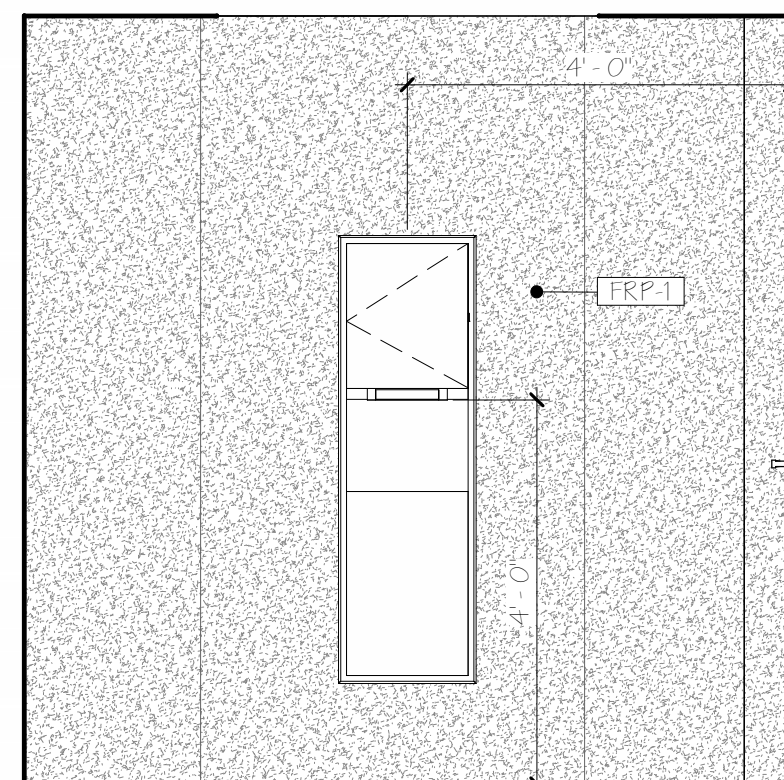
12 UNISEX RESTROOM
1/2" = 1'-0"



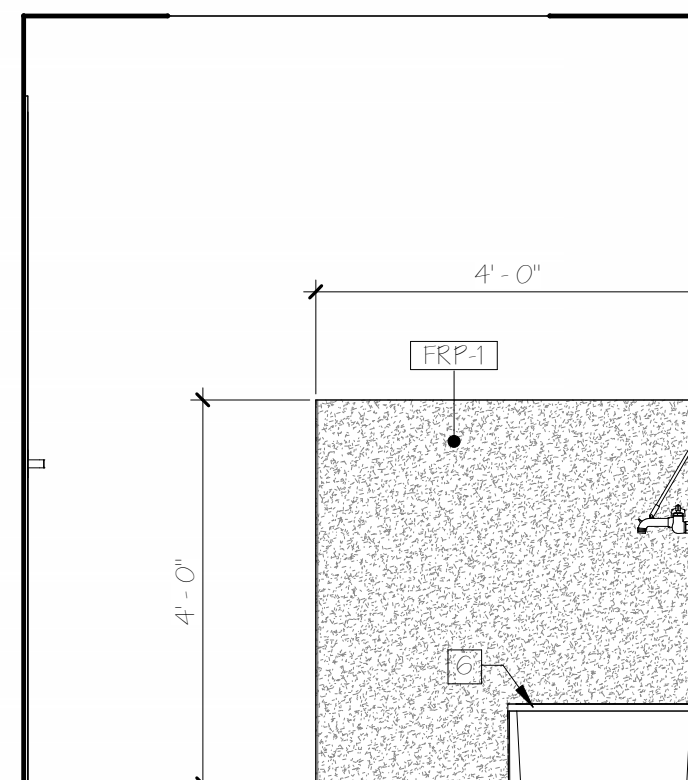
11 UNISEX RESTROOM
1/2" = 1'-0"



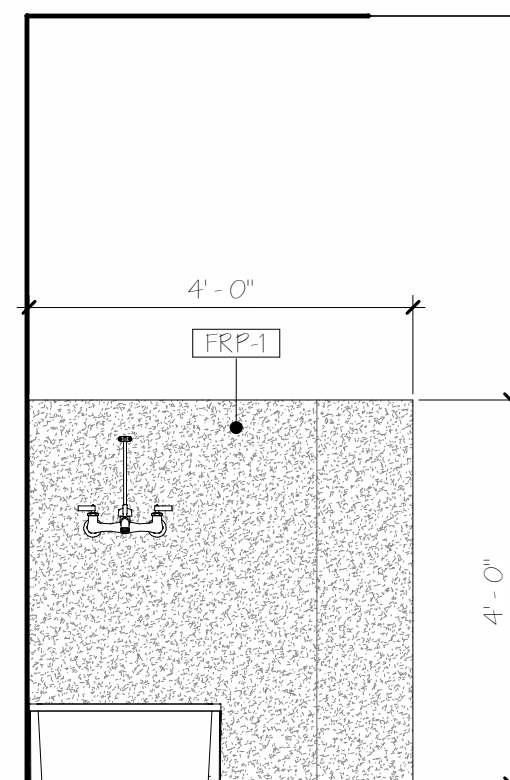
10 UNISEX RESTROOM
1/2" = 1'-0"



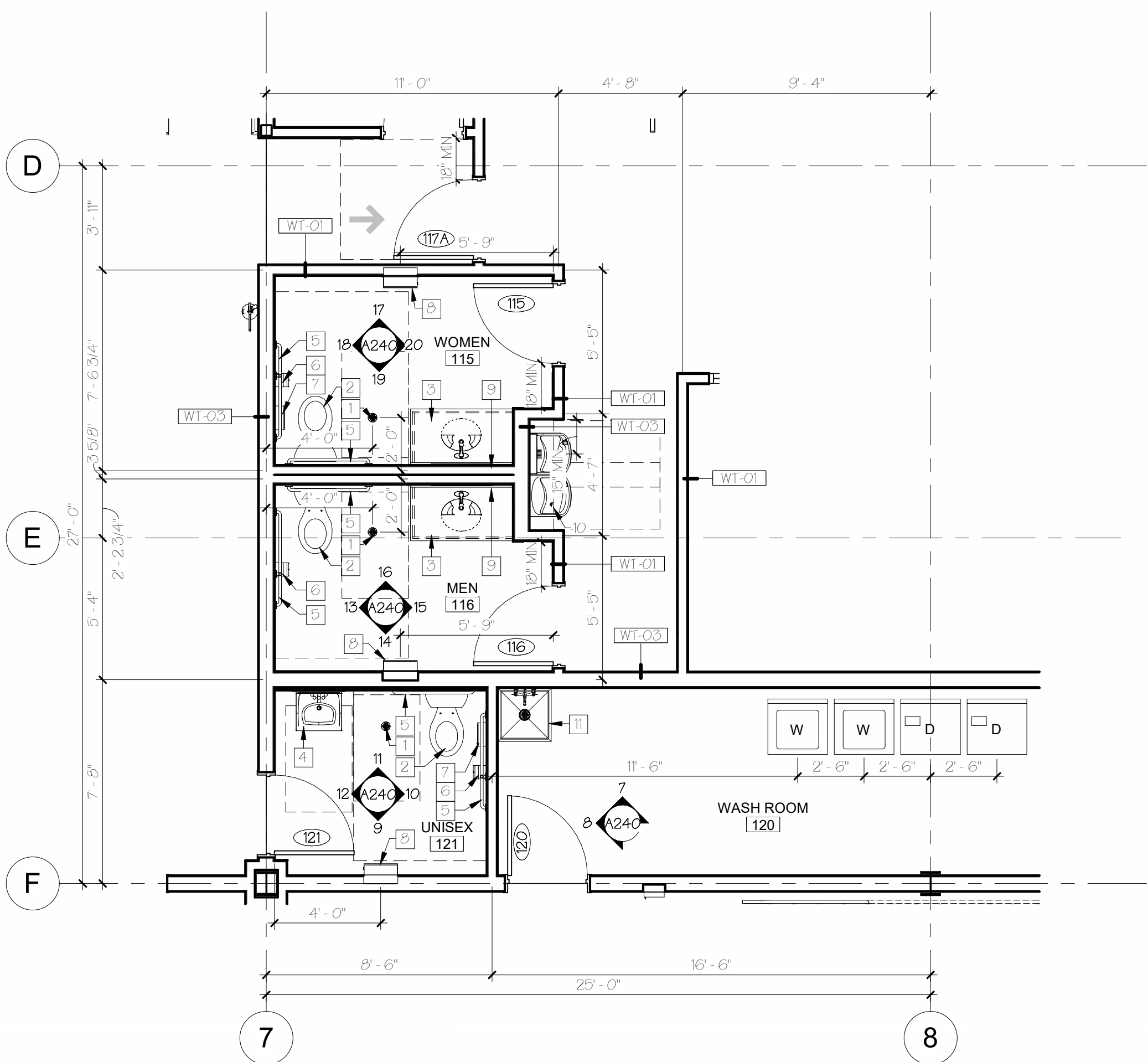
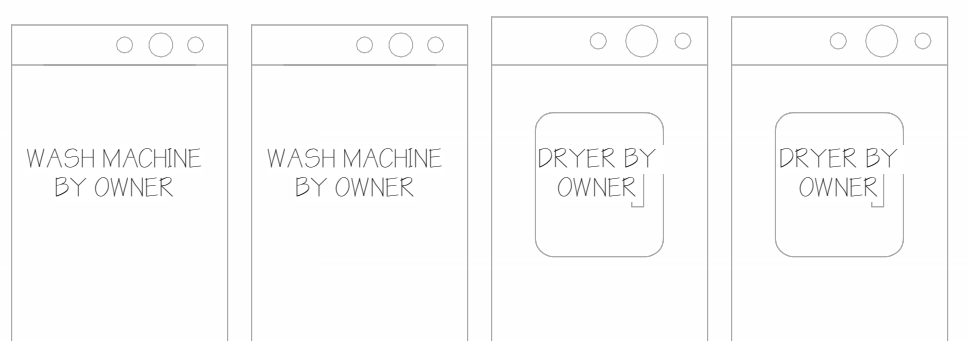
9 UNISEX RESTROOM
1/2" = 1'-0"



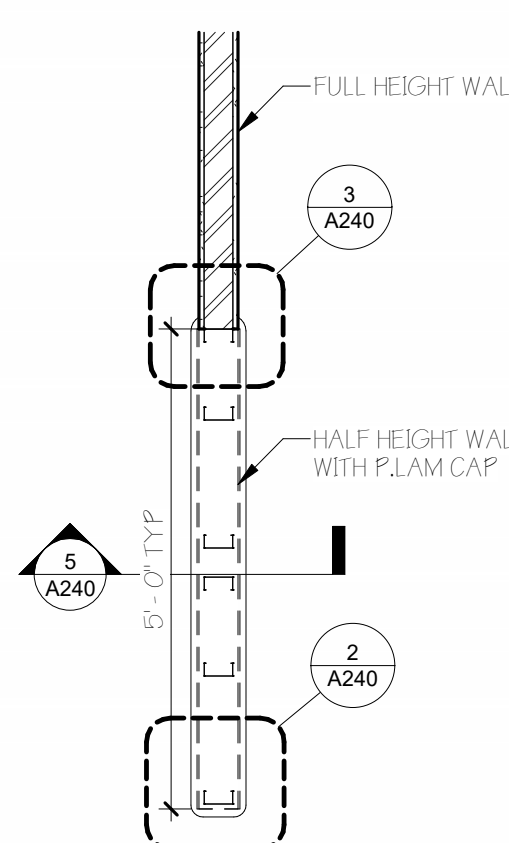
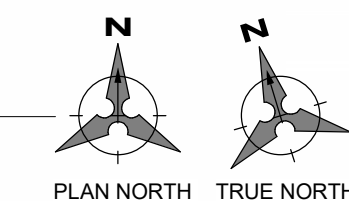
8 CLEAN ROOM
1/2" = 1'-0"



7 CLEAN ROOM
1/2" = 1'-0"



1 ENLARGED FLOOR PLAN
1/4" = 1'-0"



6 HALF HEIGHT WALL WITH CAP PLAN VIEW

REVISIONS	
NUMBER	DATE

I hereby certify that this plan, specifications, 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 MN.

Don F. Larsen
Reg. No. 45747
Date: 05.05.25

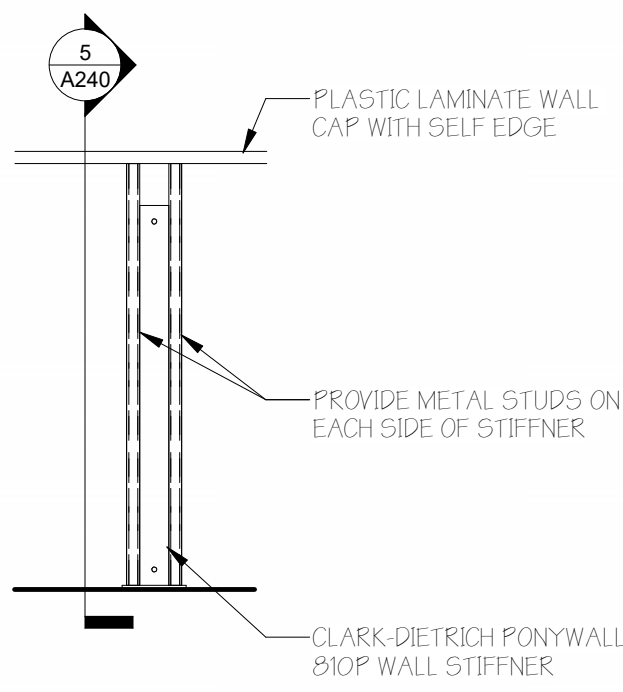
NOTICE: This document ("Instrument of Service") was prepared by Rice Companies, Inc. ("RCI") specifically for the referenced project and is not intended for any other use. RCI retains all common law, statutory and other reserved rights, including copyrights. This Instrument of Service shall not be used on other projects, for additions to this project or for completion of this project by others without RCI's prior written consent. Any unauthorized use of this Instrument of Service shall be prohibited.

GENERAL RESTROOM NOTES

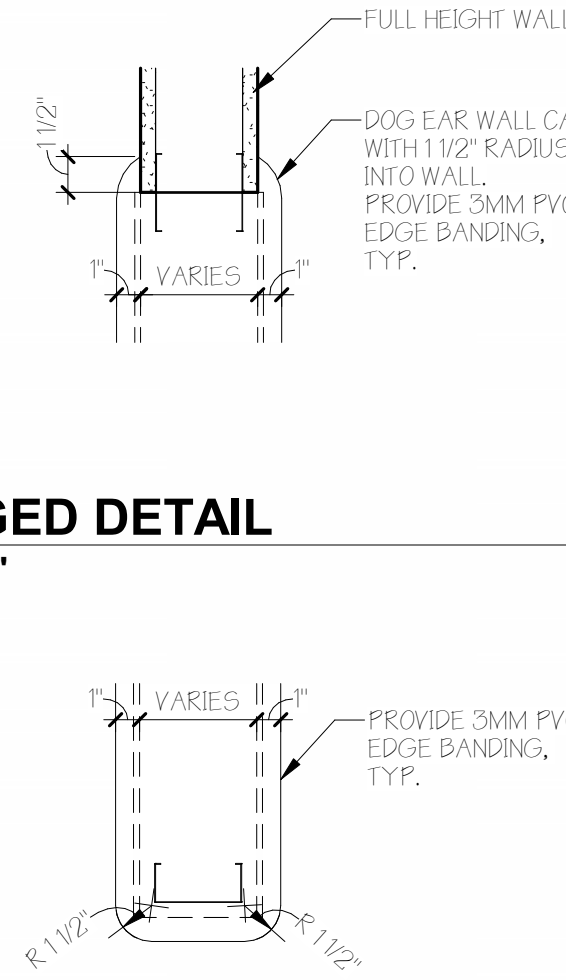
NO BLOCKING AT LOCATIONS OF WALL MOUNTED ITEMS INCLUDING
 O GRAB BARS, CABINETS, WATER COOLERS, TOWEL
 DRYING SCHEDULE ON SHEET A230 FOR HEIGHTS AND LOCATIONS
 ACCESSORIES,
 (W/OUT INSULATION THROUGHOUT LENGTH AND HEIGHT OF WALL
 ROOM PERIMETER WALLS.)

RESTROOM CONSTRUCTION NOTES	
1	FLOOR DRAIN
2	ACCESSIBLE WATER CLOSET, FLOOR MOUNTED TANK STYLE.
3	ACCESSIBLE LAVATORY W/ CULTURED MARBLE TOP AND INTEGRAL BOWL, (GRANITE COLOR).
4	ACCESSIBLE WALL HUNG PORCELAIN SINK.
5	GRAB BARS, PEENED FINISH
6	TOILET PAPER DISPENSER.
7	SANITARY NAPKIN DISPOSAL.
8	BOBBICK B-3074, RECESSED CONVERTIBLE PAPER TOWEL DISPENSER / WASTE RECEPTACLE.
9	MIRROR 24"x36".
10	HIGH-LOW ELECTRIC WATER COOLER W/ BOTTLE FILLER.
11	24"x24" MOP SINK. PROVIDE FRP 1/4" O. A.F.F. & 4" O. WIDE IN EACH DIRECTION.

5 HALF HEIGHT WALL SECTION

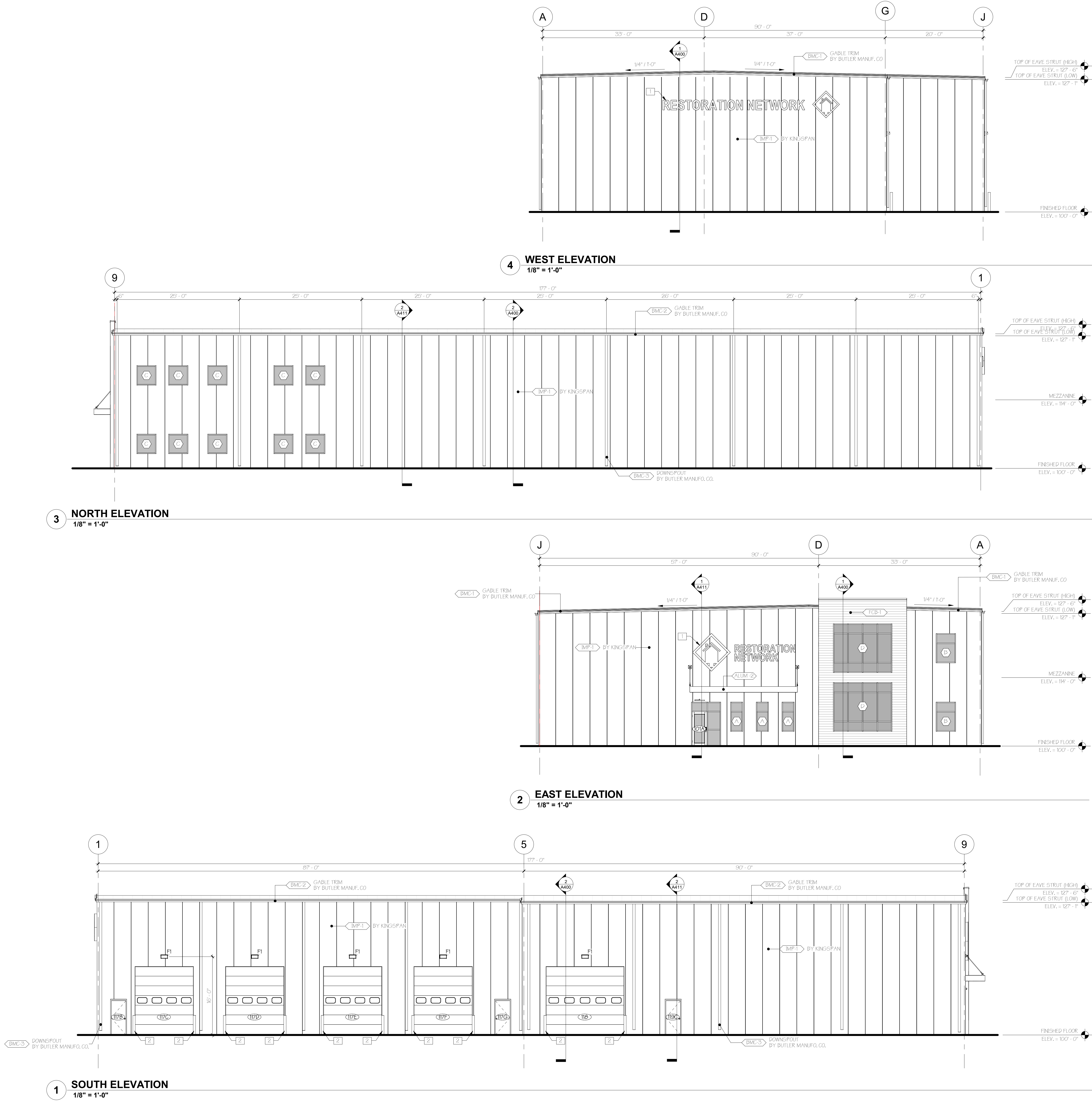


4 HALF HEIGHT WALL SECTION



3 ENLARGED DETAIL
1 1/2" = 1'-0"

2 ENLARGED DETAIL
1 1/2" = 1'-0"



REFERENCED ELEVATION NOTES	
1	SIGNAGE, BY OWNER. PROVIDE BLOCKING.
2	CONCRETE FILLED STEEL PIPE BOLLARD, SEE STRUCTURAL DRAWINGS.
3	GAS METER; VERIFY LOCATION.
4	ELECTRICAL PANEL; VERIFY LOCATION & QUANTITY.

REVISIONS	
NUMBER	DATE

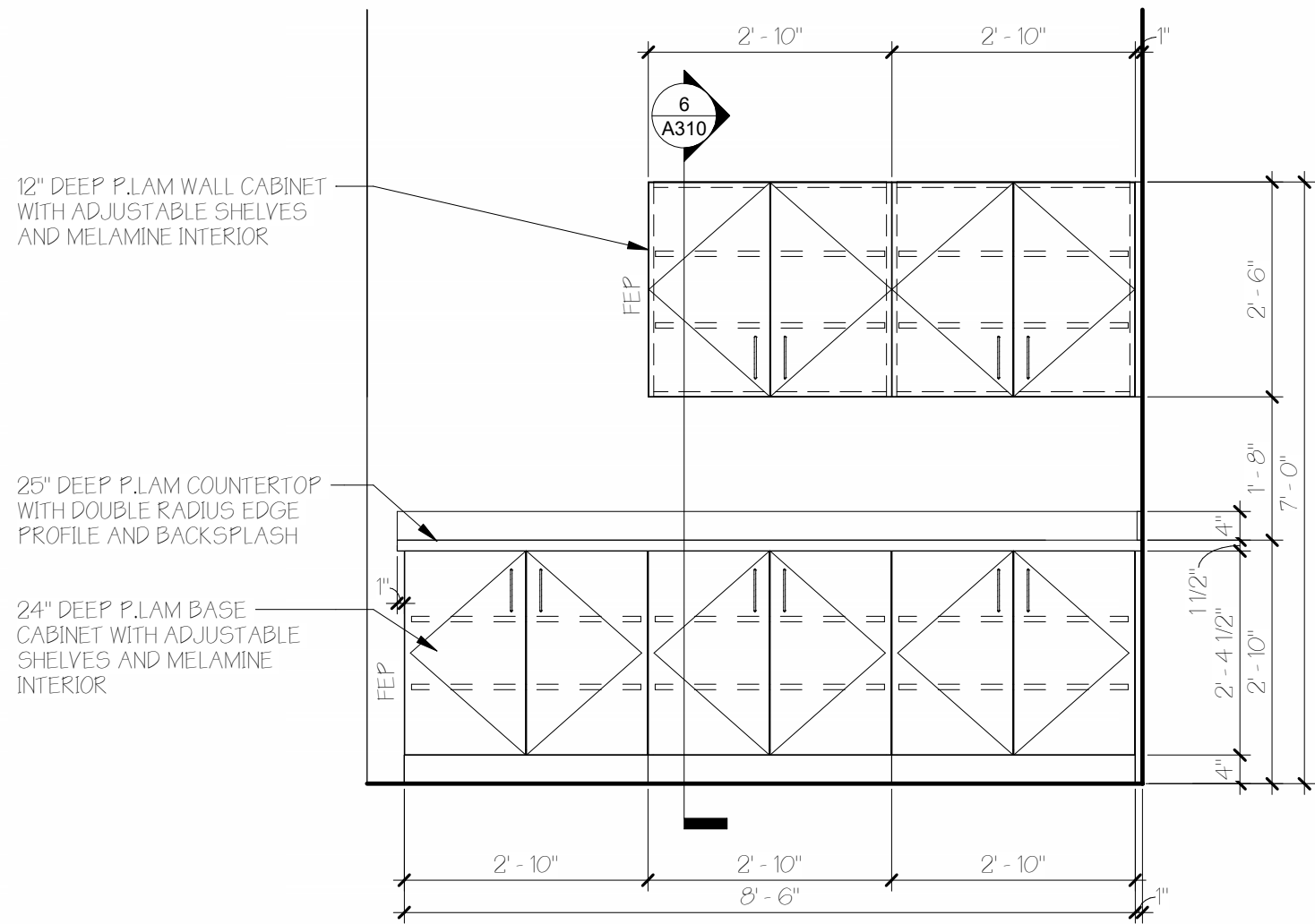
I hereby certify that this plan, specifications, or report was prepared by me or under my direct supervision and that I am a duly licensed Architect under the laws of the State of MN.

Don F. Larson

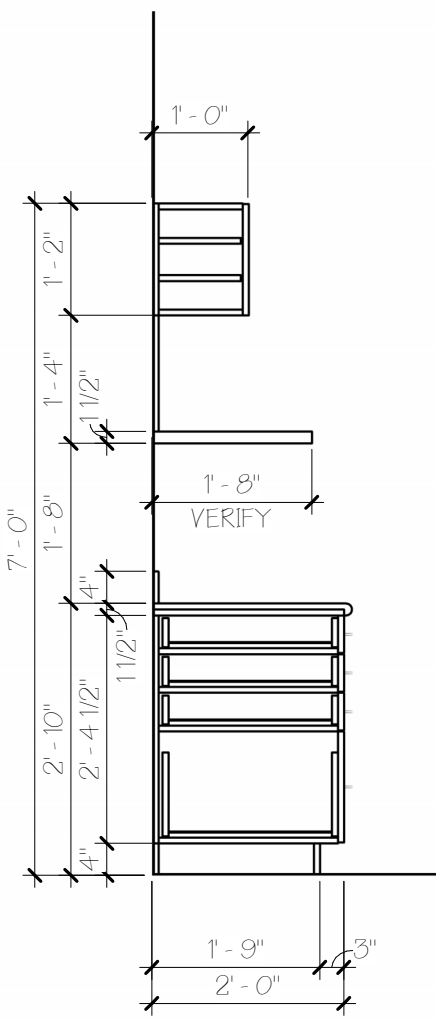
Don F. Larson
Reg. No. 45747
Date: 05.05.25

NOTICE: This document ("Instrument of Service") was prepared by Rice Companies, Inc. ("RICE") specifically for the referenced project and is not intended for any other use. RICE retains all rights, including copyrights. This Instrument of Service shall not be used on other projects, for additions to the project or for completion of the project by others without RICE's prior written consent. Any unauthorized use of this Instrument of Service shall be prohibited.

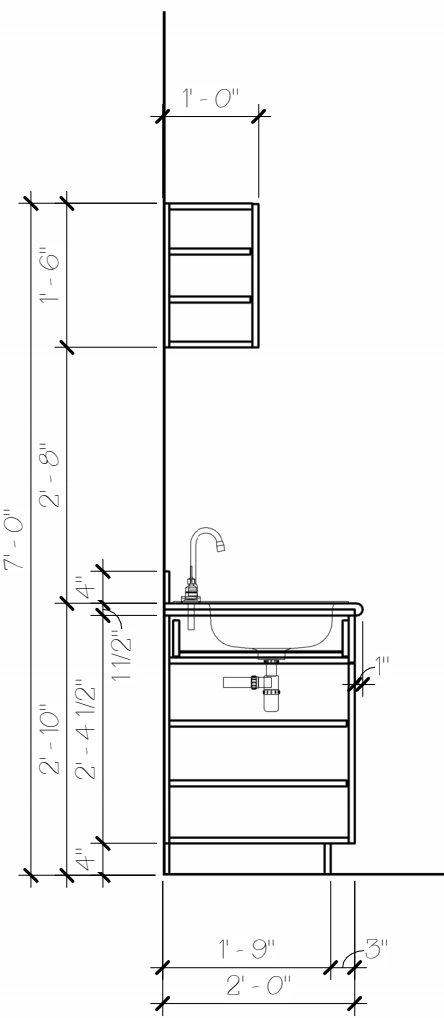




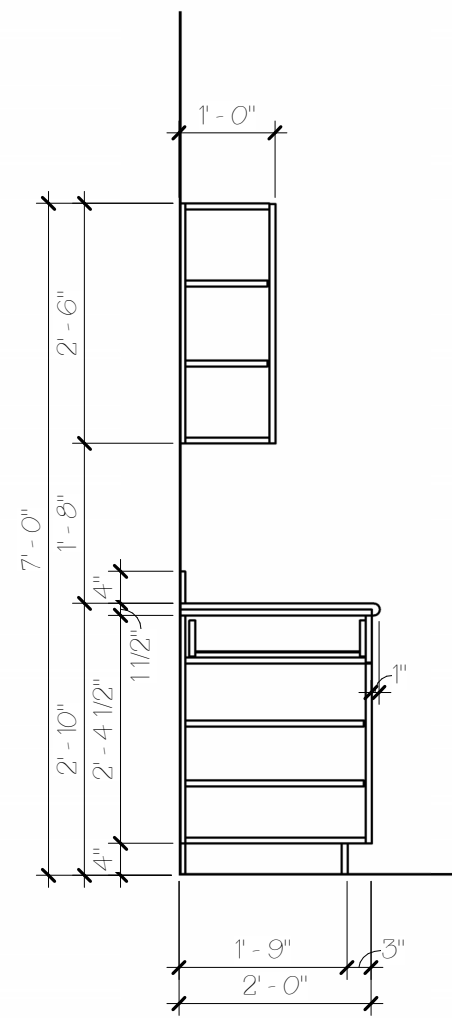
5 CASEWORK ELEVATION - COPY ROOM 105
1/2" = 1'-0"



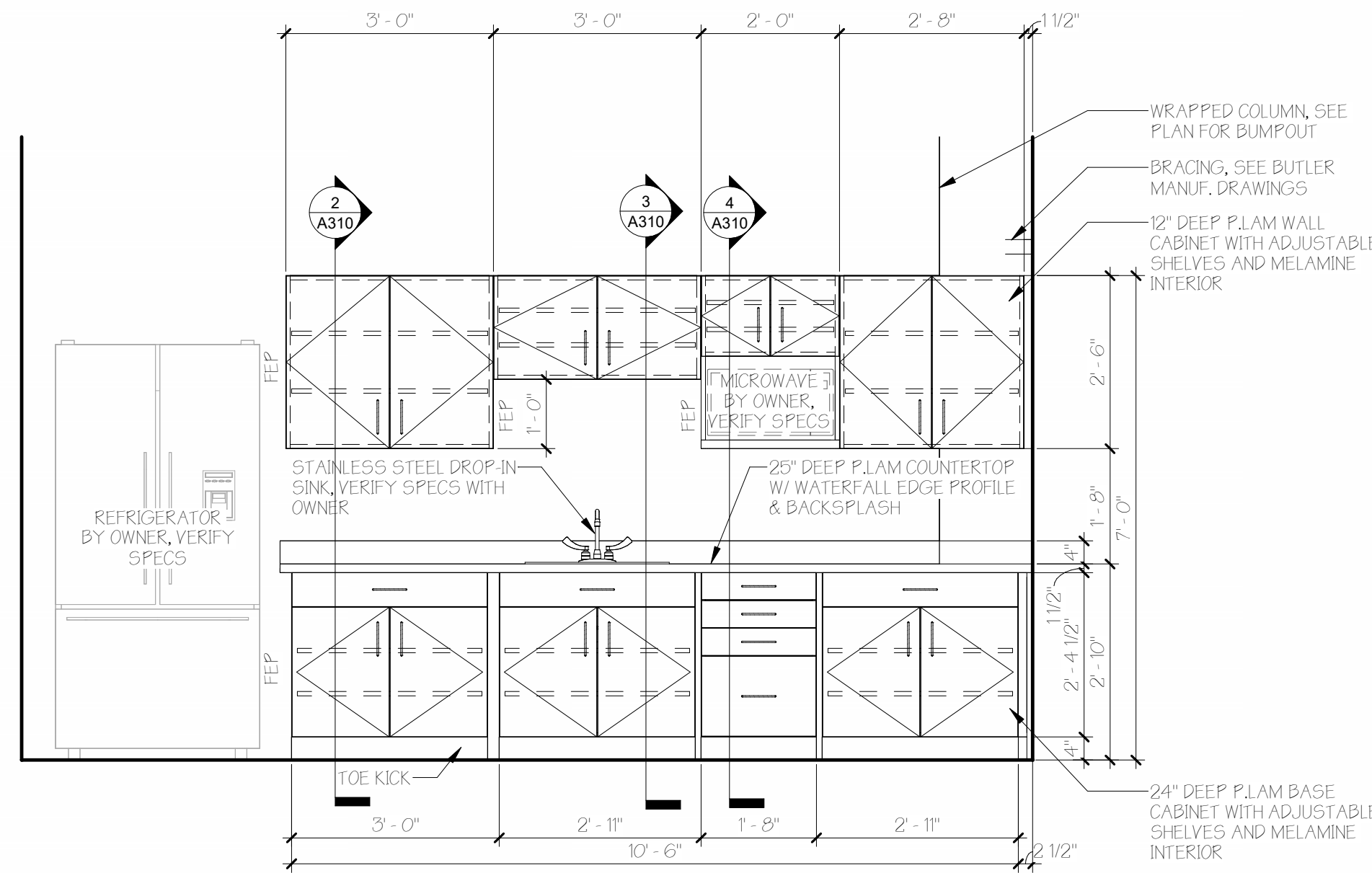
4 CASEWORK SECTION
1/2" = 1'-0"



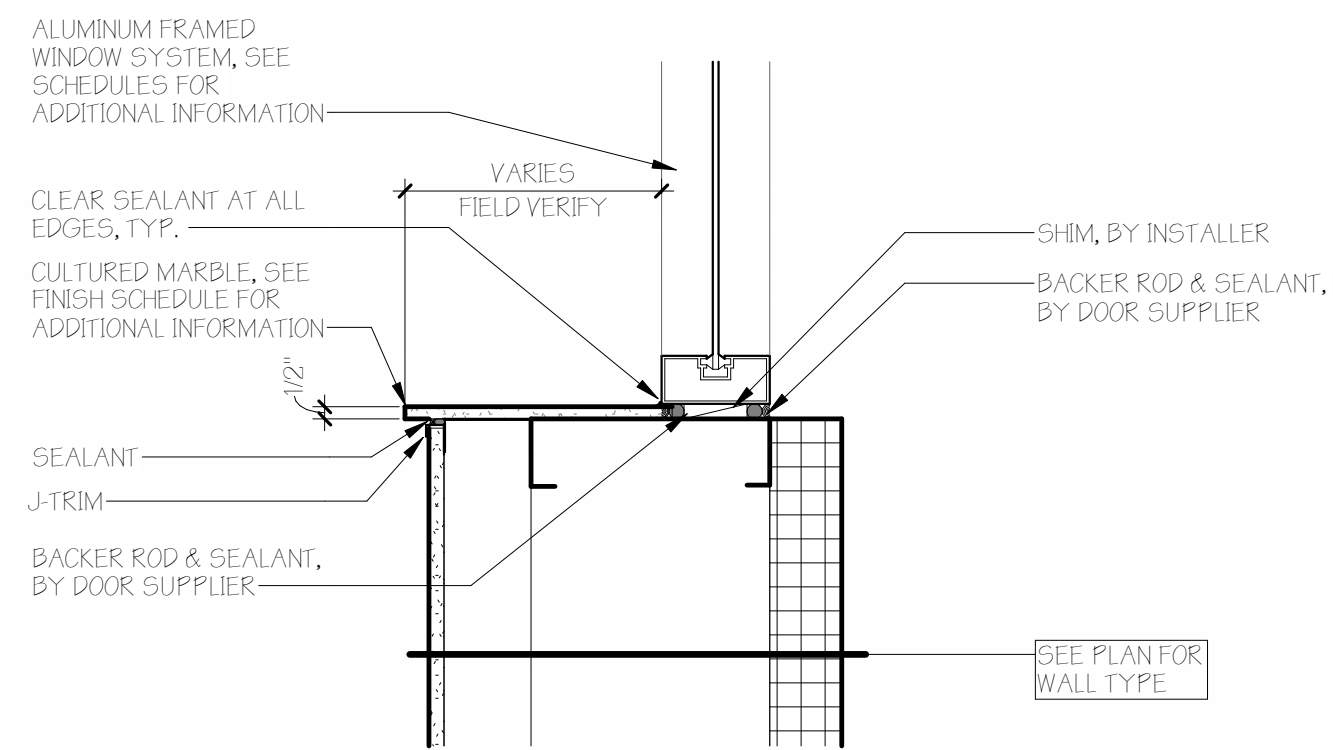
3 CASEWORK SECTION
1/2" = 1'-0"



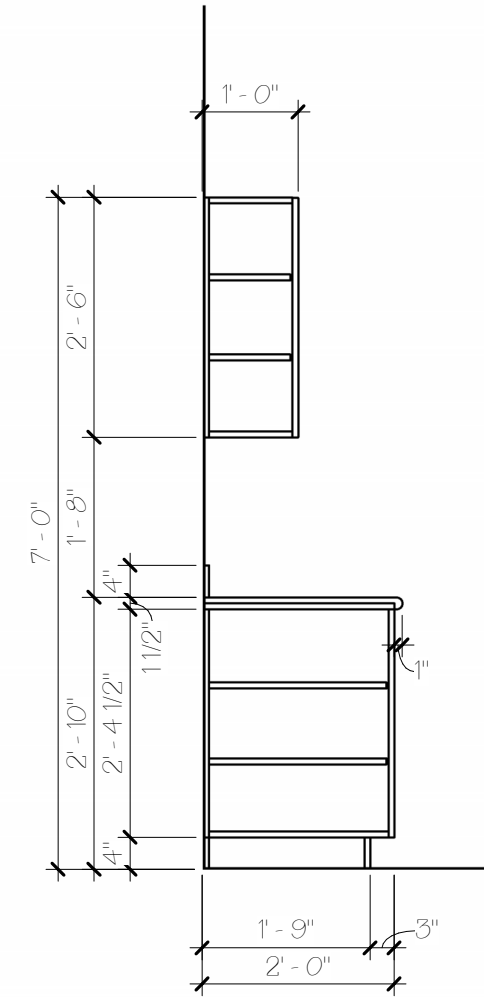
2 CASEWORK SECTION
1/2" = 1'-0"



1 CASEWORK ELEVATION - BREAKROOM 108
1/2" = 1'-0"



7 DETAIL @ WINDOW SILL - STANDARD
1 1/2" = 1'-0"



6 CASEWORK SECTION
1/2" = 1'-0"

I hereby certify that this plan, specifications, 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 MN.

Don F. Larson
Don F. Larson
Reg. No. 45747
Date: 05.05.25

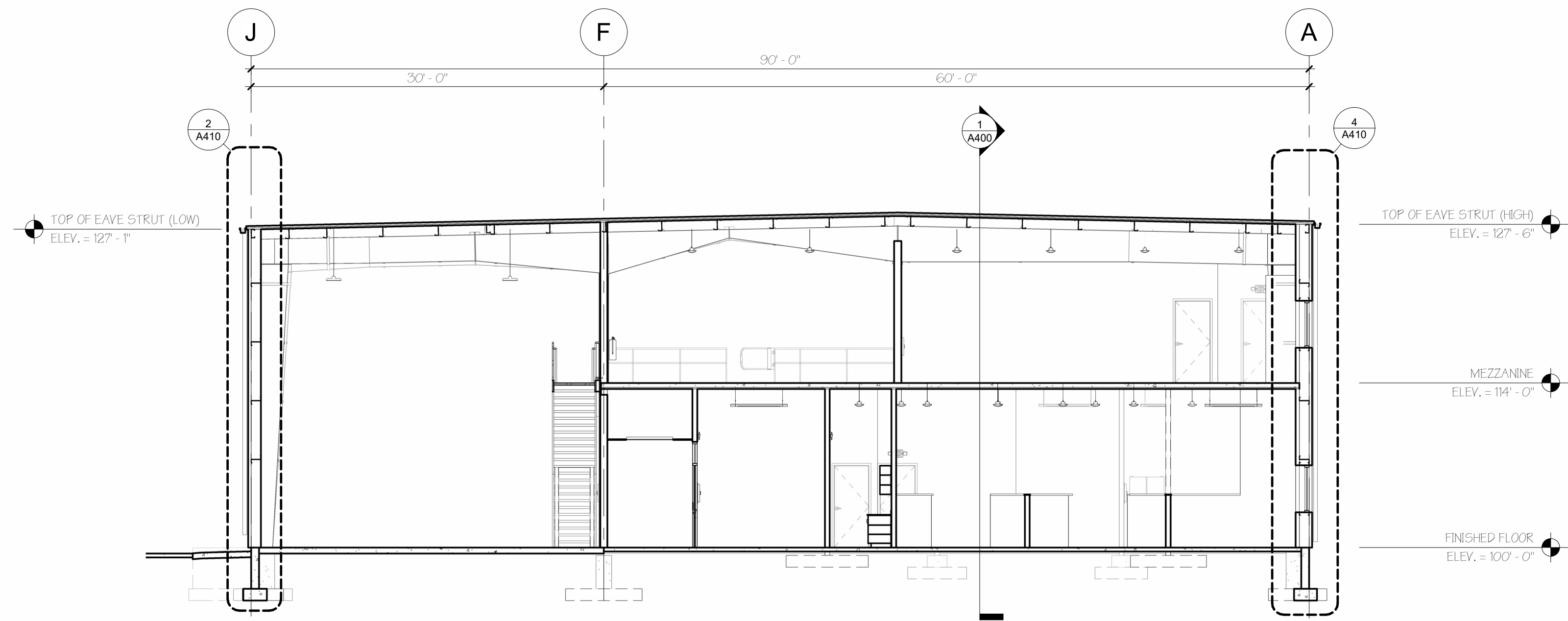
NOTICE: This document ("Instrument of Service") was prepared by Rice Companies, Inc. ("RICE") specifically for the referenced project and is not intended for any other use. RICE retains all rights, including copyright. The Instrument of Service shall not be used on other projects, for additions to this project or for completion of this project by others without RICE's prior written consent. Any unauthorized use of the Instrument of Service shall be prohibited.



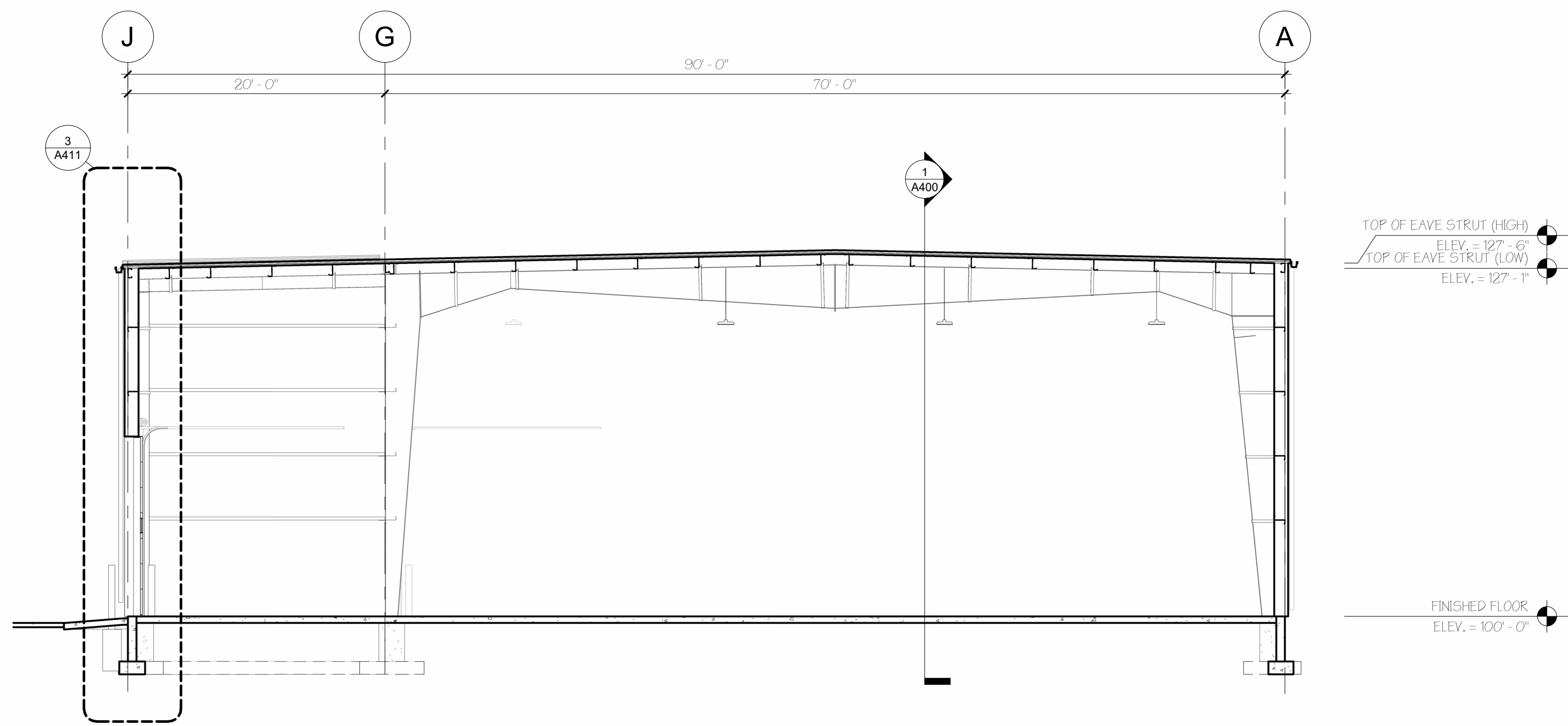
INTERIOR ELEVATIONS

A310

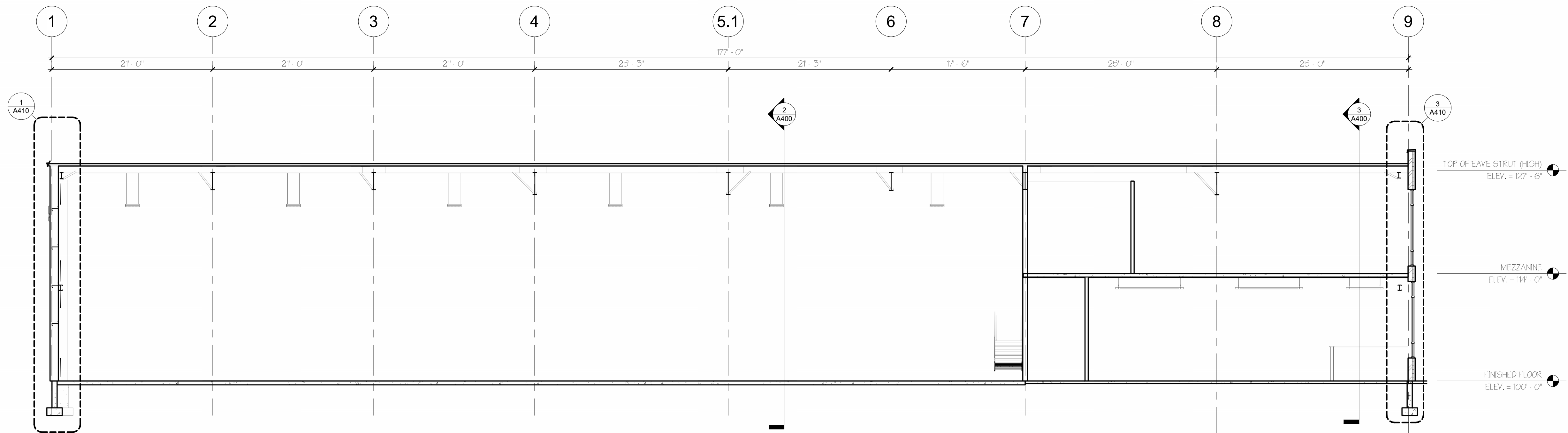
JRG 05.05.25



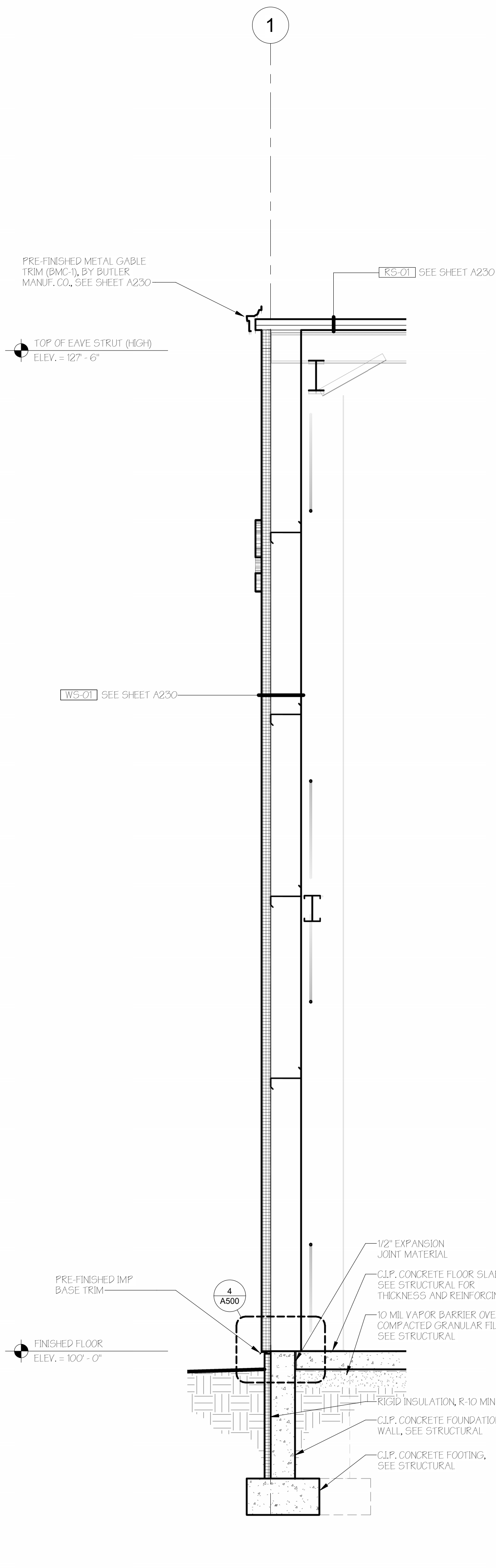
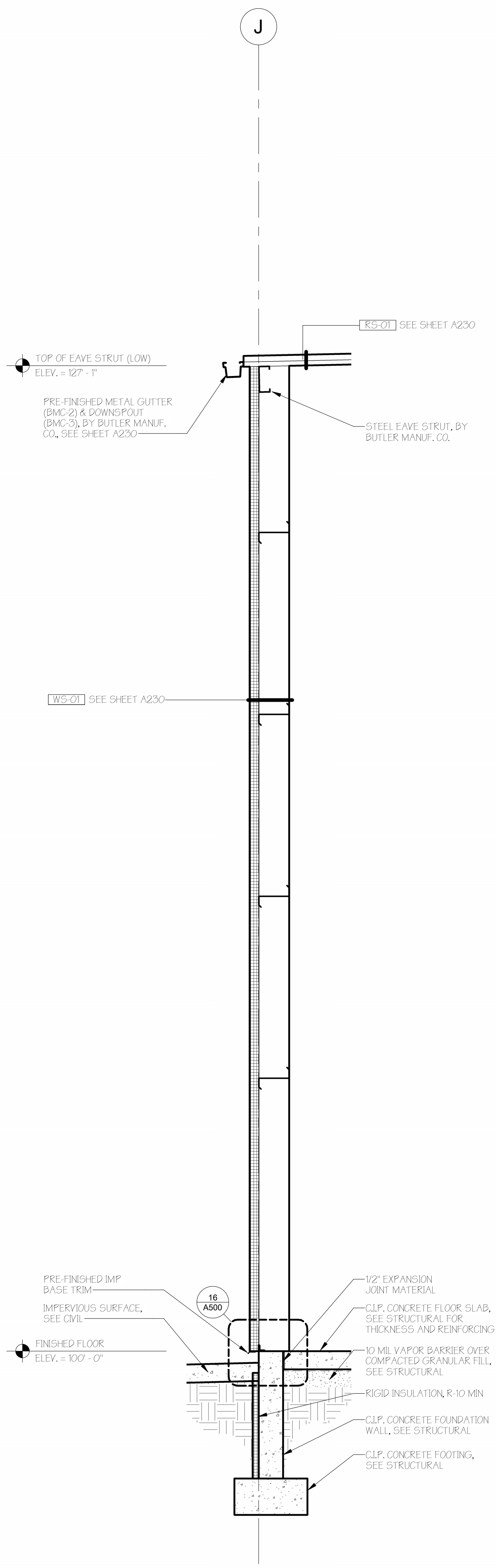
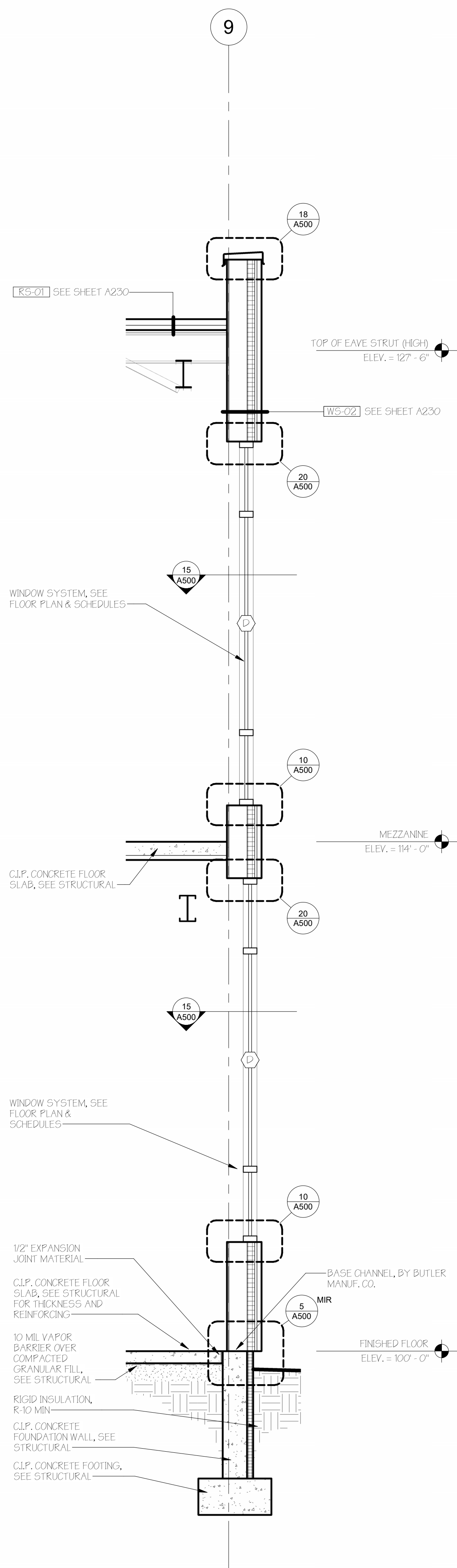
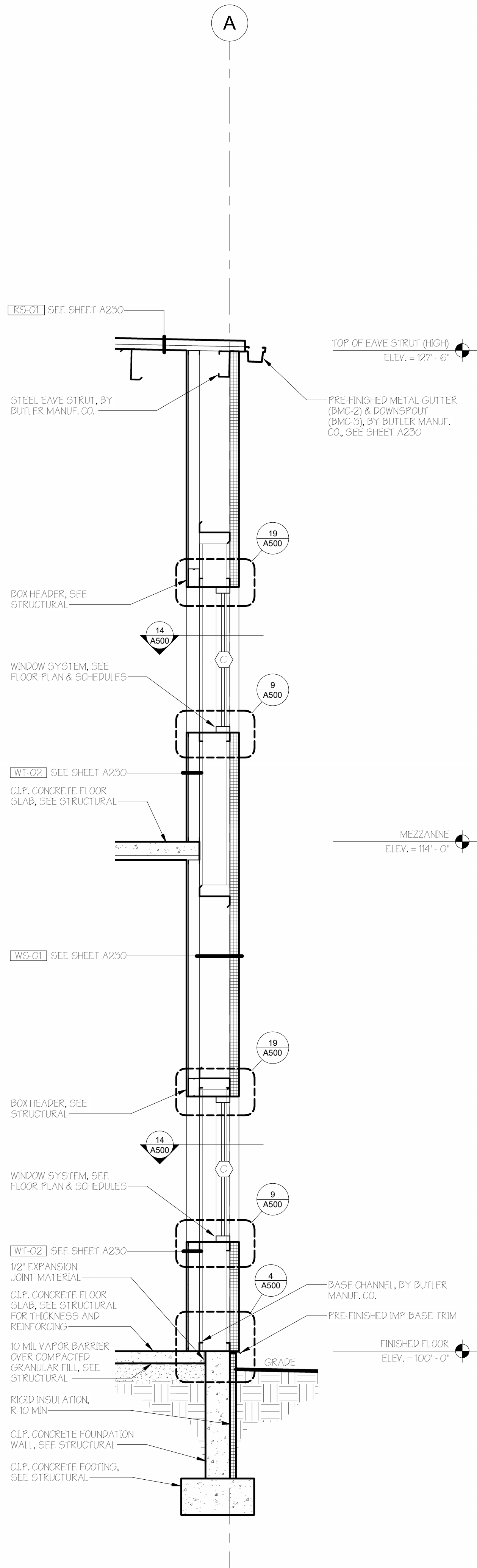
3 BUILDING SECTION
1/8" = 1'-0"



2 BUILDING SECTION
1/8" = 1'-0"



1 BUILDING SECTION
1/8" = 1'-0"



BUILDING PERMIT SET

RESTORATION NETWORK

NEW CONSTRUCTION

11785 JUSTEN CIRCLE, MAPLE GROVE, MN 55369

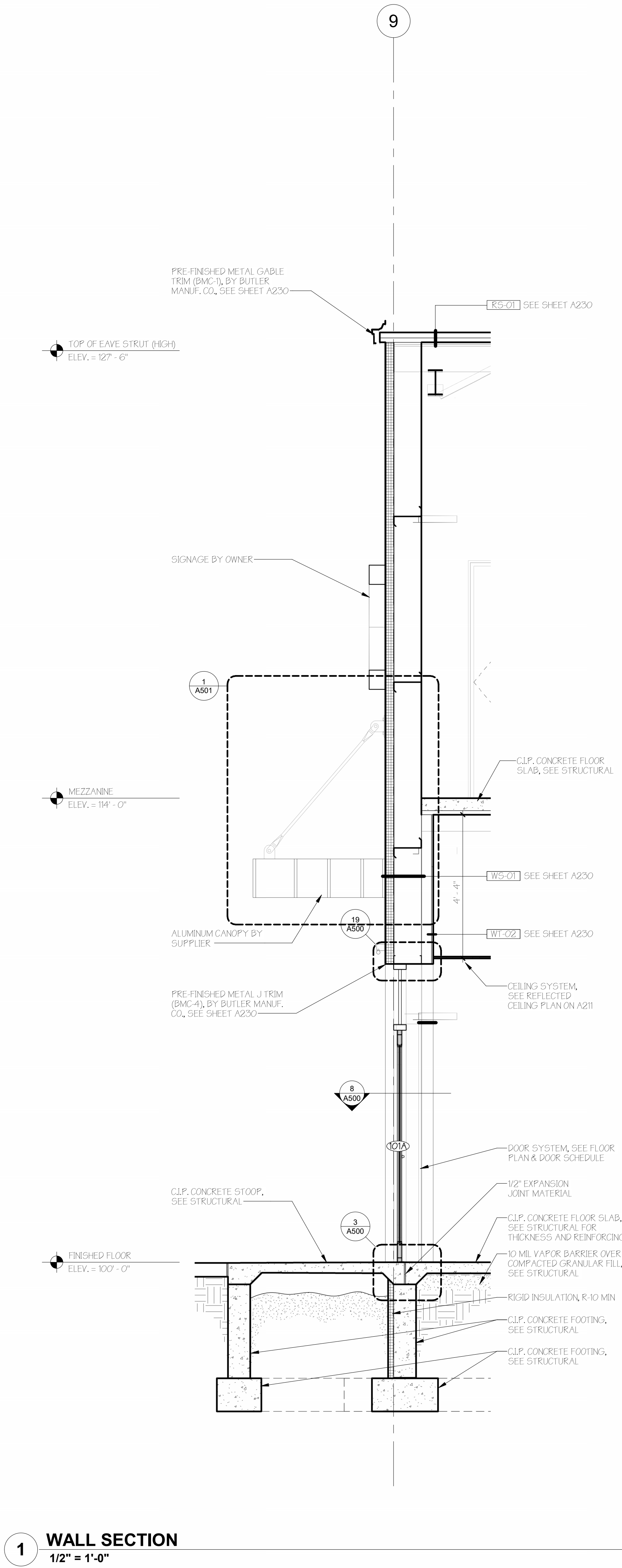
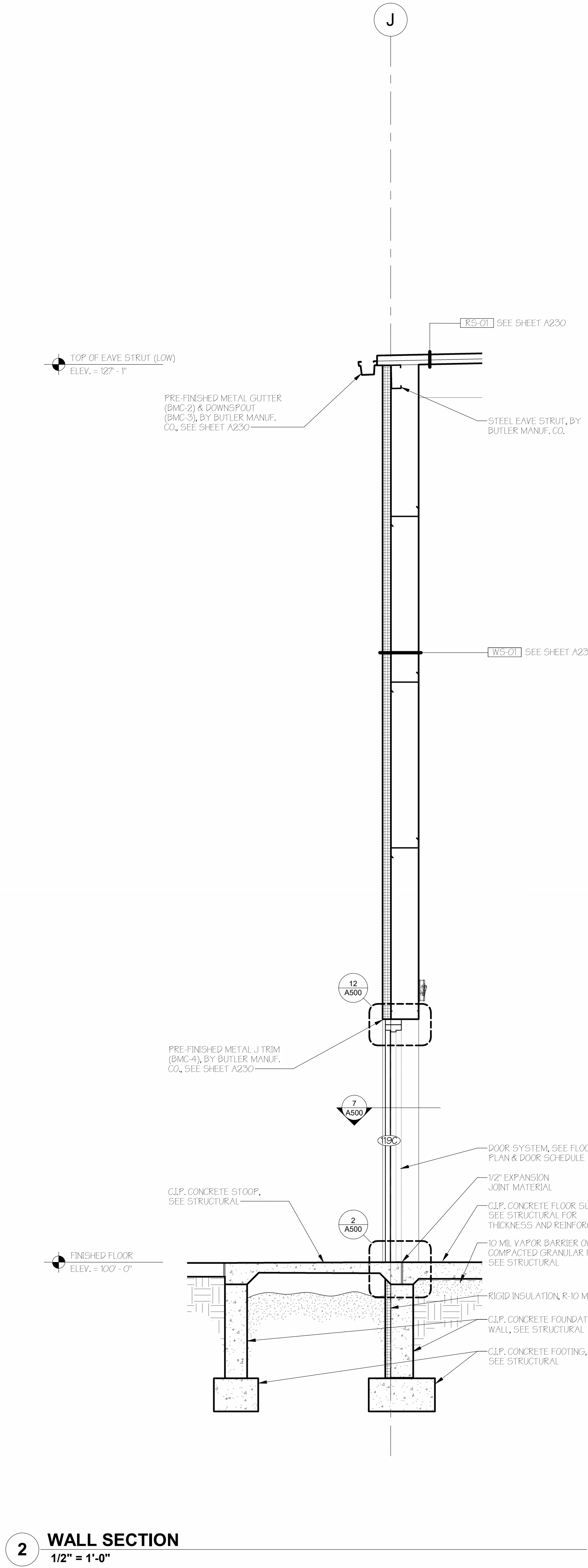
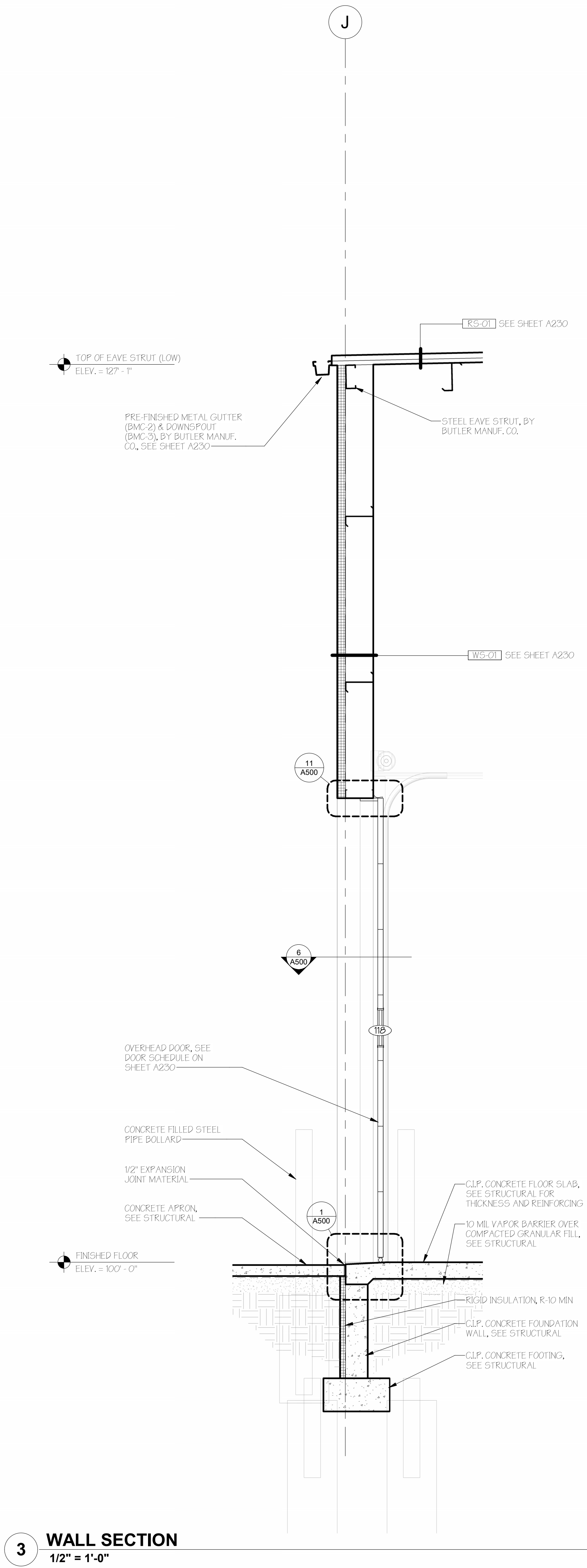
REVISIONS	
NUMBER	DATE

I hereby certify that this plan, specifications, 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 MN.

Don F. Larson
Don F. Larson
Reg. No. 45747
Date: 05.05.25

NOTICE: This document ("Instrument of Service") was prepared by Rice Companies, Inc. ("RICE") specifically for the referenced project and is not intended for any other use. RICE retains all common law, statutory and other reserved rights, including copyright. This Instrument of Service shall not be used on other projects, for additions to this project or for completion of this project by others without RICE's prior written consent. Any unauthorized use of this Instrument of Service shall be prohibited.





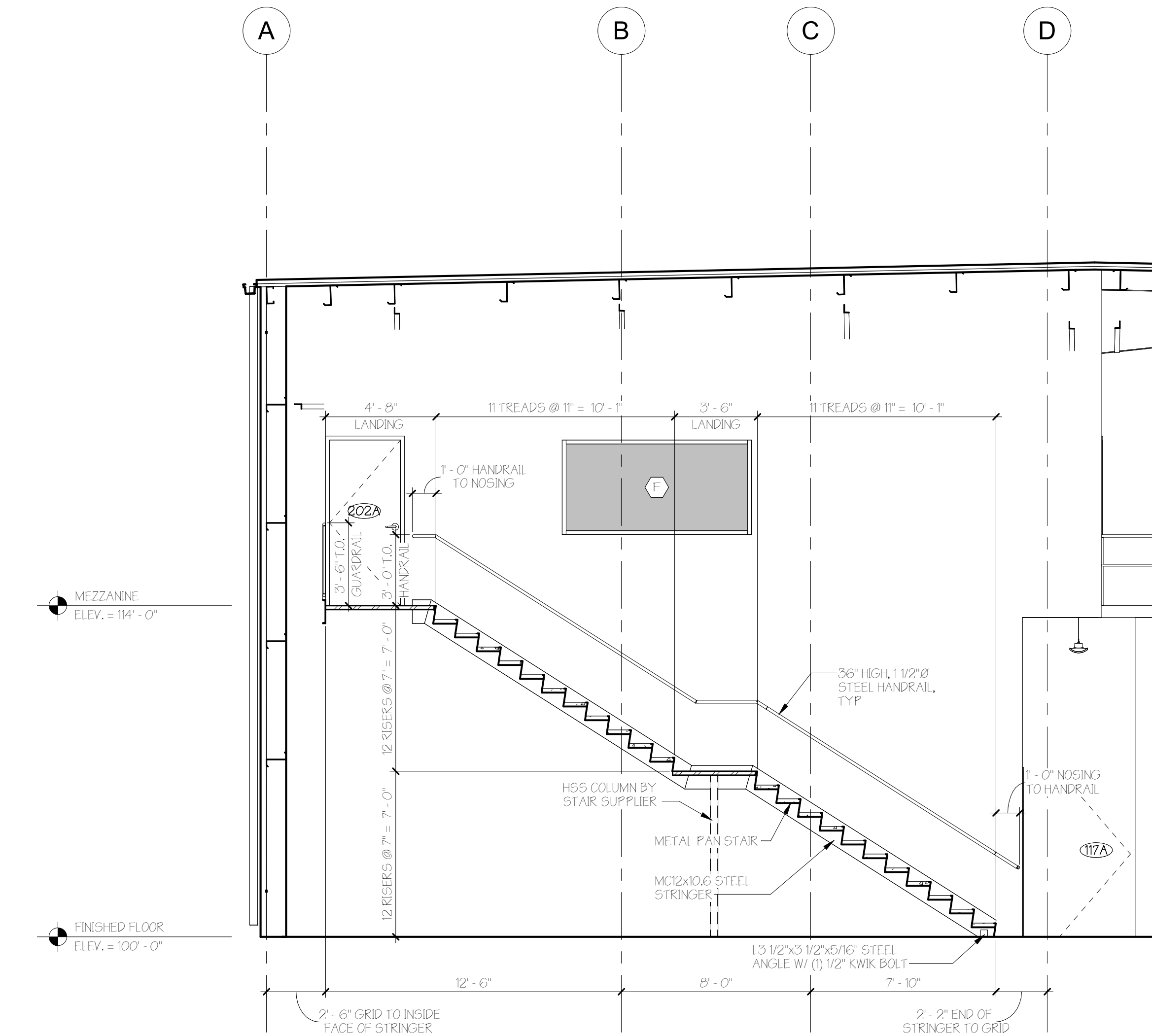
BUILDING PERMIT SET
RESTORATION NETWORK
NEW CONSTRUCTION
11785 JUSTEN CIRCLE, MAPLE GROVE, MN 55369

REVISIONS	
NUMBER	DATE

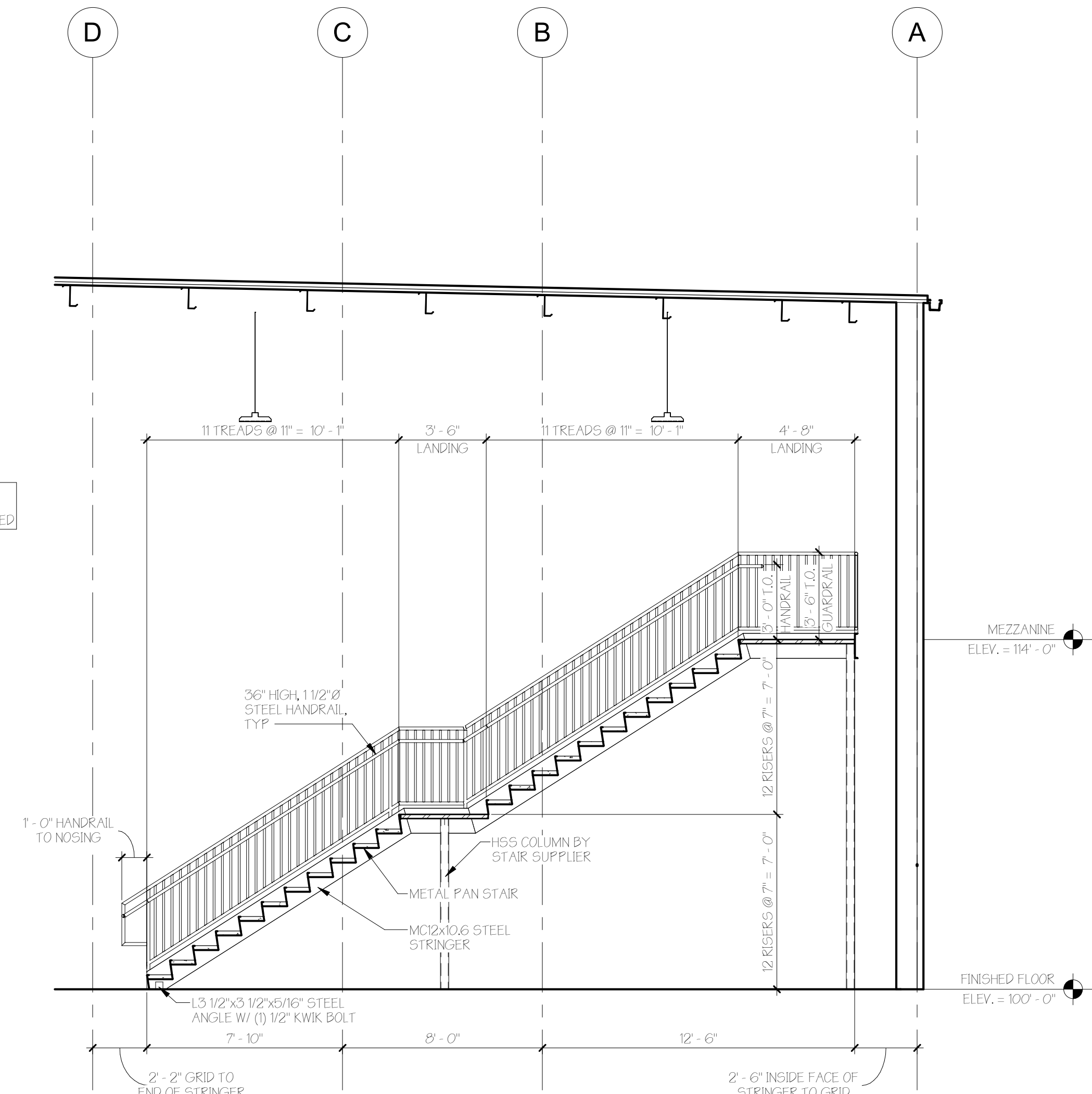
I hereby certify that this plan, specifications, or report was prepared by me or under my direct supervision and that I am a duly licensed Architect under the laws of the State of MN.

Don F. Larson
Don F. Larson
Reg. No. 45747
Date: 05.05.25

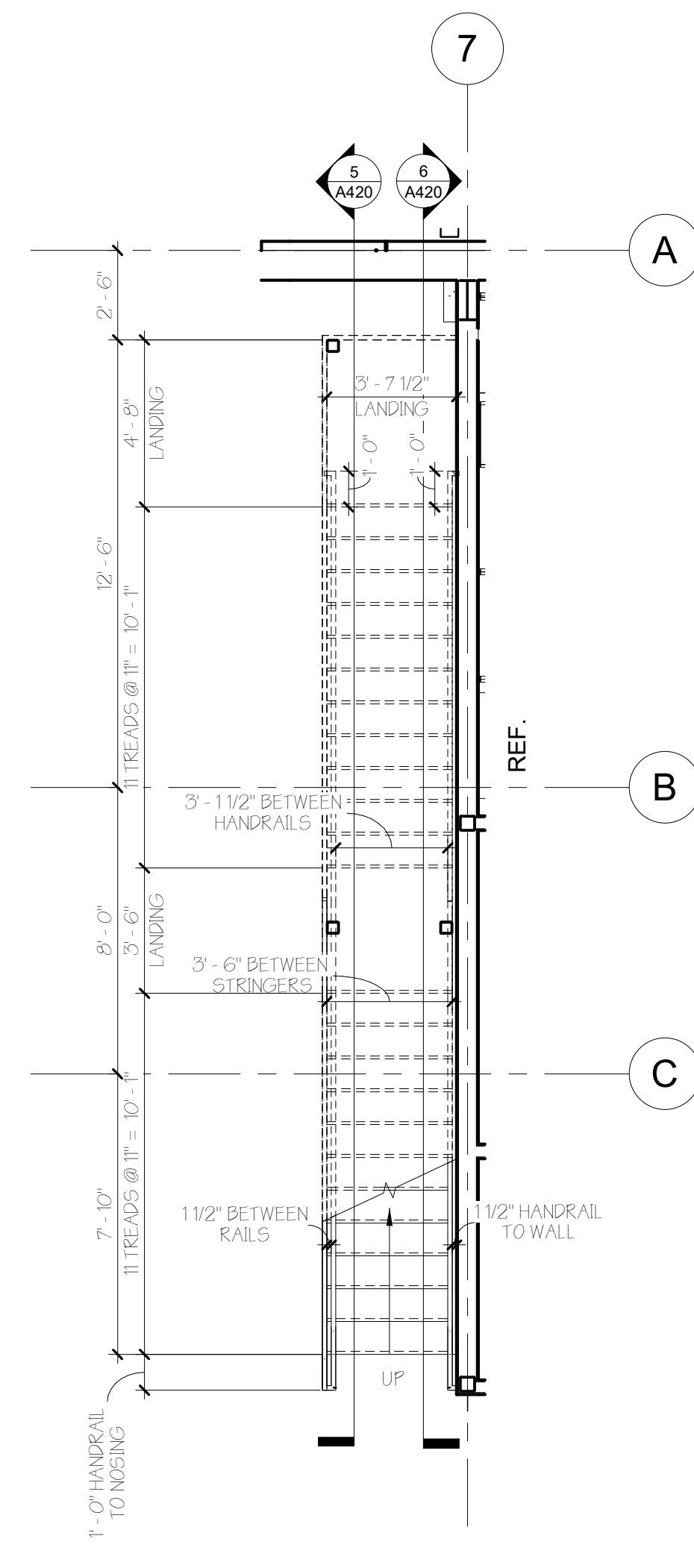
NOTICE: This document ("Instrument of Service") was prepared by Rice Companies, Inc. ("RICE") specifically for the referenced project and is not intended for any other use. RICE retains all rights, including copyright. This Instrument of Service shall not be used on other projects, for additions to this project or for completion of this project by others without RICE's prior written consent. Any unauthorized use of this Instrument of Service shall be prohibited.



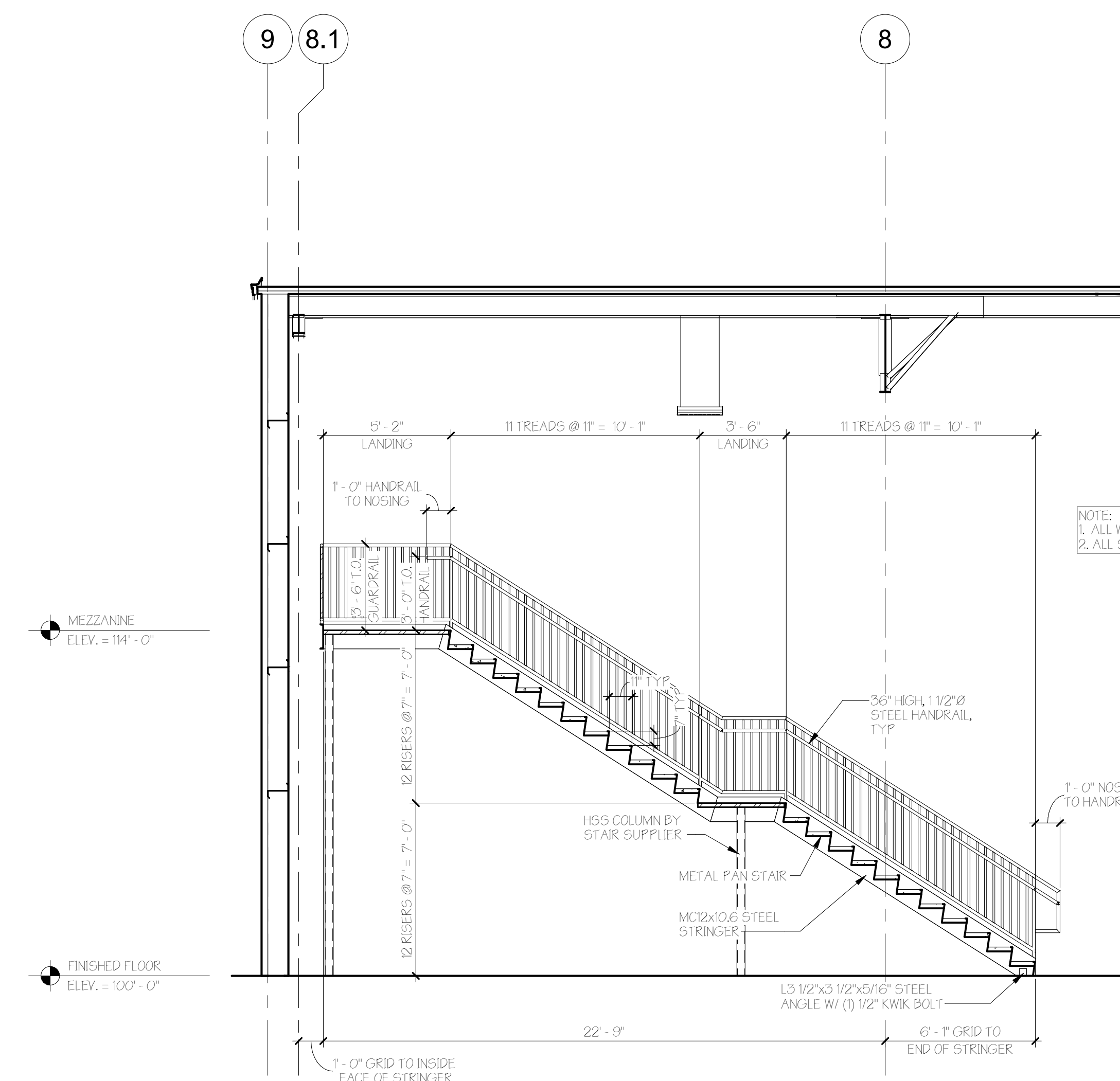
6 STAIR SECTION
1/4" = 1'-0"



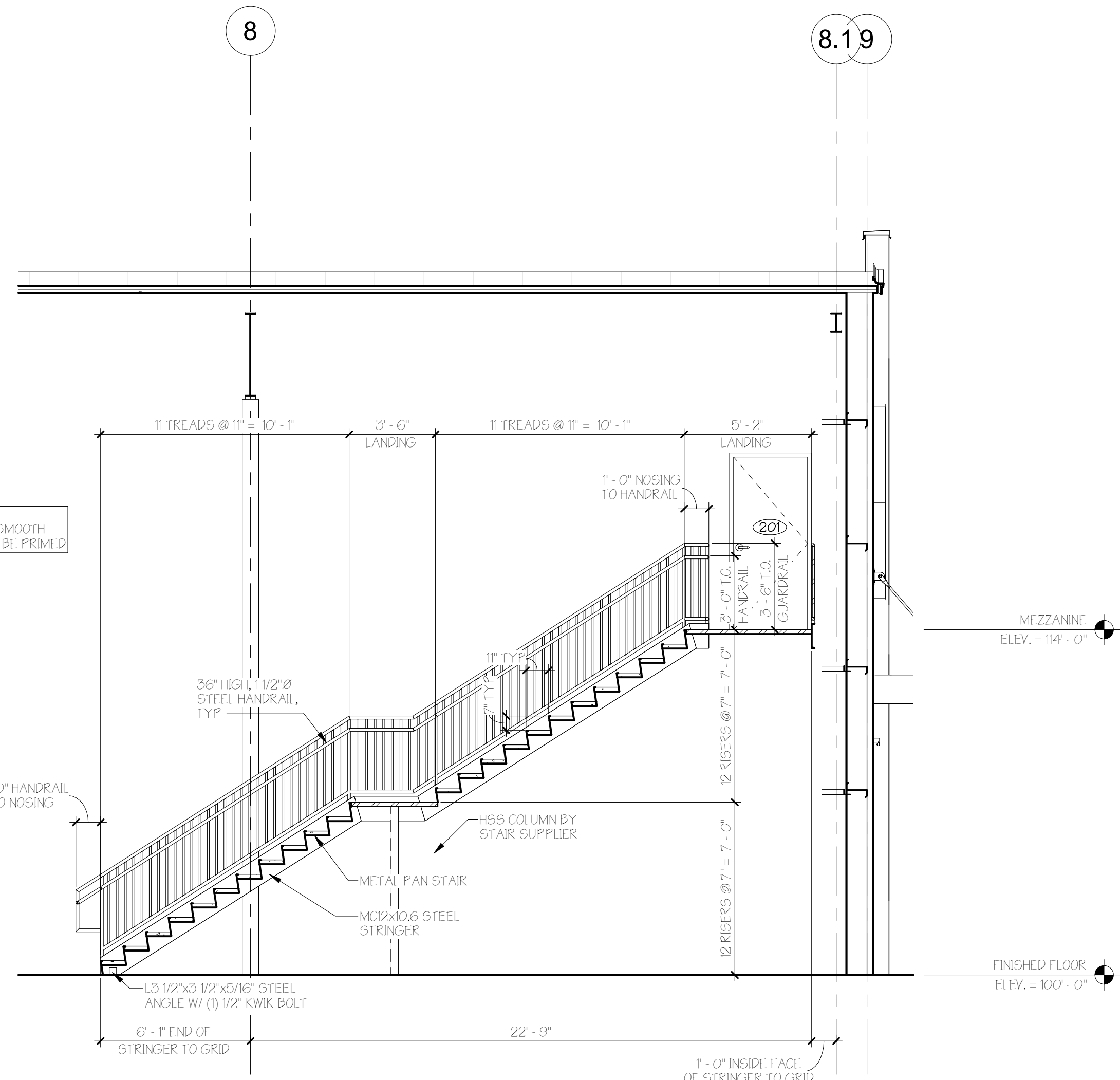
5 STAIR SECTION
1/4" = 1'-0"



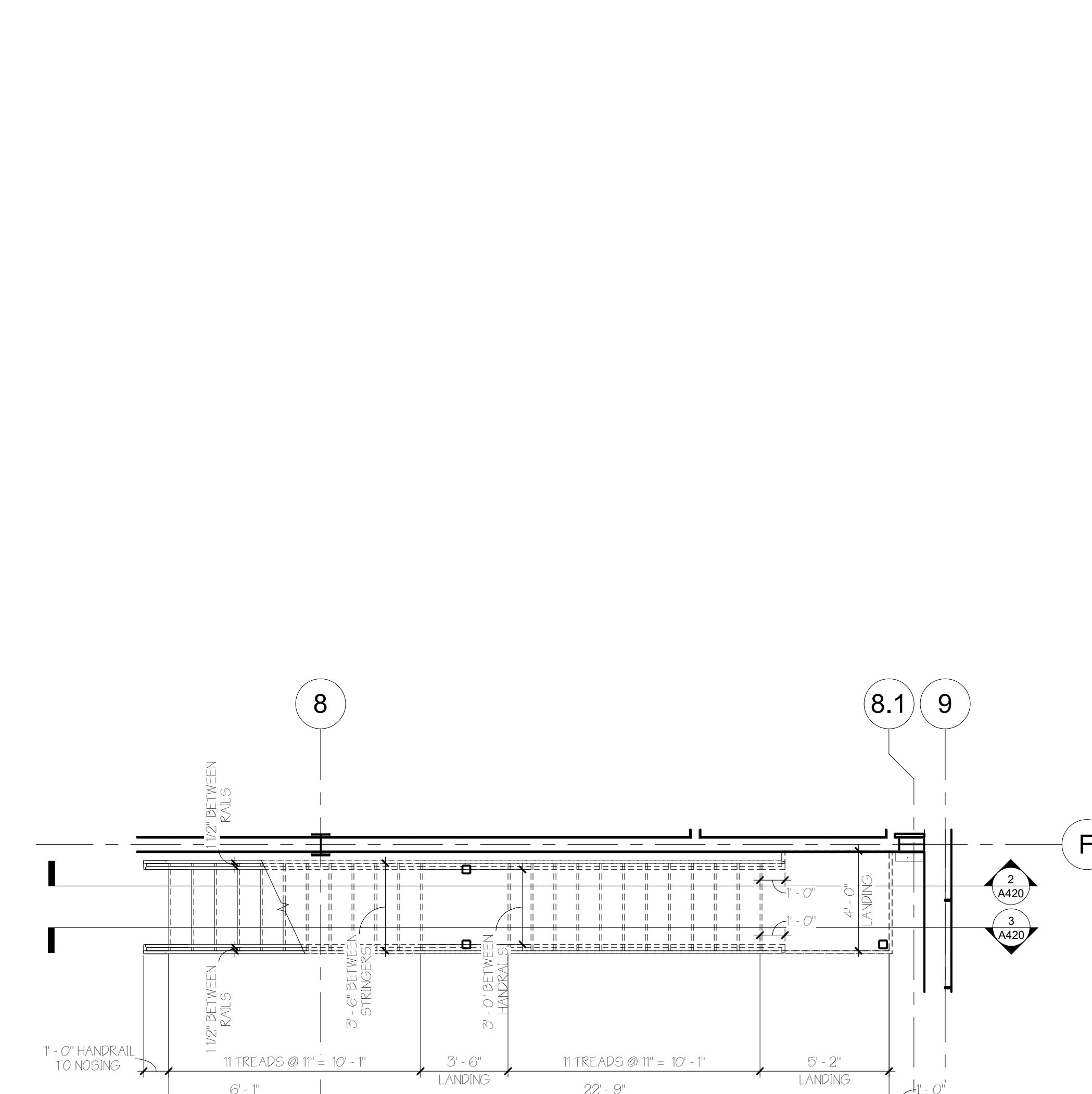
4 STAIR PLAN
1/4" = 1'-0"



3 STAIR SECTION
1/4" = 1'-0"



2 STAIR SECTION
1/4" = 1'-0"



1 STAIR PLAN
1/4" = 1'-0"

BUILDING PERMIT SET

RESTORATION NETWORK
NEW CONSTRUCTION

11785 JUSTEN CIRCLE, MAPLE GROVE, MN 55369

REVISIONS	
NUMBER	DATE

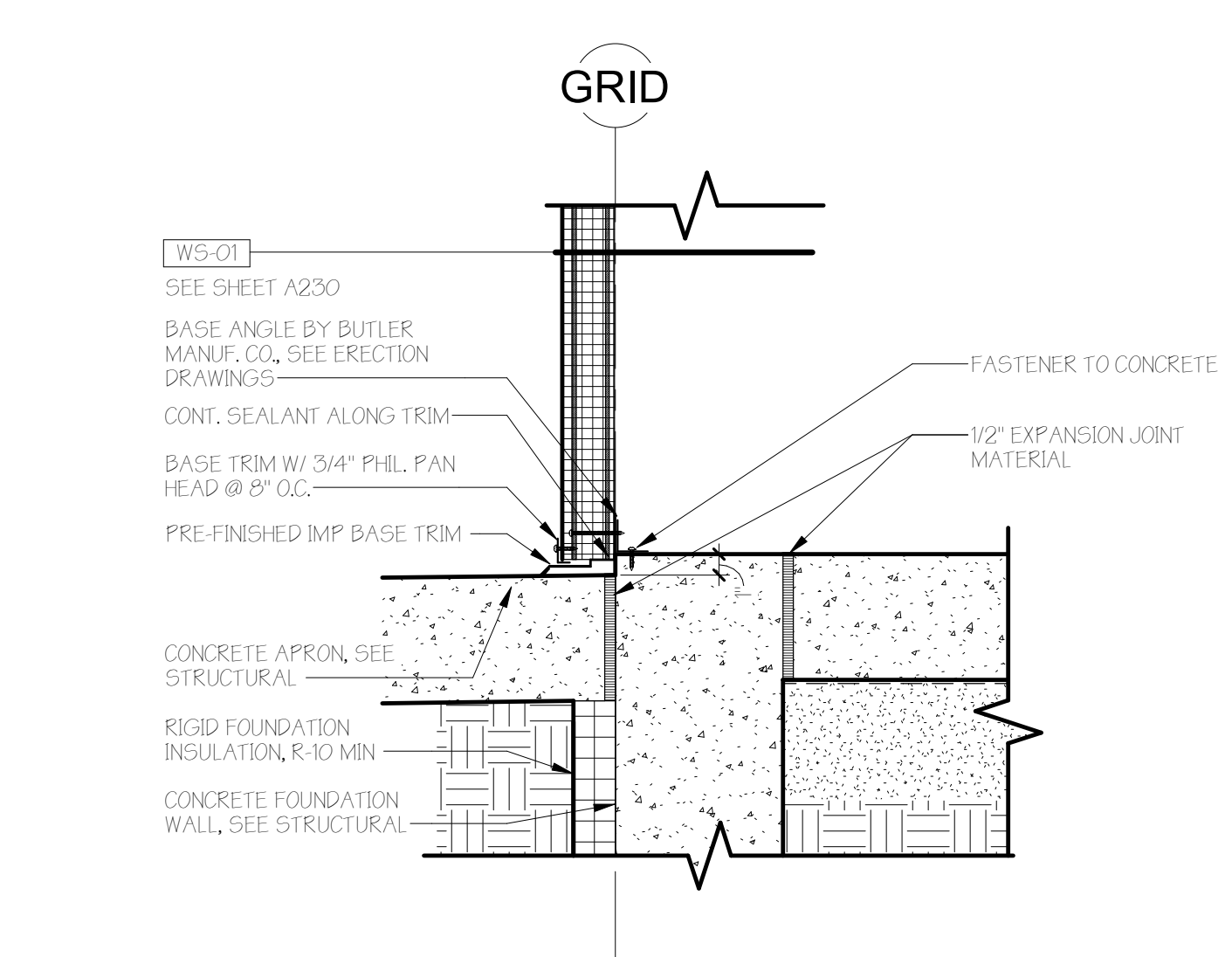
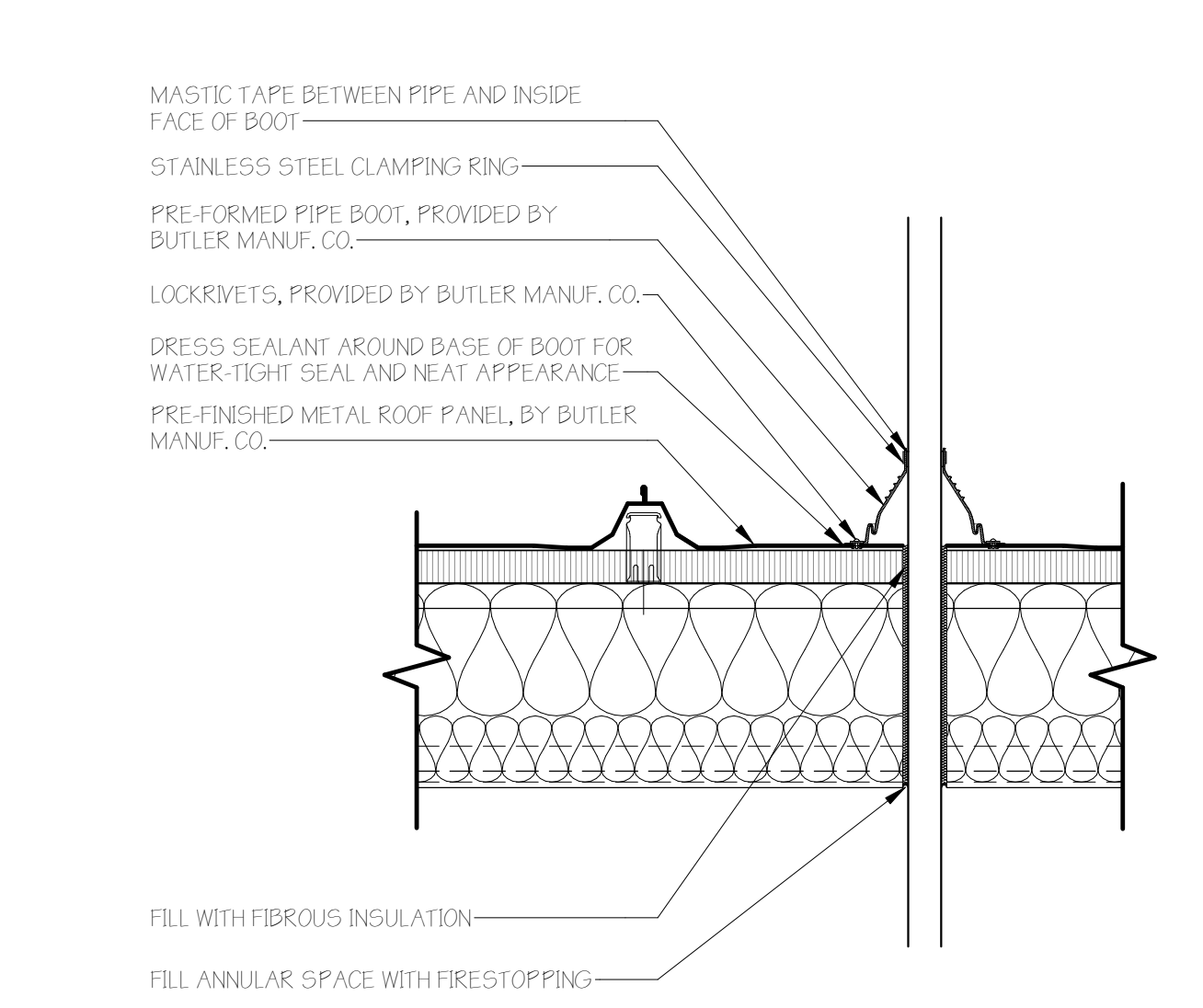
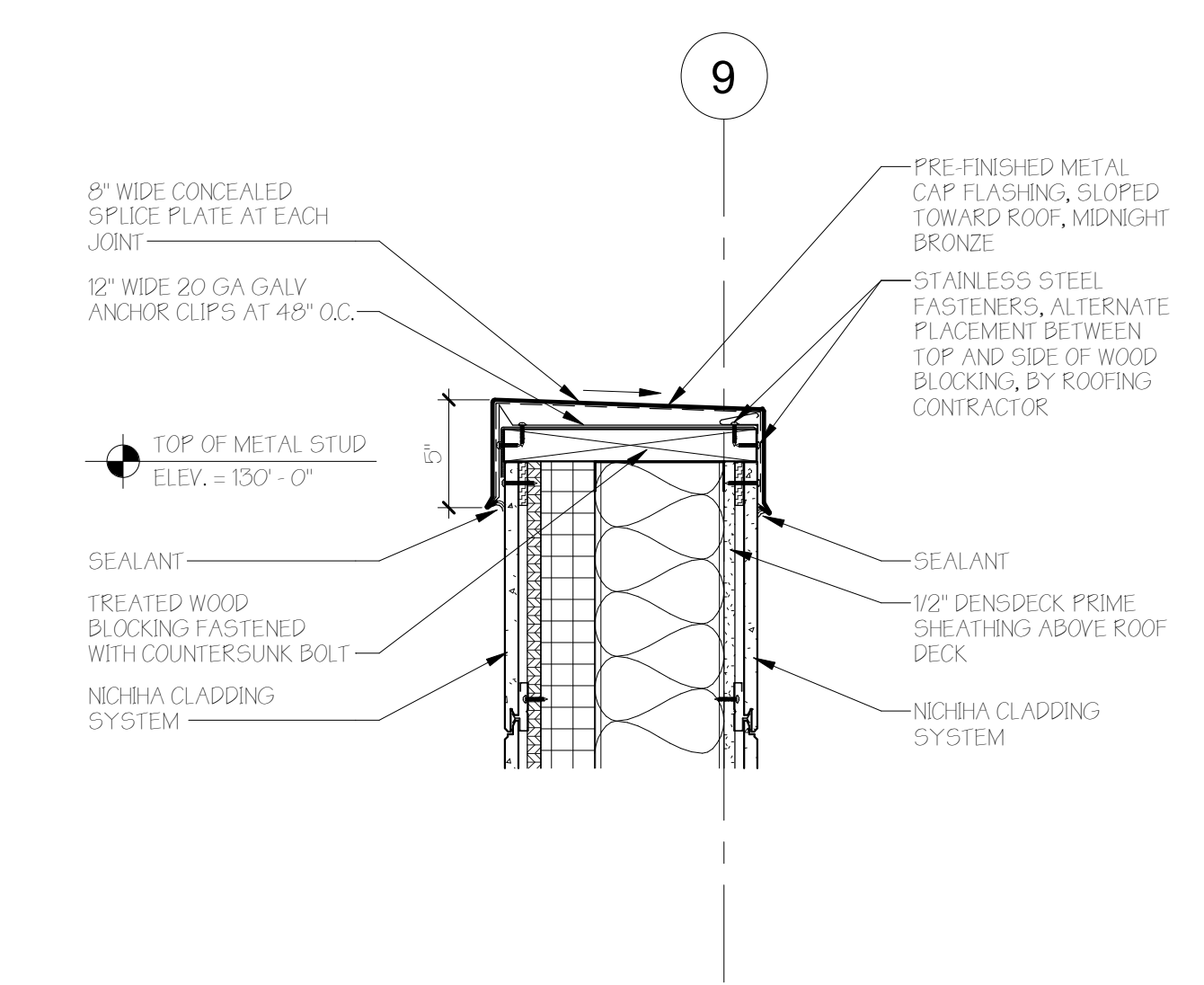
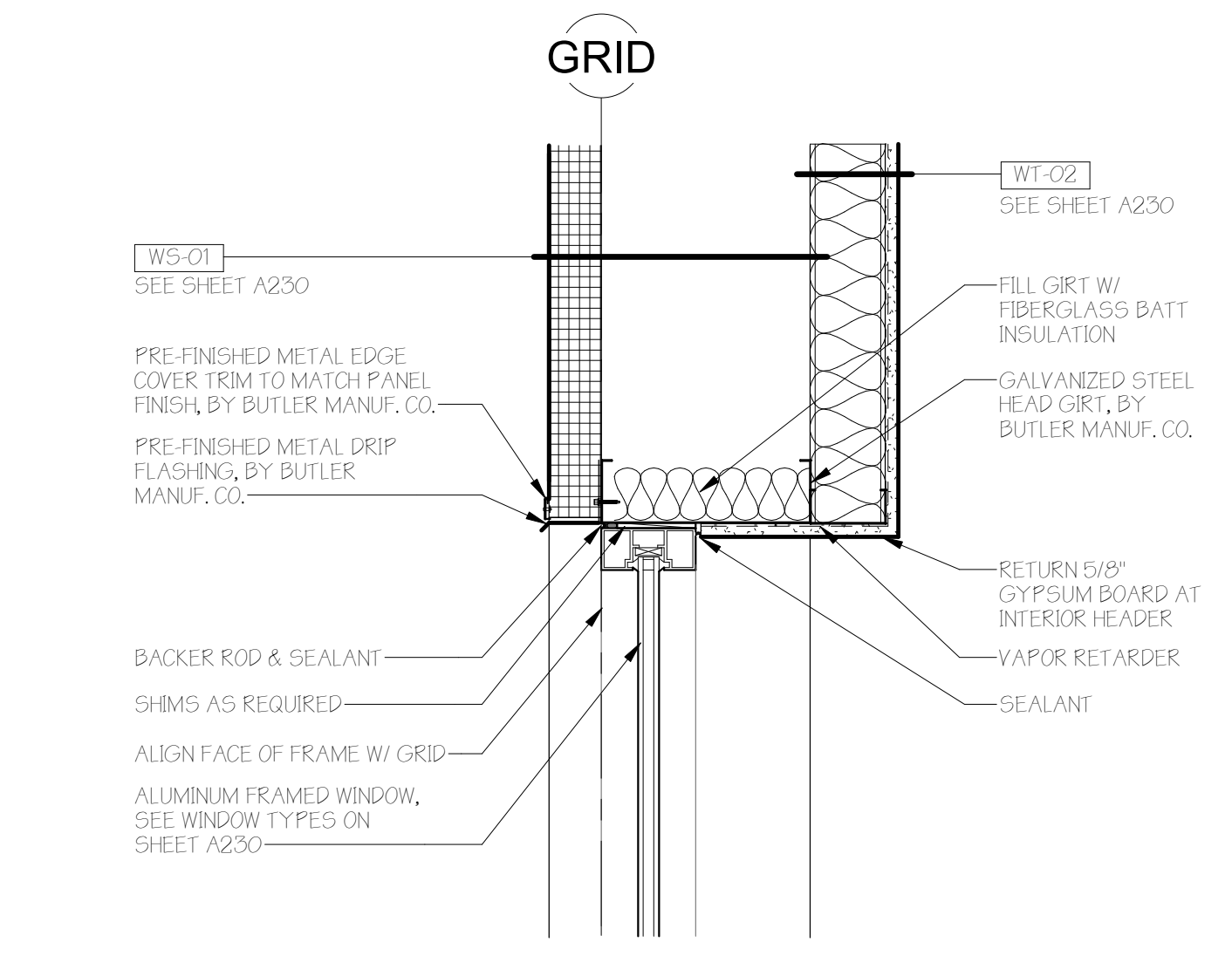
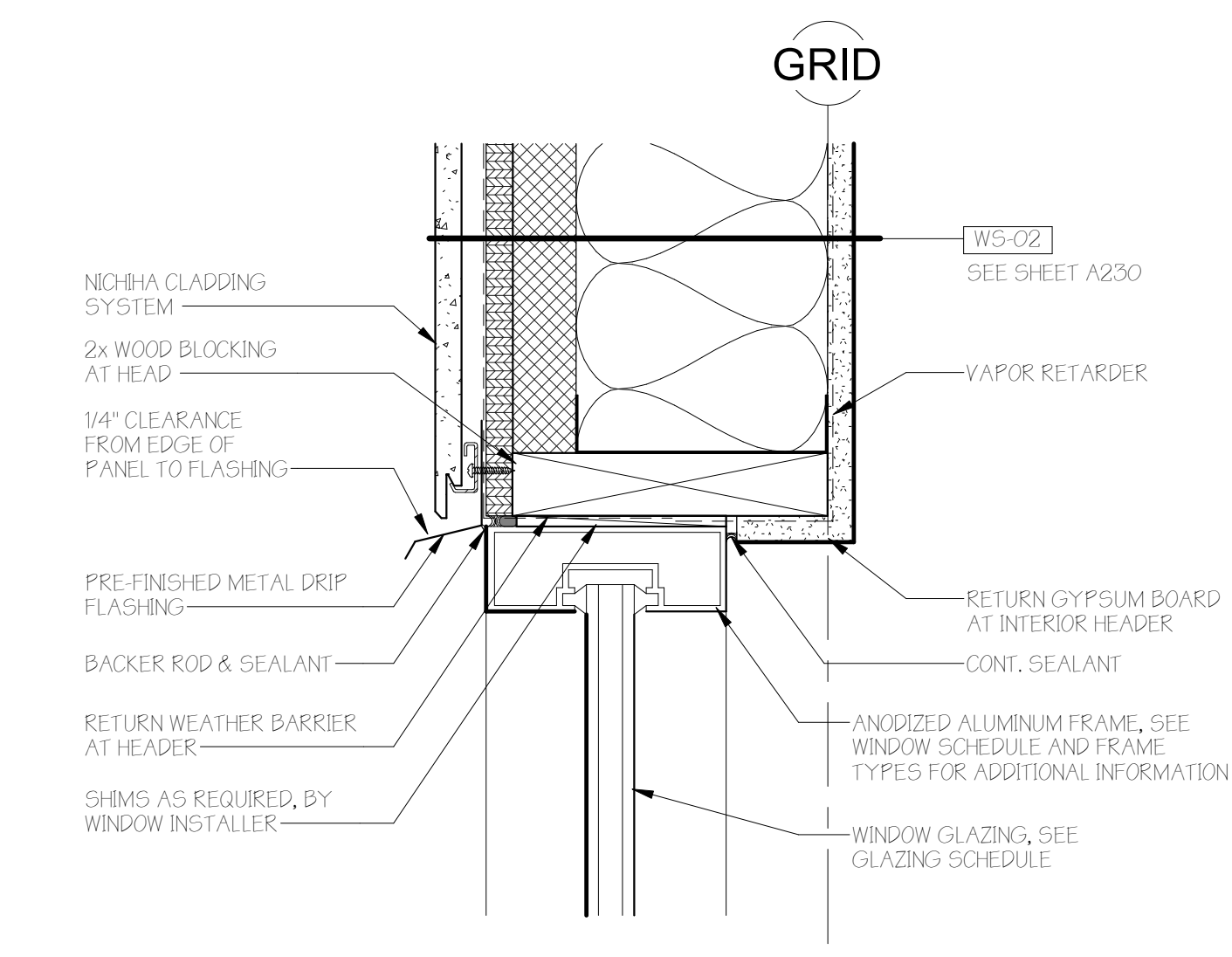
I hereby certify that this plan, specifications, or report was prepared by me or under my direct supervision and that I am a duly licensed Architect under the laws of the State of MN.

Don F. Larson
Reg. No. 45747
Date: 05.05.25

NOTICE: This document ("Instrument of Service") was prepared by Rice Companies, Inc. ("RICE") specifically for the referenced project and is not intended for any other use. RICE reserves all common law, statutory and other reserved rights, including copyrights. This Instrument of Service shall not be used on other projects, for additions to this project or for completion of this project by others without RICE's prior written consent. Any unauthorized use of this Instrument of Service shall be prohibited.



A420



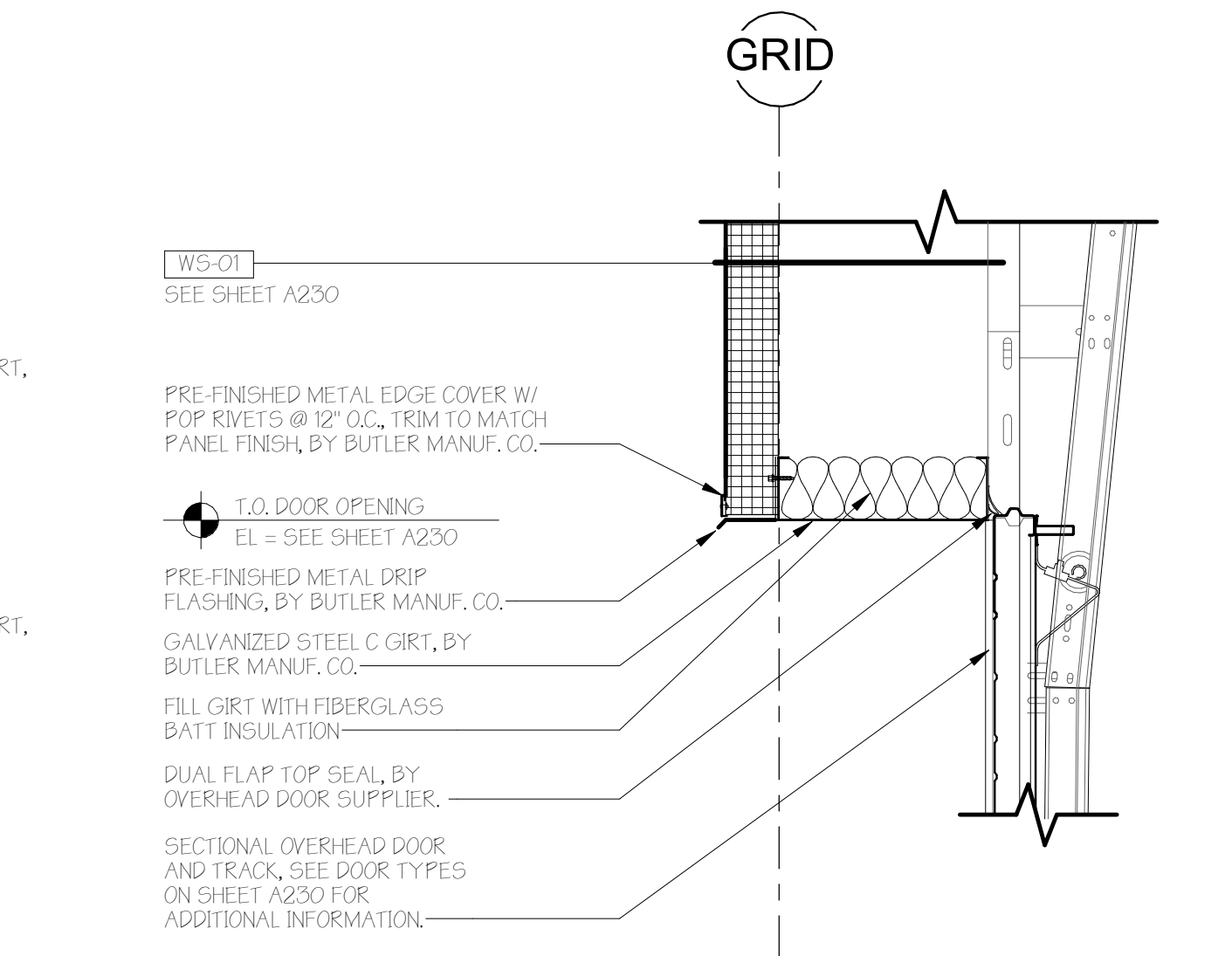
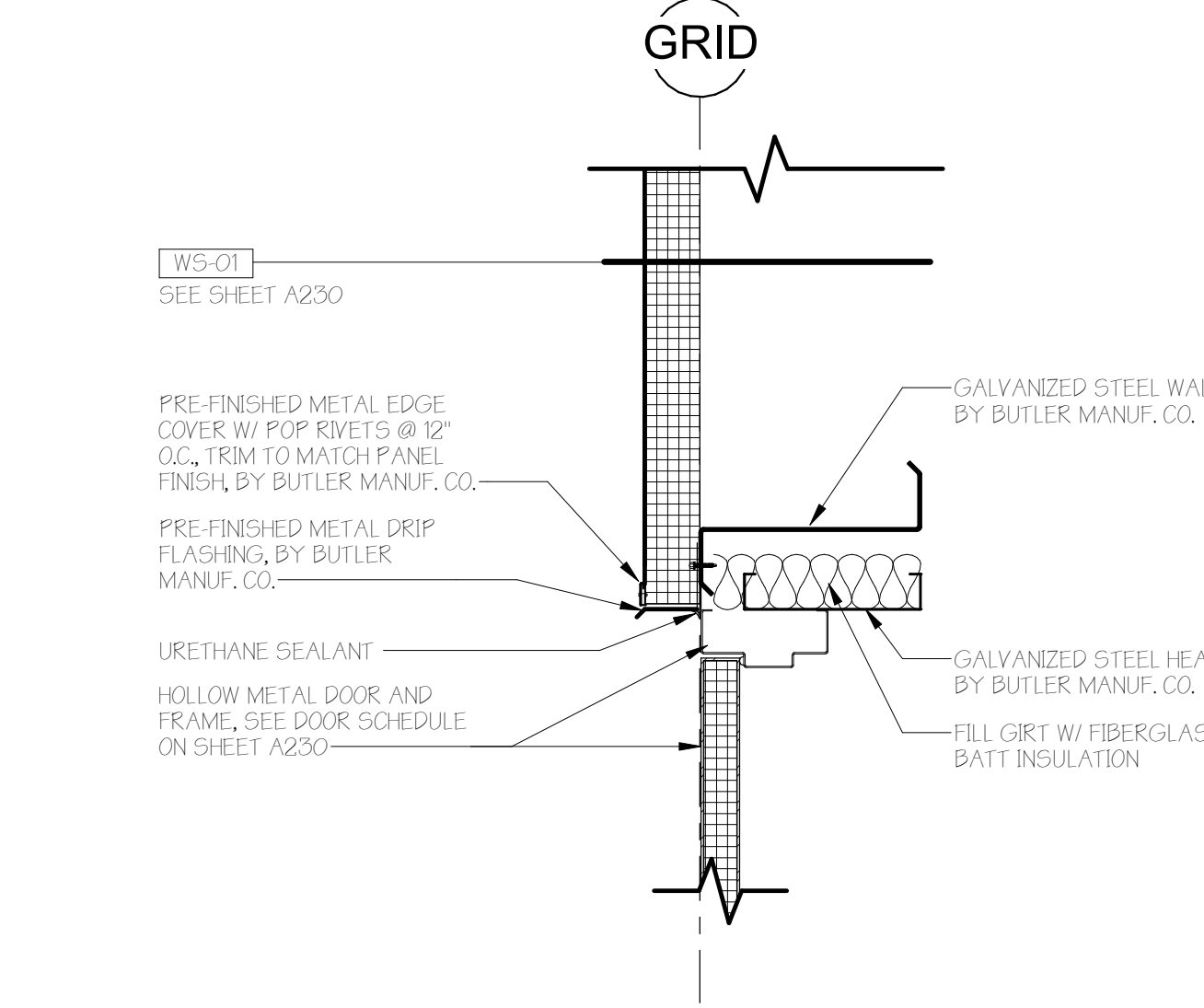
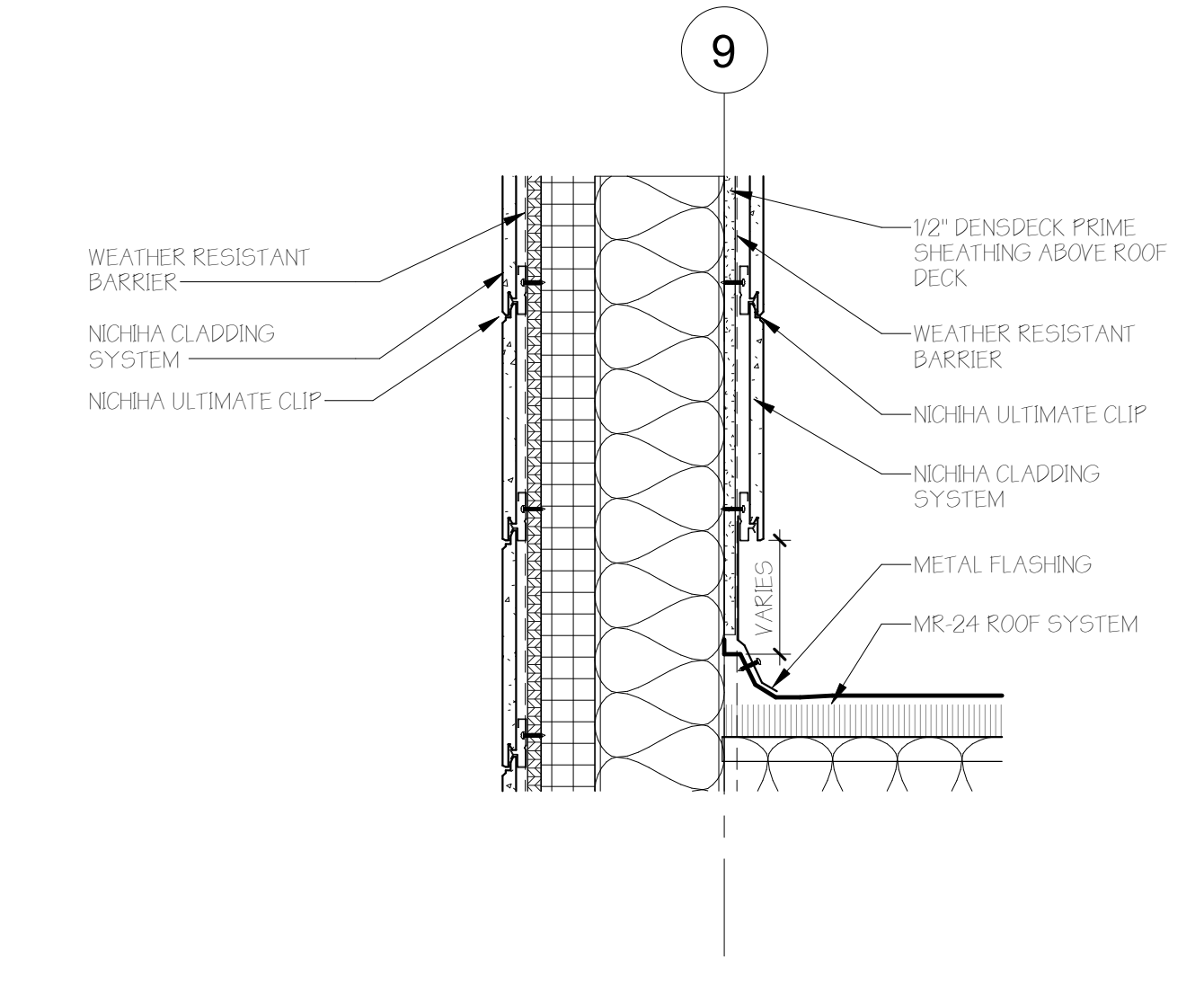
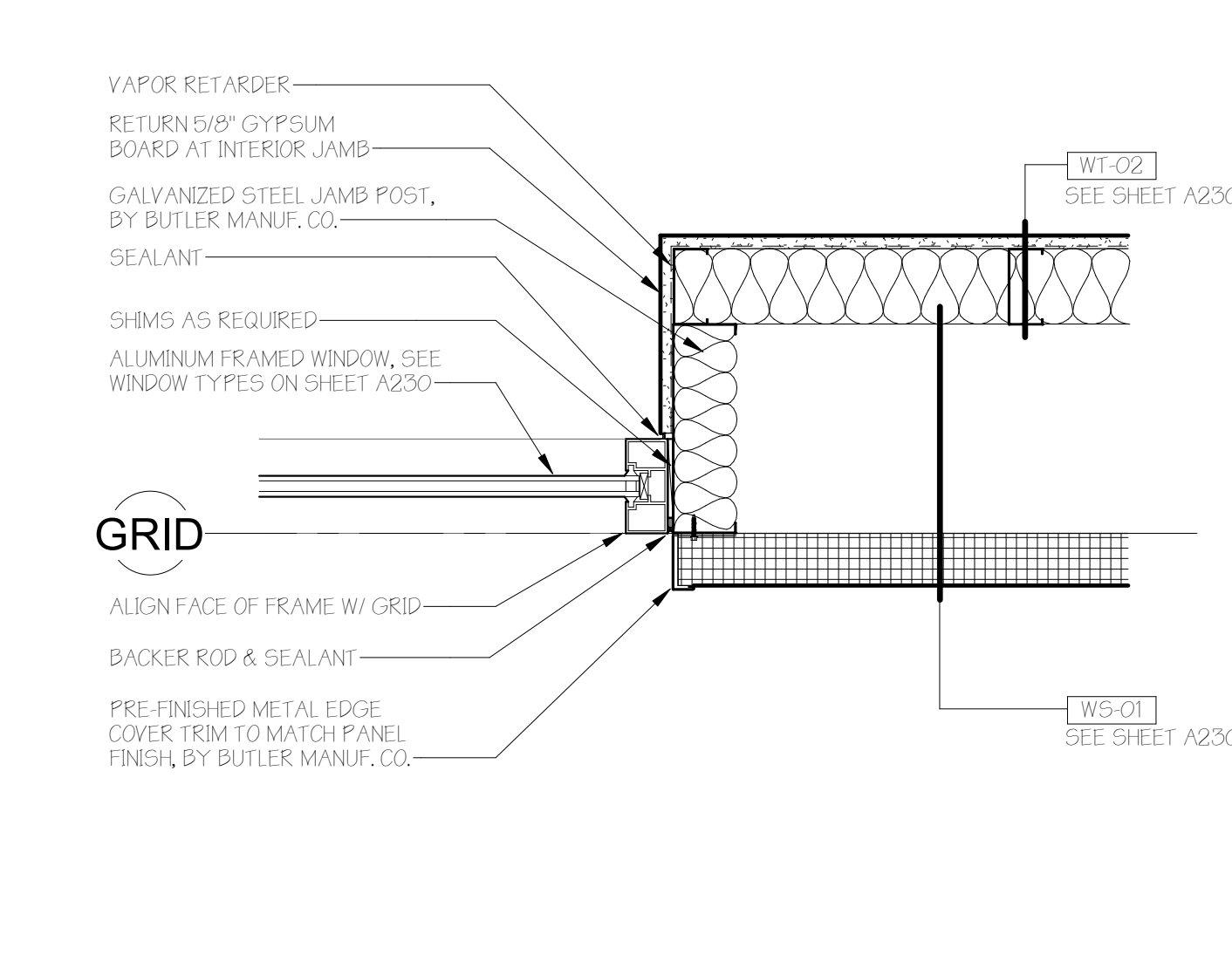
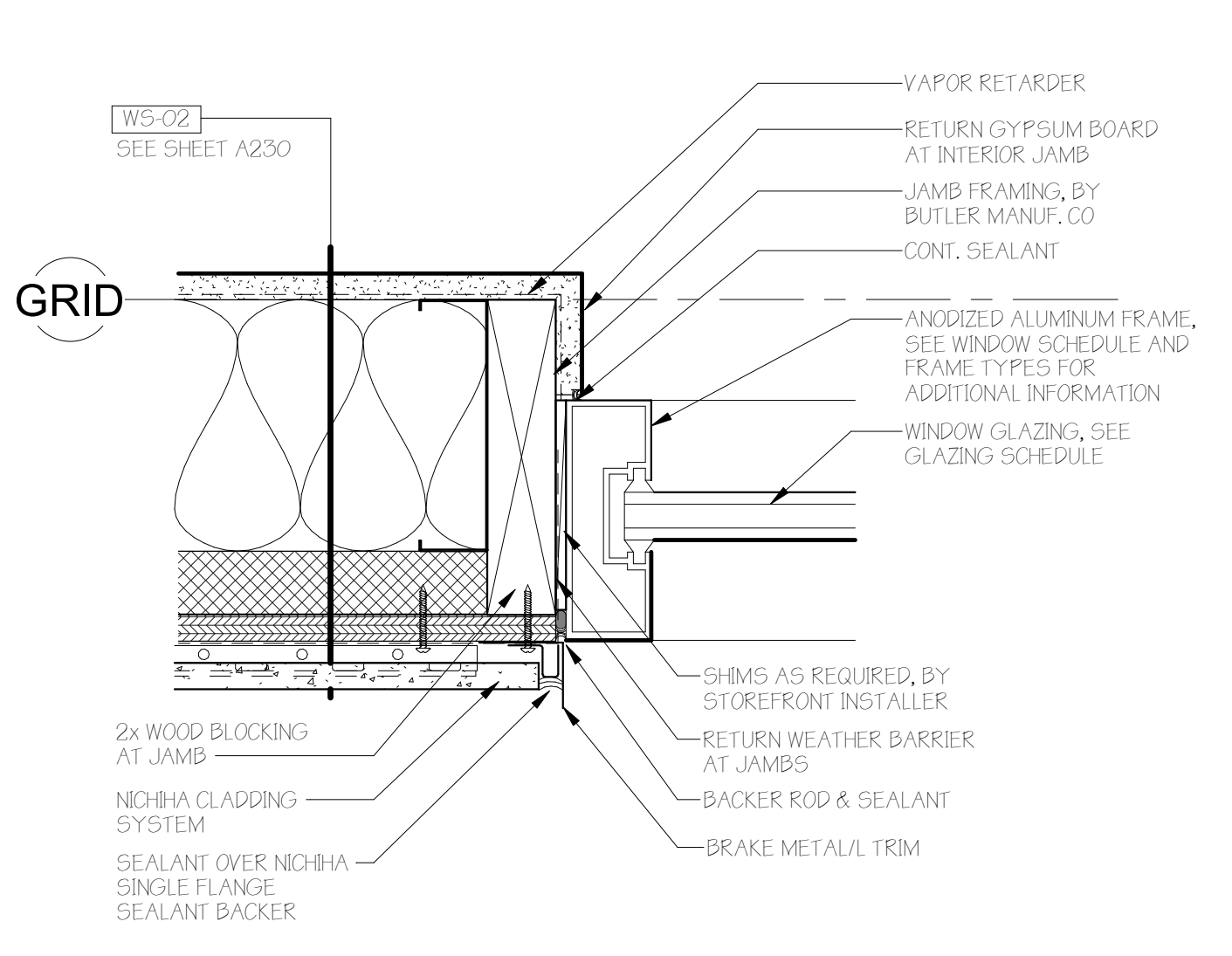
20 DETAIL @ EXTERIOR ALUM WINDOW HEAD (WS-02)
3\"/>

19 DETAIL @ EXTERIOR ALUM WINDOW HEAD (WS-01)
1 1/2\"/>

18 DETAIL @ PARAPET CAP (TYP.)
1 1/2\"/>

17 DETAIL @ ROOF PENETRATION
1 1/2\"/>

16 DETAIL @ WALL BASE TRIM APRON (WS-01)
1 1/2\"/>



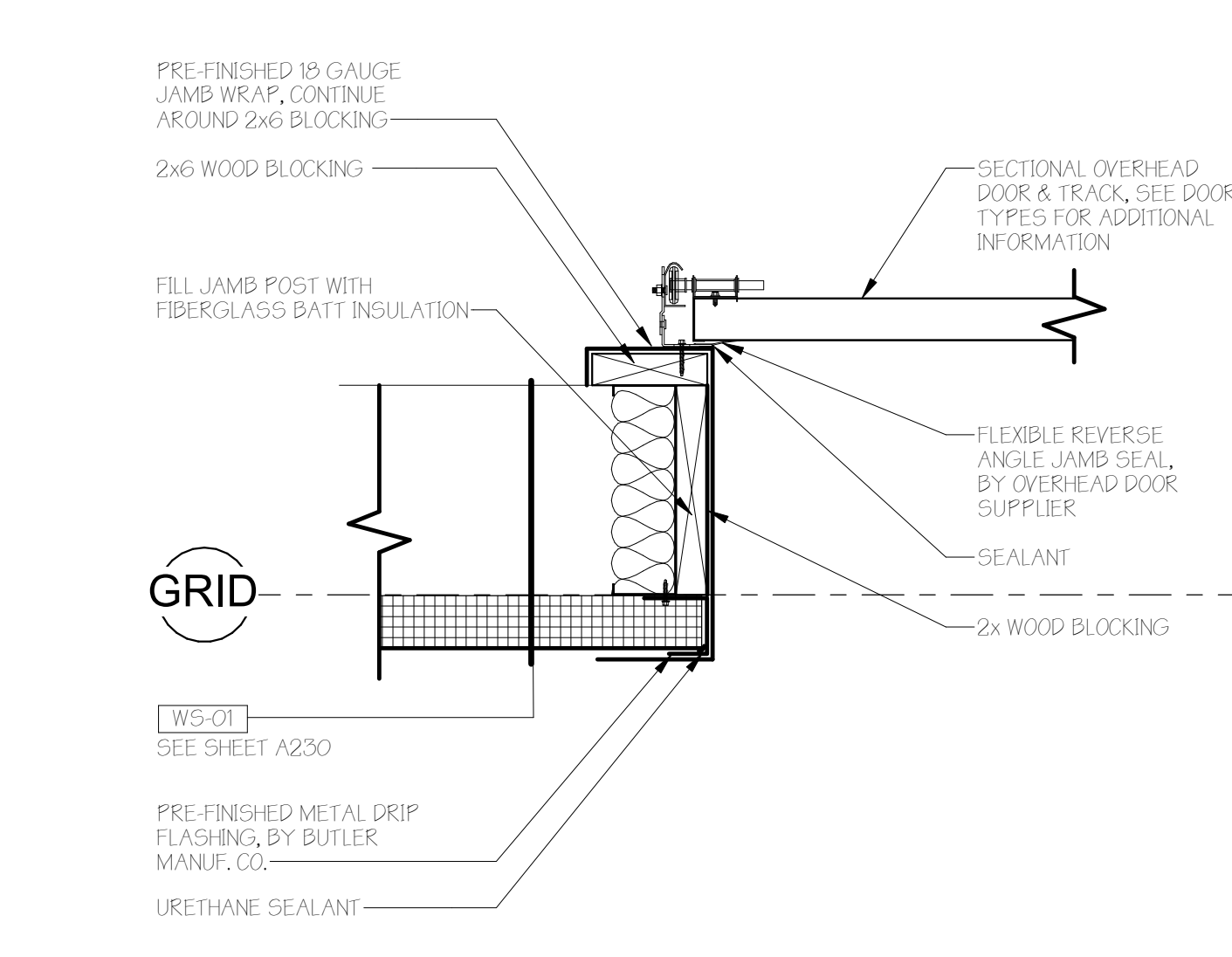
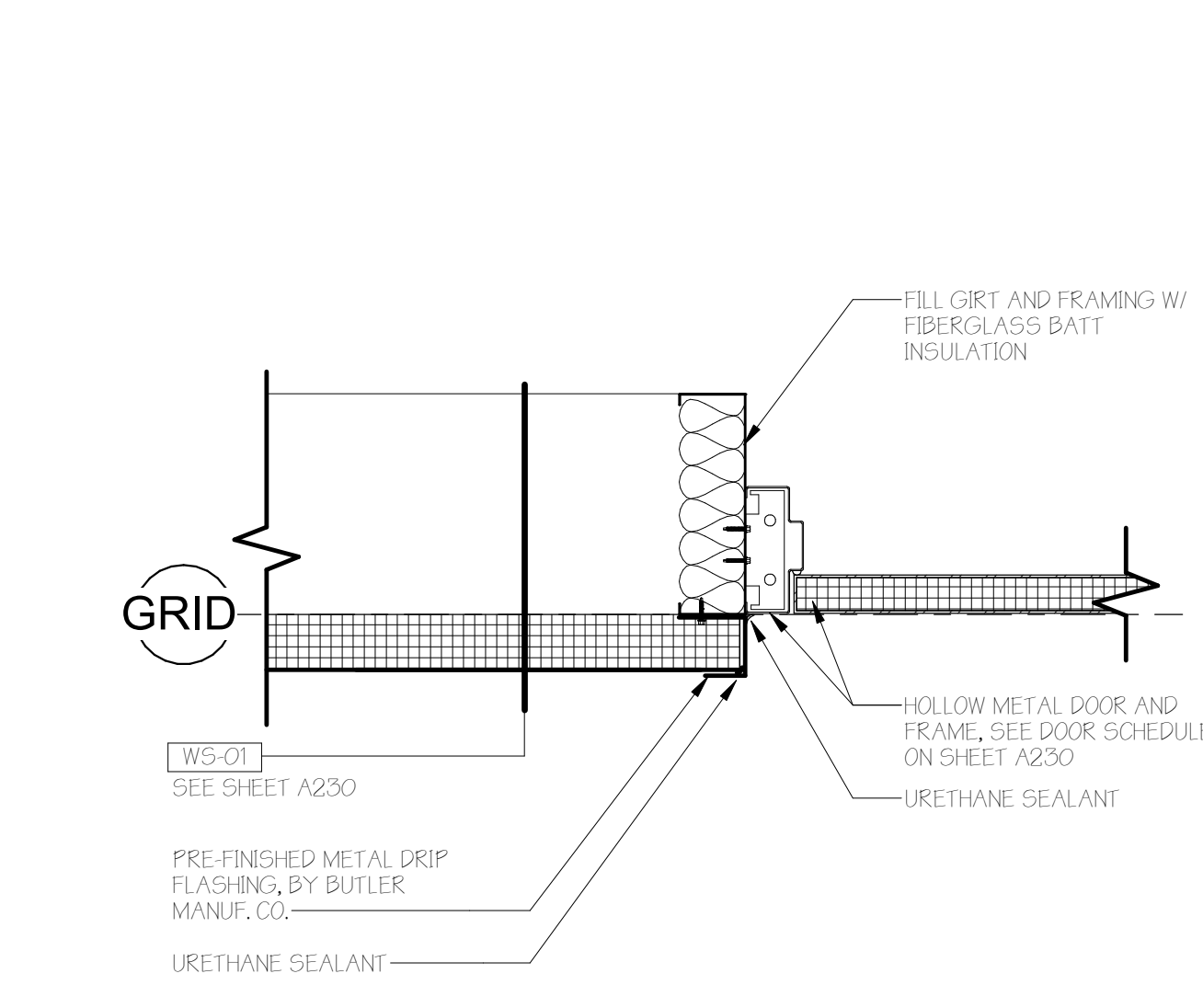
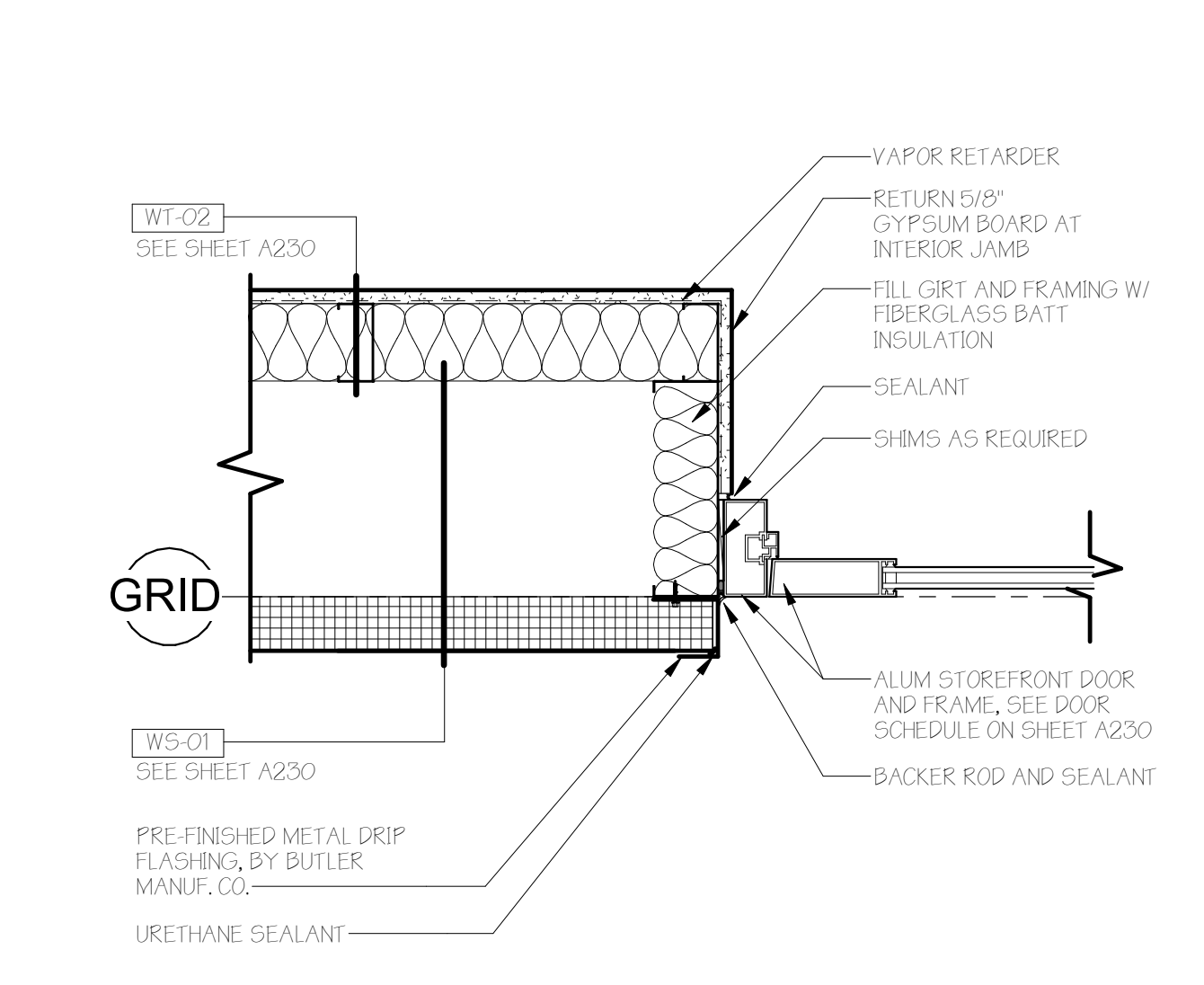
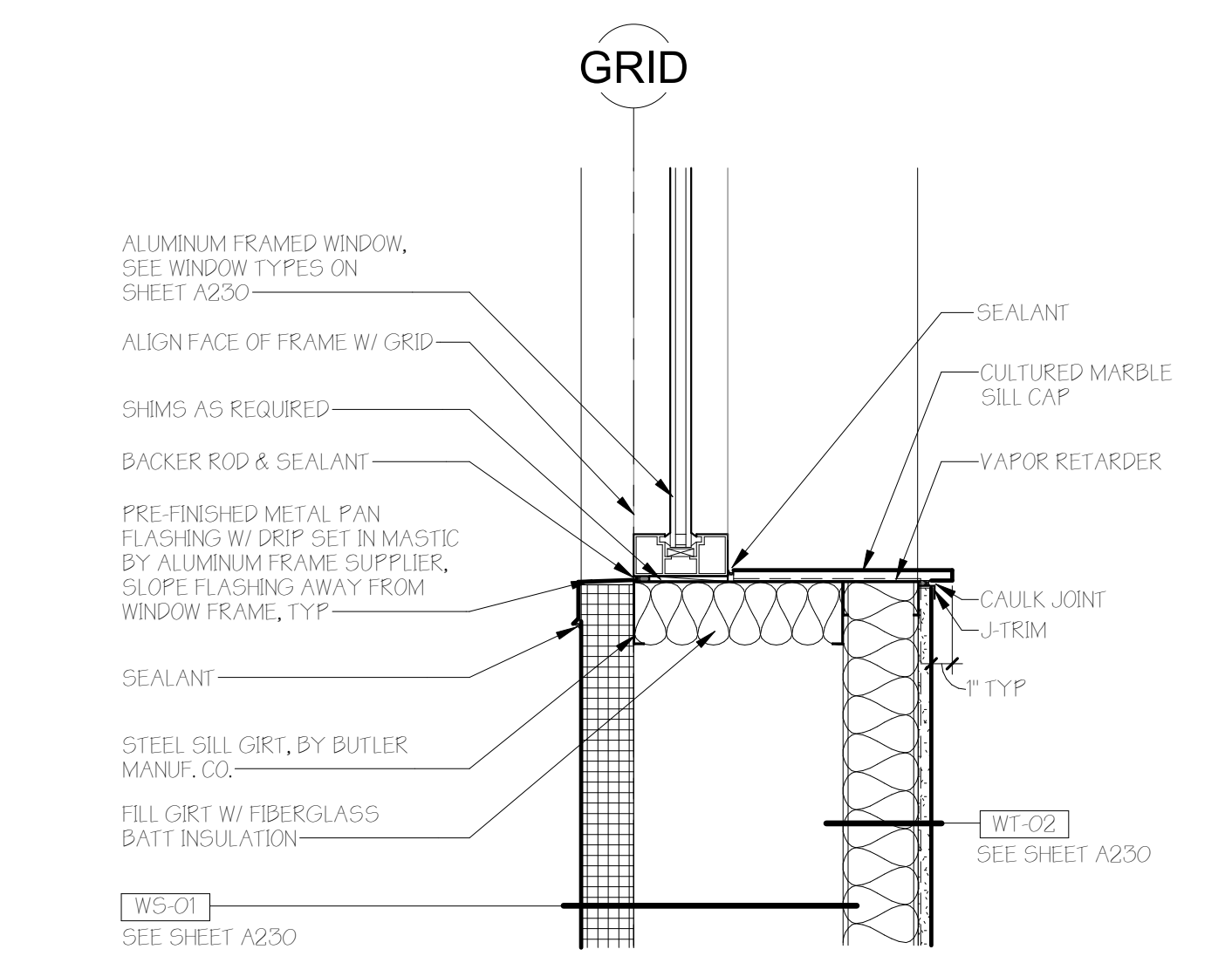
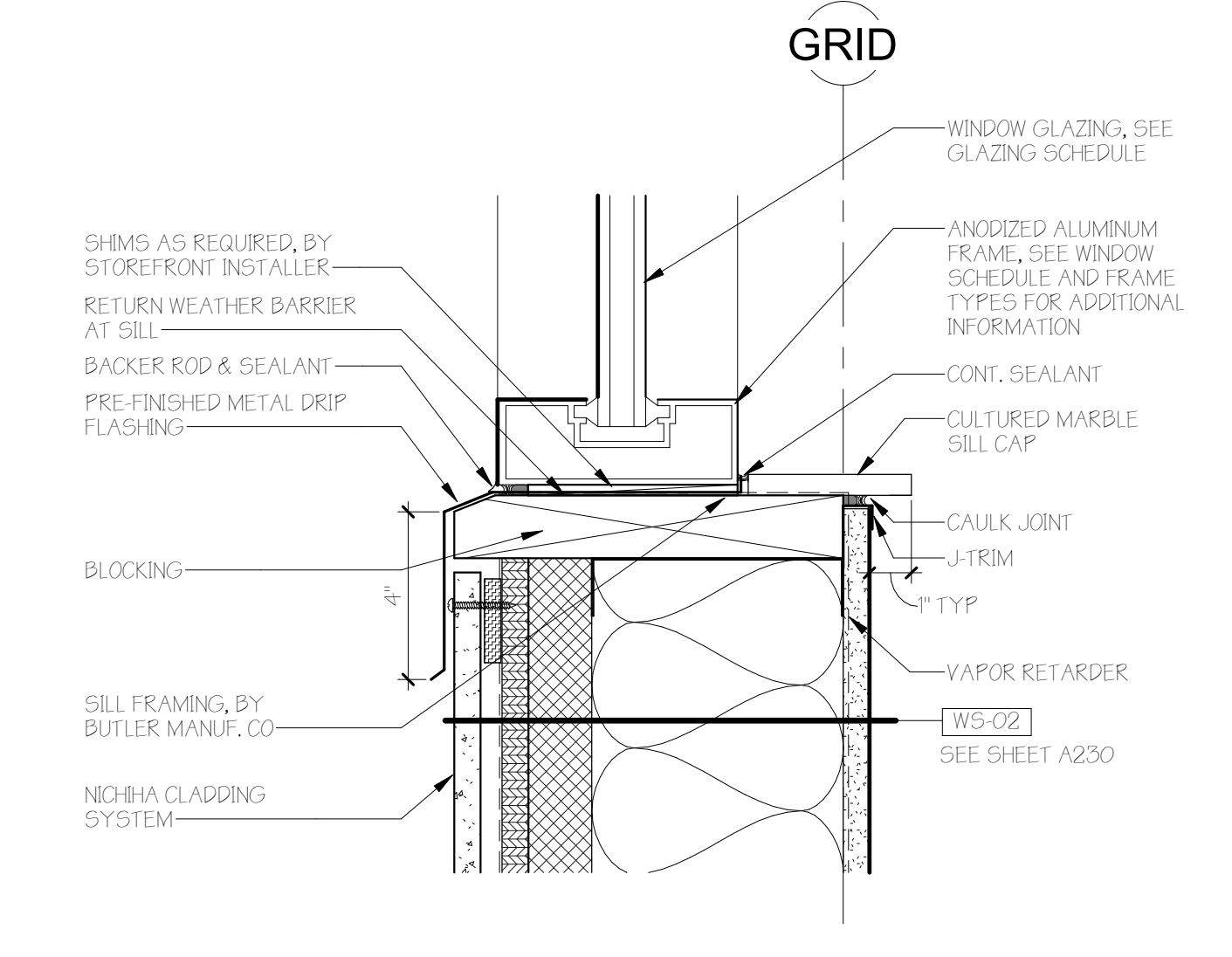
15 DETAIL @ EXTERIOR ALUM WINDOW JAMB (WS-02)
3\"/>

14 DETAIL @ EXTERIOR ALUM WINDOW JAMB (WS-01)
1 1/2\"/>

13 DETAIL @ PARAPET/MR-24 CONNECTION
1 1/2\"/>

12 DETAIL @ EXTERIOR HM DOOR HEADER
1 1/2\"/>

11 DETAIL @ OVERHEAD DOOR HEADER
1 1/2\"/>



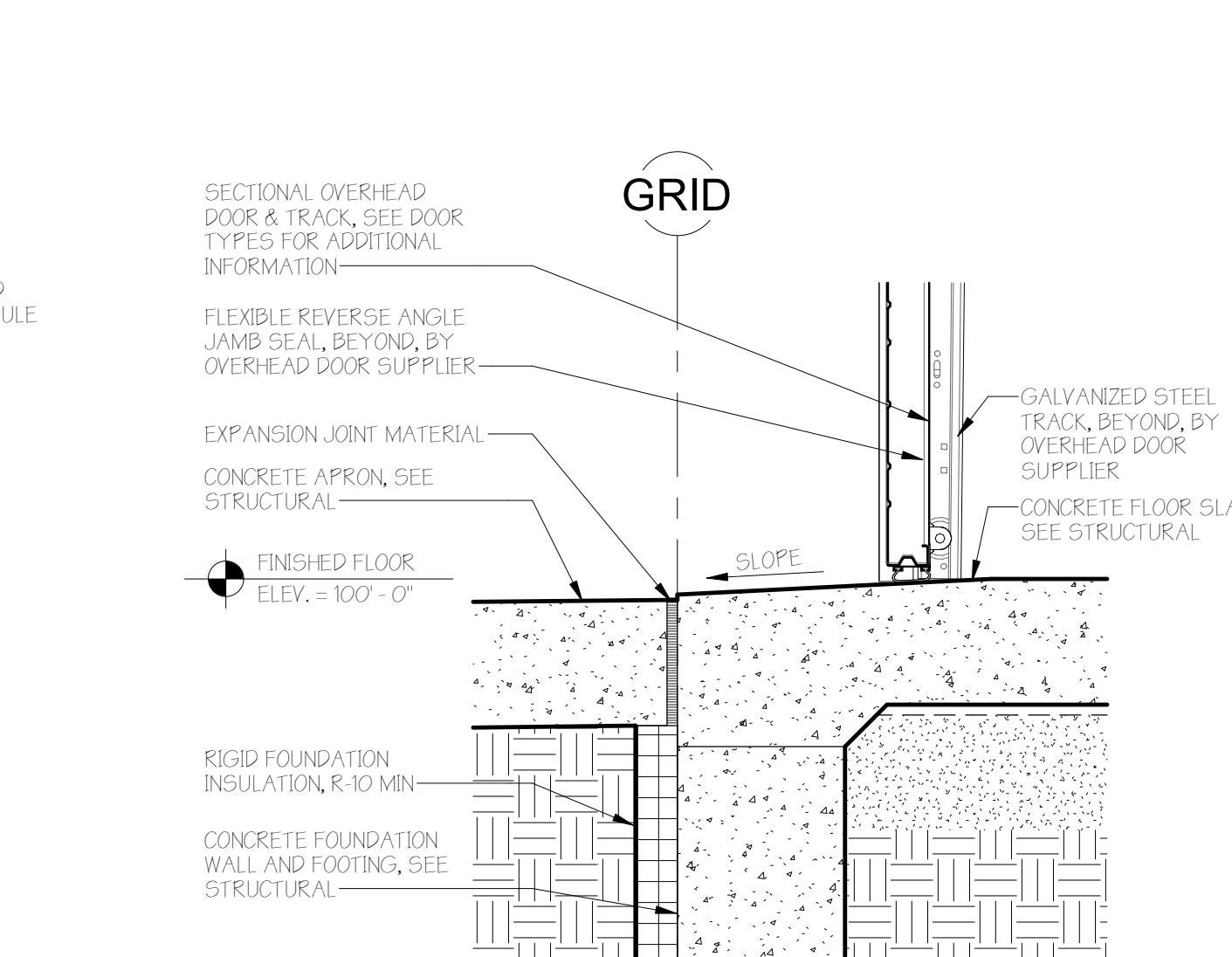
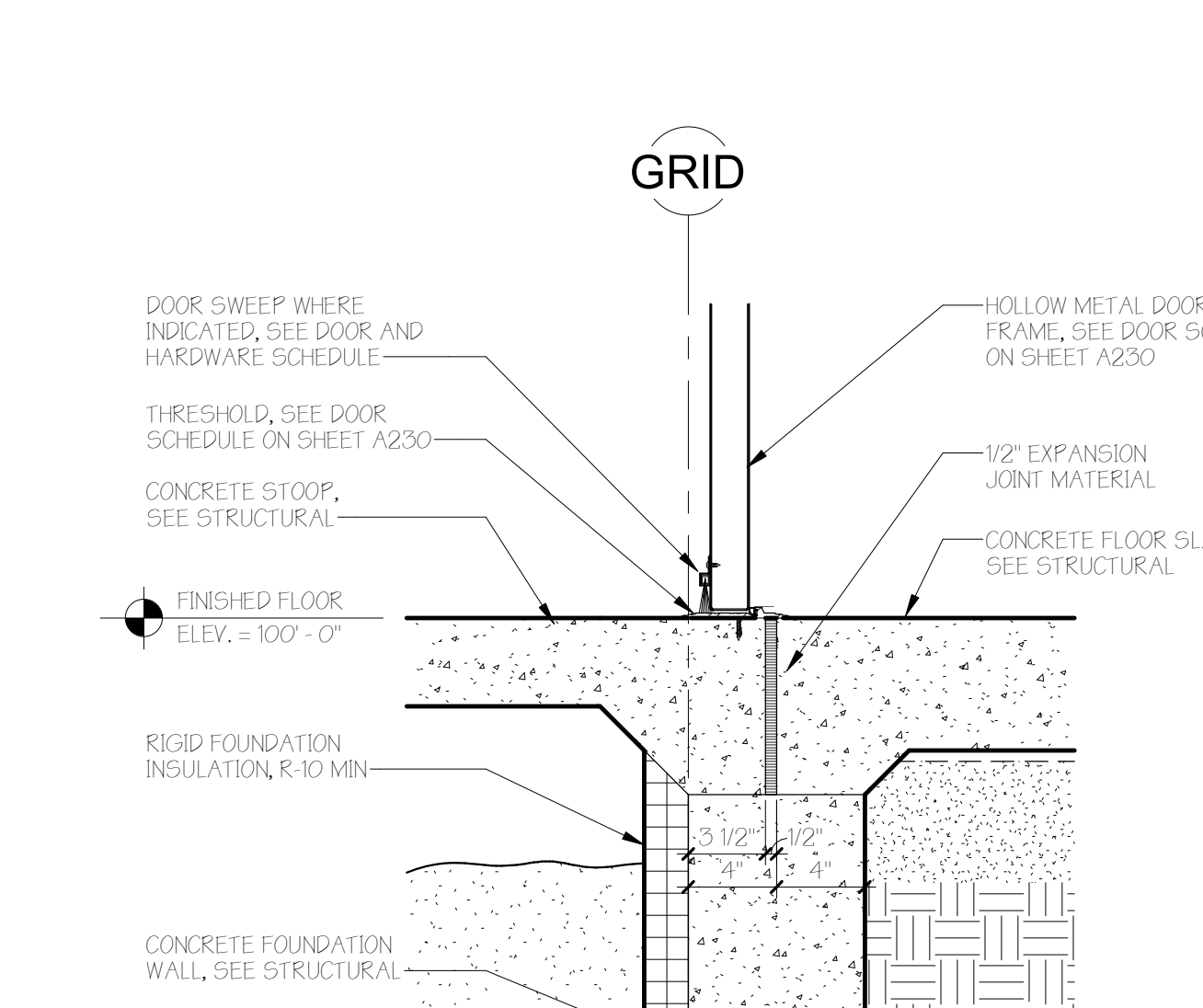
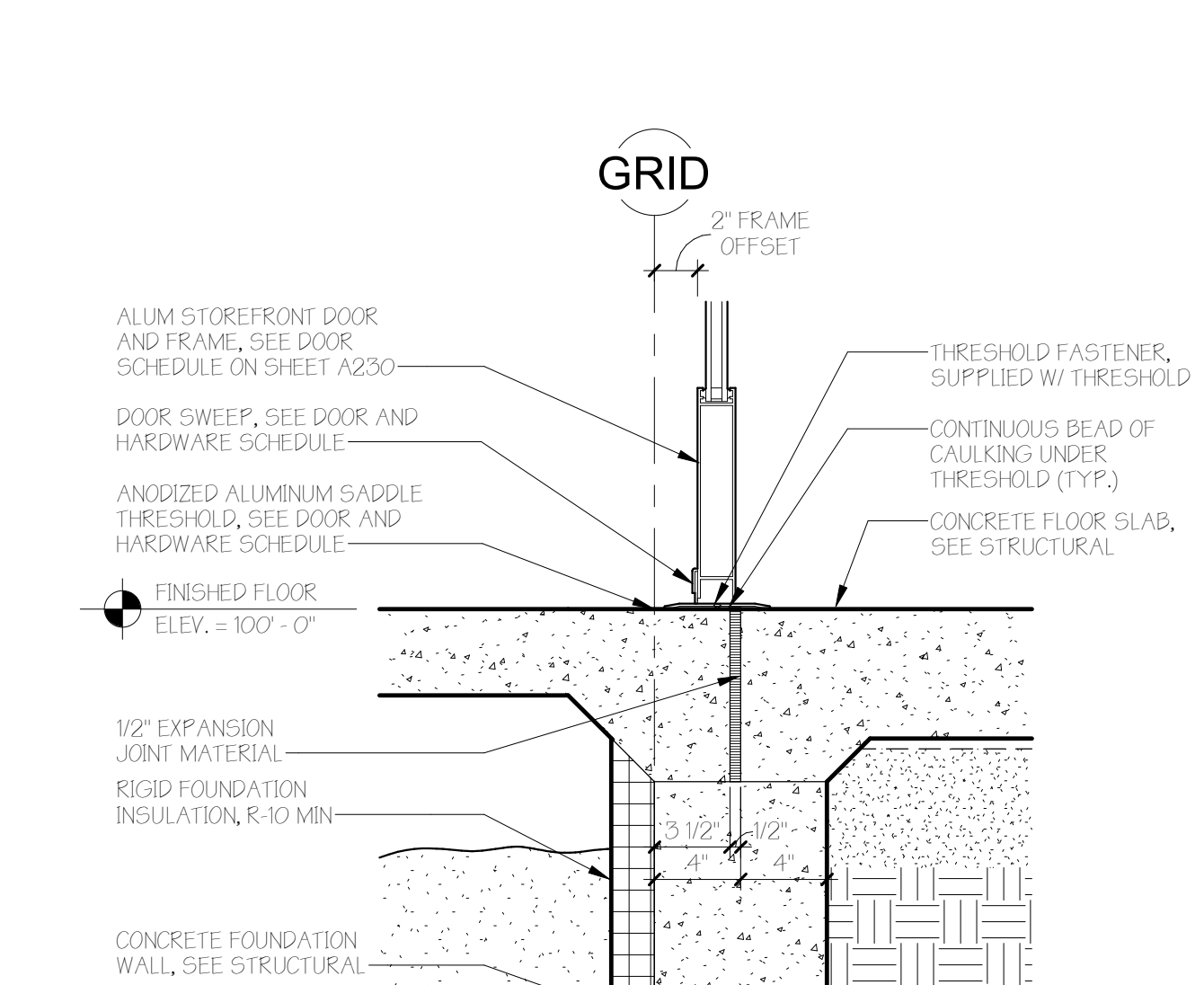
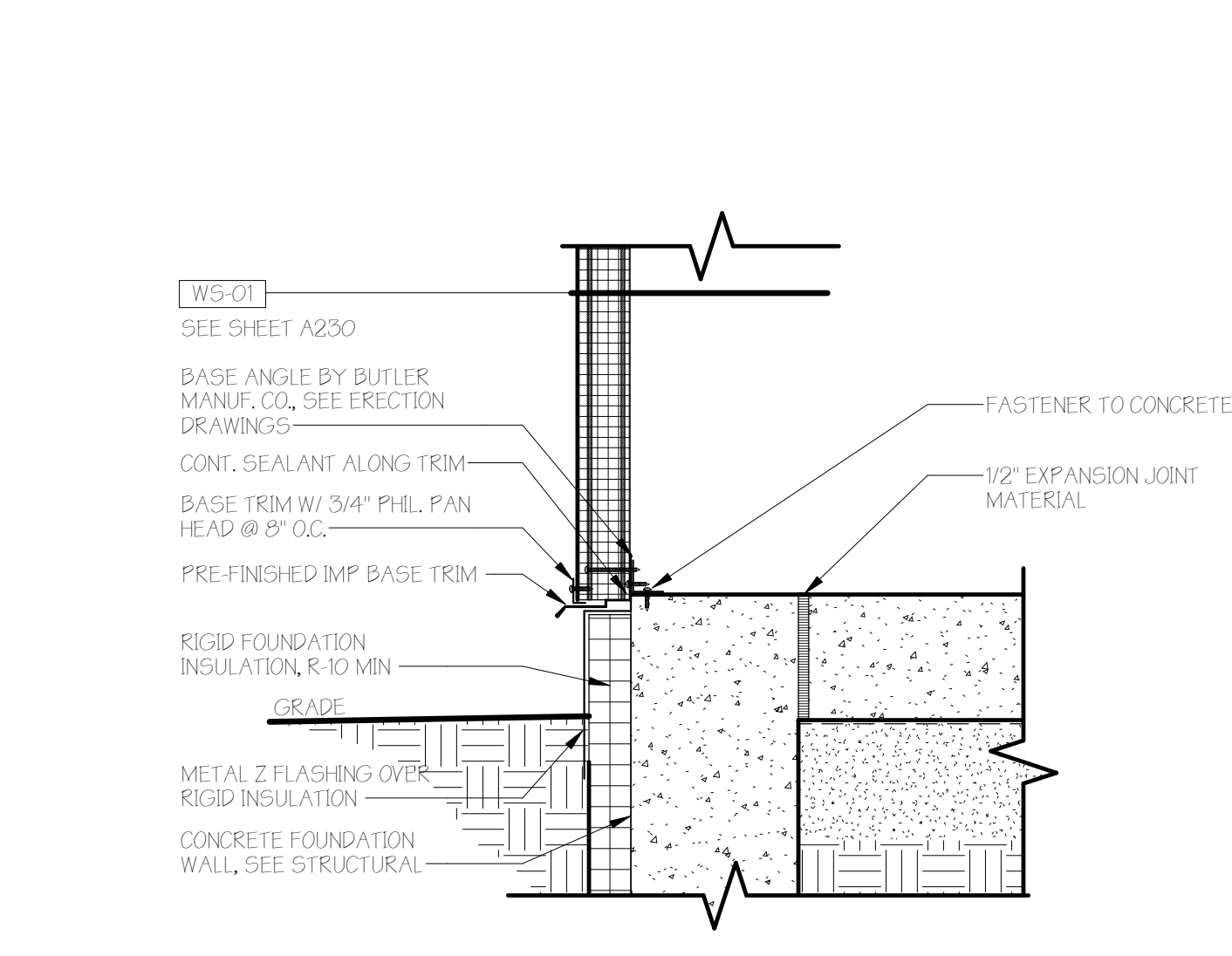
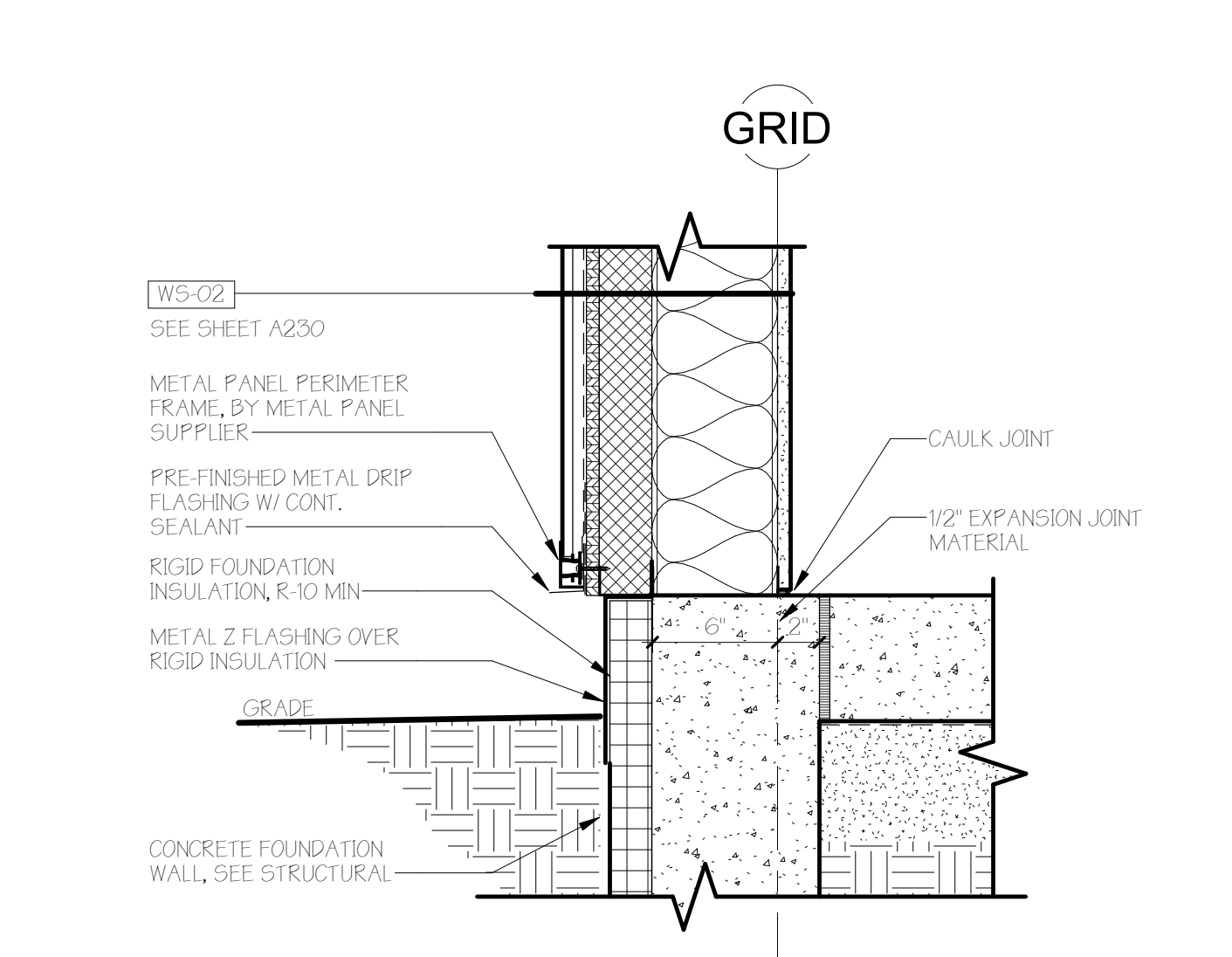
10 DETAIL @ EXTERIOR ALUM WINDOW SILL (WS-02)
3\"/>

9 DETAIL @ EXTERIOR ALUM WINDOW SILL (WS-01)
1 1/2\"/>

8 DETAIL @ EXTERIOR ALUM DOOR JAMB
1 1/2\"/>

7 DETAIL @ EXTERIOR HM DOOR JAMB
1 1/2\"/>

6 DETAIL @ OVERHEAD DOOR JAMB
1 1/2\"/>



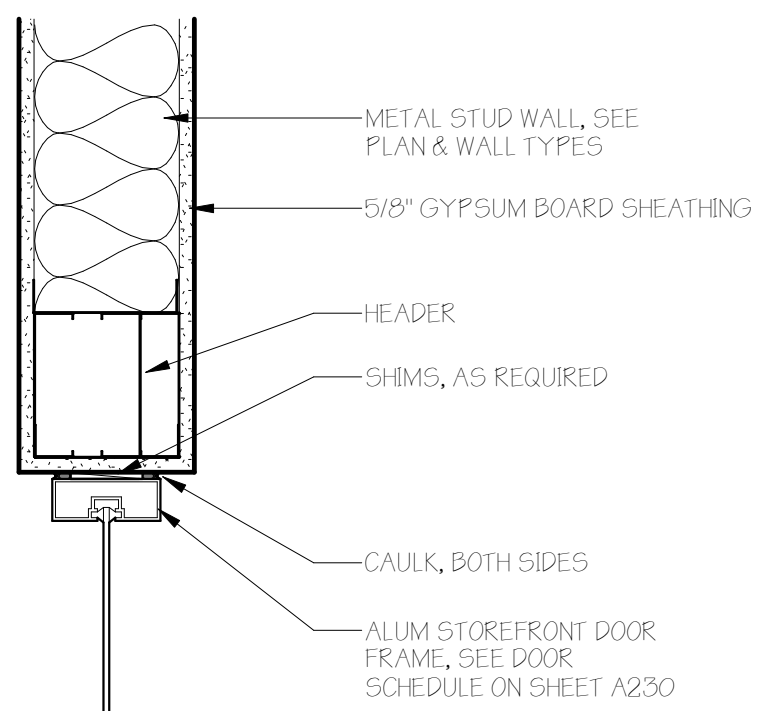
5 DETAIL @ WALL BASE TRIM (WS-02)
1 1/2\"/>

4 DETAIL @ WALL BASE TRIM (WS-01)
1 1/2\"/>

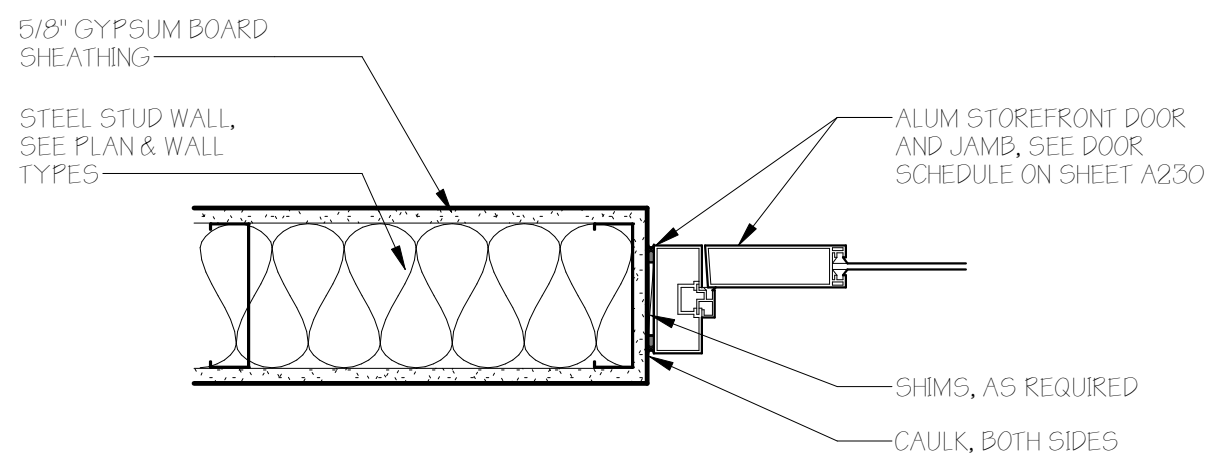
3 DETAIL @ EXTERIOR ALUM DOOR SILL
1 1/2\"/>

2 DETAIL @ EXTERIOR HM DOOR SILL
1 1/2\"/>

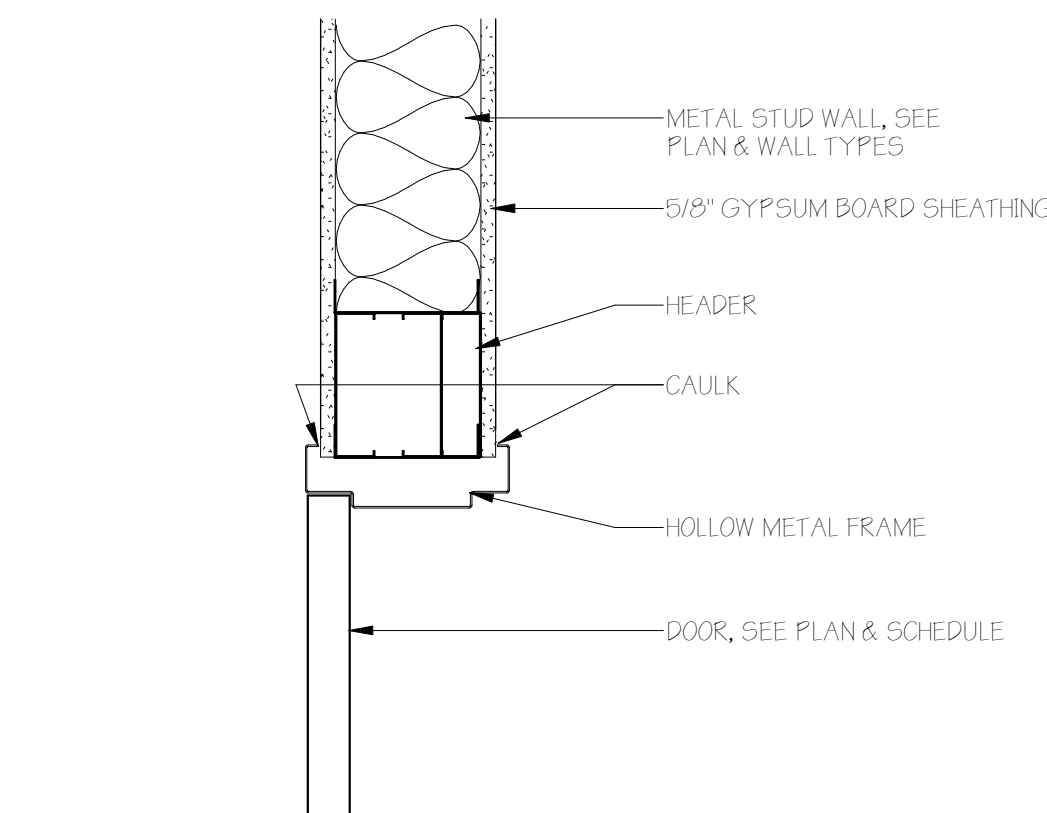
1 DETAIL @ OVERHEAD DOOR SILL
1 1/2\"/>



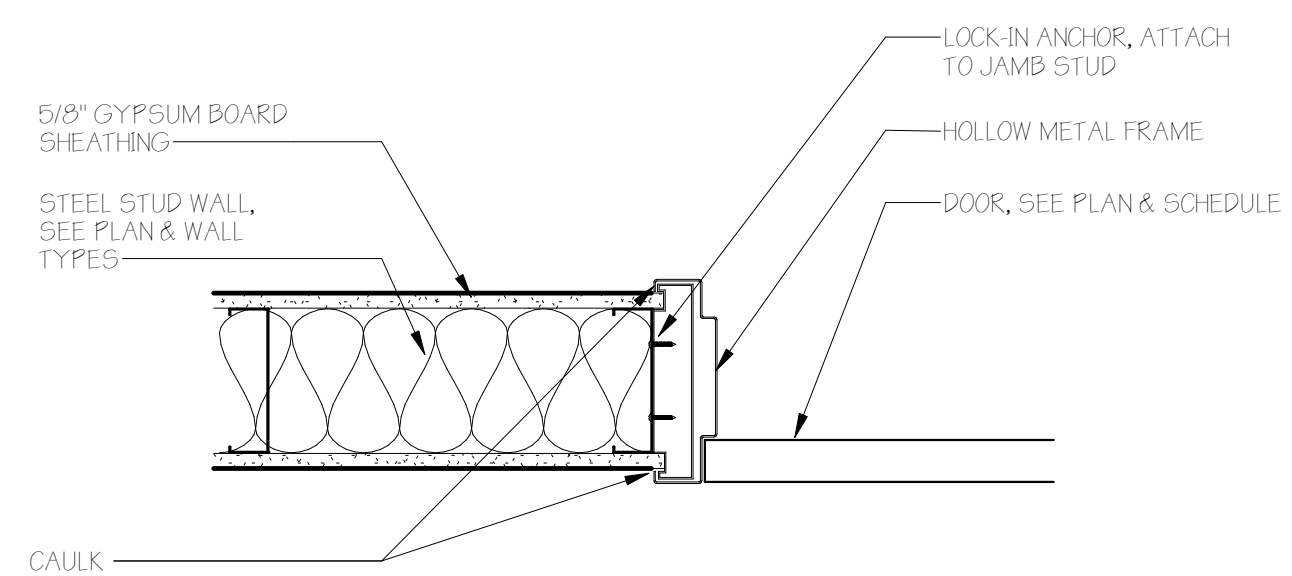
5 **DETAIL @ INTERIOR ALUM DOOR/WINDOW HEADER**
1 1/2" = 1'-0"



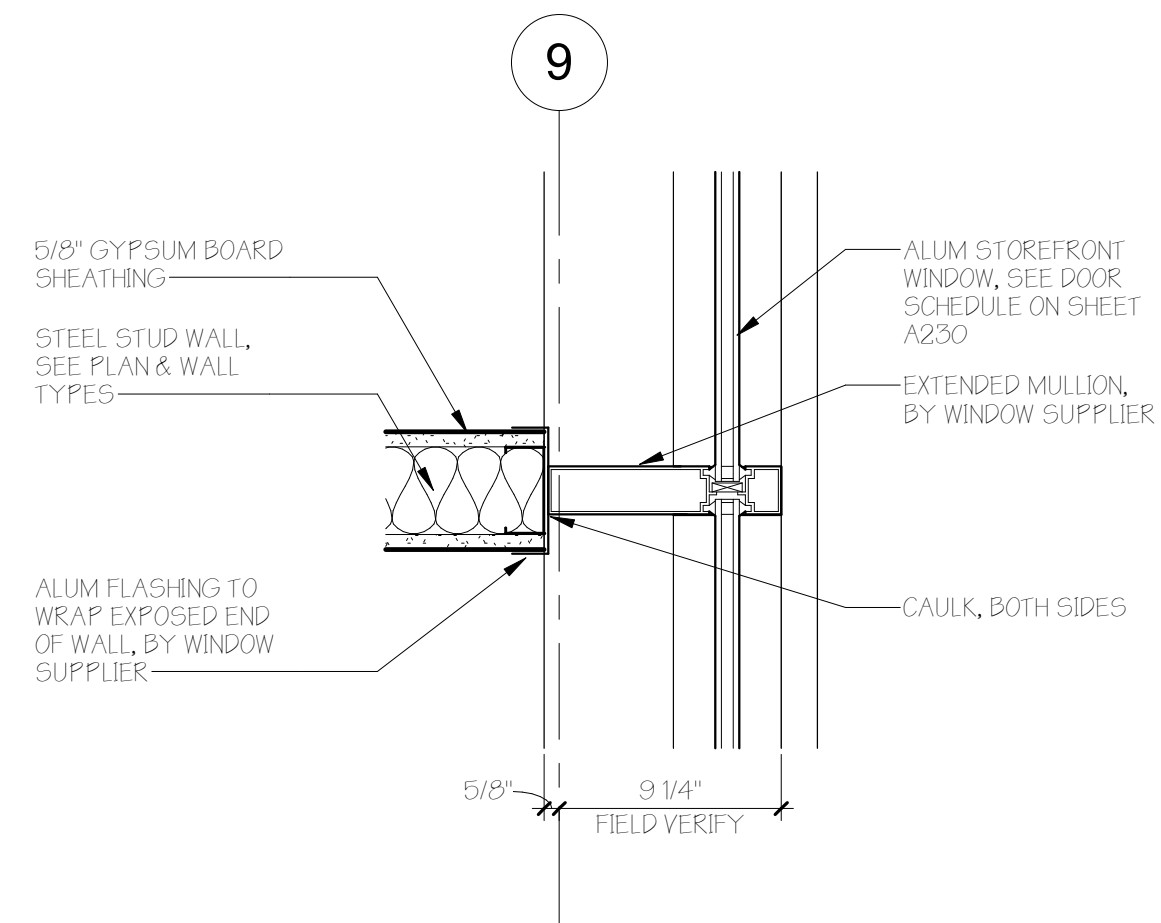
4 **DETAIL @ INTERIOR ALUM DOOR JAMB**
1 1/2" = 1'-0"



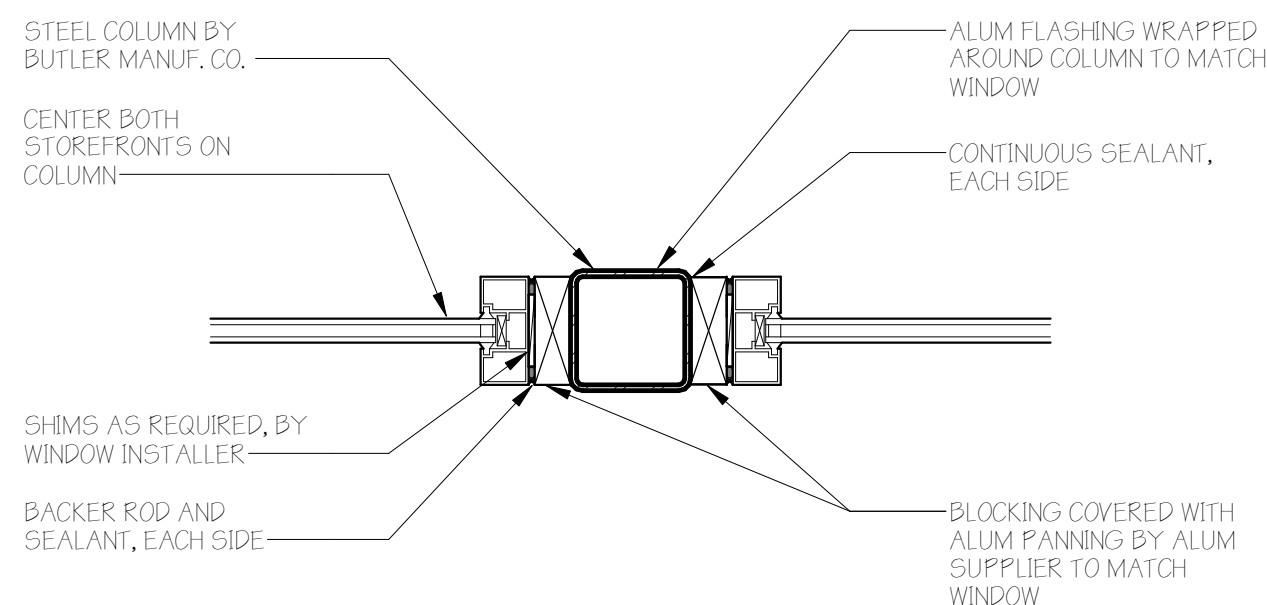
3 **DETAIL @ INTERIOR HM DOOR HEADER**
1 1/2" = 1'-0"



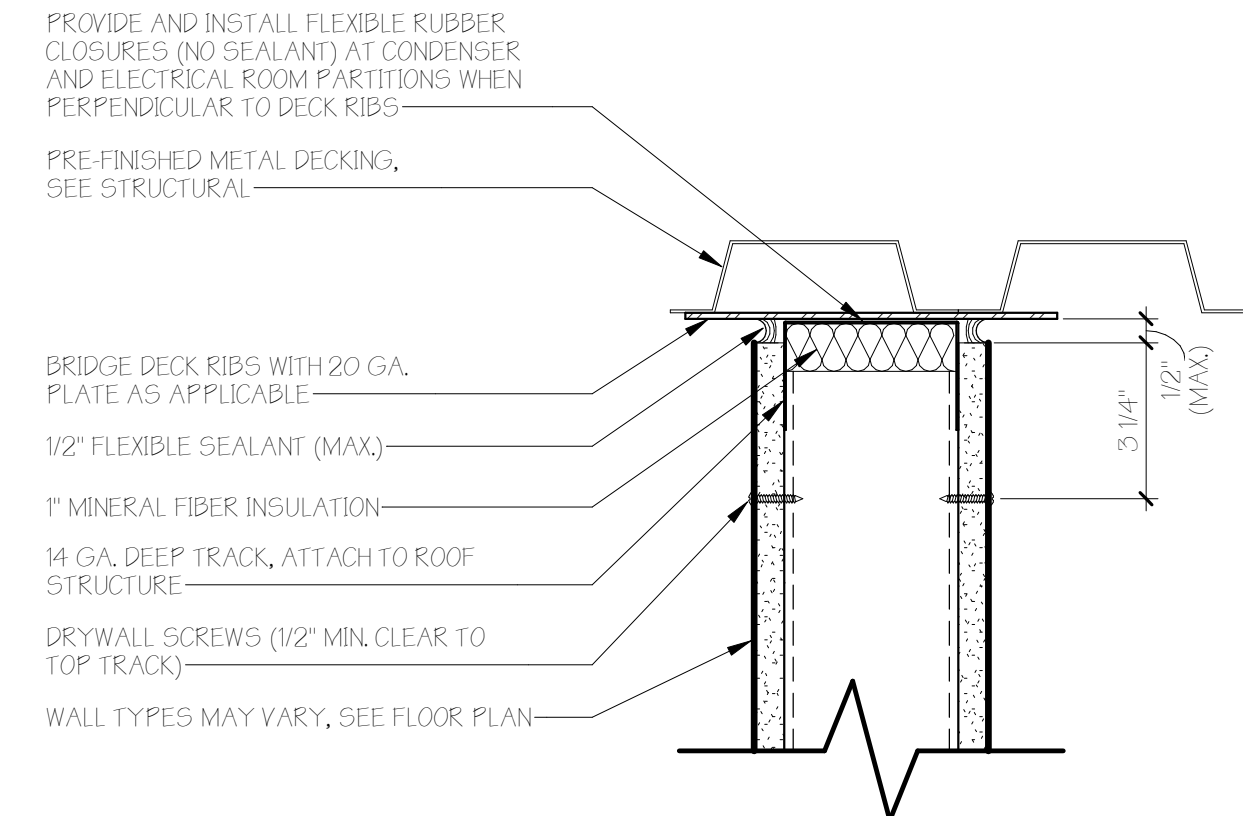
2 **DETAIL @ INTERIOR HM DOOR JAMB**
1 1/2" = 1'-0"



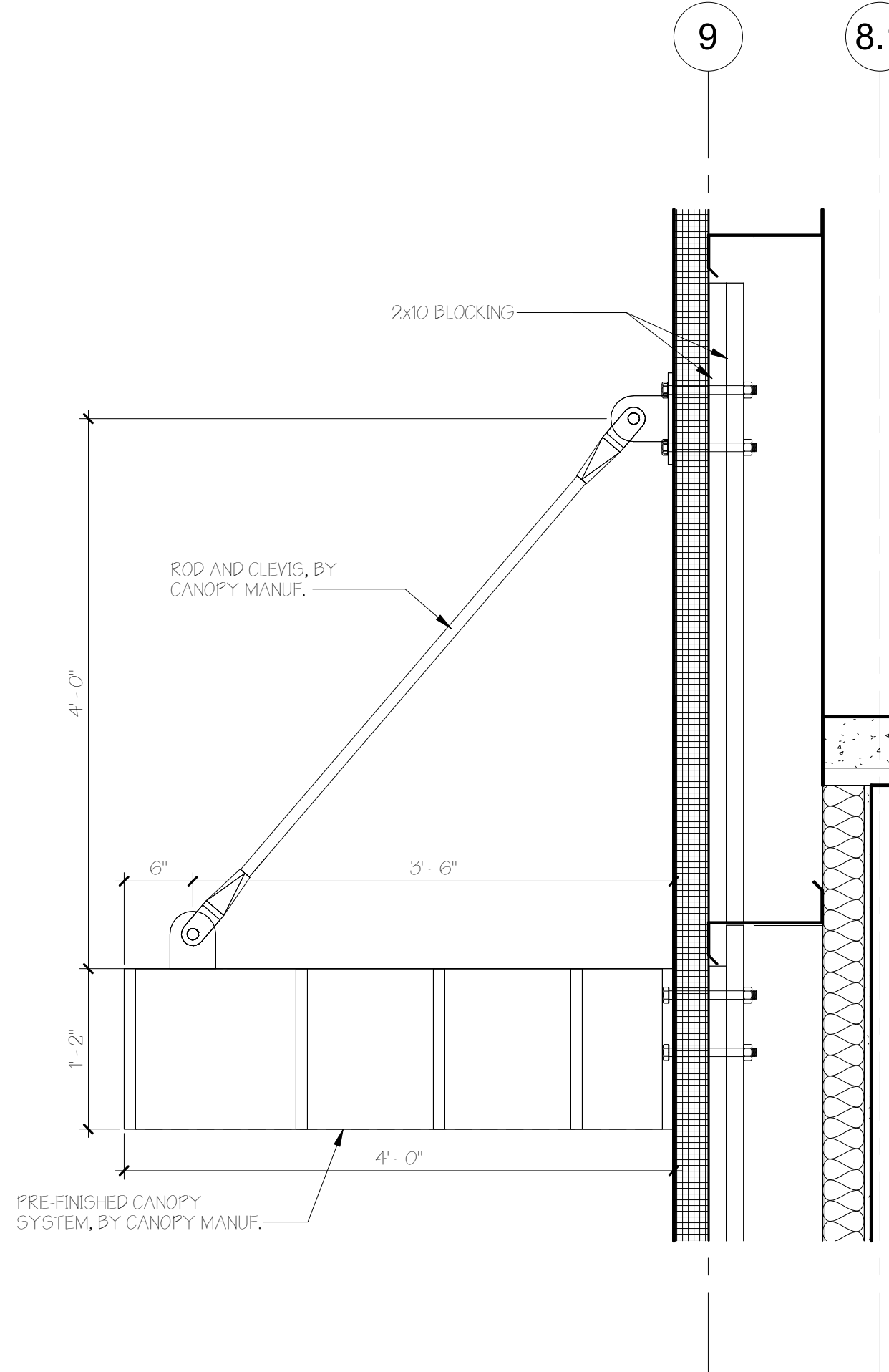
8 DETAIL @ MULLION TO WALL CONNECTION
1 1/2" = 1'-0"



7 DETAIL @ STOREFRONT TO COLUMN
1 1/2" = 1'-0"



6 **DETAIL @ SLIP TRACK (TYP.)**
3" = 1'-0"



1 **DETAIL @ CANOPY**
1" = 1'-0"



STAFF REPORT

ROGERS CITY COUNCIL

Meeting Date: August 12, 2025

Agenda Item: 9.1

Subject: Second Quarter 2025 Financial Reports

Prepared By: Matthew Rathlisberger, Assistant Finance Director

Recommended Council Action

No action required.

Overview / Background / Analysis

Please find the attached Second Quarter 2025 Financial Reports. The information is unaudited.

Staff Recommendation

No action required.

Financial Impact: N/A

Source Fund: N/A

Budgeted? N/A

Supporting Documentation

A. Q2 Financial Reports

City of Rogers, Minnesota
Financial Reports
For the Quarter Ended June 30, 2025

Table of Contents

Description	Page Number
Cash Balances	
Cash Balances Report	1
Cash Balances - Chart and Graph	4
Brokered Investments	
Brokered Investments Report	5
Brokered Investments - Chart and Graph	9
Financial Reports for Budgeted Funds	
General Fund Financial Report	11
Economic Development Authority (EDA) Financial Report	12
Rogers Activity Center (RAC) Financial Report	13
Multi-Purpose Turf Facility Financial Report	14
Water Utility Fund Financial Report	15
Sewer Utility Fund Financial Report	16
Storm Sewer Utility Fund Financial Report	17
Liquor Fund Financial Report	18

Finance Department

Position	Name
Finance Director	Bridget Bruska
Assistant Finance Director	Matthew Rathlisberger
Accountant	Lee-Ann Pettis
Accounting Clerk I - Payroll	Andrea Poythress
Accounting Clerk I - Utility Billing	Heather Parker
Accounting Clerk I - Cash Receipts/Accounts Payable	Amy Solum

City of Rogers, Minnesota
Cash Balances
For the Quarter Ended June 30, 2025

Account Number	Description	Beginning Balance	Debits	Credits	Ending Balance
General Fund					
100-000-0000-10100-0000	Cash & Investments	10,050,599.04	9,106,854.00	5,173,158.79	13,984,294.25
100-000-0000-10100-4002	Cash & Invest-Warning Siren Fee	207,200.00	7,700.00	0.00	214,900.00
100-000-0000-10100-4006	Cash&Invest-PublBldgEnergyCons	24,479.60	0.00	0.00	24,479.60
100-000-0000-10100-4020	Cash & Investments - Rec Prog	750.00	0.00	0.00	750.00
Total General Fund		10,283,028.64	9,114,554.00	5,173,158.79	14,224,423.85
Revolving Loan					
200-000-0000-10100-0000	Cash & Investments	296,367.27	4,171.50	0.00	300,538.77
Tower & Billboard Leases					
201-000-0000-10100-0000	Cash & Investments	1,818,151.62	93,506.21	16.74	1,911,641.09
Police Forfeitures					
202-000-0000-10100-0000	Cash & Investments	29,019.07	408.46	0.00	29,427.53
Economic Development					
203-000-0000-10100-0000	Cash & Investments	63,768.43	1,078.24	33,238.26	31,608.41
203-000-0000-10100-4019	Cash & Investments - Facade	20,000.00	0.00	0.00	20,000.00
Total Economic Development		83,768.43	1,078.24	33,238.26	51,608.41
Rogers Activity Center (Arena)					
205-000-0000-10100-0000	Cash & Investments	1,750,326.07	277,103.25	201,884.49	1,825,544.83
205-000-0000-10100-4018	Cash - RAC Sinking Fund	949,713.41	13387.30	0.00	963,100.71
Total Rogers Activity Center (Arena)		2,700,039.48	290,490.55	201,884.49	2,788,645.54
2023 Public Safety Aid					
207-000-0000-10100-0000	Cash & Investments	176,042.07	2,613.60	8,644.08	170,011.59
Local Affordable Housing Aid					
208-000-0000-10100-5012	Cash & Investments	32,446.39	456.70	0.00	32,903.09
Multi-Purpose Turf Facility					
209-000-0000-10100-0000	Cash & Investments	-916.00	0.00	2,556.25	-3,472.25
Fire Prevention & Education					
210-000-0000-10100-0000	Cash & Investments	0.00	1,506.03	0.00	1,506.03
2015A Abatement Bonds (2006 Refi)					
330-000-0000-10100-0000	Cash & Investments	97,137.49	1,341.77	12,675.05	85,804.21
2014A G.O. Bonds (CIP & EqCert)					
340-000-0000-10100-0000	Cash & Investments	133,417.52	1,829.67	23,988.75	111,258.44
2015A GO Bnds RD Ext&Int					
341-000-0000-10100-0000	Cash & Investments	127,473.69	1,786.85	3,659.95	125,600.59
2021A Street Reconstruction					
342-000-0000-10100-0000	Cash & Investments	411,070.89	6,047.24	0.00	417,118.13
2024A GO CIP Bond					
343-000-0000-10100-0000	Cash & Investments	36,102.54	1,468.46	0.00	37,571.00

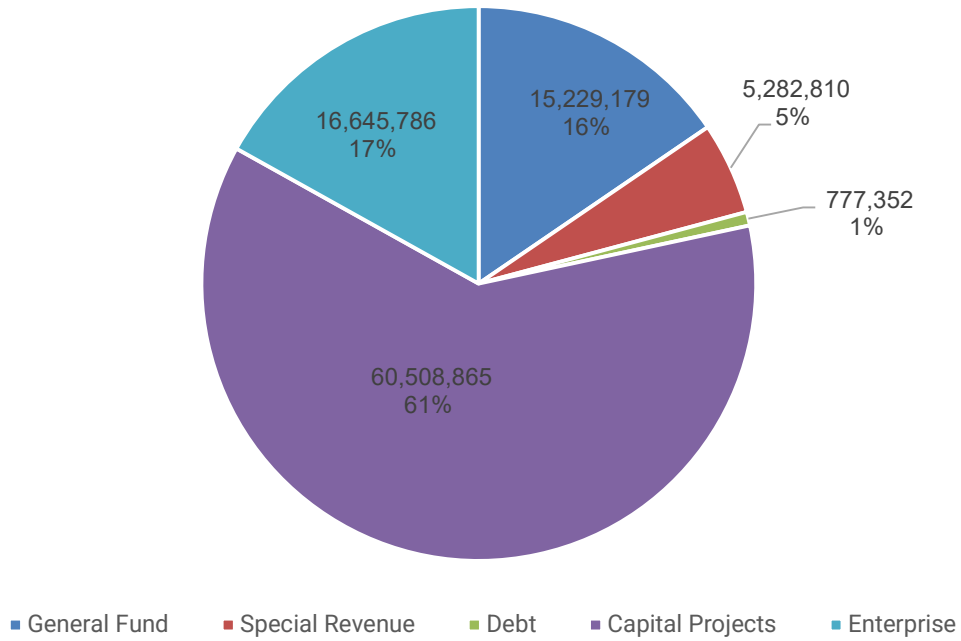
City of Rogers, Minnesota
Cash Balances
For the Quarter Ended June 30, 2025

Account Number	Description	Beginning Balance	Debits	Credits	Ending Balance
Capital Improvement Projects					
400-000-0000-10100-0000	Cash & Investments	2,745,675.28	100,410.38	214,656.03	2,631,429.63
400-000-0000-10100-4005	Cash & Invest - IT Sinking Fund	154,158.61	2,055.64	47,046.37	109,167.88
400-000-0000-10100-4010	Cash - Equipment Snkg Fund	1,561,695.42	21,981.54	0.00	1,583,676.96
400-000-0000-10100-4012	Cash - Gen Govt Bldgs Snkg Fund	670,210.18	9,490.69	12,222.25	667,478.62
400-000-0000-10100-4014	Cash - Facilities Cap Reserves	313,211.75	4,408.59	0.00	317,620.34
400-000-0000-10100-5009	Cash & Invest-UMD	874,897.58	12314.56	0.00	887,212.14
Total Capital Improvement Projects		6,319,848.82	150,661.40	273,924.65	6,196,585.57
Pavement Mgmt Program (PMP)					
401-000-0000-10100-0000	Cash & Investments	1,698,261.79	371,389.67	1,573.25	2,068,078.21
Revolving Capital					
402-000-0000-10100-0000	Cash & Investments	2,237,401.60	313,202.01	280,813.75	2,269,789.86
402-000-0000-10100-4009	Cash - KinghornDev Trnsp&Util	15,000.00	0.00	0.00	15,000.00
402-000-0000-10100-4015	Cash Unpvd Streets Snkg Fund	1,261,528.68	17,756.57	0.00	1,279,285.25
402-000-0000-10100-4999	Cash&Inv-429 AssmtProjCloseout	1,321,877.10	210,246.77	7.83	1,532,116.04
402-000-0000-10100-5000	Cash & Inv-Trnsprtn Infrastruc	2,099,371.11	28558.86	280783.42	1,847,146.55
Total Revolving Capital		6,935,178.49	569,764.21	561,605.00	6,943,337.70
Fire Department Capital Outlay					
403-000-0000-10100-0000	Cash & Investments	731,599.11	10,855.43	16,650.08	725,804.46
Park Dedication					
404-000-0000-10100-0000	Cash & Investments	6,188,513.27	1,318,466.66	415,898.28	7,091,081.65
404-000-0000-10100-4016	Cash - Parks Sinking Fund	744,211.44	20,011.78	381,728.83	382,494.39
404-000-0000-10100-4017	Cash - Trail Sinking Fund	885,262.03	12460.45	0.00	897,722.48
Total Park Dedication		7,817,986.74	1,350,938.89	797,627.11	8,371,298.52
Water Trunk					
405-000-0000-10100-0000	Cash & Investments	1,848,806.78	88,677.24	1.14	1,937,482.88
405-000-0000-10100-5011	Cash & Inv - Bond Proceeds	302,358.52	3,275.64	0.00	305,634.16
Total Water Trunk		2,151,165.30	91,952.88	1.14	2,243,117.04
Sewer Trunk					
406-000-0000-10100-0000	Cash & Investments	2,646,215.47	74,672.00	468.69	2,720,418.78
WAC					
407-000-0000-10100-0000	Cash & Investments	10,779,591.66	751,741.33	112,923.13	11,418,409.86
407-000-0000-10100-5011	Cash & Inv - Bond Proceeds	3,122,760.41	33,756.51	101,511.70	3,055,005.22
Total WAC		13,902,352.07	785,497.84	214,434.83	14,473,415.08
RSAC					
408-000-0000-10100-0000	Cash & Investments	1,369,711.21	387,412.64	225,975.88	1,531,147.97
2019 Local Option Sales Tax					
410-000-0000-10100-0000	Cash & Investments	2,075,036.10	7,161,947.55	6,635,456.93	2,601,526.72
410-000-0000-10100-5011	Cash & Inv - Bond Proceeds	12,907,189.45	109,949.07	6,741,444.82	6,275,693.70
Total 2019 Local Option Sales Tax		14,982,225.55	7,271,896.62	13,376,901.75	8,877,220.42
RAC Expansion					
411-000-0000-10100-0000	Cash & Investments	334,626.55	200,809.60	222,953.67	312,482.48
Storm Sewer Trunk					
438-000-0000-10100-0000	Cash & Investments	1,633,931.92	81,994.40	0.00	1,715,926.32
438-000-0000-10100-5010	Cash&Invest129th AveWetIndPipe	138,809.54	0.00	0.00	138,809.54
Total Storm Sewer Trunk		1,772,741.46	81,994.40	0.00	1,854,735.86

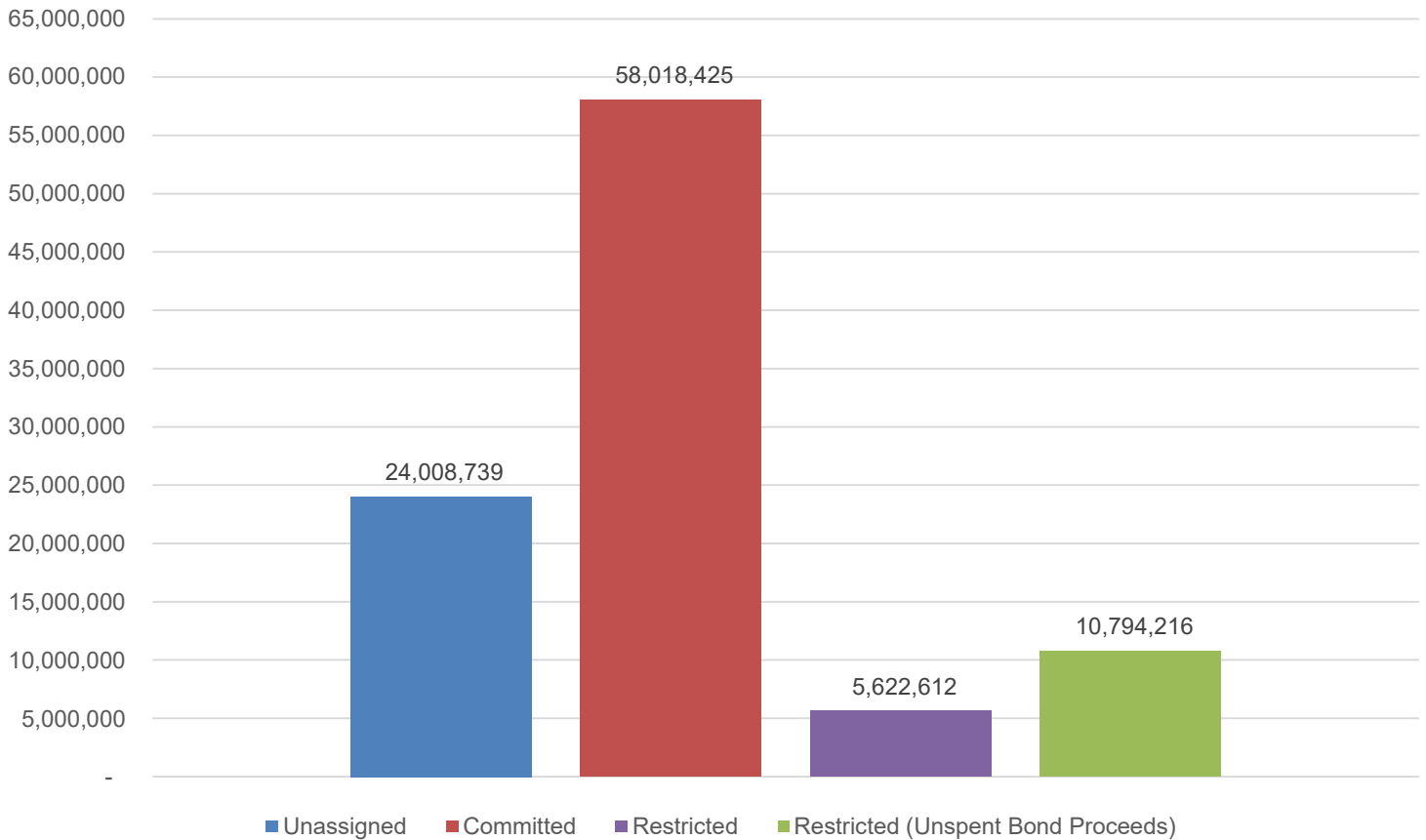
City of Rogers, Minnesota
Cash Balances
For the Quarter Ended June 30, 2025

Account Number	Description	Beginning Balance	Debits	Credits	Ending Balance
Fire Station #2 449-000-0000-10100-0000	Cash & Inv - Bond Proceeds	1,326,747.98	18,694.28	187,558.98	1,157,883.28
TIF #1 CBD Redevelopment 450-000-0000-10100-0000	Cash & Investments	1,555,268.36	21,901.11	3,790.40	1,573,379.07
TIF #12 202 Housing 458-000-0000-10100-0000	Cash & Investments	176,325.52	2,483.17	0.00	178,808.69
TIF #13 Rogers Plaza 459-000-0000-10100-0000	Cash & Investments	25,109.12	353.42	0.00	25,462.54
TIF #14 Sand Senior Housing 460-000-0000-10100-0000	Cash & Investments	755,229.14	10,631.91	0.00	765,861.05
TIF #15 Wellstead Housing 461-000-0000-10100-0000	Cash & Investments	370,809.47	5,221.35	0.00	376,030.82
TIF #16 Graco 462-000-0000-10100-0000	Cash & Investments	111,485.02	2,311.99	0.00	113,797.01
Water 601-000-0000-10100-0000	Cash & Investments	7,429,338.65	736,895.27	540,137.85	7,626,096.07
Sewer 602-000-0000-10100-0000	Cash & Investments	3,438,389.77	807,633.85	589,716.61	3,656,307.01
Storm Sewer 603-000-0000-10100-0000	Cash & Investments	3,029,116.00	233,204.39	94,383.21	3,167,937.18
Municipal Liquor 609-000-0000-10100-0000	Cash & Investments	2,146,766.07	2,133,092.32	2,084,412.77	2,195,445.62
Investment Control 999-000-0000-10100-0000	Cash & Investments	1,158,548.57	976,124.63	1,129,917.83	1,004,755.37
Asset Total		98,408,195.33	25,817,652.55	25,781,856.06	98,443,991.82

Ending Cash Balances



Cash by Classification



City of Rogers
Brokered Investments
For the Quarter Ended June 30, 2025

Type	Location	Broker	FDIC	Purchase Date	Maturity Date	Rate	6/30/2025 Market Value
MM	First Am Govt Ob Fd CI X	MCM	N/A	N/A	N/A	4.240%	2,682,439.38
MM	First Am Govt Ob Fd CI X	MCM2	N/A	N/A	N/A	4.240%	3,360,639.38
MM	First Am Govt Ob Fd CI X	MCM3	N/A	N/A	N/A	4.240%	1,159,457.28
Total Money Market Accounts							7,202,536.04
4M	4M Plus	PMA	N/A	N/A	N/A	4.256%	21.39
4M	4M	PMA	N/A	N/A	N/A	4.228%	2,975,837.34
4M	4M	PMA2	N/A	N/A	N/A	4.228%	6,275,693.70
Total 4M Fund							9,251,552.43
4M	4M LTD	PMA	N/A	09/09/21	N/A	N/A	1,678,075.34
Total Collateralized Bank Deposits							1,678,075.34
4M	4M Term Series	PMA	N/A	06/26/25	01/26/26	4.140%	1,000,000.00
Total Term Series Investment Pool							1,000,000.00
MUNI	Addison Il Fire Protn Dist No1	MCM	N/A	09/27/23	12/30/26	1.121%	334,859.00
MUNI	Azusa Ca Uni Sch Dist Go Taxable Ref	MCM	N/A	08/21/23	08/01/29	2.163%	339,526.65
MUNI	Bayonne N J Taxable Sch Ref Bds 2021	MCM	N/A	01/12/23	08/01/29	1.792%	227,882.50
MUNI	California St Taxable Var Purp	MCM	N/A	07/29/22	02/01/28	1.700%	709,282.50
MUNI	California St Taxable Var Purp Go Bds	MCM	N/A	12/16/19	04/01/26	2.650%	232,309.25
MUNI	Cape May County NJ Taxable GO Bonds 2021B	MCM	N/A	08/21/23	09/15/28	2.000%	160,044.80
MUNI	Chartiers Valley Pa Sch Dist Taxable	MCM	N/A	07/28/21	10/15/26	1.370%	125,061.30
MUNI	Connecticut St Ser A	MCM	N/A	07/29/22	01/15/25	3.230%	-
MUNI	Connecticut St Txbl Ser A	MCM	N/A	12/16/19	01/15/26	3.310%	149,230.50
MUNI	Evesham Twp Nj Taxable Gen Obli	MCM	N/A	09/02/21	05/01/27	4.000%	305,146.40
MUNI	Lakota Ohio Loc Sch Dist Butler Cnty Go Ltd Tax	MCM	N/A	07/28/21	12/01/26	3.000%	128,248.90
MUNI	Lavalette Nj Gen Impt Taxable Ref	MCM	N/A	09/02/21	12/01/27	1.450%	253,440.90
MUNI	Murrieta Vy Ca Uni Sch Dist	MCM	N/A	06/21/23	09/01/26	1.199%	227,317.85
MUNI	Oregon Cmnty College Dist Taxable B	MCM	N/A	11/16/21	06/30/26	5.680%	507,875.00
MUNI	Papillion La Vista Ne Sch Dist No 27	MCM	N/A	08/21/23	12/01/29	1.568%	224,675.00
MUNI	San Jose Evergreen Ca Cmnty College Dist Taxal	MCM	N/A	07/28/21	09/01/25	0.921%	646,464.00
MUNI	Santa Barbara Ca Uni Sch Dist	MCM	N/A	06/21/23	08/01/29	1.653%	205,017.75
MUNI	Texas St Ref Taxable Pub Fin Auth	MCM	N/A	11/16/21	10/01/25	5.000%	500,695.00
MUNI	Vacaville Calif Uni Sch Dist Taxable	MCM	N/A	08/28/24	08/01/28	1.559%	98,025.90
MUNI	Velasco Tx Drain Dist Taxable Unltd	MCM	N/A	08/24/21	08/01/25	5.000%	195,079.95
MUNI	Vista Ca Uni Sch Dist Txbl Unltd	MCM	N/A	07/29/22	08/01/28	1.521%	462,395.00
MUNI	Winchester Va Taxable Go Pub Impt Ref 2021A	MCM	N/A	07/28/21	08/01/25	0.850%	99,729.00
MUNI	Worcester Ma Taxable Go Ref Bds B	MCM	N/A	09/27/23	11/15/26	1.010%	479,905.00
MUNI	Fort Bend Cnty Tx Mun Util Dist No 134E Unltd Tax	MCM	N/A	08/19/21	09/01/25	3.500%	394,901.25
MUNI	St Clair County IL	MCM	N/A	05/28/25	10/01/27	1.982%	143,839.50
MUNI	New York NY Taxable Go Bds 2022 Taxable - A-2	PMA	N/A	09/13/21	08/01/25	0.600%	747,817.50
MUNI	Gladewater Cnty Line Indpt Sch Dist Tx Taxable L	PMA	N/A	06/01/23	08/15/25	4.750%	208,884.90
MUNI	San Jose Evergreen Ca Cmnty College Dist Taxal	PMA	N/A	04/08/22	09/01/25	3.000%	735,974.40
MUNI	Massachusetts St Taxable Go Ref Bds 2020 E	PMA	N/A	06/30/22	11/01/25	3.350%	692,132.00
MUNI	Vestavia Hills Al Taxable Go Wts 2020 B	PMA	N/A	06/02/23	02/01/26	4.700%	211,719.10
MUNI	California St Taxable Var Purp Go Bds	PMA	N/A	08/08/22	04/01/26	3.275%	345,992.50

City of Rogers
Brokered Investments
For the Quarter Ended June 30, 2025

Type	Location	Broker	FDIC	Purchase Date	Maturity Date	Rate	6/30/2025 Market Value
MUNI	Multnomah Cnty Or Go Taxable Bds 2021 B	PMA	N/A	05/18/23	06/15/26	4.000%	203,758.80
MUNI	San Jose Ca Uni Sch Dist Santa Clara Cnty Taxal	PMA	N/A	09/11/23	08/01/26	4.920%	256,146.35
MUNI	Sunnyvale Ca Sch Dist Taxable Go Ref Bds 2021	PMA	N/A	09/05/23	09/01/26	4.750%	402,753.35
MUNI	New York Ny Txbl Ser E 2	PMA	N/A	08/08/22	03/01/27	3.300%	1,138,707.00
MUNI	Cedar Rapids Iowa Taxable Go Ref Bds	PMA	N/A	11/17/23	06/01/28	4.850%	423,126.00
MUNI	Denison Tx Indpt Sch Dist Ref	PMA	N/A	05/20/24	08/01/28	4.490%	236,282.50
MUNI	Montgomery Cnty Md Taxable Go Consolidated 2l	PMA	N/A	05/20/24	11/01/28	4.530%	229,712.50
MUNI	New York-H-Txbl	PMA	N/A	06/25/25	02/01/29	4.050%	234,733.40
MUNI	Texas St Taxable Pub Fin Auth Go 2020	PMA	N/A	06/04/24	10/01/29	4.510%	778,291.00
MUNI	Will Cnty Il Cmnty Unit Sch Dist No 365 U Vy View	PMA	N/A	01/29/24	11/01/29	4.450%	1,239,696.00
Total Municipal Bonds							15,236,680.20
TNOTE	US TREASURY N/B	PMA	N/A	04/07/22	03/31/25	2.652%	-
TNOTE	US TREASURY N/B	PMA	N/A	04/07/22	06/30/25	2.686%	-
TNOTE	US TREASURY N/B	PMA	N/A	04/24/24	04/30/28	4.660%	793,350.70
TNOTE	US TREASURY N/B	PMA	N/A	04/24/24	10/31/28	4.610%	793,572.19
TNOTE	US TREASURY N/B	PMA	N/A	10/18/24	09/30/29	3.781%	398,767.89
TNOTE	US TREASURY N/B	PMA	N/A	12/26/24	03/31/28	4.259%	512,107.38
TNOTE	US TREASURY N/B	PMA	N/A	02/03/25	11/15/28	4.250%	774,297.51
TNOTE	US TREASURY N/B	PMA	N/A	04/03/25	05/31/27	3.784%	503,213.48
TNOTE	US TREASURY N/B	PMA	N/A	04/03/25	06/30/28	3.771%	501,733.21
TNOTE	US TREASURY N/B	PMA	N/A	04/03/25	06/30/29	3.800%	496,690.39
TNOTE	US TREASURY N/B	MCM	N/A	01/09/24	02/15/25	2.000%	-
TNOTE	US TREASURY N/B	MCM	N/A	11/26/24	01/15/27	4.000%	501,190.00
TNOTE	US TREASURY N/B	MCM	N/A	12/16/24	06/15/26	4.125%	540,664.20
TNOTE	US TREASURY N/B	MCM	N/A	12/16/24	12/15/26	4.375%	277,051.50
TNOTE	US TREASURY N/B	MCM	N/A	01/16/25	08/31/26	3.750%	249,405.00
TNOTE	US TREASURY N/B	MCM	N/A	02/25/25	04/15/27	4.500%	759,345.00
TNOTE	US TREASURY N/B	MCM	N/A	05/28/25	01/15/28	4.250%	506,465.00
Total U.S. Treasury Notes							7,607,853.45
AGY	F H L M C M T N	MCM	N/A	07/21/20	07/21/27	1.000%	943,830.00
AGY	F N M A	MCM	N/A	01/21/21	08/25/25	0.375%	1,490,805.00
AGY	F N M A	MCM	N/A	02/04/21	11/07/25	0.500%	493,400.00
AGY	F N M A	MCM	N/A	10/29/20	10/29/27	0.850%	839,169.00
AGY	F N M A M T N	MCM	N/A	11/19/20	05/30/28	1.000%	1,845,460.00
AGY	F F C B DEB	MCM	N/A	07/22/20	07/22/26	0.550%	964,430.00
AGY	F F C B DEB	MCM	N/A	09/23/20	09/21/27	0.750%	1,401,765.00
AGY	F F C B DEB	MCM	N/A	12/09/20	12/09/27	0.860%	1,394,385.00
AGY	F F C B DEB	MCM	N/A	08/26/20	08/19/27	0.900%	936,960.00
AGY	F F C B DEB	MCM	N/A	04/08/19	04/08/26	2.820%	989,650.00
AGY	F H L B DEB	MCM	N/A	01/28/21	01/28/26	0.580%	734,280.00
AGY	F H L B DEB	MCM	N/A	02/18/21	12/10/25	0.650%	983,730.00
AGY	F H L B DEB	MCM	N/A	12/31/20	12/30/27	0.800%	789,531.00
AGY	F H L B DEB	MCM	N/A	08/04/20	07/30/27	0.870%	1,410,990.00
AGY	F H L B DEB	MCM	N/A	07/09/20	06/11/27	0.875%	709,350.00
AGY	F H L B DEB	MCM	N/A	12/09/20	11/30/27	0.875%	1,397,745.00

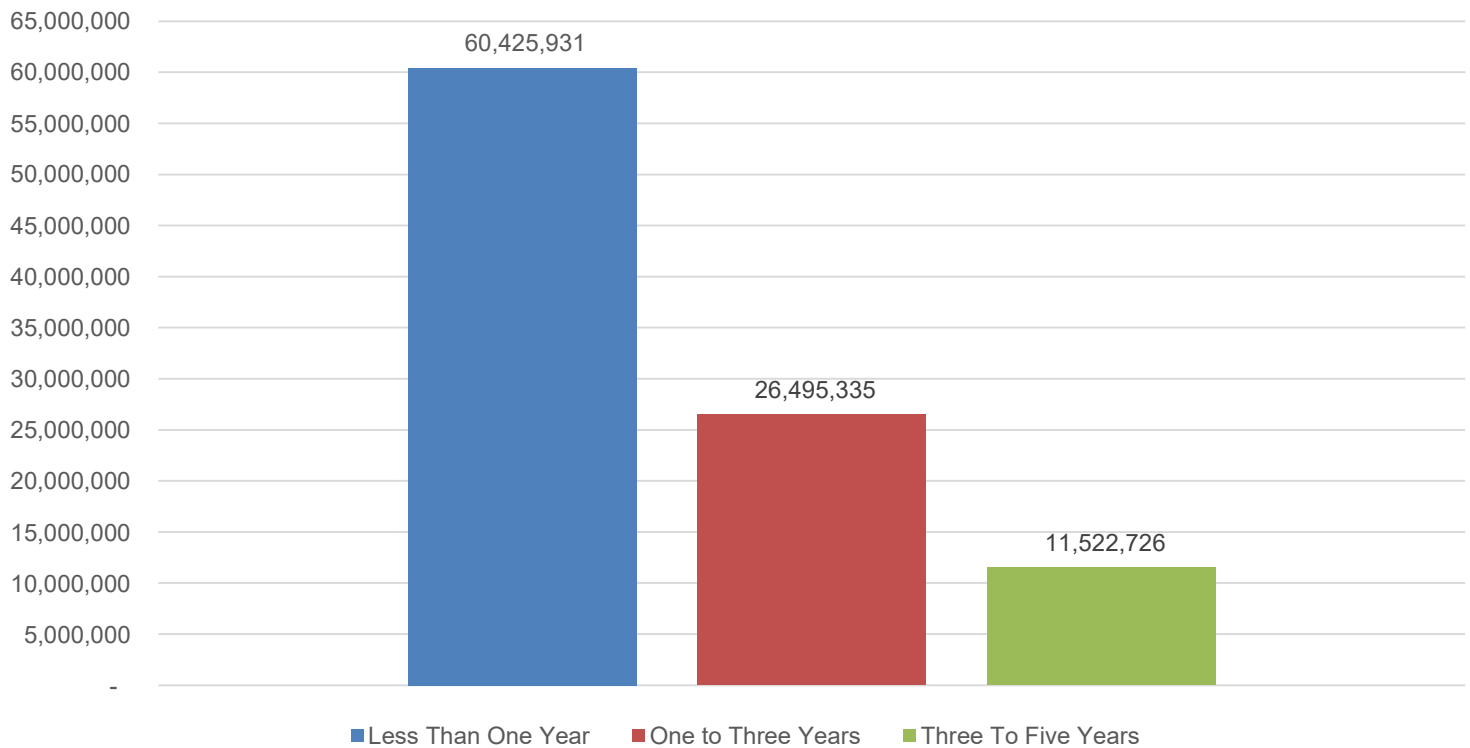
City of Rogers
Brokered Investments
For the Quarter Ended June 30, 2025

Type	Location	Broker	FDIC	Purchase Date	Maturity Date	Rate	6/30/2025 Market Value
AGY	F H L B DEB	MCM	N/A	09/23/20	09/21/28	0.970%	913,180.00
AGY	F H L B DEB	MCM	N/A	12/30/20	01/08/29	1.000%	1,358,745.00
AGY	F H L B DEB	MCM	N/A	01/28/21	07/28/28	1.000%	689,310.00
AGY	F H L B	MCM	N/A	02/13/20	02/10/27	1.900%	1,200,270.40
AGY	F H L B	MCM	N/A	12/16/24	11/17/26	4.625%	504,365.00
AGY	F N M A DEB	PMA	N/A	09/28/22	04/22/25	4.350%	-
AGY	F N M A DEB	PMA	N/A	06/25/25	05/15/29	3.735%	694,737.12
Total U.S. Government Agencies							22,686,087.52
CD	First National Bank, ME	PMA	4256	01/13/23	01/14/25	4.658%	-
CD	Cornerstone Bank, NE	PMA	5496	01/02/24	05/30/25	5.008%	-
CD	Financial Federal Bank, TN	PMA	31840	01/02/24	05/30/25	5.450%	-
CD	First National Bank, AR	PMA	3887	11/14/23	03/31/26	5.037%	223,150.00
CD	The Federal Savings Bank, IL	PMA	35518	11/08/23	05/29/26	4.920%	221,100.00
CD	Bank of Wisconsin Dells, WI	PMA	15136	11/14/23	05/29/26	4.937%	222,050.00
CD	Manufacturers Traders Trust Co	PMA	588	01/20/23	01/20/26	4.200%	243,989.68
CD	Popular Bk New York Brh, In	PMA	34967	09/06/23	09/04/26	4.850%	249,353.37
CD	BNY Mellon, NA	PMA	7946	09/07/23	09/08/26	4.750%	246,041.67
CD	Optum Bk Draper, Utah	PMA	57408	09/13/23	09/14/26	4.850%	246,357.31
CD	Peoples Tr Bk Hamilton, Ala	PMA	57569	09/15/23	09/15/26	4.800%	250,285.22
CD	Customers Bk Phoenixville, Pa	PMA	34444	06/27/24	06/27/29	4.550%	247,355.73
CD	Bank 7, OK	PMA	4147	09/13/24	01/31/25	4.920%	-
CD	CIBC Bank USA, MI	PMA	33306	09/13/24	01/31/25	4.718%	-
CD	Western Alliance Bank, CA	PMA	57512	09/13/24	02/28/25	4.897%	-
CD	Veritex Community Bank, TX	PMA	57665	09/13/24	07/31/25	4.538%	240,200.00
CD	BOM Bank, LA	PMA	1373	09/13/24	10/31/25	4.449%	237,800.00
CD	West Virginia Central Federal Union, WV	PMA	24888	09/13/24	05/29/26	3.765%	234,800.00
CD	American Plus Bank, N.A., CA	PMA	58469	09/13/24	05/29/26	3.648%	235,200.00
CD	First Capital Bank, SC	PMA	34966	09/13/24	10/30/26	3.691%	231,700.00
CD	First Internet Bank of Indiana	PMA	34607	09/13/24	10/30/26	3.988%	230,000.00
CD	GBank, NV	PMA	58626	06/25/25	01/28/27	4.101%	234,600.00
CD	FirstBank Puerto Rico, PR	PMA	30387	06/25/25	01/28/27	4.000%	234,900.00
CD	Ally Bk Sandy, Utah	MCM	57803	08/28/24	05/19/25	3.100%	-
CD	Bank Amer Na Charlotte, Nc	MCM	3510	08/28/24	03/02/26	4.050%	243,909.72
CD	Bank First Natl Manitowoc, Wis	MCM	5304	08/28/24	08/22/29	3.700%	218,054.07
CD	Barclays Bk Del Retail Ctf Dep	MCM	57203	08/28/24	02/27/26	4.100%	243,980.48
CD	Capital One Bk USA Natl Assn	MCM	33954	07/29/22	07/28/25	3.400%	244,808.90
CD	Capital One Natl Assn McLean	MCM	4297	08/28/24	06/02/27	3.200%	241,437.70
CD	Discover Bk Greenwood, Del	MCM	5649	07/29/22	07/29/25	3.350%	244,769.70
CD	First Gty Bk Hammond, La	MCM	14028	08/28/24	03/06/26	4.150%	243,887.76
CD	First Merchants Bk Muncie	MCM	4365	08/28/24	03/10/28	3.700%	243,081.65
CD	Goldman Sachs Bk USA	MCM	33124	07/28/21	07/28/26	1.000%	145,143.00
CD	Goldman Sachs Bk USA New York	MCM	33124	08/11/21	08/04/26	1.000%	91,942.90
CD	Morgan Stanley Private Bk Natl	MCM	34221	08/28/24	05/27/25	3.100%	-
CD	M1 Bk Macks Creek, Mo	MCM	9797	08/28/24	07/03/25	4.400%	240,997.59
CD	Prospect Bank	MCM	3722	09/06/24	10/14/25	4.250%	248,798.31
CD	Raymond James Bk Natl Assn	MCM	33893	02/08/23	02/10/25	4.550%	-

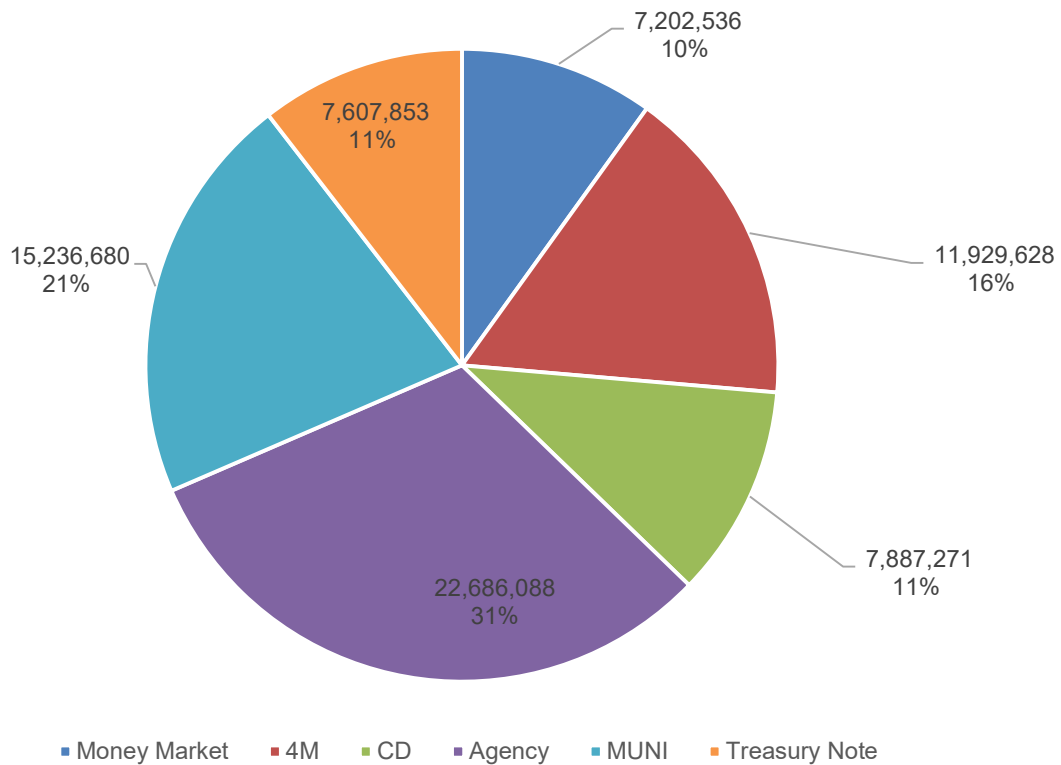
City of Rogers
 Brokered Investments
 For the Quarter Ended June 30, 2025

Type	Location	Broker	FDIC	Purchase Date	Maturity Date	Rate	6/30/2025 Market Value
CD	Sallie Mae Bank	MCM	58177	08/28/24	07/22/25	0.650%	248,434.77
CD	UBS Bk USA Salt Lake City, UT	MCM	57565	08/11/21	08/11/26	0.950%	236,812.10
CD	United Fid Bk FSB Evansville, IN	MCM	29566	09/06/24	03/13/26	4.150%	249,037.35
CD	Van Wert Fed Svgs Bk Ohio	MCM	29495	09/06/24	02/19/26	4.050%	227,824.44
CD	First Fed Bk Lake City, Fla	MCM	31313	12/16/24	12/07/26	4.150%	245,467.95
Total Certificates of Deposit							7,887,271.37
TOTAL INVESTMENTS							72,550,056.35

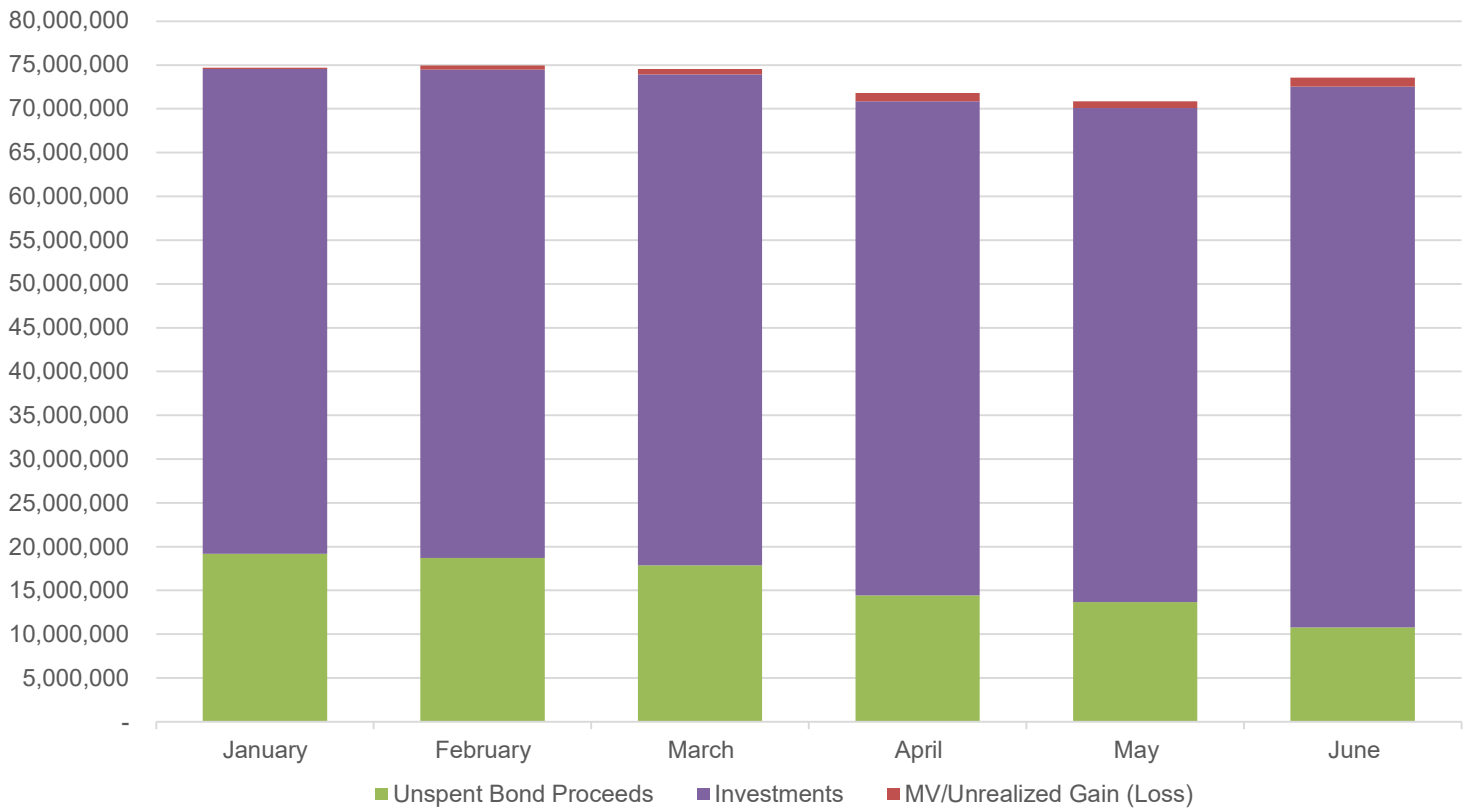
Cash and Investments by Maturity Date



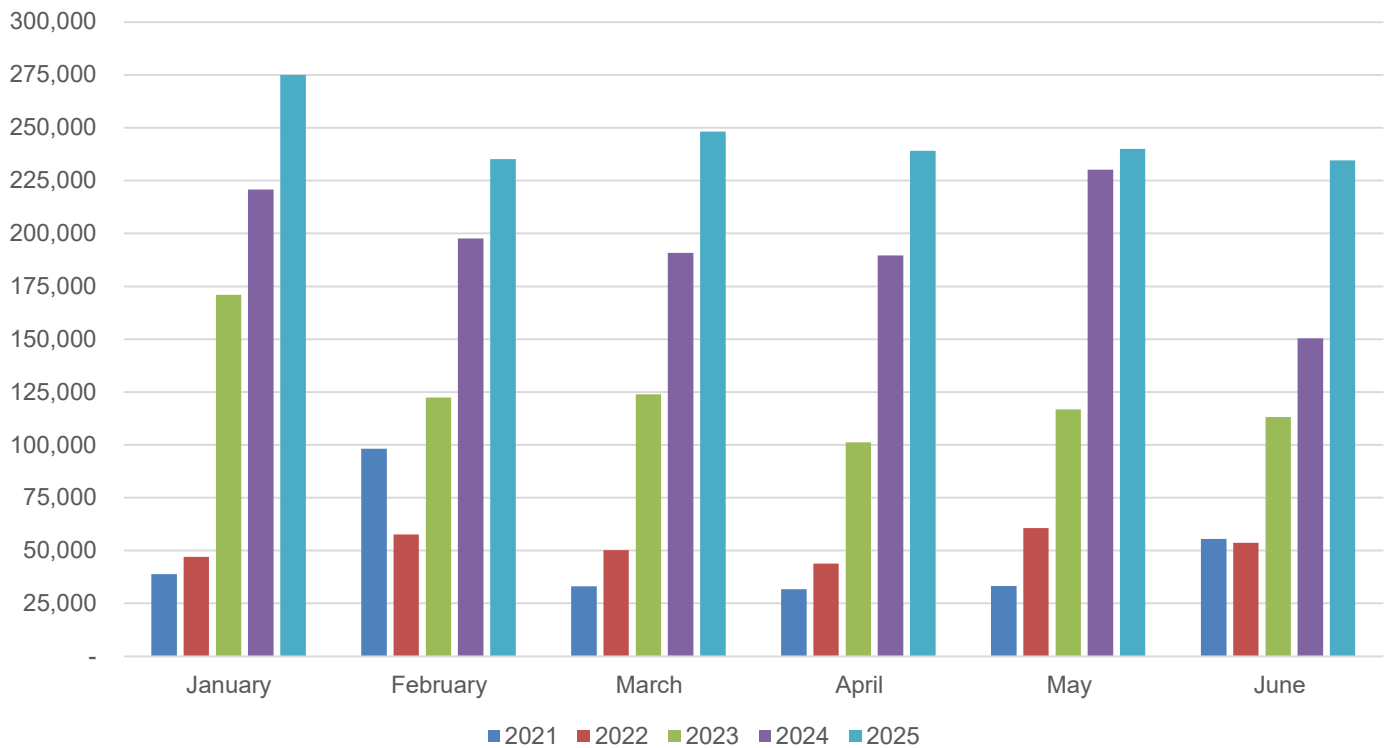
Investments by Type



Market Value of Investments



Interest Revenue



*27.82% or \$211,000 of Q1 interest revenue (January through March) is from unspent bond proceeds.

*22.97% or \$163,951 of Q2 interest revenue (April through June) is from unspent bond proceeds.

City of Rogers, Minnesota
General Fund Financial Report
For the Quarter Ended June 30, 2025

	Audited 2024	Approved Budget 2025	YTD June 2025	Variance	% Collected or Expended
Revenue					
Taxes	\$ 10,141,856	\$ 11,104,495	\$ 6,000,000	\$ (5,104,495)	54.03%
Licenses & Permits	3,192,738	1,875,360	1,209,479	(665,881)	64.49% (1)
Intergovernmental	873,166	781,893	176,371	(605,522)	22.56% (2)
Charges for Services	1,826,624	1,746,416	1,238,112	(508,304)	70.89% (3)
Fines & Forfeits	90,118	80,000	39,482	(40,518)	49.35%
Interest Earnings	450,887	150,000	163,047	13,047	108.70% (4)
Miscellaneous	862,535	524,050	65,203	(458,847)	12.44% (5)
Total Revenues	<u>17,437,924</u>	<u>16,262,214</u>	<u>8,891,694</u>	<u>(7,370,520)</u>	
Expenditures					
General Government	3,905,785	3,809,657	1,888,512	2,886,520	49.57%
Public Safety	8,212,255	9,060,695	4,268,045	7,006,817	47.11%
Public Works	1,710,392	1,928,843	860,376	1,548,058	44.61%
Culture & Recreation	1,653,436	1,768,019	769,319	1,419,523	43.51%
Total Expenditures	<u>15,481,868</u>	<u>16,567,214</u>	<u>7,786,252</u>	<u>12,860,918</u>	
Excess (Deficiency) or Revenues Over (Under) Expenditures	<u>1,956,056</u>	<u>(305,000)</u>	<u>1,105,442</u>	<u>(20,231,438)</u>	
Other Financing Sources (Uses)					
Operating Transfers In	225,000	225,000	-	(225,000)	0.00% (6)
Sale of Fixed Assets	10,090	-	4,396	4,396	N/A
Operating Transfers Out	(10,000)	-	-	-	N/A
Total Other Financing Sources (Uses)	<u>225,090</u>	<u>225,000</u>	<u>4,396</u>	<u>(220,604)</u>	
Net Change in Fund Balances	<u>\$ 2,181,146</u>	<u>\$ (80,000)</u>	<u>\$ 1,109,838</u>	<u>\$ (20,452,042)</u>	

As of June 30, revenues and expenditures are expected to be at 50% of budgeted amounts. Variances greater or less than 10% from expected amounts are detailed below:

- (1) Some licenses (alcohol and tobacco) are fully collected in the beginning of the year. In addition, the number of building permits as of quarter-end exceeds the budgeted amount. The City budgeted for 129 new single-family homes and has issued 98 permits. Other permits such as fire plans, yardwaste, mechanical and plumbing are also exceeding budgeted projections.
- (2) Police and Fire State Aid account for a significant portion of intergovernmental revenues. These amounts are not distributed until September.
- (3) Fire protection services are fully billed at the beginning of the year making this category ahead of budgeted projections. Administrative and engineering fees, recreation programming and equipment rentals are also tracking ahead of budget.
- (4) Interest is allocated in June and December based on average cash balance. Variance from budget largely due to conservative budgeting and higher than expected interest rates.
- (5) Refunds and reimbursements are budgeted for staff time spent on private development projects. Private development reconciliations are completed periodically throughout the year and a reconciliation has not been completed as of quarter-end. However, Fire Department building rentals and donations are tracking ahead of budget.
- (6) Budgeted operating transfers are made at year-end.

City of Rogers, Minnesota
Economic Development Authority (EDA) Financial Report
For the Quarter Ended June 30, 2025

	Audited 2024	Approved Budget 2025	YTD June 2025	Variance	% Collected or Expended
Revenue					
Taxes	\$ 280,000	\$ 320,000	\$ -	\$ (320,000)	0.00% (1)
Interest Earnings	2,650	4,000	971	(3,029)	24.28% (2)
Miscellaneous	2,076	-	-	-	N/A
Total Revenues	<u>284,726</u>	<u>324,000</u>	<u>971</u>	<u>(323,029)</u>	
Expenditures					
Personal Services	20,516	57,434	26,965	(30,469)	46.95%
Other Services & Charges	<u>242,753</u>	<u>163,000</u>	<u>22,765</u>	<u>(140,235)</u>	13.97% (3)
Total Expenditures	<u>263,269</u>	<u>220,434</u>	<u>49,730</u>	<u>(170,704)</u>	
Excess (Deficiency) or Revenues Over (Under) Expenditures	<u>21,457</u>	<u>103,566</u>	<u>(48,758)</u>	<u>(152,324)</u>	
Net Change in Fund Balances	<u>\$ 21,457</u>	<u>\$ 103,566</u>	<u>\$ (48,758)</u>	<u>\$ (152,324)</u>	

As of June 30, revenues and expenditures are expected to be at 50% of budgeted amounts. Variances greater or less than 10% from expected amounts are detailed below:

- (1) Tax collections do not occur evenly throughout the year. The first half tax settlement is typically received in June and July. The second half settlement is received in December.
- (2) Interest is allocated in June and December based on average cash balance. The cash balance has decreased causing interest earnings to be lower than the budgeted amount.
- (3) Other services and charges is currently lower than budgeted. This is due to expenditures for the tax abatement reimbursement to a local business that has not yet occurred as of quarter-end.

City of Rogers, Minnesota
Rogers Activity Center (RAC) Financial Report
For the Quarter Ended June 30, 2025

	Audited 2024	Approved Budget 2025	YTD June 2025	Variance	% Collected or Expended
Revenue					
Taxes	\$ 255,904	\$ 254,907	\$ -	\$ (254,907)	0.00% (1)
Charges for Services	722,832	623,500	289,700	(333,800)	46.46%
Interest Earnings	108,092	20,000	38,453	18,453	192.27% (2)
Miscellaneous	38,804	20,200	3,500	(16,700)	17.33% (3)
Total Revenues	<u>1,125,632</u>	<u>918,607</u>	<u>331,653</u>	<u>(586,954)</u>	
Expenditures					
Personal Services	404,389	440,469	214,312	(226,157)	48.66%
Supplies	84,743	85,450	37,237	(48,213)	43.58%
Other Services & Charges	232,478	248,375	81,284	(167,091)	32.73% (4)
Capital Outlay	108,063	166,809	9,781	(157,028)	5.86% (5)
Total Expenditures	<u>829,672</u>	<u>941,103</u>	<u>342,614</u>	<u>(598,489)</u>	
Excess (Deficiency) or Revenues Over (Under) Expenditures	<u>295,960</u>	<u>(22,496)</u>	<u>(10,961)</u>	<u>11,535</u>	
Other Financing Sources (Uses)					
Sale of Fixed Assets	550	-	-	-	N/A
Total Other Financing Sources (Uses)	<u>550</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Net Change in Fund Balances	<u>\$ 296,510</u>	<u>\$ (22,496)</u>	<u>\$ (10,961)</u>	<u>\$ 11,535</u>	

As of June 30, revenues and expenditures are expected to be at 50% of budgeted amounts. Variances greater or less than 10% from expected amounts are detailed below:

- (1) Tax collections do not occur evenly throughout the year. The first half tax settlement is typically received in June and July. The second half settlement is received in December.
- (2) Interest is allocated in June and December based on average cash balance. Variance from budget largely due to conservative budgeting and higher than expected interest rates.
- (3) Annual commitments from youth organizations were not received by quarter-end.
- (4) Facility utilities (electric, water/sewer, gas, trash disposal) are generally paid one-month behind. Additionally, building and equipment repairs and maintenance expenditures occur sporadically throughout the year and are under budget as of June 30.
- (5) Building HVAC replacements are budgeted for 2025 and have not been purchased as of June 30.

City of Rogers, Minnesota
Multi-Purpose Turf Facility Financial Report
For the Quarter Ended June 30, 2025

	Audited 2024	Approved Budget 2025	YTD June 2025	Variance	% Collected or Expended
Revenue					
Charges for Services	\$ -	\$ 157,269	\$ -	\$ (157,269)	0.00% (1)
Interest Earnings	-	-	(14)	(14)	N/A (2)
Total Revenues	<u>-</u>	<u>157,269</u>	<u>(14)</u>	<u>(157,283)</u>	
Expenditures					
Personal Services	-	65,878	948	(64,930)	1.44% (1)
Supplies	-	16,200	2,227	(13,974)	13.74% (1)
Other Services & Charges	-	43,300	284	(43,016)	0.66% (1)
Total Expenditures	<u>-</u>	<u>125,378</u>	<u>3,459</u>	<u>(121,920)</u>	
Excess (Deficiency) or Revenues Over (Under) Expenditures	<u>-</u>	<u>31,891</u>	<u>(3,472)</u>	<u>(35,363)</u>	
Net Change in Fund Balances	<u>\$ -</u>	<u>\$ 31,891</u>	<u>\$ (3,472)</u>	<u>\$ (35,363)</u>	

As of June 30, revenues and expenditures are expected to be at 50% of budgeted amounts. Variances greater or less than 10% from expected amounts are detailed below:

- (1) Effective for the 2025 budget and as of June 30, the Multi-Purpose Turf Facility is not yet operational and, therefore, budget to actual variances are to be expected.
- (2) Interest is allocated in June and December based on average cash balance. The Turf Facility is in a start-up stage, and interest earnings were not budgeted.

City of Rogers, Minnesota
Water Utility Fund Financial Report
For the Quarter Ended June 30, 2025

	Audited 2024	Approved Budget 2025	YTD June 2025	Variance	% Collected or Expended
Operating Revenues					
Charges for Services	\$ 2,412,394	\$ 2,360,150	\$ 1,276,991	\$ (1,083,159)	54.11%
Miscellaneous	78,257	5,000	1,759	(3,241)	35.18% (1)
Total Operating Revenues	<u>2,490,651</u>	<u>2,365,150</u>	<u>1,278,749</u>	<u>(1,086,401)</u>	
Operating Expenses					
Personal Services	720,883	778,100	350,479	(427,621)	45.04%
Supplies	415,273	267,900	251,515	(16,385)	93.88% (2)
Other Services & Charges	491,084	617,950	300,039	(317,911)	48.55%
Depreciation	559,836	590,000	-	(590,000)	0.00% (3)
Total Expenditures	<u>2,187,075</u>	<u>2,253,950</u>	<u>902,033</u>	<u>(1,351,917)</u>	
Operating Income (Loss)	<u>303,576</u>	<u>111,200</u>	<u>376,717</u>	<u>265,517</u>	
Nonoperating Revenues (Expenses)					
Income on Investments	303,628	130,000	105,428	(24,572)	81.10% (4)
Gain on Sale of Capital Assets	2,038	-	-	-	N/A
Interest Expense	(66,239)	(70,698)	(36,369)	34,329	51.44%
Total Nonoperating Revenues (Expenses)	<u>239,428</u>	<u>59,302</u>	<u>69,059</u>	<u>9,757</u>	
Income (Loss) Before Contributions and Transfers	<u>543,004</u>	<u>170,502</u>	<u>445,776</u>	<u>275,274</u>	
Contributions from Developers	1,306,502	1,155,000	-	(1,155,000)	0.00% (3)
Transfers In	<u>201,813</u>	<u>134,953</u>	<u>130,746</u>	<u>(4,207)</u>	<u>96.88% (5)</u>
Change in Net Position	<u>\$ 2,051,319</u>	<u>\$ 1,460,455</u>	<u>\$ 576,522</u>	<u>\$ (883,933)</u>	

As of June 30, revenues and expenditures are expected to be at 50% of budgeted amounts. Variances greater or less than 10% from expected amounts are detailed below:

- (1) Refunds and reimbursements are received periodically throughout the year. Few have been recorded as of June 30.
- (2) Supplies are purchased sporadically and as needed throughout the year. However, water meter purchases through June 30 have exceeded budgeted amounts and is due to the replenishment of stock and related City development activity throughout 2025.
- (3) Capital related items are adjusted at year-end when capital asset activity is recorded for the audit.
- (4) Interest is allocated in June and December based on average cash balance. Variance from budget largely due to conservative budgeting and higher than expected interest rates.
- (5) Operating transfers are primarily budgeted for the 2012A Ground Storage bond payments in June and December, with additional transfers made to reimburse eligible project costs from 2021A bond proceeds during the year.

City of Rogers, Minnesota
Sewer Utility Fund Financial Report
For the Quarter Ended June 30, 2025

	Audited 2024	Approved Budget 2025	YTD June 2025	Variance	% Collected or Expended
Operating Revenues					
Charges for Services	\$ 3,014,012	\$ 2,819,400	\$ 1,617,561	\$ (1,201,839)	57.37%
Miscellaneous	75,562	-	-	-	N/A
Total Operating Revenues	<u>3,089,574</u>	<u>2,819,400</u>	<u>1,617,561</u>	<u>(1,201,839)</u>	
Operating Expenses					
Personal Services	640,609	726,500	324,442	(402,058)	44.66%
Supplies	18,832	28,500	8,237	(20,263)	28.90% (1)
Other Services & Charges	1,509,103	1,531,908	922,896	(609,012)	60.24% (2)
Depreciation	458,233	460,000	-	(460,000)	0.00% (3)
Total Expenditures	<u>2,626,776</u>	<u>2,746,908</u>	<u>1,255,575</u>	<u>(1,491,333)</u>	
Operating Income (Loss)	<u>462,798</u>	<u>72,492</u>	<u>361,986</u>	<u>289,494</u>	
Nonoperating Revenues (Expenses)					
Income on Investments	119,354	45,000	48,242	3,242	107.20% (4)
Gain on Sale of Capital Assets	2,038	-	-	-	N/A
Total Nonoperating Revenues (Expenses)	<u>121,392</u>	<u>45,000</u>	<u>48,242</u>	<u>3,242</u>	
Income (Loss) Before Contributions and Transfers	584,190	117,492	410,227	292,735	
Contributions from Developers	1,537,461	1,302,000	-	(1,302,000)	0.00% (3)
Contributions from Other Funds	<u>252,634</u>	<u>-</u>	<u>-</u>	<u>-</u>	N/A
Change in Net Position	<u>\$ 2,374,285</u>	<u>\$ 1,419,492</u>	<u>\$ 410,227</u>	<u>\$ (1,009,265)</u>	

As of June 30, revenues and expenditures are expected to be at 50% of budgeted amounts. Variances greater or less than 10% from expected amounts are detailed below:

- (1) Supplies are purchased sporadically throughout the year, as needed. Variance from budget is due to fewer expenses than budgeted for tools and equipment and other maintenance supplies. Additionally, fuel is allocated at year-end.
- (2) Other services and charges consist of purchases that occur periodically throughout the year. Variance from budget is due to greater expenses than budgeted for vehicle and equipment maintenance, property insurance coverage, and computer software.
- (3) Capital related items are adjusted at year-end when capital asset activity is recorded for the audit.
- (4) Interest is allocated in June and December based on average cash balance. Variance from budget largely due to conservative budgeting and higher than expected interest rates.

City of Rogers, Minnesota
Storm Sewer Utility Fund Financial Report
For the Quarter Ended June 30, 2025

	Audited 2024	Approved Budget 2025	YTD June 2025	Variance	% Collected or Expended
Operating Revenues					
Charges for Services	\$ 754,453	\$ 747,800	\$ 389,293	\$ (358,507)	52.06%
Miscellaneous	57,891	5,000	3,915	(1,085)	78.30% (1)
Total Operating Revenues	<u>812,344</u>	<u>752,800</u>	<u>393,208</u>	<u>(359,592)</u>	
Operating Expenses					
Personal Services	184,659	262,575	130,306	(132,269)	49.63%
Supplies	9,252	14,100	3,324	(10,776)	23.57% (2)
Other Services & Charges	171,416	160,935	94,061	(66,874)	58.45%
Depreciation	297,305	300,000	-	(300,000)	0.00% (3)
Total Expenditures	<u>662,632</u>	<u>737,610</u>	<u>227,691</u>	<u>(509,919)</u>	
Operating Income (Loss)	<u>149,711</u>	<u>15,190</u>	<u>165,516</u>	<u>150,326</u>	
Nonoperating Revenues (Expenses)					
Income on Investments	130,974	50,000	42,752	(7,248)	85.50% (4)
Gain on Sale of Capital Assets	2,038	-	-	-	N/A
Total Nonoperating Revenues (Expenses)	<u>133,012</u>	<u>50,000</u>	<u>42,752</u>	<u>(7,248)</u>	
Income (Loss) Before Contributions and Transfers	282,723	65,190	208,269	143,079	
Contributions from Developers	924,962	1,769,000	-	(1,769,000)	0.00% (3)
Contributions from Other Funds	<u>264,021</u>	<u>-</u>	<u>-</u>	<u>-</u>	N/A
Change in Net Position	<u>\$ 1,471,706</u>	<u>\$ 1,834,190</u>	<u>\$ 208,269</u>	<u>\$ (1,625,921)</u>	

As of June 30, revenues and expenditures are expected to be at 50% of budgeted amounts. Variances greater or less than 10% from expected amounts are detailed below:

- (1) Refunds and reimbursements are received periodically throughout the year. Current quarter amounts relate to reimbursements for escrow related activity.
- (2) Supplies are purchased sporadically throughout the year, as needed. Variance from budget is due to fewer expenses than budgeted for tools and equipment and other operational supplies. Additionally, fuel is allocated at year-end.
- (3) Capital related items are adjusted at year-end when capital asset activity is recorded for the audit.
- (4) Interest is allocated in June and December based on average cash balance. Variance from budget largely due to conservative budgeting and higher than expected interest rates.

City of Rogers, Minnesota
Liquor Fund Financial Report
For the Quarter Ended June 30, 2025

	Audited 2024	Approved Budget 2025	YTD June 2025	Variance	% Collected or Expended
Rogers Wines and Spirits (RWAS)					
Operating Revenues					
Sales	\$ 4,210,641	\$ 4,301,500	\$ 1,915,593	\$ (2,385,907)	44.53%
Cost of Sales	(2,956,151)	(3,069,500)	(1,279,513)	1,789,987	41.68%
Gross Profit	<u>1,254,489</u>	<u>1,232,000</u>	<u>636,079</u>	<u>(595,921)</u>	
Operating Expenses					
Personal Services	665,784	754,395	443,422	(310,973)	58.78%
Supplies	11,811	19,500	13,163	(6,337)	67.50% (1)
Other Services & Charges	263,761	197,220	101,107	(96,113)	51.27%
Depreciation	22,867	25,000	-	(25,000)	0.00% (2)
Total Expenditures	<u>964,222</u>	<u>996,115</u>	<u>557,693</u>	<u>(438,422)</u>	
Operating Income (Loss) - RWAS	<u>290,267</u>	<u>235,885</u>	<u>78,387</u>	<u>(157,498)</u>	
Muni (2024) & Event Center (2025)					
Operating Revenues					
Sales	454,838	100,000	11,861	(88,139)	11.86% (2)
Cost of Sales	(148,924)	(35,000)	(1,292)	33,708	3.69% (2)
Gross Profit	<u>305,913</u>	<u>65,000</u>	<u>10,569</u>	<u>(54,431)</u>	
Operating Expenses					
Personal Services	299,736	53,559	4,938	(48,621)	9.22% (3)
Supplies	10,714	-	2,675	2,675	100.00% (3)
Other Services & Charges	118,769	-	4,208	4,208	100.00% (3)
Depreciation	3,889	-	-	-	N/A (2)
Total Expenditures	<u>433,108</u>	<u>53,559</u>	<u>11,821</u>	<u>(41,738)</u>	
Operating Income (Loss) - Muni/Event Center	<u>(127,194)</u>	<u>11,441</u>	<u>(1,252)</u>	<u>(12,693)</u>	
Nonoperating Revenues (Expenses)					
Income on Investments	77,353	30,000	38,549	8,549	128.50% (4)
Gain on Sale of Capital Assets	1,043,458	-	260	260	100.00% (2)
Other Income	46,029	300	2,536	2,236	845.23% (5)
Total Nonoperating Revenues (Expenses)	<u>1,166,840</u>	<u>30,300</u>	<u>41,344</u>	<u>11,044</u>	
Income (Loss) Before Contributions and Transfers	1,329,913	277,626	118,479	(159,147)	
Transfers Out	<u>(241,359)</u>	<u>(225,000)</u>	<u>-</u>	<u>225,000</u>	0.00% (6)
Change in Net Position	<u>\$ 1,088,554</u>	<u>\$ 52,626</u>	<u>\$ 118,479</u>	<u>\$ 65,853</u>	

As of June 30, revenues and expenditures are expected to be at 50% of budgeted amounts. Variances greater or less than 10% from expected amounts are detailed below:

- (1) Supplies for RWAS are purchased sporadically throughout the year, as needed. Variance from budget is due to greater expenses than budgeted for office and other operational supplies.
- (2) Capital related items are adjusted at year-end when capital asset activity is recorded for the audit.
- (3) Effective for the 2025 budget, the Event Center was included for budgetary purposes for the hosting of events that involved on-sale liquor sales. Due to limited data available during the prior year budgeting process, current year budgeted amounts were determined to be over-estimated compared to the actual revenue and expense observed at the Event Center during the year. Such results will be reviewed as part of the annual budgeting process for the upcoming year.
- (4) The Liquor Fund has its own checking account. Interest earned is only on that account and pays interest on the interfund loan balance with the General Fund. Interest rates remain elevated compared to the historical average.
- (5) ATM commissions and Event Center staff time reimbursements are higher than expected as of June 30.
- (6) Budgeted operating transfers to the General Fund made at year-end.