AGENDA

Rogers City Council

April 28, 2026 - 7:00 PM

Work Session at 5:30 p.m.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. OPEN FORUM

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

3. PRESENTATIONS

4. APPROVE AGENDA

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

5. CONSENT AGENDA

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

5.1 Approval of April 14, 2026 City Council Meeting Minutes

5.2 Approval of Bills and Claims

5.3 Approve Professional Services Agreement with GTEL Advisors for Police Department Records Management System Consulting

5.4 Approval of Resolution No. 2026-44, A Resolution Rescinding Assessment Incorrectly Levied Against 21309 Poate Court (PID 26-120-23-13-0070) in 2025 for Delinquent Utilities

5.5 Approval of Resolution 2026-29 Approving a Lot Split for 20061 Vevea Rd (PID 24-120-23-34-0012) Related to the Oppidan Light Industrial Development

5.6 Approval of Resolution 2026-42 Approving the Rogers Athletic Complex Final

Plat (TruStone Center)

5.7 Approval of Resolution 2026-43 Supporting a Job Creation Fund Application in Connection with Twin City Hose

5.8 Approval of Contract Extension for Front Burner Sports and Entertainment Naming Rights Agreement

5.9 Cooperative Agreements between the Elm Creek Watershed Management Commission (ECWMC) and the City of Rogers

- Approve and Authorize Execution of Cooperative Agreement between the Elm Creek Watershed Management Commission (ECWMC) and the City of Rogers for Fox Creek Streambank Restoration Phase 2 (Creekview)
- Approve and Authorize Execution of Cooperative Agreement between the Elm Creek Watershed Management Commission (ECWMC) and the City of Rogers for Fox Creek Streambank Restoration Phase 3 (Hyacinth)
- Approve and Authorize Execution of Cooperative Agreement between the Elm Creek Watershed Management Commission (ECWMC) and the City of Rogers for Rogers Downtown Pond Expansion and Reuse

5.10 Approve Professional Services Agreement for Material Testing with American Engineering and Testing (AET) for South Diamond Lake Road and Hassan Parkway Mill and Overlay & 2026 Pavement Management Project, City Project Nos. 2401, 2402 & 2501

5.11 Approval to Use Park Dedication Funds for Improvements to Rogers High School Baseball Facilities

5.12 Approval of Resolution No. 2026-46, A Resolution Calling for a Public Hearing to Identify Qualified 501(c)(3) Users of the Rogers Activity Center in the City of Rogers

5.13 Approve Changes to FirstDue Contract

6. PUBLIC HEARINGS

6.1 Public Hearing to Consider Adopting the Following Ordinance and Resolution:

- Ordinance No. 2026-08, An Ordinance Amending the 2026 Master Fee Schedule for the City of Rogers
- Resolution No. 2026-30, A Resolution Authorizing Summary Publication of Ordinance No. 2026-08

6.2 Items Related to the Issuance of 2024B General Obligation Abatement Bonds

- Public Hearing on Proposed Property Tax Abatements for the Purpose of Issuing Tax Abatement Bonds to Finance the Expansion of the Rogers Activity Center
- Resolution No. 2026-47, A Resolution Approving Tax Abatements
- Resolution No. 2026-45, A Resolution Providing for the Competitive Negotiated Sale of $9,985,000 General Obligation Tax Abatement Bonds, Series 2026A

7. GENERAL BUSINESS

7.1 Approve Items Related to Park Maintenance

- Recognize Park Maintenance Supervisor Scott Weltzin
- Approve Promotion of Tim Daluge to Park Maintenance Supervisor
- Approve Promotion of Zach Moen to Park Maintenance Crew Leader
- Authorize the Backfill of Park Maintenance Medium Equipment Operator (MEO)
- Approve Reorganization to Create Facilities Supervisor Position
- Approve Facilities Maintenance Supervisor Position Description
- Approve Promotion of Jason Doboszenski to Facilities Supervisor

7.2 Items Related to City Hall and Police Department Civic Campus, City Project No. 2202

- Approve Bid Package #1 and Bidder Qualification Selection Criteria and Authorize Solicitation of Bids
- Approve Contract Modification Number 01 with Leo A Daly

7.3 Approve Professional Services Agreement (PSA) with SRF Consulting Group for Main Street (CSAH 150) and Territorial Road (CSAH 159) Roundabout Design, City Project No. 1811

7.4 Approval of 2025 Year-End Closing Activity

8. OTHER BUSINESS

9. CORRESPONDENCE AND REPORTS

9.1 Report of City Administrator Annual Review

10. ADJOURN

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.1

Subject: Approval of April 14, 2026 City Council Meeting Minutes
Prepared By: Stacie Brown, City Clerk

Recommended Council Action
Motion to approve the April 14, 2026 City Council meeting minutes.

Overview / Background / Analysis

Staff Recommendation
Motion to approve the April 14, 2026 City Council meeting minutes.

Financial Impact: **Source Fund**:

Budgeted?

Supporting Documentation
A. 04142026min

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, April 14, 2026, at 7:00 PM at Rogers Community Room, 21201 Memorial Drive, Rogers, MN, 55374 and online in the Teams 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; Patrick Farrens, Fire Chief; Doran Cote, Public Works Director/City Engineer; Mike Bauer, Parks and Recreation Director; Brett Angell, Community Development Director; Alec Henderson, City Planner; Bob Vose, City Attorney; Jason Greninger, IS Director; and Stacie Brown, City Clerk.

2. OPEN FORUM

Joey Rodriguez — 21909 Elm Parkway: came forward and acknowledged the Three Rivers Park District for all they have done to promote growth. He expressed concerns over a planned wastewater treatment plant, and certain budget reductions by the Three Rivers Park Board.

3. PRESENTATIONS

3.1 Presentation by Three Rivers Parks Commissioner Marge Beard

Three Rivers Parks Commissioner Marge Beard shared a presentation including the Commission's structure, mission, and jurisdiction. The district includes 27 parks and park reserves, 27,000 acres of land, 175 miles of regional trails, and 300 miles of trails within the parks. The district receives 16 million visits per year, with a focus on natural resources and recreation.

Commissioner Beard provided details on planned regional trails, including the Crow River, Diamond Lake, and Rush Creek Regional Trails, which can be incorporated into future Comprehensive Plans. The Mississippi Gateway Regional Park is a recent addition, showcasing the river with a variety of features. Commissioner Beard noted that the Three Rivers Park District is always interested in talking about potential partnerships to serve residents.

3.2 Discussion with Karen McCrossan/Hassan Area Historical Society

Karen McCrossen and Patrick Ruppe of the Rogers Hassan Historical Society presented details on the organization's background, initiatives, and accomplishments. Mr. Ruppe shared that they have digitized and cataloged thousands of photos and records and

preserved over 80 oral histories on video.

Mr. Ruppe added that the Historical Society has held multiple preservation fundraisers, restored local cemetery headstones, conducted research on early settler family histories, and proactively acquired documents and artifacts. He shared that the organization has done a lot of work in restoring St. John's Cemetery. They have replaced Civil War era headstones and are doing a fundraiser to provide needed children's headstones.

Mr. Ruppe reviewed the organization's current and future projects, including continued digitizing of photos and documents, cemetery and headstone preservation.

4. APPROVE AGENDA

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

5. CONSENT AGENDA

5.1 Approval of March 24, 2026 City Council Meeting Minutes
5.2 Approval of Bills and Claims
5.3 Approval of Resolution 2026-33; Providing Municipal Approval to the Issuance of a Minnesota Lawful Gambling License to the Rogers Lions Club for Rockin' Rogers, June 18-20, 2026
5.4 Approve Rogers Fire Department Updated Position Descriptions
5.5 Approve Resolution 2026-41; A Resolution Calling for Public Hearing on Proposed Property Tax Abatements for the Purpose of Issuing Tax Abatement Bonds to Finance the Expansion of the Rogers Activity Center
5.6 Approval of Ordinance 2026-10 Amending City Code Chapter 22-XIV Licensing Procedures and Regulations Related to Cannabis Businesses and Authorizing the Summary Publication
5.7 Approval of a DEED MIF Grant Contract Amendment and Acknowledgment, Assumption and Amendment to MIF Documents Related to GDB Circular
5.8 Setting Monday, May 4th Planning Commission Meeting as a Joint City Council and Planning Commission Meeting for the 2050 Comprehensive Plan Kick-Off
5.9 Approval of Resolution 2026-40 Authorizing the Submission of a Metropolitan Council Grant Application for a Housing Study
5.10 Approve the Hiring of Bobby Patterson for the Budgeted Public Works Medium Equipment Operator - Parks Position
5.11 Approve Purchase of CivicPlus Asset Management Software Including SeeClickFix and Fiberoptic Module
5.12 Approve Payment No. 21 and Final for Fire Station No. 2, City Project No. 2209
5.13 Approval of Drinking Fountain Project for Lynch Park and Water Line for South Community Park
5.14 Approval of Resolution 2026-39 Authorizing a Letter of Credit Release for MySalon Suites
5.15 Approval of Job Description and Authorization to Advertise for the Administrative Assistant II (Recreation)

5.16 Approval of Resolution 2026-34 Approving the Preliminary Plat for Northview Preserve 2nd Addition (10 Lot Subdivision)

5.17 Approval of Resolution 2026-37 Approving Final Plat of Northview Preserve 3rd Addition (Replat of Three Lots in 1st Addition)

5.18 Approval of Ordinance 2026-09 Amending City Code Sec. 125-42 Variances and Authorization for the Summary Publication of the Ordinance

5.19 Approval of Ordinance 2026-04 Amending City Code Sections 125-54, 125-55, and 125-84 Related to Accessory Structures and Fences and Authorization to Publish the Summary Ordinance

5.20 Authorization to Execute an Early Grading Agreement for Wood Lane Villas

5.21 Approve Change Order for Replacement Grass Truck

5.22 Scale Disaster Recovery System

5.23 Approval of the Hiring of the Rental Coordinator and Assignment of the Recreation Coordinator 55+ to Budgeted Positions within the Parks and Recreation Department

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

6. PUBLIC HEARINGS

6.1 Vacation of Right-of-Way and Drainage & Utility Easements Related to Northview Preserve 3rd Addition (Public Hearing)

City Planner Henderson presented a request for vacation of right of way and easements related to the Northview Preserve Development 3rd Addition. He shared a Site Summary for the development, including previous actions, site location, existing conditions, land use, and zoning. Henderson shared an aerial view of the development site, noting the location of the requested vacations along Bluebird Way, which has not yet been constructed.

Councilor Enga moved, Councilor Brockman seconded a motion to open the Public Hearing at 7:33 p.m. Motion carried 5-0.

No one came forward.

Councilor Enga moved, Councilor Jullie seconded a motion to close the Public Hearing at 7:36 p.m. Motion carried 5-0.

Councilor Eiden asked if the right-of-way would not be needed when Bluebird Way was constructed. Henderson stated that the stub for Bluebird Way will remain the same size but will shift to the south so as not to straddle two properties. It will continue west on as development occurs in that direction.

Councilor Eiden moved, Councilor Brockman seconded a motion to approve Resolution 2026-36; A Resolution Vacating Certain Right-of-Way and Drainage and Utility Easements Related to Northview Preserve 3rd Addition. Motion carried 5-0.

7. GENERAL BUSINESS

7.1 Review and Consideration of the Main Street Master Plan

Community Development Director Angell shared the background on the Rogers Main Street Master Plan. The City received a Hennepin County Planning Grant allowing the plan to move forward, encompassing what the community wants to see for the future of Main Street. He noted this is a small district, with a range of late 1800s to 1970s architecture, which is highlighted within the Plan. Angell introduced Patrick Brunner of Cardo, LLC to share a presentation.

Mr. Brunner acknowledged Angell and City Planner Henderson for engaging the community in this process. He explained that a Master Plan is not something that occurs overnight, rather a roadmap for streets, parks, plazas, building forms and development patterns over the next 25 years. He noted the area of focus and shared desired outcomes expressed by residents, business owners, property owners, and religious leaders (over 200 people):

- A Safer Main Street: with the County turn back of Main Street in the near future, there is an opportunity to enhance pedestrian safety.
- Support and grow local businesses to maintain small-town charm while also allowing for additional development to rejuvenate the area with larger, flexible commercial spaces.
- A mixed-use neighborhood providing places to live, work, shop, dine integrated into a neighborhood.
- Connected; with new public plazas and civic spaces providing places for neighbors to connect, with reduced dependence on an automobile.

Mr. Brunner explained that input was incorporated for two master plans, with a double-roundabout plan receiving overwhelming positive feedback. He shared the 25-year vision, including the Main Street Core, and a roundabout plaza gateway concept, which forces traffic to slow down.

Mr. Brunner said that pedestrian safety is the most important objective, and reducing speed is critically important. These goals can be achieved through street width, on-street parking, street trees, crosswalks and flashing beacons. On-street parking is vitally important to businesses, and studies show that drivers go slower when street trees are present.

Mr. Brunner shared parking, open space, stormwater, and zoning recommendations. Angell highlighted some of the differences in this plan from previous planning efforts:

- A shift in density from the west to the core
- Pushing commercial uses to the Main Street core
- Introducing commercial opportunities along Industrial Boulevard
- Adding pocket plazas throughout to incorporate more green space throughout the district

- If the City were inclined to look at additional public parking, the recommendation would be to bring it a property or two off of the Main Street frontage

Councilor Enga asked about multi-use with commercial at the base and apartments at the top, if these would be small individual buildings or longer, larger buildings. Angell explained these would be a more classic mixed-use style with apartments on the second floor, with heights consistent to the overall district.

Enga asked if staffing could occur with the full two circles in the roundabout. Mr. Brunner explained that there would be two distinct roundabouts connected by a lane in the middle. The railroad would only want one crossing point, and this plan would make it as streamlined as possible for them to work with.

Councilor Jullie asked if the parking study which was done previously was included in this plan, and Angell confirmed that all previous efforts were incorporated. Jullie asked about the incorporation of the Civic Campus parking lot. Angell stated that the proposed Civic Campus parking spaces were fully incorporated. Angell noted the importance of signage to awareness of the Civic Campus parking.

Councilor Eiden moved, Councilor Enga seconded a motion to adopt the Main Street Master Plan. Motion carried 5-0.

7.2 Concept Plan Review for The Oasis Group, inc.'s Senior Residential Living Facility proposal at 13020 Hawkins Drive

City Planner Henderson shared a concept plan review for a proposed senior residential living facility, including the site location, existing conditions, land use and zoning (R3, mid-density residential). The proposed development would require a Conditional Use Permit.

Henderson stated this property was previously considered for a town home development by Dean Johnson Homes in 2024. He reviewed concerns voiced at the previous Public Hearing:

- Zoning (why R3 and not R2)
- Town home proximity to neighbors
- Lack of screening
- Not a park as previous plans might have shown
- Traffic concerns on adjacent streets
- School capacity
- The energy grid (Xcel Energy issue).

Henderson explained that the property is now under different ownership, with a different developer and Concept Plan for a senior residential living facility. This plan includes 160 total units, including 100 independent living, 40 assisted living, and 20 memory care. The proposed structure would be three-story, with 149 parking stalls (43 underground, 106 surface). A one-acre park dedication is proposed, and solar/geothermal is possible.

Henderson presented preliminary floor layouts, as well as the proposed site rendering (building presence and height), and exterior concept. He noted that DR Horton has a very similar product which was built on Balsam Lane in Dayton. Henderson showed a flat roof option which was presented but not preferred by the applicant.

Henderson shared that a neighborhood meeting was held on April 4, 2026. Residents expressed that a three-story structure would be too tall next to single-family homes, and the R3 zoning feels like the wrong zone for the property. Though the general sentiment was positive about the design and layout, the location was questioned.

Henderson stated that the Planning Commission was relatively favorable; however, there were questions about this being right for the property. They had fewer traffic concerns with this use and expressed appreciation for sustainability features. The Commission acknowledged that there is a demonstrated need for this type of senior housing/senior services in the community.

Henderson shared three pathway options for this application to move forward:

Option A: Add Weber land and re-guide to R3
Option B: Planned Unit Development on Hawkins Drive only
Option C: Weber land plus Planned Unit Development (hybrid)

The Council discussed the various options, with a consensus that there is a need for this type of housing, but this may not be the right location. Fire Chief Farrens addressed questions regarding emergency response.

Simeon Wiechmann and Serge Maretski of Oasis Group, Inc. and Corey Brunton of Brunton Architects came forward and explained that originally, they were looking to put houses on this property. However, based on opposition to the previous proposed development, they decided to consider other options. They are looking for feedback and trying to find common ground with the neighborhood. The intent is to create a building structure which blends in.

Councilor Brockman asked if it was possible to do a two-story building from a financial standpoint. Mr. Brunton stated it would be possible. However, the more compact the design, the less wetlands would be involved. Mr. Wiechmann said that they operate their business in Rogers and want to build a place where seniors want to live.

Mr. Maretski stated that they would like to dedicate one acre of park to the neighborhood while preserving the wetlands and wildlife, bringing benefits to the community. He noted that they will not be selling the property off, and it would be managed by Silver Crest.

Councilor Enga stated she likes the project but doesn't feel it fits here for emergency response reasons, and in the neighborhood. Eiden noted there was significant opposition to the town homes, and he would like to know what fits better. Assistant Administrator Scharber asked if this could be a transition piece to the mid-density, and Henderson noted

it would depend on perspective.

An audience member stated that his property backs up to this property, and he would like to know when he will have a chance to speak, because he has plenty to say. He feels that the zoning should never have been R3, which is the fault of the City, not the developer.

Councilor Jullie noted that he is a resident on Oakwood Drive, and this facility would be visible from his house. The sheer size of this is difficult to swallow. However, he was around when there was opposition to the town homes. In comparison, this seems to be a better fit, and there is a need for this type of facility. He gathers that residents don't disagree with the need, rather the location and size.

After extensive discussion, Brockman, Jullie, and Eiden each indicated being open to further consideration of the development. Eiden noted that if this proposal fails, there could still be the prospect of a town home development at the site, which was not supported by the neighborhood.

Attorney Vose noted that to the extent this application moves forward, Public Hearings will be needed. He wanted to clarify that the discussion tonight is strictly for general staff direction.

8. OTHER BUSINESS

None.

9. CORRESPONDENCE AND REPORTS

None.

10. CLOSED SESSION

10.1 City Council Annual Performance Review of City Administrator

Mayor Klick adjourned the meeting to Closed Session at 9:36 p.m.

The regular meeting was reconvened at 10:45 p.m.

11. ADJOURN

Mayor Klick adjourned the meeting at 10:45 p.m.

Respectfully submitted,

Stacie Brown
City Clerk

STAFF REPORT **Meeting Date**: April 28, 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.

Attached is a summary of payments issued by the City since the cutoff date of the previous Council meeting. Detailed supporting documentation is provided to Council as nonpublic background material to reduce fraud risk and is available for public inspection upon request, as permitted by law.

Staff Recommendation
Motion to approve bills and claims as presented.

Financial Impact: N/A **Source Fund**: N/A

Budgeted? N/A

Supporting Documentation
A. AP Cover Sheet
B. 04-10-2026 Checks #97368-97400 & ACH Payments
C. 04-17-2026 Checks #97401-97453 & ACH Payments
D. 04-17-2026 Checks #97454-97462 - UB Overpayments
E. 04-24-2026 Checks #97463-97496 & ACH Payments

CITY OF ROGERS
04.28.2026 CITY COUNCIL MEETING
OPERATING ACCOUNTS - ADDITIONAL CLAIMS PAID/TO BE PAID

City Payroll Checks, Taxes & Misc Fees Paid		
4/16/2026	ADP Child Support/Garnishment	124.62
4/16/2026	ADP Direct Deposits	270,701.31
4/10/2026	ADP Fees	2,376.44
4/10/2026	ADP Fees	959.30
4/10/2026	ADP Fees	1,150.15
4/16/2026	ADP Payroll Taxes	109,567.66
4/17/2026	Humana (Employee Paid Supplemental Plan)	452.50
4/15/2026	Associated Bank FSA/DCAP	300.00
4/21/2026	Associated Bank FSA/DCAP	1,000.00
4/10/2026	Associated Bank FSA & DCAP Participant Fees	60.00
4/8/2026	Associated Bank Cobra Fees	62.30
4/20/2026	ICMA Deferred Compensation	3,125.00
4/17/2026	Associated Bank Health Plan Fund	7,147.94
4/20/2026	PERA	84,621.49
4/20/2026	State of MN HCSP	4,590.75
4/20/2026	State of MN - Deferred Comp	20,486.56
	Payroll & Misc Fee Expenditures	506,726.02
City Checks & ACH Paid		
4/10/2026	City Checks & ACH Paid (97368-97400)	572,458.36
4/17/2026	City Checks & ACH Paid (97401-97453)	561,674.71
4/17/2026	City Checks UB Overpayments (97454-97462)	539.79
4/24/2026	City Checks & ACH Paid (97463-97496)	156,166.30
	City Check & ACH Expenditures	1,290,839.16
City Misc ACH/Wires Paid		
4/16/2026	Civic Pay ACH Fees Utility Billing	42.62
4/10/2026	Building Permit Surcharge	16,204.80
4/13/2026	Wells Fargo Client Analysis Fees	1,948.71
4/20/2026	MNDOR - City Sales Tax	8,428.00
4/13/2026	MNDOR - Water Sales Tax	2,550.00
	City ACH/Wire Expenditures	29,174.13
	City Total To Be Approved	**1,826,739.31**
Liquor Misc ACH/Wires Paid		
4/20/2026	MNDOR - Liquor Sales Tax	35,966.00
	Liquor ACH/Wire Expenditures	35,966.00
	Liquor Total to Be Approved	**35,966.00**

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.3

Subject: Approve Professional Services Agreement with GTEL Advisors for Police Department Records Management System Consulting
Prepared By: Dan Wills, Chief of Police

Recommended Council Action
Approve Professional Services Agreement with GTEL Advisors for Police Department Records Management System Consulting

Overview / Background / Analysis
The Rogers Police Department is transitioning to a new Records Management System (RMS) by year end in 2027 due to the current system being outdated and no longer technically supported. As part of the transition process, we accounted for a new system in the 2026-2027 Capital Improvement Plan, which included ancillary costs associated with implementing the final product.

We are seeking approval of an agreement with GTEL Advisors, who will guide our agency through the vendor selection and implementation process. GTEL Advisors is a very reputable company, and are very experienced in developing and implementing Records Management Systems. We want to select an RMS vendor that will meet our functionality and technology requirements for years to come, and partnering with GTEL will greatly assist in meeting that objective.

The included Professional Services Agreement has been vetted by Attorney Vose.

Staff Recommendation
Approve Professional Services Agreement with GTEL Advisors for Police Department Records Management System Consulting

Financial Impact: Hourly Rate **Source Fund**: Fund 400

Budgeted? Yes

Supporting Documentation
A. Professional Services Agreement for Rogers PD Records Managment System

Professional Services Agreement

This Agreement is entered into as of this 6th day of April, 2026 by and between the City of Rogers ("Client") with offices at 21860 Industrial Ct, Rogers Minnesota 55374 and GTEL Advisors, LLC 6120 Berkshire Lane N, Plymouth, MN 55446 ("Contractor"), collectively, the “Parties”.

Terms and Conditions

1. Term of Agreement

1.1. Effective date: The Effective Date of this Agreement is April 6, 2026, or the later date on which all required signatures are completed on this Agreement.

The Contractor must not begin work under this Work Order Contract until it is fully executed and the Contractor has been notified by the Client’s authorized representative in writing.

1.2. Expiration date: The expiration of this Agreement will be one year from the Effective Date of the Agreement. This Agreement will auto-renew for additional one-year terms unless either party notifies the other in writing of the intent to terminate the Agreement. The Agreement may be terminated with 30 days written notice at any time by either party. All fees due to the Contractor must be paid for all work completed.

2. Scope of Services

The Contractor shall provide the Client with project management support, business analysis services, quality assurance, and subject matter expertise for procurement and implementation of new information system(s). Specific tasks and activities will be assigned by and at the direction of the Client’s authorized representative and may include, but are not limited to, the following typical needs of evaluating, managing, procuring, or implementing information systems for the Client. The Contractor will perform the services identified in paragraphs 2.1 to 2.12 below

2.1 Business Process Reviews - Conduct business process analysis activities, and then make recommendations relating to existing and future operational purchasing and implementation practices for the Client to link those processes to existing and future information systems. Assist with the development of all relevant documentation of current state and future state.

2.2 Technical Needs Assessments - Identify technical need requirements of existing and future information systems to ensure all operational, security, and compliance requirements.

2.3 Security Assessments – Perform security assessments on existing and future information systems by a Certified Information Systems Security Professional (CISSP).These security assessments shall include cyber security risk assessment and penetration testing. Testing to be performed by a qualified independent 3rd party possessing the knowledge, skills, experience and certifications to conduct such testing. Qualified independent 3rd party shall be mutually agreed upon by all Parties.

2.4 Risk Assessments – Conduct legal, functional and financial risk assessments on potential existing or future information systems related technological issues.

2.5 Procurement Assistance – Provide procurement assistance through all phases of a procurement and/or contract renewal process from pre-advertisement functions such as market research and data analysis through advertisement, evaluation, negotiation, award, implementation, administration, and project closeout.

a) Pre-advertisement – conduct market research of the Records Management Systems ("RMS")market and identify potential vendors, systems, solutions along with various needed features of the system; completion of a timeline with milestones of key dates from pre-advertisement through system acceptance; assist with the determination of the optimal procurement vehicle, required budget, selection of a vendor, RFP preparation, RFP evaluation and scoring, contract preparation / negotiations, product/provider demonstration facilitation, reference checks, technology architecture review, and selection method assistance.
b) RFP Response – create assessment tools and evaluation processes as well as guidance for use in a future RFP. Anticipate necessary future modifications, upgrades or overhauls, as well as provide supplier proposal review tools and supplier product demonstration review tools, frameworks and metrics.
c) Evaluation and Scoring – Coordinate and recommend evaluation and scoring process for supplier proposals
d) Scenario Demonstration – Create operational scenarios that demonstrate real-life situations and functions in relation to the requirements developed in the RFP. Create scenarios that will focus on integrated solutions and workflows that illustrate the initiation of an activity, how the system manages data, and how the data is turned into information in the form of reports and data-rich information.
e) Contract Negotiations – Assist the Project Manager by establishing a strategic negotiation plan, evaluation and scoring process, identify and send clarification questions and identify items of Agreement.
f) Implementation – Collaborate with the selected proposer of the information system(s) to build a project plan and schedule based on input from all parties and obtain the department's approval. The project schedule must reflect those activities needed to successfully implement new information system(s)RMNS and manage the project.
g) Modifications Support – Assist with developing and organizing any potential technical contract modifications required as necessary.

2.6 Current/Future Supplier Vetting – Assist with the evaluation of existing or future information system vendors, which would include vendor profile analysis, vendor system functionality validation, and the vendor security posture.

2.7 Data Conversion – Assist with and / or perform data conversion activities for existing or future information systems.

2.8 System Implementation – Assist with system implementations, which would include project planning, monitoring and control of the project, managing organizational change relating to information systems, managing contract deliverables and payment milestones, managing of configuration and any custom development of systems, managing the process and completion of the installation of hardware / software, managing vendor integration activities, managing User Acceptance Testing (UAT), managing system training plans, managing system acceptance testing, managing go-live processes, managing go-live activities, managing a lessons learned process, and managing the project closeout.

2.9 Policy, Procedures, and Accreditation – Assist with the evaluations of policies, procedures, and accreditation standards against existing and future information systems.

2.10 System Decommissioning – Assist with the decommissioning of legacy information systems.

2.11 Custom Development Services – Assist with software development needs, which would include application development, interface development, and database management to meet the needs of existing and future information systems.

2.12 Additional Duties – Perform additional duties as directed by the Project Manager relating to information systems and/or technology including but not limited to, development of training plans, assisting in obtaining a complete Bill of Materials (BOM) for technology procurements (to include but not be limited to hardware, software, embedded systems to include manufacturer, version and End of Support/End of Life dates. A list must also be provided of any and all third-party components installed as part of the solution deployment (e.g. JAVA)).

3. Pricing

Prices listed below are inclusive of all services required for, or incidental to, completing the Services required under this Contract, and there shall be no payment of per diem, out of pocket expenses, travel costs, mark-up or administrative or service or processing fee of any kind by the Client to the Contractor.

Prices shall remain fixed and firm for a term no less than one year from the Agreement's initial Effective Date. The Parties may consider an upward or downward adjustment after the first year period, to be effective thereafter until the termination date of the Agreement.

It is the Contractor's responsibility to request any price adjustment under this provision. For any adjustment to be effective, it must be submitted ninety (90) days prior to the expiration of the then current anniversary date/year. Any adjustment received after ninety (90) days from the expiration of the then current Agreement year may not be considered. The Client reserves the right to reject any price adjustments submitted by the Contractor. If no adjustment request is received, the Client will assume that the Contractor has agreed that next year's term will be without any price adjustment.

Client shall pay Contractor the hourly rates below for various staff levels to complete the required, and documented,tasks and deliverables as stated above:

Position Number	Staff Position	Hourly Rate
1	Senior Consultant	$175.00
2	Security Consultant – CISSP	$175.00
3	Data Conversion Developer	$175.00
4	Process Consultant	$175.00
5	Policy / Accreditation Expert	$175.00
6	Technical Architect	$175.00
7	Senior Developer	$175.00
8	Developer	$175.00
9	Project Manager	$175.00
10	Analyst	$175.00
11	Financial Analyst	$175.00

1. Notwithstanding the rates above, compensation to the Contractor shall be based on the work assigned. The Contractor shall not exceed the hourly rates when calculating the cost statement for each assignment.
2. The positions identified in the table above, shall be the same as the key positions identified to the Client. The Client expects that the key personnel, in those positions, will be performing the services, as needed.

Staff Position Descriptions:

Senior Consultant

- Assist with business development activities as needed including marketing of MIS and valuation services
- Leading custom professional services projects and liaising with the local team and Client as needed to deliver projects to time, cost, and quality expectations
- Building credible partnerships with business development teams to provide support, advice, and guidance
- Providing technical guidance to internal and external stakeholders, and executing research-based consulting projects relating to the development, implementation, and evaluation of pre-employment screening and selection programs
- Custom design competencies-based assessment services
- Designing and facilitating workshops and assessment related training

- Developing data analytic reports
- Project managing complex assessment projects, coordinate internal and external resources
- Contributing to the methodology section of Client proposals including recommendations around appropriate design solutions and accurate costings that reflect actual delivery time
- Contributing to the development of Statement of Work

Senior Consultant – CISSP

Security and risk Management

- Confidentiality, integrity, and availability of information.
- Security governance principles and alignment with business strategy.
- Regulatory compliance requirements, including privacy and licensing.
- Professional and organizational code of ethics.
- Development, implementation, and enforcement of security policies and guidelines.
- Business continuity (BC) planning.
- Threat modeling concepts and methodologies.
  Risk management for supply chains.
- Establishment of security awareness training programs.

Asset Security

- Classification of data and data-bearing assets.
- Ownership of systems and data for defining roles and accountability.
- Protecting privacy per the demands of regulatory compliance.
- Asset retention and secure IT asset disposal (SITAD).
- Data security controls and protection methods.
- Establishment of asset-handling rules and regulations.

Security Architecture and Engineering

- Implementation of secure design principles in computer engineering.
- Selection of controls based upon information security requirements.
- Understanding the security capabilities of different information systems.
- Assessing and mitigating vulnerabilities across different architectures and systems.
- Application of cryptographic controls.
- Incorporation of security principles and controls in facility and site design.

Communication and Network Security

- Implementation of secure design principles in networking architectures.
- Security of network components, such as NAC devices, and CDNs.
- Security of wireless networks and systems.
- Security of communication channels, such as remote access and virtual networks.
- Application and management of communication and authentication protocols.

Identity and Access Management

- Physical and logical access to information, systems, devices, and facilities.
- Identity management and authentication for people, services, and devices.
- Integration of access controls in third-party cloud, federated, and on-premises services.
- Implementation of access controls, such rule- and role-based access.
- Management of the identity and access provisioning lifecycle.

Security Assessment and Training

- Design and validation of internal, external, and third-party auditing strategies and tests.
- Security control testing, such as penetration testing and vulnerability assessments.
- Collection of technical and administrative security process information.

- Analysis of test results and report generation.

Security Operations

- Incident investigation procedures and techniques.
- Investigation types and requirements according to industry standards and regulations.
- Application of logging and monitoring activities and intrusion detection and prevention.
- Secure provisioning and inventorying of resources.
- Application of detective and preventive security measures.
- Backup and disaster recovery strategies and business continuity planning.

Software Development Security

- Integration of security controls throughout the software development lifecycle (SDLC).
- Identification and application of security controls in development environments.
- Assessment of software development security controls.
- Definition and application of secure coding standards and guidelines.

Data Conversion Developer

- Conversion execution metrics (volume, target complete, duration)
- Data-related defect tracking
- Intermediate tables ready for conversion
- Extract and aggregate data from multiple sources and well as clean, crosswalk and analyze data
- Manage relationships with stakeholders and SMEs
- Understands the benefits of using state of the art methods and tools in their application on a particular engagement
- Creates data maps and transaction workflow documents showing exactly how every field of information will be converted
- Acts as a resource during conversion and answers questions, troubleshoots problems as they occur, supports implementation of new procedures, conducts last minute training if necessary and provides support during conversion week
- Communicates strategic goals

- Supervise a team of data consultants/associates to complete new business data transition activities

Process Consultant

- Identify technical problems and develop solutions to support business objectives and plan for seamlessly integrating new process with existing business processes
- Identify opportunities for business process optimization and develop business modeling standards and guidelines
- Liaise with business partners to analyze complex processes, with clear understanding of business goals and objectives
- Ensures process redesigns and improvements are effectively used to constantly improve business performance
- Responsible for the overall quality of end to end process and workflow in support of analyzing and re-engineering business processes at the Segment and Corporate level
- Leads Executive level Business Intelligence and Data Mining efforts leading Data mining initiatives in order to report the overall health and wellness of the organization across 19 functional areas on a quarterly basis
- Meet with decision makers, systems owners, and end users to define business, financial, and operations requirements and systems goals
- Support and lead engagement teams performing business process reengineering, process transformation, process documentation support services under the supervision of a manager
- Collaborate with business partners to assess processes and identify opportunities for process automation to increase efficiencies and reduce operational risk
- Engage with Application Owners and Delivery Managers to obtain alignment and ensure adherence to defined processes and standards

Policy / Accreditation Expert

- Collaborates with manager on budget preparation and management
- Provide leadership on accreditation programs to ensure successful survey process from initiation to timely submissions, appropriate responses to requests for additional information and identify proactively opportunities to improve on future re-accreditation efforts
- Provide Subject Matter Expert (SME) recommendation(s) on accreditation standards and skills to recognize the appropriate information is compliant
- Acts as a key contributor for accreditation readiness committee(s)
- Monitors mock audits activity to proactively identify opportunities for improvement for projects related to annual operating plan and/or regulatory related topics using PDSA (Plan, Do, Study, Act) process

- Maintains liaison relationship with peers in functional departments by coordinating periodic (quarterly) joint sessions / meetings of key accreditation and quality and safety leaders
- Maintains timelines continuously for all accreditation activities that can be communicated effectively to Senior Leadership to identify priorities and updates
- Solves problems independently with the ability to prioritize in a fast-paced environment
- Collaborates with the Contracts and Finance Specialist if the activity is funded by commercial support to ensure that the appropriate information is communicated to the learners prior to the CME activity

Technical Architect

- Creates control system designs, and works with the engineering teams to implement and test those designs to meet established requirements
- Maintains and archives design documents, models, source code, and other work products necessary for the project
- As required, leads local team of contract resources to accomplish development objectives
- Review federal, state, and company policies to determine applicability to systems functionality, design, and operation
- Provide expertise in other technologies as part of the overall solution Relational Databases
- Assist Client Infrastructure Team to provide appropriate (and secure) server/application access instructions for all staff and consultants
- Leading the Development team to ensure quality solutions
- Communicating Client requirements to the team
- Architect solutions for on-premises applications and cloud-based applications
- Focus on opportunities for code reuse

Senior Developer

- Work with Business Analysts, Project Leaders and Clients to review the business requirements, prepare technical design documents and non-functional and functional prototypes as needed
- Perform software construction, unit testing and debugging
- Contribute to the design and development in all tiers of web application including front end design, back-end design, database design and unit testing
- Work with large datasets in a real-time environment
- Continually improve availability, scalability, performance and automation of our services
- Be a major contributor to our backend architecture
- Design for supportability in operations and customer service
- Proactively drive the continues improvement to reduce delivery costs and refine estimation

- Large amounts of data will be processed daily, hence experience with large data processing systems and/or distributed computation is desired
- As a team manager, experience in development management styles expected (eg Scrum, Kanban or other forms), accompanied by good communication and interpersonal skills
- 10+ Years of Experience

Developer

- Work with Business Analysts, Project Leaders and Clients to review the business requirements, prepare technical design documents and non-functional and functional prototypes as needed
- Perform software construction, unit testing and debugging
- Contribute to the design and development in all tiers of web application including front end design, back-end design, database design and unit testing
- Work with large datasets in a real-time environment
- Continually improve availability, scalability, performance and automation of our services
- Be a major contributor to our backend architecture
- Design for supportability in operations and customer service
- Proactively drive the continues improvement to reduce delivery costs and refine estimation
- Large amounts of data will be processed daily, hence experience with large data processing systems and/or distributed computation is desired
- As a team manager, experience in development management styles expected (eg Scrum, Kanban or other forms), accompanied by good communication and interpersonal skills

Project Manager

- Work with product / project leaders to prioritize development and implementation based on scope, timing and backlog
- Work with engineering to solve technical problems related to development / implementation
- Work with QA to build test cases and schedule releases
- Build deployment timelines and communication plans with stakeholders
- Management of sprint planning, story greening and story grooming sessions
- Initiate, plan, execute and deliver projects
- Drives internal process and is committed to executing jobs to the highest quality standards
- Develops project timelines based on resource availability and helps to scope jobs for Client's longer-term needs
- Develops project timeliness based on resource availability and helps to scope jobs for Client's longer-term needs
- Establish team priorities and drive functional and technical solutions and issues to closure

Analyst

- Providing ad hoc assistance to various team members
- Identifying system data quality issues and providing optional solutions
- Analyzes the forecasts, reports, financials and other data sources for Operations
- Performs complex analyses of business groups and objectives and needs of the operations environment
- Researches and analyzes the proposals and business operations projects
- Assist the Data Management function within the team
- Use systems to ensure data is accurate, correcting and backfilling information
- Use internal systems to analyze metadata deliverables
- Provides high-level expertise in information modeling, requirement analysis and facilitation using methodologies such as Integrated DEFinition (IDEF) or related techniques
- Gathers requirements using facilitation techniques in order to collect and define data
- Processes requirements necessary to support complex large scale and/or decision support systems
- Uses information gathered to develop database specifications
- Designs relational database schemas to support large-scale, mid-tier Clients/server, or web-based applications
- Provides technical guidance in software engineering techniques and automated support tools
- Extract, Transform and Load (ETL) processes

Financial Analyst

- Communicate with business area Clients and/or partners to obtain necessary supporting information /documentation
- Acts as liaison between finance and business lines to develop and maintain accurate and efficient budget methodology for assigned categories
- Acts as liaison between finance and business units providing guidance involving financial issues
- Assist sector finance leads, making sure all parties (business and finance) have full visibility over the status and outlook of their projects
- Understand key business events which drive changes to the P&L
- Gain an understanding of key financial contract terms and conditions and ensure appropriate judgement applied to financials including revenue recognition review of new business and ensure correct accounting treatment
- Where required provide business partnering to support bid activity including preparing, checking and approving models
- Decision support to the business project owners

- Effective and efficient management of the accounting close process - Meet accounting close deadlines, ability to communicate and resolve issues with business partners
- Participate in Third Party Reviews

3. Invoices and Payment

The Contractor shall invoice the Client and all invoices shall contain the following information:

I. Contractor's Information:

- Name of the Contractor as specified on the executed Agreement.
- Date of invoice
- Unique Invoice number

II. Client Information:

- Applicable Client Purchase Order

III. Pricing Information:

- Unit price as stated above, identification of all Consultant staff that engaged in the work performed, the number of hours spent by each Consultant staff person, and;
- Total price as stated above

IV. Goods or Services Provided:

- Description
- Quantity

4. Authorized Representative

The Client's authorized representative for this Agreement is:

Chief Dan Wills
Rogers Police Department
21860 Industrial Ct
Rogers, Minnesota 55374

5. **Assignment**

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

6. **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.

7. **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.

8. **Compliance with Laws and Regulations**

In providing services hereunder, 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.

9. **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.

10. **Indemnification**

Consultant must indemnify and hold harmless Client, 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 performance of this Agreement except to the extent any such claims arise out of the grossly negligent or wrongful acts of Client, its employees, agents,or anyone else for whom he or she is legally responsible in the performance of this Agreement.

11. **Insurance.**

During the term of this Agreement, Consultant shall 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 Client as an additional insured for the services provided under this Agreement.

12. **Governing Law**

This Agreement will be controlled by the laws of the State of Minnesota.

13. **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.

The Parties have executed this Agreement effective as of the last date that the Agreement is executed below:

Contractor	Client
By: _____	By: _____
Name: Jeff Gottstein	Name:_____
Title: President	Title: _____
Date: _____	Date: _____
	By: _____
	Name:_____
	Title: _____
	Date: _____

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.4

Subject: Approval of Resolution No. 2026-44, A Resolution Rescinding Assessment Incorrectly Levied Against 21309 Poate Court (PID 26-120-23-13-0070) in 2025 for Delinquent Utilities

Prepared By: Bridget Bruska, Finance Director

Recommended Council Action

Motion to Approve Resolution No. 2026-44, A Resolution Rescinding Assessment Incorrectly Levied Against 21309 Poate Court (PID 26-120-23-13-0070) in 2025 for Delinquent Utilities

Overview / Background / Analysis

As part of the City's annual delinquent utility assessment process each fall, an assessment for delinquent utility charges in the amount of $1,366.19 was levied against 21309 Poate Court as part of the 2025 delinquent utility assessment roll. After certification, staff determined the assessment was applied in error due to an incorrect PID entered in the system. The issue was brought to the City's attention by the homeowner after receiving their 2026 property tax statement. Staff consulted with Hennepin County, who advised that the assessment must be removed by City Council resolution. Approval of this resolution will rescind the incorrect assessment and allow Hennepin County to issue an updated tax statement to the property owner.

Staff Recommendation

Motion to Approve Resolution No. 2026-44, A Resolution Rescinding Assessment Incorrectly Levied Against 21309 Poate Court (PID 26-120-23-13-0070) in 2025 for Delinquent Utilities

Financial Impact: N/A **Source Fund**: N/A

Budgeted? N/A

Supporting Documentation

A. Resolution No. 2026-44

RESOLUTION 2026-44

A RESOLUTION RESCINDING ASSESSMENT INCORRECTLY LEVIED AGAINST 21309 POATE COURT (PID 26-120-23-13-0070) IN 2025 FOR DELINQUENT UTILITIES

WHEREAS, on October 14, 2025, the Rogers City Council adopted assessments for delinquent sewer, water, storm sewer, and recycling charges, which included an assessment in the amount of $1,366.19 for 21309 Poate Court (PID 26-120-23-13-0070), which was included in error; and

WHEREAS, it has been determined that the error resulted from the PID being incorrectly entered into the system, and staff did not catch the error prior to certification; and

WHEREAS, the error was brought to staff attention by the homeowner at 21309 Poate Court when they received their statement for property taxes payable in 2026; and

WHEREAS, City staff consulted Hennepin County Assessment staff and was advised that the proper means to cancel this errant assessment was through a resolution adopted by City Council; and

WHEREAS, once the resolution is adopted and received by Hennepin County, the assessment will be cleared, and an updated tax statement will be generated and provided to the property owner.

NOW THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Rogers, Hennepin County, Minnesota:

1. The special assessment in the amount of $1,366.19 for 21309 Poate Court (PID 26-120-23-13-0070) adopted by the City Council on October 14, 2025, and certified to Hennepin County in November 2025 is hereby rescinded.
2. The City Clerk shall forthwith transmit a certified duplicate of this resolution to the Hennepin County Assessments division so that the assessment may be canceled and a new tax statement can be generated and delivered to the property owner at 21309 Poate Court.

Moved by Councilmember , seconded by

Councilmember

The following voted in favor of said resolution:

The following voted against the same:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor, and attested by the City Clerk dated this 28th day of April, 2026.

_____
Mayor

ATTEST:

_____
City Clerk

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.5

Subject: Approval of Resolution 2026-29 Approving a Lot Split for 20061 Vevea Rd (PID 24-120-23-34-0012) Related to the Oppidan Light Industrial Development
Prepared By: Brett Angell, Community Development Director

Recommended Council Action
Motion to approve Resolution 2026-29 approving a lot split for 20061 Vevea Rd (PID 24-120-23-34-0012) related to the Oppidan light industrial development.

Overview / Background / Analysis
At the February 24th, 2026 meeting, the City Council approved a preliminary plat, final plat, site plan, rezoning, and comprehensive plan amendment related to the development of a new 117,000 square foot light industrial building at 20061 Vevea Rd. The existing parcel currently is on both sides of Rogers Drive with the right-of-way for the roadway established via easement. The approved plat is for the north side of the roadway and the south side would not be platted until the time of future development.

While not required, the Hennepin County Surveyor's office prefers a lot split for the parcel be recorded prior to the plat. The proposed lot split as depicted in the attachment, would divide the lot into two separate parcels. Parcel 1 is approximately 11.4 acres and would be the future development site. Parcel 1 includes the entire roadway easement area which will be dedicated as right-of-way on the plat. Parcel two is approximately 8 acres and will remain as unplatted until future development.

The lot split does not alter any previously approved plans. The lot split is an administrative item and will be recorded first with the development and prior to the plat. The developer is anticipating the commencement of construction by summer.

Staff Recommendation
Staff recommends the approval of Resolution 2026-29 approving a lot split for the property at 20061 Vevea Rd related to the Oppidan light industrial development.

Financial Impact: Not applicable. **Source Fund**: Not applicable.

Budgeted? N/A

Supporting Documentation
A. Resolution No. 2026-29 Approving Lot Split Oppidan
B. Proposed Lot Split Exhibit

RESOLUTION NO. 2026-29

A RESOLUTION APPROVING A LOT SPLIT AT 20061 VEVEA ROAD (PID 2412023340012) CORRESPONDING TO THE OPPIDAN INDUSTRIAL DEVELOPMENT

WHEREAS, the Vevea family is the Owner of real property with the address of 20061 Vevea Road and PID: 24-120-23-34-0012 (Subject Property), approximately 19.46 acres, as legally described in Exhibit A; and,

WHEREAS, the Owner intends to sell a portion of the Subject Property to Oppidan ("Developer") for the construction of a new 117,000 square foot industrial building ("Development"); and

WHEREAS, the Developer received preliminary plat, final plat, and site plan approval for the Development from the City of Rogers on February 24th, 2026 via Resolution 2026-13; and

WHEREAS, the Owner of the Subject Property intends to perform a lot split for the parcel (Minor Land Division) separating the lot into two parcels prior to recording the plat and commencement of construction as described in Exhibit B and illustrated in Exhibit C; and,

WHEREAS, the Owner is proposing to divide the Subject Properties in a manner that creates two total lots from the existing one parcel. Parcel 1 will be approximately 11.437 acres, and Parcel 2 will be approximately 8.027 acres; and

WHEREAS, City Code §121-32 authorizes Minor Land Divisions of property without a formal preliminary plat process provided the lot performance standards are met for the resulting lot(s) and documentation may be recorded with the County to formally divide the lot; and,

WHEREAS the Subject Property is zoned General Industry (GI). The proposed Minor Land Division adequately meets the minimum lot standards of City Code §125-59; and,

WHEREAS, the proposed Minor Land Division meets the spirit and intent of the zoning and subdivision code provided the conditions herein are adhered to.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, MINNESOTA, AS FOLLOWS: the Minor Land Division of the Subject Property is hereby approved; and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, MINNESOTA, AS FOLLOWS: the Subject Properties shall meet the requirements of section 125-32 – Minor Land Divisions including the limitations on number of times a given lot may receive approval for Lot Splits.

Moved by Councilmember , seconded by Councilmember

The following voted in favor of said resolution:

The following voted against the same:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor, and attested by the Clerk dated this 28th day of April, 2026.

_____
Mayor

ATTEST:

_____
City Clerk

EXHIBIT A

LEGAL DESCRIPTIONS (EXISTING PARENT PARCEL)

Real property in the City of Rogers, County of Hennepin, State of Minnesota, described as follows:

Parcel 1:

The North 700 feet of the West 1032.15 feet of the Southeast Quarter of the Southwest Quarter (SE1/4 SW1/4) of Section 24, Township 120, Range 23 lying northeasterly of Interstate Highway Number 94, except the East 200.00 feet of the West 1,032.15 feet of the South 567.00 feet of the North 600.00 feet of said Southeast Quarter of the Southwest Quarter of said Section 24, Township 120, Range 23, Hennepin County, Minnesota.

That part of the Southwest Quarter of the Southwest Quarter (SW1/4 SW1/4) of Section 24, Township 120, Range 23, lying northeasterly of Interstate Highway Number 94, except the north 33.00 feet thereof; and

Parcel 2:

That part of the Southwest Quarter of the Southwest Quarter (SW¼ SW¼) of Section 24, Township 120, Range 23, lying northeasterly of Interstate Highway Number 94, except the north 33.00 feet thereof; and

That part of the Southeast Quarter of the Southwest Quarter (SE¼ SW¼) of Section 24, Township 120, Range 23, lying northeasterly of Interstate Highway Number 94, except that part of the north 700 feet lying east of the west 1032.15 feet thereof; also except the north 33.00 feet thereof; and

That part of the Northeast Quarter of the Northwest Quarter (NE¼ NW¼) of Section 25, Township 120, Range 23, lying northeasterly of Interstate Highway Number 94; containing 25.72 acres more or less, except the following,

The east 200.00 feet of the west 832.15 feet of the south 567.00 feet of the north 600.00 feet of the Southeast Quarter of the Southwest Quarter of Section 24, Township 120, Range 23, Hennepin County, Minnesota. containing 2.60 acres; and

A 70 foot strip of land lying southwesterly of a line drawn parallel with and 70 feet northeasterly of the following described line:

Beginning at the intersection of the northeasterly right-of-way line of Interstate Highway No. 94 and the north line of the South Half of the Southwest Quarter of Section 24, Township 120, Range 23; thence southeasterly along the said northeasterly right-of-way line of Interstate Highway No. 94 to its intersection with the east line of the Northwest Quarter of Section 25, Township 120, Range 23 and there terminating.

The side lines of said 70 foot strip are to be prolonged or shortened to terminate at the north line of said South Half of the Southwest Quarter and at the east line of said Northwest Quarter.

Except:
The North 700 feet of the West 1032.15 feet of the Southeast Quarter of the Southwest Quarter (SE1/4 SW1/4) of Section 24, Township 120, Range 23 lying northeasterly of Interstate Highway Number 94, except the East 200.00 feet of the West 1,032.15 feet of the South 567.00 feet of the North 600.00 feet of said Southeast Quarter of the Southwest Quarter of said Section 24, Township 120, Range 23, Hennepin County, Minnesota.

Further Except:
That part of the Southeast Quarter of the Southwest Quarter of Section 24, Township 120, Range 23, and the Northeast Quarter of the Northwest Quarter of Section 25, Township 120, Range 23, lying southwesterly of a line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Number 94, northeasterly of the northeasterly right of way line of Interstate 94, and southeasterly of the following described line.

Commencing at the Southeast Corner of said Southwest Quarter; thence North 01 degrees 03 minutes 23 seconds West, assumed bearing along the east line thereof, 504.38 feet to a line drawn parallel with and 790.00 south of the north line of the Southeast Quarter of the Southwest Quarter and to the point of beginning of said Line to be hereinafter described; thence North 89 degrees 31 minutes 35 seconds West, 541.43 feet; thence northwesterly 511.19 feet along a tangential curve concave to the north having a radius of 700.00 feet and a central angle of 41 degrees 50 minutes 29 seconds to the northeasterly right of way line of Interstate Number 94 and there terminating.

Parcel 3:

That part of the Southeast Quarter of the Southwest Quarter of Section 24, Township 120, Range 23, and the Northeast Quarter of the Northwest Quarter of Section 25, Township 120, Range 23, lying southwesterly of a line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Number 94, northeasterly of the northeasterly right of way line of Interstate 94, and southeasterly of the following described line.
Commencing at the Southeast Corner of said Southwest Quarter; thence North 01 degrees 03 minutes 23 seconds West, assumed bearing along the east line thereof, 504.38 feet to a line drawn parallel with and 790.00 south of the north line of the Southeast Quarter of the Southwest Quarter and to the point of beginning of said Line to be hereinafter described; thence North 89 degrees 31 minutes 35 seconds West, 541.43 feet; thence northwesterly 511.19 feet along a tangential curve concave to the north having a radius of 700.00 feet and a central angle of 41 degrees 50 minutes 29 seconds to the northeasterly right of way line of Interstate Number 94 and there terminating.

(All Abstract property)

EXHIBIT B
PROPOSED DESCRIPTIONS

Proposed Parcel 1

The north 700.00 feet of the west 1032.15 feet of the Southeast Quarter of the Southwest Quarter (SE1/4 SW1/4) of Section 24, Township 120, Range 23 lying northeasterly of a line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Highway Number 94, except the east 200.00 feet of the west 1,032.15 feet of the south 567.00 feet of the north 600.00 feet of said Southeast Quarter of the Southwest Quarter of said Section 24, Township 120, Range 23, Hennepin County, Minnesota; also except that part of said north 700.00 feet lying east of the west 1032.15 feet thereof; also except the north 33.00 feet thereof.

AND

That part of the Southwest Quarter of the Southwest Quarter (SW1/4 SW1/4) of Section 24, Township 120, Range 23, lying northeasterly of a line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Highway Number 94, except the north 33.00 feet thereof.

AND

That part of the Southeast Quarter of the Southwest Quarter (SE1/4 SW1/4) of Section 24, Township 120, Range 23, lying south of the north 700.00 feet thereof, northeasterly of a line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Highway Number 94, and north of the following described line:

Commencing at the southeast corner of said Southwest Quarter; thence North 01 degrees 03 minutes 23 seconds West, assumed bearing along the east line of said Southwest Quarter, a distance of 504.38 feet to a line drawn parallel with and 790.00 feet south of the north line of said Southeast Quarter of the Southwest Quarter to the point of beginning of the line to be described; thence North 89 degrees 31 minutes 35 seconds West, parallel with said north line of the Southeast Quarter of the Southwest Quarter, a distance of 541.43 feet; thence northwesterly 272.43 feet along a tangential curve concave to the north having a radius of 700.00 feet and a central angle of 22 degrees 17 minutes 56 seconds to said line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Highway Number 94, and said line there terminating.

Proposed Parcel 2

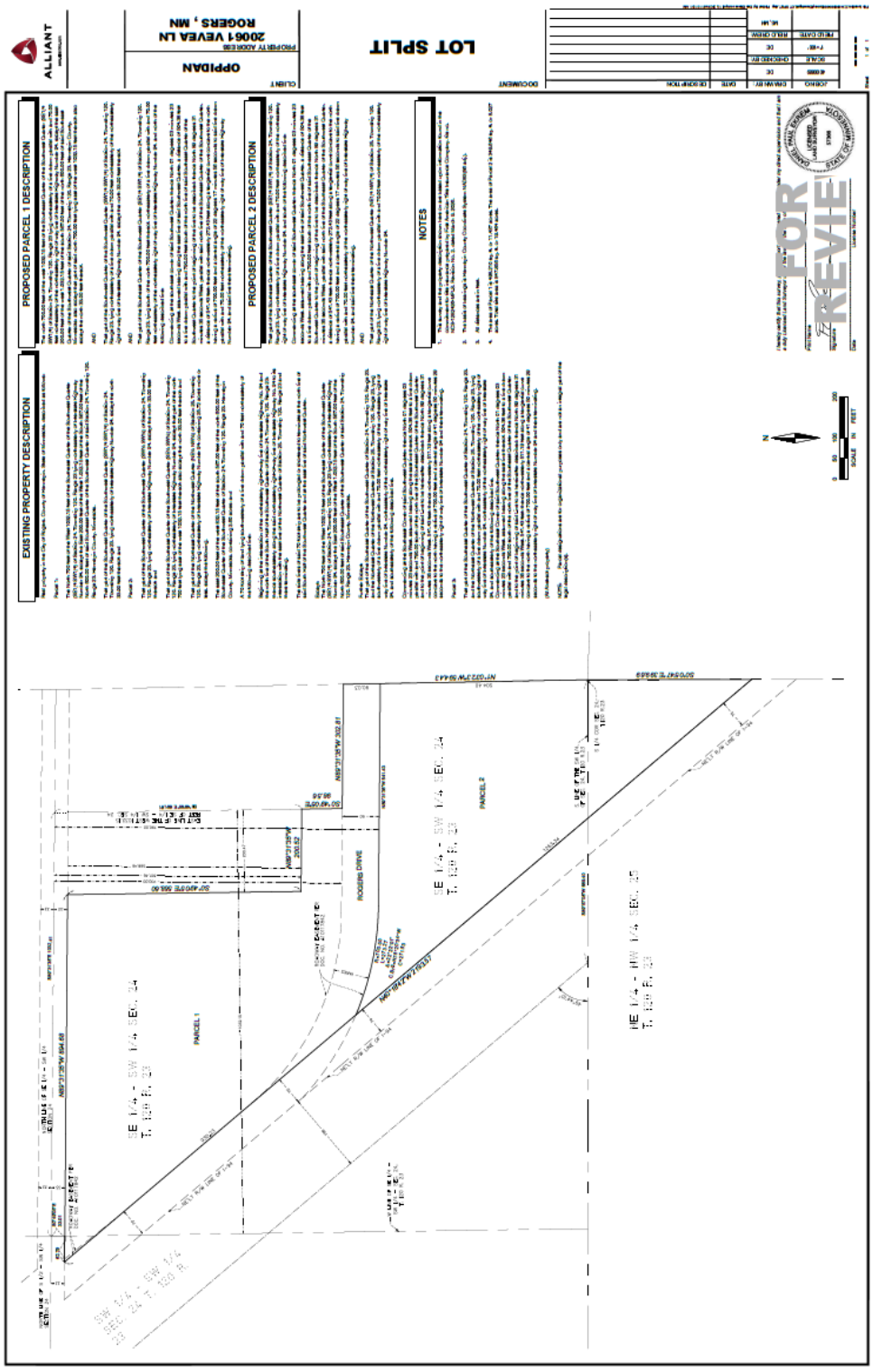
That part of the Southeast Quarter of the Southwest Quarter (SE1/4 SW1/4) of Section 24, Township 120, Range 23, lying northeasterly of a line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Highway Number 94, and south of the following described line:

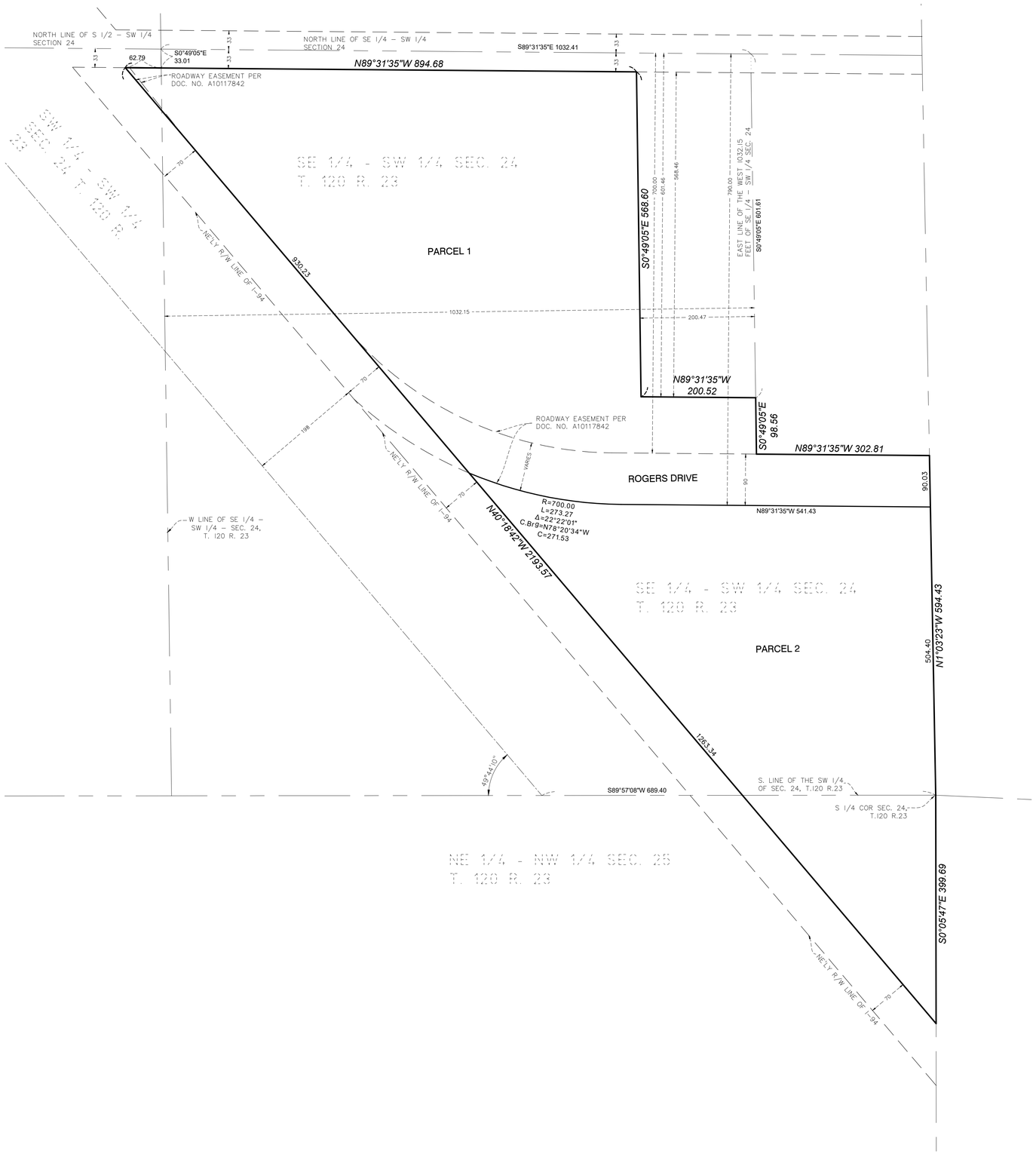
Commencing at the southeast corner of said Southwest Quarter; thence North 01 degrees 03 minutes 23 seconds West, assumed bearing along the east line of said Southwest Quarter, a distance of 504.38 feet to a line drawn parallel with and 790.00 feet south of the north line of said Southeast Quarter of the Southwest Quarter to the point of beginning of the line to be described; thence North 89 degrees 31 minutes 35 seconds West, parallel with said north line of the Southeast Quarter of the Southwest Quarter, a distance of 541.43 feet; thence northwesterly 272.43 feet along a tangential curve concave to the north having a radius of 700.00 feet and a central angle of 22 degrees 17 minutes 56 seconds to said line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Highway Number 94, and said line there terminating.

AND

That part of the Northeast Quarter of the Northwest Quarter (NE1/4 NW1/4) of Section 25, Township 120, Range 23, lying northeasterly of a line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Highway Number 94.

EXHIBIT C
SURVEY





EXISTING PROPERTY DESCRIPTION

Real property in the City of Rogers, County of Hennepin, State of Minnesota, described as follows:

Parcel 1:

The North 700 feet of the West 1032.15 feet of the Southeast Quarter of the Southwest Quarter (SE1/4 SW1/4) of Section 24, Township 120, Range 23 lying northeasterly of Interstate Highway Number 94, except the East 200.00 feet of the West 1,032.15 feet of the South 567.00 feet of the North 600.00 feet of said Southeast Quarter of the Southwest Quarter of said Section 24, Township 120, Range 23, Hennepin County, Minnesota.

That part of the Southwest Quarter of the Southwest Quarter (SW1/4 SW1/4) of Section 24, Township 120, Range 23, lying northeasterly of Interstate Highway Number 94, except the north 33.00 feet thereof; and

Parcel 2:

That part of the Southwest Quarter of the Southwest Quarter (SW¼ SW¼) of Section 24, Township 120, Range 23, lying northeasterly of Interstate Highway Number 94, except the north 33.00 feet thereof; and

That part of the Southeast Quarter of the Southwest Quarter (SE¼ SW¼) of Section 24, Township 120, Range 23, lying northeasterly of Interstate Highway Number 94, except that part of the north 700 feet lying east of the west 1032.15 feet thereof; also except the north 33.00 feet thereof; and

That part of the Northeast Quarter of the Northwest Quarter (NE¼ NW¼) of Section 25, Township 120, Range 23, lying northeasterly of Interstate Highway Number 94; containing 25.72 acres more or less, except the following,

The east 200.00 feet of the west 832.15 feet of the south 567.00 feet of the north 600.00 feet of the Southeast Quarter of the Southwest Quarter of Section 24, Township 120, Range 23, Hennepin County, Minnesota. containing 2.60 acres; and

A 70 foot strip of land lying southwesterly of a line drawn parallel with and 70 feet northeasterly of the following described line:

Beginning at the intersection of the northeasterly right-of-way line of Interstate Highway No. 94 and the north line of the South Half of the Southwest Quarter of Section 24, Township 120, Range 23; thence southeasterly along the said northeasterly right-of-way line of Interstate Highway No. 94 to its intersection with the east line of the Northwest Quarter of Section 25, Township 120, Range 23 and there terminating.

The side lines of said 70 foot strip are to be prolonged or shortened to terminate at the north line of said South Half of the Southwest Quarter and at the east line of said Northwest Quarter.

Except:
The North 700 feet of the West 1032.15 feet of the Southeast Quarter of the Southwest Quarter (SE1/4 SW1/4) of Section 24, Township 120, Range 23 lying northeasterly of Interstate Highway Number 94, except the East 200.00 feet of the West 1,032.15 feet of the South 567.00 feet of the North 600.00 feet of said Southeast Quarter of the Southwest Quarter of said Section 24, Township 120, Range 23, Hennepin County, Minnesota.

Further Except:
That part of the Southeast Quarter of the Southwest Quarter of Section 24, Township 120, Range 23, and the Northeast Quarter of the Northwest Quarter of Section 25, Township 120, Range 23, lying southwesterly of a line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Number 94, northeasterly of the northeasterly right of way line of Interstate 94, and southeasterly of the following described line.

Commencing at the Southeast Corner of said Southwest Quarter; thence North 01 degrees 03 minutes 23 seconds West, assumed bearing along the east line thereof, 504.38 feet to a line drawn parallel with and 790.00 south of the north line of the Southeast Quarter of the Southwest Quarter and to the point of beginning of said Line to be hereinafter described; thence North 89 degrees 31 minutes 35 seconds West, 541.43 feet; thence northwesterly 511.19 feet along a tangential curve concave to the north having a radius of 700.00 feet and a central angle of 41 degrees 50 minutes 29 seconds to the northeasterly right of way line of Interstate Number 94 and there terminating.

Parcel 3:

That part of the Southeast Quarter of the Southwest Quarter of Section 24, Township 120, Range 23, and the Northeast Quarter of the Northwest Quarter of Section 25, Township 120, Range 23, lying southwesterly of a line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Number 94, northeasterly of the northeasterly right of way line of Interstate 94, and southeasterly of the following described line.
Commencing at the Southeast Corner of said Southwest Quarter; thence North 01 degrees 03 minutes 23 seconds West, assumed bearing along the east line thereof, 504.38 feet to a line drawn parallel with and 790.00 south of the north line of the Southeast Quarter of the Southwest Quarter and to the point of beginning of said Line to be hereinafter described; thence North 89 degrees 31 minutes 35 seconds West, 541.43 feet; thence northwesterly 511.19 feet along a tangential curve concave to the north having a radius of 700.00 feet and a central angle of 41 degrees 50 minutes 29 seconds to the northeasterly right of way line of Interstate Number 94 and there terminating.

(All Abstract property)

NOTE: Parcel designations are for organizational purposes only and are not an integral part of the legal description(s).

PROPOSED PARCEL 1 DESCRIPTION

The north 700.00 feet of the west 1032.15 feet of the Southeast Quarter of the Southwest Quarter (SE1/4 SW1/4) of Section 24, Township 120, Range 23 lying northeasterly of a line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Highway Number 94, except the east 200.00 feet of the west 1,032.15 feet of the south 567.00 feet of the north 600.00 feet of said Southeast Quarter of the Southwest Quarter of said Section 24, Township 120, Range 23, Hennepin County, Minnesota; also except that part of said north 700.00 feet lying east of the west 1032.15 feet thereof; also except the north 33.00 feet thereof.

AND

That part of the Southwest Quarter of the Southwest Quarter (SW1/4 SW1/4) of Section 24, Township 120, Range 23, lying northeasterly of a line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Highway Number 94, except the north 33.00 feet thereof.

AND

That part of the Southeast Quarter of the Southwest Quarter (SE1/4 SW1/4) of Section 24, Township 120, Range 23, lying south of the north 700.00 feet thereof, northeasterly of a line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Highway Number 94, and north of the following described line:

Commencing at the southeast corner of said Southwest Quarter; thence North 01 degrees 03 minutes 23 seconds West, assumed bearing along the east line of said Southwest Quarter, a distance of 504.38 feet to a line drawn parallel with and 790.00 feet south of the north line of said Southeast Quarter of the Southwest Quarter to the point of beginning of the line to be described; thence North 89 degrees 31 minutes 35 seconds West, parallel with said north line of the Southeast Quarter of the Southwest Quarter, a distance of 541.43 feet; thence northwesterly 272.43 feet along a tangential curve concave to the north having a radius of 700.00 feet and a central angle of 22 degrees 17 minutes 56 seconds to said line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Highway Number 94, and said line there terminating.

PROPOSED PARCEL 2 DESCRIPTION

That part of the Southeast Quarter of the Southwest Quarter (SE1/4 SW1/4) of Section 24, Township 120, Range 23, lying northeasterly of a line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Highway Number 94, and south of the following described line:

Commencing at the southeast corner of said Southwest Quarter; thence North 01 degrees 03 minutes 23 seconds West, assumed bearing along the east line of said Southwest Quarter, a distance of 504.38 feet to a line drawn parallel with and 790.00 feet south of the north line of said Southeast Quarter of the Southwest Quarter to the point of beginning of the line to be described; thence North 89 degrees 31 minutes 35 seconds West, parallel with said north line of the Southeast Quarter of the Southwest Quarter, a distance of 541.43 feet; thence northwesterly 272.43 feet along a tangential curve concave to the north having a radius of 700.00 feet and a central angle of 22 degrees 17 minutes 56 seconds to said line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Highway Number 94, and said line there terminating.

AND

That part of the Northeast Quarter of the Northwest Quarter (NE1/4 NW1/4) of Section 25, Township 120, Range 23, lying northeasterly of a line drawn parallel with and 70.00 feet northeasterly of the northeasterly right of way line of Interstate Highway Number 94.

NOTES

1. This survey and the property description shown here on are based upon information found in the commitment for title insurance prepared by First American Title Insurance Company, file no. NCS-1282426-MPLS, Revision No. 2, dated March 9, 2026.
2. The basis of bearings is Hennepin County Coordinate System NAD83(86 adj.).
3. All distances are in feet.
4. The area of Parcel 1 is 498,210 sq. ft. or 11.437 acres. The area of Parcel 2 is 349,646 sq. ft. or 8.027 acres. Total site area is 847,856 sq. ft. or 19.464 acres.

N

0 50 100 200

SCALE IN FEET

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of

Print Name

Signature

Date License Number

DANIEL PAUL EKREM LICENSED LAND SURVEYOR 57366 STATE OF MINNESOTA

FOR REVIEW

ALLIANT
www.alliant-inc.com

CLIENT
OPPIDAN

PROPERTY ADDRESS
20061 VEVEA LN
ROGERS , MN

LOT SPLIT

DOCUMENT

JOB NO.	DRAWN BY:	DATE	DESCRIPTION
4000889	DE		
SCALE	CHECKED BY:		
1"=100'	DE		
FIELD DATE:	FIELD CREW:		
	MS, MN		

Sheet 1 of 1

File Location: X:\4000889-00\Survey\Drawings\LOT SPLIT.dwg Plotted By: Dan Ekrem on April 13, 2026 at 11:11:31 AM

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.6

Subject: Approval of Resolution 2026-42 Approving the Rogers Athletic Complex Final Plat (TruStone Center)
Prepared By: Brett Angell, Community Development Director

Recommended Council Action
Motion to approve Resolution 2026-42 approving the Rogers Athletic Complex final plat, subject to the terms and conditions as listed in the resolution.

Overview / Background / Analysis
In 2014, the City of Rogers acquired the property at 14160 James Road, adjacent to the Rogers Ice Arena, for future expansion of recreation facilities. Last year, the city completed the construction of the HealthPartners Fieldhouse on said property. Recently, the City Council approved the bids for the construction of a second sheet of ice which will connect the existing ice arena to the turf facility.

Currently, this area has three (3) legally separate parcels. Two (2) of the parcels comprise the location of the turf facility and a combined acreage of approximately 6.45 acres. The third parcel includes the existing ice area, most of the parking area for the high school, and some of the athletic fields to the north. The third lot totals approximately 38.45 acres. A condition of the site plan approval for the turf facility included the requirement to re-plat the property into one in the future. With the current conditions, property lines would/does run directly through the field house and the 2nd sheet of ice.

At the February 24th meeting, the City Council approved a proposal by Anderson Engineering for the re-platting of this property from three (3) lots into one (1) lot. Anderson Engineering has completed the draft plat, named Rogers Athletic Complex, and approval from the City Council is required. Once approved, Mylars will be printed, signed, and the plat will be recorded with Hennepin County.

Staff Recommendation
Staff recommends approval of Resolution 2026-42 approving the Rogers Athletic Complex Final Plat for the TruStone Center Area, subject to the terms and conditions as listed in the resolution.

Financial Impact: Not Applicable. **Source Fund**: Not Applicable.

Budgeted? N/A

Supporting Documentation

A. Resolution No. 2026-42 Athletic Complex Replat
B. ROGERS ATHLETIC COMPLEX Final Plat
C. Location Map - Athletics

RESOLUTION NO. 2026 - 42

A RESOLUTION GRANTING APPROVAL OF THE FINAL PLAT FOR ROGERS ATHLETICS COMPLEX

WHEREAS, the City of Rogers (Applicant) submitted an application to the City of Rogers ("City") requesting approval of a Final Plat for Rogers Athletics Complex ("Plat") for the parcels with the PIDs 11-120-23-41-0004, 11-120-23-43-0007, and 11-120-23-43-0006 and legally described on Exhibit A (the "Subject Property/Property"); and,

WHEREAS, the Applicant is proposing to combine the subject property, which is currently comprised as three (3) parcels into one (1) parcel as depicted in Exhibit B; and,

WHEREAS, the Subject Property contains approximately 44.9 acres is guided both Institutional and Mixed Use Regional; and

WHEREAS, the Subject Property is the current location of City recreational facilities including the TruStone Center, comprised of the ice arena and turf facility, and additional playing fields; and

WHEREAS, the proposed Final Plat is consistent with 2040 Comprehensive Plan and current zoning regulations for the City.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF ROGERS, MINNESOTA, that the Preliminary Plat and Final Plat for Rogers County Road No. 81 is hereby approved subject to the following conditions:

1. The final plat shall meet the requirements of the City Engineers, and City Planner reviews and subsequent reviews of any revised preliminary plat and final plat to the satisfaction of the City.
2. Title work for the Plat shall be provided to and conform to any requirements resulting from City Staff and the City Attorney's review of the title work and plat opinion.
3. The plat is subject to the review and comments by Hennepin County Surveyors Office and Transportation Department.
4. The final plat shall be recorded with Hennepin County within one (1) year from the date of this approval.

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 28th day of April, 2026.

_____
Shannon Klick, Mayor

ATTEST:

_____
Stacie Brown, City Clerk

EXHIBIT A
LEGAL DESCRIPTION

Existing Legal Description

Lots 1-2, Block 2, North Rogers Industrial Park, Hennepin County, Minnesota

AND

Lot 2, Block 1, Rogers High School, Hennepin County, Minnesota

Proposed Legal Description

Lot 1, Block 1, Rogers Athletics Complex, Hennepin County, Minnesota

EXHIBIT B
FINAL PLAT

ROGERS ATHLETIC COMPLEX

– CITY OF ROGERS, COUNTY OF HENNEPIN –

C. R. DOC. NO. _____

KNOW ALL PERSONS BY THESE PRESENTS: That the City of Rogers, a public body corporate and politic, fee owner of the following described property:

Lot 2, Block 1, ROGERS HIGH SCHOOL, according to the recorded plat thereof, Hennepin County, Minnesota

Lot 1 and Lot 2, Block 2, NORTH ROGERS INDUSTRIAL PARK, according to the recorded plat thereof, Hennepin County, Minnesota

Has caused the same to be surveyed and platted as xxxxx and does hereby dedicate to the public for public use the public ways and the drainage and utility easements as created by this plat.

In witness whereof said City of Rogers, a public body corporate and politic, has caused these presents to be signed by its proper officer this _____ day of _____, 20___.

Signed: The City of Rogers _____, Its _____

STATE OF _____
COUNTY OF _____
This instrument was acknowledged before me this _____ day of _____, 20___, by _____, _____ of the City of Rogers, a public body corporate and politic, on behalf of the City.

_____
Signature
_____
Printed
Notary Public _____ County, Minnesota
My Commission Expires: _____

SURVEYOR'S CERTIFICATE

I, Daniel Grorvold, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly illustrated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all utility boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20___

_____
Nicholas Hillmer
Minnesota License No. 45774

STATE OF MINNESOTA
COUNTY OF _____
This instrument was acknowledged before me this _____ day of _____, 20___, by Nicholas Hillmer.

_____
Signature
_____
Printed
Notary Public _____ County, Minnesota
My Commission Expires: _____

CITY COUNCIL, CITY OF ROGERS, MINNESOTA

This plat of ROGERS ATHLETIC COMPLEX was approved and accepted by the City Council of the City of Rogers, Minnesota at a regular meeting thereof held this _____ day of _____, 20___, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

CITY COUNCIL, CITY OF ROGERS, MINNESOTA

by: _____, Mayor by: _____, Clerk
Shannon Stock Sharon Brown

COUNTY AUDITOR, Hennepin County, Minnesota
I hereby certify that taxes payable in _____ and prior years have been paid for land described on this plat, dated this _____ day of _____, 20___

Daniel Rogan, County Auditor by: _____, Deputy

SURVEY DIVISION, Hennepin County, Minnesota
Pursuant to MN. STAT. Sec. 383B.565 (1969), this plat has been approved this _____ day of _____, 20___

Chad E. Ahnen, County Surveyor by: _____

REGISTRAR OF TITLES, Hennepin County, Minnesota
I hereby certify that the within plat of ROGERS ATHLETIC COMPLEX was filed in this office this _____ day of _____, 20___ at ___ o'clock __ M.

Amber Bougie, Registrar of Titles by: _____, Deputy

COUNTY RECORDER, Hennepin County, Minnesota
I hereby certify that the within plat of ROGERS ATHLETIC COMPLEX was recorded in this office this _____ day of _____, 20___ at ___ o'clock __m.

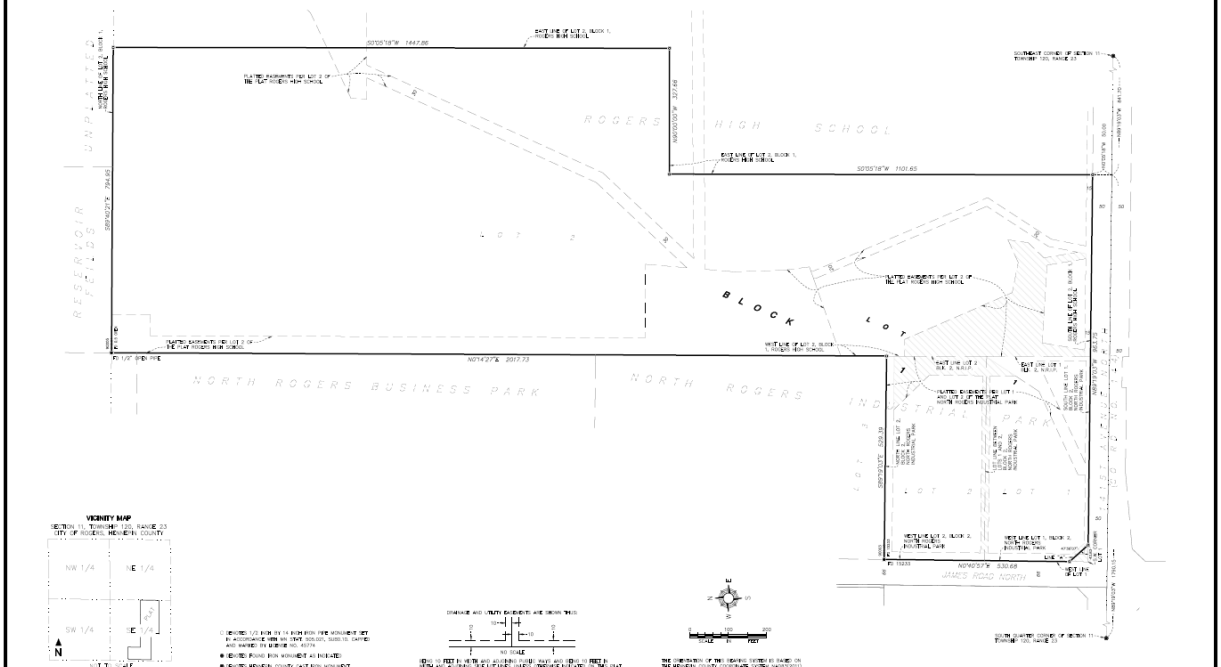
Amber Bougie, County Recorder by: _____, Deputy

ANDERSON
ENGINEERING • ARCHITECTURE • LAND SURVEYING
ENVIRONMENTAL SERVICES • LANDSCAPE ARCHITECTURE

ROGERS ATHLETICS COMPLEX

– CITY OF ROGERS, COUNTY OF HENNEPIN –

C. R. DOC. NO. _____



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ENVIRONMENTAL SERVICES • LANDSCAPE ARCHITECTURE

SHEET 2 OF 2 SHEETS

ROGERS ATHLETIC COMPLEX

– CITY OF ROGERS, COUNTY OF HENNEPIN –

C. R. DOC. NO. _____

KNOW ALL PERSONS BY THESE PRESENTS: That the City of Rogers, a public body corporate and politic, fee owner of the following described property:

Lot 2, Block 1, ROGERS HIGH SCHOOL, according the the recorded plat thereof, Hennepin Conuty, Minnesota.

Lot 1 and Lot 2, Block 2, NORTH ROGERS INDUSTRIAL PARK, according the the recorded plat thereof, Hennepin Conuty, Minnesota.

Has caused the same to be surveyed and platted as xxxxx and does hereby dedicate to the public for public use the public ways and the drainage and utility easements as created by this plat.

In witness whereof said City of Rogers, a public body corporate and politic, has caused these presents to be signed by its proper officer this _____ day of _____ , 20__.

Signed: The City of Rogers _____ , its _____

STATE OF _____
COUNTY OF _____
This instrument was acknowledged before me this _____ day of _____ , 20__ , by _____ ,

_____ of the City of Rogers, a public body corporate and politic, on behalf of the City.

_____
Signature

_____
Printed

Notary Public, _____ County, Minnesota.

My Commission Expires: _____

SURVEYORS CERTIFICATE

I, Daniel Greenwald, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this_____ day of_____, 20____.

_____
Nicholas Hillmer
Minnesota License No. 45774

STATE OF MINNESOTA
COUNTY OF _____
This instrument was acknowledged before me this _____ day of _____ , 20__, by Nicholas Hillmer.

_____
Signature

_____
Printed

Notary Public, _____ County, Minnesota
My Commission Expires: _____

CITY COUNCIL, CITY OF ROGERS, MINNESOTA

This plat of ROGERS ATHLETIC COMPLEX was approved and accepted by the City Council of the City of Rogers, Minnesota at a regular meeting thereof held this _____ day of _____ , 20__. and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

CITY COUNCIL, CITY OF ROGERS, MINNESOTA

by: _____ , Mayor
Shannon Klick

by: _____ , Clerk
Stacie Brown

COUNTY AUDITOR, Hennepin County, Minnesota

I hereby certify that taxes payable in _____ and prior years have been paid for land described on this plat, dated this _____ day of _____ , 20__.

Daniel Rogan, County Auditor by: _____ , Deputy

SURVEY DIVISION Hennepin County, Minnesota
Pursuant to MN. STAT. Sec. 383B.565 (1969), this plat has been approved this _____ day of _____ , 20__.

Chris F. Mavis, County Surveyor by: _____

REGISTRAR OF TITLES, Hennepin County, Minnesota
I hereby certify that the within plat of ROGERS ATHLETIC COMPLEX was filed in this office this _____ day of _____ , 20__. at ___ o'clock __. M.

Amber Bougie, Registrar of Titles by: _____ , Deputy

COUNTY RECORDER, Hennepin County, Minnesota.
I hereby certify that the within plat of ROGERS ATHLETIC COMPLEX was recorded in this office this _____ day of _____ , 20__ at ___ o'clock __.m.

Amber Bougie, County Recorder by: _____ , Deputy

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ROGERS ATHLETICS COMPLEX

– CITY OF ROGERS, COUNTY OF HENNEPIN –

C. R. DOC. NO. _____

UNPLATTED

RESERVOIR FIELDS

NORTH LINE OF LOT 2, BLOCK 1, ROGERS HIGH SCHOOL

S89°40'21"E 794.95

90005 FD 0.5 OPEN

FD 1/2" OPEN PIPE

PLATTED EASEMENTS PER LOT 2 OF THE PLAT ROGERS HIGH SCHOOL

S0°05'18"W 1447.86

EAST LINE OF LOT 2, BLOCK 1, ROGERS HIGH SCHOOL

30

ROGERS HIGH SCHOOL

N90°00'00"W 327.66

EAST LINE OF LOT 2, BLOCK 1, ROGERS HIGH SCHOOL

S0°05'18"W 1101.65

SOUTHEAST CORNER OF SECTION 11 TOWNSHIP 120, RANGE 23

N0°05'18"W 50.00

N89°19'03"W 841.70

75

50

50

LOT 2

BLOCK 1

LOT 1

PLATTED EASEMENTS PER LOT 2 OF THE PLAT ROGERS HIGH SCHOOL

SOUTH LINE OF LOT 2, BLOCK 1, ROGERS HIGH SCHOOL

N89°19'03"W 963.75

WEST LINE OF LOT 2, BLOCK 1, ROGERS HIGH SCHOOL

N0°14'27"E 2017.73

EAST LINE LOT 2 BLK. 2, N.R.I.P.

EAST LINE LOT 1 BLK. 2, N.R.I.P.

PLATTED EASEMENTS PER LOT 1 AND LOT 2 OF THE PLAT NORTH ROGERS INDUSTRIAL PARK

SOUTH LINE LOT 1, BLOCK 2, NORTH ROGERS INDUSTRIAL PARK

NORTH ROGERS BUSINESS PARK

NORTH ROGERS INDUSTRIAL PARK

S89°19'03"E 529.39

NORTH LINE LOT 2, BLOCK 2, NORTH ROGERS INDUSTRIAL PARK

LOT LINE BETWEEN LOTS 1 AND 2, BLOCK 2, NORTH ROGERS INDUSTRIAL PARK

LOT 2

LOT 1

WEST LINE LOT 2, BLOCK 2, NORTH ROGERS INDUSTRIAL PARK

WEST LINE LOT 1, BLOCK 2, NORTH ROGERS INDUSTRIAL PARK

47°36'07"

LINE "A"

90003 FD 15233

FD 15233

N0°40'57"E 530.68

WEST LINE OF LOT 1

S.W. CORNER LOT 1

43.83

66

JAMES ROAD NORTH

66

1141ST AVENUE NORTH

COLORADO

50

50

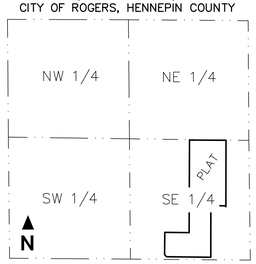
50

N89°19'03"W 1790.15

SOUTH QUARTER CORNER OF SECTION 11 TOWNSHIP 120, RANGE 23

VICINITY MAP

SECTION 11, TOWNSHIP 120, RANGE 23
CITY OF ROGERS, HENNEPIN COUNTY



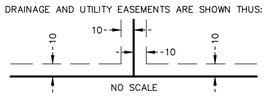
NOT TO SCALE

○ DENOTES 1/2 INCH BY 14 INCH IRON PIPE MONUMENT SET IN ACCORDANCE WITH MN STAT. 505.021, SUBD.10. CAPPED AND MARKED BY LICENSE NO. 45774

● DENOTES FOUND IRON MONUMENT AS INDICATED

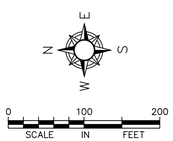
◉ DENOTES HENNEPIN COUNTY CAST IRON MONUMENT

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



NO SCALE

BEING 10 FEET IN WIDTH AND ADJOINING PUBLIC WAYS AND BEING 10 FEET IN WIDTH AND ADJOINING SIDE LOT LINES UNLESS OTHERWISE INDICATED ON THIS PLAT.



THE ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE HENNEPIN COUNTY COORDINATE SYSTEM NAD83(2011)

ANDERSON

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ENVIRONMENTAL SERVICES • LANDSCAPE ARCHITECTURE

LOCATION MAP

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.7

Subject: Approval of Resolution 2026-43 Supporting a Job Creation Fund Application in Connection with Twin City Hose
Prepared By: Brett Angell, Community Development Director

Recommended Council Action
Motion to approve Resolution 2026-43 supporting a Job Creation Fund (JCF) application in connection with Twin City Hose potential facility expansion.

Overview / Background / Analysis
Twin City Hose is a Rogers-based manufacturer of metal hoses, seismic connectors, and expansion joints commonly used in the HVAC, industrial, cryogenic, and other industries. The company is located at 20615 Commerce Blvd and has seen continued growth within the company recently. With the growth, the company is currently exploring a potential expansion of approximately 10,000 square feet to their existing building. As part of the company's evaluation of if they would like to pursue the expansion, the company is exploring funding opportunities that are offered by the Minnesota Department of Employment and Economic Development (DEED).

Recently, representatives/ownership of the business, DEED, and city staff met to discuss the potential project. From initial conversations, it appears the project may have eligibility for the Job Creation Fund (JCF). The JCF program provides financial incentives to new and expanding businesses that meet certain job creation and capital investment targets. The JCF program operates for a three-year period on a performance basis where the business is awarded funds based on real expenditures and job creation.The proposed project is anticipated to add at least ten (10) additional staff.

As part of the JCF application, a city resolution of support for the application is required. If awarded and enrolled within the JCF program, the company would enter into contracts directly with DEED. The city would not be part of the administration of a JCF award or the reporting requirements. Any funding provided would be from DEED and there are no city funds related to this item.

Following the resolution of support, the required application will be completed and submitted to DEED. The approval process can take up to eight weeks to complete for a JCF application. The business will be required to go through the site plan approval process for the expansion with the city. The JCF resolution of support is in advance of the site plan due to timing constraints and requirements for when any expenditures can take place.

Staff Recommendation
Staff recommends the approval of Resolution 2026-43 supporting a Job Creation Fund (JCF) application in connection with Twin City Hose potential facility expansion.

Financial Impact: Not applicable. **Source Fund**: Not applicable.

Budgeted? N/A

Supporting Documentation
A. Resolution 2026-43 TCH JCF Application

CITY OF ROGERS
HENNEPIN COUNTY
STATE OF MINNESOTA

RESOLUTION NO. 2026-43

RESOLUTION REGARDING THE SUPPORT OF A JOB CREATION FUND APPLICATION IN CONNECTION WITH TWIN CITY HOSE

WHEREAS, the City of Rogers, Minnesota (the "City") desires to assist Twin City Hose, a Rogers-based manufacturer of hoses and related products, which is proposing to expand their facility within the City; and

WHEREAS, the City of Rogers understands that Twin City Hose, through and with the support of the City, intends to submit to the Minnesota Department of Employment and Economic Development an application for an award and/or rebate from the Job Creation Fund program; and

WHEREAS, the City of Rogers held a city council meeting on April 14, 2026 to consider this matter.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rogers, Minnesota (the "Council") hereby adopts the following finds of fact related to the project proposed by Twin City Hose and its application for an award and/or rebate from the Job Creation Fund program and express their approval.

The City Council hereby finds and adopts the reasons and facts supporting the following findings of fact for the approval of the Job Creation Fund program application:

1. Finding that the project is in the public interest because it will encourage the growth of commerce and industry, prevent the movement or current or future operations to locations outside Minnesota, result in increased employment in Minnesota, and preserve or enhance the state and local tax base.

   The proposed project will be a significant investment by Twin City Hose within the City of Rogers and State of Minnesota. Along with the proposed capital investment of the company within the facility and its related new equipment, it is projected to lead to an increase of total employment of at least ten (10) full-time positions. These positions will provide livable wage employment options with the opportunities for advancement. Additionally, the business has numerous options to locate elsewhere throughout the United States and the proposed use of JCF funds for this project helps ensure business continues to grow within Minnesota.

2. Finding that the proposed project, in the opinion of the City Council, would not reasonable expected to occur solely through the private market within the foreseeable future.

   The proposed project location would be an expansion of the existing facility in the community. Without this investment, the company would likely need to relocate to a new facility, either within Minnesota or elsewhere. In order to add space to their existing building, a significant investment is needed for both the construction and alteration of the existing stormwater retention. Without the investment of the business and State of Minnesota, it is likely the project location will revert back to warehousing only in the future which provides less jobs per square foot and fewer advances skill development for the future employees.

3. Finding that the proposed project conforms to the general plan for development or redevelopment within the City as a whole.

   The proposed project location is zoned as General Industry (GI) and guided as industrial within the 2040 Comprehensive Plan. The proposed use by Twin City Hose is in conformance with both the zoning and guidance for the property. Additionally, the proposed project advances the City's strategic goals of advancing job growth within the city and the efforts of the city in having existing manufacturers having the opportunity to expand and grow within the city.

4. Finding that the proposed project will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the redevelopment or development of the project by private enterprise.

   The proposed project will be a very positive project for the City of Rogers. The proposed project will lead to significant investment within the property and increased tax value. The proposed project will lead to a increase in employment within the community with skilled positions in manufacturing, including welders. Not only will this project have a positive impact on the building and create employment opportunities within the city, but it will also add to the city's daytime traffic within the community further advancing and aiding the commercial businesses within the community. The proposed use maximizes the potential of the proposed project property and the City of Rogers believes the proposed expansion is the best opportunity for long-term stability of the project location.

   Approved this April 14th, 2026 by the City Council of the City of Rogers, Minnesota.

_____
Mayor

ATTEST:

_____
City Clerk

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.8

Subject: Approval of Contract Extension for Front Burner Sports and Entertainment Naming Rights Agreement
Prepared By: Mike Bauer, Parks & Recreation Director

Recommended Council Action
Motion to approve an amendment to the Professional Services Agreement with Front Burner Sports & Entertainment to extend the contract through December 31, 2026

Overview / Background / Analysis
The City entered into a multi-phase contract with Front Burner Sports and Entertainment (FBSE) to provide naming rights valuation, sponsorship strategy, and direct sales services. Under the agreement, FBSE is responsible for:

- Conducting valuation of naming rights and sponsorship assets
- Soliciting and negotiating with potential partners
- Managing outreach, reporting, and coordination with the City
- Supporting activation and contracting after a partner is secured

However, the formal contract term for the earlier phases has lapsed, and an extension is necessary to continue the remaining work. Recent developments, including a shift in sponsorship plans for Rink 1 (with the previously interested party dropping out), require renewed sales activity to secure a primary naming partner for Rink 1, a key funding mechanism in the City's financial plan for the Activity Center expansion.

Staff recommends extending the existing agreement under the same terms, extending the end date of Phase Three activities through December 31, 2026.

FBSE will continue work focused primarily on:

- Securing naming rights for Rink 1
- Continuing targeted outreach using the refined prospect list
- Negotiating contract terms with prospective partners
- Activation of Naming Rights in the facility (securing artwork and Installation)

Either party may terminate the agreement with 30 days' written notice, with no change to commission obligations for deals FBSE successfully closes.

Compensation will remain unchanged from the existing agreement:

- Monthly retainer ($2,000/month during Phase Three)
- 12% commission on the lifetime value of sponsorship/naming rights contracts secured

Securing naming rights for Rink 1 is a critical component of the financing strategy for expanding the original Activity Center. FBSE has the background, market knowledge, and existing pipeline to finish this work efficiently. Allowing early termination once naming rights are secured provides flexibility, protects City resources, and ensures services match actual project needs.

Staff Recommendation
Staff recommends that the City Council approve a contract extension with Front Burner Sports & Entertainment.

Financial Impact:

Source Fund: 411-Activity Center Expansion

Budgeted? Yes

Supporting Documentation
A. Front Burner Sports and Entertainment Model_Service_Agreement Phase 3

SERVICE AGREEMENT

BETWEEN THE CITY OF ROGERS
AND FRONT BURNER SPORTS AND ENTERTAINMENT

THIS AGREEMENT is entered into by and between the City of Rogers, a Minnesota municipal corporation ("City"), and Front Burner Sports and Entertainment, a Minnesota corporation located at 1750 Tower Blvd. Suite 200, Suite 207, Victoria, MN 55386 ("Contractor"). The City is retaining the Contractor to render certain services described below.

In consideration of the foregoing, and the terms, conditions and mutual promises contained herein, the parties agree as follows:

AGREEMENT

1. SCOPE OF SERVICES

A. Contractor shall provide services described in Exhibit A. Contractor 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.

B. Contractor shall render services and prepare and submit such reports regarding its performance and its progress as described in Exhibit A according to the following schedule:
Phase One: Two months duration beginning 10/23/2024
Phase Two: Beginning after Phase One is completed through 9/23/2025
Phase Three: Beginning after Phase Two is Completed through 12/31/2026

2. COMPENSATION

A. City agrees to pay the Contractor the following for each phase:
Phase One: $2,500 per month. No itemized expenses.
Phase Two: $2,000 per month plus a 12% Commission on the lifetime value of sold sponsorship programs. No itemized expenses.
Phase Three: $2,000 per month plus a 12% Commission on the lifetime value of sold sponsorship programs. No itemized expenses.

B. Any changes in the scope of the Work which may result in additional compensation due to the Contractor shall require prior written approval by an authorized representative of the City or by the City Council. The City will not pay additional compensation for services that do not have prior written authorization.

C. In the event this Agreement is terminated, Contractor shall be entitled to continued receipt of its percentage portion of payments made under agreements negotiated by Contractor for the then-remaining term of this Agreement.

D. The City agrees to provide the Contractor with the information required to complete the Work.

3. EXPENSES

Contractor shall be responsible for all its costs and expenses associated with delivery of services pursuant to this Agreement provided, however, that Contractor will be reimbursed for any out-of-pocket expenses which are reasonable and necessary to be incurred in furtherance of its performance as long as the City approves such expense in advance. Contractor must provide receipts to confirm the actual amount of claimed expenses.

4. ASSIGNMENT

Neither party shall assign this Agreement, nor any interest arising herein, without the prior written consent of the other party.

5. AGREEMENT ADMINISTRATION

All provisions of this Agreement shall be coordinated and administered by the City's delegated primary contact noted in Paragraph 14 of this Agreement.

6. AMENDMENTS

No amendments may be made to this Agreement except in writing and executed in the same manner as this Agreement.

7. INDEPENDENT CONTRACTOR

Contractor shall not be an employee of the City. It is agreed that Contractor 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.

8. LIABILITY AND INDEMNIFICATION

Any and all claims that arise or may arise against the Contractor, its officers, agents, employees or contractors as a consequence of any act or omission on the part of the Contractor or its officers, agents, employees or contractors while engaged in the performance of the Agreement shall by solely Contractor's, and shall in no way be the obligation or responsibility of the City. Contractor 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.

9. TERM OF AGREEMENT

This Agreement shall be in full force and effect for One (1) year from the date of full execution. The City may terminate this Agreement upon Sixty (60) days' notice to Contractor subject to City's payment obligation as provided in paragraphs 2B and C above.

10. DATA PRACTICES

A. The Contractor 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. Contractor 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 Contractor concerning data requests. Contractor agrees to hold the City and employees harmless from any claims resulting from Contractor's failure to disclose data maintained by Contractor and authorized for release by the City, and from Contractor'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 Contractor under this Agreement shall be kept confidential and Contractor 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 Contractor's assignment under this Agreement shall remain the property of the City.

11. AUDITS

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.

12. 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.

13. CANCELLATION FOR DEFAULT

A. Either party may cancel this Agreement upon 30 days' written notice of default to the other, subject to a right to cure during such 30 day notice period.

B. Contractor 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 Contractor. The City may, in such event, withhold payments due to Contractor for the purpose of set-off until such time as the exact amount of damages due to the City is determined. The rights or remedies provided for herein shall not limit the City, in case of any default by Contractor, from asserting any other right or remedy allowed by law, equity, or by statute.

14. 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 Contractor:	To the City:
Chris Potenza 1750 Tower Blvd. Suite 200, Suite 207, Victoria, MN 55386	Mike Bauer 22350 South Diamond Lake Road Rogers, MN 55374

15. INSURANCE

A. The Contractor 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 Contractor and its respective employees or agents under this Agreement. At the City's request, the Contractor must name the City as an "additional insured" under its policy. Prior to performing any services under this Agreement, the Contractor must provide evidence to the City that acceptable insurance coverage is effective.

B. The Contractor shall have workers' compensation insurance coverage that meets the requirements of Minnesota law.

16. COMPLIANCE REQUIREMENTS

During the performance of this Agreement, Contractor 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.

CONTRACTOR	CITY
BY: _____. ITS: _____.	BY: _____ Mayor BY: _____ City Administrator
Subscribed and sworn to before me this ____ day of _____, 20 . _____ Notary Public	Subscribed and sworn to before me this ____ day of _____, 20_. _____ Notary Public

EXHIBIT A
SERVICES
Phase I

Front Burner shall provide professional services to assist the City in valuing, soliciting, and evaluating proposals for and negotiating third-party naming rights agreements and additional sponsorship agreements for the Rogers Activity Center and other city properties if approved by The City. The primary assets to be evaluated include:

- Activity Center Facility Name
- Ice Arena One
- Ice Arena Two (Future)
- Activity Room
- Ice Arena Two Dryland Training Center
- Field House (Under Construction)
- Field House Playground
- Field House Teen Center
- Event Center Great Hall
- Event Center Stage and Turf Area

1. Discovery and Valuation

a. Front Burner will tour the facilities being planned and under construction and review building architectural plans to gain a deeper understanding of the available assets that may be utilized in a Naming Rights agreement to uncover underutilized assets that can be created to make a program more attractive to a potential advertiser.

b. Conduct a kickoff meeting with the City to discuss project background, roles, and responsibilities, exchange pertinent information, and define City project goals.

c. c. Conduct interviews with key stakeholders of the new facilities, including, but not limited to, City staff, Rogers City Council Members, Parks and Recreation Commissioners, third-party vendors, and user groups. The purposes of these meetings are to understand each group's goals and objectives and gather accurate data on potential site traffic. This information will build the value proposition that will be presented to potential naming rights partners and uncover opportunities to partner with outside groups to make the naming rights offering more attractive to potential partners.

d. Research and review existing naming rights agreements, including similar government and private-sector naming rights initiatives, and reviewing City agreements for sponsorships, banners, and advertising.

e. Conduct a market prospect audit to build a target list of potential naming rights partners. The city will review this list to determine if any partner categories should not be pursued.

f. Deliver the following deliverables at the end of discovery and valuation for Phase I:

1. Comprehensive facility rate card outlining all identified assets available for use in a naming rights agreement and proposed rates for each asset
2. Project summary document outlining goals for the project as stated in interviews conducted by Contractor and will make recommendations as to the best path for success
3. Benchmarking or "Like facility" research document, summarizing other facilities in the

market specific to current naming rights and valuations on available advertising assets

4. Updated naming rights prospect list, including names and contact of the companies to be contacted about naming rights partnerships
5. Suggested naming rights valuation package outline, including an initial assessment of the naming rights program value as well as a suggested list of assets to include in the future naming rights marketing package. This would also include an analysis of other entitlement opportunities or partnerships that may be viable.

2. Development of Solicitation Materials

a. Work with the City to develop an "elevator pitch" and FAQ document that can be used as the basis for discussions with potential naming rights partners and other potential facility partners.
b. Research prospective companies in Rogers and the region that should be contacted in naming sponsorship packages.
c. Create comprehensive sales materials that outline available opportunities to potential partners. This document will include information about the property and compelling reasons why this opportunity is valuable.
d. Develop the advertising package by determining whether to sell each sponsor placement individually or bundle the assets into packages.
e. Implement the required letters of intent and associated agreements necessary to secure sponsors, naming rights organizations, and advertisers.

I. Phase II

1. Active Presentation of Opportunity

a. Commence a targeted and aggressive outbound sales outreach based on the contact list refined in Phase One.

b. Work with the City on any final negotiations with potential naming rights partners, incorporating best practices in terms of asset production, term of agreement, contract structure, cost controls and optimization of realized revenue. The City will provide template contract as a starting point.

c. During this phase, provide the City with reports every two weeks detailing Contractor's activity on this project, including but not limited to a description of the companies that have been contacted about this opportunity, where they are in the sales cycle, projected investment levels, possible roadblocks and future steps. Additionally, Contractor shall meet with the City Naming Rights Committee every four to six weeks either by phone or in person to provide progress updates.

d. Continue to review community input to assess sponsorship related trends, requests made to city officials from interviews with businesses and organizations in order to gather leads for priority prospects.

2. Contracting, Activation and Sale of Additional Partnerships

a. After successfully securing a naming rights partner or other partners for the City, Contractor will work with City staff to execute contracts and oversee the installation and activation of assets.

b. At the conclusion of this phase, provide a final report summarizing all delivered assets, contact information for any vendors used for production and/or installation and instructions for activation of the agreement for future years.

c. The above shall be construed as an anticipated approach. Contractor is responsible to perform all professional services necessary to secure the best possible naming rights and sponsorships for the City.

II. Phase III

3. Active Presentation of Opportunity

a. Commence a targeted and aggressive outbound sales outreach based on the contact list refined in Phase One.

b. Work with the City on any final negotiations with potential naming rights partners, incorporating best practices in terms of asset production, term of agreement, contract structure, cost controls and optimization of realized revenue. The City will provide template contract as a starting point.

c. During this phase, provide the City with reports every two weeks detailing Contractor's activity on this project, including but not limited to a description of the companies that have been contacted about this opportunity, where they are in the sales cycle, projected investment levels, possible roadblocks and future steps. Additionally, Contractor shall meet with the City Naming Rights Committee every four to six weeks either by phone or in person to provide progress updates.

d. Continue to review community input to assess sponsorship related trends, requests made to city officials from interviews with businesses and organizations in order to gather leads for priority prospects.

4. Contracting, Activation and Sale of Additional Partnerships

a. After successfully securing a naming rights partner or other partners for the City, Contractor will work with City staff to execute contracts and oversee the installation and activation of assets.

b. At the conclusion of this phase, provide a final report summarizing all delivered assets, contact information for any vendors used for production and/or installation and instructions for activation of the agreement for future years.

c. The above shall be construed as an anticipated approach. Contractor is responsible to perform all professional services necessary to secure the best possible naming rights and sponsorships for the City.

III. Additional Requirements

The City of Rogers shall provide relevant requested information on all of the above-stated phases and tasks in addition to:

a. Providing insight into planning relative to the use of the multipurpose facility, Active Rogers, using knowledge of the community, particularly user groups and stakeholders.

b. Create and discuss with the Arena Commission a Naming Rights Policy to be approved approved by City Council

c. The Contractor shall make every reasonable effort to maintain a sufficient staff, facilities, and equipment to deliver the services. The Contractor shall within ten (10) days notify the City in writing whenever it is, or reasonably believes it is going to be, unable to provide the required quality or quantity of services. The foregoing conditions will be subject to the provisions of the Force Majeure Clause of this Agreement.

d. The Contractor agrees to furnish the city with additional programmatic and financial information it reasonably requires for effective monitoring of services. Such information shall be furnished within a reasonable period, set by the city, upon request.

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.9

Subject: Cooperative Agreements between the Elm Creek Watershed Management Commission (ECWMC) and the City of Rogers

- Approve and Authorize Execution of Cooperative Agreement between the Elm Creek Watershed Management Commission (ECWMC) and the City of Rogers for Fox Creek Streambank Restoration Phase 2 (Creekview)
- Approve and Authorize Execution of Cooperative Agreement between the Elm Creek Watershed Management Commission (ECWMC) and the City of Rogers for Fox Creek Streambank Restoration Phase 3 (Hyacinth)
- Approve and Authorize Execution of Cooperative Agreement between the Elm Creek Watershed Management Commission (ECWMC) and the City of Rogers for Rogers Downtown Pond Expansion and Reuse

Prepared By: Mike Albers, Assistant City Engineer

Recommended Council Action

- Motion to Approve and Authorize Execution of Cooperative Agreement between the Elm Creek Watershed Management Commission (ECWMC) and the City of Rogers for Fox Creek Streambank Restoration Phase 2 (Creekview)
- Motion to Approve and Authorize Execution of Cooperative Agreement between the Elm Creek Watershed Management Commission (ECWMC) and the City of Rogers for Fox Creek Streambank Restoration Phase 3 (Hyacinth)
- Motion to Approve and Authorize Execution of Cooperative Agreement between the Elm Creek Watershed Management Commission (ECWMC) and the City of Rogers for Rogers Downtown Pond Expansion and Reuse

Overview / Background / Analysis

Staff recommends that the City Council authorize execution of three Cooperative Agreements between the Elm Creek Watershed Management Commission (ECWMC) and the City of Rogers for the following City Capital Improvement Plan (CIP) projects:

- Fox Creek Streambank Restoration Phase 2 (Creekview)
- Fox Creek Streambank Restoration Phase 3 (Hyacinth)
- Rogers Downtown Pond Expansion and Reuse

These three water quality and stormwater management projects are included in the

City’s and ECWMC's CIPs and include partial funding participation from ECWMC. These agreements were previously approved by ECWMC but were not formally brought before the City Council for execution. The Downtown Pond Expansion and Reuse project has been completed as part of the South Community Park improvements; the two Fox Creek streambank restoration projects are scheduled for design in summer/fall 2026 with construction planned for winter 2027. Approval of these agreements ensures proper authorization and allows the City to receive eligible reimbursements from ECWMC.

Staff Recommendation

Financial Impact: $945,000 **Source Fund**: 603 and ECWMC Funds

Budgeted? Yes

Supporting Documentation

A. Cooperative Agreement: Fox Creek Streambank Restoration Phase 2 (Creekview)
B. Cooperative Agreement: Fox Creek Streambank Restoration Phase 3 (Hyacinth)
C. Cooperative Agreement: Rogers Downtown Pond Expansion and Reuse

COOPERATIVE AGREEMENT
FOR
2016-01 FOX CREEK STREAMBANK STABILIZATION PROJECT PHASE 2

This Agreement is made as of this ___ day of _____, 2016, by and between the Elm Creek Watershed Management Commission, a joint powers watershed management organization (hereinafter the "Commission"), and the City of Rogers, a Minnesota municipal corporation (hereinafter the "City").

WITNESSETH:

WHEREAS, on October 14, 2015, the Commission adopted the Elm Creek Watershed Management Plan, (the "Plan"), a watershed management plan within the meaning of Minn. Stat., § 103B.231; and

WHEREAS, the Plan includes a capital improvement program ("CIP") that lists a number of water quality project capital improvements; and

WHEREAS, on May 11, 2016, the Commission adopted a Minor Plan amendment that revised and updated projects listed on the CIP; and

WHEREAS, the water quality projects identified in the CIP include the Fox Creek Streambank Stabilization Project Phase 2 more fully described in Attachment One to this Agreement, which is hereby made a part hereof (the "Project"); and

WHEREAS, the Plan specifies that projects in the CIP will be partially funded by a County tax levy under Minn. Stat., § 103B.251; and

WHEREAS, on September 14, 2016, the Commission adopted Resolution 2016-02 ordering the Project, directing that it be constructed by the City and that the Commission's share of the Project costs be certified to Hennepin County for payment in accordance with Minn. Stat., § 103B.251; and

WHEREAS, it is expected that Hennepin County will levy taxes throughout the watershed for the Project, for collection and settlement in 2017; and

WHEREAS, the City is willing to construct the Project on the terms and conditions hereinafter set forth;

NOW, THEREFORE, ON THE BASIS OF THE PREMISES AND MUTUAL COVENANTS AND AGREEMENTS HEREINAFTER SET FORTH, THE PARTIES AGREE AS FOLLOWS:

1. The Project will consist of improvements in the City as more fully described in Attachment One.
2. The City will design the Project and prepare plans and specifications for construction of the Project. Plans and specifications are subject to approval by the Commission's consulting engineer and the City of Rogers City Engineer.
3. The City will advertise for bids and award contracts in accordance with the requirements of law. The City will award the contract and supervise and administer the construction of the Project to assure that it is completed in accordance with plans and specifications. The City will

require the contractor to provide all payment and performance bonds required by law. The City will require that the Commission be named as additional insured on all liability policies required by the City of the contractor. The City will require that the contractor defend, indemnify, protect and hold harmless the Commission and the City, their agents, officers, and employees, from all claims or actions arising from performance of the work of the Project conducted by the contractor. The City will supervise the work of the contractor. However, the Commission may observe and review the work of the Project until it is completed.

4. The City will pay the contractor and all other expenses related to the construction of the Project and keep and maintain complete records of such costs incurred.

5. The Commission will use its best efforts to secure payment from the County in accordance with Minn. Stat., § 103B.251 in the amount of eighty thousand three hundred twelve dollars ($80,312). It is understood that tax settlement from the County is not expected to occur until 2017.

   Out-of-pocket costs related to the Project, incurred and paid by the Commission for publication of notices, securing County tax levy, preparation of contracts, review of proposed contract documents and administration of this contract shall be repaid from funds received in the tax settlement from Hennepin County. Amounts received from the County, up to $80,312, less reimbursement to the Commission of such expenses are available for reimbursement to the City for costs incurred by the City in the design and construction of the Project. Reimbursement to the City will be made on completion of the project and submittal of as-builts. Reimbursement to the City will be made as soon as funds are available provided a request for payment has been received from the City providing such detailed information as may be requested by the Commission to substantiate costs and expenses.

6. Reimbursement to the City will not exceed the amount received from the County, up to $80,312, for the Project less any amounts retained by the Commission for Commission expenses. All costs of the Project incurred by the City in excess of such reimbursement, including all costs incurred in excess of estimated project costs due to unforeseen conditions or any other cause, shall be borne by the City or secured by the City from other sources.

7. All City books, records, documents, and accounting procedures related to the Project are subject to examination by the Commission.

8. The City will secure all necessary local, state, or federal permits required for the construction of the Project.

9. The project will be constructed on land owned or easements held by the City.

10. The City will have ownership of the associated improvements, and will maintain them in good operating condition in perpetuity or until such time as they are replaced with like improvements.

11. The City will defend, indemnify, protect and hold harmless the Commission and its agents, officers, and employees, from any claims arising out of the design, construction, or

maintenance of the Project, including environmental claims. Nothing herein shall be deemed a waiver of the limitations of liability in Minnesota Statutes, Chapter 466.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on behalf of the parties as of the day and date first above written.

ELM CREEK WATERSHED
MANAGEMENT COMMISSION

By: _____
Doug Baines, Its Chair

And by: _____
Judie A. Anderson, Its Administrator

CITY OF ROGERS

By: _____
Its Mayor

And by: _____
Its Manager

ATTACHMENT ONE
Fox Creek Streambank Stabilization Project Phase 2

COOPERATIVE AGREEMENT
FOR
2017-01 FOX CREEK STREAMBANK STABILIZATION PROJECT PHASE 3

This Agreement is made as of this ___ day of _____, 2017, by and between the Elm Creek Watershed Management Commission, a joint powers watershed management organization (hereinafter the "Commission"), and the City of Rogers, a Minnesota municipal corporation (hereinafter the "City").

WITNESSETH:

WHEREAS, the Commission has adopted the Elm Creek Watershed Management Plan as amended on May 10, 2017 (the "Plan"), a watershed management plan within the meaning of Minn. Stat., § 103B.231; and

WHEREAS, the Plan includes a capital improvement program ("CIP") that lists a number of water quality project capital improvements; and

WHEREAS, the water quality projects identified in the CIP include the Fox Creek Stabilization Project, more fully described in Attachment One to this Agreement, which is hereby made a part hereof (the "Project"); and

WHEREAS, the Plan specifies that projects in the CIP will be partially funded by a County tax levy under Minn. Stat., § 103B.251; and

WHEREAS, on September 13, 2017, the Commission adopted a resolution ordering the Project, directing that it be constructed by the City and that the Commission's share of the Project costs be certified to Hennepin County for payment in accordance with Minn. Stat., § 103B.251; and

WHEREAS, it is expected that Hennepin County will levy taxes throughout the watershed for the Project, for collection and settlement in 2018; and

WHEREAS, the City is willing to construct the Project on the terms and conditions hereinafter set forth.

NOW, THEREFORE, ON THE BASIS OF THE PREMISES AND MUTUAL COVENANTS AND AGREEMENTS HEREINAFTER SET FORTH, THE PARTIES AGREE AS FOLLOWS:

1. The Project will consist of improvements in the City as more fully described in Attachment One.

2. The City will design the Project and prepare plans and specifications for construction of the Project. Plans and specifications are subject to approval by the Commission's consulting engineer and the City of Rogers City Engineer.

3. The City will advertise for bids and award contracts in accordance with the requirements of law. The City will award the contract and supervise and administer the construction of the Project to assure that it is completed in accordance with plans and specifications. The City will

require the contractor to provide all payment and performance bonds required by law. The City will require that the Commission be named as additional insured on all liability policies required by the City of the contractor. The City will require that the contractor defend, indemnify, protect and hold harmless the Commission and the City, their agents, officers, and employees, from all claims or actions arising from performance of the work of the Project conducted by the contractor. The City will supervise the work of the contractor. However, the Commission may observe and review the work of the Project until it is completed.

4. The City will pay the contractor and all other expenses related to the construction of the Project and keep and maintain complete records of such costs incurred.

5. The Commission will secure payment from the County in accordance with Minn. Stat., § 103B.251 in the amount of one hundred and twelve thousand five hundred dollars ($112,500). It is understood that tax settlement from the County is not expected to occur until 2018.

   Out-of-pocket costs related to the Project, incurred and paid by the Commission for publication of notices, securing County tax levy, preparation of contracts, review of proposed contract documents and administration of this contract shall be repaid from funds received in the tax settlement from Hennepin County. Amounts received from the County, up to $112,500, less reimbursement to the Commission of such expenses are available for reimbursement to the City for costs incurred by the City in the design and construction of the Project. Reimbursement to the City will be made on completion of the project and submittal of as-builts. Reimbursement to the City will be made as soon as funds are available provided a request for payment has been received from the City providing such detailed information as may be requested by the Commission to substantiate costs and expenses.

6. Reimbursement to the City will not exceed the amount received from the County, up to $112,500, for the Project less any amounts retained by the Commission for Commission expenses. All costs of the Project incurred by the City in excess of such reimbursement, including all costs incurred in excess of estimated project costs due to unforeseen conditions or any other cause, shall be borne by the City or secured by the City from other sources.

7. All City books, records, documents, and accounting procedures related to the Project are subject to examination by the Commission.

8. The City will secure all necessary local, state, or federal permits required for the construction of the Project.

9. The project will be constructed on land owned or easements held by the City.

10. The City will have ownership of the associated improvements, and will maintain them in good operating condition in perpetuity or until such time as they are replaced with like improvements.

11. The City will defend, indemnify, protect and hold harmless the Commission and its agents, officers, and employees, from any claims arising out of the design, construction, or maintenance of the Project, including environmental claims. Nothing herein shall be deemed a waiver of the limitations of liability in Minnesota Statutes, Chapter 466.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on behalf of the parties as of the day and date first above written.

ELM CREEK WATERSHED
MANAGEMENT COMMISSION

By:_____
Its Chair

And by:_____
Its Administrator

CITY OF ROGERS

By: _____
Its Mayor

And by: _____
Its Manager

ATTACHMENT ONE

EXHIBIT A

Elm Creek Watershed Management Commission

Capital Improvement Project Submittal

(This submittal will be rated on its completeness and adherence to the goals of the Commission. A second page may be used to provide complete responses.)

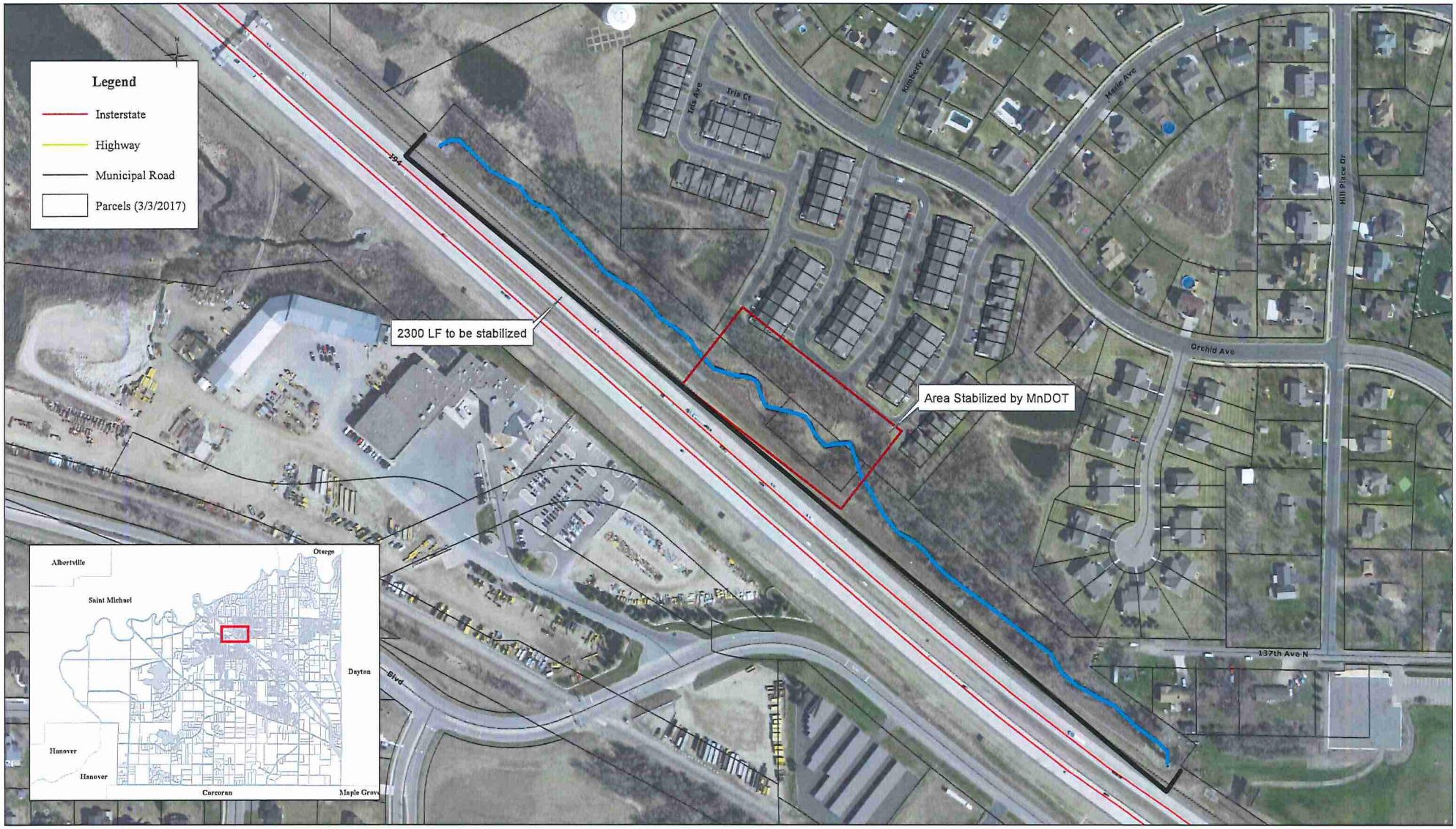
City	Rogers
Contact Name	Andrew Simmons City of Rogers
Telephone	Andrew Simmons: 763-428-8580
Email	asimmons@rogersmn.gov
Address	City of Rogers Public Works, 22350 South Diamond Lake Road, Rogers, MN 55374
Project Name	Fox Creek at Hyacinth Restoration

	1. Is project in Member's CIP? (x) yes ( ) no	Proposed CIP Year = 2019
	2. Has a feasibility study or an engineering report (circle one) been done for this project? ( ) yes (x) no	

		Amount
	Total Estimated Project Cost	$450,000
	Estimated Commission Share (up to 25%, not to exceed $250,000)	$112,500
	Other Funding Sources (name them): grants, municipal budgets	$337,500
		$450,000

	3. What is the scope of the project? Streambank stabilization along Fox Creek on the north side of I-94. Approximately 500 LF of the stream was stabilized during reconstruction of I-94 in 2015. This project aims to stabilize the rest of this reach of Fox Creek.
	4. What is the purpose of the project? What water resource(s) will be impacted by the project? The purpose is to address sediment and phosphorus loading of Fox Creek.
	5. What is the anticipated improvement that would result from the project? (Include size of area treated and projected nutrient reduction.) The project would improve Fox Creek by decreasing sediment and phosphorus loads.
	6. How does the project contribute to achieving the goals and programs of the Commission? This project would improve water quality in Fox Creek.
0/10	7. Does the project result from a regulatory mandate? ( ) yes (x) no How?
0/10/20	8. Does the project address one or more TMDL requirements? ( ) yes (x) no Which? Fox Creek is not included in the Elm Creek Watershed TMDL.
0/10/20	9. Does the project have an educational component? ( ) yes (x) no Describe. \ (An educational component may be included after continued discussions.)
0/10	10. Do all the LGUs responsible for sharing in the cost of the project agree to go forward with this project? (x) yes ( ) no Identify the LGUs. City of Rogers
10/20	11. Is the project in all the LGUs' CIPs? (x) yes (x) no
1-34	*(For TAC use)* 12. Does project improve water quality? (0-10) 13. Prevent or correct erosion? (0-10) 14. Prevent flooding? (0-5) 15. Promote groundwater recharge? (0-3) 16. Protect and enhance fish and wildlife habitat? (0-3) 17. Improve or create water recreation facilities? (0-3)
TOTAL (poss 114)	Adopted April 11, 2012

Fox Creek at Hyacinth Restoration **City of Rogers, Minnesota**



THE CITY OF ROGERS MINNESOTA

Rogers, Minnesota
Public Works Department
Geographic Information Systems

0 0.03 0.06 0.12 0.18 Miles

Grid: UTM Zone 15 N
Projection: Transverse Mercator
Datum: NAD 83
Date: 12 July 2017

COOPERATIVE AGREEMENT
FOR
PROJECT 2023-03 ROGERS DOWNTOWN POND EXPANSION AND REUSE

This Agreement is made as of this ___ day of _____, 2023, by and between the Elm Creek Watershed Management Commission, a joint powers watershed management organization (hereinafter the "Commission"), and the City of Rogers, a Minnesota municipal corporation (hereinafter the "City").

WITNESSETH:

WHEREAS, the Commission has adopted the Elm Creek Watershed Management Plan as amended on June 14, 2023 (the "Plan"), a watershed management plan within the meaning of Minn. Stat., § 103B.231; and

WHEREAS, the Plan includes a capital improvement program ("CIP") that lists a number of water quality project capital improvements; and

WHEREAS, the water quality projects identified in the CIP include the **Downtown Pond Expansion and Reuse Project in the City of Rogers** more fully described in Attachment One to this Agreement, which is hereby made a part hereof (the "Project"); and

WHEREAS, the Plan specifies that projects in the CIP will be partially funded by a County tax levy under Minn. Stat., § 103B.251; and

WHEREAS, on September 13, 2023, the Commission adopted a resolution ordering the Project, directing that it be constructed by the City and that the Commission's share of the Project costs be certified to Hennepin County for payment in accordance with Minn. Stat., § 103B.251; and

WHEREAS, it is expected that Hennepin County will levy taxes throughout the watershed for the Project, for collection and settlement in 2024; and

WHEREAS, the City is willing to construct the Project on the terms and conditions hereinafter set forth;

NOW, THEREFORE, ON THE BASIS OF THE PREMISES AND MUTUAL COVENANTS AND AGREEMENTS HEREINAFTER SET FORTH, THE PARTIES AGREE AS FOLLOWS:

1. The Project will consist of improvements in the City as more fully described in Attachment One.

2. The City will design the Project and prepare plans and specifications for construction of the Project. Plans and specifications are subject to approval by the Commission's consulting engineer and the City of Rogers City Engineer.

3. The City will advertise for bids and award contracts in accordance with the requirements of law. The City will award the contract and supervise and administer the construction of the Project to assure that it is completed in accordance with plans and specifications. The City will require the contractor to provide all payment and performance bonds required by law. The City will require that the Commission be named as additional insured on all liability policies required by the City of the contractor. The City will require that the contractor defend, indemnify, protect and hold harmless the Commission and the City, their agents, officers, and

employees, from all claims or actions arising from performance of the work of the Project conducted by the contractor. The City will supervise the work of the contractor. However, the Commission may observe and review the work of the Project until it is completed.

4. The City will pay the contractor and all other expenses related to the construction of the Project and keep and maintain complete records of such costs incurred.

5. The Commission will secure payment from the County in accordance with Minn. Stat., § 103B.251 in the amount of one hundred seven thousand six hundred forty dollars ($107,640). It is understood that tax settlement from the County is not expected to occur until 2024.

   Out-of-pocket costs related to the Project, incurred and paid by the Commission for publication of notices, securing County tax levy, preparation of contracts, review of proposed contract documents and administration of this contract shall be repaid from funds received in the tax settlement from Hennepin County. Amounts received from the County, up to $101,500, are available for reimbursement to the City for costs incurred by the City in the design and construction of the Project. Reimbursement to the City will be made on completion of the project and submittal of as-builts. Reimbursement to the City will be made as soon as funds are available provided a request for payment has been received from the City providing such detailed information as may be requested by the Commission to substantiate costs and expenses.

6. Reimbursement to the City will not exceed the amount received from the County, up to $101,500, for the Project. All costs of the Project incurred by the City in excess of such reimbursement, including all costs incurred in excess of estimated project costs due to unforeseen conditions or any other cause, shall be borne by the City or secured by the City from other sources unless otherwise approved by the Commission.

7. All City books, records, documents, and accounting procedures related to the Project are subject to examination by the Commission.

8. The City will secure all necessary local, state, or federal permits required for the construction of the Project.

9. The project will be constructed on land owned or easements held by the City.

10. The City will have ownership of the associated improvements and will maintain them in good operating condition in perpetuity or until such time as they are replaced with like improvements.

11. The City will defend, indemnify, protect and hold harmless the Commission and its agents, officers, and employees, from any claims arising out of the design, construction, or maintenance of the Project, including environmental claims. Nothing herein shall be deemed a waiver of the limitations of liability in Minnesota Statutes, Chapter 466.

The remainder of this page is intentionally blank.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on behalf of the parties as of the day and date first above written.

ELM CREEK WATERSHED
MANAGEMENT COMMISSION

By_____
Doug Baines, Its Chair

And by_____
Judie A. Anderson, Its Administrator

CITY OF ROGERS

By: _____
Its Mayor

And by: _____
Its Manager

ATTACHMENT ONE

EXHIBIT A

Elm Creek Watershed Management Commission

Capital Improvement Project Submittal

City	ROGERS
Contact Name	ANDREW SIMMONS
Telephone	(763) 428-8580
Email	asimmons@ci.rogers.mn.us
Address	22350 South Diamond Lake Road, Rogers, MN 55374
Project Name	Downtown Rogers Pond Expansion and Reuse

Is project in Member's CIP? (x) yes ( ) no — Proposed CIP Year = 2018

		Amount
	Total Estimated Project Cost	$ 406,000
	Estimated Commission Share (not to exceed $250,000) $101.500	$ 210,000
	City of Rogers Storm Water Utility, Grants	$ 196,000
		$

1. What is the scope of the project?
   This project will expand the current capacity for stormwater in downtown Rogers. The project will alleviate future redevelopment of downtown and provide an opportunity for water reuse for landscaping.
2. What is the purpose of the project? What water resource(s) will be impacted by the project?
   This project will address water quantity and quality issues the downtown area of Rogers will be facing as redevelopment continues per our 2030 Metropolitan Council approved plan.
3. What is the anticipated improvement that would result from the project?
   Major water quality improvements are anticipated with this project for TP and TSS reductions. The pond expansion will also feature a stormwater reuse for the irrigation of nearby parks. The additional storage area will reduce flooding within the Downtown Rogers Area.
4. How does the project contribute to achieving the goals and programs of the Commission?
   This project will reduce erosion, conserve water, and improve water quality.

0/10 6. Does the project result from a regulatory mandate? ( ) yes (x) no How?

0/10/20 7. Does the project address one or more TMDL requirements? (x) yes ( ) no Which?
North Fork Crow River Turbidity and Dissolved Oxygen TMDL

0/10/20 8. Does the project have an educational component? ( ) yes (x) no Describe.

0/10 9. Do all the LGUs responsible for sharing in the cost of the project agree to go forward with this project?
(x) yes ( ) no Identify the LGUs. City of Rogers

10/20 10. Is the project in all the LGUs' CIPs? (x) yes ( ) no

1-34 (*For TAC use)*

11. Does project improve water quality? (0-10)	14. Promote groundwater recharge? (0-3)
12. Prevent or correct erosion? (0-10)	15. Protect and enhance fish and wildlife habitat? (0-3)
13. Prevent flooding? (0-5)	16. Improve or create water recreation facilities? (0-3)

TOTAL (poss 114)

Z:\Elm Creek\CIPs\2016 submittals\RO-03_Rogers Downtown Pond Expansion and Reuse.doc

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.10

Subject: Approve Professional Services Agreement for Material Testing with American Engineering and Testing (AET) for South Diamond Lake Road and Hassan Parkway Mill and Overlay & 2026 Pavement Management Project, City Project Nos. 2401, 2402 & 2501

Prepared By: Mike Albers, Assistant City Engineer

Recommended Council Action

Motion to Approve Professional Services Agreement for Material Testing with American Engineering and Testing (AET) for South Diamond Lake Road and Hassan Parkway Mill and Overlay & 2026 Pavement Management Project, City Project Nos. 2401, 2402 & 2501

Overview / Background / Analysis

The South Diamond Lake Road Mill and Overlay is identified in the City's Capital Improvement Program for 2026. The project includes improvements on South Diamond Lake Road from the Public Works Building to Brockton Lane North (CR 13) (approximately 1.9 miles). South Diamond Lake Road is a Municipal State Aid (MSA) route between Northdale Boulevard and Brockton Lane, and the existing street is an urban section with curb and gutter. The proposed street improvements consist of improving the roadway by resurfacing the existing pavement with a mill and overlay, miscellaneous repairs of concrete curb and gutter and driveway aprons, storm sewer and sidewalk/trail repairs along the roadway, installing a new bituminous trail on the northside of the roadway from Wilfred Lane to Brockton Lane, rehabilitation of traffic signal systems at Northdale Boulevard and Rogers Drive and boulevard restoration.

The Hassan Parkway Mill and Overlay is identified in the City's Capital Improvement Program for 2026. The project includes improvements on Hassan Parkway from Park Drive to Territorial Road, Boulder Ridge Drive, Deepwoods Court, Lakeview Circle, Woodland Trail, Island View Circle and Sylvan Lake Parkway. The existing streets are a rural section with no curb and gutter. The proposed street improvements consist of improving the roadway by resurfacing the existing pavement with a mill and overlay.

The 2026 Pavement Management Project (PMP) is identified in the City's Capital Improvement Program for 2026. The 2026 PMP is generally bounded by Interstate 94 on the west side, 141st Ave (CSAH 144) on the south, Northdale Blvd on the east and the Crow River on the north. The 2026 PMP project calls for the roadways to be improved with rehabilitation of the pavement surface and minor concrete curb and gutter replacement as needed. It is anticipated that the project area will be completed over a 2-year period in 2026 and 2027.

On April 8, 2026, staff issued a Request for Proposals (RFP) for construction testing services on the projects to perform material testing in accordance with MnDOT's Schedule of Materials Control (soil compaction testing, concrete testing, and bituminous testing). Three testing firms were included in the RFP; American Engineering and Testing (AET), Braun Intertec Corporation, and WSB . All three testing firms submitted proposals. The proposed cost of services is as follows:

Consultant	Proposal Amount
American Engineering and Testing (AET)	$48,260.00
Braun Intertec Corporation	$50,513.00
WSB	$52,175.00

The proposal by American Engineering and Testing (AET) is similar in nature, scope and schedule to the RFP. City staff has worked with AET on previous projects and recommends the City Council approve the proposal, which is attached as Exhibit A to our Professional Services Agreement.

Staff Recommendation

Motion to Approve Professional Services Agreement for Material Testing with American Engineering and Testing (AET) for South Diamond Lake Road and Hassan Parkway Mill and Overlay & 2026 Pavement Management Project, City Project Nos. 2401, 2402 & 2501

Financial Impact: $48,260.00 **Source Fund**: MSA, 401

Budgeted? Yes

Supporting Documentation

A. Professional Services Agreement ROG2401_AET_Material Testing

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made on the 28th day of April, 2026, between the **CITY OF ROGERS, 22350 S. Diamond Lake Road, Rogers MN 55374** ("City") and **AMERICAN ENGINEERING TESTING, 5548 Barthel Industrial Drive, Suite 500, Albertville, MN 55301** (“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 April 28, 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.

   In the event the City uses the Instruments of Service after terminating this Agreement, the City releases the Consultant and subconsultant(s) from all claims and causes of action arising from such uses. The City, to the extent permitted by law, further agrees to indemnify and hold harmless the Consultant and its subconsultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the City's use of the Instruments of Service after termination of this Agreement.

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:_____

American Engineering Testing, Inc. (AET)

By:_____

Its: Contracts Officer

Date:_____

Exhibit A-1

April 14, 2026

City of Rogers
22350 South Diamond Lake Road
Rogers, Minnesota 55374

Attn: Trevor Williams – Engineering Technician
twilliams@rogersmn.gov

RE: Quality Assurance Testing Proposal
South Diamond Lake Road & Hassan Parkway Mill & Overlay
S.A.P. Nos. 238-106-002 & 238-110-002
City Project Nos. 2401 & 2402
Rogers, Minnesota
AET Proposal No. P-0052267

Dear Mr. Williams:

Thank you for the opportunity to provide a proposal to perform testing services on the referenced project. This proposal has been prepared in response to your email request on April 8, 2026, and describes our understanding of the project, our anticipated scope of services, our unit rates, and an estimated total fee to perform these services.

PROJECT INFORMATION

The City of Rogers (the City) will be performing a street and utility improvements project during the 2026 construction season. The project area will include South Diamond Lake Road, Sylvan Lake Parkway, Bland View Circle, Lakeview Circle, Woodland Trail, Deerwoods Court, Boulder Ridge Drive, and Hassan Parkway. The project will be funded with a mix of state aid and municipal funds.

Plans and Specifications were prepared by the City. We understand Construction Inspection and Contract Management of the project will be performed by the City or their authorized representative.

GEOTECHNICAL INFORMATION

To our knowledge, a preliminary geotechnical exploration program has not been conducted for this project. Because of this, we cannot comment on the soil conditions at depth. Our judgments will be based only on those soils which we observe in the excavations and those present to the depths explored at our shallow hand auger boring and hand cone penetrometer probe locations.

This document shall not be reproduced, except in full, without written approval from American Engineering Testing, Inc.

To further explore the soil conditions below these depths, deeper penetration test borings are needed.

PROJECT APPROACH

During the construction improvements, AET will provide experienced MnDOT certified Engineering Technicians to perform sampling and material testing services in accordance with the 2025 State Aid for Local Transportation Schedule of Materials Control (2025 SALT SMC) and project specific testing requirements referenced in the Project Manual. For this project, Ryan Schaefer will be AET's contact. He can be reached at 651-603-6639 (office). AET requires a minimum of 24 hours' notice of the need for Services.

We understand that the City will contract with MnDOT Metro Inspections for bituminous and concrete plant monitoring. The City will coordinate with MnDOT Metro Inspections for plant inspections.

SCOPE OF SERVICES

Based on our review of the available plans and the scope of services requested in the RFP, our anticipated scope of services is outlined below. These services will be provided on an on-call basis, coordinated through authorized City field personnel.

Soils Sampling and Testing

Our estimate of the sampling and testing to be performed on the grading and base items is based on the requirements of MnDOT's "Specified Density Method" and in accordance with the 2025 SALT SMC. AET will perform MnDOT Relative Density testing (Proctor) as well as in-place density and moisture testing on the Utility Trench Backfill.

The MnDOT Dynamic Cone Penetrometer (DCP) will be used to test compaction on the Class 5 Aggregate Base sections of the project following the MnDOT Penetration Index procedures in accordance with the 2025 SALT SMC. The RFP asks for nuclear densities on this material, but per our discussion and assuming the material is recycled, a correction factor will have to be used. By electing to go with DCPs, this results in a lower cost.

AET will perform the sampling of the soils and Class 5 Aggregate Base materials and transport the samples to our Albertville, Minnesota laboratory. City personnel will update AET on the schedule of material placement, material sources (including changes in source), and changes in quantities.

Bituminous Pavement Sampling and Testing

As bituminous paving is being completed, AET personnel will pick up companion samples provided by the contractor, during each day of paving, and transport the samples to our St. Paul, Minnesota laboratory. Samples will be tested in our laboratory for MnDOT Gyratory Mix Properties as follows:

- Gyratory Density (AASHTO T 312) MnDOT Modified
- Rice Specific Gravity (ASTM D2041)
- Asphalt Extraction and Aggregate Gradation (ASTM D2172 Method E-11) MnDOT Modified C137 and C117
- Fine Aggregate Angularity (AASHTO T 304, Method A, MnDOT 1206.5)
- Coarse Aggregate Angularity, One Face (ASTM D5821)

AET assumes that the City will utilize the MnDOT program to determine random core locations of bituminous based on information regarding tonnage (lot sizes) and pavement placement patterns. We also assume City personnel will mark the core locations in the field. This proposal does not incorporate the time and cost to mark the core locations or to determine random core locations. These services can be provided at your request. The City will coordinate the removal of both the contractor and companion cores with the contractor. AET can perform these services at your request.

After the completion of the coring, AET will retrieve companion core samples from the project contractor for laboratory testing. This testing will include the following:

- The thickness of each layer of the core sample
- The density of each layer of the core sample

Concrete Sampling and Testing

During the placement of concrete, AET will perform field testing consisting of slump, air content, temperature of the plastic concrete, and casting of cylinders for compression testing. The 2025 SALT SMC requires field testing for slump, air content, and temperature per every 100 cubic yards of each type of concrete placed each day. Compressive strength cylinders (1 set of 3 cylinders) are required once per every 300 cubic yards of each type of concrete placed each day; the cylinders will be retrieved the following day for curing and testing in our laboratory. The 3 cylinders are to be tested at 28-days. We are proposing to cast sets of 5 cylinders, with compressive strength testing as follows: 1 at 7 days, 3 at 28 days, and the 5th cylinder will be held in reserve for future testing if the 28-day strength requirement is not met.

We have assumed City personnel will be compiling the concrete batch tickets, certificates of compliance, and AET's field test results of the plastic concrete, which we will provide each day we are on-site performing testing services.

REPORTING

AET staff will prepare reports for the City to review. These reports will include the results of our field and laboratory testing as performed per the 2025 SALT SMC and testing frequencies referenced in the project documents. AET will complete the Preliminary Grading and Base Report and the Final Grading and Base Report, once provided with final project quantities. Daily field reports will also be prepared and made available upon request. In addition to these reports, once we receive final project quantities, AET will complete a Final Summary Report of QA Testing to satisfy State Aid Requirements once provided with final project quantities.

ESTIMATED FEES

Our services will be provided on a unit cost basis according to the unit rates provided in the attached Materials Testing Estimate. Our invoices will be determined by multiplying the number of personnel hours or tests by their respective unit rates. The rates are from the annual fee schedule for 2026 projects.

We have estimated a "minimum required estimate" for the project which estimates the tests needed to satisfy the requirements as defined in the 2025 SALT SMC and the project documents. The "likely needed estimate" is the cost that we anticipate will be required to complete the previously described testing services, based on our experience, and assumed scheduling of the project. Therefore, we propose a budget cost estimate using the "likely needed" estimate for the scope of services for the project as outlined in this proposal. Our "likely needed" estimated fee is **$27,319.50**. We refer you to the attached Materials Testing Estimate as reference to how we arrived at this estimated cost.

We caution that this is only an estimated cost. Often, variations in the overall cost of the services occur due to reasons beyond our control, such as weather delays, changes in the contractor's schedule, unforeseen conditions, or retesting. These variations will affect the actual invoice totals, either increasing or decreasing our total costs for the project from those estimated in this proposal. If more time or tests are required, additional fees may be needed to complete the project testing services. If less time or tests are needed, a cost savings will be realized. We will not, however, exceed the estimated total cost for the project without first obtaining your authorization.

TERMS AND CONDITIONS

Our services will be performed per the Professional Services Agreement between the City and AET once agreed upon by both parties.

ACCEPTANCE

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions: 1) issuing an authorizing purchase order for any of the Services described in this proposal, 2) authorizing AET's presence on site, or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

GENERAL REMARKS

AET appreciates the opportunity to provide this service for you and looks forward to working with you on this project. If you have any questions or need additional information, please contact me.

Sincerely,
American Engineering Testing

Ryan S. Schaefer
Geologist II/Transportation Project Manager
rschaefer@teamAET.com
651-603-6639

Robert D. Anderson
Manager of Alternative Delivery & Transportation
randerson@teamAET.com
612-685-3079

Attachments: Materials Testing Estimate
Terms and Conditions
Certificate of Insurance
W9

Materials Testing Estimate for S Diamond Lake Rd & Hassan Pkwy Mill & Overlay – 2025 SALT SMC
SAP 238-106-002 & 238-110-002; City Project Nos. 2401 & 2402; Rogers, Minnesota

Material	Units	Quantity	Trips	Hours	Agency Testing & Frequency	# of Tests		Cost per Test ($)	Cost ($)	
						Minimum	Likely		Minimum	Likely
Watermain Storm Sewer	LF	4 6	1	2	Proctor (1/soil type)	1	1	205.00	205.00	205.00
					Trenches, Specified Density Nuclear Gauge (1/500'/2' fill)	2	3	45.00	90.00	135.00
					Relative Moisture (1/10,000 CY, 10 max)	2	2	60.00	120.00	120.00
Select Granular Embankment, **Note 1**	CY	20			Gradation (1/40,000 CY)			150.00	0.00	0.00
					Proctor (1/soil type)			205.00	0.00	0.00
					Specified Density Nuclear Gauge (1/2,000 CY) (1/6,000 CY, test rolled)			45.00	0.00	0.00
					Penetration Index DCP (1/2,000 CY) (1/6,000 CY, test rolled)			70.00	0.00	0.00
					Relative Moisture (1/10,000 CY, 10 max)			60.00	0.00	0.00
Aggregate Shouldering Class 5, **Note 1**	CY	210			Gradation (2 per lot, 1 lot ≤ 2,000 CY)			150.00	0.00	0.00
					Road, Penetration Index DCP (1/500 CY)			70.00	0.00	0.00
					Relative Moisture (1/1,000 CY, 10 max)			60.00	0.00	0.00
					Percent Crushed (1/source, if required)			235.00	0.00	0.00
					LAR (1/source, if required)			205.00	0.00	0.00
					Insoluble Residue (1/source, if required)			670.00	0.00	0.00
					Litho Exam & Shale Float Test (1/source, if required)			445.00	0.00	0.00
					Bitumen Content (Engineer's discretion)			320.00	0.00	0.00
Aggregate Base Class 5	CY	585	1	2	Gradation (2 per lot, 1 lot ≤ 2,000 CY)	2	2	150.00	300.00	300.00
					Road, Penetration Index DCP (1/500 CY)	2	3	70.00	140.00	210.00
					Relative Moisture (1/1,000 CY, 10 max)	1	1	60.00	60.00	60.00
					Percent Crushed (1/source, if required)			235.00	0.00	0.00
					LAR (1/source, if required)			205.00	0.00	0.00
					Insoluble Residue (1/source, if required)			670.00	0.00	0.00
					Litho Exam & Shale Float Test (1/source, if required)			445.00	0.00	0.00
					Bitumen Content (Engineer's discretion)			320.00	0.00	0.00
Subgrade Preparation, **Note 1**	SY	10			Proctor (1/soil type)			205.00	0.00	0.00
					Specified Density Nuclear Gauge (1/25 STA)			45.00	0.00	0.00
					Relative Moisture (1/25 STA)			60.00	0.00	0.00
Bituminous - SP WE/NW	TON	9,920	7	14	MnDOT Gyratory Mix Properties (1/day/mix type)	6	7	690.00	4,140.00	4,830.00
					Companion Core Density & Thickness	42	42	60.00	2,520.00	2,520.00
Bituminous - 3" Driway & Path, Patching	TON	±800	2	4	MnDOT Gyratory Mix Properties (1/day/mix type)	1	2	690.00	690.00	1,380.00
Topsoil Borrow	CY	208	1	2	Topsoil Borrow Testing (Engineer's discretion)	0	1	375.00	0.00	375.00
Concrete - Sidewalk, Pedestrian Ramps, Curb & Gutter, Driveway	CY	576	15	38	Plastic Concrete Testing (1 set of tests/100 CY) - Included in hourly rate see below					
					Concrete Compressive Strength, Curing, & Handling 4x8 Cylinders (includes mold) (5 cyls/300 CY)	60	75	45.00	2,700.00	3,375.00
					Concrete sample pick up from job site	12	15	110.00	1,320.00	1,650.00
			27	62				**Subtotal =**	**12,285.00**	**15,160.00**

Notes:

1. For grading and base materials, per the 2025 SALT SMC, less than 500 tons (250 CY) may be accepted by the Engineer without testing.
2. Material quantities are estimated based upon Statement of Estimated Quantities, conversions, and plans.
3. Number of "Likely" bituminous samples, cores, and trips assumes 7 days of paving (1300 to 1500 tons of bituminous per day). Assumes testing of all companion cores and no longitudinal density cores.
4. We have not included time for marking bituminous core locations or for determining the random bituminous core locations.

Time and Mileage	Unit	Rate ($)	Minimum Quantity	Likely Quantity	Minimum Cost	Likely Cost
Mileage, Personal Automobile/Truck	Mile	1.50	405	405	607.50	607.50
Technician II	Hour	126.00	62	62	7,812.00	7,812.00
Engineer II, Final Project Summary Report	Hour	210.00	4	4	840.00	840.00
Engineer II, Project Management	Hour	210.00	10	12	2,100.00	2,520.00
Project Administrator	Hour	95.00	4	4	380.00	380.00
				Subtotal =	**11,739.50**	**12,159.50**

	Minimum	Likely
Total Cost Estimate =	**24,024.50**	**27,319.50**

Estimate prepared by: **Ryan Schaefer**

Exhibit A-2

April 14, 2026

City of Rogers
22350 South Diamond Lake Road
Rogers, Minnesota 55374

Attn: Trevor Williams – Engineering Technician
twilliams@rogersmn.gov

RE: Quality Assurance Testing Proposal
2025 Pavement Management Project
City Project No. 2501
Rogers, Minnesota
AET Proposal No. P-00522678

Dear Mr. Williams:

Thank you for the opportunity to provide a proposal to perform testing services on the referenced project. This proposal has been prepared in response to your email request on April 8, 2026, and describes our understanding of the project, our anticipated scope of services, our unit rates, and an estimated total fee to perform these services.

PROJECT INFORMATION

The City of Rogers (the City) will be performing a street and utility improvements project during the 2026 construction season. The project area will include Raspberry Drive, Norden Drive, Shadow Wood Drive, Viking Drive, Starlite Drive, Oak Ridge Drive, Oak Ridge Court and 144th Circle North. The project will be funded with municipal funds.

Preliminary Plans by the City were available to us for review at the time this proposal was authored. Specifications were not available. We understand this project will incorporate the current year's State Aid for Local Transportation Schedule of Materials Control (SALT SMC) in the project specifications to determine the minimum testing rates for the project. We have used the 2025 SALT SMC to determine the number of tests required, for estimation purposes. This proposal is based on assumptions and rough estimates of the materials required. This proposal and fee estimate may need to be revised after final construction documents are completed. We understand Construction Inspection and Contract Management of the project will be performed by the City or their authorized representative.

This document shall not be reproduced, except in full, without written approval from American Engineering Testing, Inc.

GEOTECHNICAL INFORMATION

To our knowledge, a preliminary geotechnical exploration program has not been conducted for this project. Because of this, we cannot comment on the soil conditions at depth. Our judgments will be based only on those soils which we observe in the excavations and those present to the depths explored at our shallow hand auger boring and hand cone penetrometer probe locations. To further explore the soil conditions below these depths, deeper penetration test borings are needed.

PROJECT APPROACH

During the construction improvements, AET will provide experienced MnDOT certified Engineering Technicians to perform sampling and material testing services in accordance with the 2025 State Aid for Local Transportation Schedule of Materials Control (2025 SALT SMC) and project specific testing requirements referenced in the Project Manual. For this project, Ryan Schaefer will be AET's contact. He can be reached at 651-603-6639 (office). AET requires a minimum of 24 hours' notice of the need for Services.

SCOPE OF SERVICES

Based on our review of the available plans and the scope of services requested in the RFP, our anticipated scope of services is outlined below. These services will be provided on an on-call basis, coordinated through authorized City field personnel.

Soils Sampling and Testing

Our estimate of the sampling and testing to be performed on the grading and base items is based on the requirements of MnDOT's "Specified Density Method" and in accordance with the 2025 SALT SMC. AET will perform MnDOT Relative Density testing (Proctor) as well as in-place density and moisture testing on the Utility Trench Backfill.

AET will perform the sampling of the soils materials and transport the samples to our Albertville, Minnesota laboratory. City personnel will update AET on the schedule of material placement, material sources (including changes in source), and changes in quantities.

Full Depth Reclamation (FDR)

AET will perform dynamic cone penetrometer (DCP) testing and moisture content testing of the full depth reclamation material along with up to 3 gradations in accordance with the 2025 SALT SMC. The frequency of these gradations for an FDR project are at the discretion of the Engineer. We assume the City's Inspector will perform depth checks of the FDR material.

Bituminous Pavement Sampling and Testing

As bituminous paving is being completed, AET personnel will pick up companion samples provided by the contractor, during each day of paving, and transport the samples to our St. Paul, Minnesota laboratory. Samples will be tested in our laboratory for MnDOT Gyratory Mix Properties as follows:

- Gyratory Density (AASHTO T 312) MnDOT Modified
- Rice Specific Gravity (ASTM D2041)
- Asphalt Extraction and Aggregate Gradation (ASTM D2172 Method E-11) MnDOT Modified C137 and C117
- Fine Aggregate Angularity (AASHTO T 304, Method A, MnDOT 1206.5)
- Coarse Aggregate Angularity, One Face (ASTM D5821)

AET assumes that the City will utilize the MnDOT program to determine random core locations of bituminous based on information regarding tonnage (lot sizes) and pavement placement patterns. We also assume City personnel will mark the core locations in the field. This proposal does not incorporate the time and cost to mark the core locations or to determine random core locations. These services can be provided at your request. The City will coordinate the removal of both the contractor and companion cores with the contractor. AET can perform these services at your request.

After the completion of the coring, AET will retrieve companion core samples from the project contractor for laboratory testing. This testing will include the following:

- The thickness of each layer of the core sample
- The density of each layer of the core sample

REPORTING

AET staff will prepare reports for the City to review. These reports will include the results of our field and laboratory testing as performed per the 2025 SALT SMC and testing frequencies referenced in the project documents. Daily field reports will also be prepared and made available upon request.

ESTIMATED FEES

Our services will be provided on a unit cost basis according to the unit rates provided in the attached Materials Testing Estimate. Our invoices will be determined by multiplying the number

of personnel hours or tests by their respective unit rates. The rates are from the annual fee schedule for 2026 projects.

We have estimated a “minimum required estimate” for the project which estimates the tests needed to satisfy the requirements as defined in the 2025 SALT SMC and the project documents. The “likely needed estimate” is the cost that we anticipate will be required to complete the previously described testing services, based on our experience, and assumed scheduling of the project. Therefore, we propose a budget cost estimate using the “likely needed” estimate for the scope of services for the project as outlined in this proposal. Our “likely needed” estimated fee is **$20,940.50**. We refer you to the attached Materials Testing Estimate as reference to how we arrived at this estimated cost. We reserve the right to review our estimate after reviewing the final project plans and specifications.

We caution that this is only an estimated cost. Often, variations in the overall cost of the services occur due to reasons beyond our control, such as weather delays, changes in the contractor’s schedule, unforeseen conditions, or retesting. These variations will affect the actual invoice totals, either increasing or decreasing our total costs for the project from those estimated in this proposal. If more time or tests are required, additional fees may be needed to complete the project testing services. If less time or tests are needed, a cost savings will be realized. We will not, however, exceed the estimated total cost for the project without first obtaining your authorization.

TERMS AND CONDITIONS

Our services will be performed per the Professional Services Agreement between the City and AET once agreed upon by both parties.

ACCEPTANCE

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions: 1) issuing an authorizing purchase order for any of the Services described in this proposal, 2) authorizing AET’s presence on site, or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

GENERAL REMARKS

AET appreciates the opportunity to provide this service for you and looks forward to working with you on this project. If you have any questions or need additional information, please contact me.

Sincerely,
American Engineering Testing

Ryan S. Schaefer
Geologist II/Transportation Project Manager
rschaefer@teamAET.com
651-603-6639

Robert D. Anderson
Manager of Alternative Delivery & Transportation
randerson@teamAET.com
612-685-3079

Attachments: Materials Testing Estimate
Terms and Conditions
Certificate of Insurance
W9

Materials Testing Estimate for 2025 Pavement Management Project – 2025 SALT SMC
City Project No. 2501; Rogers, Minnesota

Material	Units	Quantity	Trips	Hours	Agency Testing & Frequency	# of Tests		Cost per Test ($)	Cost ($)	
						Minimum	Likely		Minimum	Likely
Storm Sewer (14 locations)	LF	800	6	12	Proctor (1/soil type)	1	3	205.00	205.00	615.00
					Specified Density Nuclear Gauge (1/500'/2' fill)	3	18	45.00	135.00	810.00
					Relative Moisture (1/10,000 CY, 10 max)	1	1	60.00	60.00	60.00
Full Depth Reclamation (FDR)	SY	51,000	3	6	Gradation (Engineer's discretion)	0	3	150.00	0.00	450.00
					Penetration Index DCP (1/10,000 SY, test rolled)	6	9	70.00	420.00	630.00
					Relative Moisture (1/20,000 CY)	3	3	60.00	180.00	180.00
Bituminous - SP WE/NW	TON	12,014	10	20	MnDOT Gyratory Mix Properties (1/day/mix type)	9	10	690.00	6,210.00	6,900.00
					Companion Core Density & Thickness	54	60	60.00	3,240.00	3,600.00
Concrete	CY	0		0	Plastic Concrete Testing (1 set of tests/100 CY) - Included in hourly rate see below					
					Concrete Compressive Strength, Curing, & Handling 4x8 Cylinders (includes mold) (5 cyls/300 CY)			45.00	0.00	0.00
					Concrete sample pick up from job site			110.00	0.00	0.00
			19	38				**Subtotal =**	**10,450.00**	**13,245.00**

Notes:

1. For grading and base materials, per the 2025 SALT SMC, less than 500 tons (250 CY) may be accepted by the Engineer without testing.
2. Material quantities are estimated based upon an email from Trevor Williams on 4/10/2026.
3. Number of "Likely" bituminous samples, cores, and trips assumes 10 days of paving (1100 to 1300 tons of bituminous per day). Assumes testing of all companion cores and no longitudinal density cores.
4. We have not included time for marking bituminous core locations or for determining the random bituminous core locations.
5. We reserve the right to revise this proposal estimate when the final construction documents are completed, if required.

Time and Mileage	Unit	Rate ($)	Minimum Quantity	Likely Quantity	Minimum Cost	Likely Cost
Mileage, Personal Automobile/Truck	Mile	1.50	285	285	427.50	427.50
Technician II	Hour	126.00	38	38	4,788.00	4,788.00
Engineer II, Project Management	Hour	210.00	8	10	1,680.00	2,100.00
Project Administrator	Hour	95.00	4	4	380.00	380.00
				Subtotal =	**7,275.50**	**7,695.50**

	Minimum	Likely
Total Cost Estimate =	**17,725.50**	**20,940.50**

Estimate prepared by: **Ryan Schaefer**

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.11

Subject: Approval to Use Park Dedication Funds for Improvements to Rogers High School Baseball Facilities
Prepared By: Mike Bauer, Parks & Recreation Director

Recommended Council Action
Approve the allocation of $6,200 in Park Dedication Funds to support the Rogers High School baseball field improvement project, contingent upon receipt of matching contributions from TRIA and ISD 728, and reaffirm that all improvements shall remain available for community use as required under the JPA.

Overview / Background / Analysis
The Rogers Dugout Booster Club initiated a request for partnership with the City of Rogers, ISD 728, and TRIA to complete needed improvements to the jointly owned baseball facility at Rogers High School. The proposed upgrades include improvements to the batting cages, bullpens on both the home and visitor sides, safety enhancements, and turf replacement.

These improvements directly benefit community youth baseball programs that use the facility when it is not scheduled for Rogers High School (RHS) use, consistent with the shared-use provisions of the current Joint Powers Agreement (JPA).
In accordance with its advisory role outlined in the 2017 Parks, Trails, and Open Space System Plan, the Parks and Recreation Advisory Commission (PRAC) reviewed the proposal and formally recommended that the City participate financially through Park Dedication funds, as the improvements enhance community athletic facilities and directly serve youth recreation users.

The total project cost is approximately $18,600.
Project partners have each committed to covering one-third of the cost:

- TRIA Sports Medicine – committed funding
- ISD 728 – committed matching funds
- City of Rogers – proposed contribution of $6,200 (Park Dedication Fund)
- Prairie Contracting has also donated the regrading of the parking lot at no cost.

Use of Park Dedication funds is appropriate because:

- The facility is a joint-use community recreation asset.
- Improvements increase safety, reduce long-term maintenance, and enhance

public benefit.
- Park Dedication law allows expenditures for development, improvement, or renovation of public recreation facilities.

This project aligns with the guiding principles established in the City's Parks & Trails Plan, including:

- Investing in high-quality recreation spaces for community use.
- Supporting youth athletic programs and equitable access to facilities.
- Strengthening partnerships with schools and community groups.
- Ensuring that improvements to shared facilities benefit the broader Rogers population.

Per the Joint Powers Agreement between the City and ISD 728, any improvements funded by the City must remain available for community use during non-school scheduling windows. The Booster Club and ISD 728 have agreed to this condition as part of the improvement approval process and project coordination.

The requested allocation of $6,200 will be paid from the Park Dedication Fund. No impact to the City's General Fund is anticipated. Improvements may also reduce long-term maintenance needs (e.g., turf to fence line).

Staff Recommendation
Approve the allocation of $6,200 in Park Dedication Funds to support the Rogers High School baseball field improvement project, contingent upon receipt of matching contributions from TRIA and ISD 728, and reaffirm that all improvements shall remain available for community use as required under the JPA.

Financial Impact: $6,200 **Source Fund**: 404-Park Dedication

Budgeted?

Supporting Documentation
None

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.12

Subject: Approval of Resolution No. 2026-46, A Resolution Calling for a Public Hearing to Identify Qualified 501(c)(3) Users of the Rogers Activity Center in the City of Rogers
Prepared By: Bridget Bruska, Finance Director

Recommended Council Action
Motion to Approve Resolution No. 2026-46, A Resolution Calling for a Public Hearing to Identify Qualified 501(c)(3) Users of the Rogers Activity Center in the City of Rogers

Overview / Background / Analysis
On February 4, 2026, the City Council accepted bids for the Rogers Activity Center (RAC) Expansion, City Project #2406. The project includes construction of a second sheet of ice between the existing Rogers Activity Center and the HealthPartners Fieldhouse, completing the TruStone Center. As previously discussed, the project will be financed through several funding sources, including the issuance of bonds.

Because certain nonprofit organizations are expected to enter into long-term use agreements for the expanded facility, a portion of the bonds are anticipated to qualify as 501(c)(3) bonds under federal tax law. At a high level, 501(c)(3) bonds are tax-exempt bonds that may be issued for facilities used by qualified nonprofit organizations for charitable or public purposes.

Prior to issuing bonds with this designation, federal law requires the City to hold a public hearing. The hearing provides residents and interested parties an opportunity to comment on the proposed financing and the anticipated use of the facility by qualifying nonprofit organizations.

Approval of Resolution No. 2026-46 calls for the required public hearing and authorizes publication of the official notice. The public hearing is proposed to be held on May 12, 2026.

Staff Recommendation
Motion to Approve Resolution No. 2026-46, A Resolution Calling for a Public Hearing to Identify Qualified 501(c)(3) Users of the Rogers Activity Center in the City of Rogers

Financial Impact: N/A **Source Fund**: N/A

Budgeted? N/A

Supporting Documentation

A. Resolution No. 2026-46

RESOLUTION #2026-46

A RESOLUTION CALLING FOR A PUBLIC HEARING TO IDENTIFY QUALIFIED 501(c)(3) USERS OF THE ROGERS ACTIVITY CENTER IN THE CITY OF ROGERS

WHEREAS, the City has determined it is the best interest of the City to finance certain public improvements including without limitation a portion of the cost of the acquisition, construction and betterment of certain expansion of City's Rogers Activity Center to include a second sheet of ice (collectively, the "Project"), through the issuance of general obligation tax abatement bonds (the "Bonds") under Minnesota Statutes, Sections 469.1812 through 469.1815, and Minnesota Statutes, Chapter 475, both inclusive and as amended (collectively, the "Act"); and

WHEREAS, the City is required to hold a public hearing to identify qualified 501(c)(3) users of the Project in the City:

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Rogers, Minnesota, as follows:

1. Hearing. Under Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), prior to the issuance of the Bonds, a duly noticed public hearing must be held by the City Council on the use of the Project by certain qualified 501(c)(3) users. A public hearing will be held at the time and place set forth in the Notice of Hearing attached hereto as **Exhibit A** and hereby made a part hereof or on such other date as determined by City staff for which sufficient notice is published in accordance with the Act.

2. Notice. The City Clerk is hereby authorized and directed to cause notice of said hearing in substantially the form attached hereto as **Exhibit A** to be given one publication in a newspaper of general circulation in the City at least 7 days before the hearing. The newspaper must be one of general circulation, interest and readership in the City, and must be published at least once per week.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and, upon a vote being taken thereon after full discussion thereof, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

_____
Mayor

Attest:

_____
City Clerk

4896-8118-0830.1

STATE OF MINNESOTA)
HENNEPIN COUNTY) ss

I, the undersigned, being the duly qualified and acting Clerk of the City of Rogers, Minnesota (the "City"), by reason of my office as City Clerk, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of the City, duly called and held on the date therein indicated, insofar as such minutes relate to the calling of a public hearing identifying qualified 501(c)(3) users of the Rogers Activity Center.

WITNESS my hand this 28th day of April, 2026.

_____
City Clerk

EXHIBIT A

CITY OF ROGERS
COUNTY OF HENNEPIN
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the City Council of the City of Rogers, Minnesota (the "City"), will hold a public hearing in accordance with Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code") on Tuesday, May 12, 2026, beginning at approximately 7:00 PM or as soon thereafter as the matter may be heard, at the City Council Chambers located at 21201 Memorial Drive, Rogers, Minnesota to consider the issuance of the City's General Obligation Tax Abatement Bonds, Series 2026A (the "Bonds"), in an approximate aggregate principal amount not to exceed $10,500,000, to finance certain public improvements including without limitation a portion of the cost of the acquisition, construction and betterment of an expansion of City's Rogers Activity Center to include a second sheet of ice in the City located at 22350 South Diamond Lake Road in the City (the "Project") which will be used by certain qualified 501(c)(3) entities. The Project will be owned and operated by the City. A public hearing is required to designate the Bonds as qualified 501(c)(3) bonds pursuant to Section 145 of the Code in connection with the use of the Project by one or more qualified 501(c)(3) nonprofit organizations exempt from federal income taxation under Section 501(a) of the Code, as a result of the application of Section 501(c)(3) of the Code, including but not limited to the Rogers Youth Hockey Association, a Minnesota nonprofit corporation and an organization described in Section 501(c)(3) of the Code (collectively, the "Qualified Users").

The City is expected to enter into one or more long-term use agreements with the Qualified Users and may enter into long-term use agreements in the future with other qualified 501(c)(3) organizations regarding use of the Project.

Following the public hearing, the City Council will consider the adoption of a resolution approving the issuance of the Bonds as qualified 501(c)(3) bonds. At the time and place fixed for the public hearing, the City Council will give all persons who appear at the hearing an opportunity to express their views with respect to the proposal. In addition, interested persons may direct any questions or file written comments respecting the proposal with the City Clerk, at or prior to said public hearing.

BY ORDER OF THE CITY COUNCIL

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 5.13

Subject: Approve Changes to FirstDue Contract
Prepared By: Patrick Farrens, Fire Chief

Recommended Council Action
Approve Amended Contract for FirstDue Records Management System

Overview / Background / Analysis
At the March 24, 2026, Council meeting, the City Council approved the contract for FirstDue while making the City Attorney's recommended changes. Unfortunately, one of the components in the contract was a 3rd-party Learning Management Software system integrated with FirstDue's record management system. This 3rd-party vendor would not agree to the changes requested by the city attorney, and this portion of the contract and software has subsequently been removed, resulting in changes to pricing and fee structures. Despite this we still believe this to be the best software for the Rogers Fire Department moving forward. As a reminder, the Fire Department has utilized EPR Fireworks RMS for incident reporting and records management since 2023. While the system has met basic reporting requirements, it has limitations in mobility, integration, and expanded operational functionality needed to support a modern, data-driven fire service. A recent issue with data reliability caused concerns, as the past two years of average response and on-scene times were found to be incorrect, as the system was pulling different numbers with each report. As the department continues to grow and adapt to increasing service demands, a more robust and comprehensive platform is necessary.

Key Benefits of First Due RMS:
Mobile user-friendly platform. First Due RMS offers a modern, mobile-friendly interface designed for use in the field. Firefighters and officers can complete reports, access critical data, and manage operations directly from tablets or mobile devices—reducing administrative burden and improving real-time data entry accuracy.

Expanded health and safety capabilities. First Due's enhanced capabilities strengthen our commitment to firefighter wellness and risk reduction. First Due includes integrated health and safety modules that go beyond basic reporting. These tools allow for:
• Tracking firefighter exposures and injuries
• Managing occupational health records
• Supporting compliance with safety standards and reporting requirements

Comprehensive training management: The First Due platform includes a robust training module that allows the department to:

• Track certifications and continuing education
• Schedule and document training activities
• Ensure compliance with state and national standards

Advanced pre-planning tools. These tools improve situational awareness and support safer, more effective emergency response operations. First Due provides enhanced pre-incident planning functionality, including:
• Digital building layouts and hazard identification
• Occupancy-specific risk data
• Real-time access for responding crews.
• Mobile-friendly viewing.
Our current RMS does not support a mobile app for all modules, which was promised at the time of purchase, thus creating a situation where accessing the data and efforts put in by our prevention team go unused, as it is not readily available for our crews.

Regional alignment and interoperability: Aligning with partner agencies strengthens interoperability and enhances overall regional response capabilities. Most neighboring agencies have adopted First Due RMS, creating an opportunity for improved regional collaboration. Utilizing the same platform allows for:
• Easier mutual aid coordination
• Shared data standards and reporting consistency
• Streamlined communication during multi-agency incidents
• Shared pre-plans between cities

Transitioning to First Due RMS will improve efficiency by reducing duplicate data entry, consolidating multiple functions into a single platform, and providing actionable data to support decision-making. The system’s scalability also ensures it will meet future departmental needs. This product/contract has been reviewed and approved by the IT Director.

In the future, this RMS will eliminate a number of other software services, either entirely or by scaling back their use, creating operational and cost benefits. Programs such as our EMS learning management software, Active911, and others may be fully eliminated or reduced to only a few users to reduce the cost of these applications. In 2026, we are paying $4,800 for implementation fees and $8,568.00 for the first 5 months of our contract. Beginning in 2027, we will need to budget for an incremental increase of approximately $7,000 in software costs.

Staff Recommendation
Approve Amended Contract for FirstDue Records Management System

Financial Impact: $13,368.00 for 2026 **Source Fund**: 100-420-2210-43190-0000

Budgeted? No

Supporting Documentation

A. FirstDue Final Contract

Agreement for Services

This Agreement for Services (this "Agreement") dated as of **August 1**, **2026** (the "Effective Date") is made by and between Locality Media, LLC dba First Due ("First Due") and **Rogers Fire & Rescue Department**, a department of the City of Rogers, a Minnesota municipal corporation, located at **21201 Memorial Dr, Rogers, MN 55374** (the "Customer").

1. **Service Access and Use Agreement.** First Due maintains a website through which Customer members may access First Due's **First Due Size-Up™** Community Connect™, Mobile Responder™ and/or other software-as-a-service platforms and solutions identified in Exhibit A (collectively, the "Service") in connection with the performance of their Customer duties. First Due agrees to grant the Customer access to the Service pursuant to the terms and conditions set forth below and in Exhibit A, and the Customer agrees to use the Service only in strict conformity with and subject to such terms and conditions.

2. **Credential Management, Data Submission, and License Rights**. First Due may provide the Customer with one or more user ID's, initial passwords, digital certificates and/or other devices (collectively, "Credentials") and/or application programming interfaces ("APIs") to access the Service. The Customer shall access the Service only by using such Credentials and APIs. The Customer authorizes First Due to act on any instructions First Due receives from users of the Service who present valid Credentials and such individuals shall be deemed authorized to act on behalf of the Customer, including, without limitation, to change such Credentials. It is the Customer's sole responsibility to keep all Credentials and other means of access within the Customer's direct or indirect possession or control both confidential and secure from unauthorized use. The Customer understands the utility of the First Due Size Up Service depends on the availability of data and information relating to Locations and structures in the Customer's jurisdiction, including but not limited to building system and structural information, building inspection codes and incident report data (collectively, "Location Data"). First Due also may process and furnish through the Service, in addition to Location Data, other data regarding residents and roadways within the Customer's jurisdiction ("Community Data"). Location Data and Community Data are referred to collectively herein as "Data". First Due may acquire Data from third party public and/or private sources in First Due's discretion. In addition, the Customer will upload to the Service or otherwise provide to First Due in such form and using such methods as First Due reasonably may require from time to time, any and all Data from the Customer's records and systems which the parties mutually designate for inclusion in the Service database. The Customer agrees not to filter or alter such records except to conform such Data to the formats reasonably required by First Due. Subject to any third-party license restrictions identified expressly in writing by the Customer, the Customer grants to First Due a perpetual, non-exclusive, worldwide, royalty-free right and license to process, use and disclose the Data furnished to First Due by the Customer in connection with the development, operation, and performance of First Due's business, including but not limited to the Service.

3. **Data Use, Disclaimers, and Limitations of Liability.** As between the parties, the Customer and its employees, contractors, members, users, agents, and representatives (collectively, "Customer Users") are solely responsible for determining whether and how to use Data accessed through the Service. The Customer acknowledges that First Due, through the Service, provides an interface for viewing Data compiled from the Customer and other sources over which First Due has no control and for which First Due assumes no responsibility. First Due makes no representations or warranties regarding any Location or structure (including but not limited to a Location's safety, construction, occupancy, materials, hazards, water supply, contents, location, surrounding structures, exposures, size, layout, compliance, condition or history), residents, roadways, or any actual or expected outcome from use of the Data, nor does First Due make any representation or warranty regarding the accuracy or reliability of the Data received by First Due. First Due provides administrative and information technology services only and does not advise, recommend, or render an opinion with respect to any information communicated through the Service and shall not be responsible for the Customer's or any third party's use of any information obtained through the Service.

4. **Customer Equipment and Technical Requirements.** The Customer shall obtain and maintain, at its own expense, computers, operating systems, Internet browsers, tablets, phones, telecommunications equipment, third-party application services and other equipment and software ("Equipment") required for

the Customer to access and use the Service (the Service being accessible to users through standard Internet browsers subject to third party network availability and signal strength). First Due shall not be responsible for any problem, error or malfunction relating to the Service resulting from Customer error, data entry errors or malfeasance by the Customer or any third party, or the performance or failure of Equipment or any telecommunications service, cellular or Wi-Fi network, Internet connection, Internet service provider, or any other third-party communications provider, or any other failure or problem not attributable to First Due ("Technical Problems").

5. **Term and Termination.** This Agreement will be effective for an initial term of **17 months** (the "Initial Term") commencing on the Effective Date. After the Initial Term, this Agreement will automatically renew for successive terms of **12 months** (each a "Renewal Term"), subject to the right of either party to cancel renewal at any time upon at least 60 days' written notice. First Due reserves the right to increase Customer's renewal Service fees, upon at least 60 days' written notice, by no more than **10%** per annum, applied to the Service fees set forth in the previous term. Either party also may terminate this Agreement immediately upon written notice if the other party: (i) becomes insolvent; (ii) becomes the subject of a petition in bankruptcy which is not withdrawn or dismissed within 60 days thereafter; (iii) makes an assignment for the benefit of creditors; or (iv) materially breaches its obligations under this Agreement and fails to cure such breach within 30 days after the non-breaching party provides written notice thereof.

6. **Effects of Termination and Reservation of Rights.** Upon termination, the Customer shall cease use of the Service and all Credentials then in the Customer's possession or control. This Section 7 and Sections 9 through 16 and 20 through 24 hereof shall survive any termination or expiration of this Agreement.

7. **Fees, Additional Services, and Taxes.** The Customer agrees to pay the fees set forth in Exhibit A for use of those Service features described in Exhibit A (as available as of the Effective Date). First Due may charge separately for services offered from time to time that are not included in the scope of Exhibit A (such as new Service features, systems integration services and applications of the Service for new purposes), subject to the Customer's written acceptance of the terms of use and fees associated with such services. The Customer shall be responsible for the payment of all taxes associated with provision and use of the Service (other than taxes on First Due's income).

8. **Intellectual Property and Data Rights.**

    a. First Due IP. First Due owns and shall retain all right, title, and interest in and to the Service, all components thereof, including without limitation all related applications, APIs, user interface designs, software and source code (which shall further include without limitation any and all source code furnished by First Due to the Customer in connection with the delivery or performance of any services hereunder) and any and all future enhancements or modifications thereto howsoever made and all intellectual property rights therein but not Data furnished by the Customer. Except as expressly provided in this Agreement or as otherwise authorized in advance in writing by First Due, the Customer and Customer Users shall not copy, distribute, license, reproduce, decompile, disassemble, reverse engineer, publish, modify, or create derivative works from, the Service; provided, however, that nothing herein shall restrict the Customer's use of the Data that the Customer has provided.

    b. Customer Data. Customer shall own all Customer data and upon termination or written request, First Due shall provide Customer data to Customer.

    c. De-Identification. Customer acknowledges and agrees that First Due may use Customer data to generate a de-identified data set (a "Data Set") in accordance with the then-current HIPPA de-identification standards set forth in 45 CFR § 164.514(b). Once de-identified, the Data Set will no longer constitute identifiable Customer data or "Protected Health Information", as defined under HIPAA at 45 CFR 160.103. Subject to applicable laws, First Due may, in its sole discretion, transform, analyze, distribute, redistribute, create derivative works of, license, disclose to third party researchers, or otherwise use such Data Set.

9. **Confidentiality.**

    a. "Confidential Information" means any and all information disclosed by either party to the other which is marked "trade secret", "confidential" or "proprietary," including oral information that is designated confidential at the time of disclosure. Without limiting the foregoing, all information

relating to the Service and associated software and the terms of this Agreement shall be deemed First Due's Confidential Information. Notwithstanding the foregoing, "Confidential Information" does not include any information that the receiving party can demonstrate (i) was known to it prior to its disclosure hereunder; (ii) is or becomes publicly known through no wrongful act of the receiving party; (iii) has been rightfully received from a third party authorized to make such disclosure without restriction; (iv) is independently developed by the receiving party, without the use of any Confidential Information of the other party; (v) has been approved for release by the disclosing party's prior written authorization; or (vi) is required to be disclosed by court order or applicable law including the Minnesota Government Data Practices Act, Minn. Stat., Ch. 13, provided that the party required to disclose the information provides prompt advance notice thereof to the other party (except to the extent such notice is prohibited by law).

b. Each party hereby agrees that it shall not use any Confidential Information belonging to the other party other than as expressly permitted under the terms of this Agreement, as expressly authorized in writing by the other party, or as required by applicable law. Each party shall use the same degree of care to protect the other party's Confidential Information as it uses to protect its own confidential information of like nature, but in no circumstances with less than reasonable care. Subject to paragraph 9a, neither party shall disclose the other party's Confidential Information to any person or entity other than its employees, agents or consultants who need access thereto in order to effect the intent of this Agreement and in each case who have been advised of the confidentiality provisions of this Agreement, have been instructed to abide by such confidentiality provisions.

c. Each party acknowledges and agrees that it has been advised that the use or disclosure of the other's Confidential Information inconsistent with this Agreement may cause special, unique, unusual, extraordinary, and irreparable harm to the other party, the extent of which may be difficult to ascertain. Accordingly, each party agrees that, in addition to any other remedies to which the nonbreaching party may be legally entitled, the nonbreaching party shall have the right to seek to obtain immediate injunctive relief, without the necessity of posting a bond, in the event of an alleged breach of Section 9(a) or 9(b) by the other party, any of its employees, agents or consultants.

10. **Limited Warranty.** FIRST DUE REPRESENTS AND WARRANTS THAT IT SHALL USE COMMERCIALLY REASONABLE EFFORTS TO PROVIDE THE SERVICE WITHOUT INTRODUCING ERRORS OR OTHERWISE CORRUPTING DATA AS SUBMITTED BY THE CUSTOMER. OTHER THAN THE FOREGOING, THE SERVICE, INCLUDING ALL DATA, IS PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS WITHOUT WARRANTY OF ANY KIND. WITHOUT LIMITING THE FOREGOING, FIRST DUE MAKES NO WARRANTY THAT THE SERVICE WILL BE UNINTERRUPTED, ERROR FREE OR AVAILABLE AT ALL TIMES, NOR DOES FIRST DUE WARRANT THAT THE SERVICE WILL REMAIN COMPATIBLE WITH, OR OPERATE WITHOUT INTERRUPTION ON, ANY EQUIPMENT OF THE CUSTOMER OR CUSTOMER USERS.

11. **Service Levels and Support Obligations.** First Due will provide the Service on a 24X7X365 basis with an uptime guarantee of 99.5% availability excluding scheduled maintenance. First Due will respond to Customer and provide Initial Responses, Temporary Resolutions and Final Resolutions in accordance with the time requirements set forth in the table below.

Severity Level:	**Vendor's Initial Response will be provided within:**	**Vendor's Temporary Resolution will be provided within:**	**Vendor's Final Resolution will be provided within:**
1: Mission Critical – Software is down /undiagnosed but feared critical; situation may require a restore and Software use is suspended until a diagnosis is given	60 minutes from receipt of initial notice from the Customer, or discovery, of the error	24 hours from receipt of initial notice from the Customer, or discovery, of the error	2 days from receipt of initial notice from the Customer, or error discovery
2: Critical Issue – Software is not down, but operations are negatively impacted	2 hours from receipt of initial notice from the Customer, or discovery, of the error	48 hours from receipt of initial notice from the Customer, or discovery, of the error	2 days from receipt of initial notice from the Customer, or error discovery

3: Non-Critical Issue	4 hours from receipt of initial notice from the Customer, or discovery, of the error	3 days from receipt of initial notice from the Customer, or discovery, of the error	15 days from receipt of initial notice from the Customer, or error discovery

12. **Warranty Limitations and Disclaimers.** EXCEPT AS SET FORTH ABOVE IN SECTION 10, FIRST DUE MAKES AND THE CUSTOMER RECEIVES NO WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY REGARDING OR RELATING TO THE SUBJECT MATTER HEREOF. FIRST DUE SPECIFICALLY DISCLAIMS, TO THE FULLEST EXTENT PERMITTED BY LAW, ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT WITH RESPECT TO THE SUBJECT MATTER HEREOF, INCLUDING WITHOUT LIMITATION THE SERVICE.

13. **Customer Representations, Data Rights, and Use Restrictions.** The Customer represents and warrants that the Customer is authorized and has all rights necessary to enter into this Agreement, to provide the Data furnished by the Customer to First Due, and to use the Service and Data, and Customer will only use the Service and Data, as permitted under this Agreement and in accordance with the laws, regulations, and any third-party agreements applicable to the Customer and Customer Users. Without limiting the generality of the foregoing, Customer shall not cause or permit any Data to be uploaded to the Service or used in connection with the Service in any manner that would violate any third-party intellectual property rights or license between Customer and any third party. Customer agrees not to use or permit the use of the Service and Data in connection with any public or private enterprise other than operation and performance of the Customer's functions and services. In addition, the Customer and the Customer Users shall not copy, distribute, license, reproduce, publish, modify, or otherwise use any Personally Identifiable Information (PII) contained within the Data accessed through the Service for any purpose other than to lawfully carry out the services and duties of the Customer. The Customer shall remain responsible for the performance, acts and omissions of each Customer User as if such activities had been performed by the Customer.

14. **Indemnification.**

    a. First Due will indemnify, defend and hold harmless the Customer from and against any and all damages, liabilities, losses, costs and expenses (including, but not limited to, reasonable attorneys' fees) (collectively, "Losses") resulting from any third-party claim, suit, action, investigation or proceeding (each, an "Action") brought against the Customer based on the infringement by First Due of any third-party issued patent, copyright or registered trademark, except to the extent such Action is based on Data furnished from the Customer, the Customer's breach of any third party agreement, or any combination or integration of the Service with any Customer- or third-party property, method or system.

    b. The Customer will indemnify, defend and hold First Due harmless from and against any and all Losses arising from or relating to: (i) any breach by the Customer of Section 8; or (ii) any Action by a Customer User or third party arising from or relating to the use of the Service or Data accessed through the Service, except to the extent such Losses are subject to Section 14(a) or result from the negligence or willful misconduct of First Due.

    c. Such indemnification under Sections 14(a) and 14(b) will be provided only on the conditions that: (a) the indemnifying party is given written notice reasonably promptly after the indemnified party receives notice of such Action; (b) the indemnifying party has sole control of the defense and all related settlement negotiations, provided any settlement that would impose any monetary or injunctive obligation upon the indemnified party shall be subject to such party's prior written approval; and (c) the indemnified party provides assistance, information and authority as reasonably required by the indemnifying party.

15. **Limitation of Liability.** EXCEPT FOR ITS INDEMNIFICATION OBLIGATIONS IN SECTION 14, AND EXCEPT FOR CLAIMS OF GROSS NEGLIGENCE, WILLFUL MISCONDUCT OR FRAUD, FIRST DUE SHALL NOT BE LIABLE TO THE CUSTOMER OR CUSTOMER USERS FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL OR EXEMPLARY DAMAGES ARISING FROM OR RELATING TO THIS AGREEMENT OR THE SERVICES OR DATA, EVEN IF THE CUSTOMER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT FOR ITS INDEMNIFICATION OBLIGATIONS IN SECTION 14, AND EXCEPT FOR CLAIMS OF GROSS NEGLIGENCE, WILLFUL MISCONDUCT OR FRAUD, FIRST DUE SHALL NOT BE LIABLE TO THE CUSTOMER OR CUSTOMER USERS FOR ANY DAMAGES IN

CONNECTION WITH THIS AGREEMENT IN EXCESS OF THE AMOUNT OF FEES PAID OR PAYABLE BY THE CUSTOMER TO FIRST DUE WITHIN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRIOR TO THE EVENT GIVING RISE TO SUCH LIABILITY.

16. **Notices.** All notices, requests, demands, or consents under this Agreement must be in writing, and be delivered personally, by email or facsimile followed by written confirmation, or by internationally recognized courier service to the addresses of the parties set forth in this Agreement.

17. **Assignment.** Except as otherwise provided below, neither party may assign this Agreement or any rights or obligations hereunder without the prior written consent of the other party. First Due may assign this Agreement or any rights or obligations hereunder to any First Due affiliate or in connection with the merger or acquisition of First Due or the sale of all or substantially all of its assets related to this Agreement, without such consent. This Agreement shall be binding upon and inure to the benefit of the parties, their respective successors and permitted assigns.

18. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

19. **Modifications.** Any modification, amendment or waiver to this Agreement shall not be effective unless in writing and signed by the party to be charged. No failure or delay by either party in exercising any right, power, or remedy hereunder shall operate as a waiver of such right, power, or remedy.

20. **Third Party Beneficiary.** The parties are independent contractors with respect to each other, and neither shall be deemed an employee, agent, partner, or legal representative of the other for any purpose or shall have any authority to create any obligation on behalf of the other. Neither party intends to grant any third-party beneficiary rights as a result of this Agreement.

21. **Force Majeure.** Any delay in or failure of performance by either party under this Agreement will not be considered a breach and will be excused to the extent caused by any event beyond the reasonable control of such party including, but not limited to, acts of God, acts of civil or military authorities, strikes or other labor disputes, fires, interruptions in telecommunications or Internet or network provider services, power outages, and governmental restrictions.

22. **Training Content Disclaimer.** As related to First Due's Basic Training Records, Advanced Training Records, and Advanced Training Records with Content modules and associated Training Content, First Due's products are intended to be used by certified instructors and are designed to be integrated into a broader curriculum that includes digital, online, or in person classroom instruction, hands-on practice and the use of educational materials. Some practices or procedures shown may differ from Licensee's competency and procedural requirements. First Due makes no warranty, expressed or implied that the information presented will satisfy any particular situation or need or that any demonstrated procedure is safe. First Due disclaims any liability, loss or risk resulting directly or indirectly from the Training Products.

23. **Entire Agreement and Severability.** This Agreement supersedes all prior agreements, understandings, representations, warranties, requests for proposal and negotiations, if any. Each provision of this Agreement is severable from each other provision for the purpose of determining the enforceability of any specific provision.

24. **Headings**. The headings and titles in this Agreement are for convenience of reference only and shall not affect the meaning, interpretation, or construction of any provision of this Agreement. They are not intended to be part of the substantive terms and shall not be used to interpret the intent of the parties.

25. **Log Retention:** First Due shall maintain all security logs (including authentication, system audit, and privileged access for a minimum of 12 months and provide them to the City upon request for audit or investigation purposes.

26. **Security Incident Notification and Reporting**
First Due guarantees that it shall notify the City of any **Security Incident** (as defined below) within **twenty-four (24) hours** of its discovery. Discovery occurs when the First Due, or any of its employees, contractors, or sub-processors, becomes aware of facts indicating that a Security Incident has occurred for City data.

    a. **Notification Content** The initial notification shall be sent via Email to department-is@rogersmn.gov and fire@rogersmn.gov and must include, at a minimum:

i. The nature of the incident and the date/time of discovery.

ii. The types of City data potentially impacted.

iii. Immediate mitigation steps taken by the Vendor to secure the environment.

B. Definition & Examples of Security Incidents For this Agreement, a "Security Incident" is defined as any verified or highly suspected unauthorized access, use, disclosure, modification, or destruction of City information or interference with system operations in the Fire Due environment.

iv. **Examples of Security Incidents include, but are not limited to:**

1. **Unauthorized Access:** A third party gaining access to the City's database or user accounts (e.g., a credential harvest or "brute force" attack).
2. **Malware or Ransomware:** The detection of malicious code within the production environment that impacts data integrity or service availability.
3. **Data Exfiltration:** Any event where City data is downloaded, copied, or transferred to an unauthorized external location.
4. **Physical Breach:** Unauthorized physical entry into a data center or office where hardware containing City data is stored.
5. **Insider Threat:** Evidence that an employee or contractor has accessed City data without a "need-to-know" business justification.
6. **Exploited Vulnerabilities:** Successful exploitation of a software "bug" or misconfiguration that exposes City infrastructure.

27. Agreement Billing Information.

a. **Accounts Payable Contact**

Name: _____

Email: _____

Phone: _____

b. **Tax Exempt** _____ (Yes/No)
If yes, please email a copy of the Exempt Certificate to accounting@firstdue.com.

c. **Purchase Order Required** _____ (Yes/No)
If yes, return a copy of the Purchase Order with the signed agreement or email a copy to accounting@firstdue.com.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date set forth above. The undersigned represent and warrant that they are duly authorized to enter into this Agreement on behalf of the respective parties.

LOCALITY MEDIA, LLC DBA FIRST DUE

By: _____
(Signature)

Name: _____

Title: _____

Date: _____

City of Rogers by and through the Rogers Fire & Rescue Department

By: _____
(Signature)

Name: _____

Title: _____

Date: _____

By: _____
(Signature)

Name: _____

Title: _____

Date: _____

Exhibit A
Quote

Customer Name:	Rogers Fire & Rescue Department	**Quote Number:**	1545132000636014449
Billing Address:	21201 Memorial Dr Rogers, MN 55374	**Prepared By:**	Justin Kelly
		Valid Until:	October 31, 2026
Subscription Start:	August 1, 2026		
Initial Term:	17 months		
Annual Subscription:	$23,950.00		

Product Details
Occupancy Management & Pre-Incident Planning Manage Occupancies, Pre-Incident Mapping, ArcGIS Maps, Fire Systems, Hazardous Material, and Contacts.
Responder Web Responder dashboard and Responder iOS/Android App with notifications, statusing and routing.
Command Comprehensive Incident Command Module with digital command board, drag and drop task assignment, customizable checklists, live map annotation and automated Incident log.
Hydrant Management – Basic Manage Hydrants including hydrants visible on pre-plan & response map, hydrant list, hydrant types, hydrant uploads, ArcGIS hydrant layers, and hydrant setup
Inspections Field Inspections, Configurable Checklists, Violation Management, Virtual Inspections, Inspections Scheduler, and Integrated Pre-Incident Planning.
Permitting Permit Management, Customizable Permit Types, Plan Review and Permit Fees.
Investigations Organize, analyze, and document investigations, keeping case information secure and separated from, but integrated with other modules.
ITM Reporting Allows AHJs to track, manage, and report on fire and life safety system inspections, testing, and maintenance. This includes a portal for service providers to upload ITM reports, automated reminders, configurable notifications and native interoperability with First Due Response and Fire Prevention modules. The service provider uploading the report will be charged $25.00 per report submission.
Incident Reporting - Fire Incident Documentation Fire Incident Documentation enabling ongoing State and Federal compliance with NFIRS and NERIS data standards.
Incident Reporting – NFIRS EMS+ NFIRS Incident Documentation, State and Federal Compliance with automated submission including standard NFIRS EMS Module with additional fields for enhanced patient documentation. Fields include Treatments, Procedures, Medications, Vitals, Signature
AI Enhanced Documentation: Fire Reporting AI powered transcription and documentation solution to assist with completing NFIRS/NERIS reports.
Time Clock Biometric time entry/tracking application for clocking employees in and out.
Scheduling Manage staff schedules with an interactive shift board, configurable call shifts module, messaging, time-off and shift trades.

Personnel Management Store, Manage and Access Employee Records including demographic data, certifications and employment information.	
Advanced Training Records Assign Training, Record Completions, View Training Logs, and Manage Certifications. Enables the administration, assignment, and delivery of online training course content. This module also allows users to upload SCORM files to deliver online training to end users.	
Events & Activities Create Events, View Global Activity Log, and Access Global Calendar.	
Health and Wellness First Due's Health and Wellness module allows for the proactive monitoring of responder health and safety including Exposure History along with Incident, Training or Event correlation, exposure trends to support compliance with organizational health and safety initiatives.	
Assets & Inventory Assets, vehicles, equipment and inventory management, assets and equipment checks, and work order management.	
Community Connect Online portal for residents and businesses to input critical occupant and property data that can be made available to Emergency Response Agencies during an incident.	
Fire Data Bundle Advanced Analytics Includes access to First Due's pre-built "Fire Accreditation" and "Response Time Analysis" reports and dashboards.	
Central Square Pro/Zuercher CAD Integration Receive CAD Data to support First Due Responder and Incident Reporting modules via sFTP or API connection utilizing the CST Pro Standard Export Interface or CS Pro API.	
Premium Online Training Package Up to 8 Hours Online Training with certified First Due Instructor	
Implementation and Configuration Services Services related to configuring and customizing the First Due Platform as described in the Statement of Work.	
One-Time Fees Subtotal	$ 4,800.00
17-month Subscription Fees Subtotal	$ 32,518.00
Grand Total*	**$ 37,318.00**
	**Excluding Tax*

Statement of Work. The attached Statement of Work will detail the Implementation, Training, Data Migration, Integrations, Customer Success Manager, Customer Support, and Assumptions for this Quote.

Invoicing and Payment Terms. The above-listed Grand Total will be invoiced in three (3) segments: (i) $4,800.00 will be invoiced upon execution of this Agreement and due within sixty (60) days from the date of the invoice; (ii) 8,568.00 will be invoiced on or around December 1, 2026, and due within sixty (60) days from the date of invoice; and (iii) $23,950.00 will be invoiced on or around January 1, 2027, and due within sixty (60) days from the date of invoice. For subsequent annual periods, the Service fees are due and payable annually in advance on January 1st.

Electronic ACH payment Information. Wells Fargo Bank | ACH Routing Number: 121000248 | Account #: 4192384907

Statement of Work
For
Rogers Fire & Rescue Department
Quote Number: 1545132000636014449

1. Introduction

1.1 Purpose

The purpose of this Statement of Work ("SOW") is to clearly define the Implementation, Training, Data Migration, Integrations, Customer Success Manager, Customer Support, and Assumptions for Customer from First Due for the purchased product(s) set forth in this Exhibit A ("Purchased Products").

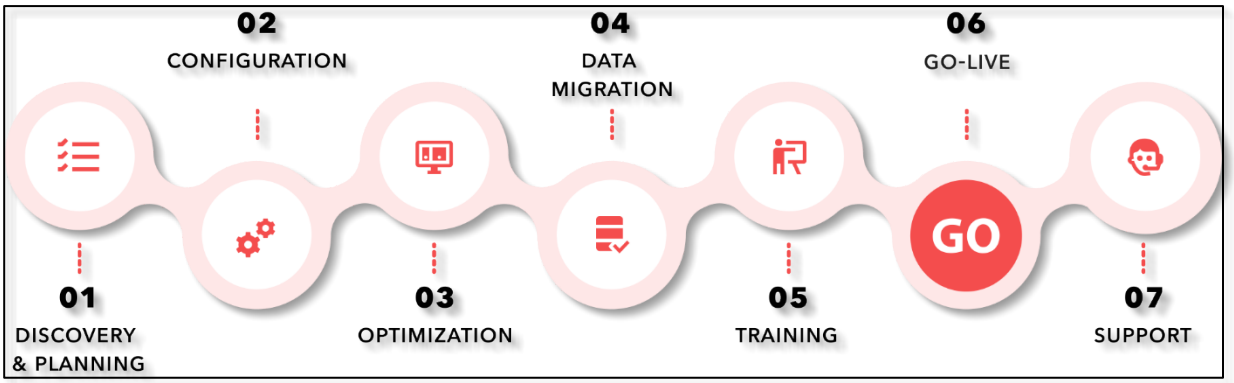
1.2 Scope

This SOW includes the configuration, optimization, and deployment of the Purchased Products with the goal of meeting the organizational needs of the Customer.

2. Implementation

2.1 Overview

First Due utilizes a combination waterfall and iterative approach to implementation. This includes Discovery, Configuration, Optimization, Data Migration, Training, and Go-Live.



2.2 Implementation Resources

- **Implementation Manager:** Project lead and go-to person, acting as the primary liaison between the Customer and the First Due project team. The Implementation Manager will develop and execute the project plan, manage communication, and ensure adherence to predefined timelines and quality standards. This individual is also responsible for helping to configure the core system and some of the more straightforward modules.

- **Implementation Product Specialist(s):** While the Implementation Manager will lead the overall project, Product Specialists will be brought in to help configure and optimize specialty modules such as Fire Prevention, ePCR, Assets & Inventory, Training, Scheduling, and Reporting. They are product experts in First Due and are versed in industry best practices for their specific product specialties. Depending on the modules purchased and complexity, your project may be assigned 1-3 Product Specialists.

- **Technical Implementation Specialist:** Responsible for managing data migration from your current vendor to First Due and the integration between First Due and CAD. The Technical Implementation Specialist team comes from a diverse background, ranging from database management to public safety software integration.

- **Customer Success Manager:** As the point person after project completion, the Customer Success Manager (CSM) will be part of the implementation as an advocate and to ensure a seamless transition

to support post go-live. During the Implementation they will regularly check-in to ensure progress is being made and help with the addition of new modules or scope from a commercial perspective. Post go-live, they will provide regular check-ins to ensure the Customer is adopting the Purchased Products and deriving value from them.

- **Training Manager:** Responsible for developing and executing the training plan, with the goal of effective adoption of the Purchased Products by Customer. The Training Manager will be involved throughout the project to ensure they have the Customer specific knowledge to design the most effective training plan possible.

2.3 Implementation Phases

2.3.1 **Discovery & Planning**: Once the Project has been assigned, Customer will receive a set of tailored discovery questionnaires. Once filled out, the Implementation Manager will schedule a Project Kick-Off. During this meeting the Customer will receive access to the First Due platform, meet the project team and receive an initial product tour. The Implementation Manager will also provide an overview of the project plan, decide the meeting cadence, and formalize the next steps. CAD Integration and Data Migration planning meetings are also held during this phase, if required. These meetings will be led by the Technical Implementation Specialist.

- **Key Meeting(s):** Project Kick-Off, CAD Kick-Off, Data Migration Planning
- **Milestone(s):** Project Kick-Off, System Access
- **Customer Task(s):** Fill Discovery Questionnaires
- **Deliverable(s):** Welcome email, Initial Account Set-Up, System Logins Provided

2.3.2 **Configuration**: After planning is complete, the Implementation Manager will begin scheduling the Configuration sessions. Before each configuration session there will be some light prep work for the Customer to complete. Generally, there will generally be one (1) configuration session per module, but in cases where there is more complexity, there may be multiple. These sessions will either be run by the Implementation Manager or the Implementation Product Specialist, depending on the module.

- **Key Meeting(s):** Module Configuration Sessions (1-2 per module)
- **Milestone(s):** N/A
- **Customer Task(s):** Configuration Prep Work (per module)
- **Deliverable(s):** Initial Module Configuration
- **Scope:** All Purchased Products

2.3.3 **Optimization**: After the configuration is complete, the Customer will be provided with test work (module User Acceptance Testing (UAT)) to complete. Following the completion of the UAT work, Optimization Sessions will be held to review Customer feedback, correct any issues, and finalize the configuration of the module. There will generally be one (1) Optimization session per module, but in cases where there is more complexity, there may be multiple. Once a module is configured and optimized, the Customer will be provided a module sign-off document to review and sign. Note Configuration and Optimization sessions may run interchangeably to ensure the project stays on-track.

- **Key Meeting(s):** Module Optimization Sessions (1-2 per module)
- **Milestone(s):** Module Acceptance and Sign-Off (1 per module)
- **Customer Task(s):** Optimization Prep Work (UAT per module)
- **Deliverable(s):** Module Optimization resulting in Customer Acceptance
- **Scope:** All Purchased Products

2.3.4 **Data Migration**: Data Migration will occur throughout the project and can be summarized in three steps: (1) initial data migration at the beginning of the project required for configuration, (2) import of historical records, usually occurring throughout the project, and (3) final data migration immediately before go-live. First Due's Data Migration team will review your legacy data environment and provide guidance on the best path to extract, map, and import the data into First Due.

- **Key Meeting(s):** Data Migration Planning
- **Milestone(s):** Data Migration Sign-Off
- **Customer Task(s):** Extract or provide access to legacy data based on guidance from First Due Data Migration team, Data Mapping Assistance, review and approve data load.
- **Deliverable(s):** Data Migration Plan, Data Mapping Assistance, Data Import

2.3.5 **Training**: As the project is in the final stages, the Training Manager will work with the Customer to arrange a training plan that will result in the successful adoption of the Purchased Products. Note that while Webinar Administrator training will occur during configuration and optimization sessions, the Training Manager will arrange formal Webinar and/or Onsite Train-the-Trainer and/or End User Training Session(s). Additive to the provided training, Customer will also have access to live weekly training academy sessions as well as on demand online training videos and training guides via the First Due Knowledgebase.

- **Key Meeting(s):** Training Planning, Training Sessions
- **Milestone(s):** Training Completed
- **Customer Task(s):** Coordinate staff to be trained
- **Deliverable(s):** Training Plan and Training Session(s)

2.3.6 **Go-Live**: Once all modules have been signed off and training has been arranged or completed, First Due will work with the Customer to kick-off the Go-live process. This includes: (1) Final System Acceptance, (2) Go-live planning meeting, (3) Final Data Migration, (4) Go-live, and (5) Post go-live implementation support.

- **Key Meeting(s):** Go-live planning, Post Go-live Check-Ins
- **Milestone(s):** System Acceptance, Go-live
- **Customer Task(s):** Final Testing
- **Deliverable(s):** Post Go-live Implementation Support (2-4 weeks)

2.3.7 **Transition to Customer Success**: Following the completion of the post go-live support period and assuming all critical implementation tasks are complete, Customer will be transitioned to their Customer Success Manager (CSM) and to the First Due Support team.

- **Key Meeting(s):** Customer Success Transition Meeting
- **Milestone(s):** Transition to Customer Success and Support
- **Customer Task(s):** N/A
- **Deliverable(s):** N/A

3. Training

Training is an integral part of any successful implementation. First Due is focused on providing your agency adequate training to ensure effective user adoption of the platform. As part of this SOW, the Customer shall receive:

- Formal training as outlined in Exhibit A
- Administrator Training as part of the Configuration / Optimization
- Access to live First Due Academy Webinars
- Access to online recorded training videos and guides via an interactive knowledgebase

Any additional scope or detail related to Training will be listed below.

4. Data Migration

First Due understands the importance of data migration to our customers and has extensive experience working to migrate historical records into the platform. First Due will use best efforts to migrate applicable data from Customer's existing systems utilizing data migration best practices. This includes:

- Data Migration Planning Session
- Assistance/Guidance in extracting data from existing system/s
- Mapping extracted data to First Due import workbooks
- Importing of Data into First Due

The Data Migration scope of this SOW will be to import legacy data from Customer existing systems in order for the Purchased Products to be operational. This includes operational data and historic records. Note that there are times when certain data is not seen as valuable to migrate to First Due. First Due and Customer will agree during the planning phase on what data needs to be migrated and priorities around data migration.

5. Integrations

As part of this SOW, First Due will Implement all integrations and relevant scope outlined in Exhibit A. Integrations will be implemented during the configuration and optimization phases outlined above. In most cases, these integrations will be aligned with the module they are related. The only exception to this is the CAD Integration which, if part of scope, will have its own dedicated session at the beginning of an implementation. Customer or complex integrations may follow this same exception and have their own sessions to implement.

First Due will support these integrations post go-live. Note First Due is not responsible for outages, issues, and failures of 3rd Party Vendors. First Due will, however, always endeavor to work with Customer to resolve issues, regardless of responsibility.

Any additional scope or detail related to Integrations will be listed below.

6. Customer Success Manager

First Due understands the value of ongoing Customer Success activities post go-live. As part of this SOW, Customer will receive a Customer Success Manager who will be the point person for Customer post go-live. Customer will receive regular check-ins to ensure the adoption of the Purchased Products. As part of the regular check-ins, the Customer Success Manager can help Customer with any major enhancements or issues, new feature updates, interest in other modules and additional training needs.

7. Customer Support

A customer's success is important to First Due and we understand having a reliable, knowledgeable Customer Support (or Support) team there to help is vital. Customer Support provides a central point of contact to ensure that all customer support requests are responded to and resolved. Below is a summary of the support components.

7.1 Contacting Customer Support

Customer Support is a service provided to our customers when they have questions, requests, or issues with the Services. When Customer submits a support request, a Support Ticket (or Ticket) is created within First Due's Support CRM and a unique ID (or ticket number) is assigned to track and document Customer's support request.

We offer a variety of channels to communicate with our Support team:

- **Online**: https://support.firstduesizeup.com/portal/en/kb/first-due-community-connect-support
- **Email**: support@firstdue.com
- **Phone**: (516) 874-5818

7.2 Self-Service Resources

First Due strives to provide useful, empowering self-service resources that are available 24/7 on our online Support Center. Our Knowledgebase contains step-by-step/how-to articles, FAQs, videos, best practices, etc.

7.3 Hours of Operation

Customer Support hours of operation (Business Hours) are:

- Monday to Friday, 9:00am – 6:00pm ET**
- ** 24x7 Support available for Sev 1 (Down/Urgent) issues.

8. Assumptions

8.1 Customer Participation

Every successful implementation requires adequate participation from the Customer. Although First Due is ultimately responsible for deliverables in the SoW, Customer agrees to attend the necessary calls and complete required preparatory work in order to help drive the project forward. At a minimum, Customer resources will be required for one (1) hour per week for meetings, and half an hour to one (0.5-1) hour of prep work per week by one or multiple individuals. Customer understands the importance of ensuring the correct Customer resources are available when required.

8.2 Statement of Work Expiration

Excluding significant delays caused by the First Due team, this SOW will expire within twelve (12) months of the Subscription Start Date as detailed in Exhibit A. In situations where the project is delayed for no fault of either party, First Due agrees to extend the term, only if there is an agreed plan to complete the project within the extension period. Note the term expiration does not apply to Section 6 & 7 above and will not impact First Due's ability to support the Customer post go-live.

8.3 Best Practice and Standard Workflow

First Due intends to meet the organizational needs of the Customer and their respective software requirements by configuring the Purchased Products to closely align with existing workflows. Although First Due is incredibly flexible, there may be times when First Due recommends using standard functionality or best practice to ensure a timely implementation, and simplification of current process. These workflows may differ from Customer existing workflows. Customer understands the importance of collaboration to achieve the ultimate goal of successfully adopting the Purchased Products and is aware there may be changes to existing workflow to accomplish this.

8.4 Go-live Requirements & Gaps

Over the course of the Implementation, both parties may uncover functionality gaps in the Purchased Products. Some of these gaps may have a material impact on the ability to implement or adopt the product. Gaps of this nature, deemed Go-Live Requirements, will be prioritized to ensure a timely go-live and project completion. However, in the case that certain features are not complete before go-live, they will be added to module and system signoffs as exceptions and will be completed within an agreed upon timeframe.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

First Due Holdings, Inc.

2 Business name/disregarded entity name, if different from above.

Locality Media, LLC dba First Due

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☑ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

5 Address (number, street, and apt. or suite no.). See instructions.

390 NE 191st St. STE 17328

Requester's name and address (optional)

6 City, state, and ZIP code

Miami, FL 33179

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

3	9	–	2	7	2	5	8	0	2

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** Alyssa Longenbach | **Date** Jan 13 2026 12:25 EST

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 6.1

Subject: Public Hearing to Consider Adopting the Following Ordinance and Resolution:

- Ordinance No. 2026-08, An Ordinance Amending the 2026 Master Fee Schedule for the City of Rogers
- Resolution No. 2026-30, A Resolution Authorizing Summary Publication of Ordinance No. 2026-08

Prepared By: Bridget Bruska, Finance Director

Recommended Council Action
Motions to adopt the following items:

- Utilty Rate Study
- Ordinance No. 2026-08, An Ordinance Amending the 2025 Master Fee Schedule for the City of Rogers
- Resolution No. 2026-30, A Resolution Authorizing Summary Publication of Ordinance No. 2026-08

Overview / Background / Analysis
Background
On August 26, 2025, the City Council approved a professional services agreement with AE2S to complete a comprehensive Utility Rate Study for the City's water, sanitary sewer, and stormwater utilities. The purpose of the study was to evaluate whether current revenues are sufficient to support ongoing operations, debt obligations, capital replacement needs, and long-term financial sustainability, while also ensuring rates remain fair, reasonable, and equitable among users.

The study also included a review of development-related fees, historically referred to as trunk charges, access charges, SAC/WAC charges, and more commonly described as impact fees. At a high level, impact fees are one-time charges paid by new development to help cover the cost of growth-related utility infrastructure and system capacity, so those costs are not borne solely by existing customers.

Over the past several months, staff worked closely with AE2S to compile financial, operational, customer usage, asset, and growth data and to review assumptions used in the analysis.

Council Workshops

The study has been reviewed with the Council in multiple steps:

- February 24, 2026 Workshop: Review of utility user rates
- April 28, 2026 Workshop: Review of system access fees/impact fees

A representative from AE2S will be present at the meeting to summarize the final recommendations and answer questions.

Utility User Rates – Study Approach
AE2S evaluated each utility using two primary concepts:

Revenue Adequacy
Revenue adequacy means determining whether each utility is generating enough revenue to pay for:

- Day-to-day operating costs
- Repairs and maintenance
- Debt payments
- Equipment replacement
- Capital improvements
- Appropriate reserves for emergencies and long-term planning

This helps ensure utilities remain self-supporting and do not fall behind financially.

Rate Design
AE2S also reviewed how rates are structured between:

- Fixed charges – costs that exist regardless of usage (billing, meters, infrastructure readiness, staffing, debt, system maintenance, etc.)
- Variable charges – costs tied more directly to consumption or demand

A key goal of the study was to better align rates with actual cost drivers and create more steady and predictable revenues, reducing swings caused by weather, conservation trends, or changing water usage patterns.

Recommended User Rate Changes
Water Utility
The recommended water structure shifts more revenue recovery to the fixed monthly charge, with only minimal changes to volumetric rates. The primary volumetric change is an adjustment to where usage tiers begin and end. This improves revenue stability while continuing to promote conservation and equitable cost recovery.

Sanitary Sewer Utility
The recommended sanitary sewer structure increases the fixed monthly charge and

decreases the volumetric charge. This better reflects that many sewer system costs do not fluctuate significantly with monthly water usage and improves long-term revenue stability.

Stormwater Utility
The recommended stormwater structure simplifies the existing fee model by:

- Eliminating the separate base charge
- Combining charges into a clearer overall structure
- Establishing one residential rate
- Using a simplified calculator for commercial/industrial properties based on gross area and impervious area

This improves transparency, ease of administration, and customer understanding.

System Access Fees / Impact Fees
The study also recommends simplifying system access fees by moving away from multiple categories and charging structures to a more streamlined single-fee approach by utility. This improves consistency, transparency, and ease of administration while maintaining the principle that growth should contribute toward growth-related infrastructure costs.

Long-Term Financial Sustainability
Regularly reviewing utility rates and impact fees is an important financial management practice. Utility systems require continuous reinvestment in aging infrastructure, replacement of equipment, regulatory compliance, and planning for future growth. Keeping rates current helps avoid deferred maintenance, unexpected large increases in the future, and overreliance on reserves or debt.

This study provides the City with updated rate models and planning tools that can be used for future annual reviews and long-term budgeting decisions.

Public Hearing / Ordinance Process
Because these changes amend the City's fee schedule, Council action must occur by ordinance and requires a public hearing. In addition to the utility user rates and system access fees, the ordinance also includes the addition of an administrative fee for temporary construction meters.

Following the public hearing, staff recommends Council consider:

- Approval of the Utility Rate Study
- Adoption of the ordinance amending the utility fee schedule
- Adoption of a resolution authorizing summary publication of the ordinance

State law allows cities to publish a summary version of an ordinance when the cost of publishing the full text is unreasonable.

Staff Recommendation
Motions to adopt the following items:

- Utility Rate Study
- Ordinance No. 2026-08, An Ordinance Amending the 2025 Master Fee Schedule for the City of Rogers
- Resolution No. 2026-30, A Resolution Authorizing Summary Publication of Ordinance No. 2026-08

Financial Impact: N/A **Source Fund**: N/a

Budgeted? N/A

Supporting Documentation
A. Ordinance 2026-08
B. Ordinance 2026-08 - Exhibit A
C. Resolution No. 2026-30

ORDINANCE NO. 2026 – 08

AN ORDINANCE AMENDING THE 2026 MASTER FEE SCHEDULE FOR THE CITY OF ROGERS

The Rogers City Council ordains as follows:

Section 1. Adoption of Fees.

The Master Fee Schedule attached as Exhibit A is hereby amended and adopted by the Rogers City Council.

Section 2. Implementation of System Access Fee Changes

Updated system access fees shall apply as follows:

1. *Residential Development.* Residential building permits applied for prior to May 1, 2026, shall remain subject to the fee schedule in effect at the time of application and shall not be subject to the updated system access fees.
2. *Non-Residential Development.* Non-residential developments with an initial planning application submitted prior to May 1, 2026, shall remain subject to the fee schedule in effect at the time of application and shall not be subject to the updated system access fees.
3. *New Applications.* All applicable applications submitted on or after **May 1, 2026**, shall be subject to the updated system access fees adopted herein.

Section 3. Effective Date.

The effective date of this Ordinance shall be upon its passage and publication and the effective date of the fee schedule is May 1, 2026.

Passed by the City Council of the City of Rogers, Hennepin County, Minnesota, this 28th day of April, 2026.

_____
Mayor

ATTEST:

_____
City Clerk

2026
Master Fee Schedule - Exhibit A

City of Rogers
22350 South Diamond Lake Road
Rogers, MN 55374
PH: 763-428-2253
FAX: 763-428-4470
Web Site: www.rogersmn.gov
Hours: Monday - Thursday 8:00 a.m. - 4:30 p.m.
Friday 7:30 a.m. - 1:30 p.m.

Table of Contents

TRUSTONE CENTER	SECTION 1
ADMINISTRATION	SECTION 2
BUILDING PERMITS	SECTION 3
21ST CENTURY BANK EVENT CENTER	SECTION 4
DEVELOPMENT	SECTION 5
FIRE	SECTION 6
LIQUOR, TOBACCO & CANNABIS	SECTION 7
PARKS & RECREATION	SECTION 8
COMMUNITY DEVELOPMENT	SECTION 9
POLICE	SECTION 10
PUBLIC WORKS	SECTION 11
UTILITY BILLING	SECTION 12

Mid-Year Updates are noted in Yellow Highlights

SECTION 1
TRUSTONE CENTER

Description		2025	2026
ACTIVITY ROOM RENTAL RATES			
Refundable Damage Deposit		200.00	200.00
Refundable Damage Deposit with Liquor or Amplified Music		300.00	300.00
Security (When Alcohol Served)	Per Hour/4 Hour Minimum	Cost + $5	Cost + $5
Resident	Per Hour (60 Minutes)	40.00	40.00
Non-Resident	Per Hour (60 Minutes)	60.00	60.00
Annual Ice User with 50+ Hours (Self Set Up & Take Down) - Second Saturday in September - Second Sunday in March	Per Meeting	30.00	30.00
Not-for-Profit Organization (Self Setup and Take Down)	Per Hour/3 Hour Minimum (Max 1 Event/Month)	10.00	10.00
Facility Impact Fee (Amplified Music)	Per Event	200.00	200.00
Facility Impact Fee (Food & Beverage 50 - 100 People)	Per Event	25.00	25.00
Facility Impact Fee (Food & Beverage > 100 People)	Per Event	50.00	50.00
ACTIVITY ROOM RENTAL RATES - MULTIPLE DAY SINGLE SETUP			
Resident	Not Available with Stand Alone Events	175.00	175.00
Non-Resident	Not Available with Stand Alone Events	225.00	225.00
ADMISSIONS			
Public Skating Age 6 and Older Resident		5.00	5.00
Public Skating Family Resident		N/A	25.00
Public Skating Age 6 and Older Non-Resident		N/A	7.00
Public Skating 10 Punch Pass		40.00	N/A
Public Skating Age 5 and Younger with Paid Adult		Free	Free
Open Freestyle and Training		10.00	10.00
Open Hockey		7.00	7.00
Season Passes - Open Skate and Hockey / Stick and Puck			
Individual Season Pass Resident		N/A	125.00
Individual Season Pass Non-Resident		N/A	175.00
Family Season Pass Resident		N/A	400.00
Family Season Pass Non-Resident		N/A	560.00
Open Freestyle and Training 10 Punch Pass		85.00	N/A
Open Hockey 10 Punch Pass		50.00	N/A
EQUIPMENT RENTAL	Per Rental		
Sound System with Microphone	Per Day	20.00	20.00
ICE RENTAL RATES	Per Hour		
Winter Season Prime (Second Saturday in September - Second Sunday in March)		245.00	255.00
Winter Season / Non-Prime		190.00	200.00

SECTION 1
TRUSTONE CENTER (CONTINUED)

Description		2025	2026
ICE RENTAL RATES (Cont.)	Per Hour		
Winter Season Last Chance / Day Time Programming		150.00	150.00
Summer Prime Rate		190.00	200.00
Summer Last Chance Ice		150.00	150.00
Summer Non Prime (Legacy Rate)		160.00	175.00
THRIVE ROOM (HEALTHPARTNERS FIELDHOUSE)			
Refundable Damage Deposit		N/A	200.00
Resident	Per Hour (60 Minutes)	N/A	40.00
Non-Resident	Per Hour (60 Minutes)	N/A	60.00
Not-for-Profit Organization (Self Setup and Take Down)	Per Hour/3 Hour Minimum (Max 1 Event/Month)	N/A	10.00
Facility Impact Fee (Amplified Music)	Per Event	N/A	200.00
Facility Impact Fee (Food & Beverage 50 - 100 People)	Per Event	N/A	25.00
TURF ADMISSIONS			
Open Turf Time Resident (Drop In)		5.00	5.00
Open Turf Time Resident Family Resident (Drop In)		N/A	25.00
Open Turf Time Non-Resident (Drop In)		7.00	7.00
Playground / Tot Time Resident*		5.00	5.00
Playground / Tot Time Non-Resident*		7.00	7.00
Individual Season Pass Resident (Open Turf and Playground)		125.00	125.00
Individual Season Pass Non-Resident (Open Turf and Playground)		175.00	175.00
Family Season Pass Resident (Open Turf and Playground)		400.00	400.00
Family Season Pass Non-Resident (Open Turf and Playground)		560.00	560.00
Walking Track Resident (Based on Availability)		No Charge	No Charge
Walking Track Non-Resident (Based on Availability)		5.00	5.00
Walking Track Non-Resident Annual Pass (Based on Availability)		125.00	125.00
*Rates are for ages 2 and older. Children must be accompanied by a paid adult.			
TURF RENTAL RATES	**Per Hour**		
Winter Season Prime (October 15 - May 15) Full Field		375.00	385.00
Winter Season Prime (October 15 - May 15) Half Field		200.00	205.00
Winter Season / Non-Prime Full Field		300.00	310.00
Winter Season / Non-Prime Half Field		160.00	165.00
Winter Season Last Chance / Day Time Programming Full Field		250.00	255.00
Winter Season Last Chance / Day Time Programming Half Field		140.00	145.00
Summer Prime Rate Full Field		150.00	155.00
Summer Prime Rate Half Field		80.00	80.00
Summer Full Day		800.00	800.00
Summer Non Prime Full Field		120.00	120.00
Summer Non Prime Half Field		70.00	70.00
Batting Cages Per Tunnel (Includes Machine)		55.00	55.00

SECTION 2
ADMINISTRATION

Description		2025	2026
ASSESSMENT SEARCH		25.00	35.00
ASSESSMENT SPLIT		50.00	50.00
BANK RETURNED CHECK/ITEM - Statutory Based Fee		30.00	30.00
COPIES / DOCUMENTS - Statutory Based Fee			
8.5 x 11 or 8.5 x 14 (Per Copy Black & White up to 100 Pages - .50 Double-sided)	More Than 100 Pages - Research and Labor Charge Added	0.25	0.25
8.5 x 11 or 8.5 x 14 (Per Copy Color up to 100 Pages - 1.00 Double-sided)	More Than 100 Pages - Research and Labor Charge Added	0.50	0.50
11 x 17		0.50	0.50
Full Size Large Format Plot	Black and White	7.50	7.50
Full Size Large Format Plot	Color	10.00	10.00
City Map	Paper	5.00	5.00
City Map	Laminated	7.00	7.00
DATA REQUEST RESEARCH & LABOR RATE FOR STAFF		Per MN Statute, Section 13.03	Per MN Statute, Section 13.03
LATE FEE ON INVOICES	Net 35 - Statutory Based Fee	1.5%/Per Mo.	1.5%/Per Mo.
NOTARY FEE	Non City Business, Non-Resident, Per Document	5.00	5.00
PAWN SHOP			
Annual License Fee		5,000.00	5,000.00
Per Billable Transaction		1.50	1.50
SPECIAL EVENT PERMIT			
Permit Fee		100.00	300.00
Escrow to be Set by Dept Supervisor		750 Minimum Escrow	N/A

SECTION 3
BUILDING PERMITS

Description	2025	2026
ACCESS CHARGES		
Water System Access - Building Permit Fee (Per SAC Unit)	**N/A**	**3,180.00**
Sewer System Access - Building Permit Fee (Per SAC Unit)	**N/A**	**3,840.00**
Water (WAC) Single Family/ Com./Ind. - Per Unit	3,800.00	**N/A**
Water (WAC) Multi Family Per Unit	3,000.00	**N/A**
Water (WAC) Existing Residential Properties - Onsite Systems	1,900.00	**N/A**
Water (High Pressure Access Charge Ordinance 99-5	200.00	**N/A**
Sewer (SAC) Com./Ind. First Unit	4,500.00	**N/A**
Sewer (SAC) Com./Ind. Each Additional Unit	2,500.00	**N/A**
Sewer (SAC) Multi Family Per Unit	3,600.00	**N/A**
Sewer (SAC) Single Family Per Unit	4,500.00	**N/A**
Sewer (SAC) Existing Residential Properties - Onsite Systems	2,500.00	**N/A**
ADMINISTRATION FEE Internal Staffing Costs		
Commercial	250.00	250.00
Residential	200.00	200.00
Commercial/Residential - Addition/Build Out/ Remodel - Permit Value > $5000	125.00	125.00
BUILDING DEMOLITION		
Disconnect Inspection Fee	100.00	100.00
Surcharge	1.00	1.00
BUILDING MOVING - Requires an Inspection Prior to Moving the Structure. Requires a Conditional-Use-Permit to Move within the City. Minimum Base Fee.	50.00	200.00
BUILDING PERMITS		
Backflow Filing Fee Per Device	25.00	25.00
Building Permit (Valuation Based)	1997 UBC	
Value of $1 - $2,000		69.25
Value of $2,001 - $25,000		$69.25 for the first $2,000.00 plus $14.00 for each additional $1,000.00, or fraction thereof, to and including $25,000.00
Value of $25,001 - $50,000		$391.25 for the first $25,000.00 plus $10.10 for each additional $1,000.00, or fraction thereof, to and including $50,000.00
Value of $50,001 - $100,000		$643.75 for the first $50,000.00 plus $7.00 for each additional $1,000, or fraction thereof, to and including $100,000.00
Value of $100,001 - $500,000		$993.75 for the first $100,000.00 plus $5.60 for each additional $1,000.00, or fraction thereof, to and including $500,000.00
Value of $500,001 - $1,000,000		$3,233.75 for the first $500,000.00 plus $4.75 for each additional $1,000.00, or fraction thereof, to and including $1,000,000.00
Value of $1,000,001 and up		$5,608.75 for the first $1,000,000.00 plus $3.65 for each additional $1,000.00, or fraction thereof
Commercial Interior Demo	N/A	85.00
Commercial Mechanical	See Building Permit - Valuation Based	
Commercial Parking Lot Resurfacing	N/A	250.00
Commercial Plumbing	See Building Permit - Valuation Based	
Plan Check Fee	65% of Permit Fee	65% of Permit Fee

SECTION 3
BUILDING PERMITS (CONTINUED)

Description	2025	2026
BUILDING PERMITS (CONTINUED)		
Plan Check Fee (Plans Reviewed by the State & Master Plans)	25% of Permit Fee	25% of Permit Fee
Pool Permit Engineering Fee Permanent Pools	200.00	200.00
Pool Permit - Above Ground	50.00	85.00
Private Utility Permits	See Building Permit - Valuation Based	
Residential Plumbing (Includes One Fixture Unit)	50.00	85.00
Each Additional Fixture	5.00	15.00
Per Permit Surcharge	1.00	1.00
Residential Mechanical (Includes One Unit)	75.00	85.00
Each Additional Unit	75.00	25.00
Per Permit Surcharge	1.00	1.00
BUILDING PERMIT REFUNDS		
Credit Card or Other Payment Processing Fees	N/A	No Refund
Once Any Inspection Has Occurred	N/A	No Refund
Plan Review Fees Once Review Has Started	N/A	No Refund
Re-Inspection Fees	N/A	No Refund
Requests Within 30 Days of Issuance	N/A	City Retains Minimum $62
Requests Within 60 Days of Issuance	N/A	City Retains Greater of $62 or 20% of permit
Requests Within 90 Days of Issuance	N/A	City Retains Greater of $62 or 40% of permit
Requests Within 120 Days of Issuance	N/A	City Retains Greater of $62 or 60% of permit
Requests Within 180 Days of Issuance	N/A	City Retains Greater of $62 or 80% of permit
Requests After 180 Days of Issuance	N/A	No Refund
State Surcharge	N/A	No Refund
CERTIFICATE OF OCCUPANCY	N/A	25.00
When Part of Preoccupancy Walk-Through of Business Location	N/A	25.00
Temporary Certificate of Occupancy and Each Extension	50.00	150.00
DRAIN TILE INSPECTIONS (Per Residential Building Permit)	75.00	75.00
ENVIRONMENTAL FEE - This Charge is for Coverage of Additional Street and Storm Sewer System Cleaning. A Fee Shall be Applied to Each New Construction Permit	300.00	300.00
FENCE PERMIT No Site Inspection	100.00	N/A
FINAL LOT INSPECTION FEE Per Residential Unit	75.00	75.00

SECTION 3
BUILDING PERMITS (CONTINUED)

Description		2025	2026
INVESTIGATION FEE/WORK BEGUN WITHOUT A PERMIT*		Dbl. Permit Fee	Dbl. Permit Fee
*When work requiring a permit has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for such work. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by the Code. The minimum investigation fee shall be the same as the minimum fee set in the Fee Schedule.			
REINSPECTION FEE		N/A	55.00
Inspection Outside of Normal Business Hours	2-Hour Minimum 4-Hour Minimum on Holidays	N/A	210.00
RESIDENTIAL MINOR WORK PERMIT			
Air Conditioning		75.00	85.00
Deck Repair / Resurface		N/A	155.00
Fireplace		100.00	115.00
Furnace		75.00	85.00
Furnace / AC Combo		N/A	125.00
Garage Heater		75.00	85.00
Gas Appliance		75.00	85.00
Gas Piping		N/A	105.00
Irrigation			
Site Fee		20.00	20.00
Plumbing Fee		60.00	85.00
Residential Boiler		N/A	125.00
Residing		100.00	105.00
Re-Roof		100.00	105.00
Water Heater		50.00	85.00
Water Heater / Softener Combo		N/A	115.00
Water Softener		50.00	85.00
Windows/Doors			
1 Window/Door		100.00	85.00
2 - 10 Windows/Doors		100.00	120.00
10 or More Windows/Doors		100.00	155.00
SEWER INSPECTION CHARGE			
Commercial / Industrial / Multi Family	Per Connection	600.00	600.00
Residential	Per Connection	300.00	300.00
SITE FEE	Internal Staffing Costs		
Commercial / Industrial / Multi Family		600.00	600.00
Residential Single Family		600.00	600.00
Residential 2+ Units		325.00	325.00
STATE SURCHARGE	Per State Surcharge Formula	Per MN Statutes	Per MN Statutes

SECTION 3
BUILDING PERMITS (CONTINUED)

Description	2025	2026
WARNING SIREN FEE (Per Ordinance 2007-10)		
Per Single Residential Unit	100.00	100.00
Up to 4 Units	200.00	200.00
Up to Ten Units	500.00	500.00
For Any Number of Units Above 10 Units	1,000.00	1,000.00
WATER METERS	At Cost + 10% Admin Fee	At Cost + 10% Admin Fee

SECTION 4
21ST CENTURY BANK EVENT CENTER

Description		2025	2026
EVENT CENTER RENTAL			
Roger's Resident Rental Great Hall			
Friday	Per Hour - 6 Hour Minimum	130.00	140.00
Saturday & City Holidays	Per Hour - 8 Hour Minimum	150.00	160.00
Sunday - Thursday	Per Hour - 2 Hour Minimum	110.00	110.00
Non-Profit**	Per Hour	85.00	85.00
Non-Resident Great Hall			
Friday	Per Hour - 6 Hour Minimum	160.00	170.00
Saturday & City Holidays	Per Hour - 8 Hour Minimum	180.00	190.00
Sunday - Thursday	Per Hour - 2 Hour Minimum	140.00	140.00
Non-Profit**	Per Hour	110.00	110.00
Conference Room Rental			
Rogers Resident	Per Hour	50.00	50.00
Rogers Non-Resident	Per Hour	75.00	75.00
Non-Profit Resident**	Per Hour	40.00	40.00
Non-Profit Non-Resident**	Per Hour	60.00	60.00
Wedding Package Resident*		3,300.00	3,400.00
Wedding Package Non-Resident*		4,000.00	4,100.00
Graduation Party Package - Rogers High School Students Only***		950.00	950.00
Non-Profit Fundraiser Package^		N/A	550.00
Memorial Package^^		N/A	550.00
Refundable Damage Deposit	Event Without Alcohol	300.00	300.00
	Event with Alcohol	500.00	500.00
Security (When Alcohol Served) - Private Security	Per Hour/4 Hour Minimum Required	Cost + $5	Cost + $5
Food Service Fee (No Kitchen Use)		25.00	N/A
Kitchen Fee (Food Prepared on Site or Catered)		150.00	N/A
Events with Alcohol Service			
Gratuity for Hosted Events	Based Total Alcohol Sales	15%	20%
Bartenders	Per Bartender, Per Hour - 4 Hour Minimum + 1 Hour Setup	30.00	30.00
EQUIPMENT RENTAL			
Fire Pit	With Interior Rental	50.00	50.00
Garden Chair Rental	Per Chair	4.00	4.00
Garden Chair Setup/Takedown	Per Chair	2.00	2.00
Portable Stage	Per Set-up	100.00	100.00
A/V System	Per Day	75.00	75.00
EQUIPMENT RENTAL (CONTINUED)			
Fryer****	Per Day	150.00	150.00
Fryer Cleaning Fee	Each/Per Day	300.00	300.00
Lawn Games	Per Day	50.00	50.00
Other Available Equipment Rentals - To be Discussed at Time of Rental			

SECTION 4
21ST CENTURY BANK EVENT CENTER (CONTINUED)

Description	2025	2026
*Wedding would include 6 hours of setup Friday between the hours of 2pm - 8pm, 8am - 12am Saturday, full use of building and amenities (excluding deep fryers), custom floorplan, announcement on electronic sign on Saturday.		
**Non-Profit Rates are Based on Actual Event Time Only. Includes Unsupported Use of AV Equipment. Cannot book more than 90 days out for Fri-Sat except for November & January-April.		
***Grad Party Package is available only for Rogers High School seniors and can be booked after the first day of the school year that they are graduating. Package includes 5 hours of building use on a Saturday (8am - 1pm or 2pm - 7pm), standard open house floorplan, A/V system, kitchen use, fire pit, lawn games, and two easels. Price does not		
****Fryer rental and cleaning can be waived for Lions club for the donation and proper cleaning of the fryers.		
^Non-Profit Fundraiser Package includes 10 hours of full building & amenity use (excluding deep fryers), custom floor plan, and event advertisement on electronic sign starting 1 week prior to event. Cannot be booked more than 90 days in advance for a Friday or Saturday, except November & Jan-April.		
^^Memorial Package includes 5 hours of building use before 9pm, choice of predetermined floor plan, A/V system & podium, kitchen use (excluding deep fryers), fire pit, and two easels. Price does not include refundable damage deposit.		

SECTION 5
DEVELOPMENT

Description		2025	2026
LABOR RATE FOR ENGINEERING STAFF	*At Cost = Salary + Benefits + Overhead	At Cost*	At Cost*
LOT ORIGINATION FEE		350.00	350.00
PARK DEDICATION FEES			
Residential	Per Dwelling Unit	6,000.00	6,000.00
Commercial	Per Acre	8,000.00	8,500.00
Industrial	Per Acre	5,000.00	6,000.00
SEWER TRUNK	Per Acre	2,600.00	**N/A**
On Existing Residential Properties/If Lateral Extension Required for Hookup		At Cost	**N/A**
STORM WATER TRUNK			
Storm Water Trunk - All Non-Ag Zoning Except R1	Per Acre	2,400.00	**N/A**
Storm Water Trunk - R1	Per Acre	300.00	**N/A**
SUB-DIVISION GIS DATA ENTRY			
Residential	Per Acre	50.00	50.00
Commercial/Industrial	Per Acre	250.00	250.00
SYSTEM ACCESS FEES - DEVELOPMENT			
Water	**Per SAC Unit**	**N/A**	**2,120.00**
Sewer	**Per SAC Unit**	**N/A**	**2,560.00**
Storm Water	**Per Acre**	**N/A**	**2,600.00**
WATER TRUNK (LOW PRESSURE ZONE)	Per Acre	3,000.00	**N/A**
On Existing Residential Properties/If Lateral Extension Required for Hookup		At Cost	**N/A**
WATER TRUNK (HIGH PRESSURE ZONE)	Per Acre	4,600.00	**N/A**
WETLAND CONSULTING (TEP Panel Delineation Review)			
Wetland Delineation Review	Escrow - Minimum $3,500	N/A	At Cost
Wetland Conservation Act Permit Review - No Loss, Determination, Exemption	Escrow - Minimum $1,500	N/A	At Cost
Wetland Conservation Act Permit Review - Replacement Plan	Escrow - Minimum $5,000	At Cost	At Cost
Replacement Wetland Monitoring	Escrow - Minimum Additional $11,000	At Cost	At Cost
Wetland Conservation Act Violation	Escrow - Minimum $5,000	At Cost	At Cost

SECTION 6
FIRE

Description		2025	2026
ANNUAL OPERATING PERMITS			
Hazardous Materials Storage and Use (Inside or Outside)*	Per Hazardous Material Maximum Annual Permit of $450/Business Unless Sites are Not Part of a Complex	150.00	150.00
Permits Required if Amounts are Greater than Chapter 1 of the MSFC.			
Late Fee if Permit not applied for by March 1st annually			
After March 1st		N/A	75.00
After April 1st	Per Month, Compounding, In Addition to Original Permit Fee	N/A	100.00
Hazardous Materials Include: Compressed Gases, Inert and			
Asphyxiant, Explosive Materials, Flammable/Combustible Liquid,			
Cryogenic Fluids, Corrosive, Oxidizing Material, Organic			
Peroxides, Pyrophoric Materials, Toxic Materials, Water-Reactive			
High Piled Storage	Area > 500 Sq Ft > 12 Ft High	150.00	150.00
Storage of Lithium (or Lithium-Ion) Batteries	Excess of 15 Cu Ft	150.00	150.00
Temporary LP Gas (Six-Month)	Excess of 500 Gallons	N/A	75.00
CONSTRUCTION PERMIT FEES			
Permits Required For:			
Automatic Extinguishing System			
Battery or Energy Storage Systems			
Compressed Gasses (Including Tanks)			
Cryogenic Fluids (Including Tanks)			
Detection Systems and Related Equipment			
Emergency Responder Radio Coverage			
Fire Alarm and Detection Systems			
Fire Pumps and Related Equipment			
Flammable and Combustible Liquids (Including Tanks)			
Gas Detection Systems			
Hazardous Materials (Including Tanks)			
High-Piled Combustible Storage			
Industrial Ovens			
LP - Gas			
Motor Vehicle Repair Rooms and Booths			
Plant Extraction Systems			
Smoke Control or Exhaust Systems			
Spraying or Dipping Equipment			
Standpipe Systems			
Permit Fee		See - Building Permit - Valuation Based	
Building Permit Surcharge		Per MN Statutes	Per MN Statutes
Plan Check Fee		65% of Permit Fee	65% of Permit Fee
Plan Check Fee - Additional	After 3 or More Revisions without Correction, Per Hour	100.00	100.00
Investigation Fee / Work Begun Without a Permit*		Dbl. Permit Fee	Dbl. Permit Fee
Gates and Barricades Across Fire Access Roads	Flat Fee	75.00	75.00

SECTION 6
FIRE (CONTINUED)

Description		2025	2026
CONSTRUCTION PERMIT FEES (CONTINUED)			
Removal of Underground Tanks			
One Tank	Flat Fee	100.00	100.00
Additional Tanks	Flat Fee	50.00	50.00
*When work requiring a permit has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for such work. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by the Code. The minimum investigation fee shall be the same as the minimum fee set in the Fee Schedule.			
BURN PERMIT - OPEN BURNING			
One Month		15.00	25.00
Six Month		75.00	75.00
EQUIPMENT CHARGE (Material Used or Damage to Equipment)	Per Hour, 1-Hour Minimum Per Apparatus (Non-Routine Calls)		
Ladder		200.00	200.00
Pumper		150.00	150.00
Heavy Rescue, Tanker		100.00	100.00
Squads/Chief Vehicles		20.00	20.00
Repair, Cleanup, Disposable Equipment		At Cost	At Cost
EQUIPMENT CHARGE (Material Used or Damage to Equipment) - Continued	Per Hour, 1-Hour Minimum Per Apparatus (Non-Routine Calls)		
Staff Costs	Per Hour, Per Employee At Cost = Salary + Benefits + Overhead	At Cost	At Cost
FALSE ALARMS:			
1 in any 12 Month Period		No Charge	No Charge
2 to 3 in Any 12 Month Period	Each	300.00	350.00
4 to 5 in Any 12 Month Period	Each	400.00	450.00
6+ in Any 12 Month Period	Each	500.00	600.00
FIRE INSPECTION FEES	Per Hour		
Inspection Outside of Normal Business Hours	2-Hour Minimum 4-Hour Minimum on Holidays	165.00	210.00
Re-Inspection Fee			
1-2 Site Inspections		No Charge	No Charge
3rd Site Inspection		75.00	75.00
4th Site Inspection		125.00	125.00
5th Site Inspection or More		175.00	175.00
FIREWORKS PERMIT			
Display		100.00	100.00
Indoor Retail Temporary		100.00	100.00
Outdoor Retail Temporary		350.00	350.00
FIRE CODE VIOLATION		250.00	350.00

SECTION 6
FIRE (CONTINUED)

Description		2025	2026
FIRE WATCH	Per Hour, Per Employee, 1-Hour Minimum At Cost = Salary + Benefits + Overhead + Equipment Costs (see Equipment Charges)	At Cost	At Cost
HAZARDOUS MATERIALS INCIDENTS	Equipment (see Equipment Charges) + Staff Costs, 1 Hour Minimum	At Cost	At Cost
MOBILE FOOD PREP VEHICLE	Annual Operating Permit	75.00	75.00
TENT FEE			
Temporary Membrane Structure & Tents	1st Unit	75.00	75.00
	Additional Units, Each	25.00	25.00

SECTION 7
LIQUOR, TOBACCO & CANNABIS

Description		2025	2026
BREWERY/BREWPUB/MICRODISTILLERY/TASTING ROOM/TAP ROOM			
Brewpub Off-Sale	Annual Fee	200.00	200.00
Brewpub On-Sale	Annual Fee	500.00	500.00
Brewer Off-Sale	Annual Fee	200.00	200.00
Brewer Tap Room On-Sale	Annual Fee	300.00	300.00
Micro distillery Off-Sale	Annual Fee	200.00	200.00
Micro distillery On-Sale	Annual Fee	300.00	300.00
Brewer/Micro distillery Temporary	Per Event	20.00	20.00
Cocktail/Tasting Room On-Sale	Annual Fee	300.00	300.00
Culinary Class On-Sale	Annual Fee	100.00	100.00
CANNABIS			
Initial Registration	Or As Defined in MN State	500.00	500.00
Renewal Registration	Statute 342.22 Subd. 2	1,000.00	1,000.00
COMPLIANCE VIOLATION FEES			
Liquor			
1st Offense (w/36 Mos. Period) + License Suspension		500.00	500.00
2nd Offense (w/36 Mos. Period) + License Suspension		750.00	750.00
3rd Offense (w/36 Mos. Period) + License Suspension		1,000.00	1,000.00
4th Offense (w/36 Mos. Period) + License Suspension or Revocation		2,000.00	2,000.00
Tobacco and Cannabis			
1st Offense		75.00	Per MN Statute, Section 461.12
2nd Offense (w/24 Mos. Period)		200.00	
3rd + Offense (w/24 Mos. Period) + License Suspension		250.00	
INTOXICATING LIQUOR ON-SALE			
Annual Fee		8,000.00	8,000.00
Temporary		No Charge	No Charge
INVESTIGATION FEE			
New Applications		1,000.00	1,000.00
Change of Business Ownership		750.00	750.00
NON-INTOXICATING LIQUOR			
On-Sale		500.00	500.00
Off-Sale		250.00	250.00
Temporary		No Charge	No Charge
SUNDAY INTOXICATING LIQUOR ON-SALE	Annual Fee - New & Renewals	200.00	200.00
TOBACCO LICENSE			
Annual Fee		300.00	300.00
Tobacco License Investigation Fee		50.00	50.00
WINE ON-SALE	Annual Fee	1,000.00	1,000.00

SECTION 8
PARKS & RECREATION

Description		2025	2026
FIELD RENTAL			
Youth Associations: Minimum of 100 Participants			
Field Maintenance - Multipurpose Fields	Per Week	80.00	80.00
Field Maintenance - Ball Diamonds	Per Field Setup	40.00	40.00
Seasonal Field Setup - Football/Soccer/Rugby/Lacrosse	Per Field Setup	130.00	130.00
Use of Lights	Per Field Per Hour	5.00	5.00
Portable Mound Set-up Adder	Per Field Per Setup	30.00	30.00
SHELTERS*			
Lions Central Park Sunroom Resident	Per Hour	35.00	35.00
Lions Central Park Pavilion Resident	Per Hour	25.00	25.00
Lions Central Park Sunroom Non-Resident	Per Hour	40.00	40.00
Lions Central Park Pavilion Non-Resident	Per Hour	30.00	30.00
Lions Central Park Sunroom or Pavilion Not-for-Profit (Self Setup and Take Down)	Per Hour/3 Hour Minimum (Max 1 Event/Month)	10.00	10.00
North Community Park Gazebo Resident	Per Hour	15.00	15.00
North Community Park Gazebo Non-Resident	Per Hour	20.00	20.00
*Cancellation Fee: Notice > 30 Days, Full Refund; Notice < 30 Days, 50% Refund; Notice < 14 Days, No Refund.			
SPECIAL EVENT PERMIT	Permit Fee	60.00	60.00
Event Within a City Park Only (i.e.. Concerts, etc.)	Escrow to be set by Dept. Supervisor	250 Minimum Escrow	250 Minimum Escrow
Event Using City Trails, Sidewalks, Streets, etc. (i.e.. Charity Walks)	Escrow to be set by Dept. Supervisor	750 Minimum Escrow	750 Minimum Escrow
TOURNAMENTS			
Per Field per Day (Additional fees for field staff, portable toilets, fences, and lights)	Includes First Setup of the Day	40.00	40.00
Temporary Fence	Installation & Removal Per Field	150.00	150.00
Additional Fees for Chalk/Portable Toilets		At Cost	At Cost
Additional Lining Per Field/Per Request		80.00	80.00
Field Staff for Tournaments	Per Hour, Per Staff	25.00	25.00

SECTION 9
COMMUNITY DEVELOPMENT

Description		2025	2026
AGRICULTURAL PRESERVE PROCESSING FEE		50.00	50.00
BUSINESS REGISTRATION CERTIFICATE	One-Time Registration Fee	5.00	N/A
COMPREHENSIVE PLAN AMENDMENT			
Base		500.00	500.00
Escrow (Minimum)		3,000.00	3,000.00
CONCEPT PLAN REVIEW			
Base		250.00	250.00
Escrow (Minimum)		1,500.00	1,500.00
CONDITIONAL USE PERMIT			
Base		400.00	400.00
Escrow (Minimum)		1,000.00	1,000.00
DEVELOPMENT RELATED STUDIES (If Required by City; Completed by City Engineer)			
AUAR / AUAR Update	Escrow	At Cost	At Cost
Environmental Impact Study / Environmental Assessment Worksheet	Escrow	At Cost	At Cost
Traffic Impact Study	Escrow	At Cost	At Cost
Development Traffic Analysis	Escrow (Minimum)	2,000.00	2,000.00
HOME OCCUPATION/ HOME-BASED BUSINESS			
Home Occupation Type 1	No Permit Required	No Charge	No Charge
Home Occupation Type 2	Administrative Review	250.00	250.00
Home Occupation Type 3	Base	350.00	350.00
	Escrow (Minimum)	1,500.00	1,500.00
INTERIM USE PERMIT			
Base		400.00	400.00
Escrow (Minimum)		2,000.00	2,000.00
LABOR RATE FOR PLANNING STAFF	*At Cost = Salary + Benefits + Overhead	At Cost*	At Cost*
MASSAGE LICENSE			
Background Investigation Fee	Per Applicant	50.00	50.00
Massage Establishment License	Initial License (Expires at 12/31)	600.00	600.00
	Annual Renewal (Expires 12/31 Each Year)	400.00	400.00

SECTION 9
COMMUNITY DEVELOPMENT (CONTINUED)

Description		2025	2026
MINING PERMIT			
Active Area Fee	Per Year/Per Acre	50.00	50.00
Inactive Area Fee	Per Year/Per Acre	25.00	25.00
Restoration Credit	Subtracted from Total of Active/Inactive Area Fees/Per Acre	25.00	25.00
Minimum Fee	Per Year	900.00	900.00
GMAP Surcharge	One-Time/Per Acre/Active & Inactive	125.00	125.00
MINOR SUBDIVISION			
Lot Division, Lot Consolidation, Lot Line Adjustment	Base	300.00	300.00
	Escrow (Minimum)	1,000.00	1,000.00
PAWNBROKERS, PRECIOUS METAL DEALERS, AND SECONDHAND DEALERS			
License	Annual Fee	3,000.00	3,000.00
Investigation Fee		500.00	500.00
Investigation Escrow	In-State	1,000.00	1,000.00
Investigation Escrow	Out-of-State	5,000.00	5,000.00
Bond	Annual	5,000.00	5,000.00
PLAT - PRELIMINARY			
Base		500 + $5 Per Lot	500 + $5 Per Lot
Escrow (Minimum)		3,500.00	3,500.00
PLAT - FINAL			
Base		300 + $5 Per Lot	300 + $5 Per Lot
Escrow (Minimum)		2,500.00	2,500.00
PLANNED UNIT DEVELOPMENT (PUD)			
Concept Plan	Base	250.00	250.00
	Escrow (Minimum)	1,500.00	1,500.00
Development Plan	Base	500.00	500.00
	Escrow (Minimum)	5,000.00	5,000.00
Preliminary Plat	Base	500 + $5 Per Lot	500 + $5 Per Lot
	Escrow (Minimum)	3,500.00	3,500.00
Final Plat	Base	300 + $5 Per Lot	300 + $5 Per Lot
	Escrow (Minimum)	2,500.00	2,500.00
Development Plan Amendment	Base	300.00	300.00
	Escrow (Minimum)	2,000.00	2,000.00
RENTAL REGISTRATION			
Single Family, through Quad Rental	Per Unit, Annual Fee	75.00	75.00
5+ Unit Rental	Annual Flat Fee	400.00	400.00

SECTION 9
COMMUNITY DEVELOPMENT (CONTINUED)

Description		2025	2026
REZONING			
Base		400.00	400.00
Escrow (Minimum)		2,000.00	2,000.00
SIGNS (BILLBOARD)	Annual Fee	250.00	250.00
SIGNS (TEMPORARY) Permanent Signs Require a Building Permit			
On Premise-Temp - 1 - 10 Day Permit		25.00	25.00
On Premise-Temp - 11 - 30 Day Permit		50.00	50.00
SIGN STANDARD ADJUSTMENT			
	Base	200.00	200.00
	Escrow (Minimum)	1,000.00	1,000.00
SIGN & ZONING ORDINANCE VIOLATION			
1st Offense		Warning	Warning
2nd Offense		100.00	100.00
3rd Offense		250.00	250.00
All Offenses Thereafter (Each)		500.00	500.00
SITE PLAN REVIEW			
Base		500.00	500.00
Escrow (Minimum)		3,500.00	3,500.00
SITE PLAN AMENDMENT			
Base		250.00	250.00
Escrow (Minimum)		2,000.00	2,000.00
TIF/ABATEMENT APPLICATION FEE			
Non-Refundable Fee		5,000.00	5,000.00
Escrow (Minimum)		10,000.00	10,000.00
VACATION	Application fee	500.00	500.00
VARIANCE	Application fee	400.00	400.00
ZONING TEXT AMENDMENT			
Base		400.00	400.00
Escrow (Minimum)		1,500.00	1,500.00
ZONING CERTIFICATION LETTER			
Base		75.00	75.00
Additional Fees May be Charged Depending Upon Request		TBD	TBD
ZONING APPEALS	Per Section 125-57	500.00	500.00

SECTION 10
POLICE

Description		2025	2026
BACKGROUND INVESTIGATION (Per Applicant)		50.00	50.00
DANGEROUS DOG			
Dangerous Dog Registration Fee		200.00	200.00
Dangerous Dog Hearing		At Cost	At Cost
Potentially Dangerous Dog Hearing		At Cost	At Cost
DATA REQUEST			
Police Reports		See Administration - Copies	See Administration - Copies
Photos (To Burn to CD)	Plus Staff Time Where Applicable	12.00	12.00
Videos (To Burn to CD)	Plus Staff Time Where Applicable	35.00	35.00
FALSE ALARMS (Calendar Year)			
1-3		No Charge	No Charge
4-5		50.00	50.00
6-7		100.00	100.00
8-9		250.00	250.00
10 & More		500.00	500.00
Other Civil Alarm Violation		100.00	100.00
FINGER PRINTING			
Resident		No Charge	No Charge
Non-Resident		15.00	15.00
HUNTING LICENSE WITHIN CITY LIMITS		35.00	35.00
ICE CREAM VENDOR BACKGROUND CHECK	Per Section 10 - Police (Background Investigation)	50.00	50.00
PARKING FINES		20.00	20.00
SECURITY SERVICES	Licensed Officer Per Hour	170.00	190.00
SOLICITOR LICENSE	Annually, Per Solicitor	250.00	250.00
SOLICITATION PERMIT VIOLATION		100.00	100.00

SECTION 11
PUBLIC WORKS

Description		2025	2026
ANNUAL YARD WASTE PERMIT (RESIDENTIAL ONLY)	Permit Required/Must Present ID at Gate	30.00	30.00
BULK WATER			
Commercial Hydrant Usage	Per 1,000 Gallons	4.51	5.20
DUST CONTROL ON ROADS OUTSIDE OF CITY POLICY		At Cost	At Cost
EROSION VIOLATION FEE	Paid with Escrow Funds	100.00	100.00
FATS OILS AND GREASES PENALTIES	Ordinance 2021-03		
First Violation Within Two-Year Period		Warning	Warning
Second Violation Within Two-Year Period	Per Month	500.00	500.00
Third Violation Within Two-Year Period	Per Month	1,000.00	1,000.00
Fourth Violation Within Two-Year Period		License Suspension or Revocation	License Suspension or Revocation
GRADING PERMIT			
Less than 1/2 Acre or 200 Yards of Soil Import		75.00	75.00
Equal to or Greater than 1/2 Acre but Less than 1 Acre		250.00	250.00
Equal to or Greater than 1 Acre (Requires Watershed Review)		750.00	750.00
JET VAC TRUCK AND OPERATOR	Per Hour	300.00	300.00
LABOR RATE FOR PUBLIC WORKS STAFF	*At Cost = Salary + Benefits + Overhead	At Cost*	At Cost*
LOCATING WIRE	Per Foot	At Cost	At Cost
MOWING PER RESIDENTIAL LOT		250.00	250.00
PRIVATE HYDRANT INSPECTION FEE	Per Hydrant	100.00	100.00
RIGHT OF WAY PERMIT			
Annual Fee		250.00	250.00
Per Permit		150.00	150.00
Street Excavation		Additional 250.00	Additional 250.00
Escrow (If Needed as Determined for Large Projects over 500')		TBD	TBD
New Driveway Permit		250.00	250.00
Driveway Replacement Permit		65.00	65.00

SECTION 11
PUBLIC WORKS (CONTINUED)

Description		2025	2026
TELECOMMUNICATION APPLICATION FEE			
Tower and Antenna Application (Applies if Tower or Antenna is on City Property or Private Property with a Conditional Use Permit)		500 Minimum	500 Minimum
Escrow Based Upon Pre-Application Acceptance		1,000 Minimum Escrow	1,000 Minimum Escrow
TEMPORARY CONSTRUCTION METERS			
Administrative Fee		**N/A**	**50.00**
Hydrant Meter Assembly - Long-Term (Construction):			
- Wrench Deposit		50.00	50.00
- .75" Assembly Deposit		500.00	500.00
- 2.5" Assembly Deposit		1,500.00	1,500.00
- Lost or Inoperable Assembly Fee (In Addition to Deposit)		1,500.00	1,500.00
- Unable to Read Meter	Per Month	100.00	100.00
TREE / WEED REMOVAL ON PRIVATE PROPERTY		At Cost	At Cost
UNDERGROUND EXCAVATION LICENSE	50% Water	50.00	50.00
	50% Sewer		
VALVE BOX DRIVEWAY COVER		At Cost	At Cost
WATER/SEWER INSTALLERS PERMIT			
Residential	50% Water/50% Sewer	150.00	150.00
Commercial (See Public Works Superintendent for Final Inspection Fee)	50% Water/50% Sewer	500.00	500.00
Commercial - Sewer Only		150.00	150.00
Commercial - Water Only		150.00	150.00
WIRE ACCESS BOX		At Cost	At Cost

SECTION 12
UTILITY BILLING

Description		2025	2026
BILLING CYCLE			
All properties will be billed monthly. All payments shall be due on the 1st day of the month following billing.			
CERTIFICATION FEE FOR DELINQUENT UTILITIES		N/A	75.00
INCORRECT METER INSTALLATION OR DISCONNECTION (Includes: improper removal from premise, no notification of installation/disconnection, and backwards installation)		N/A	75.00
FINAL BILL PROCESSING FEE		N/A	25.00
MANUAL METER READ FEE FOR UTILITY BILLING (Customers Not Utilizing Advanced Metering Infrastructure Technology)	Per Billing	75.00	75.00
RECYCLING	Monthly Recycling Fee	5.00	5.25
SEWER			
Sewer Basic Charge	Per Month	8.90	**14.30**
Residential Usage*	Per 1,000 Gallons	7.40	**5.50**
Commercial/Industrial Usage	Per 1,000 Gallons	7.40	**5.50**
For residential property owners with no winter water usage, the winter average would be based on the lesser of the City's residential average water consumption of 5,000 gallons or the average water consumption from the months directly before departure and after a return. New residential property owners would have their winter average set at the City's residential average water consumption of 5,000 gallons per monthly billing cycle until they are able to establish a winter average amount.			
STORM WATER UTILITY FEES			
Residential	**Per Month**	**N/A**	**6.00**
Non-Residential	**Per Month**		
Gross Area Charge	**Per 1,000 Sq Ft**	**N/A**	**0.25**
Impervious Area Charge	**Per 1,000 Sq Ft**	**N/A**	**0.50**
Storm Water Basic Charge	Per Month	1.90	**N/A**
R1 Rural Properties	Per Month	4.05	**N/A**
Residential Single-Family R2, PUD Urban Properties	Per Month	4.19	**N/A**
Residential Mid-density Residential (R3) Parcels Smaller than .25 Acres	Per Month	2.64	**N/A**
Residential Mid-density Residential (R3) Parcels Larger than .25 Acres	Per Month	4.10	**N/A**

SECTION 12
UTILITY BILLING (CONTINUED)

Description		2025	2026
STORM WATER UTILITY FEES (CONTINUED)			
Residential Multi-Family - Residential (R4, R5) Parcels Smaller than .50 Acres	Per Month Plus $.0005 Per Sq Ft Impervious Area	4.10	**N/A**
Residential Multi-Family - Residential (R4, R5) Parcels Larger than .50 Acres	Per Month/Per Acre Plus $.0005 Per Sq Ft Impervious Area	8.27	**N/A**
Institutional (Churches, Schools, Govt, Hospitals & Nursing Homes) Smaller than .50 Acres	Per Month Plus $.0005 Per Sq Ft Impervious Area	4.10	**N/A**
Institutional (Churches, Schools, Govt, Hospitals & Nursing Homes) Larger than .50 Acres	Per Month/Per Acre Plus $.0005 Per Sq Ft Impervious Area	8.27	**N/A**
Commercial / Industrial/Retail (ND, DT, LC, RC, GI, SB) Smaller than .50 Acres	Per Month Plus $.0005 Per Sq Ft Impervious Area	5.50	**N/A**
Commercial / Industrial/Retail (ND, DT, LC, RC, GI, SB) Larger than .50 Acres	Per Month/Per Acre Plus $.0005 Per Sq Ft Impervious Area	10.81	**N/A**
UTILITY BILL PENALTIES	Per Month	3%	5%
Customers are eligible for a one-time forgiveness of the late fee within a two-year rolling period. This means that one late fee can be waived every two years upon request, providing some flexibility in case of an occasional missed			
WATER BASIC CHARGES (BASED ON METER SIZE)			
- 0.625"	Per Month	6.60	**8.73**
- 0.75"	Per Month	6.80	**9.30**
- 1.00"	Per Month	7.40	**11.00**
- 1.50"	Per Month	8.20	**13.27**
- 2.00"	Per Month	10.20	**19.37**
- 3.00"	Per Month	30.80	**68.20**
- 4.00"	Per Month	39.30	**86.87**
WATER - STATE MANDATED TESTING FEES	Per Month/Per Connection	0.81	1.27
WATER TURN ON/SHUT OFF FEE	Per Hour	75.00	75.00
After Hours Water Turn On/Shut Off Fee	Per Hour	100.00	100.00

SECTION 12
UTILITY BILLING (CONTINUED)

Description		2025	2026
WATER USAGE - Per 1,000 Gallons			
Residential Usage	Tier 1, 0-3,000 Gallons	2.60	2.60
Residential Usage	**Tier 2, 3,001-11,000 Gallons**	3.20	3.20
Residential Usage	**Tier 3, 11,001-37,000 Gallons**	4.00	4.00
Residential Usage	**Tier 4, Over 37,000 Gallons**	5.20	5.20
Commercial/Industrial Usage		3.20	3.20
Commercial/Industrial Usage	Tier 2, Over 47,000 Gallons	4.00	**N/A**
Irrigation Usage	Per 1,000 Gallons	5.20	5.20
WATER SPRINKLING BAN VIOLATIONS			
Each Day of Violation Beyond the Initial Warning		50.00	50.00
UTILITY DISCONNECT FEE	50% Water	50.00	50.00
	50% Sewer	50.00	50.00

RESOLUTION 2026-30

A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE NO. 2026-08

WHEREAS, the City Council of the City of Rogers adopted Ordinance No. 2026-08 titled "An Ordinance Amending the 2026 Master Fee Schedule for the City of Rogers;" and

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

WHEREAS, the expense to publish the complete text of Ordinance No. 2026-08 is not justified; and

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

NOW THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Rogers, Hennepin County, Minnesota, that the summary shown in Exhibit A is hereby approved for official publication.

The full text of the Ordinance may be reviewed at City Hall, located at 22350 South Diamond Lake Road, Rogers, MN 55374.

Moved by Councilmember , seconded by Councilmember

The following voted in favor of said resolution:

The following voted against the same:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor, and attested by the City Clerk dated this 28th day of April, 2026.

_____
Mayor

ATTEST:

_____
City Clerk

EXHIBIT A

SUMMARY OF ORDINANCE NO. 2026 – 08

AN ORDINANCE AMENDING THE 2026 MASTER FEE SCHEDULE FOR THE CITY OF ROGERS

On the 28th day of April, 2026 the Rogers City Council passed Ordinance No. 2026-08, An Ordinance Amending the 2026 Master Fee Schedule for the City of Rogers.

Fee schedule changes for this 2026 amendment include:

Section 1. Adoption of Fees (Exhibit A).

Fee Description		2025	2026
ACCESS CHARGES			
Water System Access - Building Permit Fee (Per SAC Unit)		N/A	3,180.00
Sewer System Access - Building Permit Fee (Per SAC Unit)		N/A	3,840.00
Water (WAC) Single Family/ Com./Ind. - Per Unit		3,800.00	N/A
Water (WAC) Multi Family Per Unit		3,000.00	N/A
Water (WAC) Existing Residential Properties - Onsite Systems		1,900.00	N/A
Water (High Pressure Access Charge	Ordinance 99-5	200.00	N/A
Sewer (SAC) Com./Ind. First Unit		4,500.00	N/A
Sewer (SAC) Com./Ind. Each Additional Unit		2,500.00	N/A
Sewer (SAC) Multi Family Per Unit		3,600.00	N/A
Sewer (SAC) Single Family Per Unit		4,500.00	N/A
Sewer (SAC) Existing Residential Properties - Onsite Systems		2,500.00	N/A
SEWER TRUNK	Per Acre	2,600.00	N/A
On Existing Residential Properties/If Lateral Extension Required for Hookup		At Cost	N/A
STORM WATER TRUNK			
Storm Water Trunk - All Non-Ag Zoning Except R1	Per Acre	2,400.00	N/A
Storm Water Trunk - R1	Per Acre	300.00	N/A
SYSTEM ACCESS FEES - DEVELOPMENT			
Water	Per SAC Unit	N/A	2,120.00
Sewer	Per SAC Unit	N/A	2,560.00
Storm Water	Per Acre	N/A	2,600.00
WATER TRUNK (LOW PRESSURE ZONE)	Per Acre	3,000.00	N/A
On Existing Residential Properties/If Lateral Extension Required for Hookup		At Cost	N/A
WATER TRUNK (HIGH PRESSURE ZONE)	Per Acre	4,600.00	N/A
TEMPORARY CONSTRUCTION METERS			
Administrative Fee		N/A	50.00
SEWER			
Sewer Basic Charge	Per Month	8.90	14.30
Residential Usage*	Per 1,000 Gallons	7.40	5.50
Commercial/Industrial Usage	Per 1,000 Gallons	7.40	5.50

STORM WATER UTILITY FEES			
Residential	Per Month	N/A	6.00
Non-Residential	Per Month		
Gross Area Charge	Per 1,000 Sq Ft	N/A	0.25
Impervious Area Charge	Per 1,000 Sq Ft	N/A	0.50
Storm Water Basic Charge	Per Month	1.90	N/A
R1 Rural Properties	Per Month	4.05	N/A
Residential Single-Family R2, PUD Urban Properties	Per Month	4.19	N/A
Residential Mid-density Residential (R3) Parcels Smaller than .25 Acres	Per Month	2.64	N/A
Residential Mid-density Residential (R3) Parcels Larger than .25 Acres	Per Month	4.10	N/A
Residential Multi-Family - Residential (R4, R5) Parcels Smaller than .50 Acres	Per Month Plus $.0005 Per Sq Ft Impervious Area	4.10	N/A
Residential Multi-Family - Residential (R4, R5) Parcels Larger than .50 Acres	Per Month/Per Acre Plus $.0005 Per Sq Ft Impervious Area	8.27	N/A
Institutional (Churches, Schools, Govt, Hospitals & Nursing Homes) Smaller than .50 Acres	Per Month Plus $.0005 Per Sq Ft Impervious Area	4.10	N/A
Institutional (Churches, Schools, Govt, Hospitals & Nursing Homes) Larger than .50 Acres	Per Month/Per Acre Plus $.0005 Per Sq Ft Impervious Area	8.27	N/A
Commercial / Industrial/Retail (ND, DT, LC, RC, GI, SB) Smaller than .50 Acres	Per Month Plus $.0005 Per Sq Ft Impervious Area	5.50	N/A
Commercial / Industrial/Retail (ND, DT, LC, RC, GI, SB) Larger than .50 Acres	Per Month/Per Acre Plus $.0005 Per Sq Ft Impervious Area	10.81	N/A
WATER BASIC CHARGES (BASED ON METER SIZE)			
- 0.625"	Per Month	6.60	8.73
- 0.75"	Per Month	6.80	9.30
- 1.00"	Per Month	7.40	11.00
- 1.50"	Per Month	8.20	13.27
- 2.00"	Per Month	10.20	19.37
- 3.00"	Per Month	30.80	68.20
- 4.00"	Per Month	39.30	86.87
WATER USAGE - Per 1,000 Gallons*			
Residential Usage	Tier 1, 0-3,000 Gallons	2.60	2.60
Residential Usage	Tier 2, 3,001-11,000 Gallons	3.20	3.20
Residential Usage	Tier 3, 11,001-37,000 Gallons	4.00	4.00
Residential Usage	Tier 4, Over 37,000 Gallons	5.20	5.20
Commercial/Industrial Usage		3.20	3.20
Commercial/Industrial Usage	Tier 2, Over 47,000 Gallons	4.00	N/A
*Tier structure was updated.			

Section 2. Implementation of System Access Fee Changes

Updated system access fees shall apply as follows:

1. *Residential Development.* Residential building permits applied for prior to May 1, 2026, shall remain subject to the fee schedule in effect at the time of application and shall not be subject to the updated system access fees.
2. *Non-Residential Development.* Non-residential developments with an initial planning application submitted prior to May 1, 2026, shall remain subject to the fee schedule in effect at the time of application and shall not be subject to the updated system access fees.
3. *New Applications.* All applicable applications submitted on or after **May 1, 2026**, shall be subject to the updated system access fees adopted herein.

The full text of the Ordinance may be reviewed at City Hall, located at 22350 South Diamond Lake Road, Rogers, MN 55374.

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 6.2

Subject: Items Related to the Issuance of 2024B General Obligation Abatement Bonds

- Public Hearing on Proposed Property Tax Abatements for the Purpose of Issuing Tax Abatement Bonds to Finance the Expansion of the Rogers Activity Center
- Resolution No. 2026-47, A Resolution Approving Tax Abatements
- Resolution No. 2026-45, A Resolution Providing for the Competitive Negotiated Sale of $9,985,000 General Obligation Tax Abatement Bonds, Series 2026A

Prepared By: Bridget Bruska, Finance Director

Recommended Council Action

- Review the Pre-Sale Report for $9,985,000 General Obligation Tax Abatement Bonds, Series 2026A
- Conduct Public Hearing on Proposed Property Tax Abatements for the Purpose of Issuing Tax Abatement Bonds to Finance the Expansion of the Rogers Activity Center
- Motion to Approve Resolution No. 2026-47, A Resolution Approving Tax Abatements
- Motion to Approve Resolution No. 2026-45, A Resolution Providing for the Competitive Negotiated Sale of $9,985,000 General Obligation Tax Abatement Bonds, Series 2026A

Overview / Background / Analysis

On February 4, 2026, the City Council accepted bids for the Rogers Activity Center (RAC) Expansion, City Project #2406. The project consists of constructing a second sheet of ice between the existing RAC and the HealthPartners Fieldhouse, completing the TruStone Center.

This project includes several funding mechanisms, including the issuance of bonds. To help finance the project, the City intends to issue General Obligation (GO) Tax Abatement Bonds. At a high level, these bonds allow the City to capture a portion of its existing property tax levy from designated parcels and use those funds to repay the debt. This financing structure does not increase the City's tax rate, as it reallocates existing tax capacity rather than generating new taxes.

The bonds are anticipated to be repaid through a combination of revenue sources, including the existing tax levy, annual contributions from local organizations such as

Rogers Youth Hockey and the Rogers Royals Face-Off Booster Club, naming rights and sponsorship agreements, and operating income generated by the facility. As with any General Obligation Bond, if pledged revenues are insufficient and other funding sources are unavailable, the City may be required to levy taxes to pay the debt service.

Jason Aarsvold, the City's Municipal Advisor, will be in attendance at the Council meeting to review the attached Pre-Sale Report. The Pre-Sale Report provides the City Council with an overview of the proposed bond issuance, including estimated interest costs, repayment structure, and financing impacts.

Pursuant to Minnesota Statutes, the use of tax abatement financing also requires a public hearing prior to approval. The public hearing provides residents and interested parties an opportunity to comment on the proposed financing and allows the City Council to formally consider the financing plan before taking final action and approving Resolution No. 2026-47, A Resolution Approving Tax Abatements.

Lastly, staff is requesting Council approval of Resolution No. 2026-45, A Resolution Providing for the Issuance and Sale of General Obligation Tax Abatement Bonds, Series 2026A. Approval of this resolution authorizes staff to proceed with the bonding process. The City Council will still need to approve the final sale of the bonds at its June 9, 2026, meeting.

Staff Recommendation

- Review the Pre-Sale Report for $9,985,000 General Obligation Tax Abatement Bonds, Series 2026A
- Conduct Public Hearing on Proposed Property Tax Abatements for the Purpose of Issuing Tax Abatement Bonds to Finance the Expansion of the Rogers Activity Center
- Motion to Approve Resolution No. 2026-47, A Resolution Approving Tax Abatements
- Motion to Approve Resolution No. 2026-45, A Resolution Providing for the Competitive Negotiated Sale of $9,985,000 General Obligation Tax Abatement Bonds, Series 2026A

Financial Impact: $9,985,000 **Source Fund**: Fund 411 - RAC Expansion

Budgeted? N/A

Supporting Documentation

A. Pre-Sale Report - General Obligation Tax Abatement Bonds, Series 2026A
B. Resolution 2026-47
C. Resolution 2026-45

April 28, 2026

PRE-SALE REPORT FOR

City of Rogers, Minnesota

$9,985,000 General Obligation Tax Abatement Bonds, Series 2026A

Prepared by:

Ehlers
3001 Broadway Street, Suite 320
Minneapolis, MN 55413

Advisors:

Jason Aarsvold, Senior Municipal Advisor
Keith Dahl, Senior Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

$9,985,000 General Obligation Tax Abatement Bonds, Series 2026A

Purposes:

The proposed issue includes financing for the expansion of City's Rogers Activity Center to include a second sheet of ice. The City will pledge tax abatement revenues and ad valorem property taxes to support payments on the Bonds. As currently planned, the City will write-down annual debt service payments with revenue from operations and various outside partners.

Authority:

The Bonds are being issued pursuant to Minnesota Statutes, Chapters:

- 469
- 475

The City will hold the required public hearing on the tax abatement and the public purpose it serves on April 28, 2026. Under the Tax Abatement Authority, the amount of property taxes abated in any year for the Bonds, together with any outstanding annual abatements, may not exceed 1) 10% of the City's net tax capacity (NTC) or 2) $200,000, whichever is greater. The City's 2026 NTC is $48,186,374, meaning the maximum allowable annual abatement is $4,818,637.

The highest projected annual abatement for the Bonds is $801,500 and the City already abates approximately $210,000 for expansion of the Rogers Activity Center. Therefore, the City will have over $3,800,000 of remaining annual abatement authority.

The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.

The City anticipates certain contractual obligations for private use of the facility by a 501(c)(3) entity. Federal tax code and associated regulations require that a public hearing be held for any tax-exempt financing that will be used to finance a facility with a qualifying private use.

Federal tax code also requires that the costs of issuance, including any underwriter's discount, for a qualified 501(c)(3) financing cannot exceed 2.0% of the principal amount of the Bonds.

Term/Call Feature:

The Bonds are being issued for a term of just over 21 years (20 years of principal payments). Principal on the Bonds will be due on February 1 in the years 2028 through 2047. Interest will be due every six months beginning August 1, 2027.

The Bonds will be subject to prepayment at the discretion of the City on February 1, 2036, or any date thereafter.

Bank Qualification:

Because the City expects to issue more than $10,000,000 in tax-exempt obligations during the calendar year, the City will be not able to designate the Bonds as "bank qualified" obligations.

Rating:

The City's most recent bond issues were rated by S&P Global Ratings. The current rating on those bonds is "AA+"/Stable outlook. The City will request a new rating for the Bonds.

If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating in the event that the bond rating of the insurer is higher than that of the City.

Basis for Recommendation:

Based on your objectives, financial situation and need, risk tolerance, liquidity needs, experience with the issuance of Bonds and long-term financial capacity, as well as the tax status considerations related to the Bonds and the structure, timing and other similar matters related to the Bonds, we are recommending the issuance of Bonds as a suitable option.

Method of Sale/Placement:

We are recommending the Bonds be issued as municipal securities and offered through a competitive underwriting process. You will solicit competitive bids, which we will compile on your behalf, for the purchase of the Bonds from underwriters and banks.

An allowance for discount bidding will be incorporated in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium." The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a $2,000,000 offering may receive bids that result in proceeds of $2,040,000 to $2,200,000.

For this issue of Bonds we have been directed to use the net premium to reduce the size of the issue. The resulting adjustments may slightly change the true interest cost of the issue, either up or down.

The amount of premium can be restricted in the bid specifications. Restrictions on premium may result in fewer bids, but may also eliminate large adjustments on the day of sale and unintended impacts with respect to debt service payment. Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the City's objectives for this financing.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities at this time.

We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

Because the City has more than $10,000,000 in outstanding debt subject to a continuing disclosure undertaking (including this issue) and this issue does not meet an available exemption from continuing disclosure, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:

The City must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations ("Arbitrage Rules") throughout the life of the issue to maintain the tax-exempt status of the Bonds. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The City's specific arbitrage responsibilities will be detailed in the Arbitrage Certificate (the "Tax Compliance Document") prepared by your Bond Attorney and provided at closing.

The Bonds may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4) reasonable reserve requirements, 5) expenditure within an available period limitations, 6) investments yield restrictions, 7) de minimis rules, or; 8) borrower limited requirements.

An Ehlers arbitrage expert will contact the City within 30 days after the sale date to review the City's specific responsibilities for the Bonds. The City is currently receiving arbitrage services from Ehlers in relation to the Bonds.

Investment of Bond Proceeds:

Ehlers can assist the City in developing a strategy to invest your Bond proceeds until the funds are needed to pay project costs

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Kutak Rock LLP

Paying Agent: Bond Trust Services Corporation

Rating Agency: S&Ps Global Ratings (S&P)

Summary:

The decisions to be made by the City Council are as follows:

- Accept or modify the finance assumptions described in this report

PROPOSED DEBT ISSUANCE SCHEDULE

Pre-Sale Review by City Council:	April 28, 2026
Due Diligence Call to Review Official Statement:	Week of May 25, 2026
Conference with Rating Agency:	Week of May 25, 2026
Distribute Official Statement:	May 28, 2026
City Council Meeting to Award Sale of the Bonds:	June 9, 2026
Estimated Closing Date:	June 25, 2026

Attachments

Estimated Sources and Uses of Funds

Estimated Proposed Debt Service Schedule

Resolution Authorizing Ehlers to Proceed with Bond Sale (Sent by Kutak Rock)

EHLERS' CONTACTS

Jason Aarsvold, Senior Municipal Advisor	(651) 697-8512
Keith Dahl, Senior Municipal Advisor	(651) 697-8595
Emily Wilkie, Senior Public Finance Analyst	(651) 697-8588
Alicia Gage, Senior Financial Analyst	(651) 697-8551

City of Rogers, Minnesota

$9,985,000 General Obligation Tax Abatement Bonds, Series 2026A
Assumes Current Market Non-BQ "AA+" Rates plus 50bps
501c3 Bonds

Sources & Uses

Dated 06/25/2026 | Delivered 06/25/2026

Sources Of Funds

Par Amount of Bonds	$9,985,000.00
Ice Plant and Mighty Ducks Grant	2,250,000.00
Park Dedication - Fieldhouse/Ice Connection	313,131.00
RYHA Capital Contribution	2,000,000.00
ISD 728 Locker Room Contributions	225,000.00
Park Dedication	3,075,000.00
Total Sources	**$17,848,131.00**

Uses Of Funds

Total Underwriter's Discount (1.200%)	119,820.00
Costs of Issuance	104,000.00
Deposit to Project Construction Fund	17,620,000.00
Rounding Amount	4,311.00
Total Uses	**$17,848,131.00**

City of Rogers, Minnesota

$9,985,000 General Obligation Tax Abatement Bonds, Series 2026A
Assumes Current Market Non-BQ "AA+" Rates plus 50bps
501c3 Bonds

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
06/25/2026	-	-	-	-	-
08/01/2027	-	-	431,598.75	431,598.75	-
02/01/2028	135,000.00	3.000%	196,181.25	331,181.25	762,780.00
08/01/2028	-	-	194,156.25	194,156.25	-
02/01/2029	375,000.00	3.000%	194,156.25	569,156.25	763,312.50
08/01/2029	-	-	188,531.25	188,531.25	-
02/01/2030	385,000.00	3.050%	188,531.25	573,531.25	762,062.50
08/01/2030	-	-	182,660.00	182,660.00	-
02/01/2031	395,000.00	3.150%	182,660.00	577,660.00	760,320.00
08/01/2031	-	-	176,438.75	176,438.75	-
02/01/2032	410,000.00	3.250%	176,438.75	586,438.75	762,877.50
08/01/2032	-	-	169,776.25	169,776.25	-
02/01/2033	420,000.00	3.400%	169,776.25	589,776.25	759,552.50
08/01/2033	-	-	162,636.25	162,636.25	-
02/01/2034	435,000.00	3.450%	162,636.25	597,636.25	760,272.50
08/01/2034	-	-	155,132.50	155,132.50	-
02/01/2035	450,000.00	3.550%	155,132.50	605,132.50	760,265.00
08/01/2035	-	-	147,145.00	147,145.00	-
02/01/2036	465,000.00	3.600%	147,145.00	612,145.00	759,290.00
08/01/2036	-	-	138,775.00	138,775.00	-
02/01/2037	485,000.00	3.700%	138,775.00	623,775.00	762,550.00
08/01/2037	-	-	129,802.50	129,802.50	-
02/01/2038	500,000.00	3.800%	129,802.50	629,802.50	759,605.00
08/01/2038	-	-	120,302.50	120,302.50	-
02/01/2039	520,000.00	3.900%	120,302.50	640,302.50	760,605.00
08/01/2039	-	-	110,162.50	110,162.50	-
02/01/2040	540,000.00	4.050%	110,162.50	650,162.50	760,325.00
08/01/2040	-	-	99,227.50	99,227.50	-
02/01/2041	560,000.00	4.050%	99,227.50	659,227.50	758,455.00
08/01/2041	-	-	87,887.50	87,887.50	-
02/01/2042	585,000.00	4.100%	87,887.50	672,887.50	760,775.00
08/01/2042	-	-	75,895.00	75,895.00	-
02/01/2043	610,000.00	4.200%	75,895.00	685,895.00	761,790.00
08/01/2043	-	-	63,085.00	63,085.00	-
02/01/2044	635,000.00	4.300%	63,085.00	698,085.00	761,170.00
08/01/2044	-	-	49,432.50	49,432.50	-
02/01/2045	660,000.00	4.650%	49,432.50	709,432.50	758,865.00
08/01/2045	-	-	34,087.50	34,087.50	-
02/01/2046	695,000.00	4.750%	34,087.50	729,087.50	763,175.00
08/01/2046	-	-	17,581.25	17,581.25	-
02/01/2047	725,000.00	4.850%	17,581.25	742,581.25	760,162.50
Total	**$9,985,000.00**	**-**	**$5,233,210.00**	**$15,218,210.00**	**-**

Yield Statistics

Bond Year Dollars	$125,376.00
Average Life	12.556 Years
Average Coupon	4.1740126%
Net Interest Cost (NIC)	4.2695811%
True Interest Cost (TIC)	4.2539721%
Bond Yield for Arbitrage Purposes	4.1258195%
All Inclusive Cost (AIC)	4.3669932%

IRS Form 8038

Net Interest Cost	4.1740126%
Weighted Average Maturity	12.556 Years

City of Rogers, Minnesota

$9,985,000 General Obligation Tax Abatement Bonds, Series 2026A
Assumes Current Market Non-BQ "AA+" Rates plus 50bps
501c3 Bonds

Proof of Compliance with 2% COI Cap

COSTS OF ISSUANCE

Total Underwriter's Discount (1.200%)	119,820.00
Costs of Issuance	104,000.00
Total Costs of Issuance	223,820.00

BOND PROCEEDS

Par Amount of Bonds	$9,985,000.00

SUMMARY

Maximum percent of bond proceeds to COI & Spread	2.000%
2% of Bond Proceeds =	199,700.00
Amount of COI in Excess of Cap	$24,120.00
Ice Plant and Mighty Ducks Grant	2,250,000.00
Park Dedication - Fieldhouse/Ice Connection	313,131.00
Total Additional Funds Available	2,563,131.00
COI Funded with Bond Proceeds is within 2%?	Yes

City of Rogers, Minnesota

$9,985,000 General Obligation Tax Abatement Bonds, Series 2026A
Assumes Current Market Non-BQ "AA+" Rates plus 50bps
501c3 Bonds

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Revenue	Levy/(Surplus)
02/01/2027	-	-	-	-	-	-	-
02/01/2028	135,000.00	3.000%	627,780.00	762,780.00	800,919.00	799,150.00	1,769.00
02/01/2029	375,000.00	3.000%	388,312.50	763,312.50	801,478.13	799,150.00	2,328.13
02/01/2030	385,000.00	3.050%	377,062.50	762,062.50	800,165.63	799,150.00	1,015.63
02/01/2031	395,000.00	3.150%	365,320.00	760,320.00	798,336.00	799,150.00	(814.00)
02/01/2032	410,000.00	3.250%	352,877.50	762,877.50	801,021.38	799,150.00	1,871.38
02/01/2033	420,000.00	3.400%	339,552.50	759,552.50	797,530.13	799,150.00	(1,619.88)
02/01/2034	435,000.00	3.450%	325,272.50	760,272.50	798,286.13	799,150.00	(863.88)
02/01/2035	450,000.00	3.550%	310,265.00	760,265.00	798,278.25	799,150.00	(871.75)
02/01/2036	465,000.00	3.600%	294,290.00	759,290.00	797,254.50	799,150.00	(1,895.50)
02/01/2037	485,000.00	3.700%	277,550.00	762,550.00	800,677.50	799,150.00	1,527.50
02/01/2038	500,000.00	3.800%	259,605.00	759,605.00	797,585.25	799,150.00	(1,564.75)
02/01/2039	520,000.00	3.900%	240,605.00	760,605.00	798,635.25	799,150.00	(514.75)
02/01/2040	540,000.00	4.050%	220,325.00	760,325.00	798,341.25	799,150.00	(808.75)
02/01/2041	560,000.00	4.050%	198,455.00	758,455.00	796,377.75	799,150.00	(2,772.25)
02/01/2042	585,000.00	4.100%	175,775.00	760,775.00	798,813.75	799,150.00	(336.25)
02/01/2043	610,000.00	4.200%	151,790.00	761,790.00	799,879.50	799,150.00	729.50
02/01/2044	635,000.00	4.300%	126,170.00	761,170.00	799,228.50	799,150.00	78.50
02/01/2045	660,000.00	4.650%	98,865.00	758,865.00	796,808.25	799,150.00	(2,341.75)
02/01/2046	695,000.00	4.750%	68,175.00	763,175.00	801,333.75	799,150.00	2,183.75
02/01/2047	725,000.00	4.850%	35,162.50	760,162.50	798,170.63	799,150.00	(979.38)
Total	**$9,985,000.00**	**-**	**$5,233,210.00**	**$15,218,210.00**	**$15,979,120.50**	**$15,983,000.00**	**(3,879.50)**

Significant Dates

Dated	6/25/2026
First Coupon Date	8/01/2027

Yield Statistics

Bond Year Dollars	$125,376.00
Average Life	12.556 Years
Average Coupon	4.1740126%
Net Interest Cost (NIC)	4.2695811%
True Interest Cost (TIC)	4.2539721%
Bond Yield for Arbitrage Purposes	4.1258195%
All Inclusive Cost (AIC)	4.3669932%

City of Rogers, Minnesota

$9,985,000 General Obligation Tax Abatement Bonds, Series 2026A
Assumes Current Market Non-BQ "AA+" Rates plus 50bps
501c3 Bonds

Revenue Summary

DATE	Naming Rights	Operating Income	RYHA Annual Contributions	Booster Club	TOTAL
02/01/2027	-	-	-	-	-
02/01/2028	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2029	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2030	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2031	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2032	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2033	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2034	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2035	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2036	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2037	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2038	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2039	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2040	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2041	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2042	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2043	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2044	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2045	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2046	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
02/01/2047	159,150.00	120,000.00	500,000.00	20,000.00	799,150.00
Total	**$3,183,000.00**	**$2,400,000.00**	**$10,000,000.00**	**$400,000.00**	**$15,983,000.00**

CITY OF ROGERS
COUNTY OF HENNEPIN
STATE OF MINNESOTA

RESOLUTION NO. 2026-47

RESOLUTION APPROVING TAX ABATEMENTS

WHEREAS, the City proposes to finance certain public improvements including without limitation a portion of the cost of the acquisition, construction and betterment of an expansion of City's Rogers Activity Center to include a second sheet of ice (the "Project") with tax abatement bonds to be issued by the City pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815, both inclusive (the "Abatement Law") payable from property tax abatement with respect to the property described by property identification numbers on the attached **Exhibit A** (the "Abatement Parcels"); and

WHEREAS, under the Abatement Law, the City is authorized to retain abatements from property in order to accomplish certain public purposes, including situations where the abatement will increase or preserve tax base, provide or help acquire or construct public facilities, help provide employment opportunities in the City, help provide access to services for City residents, or finance or provide public infrastructure; and

WHEREAS, the City is also authorized under the Abatement Law to issue bonds to (1) pay for public improvements that benefit the property, (2) to acquire and convey land or other property, (3) to reimburse the property owner for the cost of improvements made to the property, or (4) to pay the costs of issuance of the bonds.

WHEREAS, the City plans to issue its General Obligation Abatement Bonds (the "Bonds") to finance the costs of the Project.

WHEREAS, on the date hereof, the Council held a public hearing on the question of the Abatement, and said hearing was preceded by published notice thereof in accordance with the Abatement Law.

NOW, THEREFORE, BE IT RESOLVED by the City Council (the "Council") of the City of Rogers, Minnesota (the "City"), as follows:

1. Findings for the Abatement. The City Council hereby makes the following findings:

(a) The Council expects the benefits to the City of the Abatement to at least equal the costs to the City thereof because (1) the Project expands the City's Rogers Activity Center to provide expansion to include a second sheet of ice needed to attract and retain residents in the City and to provide the workforce necessary to retain and expand existing businesses; and (2) the Abatement amount finances only a portion of the cost of the Project and leverages the investment of private donations, grants and other funding sources and, therefore, is less than the cost of the Project and benefit to be generated.

(b) Granting the Abatement is in the public interest because the Abatement will help finance the acquisition and construction of public facilities in the City; preserve the tax base by providing recreational facilities which preserve or enhance the value of nearby properties; finance public

infrastructure; help provide access to services for residents of the political subdivision; and protect the general health and welfare of the community by maintaining public infrastructure and facilities.

(c) The Abatement Parcels are not, and will not be, located in a tax increment financing district.

(d) In any year, the total amount of property taxes abated by the City by this and other abatement resolutions, if any, does not exceed the greater of 10% of the net tax capacity of the City or $200,000.

2. Terms of Abatement. The Abatement is hereby approved. The terms of the Abatement are as follows:

(a) The abatement will apply to the City's share of the property taxes derived from the Abatement Parcels calculated in each tax-payable year for up to a 20-year period commencing 2027 through and including 2046 as follows: the City's tax rate for such tax-payable year multiplied by the net tax capacity (as defined in Minnesota Statutes, Section 273.13, subdivision 21b, as amended) of the Abatement Parcels in such tax-payable year (the "Abatement").

(b) The maximum amount of Abatement authorized under this resolution is $10,500,000. The maximum principal amount of bonds to be secured by Abatement under this resolution will not exceed the estimated sum of Abatement from the Abatement Parcels for the term authorized under this resolution

(c) The Abatement shall be subject to all the terms and limitations of the Abatement Law.

(d) This Resolution and the Abatement Parcels may be modified at any time and from time to time by resolution of the City Council, in particular, certain Abatement Parcels may be released from the pledge to the payment of the Bonds if the City determines that the Abatement collected from the remaining Abatement Parcels is sufficient to pay the principal amount of the Bonds and other revenues are available to pay accrued interest thereon; provided, however, that because the City anticipates issuing general obligation tax abatement bond, the Abatement amount may not be modified or changed while the Bond is outstanding.

Councilmember _____ moved for the adoption of the foregoing resolution, and said motion was duly seconded by Councilmember _____, and upon a vote being taken thereon after full discussion thereof, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Adopted on April 28, 2026 by the City Council of Rogers.

_____
City Clerk

Exhibit A
Parcel ID Numbers for "Abatement Parcels"

11.120.23.43.0014	13.120.23.34.0004
11.120.23.24.0010	13.120.23.34.0008
14.120.23.44.0016	13.120.23.42.0005

CITY OF ROGERS
COUNTY OF HENNEPIN
STATE OF MINNESOTA

RESOLUTION NO. 2026-45

RESOLUTION PROVIDING FOR THE COMPETITIVE NEGOTIATED SALE OF $9,985,000 GENERAL OBLIGATION TAX ABATEMENT BONDS, SERIES 2026A

BE IT RESOLVED by the City Council (the "Council") of the City of Rogers, Hennepin County, Minnesota (the "City") as follows:

Section 1. Bonds Authorized

1.01. It is hereby found, determined and declared that the City should issue its General Obligation Tax Abatement Bonds, Series 2026A (the "Bonds") in the approximate principal amount of $9,985,000, in order to finance certain public improvements including without limitation a portion of the cost of the acquisition, construction and betterment of certain expansion of City's Rogers Activity Center to include a second sheet of ice (the "Project"), plus costs of issuance of the Bonds, subject to further details regarding the sale of the Bonds to be set forth in a resolution to be considered by the City Council at a subsequent meeting.

1.02. City staff are authorized and directed to take all other actions necessary to carry out the intent of this resolution.

Section 2. Authority of Municipal Advisor. Ehlers and Associates, Inc. (the "Municipal Advisor") is authorized and directed to negotiate the sale of the Bonds. The City Council will meet on Tuesday, June 9, 2026, or another date selected by City staff, to consider proposals on the Bonds and take any other appropriate action with respect to the Bonds.

Section 3. Authority of Bond Counsel. The law firm of Kutak Rock, LLP, as bond counsel for the City ("Bond Counsel"), is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates and instruments relating to the Bonds. The officers, employees and agents of the City are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

Section 4. Covenants. In the resolution awarding the sale of the Bonds, the City Council will set forth the covenants and undertakings required by Minnesota Statutes, Chapter 475, as amended (the "Act").

Section 5. Official Statement. In connection with the sale of the Bonds, the officers or employees of the City are authorized and directed to cooperate with the Municipal Advisor and participate in the preparation of an official statement for the Bonds and to deliver it on behalf of the City upon its completion.

6. Declaration of Official Intent to Reimburse Expenditures.

6.01 The Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; the City expects to incur certain expenditures with respect to the Projects that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of tax exempt bonds.

6.02 The City has determined to make a declaration of official intent (the "Declaration") to reimburse certain costs with respect to the Projects from proceeds of the Bonds in accordance with the Reimbursement Regulations.

6.03 All reimbursed expenditures will be capital expenditures, costs of issuance of the Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

6.04 This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of the Bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of $100,000 or 5% of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of 20% of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

6.05 This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Projects and the principal amount of the Bonds described herein are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of the Bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such expenditures.

6.06 This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Councilmember _____ moved for the adoption of the foregoing resolution, and said motion was duly seconded by Councilmember _____, and upon a vote being taken thereon after full discussion thereof, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Adopted on April 28, 2026, by the City Council of Rogers.

_____

City Clerk

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 7.1

Subject: Approve Items Related to Park Maintenance

- Recognize Park Maintenance Supervisor Scott Weltzin
- Approve Promotion of Tim Daluge to Park Maintenance Supervisor
- Approve Promotion of Zach Moen to Park Maintenance Crew Leader
- Authorize the Backfill of Park Maintenance Medium Equipment Operator (MEO)
- Approve Reorganization to Create Facilities Supervisor Position
- Approve Facilities Maintenance Supervisor Position Description
- Approve Promotion of Jason Doboszenski to Facilities Supervisor

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

Recommended Council Action

Motion to Recognize Park Maintenance Supervisor Scott Weltzin
Motion to Approve Promotion of Tim Daluge to Park Maintenance Supervisor
Motion to Approve Promotion of Zach Moen to Park Maintenance Crew Leader
Motion to Authorize the Backfill of Park Maintenance Medium Equipment Operator (MEO)
Motion to Approve Reorganization to Create Facilities Supervisor Position
Motion to Approve Facilities Maintenance Supervisor Position Description
Motion to Approve Promotion of Jason Doboszinski to Facilities Supervisor

Overview / Background / Analysis

Scott Weltzin has served as Park Maintenance Supervisor with the City of Rogers for over 20 years. During his tenure, he has played a key role in overseeing park operations, maintenance programs, staff supervision, and community engagement efforts. His leadership has contributed to the enhancement of park facilities, implementation of operational efficiencies, and delivery of high-quality recreational services.

Throughout his career, Scott has demonstrated a strong commitment to public service and environmental stewardship. Notable accomplishments include:

- Oversight of park maintenance and capital improvement projects
- Leadership and mentorship of maintenance and operations staff
- Implementation of safety protocols and operational best practices
- Collaboration with community groups and stakeholders, most notably Rockin' Rogers

- Support of department initiatives and long-term planning efforts
- Development of the park and trail system including two regional parks, a full-size indoor turf facility, an ice arena with a second ice arena in the works, several neighborhood parks, the Splash Pad and the 21st Century Bank Event Center
- With the annexation of Hassan Township in 2013, Scott's responsibilities expanded to include the former Township's park system

Scott's institutional knowledge and dedication have had a lasting positive impact on the park system and the community it serves. Scott Weltzin's last day of employment with the City of Rogers is May 1, 2026. The retirement of Scott Weltzin marks the conclusion of a distinguished career in public parks and recreation. Staff recommends that the City Council recognize his contributions and express gratitude for his service.

With Scott's retirement, staff is recommending his replacement through a promotion. There were two internal candidates for the position and after interviews it was agreed that Tim Daluge should be promoted to Park Maintenance Supervisor. Tim is a dedicated public works and parks professional with over 25 years of municipal and private-sector experience in street operations, park maintenance, and crew leadership. He is currently serving as Parks Lead for the city, providing daily direction to staff and maintaining high-quality athletic fields, park systems, and infrastructure. He has extensive experience in heavy equipment operation, irrigation systems, turf management, and construction practices. He has a proven ability to lead crews, maintain safe public facilities, and deliver consistent, high-quality results. Prior to Rogers, Tim had 20 years of municipal experience performing street maintenance, infrastructure repair, and equipment operation for the City of St. Michael. Tim has a Class A Commercial Driver's License (CDL) and holds a Tree Inspector Certification.

Staff is also recommending Tim's replacement through a promotion. Zach Moen, the only candidate for the position, has been actively involved in park maintenance, irrigation repairs, trail work, and seasonal operations including snow removal and asphalt paving. He has extensive experience operating a wide range of equipment and take pride in maintaining safe, efficient job sites. His background also includes irrigation system installation and repair, concrete work, and tree maintenance, all of which directly support park system operations. Prior to working for the City, Zach served as a Team Lead at Coborn's, where he developed leadership skills including supervising peers, assigning work, and maintaining accountability in a fast-paced environment. Zach was also a seasonal worker for Rogers and Brooklyn Center. Zach holds Class A CDL with Tanker Endorsement, he is a Certified Playground Safety Inspector (CPSI), holds a Pesticide Applicator License, Tree Inspector Certification and is Forklift Certified.

The next item is seeking approval to fill the Park Maintenance Medium Equipment Operator vacancy created by Zach's promotion.

The next item is seeking approval of the minor reorganization that was approved in the 2026 budget process (see attached organizational chart). The reorganization would

move Facilities Maintenance from under Park Maintenance to its own division under the Public Works Director and create the Facilities Supervisor position. The custodial staff will be assigned to the Facilities Supervisor.

Staff is recommending approval of the Facilities Supervisor position description followed by approval of a Facilities Supervisor through the promotion of Jason Doboszenski. Jason is responsible for the maintenance of 11 city buildings, HVAC and boiler maintenance and experience, and he has accepted duties beyond his current job description, for example, pest (beaver) control. He is a team player able to join other departments in their needs. Jason has mentored and supervised projects within departments, including, but not limited to tile and concrete jobs. He is currently consulting on the new Civic Campus building. In the past, he was the Project Manager of the Hanover Public Works Building. As the Hanover Public Works Supervisor, Jason maintained multiple vehicles, as well as large and small equipment, including single axle plow trucks, loader, skid steer, and sweeper, along with Tool Cat and Toro mowers. He maintained the Hanover Fire Station, trucks and equipment, 5 city parks, 2 ball fields, 3 ice rinks, playground equipment and park irrigation systems. He was on call 24/7 for Public Works situations, including snow events, fire department needs and city hall rental.

Please note that none of these recommended changes add any positions and the minor financial impact ($5,788.00) was budgeted.

Staff Recommendation

Motion to Recognize Park Maintenance Supervisor Scott Weltzin
Motion to Approve Promotion of Tim Daluge to Park Maintenance Supervisor
Motion to Approve Promotion of Zach Moen to Park Maintenance Crew Leader
Motion to Authorize the Backfill of Park Maintenance Medium Equipment Operator (MEO)
Motion to Approve Reorganization to Create Facilities Supervisor Position
Motion to Approve Facilities Maintenance Supervisor Position Description
Motion to Approve Promotion of Jason Doboszenski to Facilities Supervisor

Financial Impact: $5,788

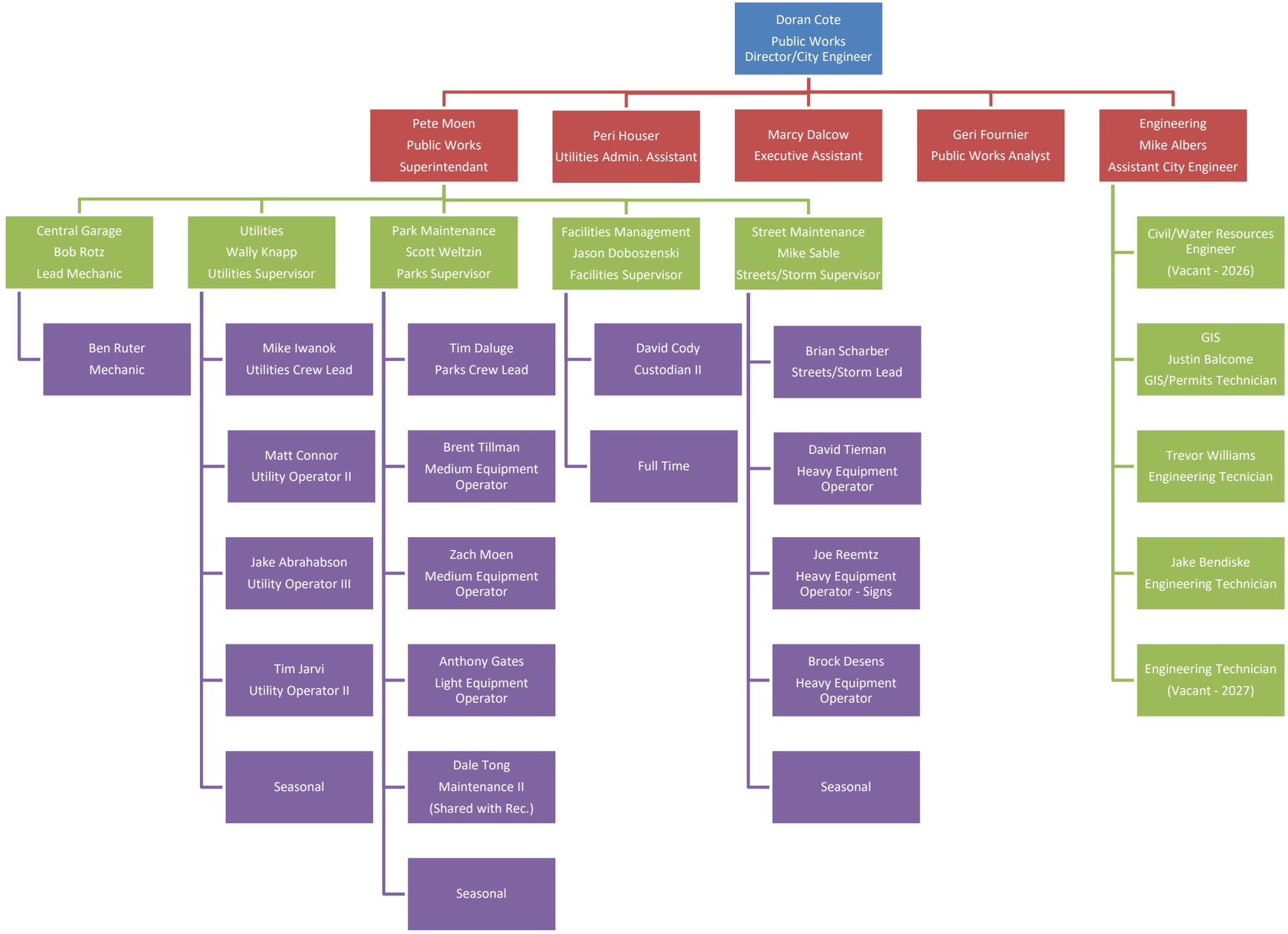
Source Fund: 100-410-1940 General Government Buildings

Budgeted? Yes

Supporting Documentation

A. PW Org Chart Rogers
B. Facilities Supervisor Position Description

Public Works
Organization Chart
3/1/2025



CITY OF ROGERS ***Job Description***

Title: Facilities Supervisor	**FLSA Status:** Non-Exempt
Department: Public Works	**Position Status:** Regular Full-Time
Accountable To: Public Works Director	**Salary Grade:** 11
Supervision of Others: Custodial, Part Time or Seasonal, Vendors and Contractors	**Revision Date**: April 2026

PURPOSE:
A Facilities Supervisor is a leadership role responsible for the day-to-day management and maintenance of an organization's buildings, grounds, and technical equipment. They act as the primary link between the maintenance staff, outside contractors, and upper management to ensure the physical environment remains safe, functional, and efficient.

DUTIES AND RESPONSIBILITIES:

1. Maintenance & Operations: Oversee the repair and upkeep of critical building systems, including HVAC, electrical, plumbing, and mechanical infrastructure.
2. Staff Supervision: Recruit, train, and manage custodial and maintenance teams, including setting schedules and conducting performance evaluations.
3. Safety & Compliance: Enforce safety protocols to comply with local, state, and federal regulations (such as OSHA) and manage emergency planning.
4. Vendor Management: Negotiate contracts with external service providers and supervise their work to ensure it meets quality standards.
5. Budgeting & Inventory: Prepare facility budgets, track operational expenses, and maintain an inventory of necessary tools, supplies, and spare parts.
6. Inspections: Conduct regular walkthroughs and audits of the facility to identify potential hazards or areas needing improvement. Participate in all snow and ice control events. Operate loader, CDL class vehicles, tractors and misc. equipment in a safe and efficient manner.
7. Keep Public Works Superintendent informed of important matters requiring attention or action.
8. Cooperate with other co-workers to ensure the best use of available resources and to avoid duplication of efforts.
9. Perform other duties and required or assigned.

COMMON PERFORMANCE STANDARDS:
Expected to deal with the following:

1. Willingness to work long and unusual hours when weather conditions cause snow removal or for other emergencies or unusual road maintenance requirements.
2. The ability to work in severe weather conditions and temperature extremes.
3. Willingness to be on call when weather conditions may dictate early starts on regular working days and on weekends.

4. Willingness to plan vacations or time off when the chances for emergency or unusual weather conditions are the least expected.

WORK ENVIRONMENT:

1. Often involves a mix of office-based administrative work and hands-on site visits.
2. Works in or on public works equipment in a variety of weather conditions.
3. Works in City facilities.
4. Works in the road right-of-way.

PHYSICAL REQUIREMENTS:

1. May be required to stand or walk for long periods, lift heavy objects (often up to 50–90 lbs), and work in varied weather conditions or confined spaces.
2. Strength and movement: Work requires lifting, reaching, shoveling, pounding, digging and sweeping.
3. May require being on call for emergencies during evenings, weekends, or holidays.
4. Sensory ability: Vision must be sufficient to read instructions, distant vision (20/40 or better) must have depth discrimination, and hearing must be able to detect all warning signals.

MINIMUM REQUIREMENTS:

1. Work status at the time of application will be Full Time, Regular.
2. Education: High School Graduation or Equivalent
3. Requires 3–5 years of experience in maintenance or building trades, with at least 1–2 years in a supervisory or lead capacity.
4. Proficiency in using Building Automation Systems (BAS) and understanding complex technical manuals or blueprints.
5. Commercial Driver's License. (Class – B minimum)

DESIRED QUALIFICATIONS:

1. Strong leadership, problem-solving, and communication skills.
2. Ability to coordinate across multiple departments.

RESPONSIBILITY FOR WORK OF OTHERS:

1. Full time custodial staff
2. Part time seasonal workers
3. Vendors and contractors

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 7.2

Subject: Items Related to City Hall and Police Department Civic Campus, City Project No. 2202

- Approve Bid Package #1 and Bidder Qualification Selection Criteria and Authorize Solicitation of Bids
- Approve Contract Modification Number 01 with Leo A Daly

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

Recommended Council Action

- Motion to Approve Bid Package #1 and Bidder Qualification Selection Criteria, City Hall and Police Department Civic Campus, City Project No. 2202 and Authorize Terra Construction as the City's CM@R to Solicit Bids
- Motion to Approve Contract Modification Number 01 with Leo A Daly

Overview / Background / Analysis

In late 2023, the City of Rogers acquired 21701 John Deere Lane (former Boyer Trucks) and 13009 Main Street (former triplex) with the intention of combining these properties with an adjacent city-owned property at 13017 Main Street (former Holiday gas station) for future redevelopment (collectively referred to as the 'Subject Property'). Following the acquisitions, the City Council explored potential redevelopment options and ultimately determined the site would be the preferred location for a new Civic Campus facility featuring a new City Hall and Police Department. In September 2025, the former Holiday station and triplex were demolished preparing for future redevelopment. The proposed use was selected based upon the desire to create a large-scale anchor on the north end of Main Street, the ability to create public amenity space and public parking, and a centralized location in the city corresponding to police response times.

The proposed site plan includes the construction of a civic campus building of approximately 60,000 square feet. The civic campus would be comprised of City Hall, Council Chambers, and the Police Department. The City Hall and Council Chambers would sit on the east side of the property and the Police Department, and the secured and enclosed parking areas would sit on the west side of the site. The City Hall side of the building would be 1-story while the Police Department offices would be 2-stories in height. The main entrance and primary parking for visitors would front John Deere Lane. Adjacent to the Council Chambers along Main Street includes a plaza space that would be connected via sidewalk to the broader downtown area. The attached narrative and

plans more fully describe the proposed improvements.

On January 13, 2026 the City Council approved 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. On February 10, 2026, the City Council approved the preliminary plat and site plan for the Civic Campus.

Recently, Terra Construction advised staff and the city's architectural consultant, Leo A Daly, that precast concrete panels have a near year-long lead time on fabrication and delivery. Terra is proposing an early bid package to include demolition, precast panels (lock in price and schedule) and earthwork/utilities – Bid Package #1.

Considering an early bid package as well as extending the design timeframe, Terra has drafted a revised bidding schedule as shown below:

Bidding Schedule Updated (4/16/26)
- 4/16 – 3:00 pm meeting to review Terra updated estimate, Bidding Schedule and Overall Project Schedule
- 4/17 – Leo A Daly Provide comments on Bid Package #1 Bid Scope to Terra
- 4/22 – Terra will provide the city with Estimate for Bid Package #1 and Bid Package #2, along with a letter indicating our bid qualification selection approach
- 4/24 – Civil Package to Terra
- 4/28 – Structural Package to Terra
- 4/29-5/19 – Bid Package #1 Out to Bid (Bid Package #1 set will be based off the current 75% CD's)

NOTE: Bid Package #1 – Includes a Bid Category for Demo/Earthwork (includes utilities & rammed aggregate piers) and a Bid Category for Precast Concrete
- 5/21 – Bid Package #1 - Bid Award Recommendation to the city
- 5/26 – Council Meeting: Approval Bid Package #1
- 6/16 – 7/21 – Bid Package #2 Out to Bid

NOTE: Bid Package #2 is sent to the Bid Package #1 contractors, so any changes/document updates between 75% and 100% CD's are captured in the final Final Guaranteed Maximum Price (GMP)
- 6/23 – Mobilization/Demolition Start. Site work will commence after demolition is complete.
- 7/23 – Final GMP (Bid Package #2) Packet Due
- 7/28 – Council Approval of Final GMP

With respect to the contractor selection process outlined in state statute, the Bidder Qualification Selection Criteria must be approved by the municipality. Terra proposes the following approach Civic Campus project, for the City's approval:
- Terra will competitively bid all trade work per state statute. All the bidders will be required to submit with their bid, the attached pass/fail checklist.
- The bidding process will occur over two bid packages, to allow for procurement of certain materials and trades, while the design is finalized.

NOTE: Bid Package #1 – Bidding 4/29/26-5/19/26; Seeking City Council approval to proceed 5/26/26 and includes Demolition, Earthwork, Precast Shop Drawings & Engineering. Estimated value of BP #1 = $3,520,000

Bid Package #2 – Bidding 6/16/26-7/21/26; Seeking City Council approval of GMP 7/28/26.

- Includes remaining scopes of work. Estimated value of BP #2 = $34,417,622
- The estimated amount of work that is anticipated to be completed onsite prior to finalizing the GMP is $1,750,000.
- Terra will receive bids and qualification checklists electronically and will evaluate them for scope completeness to ensure the bidder qualifies.

NOTE: Terra will present a bid tabulation of all trade contractor bids received to the City's project representatives. This tabulation will outline the qualified responsible trade contracts.

Leo A Daly is proposing a fee reconciliation based upon the contract terms listed in Exhibit A of the Professional Services Agreement on page 36 and as follows:
"The exact nature of the project will not be known until after Schematic Design and after the City Council approves the direction and scope of work. Consequently, we request all fees be finalized at that point in time based upon 7.6% of the approved cost of construction."

The original base contract fee, based upon an estimated construction cost of $30,990,000 at 7.6% of the construction cost equals $2,355,240.00. The approved Schematic Design estimated construction cost is $35,215,886.00. Reconciling the fee using the same 7.6% fee equals $2,676,407.37. Therefore, the fee reconciliation according to the contract terms shall be revised to reflect additional fees based upon the approved Schematic Design estimated cost of construction as follows: $2,676,407.37 - $2,355,240.00 = $321,167.37.

Additionally, the original FFE fee is based upon an estimated FFE cost of $1,000,000 at 3% of the FFE cost which equals $30,000.00. The approved Schematic Design estimated FFE cost is $1,471,251.00. Reconciling the FFE fee using the same 3% fee equals $44,137.53.

Therefore, the FFE fee reconciliation according to the contract terms shall be revised to reflect additional fees based upon the approved Schematic Design estimated FFE cost as follows: $44,137.53 - $30,000.00 = $14,137.53. The total fee reconciliation is $335,304.90

Staff Recommendation

- Motion to Approve Bid Package #1 and Bidder Qualification Selection Criteria, City Hall and Police Department Civic Campus, City Project No. 2202 and

Authorize Terra Construction as the City's CM@R to Solicit Bids

- Motion to Approve Contract Modification Number 01 with Leo A Daly

Financial Impact: $3.52M Bid Package #1 **Source Fund**: Bonds, 400 $335,304.90 Contract Mod. 01

Budgeted? Yes

Supporting Documentation

A. Rogers CH PD - Bidding Qualification Letter
B. Leo A Daly Proposed Contract Modification 01
C. RPDCH_SD Narrative
D. RGRPS-Architecture-Interiors_SD
E. RGRPS-Civil_SD

763.463.0220
877.604.2118

info@terragc.com
terragc.com

4/23/2026

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

Re: Rogers City Hall and Police Department Civic Campus; City Project 2202
Bidder Qualification Selection Criteria

Dear Mr. Doran Cote,

In accordance with state statutes, the Bidder Qualification Selection Criteria must be approved by the municipality. We propose the following approach on the Rogers City Hall and Police Department Civic Campus project, for the City's approval.

- Terra will competitively bid all trade work per state statute. All the bidders will be required to submit with their bid, the attached pass/fail checklist, to assist with determining responsible bidders.

- The bidding process will occur over two bid packages, to allow for procurement of certain materials and trades, while the design is finalized.
    - Bid Package #1 – Bidding 4/29/26-5/19/26; Seeking City Council approval to proceed 5/26/26.
        - Includes Demolition, Earthwork, Precast Shop Drawings & Engineering. Estimated value of BP #1 = $3,520,000
    - Bid Package #2 – Bidding 6/16/26-7/21/26; Seeking City Council approval of GMP 7/28/26.
        - Includes remaining scopes of work. Estimated value of BP #2 = $34,417,622
    - The estimated amount of work that is anticipated to be completed onsite prior to finalizing the GMP is $1,750,000.

- Terra will receive bids and qualification checklists electronically and will evaluate them for scope completeness to ensure the bidder qualifies.

- Terra will present a bid tabulation of all trade contractor bids received to the City's project representatives. This tabulation will outline the qualified responsible trade contracts.

We have attached a copy of what we propose to use for the "Bidder Qualification Form"

Please let me know if there were any additional information you would like as part of approving this process.

Thank you,

Jason Whiting
Executive Vice President

Attachment: Qualified Bidder Pass/Fail Checklist

BIDDER QUALIFICATION FORM

(Must be submitted with bid)

COMPANY NAME: _____

YEARS IN BUSINESS: _____

A. Bidder has, or anyone with a financial interest in the firm, been the subject of any criminal indictment or judgment of conviction for any business related conduct constituting a crime under state or federal law, within the past 3 years?	Yes	☐
(If answered yes, bidder fails to meet the qualifications)	No	☐
B. Bidder has reviewed all of the contract documents and included the required scope?	Yes	☐
(If answered no, bidder fails to meet the qualifications)	No	☐
C. Bidder has previously failed to complete a contract?	Yes	☐
(If answered yes, bidder fails to meet the qualifications)	No	☐
D. Bidder has completed projects of similar size and scope?	Yes	☐
(If answered no, bidder fails to meet the qualifications)	No	☐
E. Bidder is able to provide the necessary management, labor, material and equipment to complete this project as specified?	Yes	☐
(If answered no, bidder fails to meet the qualifications)	No	☐
F. Bidder will provide payment and performance bonds for this project as specified?	Yes	☐
(If answered no, bidder fails to meet the qualifications)	No	☐
G. Bidder will provide insurance coverage for the limits outlined for this project?	Yes	☐
(If answered no, bidder fails to meet the qualifications)	No	☐
H. Bidder has a written safety and health program called the A Workplace Accident and Injury Reduction (AWAIR) program?	Yes	☐
(If answered no, bidder fails to meet the qualifications)	No	☐
I. Bidder has more than three (3) serious OSHA citations in the past three years?	Yes	☐
(If answered yes, bidder fails to meet the qualifications)	No	☐
J. Bidder has more than two (2) willful OSHA citations in the past three years?	Yes	☐
(If answered yes, bidder fails to meet the qualifications)	No	☐
K. Bidder certifies that all answers above are accurate and truthful?	Yes	☐
(If answered no, bidder fails to meet the qualifications)	No	☐

SIGNATURE: _____

TITLE: _____

DATE _____

Date: January 15, 2026

Contract Modification Number 01

Project Name: City of Rogers City Hall and Police Department
Date of the "Original Agreement": May 27, 2025

This contract modification ("Contract Modification") is made by and between **LEO A DALY** ("Consultant") and **City of Rogers, MN** ("Client")(together the "Parties"). The purpose of this Contract Modification is to alter the scope or fee as provided herein. Capitalized terms not otherwise defined herein shall have the meanings contained in the Original Agreement.

1. SCOPE OF SERVICES

This is a fee reconciliation based upon the contract terms listed in Exhibit A of the Professional Services Agreement on page 36 and as follows.

"The exact nature of the project will not be known until after Schematic Design and after the City Council approves the direction and scope of work. Consequently, we request all fees be finalized at that point in time based upon 7.6% of the approved cost of construction."

The original base contract fee, based upon an estimated construction cost of $30,990,000 at 7.6% of the construction cost equals $2,355,240.00.

The approved Schematic Design estimated construction cost is $35,215,886.00. Reconciling the fee using the same 7.6% fee equals $2,676,407.37.

Therefore, the fee reconciliation according to the contract terms shall be revised to reflect additional fees based upon the approved Schematic Design estimated cost of construction as follows: $2,676,407.37 - $2,355,240.00 = $321,167.37.

Additionally, the original FFE fee is based upon an estimated FFE cost of $1,000,000 at 3% of the FFE cost which equals $30,000.00.

The approved Schematic Design estimated FFE cost is $1,471,251.00. Reconciling the FFE fee using the same 3% fee equals $44,137.53.

Therefore, the FFE fee reconciliation according to the contract terms shall be revised to reflect additional fees based upon the approved Schematic Design estimated FFE cost as follows: $44,137.53 - $30,000.00 = $14,137.53.

2. COMPENSATION

For services performed under this Contract Modification, the Consultant's compensation will be:

☒ Lump Sum: $321,167.37 (base contract increase) + $14,137.53 (FFE contract increase) = $335,304.90

Reimbursable expenses will be paid per the terms of the Original Agreement.

As a result of this Contract Modification, Consultant's total compensation, is as follows:

Original Base Contract	$2,355,240.00
Original FFE	$30,000.00
Original Reimbursables	$15,000.00
Original Total Fee	**$2,400,240.00**
Contract modification 01	$335,304.90
Total Compensation	**$2,735,544.90**

Consultant shall be paid consistent with the terms and conditions of the Original Agreement.

3. CONTRACT MODIFICATION TERMS & CONDITIONS

A. This Contract Modification shall become effective on the date of the last undersigned party.
B. All other terms under the Original Agreement not modified or contradicted herein shall remain in full force and effect.
C. The Parties represent and warrant that the undersigned individuals have the authority to execute this Contract Modification.
D. The execution, delivery and effectiveness of this Contract Modification shall not, except as expressly provided herein, operate as a waiver of any provision of the Original Agreement.

In Witness Whereof, the Parties have caused this Contract Modification to be executed:

CONSULTANT: LEO A DALY LLC

By: Cindy McCleary, AIA

Its: Vice President, Senior Director

Name:

Date: January 15, 2025

CLIENT: City of Rogers, MN

By: Doran Cote

Its: Public Works Director / City Engineer

Name: _____

Date: _____

LEO A DALY

PLANNING
ARCHITECTURE
ENGINEERING
INTERIORS

memo

To: Doran Cote
Jonathan Murray
Dan Wills
Stacy Scharber

From: Todd LaVold
Anastasia Boehm

CC: Steve Stahmer, Bridget Bruska, Brett Angell, Jason Greninger, Patrick Farrens, Nicole Pearson, Jason Foster, Jeff Beck, Mike Stark, Joe Bower.

Date: October 13, 2025

Re: Rogers City Hall and Police Department SD Pricing Package

The following narratives and drawing packages, dated October 13, 2025, are intended for Schematic Design Level Pricing, Owner Review, and Design Team Quality Control.

Project Description:

The City of Rogers MN is building a new civic campus consisting of the new police department and city hall with dedicated council chambers on the corner of Industrial Boulevard and Main Street. The facility consists of a two-level police department and a single level city hall. The police facility is in the West half and City Hall is located on the East half. The police department includes 20,000 square feet of garage area, 20,800 square feet of 24-hour operation spaces on the first floor which include a holding area, locker rooms, fitness room, both open and enclosed offices, conference rooms, break room, mechanical, and plumbing support spaces. The second floor is 9,300 square feet and includes police offices and data room. The City Hall consists of 14,900 square feet of office functions which include both open and enclosed office areas, conference/meeting rooms, and breakroom. A 3,000 square foot area is located on the far East end of the facility which includes the council chambers, conference room, and election storage.

1. **Civil/Site/Landscape information**
   a. **SITE OVERVIEW**:

730 Second Avenue South
Suite 1300
Minneapolis, MN 55402-2406
612.338.8741

leoadaly.com

The site for the City of Roger's City Hall and Police Department facility is located at the southwest quadrant of Industrial Boulevard and Main Street (County Road 81) in Rogers, Minnesota. The property comprises six separate parcels totaling 4.35 acres owned by the City of Rogers.

The site is located within the DT - Downtown District zoning district. The City of Rogers future land use plan shows the site guided as Mixed Use Downtown, as well as the area immediately south of the site. The land to the immediate west and southwest is guided high density residential and the area to the north is guided commercial. The property is currently developed with an existing building and parking lot. An existing rate control pond located north of the site was built as part of the Industrial Boulevard development.

The proposed building is not anticipated to encroach on the building setback requirements applicable to the DT District. The following summarizes the structure setbacks:

1. **Front Setback.**
    - Setback shall be 0 feet minimum and 5 feet maximum.
    - From pedestrian and amenity zones/corridor - 30 feet minimum.
2. **Side (Street) Setback.** Same as Front Setback.
3. **Side (Interior) Setback.** 0 feet minimum from pedestrian and amenity zones.
4. **Rear Setback.** 0 feet minimum from pedestrian and amenity zones.

The building height per this district has a 60-foot maximum height requirement. Accessory buildings have a maximum height of 15 feet.

Platting will be required for this project as the parcel is currently divided into six separate parcels. The site is generally rectangular in shape. The new 61,000 square foot building has been sited so that the city hall is facing Main Street. The west side of the building will house the police department.

Parking

There are two distinct parking areas located on either side of the new facility. The parking lot located southeast of the building will serve the public and consists of 89 parking stalls including four accessible stalls. The western parking area will be within a secure fence for the police department and will have 51 parking stalls including at least two accessible stalls. Adding the parking areas together totals 140 stalls including six accessible stalls. The parking lots as shown adhere to the City of Rogers zoning code requirements for parking lot dimensions including 9-foot by 18-foot parking stalls and a 26-foot-

wide drive aisle. The following setbacks are from the City of Roger's zoning code specific to parking locations.

1. **Front Setback.**
    - Principal Front Setback, 0 feet minimum and 5 feet maximum.
    - From pedestrian and amenity zones/corridor - 30 feet minimum.
2. **Side (Street) Setback.** Same as Front Setback.
3. **Side (Interior) Setback.** 5 feet minimum.
4. **Rear Setback.** 10 feet minimum.

Impervious Surface Coverage
In the DT District, the maximum lot coverage shall not exceed one hundred percent of the lot area or 85% of the corridor. The project will likely reduce the impervious coverage from the existing conditions to incorporate greenspace and stormwater management areas.

Access
Access to the site will be split between Industrial Blvd and John Deere Lane for access to the police department with gated entrances. City hall will have two access locations, where Main Street will have a right in/right out and John Deere Lane will have full access. The access locations proposed results in one secure curb cut to Industrial Blvd, one secure and one public curb cut from John Deere Lane and one public curb cut at Main Street. The Main Street and eastern John Deere Lane access point would be for visitors and would remain unsecure. It should be noted that the police department building includes a garage for fleet vehicles. It is not anticipated that semi-truck deliveries directly access the building, rather will unload along the drive lane.

Security
The west side of the new facility will be secured with a network of metal security fences that is anticipated to be eight feet high. Security gate locations will be properly located with the new building and are anticipated to be automated for access by staff and deliveries.

b. **SITE SOILS**:
Per the geotechnical report, the City of Rogers site is generally made up of clayey glacial till soils. Underneath the existing pavement, the soil profile generally consists of undocumented fill over sandy lean clays, clayey sands and silty sands. Silt (ML) was found in two borings, ST-5 and St-9. One boring (ST-4) had two feet of clayey sand topsoil. Groundwater was encountered approximately 4 feet to 22.5 feet below the existing surface putting the groundwater at approximately an elevation of 937 feet to 953.5 feet. For reference the anticipated building finished floor elevation is 964.5 feet or eleven feet above the

high observed groundwater elevation. It should be noted that the layered soil profile encountered could indicate a perched water condition with static groundwater at deeper elevations.

There is limited topsoil on site, but organic material should be removed in its entirety from below the structure and pavements. Additionally, the geotechnical report does not recommend utilizing the native material for structural fill underneath the foundations or slabs. However, this material could be utilized as fill in paved areas provided it is properly moisture conditioned.

The northeast corner of the site was formerly a gas station that operated from approximately 1977 until 2011. Braun Intertec has prepared a Phase I and II Environmental Site Assessment (ESA) Report, as well as a Response Action Plan (RAP) that may limit the reuse of on-site soils.

2. **PAVEMENT:**

Concrete pavement will be constructed at the driveway aprons, building aprons, car garage, utility equipment pads, plaza, and sidewalks. The parking lot will be built with a B612 curb and gutter, as well as asphalt pavement. Heavy duty pavement will be proposed in heavily trafficked areas. Additionally, snow removal will be considered with placement of surmountable curb to work with the parking lots and stormwater management system.

a. **STORMWATER MANAGEMENT**:
Stormwater permitting for the City of Rogers' City Hall and Police Department will follow the stricter requirements of the various agencies having jurisdiction, as outlined in Table 1.0 below.

Table 1.0: Regulatory Requirements

Agency / Contact	Jurisdictional Threshold	Volume Control	Rate Control	Water Quality
City of Rogers	Site disturbance greater than one acre.	Follow ECWMC stormwater guidelines. Filtration achieves 55% credit; if iron-enhanced filtration	Follow ECWMC stormwater guidelines.	Follow ECWMC stormwater guidelines.

		achieves 80% credit.		
Elm Creek Watershed Management Commission	Site disturbance greater than one acre.	1.1 inch infiltration; if note feasible then biofiltration is required; otherwise a no net increase in TP or TSS.	No net increase in the peak runoff rate for the 2-, 10- and 100-year design storms.	No net increase in TP or TSS.
MPCA	Site disturbance greater than one acre.	Infiltrate 1-inch from new and reconstructed impervious surfaces.		

A NPDES General Permit for construction stormwater is required through the Minnesota Pollution Control Agency (MPCA) for erosion control as the project will result in more than an acre of disturbed area. Permanent stormwater management will also be triggered through the NPDES permit as the project will add an acre of new or reconstructed impervious surface. The City of Rogers and the Elm Creek Watershed Management Commission will review the plans as a part of the permitting process. Generally, the city relies on the ECWMC's rules for stormwater management.

Rate Control
The project will not likely increase impervious surface coverage from the existing condition, as the existing land is almost entirely covered with pavement and building. However, the design will review against the existing condition to ensure we are not increasing runoff leaving the site as required by the various agencies.

Volume Control
To meet this requirement multiple stormwater management best management practices (BMPs) will be required to treat the new impervious surface. With the current site plan, it is anticipated that there will be a biofiltration basin at the south end of the site and a wet pond at the north side of the site to treat the new and reconstructed hard surfaces.

The schematic site plan proposes converting the north rate control pond or detention basin to a wet pond to treat both the offsite water and the roof of the new facility. A new biofiltration basin will be located south of the police department to treat the west parking lot and most of the east parking lot. The design assumes that treatment of the acre of offsite runoff will be used as compensatory treatment for new impervious on the project site that is not routed through a best management practice.

b. **UTILITIES**:
The subject site is located adjacent to Industrial Blvd, John Deere Lane, and Main Street with existing service connections that will be rerouted to serve the new building.

Watermain
Per the survey, there is an existing watermain in John Deere Lane (8-inch ductile iron pipe), Main Street (6-inch pipe), and north of the property (10-inch cast iron pipe). The design of the subject parcel and required fire and domestic water lines will be coordinated with the city and development of the building, but service will likely be from the 10-inch pipe. The size requirement for the new facility has not yet been confirmed, but the domestic water service will likely be a 4-inch line. The fire service will likely be an 8-inch main.

There are three existing hydrants located near the project site. The first is located directly north of the building near the northwest corner. The second hydrant is located along Main Street near the east side of the new building. The third hydrant is located along John Deere Lane near the southwest corner of the building. The site will incorporate new hydrants to provide proper coverage of the building. The new hydrant locations will also be coordinated to be within 100 feet of the fire department connection (FDC) or as required by the fire code official.

Sanitary Sewer
There is an existing 12-inch sanitary main located at John Deere Lane, as well as an 8-inch line along Main Street. The sanitary sewer in John Deere Lane is approximately 23+ feet below the proposed building elevation. The sanitary sewer along Main Street is approximately 13.5 feet below the new facility elevation. This depth should allow for a gravity connection to the public sanitary sewer main at either location. It is anticipated that an 6-inch service line will be extended to the new

facility from Main Street. The routing of sanitary sewer will be confirmed during design.

Storm Sewer
The surface runoff of the parking lots and sidewalks will either surface drain directly into the biofiltration basin or be collected in a series of inlets and conveyed through storm sewer to the basin. The proposed roof drains will be routed to the north to the new wet pond. Additionally, drain tile will likely be proposed in low areas so water does not become trapped underneath the pavement causing frost heave issues.

Electrical, Gas, and Communications
Utilities such as electrical and communications are available near the site and will have to be extended to the building. There is existing gas lines surrounding the site and are available to be extended to the new building. Refer to electrical for additional information related to conduit routing and electrical equipment required.

c. **GRADING DESIGN**:
Refer to drawings.

3. Structural

a. **OVERVIEW:**
The roof structure above the city hall and part of the police department will be designed to support a future second story addition. The men's and women's restroom within the city hall will be designed as a storm shelter, exact location to be determined as the design progresses further. The exterior of the garage will be reinforced CMU or insulated precast concrete walls, and the remainder of the police department and city hall exterior will consist of metal studs with brick veneer and significant portion of glazing. Supplementary structural steel may be required above larger glazing sections to laterally support these sections.

b. **DESIGN CRITERIA:**

The following codes and standards, as a minimum, are used in the development of this project:

- 2018 International Building Code
- ASCE 7-16 Minimum Design Loads for Buildings and Other Structures, including Supplement No. 1
- TMS 402/602-16 Buildings Code Requirements and Specifications for Masonry Structures
- ANSI/AISC 360-16 Specifications for Structural Steel Buildings
- ACI 318-14 Building Code Requirements for Reinforced Concrete
- ACI 301-16 Code of Standard Practice for Reinforced Concrete Buildings

- AWS D1.1-10 Structural Welding Code – Steel
- AWS D1.3-18 Structural Welding Code – Sheet Steel
- AWS D1.4-18 Structural Welding Code – Reinforcing Steel
- AISC 303-16 Code of Standard Practice for Structural Steel Buildings and Bridges
- Other selected referenced standards as applicable

c. **STRUCTURAL MATERIAL SPECIFICATIONS:**

REINFORCED CONCRETE

- Concrete – Portland cement will be used in accordance with ASTM C150. Type I/II Portland cement or ASTM C595 Type 1L will be specified for all concrete construction unless otherwise noted within the contract documents. Normal weight aggregate meeting ASTM C33, Class 3S will be used. Low carbon concrete mix designs will be evaluated for inclusion on structural elements where feasible. All concrete will have a minimum compressive strength, f'c as follows:
  - f'c = 3000 psi for footings
  - f'c = 4500 psi for foundation walls
  - f'c = 4500 psi for exterior slab on grade and stoops
  - f'c = 4000 psi for slab on grade
  - f'c = 4000 psi for elevated concrete filled metal decks

- Reinforcing Steel
  - Use reinforcing steel conforming to ASTM A615, Grade 60 (deformed bars)
  - Weldable reinforcing steel conforming to ASTM A706, Grade 60
  - Headed deformed bars conforming to ASTM A615, Grade 60 and ASTM A970 including annex A1 requirements for Class HA head dimensions.
  - Deformed bar anchors will be new and conform to ASTM A706. Welding of deformed bar anchors will be done with E80XX electrodes in accordance with the American Welding Society (AWS) "Structural Welding Code – Reinforcing Steel" AWS D1.4 – latest edition.
  - Headed shear studs will conform to AWS D1.1 – latest edition requirements for standard headed studs

PRECAST CONCRETE PANELS

- Precast panel reinforcing (including reinforcing required for lifting purposes) shall be provided by the precast concrete panel manufacturer.
- Design of the precast concrete panels shall be performed by a professional engineer and will incorporate all the loads indicated in the contract documents and as required by applicable codes.
- Concrete for all precast concrete panels shall be normal weight with a minimum 28-day compressive strength, f'c = 5,000 psi.
- Miscellaneous metal for precast panel connections (angles and plates) will be galvanized in accordance with ASTM A123, prepared, and filed painted as specified. Repair galvanized surfaces that are damaged by welding in accordance with ASTM A780.

- Precast concrete connections not specifically detailed will be designed for the loads indicated using standard connections per the contract documents. Design of the precast concrete panel connections will be performed by a professional engineer registered in the state of Nebraska.
- Elements of precast connections exposed to the effects of weather and exterior conditions will be galvanized in accordance with the specifications.
- Connections shall be able to accommodate anticipated building movements due to lateral and thermal forces to a magnitude specified in the construction documents.

CONCRETE MASONRY UNIT

- Hollow concrete masonry units shall conform to ASTM C90
- Net area compressive strength of concrete masonry, f'm, 2000 psi
- Grout for reinforced concrete masonry shall conform to ASTM C476, with a minimum compressive strength of 2000 psi
- Provide galvanized horizontal joint reinforcing every 16 inches in height in all walls, No. 9 gage minimum

STRUCTURAL STEEL

- W Shapes: ASTM A992
- Channels, Angles, Plates: ASTM A36
- Plates specified as 50 ksi shall be ASTM A572
- HSS Members: ASTM A500 Grade C, Fy = 50 ksi
- Field connections shall be made with ¾-inch diameter ASTM A325 bolts unless otherwise indicated within the contracted documents.
- Anchor rods shall be ASTM F1554, Grade 55.
- All welding shall be done with E70XX electrodes in conformance with AWS "Structural Welding Code".
- All steel members and components exposed to exterior conditions or within the cavity of the exterior walls located outside of the exterior vapor barrier will be hot dipped galvanized in accordance with ASTM A123.

STEEL DECKING

- All metal decking will conform to ANSI/SDI-RD1.0. Minimum yield strength of composite deck shall be Fy = 50 ksi. All deck shall be galvanized.
- Shoring of metal deck is not anticipated.
- All metal decking shall be anchored to supports to resist uplift due to loading demands and provide diaphragm action in all areas with welding or mechanical fastener patten as required. Metal deck side laps will be fastened with mechanical fasteners or welding as required.

STEEL JOISTS

- Steel joists and components shall consist of standard steel composed of material(s) within the steel joist institute (SJI) standards and have a minimum allowable yield strength of 36,000 psi, and a maximum live load deflection of L/360.

- Steel joists and bridging shall comply with “standard specifications for open web steel joists” of the steel joist institute.
- Bridging shall be determined by the joist supplier. Joist bridging shall be sized, spaced, and installed according to SJI specifications unless noted otherwise.

d. **LOADS AND FORCES:**

The following loads shall be considered:

- Dead Loads
  - Dead load shall include the weight of all structural components and all non-structural attachments.
  - Garage roof
    - Solar panels – 5 psf
- Floor Live Load
  - Floors are designed for a typical minimum live load except where the code minimum live loads are greater. Typical minimum live loads used for design:

Occupancy	Uniformly Distributed Load (PSF)	Concentrated Load (LBS)
Corridors, Lobbies, Assembly Areas	100	2,000
Stairs and Exit Ways	100	300
Mechanical / Electrical Rooms	150	2,000
Storage (Light)	125	---
Restrooms	60	1,000
Offices	50	2,000
Classroom	40	1,000
Corridor above first floor	80	1,000

  - Handrails:
    - Uniform load acting in any direction = 50 lb/ft
    - Concentrated in any direction = 200 lbs
    - Uniform and concentrated load need not to act congruently

- Roof Live Load
  - Minimum Roof Live Load = 20 psf

- Snow Load
  - Ground Snow Load, Pg = 50 psf
  - Typical Flat Roof Snow Load, Pf = 42 psf
  - Typical Minimum Snow Load, Pf_min = 20 psf
  - Snow Importance Factor, Is = 1.2
  - Snow Exposure Factor, Ce = 1.0
  - Thermal Factor, Ct = 1.0
  - Snow drift loading will be applied to lower roof areas and rooftop equipment as required.

- Wind Load
  - Wind loads will be determined in accordance with 2018 IBC and ASCE 7-16
  - Basic Wind Speed – Vult (3 second gust) = 122 MPH
  - Vdrift = 75 MPH (10-Year MRI Wind)
  - Risk Category = IV
  - Wind Exposure Category = C
  - Internal Pressure Coefficient, Gpi = +/- 0.18
  - Topographic Factor, Kzt = 1.0
  - Ground Elevation Factor, Ke = 1.0 (Civil Elevation = 1165.00')
  - Wind Directionality Factor, Kd = 0.85 – Buildings
  - Wind Directionality Factor, Kd = 0.85 – Rooftop Equipment

- Seismic Load
  - Seismic Importance Factor, Ie = 1.5
  - Risk Category = IV
  - Mapped Spectral Response Coefficients
    - Short Period, Ss = 0.049
    - One-Second Period, S1 = 0.025
  - Design Spectral Response Coefficients
    - Short Period, Sds = 0.052
    - One-Second Period, Sd1 = 0.039
  - Seismic Design Category, SDC = A
  - Long-Period Transition, TL = 12 second period
  - Site Class = D

e. **FOUNDATION DESIGN**

A geotechnical investigation report has been provided for the project site by Braun Intertec, dated September 12, 2025. Per the recommendations in the report, the building foundations will be supported by conventional spread footings and continuous wall footings bearing on either native soils or engineered fill. The foundation will be designed utilizing the maximum allowable soil bearing pressure of 3,000 psf. All exterior and heated foundations shall be below the frost depth of 42" below the lowest adjacent grade. All unheated foundations shall be below the frost depth of 60" below the lowest adjacent grade.

Consideration shall be given to the numerous environmental hazards on site and as noted in the geotechnical report a hazardous material survey shall be conducted.

f. **SLAB ON GRADE**

Where occurring, the slabs shall be constructed of reinforced concrete slab on grade construction. The slab on grade within the police department garage shall be 6" thick, reinforced with welded wire mesh, over a vapor barrier, over a minimum of 4" of free draining granular fill. The slab on grade within the rest of the police department and city hall will be 4" thick, reinforced with welded wire mesh, over a vapor barrier, over a minimum of 4" of free draining granular fill. Control joints will be specified within the floor slabs to reduce cracking resulting from differential

movement and shrinkage. Typical joints in slabs on grade will be placed at column line intersections and as necessary to not exceed a spacing of 36 times the slab thickness or 15'-0", whichever is less. The maximum aspect ratio of contraction joints shall be 1.5 to 1.0. Concrete add mixtures will be considered where deemed necessary.

g. **GRAVITY FRAMING SYSTEM**

The roof framing for the garage area will consist of metal roof deck spanning between long span LH steel bar joists. The joists will be supported by steel wide flange beams and wide flange columns. The second floor of the police department and roof of the single-story police department and city hall will consist of composite normal weight concrete slab on metal deck supported by steel wide flange beams. The steel beams will be supported by steel HSS columns. The composite slab will consist of a minimum of 2" 20-gauge metal deck with 4 ½" normal weight concrete topping (6 ½" total thickness). The roof framing for the second story of the police department will consist of metal roof deck spanning between LH and K-series steel bar joists. The joists will be supported by steel wide flange beams and HSS steel columns.

The council chambers area within the city hall will be sensitive to the effects of vibration. Special considerations will be implemented in the design of the roof framing for MEP equipment. The equipment will be placed on isolated concrete pads that will dampen the magnitude of vibration transferred to the roof framing.

The exterior façade of the garage will consist of load bearing reinforced CMU or insulated precast concrete walls. The remainder of the building exterior façade will consist of non-load bearing metal stud walls with brick veneer. A portion of the police department and city hall façade will consist of large sections of glazing; supplementary horizontal steel members may be required at these sections to laterally brace the exterior finishes. Consideration shall be given for door and window reinforcement for ballistic glazing.

The vertical deflection criteria for gravity structural members supporting roof and floor areas shall be as follows:

Floor and Roof Deflection – Live Load	L/360
Floor and Roof Deflection – Total Load	L/240
Members Supporting Brittle Materials	L/600 or 3/8" Maximum
Members Supporting Curtainwall or Storefront	L/480 or 1/2" Maximum

The gravity system will be designed to resist all load effects from dead, live, and snow conditions. The roof level will also be designed to resist drifting snow loads from projecting building heights and will meet the minimum design requirements of the International Building Code (IBC).

h. **LATERAL LOAD RESISTING SYSTEM:**

Lateral loads due to wind forces will be resisted by reinforced CMU or precast concrete shear wall panels in the garage area. Steel braced

frames or moment frames will be used to resist lateral loads within the police department and city hall. The braced frame connections will consist of gusset plates and HSS braced members. Moment frame connections will utilize top and bottom plates where possible; where load demand requires greater connection strength, complete joint penetration (CJP) connections will be used. The un-topped metal roof deck and rigid concrete filled metal deck will serve as the diaphragm at the floor and roof level, transferring all lateral loads to the braced frame/moment frame and shear wall elements. The maximum story drift for the above grade portion of this structure due to lateral loads will be H/400 for wind loading.

i. **STORM SHELTER:**

The storm shelter will be designed per ICC 500; all components are designed for a wind speed of 250 mph and to resist tornado driven debris acting as missiles. The proposed shelter will be constructed with hardened walls consisting of fully grouted, reinforced CMU or precast concrete wall panels. The roof of the shelter will be constructed of reinforced concrete slab supported by steel framing. The roof structure must be anchored to the shelter perimeter walls to resist the uplift from the 250-mph design wind speed. The walls will be anchored to continuous wall footings, resisting both the lateral tornado wind load and resisting the uplift forces. All door and window jambs must be designed to resist the anchorage force from the rated door or window.

j. **BUILDING EXPANSION**

The roof structure of the office/classroom area will be designed for the inclusion of a second-floor addition. The framing members, columns, and foundations will be designed to support the future imposed gravity and lateral loads due to wind and seismic.

A building expansion joint will placed where the building changes from steel framing (police department & city hall) to precast concrete and CMU (garage, booking, and MEP).

k. **SPECIAL INSPECTIONS**

Special inspections, structural testing, and structural observations shall be performed per Chapter 17 of the IBC and the Statement of Special Inspections to be prepared by the Structural Engineer of Record. Special inspections will be required for the following items: soils and foundations, cast-in-place concrete, structural steel framing including cold-formed metals, masonry, precast, steel decking, steel joists, and post-installed anchorage.

4. **Architecture**
   a. Refer to drawings.

5. **Interiors**
   a. Refer to drawings and finish schedule.

6. Mechanical

a. OVERVIEW:

Current HVAC design includes two similar options. Option 1 utilizes central air handling/rooftop units with dedicated direct expansion (DX) cooling utilizing air source heat pumps and hot water heating. Option 2 utilizes a central air-cooled chiller plant to serve the central air handling/rooftop units with hot water heat. Further breakdown of the two different design approaches is detailed below.

The mechanical engineering infrastructure will be code-compliant per all local and state code requirements as listed below:

- 2020 Minnesota Building Code
- 2024 Minnesota Commercial Energy Code
- 2020 Minnesota Mechanical Fuel Gas Code
- 2020 Minnesota Plumbing Code
- Minnesota Electrical Code
- 2020 Minnesota Elevator and Related Devices Code
- ASHRAE 62.1 – Ventilation for Acceptable Indoor Air Quality
- ASHRAE 55 – Thermal Environment Conditions for Human Occupancy

b. AIR HANDLING SYSTEMS – OPTION 1:

The city hall portion of the facility will be served by two variable air volume air handling systems with dedicated air source heat pumps and heating water coils for supplemental heat. The central air handlers will serve variable air volume (VAV) air terminal unit with heat water coils.
System one will be an indoor air handling unit with a remote air source heat pump, heat water coil, integral supply fan, remote return fan, and field installed controls to serve the council chambers and adjacent conference room and storage rooms. The total heating and cooling capacity is 100 MBH and 20 Tons respectively.
System two will be a VAV type packaged roof top unit with integral air source heat pump, supply and return fans, and heating water coil. The total heating and cooling capacity is 20 MBH and 7.5 Tons respectively.

The police portion of the facility will be served by two variable air volume air handling systems with dedicated air source heat

pumps and heat water coils for supplemental heat. The central air handlers will serve VAV air terminal units with heat water coils.
System one will be an indoor air handling unit with remote air source heat pump, heating water coil, integral supply and return fans and energy recovery wheel. This system will be intended to serve the lower level of the police portion and operate 24 hours a day. The total heating and cooling capacity is 425 MBH and 35 Tons respectively.
The second system will be a packaged outdoor roof top unit with a heating water coil. The unit will be located on the roof of the garage area and serve the second floor of the police portion. The expected heating and cooling capacity is 60 MBH and 15 Tons respectively.

c. **AIR HANDLING SYSTEMS - OPTION 2**:
This option omits the air source heat pumps at each variable air volume air handling units and includes chilled water coils of equal cooling capacity.
Two, 75 Ton air cooled chillers shall serve the building utilizing a primary secondary pumping system. Two 10 horsepower base mounted pumps shall serve the primary chilled water loop and two 20 horsepower base mounted pumps shall serve the secondary chilled water loop.

d. **GARAGE HVAC SYSTEMS:**
Two, 750 MBH direct gas fired make up air units shall supply 100% outside to the garage and shall be activated upon detection of CO and NO2 above setpoint. Approximately 7200 square feet of in-floor heating systems shall be provided along the perimeter 20 ft of the garage with PEX-A piping spaced 12” apart.

e. **LARGE DATA ROOM:**
One ducted 10 Ton Liebert computer room unit with roof mounted condensing unit shall be located in adjacent room and ducted to data room.

f. **HEATING WATER SYSTEM:**
A boiler plant consisting of two,1.5 million BTU/hr, high efficiency condensing boilers for n+1 redundancy. Two 20 horsepower, base mounted pumps shall serve the secondary heating water loop and two, 10 horsepower close couple inline pumps shall serve the primary heating water loop.

All piping 2” and smaller shall be copper with solder fittings and 3” and larger shall be steel with welded or Victaulic fitting.
Normally occupied, exterior rooms and the City Hall lobby/corridor shall be provided with perimeter heat. Vestibules shall include cabinet unit heaters.
VAV zones shall group rooms of similar occupancy and load profiles together with a maximum of 3 offices together.
A direct digital controls (DDC) building automation system shall be provided to provide scheduling, alarms, and monitoring of all HVAC, chilled water, heating water systems, and monitoring of the automatic transfer switch and generator. Thermostats serving offices and conference rooms for facility staff occupied areas shall have user/local adjustment and areas accessible to the public like lobbies, entryways, and council chambers shall have metal plate type temperature sensors.

7. **Plumbing**
    a. **OVERVIEW:**

A 3” domestic water service and a 6” sanitary sewer shall be provided and located on the north side of the facility. A water softener shall be provided and sized to soften both domestic hot water and cold water systems.
The domestic heating water system shall be comprised of two 199,999 BTU/hr water, high efficiency condensing water heaters. A 5 horsepower ECM pump shall serve the recirculating hot water loop. Circuit solver type flow control devices shall control required flow of the domestic hot water recirculation loop to maintain hot water temperature in system.
All lavatories, urinals, and water closets shall be battery type fixtures. Lavatories in single occupant toilet rooms shall be wall mount vitreous china fixture. Urinals shall be wall mounted vitreous china fixture. Water closest shall be wall mounted, elongated vitreous china fixtures.
Primary storm drains shall be piped interior to the facility and drain below grade to site utilities. Overflow storm drains shall be piped interior to the facility to outfalls located 3 ft above finished exterior elevation.
All above grade waste, storm, and vent piping shall be cast iron and below grade shall be PVC. All domestic supply piping 2” and smaller shall be Type L copper with solder fittings and 3” and larger shall be galvanized steel with threaded or Victaulic fitting.

8. **Fire Protection/Fire Alarm**
    a. Refer to drawings.

9. **Electrical**
    a. **OVERVIEW:**

There will be some site demolition with existing structures and their associated electrical services. This facility's electrical design is as described in this document but will not include work to relocate overhead power lines below ground.

The electrical engineering infrastructure will be code-compliant per all local and state code requirements as listed below:

- 2023 NFPA 70 – National Electric Code (NEC)
- 2020 Minnesota Building Code (MNBC)
- 2024 Minnesota Energy Code

b. SERVICE:

New electrical service will have a pad mounted utility transformer and CT cabinet with underground conductors into the building. The location will be inside the secure fence perimeter on the north side of the building along Industrial Boulevard.
New service will be 480Y/277V, 3-phase 4-wire main distribution system and shall be installed in new electrical room. Service will be provided from utility transformer via underground parallel runs. Final service capacity will be determined with final building and mechanical loads.

c. POWER DISTRIBUTION:

Provide a 1200A main distribution panel in the main electrical room with surge protection and energy metering integral to each circuit breaker.
Distributed stepdown dry-type transformers and panelboards will be located in the main electrical room, city hall electrical room, and second floor electrical room. This equipment will be separated by load classification. Refer to the one-line diagram for sizes and quantities (Sheet E-602).
An alternate plan shall be priced to change the main distribution panel to a 2000A main switchgear. The conductors and conduits from the utility transformer and CT cabinet to be upsized accordingly.
Included in the alternate plan, provide rough-in for two (2) future level 3 (300kW each) electric vehicle charging stations from the main electrical room to the public parking lot.

d. SOLAR PV SYSTEM:

The roof is planned to have PV panels either during this project or in the future. Provide full size lug connections inside the CT cabinet for future solar PV system connection with conduit rough-in to a NEMA 3 pull box located on the exterior wall near the main electrical room.
Ongoing discussions with Ideal Energies are determining the feasibility of “renting” the roof space for approximately 20 years.

e. LIGHTING:

Energy efficient LED lighting will be utilized throughout the building.
Light fixtures will generally be 2’x2’ flat panels throughout offices and corridors with specialty lighting as needed. Garage and support spaces will have surface mounted or suspended linear fixtures. Exterior light fixtures will have wall mounted fixtures at all points of egress and site lighting with a combination bollards and light poles. All light fixtures are to use 277V power.
LED type exit signs will be provided for paths of egress.
General light fixtures will be connected to a central lighting inverter for all emergency lighting per code.
LED modules will have a color rendering index (CRI) of 80 or greater. Lighting calculations will be performed within each space of the new facility to illustrate proper lighting levels throughout, and to achieve IESNA recommendation levels.
Daylight harvesting shall be implemented in areas where excess daylight can be utilized as the main source of lighting.
All lighting shall have standalone controls with code required occupancy sensors. Dimming for code required spaces will be capable of down to 1%.
Stairs will be on 24/7 for safety.

f. EMERGENCY POWER SYSTEM:

A three-phase central lighting inverter will be provided to supply emergency egress/exit power to the building. No other loads will be connected to this inverter.

g. STANDBY POWER SYSTEM:

A 1000kW diesel fueled generator shall be provided to back up the entire building. The location will be inside the secure fence perimeter on the north side of the building along Industrial Boulevard. The generator shall have a 24-hour fuel tank and exterior enclosure. The associated ATS shall be 4-pole closed transition.
The network system will use a separate uninterruptible power supply not included in the electrical design.

h. LIGHTNING PROTECTION SYSTEM:

A lightning protection system will be provided for the entire facility. It will include a separate ground system, with copper conductors and exothermic welded connections.

10. <u>Low Voltage/Security</u>

a. **<u>STRUCTURED NETWORK CABLE:</u>**

- Telecommunication Spaces:
  There will be multiple telecommunications rooms within the building. The Server Room will be located on 2nd floor and serve as the primary closet in the building. This room will have five (5) server cabinets to house City network and server equipment. Space should be sized to accommodate two (2) future server cabinets as well. Two additional IDF rooms will be located in the building on 1st floor to accommodate network cabling distance limitations. Each room shall have overhead cable tray/wire basket with waterfalls into each rack, and a minimum of two (2) equipment cabinets in each IDF room. The building demarc room will be located on 1st floor.

  All patch panels shall be 48-port, modular and flat with a 2RU cable manager mounted between each panel.

  Power requirements in these rooms will include one dedicated single port, NEMA 5-20R 110V/120V 20-amp circuit and one dedicated single port, NEMA L5-30R 110V/120V 30-amp per rack, each mounted on the side or bottom of the overhead ladder rack. One 110V/120V 20amp circuit NEMA 5-20R 4-plex electrical outlet shall be provided for every 10’ of wall.

  All telecommunication rooms must be equipped with 24/7 heating/cooling with humidity control and cooling adequate for all current and future network devices, electrical power with appropriate backup, telecommunications ground bus bar connected to building service entrance, fire-treated plywood on at least three walls, and a card reader at the entrance door.

- **<u>BACKBONE CABLICG SYSTEM</u>**:
  The fiber backbone system will connect the Server Room to the IDF Rooms. The backbone system will include a minimum of one (1) 12 strand armored interlocking fiber from the Server Room to each IDF. The fiber will be terminated into a rack mounted fiber enclosure in the equipment rack.

- **OUTSIDE PLANT CABLEPATHWAY**:
  Fiber optic cable pathways will be provided from the demarc to exterior pull boxes or fiber optic cable vault located adjacent to the property line to be used for bringing network services into the building.

- **HORIZONTAL CABLE SYSTEM**:
  Typical data locations will consist of blue CAT6 plenum cable, network jacks, and 4 port faceplates matching building decorum. The patch panels will be located in the telecommunications rooms. A standard data outlet shall have 2 data drops in a single outlet location. Security cameras are considered network devices and will be wired with yellow CAT6a plenum cable and terminated in the same patch panel as the wireless access points.
  Patch Cables used in telecommunications rooms and end devices will be contractor furnished; owner installed.

- **WIRELESS ACCESS POINTS**:
  Typical wireless access point locations will consist of CAT6a plenum cables, network jacks, and a surface mount box. A standard wireless access point data outlet shall have 2 data cables in a single outlet location. Wireless access points and mounts will be owner furnished; contractor installed. The contractor will provide and install a plenum CAT6a patch cord from the access point to the network jack at the time of installation.

f. **AUDIOVISUAL SYSTEMS**:
   - Conference Room AV System:
     Conference rooms will receive a standardized AV system. This system includes a new flat panel display appropriately sized for the room and installed at the front of the room. System inputs will include a video input located at the conference room table. A UC collaboration bar with integrated camera, speaker, and microphone with connections back to the conference room table will be provided to accommodate virtual meetings. System control will be managed through the display remotes.
     General system components include:
       i. Flat Panel Display
       ii. AV Signal Extension
       iii. UC Collaboration Bar

   - Council Conference Room AV System:
     The Council Conference room will be equipped with an 85” flat panel display. A Microsoft Teams video conferencing system

including a tabletop touch screen and UC engine will be provided. A PTZ camera will be mounted in between the displays for camera input into the UC system. A ceiling microphone array will be provided and connected to the UC system. An amplifier and ceiling speakers will provide content and video call audio to the room. System inputs will be available at the conference room table. Room control will be handled though the tabletop touch screen.

General system components include:

i. Flat Panel Display
ii. Microsoft Teams Video Conference System
iii. PTZ Camera
iv. Ceiling Microphone Array
v. Ceiling Speakers
vi. Power Amplifier
vii. AV Signal Extension
viii. Control Processor

- Training Room AV System:
  The Training Room will be equipped with dual projection systems. Both systems will include a ceiling mounted projector and ceiling recessed motorized projection screen. These projectors will be independently routable. Video inputs, gooseneck microphone, and touch panel will be located on a podium and fed from a floor box at the front of the room. The audio system will consist of ceiling speakers, ceiling microphone array for audience pick up, a gooseneck microphone and a dual channel wireless microphone system for presenter voice reinforcement. The room will include two PTZ cameras, one at the front of the room for audience view and one in the ceiling for presenter view. All video, audio, and camera devices will feed a Microsoft Teams UC engine for video conferencing.

  General system components include:

  i. Ceiling mounted Projectors
  ii. Motorized Projection Screens
  iii. AV Signal Extension
  iv. Ceiling Microphone Array
  v. Ceiling Speakers
  vi. Wireless Microphone System
  vii. Audio Amplifier
  viii. Assisted Listening System
  ix. PTZ Cameras
  x. Digital Signal Processor

xi. Control Processor
xii. AV Equipment Rack

- Fitness Room:
  An audio system will be provided in the fitness room. The space will receive an audio connection plate with wired and Bluetooth connection capabilities, ceiling speakers, and a wall mounted control panel for source selection and volume control.

  General system components include:
  i. Ceiling Speakers
  ii. Audio Input Plate
  iii. Audio Amplifier
  iv. Wall Mounted Controller

- Council Chambers:
  The Council Chambers will receive a turnkey audiovisual system including flat panel displays located throughout the room to serve as the primary presentation displays for the audience in the room. Computer monitors will be placed at each seat along the dais to serve as content displays for council members. Multiple input locations consisting of HDMI and USB-C will be provided at the dais. Gooseneck microphones will be provided for each dais seat and route back to an audio DSP. Additional audio system components will include ceiling speakers, a wireless microphone system, and an assisted listening system with a hearing loop. PTZ cameras will be provided and will route back to a video production switcher to allow for council meetings to be broadcast. The video production equipment and operator will be located in a room adjacent to the Council Chambers. System control panels will be located at the dais and in the AV Room at the production desk.

  General system components include:
  i. Flat Panel Displays
  ii. AV Signal Extension
  iii. Gooseneck Microphones
  iv. Ceiling Microphone Array
  v. Ceiling Speakers
  vi. Assisted Listening System
  vii. PTZ Cameras
  viii. Desktop Monitors
  ix. Control Touch Panels
  x. Control Processor
  xi. Digital Signal Processor
  xii. Video Production Switcher

- Digital Signage:
  Digital signage displays will be placed throughout the building. These displays will be used to display upcoming events and city information.

  General system components include:
  i. Flat Panel Displays
  ii. Digital Signage Player
  iii. Digital Signage Software Platform

- Paging System:
  A Public Address system will be installed throughout the building. The system will be centrally managed and consist of components including speakers, speaker cabling, multi-zone paging unit, audio amplifiers, and paging microphone or telephone interface. Coverage areas will include the spaces noted below:
  I. Open office areas
  II. Hallways
  III. Common areas (ie. Breakrooms/locker rooms)

- Soundmasking System:
  A multi-zone soundmasking system will be provided throughout the facility. Soundmasking speakers will be split into zones based upon the speaker layout in the drawings. Zone volume control with be handled through the soundmasking head end control unit.

- Synchronized Clock System:
  A comprehensive clock system, with a central headend “master clock” that drives a series of secondary clocks throughout the facility will be provided. The solution may include analog or digital clocks, and will be designed around proprietary wireless, Wi-Fi, PoE/IP network, or traditional serial wiring.

g. **SECURITY**:
- Electronic Access Control Systems:
  The access control system will include provisions for card readers, door contacts / position switches, request-to-exit motion sensors, and a bundled cable routed from each access-controlled door back to a headend panel. The access control system and lectrified door hardware will typically be powered from the access control panel using power supplies and battery backup.

  Door hardware will be specified by the Architect under Division 8. TNCG will coordinate electronic hardware requirements with the

Architect, peer review the electronic door hardware specifications for functional requirements, and peer review the contractor submittals.

Typical doors receiving card access include:

I. Exterior Doors
II. Doors from public to private office spaces.
III. Select doors from semi-public to private office space.
IV. Telecommunications rooms.

Generally, offices, conference rooms, maintenance rooms, janitor rooms and other support spaces will not have access control. The control panels will be placed within the telecommunications rooms.

- Video Surveillance System:
  This facility will receive an IP based video surveillance system with provisions for single and multi-sensor cameras, mounting hardware, and video management software and licensing.

  Cameras will be placed as noted below:
  I. Main public entry points such as the main entry vestibule and reception office as well as public corridors and gathering areas.
  II. Cameras will be mounted at the corners of the building and exterior entrance doors.
  III. Generally, card readers should be within a camera's field of view. Cameras will be positioned to capture these points.
  IV. Booking areas and holding cells.

  Generally, employee only spaces will not have camera coverage unless specifically noted or desired.

- Intrusion Detection System:
  This facility will receive an intrusion detection system installed throughout the building. The system will consist of keypads at major entrance points, door contacts / position switches on all exterior doors, motion detectors, panic / duress buttons, and all associated cabling and panels. The intrusion panels will be placed within the telecommunications rooms.

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LEO A DALY

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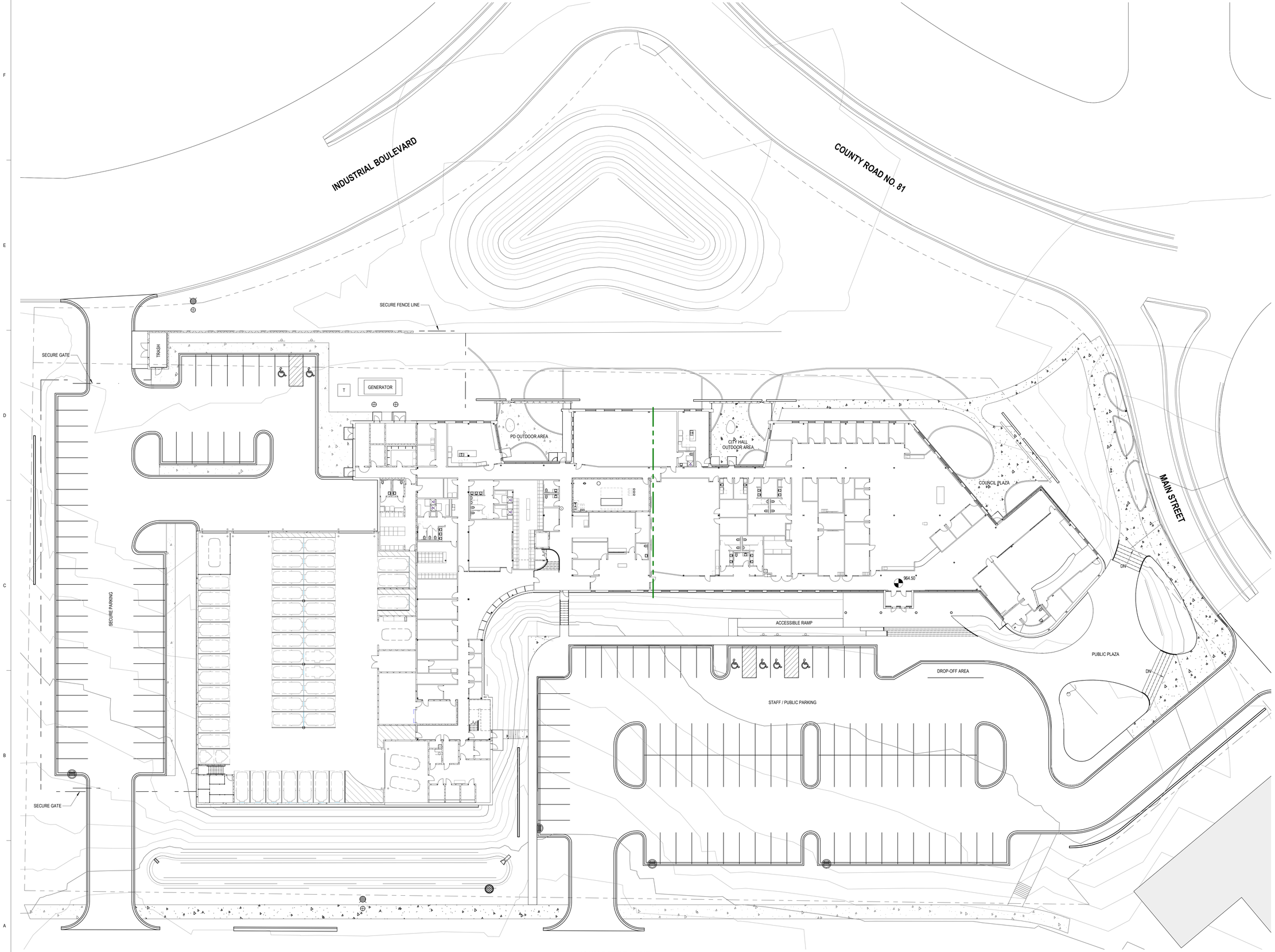

A1 SITE PLAN
SCALE: 1" = 20'-0"

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ARCHITECTURAL SITE PLAN

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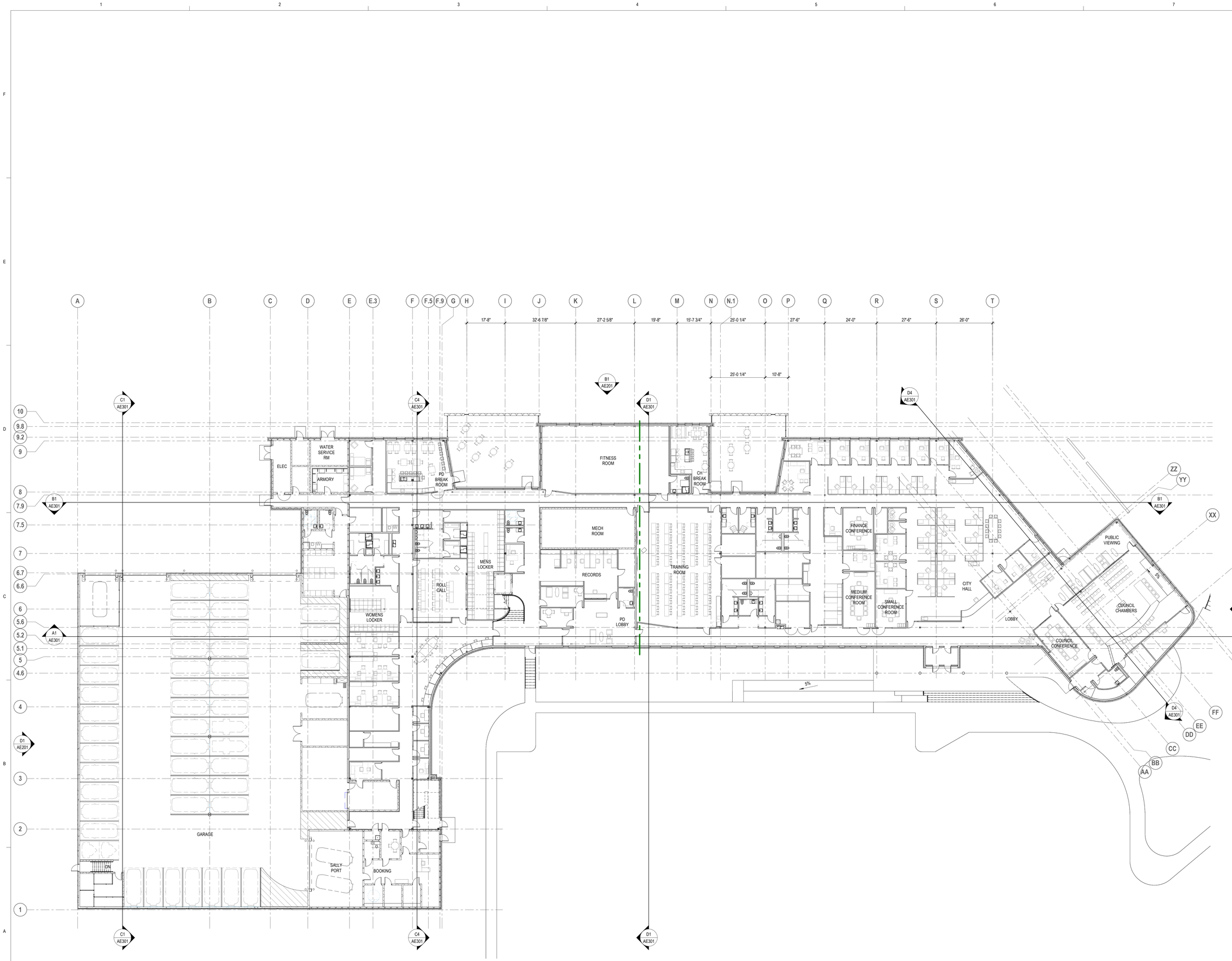

A1 FLOOR PLAN LEVEL 1 OVERALL
SCALE: 1/16" = 1'-0"

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FLOOR PLAN LEVEL 1 OVERALL

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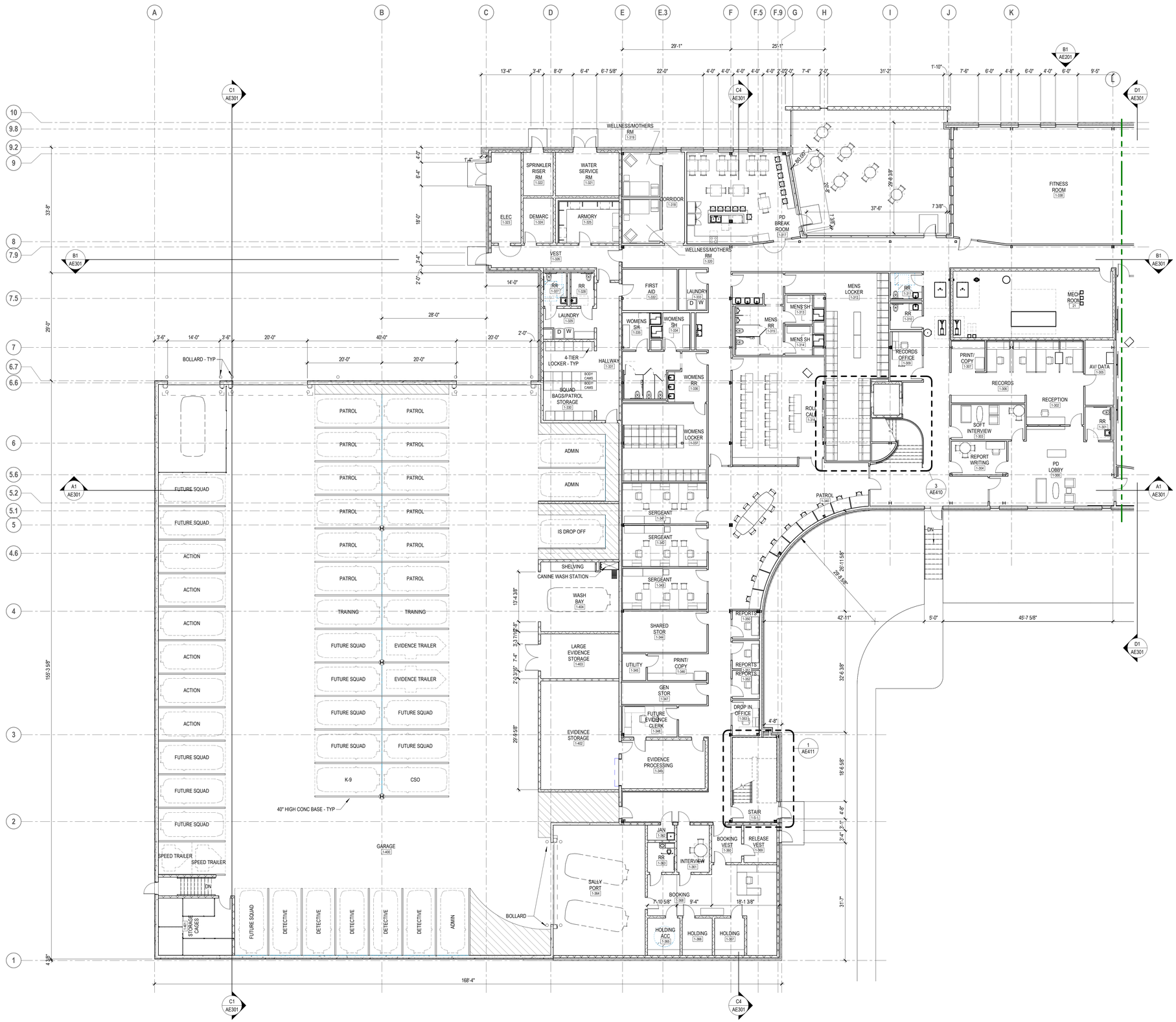

A1 FLOOR PLAN LEVEL 1 - AREA A

SCALE: 3/32" = 1'-0"

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FLOOR PLAN LEVEL 1 - AREA A

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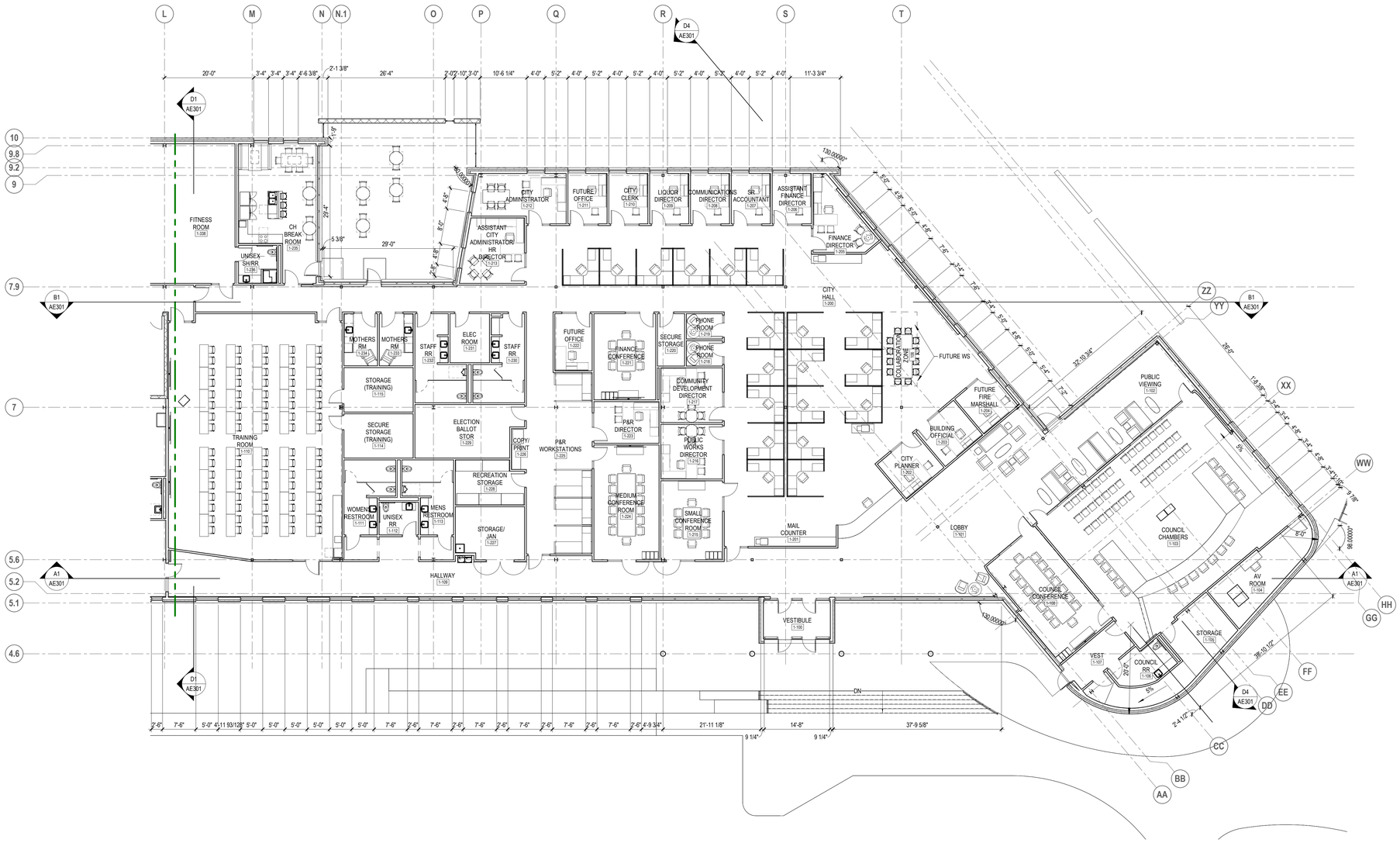

A1 FLOOR PLAN LEVEL 1 - AREA B
SCALE: 3/32" = 1'-0"

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FLOOR PLAN LEVEL 1 - AREA B

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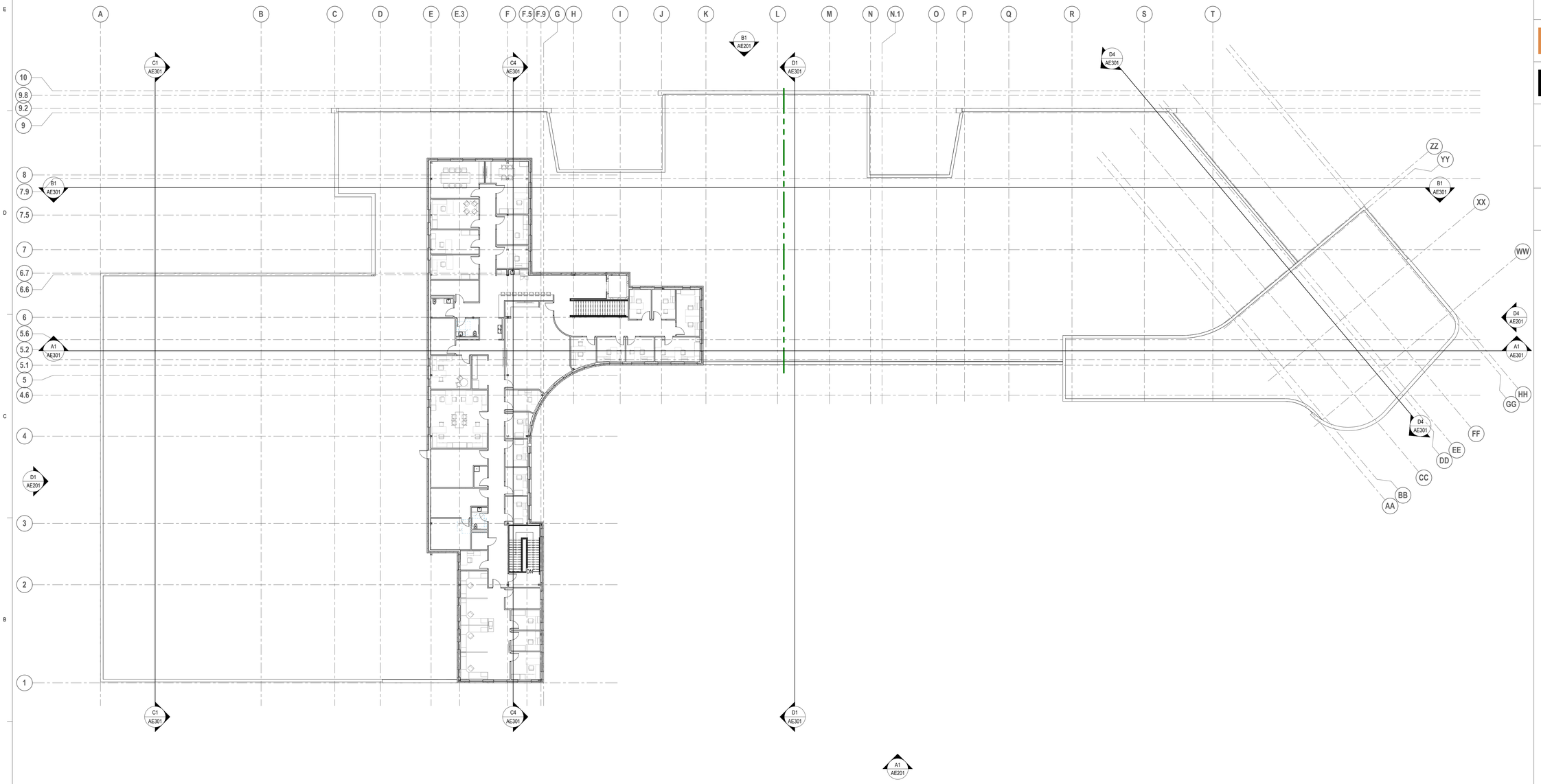

A1 FLOOR PLAN LEVEL 2 OVERALL
SCALE: 1/16" = 1'-0"

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FLOOR PLAN LEVEL 2 OVERALL

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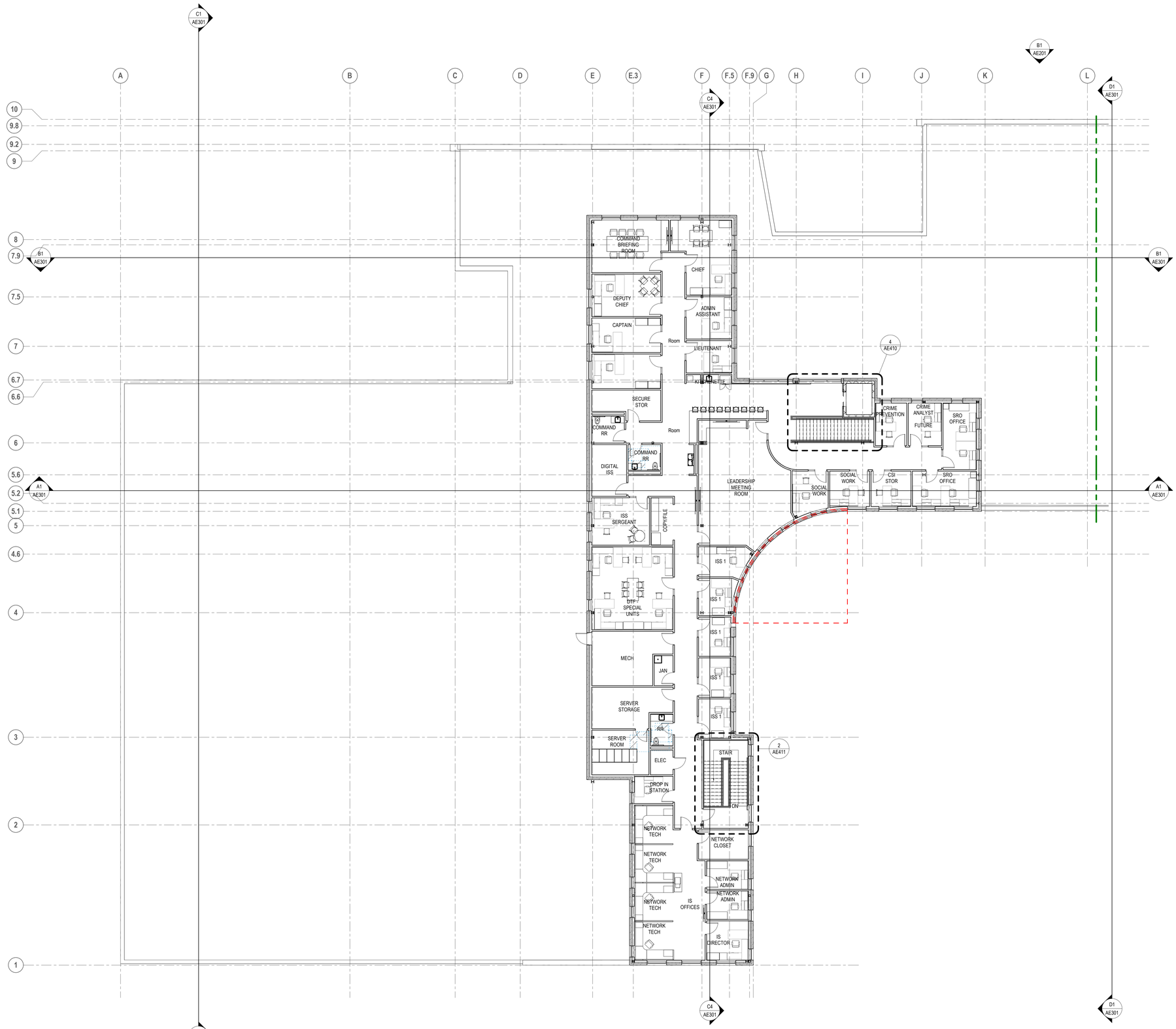

A1 FLOOR PLAN LEVEL 2 - AREA A
SCALE: 3/32" = 1'-0"

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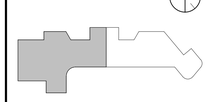

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FLOOR PLAN LEVEL 2 - AREA A

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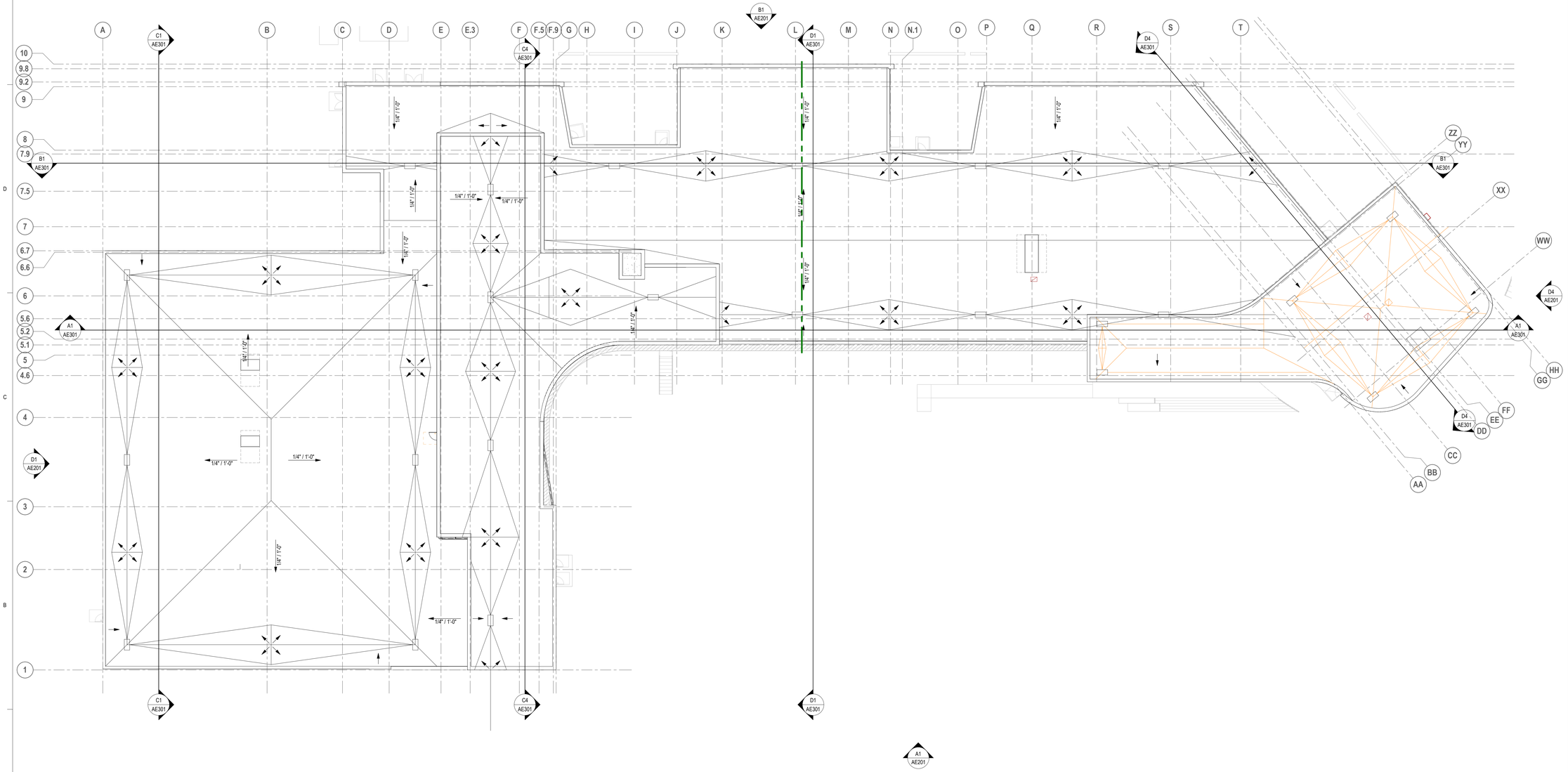

A1 ROOF PLAN

SCALE: 1/16" = 1'-0"

GENERAL ROOF PLAN NOTES

***** note to the editor - delete THIS paragraph prior to use and ONLY use these notes when not including a specification section that covers the issues *****

***** note to the editor - delete THIS paragraph prior to use and UPDATE any placeholder notes* **[BOLDED AND IN BRACKETS]**. ******

1. INSTALL ROOFING IN ACCORDANCE WITH MANUFACTURER'S REQUIREMENTS TO ACHIEVE SPECIFIED WARRANTY. FOLLOW MANUFACTURER'S STANDARD INSTALLATION DETAILS AND REQUIREMENTS AT CONDITIONS NOT SPECIFICALLY DETAILED BY ARCHITECT. CONTRACTOR SHALL SUBMIT AN RFI TO IDENTIFY MANUFACTURER'S DETAILS THAT CONFLICT WITH ARCHITECTURAL DRAWINGS.
2. SEE MECHANICAL AND ELECTRICAL DOCUMENTS FOR ADDITIONAL INFORMATION REGARDING ROOF PENETRATIONS AND EQUIPMENT LOCATIONS, NOT INDICATED ON THIS DRAWING.
3. **[*EXISTING BUILDING*]** CONTRACTOR SHALL ACCOUNT FOR FIELD CONDITIONS AFFECTING DRAINAGE OF ROOF SURFACES (E.G., CAMBER, EXISTING UNEVENNESS, ETC.) TO ACHIEVE INTENDED DRAINAGE.
4. **[*EXISTING BUILDING*]** REPORT CONFLICTS AND/OR DISCREPANCIES IN PLANS TO THE ARCHITECT FOR CLARIFICATION PRIOR TO STARTING THE WORK.
5. SEE ROOF PLANS FOR MINIMUM R-VALUES REQUIRED. THICKNESS LISTED GETS AS CLOSE TO THE REQUIRED R-VALUE AS POSSIBLE WITHIN 1/2" INCREMENTS. COORDINATE INSULATION THICKNESS WITH EQUIPMENT CURBS AND ROOF EDGE CONDITIONS.
6. ALL ROOF SLOPES SHOWN ARE CREATED BY SLOPED STRUCTURE OR TAPERED INSULATION EXCEPT AT CRICKET CONDITIONS.
7. PROVIDE CRICKETS AT HIGH SIDE OF EQUIPMENT CURBS TO ACHIEVE A SLOPE OF [1/4", ½", ETC.] PER FOOT MINIMUM TO MAINTAIN POSITIVE DRAINAGE.

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ROOF PLAN

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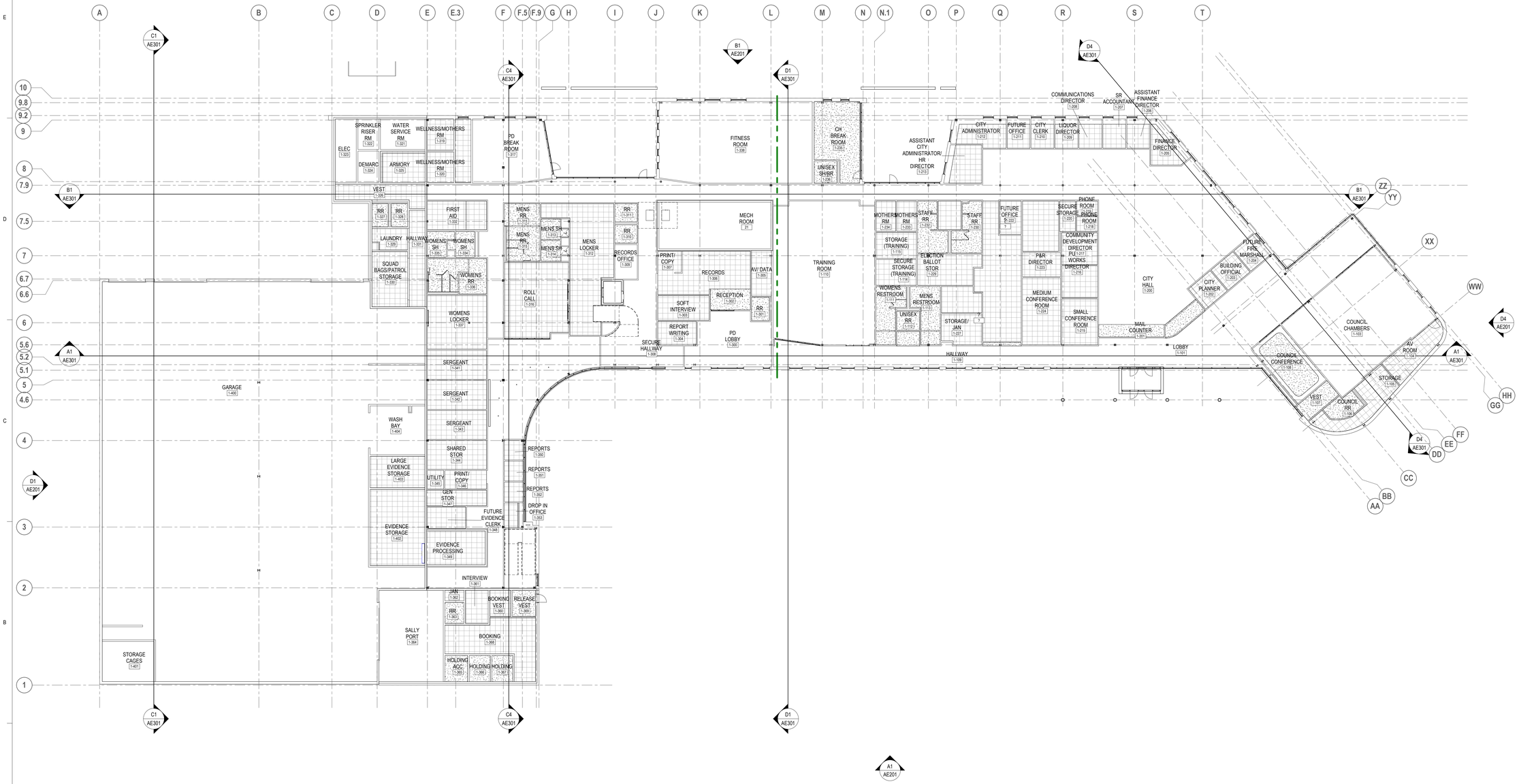

A1 REFLECTED CEILING PLAN LEVEL 1 OVERALL
SCALE: 1/16" = 1'-0"

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REFLECTED CEILING PLAN LEVEL 1 OVERALL

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A1 REFLECTED CEILING PLAN LEVEL 1 AREA A
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SCHEMATIC DESIGN

Project No. 023-10733-000
10/13/2025

REFLECTED CEILING PLAN LEVEL 1 AREA A

AE151A

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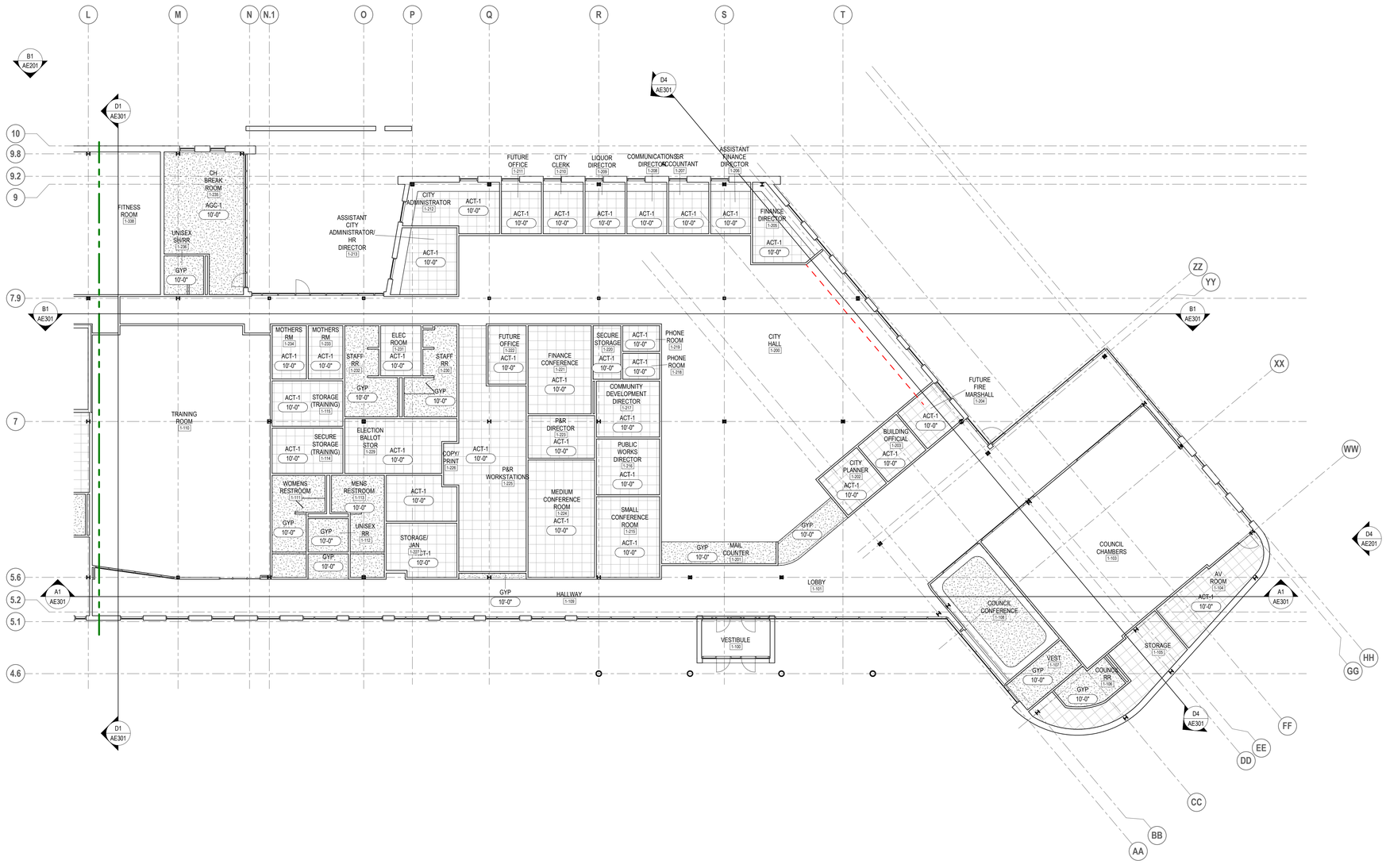

1 **REFLECTED CEILING PLAN LEVEL 1 AREA B**
SCALE: 3/32" = 1'-0"

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21701 Industrial Blvd, Rogers, MN

City of Rogers
22350 S Diamond Lake Rd,
Rogers, MN 55374

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Draw	Author
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REFLECTED CEILING PLAN LEVEL 1 AREA B

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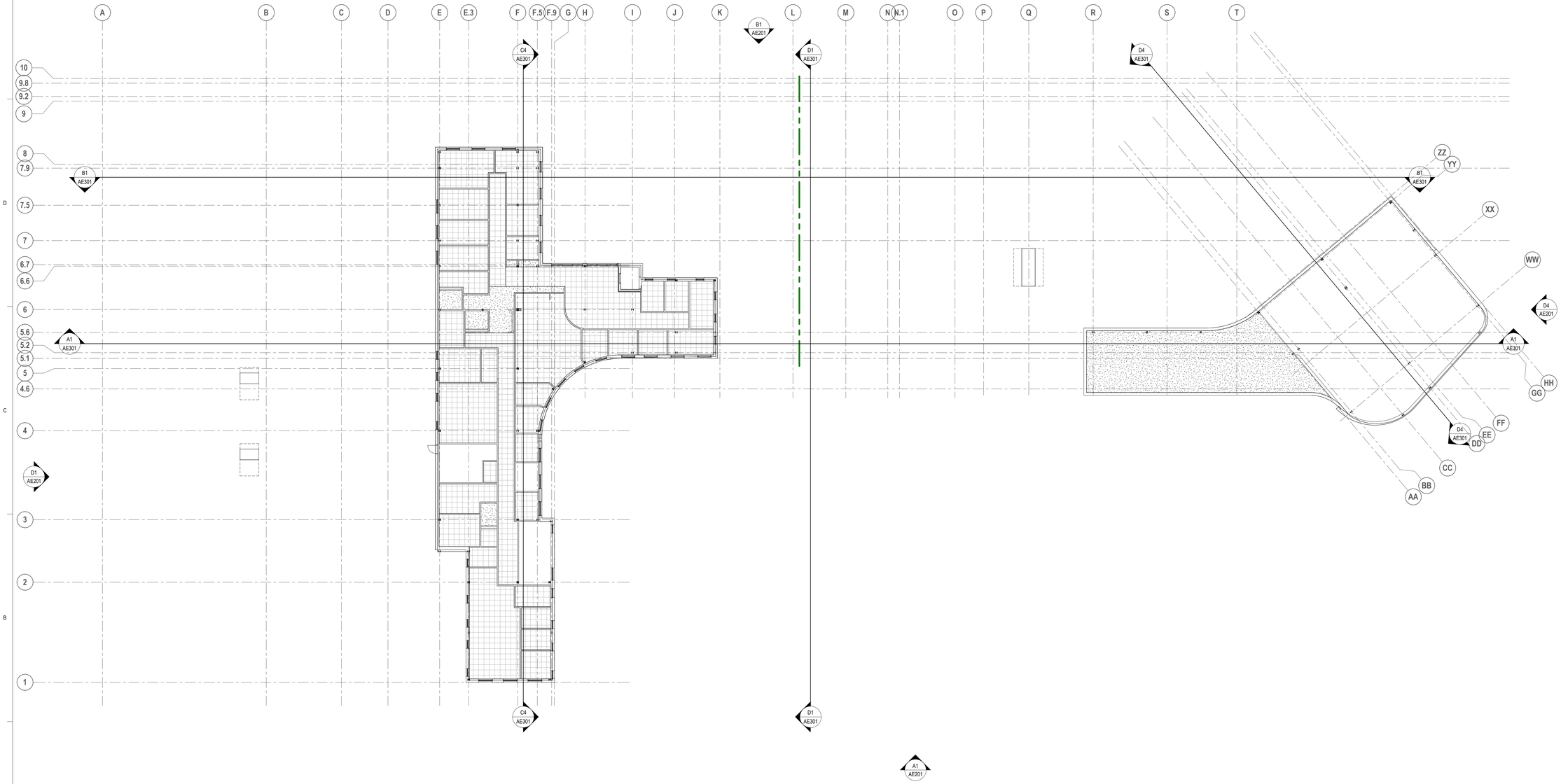

A1 REFLECTED CEILING PLAN LEVEL 2 OVERALL
SCALE: 1/16" = 1'-0"

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10/13/2025

REFLECTED CEILING PLAN LEVEL 2 OVERALL

AE152

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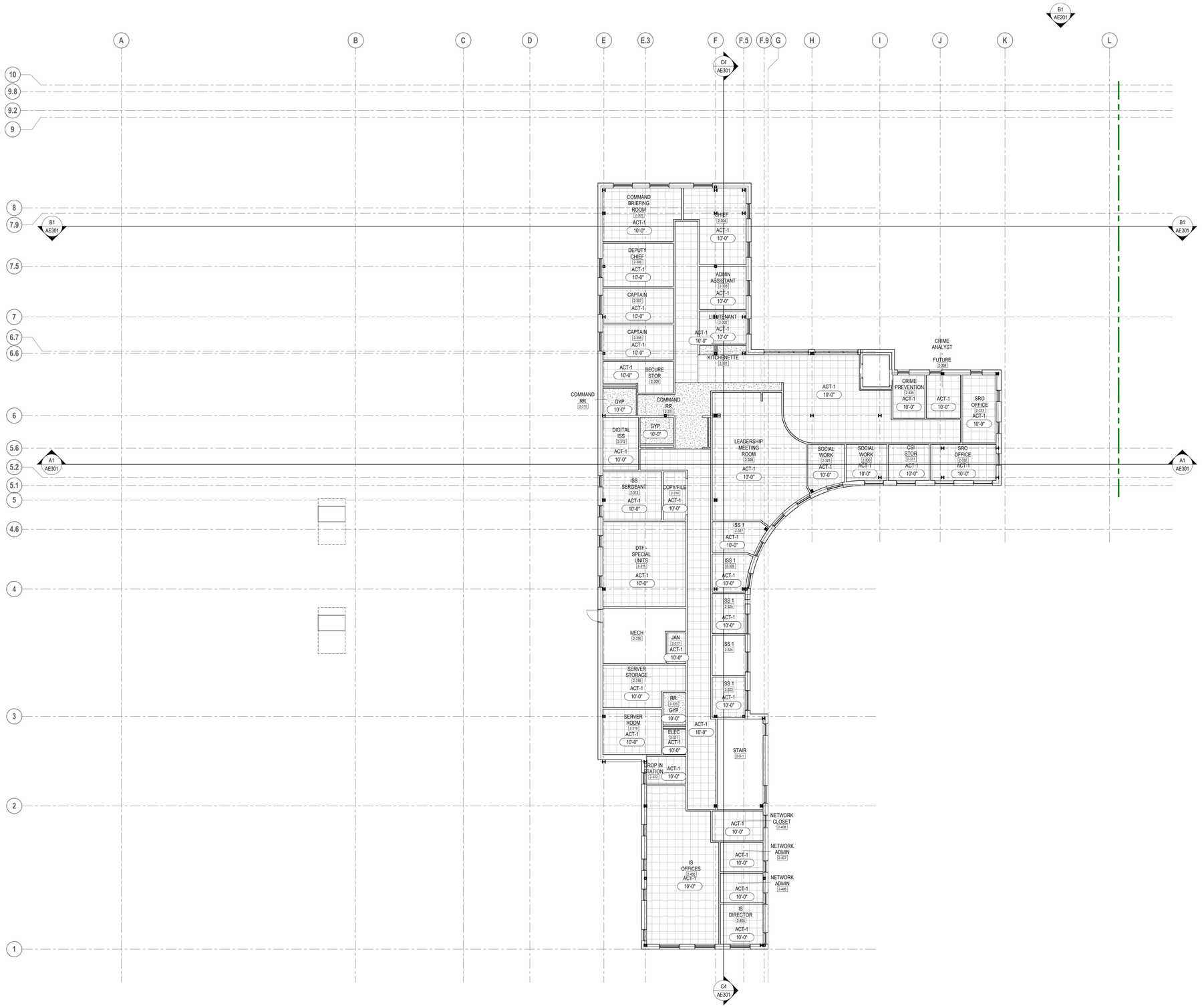

A1 REFLECTED CEILING PLAN LEVEL 2 AREA A
SCALE: 3/32" = 1'-0"

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REFLECTED CEILING PLAN LEVEL 2 AREA A

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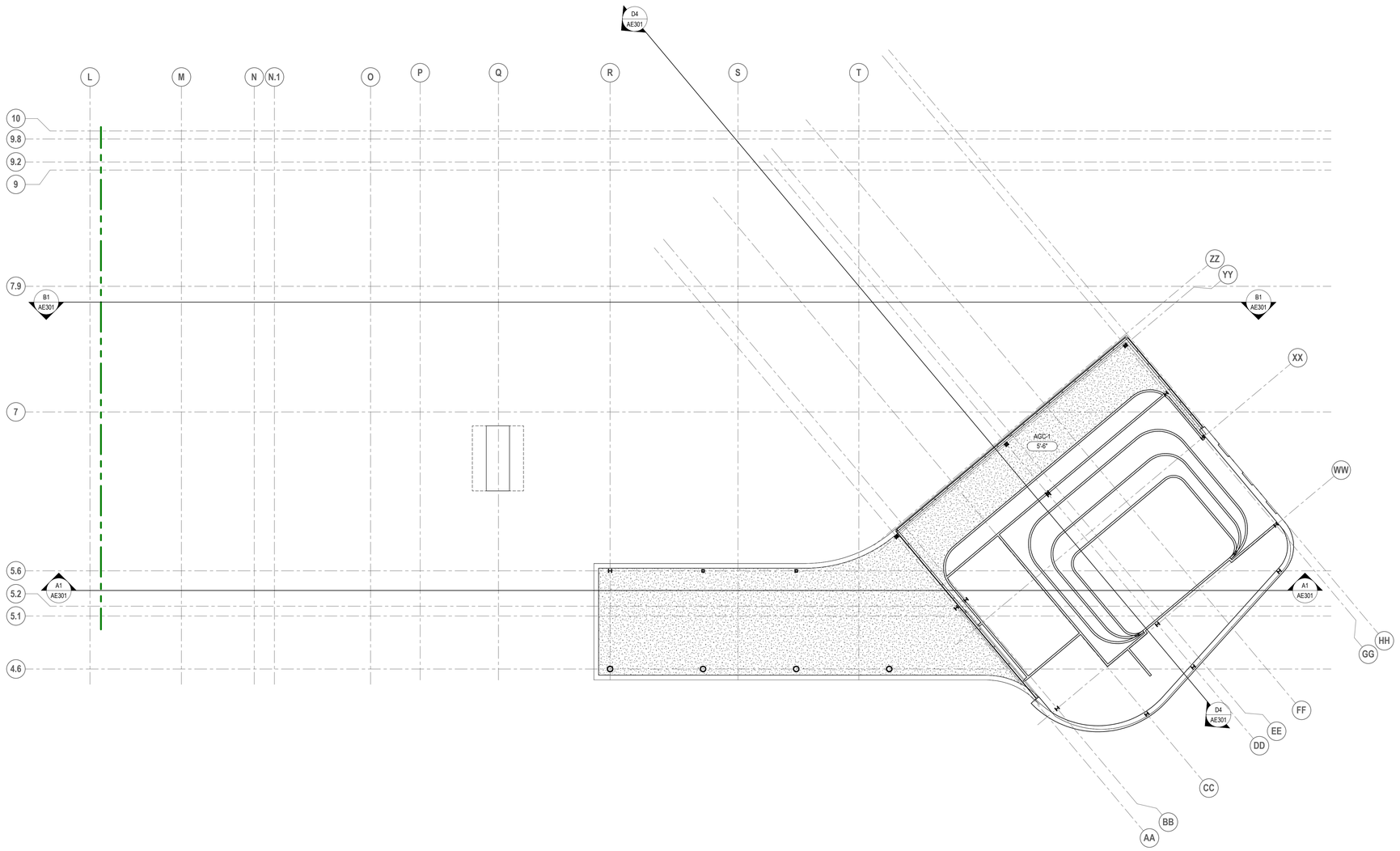

A1 REFLECTED CEILING PLAN LEVEL 2 AREA B
SCALE: 3/32" = 1'-0"

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REFLECTED CEILING PLAN LEVEL 2 AREA B

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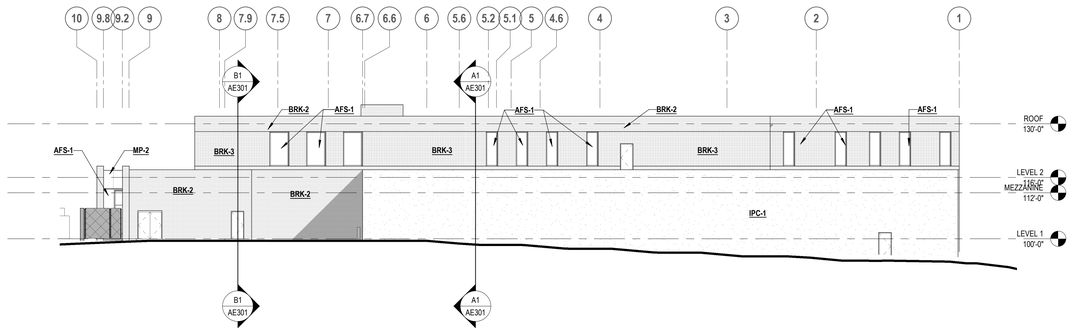
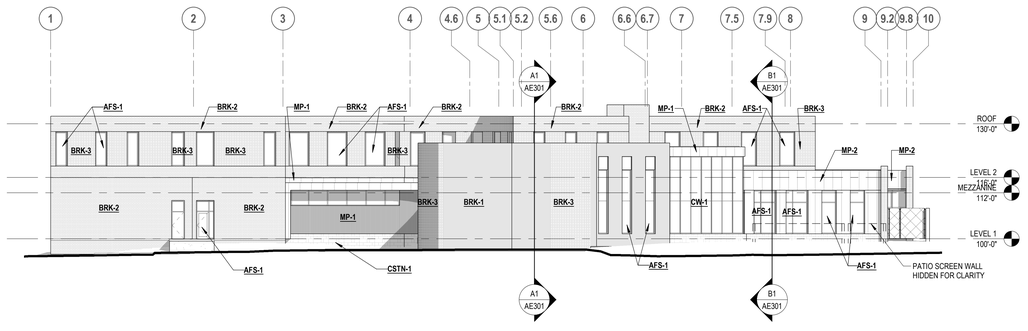
MATERIAL ID

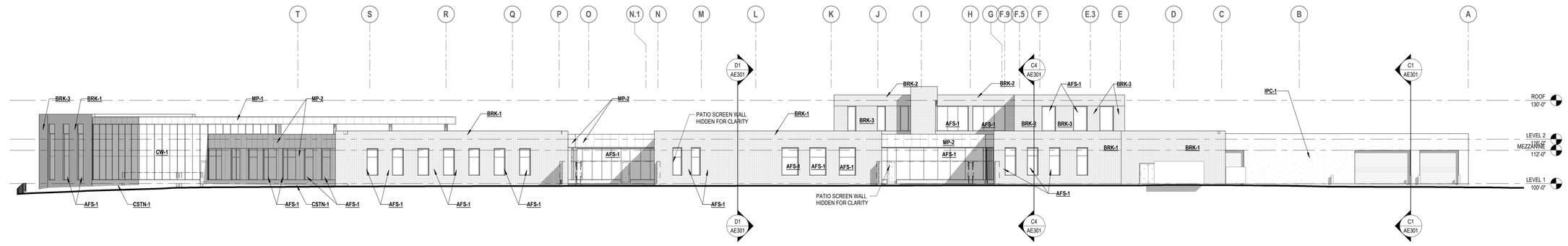
MATERIAL ID	SPECIFICATION SECTION	MATERIAL DESCRIPTION
AFS-1	08 44 13	GLAZED ALUMINUM STOREFRONT, BLACK, 6" DEEP, 2" WIDE SIGHT LINES, FULLY CAPTURED
BRK-1	04 20 00	ENDICOTT MEDIUM IRONSPOT - SMOOTH STANDARD, STACKED BOND
BRK-2	04 20 00	ENDICOTT MEDIUM IRONSPOT - SMOOTH STANDARD, RUNNING BOND
BRK-3	04 20 00	ENDICOTT MEDIUM IRONSPOT - SMOOTH STANDARD, TEXTURED
CSTN-1	04 72 00	REINFORCED CAST STONE MASONRY BASE
CW-1	08 44 13	GLAZED ALUMINUM CURTAIN WALL, BLACK, 6.25" DEEP, 2.5" WIDE SIGHT LINES, FULLY CAPTURED
IPC-1	03 45 00	INSULATED PRECAST WALL
MP-1	07 42 13	BASIS OF DESIGN: MFR: MILLENIUM FORMS - T&G - ZALMAG; COLOR: BLACK
MP-2	07 42 13	ALUMINUM PLATE RAINSCREEN SYSTEM. COLOR: TAN



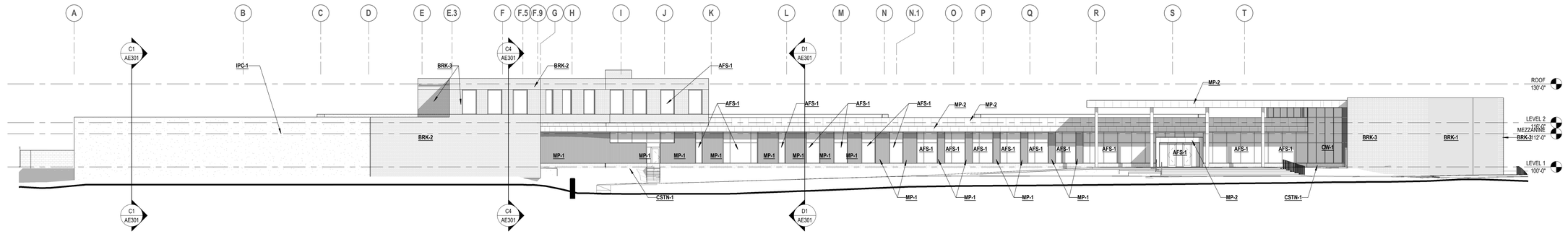
D1 **OVERALL EXTERIOR ELEVATION - WEST**
SCALE: 1/16" = 1'-0"



D4 **OVERALL EXTERIOR ELEVATION - EAST**
SCALE: 1/16" = 1'-0"



B1 **OVERALL EXTERIOR ELEVATION - NORTH**
SCALE: 1/16" = 1'-0"



A1 **OVERALL EXTERIOR ELEVATION - SOUTH**
SCALE: 1/16" = 1'-0"

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Project No. 023-10733-000
10/13/2025

OVERALL EXTERIOR ELEVATIONS

AE201

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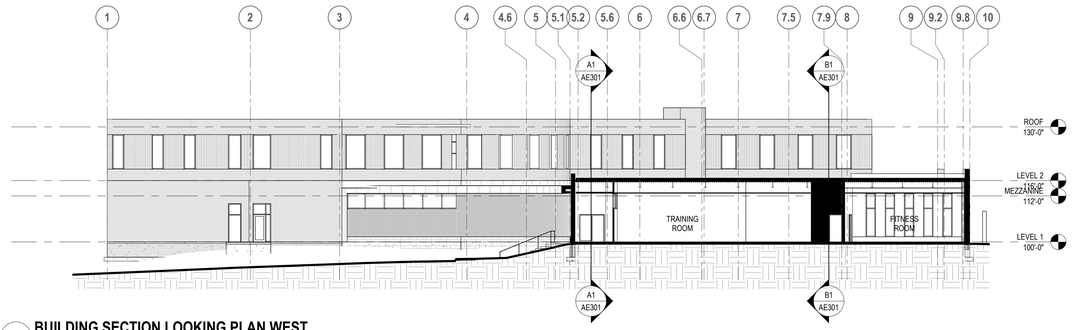
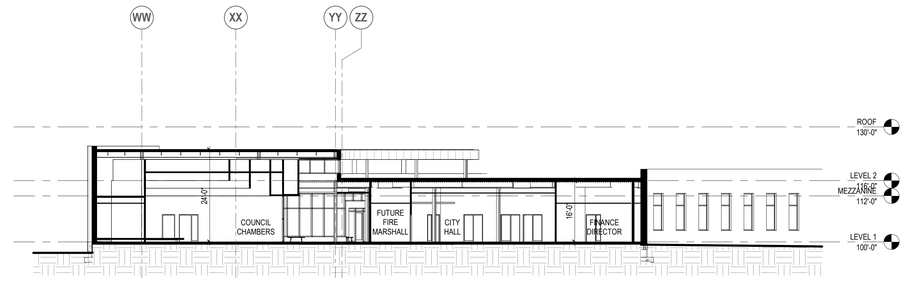


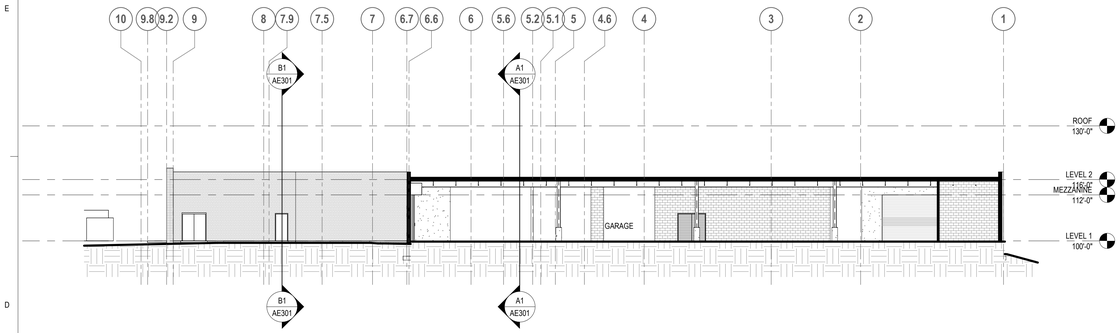
D1 BUILDING SECTION LOOKING PLAN WEST

SCALE: 1/16" = 1'-0"



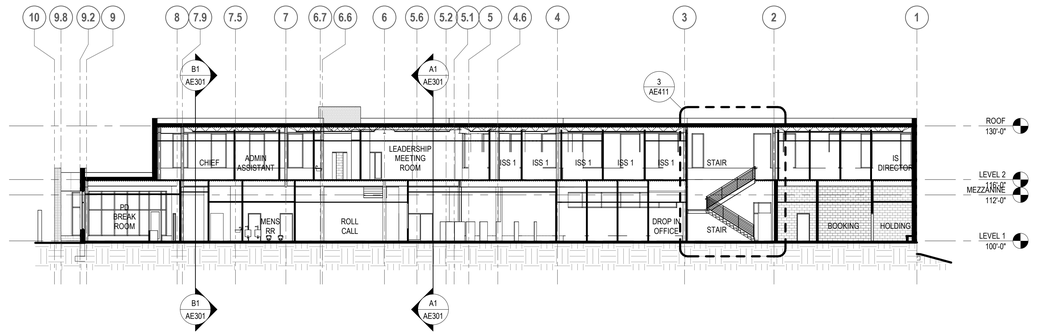
D4 BUILDING SECTION THROUGH COUNCIL CHAMBERS

SCALE: 1/16" = 1'-0"



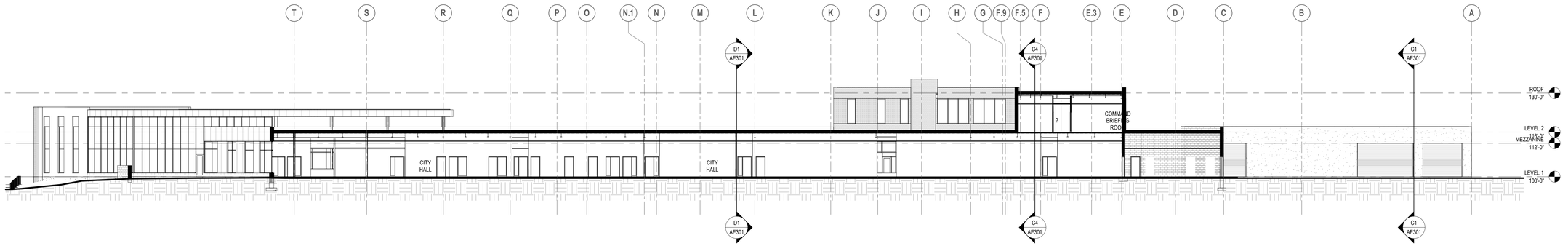
C1 BUILDING SECTION THROUGH GARAGE

SCALE: 1/16" = 1'-0"



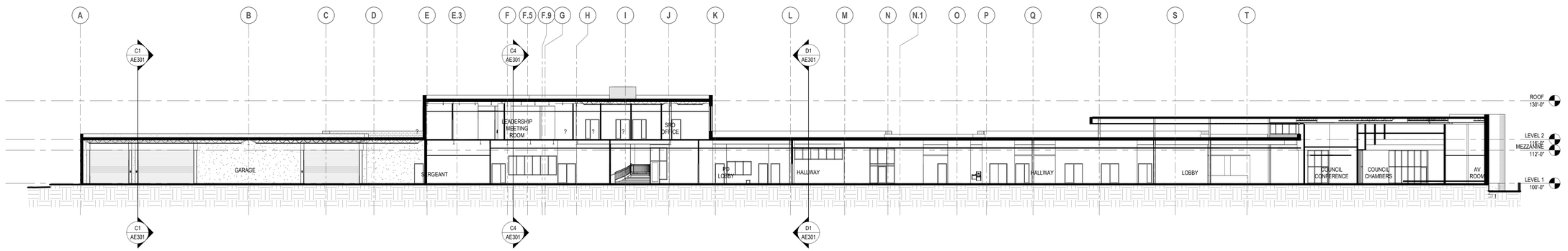
C4 BUILDING SECTION LOOKING PLAN EAST

SCALE: 1/16" = 1'-0"



B1 BUILDING SECTION LOOKING PLAN SOUTH

SCALE: 1/16" = 1'-0"



A1 BUILDING SECTION LOOKING PLAN NORTH

SCALE: 1/16" = 1'-0"

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BUILDING SECTIONS

AE301

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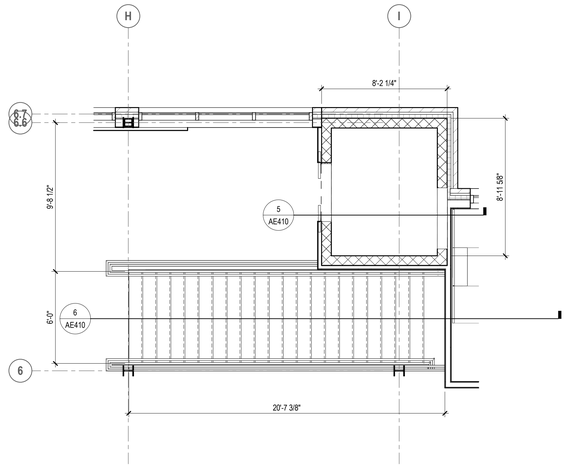
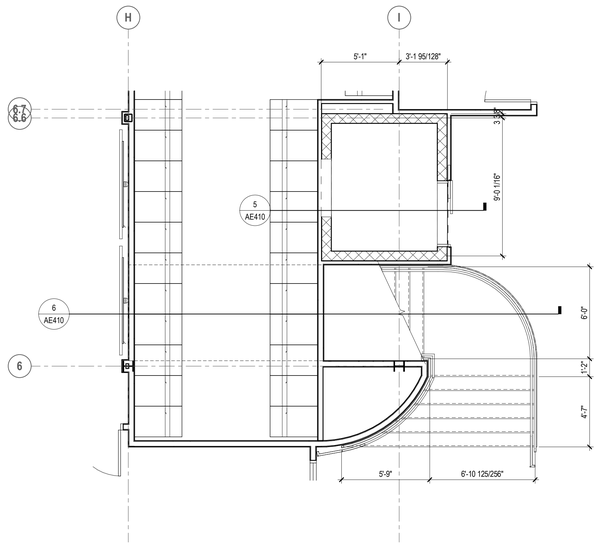


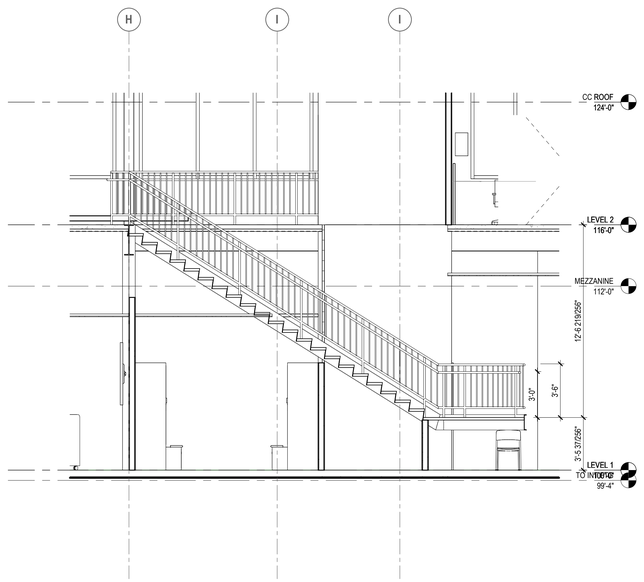
4 ENLARGED PLAN LEVEL 2 - STIAR AND ELEVATOR

SCALE: 1/4" = 1'-0"



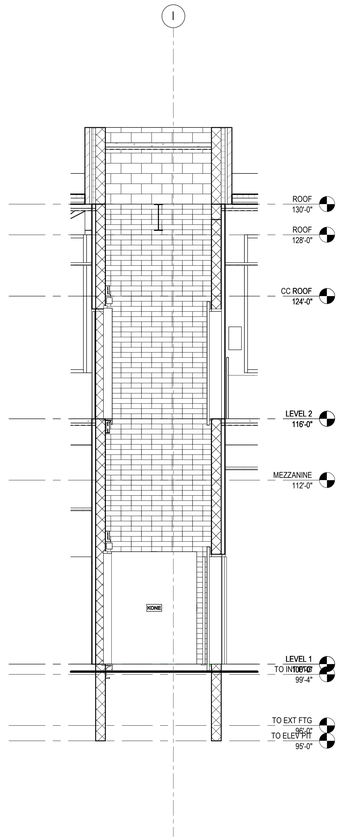
3 ENLARGED PLAN LEVEL 1 - STAIR AND ELEVATOR

SCALE: 1/4" = 1'-0"



6 STAIR SECTION - PATROL

SCALE: 1/4" = 1'-0"



5 ELEVATOR SECTION

SCALE: 1/4" = 1'-0"

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ENLARGED STAIR AND ELEVATOR PLANS

AE410

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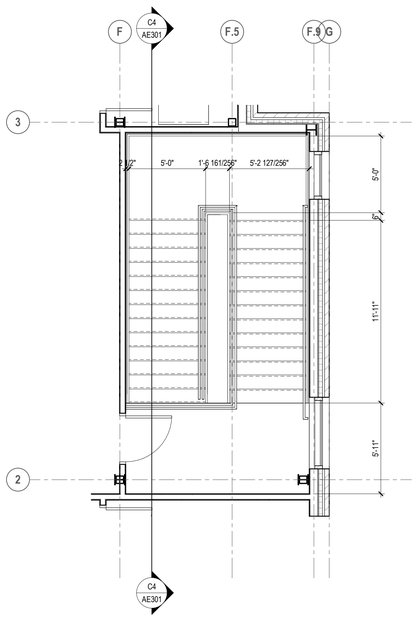
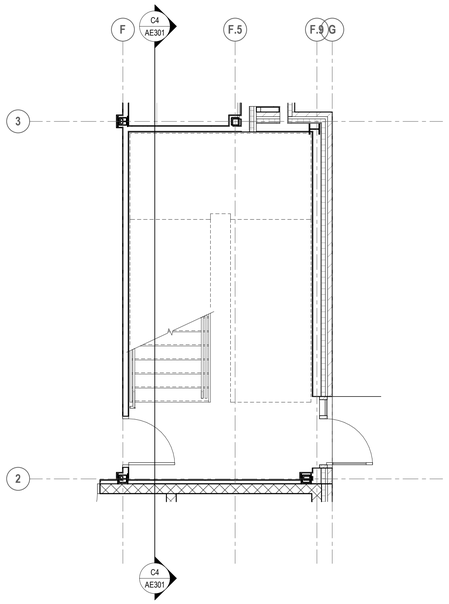


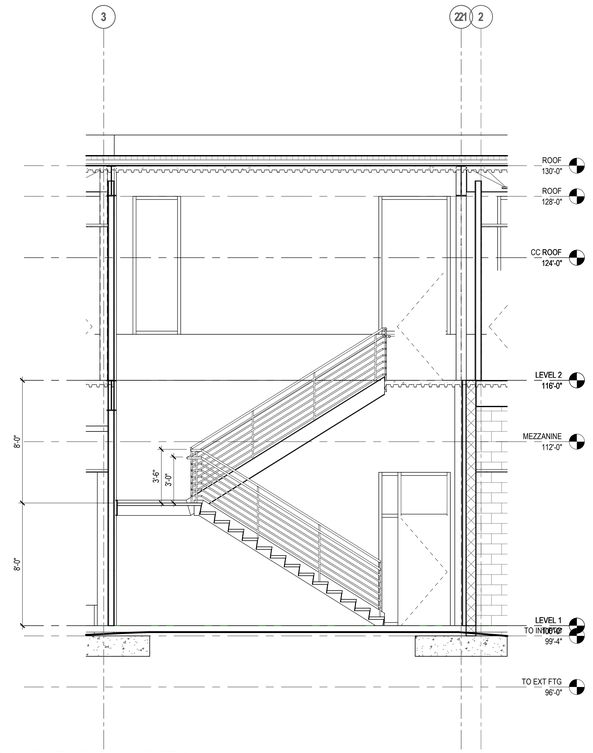
2 ENLARGED PLAN LEVEL 2 - EGRESS STAIR

SCALE: 1/4" = 1'-0"



1 ENLARGED PLAN LEVEL 1 - EGRESS STAIR

SCALE: 1/4" = 1'-0"



3 STAIR SECTION - EGRESS

SCALE: 1/4" = 1'-0"

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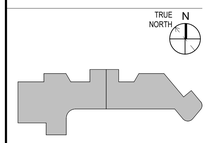
KEY PLAN



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Design	Designer
Draw	Author
Check	Checker

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ENLARGED STAIR AND ELEVATOR PLANS

AE411

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A1 FF&E PLAN - LEVEL 1 - OVERALL
SCALE: 1/16" = 1'-0"

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FURNITURE PLAN - LEVEL 1 OVERALL

IF101

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A1 **FF&E PLAN - LEVEL 1 - AREA A**
SCALE: 3/32" = 1'-0"

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3. CODED APPLIANCES ARE PROVIDED AND INSTALLED BY CONTRACTOR, UNO. REFER TO SCHEDULE. VERIFY FINAL PLACEMENT WITH OWNER.
4. APPLIANCES ARE PROVIDED BY OWNER AND INSTALLED BY CONTRACTOR, UNO. VERIFY FINAL PLACEMENT WITH OWNER.
5. CONTRACTOR IS RESPONSIBLE FOR RELOCATING AND/OR INSTALLING APPLIANCES AND VENDING MACHINES. VERIFY FINAL PLACEMENT WITH OWNER.
6. ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING COMMUNICATIONS CABLING INTO SYSTEMS FURNITURE AND MAKING THE PANEL TO PANEL CONNECTION AND POWER CONNECTIONS BETWEEN THE BUILDING POWER AND FURNITURE.
7. THE CONTRACTOR SHALL COORDINATE WIRING OF POWERED TABLES WITH FURNITURE DEALER AND VERIFY TABLES ARE IN WORKING CONDITION WITH WIRE MANAGEMENT ADEQUATELY CONCEALED.
8. REFER TO ELECTRICAL SHEET SERIES FOR FURNITURE POWER / DATA CONNECTION LOCATIONS.
9. CONFIRM LOCATIONS OF POWER / DATA WITH FURNITURE DEALER ONCE FURNITURE PACKAGE IS BID AND AWARDED.
10. TVS, MARKERBOARDS, AND TACKBOARDS ARE SHOWN ON FURNITURE PLAN FOR COORDINATION.
11. REFER TO FURNITURE / EQUIPMENT SCHEDULES FOR PROCUREMENT / INSTALLATION RESPONSIBILITIES.

FURNISHED / INSTALLED LEGEND

CFCI	CONTRACTOR FURNISHED, CONTRACTOR INSTALLED
OFOI	OWNER FURNISHED, OWNER INSTALLED
OFCI	OWNER FURNISHED, CONTRACTOR INSTALLED

GENERAL SIGNAGE NOTES

1. INSTALLATION SHALL MEET ALL REQUIREMENTS OF THE ARCHITECTURAL BARRIERS ACT (ABA) AND THE AMERICANS WITH DISABILITIES ACT (ADA). REQUIREMENTS WILL OVERRIDE DETAILS SHOWN IN CONFLICT.
2. INSTALLATION SHALL MEET ALL LOCAL, STATE, AND FEDERAL BUILDING AND SAFETY CODES.
3. HANGING AND FLAG SIGNS SHALL NOT OBSTRUCT "EXIT" SIGNS NOR SPRINKLER HEADS AND SHALL BE MODIFIED TO OPPOSITE SIDE OF DOOR OR HELD FURTHER OFF WALL SURFACE.
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7. LOCATIONS MAY VARY UP TO 1 INCH LEFT OR RIGHT OF DESIGNATION UNLESS FIELD CONDITIONS REQUIRE FURTHER MODIFICATION. REVIEW ON SITE WITH ARCHITECT.
8. COORDINATE MOUNTING WITH UNIVERSAL DESIGN CRITERIA ON SHEET XX-XXX.
9. COORDINATE MOUNTING LOCATIONS WITH SIGNAGE PLANS. WALL MOUNTED OVERHEAD SIGNS INDICATED AS CENTERED ON BULKHEADS CAN BE MODIFIED LEFT OR RIGHT AS REQUIRED BY "EXIT" SIGNS OR OTHER OBSTRUCTIONS.
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12. SIGNAGE ROOM NUMBER MAY DIFFER FROM PLAN ROOM NUMBER. REFER TO DETAIL DRAWINGS AND "ROOM NO. FOR SIGNAGE" COLUMN.
13. "-" IN MESSAGE LINE COLUMN INDICATES MESSAGE LINE IS NOT APPLICABLE TO THAT SIGN TYPE.
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16. COPY COLOR SHALL BE **[XX]** UNO.
17. PAINT REFERENCES FOR SIGNAGE COLORS INTEND FOR MANUFACTURER'S COLOR TO MATCH INDICATED PAINT COLOR. THIS DOES NOT INDICATE THE SIGN SHOULD BE PAINTED.
18. PROVIDE SIGNAGE AT ALL WORKSTATIONS AND KIOSKS.
19. ALL SIGNAGE TYPES AND MESSAGES SHALL BE REVIEWED AND APPROVED BY OWNER OR DESIGNATED REPRESENTATIVE. ALL SIGNAGE NAMES AND NUMBERS SHALL BE VERIFIED PRIOR TO FABRICATION.
20. **PROVIDE PRICING FOR INTERIOR SIGNAGE TO BE INPRO "SEDONA" STANDARD SIGN DESIGN WITH MID GRADE PRICED MATERIALS, TYPICAL.**

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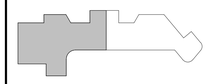
KEY PLAN



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FURNITURE PLAN - LEVEL 1 AREA A

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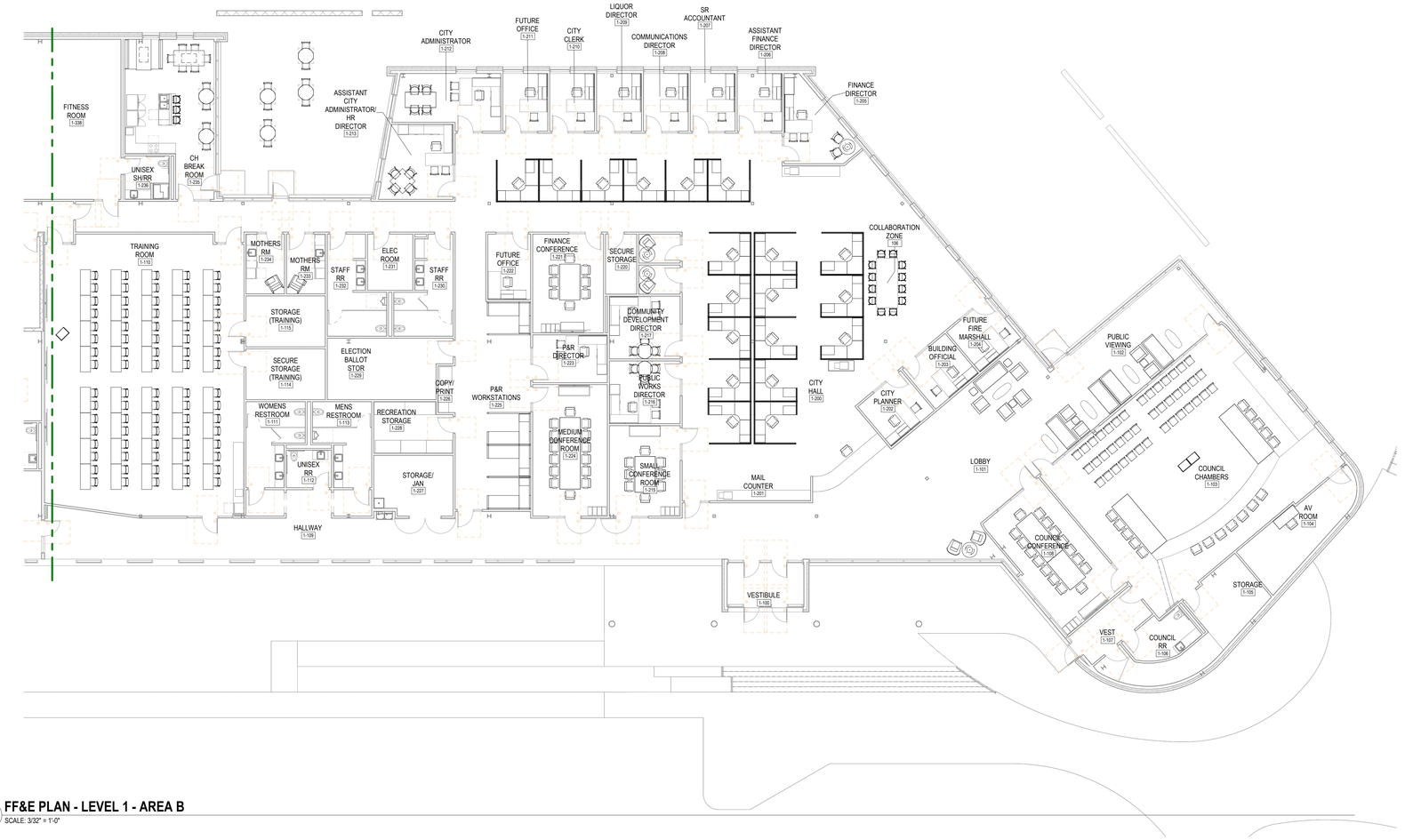

A1 **FF&E PLAN - LEVEL 1 - AREA B**
SCALE: 3/32" = 1'-0"

GENERAL FURNITURE NOTES

1. FURNITURE IS PROVIDED BY OTHERS AND SHOWN FOR COORDINATION PURPOSES ONLY. VERIFY FINAL PLACEMENT WITH OWNER.
2. PRINTERS, COPIERS, AND FAX MACHINES ARE NIC AND SHOWN FOR COORDINATION PURPOSES ONLY. VERIFY FINAL PLACEMENT WITH OWNER.
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4. APPLIANCES ARE PROVIDED BY OWNER AND INSTALLED BY CONTRACTOR, UNO. VERIFY FINAL PLACEMENT WITH OWNER.
5. CONTRACTOR IS RESPONSIBLE FOR RELOCATING AND/OR INSTALLING APPLIANCES AND VENDING MACHINES. VERIFY FINAL PLACEMENT WITH OWNER.
6. ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING COMMUNICATIONS CABLING INTO SYSTEMS FURNITURE AND MAKING THE PANEL TO PANEL CONNECTION AND POWER CONNECTIONS BETWEEN THE BUILDING POWER AND FURNITURE.
7. THE CONTRACTOR SHALL COORDINATE WIRING OF POWERED TABLES WITH FURNITURE DEALER AND VERIFY TABLES ARE IN WORKING CONDITION WITH WIRE MANAGEMENT ADEQUATELY CONCEALED.
8. REFER TO ELECTRICAL SHEET SERIES FOR FURNITURE POWER / DATA CONNECTION LOCATIONS.
9. CONFIRM LOCATIONS OF POWER / DATA WITH FURNITURE DEALER ONCE FURNITURE PACKAGE IS BID AND AWARDED.
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11. REFER TO FURNITURE / EQUIPMENT SCHEDULES FOR PROCUREMENT / INSTALLATION RESPONSIBILITIES.

FURNISHED / INSTALLED LEGEND

CFCI	CONTRACTOR FURNISHED, CONTRACTOR INSTALLED
OFOI	OWNER FURNISHED, OWNER INSTALLED
OFCI	OWNER FURNISHED, CONTRACTOR INSTALLED

GENERAL SIGNAGE NOTES

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FURNITURE PLAN - LEVEL 1 AREA B

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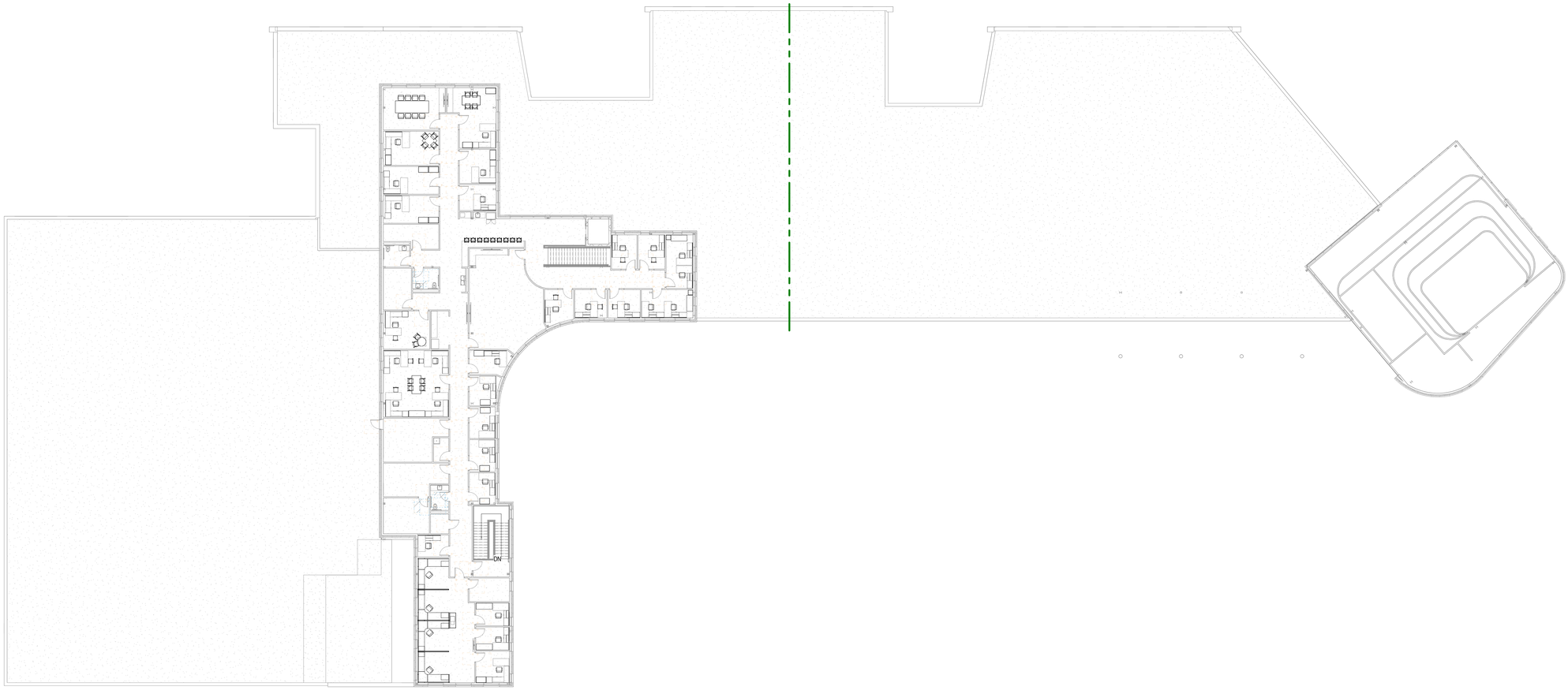

A1 **FF&E PLAN LEVEL 2 - OVERALL**
SCALE: 1/16" = 1'-0"

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KEY PLAN

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Check	Checker

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FURNITURE PLAN - LEVEL 2 OVERALL

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A1 **FF&E PLAN LEVEL 2 - AREA A**
SCALE: 3/32" = 1'-0"

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FURNISHED / INSTALLED LEGEND

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OFOI	OWNER FURNISHED, OWNER INSTALLED
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FURNITURE PLAN - LEVEL 2 AREA A

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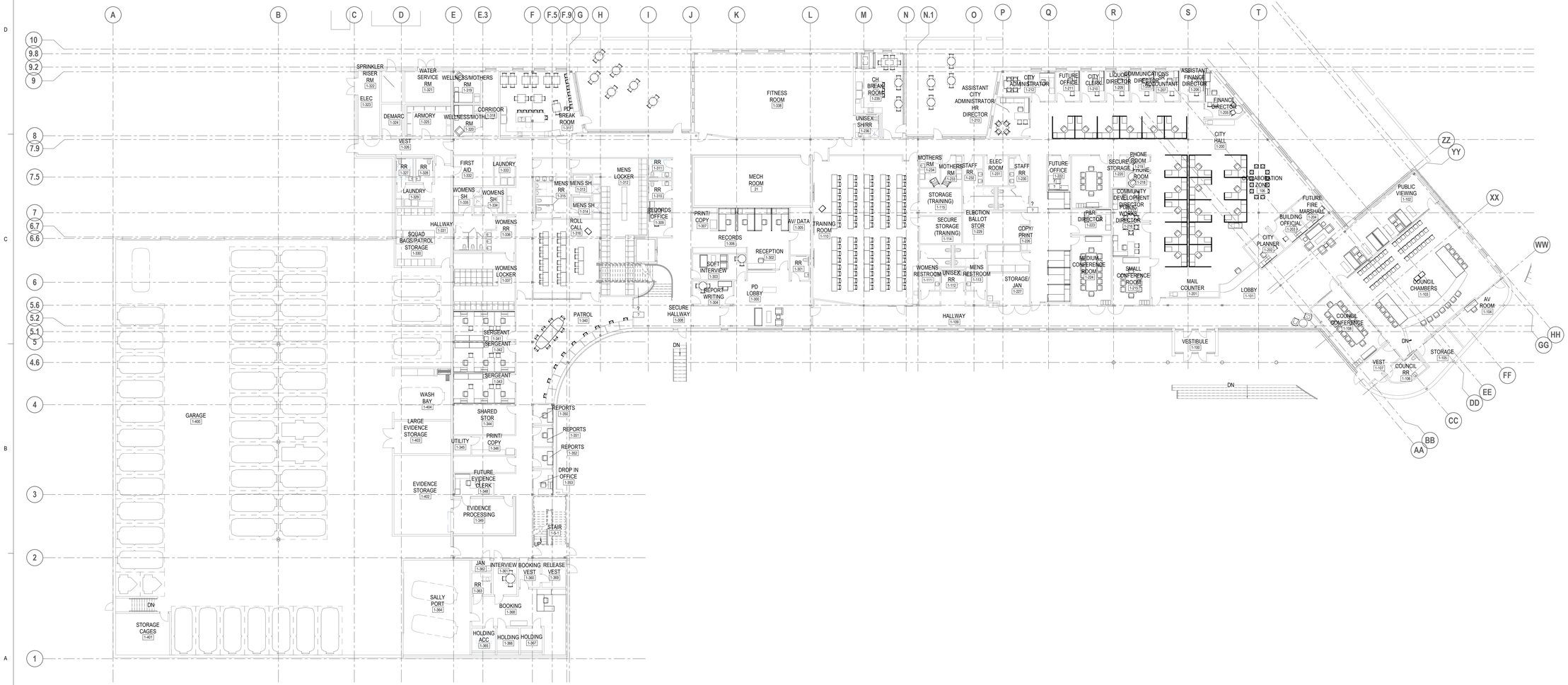

1 **SIGNAGE PLAN - LEVEL 1 - OVERALL**
SCALE: 1/16" = 1'-0"

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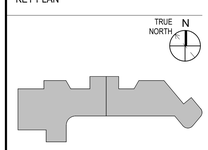

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SIGNAGE PLAN - LEVEL 1 OVERALL

IG101

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A1 **SIGNAGE PLAN - LEVEL 1 - AREA A**
SCALE: 3/32" = 1'-0"

GENERAL SIGNAGE NOTES

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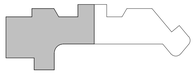

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SIGNAGE PLAN - LEVEL 1 AREA A

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A1 **SIGNAGE PLAN - LEVEL 1 - AREA B**
SCALE: 3/32" = 1'-0"

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4. HANGING AND FLAG SIGNS SHALL REMAIN 24 INCHES FROM SPRINKLER HEADS.
5. SIGNS SHALL NOT VISUALLY BLOCK ILLUMINATED "EXIT" SIGNS. EXIT SIGNS MUST BE VISUALLY UNOBSTRUCTED FROM A DISTANCE OF 100 FEET.
6. TACTILE EXIT SIGNAGE SHALL BE PROVIDED AT ALL EXIT DOORS WITH OVERHEAD LIT EXIT SIGNS. REFER TO ELECTRICAL LIGHTING PLANS FOR MOUNTNIG LOCATIONS OF OVERHEAD LIT EXIT SIGNS.
7. LOCATIONS MAY VARY UP TO 1 INCH LEFT OR RIGHT OF DESIGNATION UNLESS FIELD CONDITIONS REQUIRE FURTHER MODIFICATION. REVIEW ON SITE WITH ARCHITECT.
8. COORDINATE MOUNTING WITH UNIVERSAL DESIGN CRITERIA ON SHEET XX-XXX.
9. COORDINATE MOUNTING LOCATIONS WITH SIGNAGE PLANS. WALL MOUNTED OVERHEAD SIGNS INDICATED AS CENTERED ON BULKHEADS CAN BE MODIFIED LEFT OR RIGHT AS REQUIRED BY "EXIT" SIGNS OR OTHER OBSTRUCTIONS.
10. SIGNS UNABLE TO MEET ADA/ABA STANDARD LATCH POSITION CAN BE PLACED AT HINGE LOCATION OR POSITIONED UP TO 2 INCHES FROM FRAME. CORNER LOCATIONS CAN BE MODIFIED TO NEAREST INSIDE WALL AT LATCH SIDE OF FRAME. TACTILE SIGNS SHOULD NOT BE PLACED ON A DOOR AS AN ALTERNATIVE LOCATION UNLESS DESIGNATED ON PLAN OR ON SCHEDULE.
11. CLEAR SILICONE ADHESIVE SHALL BE ADDED INSIDE TAPE AREA AT A MINIMUM OF TWO LOCATIONS. NO SILICONE TO BE VISIBLE AROUND EDGES OF SIGN.
12. SIGNAGE ROOM NUMBER MAY DIFFER FROM PLAN ROOM NUMBER. REFER TO DETAIL DRAWINGS AND "ROOM NO. FOR SIGNAGE" COLUMN.
13. "–" IN MESSAGE LINE COLUMN INDICATES MESSAGE LINE IS NOT APPLICABLE TO THAT SIGN TYPE.
14. TYPEFACE SHALL BE **[XX]** UNO.
15. TYPEFACE COLOR SHALL BE **[XX]** UNO.
16. COPY COLOR SHALL BE **[XX]** UNO.
17. PAINT REFERENCES FOR SIGNAGE COLORS INTEND FOR MANUFACTURER'S COLOR TO MATCH INDICATED PAINT COLOR. THIS DOES NOT INDICATE THE SIGN SHOULD BE PAINTED.
18. PROVIDE SIGNAGE AT ALL WORKSTATIONS AND KIOSKS.
19. ALL SIGNAGE TYPES AND MESSAGES SHALL BE REVIEWED AND APPROVED BY OWNER OR DESIGNATED REPRESENTATIVE. ALL SIGNAGE NAMES AND NUMBERS SHALL BE VERIFIED PRIOR TO FABRICATION.
20. **PROVIDE PRICING FOR INTERIOR SIGNAGE TO BE INPRO "SEDONA" STANDARD SIGN DESIGN WITH MID GRADE PRICED MATERIALS, TYPICAL.**

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SCHEMATIC DESIGN

Project No. 023-10733-000
10/13/2025

SIGNAGE PLAN - LEVEL 1 AREA B

IG101B

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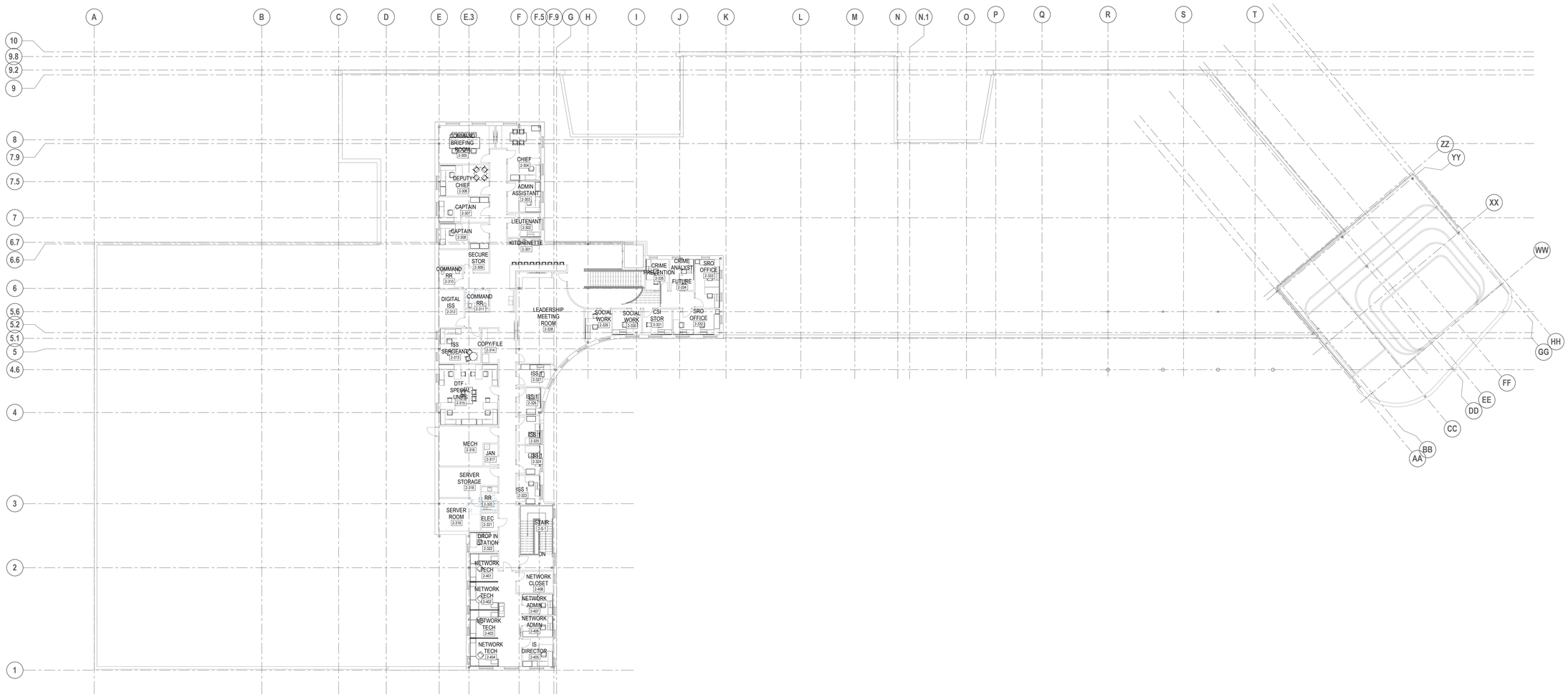

1 SIGNAGE PLAN LEVEL 2 - OVERALL

SCALE: 1/16" = 1'-0"

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SIGNAGE PLAN - LEVEL 2 OVERALL

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A1 **SIGNAGE PLAN LEVEL 2 - AREA A**
SCALE: 3/32" = 1'-0"

GENERAL SIGNAGE NOTES

1. INSTALLATION SHALL MEET ALL REQUIREMENTS OF THE ARCHITECTURAL BARRIERS ACT (ABA) AND THE AMERICANS WITH DISABILITIES ACT (ADA). REQUIREMENTS WILL OVERRIDE DETAILS SHOWN IN CONFLICT.
2. INSTALLATION SHALL MEET ALL LOCAL, STATE, AND FEDERAL BUILDING AND SAFETY CODES.
3. HANGING AND FLAG SIGNS SHALL NOT OBSTRUCT "EXIT" SIGNS NOR SPRINKLER HEADS AND SHALL BE MODIFIED TO OPPOSITE SIDE OF DOOR OR HELD FURTHER OFF WALL SURFACE.
4. HANGING AND FLAG SIGNS SHALL REMAIN 24 INCHES FROM SPRINKLER HEADS.
5. SIGNS SHALL NOT VISUALLY BLOCK ILLUMINATED "EXIT" SIGNS. EXIT SIGNS MUST BE VISUALLY UNOBSTRUCTED FROM A DISTANCE OF 100 FEET.
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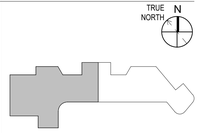
KEY PLAN



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SIGNAGE PLAN - LEVEL 2 AREA A

IG102A

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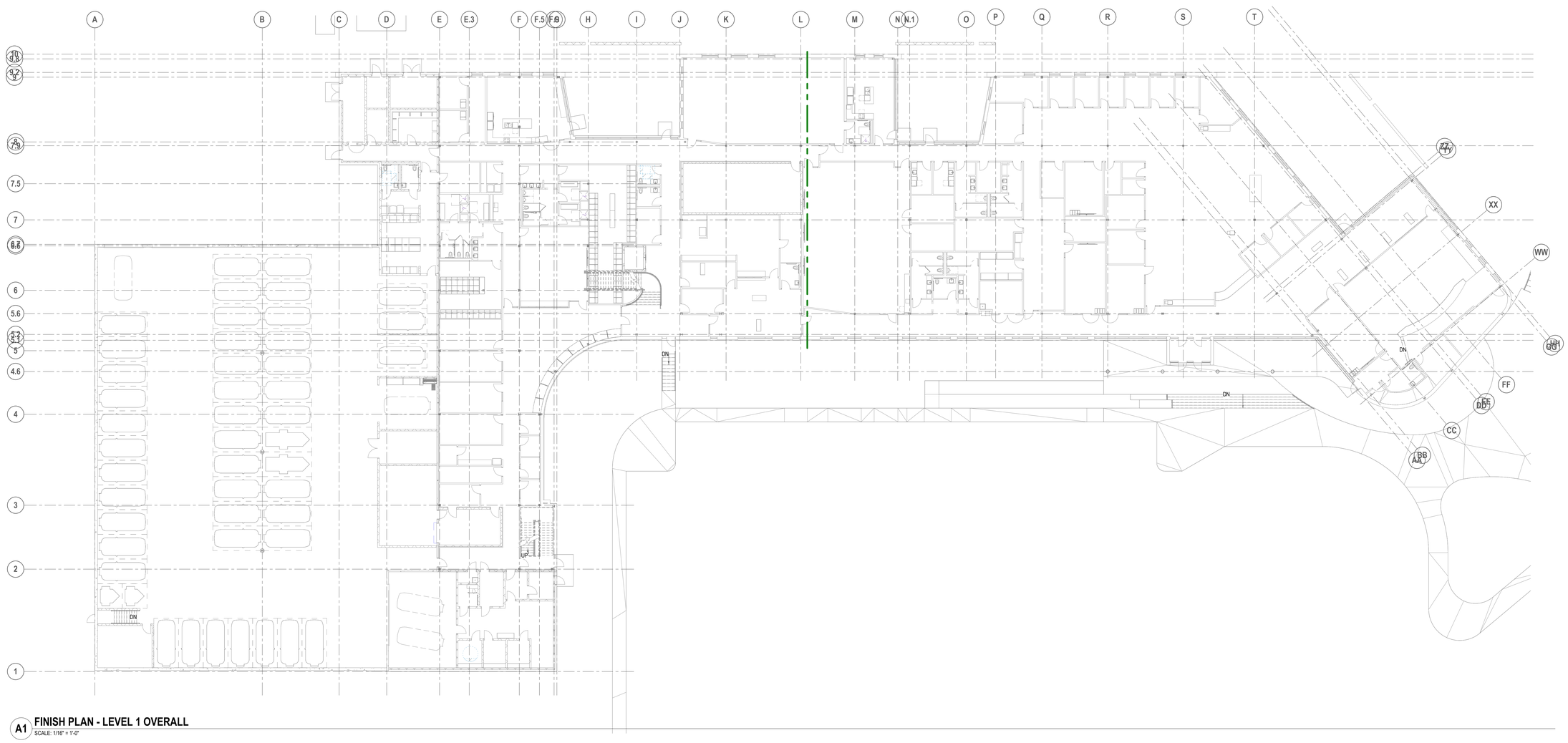

A1 **FINISH PLAN - LEVEL 1 OVERALL**
SCALE: 1/16" = 1'-0"

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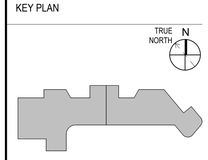
KEY PLAN



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FINISH PLAN - LEVEL 1 OVERALL

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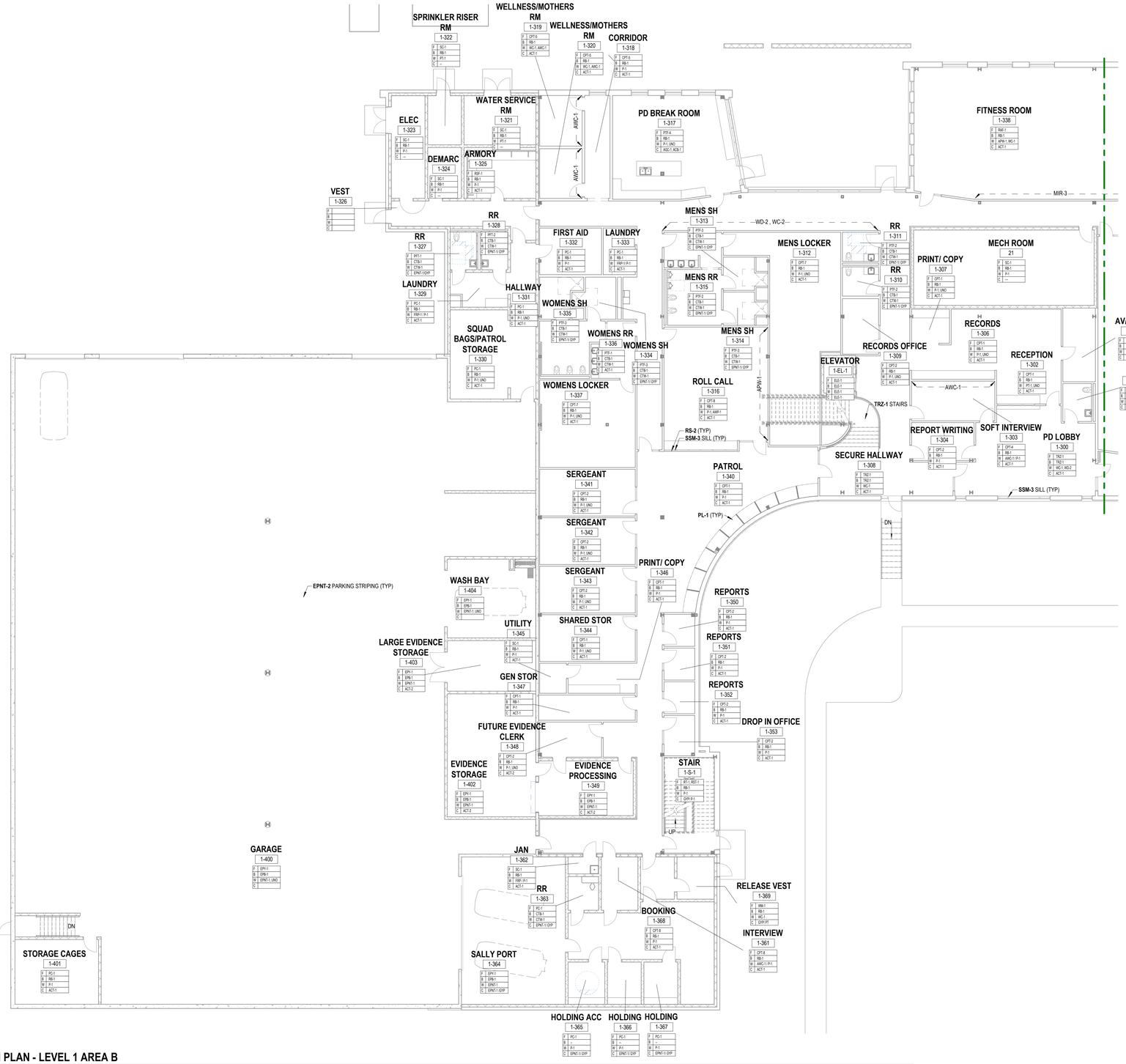
GENERAL FINISH NOTES

1. SEE G SERIES FOR COMPLETE LIST OF SYMBOLS AND ABBREVIATIONS.
2. "UNO" WITHIN A ROOM FINISH TAG INDICATES A CHANGE IN FINISH. REFER TO FINISH PLANS, ELEVATIONS, REFLECTED CEILING PLANS , AND/OR DETAILS FOR EXTENTS OF CHANGES IN FINISHES.
3. REFER TO "SCHEDULE FOR FINISHES" FOR COLOR / MATERIAL INFORMATION.
4. NOT ALL FINISHES ARE SHOWN ON THE FINISH PLAN. REFER TO ROOM FINISH SCHEDULE FOR COMPLETE LIST.
5. FLOORING TRANSITIONS BETWEEN ROOMS SHALL BE AT CENTERLINE OF DOOR WHEN CLOSED, UNO. SEE IN600 FOR FLOORING TRANSITION DETAILS.
6. ALL EXPOSED TILE EDGES TO BE FINISHED WITH METAL TRANSITION STRIP (MT), UNO. SEE FINISH PLANS, ELEVATIONS AND/OR DETAILS FOR LOCATIONS AND EXTENTS OF INSTALLATION.
7. SEE FINISH PLANS AND/OR REFLECTED CEILING PLANS FOR LOCATIONS OF ROLLER SHADES (RS). SEE IN500 SERIES SHEETS FOR INSTALLATION DETAILS.
8. SOFFITS SHALL BE PAINTED TO MATCH ADJACENT PARTITIONS AND/OR SURFACES, UNO.
9. FREESTANDING COLUMNS SHALL BE PAINTED TO MATCH WALL FIELD COLOR, UNO.
10. INSTALLATION PATTERNS OF FLOORING ARE INDICATED ON DRAWINGS.
11. INSTALLATION PATTERNS OF WALL TILE ARE INDICATED ON ELEVATIONS.
12. WALLS SHALL BE PREPARED TO A LEVEL 5 FINISH AT THE FOLLOWING FINISH LOCATIONS: **TBD**
13. CONTRACTOR SHALL COORDINATE WALL MOUNTED DEVICES AMONG ALL CONTRACTORS WHOSE DEVICES ARE TO BE LOCATED IN A GIVEN SPACE. DEVICE SHALL BE ALIGNED WITH EACH OTHER AT A COMMON HEIGHT AND SHALL COMPLY WITH ADA ACCESSIBLE MOUNTING HEIGHTS AND LOCAL CODES AS INDICATED IN THE DOCUMENTS. DEVICES THAT ARE MOUNTED HIGHER ON A WALL SHALL BE ALIGNED VERTICALLY WITH OTHER DEVICES PRESENT BELOW. WHERE ALIGNMENT, LOCATION, OR HEIGHTS ARE UNCLEAR, CONTRACTOR SHALL NOTIFY ARCHITECT, PRIOR TO INSTALLATION.
14. REFER TO FURNITURE PLANS FOR TV LOCATIONS. TVS ARE SHOWN FOR REFERENCE ONLY AND ARE PROVIDED BY OTHERS. VERIFY MOUNTING HEIGHT WITH OWNER.



A1 **FINISH PLAN - LEVEL 1 AREA B**
SCALE: 3/32" = 1'-0"

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FINISH PLAN - LEVEL 1 AREA A

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GENERAL FINISH NOTES

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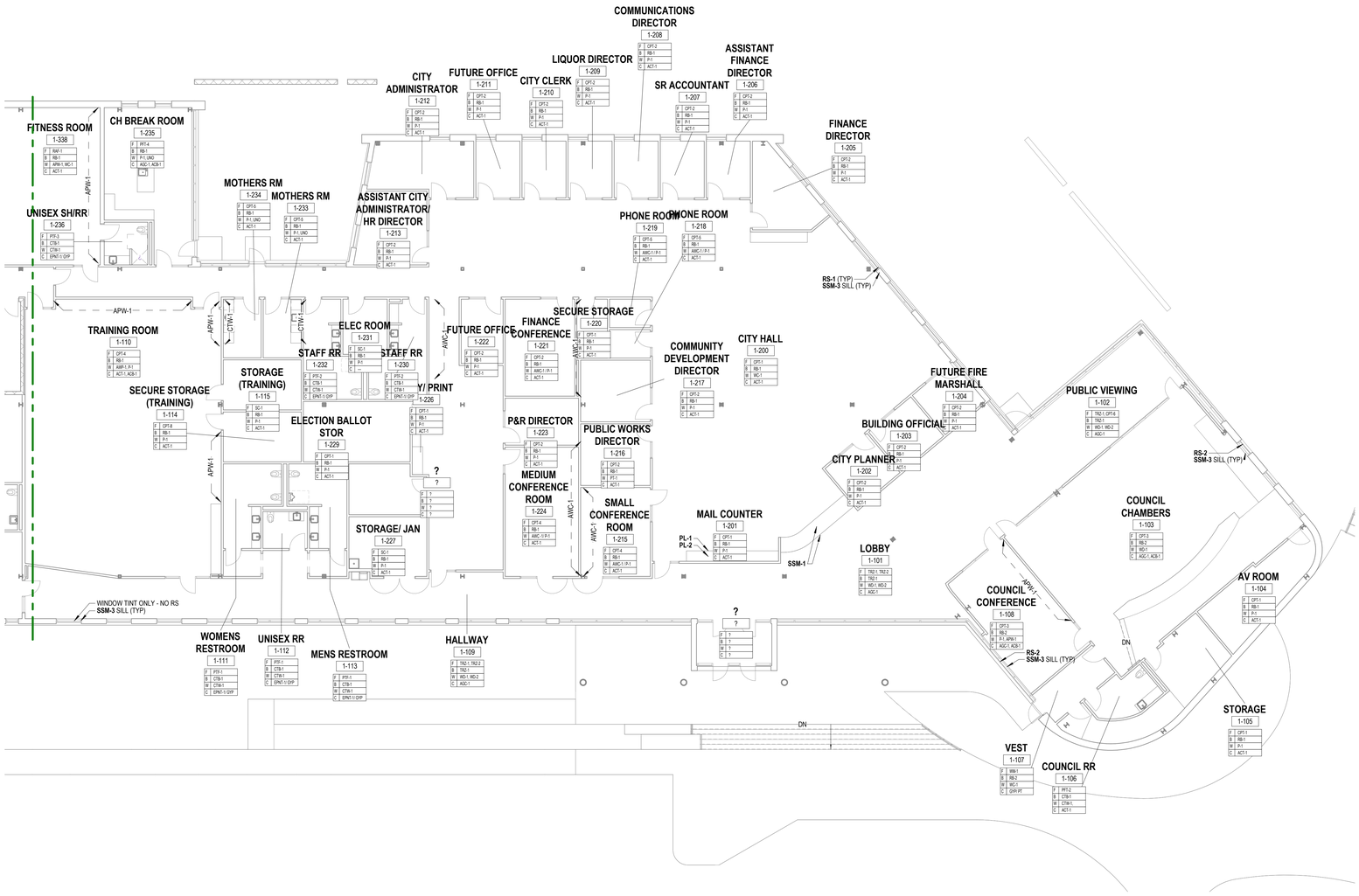

A1 FINISH PLAN - LEVEL 1 AREA A
SCALE: 3/32" = 1'-0"

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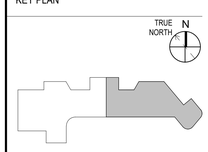

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FINISH PLAN - LEVEL 1 AREA B

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A1 **FINISH PLAN LEVEL 2 - OVERALL**
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FINISH PLAN - LEVEL 2 OVERALL

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GENERAL FINISH NOTES

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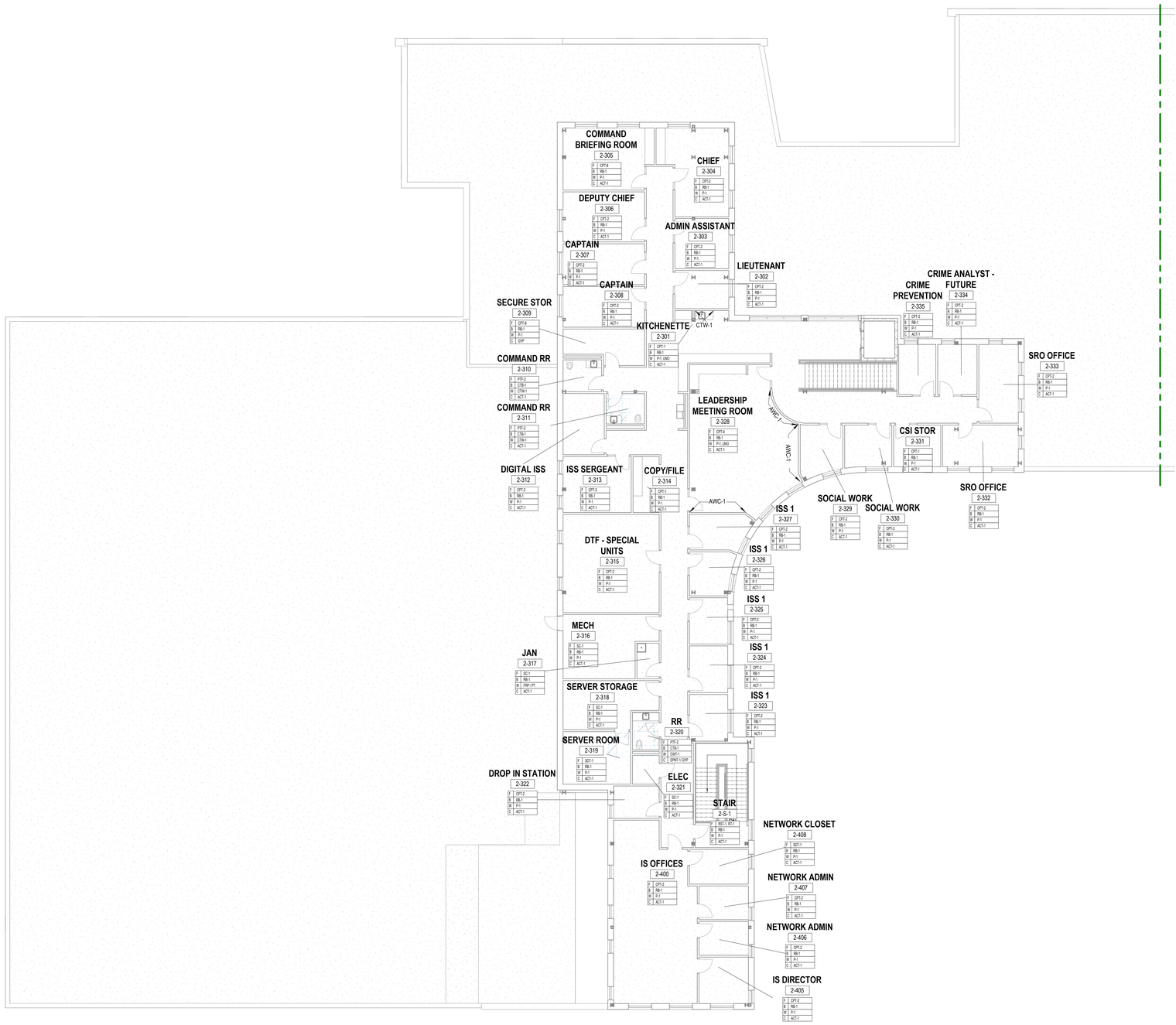

A1 FINISH PLAN LEVEL 2 - AREA A
SCALE: 3/32" = 1'-0"

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FINISH PLAN - LEVEL 2 AREA A

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ROOM FINISH SCHEDULE

ROOM NO.	ROOM NAME	FLOOR	BASE	WALL	CEILING	REMARKS
1-100	VESTIBULE	WM-1	MP-1	MP-1	GYP/ P-1	
1-101	LOBBY	TRZ-1, TRZ-2	TRZ-1	WD-1, WD-2	AGC-1	
1-102	PUBLIC VIEWING	TRZ-1, CPT-6	TRZ-1	WD-1, WD-2	AGC-1	
1-103	COUNCIL CHAMBERS	CPT-3	RB-2	WD-1	AGC-1, ACB-1	
1-104	AV ROOM	CPT-1	RB-1	P-1	ACT-1	
1-105	STORAGE	CPT-1	RB-1	P-1	ACT-1	
1-106	COUNCIL RR	PFT-2	CTB-1	CTW-1,	ACT-1	
1-107	VEST	WM-1	RB-2	WC-1	GYP/ PT	
1-108	COUNCIL CONFERENCE	CPT-3	RB-2	P-1, APW-1	AGC-1, ACB-1	
1-109	HALLWAY	TRZ-1, TRZ-2	TRZ-1	WD-1, WD-2	AGC-1	
1-110	TRAINING ROOM	CPT-4	RB-1	AWP-1, P-1	ACT-1, ACB-1	
1-111	WOMENS RESTROOM	PTF-1	CTB-1	CTW-1	EPNT-1/ GYP	
1-112	UNISEX RR	PTF-1	CTB-1	CTW-1	EPNT-1/ GYP	
1-113	MENS RESTROOM	PTF-1	CTB-1	CTW-1	EPNT-1/ GYP	
1-114	SECURE STORAGE (TRAINING)	CPT-8	RB-1	P-1	ACT-1	
1-115	STORAGE (TRAINING)	SC-1	RB-1	P-1	ACT-1	
1-200	CITY HALL	CPT-1	RB-1	WC-1	ACT-1	
1-201	MAIL COUNTER	CPT-1	RB-1	P-1	ACT-1	
1-202	CITY PLANNER	CPT-2	RB-1	P-1	ACT-1	
1-203	BUILDING OFFICIAL	CPT-2	RB-1	P-1	ACT-1	
1-204	FUTURE FIRE MARSHALL	CPT-2	RB-1	P-1	ACT-1	
1-205	FINANCE DIRECTOR	CPT-2	RB-1	P-1	ACT-1	
1-206	ASSISTANT FINANCE DIRECTOR	CPT-2	RB-1	P-1	ACT-1	
1-207	SR ACCOUNTANT	CPT-2	RB-1	P-1	ACT-1	
1-208	COMMUNICATIONS DIRECTOR	CPT-2	RB-1	P-1	ACT-1	
1-209	LIQUOR DIRECTOR	CPT-2	RB-1	P-1	ACT-1	
1-210	CITY CLERK	CPT-2	RB-1	P-1	ACT-1	
1-211	FUTURE OFFICE	CPT-2	RB-1	P-1	ACT-1	
1-212	CITY ADMINISTRATOR	CPT-2	RB-1	P-1	ACT-1	
1-213	ASSISTANT CITY ADMINISTRATOR/ HR DIRECTOR	CPT-2	RB-1	P-1	ACT-1	
1-215	SMALL CONFERENCE ROOM	CPT-4	RB-1	AWC-1 / P-1	ACT-1	
1-216	PUBLIC WORKS DIRECTOR	CPT-2	RB-1	PT-1	ACT-1	
1-217	COMMUNITY DEVELOPMENT DIRECTOR	CPT-2	RB-1	P-1	ACT-1	
1-218	PHONE ROOM	CPT-5	RB-1	AWC-1 / P-1	ACT-1	
1-219	PHONE ROOM	CPT-5	RB-1	AWC-1 / P-1	ACT-1	
1-220	SECURE STORAGE	CPT-1	RB-1	P-1	ACT-1	
1-221	FINANCE CONFERENCE	CPT-2	RB-1	AWC-1 / P-1	ACT-1	
1-222	FUTURE OFFICE	CPT-2	RB-1	P-1	ACT-1	
1-223	P&R DIRECTOR	CPT-2	RB-1	P-1	ACT-1	
1-224	MEDIUM CONFERENCE ROOM	CPT-4	RB-1	AWC -1/ P-1	ACT-1	
1-225	P&R WORKSTATIONS	CPT-1	RB-1	P-1	ACT-1	
1-226	COPY/ PRINT	CPT-1	RB-1	P-1	ACT-1	
1-227	STORAGE/ JAN	SC-1	RB-1	P-1	ACT-1	
1-228	RECREATION STORAGE	CPT-1	RB-1	P-1	ACT-1	
1-229	ELECTION BALLOT STOR	CPT-1	RB-1	P-1	ACT-1	
1-230	STAFF RR	PTF-2	CTB-1	CTW-1	EPNT-1/ GYP	
1-231	ELEC ROOM	SC-1	RB-1	P-1	---	
1-232	STAFF RR	PTF-2	CTB-1	CTW-1	EPNT-1/ GYP	
1-233	MOTHERS RM	CPT-5	RB-1	P-1, UNO	ACT-1	
1-234	MOTHERS RM	CPT-5	RB-1	P-1, UNO	ACT-1	
1-235	CH BREAK ROOM	PFT-4	RB-1	P-1, UNO	AGC-1, ACB-1	
1-236	UNISEX SH/RR	PTF-3	CTB-1	CTW-1	EPNT-1/ GYP	
1-300	PD LOBBY	TRZ-1	TRZ-1	WC-1, WD-2	ACT-1	
1-301	RR	PTF-2	CTB-1	CTW-1, UNO	EPNT-1/ GYP	
1-302	RECEPTION	CPT-1	RB-1	PT-1, UNO	ACT-1	
1-303	SOFT INTERVIEW	CPT-4	RB-1	AWC-1 / P-1	ACT-1	
1-304	REPORT WRITING	CPT-2	RB-1	P-1	ACT-1	
1-305	AV/ DATA	SDT-1	RB-1	P-1	ACT-1	
1-306	RECOROS	CPT-1	RB-1	P-1, UNO	ACT-1	
1-307	PRINT/ COPY	CPT-1	RB-1	P-1, UNO	ACT-1	
1-308	SECURE HALLWAY	TRZ-1	TRZ-1	WC-1	ACT-1	
1-309	RECORDS OFFICE	CPT-2	RB-1	P-1, UNO	ACT-1	
1-310	RR	PTF-2	CTB-1	CTW-1	EPNT-1/ GYP	
1-311	RR	PTF-2	CTB-1	CTW-1	EPNT-1/ GYP	
1-312	MENS LOCKER	CPT-7	RB-1	P-1, UNO	ACT-1	
1-313	MENS SH	PTF-3	CTB-1	CTW-1	EPNT-1/ GYP	
1-314	MENS SH	PTF-3	CTB-1	CTW-1	EPNT-1/ GYP	
1-315	MENS RR	PTF-2	CTB-1	CTW-1	EPNT-1/ GYP	
1-316	ROLL CALL	CPT-8	RB-1	P-1, AWP-1	ACT-1	
1-317	PD BREAK ROOM	PTF-4	RB-1	P-1, UNO	AGC-1, ACB-1	
1-318	CORRIDOR	CPT-5	RB-1	P-1	ACT-1	
1-319	WELLNESS/MOTHERS RM	CPT-5	RB-1	WC-1, AWC-1	ACT-1	
1-320	WELLNESS/MOTHERS RM	CPT-5	RB-1	WC-1, AWC-1	ACT-1	
1-321	WATER SERVICE RM	SC-1	RB-1	PT-1	--	
1-322	SPRINKLER RISER RM	SC-1	RB-1	PT-1	--	
1-323	ELEC	SC-1	RB-1	P-1	---	
1-324	DEMARC	SC-1	RB-1	P-1	---	
1-325	ARMORY	RSF-1	RB-1	P-1	ACT-1	
1-326	VEST					
1-327	RR	PFT-1	CTB-1	CTW-1	EPNT-1/GYP	
1-328	RR	PFT-2	CTB-1	CTW-1	EPNT-1/ GYP	
1-329	LAUNDRY	PC-1	RB-1	FRP-1 / P-1	ACT-1	
1-330	SQUAD BAGS/PATROL STORAGE	PC-1	RB-1	P-1, UNO	ACT-1	
1-331	HALLWAY	PC-1	RB-1	P-1, UNO	ACT-1	
1-332	FIRST AID	PC-1	RB-1	P-1	ACT-1	
1-333	LAUNDRY	PC-1	RB-1	FRP-1/ P-1	ACT-1	
1-334	WOMENS SH	PTF-3	CTB-1	CTW-1	EPNT-1/ GYP	
1-335	WOMENS SH	PTF-3	CTB-1	CTW-1	EPNT-1/ GYP	
1-336	WOMENS RR	PTF-1	CTB-1	CTW-1	ACT-1	
1-337	WOMENS LOCKER	CPT-7	RB-1	P-1, UNO	ACT-1	
1-338	FITNESS ROOM	RAF-1	RB-1	APW-1, WC-1	ACT-1	
1-340	PATROL	CPT-1	RB-1	P-1	ACT-1	
1-341	SERGEANT	CPT-2	RB-1	P-1, UNO	ACT-1	
1-342	SERGEANT	CPT-2	RB-1	P-1, UNO	ACT-1	
1-343	SERGEANT	CPT-2	RB-1	P-1, UNO	ACT-1	
1-344	SHARED STOR	CPT-1	RB-1	P-1, UNO	ACT-1	
1-345	UTILITY	SC-1	RB-1	P-1	ACT-1	
1-346	PRINT/ COPY	CPT-1	RB-1	P-1	ACT-1	
1-347	GEN STOR	CPT-1	RB-1	P-1	ACT-1	
1-348	FUTURE EVIDENCE CLERK	CPT-2	RB-1	P-1, UNO	ACT-2	
1-349	EVIDENCE PROCESSING	EPY-1	EPB-1	EPNT-1	ACT-2	
1-350	REPORTS	CPT-2	RB-1	P-1	ACT-1	
1-351	REPORTS	CPT-2	RB-1	P-1	ACT-1	
1-352	REPORTS	CPT-2	RB-1	P-1	ACT-1	

ROOM FINISH SCHEDULE

ROOM NO.	ROOM NAME	FLOOR	BASE	WALL	CEILING	REMARKS
1-353	DROP IN OFFICE	CPT-2	RB-1	P-1	ACT-1	
1-360	BOOKING VEST					
1-361	INTERVIEW	CPT-8	RB-1	AWC-1 / P-1	ACT-1	
1-362	JAN	SC-1	RB-1	FRP / P-1	ACT-1	
1-363	RR	PC-1	CTB-1	CTW-1	EPNT-1/ GYP	
1-364	SALLY PORT	EPY-1	EPB-1	EPNT-1	EPNT-1 /GYP	
1-365	HOLDING ACC	PC-1	--	P-1	EPNT-1/ GYP	
1-366	HOLDING	PC-1	--	P-1	EPNT-1/ GYP	
1-367	HOLDING	PC-1	--	P-1	EPNT-1/ GYP	
1-368	BOOKING	CPT-8	RB-1	P-1	ACT-1	
1-369	RELEASE VEST	WM-1	RB-1	WC-1	GYP/ PT	
1-400	GARAGE	EPY-1	EPB-1	EPNT-1, UNO		
1-401	STORAGE CAGES	PC-1	RB-1	P-1	ACT-1	
1-402	EVIDENCE STORAGE	EPY-1	EPB-1	EPNT-1	ACT-2	CONFIRM SECIRITY REQ'D FOR CEILING
1-403	LARGE EVIDENCE STORAGE	EPY-1	EPB-1	EPNT-1	ACT-2	CONFIRM SECIRITY REQ'D FOR CEILING
1-404	WASH BAY	EPY-1	EPB-1	EPNT-1, UNO		
1-EL-1	ELEVATOR	ELE-1	ELE-1	ELE-1	ELE-1	
1-S-1	STAIR	RT-1, RST-1	RB-1	P-1	GYP/ P-1	
2-300	Room					
2-301	KITCHENETTE	CPT-1	RB-1	P-1, UNO	ACT-1	
2-302	LIEUTENANT	CPT-2	RB-1	P-1	ACT-1	
2-303	ADMIN ASSISTANT	CPT-2	RB-1	P-1	ACT-1	
2-304	CHIEF	CPT-2	RB-1	P-1	ACT-1	
2-305	COMMAND BRIEFING ROOM	CPT-8	RB-1	P-1	ACT-1	
2-306	DEPUTY CHIEF	CPT-2	RB-1	P-1	ACT-1	
2-307	CAPTAIN	CPT-2	RB-1	P-1	ACT-1	
2-308	CAPTAIN	CPT-2	RB-1	P-1	ACT-1	
2-309	SECURE STOR	CPT-8	RB-1	P-1	GYP	CONFIRM SECIRITY REQ'D FOR CEILING
2-310	COMMAND RR	PTF-2	CTB-1	CTW-1	ACT-1	
2-311	COMMAND RR	PTF-2	CTB-1	CTW-1	ACT-1	
2-312	DIGITAL ISS	CPT-2	RB-1	P-1	ACT-1	
2-313	ISS SERGEANT	CPT-2	RB-1	P-1	ACT-1	
2-314	COPY/FILE	CPT-1	RB-1	P-1	ACT-1	
2-315	DTF - SPECIAL UNITS	CPT-2	RB-1	P-1	ACT-1	
2-316	MECH	SC-1	RB-1	P-1	ACT-1	
2-317	JAN	SC-1	RB-1	FRP / PT	ACT-1	
2-318	SERVER STORAGE	SC-1	RB-1	P-1	ACT-1	
2-319	SERVER ROOM	SDT-1	RB-1	P-1	ACT-1	
2-320	RR	PTF-2	CTB-1	CWT-1	EPNT-1/ GYP	
2-321	ELEC	SC-1	RB-1	P-1	ACT-1	
2-322	DROP IN STATION	CPT-2	RB-1	P-1	ACT-1	
2-323	ISS 1	CPT-2	RB-1	P-1	ACT-1	
2-324	ISS 1	CPT-2	RB-1	P-1	ACT-1	
2-325	ISS 1	CPT-2	RB-1	P-1	ACT-1	
2-326	ISS 1	CPT-2	RB-1	P-1	ACT-1	
2-327	ISS 1	CPT-2	RB-1	P-1	ACT-1	
2-328	LEADERSHIP MEETING ROOM	CPT-4	RB-1	P-1, UNO	ACT-1	
2-329	SOCIAL WORK	CPT-2	RB-1	P-1	ACT-1	
2-330	SOCIAL WORK	CPT-2	RB-1	P-1	ACT-1	
2-331	CSI STOR	CPT-1	RB-1	P-1	ACT-1	
2-332	SRO OFFICE	CPT-2	RB-1	P-1	ACT-1	
2-333	SRO OFFICE	CPT-2	RB-1	P-1	ACT-1	
2-334	CRIME ANALYST - FUTURE	CPT-2	RB-1	P-1	ACT-1	
2-335	CRIME PREVENTION	CPT-2	RB-1	P-1	ACT-1	
2-400	IS OFFICES	CPT-2	RB-1	P-1	ACT-1	
2-401	NETWORK TECH	CPT-2	RB-1	P-1	ACT-1	
2-402	NETWORK TECH	CPT-2	RB-1	P-1	ACT-1	
2-403	NETWORK TECH	CPT-2	RB-1	P-1	ACT-1	
2-404	NETWORK TECH	CPT-2	RB-1	P-1	ACT-1	
2-405	IS DIRECTOR	CPT-2	RB-1	P-1	ACT-1	
2-406	NETWORK ADMIN	CPT-2	RB-1	P-1	ACT-1	
2-407	NETWORK ADMIN	CPT-2	RB-1	P-1	ACT-1	
2-408	NETWORK CLOSET	SDT-1	RB-1	P-1	ACT-1	
2-EL-1	Room					
2-S-1	STAIR	RST-1, RT-1	RB-1	P-1	ACT-1	
21	MECH ROOM	SC-1	RB-1	P-1	---	
53	WORK/ MAINTENANCE	SC-1	RB-1	P-1	EPNT-1/ GYP	
61	STORAGE CAGES	PC-1	RB-1	P-1	ACT-1	
70	HOLDING	SC-1	--	P-1	EPNT-1/ GYP	
91	STOR RM - PLANS	CPT-1	RB-1	P-1	ACT-1	
106	COLLABORATION ZONE	CPT-1	RB-1	P-1	ACT-1	
120	ELEC	SC-1	RB-1	P-1	---	
164	NETWORK TECH	CPT-2	RB-1	P-1	ACT-1	
168	LAUNDRY/ STOR	PC-1	RB-1	FRP-1/ P-1	ACT-1	
177	COLLABORATION ZONE	CPT-1	RB-1	P-1	ACT-1	
182	ISS 1	CPT-2	RB-1	P-1	ACT-1	
192	IS DIRECTOR	CPT-2	RB-1	P-1	ACT-1	
193	NETWORK ADMIN	CPT-2	RB-1	P-1	ACT-1	
194	NETWORK ADMIN	CPT-2	RB-1	P-1	ACT-1	
195	NETWORK CLOSET	SDT-1	RB-1	P-1	ACT-1	
196	STAIR	RST-1, RT-1	RB-1	P-1	ACT-1	
197	NETWORK TECH	CPT-2	RB-1	P-1	ACT-1	
198	NETWORK TECH	CPT-2	RB-1	P-1	ACT-1	
199	NETWORK TECH	CPT-2	RB-1	P-1	ACT-1	
200	DROP IN STATION	CPT-2	RB-1	P-1	ACT-1	
201	SERVER ROOM	SDT-1	RB-1	P-1	ACT-1	
202	MECH	SC-1	RB-1	P-1	ACT-1	
203	DTF - SPECIAL UNITS	CPT-2	RB-1	P-1	ACT-1	
204	ISS SERGEANT	CPT-2	RB-1	P-1	ACT-1	
205	CRIME PREVENTION	CPT-2	RB-1	P-1	ACT-1	
206	ISS 1	CPT-2	RB-1	P-1	ACT-1	
207	ISS 1	CPT-2	RB-1	P-1	ACT-1	
208	ISS 1	CPT-2	RB-1	P-1	ACT-1	
209	ISS 1	CPT-2	RB-1	P-1	ACT-1	
210	SRO OFFICE	CPT-2	RB-1	P-1	ACT-1	
211	SRO OFFICE	CPT-2	RB-1	P-1	ACT-1	
212	SOCIAL WORK	CPT-2	RB-1	P-1	ACT-1	
213	SOCIAL WORK	CPT-2	RB-1	P-1	ACT-1	
214	DIGITAL ISS	CPT-2	RB-1	P-1	ACT-1	
215	CSI STOR	CPT-1	RB-1	P-1	ACT-1	
216	CRIME ANALYST - FUTURE	CPT-2	RB-1	P-1	ACT-1	
217	LEADERSHIP MEETING ROOM	CPT-4	RB-1	P-1	ACT-1	
218	LIEUTENANT	CPT-2	RB-1	P-1	ACT-1	
219	COMMAND BRIEFING ROOM	CPT-8	RB-1	P-1	ACT-1	

ROOM FINISH SCHEDULE

ROOM NO.	ROOM NAME	FLOOR	BASE	WALL	CEILING	REMARKS
220	DEPUTY CHIEF	CPT-2	RB-1	P-1	ACT-1	
221	CHIEF	CPT-2	RB-1	P-1	ACT-1	
222	ADMIN ASSISTANT	CPT-2	RB-1	P-1	ACT-1	
223	CAPTAIN	CPT-2	RB-1	P-1	ACT-1	
224	CAPTAIN	CPT-2	RB-1	P-1	ACT-1	
225	SECURE STOR	CPT-8	RB-1	P-1	GYP	CONFIRM SECIRITY REQ'D FOR CEILING
226	COMMAND RR	PTF-2	CTB-1	CTW-1	ACT-1	
227	COMMAND RR	PTF-2	CTB-1	CTW-1	ACT-1	
228	COPY/FILE	CPT-1	RB-1	P-1	ACT-1	
229	KITCHENETTE	PTF-4	RB-1	P-1, UNO	ACT-1	
230	RR	PC-1	RB-1	P-1	EPNT-1/ GYP	
231	JAN	SC	RB	FRP / PT	ACT	
232	ELEC	SC-1	RB-1	P-1	ACT-1	
233	SERVER STORAGE	SC-1	RB-1	P-1	ACT-1	
234	IS OFFICES					
237	Room					
239	NETWORK TECH	CPT-2	RB-1	P-1	ACT-1	
240	ISS 1	CPT-2	RB-1	P-1	ACT-1	
241	IS DIRECTOR	CPT-2	RB-1	P-1	ACT-1	
242	NETWORK ADMIN	CPT-2	RB-1	P-1	ACT-1	
243	NETWORK ADMIN	CPT-2	RB-1	P-1	ACT-1	
244	NETWORK CLOSET	SDT-1	RB-1	P-1	ACT-1	
245	STAIR	RST-1, RT-1	RB-1	P-1	ACT-1	
246	NETWORK TECH	CPT-2	RB-1	P-1	ACT-1	
247	NETWORK TECH	CPT-2	RB-1	P-1	ACT-1	
248	DROP IN STATION	CPT-2	RB-1	P-1	ACT-1	
249	SERVER ROOM	SDT-1	RB-1	P-1	ACT-1	
250	MECH	SC-1	RB-1	P-1	ACT-1	
251	DTF - SPECIAL UNITS	CPT-2	RB-1	P-1	ACT-1	
252	ISS SERGEANT	CPT-2	RB-1	P-1	ACT-1	
253	CRIME PREVENTION	CPT-2	RB-1	P-1	ACT-1	
254	ISS 1	CPT-2	RB-1	P-1	ACT-1	
255	ISS 1	CPT-2	RB-1	P-1	ACT-1	
256	ISS 1	CPT-2	RB-1	P-1	ACT-1	
257	ISS 1	CPT-2	RB-1	P-1	ACT-1	
258	SRO OFFICE	CPT-2	RB-1	P-1	ACT-1	
259	SRO OFFICE	CPT-2	RB-1	P-1	ACT-1	
260	SOCIAL WORK	CPT-2	RB-1	P-1	ACT-1	
261	SOCIAL WORK	CPT-2	RB-1	P-1	ACT-1	
262	DIGITAL ISS	CPT-2	RB-1	P-1	ACT-1	
263	CSI STOR	CPT-1	RB-1	P-1	ACT-1	
264	CRIME ANALYST - FUTURE	CPT-2	RB-1	P-1	ACT-1	
265	LEADERSHIP MEETING ROOM	CPT-4	RB-1	P-1	ACT-1	
266	LIEUTENANT	CPT-2	RB-1	P-1	ACT-1	
267	COMMAND BRIEFING ROOM	CPT-8	RB-1	P-1	ACT-1	
268	DEPUTY CHIEF	CPT-2	RB-1	P-1	ACT-1	
269	CHIEF	CPT-2	RB-1	P-1	ACT-1	
270	ADMIN ASSISTANT	CPT-2	RB-1	P-1	ACT-1	
271	CAPTAIN	CPT-2	RB-1	P-1	ACT-1	
272	CAPTAIN	CPT-2	RB-1	P-1	ACT-1	
273	SECURE STOR	CPT-8	RB-1	P-1	GYP	CONFIRM SECIRITY REQ'D FOR CEILING
274	COMMAND RR	PTF-2	CTB-1	CTW-1	ACT-1	
275	COMMAND RR	PTF-2	CTB-1	CTW-1	ACT-1	
276	COPY/FILE	CPT-1	RB-1	P-1	ACT-1	
277	KITCHENETTE	PTF-4	RB-1	P-1, UNO	ACT-1	
278	RR	PC-1	RB-1	P-1	EPNT-1/ GYP	
279	JAN	SC	RB	FRP / PT	ACT	
280	ELEC	SC-1	RB-1	P-1	ACT-1	
281	SERVER STORAGE	SC-1	RB-1	P-1	ACT-1	
282	IS OFFICES					
283	NETWORK TECH	CPT-2	RB-1	P-1	ACT-1	
284	ISS 1	CPT-2	RB-1	P-1	ACT-1	
285	IS DIRECTOR	CPT-2	RB-1	P-1	ACT-1	
286	NETWORK ADMIN	CPT-2	RB-1	P-1	ACT-1	
287	NETWORK ADMIN	CPT-2	RB-1	P-1	ACT-1	
288	NETWORK CLOSET	SDT-1	RB-1	P-1	ACT-1	
289	STAIR	RST-1, RT-1	RB-1	P-1	ACT-1	
290	NETWORK TECH	CPT-2	RB-1	P-1	ACT-1	
291	NETWORK TECH	CPT-2	RB-1	P-1	ACT-1	
292	DROP IN STATION	CPT-2	RB-1	P-1	ACT-1	
293	SERVER ROOM	SDT-1	RB-1	P-1	ACT-1	
294	MECH	SC-1	RB-1	P-1	ACT-1	
295	DTF - SPECIAL UNITS	CPT-2	RB-1	P-1	ACT-1	
296	ISS SERGEANT	CPT-2	RB-1	P-1	ACT-1	
297	CRIME PREVENTION	CPT-2	RB-1	P-1	ACT-1	
298	ISS 1	CPT-2	RB-1	P-1	ACT-1	
299	ISS 1	CPT-2	RB-1	P-1	ACT-1	
300	ISS 1	CPT-2	RB-1	P-1	ACT-1	
301	ISS 1	CPT-2	RB-1	P-1	ACT-1	
302	SRO OFFICE	CPT-2	RB-1	P-1	ACT-1	
303	SRO OFFICE	CPT-2	RB-1	P-1	ACT-1	
304	SOCIAL WORK	CPT-2	RB-1	P-1	ACT-1	
305	SOCIAL WORK	CPT-2	RB-1	P-1	ACT-1	
306	DIGITAL ISS	CPT-2	RB-1	P-1	ACT-1	
307	CSI STOR	CPT-1	RB-1	P-1	ACT-1	
308	CRIME ANALYST - FUTURE	CPT-2	RB-1	P-1	ACT-1	
309	LEADERSHIP MEETING ROOM	CPT-4	RB-1	P-1	ACT-1	
310	LIEUTENANT	CPT-2	RB-1	P-1	ACT-1	
311	COMMAND BRIEFING ROOM	CPT-8	RB-1	P-1	ACT-1	
312	DEPUTY CHIEF	CPT-2	RB-1	P-1	ACT-1	
313	CHIEF	CPT-2	RB-1	P-1	ACT-1	
314	ADMIN ASSISTANT	CPT-2	RB-1	P-1	ACT-1	
315	CAPTAIN	CPT-2	RB-1	P-1	ACT-1	
316	CAPTAIN	CPT-2	RB-1	P-1	ACT-1	
317	SECURE STOR	CPT-8	RB-1	P-1	GYP	CONFIRM SECIRITY REQ'D FOR CEILING
318	COMMAND RR	PTF-2	CTB-1	CTW-1	ACT-1	
319	COMMAND RR	PTF-2	CTB-1	CTW-1	ACT-1	
320	COPY/FILE	CPT-1	RB-1	P-1	ACT-1	
321	KITCHENETTE	PTF-4	RB-1	P-1, UNO	ACT-1	
322	RR	PC-1	RB-1	P-1	EPNT-1/ GYP	
323	JAN	SC	RB	FRP / PT	ACT	
324	ELEC	SC-1	RB-1	P-1	ACT-1	
325	SERVER STORAGE	SC-1	RB-1	P-1	ACT-1	
326	IS OFFICES					

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KEY PLAN

REVISIONS

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ACTIVITY	BY
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Draw	Author
Check	Checker

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FINISH SCHEDULES

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SCHEDULE FOR FINISHES

CODE	DESCRIPTION	MANUFACTURER	PRODUCT	SPECIFICATION SECTION	REMARKS
ACB-2	ACOUSTICAL CEILING BAFFLE	ACOUFELT	TRUSS WOODGRAIN	098436 SOUND-ABSORBING CEILING UNITS	
ACT-1	ACOUSTICAL CEILING TILE	ARMSTRONG	ULTIMA, 2-x2, TEGULAR, WHITE W/ ARMSTRONG 9/16" SUPRAFINE GRID IN WHITE	095113 ACOUSTICAL PANEL CEILINGS	FIELD
ACT-2	ACOUSTICAL CEILING TILE	ARMSTRONG	CLEAN ROOM FL	095113 ACOUSTICAL PANEL CEILINGS	CLEAN ROOM
AGC-1	ACOUSTICAL GYP CEILING	ARMSTRONG	ACOUSTIBUILT GYP CEILING (OR EQUAL)		LOBBY CEILINGS
APW-1	ACOUSTICAL PANEL - WALL	ARMSTRONG	FELTWORKS ACOUSTICAL WALL PANELS, 1" THICK, D-20 MTG METHOD, 0.80 NRC	098433 SOUND-ABSORNING WALL UNITS	
AWC-1	ACOUSTIC WALL COVERING	ACOUFELT	FELT WALLCOVERING, 10MM	097200 WALL COVERINGS	ACOUSTIC WALLS IN PHONE, WELLNESS & MOTHERS RMS
CG-1	CORNER GUARD	INPRO	TAPE ON RIGID VINYL, 90 DEGREE, 1 1/2" WING, 8'-0"H, COLOR: TBD	102600 WALL AND DOOR PROTECTION	90 DEGREE CORNER GUARD
CG-2	CORNER GUARD	INPRO	TAPE ON RIGID VINYL, END CAP, 1 1/2" WING, 8'-0"H, COLOR: TBD	102600 WALL AND DOOR PROTECTION	WALL END CAP CORNER GUARD
CPT-1	CARPET TILE			096813 CARPET TILING	OPEN OFFICE - PRICE HIGH $20'S / SF
CPT-2	CARPET TILE			096813 CARPET TILING	OFFICE - PRICE HIGH $20'S / SF
CPT-3	CARPET TILE			096813 CARPET TILING	COUNCIL CHAMBERS - PRICE LOW $30 / SF
CPT-4	CARPET TILE			096813 CARPET TILING	CONFERENCE ROOM - PRICE LOW $30 / SF
CPT-5	CARPET TILE			096813 CARPET TILING	MOTHERS RM, WELLNESS RM & PHONE RM - PRICE LOW $30'S / SF
CPT-6	CARPET TILE - AREA RUG			096813 CARPET TILING	LOBBY AREA RUGS
CPT-7	CARPET TILE - HYBRID	FORBO	FLOTEX PRAIRIES IN WARM 1	096813 CARPET TILING	LOCKER ROOM
CPT-8	CARPET TILE - HYBRID	J&J INVISION	KINETEX	096813 CARPET TILING	
CTB-1	CERAMIC TILE BASE			093013 CERAMIC TILING	RESTROOM WALL BASE - PRICE $6 /SF
CTW-1	CERAMIC TILE WALL			093013 CERAMIC TILING	RESTROOM WALL TILE - PRICE $10 /SF
ELE-1	ELEVATOR CAB	FORMS & SURFACES	ELEVATOR CAB KIT		PRICE MID RANGE ELEVATOR CAB FINISH KIT
EPNT-1	EPOXY PAINT		COLOR: TBD, SEMI-GLOSS PRO-INDUSTRIAL PRE-CATALYZED WAER BASED EPOXY PAINT		
EPNT-2	EPOXY PAINT		TOP COAT SAFETY YELLOW STRIBING TO WORK W/ EPOXY FLOOR COATING		
EPY-1	EPOXY FLOOR COATING	STONHARD	STONSHIELD HRI COLOR: TBD	0096700 RESINOUS FLOORING	
EPYB-1	EPOXY FLOOR - BASE	STONHARD	STONSHIELD HRI COLOR: TBD, 4"H INTEGRADED		
FM-1	FLOOR MAT				MATS ROOM COLOR 1
FM-2	FLOOR MAT				MATS ROOM COLOR 2
FRP-1	FIBER REINFORCED LAMINATE			066401 FIBER REINFORCED LAMINATE	JANITOR, LAUNDRY, WASH BAY
MIR-1	MIRROR			088300 MIRRORS	RESTROOM MIRROR
MIR-2	MIRROR -FULL LENGTH			088300 MIRRORS	RESTROOM MIRROR - FULL LENGTH
MIR-3	MIRROR - FITNESS			088300 MIRRORS	FITNESS ROOM - FULL WALL
MP-1	METAL PANEL				ENTRY VESTIBULE WALL & BASE
P-1	PAINT			099123 INTERIOR PAINTING	FIELD
P-2	PAINT			099123 INTERIOR PAINTING	ACCENT PAINT
P-3	PAINT			099123 INTERIOR PAINTING	ACCENT PAINT
P-4	PAINT			099123 INTERIOR PAINTING	ACCENT PAINT
PC-1	POLISHED CONCRETE			033543 POLISHED CONCRETE FINISHING	
PL-1	PLASTIC LAMINATE			064116 PLASTIC-LAMINATE-CLAD ARCHITECTURAL CABINETS	UPPER & BASE CABINETS
PL-2	PLASTIC LAMINATE			064116 PLASTIC-LAMINATE-CLAD ARCHITECTURAL CABINETS	COUNTERTOPS - COPY/WORK, WORKSURFACES
PTF-1	PORCELAIN TILE FLOOR			093013 CERAMIC TILING	PRICE $15/ SF
PTF-2	PORCELAIN TILE FLOOR			093013 CERAMIC TILING	RESTROOM FLOORING - PRICE $15/ SF
PTF-3	PORCELAIN TILE FLOOR			093013 CERAMIC TILING	RESTROOM FLOORING - MOSAIC - PRICE $15/ SF
PTF-4	PORCELAIN TILE FLOOR			093013 CERAMIC TILING	BREAK ROOM FLOORING - PRICE $15/ SF
RAF-1	RESILIENT ATHLETIC FLOORING	ECORE	HERITAGE MOTIVATE COLOR: TBD	096566 RESILIENT ATHLETIC FLOORING	FITNESS CENTER FLOORING
RB-1	RESILIENT WALL BASE	TARKETT	TRADITIONAL VINYL, 4"H COLOR: TBD	096513 RESILIENT BASE AND ACCESSORIES	
RB-2	RESILIENT WALL BASE	TARKETT	MILLWORK REVEAL 4 1/4"H, COLOR: TBD	096513 RESILIENT BASE AND ACCESSORIES	RESILIENT WALL BASE UPGRADE
RS-1	ROLLER SHADES - MANUAL	MECHOSHADE	TBD, 5% OPACITY, MANUAL	122413 ROLLER WINDOW SHADES	
RS-2	ROLLER SHADES - MOTORIZED	MECHOSHADE	TBD, BLACKOUT SHADE, MOTORIZED	122413 ROLLER WINDOW SHADES	MOTORIZED ROLLER SHADES IN COUNCIL CHAMBERS & CONF RM - ALSO PRICE ON WINDOWS TALLER THAN 10'-0"
RSF-1	RESILIENT SHEET FLOORING	TARKETT	IQ OPTIMA	096516 RESILIENT SHEET FLOORING	ARMORY SHEET FLOORING ON RAISED WD FLOOR
RST-1	RESILIENT STAIR TREAD			096519 RESILIENT TILE FLOORING	STAIRWELL TREAD & NOSING
RT-1	RESILIENT TILE FLOOR			096519 RESILIENT TILE FLOORING	STAIRWELL LANDING
SC-1	SEALED CONCRETE				
SDT-1	STATIC DISAPATIVE TILE FLOORING			096536 STATIC-CONTROL RESILIENT FLOORING	IT & DATA ROOMS
SSM-1	SOLID SURFACE MATERIAL			066000 SOLID SURFACES, QUARTZ	RECEPTION DESK WORKSURFACE & WATERFALL FRONT
SSM-2	SOLID SURFACE MATERIAL			066000 SOLID SURFACES, QUARTZ	COUNTERTOPS - BREAK ROOM & RESTROOM
SSM-3	SOLID SURFACE MATERIAL			066000 SOLID SURFACES, QUARTZ	WINDOW SILLS
TP-1	TOILET PARTITIONS			102113.17 PHENOLIC-CORE TOILET PARTITIONS	
TRZ-1	TERRAZZO FLOORING			096623 RESINOUS MATRIX TERRAZZO FLOORING	MAIN LOBBY FLOORING & MAIN STAIRS
TRZ-2	TERRAZZO FLOORING			096623 RESINOUS MATRIX TERRAZZO FLOORING	MAIN LOBBY ACCENT FLOORING
TS-1	TRANSITION STRIP			093013 CERAMIC TILING	
TS-2	TRANSITION STRIP				
TS-3	TRANSITION STRIP				
WC-1	WALLCOVERING			097200 WALL COVERINGS	
WC-2	WALLCOVERING MURAL			097200 WALL COVERINGS	WALLCOVIERING MURAL - FULL WALL
WD-1	WOOD DOORS			081416 FLUSH WOOD DOORS	
WD-2	WOOD - FLAT PANEL	SURFACING SOLUTIONS	WIDE PLANK PREMIUM WOOD WALL PANELS, SPECIES: MAPLE	062023 INTERIOR FINISH CARPENTRY	WOOD WALL PANELING
WD-3	WOOD - TAMBOUR PANEL	SURFACING SOLUTIONS	EVO REAL WOOD VENEER OVERLAID PANELS,SPECIES: MAPLE	062023 INTERIOR FINISH CARPENTRY	WOOD WALL PANELING
WD-3	WOOD BASE		4"H WOOD BASE TO MATCH CONTROL SAMPLE- MAPLE	062023 INTERIOR FINISH CARPENTRY	WOOD BASE
WD-4	WOOD WALL - ACOUSTIC		ACOUSTIC PANEL WOOD SLAT WALL PANELS, PERFORATED, SPECIES: MAPLE		WOOD WALL PANELING - ACOUSTIC
WDF-1	WOOD FLOORING			096400 WOOD FLOORING	GUN CLEANING/ ARMORY
WM-1	WALK OFF MATT	MILLIKEN	OBEX TILE - CUTX / FIBER, COLOR: TBD	124813 ENTRANCE FLOOR MATS AND FRAMES	VESTIBULE FLOORING
WP-1	WALL PROTECTION			102600 WALL AND DOOR PROTECTION	
WP-2	WALL PROTECTION			102600 WALL AND DOOR PROTECTION	

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Landscape Consultant:
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KEY PLAN

REVISIONS

NO.	DESCRIPTION	DATE

FILE LOG

ACTIVITY	BY
Manager	
Design	Designer
Draw	Author
Check	Checker

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SCHEMATIC DESIGN

Project No. 023-10733-000
10/13/2025

FINISH SCHEDULES

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SCHEMATIC DESIGN

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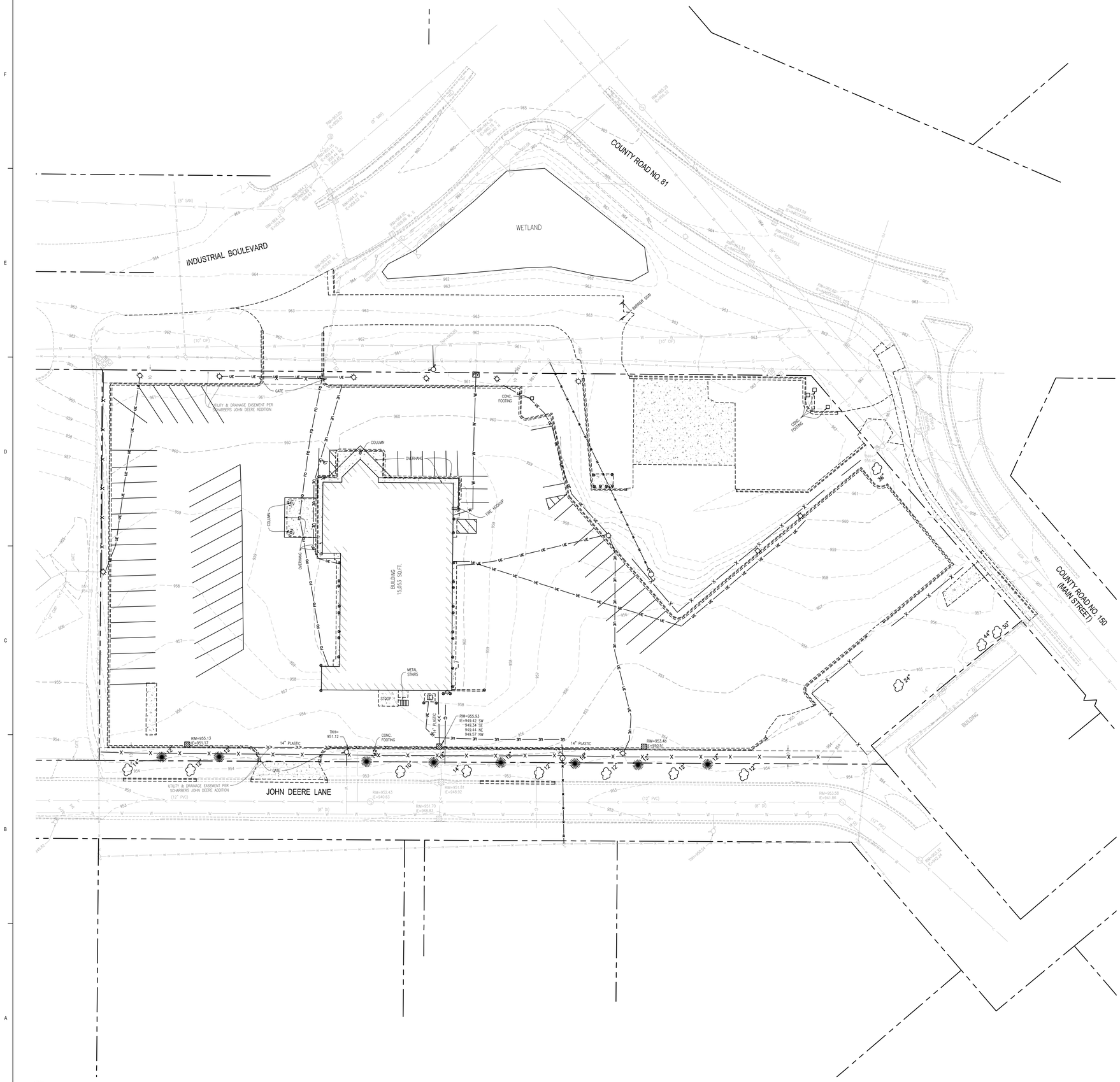

A1 SITE PLAN
1" = 30'

Know what's below. Call before you dig.

30 90
SCALE IN FEET

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KEY PLAN

REVISIONS

NO.	DESCRIPTION	DATE

FILE LOG

ACTIVITY	BY
Manager	
Design	MJW
Draw	EJJ
Check	SMJ

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Project No. 023-10733-000 / LAD25020
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DEMOLITION PLAN

CD101

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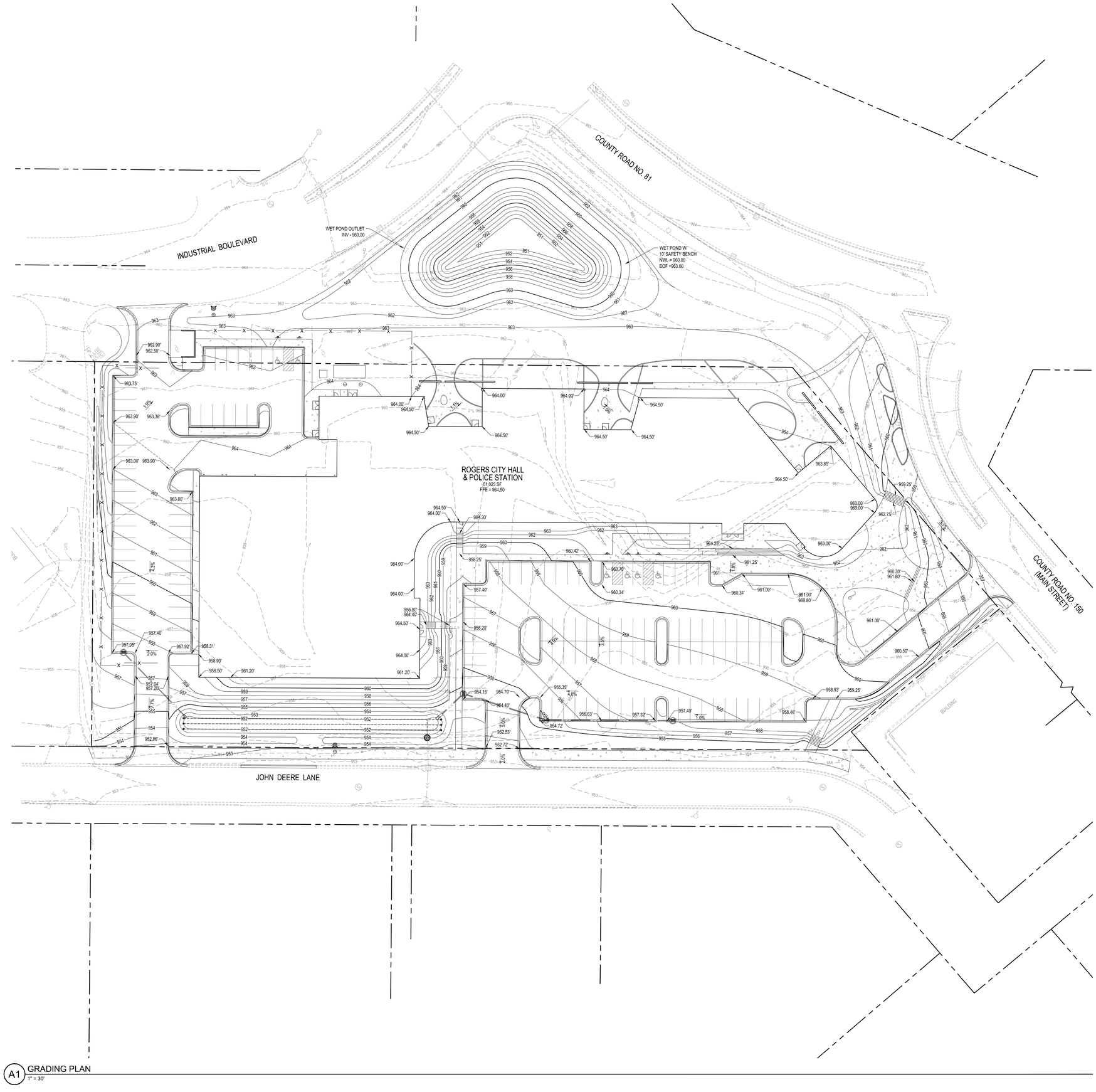

A1 GRADING PLAN
1" = 30'

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KEY PLAN

REVISIONS

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ACTIVITY	BY
Manager	
Design	MJW
Draw	EJJ
Check	SMJ

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GRADING PLAN

CG101

SCHEMATIC DESIGN

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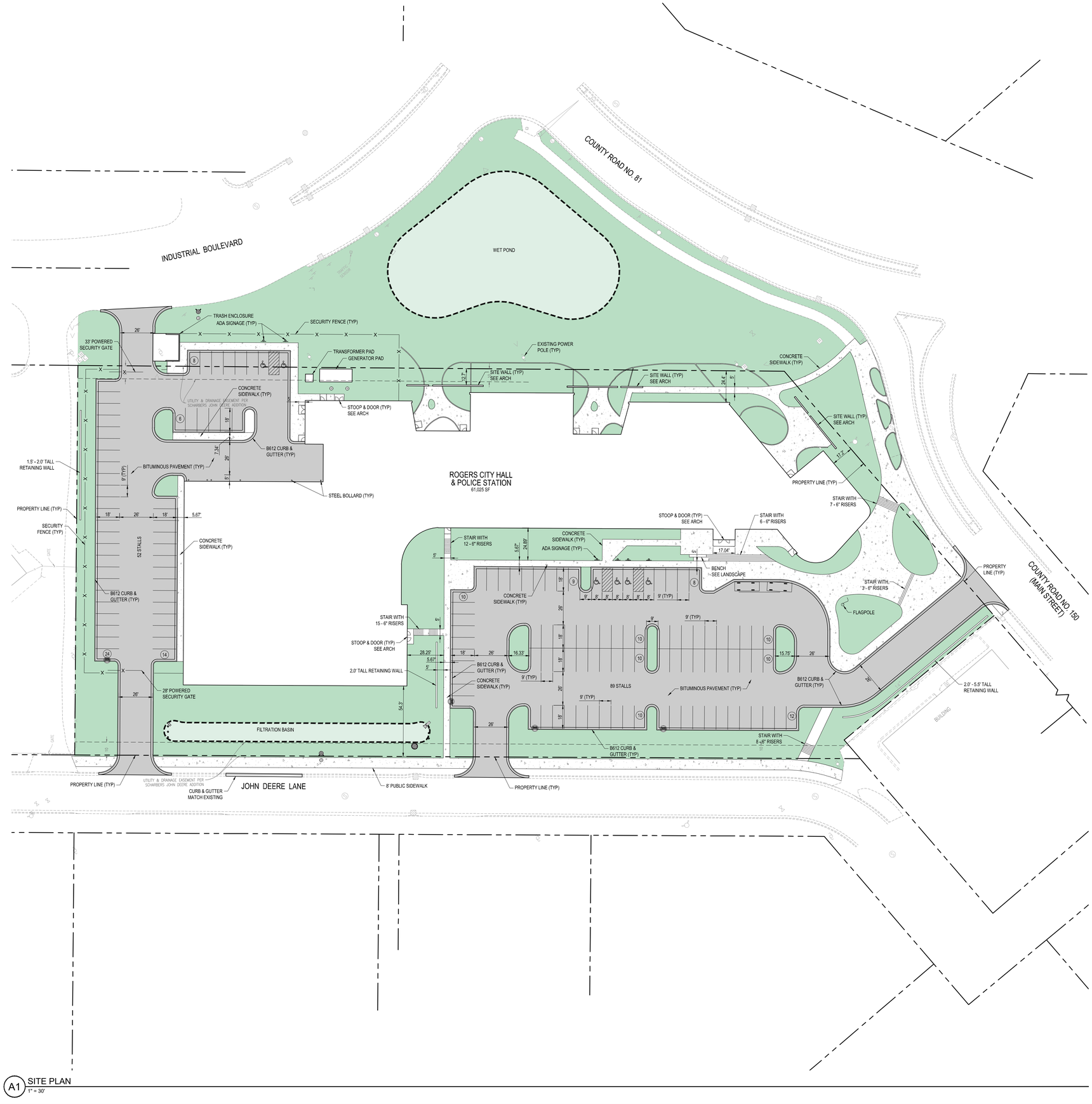

A1 SITE PLAN
1" = 30'

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Design	MJW
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REVIEW SET

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SITE PLAN

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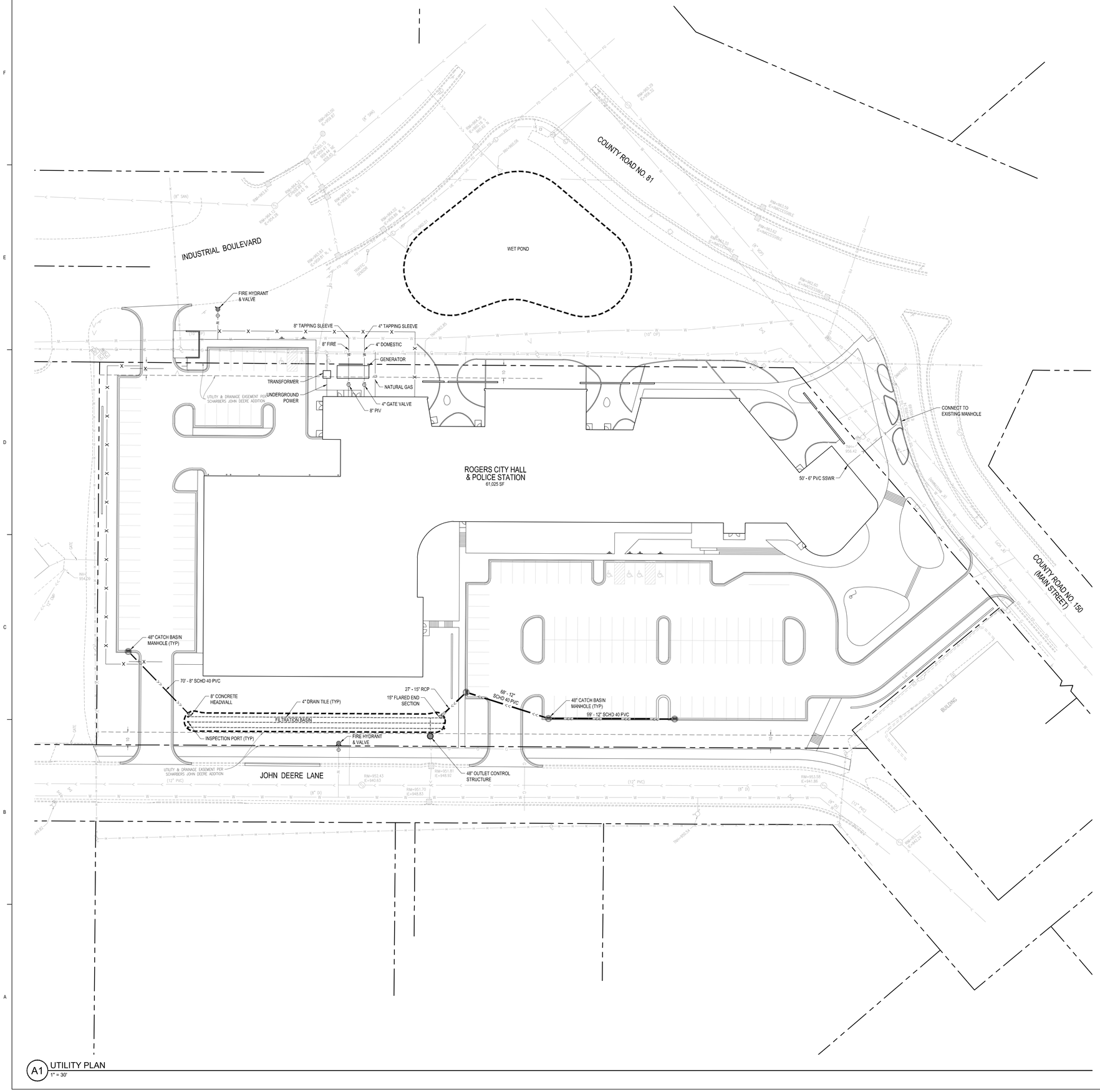

A1 UTILITY PLAN
1" = 30'

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UTILITY PLAN

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SCHEMATIC DESIGN

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STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 7.3

Subject: Approve Professional Services Agreement (PSA) with SRF Consulting Group for Main Street (CSAH 150) and Territorial Road (CSAH 159) Roundabout Design, City Project No. 1811

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

Recommended Council Action

Motion to Approve Professional Services Agreement (PSA) with SRF Consulting Group for Main Street (CSAH 150) and Territorial Road (CSAH 159) Roundabout Design, City Project No. 1811

Overview / Background / Analysis

In May 2025, staff applied for a $500,000 Hennepin 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 the city 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.

In March 2026, staff requested proposals from qualified engineering and planning firms to provide professional engineering services for the design of a roundabout at the intersections of Main Street (CSAH 150) and Territorial Road (CSAH 159). The goal is to improve safety, reduce delays, and support future growth in the area. The city is currently negotiating a Jurisdictional Transfer Agreement (JTA) with Hennepin County for the city to acquire Main Street.

The Request for Proposals (RFP) was issued to three engineering firms with familiarity with the city, Main Street and working with Hennepin County. Bolton & Menk, Kimley-Horn, and SRF Consulting Group., were asked to submit proposals. All three firms submitted proposals. The proposals were reviewed and technically rated by engineering staff and a Hennepin County Project Manager with the following results:

1. SRF Consulting Group - $235,497.00
2. Kimley-Horn and Associates - $249,890.00
3. Bolton & Menk - $229,270.00

SRF delivered the most comprehensive proposal with understanding of City/County/MnDOT practices and policies, excelling in:

• MnDOT Intersection Control Evaluation (ICE) process, safety analysis, and multimodal evaluation
• Utility coordination
• Integrated drainage, lighting, landscape, environmental review, and ROW mapping
• Strong alignment with MnDOT State Aid and Hennepin County processes
• SRF was recently selected to do the intersection design concepts for Main Street at 129th Avenue/Memorial Drive
• SRF has done preliminary design work on Main Street for Hennepin County
SRF was ranked the highest in the evaluation, reflecting depth, completeness, thorough work plan, extensive roundabouts experience and a clear path to approvals.

Kimley-Horn demonstrated exceptional technical roundabout expertise, including:
• National roundabout leader on the design team
• Safety-first geometric design approach
• A good work plan, schedule, and deliverables
Kimley-Horn was ranked second, with strengths in safety engineering and technical refinement. However, their work plan was not as detailed when compared to SRF.

Bolton & Menk offered:
• Lowest cost option
• Most detailed construction staging and traffic maintenance strategy
Bolton & Menk was ranked third, with strong feasibility and constructability value. However, their proposal did not demonstrate good geometric refinement, lacked details about ICE report and did not have enough multidisciplinary depth when compared to SRF.

Staff Recommendation
Motion to Approve Professional Services Agreement (PSA) with SRF Consulting Group for Main Street (CSAH 150) and Territorial Road (CSAH 159) Roundabout Design, City Project No. 1811

Financial Impact: $235,497.00

Source Fund: Hennepin County County Cost Participation & Partnerships, Municipal State Aid (MSA), Fund 401 (Franchise Fees)

Budgeted? Yes

Supporting Documentation
A. SRF Consultant Professional Services Agreement
B. Bolton & Menk Proposal
C. Kimley Horn Proposal
D. SRF Proposal

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made on the 28th day of April, 2026, between the **CITY OF ROGERS, 22350 S. Diamond Lake Road, Rogers MN 55374** ("City") and **SRF CONSULTING GROUP INC., 3701 Wayzata Boulevard, Suite 100, Minneapolis, MN 55416** (“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 April 28, 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:_____

SRF CONSULTING GROUP, INC

By:_____

Its: Contracts Officer

Date:_____

ROUNDABOUT DESIGN SERVICES

TERRITORIAL ROAD (CSAH 159)/ MAIN STREET (CSAH 150)

CITY OF ROGERS

SRF

April 3, 2026

3701 Wayzata Boulevard, Suite 100
Minneapolis, MN 55416
763.475.0010
www.srfconsulting.com

Doran M. Cote, PE
Public Works Director/City Engineer
763.428.0906
dcote@rogersmn.gov

Subject: Proposal for Design Services for Territorial Road (CSAH 159)/Main Street (CSAH 150) Roundabout

Dear Doran Cote and Members of the Selection Committee:

SRF is pleased to present our proposal for the Design of Territorial Road (CSAH 159) & Main Street (CSAH 150) Roundabout to the City of Rogers. SRF brings direct experience with this intersection through prior concept development as part of the Hennepin County Transportation Prioritization project and looks forward to partnering with the City to deliver a project that will significantly enhance safety for all users. After visiting the project site and reviewing the RFP, we have developed an approach and assembled a team to meet the project challenges and successfully deliver this project.

The SRF team provides the City with the following key benefits:

- ✓ **PROVEN PROJECT MANAGEMENT.** With more than 21 years of civil engineering experience, **Jon McPherson** will serve as the main point of contact and assume overall responsibility for the SRF team. Jon is supported by established technical experts in key roles to keep critical project components advancing together. Jon will be supported by an efficient and talented team, including **Adrian Potter** (roundabout reports), **Emily Hodnefield** (lead designer and an expert in roundabout design) and **Jeremy Nielsen**, who has unparalleled expertise in stormwater conveyance, permitting, and erosion control.
- ✓ **EXTENSIVE ROUNDABOUT DESIGN EXPERIENCE.** SRF is a recognized leader in roundabout analysis, development, and design throughout the Midwest. We have completed more than 100 roundabout projects for counties, cities, and state Departments of Transportation and are MnDOT prequalified. Our team will bring this experience and knowledge to efficiently work through the traffic analysis, design development, project review, and approval process.
- ✓ **KNOWLEDGE OF THE STATE AID PROCESS:** SRF has delivered over 85 state and federally funded roadway design projects within the past five years. A majority of these projects led by SRF have included some type of grant funding through the Local Partnership Program (LPP), Highway Safety Improvement Program (HSIP) and many other funding sources, which have all been successfully completed for clients. Our team has a full understanding of the process requirements as delegated down to State and local agencies successfully deliver an approved project on time and within budget.
- ✓ **TURNKEY PROCESS.** We recognize the need for a consultant to take ownership of the project and drive the project schedule. SRF prides itself on being able to guide projects throughout the process while minimizing the need for agency oversight. Our team's strong technical skills and knowledge of the approval process will allow City staff to focus on high-level decisions and direction while being assured the project is progressing on time and on budget with minimal oversight needed.

Our team is fully committed to the City's success, applying our expertise and collaborative approach to deliver a strong, successful outcome. We look forward to discussing the project in greater detail with you. If you have questions about our proposal, please contact Jon McPherson at 763.452.4812 or jmcpherson@srfconsulting.com.

Sincerely,

Jon McPherson, PE
Project Manager

Dave Nelson, PE
Vice President

Marketing or promotional statements about SRF's professional services are provided solely for general information and not as a contract commitment.
Equal Employment Opportunity / Affirmative Action Employer

CITY OF ROGERS

DESIGN SERVICES FOR TERRITORIAL ROAD (CSAH 159)/ MAIN STREET (CSAH 150) ROUNDABOUT

OBJECTIVES, GOALS, AND TASKS

Rogers, like many communities on the outer ring of the Twin Cities metropolitan area has seen accelerated growth in residential housing and businesses. This rapid growth built around an existing roadway infrastructure set over 50 years ago has caused roadways like Main Street (CSAH 150) and Territorial Road (CSAH 159) to become regional alternative routes for residents and commuters to bypass the recurring congestion on I-94 to reach destinations outside of the Rogers area. The regional traffic mixed with local traffic at this intersection has created unsafe conditions and has exaggerated effects of outdated geometry. The City of Rogers is currently constructing the Fletcher Bypass and along with this Project, will help alleviate some of the issues at this intersection.

The intersection currently includes several design issues which degrade the overall safety at the intersection. The existing intersection has poor sight lines for southbound vehicles attempting to turn onto Territorial Road (CSAH 159). This includes a hill which shortens sight lines to the west and an existing eastbound right turn lane which blocks a drivers ability to see an eastbound through vehicle. This challenging sight-line paired with an increase in volumes over the last few decades has led to serious crash issues at this intersection. ***Over the last 10 years, there have been a total of 33 crashes with two of these being serious injury crashes.*** The 10-year crash rate is 1.05 crashes per million entering vehicles, which equates to a critical index of 1.96 further supporting the observed and documented safety concerns.

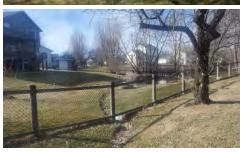
In addition to the safety concerns at this intersection, southbound Main Street (CSAH 150) sees recurring congestion primarily during the a.m. and p.m. peak hours. This congestion is exaggerated when issues arise on I-94 and vehicles originating west of the city divert to Territorial Road (CSAH 159) to avoid the congestion on the interstate. As congestion builds, southbound Main Street (CSAH 150) drivers become aggressive and accept shorter gaps which leads to safety concerns at the intersection. The planned roundabout at this location will help alleviate congestion and significantly improve safety. Improvements like this along Main Street (CSAH 150) will create a safer and more reliable experience for Rogers residents and will help to continue to revitalize the Main Street (CSAH 150) corridor from Territorial Road (CSAH 159) to CSAH 81 through Downtown Rogers.

PROJECT UNDERSTANDING MAP

1. Existing gas, power and communication utilities will need to be adjusted or relocated for proposed improvements.

2. Hill in the northwest corner of the intersection impedes sight lines for southbound traffic viewing traffic from the west. Proposed design may impact hill to improve sight lines and accommodate pedestrian facilities.

3. BMP overflow drains to Main Street ditch. Proposed design to maintain drainage connection.



4. Proposed project to potentially connect new ADA facilities to existing trail. Road and trail drainage design may increase property impacts.

APPROACH AND WORK PLAN

TASK 1 | PROJECT MANAGEMENT

Lead: Jon McPherson

Jon McPherson will serve as Project Manager, providing overall leadership, administration, and a single point of contact between the City of Rogers and the SRF team. He will be responsible for maintaining project quality, schedule, and budget, ensuring all work is delivered in accordance with established practices, procedures, and the project Quality Management Plan (QMP).

Jon will lead proactive coordination across the project team and partner agencies, fostering clear communication and alignment in areas of overlapping work and critical decision points. His responsibilities will include:

- Leading and facilitating Project Management Team (PMT) meetings, including preparation of agendas and documentation of meeting minutes
- Maintaining a comprehensive project schedule and tracking key milestones and deliverables
- Managing agency review timelines and coordinating timely responses to comments
- Monitoring and updating action items in coordination with the City's Project Manager
- Supporting coordination and collaboration with Hennepin County and other stakeholders
- Overseeing monthly invoicing and preparation of progress reports

Deliverables

- Monthly progress schedule and status reports
- Meeting agendas and minutes
- Materials for all meetings

TASK 2 | SURVEYS AND MAPPING

Lead: Nathan Vaughn

The SRF Survey team, led by **Nathan Vaughn**, will perform full topographic survey for design as requested to support the design team. Survey will include data collection of all substantial improvements including but not limited to curb lines, utilities, roadway centerlines, edges of pavement, sidewalk edges, tree lines, signs, street lights, power poles, fences, traffic control boxes, etc., within the project limits.

There will likely be both temporary and permanent easements needed for potentially six impacted parcels for this project. Nathan will prepare legal descriptions and parcel exhibits for these parcels for use by the City to acquire right of way.

Deliverables

- Existing topography files for design
- Legal descriptions
- Parcel sketches

TASK 3 | ICE REPORT

Lead: Adrian Potter

SRF's traffic team, led by **Adrian Potter**, will develop an Intersection Control Evaluation (ICE) report for the intersection of Main Street and Territorial Road in accordance with the current MnDOT ICE Manual and State Aid requirements. While a roundabout is the City's preferred alternative, the evaluation will objectively assess intersection control options and right-size the documentation to align with State Aid expectations—whether that results in a full ICE report or targeted justification memoranda (e.g., a roundabout or signal justification report).

The analysis will include existing conditions and design-year forecasts at 10- and 20-year horizons from the anticipated opening year, evaluated for AM, midday, and PM peak periods. Existing conditions models will be developed and calibrated, then reviewed and accepted prior to forecasting future conditions and testing alternatives. Traffic operations will be analyzed using microsimulation and capacity analysis tools (anticipated to include SYNCHRO and RODEL), capturing multimodal interactions and evaluating performance measures such as level of service, delay, and queuing by movement. The ICE report will document existing and future conditions and provide a comparative evaluation of feasible alternatives, including lane configurations and intersection forms, incorporating multimodal considerations such as pedestrian activity, safety performance, and user experience to support City, County, and State Aid concurrence on the preferred intersection control.

Deliverables

- Turning movement counts
- Draft and final ICE report (or RJR/SJR if State Aid is accepting of those targeted reports)

TASK 4 | GEOTECHNICAL INVESTIGATION

Lead: Richard Jett (Braun)

Braun Intertec, led by **Richard Jett,** will provide geotechnical engineering services to support the project, including a subsurface exploration program for the proposed roundabout area. Braun will develop a boring layout and perform soil borings, along with sampling of existing pavement and topsoil, to characterize subsurface conditions and material properties. Braun will also coordinate with Jeremy to locate any borings required for stormwater BMPs. Laboratory testing and engineering analysis will be completed to support design development.

Based on these efforts, Braun will prepare a Materials Design Report (MDR) documenting subsurface conditions, including soil boring logs and pavement section information. The MDR will provide recommendations for subgrade R-value, subgrade correction, bituminous pavement design, utility pipe support and infiltration suitability. Braun will coordinate closely with the SRF team throughout the process.

Deliverables

- Soil borings
- Materials Design Report (MDR)

TASK 5 | REQUISITE APPROVALS AND PERMITS

Lead: Jeremy Nielsen

Jeremy Nielsen will work with regulatory agencies to coordinate the design and ensure that the project meets the required permitting standards. An NPDES permit and Elm Creek Watershed Management Commission Project Review will be required and permanent stormwater treatment facilities will be needed due to the reconstruction of impervious cover. All wetlands within the project area are anticipated to be incidental wet ditches which are not regulated under the Minnesota Wetland Conservation Act (WCA) or Section 404 of the Clean Water Act. Therefore, a WCA Notice of Decision for impacts and a U.S. Army Corps of Engineers (USACE) Section 404 Permit will not be required. The project will not directly affect any public ditches, public waters or FEMA floodplain, therefore, no coordination with the MnDNR or FEMA will be required.

Environmental Review

This project is locally funded, therefore only Minnesota state statutes apply in terms of environmental documentation. The project does not exceed the thresholds for a mandatory State Environmental Assessment Worksheet (EAW) under Minnesota Rules 4410, therefore a State EAW is not anticipated to be required. State Threatened and Endangered Species will require a DNR Natural Heritage Review to determine if any species or special features are within the project limits and could require avoidance, minimization, or mitigation measures conditions on the proposed construction. The project will need to be submitted to the State Historic Preservation Office under the Minnesota Field Archaeology Act. If federal funds are acquired, SRF would prepare the NEPA environmental documentation, including a Categorical Exclusion.

Deliverables

- NPDES Permit
- ECWMC project review
- SHPO review
- MnDNR Natural Heritage Review

TASK 6 | COST ESTIMATES

Lead: Emily Hodnefield

SRF will prepare and update project cost estimates at each submittal milestone to support accurate budgeting and informed decision making. Estimates will account for key project risks and considerations, including staging, detours, traffic control, material selections, and schedule constraints. Our construction staff will perform constructability reviews to validate assumptions and confirm that estimated costs reflect realistic contractor means and methods, providing an added level of confidence beyond typical reliance on average bid prices.

Emily will lead the development of cost estimates for construction. Estimates will be based on current market conditions and MnDOT unit price data and will include clear allocation of costs among project partners. Updated cost information will be shared with all agencies to maintain alignment throughout project development.

Deliverables

- Preliminary, 60%, 95% and final cost estimates

TASK 7 | RIGHT OF WAY

Lead: Jon McPherson

Identification of construction limits and associated right-of-way needs will be a critical path activity. SRF will define these limits by balancing project performance objectives with impacts to adjacent properties. Using right of way base mapping provided by the City of Rogers, we will establish existing parcel boundaries and right-of-way limits as the basis for our evaluation, ensuring all proposed needs are aligned with the project footprint.

SRF will develop a CADD base file identifying proposed right of way requirements, including permanent and temporary easements, as well as drainage and utility easements necessary to support the project.

Deliverables

- CAD file with right of way and easement line work

Existing curve approaching the intersection contributes to difficult intersection sight lines. The proposed project will look to improve intersection visibility.

TASK 8 | UTILITY COORDINATION AND RELOCATIONS

Lead: Emily Hodnefield

Private utilities including gas, power and communications are present within the project area and will most likely be impacted by the proposed improvements, requiring proactive and coordinated engagement to support successful project delivery. SRF will lead the utility coordination effort, including initiating Gopher State One Call (GSOC) requests for both design and field locates and coordinating survey of marked utilities. Our approach will follow the procedures outlined in the MnDOT Utility Accommodation and Coordination Manual to ensure a consistent and thorough process.

SRF will initiate early and ongoing communication with utility owners to identify potential conflicts, minimize risks, and avoid construction delays. We will prepare and facilitate utility coordination meetings, collect and review relocation plans, and incorporate utility information into the design. Utility data will be documented to Quality Level D in the final plans, with a commitment to clear communication and efficient coordination throughout the project.

Deliverables

- Meeting documents
- Utility conflict resolution matrix
- Utility relocation plans
- Permit reviews
- Communications log
- Utility plans and specifications

Existing Gas Main conflicts to be evaluated with proposed design

TASK 9 | 60 & 95 Percent Plan

Lead: Emily Hodnefield

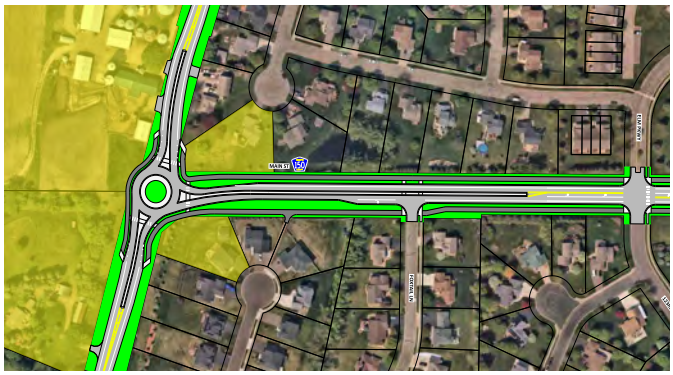
Preliminary Design

The SRF team will refine the roundabout alternative from previous designs to minimize impacts to adjacent properties while maintaining safe and efficient operations. Once a preferred footprint is established, SRF will advance the preliminary design, including geometric layout, profiles, and typical sections, to support review and preliminary approvals from the City of Rogers, Hennepin County, and permitting agencies. The design will be developed to a level sufficient to identify right of way needs, with particular attention to drivers such as drainage infrastructure and stormwater BMPs, construction staging, and utility relocations. Our team will integrate input from drainage and construction specialists early in the process to accurately define the full project footprint, reducing the risk of late-stage right-of-way impacts and associated delays.

Roundabout Approaches and Geometry: The design will generally maintain the existing roadway alignment while introducing subtle geometric modifications, such as a slight reverse curve at the approaches, to promote traffic calming and increase driver awareness. The roundabout will be designed to accommodate design vehicles, including large trucks and buses, while being strategically positioned to balance operational efficiency with minimized impacts to surrounding properties.

Deliverables

- Draft and final preliminary design layout



Roundabout Concept Developed as part of the Hennepin County Transportation Prioritization Project

Through SRF's work supporting Hennepin County in advancing grant funding opportunities, we understand the Territorial Road and Main Street Roundabout project is anticipated to be submitted for Highway Safety Improvement Program (HSIP) federal funding. If awarded, a Categorical Exclusion (CATEX) will be required to meet NEPA requirements. The project is planned for construction in 2027, with non-federal funds used to deliver the project and reimbursement from HSIP funds anticipated in 2030 or 2031

Civil Design/Construction Documents

We will prepare a comprehensive package of construction plans, specifications contract documents, and reports required to bid and construct the State Aid road project. This work is separated below to identify key tasks for delivery of the final design.

Constructions plans will be prepared in accordance with State Aid standards. SRF will develop plans based on the layout selected during the preliminary design phase. The following submittals will be prepared:

- 60% plans and specifications submitted to the City and County (PDF)
  - Title sheet, general layout, index, typical sections, pavement design, removals, geometrics and construction plan, construction soils notes, tabulations placeholders, trunk stormwater, draft landscape design, draft lighting layout design locations, draft management of traffic (detour / staging) and draft cross sections

Existing east-side Main Street constraints (utilities, shared-use trail, and drainage conveyance) will be evaluated and integrated into the design to minimize right-of-way impacts.

- 95% plans and specification specifications submitted to the City and County (PDF)
  - 60% design, design details, required tabulations, signing and striping, turf establishment, Stormwater Pollution Prevention Plan (SWPPP), and complete designs from drainage, landscape and lighting.
  - This submittal will be fully complete except for final comments from City and County

Drainage

Lead: Jeremy Nielsen

We will compile existing hydraulic data to confirm drainage patterns and features. The Main Street (CSAH 150) and Territorial Road (CSAH 159) corridors are predominantly rural sections with ditch and culvert conveyance, with a small urban section at the intersection. Within the project area, Territorial Road drains west-to-east and Main Street drains north-to-south, with flows converging near the intersection. Several discharge points leave the project area through adjacent properties to wetlands south of Territorial Road. Runoff ultimately outlets to Rush Creek (impaired water).

We will assemble and apply all applicable stormwater requirements, including the MPCA NPDES Construction Stormwater Permit, Elm Creek Watershed Management Commission rules, Hennepin County MS4 requirements, and City of Rogers stormwater ordinances. Our team will coordinate closely with City and County staff and the reviewing agencies to ensure compliance—meeting volume reduction and discharge rate control standards to protect adjacent natural resources—while minimizing cost and right-of-way impacts. We maintain an established working relationship with MnDOT State Aid drainage staff and will provide complete documentation to support an efficient review.

Drainage and roadway design will be coordinated consistently to ensure proper collection and conveyance for the roadway and trail while maintaining ADA-compliant pedestrian ramps. Early coordination will allow profile and geometric refinements to remove flat spots and optimize BMP locations. BMP design will incorporate geotechnical results (soil type, infiltration potential, and groundwater elevation) to ensure long-term performance. Candidate BMP areas include rural lands south of Territorial Road and east of Main Street; we will also evaluate expanding the existing basin north of Territorial Road within the Fletcher Hills development to provide joint treatment for both the project and the existing neighborhood.

Signing & Striping

Lead: Adrian Potter

SRF's traffic team will develop signing and pavement marking plans for the proposed roundabout at Main Street and Territorial Road in coordination with the City of Rogers and Hennepin County. Plans will be prepared in accordance with the current Minnesota Manual on Uniform Traffic Control Devices and applicable local and county guidelines and preferences. Given recent updates to roundabout signing standards within the MnMUTCD, SRF remains current with evolving guidance and will ensure all signing and striping reflects the latest accepted requirements and best practices. This effort will include development of plan sheets, details, and associated quantities to support clear, consistent, and intuitive navigation for all users.

Lighting

Lead: Erin McKearnan

Preliminary lighting effort will focus on lighting goals for the City of Rogers and appropriate lighting requirements. Special attention will be needed to ensure proper lighting levels for all modes of travel: bicycles, motorized vehicles, and pedestrians for roadway. The design intent with the roundabout would likely be to utilize standard MnDOT 40-foot lighting units. A detailed photometric report will be submitted to the City/County for review and approval.

Our lighting design will advance the work from preliminary design and will include the following key tasks:

- Prepare a lighting layout based on lighting analysis and coordinated with other disciplines' work. We understand that the project will provide new lighting units, foundations, conduit, and wire along with lighting service cabinets. Calculations will be made to verify voltage drop requirements and any potential changes to lighting service cabinets.
- Develop Lighting Plans at 60%, 95%, and 100% submittals for inclusion in the overall project plan.
- Update plans at each delivery based on comments and reconfirm design standards and requirements at key intervals.
- Prepare Lighting related Special Provisions Division SL for inclusion in the Contract Documents at the 95% submittal and revise as necessary for 100% submittals.
- Pay Items, Quantities and Unit Costing will be prepared at each plan submittal.
- Provide Quality Control/Assurance of Lighting Design Components.
- No temporary lighting would be expected for the project.

Landscape

Lead: Sean Jergens

Sean Jergens will develop preliminary concepts that include the roundabout apron and pavement material, plantings, hardscape elements, lighting and review with City staff to ensure that expectations for the landscaping and maintenance needs meet goals. The landscape concept plan layout will be suitable for use in public engagement activities and for coordination with the PMT. Graphics may also include diagrams, sketches, precedent imagery, and cross-sections. The detailed landscape design will be included in 60%, 95%, and 100% final plan submittals, and assume that irrigation plans are not required.

Deliverables

- 60% and 95% construction plans and specifications
- Lighting photometric report
- Plan review checklist & required forms

TASK 14 | FINAL PLAN, SPECIFICATIONS, AND ESTIMATES

Lead: Jon McPherson

Following incorporation of 95% review comments, SRF will prepare 100% final plans, specifications, and cost estimates for submittal to Metro State Aid for review and approval. All deliverables will undergo SRF's internal quality assurance/quality control (QA/QC) process in accordance with our Quality Management Plan (QMP) prior to submission to the City, ensuring completeness, accuracy, and consistency across all plan components.

The final plan set will provide a comprehensive and coordinated package suitable for bidding and construction and will include, at a minimum: title sheet; general layout; statement of estimated quantities; soils and construction notes; typical sections; standard plans and details; existing conditions, utilities, and removals; utility tabulations; quantity tabulations; staging and detour plans; alignment plans and tabulations; construction plans; profiles; drainage plans, notes, and tabulations; erosion control plan and SWPPP (if required); storm sewer profiles (if required); landscaping plans and details; signing and pavement marking plans; lighting plans; and cross sections.

Bidding Assistance

SRF will assist the City with bidding administration once the project is authorized for advertisement and bidding by MnDOT Office of State Aid, including advertisement for bids, addenda, bidder question resolution, and award recommendation.

Deliverables

- Final signed plans, specifications, estimate, bid proposal packet and bidding assistance

TASK 15 | CONSTRUCTION ADMINISTRATION, INSPECTION, MANAGEMENT, AND SURVEYING

Lead: Jeff Kurth

As an optional task, **Jeff Kurth** is prepared to lead efforts to support construction and manage a full construction administration effort. Jeff has led several recent construction administration projects for cities and counties within the metro region. Additionally, he has led several state-aid reconstruction projects that have included roundabout and intersection improvements.

Jeff will lead the field inspections and materials testing to meet the standards for a state-aid project using MnDOT's State Aid for Local Transportation (SALT) construction process, including wage rate and labor reviews. In this role, Jeff will lead our team as the City's representative during the construction phase and will prepare and conduct a pre-construction meeting, regular construction meetings, advise the City, and oversee work completed by the construction contractor. A stake holder communication plan will be prepared, and project updates will be provided to the City's and public. He will lead efforts to prepare change orders, record drawings, the final engineers' reports, certificate of substantial complete and final acceptance at the end of construction. He will ensure project documentation is maintained in accordance with City, and State-Aid requirements, including final project closeout documentation.

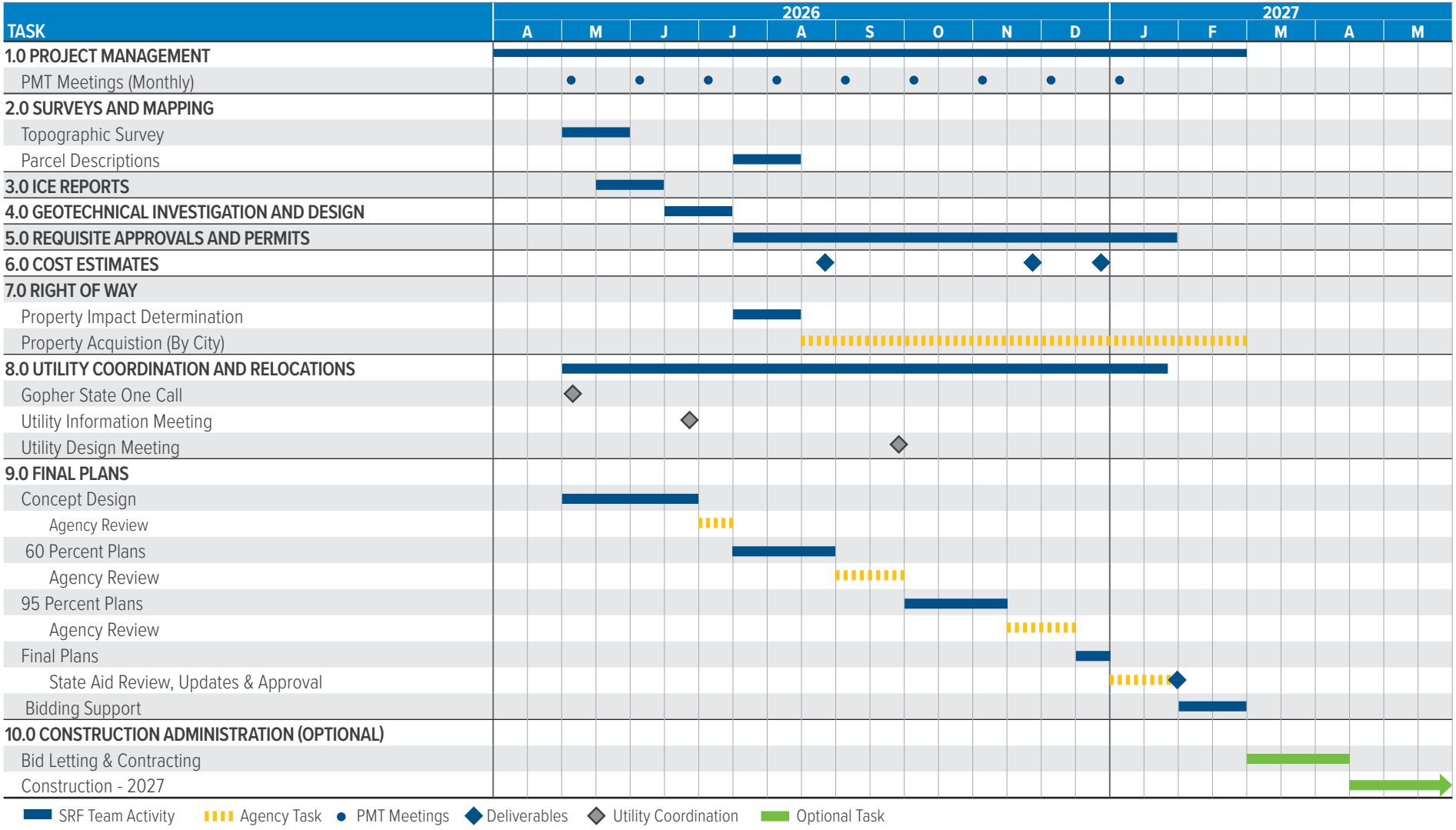
Deliverables

City of Rogers to provide the following:

- Lead public engagement (SRF materials support)
- Right of Way acquisition
- As-builts plans available for the project area
- Wetland Delineation Boundary Survey
- Participate in project meetings
- Provide existing right of way and plats
- Timely review and project decisions

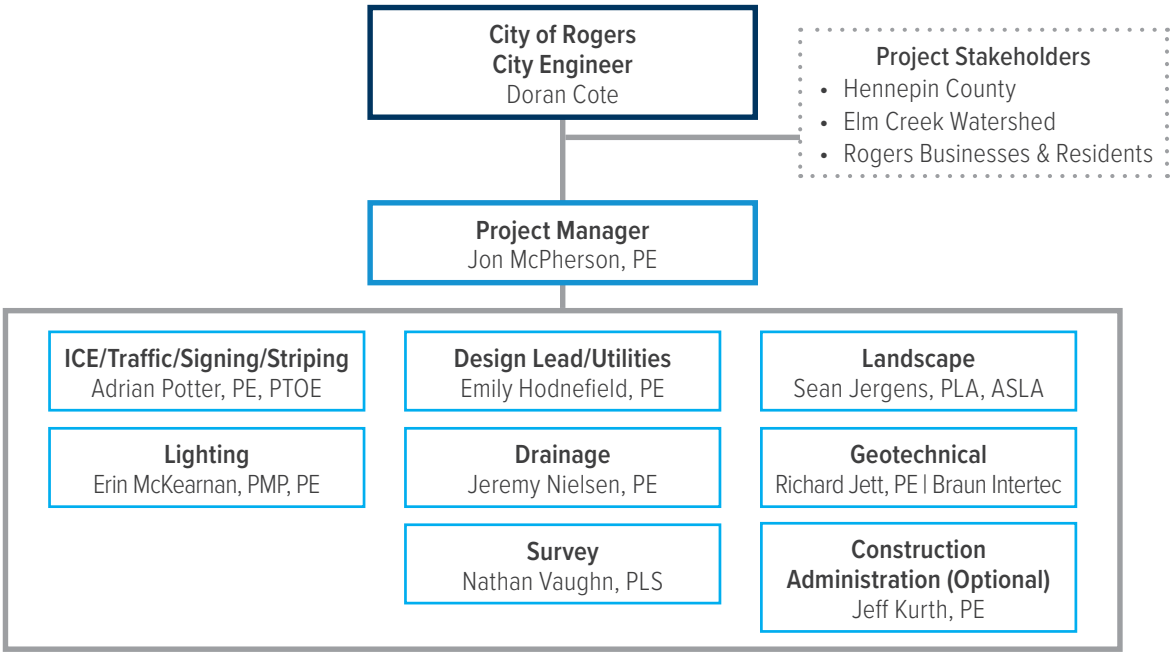
The proposed roundabout will enhance safety by improving sightlines and reducing vehicle speeds through the intersection

PROJECT SCHEDULE



PROJECT TEAM & QUALIFICATIONS

Full page resumes for staff and sample projects are located in the Appendix.

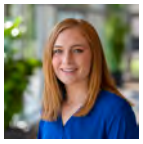


Jon McPherson, PE | SRF | Project Manager

Jon brings more than 21 years of engineering experience serving as a project manager and technical lead on complex highway and municipal transportation projects. His experience spans the full project lifecycle—from preliminary design through final design and construction—and includes roundabouts, urban corridors, local roadways, and shared-use trails. He offers hands-on expertise in geometric design, construction staging and traffic control, utility coordination, and the preparation of contract documents and cost estimates. Jon has a proven track record of delivering multidisciplinary projects while effectively navigating stakeholder coordination and agency requirements. As the primary point of contact, Jon will be responsible for managing scope, schedule, and coordination with the City of Rogers, Hennepin County, and key project stakeholders. He is committed to clear communication, proactive risk management, and collaborative decision-making to drive an efficient process and deliver high-quality outcomes aligned with the City's goals for safety, mobility, and the long-term vision for the Main Street corridor.

Adrian Potter, PE, PTOE | SRF | ICE Reports & Signing/Striping

Adrian has 23 years of experience in traffic and transportation engineering. His responsibilities include pavement marking and signing plan design, signal timing, traffic forecasting, signal justification reports, work zone traffic control design, benefit-cost analysis studies, Intelligent Transportation Systems design, and preparation of plans and estimates for traffic signal systems. Adrian has led traffic engineering design efforts for state Departments of Transportation, cities, and counties on rural and urban roadways. Adrian also has extensive experience incorporating transportation models into digestible visualizations.



Emily Hodnefield, PE | SRF | Design Lead/Utilities

Since joining SRF in 2018, Emily has been involved in a wide range of projects, working through concept development, preliminary design, final design, utility coordination, and construction inspection. Projects have included both State Aid and Trunk Highway projects in an array of different settings, including rural, urban, and interchange projects. She has completed final design for several roundabouts and developed concept designs for over 40 corridors within Hennepin County with many including roundabouts.

Jeremy Nielsen, PE | SRF | Drainage Design

Jeremy has over 24 years of experience encompassing roadway drainage, storm sewer, culvert, open channel, and stormwater best management practice (BMP) design. He has employed various hydrologic numerical and analytical models to optimize BMPs for rate and volume control in addition to water quality treatment. His experience includes designs in highly constrained areas, considering the effects of man-made barriers such as bridges, retaining walls, and railways, and natural barriers such as bluffs and rivers. Jeremy's projects have included roadway drainage preliminary and final designs, environmental documentation, and SWPPP design.

Nathan Vaughn, PLS | SRF | Survey & Mapping

Nathan is the Director of Survey Services at SRF. His major experience is in transportation and municipal design survey. Nathan has managed and led major construction, geospatial, and land survey projects across the country. His more than 20 years of experience in geospatial and land surveying encompassing topographic, right of way, PLS corner restoration, NGS leveling projects, boundary surveys, construction survey, as well as mobile and terrestrial LiDAR and GIS data collection and processing.

Sean Jergens, PLA, ASLA | SRF | Landscape

Sean has 18 years of experience practicing landscape architecture, with an expertise in the design and installation of vegetation and visual quality elements for corridors, interchanges, roundabouts, bridges and other infrastructure projects. He often collaborates with water resource and civil engineers to use plantings as a tool for stabilization and aesthetic improvement. He has experience in the use of native plants in a variety of applications, including shoreline stabilization, natural areas restoration, and integration with storm water best management practices.

Erin McKearnan, PE | SRF | Lighting

Erin is an electrical engineer with over eight years of experience in electrical design, including lighting systems, power distribution, nuclear generation facilities, and switchgear projects. She has supported a wide range of public and private sector clients across the U.S., delivering designs that meet technical, safety, and regulatory standards. Erin brings strong expertise in electrical CADD design, drawing preparation, and the development of cost and schedule estimates. Her work reflects a thorough understanding of multidisciplinary coordination and system integration across complex infrastructure projects.

Richard Jett, PE | Braun | Geotech

Richard has over 10 years of industry experience in the Twin Cities area managing moderate to complex geotechnical projects for both public and private pursuits. He joined Braun Intertec in 2021 after spending five years with previous employers performing similar work. His management experience includes projects across a wide range of sectors, including commercial construction, municipal developments, local, county, and MnDOT sponsored roadway construction and rehabilitation projects, recreational construction, and educational facility construction. Richard's responsibilities at Braun Intertec include managing complex geotechnical investigations from quotation stage through project completion, as well as managing special inspections and materials testing projects throughout construction.

Jeff Kurth, PE | SRF | Construction Administration (Optional Task)

Jeff has 20 years of experience in the construction industry performing project management, construction administration, quality control, inspection, materials testing, and engineering analysis. Jeff is a client-focused, team-oriented engineer with a diverse project background. His experience and expertise include managing inspection and materials testing staff, overseeing construction contracts including executing contract changes, and providing training and support to staff regarding quality practices, specifications, inspection requirements, and material testing and sampling.

FEE SUMMARY

Please see Appendix for a detailed cost breakdown.

Summary of Hours	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH	TOTALS	FEE
1. Project Management	77	19	-	-	2	-	-	-	98	$26,478
2. Surveys and Mapping	-	-	20	-	-	-	-	74	94	$16,022
3. ICE Report	2	4	-	-	-	46	-	-	52	$8,236
4. Geotechnical Investigation	-	4	-	-	12	-	-	-	16	$3,064
5. Requisite Approvals and Permits	-	12	-	30	-	10	16	-	68	$12,648
6. Cost Estimates	3	9	-	3	-	6	6	-	27	$5,397
7. Right of Way	4	-	-	-	12	-	-	-	16	$3,160
8. Utility Coordination and Relocations	4	-	-	-	42	26	6	-	78	$12,882
9. 60 and 95 Percent Plan and Specification Preparation	24	44	-	84	126	298	124	-	700	$116,240
10. Final Construction Plans, Specifications, and Estimates	10	22	-	26	66	34	12	-	170	$31,370
TOTALS	***124***	***114***	***20***	***143***	***260***	***420***	***164***	***74***	***1,319***	$235,811
SRF Estimate of Direct Non-Salary Expenses										
Mileage				*Personal Vehicles - 125 Miles @ $0.725* *Data Processing - 13 Hours @ $8.00*						$90.63 $120.00
Minnesota DNR NHIS Review										$104.00
									SRF Expenses:	$314.63
									Subconsultants:	$13,527
TOTAL ESIMATED FEE (SRF and subconsultants combined)										**$249,338.63**
Optional Tasks										
11. Construction Administration (Optional)	-	-	-	-	-	-	-	-	-	$297,000

APPENDIX

SIMILAR PROJECTS

RESUMES

DETAILED SCOPE FEE

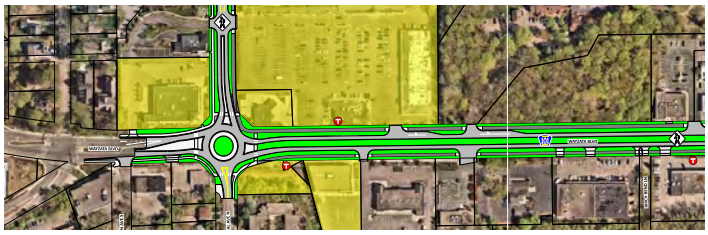
SIMILAR PROJECT EXPERIENCE

SRF began recommending roundabouts to clients as an alternative intersection design in the 1980s. Since then, SRF has been involved in more than 100 roundabout projects throughout the Midwest, serving a wide variety of clients such as cities, counties, and state DOTs. Our roundabout services have ranged from developing and evaluating concepts to completing preliminary and final engineering design to construction engineering. SRF has worked with local agencies to develop informational and educational matrix highlighting the benefits and usage of modern roundabouts. To demonstrate our excellent qualifications, the following abbreviated project matrix highlights projects similar to this roundabout in the City of Rogers. These projects have similar scopes of work, including several for which the design and plan preparations is for multiple roundabouts.

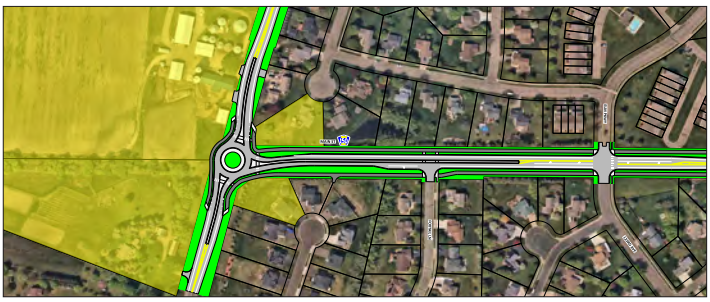
Client	Project	Concept	Public Involvement	Preliminary	ICE/RJR	Final PS&E	Lighting	Landscaping	Construction
City of Lakeville / Dakota County	179th Street (CSAH 9) / Flagstaff Avenue	●		●	●	●	●	●	
Dakota County	CSAH 8/73 RBT			●	●	●	●		
City of Hugo	TH 61	●	●	●	●	●	●		●
City of Shakopee	CSAH 15 Marystown Road Corridor Improvements	●	●	●	●	●	●	●	●
City of Shakopee	12th Avenue at Vierling Roundabout	●	●	●	●	●	●	●	●
City of Shakopee	Eagle Creek at Vierling Roundabout	●		●	●	●	●	●	●
City of Eagan	Northwood Parkway Overpass	●		●	●	●	●	●	●
City of Lakeville	Kenrick Avenue / 205th Street			●		●	●		●
Anoka County	Foley Boulevard	●							
Bethel University	CSAH 76 / Bethel Drive				●				
Blue Earth County	CR 17 Roundabouts	●		●	●	●	●		
Blue Earth County	CSAH 12 at TH 83	●		●	●	●	●		
Blue Earth County	CSAH 12/TH 14 Interchange	●		●	●				
Carver County	CSAH 44 & TH 212 (3 Roundabouts)	●	●	●	●	●	●	●	●
Carver County	Lyman Boulevard	●	●	●	●	●	●	●	
Carver County	TH 41/CSAH 18	●	●	●	●	●	●	●	
Carver County	TH 5/25 and CSAH 33 (Reform Street)	●	●	●	●	●	●		
Cass County	County 17 and 52nd Avenue	●	●	●	●	●	●	●	●
City of Bloomington	84th Street	●			●				
City of Bloomington	Highwood Drive	●							
City of Duluth	Kenwood Avenue / Arrowhead Rd.	●			●				
City of Eden Prairie	Shady Oak Road (UHG Access)				●				
City of Fergus Falls	Tower Road	●		●	●	●			
City of Moorhead	20th Street at 28th Avenue				●				
City of Moorhead	28th Avenue			●	●	●			●
City of Plymouth	Schmidt Lake Road at Nathan Lane				●				
City of Rochester	50th Avenue / Badger Hills	●		●	●	●			
City of South St. Paul	Wentworth Oakdale Roundabout	●			●	●	●		
City of St. Cloud	33rd Street South	●	●	●	●	●			●
City of St. Michael	TH 241 at Oday				●				
City of Wayzata	Lake Street East Reconstruction	●				●			
Dodge County	CSAH 3/US 14 (2 Roundabouts + OSOW)	●	●	●	●	●	●	●	●
Dodge County	CSAH 5/MN 56/ US 14 (2 Roundabouts + OSOW)	●	●	●	●	●	●	●	●
City of Maple Grove	Zachary Lane North / 101st Avenue				●	●		●	●
MnDOT Metro	TH 610 at Maple Grove Parkway				●		●		
MnDOT Metro	Zachary Lane / TH 610 DB	●	●	●		●	●		●
MnDOT D3	TH 23 Mill and Overlay including Roundabout	●	●	●		●	●		
MnDOT D6	TH 61 and Gilmore Avenue	●		●		●			
MnDOT D7	TH 22 at CSAH 90 Roundabout	●	●	●	●	●	●	●	
Olmsted County	Airport Interchange			●		●			
Olmsted County	CSAH 44/CSAH 4 Intersections			●		●			
City of Rochester	65th Street at 50th & 55th Avenues (2 Roundabouts)	●	●	●	●	●	●		●
Stearns County	CSAH 1 Roundabout	●		●	●	●	●		
Stearns County	33rd Street Roundabout			●	●	●	●	●	
Washington County	CSAH 15 and TH 96	●		●		●	●	●	●
Wright County	CSAH 12	●		●		●			

Hennepin County Regional Solicitation and Transportation Prioritization

SRF has partnered with Hennepin County since 2018 to provide concept design, cost estimation, and application development support for more than 80 locations through the County's Transportation Prioritization and Regional Solicitation/HSIP programs. Concept layouts prepared for funding applications and capital improvement planning clearly documented environmental and infrastructure constraints—wetlands, floodplains, utilities, buildings, and topography—alongside state-aid design standards, alignments, and cross sections. This comprehensive approach enabled stakeholders to understand right-of-way needs, structure impacts, and property considerations early in the process, resulting in well-informed project decisions and successful implementation. Hennepin County has consistently leveraged SRF's layouts and cost estimates to coordinate with local stakeholders, identify funding opportunities, and incorporate improvements into its Capital Improvement Program.



Potential concept from CSAH 15 (Wayzata Boulevard) Reconstruction



Potential concept from CSAH 150 Roundabout

Scott County CSAH 15 (Marystown Road)

The City of Shakopee, in partnership with Scott County and MnDOT, completed a corridor study and design for Marystown Road to address safety concerns, accommodate future traffic growth, and close a critical pedestrian facility gap serving an adjacent elementary school. SRF evaluated access, intersection control, and multimodal needs and included multi-agency coordination, conceptual layout development, and preliminary cost estimating. The final MnDOT staff-approved layout converts the corridor to a two-lane divided roadway with single-lane roundabouts at the US Highway 169 northbound and southbound ramp intersections, enhancing traffic operations and safety while expanding pedestrian and bicycle connectivity, including bridge deck modifications, and balancing access, capacity, business needs, and right-of-way and environmental considerations.

CSAH 17 Roundabouts

SRF was retained by Blue Earth County to develop final design plans for four roundabouts along CSAH 17 in Mankato, including developing 3D models, full geometrics, signing and pavement markings, and lighting. SRF also did the traffic analysis and ICE Reports that identified the four roundabouts as the preferred intersection control alternatives.

Two of the roundabouts were designed to accommodate future fourth approach legs. The two single-lane roundabouts required special consideration due to their proximity to a railroad corridor and a residential development. Each roundabout was designed to accommodate staged construction to maintain existing traffic. County requirements also required that the roundabouts be designed using 3D modeling to facilitate construction by machine control methods used by local contractors.

SRF's roundabout design work was integrated into the County's plan set for reconstructing this four-mile segment of the CSAH 17 corridor. The CSAH 12 roundabout was located at the intersection of the planned CSAH 12 extension, from CSAH 17 to TH 83. The design included provisions to make easy modifications for this future connection to the south, which was completed in 2018.

CSAH 17 @ Carver Road

CSAH 17 @ CSAH 12

CSAH 17 @ 594th Avenue

CSAH 17 @ 598th Avenue

TH 61 and Gilmore Avenue

As a regional transportation center, the City of Winona is a destination for numerous commercial vehicles using US 61. Within Winona, US 61/14 intersects Gilmore Avenue, a local collector roadway providing connections to the west and east. The Minnesota Department of Transportation (MnDOT) and City were challenged with balancing regional mobility for US 61 with local access needs at the Gilmore Avenue intersection and other local roadways. In the study area, US 61 is a four-lane divided highway with a variety of residential and commercial properties, frontage roads, closely spaced intersections with poor geometrics and visibility, and aging traffic signal systems. Also, due to the diagonal nature of US 61, many public roadways intersect US 61 at a skew.

SRF worked closely with MnDOT and the City to develop solutions that met stakeholder needs. We thoroughly assessed the US 61/14 and Gilmore Avenue intersection study area to identify possible geometric design alternatives to improve overall safety and efficiency. Subsequently, we evaluated the data, issues and problem areas and identified geometric alternatives that will provide safe and acceptable operations for all modes of transportation in the study area.

SRF completed geometric layouts for four alternatives. Two alternatives involved modifying the intersection to improve operations. One alternative considered a roundabout at the intersection and the last considered a new alignment for Gilmore Avenue. All alternatives were presented in a format that met MnDOT Level 2 Layout requirements.

SRF also developed study area traffic forecasts for the assumed design year of 2035 and modeled traffic operations of each concept alternative. We worked closely with MnDOT to determine pertinent traffic forecast needs and methodology prior to initiating the work. Synchro/SimTraffic was used to model and evaluate each of the approved geometric layouts under year 2035 design year conditions.

TH 5/25 CSAH 33 (Reform Street) Reconstruction

In 2020, Carver County, through a joint venture with MnDOT and the City of Norwood Young America, is reconstructing the severely skewed intersection at TH 5/25 at CSAH 33 (Reform Street) with a new single lane roundabout. SRF had previously completed a traffic analysis for this intersection which included a comprehensive review of traffic including truck circulation, oversized overweight vehicles and traffic movements to/from the Kwik Trip gas station along TH 5/25 to TH 212.

SRF was engaged by the County in 2018 to prepare a MnDOT Level 1 Layout & RJR for the preferred alternative along this heavily traveled truck corridor. A single lane urban roundabout was designed to replace the skewed intersection and was shifted north of the existing intersection to provide acceptable left-turn lengths along Reform Street. Reform Street, between TH 212 and the roundabout, was designed to change the two-lane rural roadway to a two-lane urban divided roadway with dedicated right and left turn lanes at the intersections of TH 212, 7th Street and the entrance to Kwik Trip. Additionally, lighting, ADA improvements, a multi-use trail, and water and storm sewer improvements were included in the Construction Documents.

Concurrent to the County's project on TH 5/25 at CSAH 33 (Reform Street), MnDOT and Carver County hired SRF to prepare preliminary and final construction plans for a 8-mile mill and overlay project along TH 212 from TH 5 to Cologne, Minnesota that included intersection improvements at the TH 5/25 & TH 212 intersection. SRF worked closely with the project partners (MnDOT, County, City of Norwood Young America, School District and Kwik Trip) to refine the two projects into one cohesive design. These projects ultimately were tied together through MnDOT's Tied Project policy.

In addition to being contracted for preliminary and final design, SRF also prepared supporting information for the County to use with soliciting funding opportunities. The County successfully received funding from through both the MnDOT Local Partnership Program (LPP) and the FY 2022/2023 Highway Safety Improvement Program (HSIP). After securing funding, the County authorized SRF to provide preliminary and final design, wetland delineation, permitting, utility coordination for the TH 5/25 & CSAH 33 (Reform Street) Reconstruction project.

This unique project required the construction plans for both TH 5/25 at CSAH 33 (Reform Street) project and the TH 212 Mill & Overlay project to be considered as "tied projects" resulting in a combined environmental review (CATEX), combined permit applications (WCA, DNR, COE, CCWMO) and a combined review and approval process through MnDOT Central Office.

Areas of Expertise

- Project Management
- Preliminary and Final Design
- Construction Plan Preparation
- Roadway Design – Highways and Interchanges
- Streets (State and Federal Process)
- Construction Inspection
- Design Review
- Utility Coordination
- Cost Estimation
- Quality Control

Education

Bachelor of Civil Engineering, University of Minnesota, 2004

Registration

Professional Engineer:

Minnesota #47160

MnDOT Certifications

Aggregate Production

JON MCPHERSON, PE | PROJECT MANAGER

Jon has over 21 years of engineering experience working as a member of design teams for a wide range of highway and municipal projects. He has worked on the preliminary and final design of highways including several interchanges, RCUT's, local municipal roadways and trails as well as construction administration / observation and inspection. Jon's experience includes alignments, profiles, cross sections, staging / traffic control, utility coordination and preparing contract documents and cost estimates. Jon is well versed in leading project teams (including subconsultants), clearly communicating project risks, and working along side agency clients and partners to deliver timely and quality products.

Project Experience

Hennepin County Regional Solicitation and Transportation Prioritization, Hennepin County, Minnesota. Jon managed the 2024 Transportation Prioritization Project and led concept design and cost estimating for multiple Regional Solicitation and HSIP grant efforts (2018–2024). In 2025, he oversaw the preparation of schematic layouts and cost estimates for 28 Hennepin County corridors, experience that directly supports the goals of this project.

City of Shakopee CSAH 15 (Marystown Road), Minnesota. Jon served as project manager for the federally funded reconstruction of Marystown Road in the City of Shakopee. The project included conversion of the corridor to a two-lane divided roadway with single-lane roundabouts at the US Highway 169 northbound and southbound ramp intersections, requiring preparation of a MnDOT staff-approved layout. Improvements enhanced traffic safety and operations, expanded pedestrian and bicycle connectivity – including bridge deck modifications – and accommodated future corridor growth, while balancing safety, access, roadway capacity, business needs, traffic control continuity, and environmental and right-of-way impacts.

Hennepin County CSAH 152 (Brooklyn Boulevard) Reconstruction from 49th Ave N to CSAH 10, Brooklyn Center, Minnesota. Jon served as the project manager for the preliminary and final design of the multi-disciplinary Phase 1 project that included road reconstruction, traffic signals, streetscaping, lighting, utility improvements, trails, and utility coordination. Jon coordinated with several different agencies including the cities of Brooklyn Center and Minneapolis, Hennepin County, Metro Transit, Three Rivers Park District, MnDOT Metro, and MnDOT State Aid to deliver the federally funded project.

Hennepin County CSAH 152 (Brooklyn Boulevard) Reconstruction from CSAH 10 to I-94, Brooklyn Center, Minnesota. Jon served as the project manager for the preliminary and final design of the multi-disciplinary Phase 2 project that included road reconstruction, traffic signals, streetscaping, lighting, utility improvements, trails, and utility coordination. Jon coordinated with several different agencies including the City of Brooklyn Center, Hennepin County, Metro Transit, MnDOT Metro, and MnDOT State Aid to deliver the federally funded project.

Dupont Avenue Reconstruction, Brooklyn Center, Minnesota. Jon was the lead designer for the state aid reconstruction of State Aid reconstruction of Dupont Avenue from 57th Avenue to 73rd Avenue for the City of Brooklyn Center. Project included the design of bump outs for ADA improvements, sanitary sewer, storm sewer and watermain, as well as rain gardens as part of the storm sewer design for additional water quality treatment.

Areas of Expertise

- Traffic Signal Design
- Signal Timing
- Traffic Forecasting
- Traffic Studies
- Traffic Modeling
- Benefit-Cost Analysis
- Intelligent Transportation Systems
- Traffic Signing Design
- Pavement Markings
- Work Zone Traffic Control

Education

M.B.A., University of Minnesota, 2001

B.S.C.E., University of Iowa, 1997

Registration

Professional Engineer: Minnesota 42785, Iowa P24672, North Dakota 27453, Wisconsin 41294, Michigan 6201309710, Florida PE89267, Illinois 062.074141, and Ohio PE.89574

Certifications

Professional Traffic Operations Engineer (PTOE) #2371

ADRIAN POTTER, PE, PTOE | ICE REPORTS & SIGNING/STRIPING

Adrian has 23 years of experience in traffic and transportation engineering. His responsibilities include pavement marking and signing plan design, signal timing, traffic forecasting, signal justification reports, work zone traffic control design, benefit-cost analysis studies, Intelligent Transportation Systems design, and preparation of plans and estimates for traffic signal systems. Adrian has led traffic engineering design efforts for state Departments of Transportation, cities, and counties on rural and urban roadways.

Project Experience

SP 6925-145 MnDOT TH 61 (London Rd), Duluth, MN. Adrian is currently managing the traffic and maintenance of traffic (MOT) design for a 3.5-mile corridor project in Duluth, which includes the design of two new roundabouts at 26th Avenue and 40th Avenue. He led the Traffic Management Plan (TMP) discussions and developed initial staging concepts to maintain safe and efficient operations during construction. Adrian also managed the preparation of Intersection Control Evaluation (ICE) reports and traffic analysis to assess and mitigate staging impacts. The project incorporates two pedestrian flasher systems and bike lane connections approaching the proposed 26th Avenue roundabout to enhance multimodal safety and accessibility.

MAPO Intersection Control Evaluation Studies (2017), Mankato/North Mankato, Minnesota. Adrian was responsible for the Intersection Control Evaluation (ICE) process for three intersections. All-way stop, traffic signal, and roundabout controls were evaluated. The project included engaging key agency stakeholders as part of progress meetings with the Technical Advisory Committee.

MnDOT TH 610 Design-Build, Maple Grove and Brooklyn Park, Minnesota. As traffic engineering manager, developed plans for signing, pavement markings, and work-zone traffic control for this design-build project that featured two roundabouts at an interchange for a major State Highway. Responsible for the design and implementation of the Maintenance of Traffic (MOT) and staging plans (including detour plans), as well as developing a TMP that outlined MOT responsibilities and procedures for the project.

Blue Earth County TH 22 at CSAH 90 Roundabout, Minnesota. As traffic engineer on this MnDOT led project, Adrian focused on the design of signing and pavement markings, detour signing, and work zone traffic control design for both the roundabout and a 2.5 mile stretch of mill and overlay south of the TH 22/CSAH 90 intersection. The traffic control and detour routes included interaction with a second roadway improvement effort south of this project and had to accommodate the wayfinding needs of several local businesses during construction.

Tower Road Reconstruction, Fergus Falls, Minnesota. Developed plans and special provisions for signing along the reconstructed roadway. Special signing for pedestrians and a roundabout were considered. Fostered discussions with city and county representatives to ensure both agencies' signing needs were met.

Areas of Expertise

- Preliminary Roadway Design
- Final Roadway Design

Education

Bachelor of Science, Civil Engineering, University of Minnesota-Twin Cities, December 2018

Registration

Professional Engineer, MN #61298

EMILY HODNEFIELD, PE | DESIGN LEAD/UTILITIES

Emily has worked in the Civil Design group at SRF since graduating from University of Minnesota in 2018. She has been involved in a wide range of projects, working through concept development, preliminary design, final design, utility coordination, and construction inspection. Projects have included both State Aid and Trunk Highway projects in an array of different settings, including rural, urban, and interchange projects.

Project Experience

Elm Creek Boulevard (CSAH 130) and TH 169 Interchange Reconstruction in Maple Grove, MN. Emily is currently leading the utility coordination and design for an interchange reconstruction that involves correspondence with MnDOT, Brooklyn Park, Maple Grove, private utility owners, and different functional groups such as drainage, lighting, bridge, and signal designers.

Marystown Road (CSAH 15) Reconstruction in Shakopee, MN. Emily was the lead designer for both the preliminary layout and final plans for the reconstruction of the Marystown Road interchange at TH 169. The project included the design of three roundabouts and conversion of a 4-lane undivided roadway to a 2-lane divided roadway. The area involved City, County, and MnDOT right-of-way as well as private utility easements and a future right-of-way turnback. Emily kept detailed records of all correspondence, filled out the necessary encroachment paperwork, reviewed mapping and relocation plans, and kept all parties on pace to complete relocations in the necessary time frame.

CSAH 44 and US 14 Interchange Reconstruction in Rochester, MN. Emily led the final design for the portion between 19th Street and 60th Avenue as part of the CSAH 44 and US 14 interchange reconstruction. The project involved a 2x1 roundabout, with 2 lanes continuing through the roundabout on the CSAH 44 approach and 1 lane continuing through the roundabout on the 19th St approach.

TH 23 and TH 9 Interchange Reconstruction in New London, MN. Emily designed a roundabout at the intersection between a frontage road and a proposed highway overpass as part of an interchange reconstruction preliminary design in New London, MN. This included all preliminary design elements such as truck turn accommodation, fastest path analysis, sightline analysis, vertical profiles, and sidepath design.

ERIN MCKEARNAN, PE, PMP | LIGHTING

Erin is a qualified electrical engineer with over 8 years of experience in electrical design, including lighting systems, power distribution, nuclear generation facilities, and switchgear projects. She has supported a wide range of public and private sector clients across the U.S., delivering designs that meet technical, safety, and regulatory standards. Erin brings strong expertise in electrical CADD design, drawing preparation, and the development of cost and schedule estimates. Her work reflects a thorough understanding of multidisciplinary coordination and system integration across complex infrastructure projects.

Areas of Expertise

- Electrical Design
- Power Systems
- Intelligent Transportation Systems

Education

Bachelor of Science, Electrical Engineering, University of Maryland, 2017

Registration

Professional Engineer: Illinois 062.076318, Minnesota #63688

Project Management Professional # 2891430

Project Experience

CSAH 44/TH 14 Final Design, Rochester, Minnesota. Erin provides electrical design for roundabout and intersection lighting including photometric analysis utilizing AGi32 lighting design software. Erin reviews plan sheets, detail drawings, wiring schematics, and construction estimates.

Illinois Tollway Systemwide Communication Tower Repair Assessment Reports. Erin is the lead electrical designer for tollway systemwide communication tower repair assessment. She led the fieldwork for 60 site visits which included assessing structural, security, and safety concerns. Electrical elements include FAA lighting and CCTV cameras. Project deliverables include concept reports, and construction estimates.

Illinois Tollway ITS Design Upon Request (RR-18-9210). Erin is providing construction assistance and technical review services for a range of ITS technology improvements within the Illinois Tollway system. Her work encompasses concept development, preliminary and final design, and the resolution of construction-related issues. These efforts support the successful implementation of key system components, including CCTV, DMS, WIM, electric vehicle charging infrastructure, and ramp queue warning systems.

Illinois Tollway Plaza 41 Improvements. Erin supported construction assistance efforts on this federally funded project led by SRF in partnership with Singh Associates and Atlas to reduce greenhouse gas emissions through the installation of a solar farm, EV charging stations, and OTR trucker shore power stations coordinated with parking lot lighting. Erin contributed to the shore power portion of the project by assisting with detail drawings and helping develop construction estimates to facilitate field implementation.

Chapel Hill Bus Rapid Transit, Chapel Hill, North Carolina. Erin is the lead electrical designer for the bus rapid transit project. Electrical elements include electrical service for the station, platform and shelter electrical and lighting, CCTV cameras, real-time signs, city street lighting, and pedestrian area lighting. Project deliverables include utility coordination, site plan sheets, detail drawings, wiring schedules/schematics, and construction estimates.

Chicago New Business Program, Commonwealth Edison, Chicago, Illinois. Designer for the new business service applications in the city of Chicago. Coordinated and conducted walkdowns, prepared bills of material for each location, including evaluating overhead transformers load and requirements, and utilized industry standard software to ensure the pole structural integrity.

Areas of Expertise

- Preliminary Design
- Final Drainage Design
- Stormwater Best Management Practices Design
- Site Development Design
- Construction Plan Preparation
- Hydrologic and Hydraulic Modeling
- Bridge and Culvert Hydraulic Analysis
- Construction Staking and Inspection
- Lift Station Design

Education

Bachelor of Civil Engineering, University of Minnesota, 2001

Registration

Professional Engineer: Minnesota #45047

Certification

Stormwater Pollution Prevention Plan Design (SWPPP)

JEREMY NIELSEN, PE | DRAINAGE DESIGN

Jeremy has dedicated his 24-year career to hydraulics design and permitting at the local, state, and federal levels. His hydraulics experience has encompassed roadway drainage, storm sewer, culvert, open channel, and stormwater best management practice (BMP) design. Jeremy has served as the lead hydraulics designer for numerous MnDOT, State Aid, and municipal projects, from miles-long corridors to single intersections, including roadways, site projects, roundabouts and trails. He utilizes his experience to identify BMP options in areas of limited space and assists in balancing regulatory requirements with right of way impacts and cost constraints. Jeremy employs various hydrologic numerical and analytical models to optimize BMPs for rate and volume control in addition to water quality treatment.

His experience includes designs in highly constrained areas, considering the effects of man-made barriers such as bridges, retaining walls, and railways, and natural barriers such as bluffs and rivers. He has used video and field data to assess existing infrastructure viability and rehabilitation options. Jeremy's projects have included roadway drainage preliminary and final designs, environmental documentation, and SWPPP design.

Project Experience

Intersection of County Road E and Old Snelling Ave, Ramsey County, Minnesota. Jeremy managed the stormwater design and permitting efforts for this project to improve safety and mobility by adding a roundabout at this busy location. The project included a surface stormwater basin and underground stormwater BMPs despite challenging geotechnical considerations. The majority of the site discharges to a Public Water wetland which had experienced multiple slope failures at the discharge point. The project included restoration of the wetland edge and stabilization of the steep slope to the basin. Jeremy obtained permits including NPDES, RCWD and MnDNR Public Waters Work Permit.

Dakota County CSAH 8 (Wentworth Avenue) and CSAH 73 (Oakdale Avenue) Roundabout Final Design, West St Paul, Minnesota. Prepared final drainage plans for the conversion of the existing intersection to a roundabout. The existing storm sewer system was utilized to the greatest extent possible, with modifications to provide drainage for the greatly changed roadway geometry within the intersection. Also responsible for coordinating and obtaining the required stormwater permits.

Stearns County CSAH 1 Roundabout Final Design, Minnesota. Lead designer for the hydraulics portion of the roundabout construction and road reconstruction project. The roundabout legs included both urban and rural sections. Coordinated stormwater design with all applicable regulatory agencies and acquired necessary storm water permits. Responsible for the development of the stormwater drainage system, including BMPs. A deep storm pipe conveying a county ditch required realignment and the project outfall required careful stabilization as it discharged within a steep bank of the Mississippi River.

Chisago County CSAH 26 and TH 8 Roundabout Final Design, Minnesota. Led the final drainage design for the conversion of this intersection to a roundabout. The project included urban drainage elements within the roundabout and rural sections for the approach legs. Coordinated stormwater design with MnDOT and all applicable regulatory agencies and acquired necessary storm water permits.

Wright County CSAH 38 Preliminary Design, Otsego, Minnesota. Led the preliminary hydraulics design for the CSAH 38 roadway reconstruction. The planned reconstruction will utilize a partially urban design to minimize impacts while maintaining a rural section where possible, and will reconstruct several intersections, one of which will be converted to a roundabout. With generally poor soils in the area, Jeremy coordinated the stormwater treatment BMP designs with the geotechnical investigation to meet all applicable standards as well as improve the outlet conditions for several landlocked areas adjacent to the roadway.

Areas of Expertise

- Boundary and Legal Surveys
- Right of Way Maps
- Data Analysis
- Geographic Information Systems (GIS
- Mobile and Terrestrial LiDAR
- Plats
- Topographic Surveys
- Survey Operations Management

Education

Bachelor of Science in Geography University of Wisconsin-Whitewater 2003

Registration

PLS North Dakota #LS-41236

PLS Wisconsin #S-2986

PLS Minnesota #63498

PLS Idaho #19083

PSM Florida #7321

LS South Dakota #15989

LS Kentucky #4412

NATHAN VAUGHN, PLS | SURVEY & MAPPING

Nathan Vaughn, PLS, is the Director of Survey Services at SRF. His major experience is in transportation and municipal design survey. Nathan has managed and led major construction, geospatial, and land survey projects across the country. His more than 20 years of experience in geospatial and land surveying encompassing topographic, right-of-way, PLS corner restoration, NGS leveling projects, boundary surveys, construction survey, as well as mobile and terrestrial LiDAR and GIS data collection and processing.

Project Experience

NDDOT Grand Forks 42nd St and Demers Ave, North Dakota. Nathan provided ROW plat for acquisition. Deliverables include Boundary survey, right of way plats and legal descriptions

MnDOT at Locke Lane Supportive Housing Trail-Fond du Lac Band of Lake Superior Chippewa–Design Survey, Minnesota. Nathan provided topographic survey to support in-house design for trails adjacent to roadways. Deliverables included topographic survey, boundary research and utilities.

White Earth Tribal Utility Commission Survey, Minnesota. Nathan provided topographic survey for the design of a solar power project. Deliverables included topographic survey and utilities.

Metro Transit-Woodbury Theater ALTA, Minnesota. Nathan completed an ALTA survey for Metro Transit involves conducting a detailed boundary and property feature survey in compliance with ALTA/NSPS standards. Deliverables included a survey plat, legal descriptions, boundary resolution, title review, and exhibits.

City of Maplewood 2025 Street Improvement Project, Minnesota. Nathan oversaw the City of Maplewood's 2025 Street Improvement Topographic design survey. These surveys gathered detailed information about throughout the project to be used for roadway design and improvements.

MnDOT St Anthony Stone Arch Bridge Rehab, Minnesota. Nathan is leading the acquisition for a bathymetric scanning survey for the St. Anthony Stone Arch Bridge Rehabilitation project under MnDOT. This project involves detailed underwater topography mapping to support the reconstruction and rehabilitation efforts

City of Maplewood 2024 Street Improvement Project, Minnesota. Nathan managed and coordinated the construction survey elements for the 2024 Street Improvement Project. Responsibilities included coordinating with contractors, scheduling survey crews, and performing necessary calculations to ensure project accuracy and efficiency.

MnDOT TH 113, Minnesota. Nathan reviewed topographic data, managed survey information, and coordinated data collection efforts for the TH 113 project.

1005th St TPP – Pierce County, Wisconsin. Nathan provided topographic survey for structure reconstruction, Transportation Project Plat (TPP)

Areas of Expertise

- Construction Documentation
- Construction RFI and Submittal Processing
- Contract Pay Estimates & Changes
- Material Sampling and Testing
- Structural Foundation Construction
- Site Grading
- Concrete Construction
- Bituminous Paving
- Utility Construction
- Retaining Wall Construction
- Bridge Construction

Education

Bachelor of Science Civil Engineering University of Minnesota, 2006

Registration

Professional Engineer: Minnesota #52073, Washington, DC (Civil) #PE907869, Maryland #39924, and Virginia# 0402052568

Certifications

Design Build Institute of America (DBIA) Designated Design-Build Professional

Occupational Safety and Health Administration (OSHA) – 30 Hour Safety Training

Confined Space Training

JEFF KURTH, PE | CONSTRUCTION ADMINISTRATION

Jeff has 20 years of experience in the construction industry performing project management, construction administration, quality control, inspection, materials testing, and engineering analysis. Jeff is a client-focused, team-oriented engineer with a diverse project background. His experience and expertise include managing inspection and materials testing staff, overseeing construction contracts including executing contract changes, and providing training and support to staff regarding quality practices, specifications, inspection requirements, and material testing and sampling.

Project Experience

City of Chaska TH 212 Interchange and CSAH 44 Reconstruction and Expansion, Minnesota. Project Engineer responsible for contract administration, construction inspection, and materials testing adhering to project requirements. Project management including evaluating, drafting and recommending approval of contract changes. State Funded and State-Aid project included roadway reconstruction and expansion, bituminous mill and overlay, embankment, drainage and sewer, water main, roundabouts, lighting, streetscaping, and ADA improvements.

City of Brooklyn Center Brooklyn Boulevard (CSAH 152) from 49th Avenue North to CSAH 10 and CSAH 10 to I-94, Brooklyn Center, Minnesota. Project Engineer responsible for contract administration, construction inspection, and materials testing adhering to project requirements. Federal Aid projects included roadway reconstruction and expansion, bituminous mill and overlay, embankment, drainage and sewer, water main, sanitary sewer, traffic signal, lighting, streetscaping, and ADA improvements.

City of Plymouth CSAH 24 Reconstruction and Mill and Overlay from TH 55 to CR 101, Plymouth, Minnesota. Project Engineer responsible for contract administration, construction inspection, and materials testing in conformance with project requirements. State-Aid project included roadway reconstruction and expansion, bituminous mill and overlay, embankment settlement monitoring, drainage and sewer, water main, porous bituminous pavement system, traffic signal improvements, and ADA improvements.

Carver County TH41/CSAH10 (Engler Blvd) from TH212 to Audubon Rd, Carver County, Minnesota. Project Engineer responsible for contract administration, construction inspection, and materials testing adhering to project requirements. This $23million Federal Aid project included roadway reconstruction and expansion, bituminous mill and overlay, embankment, drainage and sewer, water main, roundabouts, lighting, box culverts, retaining walls streetscaping, and ADA improvements.

City of Maple Grove Infrastructure Improvements for Various Developments, Maple Grove, Minnesota. Project Engineer responsible for contract administration, construction inspection, and materials testing adhering to project requirements. Oversaw installation of municipal improvements to various development sites within the City of Maple Grove including installation of bituminous roadways, concrete curb and gutter, storm, water distribution, sanitary sewer, and pedestrian facilities. Development sites included commercial and residential improvements.

City of Minneapolis 8th St SE Reconstruction, Minneapolis, Minnesota. Project Engineer responsible for contract administration, construction inspection, and materials testing in conformance with project requirements. Project included funding for the City and University of Minnesota. Project included reconstruction of 1,100 feet of 8th Street SE from 15th Ave SE to east end of Siebert Field, including grading, bituminous paving, storm sewer, ADA improvements, walks, lighting, and municipal utility improvements.

Areas of Expertise

- Visual Quality Management
- Streetscape Planning and Design
- Site Planning and Design
- 3D Modeling and Illustrative Graphics
- Native Planting Design
- Plant Identification and Vegetation Surveys
- Park Planning and Design
- Trail Planning
- Ecological Stormwater Management
- Low Impact Development Techniques
- Construction Observation and Management

Education

Master of Landscape Architecture, University of Minnesota, 2004

Bachelor of Environmental Design, University of Minnesota, 2002

Registration

Landscape Architect: Minnesota #47256

Certifications

LEED Accredited Professional

SEAN JERGENS, PLA, ASLA | LANDSCAPE

Sean has 18 years of experience practicing landscape architecture, with an expertise in the design and installation of vegetation and visual quality elements for corridors, interchanges, roundabouts, bridges and other infrastructure projects. He often collaborates with water resource and civil engineers to use plantings as a tool for stabilization and aesthetic improvement. He has experience in the use of native plants in a variety of applications, including shoreline stabilization, natural areas restoration, and integration with storm water best management practices.

Project Experience

City of Eden Prairie Shady Oak Road Streetscape, Minnesota. The City of Eden Prairie selected SRF to provide preliminary and final design, wetland delineation, permitting, and right of way acquisitions services for Phase I and Phase II of the CSAH 61 (Shady Oak Road) Improvement project. Sean was responsible for the streetscape design of the corridor, including landscaped median islands, landscaping and tree plantings along business frontages, native plantings around storm water basins, and overall visual quality.

TH 610 Vegetation Survey, Maple Grove and Brooklyn Park, Minnesota. SRF provided lead design services to C.S. McCrossan Construction on the TH 610 Design-Build Project. Sean conducted a survey of all existing trees and identified noxious invasive herbaceous vegetation along the three-mile long corridor. Used Trimble GIS unit to document the locations of significant trees and noxious weed instances in the corridor and coordinated their locations with the project team and environmental compliance manager.

City of Bloomington 84th Street and Xerxes Avenue Traffic and Intersection Control Study, Minnesota. SRF worked with stakeholders including the City of Bloomington and the local school to develop corridor design concepts that focused on traffic controls, traffic signals, intersection options, and enhanced pedestrian safety. Sean was responsible for the development of a 3-D model and a series of visualization graphics for several different roadway design and intersection options that were used during the planning process.

City of Minneapolis 13th Street Streetscape Enhancements, Minnesota. Sean assisted in preliminary design and final construction document preparation for improvements to the Minneapolis Convention Center pedestrian plaza and 13th Street, which makes an important pedestrian link between the Convention Center and other downtown destinations such as the Loring Greenway and Nicollet Mall. The project enhanced the aesthetic character and improved wayfinding by the use of information kiosks that functioned as public art elements. Sean was responsible for three-dimensional visualization graphics, pedestrian wayfinding kiosk design, and streetscape design.

City of West St. Paul Robert Street Improvements, Minnesota. Robert Street (TH 952) is the main north/south transportation route through the heart of the commercial business district in West St. Paul. SRF assisted the City to reconfigure Robert Street in order to improve safety for vehicles and pedestrians. Sean interacted with stakeholders, public officials, and citizens during the preliminary design phase and prepared extensive visualization graphics and renderings. He was responsible for the design of the streetscape including pavement accents on sidewalks and medians, decorative lighting, bollards, community gateway monuments, landscaping, and extensive tree planting in pervious paver boulevards.

Richard S. Jett, PE

Senior Engineer

Mr. Jett has over 10 years of industry experience in the Twin Cities area managing moderate to complex geotechnical projects for both public and private pursuits. He joined Braun Intertec in 2021 after spending 5 years with previous employers performing similar work. His management experience includes projects across a wide range of sectors, including commercial construction, municipal developments, local, county, and MnDOT sponsored roadway construction and rehabilitation projects, recreational construction, and educational facility construction. Richard's responsibilities at Braun Intertec include managing complex geotechnical investigations from quotation stage through project completion, as well as managing special inspections and materials testing projects throughout construction.

Project Experience

TH 13 Reconstruction – Segments 1 and 2 — Savage, MN
2025-Present

City of Lakeville Street Reconstruction Projects — Lakeville, MN
2024-2026

Jackson Street Reconstruction — St. Paul, MN
2022-2024

Anoka County CSAH 18 Roundabout — Andover, MN
2025

Sunset Drive Roundabout — Jordan, MN
2024

Rice County CSAH 48 Rehabilitation — Faribault, MN
2024

Dakota County CSAH 26 Reconstruction — IGH, MN
2025-Present

CSAH 42 Reconstruction — Apple Valley, MN
2024-Present

Maryland Avenue Reconstruction — St. Paul, MN
2023-2024

BRAUN INTERTEC
the science you build on

Experience

Industry: 10 years
Braun Intertec: 5 years

Education

University of Minnesota
Bachelors of Geoengineering
2016

Registrations

Licensed Professional Engineer
58781

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec

19888.PP

TASK NO.	SUMMARY OF TASKS
1	Project Management
2	Surveys and Mapping
3	ICE Report
4	Geotechnical Investigation and Design
5	Requisite Approvals and Permits
6	Cost Estimates
7	Right-of-Way
8	Utility Coordination and Relocations
9	60 and 95 Percent Plan and Specification Preparation
10	Final Construction Plans, Specifications and Estimates
11	OPTIONAL - Construction Administration, Inspection, Management and Surveying

Project Overview:

The proposed project will prepare detailed roundabout construction plans for use in finalizing right of way acquistion, preparing bid proposal package and letting for the Main Street (CSAH 150) and Territorial Road (CSAH 159) intersection. The goal is to improve safety and reduce delays at the intersection. Scope will include concept and final design, surveying and mapping, ICE report, geotechincal investigation, permitting, cost estimates, utility coordination and project management. Construction administration, inspection and surveying will be an optional task. The project will duration will be from May 2026 to February 2027.

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
1.0	**Project Management** Assumptions: Monthly PMT meetings will be held virtually, during the design period. Assumes 8 PMT meetings Schedule for plan delivery is from May 2026 to February 2027 with construction in 2027 Four staff will attend the kick-off meeting Two staff will attend each PMT meeting with each meeting assumed to be one hour in duration Client Deliverables: Review and input on PMT agenda / Minutes										
1.1	Kick-off Meeting	5	1	-	-	2	-	-	-	8	$1,980.00
1.2	PMT Meetings	16	8	-	-	-	-	-	-	24	$6,456.00
1.3	Agency Coordination	20	10	-	-	-	-	-	-	30	$8,070.00
1.4	Project Support, General Project Management, Monthly Billing	36	-	-	-	-	-	-	-	36	$9,972.00
	SRF Deliverables: PMT meeting agendas and minutes										
	SUBTOTAL - TASK 1	**77**	**19**	**0**	**0**	**2**	**0**	**0**	**0**	**98**	**$26,478.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
2.0	**Surveys and Mapping** Assumptions: Assumes parcel sketches and descriptions for six (6) parcels Client Deliverables:										
2.1	Topographic Survey	-	-	8	-	-	-	-	50	58	$9,530.00
2.2	Parcel Sketches and Legal Descriptions	-	-	12	-	-	-	-	24	36	$6,492.00
	SRF Deliverables: Existing topography files for design Legal descriptions Parcel sketches										
	SUBTOTAL - TASK 2	**0**	**0**	**20**	**0**	**0**	**0**	**0**	**74**	**94**	**$16,022.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

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Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
3.0	**ICE Report** Assumptions: SYNCHRO and RODEL for analysis. Assumes 13 hour counts for ICE report (6am to 7pm)										
3.1	ICE Report	2	4	-	-	-	46	-	-	52	$8,236.00
	SRF Deliverables: Turning movement counts Draft and Final ICE Report										
	SUBTOTAL - TASK 3	**2**	**4**	**0**	**0**	**0**	**46**	**0**	**0**	**52**	**$8,236.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
4.0	**Geotechnical Investigation and Design** Assumptions: Subconsultant (Braun) to lead Geotechnical task. Hours shown are for SRF support										
4.1	Oversee Geotechnical work by Braun	-	2	-	-	4	-	-	-	6	$1,190.00
4.2	Perform analysis and Prepare Draft Geotech Report	-	1	-	-	4	-	-	-	5	$937.00
4.3	QC Final Geotech Report	-	1	-	-	4	-	-	-	5	$937.00
	SRF Deliverables: Soil borings Draft and Final Recommendations for pavement and BMP's										
	SUBTOTAL - TASK 4	**0**	**4**	**0**	**0**	**12**	**0**	**0**	**0**	**16**	**$3,064.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
5.0	**Requisite Approvals and Permits** Assumptions: Wetlands within the project area are incidental wet ditches and are not regulated under the Minnesota Wetland Conservation Act (WCA) or Section 404 of the Clean Water Act. Wetland delineation report (including incidental determination) to be provided by city WCA Notice of Decision for impacts and a U.S. Army Corps of Engineers (USACE) Section 404 Permit will not be required. Water resources coordination will be required with City of Rogers, Hennepin County, ECWMC. The project will disturb more than one acre of soil but will not create more than one acre of new impervious. An NPDES permit will be required. One best management practice (pond) will be required to meet the regulatory standards for the project (ECWMC and MS4) Water quality computations will not be required or completed. Stormwater BMPs will be designed utilizing accepted methodology resulting in typical removal efficiencies as listed in the Minnesota Stormwater Manual, but specific water quality loading computations or modeling will not be required. A Preliminary Drainage Report or Technical Memorandum is not required. A permitting narrative, including drainage overview map and supporting calculations will be provided as needed to complete the ECWMC Project Review. There will be no impacts to MnDNR regulated public waters or to FEMA regulated floodplains. Therefore, no coordination with the MnDNR or FEMA will be required. Assumes project does not meet the threshold for a mandatory Environmental Assessment Worksheet (EAW). No state EAW required. Assumes MnDOT State Aid process for environmental review is not required because no federal funding has been acquired. Assumes Minnesota state statute compliance only based on local funding only. Impacts to state listed species to be completed by DNR through Natural Heritage Information System (NHIS) review request. Assumes no impacts to state listed species. Assumes no species or habitat surveys required. If surveys are required, this scope assumes City of Rogers will secure a DNR approved/certified surveyor. Assumes client (City of Rogers) will pay the fee for the DNR NHIS review through the MN Conservation Explorer. The $120 fee included in expenses section of this scope. Assumes SHPO coordination to be completed by SRF (on behalf of the City). Assumes no Section 6(f) involvement.										

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
	Client Deliverables:										
	Approved wetland delineation report including incidental determination										
5.1	NPDES Permit Application	-	2	-	4	-	2	-	-	8	$1,592.00
5.2	ECWMC Project Review	-	6	-	20	-	8	-	-	34	$6,658.00
5.3	NHIS Review	-	2	-	-	-	-	8	-	10	$1,602.00
5.4	SHPO Review (Archaeology)	-	2	-	6	-	-	8	-	16	$2,796.00
	SRF Deliverables:										
	NPDES Permit Application										
	ECWMC Project Review Applcation and Materials										
	SHPO Review (Archaeology)										
	Minnesota DNR Natural Heritage Review										
	SUBTOTAL - TASK 5	**0**	**12**	**0**	**30**	**0**	**10**	**16**	**0**	**68**	**$12,648.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
6.0	**Cost Estimates**										
	Assumptions:										
	60% cost estimate will utilize SRF one pager format										
	95% and 100% estimates to use quantities and unit costs										
	Client Deliverables:										
	Review of cost estimates										
6.1	60% Cost Estimate	1	3	-	1	-	2	2	-	9	$1,799.00
6.2	95% Cost Estimate	1	3	-	1	-	2	2	-	9	$1,799.00
6.3	100% Cost Estimate	1	3	-	1	-	2	2	-	9	$1,799.00
	SRF Deliverables:										
	Cost esimates in PDF and excel format										
	SUBTOTAL - TASK 6	**3**	**9**	**0**	**3**	**0**	**6**	**6**	**0**	**27**	**$5,397.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
7.0	**Right-of-Way** Assumptions: One draft and one round of comments for proposed right of way Client Deliverables: Existing right of way CAD files Review of proposed right of way CAD file										
7.1	Draft Right of Way CAD File	2	-	-	-	4	-	-	-	6	$1,238.00
7.2	Final Right of Way File	2	-	-	-	8	-	-	-	10	$1,922.00
	SRF Deliverables: CAD drawing of existing and proposed right of way										
	SUBTOTAL - TASK 7	**4**	**0**	**0**	**0**	**12**	**0**	**0**	**0**	**16**	**$3,160.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec 19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
8.0	**Utility Coordination and Relocations** Assumptions: Utility coordination efforts included in this scope will conform to MnDOT's present utility coordination process detailed in in the MnDOT Utilities Manual (August 2016) through step 9. Utility mapping will be quality level D; No SUE mapping included in this scope No private utility design Client Deliverables: Utility Meeting Attendance										
8.1	Step 1 - Utility Identification (Gopher State One Call, map utility data)	-	-	-	-	4	8	-	-	12	$1,844.00
8.2	Step 2 - Utility Information Meeting (virtual meeting to be held at the end of Preliminary Design, assumes 1 hour meeting with 2 SRF staff)	1	-	-	-	6	-	-	-	7	$1,303.00
8.3	Step 3 - Utility Information Review (preparation of utility plans after utility information meeting)	-	-	-	-	6	8	6	-	20	$3,008.00
8.4	Step 4 - Utility Design Meeting (virtual meeting to be held during final design, assumes 1 hour meeting with 2 SRF staff)	1	-	-	-	6	-	-	-	7	$1,303.00
8.5	Step 5 - Request for Utility Relocation Plans	-	-	-	-	2	2	-	-	4	$632.00
8.6	Step 6 - Utility Coordination Follow-up	-	-	-	-	4	8	-	-	12	$1,844.00
8.7	Step 7 - Utility Design Change Meeting (virtual meeting to be held during final design, assumes 1 hour meeting with 2 SRF staff)	1	-	-	-	6	-	-	-	7	$1,303.00
8.8	Step 8 - 90 day Gopher State One Call	-	-	-	-	4	-	-	-	4	$684.00
8.9	Step 9 - Utility Relocation Plan Review	1	-	-	-	4	-	-	-	5	$961.00
	SRF Deliverables: Documentation of Utility Coordination Process and Meeting Minutes Complettion of MnDOT Utility Coordination Process Steps 1-9										
	SUBTOTAL - TASK 8	**4**	**0**	**0**	**0**	**42**	**26**	**6**	**0**	**78**	**$12,882.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
9.0	**60 and 95 Percent Plan and Specification Preparation**										

Assumptions:

Preliminary Design

Proposed roundabout design, approaches, pedestrian / bike facilities will meet State Aid standards, Hennepin County guidelines and standards and City of Rogers standards.

One round of review and comment resolution will be provided by the City and County on the preliminary layout

Lighting

All lighting analysis tasks assume maximum of two iterations with reports

No temporary lighting will be included in this scope.

Continuous standard lighting (non-decorative) to be provided along the cooridor.

Coordinate source of power with local utilities, assume use of standard MnDOT L1 type service cabinet

Drainage

The project will need to meet State Aid criteria for maximum allowable spread of runoff.

Atlas 14 rainfall distribution and depths will be used to design storm sewer, culverts, and ponds.

Drainage plans will consist of separate plan, tabulation, and profile sheets

HydroCAD hydrologic/hydraulic software will be used for analysis

No culverts greater than 48" will be required. Therefore, no risk assessment or hydraulic memo will be required.

Roadway

No City sanitary sewer or watermain will be impacted with the proposed improvements (no City utility design will be required)

Intersection will be closed during construction - detour plans will be provided (no staging plans will be prepared)

No retaining walls will be needed

Landscaping

Irrigation plans are not needed. Plantings will be suited to a non-irrigated condition.

Landscape plan will be part of the overall project plan and not a separate bid document.

Public Input Support

Assumes materials developed for layouts during preliminary design will be used for public input (no separate materials will need to be prepared)

No separate public engagement meetings will be held for the project (i.e. no SRF public engagement effort will be required beyond providing layouts)

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

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19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
	Client Deliverables: Review of deliverables As-built plans of existing lighting Utility territory boundaries & contacts for coordination Electronic versions of all hydraulic models within the project corridor including existing drainage boundaries used for previous design studies.										
9.1	Preliminary Design										
9.1.1	Preliminary design layout: geometrics, alignments and profiles	2	-	-	-	16	24	-	-	42	$6,770.00
9.1.2	Identify & show turning movements and identify fastest path information on layout	-	-	-	-	6	8	-	-	14	$2,186.00
9.1.3	Prepare final layout showing: geometrics, alignments, profiles, storm water management locations, construction limits and proposed right of way	2	-	-	-	32	32	-	-	66	$10,666.00
9.2	Roadway - 60%	4	-	-	-	32	34	32	-	102	$15,894.00
9.3	Drainage - 60%	-	14	-	30	-	46	-	-	90	$16,182.00
9.4	Signing & Striping - 60%	2	4	-	-	-	32	-	-	38	$6,206.00
9.5	Lighting - 60%	-	-	-	16	-	-	40	-	56	$8,664.00
9.6	Landscape - 60%	-	4	-	-	-	12	-	-	16	$2,752.00
9.7	QC 60% Submittal	4	-	-	-	-	-	-	-	4	$1,108.00
9.8	Roadway - 95%	4	-	-	-	40	32	32	-	108	$16,972.00
9.9	Drainage - 95%	-	14	-	30	-	46	-	-	90	$16,182.00
9.10	Signing & Striping - 95%	2	4	-	-	-	24	-	-	30	$5,046.00
9.11	Lighting - 95%	-	-	-	8	-	-	20	-	28	$4,332.00
9.12	Landscape - 95%	-	4	-	-	-	8	-	-	12	$2,172.00
9.13	QC 95% Submittal	4	-	-	-	-	-	-	-	4	$1,108.00
	SRF Deliverables: Draft and Concept Layout 60% and 95% Plan submittals and cost estimates										
	SUBTOTAL - TASK 9	**24**	**44**	**0**	**84**	**126**	**298**	**124**	**0**	**700**	**$116,240.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
10.0	**Final Construction Plans, Specifications and Estimates**										
	Assumptions:										
	Client Deliverables:										
	Review of deliverables										
	Submit ad for Bid to Publication of Record and pay any publication fees										
10.1	Roadway - Final	2	-	-	-	12	12	-	-	26	$4,346.00
10.2	Drainage - Final	-	6	-	8	-	8	-	-	22	$4,270.00
10.3	Signing & Striping - Final	-	2	-	-	-	6	-	-	8	$1,376.00
10.4	Lighting - Final	-	-	-	8	-	-	10	-	18	$2,962.00
10.5	Landscape - Final	-	4	-	-	-	4	-	-	8	$1,592.00
10.6	QC Final Submittal	-	-	-	-	-	-	-	-	0	$0.00
10.7	Special Provisions (Roadway)	2	-	-	-	38	-	-	-	40	$7,052.00
10.8	Special Provisions (Drainage)	-	4	-	4	-	4	-	-	12	$2,388.00
10.9	Special Provisions (Sighing & Striping)	2	4	-	-	-	-	-	-	6	$1,566.00
10.10	Special Provisions (Lighting)	-	-	-	6	-	-	2	-	8	$1,468.00
10.11	Special Provisions (Landscape)	-	2	-	-	-	-	-	-	2	$506.00
10.12	Bid Packet	2	-	-	-	8	-	-	-	10	$1,922.00
10.13	Bid Support and Addenda	2	-	-	-	8	-	-	-	10	$1,922.00
	SRF Deliverables:										
	Final Plan submittals, cost estimates, and specifications										
	SUBTOTAL - TASK 10	**10**	**22**	**0**	**26**	**66**	**34**	**12**	**0**	**170**	**$31,370.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
11.0	**OPTIONAL - Construction Administration, Inspection, Management and Surveying** Assumptions: Construction services are included as an optional task. Estimate basd on project layour and preliminary design. Review of cost and construction scope should be reviewed once final design is complete and construction schedule has been determined. SRF to provide full construction administration and inspection per MnDOT State-Aid and City requirements. This is to imclude oversight of construction, measure and record pay items, review traffic contractor measures, monthly labor compliance interviews, review temporary and permanent erosion control measures, and ensure construction practices and materials are compliant with project specifications. Testing and plant inspection to be completed by others. Fee and budget based on approximate 9.0% of $3.3M in construction cost. Client Deliverables:										
11.1	Construction Administration, Survey and Inspection (Lump Sum)	-	-	-	-	-	-	-	-	0	$297,000.00
	SRF Deliverables:										
	SUBTOTAL - TASK 11	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$297,000.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
	TOTAL ESTIMATED PERSON-HOURS	**124**	**114**	**20**	**143**	**260**	**420**	**164**	**74**	**1,319**	
	AVERAGE HOURLY BILLING RATE	$277	$253	$235	$199	$171	$145	$137	$153		
	ESTIMATED LABOR AND OVERHEAD	$34,348	$28,842	$4,700	$28,457	$44,460	$60,900	$22,468	$11,322		$235,497.00
	SRF ESTIMATED DIRECT NON-SALARY EXPENSES										$314.63
										SUBTOTAL: (SRF Labor and Expenses)	$235,811.63
										SUBCONSULTANTS:	$13,527.00
	TOTAL ESTIMATED FEE (SRF and Subconsultants combined)										**$249,338.63**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
ESTIMATE OF DIRECT NON-SALARY EXPENSES:											
	MILEAGE:	Personal Vehicles		125	Miles @	$0.725					$90.63
		Data Processing		13	Hours @	$8.000					$104.00
	Minnesota DNR NHIS Review										$120.00
										RF EXPENSES	**$314.63**
SUBCONSULTANTS:											
	BRAUN INTERTEC										$13,527.00
										NSULTANTS:	**$13,527.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
SUMMARY OF COSTS:		PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.		TOTALS
1	Project Management	$ 21,329.00	$ 4,807.00	$ -	$ -	$ 342.00	$ -	$ -	$ -		$26,478.00
2	Surveys and Mapping	$ -	$ -	$ 4,700.00	$ -	$ -	$ -	$ -	$ 11,322.00		$16,022.00
3	ICE Report	$ 554.00	$ 1,012.00	$ -	$ -	$ -	$ 6,670.00	$ -	$ -		$8,236.00
4	Geotechnical Investigation and Design	$ -	$ 1,012.00	$ -	$ -	$ 2,052.00	$ -	$ -	$ -		$3,064.00
5	Requisite Approvals and Permits	$ -	$ 3,036.00	$ -	$ 5,970.00	$ -	$ 1,450.00	$ 2,192.00	$ -		$12,648.00
6	Cost Estimates	$ 831.00	$ 2,277.00	$ -	$ 597.00	$ -	$ 870.00	$ 822.00	$ -		$5,397.00
7	Right-of-Way	$ 1,108.00	$ -	$ -	$ -	$ 2,052.00	$ -	$ -	$ -		$3,160.00
8	Utility Coordination and Relocations	$ 1,108.00	$ -	$ -	$ -	$ 7,182.00	$ 3,770.00	$ 822.00	$ -		$12,882.00
9	60 and 95 Percent Plan and Specification Preparation	$ 6,648.00	$ 11,132.00	$ -	$ 16,716.00	$ 21,546.00	$ 43,210.00	$ 16,988.00	$ -		$116,240.00
10	Final Construction Plans, Specifications and Estimates	$ 2,770.00	$ 5,566.00	$ -	$ 5,174.00	$ 11,286.00	$ 4,930.00	$ 1,644.00	$ -		$31,370.00
TOTALS		**$34,348.00**	**$28,842.00**	**$4,700.00**	**$28,457.00**	**$44,460.00**	**$60,900.00**	**$22,468.00**	**$11,322.00**		**$235,497.00**
11	OPTIONAL - Construction Administration, Inspection, Management and Surveying										$297,000.00

SUMMARY OF HOURS:		PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS
1	Project Management	77	19	-	-	2	-	-	-	98
2	Surveys and Mapping	-	-	20	-	-	-	-	74	94
3	ICE Report	2	4	-	-	-	46	-	-	52
4	Geotechnical Investigation and Design	-	4	-	-	12	-	-	-	16
5	Requisite Approvals and Permits	-	12	-	30	-	10	16	-	68
6	Cost Estimates	3	9	-	3	-	6	6	-	27
7	Right-of-Way	4	-	-	-	12	-	-	-	16
8	Utility Coordination and Relocations	4	-	-	-	42	26	6	-	78
9	60 and 95 Percent Plan and Specification Preparation	24	44	-	84	126	298	124	-	700
10	Final Construction Plans, Specifications and Estimates	10	22	-	26	66	34	12	-	170
TOTALS		**124**	**114**	**20**	**143**	**260**	**420**	**164**	**74**	**1319**

BOLTON & MENK
Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337
952-890-0509 | Bolton-Menk.com

April 2, 2026

Doran M. Cote, PE
Public Works Director/City Engineer
City of Rogers
763-428-0906
dcote@rogersmn.gov

RE: Proposal for Territorial Road (CSAH 159) and Main Street (CSAH 150) Roundabout

Dear Doran:

The City of Rogers has initiated the Territorial Road (CSAH 159) and Main Street (CSAH 150) Roundabout project to improve safety, operations, and long-term functionality at a key intersection serving the community. This project will require thoughtful geometric design, coordination with Hennepin County and MnDOT State Aid, and careful consideration of traffic operations, right-of-way, drainage, and constructability to deliver a solution that meets city goals and agency requirements. Like you, Bolton & Menk, Inc. takes great pride in designing and managing transportation projects that are safe, sustainable, and functional. We understand what needs to be accomplished for the successful completion of the Territorial Road and Main Street Roundabout project and are committed to delivering a clear, implementable design that supports the City of Rogers' long-term transportation network.

Delivering a Constructible, Approved Roundabout on the City's Timeline

The City of Rogers is planning for construction of this project in 2027, prior to Main Street transitioning from Hennepin County jurisdiction. Bolton & Menk understands the urgency of delivering a complete, approvable roundabout design that supports city and county goals and keeps the project on track for construction in 2027. Our team has extensive experience coordinating closely with MnDOT State Aid, Hennepin County, and local agency partners to navigate jurisdictional transfers, design reviews, and approvals efficiently, minimizing risk to schedule while ensuring a high quality, constructible outcome.

Proven Roundabout Expertise with a Clear Focus on Safety and Traffic Flow

Roundabout design is a core strength of Bolton & Menk, and we bring deep experience analyzing traffic operations, preparing Intersection Control Evaluation and roundabout justification reports, and designing roundabouts that improve safety while maintaining efficient access for all users. Our team will use calibrated microsimulation modeling to evaluate existing and future conditions, test design alternatives, and clearly demonstrate how the proposed roundabout improves operations, reduces conflict points, and supports long term growth in the area.

Thoughtful Staging and Access That Keeps Rogers Moving

Territorial Road and Main Street serve as a critical southern connection to and from the city, making construction staging a key concern for residents, emergency services, and local stakeholders. Bolton & Menk will prioritize practical, clearly communicated staging and traffic control strategies that maintain access throughout construction and avoid full intersection closures. We will develop staging concepts early, coordinate closely with city and county staff, and present clear graphics that allow decision makers to understand how traffic, pedestrians, and local access will be maintained at every phase of construction.

In continued service to the City of Rogers, we are excited at the opportunity to complete this roundabout project. Tim Lamkin will serve as your lead client contact and project manager. Please contact me at Jason.Cook@bolton-menk.com or 763-200-2444, or Tim at Tim.Lamkin@bolton-menk.com or 612-845-5265 if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Jason Cook, PE
Principal-in-Charge

BOLTON & MENK IS AN EQUAL OPPORTUNITY EMPLOYER.

UNDERSTANDING THE PROJECT: OBJECTIVES AND GOALS

Bolton & Menk has a clear understanding of the City of Rogers' objectives for the Territorial Road (CSAH 159) and Main Street (CSAH 150) Roundabout project. This intersection plays a critical role as a southern gateway to the city and is currently experiencing increasing safety and operational challenges driven by recent development west of the intersection. The city's goal is to deliver a safe, constructible, and cost-effective roundabout solution while successfully navigating jurisdictional transfer considerations and required county and State Aid approvals.

PROJECT CONTEXT AND KEY CONSIDERATIONS

The project is occurring during an active jurisdictional transfer process, with the city negotiating acquisition of Main Street from Hennepin County. While the city will lead design and construction, the project must meet MnDOT State Aid and Hennepin County requirements and secure final approvals by established deadlines. Our approach recognizes the importance of early and ongoing coordination to maintain schedule certainty and avoid rework during plan review.

Safety is the primary driver for this project. Hennepin County has identified an increase in both the frequency and severity of crashes at the intersection, which is influenced by high approach speeds, skewed geometry, and growing traffic volumes. Continued growth west of the intersection is increasing turning movements and congestion, further reinforcing the need for an intersection treatment that improves safety for all users while accommodating future demand.

APPROACH TO PROJECT SUCCESS

Our approach to ensuring project success centers on the following key strategies:

COORDINATION WITH HENNEPIN COUNTY

Both legs of the intersection are currently Hennepin County roads, and even though the city is the lead agency, the county's full project development process will need to be followed. This will include alternatives analysis and project layout creation presented to the county's Active Transportation Committee (ATC) for review and concurrence. Layout and plan development will also require Hennepin County functional group reviews at each submittal. Bolton & Menk is well versed in these processes, having successfully completed numerous projects for Hennepin County in recent years. The city can be confident in the Bolton & Menk team's ability to lead the project to a successful conclusion.

MANAGE TRAFFIC DURING CONSTRUCTION

Keeping existing traffic patterns functioning for as long as possible is the goal. Due to existing terrain and ROW constraints, maintaining traffic in its entirety for the duration of the project is most likely not a feasible option. **We have included a couple concepts of staging options that maintain traffic for portions of the project.**

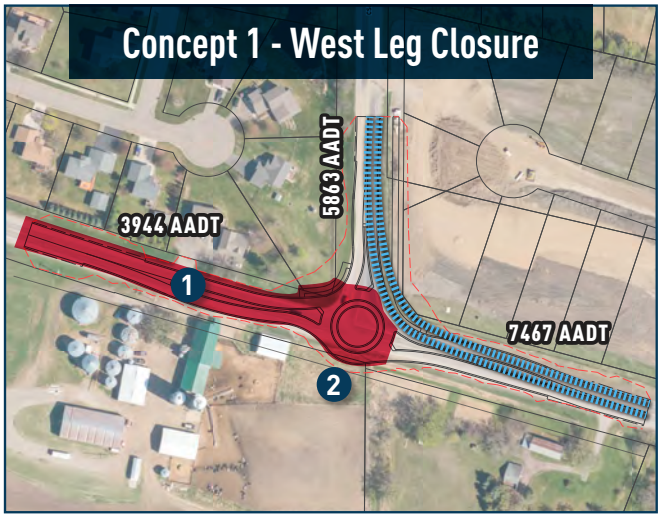
CRITICAL PATH SCHEDULE

Advance a practical and buildable design that leverages previous layouts and existing easement acquisitions. Constructibility considerations will be incorporated early, including utility coordination, staging, and right-of-way integration, to reduce risk during construction and support competitive bidding.

SCHEDULE CERTAINTY

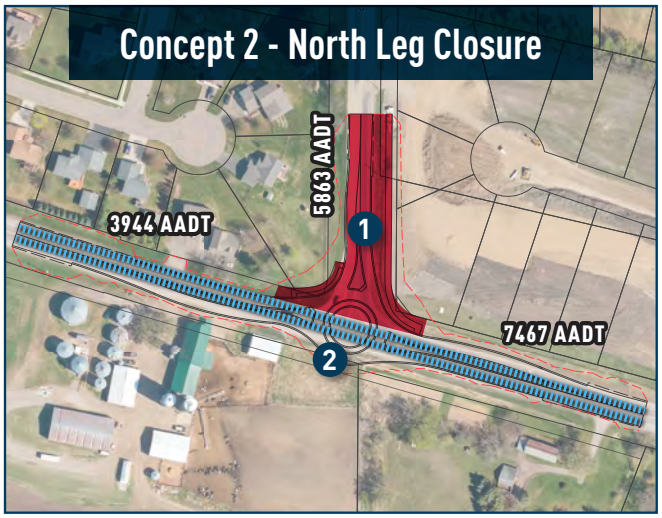
To meet the targeted letting date on February 1, 2027, it is essential to adhere to layout and plan delivery milestones. This project requires approval from both Hennepin County and MnDOT State Aid. The team, led by Tim Lamkin, brings valuable experience with similar projects and is well-versed in the approval process. Tim will remain vigilant in tracking and maintaining the critical path to support timely construction and ensure the project stays on schedule.

STAGING CONCEPTUALIZATION



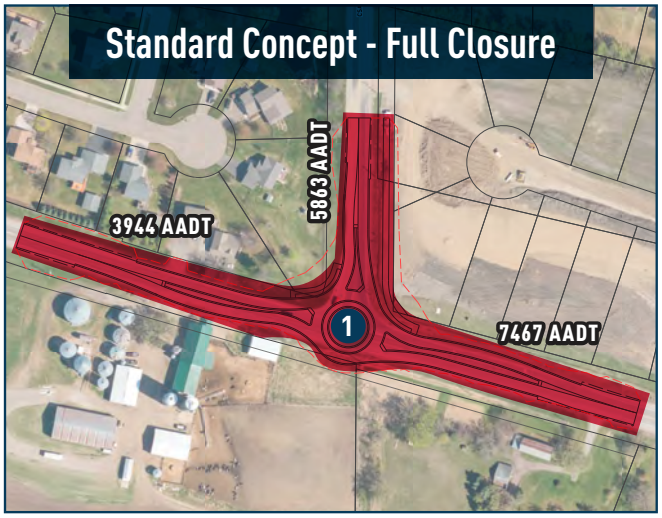
Heaviest traffic usage in the North and East legs, prioritize with temporary head to head lane configuration for North and East leg movements during a closure of West leg.

1. Construct West leg and majority of center portion of roundabout. Approximately 4-6 weeks.
2. Full closure occurs to finish the rest of the roundabout. Approximately 4-6 weeks.



This approach prioritizes East - West movements on existing road, with North Leg closure.

1. Construct North leg and part of center portion of roundabout. Approximately 4-6 weeks.
2. Full closure occurs to finish the rest of the roundabout. Approximately 4-6 weeks.



Provides for shortest construction duration, mobilization, and advantage to work quality.

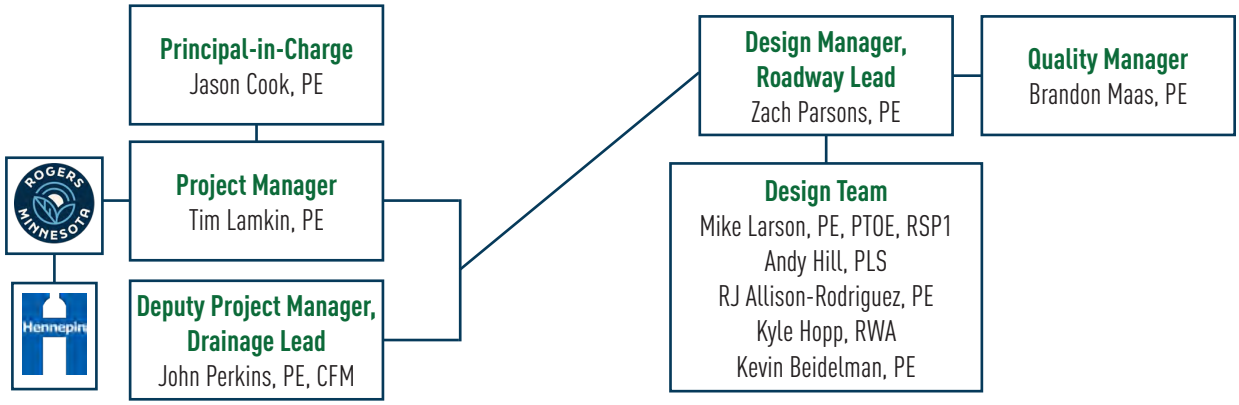
1. Full closure for entire roundabout. Approximately 8-10 weeks.

LEGEND

Closure Traffic

PROJECT TEAM AND ROLES

Bolton & Menk understands the importance of developing design solutions that can be supported by stakeholders and implemented efficiently. We have provided a brief background and description of key individual roles. These individuals have track records of successful projects and, just as importantly, are enthusiastic and committed to meeting and exceeding your expectations. We have provided detailed résumés of all personnel in Appendix A.



TIM LAMKIN, PE

Project Manager

Tim will serve as Project Manager, acting as the City of Rogers' primary point of contact and overseeing day-to-day coordination, schedule, budget, scope, and public engagement. Tim will also provide strategic oversight informed by local knowledge to ensure the project aligns with the city's vision and delivers high-quality, well-coordinated results.

As a transportation design group leader, Tim likes the challenge of managing complex projects and is passionate about working on projects that improve safety. He began his career in 2004 and has worked on a variety of municipal, traffic, and transportation projects that include roundabouts, ADA compliance, roadway expansion, rural highways, utility relocation, and pedestrian, biking, and trail elements. Tim's project responsibilities include project management, detailed design, preparation of plans and specifications, construction administration, and observation. His contributions to final highway designs involve alignments, profiles, cross sections, earthwork, storm sewers, quantity calculations, plan sheet production, and special provisions. Tim has significant experience preparing preliminary and final design construction documents on state and county highways, specifically in constrained downtown corridors and on roundabout projects.

Relevant Experience

I-35W/Cliff Road Improvements

City of Burnsville and Dakota County

The I-35W/Cliff Road Improvements project in Burnsville realigned the southbound exit and introduced a roundabout with a new local road—enhancing vehicle and pedestrian connectivity. Led by Project Manager Tim Lamkin, Bolton & Menk provided final design and coordinated with the City of Burnsville, Dakota County, MnDOT, FHWA, and UP Railroad. Tim navigated MnDOT and federal approvals, ensuring the design addressed environmental and property impacts. His collaborative approach balanced agency and community needs, delivering a complex, safety-focused solution.

CSAH 11/Burnsville Parkway Roundabout

Dakota County

In 2024, the County Road 11 and Burnsville Parkway intersection was reconstructed to replace an aging signal and address safety concerns. A single-lane roundabout was selected to improve traffic flow and reduce crash risk. As project manager, Tim Lamkin led final design, stakeholder coordination, and right-of-way and environmental documentation. His expertise in design, funding, and agency collaboration helped mitigate risks and deliver the project on time — resulting in a safer, more efficient intersection.

CSAH 70 Gull River Crossing

Cass County

Tim was project manager and lead the Cass County CSAH 70 Gull River Crossing Project that replaced a narrow, one-lane bridge with a modern roadway, new bridge, two roundabouts, and a pedestrian trail in East Gull Lake. The project improved safety while minimizing impacts to wetlands, floodplains, and cultural resources through extensive environmental review and interagency coordination.

John Perkins, PE, CFM | Deputy Project Manager, Drainage Lead

John will lead all hydraulic design efforts, including corridor analysis, stormwater treatment siting, and drainage improvement recommendations. He has worked closely with Tim on multiple projects, including CSAH 11 and the Burnsville Parkway Roundabout, and has served as deputy project manager supporting scope, schedule, and budget tracking. John is a water resources senior project engineer at Bolton & Menk who started his career in 2012. He is the drainage lead on transportation drainage projects as well as various water resources projects and has expertise in water resources engineering, transportation drainage, hydraulics and hydrology, permitting, and floodplain management. Water has a huge impact and influence on everyone's daily lives and he loves being able to protect and preserve it.

Zach Parsons, PE | Design Manager, Roadway Lead

Zach will coordinate with Tim on day-to-day roadway design, leading multidisciplinary preliminary and final design efforts and overseeing technical activities and deliverables. He has partnered with Tim on multiple projects, most recently CSAH 70 in Cass County and the Cliff Road and I-35W ramp roundabout in Dakota County. As a transportation design practice leader, Zach works on corridor studies and preliminary and final design projects. Through those efforts, he has led the design of roundabouts, traffic signals, lighting analysis, multimodal facility layouts with ADA compliance, signing and pavement marking, and roadway reconstruction projects. Zach has helped design and implement more than two dozen roundabouts in his career.

Mike Larson, PE, PTOE, RSP1 | Traffic Lead

Mike will lead traffic analysis, intersection control evaluation, and development of the traffic management plan. He is Tim's primary traffic engineer and most recently served as lead traffic engineer for the CSAH 70 project in Cass County, delivering complex solutions including two new roundabouts. Mike is a traffic practice leader who began his career in 2016. He is a jack-of-all-trades engineer with deep knowledge of all things traffic, from microsimulation, signal timing, signing and striping design, staging and traffic control, to safety analysis and multimodal performance and safety. Mike's fingerprints are on many of the traffic study work that comes through Bolton & Menk. He is passionate about finding right-sized solutions that can actually be implemented and make an immediate difference in people's lives.

ADDITIONAL DESIGN STAFF

Name	Role	Role Description
Jason Cook, PE	Principal-in-Charge	Jason will work with Tim to ensure staff and resources are available for this project. He will lean on his knowledge of the city's interests to help guide the project team through every stage of project development.
Brandon Maas, PE	Quality Manager	Brandon will conduct quality control checks to ensure recommended strategies are practical and positioned for success for the City of Rogers. He brings unmatched experience with Hennepin County projects, including recent work on Marshall Avenue, Franklin Avenue, and Minnetonka Boulevard, and understands county processes, giving the city confidence in successful project delivery.
Andy Hill, PLS	Land Surveyor	Andy will lead topographic survey, base mapping and construction survey.
RJ Allison-Rodriguez, PE	Utility Coordination	RJ will lead utility and public infrastructure assessments and layouts.
Kyle Hopp, RWA	Right-of-Way Services	Kyle will lead the creation of easement exhibits required for the project. Kyle will also be available to assist the city with additional right-of-way services upon request.
Kevin Beidelman, PE	Geotechnical Services	Serving as our subconsultant from American Engineering Testing (AET), Kevin will lead geotechnical investigations and material recommendations for the project.

The following matrix displays a sampling of our depth of expertise in designing and constructing high-quality, innovative roundabouts. With dozens of roundabouts completed across Minnesota and the Upper Midwest, Tim and Zach bring a wealth of hands-on experience designing roundabouts of all shapes and sizes for local and state agencies. Their work is strengthened by a company-wide network of technical experts. Bolton & Menk is recognized as a leader in roundabout design, and the city can be confident in receiving a high-quality, reliable design.

ROUNDABOUT PROJECT NAME	Single-Lane	Multilane	Mini-Roundabout	Rural	Suburban	Urban	Staged Construction	Public and Agency Involvement	Preliminary Design	Environmental Documentation	Final Design	Federal Aid Project	Future Expansion Capabilities	Multimodal Improvements	Construction Year	Designer
Walford Road/6th Street SW, City of Cedar Rapids, IA	•				•		•	•	•	•	•		•	•	N/A	Parsons
TH 65 - Central Ave Corridor, Columbia Heights, MN (5 Roundabouts)	•	•				•	•	•	•					•	2030	Lamkin
Cliff Road (CSAH 32) at I-35W East Frontage Road, City of Burnsville, MN	•					•		•	•	•	•	•	•	•	2028	Lamkin
Century Avenue/CR E, Washington County, MN	•					•	•	•	•	•		•	•		2027	Lamkin
TH 27/18th Street, City of Little Falls, MN	•					•	•	•	•	•	•	•	•	•	2027	Lamkin
Carver Corner, City of Muscatine, IA	•					•	•	•	•	•	•	•		•	2026	Parsons
East Point Douglas Road, City of Cottage Grove, MN		•				•	•	•	•		•			•	2025	Lamkin
CSAH 11/Burnsville Parkway, Dakota County, MN	•					•		•	•	•	•			•	2024	Lamkin
CSAH 70/Gull Lake Dam Road, Cass County, MN (2 Roundabouts)	•			•				•	•	•	•		•	•	2024	Lamkin/Parsons
Innovation Drive/6th Street SW, City of Cedar Rapids, IA		•				•	•	•	•	•	•		•	•	2023	Parsons
12th Avenue SE/2nd Street, City of Cedar Rapids, IA			•			•	•	•	•		•			•	2023	Parsons
Cliff Road (CSAH 32) at I-35W, City of Burnsville, MN	•					•		•	•	•	•	•		•	2023	Lamkin/Parsons
TH 22/Augusta Avenue, City of Mankato, MN		•				•		•	•		•				2023	Lamkin
CSAH 13/Twin Lakes Road, Sherburne County, MN (2 Roundabouts)	•					•		•	•	•	•	•		•	2023	Lamkin/Parsons
CSAH 17/Haefner Drive, Blue Earth County, MN	•					•		•	•	•	•			•	2023	Lamkin
MacIver Avenue/Frankfort Parkway, City of St. Michael, MN			•		•			•	•		•	•		•	2023	Parsons
CSAH 34/45, Steele County, MN	•			•				•	•	•	•				2022	Lamkin
6th Street SW, City of Cedar Rapids, IA	•					•	•	•	•		•	•		•	2021	Parsons
Diffley Road (CSAH 30), City of Eagan, MN (2 Roundabouts)	•				•			•	•	•	•		•	•	2021	Parsons
TH 13/CSAH 21, City of Prior Lake, MN		•				•	•	•	•	•	•	•	•	•	2019	Lamkin
CSAH 21/Arcadia, City of Prior Lake, MN		•				•	•	•	•	•	•	•		•	2019	Lamkin
Mulberry Avenue/2nd Street, City of Muscatine, IA	•					•	•	•	•		•			•	2019	Parsons
Lyndale Ave Corridor, City of Richfield, MN (3 Roundabouts)			•			•	•		•		•			•	2019	Lamkin/Parsons
TH 12 Willmar Wye, City of Willmar, MN (2 Roundabouts)	•			•					•		•			•	2019	Lamkin
TH 4, City of St. James, MN (2 Roundabouts)			•			•		•		•	•	•		•	2019	Lamkin/Parsons
18th Avenue NW, City of Rochester, MN			•			•		•	•		•			•	2018	Lamkin
TH 14/15, City of New Ulm, MN (2 Roundabouts)	•			•				•	•	•	•	•		•	2018	Lamkin
Kirkwood Boulevard, City of Cedar Rapids, IA	•				•		•	•	•	•	•			•	2017	Lamkin
CSAH 5/3, Olmsted County, MN	•			•				•	•	•			•	•	2017	Lamkin
Louisiana Avenue/South Park Drive, City of Savage, MN			•			•			•		•				2016	Lamkin
TH 25/8th Street North, City of Buffalo, MN		•				•		•	•	•	•			•	2016	Lamkin

PROJECT APPROACH AND WORK PLAN

The Bolton & Menk team's approach is grounded in **trust**, **collaboration**, and **communication**—principles essential to managing and delivering this project successfully. We aim to be a true partner to the City of Rogers and Hennepin County throughout all phases of delivery. Our commitment includes being responsive and adaptable when unforeseen issues arise during design or construction. We will follow the work tasks outlined in the RFP, along with the additional approach detailed below.

PROJECT MANAGEMENT

Project Manager Tim Lamkin will lead the Bolton & Menk team, serving as the primary client contact and ensuring the team is properly resourced to meet the project's scope and schedule. Tim will oversee internal and external communication, assign tasks to the appropriate planning, analysis, and design staff, and resolve day-to-day challenges. With a proven track record of guiding projects from planning through design, Tim ensures continuity, progress, and documentation of key decisions throughout the project lifecycle.

QUALITY REVIEW AND CONTROL

We will implement a comprehensive QA/QC program modeled after MnDOT's process, tailored to meet the specific needs of this project. Our approach goes beyond traditional checklists and milestone reviews by embedding quality at every stage and staff level. Deliverables will undergo step-by-step QA/QC checks, including independent reviews to identify opportunities and potential concerns from planning through design. This proactive system has consistently reduced errors and minimized rework, allowing routine reviews to focus on validating the planning process and ensuring alignment with project goals.

TOPOGRAPHIC SURVEY, BASE MAPPING, AND EASEMENT EXHIBITS

We will develop and implement a plan for surveying the project area and gathering the appropriate data for preliminary and final design. The survey will tie into county and MnDOT monuments; set project control; call in Gopher State One Call utility locates and maps; collect topographic and utility field information; and draft a base map of existing conditions. We will coordinate all survey work with the city staff. Our team will also produce up to six easement exhibits to assist the city with right-of-way acquisitions.

GEOTECHNICAL INVESTIGATION AND DESIGN

We will coordinate with American Engineering Testing (AET) as a subconsultant for geotechnical services on this project. AET will characterize subsurface geologic conditions at selected exploration locations, evaluate their impact on the project, and provide geotechnical recommendations for the design and construction of the new roundabout. AET anticipates five standard penetration test borings within the existing roadway core at the depth of 14.5 feet.

TRAFFIC ANALYSIS

Mike Larson will lead this task and will work with the city to collect the data needed to complete the reports, including vehicle turning movement counts, pedestrian counts, future forecasts, and crash data. We will run signal and all-way stop warrant analysis, operations analysis, safety analysis, and evaluate sight lines and crossing times for pedestrians. We will work with State Aid to get the required signatures and approval for the Roundabout Justification Report (RJR). Both draft and final reports will be sent to the city and county for review before submittal.

- **Tools Used**: ARCADY for roundabout analysis; Synchro/HCM for other intersections
- **Documentation**: A Roundabout Justification Report (RJR) will summarize existing and proposed conditions, referencing prior work
- **Collaboration**: Ongoing coordination with city and county traffic staff

UTILITY COORDINATION

We will lead utility coordination for this project and will follow a utility coordination process, like MnDOT's standard process, to accurately identify utility owners and conflicts that arise with the proposed improvements. It will be especially important to understand any utility easements that should be avoided to minimize project costs (e.g., transmission lines). Oftentimes utility companies are slow to respond to inquiries and documentation. This requires robust utility coordination, not just "checking the box" and walking away. Our team is not afraid to continually engage unresponsive utility owners to encourage participation. This approach will reduce the risk of schedule delays and complications during construction.

PERMITS

Upon review of aerial photography, street view, and National Wetland Inventory (NWI) mapping, there appear to be no aquatic resources within the project construction area. During preliminary design, John Perkins will verify that this review covered the entire project footprint. We assume there will be no wetland impacts and no wetland permitting will be required. The Elm Creek Watershed Management Organization will require erosion control and stormwater management permits. We will also review the project area for threatened and endangered species and cultural resources.

We will complete narrative and figures, as needed, to ensure permit compliance. We will also develop a State Aid hydraulics summary report and calculations to support gutter spread requirements.

Our goal is to maintain the schedule and secure bidding authorization by **February 1, 2027**.

PRELIMINARY DESIGN ALTERNATIVES

Following traffic analysis and an understanding of utility locations and permit requirements, our team will lay out a roundabout alternative for city and county review and to gain approval and concurrence. Our team will prepare concept and preliminary level drawings, graphics, renderings, and layouts to support project meetings, technical reviews, and public engagement, as well as to evaluate alternatives and build concurrence around a preferred alternative. Zach Parsons and Tim Lamkin will lead the team through a proven three-step process (collect data, analyze alternatives, and recommend solutions), implemented on many successful Hennepin County projects, to develop, evaluate, and ultimately select the preferred alternative.

FINAL DESIGN AND RIGHT-OF-WAY ACQUISITION

Final design builds on the information developed throughout preliminary engineering tasks and includes the preparation of the final set of construction drawings and specifications. Significant project design elements are assumed to be resolved prior to final design.

Final design tasks include:

- Roadway design
- Drainage design
- Erosion and sediment control
- Turf establishment
- Staging and detour planning
- Signing plans
- Construction cost estimate
- Specifications and documentation required for plan approvals and bidding

Final design and plan preparation will adhere to MnDOT State Aid requirements and will be submitted for review and approval.

Plan Submittals

- **60 Percent Plan**: Represents the full draft design for review, incorporating all major components and preliminary details
- **95 Percent Plan**: A near-final set of plans, including special provisions and a construction cost estimate (PS&E), intended for final review and development of cooperative agreements
- **100 Percent Plan**: The final PS&E package, ready for advertisement

Task Highlight: Identify Right-of-Way Needs

We will complete a comprehensive right-of-way investigation to identify needs for permanent, temporary, drainage, or utility easements. Our goal is to avoid right-of-way acquisition wherever possible. If acquisition is required, we will prepare up to six draft parcel sketches based on construction limits established during preliminary design. This task is critical to the project schedule, and early identification of impacts will help maintain overall schedule integrity.

Further details regarding deliverables are provided in the deliverables table on the following page.

OPTIONAL TASKS:

- **Construction Administration, Inspection, Management, and Surveying**
  - Upon request, our team will complete construction staking and as-builts as well as provide the necessary documentation to close out the construction stormwater permit to the satisfaction of the MPCA.
- **Right-of-Way Services**
  - In addition to identifying right-of-way acquisition needs and creation of easement exhibits, our team, led by Kyle Knopp, is available to assist the City of Rogers throughout the rest of the right-of-way process.
- **Environmental Review**
  - We understand that the HSIP funding is being pursued. If this or other federal funding is acquired, then NEPA process will need to be followed. Our team has extensive experience in the preparation of the NEPA documentation. Based on the proposed improvements and anticipated impacts, we anticipate the project would qualify for a Programmatic Categorical Exclusion (CATEX). The CATEX would describe the natural and social environment within the project area, assess potential project-related impacts, and outline any required minimization or mitigation measures.
- **Public Engagement and Involvement**
  - Our team is ready to assist the city in public engagement efforts with more than just providing materials. Our strategy prioritizes meaningful public engagement as the cornerstone of successful infrastructure delivery. We will develop a tailored Public Engagement Plan that outlines goals, stakeholders, tactics, schedule, and metrics to evaluate success. Our engagement approach centers on collaboration, education, and transparent communication to build consensus around a solution that reflects community needs. All materials are crafted for clarity and accessibility, ensuring meaningful participation from stakeholders of all backgrounds.

DELIVERABLES

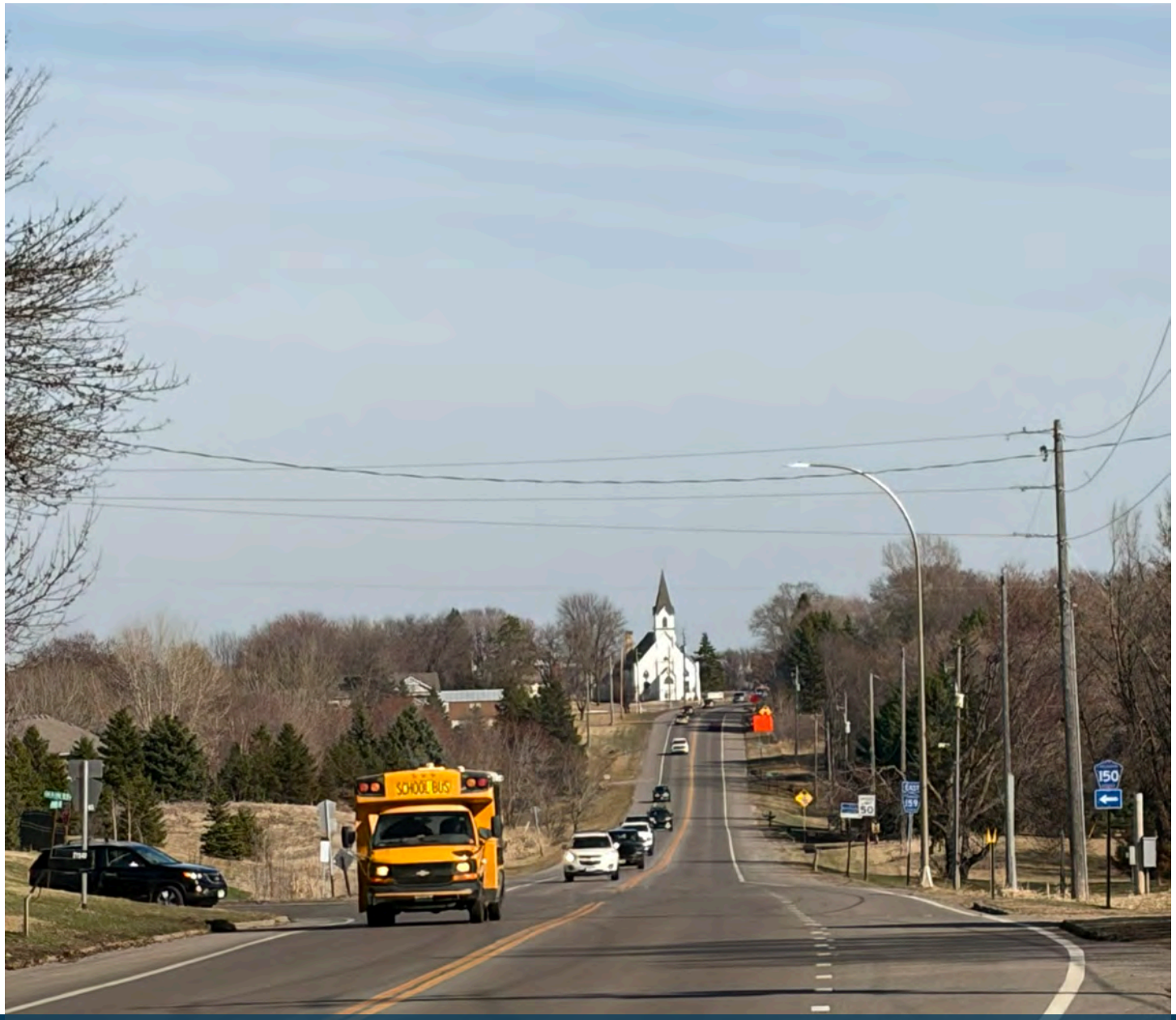
The deliverables table below presents a comprehensive summary of the project deliverables organized by task. It identifies the specific work products to be completed, anticipated submittal milestones, and associated roles and responsibilities. This table is intended to provide clarity regarding project expectations, facilitate coordination with the agency and stakeholders, and support timely and efficient delivery of the project.

Task	Task Champion	Deliverables
Project Management and Agency Coordination	Lamkin, Perkins	Regular communications • Bi-weekly conference calls • Monthly invoices with progress reports • Schedule with ongoing updates • Agendas and minutes • Project kickoff meeting • 20 PMT meetings (including agendas and minutes) • Stakeholder coordination • Two city council and county PDC meetings/workshops • Four agency meetings (including agendas and minutes) • Six stakeholder meetings (materials and minutes) • Design decision spreadsheet • QA/QC materials including QMP documentation
Public Engagement	Lamkin	Provide materials for city-led engagement
Survey and Mapping	Hill, Hopp	Topographic survey • Base mapping in AutoCAD format • Easement exhibits
Traffic Analysis	Larson	Traffic forecasting (regional growth) and trip generation • Corridor analysis: safety, turn lane analysis and location recommendations, transit, parking, access management, sight lines, pedestrian/bike • Existing and future no-build analysis report • Roundabout Justification Report
Geotechnical Investigation and Design	Beildelman (AET)	Five standard penetration test borings at 14.5-foot depth • Attain Hennepin County ROW/ utility permits • MDH Well Construction Notice • Typical section design and MDR • Utility coordination • Traffic control • Reporting
Permit Requirements	Perkins	Coordinate with MnDOT State Aid • Stormwater Pollution Prevention Plan, temporary erosion and sediment control plans • Elm Creek Watershed Management Organization permit
Public and Private Utility Identification and Coordination	Allison-Rodriguez	Gopher State One Call ticket • Utility mapping • Utility identification • Utility coordination • Utility relocation plans
Right-of-Way	Parsons	Identify right-of-way needs • ROW mapping (City of Rogers) • Parcel sketches (six assumed)
Preliminary Design Alternatives and Approved Geometric Layout	Parsons	Review intersection alternatives • Drainage design and hydraulics analysis • Layout (detail-level) with profiles and cross-sections, and construction limits • AutoCad file showing construction limits • Utility needs assessment
Final Roadway Design	Parsons	Plan submittals at 60%, 95%, and final completion • Special provisions at 60%, 95% and final plan submittal • Engineer's estimate at each submittal • Coordination with MnDOT State Aid and applicable agencies • Digital design files • Digital copies of the final construction plan (11x17)
Bidding Assistance	Parsons	Incorporate special provisions in bid packet • Answer bid questions • Prepare addenda

COST BREAKDOWN

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

Client: City of Rogers Project: Territorial Road (CSAH 159) and Main Street (CSAH 150) Roundabout		Bolton & Menk, Inc.														
Task No.	Work Task Description	Principal-in-Charge	Project Manager	Quality Manager	Design Manager and Roadway Lead	Traffic Lead	Deputy Project Manager, Drainage Lead	Right-of-Way Services	Design Engineer	Engineering Technician	Land Surveyor	Survey Technician	Survey Field Technician	Clerical	Total Hours	Total Cost
1.0	Project Management	6	28	40	18	8	24	8	0	0	0	0	0	10	142	$29,246
2.0	Survey, Mapping, and Right-of-Way	0	0	0	0	0	0	0	0	0	12	20	40	0	72	$14,020
3.0	Intersection Evaluation	0	0	0	0	24	0	0	100	0	0	0	0	0	124	$20,052
4.0	Permits	0	0	0	0	0	58	0	80	12	0	0	0	0	150	$25,924
5.0	Utility Coordination	0	0	0	10	0	0	0	20	0	0	0	0	0	30	$5,040
6.0	Preliminary Design and Layout	2	2	0	14	0	8	0	112	20	0	0	0	0	158	$25,184
7.0	Final Design, Specifications & Estimate	2	8	12	70	38	38	0	140	320	0	0	0	0	628	$98,804
	Total Hours	10	38	52	112	70	128	8	452	352	12	20	40	10	1304	
	Average Hourly Rate	$222.00	$234.00	$215.00	$198.00	$198.00	$208.00	$184.00	$153.00	$135.00	$215.00	$166.00	$203.00	$115.00		
	Subtotal (BMI)	$2,220	$8,892	$11,180	$22,176	$13,860	$26,624	$1,472	$69,156	$47,520	$2,580	$3,320	$8,120	$1,150		**$218,270**
8.0	**Geotechnical Services (AET)**															**$11,000**
	Total Fee															**$229,270**
Optional Services																
9.1	Construction Staking	0	0	0	0	0	0	0	0	0	6	10	83	0	99	$19,799
9.2	Construction As-builts	0	0	0	0	0	0	0	0	0	1	0	15	0	16	$3,260
9.3	Construction Stormwater Inspection	0	0	0	0	0	0	0	20	0	0	0	0	0	20	$3,060
10.0	Right-of-Way Services - Document federal process, if needed, negociations, document filing and other tasks upon request - dependant on federal funds and level of invovlement															TBD
11.0	Environmental Documentation - NEPA process, upon request - dependant on federal funds and level of invovlement															TBD
12.0	Public Engagement & Involvement - Public engagement plan, manage public and stakeholder meetings, upon request - dependant on federal funds and level of invovlement															TBD



APPENDIX A
FULL RÉSUMÉS

TIM LAMKIN, PE

TRANSPORTATION DESIGN GROUP LEADER | PRINCIPAL

BOLTON & MENK
Real People. Real Solutions.

EDUCATION

Bachelor of Science - Civil Engineering
University of Minnesota

REGISTRATION

- Professional Engineer, MN

CERTIFICATIONS

Minnesota Department of Transportation
- Aggregate Production Tester

American Red Cross
- First Aid/CPR/AED

AWARDS

2023 Outstanding Engineer of the Year - American Society of Civil Engineers - Minnesota Section

Emerging Leader Award - American Council of Engineering Companies Minnesota

Young Engineer of the Year - American Society of Civil Engineers - Minnesota Section

PROFESSIONAL CONTRIBUTIONS

ASCE-MN Section Member

ASCE-MN Section President (2020-2021)

SUMMARY

As a transportation design group leader, Tim likes the challenge of managing complex projects and is passionate about working on projects that improve safety. He began his career in 2004 and has worked on a variety of municipal, traffic, and transportation projects that include roundabouts, ADA compliance, roadway expansion, rural highways, utility relocation, and pedestrian, biking, and trail elements. Tim's project responsibilities include project management, detailed design, preparation of plans and specifications, construction administration, and observation. His contributions to final highway designs involve alignments, profiles, cross sections, earthwork, storm sewers, quantity calculations, plan sheet production, and special provisions. A transportation engineering practice area leader with Bolton & Menk, Tim has significant experience preparing preliminary and final design construction documents on MnDOT highways, specifically in constrained downtown corridors and on roundabout projects.

EXPERIENCE

- TH 120/Century Avenue Reconstruction, Washington County, MN, Single-Lane, Urban Roundabout
- CSAH 11 and Burnsville Parkway, Dakota County, MN, Single-Lane, Urban Roundabout
- Cliff Road at 35W, City of Burnsville, MN, Single-Lane, Urban Roundabout
- TH 22 and Augusta, MnDOT D7, Multilane Urban Roundabout
- Lyndale Avenue, City of Richfield, MN, Three Mini-Roundabouts
- Maciver Avenue and Frankfort Parkway, City of St. Michael, MN, Mini-Roundabout
- CSAH 19 in Woodbury, Washington County, MN, Two Multilane, Urban Roundabouts
- TH 4 in St. James, MnDOT D7, Two Mini-Roundabouts
- CSAH 13 at Tyler Street and Line Avenue, Sherburne County, MN, Two Single-Lane, Rural Roundabouts
- CSAH 34 and CSAH 35, Steele County, MN, Single-Lane, Rural Roundabout
- CSAH 17 and Haefner Drive, Blue Earth County, MN, Multilane, Rural Roundabout
- CSAH 70 in East Gull Lake, Cass County, MN, Two Single-Lane, Rural Roundabouts
- CSAH 5 and CSAH 3, Olmsted County, MN, Single-Lane (future double), Rural Roundabout
- TH 14/15 at Front Street in New Ulm, MnDOT D7, Single-Lane, Rural Roundabout
- TH 14/15 at CSAH 21 in New Ulm, MnDOT D7, Interchange (bowtie) Roundabout
- TH 12 Willmar Wye Design Build, MnDOT D8, Two Single-Lane, Rural Roundabouts
- CSAH 13 Reconstruction, Sherburne County, MN
- TH 59/Willow Avenue Roundabout, MnDOT District 4
- TH 60/TH 57 Roundabout in Wanamingo, MnDOT District 6
- Woodbury Drive Improvements, Washington County, MN
- TH 75/CSAH 12 Roundabout Design, MnDOT District 4
- Radio Drive Safety and Mobility Improvements, Washington County, MN
- Lookout Drive/TH 14 Interchange, City of North Mankato, MN
- TH 14/Palmer Avenue Roundabout, City of New Ulm, MN
- Louisiana Avenue and South Park Drive Roundabout, City of Savage, MN
- Twin Ports Traffic Mitigation Roundabout, MnDOT District 1
- TH 25 Reconstruction, City of Buffalo, MN
- Kirkwood Drive Roundabout, City of Cedar Rapids, IA

JASON COOK, PE

MUNICIPAL PRACTICE LEADER | PRINCIPAL

BOLTON & MENK
Real People. Real Solutions.

EDUCATION

Bachelor of Science - Civil Engineering
University of North Dakota - Grand Forks

REGISTRATION

- Professional Engineer, MN
- Professional Engineer, ND

CERTIFICATIONS

Minnesota Department of Transportation
- Aggregate Production Tester

University of Minnesota
- Design of Construction SWPPP

SUMMARY

Jason has been a project engineer and project manager on numerous street and utility projects since 2004. He has worked on local, state aid, and federal aid projects; site development projects; pavement management projects; and trunk utility projects. Now serving as a municipal practice leader, Jason has developed strong working relationships with other city engineers and has expanded opportunities beyond the day-to-day engineering services for the communities he serves by coordinating multidisciplined and complex projects. Solving unique problems and seeing concepts come to fruition motivates Jason every day.

EXPERIENCE

Intersection and Access Improvements (Roundabout / R-Cut / Corridor-Scale)

- TH 65 and Cajima Street R-Cut Improvements, City of Isanti, MN
- Lander Avenue Roundabout, City of St. Michael, MN
- MacIver Avenue Roundabout, City of St. Michael, MN
- Heritage Boulevard Roundabout, City of Isanti, MN
- TH 10/169 J-Turn, City of Elk River, MN

Street and Corridor Improvements

- 129th Avenue Reconstruction, City of Rogers, MN
- Street and Utility Improvements, City of Isanti, MN
- Palomino Road Improvements, City of Isanti, MN
- Railroad Avenue Improvements, City of Isanti, MN
- Street Rehabilitation Project, City of Big Lake, MN
- Street and Utility Improvements, City of Big Lake, MN
- Glenwood Avenue Improvements, City of Big Lake, MN
- Street Improvements, City of Elk River, MN
- Lions Park Drive Improvements, City of Elk River, MN
- Line Avenue Cul-De-Sac Design, City of Elk River, MN
- 2019–2025 Street Improvements, City of Elk River, MN
- 2nd Avenue North Improvements, City of Zimmerman, MN
- Street and Utility Improvements, City of Zimmerman, MN
- Eagle Ridge Improvements, City of Clearwater, MN
- Riverdale Drive Extension, City of Ramsey, MN
- Nicollet Avenue Improvements, City of Saint Peter, MN
- Jefferson Avenue Improvements, City of Saint Peter, MN

City Engineer

- City of Isanti, MN
- City of Zimmerman, MN

MIKE LARSON, PE, PTOE, RSP1

TRAFFIC PRACTICE LEADER | ASSOCIATE

BOLTON & MENK
Real People. Real Solutions.

EDUCATION

Bachelor of Science - Civil Engineering
Iowa State University

REGISTRATION

- Professional Engineer, MN

CERTIFICATIONS

Transportation Professional Certification Board

- Professional Traffic Operations Engineer - PTOE
- Road Safety Professional - RSP1

SUMMARY

Mike is a traffic practice leader who began his career in 2016. He is a jack-of-all-trades engineer with deep knowledge of all things traffic, from microsimulation, signal timing, signing and striping design, staging and traffic control, to safety analysis and multimodal performance and safety. Mike's fingerprints are on many of the traffic study work that comes through Bolton & Menk. He is passionate about finding right-sized solutions that can actually be implemented and make an immediate difference in people's lives.

EXPERIENCE

Traffic Studies

- CSAH 10/Waconia Parkway North Corridor Study, Carver County, MN
- Central Middle School Traffic Impact Study, City of Eden Prairie, MN
- CSAH 43/18/11 Intersection Study, Carver County, MN
- CSAH 33 at 140th Street Roundabout Feasibility Study, Dakota County, MN

Roundabout

- CSAH 2/91 Roundabout, City of Elko New Market, MN
- CSAH 35 and Dague Avenue, City of Buffalo, MN
- CR 2/15, Scott County, MN
- CSAH 1/44 Roundabout and Reclamation, Cass County, MN
- CR 45 Roundabout, Sherburne County, MN
- CSAH 17 at Haefner Drive Reconstruction, Blue Earth County, MN
- Cedar Lake Road Reconstruction, City of St. Louis Park, MN
- TH 25 Mayer-Watertown, MnDOT Metro
- TH 61 Grand Marais, MnDOT District 1
- Commerce Drive Reconstruction, City of North Mankato, MN
- Stieger Lake Lane Reconstruction, City of Victoria, MN
- TH 13 Prior Lake Reconstruction, MnDOT Metro
- CSAH 81 Reconstruction, Hennepin County, MN
- TH 41 Reconstruction, Carver County, MN
- CSAH 50, Dakota County, MN
- CSAH 32 Cliff Road Improvements, Dakota County, MN
- CSAH 3, 5, 49, and 66 Improvements, Crow Wing County, MN
- 18th Street Roundabout, City of Little Falls, MN – Traffic Lead

ZACHARY PARSONS, PE

TRANSPORTATION DESIGN PRACTICE LEADER | PRINCIPAL

BOLTON & MENK
Real People. Real Solutions.

EDUCATION

Bachelor of Science - Civil Engineering
Iowa State University

REGISTRATION

- Professional Engineer, MN
- Professional Engineer, IA

SUMMARY

As transportation design practice leader, Zach began his career in 2015 and leads Iowa corridor studies and preliminary and final design projects. He has extensive experience designing roundabouts and traffic signals, conducting lighting analyses, and completing multimodal facility layouts with ADA compliance, signing and pavement marking, and roadway reconstruction projects. Zach has also spent time in the field observing construction and coordinating with contractors. His exposure to the field and office allows him to create well-thought-out designs and limit surprises once work begins. Zach strives to find creative solutions and to think out of the box, developing designs that are widely accepted and can be implemented effectively.

EXPERIENCE

- Innovation Drive and 6th Street, City of Cedar Rapids, IA—Suburban Multilane Roundabout
- Walford Road and 6th Street, City of Cedar Rapids, IA—Suburban Single (future double) Roundabout (not constructed)
- 12th Avenue and 2nd Street, City of Cedar Rapids, IA—Urban Mini-Roundabout
- Mulberry Avenue and 2nd Street, City of Muscatine, IA—Urban Single-Lane Roundabout
- Highway 14/15 at Front Street in New Ulm, MnDOT D7—Single-Lane, Rural Roundabout
- Highway 14/15 at Highway 21 in New Ulm, MnDOT D7—Interchange (bow-tie) Roundabout
- Highway 12 Willmar Wye Design Build, MnDOT D8—Two Single-Lane, Rural Roundabouts
- Diffley Road and School Access, Dakota County, MN—Two Single-Lane, Urban Roundabout

JOHN PERKINS, PE, CFM

BOLTON & MENK
Real People. Real Solutions.

WATER RESOURCES SENIOR PROJECT ENGINEER | ASSOCIATE

EDUCATION

Bachelor of Science - Civil Engineering
University of Iowa

REGISTRATION

- Professional Engineer, MN
- Professional Engineer, IL
- Professional Engineer, ND
- Professional Engineer, TX
- Professional Engineer, CO
- Professional Engineer, IA
- Professional Engineer, SC
- Professional Engineer, NC

CERTIFICATIONS

Association of State Floodplain Managers
- Certified Floodplain Manager - CFM

SUMMARY

John is a water resources senior project engineer at Bolton & Menk who started his career in 2012. He is the drainage lead on transportation drainage projects as well as various water resources projects and has expertise in water resources engineering, transportation drainage, hydraulics and hydrology, permitting, and floodplain management. Water has a huge impact and influence on everyone's daily lives and he loves being able to protect and preserve it.

EXPERIENCE

Roadway Drainage/Studies

- I-494/I-35W Design-Build, MnDOT Metro
- CSAH 35/Dague Avenue Roundabout, Wright County, MN
- CSAH 8 Improvements, Fillmore County, MN
- Willmar Wye Design-Build, MnDOT District 8
- Highway 169 Corridor Study, Mankato Area Planning Organization, MN
- Inglewood Drive Railway, City of Baxter, MN
- TH 33 Reduced Conflict Intersection, St. Louis County, MN
- CSAH 13 from Line Avenue to Tyler Street, Sherburne County, MN
- Highway 10 Ramsey Gateway, Anoka County, MN
- TH 24 and Hemlock Intersection Improvements, City of Annandale, MN
- TH 41 and CSAH 61 Improvements, City of Chaska, MN
- Osgood Avenue/TH 36 Frontage Road, Washington County, MN
- TH 22 Final Design, MnDOT D7
- Midway Road Left Turn Lanes, St. Louis County, MN

Municipal Drainage/Studies

- 2022 Street and Utility Improvements, City of Lanesboro, MN
- 36th Street and Wooddale Avenue Improvements, City of St. Louis Park, MN
- TH 13 Corridor Evaluation and Hybrid EA, MnDOT Metro
- CSAH 36 Reconstruction, Le Sueur County, MN
- Hopkins Crossroads Trail, City of Minnetonka, MN
- TH 5 Arboretum Area Design, Carver County, MN – Drainage Lead
- I-494/I-35W Design-Build, MnDOT Metro – Drainage Lead
- 80th Street Rehabilitation (TH 61), City of Cottage Grove, MN

Roundabouts

- Willmar Wye Design-Build, MnDOT District 8
- Highway 10 Ramsey Gateway, Anoka County, MN
- CSAH 13 from Line Avenue to Tyler Street, Sherburne County, MN
- US Highway 169 and CSAH 4 Interchange Design, Sherburne County, MN
- CSAH 11 and Burnsville Parkway, Dakota County, MN
- CSAH 35/Dague Avenue Roundabout, Wright County, MN
- TH 120/Century Avenue Reconstruction, Washington County, MN
- TH 5/CSAH 11 Improvements, Carver County, MN

BRANDON MAAS, PE

TRANSPORTATION PROJECT MANAGER | ASSOCIATE

BOLTON & MENK
Real People. Real Solutions.

EDUCATION

Bachelor of Science - Engineering
University of Wisconsin - Platteville

REGISTRATION

- Professional Engineer, MN
- Professional Engineer, WI

SUMMARY

Brandon is a transportation project manager who began his career in 2008. He has designed and managed a large variety of federally-funded projects ranging from interchanges, overpasses, roundabouts, and very constrained urban projects. Brandon leads projects with a very forthright approach by being overly communicative and proactive with team and agency coordination, working alongside clients and partners to deliver timely and quality products. He draws on his professional experiences to help drive meaningful discussions and deliver thoughtful designs that best serve clients and public users while always trying to think about creative and innovative solutions for projects.

EXPERIENCE

Roundabouts

- County Highway 10 and TH 41 Reconstruction, Carver County, MN
- Preliminary/Final Design for TH 5 and CSAH 11 Reconstruction, Carver County, MN
- Preliminary/Final Design for TH 5/TH 25/CSAH 33 Reconstruction, Carver County, MN
- Preliminary/Final Design for Unbridled Avenue Reconstruction and 12th Avenue Reconstruction, City of Shakopee, MN
- Preliminary/Final Design for TH 41/CSAH 18 Reconstruction, Carver County, MN

Rural to Urban Reconstruct

- County Highway 10 and TH 41 Reconstruction, Carver County, MN
- Preliminary/Final Design for TH 5 and CSAH 11 Reconstruction, Carver County, MN
- TH 610 and IH 94 Interchange Designs, City of Maple Grove, MN
- Preliminary/Final Design for TH 61 and 159th St Reconstruction, City of Hugo, MN
- Preliminary/Final Design for Bluff Drive Overpass Over US 169, Scott County, MN
- Preliminary/Final Design for TH 5/TH 25/CSAH 33 Reconstruction, Carver County, MN
- Preliminary/Final Design for Unbridled Avenue Reconstruction and 12th Avenue Reconstruction, City of Shakopee, MN
- Preliminary/Final Design for TH 41/CSAH 18 Reconstruction, Carver County, MN
- Preliminary/Final Design for CSAH 112, Hennepin County, MN

Roadway Improvements

- CSAH 5/Franklin Avenue Reconstruction, Hennepin County, MN
- 4th Street Reconstruction Phase 2, City of Minneapolis, MN
- CSAH 36 (University Avenue) and CSAH 37 (4th Street SE) Roadway Improvements (Preliminary and Final Design), Hennepin County, MN

ANDY HILL, PLS

SURVEY MANAGER | PRINCIPAL

BOLTON & MENK
Real People. Real Solutions.

EDUCATION

Bachelor of Science - Land Surveying
University of Otago, New Zealand

REGISTRATION

- Professional Land Surveyor, MN

SUMMARY

Andy enjoys embracing new technology to make our work more efficient and versatile. Andy is a survey manager who began the practice of surveying in 2007. His experience includes topographic, engineering design surveys, machine guidance systems, precise concrete construction setout, and detailed volume calculations. Finding a solution to a problem—whether it be with a contractor, an engineer, or a client—is what Andy finds highly rewarding.

EXPERIENCE

ALTA/ACSM Land Title Surveys

- More than 20 ALTA/ACSM Land Title Surveys throughout the metro area for various commercial properties

Topographic and Design Surveys

- Lander Avenue Improvements and Roundabout, City of St. Michael, MN
- Main Street Trail Improvements, City of Fridley, MN
- Mississippi River Trail, City of Ramsey, MN
- Orchard Land East Neighborhood, City of Brooklyn Center, MN
- Princeton Middle School Addition, City of Princeton, MN
- US 169 and CSAH 4 Interchange, Sherburne County, MN
- Wastewater Treatment Plant Outfall, City of Albertville, MN

Right-of-Way

- Concord Street Improvement, City of South St. Paul, MN
- Line Avenue Cul de Sac, City of Elk River, MN
- Main Street Trail Improvements, City of Fridley, MN
- New Water Treatment Plant, City of Ramsey, MN
- Wastewater Treatment Plant Outfall, City of Albertville, MN

Staking

- 66th Street/CSAH 53 Reconstruction, Hennepin County, MN
- CSAH 5, City of Big Lake, MN
- I-35 Design-Build in Forest Lake, Shafer Construction
- Mississippi River Trail, City of Ramsey, MN

Roundabouts

- 2019 Pedestrian Improvements, City of Monticello, MN
- CR 19 and 53rd Street Signal Study, City of Albertville, MN
- CR 45 Roundabout, Sherburne County, MN
- CSAH 1 and 44 Roundabout, Cass County, MN
- CSAH 13 from Line Avenue to Tyler Street, Sherburne County, MN
- CSAH 53 (66th Street) Reconstruction, Hennepin County, MN
- Downtown Roadway and Pedestrian Safety, City of Monticello, MN
- Highway 10 Ramsey Gateway, Anoka County, MN
- Highway 10/169 Improvements, City of Anoka, MN
- Lander Avenue Improvements and Roundabout, City of St. Michael, MN

RJ ALLISON-RODRIGUEZ, PE

TRANSPORTATION PROJECT ENGINEER

BOLTON & MENK
Real People. Real Solutions.

EDUCATION

Bachelor of Science - Civil Engineering
Iowa State University

REGISTRATION

- Professional Engineer, MN

SUMMARY

RJ is an experienced transportation project engineer specializing in utility coordination, project management, and infrastructure reconstruction. He is skilled at collaborating with contractors, engineering firms, agencies, and private utilities to identify and resolve conflicts, develop relocation plans, and ensure seamless integration between existing and proposed roadway features. RJ's responsibilities include preparing detailed documentation, cost estimations, and reviewing design plans to support utility relocations and construction efforts. He is adept at managing complex projects and consistently delivers solutions that facilitate successful project outcomes. Additionally, RJ has communicated effectively with the public and businesses to address concerns and provide project updates, ensuring transparency and stakeholder engagement throughout the process.

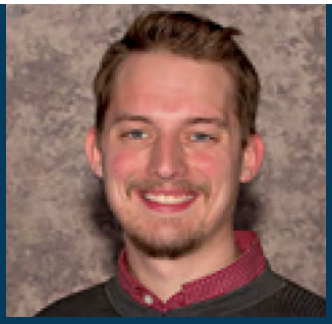
EXPERIENCE

Utility Coordination Projects (Lumen/CenturyLink Focus)

- I-494 Airport to Highway 169 Design-Build, MnDOT Metro, Utility Coordination Lead
- TH 65 Interchange in Blaine, MnDOT Metro, Utility Coordination Lead
- TH 55 Improvements from Plymouth to Golden Valley, MnDOT Metro, Utility Coordination Lead
- Nokomis Avenue Outfall (2023–2024), MnDOT Metro Utility Coordination Lead
- Metro Transit E Line BRT (2022–2025), MnDOT Metro Utility Coordination Lead

Roadway & Transit Improvements (Multi-Agency Collaboration)

- University & Fourth Roadway Improvements, Hennepin County, Utility Coordination Lead
- Hennepin Ave S Reconstruction, City of Minneapolis Utility Coordination Lead
- University Ave and Fourth Street Project, MnDOT Utility Coordination Lead for MnDOT



KEVIN BEIDELMAN, PE

ALBERTVILLE BRANCH SUPERVISOR

EDUCATION

Bachelor of Science - Geology
North Dakota State University

CERTIFICATIONS

- MnDOT Aggregate Production
- MnDOT Concrete Field I/II
- MnDOT Grading and Base I/II
- MnDOT Bituminous Street
- ICC Reinforced Concrete
- ACI Adhesive Anchor Inspector
- Troxler Nuclear Gauge Certified

SUMMARY

Kevin Beidelman is the Albertville Branch Supervisor with extensive experience managing and supporting infrastructure and construction projects from proposal development through construction. His background includes project management and preparation of project proposals and construction reports, geotechnical field exploration, and development of geotechnical reports, as well as scheduling and coordination of project testing services. Kevin has led and performed construction-phase services including observation of foundations, mass excavations, and bedrock excavations; inspection of reinforcing steel and anchor bolts; observation of driven and helical pile foundation systems; surveying; and construction field testing of soils and concrete. He brings a detail-oriented, proactive, and collaborative approach to his work, coordinating closely with project teams, agencies, and contractors to ensure quality, consistency, and timely delivery while supporting successful project outcomes.

EXPERIENCE

St. Michael WWTP, St. Michael, MN

- Construction Materials Testing and Special Inspection Services
- Cast Concrete Footings, Columns with multi-story masonry walls and precast concrete floors

Orono Public Waters Facilily, Orono, MN

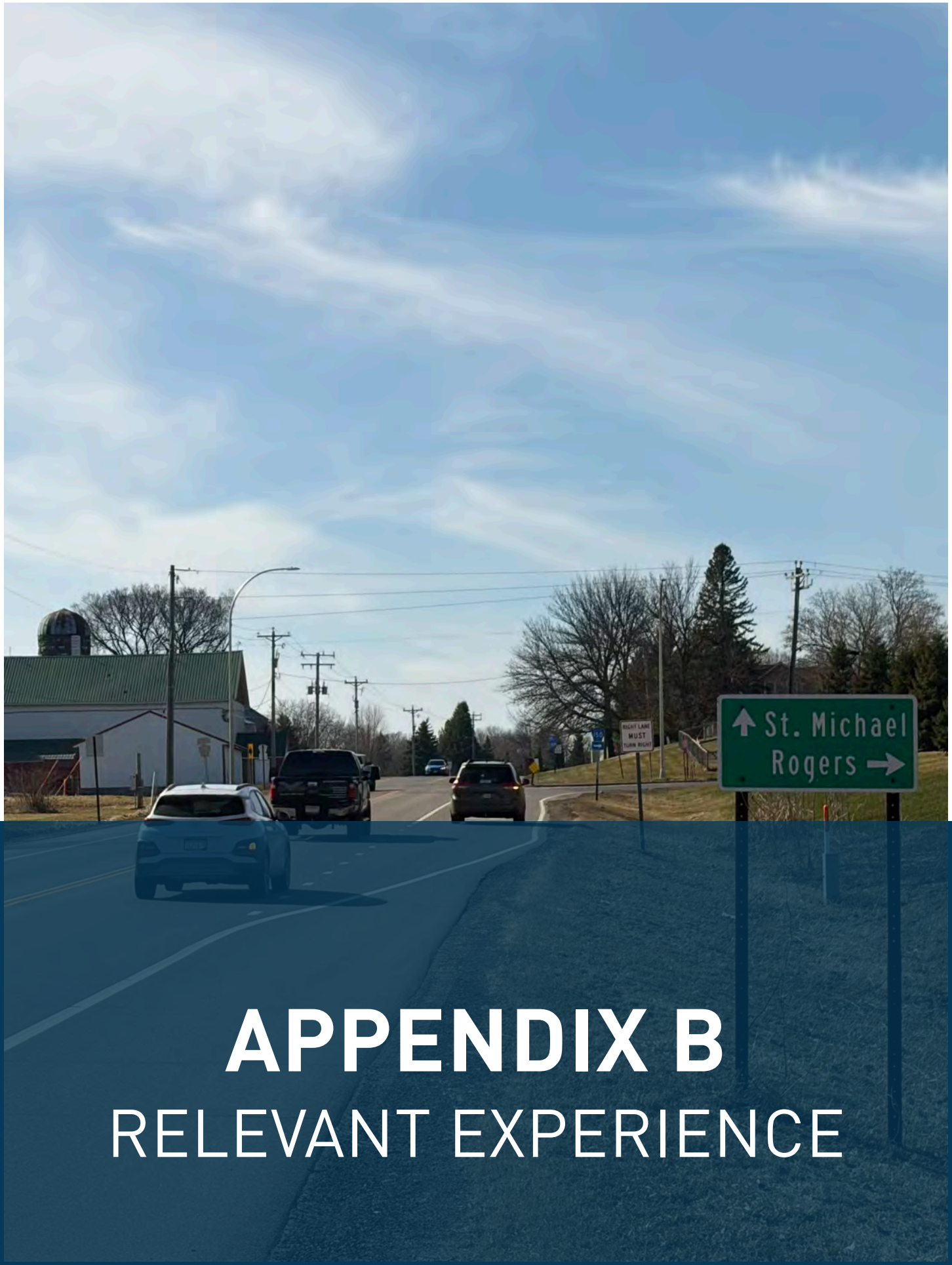
- Settlement monitoring of surcharged soils on onsite.
- Public works construction material testing
- Project management interior masonry and mezzanine.

Coon Rapids Fire Station, Coon Rapids, MN

- Storm shelter
- Pumphouse No. 5

Nolte River Place Apartments, Anoka, MN

- Water Treatment Facility Rehabilitation
- Water Supply/Test Well Project



APPENDIX B
RELEVANT EXPERIENCE

CSAH 70 FINAL DESIGN

CASS COUNTY, MINNESOTA

For more than a century, the connection between County Road 105 and County Highway 70 relied on a narrow, one-lane bridge over the Gull River Dam within a U.S. Army Corps of Engineers recreation area. This constrained crossing posed ongoing safety concerns for drivers, pedestrians, and emergency responders, while also intersecting environmentally sensitive lands and culturally significant sites.

Cass County advanced a new vision for this critical route that balanced safety, mobility, and stewardship. Bolton & Menk provided planning, design, and environmental leadership to develop a new roadway alignment that improves traffic flow and pedestrian access while minimizing impacts to wetlands, floodplains, wildlife habitat, and Indigenous cultural resources. Extensive coordination with federal and state agencies, tribal representatives, and local partners informed a solution that respected both regulatory requirements and community values. Environmental documentation, cultural resource protection, and context-sensitive design were integral to every phase of the project.

The completed corridor includes a modern roadway, two roundabouts, a new bridge, and a pedestrian trail connection. Together, these improvements deliver safer, more reliable access for residents and visitors while preserving the natural and cultural character of the Gull River corridor for generations to come.

Team Members Involved:

- Andy Hill
- John Perkins
- Mike Larson
- Tim Lamkin
- Zach Parsons

CSAH 11 AND BURNSVILLE PARKWAY

DAKOTA COUNTY, MINNESOTA

In Spring 2024, construction began on the County Road 11 and Burnsville Parkway intersection. The existing 37-year-old signal had reached the end of its service life, prompting a comprehensive study that revealed several safety concerns, including imbalanced traffic patterns. The City of Burnsville and Dakota County collaborated to determine the most effective redesign. After evaluating options—including a new traffic signal and a roundabout—the study identified a single-lane roundabout as the best solution to improve intersection operations, function, and flow. Bolton & Menk partnered with Dakota County and the City of Burnsville to complete the preliminary and final design. The team developed the preliminary layout, conducted an intersection evaluation, prepared environmental documentation, led public engagement efforts, and produced final construction plans.

Team Members Involved:

- John Perkins
- Mike Larson
- Tim Lamkin
- Zach Parsons

CSAH 23 (MARSHALL STREET NE) RECONSTRUCTION

HENNEPIN COUNTY, MINNESOTA

CSAH 23 (Marshall Street NE) provides critical connectivity between Northeast Minneapolis neighborhoods, the Mississippi River, and Downtown Minneapolis. For more than two decades, this 1.75-mile portion of roadway has been the focus of community discussion as increasing development density, parking demand, safety concerns, and evolving multimodal needs have placed pressure on this highly constrained corridor. The roadway serves a mix of users—freight, local traffic, transit, pedestrians, and bicyclists—and supports land uses ranging from industrial and commercial to residential, parks, and riverfront amenities.

Using a highly collaborative approach, the project team worked closely with agency partners and stakeholders to address the complexity of the corridor and its competing needs. While the primary project purpose was to address aging infrastructure, the effort required consideration of safety and operational concerns, improvements to pedestrian, bicycle, and transit accommodations, support for freight and local access, and preservation of the corridor's historic character as a gateway to the Minneapolis Arts District.

Design solutions required a context sensitive approach to align with agency and community long term corridor goals. The project evaluated a dozen typical section concepts and advanced three corridor layout alternatives for public review, each emphasizing different multimodal and safety improvements. The preferred alternative was developed using a block by block design approach to respond to varying land uses and physical constraints. Successful delivery required close coordination with Hennepin County, the City of Minneapolis, Metro Transit, the Minneapolis Park and Recreation Board, and neighborhood organizations. Through collaborative planning and thoughtful tradeoffs, the project establishes a realistic, community supported vision and is now entering final design.

Team Members Involved:

- Brandon Maas
- Tim Lamkin

APPENDIX C
GEOTECHNICAL SERVICES
AET

March 24, 2026

Bolton & Menk, Inc.
Attn: Jason Cook, PE
7533 Sunwood Drive NW Suite 206
Ramsey, Minnesota 55303

Re: Proposal for Geotechnical Exploration
Main Street and Territorial Road Roundabout Borings
Main Street and Territorial Road
Rogers, Minnesota
AET Proposal No. P-0051623

Dear Mr. Cook

American Engineering Testing (AET) is pleased to submit a proposal for this project. In this proposal, we present our understanding of the project, an outline of the scope of services we are to provide, a fee schedule, and an estimate of charges for our services.

PROJECT INFORMATION

We understand that the City of Rogers, in conjunction with Hennepin County, plans to construct a new roundabout at the intersection of Main Street and CSAH 116, Territorial Road, in Rogers. The proposed roundabout will be a single lane roundabout and is proposed to be a bituminous surface. We understand the roadway will have a 10-ton design and has a current ADT of 5,863 on Main Street, 7,467 on Territorial Road east of Main Street, and 3,944 on Territorial Road west of Main Street. The project will also include constructing storm sewer within the roundabout.

Please contact us if the proposed construction is different than our understanding.

SCOPE OF SERVICES

Geotechnical Field Exploration

Per the request for proposal, we are submitting our fee proposal for the following scope. We will:

- Arrange clearance of underground public utilities through the Gopher State One-Call System.
- Perform 5 standard penetration test borings (ASTM: D1586) to a depth of 14½ feet each.
- Obtain all necessary right-of-way permits from Hennepin County.
- Seal the boreholes per Minnesota Department of Health requirements.

We will drill the boring using hollow stem augers or by rotary mud drilling, and sampling by the split-barrel method (ASTM D1586). Our crew will keep a field log noting the methods of drilling and sampling, the Standard Penetration Values (N-values, “blows per foot”), preliminary soil classification, and observed groundwater levels. We will collect samples at 2.5-foot intervals to the termination depths. Representative portions of recovered samples will be sealed in jars to prevent moisture loss and submitted to our laboratory for review, testing and final classification.

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We will backfill the borehole to comply with the Minnesota Department of Health Regulations. For a boring drilled through the existing pavement, we will patch the boring at the surface with bituminous cold patch. We assume that the Client will backfill and repair any boreholes that may slough after our exploration is complete. AET cannot accept any liability associated with pedestrian injury after we leave the site.

Based on our knowledge of the site, we plan to drill the borings with a truck mounted drill rig. We assume that the Client will perform any site restoration work.

Underground Utilities

Before we drill, we will contact Gopher State One Call to locate public underground utilities. Gopher State One Call does not currently charge for this service, but they will not locate private underground utilities or structures. Examples of private utilities include, but are not limited to, propane lines, sewer laterals, sprinkler systems, site lighting, and electric and data lines between buildings. **The property owner is responsible for locating all private underground utilities and structures.** Please provide us with any maps, plans and records showing the location of all private utilities and structures.

We can provide you with the names and contact information for private utility locators. These companies usually charge a fee for their services. Also, please note that private locators cannot guarantee that all private utilities will be located. For the private locator to be accurate and effective, the property owner must provide maps, plans and records showing the location of all private utilities and structures. The property owner must also provide a knowledgeable site representative to meet with the private locator and AET personnel.

AET shall be entitled to rely upon the accuracy of all location information supplied by any source. We will not be responsible for any damages to underground utilities or structures that are located or incorrectly identified by the property owner, any maps, plans or records, or public or private utility locator providers.

Laboratory Testing

We will initiate routine laboratory testing by reviewing each recovered soil sample to assess the major and minor soil components, while also noting the color, degree of saturation, and lenses or seams in the samples. We propose to perform moisture content tests of fine grained (clayey) soils, Atterberg Limits, and percent passing the No. 200 sieve.

On completion of testing, we will visually/manually classify each sample on the basis of texture and plasticity in accordance with the Unified Soil Classification System and prepare the boring logs.

Report

We will prepare a report in which we will present the results of our subsurface exploration and laboratory testing. The report will include logs of the soil borings, the laboratory test results, a review of the engineering properties of the on-site soils and our geotechnical engineering opinions and recommendations regarding the following:

- Design and construction of new embankments for pavement support, including excavation and fill recommendations.
- Bedding and backfilling recommendations for underground utilities.
- Pavement design and construction recommendations for new bituminous pavement; including section thicknesses, subgrade preparation or improvement, sand subbase, and drainage.
- Subgrade R-value(s) for pavement design based on the conditions encountered.

- Comments on other items which may affect final performance or constructability, such as frost heave, and drainage considerations.

PERFORMANCE SCHEDULE

At this time, we can begin the field exploration within 5 to 6 weeks of receiving authorization to proceed, assuming we encounter no access problems related to the field work. We anticipate that the fieldwork will be completed within 1 working day with one truck mounted drill rig. We would submit the boring logs and draft report within 2 to 3 weeks after completion of our fieldwork.

FEES

For the scope of services described above, our charges will be as follows:

1.	Boring Locations and Utility Clearance	$ 1,000.00
2.	Traffic Control & Hennepin County Permit	$ 2,900.00
3.	Drilling and Sampling - 5 borings, 75 feet	$ 3,500.00
4.	Laboratory classification and testing	$ 1,000.00
5.	Geotechnical Analysis & Reports	$ 2,600.00
	TOTAL ESTIMATE	**$ 11,000.00**

We will establish $11,000.00 as a not-to-exceed lump sum fee for the geotechnical borings. In the event the scope of our services needs to be revised, such as additional or deeper borings and additional field or laboratory testing, we will review such scope adjustments and the associated fees with you and receive your approval before proceeding. Our fees will be in effect for sixty days following the date of this proposal, and fees for services authorized after this expiration date will be subject to review and possible escalation.

Minnesota Department of Health Fees
Effective July 1, 2025, the Minnesota Department of Health (MDH) has changed the borehole sealing and notification requirements. For sites where borings are drilled to a depth of 15 feet or deeper, all licensed drilling companies are required by law to grout the boreholes upon completion. For borings 25 feet in depth or deeper all licensed drilling companies must submit written notification to the MDH prior to drilling along with a fee of $125. Projects that span multiple properties will require multiple notifications. The MDH also requires that a Sealing Record be submitted to the MDH, with a copy to you, after the borings are completed. The above fee estimate for our geotechnical services includes the MDH fee for the proposed scope of drilling; however, because subsurface conditions can change between borings, the final MDH fee (including an administrative charge of $65 per notification) will be added, if necessary, to our final invoice to you.

TERMS AND CONDITIONS

Our services will be performed per the Subconsultant Master Agreement for Professional Services (Task Orders) between Bolton & Menk, Inc. and American Engineering Testing, Inc., effective December 8, 2023 through December 31, 2026.

By authorizing this proposal, we will proceed with the understanding that permission has been given by the current property owner to enter the site and perform our field services.

ACCEPTANCE

This proposal is presented in electronic (PDF) form; hard copies can be prepared and mailed to your office upon request. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

If you have questions regarding this proposal, please contact us.

Sincerely,

American Engineering Testing, Inc.

Robert J. Olson, PE (MN, WI, ND, SD, MT)
Principal Project Manager
Phone: (763) 742-8651
Email: rolson@teamAET.com

Kevin B. Beidelman
Senior Geologist/Branch Supervisor
Phone: (763) 244-5413
Email: kbeidelman@teamAET.com

APRIL 2026

Territorial Road *(CSAH 159)* & Main Street *(CSAH 150)* Roundabout

RFP#014351.2026

PREPARED FOR

City of Rogers

PREPARED BY

Kimley»Horn

APRIL 3, 2026

RE:

Territorial Road (CSAH 159) Main Street (CSAH 150) Roundabout

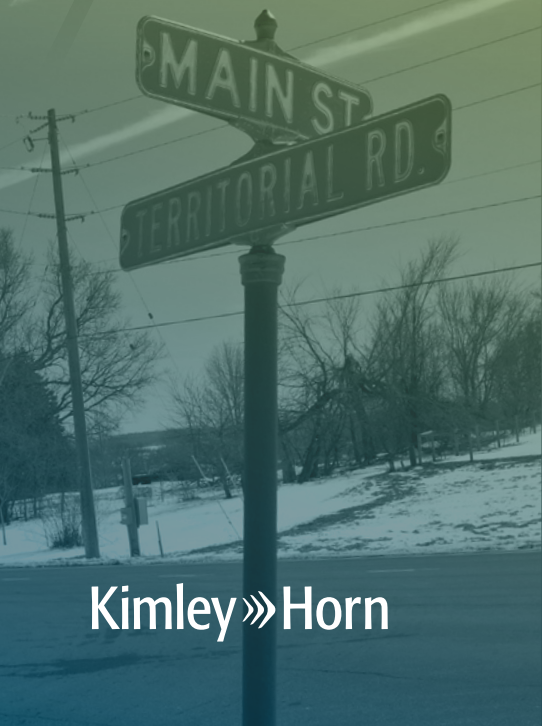
Proposal for Professional Engineering Services

To

DORAN M. COTE, PE
Public Works Director/City Engineer
City of Rogers
22350 South Diamond Lake Road
Rogers, MN 55374

From

KIMLEY-HORN AND ASSOCIATES, INC.
11995 Singletree Lane
Suite 225
Eden Prairie, MN 55344



Kimley»Horn

Dear Mr. Cote and Members of the Selection Committee:

On behalf of Kimley-Horn, I am pleased to submit our proposal to provide professional engineering services for the design of the Territorial Road and Main Street roundabout in Rogers. We understand the City is advancing this project to address increasing crash frequency and severity at a high-speed intersection, while also positioning the corridor for its future function as Main Street transitions to City ownership. Our team offers the City the following benefits:

SAFETY MINDED APPROACH: One unique element of this project is managing driver expectations as they navigate the reduced sight distance on the approach to the roundabout. Kimley-Horn has designed numerous roundabouts that address this safety concern in very simple but effective ways.

EXPERIENCE DELIVERING TURNBACK AND MULTI-AGENCY PROJECTS: The Kimley-Horn team frequently supports projects that involve jurisdictional transfers between cities and counties, cost-sharing agreements, and grant-funded improvements. We understand how these arrangements influence design decisions, agency coordination, and project schedules. We work closely with all partners to keep projects aligned with funding requirements and the approval processes.

ROUNDABOUT DESIGN AND IMPLEMENTATION EXPERTISE: Our team includes Mark Lenters, PE, one of the state's and nation's most reliable experts on roundabouts. Mark pioneered roundabouts for MnDOT, serving on-call for a decade to develop guidelines and provide training to dozens of DOT and county staff. He facilitated knowledge transfer during several early projects and has continued to keep abreast of the state's program. Throughout his career, he has been involved in the design of hundreds of roundabouts.

Kimley-Horn is well suited for this assignment because we bring an integrated team of roadway, roundabout, traffic, drainage, utility coordination, and public engagement professionals who routinely deliver local agency and state aid projects on demanding schedules. We understand the need to refine the concept already in place, validate the preferred configuration through a defensible ICE process, quickly identify right of way needs, and produce a practical design that the City can confidently advance to construction.

We appreciate the opportunity to be considered for this important project and would welcome the chance to support the City of Rogers in delivering an intersection that is safe and provides opportunity for future growth at Territorial Road and Main Street. Please reach out to me with any questions at kyle.imholte@kimley-horn.com or 763-202-1512.

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.

Kyle Imholte, PE
Project Manager

Dan Coyle, PE
Quality Assurance/Quality Control

Firm Information

Founded in 1967, Kimley-Horn is a full-service engineering and planning firm comprised of roadway engineers, transportation planners; civil, structural, mechanical, and electrical engineers; environmental professionals; and construction experts. With more than 9,800 staff members across 160+ offices nationwide, Kimley-Horn offers extensive resources and expertise. Locally, we have 430 professionals across four offices, providing local expertise to tackle any challenge. We operate as a single firm with multiple locations, all sharing a strong commitment to high-quality client service. Since opening our St. Paul office in 2002, we have collaborated with numerous agencies to enhance roads, making them more efficient, safe, and accessible for all modes of transportation.

160+
OFFICES NATIONWIDE

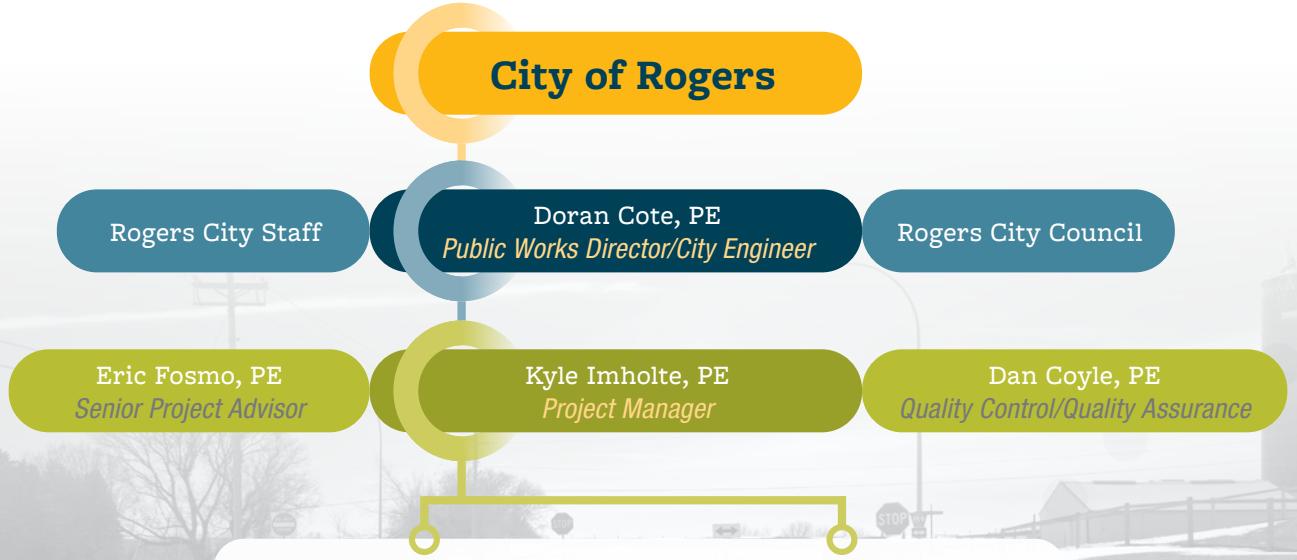
9,500+
STAFF

430
LOCAL STAFF

Contact and Project Team Information

Kyle Imholte, PE, and Eric Fosmo, PE, will lead our multidisciplinary Kimley-Horn team and manage our subconsultant teaming partners to successfully deliver this project. They are committed and available to provide overall project management, coordination, and support to the team. Kyle and Eric have delivered numerous intersection improvement projects throughout the Twin Cities and know how to navigate Hennepin County coordination. Kyle's strong communication skills, proactive project management, and detailed design experience will provide day-to-day leadership. Eric's extensive project delivery experience and strong relationships throughout the municipal engineering community will provide oversight and guidance. Together, they will support Rogers at each and every stage of this project. Below, we have included an organizational chart of our team and roles. Please see the Appendix for individual resumes of key staff.

Organizational Chart



Project Understanding

This project is fundamentally about improving safety at a growing, high-speed intersection. The City's RFP identifies increasing crash frequency and severity as a primary driver for the project, and the existing conditions help explain that concern: Main Street is posted at 45 mph, Territorial Road at 50 mph, and the intersection includes skewed geometry, a westbound free-right-turn movement, and an eastbound bypass lane.

The sight distance issue, steeper roadway slope, and the high-speed approaches for all of the legs of the intersection have resulted in crash rates that are significantly higher than the statewide average. The total crash rate is 3.4 times higher while the fatal/serious injury crash rate is 2.2 times higher. Both are operating outside of the expected normal range for a similar type of intersection. Two serious injury crashes occurred in 2021 and 2025, and multiple minor injury, possible injury, and property damage crashes have also occurred.

TOTAL CRASH RATE	
Observed	1.422
Statewide Average	0.145
Critical Rate	0.420
Critical Index	**3.39**
FATAL AND SERIOUS INJURY CRASH RATE	
Observed	12.366
Statewide Average	0.414
Critical Rate	5.560
Critical Index	**2.22**

Our team understands that the preferred roundabout solution must do more than fit within the footprint; it must reduce speeds, improve driver expectancy, simplify conflict points, and produce a measurable safety benefit for all users.

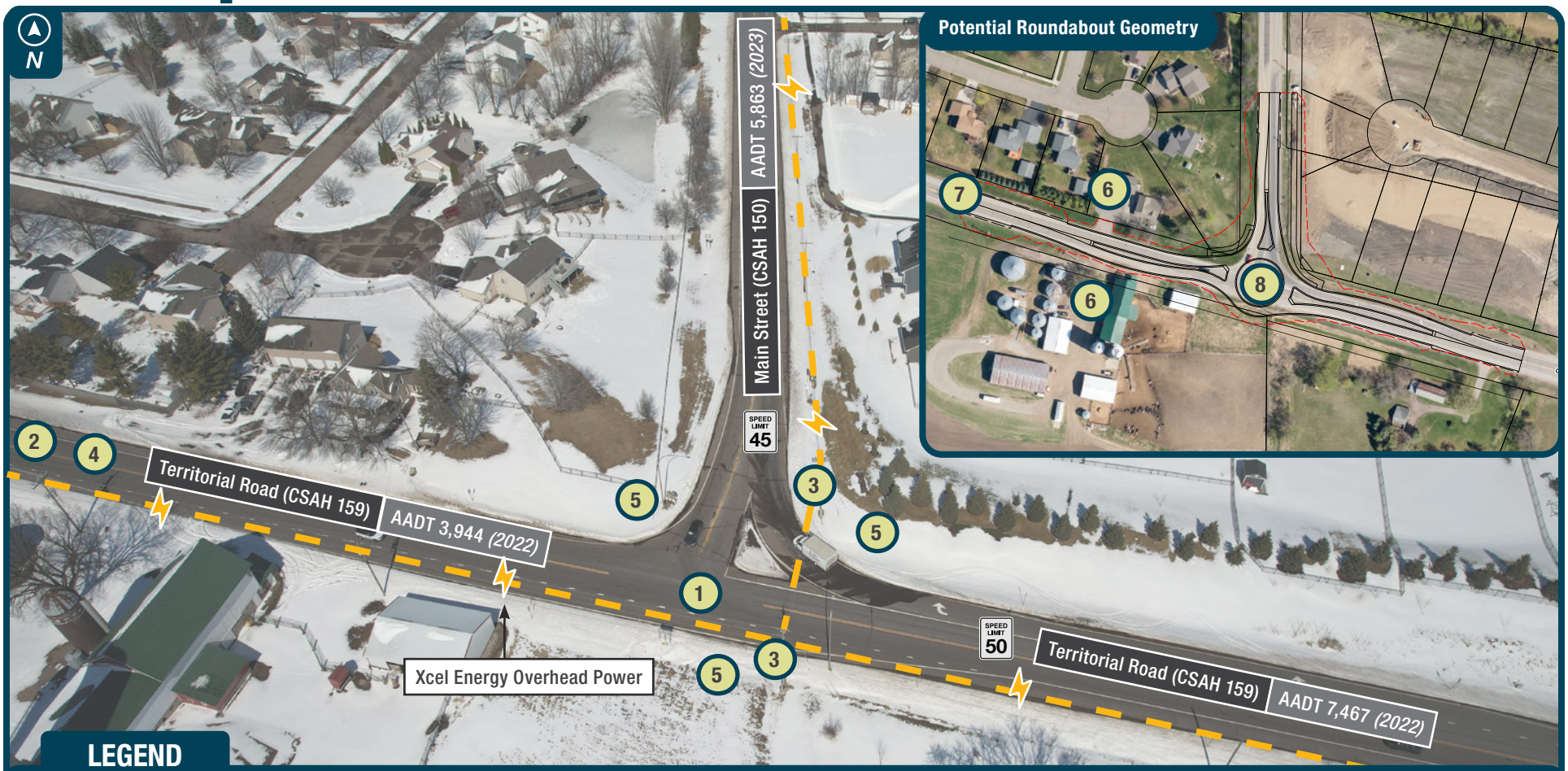
This project must respond to changing traffic patterns.
The growth west of the intersection has increased traffic entering the intersection and is likely contributing to the recent crash pattern. The ongoing jurisdictional transfer of Main Street signals an important long-term change in how this corridor will function. We understand the City's broader objective is not only to improve today's intersection operations, but to support the transition of truck traffic toward Fletcher Bypass and align the roundabout design with the future operating character of Main Street under City ownership.

This project requires a defensible technical process, not just a preferred concept.
The City is asking for an ICE report and associated traffic engineering analyses to justify the roundabout and evaluate alternatives, lane configurations, intersection control, and multimodal operations. The required work includes microsimulation modeling, field calibration of existing conditions, and analysis of existing 10-year and 20-year conditions for the AM, midday, and PM peak periods.

This project's geometry and context create several important design challenges.
Beyond traffic control conversion, the design must account for the crest vertical curve west of the intersection, roadway grades, truck paths, signing and striping transitions, lighting, drainage, and safe multimodal crossings. Because preliminary layouts have already been prepared and some easements have been obtained, we understand that the next phase is about refining and advancing a feasible concept into a coordinated, buildable set of plans while respecting existing right of way progress and minimizing rework.

This project will succeed only through disciplined coordination and delivery.
The City has a defined funding and approval path, which is driven by final plan approval by MnDOT District State Aid and Hennepin County no later than February 1, 2027, in support of 2027 construction. Our approach will focus on keeping the project moving, resolving issues early, and delivering a complete bid-ready package the City can confidently take to construction.

Issues Map



LEGEND

1. This intersection's critical crash index is significantly higher than the statewide average rate. This intersection has had a serious injury crashes in 2021 and 2025.
2. Crest vertical curve west of Main Street limits sight distances for eastbound drivers and southbound drivers making a left turn.
3. Overhead power poles will be impacted by construction. Early coordination with Xcel Energy will be required to promote relocations that don't delay construction.
4. Roadway slope of approximately 4% along Territorial Road can cause increased speed as vehicles approach the Main Street intersection.
5. Right of way is limited along all quadrants of the intersection.
6. Driveway access proximity to the roundabout will require coordination with Hennepin County and the property owners for a right-in-right-out access or full access.
7. Housing developments in western Rogers are anticipated to continue and traffic volumes will increase with these developments.
8. Existing and proposed impervious areas will be assessed to determine if Elm Creek Watershed Management rules are triggered. If impacts trigger requirements, BMP(s) will be needed to achieve compliance.

Project Approach and Methodology

The success of this project will be the result of the project team's ability to identify and implement a roundabout design that is safe and efficient for the traveling public. We have identified three key priorities as critical to this success:

PRIORITY 1

Confirm Single Lane Roundabout Design

The City's RFP identifies a single lane roundabout as the preferred intersection alternative. Our team will take a step backwards during preliminary design to confirm that a single lane roundabout is the best option for this intersection before moving into final design.

Traffic Modeling: Current traffic levels suggest that a single-lane roundabout would result in minimal traffic delays during peak hours. As Rogers continues to grow, future development to the south, west, and adjacent to the intersection of Main Street and Territorial Road will increase traffic volumes. The construction of the Fletcher Bypass will also cause changes in traffic patterns for this intersection. Our team will perform a detailed traffic analysis to confirm that a single-lane roundabout is sufficient to handle any changing traffic patterns and future growth.

Safety: The primary objective of this project is to improve safety for all intersection users. Our team will evaluate a single lane roundabout through the lens of safety to promote the intersection's capacity for current and future transportation volumes. A main priority will be to slow down vehicle travel speeds, especially for the eastbound traffic approaching the roundabout with limited sight distance. We believe that design changes to the concept roundabout included in the RFP can be made to the physical roadway design elements such as curb and gutter, median islands, narrowing of lanes, and additional curved approaches to effectively reduce vehicle speeds. Given the reduced sight distance, special attention is needed to manage driver expectations as they approach the roundabout by introducing the splitter islands and providing adequate visibility of the central island. The intersection doesn't currently have adjacent pedestrian facilities, but making sure that the roundabout design can accommodate future pedestrian connections will limit the amount of future construction needed if pedestrian facilities are added.

Quality Control/Quality Assurance (QC/QA)

At Kimley-Horn, quality is integral to project management, project documentation, utility coordination, and detailed design development. We bring our experience of successfully implementing similar quality plans on each project we are involved with. QC/QA doesn't just happen ahead of major project milestones or submittals, but is emphasized and implemented throughout the duration of a project.

Detailed Work Plan

Based on our understanding of the project needs, we have provided a detailed work plan on page 8, including scope, assumptions, and key personnel to deliver this project for construction in 2027. This detailed work plan will serve as a road map for the project delivery, promoting accountability throughout the project to deliver this project on time and within the established budget.

City of Rogers Participation and Other Services

Kimley-Horn will require partnership, input, and coordination from the City of Rogers to successfully deliver this project. Our work plan includes bold text under the Kimley-Horn Assumptions column, that has specific participation required from the City of Rogers.

PRIORITY 2

Coordinating Roundabout Impacts

The physical footprint and impacts of a roundabout, compared to the existing intersection, will require several items to be coordinated to allow for final approvals by February 1, 2027. We have identified a number of critical items that our team will prioritize to keep the project on schedule.

Easement Acquisition: We understand that the City has begun easement acquisitions for properties affected by the roundabout. During the preliminary design phase, our team will prioritize defining construction limits to confirm the acquired easements are sufficient. If needed, we will explore design modifications or inform the City of any additional easement requirements.

Driveway Access: The two properties along Territorial Road directly west of the Main Street intersection, 21540 Territorial Road and 21655 Territorial Road, have driveways that are less than 250 feet from the intersection. Our team must coordinate these driveways early in the design process with Hennepin County and the property owners. We anticipate that Hennepin County will push for right-in, right-out access, while the property owners will want full access. Coming to a decision early in the design process on driveway access will help throughout the right of way process.

Stormwater Management: We understand that the City believes that stormwater treatment will not be required for this project based on the roundabout concept design. During preliminary design we will review existing and proposed impervious areas to confirm that Elm Creek Watershed Management Rules aren't triggered.

Private Utility Coordination: Currently, Xcel Energy has overhead facilities with two poles that will be impacted by the proposed roundabout. Relocating these poles and adjacent wires could have significant lead times. Our team will prioritize engaging with Xcel Energy early in the preliminary design process to confirm that there are no relocation surprises during construction.

PRIORITY 3

Hennepin County Coordination

The City of Rogers is leading this project, but coordination with Hennepin County will be needed throughout design. Territorial Road and Main Street are currently owned by Hennepin County and will require input, review, and approvals to implement the roundabout and the roadway turn back. In addition to the roundabout traffic modeling, we believe the following items will be critical to getting Hennepin County's approval:

Preliminary Layout Approval: Hennepin County will require a detailed preliminary layout, comparable to a MnDOT Level 1 layout, for review and approval. The County may distribute the layout throughout multiple internal groups. The design schedule will need to provide adequate time for reviews by Hennepin County.

Full Closure vs. Partial Closure: Our design and construction team will evaluate the possibility of a partial intersection closure and analyze the benefits and impacts related to construction schedule, the traveling public, and construction costs.

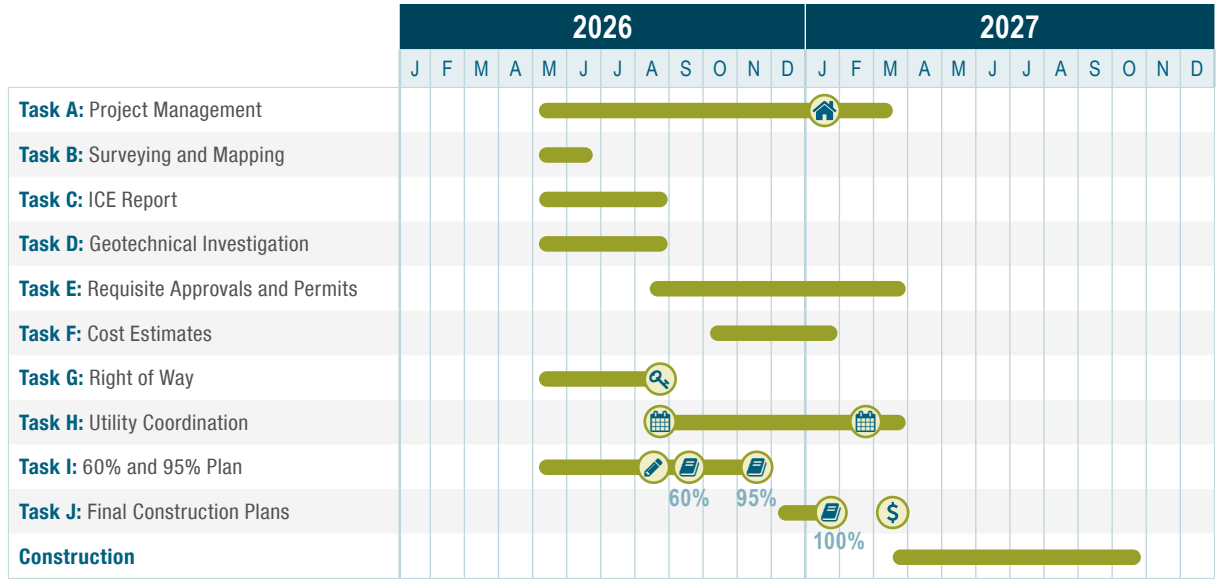
Traffic Detours: Regardless of whether we ultimately select a full or partial intersection closure, we will evaluate potential traffic detours and their network impacts. The primary destination for vehicle traffic through the intersection includes north to downtown Rogers or east to access I-94. We will coordinate construction dates and detour routes with the project team to minimize impacts to the traveling public.

Project Schedule

Kimley-Horn has a track record of successfully completing projects on time or ahead of schedule. This success is due, in part, to each design schedule being clearly and effectively communicated to the project team and stakeholders by the Project Manager. We have developed a project schedule with key milestones, shown to the right, along with a detailed schedule included in the appendix.

Key:

- Open Houses
- Private Utility Coordination Meeting
- Finalize Intersection Design
- Plans
- Bid Letting
- Finalize ROW Acquisition Needs



Cost Estimate

SUMMARY OF TASKS AND HOURS	Senior Engineer	Project Manager	Project Engineer	Graduate Engineer	Drafter	Clerical	Cost	Total Hours	Sub Cost
Task A. Project Management	22	50	30		10	8	$26,610.00	120	
Task B. Surveying And Mapping								73	$7,335.00
Task C. Ice Report	6	6	12	60			$16,160.00	91	$700.00
Task D. Getechnical Investigation And Design								117	$11,765.00
Task E. Requisite Approvals And Permits	2	4	8	8		24	$7,020.00	46	
Task F. Cost Estimates	2	6	8	24			$7,870.00	40	
Task G. Right Of Way	2	6	4		12		$4,070.00	24	
Task H. Utility Coordination And Relocations	2	4	12	24	10		$9,230.00	52	
Task I. 60 And 95% Plan And Specification Preparation	22	46	130	260	360	10	$126,820.00	828	
Task J. Final Construction Plans, Specifications, And Estimates	8	24	42	60	50		$32,310.00	184	
Project Sub Totals	**66**	**146**	**246**	**436**	**442**	**42**	**$230,090.00**	**1575**	**$19,800.00**
PROJECT TOTALS							**$249,890.00**		
Task K. Optional Tasks Identified By The Consultant									
Subtask K.1 Property Owner Meetings		12	12		16		$6,620.00	40	
Subtask K.2 Elm Creek Watershed Management Rules and Standards	4	10	20	80	40		$24,410.00	154	
Subtask K.3 Construction and Federal Aid Assistance									

**Please see appendix for detailed scope and fee*

Detailed Work Plan

TASKS/ SUBTASKS	SCOPE/DELIVERABLES	KIMLEY-HORN ASSUMPTIONS	PRIMARY TASK LEAD	SECONDARY TASK LEAD
TASK A: PROJECT MANAGEMENT				
A.1 Administration	Coordination with City Project Manager and internal team, updates to project schedule, invoicing, contract amendment requests (if necessary), and cost updates.	Project management administrative tasks (invoicing, schedule, etc.) are included for all project phases in this task.	**Kyle Imholte** *(Project Manager)*	**Eric Fosmo** *(Senior Project Advisor)*
A.2 General Coordination	General coordination of the project will include scheduling of meetings, agency coordination meetings, public open house meeting, utility meetings, and any other meetings as required.	Kimley-Horn will provide agendas and summaries for all meetings.	**Kyle Imholte** *(Project Manager)*	**Eric Fosmo** *(Senior Project Advisor)*
A.3 QC/QA Functions	Kimley-Horn will perform QC/QA functions throughout the project duration to support the delivery of a quality product in a timely manner.	Additional QC/QA will be performed prior to each submittal, including the preliminary layout, 60%, 95%, and final plans.	**Kyle Imholte** *(Project Manager)*	**Dan Coyle** *(QC/QA Lead)*
A.4 Project Management Team (PMT) Meetings	We will hold an initial kick-off meeting to confirm the basic project objectives, solidify a work plan, and obtain consensus on project requirements. The PMT will meet monthly to discuss design, permit, and agency-related issues for the project.	Kimley-Horn will schedule, prepare for, lead, and provide meeting minutes for the project management team. We have assumed up to 10 PMT meetings with up to three Kimley-Horn staff attending each meeting. We have assumed that all PMT meetings will be virtual.	**Kyle Imholte** *(Project Manager)*	**Eric Fosmo** *(Senior Project Advisor)*
A.5 Public Open House Meetings	Kimley-Horn will assist City staff for a public open house meeting to inform residents of the upcoming project, share the City's process for the project, share the project alternatives, collect feedback, and answer questions. We will follow up on questions that come out of the engagement and will discuss feedback with City staff prior to incorporating it.	We have assumed that up to two Kimley-Horn staff members will attend each open house. We will attend up to one open house meeting. *We have assumed that the City would be responsible for any mailings, residential notifications, project website updates, and reserving a meeting location. We will supply all project layouts and exhibits.*	**Kyle Imholte** *(Project Manager)*	**Joey Hynes** *(Project Engineer)*
TASK B: SURVEYING AND MAPPING				
B.1 Topographic Survey	Egan, Field, and Nowak (EFN) will perform the topographic survey throughout the project area per the requirements in the RFP.	Limits of survey will include the roundabout geometry concept that was included in the RFP. *We have assumed that the City will provide existing right of way information.*	**Eric Roeser** *(Land Surveyor)*	**Joey Hynes** *(Project Engineer)*
B.2 Data Collection	A Civil 3D drawing with feature linework, annotation, and existing ground surfaces will be prepared. The deliverables will be split into an existing conditions drawing/basemap and an existing utilities/basemap. A survey point file will also be provided.	Gopher State One Call locate request will be combined with observed evidence of utilities to develop a view of those underground utilities. *We have assumed that the City will provide as-built for the project area prior to the topographical survey.*	**Eric Roeser** *(Land Surveyor)*	**Joey Hynes** *(Project Engineer)*
B.3 Legal Descriptions	Legal descriptions will be provided for proposed easements for properties impacted by the roundabout improvements.	We have assumed that up to three properties will require legal descriptions. *We have assumed that the City would be responsible for any necessary right of way acquisitions.*	**Eric Roeser** *(Land Surveyor)*	**Kyle Imholte** *(Project Manager)*
TASK C: ICE REPORT				
C.1 Data Collection and Traffic Modeling	Kimley-Horn will collect traffic counts at the intersection of Territorial Road and Main Street. We will develop 2040 traffic forecasts from available traffic forecast data and known developments. We will provide traffic modeling for and Existing, No Build, and up to 2 future build concepts.	Data collection will include trucks, pedestrians, and bicycles on a 24-hour period on a typical weekday (Tuesday—Thursday).	**JoNette Kuhnau** *(Traffic Engineer)*	**Joey Hynes** *(Project Engineer)*
C.2 Analysis and Reports	Kimley-Horn will calculate crash rates, prepare crash diagram, document existing crash trends for up to 5 years of available data. We will estimate operational and safety benefits to inform benefit and cost analysis. We will document findings in an ICE report/roundabout justification report.	We have assumed that an RRFB justification report will not be required due to this roundabout being a single lane roundabout and no adjacent pedestrian facilities.	**JoNette Kuhnau** *(Traffic Engineer)*	**Joey Hynes** *(Project Engineer)*

TASKS/ SUBTASKS	SCOPE/DELIVERABLES	KIMLEY-HORN ASSUMPTIONS	PRIMARY TASK LEAD	SECONDARY TASK LEAD
TASK D: GEOTECHNICAL INVESTIGATION AND DESIGN				
D.1 Geotechnical Soil Borings	Braun Intertec will perform the geotechnical borings throughout the project area to understand subsurface geological conditions. At each boring location within the roadway, a pavement core will be taken to measure the existing pavement section and underlying aggregate base. The borings and pavement cores will give our design team the information to recommend the most cost efficient method for pavement and utility replacement.	We have assumed that up to three standard penetration test borings will be performed to a depth of ten feet within the existing roadway. Also, four hand auger borings each to a depth of seven feet will be performed at each quadrant of the intersection. *We have assumed that the City would waive any permit fees for the borings. We have assumed that if borings are needed for stormwater treatment and/or implementation of BMPs, that it would be handled through an amendment.*	**Matt Ruble** *(Geotechnical)*	**Kyle Imholte** *(Project Manager)*
D.2 Engineering Analysis and Reports	Braun Intertec will prepare a geotechnical report that summarizes the findings from the borings, pavement cores, and sampling. The report will provide a recommendation for a proposed pavement section.	Geotechnical information will be shared with the city at PMT meetings as it becomes available to highlight key information that was found.	**Matt Ruble** *(Geotechnical)*	**Kyle Imholte** *(Project Manager)*
TASK E: REQUISITE APPROVALS AND PERMITS				
E.1 Permits	Kimley-Horn will develop a matrix of the required permits based on the roundabout concept. We will identify the agency, the permit type, the permit requirements, when the permit needs to be submitted, and any major notes. We will incorporate permit requirements into the design of the project.	We have assumed that the required permits would include an NPDES permit and an Elm Creek Watershed permit. Due to there being no apparent adjacent wetlands, we have assumed that a DNR and an ACOE permit are not required.	**Adam Tjaden** *(Hydraulic Engineer)*	**Joey Hynes** *(Project Engineer)*
TASK F: COST ESTIMATES				
F.1 Cost Estimates	Kimley-Horn will provide a cost estimate for the design improvements in conjunction with the 60%, 95%, and 100% plans. We will address one round of comments after each submittal.	We have assumed that cost estimates will be split based on State Aid, County, and City identified funding sources.	**Joey Hynes** *(Project Engineer)*	**Kyle Imholte** *(Project Manager)*
TASK G: RIGHT OF WAY				
G.1 Right of Way	Kimley-Horn will incorporate existing right of way lines along with any easements that have been acquired by the City. We will design the roundabout to remain within the existing right of way and the planned additional right of way to be provided by adjacent property owners. If needed, we will prepare parcel exhibits for up to three properties. We assume the County will not require right of way plans because the City is leading the project and will acquire all necessary easements.	*We assume that the City will provide existing right of way lines along with easements that have been acquired. We will include right of way and easements in the preliminary layout. We assume the City will obtain all right of entry permission for temporary work or will obtain easements for any permanent improvements and the City would be responsible for all appraisals, negotiations, and acquisitions.*	**Kyle Imholte** *(Project Manager)*	**Joey Hynes** *(Project Engineer)*
TASK H: UTILITY COORDINATION AND RELOCATIONS				
H.1 Utility Coordination and Relocations	Kimley-Horn will coordinate with private utilities to identify impacts and coordinate relocations. We will perform a Gopher State One-Call during preliminary design and review private utility permit relocations once permits have been submitted to the City.	Kimley-Horn will schedule, prepare for, lead, and provide meeting minutes for private utility coordination meetings. We have assumed up to two meetings. We will assist the City by providing permit reviews for up to five private utility company relocations.	**Joey Hynes** *(Project Engineer)*	**Kyle Imholte** *(Project Manager)*
TASK I: 60 AND 95 PERCENT PLAN AND SPECIFICATION PREPARATION				
I.1 Geometric Layout	Kimley-Horn will develop a preliminary layout that includes geometry for a single lane roundabout. This layout will be used for review and coordination with the City and Hennepin County for what to take into final design.	We will address up to two rounds of comments from the City/County on the geometric layout.	**Joey Hynes** *(Project Engineer)*	**Kyle Imholte** *(Project Manager)*

TASKS/ SUBTASKS	SCOPE/DELIVERABLES	KIMLEY-HORN ASSUMPTIONS	PRIMARY TASK LEAD	SECONDARY TASK LEAD
I.2 Drainage Design	Based on conversations with the City, it is assumed that there will not be a net increase in impervious area and that Elm Creek Watershed's Rules and Standards will not be required for stormwater treatment and/or BMP implementation. We will coordinate with Elm Creek Watershed prior to the 60% submittal to confirm rule triggers and permitting requirements. Kimley-Horn will design the storm sewer improvements including inlet spacing for gutter spread and sizing of storm sewer pipes and outlets to State Aid standards.	Kimley-Horn will prepare a draft drainage report at the 60% project milestone for review comments, and a State Aid Drainage Report for the 95% project milestone. If Elm Creek Watershed's Rules and Standards are triggered beyond Erosion and Sediment Control rule, additional scope and fee are included under Task K.2.	**Adam Tjaden** *(Hydraulic Engineer)*	**Joey Hynes** *(Project Engineer)*
I.3 60% and 95% Plans	Kimley-Horn will develop final plans based on the preliminary design layout that are consistent with MnDOT State Aid approvals. Deliverables include 60% plans and 95% plans. We will address one round of comments from the City/County/ MnDOT after each deliverable. All plans will be produced in AutoCAD/Civil 3D. Special provisions will be included with the 95% and 100% plans.	Construction plans are assumed to be prepared at 30 scale and include: cover sheet, statement of estimated quantities, general layout, construction notes, typical sections, standard plates and plan sheets, detour sheets, removals and erosion control plans, construction plan and profile, signing and pavement marking plan, SWPPP, lighting plans, storm sewer laterals, turf establishment, and cross sections (every 50').	**Joey Hynes** *(Project Engineer)*	**Kyle Imholte** *(Project Manager)*
TASK J: FINAL CONSTRUCTION PLANS, SPECIFICATIONS, AND ESTIMATES				
J.1 Final Construction Plans, Specifications, and Estimate	Kimley-Horn will address comments received on the 95% plans and will incorporate comments into final signed plans, specifications, and a final estimate.	We have assumed that federal funding is not being used for this project and that funding would include local funds and State Aid funds.	**Joey Hynes** *(Project Engineer)*	**Kyle Imholte** *(Project Manager)*
J.2 Bidding Assistance	Kimley-Horn will assist the City throughout the bidding process. We will be available to answer questions from bidders and will prepare addenda as needed.	*We have assumed that the City will be utilizing online bidding through QuestCDN and would lead document uploads and opening of bids.*	**Kyle Imholte** *(Project Manager)*	**Joey Hynes** *(Project Engineer)*
TASK K: OPTIONAL TASKS IDENTIFIED BY THE CONSULTANT				
K.1 Property Owner Meeting	Kimley-Horn will assist the City with one-on-one residential property meetings to discuss proposed improvements and construction impacts. Each meeting we will provide an exhibit that shows proposed improvements and meeting notes.	We have assumed that one person from Kimley-Horn would attend each meeting and have assumed up to 8 individual property owner meetings.	**Kyle Imholte** *(Project Manager)*	**Joey Hynes** *(Project Engineer)*
K.2 Elm Creek Watershed Management Rules and Standards	If Elm Creek's Rate Control, Volume Management, and/or Water Quality requirements are triggered under the Stormwater Management Rule due to the project improvements, Kimley-Horn will prepare a regulatory matrix outlining the rule triggers and permitting requirements. We will prepare existing and proposed H&H models to complete BMP sizing and design.	It is assumed that additional plan sheets would be required for stormwater BMP including grading plan, storm sewer details, and drainage profiles. We assume stormwater BMP will require a level 1 desktop wetland delineation.	**Adam Tjaden** *(Hydraulic Engineer)*	**Kyle Imholte** *(Project Manager)*
K.3 Construction Assistance and Federal Funding Assistance	Kimley-Horn and our subconsultants are available to provide assistance to the City throughout construction. Construction assistance that we can provide includes but is not limited to construction observation, staking, materials testing, and construction administration. The Kimley-Horn team can assist the City in navigating the federal approval process throughout preliminary design, final design, right of way acquisition, the environmental document, plan approvals, and construction.	We have assumed that scope and fees for construction administration assistance and federal funding assistance would be negotiated with the City through an amendment during final design. We propose that a meeting be scheduled to discuss the services that the City would like assistance with, so we can provide services that best suit the City.	**Kyle Imholte** *(Project Manager)*	**Eric Fosmo** *(Senior Project Advisor)*

Appendix

Resumes

Kyle Imholte, PE

Project Manager

Kyle has 11 years of experience providing roadway, storm drainage, and utility design services for a variety of clients throughout Minnesota. He is experienced in roadway reconstruction projects that require innovative design solutions and balance multiple aspects of a project, including ADA, bicycle facilities, roundabouts, storm drainage, public utilities, lighting, and private utilities. Kyle's experience ranges from conceptual planning and preliminary design to detailed final design and construction administration. Kyle utilizes his strong technical background and his relationships with the multidisciplinary project team to provide seamless coordination and successful delivery of projects at each milestone.

Professional Credentials

- Bachelor of Science, Civil Engineering, North Dakota State University
- Professional Engineer in MN

Relevant Experience

CSAH 19 & CR 117 Roundabout, *Hennepin County, MN* — Project Manager

Station 73 TRIP, *Plymouth, MN* — Project Engineer

Old Highway 8 Improvements, *New Brighton, MN* — Project Manager

Peony Lane Improvements, *Plymouth, MN* — Project Manager

Cedar Lake Road Improvements, *St. Louis Park, MN* — Project Manager

Louisiana Ave Improvements, *St. Louis Park, MN* — Project Manager

Levee Road, *Red Wing, MN* — Roadway Design Lead

Pavement Management Project, *St. Louis Park, MN* — Project Manager

Dan Coyle, PE

QC/QA

Dan has 34 years of experience providing engineering consulting services for a variety of state, municipal, agency, and private clients. He specializes in municipal roadway and utility reconstruction in urban environments involving railroads. Dan has worked on a wide variety of projects and roadway types, from high-volume multilane freeways to low-volume collector streets, from downtown arterials to neighborhood collector streets, from public parks to convertible public spaces for city festivals. Dan's typical projects involve multimodal roadways, bridges, railroads, trails, public engagement, and utility coordination.

Professional Credentials

- Bachelor of Science, Civil Engineering, Georgia Institute of Technology
- Professional Engineer in MN, WI, IL, IA, and VA

Relevant Experience

Amendment for Roundabout for 57th Ave Overpass, *Fridley, MN* — Project Manager

Louisiana Avenue Final Design, *St. Louis Park, MN* — Project Manager

TH 169/TH 282/CR 9 Interchange (2020), *Jordan, MN* — Project Engineer

4th Street SW Reconstruction, *2nd Ave to 6th Ave, Rochester, MN* — Project Manager

Texas Avenue Design Services, *St. Louis Park, MN* — Project Manager

Dan Patch River Crossing Scoping Study, *Savage, MN* — Project Manager

Greenhaven Golf Course Entry and TH 10 Interchange Landscape, *Anoka, MN* — Project Manager

Cedar Avenue Public Realm Improvements, *Minneapolis, MN* — Project Engineer

Design of the New Rochester Maintenance Facility and Remodeling of the Existing District 6 Headquarters Building, *Rochester, MN* — Project Manager

2016 Park Redevelopment Projects, *Coon Rapids, MN* — Project Manager

Lark/Prosperity Street Improvements, *Maplewood, MN* — Project Manager

Mark Lenters, PE

Roundabout Expert

For the past 24 years, Mark has focused his professional engineering practice on modern roundabouts, following 15 years of experience performing intersection design and safety reviews. He has become one of the nation's leading roundabout specialists with extensive experience in all aspects of roundabout policy, planning, design, public outreach, and research. Mark provides on-call design review and standards for numerous DOTs and counties. With every project he builds a legacy of superbly operating roundabouts that decrease congestion and increase efficiency and safety.

Professional Credentials

- Bachelor of Engineering, Transportation and Highway Engineering, Lakehead University
- Associate, Civil Engineering Technology, Mohawk College
- Professional Engineer in AZ, CO, GA, TX, VT, and WI
- Institute of Transportation Engineers (ITE), Member
- Transportation Research Board (TRB), Member

Relevant Experience

CSAH 19 & CR 117 Roundabout, *Hennepin County, MN* — Roundabout QC

US Route 52 and County Line Road Intersection Improvements Phase I, *Will and Kendall Counties, IL* — Roundabout QC

IDOT US Route 20 and Harmony Road Intersection Improvements, Phase I, *McHenry County, IL* — Project Principal and Geometrics Engineer

14th Street Study and Dugdale Roundabout Design, *North Chicago, IL* — Project Manager

Region 3 2021 Roundabout Concepts On-call, *Grand Junction, CO* — Project Manager

Castle Creek and Maroon Creek Road Traffic Improvements, *Aspen, CO* — Project Manager

SH 6 and Post Boulevard Roundabout Evaluation, *Avon, CO* — Project Manager

Roundabout On-Call, *Aurora, CO* — Project Manager

Eric Fosmo, PE

Senior Project Advisor

Eric has 20 years of experience in design and project management delivering complex public infrastructure improvement projects. His experience includes all phases of project delivery, including scoping and feasibility studies, preliminary design, public engagement, final design, and construction phase services. Eric has 16 years of roadway, trail, utility, and drainage design experience on public infrastructure improvement projects. Eric exhibits a passion for multidisciplinary projects and is adept at balancing the priorities of multiple project stakeholders and funding agency requirements to efficiently and effectively deliver projects.

Professional Credentials

- Bachelor of Science, Civil Engineering, North Dakota State University
- Professional Engineer in MN

Relevant Experience

CSAH 19 & CR 117 Roundabout, *Hennepin County, MN* — Project Advisor

Old Highway 8 Improvements, *New Brighton, MN* — Project Advisor

CSAH 26 from TH 55 to TH 3 and CSAH 63 from CSAH 28 to Existing CSAH 63 Preliminary and Final Design, *Inver Grove Heights and Eagan, MN* — Project Manager

CSAH 28/CSAH 63 (Argenta Trail) Realignment, *Inver Grove Heights, MN* — Project Engineer

CSAH 70 Expansion Preliminary and Final Design, *Lakeville, MN* — Project Manager

CR 73 (Akron Avenue) From Bonaire Path to the Rosemount/Inver Grove Heights City Limits in Rosemount, Public Involvement Process, Traffic Analysis, Preliminary and Final Design, *Rosemount, MN* — Project Manager

County Highway 42 and County Road 73/Akron Avenue Intersection Improvements, *Rosemount, MN* — Project Engineer

County Road E2 and County Road F, *New Brighton, MN* — Project Manager

I-35 and CH 2 Interchange Preliminary Design and Environmental Documentation, *New Market Township, MN* — Project Engineer

Concord Street Final Design, *South St. Paul, MN* — Project Manager

Joey Hynes, PE

Project Engineer

Joey has seven years of experience as a roadway design lead, in both urban and rural settings. As an expert in geometric design, Joey has a proven track record of multiple roundabout designs approved by MnDOT's Geometric Design Support Unit (GDSU), and helped facilitate the MnDOT Roundabout Design Training Course. He excels in OpenRoads Designer for both plan production and modeling and has worked on both preliminary and final design. Joey has successfully led civil teams and coordinated multidisciplinary teams, supporting seamless project execution, quality, and exceptional client service. He effectively addresses design challenges to deliver optimal solutions. With a strong commitment to engineering excellence and collaborative teamwork, Joey is an invaluable asset to any roadway design project.

Professional Credentials

- Bachelor of Science, Civil Engineering, University of Minnesota
- Professional Engineer in MN

Relevant Experience

MnDOT District 2, TH 197 Urban Reconstruct and Roundabouts, *Bemidji, MN* — Project Engineer

MnDOT District 6, TH 44/TH 76 Roundabout and Pavement Preservation, *Caledonia, MN* — Project Engineer

City of Bemidji, Hannah Ave and Middle School Drive Reconstruction and Roundabouts, *Bemidji, MN* — Project Engineer

MnDOT District 2, TH 11 Reconstruction and Roundabout, *Warroad, MN* — Project Analyst

Douglas County, I-94/TH 27/CSAH 45/CSAH 46 Roundabout, *Alexandria, MN* — Project Analyst

MnDOT District 4, I-94/TH 27 Roundabout, *Alexandria, MN* — Project Analyst

CR 54 (Ravenna Trail) Reconstruction Preliminary Design, *Hastings, MN* — Project Engineer

TH 169/TH 282/CSAH 9 Interchange (Preliminary Design/Environmental Documentation), *Jordan, MN* — Project Analyst

JoNette Kuhnau, PE, PTOE

Traffic Lead

JoNette has 25 years of experience on transportation and traffic engineering projects in Minnesota. Throughout her career, she has focused on working with local agencies on transportation issues and is skilled at effectively communicating with stakeholders on technical and complex topics. JoNette has worked on challenges and opportunities in all areas of the Twin Cities in both planning and design capacities. She has led corridor and subarea microsimulation, corridor planning, transportation planning and programming, traffic safety and pedestrian studies, and signal and lighting design.

Professional Credentials

- Master of Science, Civil Engineering, Pennsylvania State University
- Bachelor of Science, Civil Engineering, Iowa State University
- Professional Engineer in MN, SD, and MI
- Professional Traffic Operations Engineer

Relevant Experience

CSAH 22 (Lyndale Avenue) Reconstruction, *Minneapolis, MN* — Project Manager

TH 169/TH 282/CR 9 Interchange (Preliminary Design & Environmental Documentation), *Jordan, MN* — Project Manager

I-35 and CH 2 Interchange Preliminary Design & Environmental Documentation, *New Market Township, MN* — Project Engineer

County Highway 42 & County Road 73/Akron Avenue Intersection Improvements, *Rosemount, MN* — Project Manager

CSAH 26 from TH 55 to TH 3 and CSAH 63 from CSAH 28 to Existing CSAH 63 Preliminary and Final Design, *Inver Grove Heights and Eagan, MN* — Project Engineer

CSAH 26 (Lone Oak Road/70th Street) Preliminary and Final Design, *Dakota County, MN* — Project Engineer

CSAH 3 (Lake Street)/Hiawatha Avenue Interchange Study, *Minneapolis, MN* — Project Manager/Principal-in-Charge

Preliminary Design for Pedestrian and Traffic Improvements to CSAH 5, *Stillwater, MN* — Project Manager

Adam Tjaden, PE

Drainage Design Lead

Adam has nine years of experience in the areas of public infrastructure design, hydrologic and hydraulic modeling, erosion and sediment control plans/ inspections, and green infrastructure analysis and design. He has worked with public and private clients on projects ranging from linear roadway reconstruction projects to complex developments requiring extensive stormwater facility design and the development of unique treatment trains. Adam is experienced with stormwater criteria of local regulatory agencies and has navigated permitting with regulators. He has experience working in AutoCAD, OpenRoad, ArcGIS, XPSWMM, HEC-RAS, ICM, StormCAD, HydroCAD, MIDS Calculator, and stormwater reuse calculators.

Professional Credentials

- Bachelor of Civil Engineering, Civil and Environmental, North Dakota State University
- Professional Engineer in MN

Relevant Experience

CSAH 19 & CR 117 Roundabout, *Hennepin County, MN* — Hydraulics Engineer

Old Highway 8 Improvements, *New Brighton, MN* — Hydraulics Engineer

Rice Creek Commons Public Infrastructure Improvements, *Ramsey County, MN* — Hydraulics Engineer

TH 12 Reconstruction SP 2713-129, *Wayzata, MN* — Hydraulics Engineer

TH 197 Urban Reconstruct and Roundabout - Final Design SP 0416-55, *Bemidji, MN* — Hydraulics Engineer

TH 11 Improvements Project, *Warroad, MN* — Hydraulics Engineer

TH 59 Roundabout, *Detroit Lakes, MN* — Project Analyst

Cedar Lake Road and Louisiana Avenue Improvements, *St. Louis Park, MN* — Hydraulics Engineer

TH 101 Improvements – CSAH 14 to CSAH 61, *Chanhassen, MN* — Hydraulics Engineer

Eric Roeser, PLS *(Egan, Field, & Nowak)*

Topographical Survey

Eric has 22 years of land surveying experience and is directly involved with project planning, cost estimating, and supervision of all land surveying projects. He works with clients and Egan, Field, & Nowak staff to provide quality and dependable surveying deliverables. Eric is also involved in client representation at public meetings, ALTA/NSPS land title surveys, subdivision platting, topographic/utility surveys, construction staking, and as-built documentation.

Professional Credentials

- Bachelor of Science, Environmental and Public Health/Hydrogeology, University of Wisconsin-Eau Claire
- Associate of Applied Science, Land Surveying, Flathead Valley Community College
- Professional Land Surveyor in MN
- Certified Federal Surveyor

Relevant Experience

Topographic Surveys, *St. Louis Park, MN* — Project Manager and Land Surveyor

County Road 42 Survey, *Apple Valley, MN* — Project Manager and Land Surveyor

Holyoke Avenue Survey, *Lakeville, MN* — Project Manager and Land Surveyor

Galway Lane and 220th Street Improvements, *Lakeville, MN* — Project Manager and Land Surveyor

Matt Ruble, PE *(Braun Intertec)*

Geotechnical

Matt oversees projects with geotechnical engineering, drilling, pavement consulting, laboratory, and construction services. He regularly manages projects with other service lines including environmental services, material consulting, and forensics. He has extensive experience on private and public market sector structures and in the transportation market.

Professional Credentials

- Bachelor of Science, Civil Engineering, University of Minnesota
- Professional Engineer in MN

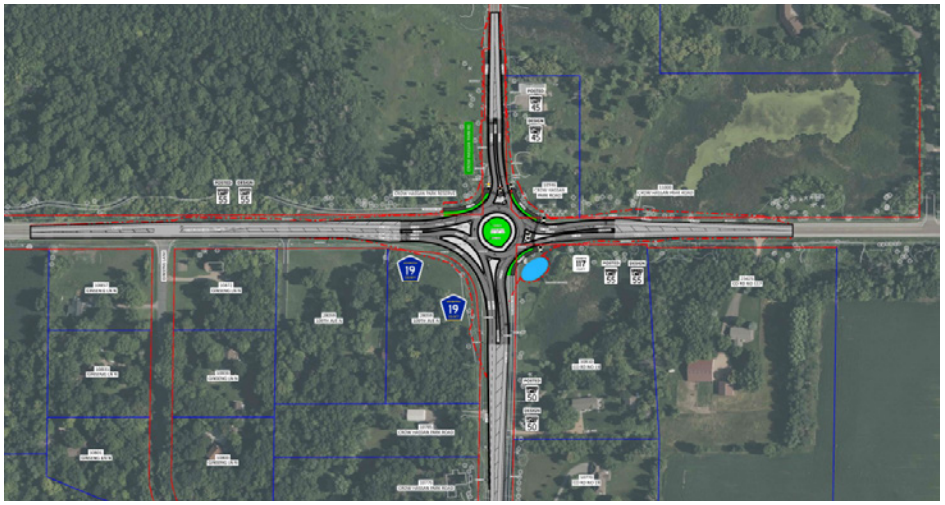
Relevant Experience

2026 Pavement Management Project, *St. Louis Park, MN* — Geotechnical Engineer

2025 Commercial Street Rehabilitation Project, *St. Louis Park, MN* — Geotechnical Engineer

2024 Pavement Management Project, *St. Louis Park, MN* — Geotechnical Engineer

Project Experience

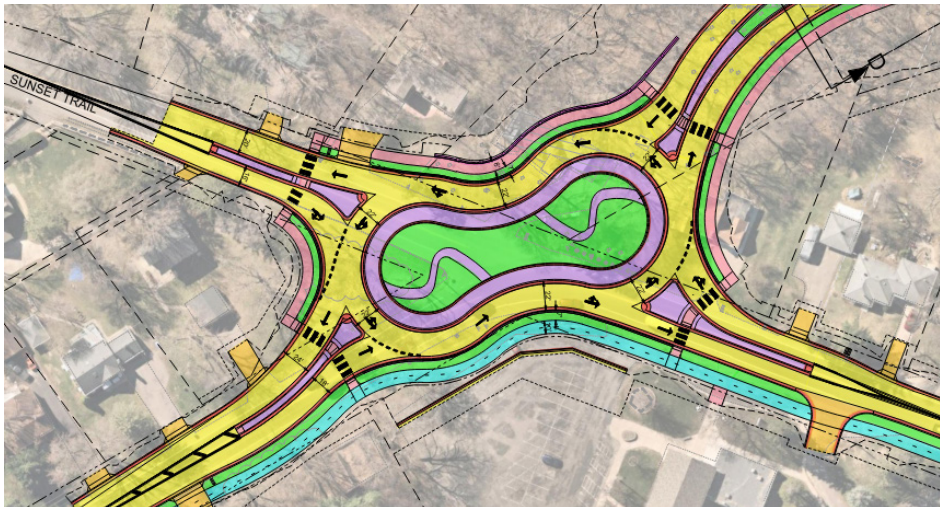


CSAH 19 at CR 117

Hennepin County, MN

Kimley-Horn is leading this project that involves partnership with Hennepin County, the City of Hanover, and the City of Corcoran to fix a unique intersection. High traffic volumes on the west and south legs along with low traffic volumes on the north and east legs currently have a nonstandard intersection that is confusing and dangerous for the public. Preliminary design required extensive traffic modeling, safety evaluation, and intersection alternatives to determine the best solution for this intersection. Kimley-Horn developed a hybrid multilane roundabout to balance current traffic volumes and future growth of the area.

Project Relevance: Preliminary design, final design, high-speed roundabout design, traffic modeling, existing intersection has high crash rating, ICE report, BMP design, right of way coordination, Hennepin County coordination/review, and utility relocations.



Station 73 – Transit and Regional Improvement Program

Plymouth, MN

Kimley-Horn is leading this multimodal improvement project that involves partnership with the City of Plymouth, Hennepin County, MnDOT, and Three Rivers Park District. The project includes construction of bus pull-off lanes along TH 55 to accommodate bus rapid transit stops, a pedestrian box culvert crossing, transit stop improvements, a new alignment of CSAH 73, two roundabouts, a regional trail, public utility improvements, modifications to a railroad crossing, wetland impacts, and flood plain compensatory storage. An existing off-set intersection required evaluating multiple design alternatives. The team determined a peanut roundabout provided the most benefits and incorporated it into the final design.

Project Relevance: Preliminary design, final design, roundabout design, traffic modeling, ICE report, BMP design, right of way coordination, Hennepin County coordination/review, and utility relocations.

Levee Road Improvements

Red Wing, MN

This project included reconstruction of a two-lane concrete roadway and construction of a three-legged roundabout, storm sewer system, trunk water main, bituminoustrail connecting Bay Point Park and Levee Park, a permanent sheet-pile retaining wall, street lighting, and waterfront park improvements in the City of Red Wing. Kimley-Horn provided environmental, engineering, and construction phase services and coordinated closely with MnDOT State Aid, the Minnesota DNR, the Minnesota Land Trust, and FHWA to address roadway and trail impacts within a city park and the Mississippi Riverfloodplain. The project is partially funded with federal and DNR grant dollars and required construction plan and specification approvals from the MnDOT Federal Aid Office and FHWA.

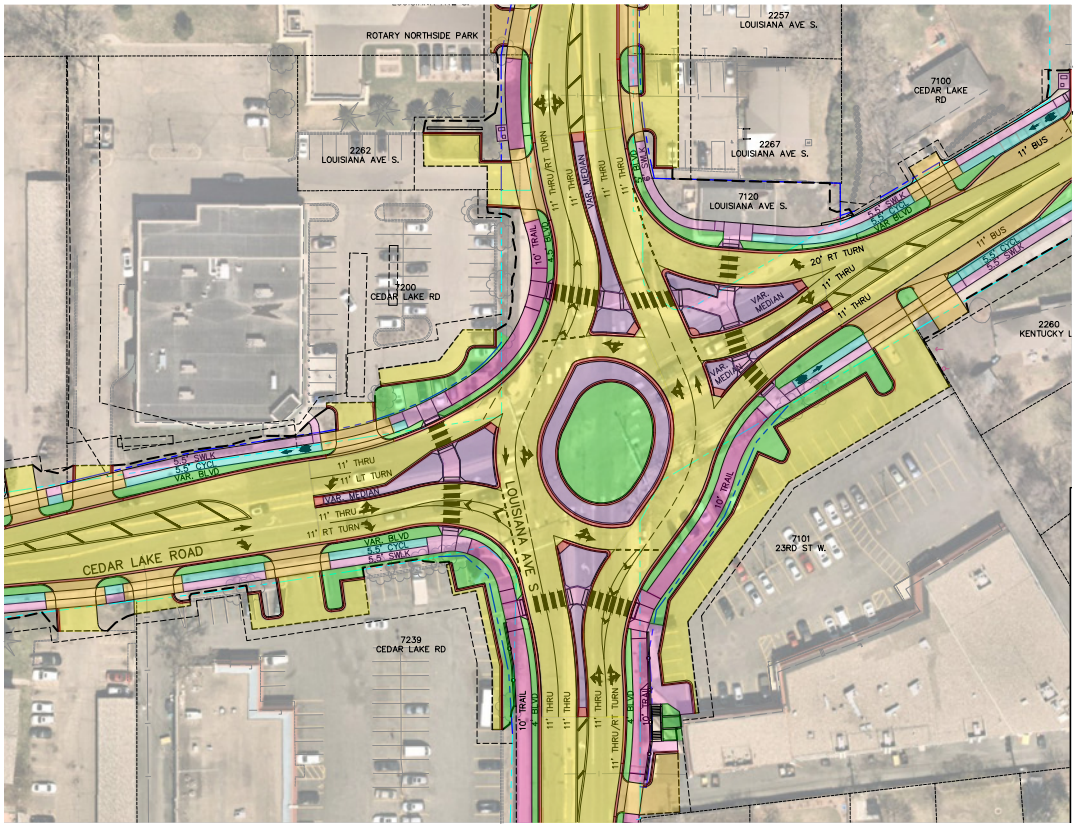
Project Relevance: Preliminary design, final design, three-leg roundabout design, traffic modeling, ICE report, right of way coordination, and utility relocations.

Cedar Lake Road and Louisiana Ave Improvements

St. Louis Park, MN

Kimley-Horn provided conceptual, preliminary, final design, and construction phase services for the reconstruction of Cedar Lake Road and Louisiana Ave. We led a multi-phase public engagement effort to incorporate bicycle and pedestrian facilities that were safe, cost effective, and efficient for people of all ages and abilities. The reconstruction evaluated intersection types and geometries for four major intersections along the corridor. A multi-lane roundabout was incorporated into final design for one of the intersections. This project was awarded Congressionally Directed Funding and Met Council Regional Solicitation, Kimley-Horn led the federal approval process during design, right of way acquisition, and construction.

Project Relevance: Preliminary design, final design, roundabout design, traffic modeling, ICE report, BMP design, right of way coordination, MnDOT coordination/review, and utility relocations



Additional Projects

Our team has successfully delivered many other roundabout projects within the Twin Cities and throughout Minnesota which include:

MnDOT District 2
TH 197 Urban Reconstruct and Roundabouts

Bemidji, MN

MnDOT District 6
TH 44/TH 76 Roundabout and Pavement Preservation

Caledonia, MN

City of Bemidji
Hannah Ave and Middle School Drive Roundabouts

Bemidji, MN

MnDOT District 2
TH 11 Reconstruction and Roundabout

Warroad, MN

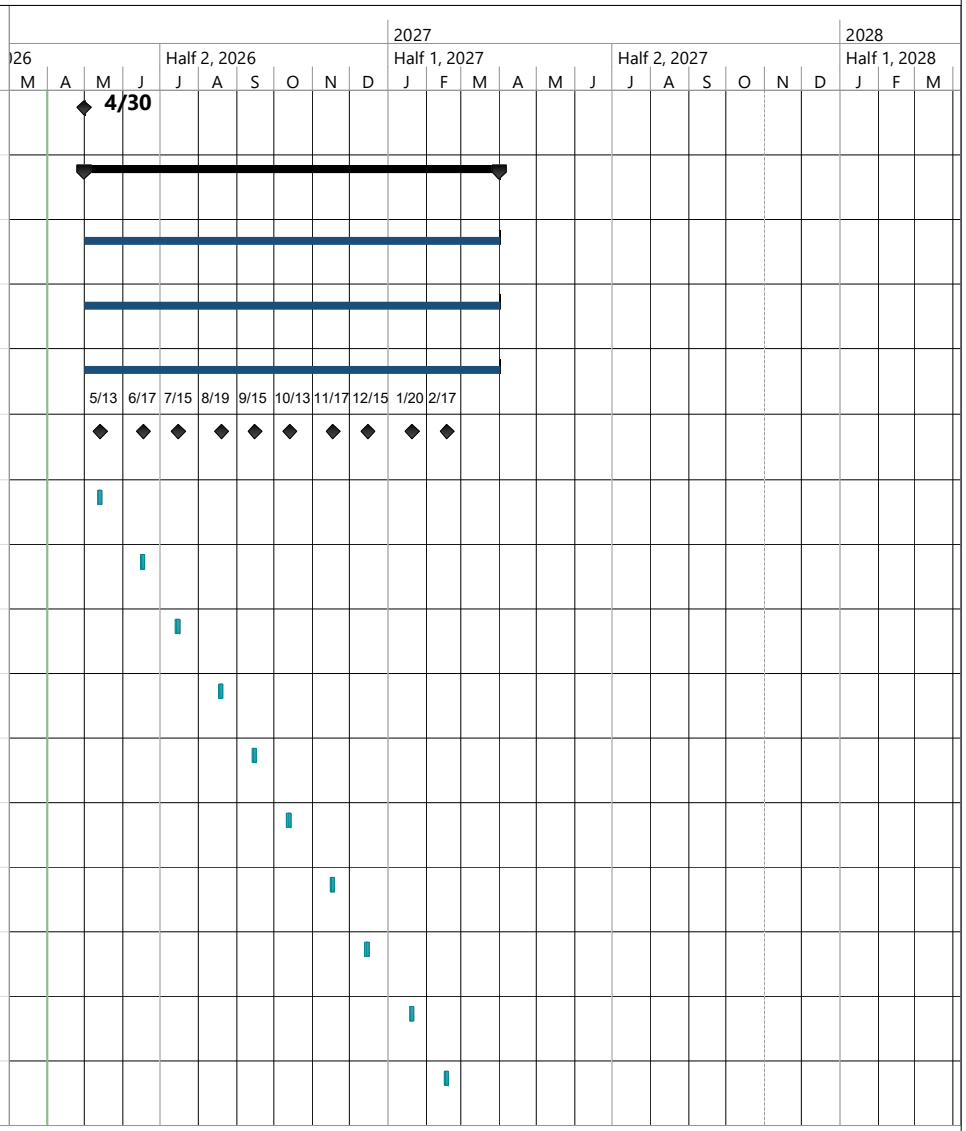
City of Jordan
TH 169/TH 282/CSAH 9 Interchange

Jordan, MN

Detailed Work Plan/Schedule

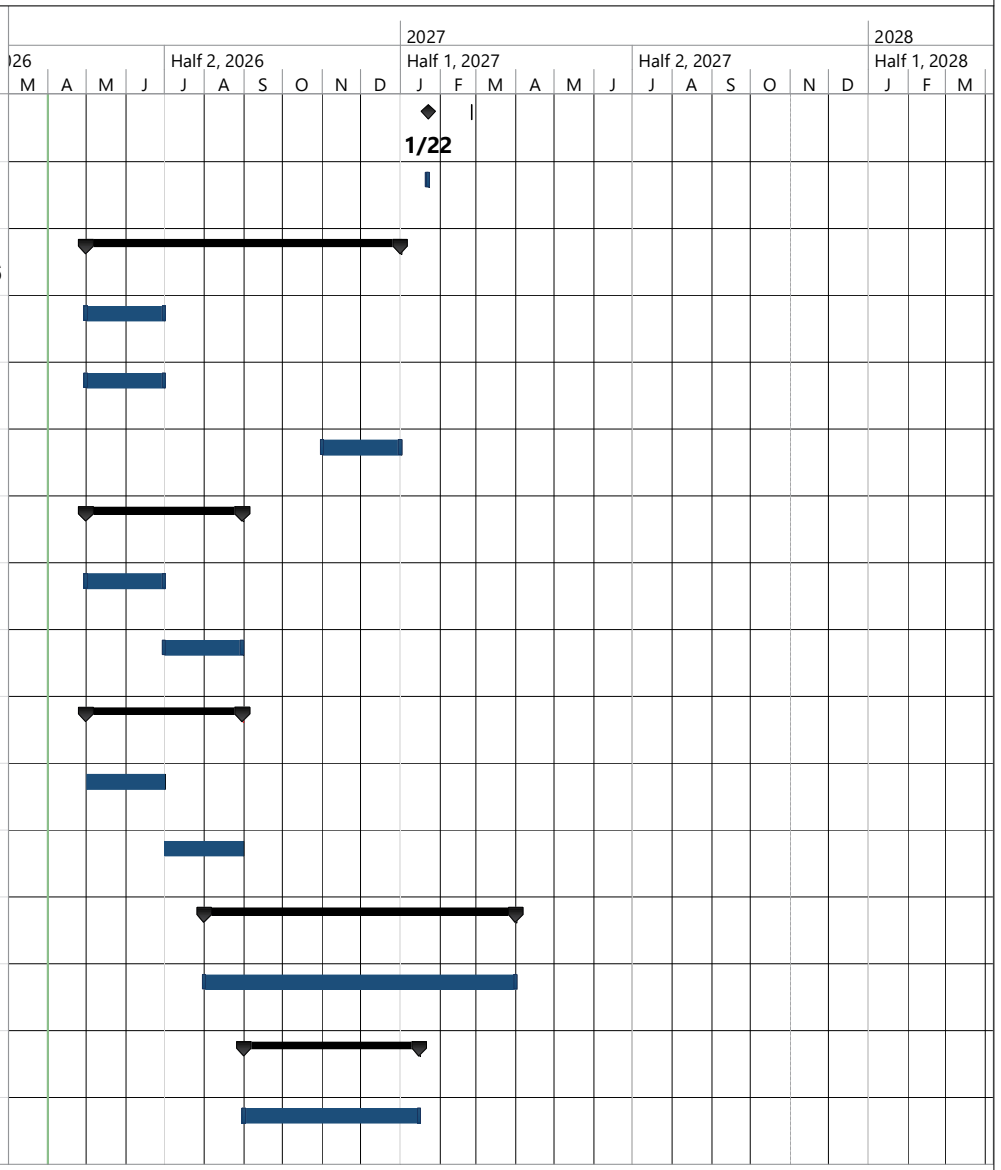
DETAILED WORK PLAN/SCHEDULE
TERRITORIAL ROAD AND MAIN STREET ROUNDABOUT
PREPARED BY: KIMLEY-HORN AND ASSOCIATES, INC.

ID	Task Name	Start	Finish
1	**City Authorizes Final Design Contract**	**Thu 4/30/26**	**Thu 4/30/26**
2	**Task A. Project Management**	**Fri 5/1/26**	**Wed 3/31/27**
3	Subtask A.1 - Administration	Fri 5/1/26	Wed 3/31/27
4	Subtask A.2 - General Coordination	Fri 5/1/26	Wed 3/31/27
5	Subtask A.3 - QC/QA	Fri 5/1/26	Wed 3/31/27
6	Subtask A.4 - PMT	Wed 5/13/26	Wed 2/17/27
7	PMT Meeting #1	Wed 5/13/26	Wed 5/13/26
8	PMT Meeting #2	Wed 6/17/26	Wed 6/17/26
9	PMT Meeting #3	Wed 7/15/26	Wed 7/15/26
10	PMT Meeting #4	Wed 8/19/26	Wed 8/19/26
11	PMT Meeting #5	Tue 9/15/26	Tue 9/15/26
12	PMT Meeting #6	Tue 10/13/26	Tue 10/13/26
13	PMT Meeting #7	Tue 11/17/26	Tue 11/17/26
14	PMT Meeting #8	Tue 12/15/26	Tue 12/15/26
15	PMT Meeting #9	Wed 1/20/27	Wed 1/20/27
16	PMT Meeting #10	Wed 2/17/27	Wed 2/17/27



DETAILED WORK PLAN/SCHEDULE
TERRITORIAL ROAD AND MAIN STREET ROUNDABOUT
PREPARED BY: KIMLEY-HORN AND ASSOCIATES, INC.

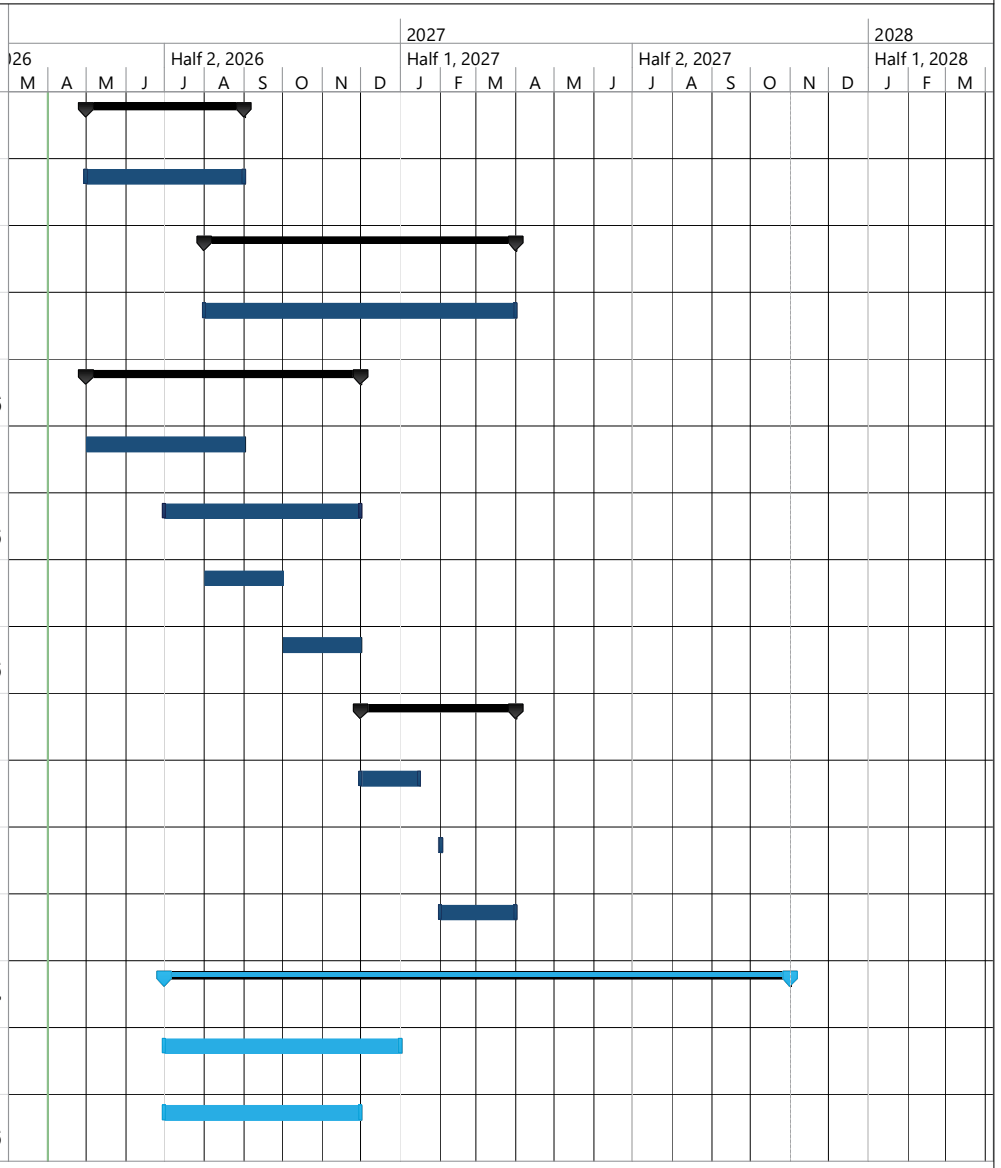
ID	Task Name	Start	Finish
17	Subtask A.5 - Public Open House Meeting	Wed 2/24/27	Wed 2/24/27
18	Public Open House Meeting #1	Fri 1/22/27	Fri 1/22/27
19	**Task B. Surveying and Mapping**	**Fri 5/1/26**	**Thu 12/31/26**
20	Subtask B.1 - Topographic Survey	Fri 5/1/26	Tue 6/30/26
21	Subtask B.2 - Data Collection	Fri 5/1/26	Tue 6/30/26
22	Subtask B.3 - Legal Descriptions	Sun 11/1/26	Thu 12/31/26
23	**Task C. ICE Report**	**Fri 5/1/26**	**Sun 8/30/26**
24	Subtask C.1 - Data Collection & Traffic Modeling	Fri 5/1/26	Tue 6/30/26
25	Subtask C.2 - Analysis and Reports	Wed 7/1/26	Sun 8/30/26
26	**Task D. Geotechnical Investigation and Design**	**Fri 5/1/26**	**Sun 8/30/26**
27	Subtask D.1 - Geotechnical Soil Borings	Fri 5/1/26	Tue 6/30/26
28	Subtask D.2 - Engineering Analysis and Reports	Wed 7/1/26	Sun 8/30/26
29	**Task E. Requisite Approvals and Permits**	**Sat 8/1/26**	**Wed 3/31/27**
30	Subtask E.1 - Permits	Sat 8/1/26	Wed 3/31/27
31	**Task F. Cost Estimates**	**Tue 9/1/26**	**Fri 1/15/27**
32	Subtask F.1 - Cost Estimates	Tue 9/1/26	Fri 1/15/27



Page 2

DETAILED WORK PLAN/SCHEDULE
TERRITORIAL ROAD AND MAIN STREET ROUNDABOUT
PREPARED BY: KIMLEY-HORN AND ASSOCIATES, INC.

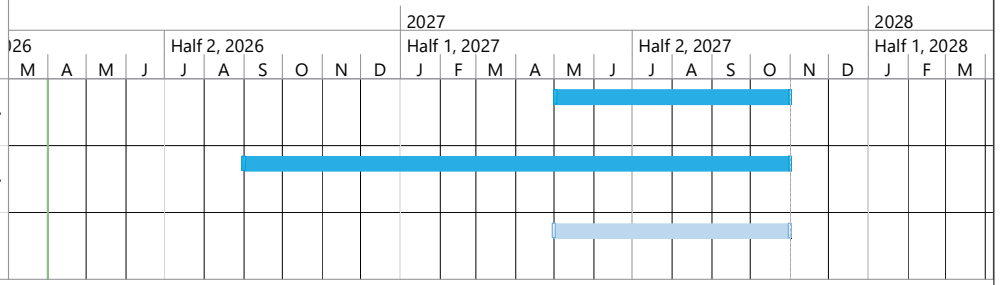
ID	Task Name	Start	Finish
33	**Task G. Right-of-way**	**Fri 5/1/26**	**Mon 8/31/26**
34	Subtask G.1 - Right-of-way	Fri 5/1/26	Mon 8/31/26
35	**Task H. Utility Coordination and Relocations**	**Sat 8/1/26**	**Wed 3/31/27**
36	Subtask H.1 - Utility Coordination and Relocations	Sat 8/1/26	Wed 3/31/27
37	**Task I. 60% 95% Plan and Specification Preparation**	**Fri 5/1/26**	**Mon 11/30/26**
38	Subtask I.1 - Geometric Layout	Fri 5/1/26	Mon 8/31/26
39	Subtask I.2 - Drainage Design	Wed 7/1/26	Mon 11/30/26
40	Subtask I.3 - 60% Plans	Sat 8/1/26	Wed 9/30/26
41	Subtask I.3 - 95% Plans	Thu 10/1/26	Mon 11/30/26
42	**Task J. Final Construction Plans**	**Tue 12/1/26**	**Wed 3/31/27**
43	Subtask J.1 - Final Construction Plans	Tue 12/1/26	Fri 1/15/27
44	Subtask J.2 - MnDOT and Hennepin County Approval Deadline	Mon 2/1/27	Mon 2/1/27
45	Subtask J.2 - Bidding Assistance	Mon 2/1/27	Wed 3/31/27
46	**Task K. Optional Tasks**	**Wed 7/1/26**	**Sun 10/31/27**
47	Subtask K.1 - Property Owner Meetings	Wed 7/1/26	Thu 12/31/26
48	Subtask K.2 - Elm Creek Watershed Management Rules and Standards	Wed 7/1/26	Mon 11/30/26



Page 3

DETAILED WORK PLAN/SCHEDULE
TERRITORIAL ROAD AND MAIN STREET ROUNDABOUT
PREPARED BY: KIMLEY-HORN AND ASSOCIATES, INC.

ID	Task Name	Start	Finish
49	Subtask K.3 - Construction Assistance	Sun 5/2/27	Sun 10/31/27
50	Subtask K.4 - Federal Funding Assistance	Tue 9/1/26	Sun 10/31/27
51	**CONSTRUCTION**	**Sat 5/1/27**	**Sun 10/31/27**



Detailed Fee Proposal

DETAILED ESTIMATED COST BREAKDOWN OF TASKS AND SUBTASKS
TERRITORIAL ROAD (CSAH 159) & MAIN STREET (CSAH 150) ROUNDABOUT
ROGERS, MN

PREPARED BY: KIMLEY-HORN AND ASSOCIATES, INC.
April 3, 2026

TITLE	SENIOR ENGINEER	PROJECT MANAGER	PROJECT ENGINEER	GRADUATE ENGINEER	DRAFTER	CLERICAL	COST	TOTAL HOURS	SUB COST
TASK A. PROJECT MANAGEMENT									
Subtask A.1 - Administration		8	8			8	$ 4,160.00	24	
Subtask A.2 - General Coordination		8	8				$ 3,400.00	16	
Subtask A.3 - Quality Assurance and Quality Control Functions (QA/QC) Functions	12	10					$ 5,730.00	22	
Subtask A.4 Project Management Team (PMT) Meetings (Assumes 10 Meetings)	10	20	10				$ 9,400.00	40	
Subtask A.5 Public Open House Meetings (Assumes 1 Meeting)		4	4		10		$ 2,650.00	18	
Expenses							$ 1,270.00		
TOTAL	**22**	**50**	**30**		**10**	**8**	**$ 26,610.00**	**120**	
TASK B. SURVEYING AND MAPPING									
Subtask B.1 Topographic survey							$ -	35	$ 3,500.00
Subtask B.2 Data Collection							$ -	23	$ 2,335.00
Subtask B.3 Legal Descriptions							$ -	15	$ 1,500.00
Expenses							$ -		
TOTAL							**$ -**	**73**	**$ 7,335.00**
TASK C. ICE REPORT									
Subtask C.1 Data Collection & Traffic Modeling			6	30			$ 6,150.00	43	$ 700.00
Subtask C.2 Analysis and Reports	6	6	6	30			$ 9,240.00	48	
Expenses							$ 770.00		
TOTAL	**6**	**6**	**12**	**60**			**$ 16,160.00**	**91**	**$ 700.00**
TASK D. GETECHNICAL INVESTIGATION AND DESIGN									
Subtask D.1 Geotechnical Soil Borings							$ -	86	$ 8,645.00
Subtask D.2 Engineering Analysis and Reports							$ -	31	$ 3,120.00
Expenses							$ -		
TOTAL							**$ -**	**117**	**$ 11,765.00**
TASK E. REQUISITE APPROVALS AND PERMITS									
Subtask E.1 Permits	2	4	8	8		24	$ 6,680.00	46	
Expenses							$ 340.00		
TOTAL	**2**	**4**	**8**	**8**		**24**	**$ 7,020.00**	**46**	

DETAILED ESTIMATED COST BREAKDOWN OF TASKS AND SUBTASKS
TERRITORIAL ROAD (CSAH 159) & MAIN STREET (CSAH 150) ROUNDABOUT
ROGERS, MN

PREPARED BY: KIMLEY-HORN AND ASSOCIATES, INC.
April 3, 2026

TITLE	SENIOR ENGINEER	PROJECT MANAGER	PROJECT ENGINEER	GRADUATE ENGINEER	DRAFTER	CLERICAL	COST	TOTAL HOURS	SUB COST
TASK F. COST ESTIMATES									
Subtask F.1 Cost Estimates	2	6	8	24			$ 7,490.00	40	
Expenses							$ 380.00		
TOTAL	**2**	**6**	**8**	**24**			**$ 7,870.00**	**40**	**$ -**
TASK G. RIGHT OF WAY									
Subtask G.1 Right-of-way	2	6	4		12		$ 3,870.00	24	
Expenses							$ 200.00		
TOTAL	**2**	**6**	**4**		**12**		**$ 4,070.00**	**24**	**$ -**
TASK H. UTILITY COORDINATION AND RELOCATIONS									
Subtask H.1 Utility Coordination and Relocations	2	4	12	24	10		$ 8,790.00	52	
Expenses							$ 440.00		
TOTAL	**2**	**4**	**12**	**24**	**10**		**$ 9,230.00**	**52**	**$ -**
TASK I. 60 AND 95 PERCENT PLAN AND SPECIFICATION PREPARATION									
Subtask I.1 Geometric Layout	8	12	20	60	60		$ 24,620.00	160	
Subtask I.2 Drainage Design	2	4	10	40	20	10	$ 12,930.00	86	
Subtask I.3 60 and 95 Percent Plans	12	30	100	160	280		$ 83,230.00	582	
Expenses							$ 6,040.00		
TOTAL	**22**	**46**	**130**	**260**	**360**	**10**	**$ 126,820.00**	**828**	**$ -**
TASK J. FINAL CONSTRUCTION PLANS, SPECIFICATIONS, AND ESTIMATES									
Subtask J.1 Final Construction Plans, Specifications, and Estimate	8	16	30	60	50		$ 26,570.00	164	
Subtask J.2 Bidding Assistance		8	12				$ 4,200.00	20	
Expenses							$ 1,540.00		
TOTAL	**8**	**24**	**42**	**60**	**50**		**$ 32,310.00**	**184**	**$ -**
PROJECT SUB TOTALS	**66**	**146**	**246**	**436**	**442**	**42**	**$ 230,090.00**	**1575**	**$ 19,800.00**
PROJECT TOTALS							**$ 249,890.00**		
TASK K. OPTIONAL TASKS IDENTIFIED BY THE CONSULTANT									
Subtask K.1 Property Owner Meetings		12	12		16		$ 6,620.00	40	
Subtask K.2 Elm Creek Watershed Management Rules and Standards	4	10	20	80	40		$ 24,410.00	154	
Subtask K.3 Construction and Federal Aid Assistance							$ -		

Standard Rate Schedule

Kimley-Horn and Associates, Inc.

Effective July 1, 2025 to June 30, 2026

Classification	Hourly Rate
Administrative Assistant	$90 - $170
Technician (CAD, Construction, GIS, etc.)	$90 - $160
Senior Technician/Designer	$125 - $240
Graduate Engineer/Planner/Scientist	$130 - $190
Project Engineer/Planner/Scientist	$165 - $240
Project Manager	$180 - $305
Senior Project Engineer/Planner/Scientist	$200 - $305
Principal	$255 - $345

Reimbursable expenses (copy/printing charges, plotting, local mileage, delivery charges, etc.) will be charged as an office expense at 6.0% of the labor fee.

Additional rates may be negotiated at a later date for classifications or services not included above.

Kimley»Horn

Expect More. Experience Better.

ROUNDABOUT DESIGN SERVICES

TERRITORIAL ROAD (CSAH 159)/ MAIN STREET (CSAH 150)

CITY OF ROGERS

SRF

April 3, 2026

3701 Wayzata Boulevard, Suite 100
Minneapolis, MN 55416
763.475.0010
www.srfconsulting.com

Doran M. Cote, PE
Public Works Director/City Engineer
763.428.0906
dcote@rogersmn.gov

Subject: Proposal for Design Services for Territorial Road (CSAH 159)/Main Street (CSAH 150) Roundabout

Dear Doran Cote and Members of the Selection Committee:

SRF is pleased to present our proposal for the Design of Territorial Road (CSAH 159) & Main Street (CSAH 150) Roundabout to the City of Rogers. SRF brings direct experience with this intersection through prior concept development as part of the Hennepin County Transportation Prioritization project and looks forward to partnering with the City to deliver a project that will significantly enhance safety for all users. After visiting the project site and reviewing the RFP, we have developed an approach and assembled a team to meet the project challenges and successfully deliver this project.

The SRF team provides the City with the following key benefits:

- ✓ **PROVEN PROJECT MANAGEMENT.** With more than 21 years of civil engineering experience, **Jon McPherson** will serve as the main point of contact and assume overall responsibility for the SRF team. Jon is supported by established technical experts in key roles to keep critical project components advancing together. Jon will be supported by an efficient and talented team, including **Adrian Potter** (roundabout reports), **Emily Hodnefield** (lead designer and an expert in roundabout design) and **Jeremy Nielsen**, who has unparalleled expertise in stormwater conveyance, permitting, and erosion control.
- ✓ **EXTENSIVE ROUNDABOUT DESIGN EXPERIENCE.** SRF is a recognized leader in roundabout analysis, development, and design throughout the Midwest. We have completed more than 100 roundabout projects for counties, cities, and state Departments of Transportation and are MnDOT prequalified. Our team will bring this experience and knowledge to efficiently work through the traffic analysis, design development, project review, and approval process.
- ✓ **KNOWLEDGE OF THE STATE AID PROCESS:** SRF has delivered over 85 state and federally funded roadway design projects within the past five years. A majority of these projects led by SRF have included some type of grant funding through the Local Partnership Program (LPP), Highway Safety Improvement Program (HSIP) and many other funding sources, which have all been successfully completed for clients. Our team has a full understanding of the process requirements as delegated down to State and local agencies successfully deliver an approved project on time and within budget.
- ✓ **TURNKEY PROCESS.** We recognize the need for a consultant to take ownership of the project and drive the project schedule. SRF prides itself on being able to guide projects throughout the process while minimizing the need for agency oversight. Our team's strong technical skills and knowledge of the approval process will allow City staff to focus on high-level decisions and direction while being assured the project is progressing on time and on budget with minimal oversight needed.

Our team is fully committed to the City's success, applying our expertise and collaborative approach to deliver a strong, successful outcome. We look forward to discussing the project in greater detail with you. If you have questions about our proposal, please contact Jon McPherson at 763.452.4812 or jmcpherson@srfconsulting.com.

Sincerely,

Jon McPherson, PE
Project Manager

Dave Nelson, PE
Vice President

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Equal Employment Opportunity / Affirmative Action Employer

CITY OF ROGERS

DESIGN SERVICES FOR TERRITORIAL ROAD (CSAH 159)/ MAIN STREET (CSAH 150) ROUNDABOUT

OBJECTIVES, GOALS, AND TASKS

Rogers, like many communities on the outer ring of the Twin Cities metropolitan area has seen accelerated growth in residential housing and businesses. This rapid growth built around an existing roadway infrastructure set over 50 years ago has caused roadways like Main Street (CSAH 150) and Territorial Road (CSAH 159) to become regional alternative routes for residents and commuters to bypass the recurring congestion on I-94 to reach destinations outside of the Rogers area. The regional traffic mixed with local traffic at this intersection has created unsafe conditions and has exaggerated effects of outdated geometry. The City of Rogers is currently constructing the Fletcher Bypass and along with this Project, will help alleviate some of the issues at this intersection.

The intersection currently includes several design issues which degrade the overall safety at the intersection. The existing intersection has poor sight lines for southbound vehicles attempting to turn onto Territorial Road (CSAH 159). This includes a hill which shortens sight lines to the west and an existing eastbound right turn lane which blocks a drivers ability to see an eastbound through vehicle. This challenging sight-line paired with an increase in volumes over the last few decades has led to serious crash issues at this intersection. ***Over the last 10 years, there have been a total of 33 crashes with two of these being serious injury crashes.*** The 10-year crash rate is 1.05 crashes per million entering vehicles, which equates to a critical index of 1.96 further supporting the observed and documented safety concerns.

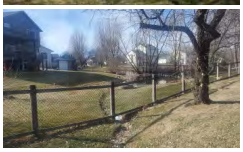
In addition to the safety concerns at this intersection, southbound Main Street (CSAH 150) sees recurring congestion primarily during the a.m. and p.m. peak hours. This congestion is exaggerated when issues arise on I-94 and vehicles originating west of the city divert to Territorial Road (CSAH 159) to avoid the congestion on the interstate. As congestion builds, southbound Main Street (CSAH 150) drivers become aggressive and accept shorter gaps which leads to safety concerns at the intersection. The planned roundabout at this location will help alleviate congestion and significantly improve safety. Improvements like this along Main Street (CSAH 150) will create a safer and more reliable experience for Rogers residents and will help to continue to revitalize the Main Street (CSAH 150) corridor from Territorial Road (CSAH 159) to CSAH 81 through Downtown Rogers.

PROJECT UNDERSTANDING MAP

1. Existing gas, power and communication utilities will need to be adjusted or relocated for proposed improvements.

2. Hill in the northwest corner of the intersection impedes sight lines for southbound traffic viewing traffic from the west. Proposed design may impact hill to improve sight lines and accommodate pedestrian facilities.

3. BMP overflow drains to Main Street ditch. Proposed design to maintain drainage connection.



4. Proposed project to potentially connect new ADA facilities to existing trail. Road and trail drainage design may increase property impacts.

APPROACH AND WORK PLAN

TASK 1 | PROJECT MANAGEMENT

Lead: Jon McPherson

Jon McPherson will serve as Project Manager, providing overall leadership, administration, and a single point of contact between the City of Rogers and the SRF team. He will be responsible for maintaining project quality, schedule, and budget, ensuring all work is delivered in accordance with established practices, procedures, and the project Quality Management Plan (QMP).

Jon will lead proactive coordination across the project team and partner agencies, fostering clear communication and alignment in areas of overlapping work and critical decision points. His responsibilities will include:

- Leading and facilitating Project Management Team (PMT) meetings, including preparation of agendas and documentation of meeting minutes
- Maintaining a comprehensive project schedule and tracking key milestones and deliverables
- Managing agency review timelines and coordinating timely responses to comments
- Monitoring and updating action items in coordination with the City's Project Manager
- Supporting coordination and collaboration with Hennepin County and other stakeholders
- Overseeing monthly invoicing and preparation of progress reports

Deliverables

- Monthly progress schedule and status reports
- Meeting agendas and minutes
- Materials for all meetings

TASK 2 | SURVEYS AND MAPPING

Lead: Nathan Vaughn

The SRF Survey team, led by **Nathan Vaughn**, will perform full topographic survey for design as requested to support the design team. Survey will include data collection of all substantial improvements including but not limited to curb lines, utilities, roadway centerlines, edges of pavement, sidewalk edges, tree lines, signs, street lights, power poles, fences, traffic control boxes, etc., within the project limits.

There will likely be both temporary and permanent easements needed for potentially six impacted parcels for this project. Nathan will prepare legal descriptions and parcel exhibits for these parcels for use by the City to acquire right of way.

Deliverables

- Existing topography files for design
- Legal descriptions
- Parcel sketches

TASK 3 | ICE REPORT

Lead: Adrian Potter

SRF's traffic team, led by **Adrian Potter**, will develop an Intersection Control Evaluation (ICE) report for the intersection of Main Street and Territorial Road in accordance with the current MnDOT ICE Manual and State Aid requirements. While a roundabout is the City's preferred alternative, the evaluation will objectively assess intersection control options and right-size the documentation to align with State Aid expectations—whether that results in a full ICE report or targeted justification memoranda (e.g., a roundabout or signal justification report).

The analysis will include existing conditions and design-year forecasts at 10- and 20-year horizons from the anticipated opening year, evaluated for AM, midday, and PM peak periods. Existing conditions models will be developed and calibrated, then reviewed and accepted prior to forecasting future conditions and testing alternatives. Traffic operations will be analyzed using microsimulation and capacity analysis tools (anticipated to include SYNCHRO and RODEL), capturing multimodal interactions and evaluating performance measures such as level of service, delay, and queuing by movement. The ICE report will document existing and future conditions and provide a comparative evaluation of feasible alternatives, including lane configurations and intersection forms, incorporating multimodal considerations such as pedestrian activity, safety performance, and user experience to support City, County, and State Aid concurrence on the preferred intersection control.

Deliverables

- Turning movement counts
- Draft and final ICE report (or RJR/SJR if State Aid is accepting of those targeted reports)

TASK 4 | GEOTECHNICAL INVESTIGATION

Lead: Richard Jett (Braun)

Braun Intertec, led by **Richard Jett,** will provide geotechnical engineering services to support the project, including a subsurface exploration program for the proposed roundabout area. Braun will develop a boring layout and perform soil borings, along with sampling of existing pavement and topsoil, to characterize subsurface conditions and material properties. Braun will also coordinate with Jeremy to locate any borings required for stormwater BMPs. Laboratory testing and engineering analysis will be completed to support design development.

Based on these efforts, Braun will prepare a Materials Design Report (MDR) documenting subsurface conditions, including soil boring logs and pavement section information. The MDR will provide recommendations for subgrade R-value, subgrade correction, bituminous pavement design, utility pipe support and infiltration suitability. Braun will coordinate closely with the SRF team throughout the process.

Deliverables

- Soil borings
- Materials Design Report (MDR)

TASK 5 | REQUISITE APPROVALS AND PERMITS

Lead: Jeremy Nielsen

Jeremy Nielsen will work with regulatory agencies to coordinate the design and ensure that the project meets the required permitting standards. An NPDES permit and Elm Creek Watershed Management Commission Project Review will be required and permanent stormwater treatment facilities will be needed due to the reconstruction of impervious cover. All wetlands within the project area are anticipated to be incidental wet ditches which are not regulated under the Minnesota Wetland Conservation Act (WCA) or Section 404 of the Clean Water Act. Therefore, a WCA Notice of Decision for impacts and a U.S. Army Corps of Engineers (USACE) Section 404 Permit will not be required. The project will not directly affect any public ditches, public waters or FEMA floodplain, therefore, no coordination with the MnDNR or FEMA will be required.

Environmental Review

This project is locally funded, therefore only Minnesota state statutes apply in terms of environmental documentation. The project does not exceed the thresholds for a mandatory State Environmental Assessment Worksheet (EAW) under Minnesota Rules 4410, therefore a State EAW is not anticipated to be required. State Threatened and Endangered Species will require a DNR Natural Heritage Review to determine if any species or special features are within the project limits and could require avoidance, minimization, or mitigation measures conditions on the proposed construction. The project will need to be submitted to the State Historic Preservation Office under the Minnesota Field Archaeology Act. If federal funds are acquired, SRF would prepare the NEPA environmental documentation, including a Categorical Exclusion.

Deliverables

- NPDES Permit
- ECWMC project review
- SHPO review
- MnDNR Natural Heritage Review

TASK 6 | COST ESTIMATES

Lead: Emily Hodnefield

SRF will prepare and update project cost estimates at each submittal milestone to support accurate budgeting and informed decision making. Estimates will account for key project risks and considerations, including staging, detours, traffic control, material selections, and schedule constraints. Our construction staff will perform constructability reviews to validate assumptions and confirm that estimated costs reflect realistic contractor means and methods, providing an added level of confidence beyond typical reliance on average bid prices.

Emily will lead the development of cost estimates for construction. Estimates will be based on current market conditions and MnDOT unit price data and will include clear allocation of costs among project partners. Updated cost information will be shared with all agencies to maintain alignment throughout project development.

Deliverables

- Preliminary, 60%, 95% and final cost estimates

TASK 7 | RIGHT OF WAY

Lead: Jon McPherson

Identification of construction limits and associated right-of-way needs will be a critical path activity. SRF will define these limits by balancing project performance objectives with impacts to adjacent properties. Using right of way base mapping provided by the City of Rogers, we will establish existing parcel boundaries and right-of-way limits as the basis for our evaluation, ensuring all proposed needs are aligned with the project footprint.

SRF will develop a CADD base file identifying proposed right of way requirements, including permanent and temporary easements, as well as drainage and utility easements necessary to support the project.

Deliverables

- CAD file with right of way and easement line work

Existing curve approaching the intersection contributes to difficult intersection sight lines. The proposed project will look to improve intersection visibility.

TASK 8 | UTILITY COORDINATION AND RELOCATIONS

Lead: Emily Hodnefield

Private utilities including gas, power and communications are present within the project area and will most likely be impacted by the proposed improvements, requiring proactive and coordinated engagement to support successful project delivery. SRF will lead the utility coordination effort, including initiating Gopher State One Call (GSOC) requests for both design and field locates and coordinating survey of marked utilities. Our approach will follow the procedures outlined in the MnDOT Utility Accommodation and Coordination Manual to ensure a consistent and thorough process.

SRF will initiate early and ongoing communication with utility owners to identify potential conflicts, minimize risks, and avoid construction delays. We will prepare and facilitate utility coordination meetings, collect and review relocation plans, and incorporate utility information into the design. Utility data will be documented to Quality Level D in the final plans, with a commitment to clear communication and efficient coordination throughout the project.

Deliverables

- Meeting documents
- Utility conflict resolution matrix
- Utility relocation plans
- Permit reviews
- Communications log
- Utility plans and specifications

Existing Gas Main conflicts to be evaluated with proposed design

TASK 9 | 60 & 95 Percent Plan

Lead: Emily Hodnefield

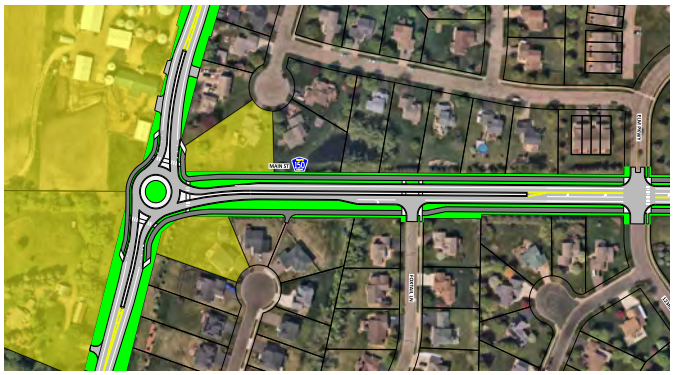
Preliminary Design

The SRF team will refine the roundabout alternative from previous designs to minimize impacts to adjacent properties while maintaining safe and efficient operations. Once a preferred footprint is established, SRF will advance the preliminary design, including geometric layout, profiles, and typical sections, to support review and preliminary approvals from the City of Rogers, Hennepin County, and permitting agencies. The design will be developed to a level sufficient to identify right of way needs, with particular attention to drivers such as drainage infrastructure and stormwater BMPs, construction staging, and utility relocations. Our team will integrate input from drainage and construction specialists early in the process to accurately define the full project footprint, reducing the risk of late-stage right-of-way impacts and associated delays.

Roundabout Approaches and Geometry: The design will generally maintain the existing roadway alignment while introducing subtle geometric modifications, such as a slight reverse curve at the approaches, to promote traffic calming and increase driver awareness. The roundabout will be designed to accommodate design vehicles, including large trucks and buses, while being strategically positioned to balance operational efficiency with minimized impacts to surrounding properties.

Deliverables

- Draft and final preliminary design layout



Roundabout Concept Developed as part of the Hennepin County Transportation Prioritization Project

Through SRF's work supporting Hennepin County in advancing grant funding opportunities, we understand the Territorial Road and Main Street Roundabout project is anticipated to be submitted for Highway Safety Improvement Program (HSIP) federal funding. If awarded, a Categorical Exclusion (CATEX) will be required to meet NEPA requirements. The project is planned for construction in 2027, with non-federal funds used to deliver the project and reimbursement from HSIP funds anticipated in 2030 or 2031

Civil Design/Construction Documents

We will prepare a comprehensive package of construction plans, specifications contract documents, and reports required to bid and construct the State Aid road project. This work is separated below to identify key tasks for delivery of the final design.

Constructions plans will be prepared in accordance with State Aid standards. SRF will develop plans based on the layout selected during the preliminary design phase. The following submittals will be prepared:

- 60% plans and specifications submitted to the City and County (PDF)
  - Title sheet, general layout, index, typical sections, pavement design, removals, geometrics and construction plan, construction soils notes, tabulations placeholders, trunk stormwater, draft landscape design, draft lighting layout design locations, draft management of traffic (detour / staging) and draft cross sections

Existing east-side Main Street constraints (utilities, shared-use trail, and drainage conveyance) will be evaluated and integrated into the design to minimize right-of-way impacts.

- 95% plans and specification specifications submitted to the City and County (PDF)
  - 60% design, design details, required tabulations, signing and striping, turf establishment, Stormwater Pollution Prevention Plan (SWPPP), and complete designs from drainage, landscape and lighting.
  - This submittal will be fully complete except for final comments from City and County

Drainage

Lead: Jeremy Nielsen

We will compile existing hydraulic data to confirm drainage patterns and features. The Main Street (CSAH 150) and Territorial Road (CSAH 159) corridors are predominantly rural sections with ditch and culvert conveyance, with a small urban section at the intersection. Within the project area, Territorial Road drains west-to-east and Main Street drains north-to-south, with flows converging near the intersection. Several discharge points leave the project area through adjacent properties to wetlands south of Territorial Road. Runoff ultimately outlets to Rush Creek (impaired water).

We will assemble and apply all applicable stormwater requirements, including the MPCA NPDES Construction Stormwater Permit, Elm Creek Watershed Management Commission rules, Hennepin County MS4 requirements, and City of Rogers stormwater ordinances. Our team will coordinate closely with City and County staff and the reviewing agencies to ensure compliance—meeting volume reduction and discharge rate control standards to protect adjacent natural resources—while minimizing cost and right-of-way impacts. We maintain an established working relationship with MnDOT State Aid drainage staff and will provide complete documentation to support an efficient review.

Drainage and roadway design will be coordinated consistently to ensure proper collection and conveyance for the roadway and trail while maintaining ADA-compliant pedestrian ramps. Early coordination will allow profile and geometric refinements to remove flat spots and optimize BMP locations. BMP design will incorporate geotechnical results (soil type, infiltration potential, and groundwater elevation) to ensure long-term performance. Candidate BMP areas include rural lands south of Territorial Road and east of Main Street; we will also evaluate expanding the existing basin north of Territorial Road within the Fletcher Hills development to provide joint treatment for both the project and the existing neighborhood.

Signing & Striping

Lead: Adrian Potter

SRF's traffic team will develop signing and pavement marking plans for the proposed roundabout at Main Street and Territorial Road in coordination with the City of Rogers and Hennepin County. Plans will be prepared in accordance with the current Minnesota Manual on Uniform Traffic Control Devices and applicable local and county guidelines and preferences. Given recent updates to roundabout signing standards within the MnMUTCD, SRF remains current with evolving guidance and will ensure all signing and striping reflects the latest accepted requirements and best practices. This effort will include development of plan sheets, details, and associated quantities to support clear, consistent, and intuitive navigation for all users.

Lighting

Lead: Erin McKearnan

Preliminary lighting effort will focus on lighting goals for the City of Rogers and appropriate lighting requirements. Special attention will be needed to ensure proper lighting levels for all modes of travel: bicycles, motorized vehicles, and pedestrians for roadway. The design intent with the roundabout would likely be to utilize standard MnDOT 40-foot lighting units. A detailed photometric report will be submitted to the City/County for review and approval.

Our lighting design will advance the work from preliminary design and will include the following key tasks:

- Prepare a lighting layout based on lighting analysis and coordinated with other disciplines' work. We understand that the project will provide new lighting units, foundations, conduit, and wire along with lighting service cabinets. Calculations will be made to verify voltage drop requirements and any potential changes to lighting service cabinets.
- Develop Lighting Plans at 60%, 95%, and 100% submittals for inclusion in the overall project plan.
- Update plans at each delivery based on comments and reconfirm design standards and requirements at key intervals.
- Prepare Lighting related Special Provisions Division SL for inclusion in the Contract Documents at the 95% submittal and revise as necessary for 100% submittals.
- Pay Items, Quantities and Unit Costing will be prepared at each plan submittal.
- Provide Quality Control/Assurance of Lighting Design Components.
- No temporary lighting would be expected for the project.

Landscape

Lead: Sean Jergens

Sean Jergens will develop preliminary concepts that include the roundabout apron and pavement material, plantings, hardscape elements, lighting and review with City staff to ensure that expectations for the landscaping and maintenance needs meet goals. The landscape concept plan layout will be suitable for use in public engagement activities and for coordination with the PMT. Graphics may also include diagrams, sketches, precedent imagery, and cross-sections. The detailed landscape design will be included in 60%, 95%, and 100% final plan submittals, and assume that irrigation plans are not required.

Deliverables

- 60% and 95% construction plans and specifications
- Lighting photometric report
- Plan review checklist & required forms

TASK 14 | FINAL PLAN, SPECIFICATIONS, AND ESTIMATES

Lead: Jon McPherson

Following incorporation of 95% review comments, SRF will prepare 100% final plans, specifications, and cost estimates for submittal to Metro State Aid for review and approval. All deliverables will undergo SRF's internal quality assurance/quality control (QA/QC) process in accordance with our Quality Management Plan (QMP) prior to submission to the City, ensuring completeness, accuracy, and consistency across all plan components.

The final plan set will provide a comprehensive and coordinated package suitable for bidding and construction and will include, at a minimum: title sheet; general layout; statement of estimated quantities; soils and construction notes; typical sections; standard plans and details; existing conditions, utilities, and removals; utility tabulations; quantity tabulations; staging and detour plans; alignment plans and tabulations; construction plans; profiles; drainage plans, notes, and tabulations; erosion control plan and SWPPP (if required); storm sewer profiles (if required); landscaping plans and details; signing and pavement marking plans; lighting plans; and cross sections.

Bidding Assistance

SRF will assist the City with bidding administration once the project is authorized for advertisement and bidding by MnDOT Office of State Aid, including advertisement for bids, addenda, bidder question resolution, and award recommendation.

Deliverables

- Final signed plans, specifications, estimate, bid proposal packet and bidding assistance

TASK 15 | CONSTRUCTION ADMINISTRATION, INSPECTION, MANAGEMENT, AND SURVEYING

Lead: Jeff Kurth

As an optional task, **Jeff Kurth** is prepared to lead efforts to support construction and manage a full construction administration effort. Jeff has led several recent construction administration projects for cities and counties within the metro region. Additionally, he has led several state-aid reconstruction projects that have included roundabout and intersection improvements.

Jeff will lead the field inspections and materials testing to meet the standards for a state-aid project using MnDOT's State Aid for Local Transportation (SALT) construction process, including wage rate and labor reviews. In this role, Jeff will lead our team as the City's representative during the construction phase and will prepare and conduct a pre-construction meeting, regular construction meetings, advise the City, and oversee work completed by the construction contractor. A stake holder communication plan will be prepared, and project updates will be provided to the City's and public. He will lead efforts to prepare change orders, record drawings, the final engineers' reports, certificate of substantial complete and final acceptance at the end of construction. He will ensure project documentation is maintained in accordance with City, and State-Aid requirements, including final project closeout documentation.

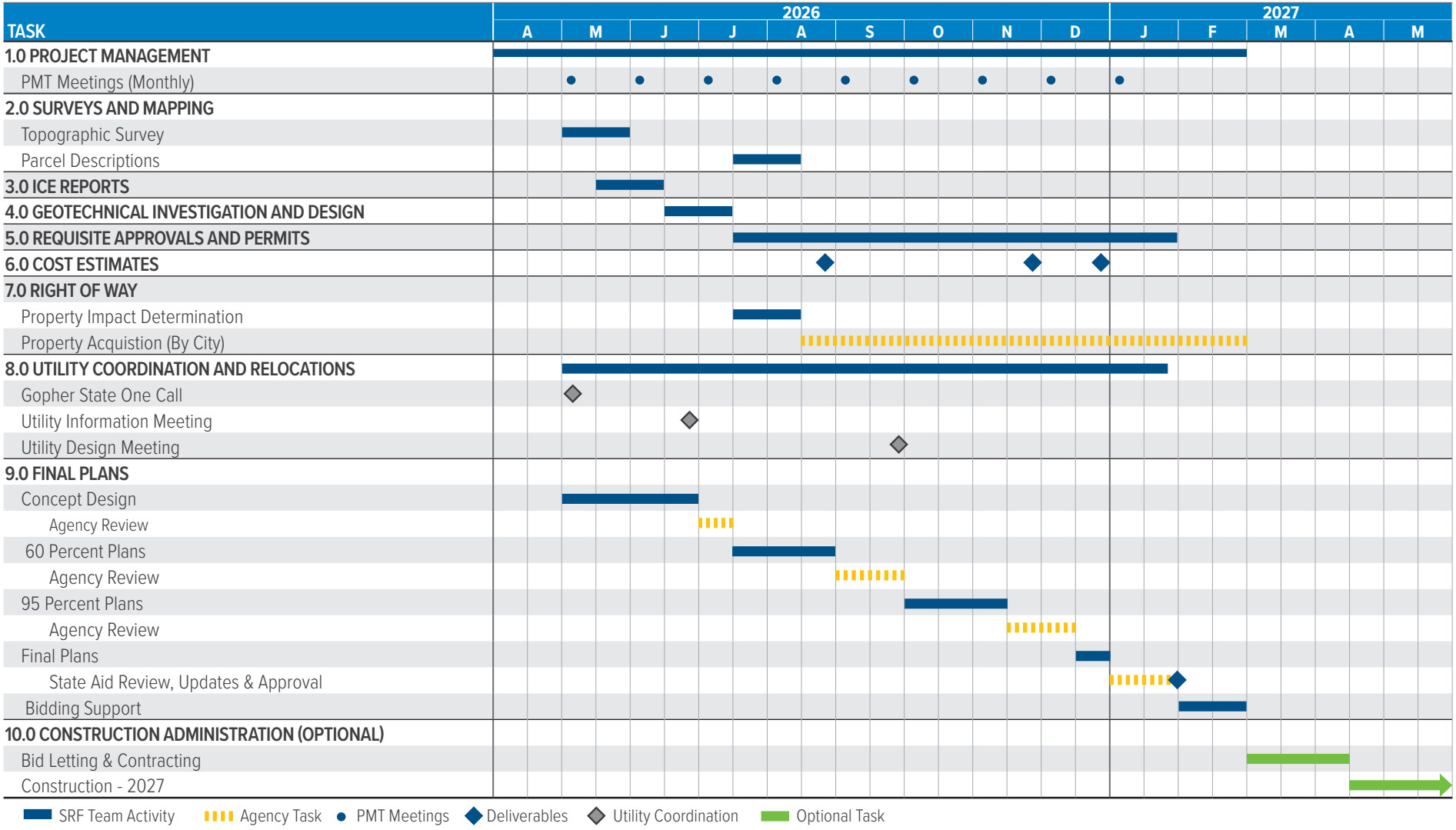
Deliverables

City of Rogers to provide the following:

- Lead public engagement (SRF materials support)
- Right of Way acquisition
- As-builts plans available for the project area
- Wetland Delineation Boundary Survey
- Participate in project meetings
- Provide existing right of way and plats
- Timely review and project decisions

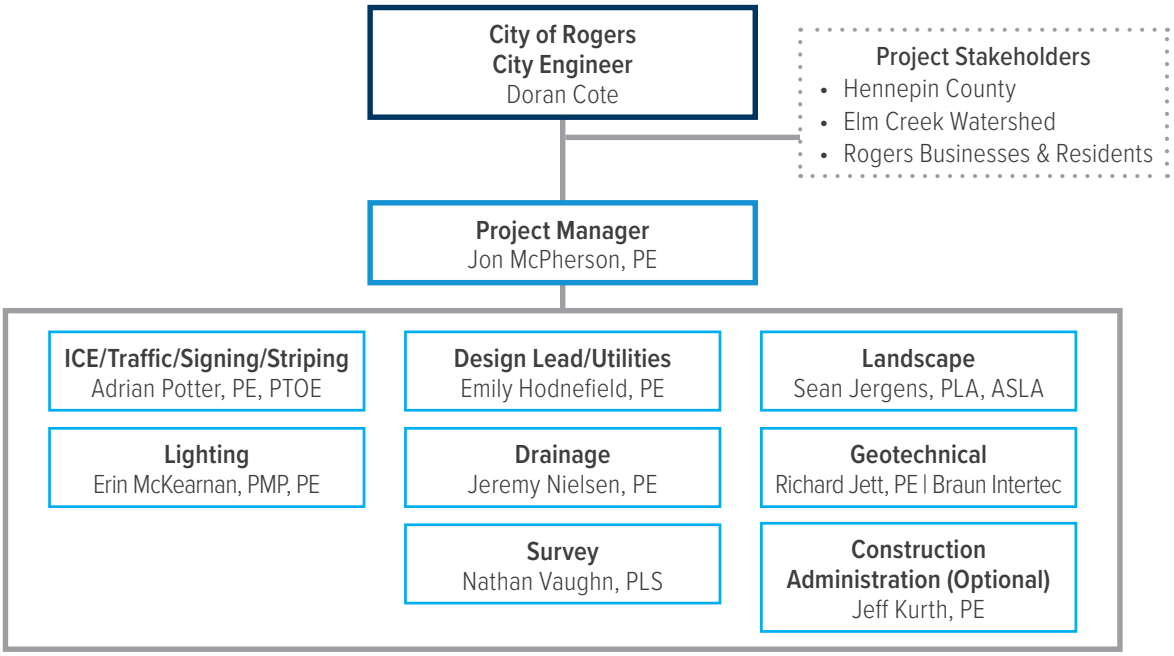
The proposed roundabout will enhance safety by improving sightlines and reducing vehicle speeds through the intersection

PROJECT SCHEDULE



PROJECT TEAM & QUALIFICATIONS

Full page resumes for staff and sample projects are located in the Appendix.

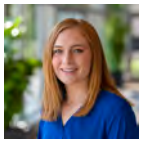


Jon McPherson, PE | SRF | Project Manager

Jon brings more than 21 years of engineering experience serving as a project manager and technical lead on complex highway and municipal transportation projects. His experience spans the full project lifecycle—from preliminary design through final design and construction—and includes roundabouts, urban corridors, local roadways, and shared-use trails. He offers hands-on expertise in geometric design, construction staging and traffic control, utility coordination, and the preparation of contract documents and cost estimates. Jon has a proven track record of delivering multidisciplinary projects while effectively navigating stakeholder coordination and agency requirements. As the primary point of contact, Jon will be responsible for managing scope, schedule, and coordination with the City of Rogers, Hennepin County, and key project stakeholders. He is committed to clear communication, proactive risk management, and collaborative decision-making to drive an efficient process and deliver high-quality outcomes aligned with the City's goals for safety, mobility, and the long-term vision for the Main Street corridor.

Adrian Potter, PE, PTOE | SRF | ICE Reports & Signing/Striping

Adrian has 23 years of experience in traffic and transportation engineering. His responsibilities include pavement marking and signing plan design, signal timing, traffic forecasting, signal justification reports, work zone traffic control design, benefit-cost analysis studies, Intelligent Transportation Systems design, and preparation of plans and estimates for traffic signal systems. Adrian has led traffic engineering design efforts for state Departments of Transportation, cities, and counties on rural and urban roadways. Adrian also has extensive experience incorporating transportation models into digestible visualizations.



Emily Hodnefield, PE | SRF | Design Lead/Utilities

Since joining SRF in 2018, Emily has been involved in a wide range of projects, working through concept development, preliminary design, final design, utility coordination, and construction inspection. Projects have included both State Aid and Trunk Highway projects in an array of different settings, including rural, urban, and interchange projects. She has completed final design for several roundabouts and developed concept designs for over 40 corridors within Hennepin County with many including roundabouts.

Jeremy Nielsen, PE | SRF | Drainage Design

Jeremy has over 24 years of experience encompassing roadway drainage, storm sewer, culvert, open channel, and stormwater best management practice (BMP) design. He has employed various hydrologic numerical and analytical models to optimize BMPs for rate and volume control in addition to water quality treatment. His experience includes designs in highly constrained areas, considering the effects of man-made barriers such as bridges, retaining walls, and railways, and natural barriers such as bluffs and rivers. Jeremy's projects have included roadway drainage preliminary and final designs, environmental documentation, and SWPPP design.

Nathan Vaughn, PLS | SRF | Survey & Mapping

Nathan is the Director of Survey Services at SRF. His major experience is in transportation and municipal design survey. Nathan has managed and led major construction, geospatial, and land survey projects across the country. His more than 20 years of experience in geospatial and land surveying encompassing topographic, right of way, PLS corner restoration, NGS leveling projects, boundary surveys, construction survey, as well as mobile and terrestrial LiDAR and GIS data collection and processing.

Sean Jergens, PLA, ASLA | SRF | Landscape

Sean has 18 years of experience practicing landscape architecture, with an expertise in the design and installation of vegetation and visual quality elements for corridors, interchanges, roundabouts, bridges and other infrastructure projects. He often collaborates with water resource and civil engineers to use plantings as a tool for stabilization and aesthetic improvement. He has experience in the use of native plants in a variety of applications, including shoreline stabilization, natural areas restoration, and integration with storm water best management practices.

Erin McKearnan, PE | SRF | Lighting

Erin is an electrical engineer with over eight years of experience in electrical design, including lighting systems, power distribution, nuclear generation facilities, and switchgear projects. She has supported a wide range of public and private sector clients across the U.S., delivering designs that meet technical, safety, and regulatory standards. Erin brings strong expertise in electrical CADD design, drawing preparation, and the development of cost and schedule estimates. Her work reflects a thorough understanding of multidisciplinary coordination and system integration across complex infrastructure projects.

Richard Jett, PE | Braun | Geotech

Richard has over 10 years of industry experience in the Twin Cities area managing moderate to complex geotechnical projects for both public and private pursuits. He joined Braun Intertec in 2021 after spending five years with previous employers performing similar work. His management experience includes projects across a wide range of sectors, including commercial construction, municipal developments, local, county, and MnDOT sponsored roadway construction and rehabilitation projects, recreational construction, and educational facility construction. Richard's responsibilities at Braun Intertec include managing complex geotechnical investigations from quotation stage through project completion, as well as managing special inspections and materials testing projects throughout construction.

Jeff Kurth, PE | SRF | Construction Administration (Optional Task)

Jeff has 20 years of experience in the construction industry performing project management, construction administration, quality control, inspection, materials testing, and engineering analysis. Jeff is a client-focused, team-oriented engineer with a diverse project background. His experience and expertise include managing inspection and materials testing staff, overseeing construction contracts including executing contract changes, and providing training and support to staff regarding quality practices, specifications, inspection requirements, and material testing and sampling.

FEE SUMMARY

Please see Appendix for a detailed cost breakdown.

Summary of Hours	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH	TOTALS	FEE
1. Project Management	77	19	-	-	2	-	-	-	98	$26,478
2. Surveys and Mapping	-	-	20	-	-	-	-	74	94	$16,022
3. ICE Report	2	4	-	-	-	46	-	-	52	$8,236
4. Geotechnical Investigation	-	4	-	-	12	-	-	-	16	$3,064
5. Requisite Approvals and Permits	-	12	-	30	-	10	16	-	68	$12,648
6. Cost Estimates	3	9	-	3	-	6	6	-	27	$5,397
7. Right of Way	4	-	-	-	12	-	-	-	16	$3,160
8. Utility Coordination and Relocations	4	-	-	-	42	26	6	-	78	$12,882
9. 60 and 95 Percent Plan and Specification Preparation	24	44	-	84	126	298	124	-	700	$116,240
10. Final Construction Plans, Specifications, and Estimates	10	22	-	26	66	34	12	-	170	$31,370
TOTALS	***124***	***114***	***20***	***143***	***260***	***420***	***164***	***74***	***1,319***	$235,811
SRF Estimate of Direct Non-Salary Expenses										
Mileage				*Personal Vehicles - 125 Miles @ $0.725* *Data Processing - 13 Hours @ $8.00*						$90.63 $120.00
Minnesota DNR NHIS Review										$104.00
									SRF Expenses:	$314.63
									Subconsultants:	$13,527
TOTAL ESIMATED FEE (SRF and subconsultants combined)										**$249,338.63**
Optional Tasks										
11. Construction Administration (Optional)	-	-	-	-	-	-	-	-	-	$297,000

APPENDIX

SIMILAR PROJECTS

RESUMES

DETAILED SCOPE FEE

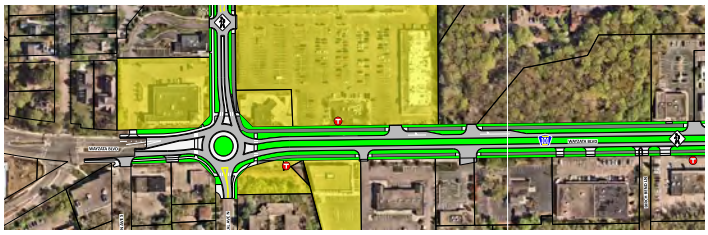
SIMILAR PROJECT EXPERIENCE

SRF began recommending roundabouts to clients as an alternative intersection design in the 1980s. Since then, SRF has been involved in more than 100 roundabout projects throughout the Midwest, serving a wide variety of clients such as cities, counties, and state DOTs. Our roundabout services have ranged from developing and evaluating concepts to completing preliminary and final engineering design to construction engineering. SRF has worked with local agencies to develop informational and educational matrix highlighting the benefits and usage of modern roundabouts. To demonstrate our excellent qualifications, the following abbreviated project matrix highlights projects similar to this roundabout in the City of Rogers. These projects have similar scopes of work, including several for which the design and plan preparations is for multiple roundabouts.

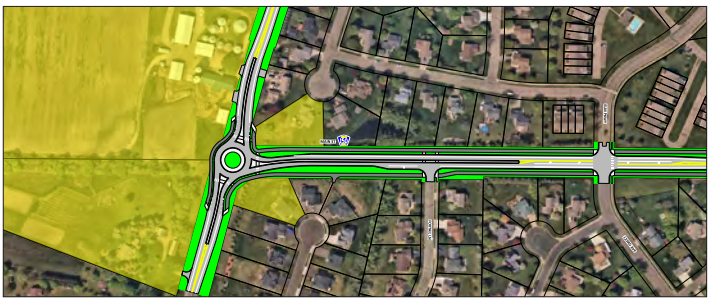
Client	Project	Concept	Public Involvement	Preliminary	ICE/RJR	Final PS&E	Lighting	Landscaping	Construction
City of Lakeville / Dakota County	179th Street (CSAH 9) / Flagstaff Avenue	●		●	●	●	●	●	
Dakota County	CSAH 8/73 RBT			●	●	●	●		
City of Hugo	TH 61	●	●	●	●	●	●		●
City of Shakopee	CSAH 15 Marystown Road Corridor Improvements	●	●	●	●	●	●	●	●
City of Shakopee	12th Avenue at Vierling Roundabout	●	●	●	●	●	●	●	●
City of Shakopee	Eagle Creek at Vierling Roundabout	●		●	●	●	●	●	●
City of Eagan	Northwood Parkway Overpass	●		●	●	●	●	●	●
City of Lakeville	Kenrick Avenue / 205th Street			●		●	●		●
Anoka County	Foley Boulevard	●							
Bethel University	CSAH 76 / Bethel Drive				●				
Blue Earth County	CR 17 Roundabouts	●		●	●	●	●		
Blue Earth County	CSAH 12 at TH 83	●		●	●	●	●		
Blue Earth County	CSAH 12/TH 14 Interchange	●		●	●				
Carver County	CSAH 44 & TH 212 (3 Roundabouts)	●	●	●	●	●	●	●	●
Carver County	Lyman Boulevard	●	●	●	●	●	●	●	
Carver County	TH 41/CSAH 18	●	●	●	●	●	●	●	
Carver County	TH 5/25 and CSAH 33 (Reform Street)	●	●	●	●	●	●		
Cass County	County 17 and 52nd Avenue	●	●	●	●	●	●	●	●
City of Bloomington	84th Street	●			●				
City of Bloomington	Highwood Drive	●							
City of Duluth	Kenwood Avenue / Arrowhead Rd.	●			●				
City of Eden Prairie	Shady Oak Road (UHG Access)				●				
City of Fergus Falls	Tower Road	●		●	●	●			
City of Moorhead	20th Street at 28th Avenue				●				
City of Moorhead	28th Avenue			●	●	●			●
City of Plymouth	Schmidt Lake Road at Nathan Lane				●				
City of Rochester	50th Avenue / Badger Hills	●		●	●	●			
City of South St. Paul	Wentworth Oakdale Roundabout	●			●	●	●		
City of St. Cloud	33rd Street South	●	●	●	●	●			●
City of St. Michael	TH 241 at Oday				●				
City of Wayzata	Lake Street East Reconstruction	●				●			
Dodge County	CSAH 3/US 14 (2 Roundabouts + OSOW)	●	●	●	●	●	●	●	●
Dodge County	CSAH 5/MN 56/ US 14 (2 Roundabouts + OSOW)	●	●	●	●	●	●	●	●
City of Maple Grove	Zachary Lane North / 101st Avenue				●	●		●	●
MnDOT Metro	TH 610 at Maple Grove Parkway				●		●		
MnDOT Metro	Zachary Lane / TH 610 DB	●	●	●		●	●		●
MnDOT D3	TH 23 Mill and Overlay including Roundabout	●	●	●		●	●		
MnDOT D6	TH 61 and Gilmore Avenue	●		●		●			
MnDOT D7	TH 22 at CSAH 90 Roundabout	●	●	●	●	●	●	●	
Olmsted County	Airport Interchange			●		●			
Olmsted County	CSAH 44/CSAH 4 Intersections			●		●			
City of Rochester	65th Street at 50th & 55th Avenues (2 Roundabouts)	●	●	●	●	●	●		●
Stearns County	CSAH 1 Roundabout	●		●	●	●	●		
Stearns County	33rd Street Roundabout			●	●	●	●	●	
Washington County	CSAH 15 and TH 96	●		●		●	●	●	●
Wright County	CSAH 12	●		●		●			

Hennepin County Regional Solicitation and Transportation Prioritization

SRF has partnered with Hennepin County since 2018 to provide concept design, cost estimation, and application development support for more than 80 locations through the County's Transportation Prioritization and Regional Solicitation/HSIP programs. Concept layouts prepared for funding applications and capital improvement planning clearly documented environmental and infrastructure constraints—wetlands, floodplains, utilities, buildings, and topography—alongside state-aid design standards, alignments, and cross sections. This comprehensive approach enabled stakeholders to understand right-of-way needs, structure impacts, and property considerations early in the process, resulting in well-informed project decisions and successful implementation. Hennepin County has consistently leveraged SRF's layouts and cost estimates to coordinate with local stakeholders, identify funding opportunities, and incorporate improvements into its Capital Improvement Program.



Potential concept from CSAH 15 (Wayzata Boulevard) Reconstruction



Potential concept from CSAH 150 Roundabout

Scott County CSAH 15 (Marystown Road)

The City of Shakopee, in partnership with Scott County and MnDOT, completed a corridor study and design for Marystown Road to address safety concerns, accommodate future traffic growth, and close a critical pedestrian facility gap serving an adjacent elementary school. SRF evaluated access, intersection control, and multimodal needs and included multi-agency coordination, conceptual layout development, and preliminary cost estimating. The final MnDOT staff-approved layout converts the corridor to a two-lane divided roadway with single-lane roundabouts at the US Highway 169 northbound and southbound ramp intersections, enhancing traffic operations and safety while expanding pedestrian and bicycle connectivity, including bridge deck modifications, and balancing access, capacity, business needs, and right-of-way and environmental considerations.

CSAH 17 Roundabouts

SRF was retained by Blue Earth County to develop final design plans for four roundabouts along CSAH 17 in Mankato, including developing 3D models, full geometrics, signing and pavement markings, and lighting. SRF also did the traffic analysis and ICE Reports that identified the four roundabouts as the preferred intersection control alternatives.

Two of the roundabouts were designed to accommodate future fourth approach legs. The two single-lane roundabouts required special consideration due to their proximity to a railroad corridor and a residential development. Each roundabout was designed to accommodate staged construction to maintain existing traffic. County requirements also required that the roundabouts be designed using 3D modeling to facilitate construction by machine control methods used by local contractors.

SRF's roundabout design work was integrated into the County's plan set for reconstructing this four-mile segment of the CSAH 17 corridor. The CSAH 12 roundabout was located at the intersection of the planned CSAH 12 extension, from CSAH 17 to TH 83. The design included provisions to make easy modifications for this future connection to the south, which was completed in 2018.

CSAH 17 @ Carver Road

CSAH 17 @ CSAH 12

CSAH 17 @ 594th Avenue

CSAH 17 @ 598th Avenue

TH 61 and Gilmore Avenue

As a regional transportation center, the City of Winona is a destination for numerous commercial vehicles using US 61. Within Winona, US 61/14 intersects Gilmore Avenue, a local collector roadway providing connections to the west and east. The Minnesota Department of Transportation (MnDOT) and City were challenged with balancing regional mobility for US 61 with local access needs at the Gilmore Avenue intersection and other local roadways. In the study area, US 61 is a four-lane divided highway with a variety of residential and commercial properties, frontage roads, closely spaced intersections with poor geometrics and visibility, and aging traffic signal systems. Also, due to the diagonal nature of US 61, many public roadways intersect US 61 at a skew.

SRF worked closely with MnDOT and the City to develop solutions that met stakeholder needs. We thoroughly assessed the US 61/14 and Gilmore Avenue intersection study area to identify possible geometric design alternatives to improve overall safety and efficiency. Subsequently, we evaluated the data, issues and problem areas and identified geometric alternatives that will provide safe and acceptable operations for all modes of transportation in the study area.

SRF completed geometric layouts for four alternatives. Two alternatives involved modifying the intersection to improve operations. One alternative considered a roundabout at the intersection and the last considered a new alignment for Gilmore Avenue. All alternatives were presented in a format that met MnDOT Level 2 Layout requirements.

SRF also developed study area traffic forecasts for the assumed design year of 2035 and modeled traffic operations of each concept alternative. We worked closely with MnDOT to determine pertinent traffic forecast needs and methodology prior to initiating the work. Synchro/SimTraffic was used to model and evaluate each of the approved geometric layouts under year 2035 design year conditions.

TH 5/25 CSAH 33 (Reform Street) Reconstruction

In 2020, Carver County, through a joint venture with MnDOT and the City of Norwood Young America, is reconstructing the severely skewed intersection at TH 5/25 at CSAH 33 (Reform Street) with a new single lane roundabout. SRF had previously completed a traffic analysis for this intersection which included a comprehensive review of traffic including truck circulation, oversized overweight vehicles and traffic movements to/from the Kwik Trip gas station along TH 5/25 to TH 212.

SRF was engaged by the County in 2018 to prepare a MnDOT Level 1 Layout & RJR for the preferred alternative along this heavily traveled truck corridor. A single lane urban roundabout was designed to replace the skewed intersection and was shifted north of the existing intersection to provide acceptable left-turn lengths along Reform Street. Reform Street, between TH 212 and the roundabout, was designed to change the two-lane rural roadway to a two-lane urban divided roadway with dedicated right and left turn lanes at the intersections of TH 212, 7th Street and the entrance to Kwik Trip. Additionally, lighting, ADA improvements, a multi-use trail, and water and storm sewer improvements were included in the Construction Documents.

Concurrent to the County's project on TH 5/25 at CSAH 33 (Reform Street), MnDOT and Carver County hired SRF to prepare preliminary and final construction plans for a 8-mile mill and overlay project along TH 212 from TH 5 to Cologne, Minnesota that included intersection improvements at the TH 5/25 & TH 212 intersection. SRF worked closely with the project partners (MnDOT, County, City of Norwood Young America, School District and Kwik Trip) to refine the two projects into one cohesive design. These projects ultimately were tied together through MnDOT's Tied Project policy.

In addition to being contracted for preliminary and final design, SRF also prepared supporting information for the County to use with soliciting funding opportunities. The County successfully received funding from through both the MnDOT Local Partnership Program (LPP) and the FY 2022/2023 Highway Safety Improvement Program (HSIP). After securing funding, the County authorized SRF to provide preliminary and final design, wetland delineation, permitting, utility coordination for the TH 5/25 & CSAH 33 (Reform Street) Reconstruction project.

This unique project required the construction plans for both TH 5/25 at CSAH 33 (Reform Street) project and the TH 212 Mill & Overlay project to be considered as "tied projects" resulting in a combined environmental review (CATEX), combined permit applications (WCA, DNR, COE, CCWMO) and a combined review and approval process through MnDOT Central Office.

Areas of Expertise

- Project Management
- Preliminary and Final Design
- Construction Plan Preparation
- Roadway Design – Highways and Interchanges
- Streets (State and Federal Process)
- Construction Inspection
- Design Review
- Utility Coordination
- Cost Estimation
- Quality Control

Education

Bachelor of Civil Engineering, University of Minnesota, 2004

Registration

Professional Engineer:

Minnesota #47160

MnDOT Certifications

Aggregate Production

JON MCPHERSON, PE | PROJECT MANAGER

Jon has over 21 years of engineering experience working as a member of design teams for a wide range of highway and municipal projects. He has worked on the preliminary and final design of highways including several interchanges, RCUT's, local municipal roadways and trails as well as construction administration / observation and inspection. Jon's experience includes alignments, profiles, cross sections, staging / traffic control, utility coordination and preparing contract documents and cost estimates. Jon is well versed in leading project teams (including subconsultants), clearly communicating project risks, and working along side agency clients and partners to deliver timely and quality products.

Project Experience

Hennepin County Regional Solicitation and Transportation Prioritization, Hennepin County, Minnesota. Jon managed the 2024 Transportation Prioritization Project and led concept design and cost estimating for multiple Regional Solicitation and HSIP grant efforts (2018–2024). In 2025, he oversaw the preparation of schematic layouts and cost estimates for 28 Hennepin County corridors, experience that directly supports the goals of this project.

City of Shakopee CSAH 15 (Marystown Road), Minnesota. Jon served as project manager for the federally funded reconstruction of Marystown Road in the City of Shakopee. The project included conversion of the corridor to a two-lane divided roadway with single-lane roundabouts at the US Highway 169 northbound and southbound ramp intersections, requiring preparation of a MnDOT staff-approved layout. Improvements enhanced traffic safety and operations, expanded pedestrian and bicycle connectivity – including bridge deck modifications – and accommodated future corridor growth, while balancing safety, access, roadway capacity, business needs, traffic control continuity, and environmental and right-of-way impacts.

Hennepin County CSAH 152 (Brooklyn Boulevard) Reconstruction from 49th Ave N to CSAH 10, Brooklyn Center, Minnesota. Jon served as the project manager for the preliminary and final design of the multi-disciplinary Phase 1 project that included road reconstruction, traffic signals, streetscaping, lighting, utility improvements, trails, and utility coordination. Jon coordinated with several different agencies including the cities of Brooklyn Center and Minneapolis, Hennepin County, Metro Transit, Three Rivers Park District, MnDOT Metro, and MnDOT State Aid to deliver the federally funded project.

Hennepin County CSAH 152 (Brooklyn Boulevard) Reconstruction from CSAH 10 to I-94, Brooklyn Center, Minnesota. Jon served as the project manager for the preliminary and final design of the multi-disciplinary Phase 2 project that included road reconstruction, traffic signals, streetscaping, lighting, utility improvements, trails, and utility coordination. Jon coordinated with several different agencies including the City of Brooklyn Center, Hennepin County, Metro Transit, MnDOT Metro, and MnDOT State Aid to deliver the federally funded project.

Dupont Avenue Reconstruction, Brooklyn Center, Minnesota. Jon was the lead designer for the state aid reconstruction of State Aid reconstruction of Dupont Avenue from 57th Avenue to 73rd Avenue for the City of Brooklyn Center. Project included the design of bump outs for ADA improvements, sanitary sewer, storm sewer and watermain, as well as rain gardens as part of the storm sewer design for additional water quality treatment.

Areas of Expertise

- Traffic Signal Design
- Signal Timing
- Traffic Forecasting
- Traffic Studies
- Traffic Modeling
- Benefit-Cost Analysis
- Intelligent Transportation Systems
- Traffic Signing Design
- Pavement Markings
- Work Zone Traffic Control

Education

M.B.A., University of Minnesota, 2001

B.S.C.E., University of Iowa, 1997

Registration

Professional Engineer: Minnesota 42785, Iowa P24672, North Dakota 27453, Wisconsin 41294, Michigan 6201309710, Florida PE89267, Illinois 062.074141, and Ohio PE.89574

Certifications

Professional Traffic Operations Engineer (PTOE) #2371

ADRIAN POTTER, PE, PTOE | ICE REPORTS & SIGNING/STRIPING

Adrian has 23 years of experience in traffic and transportation engineering. His responsibilities include pavement marking and signing plan design, signal timing, traffic forecasting, signal justification reports, work zone traffic control design, benefit-cost analysis studies, Intelligent Transportation Systems design, and preparation of plans and estimates for traffic signal systems. Adrian has led traffic engineering design efforts for state Departments of Transportation, cities, and counties on rural and urban roadways.

Project Experience

SP 6925-145 MnDOT TH 61 (London Rd), Duluth, MN. Adrian is currently managing the traffic and maintenance of traffic (MOT) design for a 3.5-mile corridor project in Duluth, which includes the design of two new roundabouts at 26th Avenue and 40th Avenue. He led the Traffic Management Plan (TMP) discussions and developed initial staging concepts to maintain safe and efficient operations during construction. Adrian also managed the preparation of Intersection Control Evaluation (ICE) reports and traffic analysis to assess and mitigate staging impacts. The project incorporates two pedestrian flasher systems and bike lane connections approaching the proposed 26th Avenue roundabout to enhance multimodal safety and accessibility.

MAPO Intersection Control Evaluation Studies (2017), Mankato/North Mankato, Minnesota. Adrian was responsible for the Intersection Control Evaluation (ICE) process for three intersections. All-way stop, traffic signal, and roundabout controls were evaluated. The project included engaging key agency stakeholders as part of progress meetings with the Technical Advisory Committee.

MnDOT TH 610 Design-Build, Maple Grove and Brooklyn Park, Minnesota. As traffic engineering manager, developed plans for signing, pavement markings, and work-zone traffic control for this design-build project that featured two roundabouts at an interchange for a major State Highway. Responsible for the design and implementation of the Maintenance of Traffic (MOT) and staging plans (including detour plans), as well as developing a TMP that outlined MOT responsibilities and procedures for the project.

Blue Earth County TH 22 at CSAH 90 Roundabout, Minnesota. As traffic engineer on this MnDOT led project, Adrian focused on the design of signing and pavement markings, detour signing, and work zone traffic control design for both the roundabout and a 2.5 mile stretch of mill and overlay south of the TH 22/CSAH 90 intersection. The traffic control and detour routes included interaction with a second roadway improvement effort south of this project and had to accommodate the wayfinding needs of several local businesses during construction.

Tower Road Reconstruction, Fergus Falls, Minnesota. Developed plans and special provisions for signing along the reconstructed roadway. Special signing for pedestrians and a roundabout were considered. Fostered discussions with city and county representatives to ensure both agencies' signing needs were met.

Areas of Expertise

- Preliminary Roadway Design
- Final Roadway Design

Education

Bachelor of Science, Civil Engineering, University of Minnesota-Twin Cities, December 2018

Registration

Professional Engineer, MN #61298

EMILY HODNEFIELD, PE | DESIGN LEAD/UTILITIES

Emily has worked in the Civil Design group at SRF since graduating from University of Minnesota in 2018. She has been involved in a wide range of projects, working through concept development, preliminary design, final design, utility coordination, and construction inspection. Projects have included both State Aid and Trunk Highway projects in an array of different settings, including rural, urban, and interchange projects.

Project Experience

Elm Creek Boulevard (CSAH 130) and TH 169 Interchange Reconstruction in Maple Grove, MN. Emily is currently leading the utility coordination and design for an interchange reconstruction that involves correspondence with MnDOT, Brooklyn Park, Maple Grove, private utility owners, and different functional groups such as drainage, lighting, bridge, and signal designers.

Marystown Road (CSAH 15) Reconstruction in Shakopee, MN. Emily was the lead designer for both the preliminary layout and final plans for the reconstruction of the Marystown Road interchange at TH 169. The project included the design of three roundabouts and conversion of a 4-lane undivided roadway to a 2-lane divided roadway. The area involved City, County, and MnDOT right-of-way as well as private utility easements and a future right-of-way turnback. Emily kept detailed records of all correspondence, filled out the necessary encroachment paperwork, reviewed mapping and relocation plans, and kept all parties on pace to complete relocations in the necessary time frame.

CSAH 44 and US 14 Interchange Reconstruction in Rochester, MN. Emily led the final design for the portion between 19th Street and 60th Avenue as part of the CSAH 44 and US 14 interchange reconstruction. The project involved a 2x1 roundabout, with 2 lanes continuing through the roundabout on the CSAH 44 approach and 1 lane continuing through the roundabout on the 19th St approach.

TH 23 and TH 9 Interchange Reconstruction in New London, MN. Emily designed a roundabout at the intersection between a frontage road and a proposed highway overpass as part of an interchange reconstruction preliminary design in New London, MN. This included all preliminary design elements such as truck turn accommodation, fastest path analysis, sightline analysis, vertical profiles, and sidepath design.

ERIN MCKEARNAN, PE, PMP | LIGHTING

Erin is a qualified electrical engineer with over 8 years of experience in electrical design, including lighting systems, power distribution, nuclear generation facilities, and switchgear projects. She has supported a wide range of public and private sector clients across the U.S., delivering designs that meet technical, safety, and regulatory standards. Erin brings strong expertise in electrical CADD design, drawing preparation, and the development of cost and schedule estimates. Her work reflects a thorough understanding of multidisciplinary coordination and system integration across complex infrastructure projects.

Areas of Expertise

- Electrical Design
- Power Systems
- Intelligent Transportation Systems

Education

Bachelor of Science, Electrical Engineering, University of Maryland, 2017

Registration

Professional Engineer: Illinois 062.076318, Minnesota #63688

Project Management Professional # 2891430

Project Experience

CSAH 44/TH 14 Final Design, Rochester, Minnesota. Erin provides electrical design for roundabout and intersection lighting including photometric analysis utilizing AGi32 lighting design software. Erin reviews plan sheets, detail drawings, wiring schematics, and construction estimates.

Illinois Tollway Systemwide Communication Tower Repair Assessment Reports. Erin is the lead electrical designer for tollway systemwide communication tower repair assessment. She led the fieldwork for 60 site visits which included assessing structural, security, and safety concerns. Electrical elements include FAA lighting and CCTV cameras. Project deliverables include concept reports, and construction estimates.

Illinois Tollway ITS Design Upon Request (RR-18-9210). Erin is providing construction assistance and technical review services for a range of ITS technology improvements within the Illinois Tollway system. Her work encompasses concept development, preliminary and final design, and the resolution of construction-related issues. These efforts support the successful implementation of key system components, including CCTV, DMS, WIM, electric vehicle charging infrastructure, and ramp queue warning systems.

Illinois Tollway Plaza 41 Improvements. Erin supported construction assistance efforts on this federally funded project led by SRF in partnership with Singh Associates and Atlas to reduce greenhouse gas emissions through the installation of a solar farm, EV charging stations, and OTR trucker shore power stations coordinated with parking lot lighting. Erin contributed to the shore power portion of the project by assisting with detail drawings and helping develop construction estimates to facilitate field implementation.

Chapel Hill Bus Rapid Transit, Chapel Hill, North Carolina. Erin is the lead electrical designer for the bus rapid transit project. Electrical elements include electrical service for the station, platform and shelter electrical and lighting, CCTV cameras, real-time signs, city street lighting, and pedestrian area lighting. Project deliverables include utility coordination, site plan sheets, detail drawings, wiring schedules/schematics, and construction estimates.

Chicago New Business Program, Commonwealth Edison, Chicago, Illinois. Designer for the new business service applications in the city of Chicago. Coordinated and conducted walkdowns, prepared bills of material for each location, including evaluating overhead transformers load and requirements, and utilized industry standard software to ensure the pole structural integrity.

Areas of Expertise

- Preliminary Design
- Final Drainage Design
- Stormwater Best Management Practices Design
- Site Development Design
- Construction Plan Preparation
- Hydrologic and Hydraulic Modeling
- Bridge and Culvert Hydraulic Analysis
- Construction Staking and Inspection
- Lift Station Design

Education

Bachelor of Civil Engineering, University of Minnesota, 2001

Registration

Professional Engineer: Minnesota #45047

Certification

Stormwater Pollution Prevention Plan Design (SWPPP)

JEREMY NIELSEN, PE | DRAINAGE DESIGN

Jeremy has dedicated his 24-year career to hydraulics design and permitting at the local, state, and federal levels. His hydraulics experience has encompassed roadway drainage, storm sewer, culvert, open channel, and stormwater best management practice (BMP) design. Jeremy has served as the lead hydraulics designer for numerous MnDOT, State Aid, and municipal projects, from miles-long corridors to single intersections, including roadways, site projects, roundabouts and trails. He utilizes his experience to identify BMP options in areas of limited space and assists in balancing regulatory requirements with right of way impacts and cost constraints. Jeremy employs various hydrologic numerical and analytical models to optimize BMPs for rate and volume control in addition to water quality treatment.

His experience includes designs in highly constrained areas, considering the effects of man-made barriers such as bridges, retaining walls, and railways, and natural barriers such as bluffs and rivers. He has used video and field data to assess existing infrastructure viability and rehabilitation options. Jeremy's projects have included roadway drainage preliminary and final designs, environmental documentation, and SWPPP design.

Project Experience

Intersection of County Road E and Old Snelling Ave, Ramsey County, Minnesota. Jeremy managed the stormwater design and permitting efforts for this project to improve safety and mobility by adding a roundabout at this busy location. The project included a surface stormwater basin and underground stormwater BMPs despite challenging geotechnical considerations. The majority of the site discharges to a Public Water wetland which had experienced multiple slope failures at the discharge point. The project included restoration of the wetland edge and stabilization of the steep slope to the basin. Jeremy obtained permits including NPDES, RCWD and MnDNR Public Waters Work Permit.

Dakota County CSAH 8 (Wentworth Avenue) and CSAH 73 (Oakdale Avenue) Roundabout Final Design, West St Paul, Minnesota. Prepared final drainage plans for the conversion of the existing intersection to a roundabout. The existing storm sewer system was utilized to the greatest extent possible, with modifications to provide drainage for the greatly changed roadway geometry within the intersection. Also responsible for coordinating and obtaining the required stormwater permits.

Stearns County CSAH 1 Roundabout Final Design, Minnesota. Lead designer for the hydraulics portion of the roundabout construction and road reconstruction project. The roundabout legs included both urban and rural sections. Coordinated stormwater design with all applicable regulatory agencies and acquired necessary storm water permits. Responsible for the development of the stormwater drainage system, including BMPs. A deep storm pipe conveying a county ditch required realignment and the project outfall required careful stabilization as it discharged within a steep bank of the Mississippi River.

Chisago County CSAH 26 and TH 8 Roundabout Final Design, Minnesota. Led the final drainage design for the conversion of this intersection to a roundabout. The project included urban drainage elements within the roundabout and rural sections for the approach legs. Coordinated stormwater design with MnDOT and all applicable regulatory agencies and acquired necessary storm water permits.

Wright County CSAH 38 Preliminary Design, Otsego, Minnesota. Led the preliminary hydraulics design for the CSAH 38 roadway reconstruction. The planned reconstruction will utilize a partially urban design to minimize impacts while maintaining a rural section where possible, and will reconstruct several intersections, one of which will be converted to a roundabout. With generally poor soils in the area, Jeremy coordinated the stormwater treatment BMP designs with the geotechnical investigation to meet all applicable standards as well as improve the outlet conditions for several landlocked areas adjacent to the roadway.

Areas of Expertise

- Boundary and Legal Surveys
- Right of Way Maps
- Data Analysis
- Geographic Information Systems (GIS
- Mobile and Terrestrial LiDAR
- Plats
- Topographic Surveys
- Survey Operations Management

Education

Bachelor of Science in Geography University of Wisconsin-Whitewater 2003

Registration

PLS North Dakota #LS-41236

PLS Wisconsin #S-2986

PLS Minnesota #63498

PLS Idaho #19083

PSM Florida #7321

LS South Dakota #15989

LS Kentucky #4412

NATHAN VAUGHN, PLS | SURVEY & MAPPING

Nathan Vaughn, PLS, is the Director of Survey Services at SRF. His major experience is in transportation and municipal design survey. Nathan has managed and led major construction, geospatial, and land survey projects across the country. His more than 20 years of experience in geospatial and land surveying encompassing topographic, right-of-way, PLS corner restoration, NGS leveling projects, boundary surveys, construction survey, as well as mobile and terrestrial LiDAR and GIS data collection and processing.

Project Experience

NDDOT Grand Forks 42nd St and Demers Ave, North Dakota. Nathan provided ROW plat for acquisition. Deliverables include Boundary survey, right of way plats and legal descriptions

MnDOT at Locke Lane Supportive Housing Trail-Fond du Lac Band of Lake Superior Chippewa–Design Survey, Minnesota. Nathan provided topographic survey to support in-house design for trails adjacent to roadways. Deliverables included topographic survey, boundary research and utilities.

White Earth Tribal Utility Commission Survey, Minnesota. Nathan provided topographic survey for the design of a solar power project. Deliverables included topographic survey and utilities.

Metro Transit-Woodbury Theater ALTA, Minnesota. Nathan completed an ALTA survey for Metro Transit involves conducting a detailed boundary and property feature survey in compliance with ALTA/NSPS standards. Deliverables included a survey plat, legal descriptions, boundary resolution, title review, and exhibits.

City of Maplewood 2025 Street Improvement Project, Minnesota. Nathan oversaw the City of Maplewood's 2025 Street Improvement Topographic design survey. These surveys gathered detailed information about throughout the project to be used for roadway design and improvements.

MnDOT St Anthony Stone Arch Bridge Rehab, Minnesota. Nathan is leading the acquisition for a bathymetric scanning survey for the St. Anthony Stone Arch Bridge Rehabilitation project under MnDOT. This project involves detailed underwater topography mapping to support the reconstruction and rehabilitation efforts

City of Maplewood 2024 Street Improvement Project, Minnesota. Nathan managed and coordinated the construction survey elements for the 2024 Street Improvement Project. Responsibilities included coordinating with contractors, scheduling survey crews, and performing necessary calculations to ensure project accuracy and efficiency.

MnDOT TH 113, Minnesota. Nathan reviewed topographic data, managed survey information, and coordinated data collection efforts for the TH 113 project.

1005th St TPP – Pierce County, Wisconsin. Nathan provided topographic survey for structure reconstruction, Transportation Project Plat (TPP)

Areas of Expertise

- Construction Documentation
- Construction RFI and Submittal Processing
- Contract Pay Estimates & Changes
- Material Sampling and Testing
- Structural Foundation Construction
- Site Grading
- Concrete Construction
- Bituminous Paving
- Utility Construction
- Retaining Wall Construction
- Bridge Construction

Education

Bachelor of Science Civil Engineering University of Minnesota, 2006

Registration

Professional Engineer: Minnesota #52073, Washington, DC (Civil) #PE907869, Maryland #39924, and Virginia# 0402052568

Certifications

Design Build Institute of America (DBIA) Designated Design-Build Professional

Occupational Safety and Health Administration (OSHA) – 30 Hour Safety Training

Confined Space Training

JEFF KURTH, PE | CONSTRUCTION ADMINISTRATION

Jeff has 20 years of experience in the construction industry performing project management, construction administration, quality control, inspection, materials testing, and engineering analysis. Jeff is a client-focused, team-oriented engineer with a diverse project background. His experience and expertise include managing inspection and materials testing staff, overseeing construction contracts including executing contract changes, and providing training and support to staff regarding quality practices, specifications, inspection requirements, and material testing and sampling.

Project Experience

City of Chaska TH 212 Interchange and CSAH 44 Reconstruction and Expansion, Minnesota. Project Engineer responsible for contract administration, construction inspection, and materials testing adhering to project requirements. Project management including evaluating, drafting and recommending approval of contract changes. State Funded and State-Aid project included roadway reconstruction and expansion, bituminous mill and overlay, embankment, drainage and sewer, water main, roundabouts, lighting, streetscaping, and ADA improvements.

City of Brooklyn Center Brooklyn Boulevard (CSAH 152) from 49th Avenue North to CSAH 10 and CSAH 10 to I-94, Brooklyn Center, Minnesota. Project Engineer responsible for contract administration, construction inspection, and materials testing adhering to project requirements. Federal Aid projects included roadway reconstruction and expansion, bituminous mill and overlay, embankment, drainage and sewer, water main, sanitary sewer, traffic signal, lighting, streetscaping, and ADA improvements.

City of Plymouth CSAH 24 Reconstruction and Mill and Overlay from TH 55 to CR 101, Plymouth, Minnesota. Project Engineer responsible for contract administration, construction inspection, and materials testing in conformance with project requirements. State-Aid project included roadway reconstruction and expansion, bituminous mill and overlay, embankment settlement monitoring, drainage and sewer, water main, porous bituminous pavement system, traffic signal improvements, and ADA improvements.

Carver County TH41/CSAH10 (Engler Blvd) from TH212 to Audubon Rd, Carver County, Minnesota. Project Engineer responsible for contract administration, construction inspection, and materials testing adhering to project requirements. This $23million Federal Aid project included roadway reconstruction and expansion, bituminous mill and overlay, embankment, drainage and sewer, water main, roundabouts, lighting, box culverts, retaining walls streetscaping, and ADA improvements.

City of Maple Grove Infrastructure Improvements for Various Developments, Maple Grove, Minnesota. Project Engineer responsible for contract administration, construction inspection, and materials testing adhering to project requirements. Oversaw installation of municipal improvements to various development sites within the City of Maple Grove including installation of bituminous roadways, concrete curb and gutter, storm, water distribution, sanitary sewer, and pedestrian facilities. Development sites included commercial and residential improvements.

City of Minneapolis 8th St SE Reconstruction, Minneapolis, Minnesota. Project Engineer responsible for contract administration, construction inspection, and materials testing in conformance with project requirements. Project included funding for the City and University of Minnesota. Project included reconstruction of 1,100 feet of 8th Street SE from 15th Ave SE to east end of Siebert Field, including grading, bituminous paving, storm sewer, ADA improvements, walks, lighting, and municipal utility improvements.

Areas of Expertise

- Visual Quality Management
- Streetscape Planning and Design
- Site Planning and Design
- 3D Modeling and Illustrative Graphics
- Native Planting Design
- Plant Identification and Vegetation Surveys
- Park Planning and Design
- Trail Planning
- Ecological Stormwater Management
- Low Impact Development Techniques
- Construction Observation and Management

Education

Master of Landscape Architecture, University of Minnesota, 2004

Bachelor of Environmental Design, University of Minnesota, 2002

Registration

Landscape Architect: Minnesota #47256

Certifications

LEED Accredited Professional

SEAN JERGENS, PLA, ASLA | LANDSCAPE

Sean has 18 years of experience practicing landscape architecture, with an expertise in the design and installation of vegetation and visual quality elements for corridors, interchanges, roundabouts, bridges and other infrastructure projects. He often collaborates with water resource and civil engineers to use plantings as a tool for stabilization and aesthetic improvement. He has experience in the use of native plants in a variety of applications, including shoreline stabilization, natural areas restoration, and integration with storm water best management practices.

Project Experience

City of Eden Prairie Shady Oak Road Streetscape, Minnesota. The City of Eden Prairie selected SRF to provide preliminary and final design, wetland delineation, permitting, and right of way acquisitions services for Phase I and Phase II of the CSAH 61 (Shady Oak Road) Improvement project. Sean was responsible for the streetscape design of the corridor, including landscaped median islands, landscaping and tree plantings along business frontages, native plantings around storm water basins, and overall visual quality.

TH 610 Vegetation Survey, Maple Grove and Brooklyn Park, Minnesota. SRF provided lead design services to C.S. McCrossan Construction on the TH 610 Design-Build Project. Sean conducted a survey of all existing trees and identified noxious invasive herbaceous vegetation along the three-mile long corridor. Used Trimble GIS unit to document the locations of significant trees and noxious weed instances in the corridor and coordinated their locations with the project team and environmental compliance manager.

City of Bloomington 84th Street and Xerxes Avenue Traffic and Intersection Control Study, Minnesota. SRF worked with stakeholders including the City of Bloomington and the local school to develop corridor design concepts that focused on traffic controls, traffic signals, intersection options, and enhanced pedestrian safety. Sean was responsible for the development of a 3-D model and a series of visualization graphics for several different roadway design and intersection options that were used during the planning process.

City of Minneapolis 13th Street Streetscape Enhancements, Minnesota. Sean assisted in preliminary design and final construction document preparation for improvements to the Minneapolis Convention Center pedestrian plaza and 13th Street, which makes an important pedestrian link between the Convention Center and other downtown destinations such as the Loring Greenway and Nicollet Mall. The project enhanced the aesthetic character and improved wayfinding by the use of information kiosks that functioned as public art elements. Sean was responsible for three-dimensional visualization graphics, pedestrian wayfinding kiosk design, and streetscape design.

City of West St. Paul Robert Street Improvements, Minnesota. Robert Street (TH 952) is the main north/south transportation route through the heart of the commercial business district in West St. Paul. SRF assisted the City to reconfigure Robert Street in order to improve safety for vehicles and pedestrians. Sean interacted with stakeholders, public officials, and citizens during the preliminary design phase and prepared extensive visualization graphics and renderings. He was responsible for the design of the streetscape including pavement accents on sidewalks and medians, decorative lighting, bollards, community gateway monuments, landscaping, and extensive tree planting in pervious paver boulevards.

Richard S. Jett, PE

Senior Engineer

Mr. Jett has over 10 years of industry experience in the Twin Cities area managing moderate to complex geotechnical projects for both public and private pursuits. He joined Braun Intertec in 2021 after spending 5 years with previous employers performing similar work. His management experience includes projects across a wide range of sectors, including commercial construction, municipal developments, local, county, and MnDOT sponsored roadway construction and rehabilitation projects, recreational construction, and educational facility construction. Richard's responsibilities at Braun Intertec include managing complex geotechnical investigations from quotation stage through project completion, as well as managing special inspections and materials testing projects throughout construction.

Project Experience

TH 13 Reconstruction – Segments 1 and 2 — Savage, MN
2025-Present

City of Lakeville Street Reconstruction Projects — Lakeville, MN
2024-2026

Jackson Street Reconstruction — St. Paul, MN
2022-2024

Anoka County CSAH 18 Roundabout — Andover, MN
2025

Sunset Drive Roundabout — Jordan, MN
2024

Rice County CSAH 48 Rehabilitation — Faribault, MN
2024

Dakota County CSAH 26 Reconstruction — IGH, MN
2025-Present

CSAH 42 Reconstruction — Apple Valley, MN
2024-Present

Maryland Avenue Reconstruction — St. Paul, MN
2023-2024

BRAUN INTERTEC
the science you build on

Experience

Industry: 10 years
Braun Intertec: 5 years

Education

University of Minnesota
Bachelors of Geoengineering
2016

Registrations

Licensed Professional Engineer
58781

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec

19888.PP

TASK NO.	SUMMARY OF TASKS
1	Project Management
2	Surveys and Mapping
3	ICE Report
4	Geotechnical Investigation and Design
5	Requisite Approvals and Permits
6	Cost Estimates
7	Right-of-Way
8	Utility Coordination and Relocations
9	60 and 95 Percent Plan and Specification Preparation
10	Final Construction Plans, Specifications and Estimates
11	OPTIONAL - Construction Administration, Inspection, Management and Surveying

Project Overview:

The proposed project will prepare detailed roundabout construction plans for use in finalizing right of way acquistion, preparing bid proposal package and letting for the Main Street (CSAH 150) and Territorial Road (CSAH 159) intersection. The goal is to improve safety and reduce delays at the intersection. Scope will include concept and final design, surveying and mapping, ICE report, geotechincal investigation, permitting, cost estimates, utility coordination and project management. Construction administration, inspection and surveying will be an optional task. The project will duration will be from May 2026 to February 2027.

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

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Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
1.0	**Project Management** Assumptions: Monthly PMT meetings will be held virtually, during the design period. Assumes 8 PMT meetings Schedule for plan delivery is from May 2026 to February 2027 with construction in 2027 Four staff will attend the kick-off meeting Two staff will attend each PMT meeting with each meeting assumed to be one hour in duration Client Deliverables: Review and input on PMT agenda / Minutes										
1.1	Kick-off Meeting	5	1	-	-	2	-	-	-	8	$1,980.00
1.2	PMT Meetings	16	8	-	-	-	-	-	-	24	$6,456.00
1.3	Agency Coordination	20	10	-	-	-	-	-	-	30	$8,070.00
1.4	Project Support, General Project Management, Monthly Billing	36	-	-	-	-	-	-	-	36	$9,972.00
	SRF Deliverables: PMT meeting agendas and minutes										
	SUBTOTAL - TASK 1	**77**	**19**	**0**	**0**	**2**	**0**	**0**	**0**	**98**	**$26,478.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

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19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
2.0	**Surveys and Mapping** Assumptions: Assumes parcel sketches and descriptions for six (6) parcels Client Deliverables:										
2.1	Topographic Survey	-	-	8	-	-	-	-	50	58	$9,530.00
2.2	Parcel Sketches and Legal Descriptions	-	-	12	-	-	-	-	24	36	$6,492.00
	SRF Deliverables: Existing topography files for design Legal descriptions Parcel sketches										
	SUBTOTAL - TASK 2	**0**	**0**	**20**	**0**	**0**	**0**	**0**	**74**	**94**	**$16,022.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

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Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
3.0	**ICE Report** Assumptions: SYNCHRO and RODEL for analysis. Assumes 13 hour counts for ICE report (6am to 7pm)										
3.1	ICE Report	2	4	-	-	-	46	-	-	52	$8,236.00
	SRF Deliverables: Turning movement counts Draft and Final ICE Report										
	SUBTOTAL - TASK 3	**2**	**4**	**0**	**0**	**0**	**46**	**0**	**0**	**52**	**$8,236.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

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Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
4.0	**Geotechnical Investigation and Design** Assumptions: Subconsultant (Braun) to lead Geotechnical task. Hours shown are for SRF support										
4.1	Oversee Geotechnical work by Braun	-	2	-	-	4	-	-	-	6	$1,190.00
4.2	Perform analysis and Prepare Draft Geotech Report	-	1	-	-	4	-	-	-	5	$937.00
4.3	QC Final Geotech Report	-	1	-	-	4	-	-	-	5	$937.00
	SRF Deliverables: Soil borings Draft and Final Recommendations for pavement and BMP's										
	SUBTOTAL - TASK 4	**0**	**4**	**0**	**0**	**12**	**0**	**0**	**0**	**16**	**$3,064.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

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Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
5.0	**Requisite Approvals and Permits** Assumptions: Wetlands within the project area are incidental wet ditches and are not regulated under the Minnesota Wetland Conservation Act (WCA) or Section 404 of the Clean Water Act. Wetland delineation report (including incidental determination) to be provided by city WCA Notice of Decision for impacts and a U.S. Army Corps of Engineers (USACE) Section 404 Permit will not be required. Water resources coordination will be required with City of Rogers, Hennepin County, ECWMC. The project will disturb more than one acre of soil but will not create more than one acre of new impervious. An NPDES permit will be required. One best management practice (pond) will be required to meet the regulatory standards for the project (ECWMC and MS4) Water quality computations will not be required or completed. Stormwater BMPs will be designed utilizing accepted methodology resulting in typical removal efficiencies as listed in the Minnesota Stormwater Manual, but specific water quality loading computations or modeling will not be required. A Preliminary Drainage Report or Technical Memorandum is not required. A permitting narrative, including drainage overview map and supporting calculations will be provided as needed to complete the ECWMC Project Review. There will be no impacts to MnDNR regulated public waters or to FEMA regulated floodplains. Therefore, no coordination with the MnDNR or FEMA will be required. Assumes project does not meet the threshold for a mandatory Environmental Assessment Worksheet (EAW). No state EAW required. Assumes MnDOT State Aid process for environmental review is not required because no federal funding has been acquired. Assumes Minnesota state statute compliance only based on local funding only. Impacts to state listed species to be completed by DNR through Natural Heritage Information System (NHIS) review request. Assumes no impacts to state listed species. Assumes no species or habitat surveys required. If surveys are required, this scope assumes City of Rogers will secure a DNR approved/certified surveyor. Assumes client (City of Rogers) will pay the fee for the DNR NHIS review through the MN Conservation Explorer. The $120 fee included in expenses section of this scope. Assumes SHPO coordination to be completed by SRF (on behalf of the City). Assumes no Section 6(f) involvement.										

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
	Client Deliverables:										
	Approved wetland delineation report including incidental determination										
5.1	NPDES Permit Application	-	2	-	4	-	2	-	-	8	$1,592.00
5.2	ECWMC Project Review	-	6	-	20	-	8	-	-	34	$6,658.00
5.3	NHIS Review	-	2	-	-	-	-	8	-	10	$1,602.00
5.4	SHPO Review (Archaeology)	-	2	-	6	-	-	8	-	16	$2,796.00
	SRF Deliverables:										
	NPDES Permit Application										
	ECWMC Project Review Applcation and Materials										
	SHPO Review (Archaeology)										
	Minnesota DNR Natural Heritage Review										
	SUBTOTAL - TASK 5	**0**	**12**	**0**	**30**	**0**	**10**	**16**	**0**	**68**	**$12,648.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

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Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
6.0	**Cost Estimates**										
	Assumptions:										
	60% cost estimate will utilize SRF one pager format										
	95% and 100% estimates to use quantities and unit costs										
	Client Deliverables:										
	Review of cost estimates										
6.1	60% Cost Estimate	1	3	-	1	-	2	2	-	9	$1,799.00
6.2	95% Cost Estimate	1	3	-	1	-	2	2	-	9	$1,799.00
6.3	100% Cost Estimate	1	3	-	1	-	2	2	-	9	$1,799.00
	SRF Deliverables:										
	Cost esimates in PDF and excel format										
	SUBTOTAL - TASK 6	**3**	**9**	**0**	**3**	**0**	**6**	**6**	**0**	**27**	**$5,397.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

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Subconsultants: Braun Intertec

19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
7.0	**Right-of-Way** Assumptions: One draft and one round of comments for proposed right of way Client Deliverables: Existing right of way CAD files Review of proposed right of way CAD file										
7.1	Draft Right of Way CAD File	2	-	-	-	4	-	-	-	6	$1,238.00
7.2	Final Right of Way File	2	-	-	-	8	-	-	-	10	$1,922.00
	SRF Deliverables: CAD drawing of existing and proposed right of way										
	SUBTOTAL - TASK 7	**4**	**0**	**0**	**0**	**12**	**0**	**0**	**0**	**16**	**$3,160.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

Client: City of Rogers

Project: Territorial Road (CSAH 159) / Main Street (CSAH 150) Roundabout

Subconsultants: Braun Intertec 19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
8.0	**Utility Coordination and Relocations** Assumptions: Utility coordination efforts included in this scope will conform to MnDOT's present utility coordination process detailed in in the MnDOT Utilities Manual (August 2016) through step 9. Utility mapping will be quality level D; No SUE mapping included in this scope No private utility design Client Deliverables: Utility Meeting Attendance										
8.1	Step 1 - Utility Identification (Gopher State One Call, map utility data)	-	-	-	-	4	8	-	-	12	$1,844.00
8.2	Step 2 - Utility Information Meeting (virtual meeting to be held at the end of Preliminary Design, assumes 1 hour meeting with 2 SRF staff)	1	-	-	-	6	-	-	-	7	$1,303.00
8.3	Step 3 - Utility Information Review (preparation of utility plans after utility information meeting)	-	-	-	-	6	8	6	-	20	$3,008.00
8.4	Step 4 - Utility Design Meeting (virtual meeting to be held during final design, assumes 1 hour meeting with 2 SRF staff)	1	-	-	-	6	-	-	-	7	$1,303.00
8.5	Step 5 - Request for Utility Relocation Plans	-	-	-	-	2	2	-	-	4	$632.00
8.6	Step 6 - Utility Coordination Follow-up	-	-	-	-	4	8	-	-	12	$1,844.00
8.7	Step 7 - Utility Design Change Meeting (virtual meeting to be held during final design, assumes 1 hour meeting with 2 SRF staff)	1	-	-	-	6	-	-	-	7	$1,303.00
8.8	Step 8 - 90 day Gopher State One Call	-	-	-	-	4	-	-	-	4	$684.00
8.9	Step 9 - Utility Relocation Plan Review	1	-	-	-	4	-	-	-	5	$961.00
	SRF Deliverables: Documentation of Utility Coordination Process and Meeting Minutes Complettion of MnDOT Utility Coordination Process Steps 1-9										
	SUBTOTAL - TASK 8	**4**	**0**	**0**	**0**	**42**	**26**	**6**	**0**	**78**	**$12,882.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

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19888.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
9.0	**60 and 95 Percent Plan and Specification Preparation**										

Assumptions:

Preliminary Design

Proposed roundabout design, approaches, pedestrian / bike facilities will meet State Aid standards, Hennepin County guidelines and standards and City of Rogers standards.

One round of review and comment resolution will be provided by the City and County on the preliminary layout

Lighting

All lighting analysis tasks assume maximum of two iterations with reports

No temporary lighting will be included in this scope.

Continuous standard lighting (non-decorative) to be provided along the cooridor.

Coordinate source of power with local utilities, assume use of standard MnDOT L1 type service cabinet

Drainage

The project will need to meet State Aid criteria for maximum allowable spread of runoff.

Atlas 14 rainfall distribution and depths will be used to design storm sewer, culverts, and ponds.

Drainage plans will consist of separate plan, tabulation, and profile sheets

HydroCAD hydrologic/hydraulic software will be used for analysis

No culverts greater than 48" will be required. Therefore, no risk assessment or hydraulic memo will be required.

Roadway

No City sanitary sewer or watermain will be impacted with the proposed improvements (no City utility design will be required)

Intersection will be closed during construction - detour plans will be provided (no staging plans will be prepared)

No retaining walls will be needed

Landscaping

Irrigation plans are not needed. Plantings will be suited to a non-irrigated condition.

Landscape plan will be part of the overall project plan and not a separate bid document.

Public Input Support

Assumes materials developed for layouts during preliminary design will be used for public input (no separate materials will need to be prepared)

No separate public engagement meetings will be held for the project (i.e. no SRF public engagement effort will be required beyond providing layouts)

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

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TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
	Client Deliverables: Review of deliverables As-built plans of existing lighting Utility territory boundaries & contacts for coordination Electronic versions of all hydraulic models within the project corridor including existing drainage boundaries used for previous design studies.										
9.1	Preliminary Design										
9.1.1	Preliminary design layout: geometrics, alignments and profiles	2	-	-	-	16	24	-	-	42	$6,770.00
9.1.2	Identify & show turning movements and identify fastest path information on layout	-	-	-	-	6	8	-	-	14	$2,186.00
9.1.3	Prepare final layout showing: geometrics, alignments, profiles, storm water management locations, construction limits and proposed right of way	2	-	-	-	32	32	-	-	66	$10,666.00
9.2	Roadway - 60%	4	-	-	-	32	34	32	-	102	$15,894.00
9.3	Drainage - 60%	-	14	-	30	-	46	-	-	90	$16,182.00
9.4	Signing & Striping - 60%	2	4	-	-	-	32	-	-	38	$6,206.00
9.5	Lighting - 60%	-	-	-	16	-	-	40	-	56	$8,664.00
9.6	Landscape - 60%	-	4	-	-	-	12	-	-	16	$2,752.00
9.7	QC 60% Submittal	4	-	-	-	-	-	-	-	4	$1,108.00
9.8	Roadway - 95%	4	-	-	-	40	32	32	-	108	$16,972.00
9.9	Drainage - 95%	-	14	-	30	-	46	-	-	90	$16,182.00
9.10	Signing & Striping - 95%	2	4	-	-	-	24	-	-	30	$5,046.00
9.11	Lighting - 95%	-	-	-	8	-	-	20	-	28	$4,332.00
9.12	Landscape - 95%	-	4	-	-	-	8	-	-	12	$2,172.00
9.13	QC 95% Submittal	4	-	-	-	-	-	-	-	4	$1,108.00
	SRF Deliverables: Draft and Concept Layout 60% and 95% Plan submittals and cost estimates										
	SUBTOTAL - TASK 9	**24**	**44**	**0**	**84**	**126**	**298**	**124**	**0**	**700**	**$116,240.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

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TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
10.0	**Final Construction Plans, Specifications and Estimates**										
	Assumptions:										
	Client Deliverables:										
	Review of deliverables										
	Submit ad for Bid to Publication of Record and pay any publication fees										
10.1	Roadway - Final	2	-	-	-	12	12	-	-	26	$4,346.00
10.2	Drainage - Final	-	6	-	8	-	8	-	-	22	$4,270.00
10.3	Signing & Striping - Final	-	2	-	-	-	6	-	-	8	$1,376.00
10.4	Lighting - Final	-	-	-	8	-	-	10	-	18	$2,962.00
10.5	Landscape - Final	-	4	-	-	-	4	-	-	8	$1,592.00
10.6	QC Final Submittal	-	-	-	-	-	-	-	-	0	$0.00
10.7	Special Provisions (Roadway)	2	-	-	-	38	-	-	-	40	$7,052.00
10.8	Special Provisions (Drainage)	-	4	-	4	-	4	-	-	12	$2,388.00
10.9	Special Provisions (Sighing & Striping)	2	4	-	-	-	-	-	-	6	$1,566.00
10.10	Special Provisions (Lighting)	-	-	-	6	-	-	2	-	8	$1,468.00
10.11	Special Provisions (Landscape)	-	2	-	-	-	-	-	-	2	$506.00
10.12	Bid Packet	2	-	-	-	8	-	-	-	10	$1,922.00
10.13	Bid Support and Addenda	2	-	-	-	8	-	-	-	10	$1,922.00
	SRF Deliverables:										
	Final Plan submittals, cost estimates, and specifications										
	SUBTOTAL - TASK 10	**10**	**22**	**0**	**26**	**66**	**34**	**12**	**0**	**170**	**$31,370.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

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TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
11.0	**OPTIONAL - Construction Administration, Inspection, Management and Surveying** Assumptions: Construction services are included as an optional task. Estimate basd on project layour and preliminary design. Review of cost and construction scope should be reviewed once final design is complete and construction schedule has been determined. SRF to provide full construction administration and inspection per MnDOT State-Aid and City requirements. This is to imclude oversight of construction, measure and record pay items, review traffic contractor measures, monthly labor compliance interviews, review temporary and permanent erosion control measures, and ensure construction practices and materials are compliant with project specifications. Testing and plant inspection to be completed by others. Fee and budget based on approximate 9.0% of $3.3M in construction cost. Client Deliverables:										
11.1	Construction Administration, Survey and Inspection (Lump Sum)	-	-	-	-	-	-	-	-	0	$297,000.00
	SRF Deliverables:										
	SUBTOTAL - TASK 11	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$297,000.00**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

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TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
	TOTAL ESTIMATED PERSON-HOURS	**124**	**114**	**20**	**143**	**260**	**420**	**164**	**74**	**1,319**	
	AVERAGE HOURLY BILLING RATE	$277	$253	$235	$199	$171	$145	$137	$153		
	ESTIMATED LABOR AND OVERHEAD	$34,348	$28,842	$4,700	$28,457	$44,460	$60,900	$22,468	$11,322		$235,497.00
	SRF ESTIMATED DIRECT NON-SALARY EXPENSES										$314.63
										SUBTOTAL: (SRF Labor and Expenses)	$235,811.63
										SUBCONSULTANTS:	$13,527.00
	TOTAL ESTIMATED FEE (SRF and Subconsultants combined)										**$249,338.63**

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates

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TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
ESTIMATE OF DIRECT NON-SALARY EXPENSES:											
	MILEAGE:	Personal Vehicles		125	Miles @	$0.725					$90.63
		Data Processing		13	Hours @	$8.000					$104.00
	Minnesota DNR NHIS Review										$120.00
										RF EXPENSES	**$314.63**
SUBCONSULTANTS:											
	BRAUN INTERTEC										$13,527.00
										NSULTANTS:	**$13,527.00**

SRF Consulting Group, Inc. — Work Tasks and Person-Hour Estimates

Client: City of Rogers

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Subconsultants: Braun Intertec

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TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS	EST. FEE
SUMMARY OF COSTS:		PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.		TOTALS
1	Project Management	$ 21,329.00	$ 4,807.00	$ -	$ -	$ 342.00	$ -	$ -	$ -		$26,478.00
2	Surveys and Mapping	$ -	$ -	$ 4,700.00	$ -	$ -	$ -	$ -	$ 11,322.00		$16,022.00
3	ICE Report	$ 554.00	$ 1,012.00	$ -	$ -	$ -	$ 6,670.00	$ -	$ -		$8,236.00
4	Geotechnical Investigation and Design	$ -	$ 1,012.00	$ -	$ -	$ 2,052.00	$ -	$ -	$ -		$3,064.00
5	Requisite Approvals and Permits	$ -	$ 3,036.00	$ -	$ 5,970.00	$ -	$ 1,450.00	$ 2,192.00	$ -		$12,648.00
6	Cost Estimates	$ 831.00	$ 2,277.00	$ -	$ 597.00	$ -	$ 870.00	$ 822.00	$ -		$5,397.00
7	Right-of-Way	$ 1,108.00	$ -	$ -	$ -	$ 2,052.00	$ -	$ -	$ -		$3,160.00
8	Utility Coordination and Relocations	$ 1,108.00	$ -	$ -	$ -	$ 7,182.00	$ 3,770.00	$ 822.00	$ -		$12,882.00
9	60 and 95 Percent Plan and Specification Preparation	$ 6,648.00	$ 11,132.00	$ -	$ 16,716.00	$ 21,546.00	$ 43,210.00	$ 16,988.00	$ -		$116,240.00
10	Final Construction Plans, Specifications and Estimates	$ 2,770.00	$ 5,566.00	$ -	$ 5,174.00	$ 11,286.00	$ 4,930.00	$ 1,644.00	$ -		$31,370.00
TOTALS		**$34,348.00**	**$28,842.00**	**$4,700.00**	**$28,457.00**	**$44,460.00**	**$60,900.00**	**$22,468.00**	**$11,322.00**		**$235,497.00**
11	OPTIONAL - Construction Administration, Inspection, Management and Surveying										$297,000.00

SUMMARY OF HOURS:		PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	TOTALS
1	Project Management	77	19	-	-	2	-	-	-	98
2	Surveys and Mapping	-	-	20	-	-	-	-	74	94
3	ICE Report	2	4	-	-	-	46	-	-	52
4	Geotechnical Investigation and Design	-	4	-	-	12	-	-	-	16
5	Requisite Approvals and Permits	-	12	-	30	-	10	16	-	68
6	Cost Estimates	3	9	-	3	-	6	6	-	27
7	Right-of-Way	4	-	-	-	12	-	-	-	16
8	Utility Coordination and Relocations	4	-	-	-	42	26	6	-	78
9	60 and 95 Percent Plan and Specification Preparation	24	44	-	84	126	298	124	-	700
10	Final Construction Plans, Specifications and Estimates	10	22	-	26	66	34	12	-	170
TOTALS		**124**	**114**	**20**	**143**	**260**	**420**	**164**	**74**	**1319**

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 7.4

Subject: Approval of 2025 Year-End Closing Activity
Prepared By: Bridget Bruska, Finance Director

Recommended Council Action
Motion to authorize the 2025 transfers and budget carryovers as identified in the memo as of 12/31/2025.

Overview / Background / Analysis
2025 Year-End General Fund Balance
While the finalization of the 2025 audit is still underway, the year-end 2025 General Fund budget variance is projected to be positive. A final fund balance increase of approximately $600,000 for 2025 is likely. This projection includes year-end activity, which is listed for approval below. Several key factors have contributed to this increase, including:

- A strong interest rate environment with positive market value adjustments,
- Higher than anticipated building permits and development,
- Police State Aid revenues exceeding budgeted historical estimates,
- Salary and benefit savings within the Fire Department, as two budgeted positions were filled later in 2025. The Assistant Fire Chief position required two separate recruitment processes before being filled, and
- Various other miscellaneous revenue and expenditure variances, both favorable and unfavorable, that collectively contributed to the overall increase in fund balance.

The General Fund - Fund Balance Policy requires fund balance, as a percentage of the following year's budgeted expenditures, to be at least 45%. The City has historically maintained a fund balance above this minimum, ranging from 57% to 67% since 2013. The projected year-end 2025 fund balance is estimated at 61% of next year's budgeted expenditures. While this is lower than the prior year, a portion of the decrease was the result of an intentional City Council decision to reduce the 2026 property tax levy and allocate fund balance to Facility Capital Reserves. During last year's budget discussions, Council also indicated that a fund balance level of approximately 60% was an appropriate long-term target, with any excess above that level to be considered for transfer to capital reserves. As the projected year-end balance is near that target, staff is not recommending an additional transfer at this time.

Many cities have a "balanced" budget, which means budgeted revenues equal

budgeted expenses; there is no anticipated increase in fund balance. If expenditures continue to rise and the fund balance remains flat, fund balance as a percentage of next year's expenditures will decrease. Staff will continue to monitor this percentage. Maintaining a healthy Fund Balance is critical to the city's overall financial health and to retaining our AA+ Bond Rating.

The City Council routinely discusses the City's overall goals and finances. Additional conversation is expected.

While the information below presents largely routine accounting entries, it also provides useful current information and requires formal approval by the City Council.

Year-End Transfers

One year-end transfer is recommended for approval. As part of the City's facilities capital funding plan, Underserved Municipalities Distribution (UMD) revenues have been designated for future Civic Campus costs. At December 31, 2025, the balance in the UMD cash account was $2,059,974.01. Staff is requesting approval to transfer these funds to the Facilities Capital Reserve Fund so they are formally committed and available for Civic Campus-related expenditures. Following the transfer, these resources can be used to pay project costs as they are incurred. In addition, any remaining balance in the Facilities Capital Reserve Fund at the time bonds are issued for the Civic Campus is anticipated to reduce the amount of debt needed for the project.

2025 Budget Carryovers

Upon review of year-end budget to actual expenditures, staff is requesting approval of the following 2025 budget carryovers:

1. Rogers Activity Center (RAC) – iMop Purchase
   The RAC budget included funding for the purchase of an iMop. The item was not purchased during 2025. Staff requests that $5,500 be carried over to account 205-450-5205-45800-0000 so the purchase can be completed in 2026.
2. Rogers Activity Center (RAC) – Rooftop Units / Make-Up Air Unit Replacement
   The RAC budget also included $151,374 for the replacement of rooftop units and a make-up air unit. On October 14, 2025, the City Council approved the project at a total cost of $173,600. The project was not completed during 2025. Staff requests that the full approved project budget of $173,600 be carried over/adjusted to account 205-450-5205-45200-0000 so the work can be completed in 2026.

Staff Recommendation

Motion to authorize the 2025 transfers and budget carryovers as identified in the memo as of 12/31/2025.

Financial Impact: N/A

Source Fund: N/A

Budgeted?

Supporting Documentation
None

STAFF REPORT **Meeting Date**: April 28, 2026

ROGERS CITY COUNCIL **Agenda Item**: 9.1

Subject: Report of City Administrator Annual Review
Prepared By: Bob Vose, City Attorney

Recommended Council Action

Overview / Background / Analysis

At the April 14, 2026 regular City Council meeting, the Council reviewed the results of written performance reviews from department heads and Councilmembers and considered the performance of the city administrator, Steve Stahmer. The review was conducted in a closed meeting under Minn. Stat. § 13D.05 subd. 3(a). All council members, legal counsel, and Administrator Stahmer were present. The Council consensus was that administrator Stahmer has performed at or above expectations.

Staff Recommendation

Financial Impact: **Source Fund**:

Budgeted?

Supporting Documentation
None