AGENDA

Rogers City Council

January 13, 2026 - 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 or Commission for future report.

3. PRESENTATIONS

3.1 Accept Donation From Rogers Relief Association

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 December 9, 2025 Council Work Session Minutes, December 9, 2025 City Council Meeting Minutes and December 29, 2025 City Council Special Meeting Minutes

5.2 Approval of Bills and Claims

5.3 Approval of New 3.2% Off-Sale Liquor License for LV Petroleum, LLC (dba TA Rogers) located at 13400 Rogers Drive

5.4 Approval of a New Tobacco License for Diamond Lake Tobacco Located at 21897 South Diamond Lake Road, Suite 650, Rogers, MN

5.5 Approval of Application for a Gambling Exempt Permit for Rogers Royals

Cheerleading Booster Club to Conduct Excluded Bingo on February 15, 2026 at Broadway Bar & Pizza Located at 14040 Rogers Drive

5.6 Approval of One-Day Temporary On-Sale Liquor Licenses for the Rogers Lions Club for March 20, 2026 and March 27, 2026 for Fish Frys at the 21st Century Bank Event Center

5.7 Authorization of the 2025 Audit Engagement Letter

5.8 Approve Changes to 2026 Rogers Fire Department Handbook

5.9 Approve a Revision to the Indoor Playground Fee Schedule to Not Charge Admission to Supervising Adults

5.10 Approve Hiring of Tom Krouse from Part-Time to Full-Time Custodian

5.11 Approve Professional Services Agreement with Core & Main in Association with HydroCorp for Meter Replacement, City Project No. 2601

5.12 Approve Scope of Services for Traut Companies to Inspect and Repair Well No. 9

5.13 Approve Resolution 2026-09 Authorizing the Acquisition of Budgeted Maintenance Supplies, Materials and Services for the Calendar Year 2026

5.14 Approval of Resolution No. 2026-02, A Resolution Approving 2025 Donations

5.15 Approval of Resolution 2026-08 Related to Crosswalk Improvements at the Intersection of Main Street and Church Avenue

5.16 Approval of Appointments to the Planning Commission

5.17 Approval of a Request for Proposals to be Published for the 2050 Comprehensive Plan Update

5.18 Approval of Resolution No. 2026 - 01, A Resolution Approving the 2026-2028 Residential Waste Reduction and Recycling Policy, and authorize execution of the Residential Waste Reduction and Recycling Grant Agreement No. PR00008081.

5.19 Approve Change Order for Grass 11

5.20 Accept Resignation for Probationary Paid-on-Call Firefighter Percy Arzapalo

5.21 Approval of Change Orders for Territorial Park Construction Project

5.22 Approval of the Rogers Personnel Policy Dated January 1, 2026

5.23 Approve Job Description for Deputy Chief of Police, Authorize Recruitment

and Selection, and Approve Subsequent Backfill Process

5.24 Approval of the Following Position Descriptions Consistent With the 2026 Budget Process:

- City Clerk
- Communications Manager
- Assistant to the Chief of Police
- Records Manager
- Assistant Chief of Community Risk Reduction/Fire Marshal
- Lieutenant of Administration

5.25 Approve the Purchase Agreement/Contract for ECSI Craig 1300

5.26 Approval of Resolution 2026-10 Authorizing Letter of Credit Reductions for Northview Preserve

5.27 Approve Blue Peak Consulting Contract For Mental Health and Resilence Resources for the RFD

6. PUBLIC HEARINGS

7. GENERAL BUSINESS

7.1 Swearing In and Badge Pinning for RFD Officers and Firefighters

7.2 Annual Appointment Process

7.3 Approval of AKA SPORT Facility Rental Agreement at the HealthPartners Fieldhouse (Summers 2026–2028)

7.4 Approve IMS Permitting and Avolve Digi-e-Plan Plan Review Software Contracts

7.5 Approve AIA Document A133-2019, Standard Form of Agreement Between the City of Rogers and Terra Construction for Construction Manager at Risk (CM@R) for the Police Department/City Hall Civic Campus, City Project No. 2202

7.6 Update Regarding Hennepin County Grant for Roundabout Construction at Main Street and Territorial Road, City Project No. 1811

8. OTHER BUSINESS

9. CORRESPONDENCE AND REPORTS

10. CLOSED SESSION

10.1

1. Adjourn to Closed Session for Consideration of Offers for City Owned Property Pursuant to Minnesota Statute 13D.05, Subdivision 3(c); PID 2412023320016 (County Rd 81) and PID 2612023140063 (Goldenrod Lane & Fletcher Lane)

11. ADJOURN

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 3.1

Subject: Accept Donation From Rogers Relief Association
Prepared By: Patrick Farrens, Fire Chief

Recommended Council Action
Recognize the Rogers Fire Department Relief Association for Their Continued Work and Donations to the City

Overview / Background / Analysis
The Rogers Fire Department Relief Association conducts charitable gambling through pull tabs at numerous locations throughout Rogers. The RFD Relief Association donates all funds raised to the city each year to support equipment procurement, facility upgrades, retirement awards, and apparatus purchases. Their time and dedication to this endeavor directly impact the service we can provide to our community, while keeping a considerable amount of needed money for replacing items that affect the city's tax levy. Members supporting this program are completing this work outside their required time for call attendance, training, and related activities.

The formal acceptance of this donation is recognized in Resolution 2026-02.

Year	Contribution
2021	$180,000
2022	$195,000
2023	$210,000
2024	$200,000
2025	$150,000
Average	$187,000

Staff Recommendation
Recognize the Rogers Fire Department Relief Association for Their Continued Work and Donations to the City

Financial Impact: +$150,000 **Source Fund**: Fund 403

Budgeted? N/A

Supporting Documentation
None

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.1

Subject: Approval of December 9, 2025 Council Work Session Minutes, December 9, 2025 City Council Meeting Minutes and December 29, 2025 City Council Special Meeting Minutes

Prepared By: Stacie Brown, City Clerk

Recommended Council Action

Motion to approve the December 9, 2025 Council Work Session Minutes, the December 9, 2025 City Council Meeting Minutes and the December 29, 2025 City Council Special Meeting Minutes

Overview / Background / Analysis

Staff Recommendation

Motion to approve the December 9, 2025 Council Work Session Minutes, the December 9, 2025 City Council Meeting Minutes and the December 29, 2025 City Council Special Meeting Minutes

Financial Impact: **Source Fund**:

Budgeted? N/A

Supporting Documentation

A. 12092025min - worksession
B. 12092025min
C. 12292025min - Special Mtg

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, December 9, 2025, at 6:00 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, Joel Brockman
Council excused: None

Staff present: Steve Stahmer, Administrator; Stacy Scharber, Assistant City Administrator/HR Director; Bridget Bruska, Finance Director; Dan Wills, Chief of Police; Patrick Farrens, Fire Chief; Doran Cote, Public Works Director/City Engineer; Jason Albers, Fire Marshal; Jeff Beck, Police Captain; Brett Angell, Community Development Director; Alec Henderson, City Planner; and Stacie Brown, City Clerk.

2. GENERAL BUSINESS

2.1 Review of City Ordinances and Codes

Fire Chief Farrens summarized that a number of recommendations related to the City Code would be covered at a high level at this work session. He explained that staff would like to receive any immediate feedback from Council, which can be incorporated before formal adoption is requested.

Fire Marshal Albers presented details on recommended Fire Code requirement updates on the following topics:

- Renaming the Department of Fire Prevention to the Community Risk Reduction Division (more encompassing of services).
- Add a temporary directive encompassing anything unforeseen in the Fire Code.
- Align regulations for open burning/recreational fires to the DNR requirements.
- Premise identification — larger address numbers are needed for emergency response
- More details related to where fire hydrant systems can be located.
- Key boxes: mounting requirements, style and frequency of required updates.
- Locking standpipe caps; used in open parking structures
- Sprinkler system setups, including riser and valve locations
- Fire alarm system designs, with no oversight by the state, local requirements are needed.
- False alarms (installation of tamper covers)
- Fire Department connections on the exterior of buildings; ensuring correct setup to ensure Firefighter safety

- Underground storage tanks — requiring a distance of 10 feet from the property line (currently 3 feet)
- Fire lanes — expansion on signage requirements and road maintenance
- Emergency Responder radio coverage
- Temporary fencing for construction sites over buildings over 10,000 square feet
- Temporary LP gas permit — required to ensure Fire Code requirements are met

Assistant Administrator/HR Director Scharber asked if a variance would be possible for the underground storage tank location, and Chief Farrens explained that there could be an "as approved by the Fire Code Official" possibility for a number of these regulations. Mayor Klick asked if these proposed changes are universal standards. DFM Albers replied they are all very common in the metro area, and builders should be familiar with them.

Chief Farrens shared that an update to the code related to swimming pools will need to be updated. Requirements have changed at the State level since the City's Ordinance was adopted. Building Official Hansen will be preparing information to present to the Council regarding the proposed updates related to safety parameters.

City Planner Henderson reviewed proposed changes to Accessory Use standards, all of which would be reviewed by the Planning Commission and Council. These include increasing the number of detached structures allowed on a parcel by one (based on acreage calculations and districts), and relaxing fence standards. Henderson noted concerns about fence inspections given potential conflicts over property lines (and not having a licensed surveyor on staff).

Community Development Director Angell summarized proposed changes to the landscaping code, including removal or replacement of deceased trees on commercial properties. He noted that results of a recent chicken survey have been determined, with over 500 responses. He shared that the City has received a request for a community solar garden affiliated with solar panel manufacturer Heliene.

Police Captain Beck summarized clarifications to the hunting Ordinance:

- Hunting on a piece of property is only permitted for the landowner and their immediate family members. All others must apply for a permit through the Rogers Police Department.
- With residential growth to the south, a cleanup is needed to restrict allowed hunting areas.
- Increasing the distance for discharging firearms near park areas.
- Clarifications related to rifles

Captain Beck reviewed recommendations related to recreational motor vehicles, e-bikes and motorized scooters, including speed limits, age requirements, and operational/equipment requirements. He noted that with the potential for more crashes to occur over time with e-bikes, his recommendation is to follow the State Statute as it develops. Captain Beck emphasized the importance of public education on this topic,

especially for parents considering the purchase of these bikes.

Mayor Klick inquired on the allowed locations for operating e-bikes, specifically asking about parks and trails. Beck explained that an e-bike could be used in the park, as long as the speed is reasonable and not in a careless manner. Under the age of 18, a helmet is required. However, motorbikes are not allowed.

Councilor Enga asked if images would be provided along with education, and Beck stated that a definition could be provided for what each type of vehicle looks like. However, a focus on speed limitations, helmet requirements, and reasonable operation should minimize confusion.

3. ADJOURN

Mayor Klick adjourned the meeting at 7:00 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, December 9, 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, Joel Brockman
Council excused: None

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

2. OPEN FORUM

No one came forward.

3. PRESENTATIONS

3.1 Recognize Donors for 2025 Shop with a Cop Event

Police Chief Wills acknowledged the Rogers Lions Club, Vision Transportation, DiMaggio's Pizza, and Target for their donations to the 2025 Shop With a Cop event.

Mayor Klick and the Council expressed gratitude to the donors.

4. APPROVE AGENDA

Councilor Brockman moved, Councilor Enga seconded a motion to approve the agenda as submitted. Motion carried 5-0.

5. CONSENT AGENDA

- **5.1** Approval of the November 25, 2025 City Council Meeting Minutes
- **5.2** Approval of Bills and Claims
- **5.3** Canceling the December 23, 2025 Work Session and the December 23, 2025 City Council Meeting
- **5.4** Approval of On-Sale, 3.2 Wine Combination, 3.2 Liquor, Brewer Tap Room On-Sale, and Brewer Off-Sale License Renewals
- **5.5** Approval of New On-Sale and Sunday Liquor License for SH1 Diamond Lake Rogers MN MGMT LLC (dba Wellstead Senior Living Lodge)
- **5.6** Approval of a New Tobacco License for LV Petroleum, LLC for the Business

Located at 13400 Rogers Drive, Rogers, MN

5.7 Approval of Application for Gambling Exempt Permit for Rogers Otsego Softball Association to Conduct Paddlewheels on January 25, 2026 at Ripple Effect Brewing Located at 14086 Northdale Boulevard

5.8 Approval of 2026 Massage Establishment License Renewals

5.9 Approve Resolution 2025-91, A Resolution Increasing the PERA SVF Retirement Benefit to $6,700 Annually for Paid-On-Call Firefighters

5.10 Approval of Resolution No. 2025-98, A Resolution Authorizing a Transfer from General Fund to Facility Capital Reserve Fund

5.11 Approval of Early Replacement/Trade-In of the Ice Resurfacer at the Ice Arena

5.12 Approval of the First Amendment to the Purchase Agreement for the Sale of City-Owned Property with Brian Conneran (Little Caesars) Allowing for Additional Time to Close

5.13 Approval of the Fourth Amendment to the Purchase Agreement with Jacob Ventures (Ray J's) to Allow Additional Time to Close

5.14 Approval of the Seventh Amendment to the Purchase Agreement with Duffy Development for the Sale of City-Owned Property Allowing Additional Time to Close

Councilor Eiden moved, Councilor Enga seconded a motion to approve the Consent Agenda. Motion carried 5-0.

6. PUBLIC HEARINGS

None.

7. GENERAL BUSINESS

7.1 Approval of 2026 Final Budget and Levy Certifications

- Open for Public Comment
- Adopt the 2026 Budget
- Approval of Resolution No. 2025-94, A Resolution Setting the 2026 General and Special Levies

Finance Director Bruska presented the final budget and Levy, including a full overview of the budget process, General Fund Budget Revenues and Expenditures, Special Revenue Funds, Utility Funds (Water, Sewer and Stormwater), and the Liquor Fund.

Bruska reviewed the 2026 Preliminary Levy vs. the Final Levy, noting a decrease of almost $700,000. This will result in property taxes being lower than the amounts shown on proposed tax statements which were recently sent out by Hennepin County. She provided an overview of tax capacity calculations relative to the tax rate by property type.

Bruska shared that the majority of growth in tax capacity in 2025 was in residential, due to new construction. She presented the tax rate formula (tax rate equaling the property tax levy divided by tax capacity), noting the average proposed tax rate in Hennepin County was

40.7%. She noted that figure may decrease, and Rogers is within the average.

Bruska acknowledged the Council for working through challenging decisions, and their forward-thinking approach to budgeting. She opened the floor for comments from the Council or the public. Resident Jim Kelley stated he was happy to see a decrease from the Preliminary Levy to the Final Levy.

Councilor Enga moved, Councilor Jullie seconded a motion to adopt the 2026 Budget. Motion carried 5-0.

Councilor Eiden moved, Councilor Brockman seconded a motion to approve Resolution 2025-94; setting the 2026 General and Special Levies. Motion carried 5-0.

7.2 Consideration of a Redevelopment Tax Increment Financing Term Sheet Related to 21601 John Deere Lane

Community Development Director shared an overview of a proposed development by Bader Companies and Ebert Companies, which was previously presented at the November 13, 2025 City Council meeting. The developer is requesting Tax Increment Financing (TIF) for this project.

Jason Aarsvold of Ehlers & Associates, Inc. provided details on a Tax TIF Term Sheet calculation:

- Developer: Bader Companies/Ebert, or affiliates
- District Type: Redevelopment District
- Duration: maximum of 22 years
- Amount (based on duration): $7,620,000
- Anticipated Building Value: $43,440,000
- Note Type: Pay-As-You-Go

Mr. Aarsvold explained the process of negotiating terms prior to a full-term TIF agreement being prepared. The Term Sheet is a non-binding document, and the developer would cover the cost of the TIF process. He noted the expected increase in tax base and explained that land use approvals would be considered separately.

Councilor Brockman inquired about the need for a project like this. Angell stated that purely based on zoning and guidance, this project meets the goals set for the site. Brockman asked about prior uses of TIF in Rogers. Angell shared examples, including Broadway Pizza/Asguard, Duffy Development and Graco. Brockman asked who manages the Pay-as-you-go. Angell explained it is mostly managed by Ehlers.

Mayor Klick noted that the timing for this project feels turned around, when concerns over traffic haven't been resolved, and Councilor Enga agreed. Brockman inquired about a traffic study, and Angell stated it would be anticipated at the time of land use approvals.

Councilor Jullie asked if infrastructure costs are incorporated in the project cost, and Angell indicated they are not. Jullie asked for clarification on risks to the City. Angell explained that TIF is used to incentivize development on a property that would otherwise not develop; noting this property was on the market with no interest for three years.

Angell added that from a risk standpoint, a pay-as-you-go note is the least risky option for the City, and the look-back provisions help minimize risk to the City. Councilor Eiden asked if this would affect future development in the area, with the incentives needed for other properties. Angell stated that each development is reviewed on its own merit, and this should raise similar interest, which is a positive. No precedent is set for awarding a specific development.

Klick stated she would feel more comfortable if she knew there would be funding for Main Street. Brockman pointed out that approval of the term sheet would allow for more information, including a traffic study. Enga stated she is leaning away from this project; as she would rather see more businesses and retail.

Councilor Brockman moved, Councilor Jullie seconded a motion to approve the redevelopment tax increment financing term sheet with Ebert Companies and Bader Companies for a proposed development at 21601 John Deere Lane. Motion carried 3-2. Nays: Klick, Enga

7.3 Approve Promotion of Firefighter Wes Gedatus to Paid-on-Call Fire Lieutenant

Fire Chief Farrens shared details on the promotion of Firefighter Wes Gadadus to Paid-on-Call Fire Lieutenant. Firefighter Gedadus has served with the department for 12 years, has completed all required training for the Lieutenant position, and was unanimously selected by the interview panel.

Councilor Enga moved, Mayor Klick seconded a motion to approve the promotion of Firefighter Wes Gedadus to Paid-on-Call Fire Lieutenant. Motion carried 5-0.

8. OTHER BUSINESS

None.

9. CORRESPONDENCE AND REPORTS

None.

10. ADJOURN TO CLOSED SESSION

10.1 Adjourn to Closed Session to Discuss Attorney-Client Privileged Matters Per MN Statutes 13D.05, Subdivision 3(b).

City Attorney Vose stated that the Closed Session was to discuss pending litigation related to the Duffy Development property (W&W Properties, LLC vs. the City of Rogers).

Mayor Klick adjourned the meeting to Closed Session at 7:59 p.m.

The regular meeting reconvened at 8:34 p.m.

11. ADJOURN

Mayor Klick adjourned the meeting at 8:35 p.m.

Respectfully submitted,

Stacie Brown
City Clerk

1. CALL TO ORDER

A special meeting of the City Council of the City of Rogers was called to order by Mayor Klick on Monday, December 29, 2025, at 8:56 AM at Rogers City Hall, 22350 South Diamond Lake Road, Rogers, MN, 55374.

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

Staff present: Steve Stahmer, Administrator; Stacy Scharber, Assistant City Administrator/HR Director; Brett Angell, Community Development Director; Bob Vose, City Attorney; and Stacie Brown, City Clerk.

2. OPEN FORUM

No one came forward.

3. GENERAL BUSINESS

3.1 Consideration of Terms of Sale for City-Owned Property to Duffy Development

Community Development Director Angell shared the most recent version of an Escrow Agreement related to the sale of City-owned property to Duffy Development. He explained that with pending litigation having been attached to the parcel, it is important for the title company to be comfortable.

City Attorney Vose explained than an Escrow Agreement is being proposed by the Title Company, who is being asked by Duffy and the Financier to provide Title Insurance. The pending lawsuit is causing the title company to insure the risk. However, they have stipulated that someone needs to make them safe, and this can be any party.

Vose explained that the title company has proposed (through Duffy Development) that all the proceeds from the sale be put into escrow to be available to pay for legal fees and/or damages if the plaintiff were to win. On the City Council's behalf, Legal Counsel has said no to this, as asking the City to use all proceeds is too much of an ask. Legal Counsel has instead responded with a proposal of $100,000, limiting the amount of proceeds, but limiting what the money would be available for if Duffy is damaged by a claim of right of access for the Canfield building to John Deere Lane.

Vose noted additional considerations regarding a wall on the Canfield building property, which partially encroaches and has shown signs of difficulties. Duffy Development has concerns that construction activity could be claimed to cause damage to the wall. For context, the negotiating team has presented two other alternatives for the City taking on

some of the risk, with the emergence of the litigation posing additional risk for the City. The other proposals were rejected, though equally (or more) attractive from the Developer's perspective.

Councilor Jullie asked if damages include legal fees. Vose replied that this escrow would not be available for legal fees, as it's possible that upon sale of the property, most of the claims should be satisfied as the City will no longer own the property. To the extent the closing goes through, the litigation would likely continue against the City, not Duffy or the Title Company.

Assistant Administrator/HR Director Scharber asked if structural issues with the wall have been documented by the City's Building Official. Angell stated that Duffy Development has documented, and the City has permit records, and additional photos will be taken. Evidence and proof of damage due to construction would be required, which will be extremely difficult to do.

City Administrator Stahmer explained that Duffy's concerns are mostly due to the depth of frost footings. The building owner stated multiple times that it was built deep enough, and any visible cracking would be documented. Councilor Brockman asked if the encroachment issue will impact Duffy if the sale goes through, and Vose explained that in conveying the land to Duffy, it would be re-platted, establishing a way to convey the outlot to allow the encroachments to go away. In that scenario, a claim couldn't be continued against the City, it would need to be re-started against Duffy.

Scharber asked if the title company is comfortable with the $100,000, and Vose replied they are likely not, but someone else would need to put up additional funds. At this time, no one has agreed to anything. Brockman asked how much money the City would be losing if the sale doesn't go through. Stahmer stated that the City would still own the land, and losses would include five years of staff and attorney time; Scharber noted that as of a couple years ago, it was over $1 million. Angell noted this amount included a prior property acquisition which is now part of the development parcel.

Scharber reiterated that the ask of Council today is to confirm the City's escrow contribution would be $100,000, and Vose confirmed that is the ask. Angell noted the developer has significantly more invested, and they have every incentive to move forward. He added that as this agreement was approached, the City would never want to take on a normal development risk, which would be overly incentivizing a development to occur.

Mayor Klick asked if, in the event the development doesn't go through; would this be looked upon as the City's fault in the future in the eyes of Minnesota Housing. Angell didn't feel it would, as the scoring process is very transparent. Duffy may try to blame the City, but Minnesota Housing understands there have been challenges with this development, however there are also a lot of good aspects.

Council and staff further discussed the escrow amount and various exceptions to how it may be applied. Jullie expressed not being comfortable with including anything related to

the wall, given the history and parties involved. He noted that as long as the wall was built to specs, there isn't a reason for the City to put anything up.

Vose added that if there is a consensus, it could be said that the encroachment land will be conveyed, and supporting documentation could be offered instead. Jullie felt that would be reasonable. Stahmer noted the wall has been a sticking point which just keeps coming back up. Jullie noted that the Engineering Department has stated it was built and inspected and passed, and we should rely on this. Brockman asked if the new grade would impact the specifications that were in place at the time of construction, and Angell stated that it would be the same.

Klick expressed that knowing this has been a problem from day one, the parties likely won't agree. Jullie noted that the construction could have an effect on adjacent structural things, and his concern is that the property owner will take issue with it. Vose stated that the falling out is over this wall, and the two parties have not been particularly reasonable. Jullie expressed that the unreasonableness suggests the City should stay out of it.

Scharber inquired about the cost of constructing the wall; and the consensus was $50,000 at most. Enga wondered if it would be easier to require removal of the wall.

Councilor Brockman moved to approve the amount of $100,000 escrow, remove all references to the wall, and adjust verbiage to that extent.

Jullie stated he would like to allow some discretion to staff to protect the City while minimizing risk; to allow City staff to reasonably insert language which addresses concerns over the wall; particularly short-term construction. He requested the motion to be amended.

Brockman accepted the amended motion, and Klick seconded. The motion carried 4-0.

4. ADJOURN

Mayor Klick adjourned the meeting at 9:42 a.m.

Respectfully submitted,

Stacie Brown
City Clerk

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **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: **Source Fund**:

Budgeted? N/A

Supporting Documentation
A. AP Cover Sheet
B. 12-05-2025 Checks #96537-96582 & ACH Payments
C. 12-12-2025 Checks #96583-96628 & ACH Payments
D. 12-18-2025 Checks #96629-96641 - UB Overpayments
E. 12-22-2025 Checks #96642-96707 & ACH Payments
F. 12-31-2025 Checks #96708-96744 & ACH Payments
G. November Puchasing Cards

CITY OF ROGERS
01.13.2026 CITY COUNCIL MEETING
OPERATING ACCOUNTS - ADDITIONAL CLAIMS PAID/TO BE PAID

City Payroll Checks, Taxes & Misc Fees Paid		
12/11/2025	ADP Child Support/Garnishment	124.62
12/24/2025	ADP Child Support/Garnishment	124.62
12/11/2025	ADP Direct Deposits	292,936.73
12/24/2025	ADP Direct Deposits	353,547.62
12/12/2025	ADP Fees	1,736.73
12/12/2025	ADP Fees	1,134.35
12/12/2025	ADP Fees	1,081.20
12/11/2025	ADP Payroll Taxes	115,842.92
12/24/2025	ADP Payroll Taxes	138,740.97
1/5/2026	Humana (Employee Paid Supplemental Plan)	459.05
12/4/2025	Health Equity FSA/DCAP	200.00
12/4/2025	Health Equity FSA/DCAP	92.99
12/11/2025	Health Equity FSA/DCAP	251.59
12/18/2025	Health Equity FSA/DCAP	1,936.48
12/18/2025	Health Equity FSA/DCAP	1,100.00
1/2/2026	Health Equity FSA/DCAP	371.94
12/5/2025	Health Equity FSA Participant Fees - December	49.50
12/10/2025	Associated Bank Cobra Implementation Fee	250.00
12/26/2025	Group Health EAP Charges	161.12
12/15/2025	ICMA Deferred Compensation	2,778.83
12/29/2025	ICMA Deferred Compensation	2,779.25
1/6/2026	Associated Bank Health Plan Fund	238,000.00
12/5/2025	Optum Health Plan Fund	3,300.00
12/12/2025	Optum Health Plan Fund	6,694.97
12/24/2025	Optum Health Plan Fund	6,694.97
12/15/2025	PERA	89,042.86
12/29/2025	PERA	89,065.87
12/15/2025	State of MN HCSP	4,075.80
12/29/2025	State of MN HCSP	4,075.80
12/15/2025	State of MN - Deferred Comp	12,671.00
12/29/2025	State of MN - Deferred Comp	12,696.00
12/15/2025	Standard Life Insurance - December	1,857.90
12/15/2025	The Hartford - December	2,291.37
	Payroll & Misc Fee Expenditures	1,386,167.05
City Checks & ACH Paid		
12/5/2025	City Checks & ACH Paid (96537-96582)	514,052.59
12/12/2025	City Checks & ACH Paid (96583-96628)	1,044,582.10
12/18/2025	City Checks UB Overpayments (96629-96641)	3,025.97
12/22/2025	City Checks & ACH Paid (96642-96707)	1,453,663.01
12/31/2025	City Checks & ACH Paid (96708-96744)	444,355.93
	City Check & ACH Expenditures	3,459,679.60
City Misc ACH/Wires Paid		
1/2/2026	Credit Card Fees City	3,443.90
12/16/2025	Civic Pay ACH Fees Utility Billing	40.19
1/2/2026	Civic Pay Fees Utility Billing	5,248.03
12/10/2025	WT - Bond Trust Services - 2014A G.O Bond Payment	149,463.75
12/10/2025	WT - Bond Trust Services - 2015A G.O Bond Payment	515,850.00
11/19/2025	US Bank Credit Cards - November	72,699.45
12/3/2025	Finnly Sports Payments Credit Card Fees RAC	2,585.11
1/5/2026	Finnly Sports Payments Credit Card Fees RAC	4,625.99
12/3/2025	Payment Services Network Processing Fees	400.05
1/5/2026	Payment Services Network Processing Fees	361.45
12/11/2025	Wells Fargo Client Analysis Fees	1,894.00
12/22/2025	MNDOR - City Sales Tax	3,662.00
12/15/2025	MNDOR - Water Sales Tax	2,614.00
	City ACH/Wire Expenditures	762,887.92
	City Total To Be Approved	**5,608,734.57**
Liquor Misc ACH/Wires Paid		
12/3/2025	Credit Card Processing Fees - RWAS	6,848.27
12/3/2025	Credit Card Processing Fees - RWAS	542.00
12/3/2025	Credit Card Interchange Fees- RWAS	136.63
1/5/2026	Credit Card Processing Fees - RWAS	7,493.42
1/5/2026	Credit Card Processing Fees - RWAS	550.47
1/5/2026	Credit Card Interchange Fees- RWAS	152.28
12/19/2025	MNDOR - Liquor Sales Tax	42,691.00
	Liquor ACH/Wire Expenditures	58,414.07
	Liquor Total to Be Approved	**58,414.07**

Accounts Payable

Computer Check Proof List by Vendor

User: mrathlisberger@rogersmn.gov
Printed: 12/04/2025 - 9:31AM
Batch: 00001.12.2025

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
Vendor:	actfl	Action Fleet Inc			Check Sequence: 1	ACH Enabled: False
I8195		Squad Siren Reprogramming - 6834 6835 6836	321.95	12/05/2025	100-420-2100-44040-0000	
I8220		Mini-Radio-Lighting Tech-1FD0WHT7REF736:	1,199.15	12/05/2025	400-420-2210-45500-0000	
		Check Total:	1,521.10			
Vendor:	advcom	Advanced Commercial Flooring Inc			Check Sequence: 2	ACH Enabled: False
I-428		2508.310-Flooring-Dayroom-Operational Fire A:	2,158.50	12/05/2025	449-420-2210-45200-2508	
I-429		2508.202-Flooring-Rec Offices-Remodel CR Spa	1,481.50	12/05/2025	449-420-2210-45200-2508	
		Check Total:	3,640.00			
Vendor:	ale360	Alert 360			Check Sequence: 3	ACH Enabled: False
16774550		Monitoring-CR-Nov '25	24.77	12/05/2025	100-410-1940-43880-0000	
16774550		Monitoring-St 1-Nov '25	19.45	12/05/2025	100-420-2210-43880-0000	
		Check Total:	44.22			
Vendor:	andenmn	Anderson Engineering of Minnesota, LLC			Check Sequence: 4	ACH Enabled: False
25652		Work On Territorial Park October	1,000.00	12/05/2025	404-450-5200-43030-2207	
		Check Total:	1,000.00			
Vendor:	lubtec	Ascentek			Check Sequence: 5	ACH Enabled: False
3997585		Motivity Full Synthetic SAE 5W-30 Dexos1 Ger	1,270.80	12/05/2025	100-430-3000-42120-0000	
		Check Total:	1,270.80			
Vendor:	autsys	Automatic Systems Co.			Check Sequence: 6	ACH Enabled: True
044232		Programming Micrologixs Modules - Ind Lift Sta	1,766.25	12/05/2025	602-495-9490-44040-0000	
044232		Micrologixs Modules - Industrial Lift Station	2,195.00	12/05/2025	602-495-9490-44040-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	3,961.25			
Vendor: belco	Bellboy Corporation			Check Sequence: 7	ACH Enabled: True
0209686800	Wine	208.00	12/05/2025	609-497-9760-42530-0000	
0209686800	Liquor	517.38	12/05/2025	609-497-9760-42510-0000	
0300276200	THC Credit	-896.50	12/05/2025	609-497-9760-42535-0000	
0300494900	THC	587.55	12/05/2025	609-497-9760-42535-0000	
	Check Total:	416.43			
Vendor: bnsf	BNSF Railway Company			Check Sequence: 8	ACH Enabled: False
90293860	Fletcher Ln - Crossing Relocation For Rd Projec	-16,594.36	12/05/2025	402-000-0000-10100-5000	
90293860	Fletcher Ln - Crossing Relocation For Rd Projec	16,594.36	12/05/2025	402-000-0000-10100-0000	
90293860	Fletcher Ln - Crossing Relocation For Rd Projec	16,594.36	12/05/2025	402-430-3121-45300-1409	
	Check Total:	16,594.36			
Vendor: bolme	Bolton & Menk Inc			Check Sequence: 9	ACH Enabled: True
0379438	2024 Topographic Survey/Signal Rehab Design #	1,281.50	12/05/2025	401-430-3121-43030-2401	
0379439	Work On Lift Station No. 3 Rehabilitation #2507	4,251.50	12/05/2025	408-430-3330-43030-2507	
	Check Total:	5,533.00			
Vendor: Wirbe	BreakThru Beverage Minnesota Wine & Sprirts			Check Sequence: 10	ACH Enabled: True
124321456	Liquor	2,732.08	12/05/2025	609-497-9760-42510-0000	
124321457	Wine	1,310.85	12/05/2025	609-497-9760-42530-0000	
124429126	Service Fee	1.45	12/05/2025	609-497-9760-42530-0000	
	Check Total:	4,044.38			
Vendor: callto	CallTower Inc			Check Sequence: 11	ACH Enabled: True
202859266	Monthly Phone Service November	1,513.99	12/05/2025	100-410-1330-43250-0000	
	Check Total:	1,513.99			
Vendor: capbe	Capitol Beverage			Check Sequence: 12	ACH Enabled: True
3218682	THC	1,150.00	12/05/2025	609-497-9760-42535-0000	
3218683	Beer	73.20	12/05/2025	609-497-9760-42520-0000	
3218683	Wine	197.40	12/05/2025	609-497-9760-42530-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
3218684	Liquor	1,285.90	12/05/2025	609-497-9760-42510-0000	
3218685	NA	179.45	12/05/2025	609-497-9760-42540-0000	
3218685	Beer	9,903.45	12/05/2025	609-497-9760-42520-0000	
	Check Total:	12,789.40			
Vendor: carcl	Carson, Clelland & Schreder			Check Sequence: 13	ACH Enabled: True
8754	November Attorney Fees	5,526.00	12/05/2025	100-420-2100-43040-0000	
	Check Total:	5,526.00			
Vendor: cdwgo	CDW Government			Check Sequence: 14	ACH Enabled: True
AH1DF5Z	HP Computer Replacement - M. Albers	3,117.51	12/05/2025	100-410-1950-42010-0000	
	Check Total:	3,117.51			
Vendor: cdwgo	CDW Government			Check Sequence: 15	ACH Enabled: True
AG9GY4Q	Dock replacement - M. Albers	413.00	12/05/2025	100-410-1950-42010-0000	
AG9GY4Q	Computer monitors (2) replacement - M. Albers	595.18	12/05/2025	100-410-1950-42010-0000	
	Check Total:	1,008.18			
Vendor: cdwgo	CDW Government			Check Sequence: 16	ACH Enabled: True
AG9UL7G	Dock Replacement For L. Pettis	413.00	12/05/2025	100-410-1520-42010-0000	
	Check Total:	413.00			
Vendor: cdwgo	CDW Government			Check Sequence: 17	ACH Enabled: True
AH1I69L	Scanner-RWAS	396.51	12/05/2025	609-497-9760-42010-0000	
	Check Total:	396.51			
Vendor: cdwgo	CDW Government			Check Sequence: 18	ACH Enabled: True
AG9YL3X	New TV - 2nd Floor Conference Room	836.99	12/05/2025	100-420-2100-42100-0000	
	Check Total:	836.99			
Vendor: cencu	Center Cut Meats, LLC			Check Sequence: 19	ACH Enabled: True
November 2025	Senior Dining - Nov 2025	511.50	12/05/2025	100-450-5186-43444-0000	
	Check Total:	511.50			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 20	ACH Enabled: False
5542017-8	Gas - Sr. Center - FINAL BILL November	19.30	12/05/2025	100-450-5186-43830-0000	
	Check Total:	19.30			
Vendor: embpw	Century Link			Check Sequence: 21	ACH Enabled: False
313022581	Telephone Service - Hassan Town Hall Decembe	62.58	12/05/2025	100-410-1940-43210-0000	
	Check Total:	62.58			
Vendor: berbe	Chas. A. Bernick, Inc.			Check Sequence: 22	ACH Enabled: False
10428342	THC	74.00	12/05/2025	609-497-9760-42535-0000	
10428343	Beer	639.70	12/05/2025	609-497-9760-42520-0000	
10428343	NA	36.90	12/05/2025	609-497-9760-42540-0000	
10428344	THC Credit	-12.60	12/05/2025	609-497-9760-42535-0000	
10428345	Beer Credit	-10.00	12/05/2025	609-497-9760-42520-0000	
10430702	THC	74.00	12/05/2025	609-497-9760-42535-0000	
10430703	NA	240.00	12/05/2025	609-497-9760-42540-0000	
10430703	Beer	2,440.00	12/05/2025	609-497-9760-42520-0000	
	Check Total:	3,482.00			
Vendor: cinco	Cintas Corporation			Check Sequence: 23	ACH Enabled: True
4250239558	RWAS Mats & Towels 11/18/25	104.98	12/05/2025	609-497-9760-43100-0000	
4251091791	Uniform - SWR 11/25/25	5.04	12/05/2025	602-495-9490-42180-0000	
4251091791	Uniform - PW 11/25/25	23.14	12/05/2025	100-430-3000-42180-0000	
4251091791	Uniform - PK 11/25/25	14.32	12/05/2025	100-450-5200-42180-0000	
4251091791	Uniform - WTR 11/25/25	5.04	12/05/2025	601-494-9440-42180-0000	
4251091791	Mats & Towels 11/25/25	62.18	12/05/2025	100-430-3000-44060-0000	
4251091791	Uniform - Janitorial 11/25/25	2.53	12/05/2025	100-410-1940-44060-0000	
4251091791	Uniform - Gen'l. Gov't. Bldgs. 11/25/25	2.88	12/05/2025	100-410-1940-42180-0000	
	Check Total:	220.11			
Vendor: cit	Computer Integration Technologies Inc			Check Sequence: 24	ACH Enabled: True
505060	Endpoint Detection And DNS Filter	831.00	12/05/2025	100-410-1330-43190-0000	
	Check Total:	831.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: mnpip	Core & Main LP			Check Sequence: 25	ACH Enabled: False
Y117235	Traffic Kit 18"- Hydrant Hit Ins.	331.00	12/05/2025	601-494-9440-42104-0000	
Y117235	Breakable Kit Flag WB-67-Hydrant Hit Ins.	498.57	12/05/2025	601-494-9440-42104-0000	
Y117235	Upper Rod-Hydrant Hit Ins.	340.00	12/05/2025	601-494-9440-42104-0000	
Y117235	Freight	215.00	12/05/2025	601-494-9440-42104-0000	
	Check Total:	1,384.57			
Vendor: crafco	Crafco Inc			Check Sequence: 26	ACH Enabled: True
9403607153	Tank Scraper Asst RV.0	125.00	12/05/2025	100-430-3120-42103-0000	
9403607153	Mastic Shoebox (L8xW12xH3) W/4.5' Handle	300.00	12/05/2025	100-430-3120-42103-0000	
	Check Total:	425.00			
Vendor: creres	Creative Resources Agency LLC			Check Sequence: 27	ACH Enabled: False
IN0019709	Grand Open Pens Stress Reliever Balls Gell Pacl	1,461.60	12/05/2025	209-450-5207-42100-0000	
	Check Total:	1,461.60			
Vendor: cusel	Custom Electrical Concepts, LLC			Check Sequence: 28	ACH Enabled: True
2022	Replace Pole & Luminaire Complete-Pole Hit In	7,914.90	12/05/2025	100-430-3120-43100-0000	
	Check Total:	7,914.90			
Vendor: dahdi	Dahlheimer Distributing Co.			Check Sequence: 29	ACH Enabled: True
2626023	Beer Credit	-241.20	12/05/2025	609-497-9760-42520-0000	
2629414	Liquor	2,696.60	12/05/2025	609-497-9760-42510-0000	
2629465	N/A	65.50	12/05/2025	609-497-9760-42540-0000	
2629465	Beer	625.70	12/05/2025	609-497-9760-42520-0000	
2631827	THC	88.00	12/05/2025	609-497-9760-42535-0000	
2631828	Beer	9,662.68	12/05/2025	609-497-9760-42520-0000	
2634419	Liquor	470.00	12/05/2025	609-497-9760-42510-0000	
2634420	NA	247.60	12/05/2025	609-497-9760-42540-0000	
2634421	Beer	6,019.95	12/05/2025	609-497-9760-42520-0000	
2634422	Beer	78.00	12/05/2025	609-497-9760-42520-0000	
2636824	Beer	9,614.76	12/05/2025	609-497-9760-42520-0000	
2637347	Beer	45.80	12/05/2025	609-497-9760-42520-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	29,373.39			
Vendor: delde	Delta Dental of Minnesota			Check Sequence: 30	ACH Enabled: False
RIS0006696170	December EE Paid Dental Insurance	4,719.69	12/05/2025	100-000-0000-21707-0000	
	Check Total:	4,719.69			
Vendor: diamo	Diamond Mowers Inc.			Check Sequence: 31	ACH Enabled: True
297771	Bearing Taper Race-Ditch Mower	92.04	12/05/2025	100-430-3120-42103-0000	
297771	Bearing Taper 1.25 X 2.61-Ditch Mower	123.20	12/05/2025	100-430-3120-42103-0000	
297771	Seal For Ground Roller-Ditch Mower	77.32	12/05/2025	100-430-3120-42103-0000	
297771	Knife HD Flail - 3/16"Thick-Ditch Mow	558.72	12/05/2025	100-430-3120-42103-0000	
297771	Shaft Interim GR Assembly-Ditch Mower	313.38	12/05/2025	100-430-3120-42103-0000	
297771	Freight	74.22	12/05/2025	100-430-3120-42103-0000	
	Check Total:	1,238.88			
Vendor: cldis	Dick Family Inc.			Check Sequence: 32	ACH Enabled: True
2210383	Beer	1,464.05	12/05/2025	609-497-9760-42520-0000	
2210383	THC	496.92	12/05/2025	609-497-9760-42535-0000	
	Check Total:	1,960.97			
Vendor: dmxmu	DMX Music - Minneapolis			Check Sequence: 33	ACH Enabled: False
59237494	RWAS Music December	48.02	12/05/2025	609-497-9760-43100-0000	
	Check Total:	48.02			
Vendor: ecmpu	ECM Publishers, Inc.			Check Sequence: 34	ACH Enabled: True
1074854	Publication - Summary Ord 2025-10	64.00	12/05/2025	100-410-1910-43520-0000	
	Check Total:	64.00			
Vendor: ehlas	Ehlers & Associates Inc			Check Sequence: 35	ACH Enabled: False
103880	10 Year Arbitrage Report 2015A Bonds	2,025.00	12/05/2025	341-470-7000-43140-0000	
103880	10 Year Arbitrage Report 2015A Bonds	1,725.00	12/05/2025	330-470-7000-43140-0000	
103881	Ebert Apartments-Willis Trucking Site October 2	2,975.00	12/05/2025	203-410-1325-43140-8150	
	Check Total:	6,725.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: feren	Ferguson Enterprises #1657			Check Sequence: 36	ACH Enabled: False
2193583	1/2 Dom Cop Strut Clamp Pre Assembly - SCP	1.66	12/05/2025	410-450-5200-45200-2104	
2193583	1# Bag Thumb Gum Seal Cmpd - SCP	7.00	12/05/2025	410-450-5200-45200-2104	
2193583	3/4 Dom Cop Strut Clamp W/Hardware - SCP	1.75	12/05/2025	410-450-5200-45200-2104	
2193583	1/2X5 Galvanized Steel Nipple - SCP	11.80	12/05/2025	410-450-5200-45200-2104	
2193583	1/2X6 Galvanized Steel Nipple - SCP	13.33	12/05/2025	410-450-5200-45200-2104	
2193583	1/2X3-1/2 Galvanized Steel Nipple - SCP	9.77	12/05/2025	410-450-5200-45200-2104	
2193583	1/2 Galvanized MI 150# Coupler - SCP	21.59	12/05/2025	410-450-5200-45200-2104	
2193583	1/2X4 Galvanized Steel Nipple - SCP	9.77	12/05/2025	410-450-5200-45200-2104	
2196367	LF 1/2 GALV MI 150# GJ Union - SCP	23.20	12/05/2025	410-450-5200-45200-2104	
2196367	LF 1/2 BRS CP 600# Third FP BV - SCP	35.53	12/05/2025	410-450-5200-45200-2104	
2196367	1-5/8X13/16X10 14 Galv H/SL Strut - SCP	30.19	12/05/2025	410-450-5200-45200-2104	
	Check Total:	165.59			
Vendor: garre	Gartner Refrigeration Inc			Check Sequence: 37	ACH Enabled: False
12453980	Compressor 1 Shut Down Evaluation 11/7/25	704.00	12/05/2025	205-450-5205-44010-0000	
	Check Total:	704.00			
Vendor: mires	Global Reserve			Check Sequence: 38	ACH Enabled: True
ORD-21513	THC	2,480.00	12/05/2025	609-497-9760-42535-0000	
	Check Total:	2,480.00			
Vendor: gopst	Gopher State One-Call Inc			Check Sequence: 39	ACH Enabled: True
5110722	Locates November	58.77	12/05/2025	603-496-9495-43150-0000	
5110722	Locates November	180.54	12/05/2025	602-495-9490-43150-0000	
5110722	Locates November	180.54	12/05/2025	601-494-9440-43150-0000	
	Check Total:	419.85			
Vendor: grelaco	Great Lakes Coca Cola			Check Sequence: 40	ACH Enabled: False
49925415015	Mix	1,222.46	12/05/2025	609-497-9760-42540-0000	
	Check Total:	1,222.46			
Vendor: guape	Guardian Pest Solutions, Inc.			Check Sequence: 41	ACH Enabled: False
2711812	Pest Control - Hassan Town Hall November	33.60	12/05/2025	100-410-1940-43140-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2713157	Commercial Pest Control - PD November	54.00	12/05/2025	100-420-2100-43140-0000	
	Check Total:	87.60			
Vendor: hawch	Hawkins Inc.			Check Sequence: 42	ACH Enabled: False
7266054	Chlorine Hydrofluosilicic Acid LPC-5	6,565.12	12/05/2025	601-494-9440-42160-0000	
	Check Total:	6,565.12			
Vendor: hecoas	Hennepin County			Check Sequence: 43	ACH Enabled: False
1000256948	Jail Room & Board - November	75.00	12/05/2025	100-420-2100-43100-0000	
	Check Total:	75.00			
Vendor: hilin	Hillyard, Inc - Minneapolis			Check Sequence: 44	ACH Enabled: False
700690097	Bracket Caster Static Gray Teal IMop	88.89	12/05/2025	100-430-3000-42103-0000	
	Check Total:	88.89			
Vendor: hohen	Hohensteins Inc			Check Sequence: 45	ACH Enabled: False
881260	Beer	420.00	12/05/2025	609-497-9760-42520-0000	
	Check Total:	420.00			
Vendor: impda	Imperial Dade			Check Sequence: 46	ACH Enabled: False
4453186	Kai Vac Replacement Cord	260.70	12/05/2025	205-450-5205-42103-0000	
	Check Total:	260.70			
Vendor: innof	Innovative Office Solutions LLC			Check Sequence: 47	ACH Enabled: True
IN4994763	Trash Can Liners	95.16	12/05/2025	100-420-2100-42100-0000	
	Check Total:	95.16			
Vendor: iea	Institute for Environmental Asses			Check Sequence: 48	ACH Enabled: False
00060478	Rogers Indoor Turf Facility Commissioning Oct	2,208.00	12/05/2025	410-450-5200-43030-2201	
	Check Total:	2,208.00			
Vendor: jeffi	Jefferson Fire & Safety, Inc.			Check Sequence: 49	ACH Enabled: False
IN333651	Holmatro Brackets-Mini-1FD0WHT7REF73659	251.31	12/05/2025	400-420-2210-45500-0000	
IN334018	Storz Cap-X2-Mini-1FD0WHT7REF73659	271.68	12/05/2025	400-420-2210-45500-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	522.99			
Vendor: johbr	Johnson Brothers Liquor Co.			Check Sequence: 50	ACH Enabled: False
157637	Wine Credit	-16.25	12/05/2025	609-497-9760-42530-0000	
157638	Wine Credit	-145.77	12/05/2025	609-497-9760-42530-0000	
2921268	Liquor	535.05	12/05/2025	609-497-9760-42510-0000	
2921269	Wine	443.25	12/05/2025	609-497-9760-42530-0000	
2926286	Liquor	62.91	12/05/2025	609-497-9760-42510-0000	
2926287	Wine	571.26	12/05/2025	609-497-9760-42530-0000	
2928087	Liquor	192.37	12/05/2025	609-497-9760-42510-0000	
2928088	Wine	686.16	12/05/2025	609-497-9760-42530-0000	
2928127	Liquor	5,024.64	12/05/2025	609-497-9760-42510-0000	
2928128	Liquor	12,475.98	12/05/2025	609-497-9760-42510-0000	
2928129	Wine	916.76	12/05/2025	609-497-9760-42530-0000	
2928130	THC	1,432.50	12/05/2025	609-497-9760-42535-0000	
2934072	Liquor	2,152.08	12/05/2025	609-497-9760-42510-0000	
2934073	Wine	857.70	12/05/2025	609-497-9760-42530-0000	
2934216	Liquor	5,554.53	12/05/2025	609-497-9760-42510-0000	
2934217	Wine	1,360.32	12/05/2025	609-497-9760-42530-0000	
3812531	Beer	183.10	12/05/2025	609-497-9760-42520-0000	
436141	Beer Credit	-30.00	12/05/2025	609-497-9760-42520-0000	
5080946	Liquor	401.35	12/05/2025	609-497-9760-42510-0000	
5080947	Wine	3,448.49	12/05/2025	609-497-9760-42530-0000	
5081629	Wine	243.30	12/05/2025	609-497-9780-42530-0000	
5085530	Liquor	147.06	12/05/2025	609-497-9760-42510-0000	
5085631	Liquor	1,267.21	12/05/2025	609-497-9760-42510-0000	
5085632	Wine	2,846.05	12/05/2025	609-497-9760-42530-0000	
5085633	NA	257.77	12/05/2025	609-497-9760-42540-0000	
563838	Wine Credit	-53.77	12/05/2025	609-497-9760-42530-0000	
7543888	Wine	385.37	12/05/2025	609-497-9760-42530-0000	
7543889	NA	0.30	12/05/2025	609-497-9760-42540-0000	
7543922	Wine	833.74	12/05/2025	609-497-9760-42530-0000	
7543923	NA	129.77	12/05/2025	609-497-9760-42540-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	42,163.23			
Vendor: k&seng	K&S Engraving LLC			Check Sequence: 51	ACH Enabled: True
14059	Par & Mask Tags-Beehler-Arzapalo-Bebeau	51.00	12/05/2025	100-420-2210-42100-0000	
	Check Total:	51.00			
Vendor: shagr	Kelbro Company			Check Sequence: 52	ACH Enabled: True
100-00466	Ice	46.54	12/05/2025	609-497-9760-42570-0000	
	Check Total:	46.54			
Vendor: kutak	Kutak Rock LLC			Check Sequence: 53	ACH Enabled: False
3656541	TIF 17 (Asguard Redevelopment) October 2025	1,037.00	12/05/2025	463-465-6500-43040-0000	
3656542	TIF 18 (Duffy Downtown Housing) October 202	305.00	12/05/2025	203-410-1325-43040-8150	
3656543	Fredrik Apartments Assignment October 2025	884.50	12/05/2025	203-410-1325-43040-0000	
	Check Total:	2,226.50			
Vendor: leoda	Leo A. Daly LLC			Check Sequence: 54	ACH Enabled: False
023-10733-000-5	Civic Campus Architect & Eng. Svcs Thru 11/25	235,784.78	12/05/2025	400-000-0000-10100-0000	
023-10733-000-5	Civic Campus Architect & Eng. Svcs Thru 11/25	-235,784.78	12/05/2025	400-000-0000-10100-4014	
023-10733-000-5	Civic Campus Architect & Eng. Svcs Thru 11/25	235,784.78	12/05/2025	400-420-2100-43030-2202	
	Check Total:	235,784.78			
Vendor: lexll	Lexipol LLC			Check Sequence: 55	ACH Enabled: False
INVLEX11261305	Annual Policy Manual & Bulletins - 2026	7,786.96	12/05/2025	100-000-0000-15500-0000	
	Check Total:	7,786.96			
Vendor: lucli	Luce Line Brewing			Check Sequence: 56	ACH Enabled: False
E-4803	Beer	183.00	12/05/2025	609-497-9760-42520-0000	
	Check Total:	183.00			
Vendor: maceq	MacQueen Equipment, Inc.			Check Sequence: 57	ACH Enabled: True
P57999	Helmet Shield-Ende-Parker	223.58	12/05/2025	100-420-2210-42106-0000	
	Check Total:	223.58			

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
Vendor:	cleri	McDonald Distributing Company			Check Sequence: 58	ACH Enabled: True
835209		Beer	409.00	12/05/2025	609-497-9760-42520-0000	
835223		Beer Credit	-220.01	12/05/2025	609-497-9760-42520-0000	
		Check Total:	188.99			
Vendor:	menar	Menards, Inc.			Check Sequence: 59	ACH Enabled: True
57594		1/2" X 12" PVC Riser - EC	1.38	12/05/2025	100-410-1941-42102-0000	
57594		44" LED Carlisle BK - Hassan Town Hall	109.99	12/05/2025	100-410-1940-42102-0000	
57594		1/2 INSRT X 1/2 MIP Elbow - EC	0.89	12/05/2025	100-410-1941-42102-0000	
57594		1/2 THD COUP PVC 80 - EC	2.89	12/05/2025	100-410-1941-42102-0000	
57594		100W A19 5CCT 10Y LED 2 - Water Tower	63.92	12/05/2025	601-494-9440-42104-0000	
57594		Basic Digital T-STAT	45.98	12/05/2025	609-497-9760-42102-0000	
57594		640Z Cleaning Vinegar - EC	2.09	12/05/2025	100-410-1941-42102-0000	
57945		Liqfence Deerrab Gran 2LB-EC Gardens	13.98	12/05/2025	100-410-1941-42102-0000	
57945		3/4" 60' Elec Tape-Blk-10-EC Gardens	6.99	12/05/2025	609-497-9760-42102-0000	
57945		Duck Gen Purp 1 D 1.88X60-EC Gardens	3.39	12/05/2025	100-410-1941-42102-0000	
57945		Treewrap 3"X50' Roll-EC Gardens	23.96	12/05/2025	601-494-9440-42104-0000	
		Check Total:	275.46			
Vendor:	minch	Minn. Chiefs of Police Assoc.			Check Sequence: 60	ACH Enabled: False
22235		Annual Membership Dues	513.00	12/05/2025	100-420-2100-44330-0000	
		Check Total:	513.00			
Vendor:	mindehe	Minn. Dept. of Health			Check Sequence: 61	ACH Enabled: False
4th Qtr 2025		Comm Water Service Connection Fee - 4th Qtr 2	8,505.00	12/05/2025	601-494-9440-44080-0000	
		Check Total:	8,505.00			
Vendor:	mobot	MoboTrex, Inc.			Check Sequence: 62	ACH Enabled: True
1950145		LED 2" Ball Red Tint 15 Yr Warranty	342.00	12/05/2025	100-430-3120-43170-0000	
		Check Total:	342.00			
Vendor:	napa	NAPA Auto Parts			Check Sequence: 63	ACH Enabled: False
413917		Returns: Oil Filter Several Fuel Filters Bearing	-88.47	12/05/2025	100-430-3000-42103-0000	
414643		Fuse Block Accessory Connector	77.46	12/05/2025	100-430-3120-42103-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
414768	Coupler	19.56	12/05/2025	100-430-3000-42103-0000	
415457	#35-051 Oil Filter	10.00	12/05/2025	100-430-3000-42103-0000	
415567	#15-007 Relay	17.42	12/05/2025	100-450-5200-42103-0000	
	Check Total:	35.97			
Vendor: nbh	Nothing But Hemp LLC			Check Sequence: 64	ACH Enabled: True
4814	THC	450.00	12/05/2025	609-497-9760-42535-0000	
	Check Total:	450.00			
Vendor: contin	Paric Holdings			Check Sequence: 65	ACH Enabled: True
80087	2508.204-CR Furniture-Remodel CR Space	29,777.30	12/05/2025	449-420-2210-45200-2508	
	Check Total:	29,777.30			
Vendor: potso	Potentia MN Solar Fund 1, LLC			Check Sequence: 66	ACH Enabled: True
MN-INV-2510-165	RAC Solar - Oct 2025	4,221.21	12/05/2025	205-450-5205-43810-0000	
MN-INV-2510-172	PD Solar - Oct 2025	715.42	12/05/2025	100-420-2100-43810-0000	
MN-INV-2510-173	Well 6 Solar - Oct 2025	864.30	12/05/2025	601-494-9440-43810-0000	
MN-INV-2510-174	Water Booster Station Oct 2025	864.30	12/05/2025	601-494-9440-43810-0000	
MN-INV-2510-175	Well 5 Solar - Oct 2025	864.30	12/05/2025	601-494-9440-43810-0000	
MN-INV-2510-176	Well 7 Solar - Oct 2025	864.30	12/05/2025	601-494-9440-43810-0000	
MN-INV-2510-181	RAC Solar - Oct 2025	3,079.22	12/05/2025	205-450-5205-43810-0000	
MN-INV-2510-182	PD Solar - Oct 2025	1,256.61	12/05/2025	100-420-2100-43810-0000	
MN-INV-2510-187	FD Solar - Oct 2025	453.30	12/05/2025	100-420-2210-43810-0000	
MN-INV-2510-187	CR Solar - Oct 2025	576.93	12/05/2025	100-410-1940-43810-0000	
MN-INV-2510-188	CH Solar - Oct 2025	396.54	12/05/2025	100-410-1940-43810-0000	
MN-INV-2510-188	PW Solar - Oct 2025	925.26	12/05/2025	100-430-3000-43810-0000	
MN-INV-2510-189	RWAS Solar - Oct 2025	2,114.89	12/05/2025	609-497-9760-43810-0000	
	Check Total:	17,196.58			
Vendor: poyan	Andrea Poythress			Check Sequence: 67	ACH Enabled: True
Poythress	Mileage Reimbursement - A. Poythress June-No	70.07	12/05/2025	100-410-1520-44360-0000	
	Check Total:	70.07			
Vendor: premr	PreCise MRM LLC			Check Sequence: 68	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
IN200-2009512	5MB Flat Data Plan US With NAF C-US-5MB	260.00	12/05/2025	100-430-3120-43190-0000	
	Check Total:	260.00			
Vendor: reiin	Reinders, Inc			Check Sequence: 69	ACH Enabled: True
3414186-00	48" Orange Markers 5/16" Hi-Vis Reflective Tap	242.00	12/05/2025	100-430-3120-42240-0000	
	Check Total:	242.00			
Vendor: repse	Republic Services #899			Check Sequence: 70	ACH Enabled: False
0899-004868494	RWAS-Garbage October	1,016.56	12/05/2025	609-497-9760-43100-0000	
	Check Total:	1,016.56			
Vendor: rogtr	Rogers Ace			Check Sequence: 71	ACH Enabled: False
30475	Galvanized Pipe Fittings - SCP Air Line	23.74	12/05/2025	410-450-5200-45200-2104	
30508	1/2 X 2 Galv Fittings For SCP	5.18	12/05/2025	410-450-5200-45200-2104	
30522	Torch Kit High Heat	32.50	12/05/2025	601-494-9440-42105-0000	
30522	Torch Kit High Heat	32.49	12/05/2025	602-495-9490-42105-0000	
	Check Total:	93.91			
Vendor: rosst	Roselawn Stables			Check Sequence: 72	ACH Enabled: False
2025	Trolley For Tree Lighting 12/5/25	1,800.00	12/05/2025	100-450-5120-43445-0000	
	Check Total:	1,800.00			
Vendor: scrin	SCR Inc St Cloud			Check Sequence: 73	ACH Enabled: False
AW28207	RAC Heavy Refrigeration Maintenance	1,041.25	12/05/2025	205-450-5205-44040-0000	
	Check Total:	1,041.25			
Vendor: souwi	Southern Glazers Wine & Spirits of Minnesota			Check Sequence: 74	ACH Enabled: False
2681286	Wine	1,510.52	12/05/2025	609-497-9760-42530-0000	
2694686	Liquor	5,008.58	12/05/2025	609-497-9760-42510-0000	
2694687	Wine	1,673.64	12/05/2025	609-497-9760-42530-0000	
	Check Total:	8,192.74			
Vendor: sprso	Springbrook Holding Co LLC			Check Sequence: 75	ACH Enabled: False
INV-022420	CivicPay Transaction Fee - November 2025	340.21	12/05/2025	603-496-9495-44300-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
INV-022420	CivicPay Transaction Fee - November 2025	130.85	12/05/2025	100-430-3245-44300-0000	
INV-022420	CivicPay Transaction Fee - November 2025	994.46	12/05/2025	602-495-9490-44300-0000	
INV-022420	CivicPay Transaction Fee - November 2025	1,151.48	12/05/2025	601-494-9440-44300-0000	
	Check Total:	2,617.00			
Vendor: stost	StopStick, Ltd			Check Sequence: 76	ACH Enabled: False
0040487-IN	Squad Build - 6853	105.00	12/05/2025	400-420-2100-45500-0000	
	Check Total:	105.00			
Vendor: strei	Streicher's Inc.			Check Sequence: 77	ACH Enabled: False
I1796255	Uniform - Vest - Wilhoite	1,932.97	12/05/2025	100-420-2100-42180-0000	
	Check Total:	1,932.97			
Vendor: titma	Titan Machinery Inc			Check Sequence: 78	ACH Enabled: False
PS1025045-1	#20-001 Sensor	154.66	12/05/2025	100-430-3000-42103-0000	
	Check Total:	154.66			
Vendor: tncin	TNC Industries Inc			Check Sequence: 79	ACH Enabled: False
36017	Plymovent Exhaust System-Mini-1FD0WHT7RI	835.00	12/05/2025	400-420-2210-45500-0000	
	Check Total:	835.00			
Vendor: utilo	Utility Logic			Check Sequence: 80	ACH Enabled: True
15896	G450 Repair Labor To Replace Alkaline Batterie	125.00	12/05/2025	602-495-9490-44040-0000	
15896	G450 Factory Refurbishment Kit	675.00	12/05/2025	602-495-9490-44040-0000	
15897	G450 Repair Labor/Calibrate/Clean/ Cal.	75.00	12/05/2025	602-495-9490-44040-0000	
	Check Total:	875.00			
Vendor: rosmu	Vincent Rose			Check Sequence: 81	ACH Enabled: False
#COR2002	Live Entertainment For Senior Event 11/25/25	200.00	12/05/2025	100-450-5186-43443-0000	
	Check Total:	200.00			
Vendor: grain	W.W. Grainger, Inc.			Check Sequence: 82	ACH Enabled: True
9720957753	RAC Paper Towels TP & Trash Bags	551.54	12/05/2025	205-450-5205-42100-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	551.54			
Vendor: webal	Webaloo LLC			Check Sequence: 83	ACH Enabled: True
13598-17730	Communications Consultant 11/17/25	165.60	12/05/2025	100-410-1325-43100-0000	
	Check Total:	165.60			
Vendor: welfit	Wellness That Fits LLC			Check Sequence: 84	ACH Enabled: False
14976	Wellness Visit #8	175.00	12/05/2025	100-420-2100-43140-0000	
16275	Wellness Visit #9	175.00	12/05/2025	100-420-2100-43140-0000	
	Check Total:	350.00			
Vendor: woohil	Wooden Hill Brewing Company			Check Sequence: 85	ACH Enabled: True
E-1689	Beer	125.40	12/05/2025	609-497-9760-42520-0000	
	Check Total:	125.40			
Vendor: xcele	Xcel Energy			Check Sequence: 86	ACH Enabled: False
51-9712220-4	Streetlights-Metered October	837.28	12/05/2025	100-430-3120-43160-0000	
51-9712220-4	Streetlights-Unmetered October	8,054.94	12/05/2025	100-430-3120-43160-0000	
51-9712220-4	Non-Recurring Charges October	-603.21	12/05/2025	100-430-3120-43160-0000	
	Check Total:	8,289.01			
	Total for Check Run:	514,052.59			
	Total of Number of Checks:	86			

Accounts Payable

Computer Check Proof List by Vendor

User: mrathlisberger@rogersmn.gov
Printed: 12/11/2025 - 2:24PM
Batch: 00002.12.2025

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: ajfli	A Journey For Life Inc			Check Sequence: 1	ACH Enabled: False
12/02/2025	Wellness Visit #12	185.00	12/12/2025	100-420-2100-43140-0000	
	Check Total:	185.00			
Vendor: actfl	Action Fleet Inc			Check Sequence: 2	ACH Enabled: False
I8227	Mini-Light Bar-1FD0WHT7REF73659	67.50	12/12/2025	400-420-2210-45500-0000	
	Check Total:	67.50			
Vendor: boutr	Bound Tree Medical, LLC			Check Sequence: 3	ACH Enabled: False
85995569	CPR Mannequins-Airway & Trauma Trainers	3,103.95	12/12/2025	100-420-2210-42070-0000	
	Check Total:	3,103.95			
Vendor: boytr	Boyer Ford Trucks			Check Sequence: 4	ACH Enabled: True
093P44889	#40-013 WIFASM 82 K OHMSAPTIV MP (F) 6	39.17	12/12/2025	100-430-3000-42103-0000	
	Check Total:	39.17			
Vendor: brato	Tom Brant			Check Sequence: 5	ACH Enabled: False
2105593	AV Sys Ref'd 11/30/25 Celebration Knights Of C	-75.00	12/12/2025	100-410-1941-34795-0000	
2105593	Kit Svcs Ref'd 11/30/25 Celebration Knights Of	-25.00	12/12/2025	100-410-1941-36222-0000	
2105593	Dep Ref'd 11/30/25 Celebration Knights Of Colu	500.00	12/12/2025	100-000-0000-22000-0000	
	Check Total:	400.00			
Vendor: Wirbe	BreakThru Beverage Minnesota Wine & Sprirts			Check Sequence: 6	ACH Enabled: True
124429124	Liquor	1,459.18	12/12/2025	609-497-9760-42510-0000	
124429125	Wine	1,099.95	12/12/2025	609-497-9760-42530-0000	
124507859	Liquor	256.45	12/12/2025	609-497-9760-42510-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
124507860	Wine	1,016.70	12/12/2025	609-497-9760-42530-0000	
	Check Total:	3,832.28			
Vendor: terpo	Brookfield Renewable			Check Sequence: 7	ACH Enabled: True
200100265736	RAC Solar - Nov 2025	146.79	12/12/2025	205-450-5205-43810-0000	
	Check Total:	146.79			
Vendor: canri	Cannon River Winery			Check Sequence: 8	ACH Enabled: False
200049	Wine	504.00	12/12/2025	609-497-9760-42530-0000	
	Check Total:	504.00			
Vendor: capbe	Capitol Beverage			Check Sequence: 9	ACH Enabled: True
3222582	THC	1,800.00	12/12/2025	609-497-9760-42535-0000	
3222662	Beer	220.00	12/12/2025	609-497-9760-42520-0000	
3223538	Beer Credit	-30.20	12/12/2025	609-497-9760-42520-0000	
3223539	Wine	197.40	12/12/2025	609-497-9760-42530-0000	
3223539	Beer	514.70	12/12/2025	609-497-9760-42520-0000	
3223540	Liquor	2,038.40	12/12/2025	609-497-9760-42510-0000	
3224002	Beer	30.00	12/12/2025	609-497-9760-42520-0000	
3224016	Beer	120.00	12/12/2025	609-497-9760-42520-0000	
	Check Total:	4,890.30			
Vendor: cdwgo	CDW Government			Check Sequence: 10	ACH Enabled: True
AG8KW5Q	Replacement Keyboard - M. Rathlisberger	136.49	12/12/2025	100-410-1520-42010-0000	
	Check Total:	136.49			
Vendor: cdwgo	CDW Government			Check Sequence: 11	ACH Enabled: True
AH1BE3Q	Startech ESK Mount Monitor Arm - D. Fessler	204.06	12/12/2025	100-420-2400-42010-0000	
AH1BE3Q	Viewsonic 34" WQHD USB-C Monitor - D. Fes:	1,134.58	12/12/2025	100-420-2400-42010-0000	
	Check Total:	1,338.64			
Vendor: cdwgo	CDW Government			Check Sequence: 12	ACH Enabled: True
AH1KM8W	2 HDMI Cables For Detective TVs	57.64	12/12/2025	100-420-2100-42100-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	57.64			
Vendor: cdwgo	CDW Government			Check Sequence: 13	ACH Enabled: True
AH1LG4L	TVs For Detectives	456.40	12/12/2025	100-420-2100-42100-0000	
	Check Total:	456.40			
Vendor: cdwgo	CDW Government			Check Sequence: 14	ACH Enabled: True
AH1MU5E	Keyboard & Mouse For R. Groettum	181.99	12/12/2025	100-410-1325-42010-0000	
	Check Total:	181.99			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 15	ACH Enabled: False
11177201-8	Gas - Event Center November	435.15	12/12/2025	100-410-1941-43830-0000	
	Check Total:	435.15			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 16	ACH Enabled: False
11626254-4	Gas - Splash Pad November	101.29	12/12/2025	100-450-5200-43830-0000	
	Check Total:	101.29			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 17	ACH Enabled: False
13775555-9	Gas - SCP Storage November	111.36	12/12/2025	100-450-5200-43830-0000	
	Check Total:	111.36			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 18	ACH Enabled: False
13775557-5	Gas - SCP Warming House November	52.21	12/12/2025	100-450-5200-43830-0000	
	Check Total:	52.21			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 19	ACH Enabled: False
5490566-6	Gas - PW November	746.81	12/12/2025	100-430-3000-43830-0000	
5490566-6	Gas - CH November	320.06	12/12/2025	100-410-1940-43830-0000	
	Check Total:	1,066.87			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 20	ACH Enabled: False
6403368750-6	Gas - 21701 Industrial Blvd. November	26.11	12/12/2025	100-410-1940-43830-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	26.11			
Vendor: cenhy	Central Hydraulics, Inc.			Check Sequence: 21	ACH Enabled: True
00661309	Kit-Pin Horiz Hinge Threaded Pin	94.66	12/12/2025	100-430-3000-42103-0000	
	Check Total:	94.66			
Vendor: embpw	Century Link			Check Sequence: 22	ACH Enabled: False
313942943	RWAS Telephone Service December	170.83	12/12/2025	609-497-9760-43210-0000	
313975749	Telephone Service - WTR November	64.37	12/12/2025	601-494-9440-43210-0000	
313975749	Telephone Service - PW November	186.61	12/12/2025	100-430-3000-43210-0000	
313975749	Telephone Service - SWR November	57.72	12/12/2025	602-495-9490-43210-0000	
313975749	Telephone Service - RAC November	146.44	12/12/2025	205-450-5205-43210-0000	
	Check Total:	625.97			
Vendor: berbe	Chas. A. Bernick, Inc.			Check Sequence: 23	ACH Enabled: False
10433496	THC	613.40	12/12/2025	609-497-9760-42535-0000	
10433497	Beer	2,481.90	12/12/2025	609-497-9760-42520-0000	
	Check Total:	3,095.30			
Vendor: cinco	Cintas Corporation			Check Sequence: 24	ACH Enabled: True
4251928925	Mats & Towels 12/3/25	62.65	12/12/2025	100-430-3000-44060-0000	
4251928925	Uniform - Janitorial 12/3/25	2.53	12/12/2025	100-410-1940-44060-0000	
4251928925	Uniform - SWR 12/3/25	5.04	12/12/2025	602-495-9490-42180-0000	
4251928925	Uniform - PK 12/3/25	14.31	12/12/2025	100-450-5200-42180-0000	
4251928925	Uniform - WTR 12/3/25	5.04	12/12/2025	601-494-9440-42180-0000	
4251928925	Uniform - Gen'l. Gov't. Bldgs.12/3/25	2.88	12/12/2025	100-410-1940-42180-0000	
4251928925	Uniform - PW 12/3/25	23.15	12/12/2025	100-430-3000-42180-0000	
4251930770	RWAS Mats & Towels 12/3/25	267.04	12/12/2025	609-497-9760-43100-0000	
4251930943	CR Floor Mats 12/3/25	11.25	12/12/2025	100-410-1940-44060-0000	
	Check Total:	393.89			
Vendor: citro	City of Rogers			Check Sequence: 25	ACH Enabled: False
003412-000	RWAS Water November	46.92	12/12/2025	609-497-9760-43820-0000	
004728-000	Water Service-12909 Main St November	48.91	12/12/2025	100-410-1940-43820-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
004732-000	Utility Service-PW November	167.80	12/12/2025	100-430-3000-43820-0000	
004732-000	Utility Service-CH November	71.91	12/12/2025	100-410-1940-43820-0000	
008783-000	Utility Service-NCP Pk. Bldg. November	16.51	12/12/2025	100-450-5200-43820-0000	
011577-000	Utility Service-Splash Pad November	43.41	12/12/2025	100-450-5200-43820-0000	
012576-000	21701 Industrial Blvd. - Boyer Bldg. November	120.41	12/12/2025	100-410-1940-43820-0000	
	Check Total:	515.87			
Vendor: contec	Conference Technologies			Check Sequence: 26	ACH Enabled: False
P-INV036487	2508.203-Council Microphones-50%-Remodel C	5,707.82	12/12/2025	449-420-2210-45200-2508	
	Check Total:	5,707.82			
Vendor: cusel	Custom Electrical Concepts, LLC			Check Sequence: 27	ACH Enabled: True
2026	150W HPS Lamp	126.20	12/12/2025	100-430-3120-43160-0000	
2026	100W HPS Ballast	626.06	12/12/2025	100-430-3120-43160-0000	
2026	Labor With Bucket Truck	1,000.00	12/12/2025	100-430-3120-43160-0000	
2026	100W HPS Lamp	252.08	12/12/2025	100-430-3120-43160-0000	
	Check Total:	2,004.34			
Vendor: dahdi	Dahlheimer Distributing Co.			Check Sequence: 28	ACH Enabled: True
2640449	THC	971.00	12/12/2025	609-497-9760-42535-0000	
2640561	NA	134.35	12/12/2025	609-497-9760-42540-0000	
2640613	Beer	1,194.25	12/12/2025	609-497-9760-42520-0000	
2642788	Beer	6,150.10	12/12/2025	609-497-9760-42520-0000	
3223541	Mix	160.25	12/12/2025	609-497-9760-42540-0000	
3223541	Beer	10,539.30	12/12/2025	609-497-9760-42520-0000	
3223541	NA	112.80	12/12/2025	609-497-9760-42540-0000	
	Check Total:	19,262.05			
Vendor: dak	Daktronics Inc			Check Sequence: 29	ACH Enabled: False
7177355	Facilities (Fieldhouse) Monument Sign	96,534.00	12/12/2025	410-450-5200-45300-2201	
	Check Total:	96,534.00			
Vendor: ecmpu	ECM Publishers, Inc.			Check Sequence: 30	ACH Enabled: True
1076590	Publish Ord 2025-11 The 2026 Fee Schedule	648.00	12/12/2025	100-410-1520-43520-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	648.00			
Vendor: facmo	Elliot Auto Supply Co, Inc.			Check Sequence: 31	ACH Enabled: False
128-228872	#6838 Next Gen Brake Pads	51.23	12/12/2025	100-420-2100-42103-0000	
128-Z19092	Core Credit	-18.00	12/12/2025	100-430-3000-42103-0000	
128-Z19147	Core Credits	-32.00	12/12/2025	100-450-5200-42103-0000	
	Check Total:	1.23			
Vendor: esker	Esker Inc			Check Sequence: 32	ACH Enabled: True
460320688	Esker - November 2025	733.63	12/12/2025	100-410-1520-43190-0000	
	Check Total:	733.63			
Vendor: fasco	Fastenal Company Inc.			Check Sequence: 33	ACH Enabled: True
MNTC4196698	.317x.5x.093 NylWasher	23.70	12/12/2025	100-430-3120-42260-0000	
	Check Total:	23.70			
Vendor: finwa	Finken Water Centers			Check Sequence: 34	ACH Enabled: True
1521473	Hassan Hall Water Softener December	18.00	12/12/2025	100-410-1940-42100-0000	
	Check Total:	18.00			
Vendor: grabe	Grape Beginnings, Inc.			Check Sequence: 35	ACH Enabled: False
MN00175951	Wine	336.00	12/12/2025	609-497-9760-42530-0000	
	Check Total:	336.00			
Vendor: heapar	Health Partners			Check Sequence: 36	ACH Enabled: False
616860999658	December ER Paid Health Insurance	4,188.14	12/12/2025	609-497-9760-41310-0000	
616860999658	December ER Paid Health Insurance	2,392.88	12/12/2025	603-496-9495-41310-0000	
616860999658	December ER Paid Health Insurance	3,193.43	12/12/2025	100-410-1520-41310-0000	
616860999658	December ER Paid Health Insurance	3,882.75	12/12/2025	100-410-1910-41310-0000	
616860999658	December ER Paid Health Insurance	227.07	12/12/2025	100-430-3245-41310-0000	
616860999658	December ER Paid Health Insurance	5,006.10	12/12/2025	100-420-2210-41310-0000	
616860999658	December ER Paid Health Insurance	3,850.04	12/12/2025	100-410-1950-41310-0000	
616860999658	December ER Paid Health Insurance	6,532.36	12/12/2025	601-494-9440-41310-0000	
616860999658	December ER Paid Health Insurance	196.50	12/12/2025	100-420-2500-41310-0000	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
616860999658		December ER Paid Health Insurance	6,436.29	12/12/2025	100-410-1325-41310-0000	
616860999658		December ER Paid Health Insurance	1,237.22	12/12/2025	100-410-1940-41310-0000	
616860999658		December ER Paid Health Insurance	491.25	12/12/2025	203-465-6500-41310-0000	
616860999658		December ER Paid Health Insurance	7,464.83	12/12/2025	100-450-5200-41310-0000	
616860999658		December ER Paid Health Insurance	39,736.58	12/12/2025	100-420-2100-41310-0000	
616860999658		December ER Paid Health Insurance	2,114.26	12/12/2025	209-450-5207-41310-0000	
616860999658		December ER Paid Health Insurance	1,213.69	12/12/2025	100-410-1330-41310-0000	
616860999658		December ER Paid Health Insurance	2,147.94	12/12/2025	100-430-3000-41310-0000	
616860999658		December ER Paid Health Insurance	383.40	12/12/2025	609-497-9780-41310-0000	
616860999658		December ER Paid Health Insurance	5,194.70	12/12/2025	100-430-3120-41310-0000	
616860999658		December ER Paid Health Insurance	2,179.70	12/12/2025	205-450-5205-41310-0000	
616860999658		December EE Paid Health Insurance	18,334.95	12/12/2025	100-000-0000-21706-0000	
616860999658		December ER Paid Health Insurance	491.25	12/12/2025	100-410-1941-41310-0000	
616860999658		December ER Paid Health Insurance	1,502.05	12/12/2025	100-450-5120-41310-0000	
616860999658		December ER Paid Health Insurance	6,139.37	12/12/2025	602-495-9490-41310-0000	
616860999658		December ER Paid Health Insurance	2,017.00	12/12/2025	100-420-2400-41310-0000	
616860999658		December ER Paid Health Insurance	491.25	12/12/2025	100-450-5186-41310-0000	
		Check Total:	127,045.00			
Vendor:	hencofca	Hennepin County Fire Chiefs Assoc			Check Sequence: 37	ACH Enabled: False
25-054		BlueCard-CE	262.50	12/12/2025	100-420-2210-44360-0000	
		Check Total:	262.50			
Vendor:	htgar	Hickey Thorstenson Grover LTD			Check Sequence: 38	ACH Enabled: True
24182		RAC Expansion Engineering Services Thru 11/1	8,905.00	12/12/2025	411-450-5205-43030-2406	
		Check Total:	8,905.00			
Vendor:	impda	Imperial Dade			Check Sequence: 39	ACH Enabled: False
4455871		HI Capacity Clean Cart For Use At CH	146.20	12/12/2025	100-410-1940-42102-0000	
4455871		HI Capacity Clean Cart For Use At PW	341.12	12/12/2025	100-430-3000-42102-0000	
4455873		HI Capacity Clean Cart For Use At PD	487.32	12/12/2025	100-420-2100-42102-0000	
		Check Total:	974.64			
Vendor:	infos	InfoSend			Check Sequence: 40	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
300017	Infosend Printing Fees November 2025	1,386.89	12/12/2025	602-495-9490-43500-0000	
300017	Infosend Printing Fees November 2025	474.46	12/12/2025	603-496-9495-43500-0000	
300017	Infosend Printing Fees November 2025	182.49	12/12/2025	100-430-3245-43500-0000	
300017	Infosend Printing Fees November 2025	1,605.88	12/12/2025	601-494-9440-43500-0000	
	Check Total:	3,649.72			
Vendor: frobu	iSport Networks LLC			Check Sequence: 41	ACH Enabled: False
RAC251201	RAC Expansion Naming Rights Consult Phase II	2,000.00	12/12/2025	410-450-5200-43100-0000	
	Check Total:	2,000.00			
Vendor: jeffi	Jefferson Fire & Safety, Inc.			Check Sequence: 42	ACH Enabled: False
IN334284	Mini-Wrench Mounts-1FD0WHT7REF73659	391.45	12/12/2025	400-420-2210-45500-0000	
	Check Total:	391.45			
Vendor: johbr	Johnson Brothers Liquor Co.			Check Sequence: 43	ACH Enabled: False
2932762	Liquor	1,209.75	12/12/2025	609-497-9760-42510-0000	
2932763	Wine	271.56	12/12/2025	609-497-9760-42530-0000	
2935170	Liquor	54.35	12/12/2025	609-497-9760-42510-0000	
2935242	Liquor	739.05	12/12/2025	609-497-9760-42510-0000	
	Check Total:	2,274.71			
Vendor: jusbr	Just Breathing LLC			Check Sequence: 44	ACH Enabled: True
#10-2025	Senior Fitness Classes Sept-Oct 2025	850.00	12/12/2025	100-450-5186-43443-0000	
	Check Total:	850.00			
Vendor: lels	Law Enforcement Labor Services, Inc.			Check Sequence: 45	ACH Enabled: True
December 2025	December 2025 Union Dues - Sergeants	292.00	12/12/2025	100-000-0000-21709-0000	
December 2025	December 2025 Union Dues - Patrol	1,241.00	12/12/2025	100-000-0000-21709-0000	
	Check Total:	1,533.00			
Vendor: lawpr	Lawson Products			Check Sequence: 46	ACH Enabled: False
9313036264	5/8-11x5 DH Plow Bolt Gr 9 Plain	45.76	12/12/2025	100-430-3120-42103-0000	
9313045333	Various Nuts Screws & Fittings	353.88	12/12/2025	100-430-3000-42103-0000	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
		Check Total:	399.64			
Vendor:	lucli	Luce Line Brewing			Check Sequence: 47	ACH Enabled: False
E-4876		Beer	248.00	12/12/2025	609-497-9760-42520-0000	
E-4876		THC	134.00	12/12/2025	609-497-9760-42535-0000	
		Check Total:	382.00			
Vendor:	mamun	M Amundson Cigar & Candy Co LLP			Check Sequence: 48	ACH Enabled: True
414309		Tobacco	2,275.52	12/12/2025	609-497-9760-42560-0000	
		Check Total:	2,275.52			
Vendor:	maceq	MacQueen Equipment, Inc.			Check Sequence: 49	ACH Enabled: True
E02323		2025 El Pelican Sweeper S# NP43256	337,574.00	12/12/2025	400-430-3000-45800-0000	
E02323		Sales Concession - Charges/Credits	-2,500.00	12/12/2025	400-430-3000-45800-0000	
		Check Total:	335,074.00			
Vendor:	marri	Marie Ridgeway LICSW, LLC			Check Sequence: 50	ACH Enabled: True
3446		Therapy Sessions	170.00	12/12/2025	100-420-2100-43140-0000	
		Check Total:	170.00			
Vendor:	medla	Medicine Lake Tours			Check Sequence: 51	ACH Enabled: False
11/18/25		Senior Transportation To "Laverne & Lucy" 11/1	1,261.00	12/12/2025	100-450-5186-43443-0000	
Nov 2025		12/3/25 Sr. Trip To Chanhassen Theater	2,675.00	12/12/2025	100-450-5186-43443-0000	
		Check Total:	3,936.00			
Vendor:	menar	Menards, Inc.			Check Sequence: 52	ACH Enabled: True
58307		70L (WW) C6 Faceted	39.96	12/12/2025	100-450-5200-42100-0000	
58307		70L (Green) C6 Faceted	39.96	12/12/2025	100-450-5200-42100-0000	
58307		1/2 (15/32CAT) 4X8 Rtd Shtg	167.86	12/12/2025	100-450-5200-42100-0000	
58307		70L (Blue) C6 Faceted White WR	39.96	12/12/2025	100-450-5200-42100-0000	
58307		70L (Red) C6 Faceted	59.94	12/12/2025	100-450-5200-42100-0000	
58307		R13 3.5X15X93" Kraft	126.00	12/12/2025	100-450-5200-42100-0000	
58345		Microfiber Window Washer	8.99	12/12/2025	100-410-1940-42102-0000	
58345		CLX Clean Up Refill 1280z	10.98	12/12/2025	100-410-1940-42102-0000	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
58345		280Z Goo Gone Grout	7.08	12/12/2025	100-410-1940-42102-0000	
58345		Magic Eraser Variety Pk 11Ct	14.98	12/12/2025	100-410-1940-42102-0000	
58345		RW Latex Dip Glove XL	5.98	12/12/2025	100-410-1940-42102-0000	
58345		12" Quick Straps	3.00	12/12/2025	100-410-1940-42100-0000	
58345		Swiffer 360 Dust Refill 6Ct	9.84	12/12/2025	100-410-1940-42102-0000	
58345		Laptop Stand W/Cell Stand	7.00	12/12/2025	100-410-1940-42100-0000	
58345		Bucket Window Wash Kit	39.88	12/12/2025	100-410-1940-42102-0000	
58345		Swiffer 360 Dust Refill 11Ct	14.44	12/12/2025	100-410-1940-42102-0000	
58345		16PC Drive Bit & Adapt Set	3.00	12/12/2025	100-410-1940-42100-0000	
58345		12" SS Squeegee	7.49	12/12/2025	100-410-1940-42102-0000	
58357		Return: 70L (WW) C6 Faceted	-9.99	12/12/2025	100-450-5200-42100-0000	
58357		Return: 70L (WW) C6 Faceted	-9.99	12/12/2025	100-450-5200-42100-0000	
58357		Return: 70L (WW) C6 Faceted	-9.99	12/12/2025	100-450-5200-42100-0000	
58357		Return: 70L (WW) C6 Faceted	-9.99	12/12/2025	100-450-5200-42100-0000	
58359		Mechanical Stake Timer	19.98	12/12/2025	100-450-5200-42100-0000	
58359		70L (PW) C6 Faceted	59.94	12/12/2025	100-450-5200-42100-0000	
58359		12" LED Tree Topper	29.99	12/12/2025	100-450-5200-42100-0000	
58359		70L (Blue) C6 Faceted	19.98	12/12/2025	100-450-5200-42100-0000	
58388		Prolong Cartridge Filters	27.98	12/12/2025	601-494-9440-42100-0000	
		Check Total:	724.25			
Vendor:	metwe	Metro West Inspection Services			Check Sequence: 53	ACH Enabled: True
4836		November 2025 Building Inspections	73,691.39	12/12/2025	100-420-2400-43110-0000	
		Check Total:	73,691.39			
Vendor:	metar	Metropolitan Area Management Assoc			Check Sequence: 54	ACH Enabled: False
2018		2025 MAMA Membership - Stahmer	50.00	12/12/2025	100-410-1325-44330-0000	
		Check Total:	50.00			
Vendor:	metcou	Metropolitan Council Environmental Services			Check Sequence: 55	ACH Enabled: True
0001197859		January 2026 METC Services	123,397.85	12/12/2025	602-000-0000-15500-0000	
		Check Total:	123,397.85			
Vendor:	minch	Minn. Chiefs of Police Assoc.			Check Sequence: 56	ACH Enabled: False

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
22392		2026 Annual Member Dues	225.00	12/12/2025	100-420-2100-44330-0000	
		Check Total:	225.00			
Vendor:	mmba	Minn. Municipal Beverage Assoc			Check Sequence: 57	ACH Enabled: False
2025		RWAS MMBA Dues Jan - July 2026	1,350.00	12/12/2025	609-000-0000-15500-0000	
2025		RWAS MMBA Dues July - Dec 2025	1,350.00	12/12/2025	609-497-9760-44330-0000	
		Check Total:	2,700.00			
Vendor:	schso	MN Equipment Inc.			Check Sequence: 58	ACH Enabled: True
P65514		#15-007 KM LED Beacon	98.33	12/12/2025	100-450-5200-42103-0000	
P65514		#15-007 Relay	58.60	12/12/2025	100-450-5200-42103-0000	
		Check Total:	156.93			
Vendor:	mrcut	MR Cutting Edge, LLC			Check Sequence: 59	ACH Enabled: True
7911		Blade Sharpening - 11/24/25	73.00	12/12/2025	205-450-5205-44040-0000	
		Check Total:	73.00			
Vendor:	napa	NAPA Auto Parts			Check Sequence: 60	ACH Enabled: False
416146		90-674 Adapter	4.84	12/12/2025	100-430-3120-42103-0000	
416312		Hydraulic Fluid	122.76	12/12/2025	100-430-3120-42120-0000	
416479		Diesel Antigel 64 Oz	31.98	12/12/2025	100-430-3000-42120-0000	
416524		#15-020 Air Filter	33.01	12/12/2025	100-450-5200-42103-0000	
416591		#35-037 Boxed Capsules	35.16	12/12/2025	100-450-5200-42103-0000	
		Check Total:	227.75			
Vendor:	nmem	North Memorial Health Care			Check Sequence: 61	ACH Enabled: False
128005		EMS Variance Course '25	200.00	12/12/2025	100-420-2210-44360-0000	
128006		Citizens Academy CPR Class	300.00	12/12/2025	100-420-2100-44385-0000	
		Check Total:	500.00			
Vendor:	offde	Office Depot			Check Sequence: 62	ACH Enabled: False
442090691001		16 GB USB - Office Supplies	63.00	12/12/2025	100-420-2100-42000-0000	
		Check Total:	63.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: pauso	Paustis & Sons			Check Sequence: 63	ACH Enabled: True
281532	Wine	1,088.00	12/12/2025	609-497-9760-42530-0000	
	Check Total:	1,088.00			
Vendor: prelo	Premier Locating Inc			Check Sequence: 64	ACH Enabled: False
43385	Locates November	17.50	12/12/2025	603-496-9495-43150-0000	
43385	Locates November	53.75	12/12/2025	602-495-9490-43150-0000	
43385	Locates November	53.75	12/12/2025	601-494-9440-43150-0000	
	Check Total:	125.00			
Vendor: repse	Republic Services #899			Check Sequence: 65	ACH Enabled: False
0899-004891575	Garbage - Hassan Town Hall November	109.34	12/12/2025	100-410-1940-43840-0000	
0899-004892678	Curbside Recycling November	25,536.91	12/12/2025	100-430-3245-43100-0000	
	Check Total:	25,646.25			
Vendor: rogtr	Rogers Ace			Check Sequence: 66	ACH Enabled: False
30506	Wiring-Plymovent Set Up-Mini	23.48	12/12/2025	100-420-2210-42103-0000	
30520	Ice Melt X2	35.98	12/12/2025	100-420-2210-42100-0000	
	Check Total:	59.46			
Vendor: sigso	Sign Solutions USA			Check Sequence: 67	ACH Enabled: True
420713	HIP 080 30"X30" Hand Applied S - W3-1 Stop A	446.24	12/12/2025	100-430-3120-42260-0000	
420713	Shipping & Handling	142.68	12/12/2025	100-430-3120-42260-0000	
420713	30" X 50 Yd 3931 Yellow HIP 3M	564.03	12/12/2025	100-430-3120-42260-0000	
420713	HIP .08024" X 30" Sheeted Blade - HIP White 3	453.20	12/12/2025	100-430-3120-42260-0000	
	Check Total:	1,606.15			
Vendor: simpli	Simplifile LC			Check Sequence: 68	ACH Enabled: False
930985932391SFL	Recording Fee- Res 2025-84	46.25	12/12/2025	100-410-1910-43520-0000	
	Check Total:	46.25			
Vendor: souwi	Southern Glazers Wine & Spirits of Minnesota			Check Sequence: 69	ACH Enabled: False
2697335	Liquor	3,583.34	12/12/2025	609-497-9760-42510-0000	
2697336	Wine	3,647.21	12/12/2025	609-497-9760-42530-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	7,230.55			
Vendor: spepr	SpeedPro Imaging of Eden Prairie			Check Sequence: 70	ACH Enabled: False
INV-39350	Fldhse/RAC Parking Lot Light Pole Conduit-Bai	6,075.00	12/12/2025	411-450-5205-43140-0000	
INV-39350	Fieldhouse Signage Lift Rental (3 Days)	5,700.00	12/12/2025	411-450-5205-43140-0000	
INV-39350	Fieldhouse External Graphics	14,201.42	12/12/2025	411-450-5205-43140-0000	
INV-39581	Fieldhouse Interior Graphics	6,136.75	12/12/2025	411-450-5205-43140-0000	
	Check Total:	32,113.17			
Vendor: stahst	Steve Stahmer			Check Sequence: 71	ACH Enabled: True
11/13/25	Supplies (Food) - State Bonding Meeting 11.13.2	74.75	12/12/2025	100-410-1110-44360-0000	
	Check Total:	74.75			
Vendor: steink	Steinkraus Plumbing			Check Sequence: 72	ACH Enabled: False
P25-000022	P25-000022 Commercial Plumbing Permit Fee R	251.25	12/12/2025	100-420-2400-32222-0000	
P25-000022	P25-000022 Surcharge Fee Refund	7.50	12/12/2025	100-000-0000-22020-0000	
	Check Total:	258.75			
Vendor: tmous	T-Mobile, USA			Check Sequence: 73	ACH Enabled: False
L2511130092	Search Warrant CN25010072	50.00	12/12/2025	100-420-2100-43140-0000	
	Check Total:	50.00			
Vendor: triso	TriTech Software Systems			Check Sequence: 74	ACH Enabled: False
450155	2026 LETG Software Subscription and Maintena	24,191.57	12/12/2025	100-000-0000-15500-0000	
	Check Total:	24,191.57			
Vendor: urbgr	Urban Growler Brewing Company, LLC			Check Sequence: 75	ACH Enabled: False
E-41599	Beer	93.00	12/12/2025	609-497-9760-42520-0000	
	Check Total:	93.00			
Vendor: vikau	Viking Automatic Sprinkler Co.			Check Sequence: 76	ACH Enabled: True
1025-F447615	RWAS Annual Sprinkler Inspection	465.00	12/12/2025	609-497-9760-43100-0000	
	Check Total:	465.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: grain	W.W. Grainger, Inc.			Check Sequence: 77	ACH Enabled: True
9730622371	Body Belt Delta	175.54	12/12/2025	602-495-9490-42180-0000	
9730622371	Bosun Chair 12"D 24"W Not Padded	232.01	12/12/2025	602-495-9490-42180-0000	
9732326641	Straight Coupling Aluminum 3/4"	9.64	12/12/2025	100-430-3000-42103-0000	
	Check Total:	417.19			
Vendor: watla	Water Laboratories, Inc.			Check Sequence: 78	ACH Enabled: True
10751	Water Testing November 2025	270.00	12/12/2025	601-494-9440-44080-0000	
	Check Total:	270.00			
Vendor: thore	West Publishing Corporation			Check Sequence: 79	ACH Enabled: False
852905254	November Online Investigative Services	355.30	12/12/2025	100-420-2100-43100-0000	
	Check Total:	355.30			
Vendor: wruse	Wruck Sewer & Portable Rental			Check Sequence: 80	ACH Enabled: False
I31431	Porta Potty Rental For Parks November	159.76	12/12/2025	100-450-5200-43100-0000	
	Check Total:	159.76			
Vendor: yalme	Yale Mechanical, LLC			Check Sequence: 81	ACH Enabled: True
25-0902	Replaced Dehumidification Heat Exchangers (2)	107,460.00	12/12/2025	205-450-5205-44010-0000	
25-0902	Replaced Dehumidification Heat Exchangers (2)	-107,460.00	12/12/2025	205-000-0000-10100-4018	
25-0902	Replaced Dehumidification Heat Exchangers (2)	107,460.00	12/12/2025	205-000-0000-10100-0000	
25-1067-2	2508.112-HVAC-Relocate Three Supply Diffuse	2,375.00	12/12/2025	449-420-2210-45200-2508	
277680	Boiler Check CH	86.22	12/12/2025	100-410-1940-44010-0000	
277680	Boiler Check PD	287.40	12/12/2025	100-420-2100-44010-0000	
277680	Boiler Check FS #2	287.40	12/12/2025	100-420-2210-44010-0000	
277680	Boiler Check PW	201.18	12/12/2025	100-430-3000-44010-0000	
277680	Boiler Check & Repair FS #1	574.80	12/12/2025	100-420-2210-44010-0000	
	Check Total:	111,272.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Total for Check Run:	1,044,582.10			
	Total of Number of Checks:	81			

Accounts Payable

Computer Check Proof List by Vendor

User: LPettis
Printed: 12/18/2025 - 9:11AM
Batch: 00003.12.2025

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: UB*00569	Shannon Blair-Olsen			Check Sequence: 1	ACH Enabled: False
	Refund Check 003933-000, 13996 Hollyhock Ln	141.27	12/18/2025	601-000-0000-20200-0000	
	Check Total:	141.27			
Vendor: UB*00573	Brian Busta			Check Sequence: 2	ACH Enabled: False
	Refund Check 003989-000, 12987 Oakwood Dr	151.10	12/18/2025	601-000-0000-20200-0000	
	Check Total:	151.10			
Vendor: UB*00576	City of Rogers - Fire Station II			Check Sequence: 3	ACH Enabled: False
	Refund Check 014141-000, 14125 Northdale Bl	942.75	12/18/2025	602-000-0000-20200-0000	
	Check Total:	942.75			
Vendor: UB*00568	Larry Hudson			Check Sequence: 4	ACH Enabled: False
	Refund Check 003228-000, 13711 Bluewing Dr	121.22	12/18/2025	601-000-0000-20200-0000	
	Check Total:	121.22			
Vendor: UB*00543	Loco LLC			Check Sequence: 5	ACH Enabled: False
	Refund Check 010165-000, 21431 141st Ave N	135.78	12/18/2025	601-000-0000-20200-0000	
	Check Total:	135.78			
Vendor: UB*00574	Nancy/Chris Martell			Check Sequence: 6	ACH Enabled: False
	Refund Check 008230-000, 12646 Elm Pkwy	205.59	12/18/2025	601-000-0000-20200-0000	
	Check Total:	205.59			
Vendor: UB*00577	Katherine McPherson			Check Sequence: 7	ACH Enabled: False
	Refund Check 009022-000, 12117 Malisa Ct	157.36	12/18/2025	601-000-0000-20200-0000	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
		Check Total:	157.36			
Vendor:	UB*00571	Thomas G Miller			Check Sequence: 8	ACH Enabled: False
		Refund Check 003558-000, 13110 Red Fox Rd	731.63	12/18/2025	601-000-0000-20200-0000	
		Check Total:	731.63			
Vendor:	UB*00567	Jill Scherle			Check Sequence: 9	ACH Enabled: False
		Refund Check 011798-000, 23163 Iris Ave	33.62	12/18/2025	601-000-0000-20200-0000	
		Check Total:	33.62			
Vendor:	UB*00566	Gregg Scollard			Check Sequence: 10	ACH Enabled: False
		Refund Check 008145-000, 13070 Brookside Lı	174.26	12/18/2025	601-000-0000-20200-0000	
		Check Total:	174.26			
Vendor:	UB*00575	Anthony Seeman			Check Sequence: 11	ACH Enabled: False
		Refund Check 010466-000, 21598 Evergreen Tr	128.96	12/18/2025	601-000-0000-20200-0000	
		Check Total:	128.96			
Vendor:	UB*00570	Harold Trombley			Check Sequence: 12	ACH Enabled: False
		Refund Check 002789-000, 13019 Brookside Lı	10.89	12/18/2025	601-000-0000-20200-0000	
		Refund Check 002789-000, 13019 Brookside Lı	3.75	12/18/2025	602-000-0000-20200-0000	
		Refund Check 002789-000, 13019 Brookside Lı	4.50	12/18/2025	602-000-0000-20200-0000	
		Refund Check 002789-000, 13019 Brookside Lı	1.33	12/18/2025	603-000-0000-20200-0000	
		Refund Check 002789-000, 13019 Brookside Lı	0.41	12/18/2025	601-000-0000-20200-0000	
		Refund Check 002789-000, 13019 Brookside Lı	3.34	12/18/2025	601-000-0000-20200-0000	
		Refund Check 002789-000, 13019 Brookside Lı	2.53	12/18/2025	100-000-0000-20200-0000	
		Refund Check 002789-000, 13019 Brookside Lı	0.96	12/18/2025	603-000-0000-20200-0000	
		Check Total:	27.71			
Vendor:	UB*00572	Eric Vogel			Check Sequence: 13	ACH Enabled: False
		Refund Check 012044-000, 20652 Twilight Tr	74.72	12/18/2025	601-000-0000-20200-0000	
		Check Total:	74.72			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Total for Check Run:	3,025.97			
	Total of Number of Checks:	13			

Accounts Payable

Computer Check Proof List by Vendor

User: mrathlisberger@rogersmn.gov
Printed: 12/22/2025 - 2:13PM
Batch: 00004.12.2025

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
Vendor:	tenkcu	10K Custom Lettering			Check Sequence: 1	ACH Enabled: False
104444		RAC Custom Apparel	1,200.50	12/22/2025	205-450-5205-42180-0000	
104444		Turf Bldg Custom Apparel	600.00	12/22/2025	209-450-5207-42180-0000	
		Check Total:	1,800.50			
Vendor:	acmto	Acme Electric Motor, Inc.			Check Sequence: 2	ACH Enabled: False
15425330		Milwaukee M18 2-Speed Grease Gun	272.00	12/22/2025	100-450-5200-42105-0000	
15425330		Milwaukee M18 Red Lithium 2Pk Starter Kit	199.00	12/22/2025	100-450-5200-42105-0000	
15425330		Milwaukee M18 Force Logic Press Tool W/One	2,000.00	12/22/2025	100-410-1940-42105-0000	
15425330		Milwaukee M18 Compact Heat Gun	99.00	12/22/2025	100-430-3000-42105-0000	
15425330		Milwaukee M18 Force Logic Press Tool W/One	2,000.00	12/22/2025	100-450-5200-42105-0000	
		Check Total:	4,570.00			
Vendor:	acrst	Across the Street Productions			Check Sequence: 3	ACH Enabled: False
29064		Bluecard-Train The Trainer-Bebeau	4,500.00	12/22/2025	207-420-2210-44360-0000	
		Check Total:	4,500.00			
Vendor:	adain	Adam's Pest Control Inc			Check Sequence: 4	ACH Enabled: True
4328927		Event Center Pest Control - 12/4/25	103.88	12/22/2025	100-410-1941-43100-0000	
		Check Total:	103.88			
Vendor:	aees	Advanced Engineering & Environmental Services Inc			Check Sequence: 5	ACH Enabled: True
107408		Work On Utility Rate Study November	13,004.17	12/22/2025	602-495-9490-43140-2509	
107408		Work On Utility Rate Study November	13,004.17	12/22/2025	601-494-9440-43140-2509	
107408		Work On Utility Rate Study November	13,004.16	12/22/2025	603-496-9495-43140-2509	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	39,012.50			
Vendor: AFLAC	AFLAC			Check Sequence: 6	ACH Enabled: False
286437	EE Paid Insurance Premiums December 2025	1,102.50	12/22/2025	100-000-0000-21751-0000	
	Check Total:	1,102.50			
Vendor: airgas	Airgas Inc			Check Sequence: 7	ACH Enabled: False
5520587366	Ind Small Acetylene	89.40	12/22/2025	100-430-3000-42160-0000	
5520587366	Hazmat Charge	78.75	12/22/2025	100-430-3000-42160-0000	
5520587366	Ind Small Oxygen	43.50	12/22/2025	100-430-3000-42160-0000	
	Check Total:	211.65			
Vendor: amcra	AM Craft Spirits			Check Sequence: 8	ACH Enabled: False
21796	Mix	228.30	12/22/2025	609-497-9760-42540-0000	
	Check Total:	228.30			
Vendor: amcon	Amcon Construction			Check Sequence: 9	ACH Enabled: False
12092025	2,000 Gallons - Amcon Construction	-0.91	12/22/2025	601-000-0000-20300-0000	
12092025	2,000 Gallons - Amcon Construction	-10.40	12/22/2025	601-494-9440-37100-0000	
12092025	Hydrant Sales 2k Gal@$5.2/1k Gal-Deposit Use	550.00	12/22/2025	601-000-0000-22003-0000	
	Check Total:	538.69			
Vendor: asw3	AS&W Properties 3 LLC			Check Sequence: 10	ACH Enabled: False
Facade Grant	Facade Loan 21418 Church Ave	20,000.00	12/22/2025	203-000-0000-11900-0000	
Facade Grant	Facade Loan 21418 Church Ave	20,000.00	12/22/2025	203-000-0000-10100-0000	
Facade Grant	Facade Loan 21418 Church Ave	-20,000.00	12/22/2025	203-000-0000-10100-4019	
	Check Total:	20,000.00			
Vendor: bakst	Stephen Baker			Check Sequence: 11	ACH Enabled: False
112025	Training-Leadership Coaching	750.00	12/22/2025	100-420-2210-44360-0000	
	Check Total:	750.00			
Vendor: beaoi	Beaudry Oil & Service Inc.			Check Sequence: 12	ACH Enabled: True
1130764	Fuel - Unleaded And Diesel	11,641.29	12/22/2025	100-000-0000-14100-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	11,641.29			
Vendor: belco	Bellboy Corporation			Check Sequence: 13	ACH Enabled: True
0110630200	Mix	55.05	12/22/2025	609-497-9760-42540-0000	
0209895700	Liquor Credit	-309.65	12/22/2025	609-497-9760-42510-0000	
0209898800	Wine	306.00	12/22/2025	609-497-9760-42530-0000	
0209898800	Liquor	1,069.39	12/22/2025	609-497-9760-42510-0000	
	Check Total:	1,120.79			
Vendor: blomh	Blooming Mental Health			Check Sequence: 14	ACH Enabled: True
1817140-0004	Wellness Visit #11	125.00	12/22/2025	100-420-2100-43140-0000	
	Check Total:	125.00			
Vendor: Wirbe	BreakThru Beverage Minnesota Wine & Sprirts			Check Sequence: 15	ACH Enabled: True
124641895	Mix	154.65	12/22/2025	609-497-9760-42540-0000	
124641896	Liquor	2,268.87	12/22/2025	609-497-9760-42510-0000	
124641897	Wine	412.35	12/22/2025	609-497-9760-42530-0000	
124641898	Wine	1,046.50	12/22/2025	609-497-9760-42530-0000	
	Check Total:	3,882.37			
Vendor: brofi	Brothers Fire & Security			Check Sequence: 16	ACH Enabled: True
W46483	2508.113-Final Fire Sprinkler Work-New Office	850.00	12/22/2025	449-420-2210-45200-2508	
W46576	2025 Annual Fire Sprinkler Inspections	465.00	12/22/2025	100-420-2100-44010-0000	
W46729	2508.113-Initial Fire Sprinkler Work-New Office	2,000.00	12/22/2025	449-420-2210-45200-2508	
	Check Total:	3,315.00			
Vendor: cabcl	Cable Cloud			Check Sequence: 17	ACH Enabled: True
CC28474	2508.103-Low Voltage-New Office Area	7,491.00	12/22/2025	449-420-2210-45200-2508	
CC28475	2508.103-Low Voltage-CO-New Office Area	3,513.50	12/22/2025	449-420-2210-45200-2508	
	Check Total:	11,004.50			
Vendor: cadje	Jennifer Cadwell			Check Sequence: 18	ACH Enabled: False
Dec 2025	12/17/25 Musical Performance	150.00	12/22/2025	100-450-5186-43443-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	150.00			
Vendor: canre	Canteen Refreshment Services			Check Sequence: 19	ACH Enabled: False
MSP148596	Hot Beverages	737.83	12/22/2025	205-450-5205-42550-0000	
	Check Total:	737.83			
Vendor: capbe	Capitol Beverage			Check Sequence: 20	ACH Enabled: True
30270160	Beer Credit	-30.00	12/22/2025	609-497-9760-42520-0000	
3223541	Mix	160.25	12/22/2025	609-497-9760-42540-0000	
3223541	Beer	10,539.30	12/22/2025	609-497-9760-42520-0000	
3223541	NA	112.80	12/22/2025	609-497-9760-42540-0000	
3226638	Liquor	493.90	12/22/2025	609-497-9760-42510-0000	
3226639	Beer Credit	-55.13	12/22/2025	609-497-9760-42520-0000	
3226640	NA	72.85	12/22/2025	609-497-9760-42540-0000	
3226640	Beer	1,875.10	12/22/2025	609-497-9760-42520-0000	
	Check Total:	13,169.07			
Vendor: miste	Car Wash Partners Inc			Check Sequence: 21	ACH Enabled: True
238153	PD Car Washes - November	200.00	12/22/2025	100-420-2100-44040-0000	
	Check Total:	200.00			
Vendor: cdwgo	CDW Government			Check Sequence: 22	ACH Enabled: True
AH1Z68E	Detective TV Mounts	55.64	12/22/2025	100-420-2100-42100-0000	
	Check Total:	55.64			
Vendor: cdwgo	CDW Government			Check Sequence: 23	ACH Enabled: True
AH16K5F	Tripp RJ45/SC Fiber Media Converter-Monopol	179.90	12/22/2025	407-430-3121-45300-2510	
AH16K5F	Tripp RJ45/SC Fiber Media Converter-Monopol	179.90	12/22/2025	408-430-3330-45300-2510	
	Check Total:	359.80			
Vendor: cdwgo	CDW Government			Check Sequence: 24	ACH Enabled: True
AH3B38W	Logitech K860 Ergo Split Keyboard - P. Houser	45.50	12/22/2025	601-494-9440-42010-0000	
AH3B38W	Logitech K860 Ergo Split Keyboard - P. Houser	45.50	12/22/2025	602-495-9490-42010-0000	
AH3B38W	Logitech K860 Ergo Split Keyboard - P. Houser	45.49	12/22/2025	603-496-9495-42010-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	136.49			
Vendor: cdwgo	CDW Government			Check Sequence: 25	ACH Enabled: True
AH28C3C	2508.318-UPS Network Rack-Op Fire Areas	843.38	12/22/2025	449-420-2210-45200-2508	
	Check Total:	843.38			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 26	ACH Enabled: False
5478083-8	RWAS Gas Service November	315.71	12/22/2025	609-497-9760-43830-0000	
	Check Total:	315.71			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 27	ACH Enabled: False
10203497-2	Gas - PD November	1,116.50	12/22/2025	100-420-2100-43830-0000	
	Check Total:	1,116.50			
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 28	ACH Enabled: False
13831775-5	Gas Service @ Fieldhouse November	3,260.67	12/22/2025	209-450-5207-43830-0000	
	Check Total:	3,260.67			
Vendor: berbe	Chas. A. Bernick, Inc.			Check Sequence: 29	ACH Enabled: False
10435733	Wine	168.00	12/22/2025	609-497-9760-42530-0000	
10435733	Beer	453.00	12/22/2025	609-497-9760-42520-0000	
	Check Total:	621.00			
Vendor: cinco	Cintas Corporation			Check Sequence: 30	ACH Enabled: True
4252574101	Uniform - WTR 12/10/25	5.04	12/22/2025	601-494-9440-42180-0000	
4252574101	Uniform - Janitorial 12/10/25	2.53	12/22/2025	100-410-1940-44060-0000	
4252574101	Uniform - PK 12/10/25	14.31	12/22/2025	100-450-5200-42180-0000	
4252574101	Uniform - SWR 12/10/25	5.04	12/22/2025	602-495-9490-42180-0000	
4252574101	Uniform - PW 12/10/25	23.15	12/22/2025	100-430-3000-42180-0000	
4252574101	Mats & Towels 12/10/25	33.65	12/22/2025	100-430-3000-44060-0000	
4252574101	Uniform - Gen'l. Gov't. Bldgs. 12/10/25	2.88	12/22/2025	100-410-1940-42180-0000	
4252579473	PD Floor Mats - 12/10/2025	72.93	12/22/2025	100-420-2100-44060-0000	
	Check Total:	159.53			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: citro	City of Rogers			Check Sequence: 31	ACH Enabled: False
004729-000	Sr. Center Water - Nov 2025	17.11	12/22/2025	100-450-5186-43820-0000	
004730-000	Sewer Water-CR-St 1-Nov '25	61.66	12/22/2025	100-410-1940-43820-0000	
004730-000	Sewer Water-FD-St 1-Nov '25	6.85	12/22/2025	100-420-2210-43820-0000	
004734-000	NCP Concessions Water - Nov 2025	17.11	12/22/2025	100-450-5200-43820-0000	
004736-000	RAC Water - Nov 2025	1,193.31	12/22/2025	205-450-5205-43820-0000	
007397-000	PD Water/Sewer - November	115.91	12/22/2025	100-420-2100-43820-0000	
010149-000	Event Center Water - Nov 2025	117.71	12/22/2025	100-410-1941-43820-0000	
014215-000	SCP Warming House Water Service - Nov 2025	18.41	12/22/2025	100-450-5200-43820-0000	
014216-000	SCP Storage Bldg Water Service - Nov 2025	18.41	12/22/2025	100-450-5200-43820-0000	
014292-000	Fieldhouse Water/Sewer Service - Nov 2025	102.01	12/22/2025	209-450-5207-43820-0000	
	Check Total:	1,668.49			
Vendor: comca	Comcast Cable Communications Inc.			Check Sequence: 32	ACH Enabled: False
877210560000887	8772 10 560 0008870-St 1-Dec '25	2.27	12/22/2025	100-420-2210-43210-0000	
	Check Total:	2.27			
Vendor: cit	Computer Integration Technologies Inc			Check Sequence: 33	ACH Enabled: True
501762	Network Engineering Consultant	1,248.47	12/22/2025	100-410-1330-43100-0000	
501762	Network Engineering Consultant Credit	-848.97	12/22/2025	100-410-1330-43100-0000	
	Check Total:	399.50			
Vendor: mnpip	Core & Main LP			Check Sequence: 34	ACH Enabled: False
X709822	M420B W/SPM-900-Monopole Base Station Prc	22,500.00	12/22/2025	407-430-3121-45300-2510	
X709822	M420B W/SPM-900-Monopole Base Station Prc	22,500.00	12/22/2025	408-430-3330-45300-2510	
	Check Total:	45,000.00			
Vendor: crytr	Crysteel Truck Equipment Inc			Check Sequence: 35	ACH Enabled: False
FP201932	Blade Crate (Snowplow) 9-2 ST/ST V-DX	4,295.62	12/22/2025	100-430-3120-42103-0000	
FP201932	Pin Center Hinge RT3DXT	99.86	12/22/2025	100-430-3120-42103-0000	
FP201932	Center ASM DXT (Weld Black)	500.52	12/22/2025	100-430-3120-42103-0000	
FP201951	#15-007 Push Frame-ASM RT3 V XT DXT TEV	513.71	12/22/2025	100-430-3120-42103-0000	
	Check Total:	5,409.71			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: cusco	Customer Contact Services			Check Sequence: 36	ACH Enabled: True
4388-120925	Answering Service December	79.80	12/22/2025	602-495-9490-43100-0000	
4388-120925	Answering Service December	79.80	12/22/2025	601-494-9440-43100-0000	
	Check Total:	159.60			
Vendor: dahdi	Dahlheimer Distributing Co.			Check Sequence: 37	ACH Enabled: True
2645941	THC	650.00	12/22/2025	609-497-9760-42535-0000	
2646021	Liquor	1,175.00	12/22/2025	609-497-9760-42510-0000	
2646053	NA	124.45	12/22/2025	609-497-9760-42540-0000	
2646054	Beer	1,214.07	12/22/2025	609-497-9760-42520-0000	
2648292	Beer	7,284.25	12/22/2025	609-497-9760-42520-0000	
	Check Total:	10,447.77			
Vendor: cldis	Dick Family Inc.			Check Sequence: 38	ACH Enabled: True
2216863	Beer	773.50	12/22/2025	609-497-9760-42520-0000	
2216863	NA	31.80	12/22/2025	609-497-9760-42540-0000	
2216863	Liquor	151.50	12/22/2025	609-497-9760-42510-0000	
	Check Total:	956.80			
Vendor: ecsi	ECSI System Integrators			Check Sequence: 39	ACH Enabled: True
394993	2508.301-Door Reader & Cabling-Op Fire Areas	14,950.00	12/22/2025	449-420-2210-45200-2508	
394993	2508.302-Video Surveillance-Op Fire Areas	3,450.00	12/22/2025	449-420-2210-45200-2508	
	Check Total:	18,400.00			
Vendor: facmo	Elliot Auto Supply Co, Inc.			Check Sequence: 40	ACH Enabled: False
1-11327124	55 Gallon DEF Drum EPV System	226.67	12/22/2025	100-430-3000-42120-0000	
128-228416	Return: Oil Filter	-7.61	12/22/2025	100-430-3120-42103-0000	
128-228416	Return: Fuel Filters	-34.00	12/22/2025	100-430-3120-42103-0000	
128-229312	#6845 Blade ASM-R/WDO (99)	11.29	12/22/2025	100-420-2100-42103-0000	
128-229312	#6845 Blade ASM-WSW (99)	45.92	12/22/2025	100-420-2100-42103-0000	
128-229632	#35-042 Battery	163.00	12/22/2025	100-430-3120-42103-0000	
128-229632	#6811 Battery	174.87	12/22/2025	100-420-2100-42103-0000	
128-229721	#35-026 Battery	174.87	12/22/2025	100-430-3000-42103-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	755.01			
Vendor: feren	Ferguson Enterprises #1657			Check Sequence: 41	ACH Enabled: False
2224092	1 Dom Cop Strut Clamp Pre Assy-SCP	12.38	12/22/2025	410-450-5200-45200-2104	
2224092	1/2 Black Split Ring HGR 3/8-SCP	3.35	12/22/2025	410-450-5200-45200-2104	
2224092	3/8 Black BT Ceiling Flag-SCP	3.22	12/22/2025	410-450-5200-45200-2104	
2226447	3/8 EG Chan Nut L/Spring Thin-SCP	4.61	12/22/2025	410-450-5200-45200-2104	
2226447	1-1/4 Dom Cop Strut Clamp W/Hardware-SCP	2.13	12/22/2025	410-450-5200-45200-2104	
2230412	LF 3/4 BRZ INS X Male Adapter	9.18	12/22/2025	209-450-5207-42102-0000	
2230467	3/8 OD PP Union Ell	25.87	12/22/2025	209-450-5207-42102-0000	
	Check Total:	60.74			
Vendor: fireq	FES Inc			Check Sequence: 42	ACH Enabled: True
21747	Structural Gear-Albers-Nelson-A. Ende	13,455.00	12/22/2025	100-420-2210-42106-0000	
	Check Total:	13,455.00			
Vendor: fosga	Foster Garvey			Check Sequence: 43	ACH Enabled: False
Refund LiqRenew	Refund Renewal App Fee- Cancelling - Acquisiti	250.00	12/22/2025	100-410-1325-32110-0000	
	Check Total:	250.00			
Vendor: garre	Gartner Refrigeration Inc			Check Sequence: 44	ACH Enabled: False
12454062	Compressor: Replaced Many Broken & Aging P	7,631.15	12/22/2025	205-450-5205-44010-0000	
	Check Total:	7,631.15			
Vendor: grabe	Grape Beginnings, Inc.			Check Sequence: 45	ACH Enabled: False
MN00176489	Wine	274.00	12/22/2025	609-497-9760-42530-0000	
	Check Total:	274.00			
Vendor: hlmes	H & L Mesabi Company			Check Sequence: 46	ACH Enabled: True
15630	1/2x6 SEF X 9-3/8 RH Western V Plow Nose	153.00	12/22/2025	100-430-3120-42103-0000	
15630	1/2x6 SEF X 9-3/8 LH Western V Plow Nose	153.00	12/22/2025	100-430-3120-42103-0000	
	Check Total:	306.00			
Vendor: hawch	Hawkins Inc.			Check Sequence: 47	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
7225928	Chlorine	50.00	12/22/2025	601-494-9440-42160-0000	
7281233	Chlorine	90.00	12/22/2025	601-494-9440-42160-0000	
	Check Total:	140.00			
Vendor: hencosh	Hennepin County Accounts Receivable			Check Sequence: 48	ACH Enabled: False
1000257212	Jail Per Diem - October	435.76	12/22/2025	100-420-2100-43100-0000	
1000257354	Radio Fleet Fee - November	582.60	12/22/2025	100-430-3000-43250-0000	
1000257356	PD Radio Fleet Fee - November	5,331.60	12/22/2025	100-420-2100-44120-0000	
1000257378	Radio Fleet Fee-Nov '25	7,345.10	12/22/2025	100-420-2210-43250-0000	
1000258622	Jail Per Diem - November	435.76	12/22/2025	100-420-2100-43100-0000	
	Check Total:	14,130.82			
Vendor: hencofca	Hennepin County Fire Chiefs Assoc			Check Sequence: 49	ACH Enabled: False
25-056	Bluecard CE	975.00	12/22/2025	100-420-2210-44360-0000	
	Check Total:	975.00			
Vendor: hohen	Hohensteins Inc			Check Sequence: 50	ACH Enabled: False
885486	Beer	1,051.50	12/22/2025	609-497-9760-42520-0000	
885486	Mix	63.75	12/22/2025	609-497-9760-42540-0000	
	Check Total:	1,115.25			
Vendor: horro	Horizon Roofing, Inc.			Check Sequence: 51	ACH Enabled: False
3091	Hose Tower Roof Repair	11,400.00	12/22/2025	400-000-0000-10100-0000	
3091	Hose Tower Roof Repair	11,400.00	12/22/2025	400-420-2210-45200-0000	
3091	Hose Tower Roof Repair	-11,400.00	12/22/2025	400-000-0000-10100-4012	
3092	2508.307-Roofing-Plymovent-Operational Fire A	740.00	12/22/2025	449-420-2210-45200-2508	
	Check Total:	12,140.00			
Vendor: preel	Horwitz Holdings			Check Sequence: 52	ACH Enabled: False
E450003152	2508.308-Plymovent Electrical-Operational Fire	4,729.70	12/22/2025	449-420-2210-45200-2508	
	Check Total:	4,729.70			
Vendor: ideal	Ideal Printers			Check Sequence: 53	ACH Enabled: True
000050058	Business Cards - R. Kolles	175.00	12/22/2025	209-450-5207-42000-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	175.00			
Vendor: illca	Illinois Casualty Company			Check Sequence: 54	ACH Enabled: False
LL114420	2026 Liability Insurance For RWAS And Event C	7,228.00	12/22/2025	609-000-0000-15500-0000	
	Check Total:	7,228.00			
Vendor: impda	Imperial Dade			Check Sequence: 55	ACH Enabled: False
4458920	Vacuum Bags & Cleaning Supplies	445.37	12/22/2025	205-450-5205-42100-0000	
4458922	Fieldhouse Paper Towels & TP	334.80	12/22/2025	209-450-5207-42100-0000	
	Check Total:	780.17			
Vendor: innof	Innovative Office Solutions LLC			Check Sequence: 56	ACH Enabled: True
IN5009054	AA & AAA Batteries	7.21	12/22/2025	602-495-9490-42000-0000	
IN5009054	AA & AAA Batteries	7.21	12/22/2025	100-430-3000-42000-0000	
IN5009054	AA & AAA Batteries	7.21	12/22/2025	601-494-9440-42000-0000	
IN5009054	AA & AAA Batteries	7.21	12/22/2025	100-450-5200-42000-0000	
IN5009054	AA & AAA Batteries	7.20	12/22/2025	603-496-9495-42000-0000	
IN5009054	AA & AAA Batteries	7.20	12/22/2025	100-410-1950-42000-0000	
	Check Total:	43.24			
Vendor: piopr	iPROMOTEu			Check Sequence: 57	ACH Enabled: False
2500697P18	PT Custodian - T. Krouse	304.63	12/22/2025	100-410-1940-42180-0000	
2505084P18	Logo Wear - R. Groettum	167.63	12/22/2025	100-410-1325-42000-0000	
	Check Total:	472.26			
Vendor: johbr	Johnson Brothers Liquor Co.			Check Sequence: 58	ACH Enabled: False
2943010	Liquor	1,071.90	12/22/2025	609-497-9760-42510-0000	
2943011	Wine	94.80	12/22/2025	609-497-9760-42530-0000	
2943471	Liquor Delivery Charge	0.37	12/22/2025	609-497-9760-42510-0000	
2943503	Wine	6,229.11	12/22/2025	609-497-9760-42530-0000	
2943507	Liquor	4,478.12	12/22/2025	609-497-9760-42510-0000	
2943509	Liquor	2,435.97	12/22/2025	609-497-9760-42510-0000	
3816914	Beer	60.00	12/22/2025	609-497-9760-42520-0000	
5092176	Liquor	942.28	12/22/2025	609-497-9760-42510-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
5092177	Wine	2,698.91	12/22/2025	609-497-9760-42530-0000	
5092178	N/A	500.04	12/22/2025	609-497-9760-42540-0000	
7545608	Wine	97.77	12/22/2025	609-497-9760-42530-0000	
7545615	Wine	209.07	12/22/2025	609-497-9760-42530-0000	
7545616	Wine	137.77	12/22/2025	609-497-9760-42530-0000	
	Check Total:	18,956.11			
Vendor: kengr	Kennedy & Graven, Chartered			Check Sequence: 59	ACH Enabled: True
RG135-00001	General Municipal Matters November 2025	1,813.90	12/22/2025	100-410-1325-43040-0000	
RG135-00011	Police Department Matter November 2025	242.50	12/22/2025	100-420-2100-43040-0000	
RG135-00020	Duffy Development November 2025	1,282.50	12/22/2025	203-410-1325-43040-8150	
RG135-00098	Xcel Electric Franchise & Fee Ordinance Nov 2(	105.00	12/22/2025	401-430-3121-43040-0000	
RG135-00099	CenterPoint Gas Franchise & Fee November 202	157.50	12/22/2025	401-430-3121-43040-0000	
RG135-00117	2025 City Council Meetings November 2025	679.00	12/22/2025	100-410-1325-43040-0000	
RG135-00120	Sale Of Property To Conneran (Little Caesars) N	24.00	12/22/2025	408-430-3330-43040-0000	
	Check Total:	4,304.40			
Vendor: konin	KONE Inc			Check Sequence: 60	ACH Enabled: False
871864925	RAC Elevator Maintenance - Dec 2025	181.08	12/22/2025	205-450-5205-44010-0000	
871864925	PW/CH Elevator Maintenance - Dec 2025	181.08	12/22/2025	100-410-1940-44010-0000	
871864926	PD Elevator Maintenance - December	156.07	12/22/2025	100-420-2100-44010-0000	
	Check Total:	518.23			
Vendor: kutak	Kutak Rock LLC			Check Sequence: 61	ACH Enabled: False
3669093	TIF 18 (Duffy Downtown Housing) November 2	1,798.00	12/22/2025	203-410-1325-43040-8150	
3669094	Fredrik Apartments Abatement Assign Novembe	457.50	12/22/2025	203-410-1325-43040-0000	
	Check Total:	2,255.50			
Vendor: lakga	Lakes Gas Co.			Check Sequence: 62	ACH Enabled: True
4712139	20# Cylinder POS - Fire Tables @ EC For Tree I	74.52	12/22/2025	100-410-1941-42102-0000	
	Check Total:	74.52			
Vendor: laneq	Lano Equipment, Inc.			Check Sequence: 63	ACH Enabled: False
03-1205538	#15-018 BPA - Cap	46.05	12/22/2025	100-450-5200-42103-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
03-1205538	#15-018 BPA - Nut	20.17	12/22/2025	100-450-5200-42103-0000	
	Check Total:	66.22			
Vendor: lawpr	Lawson Products			Check Sequence: 64	ACH Enabled: False
9313048321	5/8-11x5 DH Plow Bolt Gr 9 Plain	228.80	12/22/2025	100-430-3120-42103-0000	
9313068794	5/16 ID Nylon Flat Washer	14.58	12/22/2025	100-430-3120-42260-0000	
	Check Total:	243.38			
Vendor: lifas	Life-Assist, Inc			Check Sequence: 65	ACH Enabled: True
2025665	New CPR Kits	985.00	12/22/2025	100-420-2100-42170-0000	
	Check Total:	985.00			
Vendor: lucli	Luce Line Brewing			Check Sequence: 66	ACH Enabled: False
E-4885	Beer	186.00	12/22/2025	609-497-9760-42520-0000	
	Check Total:	186.00			
Vendor: lyn&mc	Lynde & McLeod, Inc			Check Sequence: 67	ACH Enabled: False
Y-10132	Yard Waste Activity November 2025	6,451.52	12/22/2025	100-450-5200-43180-0000	
	Check Total:	6,451.52			
Vendor: maceq	MacQueen Equipment, Inc.			Check Sequence: 68	ACH Enabled: True
P59034	SCBA Cylinder Repair	50.06	12/22/2025	100-420-2210-44040-0000	
	Check Total:	50.06			
Vendor: mattri	Matheson Tri-Gas Inc			Check Sequence: 69	ACH Enabled: False
0032417675	Monthly Medical Oxygen - November	267.29	12/22/2025	100-420-2100-42170-0000	
	Check Total:	267.29			
Vendor: menar	Menards, Inc.			Check Sequence: 70	ACH Enabled: True
58699	Ambrose Poly Mailbox Black	59.79	12/22/2025	100-430-3120-42240-0000	
58709	21" 212CC SS Snowthrower	166.33	12/22/2025	602-495-9490-42105-0000	
58709	21" 212CC SS Snowthrower	166.33	12/22/2025	603-496-9495-42105-0000	
58709	21" 212CC SS Snowthrower	167.33	12/22/2025	601-494-9440-42105-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	559.78			
Vendor: metcou	Metropolitan Council Environmental Services			Check Sequence: 71	ACH Enabled: True
Nov 2025	SAC Report 11/25	332,120.25	12/22/2025	408-430-3330-43851-0000	
	Check Total:	332,120.25			
Vendor: mfscb	MFSCB			Check Sequence: 72	ACH Enabled: False
14940	Investigator I-Retest-Nelson	150.00	12/22/2025	100-420-2210-44360-0000	
	Check Total:	150.00			
Vendor: hoteq	Midwest Wash Systems LLC			Check Sequence: 73	ACH Enabled: True
26832	2508.311-Hotsy Curtain-Operational Fire Areas	2,264.00	12/22/2025	449-420-2210-45200-2508	
	Check Total:	2,264.00			
Vendor: milch	Miller Chevrolet			Check Sequence: 74	ACH Enabled: False
190660	#35-042 Block	98.40	12/22/2025	100-430-3120-42103-0000	
190660	#35-042 Cover	29.89	12/22/2025	100-430-3120-42103-0000	
190664	#35-042 Strap	104.56	12/22/2025	100-430-3120-42103-0000	
190664	#35-042 Bolt	11.08	12/22/2025	100-430-3120-42103-0000	
190664	#35-042 Cable	71.78	12/22/2025	100-430-3120-42103-0000	
	Check Total:	315.71			
Vendor: leap	Minnesota Law Enforcement Admin.			Check Sequence: 75	ACH Enabled: False
00155	2026 MN Leap Membership - A. Hunt	50.00	12/22/2025	100-420-2100-44330-0000	
00239	2026 MN Leap Membership - L. Carlson	50.00	12/22/2025	100-420-2100-44330-0000	
	Check Total:	100.00			
Vendor: minru	Minnesota Rural Water Association			Check Sequence: 76	ACH Enabled: True
Mar 26 - Feb 27	MRWA Membership For March 2026 - February	425.00	12/22/2025	601-494-9440-44330-0000	
	Check Total:	425.00			
Vendor: mnlab	MN Dept of Labor & Industry			Check Sequence: 77	ACH Enabled: False
ALR0183213X	RAC 2026 Annual Elevator Operating Permit	145.00	12/22/2025	205-450-5205-44380-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	145.00			
Vendor: schso	MN Equipment Inc.			Check Sequence: 78	ACH Enabled: True
P66359	#15-019 Nut	9.75	12/22/2025	100-450-5200-42103-0000	
P66359	#15-019 Assembly Line Parts	40.16	12/22/2025	100-450-5200-42103-0000	
P66359	#15-019 Seal	35.84	12/22/2025	100-450-5200-42103-0000	
P66359	#15-019 Shim Kit	117.34	12/22/2025	100-450-5200-42103-0000	
P66359	#15-019 Spacer	23.91	12/22/2025	100-450-5200-42103-0000	
P66359	#15-019 Bearing Cup	10.30	12/22/2025	100-450-5200-42103-0000	
P66359	#15-019 Ring Gear & Pinion	1,856.28	12/22/2025	100-450-5200-42103-0000	
P66359	#15-019 Power Shaft Shield	41.30	12/22/2025	100-450-5200-42103-0000	
P66359	Splined Coup	137.68	12/22/2025	100-450-5200-42103-0000	
P66359	#15-019 Bearing Cone	20.88	12/22/2025	100-450-5200-42103-0000	
P66359	#15-019 Cap	8.52	12/22/2025	100-450-5200-42103-0000	
P66359	#15-019 Bearing Cup	13.28	12/22/2025	100-450-5200-42103-0000	
P66359	#15-019 Oil Slinger	15.58	12/22/2025	100-450-5200-42103-0000	
P66475	#15-019 Spacer	-23.91	12/22/2025	100-450-5200-42103-0000	
P66475	#15-019 Bearing Cup	-10.30	12/22/2025	100-450-5200-42103-0000	
P66475	#15-019 Shim Kit	-117.34	12/22/2025	100-450-5200-42103-0000	
P66475	Pincat 1.750"	2.10	12/22/2025	100-450-5200-42103-0000	
P66475	#15-019 Bearing Cup	-13.28	12/22/2025	100-450-5200-42103-0000	
P66475	#15-019 Assembly Line Parts	-40.16	12/22/2025	100-450-5200-42103-0000	
P66475	Pin Cat 1.875"	6.58	12/22/2025	100-450-5200-42103-0000	
	Check Total:	2,134.51			
Vendor: minhi	MN Highway Safety & Research			Check Sequence: 79	ACH Enabled: False
337900-12423	Pit Hybrid - Fischer & Weigman	1,310.00	12/22/2025	100-420-2100-44360-0000	
	Check Total:	1,310.00			
Vendor: motor	Motorola Solutions Credit Company LLC			Check Sequence: 80	ACH Enabled: True
8282244849	2508.316-Motorola Comm Equip-Operational Fi	10,067.76	12/22/2025	449-420-2210-45200-2508	
	Check Total:	10,067.76			
Vendor: napa	NAPA Auto Parts			Check Sequence: 81	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
416484	Exhaust Pipe Connector	37.34	12/22/2025	100-420-2210-42103-0000	
416484	Tail Pipe	51.47	12/22/2025	100-420-2210-42103-0000	
417922	PX Dielectic Grease 3	16.90	12/22/2025	100-430-3000-42120-0000	
417927	Belden Red Bulk Battery Cable	132.75	12/22/2025	100-430-3120-42103-0000	
	Check Total:	238.46			
Vendor: norto	Northern Tool & Equipment			Check Sequence: 82	ACH Enabled: True
195b98b5	Aircraft Wire-Knoxbox Keys	20.89	12/22/2025	100-420-2210-42100-0000	
	Check Total:	20.89			
Vendor: nbh	Nothing But Hemp LLC			Check Sequence: 83	ACH Enabled: True
4918	THC	390.00	12/22/2025	609-497-9760-42535-0000	
	Check Total:	390.00			
Vendor: nwhle	NW Henn. League of Municipalities			Check Sequence: 84	ACH Enabled: False
2026	2026 Council Membership	200.00	12/22/2025	100-410-1110-44330-0000	
	Check Total:	200.00			
Vendor: offde	Office Depot			Check Sequence: 85	ACH Enabled: False
442911290001	Paper Calendars Post-Its Clips & Office Supplies	245.35	12/22/2025	100-420-2100-42000-0000	
442911290001	Batteries	28.42	12/22/2025	100-420-2100-42100-0000	
	Check Total:	273.77			
Vendor: pauso	Paustis & Sons			Check Sequence: 86	ACH Enabled: True
282785	Liquor	441.00	12/22/2025	609-497-9760-42510-0000	
282785	Wine	448.00	12/22/2025	609-497-9760-42530-0000	
	Check Total:	889.00			
Vendor: reifo	Performance Food Group			Check Sequence: 87	ACH Enabled: True
800286	Tortilla Chips And Water (2 Cases Each)	57.10	12/22/2025	205-450-5205-42550-0000	
	Check Total:	57.10			
Vendor: resac	Pitney Bowes Bank Inc Reserve Account			Check Sequence: 88	ACH Enabled: False
45518313	Postage For PD Mail Machine	1,500.00	12/22/2025	100-420-2100-43220-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,500.00			
Vendor: pomti	Pomp's Tire Service Inc.			Check Sequence: 89	ACH Enabled: True
700075763	Defender LTX MS2 M15284	1,276.80	12/22/2025	100-420-2100-42103-0000	
700075877	#35-027 Enforcer Police AW	640.00	12/22/2025	205-450-5205-42103-0000	
	Check Total:	1,916.80			
Vendor: rakco	RAK Construction Inc			Check Sequence: 90	ACH Enabled: False
22683-25421I	2508.205-Wall Opening-New Door-100%-Remo	17,318.23	12/22/2025	449-420-2210-45200-2508	
	Check Total:	17,318.23			
Vendor: ramat	Matthew Rathlisberger			Check Sequence: 91	ACH Enabled: True
30 Days	Mileage-Matt MRA Trng-12/16/25	31.15	12/22/2025	100-410-1520-44360-0000	
30 Days	Mileage-Matt MRA Trng-12/9/25	32.06	12/22/2025	100-410-1520-44360-0000	
30 Days	Mileage-Matt MRA Trng-12/2/25	32.06	12/22/2025	100-410-1520-44360-0000	
30 Days	Mileage-Matt MCM Trng-11/20/25	38.64	12/22/2025	100-410-1520-44360-0000	
	Check Total:	133.91			
Vendor: repse	Republic Services #899			Check Sequence: 92	ACH Enabled: False
0899-004891475	RWAS Garbage Service November	1,021.62	12/22/2025	609-497-9760-43840-0000	
0899-004891595	Refuse-St 1-Nov '25	39.08	12/22/2025	100-420-2210-43840-0000	
0899-004891595	Refuse-CR-Nov '25	351.73	12/22/2025	100-410-1940-43840-0000	
0899-004891595	Refuse-St 2-Nov '25	149.03	12/22/2025	100-420-2210-43840-0000	
0899-004891661	RAC Garbage/Recycling - Dec 2025	390.38	12/22/2025	205-450-5205-43840-0000	
0899-004891661	Fieldhouse Waste/Recycling Overages - Nov 18-	131.20	12/22/2025	209-450-5207-43840-0000	
0899-004891771	PD - Garbage Services - December	236.59	12/22/2025	100-420-2100-43840-0000	
0899-004891995	Event Center Garbage/Recycling - Nov 2025	474.74	12/22/2025	100-410-1941-43840-0000	
	Check Total:	2,794.37			
Vendor: riekr	Krista Riedel			Check Sequence: 93	ACH Enabled: False
Dec 2025	12/17/25 Musical Performance	150.00	12/22/2025	100-450-5186-43443-0000	
	Check Total:	150.00			
Vendor: rogtr	Rogers Ace			Check Sequence: 94	ACH Enabled: False

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
30533		Loose Parts-Dry System Prop	39.75	12/22/2025	100-420-2210-42100-0000	
30543		Standpipe Prop Drain-Misc Hardware	23.75	12/22/2025	100-420-2210-42100-0000	
30544		Standpipe Drain Hardware	376.55	12/22/2025	100-420-2210-42100-0000	
30545		Great Stuff G&C 12 Oz	5.59	12/22/2025	609-497-9760-42102-0000	
30545		Hex Nipple 1/2"X3/8" MPT	7.99	12/22/2025	609-497-9760-42102-0000	
30554		MLW Reciprocating Torch 9"18T 5 Pk	23.99	12/22/2025	100-430-3000-42100-0000	
30554		MLW Reciprocating 6" 24T 5 Pk	16.99	12/22/2025	100-430-3000-42100-0000	
30568		Cord For Ipad-R21	23.98	12/22/2025	100-420-2210-42010-0000	
H59372		Incorrect Charge-Standpipe Drain Hardware	-376.55	12/22/2025	100-420-2210-42100-0000	
H60541		Return-ipad Cable	-15.99	12/22/2025	100-420-2210-42010-0000	
		Check Total:	126.05			
Vendor:	midfo	Roseville Midway Ford			Check Sequence: 95	ACH Enabled: True
916208		Fog Rotor Assembly #6837	241.30	12/22/2025	100-420-2100-42103-0000	
916208		Fog Kit - BR #6837	127.00	12/22/2025	100-420-2100-42103-0000	
		Check Total:	368.30			
Vendor:	rpmgr	RPM Graphics Incorporated			Check Sequence: 96	ACH Enabled: True
31320		PW Truck Graphics	420.00	12/22/2025	100-430-3000-42103-0000	
		Check Total:	420.00			
Vendor:	sigso	Sign Solutions USA			Check Sequence: 97	ACH Enabled: True
420811		HIP 080 18"X18" Screen Printed	394.78	12/22/2025	100-430-3120-42260-0000	
		Check Total:	394.78			
Vendor:	souwi	Southern Glazers Wine & Spirits of Minnesota			Check Sequence: 98	ACH Enabled: False
2528127		Wine Credit	-29.92	12/22/2025	609-497-9760-42530-0000	
2681284		Wine	121.49	12/22/2025	609-497-9760-42530-0000	
2702561		Liquor	8,697.44	12/22/2025	609-497-9760-42510-0000	
2702562		Wine	2,734.37	12/22/2025	609-497-9760-42530-0000	
2702563		Liquor Delivery Charge	1.49	12/22/2025	609-497-9760-42510-0000	
		Check Total:	11,524.87			
Vendor:	steka	Kathleen Stelmach			Check Sequence: 99	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
#004137	Design Set Up-Jackets Hats & Shirts	95.00	12/22/2025	100-420-2210-42180-0000	
	Check Total:	95.00			
Vendor: strei	Streicher's Inc.			Check Sequence: 100	ACH Enabled: False
CM303413	***Credit Memo** Gloves - Kieffer	-49.99	12/22/2025	100-420-2100-42180-0000	
CM303750	**Credit Memo** Magazine Case - Pothen	-49.99	12/22/2025	100-420-2100-42180-0000	
I1774041	Uniforms - Shirts - Foster	100.00	12/22/2025	100-420-2100-42180-0000	
I1788998	Handcuff Case - Rose	81.98	12/22/2025	100-420-2100-42180-0000	
I1792055	Ammunition - Training Supplies	1,037.40	12/22/2025	100-420-2100-42070-0000	
I1798670	Uniforms - Pants - Hegland	84.99	12/22/2025	100-420-2100-42180-0000	
	Check Total:	1,204.39			
Vendor: sumla	Summer Lakes Beverage LLC			Check Sequence: 101	ACH Enabled: True
11330	Mix	231.00	12/22/2025	609-497-9760-42540-0000	
	Check Total:	231.00			
Vendor: tcwin	T.C. Winter Services			Check Sequence: 102	ACH Enabled: False
2045	Turbo Thaw 80/20 Brine	3,204.00	12/22/2025	100-430-3120-42240-0000	
	Check Total:	3,204.00			
Vendor: tarso	Target Solutions Learning, LLC			Check Sequence: 103	ACH Enabled: False
INV127850	BWC Audits 1/1/26-10/11/26	1,891.55	12/22/2025	100-000-0000-15500-0000	
INV127850	Professional Standards Tracker 10/12/25-12/31/2	576.72	12/22/2025	100-420-2100-44330-0000	
INV127850	BWC Audits 10/25/25-12/31/25	539.46	12/22/2025	100-420-2100-44120-0000	
INV127850	Professional Standards Tracker 1/1/26-10/11/26	2,022.03	12/22/2025	100-000-0000-15500-0000	
	Check Total:	5,029.76			
Vendor: tncin	TNC Industries Inc			Check Sequence: 104	ACH Enabled: False
36028	2508.306- Plymovent-Operational Fire Areas	73,972.00	12/22/2025	449-420-2210-45200-2508	
	Check Total:	73,972.00			
Vendor: trist	Tri State Surplus Company Inc			Check Sequence: 105	ACH Enabled: True
43979	Storage Racking-Mezzanine-St 2	89.19	12/22/2025	100-420-2210-42100-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	89.19			
Vendor: veidi	Veit Disposal Systems Inc.			Check Sequence: 106	ACH Enabled: False
Pay App #1-#2	Pay App #1-Territorial Park	600,224.65	12/22/2025	404-450-5200-45300-2207	
Pay App #1-#2	Pay App #2-Territorial Park	48,320.26	12/22/2025	404-450-5200-45300-2207	
	Check Total:	648,544.91			
Vendor: verwi	Verizon Wireless Services, LLC			Check Sequence: 107	ACH Enabled: True
6130137785	Mobile Broadband-Water November	30.03	12/22/2025	601-494-9440-43250-0000	
6130137785	Mobile Broadband-Lift Stations November	120.31	12/22/2025	602-495-9490-43250-0000	
6130137785	Mobile Broadband-Parks November	20.02	12/22/2025	100-450-5200-43250-0000	
6130137785	Mobile Broadband-PW Streets November	70.02	12/22/2025	100-430-3000-43250-0000	
6130137785	Mobile Broadband-Engineering November	80.02	12/22/2025	100-410-1950-43250-0000	
6130137785	Mobile Broadband-Storm Water November	20.02	12/22/2025	603-496-9495-43250-0000	
	Check Total:	340.42			
Vendor: verwi	Verizon Wireless Services, LLC			Check Sequence: 108	ACH Enabled: True
6130137784	Verizon-Bldg-Dec '25	60.00	12/22/2025	100-420-2400-43210-0000	
6130137784	Verizon-FD-Dec '25	455.36	12/22/2025	100-420-2210-43210-0000	
	Check Total:	515.36			
Vendor: verwi	Verizon Wireless Services, LLC			Check Sequence: 109	ACH Enabled: True
6130137783	PD - November Verizon Wireless	1,918.58	12/22/2025	100-420-2100-43250-0000	
	Check Total:	1,918.58			
Vendor: vinin	Vinocopia Inc			Check Sequence: 110	ACH Enabled: True
0386778-IN	Liquor	315.25	12/22/2025	609-497-9760-42510-0000	
0386778-IN	Wine	476.00	12/22/2025	609-497-9760-42530-0000	
	Check Total:	791.25			
Vendor: vonco	Vonco II, LLC			Check Sequence: 111	ACH Enabled: True
V2 0000089948	C & D Waste From PW	87.74	12/22/2025	100-430-3000-43840-0000	
	Check Total:	87.74			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: grain	W.W. Grainger, Inc.			Check Sequence: 112	ACH Enabled: True
9734785174	Pleated Air Filter 20X25X2	68.64	12/22/2025	100-420-2100-42102-0000	
9734785174	Pleated Air Filter 20X20X1	58.92	12/22/2025	100-420-2210-42102-0000	
9734785174	Pleated Air Filter 16X20X1	51.24	12/22/2025	100-420-2210-42102-0000	
9741991153	Shipping	30.00	12/22/2025	209-450-5207-42102-0000	
9741991153	Salt Spreader	155.69	12/22/2025	209-450-5207-42105-0000	
9741991153	Storage/Cubbie Compartments	415.14	12/22/2025	209-450-5207-42102-0000	
	Check Total:	779.63			
Vendor: watco	Watson Company			Check Sequence: 113	ACH Enabled: True
153892	RAC Concessions	140.45	12/22/2025	205-450-5205-42550-0000	
154403	RAC Concessions & Supplies	1,867.45	12/22/2025	205-450-5205-42550-0000	
154562	RAC Concessions	630.38	12/22/2025	205-450-5205-42550-0000	
	Check Total:	2,638.28			
Vendor: webal	Webaloo LLC			Check Sequence: 114	ACH Enabled: True
13598-17757	Communications Consultant 11/24/25 - 12/07/25	108.00	12/22/2025	100-410-1325-43100-0000	
	Check Total:	108.00			
Vendor: xcele	Xcel Energy			Check Sequence: 115	ACH Enabled: False
51-0015186280-8	Fieldhouse Electric November	3,237.66	12/22/2025	209-450-5207-43810-0000	
	Check Total:	3,237.66			
Vendor: xcele	Xcel Energy			Check Sequence: 116	ACH Enabled: False
51-6488911-0	Traffic Signals November	1,305.14	12/22/2025	100-430-3120-43170-0000	
	Check Total:	1,305.14			
Vendor: xcele	Xcel Energy			Check Sequence: 117	ACH Enabled: False
51-0014705272-9	Electric-Nov '25-St 2	1,367.19	12/22/2025	100-420-2210-43810-0000	
	Check Total:	1,367.19			
Vendor: xcele	Xcel Energy			Check Sequence: 118	ACH Enabled: False
51-6488907-4	Towers & Wells Electric Service November	11,103.90	12/22/2025	601-494-9440-43810-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	11,103.90			
Vendor: xcele	Xcel Energy			Check Sequence: 119	ACH Enabled: False
51-6488908-5	Lift Stations November	2,294.77	12/22/2025	602-495-9490-43810-0000	
	Check Total:	2,294.77			
	Total for Check Run:	1,453,663.01			
	Total of Number of Checks:	119			

Accounts Payable

Computer Check Proof List by Vendor

User: mrathlisberger@rogersmn.gov
Printed: 12/31/2025 - 12:32PM
Batch: 00005.12.2025

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: acmto	Acme Electric Motor, Inc.			Check Sequence: 1	ACH Enabled: False
15535083	Milwaukee M18 Fuel Telescoping Pole Saw Kit	590.00	12/31/2025	100-450-5200-42105-0000	
15535083	Milwaukee M18 Fuel 14" Top Handle Chainsaw	295.00	12/31/2025	100-450-5200-42105-0000	
15535083	Milwaukee M18 Fuel Hatchet 8" Pruning Saw	275.00	12/31/2025	100-450-5200-42105-0000	
	Check Total:	1,160.00			
Vendor: acrco	Across Country Tours			Check Sequence: 2	ACH Enabled: False
Tour # 251101	11/3/25 - Treasure Island Monticello	475.00	12/31/2025	100-450-5186-44326-0000	
	Check Total:	475.00			
Vendor: aspmi	Aspen Mills			Check Sequence: 3	ACH Enabled: False
365501	Ball Cap-Folkestad Blake	25.50	12/31/2025	100-420-2210-42180-0000	
366377	Name Tags & Name Plates	173.05	12/31/2025	100-420-2210-42180-0000	
367167	Lt. Polo-Gedatus	79.95	12/31/2025	100-420-2210-42180-0000	
367168	Lt. Polo-Parker	79.95	12/31/2025	100-420-2210-42180-0000	
367327	Class A Shirt-Albers	61.95	12/31/2025	100-420-2210-42180-0000	
	Check Total:	420.40			
Vendor: bakst	Stephen Baker			Check Sequence: 4	ACH Enabled: False
2025-12-23	Leadership Training December 2025	4,050.00	12/31/2025	100-420-2210-44360-0000	
	Check Total:	4,050.00			
Vendor: belco	Bellboy Corporation			Check Sequence: 5	ACH Enabled: True
0110686000	Operating Supplies	41.00	12/31/2025	609-497-9760-42100-0000	
0110686000	Mix	58.70	12/31/2025	609-497-9760-42540-0000	
0210044100	Liquor	934.80	12/31/2025	609-497-9760-42510-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
0210044100	Food	157.00	12/31/2025	609-497-9760-42550-0000	
0210044100	Wine	524.00	12/31/2025	609-497-9760-42530-0000	
0300566000	THC	1,099.80	12/31/2025	609-497-9760-42535-0000	
0300579000	THC	1,210.40	12/31/2025	609-497-9760-42535-0000	
	Check Total:	4,025.70			
Vendor: bolme	Bolton & Menk Inc			Check Sequence: 6	ACH Enabled: True
0382282	2024 Topographic Survey/Signal Rehab Design #	2,340.00	12/31/2025	401-430-3121-43030-2401	
0382284	Lift Station No. 3 Rehabilitation #2507	6,695.00	12/31/2025	408-430-3330-43030-2507	
	Check Total:	9,035.00			
Vendor: boutr	Bound Tree Medical, LLC			Check Sequence: 7	ACH Enabled: False
86025335	BP Cuff-Glucose Trainer-Lancet Kit	1,579.99	12/31/2025	100-420-2210-42070-0000	
86025336	Epi Junior X2 (to Be Returned) & Lancets	1,203.96	12/31/2025	100-420-2210-42170-0000	
86031718	Lance MT Blood Glucose Test Trainer & Kit	245.48	12/31/2025	100-420-2210-42070-0000	
86033260	Epinephrine Junior X2	847.98	12/31/2025	100-420-2210-42170-0000	
	Check Total:	3,877.41			
Vendor: Wirbe	BreakThru Beverage Minnesota Wine & Sprirts			Check Sequence: 8	ACH Enabled: True
124726303	Liquor	243.83	12/31/2025	609-497-9760-42510-0000	
124756237	Liquor	541.67	12/31/2025	609-497-9760-42510-0000	
124756238	Liquor	428.78	12/31/2025	609-497-9760-42510-0000	
124756239	Wine	242.90	12/31/2025	609-497-9760-42530-0000	
124756240	Mix	64.35	12/31/2025	609-497-9760-42540-0000	
124867614	Liquor	3,386.57	12/31/2025	609-497-9760-42510-0000	
124867615	Wine	889.05	12/31/2025	609-497-9760-42530-0000	
124867616	Mix	182.18	12/31/2025	609-497-9760-42540-0000	
	Check Total:	5,979.33			
Vendor: terpo	Brookfield Renewable			Check Sequence: 9	ACH Enabled: True
200100265735	RWAS Solar - Nov 2025	61.61	12/31/2025	609-497-9760-43810-0000	
	Check Total:	61.61			
Vendor: brubr	Bridget Bruska			Check Sequence: 10	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2026 CPA	CPA License Renewal - Bruska	100.00	12/31/2025	100-410-1520-44330-0000	
	Check Total:	100.00			
Vendor: callto	CallTower Inc			Check Sequence: 11	ACH Enabled: True
202924637	Monthly Phone Service December	1,504.27	12/31/2025	100-410-1330-43250-0000	
	Check Total:	1,504.27			
Vendor: capbe	Capitol Beverage			Check Sequence: 12	ACH Enabled: True
3229774	THC	1,060.00	12/31/2025	609-497-9760-42535-0000	
3229775	Beer Credit	-23.65	12/31/2025	609-497-9760-42520-0000	
3229776	Liquor	1,151.40	12/31/2025	609-497-9760-42510-0000	
3229777	Beer	371.80	12/31/2025	609-497-9760-42520-0000	
3229778	Beer	5,972.80	12/31/2025	609-497-9760-42520-0000	
3229778	NA	118.25	12/31/2025	609-497-9760-42540-0000	
3231037	Beer	149.00	12/31/2025	609-497-9760-42520-0000	
3231374	Beer	120.00	12/31/2025	609-497-9760-42520-0000	
	Check Total:	8,919.60			
Vendor: cardo	Cardo LLC			Check Sequence: 13	ACH Enabled: False
12/1/2025	Rogers Main Street Master Plan November	4,000.00	12/31/2025	100-410-1910-43100-0000	
	Check Total:	4,000.00			
Vendor: cdwgo	CDW Government			Check Sequence: 14	ACH Enabled: True
AH1775P	Adobe Acrobat Pro - R. Groettum	95.00	12/31/2025	100-410-1325-43190-0000	
	Check Total:	95.00			
Vendor: cdwgo	CDW Government			Check Sequence: 15	ACH Enabled: True
AH33C5S	Communications Computer Replacement J. Will	4,196.61	12/31/2025	100-410-1325-42010-0000	
	Check Total:	4,196.61			
Vendor: cdwgo	CDW Government			Check Sequence: 16	ACH Enabled: True
AH38M6P	2508.114-Computer Monitors X3 Offices-New C	2,324.94	12/31/2025	449-420-2210-45200-2508	
	Check Total:	2,324.94			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: cdwgo	CDW Government			Check Sequence: 17	ACH Enabled: True
AH4J59V	Council iPad Accessories	431.86	12/31/2025	400-410-1330-43190-0000	
AH4J59V	Council iPad Accessories	-431.86	12/31/2025	400-000-0000-10100-4005	
AH4J59V	Council iPad Accessories	431.86	12/31/2025	400-000-0000-10100-0000	
	Check Total:	431.86			
Vendor: cdwgo	CDW Government			Check Sequence: 18	ACH Enabled: True
AH4KU3W	UPS Replacement	-1,165.56	12/31/2025	400-000-0000-10100-4005	
AH4KU3W	UPS Replacement	1,165.56	12/31/2025	400-410-1330-43190-0000	
AH4KU3W	UPS Replacement	1,165.56	12/31/2025	400-000-0000-10100-0000	
	Check Total:	1,165.56			
Vendor: cdwgo	CDW Government			Check Sequence: 19	ACH Enabled: True
AH4VP4D	UPS Replacements	3,691.92	12/31/2025	400-000-0000-10100-0000	
AH4VP4D	UPS Replacements	3,691.92	12/31/2025	400-410-1330-43190-0000	
AH4VP4D	UPS Replacements	-3,691.92	12/31/2025	400-000-0000-10100-4005	
	Check Total:	3,691.92			
Vendor: cenhy	Central Hydraulics Inc.			Check Sequence: 20	ACH Enabled: True
00662254	Triple Lok Caps	16.83	12/31/2025	100-430-3000-42103-0000	
00662781	#40-014 RW-95URE-1.750x2.125x0.188	7.09	12/31/2025	100-430-3000-44040-0000	
00662781	#40-014 OR-70NBR-7/8x1/16-C/S(50)	0.18	12/31/2025	100-430-3000-44040-0000	
00662781	#40-014 US-90URE-2.500x3.000x0.375	38.89	12/31/2025	100-430-3000-44040-0000	
00662781	#40-014 US-90URE-1-3/4x2-1/4x3/8	14.36	12/31/2025	100-430-3000-44040-0000	
00662781	#40-014 Labor Repair	175.00	12/31/2025	100-430-3000-44040-0000	
00662781	#40-014 OR-70NBR-2.75x1/8-C/S(20)	0.91	12/31/2025	100-430-3000-44040-0000	
00662781	#40-014 BU-90URE-2.75x1/8-C/S(10)	2.14	12/31/2025	100-430-3000-44040-0000	
	Check Total:	255.40			
Vendor: berbe	Chas. A. Bernick, Inc.			Check Sequence: 21	ACH Enabled: False
10438141	Beer	1,119.90	12/31/2025	609-497-9760-42520-0000	
10440437	THC	256.60	12/31/2025	609-497-9760-42535-0000	
10440438	Beer	1,955.20	12/31/2025	609-497-9760-42520-0000	
10440438	Liquor	42.00	12/31/2025	609-497-9760-42510-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
10440438	NA	127.40	12/31/2025	609-497-9760-42540-0000	
10440439	Beer Credit	-19.36	12/31/2025	609-497-9760-42520-0000	
	Check Total:	3,481.74			
Vendor: cinco	Cintas Corporation			Check Sequence: 22	ACH Enabled: True
4253355136	Uniform - Gen'l. Gov't. Bldgs. 12/17/25	2.88	12/31/2025	100-410-1940-42180-0000	
4253355136	Uniform - WTR 12/17/25	5.04	12/31/2025	601-494-9440-42180-0000	
4253355136	Uniform - SWR 12/17/25	5.04	12/31/2025	602-495-9490-42180-0000	
4253355136	Uniform - Janitorial 12/17/25	2.53	12/31/2025	100-410-1940-44060-0000	
4253355136	Mats & Towels 12/17/25	68.30	12/31/2025	100-430-3000-44060-0000	
4253355136	Uniform - PW 12/17/25	23.15	12/31/2025	100-430-3000-42180-0000	
4253355136	Uniform - PK 12/17/25	14.31	12/31/2025	100-450-5200-42180-0000	
4253360231	RWAS Mats & Towels 12/17/25	104.98	12/31/2025	609-497-9760-43100-0000	
4254217437	Uniform - PW 12/24/25	24.14	12/31/2025	100-430-3000-42180-0000	
4254217437	Uniform - Gen'l. Gov't. Bldgs. 12/24/25	2.88	12/31/2025	100-410-1940-42180-0000	
4254217437	Mats & Towels 12/24/25	33.65	12/31/2025	100-430-3000-44060-0000	
4254217437	Uniform - WTR 12/24/25	5.04	12/31/2025	601-494-9440-42180-0000	
4254217437	Uniform - Janitorial 12/24/25	2.53	12/31/2025	100-410-1940-44060-0000	
4254217437	Uniform - PK 12/24/25	14.32	12/31/2025	100-450-5200-42180-0000	
4254217437	Uniform - SWR 12/24/25	5.04	12/31/2025	602-495-9490-42180-0000	
	Check Total:	313.83			
Vendor: cit	Computer Integration Technologies Inc			Check Sequence: 23	ACH Enabled: True
505673	Network Security Consulting	49.94	12/31/2025	100-410-1330-43100-0000	
506625	Endpoint Detect And Filtering Monthly Service	763.50	12/31/2025	100-410-1330-43190-0000	
507370	Network Consulting	299.63	12/31/2025	100-410-1330-43100-0000	
507725	Scada Internal & External Vulnerability Scans	1,000.00	12/31/2025	601-494-9440-43100-0000	
507725	Scada Internal & External Vulnerability Scans	1,000.00	12/31/2025	602-495-9490-43100-0000	
507740	Annual IS Security Audit	4,585.50	12/31/2025	100-410-1330-43190-0000	
	Check Total:	7,698.57			
Vendor: contec	Conference Technologies			Check Sequence: 24	ACH Enabled: False
P-INV041874	2508.105-90% Progress-AV/Control/Teams-New	11,683.10	12/31/2025	449-420-2210-45200-2508	
P-INV041875	2508.203(a)-90% Progress- AV/Control-Remode	48,245.51	12/31/2025	449-420-2210-45200-2508	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
P-INV041877	2508.203(a)-90% Council Microphones-Remode	4,566.25	12/31/2025	449-420-2210-45200-2508	
P-INV041878	2508.304-90%-Sound Masking-Operational Fire	3,178.81	12/31/2025	449-420-2210-45200-2508	
	Check Total:	67,673.67			
Vendor: mnpip	Core & Main LP			Check Sequence: 25	ACH Enabled: False
Y303878	Goldflo DW Solid 20' WTIB Dual Wall	864.80	12/31/2025	603-496-9495-42104-0000	
	Check Total:	864.80			
Vendor: dahdi	Dahlheimer Distributing Co.			Check Sequence: 26	ACH Enabled: True
2651432	Beer	1,113.70	12/31/2025	609-497-9760-42520-0000	
2651433	Beer	234.00	12/31/2025	609-497-9760-42520-0000	
2651434	NA	379.25	12/31/2025	609-497-9760-42540-0000	
2653749	THC	340.17	12/31/2025	609-497-9760-42535-0000	
2653750	Beer	9,294.85	12/31/2025	609-497-9760-42520-0000	
2654264	Beer	151.00	12/31/2025	609-497-9780-42520-0000	
2656556	Liquor	1,674.00	12/31/2025	609-497-9760-42510-0000	
2656557	NA	189.60	12/31/2025	609-497-9760-42540-0000	
2656558	Beer	4,723.70	12/31/2025	609-497-9760-42520-0000	
2658228	THC	226.00	12/31/2025	609-497-9760-42535-0000	
2658229	Beer	7,163.75	12/31/2025	609-497-9760-42520-0000	
2658747	Beer/Keg Credit	-30.00	12/31/2025	609-497-9760-42520-0000	
265S747	Beer	89.00	12/31/2025	609-497-9760-42520-0000	
	Check Total:	25,549.02			
Vendor: cldis	Dick Family Inc.			Check Sequence: 27	ACH Enabled: True
2220417	Beer	552.35	12/31/2025	609-497-9760-42520-0000	
2223964	THC	377.40	12/31/2025	609-497-9760-42535-0000	
2223964	NA	31.80	12/31/2025	609-497-9760-42540-0000	
2223964	Beer	143.25	12/31/2025	609-497-9760-42520-0000	
	Check Total:	1,104.80			
Vendor: ecsi	ECSI System Integrators			Check Sequence: 28	ACH Enabled: True
392958	Access Control & Video Surve. - CO1 Door Add	6,500.00	12/31/2025	410-450-5200-45200-2201	
395991	2508.111-Door Readers-90%-New Office Area	18,384.00	12/31/2025	449-420-2210-45200-2508	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	24,884.00			
Vendor: ehlas	Ehlers & Associates Inc			Check Sequence: 29	ACH Enabled: False
102293	2025 Continuing Disclosure Reporting	35.28	12/31/2025	330-470-7000-43140-0000	
102293	2025 Continuing Disclosure Reporting	45.85	12/31/2025	344-470-7000-43140-0000	
102293	2025 Continuing Disclosure Reporting	45.83	12/31/2025	340-470-7000-43140-0000	
102293	2025 Continuing Disclosure Reporting	10.55	12/31/2025	341-470-7000-43140-0000	
102293	2025 Continuing Disclosure Reporting	45.83	12/31/2025	343-470-7000-43140-0000	
102293	2025 Continuing Disclosure Reporting	11.92	12/31/2025	342-470-7000-43140-0000	
102293	2025 Continuing Disclosure Reporting	33.91	12/31/2025	601-494-9440-43140-0000	
102293	2025 Continuing Disclosure Reporting	45.83	12/31/2025	601-494-9440-43140-0000	
104112	Ebert Apartments-Willis Trucking Site Novembe	2,800.00	12/31/2025	203-410-1325-43140-8150	
	Check Total:	3,075.00			
Vendor: facmo	Elliot Auto Supply Co, Inc.			Check Sequence: 30	ACH Enabled: False
1-11354870	#6833 Throttle Body Unit	218.69	12/31/2025	100-420-2100-42103-0000	
128-229956	#6845 Cabin Air Filter	23.68	12/31/2025	100-420-2100-42103-0000	
128-230036	#35-026 Battery Return	-174.87	12/31/2025	100-430-3000-42103-0000	
128-230081	#6811 Battery	174.87	12/31/2025	100-420-2100-42103-0000	
	Check Total:	242.37			
Vendor: forame	FORCE America			Check Sequence: 31	ACH Enabled: False
IN001-2123270	Sensor Granular Feedback	567.00	12/31/2025	100-430-3120-42103-0000	
	Check Total:	567.00			
Vendor: marso	Marc Frederickson			Check Sequence: 32	ACH Enabled: False
1957	RWAS Softener Salt	79.50	12/31/2025	609-497-9760-42102-0000	
1958	RAC - Water Softener Salt	333.90	12/31/2025	205-450-5205-43820-0000	
	Check Total:	413.40			
Vendor: mires	Global Reserve			Check Sequence: 33	ACH Enabled: True
ORD-22118	THC	1,816.00	12/31/2025	609-497-9760-42535-0000	
	Check Total:	1,816.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: guape	Guardian Pest Solutions, Inc.			Check Sequence: 34	ACH Enabled: False
2718927	Hassan Town Tall Pest Control Decenber	33.60	12/31/2025	100-410-1940-43100-0000	
2720060	Commercial Pest Control December	16.20	12/31/2025	100-410-1940-43140-0000	
2720060	Commercial Pest Control December	37.80	12/31/2025	100-430-3000-43140-0000	
2720256	PD Commercial Pest Control - December	54.00	12/31/2025	100-420-2100-43140-0000	
2722029	Commercial Pest Control-Dec '25-ST 2	58.06	12/31/2025	100-420-2210-43100-0000	
	Check Total:	199.66			
Vendor: dehmer	HAS LLC			Check Sequence: 35	ACH Enabled: False
4910	Fire Extinguisher Service & Annual Maintenanc	156.25	12/31/2025	209-450-5207-43100-0000	
	Check Total:	156.25			
Vendor: hawch	Hawkins Inc.			Check Sequence: 36	ACH Enabled: False
7292479	Chlorine & LPC-5	4,101.86	12/31/2025	601-494-9440-42160-0000	
	Check Total:	4,101.86			
Vendor: usabl	HD Supply Inc			Check Sequence: 37	ACH Enabled: True
INV00917982	Freight	31.36	12/31/2025	601-494-9440-42160-0000	
INV00917982	DPD 4 For 10 ML Sample	127.80	12/31/2025	601-494-9440-42160-0000	
INV00917982	Hach Fluoride Reagent Arsenic-Free SPAD	358.14	12/31/2025	601-494-9440-42160-0000	
	Check Total:	517.30			
Vendor: hencosh	Hennepin County Accounts Receivable			Check Sequence: 38	ACH Enabled: False
1000258753	Jail Room & Board - November	405.00	12/31/2025	100-420-2100-43100-0000	
	Check Total:	405.00			
Vendor: henpu	Hennepin County Recorder			Check Sequence: 39	ACH Enabled: False
1000257981	RecordEASE Web Transactions December	51.25	12/31/2025	100-410-1325-44300-0000	
1000257981	RecordEASE Web Transactions December	51.25	12/31/2025	100-430-3000-44300-0000	
	Check Total:	102.50			
Vendor: innof	Innovative Office Solutions LLC			Check Sequence: 40	ACH Enabled: True
IN5014580	Can Liners	54.54	12/31/2025	100-410-1940-42102-0000	
IN5014580	Can Liners	18.18	12/31/2025	603-496-9495-42102-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
IN5014580	Can Liners	18.18	12/31/2025	601-494-9440-42102-0000	
IN5014580	Can Liners	54.54	12/31/2025	100-420-2210-42102-0000	
IN5014580	Can Liners	18.18	12/31/2025	100-430-3000-42102-0000	
IN5014580	Can Liners	18.18	12/31/2025	100-450-5200-42102-0000	
IN5014580	Can Liners	18.18	12/31/2025	602-495-9490-42102-0000	
IN5014580	Can Liners	18.18	12/31/2025	100-410-1950-42000-0000	
	Check Total:	218.16			
Vendor: jeffi	Jefferson Fire & Safety, Inc.			Check Sequence: 41	ACH Enabled: False
PB002331	Wildland Boots X31	7,990.00	12/31/2025	100-420-2210-42106-0000	
	Check Total:	7,990.00			
Vendor: johbr	Johnson Brothers Liquor Co.			Check Sequence: 42	ACH Enabled: False
161947	Liquor Credit	-4.08	12/31/2025	609-497-9760-42510-0000	
161948	Liquor Credit	-2.06	12/31/2025	609-497-9760-42510-0000	
161949	Liquor Credit	-2.06	12/31/2025	609-497-9760-42510-0000	
161976	Liquor Credit	-213.77	12/31/2025	609-497-9760-42510-0000	
162172	Liquor Credit	-23.68	12/31/2025	609-497-9760-42510-0000	
162534	Liquor Credit	-105.27	12/31/2025	609-497-9760-42510-0000	
162535	Liquor Credit	-564.56	12/31/2025	609-497-9760-42510-0000	
162536	Wine Credit	-1,497.81	12/31/2025	609-497-9760-42530-0000	
2946734	Wine	2,037.44	12/31/2025	609-497-9760-42530-0000	
2948692	Liquor	1,093.16	12/31/2025	609-497-9760-42510-0000	
2948693	Wine	195.54	12/31/2025	609-497-9760-42530-0000	
2948733	Liquor	2,004.64	12/31/2025	609-497-9760-42510-0000	
2948735	Liquor	6,923.34	12/31/2025	609-497-9760-42510-0000	
2954085	Liquor	819.47	12/31/2025	609-497-9760-42510-0000	
2954086	Liquor	6,167.64	12/31/2025	609-497-9760-42510-0000	
2954087	Wine	92.77	12/31/2025	609-497-9760-42530-0000	
2954123	Liquor	8,593.11	12/31/2025	609-497-9760-42510-0000	
2954124	Wine	2,670.35	12/31/2025	609-497-9760-42530-0000	
2954126	Liquor	4,721.71	12/31/2025	609-497-9760-42510-0000	
3816915	THC	231.40	12/31/2025	609-497-9760-42535-0000	
5096127	Liquor	1,453.87	12/31/2025	609-497-9760-42510-0000	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
5096128		Wine	1,462.02	12/31/2025	609-497-9760-42530-0000	
5096129		Mix	89.77	12/31/2025	609-497-9760-42540-0000	
5099920		Wine Delivery Charge	1.77	12/31/2025	609-497-9760-42530-0000	
5099956		Liquor	3,103.49	12/31/2025	609-497-9760-42510-0000	
5099957		Wine	2,922.32	12/31/2025	609-497-9760-42530-0000	
5099958		NA	33.27	12/31/2025	609-497-9760-42540-0000	
7546649		Wine	86.27	12/31/2025	609-497-9760-42530-0000	
7547692		Wine	185.77	12/31/2025	609-497-9760-42530-0000	
7547703		Wine	1,311.55	12/31/2025	609-497-9760-42530-0000	
		Check Total:	43,787.38			
Vendor:	shagr	Kelbro Company			Check Sequence: 43	ACH Enabled: True
122-01813		Ice	56.30	12/31/2025	609-497-9760-42570-0000	
206-00027		Ice	91.65	12/31/2025	609-497-9760-42570-0000	
		Check Total:	147.95			
Vendor:	kjoen	Kjolhaug Environmental Serv LLC			Check Sequence: 44	ACH Enabled: True
810896		2025-102 - City Of Rogers - CSAH 81 Delineati	77.50	12/31/2025	407-430-3320-43100-0000	
		Check Total:	77.50			
Vendor:	kripr	Kriss Premium Products, Inc			Check Sequence: 45	ACH Enabled: True
198296		Belimo Cooling Tower Valve	367.96	12/31/2025	205-450-5205-42103-0000	
		Check Total:	367.96			
Vendor:	lakga	Lakes Gas Co.			Check Sequence: 46	ACH Enabled: True
4768290		33# Cylinder POS For SCP Zamboni	59.60	12/31/2025	100-450-5200-42120-0000	
4790331		33# Cylinder Refill For SCP Zamboni	29.80	12/31/2025	100-450-5200-42120-0000	
		Check Total:	89.40			
Vendor:	lucli	Luce Line Brewing			Check Sequence: 47	ACH Enabled: False
E-4931		Beer	310.00	12/31/2025	609-497-9760-42520-0000	
		Check Total:	310.00			
Vendor:	mamun	M Amundson Cigar & Candy Co LLP			Check Sequence: 48	ACH Enabled: True

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
415603		Tobacco	1,814.57	12/31/2025	609-497-9760-42560-0000	
		Check Total:	1,814.57			
Vendor:	menar	Menards, Inc.			Check Sequence: 49	ACH Enabled: True
58867		Softner Salt For All Buildings	770.28	12/31/2025	100-410-1940-42102-0000	
59041		MF 18" Iron Pipe Wrench	51.98	12/31/2025	601-494-9440-42105-0000	
59041		Map//Pro Gas 14.1 Oz	55.96	12/31/2025	601-494-9440-42120-0000	
59041		Folding Retr Utility Knife	10.98	12/31/2025	601-494-9440-42105-0000	
59041		Pinch Point Bar	37.98	12/31/2025	601-494-9440-42105-0000	
59041		Map Torch Kit	64.99	12/31/2025	601-494-9440-42105-0000	
59179		7500W Garage Heater	139.99	12/31/2025	601-494-9440-42102-0000	
59179		Folding Retr Utility Knife	10.98	12/31/2025	601-494-9440-42105-0000	
59317		Zep Floor Cleaner Stripper & Polish	118.80	12/31/2025	100-410-1940-42102-0000	
		Check Total:	1,261.94			
Vendor:	mfscb	MFSCB			Check Sequence: 50	ACH Enabled: False
14984		Instructor I Test X11	1,441.00	12/31/2025	100-420-2210-44360-0000	
		Check Total:	1,441.00			
Vendor:	schso	MN Equipment Inc.			Check Sequence: 51	ACH Enabled: True
P66592		#15-019 Seal Kit	57.10	12/31/2025	100-450-5200-42103-0000	
P67254		#15-015 Switch Seat	58.95	12/31/2025	100-450-5200-42103-0000	
		Check Total:	116.05			
Vendor:	motor	Motorola Solutions Credit Company LLC			Check Sequence: 52	ACH Enabled: True
12/21/2025		#6852 Mobile Two-Way Radio	5,988.98	12/31/2025	400-420-2100-45500-0000	
12/21/2025		#6851 Mobile Two-Way Radio	5,988.98	12/31/2025	400-420-2100-45500-0000	
12/21/2025		#6856 Mobile Two-Way Radio	5,988.98	12/31/2025	400-420-2100-45500-0000	
12/21/2025		#6853 Mobile Two-Way Radio	5,988.98	12/31/2025	400-420-2100-45500-0000	
12/21/2025		#6843 Mobile Two-Way Radio (2024 Build)	5,988.98	12/31/2025	400-420-2100-45500-0000	
		Check Total:	29,944.90			
Vendor:	mrsig	M-R Sign Co., Inc.			Check Sequence: 53	ACH Enabled: True
230257		Galvanized Post 8'X 3.00#/FT 3/8" 1"	1,622.50	12/31/2025	100-430-3120-42260-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
230257	Freight	225.00	12/31/2025	100-430-3120-42260-0000	
230257	Galvanized Post 9'X 2.00#/FT 3/8" 1"	1,217.00	12/31/2025	100-430-3120-42260-0000	
230257	Galvanized Post 8'X 2.00#/FT 3/8" 1"	2,072.00	12/31/2025	100-430-3120-42260-0000	
	Check Total:	5,136.50			
Vendor: napa	NAPA Auto Parts			Check Sequence: 54	ACH Enabled: False
417752	#15-012 Switch - Oil Pressure	19.82	12/31/2025	100-430-3000-42103-0000	
418023	Switch - Oil Pressure	8.19	12/31/2025	100-430-3000-42103-0000	
418593	Return: Switch	-8.19	12/31/2025	100-430-3000-42103-0000	
418593	Return: Oil Switch	-19.82	12/31/2025	100-430-3000-42103-0000	
418661	Surf Conditioning Disc	10.10	12/31/2025	100-430-3000-42103-0000	
418661	Surf Conditioning Disc	20.50	12/31/2025	100-430-3000-42103-0000	
	Check Total:	30.60			
Vendor: nbh	Nothing But Hemp LLC			Check Sequence: 55	ACH Enabled: True
5019	THC	450.00	12/31/2025	609-497-9760-42535-0000	
	Check Total:	450.00			
Vendor: offde	Office Depot			Check Sequence: 56	ACH Enabled: False
448633912001	Notebooks Binders & Pads	385.93	12/31/2025	100-420-2100-42000-0000	
448633912001	Cleaning Supplies & Batteries	295.90	12/31/2025	100-420-2100-42100-0000	
448740798001	Office Supplies - Pens	54.35	12/31/2025	100-420-2100-42000-0000	
448740810001	Office Supplies - USB's	233.45	12/31/2025	100-420-2100-42000-0000	
448740811001	Office Supplies - USBs	32.21	12/31/2025	100-420-2100-42000-0000	
	Check Total:	1,001.84			
Vendor: conil	Paric Holdings			Check Sequence: 57	ACH Enabled: False
81679	2508.104-DIRTT Walls-90%-New Office Area	68,072.93	12/31/2025	449-420-2210-45200-2508	
	Check Total:	68,072.93			
Vendor: contin	Paric Holdings			Check Sequence: 58	ACH Enabled: True
81387	2508.106-Furniture 90%-New Office Area	25,925.46	12/31/2025	449-420-2210-45200-2508	
	Check Total:	25,925.46			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: pomti	Pomp's Tire Service Inc.			Check Sequence: 59	ACH Enabled: True
700075830	GY Enforcer Police AW (4) For Decom. PD Vehi	640.00	12/31/2025	100-430-3000-42103-0000	
	Check Total:	640.00			
Vendor: potso	Potentia MN Solar Fund 1, LLC			Check Sequence: 60	ACH Enabled: True
MN-INV-2511-165	RAC Solar - Nov 2025	2,821.41	12/31/2025	205-450-5205-43810-0000	
MN-INV-2511-172	PD Solar - Nov 2025	485.36	12/31/2025	100-420-2100-43810-0000	
MN-INV-2511-173	Well 6 Solar - Nov 2025	586.37	12/31/2025	601-494-9440-43810-0000	
MN-INV-2511-174	Water Booster Station Solar - Nov 2025	586.37	12/31/2025	601-494-9440-43810-0000	
MN-INV-2511-175	Well 5 Solar - Nov 2025	586.37	12/31/2025	601-494-9440-43810-0000	
MN-INV-2511-176	Well 7 Solar - Nov 2025	586.37	12/31/2025	601-494-9440-43810-0000	
MN-INV-2511-181	RAC Solar - Nov 2025	2,137.26	12/31/2025	205-450-5205-43810-0000	
MN-INV-2511-182	PD Solar - Nov 2025	872.20	12/31/2025	100-420-2100-43810-0000	
MN-INV-2511-187	FD Solar - Nov 2025	290.10	12/31/2025	100-420-2210-43810-0000	
MN-INV-2511-187	CR Solar - Nov 2025	369.22	12/31/2025	100-410-1940-43810-0000	
MN-INV-2511-188	PW Solar - Nov 2025	592.15	12/31/2025	100-430-3000-43810-0000	
MN-INV-2511-188	CH Solar - Nov 2025	253.77	12/31/2025	100-410-1940-43810-0000	
MN-INV-2511-189	RWAS Solar - Nov 2025	1,353.48	12/31/2025	609-497-9760-43810-0000	
	Check Total:	11,520.43			
Vendor: prelo	Premier Locating Inc			Check Sequence: 61	ACH Enabled: False
43408	Locates December	32.25	12/31/2025	602-495-9490-43150-0000	
43408	Locates December	32.25	12/31/2025	601-494-9440-43150-0000	
43408	Locates December	10.50	12/31/2025	603-496-9495-43150-0000	
	Check Total:	75.00			
Vendor: rogtr	Rogers Ace			Check Sequence: 62	ACH Enabled: False
30591	Eye Bolts X2	7.18	12/31/2025	100-420-2210-42100-0000	
30592	8.6" Screw Mount UV Blk 100PK	16.99	12/31/2025	601-494-9440-42100-0000	
30605	Adapter 1.25"	2.39	12/31/2025	100-450-5200-42104-0000	
30619	Greased Lightening Cleaner 1G	14.99	12/31/2025	100-430-3120-42100-0000	
	Check Total:	41.55			
Vendor: simpli	Simplifile LC			Check Sequence: 63	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
930989530763SFL	Recording Fee - Res 2025-95	46.25	12/31/2025	100-410-1910-43520-0000	
	Check Total:	46.25			
Vendor: souwi	Southern Glazers Wine & Spirits of Minnesota			Check Sequence: 64	ACH Enabled: False
115847	Liquor Credit	-206.95	12/31/2025	609-497-9760-42510-0000	
115848	Liquor Credit	-206.91	12/31/2025	609-497-9760-42510-0000	
115849	Wine Credit	-125.82	12/31/2025	609-497-9760-42530-0000	
2705322	Wine Delivery Charge	5.12	12/31/2025	609-497-9760-42530-0000	
2705323	Liquor	390.53	12/31/2025	609-497-9760-42510-0000	
2705324	Liquor	2,050.92	12/31/2025	609-497-9760-42510-0000	
2705325	Wine	1,881.26	12/31/2025	609-497-9760-42530-0000	
2707580	Liquor	4,557.74	12/31/2025	609-497-9760-42510-0000	
2707851	Wine	1,812.71	12/31/2025	609-497-9760-42530-0000	
9594619	Wine Credit	-62.87	12/31/2025	609-497-9760-42530-0000	
9611073	Liquor Credit	-166.35	12/31/2025	609-497-9760-42510-0000	
9611075	Wine Credit	-60.00	12/31/2025	609-497-9760-42530-0000	
9621837	Wine Credit	-51.00	12/31/2025	609-497-9760-42530-0000	
9623763	Wine Credit	-12.00	12/31/2025	609-497-9760-42530-0000	
9624242	Liquor Credit	-90.00	12/31/2025	609-497-9760-42510-0000	
9627434	Liquor Credit	-8.24	12/31/2025	609-497-9760-42510-0000	
9627435	Liquor Credit	-63.00	12/31/2025	609-497-9760-42510-0000	
9654210	Wine Credit	-120.00	12/31/2025	609-497-9760-42530-0000	
9669380	Wine Credit	-30.00	12/31/2025	609-497-9760-42530-0000	
9676752	Liquor Credit	-1,575.00	12/31/2025	609-497-9760-42510-0000	
	Check Total:	7,920.14			
Vendor: spepr	SpeedPro Imaging of Eden Prairie			Check Sequence: 65	ACH Enabled: False
INV-39831	Health Partners 3M - Best Vinyl	4,332.15	12/31/2025	411-450-5205-43140-0000	
INV-39831	TruStone Inside Large Logos 3M - Best Vinyl	2,164.07	12/31/2025	411-450-5205-43140-0000	
INV-39831	Fieldhouse Signage Lift Rental (2 Days)	1,650.00	12/31/2025	411-450-5205-43140-0000	
	Check Total:	8,146.22			
Vendor: strei	Streicher's Inc.			Check Sequence: 66	ACH Enabled: False
I1800313	Tools - Flashlight - Beck	69.99	12/31/2025	100-420-2100-42105-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
I1800313	Uniforms - Gloves - Beck	35.99	12/31/2025	100-420-2100-42180-0000	
	Check Total:	105.98			
Vendor: r&rsp	STZR Holdings LLC			Check Sequence: 67	ACH Enabled: True
0091770-IN	Zamboni Board Brush For SCP Ice Rinks	170.40	12/31/2025	100-450-5200-42103-0000	
	Check Total:	170.40			
Vendor: sumla	Summer Lakes Beverage LLC			Check Sequence: 68	ACH Enabled: True
11044	Mix	181.50	12/31/2025	609-497-9760-42540-0000	
	Check Total:	181.50			
Vendor: theam	The American Bottling Co.			Check Sequence: 69	ACH Enabled: False
4849608893	Mix	343.00	12/31/2025	609-497-9760-42540-0000	
	Check Total:	343.00			
Vendor: twicig	Twin City Garage Door Co.			Check Sequence: 70	ACH Enabled: True
433493958	Garage Door-Annual Maintenance	765.00	12/31/2025	100-420-2210-44010-0000	
	Check Total:	765.00			
Vendor: urbgr	Urban Growler Brewing Company, LLC			Check Sequence: 71	ACH Enabled: False
E-41786	Beer	120.00	12/31/2025	609-497-9760-42520-0000	
	Check Total:	120.00			
Vendor: verle	Verizon Wireless			Check Sequence: 72	ACH Enabled: False
9022421647	Search Warrant Phone Records - 25015855	75.00	12/31/2025	100-420-2100-43140-0000	
	Check Total:	75.00			
Vendor: grain	W.W. Grainger, Inc.			Check Sequence: 73	ACH Enabled: True
9748623767	Field House Trash Bags	174.64	12/31/2025	209-450-5207-42100-0000	
9752865585	Lock Model 11.5"	283.68	12/31/2025	100-430-3000-42102-0000	
	Check Total:	458.32			
Vendor: watco	Watson Company			Check Sequence: 74	ACH Enabled: True
153774	RAC Concessions	434.23	12/31/2025	205-450-5205-42550-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
154047	RAC Concessions & Supplies	1,939.73	12/31/2025	205-450-5205-42550-0000	
154070	Jalapeno Great Plains Cheese	129.42	12/31/2025	205-450-5205-42550-0000	
154719	RAC Concessions	993.22	12/31/2025	205-450-5205-42550-0000	
	Check Total:	3,496.60			
Vendor: webal	Webaloo LLC			Check Sequence: 75	ACH Enabled: True
13598-17760	Communications Consultant 12/8/25 - 12/12/25	72.00	12/31/2025	100-410-1325-43100-0000	
13598-17761	Communications Consultant 12/15/25 - 12/21/25	288.00	12/31/2025	100-410-1325-43100-0000	
	Check Total:	360.00			
Vendor: weswh	Westside Wholesale Tire & Supply			Check Sequence: 76	ACH Enabled: True
976302	Carlisle Multi Trac	121.00	12/31/2025	100-450-5200-42103-0000	
	Check Total:	121.00			
Vendor: wsbas	WSB & Associates, Inc.			Check Sequence: 77	ACH Enabled: True
R-019314-000-43	Towns At Fox Creek (Busch) November 2025	540.00	12/31/2025	100-410-1950-43030-8150	
R-019805-000-42	Aster Mills (Pulte) November 2025	1,080.00	12/31/2025	100-410-1950-43030-8150	
R-019812-000-40	Big Woods 3rd Addition November 2025	1,080.00	12/31/2025	100-410-1950-43030-8150	
R-020120-000-42	Harvest View (Tamarack) November 2025	540.00	12/31/2025	100-410-1950-43030-8150	
R-020241-000-41	Grass Lake Preserve Development - November 2	540.00	12/31/2025	100-410-1950-43030-8150	
R-022691-000-29	Skye Meadows 5th Addition November 2025	1,080.00	12/31/2025	100-410-1950-43030-8150	
R-023609-000-28	Aster Mills 2nd Addition November 2025	540.00	12/31/2025	100-410-1950-43030-8150	
R-030692-000-6	Big Woods 3rd Addition November 2025	1,375.00	12/31/2025	100-410-1950-43030-8150	
	Check Total:	6,775.00			
Vendor: xcele	Xcel Energy			Check Sequence: 78	ACH Enabled: False
51-6488910-9	Civic Storage Bldg-21195 Mem'l Dr. Sec. Lights	7.00	12/31/2025	100-410-1940-43810-0000	
51-6488910-9	Community Rm-21201 Memorial Dr. November	224.96	12/31/2025	100-410-1940-43810-0000	
51-6488910-9	Hassan Town Hall-25000 Hassan Pkwy Novemb	99.43	12/31/2025	100-410-1940-43810-0000	
51-6488910-9	PW-22350 S. Diamond Lake Rd November	841.74	12/31/2025	100-430-3000-43810-0000	
51-6488910-9	Refund Credits - Stmt # 955710568 (November 2	-517.04	12/31/2025	100-000-0000-11500-0000	
51-6488910-9	RMS Civic Storage Bldg-21195 Memorial Dr Sh	23.12	12/31/2025	100-410-1940-43810-0000	
51-6488910-9	Police Department 21860 Industrial November	719.29	12/31/2025	100-420-2100-43810-0000	
51-6488910-9	CH-22350 S. Diamond Lake Rd November	360.75	12/31/2025	100-410-1940-43810-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
51-6488910-9	Fire Dept.-21201 Memorial Dr. November	176.75	12/31/2025	100-420-2210-43810-0000	
51-6488910-9	Event Center-12716 Main St. November	1,297.77	12/31/2025	100-410-1941-43810-0000	
51-6488910-9	Sr. Center-12913 Main St November	41.47	12/31/2025	100-450-5186-43810-0000	
51-6488910-9	Boyer -21701Industrial Blvd. November	605.58	12/31/2025	100-410-1940-43810-0000	
	Check Total:	3,880.82			
Vendor: xcele	Xcel Energy			Check Sequence: 79	ACH Enabled: False
51-6488909-6	12521 Main St-SCP Warming Hse. November	197.95	12/31/2025	100-450-5200-43810-0000	
51-6488909-6	20859 141st Ave N Rogers Middle School Fields	-13.30	12/31/2025	100-450-5200-43810-0000	
51-6488909-6	Reservoir Fields Irrigation November	78.89	12/31/2025	100-450-5200-43810-0000	
51-6488909-6	NCP - 13750 Bittersweet Dr November	881.00	12/31/2025	100-450-5200-43810-0000	
51-6488909-6	13850 Bittersweet Lane November	370.95	12/31/2025	100-450-5200-43810-0000	
51-6488909-6	12475 Main St-SCP November	169.42	12/31/2025	100-450-5200-43810-0000	
51-6488909-6	Non-Recurring Credits November	-6.33	12/31/2025	100-450-5200-43810-0000	
51-6488909-6	Lynch Park - 21901 137TH Ave N November	82.24	12/31/2025	100-450-5200-43810-0000	
51-6488909-6	12475 Main St-SCP Maintenance November	106.48	12/31/2025	100-450-5200-43810-0000	
51-6488909-6	Triangle Park/Veteran's Mem'l - 12720 Main St N	42.96	12/31/2025	100-450-5200-43810-0000	
51-6488909-6	Lions Splash Pad November	200.04	12/31/2025	100-450-5200-43810-0000	
	Check Total:	2,110.30			
Vendor: xcele	Xcel Energy			Check Sequence: 80	ACH Enabled: False
51-9712220-4	Streetlights-Unmetered November	8,114.39	12/31/2025	100-430-3120-43160-0000	
51-9712220-4	Streetlights-Metered November	1,104.01	12/31/2025	100-430-3120-43160-0000	
	Check Total:	9,218.40			
Vendor: yalme	Yale Mechanical, LLC			Check Sequence: 81	ACH Enabled: True
279497	Reset-All VAV Boxes Set Incorrectly @ FS2	664.50	12/31/2025	100-420-2210-44010-0000	
	Check Total:	664.50			
	Total for Check Run:	444,355.93			
	Total of Number of Checks:	81			

November 2025 US Bank P-Card Allocations								
Vendor	Account					Amount	Fiscal Year	Description
10K LAKES ICC	100	420	2400	44360	0000	300.00	2025	Continuing ed. 10K seminar - Weicht
1417 CALIFORNIA PARKING	100	420	2100	44360	0000	20.00	2025	IACP Conference Parking
2025 APWA-MN FALL CONF	100	410	1950	44360	0000	455.39	2025	2025 APWA MN Fall Conference - Bendiske
4TE*COMMERS CONDITIONED W	100	410	1940	43820	0000	24.95	2025	Water service at City Halll - October
4TE*COMMERS CONDITIONED W	100	410	1940	43820	0000	24.95	2025	Water service at City Hall - November
5.11, INC.	100	420	2210	42180	0000	1,500.00	2025	Bristol Parkas
5.11, INC.	100	420	2210	42180	0000	7,200.00	2025	Bristol Parkas
5.11, INC.	100	420	2210	42180	0000	1,200.00	2025	Bristol Parkas
5.11, INC.	100	420	2210	42180	0000	85.95	2025	1/4 Zip Pullover-Ch 1
ALCOHOL AND GAMBLING ENFO	609	497	9760	44330	0000	0.43	2025	2025 Buyers Card RWAS fee
ALCOHOL AND GAMBLING ENFO	609	497	9760	44330	0000	20.00	2025	2025 Buyers Card RWAS
ALCOHOL AND GAMBLING ENFO	609	497	9780	44330	0000	0.43	2025	2025 Buyers Card Event Center fee
ALCOHOL AND GAMBLING ENFO	609	497	9780	44330	0000	20.00	2025	2025 Buyers Card Event Center
AMAZON MARK* B89XK6F21	209	450	5207	42000	0000	4.87	2025	Sharpies
AMAZON MARK* B89XK6F21	209	450	5207	42102	0000	8.91	2025	Emergency Exit Sign
AMAZON MARK* BT1356J41	209	450	5207	42100	0000	14.98	2025	Badge Holders and Key Ring Labels
AMAZON MARK* BT1356J41	209	450	5207	42100	0000	45.99	2025	Socks for Playground
AMAZON MARK* BT1356J41	209	450	5207	42102	0000	22.59	2025	Hangers for Coat Rack
AMAZON MARK* BT3RB1211	209	450	5207	42100	0000	147.02	2025	Toys for Tot Time
AMAZON MARK* BT4V43AT2	209	450	5207	42102	0000	9.84	2025	Nitrile Gloves
AMAZON MARK* BT53E7RV0	209	450	5207	42100	0000	193.69	2025	Toys for Tot Time
AMAZON MARK* N419Z77A2	209	450	5207	42102	0000	29.47	2025	Step Ladder
AMAZON MARK* N41JD1FJ0	209	450	5207	42102	0000	62.61	2025	Batteries for Soap Dispensers
AMAZON MARK* N42L47S32	209	450	5207	42102	0000	38.58	2025	Hand Sanitizer and Hangers for Coat Rack
AMAZON MARK* N42L47S32	209	450	5207	42102	0000	(22.59)	2025	Hand Sanitizer and Hangers for Coat Rack
AMAZON MARK* N44N21SH2	209	450	5207	42102	0000	88.35	2025	Broom, Label Maker, Wet Floor Signs, Laundry Hamper
AMAZON MARK* N44TA91N2	209	450	5207	42000	0000	62.95	2025	Scissors, Scotch Tape, Pencils, Pens, Pen Holder, Box Cutters
AMAZON MARK* N45O36IX2	609	497	9760	42000	0000	53.62	2025	Copy paper and tape for RWAS
AMAZON MARK* N45O36IX2	609	497	9760	42100	0000	34.16	2025	Sign Holders for RWAS
AMAZON MARK* N483Y20V0	209	450	5207	42000	0000	9.69	2025	Mousepad
AMAZON MARK* N483Y20V0	209	450	5207	42010	0000	89.35	2025	Mouse & HDMI Cord
AMAZON MARK* NK1RZ7CS2	209	450	5207	42100	0000	96.73	2025	Bin for Lost and Found and Turf Depth Gauge
AMAZON MARK* NK48A0R41	609	497	9760	42000	0000	75.32	2025	Deposit Bags for RWAS
AMAZON MARK* NK6RR5RH2	209	450	5207	42000	0000	5.00	2025	Mousepad for Front Desk
AMAZON MARK* NK6RR5RH2	209	450	5207	42102	0000	30.28	2025	Squeegee for Windows and Zip Ties
AMAZON MARK* NK7H803I1	209	450	5207	42102	0000	39.96	2025	Nitrile Gloves and Safety Glasses
AMAZON MARK* NK8GG5OS0	209	450	5207	42100	0000	108.96	2025	Coat Rack and Drawer Storage Organizer
AMAZON MKTPL*B80NS3W11	100	410	1325	42100	0000	69.77	2025	kitchen supplies for City Hall
AMAZON MKTPL*B81N98GY0	100	410	1325	42100	0000	23.95	2025	Paper towels for City Hall
AMAZON MKTPL*B83NR5I11	100	420	2210	42105	0000	106.15	2025	Glove Dispensers x4-Oxygen Mount
AMAZON MKTPL*B83UW1VY1	100	420	2210	42000	0000	59.99	2025	Floor Lamp
AMAZON MKTPL*B84CX8M42	100	420	2210	42100	0000	17.95	2025	Dayroom kitchen supplies & appliances
AMAZON MKTPL*B84UG9F11	100	410	1520	42000	0000	163.43	2025	Budget Book Supplies - Finance
AMAZON MKTPL*B85CS9FZ0	100	420	2210	42100	0000	792.57	2025	Dayroom kitchen supplies & appliances
AMAZON MKTPL*BT3557JP2	400	420	2100	45500	0000	400.74	2025	Squad Tools 6852 & 6853
AMAZON MKTPL*BT3GK3QJ2	100	420	2100	42100	0000	188.96	2025	Work phone and I-pad Accessories
AMAZON MKTPL*BT3HS6AH0	209	450	5207	42100	0000	61.74	2025	Tumbling Mat for Tot Time
AMAZON MKTPL*BT7ER1AT0	100	420	2400	42105	0000	27.96	2025	Milwaukee Heat Gun Battery Chargers
AMAZON MKTPL*BT7IA6ZJ1	100	420	2100	44385	0000	74.96	2025	CPA Grad Supplies
AMAZON MKTPL*BT8FL9LG0	209	450	5207	42102	0000	41.00	2025	Ear Plugs
AMAZON MKTPL*BT8YD6G21	205	450	5205	42100	0000	50.57	2025	Replacement Cables
AMAZON MKTPL*BT9FF6O40	100	420	2400	42000	0000	39.90	2025	Portable File Folder Totes
AMAZON MKTPL*N418381B0	100	420	2210	42100	0000	79.99	2025	Steamer
AMAZON MKTPL*N41FG35F0	100	450	5186	43443	0000	19.89	2025	Costume Contest Prizes
AMAZON MKTPL*N42729B71	100	410	1941	42102	0000	8.99	2025	Wet Floor Sign for EC
AMAZON MKTPL*N43BH36S1	100	420	2210	42100	0000	13.25	2025	Putty
AMAZON MKTPL*N44048CC0	209	450	5207	42100	0000	47.06	2025	Windex
AMAZON MKTPL*N454N7MZ0	100	420	2400	42100	0000	61.26	2025	First Aid Kits
AMAZON MKTPL*N454N7MZ0	100	420	2400	42105	0000	50.97	2025	Snow Brushes
AMAZON MKTPL*N454N7MZ0	100	420	2400	42105	0000	45.81	2025	Milwaukee Heat Gun Batteries
AMAZON MKTPL*N454S6I60	100	420	2400	42000	0000	24.37	2025	Legal Notepads
AMAZON MKTPL*N45GX9901	209	450	5207	42100	0000	14.88	2025	Wristbands
AMAZON MKTPL*N48TH97O1	601	494	9440	42000	0000	16.99	2025	Case for Label Maker - M. Iwanok
AMAZON MKTPL*N49AZ5N12	100	420	2210	42105	0000	232.01	2025	Trim Remover, Rotary Tool Kit, Putty Knife, Pliers, Coordless Rotary Tool
AMAZON MKTPL*N49MA15A0	100	450	5186	43443	0000	7.91	2025	Décor for Halloween Hullabaloo
AMAZON MKTPL*NK1370X20	100	410	1940	42102	0000	54.49	2025	Sharps Containers for Public Buildings
AMAZON MKTPL*NK1AB8Y42	205	450	5205	42100	0000	9.85	2025	Shatter proof bulbs for food warmer
AMAZON MKTPL*NK3G93JY1	209	450	5207	42100	0000	13.97	2025	Sign for Front Desk
AMAZON MKTPL*NK3YP2J40	100	430	3000	42000	0000	8.71	2025	Self-inking stamp
AMAZON MKTPL*NK4RV4IY1	400	420	2210	45500	0000	369.00	2025	Mini Pumper-ABC Extinguisher, Water Can
AMAZON MKTPL*NK65P5950	601	494	9440	42000	0000	18.99	2025	AAA Batteries & Charger - M. Iwanok
AMAZON MKTPL*NK7A766R2	100	420	2400	42000	0000	27.66	2025	Hanging File Folders and File Folders
AMAZON MKTPL*NK86X4Q30	601	494	9440	42010	0000	69.33	2025	Computer Dock replacement - Parker
AMAZON MKTPL*NK86X4Q30	602	495	9490	42010	0000	69.33	2025	Computer Dock replacement - Parker
AMAZON MKTPL*NK86X4Q30	603	496	9495	42010	0000	69.33	2025	Computer Dock replacement - Parker
AMAZON MKTPL*NK8G282J2	400	420	2100	45500	0000	239.00	2025	Squad Tint Meters - 6852 & 6853
AMAZON MKTPL*NK8Y56HU0	100	410	1940	42102	0000	199.43	2025	Mounting Brackets for Sharps Containers
AMAZON MKTPL*NK9IN9SH1	400	420	2100	45500	0000	360.86	2025	Squad 6853 build - medical bag
AMAZON MKTPL*NK9YM6B12	100	420	2210	42180	0000	129.90	2025	Flexfit Caps XXL
AMAZON MKTPL*NM45V4TH2	100	420	2400	42000	0000	6.19	2025	Badge Holders for Building Dept
AMAZON MKTPL*NM7687382	100	420	2210	42170	0000	15.99	2025	Ring Cutter
AMAZON MKTPL*NU04C4Y02	601	494	9440	42000	0000	73.73	2025	Label Maker & Power Adapter - M. Iwanok
AMAZON MKTPL*NU0Y462E0	100	410	1520	42000	0000	33.24	2025	Laptop Bag for Andrea Poythress
AMAZON MKTPL*NU20W6TF2	100	410	1941	42102	0000	23.12	2025	Trivets & Magnet hooks for EC kitchen
AMAZON MKTPL*NU25T4A92	205	450	5205	44010	0000	288.54	2025	Flush Valve

November 2025 US Bank P-Card Allocations								
Vendor	Account					Amount	Fiscal Year	Description
AMAZON MKTPL*NU25T4A92	209	450	5207	42100	0000	434.20	2025	Floor Fan, Wrist Bands, Scanner, Antenna
AMAZON MKTPL*NU4F40DQ1	100	450	5120	42100	0000	33.93	2025	Supplies for LTS - Stickers/Bubble Wands
AMAZON MKTPL*NU5F32W61	100	450	5120	42100	0000	15.98	2025	Decorations for Halloween Carnival
AMAZON MKTPL*NU5I41932	209	450	5207	42580	0000	68.39	2025	Socks for resale
AMAZON MKTPL*NU5LQ9FJ2	100	420	2100	42102	0000	97.38	2025	Air Filter Replacement - 2 pack
AMAZON MKTPL*NU5Y43UO1	100	410	1325	42000	0000	16.80	2025	Mouse for ACA/HR computer
AMAZON MKTPL*NU70Y2B51	400	420	2100	45500	0000	360.86	2025	Squad 6852 build - medical bag
AMAZON MKTPL*NU77L9DJ1	100	420	2400	42000	0000	29.98	2025	Earbuds for Fessler
AMAZON MKTPL*NU8KB4MJ2	609	497	9780	42100	0000	174.65	2025	Plastic Cups for Event Center
AMAZON MKTPL*NU92U8W61	100	420	2400	42105	0000	238.00	2025	Milwaukee Infrared Heat Guns
AMAZON MKTPL*NU97I9WB2	100	450	5186	43443	0000	13.15	2025	Décor for Halloween Hullabaloo
AMAZON MKTPL*NU9NP5PS2	100	410	1520	42010	0000	31.55	2025	Computer External Speaker Replacement - M. Rathlisberger
AMAZON MKTPL*NU9NP5PS2	100	410	1520	42010	0000	11.81	2025	Computer Black 3' Extension Cord - M. Rathlisberger
AMAZON MKTPL*NU9T88Y60	209	450	5207	42102	0000	41.52	2025	Batteries for Soap Dispensers
AMAZON MKTPLACE PMTS	100	420	2100	42010	0000	(170.95)	2025	Credit - Headset Lisa Carlson
AMAZON MKTPLACE PMTS	209	450	5207	42102	0000	(41.00)	2025	Earplugs
AMAZON MKTPLACE PMTS	410	450	5200	45200	2201	(19.49)	2025	Lid that was not needed
AMAZON MKTPLACE PMTS	410	450	5200	45200	2201	(19.49)	2025	Lid that was not needed
AMAZON PRIME*NU97K1LT0	100	450	5186	44330	0000	6.52	2025	Alexa Music
AMAZON RETA* B80OI4F21	100	420	2100	42010	0000	1,074.22	2025	iPad Pro - Wills
AMAZON RETA* B81BP0RO1	100	410	1325	42000	0000	19.56	2025	Sheet Protectors for City Clerk
AMAZON RETA* BT6UC5AZ1	100	420	2100	42102	0000	24.72	2025	Lithium coin batteries
AMAZON RETA* N462O9TQ2	100	430	3000	42000	0000	14.18	2025	2026 Wall Calendar - P. Moen
AMAZON RETA* N46V92GE1	100	410	1940	42100	0000	14.48	2026	Liquid Hand Soap
AMAZON RETA* N46V92GE1	100	420	2100	42100	0000	14.48	2027	Liquid Hand Soap
AMAZON RETA* N46V92GE1	100	430	3000	42100	0000	14.48	2025	Liquid Hand Soap
AMAZON RETA* N47MY7JU2	100	430	3000	42000	0000	21.24	2025	2026 Book Calendar - M. Sable
AMAZON RETA* NK42L42B1	100	410	1940	42102	0000	14.97	2025	Oven Cleaner - CR
AMAZON RETA* NK42L42B1	100	410	1941	42102	0000	14.97	2025	Oven Cleaner - EC
AMAZON RETA* NK54E5E40	100	430	3000	42000	0000	29.05	2025	2026 Book Calendar - P. Moen
AMAZON RETA* NM5GN7ZF2	100	410	1330	42010	0000	21.58	2025	HDMI Cables
AMAZON RETA* NU8OQ7VB1	100	410	1330	42010	0000	48.01	2025	HDMI cable converters
AMAZON.COM	410	450	5200	45200	2201	(51.80)	2025	Partial Refund for scratched fridge
AMAZON.COM*B83WC00Z0	100	420	2210	44360	0000	107.07	2025	Fire Investigator Textbook-Nelson
AMAZON.COM*BT1NM5AA2	100	420	2210	42000	0000	64.99	2025	Portable Label Maker
AMAZON.COM*N40T922J1	100	420	2210	42100	0000	50.30	2025	Hand Sanitizer
AMAZON.COM*N412698Z2	100	430	3000	42000	0000	8.49	2025	Key tags
AMAZON.COM*NM0TJ3ID2	410	450	5200	45200	2201	335.92	2025	Trash Cans
AMAZON.COM*NM3AK8H21	205	450	5205	42000	0000	25.99	2025	Laptop Chill Mat
AMAZON.COM*NU47W0GK2	205	450	5205	42100	0000	27.99	2025	Candy for halloween skate
AMAZON.COM*NU47W0GK2	209	450	5207	42100	0000	19.56	2025	Windex
APPLE.COM/BILL	100	420	2100	44330	0000	2.99	2025	iCloud Storage Subscription for work cell
BCA TRAINING EDUCATION	100	420	2100	44360	0000	300.00	2025	BCA Training - Sexual Assault Investigations
BNSF RAIL PERMITTING	402	000	0000	10100	0000	2,067.00	2025	Permit Fee for Fletcher By Pass
BNSF RAIL PERMITTING	402	000	0000	10100	5000	(2,067.00)	2025	Permit Fee for Fletcher By Pass
BNSF RAIL PERMITTING	402	430	3121	44310	1409	2,067.00	2025	Permit Fee for Fletcher By Pass
BROADWAY BAR & PIZZA R	100	410	1325	44360	0000	95.99	2025	Budget meeting with Council
CASEYS #3460	100	420	2100	42120	0000	42.99	2025	Fuel for DTF Squad
CENTERPOINTENERGY MN GAS	100	410	1940	43830	0000	206.55	2025	Centerpoint Energy Balance-CR - Oct
CENTERPOINTENERGY MN GAS	100	410	1940	43830	0000	25.95	2025	Hassan Town Hall Gas September 2025
CENTERPOINTENERGY MN GAS	100	420	2210	43830	0000	278.87	2025	Centerpoint EnergyFire Dept St 2-Generator - Sept
CENTERPOINTENERGY MN GAS	100	420	2210	43830	0000	376.42	2025	Centerpoint Energy Balance-Fire Dept St 2 - Oct
CENTERPOINTENERGY MN GAS	100	420	2210	43830	0000	162.29	2025	Centerpoint Energy Balance-Fire Dept ST 1 - Oct
CENTERPOINTENERGY MN GAS	205	450	5205	43830	0000	2,508.40	2025	Natural Gas - October
CHEWY.COM	100	420	2100	42107	0000	94.99	2025	K9 Ares Dog Food
CIRCLE K 09866	100	420	2100	44360	0000	37.70	2025	IACP Conference - Fuel for rental car
CITY OF ROGERS CITY HALL	449	420	2210	45200	2508	1,912.09	2025	Permit-Station 1 Renovation
CK HOLIDAY # 06405	100	420	2210	44040	0000	27.50	2025	Squad/Rescue Car Wash
COBORN'S	100	420	2100	44385	0000	50.99	2025	CPA graduation cake
COMCAST / XFINITY	100	410	1330	43250	0000	150.00	2025	Internet Service - IS - Oct
COMCAST / XFINITY	100	410	1941	43250	0000	78.88	2025	Analog, Internet and TV service - Event Center - Oct
COMCAST / XFINITY	100	420	2100	43210	0000	201.19	2025	Analog and TV Service - Police - Oct
COMCAST / XFINITY	100	420	2210	43210	0000	84.24	2025	Station 2 TV service - Oct
CRISISSYSTE	100	420	2100	44360	0000	129.10	2025	Crisis Negotiation Training - POLARIS Workshop
CRISISSYSTE	100	420	2100	44360	0000	129.10	2025	Crisis Negotation Polaris Workshop Training
CUB FOODS	100	410	1325	44360	0000	30.74	2025	All staff training supplies
CUB FOODS- ROGERS	100	410	1110	44360	0000	24.96	2025	Cookies for State Bonding Tour 11.2025
CUB FOODS- ROGERS	100	420	2100	44385	0000	38.15	2025	Citzens Academy Food
CUB FOODS- ROGERS	205	450	5205	42100	0000	11.12	2025	Distilled water for the food warmer
CUB FOODS- ROGERS	205	450	5205	44360	0000	30.96	2025	Food for Staff Training
CUB FOODS- ROGERS	609	497	9780	42100	0000	16.59	2025	Lemons and Limes for Event Center
CVS/PHARMACY #04696	100	420	2400	42000	0000	12.81	2025	Note pads, Pens
EARHERO.COM	100	420	2100	42105	0000	111.99	2025	Radio Ear piece
EBAY O*22-13777-08728	100	410	1940	42102	0000	815.80	2025	AED for City Hall
EDAM	100	410	1910	44360	0000	40.00	2025	EDAM holiday event registration
EDAM	100	410	1910	44360	0000	445.00	2025	EDAM Winter conference registration - B. Angell
EZCATER*PANDA EXPRESS	100	450	5186	43444	0000	258.50	2025	Food for Dining
FLOORING AVE/MARBLE DISC	100	410	1941	44010	0000	543.00	2025	Countertop for POS Station
FSP BOOKS, INC	100	420	2210	44360	0000	72.21	2025	Fire Investigator Test Prep Book-Nelson
FSP*MN GOVT FINANCE OFFIC	100	410	1520	44360	0000	20.00	2025	MNGOFA - Intermediate Gov't Accounting Training - A Poythress
GLOCK PROFESSIONAL INC	100	420	2100	44360	0000	300.00	2025	Training - Glock Armorer's Course
GOVERNMENT FINANCE OFF	100	410	1520	44360	0000	95.00	2025	GOFA - Gov't Accounting for Non-Accountants Training - A Poythress
GOVERNMENT FINANCE OFF	100	410	1520	44360	0000	95.00	2025	GFOA CPE - Essential Tools For Policies/Proc In Treasury Dept - M. Rathlisberger
HALCYON HOTEL CHERRY CREE	100	420	2100	44360	0000	1,927.82	2025	IACP Conference - Hotel
HOLIDAY INN EXPRESS	100	420	2100	44360	0000	(6.00)	2025	Credit for Safe Fee for Holiday Inn Room - Fischer

November 2025 US Bank P-Card Allocations								
Vendor	Account					Amount	Fiscal Year	Description
HOLIDAY STATIONS 3514	100	420	2100	42120	0000	50.19	2025	Fuel for DTF Squad
HOLIDAY STATIONS 3594	100	420	2100	42120	0000	40.01	2025	Squad 6852 Fuel
HOMEDEPOT.COM	100	450	5186	43443	0000	331.29	2025	Cabinets for Card Making Supplies
HY-VEE AISLES ONLINE 4017	100	450	5186	43444	0000	390.07	2025	Food for Dining
IN *TOTAL ENTERTAINMENT K	100	450	5120	43445	0000	630.00	2025	DJ for Daddy Daughter Dance
IN *VISION OF ELK RIVER,	100	420	2100	44385	0000	800.00	2025	CPA - Bussing final pymt for Jail/Dispatch Tours
JACK IN THE BOX 8130	100	420	2100	44360	0000	18.36	2025	IACP Conference - Wed Dinner
JERSEY MIKES 24016	100	420	2100	44360	0000	12.48	2025	Lunch - Use of Force Training
JERSEY MIKES 24027	100	420	2100	44360	0000	12.84	2025	Lunch - WCPO Training
JERSEY MIKES 24027	100	420	2100	44360	0000	21.21	2025	Lunch - WCMFF Training
JIMMY JOHNS # 1235 -	205	450	5205	44360	0000	236.15	2025	Food for Staff Training & Delivery
JIMMY JOHNS # 915	100	420	2100	44360	0000	11.01	2025	Lunch - Use of Force Training
KWIK TRIP #681	100	410	1325	44360	0000	24.95	2025	All staff training supplies
KWIK TRIP #812	100	420	2100	42120	0000	45.88	2025	Fuel for DTF Squad
KWIK TRIP #812	100	420	2100	42120	0000	36.71	2025	Fuel for DTF Squad
KWIK TRIP #812	100	420	2100	42120	0000	27.12	2025	Fuel for DTF Squad
KWIK TRIP #812	100	420	2100	42120	0000	40.58	2025	Fuel for DTF Squad
KWIK TRIP #812	100	420	2100	42120	0000	38.77	2025	Fuel for DTF Squad
LEAP PRODUCTS	100	450	5200	42100	0000	970.00	2025	Replacement Backboard for Territorial Park
LIFT BRIDGE LODGE	100	420	2210	44360	0000	776.58	2025	MSFCA Conference-Hotel-Dunleavy
LIFT BRIDGE LODGE	100	420	2210	44360	0000	1,233.48	2025	MSFCA Conference-Hotel-Farrens
LIFT BRIDGE LODGE	100	420	2210	44360	0000	776.58	2025	MSFCA Conference
LLRMI	100	420	2230	44360	0000	150.00	2025	Webinar for NFPA 1321 complex fire investigations
LYFT *RIDE FRI 10AM	100	420	2210	44360	0000	24.98	2025	FAMA Fire Apparatus Design Symposium-Ride from hotel to rental car
LYFT *RIDE TUE 11AM	100	420	2210	44360	0000	34.61	2025	FAMA Fire Apparatus Design Symposium-Airport to Hotel
MAILCHIMP	100	410	1325	43190	0000	45.00	2025	Monthly email list serve
MCMASTER-CARR	100	430	3000	42103	0000	39.25	2025	Filter screens for PW pressure washer
MENARDS.COM	410	450	5200	45200	2201	1,602.50	2025	Refigerator for Thrive Room
MILL CREEK INN	100	420	2100	44360	0000	70.00	2025	Lunch - Basic Threat Training - Tushar, Bateman, Gardas
MINNESOTA PAID LEAVE	100	410	1325	43015	0000	500.00	2025	MPL equivalent plan (Met Life) application fee
MINNESOTA PAID LEAVE FEE	100	410	1325	43015	0000	10.75	2025	MPL equivalent plan (Met Life) application credit card fee
MISTER CAR WASH #1601	100	420	2100	44040	0000	35.88	2025	Squad 6845 car wash plan
MISTER CAR WASH #1601	100	420	2100	44040	0000	35.88	2025	Squad 6831 car wash plan
MISTER CAR WASH #1601	100	420	2100	44040	0000	35.88	2025	Squad 6844 car wash plan
MISTER CAR WASH #1601	100	420	2210	44040	0000	35.88	2025	Tahoe Car Wash Pass
MISTER CAR WASH #1601	100	420	2210	44040	0000	35.88	2025	CH1-'25 Silverado Car Wash Pass
MISTER CAR WASH #1601	100	420	2210	44040	0000	35.88	2025	SQ3 Car Wash Pass
MISTER CAR WASH #1601	100	420	2210	44040	0000	35.88	2025	DFM-'25 Colorado Car Wash Pass
MISTER CAR WASH #1601	100	420	2400	44040	0000	35.88	2025	Car wash
MISTER CAR WASH #1601	100	420	2400	44040	0000	28.27	2025	Car wash
MN OCM	609	497	9760	44330	0000	250.00	2025	2025 THC Licencing
MN OCM FEE	609	497	9760	44330	0000	5.38	2025	2025 THC Licencing fee
MN POLLUTION CONTROL AGEN	602	495	9490	44360	0000	585.00	2025	MPCA Conference - P. Moen
MN POLLUTION CONTROL AGEN	602	495	9490	44360	0000	1,170.00	2025	MPCA Training - M Conner & J Abrahamson
MN POLLUTION CONTROL SERV	602	495	9490	44360	0000	12.58	2025	MPCA Conference - P. Moen Credit Card Fee
MN POLLUTION CONTROL SERV	602	495	9490	44360	0000	25.16	2025	MPCA Training CC Service Fee
MN RECREATION AND PARK A	100	450	5120	44360	0000	500.00	2025	MRPA Conference fee
MRA INSTITUTE OF MANAGEM	100	410	1520	44360	0000	1,400.00	2025	MRA CPE - Supervision Fundamentals Course Dec. '25 - Matt
MSP REPUBLIC BARD 6751200	100	420	2100	44360	0000	22.85	2025	IACP Conference - Friday Breakfast
MYSTIC LAKE CASINO HOTEL	100	410	1325	44360	0000	188.22	2025	Minnesota SHRM Conference - Sharber
OFFICEMAX/DEPOT 6841	100	450	5120	42100	0000	98.11	2026	Nametags for LTS
ON DECK SPORTS	410	450	5200	45200	2201	841.97	2025	Baseballs and Softballs
ONSTAR, LLC	100	420	2210	44330	0000	22.99	2025	OnStar Subscription '25 Silverado-Ch1
OPENAI *CHATGPT SUBSCR	100	450	5120	43190	0000	10.00	2025	ChatGPT Plus Subscription -November
OPENAI *CHATGPT SUBSCR	205	450	5205	43190	0000	10.00	2025	ChatGPT Plus Subscription -November
PARADISE CAR WASH - MAP	100	420	2100	44040	0000	54.50	2025	Squad 6831 car wash
PAYPAL *CPOCOMMERCE	100	430	3000	42100	0000	265.37	2025	Paper shop rags
PAYPAL *QUALITY FAR QUALI	100	450	5200	42103	0000	64.91	2025	Hitch pins for land pride mowers
PAYPAL *SNSINDUSTRI	100	430	3000	42103	0000	281.41	2025	3 Wheel kits for rolling jacks on hoist
PSI EXAMS	100	420	2210	44380	0000	175.00	2025	Remote Pilot Certificate sUAS - Bebeau
PUB ORLANDO	100	420	2210	44360	0000	26.03	2025	FAMA Fire Apparatus Design Symposium-Dinner
PUB ORLANDO	100	420	2210	44360	0000	36.09	2025	FAMA Fire Apparatus Design Symposium-Dinner
ROSEN CENTRE REDS DELI	100	420	2210	44360	0000	14.80	2025	FAMA Fire Apparatus Design Symposium-Breakfast
ROSEN CENTRE REDS DELI	100	420	2210	44360	0000	23.43	2025	FAMA Fire Apparatus Design Symposium-Breakfast
ROSEN CENTRE SM JAVA	100	420	2210	44360	0000	7.57	2025	FAMA Fire Apparatus Design Symposium-Breakfast
ROSEN HARRYS POOLSDE	100	420	2210	44360	0000	29.50	2025	FAMA Fire Apparatus Design Symposium-Lunch
ROSEN HOTELS CENTRE	100	420	2210	44360	0000	596.52	2025	FAMA Fire Apparatus Design Symposium-hotel
SAFARILAND TRAINING GR	100	420	2100	44360	0000	375.00	2025	Training - Impact Munitions Instructor
SAMS CLUB.COM	205	450	5205	42550	0000	168.80	2025	Concessions Order for Arena
SAMSCLUB #6254	205	450	5205	42550	0000	249.42	2025	Concessions Stock
SAMSCLUB.COM	100	410	1325	44360	0000	27.65	2025	Candy for Gov't. Day
SAMSCLUB.COM	100	410	1940	42000	0000	449.50	2025	Pallet of 8.5 x 11 Copy Paper - 10 cases
SAMSCLUB.COM	100	410	1940	42102	0000	14.99	2025	Oven Cleaner - CR
SAMSCLUB.COM	100	410	1940	42102	0000	(14.99)	2025	Refund for product damaged during delivery. - CR
SAMSCLUB.COM	100	410	1941	42102	0000	14.99	2025	Oven Cleaner - EC
SAMSCLUB.COM	100	410	1941	42102	0000	(14.99)	2025	Refund for product damaged during delivery. - EC
SAMSCLUB.COM	100	410	1950	42000	0000	21.34	2025	Coffee & Stevia
SAMSCLUB.COM	100	410	1950	42000	0000	149.83	2025	Pallet of 8.5 x 11 Copy Paper
SAMSCLUB.COM	100	410	1950	42100	0000	1.86	2025	Dish Scrubber
SAMSCLUB.COM	100	410	1950	42100	0000	37.93	2025	Toilet Paper
SAMSCLUB.COM	100	430	3000	42000	0000	21.34	2025	Coffee & Stevia
SAMSCLUB.COM	100	430	3000	42000	0000	149.83	2025	Pallet of 8.5 x 11 Copy Paper
SAMSCLUB.COM	100	430	3000	42100	0000	1.86	2025	Dish Scrubber
SAMSCLUB.COM	100	430	3000	42100	0000	37.93	2025	Toilet Paper
SAMSCLUB.COM	100	450	5200	42000	0000	21.34	2025	Coffee & Stevia

November 2025 US Bank P-Card Allocations								
Vendor	Account					Amount	Fiscal Year	Description
SAMSCLUB.COM	100	450	5200	42000	0000	149.83	2025	Pallet of 8.5 x 11 Copy Paper
SAMSCLUB.COM	100	450	5200	42100	0000	1.86	2025	Dish Scrubber
SAMSCLUB.COM	100	450	5200	42100	0000	37.93	2025	Toilet Paper
SAMSCLUB.COM	205	450	5205	42000	0000	449.50	2025	Pallet of 8.5 x 11 Copy Paper - 10 Cases
SAMSCLUB.COM	205	450	5205	42102	0000	219.00	2025	Shelving
SAMSCLUB.COM	205	450	5205	42550	0000	262.84	2025	Concessions Stock
SAMSCLUB.COM	205	450	5205	42550	0000	1,023.36	2025	Concessions Stock
SAMSCLUB.COM	410	450	5200	45200	2201	648.00	2025	Work Bench
SAMSCLUB.COM	410	450	5200	45200	2201	219.00	2025	Shelving
SAMSCLUB.COM	601	494	9440	42000	0000	21.34	2025	Coffee & Stevia
SAMSCLUB.COM	601	494	9440	42000	0000	149.84	2025	Pallet of 8.5 x 11 Copy Paper
SAMSCLUB.COM	601	494	9440	42100	0000	1.87	2025	Dish Scrubber
SAMSCLUB.COM	601	494	9440	42100	0000	37.94	2025	Toilet Paper
SAMSCLUB.COM	602	495	9490	42000	0000	21.34	2025	Coffee & Stevia
SAMSCLUB.COM	602	495	9490	42000	0000	149.84	2025	Pallet of 8.5 x 11 Copy Paper
SAMSCLUB.COM	602	495	9490	42100	0000	1.87	2025	Dish Scrubber
SAMSCLUB.COM	602	495	9490	42100	0000	37.94	2025	Toilet Paper
SAMSCLUB.COM	603	496	9495	42000	0000	21.33	2025	Coffee & Stevia
SAMSCLUB.COM	603	496	9495	42000	0000	149.83	2025	Pallet of 8.5 x 11 Copy Paper
SAMSCLUB.COM	603	496	9495	42100	0000	1.86	2025	Dish Scrubber
SAMSCLUB.COM	603	496	9495	42100	0000	37.93	2025	Toilet Paper
SAVINA'S	100	420	2100	44360	0000	58.64	2025	IACP Conference - Friday Dinner
SECRETARY OF STATE	609	497	9760	43140	0000	13.00	2025	RWAS Cannabis Registration OSS
SECRETARY OF STATE	609	497	9760	44330	0000	50.00	2025	2025 THC Licencing
SIP HAPPENS	100	410	1110	44360	0000	52.04	2025	Coffee for State Bonding Tour 11.2025
SONETICS CORPORATION	100	420	2210	44040	0000	146.85	2025	Repair of radio headset from E21
SP DRONE LAUNCH ACAD	100	420	2210	44360	0000	834.00	2025	Drone Part 107 Training Class-5 people
SQ *GREAT RIVER BOWL & PA	100	420	2100	44360	0000	44.96	2025	Lunch - Crisis Neg Train - Dupic and Tushar
SQ *SQUARE PAID SERVICES	100	450	5120	44300	0000	35.00	2025	11/25 Square Location Fee Parks and Rec
SQ *SQUARE PAID SERVICES	205	450	5205	44300	0000	35.00	2025	11/25 Square Location Fee RAC
SQ *SQUARE PAID SERVICES	609	497	9780	44300	0000	35.00	2025	11/25 Square Location Fee Event Center
SQSP* DOMAIN#208114927	609	497	9760	43190	0000	20.00	2025	Domain name for Rogers Wine and Spirits - Yearly
STARBUCKS STORE 00237	100	420	2100	44360	0000	4.51	2025	IACP Conference - Incidental
STARBUCKS STORE 00237	100	420	2100	44360	0000	4.51	2025	IACP Conference - Incidental
STARBUCKS STORE 00237	100	420	2100	44360	0000	4.51	2025	IACP Conference - Incidental
SUPERSPRINGS INT.	100	420	2210	42103	0000	536.75	2025	Helper springs for FD chief PU
SWIFTYPE, INC.	100	410	1325	43190	0000	79.00	2025	Search engine widget for website - Nov
SYMBOLARTS LLC	100	420	2100	42180	0000	181.25	2025	Uniforms - New Circle Patch Samples
TARGET 00014563	100	450	5120	43445	0000	128.51	2029	Supplies and decor for Daddy Daughter Dance
TARGET 00014563	609	497	9760	42100	0000	7.60	2025	Janitorial supplies for RWAS
TARGET 00014563	609	497	9760	42100	0000	19.02	2025	Suckers for RWAS
TARGET 00014563	609	497	9760	42100	0000	19.02	2025	Suckers for RWAS
TARGET 00014563	609	497	9760	42100	0000	22.16	2025	Janitorial supplies for RWAS
TARGET 00014563	609	497	9780	42540	0000	82.14	2025	Pop for Event Center
TB* TOM ANDERSON	100	450	5186	43443	0000	355.18	2025	Magician for Halloween
THE HOME DEPOT #2821	410	450	5200	45200	2201	1,251.22	2025	Hand Tools
THE STAR TRIBUNE CIRCULAT	100	420	2100	44330	0000	49.27	2025	Star Tribune 13 week subscription charge
THE UPS STORE 5116	100	420	2210	44040	0000	21.18	2025	Send radio headset out for repair from E21
THE WEBSTAURANT STORE INC	205	450	5205	42550	0000	187.67	2025	Concessions Stock
THERAPYNOTES, LLC	100	420	2100	43190	0000	59.00	2025	Social Worker database subscription - November
TRAFFICSAFETYSTORE.COM	205	450	5205	42102	0000	192.09	2025	3) 6' Parking Blocks
TRAIL'S TA TRAVEL CENT	100	420	2100	42120	0000	27.84	2025	Squad 6831 Fuel
TRAIL'S TA TRAVEL CENT	100	420	2100	42120	0000	57.86	2025	Squad 6831 Fuel
TST* CUBA LIBRE - ORLANDO	100	420	2210	44360	0000	41.11	2025	FAMA Fire Apparatus Design Symposium-Dinner
TST* MASON'S FAMOUS LOBST	100	420	2100	44360	0000	30.63	2025	IACP Conference - Wed lunch
TST* NOTHING BUNDT CAKES	100	450	5120	43445	0000	390.00	2027	Dessert for Daddy Daughter Dance
TST* SYRUP RESTAURANT CHE	100	420	2100	44360	0000	31.44	2025	IACP Conference - Tues Breakfast
USPS PO 2680000985	100	420	2210	43220	0000	13.64	2025	Send Manuals to buyer of old Etractor sold on Mn-Bid
USPS PO 2680000985	330	470	7000	43140	0000	3.04	2025	Certified Mail Postage - 2015A IRS Form 8038-T Arbitrage Rebate
USPS PO 2680000985	341	470	7000	43140	0000	3.04	2025	Certified Mail Postage - 2015A IRS Form 8038-T Arbitrage Rebate
VCN*MONTICELLODMVCTR	100	420	2100	44370	0000	112.50	2025	Registration Unmarked Squads 6844 & 6845
VCN*MONTICELLODMVCTR	100	420	2100	44370	0000	2.42	2025	Police Dept Veh Reg CC fee - Squads 6844 & 6845
VCN*MONTICELLODMVCTR	100	430	3000	44370	0000	612.13	2025	Title & reg for asphalt trailer purchase #8368 (2015 Craf Trl)
VECTEEZY * PRO	100	410	1325	43190	0000	20.67	2025	Graphics for city website, social, newsletter
VISTAPRINT	100	420	2100	42100	0000	773.98	2025	Police Badge/Patch Stickers - Children Hand Out
VISTAPRINT	209	450	5207	42100	0000	483.45	2025	Photo backdrop banner (Step and Repeat) for Fieldhouse Grand Opening
VZWRLSS*APOCC VISB	100	410	1325	43250	0000	209.79	2025	Administration Dept Cell Phones - Oct
VZWRLSS*APOCC VISB	100	410	1330	43250	0000	124.29	2025	IS Cell Phones - Oct
VZWRLSS*APOCC VISB	100	410	1910	43250	0000	124.57	2025	Community Development - Oct
VZWRLSS*APOCC VISB	100	410	1940	43250	0000	82.86	2025	Custodian - Oct
VZWRLSS*APOCC VISB	100	410	1941	43250	0000	20.72	2025	Community Room Cell Phone - Oct
VZWRLSS*APOCC VISB	100	410	1950	43250	0000	186.43	2025	Engineering Cell Phone - Oct
VZWRLSS*APOCC VISB	100	420	2100	43250	0000	1,658.79	2025	Police Department Cell Phones - Oct
VZWRLSS*APOCC VISB	100	420	2210	43250	0000	165.72	2025	Fire Dept cell phones - Oct
VZWRLSS*APOCC VISB	100	420	2400	43210	0000	134.29	2025	Building Cell Phones - Oct
VZWRLSS*APOCC VISB	100	430	3000	43250	0000	150.00	2025	PW Cell Phone - Oct
VZWRLSS*APOCC VISB	100	450	5120	43250	0000	41.43	2025	Recreation and Facilities Coordinator - Oct
VZWRLSS*APOCC VISB	100	450	5186	43250	0000	20.72	2025	Senior Center Cell Phone - Oct
VZWRLSS*APOCC VISB	100	450	5200	43250	0000	82.86	2025	Parks Cell Phone - Oct
VZWRLSS*APOCC VISB	205	450	5205	43250	0000	82.86	2025	RAC Cell Phone - Oct
VZWRLSS*APOCC VISB	209	450	5207	43250	0000	46.43	2025	Field House - Operations Supervisor - Oct
VZWRLSS*APOCC VISB	601	494	9440	43250	0000	82.86	2025	Water Cell Phone - Oct
VZWRLSS*APOCC VISB	602	495	9490	43250	0000	82.86	2025	Sewer Cell Phone - Oct
VZWRLSS*APOCC VISB	609	497	9760	43250	0000	124.29	2025	Liquor Cell Phones - Oct
WALGREENS #7812	100	420	2100	42100	0000	9.78	2025	Battery for Detective Key Fob

November 2025 US Bank P-Card Allocations								
Vendor	**Account**					**Amount**	**Fiscal Year**	**Description**
WAVE - *MINNESOTA ASA	100	450	5120	42100	0000	390.00	2025	Softballs for adult fall league
WHEN I WORK, INC.	100	450	5120	43190	0000	25.00		Scheduling App - November
WHEN I WORK, INC.	205	450	5205	43190	0000	25.00		Scheduling App - November
WHEN I WORK, INC.	209	450	5207	43190	0000	25.00		Scheduling App - November
WHITEPAGES	100	410	1520	44330	0000	65.88	2025	White Pages 1YR Subscription for Finance
WHOLEFDS MGV #10490	100	450	5120	43445	0000	46.82	2028	Special diet meals for Daddy Daughter Dance
WORKBOOT OUTLET	100	420	2100	42180	0000	129.20	2025	CSO Blasko work boots
WORKBOOT OUTLET	100	420	2400	42106	0000	164.73	2025	Work boot and insoles
WWW COSTCO COM	100	410	1325	42100	0000	161.44	2025	4 cases TP for City Hall
WWW.SIRIUSCOM.COM	100	410	1325	43190	0000	65.00	2025	Administration Office G3 licenses - 5 licenses - Sept
WWW.SIRIUSCOM.COM	100	410	1330	43190	0000	1,841.06	2025	Office 365 licenses - Sept
WWW.SIRIUSCOM.COM	100	410	1330	43190	0000	701.61	2025	Intune Project - Sept
WWW.SIRIUSCOM.COM	100	410	1330	43190	0000	129.00	2025	IS Office 365 G3 and copilot licenses - 3 - Sept
WWW.SIRIUSCOM.COM	100	410	1330	43250	0000	722.15	2025	Teams Phones and shared Devices - Sept
WWW.SIRIUSCOM.COM	100	410	1520	43190	0000	125.00	2025	Finance Office G3 - 5 licenses, 2 copilot - Sept
WWW.SIRIUSCOM.COM	100	410	1910	43190	0000	39.00	2025	Community dev. Office 365 G3 - 3 licenses - Sept
WWW.SIRIUSCOM.COM	100	410	1941	43190	0000	6.50	2025	Schmiedlin G3 license (1/2) - Sept
WWW.SIRIUSCOM.COM	100	410	1950	43190	0000	39.00	2025	Engineering G3 licenses: Bendiske, Albers, Williams - Sept
WWW.SIRIUSCOM.COM	100	420	2100	43190	0000	442.00	2025	Police Office G3 licenses - 34 licenses - Sept
WWW.SIRIUSCOM.COM	100	420	2210	43190	0000	798.38	2025	Office 365 licenses for 38 fire fighters - Sept
WWW.SIRIUSCOM.COM	100	420	2210	43190	0000	108.00	2025	Fire G3 Licenses - Patrick, Jeff, Jason, Ashley, kaari, josh, patrick copilot - Sept
WWW.SIRIUSCOM.COM	100	420	2400	43190	0000	39.00	2025	Building G3 License - Hansen, Weicht, Fadden - Sept
WWW.SIRIUSCOM.COM	100	430	3000	43190	0000	91.00	2025	PW G3 License, 8 licenses - Sept
WWW.SIRIUSCOM.COM	100	450	5120	43190	0000	13.00	2025	Bauer and Goodrich G3 license - Sept
WWW.SIRIUSCOM.COM	100	450	5120	43190	0000	13.00	2025	Recreation -Hanson G3 license - Sept
WWW.SIRIUSCOM.COM	100	450	5186	43190	0000	6.50	2025	Schmiedlin G3 license (1/2) - Sept
WWW.SIRIUSCOM.COM	205	450	5205	43190	0000	13.00	2025	Bauer and Goodrich G3 license - Sept
WWW.SIRIUSCOM.COM	209	450	5207	43190	0000	13.00	2025	Field house - Walters G3 License - Sept
WWW.SIRIUSCOM.COM	601	494	9440	43190	0000	8.67	2025	Office G3 Licenses: Parker, Knapp - Sept
WWW.SIRIUSCOM.COM	602	495	9490	43190	0000	10.00	2025	Office G3 Licenses: Parker, Knapp - Sept
WWW.SIRIUSCOM.COM	603	496	9495	43190	0000	10.00	2025	Office G3 Licenses: Parker, Knapp - Sept
WWW.SIRIUSCOM.COM	609	497	9760	43190	0000	39.00	2025	Office G3 Licenses: Agnes, Johnson, Hyde - Sept
WWW.SPLASHTOP.COM	100	410	1330	43190	0000	299.00	2025	Remote access software Yearly Subscription
ZOOM.COM 888-799-9666	100	410	1330	43190	0000	126.97	2025	Zoom licenses - November
	100	**000**	**0000**	**10100**	**0000**	**(49,691.88)**		**November 2025 P-Card Allocations**
	205	**000**	**0000**	**10100**	**0000**	**(6,108.11)**		**November 2025 P-Card Allocations**
	209	**000**	**0000**	**10100**	**0000**	**(2,356.43)**		**November 2025 P-Card Allocations**
	330	**000**	**0000**	**10100**	**0000**	**(3.04)**		**November 2025 P-Card Allocations**
	341	**000**	**0000**	**10100**	**0000**	**(3.04)**		**November 2025 P-Card Allocations**
	400	**000**	**0000**	**10100**	**0000**	**(1,730.46)**		**November 2025 P-Card Allocations**
	402	**000**	**0000**	**10100**	**0000**	**(2,067.00)**		**November 2025 P-Card Allocations**
	410	**000**	**0000**	**10100**	**0000**	**(4,807.83)**		**November 2025 P-Card Allocations**
	449	**000**	**0000**	**10100**	**0000**	**(1,912.09)**		**November 2025 P-Card Allocations**
	601	**000**	**0000**	**10100**	**0000**	**(481.56)**		**November 2025 P-Card Allocations**
	602	**000**	**0000**	**10100**	**0000**	**(2,165.92)**		**November 2025 P-Card Allocations**
	603	**000**	**0000**	**10100**	**0000**	**(290.28)**		**November 2025 P-Card Allocations**
	609	**000**	**0000**	**10100**	**0000**	**(1,081.81)**		**November 2025 P-Card Allocations**
				Total		**(72,699.45)**		
				Payment Total		**72,699.45**		
				Difference		**-**		

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.3

Subject: Approval of New 3.2% Off-Sale Liquor License for LV Petroleum, LLC (dba TA Rogers) located at 13400 Rogers Drive
Prepared By: Stacie Brown, City Clerk

Recommended Council Action
Motion to approve a new 3.2% Off-Sale liquor license for LV Petroleum (dba TA Rogers) for the business located at 13400 Rogers Drive.

Overview / Background / Analysis
The City has been informed that ownership of Travel Centers of America in Rogers has changed effective December 16, 2025, and the 3.2% Off-Sale liquor license held under TA Operating, LLC has been surrendered by the previous owner.

The new owner, LV Petroleum, LLC (dba/TA Rogers) submitted an application for a new 3.2% Off-Sale liquor license on December 15, 2025. All required documents and fees have been received, and a background investigation has been completed by the Rogers Police Department.

The applicant has been informed and has acknowledged that liquor sales will not be permitted at this location until the licensing process has been completed through the Minnesota Alcohol and Gambling Enforcement Division, which could take up to 45 days after Council approval.

Staff Recommendation
Motion to approve a new 3.2% Off-Sale liquor license for LV Petroleum (dba TA Rogers) for the business located at 13400 Rogers Drive.

Financial Impact: **Source Fund**:

Budgeted? N/A

Supporting Documentation
None

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.4

Subject: Approval of a New Tobacco License for Diamond Lake Tobacco Located at 21897 South Diamond Lake Road, Suite 650, Rogers, MN
Prepared By: Stacie Brown, City Clerk

Recommended Council Action

Motion to approve a new tobacco license application for Diamond Lake Tobacco, conditioned on issuance of a Certificate of Occupancy through the Rogers Building Department.

Overview / Background / Analysis

The City has received an application for a new tobacco license from Diamond Lake Tobacco for the retail space located at 21897 South Diamond Lake Road, Suite 650. All required paperwork and fees have been received by the City, and the applicant has cleared a Minnesota Criminal History check processed through the Rogers Police Department.

The applicant has indicated that construction will be occurring in the space prior to the business opening. Approval will be conditioned on issuance of a Certificate of Occupancy through the Rogers Building Department.

Staff Recommendation

Motion to approve a new tobacco license application for Diamond Lake Tobacco, conditioned on issuance of a Certificate of Occupancy through the Rogers Building Department.

Financial Impact: **Source Fund**:

Budgeted?

Supporting Documentation

None

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.5

Subject: Approval of Application for a Gambling Exempt Permit for Rogers Royals Cheerleading Booster Club to Conduct Excluded Bingo on February 15, 2026 at Broadway Bar & Pizza Located at 14040 Rogers Drive

Prepared By: Stacie Brown, City Clerk

Recommended Council Action

Motion to approve a gambling permit application for Rogers Royals Cheerleading Booster Club to conduct excluded bingo on February 15, 2026 at Broadway Bar & Pizza Located at 14040 Rogers Drive

Overview / Background / Analysis

Rogers Royals Cheerleading Booster Club has submitted an application for a gambling permit to conduct bingo on February 15, 2026 at Broadway Bar & Pizza, located at 14040 Rogers Drive.

Staff Recommendation

Motion to approve a gambling permit application for Rogers Royals Cheerleading Booster Club to conduct excluded bingo on February 15, 2026 at Broadway Bar & Pizza Located at 14040 Rogers Drive

Financial Impact: **Source Fund**:

Budgeted? N/A

Supporting Documentation

None

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.6

Subject: Approval of One-Day Temporary On-Sale Liquor Licenses for the Rogers Lions Club for March 20, 2026 and March 27, 2026 for Fish Frys at the 21st Century Bank Event Center

Prepared By:

Recommended Council Action

Motion to approve one-day Temporary On-Sale liquor licenses for the Rogers Lions Club for fish fry events to be held on March 20, 2026 and March 27, 2026 at the 21st Century Bank Event Center.

Overview / Background / Analysis

The Rogers Lions Club is requesting two temporary On-Sale liquor licenses for the following events, to be held at the 21st Century Bank Event Center:
Fish fry, March 20, 2026
Fish fry, March 27, 2026

Staff Recommendation

Motion to approve one-day Temporary On-Sale liquor licenses for the Rogers Lions Club for fish fry events to be held on March 20, 2026 and March 27, 2026 at the 21st Century Bank Event Center.

Financial Impact: **Source Fund**:

Budgeted? N/A

Supporting Documentation

None

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.7

Subject: Authorization of the 2025 Audit Engagement Letter
Prepared By: Bridget Bruska, Finance Director

Recommended Council Action
Motion to authorize the Finance Director to sign the engagement letter with Abdo for the 12/31/2025 year-end audit and preparation of the City of Rogers 2025 Annual Financial Report.

Overview / Background / Analysis
Finance Director Bruska has reviewed the attached audit engagement letter and finds the services to be provided by Abdo in order with their cost of services quoted at $47,500 (of which $26,125 is estimated to be charged to the General Fund and the balance to Enterprise Funds). The cost of the audit has been included in the 2026 Budget. The agreement provides a 4.4% ($2,000) total increase for auditing and financial statement preparation services over the previous year.

New GASB reporting requirements can add additional scope and responsibilities to the audit. It is typical to have added costs in the first year of implementing new Government Accounting Standards Board (GASB) required standards. For the 2025 audit, audit costs related to implementing this new standard are estimated to be negligible and included in the total audit cost of $47,500. Abdo also provides training regarding new standards and reviews implementation timelines and reporting requirements as part of their services.

Abdo has kept their annual auditing service pricing competitive, with increases often well below inflation. In addition, they field periodic questions and provide consulting throughout the year at no additional charge. We have used the firm for a number of years for auditing services and have been very satisfied with their performance. Their ongoing knowledge of Roger's current finances and specific accounting processes allows for time savings during the audit process. They have a strong reputation among city governments for their expertise, professionalism, and knowledge of required financial reporting standards.

Staff Recommendation
Motion to authorize the Finance Director to sign the engagement letter with Abdo for the 12/31/2025 year-end audit and preparation of the City of Rogers 2025 Annual Financial Report.

Financial Impact: $47,500 **Source Fund**: General Fund (100), Water

(601), Sewer (602), Storm Water (603), and Liquor (609)

Budgeted? Yes

Supporting Documentation

A. Abdo 2025 Audit Engagement Letter

December 22, 2025

Management, Honorable Mayor and City Council
City of Rogers
Rogers, Minnesota

We are pleased to confirm our understanding of the services we are to provide the City of Rogers (the City) for the year ended December 31, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedule of Funding Progress, Employer's Share of Net Pension Liability and Employer's Contributions
- Budget to Actual Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Combining and Individual Fund Financial Statements and Schedules
- Summary Financial Report - Revenues and Expenditures for General Operations - Governmental Funds

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- Introductory Section

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of your accounting records of the City and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, Government Auditing Standards do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of certain assets, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and Government Auditing Standards.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City’s compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and Government Auditing Standards.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Abdo, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. You are also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. As part of the audit, we will assist with preparation of your financial statements of the City in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also accumulate capital asset information and calculate the depreciation based on lives and methods determined by management. We will also assist with entries for full accrual basis of accounting for long-term assets, long-term liabilities, and related deferred inflows of resources, deferred outflows of resources, revenues and expenses from information provided by management.

These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide electronic copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Abdo and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any Regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Abdo personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Andrew K. Berg, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in April 2026, and to issue our reports no later than June 30, 2026.

Our fee for these services will be as follows:

Audit	$47,500.00
Total	$47,500.00

Our invoices for these fees will be rendered as follows: 25% at engagement letter signing, 50% once fieldwork is complete and 25% at Report Delivery.

There have been several new accounting standards issued in recent years which will begin taking effect in the current and following years. These new standards may require substantial changes to your financial statements. We will review with you during the planning stage and if changes are substantial and you would like our firm to complete this work we will agree at that time to a separate fee and engagement to complete that work.

To assist with the post-implementation accounting for GASB statement numbers 87 - Leases and 96 - Subscription Based Information Technology Agreements (SBITA's), Abdo has partnered with an accounting software known as Crunchafi (formerly known as LeaseCrunch) to ensure you are in compliance with the standards. The cost of this service is a discounted price of $81.90 per lease/SBITA that is in the Crunchafi system and is billed directly to Abdo from Crunchafi on an annual basis. Abdo will bill you the same amount charged from Crunchafi based on the number of leases/SBITA's in your account. Abdo plans to utilize this software as part of our procedures and Abdo can either enter information into the system for you to review or we can give you access to the system to input your own data for which we will review and ensure it is correct. We will discuss this with you as part of our planning procedures.

In an effort to reduce environmental impact, you will receive printable, downloadable PDFs of your report. To receive one (1) paper report, you will be charged $150 for a set-up fee. Additional paper copies will be charged at the rate of $50 per report.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

You may also be billed for travel and other out-of-pocket costs such as report production, typing, postage, etc. if not included in the fee listed above. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of .66 percent per month (8 percent per year). If for any reason the account is turned over to collections, additional fees will be added to cover collections cost. In accordance with our Firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

Except in the event of your failure to make a payment when due, in the event of a dispute related in any way to our services, our Firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identify for purposes of the award of attorneys' fees. In the event you fail to make a payment for services or to reimburse for costs advanced by the Firm on your behalf, the Firm reserves the right to take all legally permissible action, including commencement of litigation in lieu of mediation, and shall have the right to collect its costs, including reasonable attorney's fees, incurred in any such collection or litigation activities.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will utilize a portal which is a collaborative, virtual workspace in a protected, online environment. The portal permits real-time collaboration across geographic boundaries and time zones and allows us and you to share data, engagement information, knowledge, and deliverables in a protected environment. In order to use the portal, you may be required by the provider of the portal to execute a client portal agreement and agree to be bound by the terms, conditions, and limitations of such agreement. You agree that we have no responsibility for the activities of the portal and agree to indemnify and hold us harmless with respect to any and all claims arising from your misuse of the portal.

We are not a host for any of your information. You are responsible for maintaining your own copy of this information. We do not provide back-up services for any of your data or records, including information we provide to you. Portals are utilized solely as a method of transferring data and are not intended for the storage of your information. Information on a portal may be deleted by us.

If you decide to transmit your confidential information to us in a manner other than a secure portal, you accept responsibility for any and all unauthorized access to your confidential information. If you request that we transmit confidential information to you in a manner other than a secure portal, you agree that we are not responsible for any liability, including but not limited to, (a) any loss or damage of any nature, whether direct or indirect, that may arise as a result of our sending confidential information in a manner other than a secure portal, and (b) any damages arising as a result of any virus being passed on or with, or arising from any alteration of, any email message.

State, federal and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests also may arise with respect to peer review, an ethics investigation, the sale of your organization, or the sale of our accounting practice. If requested, access to such workpapers will be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies.

If we receive a request for copies of selected workpapers, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such request as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

We have the right to withdraw from this engagement, at our discretion, if you do not provide us with any information we request in a timely manner; refuse to cooperate with our reasonable requests or misrepresent any facts; we have reason to believe you may have engaged, or may be planning to engage, in conduct that is unethical and/or unlawful; you engage in conduct directed toward or affecting firm personnel that is disrespectful, inappropriate, and/or potentially unlawful; or we determine that continuing the engagement is not in the best interests of the firm or threatens legal or reputational harm to the firm. In the event of withdrawal under any of these circumstances, such withdrawal will release us from any obligation to complete your report and will constitute completion of our engagement.

Abdo, LLP and its subsidiary companies are committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.

Reporting

We will issue a written report upon completion of our audit of the City’s financial statements. Our report will be addressed to the Management, Honorable Mayor and City Council of the City. We cannot provide assurance that an unmodified opinion will be rendered. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement. You agree to include our audit report in any document containing financial statements that indicate that such financial statements have been audited by us and, prior to inclusion of our audit report, to ask our permission to do so.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the City’s internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City’s internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2023 Peer Review Report accompanies this letter.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please electronically sign this letter.

Sincerely,

Abdo

Abdo

BradyMartz

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

November 6, 2023

To the Partners of
Abdo, LLP
and the Peer Review Committee of the Minnesota Society
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, LLP (the firm) in effect for the year ended May 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, and an audit performed under FDICIA.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, LLP in effect for the year ended May 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, LLP has received a peer review rating of *pass*.

Brady Martz and Associates, P.C.
Grand Forks, North Dakota

RESPONSE:

This letter correctly sets forth the understanding of the City of Rogers.

Signature and Title: _____

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.8

Subject: Approve Changes to 2026 Rogers Fire Department Handbook
Prepared By: Patrick Farrens, Fire Chief

Recommended Council Action
Approve the 2026 Rogers Fire Department Handbook as presented.

Overview / Background / Analysis
The Rogers Fire Department Handbook is reviewed annually for needed changes and additions. Since the handbook covers participation standards, pay rates, and other items for paid-on-call firefighters, it is approved by the City Council. This year, the language was revised to clarify the intent of various participation standards, add standards on safe driving and conduct, and address minor omissions identified throughout the year.

Staff Recommendation
Approve the 2026 Rogers Fire Department Handbook as presented.

Financial Impact: **Source Fund**:

Budgeted? N/A

Supporting Documentation
A. RFD Handbook 2026

ROGERS FIRE DEPARTMENT PERSONNEL POLICIES

Firefighter Handbook

POLICY
Adopted by Rogers City Council on 10 December, 2024 replacing all current and former versions.

Prepared by:
Patrick Farrens Jr.
Fire Chief/Emergency Manager

Contents

1.0 Purpose 5
1.1 Emergency Revisions 5
1.2 Receipt of policies 5
1.3 City Employee Policies 6
2.0 Mission, Vision, Values, and Code of Ethics 7
2.1 Mission Statement 7
2.2 Vision Statement 7
2.3 Core Values 7
2.4 Firefighter Code of Ethics 7
3.0 Disciplinary Proceedings and Policy Violation 9
3.1 Cause for Discipline 9
3.2 Progressive Discipline 9
3.3 Programs for improving job performance. 10
3.4 Criminal Offenses Policy 10
3.5 Investigative Process and Report 11
3.6 Appeal Process 13
3.7 Termination Process 14
3.8 Employee Disciplinary Record Retention & Removal Policy 14
4.0 Membership 16
4.1 City of Rogers Personnel Policy 16
4.2 Membership Capacity 16
4.3 Membership Application 16
4.4 On-going Membership 16
4.5 Resignation 17
4.6 Uniform and Equipment Returns 17
5.0 Compensation 18
5.1 Pay Schedule 18
5.2 Stipend Schedule 18
5.3 Hours Worked 18
5.4 Training Time Reimbursement 19
5.5 Payroll 21
5.6 Duty Crew Program 21

5.7 Falsifying Pay Submission 21
6.0 Attendance Requirements Calls 22
6.1 Minimum Call Percentage 22
6.2 Unavailable Due to Department Activity-Members 22
6.3 Unavailable Due to Department Activity-Duty Officer 22
6.4 Unavailable Due to Non-Department Activity-Duty Officer 22
6.5 Call Response Attendance Recording 23
6.6 Dual Station Responder Call Credit 23
6.7 Duty Officer Call Credit 23
6.8 Low Attendance Definition for Response to Calls 23
6.9 Training Requirements 24
6.10 Initial Training 25
6.11 Training Schedule 25
6.12 Mandatory and Mandated Training 26
6.13 Outside Fire Training Attendance 26
6.14 Outside Fire Training-Certification Courses-Attendance 26
6.15 Members of Multiple Departments 27
6.16 Low Training Attendance Definition 27
6.17 Public Education/Relations Events 28
7.0 Leave 29
7.1 Vacation 29
7.2 Earned Sick and Safe Time 29
7.3 Minnesota Paid Leave 29
7.4 Funeral Leave 29
7.5 Jury Duty 29
7.6 Military Leave 30
7.7 Medical Leave – Due to Department-Related Activity 30
7.8 Leave: Medical Non-Departmental Activity and Personal 31
7.9 Administrative Leave 32
7.10 Return to Service 33
8.0 Service Credit Accumulation 35
8.1 Measurement of Service Credit for Active Members 35
8.2 Service Credit Adjustments for Inactive Status/Leave of Absence 35

8.3 Multiple Leaves of Absence 35
9.0 Administrative Policies 36
9.1 Criminal History Record Information 36
Access to CHRI 36
Storage of CHRI 36
Retention of CHRI 36
CHRI Training 37
Adverse Decisions Based on CHRI 37
Point of Contact and Authorized Recipient Security Officer 37
Media Protection 38
Media Storage and Access 38
Physical CHRI media: 38
Disposal of Physical Media 38
Incident and Disciplinary Response 39
9.2 Driver's License Verification Policy 39
9.3 Driver's License Requirement 40
9.4 Apparatus Usage and Driving Policy 41
General Rules 41
On-Duty Traffic Violation 42
Backing of Emergency Vehicles 42
Accidents 42
Off-Duty Driving 43
RFD Duty-Vehicle(s) 43
9.5 Physical Ability Test 43
9.6 Department Issued Uniforms 45
9.7 Building Usage 46
9.8 Fire Station Exercise Equipment 46
9.9 Tobacco 47
9.10 Social Media and Digital Images 47
Ownership of Work-Related Images 47
Permission to Take Work-Related Images 47
Reasons for Taking Work-Related Images 47
Control and Dissemination of Work-Related Images 48

Professionalism and Public Confidence 48
Definition 48
Reporting Violations 48
Policy Violations 49
9.11 Solicitation/Receipt of Donations 49
9.12 Death/Funeral 49
9.13 Employment Eligibility 49
9.14 Employee Safety Concerns and Violations 50
9.15 Drug and Alcohol Use 50
Appendix A 53
Appendix B: Revision/Review Dates 55

1.0 Purpose

The Rogers Fire Department (RFD) requires a high standard of professional conduct from its members. All members shall familiarize themselves with the RFD's personnel policies, administrative policies, and operational guidelines. The purpose of these procedures, policies, and guidelines is to establish a uniform and equitable system of administration and operation for all members of the RFD.

Fire and emergency services are inherently dangerous. The RFD cannot guarantee that adherence to these procedures, policies, and guidelines will prevent occupational injuries, illness, or exposures. However, they help provide part of the framework for an emergency service occupational safety and health program, which has been designed to help achieve this goal. It is the personal responsibility of each Firefighter and Fire Officer to continuously operate with due regard to their safety, co-worker safety, and the public's safety.

The Fire Chief is responsible for ensuring these policies are updated and reflect the needs of the Rogers Fire Department.

The Rogers City Council shall adopt this handbook and any changes.

The Fire Chief is responsible for creating and continually reviewing operational procedures and guidelines. This guide, the Rogers FD Operating Procedures/Guidelines, shall not be subject to council approval.

1.1 Emergency Revisions

The Fire Chief may need an emergency change of the personnel policies for safety-related items, response to terrorism, disease outbreaks, etc. The items shall be discussed with the City Administrator and Assistant City Administrator.

Changes approved shall be communicated to the entirety of the RFD and authorized by the City Council at the next available opportunity.

1.2 Receipt of policies

All RFD Firefighters and Fire Officers will be given a digital copy of the procedures, policies, and guidelines. Members may request a hard copy. A copy will always be available with the City Clerk, the Fire Chief's Office, and an accessible location at each fire station.

RFD Firefighters shall receive training on the scope and content of the procedures, policies, and guidelines.

RFD members shall sign an authorization of receipt upon adopting changes to this policy manual.

1.3 City Employee Policies

The City of Rogers considers all RFD members employees. As such, all members shall also abide by and fall under the city employee handbook, information systems policy, travel policy, respectful workplace policy, and sexual harassment policy. Where conflict exists with these policies, the most restrictive shall be enforced.

2.0 Mission, Vision, Values, and Code of Ethics

2.1 Mission Statement

The Rogers Fire Department will proactively prevent property loss and injury through progressive community risk reduction, well-trained and effective emergency response, and accurate fire investigations.

2.2 Vision Statement

The Rogers Fire Department is committed to serving by responding quickly, treating everyone with respect, and improving outcomes for all we serve.

2.3 Core Values

The Rogers Fire Department is committed to the following core values:

P – Professionalism: In application, appearance, attitude, and standards.

R – Respect: for each other, our department, the community, and the citizens and visitors of the communities we serve. Be open-minded and responsive to the uniqueness of our community without regard to age, gender, religion or ethnic origin.

I – Integrity: always doing the right thing, striving to set an example for all community members.

D – Dedication: to the profession, the community, and continual improvement.

E – Education: to the public to make a safer community and to our members to ensure constant growth and forward-thinking.

2.4 Firefighter Code of Ethics

Fire service is a noble calling founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

The Firefighter Code of Ethics was developed in response to the publication of the Fire Service Reputation Management White Paper. Establishing criteria that encourage fire service personnel to promote a culture of ethical integrity and high standards of professionalism in our field. The broad scope of this recommended Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and waning of public support for what has historically been a highly respected profession.

Ethics comes from the Greek word ethos, meaning character. Character is not necessarily defined by a person's behavior when conditions are optimal and life is good. It is easy to take the high road when the path is paved, and obstacles are few or non-existent. Character is also defined by decisions made under pressure when no one is looking, when the road contains land

mines, and the way is obscured. As members of the Fire Service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty, and honesty in all that we do.

We need to accept this ethics challenge and be genuinely willing to maintain a culture consistent with the expectations outlined in this document. By doing so, we can create a legacy that validates and sustains the distinguished Fire Service institution while ensuring that we leave the Fire Service in better condition than when we arrived.

RFD members are responsible for conducting themselves in a manner that reflects proper ethical behavior and integrity. In so doing, they will help foster a continuing positive public perception of the fire service. Therefore, all members shall:

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department, and the fire service in general.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each firefighter's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow Firefighters of the service or the public and stop or report the actions of other Firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior

3.0 Disciplinary Proceedings and Policy Violation

3.1 Cause for Discipline

Any member who violates the RFD's policies, procedures, city policies, or standard operating and response guidelines shall be subject to discipline.

Causes for disciplinary action shall be as follows:

- Incompetence, negligence, or dishonesty in performing one's duties, attempting to induce an officer or employee in the service of the city to commit an unlawful act, or to act in violation of any lawful and reasonable department regulation or order.
- Commitment of a crime that would render fire personnel incapable of satisfactorily performing their duties or would impair the safe, efficient, or effective operation of a department function.
- The willful, wanton, or culpably negligent performance of any act related to the performance of their position, which act endangers the personal safety of them self or others.
- Violation of any fire department and/or City of Rogers policy, rule, or regulation, reasonable order, or failure to obey any direction made and given by an officer or firefighter in charge where such violation or failure to obey amounts to an act of insubordination or severe breach of proper discipline or disgraceful conduct, committed on duty.
- Wanton, abusive conduct or language directed toward a member of the public, city official, or fire personnel, or careless, negligent treatment of any property of the city or its citizens contrary to normally acceptable firefighting techniques.
- The direct or indirect use, or attempted use of authority, or official influence of one's position to control or modify the political action of others, or the use, threat to use, or attempt to use political influence in securing promotion, leave of absence, transfer, change of job, pay, or nature of work.
- Taking for their use any fee, gift, or other valuable item in the course of fire department duties or in connection therewith from any citizen when such fee, gift, or other valuable item is given in the hope or expectation of receiving favor or better treatment than afforded other citizens; or could be construed as such.
- Failure to maintain required fire call or training attendance percentages, physical agility test, SCBA and lung function test, or no longer qualifying for the position to which they were hired.
- Any other act justifying disciplinary action and/or termination, providing that the facts substantiating such a decision are included in the reasons for such action. If, in the judgment of the Fire Chief, fire personnel commit an act or acts that violate any fire department ordinance, policy, rule, or regulation, the Fire Chief shall recommend such action to the City Council.
- Violation of the Firefighter code of ethics, RFD mission statement or core values.

3.2 Progressive Discipline

To establish a consistent procedure for maintaining suitable behavior and a productive working

environment in the workplace. These procedures are directory in nature, and minor variations of the processes set forth herein shall not affect the validity of any actions taken according to this policy.

The RFD reserves the right to take any of the prescribed steps in any order if a supervisor deems a policy violation or action of the employee severe enough to warrant a particular step. Such steps shall be documented in the record of the disciplinary action.

Progressive discipline shall be applied only where the supervisor believes that the potential for improvement and correcting the behavior is possible.

The following actions are among the progressive disciplinary steps which the supervisor can take in response to personnel policy violations:

- Oral warning.
- Written warning or reprimand.
- Suspension with or without pay.
- Demotion.
- Probation.
- Dismissal.

3.3 Programs for improving job performance.

In most cases, minor job performance problems can be resolved by the supervisor bringing the issue to the employee's attention and the employee making the proper modification in his/her performance.

When a severe job performance problem is identified, the supervisor must decide whether to solve it through:

- Training
- Employee Assistance Services
- Non-Disciplinary Counseling or
- Disciplinary Action

Each situation will be considered separately, and it will be the supervisor's responsibility to determine the best course of action to take to resolve the situation. If the situation is determined to be a training problem, a program for improvement will be developed for the member. If the member's performance has not improved sufficiently, the situation should be dealt with as a disciplinary problem.

3.4 Criminal Offenses Policy

All Firefighters are expected to remain law-abiding. Recognizing the many potential adverse impacts, any Firefighter who is investigated, or charged with any of the following criminal activities (referred to herein) must immediately report the incident to the Fire Chief or City Administrator:

- All felonies
- All gross misdemeanors
- All misdemeanors

All Firefighters must report any interaction with law enforcement, including but not limited to those that do or do not result in arrest, investigation, or charges, to the Fire Chief within 48 hours of the incident (unless the member is a victim of a crime or other event, and protected by other applicable laws or protections).

A criminal conviction may not automatically result in disciplinary action against the firefighter. A determination by the RFD will be made regarding the direct relationship between the conviction and the employment position. The RFD may take disciplinary action against the firefighter, up to and including dismissal, for criminal offenses related to the firefighter's ability to perform their job or which has or may create a present or future danger or risk to the RFD or the public.

By way of example, and not as an exclusive list, the following offenses will be considered as having a direct relationship to the employment position of a Firefighter:

- Crimes involving the use of alcohol and/or controlled or illegal substances;
- Assault and other violent crimes;
- Crimes involving dishonesty (i.e., theft, fraud, forgery);
- Crimes involving illegally entering onto property owned by others (i.e., burglary, trespass, vandalism);
- Crimes involving tampering (i.e., tampering with public records or information, false reports to law enforcement, tampering with or fabricating of physical evidence);
- Crimes of a sexual nature.

In determining whether disciplinary action is taken, the RFD may consider the individual's performance history and any competent evidence of sufficient rehabilitation.

Any firefighter who has an interaction with law enforcement — even if it is not related to criminal activity — that may involve a violation of RFD core values or any RFD policy must immediately report the incident to the Fire Chief.

A confirmed violation of RFD core values or any RFD policy may result in disciplinary action against the firefighter.

3.5 Investigative Process and Report

Any accusation of misconduct or complaint involving fire department members shall be thoroughly investigated before formal action is taken. All allegations of misconduct or complaints involving fire department members shall include notification to the Fire Chief.

As soon as practicable after receiving the written or verbal accusation of misconduct or complaint, the alleged policy violator will be informed of the allegations. A Tennessen Advisory will be given to the alleged violator and all witnesses. The alleged violator will have the opportunity to answer questions and respond to the allegations.

The investigation is a fact-finding process, and supervisors must be cautioned not to make judgments until a thorough investigation is concluded.

An investigative report must be provided to the City Administrator and HR Director for accusations and complaints of serious on-duty misconduct.

Accusations or complaints of criminal behavior or misconduct will be forwarded to the Fire Chief, City Administrator, and HR Director.

The Fire Chief, with the approval of the City Manager, has the discretion to suspend the employee or reassign an employee pending the outcome of the investigation.

Employees who are suspended or placed on any form on inactive status pending the outcome of an investigation are prohibited from:

1. Performing any services for the City or any services in which you present yourself as an employee, official, or agent of the City. Unless otherwise authorized by the Fire Chief or Human Resources Director.
2. Entering or being on or in any real property of the City at any time where the general public does not typically and/or is not authorized to enter or be.
3. Accessing or using any City-owned equipment that the general public does not normally access/use.
4. Accessing or obtaining any City data, storage media, etc., regardless of its physical form, unless provided to you pursuant to a request by you under the Minnesota Government Data Practices Act.
5. Accessing or using the city's internal computer network.
    a. City email accounts may remain active and be used for future communication.
        i. If at any point it is necessary to remove access to this city resource, communication will be done through another means.
6. 6. Discussing anything about this matter with others, except as otherwise authorized by law, contracts, or privilege.
7. Seeking information from others whom you believe made allegations against you, except as otherwise authorized by law, contract, or privilege.
8. Harassing, intimidating, or retaliating against others you believe made allegations against you.

Violating any of these prohibitions may result in additional immediate disciplinary action(s) against you, up to and including termination.

The preparation of an investigative report must include the following information:

- Summary of the Incident - should answer the questions: who, what, where, why, when, and how.
    - In a criminal situation, a summary of the police report will be requested.
- Interviews conducted must include the interviewee, rank and assignment, date, time, location, those present, and the information discussed.
    - If possible, a signed statement by the interviewee should also be obtained.
    - Failure to cooperate violates policy and serves as a separate basis for disciplinary action, including dismissal.
- Conclusions - from the information available, the Fire Chief must make a determination of responsibility.
    - Extenuating circumstances may be discussed in this section.
- Recommendations - state the recommended disciplinary action or alternate course of action, if any.
- Attachments - relevant documents that the supervisor feels should be a part of the investigative report.
- The completed report shall be forwarded to the City Administrator and HR Director.

The investigative report is CONFIDENTIAL and for administrative use only. Care will be taken to maintain the confidentiality of the report.

Questions concerning legal issues about Administrative Investigations should be directed to the Human Resources Director.

3.6 Appeal Process

RFD members have a right to a hearing by the Rogers City Council in the event of a termination or demotion. The elements of procedure to be followed in any such hearing to be undertaken at the direction of the Fire Chief, unless waived by the employee, are the following:

- The employee shall be provided written notice of the charges against him/her and the time the hearing is to be conducted.
- The employee shall be heard before the Fire Chief or the Fire Chief's designated hearing officer.
- A record shall be maintained, including a tape or video recording of the hearing.
- The employee shall have a right to an explanation of the conduct of which they are accused.
- The employee shall have an opportunity to be represented by legal counsel at his/her own expense.
- The employee shall be provided an opportunity to present evidence and rebut the information on which his/her charged misconduct or inadequate performance is based.
- Every such hearing shall take place as soon as the schedules of those involved can accommodate it.
- Additional time may be granted at the employee's request upon a showing that

additional time is needed to provide facts necessary to respond to the charges.
- Employees shall be placed on administrative leave until this hearing is held. After the hearing and based on the facts presented, the Rogers City Council shall decide the employee's status.

3.7 Termination Process

The Fire Chief may recommend to the Rogers City Council to terminate any member for cause.

A member recommended for termination will be served a letter of termination stating the reason for termination from the Rogers Fire Department. All terminations shall be reviewed and approved by the Rogers City Council.

Any member who is recommended for termination may request a meeting with the City Administrator to discuss his/her termination. This request must be in writing within seven (7) calendar days of receipt of the termination letter.

3.8 Employee Disciplinary Record Retention & Removal Policy

Disciplinary records will be retained in an employee's personnel file for 36 months from the date of issuance. Types of disciplinary records include

- Verbal warning documentation
- Written warnings
- Performance improvement plans (PIPs)
- Final written warnings
- Suspensions or other corrective actions

Serious violations will be treated separately.

After 36 months, the record will be automatically removed, provided the employee has:

- No additional disciplinary action during the retention period, and
- Maintained satisfactory performance.

Once removed, disciplinary records will:

- No longer be used in performance evaluations, promotion decisions, or future disciplinary processes
- Not be accessible to supervisors
- Be destroyed or archived in a secure, restricted-access HR file if required for legal compliance

If a new disciplinary action is issued during the retention period the retention period for all active disciplinary records resets to begin on the date of the most recent action.

The following types of records will not be removed after the standard retention period and may be retained for the duration of employment, or longer if legally required.

- Violations involving harassment, discrimination, workplace violence, or threats
- Safety violations resulting in serious injury or significant risk
- Ethical or legal violations (e.g., fraud, theft, confidentiality breaches)
- Violations requiring documentation under law or regulation

For the purpose of internal operations, all records not eligible for permanent removal will be separated from the employee file and restricted for retention to the Fire Chief or other authorized personnel after a period of 36 months if no other qualified behavior has occurred.

This policy does not override any federal, state, or local law requiring specific retention periods. In cases where law mandates longer retention, the legal requirement prevails.

4.0 Membership

4.1 City of Rogers Personnel Policy

All paid-on-call fire personnel shall be governed by the City of Rogers city personnel policies in addition to any requirements within the RFD personnel policy.

The RFD shall abide by all adopted policies of the City of Rogers in regard to hiring practices and determining an individual's eligibility for membership in the department.

4.2 Membership Capacity

The Rogers City Council will establish the membership capacity of the fire department.

4.3 Membership Application

All applicants for membership shall meet the following requirements:

- All requirements listed in the applicable job description
- Be over eighteen (18) years of age
- Live or work a full-time (40-hour job) within eight (8) minutes of an RFD fire station
- Complete a twenty-four (24) month probationary period
    - Probationary members may be terminated at any time, with or without cause.
- Pass a thorough background check.
- Pass the physical agility test
- Pass a pulmonary function test and medical screening
- Successfully complete a urine-analysis drug screen
- Pass a psychological exam.
- Possess a valid and unrestricted MN driver's license
- Shall have no facial hair penetrating the seal area of the SCBA mask per OSHA requirement CFR 29 1910.134

4.4 On-going Membership

All RFD members must continually meet the following requirements, in addition to any other requirements of this policy:

- All requirements listed in the applicable job description
- Pass an annual pulmonary function test and medical screening
- Live or work a full-time (40-hour job) within eight (8) minutes of an RFD fire station
    - When a member moves either temporarily or permanently, they shall notify the Fire Chief in writing of their address change no less than 15 days prior to the move or as soon as possible, not to exceed 15 days post-move if time does not allow. This includes address changes that still meet the requirements above. This also includes changes of employment for non-residents. A violation of this policy shall result in a recommendation for termination.
- Pass the Physical Agility test once every two (2) years.

- Possess a valid and unrestricted MN driver's license
- Meet applicable attendance requirements as outlined in this policy
- Shall have no facial hair penetrating the seal area of the SCBA mask per OSHA requirement CFR 29 1910.134

4.5 Resignation

Any member wishing to resign from the RFD in good standing shall provide the Fire Chief with a written resignation stating the last day of work. The last active day of membership will be observed as the termination date. A two (2) week notice is required to leave in good standing. A 30-day notice is preferred.

Requests for Fire Department-related documentation, including but not limited to pension forms, employment verifications, or letters of service, will require a 30-day advance notice, in writing, for completion. These items will not be released until all issued uniforms and equipment have been returned and accounted for, restitution for the value of any unreturned or damaged items has been paid, or the Fire Chief has approved an extenuating circumstance.

4.6 Uniform and Equipment Returns

All uniforms, equipment, and property issued by the Rogers Fire Department and/or the City of Rogers must be returned in full upon a member's separation. This ensures accountability and safeguards department resources.

It is the responsibility of the separating member to ensure the timely return of all items. The fire department administration office will provide an inventory list to verify returned items during the check-in process.

Separated members are required to schedule and attend a check-in appointment to return all department-issued uniforms and equipment within seven (7) calendar days of their separation date.

Failure to return all issued items within the specified seven-day period may result in the Fire Chief exercising the authority to report the unreturned property as stolen, at their discretion.

The Fire Department reserves the right to pursue legal action or seek restitution for the value of any unreturned or damaged items.

Requests for Fire Department-related documentation, including but not limited to pension forms, employment verifications, or letters of service, will not be processed or released until all issued uniforms and equipment have been returned and accounted for, restitution for the value of any unreturned or damaged items has been paid, or the Fire Chief has approved an extenuating circumstance.

5.0 Compensation

5.1 Pay Schedule

- Apprentice $13 per hour
- Probationary $15 per hour (post Firefighter I/II)
- Firefighter/EMR $18 per hour (post probation)
- Firefighter/EMT $19 per hour (post probation)
- Lieutenant $20 per hour
- Captain $21 per hour
- District Chief $22 per hour

5.2 Stipend Schedule

Officers will receive a stipend for participating in the Duty Officer Program.

- Officers will receive $150 weekly for every week assigned to the Duty Office Squad.
    - It is the officers' responsibility to report to administration any changes in the Duty Officer Schedule. If a complete week is not worked, the officer shall be paid $21.43 daily.
- Officers will receive an additional $100 per week they are assigned the Duty Officer squad if they attend sixty (60) percent or greater of all departmental calls between the hours of 1800-0600 Monday – Thursday and from 1800 Friday to 0600 Monday.

5.3 Hours Worked

It is the expectation of the RFD that all members responding to calls or other activities arrive prepared and ready for service.

Non-Holiday Pay

RFD members will submit the actual hours worked for reimbursement.

- All members shall receive one hour of pay for every call responded to
    - If additional calls for service occur during response to another call, members will be paid for one additional hour per call
    - Members will only receive additional hours of pay if a call lasts longer than one (1) hour, which will then be rounded to the next highest quarter (.25) hour after that. This will only apply to one of the calls – not each additional call.
- All other activities will receive a minimum of one hour of pay
    - Rounded to the next highest quarter (.25) hour after that

Holiday Pay

RFD members will submit the actual hours worked for reimbursement.

- All members shall receive one hour of pay for every call responded to at a rate of 1.5 times the normal hourly rate.

    - Members will only receive additional hours of pay if a call lasts longer than one (1) hour, which will then be rounded to the next highest quarter (.25) hour after that. This will only apply to one of the calls – not each additional call.
- All other activities will receive a minimum of one hour of pay at a rate of 1.5 times the normal hourly rate.
    - Rounded to the next highest quarter (.25) hour after that
- Work assignments or activities that may be completed on non-holiday days shall not be scheduled or performed on a holiday solely to qualify for increased or premium compensation.

5.4 Training Time Reimbursement

Definitions

- Training Event
    - Any online, in-person, or conference-based educational activity approved by the Rogers Fire Department for professional development or required certification.
- Online Training
    - Training completed through a digital platform, regardless of where the employee accesses it. May include modules, video sessions, pre-set courses, or flat-rate programs.
- In-person Training
    - Training sessions that require the employee's physical attendance, either at the Rogers Fire Department or at an approved outside location.
- Conference Training
    - A single-day or multi-day event at which the employee attends multiple classes, workshops, or breakout sessions related to fire service duties.
- Drive Time
    - Time spent traveling to and from an in-person or conference training event using a department-provided vehicle; this does not include time to and from your home to the station.
- Class Time/Session Time
    - The documented duration of an instructional session provided by the hosting agency, instructor, or training coordinator.
- Flat-Rate Course
    - A training program in which the total compensated time is predetermined (e.g., 40 hours for Initial Blue Card), regardless of actual time spent completing the material.

Online training, regardless of the location where the employee logs in, will be compensated in 15-minute intervals.

- Time is based on the duration of the training session as provided by the hosting agency or platform.
- Employees must submit time in accordance with standard Fire Department procedures after each session, unless the course is designated as a flat-rate program.
- Time cannot be accrued while participating in another paid function of the Rogers Fire Department (e.g., Duty Crew Shift) or training

In-person training includes any approved training an employee attends, whether hosted by the Rogers Fire Department or an outside agency.

- Employees will be compensated for classroom time and drive time when using a department-provided vehicle.
- Time will be paid in 15-minute intervals, with a minimum of one hour per training event.

Conference training includes single-day or multi-day events where employees attend multiple training sessions.

- Employees will be compensated for travel time and time spent in approved training sessions.
- Time spent on meals, social events, or other non-training activities will not be reimbursed.
- Time will be paid in 15-minute intervals, with a minimum of one hour per day of approved training event.

Standard Time Reimbursement Table

Course / Program	Method	Time Allocation	Certificate Provided	Time Submission
Initial Blue Card	Online – Flat Rate	40 Hours	Yes	Final Completion
Prodigy	Online	Varies by module	No	Each Module
Online EMT	Online	Varies by video session	No	Each Session
Class-Set Length	Online – Flat Rate	Pre-Determined	Yes	Final Completion
Class - No Pre-Set Length	Online	Varies by video session	No	Each Session
In-Person Class	In Person	Class Time + Drive	No	Each Session
Department Drill	In Person	Varies	No	Each Session
Conference	Conference	Class Time	Yes	Each Session

5.5 Payroll

All RFD members will be paid quarterly via direct deposit.
Hours should be submitted as worked when reasonably possible.

5.6 Duty Crew Program

Firefighters assigned to a duty crew shift who are on duty between the hours of 0600 and 1800 shall devote a minimum of one-third (1/3) of their on-duty time during this period to one or more of the following activities:

- Online assigned training
- Apparatus and equipment checks
- Other duties as assigned by the Fire Chief or the Fire Chief's designee

These activities are intended to support operational readiness, professional development, and the overall mission of the Fire Department. The required one-third (1/3) allocation may be completed in one continuous block of time or divided into multiple segments, as operational conditions permit.

The Fire Chief or his designee may adjust assigned activities based on call volume, staffing needs, training priorities, or other operational considerations.

All assigned duties shall be performed in accordance with applicable department policies and procedures. Completion of assigned training, apparatus checks, or other duties shall be documented as required by department policy.

5.7 Falsifying Pay Submission

This policy ensures honesty in all payroll, timekeeping, and expense reporting processes. Falsifying pay submissions is considered fraud and will result in disciplinary action.

Employees must not:

- Record or approve false work hours, overtime, or stipend.
- Submit falsified, duplicated, or altered time claims.
- Misrepresent leave or attendance

Suspected falsifications must be reported immediately to a supervisor or the Fire Chief. Reports can be made confidentially or anonymously.

All reports will be promptly reviewed by the Fire Chief and/or Human Resources. Evidence such as time records, receipts, or system logs may be reviewed. Confidentiality will be maintained as much as possible.

6.0 Attendance Requirements Calls

6.1 Minimum Call Percentage

Members must meet 25% of combined medical and fire calls each quarter and cumulatively for the year to maintain good standing in the department annually. The total calls utilized will be the number of calls for the station the member is assigned and the total of all calls for the department (whether initially paged as an all–call or upgraded).

In addition to the quarterly requirement, members must also meet 25% of the total combined calls on an annual basis, to remain in good standing.

Members will only receive credit and pay for the initial call if a call is upgraded to an all-call. Pay will be calculated for the duration of the incident.

While call percentage is evaluated quarterly for minimum standards and strike evaluation, it is the expectation of the RFD that all members strive to meet 25% of combined medical and fire calls each month.

6.2 Unavailable Due to Department Activity-Members

If a member is at a fire department-sponsored training/event and is unable to respond to a call, in which they are assigned, they will receive credit for the call as though they attended. Members are responsible for reporting in writing that they were at an outside training/event and missed a call. Members will not be credited for calls in which they would not have otherwise been assigned to.

6.3 Unavailable Due to Department Activity-Duty Officer

If the Duty Officer is attending an official fire department training or event as approved by the Fire Chief and is therefore unable to respond to a call they would normally be assigned to as a regular responder, they will receive credit for that call as if they had responded. The Duty Officer is responsible for reporting their participation in the training or event and noting any calls missed as a result.

Duty Officers will not receive credit for calls they would not have otherwise been assigned to as a regular responder. The primary responsibility of the Duty Officer remains response readiness within the community and contracted service areas.

6.4 Unavailable Due to Non-Department Activity-Duty Officer

If a Duty Officer plans to attend an outside training or events during a scheduled Duty Officer shift, they shall arrange for another qualified Officer to assume the Duty Officer responsibilities to ensure proper coverage when available.

A scheduled Duty Officer will not receive credit for calls they would not have otherwise

been assigned to as a regular responder due to attendance at an outside training or events during a scheduled Duty Officer shift. Additionally, no call credits will be used in the calculation of the Duty Officer bonus program percentage. The primary responsibility of the Duty Officer remains response readiness within the community and contracted service areas.

6.5 Call Response Attendance Recording

Attendance for fire/medical responses shall be recorded in the department's RMS program. Each member shall be responsible for ensuring their name has been attached to the incident in the RMS program.

Members must arrive at the station within fifteen (15) minutes of the original page for credit to be received. Members shall only leave the station if checking in for the call once the apparatus has returned to the station, unless excused by the Incident commander. Leaving before this point will result in the call not counting for the member.

> Exception: Members “working” from the station in support of their outside employment shall only sign in for call credit if they can get on an apparatus and respond to the call.

If a firefighter arrives at the station outside of this timeframe, they will not receive call credit unless there are extraordinary circumstances and it is approved, at the discretion of a Chief Officer, to include prolonged events such as fires.

6.6 Dual Station Responder Call Credit

A member operating as a dual station responder will also receive credit & pay for the calls attended that are outside of that member's primary assigned response area. In this instance, the member will be paid for the call, receive one credit point, and have one call added to the total number of calls they are responsible for during that period.

When appropriate to do so, the preference for station attendance is the primary assigned station of the responder.

6.7 Duty Officer Call Credit

A member operating as the Duty Officer will also receive credit & pay for the calls attended that are outside of that member's primary assigned response area. In this instance, the member will be paid for the call, receive one credit point, and have one call added to the total number of calls they are responsible for during that period.

6.8 Low Attendance Definition for Response to Calls

If a firefighter's response percentage drops below the department requirement during any quarter, or cumulatively for the year, they will be disciplined per this handbook. Warnings, hereafter referred to as strikes, will expire three (3) years from the time they are issued.

The calendar year will begin on January 1st and end on December 31st of the current year. A quarter is defined as follows:

- January-March
- April-June
- July-September
- October-December

If a firefighters response percentage drops below the department requirement during any quarter, they will be issued a strike and disciplined per the following guidelines:

- The first occasion shall result in a written warning (1ST Strike).
- The second occasion shall result in a written warning and automatic forfeiture of thirty (30) days of active service time (2nd Strike).
- The third occasion shall result in a suspension from the fire department for fifteen (15) days and automatic forfeiture of sixty (60) days of active service time (3rd Strike).
- The fourth occasion shall result in automatic forfeiture of ninety (90) days of active service time and a recommendation by the Fire Chief to the City Council that the firefighter be terminated (4th Strike).

Call and training percentage strikes will count cumulatively. For example, a firefighter may have a bad second quarter, fall below the 1st six-month training period training percentage, and receive two strikes.

Any member who receives a strike while on probation may be subject to further disciplinary action, up to and including termination. For the purpose of this policy, probation refers to both a new member's initial probationary period and any period of disciplinary probation.

6.9 Training Requirements

The Fire Department is responsible for providing adequate training for its membership. This policy specifies the minimum required Fire Department training sessions during each year. All members are encouraged to attend 100% of Fire Department training.

Members are required to attend the entirety of the training and be active participants to receive credit for the training. If a member must leave training early or knows they will be late, they shall communicate that with a training officer. Credit for partial training shall be counted on a case-by-case basis. However, as a general rule, members should be at no less than 75% of the training and/or completed the training objectives.

The use of electronic devices for purposes unrelated to departmental activities shall be limited to urgent matters only. Members observed using devices in a manner that causes disruption or detracts from training may forfeit credit, assessed on a case-by-case basis.

6.10 Initial Training

Probationary firefighters are expected to attend and actively participate in all scheduled initial training courses. Attendance is mandatory unless an absence is approved in advance or otherwise excused by the Fire Chief or the Fire Chief's designee.

Probationary firefighters shall not have more than one (1) unexcused absence in any initial training course. Exceeding this limit may result in removal from the course, extension of the probationary period, or other corrective action up to and including termination as determined by the Fire Chief or designee.

Excused absences are limited as follows and must be approved in accordance with department policy:

- EMR or EMT: No more than three (3) excused absences
- Hazardous Materials (HazMat): No more than one (1) excused absence
- Firefighter I & II (combined): No more than three (3) excused absences
- Fire Apparatus Operator: No more than one (1) excused absence

Exceeding the allowable number of excused absences in any course may result in removal from the course, requirement to repeat the course, or other administrative action.

Make-up assignments or remedial training may be required for any excused absence, subject to course requirements and Fire Chief approval. Make-up opportunities are not guaranteed and shall be provided only when feasible.

All absences, excused or unexcused, shall be requested in writing to the Fire Chief or their assigned designee. Probationary firefighters are responsible for tracking their attendance and ensuring compliance with this policy.

Officers and mentors are responsible for reporting to the Fire Chief or their designee any known or suspected unreported absences of assigned probationary members.

The Fire Chief or the Fire Chief's designee may grant exceptions to this policy in rare or extenuating circumstances, provided such exceptions do not conflict with certification requirements or compromise training standards.

6.11 Training Schedule

The Fire Department will offer a minimum of 24 training nights; members must attend a minimum of eighteen (18) training nights annually or nine (9) per six (6) month period.

Fire Department training events are held every month on the first and third Tuesday. Months with a fifth Tuesday will offer an additional training night.

6.12 Mandatory and Mandated Training

Listed training must be attended or made up within the same calendar year:

- Hazmat Operations
- First Responder or higher EMS continuing education.
- Confined Space
- SCBA Fit Test
- Right-to-Know.
- Sexual Harassment
- Fire Extinguishers
- Blood Borne Pathogens
- OSHA Respirator Medical Evaluation and Competency
- Driving and Pumping Competency Evaluation
- All other items assigned as mandatory by the Chief Fire or their designee.

Other pieces of training identified as mandatory throughout the year per the Fire Chief shall be made up at the direction of the Fire Chief.

Makeup mandatory training will be made available to RFD members to complete their training requirements as reasonable requests are made. The makeup of in-person training must be completed in the same six-month period it was assigned. Makeup locations and opportunities will be assigned per the Fire Chief. Online mandatory training(s) are required to be completed in the quarter they are assigned.
Failure to complete a mandatory online training in the quarter it is assigned will result in a strike. Failure to complete in-person mandatory training(s) by the end of the assigned six-month period will result in a strike.

The Fire Chief will handle exceptions, such as live burns, on a case-by-case basis if training is not available within the same six-month period.

6.13 Outside Fire Training Attendance

If the member cannot meet the minimum training hours per calendar year, the firefighter may attend off-site training when approved in advance by the Fire Chief.

6.14 Outside Fire Training-Certification Courses-Attendance

The Rogers Fire Department may cover the cost of approved outside training courses and certification programs when such training is determined to be beneficial to the department.

All outside training requests must be submitted in advance and approved by the Fire Chief or the Fire Chief's designee.

The Fire Chief reserves the right to approve or deny any training request and to make determinations regarding exceptions to this policy in cases of extenuating circumstances.

Members who do not successfully pass the initial examination process (written and/or practical skills-based) of an approved training course will be permitted up to two (2) retest attempts at no cost to the member.

All retests must be completed within six (6) months of the original course completion date unless otherwise approved by the Fire Chief.

Members are required to complete the full certification process, including all required examinations, skills evaluations, and documentation, within six (6) months of completing the approved course.

Failure to complete the certification process within the required six (6) month period shall result in suspension of eligibility for department-funded training opportunities for a period of twelve (12) months following the end of the six-month completion window (eighteen (18) months from the course completion date).

Probationary members who fail to obtain required or approved certifications within the timeframes specified during their probationary period may be subject to disciplinary action. Disciplinary action may include, but is not limited to:

- Extension of the probationary period; and/or
- Recommendation for termination, in accordance with this handbook.

6.15 Members of Multiple Departments

Firefighters in multiple departments may receive credit for training on a case-by-case basis, per the Fire Chief. However, training at other agencies shall not routinely replace the need for training with the Rogers Fire Department.

6.16 Low Training Attendance Definition

If a firefighter fails to meet the minimum requirement of nine (9) department training during any six (6) month period, or (18) department trainings during the year, they will be disciplined per this handbook. Warnings, hereafter referred to as strikes, will expire three (3) years from the time they are issued.

The calendar year will begin on January 1st and end on December 31st of the current year. A six (6) month period is defined as follows:

- January – June
- July - December

If a firefighter fails to meet the minimum requirement of 9 department trainings during any six (6) month period, or (18) department trainings during the year, they will be issued a strike and disciplined per the following guidelines:

- The first occasion shall result in a written warning (1ST Strike).

- The second occasion shall result in a written warning and automatic forfeiture of thirty (30) days of active service time (2nd Strike).
- The third occasion shall result in a suspension from the fire department for fifteen (15) days and automatic forfeiture of sixty (60) days of active service time (3rd Strike).
- The fourth occasion shall result in automatic forfeiture of ninety (90) days of active service time and a recommendation by the Fire Chief to the City Council that the firefighter be terminated (4th Strike).

Although measured in six (6) month time frames instead of quarters, failure to maintain the minimum training percentage requirement in the six-month period will only result in one (1) strike.

Call and training percentage strikes will count cumulatively. For example, a firefighter may have a bad second quarter, fall below the 1st six-month training period training percentage, and receive two strikes.

Any member who receives a strike while on probation may be subject to further disciplinary action, up to and including termination. For the purpose of this policy, probation refers to both a new member's initial probationary period and any period of disciplinary probation.

6.17 Public Education/Relations Events

Members who attend public education or public relations events will receive bonus credit as defined below. When events are offered for sign-up, they will be identified as public education or public relations.

Public Education Events: one-half (0.5) percent per occurrence.
Public Relations Events: one quarter (.25) percent per occurrence.

Members must earn at least one (1) percent to count towards the bonus and shall only be allowed to accrue at the whole percentage mark. Members may obtain up to three (3) percent of additional credit per quarter. As applicable, the bonus percent(s) will be added to the lowest percentage month in the quarter.

Administration will only add/calculate this bonus credit to members' percentages if necessary for the members to meet their minimum percentages.

7.0 Leave

7.1 Vacation

While on vacation, missed calls will not count toward a member's call percentage, and vacation does not excuse members from any training requirements.

Members will accrue vacation at the following rates:
Post probation through ten (10) years of service: 12 days/calendar year
10th year through 19 years: 18 days/calendar year
Start of 20th year: 24 days/calendar year

Vacation may only be taken in 24-hour increments, and it must be requested at least 24 hours in advance.

7.2 Earned Sick and Safe Time

Per city handbook. Paid-on-call firefighters are exempt from this program.

7.3 Minnesota Paid Leave

The Rogers Fire Department will adhere to the recommendations, guidelines, and policies established by the City of Rogers regarding Minnesota Paid Leave. All questions, applications, and elections related to Minnesota Paid Leave will be handled through the City of Rogers Human Resources Department.

7.4 Funeral Leave

Members may apply for funeral leave for up to five (5) days upon the death of an immediate family member. Fire Chief approval is required for funeral leave.

Immediate family is defined as: mother or father (including step), siblings, spouse, children (including step or foster), grandparents, grandchildren, legal dependents, and the member's spouses' parents (including step), children (including step), or grandparents.

7.5 Jury Duty

The member will notify the Fire Chief immediately when selected for jury duty. The member will provide the start date of jury duty and continue to update the Fire Chief daily by phone or email.

If required to report to jury duty physically, no calls, training, or Fire Department functions are counted for or against that individual for the days physically reporting. Exception: Mandatory training, such as OSHA, EMR, etc., shall be made up, when possible, but missing will not count towards a strike as long as the firefighter makes up the required training per direction from the Fire Chief.

Reporting documentation will be required, and the Fire Chief must be notified.

7.6 Military Leave

A member is entitled to military leave for training or other active military duty. During this period, no calls, training, or Fire Department functions are counted against that individual.

Members called to active duty will be treated as inactive members but accrue good time for purposes of the relief association pension.

Upon separation from military duty, said member is eligible to become an active member again. He/she must comply with the membership eligibility rules for ongoing members and the return to service policy.

7.7 Medical Leave – Due to Department-Related Activity

The Minnesota Worker's Compensation Act defines Firefighters as covered by Worker's Compensation Insurance. Workers' compensation insurance provides wage replacement and medical payment benefits to City Firefighters who become ill or injured while performing their required work duties.

Worker's compensation has two goals:

- To return Firefighters to work as soon as possible.
- To bring Firefighters back to work at or as close as possible to the same income they had before the injury.

If any Firefighter is injured on the job, the following procedures shall be followed:

- The firefighter shall report the injury to his or her immediate supervisor as soon as possible and receive medical attention if the injury is serious. All injuries shall be reported to the firefighter's supervisor, no matter how insignificant.
- The supervisor shall complete the Supervisor's Report of Accident and submit the report to the City Clerk as soon as possible to avoid delays in processing the claim. The City Clerk shall complete a First Report of injury, establish a city claim number, and submit a copy of all information to the city's worker's compensation carrier.
- Any information, medical bills, or requests for reimbursement shall be submitted to the Human Resources Director to be made a part of the firefighter's workers compensation claim file for submittal to the city's worker's compensation carrier.
- Where applicable, the city's worker's compensation carrier shall submit worker's compensation checks for a Firefighter injured on duty to the Finance Officer. The Finance Officer shall make a copy of the check to be placed into the firefighter's worker's compensation file and shall compute the difference between the worker's compensation check and the firefighter's regular pay. The difference in pay shall be paid to the firefighter out of his or her accumulated sick or vacation leave. The worker's compensation check(s) and the firefighter's paycheck shall be sent to the firefighter.
- The firefighter is responsible for keeping his or her supervisor, and the city informed

about the status of his or her medical condition and return to work date.

- Where applicable, worker's compensation pays 2/3 of a Firefighter's daily wage to a maximum limit set by Minnesota Law. In addition, workers' compensation pays medical bills directly related to and required by work-related injuries. The first three days of lost time (including the day of the injury if the firefighter missed part of the day) are not covered. Worker's compensation payments begin on the fourth day of injury. However, if ten consecutive calendar days pass and the firefighter has not returned to work, payment is retroactive to the first day of lost time. Firefighters can use vacation or sick leave for the first three days of lost time.

Leaves due to injury received in the line of duty. Firefighters injured in the line of duty and who must be placed on leave due to these injuries shall be considered a member in good standing of the fire department for the purpose of Relief Association benefits subject to the following conditions:

- Firefighter First Report of Injury forms must be filled out *within 24 hours* and given to a Fire Chief or designee.
- Within ninety (90) days of the original injury, a physician must examine the firefighter and/or review pertinent medical documentation of the injury and make a determination as to whether the firefighter will be able to return to full firefighter duties with no restrictions within eighteen (18) months of the date of the original injury. If said firefighter shall be able to return to full duties with no restrictions within that period of time, he/she shall be considered a member in good standing of the fire department for the purposes of Relief Association benefits for up to eighteen (18) months from the date of the original injury.
- If upon review by a physician, a determination is made a firefighter injured in the line of duty will be unable to return to full firefighter duties with no restrictions within eighteen (18) months of the date of the original injury, the firefighter shall be retired from service as a firefighter for medical reasons. The firefighter shall be deemed a member in good standing of the fire department for eighteen (18) months from the date of the original injury.

7.8 Leave: Medical Non-Departmental Activity and Personal

Any member may request leave from active duty in the fire department, but such leave may only be for a period of not less than one month and a maximum of twelve (12) months (365 days).

- Members may not request personal leave due to failure to meet a department requirement, i.e., revocation of driver's license, failure of physical ability, etc. Failure to meet a department requirement may place a member on inactive status as outlined in the policy section for that department requirement.

Assignment to inactive status may be granted for personal, family, or medical reasons and shall not exceed eighteen (18) months in any five (5) year period.

Such requests shall be in writing and presented to the Fire Chief, who may approve, modify, or deny such requests. Any leave other than those described above shall be considered as placement on inactive status with the RFD.

A member on in-active status is not a member in good standing of the fire department for the purposes of accrual of pension benefits.

- Exception: Members shall be allowed up to thirty (30) days of medical leave per twelve (12) month period, not to exceed other conditions of this policy, and remain in good standing for the accrual of pension credit.

During an assignment to in-active status, no person shall receive service credit to be applied to probationary service as a firefighter or fire officer.

A fire officer may request a leave from active duty on the fire department, but such leave may only be for a period of not less than one month and a maximum of six (6) months to remain an officer. If a fire officer requests a leave for a period longer than six (6) months, the request shall be deemed a resignation from the officer position and the officer position shall be filled through a selection process as determined by the Fire Chief.

All requests for placement on inactive status for medical reasons shall be accompanied by a written statement from a physician stating the firefighter is unable to respond to fires or other emergency incidents or engage in any associated training for some specified period of time. Additional statements from the physician may be required by the Fire Chief at reasonable intervals to document that the individual is still not able to return to firefighting duties.

The Fire Chief, in consultation with the City Human Resources Director, may for medical reasons, when it is determined to be in the best interests of a firefighter and/or the city, impose an involuntary assignment to in-active status upon any member of the fire department. If a firefighter seeks a second opinion, the city shall not pay for the second medical examination and opinion.

Any member who wishes to return to duty following placement on inactive status for medical reasons, including an involuntary assignment to inactive status, must first be cleared by a physician to return to full duties with no restrictions. At the discretion of the Fire Chief, the firefighter may be required to be examined by a physician or other appropriate medical specialists at the city's expense to determine fitness for duty.

7.9 Administrative Leave

Members may be assigned to an administrative leave who may be under investigation for violation of City Ordinance Code, City Personnel Policy, Fire Department Rules and Regulations, Administrative Policy, Fire Department Standard Operating Procedure, or some other disciplinary or criminal investigation that may affect the firefighter's ability to serve on the RFD effectively.

The Fire Chief, along with the Human Resources Director or City Administrator, shall assign an administrative leave. The firefighter shall remain on administrative leave until the results of an investigation into the possible violation or Ordinance, Personnel Policy, Rule or Regulation, Administrative Policy, Standard Operating Procedure, or other disciplinary or criminal violation is completed and a recommendation as to possible discipline or other course of action is rendered. A firefighter placed on administrative leave shall be considered a fire department member in good standing for the duration of the leave. If a violation is found, and termination is recommended, the member shall not receive time towards their pension credit backdated to the start of the administrative leave.

7.10 Return to Service

Members returning from a leave of absence will be required to complete any mandatory annual training requirements they missed during their leave of absence. This must be completed by the end of the first quarter they have returned unless otherwise directed by the Fire Chief.

Members must also complete competency-based signoffs and refresher training as directed. Refresher training and competency testing will ensure that members returning from leave can meet the minimum performance requirements outlined in NFPA 1001 Standard for Fire Fighter Professional Qualifications.

Spirometry and fit testing must be current, regardless of the length of leave, before wearing a SCBA.

The following timelines shall be used to evaluate a member's release to respond to fire, medical, and other emergency calls for service without restriction:

0-90 days inactive

- Complete mandatory annual training missed while on leave
- Immediately released to respond to fire, medical, and other emergency calls

91 - 180 days inactive

- Complete mandatory annual training missed while on leave
- SCBA user refresher
- SCBA competency check
- Station vehicle review

181 - 365 days inactive

- Complete mandatory annual training missed while on leave
- SCBA mask fit testing as needed
- Complete Northwest Hennepin County Firefighter Physical Ability Test
- SCBA user refresher training
- SCBA competency check

- Complete truck check for assigned station apparatus
- Complete driving and pumping competency with an approved RFD driving instructor

Members must complete the review and competency checks within 30 days of returning from leave.

Members returning from leave who fail to complete review and competency requirements within thirty (30) days will not be allowed to continue responding to fire, medical, and other emergency calls until completing the listed requirements and will be placed on administrative leave. Members who fail to complete review and competency requirements within sixty (60) days will be recommended for termination by the Rogers City Council.

To return from leave, the member shall schedule a meeting with the Fire Chief or the Assistant Fire Chief of Training at least 21 days before the member is designated to return unless otherwise directed by the Fire Chief.

8.0 Service Credit Accumulation

8.1 Measurement of Service Credit for Active Members

Service credit is accrued in whole-month increments only. For calculation purposes, every month is standardized to a 30-day block, regardless of the actual number of days in the calendar month. Service credit is accumulated over the annual period spanning January through December of each calendar year. Any period of active service that does not complete a full 30-day block is rounded down to the last fully completed month and does not earn service credit.

- Example: A member who works from January 1 through July 2 completes six full months. The two days in July do not complete a 30-day block. The member receives 6 months of service credit.

8.2 Service Credit Adjustments for Inactive Status/Leave of Absence

Members do not earn service credit while on an inactive status or an approved leave of absence unless otherwise stated in the specific policy of that status. Time spent in an inactive status or leave of absence is measured in 30-day blocks, the same as active service. Partial months of inactivity are counted moving forward, meaning each full or partial 30-day segment is treated as a full month of lost service credit.

- Example: A member on inactive status for 31 days exceeds one full 30-day block and enters a partial second block. Therefore, the member incurs a loss of 2 months of service credit.

8.3 Multiple Leaves of Absence

Multiple leaves of absence occurring within the same calendar year will be treated independently for service credit calculation purposes. Each period of inactive status is measured separately based on 30-day blocks, with partial blocks counted forward as full months of lost service credit. For example, if a member is on inactive status for 31 days during January–February, the member will incur a loss of 2 months of service credit. If that same member later enters another period of inactive status lasting 40 days during November–December, that period is evaluated independently and results in an additional 2-month loss of service credit.

9.0 Administrative Policies

9.1 Criminal History Record Information

The RFD conducts fingerprint-based state and national criminal history record checks made for non-criminal justice purposes and requested under applicable federal authority and/or state statute. Where such checks are allowable by law, the following practices and procedures will be followed.

Requesting CHRI Checks

Fingerprint-based CHRI checks will only be conducted as authorized by the FBI and Minnesota Bureau of Criminal Apprehension (BCA), in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

The RFD has the authority, under Minnesota State Statute 299F 035 to conduct fingerprint-based criminal history background checks for pre-employment of firefighter candidates and current firefighters. After the initial determination for employment is made, CHRI shall not be reused for any other purpose.

Access to CHRI

All CHRI is subject to strict state and federal rules and regulations. CHRI cannot be shared with other entities for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the BCA and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Furthermore, an entity can be charged with federal and state crimes for the willful, unauthorized disclosure of CHRI.

Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent FBI security Policy, have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage and destruction of CHRI.

Retention of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes only:

Historical reference and/or comparison with future CHRI requests
Dispute of the accuracy of the record
Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in:

- Hard copy form in personnel files located in the locked filing cabinet located in the locked filing room.
- CHRI will be retained for at least three (3) years. At the end of this term, the CHRI will be disposed of according to the Disposal of Physical Media policy.

CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at the Rogers Fire Department will review and become familiar with the educational and relevant training materials regarding CHRI laws and regulations made available by the appropriate agencies.

In addition to the above, all personnel authorized to receive and/or review CHRI must undergo Security Awareness Training on a biennial basis. This training will be accomplished using the training materials made available by the BCA.

Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, the RFD will take the following steps prior to making a final adverse determination:

Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time to correct or complete the CHRI.

Point of Contact and Authorized Recipient Security Officer

Each NCJA receiving CHRI is required to designate a Point of Contact (POC) and an Authorized Recipient Security Officer (ARSO). An individual designated as the POC and the ARSO is:

An individual who will be considered part of the NCJA's "authorized personnel" group.
An individual that has completed a fingerprint-based background check and found appropriate to have access to CHRI. An employee directly involved in evaluating an individual's qualifications for employment or assignment.

The RFD POC is the Fire Chief. The POC is responsible for the following:

- Being the main point of contact between RFD and the MN BCA who will function as a liaison between MN BCA Training and Auditing.

- Maintaining knowledge of RFD retrieval, dissemination, storage and
- destruction of CHRI.
- Ensuring that CHRI is only used for authorized purposes, that all safeguards in place are followed and that CHRI is not being improperly disseminated.
- Maintaining a list of personnel who are authorized to access CHRI.

The RFD ARSO is the Fire Chief. The ARSO is responsible for the following:

Identifying who is using or accessing CHRI and/or systems with access to CHRI.
Ensuring that personnel security screening procedures are being followed as stated in this policy. Ensuring the approved and appropriate security measures are in place and working as expected.

When changes in the POC and ARSO occur, the RFD shall complete and return a new agreement and a Non-Criminal Justice Agency Point of Contact Notification form. The most current copy of the agreements will be maintained on file indefinitely by the RFD.

Media Protection

All media containing CHRI is to be protected and secured at all times. The following is established and to be implemented to ensure the appropriate security, handling, transporting, and storing of CHRI media in all its forms.

Media Storage and Access

Physical CHRI media shall be securely stored within physically secured locations or controlled areas. Access to such media is restricted to authorized personnel only and shall be secured at all times when not in use or under the supervision of an authorized individual.

Physical CHRI media:

Is to be stored within employee records when feasible or by itself when necessary.
Is to be maintained within a lockable filing cabinet, drawer, closet, office, safe, vault, or other secure container.

Disposal of Physical Media

Once physical CHRI media (paper/hard copies) is determined to be no longer needed by the RFD, it shall be destroyed and disposed of appropriately.

Physical CHRI media shall be destroyed by shredding, cross-cut shredding, or incineration. The RFD will ensure such destruction is witnessed or carried out by authorized personnel:
The ARSO shall witness or conduct disposal.

Cross-cut shredding will be the method of destruction used by the RFD. This will occur at the end of the calendar year.

Incident and Disciplinary Response

Access to, and dissemination of, CHRI is governed by state and federal laws. The security of information and systems in general, and of CHRI in particular, is a top priority for the RFD. Therefore, we have established appropriate operational incident handling procedures for instances of an information security breach. It is each individual's responsibility to adhere to established security guidelines and policies and to be attentive to situations and incidents which pose risks to security. Furthermore, it is each individual's responsibility to immediately report potential or actual security incidents to minimize any breach of security or loss of information. The following security incident handling procedures must be followed by each individual:

- All incidents will be reported directly to the ARSO.
- If any records were stolen, the incident will also be reported to appropriate authorities.
- Once the cause of the breach has been determined, disciplinary measures will be taken in accordance with the disciplinary policy.
- In addition to the above, the ARSO shall report all security-related incidents to the BCA within 24 hours.

All agency personnel with access to FBI and/or BCA CHRI have a duty to protect the system and related systems from physical and environmental damage and are responsible for correct use, operation, care and maintenance of the information. All existing laws and the RFD regulations and policies apply, including those that may apply to personal conduct. Misuse or failure to secure any information resources may result in temporary or permanent restriction of all privileges up to employment termination.

9.2 Driver's License Verification Policy

The Rogers Fire Department reserves the right to verify the driver's license status of any member at least once per calendar year.

Additional verification may be conducted at any time if deemed necessary due to operational needs, safety concerns, disciplinary matters, or incident-related investigations, as determined by the Fire Chief or designee.

Driver's license verification shall be conducted annually, typically during the first quarter of each calendar year.

Verification activities shall be coordinated through fire department administration and may include review of license validity, restrictions, suspensions, revocations, or other relevant driving status information.

By accepting and maintaining a position with the Rogers Fire Department, members acknowledge and consent to periodic driver's license verification as a condition of continued authorization to operate fire department vehicles and equipment.

Members may be required to:

- Provide a copy of their current driver's license; and/or
- Sign a release or authorization form to permit Motor Vehicle Record (MVR) checks through appropriate agencies.

Failure to cooperate with license verification requirements may be considered a policy violation and subject the member to disciplinary action.

All driver's license and motor vehicle record information obtained under this policy shall be treated as confidential.

Such information shall be used solely for the purpose of determining driving eligibility and compliance with department policies and shall be handled in accordance with applicable state and federal data privacy laws and city personnel policies.

Any issues identified through license verification, including expired, suspended, revoked, or restricted licenses, shall be handled in accordance with this handbook, including the Driver's License Requirement, Inactive Status, and Disciplinary Proceedings sections.

9.3 Driver's License Requirement

All RFD members are required to possess a valid, unrestricted Minnesota driver's license. It is assumed that in emergency conditions, all personnel shall be able to operate fire apparatus, including driving the apparatus. A valid, unrestricted driver's license is therefore required.

Each firefighter must immediately report any driver's license status changes to the Fire Chief. If this change in status is reported to another member, any member must report this change to the Fire Chief immediately. Failure to report will result in discipline, up to and including the recommendation for termination.

In the event a license is modified in any way by the State of Minnesota, which restricts driving privileges, the conditions must clearly state the person is able to respond to fire and emergency calls, participate in fire training activities, and operate fire department emergency vehicles for the firefighter to remain on active status.

Firefighters whose driving privileges are revoked or modified in such a way that they cannot fully participate in fire activities and/or drive fire department emergency vehicles shall be placed on in-active status for a period up to six (6) months from the date the driver's license is modified. If a permit is revoked for more than six (6) months, the member shall be recommended for termination from the fire department. The member may re-apply for a position as a firefighter when the driver's license has been restored with no restrictions or modifications.

The applicant may be re-appointed to the fire department if a position exists, and the same criteria used for screening other applicants to the fire department shall be utilized to screen the

firefighter who is re-applying for a position.

Firefighters returning to active duty following a period of inactive status due to modifications of their driver's license and firefighters who are re-appointed to the fire department after termination due to loss or modification of a driver's license may be subject to conditions imposed by the Fire Chief or Human Resources Director.

Failure to comply with conditions for return to active service and/or re-appointment to the fire department may result in disciplinary action, including a recommendation for termination from the fire department.

9.4 Apparatus Usage and Driving Policy

The Fire Chief shall approve the use of the apparatus for purposes other than emergency use and training.

All Fire Department apparatus shall be available for official use by qualified Fire Department members. Qualified means having been trained in operating a fire apparatus vehicle. Official use includes, but shall not be limited to:

- All emergency responses and activities.
- Transportation to schools and training.
- Equipment repair and demonstrations.
- Demonstration rides.
- Public relations functions.

General Rules

- All drivers shall be qualified and responsible for the apparatus and related functions.
- Drivers shall not move the apparatus until the crew is seated, seat belts are fastened, and all cab doors are shut. The apparatus shall not be moved until it is determined that all personnel are clear of the apparatus.
- The driver shall operate the apparatus safely and efficiently and always operate with due regard.
- At no time shall more members or equipment approach the emergency scene than is absolutely necessary for existing conditions. The Incident commander shall cancel and excuse all unneeded or unnecessary personnel and equipment in a timely and prudent fashion.
- All firefighters shall stay with their apparatus unless ordered to assist at the scene.
- All firefighters must return to the station after each call, unless excused, to prepare all equipment for the next emergency.
- No personnel shall be released until such apparatus and equipment is cleaned, replaced, and properly working.
- The driver shall put the apparatus back in proper working order.
- Apparatus wheels must be chocked whenever out of station.
    - Exception: squad and pickup-style apparatus, excluding the mini-pumper.

- All Firefighters who operate RFD-owned vehicles and equipment must always keep the interior and exterior of the vehicle neat and clean, and report any unsafe conditions and the need for possible maintenance.
- It is the responsibility of the operator of the vehicle to ensure the security and safety of the vehicle, including protection against loss via theft of the vehicle and associated equipment. Protective steps should be taken to ensure vehicles are parked, brakes on, and safety measures taken. In areas of high traffic or potential need for the apparatus to be moved, an operator should remain with the vehicle.

On-Duty Traffic Violation

The RFD expects persons driving on behalf of the RFD to do so legally and safely. Any member that receives a citation for a moving or non-moving violation (such as a parking ticket) shall be solely and personally responsible for all consequences associated, whether operating an RFD vehicle or a personal vehicle on RFD business.

Backing of Emergency Vehicles

The driver shall activate all emergency lights on the apparatus when backing up.

Emergency vehicles should be backed up with the help of a safety person. The safety person shall ensure no problems will interfere with the backing up of the emergency vehicle.

The safety person shall remain in full view of the driver (through side mirrors) until the emergency vehicle is positioned in the desired location.

- The driver and safety person will be responsible for the safety while backing up.
- Exception: When a driver is alone and is involved in any Fire Department activities and uses or moves any emergency vehicle, before backing up, the firefighter shall physically walk around/behind the emergency vehicle to check for and/or remove any obstructions.

Accidents

Recognizing the many potential adverse impacts, any member involved in an accident while driving on RFD business—whether in an RFD or personal vehicle—must immediately report the incident to the Fire Chief and City Administrator. The Fire Chief will decide whether the accident requires corrective action with or by the individual. Such determination will generally be based upon the question of whether:

- A violation of this policy contributed to the accident; or,
- The accident is an accident that resulted from the individual's negligence in which the driver failed to do everything they reasonably could have done to prevent it or,
- The individual took appropriate action following the accident;
- If the individual had been involved in another On-Duty vehicle accident within the past 24 months.

Off-Duty Driving

The RFD has determined that a firefighter's off-duty driving activity is a strong indicator of the individual's on-duty driving conduct. Firefighters may face disciplinary action if the RFD finds that their off-duty driving conduct is putting the RFD at risk. In making such a determination, the RFD shall consider the following type of behavior to be cause for concern; however, the RFD shall also consider the individual's performance history:

- Conviction of Driving Under the Influence (DUI).
- Conviction of death by vehicle, hit and run, fleeing or trying to elude a law enforcement officer, driving while suspended or revoked, or similar major driving offenses.
- Suspension or revocation of driving license.
- An overall driving history that reveals a pattern of convictions of traffic offenses, particularly with three or more moving violations.

RFD Duty-Vehicle(s)

- RFD duty vehicles are the property of the RFD.
- RFD Officers or authorized personnel are allowed to take RFD duty vehicles home for call response and/or official RFD business with the permission of a Chief Officer.
- RFD duty vehicles will be allowed for personal use within a reasonable distance of the RFD's response area. If an RFD duty vehicle is used for these purposes, members shall respond to emergency calls while assigned the vehicle.
- Any other take-home use of the RFD duty vehicles must be pre-approved by the Fire Chief.
- All traffic laws shall be obeyed under routine driving conditions while operating an RFD duty vehicle.
- RFD duty vehicles shall be equipped with emergency response capabilities and communications and shall have those components used consistently with state law.
- Non-RFD personnel are allowed in the RFD duty vehicles, but only on a minimal basis and not under emergency driving conditions.

9.5 Physical Ability Test

All firefighter candidates for employment in the Rogers Fire Department must pass a physical agility test. This test ensures that every candidate has the physical strength, stamina, and agility required to effectively and safely carry out a firefighter's duties.

The test consists of seven test stations. To complete the examination successfully, candidates must pass each of the events. The maximum time to complete all seven test stations is 12 minutes.

If a candidate fails an event on their first attempt, they will be given a second try at the entire examination. However, retries will be permitted only after all test events have been completed.

All events will be explained and demonstrated for all candidates by the testing staff before testing any candidate.

All candidates shall be provided turn-out gear, including a coat, helmet, gloves, and eye protection. Tennis shoes shall be permitted.

The Rogers Fire Department Physical Agility Exam form will be provided to the testing staff; members may review the form before testing if they desire.

If a current Rogers firefighter fails to complete the test within the parameters, he/she will be placed on inactive status until he/she can pass the test. A statement requesting a continuance must include an anticipated return date to active duty with no restrictions as a firefighter.

Persons who refuse to participate in testing shall be considered insubordinate under City Personnel Policy and Fire Department Rules and Regulations and placed on in-active status until they successfully pass the test.

If a medical condition prevents participation in testing, the firefighter shall be immediately placed on inactive status, lasting up to six-months, until he/she is able to return to duties without restrictions. At the end of six months, the firefighter must return to duty and pass the test or provide a written statement from their physician.

Annual physical ability test results shall be maintained in personnel files. Test results may be viewed by the individual firefighter, Fire Chief, or persons designated by the Fire Chief who have a specific reason for viewing such information, including the fire department administrative assistant, human resources director, chief officers, or the fire department physician.

Successful Completion of Physical Ability Test:

- Candidate: Move on to the next step in the process
- Active Members: Remain on active duty

Unsuccessful Completion of Physical Agility Test:

- New applicant – candidate removed from hiring process, no position offered
- Active Members-
    - 1st unsuccessful attempt – removed from active status, must retake within six weeks.
    - 2nd unsuccessful attempt – member must meet with the Fire Chief, will continue to be placed on in-active status, members must retake the test within six (6) months or submit their resignation
    - 3rd unsuccessful attempt – member recommended for termination or resignation

See attachment: A

9.6 Department Issued Uniforms

All department-issued uniforms are the property of the Rogers Fire Department and are issued to members based on their assigned duties and position.

Members are required to wear department-issued uniforms as directed while on duty or while performing official fire department functions.

Department-issued uniforms shall only be worn under the following circumstances:

- While on duty;
- During official RFD functions, training, or assignments; or
- When otherwise authorized by the Fire Chief or a designated supervisor.

Department-issued uniforms shall not be worn for personal activities, off-duty employment, political activity, or public events not sanctioned or approved by the RFD.

Members are responsible for maintaining department-issued uniforms in a clean, professional, and serviceable condition at all times.

Uniform items that become damaged, excessively worn, or unserviceable shall be reported to the Fire Chief or designee and exchanged or replaced through fire department administration in accordance with departmental procedures.

Department-issued uniforms shall not be altered, modified, or accessorized without prior written approval from the Fire Chief.

Only department-authorized patches, insignia, nameplates, rank identifiers, and accessories shall be worn and must be properly displayed in accordance with RFD standards and guidelines.

Lost, stolen, or damaged uniform items shall be reported immediately to an officer or the Fire Chief.

Members may be held financially responsible for uniform items that are lost, stolen, or damaged due to negligence, misuse, or failure to follow departmental policy.

Upon separation from the Rogers Fire Department, including resignation, retirement, termination, or placement on inactive status as directed, all department-issued uniforms shall be returned in accordance with the Uniform and Equipment Return Policy.

Department-issued uniforms remain the property of the RFD. Unauthorized retention, use, or display of department-issued uniforms after separation from the department is prohibited.

Failure to comply with this policy may result in disciplinary action in accordance with this handbook, up to and including suspension or termination, as determined by the Fire Chief.

9.7 Building Usage

General Usage

- All members shall be responsible for building security.
- The user and/or organization shall be responsible for damage to the facility and/or equipment and shall pay for repair and/or replacement.
- The facility is to be left clean. Any trash generated shall be removed before vacating the premises.
- No overnight parking of personal vehicles or equipment is allowed.
    - Without prior approval from the Fire Chief.
- Fire Department apparatus may be moved by active firefighters, city mechanics, or mechanical vendors only.
- No storage of personal equipment or repair items will be allowed.
- The extractor, washer, and dryer shall only be used for city business.
- Lockers and apparatus area are for Fire Department equipment only.
- Firefighters are allowed to use the wash bay for personal use, for property they own.
- Equipment may not be used for personal use or removed from the station.
    - Without prior approval from the Fire Chief.

9.8 Fire Station Exercise Equipment

The Rogers Fire Department encourages a fit and healthy workforce and allows the use of fire stations for exercise programs and exercise equipment at several of the fire stations for firefighter use. Members of the Rogers Fire Department who wish to participate in exercise programs and/or use exercise equipment at Rogers Fire Stations will follow these guidelines:

- Exercise equipment is limited to use by active members of RFD and immediate family over the age of 18.
- The RFD does not require firefighters to participate in exercise programs. Firefighters will not receive compensation for time spent participating in an exercise program or using exercise equipment at an RFD fire station.
- The RFD will not be supervising exercise programs and equipment use within the fire stations.
- The City of Rogers makes no guarantees as to the condition of the exercise equipment. Firefighters and others who use exercise equipment at fire stations assume all risks of property damage, personal injury, or death as a result of using exercise equipment at fire stations. Non RFD members shall have a signed release of liability on file, before any equipment use.
- Firefighters should seek the opinion and advice of a physician before engaging in an exercise program.
- Firefighters shall ensure the workout equipment and room are clean and orderly when they are done with their workout. Firefighters should clean and wipe down equipment as they proceed through their workouts.
- Firefighters are required to sign an Exercise Equipment Usage Release to be approved to use exercise equipment and/or participate in exercise programs at Rogers Fire Stations.
- No additional exercise equipment may be brought into the station(s).

9.9 Tobacco

All City of Rogers buildings and vehicles will be smoke-free, as required by the MN Clean Air Act.

9.10 Social Media and Digital Images

This policy aims to protect nonpublic Firefighter data, medical patients, the public, the operations of the RFD, and public confidence in the RFD and its Firefighters. This policy is not intended to limit the right to freedom of speech or expression but is intended to protect the rights of this organization, its firefighters, and the public they have sworn to protect.

Members are advised that their speech, directly or by means of instant technology either on or off duty and in the course of their official duties that has a connection to their professional duties and responsibilities, may not be protected speech under the First Amendment. Speech that impairs or impedes the performance of the RFD, undermines discipline and harmony among co-workers, or negatively affects the public perception of the RFD may be sanctioned.

This policy supplements the city's general social media policy in order to provide more specific guidance on unique RFD and EMS issues. To the extent that the policies contradict one another, the more specific Fire and EMS policy guidance should apply unless otherwise specified.

Ownership of Work-Related Images

All photos, videos, digital images, or recordings taken by any Firefighter or agent of the RFD while responding to any fire or other emergency or while engaged in any training are "work-related images" and are the property of the RFD. Work-related images include, but are not limited to, any written, auditory, and/or visual messages communicated via or on RFD resources or via or on personal devices and/or social media, which relate to RFD business, including videos or pictures gathered while on RFD/City business.

Permission to Take Work-Related Images

Work-related images of any emergency response, training exercise, or fire shall not be taken except as permitted by policy or as directed by the Fire Chief and/or Incident commander. All work-related images shall be taken using RFD-issued equipment unless otherwise directed by the officer in charge of the scene.

This policy also governs work-related images taken by RFD Firefighters using privately owned equipment.

Reasons for Taking Work-Related Images

Photos or other recordings may be taken to assist in diagnosing or treating accident/fire victims. Such images should be forwarded to the appropriate medical care provider and then be deleted from RFD/City files. Work-related images, including recordings showing possible evidence of a crime, must be forwarded to law enforcement. Other work-related images used for internal and departmental purposes, such as training or publicity, shall be taken in a manner

that minimizes the possibility of identifying accident victims.

Control and Dissemination of Work-Related Images

All work-related images shall be stored in the RFD's or city-designated computer system and be governed by the city's records management policies and procedures. Work-related images shall not be stored, retained, or disseminated in any manner by anyone other than the officer(s) appointed to review all photos and approve retention, release, or dissemination and cannot be used for personal profit or business interests or to participate in personal political activity.

Professionalism and Public Confidence

The appearance of professionalism is important to public safety and the public's confidence and trust. Accordingly, a Firefighter's personal use of social media shall not use any work-related images, RFD logos, or any images that depict a Firefighter in any uniform or in which the firefighter uses their job title or is otherwise identified as a Firefighter of the RFD, without prior approval from an officer appointed to review all images and approve release and dissemination of such images. Similarly, in order to maintain the appearance of professionalism and public confidence, no Firefighter shall post any material on any social media that is detrimental to the RFD/City's effective operation.

Firefighters shall not disseminate protected, private, nonpublic, or confidential information including, but not limited to, the following:

- Matters that are under investigation.
- Patient or Firefighter information is protected by HIPAA/medical confidentiality laws.
- Personnel matters/data that are protected from disclosure by law.

Definition

Social media are internet and mobile-based applications, websites, and functions (other than email used for official RFD business), for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, and online dating services/mobile apps.
- Blogs.
- Social news sites such as Reddit and Buzzfeed.
- Video and photo-sharing sites including YouTube, Instagram, SnapChat, TikTok, and Flickr.
- Wikis, or shared encyclopedias such as Wikipedia.
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above.

Reporting Violations

Any Firefighter becoming aware of, or having knowledge of, a posting or any website or webpage violating this policy may anonymously report possible violations to any RFD officer or supervisor.

Policy Violations

Violation of this Policy may be considered an extraordinary breech of the public's expectation of privacy and of RFD rules and regulations regarding the use of social media. It may subject the offender to discipline and possible termination of employment.

9.11 Solicitation/Receipt of Donations

All Fire Department donations are public funds entrusted to the betterment of the organization and the department overall. All designated donations from any source must be accepted and approved by the city council and must be routed to the Fire Chief.

9.12 Death/Funeral

Rogers Fire Department Staff will follow the recommendations/guidelines in the Minnesota Fire Service Ceremonies & Protocols Guidebook for funerals and ceremonies in the City of Rogers.

Rogers Fire Department will respond with a crew and apparatus to the wake and funeral of active or retired members of the Rogers Fire Department and Line of Duty Deaths (LODD) of North Suburban Regional Mutual Aid Association (NSRMAA) members if so requested. Apparatus Assignment for a retired member of the Rogers Fire Department will be one apparatus as identified by the Fire Chief.

The Fire Chief will assign one Apparatus for LODD funerals less than 60 miles away, at his/her discretion.

The Apparatus Assignment for LODD funerals greater than 60 miles away will be a squad-style vehicle at the discretion of the Fire Chief.

9.13 Employment Eligibility

Employment Eligibility - Requirements and Process

- All potential Firefighters shall be at least 18 years of age.
- All potential Firefighters shall complete and successfully pass the RFD hiring process.
- All potential Firefighters must meet the requirements in the associated job description.

This process shall include, but is not limited to:

1. Application:
    - All applications are due by the date/time posted in the job announcement.
    - The applications shall be scored and ranked.
    - The list of applicants to be interviewed shall be based on the ranking of applications and staffing needs of the RFD.
2. Initial Interview:
    - The Interview Panel shall be set by the Fire Chief.
    - The interview shall be scored by the interview panel and the results will be provided to the Fire Chief.

3. Physical Ability Test
4. Reference Checks
5. Chief Interview
6. Conditional Job Offer
7. Physical Agility Test
8. MN BCA Background and Criminal History Checks
9. Pre-employment Medical Exams / Drug Testing
10. Pre-employment Psychological Exams and Interviews
    - If a candidate is rejected for employment based on the background checks, medical exam, and/or psychological exam and interview results, they will be notified of this determination.
11. City Council Approval / Appointment

Employment Response Requirements

1. To be eligible, Firefighter applicants shall live or work a full-time position (40 hours per week) within an 8-minute response time to any Rogers Fire Station, as determined by commercial global positioning system (GPS) or mapping software.
    a. Members who are utilizing their work address must have a signed release from their employer and meet all requirements listed in this handbook.

9.14 Employee Safety Concerns and Violations

Any member who has concerns regarding possible violations or situations that might pose a safety threat to themselves or fellow firefighters should bring these concerns to the immediate attention of an officer or Incident command.

The Rogers Fire Department has a safety suggestion box at each station for suggestions from the membership. Members are also encouraged to contact the Fire Chief or Human Resources Director directly via email or phone.

9.15 Drug and Alcohol Use

The RFD requires its Firefighters to follow these rules for responding to calls after the consumption of alcohol or drugs.

Any firefighter who meets any of the below criteria, shall not respond to the Fire Station for an emergency call:

- Has had more than two alcoholic beverages in the previous four hours
- Is under the influence of any cannabinoid products, including edibles.
- Has used any prescription or non-prescription medication that is labeled with a warning regarding drowsiness, driving, or operation of machinery – for length of time as directed on the medication.
- Has used any illegal narcotics.

Upon arriving at the Fire Station, in response to an emergency call, any Firefighter shall immediately inform the Incident commander, an Officer, or the ranking firefighter in charge if they have consumed alcohol, placing them above a 0.0 BAC, and the amount consumed.

Any Firefighter who has consumed any alcohol in the proceeding four-hour period or believes they themselves are over a 0.0 BAC, shall not perform any of the functions listed below:

- Drive any RFD vehicle;
- Use SCBA;
- Enter a structure fire, or any IDLH atmosphere;
- Provide emergency medical assistance and/or first aid.

A Firefighter who has consumed any alcohol in the proceeding four-hour period or believes they are over 0.0 BAC shall be assigned other duties.

If you are under the influence of drugs or alcohol, you are not to drive any Rogers Fire Department or City vehicles. Rogers Fire Department personnel must have a blood alcohol concentration of 0.00 to drive any Rogers Fire Department or City vehicle. You must clearly state that you believe your blood alcohol level might be over 0.00 and indicate your refusal to drive is for this reason if you are asked or ordered to drive.

The incident commander, an officer, or the ranking firefighter in charge shall restrict the activities of any Firefighter as they deem appropriate if the incident commander, an officer, or the ranking firefighter in charge reasonably suspects that the firefighter may be unable, for any reason, to safely and adequately perform the duties of a firefighter. This applies even if the firefighter is in compliance with the requirements of this policy.

Any firefighter or fire officer who observes any indication that another member is under the influence of alcohol or drugs shall immediately report those observations to the Incident commander, an Officer, or the ranking Firefighter in charge. Such indications may include the odor of alcohol on the breath, slurred speech, unsteady gait, or disorientation.

After further investigation by the incident commander, an officer, or the ranking firefighter in charge, the suspected firefighter may be subjected to a Blood Alcohol Content (BAC) and/or Urine Analysis (UA) tests. Any firefighter who has responded to an emergency call and is suspected of being under the influence of alcohol in violation of this policy can be tested. Refusal to submit to a BAC or UA will be treated as a violation of this policy.

All reports of individuals under the influence shall be communicated to the Fire Chief or their designee immediately.

No firefighter shall have a BAC greater than 0.0 prior to any:

- Participation in RFD training and/or
- Participation in any other activities and/or events where the firefighter serves as a representative of the RFD.

Fire Department personnel shall not consume alcohol on-duty or while in uniform off-duty.

In any case of a scheduled social event that may involve the consumption of alcohol by a substantial percentage of the RFD Firefighters, the Fire Chief or their designee shall arrange, in advance, either a "Duty Crew" of RFD Firefighters or for emergency response by a neighboring

Fire Department, according to the appropriate mutual aid agreements.

Any Firefighter that fails to comply with the requirements of this policy or has used or is in possession of any illegal drugs or prescription drugs without a prescription or illicit paraphernalia is subject to disciplinary action, up to and including termination, whether on or off-duty.

City Property

Alcoholic beverages shall not be permitted in any Rogers Fire Department fire station under any circumstance without the Rogers Fire Department obtaining a temporary liquor license from the Rogers City Council.

Storage of any alcoholic beverages and/or illegal drugs in any Rogers Fire Department fire station or vehicle is strictly prohibited.

Any member driving any fire department apparatus and subsequent collision will be subject to a BAC and UA.

Appendix A

Physical Agility Test (PAT)

This is a Pass/Fail test based on a total time of 12 minutes.

Participants will wear protective clothing for the test. Required:

Initial applicants will wear:

- Long Pants
- Structural Fire Coat
- Hard Hat or Fire Helmet with strap
- Work gloves
- Footwear with no open toe/heel

Current members, conducting ongoing testing, shall wear:

- Full Structural PPE to include boots, pants, coat, gloves, helmet, and SCBA

Watches and loose or restrictive jewelry are not allowed.

Events are placed in a sequence that best simulates fire scene operations.

No running is allowed between events.

Two stopwatches will be used to time the PAT. If one watch fails the backup watch will be used.

Any candidate who fails the PAT will be advised of their options as outlined in the Rogers Firefighter Handbook.

Rogers Fire Department

Physical Agility Exam

Events 1 through 7 must be completed within a 12 minute period including one rest break of up to 1 minute which counts as part of the total exam.
Test ends immediately if any stations are failed.

Candidate Name _____ ***Date*** _____

1	**Hose Roll**	**PASS**	**FAIL**
	Candidate must roll hose and then unroll one section of 2 1/2 hose.		
	The hose must be neat & compact		
	You must unroll the hose in a generally controlled manner.		
	Pitching of the rolled hose is not aloud		
	The unrolled hose must lie flat, with no kinks or twists.		
2	**Hose Drag**	**PASS**	**FAIL**
	Candidate must take nozzle and drag uncharged 2 1/2 hose to cone,		
	turn around and drag back to start, and then lay nozzle in square on concrete		
	The hose must be extended for 100 feet		
	You must pass around the cone		
	(Note: the hose itself does not need to pass around the cone).		
	The working end of the hose and the nozzle must be returned to		
	the start point		
3	**Ladder Carry**	**PASS**	**FAIL**
	Candidate must take 12' attic ladder off rack, carry ladder around cone, and		
	replace ladder on the rack. This must be done without dragging or		
	dropping the ladder.		
	You must carry the ladder around the cone and back to the starting point.		
	At no time may the ladder touch the ground.		
4	**Ladder Raise**	**PASS**	**FAIL**
	Candidate must walk to extension ladder, pull rope (lanyard) and raise		
	fly until fully extended; then lower ladder to original position		
	You must return the ladder to its original position		
	You must maintain control of the ladder at all times		
5	**Dummy Drag**	**PASS**	**FAIL**
	The candidate must walk to the rescue dummy.		
	Drag or carry the dummy approximately 100' to the finish line.		
	The dummy must fully cross the finish line.		
6	**Connect to Fire Hydrant**	**PASS**	**FAIL**
	The candidate must remove all equipment from the hydrant bag and		
	connect the hydrant. Once equipment is attached to hydrant, the		
	candidate shall open the main valve on the hydrant. After turning the		
	main valve off, place all equipment back into hydrant bag.		
7	**Smoke Crawl**	**PASS**	**FAIL**
	The total distance for the crawl test shall be 40 feet. The candidate shall		
	crawl on hands and knees for a distance of 10 feet, duck under one table.		
	The candidate shall then crawl for a distance of 10 feet, turn around and		
	crawl back 10 feet, duck under the table, then crawl to the starting location.		

I certify the performance of the above named candidate on stations 1-7	**Total**	**1-7**	**1-7**
of the Physical Agility Exam on this ____ day of _____, _____.	**Time**	**PASS**	**FAIL**
Signature of Evaluator _____			

Appendix B: Revision/Review Dates

Date	Adopted by Council Date	Reviewed/Authored By
2/13/2024	2/13/2024	Patrick Farrens Jr., Fire Chief
12/5/2024	12/10/2024	Patrick Farrens Jr., Fire Chief
01/08/2026		Patrick Farrens Jr., Fire Chief

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.9

Subject: Approve a Revision to the Indoor Playground Fee Schedule to Not Charge Admission to Supervising Adults
Prepared By: Mike Bauer, Parks & Recreation Director

Recommended Council Action
Move to approve a revision to the TruStone Center indoor playground fee schedule to charge admission only to participating users and not to supervising adults.

Overview / Background / Analysis

At the recommendation of the Parks and Recreation Advisory Commission, this item is brought forward to revise the admission structure for the TruStone Center indoor playground.

When the indoor playground opened, admission fees were applied to both children and accompanying adults. This approach was initially adopted for capacity reasons, as all individuals entering the space count toward the total occupancy limits, as operators of other facilities suggest.

Following implementation, attendance data and community feedback were reviewed by the Parks Commission.

The Parks and Recreation Advisory Commission reviewed indoor playground admission practices and received resident feedback on adult admission charges. Based on this information, the Commission recommends eliminating admission fees for supervising adults.

Commissioners expressed concern that charging parents or guardians could discourage proper supervision and deter families from using the indoor playground due to the total cost of attendance.

Attendance at the indoor playground currently averages 30 to 40 visitors per day, well below the upper capacity limit of 123. Given current usage levels, capacity constraints are not a limiting factor.

Commissioners also noted that eliminating adult admission fees may increase overall participation and usage of the indoor playground.

Under the revised fee structure, admission would apply only to participating users, with supervising adults admitted at no charge. Staff will continue to monitor attendance

levels and capacity utilization and may bring forward future adjustments if sustained capacity concerns arise.

This change will take place immediately upon Council approval and will also be incorporated into the anticipated mid-year Master Fee Schedule updates.

Following approval, the City will communicate that it received comments and, at the recommendation of the Parks and Recreation Advisory Commission, made changes to the TruStone Center indoor playground fee structure.

Upon Council approval, the TruStone Center fee schedule will be updated immediately, and the revised pricing will be promoted through City communication channels and facility signage.

Staff Recommendation
Approve a revision to the TruStone Center indoor playground fee schedule to charge admission only to participating users and not to supervising adults.

Financial Impact: **Source Fund**:

Budgeted?

Supporting Documentation
A. TruStone Center Fee Schedule With Changes Highlighted

SECTION 1
TRUSTONE CENTER (CONTINUED)

Description		Account	2025	2026
THRIVE ROOM (HEALTHPARTNERS FIELDHOUSE)				
Refundable Damage Deposit		205-000-0000-22000-0000	N/A	200.00
Resident	Per Hour (60 Minutes)	205-450-5205-36222-0000	N/A	40.00
Non-Resident	Per Hour (60 Minutes)	205-450-5205-36222-0000	N/A	60.00
Not-for-Profit Organization (Self Setup and Take Down)	Per Hour/3 Hour Minimum (Max 1 Event/Month)	205-450-5205-36222-0000	N/A	10.00
Facility Impact Fee (Amplified Music)	Per Event	205-450-5205-36222-0000	N/A	200.00
Facility Impact Fee (Food & Beverage 50 - 100 People)	Per Event	205-450-5205-36222-0000	N/A	25.00
TURF ADMISSIONS				
Open Turf Time Resident (Drop In)		209-450-5207-34792-0000	5.00	5.00
Open Turf Time Resident Family Resident (Drop In)		209-450-5207-34792-0000	N/A	25.00
Open Turf Time Non-Resident (Drop In)		209-450-5207-34792-0000	7.00	7.00
Playground / Tot Time Resident*		209-450-5207-34792-0000	5.00	5.00
Playground / Tot Time Non-Resident*		209-450-5207-34792-0000	7.00	7.00
Individual Season Pass Resident (Open Turf and Playground)		209-450-5207-34796-0000	125.00	125.00
Individual Season Pass Non-Resident (Open Turf and Playground)		209-450-5207-34796-0000	175.00	175.00
Family Season Pass Resident (Open Turf and Playground)		209-450-5207-34796-0000	400.00	400.00
Family Season Pass Non-Resident (Open Turf and Playground)		209-450-5207-34796-0000	560.00	560.00
Walking Track Resident (Based on Availability)		209-450-5207-34792-0000	No Charge	No Charge
Walking Track Non-Resident (Based on Availability)		209-450-5207-34792-0000	5.00	5.00
Walking Track Non-Resident Annual Pass (Based on Availability)		209-450-5207-34796-0000	125.00	125.00
*Rates are for ages 2 and older. Children must be accompanied by an ~~paid~~ adult.				
TURF RENTAL RATES	**Per Hour**			
Winter Season Prime (October 15 - May 15) Full Field		209-450-5207-34785-0000	375.00	385.00
Winter Season Prime (October 15 - May 15) Half Field		209-450-5207-34785-0000	200.00	205.00
Winter Season / Non-Prime Full Field		209-450-5207-34785-0000	300.00	310.00
Winter Season / Non-Prime Half Field		209-450-5207-34785-0000	160.00	165.00
Winter Season Last Chance / Day Time Programming Full Field		209-450-5207-34785-0000	250.00	255.00
Winter Season Last Chance / Day Time Programming Half Field		209-450-5207-34785-0000	140.00	145.00
Summer Prime Rate Full Field		209-450-5207-34785-0000	150.00	155.00
Summer Prime Rate Half Field		209-450-5207-34785-0000	80.00	80.00
Summer Full Day		209-450-5207-34785-0000	800.00	800.00
Summer Non Prime Full Field		209-450-5207-34785-0000	120.00	120.00
Summer Non Prime Half Field		209-450-5207-34785-0000	70.00	70.00
Batting Cages Per Tunnel (Includes Machine)		209-450-5207-34783-0000	55.00	55.00

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.10

Subject: Approve Hiring of Tom Krouse from Part-Time to Full-Time Custodian
Prepared By: Doran Cote, Public Works Director/City Engineer

Recommended Council Action
Motion to Approve Hiring of Tom Krouse from Part-Time to Full-Time Custodian

Overview / Background / Analysis
The approved 2026 General Government Buildings budget includes the conversion of a part-time custodian to full-time. The first custodian hired by the city occurred in 2021. Since that time, the city has added 7 new buildings including 2 at South Community Park, 21st Century Event Center, Lion's Park Splash Pad, Health Partners Field House and Fire Station 2 plus more occupied space at City Hall and Fire Station 1. One full-time and one part-time position can no longer handle the duties associated with cleaning assigned buildings including offices, common areas, public restrooms, locker rooms, conference and community rooms as well as room event set up and janitorial equipment operation.

Tom Krouse was a Production Room Foreman for the Star Tribune from 1993 until they ceased operations in Minneapolis and moved their printing operations to Des Moines, Iowa in 2026, forcing his retirement. Tom oversaw up to 100 employees promoting a culture of accountability and high performance. Tom served in the United States Marine Corps as a Security Guard and Corporal of the Guard in Naples, Italy. Tom graduated from Basic Training as the top student of the class and was allowed to choose his station of service.

Tom has been working in a part-time custodial capacity since November 2025. Prior to working for the city, Tom and his father owned and operated their own cleaning service offering commercial, institutional and private cleaning services. Tom Krouse would be an excellent addition to the Public Works staff.

Staff Recommendation
Motion to Approve Hiring of Tom Krouse from Part-Time to Full-Time Custodian

Financial Impact: $52,000 **Source Fund**: General Fund

Budgeted? Yes

Supporting Documentation

None

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.11

Subject: Approve Professional Services Agreement with Core & Main in Association with HydroCorp for Meter Replacement, City Project No. 2601
Prepared By: Doran Cote, Public Works Director/City Engineer

Recommended Council Action
Motion to Approve Professional Services Agreement with Core & Main in Association with HydroCorp for Meter Replacement, City Project No. 2601

Overview / Background / Analysis
AMI (Advanced Metering Infrastructure) meter reading uses smart meters and a wireless communication network to remotely and automatically transmit water usage data using radio frequency to a meter reading base station, eliminating the need for physical meter readers and providing real-time data for improved efficiency, billing accuracy, and customer insights. The city utilizes a combination of AMI and AMR (Automatic Meter Reading) with drive-by reading for our utility billing system. Drive-by is used when the AMI system cannot detect a signal from a meter due to equipment failure or the meter's location in relationship to the meter reading base station.

The city currently has roughly 5,500 meters of which 2,000 meters cannot read usage below 1,000 gallons. The city has $540,000 programmed in the 2026 Capital Improvement Program to replace these meters. This agreement would have Core & Main supply the water meters and HydroCorp would install the meters. Core & Main is the sole-source supplier of the city's Sensus water meters. HydroCorp would be Core & Main's subcontractor to install the meters. Once all the new meters are installed, Core & Main will switch all the remaining meters to read in sub-gallon accuracy. The City Attorney has confirmed that as long as we are entering into a contract with Core and Main, and that contract allows them to use subcontractors, there will not be a bidding issue, since Core and Main is truly the sole source for this work.

The city, through Core & Main, will then have the opportunity to host the FlexNet website that will allow residents to view their water consumption in real-time. This option will give residents the ability to adjust usage and consumption based on weather, budget or family needs. It will also provide residents and utility billing staff with the ability to proactively detect water system leaks based on unusual usage trends.

Staff Recommendation
Motion to Approve Professional Services Agreement with Core & Main in Association with HydroCorp for Meter Replacement, City Project No. 2601

Financial Impact: $540,000 **Source Fund**: Fund 407

Budgeted? Yes

Supporting Documentation

A. Sensus Sole Source Letter
B. Core & Main Meter Proposal
C. Core & Main Professional Services Agreement

Jim Grillo
Director of Sales – Central Region
612-867-3283
jim.grillo@xylem.com

February 10, 2025

To Whom It May Concern:

Sensus, a Xylem brand is pleased to announce that **Core & Main – Minnesota** is the exclusive Authorized Distributor of Sensus products and a Value Added Reseller (VAR) for Sensus Services such as SaaS in your area in the state of Minnesota.

Please contact your Core & Main representative for all of your Sensus needs. Purchasing Sensus products and services from the authorized distributor for your area ensures that your products will be properly supported and warranted.

We look forward to the opportunity of providing your firm with quality water measurement equipment and support in the near future. Please feel free to contact me at jim.grillo@xylem.com regarding this or any other matter.

Sincerely

James C. Grillo
Director of Sales – Central Region
Sensus a Xylem company

Bid Proposal for Rogers Base Station/meters/install

CITY OF ROGERS
Job Location: Rogers , MN
Bid Date: 08/20/2025
Core & Main Bid #: 4265992

Core & Main
15800 W 79th St
Eden Prairie, MN 55344
Phone: 9529379666
Fax: 9529378065

Seq#	Qty	Description	Units	Price	Ext Price
10		**BASE STATION & INSTALL**			
20	1	M420B W/SPM-900	EA	~~45,000.00~~	~~45,000.00~~
30	1	TGB M400 INSTALLATION	EA	~~30,000.00~~	~~30,000.00~~
50		**METERS & SETTERS**			
60	2150	IPERL+ 3/4S 3TS 1000G 7.5LL	EA	160.00	344,000.00
70	250	40N2 3/4 C-STYLE INSETTER	EA	~~104.00~~	~~26,000.00~~
80	250	740-3S3 3/4 SOLDER SWIVEL NL	EA	~~12.50~~	~~3,125.00~~
90	250	740-3M4 1 MIP SWIVEL NO LEAD	EA	~~16.00~~	~~4,000.00~~
110		**INSTALLATION**			
120	1	MOBILIZATION CHARGE	EA	4,500.00	4,500.00
130	1900	METER INSTALL	EA	115.00	218,500.00
140	0	NO SHOW APPOINTMENTS	EA	70.00	0.00
160		**RESOLUTION CHANGE**			
170	1	METER RESOLUTION CHANGE 1 GAL	EA	7,000.00	7,000.00

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: https://coreandmain.com/terms-of-sale/

THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID ANY ADDITIONAL RISING TARIFF COSTS.

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made on the 13th day of January 2026, between the **CITY OF ROGERS, 22350 S. Diamond Lake Road, Rogers MN 55374** ("City") and **CORE & MAIN, LP** 15800 W 79TH Street, Eden Prairie, MN 55344 (“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 January 13, 2026, through final project closeout by the City Council and receipt of all Consultant deliverables, the date of signature by the parties notwithstanding. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the terms and conditions as herein stated.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Executed as of the day and year first written above.

CITY OF ROGERS

By:_____
Shannon Klick, Mayor

Date:_____

By:_____
Steven Stahmer, City Administrator

Date:_____

CORE & MAIN

By: Wade Baumberger

Its: Contracts Officer

Date: 01/05/2026

Exhibit A - Scope of Work

Bid Proposal for Rogers Base Station/meters/install

CITY OF ROGERS
Job Location: Rogers , MN
Bid Date: 08/20/2025
Core & Main Bid #: 4265992

Core & Main
15800 W 79th St
Eden Prairie, MN 55344
Phone: 9529379666
Fax: 9529378065

Seq#	Qty	Description	Units	Price	Ext Price
10		**BASE STATION & INSTALL**			
20	1	M420B W/SPM-900	EA	~~45,000.00~~	~~45,000.00~~
30	1	TGB M400 INSTALLATION	EA	~~30,000.00~~	~~30,000.00~~
50		**METERS & SETTERS**			
60	2150	IPERL+ 3/4S 3TS 1000G 7.5LL	EA	160.00	344,000.00
70	250	40N2 3/4 C-STYLE INSETTER	EA	~~104.00~~	~~26,000.00~~
80	250	740-3S3 3/4 SOLDER SWIVEL NL	EA	~~12.50~~	~~3,125.00~~
90	250	740-3M4 1 MIP SWIVEL NO LEAD	EA	~~16.00~~	~~4,000.00~~
110		**INSTALLATION**			
120	1	MOBILIZATION CHARGE	EA	4,500.00	4,500.00
130	1900	METER INSTALL	EA	115.00	218,500.00
140	0	NO SHOW APPOINTMENTS	EA	70.00	0.00
160		**RESOLUTION CHANGE**			
170	1	METER RESOLUTION CHANGE 1 GAL	EA	7,000.00	7,000.00

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: https://coreandmain.com/terms-of-sale/

THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID ANY ADDITIONAL RISING TARIFF COSTS.

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.12

Subject: Approve Scope of Services for Traut Companies to Inspect and Repair Well No. 9
Prepared By: Doran Cote, Public Works Director/City Engineer

Recommended Council Action
Motion to Approve Scope of Services for Traut Companies to Inspect and Repair Well

Overview / Background / Analysis
On around December 15, 2025, after the last City Council meeting of the year, Utilities staff found Well No. 9 to be leaking and needing emergency repairs. Two quotes were obtained for pulling the wells and inspecting the pump for deterioration of bearings, pump wear parts, and steel drop columns. Because the well was leaking, staff is confident it will require repairs.

Due to the nature of this work and the uncertainty of the amount or extent of repairs needed, the request for quotation by the contractors is limited to the cost of removal, replacement, inspection, and general shop rates. The low quote for this work was $10,755.00. Staff is requesting the City Council to approve a not to exceed cost of $50,000. Previous well rebuilds and inspections have typically ranged from $15,000 to $45,000.

Staff Recommendation
Motion to Approve Scope of Services for Traut Companies to Inspect and Repair Well

Financial Impact: NTE $50,000 **Source Fund**: Fund 601

Budgeted? No

Supporting Documentation
A. Traut Companies Quote
B. EH Renner Companies Quote

City of Rogers

Public Works Department

22350 S. Diamond Lake Rd.
Rogers, MN 55374
Phone (763) 428-8580
Fax (763) 428-9261

Request for Quotation

Request Quote ID
Requestor Wally Knapp
Date 12/9/2025
Date/Time Quote Open
Date/Time Quote Closed
Customer ID

Quotation For:
Well #9 inspection and rebuild

Submitted by: *Joe Traut*
Date: 12/9/2025
Vendor: Traut Companies
Phone: 320-251-5090
Direct: 320-406-2656
E-mail: joet@trautcompanies.com

Comments or Special Instructions: None

QUOTATION #	QUOTE VALID UNTIL:	F.O.B	SHIP DATE	SHIP VIA

ITEM #	QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE	AMOUNT
Labor	1	Mobilization- Setup	850.00		850.00
Labor	1	Demobilization - Tear Down	850.00		850.00
Labor	8	Pull Pump	350.00		2,800.00
Labor	8	Clean & Disassemble Pump	125.00		1,000.00
Labor		Repair Pump (if required)	Hr Rate		
Labor	1	Remobilize & Demobilize	1,500.00		1,500.00
Labor	8	Reinstall Pump - Hook to System	350.00		2,800.00
Labor	1	Start up & Test	250.00		250.00
Labor	1	Chlorinate well	175.00		175.00
Labor	1	Miscellaneous items	550.00		550.00
	1	Video	2,100.00		
				SUBTOTAL	$ 10,775.00
				TAX RATE	
				SALES TAX	-
				OTHER	-
				TOTAL	$ 10,775.00

PLEASE SEND THE QUOTATION VIA E-MAIL, FACSIMILE, OR US MAIL TO:

City of Rogers
Public Works
22350 S. Diamond Lk. Rd.
Rogers, MN 55374
Fax: 763-428-9261
E-mail: wknapp@rogersmn.gov

THANK YOU!

City of Rogers

Public Works Department

22350 S. Diamond Lake Rd.
Rogers, MN 55374
Phone (763) 428-8580
Fax (763) 428-9261

Request for Quotation

Request Quote ID
Requestor Wally Knapp
Date 12/15/2025
Date/Time Quote Open
Date/Time Quote Closed
Customer ID

Quotation For:
well #9 inspection and rebuild

Submitted by: Katie Renner Welle / President
Date: 12/15/2025
Vendor: E.H. Renner & Sons
Phone: 763-427-6100
Fax:
E-mail: krenner@ehrenner.com

Comments or Special Instruction None

QUOTATION #	QUOTE VALID UNTIL:	F.O.B	SHIP DATE	SHIP VIA

ITEM #	QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE	AMOUNT
Labor	1	Mobilization- Setup	500.00		500.00
Labor	1	Demobilization - Tear Down	500.00		500.00
Labor	8	Pull Pump	600.00		4,800.00
Labor	4	Clean & Disassemble Pump	125.00		500.00
Labor	4	Repair Pump (if required)	125.00		500.00
Labor	1	Remobilize & Demobilize	1,000.00		1,000.00
Labor	8	Reinstall Pump - Hook to System	600.00		4,800.00
Labor	2	Start up & Test	600.00		1,200.00
Labor	1	Chlorinate well	600.00		600.00
Labor	1	Miscellaneous items	300.00		300.00
				SUBTOTAL	$ 14,700.00
				TAX RATE	0.000%
				SALES TAX	-
				OTHER	-
				TOTAL	$ 14,700.00

PLEASE SEND THE QUOTATION VIA E-MAIL, FACSIMILE, OR US MAIL TO:

City of Rogers
Public Works
22350 S. Diamond Lk. Rd.
Rogers, MN 55374
Fax: 763-428-9261
E-mail:wknapp@rogersmn.gov

THANK YOU!

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.13

Subject: Approve Resolution 2026-09 Authorizing the Acquisition of Budgeted Maintenance Supplies, Materials and Services for the Calendar Year 2026
Prepared By: Doran Cote, Public Works Director/City Engineer

Recommended Council Action
Motion to Approve Resolution 2026-09 Authorizing the Acquisition of Budgeted Maintenance Supplies, Materials and Services for the Calendar Year 2026

Overview / Background / Analysis
The attached resolution is provided for City Council consideration would allow the staff to follow the Purchasing Policy for acquiring necessary budgeted maintenance supplies, materials and services for the calendar year 2026. The itemized list of supplies, materials and services is required annually to maintain the City infrastructure.

The funding for these purchases is approved as a part of the 2026 line item budget in the general fund and utility funds. Some of the purchases for supplies, materials and services may not individually exceed the $10,000 threshold for City Council approval but may cumulatively exceed that threshold and approval of this resolution would allow for those purchases.

This authorization will allow the City staff to proactively solicit competitive bids or quotes or utilize joint purchasing ventures or the State Contract for all of the required maintenance supplies, materials and services. Each of the low bids or quotes received will be processed through the City's purchase order system and approved by the Department Head, Finance Director, and City Administrator. This proposed action does not change past practice but formalizes the process and has been done annually for the last 3 years.

Staff Recommendation
Motion to Approve Resolution 2026-09 Authorizing the Acquisition of Budgeted Maintenance Supplies, Materials and Services for the Calendar Year 2026

Financial Impact: $3,530,800 **Source Fund**: Multiple

Budgeted? Yes

Supporting Documentation
A. Resolution 2026-09

RESOLUTION NO. 2026-09

A RESOLUTION FOR THE ACQUISITION OF BUDGETED MAINTENANCE SUPPLIES FOR THE CALENDAR YEAR 2026

WHEREAS, the City of Rogers has approved the 2026 line-item budget to supply necessary funding for the safe and efficient maintenance of the city's infrastructure; and

WHEREAS, the staff will follow the City's approved Purchasing Policy requiring solicitation of quotes and/or competitive bids to acquire maintenance supplies, materials or services. In addition, all final purchases or contracts will be required to follow purchase order protocols regarding Department Head, City Finance Director and City Administrator approval as necessary; and

WHEREAS, this Resolution would provide for execution of contracts and supply and material acquisition as included in the 2026 approved budget for the applicable department programs; and

WHEREAS, some of the purchases for supplies, materials and services may not individually exceed the $10,000 threshold for City Council approval but may cumulatively exceed that threshold; and

WHEREAS, approval of this resolution will allow for the purchase of items that cumulatively may exceed $10,000; and

WHEREAS, the City of Rogers authorizes the budget areas for the acquisition of routine maintenance supplies, materials and services identified in the attached Exhibit A; and

WHEREAS, the Public Works Department is mindful of the line-item budgets but recognizes that some variance from the line-item budgets may be necessary for unforeseen circumstances, however, the Department will respect the total budget.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Rogers, that the City Staff is hereby authorized to acquire maintenance supplies, materials and services through quotes and/or competitive bids and submission of necessary purchase orders approved by the Public Works Director, Finance Director, and final approval by the City Administrator.

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 13th day of January, 2026.

_____
Mayor

ATTEST:

_____
City Clerk

Exhibit A

Budget	Account No.	Description	Amount	Vendor(s)
General Government Buildings	100-410-1940-42100	Operating Supplies	$ 10,000	Multiple
	100-410-1940-43600	Insurance	$ 18,600	LMCIT
	100-410-1940-43810	Electric	$ 20,000	Xcel Energy
	100-410-1940-43830	Gas	$ 15,000	Centerpoint Energy
General Engineering	100-410-1950-43030	Engineering Services	$ 20,000	RFP/Quotes, WSB Engineering
General Public Works	100-430-3000-42100	Operating Supplies	$ 13,500	Multiple
	100-430-3000-42102	Building Supplies	$ 15,000	Multiple
	100-430-3000-42103	Mechanic Vehicle and Equipment Parts	$ 25,000	Multiple
	100-430-3000-42120	Fuels and Lubricants	$ 36,000	State Contract/Beaudry Oil & Propane
	100-430-3000-43600	Insurance	$ 22,500	LMCIT
	100-430-3000-43810	Electric	$ 20,500	Xcel Energy
	100-430-3000-43830	Gas	$ 11,000	Centerpoint Energy
	100-430-3000-44010	Bulding Repairs and Maintenance	$ 10,000	Multipe/Quotes
	100-430-3000-44040	Vehicle and Equipment Repairs and Maint.	$ 30,000	Multiple
Street Maintenance	100-430-3120-42103	Mechanic Vehicle and Equipment Parts	$ 50,000	Multiple
	100-430-3120-42120	Fuels and Lubricants	$ 10,000	State Contract/Beaudry Oil & Propane
	100-430-3120-42240	Street Maintenance Supplies	$ 100,000	Quotes
	100-430-3120-42260	Signs	$ 20,000	Multiple
	100-430-3120-42265	Gravel	$ 10,000	Hassan Sand and Gravel/C. S. McCrossen
	100-430-3120-43160	Street Lighting	$ 110,000	Xcel Energy
	100-430-3120-43170	Traffic Signals	$ 33,200	Traffic Control Corp./Xcel Energy
	100-430-3120-43876	Dust Control	$ 45,000	Quotes
	100-430-3120-44050	Street Repairs and Maintenance	$ 100,000	Quotes/Bids/JPA
	100-430-3120-44056	ADA Repairs and Mitigation	$ 10,000	Quotes
	100-430-3120-44100	Rentals	$ 5,000	Quotes/McQueen Equipment
Parks	100-450-5200-42100	Operating Supplies	$ 45,000	Multiple
	100-450-5200-42103	Mechanic Vehicle and Equipment Parts	$ 20,000	Multiple
	100-450-5200-42104	Other Asset Maintenance Supplies	$ 15,000	Multiple
	100-450-5200-42105	Tools and Equipment	$ 13,500	Multiple
	100-450-5200-42120	Fuels and Lubricants	$ 30,000	State Contract/Beaudry Oil & Propane
	100-450-5200-42160	Chemicals	$ 10,000	Multiple
	100-450-5200-43100	Contracted Services	$ 15,000	Quotes/Bids
	100-450-5200-43125	Rockin Rogers	$ 10,000	Multiple
	100-450-5200-43180	Weed, Tree, Grass Control	$ 44,000	Quotes/Bids
	100-450-5200-43600	Insurance	$ 45,000	LMCIT
	100-450-5200-43810	Electric	$ 35,000	Xcel Energy
	100-450-5200-44040	Vehicle and Equipment Repairs and Maint.	$ 10,000	Multiple
Water Fund	601-494-9440-42102	Building Supplies	$ 6,500	Multiple
	601-494-9440-42104	Other Asset Maintenance Supplies	$ 20,000	Multiple
	601-494-9440-42120	Fuel and Lubricants	$ 10,000	State Contract/Beaudry Oil & Propane
	601-494-9440-42150	Water Meters	$ 110,000	Core & Main
	601-494-9440-42160	Chemicals	$ 150,000	Hawkins Chemicals/Other
	601-494-9440-43030	Engineering	$ 20,000	RFP/Quotes
	601-494-9440-43500	Printing	$ 16,000	Infosend(utility billing)
	601-494-9440-43600	Insurance	$ 25,000	LMCIT
	601-494-9440-43810	Electric	$ 240,000	Xcel Energy
	601-494-9440-44040	Vehicle and Equipment Repairs and Maint.	$ 120,000	Multiple
	601-494-9440-44050	Street Repairs and Maintenance	$ 24,000	Quotes
	601-494-9440-44080	Testing	$ 57,000	Elk River Labs
	601-494-9440-44330	Dues and Subscriptions	$ 20,000	Minnesota Rural Water/MnDNR
Sewer Fund	602-495-9490-42120	Fuel and Lubricants	$ 10,000	State Contract/Beaudry Oil & Propane
	602-495-9490-43115	MCES Municipal Wastewater Charges	$1,481,000	MCES
	602-495-9490-43500	Printing	$ 13,000	Infosend(utility billing)
	602-495-9490-43600	Insurance	$ 24,500	LMCIT
	602-495-9490-43810	Electric	$ 22,000	Xcel Energy
	602-495-9490-44040	Vehicle and Equipment Repairs and Maint.	$ 10,000	Multple
	602-495-9490-44050	Inflow/Infiltration Reduction	$ 5,000	Quotes
Storm Sewer Fund	603-496-9495-43030	Engineering	$ 20,000	RFP/Quotes
	603-496-9495-43500	Printing	$ 6,000	Infosend(utility billing)
	603-496-9495-44055	Storm Sewer Repairs and Maintenance	$ 30,000	Quotes/Bids
	603-496-9495-44330	Dues and Subscriptions	$ 38,000	Elm Creek Watershed Management Commission

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.14

Subject: Approval of Resolution No. 2026-02, A Resolution Approving 2025 Donations
Prepared By: Bridget Bruska, Finance Director

Recommended Council Action
Motion to Approve Resolution No. 2026-02, A Resolution Approving 2025 Donations

Overview / Background / Analysis
The attached resolution outlines donations made to the City of Rogers in 2025 by various individuals and entities. These contributions support key community programs and services, including Shop with a Cop, public education, police department needs, South Community Park, and the Fire Capital Fund.

Under Minnesota Statutes Section 465.03, the City is authorized to accept these donations for the benefit of its citizens. The donations range from cash contributions to in-kind services such as transportation and food for community events.

The City of Rogers is deeply grateful to all donors for their generosity, which enhances programs and services for our residents. Their support demonstrates a strong sense of community and partnership with the City.

The Finance Department recommends the Council's approval to formally accept these donations and extend appreciation to the donors.

Staff Recommendation
Motion to Approve Resolution No. 2026-02, A Resolution Approving 2025 Donations

Financial Impact: $236,842.02 **Source Fund**: Various

Budgeted? N/A

Supporting Documentation
A. Resolution No. 2026-02

RESOLUTION NO. 2026-02

A RESOLUTION ACCEPTING 2025 DONATIONS TO THE CITY

WHEREAS, the City of Rogers is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Sections 465.03 for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and/or entities have offered to contribute cash, goods, and/or services in the amount indicated for the purpose set forth below to the City:

Donor/Entity	Description/Purpose	Value
Xcel Energy Foundation	Police Department Donation	$41.68
David Sheldon	Police Department Donation	$50.00
Rogers Lions Club	Shop with a Cop Donation	$5,000.00
Target	Shop with a Cop Gift Card	$1,000.00
Dimagio's Pizza	Shop with a Cop Pizza	In-Kind Donation
Vision Transportation	Shop with a Cop Transportation	In-Kind Donation
Advanced Extrusion	Fire Department Public Education Donation	$1,500.00
Richard & Amanda Delvecchio	Fire Department Donation	$200.00
Rogers Lions Club	Fire Prevention Donation	$1,000.00
The Block	Fire Prevention Donation	$1,050.34
Rogers Fire Auxiliary	Fire Department Donation	$2,000.00
Rogers Youth Hockey Association	South Community Park Donation	50,000.00
Rogers Otsego Youth Baseball	South Community Park Donation	$25,000.00
Rogers Fire Relief Association	Fire Capital Fund Donations	$150,000.00

WHEREAS, all such donations have been contributed to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City of Rogers acknowledges the above donations and gives thanks and appreciation to the donors for their donations.

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Rogers, Minnesota, that the donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.

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 13th day of January, 2026.

_____
Mayor

ATTEST:

_____
City Clerk

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.15

Subject: Approval of Resolution 2026-08 Related to Crosswalk Improvements at the Intersection of Main Street and Church Avenue
Prepared By: Brett Angell, Community Development Director

Recommended Council Action
Motion to approve Resolution 2026-08 authorizing the use of Tax Increment Financing District #1 funds for Main Street pedestrian infrastructure improvements.

Overview / Background / Analysis
City staff have been working with Hennepin County to address pedestrian safety concerns on Main Street. Through continued discussions, Hennepin County was agreeable to allowing the installation of flashing pedestrian lights at the crosswalk at Main Street and Church Avenue and provided some guidance on some additional safety measures that should be considered as part of this project. Due to the future re-construction of the corridor, the improvements will be an interim improvement until additional improvements are made in the future.

Following the agreement by Hennepin County on this item, staff have secured options for flashing push-button activated pedestrian lights. The proposed lights would be solar-powered, which further limits the total installation time and allows for the items to be purchased and installed in winter conditions. If approved by the City Council, staff would order the equipment and submit the necessary permit applications to the County (which the County has agreed to waive any fees).

The proposed funding source for the improvements is the pre-existing tax increment financing district no. 1 (TIF1). TIF1 is a pre-existing district with pooled funds that has a limited ability to be used for infrastructure improvements on Main Street. The proposed crosswalk and pedestrian improvements would be an eligible expense from TIF1 funds. The proposed use of TIF1 would not impact the general levy/budget for 2026 and is pre-existing pooled funds. The proposed amount is not to exceed $15,000. The proposed resolution authorizes the use of TIF1, presents findings about why the proposed use advances the priorities of the TIF1 district, and authorizes the expense to be executed by the Public Works Director and/or Community Development Director.

Separately, staff will be working with Main Street businesses and providing window clings on a campaign centered around pedestrian safety and utilizing the crosswalk. It is anticipated these improvements and campaign will take place in late Q1 2026.

Staff Recommendation

Staff recommends the approval of Resolution 2026-08 authorizing the use of Tax Increment Financing District #1 funds for Main Street pedestrian infrastructure improvements.

Financial Impact: Not to exceed $15,000. **Source Fund**: Tax Increment Financing District No. 1 (TIF1)

Budgeted? N/A

Supporting Documentation

A. Resolution 2026-08 Main Street TIF1
B. Crosswalk Lights Equipment Sheet

CITY OF ROGERS
COUNTY OF HENNEPIN
STATE OF MINNESOTA

RESOLUTION NO. 2026-08

RESOLUTION AUTHORIZING THE USE OF TAX INCREMENT FINANCING DISTRICT #1 FUNDS FOR MAIN STREET INFRASTURCTURE IMPROVEMENTS

WHEREAS, on September 20, 1985, the City of Rogers established Tax Increment Financing District No. 1 – Central Business District ("TIF 1") as a Redevelopment District; and

WHEREAS, since its original establishment, TIF 1 has been modified ten times with the most recent modification occurring on December 29, 2011; and

WHEREAS, the TIF 1 Plan defines the district objectives including, but not limited to, acquisition of properties within the district, relocation services, and infrastructure work within the district; and

WHEREAS, the City of Rogers seeks to implement public pedestrian infrastructure improvements at the intersection of Main Street and Church Avenue. The improvements consist of pedestrian crosswalk and lighting enhancements; and

WHEREAS, the City of Rogers has received a quote for the proposed infrastructure improvements and has received written approval from Hennepin County corresponding to the improvements.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Rogers, Minnesota (the "City Council") hereby approves the use of Tax Increment Financing District No. 1 funds in the amount not to exceed $15,000 for infrastructure improvements based upon the following findings of fact:

1. The proposed pedestrian infrastructure improvements fall within the general boundaries of the TIF No. 1 district.
2. Existing conditions of the district must be improved to create a safer environment for both residents, visitors, and businesses within the district.
3. Subsection 1-4 of the Modified Tax Increment Financing Plan, adopted December 29, 2011, includes the ability for the City to perform some or all necessary construction and/or public street and sidewalk work within the District.
4. The proposed infrastructure improvements advance the goals of the TIF district by promoting the downtown core of the City and will further advance the economic stability of the businesses within the corridor.

BE IT FURTHER RESOLVED, the City Council authorizes the Community Development Director and/or Public Works Director to execute purchase agreements for the equipment related to this project.

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 13th day of January, 2026.

_____
Shannon Klick, Mayor

ATTEST:

_____
Stacie Brown, City Clerk

JSF TECHNOLOGIES
SOLAR TRAFFIC SOLUTIONS

AB-9400-40W

RECTANGULAR RAPID FLASHING BEACONS

The AB-9400 Rectangular Rapid Flashing Beacons are among the most widely accepted solutions in the industry. With a proven track record of yield effectiveness, system reliability, and ease of installation, thousands of cities depend on the JSF Technologies line of RRFBs for improved pedestrian and vehicle traffic safety.

FEATURES & HIGHLIGHTS

- WP6 Wireless Signal & Lighting Controller
- High-Vis LED Optics with Amber or Red LEDs
- Compact, reliable, and durable design
- Available with Solar, Hybrid or AC Power
- Uni-directional marking

EQUIPPED WITH WIRELESS PLATFORM-6 (WP6)

The next generation of high-performance, long range system controllers for ITS applications.

COMMON APPLICATIONS

- Pedestrian Crossings
- School Zones
- Playground Zones
- Parking Lots
- Advance Warning
- Construction Sites
- Custom Applications

SALES
Toll-Free 1 800 990 2454
Sales@jsftech.com

SUPPORT
Toll-Free 1 800 990 2454
Support@jsftech.com

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6582 Bryn Rd
Victoria, BC V8M 1X6

JSF TECHNOLOGIES
SOLAR TRAFFIC SOLUTIONS

AB-9400-40W

RECTANGULAR RAPID FLASHING BEACONS

AB SERIES

SYSTEM OVERVIEW

Compliance	FHWA MUTCD Compliant
Standard Operation	Pedestrian Activated via push button or JSFT remote transmitters
Flash Pattern Options	• MUTCD • JSF Strobe • Steady-On • RRFB (IA-21 WW+S) • Custom Flash Patterns Available
Activation Duration	Variable from 1 second to 99 days
Std. Operating Temperature	14°F to + 165°F (-15°C to +74°C)
Extreme Temperature Upgrade Option	-40°F to +176°F (-40°C to +80°C)
System Voltage	12 VDC

SELF-CONTAINED 40 WATT SOLAR ENGINE

Solar Panel	Solar Cell - Monocrystalline Silicon Rated Power (Pmp) 40 Watts Rated Voltage (Vmp) 18 VDC Rated Current (Imp) 2.2 Amps CE and TUV certified
Solar Angle	44° (Standard)
Standard Battery	2 x AGM 12V, 18 Ah - UL Recognized, field replaceable
Extreme Temperature Battery Option	2 x AGM 12V, 22 Ah - UL Recognized, field replaceable
Solar Engine Housing Material	A5052 Sheet Aluminum (Enclosure) 6061-T6 Aluminum (Mount)
Solar Engine Dimensions	30.875" x 13.25" x 4.5" (78.4 x 33.7 x 11.5cm)*

POWER MANAGEMENT

Rated Usage	300 cycles per day, 20 second activation
Automatic Light Control (ALC)	Various stages of brightness for different solar conditions and battery levels

SYSTEM PROTECTION

Low Voltage Disconnect	9.5 VDC
Over Current Protection	1.8 Amp PTC auto-reset fuse
Self Monitoring	Visual notification of sub-optimal operation

SINGLE RRFB LIGHTBAR

Standard Followed	ITE VTCSH-STD 2005, SAE J595
RRFB Housing Material	A5052 Sheet Aluminum (Lightbar) 6061-T6 Aluminum (Mount)
LED Size	3" x 7" (76.2 x 177.8mm)* x two per lightbar
Tell Tale LED Size	1" x 2" (25.5 x 51mm)*
Housing Dimensions	24" x 3.0625" x 3.75" (61cm x 7.75cm x 9.5cm)*
Std. LED Color Options	Amber or Red (custom colors available)
RRFB Mount	Universal Jaw Mount Telespar Jaw Mount Side Mount Bracket

WIRELESS SYSTEM COMMUNICATION

Band of Operation	128b AES Encrypted Wireless Radio (915 MHz)
Compliance	FCC and IC Compliant
Range	Wireless Range of 2,000+ meters (6,560 ft) or further with clear line of sight
Time to Activation	Rapid Activation and RF Communication within 50-milliseconds.
Network Addresses	64 unique addresses to avoid interference between multiple crosswalk locations
Synchronization	System-to-system Flash Synchronization
Compatibility	Can communicate with other AB units

SYSTEM OPTIONS

Solar Engine Housing Colors	Yellow, Black or Green (custom colors available)
Mounting Options	Round Pole Collars: 2.5", 3.5", 5" and 6" Telespar Mount: 2" Square Wood Post Mount: 4" x 4", 6" x 6" Side Mount Bracket: 12", 18" and custom lengths available Custom Mounts Available

LIGHTBARS AND SOLAR ENGINE AVAILABLE WITH STANDARD COLOURS; YELLOW, BLACK, OR GREEN. CUSTOM COLOURS ARE AVAILABLE.

SALES
Toll-Free 1.800.990.2454
sales@jsftech.com

SUPPORT
Toll-Free 1.800.990.2454
support@jsftech.com

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6582 Bryn Road,
Victoria, BC V8M 1X6

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JSF TECHNOLOGIES
SOLAR TRAFFIC SOLUTIONS

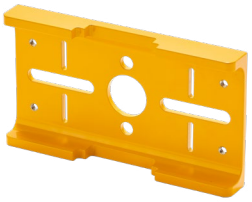
AB-9400-40W

RECTANGULAR RAPID FLASHING BEACONS

AB SERIES

RRFB LIGHTBAR MOUNTING

UNIVERSAL JAW MOUNT



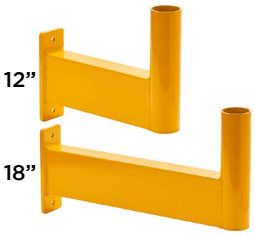
TELESPAR JAW MOUNT

SIDE MOUNT BRACKET

SOLAR ENGINE MOUNTING OPTIONS

ROUND POLE MOUNT

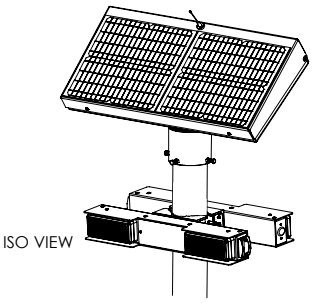
WOOD SADDLE MOUNT



MOUNTING ARMS
(CUSTOM LENGTHS AVAILABLE)

TELESPAR MOUNT

SYSTEM DRAWINGS



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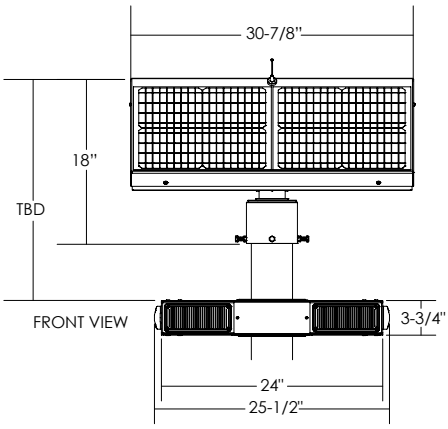

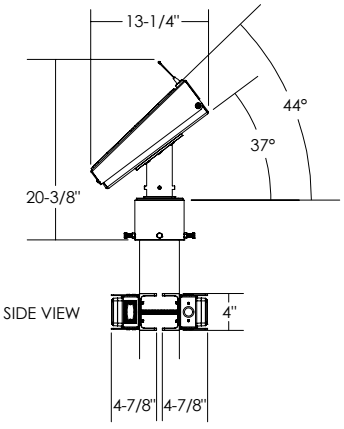

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STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.16

Subject: Approval of Appointments to the Planning Commission
Prepared By: Brett Angell, Community Development Director

Recommended Council Action
Motion to appoint Clark Lohr, Sean McDermid and Patrick Ruppe for seated positions on the Planning Commission for 3-year terms effective January 1, 2026.

Motion to appoint Nick Auman as an alternate to the Planning Commission for a 3-year term effective January 1, 2026.

Overview / Background / Analysis
With the start of the new year, the Planning Commission has vacant seats that must be filled. For 2026, there were a total of three (3) seats on the commission vacant and one (1) alternate position. In total, the commission consists of seven (7) members and two (2) alternates who fill in during circumstances in which a seated member is unable to attend a meeting. Each commission member has a three-year term with the terms being staggered.

Starting in November, the city solicited applications from residents interested in joining the commission. This included postings on the city social media pages, on the city website, and within the city's newsletter. The city received seven applications from individuals seeking appointment or re-appointment. Following the applications, interested individuals were invited to interviews with the Planning Commission during the January 5th meeting. Following the interviews, the commission recommended the following individuals be appointed to the role of Planning Commissioner:

- Clark Lohr - seated member — Mr. Lohr originally joined the Planning Commission in 2023 and successfully completed one full term. In 2025, Mr. Lohr served as the Vice Chair of the Planning Commission. Mr. Lohr has a background in civil engineering and stated in his interview he is looking forward to working on the 2050 Comprehensive Plan.
- Sean McDermid - seated member — Mr. McDermid is an engineer within the medical technology field and holds a master's degree in mechanical engineering. His family moved to Rogers a couple of years ago, and he is looking to get more involved in the community and has found an interest in city planning through review of agendas and meetings. He is looking forward to balancing growth demands and working towards building upon Rogers as a destination for people to live, work, and visit.
- Patrick Ruppe - seated member — Mr. Ruppe is a long-term resident of Rogers

and is very active with the Rogers Hassan Historical Society. Mr. Ruppe brings past board and volunteer experience and works within sales. He joins the commission with the desire to ensure the city balances growth while maintaining its current character.

- Nick Auman — alternate — Mr. Auman holds an MBA in Management and currently works within software sales. He and his family moved to Rogers a couple of years ago, and he is interested in becoming more involved with the community and has found an interest in the long-term planning of the community. He is interested in the future development and vision for the Rogers Downtown area and seeks to help advance efforts in this area.

The proposed members are all Rogers residents, as required, and will be great additions to the Planning Commission. Upon appointment by the City Council, their first meeting will be in February.

Staff Recommendation
The Planning Commission has recommended the appointment of Clark Lohr, Sean McDermid, and Patrick Ruppe for 3-year terms on the Planning Commission. The Planning Commission has recommended Nick Auman as an alternate.

Financial Impact: Not applicable. **Source Fund**: Not applicable.

Budgeted? N/A

Supporting Documentation
None

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.17

Subject: Approval of a Request for Proposals to be Published for the 2050 Comprehensive Plan Update
Prepared By: Brett Angell, Community Development Director

Recommended Council Action
Motion to approve the Request for Proposals related to the 2050 Comprehensive Plan update and authorization for the Community Development department to solicit proposals and selected a preferred consultant related to this project.

Overview / Background / Analysis
Pursuant to the Metropolitan Land Use Planning Act, jurisdictions within the 7-county Twin Cities Metropolitan area are required to complete comprehensive plan updates on a decennial basis. This process is guided by MN Statute requirements and is primarily administered by the Metropolitan Council. A Comprehensive Plan is a guiding document which allows cities to properly forecast growth and expected improvements within the community to ensure it is aligned from both a city and regional perspective. The document is a fairly lengthy plan which includes sections including, and at a minimum: land use, housing, transportation, parks, utilities, and natural resources. The intention of these plans is to plan for 20 years into the future, so the next planning cycle corresponds to the 2050 Comprehensive Plan. The City of Rogers adopted its 2040 Comprehensive Plan in April 2020.

The proposed request for proposals (RFP) would solicit consultant proposals for assisting the drafting, creation, and public engagement tied to the 2050 Comprehensive Plan. In total, it is expected this process will take approximately two (2) years to complete. Final adoption of the 2050 Comprehensive Plan is sought to occur by no later than the end of 2028.

With council approval of the RFP, the city would directly send the RFP to relevant firms and would post the RFP on the website. Responses to the RFP would be due to the city by February 20th with consultant interviews taking place the following week. Following the consultant interviews, it is anticipated that a recommended consultant and contract will be brought before the City Council for approval at the March 10th meeting. Work would begin following council approval or early Q2 2026.

As part of this update process, there will be numerous community engagement events and items related to the plan are anticipated to go before relevant commissions and the city council multiple times throughout the process.

Staff Recommendation
Staff recommends approval of the Request for Proposals for the 2050 Comprehensive Plan update and seeks authorization for the Community Development department to solicit proposals and select a preferred consultant on the city's behalf.

Financial Impact: Not applicable — there is no cost for the Request for Proposals. A future contract with the selected consultant will be brought before the council for approval prior to work commencing.

Source Fund: Not applicable.

Budgeted? N/A

Supporting Documentation
A. Rogers 2050 Plan Request for Proposals

City of Rogers, Minnesota
Request for Proposals
2050 Comprehensive Plan Update

Proposal Deadline: February 20, 2026, by 1:30 p.m. CST

Section 1. Purpose

The City of Rogers, Minnesota is seeking proposals from qualified consulting firms to draft and coordinate Roger's 2050 Comprehensive Plan update. All Firms responding to this Request for Proposals (RFP) must demonstrate expertise, capability, staffing levels, and communication skills to perform the work outlined in Section 4 – Scope of Services. The selected Firm will take the primary responsibility for the drafting and completion of the plan ensuring that the plan meets the requirements of the Metropolitan Council and State Statute. The selected Firm will work in coordination with city departments and staff.

Section 2. City Background

Rogers is a fast-growing suburb located at the northwest boarder of Hennepin County. The city boasts a population approaching 17,000 residents and is expected to continue to continue to grow in population, as depicted in Exhibit A of forecasts. Along with the residential growth of the community, the city has a strong commercial and industrial core with approximately 11,000 job opportunities within the community. The city's growth currently pushes to the southwest with a significant portion of the community still operating as agricultural. The city has placed an emphasis on planning efforts related to the downtown/Main Street district of the community, which is anticipated to have a Master Plan adopted in Q1 2026.

Section 3. Project Background

With the continued interest in the community, the city seeks to ensure proper long-range planning with the intent to limit any challenges of previously agriculture areas being developed. The city seeks to create a vibrant community with opportunities for all in housing, a proactive and growing business community, an extensive parks and tail system, and an infrastructure system that is well-planned and aligns with the growth of the community.

The city last adopted its 2040 Comprehensive Plan as part of the Metropolitan Council's Thrive 2040 regional planning effort. The 2040 Comprehensive Plan is available to be reviewed on the city's website at: www.rogersmn.gov/planning-publications.

The 2050 Comprehensive Plan is expected to build upon past planning efforts including, but not limited to, implementing any new requirements, redevelopment of goals and policies, and adjustments based upon stakeholder feedback. The 2050 update is guided by the Metropolitan Council's provided System Statements, shown in Exhibit B of this RFP.

Section 4. Scope of Services

The following list is a general description of the tasks required by the consultant. Following selection of the consulting firm for this work, a final scope of services will be negotiated and finalized. In preparing a proposal response to this RFP, the consultant is free to modify, revise, or otherwise amend the tasks as defined below to best satisfy the required elements as defined in the System Statements. Consultants are free to provide a proposal that addresses all, or individual parts, of the scope of services depending on the firm's expertise and capacity. However, it is the preference of the city to find a firm which has the capability to address all parts.

- Assess Existing Conditions, Plans, and Opportunities
- Community Engagement

- Metropolitan Council Required Plan Elements
- Coordinating Document Approvals and Implementation
- Summary Document for Public
- General Technical Assistance

Section 5. Project Schedule

The City of Rogers anticipates the following schedule below with the goal of project completion at or before the 2028 defined deadline. This schedule is subject to final review and a defined scope of services with the selected consulting firm. During the evaluation process, the city reserves the right to request additional information or clarifications from a firm, to allow corrections of errors and/or omissions, or to modify the schedule.

Task	Date
Issuance of RFP	January 14, 2026
Pre-Submittal Review Meeting	January 26, 2026
Deadline for RFP Questions	February 2, 2026
Responses to Questions Published	February 9, 2026
Proposals Due	February 20, 2026
Consultant Interviews	Week of February 23, 2026
City Council Contract Approval	March 10, 2026
Project Kick-Off	Week of March 23, 2026

Pre-Submittal Review Meeting

Firms have the ability to attend a virtual meeting with staff to ask any RFP clarifications that may be required to ask details related to city expectations or desires for the project. It is not a requirement for firms planning to submit a response to the RFP to attend this meeting. Firms interested in participating in this meeting should contact the below mentioned project contact to ensure the meeting invite is properly shared.

Submission of Written Questions and Responses

All Firms shall have the ability to submit questions related to the RFP which must be received by no later than February 2, 2026. Following this date, the city will publish an addendum to this RFP including all questions received and responses for all firms to review.

Section 6. Proposal Requirements

Proposals must be submitted digitally as a PDF document. Proposals can be shared via email to the city staff contact defined in this RFP. Emphasis should be on completeness, clarity, and concise. It is the responsibility of all proposes to examine this RFP and seek any clarifications prior to submitting a proposal. The city may request a company participate in an interview after initial evaluation of proposals.

Section 7. Proposal Format

Each consultant shall submit one (1) electronic copy which includes on the technical proposal items (A-E Below) and one (1) electronic copy which includes only the Cost Proposal (F Below). For equitable comparison and evaluation, proposals must follow the general format of:

A. Transmittal Letter
    i. Signed and dated letter of transmittal stating the understanding of the work to be provided and the length of time the proposal is valid.
B. Cover Letter
    i. A summary of the proposal detailing the company background and contact information.
C. Approach to Scope of Services
    i. A written narrative on the understanding of the project goals and objectives, including an overall approach and work plan. The work plan should contain a description of tasks, identification of milestone points, schedule, and deliverables.
D. Key Staff & Qualifications
    i. Identification of anticipated staff to work on each element of the plan update. This should include employment background and prior experience in similar projects.
    ii. The proposed key staff should include a primary project manager that will serve as the primary contact for the project.
E. References
    i. Please provide at least three (3) references in Minnesota or adjacent states for which the services provided were similar to this item and the contact information to reach out to the reference.
F. Cost Proposal and Approach to Budget
    i. A total not-to-exceed cost for all services.
    ii. Hourly rates for key project personal.
    iii. Costs or reimbursable expenses, such as additional meetings, printing, materials, web services, etc.
    iv. A statement describing the firms approach to maintaining consistency to budget and past performance to tracking budgets.

Section 8. Project Contact and Submission Format

Proposals must be received by the city by Friday, February 20th, 2026, at 1:30 P.M. CST in email format for a proposal to be considered.

The primary city staff members related to this project and RFP are:

Brett Angell
Community Development Director
Bangell@rogersmn.gov
(763)428-0915

Alec Henderson
City Planner
ahenderson@rogersmn.gov
(763)428-0912

As part of this project, the selected firm is expected to work with the city departments of: Community Development, Public Works (Engineering), Parks and Recreation, and others as deemed necessary.

Section 9. Multi-Firm Proposals

A proposal may include multiple firms who would coordinate on the project. If a proposal is including multiple firms, the response to this RFP should include the primary firm and who would be included as subcontracted firms.

Section 10. Evaluations and Selection

Each proposal will be evaluated using, though not exclusively, the following criteria:

A. Proposal evaluation – qualifications, proposal response, timeline, understanding of the City of Rogers growth patterns, and cost
B. Interviews and Presentation

The final evaluation and selection shall be based on the initial proposal, interview, reference check, final cost proposal, qualifications of staff, relevant experience, and creativity of the proposal.

Section 11. Contract Details

The city reserves the right to negotiate the final terms and conditions of the contract to be executed, including award amount. If the city and company are unable to agree upon a contract, the city reserves the right to discontinue negotiations, select another company, or reject all the proposals, The successful company must have a contract approved and executed prior to the commencement of work.

Section 12. Proposal Feedback

Following the selection of a consultant, all firms submitting proposals under this RFP shall have the ability to request feedback on their proposal. Feedback can be requested via Brett Angell, Community Development Director.

Section 13. Terms and Conditions

By submitting a proposal for this RFP, the proposing firm acknowledges and agrees to the following terms and conditions as it correlates to this RFP.

Data Practices Act

Pursuant to MN Statutes 13.05, Subd. 11, all of the data created, collected, received, stored, used, maintained, or disseminated by the Contractor in performing this contract is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and the Contractor must comply with those requirements as if it were a government entity. The remedies in Minnesota Statutes 13.08 apply to the contractor. The contractor does not have a duty to provide access to public data to the public if the public data is available from the city, except as required by the terms of a contract.

Proposals Non-Public

Pursuant to Minnesota Government Data Practices Act, the names of the firms proposing shall be made public. All proposal documents shall be held as non-public data until the city completes the negotiations and awards a contract.

Modification or Withdrawal of Proposals

Any proposal may be withdrawn or modified prior to the scheduled deadline for submitting proposals. Consultants may not modify, withdraw, or cancel their proposals for a minimum of ninety (90) days following that date.

Final Contract

This RFP, any and all RFP addenda, and the selected respondent's written proposal shall be incorporated into the final contract/agreement. It is anticipated the selected firm will provide a contract for the city to review, comment, and accept.

No Compensation for Proposals

The City of Rogers is not responsible for any costs incurred by the responding firm in the preparation of a proposal or for any other cost to the firm associated with responding to the RFP. No reimbursement will be made by the city for any costs incurred prior to a formal notice to proceed should an award of contract be awarded. This RFP does not obligate the city to award a contract, and the city reserves the right to cancel this solicitation or change its scope if it is considered in the best interest of the city.

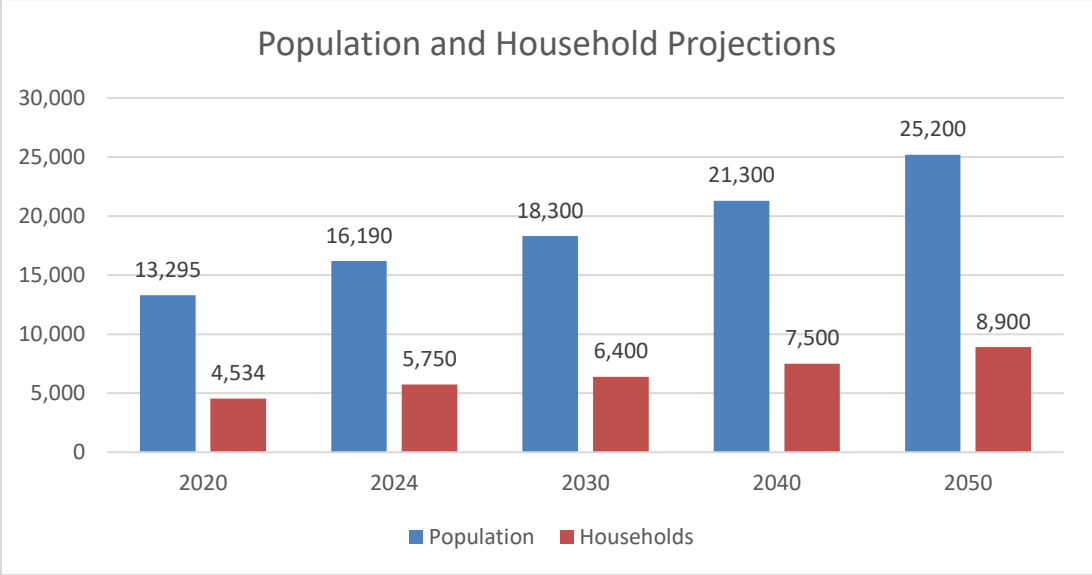
Insurance

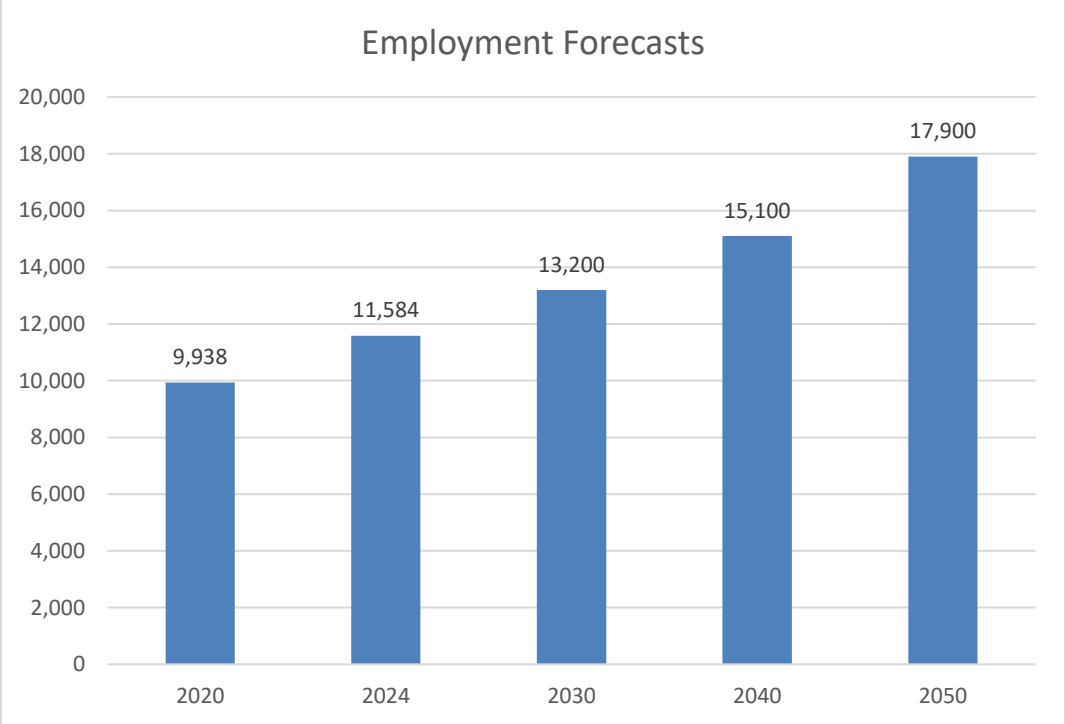
Prior to any work being performed, the successful company shall provide a certificate of insurance, including but not limited to, general liability and workers' compensation coverage. Policy coverage limits for the general liability and automobile liability of at least $1 million per occurrence, and $1 million annual aggregate.

Equal Opportunity

The city requires equal opportunity. Therefore, the company selected shall not discriminate under the contract against any person in accordance with federal, state, and local regulations and with city policy. The City of Rogers does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, sexual orientation, gender, marital status, status with regard to public assistance, membership on a local human rights commission, disability, or any other basis protected by law in the admission or access to or treatment of employment, program, activities, or services.

Exhibit A. Demographic Forecasts





Data Sources: Metropolitan Council Annual Estimates, Metropolitan Council Forecasts, Department of Employment and Economic Development, U.S. Census Bureau

Exhibit B. System Statements

Can be viewed electronically with the following link:
https://handbook.metrocouncil.org/media/ojsjdy4j/2396415_rogers_2025systemstatement.pdf

2025 SYSTEMS STATEMENT
CITY OF ROGERS

Regional Development Plan Adoption

On February 12, 2025, the Met Council adopted Imagine 2050 as a comprehensive development guide for the Twin Cities metro region. Imagine 2050 includes regional systems plans, including the 2050 Transportation Policy Plan, the 2050 Water Policy Plan, the 2050 Regional Parks and Trails Policy Plan, and the 2050 Housing Policy Plan. The development guide also outlines land use policies and community designations important for local comprehensive planning updates.

The Metropolitan Council is now issuing systems statements pursuant to State statute.

Systems Statements

Metropolitan systems plans are long-range comprehensive plans for the regional systems – transit, highways, and airports; wastewater services; and parks and open space – along with the capital budgets for those systems. Systems statements explain the implications of metropolitan system plans for each community in the region. They are intended to help communities prepare or update their comprehensive plan, as required by the Metropolitan Land Planning Act:

> *Within nine months after receiving a system statement for an amendment to a metropolitan system plan, and within three years after receiving a system statement issued in conjunction with the decennial review required under section 473.864, subdivision 2, each affected local governmental unit shall review its comprehensive plan to determine if an amendment is necessary to ensure continued conformity with metropolitan system plans. If an amendment is necessary, the governmental unit shall prepare the amendment and submit it to the council for review.*

The system statement includes information specific to a community, including:

- community designation or designation(s)
- forecasted population, households, and employment through the year 2050
- guidance on appropriate densities to ensure that regional services and costly regional infrastructure can be provided as efficiently as possible
- affordable housing need allocation.

In the following sections, this systems statement contains an overview of key changes and updates to the policies and plans from the previous 2040 regional development guide and specific system changes that affect your community:

- Transportation, including metropolitan highways, aviation, and transit
- Water Resources, including wastewater, surface water, and water supply planning

- Regional parks and trails

Regional Development Guide

The development guide adopted in February 2025 reflects the vision and plans adopted by communities for a prosperous, equitable, and resilient region with abundant opportunities for all to live, work, play, and thrive.

Regional values are shared core beliefs or principles that guide the work of developing and implementing Imagine 2050. The values build on those identified in Thrive MSP 2040 and incorporate what we've learned over the last ten years as well as the common values expressed by local governments and partners across the region. These values guide the Met Council in building partnerships and developing policies and programs to support Imagine 2050.

The Met Council has endorsed the following goals for our region to achieve through our policies, practices, programs, and partnerships:

- Our region is equitable and inclusive.
- Our communities are healthy and safe.
- Our region is dynamic and resilient.
- We lead on addressing climate change.
- We protect and restore natural systems.

Dispute Process

If your community disagrees with elements of this systems statement or has any questions about the process, please contact your Sector Representative, Freya Thamman, at 651-602-1750, to review and discuss potential issues or concerns. The Council and local government units and districts have usually resolved issues relating to the system statement through discussion.

Request for Hearing

If a local governmental unit and the Met Council are unable to resolve disagreements over the content of a system statement, the unit or district may, by resolution, request that a hearing be conducted by the Met Council's Land Use Advisory Committee or by the State Office of Administrative Hearings to consider amendments to the system statement. According to Minnesota Statutes section 473.857, the request shall be made by the local governmental unit or school district within 60 days after receiving the system statement. If the Met Council does not receive a hearing request within 60 days, the statement becomes final.

Next Steps in the Regional Planning Cycle

Receipt of this system statement and the metropolitan system plans triggers a community's obligation to review and amend its comprehensive plan by December 2028. Local comprehensive plans and amendments will be reviewed by the Met Council for conformance to

metropolitan system plans, consistency with Met Council policies, and compatibility with adjacent and affected governmental units. Updated local comprehensive plans are due to the Met Council for review by Dec. 31, 2028.

Forecasts

The Met Council uses the forecasts developed as part of Imagine 2050 to plan for regional systems. Communities should base their planning work on these forecasts. Given the nature of long-range forecasts and the planning timeline undertaken by most communities, the Met Council will maintain on-going dialogue with communities to consider any changes in growth that may have an impact on regional systems.

Imagine Forecasts for the City of Rogers

	2020 (actual)	2030	2040	2050
Population	13,295	18,300	21,300	25,200
Households	4,534	6,400	7,500	8,900
Employment	9,817	13,200	15,100	17,900

Housing Policy

The purpose of the Housing Policy Plan, adopted by the Metropolitan Council in February 2025, is to provide leadership and guidance on regional housing needs and challenges and to support Imagine 2050. The Housing Policy Plan provides an integrated policy framework that unifies our existing roles in housing and identifies opportunities to expand our role in supporting safe, affordable and dignified housing in the region.

Consistent with state statute (Minn. Stat. 473.859, subd. 2(c) and subd. 4), cities and townships must include a housing element and implementation program in their local comprehensive plans that address existing and projected housing needs.

The Met Council has determined the regional need for low-income housing for the decade of 2031-2040 (see Appendix B in the Housing Policy Plan).

Based on regional forecasts, the regional need for future affordable housing units is 39,700. Rogers' share of the region's future need for low-income housing is 545 new units of affordable housing. Of these new units, the need is for 306 affordable to households earning at or below 30% of AMI, 239 affordable to households earning 31% to 50% of AMI, and 0 affordable to households earning 51% to 60% of AMI.

Affordable Housing Need Allocation for the City of Rogers

	Units
At or below 30% AMI	306
31 to 50% AMI	239
51 to 60% AMI	0
Total Units	545

Future Affordable Housing Need allocations may be updated throughout the decade if local projected sewered growth changes.

Rogers should consult the complete Housing Policy Plan when preparing its local comprehensive plan. In addition, Rogers should consult Imagine 2050 and the Local Planning Handbook for specific requirements necessary for the housing element and housing implementation programs of local comprehensive plans.

Climate Policy

In 2023, the State legislature amended the Metropolitan Land Planning Act (Minn Stat. § 473.859, subd. 2 and 7*)* to include new requirements that comprehensive plans address climate mitigation and adaptation. In climate policy, mitigation strategies focus on minimizing contributions to climate change through efficiency measures and reducing greenhouse gas emissions. Adaptation strategies focus on how to change policies and practices to adjust to ongoing and future impacts of climate change.

The Met Council will assist communities in addressing climate mitigation and adaptation elements by providing communities with greenhouse gas inventories and technical assistance for identifying appropriate strategies.

Community Designation

Community designations group jurisdictions with similar characteristics for the application of regional policies. The Council uses community designations to guide regional growth and development; establish land use expectations including overall development densities and patterns; and outline the respective roles of the Council and individual communities, along with strategies for planning for forecasted growth. If there are discrepancies between the Imagine 2050 Community Designations Map and the Community Designation map contained within this systems statement, communities should follow the specific guidance contained in this document. Imagine identifies the City of Rogers with the community designations of Diversified Rural and Suburban Edge on the Community Designation map.

Diversified Rural cities and townships include some prime agricultural land and farms, as well as large-lot residential development and clustered housing. Most of these areas were developed just prior to 2000 with lower residential densities. This pattern of development is most conducive for future expansion of urban infrastructure, as some of these areas are within the Met Council's Long-Term Service Area. Considering the long-term plans for orderly growth of these areas, urbanized levels of residential development is discouraged to avoid premature demand for wastewater expansion, as are subdivisions that would preclude future urbanized development. Diversified Rural cities and townships may have more than one community designation based on forecasted growth and current or planned development patterns.

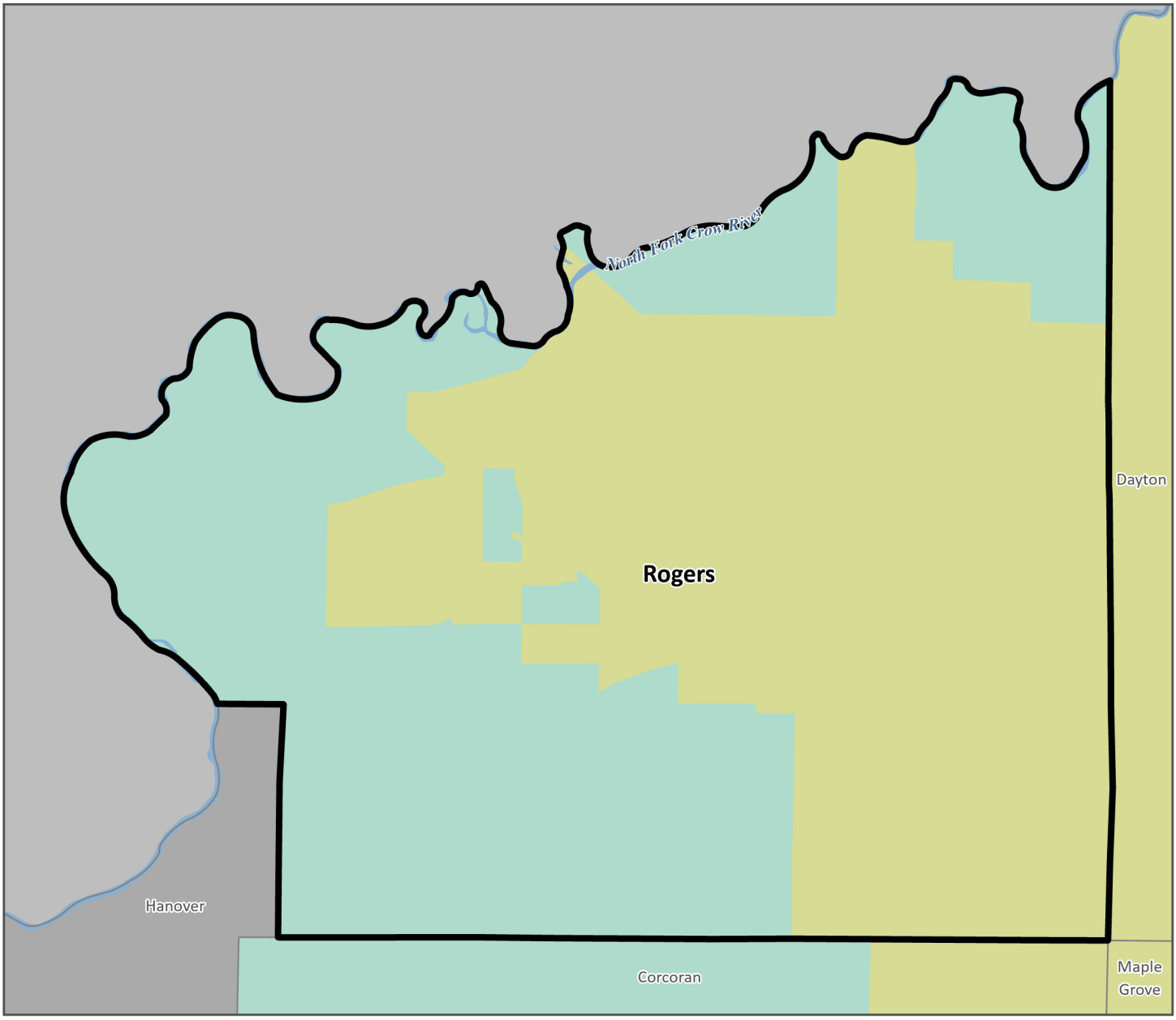
Suburban Edge municipalities are on the edge of the Metropolitan Urban Service Area (MUSA) and primarily developed after the 1990s. While denser downtown or core areas are often present, the predominate development pattern is low or medium density residential subdivisions characterized by cul-de-sacs and limited access to major thoroughfares for traffic

movement. These areas also feature extensive undeveloped land planned for low to medium residential densities along with some areas guided for industrial and commercial uses, often near highway intersections. The planning challenge in Suburban Edge areas is to improve street connectivity and integrate sustainable development practices, ensuring that growth and conservation effectively coexist. Suburban Edge cities may have more than one community designation based on forecasted growth and current or planned development patterns. This happens generally when areas in a municipality either have an historic development pattern more appropriate for a different designation or portions of the municipality are not currently planned for future development and are still considered rural or agricultural in nature.

Specific strategies for Rogers can be found on your Community Page in the Local Planning Handbook.

City of Rogers
Community Designations

Suburban Edge, Diversified Rural



Urban Service Areas

- Urban
- Urban Edge
- Suburban
- Suburban Edge

Rural Service Areas

- Rural Center
- Diversified Rural
- Rural Residential
- Agricultural
- Non-Council Community

2025 TRANSPORTATION SYSTEM STATEMENT
CITY OF ROGERS

Transportation Policy Plan Overview

The 2050 Transportation Policy Plan (TPP) is the metropolitan system plan for transportation – including highways, transit, bicycle, pedestrian, freight, aviation, and travel demand management – to which local comprehensive plans must conform. It also includes regional transportation objectives, supporting policies and actions, and regional performance measures. The full TPP can be found at the following url: *https://imagine2050.metrocouncil.org/chapters/transportation*.

This system statement summarizes the regional systems and any significant changes to them, other important regional transportation considerations, and changes made to the 2050 TPP since the 2040 TPP was adopted in 2015. Additionally, this system statement highlights those elements of the system plan that apply to your community. The TPP incorporates the policy direction and the new 2050 socioeconomic forecasts adopted by the Met Council in the regional development guide, Imagine 2050, and extends the planning horizon from 2040 to 2050.

Federal and State Requirements

The TPP meets both state requirements outlined in statute for a metropolitan system plan, and federal requirements as a fiscally constrained long-range investment plan for surface transportation. As the region has recently received a significant number of new and increased sources of transportation revenue, the 2050 TPP does not include an increased revenue scenario, but it does include additional opportunities for investment. The plan also continues to assume competitive transportation funding (e.g., state and federal discretionary programs like INFRA and Corridors of Commerce) will be sought and amended into the plan as awarded.

Under the Metropolitan Land Planning Act, local comprehensive plans are expected to conform to the projects currently identified as funded in the fiscally constrained plan, which is the official metropolitan system plan. The additional opportunities for investment may be identified separately in local plans as unfunded proposals.

Federal requirements also call for metropolitan transportation plans to be performance based, so the TPP includes objectives, policies, and actions for the regional transportation system. These objectives, policies, and actions guide the Met Council and regional partners in planning and investment in the surface transportation system.

In addition to reviewing this system statement, consult the TPP to ensure that your community's local comprehensive plan and plan amendments conform to the metropolitan transportation system plan. Communities should also review the Imagine 2050 Land Use Policy for land use considerations near certain transportation infrastructure. The format of this plan is different than past TPPs. The plan is no longer separated by chapter, rather each modal plan is distinguished from each other as individual investment or system plans. If the Met Council has a role in the funding of a regional system, the plan is identified as an

investment plan. If not, then it is identified as a system plan. There is no appendix in the 2050 TPP, supporting documentation is combined directly with the specific investment or system plan and identified as support documentation.

2050 Transportation Policy Plan Regional Systems

Adopted by the Met Council in February 2025, the TPP identifies the regional transportation systems, regional transportation objectives and policies, and other regional transportation issues communities should consider when producing their own comprehensive plans. This section will cover descriptions of each system and key changes made to these systems.

Regional Transportation Policies and Actions

In addition to identifying regional systems and investment needs, the TPP includes a set of policies and related actions to guide investments, planning and priorities for the regional transportation system. The policies and actions cover many topics including safety, highway planning priorities, complete streets, non-motorized transportation, equity, climate, and natural systems. Communities are encouraged to incorporate regional policies in their local plans.

Regional Highway System

The Metropolitan Highway System is made up of principal arterials, shown in Figure 1 of the Highway Investment Plan and included with this system statement. This system is federally known as the National Highway System. The Metropolitan Highway System is a vital element of the regional transportation system; while minor arterials are lower order roadways that provide connectivity and relieve congestion in the principal arterial system. Principal and minor arterials combined represent the Regional Highway System.

Key Changes from the 2040 TPP

- A major shift from the previous TPP is that potential new revenues are no longer considered a means to resolve unmet needs on the system. The 2050 TPP does not have a current and increased revenue scenario as a result. Instead, it identifies funded projects in the fiscally constrained plan and additional opportunities beyond what is funded. Multiple studies completed since the 2040 TPP identified additional opportunities for investment, shown in figures 8 and 10.
- The 2050 TPP identifies highway investments in five major categories:
    - Safety: Figure 7 in the Highway Investment Plan shows regionally significant safety investments.
    - Spot mobility: Figure 8 in the Highway Investment Plan shows funded regionally significant spot mobility projects alongside identified additional opportunities for investment.
    - Interchanges: Figure 9 in the Highway Investment Plan shows funded and planned regionally significant interchange investments.
    - Managed lanes: Figure 10 in the Highway Investment Plan shows the existing, under construction, and planned E-ZPass system. It also includes managed lane corridors which are identified as additional opportunities for investment.

    - Targeted regional capacity: Figure 11 in the Highway Investment Plan shows funded and planned regionally significant highway capacity investments. It also includes potential future capacity enhancements identified in studies.
- Modifications were made to the 2050 TPP that removed appendix naming found in previous plans and reworks previous chapters. Support documents for the Highway Investment Plan include Functional Classification, Preliminary Interchange Approval Process, and Congestion Management Process. The project list appendix item is now a separate section of the TPP, titled Long Range Highway and Transit Capital Project List. This updated list identifies projects from 2025 to 2050.

Regional Transit System

The regional transit system comprises the region's transitways, regular route bus services, demand response services, transit centers and park and rides, and transit advantages. This system is operated by six different service providers in the region. The COVID-19 pandemic upended transit, and some services vary dramatically from pre-pandemic levels. Many routes were suspended in the region and are still in the process of restructuring.

Key Changes from the 2040 TPP

- A major shift from the previous TPP is from new revenues raised to fill budget gaps in the system. A new source of revenue for transit was created in 2023 to fund operations and maintenance for the region. Similar to highways, the Transit Investment Plan no longer contains a current and increased revenue scenario. The projects shown in the 2050 TPP are those in the fiscally constrained plan. Additional opportunities for investment are also identified in the plan and these may be incorporated into local comprehensive plans.
- Several transitways have been implemented and opened, and additional transitways have been identified in the region. Multiple arterial bus rapid transit (BRT) routes are completed and operational, while more alignments have been identified in studies for future implementation. The Transit Investment Plan identifies investments planned to be implemented in the 2050 TPP:
    - Two light rail extensions (Green Line Extension, Blue Line Extension)
    - Two dedicated BRT routes (Gold Line, Purple Line)
    - Five arterial BRT routes (B Line, E Line, F Line, G Line, H Line)
- Modifications were made to the 2050 TPP that removed appendix naming found in previous plans and reworks previous chapters. Support documents for the Transit Investment Plan include Transit Design and Performance Guidelines.

Regional Aviation System

The regional aviation system includes Minneapolis-Saint Paul International Airport, eight publicly owned regional airports, and two privately owned seaplane bases. These regional airports are owned and operated by the Metropolitan Airports Commission (MAC) and local communities.

Key Changes from the 2040 TPP

- The MAC completed an update to the Long-Term Comprehensive Plan (LTCP) for the Minneapolis-Saint Paul International Airport in 2024. This update moves the planning horizon to 2040 with new operation forecasts, anticipated noise impacts, and capital project needs.
- The Aviation System Plan now identifies all facilities beyond regional airports with aviation activity. These facilities may be incorporated into and considered in local planning. Aviation appendix items of the TPP are now included as a single support document titled Aviation Supporting Information.

Regional Bicycle System

The regional bicycle system is identified through the Regional Bicycle Transportation Network (RBTN). It is made up of alignments and corridors. Corridors are shown where more specific alignments within those corridors have not yet been designated. The process used to develop the RBTN, the general principles and analysis factors used in its development, and studies done to analyze and update the network can be found in the Bicycle Investment Plan. The RBTN was established in the 2040 TPP to achieve the following goals:

- Establish an integrated and seamless network of on-street bikeways and off-road trails.
- Provide the vision for a “backbone” arterial network to serve daily bicycle trips by connecting regional destinations and local bicycle networks.
- Encourage cities, counties, park agencies, and the state to plan and implement future bikeways in support of the network vision.

The RBTN also incorporates regional bicycle barriers which are established in the TPP as the region’s most significant physical barriers to everyday bicycle travel. These barriers include freeways and expressways, railroad corridors, and secondary rivers and streams. They were developed and analyzed through the Regional Bicycle Barrier Study. The barriers are included on the Regional Bicycle Barriers Map.

Key Changes from 2040 TPP

- The RBTN has been refined and expanded since it was first implemented in the 2040 TPP. Requests from local governments to add and revise RBTN corridors and alignments prompted the Regional Bicycle Guidelines and Measures Study, which developed specific measures to review updates and requests from local agencies.
- The RBTN undergoes a formal update of alignments and corridors about every two years. The next formal update will take place in 2025 prior to the 2026 Regional Solicitation.

Regional Freight System

The regional freight system includes interconnecting transportation modes, some of which are unique to freight, and some which overlap with passenger travel modes. There are five distinct modes of freight transportation: highway trucks, railroads, river barges, air freight, and pipelines. Combined with intermodal or warehouse/distribution terminals and supporting

infrastructure, these modes of transportation comprise the regional freight system, known as the Metropolitan Freight System.

Key Changes from 2040 TPP

- E-commerce has become an increasingly important segment of freight movements and deliveries of goods to homes. The Urban Freight Distribution Study focused on e-commerce trends and impacts or opportunities of last-mile parcel deliveries in regional communities. The study notes that as urban deliveries become more common, local communities are encouraged to create curb management policies, consider delivery needs in their complete streets planning, and identify microhubs for last-mile parcel distribution.

Pedestrian System

The Met Council coordinates with local partners on pedestrian issues and trends, and aids in funding for pedestrian needs.

Key Changes from 2040 TPP

- In the previous TPP pedestrian and bicycle travel were combined into one chapter and discussed together. The pedestrian system is now discussed and considered as an independent investment section.
- To address rising pedestrian danger on our streets, the Met Council developed the Pedestrian Safety Action Plan in 2022. It includes analysis of crash trends in the region, recommended actions to increase pedestrian safety, and a weighted crash score on every road to aid in future safety planning and project prioritization. Communities are encouraged to incorporate the plan's findings into the pedestrian elements of their comprehensive plans.

Travel Demand Management

Travel demand management (TDM) is the application of strategies, programs, and policies to increase the efficiency of transportation systems by reducing travel demand, or redistributing this demand in space or in time. These initiatives are intended to inspire new travel habits to support infrastructure investments while reducing the demand for personal vehicle trips.

Key Changes from 2040 TPP

- TDM has its own dedicated investment plan and discussion in the 2050 TPP. The section identifies key regional partners in TDM as well as their roles and responsibilities. Local communities are being asked to discuss how they include travel demand management strategies in their local plans, since some of them have relationships to land use controls and ordinances.
- The Met Council conducted the Regional Travel Demand Management Study in 2023. It concluded with the Regional Travel Demand Management Action Plan. The action plan outlines structure for a regional TDM program to implement strategies, programs, and incentives to change travel behaviors and reduce single-occupant vehicle trips, vehicle-miles traveled, and greenhouse gas emissions. The action plan is summarized in the 2050 TPP Travel Demand Management Investment Plan.

System Plan Considerations Affecting Your Community

Your community should consult the complete TPP in preparing your local comprehensive plan. In addition, your community should consult Imagine 2050 and the current version of the Met Council's Local Planning Handbook (LPH) for specific comprehensive plan requirements. Specific system plan considerations affecting your community are detailed below.

Regional Highway System

There are principal arterials located within your community: Interstate 94, US Highway 169.

The TPP includes programmed safety investments in your community, these investments can be seen on this system statement and in Figure 7. Communities should incorporate these investments in your local plans and consider local planning to support these investments on your local system.

Regional Transit System

Your community is located within the following Transit Market Area: TMA 5.

- TMA 5 is generally rural communities including rural centers but also some suburban edge communities as well as freestanding town centers characterized by very low-density development or undeveloped land not well suited for regular-route transit service outside of limited peak-period express and commuter service.

Your community is not within the Transit Capital Levy District as shown in Figure 2 of the Transit Investment Plan. Regardless of the Transit Market Area or transitway corridor planning, the only transit services provided in this type of community are Transit Link dial-a-ride service and various ridesharing services.

Regional Aviation System

All communities must include an aviation element in the transportation sections of their comprehensive plans. The degree of aviation planning and development considerations that need to be included in the comprehensive plan varies by community. Even those communities not impacted directly by an airport have a responsibility to include airspace protection in their comprehensive plan. The protection element should include potential hazards to air navigation including electronic interference. Local comprehensive plans can also begin to consider other aviation uses which do not take place at airports, like drones.

Local communities should also consider other facilities which may generate aviation activity, such as heliports or private air facilities. To see all aviation facilities in the region including those that are not defined as a part of the regional aviation system, refer to Figure 6 of the Aviation System Plan.

Regional Bicycle Planning

The RBTN is depicted on Figure 2 of the Bicycle Investment Plan. The network consists of Tier 1 and Tier 2 corridors and alignments. These are not intended to be the only bicycle facilities in the region. Local units should also include local network plans in their communities.

In your community there is one RBTN corridor. Your community should incorporate the RBTN map within your local bicycle plan maps and use your comprehensive planning process to identify suitable alignments within and along the RBTN corridors for future incorporation into the TPP. In addition, agencies should plan their local on and off-road bikeway networks to connect to the designated Tier 1 and Tier 2 alignments, as well as any new network alignments within RBTN corridors to be proposed in local comprehensive plans. Bikeway projects that complete segments of, or connect to, the RBTN are given priority for federal transportation funds through the Transportation Advisory Board's biannual regional solicitation.

In your community there are one or more identified bicycle barrier crossings. Please review the Regional Bicycle Barriers Online Map to determine which regional bicycle barriers and prioritized barrier crossing improvement locations are in your community. The tiered crossing improvement locations are used as one alternative criterion in the Regional Solicitation to distribute federal transportation funds. Communities are encouraged to analyze and address the need for new bicycle barrier crossings or improved bicycle facilities at existing barrier crossings.

Regional Freight Planning

The Met Council encourages all local governments to plan for freight movement in their communities. Trucks are the major mode of freight movement in the region and across the nation to distribute consumer goods as well as move manufactured goods and commodities, and they operate in every community.

The Metropolitan Freight System and the National Highway Freight Network are shown in Figures 1 and 5 of the Freight Investment Plan, respectively. The following regional freight facilities are in your community: regional truck terminal, an active freight railroad, I-94 and TH-101. These networks and facilities should be incorporated into your local comprehensive plan. The local plan should also plan for compatible adjacent land uses, consider last-mile freight delivery needs and curb management strategies for local deliveries, if applicable. Refer to the Urban Freight Distribution Study for specific guidance on how to consider e-commerce and local deliveries on the local transportation system.

Other Transportation Policy Plan Considerations

Pedestrian Planning

The Met Council encourages local governments to address pedestrian needs for transportation in their local comprehensive plans. An adopted pedestrian, active transportation, or multimodal plan can be included as an addendum to or in addition to the comprehensive plan. This planning should also include ensuring your local community has a current Americans with Disabilities Act (ADA) self-evaluation that covers the public rights-of-way for transportation. Agencies with 50 or more employees must also have an adopted ADA transition plan, not just a self-evaluation.

Travel Demand Management

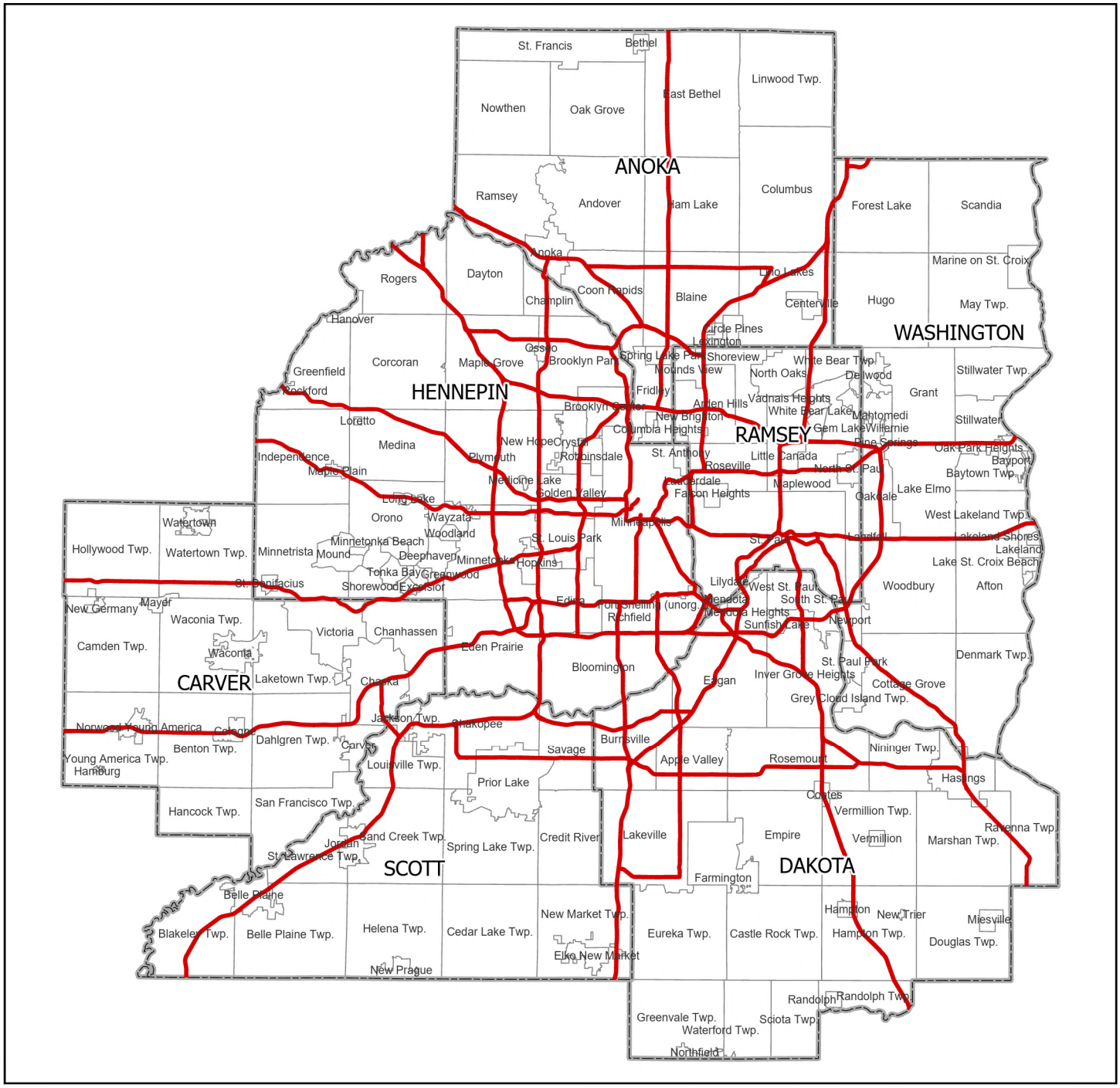
The Met Council encourages local governments to address travel demand management needs for areas which experience traffic congestion. Your community is served by Metro Transit Commuter Services. Local governments should identify the transportation management

organization which serves their community and describe any policies, ordinances, practices or programs in place which would aid in regional TDM work in their local comprehensive plans.

Greenhouse Gas Emissions

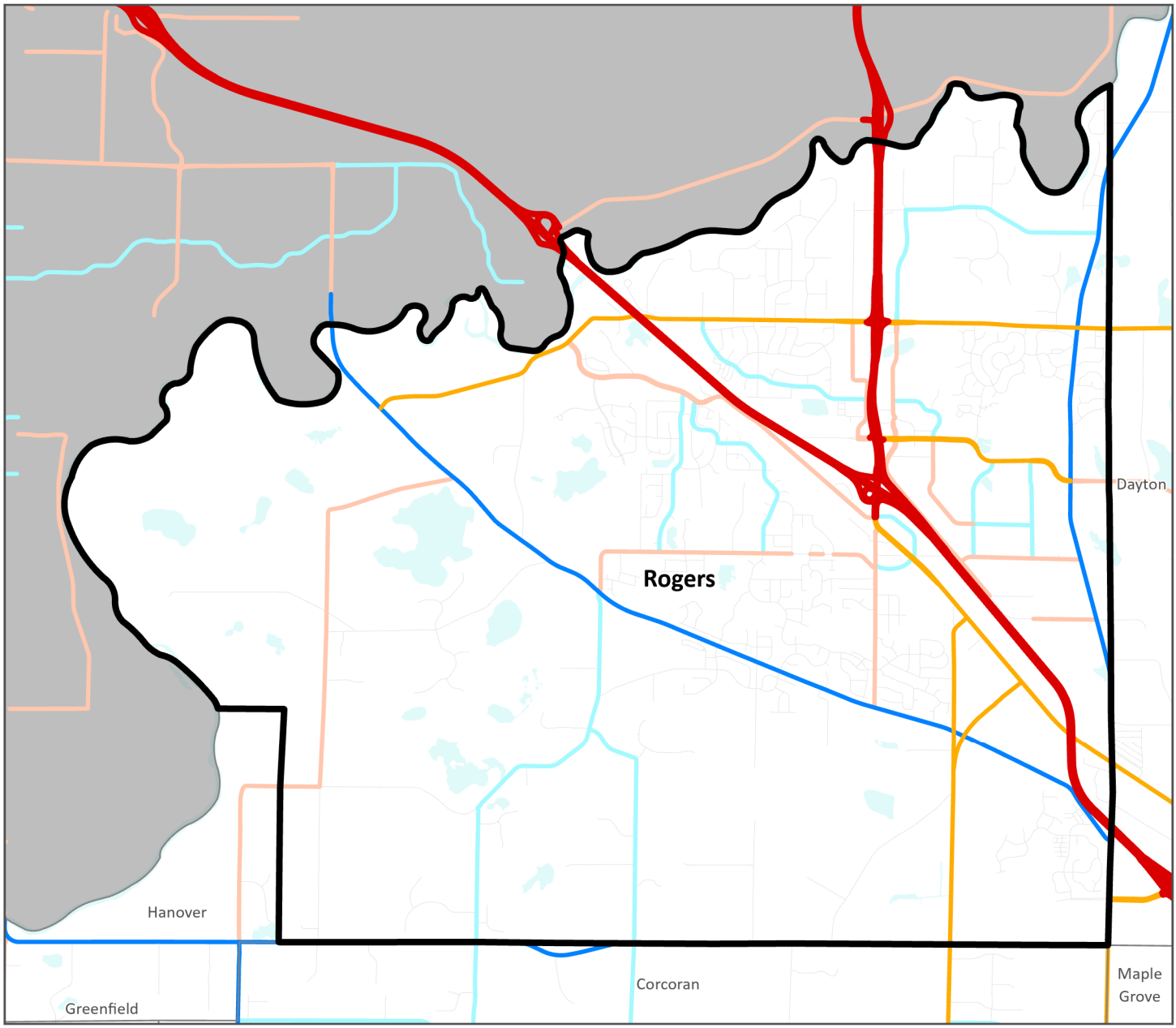
State law directs the Minnesota Department of Transportation to establish targets to meet greenhouse gas (GHG) emissions reduction for the seven-county metro region to reach net-zero emissions in the transportation sector by 2050. Your community must include plans or strategies to limit GHG emissions on the surface transportation system in your comprehensive plan to meet the designated regional targets.

Principal Arterial Highways



Principal Arterial Roads

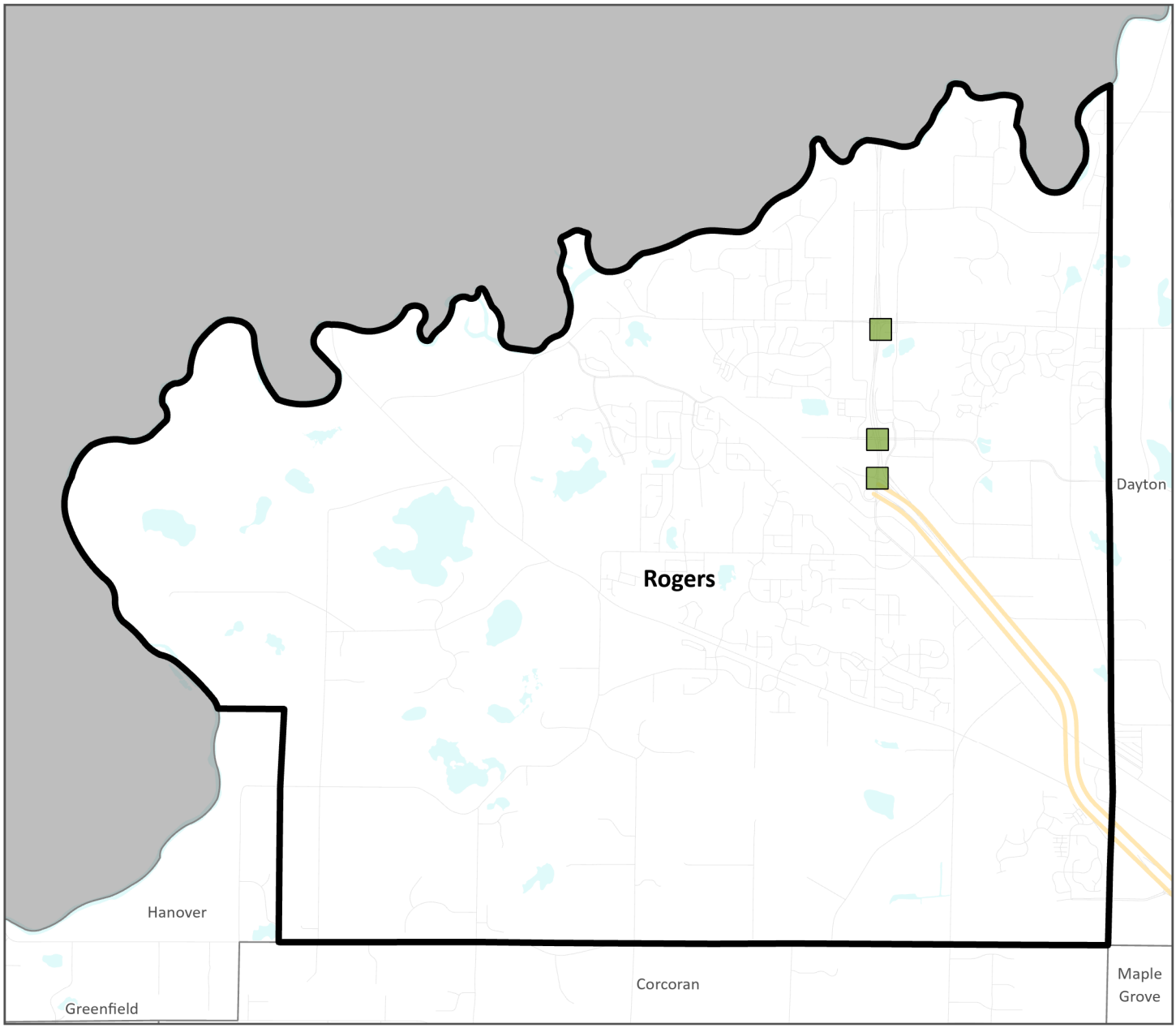
City of Rogers
Functional Class - All Roads



Functional Class

- Principal Arterial
- Minor Arterial Augmentor
- Minor Arterial Reliever
- Minor Arterial Expander
- Minor Arterial Connector
- Major Collector
- Minor Collector
- Local Roads

City of Rogers
Long Range Highway Projects

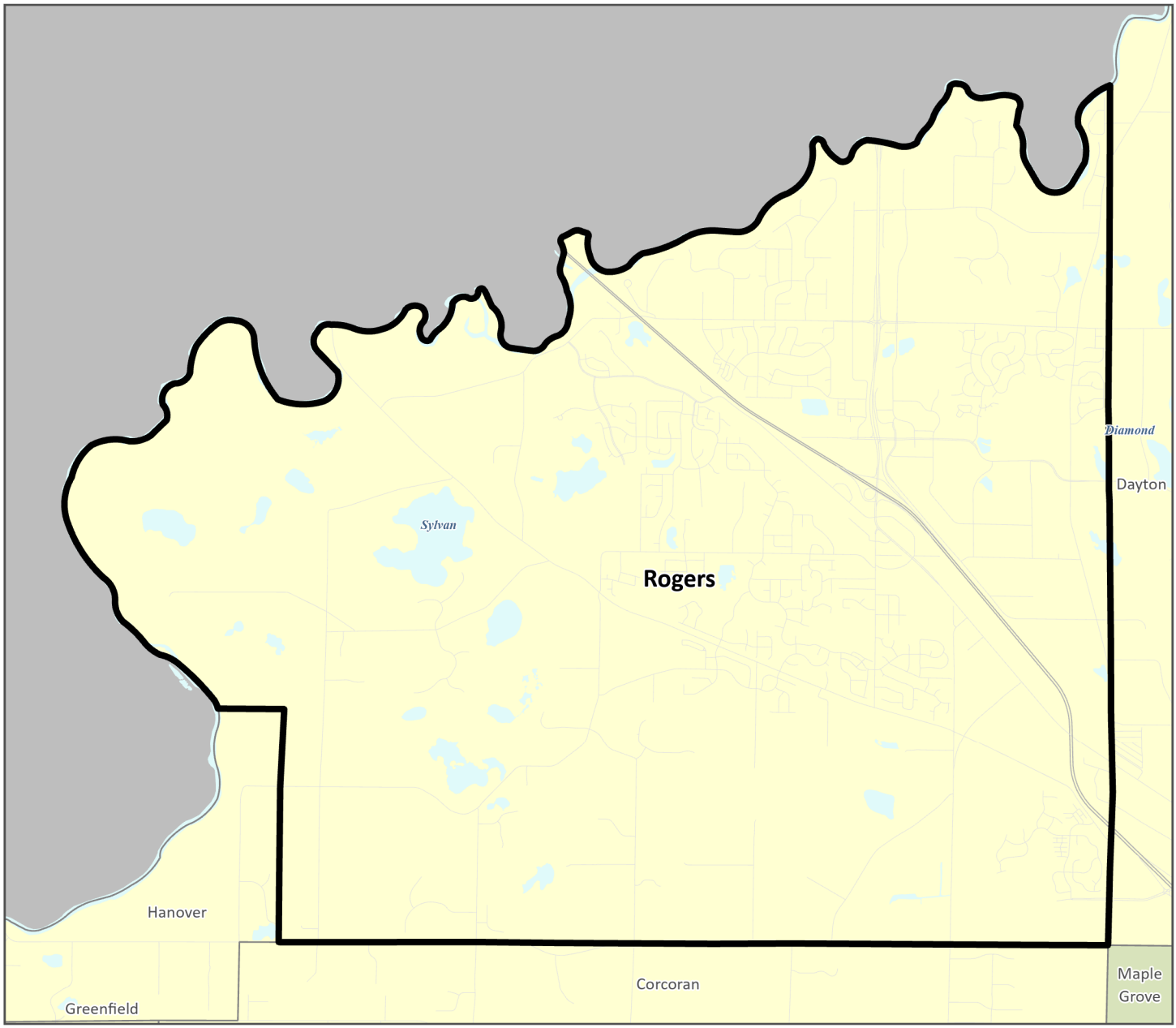


- Interchanges
- Targeted Regional Capacity
- Safety
- Spot Mobility

E-ZPass System

- Existing E-ZPass System
- Under Construction E-ZPass
- Planned Managed Lanes
- Under Study Managed Lanes
- Vision Managed Lanes

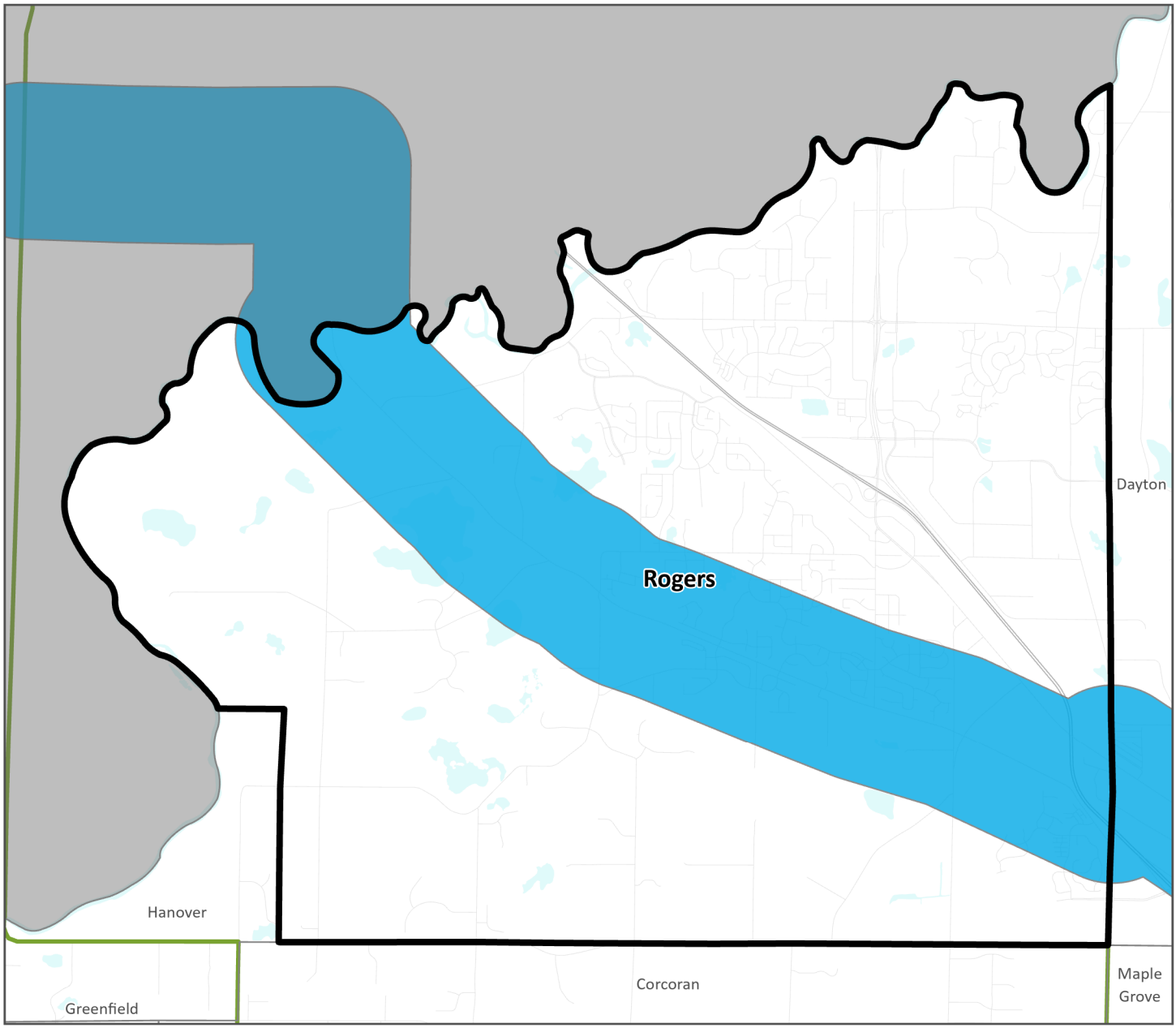
City of Rogers
Transit Market Areas



Transit Market Areas
- TMA 1
- TMA 2
- Emerging TMA 2
- TMA 3
- Emerging TMA 3
- TMA 4
- TMA 5

Freestanding Town Center

City of Rogers
Regional Bicycle Transportation Network

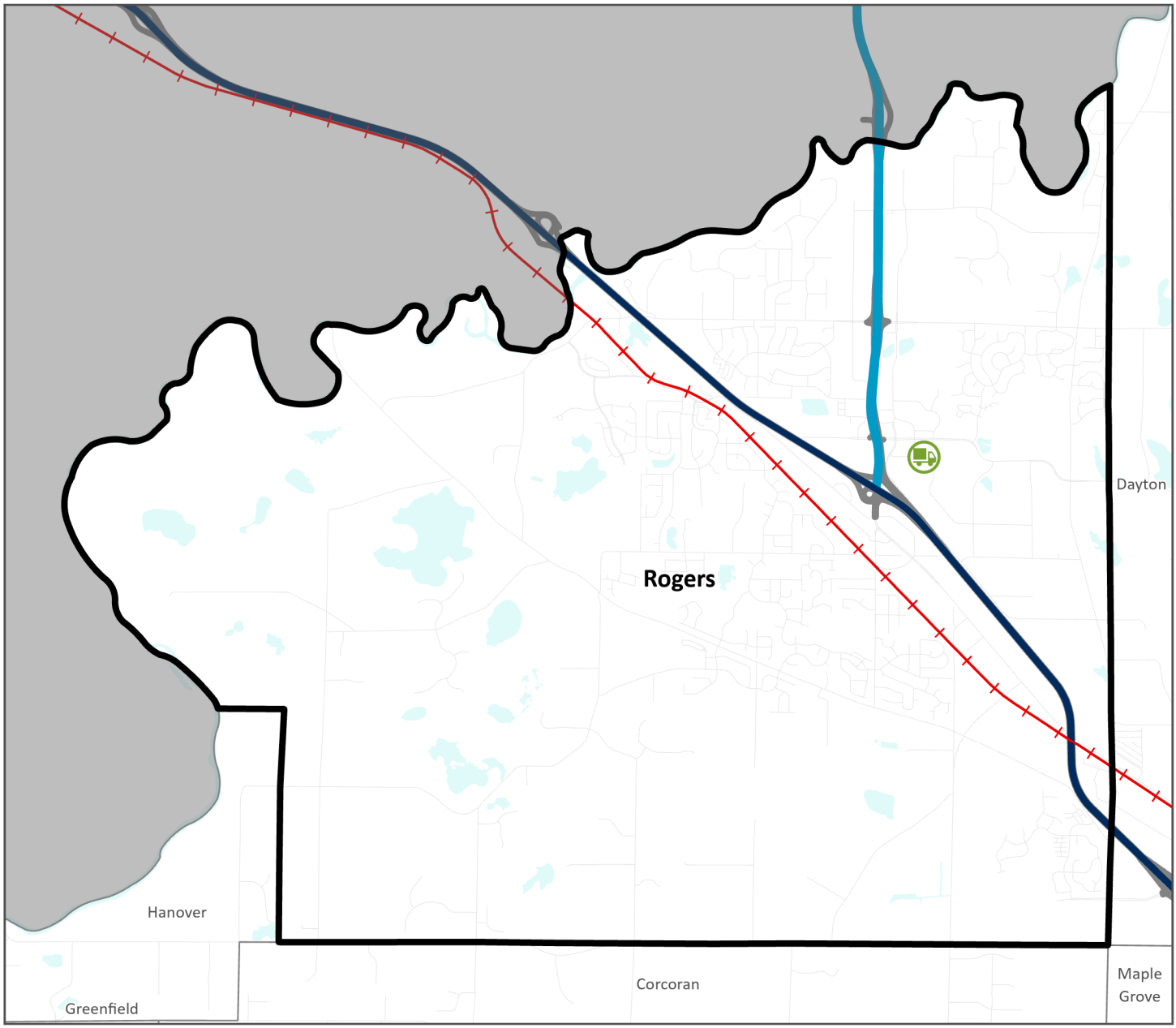


Alignments
- Tier 1
- Tier 2

Corridors
- Tier 1
- Tier 2

Regional Destination Subgroup
- Metropolitan Job Centers (> 50,000 Jobs)
- Regional Job Centers (15,000 - 50,000 Jobs)
- Subregional Job Centers (7,000 - 15,000 jobs)
- Colleges & Universities (>2,000 Students)
- Large High Schools (> 2,000 Students)
- Major Sports & Entertainment Centers
- Regional Parks (> 400,000 visits/year)

City of Rogers
Metropolitan Freight System



Terminal Type

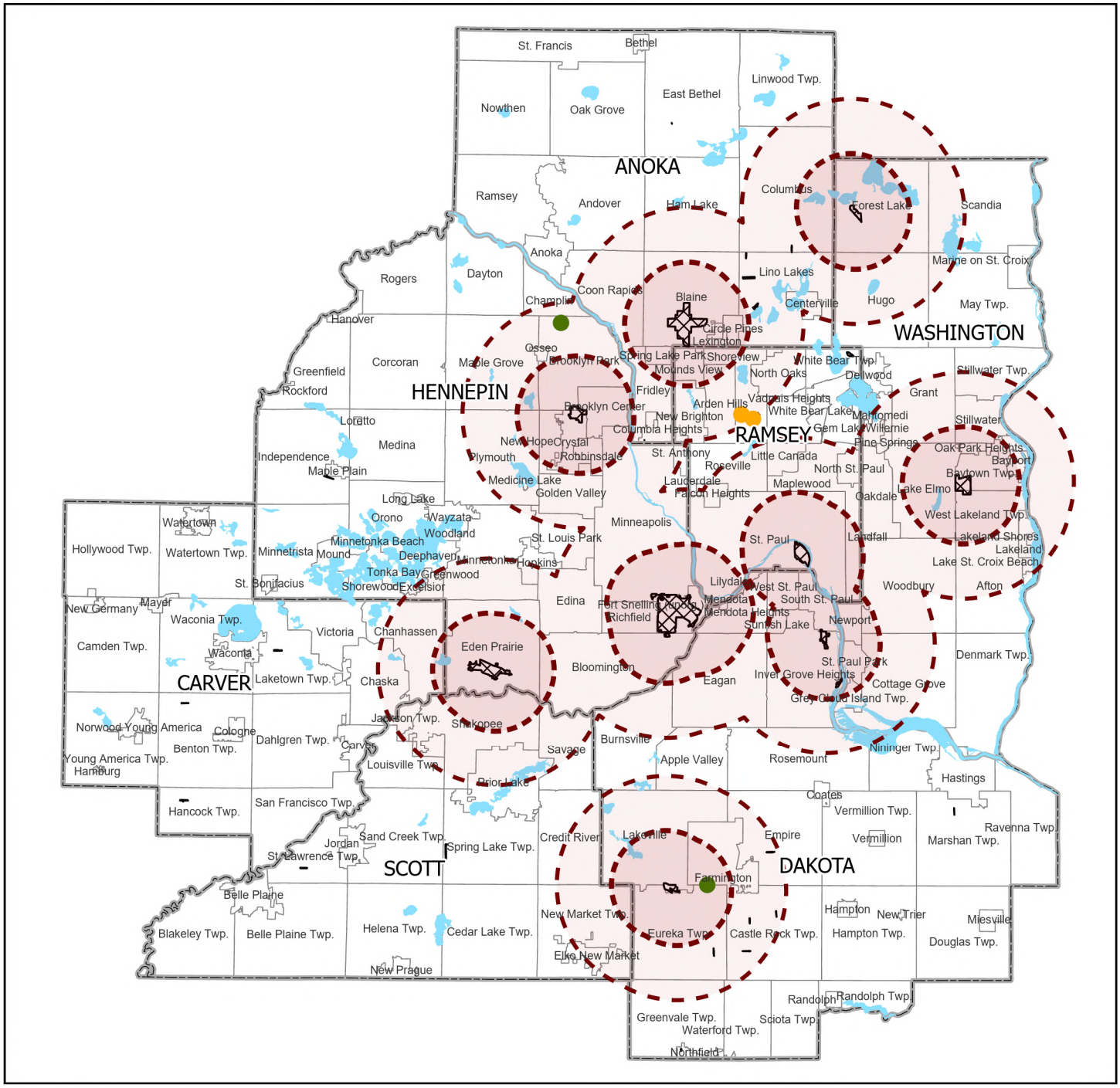
- Airport Terminal
- Pipeline
- Rail Terminal - Container
- Rail Terminal - Non Container
- River Terminal
- Trucking Terminal / Warehouse

Railroad Class

- Class I Railroads
- Class III Railroads

- Primary Highway Freight System
- Non-Primary Highway Freight System Interstates
- Critical Urban and Rural Freight Corridors

Regional Aviation System and Airport Influence Areas



- Tall Tower
- VOR
- 3 Mile Airport Influence Area - Noise, Zoning, Infrastructure
- 6 Mile Airport Influence Area - Landfills, Wind Towers
- Airport Land Area
- Aircraft Permitted Water

2025 WATER RESOURCES SYSTEM STATEMENT
CITY OF ROGERS

Water Policy Plan Overview

The 2050 Water Policy Plan includes policies and strategies to achieve four objectives that support our regional goals:

- **CLIMATE:** The region's waters and water services are protected from and made resilient to the ongoing and future effects of climate change.
- **INVESTMENTS:** Water protection, planning, management, and infrastructure investments are optimized to ensure public and ecosystem health are fully protected now and for future generations.
- **HEALTH:** Natural waters, source waters, water services, and infrastructure are managed, restored, and enhanced to protect public and ecosystem health that ensures a high quality of life in the region.
- **EQUITY:** The benefits of clean and abundant water and water services are defined by local needs and environmental context, accessible, and justly shared by all residents and communities.

These objectives help to protect our region's groundwater and surface water, ensure the sustainability of water sources and utility service providers, support public and ecosystem health, and promote a thriving economy, sound development decisions, and a high quality of life for all who call this region home.

The Water Policy Plan strives to generate innovative actions, including water reuse, resource recovery, and nature-based approaches, that have multiple benefits at both the local and regional scales. Additionally, the plan includes policies and strategies to address the impacts of climate change, equitable access to water benefits, and water sector workforce concerns. The region has a strong history of water planning and management, and the 2050 Water Policy Plan continues this tradition. It progresses our organization and the region to ensure clean and abundant water for current and future generations.

Key Concepts

Adopted by the Metropolitan Council in February 2025, the 2050 Water Policy Plan - including the regional water policies, Wastewater System Plan, and the Metro Area Water Supply Plan - outline the conditions for regional wastewater service, surface water management, and water supply planning. Local comprehensive plans shall conform to these conditions. The Policy Plan incorporates the following changes:

Integrated Planning (next steps)

The Water Policy Plan is a guide for managing wastewater, water supply, surface waters, and groundwater. It takes an integrated approach to water planning and management from local to federal and Tribal levels, which helps to ensure a clean and plentiful water future. Water planning organizations need to work together to address issues that transcend political boundaries to achieve holistic water management.

Subregional Approach to Planning

The Met Council is committed to continuing and broadening the subregional approach to integrated water planning. Subregional groups will be expanded to include stakeholders from Tribal Nations, state agencies, county planning staff, municipal public works and planning staff, watershed organizations, non-governmental organizations, and others who want to participate in discussions about localized, integrated water concerns.

Water Equity

The Water Policy Plan prioritizes equitable access to clean water and water services, especially for historically marginalized communities. Reaching these outcomes requires initiatives such as prioritizing investments in overburdened communities, addressing historical harms, creating accessible information and communications, and including diverse perspectives of community members in water planning and management decisions.

Climate and Natural Systems

The Water Policy Plan includes climate and natural systems objectives, policies, and actions, which guide the Met Council and communities to employ approaches that lead to sustainable water and water services. This includes building water resiliency, limiting risks, and benefiting a growing and a thriving economy through convening partners, new tools and technologies, water conservation and protection efforts, and water planning and technical assistance.

Considerations Affecting Your Community

Regional Sewer Service

The treatment of wastewater is foundational to ensure public health and protect the region's natural environments. Reclamation of water and byproducts from the wastewater treatment process can help our region meet sustainability and climate goals. To operate and steward the regional wastewater system, it is essential for the Met Council to understand local conditions, identify current and future needs, and take innovative approaches to address the region's water sustainability challenges.

Local governments are required to submit both a wastewater plan element to their comprehensive plan and a comprehensive sewer plan describing service needs from the Met Council (Minnesota Statutes 473.513). A complete list of requirements for the comprehensive sewer plan, depending on wastewater service methods in your community, can be found in the Water Resources section of the Local Planning Handbook.

Forecasts

The forecasts of population, households, employment, and wastewater flows for Rogers can be found on your Community Page in the Local Planning Handbook. These forecasts are for sewered development. The sewered forecasts were estimated using Met Council's census block forecast data, individual and communal sewage treatment system data, Sewer Availability Charge (SAC) data, annual city reports, current trends, existing and future local wastewater service areas and other municipal information. The wastewater flows are based on historical wastewater flow data, future wastewater generation rates, and the sewered population and employment forecast data.

The Met Council will use these growth and wastewater flow forecasts to plan future regional wastewater conveyance and treatment system improvements needed to serve your community.

Rogers, through its comprehensive planning process, must decide the location and staging of development, and then plan and design its local wastewater collection system to serve this development.

Wastewater Service

Metropolitan Council Environmental Services (Environmental Services) designs, constructs, and operates the regional wastewater system (Metropolitan Disposal System): a publicly owned system of regional sanitary sewers and water resource recovery facilities (wastewater treatment plants), for the conveyance, treatment and disposal of domestic waste, industrial waste and other waste from residential, commercial, institutional, and industrial users in the metropolitan area. The regional wastewater system currently serves 111 communities and through its work it protects public health, protects the environment, and fosters the economic growth of the seven-county Twin Cities Metropolitan Area.

A Regional Sanitary Sewer System map is provided to assist in the completion of your community's comprehensive sewer plan. The map shows Environmental Services' wastewater infrastructure located within your community's boundaries, if your community is provided regional wastewater service.

A complete list of items required for inclusion in your community's comprehensive sewer plan, depending on wastewater service methods in your community, can be found in the Local Planning Handbook. A comprehensive plan will be found incomplete for review if all submittal requirements are not met.

If your community has multiple methods of wastewater service (including regional service, local (municipal) wastewater treatment system, private communal systems, and/or subsurface sewage treatment systems), review the information in each corresponding section and refer to the Local Planning Handbook for a complete list of requirements that must be included in the comprehensive sewer plan for these systems. We strongly encourage you to include this information in a water chapter of your comprehensive plan.

Areas Served by the Regional System

Regional wastewater service for the City is provided through two connection points. Wastewater generated within the southeast area of the City is conveyed through Met Council Interceptor 9004-3 and is treated at the Metropolitan Water Resource Recovery Facility in St. Paul. The rest of the City is provided regional service at Rogers Water Resource Recovery Facility in Rogers.

Environmental Services has acquired the existing Rogers Wastewater Treatment Plant from the City and is currently designing the new Crow River Water Resource Recovery Facility to serve the City and surrounding area.

Regional Inflow and Infiltration Program

The Met Council is continuing implementation of its inflow and infiltration (I/I) reduction program and will continue to establish I/I goals for all communities discharging wastewater to the regional wastewater system. Communities that have excessive I/I in their sanitary sewer systems will be required to eliminate the excessive I/I. Those communities will be required to submit a work plan that details work activities to identify and eliminate I/I sources from both municipal and private sources. The Met Council will not design future regional sanitary sewer improvements or water resource recovery facilities to handle peak hourly flows in excess of the allowable rate for your community. Increases in service may be limited in communities that do not demonstrate progress in reducing excess I/I.

Two grant programs are currently available for communities with excessive I/I in their sanitary sewer systems: The Municipal Inflow and Infiltration Grant Program and the Private Property Inflow and Infiltration Grant Program. It is recommended that communities review these programs and determine if participation fits into their I/I work plan. The Municipal Inflow and Infiltration Grant Program is based on annual legislative action and funding amount and availability may vary year to year.

Areas Served by Local Wastewater Treatment System

The requirements of this element do not apply because Rogers does not have a local wastewater treatment system.

Areas Served by Private Communal Treatment Systems and/or Subsurface Sewage Treatment Systems

The Met Council's position is that private communal wastewater treatment systems should only be permitted in areas not programmed for regional sewer service in the foreseeable future and they are provided for in a community's comprehensive plan. The community is responsible for permitting all private communal or cluster wastewater treatment systems consistent with current Minnesota Pollution Control Agency standards (Minnesota Rules Chapter 7080-7083). The Met Council will not provide financial support to assist communities if these systems fail.

Communities with individual subsurface sewage treatment systems (SSTS), commonly known as septic systems, must adopt a management program consistent with current Minnesota

Pollution Control Agency regulations (Minnesota Rules Chapter 7080-7083). A description of the management plan and current SSTS ordinance must be included in the community's comprehensive sewer plan.

Surface Water Management

The metro region consists of hundreds of miles of rivers, streams, thousands of acres of wetlands, and nearly a thousand lakes. These surface waters define our region. They are where we play, exercise, find peace, and celebrate with friends and family. They support the region's ecosystems and biodiversity. They provide drinking water for the region's residents and energy for industry. They are critical transportation corridors and places to recreate, fueling local economies. Yet these waters are threatened by complex issues like ongoing pollution stress, climate change, and unsustainable development pressures. Comprehensive community planning includes surface water planning to ensure the region's residents, businesses, and ecosystems can benefit from clean and abundant water.

In 1995, Minnesota Statutes Section 473.859, subd. 2 was amended to make the local water plan (often referred to as local surface water management plans) required by Section 103B. 235 a part of the land use plan of the local comprehensive plan. Minnesota Rules Chapter 8410, updated in July of 2015, includes the requirements for local water management plans. All communities in the metro region must update their local water plan between Jan. 1, 2027 and Dec. 31, 2028. This means that Rogers must update its local water plan as part of the comprehensive plan update. The community's updated local water plan should be submitted to the Met Council for its review concurrent with the review by the local watershed management organization.

The Surface Water Features map shows the watershed management organization, Elm Creek WMO, that has jurisdiction in Rogers.

Failure to have an updated local water plan approved by your watershed management organization will result in the comprehensive plan being incomplete for review. Local water plans shall be submitted to the Met Council for review in the timeframe described above, comments are sent from the Met Council to the appropriate watershed for inclusion in their review and approval of the plan, and finally the plan is approved by the appropriate watershed.

Local water plans must meet the requirements for local water plans in Minnesota Statutes, section 103B.235 and Minnesota Rules Chapter 8410. In general, local water plans need to include a summary of the priorities and problems in the community; structural, nonstructural and programmatic actions to take to address the priorities and problems; and clearly identified funding mechanisms to fix the problems.

More detailed guidance for the local water plans can be found in Appendix A of the 2050 Water Policy Plan and in the Met Council's current Local Planning Handbook.

Priority Waters List

The Met Council updated its Priority Waters List (formerly Priority Lakes List) in July 2022. This new version includes rivers, lakes, and streams. With more than 950 lakes and hundreds of miles of rivers and streams in the region, waterbodies needed to be prioritized to adequately

dedicate staff and financial resources. The Met Council uses the Priority Waters List to focus its limited resources. The list is also used in the environmental review process. The Surface Water Features map and Priority Waters List table show the priority waters for Rogers.

When using this Priority Waters List, for projects near a specific waterbody, we recommend you connect with local residents to understand how they value and interact with the waterbody. The Twin Cities region is home to many diverse communities with different cultural and personal relationships to water, so it's important to incorporate those perspectives in addition to the Priority Waters List when working on local-scale projects. Communities should identify the Priority Waters and the projects and/or programs that will protect or restore these waters.

The Water Contamination and Impaired Waters map includes any water bodies that are on the Minnesota Pollution Control Agency's 303d Impaired Waters List.

Table of Priority Waters for the City of Rogers

Waterbody Type	Name	DNR Lake ID	DNR Kittle Number
River/stream	Crow River	---	M-064
River/stream	Rush Creek	---	M-062-004

Water Supply

Water supply is not a regional system. However, water supply information is required for local comprehensive plan updates to meet statutory requirements and for consistency with regional policy.

To ensure that there is a safe and plentiful supply of water–for a wide range of residential, commercial, institutional, industrial, recreational, and other purposes–it is important to make sure local water supply sources, infrastructure, and planned investments are aligned with planned land use changes.

The Met Council recognizes the local responsibility and authority for water supply planning. However, a regional perspective is also valuable, because the effects of local water supply decisions do not stop at community boundaries. The Met Council provides regional planning, guidance, and resources to support communities and help safeguard our shared water resources.

Water supply plan-related requirements generally include:

- Clearly identifying the locations of water sources and amount of water that is currently used and is planned to be used for things like agriculture, homes, businesses, industries, and other public and private purposes. This includes areas that affect those water sources, such as source water protection areas.
- Creating a program for how to implement local rules and regulations about water supply, including when and how these rules will be developed, adopted, and administered.

Communities served by a municipal community public water supply system must fulfill part of these requirements by attaching a local water supply plan approved by the Minnesota Department of Natural Resources as an appendix to the comprehensive plan.

The Water Supply Considerations map illustrates some key content for your community, including Drinking Water Supply Management Areas, Special Well and Boring Construction Areas, and Priority Waters qualifying as drinking water sources.

We strongly encourage you to include any required information that isn't in the local water supply plan—such as source water protection and privately-owned wells—in a water chapter of your comprehensive plan.

A customized checklist of minimum requirements for your community is included in the Local Planning Handbook, along with resources to help you meet and go beyond minimum requirements.

Source Water Protection

Your comprehensive plan should consider water use (including water supply sources) as part of land use planning, to promote land use practices and development decisions that protect public health for your community and the region. Include information about the location of both groundwater and surface water source water protection areas and their vulnerability for all community public drinking water source(s) within your community's borders and associated contaminant threats. Also include a commitment to collaborate with neighbors on source water protection, when applicable.

Privately-Owned Wells and Nonmunicipal Public Water Supply Systems

Your comprehensive plan should include information about the current and planned use and management strategies for privately-owned wells and nonmunicipal public water supply systems, because people, institutions, and businesses in your community use those sources for a wide range of agricultural, residential, commercial, industrial and/or other nonmunicipal purposes.

If a new municipal community public water supply system is planned by 2050, a water chapter of the updated comprehensive plan should include details about the planned system.

Municipal Community Public Water Supply Systems

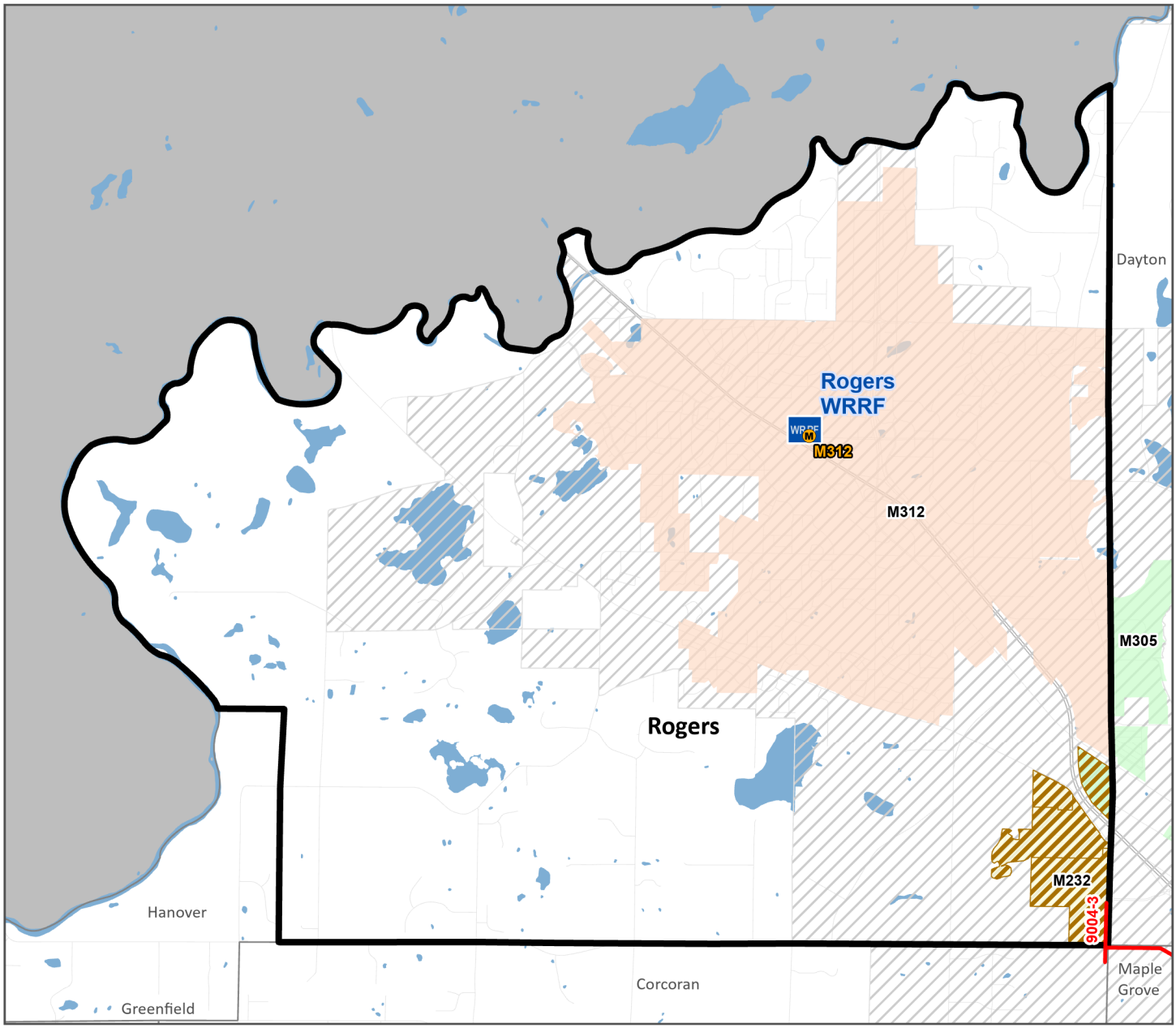
Water Supply System Information

Because people, institutions, and businesses in your community get water through a municipal community public water supply system, you must include information about that system and an implementation program in your comprehensive plans, to demonstrate the availability of clean, safe drinking water to meet projected water demand consistent with the Met Council's forecasts.

The Minnesota Department of Natural Resources (DNR)-approved local water supply plan for the municipal public water supplier providing service to your community must be attached as an appendix to the comprehensive plan. To ensure that the DNR-approved local water supply plan is consistent with regional policies and is compatible with adjacent and affected governmental units, you should provide the Met Council and adjacent and affected jurisdictions with the opportunity to review and comment on your draft local water supply plan update.

Failure to include an updated local water supply plan approved by the DNR will result in the comprehensive plan being incomplete for review until the required plan is submitted to the Met Council.

City of Rogers
Regional Sanitary Sewer System



Meters

Water Resource Recovery Facility (WRRF)

Regional Sewer

Gravity

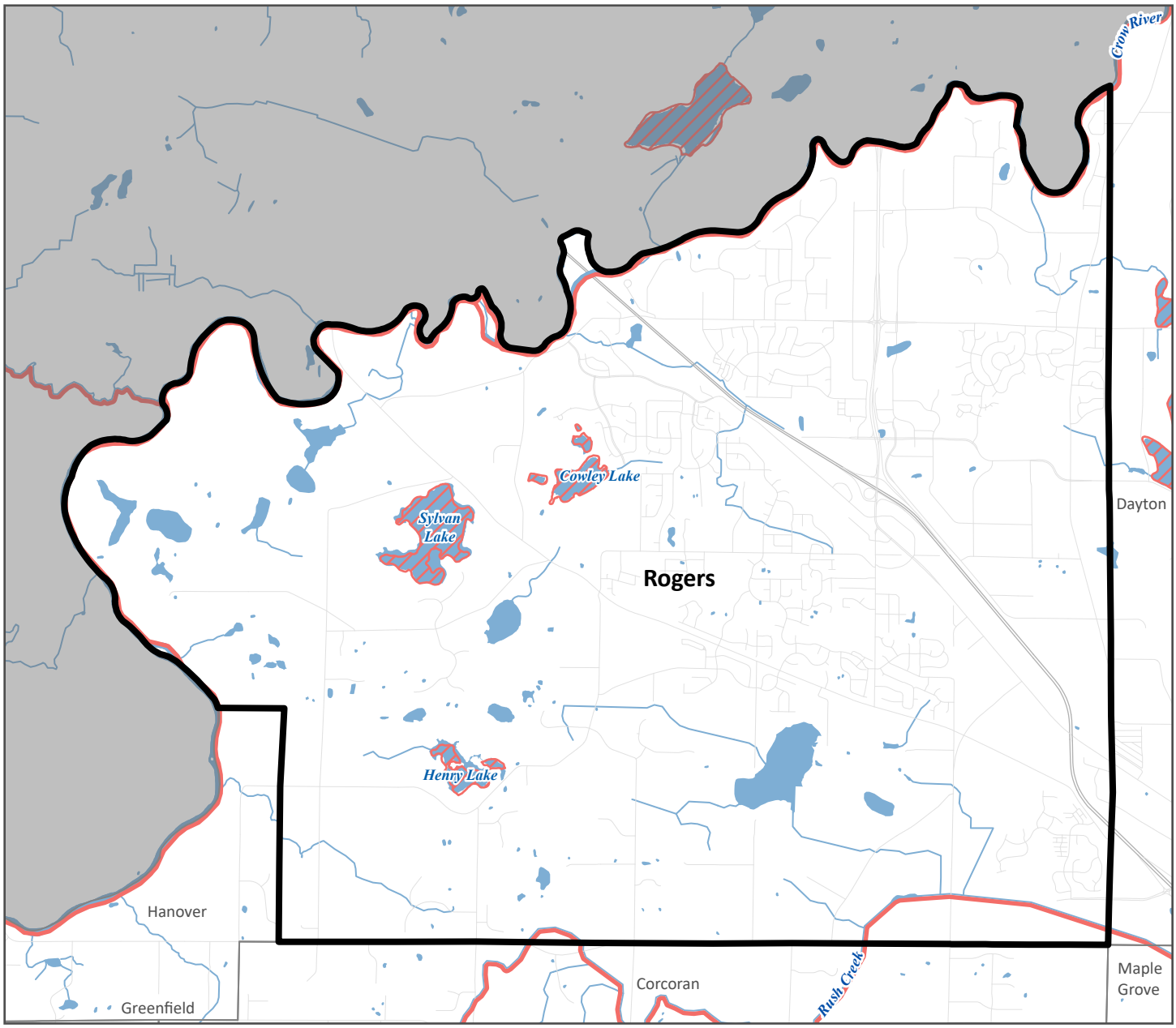
Areas of Unmetered Flow from the Community

2050 MUSA

Sewer Service Areas

To Meter M###	*Not Served*

City of Rogers
Water Contamination and Impaired Waters



Minnesota Groundwater Contamination Atlas

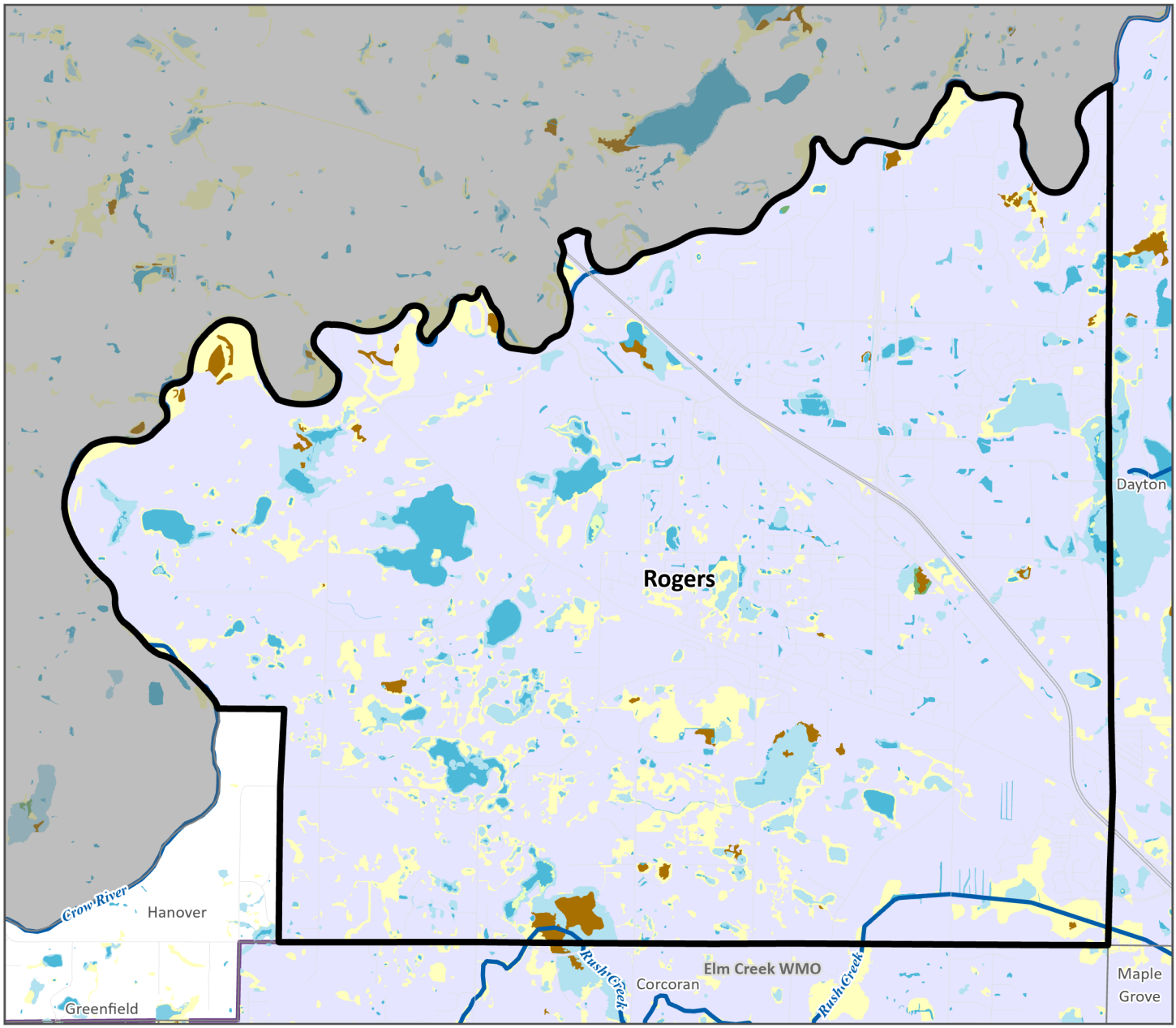
- High Confidence Boundary
- Low Confidence Boundary
- Groundwater area of concern *

Minnesota's 2024 Impaired Waters List

- Impaired Rivers or Streams
- Impaired Lake

** darker shades of purple represent multiple overlapping areas of concern*

City of Rogers
Surface Water Features



Watershed Management Type

- County Administered Planning
- Watershed District (WD)
- Watershed Management Organization (WMO)

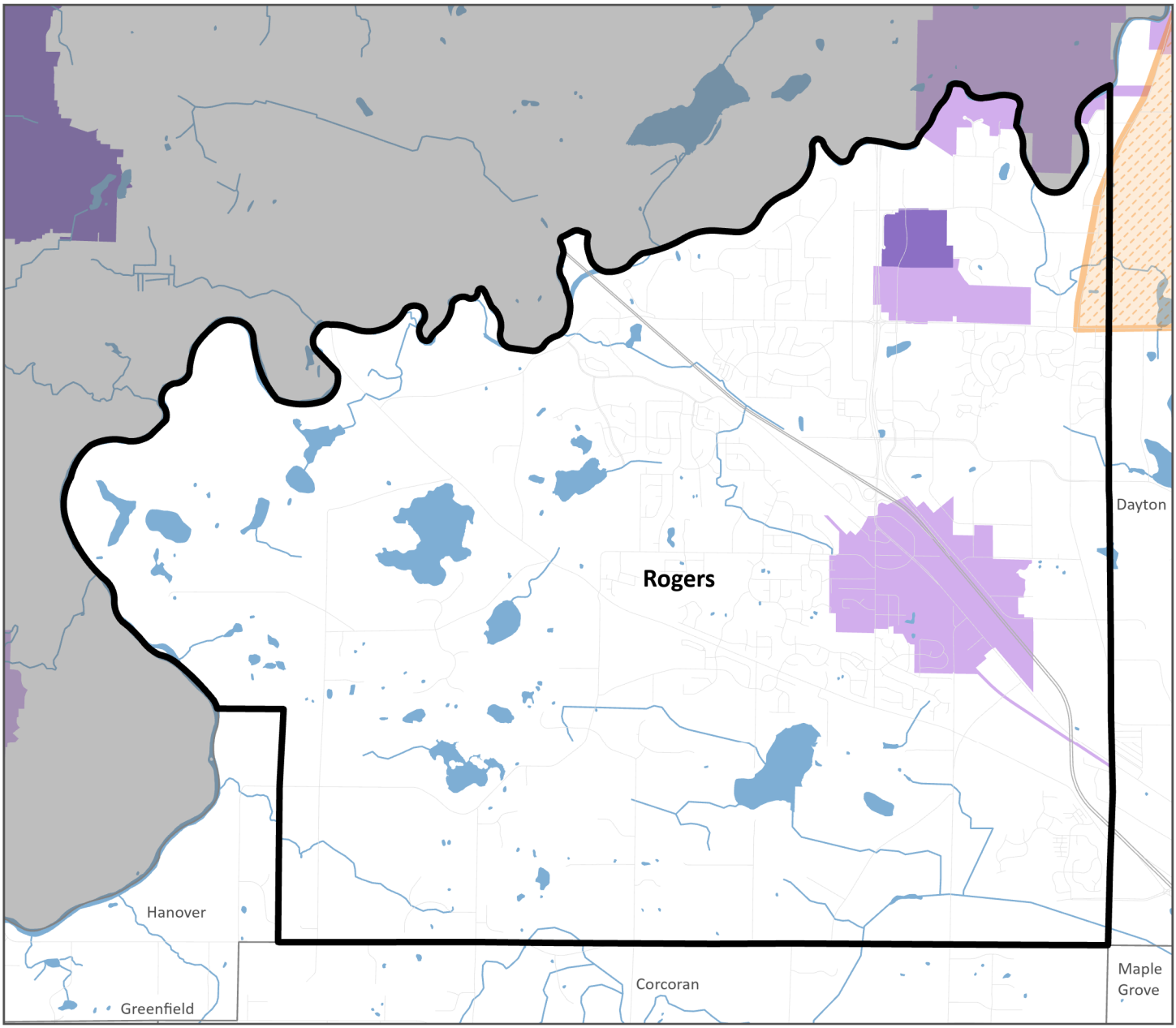
Wetland Type

- Seasonally Flooded Basin or Flat
- Wet Meadow
- Shallow Marsh
- Deep Marsh
- Shallow Open Water
- Shrub Swamp
- Wooded Swamp
- Bog

Priority Water

- Priority River or Stream
- Priority Lake

City of Rogers
Water Supply Considerations



Drinking Water Supply Management Areas for Groundwater (DWSMA)

- High Vulnerability
- Moderate Vulnerability
- Low Vulnerability

Drinking Water Supply Management Areas for Surface Water (DWSMA)

- Surface Water DWSMA Priority Area A
- Special Well and Boring Construction Area
- Priority river or stream qualifying as a drinking water source
- Priority lake qualifying as a drinking water source

REGIONAL PARKS AND TRAILS SYSTEM STATEMENT
CITY OF ROGERS

Overview of the Regional Parks and Trails System

The Regional Parks and Trails System includes 66 regional parks, park reserves, and special features, plus more than 487 miles of regional trails that showcase the unique landscapes of the region and provide year-round recreation. The Regional Parks and Trails System is well-loved by our region's residents and attracted over 69 million visits in 2023.

The organizational structure of the Regional Parks and Trails System is unique, built upon a strong partnership between the Met Council and the ten regional park implementing agencies that own and operate Regional Parks and Trails System units. The regional park implementing agencies are:

Anoka County	Ramsey County
City of Bloomington	City of Saint Paul
Carver County	Scott County
Dakota County	Three Rivers Park District
Minneapolis Park and Recreation Board	Washington County

The 2050 Regional Parks and Trails Policy Plan advances the Imagine 2050 regional goals and core values including Equity, Leadership, Accountability, and Stewardship by striving to:

- **Foster equity and belonging**: Connect people with nature, community, and cultural landscapes to better support their physical, mental, and emotional well-being
- **Take care of what we have:** Reinvest in existing regional parks and trails to maintain and enhance visitor experiences
- **Protect and restore:** Protect and restore natural systems to safeguard the well-being of all living things
- **Adapt and mitigate:** Increase the region's resilience to climate change through land stewardship practices that mitigate greenhouse gases and adapt to future climates
- **Meet future needs:** Meet the growing demand for regional parks and trails through strategic and timely land acquisition and development.

Key Concepts in the 2050 Regional Parks and Trails Policy Plan

The 2050 Regional Parks and Trails Policy Plan includes the following policies, each with specific associated strategies:

- **System Plan policy**: Maintain a robust and current set of data, maps, plans, processes, and applications to support regional parks and trails planning.
- **Natural Systems policy**: Identify lands with high-quality natural features and/or with high restoration potential that are desirable for Regional Parks and Trails System activities and put these lands in a protected status so they will be available for recreational uses and preservation purposes in perpetuity.
- **Climate Resilience policy**: Adapt and enhance the Regional Parks and Trails System to promote resilience to climate change, including the mitigation of greenhouse gas emissions.

- **Planning policy:** Promote long-range planning and help provide integrated resource planning across jurisdictions in order to create a seamless system that connects everyone to the outdoors.
- **System Protection policy:** Protect public investments in acquisition and development by assuring that every component in the system is able to fully carry out its designated role.
- **Recreation, Facilities, and Programming policy:** Foster a sense of belonging by providing a wide spectrum of leisure and play opportunities while connecting people, places, and the natural world.
- **Finance policy:** The Met Council administers, provides financial oversight, and collaborates with a range of partners to fund the ten regional park implementing agencies in support of the Regional Parks and Trails System.

The 2050 Regional Parks and Trails Policy Plan is the metropolitan system plan for regional recreation open space with which local comprehensive plans must conform. This system statement highlights the elements of the system plan which apply specifically to your community. Find the complete text of the 2050 Regional Parks and Trails Policy Plan at the following url: *https://imagine2050.metrocouncil.org/chapters/regional-parks-and-trails*.

Key Changes in the 2050 Regional Parks and Trails Policy Plan

Adopted by the Met Council in February 2025, the 2050 Regional Parks and Trails Policy Plan incorporates the following changes:

- Unit name changes
  - Anoka County
    - "Northwest Search Area" changed to "Sugar Hills Search Area"
  - Dakota County
    - "Lebanon Hills-Big Rivers Greenway Trail Search Corridor" changed to "Lebanon Hills-Minnesota River Greenway Trail Search Corridor"
    - "Lebanon Hills-Mendota Greenway Regional Trail, Highway 62 segment" changed to "Lebanon Hills Greenway Regional Trail"
  - Scott County
    - "Scott West Regional Trail" changed to "Big Woods Regional Trail"
    - "Minnesota River Bluffs Extension and Scott County Connection Regional Trail" changed to "Merriam Junction Regional Trail"
    - "Louisville Trail Search Corridor" changed to "Merriam Junction Regional Trail"
    - Portion of "Southern Scott Trail Search Corridor" changed to "Shallow Waters Regional Trail"
- Trail refinements
  - Three Rivers Park District's Dakota Rail Regional Trail Search Corridor Extension moving the trail terminus from Highway 494 to Minnetonka City Hall
  - Three Rivers Park District is transferring a portion of the Lake Minnetonka Regional Trail to Carver County
- Future 2028/2029 system additions process candidates
  - Ramsey County's Rice Creek North Regional Trail Boundary Adjustment adding 2,407 acres to the current 792 acres at the former Twin Cities Army Ammunition Plant
  - Three Rivers Park District's 5.5-mile West Minnehaha Creek Trail Corridor Study Area
  - Dakota County's 58-acre Thompson County Park Study Area in West St. Paul serving the outdoor recreational needs of the more than 50,000 residents who live in the northern portion of Dakota County

The 2050 Regional Parks and Trails System Plan Map is depicted in Figure 1. Rogers should consult the complete 2050 Regional Parks and Trails Policy Plan in preparing its local comprehensive plan. In addition, your community should consult Imagine 2050 and the current version of the Met Council's Local Planning Handbook for specific comprehensive plan requirements.

2050 Regional Parks and Trails System Units

The Regional Parks and Trails System comprises four main types of units: regional parks, park reserves, special features and regional trails.

- **Regional parks** contain a diversity of natural features, either naturally occurring or restored, and are typically 200-500 acres in size. Regional parks accommodate a variety of outdoor recreation activities. In 2024, a total of 46 regional parks are open to the public.
- **Park reserves**, like regional parks, provide for a diversity of outdoor recreation activities. One major distinguishing feature is that the minimum size for a park reserve is 1,000 acres. Additionally, regional park implementing agencies are required to manage at least 80% of the park reserve as natural lands that protect the ecological functions of the native landscape. As of 2024, a total of 12 park reserves were open to the public.
- **Special features** provide opportunities not generally found in the regional parks, park reserves, or trail corridors. Special features often require a unique managing or programming effort. As of 2024, there are eight special features open to the public.
- **Regional trails:** The Met Council has defined two major types of trails to serve the region: destination or greenway trails and linking trails. Destination or greenway trails typically follow along corridors with high-quality natural features that make the trail itself a destination. Linking trails are predominately intended to provide connections between various Regional Parks and Trails System units. As of 2024, 56 regional trails totaling approximately 487 miles were open for public use.

2050 Regional Parks and Trails System Components

The 2050 Regional Parks and Trails Policy Plan identifies five components which together comprise the vision for the Regional Parks and Trails System in 2050, as described below.

- **Existing Regional Parks and Trails System facilities** are open for public use and include land that is owned by regional park implementing agencies. They may include inholding parcels within the boundaries of these parks and trail corridors that have not yet been acquired. Existing regional trails may include planned segments that will be developed in the future.
- **Planned Regional Parks and Trails System facilities (not yet open to the public)** have a Council-approved long-range plan and may be in stages of acquisition and development but are not yet open for public use.
- **Regional Parks and Trails System boundary adjustments** include general areas identified as potential additions to existing Regional Parks and Trails System facilities to add recreational opportunities or protect natural resources. Specific adjustments to park or trail corridor boundaries have not yet been planned.
- **Regional Park and Special Feature search areas** include general areas for future regional parks and special features to meet the recreational needs of the region by 2050 where the regional park boundary has not yet been planned.
- **Regional trail search corridors** include proposed regional trails to provide connections between Regional Parks and Trails System facilities where the trail alignment has not yet been planned.

System Plan Considerations Affecting Your Community

The following Regional Parks and Trails System Components within Rogers are identified in the 2050 Regional Parks and Trails Policy Plan:

Regional Parks, Park Reserves, and Special Features

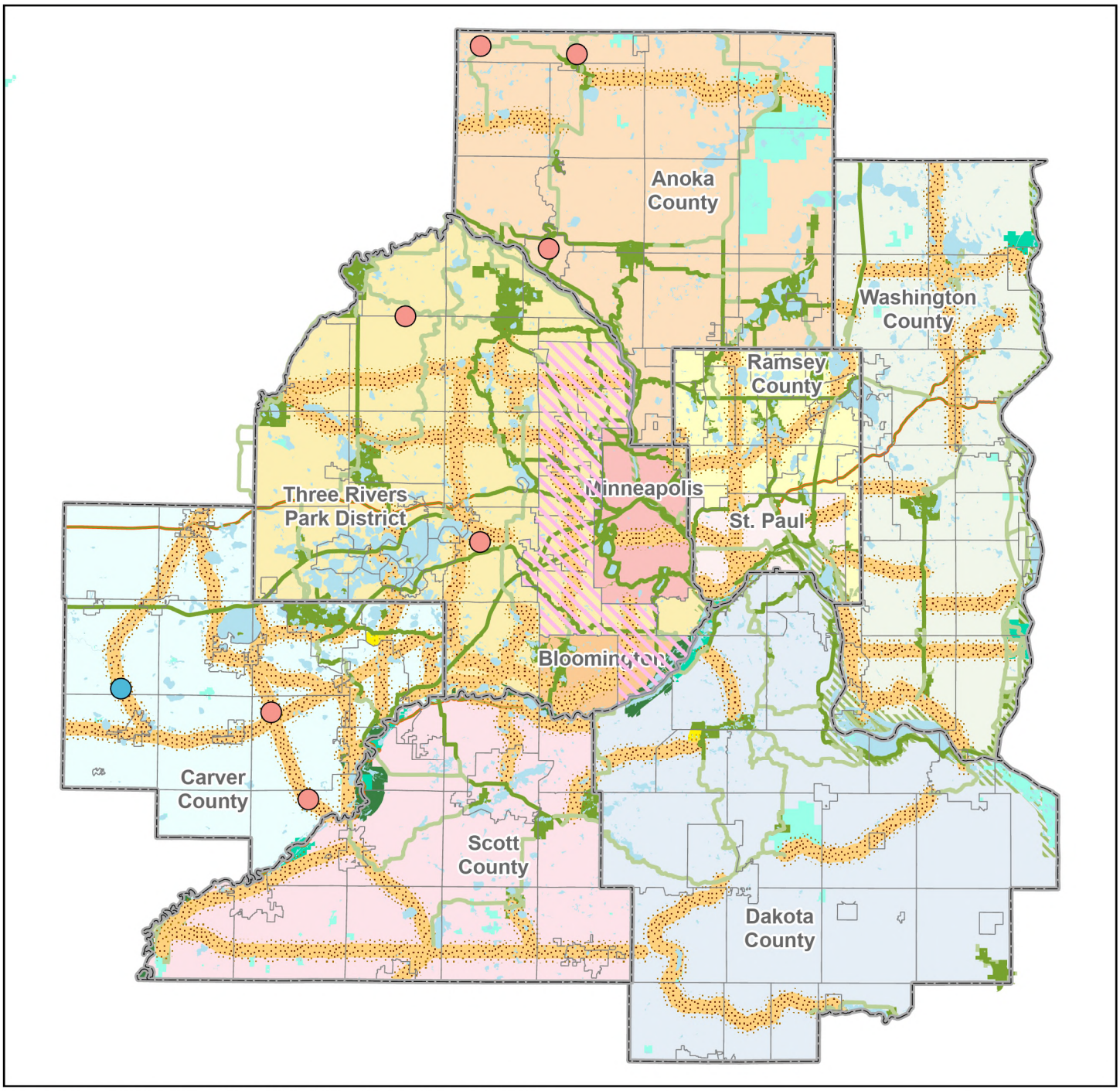
- **Crow-Hassan Park Reserve:** This is an existing park reserve with an established boundary. Crow-Hassan Park Reserve, at nearly 2,600 acres, is located in Rogers and Hanover and connects to the Crow River, Lake Independence, and Rush Creek Regional Trails. It provides scenic trails for wildlife viewing, horseback riding, and winter sports along the Crow River. The park reserve boundary as shown in Figure 2 should be acknowledged in the comprehensive plan.
- **Rogers-Corcoran Regional Park Search Area:** The comprehensive plan should acknowledge the general location of the Regional Park Search Area as shown in Figure 2. Three Rivers Park District will lead a planning process in the future to determine the regional park boundary for this unit which could connect to the Crow River, Diamond Lake, Lake Independence, Rush Creek, and/or Weaver Lake Regional Trails.

Regional Trails

- **Crow River Regional Trail:** This is a planned regional trail that is not yet open to the public. The regional trail will travel through Dayton, Otsego, Rogers, Hanover, and Rockford as it connects West Mississippi River Regional Trail, Crow Hassan Park Reserve, Rush Creek Regional Trail, Lake Independence Regional Trail, Weaver Lake Regional Trail Search Corridor, and Lake Rebecca Park Reserve. The regional trail alignment as shown in Figure 2 should be acknowledged in the comprehensive plan.
- **Diamond Lake Regional Trail:** This is a planned regional trail that is not yet open to the public. The planned regional trail travels through Dayton, Rogers, Corcoran, and Medina with a small section in Wayzata. The trail connects West Mississippi River Regional Trail, Rush Creek Regional Trail, Weaver Lake Regional Trail Search Corridor, Lake Sarah Regional Trail Search Corridor, Baker Park Reserve, Lake Independence Regional Trail, Luce Line State Trail, Dakota Rail Regional Trail, and the Dakota Rail Regional Trail Search Corridor. The planned regional trail alignment as shown in Figure 2 should be acknowledged in the comprehensive plan.
- **Rush Creek Regional Trail:** This is a regional trail that includes segments that are open to the public as well as planned segments that will be developed in the future. The regional trail travels through Brooklyn Park, Maple Grove, Dayton and Rogers. Connects Coon Rapids Dam Regional Park, Shingle Creek Regional Trail, Elm Creek Park Reserve, Crystal Lake Regional Trail, Medicine Lake Regional Trail, North South 1 Regional Trail Search Corridor, and Crow Hassan Park Reserve. The regional trail alignment as shown in Figure 2 should be acknowledged in the comprehensive plan.

Please contact Three Rivers Park District for more information regarding Regional Parks and Trails System Components in Rogers.

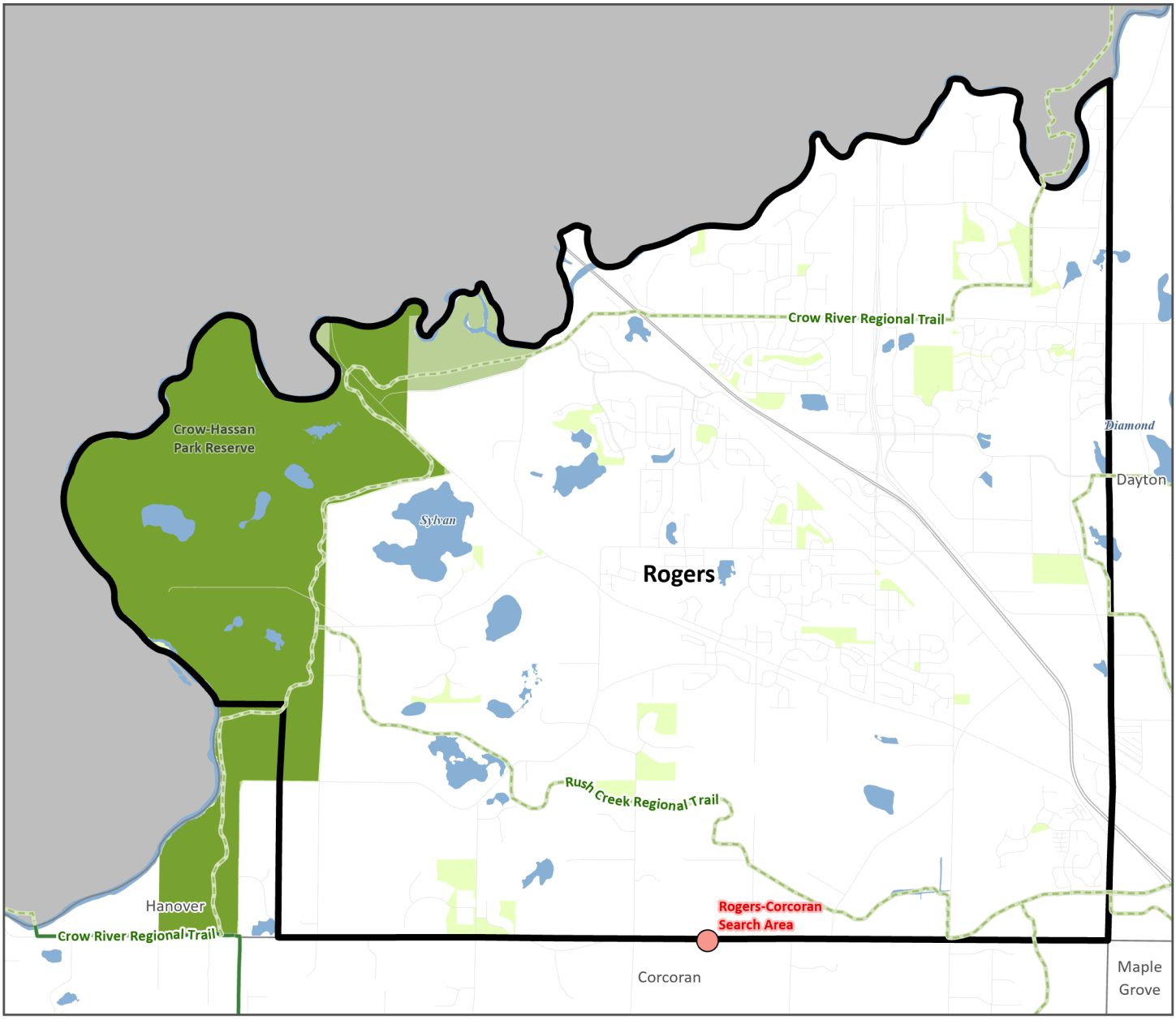
Regional Parks and Trails System



Long-Range Plan Boundary Adjustments and Search Areas

- Boundary Adjustment
- Park Search Area
- Special Feature Search Area
- Regional Trail Search Corridor
- Regional Trail (Open to the Public)
- Planned Regional Trail (Not Open to the Public)
- State Trails
- Regional Park (Open to the Public)
- Planned Regional Park (Not Open to the Public)
- Lower St. Croix National Scenic Riverway
- Mississippi National River & Recreation Area
- State Wildlife Management Areas
- State Parks and Recreation Areas
- MN Valley National Wildlife Refuge
- Special State Recreation Features

City of Rogers
Regional Parks and Trails System



Regional Parks and Trails Systems

- Boundary Adjustment
- Search Area
- Special Feature Search Area
- Regional Trail Search Corridor
- Regional Trail (Open to the Public)
- Planned Regional Trail (Not Open to the Public)
- Regional Park (Open to the Public)
- Planned Regional Park (Not Open to the Public)

Other State and National Features

- State Trails
- State Parks and Recreation Areas
- State Wildlife Management Areas
- Special State Recreation Features
- Other Parks, Preserves, Refuges and Natural Areas
- Lower St. Croix National Scenic Riverway
- Mississippi National River & Recreation Area
- MN Valley National Wildlife Refuge

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.18

Subject: Approval of Resolution No. 2026 - 01, A Resolution Approving the 2026-2028 Residential Waste Reduction and Recycling Policy, and authorize execution of the Residential Waste Reduction and Recycling Grant Agreement No. PR00008081.
Prepared By: Stacy Scharber, Assistant Administrator/HR Director

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Recommended Council Action
Approval of Resolution No. 2026 - 01, A Resolution Approving the 2026-2028 Residential Waste Reduction and Recycling Policy, and authorize execution of the Residential Waste Reduction and Recycling Grant Agreement No. PR00008081.

Overview / Background / Analysis
According to the attached grant policy, "The County has funded City recycling programs for over 30 years and will use this policy to make available all SCORE funds to cities for residential waste reduction and recycling programs."

SCORE funds will be dedicated to four different purposes: 1) general funding for waste reduction and recycling programs, 2) curbside organics recycling programs, 3) organics drop-off sites, and 4) multifamily waste reduction and recycling. Funds distributed to cities for a calendar year will be based on SCORE funds received by the county in the state's corresponding fiscal year.

Hennepin County is committed to implementing this policy from January 1, 2026, through December 31, 2028. The county may revise this policy to align with strategic priorities developed in the zero-waste plan or solid waste management plan. In addition, the county may revise this policy, if it determines changes are needed to assure compliance with state law and MPCA goals established for metropolitan counties. If SCORE funds are eliminated from the state budget or significantly reduced, the county will consult with cities at that time and develop a recommendation to the board on future funding for residential waste reduction and recycling programs.

The allocation of funds can be found on pages 2 and 3 of the attached grant agreement.

Staff Recommendation
Motion to approve Resolution No. 2026-01, A Resolution Approving the 2026-2028 Residential Waste Reduction and Recycling Policy

Financial Impact: **Source Fund**:

Budgeted? Yes

Supporting Documentation

A. 2026-01 Approving 2026-2028 Residential Waste Reduction and Recycling Funding Policy - DRAFT
B. 2026 CONTRACT PR00008081 - CITY RECYCLING FUNDING_encrypted_

RESOLUTION NO. 2026-01

A RESOLUTION APPROVING THE 2026-2028 RESIDENTIAL WASTE REDUCTION AND RECYCLING POLICY

WHEREAS, pursuant to Minnesota Statutes, Chapter 115A.552, counties shall ensure that residents have an opportunity to recycle; and

WHEREAS, Hennepin County Ordinance 13 requires that each city implement and maintain a recycling and organics recycling program

WHEREAS, the Hennepin County Board has adopted a funding policy to continue to fund cities within Hennepin County for the contract period of January 1, 2026 through December 31, 2028; and

WHEREAS, in order to receive funds, the City must sign this contract, and

WHEREAS, the City wishes to receive these funds each year.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Rogers, Minnesota that the City Council approves the 2026-2028 Residential Waste Reduction and Recycling Funding Policy.

BE IT FURTHER RESOLVED that the City Council authorizes the Mayor and City Clerk to execute such Residential Waste and Recycling Grant Contract with Hennepin County.

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 13th day of January, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

RESIDENTIAL WASTE REDUCTION AND RECYCLING GRANT AGREEMENT

This Grant Agreement is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, A-2300 Government Center, Minneapolis, Minnesota 55487, on behalf of the Hennepin County Environment and Energy Department, 300 South Sixth Street, MC 679, Minneapolis, Minnesota 55487 ("COUNTY"), and CITY OF ROGERS, 22350 South Diamond Lake Road, Rogers, Minnesota, 55374 ("GRANTEE"), a Minnesota government entity.

The parties agree as follows:

1. TERM AND AMOUNT OF GRANT

This Agreement shall commence following execution by all parties. GRANTEE shall complete all Grant Requirements, as defined below, and submit all required documentation on or before December 31, 2028, unless this Agreement is terminated earlier in accordance with the provisions herein.

Annual grant payments ("Grant Funds") shall be calculated as set forth in Section 3.

2. GRANT REQUIREMENTS

GRANTEE shall apply for annual grant funds and operate its Waste Reduction and Recycling Programs as more fully described in Attachment A, the Residential Waste Reduction and Recycling Funding Policy.

In addition to any other reporting requirements contained in this Agreement, including in any attachments, within thirty (30) days after COUNTY's request, GRANTEE shall submit grant progress reports to the COUNTY in the manner directed by COUNTY and which may include summarizing activities and outcomes for the given period, goals, objectives, activities, outcomes, challenges, lessons learned, financial information, and/or administrative/programmatic monitoring descriptions.

3. GRANT FUNDS DISBURSEMENT

The COUNTY will distribute SCORE funds that the COUNTY receives from the state to Hennepin County municipalities. SCORE funds will be dedicated to the following different purposes: 1) general funding for waste reduction and recycling programs, 2) curbside organics recycling programs, 3) organics drop-off sites, 4) multifamily waste reduction and recycling.

SCORE funds are based on revenue received by the State of Minnesota from the solid waste management tax (SWMT) on garbage services and are subject to change based on the SWMT revenue received by the state and funds allocated by the legislature. Funds

distributed to municipalities for the current calendar year will be based on SCORE funds received by the COUNTY in the state's corresponding fiscal year.

The COUNTY will make two payments to the GRANTEE, according to the provisions set forth below. Those two payments will provide the sum of each city's total grant amount for general waste reduction and recycling programs, curbside organics recycling programs, organics drop-off sites, and multifamily waste reduction and recycling. One payment will be made after COUNTY receives the applications for funding from GRANTEE. A second payment will be made after basic program requirements, education and outreach requirements, and performance have been confirmed and approved. If GRANTEE meets the requirements, both payments will be made during the same calendar year.

A. Waste reduction and recycling programs

COUNTY will dedicate 40% of SCORE funds to provide funding for city waste reduction and recycling programs. The following formula will be used to calculate GRANTEE's waste reduction and recycling grant amount.

$$\frac{\text{Number of eligible households with curbside recycling in city}}{\text{Total number of eligible households with curbside recycling in county}} \times \text{40\% of SCORE funds available} = \text{Waste reduction and recycling grant amount available to the city}$$

Eligible households are defined as households in single-family through fourplex residential buildings or other residential buildings where each household has its own recycling collection container to set out for curbside collection and receives recycling collection service through the city. In cities with open recycling collection, eligible households are defined as households in single-family through fourplex residential buildings where each household has its own recycling collection container to set out for curbside collection. The number of eligible households will be determined by counting the number of eligible households on January 1 of each funding year. GRANTEE will report the number to COUNTY in its annual application for funding.

B. Curbside organics recycling programs

COUNTY will dedicate 50% of SCORE funds to provide funding for curbside organics recycling programs. Funds will be allocated using participation targets for each eligible city. Funding is not contingent upon meeting the participation target. The following formula will be used to calculate GRANTEE's curbside organics recycling grant amount.

Target number of households with curbside organics recycling in city --- Total number of households with curbside organics recycling in county	x	50% of SCORE funds available	=	Curbside organics recycling grant amount available to the city

Initial participation targets (as a percent of households with curbside recycling service):

- 60% for cities that contract for organics recycling service
- 30% for cities that require haulers to offer organics recycling service

COUNTY will provide a minimum grant of $3,300 per city for curbside organics recycling programs.

C. Organics drop-off sites

COUNTY will dedicate up to $3,300 per eligible city to provide funding for organics drop-off site expenses. Cities with a population of less than 10,000 are eligible.

D. Multifamily waste reduction and recycling

COUNTY will take 10% of SCORE funds, subtract the amount allocated to organics drop-off sites, and dedicate the remainder to provide funding for multifamily waste reduction and recycling programs. For the purposes of this policy, city multifamily waste reduction and recycling programs include organics recycling. Funds will be allocated based on the number of multifamily households. The following formula will be used to calculate GRANTEE's multifamily waste reduction and recycling grant amount.

Number of multifamily households in city --- Total number of multifamily households in county	x	10% of SCORE funds available minus organics drop-off funds	=	Multifamily waste reduction and recycling grant amount available to the city

If cities do not apply for available multifamily grant funds, the unclaimed funds will be re-allocated to the cities that applied in proportion to the number of multifamily households in those cities.

Multifamily households in cities with organized recycling collection are defined as 1) households in buildings where each household does not have its own recycling collection container to set out for curbside collection, or 2) households in buildings that do not receive recycling collection service through the city,

including apartment buildings, condominiums, townhomes, and cooperative housing units where a property manager or association coordinates collection service. Multifamily households in cities with open recycling collection are defined as households in residential buildings larger than a fourplex.

E. Cities of the first class

Cities of the first class must comply with COUNTY's measurable performance standards and report recycling rates and compliance rates to the COUNTY semi-annually beginning February 15, 2026, and every August 15 and February 15 thereafter during the term of this Agreement. Cities of the first class must also report semi-annually beginning February 15, 2026, and every August 15 and February 15 thereafter, on specific steps for implementation that address the COUNTY's priorities identified Board Action 25-0296 R2. COUNTY will determine annually whether the cities have implemented and satisfied performance standards. If the COUNTY finds that the cities have not implemented or satisfied the performance standards, the city must submit a waste reduction and recycling improvement plan to COUNTY within 60 days of being notified by COUNTY. The improvement plan must specify the efforts the city will take to implement and satisfy the performance standards identified by the COUNTY. The improvement plan must be negotiated with COUNTY and approved by COUNTY. If COUNTY does not approve the improvement plan, then it will withhold SCORE funding.

4. PARTY RELATIONSHIP

A. GRANTEE shall select the means, method, and manner of performing Grant Requirements. Nothing is intended nor should be construed as creating or establishing any relationship, besides that of grantor and grantee, between the parties. GRANTEE is not COUNTY's vendor, contractor, agent, representative, or employee for any purpose. GRANTEE shall secure at its own expense all personnel and resources required in completing Grant Requirements under this Agreement. GRANTEE's personnel and/or subcontractors engaged to perform any activities under this Agreement will have no contractual relationship with COUNTY and will not be considered employees of COUNTY.

B. If GRANTEE enters into any agreement with any entity to provide goods or services related to GRANTEE's performance of the Grant Requirements, GRANTEE shall memorialize that relationship with a written and duly executed agreement with said entity. That agreement will include, at minimum, the following provisions:

(i) Neither GRANTEE nor the engaged entity is acting as agent(s) for the County of Hennepin, State of Minnesota;
(ii) The parties expressly agree that the County of Hennepin, State of Minnesota, is not a party to their agreement; and

(iii) The County of Hennepin, State of Minnesota is not responsible or liable for any duty or obligation under their agreement, including but not limited to paying any amount whatsoever under the agreement.

5. NON-DISCRIMINATION

In accordance with COUNTY's policies against discrimination, GRANTEE shall not exclude any person nor prohibit their participation in or the benefits of any program, service or activity related to this Agreement on the grounds of any protected status or class, including but not limited to race, color, creed, religion, national origin, sex, gender expression, gender identity, age, disability, marital status, sexual orientation, or public assistance status. No person who is protected by applicable law against discrimination shall be subjected to discrimination.

6. INDEMNIFICATION

GRANTEE shall defend, indemnify, and hold harmless COUNTY, its present and former officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including attorney's fees, resulting directly or indirectly from any act or omission of GRANTEE, a subcontractor, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of the Grant Requirements in this Agreement, and against all loss by reason of the failure of GRANTEE to perform any obligation under this Agreement. For clarification and not limitation, this obligation to defend, indemnify and hold harmless includes but is not limited to any liability, claims or actions resulting directly or indirectly from alleged infringement of any copyright or any property right of another, the employment or alleged employment of GRANTEE personnel, the unlawful disclosure and/or use of protected data, or other noncompliance with the requirements of these provisions.

7. INSURANCE

Each party warrants that it has purchased insurance or a self-insurance program sufficient to meet its liability obligations and, at a minimum, to meet the maximum liability limits of Minnesota Statutes Chapter 466. This provision shall not be construed as a waiver of any immunity from liability under Chapter 466 or any other applicable law.

8. DUTY TO NOTIFY

GRANTEE shall promptly notify COUNTY of any demand, claim, action, cause of action or litigation brought against GRANTEE, its employees, officers, agents or subcontractors, which arises out of this Agreement. GRANTEE shall also notify COUNTY whenever GRANTEE has a reasonable basis for believing that GRANTEE and/or its employees, officers, agents or subcontractors, and/or COUNTY, might become the subject of a demand, claim, action, cause of action, administrative action, criminal arrest, criminal charge or litigation arising out of this Agreement.

9. DATA, SYSTEMS, AND INTELLECTUAL PROPERTY

A. GRANTEE, its officers, agents, owners, partners, employees, volunteers and subcontractors shall, to the extent applicable, abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA) and all other applicable law, rules, regulations and orders relating to data or the privacy, confidentiality or security of data. For clarification and not limitation, COUNTY hereby notifies GRANTEE that the requirements of Minnesota Statutes section 13.05, subd. 11, apply to this Agreement. GRANTEE shall promptly notify COUNTY if GRANTEE becomes aware of any potential claims, or facts giving rise to such claims, under the MGDPA or other data, data security, privacy or confidentiality laws, and shall also comply with the other requirements of this Section.

Classification of data, including trade secret data, will be determined pursuant to applicable law and, accordingly, merely labeling data as "trade secret" by GRANTEE does not necessarily make the data protected as such under any applicable law.

B. In addition to the foregoing MGDPA and other applicable law obligations, GRANTEE shall comply with the following duties and obligations regarding County Data and County Systems (as each term is defined herein). As used herein, "County Data" means any data or information, and any copies thereof, created by GRANTEE or acquired by GRANTEE from or through COUNTY pursuant to this Agreement, including but not limited to handwriting, typewriting, printing, photocopying, photographing, facsimile transmitting, and every other means of recording any form of communication or representation, including electronic media, email, letters, works, pictures, drawings, sounds, videos, or symbols, or combinations thereof.

If GRANTEE has access to or possession/control of County Data, GRANTEE shall safeguard and protect the County Data in accordance with generally accepted industry standards, all laws, and all then applicable COUNTY policies, procedures, rules and directions. To the extent of any inconsistency between accepted industry standards and such COUNTY policies, procedures, rules and directions, GRANTEE shall notify COUNTY of the inconsistency and follow COUNTY direction. GRANTEE shall immediately notify COUNTY of any known or suspected security breach or unauthorized access to County Data, then comply with all responsive directions provided by COUNTY. The foregoing shall not be construed as eliminating, limiting or otherwise modifying GRANTEE's indemnification obligations herein.

C. INTENTIONALLY OMITTED.

D. Upon expiration or termination of this Agreement:

(1) At the discretion of COUNTY and as specified in writing by the Grant Manager, GRANTEE shall deliver to the Grant Manager all County Data so specified by COUNTY.

(2) COUNTY shall have full ownership and control of all such County Data. If COUNTY permits GRANTEE to retain copies of the County Data, GRANTEE shall not, without the prior written consent of COUNTY or unless required by law, use any of the County Data for any purpose or in any manner whatsoever; shall not assign, license, loan, sell, copyright, patent and/or transfer any or all of such County Data; and shall not do anything which in the opinion of COUNTY would affect COUNTY's ownership and/or control of such County Data.

(3) Except to the extent required by law or as agreed to by COUNTY, GRANTEE shall not retain any County Data that are confidential, protected, privileged, not public, nonpublic, or private, as those classifications are determined pursuant to applicable law. In addition, GRANTEE shall, upon COUNTY's request, certify destruction of any County Data so specified by COUNTY.

10. RECORDS – AVAILABILITY/ACCESS

Subject to the requirements of Minnesota Statutes section 6.551, the State Auditor, or any of their authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of GRANTEE and involve transactions relating to this Agreement. GRANTEE shall maintain these materials and allow access during the period of this Agreement and for six (6) years after its expiration or termination.

11. SUCCESSORS, SUBCONTRACTING AND ASSIGNMENTS

A. GRANTEE binds itself, its partners, successors, assigns and legal representatives to COUNTY for all covenants, agreements and obligations herein.

B. GRANTEE shall not assign, transfer or pledge this Agreement and/or the performance of the Grant Requirements, whether in whole or in part, nor assign any monies due or to become due to it without the prior written consent of COUNTY. A consent to assign shall be subject to such conditions and provisions as COUNTY may deem necessary, accomplished by execution of a form prepared by COUNTY and signed by GRANTEE, the assignee and COUNTY. Permission to assign, however,

shall under no circumstances relieve GRANTEE of its liabilities and obligations under the Agreement.

C. GRANTEE shall not subcontract this Agreement whether in whole or in part, without the prior written consent of COUNTY. Permission to subcontract, however, shall under no circumstances relieve GRANTEE of its liabilities and obligations under the Agreement. Further, GRANTEE shall be fully responsible for the acts, omissions, and failure of its subcontractors in the performance of any specified contractual services, and of person(s) directly or indirectly employed by subcontractors. Contracts between GRANTEE and each subcontractor shall require that the subcontractor's services be performed in accordance with this Agreement. GRANTEE shall make contracts between GRANTEE and subcontractors available upon request. For clarification and not limitation of the provisions herein, none of the following constitutes assent by COUNTY to a contract between GRANTEE and a subcontractor, or a waiver or release by COUNTY of GRANTEE's full compliance with the requirements of this Section: (1) COUNTY's request or lack of request for contracts between GRANTEE and subcontractors; (2) COUNTY's review, extent of review or lack of review of any such contracts; or (3) COUNTY's statements or actions or omissions regarding such contracts.

D. As required by Minnesota Statutes section 471.425, subd. 4a, GRANTEE shall pay any subcontractor within ten (10) days of GRANTEE's receipt of payment from COUNTY for undisputed services provided by the subcontractor, and GRANTEE shall comply with all other provisions of that statute.

12. MERGER, MODIFICATION AND SEVERABILITY

A. The entire Agreement between the parties is contained herein and supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items that are referenced or that are attached are incorporated and made a part of this Agreement. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.

GRANTEE and/or COUNTY are each bound by its own electronic signature(s) on this Agreement, and each agrees and accepts the electronic signature of the other party.

B. Any alterations, variations or modifications of the provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties. Except as expressly provided, the substantive legal terms contained in this Agreement, including but not limited to Indemnification, Insurance, Merger, Modification and Severability, Default and Termination, or Minnesota Law Governs may not be altered, varied, modified or waived by any change in project scope, specifications, or other document.

C. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

13. DEFAULT AND TERMINATION

A. This Agreement may be terminated with or without cause by COUNTY upon thirty (30) days' written notice, including but not limited to failure of the GRANTEE to perform Grant Requirements or failure of the Grant Requirements to promote a public purpose. Additionally, failure to comply with the terms of this Agreement shall be just cause for COUNTY to delay payment of Grant Funds until GRANTEE's compliance. In the event of a decision to withhold Grant Funds, COUNTY shall furnish prior written notice to GRANTEE.

B. COUNTY may immediately terminate this Agreement if GRANTEE, or any GRANTEE directors, employees, or other personnel are convicted of a criminal offense relating to any COUNTY, State of Minnesota, or federal grant.

C. Notwithstanding any provision of this Agreement to the contrary, GRANTEE shall remain liable to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by GRANTEE.

D. The above remedies shall be in addition to any other right or remedy available to COUNTY under this Agreement, law, statute, rule, and/or equity.

E. COUNTY's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.

F. If this Agreement expires or is terminated, with or without cause, by either party, at any time, GRANTEE shall not be entitled to any Grant Funds except for reimbursements duly invoiced for completed Grant Requirements pursuant to this Agreement.

G. Upon written notice, COUNTY may immediately suspend or terminate this Agreement in the event any of the following occur: (i) COUNTY does not obtain anticipated funding from an outside source for this project; (ii) funding for this project from an outside source is withdrawn, frozen, shut down, is otherwise made unavailable or COUNTY loses the outside funding for any other reason; or (iii) COUNTY determines, in its sole discretion, that funding is, or has become, insufficient. COUNTY is not obligated to pay for any Grant Funds related to the performance of any Grant Requirements occurring after the notice and effective date of the suspension or termination. In the event COUNTY suspends or terminates this Agreement pursuant to this paragraph, COUNTY shall pay any Grant Funds already invoiced by GRANTEE prior to the notice of suspension or

termination, if those costs and supporting documentation are validated by COUNTY, except that COUNTY shall not be obligated to pay any Grant Funds as or for penalties, early termination fees, charges, time and materials for Grant Requirements not already invoiced.

H. GRANTEE has an affirmative obligation, upon written notice by COUNTY that this Agreement may be suspended or terminated, to follow reasonable directions by COUNTY, or absent directions by COUNTY, to exercise a fiduciary obligation to COUNTY, before incurring or making further costs, expenses, obligations or encumbrances arising out of or related to this Agreement.

14. SURVIVAL OF PROVISIONS

Provisions that by their nature are intended to survive the term or termination of this Agreement do survive such term or termination. Such provisions include but are not limited to: PARTY RELATIONSHIP; INDEMNIFICATION; INSURANCE; DUTY TO NOTIFY; DATA, SYSTEMS, AND INTELLECTUAL PROPERTY; RECORDS-AVAILABILITY/ACCESS; DEFAULT AND TERMINATION; MEDIA OUTREACH; and MINNESOTA LAW GOVERNS.

15. GRANT MANAGER

Kirsten Wahlberg, or successor, ("Grant Manager"), shall manage this Agreement on behalf of COUNTY and serve as liaison between COUNTY and GRANTEE.

Stacy Scharber, sscharber@rogersmn.gov, 763-428-2253 shall manage the Agreement on behalf of GRANTEE. GRANTEE may replace such person but shall immediately give written notice to COUNTY of the name, phone number and email (if available) of such substitute person and of any other subsequent substitute person.

16. COMPLIANCE AND NON-DEBARMENT CERTIFICATION

A. GRANTEE shall comply with all applicable law, funding sources, regulations, rules and ordinances currently in force or later enacted.

B. GRANTEE certifies that it is not prohibited from doing business with either the federal government or the state of Minnesota as a result of debarment or suspension proceedings. GRANTEE shall immediately notify COUNTY if GRANTEE is debarred or suspended during the term of this Agreement.

17. RECYCLING

COUNTY encourages GRANTEE to establish a recycling program for at least three materials, such as newsprint, office paper, glass, plastic, and metal.

18. NOTICES

Unless the parties otherwise agree in writing, any notice or demand which must be given or made by a party under this Agreement or any statute or ordinance shall be in writing and shall be sent registered or certified mail. Notices to COUNTY shall be sent to the Grant Administrator with a copy to the originating COUNTY department at the addresses given in the opening paragraph of this Agreement. Notice to GRANTEE shall be sent to the address stated in the opening paragraph of this Agreement or to the address stated in GRANTEE's Form W-9 provided to COUNTY.

19. CONFLICT OF INTEREST

GRANTEE affirms that to the best of GRANTEE's knowledge, GRANTEE's involvement in this Agreement does not result in a conflict or potential conflict of interest with any party or entity which may be affected by the terms of this Agreement. Should any conflict or potential conflict of interest become known to GRANTEE, GRANTEE shall immediately notify COUNTY of the conflict or potential conflict, specifying the part of this Agreement giving rise to the conflict or potential conflict, and advise COUNTY whether GRANTEE will or will not resign from the other engagement or representation. A conflict or potential conflict may, in COUNTY's discretion, be cause for termination of this Agreement.

20. MEDIA OUTREACH

GRANTEE shall notify COUNTY, prior to publication, release or occurrence of any Outreach (as defined below). The parties shall coordinate to produce collaborative and mutually acceptable Outreach. For clarification and not limitation, all Outreach shall be approved by COUNTY, by and through the Grant Administrator or his/her designee(s), prior to publication or release. As used herein, the term "Outreach" shall mean all media, social media, news releases, external facing communications, advertising, marketing, promotions, client lists, civic/community events or opportunities and/or other forms of outreach created by, or on behalf of, GRANTEE (i) that reference or otherwise use the term "Hennepin County," or any derivative thereof; or (ii) that directly or indirectly relate to, reference or concern the County of Hennepin, this Agreement, the Grant Requirements performed hereunder or COUNTY personnel, including but not limited to COUNTY employees and elected officials.

21. MINNESOTA LAWS GOVERN

The laws of the state of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Hennepin, state of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the state of Minnesota.

22. PERSONAL PROPERTY TAX, PROPERTY TAX, AND INCOME TAX

A. GRANTEE affirms that it and its officers have paid all Hennepin County personal property taxes and property taxes due on all of its Hennepin County properties for taxes owed on or before the date of the execution of this Agreement. If COUNTY finds that property taxes have not been paid by GRANTEE, GRANTEE's owner and GRANTEE's board of directors (if any), COUNTY may refuse to disburse Grant Funds or require the return of all or part of the Grant Funds already disbursed.

B. GRANTEE acknowledges that Grant Funds may be subject to federal and/or state or local taxes. Except as part of a tax-specific outreach program, COUNTY cannot provide tax advice and encourages GRANTEE to consult with a professional tax advisor.

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COUNTY BOARD AUTHORIZATION

Reviewed for COUNTY by
the County Attorney's Office:

COUNTY OF HENNEPIN
STATE OF MINNESOTA
By:

Reviewed for COUNTY by:

ATTEST:

Board Resolution No:

By:

Document Assembled by:

Kirsten Wahlberg (Jan 6, 2026 09:32:16 CST)

Kirsten Wahlberg
E-signed 2026-01-06 09:32AM CST
Kirsten.Wahlberg@hennepin.us
Hennepin County

Attachments

GRANTEE

GRANTEE warrants that the person who executed this Agreement is authorized to do so on behalf of GRANTEE as required by applicable articles, bylaws, resolutions or ordinances.*

By:

By:

*GRANTEE represents and warrants that it has submitted to COUNTY all applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. Documentation is not required for a sole proprietorship.

HENNEPIN COUNTY
MINNESOTA

Residential Waste Reduction and Recycling Funding Policy

January 1, 2026 – December 31, 2028

I. Policy Overview

A. Background

The Hennepin County Board of Commissioners has determined that residential waste reduction and recycling programs support county goals to make progress toward zero waste, reduce greenhouse gas emissions, and eliminate disparities associated with waste disposal. The county has adopted the goals established in State Statute and by the Minnesota Pollution Control Agency (MPCA) in its Metropolitan Solid Waste Management Policy Plan and developed a Residential Waste Reduction and Recycling Funding Policy to help reach a 75% recycling rate by 2030.

B. SCORE funds

The county receives funding from the state's Select Committee on Recycling and the Environment (SCORE) for the development and implementation of waste reduction and recycling programs. SCORE funds are based on revenue received by the State of Minnesota from the solid waste management tax (SWMT) on garbage services and are subject to change based on the SWMT revenue received by the state and funds allocated by the legislature.

C. Support for city programs

City recycling programs play an important role in the county's integrated solid waste management system. The county has funded city recycling programs for over 30 years and will use this policy to make available all SCORE funds to cities for residential waste reduction and recycling programs. SCORE funds will be dedicated to four different purposes: 1) general funding for waste reduction and recycling programs, 2) curbside organics recycling programs, 3) organics drop-off sites, and 4) multifamily waste reduction and recycling. Funds distributed to cities for a calendar year will be based on SCORE funds received by the county in the state's corresponding fiscal year.

D. Term of the policy

Hennepin County is committed to implementing this policy from January 1, 2026, through December 31, 2028. The county may revise this policy to align with strategic priorities developed in the zero-waste plan or solid waste management plan. In addition, the county may revise this policy, if it determines changes are needed to assure compliance with state law and MPCA goals established for metropolitan counties. If SCORE funds are eliminated from the state budget or significantly reduced, the county will consult with cities at that time and develop a recommendation to the board on future funding for residential waste reduction and recycling programs.

E. Grant agreements

Each city seeking funding under the terms of the Residential Waste Reduction and Recycling Funding Policy must enter into a grant agreement with the county for a term concurrent with the expiration of this policy, December 31, 2028. The grant agreement must be accompanied by a resolution authorizing the city to enter into such an agreement. If cities form a joint powers organization responsible for waste reduction and recycling programs, the county will enter into a grant agreement with that entity and distribute funds to that organization.

II. Allocation of Funds

SCORE funds will be dedicated to the following purposes:

- General funding for waste reduction and recycling programs
- Curbside organics recycling programs
- Organics drop-off sites
- Multifamily waste reduction and recycling

A. Waste reduction and recycling programs

The county will dedicate 40% of SCORE funds to provide funding for city waste reduction and recycling programs. For the purposes of this policy, city waste reduction and recycling programs include organics recycling. Funds will be allocated based on number of eligible households with curbside recycling service. The following formula will be used to calculate a city's grant amount.

$$\frac{\text{Number of eligible households with curbside recycling in city}}{\text{Total number of eligible households with curbside recycling in county}} \times \text{40\% of SCORE funds available} = \text{Waste reduction and recycling grant amount available to the city}$$

Eligible households are defined as households in single family through fourplex residential buildings or other residential buildings where each household has its own recycling collection container to set out for curbside collection. The number of eligible households will be determined by counting the number of eligible households on January 1 of each funding year. The city will report the number in its application for funding.

B. Curbside organics recycling programs

The county will dedicate 50% of SCORE funds to provide funding for curbside organics recycling programs. Funds will be allocated using participation targets for each city. Funding is not contingent upon meeting the participation target. The following formula will be used to calculate a city's grant amount.

Target number of households with curbside organics recycling in city --- Total target number of households with curbside organics recycling in county	x	50% of SCORE funds available	=	Curbside organics recycling grant amount available to the city

The county will provide a minimum grant of $3,300 per city for curbside organics recycling programs.

Participation targets (as a percent of households with curbside recycling service):

- 60% for cities that contract for organics recycling service
- 30% for cities that require haulers to offer organics recycling service

C. Organics drop-off sites

The county will dedicate $3,300 per eligible city to provide funding for organics drop-off site expenses. Cities with an organics drop-off and a population of less than 10,000 are eligible.

E. Multifamily waste reduction and recycling

The county will take 10% of SCORE funds, subtract the amount allocated to organics drop-off sites, and dedicate the remainder to provide funding for multifamily waste reduction and recycling programs. For the purposes of this policy, city waste reduction and recycling programs include organics recycling. Funds will be allocated based on the number of multifamily households. The following formula will be used to calculate a city's grant amount.

Number of multifamily households in city --- Total number of multifamily households in county	x	10% of SCORE funds available minus organics drop-off funds	=	Multifamily waste reduction and recycling grant amount available to the city

If cities do not apply for available multifamily grant funds, the unclaimed funds will be re-allocated to the cities that applied in proportion to the number of multifamily households in those cities.

Multifamily households in cities with organized recycling collection are defined as 1) households in buildings where each household does not have its own recycling collection container to set out for curbside collection, or 2) households in buildings that do not receive recycling collection service through the city, including apartment buildings, condominiums, townhomes, and cooperative housing units where a property manager or association coordinates collection service. Multifamily households in cities with open recycling collection are defined as households in residential buildings larger than a fourplex.

III. Application for Funding

A. General program and curbside organics application

To receive funding for waste reduction and recycling programs and curbside organics recycling, each city must complete an annual grant application by February 15 of that year. The application consists of a web-based report that requests the following: contract, program, tonnage, and financial information. The participation rate for the curbside recycling program must also be included in the web-based report. The city must calculate its participation rate during the month of October. The methodology for measuring participation must be provided to the county upon request. The county may request additional information, such as a planning document with a description of activities the city will implement to increase recycling and make progress toward county objectives.

B. Organics drop-off sites and multifamily supplementary application

To receive funding for organics drop-off sites and multifamily waste reduction and recycling, a city must submit a supplementary grant application form annually. The county will provide this form by February 15, and the city must complete it by March 15 of that year.

IV. Use of Funds

A. Conditions applying to all funds

The following requirements apply to the use of all funds:

1. Funds must be expended on eligible activities per Minnesota Statutes §115A.557.

2. All grant funds accepted from the county must be used in the year granted unless the county agrees to an exception. The county will not provide any funds in excess of actual expenses. Funds not spent must be returned to the county.

3. A city or joint powers organization may not charge its residents through property tax, utility fees, waste fees, environmental fees, or any other method for the portion of its waste reduction and recycling program costs that are funded by county grant funds.

4. Cities must track expenditures for waste reduction and recycling programs, curbside organics recycling, organics drop-off sites, and multifamily waste reduction and recycling and establish accounting mechanisms to provide the information requested in the financial section of the annual grant application.

5. Waste reduction and recycling activities, revenues, and expenditures are subject to audit.

B. Curbside organics use of funds

Curbside organics grant funds may be used for program expenses, including the following:

- Incentives for participation (service discounts, countertop pails, compostable bags)
- City contract costs
- Education and outreach
- Carts
- Other expenses approved by the county

Yard waste expenses are not eligible. If organics are co-collected with other waste, the organics expenses must be tracked separately. If a city passes funds through to a hauler, 100% of those funds must be credited to residents' bills.

C. Organics drop-off sites use of funds

Organics drop-off site grant funds may be used for program expenses, including the following:

- Hauling and disposal
- Dumpsters or carts
- Site construction
- Education and outreach
- Incentives for participation (countertop pails, compostable bags)
- Other expenses approved by the county

D. Multifamily waste reduction and recycling use of funds

Cities that choose to apply for multifamily waste reduction and recycling funding will work with

the county to identify eligible activities that are customized to the city's goals and needs. These activities will be determined through the supplementary grant application process.

Multifamily resources provided by the county, including reusable tote bags/baskets and multifamily specific signs and labels, are not eligible expenses.

V. City Requirements

A. Materials accepted

A city's curbside collection program must accept a list of mixed recyclables as selected by the county in consultation with haulers, local material recovery facilities, and end markets. The county will update the list of materials as needed, distribute the list to city recycling coordinators, and post the list on the county's website.

B. Education and outreach

The partnership between the county and cities has been highly effective in educating residents and motivating behavior change. To continue this partnership and increase these efforts, city waste reduction, recycling and organics recycling activities must be coordinated with county and regional efforts. Municipalities must adhere to the following requirements:

1. Use county terminology on promotional and educational materials when describing recycling and organics recycling guidelines, including the description of materials accepted and not accepted, as well as when describing preparation guidelines.

2. Use images approved by the county if using images of mixed recyclables and organic materials.

3. Provide the following information on the city's website:

    - Recycling and organics recycling materials accepted and not accepted
    - Curbside collection calendar
    - Contact information for the city's recycling coordinator
    - Links to city recycling resources and programs
    - Organics drop-off site(s) information
    - Links to county recycling resources and programs

4. Provide a guide on recycling and organics recycling to residents each year. The guide shall contain information on curbside collection, materials accepted and not accepted, organics drop off site information (if applicable), and a curbside collection calendar.

5. Complete two or more waste reduction, recycling and organics recycling educational activities annually that include the promotion of curbside collection. The county will provide a list of activities to city recycling coordinators. These activities are in addition to the provision of an annual guide.

6. If a city develops its own educational materials, does not use a template produced by the county, does not utilize design services offered by the county, or relies on a hauler to provide an annual guide, then the city must submit the materials to the county for approval.

C. Waste reduction and recycling performance

On an annual basis, cities must demonstrate that a reasonable effort has been made to improve waste reduction and recycling programs. If a city does not demonstrate measurable progress, a waste reduction and recycling improvement plan must be submitted by the city within 90 days of being notified by the county. The waste reduction and recycling improvement plan must be negotiated with the county and specify the efforts that will be undertaken by the city to improve its program to yield the results necessary to achieve county objectives. In cooperation with the county, the city may be required to participate in waste sorts and community engagement to identify strategies to improve waste reduction and recycling outcomes.

D. Cities of the first class

Cities of the first class must comply with the county's measurable performance standards and report recycling rates and compliance rates to the county annually by February 15 and semi-annually thereafter. Cities of the first class must also report bi-annually on specific steps for implementation that address the county's priorities.

The county will determine annually whether the cities have implemented and satisfied performance standards. If the cities do not implement and satisfy the performance standards, a waste reduction and recycling improvement plan must be submitted by the city within 60 days of being notified by the county. The improvement plan must specify the efforts the city will take to implement and satisfy the performance standards identified by the county. The improvement plan must be negotiated with the county and approved by the county. If the county does not approve the improvement plan, then SCORE funding will be withheld.

VI. Grant Payments

The county will make two payments to cities each year. Those two payments will provide the sum of each city's total grant amount for general waste reduction and recycling programs, curbside organics recycling programs, organics drop-off sites, and multifamily waste reduction and recycling. One payment will be made after the county receives the applications for funding. A second payment will be made after basic program requirements, education and outreach

requirements, and performance have been confirmed and approved. If the city meets the county requirements, both payments will be made during the same calendar year.

Cities are expected to fulfill the conditions of this policy and the requirements of the county's Ordinance 13. It is the responsibility of each city to meet the requirements of Ordinance 13. The implementation of the county requirements for cities shall be the responsibility of each respective city. If any city fails to establish or implement any or all of the city requirements in Ordinance 13, all SCORE funding will be withheld until the city meets the requirements or a waste reduction and recycling improvement plan is negotiated with the county.

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.19

Subject: Approve Change Order for Grass 11
Prepared By: Patrick Farrens, Fire Chief

Recommended Council Action
Authorize Chief Farrens to execute Change Order P-3334 for the Midwest Fire Grass Truck for $55.00.

Overview / Background / Analysis
City Council approved the replacement of the Rogers Fire Grass 11 apparatus, a 2001 model. During the specification process, it was believed that the Rogers Police and Fire Department would switch emergency siren and lighting packages on apparatus due to supply and installation issues. However, this did not occur, so the Change Order for $55.00 is to bring this apparatus in line with the remainder of the fleet. This technology allows the lights to "sync" when parked with other apparatus on the scene, increasing public and responder safety. This change order still falls within the original anticipated budget for this apparatus.

Staff Recommendation
Authorize Chief Farrens to execute Change Order P-3334 for the Midwest Fire Grass Truck for $55.00.

Financial Impact: $55.00 **Source Fund**:

Budgeted? No
Yes

Supporting Documentation
A. ChangeOrderForm 3334, #3457

MIDWEST FIRE

Midwest Fire Change Order

Project Number	Job Number	Approved by	Model	Chassis
P-3334	3457	Joe Hlushak	Quick Attack 300	F-550

Action	Operations Number	Quantity	Change Date	Change in Sell
Remove	J) 10.00.50	1	12/04/2025	($1,116.00)
Description	Whelen Warning Light Upgrade, DVI and Low Power Mode			
Remove	Z) NOR (10)	1	12/04/2025	($10,186.00)
Description	10.01.5985 Whelen Freedom KW4 light bar, street red & curb blue, with strobe Opticom			
Add	Special	1	12/29/2025	$0.00
Description	Need lights to be set to steady burn. Use flasher of the pathfinder instead of the lightbar itself. Need to sync with PD lights.			
Add	Z) NOR (1)	1	12/04/2025	$7,423.00
Description	10.01.5759 Federal Signal Valor VALR51 Lightbar, LED Low Profile, Non-Linear, Street Side Red/White, Curb Side Blue/White, with ECCO Opticom			
Remove	J) 10.02.04.01	1	12/04/2025	($1,412.00)
Description	Whelen 295SLSA6 Siren w/ Speaker Mounted below Center of Heavy-Duty Front Bumper			
Remove	Z) NOR (1)	1	12/04/2025	($1,211.00)
Description	10.02.5731, Whelen Howler amplifier with one (1) Speaker, 2015-2023 F-550 Mounting Bracket			
Add	Z) NOR (2)	1	12/04/2025	$7,642.00
Description	10.02.5719 Federal Signal Pathfinder PF400QS17B Siren, Rumbler Kit, and 100W Speaker, w/ On Scene Sync Module			

Action	Operations Number	Quantity	Change Date	Change in Sell
Remove	Z) NOR (8)	1	12/04/2025	($1,982.00)
Description	17.10.4335, Storage Box Between Rear Seats in Crew Cab			
Add	Z) NOR (1)	1	12/04/2025	$397.00
Description	17.10.6349, Equipment Platforms, Between Rear Seats in Crew Cab - F550			
Add	Special	1	12/04/2025	$500.00
Description	Change Order Fee per contract			

This change order will expire, and pricing is subject to change if signed change order is not received by 12/31/2025.

Grand Total	$55.00

Customer Sign Off	
Date Customer Sign Off	

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.20

Subject: Accept Resignation for Probationary Paid-on-Call Firefighter Percy Arzapalo
Prepared By: Patrick Farrens, Fire Chief

Recommended Council Action
Accept probationary paid-on-call firefighter Percy Arzapalo's resignation.

Overview / Background / Analysis
Probationary paid-on-call firefighter Percy Arzapalo has resigned from the Rogers Fire Department, prior to completing mandatory initial training.

Staff Recommendation
Accept probationary paid-on-call firefighter Percy Arzapalo's resignation.

Financial Impact: **Source Fund**:

Budgeted? N/A

Supporting Documentation
None

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.21

Subject: Approval of Change Orders for Territorial Park Construction Project
Prepared By: Mike Bauer, Parks & Recreation Director

Recommended Council Action
Move to approve the cumulative change orders for the Territorial Park Improvement Project, as reviewed by Anderson Engineering and supported by contractor documentation, resulting in a revised total contract amount of $706,328.92.

Overview / Background / Analysis

The City of Rogers is completing construction of improvements at Territorial Park. Veit & Company, Inc. is the general contractor, and Anderson Engineering serves as the City's project engineer.

As construction progressed, several field conditions and design refinements required minor adjustments to quantities and scope. These changes have been reviewed, documented, and certified by Anderson Engineering through Pay Application Nos. 1 and 2.

The following change orders have been reviewed and incorporated into the project total:

Change Order No. 1 – Corrected Trail with Geogrid
This change order was added to address field conditions requiring trail correction.
Net add: $2,475.29

Change Order No. 2 – Electrical Credit
The light pole and electrical work was billed in Pay Application No. 1, with a corresponding adjustment applied in Pay Application No. 2.
Net deduction: -$6,307.16

Change Order No. 3 – Tree Revision / Landscaping Adjustment
Landscaping on the berm was revised from evergreen trees to larger shrubs. Original landscaping quantities were excluded from Pay Application No. 1 and replaced with revised landscaping in Pay Application No. 2.
Net add: $3,936.29

Change Order No. 4 – Playground Redesign
This change order reflects sidewalk corrections associated with the playground layout,

revised by Midwest Playscapes Inc.
Net add: $2,301.00

Contract Amount and Pay Applications
The revised contract amount, including all approved overages and change orders, totals $706,328.92.

Material quantity overages for haul-in fill, Class 5 aggregate base, and topsoil removal and respread have been verified against haul tickets and as-built documentation provided by Veit & Company, Inc.

The total amount earned to date, less retainage, for Pay Application Nos. 1 and 2 is $648,544.91.

Anderson Engineering has reviewed both pay applications and recommends approval for payment.

Fiscal Impact
Funding for the Territorial Park Improvement Project is included in the approved Capital Improvement Program and project budget. The change orders do not require additional appropriations beyond the approved project funding and are a net add of $2,405.42.

Staff Recommendation

Financial Impact: $2,405.42 **Source Fund**: 404-Park Dedication

Budgeted? Yes

Supporting Documentation
A. Pay App Memo
B. Pay App 1
C. Pay App 2
D. CO - Installation of Geogrid in Path Final
E. CO - Electric Credit
F. CO - Tree Redesign Final
G. CO - Redesign of Playground Sidewalk
H. Trucking Quantities

ANDERSON

Territorial Park – Rogers, MN

Pay Application and Certificate for Payment

Anderson Project Number: 18445

November 21, 2025

Mike Bauer,

Please see the attached pay application and certificate for payment(s) for more detail.

Any overages on material quantities for “Haul in Fill” or “Class 5 Aggregate Base” have been tallied and align with the tickets provided by Veit & Company, Inc. (attached documents). Additional removal and respread of topsoil aligns with these values.

In Pay App 1, you will see the change from Sod to Seeding. Quantities align with provided as-builts from Veit & Company, Inc.

Any Change Orders have been included in the following:

1. Line Item 4000 – CO1. “Corrected Trail with Geogrid” was added to the project. A $2,475.29 add.
2. Line Item 4100 – CO2. The Light Pole and electrical work was billed for Pay App 1, but a deduction was taken into account for Pay App 2. “Electrical Credit” of -$6,307.16.
3. Line Item 4200 – C03. Landscaping on the berm was changed to larger shrubs in lieu of Evergreen trees. Pay App 1 notes ‘Trees’, ‘Small Tree’, and ‘Shrubs’ for a total of $48,458, but is excluded from the total on that sheet. Pay App 2 notes new landscaping as $52,394.29. This makes it an overall add of $3,936.29 for Change Order labeled “Tree Revision”.
4. Line Item 4300 – C04. “Redesign of Playground” was an additional Change Order to correct the sidewalk that was changed by Midwest Playscapes Inc. at an additional cost of $2,301.00.

With the overages and change orders considered, the new contracted sum totals $706,328.92. The amount earned less retainage totals $648,544.91 between both pay apps.

Both Pay Apps from Veit and Company, Inc. have been reviewed and we recommend approval for payment.

Sincerely,
Anderson Engineering of Minnesota, LLC

Shane Tully, PLA
stully@ae-mn.com
763-412-4036

APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 250264-1

To Owner: City of Rogers
22350 S. Diamond Lake Rd.

Rogers,MN 55374

Project 250264. . Territorial Park

Application No. : 1

Period To: 10/31/2025

Distribution to :
- ☐ Owner
- ☐ Architect
- ☐ Contractor
- ☐
- ☐

From Contractor: Veit & Company, Inc.
14000 Veit Place
Rogers, MN 55374

Via Architect:

Architect Project No: Project # 18445

Owner Contract:

Contract Date: 7/25/2025

Contract For:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. Original Contract Sum		$655,465.50
2. Net Change By Change Order		$0.00
3. Contract Sum To Date		$655,465.50
4. Total Completed and Stored To Date		$631,815.44
5. Retainage :		
a. 5.00% of Completed Work	$31,590.79	
b. 0.00% of Stored Material	$0.00	
Total Retainage		$31,590.79
6. Total Earned Less Retainage		$600,224.65
7. Less Previous Certificates For Payments		$0.00
8. Current Payment Due		$600,224.65
9. Balance To Finish, Plus Retainage		$55,240.85

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	$0.00	$0.00
Total Approved this Month	$0.00	$0.00
TOTALS	$0.00	$0.00
Net Changes By Change Order	**$0.00**	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Veit & Company, Inc.

By: _____ Date: 11/7/25

State of: Minnesota
County of: Wright
Subscribed and sworn to before me this 7th day of November, 2025
Notary Public: Michele J Block
My Commission expires: 1-31-30

MICHELE JEAN BLOCK
Notary Public
Minnesota
My Commission Expires
Jan 31, 2030

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $600,224.65

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Item	Description	Contract Amount	Contract Quantity	U/M	Quantity JTD	Unit Price	Materials On-Site	Total Completed And Stored To Date	%	Amount Previous	Quantity This Period	Amount This Period
100	Mobilization	51,500.00	1.0000	LS	1.0000	0.00000	0.00	51,500.00	100.00%	0.00	0.000	51,500.00
200	Removals	8,180.00	1.0000	LS	1.0000	0.00000	0.00	8,180.00	100.00%	0.00	0.000	8,180.00
300	Erosion Control	9,697.00	1.0000	LS	1.0000	0.00000	0.00	9,697.00	100.00%	0.00	0.000	9,697.00
400	Bituminous Parking Lot and Pavement Striping	10,952.50	65.0000	TON	60.0000	168.50000	0.00	10,110.00	92.31%	0.00	60.000	10,110.00
500	Class 5 Aggregate Base	6,682.50	165.0000	TON	170.0000	40.50000	0.00	6,885.00	103.03%	0.00	170.000	6,885.00
600	Bituminous Sidewalk and Trails	32,120.00	220.0000	TON	200.0000	146.00000	0.00	29,200.00	90.91%	0.00	200.000	29,200.00
700	Class 5 Aggregate Base	26,527.50	655.0000	TON	817.0000	40.50000	0.00	33,088.50	124.73%	0.00	817.000	33,088.50
800	Remove Stockpile and Respread Topsoil	10,600.00	1000.0000	CY	1446.4000	10.60000	0.00	15,331.84	144.64%	0.00	1,446.400	15,331.84
900	Haul in Fill	32,800.00	2000.0000	CY	4000.0000	16.40000	0.00	65,600.00	200.00%	0.00	4,000.000	65,600.00
1000	Earthwork	5,000.00	1.0000	LS	1.0000	0.00000	0.00	5,000.00	100.00%	0.00	0.000	5,000.00
1100	Concrete Curb & Gutter Parking	8,557.50	210.0000	LF	210.0000	40.75000	0.00	8,557.50	100.00%	0.00	210.000	8,557.50
1200	Concrete Curb & Gutter Tot Lots	19,763.75	485.0000	LF	485.0000	40.75000	0.00	19,763.75	100.00%	0.00	485.000	19,763.75
1300	Concrete Drive Apron and Parking Lot Sidewalk	23,115.00	230.0000	SY	230.0000	100.50000	0.00	23,115.00	100.00%	0.00	230.000	23,115.00
1400	Class 5 Aggregate	5,118.75	105.0000	TON	110.0000	48.75000	0.00	5,362.50	104.76%	0.00	110.000	5,362.50
1500	12" RCP Storm Sewer	3,790.00	40.0000	LF	40.0000	94.75000	0.00	3,790.00	100.00%	0.00	40.000	3,790.00
1600	24" RCP Storm Sewer	5,328.00	48.0000	LF	48.0000	111.00000	0.00	5,328.00	100.00%	0.00	48.000	5,328.00
1700	8" HDPE Storm Sewer	1,840.00	32.0000	LF	32.0000	57.50000	0.00	1,840.00	100.00%	0.00	32.000	1,840.00
1800	4" Drain Tile with Filter Sock and Trace Wire	7,893.75	421.0000	LF	421.0000	18.75000	0.00	7,893.75	100.00%	0.00	421.000	7,893.75
1900	Catch Basin	3,235.00	1.0000	EA	1.0000	3,235.00000	0.00	3,235.00	100.00%	0.00	1.000	3,235.00
2000	Flared End Section	14,001.00	3.0000	EA	3.0000	4,667.00000	0.00	14,001.00	100.00%	0.00	3.000	14,001.00
2100	Precast Headwalls with Rip Rap	2,812.00	2.0000	EA	4.0000	1,406.00000	0.00	5,624.00	200.00%	0.00	4.000	5,624.00
2200	Light Pole	13,900.00	1.0000	LS	1.0000	0.00000	0.00	13,900.00	100.00%	0.00	0.000	13,900.00
2300	Sodding	34,554.00	1560.0000	SY	0.0000	22.15000	0.00	0.00	0.00%	0.00	0.000	0.00
2400	Seeding	8,647.50	5765.0000	SY	9070.0000	1.50000	0.00	13,605.00	157.33%	0.00	9,070.000	13,605.00
2500	Trees	21,333.00	26.0000	EA	0.0000	820.50000	0.00	0.00	0.00%	0.00	0.000	0.00
2600	Small Tree	17,050.00	31.0000	EA	0.0000	550.00000	0.00	0.00	0.00%	0.00	0.000	0.00
2700	Shrubs	10,075.00	31.0000	EA	0.0000	325.00000	0.00	0.00	0.00%	0.00	0.000	0.00
2800	Basketball Court	20,075.00	1.0000	LS	1.0000	0.00000	0.00	16,060.00	80.00%	0.00	0.000	16,060.00
2900	Northwest Boardwalk	33,285.00	1.0000	LS	1.0000	0.00000	0.00	33,285.00	100.00%	0.00	0.000	33,285.00
3000	East Boardwalk	58,705.00	1.0000	LS	1.0000	0.00000	0.00	58,705.00	100.00%	0.00	0.000	58,705.00
3100	Removals	5,000.00	1.0000	LS	1.0000	0.00000	0.00	5,000.00	100.00%	0.00	0.000	5,000.00
3200	Erosion Control	1,100.00	1.0000	LS	1.0000	0.00000	0.00	1,100.00	100.00%	0.00	0.000	1,100.00
3300	Bituminous Trails	15,120.00	105.0000	TON	86.1500	144.00000	0.00	12,405.60	82.05%	0.00	86.150	12,405.60
3400	Remove Stockpile and Respread Topsoil	5,000.00	100.0000	CY	718.0000	50.00000	0.00	35,900.00	718.00%	0.00	718.000	35,900.00

3500	Haul in Fill	14,000.00	500.0000	CY	536.0000	28.00000	0.00	15,008.00	107.20%	0.00	536.000	15,008.00
3600	Class 5 Aggregate Base	9,455.00	305.0000	TON	374.0000	31.00000	0.00	11,594.00	122.62%	0.00	374.000	11,594.00
3700	Earthwork	1,000.00	1.0000	LS	1.0000	0.00000	0.00	1,000.00	100.00%	0.00	0.000	1,000.00
3800	Sodding	16,501.75	745.0000	SY	0.0000	22.15000	0.00	0.00	0.00%	0.00	0.000	0.00
3900	North Boardwalk	81,150.00	1.0000	LS	1.0000	0.00000	0.00	81,150.00	100.00%	0.00	0.000	81,150.00
	Total:	**655,465.50**					**0.00**	**631,815.44**	**96.39%**	**0.00**		**631,815.44**

Total Billed To Date: **631,815.44**

Less Retainage:	**31,590.79**
Less Previous Applications:	**0.00**
Total Due This Invoice:	**600,224.65**

APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 250264-2

To Owner: City of Rogers
22350 S. Diamond Lake Rd.

Rogers,MN 55374

Project 250264. . Territorial Park

Application No. : 2

Period To: 11/15/2025

Distribution to :
- ☐ Owner
- ☐ Architect
- ☐ Contractor
- ☐
- ☐

From Contractor: Veit & Company, Inc.
14000 Veit Place
Rogers, MN 55374

Via Architect:

Architect Project No: Project # 18445

Owner Contract:

Contract For:

Contract Date: 7/25/2025

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. Original Contract Sum		$655,465.50
2. Net Change By Change Order		$50,863.42
3. Contract Sum To Date		$706,328.92
4. Total Completed and Stored To Date		$682,678.86
5. Retainage :		
a. 5.00% of Completed Work	$34,133.95	
b. 0.00% of Stored Material	$0.00	
Total Retainage		$34,133.95
6. Total Earned Less Retainage		$648,544.91
7. Less Previous Certificates For Payments		$600,224.65
8. Current Payment Due		$48,320.26
9. Balance To Finish, Plus Retainage		$57,784.01

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	$0.00	$0.00
Total Approved this Month	$57,170.58	$6,307.16
TOTALS	$57,170.58	$6,307.16
Net Changes By Change Order	**$50,863.42**	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Veit & Company, Inc.

By: _____ Date: 11/21/25

State of: Minnesota
County of: Wright
Subscribed and sworn to before me this 21st day of November, 2025
Notary Public: Michele J Block
My Commission expires: 1-31-30

MICHELE JEAN BLOCK
Notary Public
Minnesota
My Commission Expires
Jan 31, 2030

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $48,320.26

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Item	Description	Contract Amount	Contract Quantity	U/M	Quantity JTD	Unit Price	Materials On-Site	Total Completed And Stored To Date	%	Amount Previous	Quantity This Period	Amount This Period
100	Mobilization	51,500.00	1.0000	LS	1.0000	0.00000	0.00	51,500.00	100.00%	51,500.00	0.000	0.00
200	Removals	8,180.00	1.0000	LS	1.0000	0.00000	0.00	8,180.00	100.00%	8,180.00	0.000	0.00
300	Erosion Control	9,697.00	1.0000	LS	1.0000	0.00000	0.00	9,697.00	100.00%	9,697.00	0.000	0.00
400	Bituminous Parking Lot and Pavement Striping	10,952.50	65.0000	TON	60.0000	168.50000	0.00	10,110.00	92.31%	10,110.00	0.000	0.00
500	Class 5 Aggregate Base	6,682.50	165.0000	TON	170.0000	40.50000	0.00	6,885.00	103.03%	6,885.00	0.000	0.00
600	Bituminous Sidewalk and Trails	32,120.00	220.0000	TON	200.0000	146.00000	0.00	29,200.00	90.91%	29,200.00	0.000	0.00
700	Class 5 Aggregate Base	26,527.50	655.0000	TON	817.0000	40.50000	0.00	33,088.50	124.73%	33,088.50	0.000	0.00
800	Remove Stockpile and Respread Topsoil	10,600.00	1000.0000	CY	1446.4000	10.60000	0.00	15,331.84	144.64%	15,331.84	0.000	0.00
900	Haul in Fill	32,800.00	2000.0000	CY	4000.0000	16.40000	0.00	65,600.00	200.00%	65,600.00	0.000	0.00
1000	Earthwork	5,000.00	1.0000	LS	1.0000	0.00000	0.00	5,000.00	100.00%	5,000.00	0.000	0.00
1100	Concrete Curb & Gutter Parking	8,557.50	210.0000	LF	210.0000	40.75000	0.00	8,557.50	100.00%	8,557.50	0.000	0.00
1200	Concrete Curb & Gutter Tot Lots	19,763.75	485.0000	LF	485.0000	40.75000	0.00	19,763.75	100.00%	19,763.75	0.000	0.00
1300	Concrete Drive Apron and Parking Lot Sidewalk	23,115.00	230.0000	SY	230.0000	100.50000	0.00	23,115.00	100.00%	23,115.00	0.000	0.00
1400	Class 5 Aggregate	5,118.75	105.0000	TON	110.0000	48.75000	0.00	5,362.50	104.76%	5,362.50	0.000	0.00
1500	12" RCP Storm Sewer	3,790.00	40.0000	LF	40.0000	94.75000	0.00	3,790.00	100.00%	3,790.00	0.000	0.00
1600	24" RCP Storm Sewer	5,328.00	48.0000	LF	48.0000	111.00000	0.00	5,328.00	100.00%	5,328.00	0.000	0.00
1700	8" HDPE Storm Sewer	1,840.00	32.0000	LF	32.0000	57.50000	0.00	1,840.00	100.00%	1,840.00	0.000	0.00
1800	4" Drain Tile with Filter Sock and Trace Wire	7,893.75	421.0000	LF	421.0000	18.75000	0.00	7,893.75	100.00%	7,893.75	0.000	0.00
1900	Catch Basin	3,235.00	1.0000	EA	1.0000	3,235.00000	0.00	3,235.00	100.00%	3,235.00	0.000	0.00
2000	Flared End Section	14,001.00	3.0000	EA	3.0000	4,667.00000	0.00	14,001.00	100.00%	14,001.00	0.000	0.00
2100	Precast Headwalls with Rip Rap	2,812.00	2.0000	EA	4.0000	1,406.00000	0.00	5,624.00	200.00%	5,624.00	0.000	0.00
2200	Light Pole	13,900.00	1.0000	LS	1.0000	0.00000	0.00	13,900.00	100.00%	13,900.00	0.000	0.00
2300	Sodding	34,554.00	1560.0000	SY	0.0000	22.15000	0.00	0.00	0.00%	0.00	0.000	0.00
2400	Seeding	8,647.50	5765.0000	SY	9070.0000	1.50000	0.00	13,605.00	157.33%	13,605.00	0.000	0.00
2500	Trees	21,333.00	26.0000	EA	0.0000	820.50000	0.00	0.00	0.00%	0.00	0.000	0.00
2600	Small Tree	17,050.00	31.0000	EA	0.0000	550.00000	0.00	0.00	0.00%	0.00	0.000	0.00
2700	Shrubs	10,075.00	31.0000	EA	0.0000	325.00000	0.00	0.00	0.00%	0.00	0.000	0.00
2800	Basketball Court	20,075.00	1.0000	LS	1.0000	0.00000	0.00	16,060.00	80.00%	16,060.00	0.000	0.00
2900	Northwest Boardwalk	33,285.00	1.0000	LS	1.0000	0.00000	0.00	33,285.00	100.00%	33,285.00	0.000	0.00
3000	East Boardwalk	58,705.00	1.0000	LS	1.0000	0.00000	0.00	58,705.00	100.00%	58,705.00	0.000	0.00
3100	Removals	5,000.00	1.0000	LS	1.0000	0.00000	0.00	5,000.00	100.00%	5,000.00	0.000	0.00
3200	Erosion Control	1,100.00	1.0000	LS	1.0000	0.00000	0.00	1,100.00	100.00%	1,100.00	0.000	0.00
3300	Bituminous Trails	15,120.00	105.0000	TON	86.1500	144.00000	0.00	12,405.60	82.05%	12,405.60	0.000	0.00
3400	Remove Stockpile and Respread Topsoil	5,000.00	100.0000	CY	718.0000	50.00000	0.00	35,900.00	718.00%	35,900.00	0.000	0.00

3500	Haul in Fill	14,000.00	500.0000	CY	536.0000	28.00000	0.00	15,008.00	107.20%	15,008.00	0.000	0.00
3600	Class 5 Aggregate Base	9,455.00	305.0000	TON	374.0000	31.00000	0.00	11,594.00	122.62%	11,594.00	0.000	0.00
3700	Earthwork	1,000.00	1.0000	LS	1.0000	0.00000	0.00	1,000.00	100.00%	1,000.00	0.000	0.00
3800	Sodding	16,501.75	745.0000	SY	0.0000	22.15000	0.00	0.00	0.00%	0.00	0.000	0.00
3900	North Boardwalk	81,150.00	1.0000	LS	1.0000	0.00000	0.00	81,150.00	100.00%	81,150.00	0.000	0.00
4000	CO 1	2,475.29	1.0000	LS	1.0000	0.00000	0.00	2,475.29	100.00%	0.00	0.000	2,475.29
4100	CO 2	-6,307.16	1.0000	LS	1.0000	0.00000	0.00	-6,307.16	100.00%	0.00	0.000	-6,307.16
4200	CO 3	52,394.29	1.0000	LS	1.0000	0.00000	0.00	52,394.29	100.00%	0.00	0.000	52,394.29
4300	CO 4	2,301.00	1.0000	LS	1.0000	0.00000	0.00	2,301.00	100.00%	0.00	0.000	2,301.00
	Total:	**706,328.92**					**0.00**	**682,678.86**	**96.65%**	**631,815.44**		**50,863.42**

Total Billed To Date: **682,678.86**

Less Retainage:	34,133.95
Less Previous Applications:	600,224.65
Total Due This Invoice:	48,320.26

CHANGE ORDER REQUEST

250264.00. : Territorial Park

PCO#: 3 - Correct the Trail with Geogrid

Date: 11/07/2025

To: **Shane Tully**
Anderson Engineering of Minnesota LLC
13605 1st Avenue N
Plymouth, MN 55441
763-412-4036 (O)
stully@ae-mn.com

From: **Brady Stevens**
Veit & Company, Inc.
14000 Veit Place
Rogers, MN 55374
763-428-6791 (O)

Below is the detail for our proposal to complete the following changes in contract work:

- **Proposed Scope of Work:**

PCO Item	*Change in Days*	*Quantity*	*UM*	*Unit Price*	*Amount*
1 : Correct the Trail with Geogrid		0.00	LS	$0.00	$2,475.29

Submitted By:

Approved By:

Shane Tully Date

Veit Specialty Contracting & Waste Management
14000 Veit Place
Rogers, MN 55374-9583
Office (763)-428-2242

To: Shane Tully

Owner:

Date: **Job No.:** **EWA:**
Project Name: Territorial Park
Location/Stationing:
Plan Page: **Soil Type:**
Present at Site:
Work Requested By:
Weather: **Field Order No.:**
Temp: **Superintendent:**

Extra Work Proposal

Description of Work: **Excavate 10'x100' of installed class V, install geogrid, reinstall Class V section.**

Labor and Equipment (include unit model):	Equip #	No. of Hours Qty	HR	Rate	Total
Working Foreman W/ Truck				178.00	0.00
Laborer		1.00	4.00	109.00	436.00
Pipe Layer				114.00	0.00
Operator		2.00	4.00	118.00	944.00
Driver (Mobilization)				118.00	0.00
					0.00
Total					$1,380.00
Skid Loader		1.0	4.00	89.00	356.00
Mini Hoe		1.0	4.00	102.00	408.00
					0.00
					0.00
					0.00
					0.00
					0.00
Total					$764.00

Other Labor/Equipment/Rental	Unit	Qty	Rate	Total
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Total				$0.00

Material (include tickets/invoices):	Qty.	Unit	Unit Price	Total
Geo Grid	111.0	SY	2.50	277.50
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Total				$277.50
Subcontractor/Outside Services:				
				-
				-
				-
				-
				-
Total				-

Sub-total Labor		$1,380.00
Sub-total Equipment		$764.00
Sub-total Other Equipment		$0.00
Sub-total Material		$277.50
Sales tax (Minnesota)	8.5%	$23.67
Sub-total Subs/Outside Services		$0.00
***Labor/Material Mark-up**	0%	$0.00
***Sub/Outside Services Mark-up**	5%	$0.00
***Material Mark-up**	10%	$30.12
Sub Total		$2,475.29
***Bond**	0%	$0.00
TOTAL AMOUNT DUE		**$2,475.29**

Additional time required for project completion due to this request. *Aprox.* *1* **days.**

Project Manager: Date:

☐ **PCO** **AP CB** ☐ **OB** **EWA No.**

CHANGE ORDER REQUEST

250264.00. : Territorial Park

PCO#: 4 - Electrical Credit

Date: 11/07/2025

To: **Shane Tully**
Anderson Engineering of Minnesota LLC
13605 1st Avenue N
Plymouth, MN 55441
763-412-4036 (O)
stully@ae-mn.com

From: **Brady Stevens**
Veit & Company, Inc.
14000 Veit Place
Rogers, MN 55374
763-428-6791 (O)

Below is the detail for our proposal to complete the following changes in contract work:

- **Proposed Scope of Work:** Credit for Light Pole and Wire Installation

PCO Item	*Change in Days*	*Quantity*	*UM*	*Unit Price*	*Amount*
1 : Electrical Credit		0.00	LS	$0.00	$-6,020.47

Submitted By:

Approved By:

Shane Tully Date

Veit Specialty Contracting & Waste Management
14000 Veit Place
Rogers, MN 55374-9583
Office (763)-428-2242

To: Shane Tulley
Anderson Engineering

Owner:

Date: **Job No.:** **EWA:**
Project Name: Territorial Park
Location/Stationing:
Plan Page: **Soil Type:**
Present at Site:
Work Requested By:
Weather: **Field Order No.:**
Temp: **Superintendent:**

Extra Work Proposal

Description of Work: Credit for work not completed by Killmer Electric

Labor and Equipment (include unit model):	Equip #	No. of Hours Qty	HR	Rate	Total
Working Foreman W/ Truck					0.00
Laborer					0.00
Pipe Layer					0.00
Operator					0.00
Driver (Mobilization)					0.00
					0.00
Total					$0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
Total					$0.00

Other Labor/Equipment/Rental	Unit	Qty	Rate	Total
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Total				$0.00

Material (include tickets/invoices):	Qty.	Unit	Unit Price	Total
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Total				$0.00
Subcontractor/Outside Services:				
Killmer Electric	1.00	LS	(5,733.78)	(5,733.78)
				-
				-
				-
				-
Total				(5,733.78)

Sub-total Labor		$0.00
Sub-total Equipment		$0.00
Sub-total Other Equipment		$0.00
Sub-total Material		$0.00
Sales tax (Minnesota)	8.5%	$0.00
Sub-total Subs/Outside Services		-$5,733.78
***Labor/Material Mark-up**	0%	$0.00
***Sub/Outside Services Mark-up**	5%	-$286.69
***Material Mark-up**	10%	$0.00
Sub Total		-$6,020.47
***Bond**	0%	$0.00
TOTAL AMOUNT DUE		**-$6,020.47**

Additional time required for project completion due to this request. *Aprox.* *1* **days.**

Project Manager: Date:

☐ **PCO** **AP CB** ☐ **OB** **EWA No.**

Killmer Electric Co., Inc.

Change Proposal Recap

Mailing Address:
Killmer Electric Co., Inc.
5141 Lakeland Ave. N.
Crystal, MN 55429

Main Office Ph.: 763-425-2525
Main Office Fax.: 763-424-1258
Cell Ph.: 612-363-5233

To: Veit
Attn: Brady Stevens
Re: Territorial Park

Project
Project No 3325-25

PR #1REV- Delete Light Pole, Foundation and wire.

Material	$3,825.00	Tax	9.025%	$	4,170.21
Journeyman (Str. Time)	10	Hrs. At	$ 107.37	$	1,073.70
Journeyman (O.T.)		Hrs. At	$ 152.73	$	-
Journeyman (D.T.)		Hrs. At	$ 198.10	$	-
Journeyman (Shift)		Hrs. At	$ 133.52	$	-
Foreman (Str. Time)		Hrs. At	$ 113.92	$	-
Foreman (O.T.)		Hrs. At	$ 162.15	$	-
Foreman (D.T.)		Hrs. At	$ 210.39	$	-
Foreman (Shift)		Hrs. At	$ 141.78	$	-
GF (Str. Time)		Hrs. At	$ 117.44	$	-
GF (O.T.)		Hrs. At	$ 167.23	$	-
GF (D.T.)		Hrs. At	$ 217.01	$	-
GF (Shift)		Hrs. At	$ 146.21	$	-
Coordination / Supervision		Hrs. At	$ 125.00	$	-
Project Management		Hrs. At	$ 150.00	$	-
Subcontractor		At	5%	$	-
Subcontractor		At	5%	$	-
Subcontractor		At	5%	$	-
Subcontractor		At	5%	$	-
Subcontractor		At	5%	$	-
Large tool & Equipment rental		Hrs. At		$	-
Truck use		Hrs. At	$20.00	$	-
Consumables	(% of Labor)		0%	$	-
Sub total				$	5,243.91
Bond / Insurance			0%	$	-
Overhead (Material)	10%			$	382.50
Margin (Labor)	10%			$	107.37
Subtotal this Change				**$**	**5,733.78**

By: Brian Palmer — Project Manager — Date: 9/23/2025

DEDUCT

PRICING SHEET

NECA

JOB TERRITORIAL PARK

WORK DEDUCTS FOR POLE / WIRE

ESTIMATE NO.	Sheet No.	Of Sheets

ESTIMATE NO.	PRICED BY	EXTENDED BY	CHECKED BY	DATE
DEDUCTS				

	✓	MATERIAL	QUANTITY	MATERIAL PRICE	PER	MATERIAL EXTENSION	LABOR UNIT	PER	LABOR EXTENSION
1		FOUNDATION	1			600 -			6
2		POLE	1			2950 -			2
3		SPLICE / FUSE KIT	1			60 -			2
4		#12	90'			30 -			—
5		2" PVC 90	1 EA			10 -			—
6		#10 XHHW	900'	.25		225 -			4
7						—			—
8						-			
9						3875			14
10									
11									
12		ADDS							
13									
14									
15		INVESTIGATE AND CHANGE LOC				—			2
16		PIPE LOCATION							
17									
18		PICK-UP HOE	LOT			50			2
19						—			—
20									
21									
22					L	3825)			(+10)
23									
24									
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30									
31									
32									
33									
34									

Totals This Sheet Transferred to Recap By—INITIAL ▶ | MATERIAL ▶ | LABOR ▶

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CHANGE ORDER REQUEST

250264.00. : Territorial Park

PCO#: 5 - Tree Revision

Date: 11/07/2025

To: **Shane Tully**
Anderson Engineering of Minnesota LLC
13605 1st Avenue N
Plymouth, MN 55441
763-412-4036 (O)
stully@ae-mn.com

From: **Brady Stevens**
Veit & Company, Inc.
14000 Veit Place
Rogers, MN 55374
763-428-6791 (O)

Below is the detail for our proposal to complete the following changes in contract work:

- **Proposed Scope of Work:** Cost to install Trees and Shrubs, Level Berm for plant installation, Installation of Mulch, Clean Up and Seed

PCO Item	*Change in Days*	*Quantity*	*UM*	*Unit Price*	*Amount*
1 : Tree Revision		0.00	LS	$0.00	$52,394.29

Submitted By:

Approved By:

Shane Tully Date

14000 Veit Place
Rogers, MN 55374-9583
Office (763)-428-2242

Date: | **Job No.:** | **Veit #**

Project Name: Territorial Park

Location/Stationing:

Plan Page: | **Soil Type:** clay

Present at Site:

Work Requested By:

Weather: | **Field Order No.:**

Temp: | **Superintendent:**

To: Anderson
Shane Tulley

Owner: Wright County

Additional Work: Landscape Redesign

Description of Work: Tree Revision Precision Landscape: Installation of Small Trees, Shrubs additional Hardwood Mulch and Edging at Berm. Veit Le veled Berm for landscaping to fit and Cleaned up and placed seeding and blanket.

	No. of Hours									
Labor (Section 1):	**Regular Hours**	**Overtime After 8 Hours**	**Reg. Rate**	**OT Rate**	**Total**	**Material (Section 4):**	**Qty.**	**Unit**	**Unit Price**	**Total**
Foreman/Supervisor	8		127.00		1016.00	Blanket		Roll		0.00
					0.00					0.00
Loader Operator	8		118.00		944.00					0.00
Laborer	8		109.00		872.00					0.00
			109.00		0.00					0.00
			109.00		0.00					0.00
					0.00					0.00
Total					$2,832.00					0.00
Equipment (Section 2):		**Standby Hours**		**Stby Rate**						0.00
Foreman Truck	8		51.00		408.00					0.00
					0.00					0.00
Skid Loader	8		87.00		696.00					0.00
					0.00					0.00
					0.00					0.00
					0.00	**Total**				$0.00
					0.00	**Subcontractor/Outside Services (section 5):**				
					0.00	Small Tree	31.0	EA	479.69	14870.39
					0.00	Shrubs	79.0	EA	369.40	29182.60
					0.00					0.00
					0.00					0.00
					0.00					0.00
					0.00					0.00
Total					$1,104.00	**Total**				$44,052.99

Rental Equipment (Section 3):	**LS**	**Rate**		**Total**
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Total				$0.00

Sub-total Labor - Section 1		$2,832.00
Sub-total Equipment - Section 2		$1,104.00
Sub-total Other Equipment - Section 3		$0.00
Sub-total Material - Section 4		$0.00
Sales tax (Minnesota)	7.375%	$0.00
Sub-total Sub/Outside Services - Section 5		$44,052.99
***Mark-up (Section 4)**	15%	$0.00
***Mark-up (Section 5)**	10%	$4,405.30
TOTAL AMOUNT DUE		$52,394.29

Additional time required for project completion due to this request. *1* **days.**

PRECISION
LANDSCAPING & CONSTRUCTION, INC.

Submitted To:

Veit & Company Inc.
Tom Libbesmeier

Rogers, MN

Project:

EST62532
Territorial Park Rogers, MN - Territorial Park Rogers Landscape Install
Ashbury Drive
Rogers, MN 55374

Return To:

14923 Jacob Ave
Hastings, MN 55033
651-437-2305
www.PrecisionLandscape-Inc.com

Proposal Date:

SMALL TREES	$ 479.69/EA	**$14,870.48**
31 Small Trees, Medora Junipers		
SHRUBS	$ 369.40/EA	**$29,182.58**
79 Shrubs 990 Ft Steel Edging 73 CY Hardwood Mulch		
CONTRACTED SERVICES TOTAL		**$44,053.06**

Project will be placed on schedule upon receipt of signed contract. Installation could be 4-8 weeks out as it is dependent upon the time required to order material. All prices quoted are valid for 90 days from the date stated. All work will be invoiced upon its completion with payment due in thirty (30) days from invoice date. All credit card transactions will be charged a 3% convenience fee.

Addendum's (0) have been read and acknowledged.

PLEASE NOTE LISTED UNIT PRICING WILL NOT APPLY TO ANY FUTURE CHANGES
Our quote includes 2 mobilizations. Each additional mobilization will be billed at $1,5000.00 each.

PROPOSAL DOES NOT INCLUDE/THINGS TO NOTE
Does not include soils by others.
Any and all excavation is to be done by others.
No bonding included.
Any and all permit costs by others, no permit costs will be charged to Precision Landscaping & Construction.
No warranty on plant material installed after October 15 and/or in raised planters.
Anything not included is excluded.

MN DOT CERTIFIED
SWIFT VENDOR ID #0000988309-1
Contractor Registration #IR739193
MN TAX ID #7590477
Precision Landscaping & Construction is a SBE Company
NACIS: 561730 LANDSCAPING SERVICES
DUNS #944389592
Precision Landscaping is an Open Shop and pays Prevailing Wages per job specs

Warranties:
Precision will call Gopher State One Call to locate all public utilities before work commences. Precision used measurements off of prints and is not

DRAFT

responsible for incorrect measurements. Precision is not responsible for drain tile not marked. Staking private lines, such as irrigation, drain tile, and other non-public utilities, are not included in this service but can be staked for an additional fee.

Terms and Conditions:
We propose hereby to furnish labor and material to complete in accordance with the provided specifications for the sum of the Contract Total above.

All materials and workmanship are guaranteed and covered through Precision, Inc. written warranty and/or our extended warranty. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.

The Contract Total amount will be billed upon completion. Payment terms of Net 30 days from invoice. A 1.5% finance charge (18% APR) will be applied to accounts past the due date each month until the balance is paid in full.

Owner will carry necessary property insurance. Our workers are fully covered by Workman's Compensation Insurance.

Precision reserves the right to be notified of damages to property, including irrigation system, from services performed and the right to make all repairs.

Acceptance Agreement / Contract:
The above prices, specifications and conditions are satisfactory and are hereby accepted. Precision is authorized to do the work as specified and payment will be made as outlined above. Both signees warrant they have full legal right to authorize the work as described above. Contract is binding between Precision and Customer and shall survive any change in Agents. Precision Terms and Conditions apply to this contract and shall be binding. To obtain a copy, please contact our offices. Please read carefully.

Pricing is valid for 90 days from the date it is received.

PRE-LIEN NOTICE: THIS NOTICE IS TO ADVISE YOU OF YOUR RIGHTS UNDER MINNESOTA LAW (MINN. STAT.§514.011) IN CONNECTION WITH THE IMPROVEMENT TO YOUR PROPERTY.

(A) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

(B) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

Acceptance: In witness whereof, Precision and Customer have caused their names to be signed hereto and have accepted all the terms and conditions of the Contract as of the date written above.

DRAFT

Please sign this copy and return it to our offices to start services. Thank you!

Respectfully Submitted By:

Acceptance:

Joby Nolan Date

Precision Landscaping & Construction

Tom Libbesmeier Date

CHANGE ORDER REQUEST

250264.00. : Territorial Park

PCO#: 6 - Redesign of Playground

Date: 11/07/2025

To: **Shane Tully**
Anderson Engineering of Minnesota LLC
13605 1st Avenue N
Plymouth, MN 55441
763-412-4036 (O)
stully@ae-mn.com

From: **Brady Stevens**
Veit & Company, Inc.
14000 Veit Place
Rogers, MN 55374
763-428-6791 (O)

Below is the detail for our proposal to complete the following changes in contract work:

- **Proposed Scope of Work:** After Veit Finished the agg base for the sidewalk between the two playgrounds; Veit reviewed the site with the playground installer, the sidewalk did not match their layout. A redesign was completed by Anderson. This cost is the time to move the alignment of the sidewalk

PCO Item	*Change in Days*	*Quantity*	*UM*	*Unit Price*	*Amount*
1 : Redesign of Playground		0.00	LS	$0.00	$2,301.00

Submitted By:

Approved By:

Shane Tully Date

14000 Veit Place
Rogers, MN 55374-9583
Office (763)-428-2242

Date: **Job No.:** **Veit #**

Project Name: Territorial Park

Location/Stationing:

Plan Page: **Soil Type:** clay

Present at Site:

Work Requested By:

Weather: **Field Order No.:**

Temp: **Superintendent:**

To: **Anderson**
Shane Tulley

Owner: Wright County

Additional Work: Playground Layout Redesing

Description of Work: After Veit Finished the agg base for the sidewalk between the two playgrounds; Veit reviewed the site with the playground ins taller, the sidewalk did not match their layout. A redesign was completed by Anderson. This cost is the time to move the alignment of the sidewalk

	No. of Hours									
Labor (Section 1):	**Regular Hours**	**Overtime After 8 Hours**	**Reg. Rate**	**OT Rate**	**Total**	**Material (Section 4):**	**Qty.**	**Unit**	**Unit Price**	**Total**
Foreman/Supervisor	3		127.00		381.00					0.00
					0.00					0.00
Loader Operator	3		118.00		354.00					0.00
Laborer	3		109.00		327.00					0.00
			109.00		0.00					0.00
			109.00		0.00					0.00
					0.00					0.00
Total					$1,062.00					0.00
Equipment (Section 2):		**Standby Hours**		**Stby Rate**						0.00
Foreman Truck	3		51.00		153.00					0.00
					0.00					0.00
Skid Loader	3		87.00		261.00					0.00
					0.00					0.00
					0.00					0.00
					0.00	**Total**				$0.00
					0.00	**Subcontractor/Outside Services (section 5):**				
					0.00	Anderson Survey	1.0	LS	750.00	750.00
					0.00					0.00
					0.00					0.00
					0.00					0.00
					0.00					0.00
					0.00					0.00
Total					$414.00	**Total**				$750.00

Rental Equipment (Section 3):	**LS**	**Rate**		**Total**
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Total				$0.00

Sub-total Labor - Section 1		$1,062.00
Sub-total Equipment - Section 2		$414.00
Sub-total Other Equipment - Section 3		$0.00
Sub-total Material - Section 4		$0.00
Sales tax (Minnesota)	7.375%	$0.00
Sub-total Sub/Outside Services - Section 5		$750.00
***Mark-up (Section 4)**	15%	$0.00
***Mark-up (Section 5)**	10%	$75.00
TOTAL AMOUNT DUE		$2,301.00

Additional time required for project completion due to this request. *1* **days.**

ANDERSON

13605 1st Ave. N. #100 Plymouth, MN 55441
P 763.412.4000 | F 763.412.4090 | ae-mn.com

V13126

VEIT
SEP 22 2025

VEIT & COMPANY, INC.
14000 VEIT PLACE
ROGERS, MN 55374

Invoice number 25289
Date 09/18/2025

Project 18826 VEIT - TERRITORIAL PARK - ROGERS

Professional Services for the Period: 8/1/2025 to 8/31/2025

250264.00.

PO 250264

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
CONTROL - TREE REMOVAL - PM	3,200.00	100.00	3,200.00	0.00	3,200.00
CURB	1,430.00	100.00	1,430.00	0.00	1,430.00
CONSTRCTION LIMITS	4,650.00	100.00	4,650.00	0.00	4,650.00
PLAYGROUND CURB	1,610.00	100.00	1,610.00	0.00	1,610.00
PLAYGROUND CURB - DESIGN CHANGE 9-9-25	750.00	100.00	750.00	0.00	750.00
Total	11,640.00	100.00	11,640.00	0.00	11,640.00

Invoice total 11,640.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
25289	09/18/2025	11,640.00	11,640.00				
	Total	11,640.00	11,640.00	0.00	0.00	0.00	0.00

10/1/25
no sub

VEIT	Estimated Quantities	Dumpster: 10yds.	Triaxle: 12yds.	Quad: 14yds.	Quint: 16yds	Side Dump: 17yds.	End Dump: 18yds.	Belly Dump: 17yds.	Super: 18yds.

Job #	240161	Job Name:	CSAH 19	Date:	8/27/2025
Superintendent Name:	Max Kolles	Start Time:	7:15	Stop Time:	3:45

	Truck #	Truck Size	*Veit* Ticket #	Broker	Phase Code	Material Code	From Location	To Location	Total Loads	Tons	Yards	Hours
1	214	Quad	449031	Jacobs	3000.0010.001	40	Site	Territorial Park	14		196	8.25
2	25	Quad	449032	Rucki	3000.0010.001	40	Site	Territorial Park	14		196	8
3	03	Quad	449033	Rucki	3000.0010.001	40	Site	Territorial Park	14		196	8
4	411	Quad	449034	Mike Miller	3000.0010.001	40	Site	Territorial Park	15		210	8.5
5												
6												
7												
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			Total Loads	Tons	Yards	Hours
NOTES:		Common Import	40	57		798	32.75
		Material Code Summary & Totals:					
Template Rev. 2020 v1.6							

	Estimated Quantities	Dumpster: 10yds.	Triaxle: 12yds.	Quad: 14yds.	Quint: 16yds	Side Dump: 17yds.	End Dump: 18yds.	Belly Dump: 17yds.	Super: 18yds.

Job #	240161	Job Name:	CSAH 19	Date:	8/28/2025
Superintendent Name:	Max Kolles	Start Time:	7:00	Stop Time:	5:15pm

	Truck #	Truck Size	*Veit* Ticket #	Broker	Phase Code	Material Code	From Location	To Location	Total Loads	Tons	Yards	Hours
1		Quad	448966	Mike Miller	3520.0010.000	70						
2		Quad	448966	Mike Miller	3000.0010.001	40						
3		Quad	448966	Mike Miller	3000.0010.001	40	Site	Territorial Park	2		28	1.5
4	03	Quad	449035	Rucki	3000.0010.001	40	Site	Territorial Park	17		238	10
5	07	Quad	449036	Rucki	3000.0010.001	40	Site	Territorial Park	13		182	7.75
6	25	Quad	449037	Rucki	3000.0010.001	40	Site	Territorial Park	10		140	7
7	25	Quad	449037	Rucki	3000.0010.001	40						
8	25	Quad	449037	Rucki	3520.0010.000	70						
9	411	Quad	449038	Mike Miller	3000.0010.001	40						
10	411	Quad	449038	Mike Miller	3000.0010.001	40	Site	Territorial Park	5		70	3
11	411	Quad	449038	Mike Miller	3520.0010.000	70						
12	3	Quad	449040	Rock On	3000.0010.001	40						
13	3	Quad	449040	Rock On	3000.0010.001	40	Site	Territorial Park	3		42	1.5
14	3	Quad	449040	Rock On	3520.0010.000	70						
15	2	Quad	449041	Rock On	3000.0010.001	40						
16	2	Quad	449041	Rock On	3000.0010.001	40	Site	Territorial Park	4		56	2
17	2	Quad	449041	Rock On	3520.0010.000	70						
18	108	Quad	449042	Curfman	3000.0010.001	40	Site	Territorial Park	12		168	5
19	108	Quad	449042	Curfman	3000.0010.001	40						
20	108	Quad	449042	Curfman	3520.0010.000	70						
21												
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45												

Common Import 924 CY

	Estimated Quantities	Dumpster: 10yds.	Triaxle: 12yds.	Quad: 14yds.	Quint: 16yds	Side Dump: 17yds.	End Dump: 18yds.	Belly Dump: 17yds.	Super: 18yds.

Job #	240161	Job Name:	CSAH 19	Date:	8/29/2025
Superintendent Name:	Max Kolles	Start Time:	7:15am	Stop Time:	1:00pm

	Truck #	Truck Size	*Veit* Ticket #	Broker	Phase Code	Material Code	From Location	To Location	Total Loads	Tons	Yards	Hours
1	411	Quad	449043	Mike Miller	3520.0010.000	70						
2	411	Quad	449043	Mike Miller	3520.0010.000	70	Site	Territorial Park	1		14	0.5
3	411	Quad	449043	Mike Miller	1070.0080.006	60						
4	747	Quad	449044	Mike Miller	3520.0010.000	70						
5	747	Quad	449044	Mike Miller	3520.0010.000	70	Site	Territorial Park	1		14	0.5
6	747	Quad	449044	Mike Miller	1070.0080.006	60						
7												
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Common Import 28 CY

Estimated Quantities	Dumpster: 10yds.	Triaxle: 12yds.	Quad: 14yds.	Quint: 16yds	Side Dump: 17yds.	End Dump: 18yds.	Belly Dump: 17yds.	Super: 18yds.

Job #		Job Name:	Territorial Park			Date:	9/2/2025	
Superintendent Name:				Start Time:		Stop Time:		

	Truck #	Truck Size	*Veit* Ticket #	Broker	Phase Code	Material Code	From Location	To Location	Total Loads	Tons	Yards	Hours
1	411	Quad	478678	Mike Miller	3005.0010.000.	Common Fill	Kelly Pit	Site	23		322	9
3	919	Quad	478679	Mike Miller	3005.0010.000.	Common Fill	Kelly Pit	Site	22		308	9
5	747	Quad	478681	Mike Miller	3005.0010.000.	Common Fill	Kelly Pit	Site	22		308	9.25
7	472	Quad	478680	Mike Miller	3005.0010.000.	Common Fill	Kelly Pit	Site	23		322	9.25
9												
10												
49												
50												

			Total Loads	Tons	Yards	Hours
NOTES:	Hauled out of the Kelly pit for the day. Had to get over the pipe and the sand was so clean the trucks couldn't run on it to get back to the trail so we had to get gravel from CSAH 19 that's why we hauled gravel.	**Material Code Summary & Totals:**	Common Fill	90		1260	36.5
			0				

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Estimated Quantities	Dumpster: 10yds.	Triaxle: 12yds.	Quad: 14yds.	Quint: 16yds	Side Dump: 17yds.	End Dump: 18yds.	Belly Dump: 17yds.	Super: 18yds.

Job #		Job Name:	Territorial Park			Date:	9/3/2025	
Superintendent Name:				Start Time:		Stop Time:		

	Truck #	Truck Size	*Veit* Ticket #	Broker	Phase Code	Material Code	From Location	To Location	Total Loads	Tons	Yards	Hours
1	411	Quad	478683	Mike Miller		Common Fill	Site	Territorial Park	17		238	10.25
2		Quad				Class 5	Site	Territorial Park	2	34		
3	472	Quad	478685	Mike Miller		Common Fill	Site	Territorial Park	16		224	10.25
4		Quad				Class 5	Site	Territorial Park	2	34		
5	001	Quad	478684	Mike Miller		Common Fill	Site	Territorial Park	15		210	10.25
6		Quad				Class 5	Site	Territorial Park	2	34		
7	919	Quad	478682	Mike Miller		Common Fill	Site	Territorial Park	17		238	10.25
8		Quad				Class 5	Site	Territorial Park	2	34		
9	747	Quad	478686	Mike Miller		Common Fill	Site	Territorial Park	16		224	9.75
19												
46												
47												
48												
49												
50												

		Total Loads	Tons	Yards	Hours
Material Code Summary & Totals:	Common Fill	81		1134	50.75
	Class 5	8	136		

NOTES:

Template Rev. 2020 v1.6

Estimated Quantities	Dumpster: 10yds.	Triaxle: 12yds.	Quad: 14yds.	Quint: 16yds	Side Dump: 17yds.	End Dump: 18yds.	Belly Dump: 17yds.	Super: 18yds.

Job #		Job Name:	Territorial Park			Date:	9/4/2025	
Superintendent Name:				Start Time:		Stop Time:		

	Truck #	Truck Size	*Veit* Ticket #	Broker	Phase Code	Material Code	From Location	To Location	Total Loads	Tons	Yards	Hours
1	747	Quad	478687	Mike Miller		Common Fill	Site	Territorial Park	3		42	8.75
2		Quad				Class 5	Site	Territorial Park	10	170		
3	472	Quad	478689	Mike Miller		Common Fill	Site	Territorial Park	2		28	9
4		Quad				Class 5	Site	Territorial Park	12	204		
5	919	Quad	478688	Mike Miller		Common Fill	Site	Territorial Park	3		42	9
6		Quad				Class 5	Site	Territorial Park	12	204		
7												
8												
48												
49												
50												

			Total Loads	Tons	Yards	Hours
NOTES:		Material Code Summary & Totals:	Common Fill	8		112	26.75
			Class 5	34	578		

Template Rev. 2020 v1.6

Estimated Quantities	Dumpster: 10yds.	Triaxle: 12yds.	Quad: 14yds.	Quint: 16yds	Side Dump: 17yds.	End Dump: 18yds.	Belly Dump: 17yds.	Super: 18yds.

Job #		Job Name:	Territorial Park	Date:	9/5/2025
Superintendent Name:			Start Time:	Stop Time:	

	Truck #	Truck Size	*Veit* Ticket #	Broker	Phase Code	Material Code	From Location	To Location	Total Loads	Tons	Yards	Hours
1	411	Quad	478692	Mike Miller	3005.0010.000.	Common Fill	CSAH 19	Site	6		84	8
3		Quad		Mike Miller	3520.0010.000.	Class V	OMANN Paving	Site	7	122.5		
4	472	Quad		Mike Miller	3005.0010.000.	Common Fill	CSAH 19	Site	7		98	8
6		Quad		Mike Miller	3520.0010.000.	Class V	OMANN Paving	Site	5	87.5		
7	747	Quad		Mike Miller	3005.0010.000.	Common Fill	CSAH 19	Site	7		98	8.25
8		Quad		Mike Miller	3520.0010.000.	Class V	CSAH 19	Site	3	51		
9		Quad		Mike Miller	3520.0010.000.	Class V	OMANN Paving	Site	6	111		
10												
35												
36												
48												
49												
50												

		Total Loads	Tons	Yards	Hours
Material Code Summary & Totals:	Common Fill	20		280	24.25
	Class V	21	372		

NOTES:

Template Rev. 2020 v1.6

Estimated Quantities	Dumpster: 10yds.	Triaxle: 12yds.	Quad: 14yds.	Quint: 16yds	Side Dump: 17yds.	End Dump: 18yds.	Belly Dump: 17yds.	Super: 18yds.

Job #		Job Name:	Territorial Park				Date:	9/8/2025		
Superintendent Name:						Start Time:		Stop Time:		

	Truck #	Truck Size	*Veit* Ticket #	Broker	Phase Code	Material Code	From Location	To Location	Total Loads	Tons	Yards	Hours
1	472	Quad	478693	Miller Trucking	3520.0010.000.	Class V	OMANN	Site	22	385		8.75
2												
3												
4												
47												
48												
49												
50												

			Total Loads	Tons	Yards	Hours
NOTES:		Material Code Summary & Totals:	Class V	22	385		8.75

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STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.22

Subject: Approval of the Rogers Personnel Policy Dated January 1, 2026
Prepared By: Stacy Scharber, Assistant Administrator/HR Director

---

Recommended Council Action
Motion to approve the Rogers Personnel Policy dated January 1, 2026 as presented.

Overview / Background / Analysis
Over the past 26 years, the Rogers Personnel Policy has been updated as State Statutes change, changes in practice at the City, or necessary changes that arise through the budgeting process. The attached policy (both redlined and final draft) has been reviewed by all department heads at a staff meeting. The policy is to provide guidance to all employees and department heads, but is not intended to be all-encompassing.

The following changes are new to the policy:

- Payout of compensatory time for non-exempt employees moving to exempt status at their non-exempt rate. (page 15)
- The City reserves the right to verify driver's license status. (page 15)
- Paid funeral leave; 3 days for immediate family member (page 23)
- MN Paid Leave language (page 24)

Staff Recommendation
Motion to approve the Rogers Personnel Policy dated January 1, 2026 as presented.

Financial Impact: **Source Fund**:

Budgeted? Yes

Supporting Documentation
A. Rogers Personnel Policy amended 01012026
B. Rogers Personnel Policy amended 01012026 clean

Welcome to the City of Rogers

Revision Date: JANUARY, 2026

Effective 1/1/2026

This handbook is designed to introduce you to some of the policies and procedures that will affect you as a City employee.

Neither this handbook nor any of the City's policies are intended to be a contract between the City and its employees. Policies are not terms and shall not be regarded as or construed as contractual provisions. As such, employees are free to terminate employment with the City at any time for any reason. Conversely, the City remains free to terminate employment at any time for any reason not prohibited by law.

The City reserves the right, in its discretion, to change or terminate any provision of this handbook or to add new provisions at any time without prior notification. This handbook does not contain all of the information you will need during the course of your employment. You will receive information orally and through various notices.

The City encourages you to review the material contained in this handbook. If you need further clarification of policies, you are urged to discuss them with your supervisor. Policies outlined in this handbook replace and supersede all prior personnel policies, and such prior policies shall have no further force or effect.

The following employee has acknowledged the receipt of this handbook and agrees to abide by all City policies:

Signature: _____ Date: _____

Contents

Mission Statement 4

Our Philosophy 4

Values 4

Expectations 5

Employee Rights 6

Discrimination 6

Sexual Harassment 6

Grievance 8

Policies 9

Definitions 9

Probation 10

Eligibility for Benefits 10

Work Day 10

Overtime Pay 11

Standby 11

Tardiness 12

Time Clock 12

Employee Availability 12

Timesheets 12

Payroll 13

Performance Evaluations 13

Seniority 13

Promotions 13

Conferences 13

Driver's License 14

Use of City Automobile 14

Vehicle Accidents 14

Injury on Duty 14

Drug and Alcohol Testing 14

Smoking 15

Employee Expense Report 16

Gifts for Services 16

Product and/or Service Endorsements 16

Conflict of Interest/Ethical Conduct 16

Employment of Relatives 17

Termination/Final Pay Procedures 17

Dismissal 18

Contents

Benefits 18
Eligibility for Benefits 18
Holidays 19
Vacation 19
Call Back Pay 20
Sick Leave 20
Maternity/Paternity Leave 21
Parental Leave 21
Funeral Leave 21
Critical Illness Leave 22
Military Leave 22
Jury Duty 22
Bone Marrow Donor Leave 22
Leave Accrual – General 22
Leave of Absence Without Pay 23
Insurance/Benefits 23
Unemployment Compensation 23
Workers' Compensation 23
Credit Union 24
Direct Deposit 24
Tuition Reimbursement 24
Safety Committee/Footwear Allowance 25
Gift After 25 Years of Service and at Retirement 25

Mission Statement

Our Philosophy

Rogers City employees, in harmony with their elected and appointed officials, are committed to providing the best possible services to the people of the City in the most cost effective, timely, and cooperative manner.

In pursuit of this objective, the City shall continue to employ and support personnel who are highly qualified, committed, and equipped to meet the community's needs and objectives.

In recognition of this philosophy and commitment, the City employees hold high the following values and expectations.

Values

- *Pride in our City, our service, and ourselves*
  We are proud of the neat, clean, quiet, safe environment. Our service is designed to maintain and improve these characteristics, and it is imperative that we reflect these standards in our personal appearance and in the care, use, and maintenance of City facilities and equipment.

- *Integrity in our professional and personal lives*
  Our performance and behavior will consistently be honest and reliable in fulfilling our responsibilities and commitments.

- *Respect for the value of the individual*
  All people have the right to human dignity regardless of differences in age, sex, race, position, socio-economic status, abilities, beliefs, and/or values.

- *Initiative to take action*
  Employees must be able to recognize community needs and to take action to meet these needs. Innovation, creativity, individual skills and ability, and perseverance are essential to this end.

- *Flexibility and cooperation*
  We are receptive to different ideas, methods, styles, and working relationships necessary to best meet organizational goals.

- *Wellness of the whole person*
  Each of us is responsible for our physical, emotional, and spiritual wellness in order that we may maximize our contributions to our organization, community, and families.

- *Wise stewardship of public funds*
  We are committed to provide the best service with the funds entrusted to us. Furthermore, we will emphasize long-term consideration in our fiscal management in order to protect and enhance the significant investment in our community.

Our Philosophy (continued)

Expectations

- *Personal development*
  Employees will be encouraged to participate in career development experiences that enhance current performances and prepare them for anticipated responsibilities. This includes, but is not limited to, challenging assignments, education, training, and participation in professional associations.

- *Recognition*
  Essential to our success is appropriate recognition for group and individual contributions towards organizational goals. Recognition may include promotions, commendations, economic reward, personal development opportunities, and/or other positive reinforcements.

- *Support for innovation, creativity, and unique efforts*
  As our people initiate creative effort to meet organizational goals, they can anticipate that their efforts will be supported by the Council, Administrator, supervisors, and peer group.

- *Individual participation in setting organizational direction*
  Sound decision making is enhanced through the knowledge and participation of all our people. It also maximizes individual ownership, commitment to goal achievement, and responsible independence.

- *High quality facilities, equipment and work environment*
  Positive attitude, productive behavior, maximum efficiency, and effectiveness are all enhanced by the provision of these resources.

- *Position security*
  Positive contribution ensures position security. However, our people can expect to be apprised of deficiencies in attitude, performance, and/or behavior. They will be afforded reasonable time and opportunity to correct these deficiencies. Ultimately, employees are responsible for their own position security.

- *Just compensation*
  Salary and benefits must be consistent with the high standards and expectations we have of our people.

Employee Rights

Discrimination

The City of Rogers is committed to providing a work environment free of discrimination. No one will be hired, promoted, demoted, or discharged or in any way favored or discriminated against because of political opinions or affiliations, race, color, age, national origin, religion, sex, sexual orientation, marital status, status with regard to public assistance or disability, or because of the exercise of rights under provisions of the Public employment Labor Relations Act, Minnesota Statutes Sections 179A.01 to 179A.25. Additionally, the City hires only citizens and aliens lawfully authorized to work in the United States.

The City's definition of disability follows that of the Minnesota Department of Human Rights.

Employees who have any debilitating medical condition will remain employed by the City, providing they are able to meet the necessary job performance standards without hazard to themselves or others. The City will make reasonable accommodation to allow employees to remain employed during the course of their disability.

Sexual Harassment

The City of Rogers is committed to creating and maintaining a work place atmosphere free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the City's strong disapproval of unlawful sexual harassment, to advise employees of their behavioral obligations and to inform them of their rights.

In order for a sexual harassment issue to be addressed, it must be brought to the attention of management. In order for action to be taken, information must be forwarded to the appropriate level of management.

To provide the employees with a better understanding of what constitutes sexual harassment, the following definition, based on Minnesota Statutes, is provided:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature, when:

A. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations, or public services, education or housing.

B. Submission to or rejection of that conduct or communication by an individual is used as a factor in decision affecting that individual's employment, public accommodations or public service, education or housing; or

C. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational or housing environment; and in the case of employment the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact, unwelcome sexual jokes or comments, sexually explicit posters or pinups, repeated and unwelcome requests for dates or sexual favors, sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior.

In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress. However, some forms of sexual harassment may be so severe that repetition is not needed for the act to be considered sexual harassment.

All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment.

Violations of this policy may constitute just cause for discipline, up to and including discharge. Each situation will be evaluated on a case by case basis depending on the severity and the circumstances involved.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. Immediate Supervisor
2. Department Head
3. City Administrator

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also urged to take the following steps:

A. Make it clear to the harasser that the conduct is unwelcome and document that conservation.

B. Document the occurrence of harassment.

C. Submit the documented complaints to your Supervisor, the Department Head or the City Administrator. We urge the employee to put the complaint in writing.

D. Document any further harassment or reprisals that occur after the complaint is made.

Employees have the right to raise the issue of sexual harassment and to file complaints with respect to such harassment without reprisal. The City recognizes that there are inherent difficulties in developing evidence and maintaining close working relationships among employees in instances where harassment has occurred.

Because of this, the City urges that conduct, which is viewed as offensive is reported immediately to allow for corrective action to be taken through education and initial counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. The City is obligated to prevent and correct unlawful harassment in a manner that does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The City of Rogers will, in all cases, take action to correct any reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Grievance

It is the policy of the city, to the extent possible, to prevent the occurrence of events leading up to the filing of grievances and to deal promptly with those, which occur. Any employee has the right to submit a grievance relating to the conditions or compensation of his or her employment. However, this procedure must not interfere with the full, faithful and proper performance of the employee's duties. If an employee has a grievance, he or she should submit a written statement within 10 calendar days of the event regarding the grievance and specific remedy requested to his or her supervisor. The supervisor will discuss the grievance with the employee and attempt to resolve it to the extent that he or she has the authority to do so. The supervisor will provide a written response to the employee within 10 calendar days of receipt of the written grievance. If the grievance is not dealt with to the employee's satisfaction at that level, the employee must submit a written appeal within 10 calendar days to the next higher level in the order of: the City Administrator and the City Council. The City Council will serve as the final local authority in the resolution of the grievance. The City Council shall take action and provide a written response within 30 calendar days of receipt of the written appeal. In the event any manager is not available to receive a grievance or appeal the employee shall submit the grievance or appeal to the next higher authority.

If a collective bargaining grievance procedure or other legal remedy is available to an employee, the employee must elect one grievance procedure or remedy to the exclusion of other remedies.

Policies

Definitions

Full-Time Employee: An employee who is regularly scheduled for an average of at least 40 hours per week. A full-time employee can be classified as a permanent full-time employee.

Part-Time Employee: An employee who is regularly scheduled for an average of less than 40 hours per week and whose position does not entitle the employee to receive fringe benefits. A part-time employee can be classified as a, temporary, or seasonal employee.

Permanent Part-Time Employee: An employee who is regularly scheduled to work at least 20 hours per week but fewer than 40 hours per week and whose position entitles that employee to receive pro-rated fringe benefits.

Temporary Employee: Someone employed for a defined period of less than one year.

Seasonal Employee: Someone employed for a defined period of less than one year. The defined period relates to "seasonal" activities of the City.

Exempt Employee: An employee who is exempt from the minimum wage and overtime pay requirements of Federal Fair Labor Standards Act.

Non-Exempt Employee: An employee who is not exempt from the minimum wage and overtime pay requirements of the Federal Fair Labor Standards Act.

Immediate Family: Includes spouse, children, mother, father, brother, sister, grandmother, grandfather or grandchildren of both the employee and the employee's spouse.

Probation

All new employees are considered probationary employees during their first six months of employment. However, even successful completion of a probationary period, whether for newly hired or newly promoted employees does not extend or grant job security and all employees remain employed at will by the City. For all employees, there are some restrictions on use of accrued leave and sick time during the first six months of employment.

Eligibility for Benefits

Persons hired as permanent full-time working an average of 40 hours per week and permanent part-time employees working an average of 20 hours per week receive benefits. Other part time employees, part time employees of the municipal liquor store/bar and temporary or seasonal employees receive no benefits. Please refer to the "Benefits" section for more detailed information.

~~Work Day~~Workday

This section is intended to define the normal hours of work and to provide the basis for the calculation of overtime. Nothing contained in this or any other section shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign employees. Work shifts, staffing schedules and the assignment of employees thereto shall be established by the Employer.

The normal work year for full-time employees is two thousand eighty (2,080) hours to be accounted for by each employee through:

A. Hours worked on assigned shifts;
B. Holidays;
C. Assigned training;
D. Authorized leave time.

The normal work schedule shall consist of 40 hours worked during daytime hours ~~be five (5) eight (8) hour days on duty,~~ Monday through Friday, followed by two (2) days off duty, Saturday and Sunday. Other work schedules may be authorized to accommodate the services performed by the Employer. The Employer may adopt flexible schedules or other non-traditional schedules without the implementation of any premium or overtime pay.

Employees shall receive a fifteen (15) minute paid rest break during each one-half shift and one-half (1/2) hour unpaid lunch break near the middle of the ~~work day~~workday. Rest breaks may be taken in conjunction with the lunch break when receiving prior approval from the Department Head. Scheduling of such breaks shall be determined by the Department Head.

Part-time employees working less than an eight-hour day shall receive a paid 20 minute break for every six consecutive hours worked.

Overtime Pay

Overtime will be compensated at the rate of one and one-half (1-1/2) times the employee's regular rate of pay for hours worked in excess of forty (40) hours in a work week. Employees have the obligation to work overtime or call backs if requested by the Employer.

As an alternative to payment of overtime compensation, an employee may elect to receive compensatory time for hours worked in excess of forty (40) hours in a work week. An employee may accrue up to a maximum of forty ~~twenty-four~~ (40~~24~~) hours of compensatory time and carry over forty ~~twenty-four~~ (40~~24~~) hours of compensatory time into the next calendar year. In no event may accrued compensatory time exceed forty ~~twenty-four~~ (40~~24~~) hours. The use of accrued compensatory time must be approved in advance by the Department Head.

For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

Full-time~~Eligible~~ employees who are called back to work after completing a regular workday or on their regular day off are entitled to a minimum of 2 hours pay at their overtime rate. All overtime must be approved ~~in advance~~ by the department supervisor.

Exempt employees are not eligible for overtime pay. If your position requires you to work a great deal of time over the normal 40 hours per week, you may take time off during normal business hours with the approval of your department head. The time off may not be used as vacation extensions, nor may you take off more than 8 hours at one time.

It is expected that work weeks for supervisory employees will regularly exceed the normal 40 hours. However, the City makes accommodations for compensatory time for supervisory employees with the prior approval of their department head or City Administrator.

Standby

An employee placed on standby by the Employer and required to carry a ~~pager~~ cell phone shall receive three and one-half (3-1/2) hours of compensation at the employee's regular rate of pay on a Saturday and three and one-half (3-1/2) hours of compensation at the employee's regular rate of pay on a Sunday for the seven day period that an employee is designated to be on standby. In addition, an employee shall receive three and one-half (3-1/2) hours of compensation at the employee's regular rate of pay when placed on standby on a designated holiday.

Standby hours shall not be considered hours worked, however, the three and one-half (3-1/2) hours of compensation paid on Saturdays, Sundays and holidays are included within the calculation of hours worked for purposes of computing overtime eligibility.

For employees who work in the recreation departments, and are required to be on stand-by for events at various City facilities, shall receive two (2) hours of compensation.

This section of the policy will not supersede other departmental policies that may be in place.

Tardiness

~~If you know you will be tardy, call your supervisor as soon as possible on that work day and let him or her know you will be late. Seven minutes late will be considered tardy. The following is the policy for tardiness per calendar year for non-salaried employees:~~

- ~~1 – 5 times is allowed~~
- ~~6 – 8 times will receive a written warning their personnel file~~
- ~~9 + will get time off without pay~~

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Time tracking~~Time~~

~~Employees required to punch a time clock are responsible for punching in at the beginning of their work shift and punching out at the end of their work shift. Failure to punch the time clock will result in the following discipline:~~

- ~~1 to 3 missed punches in a calendar year – verbal warning from department head~~
- ~~4 to 6 missed punches in a calendar year – written warning in personnel file~~
- ~~7+ missed punches in a calendar year – time off without pay, or other disciplinary measures up to and including termination of employment, as determined by management~~

All employees are required to track their own time using the time management system. Employees are responsible for approving their timecard at the end a pay period, and their manager/supervisor is responsible for approving all subordinates' timecards at the end of a pay period. For non-exempt employees, vacation leave, sick leave, holiday leave, and all regular and overtime hours worked must be included on the timesheet.

Leaving work mid-day, with the expectation of returning to work, requires the employee to punch in and out of the time clock. The only exception is when the anticipated time away from work occurs within the employee's lunch period. If the employee anticipates their off-site lunch will take longer than their approved lunch period, they are required to punch the clock.

Employee Availability

Because you may be needed for an emergency consultation about City business or for some emergency work, you need to keep your supervisor updated, in writing, of your telephone number. Supervisors are required to advise the appropriate department head of all employee telephone numbers. The department head, in turn, must keep the City Administrator's office informed. Supervisors are responsible for having updated employee lists available at all times.

Timesheets

~~All employees must complete timesheets each pay period and have them approved by their supervisors. Employees who punch a clock are exempt from completing a separate time sheet.~~

~~Vacation leave, sick leave, holiday leave, and all regular and overtime hours worked must be included on the timesheet.~~

~~A Payroll Adjustment Form (PAF) must be completed any time you will be away from work. The form is then approved by your supervisor and submitted along with your timesheet.~~

Payroll

Under the City's current policy, employees are paid every two weeks on the Friday following the end of a pay period. If payday falls on a Federal holiday, employees receive their ~~checks~~ deposits on the last working day before the Federal holiday. The City Administrator must approve deviations from the standard pay procedure. The City reserves the right to change the payroll schedule at any time. Paid on-call firefighters are paid on a quarterly basis.

Performance Evaluations

You have a right to be informed about your job performance. You can't assume that no comments from your supervisor means you are doing a good job. And you can't improve your work if you aren't told what you need to improve. Your supervisor has an obligation to periodically evaluate your job performance and advise you on areas needing improvement. Non-union employees should receive annual evaluations, with results being shared with the employee and the appropriate department head. If you have questions or concerns about evaluation procedures, contact your supervisor or the City Administrator.

Seniority

For full-time employees not covered by a union contract, seniority may be a determining factor when all the other qualifications of the candidates are equal in regard to promotions, layoffs, transfers, and rehiring. The needs and demands of the City at that particular time will be considered.

Promotions

A promotion is the advancement from a position in one classification to a position in a higher classification. It is the City's goal to promote individuals from within whenever possible. It is also the City's goal to hire the best available person for any job opening. In a hiring situation where an internal candidate and an outside candidate appear to be equally qualified, the City will generally select the internal candidate.

Any employee promoted into a new position within the City will be expected to satisfactorily complete another probationary period. However, any earned sick leave, vacation, and other benefits may be used during this period.

An employee who is promoted from a non-exempt position to an exempt position must be paid out their compensatory bank at their non-exempt rate.

Conferences

To keep pace with technological advances and duty changes within any position, ongoing training is encouraged and recommended.

Other employees are sent to schools and conferences as recommended by their supervisors. Since the costs of these conferences come out of individual department budgets, prior planning is necessary so funds are available.

Any deviations from these guidelines must be approved in advance by the City Administrator.

Driver's License

Employees who are required to hold a valid driver's license or Commercial driver's license (CDL), as part of their job, must immediately report any suspension, revocation, cancellation or restrictions of their driver's license to their supervisor. The City reserves the right to verify an employee's driver's license status.

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Use of City Automobile

If you have a valid driver's license and need a car for City business, you can request the use of a City car. Employees may be reimbursed for mileage reimbursement if they use their own vehicles for City business, at the IRS established rate.

Vehicle Accidents

If you are involved in a vehicle accident while on City business, report it to your supervisor. The Administrative Department will complete a vehicle accident report based on the information you provide, which must be done as soon as possible after the accident. The police should be requested to investigate the accident scene.

Injury On Duty

If you are injured in a vehicle accident while on City business, you must also complete an *Accident/Near Miss* form (available from your supervisor) and submit it to the Assistant Administrator's office. The information you and your supervisor provide will be the basis of a *First Report of Injury* form to be sent to the City's worker's compensation insurance carrier.

Drug and Alcohol Testing

The City has a legal responsibility to ensure a safe work environment for its employees and to protect the public by ensuring that its employees are physically and emotionally able to perform their jobs. So as a requirement for initial and continued employment, employees cannot use illegal drugs, have a drug abuse or dependence problem, or have an alcohol abuse or dependence problem.

It is against City policy to possess, sell, or use drugs or drug paraphernalia on City property, including City buildings and City vehicles, and/or while on duty or the course and scope of employment except as authorized by a valid medical prescription. It is against City policy to report for work while under the influence of alcohol or drugs, which prohibition includes any signs of alcohol or drugs.

Minnesota Statutes state that employees will only be tested for drugs based on reasonable suspicion. Police officer applicants who are offered positions are required to undergo drug and alcohol testing. Please see the Public Safety Department's Drug and Alcohol Testing Policy for complete details of procedures for new and currently employed officers.

Your supervisor may request or require you to undergo a drug or alcohol test if there is reasonable suspicion that you:

- were under the influence of drugs or alcohol and/or show any sign of alcohol or drug use while working, while on City property, or while operating City equipment or vehicles.
- used, sold, possessed, or transferred drugs, alcohol, or drug paraphernalia while you were working, while on City property, or while operating City equipment or vehicles
- suffered a personal injury (as defined in Minnesota Statutes 176.011, Subd. 16) or have caused another person or employee to die or suffer a personal injury
- caused a work-related accident or were operating or helping to operate equipment or vehicles involved in a work-related accident
- discharged a firearm other than:
  - on an established target range
  - while conducting authorized ballistics tests
  - while engaging in recreational hunting activities
  - for disposal of animals

Testing for drugs or alcohol under this policy requires your consent. If your supervisor requests or requires you to undergo drug or alcohol testing and you refuse, he or she may recommend to the City Administrator that you be suspended or discharged.

See the City's drug testing policy at Appendix A for further information.

This section of the policy will not supersede other departmental policies that may be in place.

Smoking

All City buildings and vehicles are smoke-free

Employees will be allowed to smoke outside the back of the building, but only during authorized break periods.

Employee Expenses

Business related expenses that incurred, that are in accordance with the City's Public Purposes Expenditure policy, will be reimbursed upon approval of the department head and Finance Director. This includes vehicle mileage at the established IRS rate.
~~Any reasonable business expense you incur while on City business (including mileage if you use your own vehicle) will be reimbursed. Fill out an *Employee Expense Report* and attach all receipts, have your supervisor approve it, then submit it to your supervisor's office for payment.~~

Gifts For Service

You may occasionally be offered a gift in appreciation of your service as a City employee. It is the City's policy that no employee can accept gifts for performing services that are a part of his or her job, and as such are available to all residents. The state law definition of "gift" includes money, property (real or personal), or a service, given and received without the giver receiving something of equal or greater value in return. There are some exceptions, such as trinkets or mementos costing $5 or less.

Product And/Or Service Endorsements

Residents may ask you to recommend products, services, or companies for any problems they may be experiencing. Although you can give out a list of companies that are in the business about which the resident has inquired, you are prohibited from endorsing a specific product or company. This is to prevent any misunderstandings or misinterpretations concerning outside influences on a department or employee.

Conflict Of Interest/Ethical Conduct

City employees are expected to maintain high ethical standards as they carry out their duties. If you have questions as to what is considered ethical behavior for a City employee, check with the City Administrator for definition or interpretation.

As a government employee, you must be impartial and responsible to the City government. You must make sure all work decisions and policies are made through proper channels, that you don't use your public employment for personal gain, and that you work inspires citizens to have confidence in the City. To help you and the City maintain these goals, ethical standards of conduct have been established, and all employees are required to disclose any possible conflicts.

If, because of a blood or marriage relationship, you have a personal or financial interest in any matter that requires official City action, you can't participate in any City discussion nor take any official action regarding that matter in your capacity as a City employee.

You may not disclose any confidential information concerning property or affairs of the City without first obtaining proper legal authorization. You also may not use any confidential information to help the financial or private interests of anyone.

You may not directly or indirectly solicit, accept, or receive any gift of substance if it could be argued that such gift was intended to influence you in the performance of your job or as a reward for any official action on your part. Such gifts could include money, services, loans, travel, entertainment, hospitality, or promises.

You may not appear on behalf of anyone else's private interests before the City Council or any City Commission, Committee, or agency, nor may you represent anyone else in any action or proceeding against the interests of the City in which the City is a party. If you are authorized as part of your job to take part in any way in making a sale, lease, or contract, you may not have a direct financial interest in that sale, lease, or contract or personally benefit financially, except as specifically authorized in Minnesota Statutes.

~~A complete copy of this policy, which was adopted by the City Council is on file in the City Administrator's office. You may come in during normal business hours to review it if you wish.~~

Employment of Relatives

The City of Rogers does not restrict the full-time employment of individuals who are related by blood or marriage. However, to avoid conflict of interest, no City employee may take part in decisions to hire, retain, promote, or determine the salary of his or her spouse, family member, or blood relative.

When possible, no City employee is to be assigned substantive responsibility for supervising and directing the work of his or her spouse, family member, or blood relative.

Termination/Final Pay Procedures

Resignation

To terminate employment with the City in good standing, employees are required to submit a letter of resignation to their supervisors two weeks before they leave. Department heads are required to give a four (4) week notice. Employees who terminate in good standing will receive all accrued severance benefits up to their termination date.

Forwarding Address

A permanent forwarding address should be left with the payroll clerk in the Finance Department so W-2 forms can be mailed at the end of the year.

Health Insurance

Under the COBRA law (Consolidated Omnibus Budget Reconciliation Act of 1985), employees have the right to keep, at their own expense, group health coverage through the City. This right exists until group health coverage becomes effective at your new place of employment or for eighteen (18) months after termination, whichever is shorter. The City may charge a 2% administrative fee in addition to the regular premium.

Life Insurance

State law grants employees the right to keep, at their own expense, group term life insurance coverage through the City. This right ends when group term life coverage becomes effective at your new place of employment, or for eighteen (18) months after termination, whichever is shorter. The City may charge a 2% administrative fee in addition to the regular premium.

PERA

If you terminate your employment with the City, contact PERA to learn about your options regarding your contributions. Options vary depending on if you retire or if you~~r~~ terminate your employment before retirement.

Final Pay Procedure/Severance

If you leave your job with the City as an employee in good standing, you may be eligible for severance payment.

Regular employees who leave before completing five (5) years of service can receive their accrued vacation time in pay or in time off before their termination date, at the discretion of the City Administrator. Full-time or part-time employees who leave the City after five (5) years of continuous service can be paid for ½ of their unused sick leave in addition to any accrued vacation time. Employees who leave after 10 years of continuous service will additionally receive one day's pay for each full year of service to the City. Your beneficiary will receive these benefits if you die during your employment.

~~Accrued vacation or sick leave time will be paid on a check separate from the regular final payroll check. No PERA deduction is made from this check.~~

Dismissal

As an at-will employer, the City retains the right to an immediate discharge of an employee or other changes in the terms and conditions of employment.

Benefits

Eligibility for Benefits

Permanent full-time and permanent part-time employees receive benefits and must work at least 20 hours per week to be eligible. Part-time ~~municipal liquor store and bar~~ employees, temporary and seasonal employees receive no benefits. Please refer to the "Benefits" section for more detailed information.

Holidays

Regular employees receive 13 paid holidays each year, including:

New Years Day	January 1
Martin Luther King, Jr. Day	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	
Friday after Thanksgiving	
Christmas Eve Day	
Christmas Day	
*One Floating Holiday	

If January 1, July 4, November 11, December 24, or December 25 fall on a Saturday or Sunday, the previous Friday or the following Monday is classified a holiday.

Permanent part-time employees are entitled to pay on a holiday. All holidays are pro-rated based on a percentage of a full-time position that employee normally works.

If a holiday falls during a schedule paid leave period, you will receive holiday leave pay for that day.

*The floating holiday may be used by the employee on the day the employee chooses with prior approval from the department head.

Should you be called back to work on a holiday, you will receive eight (8) hours for the holiday and two (2) times the hours worked~~. Employees scheduled to work on a holiday will receive eight (8) hours for the holiday and 1 ½ times the hours worked~~. Part-time employees who work on a holiday will receive 1 ½ times the hours worked.

Vacation

Vacation time for all permanent full-time employees is earned according to years of service, unless negotiated differently at the time of hire:

0 – 5 years	80 hours
~~6~~ 5+ – 10 years	120 hours
~~11~~ 10+ – 15 years	160 hours
15+ years	200 hours

New employees shall accrue vacation benefits from the start of their employment but vacation benefits may not be used until the completion of the probationary period unless approved by the Department Head.

All vacation must be approved by the Department Head in advance.

Vacation accruals may be carried over into the next calendar year. ~~to a maximum of two times the employee's annual accrual amount.~~ Vacation accruals in excess of two times the employee's annual accrual amount must be used by the employee prior to the end of the month corresponding with the employee's anniversary date or the excess vacation accrual will be forfeited by the employee, and placed into a bank of hours to be used as determined by the City Administrator and City Council, on a case-by-case basis, in the event an employee is unable to perform their job responsibilities due to a serious or extended illness or injury, and all other accrued time has been exhausted.

Employees who are on layoff or an authorized leave of absence without pay shall not accrue vacation during such period.

Employees may use accrued vacation leave as an extension of sick leave provided sick leave benefits have been exhausted.

Permanent part-time employees who work at least 20 hours per week receive a proportionate amount of vacation time according to the number of hours worked each week.

Arrange your vacation time with your supervisor at least two weeks in advance. You may not waive your vacation time in order to receive double pay at any time during your employment.

Earned vacation time can be carried over into a new year if it is no more than twice what you earn each year. If you've accumulated more than that amount, you must use it before the last day of your anniversary month, or lose it.

Call Back Pay

An employee called to work by the Employer on their ~~off duty~~off-duty time shall receive a minimum of two hours compensation at one and one-half (1-1/2) times the employee's regular rate of pay. This does not apply to Public Works Water/Wastewater employees who are on standby and doing regular readings at the lift stations on Saturdays, Sundays and holidays.

Part-time and seasonal employees who are called to work shall receive a minimum of two hours pay at their regular rate.

An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the two ~~(2)~~ hour call back minimum.

This section of the policy will not supersede other departmental policies that may be in place.

Sick Leave

Permanent full-time employees earn 96 hours of paid sick leave each year and can accrue up to 800 hours. Permanent part-time employees working at least 20 hours per week earn sick leave in proportion to the number of hours worked. Part-time employees will accrue one hour of earned sick and safe time for every 30 hours they work, up to 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is January 1 to December 31.

Sick and Earned Sick and Safe Leave Use
The leave may be used as it is accrued in the smallest increment of time tracked by the City's payroll system (.25 of an hour) for the following circumstances:

- An employee's own:
  - Mental or physical illness, injury or other health condition
  - Need for medical diagnosis, care or treatment, of a mental or physical illness
  - injury or health condition
  - Need for preventative care
  - Closure of the employee's place of business due to weather or other public emergency
  - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
  - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
    - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
    - Obtain services from a victim services organization

        - Obtain psychological or other counseling
        - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
        - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- Care of a family member:
    - With mental or physical illness, injury or other health condition Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition Who needs preventative medical or health care Whose school or place of care has been closed due to weather or other public emergency When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
    - Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
        - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
        - Obtain services from a victim services organization
        - Obtain psychological or other counseling
        - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
        - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

For Sick and Earned Sick and Safe Leave purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

Full-time employees who accumulate 800 hours of sick leave, additional sick leave earned is assigned one-half to vacation and one-half to sick leave for the current year. For example, of your eight hours of sick leave, four hours will accrue to sick leave and four hours will be designated vacation. You can accrue over 800 hours of sick leave during the year if you are

not sick, but at year-end your accrual will go back to 800 hours and you will be paid for any hours above 800. If you drop below 800 hours, your full eight hours of sick leave will accrue to sick leave until you again reach 800 hours.

Upon termination in good standing from the City, full-time employees and permanent part-time employees will be paid out one-half of their accrued sick leave balance at the time of termination.

Part-time employees can carry over unused ESST into the next year. However, at no time can a part-time employee's accrued ESST exceed 80 hours. Part-time employees will not be compensated for their ESST balance upon termination.

Essential Safe and Sick Time does not apply to paid on-call firefighters.

Maternity/Paternity Leave

The employee may use accumulated sick and vacation time during his/her maternity leave. Health benefits will be provided during such paid leave. In addition, recognizing that 6 weeks time is necessary after childbirth for physical recovery, the City will pay for health benefits under the following: If leave is prior to the 15th of the month, remainder of that month plus the following month. If leave is after the 15th of the month, remainder for that month, plus the following two months. The City will make continuation of health insurance coverage available by allowing the employee to pay premiums for the remainder of the leave.

Parental Leave

Employees may take parental leave in accordance with the Minnesota Parental Leave Act, Minn. Stat. §§ 181.940 - 181.944 including the fact that employees may take 16 hours of leave per calendar year to attend school conferences or school related activities related to the employee's child provided the conferences and activities cannot be scheduled during non-work hours. The employee must provide reasonable advance notice of the leave and make a reasonable effort to schedule the leave so as not unduly disrupt the workplace. Such leave may be deducted from the employee's vacation accrual.

Funeral Leave

Employees shall be granted three (3) ~~un~~paid days funeral leave for the death of an immediate family member. A one (1) day leave may be taken for funerals ~~of relatives~~ other than the employee's immediate family, with prior approval from the department head.

An employee may use sick leave, vacation leave, or accrued compensatory time for non-paid funeral leave extending beyond the three days for immediate family, and for those funerals other than the employee's immediate family.

"Immediate family" is defined as mother, father, siblings, spouse, children, ~~step-parents~~stepparents, stepchildren, foster children, significant other, grandparents, grandchildren, legal dependents, and spouse's mother, father, siblings, children, grandparents and grandchildren.

Employees on an unpaid leave under this section, as approved by the City Administrator, will accrue benefits included, but not limited to, holidays, vacation leave, sick leave and insurance.

Critical Illness Leave

The Family and Medical Leave Act entitles you to 12 weeks of unpaid leave for reasons relating to family and medical care. FMLA paperwork needs to be coordinated and completed with the Human Resources department.

~~Military Leave~~ Minnesota Paid Leave

Pursuant to Minnesota Statute 268B, the City will participate in the Minnesota Paid Leave Law.

The application of the Minnesota Paid Family Medical Leave benefit shall be applied as is required by law and with the following specific agreements:

In the event the Employer participates in the Minnesota Paid Family and Medical Leave (PFML) program or an alternative private plan, effective January 1, 2026, the Employer and employee will split the premiums for PFML, or an alternative private plan, on a 50/50 basis with the employee share payable through payroll deductions pursuant to Minn. Stat. 268B.14.

Employees may utilize accrued Sick Leave to supplement PFML not to exceed 100% of the regular wage of the employee. In the event Sick Leave is exhausted, employees may utilize other accrued paid leave to supplement PFML not to exceed 100% of the regular wage of the employee.

Military Leave

~~Military Leave~~

Employees who are members of a reserve force of the U.S. or the National Guard or Air National Guard who are ordered by the appropriate authorities to attend a training program or perform other duties under the supervision of the U.S. or the State shall be granted a leave of absence with pay up to a maximum of fifteen (15) working days per year.

The employee shall present the Employer with official copies of the orders received. The employee shall apply for such leave as soon as the necessity for such leave is known.

Jury Duty

An employee required to serve on jury duty shall be granted an amount of compensation which will equal the difference between the employee's regular base pay rate and the compensation paid for jury duty.

Bone Marrow Donor Leave

Full-time employees and permanent part-time employees may take a paid leave of absence up to 40 hours per calendar year to donate bone marrow in accordance with Minn. Stat. § 181.945.

Leave Accrual -- General

Employees who work part-time for 20 hours or less per week are not eligible for accrued leave time. Permanent part-time employees who work more than 20 hours per week receive holiday, vacation, and sick leave benefits on a proportional basis calculated from the number of hours worked in an average week. Municipal part time employees, temporary and seasonal employees do not accrue any benefits.

Leave of Absence Without Pay

With the recommendation of your supervisor, the City Administrator may grant you a leave of absence without pay for up to six months. Leaves are available only after vacation time is used up. Leaves of absence to protect your job with the City while you look for or accept employment elsewhere are not permitted unless the City Administrator determines it to be in the City's best interests. You may extend your leave due to extended illness or personal hardship with the approval of the City Administrator. Employees on an unpaid leave of absence will not accrue benefits described in this handbook, including holiday pay, vacation time, sick leave, and insurance benefits, nor can they earn seniority or accrue time toward step increases.

Insurance/Benefits

All eligible City employees are offered a choice of group health plans through LOGIS. Information on each of these plans is available from the Human Resources department

For calendar year 2025~~5~~6, the City provides health insurance benefit as follows:

Health Partners

2025 Health Insurance Open Enrollment

The **proposed** City contribution for 2025 is 75% of the premium for non-singles
The following represents the 2025 **per pay check out-of-pocket cost** over 24 pay periods.

HDHP/HSA
Single Deductible: $3,300.00
Single + Spouse, Single + Children, Family Deductible: $6,600.00

	2025 Monthly Rate		Out-of-Pocket Cost to Employee (Per Paycheck)	
	Open Access	Perform	Open Access	Perform
Single	982.50	963.00	100% Employer Paid + $3,300 to HSA	
Single + Children	1,966.00	1,926.50	245.75	240.81
Single + Spouse	2,064.50	2,023.00	258.06	252.88
Family	2,556.00	2,505.00	319.50	313.13

~~**HDHP/HSA RX PLUS**~~
Single Deductible: $3,300.00
Single + Spouse, Single + Children, Family Deductible: $6,600.00

	2025 Monthly Rate		Out-of-Pocket Cost to Employee (Per Paycheck)	
	Open Access	Perform	Open Access	Perform
Single	1,008.50	988.50	100% Employer Paid + $3,300 to HSA	
Single + Children	2,018.00	1,977.50	252.25	247.19
Single + Spouse	2,119.00	2,076.50	264.88	259.56
Family	2,623.50	2,571.00	327.94	321.38

Opt out: $300 per month to opt out of City insurance with proof of other coverage

Network Definitions:
Open Access = Largest Network
Perform = Open Access Network - without Mayo Clinic Systems

Singles covered 100% with $3300 paid into a Healthcare Savings Account (HSA)
Non-Singles will have the premium rates above, and $1650 paid into an HSA

Health Partners

2026 Health Insurance Open Enrollment

The **proposed** City contribution for 2026 is 75% of the premium for non-singles
The following represents the **2026 per pay check out-of-pocket cost** over 24 pay periods.

HDHP/HSA

Single Deductible: $3,400.00
Single + Spouse, Single + Children, Family Deductible: $6,800.00

	2026 Monthly Rate		Out-of-Pocket Cost to Employee (Per Paycheck)	
	Open Access	Perform	Open Access	Perform
Single	1,069.00	1,047.50	100% Employer Paid + $3,400 to HSA	
Single + Children	2,139.50	2,096.50	267.44	262.06
Single + Spouse	2,246.50	2,201.50	280.81	275.19
Family	2,781.00	2,725.50	347.63	340.69

HDHP/HSA RX PLUS

Single Deductible: $3,400.00
Single + Spouse, Single + Children, Family Deductible: $6,800.00

	2026 Monthly Rate		Out-of-Pocket Cost to Employee (Per Paycheck)	
	Open Access	Perform	Open Access	Perform
Single	1,098.00	1,076.00	100% Employer Paid + $3,400 to HSA	
Single + Children	2,197.00	2,153.00	274.63	269.13
Single + Spouse	2,306.50	2,260.50	288.31	282.56
Family	2,856.00	2,799.00	357.00	349.88

Opt out: $350 per month to opt out of City insurance with proof of other coverage

Network Definitions:
Open Access = Largest Network
Perform = Open Access Network - without Mayo Clinic Systems

Singles covered 100% with $3400 paid into a Healthcare Savings Account (HSA)
Non-Singles will have the premium rates above, and $1,700 paid into an HSA

- The City shall provide each employee with a $20,000 term life insurance policy and long-term disability insurance up to $8,000.
- The City shall make available group dental and vision insurance to employees as a pre-tax payroll deduction.
- All eligible public employees shall participate in the Public Employees Retirement Association (PERA), pursuant to Minnesota Chapter 353.
- Employees may participate in the City's Flexible Spending Account (FSA) and DCAP program.
- Employees may participate in the City's deferred compensation and Roth plans.

Unemployment Compensation

Unemployment compensation provides an income for workers who become unemployed. This plan is administered by the Minnesota Department of Jobs and Training and paid by the City on your behalf. You make no contribution for this benefit. If you are separated from your job,

you must report immediately to the nearest Jobs and Training Office to register for work and to file your claim for benefits while you are unemployed.

Workers' Compensation

If you suffer an injury or illness in the course of your employment, a claim must be filed with the City's Worker's Compensation insurance carrier. As soon as possible after you become ill or suffer an injury, your supervisor completes a *Supervisor's Report of Injury*, which the Administrator's staff uses to complete a claim form to send to the carrier. If able, the employee is required to complete a First Report of Injury. If you lose time from work because of a work-related injury or illness, notify the Administrator's office. ~~using a *Request for Leave* form.~~

An employee who is receiving workers compensation benefits for an illness or injury received while working for the Employer may at the employee's discretion supplement workers compensation with other accumulated benefits until exhausted in order to receive full net salary.

The amount to be deducted from the employee's accumulated benefits shall be the difference between the workers compensation benefit and the net compensation for the employee's normal work day or work week.

Under no circumstances shall an employee who receives workers compensation benefits receive compensation which is in excess of the employee's net wages received at the time of injury.

Direct Deposit

All employees are required to use direct deposit to receive their pay. Direct ~~D~~deposit is a service that deposits your paycheck directly into your checking or savings account every payday. All funds are in your account the morning of the payday., ~~and the transaction appears on your monthly bank statement. On payday you receive normal paycheck information (earnings, deductions, accruals). All new full-time, part-time, and seasonal employees will be required to enroll in direct deposit.~~

Tuition Reimbursement

Full-time employees taking job-related education courses are eligible to receive a 50% reimbursement for tuition and books, or at a higher rate approved by the Department Head or Administrator, when the course is completed. To receive reimbursement, employees must:

- Have prior course approval from their supervisor and the City Administrator
- Receive a grade of "C" or better (a copy of the transcript must be provided)
- Not claim or secure reimbursement from another agency or source that would provide a total reimbursement of more than 100%

If a supervisor and/or the City Administrator asks an employee to attend some type of training session or class, the City will pay all associated costs.

Safety Committee/Footwear Allowance

The City's Safety Committee is comprised of employees from a cross-section of departments that meet once a month to discuss relevant safety issues. The Committee discusses injury reports from the previous month in an effort to find safer ways to accomplish tasks throughout the City. It also discusses any safety items submitted via the suggestion boxes located in each work area and refers them, as necessary, for appropriate action. The Committee plans various safety seminars that are presented for the benefit of employees. Membership on the Safety Committee is for a one or two year period. If you are interested in serving on this Committee, contact the City Administrator's office for details.

Employees required by the Employer to wear safety footwear shall receive up to a $250.00 allowance per calendar year upon the presentation of a receipt for said safety footwear to the Department Head.

Gift After 25 Years of Service and at Retirement

The City may give a gift of up to $100 non-monetary value to recognize employees who attain 25 years of service and employees who retire after more than five years of employment. The City Administrator will determine the exact amount of such a gift after receiving a request memo from the appropriate supervisor.

This section of the policy will not supersede other departmental policies that may be in place.

Appendix A

Drug and Alcohol Testing

To ensure that your receive a fair test, the City follows a testing procedure. Before you are requested to undergo drug or alcohol testing, you'll be given a form on which you:

- Acknowledge you've seen and read the City's drug and alcohol testing policy
- Indicate any prescription or over-the-counter drugs you may be taking or have recently taken, and any other information you think is important to the reliability of, or explanation for, a positive test result.
- Indicate you consent to undergo the drug and alcohol testing.

A test sample will be obtained from you in a private setting, and the procedure for taking the sample will protect your privacy as much as possible and prevent tampering with the sample. The sample will be collected and a written chain of custody procedure will be followed in keeping with rules adopted by the Commissioner of the Minnesota Department of Health (4740.1070).

All drug and alcohol testing will be done at a laboratory licensed by the Commissioner of the Minnesota Department of Health. No testing will be done by any laboratory owned or operated by the City of Rogers. The lab will use analysis methods and procedures to ensure reliable drug and alcohol testing results, including standards for initial screening and confirmatory tests.

Retention and storage procedures for all samples will comply with the rules adopted by the Commissioner of the Minnesota Department of Health. All samples (except breath samples from an initial screening test) that produced a positive result will be saved and property stored for at least six (6) months.

The testing laboratory will run two tests on your sample:

- An initial screening that looks for common classes of drugs or alcohol
- A confirmatory test that looks for specific data as to drugs or alcohol that may have been detected in your initial screening.

The testing laboratory will prepare a written report indicating the drugs, alcohol, or their metabolites tested for, the types of tests conducted, and whether the test produced negative or positive results. That report will be sent to the City within three (3) working days after it receives final test results. Within three (3) working days of receiving the tests results, the City will inform you, in writing, the results of your test and your right to receive a copy.

If your confirmatory test result is positive for drug or alcohol, the City will also inform you, in writing, of your rights under Minnesota Statutes. Those rights are:

1. Within three (3) working days of receiving your positive test result, you can give the City any further information to explain it.

2. Within five (5) working days of receiving your positive test result, you can request a confirmatory re-test of the original sample, at your own expense.

   Within three (3) working days of this request, the City will notify the original testing laboratory that you have asked for a confirmatory retest, or to transfer the sample to another licensed laboratory for the retest.

   If the confirmatory retest does not confirm the original positive test result, you will not be discharged, disciplined, discriminated against r asked or required to participate in rehabilitation.

3. If your drug or alcohol confirmatory retest is positive, you won't be discharged unless you refuse an opportunity to help yourself. You will be given the opportunity to participate in a drug or alcohol counseling or rehabilitation program, whichever is determined most appropriate. Appropriateness will be determined by the City Administrator after consultation with a certified chemical use counselor or a physician trained to diagnose and treat chemical dependency. Counseling or rehabilitation program costs are to be paid by you, or by your insurance plan, if possible. <u>However, the City may discipline you appropriately for the positive test result and/or any conduct or circumstance in which the alcohol or drugs were a part.</u>

   You can be discharged if you refuse to participate in the counseling or rehabilitation program, or if you fail to successfully complete the program by either withdrawing from it earlier than its completion or by getting a positive result on a confirmatory test after you complete a program. This confirmatory test can be conducted without prior notice up to two yeas after you complete a program.

4. You have the right to see the information relating to your positive test results report and any other information acquired in the drug and alcohol testing process, which is placed in your personnel file. This includes any conclusions drawn from actions taken based on the reports and any other information.

Between the time of your original test and the confirmatory retest, the City may temporarily suspend you with pay for up to 60 days or transfer you to another position at the same rate of pay, pending the outcome of the confirmatory retest. Such actions will be taken if the City believes it reasonably necessary to protect the health or safety of you, your co-workers, or the public.

The first time you are requested to undergo drug or alcohol testing, the procedure and results will be handled as previously described. If drug or alcohol abuse prevent you from performing your job or is a direct threat to the property or safety of others a second time during your employment with the City, your supervisor will recommend to the City Administrator that you be discharged.

The City will not disclose your test results or any other information acquired in the testing process to any third party individual, another employer, governmental agency, or private organization without your written consent, unless permitted by law or court order.

If you are disciplined according to this drug and alcohol policy, there are some appeal procedures you may pursue.

- Civil Service employees that have completed probation may appeal to the Civil Service Commission, which will provide an appropriate hearing. Civil Service employees that have not completed probation have no right of appeal to the Civil Service Commission.
- Veterans may have additional rights under the Veteran's Preference Act, Minnesota Statute 197.46.
- The rights of non-union employees have been established by Minnesota Statute.

Welcome to the City of Rogers

Revision Date: JANUARY, 2026

Effective 1/1/2026

This handbook is designed to introduce you to some of the policies and procedures that will affect you as a City employee.

Neither this handbook nor any of the City's policies are intended to be a contract between the City and its employees. Policies are not terms and shall not be regarded as or construed as contractual provisions. As such, employees are free to terminate employment with the City at any time for any reason. Conversely, the City remains free to terminate employment at any time for any reason not prohibited by law.

The City reserves the right, in its discretion, to change or terminate any provision of this handbook or to add new provisions at any time without prior notification. This handbook does not contain all of the information you will need during the course of your employment. You will receive information orally and through various notices.

The City encourages you to review the material contained in this handbook. If you need further clarification of policies, you are urged to discuss them with your supervisor. Policies outlined in this handbook replace and supersede all prior personnel policies, and such prior policies shall have no further force or effect.

The following employee has acknowledged the receipt of this handbook and agrees to abide by all City policies:

Signature: _____ Date: _____

Contents

Mission Statement 4

Our Philosophy 4

Values 4

Expectations 5

Employee Rights 6

Discrimination 6

Sexual Harassment 6

Grievance 8

Policies 9

Definitions 9

Probation 10

Eligibility for Benefits 10

Work Day 10

Overtime Pay 11

Standby 11

Tardiness 12

Time Clock 12

Employee Availability 12

Timesheets 12

Payroll 13

Performance Evaluations 13

Seniority 13

Promotions 13

Conferences 13

Driver's License 14

Use of City Automobile 14

Vehicle Accidents 14

Injury on Duty 14

Drug and Alcohol Testing 14

Smoking 15

Employee Expense Report 16

Gifts for Services 16

Product and/or Service Endorsements 16

Conflict of Interest/Ethical Conduct 16

Employment of Relatives 17

Termination/Final Pay Procedures 17

Dismissal 18

Contents

Benefits 18

Eligibility for Benefits 18
Holidays 19
Vacation 19
Call Back Pay 20
Sick Leave 20
Maternity/Paternity Leave 21
Parental Leave 21
Funeral Leave 21
Critical Illness Leave 22
Military Leave 22
Jury Duty 22
Bone Marrow Donor Leave 22
Leave Accrual – General 22
Leave of Absence Without Pay 23
Insurance/Benefits 23
Unemployment Compensation 23
Workers' Compensation 23
Credit Union 24
Direct Deposit 24
Tuition Reimbursement 24
Safety Committee/Footwear Allowance 25
Gift After 25 Years of Service and at Retirement 25

Mission Statement

Our Philosophy

Rogers City employees, in harmony with their elected and appointed officials, are committed to providing the best possible services to the people of the City in the most cost effective, timely, and cooperative manner.

In pursuit of this objective, the City shall continue to employ and support personnel who are highly qualified, committed, and equipped to meet the community's needs and objectives.

In recognition of this philosophy and commitment, the City employees hold high the following values and expectations.

Values

- *Pride in our City, our service, and ourselves*
  We are proud of the neat, clean, quiet, safe environment. Our service is designed to maintain and improve these characteristics, and it is imperative that we reflect these standards in our personal appearance and in the care, use, and maintenance of City facilities and equipment.

- *Integrity in our professional and personal lives*
  Our performance and behavior will consistently be honest and reliable in fulfilling our responsibilities and commitments.

- *Respect for the value of the individual*
  All people have the right to human dignity regardless of differences in age, sex, race, position, socio-economic status, abilities, beliefs, and/or values.

- *Initiative to take action*
  Employees must be able to recognize community needs and to take action to meet these needs. Innovation, creativity, individual skills and ability, and perseverance are essential to this end.

- *Flexibility and cooperation*
  We are receptive to different ideas, methods, styles, and working relationships necessary to best meet organizational goals.

- *Wellness of the whole person*
  Each of us is responsible for our physical, emotional, and spiritual wellness in order that we may maximize our contributions to our organization, community, and families.

- *Wise stewardship of public funds*
  We are committed to provide the best service with the funds entrusted to us. Furthermore, we will emphasize long-term consideration in our fiscal management in order to protect and enhance the significant investment in our community.

Our Philosophy (continued)

Expectations

- *Personal development*
  Employees will be encouraged to participate in career development experiences that enhance current performances and prepare them for anticipated responsibilities. This includes, but is not limited to, challenging assignments, education, training, and participation in professional associations.

- *Recognition*
  Essential to our success is appropriate recognition for group and individual contributions towards organizational goals. Recognition may include promotions, commendations, economic reward, personal development opportunities, and/or other positive reinforcements.

- *Support for innovation, creativity, and unique efforts*
  As our people initiate creative effort to meet organizational goals, they can anticipate that their efforts will be supported by the Council, Administrator, supervisors, and peer group.

- *Individual participation in setting organizational direction*
  Sound decision making is enhanced through the knowledge and participation of all our people. It also maximizes individual ownership, commitment to goal achievement, and responsible independence.

- *High quality facilities, equipment and work environment*
  Positive attitude, productive behavior, maximum efficiency, and effectiveness are all enhanced by the provision of these resources.

- *Position security*
  Positive contribution ensures position security. However, our people can expect to be apprised of deficiencies in attitude, performance, and/or behavior. They will be afforded reasonable time and opportunity to correct these deficiencies. Ultimately, employees are responsible for their own position security.

- *Just compensation*
  Salary and benefits must be consistent with the high standards and expectations we have of our people.

Employee Rights

Discrimination

The City of Rogers is committed to providing a work environment free of discrimination. No one will be hired, promoted, demoted, or discharged or in any way favored or discriminated against because of political opinions or affiliations, race, color, age, national origin, religion, sex, sexual orientation, marital status, status with regard to public assistance or disability, or because of the exercise of rights under provisions of the Public employment Labor Relations Act, Minnesota Statutes Sections 179A.01 to 179A.25. Additionally, the City hires only citizens and aliens lawfully authorized to work in the United States.

The City's definition of disability follows that of the Minnesota Department of Human Rights.

Employees who have any debilitating medical condition will remain employed by the City, providing they are able to meet the necessary job performance standards without hazard to themselves or others. The City will make reasonable accommodation to allow employees to remain employed during the course of their disability.

Sexual Harassment

The City of Rogers is committed to creating and maintaining a work place atmosphere free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the City's strong disapproval of unlawful sexual harassment, to advise employees of their behavioral obligations and to inform them of their rights.

In order for a sexual harassment issue to be addressed, it must be brought to the attention of management. In order for action to be taken, information must be forwarded to the appropriate level of management.

To provide the employees with a better understanding of what constitutes sexual harassment, the following definition, based on Minnesota Statutes, is provided:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature, when:

A. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations, or public services, education or housing.

B. Submission to or rejection of that conduct or communication by an individual is used as a factor in decision affecting that individual's employment, public accommodations or public service, education or housing; or

C. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational or housing environment; and in the case of employment the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact, unwelcome sexual jokes or comments, sexually explicit posters or pinups, repeated and unwelcome requests for dates or sexual favors, sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior.

In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress. However, some forms of sexual harassment may be so severe that repetition is not needed for the act to be considered sexual harassment.

All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment.

Violations of this policy may constitute just cause for discipline, up to and including discharge. Each situation will be evaluated on a case by case basis depending on the severity and the circumstances involved.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. Immediate Supervisor
2. Department Head
3. City Administrator

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also urged to take the following steps:

A. Make it clear to the harasser that the conduct is unwelcome and document that conservation.

B. Document the occurrence of harassment.

C. Submit the documented complaints to your Supervisor, the Department Head or the City Administrator. We urge the employee to put the complaint in writing.

D. Document any further harassment or reprisals that occur after the complaint is made.

Employees have the right to raise the issue of sexual harassment and to file complaints with respect to such harassment without reprisal. The City recognizes that there are inherent difficulties in developing evidence and maintaining close working relationships among employees in instances where harassment has occurred.

Because of this, the City urges that conduct, which is viewed as offensive is reported immediately to allow for corrective action to be taken through education and initial counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. The City is obligated to prevent and correct unlawful harassment in a manner that does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The City of Rogers will, in all cases, take action to correct any reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Grievance

It is the policy of the city, to the extent possible, to prevent the occurrence of events leading up to the filing of grievances and to deal promptly with those, which occur. Any employee has the right to submit a grievance relating to the conditions or compensation of his or her employment. However, this procedure must not interfere with the full, faithful and proper performance of the employee's duties. If an employee has a grievance, he or she should submit a written statement within 10 calendar days of the event regarding the grievance and specific remedy requested to his or her supervisor. The supervisor will discuss the grievance with the employee and attempt to resolve it to the extent that he or she has the authority to do so. The supervisor will provide a written response to the employee within 10 calendar days of receipt of the written grievance. If the grievance is not dealt with to the employee's satisfaction at that level, the employee must submit a written appeal within 10 calendar days to the next higher level in the order of: the City Administrator and the City Council. The City Council will serve as the final local authority in the resolution of the grievance. The City Council shall take action and provide a written response within 30 calendar days of receipt of the written appeal. In the event any manager is not available to receive a grievance or appeal the employee shall submit the grievance or appeal to the next higher authority.

If a collective bargaining grievance procedure or other legal remedy is available to an employee, the employee must elect one grievance procedure or remedy to the exclusion of other remedies.

Policies

Definitions

Full-Time Employee: An employee who is regularly scheduled for an average of at least 40 hours per week. A full-time employee can be classified as a permanent full-time employee.

Part-Time Employee: An employee who is regularly scheduled for an average of less than 40 hours per week and whose position does not entitle the employee to receive fringe benefits. A part-time employee can be classified as a, temporary, or seasonal employee.

Permanent Part-Time Employee: An employee who is regularly scheduled to work at least 20 hours per week but fewer than 40 hours per week and whose position entitles that employee to receive pro-rated fringe benefits.

Temporary Employee: Someone employed for a defined period of less than one year.

Seasonal Employee: Someone employed for a defined period of less than one year. The defined period relates to "seasonal" activities of the City.

Exempt Employee: An employee who is exempt from the minimum wage and overtime pay requirements of Federal Fair Labor Standards Act.

Non-Exempt Employee: An employee who is not exempt from the minimum wage and overtime pay requirements of the Federal Fair Labor Standards Act.

Immediate Family: Includes spouse, children, mother, father, brother, sister, grandmother, grandfather or grandchildren of both the employee and the employee's spouse.

Probation

All new employees are considered probationary employees during their first six months of employment. However, even successful completion of a probationary period, whether for newly hired or newly promoted employees does not extend or grant job security and all employees remain employed at will by the City. For all employees, there are some restrictions on use of accrued leave and sick time during the first six months of employment.

Eligibility for Benefits

Persons hired as permanent full-time working an average of 40 hours per week and permanent part-time employees working an average of 20 hours per week receive benefits. Other part time employees, part time employees of the municipal liquor store/bar and temporary or seasonal employees receive no benefits. Please refer to the "Benefits" section for more detailed information.

Workday

This section is intended to define the normal hours of work and to provide the basis for the calculation of overtime. Nothing contained in this or any other section shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign employees. Work shifts, staffing schedules and the assignment of employees thereto shall be established by the Employer.

The normal work year for full-time employees is two thousand eighty (2,080) hours to be accounted for by each employee through:

A. Hours worked on assigned shifts;
B. Holidays;
C. Assigned training;
D. Authorized leave time.

The normal work schedule shall consist of 40 hours worked during daytime hours Monday through Friday, followed by two (2) days off duty, Saturday and Sunday. Other work schedules may be authorized to accommodate the services performed by the Employer. The Employer may adopt flexible schedules or other non-traditional schedules without the implementation of any premium or overtime pay.

Employees shall receive a fifteen (15) minute paid rest break during each one-half shift and one-half (1/2) hour unpaid lunch break near the middle of the workday. Rest breaks may be taken in conjunction with the lunch break when receiving prior approval from the Department Head. Scheduling of such breaks shall be determined by the Department Head.

Part-time employees working less than an eight-hour day shall receive a paid 20 minute break for every six consecutive hours worked.

Overtime Pay

Overtime will be compensated at the rate of one and one-half (1-1/2) times the employee's regular rate of pay for hours worked in excess of forty (40) hours in a work week. Employees have the obligation to work overtime or call backs if requested by the Employer.

As an alternative to payment of overtime compensation, an employee may elect to receive compensatory time for hours worked in excess of forty (40) hours in a work week. An employee may accrue up to a maximum of forty (40) hours of compensatory time and carry over forty (40) hours of compensatory time into the next calendar year. In no event may accrued compensatory time exceed forty (40) hours. The use of accrued compensatory time must be approved in advance by the Department Head.

For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

Full-time employees who are called back to work after completing a regular workday or on their regular day off are entitled to a minimum of 2 hours pay at their overtime rate. All overtime must be approved by the department supervisor.

Exempt employees are not eligible for overtime pay. If your position requires you to work a great deal of time over the normal 40 hours per week, you may take time off during normal business hours with the approval of your department head. The time off may not be used as vacation extensions, nor may you take off more than 8 hours at one time.

It is expected that work weeks for supervisory employees will regularly exceed the normal 40 hours. However, the City makes accommodations for compensatory time for supervisory employees with the prior approval of their department head or City Administrator.

Standby

An employee placed on standby by the Employer and required to carry a cell phone shall receive three and one-half (3-1/2) hours of compensation at the employee's regular rate of pay on a Saturday and three and one-half (3-1/2) hours of compensation at the employee's regular rate of pay on a Sunday for the seven day period that an employee is designated to be on standby. In addition, an employee shall receive three and one-half (3-1/2) hours of compensation at the employee's regular rate of pay when placed on standby on a designated holiday.

Standby hours shall not be considered hours worked, however, the three and one-half (3-1/2) hours of compensation paid on Saturdays, Sundays and holidays are included within the calculation of hours worked for purposes of computing overtime eligibility.

For employees who work in the recreation departments, and are required to be on stand-by for events at various City facilities, shall receive two (2) hours of compensation.

This section of the policy will not supersede other departmental policies that may be in place.

Time tracking

All employees are required to track their own time using the time management system. Employees are responsible for approving their timecard at the end a pay period, and their manager/supervisor is responsible for approving all subordinates' timecards at the end of a pay period. For non-exempt employees, vacation leave, sick leave, holiday leave, and all regular and overtime hours worked must be included on the timesheet.

Leaving work mid-day, with the expectation of returning to work, requires the employee to punch in and out of the time clock. The only exception is when the anticipated time away from work occurs within the employee's lunch period. If the employee anticipates their off-site lunch will take longer than their approved lunch period, they are required to punch the clock.

Employee Availability

Because you may be needed for an emergency consultation about City business or for some emergency work, you need to keep your supervisor updated, in writing, of your telephone number. Supervisors are required to advise the appropriate department head of all employee telephone numbers. The department head, in turn, must keep the City Administrator's office informed. Supervisors are responsible for having updated employee lists available at all times.

Payroll

Under the City's current policy, employees are paid every two weeks on the Friday following the end of a pay period. If payday falls on a Federal holiday, employees receive their deposits on the last working day before the Federal holiday. The City Administrator must approve deviations from the standard pay procedure. The City reserves the right to change the payroll schedule at any time. Paid on-call firefighters are paid on a quarterly basis.

Performance Evaluations

You have a right to be informed about your job performance. You can't assume that no comments from your supervisor means you are doing a good job. And you can't improve your work if you aren't told what you need to improve. Your supervisor has an obligation to periodically evaluate your job performance and advise you on areas needing improvement. Non-union employees should receive annual evaluations, with results being shared with the employee and the appropriate department head. If you have questions or concerns about evaluation procedures, contact your supervisor or the City Administrator.

Seniority

For full-time employees not covered by a union contract, seniority may be a determining factor when all the other qualifications of the candidates are equal in regard to promotions, layoffs, transfers, and rehiring. The needs and demands of the City at that particular time will be considered.

Promotions

A promotion is the advancement from a position in one classification to a position in a higher classification. It is the City's goal to promote individuals from within whenever possible. It is also the City's goal to hire the best available person for any job opening. In a hiring situation where an internal candidate and an outside candidate appear to be equally qualified, the City will generally select the internal candidate.

Any employee promoted into a new position within the City will be expected to satisfactorily complete another probationary period. However, any earned sick leave, vacation, and other benefits may be used during this period.

An employee who is promoted from a non-exempt position to an exempt position must be paid out their compensatory bank at their non-exempt rate.

Conferences

To keep pace with technological advances and duty changes within any position, ongoing training is encouraged and recommended.

Other employees are sent to schools and conferences as recommended by their supervisors. Since the costs of these conferences come out of individual department budgets, prior planning is necessary so funds are available.

Any deviations from these guidelines must be approved in advance by the City Administrator.

Driver's License

Employees who are required to hold a valid driver's license or Commercial driver's license (CDL), as part of their job, must immediately report any suspension, revocation, cancellation or restrictions of their driver's license to their supervisor. The City reserves the right to verify an employee's driver's license status.

Use of City Automobile

If you have a valid driver's license and need a car for City business, you can request the use of a City car. Employees may be reimbursed for mileage reimbursement if they use their own vehicles for City business, at the IRS established rate.

Vehicle Accidents

If you are involved in a vehicle accident while on City business, report it to your supervisor. The Administrative Department will complete a vehicle accident report based on the information you provide, which must be done as soon as possible after the accident. The police should be requested to investigate the accident scene.

Injury On Duty

If you are injured in a vehicle accident while on City business, you must also complete an *Accident/Near Miss* form (available from your supervisor) and submit it to the Assistant Administrator's office. The information you and your supervisor provide will be the basis of a *First Report of Injury* form to be sent to the City's worker's compensation insurance carrier.

Drug and Alcohol Testing

The City has a legal responsibility to ensure a safe work environment for its employees and to protect the public by ensuring that its employees are physically and emotionally able to perform their jobs. So as a requirement for initial and continued employment, employees cannot use illegal drugs, have a drug abuse or dependence problem, or have an alcohol abuse or dependence problem.

It is against City policy to possess, sell, or use drugs or drug paraphernalia on City property, including City buildings and City vehicles, and/or while on duty or the course and scope of employment except as authorized by a valid medical prescription. It is against City policy to report for work while under the influence of alcohol or drugs, which prohibition includes any signs of alcohol or drugs.

Minnesota Statutes state that employees will only be tested for drugs based on reasonable suspicion. Police officer applicants who are offered positions are required to undergo drug and alcohol testing. Please see the Public Safety Department's Drug and Alcohol Testing Policy for complete details of procedures for new and currently employed officers.

Your supervisor may request or require you to undergo a drug or alcohol test if there is reasonable suspicion that you:

- were under the influence of drugs or alcohol and/or show any sign of alcohol or drug use while working, while on City property, or while operating City equipment or vehicles.

- used, sold, possessed, or transferred drugs, alcohol, or drug paraphernalia while you were working, while on City property, or while operating City equipment or vehicles

- suffered a personal injury (as defined in Minnesota Statutes 176.011, Subd. 16) or have caused another person or employee to die or suffer a personal injury

- caused a work-related accident or were operating or helping to operate equipment or vehicles involved in a work-related accident

- discharged a firearm other than:
  - on an established target range
  - while conducting authorized ballistics tests
  - while engaging in recreational hunting activities
  - for disposal of animals

Testing for drugs or alcohol under this policy requires your consent. If your supervisor requests or requires you to undergo drug or alcohol testing and you refuse, he or she may recommend to the City Administrator that you be suspended or discharged.

See the City's drug testing policy at Appendix A for further information.

This section of the policy will not supersede other departmental policies that may be in place.

Smoking

All City buildings and vehicles are smoke-free

Employees will be allowed to smoke outside the back of the building, but only during authorized break periods.

Employee Expenses

Business related expenses that incurred, that are in accordance with the City's Public Purposes Expenditure policy, will be reimbursed upon approval of the department head and Finance Director. This includes vehicle mileage at the established IRS rate.

Gifts For Service

You may occasionally be offered a gift in appreciation of your service as a City employee. It is the City's policy that no employee can accept gifts for performing services that are a part of his

or her job, and as such are available to all residents. The state law definition of "gift" includes money, property (real or personal), or a service, given and received without the giver receiving something of equal or greater value in return. There are some exceptions, such as trinkets or mementos costing $5 or less.

Product And/Or Service Endorsements

Residents may ask you to recommend products, services, or companies for any problems they may be experiencing. Although you can give out a list of companies that are in the business about which the resident has inquired, you are prohibited from endorsing a specific product or company. This is to prevent any misunderstandings or misinterpretations concerning outside influences on a department or employee.

Conflict Of Interest/Ethical Conduct

City employees are expected to maintain high ethical standards as they carry out their duties. If you have questions as to what is considered ethical behavior for a City employee, check with the City Administrator for definition or interpretation.

As a government employee, you must be impartial and responsible to the City government. You must make sure all work decisions and policies are made through proper channels, that you don't use your public employment for personal gain, and that you work inspires citizens to have confidence in the City. To help you and the City maintain these goals, ethical standards of conduct have been established, and all employees are required to disclose any possible conflicts.

If, because of a blood or marriage relationship, you have a personal or financial interest in any matter that requires official City action, you can't participate in any City discussion nor take any official action regarding that matter in your capacity as a City employee.

You may not disclose any confidential information concerning property or affairs of the City without first obtaining proper legal authorization. You also may not use any confidential information to help the financial or private interests of anyone.

You may not directly or indirectly solicit, accept, or receive any gift of substance if it could be argued that such gift was intended to influence you in the performance of your job or as a reward for any official action on your part. Such gifts could include money, services, loans, travel, entertainment, hospitality, or promises.

You may not appear on behalf of anyone else's private interests before the City Council or any City Commission, Committee, or agency, nor may you represent anyone else in any action or proceeding against the interests of the City in which the City is a party. If you are authorized as part of your job to take part in any way in making a sale, lease, or contract, you may not have a direct financial interest in that sale, lease, or contract or personally benefit financially, except as specifically authorized in Minnesota Statutes.

Employment of Relatives

The City of Rogers does not restrict the full-time employment of individuals who are related by blood or marriage. However, to avoid conflict of interest, no City employee may take part in decisions to hire, retain, promote, or determine the salary of his or her spouse, family member, or blood relative.

When possible, no City employee is to be assigned substantive responsibility for supervising and directing the work of his or her spouse, family member, or blood relative.

Termination/Final Pay Procedures

Resignation

To terminate employment with the City in good standing, employees are required to submit a letter of resignation to their supervisors two weeks before they leave. Department heads are required to give a four (4) week notice. Employees who terminate in good standing will receive all accrued severance benefits up to their termination date.

Forwarding Address

A permanent forwarding address should be left with the payroll clerk in the Finance Department so W-2 forms can be mailed at the end of the year.

Health Insurance

Under the COBRA law (Consolidated Omnibus Budget Reconciliation Act of 1985), employees have the right to keep, at their own expense, group health coverage through the City. This right exists until group health coverage becomes effective at your new place of employment or for eighteen (18) months after termination, whichever is shorter. The City may charge a 2% administrative fee in addition to the regular premium.

Life Insurance

State law grants employees the right to keep, at their own expense, group term life insurance coverage through the City. This right ends when group term life coverage becomes effective at your new place of employment, or for eighteen (18) months after termination, whichever is shorter. The City may charge a 2% administrative fee in addition to the regular premium.

PERA

If you terminate your employment with the City, contact PERA to learn about your options regarding your contributions. Options vary depending on if you retire or if you terminate your employment before retirement.

Final Pay Procedure/Severance

If you leave your job with the City as an employee in good standing, you may be eligible for severance payment.

Regular employees who leave before completing five (5) years of service can receive their accrued vacation time in pay or in time off before their termination date, at the discretion of the City Administrator. Full-time or part-time employees who leave the City after five (5) years of continuous service can be paid for ½ of their unused sick leave in addition to any accrued vacation time. Employees who leave after 10 years of continuous service will additionally receive one day's pay for each full year of service to the City. Your beneficiary will receive these benefits if you die during your employment.

Dismissal

As an at-will employer, the City retains the right to an immediate discharge of an employee or other changes in the terms and conditions of employment.

Benefits

Eligibility for Benefits

Permanent full-time and permanent part-time employees receive benefits and must work at least 20 hours per week to be eligible. Part-time employees, temporary and seasonal employees receive no benefits. Please refer to the "Benefits" section for more detailed information.

Holidays

Regular employees receive 13 paid holidays each year, including:

New Years Day	January 1
Martin Luther King, Jr. Day	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	
Friday after Thanksgiving	
Christmas Eve Day	
Christmas Day	
*One Floating Holiday	

If January 1, July 4, November 11, December 24, or December 25 fall on a Saturday or Sunday, the previous Friday or the following Monday is classified a holiday.

Permanent part-time employees are entitled to pay on a holiday. All holidays are pro-rated based on a percentage of a full-time position that employee normally works.

If a holiday falls during a schedule paid leave period, you will receive holiday leave pay for that day.

*The floating holiday may be used by the employee on the day the employee chooses with prior approval from the department head.

Should you be called back to work on a holiday, you will receive eight (8) hours for the holiday and two (2) times the hours worked. Part-time employees who work on a holiday will receive 1 ½ times the hours worked.

Vacation

Vacation time for all permanent full-time employees is earned according to years of service, unless negotiated differently at the time of hire:

0 – 5 years	80 hours
5+ – 10 years	120 hours
10+ – 15 years	160 hours
15+ years	200 hours

New employees shall accrue vacation benefits from the start of their employment but vacation benefits may not be used until the completion of the probationary period unless approved by the Department Head.

All vacation must be approved by the Department Head in advance.

Vacation accruals may be carried over into the next calendar year. Vacation accruals in excess of two times the employee's annual accrual amount must be used by the employee prior to the end of the month corresponding with the employee's anniversary date or the excess vacation accrual will be forfeited by the employee, and placed into a bank of hours to be used as determined by the City Administrator and City Council, on a case-by-case basis, in the event an employee is unable to perform their job responsibilities due to a serious or extended illness or injury, and all other accrued time has been exhausted.

Employees who are on layoff or an authorized leave of absence without pay shall not accrue vacation during such period.

Employees may use accrued vacation leave as an extension of sick leave provided sick leave benefits have been exhausted.

Permanent part-time employees who work at least 20 hours per week receive a proportionate amount of vacation time according to the number of hours worked each week.

Arrange your vacation time with your supervisor at least two weeks in advance. You may not waive your vacation time in order to receive double pay at any time during your employment.

Earned vacation time can be carried over into a new year if it is no more than twice what you earn each year. If you've accumulated more than that amount, you must use it before the last day of your anniversary month, or lose it.

Call Back Pay

An employee called to work by the Employer on their off-duty time shall receive a minimum of two hours compensation at one and one-half (1-1/2) times the employee's regular rate of pay. This does not apply to Public Works Water/Wastewater employees who are on standby and doing regular readings at the lift stations on Saturdays, Sundays and holidays.

Part-time and seasonal employees who are called to work shall receive a minimum of two hours pay at their regular rate.

An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the two -hour call back minimum.

This section of the policy will not supersede other departmental policies that may be in place.

Sick Leave

Permanent full-time employees earn 96 hours of paid sick leave each year and can accrue up to 800 hours. Permanent part-time employees working at least 20 hours per week earn sick leave in proportion to the number of hours worked. Part-time employees will accrue one hour of earned sick and safe time for every 30 hours they work, up to 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is January 1 to December 31.

Sick and Earned Sick and Safe Leave Use

The leave may be used as it is accrued in the smallest increment of time tracked by the City's payroll system (.25 of an hour) for the following circumstances:

- An employee's own:
    - Mental or physical illness, injury or other health condition
    - Need for medical diagnosis, care or treatment, of a mental or physical illness
    - injury or health condition
    - Need for preventative care
    - Closure of the employee's place of business due to weather or other public emergency
    - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.

- Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
    - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
    - Obtain services from a victim services organization
    - Obtain psychological or other counseling
    - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
    - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

- Care of a family member:
  - With mental or physical illness, injury or other health condition Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition Who needs preventative medical or health care Whose school or place of care has been closed due to weather or other public emergency When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
  - Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
    - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
    - Obtain services from a victim services organization
    - Obtain psychological or other counseling
    - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
    - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

For Sick and Earned Sick and Safe Leave purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

Full-time employees who accumulate 800 hours of sick leave, additional sick leave earned is assigned one-half to vacation and one-half to sick leave for the current year. For example, of your eight hours of sick leave, four hours will accrue to sick leave and four hours will be designated vacation. You can accrue over 800 hours of sick leave during the year if you are not sick, but at year-end your accrual will go back to 800 hours and you will be paid for any hours above 800. If you drop below 800 hours, your full eight hours of sick leave will accrue to sick leave until you again reach 800 hours.

Upon termination in good standing from the City, full-time employees and permanent part-time employees will be paid out one-half of their accrued sick leave balance at the time of termination.

Part-time employees can carry over unused ESST into the next year. However, at no time can a part-time employee's accrued ESST exceed 80 hours. Part-time employees will not be compensated for their ESST balance upon termination.

Essential Safe and Sick Time does not apply to paid on-call firefighters.

Maternity/Paternity Leave

The employee may use accumulated sick and vacation time during his/her maternity leave. Health benefits will be provided during such paid leave. In addition, recognizing that 6 weeks time is necessary after childbirth for physical recovery, the City will pay for health benefits under the following: If leave is prior to the 15th of the month, remainder of that month plus the following month. If leave is after the 15th of the month, remainder for that month, plus the following two months. The City will make continuation of health insurance coverage available by allowing the employee to pay premiums for the remainder of the leave.

Parental Leave

Employees may take parental leave in accordance with the Minnesota Parental Leave Act, Minn. Stat. §§ 181.940 - 181.944 including the fact that employees may take 16 hours of leave per calendar year to attend school conferences or school related activities related to the employee's child provided the conferences and activities cannot be scheduled during non-work hours. The employee must provide reasonable advance notice of the leave and make a reasonable effort to schedule the leave so as not unduly disrupt the workplace. Such leave may be deducted from the employee's vacation accrual.

Funeral Leave

Employees shall be granted three (3) paid days funeral leave for the death of an immediate family member. A one (1) day leave may be taken for funerals other than the employee's immediate family, with prior approval from the department head.

An employee may use sick leave, vacation leave, or accrued compensatory time for non-paid funeral leave extending beyond the three days for immediate family, and for those funerals other than the employee's immediate family.

"Immediate family" is defined as mother, father, siblings, spouse, children, stepparents, stepchildren, foster children, significant other, grandparents, grandchildren, legal dependents, and spouse's mother, father, siblings, children, grandparents and grandchildren.

Employees on an unpaid leave under this section, as approved by the City Administrator, will accrue benefits included, but not limited to, holidays, vacation leave, sick leave and insurance.

Critical Illness Leave

The Family and Medical Leave Act entitles you to 12 weeks of unpaid leave for reasons relating to family and medical care. FMLA paperwork needs to be coordinated and completed with the Human Resources department.

Minnesota Paid Leave

Pursuant to Minnesota Statute 268B, the City will participate in the Minnesota Paid Leave Law.

The application of the Minnesota Paid Family Medical Leave benefit shall be applied as is required by law and with the following specific agreements:

In the event the Employer participates in the Minnesota Paid Family and Medical Leave (PFML) program or an alternative private plan, effective January 1, 2026, the Employer and employee will split the premiums for PFML, or an alternative private plan, on a 50/50 basis with the employee share payable through payroll deductions pursuant to Minn. Stat. 268B.14.

Employees may utilize accrued Sick Leave to supplement PFML not to exceed 100% of the regular wage of the employee. In the event Sick Leave is exhausted, employees may utilize other accrued paid leave to supplement PFML not to exceed 100% of the regular wage of the employee.

Military Leave

Employees who are members of a reserve force of the U.S. or the National Guard or Air National Guard who are ordered by the appropriate authorities to attend a training program or perform other duties under the supervision of the U.S. or the State shall be granted a leave of absence with pay up to a maximum of fifteen (15) working days per year.

The employee shall present the Employer with official copies of the orders received. The employee shall apply for such leave as soon as the necessity for such leave is known.

Jury Duty

An employee required to serve on jury duty shall be granted an amount of compensation which will equal the difference between the employee's regular base pay rate and the compensation paid for jury duty.

Bone Marrow Donor Leave

Full-time employees and permanent part-time employees may take a paid leave of absence up to 40 hours per calendar year to donate bone marrow in accordance with Minn. Stat. § 181.945.

Leave Accrual -- General

Employees who work part-time for 20 hours or less per week are not eligible for accrued leave time. Permanent part-time employees who work more than 20 hours per week receive holiday, vacation, and sick leave benefits on a proportional basis calculated from the number of hours worked in an average week. Municipal part time employees, temporary and seasonal employees do not accrue any benefits.

Leave of Absence Without Pay

With the recommendation of your supervisor, the City Administrator may grant you a leave of absence without pay for up to six months. Leaves are available only after vacation time is used up. Leaves of absence to protect your job with the City while you look for or accept employment elsewhere are not permitted unless the City Administrator determines it to be in the City's best interests. You may extend your leave due to extended illness or personal hardship with the approval of the City Administrator. Employees on an unpaid leave of absence will not accrue benefits described in this handbook, including holiday pay, vacation time, sick leave, and insurance benefits, nor can they earn seniority or accrue time toward step increases.

Insurance/Benefits

All eligible City employees are offered a choice of group health plans through LOGIS. Information on each of these plans is available from the Human Resources department

For calendar year 2026, the City provides health insurance benefit as follows:

Health Partners

2026 Health Insurance Open Enrollment

The **proposed** City contribution for 2026 is 75% of the premium for non-singles
The following represents the **2026 per pay check out-of-pocket cost** over 24 pay periods.

HDHP/HSA Single Deductible: $3,400.00 Single + Spouse, Single + Children, Family Deductible: $6,800.00				
	2026 Monthly Rate		Out-of-Pocket Cost to Employee (Per Paycheck)	
	Open Access	Perform	Open Access	Perform
Single	1,069.00	1,047.50	100% Employer Paid + $3,400 to HSA	
Single + Children	2,139.50	2,096.50	267.44	262.06
Single + Spouse	2,246.50	2,201.50	280.81	275.19
Family	2,781.00	2,725.50	347.63	340.69

HDHP/HSA RX PLUS Single Deductible: $3,400.00 Single + Spouse, Single + Children, Family Deductible: $6,800.00				
	2026 Monthly Rate		Out-of-Pocket Cost to Employee (Per Paycheck)	
	Open Access	Perform	Open Access	Perform
Single	1,098.00	1,076.00	100% Employer Paid + $3,400 to HSA	
Single + Children	2,197.00	2,153.00	274.63	269.13
Single + Spouse	2,306.50	2,260.50	288.31	282.56
Family	2,856.00	2,799.00	357.00	349.88
Opt out: $350 per month to opt out of City insurance with proof of other coverage				

Network Definitions:
Open Access = Largest Network
Perform = Open Access Network - without Mayo Clinic Systems

Singles covered 100% with $3400 paid into a Healthcare Savings Account (HSA)
Non-Singles will have the premium rates above, and $1,700 paid into an HSA

- The City shall provide each employee with a $20,000 term life insurance policy and long-term disability insurance up to $8,000.
- The City shall make available group dental and vision insurance to employees as a pre-tax payroll deduction.
- All eligible public employees shall participate in the Public Employees Retirement Association (PERA), pursuant to Minnesota Chapter 353.
- Employees may participate in the City's Flexible Spending Account (FSA) and DCAP program.
- Employees may participate in the City's deferred compensation and Roth plans.

Unemployment Compensation

Unemployment compensation provides an income for workers who become unemployed. This plan is administered by the Minnesota Department of Jobs and Training and paid by the City on your behalf. You make no contribution for this benefit. If you are separated from your job, you must report immediately to the nearest Jobs and Training Office to register for work and to file your claim for benefits while you are unemployed.

Workers' Compensation

If you suffer an injury or illness in the course of your employment, a claim must be filed with the City's Worker's Compensation insurance carrier. As soon as possible after you become ill or suffer an injury, your supervisor completes a *Supervisor's Report of Injury*, which the Administrator's staff uses to complete a claim form to send to the carrier. If able, the employee is required to complete a First Report of Injury. If you lose time from work because of a work-related injury or illness, notify the Administrator's office.

An employee who is receiving workers compensation benefits for an illness or injury received while working for the Employer may at the employee's discretion supplement workers compensation with other accumulated benefits until exhausted in order to receive full net salary.

The amount to be deducted from the employee's accumulated benefits shall be the difference between the workers compensation benefit and the net compensation for the employee's normal work day or work week.

Under no circumstances shall an employee who receives workers compensation benefits receive compensation which is in excess of the employee's net wages received at the time of injury.

Direct Deposit

All employees are required to use direct deposit to receive their pay. Direct deposit is a service that deposits your paycheck directly into your checking or savings account every payday. All funds are in your account the morning of the payday.

Tuition Reimbursement

Full-time employees taking job-related education courses are eligible to receive a 50% reimbursement for tuition and books, or at a higher rate approved by the Department Head or Administrator, when the course is completed. To receive reimbursement, employees must:

- Have prior course approval from their supervisor and the City Administrator
- Receive a grade of "C" or better (a copy of the transcript must be provided)
- Not claim or secure reimbursement from another agency or source that would provide a total reimbursement of more than 100%

If a supervisor and/or the City Administrator asks an employee to attend some type of training session or class, the City will pay all associated costs.

Safety Committee/Footwear Allowance

The City's Safety Committee is comprised of employees from a cross-section of departments that meet once a month to discuss relevant safety issues. The Committee discusses injury reports from the previous month in an effort to find safer ways to accomplish tasks throughout the City. It also discusses any safety items submitted via the suggestion boxes located in each work area and refers them, as necessary, for appropriate action. The Committee plans various safety seminars that are presented for the benefit of employees. Membership on the Safety Committee is for a one or two year period. If you are interested in serving on this Committee, contact the City Administrator's office for details.

Employees required by the Employer to wear safety footwear shall receive up to a $250.00 allowance per calendar year upon the presentation of a receipt for said safety footwear to the Department Head.

Gift After 25 Years of Service and at Retirement

The City may give a gift of up to $100 non-monetary value to recognize employees who attain 25 years of service and employees who retire after more than five years of employment. The City Administrator will determine the exact amount of such a gift after receiving a request memo from the appropriate supervisor.

This section of the policy will not supersede other departmental policies that may be in place.

Drug and Alcohol Testing

To ensure that you receive a fair test, the City follows a testing procedure. Before you are requested to undergo drug or alcohol testing, you'll be given a form on which you:

- Acknowledge you've seen and read the City's drug and alcohol testing policy
- Indicate any prescription or over-the-counter drugs you may be taking or have recently taken, and any other information you think is important to the reliability of, or explanation for, a positive test result.
- Indicate you consent to undergo the drug and alcohol testing.

A test sample will be obtained from you in a private setting, and the procedure for taking the sample will protect your privacy as much as possible and prevent tampering with the sample. The sample will be collected and a written chain of custody procedure will be followed in keeping with rules adopted by the Commissioner of the Minnesota Department of Health (4740.1070).

All drug and alcohol testing will be done at a laboratory licensed by the Commissioner of the Minnesota Department of Health. No testing will be done by any laboratory owned or operated by the City of Rogers. The lab will use analysis methods and procedures to ensure reliable drug and alcohol testing results, including standards for initial screening and confirmatory tests.

Retention and storage procedures for all samples will comply with the rules adopted by the Commissioner of the Minnesota Department of Health. All samples (except breath samples from an initial screening test) that produced a positive result will be saved and property stored for at least six (6) months.

The testing laboratory will run two tests on your sample:

- An initial screening that looks for common classes of drugs or alcohol
- A confirmatory test that looks for specific data as to drugs or alcohol that may have been detected in your initial screening.

The testing laboratory will prepare a written report indicating the drugs, alcohol, or their metabolites tested for, the types of tests conducted, and whether the test produced negative or positive results. That report will be sent to the City within three (3) working days after it receives final test results. Within three (3) working days of receiving the tests results, the City will inform you, in writing, the results of your test and your right to receive a copy.

If your confirmatory test result is positive for drug or alcohol, the City will also inform you, in writing, of your rights under Minnesota Statutes. Those rights are:

1. Within three (3) working days of receiving your positive test result, you can give the City any further information to explain it.

2. Within five (5) working days of receiving your positive test result, you can request a confirmatory re-test of the original sample, at your own expense.

   Within three (3) working days of this request, the City will notify the original testing laboratory that you have asked for a confirmatory retest, or to transfer the sample to another licensed laboratory for the retest.

   If the confirmatory retest does not confirm the original positive test result, you will not be discharged, disciplined, discriminated against r asked or required to participate in rehabilitation.

3. If your drug or alcohol confirmatory retest is positive, you won't be discharged unless you refuse an opportunity to help yourself. You will be given the opportunity to participate in a drug or alcohol counseling or rehabilitation program, whichever is determined most appropriate. Appropriateness will be determined by the City Administrator after consultation with a certified chemical use counselor or a physician trained to diagnose and treat chemical dependency. Counseling or rehabilitation program costs are to be paid by you, or by your insurance plan, if possible. However, the City may discipline you appropriately for the positive test result and/or any conduct or circumstance in which the alcohol or drugs were a part.

   You can be discharged if you refuse to participate in the counseling or rehabilitation program, or if you fail to successfully complete the program by either withdrawing from it earlier than its completion or by getting a positive result on a confirmatory test after you complete a program. This confirmatory test can be conducted without prior notice up to two yeas after you complete a program.

4. You have the right to see the information relating to your positive test results report and any other information acquired in the drug and alcohol testing process, which is placed in your personnel file. This includes any conclusions drawn from actions taken based on the reports and any other information.

Between the time of your original test and the confirmatory retest, the City may temporarily suspend you with pay for up to 60 days or transfer you to another position at the same rate of pay, pending the outcome of the confirmatory retest. Such actions will be taken if the City believes it reasonably necessary to protect the health or safety of you, your co-workers, or the public.

The first time you are requested to undergo drug or alcohol testing, the procedure and results will be handled as previously described. If drug or alcohol abuse prevent you from performing your job or is a direct threat to the property or safety of others a second time during your employment with the City, your supervisor will recommend to the City Administrator that you be discharged.

The City will not disclose your test results or any other information acquired in the testing process to any third party individual, another employer, governmental agency, or private organization without your written consent, unless permitted by law or court order.

If you are disciplined according to this drug and alcohol policy, there are some appeal procedures you may pursue.

- Civil Service employees that have completed probation may appeal to the Civil Service Commission, which will provide an appropriate hearing. Civil Service employees that have not completed probation have no right of appeal to the Civil Service Commission.
- Veterans may have additional rights under the Veteran's Preference Act, Minnesota Statute 197.46.
- The rights of non-union employees have been established by Minnesota Statute.

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.23

Subject: Approve Job Description for Deputy Chief of Police, Authorize Recruitment and Selection, and Approve Subsequent Backfill Process
Prepared By: Dan Wills, Chief of Police

Recommended Council Action

Motion to Approve Job Description for Deputy Chief of Police, Authorize Recruitment and Selection, and Approve Subsequent Backfills

Overview / Background / Analysis

At the December 9, 2025, Rogers City Council Meeting, the City Council approved a Deputy Chief of Police position in the 2026 police department budget. The new Deputy Chief of Police will be recruited from the rank of captain within the Rogers Police Department. The subsequent backfills will include promoting a captain from within the Rogers Police Department, backfilling a police sergeant, and hiring a new police officer. We will also backfill any internal specialty assignments, if applicable.

Staff Recommendation

Approve Job Description for Deputy Chief of Police, Authorize Recruitment and Selection, and Approve Subsequent Backfill Process

Financial Impact: **Source Fund**:

Budgeted? Yes

Supporting Documentation

A. Deputy Chief of Police - January 2026

City of Rogers *Job Description*

Title: Deputy Chief of Police	**FLSA Status:** Exempt
Department: Police	**Position Status:** Regular Full-Time
Accountable To: Chief of Police	**Salary Grade:** Level 17
Revision Date: N/A	

POSITION SUMMARY

Under direction from the Chief of Police, the Deputy Chief of Police serves as second-in-command, assisting the Chief in overall police department operations, strategic planning, budget management, policy development, and leading staff to ensure effective law enforcement and community relations. Key duties involve personnel supervision, managing departmental functions, and acting as chief in the Chief's absence.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position. The primary objective of this position is to provide overall police department oversight, as delegated by the Chief of Police. This individual will perform a variety of administrative functions, which includes the following:

- Directs and oversees police department divisions, ensuring efficiency in daily operations, supervision, scheduling, and resource deployment.
- Acts as the Chief of Police when designated, making independent decisions in alignment with city and department priorities.
- Assists with emergency management coordination with Fire Department leadership.
- Assists in planning and research to anticipate short and long-term department needs, including personnel, equipment, and capital outlay forecasts.
- Develops, implements, and evaluates policies, procedures, and programs to ensure accountability and effectiveness.
- Represents the Chief of Police at meetings, various boards and workgroups.
- Provides interviews, press releases, and public statements to media outlets when designated.
- Works with Human Resources on recruitment, selection, training, professional development, internal investigations and complaints, employee and labor relations, and performance management.
- Assists in the preparation of the department budget, coordinating with the Chief of Police and the Finance Department.
- Manages general oversight and direction of the property and evidence room.
- Oversees grant funding, financial forecasting, and multi-jurisdictional involvement and financial matters.
- Oversees internal affairs investigations, including major complaints and MN POST Board reporting.
- Responds on or off duty to significant incidents, assuming command as needed or directed.
- Provides oversight for major criminal investigations and emergency situations.
- Performs other duties as assigned or required.

COMMON PERFORMANCE STANDARDS

Communications

- Communicates with:
  - *Internal Clients Include:* Rogers Police Department staff, various police leaders, City employees, Mayor and City Councilmembers, city prosecutors, city attorney, etc.
  - *External Clients Include:* The Bureau of Criminal Apprehension, Department of Public Safety, Hennepin County Sheriff's Office, other law enforcement agencies, county attorneys, judicial and correctional system personnel, social services agencies, residents, vendors, etc.
- Must have the ability to actively listen to others for understanding of their needs and situations.
- Ability to speak and write English clearly.
- Must be able to assertively control conversations to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient.
- Must be able to read and understand correspondence, memoranda and directives.
- Must possess excellent communication, interpersonal and customer service skills.
- Ability to respond to inquiries, requests and complaints with tact, discretion and diplomacy.

Decision Making

- Must act in a decisive manner using good judgment.
- Must be able to assess problems and situations and be able to anticipate needs and evaluate alternatives.
- Must be able to effectively interpret the policies and objectives of the Department and the city.
- Ability to function independently and carry out job duties without constant supervision and direction.

Interpersonal Relationships

- Must be consistent in dealing with people.
- Must exclude personal biases from work performance.
- Must have the ability to accept criticism and/or discipline.
- Must exhibit tact and diplomacy.
- Must strive to promote a cooperative atmosphere in the Department.
- Ability to develop and maintain professional relationships.

Professional Attitude

- Must have commitment to the organization, willingness to take initiative, dependability, maturity in relationships with others, and self-confidence.
- Must represent the organization with a courteous, helpful, accurate and business-like attitude.
- Must be highly responsible, adaptable and flexible.
- Ability to maintain confidentiality.
- Must display and maintain a positive attitude and be team-oriented.

Quality of Work

- Must be able to produce high quality and accurate work.
- Must be able to detect and correct errors.
- Must be able to utilize work time properly and productively.
- Must have the ability to maintain records in an accurate and accessible manner.

Technical Knowledge

- Must have knowledge of city business functions.
- Must demonstrate an ability to understand and discern legislative, local, state, and federal regulations.
- Must have working knowledge of computers and electronic data processing equipment.
- Must have the ability to perform arithmetic computations accurately and quickly.
- Ability to effectively communicate, both verbally and in writing.
- Ability to organize and lead projects.
- Strong organizational skills.
- Ability to multitask and meet deadlines while providing accurate work products.

WORK ENVIRONMENT

Work is generally performed in an office environment with standard office equipment and furnishings available. Occasionally, may be required to attend off-site trainings and meetings.

PHYSICAL REQUIREMENTS

- Ability to stand, walk or sit for extended periods of time and performs physical movements such as twisting and turning at computer, files and while answering the phone.
- Ability to perform repetitive movements and use fine motor skills.
- Ability to occasionally lift, move and/or carry files, deliveries and storage boxes.
- Ability to read and discern visual images on a variety of media.
- Ability to operate a personal computer and applicable software, to include: word processing, spreadsheet, and accounting programs, adding machine or calculator, fax, copier, and telephone.
- Ability to sit for long periods of time.
- Ability to occasionally lift 25 pounds or more.
- Professionally acceptable competencies in vision, hearing, and sense of smell.

Minimum Qualifications

- 10 years of sworn police officer experience.
- 5 years of progressively responsible police leadership experience, with at least 2 years at the rank of Captain or above.
- Bachelor of Arts Degree in Law Enforcement, Criminal Justice, or closely related field.

Preferred Qualifications

- 20+ years of sworn police officer experience.
- 15+ years of progressively responsible police leadership experience, with at least 2 years at the rank of Captain or above.
- Graduation from an executive leadership program (i.e., FBI National Academy, Northwestern University's Police Staff and Command, etc.).
- Master of Arts Degree in Law Enforcement, Criminal Justice, or closely related field.

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.24

Subject: Approval of the Following Position Descriptions Consistent With the 2026 Budget Process:

- City Clerk
- Communications Manager
- Assistant to the Chief of Police
- Records Manager
- Assistant Chief of Community Risk Reduction/Fire Marshal
- Lieutenant of Administration

Prepared By: Dan Wills, Chief of Police, Patrick Farrens, Fire Chief, Stacy Scharber, Assistant Administrator/HR Director

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Recommended Council Action
Motion to approve the following position descriptions and appointments:

- City Clerk, Stacie Brown
- Communications Manager, Jennifer Williams
- Assistant to the Chief of Police, Nicole Pearson
- Records Manager, Kris Tomasko
- Assistant Chief of Community Risk Reduction/Fire Marshal, Jason Albers
- Lieutenant of Administration, Ashley Hagen

Overview / Background / Analysis
Throughout the budget process, department heads brought forward justification for the proposed job descriptions and changes from non-exempt status to exempt status. These items were approved within the overall budget.

The position descriptions attached match the budgeted staff requests.

Approval is needed for all changes to position descriptions.

Staff Recommendation
Motion to approve the following position descriptions and appointments:

- City Clerk, Stacie Brown
- Communications Manager, Jennifer Williams

- Assistant to the Chief of Police, Nicole Pearson
- Records Manager, Kris Tomasko
- Assistant Chief of Community Risk Reduction/Fire Marshal, Jason Albers
- Lieutenant of Administration, Ashley Hagen

Financial Impact: **Source Fund**:

Budgeted? Yes

Supporting Documentation

A. City Clerk
B. Communications Manager
C. Executive Assistant to Chief of Police - January 2026_
D. Records Manager - January 2026_
E. Assistant Fire Chief of Community Risk Reduction - Fire Marshal
F. Lieutenant of Administration FD 2026

CITY OF ROGERS ***Job Description***

Title: City Clerk	**FLSA Status:** Exempt
Department: Administration	**Position Status:** Regular Full-Time
Accountable To: Assistant City Administrator	**Salary Grade:** Level 12
Supervision of Others: Supervision of Election Personnel	**Revision Date:** January 2026

POSITION SUMMARY

To perform the legal requirements of the office of City Clerk, and to perform a variety of comprehensive and detailed official business of the City including, but not limited to maintenance of official city records, election administration, and the supervision of election personnel and assists with the supervision of administrative staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

Essential Duties

- Acts as secretary to the City Council, attends meetings as needed and/or virtually, assists in the preparation of agendas and supporting documentation, and prepares minutes of the Council meetings
- Maintains the official seal, documents, ordinances and resolutions
- Performs the filing of documents with the County as appropriate
- Coordinates and supervises the issuance of licenses in accordance with State laws and City ordinances and insures the maintenance of related records
- Plans and directs the City's involvement in elections, ensuring compliance with election laws and procedures. Supervises the registration of voters. Receives and verifies petitions, and local filings for City elections. Coordinates absentee ballot voting
- Recruits, selects, and trains election judges. Performs Election Day and post-election day activities
- Supervises all election personnel and assists with the supervision of Administrative Assistant positions.
- Provides both formal and informal feedback to employees about job performance.
- Maintains electronic house files for non-project related matters
- Performs the coordination of codification updates on an annual basis to the City's code books and online system
- Performs research on an as-needed basis for all City departments related to all historical files of the City
- Serves as back-up support to the City Hall Administrative Assistant

- Has a working knowledge of the building permitting software and ability to issue permits
- Assists in the monitoring of the "information" email inbox
- Assists in the day-to-day operations of the City including assistance to the Assistant City Administrator/HR Director and City Administrator
- Other duties as assigned by the Assistant City Administrator/HR Director or City Council

COMMON PERFORMANCE STANDARDS

Communications

- Must have the ability to actively listen to others for understanding of their needs and situations
- Ability to speak and write English clearly
- Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient
- Must be able to read and understand correspondence, memoranda and directives

Decision Making

- Must act in a decisive manner using good judgment
- Must be able to assess problems and situations and be able to anticipate needs and evaluate alternatives
- Must be able to effectively interpret the policies and objectives of the department

Interpersonal Relationships

- Must be consistent in dealing with people
- Must be sensitive to others' problems and concerns without direct involvement
- Must exclude personal biases from work performance
- Must have the ability to accept criticism and/or discipline
- Must have tact and diplomacy
- Must strive to promote a cooperative atmosphere in the department
- Must have a positive attitude

Professional Attitude

- Must have commitment to the organization, willingness to take initiative, dependability, maturity in relationships with others, and self-confidence
- Must represent the organization to other agencies and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact

Quality of Work

- Must be able to produce quality, accurate work
- Must be able to detect and correct errors
- Must be able to utilize work time properly and productively
- Must have the ability to maintain records in an accurate and accessible manner

Technical Knowledge

- Must have knowledge of city business and financial functions

- Must have knowledge and ability to understand and discern legislative, local, state, and federal regulations
- Must have working knowledge of computers and electronic data processing equipment.
- Must have the ability to perform arithmetic computations accurately and quickly
- Must be able to effectively communicate verbally and in writing
- Must have the ability to establish successful working relationships

WORK ENVIRONMENT

Work is generally performed in an office environment with standard office equipment and furnishings available. Occasionally, may be required to attend off-site trainings.

PHYSICAL REQUIREMENTS

- Must have the ability to read and discern visual images on a variety of media
- Must have the ability to operate a personal computer and applicable software (word processing, spreadsheet, accounting), 10-key adding machine or calculator, fax, copier, and telephone
- Must be able to sit for long periods of time
- May occasionally have to lift 25 pounds or more

MINIMUM REQUIREMENTS

- High School Diploma or GED
- Five or more years of work experience as a City Clerk or related experience
- Notary Public with the State of Minnesota, or ability to obtain
- Skilled in computerized accounting systems and personal computer applications

PREFERRED QUALIFICATIONS

- Certified Municipal Clerk of Minnesota
- Associate or Bachelor's Degree in accounting, finance, or public administration is preferred

City of Rogers *Job Description*

Title: Communications Manager	**FLSA Status:** Exempt
Department: Administration	**Position Status:** Regular Full-Time
Accountable To: Assistant City Administrator/HR Director & City Administrator	**Salary Grade:** Level 11
Revision Date: January 2026	**Persons Supervising:** 0

POSITION SUMMARY

Responsible for providing technical expertise, guidance, and work product in the area of communications for the City across departments. Recommends and carries out policies and strategies on the use of various communications tools and serves as the primary communications draftsperson and editor for City-wide communications. Ensures consistency in quality, appearance, and timeliness of internal and external communications. This professional position performs intermediate/difficult work assisting with envisioning, development, execution, and measurement of the City's communications plan to advance the City's identity and brand.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Works as a liaison with staff and outside agencies to cooperatively develop information for internal and external publication and dissemination. Responsible for coordinating, scheduling, developing, designing, writing, editing, and preparing publications for print and digital formats. May include, but is not limited to: periodic newsletters, recreation publications, brochures, flyers, presentation materials and advertisements. Coordinates with contractors/vendors as needed.
- Responsible for developing and supporting polices and guidelines for consistent City communications and messaging. Supports staff on internal/external communications and media relations issues.
- Anticipates and helps manage key communications issues.
- Ensure consistency with City's overall communication strategy and objectives and to enforce communication policies and procedures.
- Strategically assesses City's communications needs and develops tools to meet those needs. Evaluates communication vehicles, assesses effectiveness of each, and recommends revisions as appropriate. Works closely with all departments to promote individual programs and enhance public information pieces.
- Utilizes software to design promotional materials such as flyers, web graphics, brochures, and electronic promotional materials. Translates written content, statistical, and other data into maps, charts, graphs, illustrations, project slides, and other presentation media
- Works cooperatively with City departments to plan, develop, and produce various targeted communications pieces for distribution to affected and/or interested audiences, including presentation materials for public and internal meetings.
- Assists in developing and administering City marketing strategies, including establishing philosophy and applicable work plans.

- Oversees the operations and maintenance of the City's websites and social media platforms, including developing, posting, and editing content, monitoring, and developing reports on site traffic and analytics. Creates standards for consistency in publishing and messaging and follow compliance with ADA and usability standards.
- Establishes/maintains a brand identity system that outlines branding and style guidelines and provides reusable tools and templates. Incorporates consistent branding elements throughout all projects.
- Serves as a photographer and photo editor to take and prepare photos for web, social media, and print pieces.
- Researches industry trends (e.g. technologies, layout/design of publications, etc.); obtains and maintains knowledge on current issues and advancement practices.
- Participates in a variety of meetings (e.g., professional associations, workshops, seminars, conferences, etc.) for networking, conveying, and/or gathering information.
- Serves as a City's Public Information Officer (PIO) under the direction of, the City Administrator and appropriate department head, including responding to media inquiries, writing/disseminating press releases, and working with departments on messaging. Assists with community events.
- Positively promotes and represents the City. Maintains effective working relationships with City staff and elected officials, press and media contacts, community leaders, external vendors, and customers.
- Attend Council, commission meetings, events and other special meetings as directed. Take photos, assist in presentations, and hosts virtual meetings via an online platform.
- Communicates emergency plans as directed by the City's designated Public Safety Official/Emergency Management Director.
- Manage City electronic internal and external signage.
- Other duties as assigned.

COMMON PERFORMANCE STANDARDS

Communications

- Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient
- Must be able to read and understand correspondence, memoranda and directives

Decision Making

- Must act in a decisive manner using good judgment
- Must be able to assess problems and situations and be able to anticipate needs and evaluate alternatives
- Must be able to effectively interpret the policies and objectives of the department and the city

Interpersonal Relationships

- Must be consistent in dealing with people
- Must be sensitive to others problems and concerns without direct involvement
- Must exclude personal biases from work performance
- Must have the ability to accept criticism and/or discipline
- Must have tact and diplomacy
- Must strive to promote a cooperative atmosphere in the department
- Must display and maintain a positive attitude

Professional Attitude

- Must have commitment to the organization, willingness to take initiative, dependability, maturity in relationships with others, and self-confidence
- Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact

Quality of Work

- Must be able to produce high quality and accurate work
- Must be able to detect and correct errors
- Must be able to utilize work time properly and productively
- Must have the ability to maintain records in an accurate and accessible manner

Technical Knowledge

- Must have knowledge of city business functions
- Must demonstrate an ability to understand and discern legislative, local, state, and federal regulations
- Must have working knowledge of computers and electronic data processing equipment
- Must have the ability to perform arithmetic computations accurately and quickly
- Ability to communicate verbally and in writing effectively
- Must have the ability to establish successful working relationships

WORK ENVIRONMENT

Work is generally performed in an office environment with standard office equipment and furnishings available. Occasionally, may be required to attend off-site trainings.

PHYSICAL REQUIREMENTS

- Ability to stand, walk or sit for extended periods of time and performs physical movements such as twisting and turning at computer, files and while answering the phone.
- Ability to perform repetitive movements and use fine motor skills
- Ability to occasionally lift, move and/or carry files, deliveries and storage boxes
- Ability to read and discern visual images on a variety of media
- Ability to operate a personal computer and applicable software, to include: word processing, spreadsheet, and accounting programs, adding machine or calculator, fax, copier, and telephone
- Ability to sit for long periods of time
- Ability to occasionally lift 25 pounds or more

Intellectual Requirements

- Knowledge of Adobe Creative Cloud (specifically Illustrator, Photoshop, and InDesign)
- Background check required for accessing CJIS information
- Experience with content management systems such as Microsoft SharePoint and Squarespace.
- Knowledge of the English language including excellent spelling, grammar, punctuation, form, and style skills
- Knowledge of current principles in designing for the web
- Knowledge of standard office practices, procedures and equipment
- Skill in intermediate to advanced level Microsoft Office applications, including, but not limited to Outlook, Word, Excel, PowerPoint and Publisher
- Skill in communicating clearly and effectively orally, electronically, and in writing

- Skill in strategic communications planning, public relations, and hands-on implementation
- Skill in organizing work, prioritizing, multi-tasking and evaluating and improving processes
- Ability to establish and maintain a working relationship with City Council, staff, other public officials, the media, and public.
- Ability to analyze moderately complex information and processes and prepare accurate reports and correspondence
- Demonstrated ability to work independently and with others to solve problems, manage projects, and meet deadline

Minimum Qualifications:

- Bachelor's degree in business, Communications, Journalism, Marketing, or Business Management or equivalent
- Three or more years of paid applicable experience in the following areas:
    - Experience with computer graphics, web design, desktop publishing, and related publishing tools and resources
    - Experience writing newsletters, articles, and press releases

Preferred Qualifications

- Additional coursework or experience in marketing, design, photography, website design, and development, advertising, or public relations
- Previous experience in a government setting

City of Rogers *Job Description*

Title: Executive Assistant to Chief of Police	**FLSA Status:** Exempt
Department: Police	**Position Status:** Regular Full-Time
Accountable To: Chief of Police	**Salary Grade:** Level 11
Revision Date: January 2026	

POSITION SUMMARY

Under direction from the Chief of Police, the Executive Assistant coordinates and performs a variety of confidential and complex secretarial and senior administrative functions, to include Public Information Officer (PIO) duties, for the Chief of Police, and at times, the Command staff; possesses excellent communication skills, discretion, initiative, attention to detail, and independent judgment with matters of significance; provides tact in responding to and dealing with other law enforcement agencies, members of the community, and public officials; and performs related duties as required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position. The primary objective of this position is to provide professional, complex and confidential administrative support to the Chief of Police of the police department and sworn and non-sworn police personnel as necessary. This individual will perform a variety of administrative functions, which includes the following:

- Provides confidential and complex administrative support to the Chief of Police, and at times, the Command staff, which can be highly sensitive and/or extremely high priority issues.
- Responds to inquiries and concerns regarding the Police Department as directed. Serves as a model for customer service and professionalism within the organization.
- Assists in managing the Chief of Police's calendar, including making appointments and prioritizing sensitive matters.
- Drafts, reviews, and edits correspondence, memos, emails, minutes, city council action items, and other material for the Chief of Police as necessary.
- Types confidential and/or recorded statements related to Internal Investigations.
- Maintains and updates confidential personnel records.
- Maintains police department social media platforms and serves as the police department's PIO.
- Coordinates and creates informative and detailed police department reports.
- Coordinates purchases of services, supplies, and equipment.
- Promotes and coordinates community outreach events.
- Researches, compiles, analyzes, and organizes information for statistics, policy development, City ordinance implementation and budget preparation.
- Assists with research, writing, and execution of grants.
- Collaborates with personnel to prepare press reports for release to the media.
- Assists staff with local, state, and federal audits of the Department.
- Serves as support person for Records Management staff and performs various back-up functions in this capacity when necessary.
- Schedules and coordinates meetings and logistics.
- Arranges training registration, travel, and lodging logistics for police department personnel.

- Flexible with schedule to meet Department needs as necessary.
- Assists with police department personnel recruitment and hiring processes.
- Records, maintains, and audits police personnel training records and Wellness Program.
- Serves as a key member on relevant teams to assist the city and police department in meeting goals.
- Performs other duties as assigned or required.

COMMON PERFORMANCE STANDARDS

Communications

- Communicates with:
    - *Internal Clients Include:* Rogers Police Department staff, various police leaders, City employees, Mayor and City Councilmembers, city prosecutors, city attorney, etc.
    - *External Clients Include:* The Bureau of Criminal Apprehension, Department of Public Safety, Hennepin County Sheriff's Office, other law enforcement agencies, county attorneys, judicial and correctional system personnel, social services agencies, residents, vendors, etc.
- Must have the ability to actively listen to others for understanding of their needs and situations.
- Ability to speak and write English clearly.
- Must be able to assertively control conversations to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient.
- Must be able to read and understand correspondence, memoranda and directives.
- Must possess excellent communication, interpersonal and customer service skills.
- Ability to respond to inquiries, requests and complaints with tact, discretion and diplomacy.

Decision Making

- Must act in a decisive manner using good judgment.
- Must be able to assess problems and situations and be able to anticipate needs and evaluate alternatives.
- Must be able to effectively interpret the policies and objectives of the Department and the city.
- Ability to function independently and carry out job duties without constant supervision and direction.

Interpersonal Relationships

- Must be consistent in dealing with people.
- Must exclude personal biases from work performance.
- Must have the ability to accept criticism and/or discipline.
- Must exhibit tact and diplomacy.
- Must strive to promote a cooperative atmosphere in the Department.
- Ability to develop and maintain professional relationships.

Professional Attitude

- Must have commitment to the organization, willingness to take initiative, dependability, maturity in relationships with others, and self-confidence.
- Must represent the organization with a courteous, helpful, accurate and business-like attitude.
- Must be highly responsible, adaptable and flexible.
- Ability to maintain confidentiality.
- Must display and maintain a positive attitude and be team-oriented.

Quality of Work

- Must be able to produce high quality and accurate work.
- Must be able to detect and correct errors.
- Must be able to utilize work time properly and productively.
- Must have the ability to maintain records in an accurate and accessible manner.

Technical Knowledge

- Must have knowledge of city business functions.
- Must demonstrate an ability to understand and discern legislative, local, state, and federal regulations.
- Must have working knowledge of computers and electronic data processing equipment.
- Must have the ability to perform arithmetic computations accurately and quickly.
- Ability to effectively communicate, both verbally and in writing.
- Ability to organize and lead projects.
- Strong organizational skills.
- Ability to multitask and meet deadlines while providing accurate work products.

WORK ENVIRONMENT

Work is generally performed in an office environment with standard office equipment and furnishings available. Occasionally, may be required to attend off-site trainings and meetings.

PHYSICAL REQUIREMENTS

- Ability to stand, walk or sit for extended periods of time and performs physical movements such as twisting and turning at computer, files and while answering the phone.
- Ability to perform repetitive movements and use fine motor skills.
- Ability to occasionally lift, move and/or carry files, deliveries and storage boxes.
- Ability to read and discern visual images on a variety of media.
- Ability to operate a personal computer and applicable software, to include: word processing, spreadsheet, and accounting programs, adding machine or calculator, fax, copier, and telephone.
- Ability to sit for long periods of time.
- Ability to occasionally lift 25 pounds or more.

Minimum Qualifications

- Associate's Degree in Business, Public Relations, or closely related field.
- 2+ years of increasingly responsible executive support work in a closely related field.
- High level of proficiency in the use of Microsoft products.
- Successful completion of a thorough background investigation.

Preferred Qualifications

- Bachelor's or Master's Degree in Business, Public Relations, or a closely related field.
- 5+ years of progressively responsible executive support work.
- Experience working in a police department, or knowledge of police department operations.

City of Rogers *Job Description*

Title: Records Manager	**FLSA Status:** Exempt
Department: Police	**Position Status:** Regular Full-Time
Accountable To: Police Captain	**Salary Grade:** Level 11
Revision Date: January 2026	

POSITION SUMMARY

This position assumes supervisory administration of the Police Records Management Technicians and systems, handling sensitive department documents, and provides administrative and clerical support to the Police Department, typing, processing, and entering offense and arrest reports. As the Terminal Agency Coordinator (TAC), incumbent ensures the proper access and use of the Criminal Justice Information System (CJIS), Comprehensive Incident Based Reporting System (CIBRS), and Computerized Criminal History (CCH) Records System to assist officers of the Rogers Police Department. This position serves as a confidential employee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Supervises the Records Management Technicians and reports directly to the Services Division Captain.
- Works directly with Department staff to ensure efficiency in the delivery of services.
- Keeps the Police Chief/Command Staff informed of all pertinent matters.
- Set up and manage police department/staff User Accounts.
- Submits new hire and vendor fingerprints to the BCA, and reviews and maintains documentation of response.
- Assists the public, receives front counter inquiries, telephone calls and either personally responds or refers the call to the appropriate person; notifies officers on duty if applicable.
- Supervises the operation of the Record Management System; develops procedures and guidelines for staff; assigns tasks and organizes workload; and reviews performance of the record management system.
- Coordinates preparation of data with and reviews law enforcement classification coding to ensure accuracy.
- Prepares source documents for data processing. Prepares, types, edits and proofreads a variety of documents including general correspondence, reports, memorandums, minutes, statements, takes dictation and prepares letters, memos and other correspondence and audits for accuracy.
- Monitors and purges department files and records in accordance with applicable legal regulations and local retention schedules.
- Monitor NCIC/Portals, follow up with offender assessment records checks, delayed hits, confirmations, locates, officer safety notices, Administrative Messages, KOPS Alerts.
- Retrieves records and releases data requests/public information as directed; refers questions to Police Chief/Command Staff as necessary; and performs record checks as directed.

- Maintains offense and arrest records through the departmental case management system and/or appropriate law enforcement computer systems; retrieves records for review by officers, legal counsel and any privileged government agency; and maintains statistics on officer activity which summarizes types and numbers of offenses and arrests that occur during officer's shift.
- Processes incoming court notices; notifies affected officers; and enters/updates information on designated court calendar.
- Supports department's crime analysis by collecting/compiling data and preparing reports.
- Verify that CJIS/NCIC Operating Manuals are current and updated as necessary and are available to all operators. Ensures that the CJIS Newsletter is reviewed by all parties using CJIS/NCIC.
- Check that all CJIS/NCIC terminals are secure from unauthorized use.
- Verify the entry and validation of statistical information into the computerized information system for all reported crimes are successfully electronically transmitted to the State in a timely manner. Coordinate the entry of information of statewide or nationwide significance into the computerized information system.
- Ensure that all records and investigative personnel and others accessing the CJIS/NCIC system are trained in their use of the terminals as well as CJIS/NCIC policy and procedures. Coordinate recertification testing.
- Verify that all Quality Control messages from CJIS/NCIC are reviewed and corrected as soon as possible.
- Check that CJIS/NCIC records are validated correctly each month and the signed certification entries with owners of property and complainant of missing person.
- Ensure that all department staff are aware of and are trained in relevant NCIC and CJIS processes and procedures.
- Responsible for the expungement of records and monitoring/processing of suspense files.
- Assign and monitor all CCH passwords.
- Verify and update written policies regarding CJIS/NCIC related issues.
- Compile, review and process the error integrity report from BCA.
- Enter stolen property and missing persons onto "Hot Files" and validate all Hot File entries with owners of property and complainant of missing person.
- Process administration messages via terminal to criminal justice agencies- local, stated and nationwide.
- Assist the BCA and FBI in conducting mandatory audits.
- Background and compile all information for the Chief of Police to make a decision regarding gun permits.
- Assists in the administration of the Body Worn Camera program.
- Other duties as assigned.

COMMON PERFORMANCE STANDARDS

Communications

- Communicates with:
    - *Internal Clients Include:* Police Officers, Community Service Officers, Police Reserves, Administrative Staff, other City Employees, City Prosecutor, City Attorney, and Investigators.
    - *External Clients Include:* The Bureau of Criminal Apprehension, Department of Public Safety, Hennepin County Sheriff's Office, other law enforcement agencies, county attorney, judicial and correctional system personnel, social services agencies, and residents.
- Must have the ability to actively listen to others for understanding of their needs and situations
- Ability to speak and write English clearly

- Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient
- Must be able to read and understand correspondence, memoranda and directives

Decision Making
- Must act in a decisive manner using good judgment
- Must be able to assess problems and situations and be able to anticipate needs and evaluate alternatives
- Must be able to effectively interpret the policies and objectives of the department and the city

Interpersonal Relationships
- Must be consistent in dealing with people
- Must be sensitive to others problems and concerns without direct involvement
- Must exclude personal biases from work performance
- Must have the ability to accept criticism and/or discipline
- Must have tact and diplomacy
- Must strive to promote a cooperative atmosphere in the department
- Must display and maintain a positive attitude

Professional Attitude
- Must have commitment to the organization, willingness to take initiative, dependability, maturity in relationships with others, and self-confidence
- Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact

Quality of Work
- Must be able to produce high quality and accurate work
- Must be able to detect and correct errors
- Must be able to utilize work time properly and productively
- Must have the ability to maintain records in an accurate and accessible manner

Technical Knowledge
- Must have knowledge of city business functions
- Must demonstrate an ability to understand and discern legislative, local, state, and federal regulations
- Must have working knowledge of computers and electronic data processing equipment
- Must have the ability to perform arithmetic computations accurately and quickly
- Ability to communicate verbally and in writing effectively
- Must have the ability to establish successful working relationships

WORK ENVIRONMENT

Work is generally performed in an office environment with standard office equipment and furnishings available. Occasionally, may be required to attend off-site trainings.

PHYSICAL REQUIREMENTS

- Ability to stand, walk or sit for extended periods of time and performs physical movements such as twisting and turning at computer, files and while answering the phone.
- Ability to perform repetitive movements and use fine motor skills
- Ability to occasionally lift, move and/or carry files, deliveries and storage boxes
- Ability to read and discern visual images on a variety of media
- Ability to operate a personal computer and applicable software, to include: word processing, spreadsheet, and accounting programs, adding machine or calculator, fax, copier, and telephone
- Ability to sit for long periods of time
- Ability to occasionally lift 25 pounds or more

Minimum Qualifications:

- Graduation from high school or GED equivalent is required.
- Three to five years of increasingly responsible related experience, or any equivalent combination of related education and experience is required, including two years of experience with law enforcement agency.
- Successful completion of background investigation.
- Experience in the duties of a police department's Terminal Agency Coordinator.

CITY OF ROGERS ***Job Description***

Title: Assistant Chief of Community Risk Reduction/Fire Marshal	**FLSA Status:** Exempt
Department: Fire	**Position Status:** Regular Full-Time
Accountable To: Fire Chief/Emergency Manager	**Salary Grade:** 15
Supervision of Others: Yes	**Revision Date:** January 2026

POSITION SUMMARY

The individual in this position is responsible for the management and supervision of fire and life safety code enforcement, plan review, pre-fire planning, fire investigations, community risk reduction activities, and other related programs. Serving at the rank of Assistant Chief, the Fire Marshal also oversees the responsibilities of all fire prevention and community risk reduction personnel and activities. The Fire Marshal responds to emergency calls for service and performs associated duties as necessary.

SUPPERVISION RECEIVED AND EXERCISED

- Work is performed under the direction of the Fire Chief.
- Working with the Fire Chief, the FM oversees fire prevention and community risk reduction activities.
- Provides supervision and work direction for subordinate full-time staff during emergency response, and paid-on-call firefighters and subordinate officers continually.

COMPLEXITY OF WORK AND DECISION MAKING

Difficult, detail-oriented, and technical work on highly complex or involved projects, which requires significant judgment, initiative, creativity, and the ability to deal with complex factors. This role entails a variety of duties that require flexibility and the ability to adapt to new conditions with optimism and enthusiasm.

Given the importance of this position's responsibilities, the Fire Marshal must manage time effectively to ensure all tasks are completed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

PHYSICAL REQUIREMENTS

- Must have skill in the operation of all fire service tools and equipment.
- Requires good physical and sensory skills needed for exposure to potentially hazardous conditions that exist at fires, accidents, and on-site inspections.
- Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds.

Emergency Response

- Respond to emergency incidents and drive emergency apparatus as assigned and function as a chief officer or other position as needed.
- May coordinate city-wide Fire Department response to significant incidents and serve in a command function at the scene or an emergency operations center in the absence of the Fire Chief.

Administrative Duties

- Manage the fire prevention program, including annual inspection activities, code enforcement efforts, communicating routine and complex fire code information to internal and external stakeholders, and making recommendations to the Fire Chief.
- Manage, conduct, and ensure timely completion of building plan review and inspections of commercial, industrial, assembly, and high-risk occupancies to ensure all fire and life safety standards are met in accordance with applicable laws.
- Manage issuance of fire permits and licenses for commercial and residential properties.
- Maintains records of all inspections and permit-related activity.
- Conduct risk analysis of fire and life safety objectives and provide technical expertise both internally and externally (i.e., architects, engineers, contractors, public, etc.).
- Manage false alarm billings and correspondence.
- Manage the development and execution of fire investigation activities, including providing technical training to investigation staff and general fire department members.
- Coordinate inspection and enforcement activities with other governing agencies, including law enforcement and prosecution as appropriate.
- Prepare, review, and present a variety of reports and correspondence both internally and externally.
- Assist with research, development, and implementation of department policies.
- Recommends policies to the Fire Chief relating to local, state, and international fire codes.
- Plans, prioritizes, and schedules annual fire inspection activities. Supervises other members conducting annual inspections.
- Investigates complaints of fire safety, regulation violations, and issues corrective orders for such violations where appropriate.
- Identifies any hazardous materials and determines proper safety precautions for handling and use, including storage requirements.
- Completes the review for both prescriptive/performance-based design and variance requests and provides recommendations to the fire chief.
- Maintains the business database.
- Manage public safety fire education programs, establish goals, and make recommendations to the fire chief.
- Assist the fire chief in administering the emergency management program throughout the community.
- Develops and maintains working relationships with other groups and individuals in carrying out job functions and is available to actively participate in appropriate committees and meetings.
- Participates in fire officer meetings.
- Participates in and conducts departmental training as directed. Provides departmental training on applicable prevention topics.
- Coordinate with the fire chief and assist in the budget process.

- Responds as a command staff member or firefighter to major incidents and fire scenes.
- Participates in the Duty Chief program.
- Assists with department improvements and significant incident debriefings, identifies areas of improvement, and implements subsequent changes.

MARGINAL FUNCTIONS

- Performs other related duties as apparent or assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Fire Science Technology, Public or Business Administration (or closely related field) with at least seven years of fire department experience, including increasing responsibility, or an associate degree with nine years of increasingly responsible fire management experience with at least three years of recent fire officer experience, or current chief officer experience with 12 years in the fire service and actively working on obtaining a degree (a two-year degree is required to be completed within 18-months of hire, with a strong recommendation to seek a four-year degree)
- A Minnesota Firefighter License is required (by start date).
- Three years of supervisory experience as a fire officer.
- Possession of a valid, unrestricted Minnesota driver's license
- Delegation to perform fire sprinkler plan reviews from the MN State Fire Marshal or the ability to obtain within six months of appointment.
- Five years full-time field experience as a fire inspector, including two years of documented commercial and residential plan review experience.

Certification or License:

- NFPA #1001 Firefighter I/II certification.
- NFPA #472 or #1072 Hazardous Material Operations certification or higher (within one year of hire)
- Current Emergency Medical First Responder, or higher-level certification through the Minnesota Emergency Medical Services Regulatory Board.
- NFPA #1021 Fire Officer I certification.
- NFPA # 1041 Fire Instructor I certification.
- Blue Card Certification (within six months).
- NFPA #1002 Fire Apparatus Operator certification (within one year of hire).
- NFPA #1031 Fire Inspector II.
- Certification as Fire Investigator.
- Emergency Management Basic Certification, or similar (within one year of hire).
- Youth Fire Play Intervention Program Manager certification (within one year of hire, if available).
- Public Life Safety Educator certification (within two years of hire, if available).
- National Fire Academy or other; fire suppression, commercial kitchen, building, fire alarm, solar, etc., plans review courses.

DESIRED QUALIFICATIONS

- Masters in Fire Science, Business Administration, or a related field.
- National Fire Academy Managing Officer or Executive Fire Officer Program

- Minnesota Board of Firefighter Training and Education – Qualified Instructor.
- IAAI – CFI
- EMT or higher
- Fire Officer and Instructor II certification(s).

KNOWLEDGE, SKILLS, AND ABILITIES

Communications: Must be able to lead and command effectively in emergencies. Must be able to assertively control conversations to quickly and accurately gather pertinent information and communicate this information professionally and precisely to the proper recipient. Must communicate with citizens, elected officials, City staff, employees, and others regarding fire department, fire prevention, community risk reduction and emergency management issues.

Decision Making: Must act in a decisive manner using good judgment. Must be able to assess problems and situations, anticipate needs, and evaluate alternatives for the protection of life and property in the City. Must be able to effectively interpret the policies and objectives of the department to establish quality operational standards.

Interpersonal Relationships: Must be able to identify, develop, and utilize capabilities of paid-on-call staff, including providing the leadership necessary to enhance staff participation, recruitment, and retention. Must be consistent in dealing with people, must be sensitive to others' problems and concerns without direct involvement, must exclude personal biases from work performance, must have the ability to accept criticism and/or discipline, must have tact and diplomacy, must strive to promote a cooperative atmosphere in the department.

Professional Attitude: Must have a commitment to the organization, willingness to take initiative, dependability, maturity in relationships, and self-confidence. Must represent the organization to other agencies, staff, and citizens with a courteous, helpful, accurate, and business-like attitude in all contact. Must establish and maintain successful working relationships with those contacted during work. Must create understanding, and enthusiastic support of public safety as a concept of interdepartmental cooperation and collaboration.

Quality of Work: Demonstrates by personal example the highest standard of conduct and performance. Possess a commitment to and practice comprehensive and continual training and development for all fire personnel to maximize the contribution of all staff.

Technical Knowledge: Must have thorough knowledge of modern fire suppression techniques, fire prevention, and emergency medical services principles, procedures, and equipment. Must have considerable knowledge and ability to understand and discern applicable laws, ordinances, and departmental standard operating procedures, guidelines, and regulations. Must have extensive knowledge of the International Fire Code, NFPA, OSHA, and other pertinent codes and standards. Must have the ability to communicate verbally and in writing effectively.

Physical Abilities, Tools, and Equipment Used: Must have skill in operating all fire service tools and equipment. Requires good physical and sensory skills for exposure to potentially hazardous conditions at fires, accidents, and on-site inspections. Must lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Must be physically capable of completing the firefighter physical ability test on an ongoing basis per the RFD Firefighter handbook.

WORKING CONDITIONS

Environmental Conditions:

The position will require indoor office work, indoor and outdoor training, and indoor and outdoor response to emergency incidents. Environmental conditions in response to emergencies varying climate conditions may exist. The individual may be required to work after appropriate training and with proper equipment in environments that are immediately dangerous to life and health.

The work environment described here represents those a Fire Marshal (FM) may encounter while performing the job's essential functions:

- While wearing personal protective equipment, which weighs approximately twenty-five pounds, and self-contained breathing apparatus (SCBA), which weighs approximately twenty-five pounds, the DFM may work in areas that may or may not be protected from the weather.
- The DFM may work in extreme cold or high temperatures.
- The DFM may encounter wet conditions and high humidity as well.
- The DFM may have to perform rescue and/or lifesaving duties in and around static and moving water where the water depth may be greater than their height.
- The DFM may have to perform emergency response functions in confined spaces.
- The DFM may work in environments immediately dangerous to life and health.
- The environment may include smoke or other toxic conditions, and the DFM may be exposed to various physical hazards, including unsound structures, moving mechanical and electrical equipment, and working in elevated areas.
- The DFM is at risk of exposure to high temperatures, low temperatures, radiant energy, toxic chemicals, radioactive materials, biological agents, and explosives.
- Frequently encounters noise and/or vibration exceeding 80 decibels (constant or intermittent).

Physical Conditions: (not an all-inclusive list, but the following are the minimum abilities required to maintain employment as a member of the RFD)

Lifting/Carrying:

- Ground to Waist Level- 100 pounds.
    - Dragging/removing fire victims.
    - Advancing hose lines at fires.
    - Carrying fans, rescue tools, and foam containers.
- Waist to Shoulder Level- 50 pounds.
    - Opening and closing hydrant valves.
    - Making hose connections.
    - Lifting/carrying ladders, hose bundles, and other equipment.
- Above Shoulders- 35 pounds.
    - Placing ladders against buildings.
    - Pulling ladder halyard to extend ladders.
    - Using an axe and other equipment to ventilate a structure during a fire.
    - Lifting equipment onto fire apparatus.

Firm Grasp:

- Carrying items of substantial weight, i.e., fans, rescue equip., foam containers.
    - Using axes or sledgehammers.
    - Using hydrant wrenches.

- Dragging victims or hose lines.
- Pulling ladder rope halyards or using rope to lift objects.

Reaching, Bending, Twisting:

- Picking up and carrying ladders, hoses, and other fire and rescue equipment.
- Raising ladders against a structure.
- Opening hydrants.
- Connecting hose lines.
- Using axes, sledgehammers, and rescue tools.
- Must be capable of reaching and extending the hands and/or arms in any direction.

Climbing and/or Balancing:

- Ascending or descending ladders, stairs, scaffolds, and ramps, using feet and legs and/or hands and arms.
- Must be able to balance and have the ability to steady oneself and keep from falling when walking, standing, crouching, or crawling on narrow, slippery, or erratically moving surfaces.
- Must be capable of applying a leg lock with either leg upon a ground ladder to provide a safe anchor when operating hose lines or performing rescue work.

Crawling, Kneeling, Squatting:

- Advancing hose lines in fire situations.
- Searching for and removing fire victims.
- Picking up and moving ladders, hoses, and other fire and rescue equipment from the ground.

Vision:

- Normal vision, with or without correction, requires both near and far acuity, depth perception, field of vision, and focusing. Must be able to distinguish colors.

Hearing:

- Normal hearing is needed; firefighters must be able to discriminate among similar sounds in environments with significant amounts of background noise.

Speech:

- Must be able to communicate effectively to others in stressful conditions and while wearing a self-contained breathing apparatus (SCBA).

Touching, Feeling, and Using Fingers:

- Must be able to discriminate differences in items by feeling and manipulating items such as SCBA valves, apparatus controls, alarm panel controls, nozzle controls, and tie knots in ropes. Must be able to determine the difference between hot and cold.

CITY OF ROGERS *Job Description*

Title: Lieutenant of Administration	**FLSA Status:** Non-Exempt
Department: Fire	**Position Status:** Regular Full-Time
Accountable To: Fire Chief	**Salary Grade:** 11
Supervision of Others: Yes	**Revision Date:** January 2026

POSITION SUMMARY

Administer, manage, coordinate, and perform a variety of responsible and complex duties. This position also includes technical, administrative, and clerical support duties for the daily operations of the Fire Department. Serving at the rank of Lieutenant, this position will respond to emergency calls for service and perform firefighter or fire officer duties as necessary.

SUPERVISION RECEIVED AND EXERCISED

- Work is performed under the direction of the Fire Chief.
- Working with the Fire Chief, the Administrative Lieutenant performs numerous complex functions managing departmental payroll, internal investigations, policies and procedures, and more.
- Provides supervision and work direction for subordinate full-time staff during emergency response and paid-on-call firefighters and subordinate officers continually.

COMPLEXITY OF WORK AND DECISION MAKING

Difficult, detail-oriented, and technical work on highly complex or involved projects, which requires significant judgment, initiative, creativity, and the ability to deal with complex factors. This role entails a variety of duties requiring flexibility and the ability to meet new conditions with optimism and excitement.

Given the importance of this position's responsibilities, the Administrative Lieutenant must manage time effectively to ensure all tasks are completed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the position.

PHYSICAL REQUIREMENTS

- Must have skill in the operation of all fire service tools and equipment.
- Requires good physical and sensory skills needed for exposure to potentially hazardous conditions that exist at fires, accidents, and on-site inspections.
- Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds.

Emergency Response

- Respond to emergency incidents and drive emergency apparatus as assigned and function as a firefighter or fire officer.

Administrative Activities

- Manages departmental human resources functions, including vacation and pension time tracking for paid on-call personnel, onboarding of new employees, monitoring compliance requirements, and managing accident, injury, and leave-of-absence reporting.
- Collaborates with the Fire Chief for recruitment and hiring of paid on-call personnel, including application intake and review, coordination of interviews, planning recruitment events and informational sessions, and execution of pre- and post-conditional offer processes.
- Collaborates with the Fire Chief to implement and update departmental standard operating guidelines (SOGs), policies, and employee handbook revisions.
- Maintains and oversees personnel records, RMS employee management systems, other software systems, and departmental documentation, including data management of investigations and violations, ensuring data accuracy, confidentiality, and compliance.
- Prepares and analyzes departmental reports and analytics on a monthly, annual, and as-needed basis to support fire contracts, operational needs, and strategic decision-making.
- Manages payroll processing and percentage calculations for paid on-call personnel, ensuring accuracy and timely submission.
- Oversees RMS system management, including the review and tracking of incident reports as well as the entry and maintenance of employee time.
- Oversees departmental invoicing, purchasing, and ordering of supplies and equipment, ensuring proper documentation, budget alignment, and timely processing.
- Provides administrative, operational, and strategic support to the Fire Chief, including assistance with daily operations, special projects, and departmental needs, handles confidential information as required; prepares records, minutes, and reports; coordinates meetings and agenda topics
- Coordinates and schedules meetings, appointments, and events for the fire department and Fire Chief.

MARGINAL FUNCTIONS

- Performs other related duties as apparent or assigned.

MINIMUM REQUIREMENTS

- Two-year degree in fire science, fire administration, or related field.
- Three years of training and experience as a firefighter.
- Minnesota Firefighter License is required (by start date).
- Possession of a valid, unrestricted Minnesota driver's license

Certification or License:

- NFPA #1001 Firefighter I/II certification.
- NFPA #472 or #1072 Hazardous Material Operations certification or higher (within six months of hire).
- Current Emergency Medical First Responder, or higher-level certification through the Minnesota Emergency Medical Services Regulatory Board.
- NFPA #1021 Fire Officer I certification.
- Blue Card Certification (within six months).
- NFPA #1002 Fire Apparatus Operator certification (within one year of hire).
- Emergency Management Basic Certification, or similar (within one year of hire).

DESIRED QUALIFICATIONS

- Bachelor's Degree in Fire Science, Business Administration, Human Resources, or a related field.
- National Fire Academy Managing Officer Program.
- Fire Inspector 1 or higher

- Fire Investigator Certification
- Minnesota Board of Firefighter Training and Education – Qualified Instructor.
- EMT or higher
- NFPA # 1041 Fire Instructor I certification or higher.
- Fire Officer II certification(s).

WORKING CONDITIONS

Environmental Conditions:

The position will require indoor office work, indoor and outdoor training, and indoor and outdoor response to emergency incidents. Environmental conditions in response to emergencies may vary. The individual may be required to work after appropriate training and with proper equipment in environments that are immediately dangerous to life and health.

The work environment described here represents the Admin/Lieutenant may encounter while performing the job's essential functions:

- While wearing personal protective equipment, which weighs approximately twenty-five pounds, and a self-contained breathing apparatus (SCBA), which weighs approximately twenty-five pounds, the Admin/Lieutenant may work in areas that may or may not be protected from the weather.
- The Admin/Lieutenant may work in extreme cold or high temperatures.
- The Admin/Lieutenant may encounter wet conditions and high humidity as well.
- The Admin/Lieutenant may have to perform rescue and/or lifesaving duties in and around static and moving water where the water depth may be greater than their height.
- The Admin/Lieutenant may have to perform emergency response functions in confined spaces.
- The Admin/Lieutenant may work in environments immediately dangerous to life and health.
- The environment may include smoke or other toxic conditions, and the Admin/Lieutenant may be exposed to various physical hazards, including unsound structures, moving mechanical and electrical equipment, and working in elevated areas.
- The Admin/Lieutenant is at risk of exposure to high temperatures, low temperatures, radiant energy, toxic chemicals, radioactive materials, biological agents, and explosives.
- Frequently encounters noise and/or vibration exceeding 80 decibels (constant or intermittent).

Physical Conditions: (not an all-inclusive list, but the following are the minimum abilities required to maintain employment as a member of the RFD)

Lifting/Carrying:

- Ground to Waist Level- 100 pounds.
    - Dragging/removing fire victims.
    - Advancing hose lines at fires.
    - Carrying fans, rescue tools, and foam containers.
- Waist to Shoulder Level- 50 pounds.
    - Opening and closing hydrant valves.
    - Making hose connections.
    - Lifting/carrying ladders, hose bundles, and other equipment.
- Above Shoulders- 35 pounds.
    - Placing ladders against buildings.
    - Pulling ladder halyard to extend ladders.
    - Using an axe and other equipment to ventilate a structure during a fire.
    - Lifting equipment onto fire apparatus.

Firm Grasp:

- Carrying items of substantial weight, i.e., fans, rescue equip., foam containers.
    - Using axes or sledgehammers.
    - Using hydrant wrenches.
    - Dragging victims or hose lines.

- Pulling ladder rope halyards or using rope to lift objects.

Reaching, Bending, Twisting:

- Picking up and carrying ladders, hoses, and other fire and rescue equipment.
- Raising ladders against a structure.
- Opening hydrants.
- Connecting hose lines.
- Using axes, sledgehammers, and rescue tools.
- Must be capable of reaching and extending the hands and/or arms in any direction.

Climbing and/or Balancing:

- Ascending or descending ladders, stairs, scaffolds, and ramps, using feet and legs and/or hands and arms.
- Must be able to balance and have the ability to steady oneself and keep from falling when walking, standing, crouching, or crawling on narrow, slippery, or erratically moving surfaces.
- Must be capable of applying a leg lock with either leg upon a ground ladder to provide a safe anchor when operating hose lines or performing rescue work.

Crawling, Kneeling, Squatting:

- Advancing hose lines in fire situations.
- Searching for and removing fire victims.
- Picking up and moving ladders, hoses, and other fire and rescue equipment from the ground.

Vision:

- Normal vision, with or without correction, requires both near and far acuity, depth perception, field of vision, and focusing. Must be able to distinguish colors.

Hearing:

- Normal hearing is needed; firefighters must be able to discriminate among similar sounds in environments with significant amounts of background noise.

Speech:

- Must be able to communicate effectively to others in stressful conditions and while wearing a self-contained breathing apparatus (SCBA).

Touching, Feeling, and Using Fingers:

- Must be able to discriminate differences in items by feeling and manipulating items such as SCBA valves, apparatus controls, alarm panel controls, nozzle controls, and tie knots in ropes. Must be able to determine the difference between hot and cold.

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.25

Subject: Approve the Purchase Agreement/Contract for ECSI Craig 1300
Prepared By: Patrick Farrens, Fire Chief

Recommended Council Action
Approve Chief Farrens to Authorize Contract and Purchase for ECSI Craig 1300

Overview / Background / Analysis
Approve the purchase of the ESCI Community Risk Hub powered by CRAIG 1300™, a data-driven Community Risk Reduction (CRR) tool that helps the Fire Department and community stakeholders identify, analyze, prioritize, and monitor risks within the community in alignment with NFPA 1300 standards. The Community Risk Hub is a web-based, GIS-enabled platform that enables users to visualize risk assessment data, create detailed community profiles, plan and track risk-reduction activities, and evaluate the outcomes of local initiatives. By leveraging robust analytics and mapping capabilities, this tool enhances the City's ability to proactively reduce hazards, inform strategic decision-making, and demonstrate progress toward community safety goals.

The ESCI Community Risk Hub powered by CRAIG 1300™ also supports ISO Public Protection Classification criteria by strengthening documented fire prevention, public education, and community risk reduction planning, which may help maintain or improve the City's ISO rating.

Staff Recommendation
Staff recommends approval of the purchase of the ESCI Community Risk Hub powered by CRAIG 1300™ as a Community Risk Reduction tool to support data-driven fire prevention, risk assessment, and community safety planning efforts. This platform will help staff identify and prioritize community risks, align prevention strategies with NFPA 1300 standards, and measure the effectiveness of risk-reduction initiatives. The purchase supports the City's commitment to proactive public safety and informed decision-making, and funding is available within the approved 2026 budget.

Financial Impact: $4,950.00 **Source Fund**: 100-420-2210-43190-0000

Budgeted? Yes

Supporting Documentation
A. Rogers (MN) ESCI Community Risk Hub SOW Contract - 2026

Emergency Services Consulting International
Helping Change the World, One Community at a Time

ESCI's COMMUNITY RISK HUB

Powered by CRAIG 1300
NFPA CRA Insight Generator

Organization Name:			Today's Date:
Mailing Address:			
City		State	Zip
Organization's Point of Contact:	Phone:	Email:	

Primary GIS Point of Contact	Phone:	Email

PROJECT UNDERSTANDING

ESCI's Community Risk Hub powered by CRAIG 1300™ is a tool that helps fire departments and community stakeholders identify, analyze, and prioritize risks in their communities. The tool is based on NFPA 1300, the standard for community risk assessment and reduction, and uses the Esri ArcGIS platform to enable data-driven and granular CRR activities. The tool is available in three subscription levels.

The tool will help fire departments and community stakeholders to:

- Assess the risks and vulnerabilities of their communities using various data sources and indicators
- Develop and implement risk reduction plans and programs that address the specific needs and goals of their communities
- Track and report the progress and outcomes of their CRR efforts using dashboards and maps
- Share and learn best practices and insights from other CRR practitioners and experts

SCOPE OF WORK

Phase I: Onboarding

ESCI will work with the client to collect and prepare the data and information required for the chosen ESCI Community Risk Hub level. ESCI will work directly with data and GIS contacts within the agency's network during this process.

Specific information is outlined below regarding the ESCI Community Risk Hub level:

- **All Levels:** Three different boundary sets may be used from the client's existing GIS data. ESCI recommends a total response area boundary, station response zones, and one other. For other boundaries, consider council boundaries or school districts. Additionally, ESCI will collect fire station, police station, and EOC location/s.
- **Level II & III:** In addition to boundaries, these levels also include incident response data including the following data fields:
    - Incident ID
    - Incident Address
    - NFIRS Incident Type
    - Incident Type Group
    - Incident Type Series
    - Call Date
    - Latitude
    - Longitude

Phase II: Community Risk Applications Development

All Levels: ESCI will tie in data from pre-defined sources to create a comprehensive risk assessment for the community. ESCI will also develop the associated applications enabling the client to access, visualize, analyze, and manage their risk data using the Esri ArcGIS platform. ESCI will create access networks for the client and their stakeholders to facilitate collaboration and communication on risk reduction efforts.

Phase III: Client Training

All Levels: ESCI will provide the client with virtual training and resources to use the tool effectively. The tool will be offered as an annual subscription with three levels of access and functionality. Training and support will be provided at each level.

Onsite, in-person training is available to clients at an additional cost.

Phase IV: Customization & Buildout

Level III Only: ESCI's Community Risk Hub, powered by CRAIG 1300™ is available in three different levels. Level III offers the most customized environment for communities seeking to leverage additional data analytics, visualizations, and ArcGIS applications. In Level III, the ESCI client maintains access to ESCI Data Analytics professionals with a monthly allowance for increased buildouts and customizations. Each Level III client receives ten hours monthly for custom work.

Hub Level	Description
Level I **$950/year**	Includes an interactive web application focused on demographic and community profiles with client-defined boundaries. Clients can also draw their areas of interest. Level I does not utilize data from the client's records management system, such as incident data.
Level II **$4,950/year**	Level I elements plus the full ESCI Community Risk Hub include the Community Risk Assessment application, the Community Risk Manager, the Community Risk Reduction Activity Reporter, the Community Risk Reduction Outcomes Dashboard, and the Incident Dashboard.
Level III **$21,500/year**	Includes all Level I & II features plus a monthly allotment of staff hours dedicated to data analytics and GIS application development, custom-built features, and the deployment of tools such as the Target Hazard Analysis.

Important Considerations

- Clients must have access to an Esri ArcGIS Contributor license to view, interact with, and submit data within the ESCI Community Risk Hub.
- To collect field data in the ESCI Community Risk Hub, clients must have access to an Esri ArcGIS Mobile Worker license and download the free ArcGIS Field Maps mobile application. If the client intends to deploy the application to multiple users in the field, please work with your local ArcGIS administrator or your Esri Account Manager to determine your access and licenses.
- Esri credits will be used to generate infographics within the ArcGIS platform. However, credit usage for these operations is minimal, ensuring cost-effectiveness while delivering valuable visual insights. If you have questions regarding Esri credits, please contact your Esri Account Manager.

Project Completion Timelines

ESCI offers the following project timeline. The timeline will not begin until ESCI is provided with all information and data necessary for the project's successful completion. The client's subscription will end 12 months after *Phase III: Client Training* has been completed.

Project Phase	Month 1	Month 2
Phase I: Project Onboarding		
Phase II: Community Risk Hub Deployment		
Phase III: Client Training		
Phase IV: Customization & Buildout (Level III)	*For One Year After Deployment*	

Proposed Payment Schedule

- Payment is due upon initial deployment.
- The annual subscription will be due on the anniversary of the Community Risk Hub's deployment each year. ESCI will send renewal paperwork before the billing date, and confirmation of the renewal will be required before processing the payment. Additionally, ESCI will communicate, in advance, any changes in the annual subscription costs with all clients.

ESCI Hourly Rates

Occasionally, clients might ask for work beyond the agreed-upon project's scope, such as creating data layers unavailable within the client's databases. For such instances, ESCI has established the following hourly rates:

Senior Level Project Oversight, Senior Data Engineer/SME ..... $260/hr.

Project Manager, Senior Consultant..... $230/hr.

Consultant ..... $200/hr.

Data Analyst..... $150/hr.

Admin Support..... $90/hr.

EMERGENCY SERVICES CONSULTING INTERNATIONAL

PERSONAL SERVICES CONTRACT

This agreement made this _____ day of _____ 2026, by and between **CLIENT NAME: _____** and ***Emergency Services Consulting International*** doing business as an Oregon corporation in Wilsonville, Oregon, hereinafter called ***ESCI*.**

WITNESSETH:

1. For and in consideration of the payment, agreements, and scope of work herein attached as **Attachment A** to be made and performed, Client and *ESCI* hereby agree to commence and complete the consultation, to provide the work described, and comply with the terms of the contract to conduct an **Community Risk Hub powered by CRAIG 1300 (Project).**

2. *ESCI* will furnish labor, materials, and other services necessary to complete the **Project** for Client, and Client shall provide to *ESCI* the information, data, and assistance required as specified in the attached scope of work.

3. Fees: The Client shall pay *ESCI* a sum not to exceed **(pick one)**:
   - ☐ A. Level I: $950
   - ☐ B. Level II: $4,950
   - ☐ C. Level III: $21,500

4. This agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

5. The client is responsible for ensuring that all data and information provided to ESCI for the project is accurate and complete

6. *ESCI* shall comply with all federal, state, and local laws applicable to the work under this agreement.

7. Termination. Client may terminate this agreement for any reason upon thirty (30) days written notice to *ESCI*. Payment for all work completed and expenses incurred up to the time of termination shall be due immediately upon termination by Client.

8. Amendment. This agreement may be amended by mutual written agreement of all parties.

10. Independent Contractor. *ESCI* is engaged as an independent contractor and will be responsible for any federal or state taxes applicable to the payments under this agreement. *ESCI* is not currently employed by Client and will not be under the direct control of Client. Because *ESCI* is an independent contractor, Client will not be liable for any tax withholding, social security payments, state workers' compensation insurance, unemployment insurance, retirement system payments, or other similar expenses normally payable on behalf of employees of Client.

11. Indemnification. *ESCI* agrees to indemnify, defend, and hold harmless Client and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of *ESCI*, *ESCI*'s agents, employees, or representatives under this Agreement.

12. Attorney Fees. If suit, action, or arbitration is brought either directly or indirectly to enforce the terms of this agreement, the prevailing party shall recover, and the losing party hereby agrees to pay, reasonable attorney's fees incurred in such proceeding, in the trial and appellate courts, as well as costs and disbursements as ordered by a court of competent jurisdiction.

13. This agreement is an integrated writing, executed by the parties after negotiation and discussions of all material provisions. None of the parties to this agreement have relied upon inducements, concessions, or representations of fact, except as set forth in this agreement.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, the agreement in two (2) copies, each of which shall be deemed an original, on the first date written above.

CLIENT NAME:

By: _____ Title: _____ Date: _____
Signature

Emergency Services Consulting International

By: _____ Title: Managing Director Date: 1/6/2026
Signature

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.26

Subject: Approval of Resolution 2026-10 Authorizing Letter of Credit Reductions for Northview Preserve
Prepared By: Brett Angell, Community Development Director

Recommended Council Action
Motion to approve Resolution 2026-10 authorizing letter of credit reductions for the Northview Preserve development.

Overview / Background / Analysis
Summergate, LLC ("Developer") has submitted a formal request for letter of credit (LOC) reductions tied to two separate agreements related to the Northview Preserve development. The Early Grading Agreement dated April 22, 2025, and the Subdivision Agreement dated May 27, 2025. The LOCs were established to financially guarantee performance corresponding to the completion of grading, erosion control, utility installation, roadway construction, and landscaping improvements. The Developer has completed portions of the required improvements and has submitted the corresponding and required pay applications and documentation. Staff have reviewed the pay applications, completed inspections, and confirmed the percentages of completeness as detailed below. Based on this assessment, staff recommend a reduction in the financial guarantees to reflect progress made.

Early Grading Agreement Letter of Credit Schedule

Category	Improvement Amounts	LOC %	Original LOC Amount	Current LOC Amount	% Complete	New LOC Amount	Total Reduction
Grading	309,364.32	125%	386,705.00	46,405.00	88%	45,405.00	0.00
Erosion Control	52,418.80	125%	65,524.00	28,831.00	93%	4,587.00	24,244.00
TOTAL	361,783.12		452,299.00	75,236.00	88.72%	50,992.00	24,244.00

Subdivision Agreement Letter of Credit Schedule

Category	Improvement Amounts	LOC %	Original LOC Amount	Current LOC Amount	% Complete	New LOC Amount	Total Reduction
Landscaping	75,000.00	125%	93,750.00	93,750.00	0%	93,750.00	0.00

Road Improvements	1,347.412.00	150%	2,021,118.00	2,021,118.00	31%	1,394,571.00	626,547.00
Utilities - Storm	1,053,294.00	150%	1,579,941.00	1,011,162.00	65%	552,979.00	458,183.00
Utilities - Water	638,664.00	150%	957,996.00	364,038.00	72%	268,239.00	95,799.00
Utilities — Sewer	969,910.00	150%	1,454,865.00	349,168.00	90%	145,487.00	203,681.00
TOTAL	4,084,280.00		6,107,670.00	3,839,236.00	59.80%	2,455,026.00	1,384,210.00

Staff Recommendation
Staff recommends the approval of Resolution 2026-10 authorizing letter of credit reductions for the Northview Preserve development.

Financial Impact: Not applicable. **Source Fund**: Not applicable.

Budgeted? N/A

Supporting Documentation
A. Resolution 2026-10 LOC Reduction Northview Preserve

RESOLUTION NO. 2026-10

RESOLUTION AUTHORIZING A LETTER OF CREDIT REDUCTION FOR NORTHVIEW PRESERVE EARLY GRADING AGREEMENT & NORTHVIEW PRESERVE SUBDIVISION AGREEMENT

WHEREAS, in accordance with the Early Grading Agreement dated April 22nd, 2025, Summergate LLC, developer of Northview Preserve, has agreed to install certain improvements for said development, and

WHEREAS, in accordance with the Subdivision Agreement dated May 27th, 2025, Summergate LLC, developer of Northview Preserve, has agreed to install certain improvements for said development, and

WHEREAS, the City of Rogers approved Resolution 2025-97 on November 25, 2025 authorizing reductions to the letters of credit.

WHEREAS, the developer has completed a portion of the improvements as noted below; and

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

NOW THEREFORE, BE IT RESOLVED, by the City Council of Rogers, County of Hennepin, Minnesota as follows:

1. That the financial guarantee requirements are hereby acknowledged, and that the required guarantee and MidWestOne Bank Letter of Credit No. 1356, be reduced from $75,236.00 to $50,992.00 for Northview Preserve Early Grading Agreement.

Letter of Credit Schedule							
Category	Improvement Amounts	LOC %	Original LOC Amount	Current LOC Amount	% Complete	New LOC Amount	Reduced by LOC Amount
Grading	309,364.32	125%	386,705.00	46,405.00	88.00%	46,405.00	0.00
Erosion Control	52,418.80	125%	65,524.00	28,831.00	93.00%	4,587.00	24,244.00
Total	361,783.12		452,229.00	75,236.00	88.72%	75,236.00	24,244.00

2. That the financial guarantee requirements are hereby acknowledged, and that the required guarantee and MidWestOne Bank Letter of Credit No. 1347, be reduced from $3,839,236.00 to $2,455,026.00 for Northview Preserve Subdivision Agreement.

Letter of Credit Schedule							
Category	Improvement Amounts	LOC %	Original LOC Amount	Current LOC Amount	% Complete	New LOC Amount	Reduced by LOC Amount
Landscaping - $1,000/Unit	75,000.00	125%	93,750.00	93,750.00	0.00%	93,750.00	0.00

Road Improvements	1,347,412.00	150%	2,021,118.00	2,021,118.00	31.00%	1,394.571.00	626,547.00
Utility Improvements - (Storm Sewer)	1,053,294.00	150%	1,579,941.00	1,011,162.00	65.00%	552,979.00	458,183.00
Utility Improvements - (Watermain)	638,664.00	150%	957,996.00	364,038.00	72.00%	268,239.00	95,799.00
Utility Improvements - (Sanitary Sewer)	969,910.00	150%	1,454,865.00	349,168.00	90.00%	145,487.00	203,681.00
Total	4,084,280.00		6,107,670.00	3,839,236.00	59.80%	2,455,026.00	1,384,210.00

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 13th day of January, 2026.

_____
Shannon Klick, Mayor

ATTEST:_____
Stacie Brown, City Clerk

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.27

Subject: Approve Blue Peak Consulting Contract For Mental Health and Resilence Resources for the RFD
Prepared By: Patrick Farrens, Fire Chief

Recommended Council Action
Approve Contract With Blue Peak Consulting For Firefighter Mental Health and Resilience Resources

Overview / Background / Analysis
Blue Peak Consulting (PAR 360) offers evidence-based programs focused on mental resilience, stress management, peer support development, and leadership performance in high-risk environments. These services align with best practices in the fire service and with national standards that emphasize behavioral health, early intervention, and organizational wellness. By investing in mental health resources, the City supports firefighter readiness, reduces the risk of burnout, injury, and absenteeism, and strengthens overall operational effectiveness.

This partnership demonstrates the City's commitment to firefighter safety and recognizes mental health as a critical component of public safety. Proactively supporting firefighter resilience helps retain experienced personnel, enhances decision-making under stress, and ensures consistent, high-quality emergency response to the Rogers community.

This partnership began in 2025 with the use of One-Time State Funds, and funds were requested during the 2026 budget process to continue the program for our firefighters.

Staff Recommendation
Firefighting is an inherently high-stress profession, exposing personnel to cumulative trauma, critical incidents, and operational demands that can negatively impact mental health, job performance, and long-term well-being. To proactively address these challenges, staff recommends partnering with Blue Peak Consulting (PAR 360) to provide specialized mental health, resilience, and performance resources tailored specifically to firefighters.

Financial Impact: $16,985.00 **Source Fund**:

Budgeted? Yes

Supporting Documentation

A. Blue Peak Contract RFD 2026

BLUE PEAK CONSULTING

ORGANIZATIONAL SERVICES AGREEMENT

This Event Agreement is entered into and effective as of this 1st day of January 2026 (the "Effective Date"), by and between the City of Rogers Fire Department ("Client"), having an address of 21201 Memorial Drive, Rogers MN 55374 and Blue Peak Consulting ("Company"), having an address of 24 Luverne Ave, Minneapolis, MN 55419.

In consideration of Client retaining Company to provide event services, it is agreed as follows:

1. SCOPE OF EVENT SERVICES

Client hereby retains the Company to provide event services in the area of mental health and resilience at PAR360 from **01/01/26** until **12/31/26** (the "Event" of "Events").

(a) The services shall include the following:

1. **Self-Guided Online Training** – Access to over 6 hours of resilience and stress management training specific to firefighters, accessible anywhere, anytime. This can be integrated into a department's existing Learning Management System or use of Blue Peak's is also available.
2. **Priority Care Coordination** – For any First Responder or family member of department that reaches out seeking a referral/connection to resources assuring no one falls through the cracks.
3. **Individual Pre-Plan Meetings** – Dedicated annual sessions for resilience pre-planning sessions with behavioral health providers familiar with firefighter challenges.
4. **Chief Calls –** Monthly strategy calls for chiefs to share solutions and network.
5. **Crisis Intervention** – Up to 40 hours of crisis response that focuses on building resiliency and communication after a traumatic event has occurred with department personnel (additional hours that exceed 40 hours will be billed separately at a rate of $200 per hour). If crisis hours are not utilized, seminars may be substituted if agreed upon by both parties in both timing and scope.

(b) Additional services, beyond those described above, will require additional fees to be discussed and agreed upon by the parties.

2. CLIENT DUTIES

(a) Compensation: In consideration for the services provided by Company to Client as set forth in paragraph 1 above, Client agrees to pay Company a total Event Fee of **$16,985.00** (the "Event Fee").

Company's obligation to render services hereunder is conditioned upon Client's payment of said fee on a timely basis. The Event Fee was calculated as Follows:

43 Firefighters x $395.00 = $16,985.00.

(b) The Event Fee shall be paid according to the following schedule:

i. Total Event fee will be broken into two equal payments over the course of the contract (50%; or $8,492.50) of the total Event Fee **($16,985.00)**.

ii. Invoices will be submitted on or close to the following dates and are due within 30 days of invoice date:
   a. January 1st, 2026
   b. July 1st, 2026

A lump sum payment of the balance of Total Event Fee can be made at any time with no penalty.

iii. Total Event Fee is based on a projected 43 personnel within the Rogers Fire Department at the time of 1.1.26. Client will provide Company with an active roster of personnel as of 1.1.26; any additional personnel above the 43 projected will be an additional $395.00 per individual. The additional cost will be added to the Total Event Fee on the last invoice submitted by Company and Client agrees to pay the additional amount if roster is above the projected 43 personnel.

(b) Late Payments: All payments due under this Agreement will be considered late and in arrears if not paid within thirty (30) days of the due dates specified in Paragraph 1(a) and will become subject to a late penalty fee of 2.5% of the balance owed plus interest calculated at the annualized rate of 18% per annum, or 1.5% compounded monthly, or the maximum allowed by law.

(c) Tools to be Provided by Client: Client agrees to provide all tools, information and documentation reasonably required by the Company to effectively perform said responsibilities in connection with the performance of event services.

(d) Travel Expenses: Client agrees to reimburse Company for actual, documented travel expenses incurred by Company on Client's behalf. These expenses include the following: airfare, transportation, all meals during the travel period and hotel (up to 2 nights). Both Client and Company will agree to the travel expenses prior to commencement. Company agrees to provide Client with a travel expense invoice, and Client agrees to make payment to Company within 60 days from the date of delivery of said travel expense invoice to Client.

(e) Additional Client Duties: Client shall provide laptop, or other mechanism in which to project PowerPoint presentation materials, as well as a microphone and water for any in-person educational training events, at Client's expense.

3. TERM

This engagement shall commence on the Effective Date and shall continue through completion of the event services or cancellation by either party in accordance with paragraph 4.

4. CANCELLATION

Client may cancel this Agreement for any reason by providing 30 days written notice to the Company. The Company will provide to Client a 50% refund of any portion of the Event Fee paid by Client, if cancellation is communicated to the Company not within 30 days of the End of Subscription period. The Company will not provide any refund to Client if cancellation is communicated to the Company within less than 30 days of the End of Subscription Period. Cancellation of this Agreement by Client will not extinguish Client's obligation to pay the travel expenses specified in Paragraph 2(d) and incurred by Company prior to the cancellation date. Company may cancel this Agreement at any time for any reason by providing written notice to Client. In the event that the Company cancels this Agreement, Company will provide a 50% refund of the Event Fee paid to client.

5. NO GUARANTEES

Company cannot guarantee the outcome of event services and Company's comments about the outcome are expressions of opinion only. Company makes no guarantees other than that the services described in Paragraph 1(a) shall be provided to Client in accordance with the terms of this agreement. Client acknowledges that Company cannot guarantee any results for event services and such outcomes are based on subjective factors that cannot be controlled by Company.

6. CONFIDENTIALITY

Client Information: The Company agrees to comply with the Minnesota Government Data Practices Act (the "Act") and all other applicable state and federal laws relating to data privacy or confidentiality. Company will immediately report to the Client any requests from third parties for information relating to this Agreement, or services provided thereunder. Client agrees to promptly respond to inquiries from Company concerning data requests. Contractor agrees that the City or the State Auditor, including any duly authorized representatives of the City or State Auditor, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, and records that involve relevant transactions relating to this Agreement at any time during normal business hours and as often as they may reasonably deem necessary.

(a) Any and all Client information and data of a confidential nature, including but not limited to any and all design, creative, marketing, sales, operating, performance, know how, business and process information (hereinafter referred to as "Confidential Information"), shall be treated by Company in the strictest confidence and not disclosed to third parties or used by Company for any purpose other than for providing Client with the services specified hereunder without Client's express written consent. Confidential Information shall not include any information which (a) becomes available to the public

through no breach of confidentiality by Company, (b) was in Company's possession prior to receipt from the disclosure, (c) is received by Company independently from a third party free to disclose such information, or (d) is independently developed by Company without use of the Client's Confidential Information. Upon request, Company hereto will promptly return or destroy all documents containing Confidential Information and delete all electronic records of or containing the same.

7. INDEPENDENT CONTRACTORS

(a) Independent Contractor Relationship: This Agreement shall not render Company an employee, partner, agent of or joint venturer with the Client for any purpose. Company is and will remain an independent contractor in its relationship to the Client. Company is or remains open to conducting similar tasks or activities for entities other than the Client and holds itself out to the public to be a separate business entity. Company shall retain sole and absolute discretion in the manner and means of carrying out the activities and responsibilities under this Agreement. Company shall be responsible to the ownership and management of the Client, but Company will not be required to follow or establish a regular or daily work schedule. Company will not rely solely on the equipment or offices of Client for completion of tasks and duties set forth pursuant to this Agreement. Any advice given to Company regarding services performed for the Client shall be considered a suggestion only, not an instruction. Client retains the right to inspect, stop or alter the work of Company to assure its conformity with this Agreement and Client needs. Company and Client agree to conform to any and all IRS tests necessary to establish and demonstrate the independent contractor relationship between Client and Company.

(b) Taxes & Benefits: Company will be responsible for filing its own tax returns and to pay taxes in accordance with all provisions of applicable Federal and State law. Client shall not be responsible for withholding taxes with respect to Company's compensation. Company shall have no claim against Client for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits or employee benefits of any kind.

8. LIMITED LICENSE

Subject to the Client's requirements under the Act, with which Company acknowledges and agrees Client shall fully comply, the Company hereby grants to Client a limited license to use Company's name, photograph, and likeness in, and in connection with advertising and promotional materials to promote this singular event. The Company also grants the Client a limited license to record Client's Event and use the audio and/or video recording of the Event after the event for any purpose, provided that attribution of the content of the video is given to Company and no derivative works are created therefrom without prior written consent of the Company.

9. FORCE MAJEURE

Neither party is liable for failure or delay in performance of the party's obligations under said agreement if such failure or delay in performance is as a result of causes and/or circumstances beyond the parties reasonable control and without its fault or negligence, including but not limited to accident, illness, Acts of God (including fire, flood, earthquake, storm, hurricane, or other natural disaster) or of the Public Enemy, acts of war, acts of the government in its sovereign capacity, fires, floods, epidemics, quarantine restrictions, unusually severe weather, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity or telephone service.

Should any such occurrence impede or delay travel and execution of any obligation under said agreement, every reasonable effort will be made by both parties to mitigate, modify or alter said agreement as to meet their stated and agreed upon obligations. No party is entitled to terminate this Agreement under Paragraph 3 (Term) in such circumstances, except by mutual consent and agreement in writing pursuant to the Force Majeure provisions. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in in this Paragraph 10. Should Force Majeure render the need for Company's services null and void, each party to this contract agrees to terminate the contract amicably and bear their own expenses incurred to date unless otherwise indicated or specified.

10. WARRANTIES

(a) Company’s Warranties: Company represents, warrants and covenants that Company has full authority to enter into this Agreement and that all of the services, will be rendered using sound, professional practices and in a competent and professional manner by knowledgeable and qualified personnel.

(b) Client’s Warranties: Client represents, warrants and covenants that Client has full authority to enter into this Agreement and has or will obtain, during all times relevant hereunder, all of the necessary consents, rights, licenses, clearances, releases or other permissions to lawfully consummate the transactions and lawfully discharge, in all material respects, each and every of Client’s obligations or duties set forth hereunder, whether performance is due now or hereafter during the Term.

(c) EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED THROUGHOUT THIS AGREEMENT, NEITHER PARTY MAKES ANY OTHER WARRANTIES, EXPRESS OR IMPLIED.

11. LIMITATION OF LIABILITY

With regard to the services to be performed by the Company pursuant to the terms of this Agreement, the Company shall not be liable to Client, or to anyone who may claim any right due to any relationship with Client, for any acts or omissions in the performance of services on the part of the Company or on the part of the agents or employees of the Company, except when said acts or omissions of the Company are due to negligence, willful misconduct or gross negligence. The services provided by Blue Peak Consulting LLC DO NOT create a doctor-patient or therapist-patient relationship. Information provided DOES NOT create a doctor-patient or healthcare practitioner-patient relationship between you and Blue Peak Consulting LLC or its personnel.

12. EFFECT OF HEADINGS

The subject headings of the paragraphs and subparagraphs of this Agreement are included for convenience only and shall not affect the construction or interpretation of any of its provisions.

13. ENTIRE AGREEMENT; MODIFICATION; WAIVER

This Agreement constitutes the entire agreement between the parties pertaining to the subject matter contained in it and supersedes all prior and contemporaneous agreements, representations, and understandings of the parties. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by all the parties. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

14. NEUTRAL CONSTRUCTION

This Agreement was prepared by Company and/or Company's legal counsel. It is expressly understood and agreed that this Agreement shall not be construed against Company merely because it was prepared by its counsel; rather, each provision of this Agreement shall be construed in a manner which is fair to both parties.

15. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

16. ASSIGNMENT

This Agreement shall be binding on, and shall inure to the benefit of, the parties to it and their respective heirs, legal representatives, successors, and assigns; provided, however, that Client may not assign any of its rights under this Agreement, except to a wholly owned subsidiary entity of Client. No such assignment by Client to its wholly owned subsidiary shall relieve Client of any of its obligations or duties under this Agreement. The Company may assign its rights under this Agreement and make use of third party independent contractors to provide services at its sole discretion.

17. NOTICES

All notices, requests, demands, and other communications under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, or on the day after mailing if mailed to the party to whom notice is to be given, by first class mail, registered or certified, postage prepaid, and properly addressed as follows:

To Company at: Blue Peak Consulting: 24 Luverne Ave, Minneapolis, MN 55419

To Client at: Rogers Fire Department, 21201 Memorial Drive, Rogers MN 55374

Any party may change its address for purposes of this paragraph by giving the other parties written notice of the new address in the manner set forth above.

18. GOVERNING LAW; VENUE; MEDIATION

This Agreement shall be construed in accordance with, and governed by, the laws of the State of Minnesota as applied to contracts that are executed and performed entirely in Minnesota. The exclusive venue for any court proceeding based on or arising out of this Agreement shall be Hennepin County, Minnesota. The parties agree to attempt to resolve any dispute, claim or controversy arising out of or relating to this Agreement by mediation, which shall be conducted under the then current mediation procedures of The CPR Institute for Conflict Prevention & Resolution or any other procedure upon which the parties may agree. The parties further agree that their respective good faith participation in mediation is a condition precedent to pursuing any other available legal or equitable remedy, arbitration, or other dispute resolution procedures.

19. RECOVERY OF LITIGATION EXPENSES

If any legal action or any arbitration or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresent in connection with any of the provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which it or they may be entitled, in an amount not to exceed $10,000.00.

20. SEVERABILITY

If any term, provision, covenant, or condition of this Agreement is held by an arbitrator or court of competent jurisdiction to be invalid, void or unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

21. SIGNATURES

IN WITNESS WHEREOF, the parties to this Agreement have duly executed it on the day and year first above written.

Blue Peak Consulting

Signed: _____

Name: Margaret Gavian _____

Title: Owner _____

Date: _____

Rogers Mayor

Signed: _____

Name: _____

Title: _____

Date: _____

Rogers Clerk

Signed: _____

Name: _____

Title: _____

Date: _____

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 7.1

Subject: Swearing In and Badge Pinning for RFD Officers and Firefighters
Prepared By: Patrick Farrens, Fire Chief

Recommended Council Action
Provide recognition to the members of the Rogers Fire Department for their hard work and advancement through promotion within the organization, and complete the Badge-Pinning and Swearing-In Ceremony.

Overview / Background / Analysis
An honored tradition within the fire service is the Swearing-In and Badge-Pinning ceremony. This evening will recognize many members for their advancements in their careers, including:

Paid-on-Call Captain Josh Bebeau, promoted to the rank of Full-Time Assistant Chief of Training/Safety
Deputy Fire Marshal (Captain) Jason Albers, promoted to the rank of Assistant Chief of Community Risk Reduction/Fire Marshal
Paid-on-call Firefighter Kaari Nelson, promoted to the rank of Full-Time Fire Inspector/Educator
Admin Firefighter Ashley Hagen, promoted to the rank of Administrative Lieutenant
Probationary paid-on-call Firefighter Carlynne Folkestad Blake, promoted to the rank of Firefighter
Probationary paid-on-call Firefighter Jake Palmer, promoted to the rank of Firefighter
Probationary paid-on-call Firefighter Jess Hertwig, promoted to the rank of Firefighter
Lieutenant Aaron Ende, promoted to the rank of Captain
Firefighter Mike Parker, promoted to the rank of Lieutenant
Firefighter Wes Gedatus, promoted to the rank of Lieutenant

Staff Recommendation
Provide recognition to the members of the Rogers Fire Department for their hard work and advancement through promotion within the organization, and complete the Badge-Pinning and Swearing-In Ceremony.

Financial Impact: **Source Fund**:

Budgeted? Yes

Supporting Documentation
None

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 7.2

Subject: Annual Appointment Process
Prepared By: Stacie Brown, City Clerk

Recommended Council Action
Motion to set and approve the annual appointments.

Overview / Background / Analysis
Annually, the City Council makes appointments for various committees, services, and official depositories. To assist in this process, the following items are attached for review:

- Listing of 2025 appointments, including meeting times and locations
- Worksheet for designating 2026 appointments

The Rogers/Hassan Historical Board has been added to the list of appointments effective 2026. The Board meetings occur on the last Wednesday of the month from February through December at 6:00 p.m. at 25000 Hassan Parkway.

Staff Recommendation
Motion to set and approve the annual appointments.

Financial Impact: **Source Fund**:

Budgeted? N/A

Supporting Documentation
A. 2025 Appointments and Meeting Dates - As Approved
B. 2026 Annual Appointments -Worksheet

2025 Annual Appointments - As Approved

Position	Appointee 1	Appointee 2	Alternate	Standard Meeting Schedule	Meeting Location	Website/Additional Resources
Acting Mayor	Kevin Jullie			2nd and 4th Tuesday of each month, 7:00 p.m.	Community Room	https://www.rogersmn.gov/citycouncil
Council Representative - Planning Commission	Amy Enga		Joel Brockman	1st Monday of each month, 7:00 p.m.	Community Room	https://www.rogersmn.gov/planning-commission
Council Representative - Park Commission	Shannon Klick		Amy Enga	2nd Thursday each month, 5:30 p.m.	Community Room	https://www.rogersmn.gov/park-commission
Council Representative - Arena Commission	Mark Eiden		Kevin Jullie	Quarterly	RAC	https://www.rogersmn.gov/arena-commission
Council Representative - Rogers Fire Relief Association	Mark Eiden		Joel Brockman	Annually, January	Community Room	
Elm Creek Watershed Commission	David Katzner	Kevin Jullie		2nd Wednesday of each month, 11:30 a.m.	Plymouth Community Center	http://www.elmcreekwatershed.org/
Council Representative - Senior Advisory Commission	Amy Enga		Shannon Klick	Annually (summer) - Plus one senior dining event	Senior Center or Community Room	https://www.rogersmn.gov/senior-commission
Liquor Commission	Mark Eiden	Amy Enga		As needed	Rogers Muni	
Transportation Task Force	Kevin Jullie	Joel Brockman	Amy Enga	As needed - prior to CC meetings	Community Room	
Public Safety Task Force	Shannon Klick	Mark Eiden	Joel Brockman	1st Monday of each month, 4:00 p.m.	Rogers PD/Other	
NW Hennepin League of Municipalities	Shannon Klick	Kevin Jullie		2nd Wednesday of each month, 6:30 p.m.	Pig on the Porch, Loretto	
ISD 728 Referendum Committee	Amy Enga			Mondays, 7:00 p.m.	ISD 728 District Offices, Elk River	
Facilities Working Group	Mark Eiden	Joel Brockman	Shannon Klick	As needed	Various	

Economic Development Authority
Meeting Schedule: As needed/Location: Community Room
Chair: Shannon Klick
Secretary: Steve Stahmer
Members: Kevin Jullie, Mark Eiden, Amy Enga, and Joel Brockman

2026 City of Rogers Official Appointments

Position:	Appointee:
1. Acting Mayor	_____
2. Official Depositories	Wells Fargo Bank NA 4M Fund/PMA Financial Institution U.S. Bank Moreton Capital Markets, LLC (MCM)
3. Electronic Funds Transfer Authority	Finance Director/Treasurer
4. Bond and Economic Development Legal Counsel	Kutak Rock, LLP
5. City Attorney/Civil	Kennedy & Graven, Bob Vose
6. City Attorney/Criminal	Carson, Clelland & Schreder
7. Official Newspaper	Crow River News and Star Tribune
8. Council Representative to Planning Commission	_____ (Alternate: _____)
9. Council Representative to Park Commission	_____ (Alternate: _____)
10. Council Representative to Arena Commission	_____ (Alternate: _____)
11. Representatives to Rogers Fire Relief Association	_____ (Alternate: _____)
12. Elm Creek Watershed Commission	David Katzner and _____
13. Council Representative to Senior Advisory Commission	_____ (Alternate: _____)
14. Liquor Commission	_____ and _____
15. Transportation Task Force	_____ and _____ (Alt: _____)
16. Public Safety Task Force	_____ and _____ (Alt: _____)
17. Assistant Weed Inspector	Scott Weltzin
18. NW Hennepin League of Municipalities	_____ and _____
19. ISD 728 Referendum Committee	_____ (Alternate: _____)
20. Facilities Working Group	_____ and _____ (Alt: _____)
21. Rogers/Hassan Historical Society Board	_____ and _____
22. Economic Development Authority - Chair Economic Development Authority - Secretary Economic Development Authority - Members	Shannon Klick Steve Stahmer Kevin Jullie, Mark Eiden, Amy Enga, Joel Brockman

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 7.3

Subject: Approval of AKA SPORT Facility Rental Agreement at the HealthPartners Fieldhouse (Summers 2026–2028)
Prepared By: Mike Bauer, Parks & Recreation Director

Recommended Council Action
Move to approve the Rental Agreement between the City of Rogers and Active Kids Association of Sport (AKA SPORT) for summer programming at the HealthPartners Fieldhouse for 2026–2028, subject to final review and approval by the City Attorney, and authorize the Mayor to execute the agreement upon completion of legal review.

Overview / Background / Analysis
As part of the City's strategy to maximize use of the HealthPartners Fieldhouse during weekday, non-prime summer hours and expand youth recreation opportunities, staff have negotiated a rental agreement with Active Kids Association of Sport (AKA SPORT), a Minnesota-based 501(c)(3) nonprofit organization with more than 20 years of experience operating multi-sport youth camps throughout the Midwest.

AKA SPORT proposes to operate its AKA All Sports Camp program at the HealthPartners Fieldhouse beginning in summer 2026. The program is designed for youth ages 5–13 and provides full-day, full-summer, multi-sport programming that aligns with the City's recreation, wellness, and community engagement goals.

Key terms of the proposed agreement include:

Facility Use:

- Monday–Friday, 7:00 a.m. to 6:00 p.m.
- Summer months (June–August 2026-2028).
- Use of 1/2 turf space, meeting room (lunch/rest), upstairs playground, and limited outdoor areas.

Operations:

- AKA SPORT is responsible for all staffing, registration, programming, supervision, and daily program operations.
- The City retains responsibility for overall facility maintenance and safety.

Insurance & Liability:

- AKA SPORT must maintain general liability insurance meeting City requirements and name the City of Rogers as an additional insured.
- AKA SPORT agrees to indemnify and hold harmless the City of Rogers for claims arising from program operations.

Termination:

- Either party may terminate the agreement with 30 days' written notice, with financial reconciliation based on services rendered.

Financial Considerations

- Year 1 (2026): AKA SPORT will pay the City 12% of gross program participation revenue, including a $4,000 down payment by January 31, 2026.
- Years 2–3: Revenue-share terms will be reviewed annually and will not exceed 15% of gross revenue.

This revenue-share model activates large blocks of weekday summertime that have not generated rental interest and is projected to meet or exceed budgeted non-prime Fieldhouse revenue.

Community and Operational Benefits

- Provides a high-quality, full-summer, multi-sport option for Rogers families.
- Introduces hundreds of local households to the HealthPartners Fieldhouse during daytime hours.
- Expands youth recreation opportunities without adding City staffing or operational burden.
- Supports the financial sustainability of the Fieldhouse during its initial years of operation.

Legal Review

- The agreement has been negotiated by staff and is subject to final review and approval by the City Attorney prior to execution. Any required legal modifications will be incorporated before the contract is signed.

Staff Recommendation
Move to approve the Rental Agreement between the City of Rogers and Active Kids Association of Sport (AKA SPORT) for summer programming at the HealthPartners Fieldhouse for 2026–2028, subject to final review and approval by the City Attorney, and authorize the Mayor to execute the agreement upon completion of legal review.

Financial Impact:

Source Fund:

Budgeted? Yes

Supporting Documentation
A. AKA Fieldhouse Agreement
B. AKA Field Schedule 2026

RENTAL AGREEMENT

CITY OF ROGERS
AND ACTIVE KIDS ASSOCIATION OF SPORT

THIS AGREEMENT is entered into by and between the City of Rogers, a Minnesota municipal corporation ("City"), and Active Kids Association of Sport, a Minnesota non-profit corporation ("AKA").

In consideration of the foregoing, and the terms, conditions and mutual promises contained herein, the parties agree as follows:

AGREEMENT

1. RENTAL AND SCOPE OF SERVICES

A. The City will provide AKA with access to and non-exclusive use of portions of the HealthPartners Fieldhouse facility space for the purpose of allowing AKA to conduct and administer certain recreational programming services for the benefit of the community. AKA will have Summer Camp access to HealthPartners Fieldhouse (1/2 Turf), Meeting Room (Food), Upstairs Playground, Outdoor space (parking lot), and possible High School field space from 7:00am to 6:00pm Monday through Friday for the months of June, July and August (2026 programming – June 8-September 4), subject to discussions with the Rogers High School, Rogers Public Schools, and ISD 728. AKA may use the Meeting Room for activities/times pertaining to quiet/rest throughout the day, and such space will be specifically reserved from 11:30-1:30pm for lunch.

B. The City will maintain liability insurance for the facility and will maintain the facility in a safe manner, in accordance with general City policies for recreational facilities.

C. AKA shall provide those services described in the Proposal attached hereto in Exhibit A. AKA shall perform such services in a professional manner employing a level of skill commensurate with the requirements of the work to be performed. In the event of any conflict between this Agreement and Exhibit A, this Agreement shall control.

D. AKA shall render services and prepare and provide such reports regarding its performance and progress as City may reasonably request from time to time.

E. All participants in AKA's programs must be registered and must have signed a release of liability waiver before participation in any programs at Rogers Fieldhouse. AKA shall monitor the eligibility of player participants (including the signing of the liability waiver) and provide the necessary insurance coverage

for participants. AKA shall create an environment that establishes an atmosphere of safe play by utilizing well thought out rules and activities which encourages the AKA's participants to stress safe play and good sportsmanship and maintain discipline when necessary to avoid unsafe situations for player participants.

F. AKA is responsible for the upkeep and daily cleanliness of the facility, including the removal of daily trash, under the support and supervision of the City. AKA is not responsible for bathroom cleaning but is responsible for keeping all the turf and playground spaces in excellent condition.

2. COMPENSATION

A. For Year 1 (June 1 through September 4, 2026), AKA will pay the City 12% of all program participation revenue. AKA shall make a downpayment of $4,000.00 by January 31, 2026. Subsequent payments shall be made in 4 installments on or before the first day of July, August, September and October based on the registration enrollment numbers which, upon City's request, will be provided to the City along with AKA's self-audit/registrations check-in sheet to ensure accuracy.

For subsequent years, payment arrangements and program revenue share will be evaluated following each summer season and new terms agreed upon in writing prior to the start of the next season of use.

B. In the event this Agreement is terminated, AKA shall pay to the City those amounts due per paragraph A above for the time up to an including the termination date.

3. EXPENSES

AKA shall be responsible for all its costs and expenses associated with delivery of services pursuant to this Agreement.

4. AMENDMENTS

No amendments may be made to this Agreement except in writing and executed in the same manner as this Agreement.

5. INDEPENDENT CONTRACTOR

AKA shall not be an employee of the City. It is agreed that AKA will act hereunder as an independent contractor providing its services using independent judgment and discretion, and shall acquire no rights to tenure, workers compensation benefits, re-employment

compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the City.

6. LIABILITY AND INDEMNIFICATION

Any and all claims that arise or may arise against AKA, its officers, agents, employees or contractors as a consequence of any act or omission on the part of AKA or its officers, agents, employees or contractors while engaged in the performance of the Agreement shall by solely AKA's, and shall in no way be the obligation or responsibility of the City. AKA agrees to defend, indemnify and hold the City harmless from any liability, claims, damages, costs, judgments, or expenses resulting directly or indirectly from the provision of the services provided to the City under this Agreement. Nothing in this Agreement shall constitute a waiver or limitation on the City's statutory limits or immunities from liability under Minnesota Statutes, Chapter 466.

7. TERM OF AGREEMENT

This Agreement shall be in full force and effect January 1, 2026 to September 1, 2028, subject to termination by the City upon 30 days' notice to AKA, or by AKA upon 90 days' notice to the City.

8. DATA PRACTICES

A. AKA shall comply with the Minnesota Government Data Practices Act (the "Act") and all other applicable state and federal laws relating to data privacy or confidentiality. AKA will immediately report to the City any requests from third parties for information relating to this Agreement, or services provided thereunder. The City agrees to promptly respond to inquiries from the AKA concerning data requests. AKA agrees to hold the City and employees harmless from any claims resulting from AKA's failure to disclose data maintained by AKA and authorized for release by the City, and from AKA's unlawful disclosure or use of data protected under state and federal laws.

B. Any information, data, reports, records, contracts or other materials given to or prepared or assembled by AKA under this Agreement shall be kept confidential and AKA shall not make any of this material available to any individual or organization without prior approval of the City.

C. At the termination of this Agreement, all information, data, reports, records, contracts or other materials relating to the AKA's assignment under this Agreement shall remain the property of the City.

9. AUDITS

AKA agrees that the City or the State Auditor, including any duly authorized representatives of the City or State Auditor, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, and records that involve

relevant transactions relating to this Agreement at any time during normal business hours and as often as they may reasonably deem necessary.

10. APPLICABLE LAW

The laws of the State of Minnesota shall govern all interpretations of this Agreement, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in and under those courts located within Hennepin County, Minnesota.

11. CANCELLATION FOR DEFAULT

A. Either party may cancel this Agreement upon 10 days' written notice of default to the other, subject to a right to cure during such 10 day notice period.

B. AKA shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Agreement by AKA.

12. NOTICES

Any notice or demand authorized or required under this Agreement shall be in writing and shall be sent by certified mail to the other party as follows:

To AKA:	To the City:
AKA SPORT 1850 105th Ave. NE Blaine, MN 55449 ATTENTION: Chris Schulz, Executive Director	City of Rogers Rogers Fieldhouse 22350 South Diamond Lake Road Rogers, MN 55374 ATTENTION: Mike Bauer

13. INSURANCE

A. AKA must maintain commercial general liability insurance with limits acceptable to the City to protect against claims and liability for injury or damage to persons or property for all work performed by the AKA and its respective employees or agents under this Agreement. Such policy shall include, at minimum, $1.5 million in umbrella coverage. Such policy must name the City as an "additional insured." Prior to performing any services under this Agreement, the AKA must provide evidence to the City that acceptable insurance coverage is effective.

B. AKA shall have workers' compensation insurance coverage that meets the requirements of Minnesota law.

14. COMPLIANCE REQUIREMENTS

During the performance of this Agreement, AKA shall be in compliance with applicable federal, state and city, statutes, regulations, ordinances, and policies, including without limitation, Minnesota Statutes, Section 181.59, and shall not discriminate against any person, or any employee or applicant for employment because of race, color, religion, sex or national origin.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

AKA SPORT	CITY
BY: _____. ITS: _____.	BY: _____ Mayor BY: _____ City Administrator
Subscribed and sworn to before me this ____ day of _____, 2026. _____ Notary Public	Subscribed and sworn to before me this ____ day of _____, 2026. _____ Notary Public

EXHIBIT A
SERVICES

Account Schedule Report

6/8/2026 - 9/4/2026

AKA Sport

City of Rogers
Mailing Address:
22350 South Diamond Lake Road
Rogers, MN 55374
(763) 428-1033

Date	Day	Center	Facility	Event Type	Start	End	Billable Hours	Rate	Other Chg	Tax	Total	Paid	Balance
6/8/2026	Mon	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6/9/2026	Tue	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6/10/2026	Wed	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6/11/2026	Thu	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6/12/2026	Fri	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6/15/2026	Mon	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6/16/2026	Tue	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6/17/2026	Wed	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6/18/2026	Thu	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6/19/2026	Fri	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6/22/2026	Mon	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6/23/2026	Tue	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6/24/2026	Wed	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6/25/2026	Thu	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Account Schedule Report

6/8/2026 - 9/4/2026

AKA Sport

City of Rogers
Mailing Address:
22350 South Diamond Lake Road
Rogers, MN 55374
(763) 428-1033

Date	Day	Center	Facility	Event Type	Start	End	Billable Hours	Rate	Other Chg	Tax	Total	Paid	Balance
6/26/2026	Fri	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6/29/2026	Mon	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6/30/2026	Tue	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/1/2026	Wed	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/2/2026	Thu	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/3/2026	Fri	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/6/2026	Mon	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/7/2026	Tue	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/8/2026	Wed	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/9/2026	Thu	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/10/2026	Fri	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/13/2026	Mon	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/14/2026	Tue	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/15/2026	Wed	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Account Schedule Report

6/8/2026 - 9/4/2026

AKA Sport

City of Rogers
Mailing Address:
22350 South Diamond Lake Road
Rogers, MN 55374
(763) 428-1033

Date	Day	Center	Facility	Event Type	Start	End	Billable Hours	Rate	Other Chg	Tax	Total	Paid	Balance
7/16/2026	Thu	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/17/2026	Fri	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/20/2026	Mon	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/21/2026	Tue	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/22/2026	Wed	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/23/2026	Thu	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/24/2026	Fri	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/27/2026	Mon	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/28/2026	Tue	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/29/2026	Wed	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/30/2026	Thu	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7/31/2026	Fri	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/3/2026	Mon	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/4/2026	Tue	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Account Schedule Report

6/8/2026 - 9/4/2026

AKA Sport

City of Rogers
Mailing Address:
22350 South Diamond Lake Road
Rogers, MN 55374
(763) 428-1033

Date	Day	Center	Facility	Event Type	Start	End	Billable Hours	Rate	Other Chg	Tax	Total	Paid	Balance
8/5/2026	Wed	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/6/2026	Thu	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/7/2026	Fri	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/10/2026	Mon	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/11/2026	Tue	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/12/2026	Wed	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/13/2026	Thu	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/14/2026	Fri	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/17/2026	Mon	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/18/2026	Tue	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/19/2026	Wed	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/20/2026	Thu	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/21/2026	Fri	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/24/2026	Mon	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Account Schedule Report

6/8/2026 - 9/4/2026

AKA Sport

City of Rogers
Mailing Address:
22350 South Diamond Lake Road
Rogers, MN 55374
(763) 428-1033

Date	Day	Center	Facility	Event Type	Start	End	Billable Hours	Rate	Other Chg	Tax	Total	Paid	Balance
8/25/2026	Tue	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/26/2026	Wed	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/27/2026	Thu	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/28/2026	Fri	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8/31/2026	Mon	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
9/1/2026	Tue	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
9/2/2026	Wed	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
9/3/2026	Thu	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
9/4/2026	Fri	HP FH	HealthPartners Fieldhouse - East Field	City of Rogers	7:00 AM	6:00 PM	11.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
							715.00				**$0.00**	**$0.00**	**$0.00**

STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 7.4

Subject: Approve IMS Permitting and Avolve Digi-e-Plan Plan Review Software Contracts
Prepared By: Patrick Farrens, Fire Chief

Recommended Council Action
Approve the Purchase of IMS Permitting and Avolve Digi-e-Plan Plan Review Software

Overview / Background / Analysis
Throughout the 2026 Budget process, City Council was informed that staff were reviewing ERP software to streamline city operations and replace outdated legacy systems used by numerous departments. Throughout the ERP review process, it became clear that a better solution may be to seek best-in-class software for high-touch applications such as permit and asset management, plan review, and related areas. The City currently uses a combination of digital tools (CitizenServe and Bluebeam) to manage permit processing, inspections, and plan reviews. These legacy systems have limited integration, require significant staff time for data entry and tracking, and result in inconsistent communication with applicants and internal departments. Improved technology will help us to increase operational efficiency, enhance customer service, and ensure scalability to meet future growth. The city has been using CitizenServe since 2017.

IMS Permitting Software provides robust workflow automation and centralized data management, reducing manual tasks and eliminating duplication of effort. Avolve DigEplan enables electronic plan distribution, version control, real-time reviewer annotations, and automated change tracking, increasing efficiency and reducing duplicate work, ensuring collaboration across all city departments. Both solutions support multiple permitting types (building, planning, fire, right-of-way, etc.) and can be configured to support interdepartmental workflows, which we were unable to achieve with our current software due to limitations. These software tools meet industry standards for data security, access control, and audit trails, improving records management and compliance with state reporting requirements. These tools will streamline operations, increase efficiency across nearly all departments, and improve the user experience for citizens, contractors, and developers by consolidating numerous processes into a single system. A key goal of the working group tasked with reviewing plan review and permitting software was scalability, future-proofing, collaboration among departments, and bringing as many permitting and application processes as possible under one system.

Options evaluated included continuing with the current system, procuring individual

software components, and procuring a complete ERP solution. The recommended combination of IMS Permitting and Avolve DigEplan offers the best balance of functionality, cost, and support for departmental needs, based on vendor demonstrations. The core project team, comprising Finance Director Bruska, IS Director Greninger, and Chief Farrens, reviewed two complete ERP solutions, requested information on another, and Chief Farrens reviewed 3 additional permitting software solutions before bringing IMS and two others back to a smaller group of core users. Staff unanimously selected the IMS permitting platform, and overwhelmingly selected the DigEplan software. Because we are seeking best-in-class software rather than a full ERP suite, there will be future budget requests for a few outstanding needs, such as a new financial management program, asset management for public works, and data request software for administration.

The total cost for software licenses, implementation services, training, and first-year support for Avolve DigEplan is $32,500, with the $30,000 implementation fee being waived. Avolve is also offering us nearly 18 months at our first-year contracted rate, with our contract renewing in June 2027, resulting in additional savings of nearly $16,000. DigEplan is a user-licensed billing model, and we aim to reduce the number of users in the future by streamlining our permitting operations. For IMS, total implementation services are $125,000, less a $27,000 discount, for a total of $98,000, plus a 1st-year annual fee of $73,000 for license, hosting, technical support, and maintenance, with a $8,000 discount, for a total of $65,000. All in for the first year of services with IMS is $163,000.

Approving the purchase of IMS Permitting Software and Avolve Digi-ePlan Plan Review Software will modernize the City’s permitting and plan review processes, drive operational efficiencies, improve customer service, support future growth, and eventually bring all city permits under one umbrella and software package.

Staff Recommendation

Staff recommends that the City Council approve the transition of the City’s permitting and plan review systems from CitizenServe and Bluebeam to IMS Permitting Software and Avolve Digital Plan Review. Following a comprehensive evaluation, staff has determined that IMS and Avolve offer improved system integration, enhanced workflow efficiency, and greater long-term scalability to support current and future development activity. The proposed platforms provide a more seamless end-to-end permitting and plan review process for applicants, staff, and citizens, reducing manual workarounds and duplicative data entry in the current systems. Additionally, IMS and Avolve are designed to better support interdepartmental coordination, remote collaboration, reporting, and customer service, while aligning with industry best practices. Approval of this transition will modernize the City’s permitting and plan review technology, improve operational efficiency, and enhance the overall customer experience for residents, contractors, and developers.

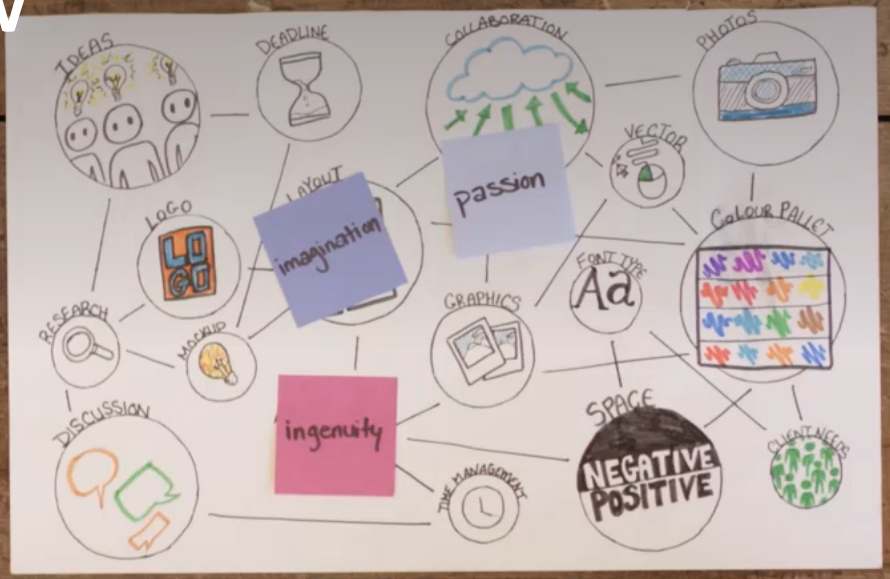
Financial Impact: $195,500 **Source Fund**: General Funds Reserve

Budgeted? No

Supporting Documentation

A. Plan Review and Permitting Software Update Presentation
B. Avolve_agreement_RogersMN_(Avolve_signed_2026.01.08)
C. iMS Contract ROGERS MN

Modernizing Permitting & Plan Review



IMS Permitting Software & DigEplan

Rogers, MN

Executive Summary

01

Modernize permitting and plan review processes

02

Replace outdated technology

03

Improve efficiency, transparency, and service delivery

How Did We Get Here

- Discussions back to 2024 or before on the need for new software solutions
- ERP Review Committee Formed (Fire, Finance, IS)
- Smaller work group formed for permitting solution review
- Staff reviewed numerous ERP solutions and plan review/permitting solutions
- Staff unanimously supports the move to DigEplan and IMS permitting

Challenges with Current Process

- Outdated user interface and technology
- Limited automation and reporting
- Slow permitting processing
- Poor customer and staff experience
- Lack of customization
- Lack of collaboration capabilities

Departments Impacted

- Community Development
- Fire/ Building
- Police
- Public Works
- Engineering
- Finance
- Administration

IMS Permitting Software Overview

- Cloud-based modern permitting platform
- Automated workflows
- Online applications and payments
- Advanced reporting and dashboards

DigEplan Plan Review Overview

- Digital plan review solution
- Collaborative reviewer tools
- Markup, comments, and version control
- Seamless integration into IMS
- Standardization of plan submittals

IS/Finance Review

Meets IS needs	Service Level Agreements (meet or exceed expectations)	Secure and easy to use
Ongoing support	Meets Finance Department needs (reporting)	Full audit trail

Future Proofing

- Zoning Enforcement
- Rental License Programming
- Police Permits
- Special Event Permits
- AI being incorporated

Key Benefits

- Faster permit turnaround times
- Reduced errors, rework, & duplicative review
- Improved staff productivity
- Better customer experience
- Reduced administrative time per permit
- Scalability, additional processes into a single solution

Implementation Roadmap

- Contract approval and kickoff
- Configuration and data migration
- In-person consultation on process review and updates
- Staff training in-person and online
- Public launch and ongoing support (Anticipated late Q3 2026)

Questions?

Recommendation

Approve	Approve purchase of IMS Permitting Software • $163,000
Approve	Approve purchase of DigEplan Plan Review Software • $32,500
Authorize	Authorize staff to proceed with implementation

City of Rogers, Minnesota

DigEPlan Order Form and MSA

Prepared by your Avolve Software Representative
Alexander Drzewiecki

21001 N Tatum Blvd, Ste 1630-503
Phoenix, AZ 85050
www.avolvesoftware.com

Telephone: 920-585-4454
Email: adrzewiecki@avolvesoftware.com

Between

LCT Software LLC
(an Avolve Software Company)

and

The City of Rogers, Minnesota

Master Services Agreement

www.digeplan.com

Parties

1. This Master Service Agreement (this "**Agreement**") is entered into as of the date of last signature (the "**Effective Date**") by and between **Lifecycle Technologies LLC d/b/a LCT Software LLC**, a Florida corporation principally located at 4500, 140th Avenue North Suite, 101 Clearwater, FL 33762 (the "**Supplier"**), and The City of Rogers, Minnesota principally located at 22350 South Diamond Lake Road Rogers, MN 55374, USA (the "**Customer"**.)

Background

a) The Supplier has developed certain software applications and platforms which it makes available to subscribers via the internet for the purpose of subscribers
b) The customer wishes to use the Supplier's service in its business operations.
c) The Supplier has agreed to provide, and the customer has agreed to take and pay for the Supplier's service subject to the terms and conditions of this Agreement.
d) The Customer will receive professional services from The Supplier in order to implement the software application and platform.

Agreed terms

1.1. **Definitions** - Unless otherwise defined in this Agreement, terms used herein have the meanings indicated below or the same meanings as set out in the Exhibits to this Agreement (including any supplements or attachments thereto).

1.2. "**Optional Services**" refers to certain optional add-ons to the Subscription Service as may be offered by the Supplier from time to time.

1.3. ""**Professional Services**" refers to the Supplier's training, configuration and related services as set out in the Scope of Work.

1.4. "**Professional Services Terms**" refers to those additional Professional Services Terms and Conditions outlined in the Scope of Work.

1.5. **"Subscription Service"** refers to DigEplan's cloud-based service designed to provide government entities with Integrated Electronic Plan Review.

1.6. **"Subscription T's & C's**" refers to the Subscription Terms and Conditions attached hereto at Exhibit C

2. Procurement of Services

Customer may purchase the Subscription Services by submitting orders in a form designated or approved by the Supplier (each, an "Order").

Upon Order acceptance and subject to Customer's payment of the corresponding Subscription Services Fees, the Supplier will make the Subscription Services available to Customer.

2.1. **Governing Terms**. The Subscription Service will be subject to this Agreement and the Subscription T's & C's for the Subscription Period and number of End Users as specified in each Order. Any Optional Services will be subject to the Subscription T's and C's or such other terms documented by the Supplier.

2.2. **Order Acceptance**. No Order for Services will be deemed accepted by the Supplier unless and until the Supplier accepts such Order in writing. Any terms and conditions contained in any quote, invoice, purchase order or Order that are inconsistent with the terms and conditions of this Agreement will be deemed stricken, unless expressly agreed to in writing by the Supplier with explicit reference to the accepted terms and conditions. All Orders will reference this Agreement. Upon acceptance of an Order as provided above, it will become part of this Agreement.

2.3. **Adding End Users**. If Customer desires to increase the number of End Users that are permitted to use the Subscription Service, a new Order must be issued for the additional End Users. The Supplier may, in its discretion, allow or require the initial Subscription Period of newly-purchased subscriptions to be adjusted to expire or renew simultaneously with Customer's pre-existing subscription(s).

2.4. **Optional Services**. Purchase of Optional Services from the Supplier will be subject to any price quote the Supplier provides to Customer and the Order procedure described above. As designated by the Supplier at the time of Customer's purchase, use of the Optional Services may be subject to additional terms and conditions beyond or in lieu of those in Exhibit C provided that such additional terms and conditions are provided to the Customer in advance.

3. Fees and Payment for Services

3.1. **Fees**. Customer will pay all fees for the Services per the prices quoted to Customer by the Supplier and finalized via an Order, Unless expressly set out in an Order, price increases will not apply to any Order that has already been accepted by the Supplier. Except as otherwise agreed by the parties in writing, Services Fees are quoted and payable in United States dollars, and Customer's payment obligations are non-cancelable, and Fees paid are non-refundable.

3.2. **Invoicing and Payment**. The Supplier will invoice Customer in advance for the Services unless otherwise expressly agreed by the parties.

3.3. **Subscription Service fees** are due upon invoice and payable within thirty (30) days of the invoice date. Subscription Service fees will be due no later than the first day of each Subscription Period to which the payment relates. If Customer orders additional End User quantities part-way through an existing Subscription Period, and the initial Subscription Period for the additional quantity is adjusted as described in Section 2.3, then the Subscription fee for such additional quantity will be pro-rated accordingly. Optional Services will be due at the same time as payment for the corresponding Subscription Service, or (if applicable) as otherwise specified in the applicable Order or governing terms. Subscription Service fees will be subject to an automatic annual increase by the percentage of the prior year's Subscription Service fees (the "Uplift") listed in the Order.

3.5. **Billing Info & Overdue Charges**. Customer is responsible for keeping the Supplier accurately and fully informed of Customer's billing and contact information, including providing any purchase order numbers in advance of invoice issuance. If any Fees are not received from Customer by the due date, they will accrue interest at the rate of one and a half percent (1.5%) of the outstanding balance per month, or the maximum rate permitted by law, whichever is lower.

3.6. **Overdue Payments**. If any amount owing by Customer under this Agreement for any of the Services is thirty (30) or more days overdue, the Supplier may, without limiting the Supplier's other rights and remedies, accelerate Customer's unpaid fee obligations under this Agreement (including any Order) so that all such obligations become immediately due and payable, suspend the Subscription Service and/or stop performance of the Professional Services until such amounts are paid in full.

3.7. **Taxes**. The Supplier's Services fees do not include any taxes, levies, duties or similar governmental assessments of any nature, including but not limited to value-added, sales, use or withholding taxes, assessable by any local, state, provincial, federal or foreign jurisdiction (collectively, "**Taxes**"). Customer is responsible for paying all Taxes associated with Customer's purchases hereunder. If Supplier has the legal obligation to pay or collect Taxes for which Customer is responsible under this paragraph, the appropriate amount will be invoiced to and paid by Customer, unless Customer provides the Supplier with a valid tax exemption certificate authorized by the appropriate taxing authority prior to invoice issuance. For clarity, the Supplier is solely responsible for taxes assessable against it based on the Supplier income, property and employees.

3.8. **Piggyback procurement**. Customer reserves the right to extend the terms and conditions of this Agreement to any and all other agencies be it federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not be limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state.

4. Term and Termination

4.1. **Term of Agreement**. Unless terminated earlier in accordance with Section 4.2, this Agreement commences on the Effective Date and will continue with respect to the Services as enumerated below:

4.1.1. **Subscription Service**. The Subscription T's & C's at **Exhibit C** will commence on the date listed under Initial Subscription Term or if provisioning of software takes place more than two (2) weeks after the subscription date under the Initial Subscription Term, the subscription start date will be updated to the provisioning date and communicated to the customer via email. The subscription period will last for three (3) years (the "Initial Subscription Period") from the Effective Date unless earlier terminated in accordance with this Agreement including specifically Section 5. Thereafter, the Subscription Term will automatically renew for additional one-year periods (each a "Renewal Subscription Period") unless and until either party gives written notice of non-renewal at least sixty (60) days in advance. Customer must send written notice of non-renewal to **Accounts@lctsoftware.com** Should Customer not provide written notice of non-renewal at least sixty (60) days in advance, then Customer is obligated to pay for the subsequent renewal in full.

4.2. **Termination.** Either party may terminate this Agreement upon written notice if the other party materially breaches this Agreement and fails to correct the breach within thirty (30) days following written notice specifying the breach. The Services will be subject to additional termination provisions if and as designated in the respective Exhibits to this Agreement.

4.3. **Effect of Termination**. Termination or expiration of this Agreement will not terminate any then-current Customer Subscriptions to the Subscription Service (which will continue to be governed by the terms of **Exhibit C**, including the termination provisions set forth therein); provided, however, that in the case of termination of this Agreement by the Supplier for Customer's uncured breach of this Agreement, the Supplier may simultaneously terminate any such Subscriptions. Subject to the Professional Services Terms, termination of this Agreement will terminate all on-going and planned Professional Services.

5. Additional customer terms.

This Agreement shall not be construed as creating any debt by or on behalf of the Customer and all obligations of the Customer are specifically contingent upon continued appropriations for payment hereunder. Accordingly, and in addition to any other authority to terminate this Agreement, if the

governing body of Customer does not appropriate funds to continue paying for the goods and services to be provided under this Agreement, Customer may then terminate this Agreement as of the last day for which funds were appropriated. Unless provided otherwise by law or by this Agreement, Customer shall be obligated to pay all charges incurred before such a termination of this Agreement.

General

6.1 The parties acknowledge that the terms of each of the Exhibits to this Agreement (inclusive of any supplements or attachments thereto), including, but not limited to, the disclaimers, limitations of liability, and other general provisions thereof, are incorporated into and form a part of this Agreement.

6.2 In the event of a direct conflict between the body of this Agreement and the terms of the Exhibits hereto, the terms in the body of this Agreement will govern. Each party specifies its address set forth above for receipt of notices under this Agreement. This Agreement may be signed in one or more identical counterparts, each of which will be an original, but all of which together will constitute one instrument.

Exhibits List:

Exhibit A - Standard Support Policy

Exhibit B – Service Level Commitment

Exhibit C – Subscription Terms and Conditions

Exhibit D – Software Subscription and Professional Services Proposal

Signed on behalf of The City of Rogers, Minnesota

Signed
.....

Print Name
.....

Position
Mayor

Date
.....

Signed
.....

Print Name
.....

Position
City Clerk

Date
.....

Signed by on behalf of LCT SOFTWARE LLC an Avolve Company

Signed Lance Clark
.....

Print Name Lance Clark
.....

Position CEO
.....

Date 1-7-2026
.....

Exhibit – A

Standard Support Policy

This LCT Software LLC's SaaS Support Policy ("Support Policy") is a policy governing the use of DigEplan's software-as- service products (the "Service(s)") under the terms of the services agreement (the "Agreement") between LCT Software, LLC and its affiliates ("LCT Software", "us" or "we") and the purchaser of DigEplan's Service ("Customer"). This Support Policy may be updated from time to time by LCT Software at its sole discretion.

General Requirements and Hours of Operation

Ticketing Support: LCT Software will provide access to a ticketing system, which will be available twenty-four (24) hours per day, seven (7) days per week. A qualified support specialist shall use commercially reasonably efforts to answer questions and resolve problems regarding the Subscription Service during normal business hours of Monday-Friday, 8:00 A.M. until 5:00 P.M Central Time.

Telephone and E-mail Support: DigEplan's Customer Support Department, a live technical support facility, will be available to Customer from 8:00 A.M. until 5:00 P.M. Central Time Monday through Friday, excluding LCT Software LLC's observed holidays.

Online Support Material: Available twenty-four (24) hours, seven (7) days a week, LCT Software will make available to Customer certain technical information in DigEplan's online support database.

Updates

Updates may address security fixes, critical patches, general maintenance functionality, and documentation and shall be made available at LCT Software's discretion. LCT Software is under no obligation to develop any future functionality or enhancements unless otherwise specified in the Agreement. If an update for the Service is made available to Customer pursuant to this Support Policy, it will automatically replace the previous version of the applicable Service.

Where practical, LCT Software will schedule Updates during non-business hours and will provide Customers with advance notice of all Updates.

Upgrade/Downgrade of Severity Level

If, during the Support Request process, the issue either warrants assignment of a higher severity level than currently assigned or no longer warrants the severity level currently assigned based on its current impact on the production operation of the SaaS offering, then the severity level will be upgraded or downgraded accordingly to the severity level that most appropriately reflects its current impact.

Third Party Product Support

If any third-party software is not supplied by LCT Software, LCT Software disclaims all support obligations for such third-party software, unless expressly specified by LCT Software in Customer's Agreement.

Exclusions

The following Support Exclusions are not covered by this Support Policy: (a) Support required due to Customer's or any End User's or third party's misuse of the Services; (b) Support during times outside of LCT Software regular business hours stated above; (c) Support necessitated by external factors outside of LCT Software's reasonable control, including any force majeure event or Internet access or related problems beyond the Service demarcation point; (d) Support of or caused by customizations (if outside of LCT Software's best practice recommendations), configuration changes, scripting, or data loss caused by or on behalf of Customer or any End User; (e) Support of or caused by Customer's or any End User's or third party's equipment, software or other technology (other than third party equipment within LCT Software's direct control); (f) Support to resolve or work-around conditions which cannot be reproduced in LCT Software's support environment and (g) Support of any software add-ons supplied together with the Service (except where specified in the Agreement). Any support services falling within these Support Exclusions may be provided by LCT Software at its discretion and, if so provided, may be subject to additional pricing and support terms as specified by LCT Software

Support Classifications

Error Classification	Criteria
Critical Severity Issue (Priority 1)	The Service is down or there is a major malfunction (deeming Service non-functional or severely affected), resulting in a business revenue loss and impacting the Service functionality for a majority of users. No reasonable workaround exists.
High Severity Issue (Priority 2)	High loss of Service functionality or performance, impacting the Service functionality for a high number of users (e.g. Service response is very slow, day to day operations continue, but are impacted by the issue). No reasonable workaround available or the workaround is impractical.
Medium Severity Issue (Priority 3)	Moderate loss of Service functionality or performance, impacting multiple users. A convenient workaround exists (e.g. non-critical feature is unavailable or requires additional user intervention).
Low Severity Issue (Priority 4)	Minor loss of Service functionality or feature in question.

Functional Definitions: For the purposes of error classification, essential or major functions include: data capture features, SLA and alarming features, performance management features and application performance problem resolution features.

Response Time: LCT Software shall use commercially reasonable efforts to respond to error reports in accordance with the table set forth below. LCT Software will use reasonable means to repair the error and keep Customer informed of progress. LCT Software makes no representations as to when a full resolution of the error may be made.

Error Classification	Initial Response and Acknowledgement	Updates	Resolution Goal
Critical	1 Business Hour	Daily	LCT Software will put forth our best effort to provide a workaround, fix, or estimated completion date within seventy-two (**72**) hours after the problem has been diagnosed and/or replicated.
High	4 Business Hours	Weekly	LCT Software will put forth our best effort to provide a workaround or fix or estimated completion date within four (**4**) business days after the problem has been diagnosed and/or replicated.
Medium	8 Business Hours	As available	LCT Software will put forth our best effort to provide a workaround or fix or estimated completion date within seven (**7**) business days after the problem has been diagnosed and/or replicated.
Low	24 Business Hours	None	Resolution for the Issue may be released as a patch set or be incorporated into a future schedule release of the product.

Exhibit B

SERVICE LEVEL COMMITMENT

This SaaS Service Level Commitment ("SLC") is a policy governing the use of LCT software-as-service products (individually or collectively, the "Service" or "DigEplan") under the terms of the LCT Software Master Services Agreement (the "Agreement") between LCT Software LLC and its affiliates ("LCT Software", "us" or "we") and the purchaser of LCT Software's Subscription Service ("Customer").

Unless otherwise provided herein, this SLC is subject to the terms of the Agreement and capitalized terms will have the meaning specified in the Agreement. LCT Software reserves the right to change the terms of this SLC in accordance with the Agreement.

Definitions

"Monthly Uptime Percentage" is calculated by subtracting from 100% the percentage of minutes during the month in which the Service was Unavailable. Measurement of the Monthly Uptime Percentage excludes downtime resulting directly or indirectly from any SLC Exclusion.

"Service Credit" is a dollar credit, calculated as set forth below, that LCT Software may credit back to an eligible Customer account.

"Unavailable" means, as applicable: (i) Customer is repeatedly unable to log into the Service; (ii) Customer experiences repeated connection request failures; (iii) Customer experiences lack of connectivity of external, public instances or sites lasting for more than ten (10) minutes;

The foregoing events must be verifiable or replicable by LCT Software or its designee. Availability of Accela APIs which are used by DigEplan to connect, is expressly excluded from this SLC.

Service Commitment

LCT Software will use commercially reasonable efforts to make the Service available with a Monthly Uptime Percentage of at least 99.9%, in each calendar month of the Subscription Period (the "Commitment"). In the event the Service does not meet this Commitment, Customer will be eligible to receive a Service Credit as described below.

Scheduled & Emergency Maintenance

LCT Software will maintain certain scheduled maintenance windows during which regular, planned maintenance of the Service may be performed. LCT Software will use commercially reasonable efforts to provide Customer with no less than twenty-four (24) hours' notice prior to Services unavailability due to planned maintenance. LCT Software's standard maintenance window will generally fall between the hours of 12:00 AM (00:00) and 5:00 AM [05:00] on a day of our choosing, local time.

In exceptional circumstances where updates may take more time than the weekly time slot, it may be necessary to run updates over w-ends.

LCT Software will endeavour to provide as much notice as is practicable under the circumstances for patches, updates, fixes and other emergency maintenance activities which may be applied on an urgent basis.

LCT Software will provide three (3) business days' notice prior to any planned network, server hardware, operating environment, or database modifications of a material nature.

Service Credits Monthly Uptime Percentage	Service Credit Percentage
Less than 99.9% but equal to or greater than 99.0%	2%
Less than 99.0%	5%

LCT Software will apply any Service Credits only against future Service payments otherwise due from Customer. Service Credits will not entitle Customer to any refund or other payment from LCT Software.

Service Credits may not be transferred or applied to any other account.

Unless otherwise provided in the Agreement, Customer's sole and exclusive remedy for any unavailability, non-performance, or other failure by LCT Software to provide the Service is the receipt of a Service Credit (if eligible) in accordance with the terms of this SLC.

Service Credit Requests

To receive a Service Credit, Customer must submit a claim in writing to accounts@lctsoftware.com

To be eligible for a Service Credit, the claim must be received by LCT Software in the calendar quarter in which the incident occurred and must include:

- the words "SLC Credit Request" in the subject line;
- the dates and times of each Unavailability incident that Customer is claiming; and
- the quantity or scope of affected Users (as indicated by User ID, number of departments or similar metric);
- Supporting evidence from the support service desk

If the Monthly Uptime Percentage of such Service Credit request is confirmed by us and is less than the Service Commitment, LCT Software will issue the Service Credit to Customer within one billing cycle following the month in which Customer's request is confirmed by LCT Software. Customer's failure to provide the request and other information as required above will disqualify Customer from receiving a Service Credit.

SLC Exclusions

The Service Commitment does not apply to any unavailability, suspension or termination of the Service or any Service performance issues: (i) caused by factors outside of LCT Software's reasonable control, including any force majeure event or Internet access or related problems beyond the Service demarcation point; (ii) that result from customizations (if outside of LCT Software's best practice recommendations), configuration changes by or on behalf of Customer or any End User; (iii) that result from Customer's or any End User's or third party's equipment, software or other technology or integrations (other than third party equipment within LCT Software's direct control); (iv) that result from any maintenance as provided for pursuant to the above terms; or (vii) arising from our suspension or termination of Customer's right to use the Service in accordance with the Agreement (collectively, the "SLC Exclusions"). If availability is impacted by factors other than those used in the Monthly Uptime Percentage calculation, LCT Software may issue a Service Credit with consideration to pertinent factors as assessed by LCT Software in its sole discretion.

EXHIBIT C

Subscription Terms & Conditions

Purchase or use of the Service (defined below) is subject to these Subscription Terms and Conditions (these "**Terms**").

1. DEFINITIONS

"**Agreement**" means these Terms and, if applicable, the written master service agreement or other written agreement between Customer and LCT Software LLC that incorporates these Terms by reference.

"**Communication Data**" means any and all information transmitted, shared, or exchanged between Customer and any End User, or between End User and any third party (including any third-party network or website), using the Service, with respect to any transaction or other communication enabled by the Service, but excluding Security Data.

"**Customer**" means the entity that purchases a subscription to the Service, directly from LCT Software or through an authorized reseller, distributor, or other channel partner of LCT Software.

"**End Users**" means individuals who are authorized by Customer to use the Service and for whom Customer has purchased a subscription to the Service. End Users may include but are not limited to Customer's employees, contractors and agents. Each End User will be associated with a single, unique email address for purposes of accessing (and being identified within) the Service.

"**Intellectual Property Rights**" means patent rights (including, without limitation, patent applications and disclosures), copyrights, trade secrets, know-how, and any other intellectual property rights recognized in any country or jurisdiction in the world.

"**Optional Services**" mean the optional add-ons to the Service that may be available for purchase either directly from LCT Software or through an authorized reseller or partner of LCT Software, as more particularly described or identified in the applicable Order.

"**Order**" means written orders to purchase subscriptions to use the Service (or, where applicable, to purchase Optional Services).

"**Security Data**" means any and all information provided by Customer or any End User to establish secure transmissions through use of the Service, including but not limited to personal information, information used to identify account names or numbers, routing information, usernames, passwords, access codes and prompts.

"**Service**" or "**Subscription Service**" means the cloud-based network security service(s) for which Customer has obtained a subscription either directly from LCT Software or through an authorized reseller or other partner of LCT Software, as more particularly described in the applicable agreement or order under which such subscription was obtained. If and as designated in the Specifications, the Service may be inclusive of application programming interfaces (APIs) developed by LCT Software to enable interaction and integration with the Service. Unless otherwise specified herein or other applicable contractual terms, all references to "Service" will be deemed to include any and all Optional Services.

"**Software**" means any software (including client software for End Users' devices) that LCT Software makes available for download or otherwise provides for use with the Service.

"**Subscription Period(s)**" means the duration of Customers and End Users active, paid access to the Service, as designated in the Order(s).

"Supported Modification" means a configuration of or modification to the Service requested by Customer that can be consistently supported by LCT Software via APIs, does not require direct database changes and is capable of being tested and maintained by LCT Software.

2. AUTHORIZED USERS. Only End Users may access or use the Service under Customer's account. Each End User may use any reasonable number of compatible devices for purposes of accessing the Service; provided that, LCT Software reserves the right to determine whether a number of devices is reasonable and, in its sole discretion, to place a corresponding cap on the number of devices. Unless expressly authorized by LCT Software, End User subscriptions cannot be shared or used by more than one individual but may be permanently reassigned to new End Users. The number of End User subscriptions purchased may be increased (under a new Order) but cannot be decreased during any Subscription Period.

3. USE OF THE SERVICE

3.1. **LCT Software's Responsibilities**. LCT Software will: (i) provide to Customer support related to the Service in accordance with the LCT Software Support Terms accessible at **https://zdrive.eu/gVe** (which URL location and content may be updated from time to time by LCT Software) and (ii) provide the Service only in accordance with applicable laws and government regulations.

3.2. **Customer's Responsibilities**. Customer will (i) be responsible for meeting LCT Software's applicable minimum system requirements for use of the Service; (ii) be responsible for End Users' compliance with these Terms and for any other activity (whether or not authorized by Customer) occurring under Customer's account, (iii) be solely responsible for the accuracy, quality, integrity and legality of Communication Data, (iv) use commercially reasonable efforts to prevent unauthorized access to or use of the Service under its account, and notify LCT Software promptly of any such unauthorized access or use, and (v) use the Service only in accordance with the applicable documentation, laws and government regulations, and any written instructions provided by LCT Software to Customer.

3.3. **Prohibitions.** Customer will not, and will ensure that its End Users do not, (i) make the Service available to anyone other than End Users; (ii) sell, resell, rent, lease or transfer the Service in whole or in part to any third party (including Customer affiliates) without the express permission of LCT Software and execution of designated transfer documentation; (iii) use the Service to store or transmit infringing, libelous, or otherwise unlawful or tortious material, or to store or transmit material in violation of third-party privacy or intellectual property rights; (iv) use the Service to store or transmit viruses, worms, time bombs, Trojan horses and other harmful or malicious code, files, scripts, agents or programs; (v) interfere with or disrupt the integrity or performance of the Service or third-party data contained therein; (vi) attempt to gain unauthorized access to the Service or any related systems or networks; or (vii) obtain intellectual property rights to the use of any component of the Services (inclusive of APIs).

3.4. **Software**. End Users may need to download and install client Software (as made available by LCT Software or other third party authorized by LCT Software) on each device through which they intend to use the Service. All use of such Software will be governed by terms of the applicable license agreement or terms of use that accompanies or is made available in connection with the Software. Customer acknowledges that each End User (or authorized Customer representative) must accept such license agreement, and have Service-compatible device(s), to download, install, and/or use the Software. Nothing in these Terms will be deemed to grant to Customer rights of any kind in the Software.

3.5**. Security Data and Privacy**. Customer understands that failure to protect Security Data may allow an unauthorized person or entity to access the Service. In addition, Customer acknowledges that LCT Software generally does not have access to and cannot retrieve lost Security Data. If Customer loses Security Data, Customer may no longer have access to the Service. Customer agrees that: (i) Customer (or its End User) is solely responsible for collecting, inputting and updating all Security Data; (ii) LCT Software assumes no responsibility for supervision, management or control of Customer's and End Users' Security Data; and (iii) LCT Software assumes no responsibility for any fraudulent or unauthorized use of the Software or any portion of the Service.

3.6. Security Breach. LCT Software will notify Customer promptly and in no event later than one (1) business day following LCT Software's discovery of a Data Security Breach (defined below) and shall (i) undertake a reasonable investigation of the reasons for and the circumstances surrounding such Data Security Breach and (ii) reasonably cooperate with Customer in connection with such investigation, including by providing Customer with an initial summary of the results of LCT Software's investigation as soon as possible, but in all cases within

two (2) business days after the date LCT Software discovered or reasonably suspected a Data Security Breach, and then regular updates on the investigation as it progresses; (iii) not make any public announcements relating to such Data Security Breach without Customer's prior written approval, which shall not be unreasonably withheld; (iv) use commercially reasonable efforts to take all necessary and appropriate corrective action reasonably possible on LCT Software's part designed to prevent a recurrence of such Data Security Breach; (v) collect and preserve evidence concerning the discovery, cause, vulnerability, remedial actions and impact related to such Data Security Breach, which shall meet reasonable expectations of forensic admissibility; and (vi) if requested by Customer, at Customer's cost, provide notice to individuals or entities whose Confidential Information was or may have been affected in a manner and format specified by Customer. In the event of any Data Security Breach is caused by LCT Software, Customer shall have, in addition to all other rights and remedies available under this Agreement, law and equity, the right to terminate the Agreement upon thirty (30) days prior written notice. For purposes of this Agreement, the term "Data Security Breach" shall mean any of the following occurring in connection with Customer Data in connection with Customer's and its Users' authorized use of the LCT Software SAAS Solution: (a) the loss or misuse of Customer Data; and (b) disclosure to, or acquisition, access or use by, any person not authorized to receive Customer Data, other than in circumstances in which the disclosure, acquisition, access or use is made in good faith and within the course and scope of the employment with LCT Software or other professional relationship with LCT Software and does not result in any further unauthorized disclosure, acquisition, access or use of Customer Data.

4. **PROPRIETARY RIGHTS**

4.1. **Reservation of Rights**. Subject to the limited rights expressly granted hereunder, LCT Software reserves all rights, title and interest in and to the Service and any associated Software and documentation, including all related Intellectual Property Rights. No rights are granted to Customer hereunder other than as expressly set forth herein.

4.2. **Restrictions**. In addition to the other prohibitions set forth in these Terms, Customer will not and will ensure that its agents do not (i) create derivate works based on the Service, (ii) copy, frame or mirror any part or content of the Service, other than copying or framing on Customer's own intranets or otherwise for Customer's internal business purposes in accordance with LCT Software's applicable documentation, (iii) reverse engineer the Service, or (iv) access the Service (inclusive of any APIs) in order to build or patent a competitive product or service or to copy any features, functions or graphics of the Service.

4.3. **Communication Data Ownership**. Customer reserves all its rights, title and interest in and to the Communication Data. No rights are granted to LCT Software hereunder with respect to the Communication Data, except that LCT Software may (i) store, copy, process, and transmit such Communication Data for purposes of providing the Service to Customer and (ii) otherwise utilize Communication Data if and as permitted by the LCT Software's Privacy Policy.

4.4. **Customer Suggestions**. Customer grants LCT Software a royalty-free, worldwide, transferable, sublicensable, irrevocable, perpetual license to use or incorporate into the Service (or LCT's other software or services) any suggestions, enhancement requests, recommendations, or other feedback provided by Customer or End Users relating to the operation or features of the Service.

5. **CONFIDENTIALITY**

5.1. Definition. As used herein, "**Confidential Information**" means all confidential information disclosed by a party ("**Disclosing Party**") to the other party ("**Receiving Party**"), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. However, Confidential Information will not include any information that (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party, (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party, (iii) is received from a third party without breach of any obligation owed to the Disclosing Party, (iv) was independently developed by the Receiving Party, or (v) is available to the public pursuant to applicable law including specifically the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 ("Data Act").

5.2. **Protection**. Except as otherwise permitted in writing by the Disclosing Party and subject to the other terms of this Agreement (including LCT Software's Privacy Policy), (i) the Receiving Party will use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but in no event less than reasonable care) not to disclose or use any Confidential Information of the Disclosing Party for any purpose outside the scope of these Terms, and

(ii) the Receiving Party will limit access to Confidential Information of the Disclosing Party to those of its employees, contractors and agents who need such access for purposes consistent with these Terms and who are legally bound to protect such Confidential Information consistent with these Terms.

5.3. **Compelled Disclosure**. The Receiving Party may disclose Confidential Information of the Disclosing Party if it is compelled by law to do so including pursuant to the Data Act, provided the Receiving Party gives the Disclosing Party prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at the Disclosing Party's cost, if the Disclosing Party wishes to contest, limit, or protect the disclosure.

6. **WARRANTIES AND DISCLAIMERS**

6.1. Specifications. Subject to the limitations set forth below, LCT Software warrants that the Service will operate in all material respects in accordance with the Specifications. As Customer's sole and exclusive remedy and LCT Software's entire liability for any breach of the foregoing warranty, LCT Software will use commercially reasonable efforts to modify the Service so that it conforms to foregoing warranty.

6.2. **Disclaimers**. EXCEPT AS EXPRESSLY PROVIDED HEREIN, LCT SOFTWARE DOES NOT MAKE ANY WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND LCT SOFTWARE SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE, OR ANY WARRANTIES ARISING OUT OF THE COURSE OF DEALING OR USAGE OF TRADE, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW. LCT Software will not be responsible to the extent failure of the Service to operate as warranted is caused by or results from: (i) any modification to the Service other than a Supported Modification; (ii) combination, operation or use of the Service with Customer's or a third party's applications, software or systems; (iii) abuse, willful misconduct or negligence by anyone other than LCT Software or LCT Software's designee; (iv) use of the Service other than in accordance with the terms of this Agreement and/or the applicable Specifications and LCT Software documentation or (v) any of the SLC Exclusions (as defined in the Service Level Commitment).

7. **MUTUAL INDEMNIFICATION**

7.1**. Indemnification by Customer**. To the extent permitted by applicable law, Customer will defend (or settle), indemnify and hold harmless LCT Software, its officers, directors, employees and subcontractors, from and against any liabilities, losses, damages and expenses, including court costs and reasonable attorneys' fees, arising out of or in connection with any third-party claim that: (i) a third party has suffered injury, damage or loss resulting from Customer's or any End User's use of the Service (other than any claim for which LCT Software is responsible under Section 7.2); or (ii) Customer or any End User has used the Service in a manner that violates these Terms or applicable law. Customer's obligations under this Section 7.1 are contingent upon: (a) LCT Software providing Customer with prompt written notice of such claim; (b) LCT Software providing reasonable cooperation to Customer, at Customer's expense, in defense and settlement of such claim; and (c) Customer having sole authority to defend or settle such claim.

7.2. **Indemnification by LCT Software**. LCT Software will defend (or settle) any suit or action brought against Customer to the extent that it is based upon a claim that the Service, as furnished by LCT Software hereunder, was provided unlawfully, or infringes or misappropriates the Intellectual Property Rights of any third party, and will pay any costs, damages and reasonable attorneys' fees attributable to such claim that are awarded against Customer. LCT Software's obligations under this Section 7.2 are contingent upon:

(a) Customer providing LCT Software with prompt written notice of such claim; (b) Customer providing reasonable cooperation to LCT Software, at LCT Software's expense, in the defense and settlement of such

claim; and (c) LCT Software having sole authority to defend or settle such claim. THIS SECTION 7.2 STATES THE ENTIRE OBLIGATION OF LCT SOFTWARE AND ITS LICENSORS WITH RESPECT TO ANY ALLEGED OR ACTUAL INFRINGEMENT OR MISAPPROPRIATION OF INTELLECTUAL PROPERTY RIGHTS BY THE SERVICE. LCT Software will have no liability under this Section 7.2 to the extent that any third-party claims described herein are based on any combination of the Service with products, services, methods, or other elements not furnished by LCT Software, or any use of the Service in a manner that violates this Agreement or the instructions given to Customer by LCT Software.

7.3. **Mitigation Measures**. In the event that (i) any claim or potential claim covered by Section 7.2 arises or (ii) LCT Software's right to provide the Service is enjoined or in LCT Software's reasonable opinion is likely to be enjoined, LCT Software may, in its discretion, seek to mitigate the impact of such claim or injunction by obtaining the right to continue providing the Service, by replacing or modifying the Service to make it non-infringing, and/or by suspending or terminating Customer's use of the Service with reasonable notice to Customer. In the case of a suspension or termination pursuant to this Section 7.3, LCT Software will refund to Customer a portion of fees prepaid by Customer for the then-current Subscription period, prorated to the portion of that Subscription period that is affected by the suspension or termination.

8. **LIMITATIONS OF LIABILITY.** EXCEPT THE PARTIES' INDEMNIFICATION OBLIGATIONS UNDER SECTIONS 7.1 AND 7.2, IN NO EVENT WILL PARTY'S LIABILITY TO OTHER PARTY OR ANY THIRD PARTY ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR FROM THE USE OF OR INABILITY TO USE THE SERVICE, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, EXCEED THE TOTAL AMOUNT PAID BY CUSTOMER HEREUNDER OR, WITH RESPECT TO ANY SINGLE INCIDENT, THE AMOUNT PAID BY CUSTOMER HEREUNDER IN THE TWELVE (12) MONTH PERIOD PRECEDING THE INCIDENT.

8.1. **Exclusion of Damages**. NEITHER PARTY NOR ANY OTHER PERSON OR ENTITY INVOLVED IN CREATING, PRODUCING, OR DELIVERING THE SERVICE WILL BE LIABLE FOR ANY INCIDENTAL, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, LOSS OF DATA OR LOSS OF GOODWILL, SERVICE INTERRUPTION, COMPUTER DAMAGE OR SYSTEM FAILURE OR THE COST OF SUBSTITUTE PRODUCTS OR SERVICES, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR FROM THE USE OF OR INABILITY TO USE THE SERVICE, WHETHER BASED ON WARRANTY, CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR ANY OTHER LEGAL THEORY. THE FOREGOING EXCLUSIONS APPLY WHETHER OR NOT PARTY HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGE, AND EVEN IF A LIMITED REMEDY SET FORTH HEREIN IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE. NOTHING IN THESE TERMS EXCLUDES OR RESTRICTS THE LIABILITY OF EITHER PARTY FOR DEATH OR PERSONAL INJURY RESULTING FROM ITS NEGLIGENCE.

8.2. **Security and Other Risks**. Customer acknowledges that, notwithstanding security features of the Service, no product, hardware, software or service can provide a completely secure mechanism of electronic transmission or communication and that there are persons and entities, including enterprises, governments and quasi-governmental actors, as well as technologies, that may attempt to breach any electronic security measure.

Subject only to its limited warranty obligations set forth in Section 6, LCT Software will have no liability for any security breach caused by any such persons, entities, or technologies. Customer further acknowledges that the Service is not guaranteed to operate without interruptions, failures, or errors. If Customer or End Users use the Service in any application or environment where failure could cause personal injury, loss of life, or other substantial harm, Customer assumes any associated risks and will, to the extent permitted by applicable law, indemnify LCT Software and hold it harmless against those risks.

8.3. **Basis of Bargain**. THE LIMITATIONS OF LIABLITY AND EXCLUSIONS OF DAMAGES SET FORTH IN THIS SECTION 8 ARE FUNDAMENTAL ELEMENTS OF THE BASIS OF THE BARGAIN BETWEEN LCT SOFTWARE AND CUSTOMER AND WILL APPLY TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW.

9. **SUBSCRIPTION PERIOD AND TERMINATION**

9.1. Term of End User Subscriptions. End User Subscriptions purchased by Customer commence on the start date specified in the applicable Order and, unless terminated earlier in accordance with these Terms, continue for the term specified therein (the "**Subscription Period**"). A Subscription Period and/or pricing there on may be subject to prorating where LCT Software deems it appropriate to cause newly purchased Subscriptions to expire or renew simultaneously with Customer's pre-existing Subscription(s). Except as otherwise specified in the applicable Order, all Subscriptions will automatically renew for additional Subscription Periods equal to the expiring Subscription Period or one year (whichever is shorter), unless either party gives the other at least thirty (30) days' notice of non-renewal before the end of the relevant Subscription Period. The per-unit pricing during any such renewal Subscription Period may be subject to annual pricing increase as designated by LCT Software and notified to Customer. Pricing increases will be effective upon renewal of the Subscription Period and annually thereafter, unless otherwise agreed to by the parties. If either party provides notice of non-renewal as set forth above, Customer's right to use the Service will terminate at the end of the relevant Subscription Period.

9.2. **Termination or Suspension for Cause**. A party may terminate any Subscription for cause upon thirty (30) days written notice to the other party of a material breach if such breach remains uncured at the expiration of such thirty (30) day period. In addition, LCT Software may, at is sole option, suspend or terminate Customer's or any End User's access to the Service, or any portion thereof, immediately if LCT Software, in its sole discretion: (i) if suspects that any person other than Customer or an End User is using or attempting to use Security Data, (ii) suspects that Customer or an End User is using the Service in a way that violates these Terms and could expose LCT Software or any other entity to harm or legal liability, or (iii) is or reasonably believes it is required to do so by law or court order.

9.3. **Effect of Termination**. Within thirty (30) calendar days following the end of Customer's final Subscription Period, Customer may request in writing LCT Software to provide a copy of Customer's data and associated documents in a database dump file format. LCT Software will comply in a timely manner with such request; provided that, Customer (a) pays all costs of and associated with such copying, as calculated at LCT Software then-current time-and-materials rates; and (b) pays any and all unpaid amounts due to LCT Software.

9.4. **Surviving Provisions**. Sections 4 (Proprietary Rights), 5 (Confidentiality), 6.2 (Disclaimer), 7 (Mutual Indemnification), 8 (Limitation of Liability), 9.3 (Effect of Termination), 9.4 (Surviving Provisions) and 10 (General Provisions) will survive any termination or expiration of this Agreement.

10. **GENERAL**

10.1. Notice. Except as otherwise specified in this Agreement, all notices, permissions and approvals hereunder will be in writing and will be deemed to have been given upon: (i) personal delivery, (ii) the second business day after mailing, or (iii) sending by confirmed email if sent during the recipient's normal business hours (or, if not, then on the next business day). Notices will be sent to the address specified by the recipient in writing when entering into this Agreement or establishing Customer's account for the Service (or such other address as the recipient may thereafter specify by notice given in accordance with this Section 10.1).

10.2. **Governing Law and Jurisdiction**. This Agreement and any action related thereto will be governed by the laws of the state of Minnesota without regard to its conflict of law's provisions. The exclusive jurisdiction and venue of any action related to the Service or this Agreement will be the state and federal courts located in Minnesota and each of the parties hereto waives any objection to jurisdiction and venue in such courts.

10.3. **Compliance with Laws**. Each party will comply with all applicable laws and regulations with respect to its activities under this Agreement including, but not limited to, export laws and regulations of the United States and other applicable jurisdictions. Without limiting the foregoing, Customer will not permit End Users to access or use the Service in violation of any U.S. export embargo, prohibition or restriction.

10.4. **Relationship of the Parties**. This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary or similar relationship between the parties.

10.5. **Waiver and Cumulative Remedies**. No failure or delay by either party in exercising any right under this Agreement will constitute a waiver of that right. Other than as expressly stated herein, the remedies provided herein are in addition to, and not exclusive of, any other remedies of a party at law or in equity.

10.6. **Severability**. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision will be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement will remain in effect.

10.7. **Assignment**. Customer may not assign or transfer this Agreement, whether by operation of law or otherwise, without the prior written consent of LCT Software. Any attempted assignment or transfer, without such consent, will be void. Subject to the foregoing, this Agreement will bind and inure to the benefit of the parties, their respective successors and permitted assigns.

10.8. **Publicity**. Subject to the provisions of Section 5, each party will have the right to publicly announce the existence of the business relationship between parties. In addition, during the Subscription Period of Customer's Service use, LCT Software may use Customer's name, trademarks, and logos (collectively, "**Customer's Marks**") on LCT Software's websites and marketing materials to identify Customer as LCT Software's customer, and for providing the Service to Customer; provided that, LCT Software will use commercially reasonable efforts to adhere to any usage guidelines furnished by Customer with respect to Customer's Marks.

10.9. **Force Majeure**. The Parties will not be liable for any delay or failure to perform under this Agreement to the extent such delay or failure results from circumstances or causes beyond the reasonable control of the Party.

10.10. **Entire Agreement.** These Terms, including any attachments hereto as mutually agreed upon by the Parties, constitute the entire agreement between the parties concerning its subject matter and supersedes all prior communications, agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of these Terms will be effective unless in writing and signed by a duly authorized representative of each party against whom the modification, amendment or waiver is to be asserted. Notwithstanding any language to the contrary therein, no additional or conflicting terms or conditions stated in Customer's order documentation will be incorporated into or form any part of these Terms, and all such terms or conditions will be null.

Exhibit D - DigEplan Software Subscription

DigEplan Pricing and Fee Structure

Avolve provides a Standard DigEplan product bundle for organizations looking to step into electronic plan review. Details of the included functionality in the Standard product bundle are outlined below.

DigEplan Standard Bundle Included Functionality:

Multiple file format support
Multi-page file & sheet version management
Third-party review collaboration
Intelligent stamps and batch stamping
Corrections management
Administration user & site management
Compare and overlay plans
Calibrated measurements
Standard comments
Compare & overlay plans
Real time collaboration
Audit Trail
Identity management: MFA and SSO
Doc Composer
Dynamic automated stamping
APIs
Web hooks
Online Plan Submission
Markup Calculator
Custom Data Fields
Advanced markup library
Avolve Insights
Avolve GIS (coming soon)

Software Subscription Costs – DigEplan Standard Bundle	
Product Subscription (12 Month Initial Subscription)	Total Cost (USD)
DigEplan Standard Bundle (Tier 4) which includes a maximum of 20 users	$30,000.00
5 Read-only DigEplan Users	$2,500.00
Implementation Cost (One Time Fee)	~~$30,000.00~~ *Waived**
Year One Total	**$32,500.00**

First year will run from date of contract execution through June 30th, 2027. Each year after that will run on a rolling 12-months from July 1st to June 30th of the following year.

Annual Subscription costs are for 'Year 1' w/ a 3% increase on software subscription cost each following year. Tax not included. Software Subscription is for a 3-Year Term. Support & Maintenance is included in the annual SaaS Subscription.

Additional Users can be purchased at the cost of $7,500 per each additional 5-pack bundle.

**Signed agreement must be in place no later than February 27th, 2026 in order for Avolve to waive the implementation fee.*

DigEplan Implementation

Scope Overview
DigEplan, electronic plan review provides an efficient, flexible, and secure method for states, counties and cities to streamline electronic plan review and accelerate permit application processes, removing the need for paper, complex third-party integrations or disconnected PDF mark-up tools.

As part of the proposed iMS solution presented to the City of Rogers, MN, DigEplan shall be installed, configured and deployed by Avolve Software's implementation team.

This schedule outlines the scope of **professional services** and associated fees related to the implementation of DigEplan.

Tasks, Activities, and Deliverables
The following services and deliverables will be provided as part of the implementation:

1. Provisioning
2. Project Kickoff
3. Analysis & Configuration
4. DigEplan Training
5. DigEplan Testing
6. DigEplan Production Deployment & Go-live Support

Table A - In-Scope Activities and Deliverables

Task ID	Activities	Deliverables
Task 1 - Provisioning	• Provisioning of the DigEplan SaaS Instances.	• Provisioning of DigEplan Instances, supporting integration is included in the provisioning of DigEplan.
Task 2 - Project Kick-off	• Avolve will collaborate with the Client in the determination of timing of major milestones and activities. o Determine kick-off date, prepare for and lead DigEplan	• Confirmed Project Schedule • Project Kick-off

	Project Kick-off by presenting confirmed project schedule.	

Task 3 – Analysis & Configuration	• Includes analysis and configuration of record types that require plan review
	  ○ Stamp analysis and development
	  ○ Corrections report(s) analysis and development
		• Review record type workflow
		• Review stamps and correction reports that have been developed

Task 4 - DigEplan Training	• Remote Administrator Training – up to four (4) hours • Remote End-User Training (Train the Trainer) – up to four (4) hours	• DigEplan Training
Task 5 – DigEplan Testing	• Support Customer with User Acceptance Testing of DigEplan	• Support User Acceptance Testing
Task 6 – DigEplan Production Deployment and Go-Live Support	• DigEplan will be deployed to the Client's Production environment and ensure it is configured to the customer's permitting system. • Avolve will troubleshoot and resolve issues during deployment for a 1 week go-live support period. • A Project Close-Out Meeting will capture the work completed, perform a post-mortem on key project events and issues, document any lessons learned, and implementation will be closed.	• Production Instance Deployment Support • Project Close-Out Meeting

Assumptions

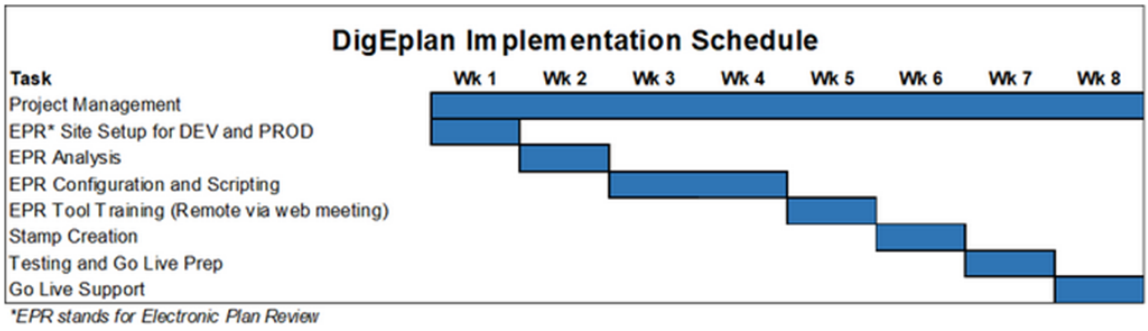
a. In the event there are any changes to scope, approval must be obtained between the Client and Avolve before moving forward with any additional

effort.

b. Training session shall be capped at 15 participants and will be using a "train the trainer" approach.

High-level Project Plan

The project plan below is a high-level schedule only. Avolve will update the project schedule following kickoff of the implementation in collaboration with the Client



Fees and Payment Schedule

The client shall pay to Avolve fees in the amount of **$30,000.00 (waived)** for professional services for the implementation of DigEplan as described herein. The client will be invoiced for the implementation fee following the completion of the implementation.

As the implementation services are to be provided remotely, no travel or expenses have been included.

Contact Information

Alexander Drzewiecki
Account Executive
920-585-4454
adrzewiecki@avolvesoftware.com

Software Implementation Agreement

(the "Agreement")

BETWEEN:

Intuitive Municipal Solutions, LLC
(the "Vendor")

OF THE FIRST PART

- AND -

City of Rogers, Minnesota
(the "Licensee")

OF THE SECOND PART

BACKGROUND:

The Vendor wishes to implement the Vendor's computer software for the Client and the Client desires to purchase the software implementation under the terms and conditions stated below.

IN CONSIDERATION OF the provisions contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

Implementation Services

1. Under this Agreement the Vendor shall perform the services identified in Exhibit A (the "Scope of Work").

2. Implementation of the Software is limited to the following functional areas of the Client:

a. Building
b. Code Enforcement (via Police Department)
c. Planning
d. Engineering
e. Fire Department

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3.Implementation of the Software is limited to the following features and/or applications:

a. iMSPermits
b. iMSApprovals
c. iMSEnforce
d. iMSLicenses
e. iMSPros
f. iMSLocations
g. Citizen Login
h. Pro Login
i. Anonymous Login
j. Offline Inspection Results

Implementation Cost

4. The cost for implementation will be as described in the Scope of Work.

Payment Schedule

5. The payment schedule will be as described in the Scope of Work.

Acceptance

6. All terms, conditions and obligations of this Agreement will be deemed to be accepted by the Client ("Acceptance") upon the execution and delivery hereof by each of the parties hereto, but in no event later than January 31, 2026.

Termination

7. This Agreement will be terminated, the License forfeited, and all benefits will cease where the Client has failed to comply with any of the terms of this Agreement or is in breach of this Agreement.

Payment on Termination

8. If this Agreement is terminated, the Client shall pay the Vendor for all services rendered up to the date of termination.

Force Majeure

9. The Vendor will be free of liability to the Client where the Vendor is prevented from executing its obligations under this Agreement in whole or in part due to Force Majeure, such as earthquake, typhoon, flood, fire, and war or any other unforeseen and uncontrollable event where the Vendor has taken any and all appropriate action to mitigate such an event.

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Governing Law

10. The Parties to this Agreement submit to the jurisdiction of the courts of the State of Minnesota for the enforcement of this Agreement or any arbitration award or decision arising from this Agreement. This Agreement will be enforced or construed according to the laws of the State of Minnesota.

Miscellaneous

11. This Agreement can only be modified in writing signed by both the Vendor and the Client.

12. This Agreement does not create or imply any relationship in agency or partnership between the Vendor and the Client.

13. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and vice versa. Words in the masculine gender include the feminine gender and vice versa. Words in the neuter gender include the masculine gender and the feminine gender and vice versa.

14. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, it is the parties' intent that such provision be reduced in scope by the court only to the extent deemed necessary by that court to render the provision reasonable and enforceable and the remainder of the provisions of this Agreement will in no way be affected, impaired or invalidated as a result.

15. This Agreement contains the entire agreement between the parties. All understandings have been included in this Agreement. Representations which may have been made by any party to this Agreement may in some way be inconsistent with this final written Agreement. All such statements are declared to be of no value in this Agreement. Only the written terms of this Agreement will bind the parties.

16. This Agreement and the terms and conditions contained in this Agreement apply to and are binding upon the Vendor's successors and assigns.

Notices

17. All notices to the parties under this Agreement are to be provided at the following addresses, or at such addresses as may be later provided in writing:

Intuitive Municipal Solutions, LLC: 541 N Mt Juliet Rd Ste 2201B, Mt Juliet, TN 37122

City of Rogers, MN: 22350 South Diamond Lake Road Rogers, MN 55374

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Signatures

The individuals signing below represent that they have the authority to sign this Agreement.

Rogers, MN

Printed Name

Title

Signature

Date

Rogers, MN

Printed Name

Title

Signature

Date

Intuitive Municipal Solutions, LLC

Vance Bradshaw
Printed Name

President
Title

Signature

Date

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Exhibit A:
Scope of Work

City of Rogers, Minnesota
Software Implementation

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Implementation Services

The following services are included in the implementation process:

Project Management

- Welcome meeting - Remote
- Three (3) days Requirements Gathering / Process Review
- Two (2) day Initial Delivery Meetings - Remote
- Two (2) day Go-Live Support

Custom Word Merge Templates

- Up to Twenty Five (25) custom letters

Custom SSRS Documents / Reports

- Up to Twenty Five (25) custom SSRS Documents / Reports

Installation, Integration, Technical Services, Data Conversion, and Training

- Specific details about these services are covered in their respective sections.

Please note:

- If any of these estimates seem insufficient we can revisit the number/cost of any item.
- City administrators are also trained on how to perform these tasks for future changes.
- Additional products and services are available via Change Order.

Installation

Web Hosting is done through Microsoft Azure. We take care of server maintenance, software upgrades and data backups.
Some benefits of this solution are that cloud-based can help avoid costly capital expenditures and minimize impact to IT staff. Cloud-based system also have extremely high availability and flexible capacity.

Included installation services are:

Production System

- SQL Server database:
  - Created
  - Initialized
- SSRS instance configured
- Core iMS website installed and configured
  - ASP.NET Core application
- iMSOutput website installed and configured
  - ASP.NET 5 application
  - Used for SSRS and .docx Mail Merge integration
- Fileshare configured:
  - Folder for attached documents

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- Update Program
- Folder for Word Merge Templates
- Password Encryption Tool

Test System

- Same items configured in a test environment

Integration

Included integration services are:

Credit Card Payments

- Redirect citizen to Elevon for credit card payments
- Accept silent post URL for payment and receipt generation
- Accept user redirect back and display receipt

Financial Interface

- Export payments nightly to Springbrook financial system

ESRI GIS Integration

- Integration with City's Parcel layer via https:// Map Service available to the public
- Integration with City's Address layer via https:// Map Service

Digital Plan Room Integration

- Integration with Avolve's DigEplan

Technical Services

Included technical services are:

Included Program Enhancements

- Batch print permits from receipt screen
- Load in Outlook appointments when viewing iMS Calendar
- Disable User Notes for a given user
- Record links to an external site (with merge fields)

Data Conversion

iMS will work directly with the City to ensure source data is properly mapped to the iMS database. This is accomplished via the iMS data map. iMS will use this document along with SQL Server Management Studio tools and scripts to ensure data is converted as desired.
Proposed data conversion services are:

Data Conversion (CitizenServe)

- Initial conversion into iMS for testing
- Second conversion into iMS after correcting any issues
- Final conversion into for Go-Live
- City to provide backup of SQL database for conversion

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GIS Tabular Data Initial Data Conversion

- Initial conversion into iMSLocations for testing
- Second conversion into iMSLocations after correcting any issues
- Final conversion into for Go-Live

GIS Tabular Data Update Routine (ONGOING)

- Initial installation for testing
- Second installation after correcting any issues
- Final installation for Go-Live

Training

Proposed training services are:

Administrator Training

- Two (2) day course at Initial Delivery. This course will include:
    - System Approval (SME) Training
        - This training equips your Subject Matter Experts with the knowledge of the iMS software required to test and approve the configuration and data conversion.
    - Configuration Training
        - iMS Administrators will learn how to manage and create user accounts, create record types, design, and develop and/or modify existing iMS workflows and automation
    - Technical Training
        - City technical staff will gain familiarity with the iMS database structure, hosted environment, and system architecture. They will learn to create and edit MS Word merge documents and associate SSRS documents with the various applications.

End User Training

- Two (2) days of on-site user training. Sessions will be scheduled based the City's staffing needs and requirements. Additional training days can be purchased on an as needed basis.

Please note:

- The City will be responsible for providing an adequate training facility for on-site training. This includes sufficient workstations connected to the Internet, each attendee having their own computer, a projector with screen for the instructor, and a quiet location away from the primary work area.

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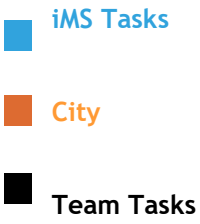
Schedule for Implementation

The following estimated schedule is provided to demonstrate a typical timeline for a successful project of this scope:

Week(s)	Task(s) / Milestones for Entire Project by Responsible Party
0	(Team) REMOTE Agreement executed and project begins
1	(iMS) REMOTE Installation of Production & Test Servers
2	(City) Upload GIS tabular data to be imported (City) Provide GIS URLs and credentials (City) Upload backup of database (City) Provide technical details of desired integrations (City) Provide Payment Provider Test Account Information
3	(iMS) REMOTE Review provided information and prepare questions
4	(Team) ON-SITE Process Review and Configuration Meetings
5	(City) Prepare follow-up items from Process Review and Configuration Meetings (iMS) Begin Integration and Data Conversion
6	(City) Provide all follow-up items
7-13	(iMS) Configure Applications (iMS) Create Data Conversion (iMS) Create Documents and Reports (iMS) Create Integrations and Perform Technical Services
14	(City) Upload updated data sources (iMS) REMOTE install configured system
15	(Team) REMOTE Delivery Review Initial Delivery & Administrator Training
16-19	(City) Begin thoroughly testing Applications, Conversion, Interfaces and Documents
20	(City) Provide list of any Application, Interfaces and Conversion changes (iMS) REMOTE install Reports
21-23	(iMS) REMOTE Make Changes to Applications, Conversion, and Interfaces (City) Thoroughly test Documents and Reports
24	(iMS) REMOTE Updated Applications, Conversion, and Interfaces provided (City) Provide list of any Document and Report changes
25	(Team) ON-SITE Workflow meetings by department
27-30	(iMS) REMOTE configure Workflows (City) Final testing for Applications, Interfaces, Conversion, Documents and Reports



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Week(s)	Task(s) / Milestones for Entire Project by Responsible Party
31	(iMS) REMOTE deliver revised Workflows (City) Provide final issues for Applications, Interfaces, Conversion, Documents and Reports
32-34	(City) Testing of Workflows (iMS) REMOTE make final changes to Applications, Interfaces, Conversion, Documents and Reports
35	(iMS) REMOTE deliver final Applications, Interfaces, Conversion, Documents and Reports (City) Provide final list of any changes needed prior to go-live
36-37	(iMS) REMOTE any final adjustments
38	(City) Upload updated data sources (iMS) REMOTE install finalized system
39	(Team) ON-SITE End User Training
40	(Team) ON-SITE Go Live Support

Scheduling Note(s):

1. *Any City Task items that are not completed on time may result in the remainder of the schedule being moved. In addition, potential cost increase(s) may be incurred by having changes. All changes will be discussed between both project teams and mutually agreed upon.*
2. *Any changes to on-site days/visits within two weeks of scheduled trip may incur additional travel cost(s).*
3. *Your anticipated onsite number of days will best be determined within your individual project scope following the initial kick-off call(s) and or Business Process Review (BPR) meetings and agreed upon by both project teams.*

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Pricing and Payment Terms

Total Implementation Services	$125,000.00
Less Discount	*($27,000.00)*
Implementation Services	$98,000.00

Payment Terms:

25% on execution of agreement
50% at delivery of configured system
25% on completion of end user training

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Software License, Hosting, Technical Support, and Maintenance Agreement

(the "Agreement")

BETWEEN:

Intuitive Municipal Solutions, LLC
(the "Vendor")

OF THE FIRST PART

- AND -

City of Rogers, Minnesota
(the "Licensee")

OF THE SECOND PART

BACKGROUND:

The Vendor wishes to license, host, support, and maintain computer software to the Licensee and the Licensee desires to purchase the software license, hosting, technical support, and maintenance under the terms and conditions stated below.

IN CONSIDERATION OF the provisions contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

Software License

1. Under this Agreement the Vendor grants to the Licensee a non-exclusive and non-transferable license (the "License") to use the Intuitive Municipal Solutions Software Suite (the "Software").

2. "Software" includes the executable computer programs and any related printed, electronic and online documentation and any other files that may accompany the product.

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3. Title, copyright, intellectual property rights and distribution rights of the Software remain exclusively with the Vendor. Intellectual property rights include the look and feel of the Software. This Agreement constitutes a license for use only and is not in any way a transfer of ownership rights to the Software.

4. Use of the Software is limited to the following functional areas of the Licensee:

    a. Building
    b. Code Enforcement (via Police Department)
    c. Planning
    d. Engineering
    e. Fire Department

5. Use of the software is limited to the following features and/or applications:
    a. iMSPermits
    b. iMSApprovals
    c. iMSEnforce
    d. iMSLicenses
    e. iMSPros
    f. iMSLocations
    g. Citizen Login
    h. Pro Login
    i. Anonymous Login
    j. Offline Inspection Results

6. The rights and obligations of this Agreement are personal rights granted to the Licensee only. The Licensee may not transfer or assign any of the rights or obligations granted under this Agreement to any other person or legal entity.

7. The Software may not be modified, reverse-engineered, or de-compiled in any manner through current or future available technologies.

8. Failure to comply with any of the terms under the License section will be considered a material breach of this Agreement.

<u>Limitation of Liability</u>

9. The Software is provided by the Vendor and accepted by the Licensee "as is". Except for claims arising from Vendor's gross negligence or willful misconduct, Vendor's total aggregate liability arising out of or relating to this Agreement shall not exceed two (2) times the total fees paid by

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Licensee to Vendor during the twelve (12) months immediately preceding the event giving rise to the claim.

In no event shall Vendor be liable for any indirect, incidental, special, or consequential damages, including but not limited to loss of data, loss of revenue, loss of profits, or business interruption, regardless of the form of action or whether such damages were foreseeable.

10. The Vendor makes no warranty expressed or implied regarding the fitness of the Software for a particular purpose or that the Software will be suitable or appropriate for the specific requirements of the Licensee.

11. The Vendor does not warrant that use of the Software will be uninterrupted or error-free. The Licensee accepts that software in general is prone to bugs and flaws within an acceptable level as determined in the industry.

Warrants and Representations

12. The Vendor warrants and represents that it is the copyright holder of the Software. The Vendor warrants and represents that granting the license to use this Software is not in violation of any other agreement, copyright or applicable statute.

Software Licensing, Hosting, Techincal Support, and Maintenance

13. Beginning on acceptance and for a period of One Year:

    a. The Licensee will hold the software license described above.

    b. The Licensee will be entitled to hosting services in Microsoft Azure at no additional cost. The Vendor will provide both a Production and Test environment that include necessary software licenses and capacity to accommodate the Licensee's needs under this Agreement.

    c. The Licensee will be entitled to maintenance, upgrades, and backups of the hosted environments at no additional cost.

    d. The Licensee will be entitled to unlimited technical support during iMS business hours (8:00 AM to 5:30 PM Central, Monday through Friday) at no additional cost. A contact number will be provided for critical issues outside of business hours. Support is provided via email, or phone. Phone support includes screen sharing when required.

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e. The Licensee will be entitled to regular software updates at no additional cost.

f. The Licensee will be notified via email when an update becomes available at no additional cost. If the Licensee elects not to upgrade they will not be able to take advantage of features and fixes added in that update.

g. The Licensee will be entitled to up to Four (4) refreshes per year of the test environment from production at no additional cost.

h. The Licensee is also entitled to licensing costs for major upgrades that require services at no additional cost. In these cases, covered clients only incur the cost of the services required. An example of a major upgrade would be a change in the development platform or re-write of the program based on newly-available programming tools. Such upgrades would be very infrequent but could require implementation services and training to successfully migrate.

Software License, Hosting, Technical Support, and Maintenance Fee

14. The annual fee for Software License, Hosting, Technical Support, and Maintenance is $73,000, with a one-time discount of $8,000 for a total of **$65,000** and due within 30 days of Acceptance.

Software License, Hosting, Technical Support, and Maintenance Automatic Extension

15. The annual fee for Software License, Hosting, Technical Support, and Maintenance in subsequent years will follow the schedule below, which includes a 5% annual increase, and is due within 30 days of the Acceptance date anniversary:

    Year 2: **$68,250.00**

    Year 3: **$71,662.50**

    Year 4: **$75,245.63**

    Year 5: **$79,007.91**

    Any gap in payment of the Hosting, Technical Support, and Maintenance fees will terminate this Automatic Extension clause and all Software License, Hosting, Technical Support, and Maintenance benefits will immediately cease.

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Data Access

16. Licensee data will be used only to provide Licensee with the defined services and for purposes compatible with providing those services. Vendor will not use Licensee data or derived information for any commercial purposes. Licensee retains all rights, titles, and interests in and to their data, and Vendor acquires no rights to Licensee data other than the rights granted to provide the service. Vendor will not disclose Licensee data except as directed by the Licensee or as required by law.

Data Rights Retention

17. Licensee will have the ability to request a Licensee database backup and copy of Licensee files at any time during the term of service. In the event of expiration or termination of service, Vendor will make Licensee data (database backup and attached files) available to download for a period of 90 days after expiration or termination of service. At the end of the 90-day retention period, Vendor will delete Licensee data. Licensee is solely responsible for the retention or extraction of software provided by Licensee. Vendor has no liability for the deletion of data as described in this section.

Acceptance

18. All terms, conditions and obligations of this Agreement will be deemed to be accepted by the Licensee ("Acceptance") upon the execution and delivery hereof by each of the parties hereto, but in no event later than January 31, 2026.

Termination

19. This Agreement will be terminated, the License forfeited, and all benefits will cease where the Licensee has failed to comply with any of the terms of this Agreement or is in breach of this Agreement (including non-payment of annual fees). Licensee may terminate the agreement for any reason with 30-days written notice.

Force Majeure

20. The Vendor will be free of liability to the Licensee where the Vendor is prevented from executing its obligations under this Agreement in whole or in part due to Force Majeure, such as earthquake, typhoon, flood, fire, and war or any other unforeseen and uncontrollable event where the Vendor has taken any and all appropriate action to mitigate such an event.

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Governing Law

21. The Parties to this Agreement submit to the jurisdiction of the courts of the State of Minnesota for the enforcement of this Agreement or any arbitration award or decision arising from this Agreement. This Agreement will be enforced or construed according to the laws of the State of Minnesota.

Miscellaneous

22. This Agreement can only be modified in writing signed by both the Vendor and the Licensee.

23. This Agreement does not create or imply any relationship in agency or partnership between the Vendor and the Licensee.

24. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and vice versa.

25. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, it is the parties' intent that such provision be reduced in scope by the court only to the extent deemed necessary by that court to render the provision reasonable and enforceable and the remainder of the provisions of this Agreement will in no way be affected, impaired or invalidated as a result.

26. This Agreement contains the entire agreement between the parties. All understandings have been included in this Agreement. Representations which may have been made by any party to this Agreement may in some way be inconsistent with this final written Agreement. All such statements are declared to be of no value in this Agreement. Only the written terms of this Agreement will bind the parties.

27. This Agreement and the terms and conditions contained in this Agreement apply to and are binding upon the Vendor's successors and assigns.

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Notices

28. All notices to the parties under this Agreement are to be provided at the following addresses, or at such addresses as may be later provided in writing:

    Intuitive Municipal Solutions, LLC: 541 N Mt Juliet Rd Ste 2201B, Mt Juliet, TN 37122
    City of Rogers, MN: 22350 South Diamond Lake Road Rogers, MN 55374

Signatures

The individuals signing below represent that they have the authority to sign this Agreement.

Rogers, MN

_____
Printed Name

_____
Title

_____
Signature

_____
Date

Rogers, MN

_____
Printed Name

_____
Title

_____
Signature

_____
Date

Intuitive Municipal Solutions, LLC

Vance Bradshaw
Printed Name

President
Title

_____
Signature

_____
Date

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Intuitive Municipal Solutions

Addendum 1

Service Level Agreement (SLA)
& Support Details

City of Rogers, Minnesota

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Maintenance and Support

Technical Support and Maintenance is provided from iMS on an annually renewed basis. This service and all that accompanies it is included in your annual maintenance/hosting cost(s). This includes unlimited technical support during iMS business hours (8:00 AM - 5:30 PM Central Monday-Friday). A cell phone number will be provided for critical issues outside of business hours. Support is provided via iMS Support Portal, email, MS Teams or phone. MS Teams and phone support includes screen sharing when required.

The following is the iMS Service Level Agreement (SLA) which addresses our escalation & responses for your review:

Proposed Service Level Guarantees			
Service	Metric**	Requirement/ Guarantee***	Remedy if Not Met
System Availability* (Unscheduled Downtime)	% Time	99.9% Uptime	Identify issue, and notify client of resolution and expected timeframe
System Response (Performance)	Average application response time: Login time < 3 seconds. Record load time < 3 seconds. Simple report generation < 3 seconds.	System pages and core actions meet stated performance benchmarks under normal operating conditions	iMS monitors your system for performance, will identify any issues, initiate corrective action, and provide the client with an update on resolution status.
Issue Response Time	Hours	24 Hours	An iMS standard case or support ticket is submitted via the iMS Support Portal using our software or over the phone
Issue Resolution Time	Days	Depends on Severity of issue – Functional, Technical, Development, etc.	Resolution and expectations for resolution can be provided by iMS Support staff via email and/or telephone call(s) as necessary

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Recovery Point Objective (RPO)	Hours	24 Hours	iMS Staff will identify issue(s) and notify client of resolution
Recovery Time Objective (RTO)	Minutes	60 Minutes from first Notification	iMS Staff will identify issue(s) and notify client of resolution
System Data Restore	Minutes	60 Minutes from first Notification	iMS Staff will identify issue(s) and notify client of resolution
Implementation of System Patches	Hours	Within 24 Business Hours of Release of software	Clients are notified of version updates and installed to their TEST Environment. Upon approval and scheduling. Updated version is then applied to client's PROD Environment
Notification of Security Breach	Minutes	Within 30 Minutes from first notification. A written incident report will be provided within 4 days detailing the scope of the breach, any data involved, the remediation actions taken, and the measures implemented to prevent future occurrences.	iMS staff will notify client representative(s) via a telephone call. We will specify and identify the breach and any/all actions we have taken.

The Support and Maintenance Agreement *includes regular software updates at no additional cost.* At iMS we believe that communication is a key to success. As new features, versions, or upgrades are released, your organization's primary contacts will be notified by email and have access via our web portal and your organization controls the timing for the upgrade. Your iMS installation includes both a production site and test site so that you are free to download the newest version and test. Once you are comfortable with the release, it can then be applied to your production environment. Each iMS client determines when updates are applied on their specific system and may elect to skip updates if desired.

There is no disruption to normal operations during server upgrades or expansions. These upgrades are designed to be seamless, typically taking only a few minutes to complete. To further minimize any impact, they are scheduled overnight, outside of business hours, ensuring that staff and customers experience uninterrupted access to the system. This approach allows necessary updates to be delivered efficiently while maintaining the reliability and consistency of daily operations.

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Customer Service Severity Code Summary

In the event that three (3) or more Severity Type 1 issues are not responded to within thirty (30) minutes within any one quarter, Customer shall be provided with a credit equal to five percent (5%) the annual support and maintenance fee, provided the Customer notifies iMS Management in writing of the request for a credit within twenty (20) business days of a response not in conformity with Severity 1 Customer Service Severity Code as set forth below.

In the event of three (3) or more Severity Type 2 issues that are not responded to within two (2) hours within any one quarter, Customer shall be provided with a credit equal to five (5%) of the annual support and maintenance fee, provided the Customer notifies iMS Management in writing of the request for a credit within twenty (20) business days of a response not in conformity with Severity 2 Customer Service Severity Code as set forth below.

Severity Code	Description	Examples of issues in this category	Target Response Time
1	Emergency Issue: all users have no access to the iMS production system	All users have no access to the iMS production system	Withing thirty (30) minutes OR Immediate assistance
2	High impact issue: users cannot perform key processes associated and are unable to continue current operations	Users are unable to perform critical tasks including processing permits, licenses, input inspection results	Within two (2) business hours OR Immediate assistance
3	Moderate impact issue: users cannot perform key processes	Users experience functionality issues including data not displaying correctly, issues requiring general assistance on setup and/or configuration, answer to “how to” questions or users being unable to perform basic tasks.	Within four (4) business hours
4	Low impact issue and/or general questions regarding produce usage: reporting a behavior which is not an emergency.	General inquiries regarding new or existing product functionality and questions about how to accomplish a certain task or complete a process in IMS.	Within ten (10) business hours

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System Monitoring & Maintenance Practices

-iMS employs continuous monitoring through Uptime Robot to ensure servers remain available, with automatic email and text alerts triggered immediately if a system becomes unreachable; clients can be added to these notifications upon request.

-Disk-space health checks are performed weekly to maintain optimal performance and prevent service interruptions.

-Unscheduled downtime refers to any interruption occurring outside of standard maintenance windows, which include nightly Windows updates and server restarts at 11:30 PM, as well as planned iMS software update periods.

Data be encrypted at rest, and in transit.

Data within the iMS platform is protected end-to-end through Microsoft Azure's native encryption services. All data stored in the iMS Azure environment—including Azure SQL databases, files, and backups—is automatically encrypted at rest using AES-256 encryption (via Azure Transparent Data Encryption and Azure Storage Service Encryption), ensuring that all records, documents, and system assets remain secure within the Azure infrastructure. In transit, all data is encrypted through HTTPS connections using TLS 1.2+, ensuring that no unencrypted information ever traverses the iMS Azure environment. This Azure-backed, end-to-end encryption model provides strong, comprehensive protection across the entire iMS platform.

MS Azure Data Centers

Microsoft maintains Azure data centers across the United States in every major region and time zone. For Rogers, all iMS application and database services will be hosted in the nearest Azure region (Central US) ensuring optimal performance and low latency. All data will always remain fully within the United States. If desired, the City may also opt for redundant data storage in a secondary U.S. Azure region for additional resilience (additional costs will be incurred).

Database Audit Logging

iMS maintains a comprehensive audit trail at the database level to ensure full transparency and accountability across all system activity. Audit-history retention in iMS is configurable to align with each agency's policies and needs. While the system defaults to one year of audit records, agencies may adjust this setting to retain data for longer periods.

City Data

The City will always retain full ownership and control of all data within the iMS platform. Should the agreement conclude for any reason, the City has the assured right to export its data in a complete, standard, and usable format so it can be accessed or migrated as needed. iMS is committed to supporting the City throughout this process and ensuring that its information remains fully accessible, portable, and protected at every stage.

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STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 7.5

Subject: Approve AIA Document A133-2019, Standard Form of Agreement Between the City of Rogers and Terra Construction for Construction Manager at Risk (CM@R) for the Police Department/City Hall Civic Campus, City Project No. 2202
Prepared By: Doran Cote, Public Works Director/City Engineer

Recommended Council Action
Motion to Approve AIA Document A133-2019, Standard Form of Agreement Between the City of Rogers and Terra Construction for Construction Manager at Risk (CM@R) for the Police Department/City Hall Civic Campus, City Project No. 2202

Overview / Background / Analysis
A Request for Proposals for Construction Manager at Risk (CM@R) for the Police Department/City Hall Civic Campus was approved by the City Council on October 14, 2025 and was issued the next day. The City Council approved a Professional Services Agreement (PSA) with Leo A. Daly Architects in May 2025. Leo A. Daly's preliminary design work has progressed to a point at which a Construction Manager at Risk (CM@R) should be retained in order to develop detailed cost estimates for the expansion and to provide value engineering options and guidance.

It is not intended that the CM@R team and the Architect partner but that they provide independent services to the City and thereby offer checks and balances in the interest of maximizing facility improvement funds while retaining buildings of high quality. The approach to CM@R anticipated for this work includes the following concepts:
• The CM@R offers a perspective on cost, quality, and value to provide the City with the best information possible in the development of building programs.
• The CM@R acts as owner’s agent in the field and contractually during construction.

A Request for Proposals for CM@R for the RAC expansion was issued in October 2025, to seven contractors, three of which are local contractors. Two of the local contractors declined to propose on the project, as did three other contractors due to their current workload. The RFP directed the contractors to use an estimated construction cost of $35M for their proposal.

Staff from all departments involved with the design reviewed the proposals and ranked them based on the following criteria; technical aspects of the proposal, credentials of the project team, responsiveness to the RFP, the proposed CM@R fee and other notable factors. These five criteria were ranked on a 10-point must system with the best response or lowest fee scoring 10 points. One point was added to each contractor's technical score for each city hall or police department that each contractor

constructed or performed as the CM@R. Both proposals were very good, but Terra's proposal was stronger. The results of the scoring are as follows:

Scoring Results

Contractor	Technical Aspects	Credentials	Response to RFP	CM@R Fee	Other Factors	CH/PD Noted	Final Score
RJM	9	9	9	10	9	7	53
Terra	10	10	10	9	10	7	56

Some other factors worth noting in the proposals are that RJM and Terra both proposed reducing their pre-construction fees ($34,875 and $72,150 respectively). Both contractors have highly respectable EMR Ratings. An EMR Rating (Experience Modification Rate) is a score reflecting a company's workers' compensation claims history compared to industry peers, directly impacting insurance costs; an EMR of 1.0 is average, below 1.0 means lower premiums (safer), and above 1.0 means higher premiums (riskier). Both CM@R fees were also comparable with RJM at 1.4% of project cost and Terra at 1.5%. Both contractors have worked with Leo A Daly in the past and both have some city hall and police department experience, with Terra recently completing the New Hope City Hall and Police Department.

Because both proposals were very good, staff consisting of the City Administrator, Assistant City Administrator and Public Works Director/City Engineer conducted interviews with the contractors. The results of the interviews are as follows:

RJM

The RJM proposal did not include insurance as a cost to the project. However, during the interview, RJM indicated there would be a cost for insurance. RJM's proposal identified a project team that staff felt was not nearly as strong as the team they proposed on the RAC Expansion. During the interview, RJM agreed that the team lacked experience but felt the team could complete the project. The RJM proposal identified a project schedule of 14 months of construction that, during the interview, they indicated they were comfortable with.

Terra

The initial Terra proposal included insurance as a cost of the project. However, after the interview, they removed that cost for comparison purposes and provided a new fee proposal for consideration. Terra's project team, which is the same team that delivered the HealthPartners Field House plus an additional Sr. Project Manager, is a very strong team. The Terra proposal indicated a 16-month construction schedule. However, during the interview, they identified a number of areas where the schedule could be contracted and provided a new schedule and updated the fee proposal for consideration.

Proposal Fees

Contractor	Estimated Construction	Preconstruction	General Conditions	Construction	CM@R Fee	CM@R %	Total Fees
RJM	$ 35,000,000	$ 25,000	$ 67,132	$ 831,496	$476,000	1.4%	$ 1,399,628
Terra	$ 35,000,000	$ 20,000	$ 45,900	$ 862,372	$525,000	1.5%	$ 1,453,272
	Delta	$ (5,000)	$ (21,232)	$ 30,876	$ 49,000		$ 53,644

Based on the interviews, proposals, fees and project team, staff recommends selecting Terra Construction as the city's CM@R for the Police Department/City Hall Campus project.

Staff Recommendation
Motion to Approve AIA Document A133-2019, Standard Form of Agreement Between the City of Rogers and Terra Construction for Construction Manager at Risk (CM@R) for the Police Department/City Hall Civic Campus, City Project No. 2202

Financial Impact: $40M **Source Fund**: Multiple Funds

Budgeted? Yes

Supporting Documentation
A. RJM Proposal
B. Terra Proposal
C. AIA Document A133-2019 Standard Form of Agreement

CITY HALL AND POLICE DEPARTMENT

CITY OF ROGERS

Request for Proposal
Construction Manager at Risk
December 12, 2025

CONSTRUCTION

830 Boone Avenue North
Golden Valley, Minnesota 55427

CONTACT
Brad Barickman
Vice President Community
612-919-3291
brad.barickman@rjmconstruction.com

TABLE OF CONTENTS

COVER PAGE

BUSINESS ORGANIZATION AND HISTORY

TEAM IDENTIFICATION

KEY QUALIFICATIONS AND APPROACH

SUPPLEMENTAL INFORMATION

COST PROPOSAL

RJM CONSTRUCTION

CONSTRUCTION

December 12, 2025

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

Dear Doran,

Thank you for considering RJM Construction, LLC for Construction Management Services for the Rogers City Hall and Police Department project. We welcome the opportunity to work with your team and Leo A Daly to bring your vision to fruition for the entire Rogers community. Drawing on decades of expertise, innovative solutions, and a steadfast commitment to our clients, we are uniquely positioned to exceed the goals of developing, managing, and completing the project within a defined time schedule, given budget, and quality and program guidelines. Our strengths are reflected in the following key areas:

MUNICIPAL CONSTRUCTION MANAGEMENT EXPERTISE

With a rich history of partnerships across more than 50 municipalities, RJM Construction has honed the ability to deliver exceptional results in construction management. In 2007, we introduced the innovative "hybrid" CM at Risk delivery model in collaboration with the City of Eden Prairie, setting a new standard for excellence. Our approach goes beyond construction management—we streamline purchasing processes through state contracts, assist city staff with council approvals, and expertly navigate both CM Advisor and CM at Risk frameworks.

Currently, RJM is working with the City of Rogers on the Rogers Activity Center expansion, delivering a project that will enhance community engagement and provide a modern, functional space for residents. This collaboration reflects our commitment to creating facilities that strengthen communities while saving time and resources for municipalities. With RJM, you gain a trusted partner focused on collaboration, cost control, and successful outcomes for your project.

SPECIALIZED PUBLIC SAFETY EXPERIENCE

RJM's team brings extensive experience in delivering modern, high-performance facilities for public safety and government entities. From police departments to public works facilities, city halls, fire stations, and public safety training centers, we understand the unique demands of municipalities. Recent projects, such as the Chaska Public Safety Center, Lakeville FiRST Center, Apple Valley Police Department, HERO Training Center in Cottage Grove, the North Metro Range Regional Public Safety Training Facility in Maple Grove, and renovations to the Blaine City Hall and Police Department, illustrate our ability to deliver tailored solutions that align with each city's specific programmatic needs.

COLLABORATION AND CREATIVITY

We recognize the challenges faced by city staff in delivering high-quality, cost-effective facilities that satisfy city council and constituents alike. At RJM, we understand that creativity and collaboration are essential for achieving a successful outcome. Our recent experience in the public service sector positions us to immediately contribute value and innovative solutions to your team. We approach projects with transparency and work closely with all stakeholders to identify cost-saving opportunities and implement creative solutions. We are your advocate, every step of the way. RJM's reputation for success is built on a history of strong partnerships across both public and private sectors. By prioritizing the best interests of our clients, we have earned repeat business and established a proven track record of delivering results. Our extensive experience enables us to provide efficient, timely solutions with a focus on your unique needs, ensuring every project is executed to the highest standards.

Our team is ready to begin immediately and is committed to driving the success of your project. Thank you for considering RJM Construction as your partner. We look forward to the opportunity to collaborate and would welcome the chance to discuss next steps. Please do not hesitate to contact me at 952-837-8614 with any questions or additional information needed.

Sincerely,

Brad Barickman | Vice President, Community | brad.barickman@rjmconstruction.com

APPLE VALLEY POLICE DEPARTMENT

APPLE VALLEY, MINNESOTA

RJM CONSTRUCTION

PROJECT INFO

CLIENT
CITY OF APPLE VALLEY

PROJECT TYPE
MUNICIPAL

SQUARE FEET
25,000

ARCHITECT
OERTEL ARCHITECTS

The City of Apple Valley is enhancing its law enforcement capabilities with a modern single-story Police Building, an essential addition to the existing City Hall. This facility addresses pressing staffing needs, considering limited space for expansion within the primary facility.

The project involves demolishing an existing structure, replacing the city water main, installing a retaining wall, and implementing a security fence. It also includes preparations for a future solar panel system and solar-powered site lighting, all while navigating high-pressure petroleum pipelines during construction.

The facility accommodates temperature-controlled storage for 30 vehicles, supports electric vehicle charging, and provides space for evidence storage, firearm servicing, K-9 amenities, and various offices and support areas.

This project is committed to environmental responsibility, seeking Green Globes Certification to showcase its dedication to sustainability and ecological health.

CHASKA PUBLIC SAFETY BUILDING

CHASKA, MINNESOTA

RJM CONSTRUCTION

PROJECT INFO

CLIENT
CITY OF CHASKA

PROJECT TYPE
MUNICIPAL

SQUARE FEET
92,000

ARCHITECT
CNH ARCHITECTS

The City of Chaska has selected RJM for the development of a new 2-story public safety facility, a critical project aimed at integrating both the police and fire departments into a consolidated, modern space. This decision was made to help overcome existing spatial challenges, as the current separate campuses need to improve operational efficiency.

The project encompasses a variety of facilities, including drive-in underground storage for heightened security, specialized K9 unit kennels, on-site living quarters, and advanced training areas covering both physical and technical aspects.

The design features dedicated dispatch facilities, spacious firetruck bays, and conference rooms to foster collaboration among public service officers. This approach not only addresses immediate challenges in space, training, parking, and security but also signifies a substantial enhancement in overall safety and well-being. The facility is planned to meet Chaska's current needs while providing flexibility for future growth, marking a significant step towards a more secure and connected community.

LAKEVILLE REGIONAL PUBLIC SAFETY TRAINING FACILITY

LAKEVILLE, MINNESOTA

RJM Construction is partnering with the City of Lakeville to build a regional public safety training facility. The project's estimated budget is between $20 million and $24 million, covering an area of over 45,000-square-feet. The facility is designed to meet the training needs of local law enforcement and emergency responders and will include essential features such as firing ranges, classrooms, meeting spaces, tactical training areas, and administrative offices. This comprehensive environment aims to enhance the effectiveness and preparedness of public safety personnel, ultimately benefiting the wider community.

Construction on the project began in spring 2025 and is expected to be completed by summer 2026. A core project team, led by the Assistant City Administrator and consisting of key stakeholders such as the Police Chief, Fire Chief, and City Engineer, will oversee the initiative, ensuring that every detail aligns with the City's objectives. As this facility takes shape, it will symbolize Lakeville's commitment to improving public safety and community resilience.

PROJECT INFO

CLIENT
CITY OF LAKEVILLE

PROJECT TYPE
MUNICIPAL

SQUARE FEET
45,350

ARCHITECT
LEO A DALY

BLAINE CITY HALL & POLICE DEPARTMENT

BLAINE, MINNESOTA

PROJECT INFO

CLIENT
CITY OF BLAINE

PROJECT TYPE
MUNICIPAL

SQUARE FEET
83,958

ARCHITECT
WOLD ARCHITECTS

Responding to the expanding staffing requirements spurred by rapid community development, the City of Blaine enlisted RJM Construction for the remodeling and expansion of their city hall. Commencing in April 2021, the project focused on optimizing the third floor's open space to accommodate the growing workforce.

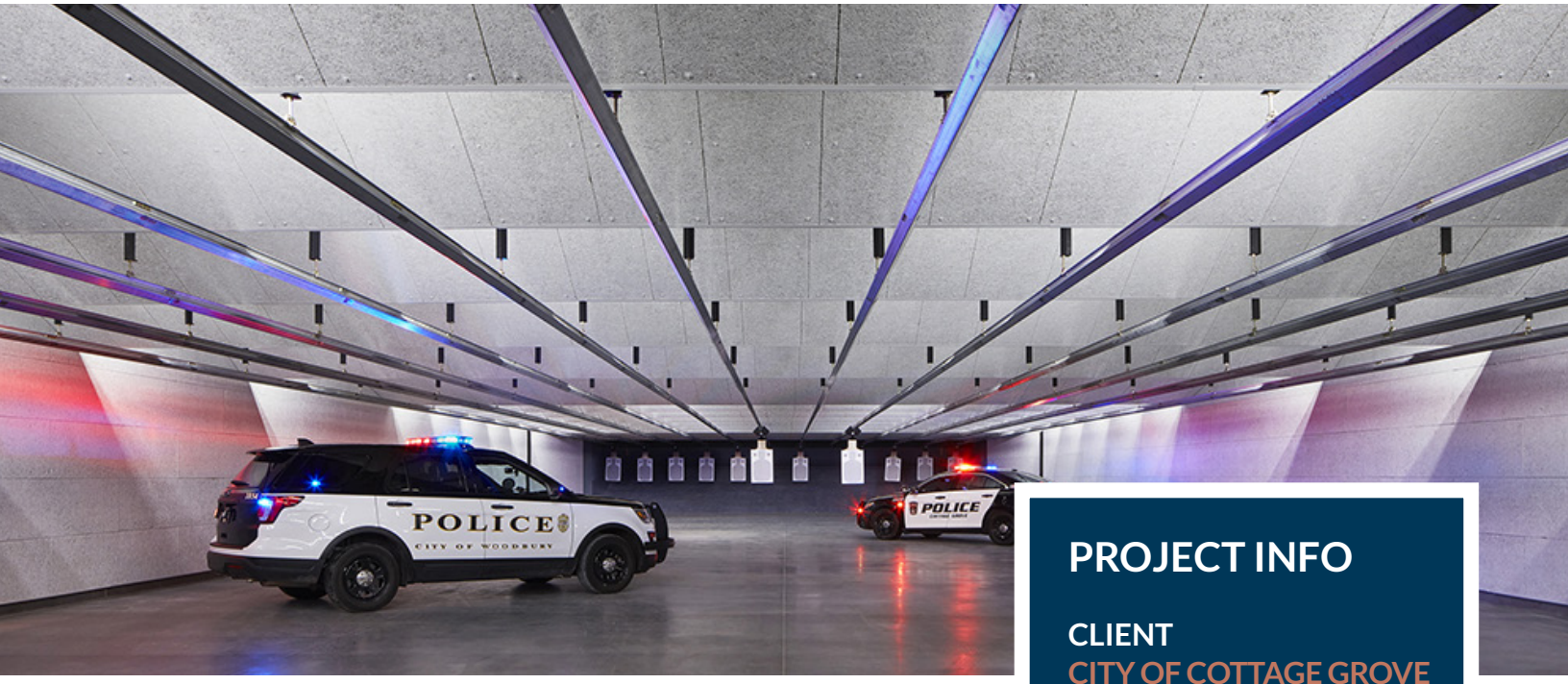
The remodel entails the addition of new offices, conference rooms, and a break room on the third floor, effectively meeting the increased demand for workspace. Simultaneously, the project team undertook the transformation of the existing second-floor office space into dedicated quarters for the City of Blaine police department.

This strategic move allows for a more efficient use of space, while the original police department area undergoes renovations tailored to meet their current operational needs.

HERO CENTER

COTTAGE GROVE, MINNESOTA

RJM CONSTRUCTION



The City of Woodbury and the City of Cottage Grove collaborated with RJM Construction to oversee the development of the new HERO Center—a regional training facility catering to police, fire, and emergency medical services. This state-of-the-art facility serves as a central hub, uniting safety responders from both local and regional domains.

Comprising of classrooms, a shooting range, a canine training yard, a spacious vehicle maneuvering area, virtual reality facilities, and two mock house structures, the HERO Center is designed to accommodate a diverse range of training scenarios.

Given the unique nature of the project, various aspects presented new challenges to RJM, Leo A Daly, and the contractors. The team demonstrated adaptability throughout the project, making necessary adjustments along the way to ensure the facility not only met but exceeded the training needs and could withstand various scenarios.

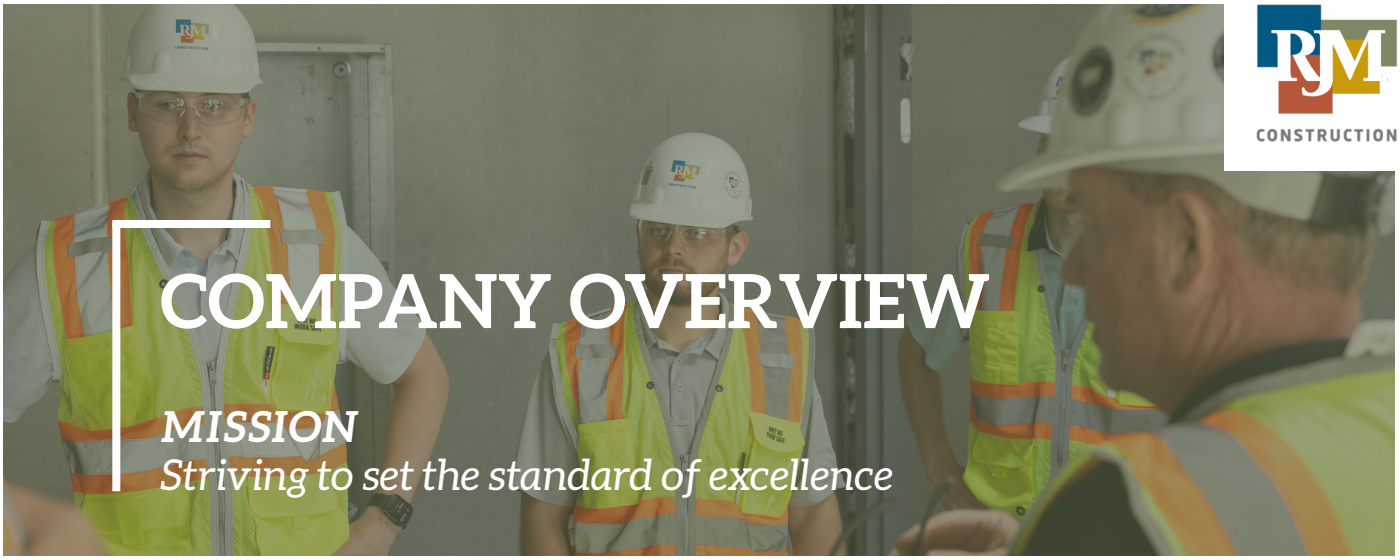
PROJECT INFO

CLIENT
CITY OF COTTAGE GROVE

PROJECT TYPE
MUNICIPAL

SQUARE FEET
45,000

ARCHITECT
LEO A DALY



COMPANY OVERVIEW

MISSION

Striving to set the standard of excellence

Since our inception in 1997, RJM Construction LLC has grown into one of Minnesota's premier contractors, known for our reliability and industry expertise. Headquartered in Golden Valley, Minnesota, and founded by Bob Jossart and Joe Maddy, RJM is now led by seasoned industry veterans President Ted Beckman and CEO/COO Brian Recker, both of whom have been pivotal leaders at RJM for nearly two decades.

With an annual construction volume of approximately $250 million, RJM employs over 120 people, including office and staff personnel. Our dedicated professionals specialize in community, corporate, healthcare, and multi-housing projects. We offer a comprehensive range of services, including general contracting, construction management, design/build, and preconstruction, all tailored to meet the unique needs of our clients.

RJM has effectively delivered various construction contracts for private and public entities and non-profit organizations. We pioneered the Construction Manager at Risk approach with the City of Eden Prairie in 2007 and have since employed this method across several other cities in Minnesota. Combining extensive experience in creating detailed bid packages with innovative strategies, we ensure your projects proceed promptly and efficiently. Our proactive approach and deep expertise enable us to anticipate and overcome challenges, keeping projects on track and aligned with our clients' vision and goals.

Our commitment to client needs drives us to create extraordinary spaces through innovative, tailored, and cost-effective solutions. From preconstruction to project closeout, our meticulous management and unparalleled service ensure that each detail is thoughtfully handled. We are dedicated to nurturing a spirit of collaboration, ensuring that the spaces we create together enable our clients' businesses and communities to thrive.

THE RJM DIFFERENCE

There is no substitute for experience when providing construction services. RJM has a deep portfolio of parks and recreation and ice arena construction projects. We understand how to collaborate with all stakeholders to plan and execute the project requirements effectively. This experience assures the City of Rogers that RJM is a reliable, qualified partner. We will work as an extension of your staff, taking care of all construction details-so you can take care of your community.

SCOPE OF SERVICES

PRECONSTRUCTION

- Estimating
- Constructability reviews
- Value Engineering
- Scheduling
- MEP coordination
- BIM Modeling

CONSTRUCTION

- Purchasing & subcontractor management
- Cost control
- Quality control
- Construction site safety
- Start-up, testing, & occupancy coordination
- Facilities Services

PROJECT TEAM

Key

- Preconstruction
- Construction

City of ROGERS minnesota

LEO A DALY

RJM CONSTRUCTION

BRAD BARICKMAN
PROJECT PRINCIPAL

PRECONSTRUCTION

BRIAN POGALZ
CHIEF ESTIMATOR

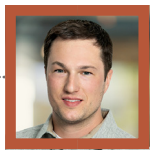
CHRIS LIEDMAN
MEP DIRECTOR

CONSTRUCTION

RACHAEL SCHULTE
PROJECT MANAGER

NATE STENDEL
SUPERINTENDENT

DAVE DREELAN
PUBLIC SAFETY SPECIALIST



KALE FISCHER
SAFETY DIRECTOR

MIKE JOHNSON
DIRECTOR OF QUALITY CONTROL

PROJECT TEAM

STAFF	WEEKLY AVAILABILITY %
Brad Barickman	25%
Brian Pogalz	10%
Dave Dreelan	25%
Rachael Schulte	100%
Nate Stendel	100%

RACHAEL SCHULTE

PROJECT MANAGER

612-231-3141 rachael.schulte@rjmconstruction.com

EDUCATION

Bachelor of Science
City Planning, Urban Development, Parks and Recreation Management

Bachelor of Science
Environmental Science

Bemidji State University

TRAINING & CERTS

OSHA 10

REFERENCES

Mr. Charlie Jackson
Trane Manufacturing
651-492-2290

Ms. Stephanie Byrd
US Aviation
682-999-1728

Mr. Ben Walters
HGA Architects
612-702-2855

ROLE DESCRIPTION

Rachael brings valuable expertise to the project team with her extensive, well-rounded history including a range of projects varying in size and complexity.

Key Responsibilities:

- Assist the project management team including drafting contracts, allocating budgets, managing costs, monitoring schedules, procuring materials, and coordinating with project superintendent and consultants.
- Manage information including RFIs, submittals, inspection reports, safety logs, and more
- Contribute materials for owner updates including look-ahead schedules and photo documentation

With Rachael's strong attention to detail, she helps to facilitate the successful delivery of cost, schedule, and quality on every project to which she is assigned. Rachael has worked diligently to hone the necessary skills to handle each project's unique set of challenges with efficiency and tact, never losing sight of the client's goals. With a driven personality and client-focused approach, Rachael is a critical part of the team, helping to deliver a successful project, on time and within budget.

RELEVANT EXPERIENCE

PROJECT	LOCATION
Fridley Commons Park	Fridley, MN
Rouge Credit Union Community Complex	Medford, OR
Aquatic Center at the Cove	Sunriver, OR
BLS Thompson Elementary School Remodel	Bend, OR
Jim Fisher Volvo - Sales	Portland, OR

RJM CONSTRUCTION

NATE STENDEL

SUPERINTENDENT

612-979-4987 nate.stendel@rjmconstruction.com

EDUCATION

Graduate Superintendent Career Training Program, Carpenters International Training Fund

Graduate Carpenter's Apprenticeship Program

TRAINING & CERTS

OSHA 30
ICRA
First Aid CPR/AED

REFERENCES

Mr. Andrew Gardner
TKDA Architecture
651-292-4400

Mr. Chris Fleck
City of Eagan
651-675-5329

Mr. Tim Grimms
CEDARst Companies
847-366-1466

Mr. Mike Shane
JLG Architects
651-273-9463

Mr. Jared Flewellen
City of Eagan
651-775-5750

CONSTRUCTION

ROLE DESCRIPTION

Nate started his career 23 years ago as a carpenter and currently holds the role of superintendent. Nate has worked on a variety of project types including municipal facilities, healthcare facilities, and more. Working in tandem with RJM's project manager, Nate is accountable for running the day-to-day operations on the construction site and closely monitoring the project schedule to achieve project success.

Key Responsibilities:

- Direct all field personnel and manage subcontractor activities
- Ensure that quality control standards and safety protocols are upheld at all times
- Maintain construction schedule and proactively identify and resolve any disruptions
- Order materials, schedule inspections as necessary
- Maintain regular communications and positive relationships with clients, contractors, vendors, and team members
- Maintain an efficient, organized, safe, and clean job site

RELEVANT EXPERIENCE

PROJECT	LOCATION
Eagan Community Center	Eagan, MN
Kellogg Bus Terminal at Union Depot	St. Paul, MN
Parking Ramp at Normandale Community College	Bloomington, MN
Variant Luxury Mixed-Use Development	Minneapolis, MN
The Inn at Shattuck-St. Mary's	Faribault, MN
TCF Bank	Plymouth, MN
Tesla Service Center	Eden Prairie, MN

BRAD BARICKMAN

MARKET SECTOR LEADER

952-837-8614 brad.barickman@rjmconstruction.com

EDUCATION

Bachelor of Science
Construction Engineering
Iowa State University

AWARDS

LEED AP

REFERENCES

Mr. Chuck Stifter
City of Maple Grove
763-494-6000

Mr. Matt Podhradsky
City of Chaska
952-448-9200

Ms. Renae Clark
City of Bloomington
952-563-8890

Mr. Tom Betti
JLG Architects
651-767-3773

Ms. Nancy Blankfard
HGA Architects
612-758-4390

Mr. Todd LaVold
Leo A. Daly
612-359-4656

RJM CONSTRUCTION

ROLE DESCRIPTION

Brad, the son of a police officer, has been in the construction industry for over 20 years. With his diverse background, he brings multiple perspectives to the project team, ensuring that we meet and exceed client goals. Brad draws heavily on experience to anticipate project needs and will delegate the proper resources to complete the requirements efficiently. From complex municipal ground-up facilities and renovation projects, to healthcare and corporate work, his proven dedication to budget control, value analysis, construction sequencing, and disruption avoidance is always evident in the quality of the finished product.

While Brad's highly motivated and task-oriented approach sets a standard for everyone on the team, he is also focused on creating and maintaining long-term relationships with clients, understanding their needs and challenges, and helping them make their project vision come to life.

RELEVANT EXPERIENCE

PROJECT	LOCATION
Rogers Police Department	Rogers, MN
Apple Valley Police Department	Apple Valley, MN
Chaska Public Safety Facility	Chaska, MN
Lakeville Regional Public Safety Training Facility	Lakeville, MN
Blaine City Hall and Police Department	Blaine, MN
HERO Center and Shooting Range	Cottage Grove, MN
Plymouth Fire Station 2	Plymouth, MN
Plymouth Fire Station 3	Plymouth, MN
North Metro Range Regional Public Training Facility	Maple Grove, MN
Wright County Sheriff's Office Training Center	Maple Lake, MN
Medina Public Works and Police Station	Medina, MN

BRIAN POGALZ

CHIEF ESTIMATOR

651-238-2938 brian.pogalz@rjmconstruction.com

EDUCATION

Bachelor of Architecture
& Bachelor of Science,
Environmental Design
North Dakota State University

REFERENCES

Mr. Adam Neumann
Bigos Management
763-234-0526

Mr. Alex Polinski
Altus Development
612-919-0505

Mr. Burt Coffin
ESG
612-310-7707

Mr. Ward Issacson
Pope Architects
651-642-9200

Ms. Melanie Baumhover
BWBR
651-290-1988

CONSTRUCTION

ROLE DESCRIPTION

Brian brings over 25 years of valuable industry experience to the RJM team, with a dedicated focus in preconstruction services over the last decade. In his role as Chief Estimator, Brian oversees preconstruction and estimating, ensuring the incorporation of unique project details. He directs the team to develop accurate budgets from schematic design to final construction, achieving optimal value for clients in community, educational, corporate, and healthcare markets.

His dedication to budget control, value analysis, and client relationships is evident in the high-quality finished products. Brian's mission is to challenge the status quo and focus towards creative solutions that incorporate value and quality into each project built.

RELEVANT EXPERIENCE

PROJECT	LOCATION
Apple Valley Police Department	Apple Valley, MN
Chaska Public Safety Facility	Chaska, MN
Lakeville Regional Public Safety Training Facility	Lakeville, MN
Dakota County SMART Center	Inver Grove Heights, MN
North Loop Minneapolis Bus Garage	Minneapolis, MN
East Side Storage and Maintenance Facility	Minneapolis, MN
Grand Forks Air Force Base Fire Station	Grand Forks, ND
Restoration Professionals Warehouse/ Vehicle Storage & Office Facility	St. Paul, MN
Ramsey County Managers Office	St. Paul, MN

DAVE DREELAN

PUBLIC SAFETY SPECIALIST

612-380-0884 dave.dreelan@rjmconstruction.com

EDUCATION

Bachelor of Arts
Political Science
University of North Dakota

FIRE DEPARTMENT EXPERIENCE

Mendota Heights FD
1990-January 2025
Chief 2017- 2025

Plymouth FD
2003 – December 2024
Deputy Chief 2019–2024

REFERENCES

Fire Chief Rodger Coppa
Plymouth Fire Department
763-509-5121

Operations Chief Zack Bonnema
Chaska Fire Department
952-227-7471

Mr. Quinn Hutson
CNH Architects
952-431-4433

Mr. Scott Jones
Brennan Construction
507-381-7046

ROLE DESCRIPTION

After a successful 35-year career with the City of Mendota Heights and the City of Plymouth Fire Departments, former Deputy Fire Chief Dave Dreelan has joined RJM Construction as a Public Safety and Fire Station Specialist. Drawing on his extensive experience in public service, Dave will utilize his knowledge in his new role. His contributions will be invaluable to our clients, design partners, and internal public safety project teams. With the public safety construction market on the rise, Dave's insights and expertise will drive successful outcomes for all projects. His commitment to excellence and passion for public safety will ensure that RJM remains a leader in the industry.

RELEVANT EXPERIENCE

PROJECT	LOCATION
Chaska Public Safety Facility	Chaska, MN
Lakeville Regional Public Safety Training Facility	Lakeville, MN
Mendota Heights Fire Station*	Mendota Heights, MN
Plymouth Fire Station #2**	Plymouth, MN
Plymouth Fire Station #3**	Plymouth, MN
Rosemount Fire Department Master Plan	Rosemount, MN
Maple Grove Fire Department Master Plan	Maple Grove, MN

**led department as Chief*

***led department as Deputy Chief*

RJM CONSTRUCTION

KEY QUALIFICATIONS AND APPROACH

Since our inception, RJM has built a strong reputation for delivering high-quality construction services, consistently standing out in the market for our commitment to excellence and client satisfaction.

SERVE THE COMMUNITY

DIVERSE AND GROUNDED EXPERIENCE

RJM is dedicated to working with communities and non-profit organizations in constructing ice arenas, community centers, municipal facilities, recreational facilities, public works buildings, higher education facilities, and charter schools. Our community work often comprises 40 percent of our yearly business, with projects ranging from renovations to new buildings, all serving the communities for years to come.

STRENGTHENING THE PROCESS

We work as an extension of your staff, analyzing all project details to achieve the best value. We understand the extensive planning involved in getting a community project off the ground. Whether your project requires council approvals, public funds, or private investors, RJM acts as your advocate. In tandem with approvals, our construction process includes assembling a project schedule and budget, considering details such as design milestones, permitting, and material procurement. Our experience and resources will guide the team to make well-informed, timely decisions. RJM takes pride in ownership of every project, managing risk from start to finish.

CUSTOMIZED APPROACH

RJM is a diverse builder, allowing us to effectively deliver all types of construction contracts for public institutions and non-profit organizations. In addition to traditional general contracting and design-build partnerships, our team has provided construction management services to local municipalities for more than 25 years. Forward-thinking communities have recognized that construction management offers a better alternative to the traditional design-bid-build method, giving organizations more control and confidence in project decisions.

KEY QUALIFICATIONS AND APPROACH

LOCAL OUTREACH

Local participation is of utmost importance to RJM. We will develop bid and quote packages sized appropriately for the capacity and skillset of the local market. We initially reached out to the Builders Associations with those projects and have had great success in establishing relationships with many of the local trades. RJM will immediately connect with The Lake Region Builder's Association. In addition, RJM's extensive experience in the municipal/community market gives us a diverse list of subcontracting partners we can carefully analyze and then tailor the bid and quote packages to meet the needs of the City of Rogers. RJM takes pride in local participation as well as active interest from the subcontracting community.

We will reach out to qualified subcontractors by means of electronic notification and personal phone calls to generate as much interest as possible to increase the number of received bids and to ensure the lowest possible price on bid day. RJM has also developed a bidding strategy that allows for more local contractor participation for smaller project work scopes through the county's quote process.

The new state statute provides great flexibility in hiring the most qualified contractors. By breaking larger bid packages into smaller, more manageable ones, we can often generate more interest from local contractors who may not have the capabilities to perform the entire large scope of work. This essentially serves two purposes: encouraging local participation and driving the overall project costs down. When we come into new communities, we hold an open house for subcontractors to attend. This outreach increases the project interest and prepares them for a process that some companies may not have experienced before.

SIMILAR RELEVANT EXPERIENCE

RJM takes the time to understand your program and what it takes for a facility to be successful and make a lasting impact on the community. Our team has extensive experience delivering municipal projects that include city halls and public safety departments, ensuring functionality, security, and durability for high-use environments.

We have recently completed similar projects for the City of Apple Valley, City of Chaska, City of Maple Grove, City of Blaine, and City of Cottage Grove. This proven track record means the City of Rogers can expect a cost-effective project, an optimized program, an efficient schedule, and a facility built with quality and resilience to serve the community for years to come.

EFFICIENT SCHEDULE & COST

With the current challenges the construction industry is facing for material availability and cost increases, RJM will be ready with solutions to issues that may arise. These recent challenges in the industry are not new to RJM. When the market had more stability, RJM still made recommendations to our clients to help reduce costs and expedite the construction schedule.

We recommend that our design partners and clients select materials that we have confidence in terms of function, durability, cost, and readily available for installation. RJM will initially make a recommendation for multiple design bid packages. We will want to make an early purchase on precast wall panels and structural steel as a team. We have a system in place to procure engineering of these items and hold a production spot for a minimal cost to not put the city at risk of owning products before the full project value is understood. This process expedites the overall schedule and allows the design team time to finish other areas of design and programming.

KEY QUALIFICATIONS AND APPROACH

TAX-EXEMPT

RJM has successfully utilized a tax-exempt strategy with other municipalities. If the City of Rogers is interested, RJM will solicit separate labor and material bids from select subcontractors to take advantage of tax savings on large material purchases. The bid documents specify that only the lowest combined labor and material bids will be awarded as the lowest combined bid. If approved by the City of Rogers, this strategy can save the City approximately $350,000 or more.

PRECONSTRUCTION AND DESIGN

At RJM Construction, our work begins long before a project starts. We design our preconstruction to anticipate challenges and develop efficient solutions to ensure successful project delivery. Our team will add value by creating a feasible project vision, providing solutions to building challenges, and identifying ways to create value for the investment.

ESTIMATING TECHNIQUES

At the core of RJM's preconstruction team are six full-time estimators. This team ensures estimates are accurate and completed on time without the daily distractions of project management. Our team has an extensive database, comprehensive procedures, and the experience to produce accurate and timely estimates.

RJM's estimating team utilizes various technological resources to develop a cost model. Materials are quantified with precision in eTakeoff/Dimension and paired with our unit cost database, which is maintained via Sage Estimating. We also rely on virtual building models (BIM) to ensure estimating accuracy.

RJM's cost estimating process is entirely open book. We provide detailed information supporting our numbers in an open forum with the project team. An estimate summary will highlight the major categories of work and associated costs. In addition, RJM provides a detailed estimate, showing all cost categories by the specification section. These resources will allow the team to make educated decisions. As the design progresses, we provide continuous, real-time cost evaluation so that we immediately realize the cost impact to design choices. Being proactive in this process saves critical time and cost, helping Leo A Daly understand budget impacts before designs are complete.

RJM'S DESIGN PROCESS KEY STEPS:

CONCEPTUAL PHASE:

This estimate is completed by reviewing the general project scope and utilizing gross square footage estimates as a starting point. Pricing adjustments are based on the unique project features in scope items such as site work, building structure, envelope, architectural finishes, and mechanical/electrical/plumbing (MEP) selections.

SCHEMATIC DESIGN PHASE:

At the beginning of SD, estimates are applied to more detailed square footage. We then begin to fully define the overall layout of the building and can start to develop costs based on the desired design finishes. By the completion of this phase, the estimate will be supported with actual quantities of construction systems. This analysis will save team resources and allow you to look at multiple scenarios for structure, enclosure, interiors, etc.

DESIGN DEVELOPMENT PHASE:

As the estimate moves through this phase, unit quantities will be available to produce a very detailed estimate. The project's budget will develop its final details at the end of this phase. This estimate will be fully supported by subcontractor feedback to gain valuable market insight.

KEY QUALIFICATIONS AND APPROACH

THE RJM DIFFERENCE

Our team provides a final estimate at 95% completion of the design. This is different from other construction managers. The intent of this final estimate is to confirm the 95% drawings and specifications align with the budget and that we have 100% subcontractor support to prove it. This final confirmation allows us to accurately track the expected final bid amounts when received. Allowing one last opportunity to make slight adjustments to the plans prior to bidding assures the project will be delivered on budget. RJM's unique process will bring immediate value to the City of Rogers given the current status of the design is near completion. If hired, RJM will recommend this be the first step in the process before finalizing bid documents.

VALUE ENGINEERING

Value engineering is an essential process during design. RJM's job is to provide the team with cost-saving ideas available for the team's review and subsequent implementation. Drawing from similar project experience, our team understands how to reduce costs without sacrificing the building's function or design intent. RJM believes that the most effective way to increase value is to look for it at every design stage. RJM reviews multiple systems related to foundations, structures, enclosures, roofs, and mechanical and electrical to ensure the most effective installation and the utilization of materials that will last.

CONSTRUCTABILITY REVIEWS

RJM leverages its extensive experience, collaborative approach, and commitment to excellence to provide exceptional constructability reviews. We are dedicated to contributing to the success of our clients' construction projects by identifying opportunities for improvement, mitigating risks, and optimizing the overall construction process. RJM's constructability reviews are continuous during design. We emphasize early-stage intervention to identify potential challenges and opportunities during the design phase. This proactive approach ensures that potential issues are addressed before they escalate, resulting in cost savings and streamlined project timelines. RJM's Director of Quality Control also closely reviews design documents at each phase. After this careful review process, RJM may suggest minor design modifications to the architect. As an added element of quality risk management, RJM recommends a third-party plan/details review for all critical building components, such as waterproofing, roofing, and building envelope systems.

KEY QUALIFICATIONS AND APPROACH

MEP COORDINATION

Mechanical, electrical, and plumbing (MEP) systems are among the most complex and cost-intensive components of any project. RJM's dedicated in-house MEP Coordination team works closely with design partners, including Leo A Daly and other consultants, during the design phase to deliver maximum value.

Our team provides:

- Cost payback analysis to support informed decision-making
- Constructability reviews to identify potential issues early
- Operational insight from a facilities management perspective

With deep experience in building operations, we ensure system decisions are cost-effective upfront and sustainable for the long term. This holistic approach helps avoid short-sighted choices that could lead to costly consequences later.

RJM also leverages virtual design capabilities to model building systems before construction begins, adding value through detailed constructability reviews. Our Director of MEP Design and Coordination, Chris Liedman, a licensed engineer, analyzes mechanical and electrical designs and guides prefabrication and installation plans. His expertise ensures that every detail of the MEP scope is understood and optimized. These unique resources enable project teams to make informed decisions and achieve the best solutions at maximum value.

STATE STATUTE CM AT RISK BIDDING REQUIREMENTS

RJM Construction pioneered the CM at Risk delivery method for municipalities in 2007 with the City of Eden Prairie. In 2023, the State of Minnesota officially recognized CM at Risk as a legal procurement method for cities, validating an approach RJM has successfully implemented for more than 15 years.

This long-standing experience gives RJM a significant advantage. We have developed a transparent, equity-based bidding process that benefits municipalities across Minnesota. It begins with a comprehensive Request for Qualifications (RFQ) process to ensure every qualified contractor has an equal opportunity to participate.

Once prequalification is complete, a Request for Bid (RFB) is issued to all approved contractors. Bids are reviewed collaboratively with city staff and the design team. Contractors are then selected, and the Guaranteed Maximum Price (GMP) is established with City Council approval. Our process ensures fairness, cost control, and efficiency while delivering high-quality results for municipal projects.

KEY QUALIFICATIONS AND APPROACH

CONSTRUCTION

PROJECT MANAGEMENT

In addition to managing the overall schedule, the RJM project manager serves as the primary point of contact throughout construction, ensuring clear communication and accountability. They oversee all documentation and information flow, including contract administration, budget management, and schedule control. Meeting minutes are issued promptly, Requests for Information (RFIs) are coordinated efficiently, and daily on-site activities are monitored to maintain progress. The project manager also manages subcontractor coordination, material deliveries, and labor force scheduling to keep operations organized and on track. This comprehensive approach ensures the project is delivered with a strong focus on quality, safety, cost control, and timely completion, resulting in a facility that meets the needs of the community and stands the test of time.

SCHEDULE MANAGEMENT

RJM supports the project team by developing a comprehensive schedule that accounts for all critical milestones and dependencies. This collaborative approach establishes realistic expectations and efficient work sequences from the start. The assigned RJM project manager reviews all contracts to identify scheduling requirements and critical timelines, paying close attention to long-lead items and key path activities. Once these elements are aligned, a master schedule is prepared and issued to guide the entire team.

When construction begins, RJM provides ongoing schedule analysis and variance reports to monitor progress and address potential delays before they impact the project. Our team incorporates lean construction principles to improve efficiency, optimize workflows, and manage workforce needs effectively. This proactive approach protects the project schedule while maintaining quality and cost control, ensuring timely delivery and a smooth construction process.

ESTIMATED DURATION OF CONSTRUCTION

Based on our experience and understanding of the proposed scope, we estimate the construction duration to be approximately 14 months from mobilization to project closeout. RJM has successfully delivered similar municipal public safety projects within comparable timelines.

One key advantage is our established relationship with the architect, Leo A Daly. We have partnered with them on numerous projects of similar size and complexity, which significantly reduces the learning curve and streamlines coordination. This familiarity allows us to anticipate design intent, resolve details quickly, and maintain momentum throughout the project.

Our approach will include proactive scheduling, early identification of long-lead items, and close collaboration with all stakeholders to ensure milestones are met without compromising quality or safety.

KEY QUALIFICATIONS AND APPROACH

PROJECT SPECIFIC SCHEDULE/ APPROACH - PRELIMINARY DRAFT

PROJECT PHASE	TIMEFRAME
Hire Construction Manager	January 2026
Design Development Cost Estimate	January - February 2026
Review long lead material procurement strategy	February 2026
Complete Construction Documents	May 2026
Request for Qualifications (RFQ) Subcontractors	April 2026
Request for Bids (RFB) Subcontractors	May 2026
Mobilization	June 2026
Footings/Foundations	June - August 2026
Wall Assemblies	August - December 2026
Structural Steel	December 2026 - January 2027
Roofing/Enclosure	February - March 2027
Finishes	April - June 2027
Landscaping/Site Finishes	May - July 2027
Commissioning	June 2027
Cleanup	June 2027
Final Inspections/Closeout	July 2027
Occupancy	August 2027

PROJECT COMMUNICATION

RJM will coordinate all project communications: scheduling, attending, participating in, and recording regular meetings. By leading this process, we can better monitor the project's advancement while keeping important construction milestone dates in mind. Meeting minutes will be distributed to the project team within 48 hours, with team assignments clearly outlined. Additionally, RJM will provide regular updates for the team to share with their extended teams.

RJM leverages Procore, a comprehensive project management platform, to ensure successful outcomes for all project stakeholders. Procore's customizable suite of internal and external applications keeps all stakeholders informed of progress and enables convenient access to project data at all times. Our internal use of Procore's tools includes tracking all communications and action plan checklists, ensuring all necessary project tasks are completed throughout the project's lifecycle. Additionally, we have integrated quality and safety assessments into Procore, making it a centralized repository for project information.

Externally, all project-related documentation is available to necessary team members, including submittals, Requests for Information (RFI), approved changes, meeting minutes, schedules, updated plans and specifications, and correspondences between parties. A submittal register is delivered, which tracks all items incorporated into the project and their lead times and assigns responsibility for reviews. The submittal register also identifies items that may have long lead times, which could impact the schedule, allowing the team to prioritize items to reduce any on-site impacts.

KEY QUALIFICATIONS AND APPROACH

Procore's RFI workflow process is a robust system that allows for submitting and tracking responses across the project lifecycle. Seamless integration extends to the change management tool, submittals, and drawings tools, ensuring precise tracking of all financial impacts associated with RFIs, submittals involving revisions to proposed or specified project elements, and updates to drawings throughout the construction phase. This interconnected approach within the Procore platform enhances efficiency, transparency, and accuracy in monitoring and managing the financial aspects of project changes.

The drawings tool has an innovative feature that enables RFIs, photos, and field markups to be seamlessly integrated directly into the public project drawing set. The set is maintained in the project document history and serves as reliable cloud storage for critical documents in the future.

All meeting agendas, minutes, and supporting documents that are reviewed in weekly construction meetings are issued and stored long-term in Procore for access by all stakeholders. Even throughout the closeout process, RJM utilizes Procore to track completion and punch lists, identify non-conforming work, and assign responsibility and deadlines for the completion of these items, ensuring all work is completed on time.

*RJM has been proud to receive the **Minnesota Subcontractors Association TOPs Award** (Teamwork, Opportunities, and Partnering with Subcontractors) for several consecutive years, emphasizing our firm but fair approach.*

EXPEDITING WORK OF SUBCONTRACTORS AND MATERIAL SUPPLIERS

Maintaining strong and positive relationships with the subcontractor market protects the project's integrity and keeps everyone working as a team. RJM has been proud to receive the Minnesota Subcontractors Association TOPS Award (Teamwork, Opportunities, and Partnering with Subcontractors) for several years, emphasizing our firm but fair approach. By valuing and maintaining that strong relationship, RJM can solicit quality partners to bid projects and push the envelope regarding delivery dates or expedited project schedules.

COORDINATION OF TRADES AND SUPPORTING DISCIPLINES

When working with subcontractors, our philosophy is to be firm but fair, respectful but demanding. The project's success relies heavily on the success of the subcontractors to complete their work in a quality manner by the schedule. We are committed to providing clear communication and building long-term partnerships with subcontractors, just as we are with our clients.

CHANGE ORDER PROCESS

RJM scrutinizes any change order requests before being presented to the client. We work with subcontractors in the field to develop options for resolution, often eliminating the proposed change request. Most changes are avoided by focusing on proactive project management and developing alternative solutions with the project team.

Should the City of Rogers request enhancements to the project, RJM will work with the project team to clarify these requested changes and provide guidance on the most cost-effective way to complete the work.

KEY QUALIFICATIONS AND APPROACH

QUALITY CONTROL

RJM strictly monitors the quality of materials and installation procedures starting during the design phase. In addition to the on-site superintendent, our team includes our Director of Quality Control who focuses on reviewing the project's critical details and holding pre-installation conferences with contractors to review quality expectations and best practices before the commencement of work. During these meetings, we review approved submittals, analyze systems, and discuss critical work sequencing. These proactive meetings have proven to mitigate issues before they arise.

At RJM, we hold ourselves to the highest quality standards regarding each project's materials and installation procedures. To ensure that we meet these standards, we have appointed a dedicated Director of Quality Control whose primary responsibility is to rigorously review the critical details of the project. Our Director of Quality Control actively participates in preconstruction meetings to review design specifications and subsequently reviews the installation of these critical components. The superintendent works closely with the Director of Quality Control and utilizes a daily checklist to ensure that contractors adhere to the specifications outlined for the project.

Before work commences, we hold pre-installation conferences with contractors to review expectations. During these meetings, we present approved submittals, analyze mock-up systems, and discuss critical plan details to confirm work sequencing. These proactive meetings mitigate issues before they arise, ensuring the project proceeds smoothly.

We take exceptional care to hire only the most qualified contractors for critical project areas. We understand that a poorly performing contractor can jeopardize the budget, schedule, and long-term performance of vital systems. Therefore, we conduct rigorous due diligence in our selection process to ensure we bring on board contractors with the necessary experience and expertise.

We believe that our comprehensive quality control process, which includes pre-installation conferences, daily checklists, and stringent contractor selection criteria, is essential to delivering a successful project that meets or exceeds our client's expectations.

SAFETY PROGRAM

Safety is integral to our business. We believe that safety, quality, and productivity are interrelated, and we have adopted a comprehensive program to carry out that philosophy. Our policy is to provide required safety training for all employees, utilize high-performing safety equipment, and set clear expectations and standards for subcontractors. RJM's Safety Director, Kale Fischer , provides leadership and oversight to the safety aspects of every project and will work closely with our project team to develop a site security plan that complies with all temporary egress, fire, and life safety requirements. Our safety manual is segmented and accessible through QR codes posted on-site, providing instant access to information in the field. This approach ensures that the content is readily available at all times

and allows for real-time updates and improvements to our processes. Directives accompanying our toolbox talks are modified to communicate these changes promptly, fostering a dynamic and responsive safety communication system within our organization.

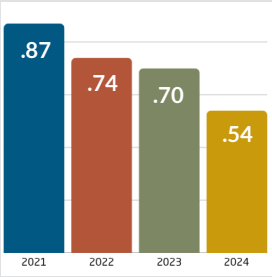
Ensuring a safe working environment is our utmost priority on every project. Our superintendent diligently oversees daily operations, ensuring strict adherence to safety protocols by all contractors. Maintaining an impeccable safety record, free from violations, is paramount to us. On this project, RJM would incorporate a secured site program to ensure employee access is restricted from the construction area and that persons unfamiliar with construction hazards are not exposed to potential threats. Within the construction site, RJM strictly enforces all OSHA requirements, including, but not limited to, PPE, Lock-out/Tag-out procedures, and temporary fire and life-safety measures. RJM Construction does NOT permit any work on live electrical systems. We require all hot work to be coordinated with building management and hot work permits to be obtained before any welding, brazing, or flammable work functions occur. Throughout construction, the RJM superintendent will make daily site safety assessments in conjunction with the project manager, who will complete weekly site safety assessments to ensure that all team members uphold the highest level of safety and security.

The following set of metrics provides a comprehensive overview of our unwavering commitment to safety and our outstanding track record over the past seven years. These metrics encapsulate the array of safety protocols and measures we have implemented and upheld, guaranteeing the safety and well-being of our employees, customers, and stakeholders. They stand as a testament to our dedication to fostering a safe and secure environment across all our operations and processes.

RJM Construction has earned recognition from esteemed bodies such as the Minnesota Department of Labor and Industry and the AGC of Minnesota as a Construction Health and Safety Excellence (CHASE) partner. The CHASE partnership charter underscores the significance of creating a safe, healthful work environment in construction and seeks to foster a relationship built on mutual trust and respect among all parties involved in the construction process, including project owners and construction workers. Since 2015, RJM has been an active participant in the CHASE program, with our inaugural Level 3 project, the Hero Center, completed in 2018. Presently, we are engaged in our eighth CHASE project.

Our enduring partnership with the Associated General Contractors (AGC) and the Occupational Safety and Health Administration (OSHA) is deeply valued. It has empowered us to continuously enhance and embed safety standards into our company culture while aiding us in mitigating risks to our employees, subcontractors, and visitors.

RJM EMR



RECENT SAFETY RECOGNITION & AWARDS

LECET Safety Driven Contractor Award of Excellence: 2022, 2023, 2024

AGC CHASE Level 3 Projects: 2022, 2023, 2024. *RJM has been a CHASE member since 2015, and have had at least 10 Level 3 projects in the last 3 years*

OSHA Stand Down to Falls: Recognition in 2022, 2023, 2024

Governors Bronze Safety Award: 2024

KEY QUALIFICATIONS AND APPROACH

PUNCH-LIST PROCESS AND CLOSE-OUT

At RJM Construction, we understand that project closeout is a vital component of overall success. We approach this phase with the same level of detail, planning, and care as every other stage of the project to ensure a smooth and timely transition for our clients.

Our team goes beyond standard contractual requirements, such as punch lists and warranty walkthroughs, by implementing a comprehensive Project Completion Checklist. This tool outlines all necessary closeout activities, assigns clear responsibilities, and establishes deadlines to ensure nothing is missed.

To improve efficiency, RJM prepares Completion Lists and Pre-Punch Lists prior to the formal punch walk. These documents help identify and resolve outstanding items early, reducing the volume of punch list items and streamlining the final walkthrough. We share these lists through Procore to keep all stakeholders informed and aligned.

From an administrative standpoint, RJM requests interim financial statements before project completion to confirm final subcontractor values. We also enforce timely submission of closeout documentation and thoroughly record all training and commissioning activities to ensure systems are fully functional and supported.

When permitted, RJM coordinates with owner-supplied vendors early in the process. This collaboration ensures that construction aligns with vendor requirements, prevents scope overlap, and allows for efficient scheduling and integration of their work.

Our goal is to deliver a closeout process that is organized, transparent, and tailored to support your operations from day one.

SUPPLEMENTAL INFORMATION

RJM Construction - Proven Team

THE RJM DIFFERENCE

There is no substitute for experience when it comes to delivering construction services. RJM brings a deep portfolio of municipal projects and a proven ability to manage complex requirements. We understand how to collaborate with city staff, design teams, and stakeholders to plan effectively and execute with precision. This experience gives the City of Rogers confidence that RJM is a reliable and qualified partner. Our team will operate as an extension of your staff, managing every construction detail so you can stay focused on serving your community.

MISSION

Striving to set the standard of excellence

HISTORY AND CURRENT PARTNERSHIP

RJM has a long history of delivering successful municipal projects and understands the unique requirements of city halls and public safety facilities. We are proud to be currently working with the City of Rogers on the Rogers Activity Center expansion, which gives us valuable insight into local priorities and expectations.

Our familiarity with Rogers' processes, staff, and community goals allows us to streamline communication and decision-making, reducing risk and accelerating progress. We understand the importance of creating facilities that balance functionality, durability, and cost efficiency while supporting essential services for residents. RJM provides leadership and value-driven solutions at every stage, anticipating challenges and proactively managing details to keep the project aligned with your vision.

SUPPLEMENTAL INFORMATION

UNDERSTANDING CURRENT MARKET CONDITIONS

This project is being completed during a unique time in history. The construction market is seeing all-time highs in material costs, and the high demand for materials has significantly impacted the supply chain and project schedules. As your construction manager, RJM will use our expertise to help the City determine the best time to bid the project to achieve the best value and shortest overall project duration.

We understand the market conditions and the appropriate escalation amounts to hold in a project budget. We will make recommendations to possibly bid portions of the project earlier or procure in a unique manner to take advantage of material pricing and lead times to put the project in a position to succeed. Although the project will go through a public process and will adhere to the State of Minnesota Public Bidding laws, it is still valuable to have subcontractor feedback during design and budget phases. We take pride in our relationships with local subcontractors, and during the budget stages of the project, their input and knowledge of their specific markets are invaluable.

CITY COUNCIL OPTIONS

The most successful projects occur when the city council is provided with well-defined options throughout the process. This begins during the design phase, where we present choices that support flexibility and informed decision-making. These options may include timing for accepting alternates, allowances to include in the Guaranteed Maximum Price (GMP), or phased completion strategies such as shell, finish, or full build-out for specific areas.

A practical example is bid-day alternates or scope adjustments after design completion. If bids come in favorably, long-term scope items can be added back into the project. If bids exceed the budget, selected items can be removed without compromising core functionality. This approach is an essential tool for managing risk and maintaining control, especially in today's volatile market conditions.

We also prioritize protecting the City Council from unnecessary risk. One proven strategy is early procurement of long-lead materials before final bidding. Even as design nears completion, opportunities exist to secure production slots for critical items such as structural steel or precast wall panels. This requires only a modest financial commitment for engineering and shop drawings, not full material purchase. By reserving production capacity early, we minimize inflationary impacts and ensure materials are available when needed, allowing the project to start sooner and maintain schedule integrity.

CONSTRUCTION

Rogers City Hall and Police Department
RJM Construction - Construction Management Fee Proposal
December 12, 2025

Preconstruction & Bidding Phase **6** **Months**

Description	Quantity	Unit	Unit Cost	Total
Project Executive	26	HRS	$ 206.00	$ 5,352
Project Manager	13	HRS	$ 149.35	$ 1,940
Public Safety Specialist	26	HRS	$ 170.00	$ 4,417
Chief Estimator	0	HRS	$ 190.55	$ -
Estimator/Sr. Estimator	312	HRS	$ 154.50	$ 48,167
			Subtotal Preconstruction & Bidding	~~**$ 59,875**~~
			Discount Total	**$ 25,000**

Project Reimbursable Expenses

Description	Quantity	Unit	Unit Cost	Total
Project Executive	0	HRS	$ 206.00	included
Project Management	2308	HRS	$ 149.35	$ 344,683
Project Engineer	0	HRS	$ 118.45	$ -
General Superintendent	113	HRS	$ 159.65	$ 17,973
Superintendent	2252	HRS	$ 144.20	$ 324,681
Assistant Superintendent	0	HRS	$ 122.57	$ -
Public Safety Specialist	591	HRS	$ 170.00	$ 100,478
Safety Engineer	113	HRS	$ 118.45	$ 13,335
Project Coordinator	113	HRS	$ 87.55	$ 9,856
Truck	2364	HRS	$ 4.50	$ 10,639
Fuel				$ 9,851
			Subtotal Reimbursable Expenses	**$ 831,496**

General Conditions Costs

Description				Total
Project Technology				$ 36,589
Cell Phone				$ 8,444
Blue Prints				$ 650
Postage & Delivery				$ 650
Temporary Toilets-Office Trailer				$ 3,900
Office Equipment				$ 4,550
Site Trailer				$ 12,350
			Subtotal General Conditions	**$ 67,132**

General Contractor Fee

Construction Management Fee	1			**$ 476,000**
CM Fee Based on a Project Value of:	$ 35,000,000			

* The staffing and hours outlined above are an estimate of anticipated services for the noted duration. Once an agreed upon schedule is finalized, the hours may adjust up or down accordingly.

Total Cost of Services	$ 1,399,628

CITY OF ROGERS

CITY HALL AND POLICE DEPARTMENT

DECEMBER 12, 2025

Terra® CONSTRUCTION

Serving those who serve others®

PROPOSAL

FOR CONSTRUCTION MANAGEMENT AT RISK SERVICES

TABLE OF **CONTENTS**

*Click **section letter** to go directly to that section.*

A Cover Page

B Business Organization and History

C Team Identification

D Key Qualifications and Approach

E Supplemental Information

F Cost Proposal

A

COVER **PAGE**

Terra® CONSTRUCTION

Serving those who serve others®

763.463.0220
877.604.2118

info@terragc.com
terragc.com

December 12, 2025

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

RE: Request for Proposal for Construction Management at Risk Services | Rogers City Hall and Police Department

Dear Doran and Project Team,

A new City Hall and Police Department represents more than a building. It's an opportunity to create a lasting civic landmark that supports public safety, strengthens community connection, and reflects the continued growth of Rogers. Delivering a facility of this significance requires a construction partner who is committed to collaboration, transparency, and the highest standards of safety and quality. Terra Construction is ready to bring this vision to life through a proven process grounded in trust, stewardship, and technical excellence.

Cost Stewardship and Value Optimization

Terra manages costs through early design reviews, precise take-offs, and real-time modeling to maintain budget alignment. Our value engineering prioritizes performance and long-term value, supported by early procurement to reduce risk and stabilize pricing. As a local contractor, we steward community resources responsibly.

Uncompromising Security and Safety

Our OSHA-compliant program ensures a secure, well-controlled site with weekly safety meetings, First Day/First Hour training, and strict access protocols. Being nearby allows fast response to any safety need, supporting uninterrupted operations and public confidence.

Enduring Quality and Community Legacy

Quality starts with constructability reviews and mock-ups to prevent conflicts and ensure lasting performance. Led by superintendent Braden Koeppe, our team provides daily oversight and clear weekly updates to maintain schedule and accountability. Final commissioning and training prepare the facility for reliable, long-term service.

This project will become a cornerstone of Rogers' civic identity. Terra is ready to bring that vision to reality through a safe, efficient, and transparent construction process that reflects the City's commitment to those who serve and the community they protect.

Respectfully submitted,

Tom Brown, President
tbrown@terragc.com | 763.463.0289

B

BUSINESS ORGANIZATION **AND HISTORY**

Business Organization & History

Main Office

Terra Construction
21025 Commerce Blvd, Suite 1000
Rogers, MN 55374
763.463.0220
www.terragc.com

Brief History of the Firm

Founded in Rogers, Minnesota, Terra Construction has 18 years of experience delivering commercial and municipal projects. Rooted in our local community, we partner with clients to build safe, efficient, and lasting spaces that serve their communities.

Corporate Structure/Ownership Type

Limited Liability Company

Number of Years Providing Similar CMAR Services

18 Years

Other Services Provided

Terra Construction offers a full range of services including construction management, design-build, general contracting, and cost estimating. Within each project, we provide comprehensive support through preconstruction planning, detailed scheduling — including pull planning — quality control, cost management, and proactive problem-solving to ensure projects are delivered on time, on budget, and to the highest standards.

Principal Officers

Tom Brown
President
763.463.0289
tbrown@terragc.com

Ben Newlin
Vice President
763.463.0243
bnewlin@terragc.com

Jason Whiting
Vice President
763.463.0244
jwhiting@terragc.com

Serving those who serve others®

C

TEAM
IDENTIFICATION

LEO A DALY ..... ROGERS MINNESOTA ..... CITY OF ROGERS POLICE DEPARTMENT

Terra® CONSTRUCTION

Tom Brown
President

Jason Whiting
Project Executive

Ben Newlin
Municipal Market Lead

Kory Reiners
Preconstruction Manager / Cost Estimator

Anya Beck
Senior Project Manager

Braden Koeppe
Superintendent

Jake Dahlheimer
Project Manager

Trey Frederickson
Field Engineer

Cody Kolb
Assistant Project Manager

We have evaluated our proposed team's workloads and **ensured we have the resources available to perform the work** from the preconstruction phase through construction completion.

PRECONSTRUCTION POST CONSTRUCTION

TECHNICAL RESOURCES

Brandon Hayden
Quality Control Manager

Terri Erickson
Lean Construction Consultant

Jake Anderson
Virtual Design & Construction

John Bestman
Construction Safety Consultant

38 YEARS OF EXPERIENCE
20 YEARS WITH FIRM

TOM BROWN

President

Tom founded Terra Construction in Rogers, Minnesota, with a focus on building more than just projects; he builds lasting relationships. He is dedicated to ensuring every project positively impacts the communities involved, fostering trust and collaboration from start to finish.

Responsibilities: Lead project strategy, resolve high-level issues and support the project team

EDUCATION

- B.S. in Building Construction Management - University of Wisconsin-Platteville

TRAINING/CERTIFICATION

- OSHA 30-Hour
- American Hospital Association Certified Healthcare Constructor (CHC)
- ASHE Healthcare Construction Certificate
- CPR/First Aid/AED Certification
- Distracted Driver Training

SELECT EXPERIENCE

21ST CENTURY BANK EVENT CENTER
Rogers, MN

- 9,438 sf ground-up construction
- Work included an event hall, meeting room, kitchen, beverage center, concessions, office, restrooms, parking lot and landscaping

ROGERS INDOOR TURF FACILITY
Rogers, MN

- 80,359 sf multi-purpose indoor facility with fields for lacrosse, baseball, soccer, and football; also to include a walking track, indoor playground, batting cages, and a dedicated spot for the Thumbs Up after-school program

ELK RIVER PUBLIC SAFETY BUILDING RENOVATION & EXPANSION
Elk River, MN

- 24,000 sf addition to the fire and police departments including two new fire station apparatus bays, interior renovations and a second floor shell police space build out

ELK RIVER FIRE STATION #3
Elk River, MN

- 17,500 sf one-story building with mezzanine area
- Scope includes apparatus bays, support spaces, a training tower, classroom, dayroom, dining and kitchen spaces, offices, shower rooms and a physical training room

ROGERS LIONS PARK SPLASH PAD & SHELTER
Rogers, MN

- 4,665 sf facility with community room, restrooms and a covered picnic shelter as well as a splash pad outside the facility

27 YEARS OF EXPERIENCE
13 YEARS WITH FIRM

JASON WHITING

Project Executive

Jason has a natural talent for digging in and tackling challenges head-on. His recent work with the City of Rogers highlights his ability to deliver projects on time and within budget, while fostering strong collaboration with team members and stakeholders every step of the way.

Responsibilities: Executive oversight on team performance, oversee the budget and schedule, staffing, risk management, quality control and client satisfaction

EDUCATION

- B.S. in Construction Management; Minor in Business Administration - North Dakota State University

TRAINING/CERTIFICATION

- OSHA 30-Hour
- CPR/First Aid/AED Certification
- Distracted Driver Training

SELECT EXPERIENCE

ROGERS INDOOR TURF FACILITY
Rogers, MN

- 80,359 sf multi-purpose indoor facility with fields for lacrosse, baseball, soccer, and football; also to include a walking track, indoor playground, batting cages, and a dedicated spot for the Thumbs Up after-school program

ISD 728 ROGERS ELEMENTARY SCHOOL EARLY CHILDHOOD ADDITION & RENOVATIONS
Rogers, MN

- 21,406 sf renovation and addition
- Scope included an addition for the early childhood program, new playground and some additional interior remodeling

NEW HOPE POLICE STATION & CITY HALL
New Hope, MN

- 66,000 sf construction of new facility
- Scope included lobby, council chambers, conference rooms, offices, workstation, a breakroom, a workroom, holding rooms, jail cells, interview rooms, locker rooms, restrooms, a fitness center and several parking garages

ELK RIVER PUBLIC SAFETY BUILDING RENOVATION & EXPANSION
Elk River, MN

- 24,000 sf addition to the fire and police departments including two new fire station apparatus bays, interior renovations and a second floor shell police space build out

ELK RIVER FIRE STATION #3
Elk River, MN

- 17,500 sf one-story building with mezzanine area
- Scope includes apparatus bays, support spaces, a training tower, classroom, dayroom, dining and kitchen spaces, offices, shower rooms and a physical training room

27 YEARS OF EXPERIENCE
17 YEARS WITH FIRM

BEN NEWLIN

Municipal Market Lead

Ben brings more than two decades of experience across city facilities and public safety projects. His experience across public safety, city halls, and community facilities ensures informed decision-making, clear communication, and predictable outcomes for municipal clients.

Responsibilities: Oversee market sector client relationships, lead project delivery, analyze trends, mentor teams, and drive strategic planning for successful construction outcomes

EDUCATION

- B.S. in Construction Management and Architecture; Minor in Landscape Architecture - University of Minnesota

TRAINING/CERTIFICATION

- OSHA 30-Hour
- CPR/First Aid/AED Certification
- Distracted Driver Training

SELECT EXPERIENCE

21ST CENTURY BANK EVENT CENTER
Rogers, MN

- 9,438 sf ground-up construction
- Work included an event hall, meeting room, kitchen, beverage center, concessions, office, restrooms, parking lot and landscaping

NEW HOPE POLICE STATION & CITY HALL
New Hope, MN

- 66,000 sf construction of new facility
- Scope included lobby, council chambers, conference rooms, offices, workstation, a breakroom, a workroom, holding rooms, jail cells, interview rooms, locker rooms, restrooms, a fitness center and several parking garages

ELK RIVER PUBLIC SAFETY BUILDING RENOVATION & EXPANSION
Elk River, MN

- 24,000 sf addition to the fire and police departments including two new fire station apparatus bays, interior renovations and a second floor shell police space build out

ELK RIVER FIRE STATION #3
Elk River, MN

- 17,500 sf one-story building with mezzanine area
- Scope includes apparatus bays, support spaces, a training tower, classroom, dayroom, dining and kitchen spaces, offices, shower rooms and a physical training room

MAPLEWOOD FIRE & POLICE DEPARTMENT SOUTH STATION
Maplewood, MN

- 14,786 sf ground-up construction
- Scope included construction of a new station site on the 3M campus in Maplewood that houses four apparatus bays, departmental offices and a police substation

22 YEARS OF EXPERIENCE
9 YEARS WITH FIRM

ANYA BECK

Senior Project Manager

Anya's attention to detail and problem-solving skills support successful project delivery. She coordinates with the design team and subcontractors to keep the schedule and budget on track, and her communication strengthens team collaboration. Living just 10 minutes away, she brings added care and connection to the community she serves.

Responsibilities: Providing support to the project team on all aspects of the project from pre-construction through closeout and warranty, overall budget control

EDUCATION

- B.S. in Civil Engineering - University of Minnesota

TRAINING/CERTIFICATION

- OSHA 30-Hour
- CPR/First Aid/AED Certification
- Distracted Driver Training

SELECT EXPERIENCE

NEW HOPE CITY HALL & POLICE DEPARTMENT
New Hope, MN

- 66,000 sf construction of new facility
- Scope included lobby, council chambers, conference rooms, offices, workstation, a breakroom, a workroom, holding rooms, jail cells, interview rooms, locker rooms, restrooms, a fitness center and several parking garages

APPLE VALLEY COMMUNITY CENTER / SENIOR CENTER
Apple Valley, MN

- Renovation to merge Community Center and Senior & Event Center into a single, updated building
- New indoor playground, fitness area, meeting rooms, expanded lobby, and terrace

APPLE VALLEY FIRE STATION #2
Apple Valley, MN

- 27,891 sf two-story facility with two sets of three pull-through apparatus bays split by a full training tower
- Features include a decontamination area, a turnout gear area, administration spaces, an education classroom, residential spaces, fitness room, hose tower, and training and support spaces

BLOOMINGTON FIRE STATION #4
Bloomington, MN

- Demolition of 4,429 sf building, new 25,286 sf facility
- Scope included three apparatus bays, office space, a training room, living accommodations and firefighter's health and safety amenities

EAGAN FIRE STATION #1
Eagan, MN

- Construction of new two-story facility that housed five apparatus bays, offices, lounge and support space

10 YEARS OF EXPERIENCE
5 YEARS WITH FIRM

JAKE DAHLHEIMER

Project Manager

Jake's dedication and expertise continuously drive our projects to success. He navigates through complex projects and ensures smooth coordination among all stakeholders to deliver outstanding results and exceed client expectations.

Responsibilities: Project management from the beginning of construction through closeout and warranty, maintains and communicates meeting correspondence, coordination of subcontractors, management of submittal phase to ensure procurement of long lead items and review of pay applications and change order requests

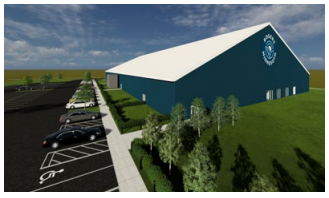
EDUCATION

- B.S. in Project Management w/ Emphasis in Construction & Facilities Management - Bemidji State University

TRAINING/CERTIFICATION

- OSHA 30-Hour
- CPR/First Aid/AED Certification
- Distracted Driver Training

SELECT EXPERIENCE



ROGERS INDOOR TURF FACILITY
Rogers, MN

- 80,359 sf multi-purpose indoor facility with fields for lacrosse, baseball, soccer, and football; also to include a walking track, indoor playground, batting cages, and a dedicated spot for the Thumbs Up after-school program

ROGERS SOUTH COMMUNITY PARK BALLFIELDS, ICE RINKS, WARMING HOUSE & HEATED STORAGE
Rogers, MN

- 3.36 acre multi-use recreational space
- Work included four youth ballfields, eight covered dugouts, two batting cages, two hockey rinks, a warming house, concessions building, storage facility and fully accessible restrooms

ELK RIVER PUBLIC SAFETY BUILDING RENOVATION & EXPANSION
Elk River, MN

- 24,000 sf addition to the fire and police departments including two new fire station apparatus bays, interior renovations and a second floor shell police space build out

ELK RIVER FIRE STATION #3
Elk River, MN

- 17,500 sf one-story building with mezzanine area
- Scope includes apparatus bays, support spaces, a training tower, classroom, dayroom, dining and kitchen spaces, offices, shower rooms and a physical training room

ISD 728 LINCOLN ELEMENTARY RENOVATIONS
Elk River, MN

- 965 sf addition including new interior finishes and building systems and phased interior renovation including mechanical and electrical modification, finishes, restroom accessibility upgrades and installation of a fire suppression system
- Scope also included exterior site improvements and landscaping

2 YEARS OF EXPERIENCE
2 YEARS WITH FIRM

CODY KOLB

Assistant Project Manager

Cody is a dynamic and dedicated Assistant Project Manager. As a detail-oriented individual, he connects and collaborates with team members and stakeholders, ensuring a seamless flow of information.

Responsibilities: Project assistance and support throughout entire project, submittal reviews, issue RFIs, shop drawings and both weekly and monthly reports, and provides inspections support

EDUCATION

- B.S. in Construction Management - Minnesota State University, Mankato

TRAINING/CERTIFICATION

- OSHA 30-Hour
- CPR/First Aid/AED Certification

SELECT EXPERIENCE

ROGERS INDOOR TURF FACILITY

Rogers, MN

- 80,359 sf multi-purpose indoor facility with fields for lacrosse, baseball, soccer, and football; also to include a walking track, indoor playground, batting cages, and a dedicated spot for the Thumbs Up after-school program

ISD 728 ZIMMERMAN HIGH SCHOOL AND MIDDLE SCHOOL GATEWAY BUILDING & PARKING LOT

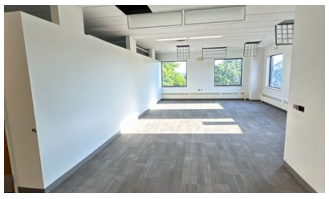
Zimmerman, MN

- A two-phase project delivering new 3,500 sf concessions and restroom facilities, along with a full reconstruction of the parking lot featuring upgraded underground utilities and 120,000 SF of new concrete flatwork

HOUSE OF HOPE PRESBYTERIAN CHURCH UTILITY INFRASTRUCTURE IMPROVEMENTS

St. Paul, MN

- Replaced and upgraded the existing 2 pipe undersized steam heating/ cooling system with a 4 pipe hot water/cooling system
- Work also included a steam boiler replacement, upsized chiller, new fan coil and induction units, and electrical and lighting upgrades



HAMLINE UNIVERSITY EAST HALL COLLABORATION CLASSROOM

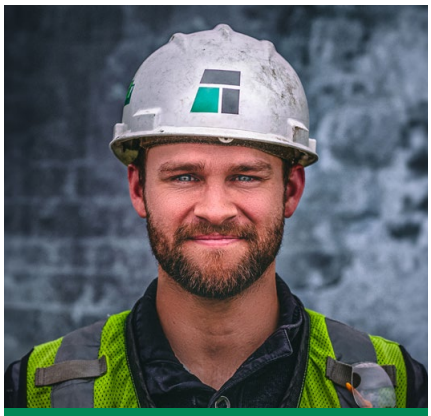
St. Paul, MN

- 3,500 sf renovation of a third floor open floorplan
- Work included converted space that housed rolling rack storage into a collaborative classroom setting to serve the School of Business and create study space for students

RAMSEY COUNTY BATTLE CREEK WATERWORKS REMODEL

Maplewood, MN

- Renovations to 1.5 acre waterpark
- Work includes replacing play structures, water slide, pool amenities, adding a snack plaza and connection to nature play area/main park and making updates for ADA compliance



13 YEARS OF EXPERIENCE
7 YEARS WITH FIRM

BRADEN KOEPPE

Superintendent

Braden leads his team with a deep knowledge of construction processes, coupled with his strong attention to detail, ensuring that every project under his supervision is completed flawlessly.

Responsibilities: On-site supervision, construction coordination and monitoring of all work/activities, coordination of owner-related activities, continuous updating and management of CPM schedule, phasing and logistics management, progress reviews, quality inspections, safety monitoring and daily field documentation of activities

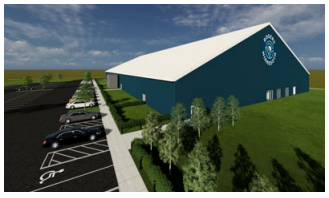
EDUCATION

- B.S. in Construction Management - Minnesota State University, Moorhead

TRAINING/CERTIFICATION

- OSHA 30-Hour
- Erosion & Stormwater Management Certification
- Mobile Elevated Working Platform (MEWP) Training
- Skid Steer Training
- Forklift/Aerial Lift Training
- CPR/First Aid/AED Certification
- Distracted Driver Training

SELECT EXPERIENCE



ROGERS INDOOR TURF FACILITY
Rogers, MN

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NEW HOPE POLICE STATION & CITY HALL
New Hope, MN

- 66,000 sf construction of new facility
- Scope included lobby, council chambers, conference rooms, offices, workstation, a breakroom, a workroom, holding rooms, jail cells, interview rooms, locker rooms, restrooms, a fitness center and several parking garages

ELK RIVER PUBLIC SAFETY BUILDING RENOVATION & EXPANSION
Elk River, MN

- 24,000 sf addition to the fire and police departments including two new fire station apparatus bays, interior renovations and a second floor shell police space build out

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Elk River, MN

- 17,500 sf one-story building with mezzanine area
- Scope includes apparatus bays, support spaces, a training tower, classroom, dayroom, dining and kitchen spaces, offices, shower rooms and a physical training room

BLOOMINGTON FIRE STATION #4
Bloomington, MN

- Demolition of 4,429 sf building, new 25,286 sf facility
- Scope included three apparatus bays, office space, a training room, living accommodations and firefighter's health and safety amenities

5 YEARS OF EXPERIENCE
0 YEARS WITH FIRM

TREY FREDERICKSON

Field Engineer

Trey values fostering strong relationships, and ensuring projects run smoothly through thoughtful planning and execution. His approach emphasizes both technical expertise and a people-first mindset to deliver quality results.

Responsibilities: Oversee site activities, ensure compliance with plans and specifications, coordinate subcontractors, manage documentation, and support quality control and safety compliance

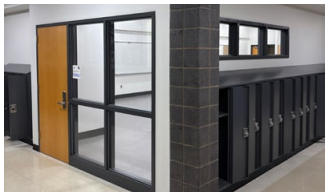
EDUCATION

- B.S. in Construction Management; Minor in Business Administration - Minnesota State University, Mankato

SELECT EXPERIENCE

ISD 728 ROGERS ELEMENTARY SCHOOL 2025 RENOVATIONS
Rogers, MN

- 18,824 sf interior renovation
- Work included new classrooms, moving the media center and all new lockers throughout the building

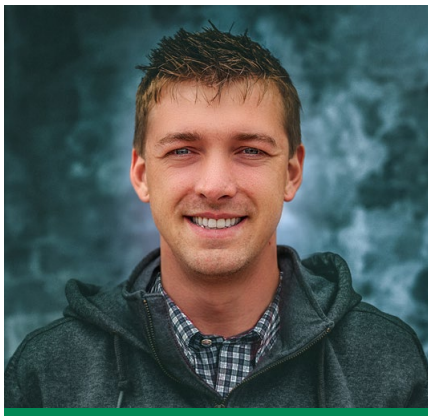


ISD 728 ROGERS MIDDLE SCHOOL 2025 RENOVATIONS
Rogers, MN

- 24,737 sf interior renovation
- Work included classrooms and breakout areas, science lab, media center, band and choir rooms, and a new restroom

ISD 728 WESTWOOD ELEMENTARY SCHOOL 2025 RENOVATIONS
Zimmerman, MN

- 6,000 sf interior renovation
- Work included breakout rooms, corridors, stairways and bathrooms



14 YEARS OF EXPERIENCE
12 YEARS WITH FIRM

EDUCATION

- B.S. in Construction Management - North Dakota State University

TRAINING/CERTIFICATION

- LEED® Green Associate™
- OSHA 30-Hour
- CPR/First Aid/AED Certification
- Distracted Driver Training

ASSOCIATIONS

- Benton Economic Partnership

KORY REINERS

Preconstruction Manager / Cost Estimator

Kory's dedication to client satisfaction and exceptional project outcomes is evident in every aspect of his work. He consistently goes above and beyond to ensure project success.

Responsibilities: Managing the preconstruction phase to include scheduling, bid package creation, management of the entire bidding process and overall construction procurement; Providing detailed and accurate construction estimates throughout the design phase including early SD budget estimates, establishment of the detailed GMP and CD price checks

SELECT EXPERIENCE

ROGERS INDOOR TURF FACILITY

Rogers, MN

- 80,359 sf multi-purpose indoor facility with fields for lacrosse, baseball, soccer, and football; also to include a walking track, indoor playground, batting cages, and a dedicated spot for the Thumbs Up after-school program

ROGERS LIONS PARK SPLASH PAD & SHELTER

Rogers, MN

- 4,665 sf facility with community room, restrooms and a covered picnic shelter as well as a splash pad outside the facility

ELK RIVER PUBLIC SAFETY BUILDING RENOVATION & EXPANSION

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BLOOMINGTON FIRE STATION #4

Bloomington, MN

- Demolition of 4,429 sf building, new 25,286 sf facility
- Scope included three apparatus bays, office space, a training room, living accommodations and firefighter's health and safety amenities

EAST METRO PUBLIC SAFETY TRAINING CENTER

Maplewood, MN

- 6,385 sf two-phase construction
- First phase included a two-story addition to the Burn Tower to include an integrated fire simulation system and simulated smoke; Second phase included construction of a classroom building

Brandon Hayden

Quality Control Manager

Brandon will ensure this project meets rigorous standards for craftsmanship, safety, and compliance. He leads inspections, coordinates with field teams, and drives a proactive approach that delivers consistent, reliable quality from start to finish.

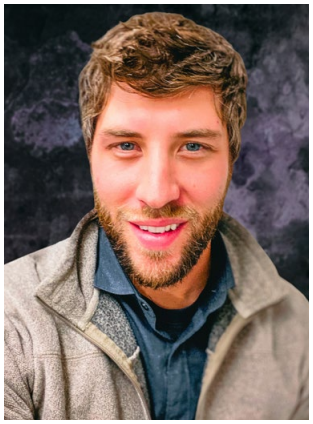
Education
B.A.S. in Construction Management - University of Minnesota

Responsibilities

Developing a project specific QA/QC program, coordinating MEP rough-in requirements, shop drawing and submittal review/coordination, scheduling and coordinating pre-installation meeting with trade contractors, developing a project specific schedule, establishing quality of work goals, preparing an in-house pre-punch list, monitoring craftsmanship to ensure a high end finished product

Select Experience

- Minnesota State Academy for the Deaf Security Corridor — Faribault, MN
- Carleton College Student Housing — Northfield, MN
- Carleton College Class of 1974 Center — Northfield, MN
- Carleton College Utility Infrastructure Improvements — Northfield, MN



Jake Anderson

Virtual Design & Construction

Jake's expertise in virtual design solutions provides stakeholders with clear visual representations of the project and the construction site. He effectively communicates with team members and user groups, fostering strong relationships and implementing innovative solutions.

Education
B.S. in Mathematics; Minor in Physics - Augsburg College; M.S. in Mechanical Engineering - University of Minnesota

Responsibilities

Utilizing virtual design, Jake collaborates with all parties on modeling, site logistics, staging, drone, photography and video coverage

Select Experience

- Rogers Indoor Turf Facility — Rogers, MN
- New Hope Police Station & City Hall — New Hope, MN
- Elk River Public Safety Building Renovation & Expansion — Elk River, MN
- Elk River Fire Station #3 — Elk River, MN
- Bloomington Fire Station #4 — Bloomington, MN
- Apple Valley Fire Station #2 — Apple Valley, MN

Terri Erickson

Lean Construction Consultant

Terri partners with construction teams to improve project predictability and flow by applying practical Lean methods—helping clients achieve smoother coordination, clearer commitments, and more reliable outcomes.

Responsibilities

Facilitating collaborative milestone and phase planning by implementing the Last Planner System® and guiding project teams to improve reliability, remove constraints, and create predictable, flow-based production while adapting to the unique characteristics of each project

Select Experience

- Micro Control Company — Arden Hills, MN
- VandenBerge Middle School Expansion & Renovation — Elk River, MN*
- Center for Performing Arts — Minneapolis, MN*
- 10 West End — St. Louis Park, MN*
- 414 Girard St. — The Bronx, NY*
- SMSC Cultural Center — Eden Prairie, MN*

**Project completed with another firm.*

Education

B.S. in Civil Engineering - University of Minnesota; M.S. in Engineering Management - St. Cloud State University

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John Bestman

Construction Safety Consultant

With 25 years of experience, John's goals are to increase awareness and recognition of common workplace risk factors while building relationships and creating a safety culture with client organizations.

Responsibilities

Evaluate hazardous exposures while assesses a client's needs and creates customized recommendations and programs that align with short and long-term safety goals unique to the project

Select Experience

- 21st Century Bank Event Center — Rogers, MN
- ISD 728 Handke Center — Elk River, MN
- ISD 728 Lincoln Elementary Renovations — Elk River, MN
- Apple Valley Fire Station #2 —Apple Valley, MN
- Bloomington Fire Station #4 — Bloomington, MN
- National Guard Readiness Center — New Ulm, MN

Education

B.S. in Environmental Technology - University of Wisconsin-River Falls

D

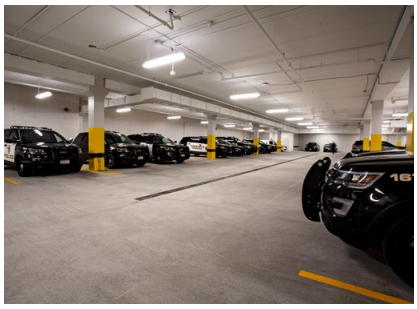
KEY QUALIFICATIONS **& APPROACH**

City of New Hope
City Hall & Police Department

New Hope, MN

Relevance

- Same superintendent
- Similar scope
- Similar square footage
- New construction



Project Description

This project involved the construction of a new City Hall to house city offices and the police department for the City of New Hope. The scope included demolition of the Honsey Outdoor Pool, construction of a new 63,556 square foot facility and associated site work. Interior work included the construction of a lobby, council chambers, conference rooms, offices, workstations, a breakroom, a workroom, holding rooms, jail cells, interview rooms, locker rooms, restrooms, a fitness center and several parking garages.

PROJECT TYPE
New (Ground Up)

PROJECT SIZE
63,556 sf

CONSTRUCTION COST
$15,160,554 (2019)

DELIVERY METHOD
General Contracting

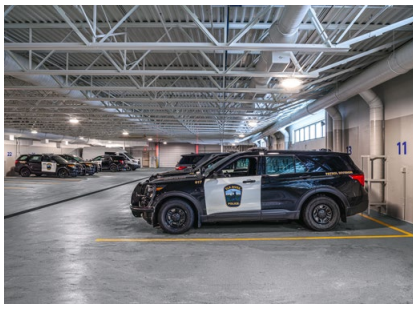
OWNER REFERENCE
Rich Johnson
Director of HR & Admin Services
763.531.5115
rjohnson@newhopemn.gov

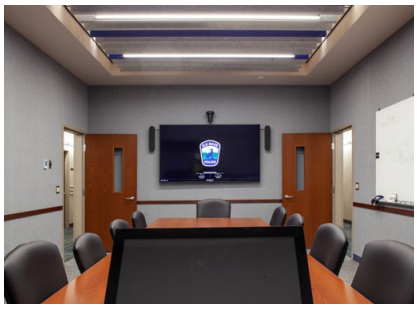
City of Elk River Public Safety Building Renovation & Expansion

Elk River, MN

Relevance

- Public safety facility
- CMAR delivery
- Same superintendent
- New construction (addition)





PROJECT TYPE
Renovation / Addition

PROJECT SIZE
24,000 sf

CONSTRUCTION COST
$6,368,984 (2021)

DELIVERY METHOD
Construction Manager

OWNER REFERENCE
Cal Portner
City Administrator
763.635.1001
cportner@elkrivermn.gov

Project Description

This project included renovations and an expansion to Elk River's Public Safety Building which included Fire Station #2 and the Police Department. The fire station scope included a 3,800 sf expansion to include two apparatus bays as well as a 4,000 sf renovation of the existing apparatus bays and supports spaces including a turnout gear storage room, decontamination areas, locker rooms, showers, kitchen and dayroom. The police department scope included a 12,200 sf interior renovation to improve security and workspace efficiency as well as the buildout of a 4,000 sf second floor shell space.

Minnesota Army National Guard Readiness Center

New Ulm, MN

Relevance

- Secure facility
- Delivered with Leo A Daly
- Same superintendent
- New construction

PROJECT TYPE
New (Ground Up)

PROJECT SIZE
40,374 sf

CONSTRUCTION COST
$21,941,915 (2025)

DELIVERY METHOD
General Contracting

OWNER REFERENCE
Russ Ekholm
Project Manager
320.616.6073
russell.a.ekholm.nfg@army.mil

Project Description

This project involves the construction of a new 40,374 sf Readiness Center for the Minnesota Army National Guard. The scope includes an assembly hall, battalion headquarters, classrooms, conference rooms, fitness center, offices, kitchen, locker rooms, vault, restrooms and parking. Additionally, a 3,200 sf unconditioned storage building will be constructed to support the facility. A geothermal heat pump system with 154 wells (each 200 feet deep) will be installed with complete building energy usage metering on electrical, gas and geothermal systems.

City of Elk River Fire Station #3

Elk River, MN

Relevance

- Public safety facility
- CMAR delivery
- Same superintendent
- New construction (addition)

PROJECT TYPE
New (Ground Up)

PROJECT SIZE
15,397 sf

CONSTRUCTION COST
$7,098,246 (2022)

DELIVERY METHOD
Construction Manager

OWNER REFERENCE
Mark Dickinson
Fire Chief
763.350.0769
mdickinson@elkrivermn.gov

Project Description

Elk River Fire Station #3 provides fire suppression services to the newer developments in the eastern part of Elk River. It utilizes CMU bearing walls with concrete spread footings and a steel joist roof structure. Major space types include the apparatus bays and support spaces, training tower, large divisible classroom, dayroom, dining and kitchen spaces, offices, shower rooms, a physical training room, mezzanine and a tornado shelter.

The building is at a state of readiness 24/7/365. The station is the base of operations for approximately 30 firefighters. There are 10 parking stalls for first responders and 35 parking stalls for the public or for firefighters arriving at the station for a non-emergency reason.

City of Apple Valley Fire Station #2

Apple Valley, MN

Relevance

- Public safety facility
- CM delivery
- New construction
- High traffic location
- Phased

Project Description

This project replaced the current Fire Station #2 and included a two-story operations wing with two sets of three pull-through apparatus bays split by a full training tower. It features a decontamination area, a turnout gear area, administration spaces, an education classroom, residential spaces, fitness room, hose tower, training features and support spaces. The project also included remodeling at Fire Stations #1 and #3 including upgrading the turnout gear and decontamination areas, and enclosing the fitness area at Fire Station #1.

Watch Hose Uncoupling Ceremony

PROJECT TYPE
New (Ground Up)

PROJECT SIZE
27,891 sf

CONSTRUCTION COST
$15,260,405 (2024)

DELIVERY METHOD
Construction Manager

OWNER REFERENCE
Charles Grawe
Assistant City Administrator
952.953.2508
charles.grawe@ci.apple-valley.mn.us

Minnesota Construction Association
Publicly Funded Construction Project of the Year (2025)

Why should the City of Rogers Team with Terra?

Rogers is Our Home

Selecting Terra means choosing a partner deeply invested in the success of this community—because it's our home. Being headquartered here isn't just a point of pride; it translates to stronger project engagement, faster responsiveness, and a genuine commitment to creating lasting value for our neighbors. We understand the local context, workforce, and regulatory environment, allowing us to navigate challenges efficiently and deliver solutions that align with the community's long-term vision. Beyond construction, Terra actively supports local organizations, events, and partnerships that strengthen the fabric of our town. When you choose Terra, you're investing in a team that reinvests in the place we live, work, and proudly serve.

The Right Size. The Right Partner.

At Terra Construction, we bring the agility of a specialized firm with the horsepower of a seasoned construction partner. We're **right-sized** for your project — large enough to handle complex challenges with confidence, yet nimble enough to provide the personalized attention, quick decision-making, and direct access to our leadership that your community deserves.

Serving those who serve others®

Serving those who serve others® is more than just our tagline — it reflects our respect for the essential work of public servants. Constructing a new city hall and police station is not just about walls and systems; it's about creating secure, functional, and durable spaces that support the daily mission of those who serve the community. We understand the unique operational needs of police departments (from evidence management and secure workflow to officer safety) as well as the efficiency, accessibility, and collaboration required in civic facilities like City Hall. Every project is approached with the same dedication our clients bring to their service.

Expertise in Municipal and Public Safety

Our team takes great pride in **building spaces that support those who protect, lead, and serve our communities every day**. From fire stations and police departments to city halls and training facilities, we understand the operational demands, durability requirements, and long-term functionality these civic buildings must deliver. Our experience spans mission-critical spaces such as readiness areas, vehicle bays, secure evidence storage, interview and holding rooms, and tactical training environments, as well as community-facing spaces like council chambers, conference rooms, and administrative offices. We know these facilities are far more than infrastructure; they are hubs for emergency response, public decision-making, and essential services that shape the daily experience of residents.

Trusted by Repeat Clients

Our best endorsement comes from the institutions who choose to work with us again and again. A significant portion of our work comes from **repeat clients** who value our integrity, consistency, and ability to deliver on complex goals. Their continued trust speaks volumes about the partnerships we build — and the results we deliver.

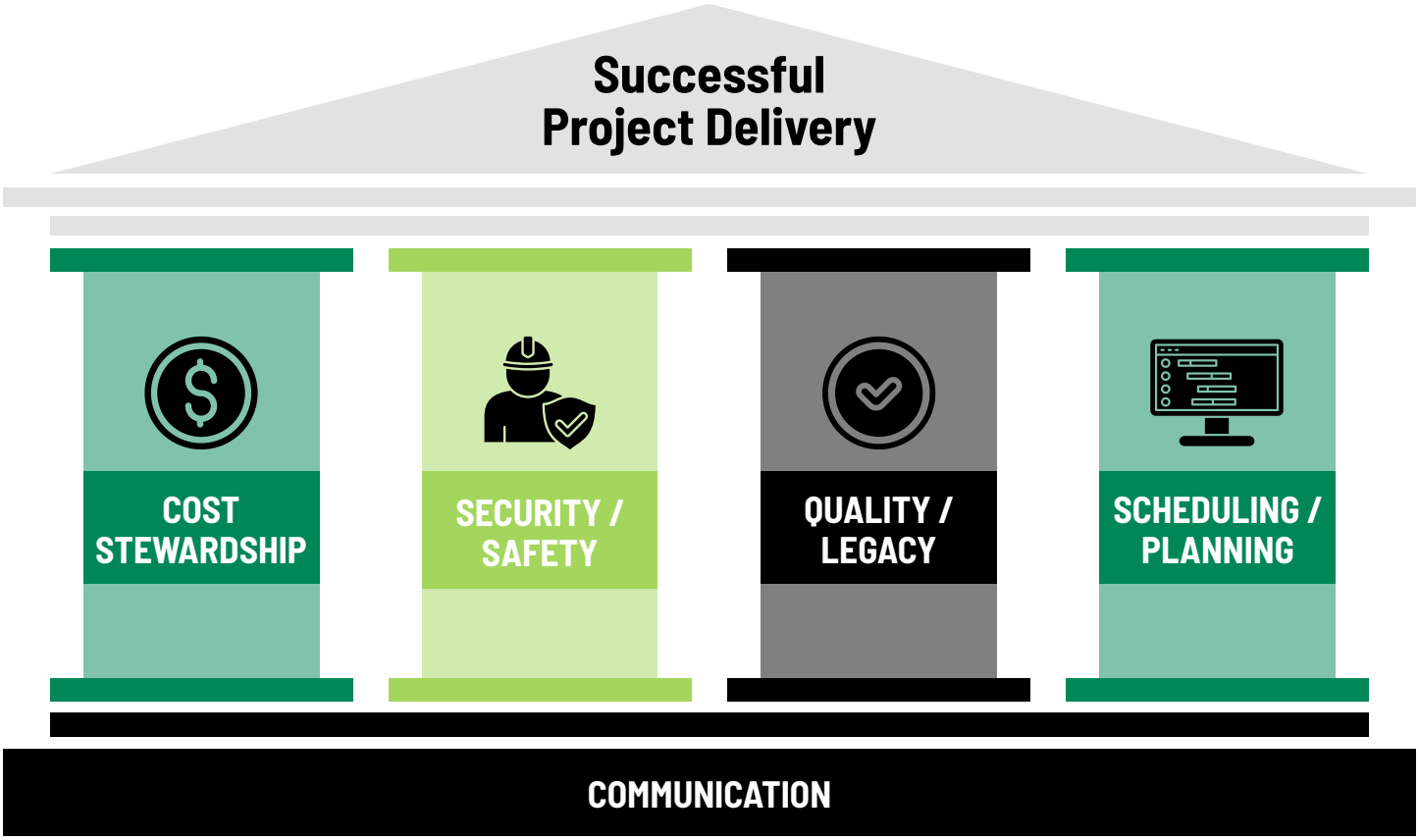
Terra's Approach in Partnering with the City of Rogers

As a contractor located just one mile from the project site, Terra brings unmatched accessibility, responsiveness, and a deep commitment to the success of this project. Our proximity ensures immediate attention to site needs, rapid decision-making, and a vested interest in delivering a facility that reflects the pride and values of our shared community. This project is more than a construction job; it is an investment in the future of Rogers.

The **foundation** of any successful project is **effective communication**.

The **four pillars** required to support ultimate project success are **Cost Stewardship, Security/Safety, Quality/Legacy** and **Scheduling/Planning**

A crack in any one pillar could threaten the stability and effectiveness of any other pillar.



COMMUNICATION

An effective communication plan is essential for every project to ensure all stakeholders are informed, aligned and working efficiently.

Just as we **start with the foundation** in the building,
the **first thing we do is establish the communication** plans.

01

Define Communication Objectives

We will ensure the goal is to keep all stakeholders informed, reduce misunderstandings, and foster collaboration. Communication will be timely, accurate and consistent throughout the project. We want everyone to know their roles and responsibilities in terms of communication.

02

Identify Client and Project Stakeholders

We will define all stakeholders — client, user groups, architect, engineers, and subcontractors and suppliers.

For each stakeholder we will consider:

- Their level of involvement
- Their preferred communication method
- What information they need

03

Determine Information Requirements

We will define what information needs to be communicated at different stages of the project

- Project timeline and milestones
- Budget updates
- Daily/weekly progress reports
- Safety and compliance updates
- Change orders and variations
- Request For Information (RFIs)
- Approval requests

04

Choose Communication Methods and Tools

Select the appropriate communication methods based on the audience and urgency. This could include:

- **Email** for formal updates, approvals, and documentation
- **Project management software** (e.g., Procore) for real-time collaboration and tracking progress (See page 30).
- **Text messages or instant messaging** (e.g. Microsoft Teams) for urgent communications
- **Phone calls or video conferencing** for real-time decision-making or discussions
- **Meetings (in-person or virtual)** for regular project status updates and issue resolution
- **Bulletin boards or notice boards** at the job site for daily updates and safety reminders
- **Websites** for broader informational updates and sharing

05
Establish Communication Frequency
Define how often communication should occur. This can vary depending on the type of information and the audience.

- **Daily:** Site updates, safety check-ins, briefings, and meeting notes
- **Weekly:** Progress reports, budget and schedule updates, task completion reports
- **Monthly:** Project milestone reviews, quality assurance reports, and major decisions

06
Define Communication Roles and Responsibilities
Assign specific communication roles to team members to ensure accountability. For example:

- **Project Manager:** Overall communication lead, ensures that all stakeholders receive relevant updates
- **Site Superintendent**: On-site communication, daily reports, safety notices
- **Construction Team:** Report issues, progress, or any changes affecting timelines or safety
- **Subcontractors:** Provide updates on specific tasks, report problems, submit necessary documentation
- **Architect/Engineer:** Provide technical specifications, approvals, and clarifications

07
Implement Escalation Procedures
Clearly define a process for escalating issues or delays. This ensures that problems are addressed quickly before they affect the project timeline.

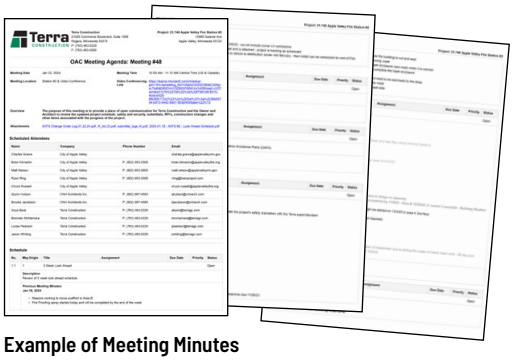
- Determine what qualifies as an issue that needs escalation
- Identify who to contact at each escalation level (e.g. site manager, project manager, owner)
- Set timelines for resolving escalated issues

08
Establish Feedback Mechanisms
Allow stakeholders to provide feedback about communication processes. This will help identify areas for improvement throughout the project. For example:

- **Regular surveys or check-ins** to assess communication effectiveness
- **Open channels** for stakeholders to raise concerns
- **Post-project evaluation** to analyze communication challenges

09
Documentation and Record Keeping
Maintain detailed records of all communications for reference and accountability. This includes:

- Meeting minutes
- Email threads
- Approved change orders
- Safety reports
- Progress photos or site documentation
- Contracts and subcontracts
  (See page 30 for platforms.)



Example of Meeting Minutes

10
Ensure Clear and Concise Communication
Construction communication should always be:

- **Clear:** Use simple, non-technical language where possible
- **Concise:** Avoid overloading with unnecessary information
- **Action-oriented:** Specify what needs to be done, who is responsible, and by when

Digital Communication Platforms

Project Management
Terra utilizes cloud-based softwares, CMiC and Procore, for project management to reduce paper waste, increase communication efficiencies and provide all involved parties on-the-go access to vital project information.

File Sharing
Our accounting team uses CMiC software to track costs, providing subcontractors, suppliers, and clients Excel reports—pay applications, change orders, and budgets—for clear, accurate financial management.

File Sharing
Terra's team would use file sharing software including SharePoint to relay project documents only when CMiC or Procore are not a viable option.

Drone Images, Photography & Video
Terra will provide drone coverage of your project allowing you to see project progress from a bird's eye view. This will provide an all-encompassing view of the site usage.

Budget & Estimating
Terra utilizes Ediphi. Ediphi is a cloud-based preconstruction and cost management platform that helps teams estimate, budget, and track project costs in real time. It allows flexible segmentation by phase or trade, aligns design scope with budget, leverages historical data for accurate forecasting, and provides clear reporting for informed decision-making. For the City of Rogers, Ediphi ensures transparency, control, and confidence throughout all phases of construction.

REVIT® Building Information Modeling (BIM)
Revit® BIM models building components to detect constructability issues early, managing costs and conflicts.

360° Camera
Terra uses this application to capture 360° project site views, uploading them to Procore so all involved parties can track project progress.

Quantity Takeoffs & Drawing Management
Terra will use Bluebeam® Revu® software for quantity takeoffs and drawing management.

Microsoft BIM 360
Microsoft BIM 360 enables cloud-based, real-time collaboration across disciplines, ensuring up-to-date information sharing for efficient, coordinated project delivery.

Aerial / Drone Photo
Apple Valley Fire Station #2

1 | Cost Stewardship & Value Optimization

With a $35M budget and multiple bid packages, the City needs a partner who acts as an advocate for fiscal responsibility. Terra's approach to cost management begins early—during design—with systematic document reviews, detailed quantity take-offs, real-time cost modeling using Revit®, Bluebeam, and CMiC, and collaborative value engineering that optimizes performance and lifecycle value. We leverage historical cost data and market insights to validate budgets and identify savings opportunities without compromising quality.

Terra utilizes various tools and opportunities in the documentation of the scope of work and the establishment of our detailed estimates. Rather than relying on the information in a set of drawings, we approach this collaboratively and utilize the following strategies to establish the cost of work:

Attend Design Meeting
Meet to understand the design intent, features and finishes

Attend Individual Interior Design Meetings
Meet with the designer to understand what they are intending to specify for various finishes and manufacturers

Mechanical & Electrical Systems
Understand the basis of design and intent from the engineers

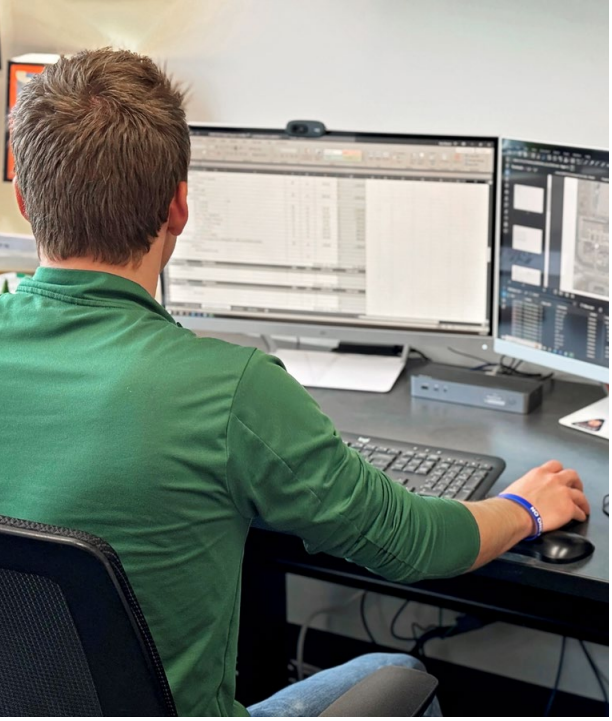
Plan/Spec Review
Review specification section and alignment to the drawing set

Take-Offs
Complete quantity take-offs and unit pricing

Review Budget Pricing
Review manufacturer, supplier and specialty contractor budget pricing

Tariffs & Labor Pay Scale Increases
Analyze any upcoming material tariffs and timing of labor pay scale increases

Premium Time
Review timing of construction and whether any premium time should be considered



Cost Management

Terra will create a cost format from the current design documents that Leo A Daly has available. This format will be utilized to determine if the current design is within the project budget. We will utilize our Revit® construction design software, Bluebeam, CMiC, Terra's cost database and recent historical cost comparisons in establishing our detailed estimates.

During Design

Cost control will begin during design with systematic document review and accurate cost estimates.

Document Review

Thorough review of the documents throughout the entire design phase of the project. This will not only allow us to better perform a constructability review, but also identify any discrepancies amongst drawings and specifications, or conflicts between trades. This approach will also help eliminate future change orders after construction begins.

During the Design phase

In coordination with the team, Terra will establish and present a completed budget to the City of Rogers that includes a contingency for those items yet to be defined or designed. Terra will continue to evaluate and test the design in comparison to previous estimates to confirm that the project stays on budget through the Construction Document (CD) phase. This process will ensure a successful bid opening, which has been the case on all of our CM projects.

Throughout the design phase and while establishing the estimates, Terra will work closely with the City and the design team in developing a project contingency that is appropriate and specific to the project. This contingency can be allocated for unforeseen conditions or potential unknown conditions during the design period. Terra will issue the City an updated contingency log weekly and only use such contingency items after receiving approval.

Value Engineering

Value engineering is one of the most misrepresented and incorrectly performed activities in the design phase. Value engineering does not compromise the design solution, cost-cutting and scope reduction do. The goal of value engineering is to develop the best return on the investment and white still achieving the goals that were set out to accomplish from the beginning. It has been our experience that significant savings can be achieved by properly implementing a value engineering process. **When it is conducted correctly, the results of value engineering are cost effective solutions that meet the owner's expectations of quality, function and budget.** In addition, the owner/users gain significant insights into the options which are available in the marketplace.

The goal of value engineering is to develop the best return on investment while still achieving the goals that were set out to accomplish from the beginning.

Every system from the structure, mechanical and electrical systems to the building envelope and interior finishes, should be included in this assessment. **To be the most effective, we recommend that the first value-engineering session be held during the schematic design phase when preliminary system evaluations are being made and for the process to continue through project completion.**

Public Bidding Methods

Bid Phase Administration

Prior to bidding, Terra will identify specific work scopes and bid packages that best fit the requirements of this project. These proposed bid packages will be reviewed by the team prior to finalizing the bid packages. We will also develop a realistic schedule that can ultimately be used during bidding. This will allow all trade contractors to be aware of the expectations prior to bidding and eliminate any discussions related to schedule during construction.

Role in preparing project manual

Our role in preparing the project manual will primarily be focused on the front-end (Divisions 0 and 1).

STEP 1

First, we will outline the requirements of construction and prepare a detailed scope of work and a schedule (by bid package) confirming all work and responsibilities are accounted for.

STEP 2

Then we will prepare bid forms for each bid package and incorporate the form of contract. Separate labor and material bid forms will be utilized for those projects that are tax exempt.

STEP 3

Finally, we will integrate the specific insurance and bonding requirements by bid package.

STEP 4

Terra will work closely with the City of Rogers and Leo A Daly throughout this process to ensure consistent, thorough and detailed construction bids.

Transparency

Terra's bid process is completely transparent from advertisement to bid opening.

Terra's approach and philosophy on construction management projects ensures transparency and is defensible. For every bid package, of the bids received from the qualified bidders, the lowest responsible and responsive bidder will be awarded the contract for the scope of work defined. Terra will ensure that all bidders receive the notice to bid, have an equal amount of time to bid and confirm that all bidders have received addendums when they are issued. Furthermore, Terra will publicly open and read aloud all bids by bid category. The City, Leo A Daly and all trade contractors are welcome to attend this bid opening.

After securing bids, Terra will:

1. Review bids / confirm compliance.
2. Perform bid qualifications process.
3. Review findings with owner.
4. Recommend and award contracts.

2 | Safety/Security

Constructing a police facility and city hall requires strict security and safety. Terra embeds safety in every phase with an OSHA-compliant program supported by Marsh McLennan Agency, including weekly superintendent-led meetings, First Day/First Hour training, project-specific safety plans, SDS for materials, and on-site trauma kits with CPR/AED-trained staff. We enforce PPE, control site access, and maintain secure zones to protect sensitive areas. Living nearby, we can respond instantly, ensuring operations remain safe and uninterrupted while safeguarding the City of Rogers' trust.

Terra's safety program follows our written safety manual and OSHA guidelines.

Terra works with Marsh McLennan Agency (MMA) to manage our safety and training programs. We also intend to participate in a voluntary OSHA inspection program.

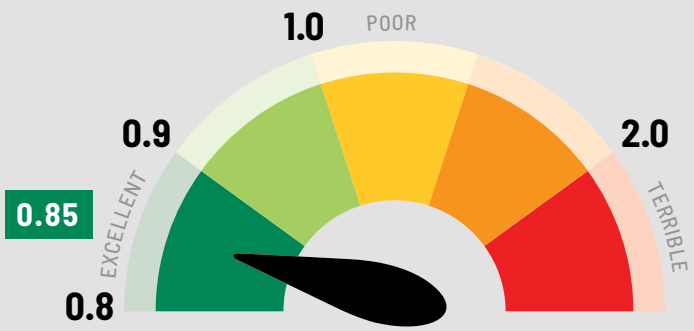
We will use our safety program and policies to enforce all aspects of construction — both for the workers and everyone coming in contact with the project. Our site superintendent (Braden) will conduct a weekly safety meeting. He will cover site specific safety items and provide Toolbox Topics — information on specific safety topics ranging from earthwork to electrical. Terra will require all subcontractors submit their written safety plan prior to the start of work and that these safety plans are project specific and include all Safety Data Sheets (SDS) for the materials they will be working with. Copies of all safety manuals will be kept on site.

- We participate in a voluntary OSHA inspection program.
- We work with Marsh McLennan Agency to manage our safety and training programs.
- Every subcontractor must complete "First Day First Hour" training.
- Superintendents all carry/have a Trauma Kit in the vehicle, and have received CPR AED and First Aid training.

Current

EMR RATING

Experience Modification Rating (EMR)



First Day, First Hour Training required for all subcontractors

This training must be required prior to any subcontractor personnel stepping on site. Focuses include everything from PPE requirements and proper use, to silica exposure control, lockout/tagout procedures, fall protection and site access.

CONSTRUCTION SITE SAFETY

Terra provides OSHA 30 training to our entire staff. The company has a safety culture whether you are working on site or within the office. Safety starts the second you wake up in the morning and doesn't end until you go to bed in the evening.

Terra's superintendents all carry/have a Trauma Kit in the vehicle or on their project sites. All employees have received CPR, AED and First Aid training and have been trained in the use of the Trauma Kit, which contains an AED. They communicate to all project participants where it is while they are on the project.

◀ ***Safety signage communicating important information which must be followed by anyone entering the site.***

3 | Quality/Legacy

The City Hall and Police Department must serve Rogers for decades with durability, functionality, and civic pride. Terra's quality program spans preconstruction through occupancy, including constructability reviews and pre-installation mock-ups of critical assemblies. Full-time superintendent, Braden Koeppe, will provide daily oversight, coordinating trades and monitoring the Master CPM schedule. Weekly reports will keep stakeholders informed, while start-up, testing, and training ensure systems operate correctly and staff are ready. Through quality at every step, we will deliver a facility that reflects Rogers' commitment to excellence.

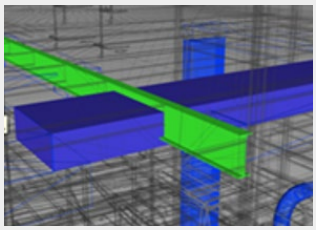
Preconstruction Quality

Constructability Review

Our team will also provide a constructability review. Thorough understanding of means and methods, we will identify potential problems and offer realistic solutions. During design, this type of coordination and oversight is critical in today's construction environment and can provide insight on scheduling key milestones, identifying cost savings and other project related requirements.

Quality Control & Assurance

During design, Terra will implement a proactive QA/QC program with the City, Leo A Daly and engineers to assess risks related to cost, schedule, materials, and construction methods. This program continues through construction, addressing site utilization, safety, workmanship, subcontractor performance, and schedule compliance.



Clash Detection

Pre-Cast Wall Panel Mock-Ups

Weekly QC Meetings

Site Utilization

Construction Quality

Pre-Installation Meeting & Quality Inspections

During construction, we will perform pre-installation meetings on specific key aspects of construction such as roofing, flashing, waterproofing, curtain walls, windows and finishes. An example would be an exterior window opening mock-up that shows the wall cavity, construction material, flashing and craftsmanship. Often times, the pre-installation meetings and mock-ups can resolve issues before the construction of these activities begins.

Our team conducts thorough quality inspections at each stage of construction to ensure all work meets project specifications, industry standards, and client expectations. Inspections verify material compliance, workmanship, and adherence to approved drawings. Any deficiencies are promptly addressed through corrective measures. Regular documentation and communication with stakeholders provide transparency, while final inspections confirm the project's readiness for turnover, ensuring a safe, functional, and high-quality end product.

Final Start-Up, Testing and Occupancy

Our team has extensive experience in final start-up, testing, and occupancy for a variety of projects. This is an important aspect of the project and it is critical it is done correctly. The best process for ensuring that the start-up and testing process goes smoothly is to have an inspection and receive verification that all systems were designed, installed and tested properly and the City is properly trained.

These processes need to occur throughout the project and require a great amount of teamwork to be successful. A project that has good communication and teamwork throughout will help make this a reality. We focus our attention during this phase of the project on good communication. Terra schedules and conducts all final start-up procedures, which will not begin until all prerequisite activities have been completed. We will coordinate and work with your staff and contractors to perform training sessions on all mechanical and electrical components of the building.

Project Closeout

Terra considers the closeout of a project to be very important. We have developed a process that starts during the submittal phase. We secure some of the closeout documents at this time to better facilitate closeout at the end of the project. Our relationships throughout the project duration help us to secure the closeout packages from our subcontractors and suppliers. From warranties to final lien waivers, we will quickly compile the hard copies and electronic copies in a digital package for your project. Terra will confirm what the City expects on the project.

Punch Lists

Punch lists on Terra's projects are usually shorter than other contractors due to our pre-punch list efforts. We work closely with our subcontractors and complete a pre-punch walkthrough that allows us to correct most items that would come up during the architects and engineers punch list.

Warranty Administration

The warranty administration will be handled by the same personnel who worked on the project, eliminating the education process for someone who hasn't been to the facility previously.

4 | Scheduling/Planning

Terra understands that timely delivery is critical for a high-visibility project serving the growth and needs of the Rogers community. With a proven history of meeting schedules, we keep all trade partners aligned and on task through clear milestones and proactive coordination. By maintaining open communication with stakeholders and the public, we ensure the community is informed of timing while protecting the project schedule. Our disciplined planning and oversight safeguard operations, minimize disruptions, and deliver a facility that supports Rogers' long-term civic and public safety goals.

Key to any successful project delivery is building a plan and then protecting the plan.

During the **preconstruction phase** we **build the plan**.

Design & Schedule Development

Terra will collaborate with Leo A Daly to develop and maintain a comprehensive design schedule that includes clear milestones, bidding dates, and critical deadlines. Early in preconstruction, we will hold a scheduling workshop with the design teams to establish Design Development (DD) completion, Construction Document (CD) durations, and key CD milestones.

This schedule—developed in Microsoft Project using Critical Path Method (CPM) principles—will incorporate user group meetings, committee workshops, and specific agenda items. It will also be included with the bidding documents to ensure alignment among all stakeholders.

By remaining actively engaged, we ensure that all design, bidding, and construction milestones are reflected and updated in the CPM schedule, and that early bid packages are properly incorporated.

Identification of Long-Lead Items

Early in design, Terra will work with the architect, engineers, and owner to identify materials, equipment, and systems with extended lead times—such as specialized mechanical units, switchgear, or custom finishes. If these items are critical to the construction sequence, we will recommend **early procurement packages** to secure production slots, avoid supply chain delays, and lock in pricing.

Build the Plan

We will start with a pull plan session *(see **Last Planner System®** on page 40)* working our way backwards from the key milestone dates for the project. By sequencing tasks, identifying critical paths, and proactively addressing potential conflicts or delays, the team ensures work progresses efficiently. This approach allows for real-time adjustments, keeps milestones on track, and guarantees that the project is executed safely, smoothly, and on schedule.

During the **construction phase** we **protect the plan**.

Protect the Plan

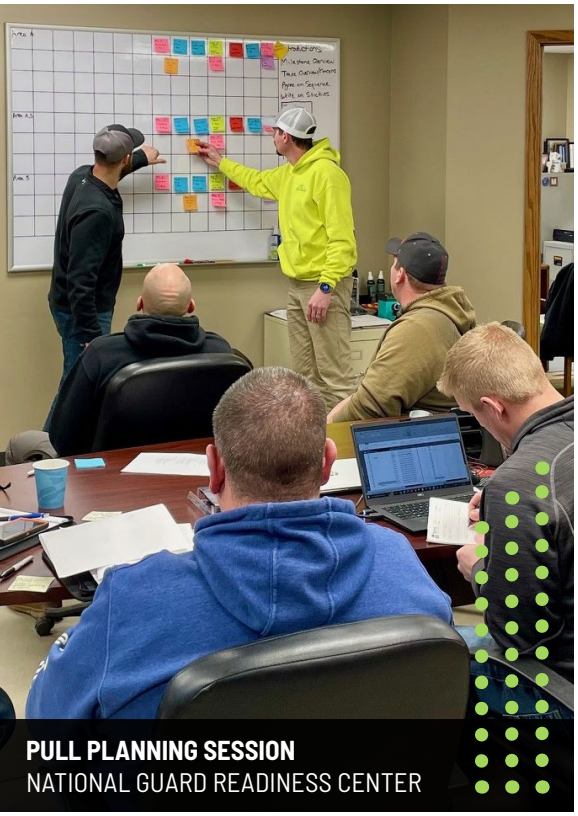
We constantly monitor, react and stay active in protecting our ability to execute our plan. Breaking the overall plan into smaller and smaller bites keeps the entire team coordinated and focused on maintaining the schedule.

Terra will utilize task scheduling to achieve dates of substantial completion. Our task scheduling includes a variety of tools that support not only the lines of communication but also enhance the overall collaboration of the team.

These tools include

- 01 | Last Planner System®
- 02 | Milestone Development/Tracking
- 03 | Material Lead Time Development/Tracking
- 04 | Fabrication Date Monitoring
- 05 | Ship Date Checklist and Tracking
- 06 | Phasing Schedules
- 07 | Facility Schedules
- 08 | 3-Week Look Ahead Schedules

01
Last Planner System®



PULL PLANNING SESSION
NATIONAL GUARD READINESS CENTER

1ST Master Scheduling

SET OVERALL STRATEGY

Setting Milestones
Identifying Long-Lead Items

2ND Phase Scheduling

SET MANAGEABLE PHASES

Pull Planning
Identify Handoffs
Identify Operational Conflicts

3RD Lookahead Planning

MAKES SMOOTH WORKFLOW

Identify Potential Constraints
Ensure Resources Available for Upcoming Tasks

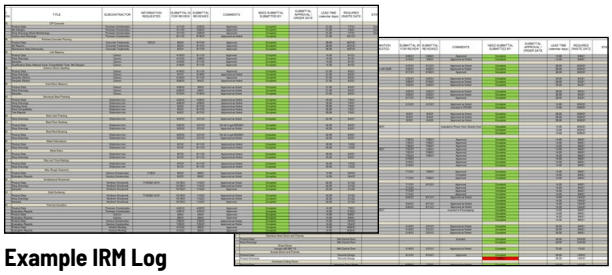
4TH Weekly Work Planning

ENSURES ACHIEVEMENT

Get Reliable Commitments for Upcoming Week's Work

02
Milestone Development / Tracking
Terra will work with the project team to define critical milestones—such as design package completion, permit approvals, procurement deadlines, and key construction activities—and incorporate them into the Master CPM Schedule. Each milestone will be tracked throughout the project to ensure the team stays on target. We will provide regular milestone status updates at progress meetings, noting any variances and recommending corrective actions when necessary.

03
Material Lead Time Development / Tracking
We will identify and document lead times for all major materials and equipment during preconstruction, with special attention to items with extended procurement durations. This information will be integrated into the CPM Schedule so that procurement activities are aligned with installation needs. Lead times will be monitored weekly, and adjustments will be made proactively to avoid delays caused by supply chain or manufacturing constraints.

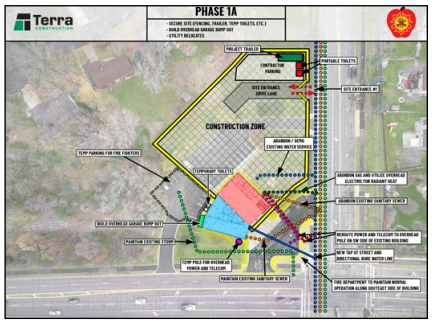


Example IRM Log

04
Fabrication Date Monitoring
For components that require off-site fabrication—such as structural steel, precast panels, curtain walls, or custom casework—Terra will track fabrication start and completion dates against the project schedule. By maintaining close communication with fabricators and suppliers, we can verify that production is on schedule and address any delays before they affect field installation.

05
Ship Date Checklist and Tracking
Terra will maintain a detailed shipping checklist for all major deliveries, identifying ship dates, carrier information, and anticipated arrival times. This checklist will be reviewed during weekly scheduling meetings to confirm that deliveries align with installation sequences. Early identification of shipping issues allows us to coordinate alternative logistics solutions or re-sequence work to maintain schedule progress.

06
Phasing Schedules
Where work must be completed in stages—due to site constraints, occupancy requirements, or coordination with other projects—Terra will develop detailed phasing schedules. These schedules outline the sequencing of each phase, including mobilization, construction activities, and turnover dates. This approach minimizes disruption to ongoing operations and ensures that resources are deployed efficiently throughout the project.



Example Phasing Plan

07
Facility Schedules
For projects involving multiple facilities or areas, Terra will develop individual facility schedules that coordinate with the overall CPM Schedule. These focused schedules allow the team to track progress, manage resources, and address specific constraints unique to each facility. This ensures that work across multiple locations is sequenced logically and completed without delays.

08

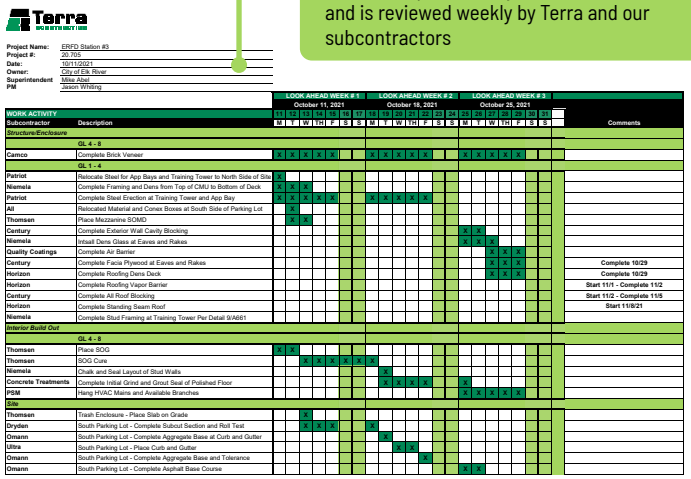
Weekly Look Ahead Schedules

Terra will provide a detailed 6-week look ahead schedule on a weekly basis to the City of Rogers, Leo A Daly and all subcontractors. This 6-week look ahead schedule will identify specific daily tasks and activities. It is reviewed and discussed by Terra and our subcontractors during the weekly safety and scheduling meeting that we hold separate from the weekly progress meeting with the owner and design team. These safety and scheduling meetings cover specific detailed discussions with subcontractors and suppliers on delivery dates, scheduled installations, weather-related impacts, means and methods and upcoming milestones.

At the end of every week, Terra will issue to the project team a "Weekly Report" that outlines subcontractors on site, major activities taking place that week and the upcoming scheduled work for the following week. It will also include photos documenting these construction activities.

Example 6-Week Look Ahead Schedule

Identifies specific daily tasks and activities and is reviewed weekly by Terra and our subcontractors



Terra

Project Name: ERFD Station #3
Project #: 20.705
Date: 10/11/2021
Owner: City of Elk River
Superintendent: Mike Abel
PM: Jason Wrhling

WORK ACTIVITY		LOOK AHEAD WEEK # 1							LOOK AHEAD WEEK # 2							LOOK AHEAD WEEK # 3							
		October 11, 2021							October 18, 2021							October 25, 2021							
		11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Subcontractor	Description	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	Comments
Structure/Enclosure																							
	GL 4 - 8																						
Camco	Complete Brick Veneer	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x			
	GL 1 - 4																						
Patriot	Relocate Steel for App Bays and Training Tower to North Side of Site	x																					
Niemela	Complete Framing and Dens from Top of CMU to Bottom of Deck	x	x	x																			
Patriot	Complete Steel Erection at Training Tower and App Bay	x	x	x	x	x			x	x	x	x	x										
All	Relocated Material and Conex Boxes at South Side of Parking Lot		x																				
Thomsen	Place Mezzanine SOMD		x	x																			
Century	Complete Exterior Wall Cavity Blocking															x	x						
Niemela	Inisell Dens Glass at Eaves and Rakes															x	x	x					
Quality Coatings	Complete Air Barrier																	x	x	x			
Century	Complete Facia Plywood at Eaves and Rakes																	x	x	x			Complete 10/29
Horizon	Complete Roofing Dens Deck																	x	x	x			Complete 10/29
Horizon	Complete Roofing Vapor Barrier																						Start 11/1 - Complete 11/2
Century	Complete All Roof Blocking																						Start 11/2 - Complete 11/5
Horizon	Complete Standing Seam Roof																						Start 11/8/21
Niemela	Complete Stud Framing at Training Tower Per Detail 9/A661																						
Interior Build Out																							
	GL 4 - 8																						
Thomsen	Place SOG	x	x																				
Thomsen	SOG Cure			x	x	x	x	x	x	x													
Niemela	Chalk and Seal Layout of Stud Walls								x														
Concrete Treatments	Complete Initial Grind and Grout Seal of Polished Floor									x	x	x	x			x							
PSM	Hang HVAC Mains and Available Branches															x	x	x	x	x			
Site																							
Thomsen	Trash Enclosure - Place Slab on Grade			x																			
Dryden	South Parking Lot - Complete Subcut Section and Roll Test			x	x	x			x														
Omann	South Parking Lot - Complete Aggregate Base at Curb and Gutter									x													
Ultra	South Parking Lot - Place Curb and Gutter										x	x											
Omann	South Parking Lot - Complete Aggregate Base and Tolerance												x										
Omann	South Parking Lot - Complete Asphalt Base Course															x	x						

Construction Communication

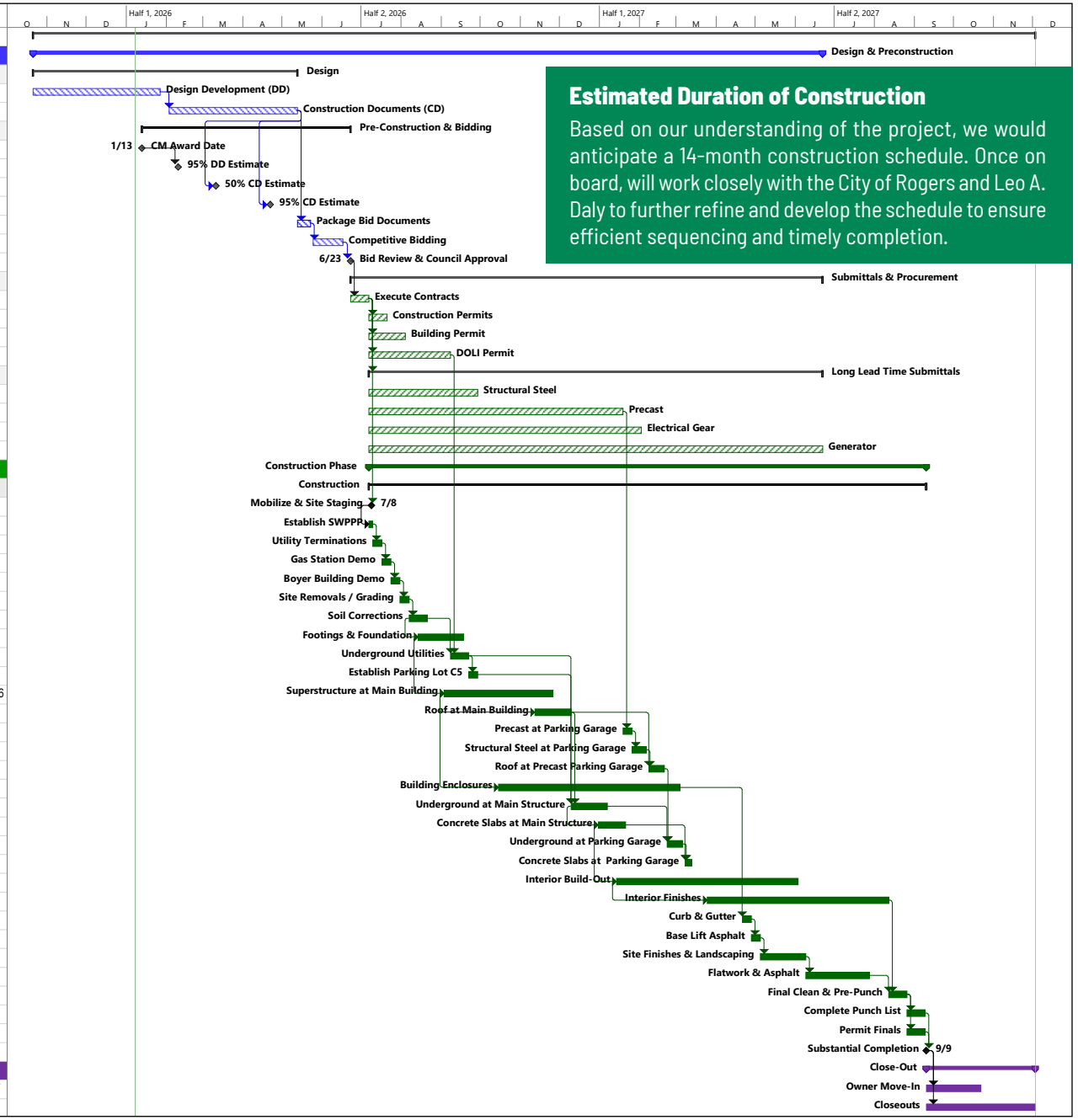
Building the Right Team + Having Eyes On Site

Our qualified, experienced and professional superintendent, Braden Koeppe, will provide our clients with on-site supervision that is at the forefront of coordinating the trades and managing the schedule. The full-time superintendent will provide on-site coordination and supervision for their specified sites. They will work closely with the City of Rogers to effectively manage and sequence the work with respect to any owner-related activities.

Braden Koeppe
Superintendent

We will create a partnership with Leo A Daly and implement a program to monitor the quality of the construction and the conformance to the contract documents. In addition to coordination activities, we document progress, the schedule, current activities, milestones and material delivery. We are able to determine if the actual course of construction is on schedule and reflected in the Master CPM schedule. Terra provides photo documentation and written field reports documenting all work activity for every working day of the project.

ID	Task Name	Start	Finish
1	**Preliminary Schedule**	**Tue 10/21/25**	**Thu 12/2/27**
2	**Design & Preconstruction**	**Tue 10/21/25**	**Mon 6/21/27**
3	**Design**	**Tue 10/21/25**	**Tue 5/12/26**
4	Design Development (DD)	Tue 10/21/25	Mon 1/26/26
5	Construction Documents (CD)	Tue 2/3/26	Tue 5/12/26
6	**Pre-Construction & Bidding**	**Tue 1/13/26**	**Tue 6/23/26**
7	CM Award Date	Tue 1/13/26	Tue 1/13/26
8	95% DD Estimate	Mon 2/9/26	Mon 2/9/26
9	50% CD Estimate	Wed 3/11/26	Wed 3/11/26
10	95% CD Estimate	Wed 4/22/26	Wed 4/22/26
11	Package Bid Documents	Wed 5/13/26	Fri 5/22/26
12	Competitive Bidding	Mon 5/25/26	Tue 6/16/26
13	Bid Review & Council Approval	Tue 6/23/26	Tue 6/23/26
14	**Submittals & Procurement**	**Tue 6/23/26**	**Mon 6/21/27**
15	Execute Contracts	Tue 6/23/26	Mon 7/6/26
16	Construction Permits	Tue 7/7/26	Mon 7/20/26
17	Building Permit	Tue 7/7/26	Mon 8/3/26
18	DOLI Permit	Tue 7/7/26	Mon 9/7/26
19	**Long Lead Time Submittals**	**Tue 7/7/26**	**Mon 6/21/27**
20	Structural Steel	Tue 7/7/26	Mon 9/28/26
21	Precast	Tue 7/7/26	Mon 1/18/27
22	Electrical Gear	Tue 7/7/26	Mon 2/1/27
23	Generator	Tue 7/7/26	Mon 6/21/27
24	**Construction Phase**	**Tue 7/7/26**	**Thu 9/9/27**
25	**Construction**	Tue 7/7/26	Thu 9/9/27
26	Mobilize & Site Staging	Tue 7/7/26	Wed 7/8/26
27	Establish SWPPP	Tue 7/7/26	Thu 7/9/26
28	Utility Terminations	Fri 7/10/26	Thu 7/16/26
29	Gas Station Demo	Fri 7/17/26	Thu 7/23/26
30	Boyer Building Demo	Fri 7/24/26	Thu 7/30/26
31	Site Removals / Grading	Fri 7/31/26	Thu 8/6/26
32	Soil Corrections	Fri 8/7/26	Thu 8/20/26
33	Footings & Foundation	Fri 8/14/26	Thu 9/17/26
34	Underground Utilities	Tue 9/8/26	Mon 9/21/26
35	Establish Parking Lot C5	Tue 9/22/26	Mon 9/28/26
36	Superstructure at Main Building	Thu 9/3/26	Wed 11/25/26
37	Roof at Main Building	Thu 11/12/26	Wed 12/9/26
38	Precast at Parking Garage	Tue 1/19/27	Mon 1/25/27
39	Structural Steel at Parking Garage	Tue 1/26/27	Fri 2/5/27
40	Roof at Precast Parking Garage	Mon 2/8/27	Fri 2/19/27
41	Building Enclosures	Thu 10/15/26	Wed 3/3/27
42	Underground at Main Structure	Thu 12/10/26	Wed 1/6/27
43	Concrete Slabs at Main Structure	Thu 12/31/26	Wed 1/20/27
44	Underground at Parking Garage	Mon 2/22/27	Fri 3/5/27
45	Concrete Slabs at Parking Garage	Mon 3/8/27	Fri 3/12/27
46	Interior Build-Out	Thu 1/14/27	Wed 6/2/27
47	Interior Finishes	Thu 3/25/27	Wed 8/11/27
48	Curb & Gutter	Wed 4/21/27	Tue 4/27/27
49	Base Lift Asphalt	Wed 4/28/27	Tue 5/4/27
50	Site Finishes & Landscaping	Wed 5/5/27	Tue 6/8/27
51	Flatwork & Asphalt	Wed 6/9/27	Tue 7/27/27
52	Final Clean & Pre-Punch	Thu 8/12/27	Wed 8/25/27
53	Complete Punch List	Thu 8/26/27	Wed 9/8/27
54	Permit Finals	Thu 8/26/27	Wed 9/8/27
55	Substantial Completion	Thu 9/9/27	Thu 9/9/27
56	**Close-Out**	**Fri 9/10/27**	**Thu 12/2/27**
57	Owner Move-In	Fri 9/10/27	Thu 10/21/27
58	Closeouts	Fri 9/10/27	Thu 12/2/27



Estimated Duration of Construction

Based on our understanding of the project, we would anticipate a 14-month construction schedule. Once on board, will work closely with the City of Rogers and Leo A. Daly to further refine and develop the schedule to ensure efficient sequencing and timely completion.

Logistics Management

Site Access, Perimeter and Stormwater Control

We will establish fencing, silt protection and site access points that ensure site safety and security, control stormwater runoff, create efficient delivery routes, strategically place construction entrances and maintain access for businesses.

Material Staging Approach

Our team will designate staging areas to limit material relocation and improve labor efficiency. We will prioritize early installation of hardscapes to enable organized and protected storage, reduce material damage and delays, and provide safer surfaces for workers and equipment.

Coordination with the City

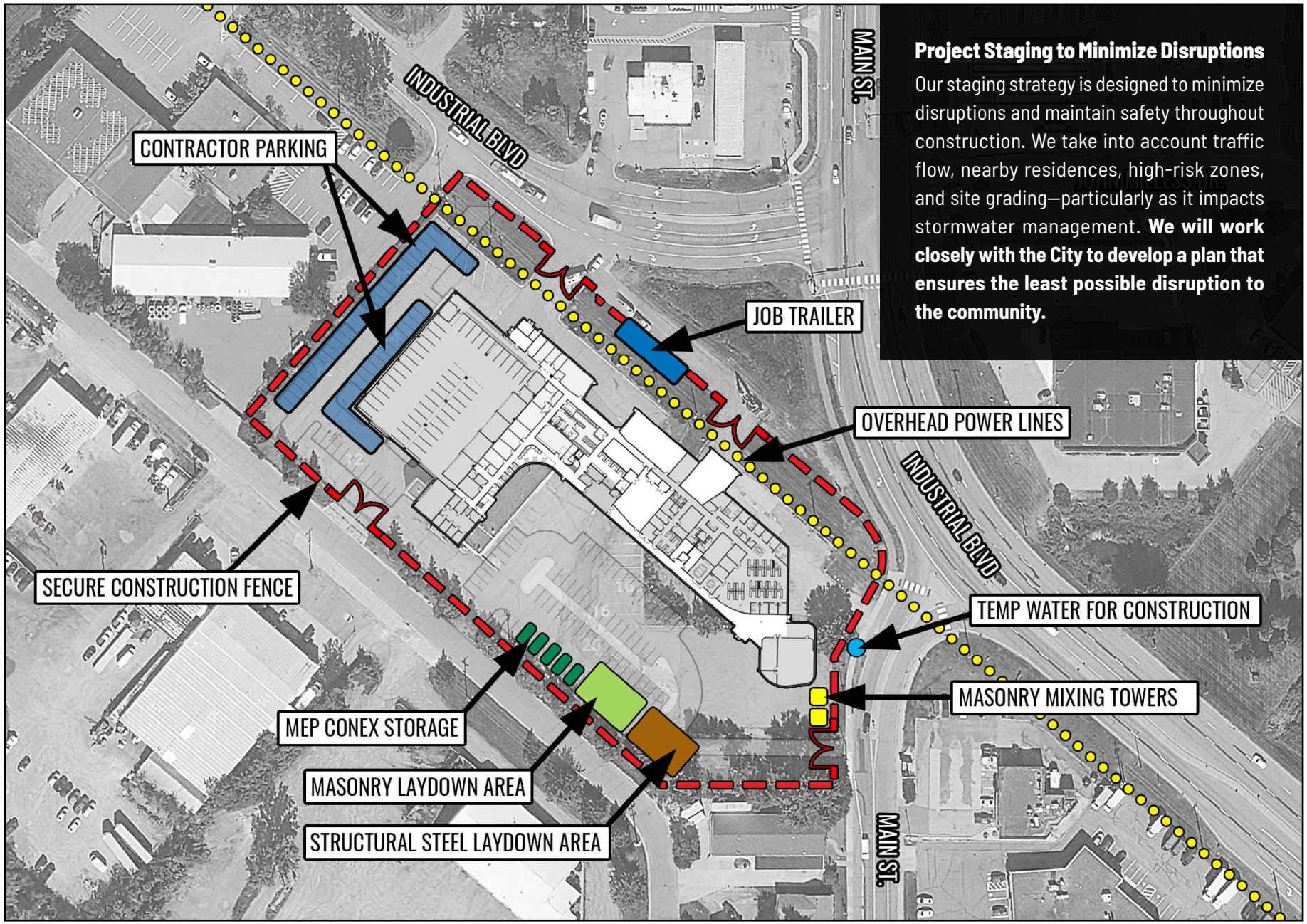
We will provide disturbance avoidance plans outlining how utility impacts are managed. Weekly updates will be shared with the City and stakeholders to ensure transparency and minimize disruptions.

Traffic & Equipment Coordination

We will provide reliable site access in all weather conditions and utilize traffic control flaggers as needed. Our team will define equipment paths for safe and efficient material movement.

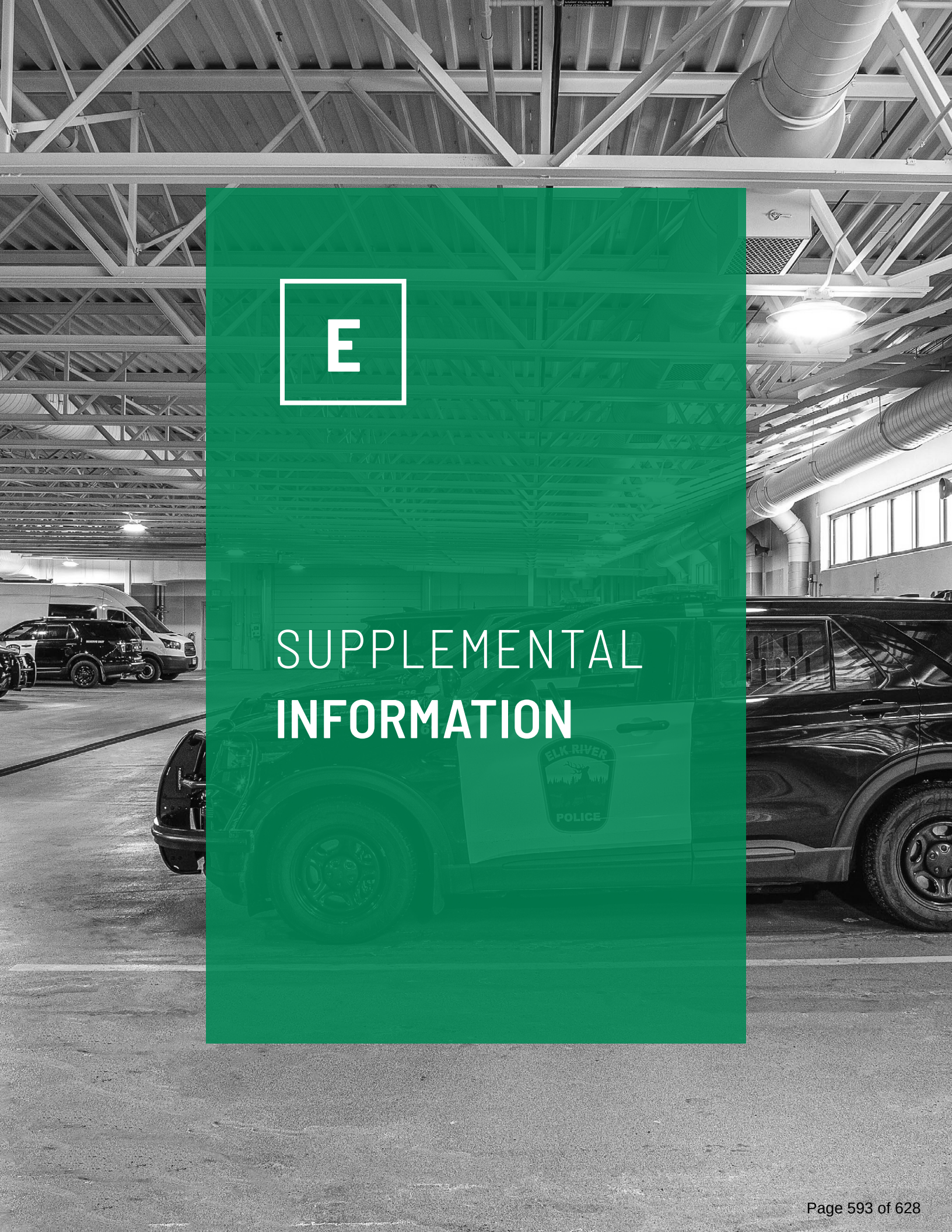
Public Safety & Minimizing Disruptions

Temporary barriers, signage, and dust control separate construction from public areas, ensuring safety and minimizing disruption. We coordinate closely with the City to maintain safety and security at this prominent central site, keeping both the public and construction operations protected.



Project Staging to Minimize Disruptions

Our staging strategy is designed to minimize disruptions and maintain safety throughout construction. We take into account traffic flow, nearby residences, high-risk zones, and site grading—particularly as it impacts stormwater management. **We will work closely with the City to develop a plan that ensures the least possible disruption to the community.**



E

SUPPLEMENTAL **INFORMATION**

A PART OF THIS COMMUNITY

Based in Rogers, Terra is proud to build for the City that serves our community — supporting those who serve others with every project.

$381.6 MILLION
Total Revenue
in Past 5 Years

$92.6 MILLION
Total CMAR Volume of Work
in Past 5 Years

$56.8 MILLION
Total Public Safety Volume of Work
in Past 5 Years

"Building a new city hall and police facility was no small feat. Terra was extremely responsive in working with us through all phases of this complex project."

Valerie Leone
City of New Hope
City Clerk

"Terra has been really great partners and communicators through the construction. I have come to appreciate how much communication you did on the front end."

Charles Grawe
City of Apple Valley
Assistant City Administrator

"The attention to detail, communication skills, ability to find cost savings, as well as looking after the best interests of the client were top notch."

Ron Nierenhausen
City of Elk River
Former Chief of Police

What our clients are saying

Serving those who serve others®

Serving those who serve others isn't just our tagline—it's our mission in action.

We roll up our sleeves and get involved where it counts. Each year, our team rallies together to pack meals at ***Feed My Starving Children***, making a hands-on impact for families around the world. Through our ***Charity of Your Choice (COYC)*** program, every employee has the power to champion a cause close to their heart—with a company donation made each quarter in their name. And we're proud, passionate supporters of ***Thumbs Up*** and their incredible work promoting mental health awareness and suicide prevention. And right here at home, ***we back our local food shelves*** to help ensure no neighbor goes hungry.

Together, we're building more than projects—we're building stronger communities.

COYC
Charity of Your Choice

At right are just a few of the **more than 150 organizations** we've been able to support through our Charity of Your Choice (COYC) program:

Sustainable Construction Methods

Currently completing **two** projects to meet Phius certification requirements on the Carleton College campus.

Learn More

Currently pursuing **LEED Gold** certification at Carleton College and **LEED Silver** certification at the National Guard Readiness Center in New Ulm, Minnesota.

Learn More

We have completed **more than 20** meeting the state of Minnesota's B3 standards.

Learn More

Terra completed the Maplewood Fire & Police Department South Station, which was the **first** building in Minnesota to meet international standards for green construction.

Committed to sustainable, efficient, responsible, and future-focused construction

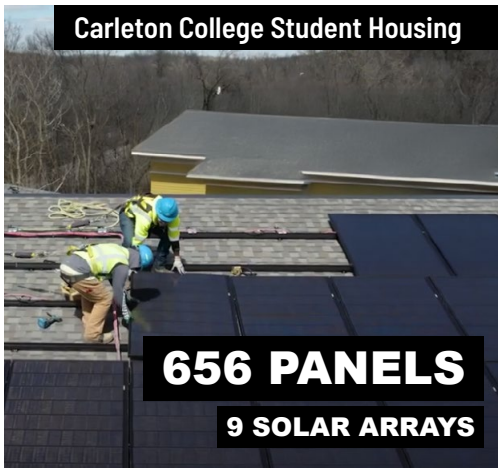
Ramsey County's Lions Park Restroom & Shelter was **net zero energy** when complete with a 15kW solar panel array situated on the roof of the shelter providing electricity to both new buildings.

Learn More

National Guard Readiness Center

Ramsey County Lions Park Restroom & Shelter

Carleton College Student Housing



F

COST
PROPOSAL

Rogers City Hall & Police Department
Construction Manager @ Risk - Cost Proposal
Contract to be AIA 133-2019

1) Preconstruction

	5 Months	22 Weeks	110 Days	
Description	**Quantity**	**Unit**	**Unit Cost**	**Total**
Project Executive	88	HRS	In Fee	In Fee
Pre-Construction Lead	132	HRS	In Fee	In Fee
Preconstruction Manager / Estimator	330	HRS	$135.00	$ 44,550.00
Sr. Project Manager	88	HRS	$140.00	$ 12,320.00
Project Manager	176	HRS	$135.00	$ 23,760.00
Superintendent	88	HRS	$135.00	$ 11,880.00
MEP Coordinator / Quality Control / VDC	176	HRS	$125.00	In Fee
			Subtotal:	$ 92,510.00
			Preconstruction Discount - Our Commitment to the City of Rogers	$ *(72,510.00)*
			Subtotal:	**$ 20,000.00**

2) Construction Staffing

	14 Months	60 Weeks	301 Days	
Description	**Quantity**	**Unit**	**Unit Cost**	**Total**
Project Executive	120	HRS	In Fee	In Fee
Sr. Project Manager	482	HRS	$140.00	$ 67,424.00
Project Manager	1,806	HRS	$135.00	$ 243,810.00
Assistant Project Manager	963	HRS	$105.00	$ 101,136.00
Superintendent - (onsite full time)	2,408	HRS	$135.00	$ 325,080.00
Field Engineer	963	HRS	$105.00	$ 101,136.00
MEP Coordinator	120	HRS	$125.00	In Fee
QAQC Manager	120	HRS	$125.00	In Fee
Safety Director	14	MO	$525.00	$ 7,350.00
Lean Construction Specialist	14	MO	$400.00	$ 5,600.00
Project Administration	120	HRS	$90.00	$ 10,836.00
			Subtotal:	**$ 862,372.00**

3) Construction & Post Construction Reimbursables

	14 Months	60 Weeks	301 Days	
Description	**Quantity**	**Unit**	**Unit Cost**	**Total**
Site Technology	14	MO	$325.00	$ 4,550.00
Site Consumables	14	MO	$425.00	$ 5,950.00
Printing, Postage & Delivery	14	MO	$250.00	$ 3,500.00
Jobsite Field Office	12	MO	$1,725.00	$ 20,700.00
Superintendent Truck	14	MO	$800.00	$ 11,200.00
Project Management Software	14	MO	$0.00	Included
			Subtotal:	**$ 45,900.00**

4) Construction Manager Fee

Fee	1.50%	**$ 525,000.00**

Summary Total for Construction Management Services		
1) Preconstruction		$ 20,000.00
2) Construction Staffing		$ 862,372.00
3) Construction & Post Construction Reimbursables		$ 45,900.00
4) Construction Manager Fee	1.50%	$ 525,000.00
	TOTAL	**$ 1,453,272.00**

CLARIFICATIONS:

The above costs account for project team staffing, the jobsite field office, and all associated field office technology and supply needs. This estimate assumes a 14-month delivery schedule in alignment with the schedule presented in our proposal.

General requirement items such as permits, SAC/WAC, insurance, P&P bonds, project layout & survey, testing/special inspections, dumpsters, temp gates & fencing, equipment, safety equipment, hoisting, fuel, temp utilities, technology, temp sanitary facilities, cleanup costs, temp protection, temp barriers, snow removal and winter conditions will be included as part of the cost of work.

Terra®
CONSTRUCTION

Serving those who serve others®

AIA® Document A133™ – 2019

Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price

AGREEMENT made as of the _____ day of _____ in the year _____
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

and the Construction Manager:
(Name, legal status, address, and other information)

for the following Project:
(Name, location, and detailed description)

The Architect:
(Name, legal status, address, and other information)

The Owner and Construction Manager agree as follows.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Sample

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TABLE OF ARTICLES

1 INITIAL INFORMATION

2 GENERAL PROVISIONS

3 CONSTRUCTION MANAGER'S RESPONSIBILITIES

4 OWNER'S RESPONSIBILITIES

5 COMPENSATION AND PAYMENTS FOR PRECONSTRUCTION PHASE SERVICES

6 COMPENSATION FOR CONSTRUCTION PHASE SERVICES

7 COST OF THE WORK FOR CONSTRUCTION PHASE

8 DISCOUNTS, REBATES, AND REFUNDS

9 SUBCONTRACTS AND OTHER AGREEMENTS

10 ACCOUNTING RECORDS

11 PAYMENTS FOR CONSTRUCTION PHASE SERVICES

12 DISPUTE RESOLUTION

13 TERMINATION OR SUSPENSION

14 MISCELLANEOUS PROVISIONS

15 SCOPE OF THE AGREEMENT

EXHIBIT A GUARANTEED MAXIMUM PRICE AMENDMENT
EXHIBIT B INSURANCE AND BONDS

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.
(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project, as described in Section 4.1.1:
(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

§ 1.1.2 The Project's physical characteristics:
(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

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§ 1.1.3 The Owner's budget for the Guaranteed Maximum Price, as defined in Article 6:
(Provide total and, if known, a line item breakdown.)

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

.2 Construction commencement date:

.3 Substantial Completion date or dates:

.4 Other milestone dates:

§ 1.1.5 The Owner's requirements for accelerated or fast-track scheduling, or phased construction, are set forth below:
(Identify any requirements for fast-track scheduling or phased construction.)

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Construction Manager shall complete and incorporate AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E234–2019 is incorporated into this agreement, the Owner and Construction Manager shall incorporate the completed E234–2019 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 Other Project information:
(Identify special characteristics or needs of the Project not provided elsewhere.)

§ 1.1.8 The Owner identifies the following representative in accordance with Section 4.2:
(List name, address, and other contact information.)

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§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review the Construction Manager's submittals to the Owner are as follows:
(List name, address and other contact information.)

§ 1.1.10 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:

.2 Civil Engineer:

.3 Other, if any:
(List any other consultants retained by the Owner, such as a Project or Program Manager.)

§ 1.1.11 The Architect's representative:
(List name, address, and other contact information.)

§ 1.1.12 The Construction Manager identifies the following representative in accordance with Article 3:
(List name, address, and other contact information.)

§ 1.1.13 The Owner's requirements for the Construction Manager's staffing plan for Preconstruction Services, as required under Section 3.1.9:
(List any Owner-specific requirements to be included in the staffing plan.)

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§ 1.1.14 The Owner's requirements for subcontractor procurement for the performance of the Work:
(List any Owner-specific requirements for subcontractor procurement.)

§ 1.1.15 Other Initial Information on which this Agreement is based:

§ 1.2 The Owner and Construction Manager may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Construction Manager shall appropriately adjust the Project schedule, the Construction Manager's services, and the Construction Manager's compensation. The Owner shall adjust the Owner's budget for the Guaranteed Maximum Price and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 Neither the Owner's nor the Construction Manager's representative shall be changed without ten days' prior notice to the other party.

ARTICLE 2 GENERAL PROVISIONS

§ 2.1 The Contract Documents

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. Upon the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal, the Contract Documents will also include the documents described in Section 3.2.3 and identified in the Guaranteed Maximum Price Amendment and revisions prepared by the Architect and furnished by the Owner as described in Section 3.2.8. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. If anything in the other Contract Documents, other than a Modification, is inconsistent with this Agreement, this Agreement shall govern. An enumeration of the Contract Documents, other than a Modification, appears in Article 15.

§ 2.2 Relationship of the Parties

The Construction Manager accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to cooperate with the Architect and exercise the Construction Manager's skill and judgment in furthering the interests of the Owner to furnish efficient construction administration, management services, and supervision; to furnish at all times an adequate supply of workers and materials; and to perform the Work in an expeditious and economical manner consistent with the Owner's interests. The Owner agrees to furnish or approve, in a timely manner, information required by the Construction Manager and to make payments to the Construction Manager in accordance with the requirements of the Contract Documents.

§ 2.3 General Conditions

§ 2.3.1 For the Preconstruction Phase, AIA Document A201™–2017, General Conditions of the Contract for Construction, shall apply as follows: Section 1.5, Ownership and Use of Documents; Section 1.7, Digital Data Use and Transmission; Section 1.8, Building Information Model Use and Reliance; Section 2.2.4, Confidential Information; Section 3.12.10, Professional Services; Section 10.3, Hazardous Materials; Section 13.1, Governing Law. The term "Contractor" as used in A201–2017 shall mean the Construction Manager.

§ 2.3.2 For the Construction Phase, the general conditions of the contract shall be as set forth in A201–2017, which document is incorporated herein by reference. The term "Contractor" as used in A201–2017 shall mean the Construction Manager.

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ARTICLE 3 CONSTRUCTION MANAGER'S RESPONSIBILITIES

The Construction Manager's Preconstruction Phase responsibilities are set forth in Sections 3.1 and 3.2, and in the applicable provisions of A201-2017 referenced in Section 2.3.1. The Construction Manager's Construction Phase responsibilities are set forth in Section 3.3. The Owner and Construction Manager may agree, in consultation with the Architect, for the Construction Phase to commence prior to completion of the Preconstruction Phase, in which case, both phases will proceed concurrently. The Construction Manager shall identify a representative authorized to act on behalf of the Construction Manager with respect to the Project.

§ 3.1 Preconstruction Phase

§ 3.1.1 Extent of Responsibility

The Construction Manager shall exercise reasonable care in performing its Preconstruction Services. The Owner and Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of services and information furnished by the Construction Manager. The Construction Manager, however, does not warrant or guarantee estimates and schedules except as may be included as part of the Guaranteed Maximum Price. The Construction Manager is not required to ascertain that the Drawings and Specifications are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Construction Manager shall promptly report to the Architect and Owner any nonconformity discovered by or made known to the Construction Manager as a request for information in such form as the Architect may require.

§ 3.1.2 The Construction Manager shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other.

§ 3.1.3 Consultation

§ 3.1.3.1 The Construction Manager shall schedule and conduct meetings with the Architect and Owner to discuss such matters as procedures, progress, coordination, and scheduling of the Work.

§ 3.1.3.2 The Construction Manager shall advise the Owner and Architect on proposed site use and improvements, selection of materials, building systems, and equipment. The Construction Manager shall also provide recommendations to the Owner and Architect, consistent with the Project requirements, on constructability; availability of materials and labor; time requirements for procurement, installation and construction; prefabrication; and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions. The Construction Manager shall consult with the Architect regarding professional services to be provided by the Construction Manager during the Construction Phase.

§ 3.1.3.3 The Construction Manager shall assist the Owner and Architect in establishing building information modeling and digital data protocols for the Project, using AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 3.1.4 Project Schedule

When Project requirements in Section 4.1.1 have been sufficiently identified, the Construction Manager shall prepare and periodically update a Project schedule for the Architect's review and the Owner's acceptance. The Construction Manager shall obtain the Architect's approval for the portion of the Project schedule relating to the performance of the Architect's services. The Project schedule shall coordinate and integrate the Construction Manager's services, the Architect's services, other Owner consultants' services, and the Owner's responsibilities; and identify items that affect the Project's timely completion. The updated Project schedule shall include the following: submission of the Guaranteed Maximum Price proposal; components of the Work; times of commencement and completion required of each Subcontractor; ordering and delivery of products, including those that must be ordered in advance of construction; and the occupancy requirements of the Owner.

§ 3.1.5 Phased Construction

The Construction Manager, in consultation with the Architect, shall provide recommendations with regard to accelerated or fast-track scheduling, procurement, and sequencing for phased construction. The Construction Manager shall take into consideration cost reductions, cost information, constructability, provisions for temporary facilities, and procurement and construction scheduling issues.

§ 3.1.6 Cost Estimates

§ 3.1.6.1 Based on the preliminary design and other design criteria prepared by the Architect, the Construction Manager shall prepare, for the Architect's review and the Owner's approval, preliminary estimates of the Cost of the Work or the

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cost of program requirements using area, volume, or similar conceptual estimating techniques. If the Architect or Construction Manager suggests alternative materials and systems, the Construction Manager shall provide cost evaluations of those alternative materials and systems.

§ 3.1.6.2 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall prepare and update, at appropriate intervals agreed to by the Owner, Construction Manager and Architect, an estimate of the Cost of the Work with increasing detail and refinement. The Construction Manager shall include in the estimate those costs to allow for the further development of the design, price escalation, and market conditions, until such time as the Owner and Construction Manager agree on a Guaranteed Maximum Price for the Work. The estimate shall be provided for the Architect's review and the Owner's approval. The Construction Manager shall inform the Owner and Architect in the event that the estimate of the Cost of the Work exceeds the latest approved Project budget, and make recommendations for corrective action.

§ 3.1.6.3 If the Architect is providing cost estimating services as a Supplemental Service, and a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Construction Manager and the Architect shall work together to reconcile the cost estimates.

§ 3.1.7 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall consult with the Owner and Architect and make recommendations regarding constructability and schedules, for the Architect's review and the Owner's approval.

§ 3.1.8 The Construction Manager shall provide recommendations and information to the Owner and Architect regarding equipment, materials, services, and temporary Project facilities.

§ 3.1.9 The Construction Manager shall provide a staffing plan for Preconstruction Phase services for the Owner's review and approval.

§ 3.1.10 If the Owner identified a Sustainable Objective in Article 1, the Construction Manager shall fulfill its Preconstruction Phase responsibilities as required in AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, attached to this Agreement.

§ 3.1.11 Subcontractors and Suppliers

§ 3.1.11.1 If the Owner has provided requirements for subcontractor procurement in section 1.1.14, the Construction Manager shall provide a subcontracting plan, addressing the Owner's requirements, for the Owner's review and approval.

§ 3.1.11.2 The Construction Manager shall develop bidders' interest in the Project.

§ 3.1.11.3 The processes described in Article 9 shall apply if bid packages will be issued during the Preconstruction Phase.

§ 3.1.12 Procurement

The Construction Manager shall prepare, for the Architect's review and the Owner's acceptance, a procurement schedule for items that must be ordered in advance of construction. The Construction Manager shall expedite and coordinate the ordering and delivery of materials that must be ordered in advance of construction. If the Owner agrees to procure any items prior to the establishment of the Guaranteed Maximum Price, the Owner shall procure the items on terms and conditions acceptable to the Construction Manager. Upon the establishment of the Guaranteed Maximum Price, the Owner shall assign all contracts for these items to the Construction Manager and the Construction Manager shall thereafter accept responsibility for them.

§ 3.1.13 Compliance with Laws

The Construction Manager shall comply with applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to its performance under this Contract, and with equal employment opportunity programs, and other programs as may be required by governmental and quasi-governmental authorities.

§ 3.1.14 Other Preconstruction Services

Insert a description of any other Preconstruction Phase services to be provided by the Construction Manager, or reference an exhibit attached to this document

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(Describe any other Preconstruction Phase services, such as providing cash flow projections, development of a project information management system, early selection or procurement of subcontractors, etc.)

§ 3.2 Guaranteed Maximum Price Proposal

§ 3.2.1 At a time to be mutually agreed upon by the Owner and the Construction Manager, the Construction Manager shall prepare a Guaranteed Maximum Price proposal for the Owner's and Architect's review, and the Owner's acceptance. The Guaranteed Maximum Price in the proposal shall be the sum of the Construction Manager's estimate of the Cost of the Work, the Construction Manager's contingency described in Section 3.2.4, and the Construction Manager's Fee described in Section 6.1.2.

§ 3.2.2 To the extent that the Contract Documents are anticipated to require further development, the Guaranteed Maximum Price includes the costs attributable to such further development consistent with the Contract Documents and reasonably inferable therefrom. Such further development does not include changes in scope, systems, kinds and quality of materials, finishes, or equipment, all of which, if required, shall be incorporated by Change Order.

§ 3.2.3 The Construction Manager shall include with the Guaranteed Maximum Price proposal a written statement of its basis, which shall include the following:

.1 A list of the Drawings and Specifications, including all Addenda thereto, and the Conditions of the Contract;

.2 A list of the clarifications and assumptions made by the Construction Manager in the preparation of the Guaranteed Maximum Price proposal, including assumptions under Section 3.2.2;

.3 A statement of the proposed Guaranteed Maximum Price, including a statement of the estimated Cost of the Work organized by trade categories or systems, including allowances; the Construction Manager's contingency set forth in Section 3.2.4; and the Construction Manager's Fee;

.4 The anticipated date of Substantial Completion upon which the proposed Guaranteed Maximum Price is based; and

.5 A date by which the Owner must accept the Guaranteed Maximum Price.

§ 3.2.4 In preparing the Construction Manager's Guaranteed Maximum Price proposal, the Construction Manager shall include a contingency for the Construction Manager's exclusive use to cover those costs that are included in the Guaranteed Maximum Price but not otherwise allocated to another line item or included in a Change Order.

§ 3.2.5 The Construction Manager shall meet with the Owner and Architect to review the Guaranteed Maximum Price proposal. In the event that the Owner or Architect discover any inconsistencies or inaccuracies in the information presented, they shall promptly notify the Construction Manager, who shall make appropriate adjustments to the Guaranteed Maximum Price proposal, its basis, or both.

§ 3.2.6 If the Owner notifies the Construction Manager that the Owner has accepted the Guaranteed Maximum Price proposal in writing before the date specified in the Guaranteed Maximum Price proposal, the Guaranteed Maximum Price proposal shall be deemed effective without further acceptance from the Construction Manager. Following acceptance of a Guaranteed Maximum Price, the Owner and Construction Manager shall execute the Guaranteed Maximum Price Amendment amending this Agreement, a copy of which the Owner shall provide to the Architect. The Guaranteed Maximum Price Amendment shall set forth the agreed upon Guaranteed Maximum Price with the information and assumptions upon which it is based.

§ 3.2.7 The Construction Manager shall not incur any cost to be reimbursed as part of the Cost of the Work prior to the execution of the Guaranteed Maximum Price Amendment, unless the Owner provides prior written authorization for such costs.

§ 3.2.8 The Owner shall authorize preparation of revisions to the Contract Documents that incorporate the agreed-upon assumptions and clarifications contained in the Guaranteed Maximum Price Amendment. The Owner shall promptly furnish such revised Contract Documents to the Construction Manager. The Construction Manager shall notify the Owner and Architect of any inconsistencies between the agreed-upon assumptions and clarifications contained in the Guaranteed Maximum Price Amendment and the revised Contract Documents.

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§ 3.2.9 The Construction Manager shall include in the Guaranteed Maximum Price all sales, consumer, use and similar taxes for the Work provided by the Construction Manager that are legally enacted, whether or not yet effective, at the time the Guaranteed Maximum Price Amendment is executed.

§ 3.3 Construction Phase

§ 3.3.1 General

§ 3.3.1.1 For purposes of Section 8.1.2 of A201–2017, the date of commencement of the Work shall mean the date of commencement of the Construction Phase.

§ 3.3.1.2 The Construction Phase shall commence upon the Owner's execution of the Guaranteed Maximum Price Amendment or, prior to acceptance of the Guaranteed Maximum Price proposal, by written agreement of the parties. The written agreement shall set forth a description of the Work to be performed by the Construction Manager, and any insurance and bond requirements for Work performed prior to execution of the Guaranteed Maximum Price Amendment.

§ 3.3.2 Administration

§ 3.3.2.1 The Construction Manager shall schedule and conduct meetings to discuss such matters as procedures, progress, coordination, scheduling, and status of the Work. The Construction Manager shall prepare and promptly distribute minutes of the meetings to the Owner and Architect.

§ 3.3.2.2 Upon the execution of the Guaranteed Maximum Price Amendment, the Construction Manager shall prepare and submit to the Owner and Architect a construction schedule for the Work and a submittal schedule in accordance with Section 3.10 of A201–2017.

§ 3.3.2.3 Monthly Report

The Construction Manager shall record the progress of the Project. On a monthly basis, or otherwise as agreed to by the Owner, the Construction Manager shall submit written progress reports to the Owner and Architect, showing percentages of completion and other information required by the Owner.

§ 3.3.2.4 Daily Logs

The Construction Manager shall keep, and make available to the Owner and Architect, a daily log containing a record for each day of weather, portions of the Work in progress, number of workers on site, identification of equipment on site, problems that might affect progress of the work, accidents, injuries, and other information required by the Owner.

§ 3.3.2.5 Cost Control

The Construction Manager shall develop a system of cost control for the Work, including regular monitoring of actual costs for activities in progress and estimates for uncompleted tasks and proposed changes. The Construction Manager shall identify variances between actual and estimated costs and report the variances to the Owner and Architect, and shall provide this information in its monthly reports to the Owner and Architect, in accordance with Section 3.3.2.3 above.

ARTICLE 4 OWNER'S RESPONSIBILITIES

§ 4.1 Information and Services Required of the Owner

§ 4.1.1 The Owner shall provide information with reasonable promptness, regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, constraints, and criteria, including schedule, space requirements and relationships, flexibility and expandability, special equipment, systems, sustainability and site requirements.

§ 4.1.2 Prior to the execution of the Guaranteed Maximum Price Amendment, the Construction Manager may request in writing that the Owner provide reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. After execution of the Guaranteed Maximum Price Amendment, the Construction Manager may request such information as set forth in A201-2017 Section 2.2.

§ 4.1.3 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Article 7, (2) the Owner's other costs, and (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Construction Manager and Architect. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the Project's scope and quality.

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§ 4.1.4 Structural and Environmental Tests, Surveys and Reports. During the Preconstruction Phase, the Owner shall furnish the following information or services with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Construction Manager's performance of the Work with reasonable promptness after receiving the Construction Manager's written request for such information or services. The Construction Manager shall be entitled to rely on the accuracy of information and services furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

§ 4.1.4.1 The Owner shall furnish tests, inspections, and reports, required by law and as otherwise agreed to by the parties, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 4.1.4.2 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 4.1.4.3 The Owner, when such services are requested, shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 4.1.5 During the Construction Phase, the Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Construction Manager's performance of the Work with reasonable promptness after receiving the Construction Manager's written request for such information or services.

§ 4.1.6 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, attached to this Agreement.

§ 4.2 Owner's Designated Representative

The Owner shall identify a representative authorized to act on behalf of the Owner with respect to the Project. The Owner's representative shall render decisions promptly and furnish information expeditiously, so as to avoid unreasonable delay in the services or Work of the Construction Manager. Except as otherwise provided in Section 4.2.1 of A201–2017, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 4.2.1 Legal Requirements. The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 4.3 Architect

The Owner shall retain an Architect to provide services, duties and responsibilities as described in AIA Document B133™–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition, including any additional services requested by the Construction Manager that are necessary for the Preconstruction and Construction Phase services under this Agreement. The Owner shall provide the Construction Manager with a copy of the scope of services in the executed agreement between the Owner and the Architect, and any further modifications to the Architect's scope of services in the agreement.

ARTICLE 5 COMPENSATION AND PAYMENTS FOR PRECONSTRUCTION PHASE SERVICES

§ 5.1 Compensation

§ 5.1.1 For the Construction Manager's Preconstruction Phase services described in Sections 3.1 and 3.2, the Owner shall compensate the Construction Manager as follows:

(Insert amount of, or basis for, compensation and include a list of reimbursable cost items, as applicable.)

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§ 5.1.2 The hourly billing rates for Preconstruction Phase services of the Construction Manager and the Construction Manager's Consultants and Subcontractors, if any, are set forth below.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Individual or Position	Rate

§ 5.1.2.1 Hourly billing rates for Preconstruction Phase services include all costs to be paid or incurred by the Construction Manager, as required by law or collective bargaining agreements, for taxes, insurance, contributions, assessments and benefits and, for personnel not covered by collective bargaining agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions, and shall remain unchanged unless the parties execute a Modification.

§ 5.1.3 If the Preconstruction Phase services covered by this Agreement have not been completed within _____ (___) months of the date of this Agreement, through no fault of the Construction Manager, the Construction Manager's compensation for Preconstruction Phase services shall be equitably adjusted.

§ 5.2 Payments
§ 5.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed.

§ 5.2.2 Payments are due and payable upon presentation of the Construction Manager's invoice. Amounts unpaid _____ (___) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Construction Manager.
(Insert rate of monthly or annual interest agreed upon.)

_____ % _____

ARTICLE 6 COMPENSATION FOR CONSTRUCTION PHASE SERVICES
§ 6.1 Contract Sum
§ 6.1.1 The Owner shall pay the Construction Manager the Contract Sum in current funds for the Construction Manager's performance of the Contract after execution of the Guaranteed Maximum Price Amendment. The Contract Sum is the Cost of the Work as defined in Article 7 plus the Construction Manager's Fee.

§ 6.1.2 The Construction Manager's Fee:
(State a lump sum, percentage of Cost of the Work or other provision for determining the Construction Manager's Fee.)

§ 6.1.3 The method of adjustment of the Construction Manager's Fee for changes in the Work:

§ 6.1.4 Limitations, if any, on a Subcontractor's overhead and profit for increases in the cost of its portion of the Work:

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§ 6.1.5 Rental rates for Construction Manager-owned equipment shall not exceed _____ percent (_____ %) of the standard rental rate paid at the place of the Project.

§ 6.1.6 Liquidated damages, if any:
(Insert terms and conditions for liquidated damages, if any.)

§ 6.1.7 Other:
(Insert provisions for bonus, cost savings or other incentives, if any, that might result in a change to the Contract Sum.)

§ 6.2 Guaranteed Maximum Price

The Construction Manager guarantees that the Contract Sum shall not exceed the Guaranteed Maximum Price set forth in the Guaranteed Maximum Price Amendment, subject to additions and deductions by Change Order as provided in the Contract Documents. Costs which would cause the Guaranteed Maximum Price to be exceeded shall be paid by the Construction Manager without reimbursement by the Owner.

§ 6.3 Changes in the Work

§ 6.3.1 The Owner may, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions. The Owner shall issue such changes in writing. The Construction Manager may be entitled to an equitable adjustment in the Contract Time as a result of changes in the Work.

§ 6.3.1.1 The Architect may order minor changes in the Work as provided in Article 7 of AIA Document A201–2017, General Conditions of the Contract for Construction.

§ 6.3.2 Adjustments to the Guaranteed Maximum Price on account of changes in the Work subsequent to the execution of the Guaranteed Maximum Price Amendment may be determined by any of the methods listed in Article 7 of AIA Document A201–2017, General Conditions of the Contract for Construction.

§ 6.3.3 Adjustments to subcontracts awarded on the basis of a stipulated sum shall be determined in accordance with Article 7 of A201–2017, as they refer to "cost" and "fee," and not by Articles 6 and 7 of this Agreement. Adjustments to subcontracts awarded with the Owner's prior written consent on the basis of cost plus a fee shall be calculated in accordance with the terms of those subcontracts.

§ 6.3.4 In calculating adjustments to the Guaranteed Maximum Price, the terms "cost" and "costs" as used in Article 7 of AIA Document A201–2017 shall mean the Cost of the Work as defined in Article 7 of this Agreement and the term "fee" shall mean the Construction Manager's Fee as defined in Section 6.1.2 of this Agreement.

§ 6.3.5 If no specific provision is made in Section 6.1.3 for adjustment of the Construction Manager's Fee in the case of changes in the Work, or if the extent of such changes is such, in the aggregate, that application of the adjustment provisions of Section 6.1.3 will cause substantial inequity to the Owner or Construction Manager, the Construction Manager's Fee shall be equitably adjusted on the same basis that was used to establish the Fee for the original Work, and the Guaranteed Maximum Price shall be adjusted accordingly.

ARTICLE 7 COST OF THE WORK FOR CONSTRUCTION PHASE

§ 7.1 Costs to Be Reimbursed

§ 7.1.1 The term Cost of the Work shall mean costs necessarily incurred by the Construction Manager in the proper performance of the Work. The Cost of the Work shall include only the items set forth in Sections 7.1 through 7.7.

§ 7.1.2 Where, pursuant to the Contract Documents, any cost is subject to the Owner's prior approval, the Construction Manager shall obtain such approval in writing prior to incurring the cost.

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§ 7.1.3 Costs shall be at rates not higher than the standard rates paid at the place of the Project, except with prior approval of the Owner.

§ 7.2 Labor Costs

§ 7.2.1 Wages or salaries of construction workers directly employed by the Construction Manager to perform the construction of the Work at the site or, with the Owner's prior approval, at off-site workshops.

§ 7.2.2 Wages or salaries of the Construction Manager's supervisory and administrative personnel when stationed at the site and performing Work, with the Owner's prior approval.

§ 7.2.2.1 Wages or salaries of the Construction Manager's supervisory and administrative personnel when performing Work and stationed at a location other than the site, but only for that portion of time required for the Work, and limited to the personnel and activities listed below:
(Identify the personnel, type of activity and, if applicable, any agreed upon percentage of time to be devoted to the Work.)

§ 7.2.3 Wages and salaries of the Construction Manager's supervisory or administrative personnel engaged at factories, workshops or while traveling, in expediting the production or transportation of materials or equipment required for the Work, but only for that portion of their time required for the Work.

§ 7.2.4 Costs paid or incurred by the Construction Manager, as required by law or collective bargaining agreements, for taxes, insurance, contributions, assessments and benefits and, for personnel not covered by collective bargaining agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions, provided such costs are based on wages and salaries included in the Cost of the Work under Sections 7.2.1 through 7.2.3.

§ 7.2.5 If agreed rates for labor costs, in lieu of actual costs, are provided in this Agreement, the rates shall remain unchanged throughout the duration of this Agreement, unless the parties execute a Modification.

§ 7.3 Subcontract Costs

Payments made by the Construction Manager to Subcontractors in accordance with the requirements of the subcontracts and this Agreement.

§ 7.4 Costs of Materials and Equipment Incorporated in the Completed Construction

§ 7.4.1 Costs, including transportation and storage at the site, of materials and equipment incorporated, or to be incorporated, in the completed construction.

§ 7.4.2 Costs of materials described in the preceding Section 7.4.1 in excess of those actually installed to allow for reasonable waste and spoilage. Unused excess materials, if any, shall become the Owner's property at the completion of the Work or, at the Owner's option, shall be sold by the Construction Manager. Any amounts realized from such sales shall be credited to the Owner as a deduction from the Cost of the Work.

§ 7.5 Costs of Other Materials and Equipment, Temporary Facilities and Related Items

§ 7.5.1 Costs of transportation, storage, installation, dismantling, maintenance, and removal of materials, supplies, temporary facilities, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Construction Manager at the site and fully consumed in the performance of the Work. Costs of materials, supplies, temporary facilities, machinery, equipment, and tools, that are not fully consumed, shall be based on the cost or value of the item at the time it is first used on the Project site less the value of the item when it is no longer used at the Project site. Costs for items not fully consumed by the Construction Manager shall mean fair market value.

§ 7.5.2 Rental charges for temporary facilities, machinery, equipment, and hand tools not customarily owned by construction workers that are provided by the Construction Manager at the site, and the costs of transportation, installation, dismantling, minor repairs, and removal of such temporary facilities, machinery, equipment, and hand tools. Rates and quantities of equipment owned by the Construction Manager, or a related party as defined in Section 7.8,

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shall be subject to the Owner's prior approval. The total rental cost of any such equipment may not exceed the purchase price of any comparable item.

§ 7.5.3 Costs of removal of debris from the site of the Work and its proper and legal disposal.

§ 7.5.4 Costs of the Construction Manager's site office, including general office equipment and supplies.

§ 7.5.5 Costs of materials and equipment suitably stored off the site at a mutually acceptable location, subject to the Owner's prior approval.

§ 7.6 Miscellaneous Costs

§ 7.6.1 Premiums for that portion of insurance and bonds required by the Contract Documents that can be directly attributed to this Contract.

§ 7.6.1.1 Costs for self-insurance, for either full or partial amounts of the coverages required by the Contract Documents, with the Owner's prior approval.

§ 7.6.1.2 Costs for insurance through a captive insurer owned or controlled by the Construction Manager, with the Owner's prior approval.

§ 7.6.2 Sales, use, or similar taxes, imposed by a governmental authority, that are related to the Work and for which the Construction Manager is liable.

§ 7.6.3 Fees and assessments for the building permit, and for other permits, licenses, and inspections, for which the Construction Manager is required by the Contract Documents to pay.

§ 7.6.4 Fees of laboratories for tests required by the Contract Documents; except those related to defective or nonconforming Work for which reimbursement is excluded under Article 13 of AIA Document A201–2017 or by other provisions of the Contract Documents, and which do not fall within the scope of Section 7.7.3.

§ 7.6.5 Royalties and license fees paid for the use of a particular design, process, or product, required by the Contract Documents.

§ 7.6.5.1 The cost of defending suits or claims for infringement of patent rights arising from requirements of the Contract Documents, payments made in accordance with legal judgments against the Construction Manager resulting from such suits or claims, and payments of settlements made with the Owner's consent, unless the Construction Manager had reason to believe that the required design, process, or product was an infringement of a copyright or a patent, and the Construction Manager failed to promptly furnish such information to the Architect as required by Article 3 of AIA Document A201–2017. The costs of legal defenses, judgments, and settlements shall not be included in the Cost of the Work used to calculate the Construction Manager's Fee or subject to the Guaranteed Maximum Price.

§ 7.6.6 Costs for communications services, electronic equipment, and software, directly related to the Work and located at the site, with the Owner's prior approval.

§ 7.6.7 Costs of document reproductions and delivery charges.

§ 7.6.8 Deposits lost for causes other than the Construction Manager's negligence or failure to fulfill a specific responsibility in the Contract Documents.

§ 7.6.9 Legal, mediation and arbitration costs, including attorneys' fees, other than those arising from disputes between the Owner and Construction Manager, reasonably incurred by the Construction Manager after the execution of this Agreement in the performance of the Work and with the Owner's prior approval, which shall not be unreasonably withheld.

§ 7.6.10 Expenses incurred in accordance with the Construction Manager's standard written personnel policy for relocation and temporary living allowances of the Construction Manager's personnel required for the Work, with the Owner's prior approval.

§ 7.6.11 That portion of the reasonable expenses of the Construction Manager's supervisory or administrative personnel incurred while traveling in discharge of duties connected with the Work.

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§ 7.7 Other Costs and Emergencies

§ 7.7.1 Other costs incurred in the performance of the Work, with the Owner's prior approval.

§ 7.7.2 Costs incurred in taking action to prevent threatened damage, injury, or loss, in case of an emergency affecting the safety of persons and property, as provided in Article 10 of AIA Document A201–2017.

§ 7.7.3 Costs of repairing or correcting damaged or nonconforming Work executed by the Construction Manager, Subcontractors, or suppliers, provided that such damaged or nonconforming Work was not caused by the negligence of, or failure to fulfill a specific responsibility by, the Construction Manager, and only to the extent that the cost of repair or correction is not recovered by the Construction Manager from insurance, sureties, Subcontractors, suppliers, or others.

§ 7.7.4 The costs described in Sections 7.1 through 7.7 shall be included in the Cost of the Work, notwithstanding any provision of AIA Document A201–2017 or other Conditions of the Contract which may require the Construction Manager to pay such costs, unless such costs are excluded by the provisions of Section 7.9.

§ 7.8 Related Party Transactions

§ 7.8.1 For purposes of this Section 7.8, the term "related party" shall mean (1) a parent, subsidiary, affiliate, or other entity having common ownership of, or sharing common management with, the Construction Manager; (2) any entity in which any stockholder in, or management employee of, the Construction Manager holds an equity interest in excess of ten percent in the aggregate; (3) any entity which has the right to control the business or affairs of the Construction Manager; or (4) any person, or any member of the immediate family of any person, who has the right to control the business or affairs of the Construction Manager.

§ 7.8.2 If any of the costs to be reimbursed arise from a transaction between the Construction Manager and a related party, the Construction Manager shall notify the Owner of the specific nature of the contemplated transaction, including the identity of the related party and the anticipated cost to be incurred, before any such transaction is consummated or cost incurred. If the Owner, after such notification, authorizes the proposed transaction in writing, then the cost incurred shall be included as a cost to be reimbursed, and the Construction Manager shall procure the Work, equipment, goods, or service, from the related party, as a Subcontractor, according to the terms of Article 9. If the Owner fails to authorize the transaction in writing, the Construction Manager shall procure the Work, equipment, goods, or service from some person or entity other than a related party according to the terms of Article 9.

§ 7.9 Costs Not To Be Reimbursed

§ 7.9.1 The Cost of the Work shall not include the items listed below:

.1 Salaries and other compensation of the Construction Manager's personnel stationed at the Construction Manager's principal office or offices other than the site office, except as specifically provided in Section 7.2, or as may be provided in Article 14;

.2 Bonuses, profit sharing, incentive compensation, and any other discretionary payments, paid to anyone hired by the Construction Manager or paid to any Subcontractor or vendor, unless the Owner has provided prior approval;

.3 Expenses of the Construction Manager's principal office and offices other than the site office;

.4 Overhead and general expenses, except as may be expressly included in Sections 7.1 to 7.7;

.5 The Construction Manager's capital expenses, including interest on the Construction Manager's capital employed for the Work;

.6 Except as provided in Section 7.7.3 of this Agreement, costs due to the negligence of, or failure to fulfill a specific responsibility of the Contract by, the Construction Manager, Subcontractors, and suppliers, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable;

.7 Any cost not specifically and expressly described in Sections 7.1 to 7.7;

.8 Costs, other than costs included in Change Orders approved by the Owner, that would cause the Guaranteed Maximum Price to be exceeded; and

.9 Costs for services incurred during the Preconstruction Phase.

ARTICLE 8 DISCOUNTS, REBATES, AND REFUNDS

§ 8.1 Cash discounts obtained on payments made by the Construction Manager shall accrue to the Owner if (1) before making the payment, the Construction Manager included the amount to be paid, less such discount, in an Application for Payment and received payment from the Owner, or (2) the Owner has deposited funds with the Construction Manager with which to make payments; otherwise, cash discounts shall accrue to the Construction Manager. Trade discounts, rebates, refunds, and amounts received from sales of surplus materials and equipment shall accrue to the Owner, and the Construction Manager shall make provisions so that they can be obtained.

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§ 8.2 Amounts that accrue to the Owner in accordance with the provisions of Section 8.1 shall be credited to the Owner as a deduction from the Cost of the Work.

ARTICLE 9 SUBCONTRACTS AND OTHER AGREEMENTS

§ 9.1 Those portions of the Work that the Construction Manager does not customarily perform with the Construction Manager's own personnel shall be performed under subcontracts or other appropriate agreements with the Construction Manager. The Owner may designate specific persons from whom, or entities from which, the Construction Manager shall obtain bids. The Construction Manager shall obtain bids from Subcontractors, and from suppliers of materials or equipment fabricated especially for the Work, who are qualified to perform that portion of the Work in accordance with the requirements of the Contract Documents. The Construction Manager shall deliver such bids to the Architect and Owner with an indication as to which bids the Construction Manager intends to accept. The Owner then has the right to review the Construction Manager's list of proposed subcontractors and suppliers in consultation with the Architect and, subject to Section 9.1.1, to object to any subcontractor or supplier. Any advice of the Architect, or approval or objection by the Owner, shall not relieve the Construction Manager of its responsibility to perform the Work in accordance with the Contract Documents. The Construction Manager shall not be required to contract with anyone to whom the Construction Manager has reasonable objection.

§ 9.1.1 When a specific subcontractor or supplier (1) is recommended to the Owner by the Construction Manager; (2) is qualified to perform that portion of the Work; and (3) has submitted a bid that conforms to the requirements of the Contract Documents without reservations or exceptions, but the Owner requires that another bid be accepted, then the Construction Manager may require that a Change Order be issued to adjust the Guaranteed Maximum Price by the difference between the bid of the person or entity recommended to the Owner by the Construction Manager and the amount of the subcontract or other agreement actually signed with the person or entity designated by the Owner.

§ 9.2 Subcontracts or other agreements shall conform to the applicable payment provisions of this Agreement, and shall not be awarded on the basis of cost plus a fee without the Owner's prior written approval. If a subcontract is awarded on the basis of cost plus a fee, the Construction Manager shall provide in the subcontract for the Owner to receive the same audit rights with regard to the Subcontractor as the Owner receives with regard to the Construction Manager in Article 10.

ARTICLE 10 ACCOUNTING RECORDS

The Construction Manager shall keep full and detailed records and accounts related to the Cost of the Work, and exercise such controls, as may be necessary for proper financial management under this Contract and to substantiate all costs incurred. The accounting and control systems shall be satisfactory to the Owner. The Owner and the Owner's auditors shall, during regular business hours and upon reasonable notice, be afforded access to, and shall be permitted to audit and copy, the Construction Manager's records and accounts, including complete documentation supporting accounting entries, books, job cost reports, correspondence, instructions, drawings, receipts, subcontracts, Subcontractor's proposals, Subcontractor's invoices, purchase orders, vouchers, memoranda, and other data relating to this Contract. The Construction Manager shall preserve these records for a period of three years after final payment, or for such longer period as may be required by law.

ARTICLE 11 PAYMENTS FOR CONSTRUCTION PHASE SERVICES

§ 11.1 Progress Payments

§ 11.1.1 Based upon Applications for Payment submitted to the Architect by the Construction Manager, and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum, to the Construction Manager, as provided below and elsewhere in the Contract Documents.

§ 11.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 11.1.3 Provided that an Application for Payment is received by the Architect not later than the _____ day of a month, the Owner shall make payment of the amount certified to the Construction Manager not later than the _____ day of the _____ month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than _____ (___) days after the Architect receives the Application for Payment.
(Federal, state or local laws may require payment within a certain period of time.)

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§ 11.1.4 With each Application for Payment, the Construction Manager shall submit payrolls, petty cash accounts, receipted invoices or invoices with check vouchers attached, and any other evidence required by the Owner or Architect to demonstrate that payments already made by the Construction Manager on account of the Cost of the Work equal or exceed progress payments already received by the Construction Manager, plus payrolls for the period covered by the present Application for Payment, less that portion of the progress payments attributable to the Construction Manager's Fee.

§ 11.1.5 Each Application for Payment shall be based on the most recent schedule of values submitted by the Construction Manager in accordance with the Contract Documents. The schedule of values shall allocate the entire Guaranteed Maximum Price among: (1) the various portions of the Work; (2) any contingency for costs that are included in the Guaranteed Maximum Price but not otherwise allocated to another line item or included in a Change Order; and (3) the Construction Manager's Fee.

§ 11.1.5.1 The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. The schedule of values shall be used as a basis for reviewing the Construction Manager's Applications for Payment.

§ 11.1.5.2 The allocation of the Guaranteed Maximum Price under this Section 11.1.5 shall not constitute a separate guaranteed maximum price for the Cost of the Work of each individual line item in the schedule of values.

§ 11.1.5.3 When the Construction Manager allocates costs from a contingency to another line item in the schedule of values, the Construction Manager shall submit supporting documentation to the Architect.

§ 11.1.6 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment. The percentage of completion shall be the lesser of (1) the percentage of that portion of the Work which has actually been completed, or (2) the percentage obtained by dividing (a) the expense that has actually been incurred by the Construction Manager on account of that portion of the Work and for which the Construction Manager has made payment or intends to make payment prior to the next Application for Payment, by (b) the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values.

§ 11.1.7 In accordance with AIA Document A201–2017 and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 11.1.7.1 The amount of each progress payment shall first include:

.1 That portion of the Guaranteed Maximum Price properly allocable to completed Work as determined by multiplying the percentage of completion of each portion of the Work by the share of the Guaranteed Maximum Price allocated to that portion of the Work in the most recent schedule of values;

.2 That portion of the Guaranteed Maximum Price properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction or, if approved in writing in advance by the Owner, suitably stored off the site at a location agreed upon in writing;

.3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified; and

.4 The Construction Manager's Fee, computed upon the Cost of the Work described in the preceding Sections 11.1.7.1.1 and 11.1.7.1.2 at the rate stated in Section 6.1.2 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum fee as the Cost of the Work included in Sections 11.1.7.1.1 and 11.1.7.1.2 bears to a reasonable estimate of the probable Cost of the Work upon its completion.

§ 11.1.7.2 The amount of each progress payment shall then be reduced by:

.1 The aggregate of any amounts previously paid by the Owner;

.2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;

.3 Any amount for which the Construction Manager does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Construction Manager intends to pay;

.4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017;

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.5 The shortfall, if any, indicated by the Construction Manager in the documentation required by Section 11.1.4 to substantiate prior Applications for Payment, or resulting from errors subsequently discovered by the Owner's auditors in such documentation; and

.6 Retainage withheld pursuant to Section 11.1.8.

§ 11.1.8 Retainage

§ 11.1.8.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

§ 11.1.8.1.1 The following items are not subject to retainage:

(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

§ 11.1.8.2 Reduction or limitation of retainage, if any, shall be as follows:

(If the retainage established in Section 11.1.8.1 is to be modified prior to Substantial Completion of the entire Work, insert provisions for such modification.)

§ 11.1.8.3 Except as set forth in this Section 11.1.8.3, upon Substantial Completion of the Work, the Construction Manager may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 11.1.8. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:

(Insert any other conditions for release of retainage, such as upon completion of the Owner's audit and reconciliation, upon Substantial Completion.)

§ 11.1.9 If final completion of the Work is materially delayed through no fault of the Construction Manager, the Owner shall pay the Construction Manager any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 11.1.10 Except with the Owner's prior written approval, the Construction Manager shall not make advance payments to suppliers for materials or equipment which have not been delivered and suitably stored at the site.

§ 11.1.11 The Owner and the Construction Manager shall agree upon a mutually acceptable procedure for review and approval of payments to Subcontractors, and the percentage of retainage held on Subcontracts, and the Construction Manager shall execute subcontracts in accordance with those agreements.

§ 11.1.12 In taking action on the Construction Manager's Applications for Payment the Architect shall be entitled to rely on the accuracy and completeness of the information furnished by the Construction Manager, and such action shall not be deemed to be a representation that (1) the Architect has made a detailed examination, audit, or arithmetic verification, of the documentation submitted in accordance with Section 11.1.4 or other supporting data; (2) that the Architect has made exhaustive or continuous on-site inspections; or (3) that the Architect has made examinations to ascertain how or for what purposes the Construction Manager has used amounts previously paid on account of the Contract. Such examinations, audits, and verifications, if required by the Owner, will be performed by the Owner's auditors acting in the sole interest of the Owner.

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§ 11.2 Final Payment

§ 11.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Construction Manager when

.1 the Construction Manager has fully performed the Contract, except for the Construction Manager's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment;

.2 the Construction Manager has submitted a final accounting for the Cost of the Work and a final Application for Payment; and

.3 a final Certificate for Payment has been issued by the Architect in accordance with Section 11.2.2.2.

§ 11.2.2 Within 30 days of the Owner's receipt of the Construction Manager's final accounting for the Cost of the Work, the Owner shall conduct an audit of the Cost of the Work or notify the Architect that it will not conduct an audit.

§ 11.2.2.1 If the Owner conducts an audit of the Cost of the Work, the Owner shall, within 10 days after completion of the audit, submit a written report based upon the auditors' findings to the Architect.

§ 11.2.2.2 Within seven days after receipt of the written report described in Section 11.2.2.1, or receipt of notice that the Owner will not conduct an audit, and provided that the other conditions of Section 11.2.1 have been met, the Architect will either issue to the Owner a final Certificate for Payment with a copy to the Construction Manager, or notify the Construction Manager and Owner in writing of the Architect's reasons for withholding a certificate as provided in Article 9 of AIA Document A201–2017. The time periods stated in this Section 11.2.2 supersede those stated in Article 9 of AIA Document A201–2017. The Architect is not responsible for verifying the accuracy of the Construction Manager's final accounting.

§ 11.2.2.3 If the Owner's auditors' report concludes that the Cost of the Work, as substantiated by the Construction Manager's final accounting, is less than claimed by the Construction Manager, the Construction Manager shall be entitled to request mediation of the disputed amount without seeking an initial decision pursuant to Article 15 of AIA Document A201–2017. A request for mediation shall be made by the Construction Manager within 30 days after the Construction Manager's receipt of a copy of the Architect's final Certificate for Payment. Failure to request mediation within this 30-day period shall result in the substantiated amount reported by the Owner's auditors becoming binding on the Construction Manager. Pending a final resolution of the disputed amount, the Owner shall pay the Construction Manager the amount certified in the Architect's final Certificate for Payment.

§ 11.2.3 The Owner's final payment to the Construction Manager shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

§ 11.2.4 If, subsequent to final payment, and at the Owner's request, the Construction Manager incurs costs, described in Sections 7.1 through 7.7, and not excluded by Section 7.9, to correct defective or nonconforming Work, the Owner shall reimburse the Construction Manager for such costs, and the Construction Manager's Fee applicable thereto, on the same basis as if such costs had been incurred prior to final payment, but not in excess of the Guaranteed Maximum Price. If adjustments to the Contract Sum are provided for in Section 6.1.7, the amount of those adjustments shall be recalculated, taking into account any reimbursements made pursuant to this Section 11.2.4 in determining the net amount to be paid by the Owner to the Construction Manager.

§ 11.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.
(Insert rate of interest agreed upon, if any.)

_____ % _____

ARTICLE 12 DISPUTE RESOLUTION

§ 12.1 Initial Decision Maker

§ 12.1.1 Any Claim between the Owner and Construction Manager shall be resolved in accordance with the provisions set forth in this Article 12 and Article 15 of A201–2017. However, for Claims arising from or relating to the

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Construction Manager's Preconstruction Phase services, no decision by the Initial Decision Maker shall be required as a condition precedent to mediation or binding dispute resolution, and Section 12.1.2 of this Agreement shall not apply.

§ 12.1.2 The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017 for Claims arising from or relating to the Construction Manager's Construction Phase services, unless the parties appoint below another individual, not a party to the Agreement, to serve as the Initial Decision Maker.
(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

§ 12.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:
(Check the appropriate box.)

[ ] Arbitration pursuant to Article 15 of AIA Document A201–2017

[ ] Litigation in a court of competent jurisdiction

[ ] Other: *(Specify)*

If the Owner and Construction Manager do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 13 TERMINATION OR SUSPENSION

§ 13.1 Termination Prior to Execution of the Guaranteed Maximum Price Amendment

§ 13.1.1 If the Owner and the Construction Manager do not reach an agreement on the Guaranteed Maximum Price, the Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager, and the Construction Manager may terminate this Agreement, upon not less than seven days' written notice to the Owner.

§ 13.1.2 In the event of termination of this Agreement pursuant to Section 13.1.1, the Construction Manager shall be compensated for Preconstruction Phase services and Work performed prior to receipt of a notice of termination, in accordance with the terms of this Agreement. In no event shall the Construction Manager's compensation under this Section exceed the compensation set forth in Section 5.1.

§ 13.1.3 Prior to the execution of the Guaranteed Maximum Price Amendment, the Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager for the Owner's convenience and without cause, and the Construction Manager may terminate this Agreement, upon not less than seven days' written notice to the Owner, for the reasons set forth in Article 14 of A201–2017.

§ 13.1.4 In the event of termination of this Agreement pursuant to Section 13.1.3, the Construction Manager shall be equitably compensated for Preconstruction Phase services and Work performed prior to receipt of a notice of termination. In no event shall the Construction Manager's compensation under this Section exceed the compensation set forth in Section 5.1.

§ 13.1.5 If the Owner terminates the Contract pursuant to Section 13.1.3 after the commencement of the Construction Phase but prior to the execution of the Guaranteed Maximum Price Amendment, the Owner shall pay to the Construction Manager an amount calculated as follows, which amount shall be in addition to any compensation paid to the Construction Manager under Section 13.1.4:

.1 Take the Cost of the Work incurred by the Construction Manager to the date of termination;

Sample

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.2 Add the Construction Manager's Fee computed upon the Cost of the Work to the date of termination at the rate stated in Section 6.1 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum Fee as the Cost of the Work at the time of termination bears to a reasonable estimate of the probable Cost of the Work upon its completion; and

.3 Subtract the aggregate of previous payments made by the Owner for Construction Phase services.

§ 13.1.6 The Owner shall also pay the Construction Manager fair compensation, either by purchase or rental at the election of the Owner, for any equipment owned by the Construction Manager that the Owner elects to retain and that is not otherwise included in the Cost of the Work under Section 13.1.5.1. To the extent that the Owner elects to take legal assignment of subcontracts and purchase orders (including rental agreements), the Construction Manager shall, as a condition of receiving the payments referred to in this Article 13, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Construction Manager, as the Owner may require for the purpose of fully vesting in the Owner the rights and benefits of the Construction Manager under such subcontracts or purchase orders. All Subcontracts, purchase orders and rental agreements entered into by the Construction Manager will contain provisions allowing for assignment to the Owner as described above.

§ 13.1.6.1 If the Owner accepts assignment of subcontracts, purchase orders or rental agreements as described above, the Owner will reimburse or indemnify the Construction Manager for all costs arising under the subcontract, purchase order or rental agreement, if those costs would have been reimbursable as Cost of the Work if the contract had not been terminated. If the Owner chooses not to accept assignment of any subcontract, purchase order or rental agreement that would have constituted a Cost of the Work had this agreement not been terminated, the Construction Manager will terminate the subcontract, purchase order or rental agreement and the Owner will pay the Construction Manager the costs necessarily incurred by the Construction Manager because of such termination.

§ 13.2 Termination or Suspension Following Execution of the Guaranteed Maximum Price Amendment

§ 13.2.1 Termination

The Contract may be terminated by the Owner or the Construction Manager as provided in Article 14 of AIA Document A201–2017.

§ 13.2.2 Termination by the Owner for Cause

§ 13.2.2.1 If the Owner terminates the Contract for cause as provided in Article 14 of AIA Document A201–2017, the amount, if any, to be paid to the Construction Manager under Article 14 of AIA Document A201–2017 shall not cause the Guaranteed Maximum Price to be exceeded, nor shall it exceed an amount calculated as follows:

.1 Take the Cost of the Work incurred by the Construction Manager to the date of termination;

.2 Add the Construction Manager's Fee, computed upon the Cost of the Work to the date of termination at the rate stated in Section 6.1 or, if the Construction Manager' Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum Fee as the Cost of the Work at the time of termination bears to a reasonable estimate of the probable Cost of the Work upon its completion;

.3 Subtract the aggregate of previous payments made by the Owner; and

.4 Subtract the costs and damages incurred, or to be incurred, by the Owner under Article 14 of AIA Document A201–2017.

§ 13.2.2.2 The Owner shall also pay the Construction Manager fair compensation, either by purchase or rental at the election of the Owner, for any equipment owned by the Construction Manager that the Owner elects to retain and that is not otherwise included in the Cost of the Work under Section 13.2.2.1.1. To the extent that the Owner elects to take legal assignment of subcontracts and purchase orders (including rental agreements), the Construction Manager shall, as a condition of receiving the payments referred to in this Article 13, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Construction Manager, as the Owner may require for the purpose of fully vesting in the Owner the rights and benefits of the Construction Manager under such subcontracts or purchase orders.

§ 13.2.3 Termination by the Owner for Convenience

If the Owner terminates the Contract for convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Construction Manager a termination fee as follows:

(Insert the amount of or method for determining the fee, if any, payable to the Construction Manager following a termination for the Owner's convenience.)

Sample

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§ 13.3 Suspension

The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017; in such case, the Guaranteed Maximum Price and Contract Time shall be increased as provided in Article 14 of AIA Document A201–2017, except that the term "profit" shall be understood to mean the Construction Manager's Fee as described in Sections 6.1 and 6.3.5 of this Agreement.

ARTICLE 14 MISCELLANEOUS PROVISIONS

§ 14.1 Terms in this Agreement shall have the same meaning as those in A201–2017. Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 14.2 Successors and Assigns

§ 14.2.1 The Owner and Construction Manager, respectively, bind themselves, their partners, successors, assigns and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 14.2.2 of this Agreement, and in Section 13.2.2 of A201–2017, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

§ 14.2.2 The Owner may, without consent of the Construction Manager, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Construction Manager shall execute all consents reasonably required to facilitate the assignment.

§ 14.3 Insurance and Bonds

§ 14.3.1 Preconstruction Phase

The Construction Manager shall maintain the following insurance for the duration of the Preconstruction Services performed under this Agreement. If any of the requirements set forth below exceed the types and limits the Construction Manager normally maintains, the Owner shall reimburse the Construction Manager for any additional cost.

§ 14.3.1.1 Commercial General Liability with policy limits of not less than _____ ($ ___) for each occurrence and _____ ($ ___) in the aggregate for bodily injury and property damage.

§ 14.3.1.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Construction Manager with policy limits of not less than _____ ($ ___) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 14.3.1.3 The Construction Manager may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided that such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 14.3.1.1 and 14.3.1.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 14.3.1.4 Workers' Compensation at statutory limits and Employers Liability with policy limits not less than _____ ($ ___) each accident, _____ ($ ___) each employee, and _____ ($ ___) policy limit.

§ 14.3.1.5 Professional Liability covering negligent acts, errors and omissions in the performance of professional services, with policy limits of not less than _____ ($ ___) per claim and _____ ($ ___) in the aggregate

§ 14.3.1.6 Other Insurance

(List below any other insurance coverage to be provided by the Construction Manager and any applicable limits.)

Coverage	Limits

Sample

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§ 14.3.1.7 Additional Insured Obligations. To the fullest extent permitted by law, the Construction Manager shall cause the primary and excess or umbrella polices for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Construction Manager's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 14.3.1.8 The Construction Manager shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 14.3.1.

§ 14.3.2 Construction Phase
After execution of the Guaranteed Maximum Price Amendment, the Owner and the Construction Manager shall purchase and maintain insurance as set forth in AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, Exhibit B, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 14.3.2.1 The Construction Manager shall provide bonds as set forth in AIA Document A133™–2019 Exhibit B, and elsewhere in the Contract Documents.

§ 14.4 Notice in electronic format, pursuant to Article 1 of AIA Document A201–2017, may be given in accordance with AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:
(If other than in accordance with AIA Document E203–2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

§ 14.5 Other provisions:

ARTICLE 15 SCOPE OF THE AGREEMENT
§ 15.1 This Agreement represents the entire and integrated agreement between the Owner and the Construction Manager and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Construction Manager.

§ 15.2 The following documents comprise the Agreement:

.1 AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price

.2 AIA Document A133™–2019, Exhibit A, Guaranteed Maximum Price Amendment, if executed

.3 AIA Document A133™–2019, Exhibit B, Insurance and Bonds

.4 AIA Document A201™–2017, General Conditions of the Contract for Construction

.5 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
(Insert the date of the E203-2013 incorporated into this Agreement.)

.6 Other Exhibits:
(Check all boxes that apply.)

[ ] AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, dated as indicated below:
(Insert the date of the E234-2019 incorporated into this Agreement.)

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[ ] Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages

.7 Other documents, if any, listed below:
(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201–2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Construction Manager's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

Sample

This Agreement is entered into as of the day and year first written above.

OWNER *(Signature)*	CONSTRUCTION MANAGER *(Signature)*
(Printed name and title)	*(Printed name and title)*

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STAFF REPORT **Meeting Date**: January 13, 2026

ROGERS CITY COUNCIL **Agenda Item**: 7.6

Subject: Update Regarding Hennepin County Grant for Roundabout Construction at Main Street and Territorial Road, City Project No. 1811
Prepared By: Doran Cote, Public Works Director/City Engineer

Recommended Council Action
N/A

Overview / Background / Analysis
In May, 2025, staff applied for a $500,000 Hennepin County "County Cost Participation & Partnerships" grant for constructing a roundabout at the intersection of Territorial Road and Main Street. On December 19, 2025, Hennepin County notified staff that the application was successful and that we will be receiving the maximum award under this program. This intersection improvement is included with the Main Street Reconstruction Project in the 2026-2030 Capital Improvement Program (CIP) for construction in 2027 after the Fletcher Bypass is complete. The total estimated project cost in the CIP is $8,950,000.

Staff Recommendation
N/A

Financial Impact: $1,500,000 **Source Fund**: Multiple

Budgeted? Yes

Supporting Documentation
A. 2025_CPP_Award_Announcements_FINAL
B. Preliminary Intersection Layout

Hennepin County Cost Participation & Partnerships

Funded Projects for the Years 2026 - 2028

As part of the county's approved 2026 - 2030 Transportation Capital Improvement Program (CIP), an investment of $9.4 Million was approved for 19 partnership projects across Hennepin County. In coordination with our project partners, these projects advance the county's goals and priorities in safety, accessibility, disparity elimination, climate action and asset preservation.

City of Edina: Vernon Avenue (County Road 158) - Multimodal Safety Improvements

City of Golden Valley: Golden Valley Road (County Road 66) at Theodore Wirth Parkway - Multimodal Safety Improvements

City of Loretto: Medina Street (County Road 19) - Pedestrian Crossing Enhancements

City of Maple Grove: Elm Creek Boulevard (County Road 130) at Highway 169 – Interchange Replacement

City of Minneapolis: Hennepin Avenue (County Road 52) - Signal and Multimodal Improvements

City of Minneapolis: Lowry Avenue (County Road 153) at Irving Avenue - Northside Greenway Crossing

City of Minnetonka: Minnetonka Boulevard (County Road 5) – Multi-Use Trail Construction

City of Minnetonka: Excelsior Boulevard (County Road 3) - Overhead Utility Burial

City of Minnetonka: Hopkins Crossroad (County Road 73) – Multi-Use Trail Design

City of Minnetrista: County Road 151 - Erosion Control

City of New Hope: Winnetka Avenue (County Road 156) - Pedestrian Crossing Improvements

City of Rogers: Territorial Road (County Road 159) and Main Street (County Road 150) - Multimodal Safety Improvements

City of Shorewood: Smithtown Road (County Road 19) - Ravine Stabilization

Minneapolis Parks and Recreation Board: Golden Valley Road (County Road 66)/North Commons Park – Multi-Use Trail Construction

Three Rivers Park District (Brooklyn Park): Shingle Creek Regional Trail Reconstruction (County Road 12)

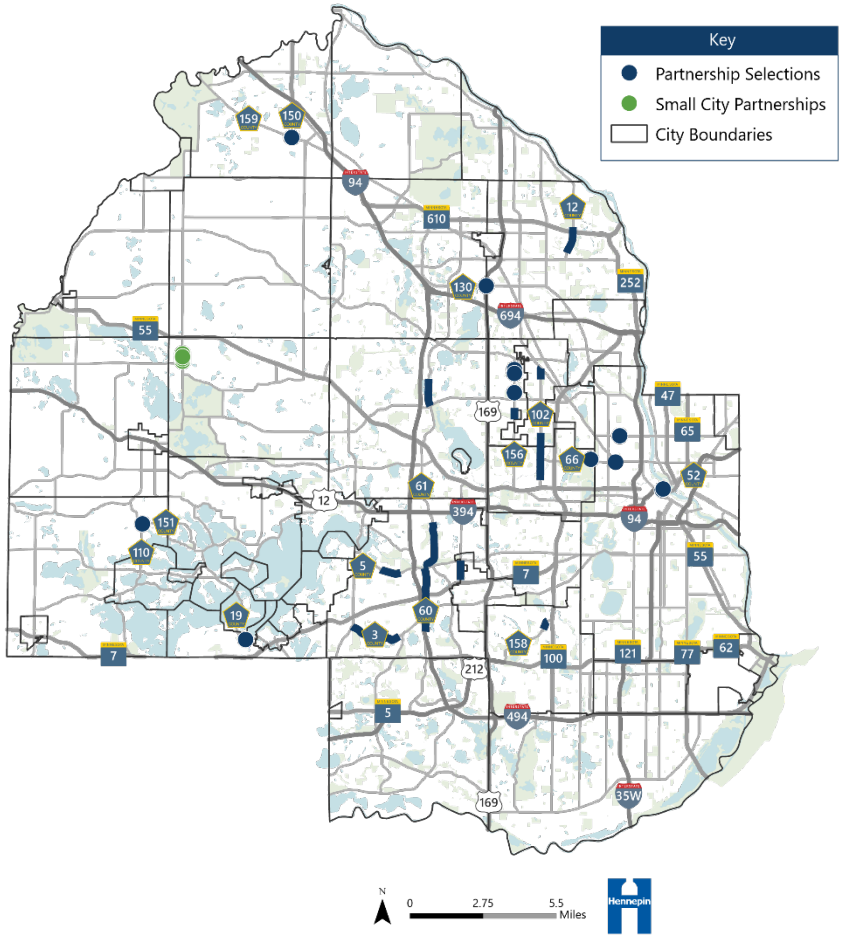
Hennepin County Transportation Project Delivery
Public Works Facility, 1600 Prairie Drive, Medina, MN 55340
612 596-0300 | hennepin.us

Three Rivers Park District (Crystal & New Hope): CP Rail Regional North Trail Design (County Road 102, County Road 156)

Three Rivers Park District (Plymouth): Medicine Lake Regional Trail Intersection Improvements (County Road 61)

Three Rivers Park District (Minnetonka): Bryant Lake Regional Trail Construction (County Road 60)

Three Rivers Park District (Minnetonka): Eagle Lake Regional Trail Construction (County Road 61, County Road 73)



2026 – 2028 Cost Participation & Partnerships Projects

Contact Information

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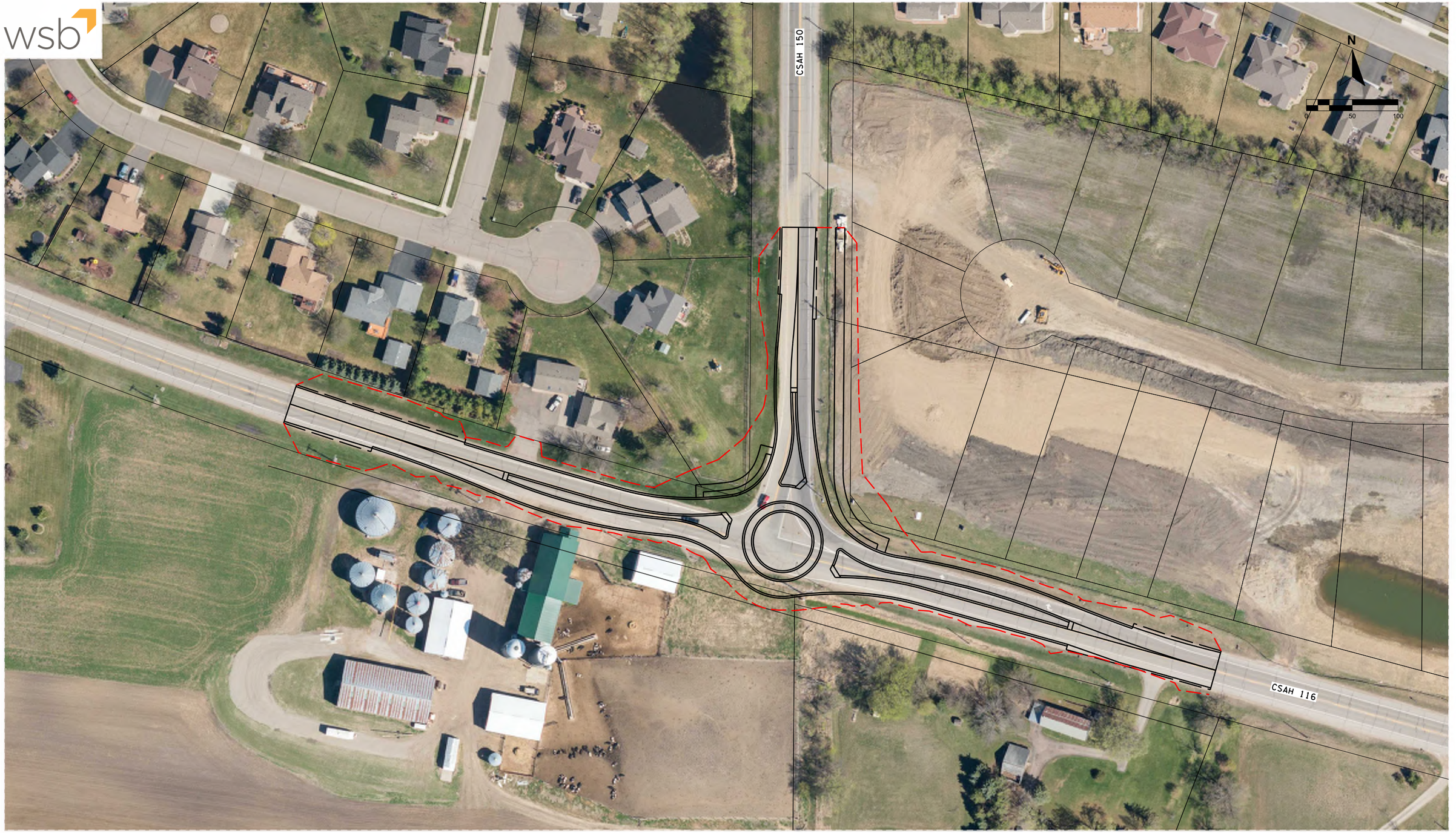

CSAH 116 AND CR 150 INTERSECTION

City of Rogers, Hennepin County, Minnesota

THREE-LEGGED ROUNDABOUT

Date: Printed: 8/24/2020
WSB Filename: K:\0159\58-000\Cad\Exhibits\015958-000_Met Council Layout.dgn