

AGENDA

ROGERS CITY COUNCIL

March 12, 2019 - 7:00 PM

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. OPEN FORUM

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

3. PRESENTATIONS

4. APPROVE AGENDA

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

5. CONSENT AGENDA

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

- 5.1 Approval of February 26, 2019 City Council Minutes and February 26, 2019 City Council Worksession Minutes
- 5.2 Approval of Bills and Claims
- 5.3 Approval of Resolution No. 2019-17, A Resolution Authorizing Rockin' Rogers Day Parade and Support Services for the Event
- 5.4 Approval of Resolution No. 2019-18, A Resolution Authorizing the Land Exchange Agreement and Purchase Agreement Between the Dale and Marlene Scherber Family Limited Partnership and the City of Rogers
- 5.5 Approval of Resolution No. 2019-19, A Resolution Approving the Application to Fill 3,878 Square Feet of Wetland to Facilitate Graco Expansion Project
- 5.6 Approval of Design Services - David Koch Avenue Stormwater Improvements
- 5.7 Approval to Purchase Replacement Network Switches
- 5.8 Approval of Ordinance No. 2019 - 02, An Ordinance Creating Senior Advisory Commission Within the City of Rogers
- 5.9 Approval of Resolution No. 2019-20, A Resolution Authorizing the Sale of Land to Ultimate Tennis, LLC

6. PUBLIC HEARINGS

7. GENERAL BUSINESS

- 7.1 Accept Bids, Award Project, and Authorize Construction Services for the 2019 Street Improvements Project
- 7.2 Approval of Changes to the Fire Department Administration Policy Manual
- 7.3 Approve Purchase of 2019 Police Squad Replacements
- 7.4 Approval of Construction Management Services for Rogers Event Center

8. OTHER BUSINESS

9. CORRESPONDENCE AND REPORTS

10. ADJOURN



**REQUEST FOR ACTION
ROGERS CITY COUNCIL**

Meeting Date: March 12, 2019

Agenda Item: No. 5.1

Subject: Approval of February 26, 2019 City Council Minutes and February 26, 2019 City Council Worksession Minutes

Prepared By: Paul Byun, Deputy Clerk/Communications Coordinator

Recommended City Council Action

Motion to approve the February 26, 2019 City Council Minutes and the February 26, 2019 City Council Worksession Minutes.

ATTACHMENTS:

Description

02262019 Council Minutes

02262019 Worksession Minutes

1. Call to Order. The regular meeting of the City Council of the City of Rogers was called to order by Mayor Ihli on Tuesday, February 26, 2019 at 7:00 p.m. at Rogers Community Center, 21201 Memorial Drive, Rogers, MN, 55374.

Council present: Bruce Gorecki, Rick Ihli, Shannon Klick, and Darren Jakel.
Council excused: Mark Eiden

Staff present: Paul Byun, Deputy Clerk/Communications Coordinator; Bob Vose, City Attorney; Lisa Herbert, Finance Director; Jason Foster, Police Chief; Stacy Scharber, Assistant City Administrator; John Seifert, Public Works Director; Steve Stahmer, and City Administrator; Bret Weiss, City Engineer; Jason Ziemer, City Planner/Community Development Coordinator.

2. Open Forum

None.

3. Presentations

None.

4. Approve Agenda

The agenda was set as submitted.

5. Consent Agenda

- 5.1** Approval of February 12, 2019 City Council Meeting Minutes
- 5.2** Approval of Bills and Claims
- 5.3** Approval of Resolution No. 2019-12, Approving a Variance to Exceed the Allowable Amount of Square Footage for a Detached Accessory Structure for 12023 Tucker Road
- 5.4** Approval of Two Temporary On-Sale Liquor Licenses for the Rogers Lions Club for March 29, 2019 and April 12, 2019 for Fish Fries at the Rogers Community Room
- 5.5** Approval of Lawful Gambling Permit for the Rogers Otsego Softball Association to Conduct Raffles at the North Community Park, 17158 Commerce Boulevard, on May 17, 2019
- 5.6** Authorization to Update the Meter Charge on the City's Fee Schedule
- 5.7** Approval of Public Works Maintenance I - Parks Job Description and Authorization to Advertise

Jakel moved, Gorecki seconded a motion to approve the consent agenda. Motion carried 4-0.

6. Public Hearings

6.1 Public Hearing to Provide Municipal Consent of the Minnesota Department of Transportation Project - Interstate 94 Unbonded Overlay

Highlights from MNDOT Project Manager, Jerome Adams's presentation:

- I-94 Projects Coordination:
 - Four projects will be done on I-94 from Maple Grove to Clearwater in 2019 to 2021.

- All lanes will remain open on all three projects.
- Goal is to get in, get out, and stay out efficiently.
- Metro District -- Maple Grove to Rogers 2020-2021 (temporary lanes built in summer 2019)
- District 3 -- Albertville to St. Michael 2019–2021
Corridors of Commerce Project
- District 3 -- Monticello to Clearwater 2019–2021
- Coordination with City of Dayton on the Dayton Parkway interchange 2020
- Idea is to get in and then get out and stay out.
- St. Michael to Albertville:
 - Reconstruct 6 miles of freeway between Hwy 241 and Wright Co. Rd. 19
 - Reconstruct EB and WB I-94 bridges over Wright Co. Rd. 19
 - Reconstruct Hwy 241 bridge over I-94, including a new access loop ramp from WB I-94 to SB Hwy 241
 - Add lane on EB I-94 between Wright Co. Rd. 19 and Hwy 241 and on WB I-94 between Hwy 241 and Wright Co. Rd. 37
 - Construct new EB access to I-94 between Wright Co. Rd. 19 and Wright Co. Rd. 37
 - Add raised concrete median barrier
 - Build stormwater basins to improve drainage
- I-94 Project Location:
 - Discussed location of projects along 94. Map included amendment lanes, planned lanes, pavement preservation, and the Dayton Parkway Interchange.
- Maple Grove to Rogers (20-21)
 - Widen freeway shoulders to build temporary lanes in 2019
 - 9 miles of concrete resurfacing between I-494 interchange and Hwy 101
 - Add lane in each direction between Hwy 610 and Hwy 101
 - Build noise wall east of Maple Grove Pkwy.

Jakel, how would towing services be coordinated? Adams, we will have a contract with a towing company so a towing truck will be on site. We would like to keep all 6 lanes open during the day, and close some lanes at night. We will have intelligent work zones in strategic places (will tell you how long it will take to get somewhere). The MNDOT 511 app is available so the public can see traffic. MNDOT will have sites monitored closely.

Seifert, could you talk about the three areas mitigating intersections in Rogers? Adams, by keeping the interstate open it will reduce traffic in local areas. We will put a temporary traffic light on Industrial Blvd., where Main Street hits Territorial. Another temp signal at Territorial and Fletcher. Roundabout at Territorial and Brockton intersection.

Klick, when would these be put into place? Adams, put in before 94 goes into traffic control (Spring 2020) so around April or May 2020.

Adams, MNDOT will not be requesting any money from the city.

Mayor Ihli, opened the public hearing at 7:26 p.m. No persons addressed the Council.
Klick moved, Jakel seconded a motion to close the public hearing at 7:26 p.m. Motion carried 4-0.

Seifert, we are recommending a formal resolution that will be placed on a future agenda.

6.2 Continuance of Public Hearing and Approval of Resolution No. 2019-13 to Vacate All Drainage and Utility Easements lying within Lots 1 and 2, Block 1 Rogers Industrial Park Second and Outlot D, Rogers Industrial Park

Ziemer's presentation highlights:

- Application:
 - Vacate Pre-Existing Drainage & Utility Easements
 - Outlot D, Rogers Industrial Park
 - Lots 1-2, Block 1, Rogers Industrial Park Second Addition
 - Final Plat for Graco Addition approved 10/23/2018
 - Action will enable Final Plat to be recorded
- Continue Public Hearing
- Recommendations & Actions
 - Recommendations:
 - Vacate drainage & utility easements as stated
 - Action Items
 - Approve Resolution vacating drainage and utility easements

Mayor Ihli, opened the public hearing at 7:31 p.m. No persons addressed the Council.
Ihli moved, Jakel seconded a motion to close the public hearing at 7:31 p.m. Motion carried 4-0.

Gorecki moved, Jakel seconded a motion to approve Resolution No. 2019-13, A Resolution Vacating Public Drainage & Utility Easements Lying Within Lots 1 & 2, Block 1, Rogers Industrial Park Second & Outlot D, Rogers Industrial Park. Motion carried 4-0.

7. General Business

7.1 Items Related to a Preliminary and Final Plat Application for a Proposed Indoor Tennis Facility

- **Approval of Resolution No. 2019-14, Approving a Variance from Five (5) Acre Minimum Lot Area Standards for the Proposed Reservoir Fields Plat**
- **Approval of Resolution No. 2019-15, Approving the Preliminary Plat and Final Plat of Reservoir Fields**

Ziemer's presentation highlights:

- Application
 - Variance
 - Preliminary
 - Final Plat
- Timelines

- Submittal: 01/18/2019
 - Completeness review: 02/06/2019
 - 60 day review: 04/09/2019
 - Planning Commission: 02/19/2019
 - City Council: 02/26/2010
- Land Use & Zoning
 - Land Use
 - 2030: Rural Estate (2 Acres)
 - 2040: Park & Open Space
- Zoning
 - Current: Special Industrial (S-I)
 - Proposed: TBD
 - Zoning text amendment will be needed in the future to address the specific use
- Overlay District
 - None
- Application
 - Site
 - Located on 147th Avenue (Addressed: 21098 145th Avenue North)
 - Existing lot 13.02 Acres
 - Variance
 - Reduction to minimum lot area performance standard
 - Preliminary Plat
 - Revised proposal creates two (2) lots (Plat Name: Reservoir Fields)
 - Final Plat
 - Future Applications
 - Zoning Text Amendment
 - Site Plan
- Preliminary Plat
 - Proposed Plat: Creates two (2) lots
 - Original application created three (3) lots
 - Revised application creates two (2) lots
 - Lot 1: 13.8 acres
 - Lot 2: 1.2 acres
 - Plat Requirements Per Zoning
 - Minimum lot area: five (5) acres [§125-190(e)(5)]
 - Variance to Platting Standards
 - City may grant a variance from subdivision requirements where practical difficulties exist [§125-58]
 - Subdivision waiver (variance) from minimum lot area requirements for Lot 2
 - Reason for reduced lot count is to focus ask, improve practical difficulty argument
- Variance
 - Variance Criteria
 - Maintains harmony with general purpose and intent of City Code, Comprehensive Plan

- Lacks economic practical difficulties (reasonable use; owner cannot create need)
 - Circumstances unique to the lot, not created by the property owner
 - Does not alter character of locality
 - Typically only due to size, shape physical surroundings, or topography
- Variance Determination
 - Points 1 & 4 satisfied
 - Use of lot is unique due to public-private partnership
 - Practical difficult is split needed for partner to have ownership of property of facility
 - Use of lot is reasonable
- Recommendations & Action Items
 - Planning Commission Recommendation
 - Approve Variance based on established findings
 - Approve Preliminary Plat with conditions
 - Conditions satisfied: ROW dedication, Plat revisions per staff comments, Plat revisions from 3 to 2 lots
 - Action Items
 - Accept Planning Commission recommendation to approve Variance
 - Accept Planning Commission recommendation to approve Preliminary Plat
 - Approve Final Plat
 - Conditions of Approval
 - None

Vose, can you say something about access? Ziemer, access will come off of 147th Ave., will be addressed in site plan. Seifert, this would require a shared parking agreement to the City's benefit.

Jakel moved, Klick approve Resolution No. 2019-14, A Resolution Approving a Variance to Five Acre Minimum Lot Area Standards for Property Zoned as Special Industrial (S-1). Motion carried 4-0.

Klick, Gorecki approve Resolution No. 2019-15, A Resolution Granting Approval of the Preliminary and Final Plat for Reservoir Fields. Motion carried 4-0.

7.2 Approval of Resolution No. 2019-16, Authorizing a Request from Trident Development, LLC to Reassign Vincent Woods Development Agreement from Vincent Rogers, LLC to Vincent Woods Partners, LLC

Ziemer, we approved their applications in 2018. Vincent Woods Partners will be taking over the project development/financing. They have discussed the letter of credit with Lisa. Ihli, this is a nice project.

Vose, we are comfortable with this.

Klick moved, Gorecki seconded a motion to approve Resolution No. 2019-16, A Resolution Authorizing the Assignment of the Development Agreement for the Vincent Woods of Rogers Multi-Family Residential Development from Vincent Rogers, LLC to Vincent Woods Partners, LLC. Motion carried 4-0.

7.3 Approval of Professional Services Contract with WSB for the Platting and Civil Plans for Rogers Event Center

Seifert, this item is to look at the scope of professional services for two things. One, it has become necessary to plat all of the existing nine parcels into one overall property. Two, the property limits of the existing Central Park will also require an adjustment of property lines with an adjacent residential property with an existing encroachment to the park property.

City Staff has solicited competitive bids for platting and site plan development. A summary table of the scope of services has been provided by WSB. It is recommended that the scope of services be awarded to WSB Engineering for the project.

Gorecki moved, Klick seconded a motion to approve motion to approve scope of services with WSB for platting and civil plans for Rogers Event Center. Motion carried 4-0.

7.4 Interim Ordinance Establishing a Moratorium on Land Use and Development on Properties to be Guided as Commercial and Mixed Use

Ziemer's presentation highlights:

- Interim Ordinance (Moratorium)
 - Minnesota Statute §462.355, subd. 7 enables moratorium
 - Study related to comprehensive plan, official controls (zoning) or annexation
 - Purpose to regulate, restrict or prohibit use, development or subdivision
 - Public hearing only required where affects housing or livestock production
 - Rogers Study
 - Comprehensive plan in draft form
 - Official controls (zoning)
 - Minnesota Statute §462.355, subd. 7 enables moratorium
 - Study related to comprehensive plan, official controls (zoning) or annexation
 - Purpose to regulate, restrict or prohibit use, development or subdivision
 - Public hearing only required where affects housing or livestock production
 - Rogers Study
 - Comprehensive plan in draft form
 - Official controls (zoning)

Jakel moved, Klick seconded a motion to adopt Ordinance No. 2019-01, An Interim Ordinance to Establish a Moratorium on Land Use and Development Activities on Land to be Guided as Commercial and Mixed Use in as Described in the Draft 2040 Comprehensive Plan. Motion carried 4-0.

Stahmer, this does not impact a development project that aligns with the 2040 comp plan but only projects that would conflict with the 2040 comprehensive plan.

Scharber, we will need a summary ordinance for the publication of the ordinance.

Jakel moved, Klick seconded a motion to approve Summary Ordinance No. 2019-01, Authorizing an Interim Ordinance to Establish a Moratorium on Land Use and Development Activities on Land to Be Guided as Commercial and Mixed Use in as Described in the Draft 2040 Comprehensive Plan. Motion carried 4-0.

8. Other Business

None.

9. Correspondence and Reports

9.1 Transportation Task Force Meeting Minutes

10. Adjourn

Mayor Ihli adjourned the meeting at 7:57 p.m.

Respectfully submitted,

Paul Byun
Deputy Clerk/Communications Coordinator

1. Call to Order. The Worksession of the City Council of the City of Rogers was called to order by Mayor Ihli on Tuesday, February 26, 2019 at 5:33 p.m. at Rogers Community Center, 21201 Memorial Drive, Rogers, MN, 55374.

Council present: Bruce Gorecki, Rick Ihli, Darren Jakel, and Shannon Klick.
Council excused: Mark Eiden

Staff present: Jason Foster, Police Chief; Paul Byun, Deputy Clerk/Communications Coordinator; Lisa Herbert, Finance Director; Stacy Scharber, Assistant City Administrator; John Seifert, Public Works Director; Steve Stahmer, City Administrator; Bret Weiss, City Engineer; and Jason Ziemer, City Planner/Community Development Coordinator.

2. Moratorium Discussion Related to 2040 Comp Plan

Ziemer, item sent out council update two weeks ago, on agenda tonight if want to take action. Reason city would do this, when studying a comp plan this is a common practice when it comes to land use. A development that may come in today, may not be wanted in the future. Areas where we are seeing the most changes are the mixed-use districts. Some industrial properties are being put into mixed use and some into high density residential. Gives you the ability to work with developers on projects that you want. Understands public perception and concern with a moratorium.

Ihli, how long before comp plan is done? Ziemer, plan was sent out to public in December. SRF was working on plan with us, and is utilizing in house staff member to review comp plan for met council review. Still several months out. Only concern so far is with watershed district (make sure that we are meeting statutory requirements). Suggesting December 31, 2019 as deadline for moratorium.

Stahmer, if a project came forward today, the only projects that can be developed today is the projects that meet the current comp plan requirements but does not meet the anticipated comp plan.

Ziemer, Tim Krepps, has to wait for the future comp plan (to his benefit). This is why we would like to get this complete.

Vose, moratorium have been known to be a bad rap. Used to kill certain applications. The other type of moratorium is one that can protect the planning process. It allows consistency.

Gorecki, if there is a city, if there is a developer interested, is it a deterrent if they know that there is a moratorium?

Ziemer, if a developer is looking at a good project, it doesn't stop them from planning. We are getting many calls about putting mini storages in the middle of what we have a long vision for.

Gorecki, we just want to make sure that we aren't deterring developers.

Stahmer, one of the key aspects of the statute is that it would allow us to concurrently move forward until the comp plan is done?

Klick is there anything stopping it right now? Ziemer, not right now.

Seifert, could you start it as a limited moratorium?

Gorecki, we could start it out as a limited moratorium because of 2040 comprehensive plan. We want people to see that there is a reason behind what we are doing.

Klick, do most cities do this? Ziemer, they will specify a certain area, to answer your question, it isn't uncommon. Dayton has one right now.

Ihli, do you think this will slow down conversations with you? Ziemer, this won't stop conversations from happening.

Jakel, the moratorium would last 6 months? Ziemer, yes.

3. Update on Met Council

Ziemer, we submitted two pre-applications to the Metropolitan Council for multifamily developments. First meeting was about downtown project. Have turned attention from Thor to other developers on multifamily developments. Today, we talked about the several programs and had good conversations on mixing commercial developments in downtown as well. Project is premature at this point since we don't have a developer on board yet. They like to focus on the "livable community" aspect. Good conversations on Commerce Blvd. Good ideas in theory but tough in practice financially. They will help craft the application due in July. Goal of discussions is to help cities to secure funding for projects.

4. I-94 Unbonded Overlay Project Update

Seifert, Jerome Adams coming in, big project that will have a significant impact on the city. There are three triggers, right of way, city is participating in financially, and third step that will require council approval. Three projects in corridor. MNDOT will try to maintain three lanes of traffic each way during construction.

Weiss, there is sometimes an on-call tow service. Weiss, on Main Street, do we go ahead with continue our main street construction at the same?

Vose, assuming that MNDOT is hitting one of the triggers. (right of way, City financial contribution, and change in traffic volume).

Adjourn

Mayor Ihli adjourned the worksession at 6:45 p.m.

Respectfully submitted,

Paul Byun
Deputy Clerk/Communications Coordinator



**REQUEST FOR ACTION
ROGERS CITY COUNCIL**

Meeting Date: March 12, 2019

Agenda Item: No. 5.2

Subject: Approval of Bills and Claims

Prepared By: Lisa L. Herbert, Finance Director

Recommended City Council Action

Motion to approve bills and claims as presented.

Staff Recommendation

Motion to approve bills and claims as presented.

ATTACHMENTS:

Description

Accounts Payable Cover Sheet

3-12-2019 City Accounts Payable

3-12-2019 Liquor Accounts Payable

03-12-2019 CITY COUNCIL MEETING
CITY OF ROGERS OPERATING ACCOUNTS - ADDITIONAL CLAIMS PAID/TO BE PAID

City Payroll Checks, Taxes & Misc Fees Paid

3/4/2019 Credit Card Fees City	160.53
3/4/2019 Credit Card Fees RAC	85.93
2/28/2019 ADP Child Support/Garnishment	744.08
2/28/2019 ADP Direct Deposits	128,466.74
2/28/2019 ADP Payroll Taxes	44,605.53
2/22/2019 Electronic PERA	34,299.91
3/4/2019 MN Deferred Compensation	2,630.00
2/27/2019 Optum Health Plan Fund	4,573.43
3/4/2019 State of MN Health Care	986.18
2/22/2019 ADP Fees	1,893.14
2/28/2019 Further	2,500.00
Payroll & Misc Fee Expenditures	220,945.47

City Manual Checks Paid

Manual Check Expenditures	0.00
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City Misc Ach/Wires Paid

3/6/2019 Sun Life Payment - March 2018	1,244.05
3/5/2019 Payment Services Network Processing Fees	581.01
3/4/2019 MNDOR - Water Sales Tax	1,116.00
ACH/Wire Expenditures	2,941.06

Accounts Payable Checks:

2018 City Accounts Payable paid 03-12-2019	11,608.70
2019 City Accounts Payable paid 03-12-2019	243,238.73
City Total To Be Approved	478,733.96

Liquor Misc Ach/Wires Paid

0.00

Accounts Payable Checks:

2019 Liquor Accounts Payable paid 03-12-2019	103,041.84
Liquor Total to Be Approved	103,041.84

Accounts Payable

Computer Check Proof List by Vendor

User: bbruska
 Printed: 03/07/2019 - 10:46AM
 Batch: 00002.03.2019



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: adven 2019-2	Advanced Energy Partners, LLC Solar - February	255.00	03/12/2019	Check Sequence: 1 100-430-3000-43810-0000	ACH Enabled: False
	Check Total:	255.00			
Vendor: ancso Rogers-NCP Rogers-NCP Rogers-PD 20 #2	Anchor Solar Investments, LLC NCP Electric - February 2019 RAC Electric - February 2019 Power Purchase Payment - February 2019	325.88 156.70 163.44	03/12/2019 03/12/2019 03/12/2019	Check Sequence: 2 100-450-5200-43810-0000 205-450-5205-43810-0000 100-420-2100-43810-0000	ACH Enabled: False
	Check Total:	646.02			
Vendor: aspmi 231842 231842	Aspen Mills Uniforms - SRO Dupic Sgt Chevrons & Patch - Sgt Madson	138.93 11.00	03/12/2019 03/12/2019	Check Sequence: 3 100-420-2100-42180-0000 100-420-2100-42180-0000	ACH Enabled: False
	Check Total:	149.93			
Vendor: atlbu INV292133	Atlas Business Solutions 2019 Annual Scheduling Software Maintenance	648.00	03/12/2019	Check Sequence: 4 100-420-2100-43100-0000	ACH Enabled: False
	Check Total:	648.00			
Vendor: autsys 33175S	Automatic Systems Co. Program Changes for Well #6	786.20	03/12/2019	Check Sequence: 5 601-494-9440-44040-0000	ACH Enabled: False
	Check Total:	786.20			
Vendor: axoen SI-1576464	Axon Enterprise, Inc Taser 60 - Year 2 Payment: X26P Basic	3,360.00	03/12/2019	Check Sequence: 6 100-420-2100-42105-0000	ACH Enabled: False
	Check Total:	3,360.00			
Vendor: beaoi	Beaudry Oil & Service Inc.			Check Sequence: 7	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
1065278	Fuel - Unleaded and Diesel	12,906.37	03/12/2019	100-000-0000-14100-0000	
	Check Total:	12,906.37			
Vendor: blast	Blackstrap, Inc.			Check Sequence: 8	ACH Enabled: False
00015746-0	Road Salt	2,975.58	03/12/2019	100-430-3125-42240-0000	
00015860-0	Road Salt	2,914.58	03/12/2019	100-430-3125-42240-0000	
	Check Total:	5,890.16			
Vendor: norto	Blue Tarp Financial			Check Sequence: 9	ACH Enabled: False
30556	10 T. Porta Power Kit	379.99	03/12/2019	100-430-3000-42105-0000	
	Check Total:	379.99			
Vendor: bmoha	BMO Harris Bank, N.A.			Check Sequence: 10	ACH Enabled: False
815715-18	Bank Records Request - Crossroads Remodeling	336.90	03/12/2019	100-420-2100-43100-0000	
	Check Total:	336.90			
Vendor: boytr	Boyer Ford Trucks, Inc.			Check Sequence: 11	ACH Enabled: False
59118R	Differential Assembly	5,644.51	03/12/2019	100-430-3125-42103-0000	
59276R	Drop Line	15.43	03/12/2019	100-430-3125-42103-0000	
59372R	Dash Panel	49.62	03/12/2019	601-494-9440-42103-0000	
59372R	Dash Panel	49.62	03/12/2019	602-495-9490-42103-0000	
59877R	Axle Seat	129.44	03/12/2019	100-430-3125-42103-0000	
CM59118R	Core Return	-2,651.24	03/12/2019	100-430-3125-42103-0000	
	Check Total:	3,237.38			
Vendor: redwi	Broze Casanova Inc.			Check Sequence: 12	ACH Enabled: False
762-1-1064	Safety Footwear - Mike Sable - 2019	150.00	03/12/2019	100-430-3000-42180-0000	
762-1-1067	Safety Footwear - Justin Balcome - 2019	150.00	03/12/2019	100-410-1950-42180-0000	
	Check Total:	300.00			
Vendor: carcl	Carson, Clelland & Schreder			Check Sequence: 13	ACH Enabled: False
February	Legal Fees - Justen Circle (Swanson Quit Claim	105.40	03/12/2019	402-430-3121-43040-1705	
February	Prosecution Fees - Feb 2019	5,728.18	03/12/2019	100-420-2100-43040-0000	
February	Legal Fees - Core & Main	570.00	03/12/2019	601-494-9440-43040-0000	
February	Legal Fees - Scherber Land Swap	792.92	03/12/2019	402-430-3121-43040-1707	
February	Legal Fees - General	935.00	03/12/2019	100-410-1325-43040-0000	
	Check Total:	8,131.50			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: cenen	CenterPoint Energy Resources Corp.			Check Sequence: 14	ACH Enabled: False
10203497-2	Police Dept - Feb 2019	1,833.35	03/12/2019	100-420-2100-43830-0000	
5393442-8	Hassan Town Hall - Feb 2019	277.63	03/12/2019	100-410-1940-43830-0000	
5484240-6	WWTF - Feb 2019	361.96	03/12/2019	602-495-9490-43830-0000	
5490566-6	City Hall - Feb 2019	699.36	03/12/2019	100-410-1940-43830-0000	
5490566-6	Public Works - Feb 2019	1,631.84	03/12/2019	100-430-3000-43830-0000	
5542012-9	12909 Main Street - Feb 2019	190.15	03/12/2019	100-410-1940-43830-0000	
5542017-8	Senior Center - Feb 2019	277.00	03/12/2019	100-450-5186-43830-0000	
	Check Total:	5,271.29			
Vendor: cenhy	Central Hydraulics, Inc.			Check Sequence: 15	ACH Enabled: False
0057910	Swivels, Connectors, Rings	77.96	03/12/2019	100-430-3125-42103-0000	
	Check Total:	77.96			
Vendor: embpw	CenturyLink			Check Sequence: 16	ACH Enabled: False
313022581	Telephone Service - Hassan Town Hall	64.40	03/12/2019	100-410-1940-43210-0000	
313975749	Telephone Service - PW	209.23	03/12/2019	100-430-3000-43210-0000	
313975749	Telephone Service - RAC	156.58	03/12/2019	205-450-5205-43210-0000	
313975749	Telephone Service - WTR	53.37	03/12/2019	601-494-9440-43210-0000	
313975749	Telephone Service - SWR	47.86	03/12/2019	602-495-9490-43210-0000	
	Check Total:	531.44			
Vendor: cinco	Cintas Corporation			Check Sequence: 17	ACH Enabled: False
4016945598	Uniforms - SWR	5.11	03/12/2019	602-495-9490-42180-0000	
4016945598	Mats & Towels - PW	84.64	03/12/2019	100-430-3000-44060-0000	
4016945598	Uniforms - PW	16.24	03/12/2019	100-430-3000-42180-0000	
4016945598	Uniforms - PK	13.53	03/12/2019	100-450-5200-42180-0000	
4016945598	Uniforms - WTR	5.11	03/12/2019	601-494-9440-42180-0000	
4017370918	Uniforms - PK	13.53	03/12/2019	100-450-5200-42180-0000	
4017370918	Uniforms - SWR	5.11	03/12/2019	602-495-9490-42180-0000	
4017370918	Uniforms - PW	16.24	03/12/2019	100-430-3000-42180-0000	
4017370918	Uniforms - WTR	5.11	03/12/2019	601-494-9440-42180-0000	
	Check Total:	164.62			
Vendor: citli	Citi Lites, Inc.			Check Sequence: 18	ACH Enabled: False
060573	Locates	21.50	03/12/2019	602-495-9490-43150-0000	
060573	Locates	7.00	03/12/2019	603-496-9495-43150-0000	
060573	Locates	21.50	03/12/2019	601-494-9440-43150-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	50.00			
Vendor: citha 2019-01	City of Hanover Road Salt	7,869.32	03/12/2019	Check Sequence: 19 100-430-3125-42100-0000	ACH Enabled: False
	Check Total:	7,869.32			
Vendor: citmo 0022356	City of Monticello Animal Boarding (1 Animal)	152.00	03/12/2019	Check Sequence: 20 100-420-2700-43100-0000	ACH Enabled: False
	Check Total:	152.00			
Vendor: citro 06000004640006 06000004690001 06000004695006 060000048100001 06000004630003 06000004650009 06000004650009 06000004650009 06000004650009 06000004650004 06000004650004 06000004660002 06000004660002 06000004660002 06000004660002 06000004665007 06000004665007 06000004670005 06000004675000 06000004680008 06000004760009 06000004765004	City of Rogers Senior Center RAC Domestic RAC Fire RAC Irrigation 12909 Main Street - Jan Water - Community Rm (Domestic) Water - Fire Station (Domestic) Sewer - Fire Station Sewer - Community Rm Water - Community Rm (Irrigation) Water - Fire Station (Irrigation) PW - Jan CH - Jan CH - Jan PW - Jan CH - Irrigation - Jan PW - Irrigation - Jan NCP Parks - Jan NCP Bldg - Jan WWTP - Jan Triangle Park - Irrigation - Jan Triangle Park - Jan	16.24 556.51 1.80 2.51 6.04 19.98 2.22 4.57 41.19 2.91 0.32 42.74 33.99 18.32 79.29 0.75 1.76 6.04 5.04 328.02 234.23 5.57	03/12/2019 03/12/2019	Check Sequence: 21 100-450-5186-43820-0000 205-450-5205-43820-0000 205-450-5205-43820-0000 205-450-5205-43820-0000 100-410-1940-43850-0000 100-410-1941-43820-0000 100-420-2210-43820-0000 100-420-2210-43850-0000 100-410-1941-43850-0000 100-410-1941-43820-0000 100-420-2210-43820-0000 100-430-3000-43820-0000 100-410-1940-43850-0000 100-410-1940-43820-0000 100-430-3000-43850-0000 100-410-1940-43820-0000 100-430-3000-43820-0000 100-450-5200-43850-0000 100-450-5200-43850-0000 602-495-9490-43820-0000 100-450-5200-43820-0000 100-450-5200-43850-0000	ACH Enabled: False
	Check Total:	1,410.04			
Vendor: comca 877210560005624 877210560005624 877210560005624 877210560005624	Comcast Cable Communications Inc. Phone Service - Cornerhouse Phone Service - Police Dept Cable TV Service - Police Dept Internet Service	39.53 158.11 40.79 140.84	03/12/2019 03/12/2019 03/12/2019 03/12/2019	Check Sequence: 22 100-420-2100-43210-0000 100-420-2100-43210-0000 100-420-2100-43210-0000 100-410-1330-43250-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	379.27			
Vendor: comca 877210560000164	Comcast Cable Communications Inc. Comcast TV HD - February 2019	10.50	03/12/2019	Check Sequence: 23 100-430-3000-43250-0000	ACH Enabled: False
	Check Total:	10.50			
Vendor: comre 1	Community Education Senior Newsletter	1,540.91	03/12/2019	Check Sequence: 24 100-450-5186-43500-0000	ACH Enabled: False
	Check Total:	1,540.91			
Vendor: napau 079757	Cottens' Inc. Brake Caliper, Pad & Rotor For #35-011	501.02	03/12/2019	Check Sequence: 25 100-450-5200-42103-0000	ACH Enabled: False
	Check Total:	501.02			
Vendor: coxji	Jim Cox Mileage Reimbursement - EMT Refresher	62.64	03/12/2019	Check Sequence: 26 100-420-2210-44360-0000	ACH Enabled: False
	Check Total:	62.64			
Vendor: dehfi 7803	Dehmer Fire Protection LLC Water Pressure Fire Etinguisher and 2 Brackets	204.00	03/12/2019	Check Sequence: 27 100-420-2210-42105-0000	ACH Enabled: False
	Check Total:	204.00			
Vendor: depem 03012019	Department of Employment & Economic Develc DEED MIF Loan Repayment Access Point - 03/	179.83	03/12/2019	Check Sequence: 28 200-465-6500-44600-0000	ACH Enabled: False
	Check Total:	179.83			
Vendor: depem 03012019	Department of Employment & Economic Develc DEED MIF Loan Repayment Adv Extrusion - 03	2,182.18	03/12/2019	Check Sequence: 29 200-465-6500-44600-0000	ACH Enabled: False
	Check Total:	2,182.18			
Vendor: DMV	Department of Motor Vehicles Annual Squad Registration - Vin #4418	11.00	03/12/2019	Check Sequence: 30 100-420-2100-44370-0000	ACH Enabled: False
	Check Total:	11.00			
Vendor: ecmpe 673252	ECM Publishers, Inc. Public Notice For 2019 Streets Improvement Pro	168.75	03/12/2019	Check Sequence: 31 401-430-3121-43520-1902	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	168.75			
Vendor: ehlas	Ehlers & Associates Inc			Check Sequence: 32	ACH Enabled: False
79251	Dec Pro Forma For Potential New TIF MODE	367.50	03/12/2019	450-465-6500-43140-8150	
79479	Jan Cabela's Abatement Calc	183.75	03/12/2019	203-410-1325-43140-0000	
79479	Jan Cabela's Abatement Calc	-183.75	03/12/2019	203-000-0000-10100-4008	
79479	Jan Cabela's Abatement Calc	183.75	03/12/2019	203-000-0000-10100-0000	
79479	Jan TIF Admin Mgmt Rpt, General TIF, Mod &	857.50	03/12/2019	450-465-6500-43140-0000	
79479	Jan TIF #15 PayGo Calc	183.75	03/12/2019	461-463-6300-43140-0000	
	Check Total:	1,592.50			
Vendor: facmo	Elliot Auto Supply Co, Inc.			Check Sequence: 33	ACH Enabled: False
128-059426	Air Filters	19.18	03/12/2019	100-420-2100-42103-0000	
1-5855110	Alternator Assy Core - CREDIT	-84.00	03/12/2019	100-420-2100-42103-0000	
1-5859103	55 Gallon Splash	115.99	03/12/2019	100-430-3125-42100-0000	
1-5859267	Oil Filters	32.88	03/12/2019	100-420-2100-42103-0000	
1-5867917	Splash Wash Drum Credit	-16.00	03/12/2019	100-430-3125-42100-0000	
70-378280	Wiper Blades	24.90	03/12/2019	100-430-3125-42103-0000	
	Check Total:	92.95			
Vendor: fasco	Fastenal Company Inc.			Check Sequence: 34	ACH Enabled: False
MNTC4147192	Hardware	42.40	03/12/2019	100-430-3125-42100-0000	
	Check Total:	42.40			
Vendor: finan	Finance and Commerce			Check Sequence: 35	ACH Enabled: False
744165754	Public Notice For 2019 Streets Improvement Pro	200.18	03/12/2019	401-430-3121-43520-1902	
	Check Total:	200.18			
Vendor: gofpu	Goff Public			Check Sequence: 36	ACH Enabled: False
15608	Government Relations Svcs - Sales Tax Ref	1,400.00	03/12/2019	100-410-1325-43140-0000	
15608	Government Relations Svcs - Ped Bridge	3,600.00	03/12/2019	100-410-1325-43140-1710	
	Check Total:	5,000.00			
Vendor: gopst	Gopher State One-Call , Inc.			Check Sequence: 37	ACH Enabled: False
9020693	Locates	51.08	03/12/2019	602-495-9490-43150-0000	
9020693	Locates	51.08	03/12/2019	601-494-9440-43150-0000	
9020693	Locates	16.64	03/12/2019	603-496-9495-43150-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	118.80			
Vendor: grajo	John Grassman			Check Sequence: 38	ACH Enabled: False
Refund	Program Refund - Weather Cancellation	77.00	03/12/2019	100-450-5186-34790-0000	
	Check Total:	77.00			
Vendor: grelaco	Great Lakes Coca Cola			Check Sequence: 39	ACH Enabled: False
3599207882	Beverage Inventory	394.31	03/12/2019	205-450-5205-42540-0000	
	Check Total:	394.31			
Vendor: grohe	Group Health Inc. - Worksite			Check Sequence: 40	ACH Enabled: False
W815771	February Health Partners EAP Charges	5.10	03/12/2019	602-495-9490-41310-0000	
W815771	February Health Partners EAP Charges	5.10	03/12/2019	601-494-9440-41310-0000	
W815771	February Health Partners EAP Charges	6.12	03/12/2019	609-497-9760-41310-0000	
W815771	February Health Partners EAP Charges	3.06	03/12/2019	609-497-9770-41310-0000	
W815771	February Health Partners EAP Charges	3.06	03/12/2019	603-496-9495-41310-0000	
W815771	February Health Partners EAP Charges	4.08	03/12/2019	205-450-5205-41310-0000	
W815771	February Health Partners EAP Charges	75.48	03/12/2019	100-410-1325-41310-0000	
	Check Total:	102.00			
Vendor: Hlmes	H & L Mesabi Company			Check Sequence: 41	ACH Enabled: False
03419	Plow Blades	1,040.00	03/12/2019	100-430-3125-42103-0000	
	Check Total:	1,040.00			
Vendor: harli	Hartford Life and Accident Insurance Company			Check Sequence: 42	ACH Enabled: False
729613423480	EE Paid LTD Insurance - March 2019	663.85	03/12/2019	100-000-0000-21770-0000	
	Check Total:	663.85			
Vendor: hassa	Hassan Sand & Gravel, Inc.			Check Sequence: 43	ACH Enabled: False
125143	Washed Coarse Sand	461.34	03/12/2019	100-430-3125-42240-0000	
125211	Washed Coarse Sand	1,419.81	03/12/2019	100-430-3125-42240-0000	
	Check Total:	1,881.15			
Vendor: hawch	Hawkins Inc.			Check Sequence: 44	ACH Enabled: False
4445736	Chlorine, Hydrofluosilicic Acid, LPC-5	2,646.34	03/12/2019	601-494-9440-42160-0000	
	Check Total:	2,646.34			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: hench	Henn Cnty Chiefs of Police Assoc			Check Sequence: 45	ACH Enabled: False
	2019 Association Annual Dues - Chief	150.00	03/12/2019	100-420-2100-44330-0000	
	Check Total:	150.00			
Vendor: hencosh	Henn. Co. Accounts Receivable			Check Sequence: 46	ACH Enabled: False
1000123069	Henn Cty Jail Room & Board/Inmates (JAN 201	379.25	03/12/2019	100-420-2100-43100-0000	
1000124913	Hazardous Waste License Fee	255.00	03/12/2019	602-495-9490-44330-0000	
	Check Total:	634.25			
Vendor: hydco	Hydro-Designs, Inc.			Check Sequence: 47	ACH Enabled: False
0051586-IN	Cross Connection Control Program 1/6	603.33	03/12/2019	601-494-9440-44080-0000	
	Check Total:	603.33			
Vendor: infra	Hydro-Klean, LLC			Check Sequence: 48	ACH Enabled: False
61639	Calibration Fee For G450 Gas Monitor	68.00	03/12/2019	602-495-9490-44045-0000	
Deposit	Refund of Hydrant Meter Deposit	50.00	03/12/2019	601-000-0000-22003-0000	
	Check Total:	118.00			
Vendor: innof	Innovative Office Solutions LLC			Check Sequence: 49	ACH Enabled: False
IN2412646	9" Scissors	12.76	03/12/2019	603-496-9495-42000-0000	
IN2412646	Hanging Folders, Scissors, Stapler, File Folders	92.10	03/12/2019	100-430-3000-42000-0000	
IN2416265	Manilla Legal File Folders	23.94	03/12/2019	100-410-1950-42000-0000	
IN2416265	Mist Refills	52.18	03/12/2019	100-430-3000-42100-0000	
	Check Total:	180.98			
Vendor: intcode	International Code Council, Inc.			Check Sequence: 50	ACH Enabled: False
1001008839	MN Conservation Code	72.00	03/12/2019	100-420-2210-42070-0000	
	Check Total:	72.00			
Vendor: hoteq	JLA Industrial Equipment, Inc.			Check Sequence: 51	ACH Enabled: False
62514	Repair Hotsy	2,095.20	03/12/2019	100-430-3000-44040-0000	
	Check Total:	2,095.20			
Vendor: towma	Kandi Kountry Express LTD			Check Sequence: 52	ACH Enabled: False
412786	Mesh Strainer	24.88	03/12/2019	100-450-5200-42103-0000	
	Check Total:	24.88			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: kengr	Kennedy & Graven, Chartered			Check Sequence: 53	ACH Enabled: False
RG110-00005	Dec Phase 3 Agreement Lennar/Laurel Creek	180.00	03/12/2019	447-430-3121-43040-8150	
RG110-00005	Dec General Legal Questions	67.50	03/12/2019	100-410-1325-43040-0000	
RG110-00005	Dec General Legal Questions Transportation	180.00	03/12/2019	402-430-3121-43040-0000	
RG110-00044	Dec Graco TIF and MIF	4,472.50	03/12/2019	462-465-6500-43040-8150	
RG110-00045	Dec Sales Tax Referendum	422.50	03/12/2019	100-410-1325-43040-0000	
	Check Total:	5,322.50			
Vendor: klipe	Margaret Klingler			Check Sequence: 54	ACH Enabled: False
February	Cleaning City Hall - 4 Weekends	414.00	03/12/2019	100-410-1940-44060-0000	
	Check Total:	414.00			
Vendor: kripr	Kriss Premium Products, Inc			Check Sequence: 55	ACH Enabled: False
160510	Cooling Tower Chemicals	171.13	03/12/2019	205-450-5205-42160-0000	
	Check Total:	171.13			
Vendor: ledda	L.E.A. Data Technologies LLC			Check Sequence: 56	ACH Enabled: False
11-2508-03	Software Update For Our Training Database	200.00	03/12/2019	100-420-2100-43190-0000	
	Check Total:	200.00			
Vendor: lakeq	Lakeside Equipment Corp.			Check Sequence: 57	ACH Enabled: False
19-1122	Parts For Clarifier Repair	1,920.00	03/12/2019	602-495-9490-42104-0000	
	Check Total:	1,920.00			
Vendor: laneq	Lano Equipment, Inc.			Check Sequence: 58	ACH Enabled: False
02-649359	Harley Soil Conditioner - 2019	9,450.00	03/12/2019	400-430-3121-45800-0000	
	Check Total:	9,450.00			
Vendor: LELS	Law Enforcement Labor Services, Inc.			Check Sequence: 59	ACH Enabled: False
March 2019	March 2019 Union Dues	153.00	03/12/2019	100-000-0000-21709-0000	
	Check Total:	153.00			
Vendor: leami	League of MN Cities Ins. Trust			Check Sequence: 60	ACH Enabled: False
Acct 10002863	2nd Quarter 2019 WC Premium	555.50	03/12/2019	100-410-1950-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	112.25	03/12/2019	100-410-1941-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	23.75	03/12/2019	100-420-2110-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	1,851.75	03/12/2019	601-494-9440-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	1,840.75	03/12/2019	602-495-9490-41510-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Acct 10002863	2nd Quarter 2019 WC Premium	186.75	03/12/2019	100-410-1520-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	41.75	03/12/2019	100-430-3245-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	27.50	03/12/2019	100-430-3125-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	12.75	03/12/2019	100-410-1110-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	1,455.50	03/12/2019	603-496-9495-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	3,786.00	03/12/2019	100-430-3000-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	419.25	03/12/2019	100-410-1940-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	441.00	03/12/2019	100-450-5120-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	514.75	03/12/2019	609-497-9770-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	2,196.75	03/12/2019	100-450-5200-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	71.75	03/12/2019	100-430-3121-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	1,375.75	03/12/2019	609-497-9760-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	135.25	03/12/2019	100-410-1330-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	347.75	03/12/2019	100-410-1325-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	5,305.25	03/12/2019	100-420-2210-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	86.25	03/12/2019	100-450-5186-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	141.00	03/12/2019	100-410-1910-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	1,263.25	03/12/2019	205-450-5205-41510-0000	
Acct 10002863	2nd Quarter 2019 WC Premium	521.00	03/12/2019	100-420-2210-41510-8150	
Acct 10002863	2nd Quarter 2019 WC Premium	13,896.00	03/12/2019	100-420-2100-41510-0000	
Check Total:		36,609.25			
Vendor: litfa	Little Falls Machine, Inc.			Check Sequence: 61	ACH Enabled: False
354076	Truck Wing Buffer Brace	555.00	03/12/2019	100-430-3125-42103-0000	
Check Total:		555.00			
Vendor: locsu	Locators & Supplies, Inc.			Check Sequence: 62	ACH Enabled: False
0271252-IN	Safety Clothing	99.27	03/12/2019	601-494-9440-42180-0000	
0271252-IN	Safety Clothing	56.42	03/12/2019	100-410-1950-42180-0000	
0271252-IN	Safety Clothing	112.84	03/12/2019	100-430-3000-42180-0000	
0271252-IN	Safety Clothing	112.84	03/12/2019	100-450-5200-42180-0000	
0271252-IN	Safety Clothing	99.27	03/12/2019	602-495-9490-42180-0000	
0271252-IN	Safety Clothing	56.42	03/12/2019	603-496-9495-42180-0000	
0271391-IN	Safety Clothing	239.85	03/12/2019	100-430-3000-42180-0000	
0271391-IN	Safety Clothing	83.80	03/12/2019	100-450-5200-42180-0000	
0271423-IN	Safety Clothing	27.99	03/12/2019	100-450-5200-42180-0000	
Check Total:		888.70			
Vendor: lubte	Lubrication Technologies, Inc.			Check Sequence: 63	ACH Enabled: False
1327039	MOB Delvac Syn. Gear Oil	175.97	03/12/2019	100-430-3000-42120-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
1331137	MOB DTE 10 EXCEL 46-5GAPA	201.26	03/12/2019	100-430-3125-42120-0000	
	Check Total:	377.23			
Vendor: metwe 1876	Metro West Inspection Services January 2019 Building Inspections	16,648.39	03/12/2019	Check Sequence: 64 100-420-2400-43110-0000	ACH Enabled: False
	Check Total:	16,648.39			
Vendor: metcou 02282019	Metropolitan Council Environmental Service SAC Reporting - Feb 2019	7,380.45	03/12/2019	Check Sequence: 65 408-430-3330-43851-0000	ACH Enabled: False
	Check Total:	7,380.45			
Vendor: minva 961398 961653 962026 962793 963109 963271	Minnesota Valley Testing Labs, Inc WWTP Testing WWTP Testing WWTP Testing WWTP Testing WWTP Testing WWTP Testing	86.40 132.80 86.40 244.80 86.40 216.00	03/12/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019	Check Sequence: 66 602-495-9490-44080-0000 602-495-9490-44080-0000 602-495-9490-44080-0000 602-495-9490-44080-0000 602-495-9490-44080-0000 602-495-9490-44080-0000	ACH Enabled: False
	Check Total:	852.80			
Vendor: MASS	%Lacelle Cordes MN Assn of Senior Svcs/MRP; MASS Conference Dues	139.00	03/12/2019	Check Sequence: 67 100-450-5186-44360-0000	ACH Enabled: False
	Check Total:	139.00			
Vendor: mndehe 01-033119	MN Dept of Health Water Supply Service Fee - 1/1/19-3/31/19	4,952.00	03/12/2019	Check Sequence: 68 601-494-9440-44080-0000	ACH Enabled: False
	Check Total:	4,952.00			
Vendor: schso P83621 P84108	MN Equipment Inc. Bolts Main Switch, Sensor Motor, Fitting, Hose, Beari	10.16 579.84	03/12/2019 03/12/2019	Check Sequence: 69 100-430-3125-42103-0000 100-430-3125-42103-0000	ACH Enabled: False
	Check Total:	590.00			
Vendor: mnmun 52973 52973 52973 52973	MN Municipal Utilites Assn Safety Management Program - 4th Qtr 2018 Safety Management Program - 4th Qtr 2018 Safety Management Program - 4th Qtr 2018 Safety Management Program - 4th Qtr 2018	570.00 570.00 570.00 570.00	03/12/2019 03/12/2019 03/12/2019 03/12/2019	Check Sequence: 70 603-496-9495-44360-0000 602-495-9490-44360-0000 100-450-5200-44360-0000 601-494-9440-44360-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
52973	Safety Management Program - 4th Qtr 2018	570.00	03/12/2019	100-430-3000-44360-0000	
	Check Total:	2,850.00			
Vendor: mrsig 203218	M-R Sign Co., Inc. Street Signs	334.32	03/12/2019	Check Sequence: 71 100-430-3121-42260-0000	ACH Enabled: False
	Check Total:	334.32			
Vendor: gssc 11867299 11867299	My Alarm Center Monitoring - March 2019 Monitoring - March 2019	22.61 17.75	03/12/2019 03/12/2019	Check Sequence: 72 100-410-1941-43880-0000 100-420-2210-43880-0000	ACH Enabled: False
	Check Total:	40.36			
Vendor: minnc 720603032019	NCPERS Group Life Ins. March Life Insurance EE Reimbursed	272.00	03/12/2019	Check Sequence: 73 100-000-0000-21704-0000	ACH Enabled: False
	Check Total:	272.00			
Vendor: nfpa 7424834X	NFPA Renew Membership (ID#835010)	175.00	03/12/2019	Check Sequence: 74 100-420-2210-44330-0000	ACH Enabled: False
	Check Total:	175.00			
Vendor: norme 8885032	North Memorial EMT Refresher Class (Cox & Nykiel)	490.00	03/12/2019	Check Sequence: 75 100-420-2210-44360-0000	ACH Enabled: False
	Check Total:	490.00			
Vendor: nortwi 86257	North Star Wiper & Ind. Supply, Inc. Oil Pads	40.63	03/12/2019	Check Sequence: 76 100-430-3000-42100-0000	ACH Enabled: False
	Check Total:	40.63			
Vendor: norva Deposit Water Usage Water Usage	North Valley Return of Hydrant Meter Deposit Water Usage Water Usage	1,000.00 -50.00 -3.76	03/12/2019 03/12/2019 03/12/2019	Check Sequence: 77 601-000-0000-22003-0000 601-494-9440-37100-0000 601-000-0000-20300-0000	ACH Enabled: False
	Check Total:	946.24			
Vendor: novfl	Novak-Fleck, Inc. Refund Mallard South 2nd Addition Escrow	50,589.43	03/12/2019	Check Sequence: 78 100-000-0000-22040-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	50,589.43			
Vendor: nykgr	Greg Nykiel			Check Sequence: 79	ACH Enabled: False
	Meal Reimbursement - EMT Refresher	63.64	03/12/2019	100-420-2210-44360-0000	
	Meal Reimbursement - EMT Refresher	27.44	03/12/2019	100-420-2210-44360-0000	
	Check Total:	91.08			
Vendor: minoc 102924081	Occupational Health Centers of Minnesota, P.C.			Check Sequence: 80	ACH Enabled: False
	Pulmonary Function Test for SCBA Equipment	46.00	03/12/2019	100-420-2210-44080-0000	
	Check Total:	46.00			
Vendor: offde 275489743001	Office Depot			Check Sequence: 81	ACH Enabled: False
	Microcut Shredder	197.75	03/12/2019	100-420-2100-42000-0000	
	Staple Remover Heavy-Duty	9.59	03/12/2019	100-420-2100-42000-0000	
	Copy Paper	31.99	03/12/2019	100-420-2100-42000-0000	
	Check Total:	239.33			
Vendor: patam	Amy Patnode			Check Sequence: 82	ACH Enabled: False
	Met Council Livable Communities PreApplicati	42.10	03/12/2019	100-410-1910-44360-0000	
	Check Total:	42.10			
Vendor: penco 02282019	Penhall Company			Check Sequence: 83	ACH Enabled: False
	Return of Hydrant Meter Deposit	250.00	03/12/2019	601-000-0000-22003-0000	
	Check Total:	250.00			
Vendor: pitbo 3102949468	Pitney Bowes Global Financial Services LLC			Check Sequence: 84	ACH Enabled: False
	Equipment Rental - 1st Quarter 2019	147.90	03/12/2019	100-410-1325-44120-0000	
	Check Total:	147.90			
Vendor: legsh 152672	Pre-Paid Legal Services, Inc			Check Sequence: 85	ACH Enabled: False
	EE Paid Insurance Premiums - February 2019	146.55	03/12/2019	100-000-0000-21751-0000	
	Check Total:	146.55			
Vendor: quill 5283382	Quill Corporation			Check Sequence: 86	ACH Enabled: False
	Copy Paper (2)	59.98	03/12/2019	100-410-1325-42000-0000	
	Check Total:	59.98			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: rjrco	R J Ryan Construction, Inc.			Check Sequence: 87	ACH Enabled: False
Deposit	Return of Hydrant Meter Deposit	100.00	03/12/2019	601-000-0000-22003-0000	
	Check Total:	100.00			
Vendor: ransa	Randy's Sanitation, Inc.			Check Sequence: 88	ACH Enabled: False
1-121119-9	Garbage Service - CH - Feb	105.20	03/12/2019	100-410-1940-43840-0000	
1-121119-9	Garbage Service - PW - Feb	245.45	03/12/2019	100-430-3000-43840-0000	
1-131546-1	Garbage Service - RAC - March 2019	573.10	03/12/2019	205-450-5205-43840-0000	
1-148272-5	Monthly Recycling Fee - February 2019	10,404.28	03/12/2019	100-430-3245-43100-0000	
1-214957-0	Rogers PD - Garbage Service - March 2019	163.82	03/12/2019	100-420-2100-43840-0000	
1-83285-4	Garbage Service - Hassan Town Hall - Feb	79.11	03/12/2019	100-410-1940-43840-0000	
1-85089-8	Garbage Service - WWTP - Feb	327.18	03/12/2019	602-495-9490-43840-0000	
1-88190-1	Community Rm - February 2019	257.92	03/12/2019	100-410-1941-43840-0000	
1-88190-1	Fire Dept - February 2019	28.65	03/12/2019	100-420-2210-43840-0000	
	Check Total:	12,184.71			
Vendor: rogtr	Rogers True Value Hardware Inc			Check Sequence: 89	ACH Enabled: False
16482	Anchors, Shelving, Velcro, Needle, WD40	44.54	03/12/2019	601-494-9440-42100-0000	
16485	Cable Ties & Clamps	16.78	03/12/2019	601-494-9440-42100-0000	
16495	Screw and Lock Tight	36.09	03/12/2019	205-450-5205-42100-0000	
16521	Hardware	3.68	03/12/2019	100-430-3125-42100-0000	
16527	Hardware & Bit	15.49	03/12/2019	602-495-9490-42100-0000	
16532	Traps	6.99	03/12/2019	100-430-3000-42100-0000	
	Check Total:	123.57			
Vendor: schlo	Lori Schoenborn			Check Sequence: 90	ACH Enabled: False
	Senior Exercise Classes - February 2019	6.00	03/12/2019	100-450-5186-43100-0000	
	Check Total:	6.00			
Vendor: seijo	John Seifert			Check Sequence: 91	ACH Enabled: False
12312018	Mileage Reimbursement	257.93	03/12/2019	100-430-3000-44360-0000	
12312018	Mileage Reimbursement	109.76	03/12/2019	602-495-9490-44360-0000	
	Check Total:	367.69			
Vendor: sprle	Sprint Spectrum L.P.			Check Sequence: 92	ACH Enabled: False
LCI-312025	Tower Search - Ref Case #18019566	150.00	03/12/2019	100-420-2100-43140-0000	
	Check Total:	150.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: srcco 10165.00-19	SRF Consulting Group Inc. Comprehensive Plan Land Use Update (Period E	381.78	03/12/2019	Check Sequence: 93 100-410-1910-43100-0000	ACH Enabled: False
	Check Total:	381.78			
Vendor: stasp 375912	Standard Spring & Alignment Service New Springs For #40-005	1,897.14	03/12/2019	Check Sequence: 94 100-430-3125-42103-0000	ACH Enabled: False
	Check Total:	1,897.14			
Vendor: strei 11354257 11354261	Streicher's Inc. Handcuff Case - Burau Handcuff Case - Burau	38.99 38.99	03/12/2019 03/12/2019	Check Sequence: 95 100-420-2100-42105-0000 100-420-2100-42105-0000	ACH Enabled: False
	Check Total:	77.98			
Vendor: subra 02132019 02132019 02132019	Suburban Rate Authority 2019 Membership Dues Invoice Adj - 1st Half 2019 Membership Dues Invoice Adj - 1st Half 2019 Membership Dues Invoice Adj - 1st Half	4.50 4.50 4.50	03/12/2019 03/12/2019 03/12/2019	Check Sequence: 96 100-430-3000-44330-0000 601-494-9440-44330-0000 602-495-9490-44330-0000	ACH Enabled: False
	Check Total:	13.50			
Vendor: accbe 1465766 1465766	TASC January Continuant Fee Annual Renewal Fee for COBRA Administrator	20.00 600.00	03/12/2019 03/12/2019	Check Sequence: 97 100-410-1325-44300-0000 100-410-1325-44300-0000	ACH Enabled: False
	Check Total:	620.00			
Vendor: tealo March 2019 March 2019	Teamsters Local 320 March 2019 Union Dues March 2019 Union Dues - Legal Defense Fund	700.00 65.16	03/12/2019 03/12/2019	Check Sequence: 98 100-000-0000-21709-0000 100-000-0000-21709-0000	ACH Enabled: False
	Check Total:	765.16			
Vendor: carbu 80992 80993	Tegrete Senior Center Cleaning - March 2019 Community Room Cleaning - March 2019	222.00 200.00	03/12/2019 03/12/2019	Check Sequence: 99 100-450-5186-44060-0000 100-410-1941-44060-0000	ACH Enabled: False
	Check Total:	422.00			
Vendor: terSu 99470-00	Terminal Supply Co Rubber Splicing Tape	71.92	03/12/2019	Check Sequence: 100 100-430-3000-42103-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	71.92			
Vendor: onene 20118	theipguys.net LLC Data And Voice Services For February	1,197.34	03/12/2019	Check Sequence: 101 100-410-1330-43250-0000	ACH Enabled: False
	Check Total:	1,197.34			
Vendor: trist 32661	Tri State Surplus Company Inc Uprights, Wire Decking & Beams For Racks	303.48	03/12/2019	Check Sequence: 102 100-430-3000-42100-0000	ACH Enabled: False
	Check Total:	303.48			
Vendor: verle 190014562	Verizon Wireless - LERT B Cell Tower Dump Search Warrant - #18019566	80.00	03/12/2019	Check Sequence: 103 100-420-2100-43140-0000	ACH Enabled: False
	Check Total:	80.00			
Vendor: verwi 9824800395	Verizon Wireless Services, LLC Cell Phone - Senior Center	25.50	03/12/2019	Check Sequence: 104 100-450-5186-43250-0000	ACH Enabled: False
9824800395	Cell Phone - Storm Water	51.00	03/12/2019	603-496-9495-43250-0000	
9824800395	Cell Phone - City Planner	51.00	03/12/2019	100-410-1910-43250-0000	
9824800395	Cell Phone - Parks	128.93	03/12/2019	100-450-5200-43250-0000	
9824800395	Cell Phone - RAC	102.00	03/12/2019	205-450-5205-43250-0000	
9824800395	Cell Phone - City Administrator	51.00	03/12/2019	100-410-1325-43250-0000	
9824800395	Cell Phone - Fire Chief & Fire Inspector	102.00	03/12/2019	100-420-2210-43250-0000	
9824800395	Cell Phone - Sewer	108.43	03/12/2019	602-495-9490-43250-0000	
9824800395	Cell Phone - IS	87.16	03/12/2019	100-410-1330-43250-0000	
9824800395	Cell Phone - PW	209.72	03/12/2019	100-430-3000-43250-0000	
9824800395	Cell Phone - Community Rm	25.50	03/12/2019	100-410-1941-43250-0000	
9824800395	Cell Phone - Engineering	51.00	03/12/2019	100-410-1950-43250-0000	
9824800395	Cell Phone - Water	108.43	03/12/2019	601-494-9440-43250-0000	
9824800395	Cell Phone - City Clerk	66.38	03/12/2019	100-410-1325-43250-0000	
9824800395	PD - Cell Phone Usage & 12 New Phones	2,879.55	03/12/2019	100-420-2100-43250-0000	
	Check Total:	4,047.60			
Vendor: grain 9094861631	W.W. Grainger, Inc. Filters For Cooling System in Police Server Roo	29.64	03/12/2019	Check Sequence: 105 100-420-2100-42100-0000	ACH Enabled: False
9099615420	5 GPM Filter System	824.00	03/12/2019	100-430-3000-42102-0000	
	Check Total:	853.64			
Vendor: watla	Water Laboratories, Inc.			Check Sequence: 106	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
7313	Water Testing - February	160.00	03/12/2019	601-494-9440-44080-0000	
	Check Total:	160.00			
Vendor: watco	Watson Company			Check Sequence: 107	ACH Enabled: False
896441	Concessions Stock	738.14	03/12/2019	205-450-5205-42550-0000	
896615	Concessions Stock	152.11	03/12/2019	205-450-5205-42550-0000	
	Check Total:	890.25			
Vendor: websu	Webb Surveying, LLC			Check Sequence: 108	ACH Enabled: False
18073-1	1/2 of Revised Preliminary & Final Plat	2,160.00	03/12/2019	404-450-5200-43030-1518	
	Check Total:	2,160.00			
Vendor: wegke	Kevin Wegman			Check Sequence: 109	ACH Enabled: False
1	Entertainment	60.00	03/12/2019	100-450-5186-43100-0000	
	Check Total:	60.00			
Vendor: wrihe	Wright-Hennepin Coop Electric Assn			Check Sequence: 110	ACH Enabled: False
02192019	Street Lights - Unmetered	470.25	03/12/2019	100-430-3160-43810-0000	
	Check Total:	470.25			
Vendor: xcele	Xcel Energy			Check Sequence: 111	ACH Enabled: False
51-9712220-4	Street Light - Recurring Charges- Jan 2019	5,682.35	03/12/2019	100-430-3160-43810-0000	
51-9712220-4	Street Light - Rogers Dr & 140th Ct- Jan 2019	141.99	03/12/2019	100-430-3160-43810-0000	
51-9712220-4	Street Light - Church & Main St - Jan 2019	183.45	03/12/2019	100-430-3160-43810-0000	
51-9712220-4	Street Light - Edgewater- Jan 2019	262.21	03/12/2019	100-430-3160-43810-0000	
51-9712220-4	Street Light - Northpoint - Jan 2019	39.91	03/12/2019	100-430-3160-43810-0000	
51-9712220-4	Street Light - Rogers Dr & 136th Ave N- Jan 201	200.42	03/12/2019	100-430-3160-43810-0000	
	Check Total:	6,510.33			
Vendor: yalme	Yale Mechanical, LLC			Check Sequence: 112	ACH Enabled: False
200252	Find & Repair CO Leak	406.91	03/12/2019	100-410-1940-44010-0000	
200252	Find & Repair CO Leak	949.45	03/12/2019	100-430-3000-44010-0000	
200569	RAC RTU Repair	668.02	03/12/2019	205-450-5205-44010-0000	
	Check Total:	2,024.38			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Total for Check Run:	254,847.43			
	Total of Number of Checks:	112			

Accounts Payable

Computer Check Proof List by Vendor

User: bbruska
 Printed: 03/07/2019 - 10:40AM
 Batch: 00001.03.2019



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: balde	Dennis Ball			Check Sequence: 1	ACH Enabled: False
	Entertainment Booked - 3/23/19	500.00	03/12/2019	609-497-9770-43430-0000	
	Check Total:	500.00			
Vendor: belco	Bellboy Corporation			Check Sequence: 2	ACH Enabled: False
68294100	Freight on Free Goods For Liquor Order	4.65	03/12/2019	609-497-9760-42590-0000	
68487500	Wine	134.05	03/12/2019	609-497-9760-42530-0000	
68487500	Liquor	1,712.67	03/12/2019	609-497-9760-42510-0000	
68587300	Wine	172.10	03/12/2019	609-497-9760-42530-0000	
68587300	Liquor	240.15	03/12/2019	609-497-9760-42510-0000	
99083400	Can Coolers For Resale	32.14	03/12/2019	609-497-9760-42580-0000	
	Check Total:	2,295.76			
Vendor: wirbe	BreakThru Beverage Minnesota			Check Sequence: 3	ACH Enabled: False
1080932442	Liquor	3,411.33	03/12/2019	609-497-9760-42510-0000	
1080932442	Mix	22.00	03/12/2019	609-497-9760-42540-0000	
1080932442	Wine	575.57	03/12/2019	609-497-9760-42530-0000	
1080935688	Mix	116.00	03/12/2019	609-497-9760-42540-0000	
1080935688	Liquor	1,146.75	03/12/2019	609-497-9760-42510-0000	
1080935688	Wine	173.32	03/12/2019	609-497-9760-42530-0000	
	Check Total:	5,444.97			
Vendor: capbe	Capitol Beverage			Check Sequence: 4	ACH Enabled: False
2227034	Beer	8,706.95	03/12/2019	609-497-9760-42520-0000	
2228492	Beer	262.00	03/12/2019	609-497-9760-42520-0000	
2229564	Offsale Beer	140.00	03/12/2019	609-497-9770-42521-0000	
2229564	Bar Beer	987.20	03/12/2019	609-497-9770-42520-0000	
2229933	Beer	7,102.70	03/12/2019	609-497-9760-42520-0000	
6771975	Beer Credit	-216.00	03/12/2019	609-497-9760-42520-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	16,982.85			
Vendor: berbe	Chas. A. Bernick, Inc.			Check Sequence: 5	ACH Enabled: False
482021	Mix	64.40	03/12/2019	609-497-9760-42540-0000	
482022	Beer	263.50	03/12/2019	609-497-9760-42520-0000	
483722	Mix	10.40	03/12/2019	609-497-9760-42540-0000	
483723	Beer	613.85	03/12/2019	609-497-9760-42520-0000	
	Check Total:	952.15			
Vendor: cinco	Cintas Corporation			Check Sequence: 6	ACH Enabled: False
4016945421	Rugs / Towels	49.86	03/12/2019	609-497-9760-43100-0000	
4017371053	Rugs / Towels	159.72	03/12/2019	609-497-9770-43100-0000	
	Check Total:	209.58			
Vendor: citro	City of Rogers			Check Sequence: 7	ACH Enabled: False
0700003300005	RWAS Water - Jan 2019	6.08	03/12/2019	609-497-9760-43820-0000	
0700003300005	RWAS Sewer - Jan 2019	15.31	03/12/2019	609-497-9760-43850-0000	
0700003305000	RWAS Irrigation - Jan 2019	2.68	03/12/2019	609-497-9760-43850-0000	
0700003470003	Muni Water - Jan 2019	15.33	03/12/2019	609-497-9770-43820-0000	
0700003470003	Muni Sewer - Jan 2019	32.70	03/12/2019	609-497-9770-43850-0000	
	Check Total:	72.10			
Vendor: dahdi	Dahlheimer Distributing Co.			Check Sequence: 8	ACH Enabled: False
1401058	Beer	14,657.70	03/12/2019	609-497-9760-42520-0000	
1401059	Beer	1,589.85	03/12/2019	609-497-9760-42520-0000	
1401101	Beer	510.40	03/12/2019	609-497-9760-42520-0000	
1401102	Bar Beer	946.80	03/12/2019	609-497-9770-42520-0000	
1401103	Offsale Beer	92.00	03/12/2019	609-497-9770-42521-0000	
1401103	Beer	97.20	03/12/2019	609-497-9770-42520-0000	
200743	Beer	24.60	03/12/2019	609-497-9760-42520-0000	
201356	Beer	52.20	03/12/2019	609-497-9760-42520-0000	
201373	Beer	258.00	03/12/2019	609-497-9760-42520-0000	
	Check Total:	18,228.75			
Vendor: hohen	Hohensteins Inc			Check Sequence: 9	ACH Enabled: False
122778	Beer	418.50	03/12/2019	609-497-9760-42520-0000	
	Check Total:	418.50			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: jjtay	JJ Taylor Distributing Co of MN., Inc.			Check Sequence: 10	ACH Enabled: False
2953018	Beer	3,148.50	03/12/2019	609-497-9760-42520-0000	
2953061	Beer	1,377.80	03/12/2019	609-497-9760-42520-0000	
	Check Total:	4,526.30			
Vendor: johbr	Johnson Brothers Liquor Co.			Check Sequence: 11	ACH Enabled: False
1225536	Liquor	1,126.66	03/12/2019	609-497-9770-42510-0000	
1225536	Liquor	1,448.65	03/12/2019	609-497-9760-42510-0000	
1225589	Liquor	4,258.70	03/12/2019	609-497-9760-42510-0000	
1225590	Wine	3,951.80	03/12/2019	609-497-9760-42530-0000	
1225591	Mix	95.00	03/12/2019	609-497-9760-42540-0000	
1225592	Liquor	2,319.00	03/12/2019	609-497-9760-42510-0000	
1230932	Liquor	948.00	03/12/2019	609-497-9760-42510-0000	
1230933	Wine	288.00	03/12/2019	609-497-9770-42530-0000	
1230949	Mix	93.70	03/12/2019	609-497-9770-42540-0000	
1231010	Liquor	1,785.32	03/12/2019	609-497-9760-42510-0000	
1231011	Wine	4,807.80	03/12/2019	609-497-9760-42530-0000	
1231012	Mix	32.00	03/12/2019	609-497-9760-42540-0000	
1231013	Liquor	7,034.00	03/12/2019	609-497-9760-42510-0000	
	Check Total:	28,188.63			
Vendor: artbe	Johnson Brothers Liquor Company			Check Sequence: 12	ACH Enabled: False
3326702	Beer	321.50	03/12/2019	609-497-9760-42520-0000	
	Check Total:	321.50			
Vendor: shagr	Kelbro Company			Check Sequence: 13	ACH Enabled: False
2337962	Gas Tank Lease - Feb 2019	38.71	03/12/2019	609-497-9770-44120-0000	
2341217	Pop / Mix Muni	492.90	03/12/2019	609-497-9770-42540-0000	
	Check Total:	531.61			
Vendor: lupbre	Lupulin Brewing			Check Sequence: 14	ACH Enabled: False
19130	Beer	126.00	03/12/2019	609-497-9760-42520-0000	
	Check Total:	126.00			
Vendor: mamun	M Amundson Cigar & Candy Co LLP			Check Sequence: 15	ACH Enabled: False
275209	Supplies For Resale	268.20	03/12/2019	609-497-9760-42580-0000	
275209	Tobacco	1,291.67	03/12/2019	609-497-9760-42560-0000	
275209	Mix	102.24	03/12/2019	609-497-9760-42540-0000	
275209	Food For Resale	58.10	03/12/2019	609-497-9760-42550-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,720.21			
Vendor: pauso 42474	Paustis & Sons Liquor	72.50	03/12/2019	Check Sequence: 16 609-497-9760-42510-0000	ACH Enabled: False
	Check Total:	72.50			
Vendor: phiwi 2508955 2509008 2509010 2512651 2512712 2512713 2512714	Phillips Wine & Spirits Wine Liquor Mix Wine Liquor Wine Mix	151.20 543.85 262.00 75.60 499.75 631.00 18.00	03/12/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019	Check Sequence: 17 609-497-9760-42530-0000 609-497-9760-42510-0000 609-497-9760-42540-0000 609-497-9760-42530-0000 609-497-9760-42510-0000 609-497-9760-42530-0000 609-497-9760-42540-0000	ACH Enabled: False
	Check Total:	2,181.40			
Vendor: souwi 1787968 1788202 1788203 1788204 1790664 1790665 1790666	Southern Wine & Spirits Liquor Liquor Mix Wine Liquor Liquor Wine	1,618.36 10,433.11 38.87 2,556.18 3,395.37 36.00 480.00	03/12/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019 03/12/2019	Check Sequence: 18 609-497-9770-42510-0000 609-497-9760-42510-0000 609-497-9760-42540-0000 609-497-9760-42530-0000 609-497-9760-42510-0000 609-497-9760-42510-0000 609-497-9760-42530-0000	ACH Enabled: False
	Check Total:	18,557.89			
Vendor: theam 3569303080	The American Bottling Co. Pop / Mix	271.95	03/12/2019	Check Sequence: 19 609-497-9760-42540-0000	ACH Enabled: False
	Check Total:	271.95			
Vendor: uppla 436633	Upper Lakes Foods Pizza For Resale	848.19	03/12/2019	Check Sequence: 20 609-497-9770-42550-0000	ACH Enabled: False
	Check Total:	848.19			
Vendor: winme 7223396 7223416	Wine Merchants Wine Wine	384.00 207.00	03/12/2019 03/12/2019	Check Sequence: 21 609-497-9760-42530-0000 609-497-9760-42530-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	591.00			
	Total for Check Run:	103,041.84			
	Total of Number of Checks:	21			



REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: March 12, 2019

Agenda Item: No. 5.3

Subject: Approval of Resolution No. 2019-17, A Resolution Authorizing Rockin' Rogers Day Parade and Support Services for the Event

Prepared By: John Seifert; Public Works Director

Recommended City Council Action

Motion to Approve the Resolution No. 2019-17, A Resolution Authorizing Rockin' Rogers Day Parade and Support Services for the Event.

Overview / Background

In previous years the City of Rogers has assisted with the events surrounding the Rockin' Rogers Day celebration. These activities include the set up for the event and the road closure and detour routes associated with the parade event. City forces including Public Works, Fire, and Police staffing are needed for the public safety and protection of the persons attending the Rockin' Rogers Day events. To this end, in the past, the City Council has authorized the limited expenditures to facilitate the detour, temporary power, refuse and public restroom facilities for this publicly supported event.

By approval of the resolution, City Staff will begin the solicitation of bids to facilitate the above mentioned services and the submittal of the parade permit application to Hennepin County Public Works.

Staff Recommendation

Motion to Approve the Resolution No. 2019-17, A Resolution Authorizing Rockin' Rogers Day Parade and Support Services for the Event.

Financial Impact: \$8500

Budgeted? Yes

Source Fund: 100-450-5130
Rockin' Rogers

Notes:

ATTACHMENTS:

Description

Resolution No. 2019-17 A Resolution Authorizing Rockin' Rogers Day Parade and Support Services for the Event

RESOLUTION NO. 2019 - 17

A RESOLUTION AUTHORIZING ROCKIN' ROGERS DAY PARADE AND SUPPORT SERVICES FOR THE EVENT

WHEREAS, the City of Rogers, in conjunction with the Rogers Lion's Association, has identified June 20 to June 23, 2019 as the annual community celebration known as "Rockin' Rogers"; and

WHEREAS, Saturday, June 22, 2019 at noon is identified as the date of the official Rockin' Rogers Day Parade; and

WHEREAS, to accommodate the Rockin' Rogers Day Parade, it is requested that Main Street and John Deere Lane be closed to traffic as well as no parking and tow away zones be established between 11:30 a.m. and 4:00 p.m. on June 22, 2019 for the affected parade route; and

WHEREAS, the City of Rogers will make application for the parade permit from Hennepin County for this event; and

WHEREAS, the City Staff and resources are required for the public safety and protection of persons who will be attending the events of the Rockin' Rogers Day Parade and Celebration.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rogers that a publicly supported parade will be scheduled to occur on June 22, 2019 and that the use of City personnel and equipment is authorized for the duration of the parade and celebration.

Moved by Councilmember _____, seconded by Councilmember _____

The following voted in favor of said resolution:

The following voted against the same:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor, and attested by the Clerk dated this 12th day of March, 2019.

Rick Ihli, Mayor

ATTEST:

Stacy Scharber, Asst. City Administrator/City Clerk



REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: March 12, 2019

Agenda Item: No. 5.4

Subject: Approval of Resolution No. 2019-18, A Resolution Authorizing the Land Exchange Agreement and Purchase Agreement Between the Dale and Marlene Scherber Family Limited Partnership and the City of Rogers

Prepared By: John Seifert; Public Works Director

Recommended City Council Action

Motion to adopt Resolution No. 2019-18, A Resolution Authorizing the Land Exchange Agreement and Purchase Agreement Between the Dale and Marlene Scherber Family Limited Partnership and the City of Rogers.

Overview / Background

Previously the Rogers City Council entered into a land exchange agreement and purchase agreement (estimated cost to the City of \$34,542 at \$1.00 a square foot, pending final exact square footage calculation) with the Dale Scherber Family Limited Partnership. In an effort to arrange for necessary documents to be available for the closing, a formal resolution authorizing the Mayor to execute documents to acquire property is required.

The attached resolution looks to document the process and allow for the proper authority to execute necessary documents by the City Clerk and Mayor. The proposed resolution has been reviewed by attorney Carson and is available for Council approval.

Staff Recommendation

Motion to adopt Resolution No. 2019-18, A Resolution Authorizing the Land Exchange Agreement and Purchase Agreement Between the Dale and Marlene Scherber Family Limited Partnership and the City of Rogers.

Financial Impact: Est.
\$34,542 previously approved

Budgeted? N/A

Source Fund: N/A

Notes:

ATTACHMENTS:

Description

Resolution No. 2019-18 A Resolution Authorizing the Land Exchange Agreement and Purchase Agreement Between the Dale and Marlene Scherber Family Limited Partnership and the City of Rogers

**CITY OF ROGERS
RESOLUTION NO. 2019-18**

**A RESOLUTION AUTHORIZING THE LAND EXCHANGE AGREEMENT AND
PURCHASE AGREEMENT BETWEEN THE DALE AND MARLENE SCHERBER
FAMILY LIMITED PARTNERSHIP AND THE CITY OF ROGERS**

WHEREAS, the Dale and Marlene Family Limited Partnership (“Partnership”) owns real property located in the City of Rogers, PID Nos. 16-120-23-24-0006, 16-120-23-13-0003, 16-120-23-13-0002, and 16-120-23-14-0002; and

WHEREAS, the City owns real property located in the City of Rogers, PID No. 15-120-23-23-0008, along with a portion of vacated Right-of-Way; and

WHEREAS, the City of Rogers entered into a Land Exchange Agreement and Purchase Agreement with the Dale and Marlene Scherber Family Limited Partnership on the 4th day of October, 2018, authorized at the October 9, 2018 City Council meeting; and

WHEREAS, the plat of Edgewater Second Addition will contain the properties to be purchased and exchanged; to wit: the City will receive Outlots E and F from Edgewater Second Addition and the Partnership will receive a Quit Claim Deed from the City for its interest in Outlot B, Edgewater Second Addition.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, MINNESOTA, AS FOLLOWS:

RESOLVED, that the Rogers City Council hereby authorizes the above-referenced Land Exchange Agreement and Purchase Agreement entered into between the Dale and Marlene Scherber Family Limited Partnership and the City of Rogers.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this Resolution.

Moved by Councilmember _____ , seconded by Councilmember _____

The following voted in favor of said Resolution:

The following voted against the same:

The following abstained:

WHEREUPON said Resolution was declared duly passed and adopted, and was signed by the Mayor and attested by the Clerk dated this 12th day of March, 2019.

Rick Ihli, Mayor

ATTEST:

Stacy Scharber, Asst. City Administrator/City Clerk



REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: March 12, 2019

Agenda Item: No. 5.5

Subject: Approval of Resolution No. 2019-19, A Resolution Approving the Application to Fill 3,878 Square Feet of Wetland to Facilitate Graco Expansion Project

Prepared By: Andrew Simmons; Water Resources Technician

Recommended City Council Action

Motion to approve Resolution No. 2019-19, A Resolution Approving the Application to Fill 3,878 Square Feet of Wetland to Facilitate Graco Expansion Project.

Overview / Background

The City of Rogers is the Local Government Unit "LGU" responsible for the implementation of the Minnesota Wetland Conservation Act (WCA) Rules (Chapter 8420) within the limits of the City. A wetland permit application has been filled out by Rehder and Associates on behalf of Graco.

As a part of the Graco Expansion Project 3,878 square feet of wetland impacts need to be replaced with 7,756 square feet of Standard Wetland Credit (SWC) to be purchased from Wetland Bank Account 1537 within the appropriate major watershed and bank service area.

The City of Rogers has determined as the LGU, that the Joint Application Form and Supporting wetland permit application submitted by Rehder and Associates on behalf of Graco satisfies WCA rules.

Staff Recommendation

Motion to approve Resolution No. 2019-19, A Resolution Approving the Application to Fill 3,878 Square Feet of Wetland to Facilitate Graco Expansion Project.

Financial Impact: None

Budgeted?

Source Fund: NA

Notes:

ATTACHMENTS:

Description

Resolution 2019-19 A Resolution Approving the Application to Fill 3,878 Square Feet of Wetland to Facilitate Graco Expansion Project

Graco Joint Application

RESOLUTION NO. 2019-19

A RESOLUTION APPROVING THE APPLICATION TO FILL 3,878 SQUARE FEET OF WETLAND TO FACILITATE GRACO EXPANSION PROJECT

WHEREAS, the City of Rogers is the Local Governmental Unit (“LGU”) responsible for implementation of the Minnesota Wetland Conservation Act (WCA) Rules (Chapter 8420) within the limits of the City; and

WHEREAS, the City of Rogers received a Notice of Application dated January 15, 2019 for the fill of 3,878 square feet of wetland to facilitate the Graco Expansion Project; and

WHEREAS; the City of Rogers, by and through its Council, sitting as the LGU, adopts the following findings regarding the Graco Expansion Project Replacement Plan Application.

- a. That the Replacement Plan Application and supporting documentation prepared and submitted by Westwood Professional Services on behalf of Graco describes 3,878 square feet of wetland impacts to be replaced with 7,756 square feet of Standard Wetland Credit (SWC) to be purchased from Wetland Bank Account #1537.
- b. That the Technical Evaluation Panel (“TEP”) convened on February 27, 2019 to discuss the application and applicable WCA requirements and approved the replacement plan.
- c. That the City of Rogers, as the LGU, has and will fully exercise its responsibilities in ensuring the compliance with the Minnesota Wetland Conservation Act Rules for:
 - i. Local Government Unit Duties and Procedures (MR 8420.0200)
 - ii. Technical Evaluation Panel (TEP) Procedures (MR 8420.0240)
 - iii. Local Government Unit Application and Decision Procedures (MR 8420.0255)
- d. That the City of Rogers, as the LGU, has determined that the Joint Application submitted on behalf of Graco satisfies and will satisfy WCA rules and procedural guidelines for:
 - i. General Application Requirements (MR 8420.0305)
 - ii. Replacement Plan Applications (MR 8420.0330)
 - iii. Wetland Replacement Purpose and Requirement (MR 8420.0500)
 - iv. Sequencing (MR 8420.0520)
 - v. Replacement Standards (MR 8420.0522)

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Rogers hereby approves the application to fill 3,878 square feet of wetland to facilitate the Graco Expansion Project.

Moved by Councilmember _____, seconded by Councilmember _____

The following voted in favor of said resolution:

The following voted against the same:

The following abstained:

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor, and attested by the Clerk dated this 12th day of March, 2019.

Rick Ihli, Mayor

ATTEST:

Stacy Scharber, Asst. City Administrator/City Clerk

3440 Federal Drive, Suite 110 • Eagan, Minnesota 55122
651-452-5051 • Fax: 651-452-9797 • Email: info@rehder.com

Date: January 15, 2019

To: Mark Kjolhaug, City of Rogers (c/o Kjolhaug Environmental Services, Inc.)
Andrew Simmons, City of Rogers
USACE Project Manager for Hennepin County

From: Benton G. Ford, P.E.

Re: Joint Application Form, Graco, Inc.

Attached to this memo is a **Joint Application Form for Activities Affecting Water Resources in Minnesota** for the Graco Inc. project in Rogers, Minnesota.

This application is for proposed impacts to an on-site wetland that was delineated and approved under a previous application. The approved delineation and report was completed by Westwood Professional Services (Project Number: 0020730.00) and a copy is attached to this package for reference along with Minnesota Wetland Conservation Act Notice of Decision by the City of Rogers and the USACE Concurrence (Regulatory File No. 2018-03174-MMJ).

In general, the project includes the major expansion of Graco's manufacturing facilities in Rogers, Minnesota. The 0.09-acre wetland is an isolated wetland within a fully platted industrial park. It falls within a critical area of the dock expansion, as outlined in the attached application and, therefore, Graco is requesting permission to fill the wetland.

Also attached as Exhibit D is a copy of an email from the Wetland Bank Account #1537 Administrator, Marcus Johannes, indicating the availability and willingness to sell the necessary wetland mitigation credits.

Please contact me (651-337-6730) if you have any questions regarding the project or the material presented in the attached documents.

Joint Application Form for Activities Affecting Water Resources in Minnesota

This joint application form is the accepted means for initiating review of proposals that may affect a water resource (wetland, tributary, lake, etc.) in the State of Minnesota under state and federal regulatory programs. Applicants for Minnesota Department of Natural Resources (DNR) Public Waters permits **MUST** use the MPARS online permitting system for submitting applications to the DNR. Applicants can use the information entered into MPARS to substitute for completing parts of this joint application form (see the paragraph on MPARS at the end of the joint application form instructions for additional information). This form is only applicable to the water resource aspects of proposed projects under state and federal regulatory programs; other local applications and approvals may be required. Depending on the nature of the project and the location and type of water resources impacted, multiple authorizations may be required as different regulatory programs have different types of jurisdiction over different types of resources.

Regulatory Review Structure

Federal

The St. Paul District of the U.S. Army Corps of Engineers (Corps) is the federal agency that regulates discharges of dredged or fill material into waters of the United States (wetlands, tributaries, lakes, etc.) under Section 404 of the Clean Water Act (CWA) and regulates work in navigable waters under Section 10 of the Rivers and Harbors Act. Applications are assigned to Corps project managers who are responsible for implementing the Corps regulatory program within a particular geographic area.

State

There are three state regulatory programs that regulate activities affecting water resources. The Wetland Conservation Act (WCA) regulates most activities affecting wetlands. It is administered by local government units (LGUs) which can be counties, townships, cities, watershed districts, watershed management organizations or state agencies (on state-owned land). The Minnesota DNR Division of Ecological and Water Resources issues permits for work in specially-designated public waters via the Public Waters Work Permit Program (DNR Public Waters Permits). The Minnesota Pollution Control Agency (MPCA) under Section 401 of the Clean Water Act certifies that discharges of dredged or fill material authorized by a federal permit or license comply with state water quality standards. One or more of these regulatory programs may be applicable to any one project.

Required Information

Prior to submitting an application, applicants are **strongly encouraged** to seek input from the Corps Project Manager and LGU staff to identify regulatory issues and required application materials for their proposed project. Project proponents can request a pre-application consultation with the Corps and LGU to discuss their proposed project by providing the information required in Sections 1 through 5 of this joint application form to facilitate a meaningful discussion about their project. Many LGUs provide a venue (such as regularly scheduled technical evaluation panel meetings) for potential applicants to discuss their projects with multiple agencies prior to submitting an application. Contact information is provided below.

The following bullets outline the information generally required for several common types of determinations/authorizations.

- For delineation approvals and/or jurisdictional determinations, submit Parts 1, 2 and 5, and Attachment A.
- For activities involving CWA/WCA exemptions, WCA no-loss determinations, and activities not requiring mitigation, submit Parts 1 through 5, and Attachment B.
- For activities requiring compensatory mitigation/replacement plan, submit Parts 1 thru 5, and Attachments C and D.
- For local road authority activities that qualify for the state's local road wetland replacement program, submit Parts 1 through 5, and Attachments C, D (if applicable), and E to both the Corps and the LGU.

Submission Instructions

Send the completed joint application form and all required attachments to:

U.S Army Corps of Engineers. Applications may be sent directly to the appropriate Corps Office. For a current listing of areas of responsibilities and contact information, visit the St. Paul District's website at:

<http://www.mvp.usace.army.mil/Missions/Regulatory.aspx> and select "Minnesota" from the contact Information box.

Alternatively, applications may be sent directly to the St. Paul District Headquarters and the Corps will forward them to the appropriate field office.

Section 401 Water Quality Certification: Applicants do not need to submit the joint application form to the MPCA unless specifically requested. The MPCA will request a copy of the completed joint application form directly from an applicant when they determine an individual 401 water quality certification is required for a proposed project.

Wetland Conservation Act Local Government Unit: Send to the appropriate Local Government Unit. If necessary, contact your county Soil and Water Conservation District (SWCD) office or visit the Board of Water and Soil Resources (BWSR) web site (www.bwsr.state.mn.us) to determine the appropriate LGU.

DNR Public Waters Permitting: In 2014 the DNR will begin using the Minnesota DNR Permitting and Reporting System (MPARS) for submission of Public Waters permit applications (<https://webapps11.dnr.state.mn.us/mpars/public/authentication/login>).

Applicants for Public Waters permits **MUST** use the MPARS online permitting system for submitting applications to the DNR. To avoid duplication and to streamline the application process among the various resource agencies, applicants can use the information entered into MPARS to substitute for completing parts of this joint application form. The MPARS print/save function will provide the applicant with a copy of the Public Waters permit application which, at a minimum, will satisfy Parts one and two of this joint application. For certain types of activities, the MPARS application may also provide all of the necessary information required under Parts three and four of the joint application. However, it is the responsibility of the Applicant to make sure that the joint application contains all of the required information, including identification of all aquatic resources impacted by the project (see Part four of the joint application). After confirming that the MPARS application contains all of the required information in Parts one and two the Applicant may attach a copy to the joint application and fill in any missing information in the remainder of the joint application.

PART ONE: Applicant Information

If applicant is an entity (company, government entity, partnership, etc.), an authorized contact person must be identified. If the applicant is using an agent (consultant, lawyer, or other third party) and has authorized them to act on their behalf, the agent's contact information must also be provided.

Applicant/Landowner Name: Michael Hatling - Graco

Mailing Address: 20500 David Koch Avenue, Rogers, MN, 55374

Phone: 612-623-6000

E-mail Address: mhatling@graco.com

Authorized Contact (do not complete if same as above):

Mailing Address:

Phone:

E-mail Address:

Agent Name: Benton Ford – Rehder & Associates

Mailing Address: 3440 Federal Drive, Suite 110, Eagan, MN, 55122

Phone: 651-337-6730

E-mail Address: bford@rehder.com

PART TWO: Site Location Information

County: Hennepin

City/Township: Rogers

Parcel ID and/or Address: 2412023230007 & 2412023240003

Legal Description (Section, Township, Range): Lots 1 and 2, Block 1, ROGERS INDUSTRIAL PARK SECOND

Lat/Long (decimal degrees): 45.190361, -93.537373

Attach a map showing the location of the site in relation to local streets, roads, highways. See Exhibit A

Approximate size of site (acres) or if a linear project, length (feet): 29.95 Acres

If you know that your proposal will require an individual Permit from the U.S. Army Corps of Engineers, you must provide the names and addresses of all property owners adjacent to the project site. This information may be provided by attaching a list to your application or by using block 25 of the Application for Department of the Army permit which can be obtained at:

http://www.mvp.usace.army.mil/Portals/57/docs/regulatory/RegulatoryDocs/engform_4345_2012oct.pdf

PART THREE: General Project/Site Information

If this application is related to a delineation approval, exemption determination, jurisdictional determination, or other correspondence submitted **prior to** this application then describe that here and provide the Corps of Engineers project number.

Describe the project that is being proposed, the project purpose and need, and schedule for implementation and completion. The project description must fully describe the nature and scope of the proposed activity including a description of all project elements that effect aquatic resources (wetland, lake, tributary, etc.) and must also include plans and cross section or profile drawings showing the location, character, and dimensions of all proposed activities and aquatic resource impacts.

This project is the proposed construction of an addition to the Graco building, a new loading dock, and a parking lot expansion for employees. New storm water management will also be constructed, including a new filtration basin along the eastern edge of the property. If approved, this project will be completed in a single phase and calls for the fill of a 3,878-SF wetland.

PART FOUR: Aquatic Resource Impact¹ Summary

If your proposed project involves a direct or indirect impact to an aquatic resource (wetland, lake, tributary, etc.) identify each impact in the table below. Include all anticipated impacts, including those expected to be temporary. Attach an overhead view map, aerial photo, and/or drawing showing all of the aquatic resources in the project area and the location(s) of the proposed impacts. Label each aquatic resource on the map with a reference number or letter and identify the impacts in the following table.

Aquatic Resource ID (as noted on overhead view)	Aquatic Resource Type (wetland, lake, tributary etc.)	Type of Impact (fill, excavate, drain, or remove vegetation)	Duration of Impact Permanent (P) or Temporary (T) ¹	Size of Impact ²	Overall Size of Aquatic Resource ³	Existing Plant Community Type(s) in Impact Area ⁴	County, Major Watershed #, and Bank Service Area # of Impact Area ⁵
WB-01	Wetland	Fill	Permanent	0.09	0.09	PEM1A, RCG	Hennepin 20, BSA 7

¹If impacts are temporary; enter the duration of the impacts in days next to the "T". For example, a project with a temporary access fill that would be removed after 220 days would be entered "T (220)".

²Impacts less than 0.01 acre should be reported in square feet. Impacts 0.01 acre or greater should be reported as acres and rounded to the nearest 0.01 acre. Tributary impacts must be reported in linear feet of impact and an area of impact by indicating first the linear feet of impact along the flowline of the stream followed by the area impact in parentheses). For example, a project that impacts 50 feet of a stream that is 6 feet wide would be reported as 50 ft (300 square feet).

³This is generally only applicable if you are applying for a de minimis exemption under MN Rules 8420.0420 Subp. 8, otherwise enter "N/A".

⁴Use *Wetland Plants and Plant Community Types of Minnesota and Wisconsin* 3rd Ed. as modified in MN Rules 8420.0405 Subp. 2.

⁵Refer to Major Watershed and Bank Service Area maps in MN Rules 8420.0522 Subp. 7.

If any of the above identified impacts have already occurred, identify which impacts they are and the circumstances associated with each:

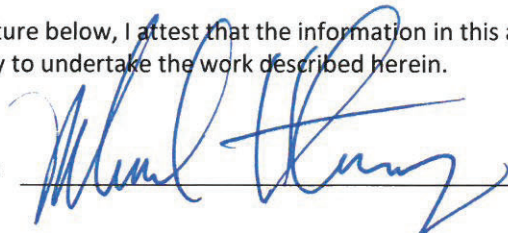
N/A

PART FIVE: Applicant Signature

☐ Check here if you are requesting a pre-application consultation with the Corps and LGU based on the information you have provided. Regulatory entities will not initiate a formal application review if this box is checked.

By signature below, I attest that the information in this application is complete and accurate. I further attest that I possess the authority to undertake the work described herein.

Signature:



Date:

I hereby authorize Benton Ford, Rehder & Associates, Inc. to act on my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this application.

¹ The term "impact" as used in this joint application form is a generic term used for disclosure purposes to identify activities that may require approval from one or more regulatory agencies. For purposes of this form it is not meant to indicate whether or not those activities may require mitigation/replacement.

Attachment A

Request for Delineation Review, Wetland Type Determination, or Jurisdictional Determination

By submission of the enclosed wetland delineation report, I am requesting that the U.S. Army Corps of Engineers, St. Paul District (Corps) and/or the Wetland Conservation Act Local Government Unit (LGU) provide me with the following (check all that apply):

☐ **Wetland Type Confirmation**

☐ **Delineation Concurrence.** Concurrence with a delineation is a written notification from the Corps and a decision from the LGU concurring, not concurring, or commenting on the boundaries of the aquatic resources delineated on the property. Delineation concurrences are generally valid for five years unless site conditions change. Under this request alone, the Corps will not address the jurisdictional status of the aquatic resources on the property, only the boundaries of the resources within the review area (including wetlands, tributaries, lakes, etc.).

☐ **Preliminary Jurisdictional Determination.** A preliminary jurisdictional determination (PJD) is a non-binding written indication from the Corps that waters, including wetlands, identified on a parcel may be waters of the United States. For purposes of computation of impacts and compensatory mitigation requirements, a permit decision made on the basis of a PJD will treat all waters and wetlands in the review area as if they are jurisdictional waters of the U.S. PJDs are advisory in nature and may not be appealed.

☐ **Approved Jurisdictional Determination.** An approved jurisdictional determination (AJD) is an official Corps determination that jurisdictional waters of the United States are either present or absent on the property. AJDs can generally be relied upon by the affected party for five years. An AJD may be appealed through the Corps administrative appeal process.

In order for the Corps and LGU to process your request, the wetland delineation must be prepared in accordance with the 1987 Corps of Engineers Wetland Delineation Manual, any approved Regional Supplements to the 1987 Manual, and the *Guidelines for Submitting Wetland Delineations in Minnesota* (2013).

<http://www.mvp.usace.army.mil/Missions/Regulatory/DelineationJDGuidance.aspx>

Previously completed.

Attachment B

Supporting Information for Applications Involving Exemptions, No Loss Determinations, and Activities Not Requiring Mitigation

Complete this part ***if*** you maintain that the identified aquatic resource impacts in Part Four do not require wetland replacement/compensatory mitigation OR ***if*** you are seeking verification that the proposed water resource impacts are either exempt from replacement or are not under CWA/WCA jurisdiction.

Identify the specific exemption or no-loss provision for which you believe your project or site qualifies:

N/A

Provide a detailed explanation of how your project or site qualifies for the above. Be specific and provide and refer to attachments and exhibits that support your contention. Applicants should refer to rules (e.g. WCA rules), guidance documents (e.g. BWSR guidance, Corps guidance letters/public notices), and permit conditions (e.g. Corps General Permit conditions) to determine the necessary information to support the application. Applicants are strongly encouraged to contact the WCA LGU and Corps Project Manager prior to submitting an application if they are unsure of what type of information to provide:

N/A

Attachment C

Avoidance and Minimization

Project Purpose, Need, and Requirements. Clearly state the purpose of your project and need for your project. Also include a description of any specific requirements of the project as they relate to project location, project footprint, water management, and any other applicable requirements. Attach an overhead plan sheet showing all relevant features of the project (buildings, roads, etc.), aquatic resource features (impact areas noted) and construction details (grading plans, storm water management plans, etc.), referencing these as necessary:

The main purpose of this project is to allow the expansion, growth, and increased productivity of Graco Inc. The company has been growing in recent years and would like to expand its manufacturing facility. A contiguous manufacturing addition would allow for more production from the facility. The easterly building addition moves the loading dock area east. A new parking lot is also needed as a larger manufacturing floor would require a larger work force.

Due to the building additions, new loading dock, and parking lot expansion, an increase in impervious area will also require a new storm water management system. In order to match the existing rates and meet the City of Rogers and Elm Creek Watershed District storm water requirements, a filtration basin will also be needed.

Avoidance. Both the CWA and the WCA require that impacts to aquatic resources be avoided if practicable alternatives exist. Clearly describe all on-site measures considered to avoid impacts to aquatic resources and discuss at least two project alternatives that avoid all impacts to aquatic resources on the site. These alternatives may include alternative site plans, alternate sites, and/or not doing the project. Alternatives should be feasible and prudent (see MN Rules 8420.0520 Subp. 2 C). Applicants are encouraged to attach drawings and plans to support their analysis:

No Impact Alternative

The avoidance alternative as show in Exhibit C is not considered to be a viable option because by avoiding the wetland (WB-01, Westwood Professional Service, Wetland Delineation, Project Number: 0020730.00), in excess of 10-loading docks stalls would be lost and maneuvering into other stalls would be impacted. This adjustment would also make accessibility to the proposed trash enclosures more difficult. This option would also cause a conflict with the proposed filtration basin used for storm water management.

No Build Alternative

The no-build alternative is not considered to be a viable option because it wouldn't allow for the required contiguous growth and expansion on this site by Graco Inc.

Minimization. Both the CWA and the WCA require that all unavoidable impacts to aquatic resources be minimized to the greatest extent practicable. Discuss all features of the proposed project that have been modified to minimize the impacts to water resources (see MN Rules 8420.0520 Subp. 4):

Due to the shape and location of the WB-01, a minimization of WB-01 doesn't appear to be a viable option because it would result in a similar outcome as the 'No Impact Alternative'. Because the facility is being expanded, it would be Graco Inc's preference to expand the dock area commensurate with the manufacturing expansion. They recognize the non-wetland related site constraints and have determined that they can expand manufacturing facility with the same dock size with some changes to their operations. Under no circumstances would any reduction in the dock area size work with the proposed expansion of the manufacturing facility.

Therefore, as mentioned in the 'No Impact Alternative', a minimization of the impacts to WB-01 would still result in the loss of loading docks and conflict with the proposed storm water management system.

Off-Site Alternatives. An off-site alternatives analysis is not required for all permit applications. If you know that your proposal will require an individual permit (standard permit or letter of permission) from the U.S. Army Corps of Engineers, you may be required to provide an off-site alternatives analysis. The alternatives analysis is not required for a complete application but must be provided during the review process in order for the Corps to complete the evaluation of your application and reach a final decision. Applicants with questions about when an off-site alternatives analysis is required should contact their Corps Project Manager.

N/A

Attachment D

Replacement/Compensatory Mitigation

Complete this part *if* your application involves wetland replacement/compensatory mitigation not associated with the local road wetland replacement program. Applicants should consult Corps mitigation guidelines and WCA rules for requirements.

Replacement/Compensatory Mitigation via Wetland Banking. Complete this section if you are proposing to use credits from an existing wetland bank (with an account number in the State wetland banking system) for all or part of your replacement/compensatory mitigation requirements.

Wetland Bank Account #	County	Major Watershed #	Bank Service Area #	Credit Type (if applicable)	Number of Credits
1537	Anoka	20	7	SWC	6.0743

Applicants should attach documentation indicating that they have contacted the wetland bank account owner and reached at least a tentative agreement to utilize the identified credits for the project. This documentation could be a signed purchase agreement, signed application for withdrawal of credits or some other correspondence indicating an agreement between the applicant and the bank owner. *However, applicants are advised not to enter into a binding agreement to purchase credits until the mitigation plan is approved by the Corps and LGU.*

Project-Specific Replacement/Permittee Responsible Mitigation. Complete this section if you are proposing to pursue actions (restoration, creation, preservation, etc.) to generate wetland replacement/compensatory mitigation credits for this proposed project.

WCA Action Eligible for Credit ¹	Corps Mitigation Compensation Technique ²	Acres	Credit % Requested	Credits Anticipated ³	County	Major Watershed #	Bank Service Area #
N/A							

¹Refer to the name and subpart number in MN Rule 8420.0526.

²Refer to the technique listed in *St. Paul District Policy for Wetland Compensatory Mitigation in Minnesota*.

³If WCA and Corps crediting differs, then enter both numbers and distinguish which is Corps and which is WCA.

Explain how each proposed action or technique will be completed (e.g. wetland hydrology will be restored by breaking the tile.....) and how the proposal meets the crediting criteria associated with it. Applicants should refer to the Corps mitigation policy language, WCA rule language, and all associated Corps and WCA guidance related to the action or technique:

N/A

Attach a site location map, soils map, recent aerial photograph, and any other maps to show the location and other relevant features of each wetland replacement/mitigation site. Discuss in detail existing vegetation, existing landscape features, land use (on and surrounding the site), existing soils, drainage systems (if present), and water sources and movement. Include a topographic map showing key features related to hydrology and water flow (inlets, outlets, ditches, pumps, etc.):

N/A

Attach a map of the existing aquatic resources, associated delineation report, and any documentation of regulatory review or approval. Discuss as necessary:

N/A

For actions involving construction activities, attach construction plans and specifications with all relevant details. Discuss and provide documentation of a hydrologic and hydraulic analysis of the site to define existing conditions, predict project outcomes, identify specific project performance standards and avoid adverse offsite impacts. Plans and specifications should be prepared by a licensed engineer following standard engineering practices. Discuss anticipated construction sequence and timing:

N/A

For projects involving vegetation restoration, provide a vegetation establishment plan that includes information on site preparation, seed mixes and plant materials, seeding/planting plan (attach seeding/planting zone map), planting/seeding methods, vegetation maintenance, and an anticipated schedule of activities:

For projects involving construction or vegetation restoration, identify and discuss goals and specific outcomes that can be determined for credit allocation. Provide a proposed credit allocation table tied to outcomes:

Provide a five-year monitoring plan to address project outcomes and credit allocation:

N/A

Discuss and provide evidence of ownership or rights to conduct wetland replacement/mitigation on each site:

N/A

Quantify all proposed wetland credits and compare to wetland impacts to identify a proposed wetland replacement ratio. Discuss how this replacement ratio is consistent with Corps and WCA requirements:

N/A

By signature below, the applicant attests to the following (only required if application involves project-specific/permittee responsible replacement):

- All proposed replacement wetlands were not:
 - Previously restored or created under a prior approved replacement plan or permit
 - Drained or filled under an exemption during the previous 10 years
 - Restored with financial assistance from public conservation programs
 - Restored using private funds, other than landowner funds, unless the funds are paid back with interest to the individual or organization that funded the restoration and the individual or organization notifies the local government unit in writing that the restored wetland may be considered for replacement.
- The wetland will be replaced before or concurrent with the actual draining or filling of a wetland.
- An irrevocable bank letter of credit, performance bond, or other acceptable security will be provided to guarantee successful completion of the wetland replacement.
- Within 30 days of either receiving approval of this application or beginning work on the project, I will record the Declaration of Restrictions and Covenants on the deed for the property on which the replacement wetland(s) will be located and submit proof of such recording to the LGU and the Corps.

Applicant or Representative:

Title:

Signature: _____

Date:

Attachment E

Local Road Replacement Program Qualification

Complete this part **if** you are a local road authority (county highway department, city transportation department, etc.) seeking verification that your project (or a portion of your project) qualifies for the MN Local Government Road Wetland Replacement Program (LGRWRP). If portions of your project are not eligible for the LGRWRP, then Attachment D should be completed and attached to your application.

Discuss how your project is a repair, rehabilitation, reconstruction, or replacement of a currently serviceable road to meet state/federal design or safety standards/requirements. Applicants should identify the specific road deficiencies and how the project will rectify them. Attach supporting documents and information as applicable:

N/A

Provide a map, plan, and/or aerial photograph accurately depicting wetland boundaries within the project area. Attach associated delineation/determination report or otherwise explain the method(s) used to identify and delineate wetlands. Also attach and discuss any type of review or approval of wetland boundaries or other aspects of the project by a member or members of the local Technical Evaluation Panel (TEP) or Corps of Engineers:

N/A

In the table below, identify only the wetland impacts from Part 4 that the road authority has determined should qualify for the LGRWRP.

Wetland Impact ID (as noted on overhead view)	Type of Impact (fill, excavate, drain)	Size of Impact (square feet or acres to 0.01)	Existing Plant Community Type(s) in Impact Area ¹	County, Major Watershed #, and Bank Service Area # of Impact ²
N/A				

¹Use *Wetland Plants and Plant Community Types of Minnesota and Wisconsin* 3rd Ed. as modified in MN Rules 8420.0405 Subp. 2.

²Refer to Major Watershed and Bank Service Area maps in MN Rules 8420.0522 Subp. 7.

Discuss the feasibility of providing onsite compensatory mitigation/replacement for important site-specific wetland functions:

N/A

Please note that under the MN Wetland Conservation Act, projects with less than 10,000 square feet of wetland impact are allowed to commence prior to submission of this notification so long as the notification is submitted within 30 days of the impact. The Clean Water Act has no such provision and requires that permits be obtained prior to any regulated discharges into water of the United States. To avoid potential unauthorized activities, road authorities must, at a minimum, provide a complete application to the Corps and receive a permit prior to commencing work.

By signature below, the road authority attests that they have followed the process in MN Rules 8420.0544 and have determined that the wetland impacts identified in Part 4 are eligible for the MN Local Government Road Wetland Replacement Program.

Road Authority Representative: N/A

Title:

Signature: _____

Date:

Technical Evaluation Panel Concurrence:

Project Name and/or Number: Graco Expansion, Rogers, MN

TEP member:

Representing:

Concur with road authority's determination of qualification for the local road wetland replacement program? ☐ Yes ☐ No

Signature: _____

Date:

TEP member:

Representing:

Concur with road authority's determination of qualification for the local road wetland replacement program? ☐ Yes ☐ No

Signature: _____

Date:

TEP member:

Representing:

Concur with road authority's determination of qualification for the local road wetland replacement program? ☐ Yes ☐ No

Signature: _____

Date:

TEP member:

Representing:

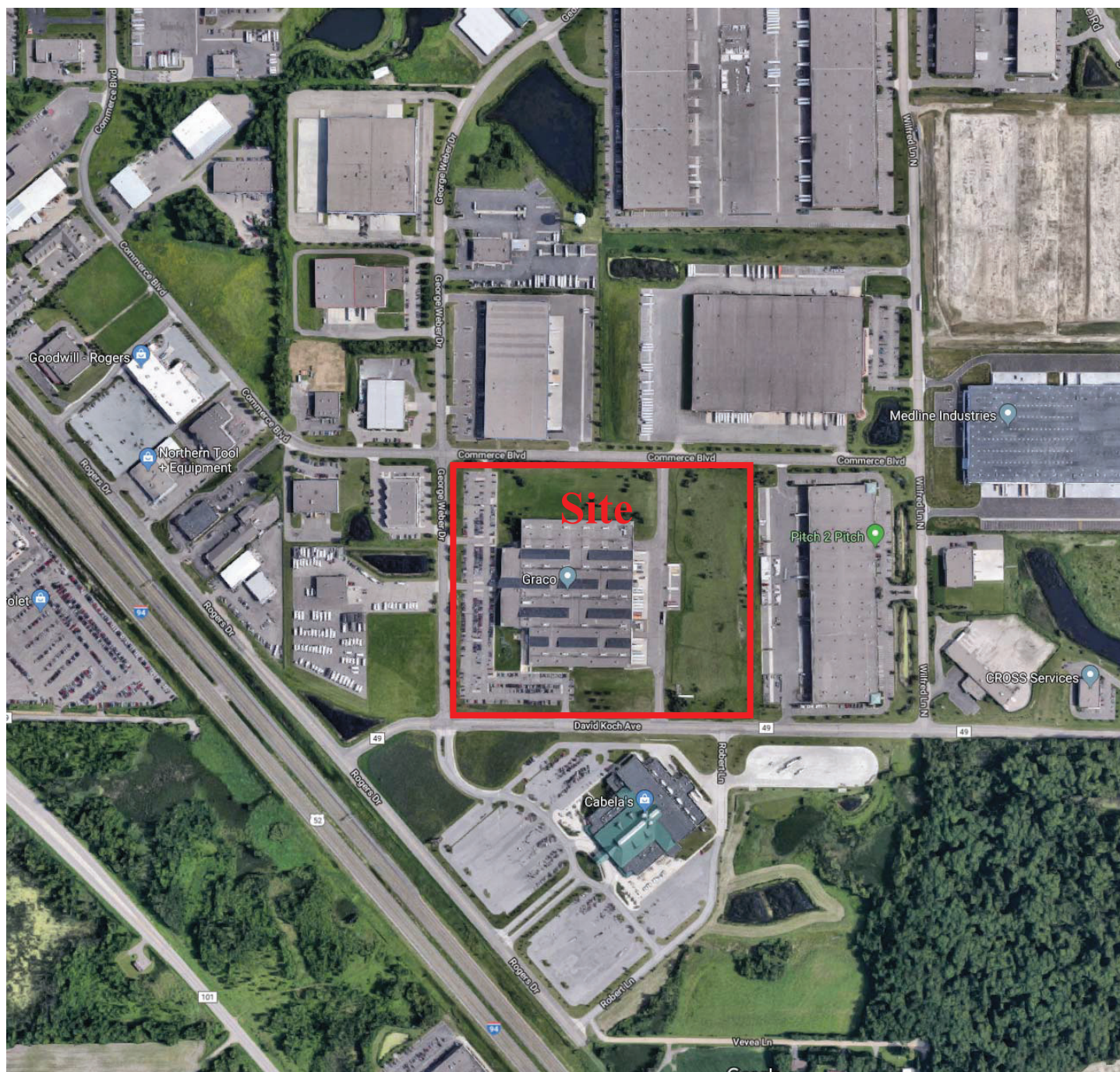
Concur with road authority's determination of qualification for the local road wetland replacement program? ☐ Yes ☐ No

Signature: _____

Date:

Upon approval and signature by the TEP, application must be sent to: **Wetland Bank Administration
Minnesota Board of Water & Soil Resources
520 Lafayette Road North
Saint Paul, MN 55155**

Exhibit A: Site map





REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: March 12, 2019

Agenda Item: No. 5.6

Subject: Approval of Design Services - David Koch Avenue Stormwater Improvements

Prepared By: John Seifert; Public Works Director

Recommended City Council Action

Motion to Approve Scope of Services - David Koch Avenue Stormwater Improvements.

Overview / Background

As a part of the Graco Expansion Project additional impervious surfaces triggered stormwater requirements from the Elm Creek Watershed Management Commission. Most of the stormwater treatment was previously approved through the function of the Industrial Park Regional Stormwater System. Additional stormwater capacity was needed for the project and was available in an existing pond east of the project along David Koch Avenue and Weinand Circle. In order to convey stormwater within the established public utility easement, stormwater improvements are needed.

The provided scope of services from WSB will deliver a final drawing to allow for the improvement project to be publicly bid for construction. A future quote for this work will be brought back to Council at a later meeting.

Staff Recommendation

Motion to Approve scope of services for - David Koch Stormwater Improvements.

Financial Impact: \$7800

Budgeted? Yes

Source Fund: Project Escrow

Notes:

ATTACHMENTS:

Description

WSB Design Services Proposal - David Koch Ave Ditch Imp.



March 4, 2019

John Seifert
Public Works Superintendent
City of Rogers
22350 South Diamond Lake Road
Rogers, MN 55374

Re: Proposal for Design Services – David Koch Avenue Ditch Improvements

Dear Mr. Seifert:

WSB is pleased to provide you with the following proposal for engineering services to complete plans, specifications, and quote documents for the David Koch Avenue ditch improvements associated with the Graco development. The scope of services for this project is based on discussions with City of Rogers staff.

Final design and quoting services for the project are summarized below.

PROPOSED SERVICES

- Project management and coordination/meetings with City staff.
- Design and drafting of ditch and culvert improvements from the Graco Development east to the stormwater pond.
- WSB will complete the storm sewer drainage design in accordance with the Elm Creek Watershed District requirements. An erosion control plan and SWPPP will be developed and included with the plans.
- Statement of estimated quantities and detailed engineer's opinion of probable cost as it relates to the work outlined in our scope of services.
- Prepare project specifications, contracts, and quoting forms. Specifications will be in accordance with the City of Rogers and MnDOT standard specifications.
- We will distribute plans and specifications to the contractors, tabulate quotes, and prepare a recommendation for award for City Council consideration.

Deliverables: 100% complete plans and specifications; required permits; quote documents; quote tabulation; and letter recommending award of construction contract.

SCHEDULE

The proposed schedule for this project is as follows:

Final Design.....	March/April, 2019
Request for Quotes	April, 2019
Award Contract.....	April/May, 2019
Construction.....	Summer 2019

ENGINEERING SERVICES FEE

We are proposing to complete the work on a cost-reimbursable basis in accordance with our current fee schedule in an amount not to exceed \$7,800. It is important to note that this scope does not include construction survey or observation. This can be provided for an additional fee if desired.

If this proposal is acceptable, please execute the signature block below and return as our authorization to proceed.

Please give me a call at 763-231-4861 if you have any questions. Thank you.

Sincerely,

WSB



Jacob Newhall, PE
Project Manager

alp

ACCEPTED BY:

City of Rogers

Name: _____

Title: _____

Date: _____



REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: March 12, 2019

Agenda Item: No. 5.7

Subject: Approval to Purchase Replacement Network Switches

Prepared By: Jason Greninger, IS Director

Recommended City Council Action

Move to approve the purchase of network switches for \$22,787 from the IS Sinking fund.

Overview / Background

Network switches are devices that connect computers, building cameras, phones and other devices together. The switches at Police are scheduled for replacement. These devices are designed to be extremely reliable and to never be turned off.

The new hardware will ensure reliability and security of the City network while providing flexibility for future needs and technologies.

Staff Recommendation

Staff is recommending to purchase the switches from CIT which provided the lowest quote for \$19,803. Staff is also recommending to have CIT consultants assist staff in the installation, programming and testing of the switches for a not to exceed cost of \$2,984. Actual labor costs are expected to be lower if no issues arise in the replacement. CIT assisted IS staff with replacing similar equipment last year and is familiar with the Rogers network infrastructure.

Financial Impact: \$22,787 **Budgeted?** Yes **Source Fund:** IS Sinking Fund
Notes:

ATTACHMENTS:

Description

CIT Hardware and Consulting Quote

CDW Hardware Quote

SHI Hardware Quote

City of Rogers Core Switching Upgrade - Service Acceptance City of Rogers

Tim Mangle, Account Manager ● 651.255.5752 ● Tim.Mangle@cit-net.com

March 4, 2019

Executive Summary

The City of Rogers is in the process of replacing their core switching. They are looking for CIT's assistance on the install and implementing best practice on the configuration. Routing will be moved from SonicWall to new switch.

Scope of Work

This Scope of Work (SOW) is issued pursuant to the Master Service Agreement between City of Rogers ("Client") and Computer Integration Technologies, Inc. ("Contractor").

- Chassis Pre-install prep (2 Hours)
 - Modules
 - Firmware
 - Power Modules
- Documentation of VLANs, Routing, STP (2 Hours)
- Apply the configuration to the switch (2 Hours)
- After Hours deployment (4 Hours)
 - Rack
 - Cable Management
 - IP migration
 - Remote site testing
- Post deployment support/contingency hours (2 Hours)

Project Management includes resource scheduling, project/deployment planning, internal communication, customer communication, and weekly status updates on budgets and deliverables. The Project Manager is the primary point of contact for this project and will be assigned after contract execution.

Estimated Investment

Description	Qty/Hrs	Price	Ext. Price
HP 5412R 92GT 90E+/4SFP NO PSU SWITCH	1	\$ 8,715.00	\$ 8,715.00
(1) MGMT MODULE			
(1) 20 PORT MODULE			
(1) FAN TRAY			
(3) 24 PORT MODULE			
HP 5400R 24 PORT 10/100/1000 POE+ MODULE	2	\$ 1,960.00	\$ 3,920.00
HP 5400R 1100W POE+ ZL2 POWER SUPPLY	3	\$ 675.00	\$ 2,025.00
PROLINE PROCURVE GIGABIT LH-LC MINI (J4860D-PRO)	4	\$ 195.00	\$ 780.00
HP 5400R ZL2 MANAGEMENT MODULE	1	\$ 1,365.00	\$ 1,365.00
HP 2530 48g POE+ Switch	1	\$ 2,098.00	\$ 2,098.00
Patch Cables (90-1ft, 50-3ft)	1	\$ 610.00	\$ 610.00
Hardware Subtotal			\$ 19,803.00
Installation & Setup Services	8	\$ 189.00	\$ 1,512.00
After Hours Installation & Setup Services	4	\$ 284.00	\$ 1,136.00
Project Management	3	\$ 112.00	\$ 336.00
Services Subtotal			\$ 2,984.00
PROJECT TOTAL			\$22,787.00

This is NOT a fixed bid. The project will be billed on a time and materials basis. We will work closely with you and give you as much advance notice as possible if the project is likely to exceed this estimate.

10% SLED Discount included in labor rates. **Senior Engineer Rate Used*

Proposal Terms & Acceptance

Pricing and availability are subject to change at any time. State and local taxes or shipping fees may apply. If acceptance is not received by the required date, CIT reserves the right to withdraw from this agreement. A signed acceptance will allow CIT to place orders, schedule resources and deployment of your project. Sales tax and shipping is not included in this estimate and will be applied to all applicable items at the time of order processing.

An Engagement Change Order will be the vehicle for communicating change at any stage prior to final acceptance. The request must describe the change; the rationale for the change and the impact the change will have on the project. City of Rogers will review the proposed change and approve or reject it. CIT will specify any charges associated with the request. Any change request must be signed by both parties to authorize implementation. The undersigned has reviewed this Project for City of Rogers and agrees with the project's scope, estimated investment and description of the deliverables. The undersigned understands and will support the responsibilities described herein for their organization and has read and accepted the Managed Service Schedule to the MSA and Appendixes.

Authorized Signature: _____

Date: _____

CIT: _____

Date: _____

Jason Greninger

From: Jason Greninger <cdwsales@cdwemail.com>
Sent: Monday, March 4, 2019 1:49 PM
To: Jason Greninger
Subject: Jason Greninger Sent You this CDW-G Shopping Cart for Review

[View Online](#)

CDW-G CART FOR REVIEW







Account Message:

This email was sent to you from:
JGRENINGER@CI.ROGERS.MN.US

Sender Comments:

cdwg-switches quote

CART DETAILS

ITEM	QTY	PART #	UNIT PRICE	EXT. PRICE
 ARUBA 2530 48G POE+ Part#: J9772A#ABA UNSPSC: 43222612 Go to Site	1	4361345	\$3,158.40	
 ARUBA 5412R 92GT POE+/4SFP+ V3 ZL2 Part#: JL001A UNSPSC: 43222612 Go to Site	1	4360855	\$12,184.35	
 ARUBA 24P 1000BASE-T POE+ V3 ZL2 MOD Part#: J9986A UNSPSC: 43201404 Go to Site	2	4361375	\$2,746.04	
 ARUBA 5400R ZL2 MGMT MOD Part#: J9827A UNSPSC: 43222634 Go to Site	1	4361363	\$1,906.74	



**ARUBA 5400R
1100W POE+ ZL2
PSU**

Part#: J9829A#ABA
UNSPSC: 39121004
[Go to Site](#)

3

4361365

\$1,248.08



**PROLINE J4860D
COMP TAA
COMPLIANT**

Part#: J4860D-PRO
UNSPSC: 43201553
[Go to Site](#)

4

5030650

\$183.77



**TRIPP 1FT CAT6
SNAGLESS YLW
M/M**

Part#: N201-001-YW
UNSPSC: 26121609
[Go to Site](#)

90

2623416

\$2.59



**STARTECH 3FT
CAT6 SNAGLESS
YLW**

Part#: N6PATCH3YL
UNSPSC: 26121609
[Go to Site](#)

30

2293879

\$3.46

Sub Total: \$27,557.79

GRAND TOTAL: \$27,557.79

[View the Cart](#)

Pricing is reflective of items only. Shipping, tax, and any related fees will be calculated at checkout.

SALES CONTACT INFO



Martin Klimis
(312) 705-4565
martkli@cdwg.com

Help and Information: [Support](#) | [About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)









This email was sent to jgreninger@rogersmn.gov.
Please add cdwsales@cdwemail.com to your address book.

© 2019 CDW-G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239
WEB 007 | Customer#: 6847481 | WEB47b1ec56-8875-4549-8a16-7aa03eee556a

Your recent changes are highlighted.

There are 8 item(s) in your shopping cart

SubTotal: \$28,210.00

Product	Unit Price	Quantity	Extended Price	Remove
HPE Aruba 2530-48G-PoE+ - switch - 48 ports - managed - rack-mountable Product Id:26681763 Mfr Part #: J9772A#ABA Added On : 3/4/2019 11:28 AM ET	\$2,671.00	<input type="text" value="1"/>	\$2,671.00	
HPE - expansion module Product Id:30227683 Mfr Part #: J9986A Added On : 3/4/2019 11:31 AM ET	\$3,004.00	<input type="text" value="2"/>	\$6,008.00	
HPE Aruba 5412R 92GT PoE+ / 4SFP+ (No PSU) v3 zl2 - switch - 92 ports - managed - rack-mountable Product Id:30227731 Mfr Part #: JL001A Added On : 3/4/2019 3:00 PM ET	\$13,327.00	<input type="text" value="1"/>	\$13,327.00	
HPE Management Module - network management device Product Id:28963492 Mfr Part #: J9827A Added On : 3/4/2019 3:00 PM ET	\$2,032.00	<input type="text" value="1"/>	\$2,032.00	
HPE - power supply - 1100 Watt Product Id:28982172 Mfr Part #: J9829A#ABA Added On : 3/4/2019 3:01 PM ET	\$1,070.00	<input type="text" value="3"/>	\$3,210.00	
AddOn - SFP (mini-GBIC) transceiver module - GigE - TAA Compliant Product Id:35605874 Mfr Part #: J4860D-AO Added On : 3/4/2019 3:04 PM ET	\$143.00	<input type="text" value="4"/>	\$572.00	
Tripp Lite 1ft Cat6 Gigabit Snagless Molded Patch Cable RJ45 M/M Yellow 1' - patch cable - 30.5 cm - yellow Product Id:25165150 Mfr Part #: N201-001-YW Added On : 3/4/2019 3:04 PM ET	\$3.00	<input type="text" value="90"/>	\$270.00	
StarTech.com 3 ft Yellow Cat6 / Cat 6 Snagless Patch Cable 3ft - patch cable - 91 cm - yellow Product Id:21932473 Mfr Part #: N6PATCH3YL Added On : 3/4/2019 3:05 PM ET	\$4.00	<input type="text" value="30"/>	\$120.00	

[Check Out](#)

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REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: March 12, 2019

Agenda Item: No. 5.8

Subject: Approval of Ordinance No. 2019 - 02, An Ordinance Creating Senior Advisory Commission Within the City of Rogers

Prepared By: Mike Bauer Recreation and Facilities Director and Elizabeth Faust Recreation Service Coordinator

Recommended City Council Action

Move to approve Ordinance No. 2019-02 that revises the Senior Advisory Commission.

Overview / Background

The Senior Advisory Commission was established in December of 2009 to provide a forum for communication between organizations interested in the needs and activities of seniors within the Rogers community, and to provide an official advisory to the Rogers City Council relating to the interests and concerns of seniors. When the Commission was established there was minimal programming for the senior community, essentially space was provided for their events at the Community Room, and the facilitation of a newsletter that was almost all volunteer provided content from the Rogers-Hassan Senior Friendship Group. Since then the City has added dedicated staff in the Recreation Services Coordinator and provided programming space at the Senior Center as well a continuing to program out of the Community Room. The variety of programs now include card playing, movie showings, exercise classes, discussion groups, billiards, art classes, tax assistance, Bingo, driver improvement classes, holiday parties, computer usage, senior dining, educational presentations, Jammers, field trips, and volunteer opportunities.

The Senior Advisory Commission has had several initiatives that they have recommended to staff and Council in providing services: Senior Dining, programming, and long-term planning of the permanent senior center.

A founding premise for the senior Advisory Commission is communications with the City of Rogers. Having a full-time employee office at the senior center there is better access for communication than there was when the Commission was established. The Recreation Services Coordinator also attends the Rogers-Hassan Senior Friendship Group board meetings to provide input and assist where appropriate. Staff will also continue to provide monthly programming updates to the Parks and Recreation Advisory Commission.

The Senior Advisory Commission has had very few action items since the completion of the space needs planning in 2016. The meetings have mostly served as updates from staff and as another sounding board for programming. At the December meeting of the Senior Advisory Commission, the Commission recommended changing the Commission to meet annually with an additional request to have a liaison at senior dining twice a year to give general City of Rogers updates to the group. The members of the Senior Advisory Commission feel that it is important to keep the

Commission active in hopes of someday securing a permanent space and to annually review program offerings. A revised ordinance is attached for consideration and approval.

Staff Recommendation

Approval of Ordinance No. 2019-02

Financial Impact: 0

Budgeted?

Source Fund:

Notes:

ATTACHMENTS:

Description

Ordinance No. 2019 - 02, An Ordinance Creating Senior Advisory Commission Within the City of Rogers

Original 2009 Ordinance

ORDINANCE NO. 2019-02

AN ORDINANCE CREATING SENIOR ADVISORY COMMISSION WITHIN THE CITY OF ROGERS

The Rogers City Council ordains as follows:

Section 1. Purpose

The purpose of the commission is to provide a forum for communication between organizations interested in the needs and activities of seniors within the Rogers community; and to provide an official advisory to the Rogers City Council relating to the interests and concerns of seniors.

Section 2. Creation of Commission

- a) There is hereby created a Senior Advisory Commission within the City of Rogers.
- b) The commission shall consist of five (5) members, all of whom shall be appointed by the City Council.
- c) Citizens of Rogers are eligible for appointment to the Commission. Citizens may make application for the Commission or may be recommended for appointment to the Commission.

Section 3. Organization of Senior Advisory Commission

- a) Commissioners shall be appointed on an annual basis in December of each year for (2-year terms); terms shall commence in January of the year following appointment.
- b) The Senior Advisory Commission shall meet annually, at a minimum, and may meet as-needed from time to time with advanced posted notice, and shall organize itself as follows:
 - Chairperson
 - Vice Chairperson
- c) Minutes of Commission meetings shall be kept and provided to the City Council together a report to the City Council by the Recreation Services Coordinator.

Section 4. Effective Date.

This Ordinance shall have full force and effect upon its passage and publication.

Passed by the City Council of the City of Rogers, Hennepin County, Minnesota, this 12th day of March, 2019.

Rick Ihli, Mayor

ATTEST:

Stacy Scharber, Asst. City Administrator/Clerk

ORDINANCE NO. 2009-12

ORDINANCE CREATING SENIOR ADVISORY COMMISSION WITHIN THE CITY OF ROGERS

The Rogers City Council ordains as follows:

Section 1. Purpose

The purpose of the commission is to provide a forum for communication between organizations interested in the needs and activities of seniors within the Rogers community; and to provide an official advisory to the Rogers City Council relating to the interests and concerns of seniors.

Section 2. Creation of Commission

- a) There is hereby created a Senior Advisory Commission within the City of Rogers.
- b) The commission shall consist of five (5) members and (2) two alternates, all of whom shall be appointed by the City Council.
- c) Citizens of either Rogers or Hassan are eligible for appointment to the Commission. Citizens may make application for the Commission or may be recommended for appointment to the Commission.

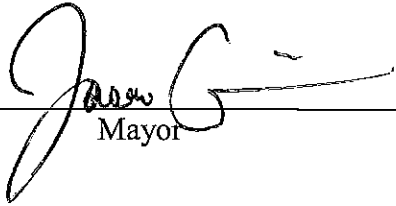
Section 3. Organization of Senior Advisory Commission

- a) Commissioners shall be appointed on an annual basis in December of each year for (1 or 2 year terms); terms shall commence in January of the year following appointment.
- b) The Senior Advisory Commission shall meet quarterly and shall organize itself at its first meeting as follows:
 - Chairperson
 - Vice Chairperson
 - Secretary
- c) Minutes of Commission meetings shall be kept and provided to the City Council together a report to the City Council by a representative of the Commission.

Section 4. Effective Date.

This Ordinance shall have full force and effect upon its passage and publication.

Passed by the City Council of the City of Rogers, Hennepin County, Minnesota, this 22nd
day of December, 2009.



Mayor

ATTEST:



Clerk



REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: March 12, 2019

Agenda Item: No. 5.9

Subject: Approval of Resolution No. 2019-20, A Resolution Authorizing the Sale of Land to Ultimate Tennis, LLC

Prepared By: John Seifert; Public Works Director

Recommended City Council Action

Motion to approve Resolution No. 2019-20, A Resolution Authorizing the Sale of Land to Ultimate Tennis, LLC.

Overview / Background

Previously, the Rogers City Council entered into a purchase and land use agreement with Ultimate Tennis, LLC. Ultimate Tennis, LLC has offered to purchase Lot 2, Block 1, Reservoir Fields, for the purchase price of \$70,000. In an effort to arrange for necessary documents to be available for the closing, a formal resolution authorizing the Mayor to execute documents to acquire property is required.

The attached resolution looks to document the process and allow for the proper authority to execute necessary documents by the City Clerk and Mayor. The proposed resolution has been reviewed by attorney Carson and is available for Council approval.

Staff Recommendation

Motion to approve Resolution No. 2019-20, A Resolution Authorizing the Sale of Land to Ultimate Tennis, LLC.

ATTACHMENTS:

Description

Resolution 2019-20 A Resolution Authorizing the Sale of Land to Ultimate Tennis, LLC

RESOLUTION NO. 2019 - 20

RESOLUTION AUTHORIZING THE SALE OF LAND TO ULTIMATE TENNIS, LLC

WHEREAS, the City of Rogers and Ultimate Tennis, LLC signed a purchase and land use agreement dated August 15, 2018; and

WHEREAS, the City is owner of the property platted as Reservoir Fields, Hennepin County, consisting of Lots 1 and 2, Block 1, Reservoir Fields; and

WHEREAS, Ultimate Tennis, LLC has offered to purchase Lot 2, Block 1, Reservoir Fields, for the purchase price of \$70,000 in accordance with the land use restrictions contained in the agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, MINNESOTA, AS FOLLOWS:

RESOLVED, that the City of Rogers hereby authorizes the sale of Lot 2, Block 1 Reservoir Fields to Ultimate Tennis, LLC for the purchase price of \$70,000.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this Resolution.

Moved by Councilmember _____, seconded by Councilmember _____.

The following voted on favor of said Resolution:

The following voted against the same:

The following abstained:

Whereupon said Resolution was declared duly passed and adopted, and was signed by the Mayor and attested by the Clerk dated this 12th day of March, 2019.

Rick Ihli, Mayor

ATTEST:

Stacy Scharber, Asst. City Administrator/City Clerk



REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: March 12, 2019

Agenda Item: No. 7.1

Subject: Accept Bids, Award Project, and Authorize Construction Services for the 2019 Street Improvements Project

Prepared By: Bret A. Weiss, City Engineer

Recommended City Council Action

Staff recommends the following motion:

- Accept bids, award the contract to Omann Contracting Companies, Inc. in the amount of \$504,249.37, and authorize construction services to be performed by WSB & Associates, Inc in the amount of \$40,340.

Overview / Background

In August 2015, The Rogers City Council approved a pavement management plan that determined the current condition of the street system and developed a plan for pavement management that would maintain roads to an acceptable standard. The transportation task force uses a process that includes the following criteria to select the streets considered for improvements each year:

- Street ratings: These ratings are completed every three years and are based on a condition rating system. The most recent street ratings were completed in 2018.
- Traffic volumes: The highest volume streets are given some preference for maintenance.
- Street department ratings: The street department identifies the top streets requiring regular and extraordinary maintenance.
- Age: Current age of the existing roadway
- Utility/development coordination: Considerations for moving streets up as it relates to necessary utility replacement or extensions along with development pressure coordination.

Both John Milless Drive and Kelley Lane are experiencing pavement deterioration that includes block cracking and alligator cracking. Each roadway can be described with the following:

Street	Length (ft)	Width (ft)	2018 Pavement Ratings	Existing Gravel Depth (inches)	Existing Bituminous Depth (inches)
John Milless Drive	1,870	38	68	5 - 8	4
Kelley Lane	2,195	24	55	4-6	3

Proposed improvements for both John Milless Drive and Kelley Lane include a full depth reclamation and bituminous replacement.

Bids were received on March 6, 2019 and are included for your information. The City received 8 bids ranging from a low of \$504,249.37 to a high of \$659,993.23.

Total Bid	
Engineers Estimate	\$504,313.15
Omann Contracting Companies, Inc.	\$504,249.37

Funds for these improvements will be from both dedicated City funds collected through franchise fees as well as sinking funds for unpaved streets.

Staff Recommendation

Staff recommends awarding the project to Omann Contracting Companies, Inc. and authorizing construction services for the 2019 Street Improvements Project.

Financial Impact:
\$544,589.37

Budgeted? Yes

Source Fund: Franchise
Fees, Unpaved Streets

Notes:

ATTACHMENTS:

Description

Bid Summary

Letter of Recommendation

Construction Services Proposal

BID TABULATION SUMMARY

PROJECT:

2019 Street Improvements Project

OWNER:

City of Rogers, MN

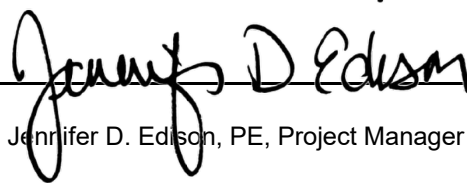
WSB PROJECT NO.:

R-013099-000

BIDS OPENED: Wednesday, March 6, 2019, at 10:00 a.m. Local Time

Contractor		Bid Bond (5%)	Addendum Received	Grand Total Bid
1	Omann Contracting Companies, Inc.	X	N/A	\$504,249.37
2	Northwest Asphalt, Inc.	X	N/A	\$504,836.74
3	North Valley, Inc.	X	N/A	\$522,644.45
4	Valley Paving, Inc.	X	N/A	\$528,298.75
5	Hardrives, Inc.	X	N/A	\$532,649.40
6	GMH Asphalt Corporation	X	N/A	\$541,270.09
7	Midwest Asphalt Services, LLC	X	N/A	\$546,527.50
8	Park Construction Company	X	N/A	\$659,993.23
Engineer's Opinion of Cost				\$504,313.15

I hereby certify that this is a true and correct tabulation of the bids as received on March 6, 2019.



Jennifer D. Edison, PE, Project Manager

 Denotes corrected figure



March 12, 2019

Honorable Mayor and City Council
City of Rogers
22350 South Diamond Lake Road
Rogers, MN 55374

Re: 2019 Street Improvements Project
City of Rogers, MN
WSB Project No. R-013099-000

Dear Mayor and Council Members:

Bids were received for the above-referenced project on Wednesday, March 6, 2019, and were opened and read aloud. Eight bids were received. The bids were checked for mathematical accuracy and tabulated. Please find enclosed the bid tabulation indicating the low bidder as Omann Contracting Companies, Inc., Albertville, Minnesota, with a grand total bid in the amount of \$504,249.37. The Engineer's Estimate for the project was \$504,313.15.

We recommend that the City Council consider these bids and award a contract for the grand total bid in the amount of \$504,249.37 to Omann Contracting Companies, Inc. based on the results of the bids received.

If you have any questions, please contact me at 763.287.8529.

Sincerely,

WSB



Jennifer D. Edison, PE
Project Manager

Enclosure

cc: Steve Stahmer, City of Rogers
Stacy Scharber, City of Rogers
Lisa Herbert, City of Rogers
John Seifert, City of Rogers
Geri Fournier, City of Rogers
Kelly Omann, Omann Contracting Companies, Inc.

srb



March 12, 2019

Honorable Mayor and City Council
City of Rogers
22350 South Diamond Lake Road
Rogers, MN 55374

Re: Proposal for Construction Services
2019 Street Improvements Project
WSB Project No. 013099

Dear Mayor and Council Members:

WSB is pleased to provide you with the following proposal for construction services relating to improvements to Kelley Lane and John Milless Drive.

PROJECT UNDERSTANDING

Final construction plans, and specifications have been completed for the project and the proposed improvements include a full depth reclamation and bituminous replacement for both John Milless Drive and Kelley Lane.

The improvements are proposed to be funded through City funds as planned through the pavement management process, as well as through sinking funds for subbase correction (unpaved streets).

PROJECT WORK PLAN/SCOPE OF SERVICES

WSB's project scope and proposed work plan are based on our design of the project, current City standards, and experience on similar projects.

Task 1 – Project Management

This task includes coordination of all construction activities with the on-site construction observer and contractor on behalf of the City. This will include:

1. Conducting the preconstruction meeting and weekly on-site construction meetings.
2. Preparing and distributing meeting minutes.
3. Addressing project design and contractor questions.
4. Providing the City with weekly updates on the construction status.
5. Meetings with City staff and property owners as necessary.

Task 2 – Construction Inspection Services

WSB will provide the day-to-day construction observation, coordination, and project documentation. This will include:

1. Completing a pre-condition review of the project and coordinating with the contractor prior to construction commencing.
2. Ensuring that all aspects of the project meet the requirements in the plans and specifications.
3. Coordinating the construction activities with the property owners affected by construction and ensuring they are informed on any issues related to their specific property.
4. Keeping the City and Project Manager informed on the status of construction on a daily or weekly basis.

The construction schedule is expected to span over the course of two to four weeks. These hours are estimates and could be increased or decreased, depending on the timeframe of construction (contractor working hours) and contractor performance. If more observation time is determined necessary than we have estimated, WSB will not exceed this amount without the City's prior approval.

Task 3 – Contract Administration

WSB will provide overall construction contract management for the project. This will include:

1. Completing and submitting all City documentation required.
2. Preparation, submittal, and securing approval for any change orders through the City.
3. Shop Drawing review and approval.
4. Material testing coordination and documentation review.
5. Preparation and submission of monthly pay requests.
6. Coordinating the final project closeout including final pay voucher and ensuring that all punchlist items and warranty items have been addressed.

Task 4 – Survey

WSB will provide surveying services during construction. WSB's survey crew will be available as needed to locate and provide all necessary staking for the contractor. The survey crew will be scheduled through the on-site construction observer.

PROPOSED FEE

Based on the above scope of work, we estimate our fee for the construction to be **\$40,340**.

The hours and cost are based on our best estimation of the project at this time. The estimated cost is based on our 2019 fee schedule. These rates will, therefore, be used for the duration of the project.

If you are in agreement with the project understanding, scope of services, and fee as outlined, please have the City signature block of this letter signed and return one copy to WSB. Should the City request additional services outside of the outlined scope of services, we will work with you to revise the scope and fee accordingly.

Please give me a call at 763-287-7190 if you have any questions. Thank you.

Sincerely,

WSB

A handwritten signature in dark ink that reads "Bret A. Weiss". The signature is written in a cursive, flowing style.

ACCEPTED BY:

City of Rogers

Name _____

Title _____

Date _____



REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: March 12, 2019

Agenda Item: No. 7.2

Subject: Approval of Changes to the Fire Department Administration Policy Manual

Prepared By: Brad Feist, Fire Chief/Emergency Management Director

Recommended City Council Action

Motion to approve the amendments to the Rogers Fire Department Administration Policy Manual.

Overview / Background

The Rogers Fire Department Administration Policy Manual is designed to assist the firefighters in understanding the rules and regulations of the department. The Administration Policy Manual clearly defines what is expected and required of personnel during fire department activities and events.

The Rogers Fire Department Administration Policy Manual was approved by the Rogers City Council in 2012 and in 2013 three sections were amended.

Administrator Stahmer, Assistant Administrator Scharber and Fire Chief Feist have reviewed the proposed amendments to the administration policy manual and recommend approving the additions/corrections in the attached documents.

The highlighted red lines will be deleted and the yellow highlighted lines will be additions or corrections to the Rogers Fire Department Administration Policy Manual.

The retroactive date of the amendments to the Rogers Fire Department Administration Policy Manual will be January 1st, 2019.

Staff Recommendation

Motion to approve the amendments to the Rogers Fire Department Administration Policy Manual.

ATTACHMENTS:

Description

RFD handbook with 2019 updates



Rogers Fire Department

Membership Handbook

January 1st, 2012



Chapter 1:	Mission
Chapter 2:	Administration and Personnel Policies
Chapter 3:	Uniform, Equipment, and Apparatus Usage
Chapter 4:	Health/Training Requirements
Page 35:	Acknowledgement Form
Section 1:	Physical Agility Test
Section 2:	Information System Policy
Section 3:	Sexual Harassment Policy
Section 4:	Respectful Workplace Policy
Section 5:	Drugs and Alcohol Policy
Section 6:	Exposure Control Plan
Section 7:	City of Rogers Travel Policy

CHAPTER 1 Mission

1.1	MISSION	2
1.1.1	MISSION STATEMENT	3

1.1 Mission

1.1.1 Mission Statement

The mission of the Rogers Fire Department is to serve the community by extinguishing fires, responding to medical emergencies, fire prevention and minimize loss of life and property.

We will achieve this mission through training, education, and teamwork among our members.

CHAPTER 2 ADMINISTRATION AND PERSONNEL POLICIES

2.1	ADMINISTRATION POLICIES	6
2.1.1	PURPOSE OF POLICIES	6
2.1.2	RESPONSIBILITY FOR POLICIES.....	6
2.1.3	DISTRIBUTION OF MANUALS	6
2.1.4	FIRE DISTRICT FILES AND RECORDS	6
2.2	MEMBERSHIP	7
2.2.1	AMERICANS WITH DISABILITIES ACT	7
2.2.2	EQUAL EMPLOYMENT OPPORTUNITY (EEO)	7
2.2.3	MEMBERSHIP ELIGIBILITY VERIFICATION	7
2.2.4	MEMBERSHIP CAPACITY.....	7
2.2.5	MEMBER ELIGIBILITY REQUIREMENTS	7
2.2.6	POSITION POSTING.....	10
2.2.7	Northwest Metro Area Firefighter Physical Standards Job Description.....	10
2.2.8	Fire Fighter Physical Agility Test.....	11
2.3	APPOINTMENTS AND SELECTIONS.....	12
2.3.1	MEMBER APPOINTMENTS QUALIFICATIONS.....	12
2.3.2	OFFICER SELECTIONS.....	12
2.3.3	POSITION RESPONSIBILITIES.....	13
2.4	MEMBER COMPENSATION	13
2.4.1	COMPENSATION PLAN.....	13
2.4.2	EXPENSE REIMBURSEMENT	13
2.4.3	POSITION PAY SCHEDULE	14
2.5	ATTENDANCE.....	14
2.5.1	CALL RESPONSE PERCENTAGE REQUIREMENTS	14
2.5.2	TRAINING PERCENTAGE REQUIREMENTS.....	15
2.5.3	LOW CALL/TRAINING ATTENDANCE DISCIPLINE TABLE	15
2.6	COMPLAINT RESOLUTION.....	16
2.6.1	COMPLAINT RESOLUTION PROCESS	16
2.6.2	COMPLAINT RESOLUTION PROCEDURES	16
2.6.3	RETALIATION FOR COMPLAINT.....	16
2.6.4	WAIVER OF COMPLAINT	17
2.7	PROGRESSIVE DISCIPLINE	17
2.7.1	DISCIPLINARY PROCESS.....	17
2.7.2	TERMINATION PROCESS	17
2.8	LEAVE BENEFITS.....	17
2.8.1	VACATION LEAVE.....	17
2.8.2	MEDICAL LEAVE	18
2.8.3	LEAVE OF ABSENCE.....	18
2.8.4	MILITARY LEAVE	18

2.9	INSURANCE BENEFITS.....	18
2.10	MEETINGS AND COMMITTEES	19
2.10.1	GENERAL BUSINESS	19
2.10.2	SPECIAL MEETINGS	19
2.10.3	PROFESSIONAL ASSOCIATION MEETINGS	19
2.10.4	CALL OUTS DURING FIRE DISTRICT MEETINGS AND FUNCTIONS	19
2.11	GENERAL BENEFITS	19
2.11.1	MEMBER ASSISTANCE/ CRITICAL INCIDENT STRESS	19
2.11.2	FITNESS FACILITIES	19
2.11.3	PROFESSIONAL MEMBERSHIPS AND LICENSES.....	20
2.12	RESPONSIBILITIES OF MEMBERS	20
2.12.1	GENERAL CONDUCT GUIDELINES.....	20
2.12.2	SEXUAL HARASSMENT	20
2.12.3	ALCOHOL AND DRUGS.....	20
2.12.4	TOBACCO.....	20
2.12.5	TELEPHONE USE	20
2.12.6	BUILDING USAGE	21
2.12.7	INTERNET USE.....	21
2.12.8	FIRE DEPARTMENT REPORTS.....	21
2.13	SAFETY AND HEALTH	21
2.13.1	EMPLOYEE RIGHT TO KNOW	21
2.13.2	INJURY REPORTING LINE-OF-DUTY	22
2.13.3	PROPERTY DAMAGE REPORTING	22
2.13.4	EMPLOYEE SAFETY CONCERNS AND VIOLATIONS.....	22
2.14	DONATIONS TO FIRE DEPARTMENT	22
2.14.1	SOLICITATION/ RECEIPT OF DONATIONS	22
2.15	DEATH/ RESIGNATION/ RETIREMENT	22
2.15.1	DEATH/ FUNERAL.....	22
2.15.2	RESIGNATION	22
2.15.3	RETIREMENT	22

2.1 Administration Policies

2.1.1 Purpose of Policies

The purpose of these policies is to establish a uniform and equitable system of administration for members of the Rogers Fire Department. These policies shall be known as the "Administration Policy" and shall be referred to in the following sections as "this policy."

2.1.2 Responsibility for Policies

The SOG committee is responsible for ensuring that this manual is kept current. This policy manual and any changes shall be adopted by the Rogers City Council.

2.1.3 Distribution of Manuals

This manual shall be distributed in the following manner:

- 1 copy in each Station, accessible to all members
- 1 copy to Fire Chief and City Clerk
- 1 copy to each member of the Rogers Fire Department

2.1.4 Fire Department Files and Records

Personnel files shall be submitted to the Fire Chief and filed with the Rogers City Clerk. The files and records shall be maintained in adherence to the Minnesota Government Data Practices Act.

2.2 Membership

2.2.1 Americans with Disabilities Act

The Fire Department will comply with the requirements of the Americans with Disabilities Act of 1990 (ADA) in a responsive, cost-effective manner. To accomplish this, the Fire Department will look at each situation individually and employ creative and resourceful ideas to reach a satisfactory level of compliance.

2.2.2 Equal Employment Opportunity (EEO)

The Fire Department provides equal membership opportunity to all persons regardless of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual preference or public assistance status.

2.2.3 Membership Eligibility Verification

The Fire Department will comply with the Immigration Reform and Control Act of 1986.

2.2.4 Membership Capacity

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

2.2.5 Membership Eligibility Requirements

All applicants for membership and all on-going members in The Rogers Fire Department shall meet the following requirements. The requirements with an asterisk (*) are continuing requirements and shall apply as long as the person is a member in any capacity of The Rogers Fire Department.

Membership Eligibility Requirement	Probationary Member	On-going Member
Age Be over 18 years of age.	Yes	Yes
Education Be a high school graduate or equivalent.	Yes	Yes
Training/Physical Standards Complete training requirements established by the Fire Department. These requirements will meet or exceed selected NFPA standards. Meet the Northwest Metro Area Firefighter Physical Standards Job Description Addendum (1993). See section 2.2.7. After conditional job offer, applicant must successfully pass a Health evaluation and pulmonary function test. The member is required to pass a pulmonary function test conducted by North Memorial physician every year.	N/A Yes Yes Yes	Yes Yes No Yes
Agility Test The applicant is required to pass a physical agility Test. See section number 1.	Yes	Yes (Every 2 years)
License/Certification Possession of a valid Minnesota Class D driver's license is required. No member shall drive or operate any Fire Department apparatus in any manner or fashion upon revocation, suspension or cancellation of their driver's license. Notify the Fire Chief immediately upon revocation, suspension, or cancellation of a valid Minnesota driver's license. Members will be subject to yearly DMV Checks Complete Firefighter I & II and EMS certifications within 2 years of the date of hire New hires after 10/1/2018 will complete Fire Apparatus Operator training within 2 years of date of hire and maintain certifications	Yes Yes Yes Yes Yes	Yes Yes Yes Yes Yes
Physical Appearance* Be clean-shaven and no facial hair shall penetrate		

the seal area of the SCBA mask per OSHA requirement CFR 29 1910.134.	Yes	Yes

Membership Eligibility Requirement	Probationary Member	On-going Member
Interpersonal Skills Be able to carry out his/her responsibilities and provide good communications in a calm, positive, and professional manner under emergency conditions.	Yes	Yes
Background Check on Application Information Must successfully pass a thorough background check.	Yes	Yes
Residency/ Availability* Paid-on call members must be able to respond to their assigned station by motor vehicle from their residence within eight (8) minutes. The measured time and distance shall be by the most direct route to the assigned station obeying all traffic laws.	Yes	Yes

<p>New Hire Requirements</p> <p>Complete probationary period of 2 years and may require an additional extension up to six months if approved by the Fire Chief. Firefighter I, II and First responder training must be complete within probationary period.</p> <p>Once the new hire has completed Firefighter I certification they will be able to don SCBA.</p> <p>New hires that have Firefighter I certification will be on a 1 year probationary period.</p> <p>Probationary employees can be dismissed at any time with or without cause.</p>	<p>Yes</p> <p>Yes</p>	<p>N/A</p> <p>N/A</p>
<p>Fire Department Call Percentages</p> <p>Requirements must be adhered to without exception. (See Section 2.5 Attendance.)</p>	<p>Yes</p>	<p>Yes</p>

2.2.6 Position Posting

Any available position in the Rogers Fire Department shall be posted at all stations. All postings shall include position, responsibilities and position closing date.

2.2.7 Northwest Metro Area Firefighter Physical Standards Job Description Addendum (1993)

- | | | |
|----|------------------------------|---|
| 1. | Lifting/Carrying | <p>Ground to Waist Level – 100lbs.</p> <ul style="list-style-type: none">- Dragging/removing fire victims- Advancing hose lines at fires- Carrying fans, rescue tools, and foam containers <p>Waist to Shoulder Level – 50lbs.</p> <ul style="list-style-type: none">- Opening/closing hydrant valves- Making hose connections- Lifting/carrying ladders, hose bundles, and other equipment <p>Above Shoulder – 35lbs.</p> <ul style="list-style-type: none">- Placing ladders against building- Pulling ladder halyard to raise ladder- Using axe and other equipment to ventilate structure- Lifting items onto fire apparatus |
| 2. | Firm Grasp | <p>Carrying items of substantial weight; i.e., fans, equipment, foam containers</p> <ul style="list-style-type: none">- Using axes or sledgehammers- Using hydrant wrenches- Dragging victims or hose lines- Pulling ladder halyard or using rope to lift items |
| 3. | Simple Grasp | <p>Carrying items: ladders, hose bundles, hose rolls and various equipment</p> |
| 4. | Reaching, Bending, Twisting: | <p>Picking up and carrying ladders, hoses, and other equipment.
Raising ladders against buildings.
Opening hydrants.
Connecting hose lines.
Using axes, sledgehammers and rescue tools.
Must be capable of reaching, extending the hands or arms in any direction.</p> |
| 5. | Climbing and/or balancing: | <p>Ascending or descending ladders, stairs, scaffolds, ramps and alike using feet and legs and/or hands and arms.</p> |

- | | | |
|-----|--------------------------------------|---|
| 6. | Crawling, Kneeling, Squatting: | Advancing hose lines in fire situations.
Searching for, and removing fire victims.
Picking up ladders, hoses and equipment from the ground. |
| 7. | Vision: | Normal vision needed, with or without correction, requires both near and far acuity, depth perception, field of vision and focusing. |
| 8. | Hearing: | Normal hearing needed; firefighter must discriminate among similar sounds in environments with a great amount of background noise. |
| 9. | Speech: | Must be able to communicate effectively to others in stressful situations. |
| 10. | Touching, feeling and using fingers. | Must be able to discriminate in items by feeling, and manipulate items such as SCBA valves, apparatus controls, alarm panel controls, and nozzle controls. Must be able to use ropes and tie knots. Must be able to determine the difference between hot and cold by touch. |

2.2.8 Firefighter Physical Agility Test

All firefighter candidates for employment in a Rogers Fire Department must pass a physical agility test. This test is designed to assure that every candidate has the physical strength, stamina, and agility required to effectively and safely carrying out the duties of a firefighter.

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

A candidate will be given a second try on the entire examination, should they fail an event on their first attempt. However, re-tries will be permitted only after all test events have been completed.

All events will be explained and demonstrated for all candidates by the testing staff prior to actual testing of any candidate.

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

The Rogers Fire Department Physical Agility Exam form will be provided by the Fire Chief to the testing staff.

See insert section 1 at back of manual for testing stations and requirements

2.3 Appointments and Selections

2.3.1 Member Appointments Qualifications

The Fire Department shall validate qualifications for appointments of members to all the various Fire Department positions based on his/her training and ability.

Open positions will be posted two months prior to selection for all membership to apply. (Recommended that applicants meet requirements in section 4.3 Position Training Requirements)

Members wishing to be considered for an officer's position must complete an application.

All information submitted to the Fire Chief as part of the appointment process will become Fire Department record.

All appointed positions shall be for a term of two (2) years unless otherwise specified.

In the event of a vacancy during the term of any said appointed position, the Fire Chief, Chief 11 and Chief 21 shall validate qualifications to appoint a member to fill the unexpired term.

The selection committee for the Chief 11 and 21 position will be the Fire Chief, City Administrator, Assistant City Administrator, and (1) fire officer and will make recommendation to the City Council.

2.3.2 Officer Selections

The Fire Chief will make a recommendation to the Rogers City Council for the appointment of the following positions: Chief 11 and 21, Captains 11,12, 21, and 22, and Lieutenants 11,12, 21, & 22.

Chief 11 and Chief 21: The officers will remain in this position until he/she resigns or the Fire Chief makes a recommendation to City Administration to end their term based on performance.

Captain Positions: The officers will remain in this position until he/she resigns or the Fire Chief makes a recommendation to City Administration to end their term based on performance.

Lieutenant Positions: The Lieutenant positions will be a three-year term. The officers will remain in this position until the end of the term, until he/she resigns, or the Fire Chief makes a recommendation to City Administration to end their term based on performance.

~~The Fire Chiefs will make a recommendation to the Rogers City Council for the appointment of the following positions. (Even numbered officers will be appointed on even years, odd numbered officers will be appointed on odd years)~~

Position	Term of Office	Staggered Year
Captain 11	2 Years	Bi-annually
Captain 12	2 Years	Bi-annually
Captain 21	2 Years	Bi-annually
Captain 22	2 Years	Bi-annually
Lieutenant 11	2 Years	Bi-annually
Lieutenant 12	2 Years	Bi-annually
Lieutenant 21	2 Years	Bi-annually
Lieutenant 22	2 Years	Bi-annually

2.3.3 Officer Position responsibilities (non-fireground):

Chief 11 & 21:

- General oversight and management of assigned station
- Station Appearance
- Support Captains and Lieutenants
- Station Discipline
- City Planning as it pertains to RFD

Captain:

- Captain 11: Trucks and Equipment Station 1
- Captain 12: Training
 - Training probationary fire fighters
 - Department training
- Captain 21: Trucks and Equipment Station 2
- Captain 22: Training
 - Training probationary fire fighters
 - Department training

Lieutenant:

- Lieutenant 11:
 - Assist Captain 11
 - Hose Testing Station 1
- Lieutenant 12:
 - Assist Captain 12
 - SCBA maintenance and repair Station 1
- Lieutenant 21:
 - Assist Captain 21
 - Hose Testing Station 2
- Lieutenant 22:
 - Assist Captain 22
 - SCBA maintenance and repair Station 2

2.4 Member Compensation

2.4.1 Compensation Plan

Members of The Fire Department are compensated semi-annual for officer pay, calls, training sessions, meetings and special detail according to the Pay Schedules.

2.4.2 Expense Reimbursement

Reimbursement of personal and/or Fire Department expenses incurred by members will be accomplished *within 30 days of submittal*. These expenses must be on the **Expense Reimbursement** form and submitted to the Fire Chief within 30 days of completion of training or expense was incurred.

Receipts for ALL expenses are required.
Reimbursement will only be paid after approval by the Fire Chief.

Reference city policy for more detail Insert number 7 at back of manual

2.4.3 Pay Schedule

Probationary	\$8.00 \$10/hour
Firefighter	\$9.00 \$11/hour
EMS/FF	\$10.00 \$12/hour
Drill Pay	Pay rate x drill hours
Officers Pay	\$200.00 \$500/year

2.5 Attendance

2.5.1 Call Response Percentage Requirements

The Rogers Fire Department is responsible for providing adequate staffing to respond to emergency situations in a timely fashion. This policy specifies the minimum required Fire Department percentages for response attendance.

Attendance Percentage

Members must meet 25% of combined medical and fire calls each quarter to maintain good standings in the department on an annual basis.

If a member is at a fire department sponsored training/event and is unable to respond to a call; the call will not be counted toward that member's percentage. (It is the members responsibility to report they were at training/event and missed call)

Call Response Attendance Recording

Attendance for fire/medical responses shall be recorded on the **Call Report** form that is filled out for each call. It shall be the responsibility of each member to sign their name on the attendance portion of the **Call Report** form.

Low Attendance Definition

A Firefighter member falling below the required Fire Department low attendance/drill percentage will be notified of such violation as defined below. The following procedure will be used for call response and drill attendance low percentage.

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

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

If a fire fighters response percentage drops below the department requirement during any quarter they will be disciplined based on the sequence outlined in section 2.5.3. Warnings, hereafter referred to as strikes, will expire three years from the time they are issued.

2.5.2 Training Percentage Requirements

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

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

Attendance Percentage

The Fire Department will offer a minimum of 24 training nights; members must attend a minimum of 16 training nights.

Mandatory Training

Listed training must be attended or made-up within the same calendar year: Hazmat OPS, First Responder, Confined Space, SCBA Fit Test, Right to know, Sexual Harassment, Fire Evac, Blood Borne Pathogens, and OSHA Respirator Medical Evaluation.

Makeup mandatory training DVD's and exams are available for RFD members to compete their training requirements. The makeup mandatory training must be completed within the training quarter they are required. First Responder, SCBA Fit Exam and N95 Testing, and Respiratory Evaluations will not be available on DVD's. You will be required to take the training and exams off-site to maintain your certifications.

Outside Fire Training Attendance

If the member is unable to meet the minimum training hours per calendar year the firefighter may attend off-site training when approved in advance by the Fire Chief.

Low Training Attendance Percentage Discipline

Any Fire Department member falling below the required attendance percentage will be notified of such violation as defined in section 2.5.3.

2.5.3 Low Call/Training Attendance Discipline

A member will be allowed three strikes in a rolling three-year period. If a fourth strike is received, then the Fire Chief will recommend to the City Council that the member be terminated. Strikes will be given for failure to meet 25% of combined medical and fire calls each calendar quarter, or failure to make the minimum training attendance (strike to be given in the calendar quarter the member falls below the required training attendance). It will be the responsibility of the Fire Chief to inform the Assistant City Administrator when a strike is given and when a strike is removed (after a three-year period has passed).

Temporary loss of a valid Minnesota Class D driver's license will require the firefighter to take a personal leave of absence. If taking a personal leave of absence does not cover the entire length of revocation, the firefighter is subject to termination.

2.6 Complaint Resolution

2.6.1 Complaint Resolution Process

It is the policy of The Rogers Fire Department to prevent the occurrence of complaints and to deal promptly with those that occur. Firefighters who have complaints involving the administration of this policy may avail themselves of the complaint resolution procedure described in this section. All complaints must be filed in writing *within 10 calendar days* after the occurrence of the event.

2.6.2 Complaint Resolution Procedures

If the complaint is member against member, follow **Steps 1-3**.

If the complaint is member against officer, follow **Steps 2-3**.

If the complaint is member against chief officer, follow **Step 3**.

Step	Complaint Resolution Procedures
1	Discussion with Fire Officer's If a complaint is against an officer, it goes directly to the Fire Chief.
2	Discussion with Fire Chief Discussion of a complaint with the Fire Chief in an attempt to resolve the complaint situation. In the event a firefighter is unable to reach an acceptable resolution with the Fire Chief, he/she shall then have the right to carry his/her complaint to Step 3. Complaints will be acknowledged <i>within 7 days after the occurrence</i> and solved within a reasonable time frame.
3	City Administrator and/or City Clerk If the complaint is not settled in Step 2, the complaint shall be presented in writing directly to the City Administrator <i>within 10 calendar days of step 2</i> . The decision of the City Administrator is final.

2.6.3 Retaliation for Complaint

Complainants shall be free from unreasonable restraint, interference, discrimination or reprisal in the presentation of their complaint. Problems relating to sexual harassment must be addressed according to the sexual harassment policy. (See **Section 2.12.2 Sexual Harassment**.)

2.6.4 Waiver of Complaint

If a complaint is not presented within the time limits set forth above, it shall be considered waived. If a complaint is not appealed to the next step within the specified time limit, it shall be considered settled on the basis of the last decision.

If the Fire Chief does not answer a complaint or an appeal thereof, within the specified time limits, the firefighter may elect to treat the complaint as denied at that step, and immediately appeal the complaint to the next step.

All responses should be properly documented and in writing when applicable.

2.7 Progressive Discipline**2.7.1 Disciplinary Process**

Discipline will be handled on a case-by-case basis and will be consistent with the discipline practices of the City.

2.7.2 Termination Process

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

A terminated member will be served a letter of termination stating the reason for termination from the Rogers Fire Department.

All terminations shall be reviewed and approved by the Rogers City Council.

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

2.8 Leave Benefits

Missed calls while on vacation/leave will not be counted toward member's percentage

2.8.1 Vacation Leave

Post probation through 9 years of service	= 7 days /calendar year
Start of 10 th year through 19 years	= 14 days/calendar year
Start of 20 th year	= 21 days/calendar year

Post probation through 9 years of service	= 5 Days /calendar year
Start of 10th year through 19 years	= 10 Days/calendar year
Start of 20th year	= 15 Days/calendar year

Vacation may be taken 1 day at a time with 1 week prior notice. All vacation must be requested 1 week in advance.

2.8.2 Medical Leave

Up to a *six-month medical leave* shall be granted for any illness or injury. A review will be conducted at the end of each six-month period by the Fire Department's approved

medical provider and the firefighter's medical provider to determine the advisability of continuing the medical leave. It shall be the member's responsibility to show cause why he/she should continue a medical leave at the end of each three-month period. (Refer to section 4.4 for return to duty requirements). Medical Leave will not affect relief credits; however leave of absence will constitute a break in service and relief credits will not accrue while on leave of absence.

Must provide a doctor's note to return to duty after any medical leave.

During this period, no calls, training or Fire Department functions are counted for or against that individual.

With documentation from their primary physician, the firefighter may perform administrative duties, attend training, or attend public education events upon approval of the Fire Chief.

2.8.3 Leave of Absence

A leave of absence for personal reasons will be granted for a period of *up to six (6) months*. An additional leave of *up to six (6) months* may be given upon the approval of the Fire Chief. In no case shall any personal leave *exceed twelve (12) consecutive months*. Any member unable to return after said leave shall resign. While on leave, such a member may be requested to surrender all Fire Department property and keys to the Fire Chief for the duration of his/her leave. No Fire Department functions shall be attended during said leave except social functions. All requests for leave must be submitted in writing with a specific starting date.

During this period, no calls, training or Fire Department functions are counted for or against that individual.

2.8.4 Military Leave

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

Members who are called to active duty will be carried as an inactive member. Upon separation from involuntary military duty, said member is eligible to become an active member again. He/she must comply with the membership eligibility rules for on-going members. Some training requirements may be waived upon agreement with the Fire Chief.

During this period, no calls, training or Fire Department functions are counted for or against that individual.

2.8.5 Funeral Leave

Firefighters may apply for emergency leave for up to three days upon the death of an

immediate family member. Fire Chief is required to approve the emergency leave. "Immediate family" is defined as mother, father, siblings, spouse, children, step-parents, step-children, foster children, significant other, grandparents, grandchildren, legal dependents, and spouse's mother, father, siblings, children, grandparents and grandchildren.

During this period, no calls, training or Fire Department functions are counted for or against that individual.

2.8.6 Jury Duty

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

If required to physically report to jury duty, no calls, training or Fire Department functions are counted for or against that individual for the days physically reporting. Documentation of reporting will be required and the Fire Chief must be notified.

2.9 Insurance Benefits

This benefits overview is intended to be used for members for information only. It is not intended to be a detailed description of benefits directly or indirectly offered or provided by The Fire Rogers Fire Department. For information on the conditions and/or exact benefits, the member should consult the City's Workers Compensation Insurance Provider.

All probationary and active members of The Fire Department are covered by workers compensation insurance. This insurance provides security for members and their families in the event of injury, illness or death while on a call, at a training session, or any sponsored or supervised activity or event.

All benefits are subject to the conditions of each policy and /or plan. Benefits are covered only while in the line of duty which includes fire calls, drills, training and meetings.

2.10 Meetings and Committees

2.10.1 General Business

General Business of the Rogers Fire Department consists of:

- Meetings (Business, Special, and Professional Associations)
- Committees
- Minutes will be recorded at fire department meetings
- Training

2.10.2 Special Meetings

Special meetings can be called by the fire chief. Special meetings can only be held after a minimum 24-hour notice is given to the membership. Members will be notified of a

special meeting by email.

2.10.3 Professional Association Meetings

The Fire Department appoints representatives to various professional associations. These representatives are responsible for attending the meetings and reporting relevant information back to the Fire Department.

2.10.4 Call Outs during Fire Department Meetings and Training

All members will respond to call outs during Fire Department meeting and Functions. Regular fire call pay and drill pay both apply during these call-outs.

2.11 General Benefits

2.11.1 Member Assistance/ Critical Incident Stress

A critical incident stress debriefing group session led by a team of specially trained mental health professionals and peer counselors shall be provided to Fire Department members when needed after a stressful incident call. To initiate this service, you must have the approval of the Fire Chief or designee.

2.11.2 Fitness Facilities

The Fire Department strongly encourages fitness activities for all members of the Rogers Fire Department.

Any abuse of the fitness equipment policy may result in the loss of the member's rights to use the equipment.

2.11.3 Professional Memberships and Licenses

The Fire Department may require members to obtain and maintain job required licenses and/or memberships in professional organizations and will be paid for by the Rogers Fire Department. Once approved by the fire chief.

2.12 Responsibilities of Members

2.12.1 General Conduct Guidelines

The Fire Department has established these general guidelines for member behavior in an effort to protect its members and the interests of the Fire Department. The Fire Department expects that members:

- Display professional conduct in behavior, during performance of duties, in appearance, with communications, during public contact and with security of information.
- Project a positive image.
- Maintain integrity.
- Follow the policies and procedures of The Fire Department.

- Keep any problems or matters within The Fire Department internal to the Fire Department and not communicated outside it without following the chain of command. This does not negate your rights as firefighters under the Federal Constitution.
- Shall not use obscene, uncivil or boisterous language and/or improper conduct at calls or while engaged in activities in which the Fire Department is participating.
- Shall carry out all orders from their superior officers to the best of their ability.

When any firefighter receives an order that is in conflict with a previous order, he/she shall so inform the officer who issued the conflicting order and be governed by his/her instructions.

2.12.2 Sexual Harassment

See city policy insert number 3 in back of manual

2.12.3 Alcohol and Drugs.

See city policy insert number 4 in back of manual

2.12.4 Tobacco

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

2.12.5 Telephone Use

Personal telephone long distance calls may be made only in emergency situations with the approval of a fire officer.

2.12.6 Building Usage

- General Usage
 1. All users shall be responsible for building security.
 2. The user and/or organization shall be responsible for damage to the facility and/or equipment and shall pay for repair and/or replacement.
 3. The apparatus and office room area shall be considered off limits to guests.
 4. Stereo and TV volumes shall not affect areas of the building other than the areas in which they are being used.
 5. The facility is to be left clean. Any trash generated shall be removed before vacating the premises.
 6. Access to fire equipment is not to be compromised.
 7. No overnight parking of personal vehicles or equipment is allowed.
 8. The area is left in a clean condition and the floors are swept, washed and dried.
 9. Fire Department apparatus may be moved by active firefighters only.
 10. No storage of personal equipment or repair items will be allowed. Lockers and apparatus area are for Fire Department equipment only.
- Communication Room

The communication room is for Fire Department use only.

2.12.7 Internet Use

See City of Rogers Information Systems Policy Insert number 2 at back of manual

2.12.8 Fire Department Reports

Following all Fire Department activity, the following reports shall be filled out, when appropriate:

1. Medical Form
2. Attendance Sheet
3. Minnesota Fire Incident Report Form (MFIR)

If any injury should occur, however minor, the **Accident/Injury** forms filed in the communication room are required to be completed, and returned to the fire chief.

2.13 Safety and Health

2.13.1 Employee Right to Know

The Fire Department will comply with the Minnesota Employee Right to Know Act of 1983, M.S. 182.65-182.675.

2.13.2 Injury Reporting Line-of-Duty

All firefighters shall immediately report to an officer any accident, sickness or injury occurring to themselves while on duty, no matter how trivial. Said officer shall ensure that the member completes all appropriate forms pertaining to the injury and notifies the Fire Chief. Injury is to include any blood borne or airborne pathogen exposures.

Note: Firefighter First Report of Injury forms are located in the communication room of the main station and must be filled out *within 24 hours* and given to a Fire Chief or designee.

2.13.3 Property Damage Reporting

All damage to Fire Department equipment and/or apparatus must be reported to a Fire Chief immediately. A written report may be requested.

Any accident involving a Fire Department apparatus shall be investigated by a police agency or Sheriff Department. A written report is required.

2.13.4 Employee Safety Concerns and Violations

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

The Rogers Fire Department has a safety suggestion box located at each station for suggestions from the membership.

2.14 Donations to Fire Department

2.14.1 Solicitation/ Receipt of Donations

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

2.15 Death/Resignation/Retirement

2.15.1 Death/Funeral

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

Rogers Fire Department will respond with a crew and apparatus to the wake and funeral of active or retired members of the Rogers Fire Department and Line of Duty Deaths (LODD) of North Suburban Regional Mutual Aid Association (NSRMAA) members, if so requested.

Apparatus Assignment for an Active or Retired member of the Rogers Fire Department will be A11, SQ 1 or SQ 2, and an Engine or Rescue 12.

Apparatus Assignment for LODD funeral less than 60 miles will be an Engine or Rescue 12.

Apparatus Assignment for LODD funeral greater than 60 miles will be SQ 1 or SQ 2 or Rescue 11/21, at the discretion of the Fire Chief.

~~The Fire Department shall assist with funeral arrangements for active and retired firefighters, upon the request of the firefighter's family. The fire chief shall approve all Fire Department participation in advance.~~

~~Rogers Fire Department may pay tribute to any NSRMAA Member. This may include the use of Rogers Fire Department apparatuses and personnel outside of the city.~~

2.15.2 Resignation

Any member wishing to leave The Fire Department in good standing shall provide the Fire Chief with a written resignation stating the last date of work. The last active day of membership will be observed as the termination date.

2.15.3 Retirement

The Fire Department will comply with all federal and state laws regarding retirement.

Any member who resigns from the Rogers Fire Department in good standing after ten

(10) years as an active member shall be considered a retired member of The Fire Department.

Years of service recognition:

- 10 thru 19 years of service receive a Plaque
- 20 years of service or more receive a Print

CHAPTER 3.0 UNIFORMS, EQUIPMENT AND APPARATUS USAGE

3.1	UNIFORMS AND TURNOUT GEAR	25
3.1.1	GENERAL USAGE	25
3.1.2	UNIFORM DRESS CODE	25
3.1.3	TURN-OUT GEAR DRESS CODE	26
3.1.4	DAMAGE TO UNIFORMS AND TURNOUT GEAR	26
3.2	SEAT BELT USAGE.....	26
3.3	FIRE DEPARTMENT EQUIPMENT USAGE.....	26
3.4	FIRE DEPARTMENT APPARATUS USAGE.....	27
3.4.1	OFFICIAL USE	27
3.4.2	GENERAL RULES.....	27

3.1 Uniforms and Turnout Gear

3.1.1 General Usage

All dress uniforms and turnout gear are owned by the Fire Department. All dress uniforms and turnout gear received by the firefighters from the Fire Department shall have proper care. Upon leaving the Fire Department all department issued uniforms and gear these shall be returned.

3.1.2 Uniform Dress Code

1. Approved uniforms shall be worn at all Fire Department activities as determined by the Fire Chief.
2. Fire department T-shirt or sweat shirt shall be worn at all Department meetings/training.
3. Dress uniforms will not be worn unless engaged in Fire Department activities.
4. All Fire Department clothing shall be maintained in first class condition. This shall include cleaning and general maintenance.
5. Fire Department clothing is issued when the firefighter becomes a regular member. If clothing should wear out, the Fire Chief shall review all replacements.
6. Approved uniforms are those approved by the Fire Chief. No other styles of pants, shirts or jackets will be allowed.
7. There will be no other patches, badges or pins on the uniforms except those approved by the Fire Chief:

Fire Dept Patch	On left shoulder
American Flag	Over right side pocket
Officer's/HFD Pins	On shirt/jacket collar
Name Tag	Above right side pocket
Uniform Badge	Above left side pocket
Length of Service Pin	On right side pocket
EMT Pin	On right side pocket
8. Fire Department issued Uniform shall include:
 - a. (2) T-shirts.
 - b. (2) Sweat Shirts
 - c. Short sleeve blue shirt
 - d. Long sleeve blue shirt.
 - e. Appropriate badges, pins, and patches.
 - f. Dress blue pants.
9. Uniform items members must furnish:

- a. Black belt
- b. Black boots
- c. Black socks

3.1.3 Turn-Out Gear Dress Code

1. Each firefighter will wear the complete turn-out gear issued by the Fire Department when engaged in any emergency/drill necessitating its use. Officers may give permission to alter or downgrade turn-out gear use at any time as conditions may dictate.
2. Fire Department issued turnout gear shall include:
 - a. Turnout Coat
 - b. Turnout Pants
 - c. Boots
 - d. Nomax Hood
 - e. Gloves
 - f. Helmet
 - g. SCBA Mask
 - h. Spanner belt
 - i. Flash light
 - j. Safety glasses
 - k. Safety vest
3. All Fire Department issued turnout gear shall be maintained in first class condition. This shall include cleaning and general maintenance.
4. All Fire Department issued turnout gear shall be for authorized Fire Department use only
5. Safety vests must be worn on medical calls

3.1.4 Damage to Uniforms and Turnout Gear

All members shall notify the Fire Chief of any damage to turnout gear.

1. Replacement of Fire Department turnout gear that is damaged within reasonable use and/or conditions of use shall be replaced at Fire Department expense.
2. All replacements must be approved by the Fire Chief.

3.2 Seat Belt Usage

All Fire Department members are required to wear their seat belt when responding in their personal vehicles to or from a call out and when riding in any Fire Department apparatus, as required by State law.

3.3 Fire Department Equipment and Station Usage

3.3.1 Equipment

No member shall remove any equipment for personal use. Any unauthorized use shall

result in disciplinary action.

3.3.2 Use of Fire Stations

1. The fire stations may not be used for personal or private functions. Use of the fire stations for meetings must be scheduled through the Fire Chief.
2. The Firefighter Relief Association and Rogers Fire Auxiliary shall continue to have permission to hold its meetings in fire department facilities as necessary.
3. Fire Safety education events, including fire prevention and birthday parties shall require the permission of the Fire Chief.

3.4 Fire Department Apparatus Usage

3.4.1 Official Use

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

All Fire Department apparatus shall be available for official use by *qualified* Fire Department members. Qualified means having been trained on operating a fire apparatus vehicle.

Official use includes, but shall not be limited to:

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

3.4.2 General Rules

1. All drivers shall be qualified and responsible for the apparatus and related functions.
2. Drivers shall not move the apparatus until the crew is seated, seat belts are fastened and all cab doors are shut. The apparatus shall not be moved until it is determined that all personnel are clear of the apparatus.
3. The driver shall operate apparatus in a safe and efficient manner.
4. At no time shall more members or equipment approach the emergency scene than is absolutely necessary for existing conditions. It shall be the Incident Commander's duty to cancel and excuse all unneeded or unnecessary personnel and equipment in a timely and prudent fashion.
5. All firefighters shall stay with their apparatus unless ordered to assist at the scene.
6. All firefighters must return to the station after each call, unless excused, to prepare all equipment for the next emergency.

7. No personnel shall be released until such apparatus and equipment is cleaned, replaced and in proper working order.
8. The driver shall be responsible for putting the apparatus back in proper working order.
- ~~9. Any time apparatus are being backed they must have a spotter~~
10. Apparatus wheels must be chocked whenever out of station

3.4.3 Backing of Emergency Vehicles

1. The driver shall activate all emergency lights on the apparatus when backing up.
2. Emergency vehicle should be backed up with the help of a safety person.
3. The safety person shall make sure there are no problems that will interfere with the backing up of the emergency vehicle.
4. The safety person shall remain in full view of the driver (through side mirrors) until the emergency vehicle is positioned in the desired location.
5. Both driver and safety person will be responsible for the safety while backing up.

EXCEPTION:

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

CHAPTER 4.0 HEALTH/TRAINING REQUIREMENTS

4.1	Medical Training	29
4.1.1	First Responder or EMT	29
4.1.2	Blood Borne and Airborne Pathogen Requirements	29
4.2	Fire Training.....	29
4.2.1	Fire Training Requirements.....	29
4.2.2	Outside Training	30
4.2.3	Training Responsibility	30
4.3	Position Training Requirements.....	30
4.4	Return to Duty Assessment.....	31
4.4.1	Compliance Requirement.....	31
4.4.2	Return to Duty (after a disability related absence).....	32
4.4.3	Successful Completion of Assessment (Pass)	32
4.4.4	Unsuccessful Completion of Assessment (Did Not Pass).....	32

4.1 Medical Training

4.1.1 First Responder or EMT

All non-probationary members shall meet the following minimum first aid requirements:

1. A current First Responder certificate or EMT certificate
2. No member shall let his/her certification expire.
3. Members not meeting the minimum EMS requirements shall not act or respond as rescue squad members or on medical responses.
4. Members who are not EMS current or qualified will not receive pay or credit for medical calls.
5. It shall be the responsibility of each member to keep the Training Officer updated with copies of current certificates.
6. When the departments EMT's fall below 6 members the chief will notify the members of the vacant positions. The officers will select qualified members to attend the EMT training course. The department will reimburse the EMT for his/her time, and the cost of the course in accordance with the reimbursement policy set forth in the City of Rogers Resolution #1988-4

4.1.2 Blood borne and Airborne Pathogen Requirements

All members shall take a blood borne and airborne pathogen-training refresher annually.

4.2 Fire Training

4.2.1 Fire Training Requirements

1. All members must meet the minimum requirements as set forth in **Section 4.3 Position Training Requirements.**
2. It shall be the responsibility of each member to turn in all copies of certificates of courses of outside (extra) training taken to the Fire chief.

4.2.2 Outside Training

1. All available outside training, state fire schools, conferences, and seminars will be posted at stations.
2. It shall be the member's responsibility to periodically review available outside training.
3. All outside (extra) training that is paid for by the Fire Department must be approved by the Fire Chief prior to taking the course. Failure to do so will result in no reimbursement.
4. Outside training expense must be within the City's approved budget.
5. Any member requesting any outside training classes, that are to be paid for by the Fire department, must have approval from the Fire chief.
6. No Fire Department vehicle will be used for transportation to alcohol drinking establishments.

4.2.3 Training Responsibility

Management of the fire-training program will be the responsibility of the Training Captain.

All courses must be completed successfully. Certification of completion must be presented to the fire Chief within 30 days. No reimbursements will be issued without certificate of completion.

4.3 Position Training Requirements

Position Training Requirements			
Position	Required Minimum Training Requirements	Recommended Training Courses	Outside Training Hours
Probationary Firefighter	<input type="checkbox"/> Firefighter I	<input type="checkbox"/> First Responder/EMT <input type="checkbox"/> Firefighter II	
Firefighter	<input type="checkbox"/> Firefighter I & II Course <input type="checkbox"/> First Responder/EMT <input type="checkbox"/> Drivers Training <input type="checkbox"/> Hazardous Materials Operational	<input type="checkbox"/> Pump Operation <input type="checkbox"/> Tactics <input type="checkbox"/> Incident Command <input type="checkbox"/> Building Construction <input type="checkbox"/> Auto Extrication	

	<ul style="list-style-type: none"> ▪ NIMS 100, 200, 700 		
Lieutenant	<ul style="list-style-type: none"> <input type="checkbox"/> Firefighter qualifications <input type="checkbox"/> 4 years of fire service <input type="checkbox"/> Tactics <input type="checkbox"/> Incident Command ▪ Building Construction ▪ NIMS 100, 200, 700, 800 	<ul style="list-style-type: none"> <input type="checkbox"/> Instructor <input type="checkbox"/> Leadership <input type="checkbox"/> Fire Cause Determination ▪ Safety 	
Captain	<ul style="list-style-type: none"> <input type="checkbox"/> Lieutenant qualifications <input type="checkbox"/> Fire Cause Determination ▪ Leadership ▪ Safety ▪ Hazardous Materials ▪ NIMS 100, 200, 700, 800 	<ul style="list-style-type: none"> <input type="checkbox"/> Instructor <input type="checkbox"/> Hazardous Materials <input type="checkbox"/> Administration <input type="checkbox"/> Arson 	
Assistant Chief	<ul style="list-style-type: none"> <input type="checkbox"/> Captain qualifications ▪ Administration ▪ Must have served 2 complete terms as an officer ▪ Disaster Management ▪ NIMS 100, 200, 300, 400, 700, 800 	<ul style="list-style-type: none"> <input type="checkbox"/> Arson <input type="checkbox"/> Leadership <input type="checkbox"/> Hazardous Materials ▪ Administration ▪ Disaster Management 	
Chief	<ul style="list-style-type: none"> <input type="checkbox"/> Captain qualifications <input type="checkbox"/> Administration ▪ Disaster Management ▪ Must have served as Asst. Chief for 1 term ▪ State of MN emergency Management Certification ▪ NIMS 100, 200, 300, 400, 700, 800 	<ul style="list-style-type: none"> <input type="checkbox"/> Administration <input type="checkbox"/> Disaster Management 	

4.4 Return to Service Assessment

4.4.1 Compliance Requirement

Failure to participate/cooperate with the Health & Fitness requirements outlined in this

section or the recommendations made by Fire Chief and health care provider may lead to disciplinary action ranging from suspension to dismissal as determined by the Fire Chief.

4.4.2 Return to Duty (after a disability related absence)

Members who are on a medical leave or are unable to perform their job because of an accident, sickness, injury, pregnancy or medical condition are required to contact the Fire Chief by the 7th consecutive day of onset.

4.4.3 Successful Completion of the Physical Agility Test (Pass)

The results of a successful completion (passing) of the firefighter physical agility test are as follows:

New Applicants	Move on to the next step in the process.
Probationary Members	Move on to active member status after completion of Probationary period and any other Fire Department requirements.
Active Members	Remain on active duty.

4.4.4 Unsuccessful Completion of the Physical Agility Test (Did Not Pass)

The results of an unsuccessful completion (not passing) of the firefighter physical agility test are as follows:

New Applicants	No position offered.
Probationary Members	Does not satisfactorily complete Probationary Period. Active member status may be denied. (Reference Section 2.2.4 Membership Eligibility and Section 7.1.1 Probationary Firefighter.)
Active Members	First Time of Unsuccessful Completion Member remains on active status and must schedule a

	<p>retake date for the Agility Test <i>within six weeks</i>.</p> <p>Second Time of Unsuccessful Completion Member must meet with the Fire Chief. The member will schedule an appointment with a physician and submit recommendations to the Chief.</p> <p>The member will have <i>up to six months</i> to schedule a retake date for the firefighter physical agility test.</p> <p>Third Time of Unsuccessful Completion Member can decide to take a Leave of Absence (see Section 2.8.3) or resign (see Section 2.15.2).</p> <p>The member must retake and pass the firefighter physical agility test upon return from the Leave of Absence.</p>
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Fire Department Policy Acknowledgement Form

I acknowledge that I have read and understand the Fire Department administrative Policy and Fire Department Guidelines.

Printed Name

Signature

Date

I acknowledge that I have made this Policy regarding the Fire Department administrative Policy and Fire Department Guidelines available to the above-named person for review.

Printed Name

Signature

Date

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Section 1

Physical Agility Test (PAT)

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

For the test, participants will wear an SCBA pack and firefighter protective clothing.

Required:

- **Long Pants**
- **Hard Hat with strap**
- **Work gloves**
- **Footwear with no open toe/heel**

Watches and loose or restrictive jewelry is not allowed.

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

No running allowed between events

Two stop watches will be used to time the PAT. If one watch fails the back up watch will be used.

Any candidate who fails the PAT will be given 3 months to prepare for the retest.

- **If an individual fails the retest, an additional 3 months will be granted to prepare for the 2nd retest**
- **A 3rd failed PAT will result in up to 3 months unpaid leave.**
- **A 4th failed test will result in termination.**



Rogers Fire Department Physical Agility Exam

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

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

Section 2

City of Rogers Information Systems Policy



Purpose

This document formally defines the City of Roger's official policy for appropriate information systems (IS) usage, security and hardware standards. This policy is to be adhered by all users (such as full time, part-time, temporary employees, vendors, consultants, volunteers, interns and others) who have access to or use the City of Roger's information systems both on and off of City property. IS systems include, but are not limited to, computers, internet usage, printers, software, telephone, cell phone, and voicemail.

Prohibited Use

Use of City information systems are strictly prohibited at all times:

- For illegal activities
- For profit and commercial activities
- For any other public office or employment which is not associated with City employment responsibilities, as determined by the City Administrator
- Wagering, betting, or selling chances
- Annoying or harassing individuals
- For any political or religious activities
- For fund-raising, except for City approved activities as determined by the City Administrator.
- For any unethical activities
- For acquisition, storage, or dissemination of data which is illegal, pornographic, or which negatively depicts race, sex or creed.
- Misusing, disclosing, without proper authorization. This includes making unauthorized changes to a personnel data.
- Transmit any proprietary, confidential, or otherwise sensitive information with the proper controls.
- Any questions about appropriate technical activity should be forwarded to the City clerk for a determination.

Personal Usage

The City recognizes that some personal use of City-owned computers and related equipment has and will continue to occur. Controls are necessary, to protect the City's equipment and information systems from abuse.

- Only City employees may use City-owned equipment. Family members or friends of employees are not allowed to use City equipment or technology resources. This includes cell phones, laptops, computers, and printers.
- Users must obtain their immediate supervisor's approval prior to personal use of IS systems.
- Users must never access their personal files from disks, flash drives, DVDs, CDs. These files may contain a virus that can disrupt the network.
- Users must never save personal files to City servers or work computers.
- Users must never save City data on personal media such as but not limited to DVD's, CDs, paper, and flash drives.

Email

- Reasonable use of City e-mail systems for personal correspondence is allowed on a limited basis. It must not interfere with an employee's normal work and is consistent with all provisions in this policy.
- Using any City email account to participate in any kind of non-business related email lists or publication is prohibited.
- Transmission of any non-business data attachments is prohibited such as, but not limited to: audio, graphic, movie files, games, content of an offensive or pornographic nature, and copyrighted material. The transmission of these files can burden the City's information systems.
- Do not open email attachments or links from an unknown sender. Delete junk or "spam" e-mail without opening it if possible. Do not respond to unknown senders.
- The City retains the right to use any appropriate means of eliminating the delivery of junk e-mail, including e-mails that contain profanity, sexual content or adult content.

Backup

The City of Rogers backs up all City e-mail boxes. The backups are retained for 7 days. It is recommended that all users delete all read e-mail messages from the email system as soon as they have been dealt with.

Storage

- The email system has limited capacity to store emails. E-mail is intended as a medium of communication, not for information storage; therefore email should not be used for the storage of maintenance of official City records or other City information. Please archive messages off of the server to a network folder.
- You will be emailed a notice if your email storage has reached its limits. Please delete or archive any unnecessary email, failure to do so will result in you being unable to receive new email.

Retention

All emails shall follow your department retention guidelines.

File Size

City of Rogers limits the file size of emails with attachments to be no larger than 10 megabytes in size to be sent or to be received.

Internet Usage

Internet is available to use for research, education, and communications directly related to the work tasks of the City.

- All information found on the Internet should be considered suspect until confirmed by another source.
- Internet use during work hours must be limited to subjects relating to an employee's job duties. Personal use of the Internet during non-work hours (breaks, lunch hour, before or after work) is permitted. However, employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating

intolerance of another people, races, or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.

- No software or files may be downloaded from the Internet unless approved in advanced by the IS department. This includes but is not limited to free software, toolbars, music, screensavers and games. Downloading anything from the internet is considered a security risk that may cause the inadvertent spread of malicious software across a network.
- The City retains the right to use management software to monitor end user activity. This software may monitor and limit internet activity to ensure efficiency and safety of this resource.

Hardware and Software Acquisition

The IS Specialist and the City Administrator must approve all hardware and software acquisitions prior to acquisition to ensure consistency with the architecture of the City's information systems network. Hardware includes any devices that are connected to City computers, or network such as CD\DVD drives, flash drives, PDA's and digital cameras. Users are prohibited from installing, downloading, or acquiring hardware and software without prior approval from the IS Department and their supervisors.

Installation, downloads, and configuration

No user will be allowed to modify hardware or software configurations on IS hardware. Please contact the IS Department for hardware and software support. This is to ensure all IS systems are running as efficiently as possible and in a secure manner.

Licensing

- All software must be purchased by and licensed to the City of Rogers.
- City owned software may not be installed on non-City owned equipment unless there is prior approval of department director and IS Department.
- City users are required to abide by software and documented copyright laws and licensing agreements.

Audit

The City of Rogers reserves the right to monitor and audit the use of its IS systems at any time with or without the user's consent. A non-conforming audit may result in the removal of hardware and/ or software not complaint with this policy.

Data Management

Under the provisions of the Minnesota Data Practices Act, all data stored on computer media owned, leased or rented by the City is considered to be owned by the City. Data is subject to the Minnesota Data Practices Act and its use and dissemination is consistent with the data classification under the Minnesota Data Practices Act. This data is also subject to review and investigation at the discretion of the City Administrator, IS Specialist, and / or law enforcement. The City Clerk should be contacted with questions regarding the classification of public and private data.

- **Storage**

All City data must be saved to a network drive on a City owned server. The City clerk should be contacted with questions regarding the City records retention schedule.

- **Backup**
The IS department backups up all data stored on the file servers. Backup tapes are retained for 7 days. Therefore data can be restored up to 7 days in the past if necessary. Data saved on workstations are not backed up unless otherwise notified by the IS department.
- **Police Data**
According to the BCA, any vendor, police staff, or City employee that has access to Police data is required to get fingerprinted and receive a background check.
- **Portable media**
Approval is necessary prior to the purchase of or use of flash drives, CD/DVD drives, digital cameras, PDA's, and other devices that allow the copying of City data. A request must be made to the IS Department prior to purchase or use. This is to ensure that the media has the latest encryption and security measures which will help protect the Cities assets.
- **Portable files**
To facilitate off-site work, users may copy appropriate files to and from diskettes, writeable CDs, or IS approved flash drives. A current copy of the portable file(s) must be maintained on the City server.

Notice of computer problems

- Employees are responsible for notifying the IS Department about computer problems or odd computer behavior. Small problems may indicate a more serious network or computer issue, so employees are encouraged to err on the side of caution when deciding whether or not to raise a question or concern.
- Issues will be resolved within an appropriate time frame based on work load of IS Department and the severity of the issue.

Software, hardware, games, and screen savers

- All software and hardware required for an employee to perform his or her job functions will be provided by the City. Requests for new or different equipment/software should be made to your supervisor or directly to the IS Department.
- The IS Department may without notice remove any unauthorized programs, data, or downloads if it is deemed that they could harm the City systems. This may include games, screen savers, and toolbars. This software may contain malicious software that can track your internet usage, discover passwords, and create other malicious acts that could potentially harm City assets.

Security

The IS Department is responsible to develop and maintain appropriate security measures to protect the City of Rogers IS systems and resources.

Passwords

- Network passwords must have the following 3 out of 4 characteristics. Must contain a capital letter, lower case letter, number, and or special character (& * <). Passwords must be at least 7 characters long. The more complex a password is, the more secure the password will be from malicious attacks.

- Never share a password with other people. If it is necessary to access an employee's computer when he or she is absent, please contact the IS Department for assistance.
- Passwords should not be stored in any location on or near the computer. If necessary, store your password in a document that is locked when you are absent from your desk.
- You will be prompted to change your password every 180 days. Users must change their password when prompted.

Virus Protection

- All computer workstations, laptops, and servers must be protected from viruses using up to date antivirus software. Users may not alter their system's configuration or take other steps to defeat virus protection devices or software.
- All files on removable media must be scanned for viruses prior to installation onto or access from City computer equipment. Any files suspected or known to contain viruses must be immediately reported to the IS Department for proper handling.

Remote Access

- Certain employees may be given the ability to access the City's computer systems from remote locations or from home, using either personal equipment or City-owned equipment.
- Remote access is generally limited to staff who are classified as exempt and who frequently work independently on City business. Non-exempt staff may be given temporary access from time to time as needed but only with the approval of their supervisor, the City Clerk and the IS Department.
- Employees with remote access will be given specific instructions from the IS Department on how to protect City equipment.

Wireless Access

- Unauthorized wireless access into the City's computer network is strictly prohibited. Users may not attempt to scan, connect to, or install any wireless computing device on City equipment or property.
- Any authorized wireless access must be configured by the IS Department.

Physical Security

- City users are expected to provide reasonable security to their computer workstations and related equipment. This includes ensuring that removable media must be kept in a secured area, and that confidential data is not displayed in such a manner that unauthorized personnel can view it.
- All IS equipment is City property and must remain on current premises unless otherwise approved by their supervisor for a short term. Users may not move equipment outside of its assigned area without prior approval from the IS Department. Designated portable equipment such as projectors, laptops, and digital cameras may be removed from City buildings only for City business.
- Please use caution when leaving equipment unattended. Do not leave City computer equipment in an unlocked vehicle or unattended at any off-site facility.
- Users should log off their computers when absent for an extended time. Users may "lock" their workstation if absent for a short period of time.

Desk Telephones

Desk telephones may be used for personal use as long as it does not interfere with the normal duties of the employee and the above guidelines are followed:

- In the event that an employee needs to make personal toll call, the person must use a personal calling card.

Cellular Telephones

- The purchase of City cellular phones is governed by the City's purchasing policy. The allocation of cellular phones to a department will be determined by the Department Head.
- The City may purchase cellular phones for employees who have a business necessity to telephone others and receive calls while outside of City buildings, or for the employees' personal safety. Cellular phones are City equipment and are to be used by authorized employees to conduct business in a professional manner. Employees are responsible for the proper care and handling of all City equipment in their possession.
- Cellular numbers shall not be given out to the general public unless previously authorized by the City Administrator or Department Head.
- Calls will be limited to those that are necessary in order to perform assigned duties based upon circumstances at that time. Calls that are not urgent will be made by other means. All calls will be held to the shortest duration possible.
- City employees having access to assigned City owned cellular phones during non-business hours may make necessary personal phone calls during non-business hours. Personal use of City owned cellular phones should be kept to a minimum.
- Employees must reimburse the City for all personal cellular calls made where a roaming or other fee is charged.
- The City Council recognizes that for those employees on a 24-hour on-call basis, it would be unreasonable to expect them to carry both a City issued phone and a personal phone. However, the personal phone calls should not exceed the designated calling plan.
- All City-owned communication devices (cellular phones, pagers, etc.) shall remain the property of the City and shall be returned to the City upon termination of employment or if the communication device(s) is no longer for work-related purposes.

Compliance

- On a monthly basis, cellular phones bills from each cellular phone will be submitted to the Department Head. If necessary, the employee will reimburse the City of Rogers for personal calls made over the calling plan rate. The Department Head will then compare the cellular phone bills against this policy, and forward the cellular phone bill to the Finance Department. If the employee fails to make payments as required, the City reserves the right to deduct the amount due from the employee's paycheck.

Safety

- If calls are made inside a vehicle, employees are encouraged to bring vehicle to a complete stop when answering cellular calls. All outgoing calls, whenever practical, should be made with the vehicle in a stationary position.

- Employees should be cognizant that cellular phone communications are not a secure form of communication. Sensitive information should be conveyed through a more secure form of communication.

Reimbursement for Employee Owned Cellular Phones

- Some employees may own cellular phones. In order to qualify for reimbursement for City business conducted on employee-owned cellular telephones, the employee must comply with the following:
 - Employee must obtain advance written approval from the Department Head for business use of the employee-owned cellular telephone.
 - An employee may be reimbursed for costs of City business for a monthly rate as established by the Department Head.
 - Documentation and the process for requesting that reimbursement will follow the City's employee expense reimbursement policy, i.e. verified claim form.
 - Reimbursement requests require Department Head approval for payment. The City reserves the sole authority to approve or not approve any request for reimbursement.

Copiers, Fax Machines, Printers

Users will reimburse the City of Rogers for personal copies, faxes, and print requests.

Expectation of Privacy

As a government agency, the City is subject to public disclosure laws. All files and documents including personal messages are owned by the City and may be subject to open records requests under law. Users should have no expectation of privacy.

Violation of Policy

Violations of this policy will be addressed consistent with the City's Personnel policy. The City may also be required by law to report certain illegal activities to the proper enforcement agencies.

Glossary of Terms

Configuration: The way a system is set up or the assortment of components that make up the system. Configuration can refer to either hardware or software or the combination of both.

Downloads: To transfer data or programs from a server or host computer to your own device.

Electronic Mail (E-Mail): A system for sending and receiving messages from one individual to another via telecommunication links.

File server: A computer that makes files available to workstations on a network.

Information Systems: IS systems include, but not limited to, computers, internet usage, printers, software, telephone, voicemail and others deemed appropriate.

Internet: Vast computer network linking small computer networks worldwide. The internet includes commercial, educational, governmental and other networks.

Licensing: Formal permission from a governmental or other constituted authority to do something.

Network: System containing computers, printers, phones and visual display devices which are connected by telecommunication equipment that transmits and receives data.

Removable media: A removable device to store information on such as floppy disk, CD, flash drive.

Software: The programs used to direct the operation of a computer.

Users: Full time, part-time, temporary employees, vendors, consultants, volunteers, interns and others) who have access to or uses the City of Roger's information systems both on and off of City property.

Section 3

Sexual Harassment Policy

Sexual Harassment

The City of Rogers is committed to creating and maintaining a work place atmosphere free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the City's strong disapproval of unlawful sexual harassment, to advise employees of their behavioral obligations and to inform them of their rights.

In order for a sexual harassment issue to be addressed, it must be brought to the attention of management. In order for action to be taken, information must be forwarded to the appropriate level of management.

To provide the employees with a better understanding of what constitutes sexual harassment, the following definition, based on Minnesota Statutes, is provided:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature, when:

- A. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations, or public services, education or housing.
- B. Submission to or rejection of that conduct or communication by an individual is used as a factor in decision affecting that individual's employment, public accommodations or public service, education or housing; or
- C. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational or housing environment; and in the case of employment the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact, unwelcome sexual jokes or comments, sexually explicit posters or pinups,

repeated and unwelcome requests for dates or sexual favors, sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior.

In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress. However, some forms of sexual harassment may be so severe that repetition is not needed for the act to be considered sexual harassment.

All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment. Violations of this policy may constitute just cause for discipline, up to and including discharge. Each situation will be evaluated on a case by case basis depending on the severity and the circumstances involved.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. Immediate Supervisor
2. Department Head
3. City Administrator

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also urged to take the following steps:

- A. Make it clear to the harasser that the conduct is unwelcome and document that conversation.
- B. Document the occurrence of harassment.
- C. Submit the documented complaints to your Supervisor, the Department Head or the City Administrator. We urge the employee to put the complaint in writing.
- D. Document any further harassment or reprisals that occur after the complaint is made.

Employees have the right to raise the issue of sexual harassment and to file complaints with respect to such harassment without reprisal. The City recognizes that there are inherent difficulties in developing evidence and maintaining close working relationships among employees in instances where harassment has occurred.

Because of this, the City urges that conduct, which is viewed as offensive is reported immediately to allow for corrective action to be taken through education and initial counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. The City is obligated to prevent and correct unlawful harassment in a manner that does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The City of Rogers will, in all cases, take action to correct any reported harassment to

the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Section 4

Respectful Workplace Policy

Policy Statement: Every employee of the City of Rogers is charged with responsibility for promoting an organizational atmosphere of mutual respect and teamwork. The City commits to maintaining a respectful work environment free from violence, discrimination, sexual harassment, and other offensive or degrading remarks or conduct.

The intent of this policy is to provide general guidelines about conduct that is and is not appropriate in the workplace. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability: Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel including full-time, part-time, paid-on-call and temporary employees, as well as volunteers. The policy also extends to elected and appointed officials. In addition, except as otherwise provided below, the policy covers interactions between the aforementioned parties both during and outside of regular working hours.

Possession and Use of Firearms. In order to maintain the safest possible working environment for all employees, the possession and use of firearms by regular, seasonal, or temporary, full or part-time employees (including paid-on-call firefighters) and volunteers is prohibited on City property, in City vehicles, or in any personal vehicle, while being used for City business, except as otherwise noted. This includes employees with otherwise valid permits to carry firearms. The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

This section regarding firearms does not apply to elected and appointed public officials. Additionally, this section does not apply to employees or volunteers outside of working hours or at times when not acting in their official City capacities.

Types of Disrespectful Behavior: The following types of behaviors cause a disruption

in the workplace and are considered unacceptable and, in many cases, unlawful.

- ❑ **Violent behavior** includes the use of physical force, harassment, intimidation or threats.
- ❑ **Discriminatory behavior** includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.
- ❑ **Offensive behavior** may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees, supervisor, and department director what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. If an employee is unsure whether a particular behavior is appropriate, he/she should request clarification from their supervisor, department director, or human resources director.
- ❑ **Sexual Harassment** can consist of a wide range of unwanted and unwelcome sexually directed behavior. Sexual harassment in the workplace is against City policy and against the law. Employees are encouraged to review the City Sexual Harassment Policy for more information.

Employee Response: Employees who believe that disrespectful behavior is occurring are urged to deal with the situation in one of the ways listed below:

Step 1. Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 2. If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor, department director, or human resources director (Assistant City Administrator). The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than three business days after your report.

Step 3. In the case of violent, intimidating or threatening behavior, all employees are required to report the incident immediately to their supervisor, department director or human resources director.

Step 4. If, after a reasonable length of time (e.g., 30 days), you believe inadequate action is being taken to resolve your complaint/concern, report the incident to your department director, human resources director or City Administrator's Office.

Supervisor Response: Employees who have a complaint regarding disrespectful workplace behavior will be taken very seriously. In the case of discriminatory behavior, supervisors are required to report the allegations within two business days to the human resources director or the City Administrator's Office. A supervisor must act on such a report even if requested otherwise by the alleged victim. In situations other than allegations of discriminatory behavior, supervisors will use the following guidelines when inappropriate behavior is reported:

Step 1. If the nature of the allegations and the wishes of the alleged victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender/alleged offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. The investigator will obtain the following: description of the incident (including date, time and place), corroborating evidence, list of witnesses, and identification of the alleged offender.

Step 3. The supervisor must notify his/her department director about the allegations. The department director must immediately contact the human resources director to discuss the incident.

Step 4. As soon as practicable after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. A Tennessean Advisory will be given to the alleged violator and all witnesses. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the human resources director, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

Special Reporting Requirements:

If the human resources director is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will assume the responsibility for investigation and discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace

behavior incident, a report will be made to the City Attorney's Office, who will confer with the appropriate elected officials regarding investigation and action.

If an elected official is perceived to be the cause of a disrespectful workplace behavior incident involving City personnel, the report will be made to the City Attorney's Office who will undertake the necessary investigation. The City Attorney's Office will report investigative findings to the elected officials, who will take the action deemed appropriate.

Pending completion of any investigation under this policy, the City Administrator may at his/her discretion take actions necessary to protect the alleged victim, other employees, or citizens.

Confidentiality: An employee reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The employee's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee's personnel file.

Retaliation: The City may discipline (consistent with any existing disciplinary policies or union contract language) any employee who retaliates against any person who reports alleged violations of this policy, or who retaliates against any person who participates in any investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Abusive Customer Behavior:

While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact. If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

Examples of Inappropriate Workplace Behavior: The following are examples of inappropriate workplace behavior. These lists are not intended to be all inclusive nor do they cover every possible circumstance. The City reserves the right to determine a course of action that deviates from this guideline.

Category 1: The following behavior may result in a verbal warning:

- Angry outbursts
- Offensive joking
- Repeatedly asking for dates
- Inappropriate visuals, such as cartoons and photographs
- Name calling
- Vulgar obscenities
- Disrespectful language
- Subtle intimidation

Category 2: The following behavior may result in a written reprimand:

- Intimidation by word or action
- Unwanted touching
- Unjust exercise of power through word or action
- Repeated behavior from Category 1

Category 3: The following behavior may result in suspension:

- Retaliation
- Verbal threats, abuse
- Pushing, shoving
- Carrying an unauthorized weapon
- Overt intimidation by word or action
- Repeated behavior from Category 1 and 2

Category 4: The following behavior may result in termination from employment:

- Physical assault (with or without a weapon)
- Sexual assault (including forced fondling)
- Destruction or theft of City/County property
- Repeated behavior from Category 1, 2, 3

Section 5

Substance Abuse Policy

The purpose of this policy is to provide all Fire Department personnel with guidelines for conduct and to protect the safety of members of the Rogers Fire Department at the public.

Substances:

1. Illegal Drugs

Fire Department personnel shall not consume or possess illegal substances, misuse prescription medications or possess drug paraphernalia. This applies whether on-duty or off-duty.

2. Alcohol

Under no circumstance shall Fire Department personnel respond for duty if they are under the influence of drugs or alcohol or have a noticeable odor of intoxicants on their person. Fire Department personnel shall be removed from the immediate activity/scene and disciplined if they respond for duty with a blood alcohol concentration in their system equal to or in excess of 0.04. It is the responsibility of the member to determine how soon after consumption that their alcohol level has dropped to 0.00.

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

Under no circumstance shall Fire Department personnel attend scheduled training, fire prevention activities, meetings, or special events if they are under the influence of drugs or alcohol or have a noticeable odor of intoxicants on their person.

Fire Department personnel shall not consume alcohol on-duty, or while in uniform off-duty. Rogers Fire Department personnel displaying any item that identifies the individual as a member of the Rogers Fire Department shall not be or appear to be intoxicated.

There is NO ALCOHOL CONSUMPTION at any of the Rogers Fire department fire stations without the Rogers Fire Department having obtained a temporary liquor license from the Rogers City Council. If a temporary liquor license has been issued to allow alcohol consumption at a fire station, five (5) members of the Rogers Fire Department

must be present and alcohol-free at any time alcohol is being consumed. One of the five members present must be a fire officer.

3. Other Drugs

When medications are prescribed, the member shall inquire of the prescribing physician whether the medication will impair their performance as a firefighter. The member shall immediately notify their supervisor, and shall not respond to calls, when the use of prescription medication negatively affects their ability to operate vehicles or function as a responder.

Use of certain over-the-counter medications may also produce impairment or drowsiness. Individuals shall read and understand the associated medication warnings and avoid emergency response if the medication produces any impairment.

DO NOT RESPOND means do not report to any Rogers Fire Department fire station or call scene for any department function including calls for service, drills, trainings, business meetings, officers meetings, city related meetings, etc.

Procedure

1. It is the responsibility of all firefighters to report to the Officer in Charge or the Fire Chief of a fire or rescue scene, drill, or meeting if they suspect that an individual is under the influence of any substance. Such indications may include the odor of alcohol on the breath, slurred speech, unsteady walk, or disorientation.
2. The Officer in Charge and/or Fire Chief shall determine if an individual firefighter is under the influence of any substance and take steps to safely remove that individual from participating in the department's current activity.
3. All reports of individuals under the influence shall be communicated to the Fire Chief so, in consultation with the City's Administrator and/or HR Director shall determine if disciplinary action is warranted.

City Property

1. Alcoholic beverages shall not be permitted in any Rogers Fire Department fire station under any circumstance without the Rogers Fire Department having obtained a temporary liquor license from the Rogers City Council.
2. Storage of any alcoholic beverages and/or illegal drugs in any Rogers Fire Department fire station is strictly prohibited.

Section 6

Rogers Fire Department

Exposure Control Plan

Prepared by:



September, 2010

Rogers Fire Department

Exposure Control Plan

POLICY

The Rogers Fire Department is committed to providing a safe and healthful work environment for our entire department. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our firm in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
 - Universal precautions
 - Engineering and work practice controls
 - Personal protective equipment
 - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding an exposure incident

The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.

SCOPE

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

PROGRAM ADMINISTRATION

- The Fire Chief is responsible for the implementation of the ECP. The Fire Chief or his designee will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.
Contact location/phone number: Brad Feist / Rogers Fire Department / 763-428-3500

Those employees who are determined to have occupational exposure to blood or other

potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

- The Fire Chief will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. This person will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.
Contact location/phone number: as above.
- The Fire Chief or the designated medical clinic will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained.
Contact location/phone number: Fire Chief / / 763-428-3500
NorthWorks Occupational Health Clinic / 763-398-8888.
- The Lieutenants will be responsible for training, and the Lieutenants and / the Administrative Assistant will be responsible for documenting training and making the written ECP available to employees, OSHA, and NIOSH representatives.
Contact location/phone number: Administrative Assistant – 763-428-2534.

EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which **all** employees have occupational exposure:

JOB TITLE

Fire Fighters

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions

All employees and contractors / consultants will use Universal Precautions. With Universal Precautions all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Standard Precautions

Standard Precautions represents a system of barrier precautions to be used by all personnel for contact with blood, and any body fluids, secretions, excretions, non intact skin, and mucous membranes of **ALL** patients, regardless of diagnosis. These precautions are the "standard of care." This system embodies the concepts of "Universal Precautions" and "Body Substance Isolation". For example, when responding to any medical call, firefighters must wear nitrile gloves, even when they are not expecting to come in contact with blood.

Exposure Control Plan

All new hires receive basic training on bloodborne diseases and methods of protection against them in the workplace at NorthWorks Clinic during their pre-hire physical

examination. In addition, firefighters receive a copy of this ECP during their initial training session, along with the Department's Standard Operating Procedures ("SOP's") and Administration Policy Manual. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by reviewing the hard copy kept near the MSDS sheets. If requested, the Administrative Assistant will provide an employee with a hard copy of the ECP free of charge and within 15 days of the request.

The Fire Chief or his designee is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. A copy of the Exposure Control Plan is kept at the Fire Station next to the MSDS sheets.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. Specific **engineering controls** include:

- Tongs
- CPR masks
- "Red bags" (biohazard bags)

Contaminated equipment, dressings, etc. will be placed in a red biohazard bag and given to the ambulance crew to dispose of at the hospital.

This facility identifies the need for changes in engineering control and work practices through the review of our OSHA records, suggestions from the firefighters, and consultation with NorthWorks..

We evaluate new procedures or new products regularly by reviewing product catalogs, and consultation with NorthWorks Clinic – and North Memorial Medical Center EMS Education.

The Fire Chief will ensure effective implementation of these recommendations.

Work practice controls:

- Place contaminated sharps in the sharps containers.
- Use tongs or forceps to pick up and dispose of broken glass and other sharps – no bare hands or nitrile exam gloves. (While it is preferable to use tongs or forceps to move contaminated broken glass, the situation may require using hands while wearing the standard utility gloves. **If utility gloves become contaminated, they must be placed in a biohazard bag as soon as feasible and a clean pair of gloves used.** Utility gloves may be laundered back at the Station – see below).
- Wash hands as soon as possible after removing gloves with soap and warm running water. If no running water is immediately available, use a disinfectant hand cleaner until hand washing is available.
- No eating, drinking, applying cosmetics (including lip balm) or handling contact lenses where there is a potential for body fluid exposure.
- Use personal protective equipment (PPE) as appropriate (see below).

- Turnout Gear is required for assisting at all personal injury accidents (“PI” accidents)

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Annual training is provided by NorthWorks Clinic in the use of the appropriate PPE for the tasks or procedures employees will perform.

The types of PPE available to employees are as follows:

- Gloves
- Masks
- Pocket safety glasses
- Face shields – located on helmets or attached to surgical masks

The Fire Chief is responsible for re-ordering PPE supplies.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
- Remove PPE after it becomes contaminated, and before leaving the scene. Place in biohazard bag. Contaminated exam gloves and other disposable PPE may be treated as biohazardous waste – see below.
- Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with body fluids, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
- Never wash or decontaminate disposable gloves for reuse.
- Contaminated utility gloves may be bagged in a red biohazardous waste bag and laundered at the station.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of another person’s body fluids pose a hazard to the eye, nose, or mouth or broken skin.
- Remove immediately or as soon as feasible any garment contaminated by blood or other potentially infectious material (OPIM), in such a way as to avoid contact with the outer surface.
- Turnout gear + nitrile gloves are required when responding to ALL personal injury (PI) calls.
- Disposable medical face shields should be used when the possibility of being sprayed or splattered by body fluids is anticipated.

Housekeeping

Regulated waste including contaminated dressings must be placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see Labels), and closed prior to removal to prevent spillage or protrusion of contents during handling. Normal amounts of contaminated dressings may be placed in the appropriately labeled plastic bag and sent with the ambulance crew to North Memorial Hospital.

Contaminated Sharps

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leakproof on sides and bottoms, and labeled or color coded appropriately. Sharps containers are available on the trucks, and get sent to North Memorial Emergency Department when almost full.

Laundry

Contaminated laundry such will be placed in a labeled and color-coded plastic bag in accordance with the following:

1. If the laundry is wet and presents a potential for leakage, place a second bag over the first to prevent further contamination during handling, storage, or transportation.
2. Employees should remove clothing contaminated with blood or other potentially infectious materials as soon as feasible.
3. A spare set of clothing is always kept at the fire station. Contact the Fire Chief or Administrative Assistant for replacement of contaminated turnout gear.
 - a) Contaminated clothing should be washed separately in the laundry facility at the fire station by the fire fighter.
 - b) Contaminated clothing should never be laundered at home.

Labels

All contaminated equipment will be placed in a red Biohazard-labeled bag. The label will meet the requirements of the Bloodborne Pathogens Standard.

HEPATITIS B VACCINATION

Rogers Fire Department or its designated vendor will provide training to employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after or before training.

Vaccination is encouraged unless:

- 1) documentation exists that the employee has previously received the series,
- 2) antibody testing reveals that the employee is immune, or
- 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee chooses to decline vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in the employee's medical file at NorthWorks Clinic-- or any other clinic approved by the Fire Chief and in the City of Rogers Personal File. Any copies received at Rogers Fire Department must be forwarded to NorthWorks Occupational Health Clinic.

Vaccination will be provided by NorthWorks unless otherwise cleared with the Fire Chief.

Following the medical evaluation, a copy of the health care professional's Written Opinion will

be obtained and provided to the employee. Information provided to the employer will be limited to whether the employee requires the hepatitis vaccine, and whether the vaccine was administered.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, the employee should follow the process for reporting a work related injury. It is recommended that the employee be seen at:

- NorthWorks Occupational Health Clinic
Phone: 763-398-8888
Address: 4080 W. Broadway, Suite 200,
Robbinsdale, MN 55422
- North Memorial Medical Center Emergency Department for after hours
3300 Oakdale Avenue North
Robbinsdale, MN 55422
763-520-5542

A confidential medical evaluation and follow-up will be conducted by NorthWorks Clinic. Following the initial first aid given at the scene (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- Request that the source individual be tested while in the Emergency Department or Hospital.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

- The Fire Chief ensures that any health care professionals who are responsible for the medical management of an exposure are given a copy of OSHA's bloodborne pathogens standard. (NorthWorks Clinic has a copy of the most current version of the Bloodborne Pathogen Standard on hand, but other health care providers, including the Emergency Department may not).

NorthWorks Clinic provides a copy of the evaluating health care professional's written opinion

the directly to employee as well as the fire department within 15 days after completion of the evaluation (if the employee is seen at that clinic). In the event the employee is seen by a health care professional elsewhere, they are responsible for providing that information to the employee within 15 days of receiving it.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Fire Chief will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (*gloves, eye shields, etc.*)
- location of the incident
- procedure being performed when the incident occurred
- employee's training

In addition, the Fire Chief will notify the North Works Clinic of the exposure.

EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive training conducted by a qualified vendor designated by Rogers Fire Department. A description of their qualifications can be found in the Training Log.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility

- an opportunity for interactive questions and answers with the person conducting the training session.

RECORDKEEPING

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least **three years** by the Fire Chief.

The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Fire Chief.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

NorthWorks Clinic is responsible for maintenance of the required medical records for patients seen at either of its locations, or for records transferred to the clinic at company request. These confidential records must be kept in the employee's confidential medical record at the treating provider's for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the treating provider.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Fire Chief.

This Exposure Control Plan has been reviewed by:

Signature

Date

Printed Name

Title

Appendix A

Glossary of Terms

Blood - human blood, human blood components, and products made from human blood.

Bloodborne Pathogens - pathogenic microorganisms (“germs”) that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Body Substance Isolation (BSI) - defines all body fluids and other substances as infectious. Includes and goes beyond Universal Precautions (see below).

Contaminated - the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry - laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

Contaminated Sharps - any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Decontamination - the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles. The surface or item becomes safe for handling, use, or disposal.

Engineering Controls - controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure Incident - a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Handwashing Facilities - a facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.

Licensed Healthcare Professional - a person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph (f) Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.

HBV - hepatitis B virus.

HIV - human immunodeficiency virus.

Needleless systems - a device that does not use needles for:

- (1) The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established;
- (2) The administration of medication or fluids; or
- (3) Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.

Occupational Exposure - reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other Potentially Infectious Materials –

- (1) The following human body fluids:
 - semen,
 - vaginal secretions,
 - cerebrospinal fluid,
 - synovial fluid,
 - pleural fluid,
 - pericardial fluid,
 - peritoneal fluid,
 - amniotic fluid,
 - saliva in dental procedures,
 - any body fluid that is visibly contaminated with blood, and
 - all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
- (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Parenteral - means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

Personal Protective Equipment - specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Regulated Waste – liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during

handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Sharps with engineered sharps injury protections (“SESIPS”) - a non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

Source Individual - any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

Standard Precautions – Represents a system of barrier precautions to be used by all personnel for contact with blood, and any body fluids, secretions, excretions, non-intact skin, and mucous membranes of **ALL** patients, regardless of diagnosis.

Sterilize -use a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Universal Precautions - an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Work Practice Controls - controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

Hepatitis B Vaccine Declination

1910.1030

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring the hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline the hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

(Employee Signature)

(Date)

(Witness)

Section 7

City of Rogers Travel Policy

All Rogers Fire personnel shall comply with the City of Rogers Travel Policy.

~~The City of Rogers will pay travel and travel related expenses incurred by City Staff and Elected Officials that serve a public purpose and that are directly related to carrying out the duties and responsibilities of the City including meetings, training, conferences, and professional development, in accordance with the provisions herein.~~

~~Approval~~

- ~~1. All travel by Rogers employees requires either the approval of the City Council, the City Administrator and/or the department head of the employee as indicated in this policy.~~
- ~~2. All in state conferences, seminars, workshops, training or other educational or professional development related expenses in excess of \$1,000.00 (to include estimated travel related expenses), shall require the approval of the City Council. All in state training, seminars, etc., in excess of \$500.00 or requiring an overnight stay, shall require the approval of the City Administrator.~~
- ~~3. All out of state conferences, seminars, workshops, training or other educational or professional development related expenses, in excess of \$1,000.00, shall require the approval of the City Council. All other out of state training, seminars, etc., requires the approval of the City Administrator.~~
- ~~4. Conferences, seminars and schools are not authorized for part-time employees, temporary or seasonal staff, trainees or members of various boards and commissions, unless mandated to perform the duties of the position or unless specifically approved by the City Administrator.~~

~~Credit Card Payment~~

- ~~1. For those employees who are issued a city credit card, transportation, parking, and hotel expenses incurred for travel are to be paid by the employee with the city issued card, whenever possible. Itemized receipts are to be saved and submitted to the finance department along with a claim form detailing the expenses.~~
- ~~2. For those employees or elected officials who are not issued a card, transportation, parking, and hotel expenses are to be charged to a personal credit card, whenever possible, for reimbursement by the city. Itemized receipts are to be saved and submitted to the finance department along with a claim form detailing the expenses for reimbursement.~~

Transportation

- ~~1. All employees who travel on City business within the State of Minnesota shall be required to use a City-owned vehicle, if feasible. If no City-owned vehicle is available for use, then an employee can use a privately-owned vehicle. For use of a privately-owned vehicle, eligible persons will be paid the standard mileage allowance as determined by the IRS.~~
- ~~2. For use of a City-owned vehicle, expenses will be paid for actual receipted items.~~
- ~~3. Travel outside of the State of Minnesota shall be reimbursed at actual round trip coach rate airfare. If a privately-owned vehicle is used, reimbursement will be paid on the basis of the prevailing mileage allowance rate or coach airfare, whichever is less. If the employee prefers to drive, any extra time required due to driving shall be taken as vacation time.~~

Liability Insurance/Driver's License

- ~~1. Employees shall not drive on City business without a valid Minnesota driver's license of the appropriate classification. Driving records of City employees who drive as part of their job or who do have occasion to drive for City business will be checked on an annual basis.~~
- ~~2. An employee who uses a privately-owned vehicle while on City business is eligible for expense reimbursement only if they have liability insurance on their vehicle in the amounts required by state law. Evidence of such insurance shall be carried in the glove compartment of the vehicle, and the City may at any time require proof of such insurance.~~

Lodging

- ~~1. Hotel accommodations shall be reasonable and shall be reimbursed at actual and necessary cost, consistent with facilities available and in proximity of the location of the conference or business meeting attended.~~
- ~~2. In the case of double or multiple occupancy, the employee may only claim the actual and necessary cost of his/her single occupancy.~~

Allowance

- ~~1. The maximum daily allowance for meals and miscellaneous subsistence expenses for employees who travel within the State of Minnesota on City business shall be \$39.00. (Receipts required, itemized for meals).~~
- ~~2. The maximum daily allowance for meals and miscellaneous subsistence expenses for employees who travel outside the State of Minnesota on City business shall be according to the GSA website for the city and stated traveled to. The information is located at:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943~~

3. ~~The maximum allowance includes all charges for meals, all gratuities and taxes, all fees and tips to bellhops and porters, any laundry and/or cleaning expenses and any other similar expenses.~~
4. ~~The maximum allowance may be adjusted periodically using the highest current rate allowed by the IRS as a guideline.~~
5. ~~Reimbursement is not allowed for alcoholic beverages.~~
6. ~~Reimbursement for actual meal costs that exceed the daily allowance will be made only when documented by receipts and upon approval of department head.~~
7. ~~If meals are included in tuition or registration fees and/or only a fraction of the day is authorized for travel, the expense allowance will be reduced as follows, unless documented otherwise:~~

<u>In-State</u>		<u>Out-State</u>	
<i>Breakfast</i>	- \$ 8.00	<i>Breakfast</i>	- 21% of GSA
<i>Lunch</i>	- \$12.00	<i>Lunch</i>	- 33% of GSA
<i>Dinner</i>	- \$19.00	<i>Dinner</i>	- 46% of GSA

8. ~~Breakfast allowance shall be authorized for metro-Minneapolis departures prior to 8:00 a.m. and dinner allowance shall be authorized for metro-Minneapolis arrivals after 7:00 p.m. Allowances within these parameters are the responsibility of the department head consistent with the facts and good judgment applied to each travel expense claim.~~

Miscellaneous Travel Expenses

1. ~~Other miscellaneous expenses such as taxis to and from the destination airport, buses, etc, that are business related will be reimbursed as described under the credit card section of this policy.~~
2. ~~Rental car reimbursement will be made only with prior approval by the City Administrator or his/her designee.~~

Travel Claims Procedure

1. ~~Employees returning from their business related trip, must settle their travel accounts within 10 working days by submitting a claim it to the Finance Department.~~
2. ~~Itemized receipts, if available, should be attached to the claim form for all expenses paid by the employee, except mileage allowances, metered parking,~~

~~bus fares deposited in fare boxes, taxi and limousine fares, baggage handling costs, telephone calls placed from public phones, and similar expenses.~~

Section 8

Social Media Policy

All Rogers Fire personnel shall comply with the City of Rogers Social Media Policy.



REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: March 12, 2019

Agenda Item: No. 7.3

Subject: Approve Purchase of 2019 Police Squad Replacements

Prepared By: Interim Chief Jason Foster

Recommended City Council Action

Motion to approve the purchase and equip two 2019 Chevrolet Tahoe police pursuit vehicles, and one 2020 Ford Police Interceptor to replace 2015 squads, per quotes provided.

Overview / Background

On September 11, 2018 the City Council approved the purchase of three 3.5L Ecoboost Ford Interceptor squads at the state contract price. On September 17th, the police department submitted that order to Ford of Hibbing who holds the state contract. The total amount of that order was \$92,935.35 (\$30,978.45 each). The total budgeted amount per squad including emergency equipment build was \$134,211 (\$44,737 each). Ford was accepting orders for the 2018 Ford Interceptors through September 21st.

Approximately 1 month ago, we received notice from Ford of Hibbing that our squad car order had been cancelled by Ford Motors last fall. We were notified that although we had met the deadline established by Ford, they cancelled our order and many others made a week prior.

Often when orders are cancelled, that department would receive the next years model at a similar price. They advised us that because the new model has an updated design and motor, and carries an increased cost, they would not qualify for a reduced rate.

In January, Ford of Hibbing stated they had begun notifying agencies of these cancellations. When our department was notified of the cancellation in February, Ford of Hibbing stated they were in negotiations with Ford to obtain vouchers for agencies to use to offset the price of the new model due to the abrupt cancellations.

The representative from Ford of Hibbing advised that Ford cancelled 200+ orders in Minnesota that were made prior to the September 21st deadline. This was not specific to Minnesota and he estimated thousands of orders were cancelled nationwide. As a result there were also no extra 2018 squads available in other states.

In 2018 we took shipment of two supervisor squads that we added to the fleet - 6881 and 6882. The supervisor squads were built to hold additional equipment which included ballistic bunkers, cold water suits, breaching tools, photography and fingerprinting equipment for crime scene processing and less lethal munitions. The supervisor vehicles are still at low mileage: 6881 (9,740 miles) and 6882 (19,800 miles).

The supervisor squads were built with a split cage design in the rear seat. There is a small area to transport one person, separated by a clear divider. There are weapons mounted behind the drivers seat, and equipment is placed on the seat. The lack of transport space for persons or suspects has proven problematic at times. Even with the split cage design, all the equipment can not be properly secured within the squad.

Prior to his retirement (expecting we would be take delivery of the three 2018 squads) I consulted with Chief Beahen regarding the squad build. Chief Beahen recommended we obtain a quote from Everest Emergency Vehicles for the squad build. The service manager at the location had previously worked for HealthEast, and had built many of our previous squads. We were satisfied with the quality of the squads he built. I have toured the Everest facilities and requested a quote for the build.

Primary Issues to Consider

The 2018 order was to replace three 2015 squads with very high usage and mileage. These squads are numbered by the department as 6851, 6852, 6853. Squad 6851 currently has 112,600 miles. Squad 6853 currently has 157,779 miles.

On March 2, squad 6852 was in a single vehicle crash at the intersection of David Koch/Brockton lane, striking a tree on a steep decline. The estimated repair by a local body shop is in excess of the purchase value of the squad and is a total loss.

Both of these remaining 2015 squads are well past the 100,000 extended powertrain warranty that had been purchased for

Both of these remaining 2015 squads are well past the 100,000 extended powertrain warranty that had been purchased for them and are requiring increasing maintenance to keep them available for shifts.

The 2020 (there is no 2019 model) Interceptor is set to begin production in May 2019 with delivery expected mid-June. They are taking orders for this model at this time. The 2020 Ford Interceptor comes with a 100,000 mile powertrain warranty in addition to the standard 36,000 mile warranty.

I was notified this week that Ford of Hibbing had received some additional \$2,000 vouchers from Ford that we would be eligible for.

The cost of a 2020 Ford Interceptor with the new 3.0L Ecoboost engine and options, including the \$2,000 voucher is \$34,515.34.

Ranger Chevrolet in Hibbing holds the state contract for the 2019 Chevrolet Tahoe. I was advised by their representative that they have 6 extra 2019 Chevrolet Tahoe Police Pursuit Vehicles on order and they expect shipment by early to mid-April. I have reviewed the purchase order for these additional Tahoes and they have the options we would suggest. These squads also come with a 100,000 mile powertrain warranty, in addition to the standard 36,000 mile warranty.

The cost of a Police Pursuit rated Tahoe with these options is \$37,356.58.

The deadline to order a 2019 Tahoe is March 21st. If we decided against ordering two of the 6 extra Tahoes that Ranger Chevrolet has on order and is set to take shipment of in mid-April, the wait period for a newly ordered 2019 Tahoe would be 100-120 days.

Everest Emergency Vehicles has provided a quote to remove the split cage in the current supervisor vehicles, and replace it with a full cage. This would be completed by using existing cages from squads 6851 and 6853. Squad 6881 and 6882 would then be entered into the fleet as regular patrol squads. The quote for converting the vehicles is \$1950.00.

Everest Emergency Vehicles has also provided the department with an estimate for the build on the 2019 Tahoe. The quote lists a full build with all new parts. Some of the mounts and other items in the older squads will be usable and will reduce this estimate. The quote also includes new light bars that are mounted higher on the roof for closer visibility and roof mounted Opticom lights to switch traffic signals prior to entry into the intersection. The total quote is \$20,521.

Everest was unable to provide an accurate estimate for the build of the 2020 Ford Interceptor. While they expect much of the equipment in our current 2015 squad can be reused, they are unable to say with certainty at this time as the 2020 is not yet in production.

Chevrolet Tahoe (PPV) purchase price: \$37,356.58
Everest Emergency Vehicle Estimate: \$20,521.76
Transport Graphics Estimate: \$940.75

Analysis of Primary Issues

The 2019 Tahoe provides enough interior space to properly store/secure the additional equipment required in the supervisor vehicles. It will also allow for a full rear cage which provides much more flexibility to the patrol shift with regard to transport of suspects, as well stranded citizens from the roadways.

Purchasing two of the Chevrolet Tahoes set for delivery in approximately 1 month, would also help rotate out 6851 and 6853, and help to avoid increasing maintenance costs.

The deadline to order a 2019 Tahoe is March 21st. It will be later in the spring/summer before Chevrolet begins taking orders on the 2020 Chevrolet Tahoe with extended delivery time into late summer/fall.

The 2020 Ford Interceptor is consistent with the previously cancelled order and meets our shift patrol needs, and currently is available for a \$2,000 reduced price through a voucher from Ford.

Equipment from squads 6851, 6853 and potentially from 6852 will be used to offset costs in the new 2019 Chevrolet Tahoe's and the 2020 Ford Interceptor.

The insurance payment for the replacement cost of squad 6852 will offset the vast majority of the Ford Interceptor squad purchase, less the City's \$1,000 deductible, but we do not yet have a final figure from the League of Minnesota Cities Insurance Trust to know whether the new purchase will be 100% covered (again, less deductible).

Comparison, Tahoe vs. Ford

Tahoe, each	Ford, each	Difference	Difference X2
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Base Vehicle	\$37,356.58	\$34,515.34	\$2,841.24	\$5,682.48
Buildout Equip & Labor (incl. Graphics)	\$21,462.51	\$ 14,810.90	\$ 6,651.61	\$13,303.22
Total	\$58,819.09	\$49,326.24	\$9,492.85	<u>\$18,985.70</u>

**Cost of
Recommended Purchase**

	Tahoe, each	Tahoe X2	Ford*	Retrofit Exist Squad	Total Cost
Base Vehicle	\$37,356.58	\$74,713.16	\$1,000.00	\$ -	\$75,713.16
Buildout Equip & Labor (incl. Graphics)	\$21,462.51	\$ 42,925.02	\$ -	\$1,950.00	\$44,875.02
Total		\$117,638.18	\$ 1,000.00	\$1,950.00	<u>\$120,588.18</u>

*Plus any net cost not covered by insurance

Staff Recommendation

Approve the purchase of two 2019 Chevrolet Tahoe Police Pursuit Vehicles from Ranger Chevrolet, plus equipment buildout by Everest Emergency Vehicles and graphics by Transport Graphics.

Approve the purchase of one 2020 Ford Interceptor from Ford of Hibbing plus equipment buildout by Everest Emergency Vehicles and graphics by Transport Graphics.

Financial Impact: 120,588.18

Budgeted? Yes

Source Fund: Fund 400 (2018-19
Equipment Interfund Loan)

Notes:

Plus any unreimbursed cost of Ford Interceptor via LMCIT for wrecked squad.

ATTACHMENTS:

Description

2019 Chevrolet Tahoe

2020 Ford Interceptor

Squad Conversion Quote - Everest Emergency Vehicles

Tahoe Equipment Build Estimate - Everest Emergency Vehicles

Transport Graphics Estimate - Tahoe

Transport Graphics Estimate - Ford Interceptor

RANGER CHEVROLET



Contact Info:

Bob O'Hara
218-349-8955
rwohara01@aol.com

2019 CHEVROLET TAHOE PPV (POLICE PURSUIT and SSV)

note: BASE STARTING PRICE DOES NOT INCLUDE ANY OPTIONS

REAR HEAT AND AIR CONDITIONING IS STANDARD ON ALL TAHOE'S

1502 E HOWARD ST

HIBBING, MN 55746

218-263-7578

DEPARTMENT : EXTRA BLACK
CONTACT NUMBER: DUAL SPOTLIGHTS
EMAIL:

2019 CHEVROLET TAHOE w/ POLICE PACKAGE 4X4

ALL OPTIONS

"X" IN YELLOW CELLS OPTION REQUESTED PRICE WILL CALCULATE					
MN CONTRACT 134735	Option Price	VEHICLE SPEC	SSV or PPV	VEHICLE SPEC	NON SSV or PPV
2019 CHEVROLET TAHOE			\$38,142.40		\$38,142.40
CHOOSE ONE BELOW for 4 WHEEL DRIVE					
9C1 CK15706 4X4 PPV (POLICE PURSUIT VEHICLE)	\$ (3,013.98)	X	-\$3,013.98		
5W4 CK15706 4x4 SSV (SPECIAL SERVICE VEHICLE)	\$ (3,805.46)		-		
SELECTED OPTIONS - 2018 Fleet/Non-Retail CK15706 4WD 4dr Commercial					
SUSPENSION PKG					
Z56 SUSPENSION PACKAGE, HEAVY-DUTY, POLICE-RATED front, independent torsion bar, and stabilizer bar and rear, multi-link with coil springs (Included and only available with (9C1) Police Vehicle only.)	STD	x	STD	x	STD
EMISSIONS					
FE9 EMISSIONS, FEDERAL REQUIREMENTS	N/C	X	N/C	x	N/C

<u>ENGINE</u>					
<u>L83 ENGINE, 5.3L ECOTEC3 V8 WITH ACTIVE FUEL MANAGEMENT,</u>					
<u>DIRECT INJECTION AND VARIABLE VALVE TIMING includes</u>					
aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of					
<u>torque [518 N-m] @ 4100 rpm) (STD)</u>	STD	x	STD	x	STD
-					
<u>TRANSMISSION</u>					
<u>MYC TRANSMISSION, 6-SPEED AUTOMATIC, ELECTRONICALLY</u>					
<u>CONTROLLED with overdrive and tow/haul mode (STD)</u>	STD	x	STD	x	STD
-					
<u>AXLE</u>					
<u>GU4 REAR AXLE, 3.08 RATIO (Not available with (NHT) Max Trailering Pkg)</u>	STD	X	STD		-
-					
<u>GU6 REAR AXLE 3.42 RATIO Req 5W4 Special Service and Max Trailer Pkg)</u>					
<u>N/A WITH 9C1 PURSUIT UNIT</u>	N/C		-		
<u>1FL COMMERCIAL PREFERRED EQUIPMENT GROUP Includes Standard</u>					
Equipment	INCL	X	INCL	x	INCL
<u>WHEEL TYPE</u>					
<u>RAP WHEELS, 17" X 8" (43.2 CM X 20.3 CM) STEEL, POLICE, BLACK</u>	STD	X	STD		-
(Included and only available with (9C1) Police Vehicle.)					
<u>Q5U WHEELS 17" X 8" BRIGHT ALUMINUM Required 9C1 Pursuit Package)</u>	\$ 440.00		-		-
<u>TIRES</u>					
<u>QAR TIRES, P265/60R17 ALL-SEASON, POLICE, V-RATED (Included and</u>					
<u>only available with (9C1) Police Vehicle.)</u>	STD	X	STD		-
<u>RKX TIRES, P265,60R-18 ALL SEASON (Required with NHT Max Trailer Pkg)</u>					

PZX WHEELS, 18" X 8.5" ALUMINUM WHEELS (Required with NHT Max Trailer Pkg price included PZX tire option N/A PPV)	\$ 528.00		-		-
NHT MAX TRAILER PACKAGE Requires 5W4 and PZX tires	\$ 510.40		-		-
R18 TIRES 265/65R18SL MT 114S Requires 9G3 Off-Road Pkg and PZX Wheels)	\$ 259.60		-		-
9G3 Off-Road Suspension (Requires 5W4 SSV)	\$ 201.52		-		
RC3 Tires P265/70R-17 ALL TERRAIN	\$ 176.00		-		-
4JQ SPARE TO MATCH RC3	\$ 30.80		-		-
ZY1 PAINT SCHEME, SOLID APPLICATION					
PAINT					
GBA BLACK	N/C	X	N/C		-
GAZ SUMMIT WHITE	N/C		-		-
GAN SILVER ICE METALLIC	N/C		-		-
GXG TUNGSTEN METALLIC	N/C		-		-
G1M BLUE VELVET	N/C		-		-
G9K SATIN STEEL METALLIC	N/C		-		-
GMU PEPPERDUST METALLIX	N/C		-		-
GJI SHADOE=W GRAY METALIC (NEW)	N/C		-		-
G1E SIREN RED TINTCOAT	\$ 435.60		-		-
TGK SPECIAL PAINT VICTORY RED (bumpers gloss black w/o 5T4)	\$ 374.00		-		-
5T4 RED BUMPER COVERS TO MATCH VICTORY RED	\$ 198.00		-		-
SEAT TYPE					
AZ3 SEATING, FRONT 40/20/40 SPLIT-BENCH, 3-PASSENGER includes 6-way power driver and 2 way front passenger seat adjuster, driver and front passenger power lumbar control and power reclining, center folddown armrest with storage (includes auxiliary power outlet, USB port and input jack for audio system), storage compartments in seat cushion,					

adjustable outboard head restraints and storage pockets (With vinyl, does not include (AG1) Driver 6-way power seat adjuster or (AG2) Front passenger 6-way power adjuster.) (STD)	STD	X	STD		-
SEAT TRIM					
H0U JET BLACK, CLOTH SEAT TRIM	STD	X	STD	X	STD
RADIO					
IO5 AUDIO SYSTEM, CHEVROLET MYLINK RADIO WITH 8" DIAGONAL COLOR TOUCH-SCREEN AM/FM stereo with seek-and-scan and digital clock, includes Bluetooth streaming audio for music and select phones; voice-activated technology for radio and phone; and Shop with the ability to browse, select and install apps to your vehicle. You can customize your content with audio, weather and more; featuring Apple CarPlay and Android Auto capability for compatible phone; 5 USB ports and 1 auxiliary jack (STD)	STD	X	STD	X	STD
ADDITIONAL EQUIPMENT					
9C1 IDENTIFIER FOR PPV includes, (K47) high-capacity air cleaner, (KW7) 170 amp high output alternator, (K4B) 730 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (UN9) radio suppression package, (Z56) heavy-duty, police-rated suspension, front independent torsion bar, and stabilizer bar and rear, multilink with coil springs, (QAR) P265/60R17 all-season, v-rated tires, (ZAK) P265/60R17 all-season, Vrated spare tire, Police brakes, (NZZ) underbody shield, (RAP) Black steel wheels w/bolt on center caps, Certified speedometer, delete roof rails, (ATD) third row seat delete, (NQH) active 2-speed transfer case (4WD only)	INCL	X	INCL	X	INCL
PCW ENHANCED DRIVER ALERT PACKAGE includes (JF4) Poweradjustable					

<u>pedals, (UEU) Forward Collision Alert, (TQ5) IntelliBeam</u>					
headlamps, (UHY) Low Speed Forward Automatic Braking and (UHX)					-
<u>Lane Keep Assist and Safety Alert Driver Seat</u>	\$ 611.00		-		-
ADDITIONAL EQUIPMENT					
Y86 ENHANCED DRIVER ALERT PACKAGE includes (UEU) Forward					
Collision Alert, (TQ5) IntelliBeam headlamps, (UHY) Low Speed Forward					
<u>Automatic Braking and (UHX) Lane Keep Assist and Safety Alert Driver</u>					
Seat (Included and only available with (PCW) Enhanced Driver Alert					
Package.)	incl w/PCW		-		-
<u>CAPLESS FUEL FILL (Included and only available with (9C1) Police</u>					
Vehicle or (5W4) Special Service Vehicle only.)	STD	X	STD	X	STD
<u>K05 ENGINE BLOCK HEATER</u>	\$ 88.00		-		-
NQH TRANSFER CASE, ACTIVE, 2-SPEED ELECTRONIC AUTOTRAC with					
<u>rotary controls, includes neutral position for dinghy towing (Requires</u>	STD	X	STD	X	STD
-					
NZZ SKID PLATE PACKAGE with (9C1) Police Vehicle or (5W4) Special					
Service Vehicle, includes frame-mounted shields, includes front					
<u>underbody shield starting behind front bumper and running to first crossmember,</u>					
protecting front underbody, oil pan, differential case and					
transfer case (Requires 4WD models and a Fleet or Government sales					
<u>order type. Included with (9C1) Police Vehicle or (5W4) Special Service Vehicle)</u>	STD	X	STD	X	STD
<u>K4B BATTERY, AUXILIARY, 730 CCA W/A</u>					
___ POWER SUPPLY, 100-AMP, AUXILIARY BATTERY, REAR					
ELECTRICAL CENTER (Included and only available with (9C1) Police					
Vehicle or (5W4) Special Service Vehicle only.)	STD	X	STD	X	STD
			-		

___ POWER SUPPLY, 50-AMP, POWER SUPPLY, AUXILIARY BATTERY					
<u>passenger compartment wiring harness (Included and only available with</u>					
<u>(9C1) Police Vehicle or (5W4) Special Service Vehicle only.)</u>	STD	X	STD	X	STD
___ POWER SUPPLY, 120-AMP, (4) 30-AMP CIRCUIT, PRIMARY					
BATTERY relay controlled, passenger compartment harness wiring					
(Included and only available with (9C1) Police Vehicle or (5W4) Special					
Service Vehicle only.)	STD	X	STD	X	STD
<u>ADDITIONAL EQUIPMENT</u>					
<u>KW7 ALTERNATOR, 170 AMPS, HIGH OUTPUT (Included and only available</u>					
<u>with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)</u>	STD	X	STD	X	STD
-					
<u>UT7 GROUND STUDS, AUXILLARY, CARGO AREA INSIDE LIFTGATE</u>					
<u>OPENING, LEFT AND RIGHT SIDES (Requires (9C1) Police Vehicle or</u>					
<u>(5W4) Special Service Vehicle.)</u>	\$ 77.44	X	\$77.44		-
<u>V76 RECOVERY HOOKS, 2 FRONT, FRAME-MOUNTED, BLACK (Standard</u>					
on 4WD Commercial models. Available on 2WD, Police and Special					
Service models. Required on all models going to Alaska, Guam, Hawaii,					
Puerto Rico and Virgin Islands. All Tahoe (9C1) and (5W4) vehicles					
include front fascia with recovery hook openings.)	\$ 44.00		-		-
<u>1LR BRAKE SYSTEM, MODIFIED, POLICE "CITY BRAKE PACKAGE"</u>					
<u>(Requires (9C1) Police Vehicle.)</u>	N/C		-		-
<u>RM7 WHEEL, 17" X 8" (43.2 CM X 20.3 CM) FULL-SIZE, STEEL SPARE</u>					
includes P265/60R17 V-rated tire (Included and only available with (9C1)					
Police Vehicle.)	STD		-		-
___ LUGGAGE RACK, DELETE (Included and only available with (9C1)					
<u>Police Vehicle or (5W4) Special Service Vehicle only.)</u>	STD	X	STD	X	STD
<u>B85 MOLDINGS, BRIGHT BODYSIDE (Not available with (B86) body-color</u>					

bodyside moldings.)					
	\$ 88.00		-		-
VQK LPO, MOLDED SPLASH GUARDS (dealer-installed) (Requires (BVE)					
Black assist steps.)					
	\$ 149.60	X	\$149.60		-
TQ5 HEADLAMPS, INTELLIBEAM, AUTOMATIC HIGH BEAM ON/OFF					
(Included and only available with (PCW) Enhanced Driver Alert Package.)					
	\$ 665.00		-		-
6J7 FLASHER SYSTEM, HEADLAMP AND TAILLAMP, DRL COMPATIBLE					
with control wire (Requires (9C1) Police Vehicle or (5W4) Special Service					
Vehicle.)	\$ 435.60	X	\$435.60		-
7X6 SPOTLAMP, LEFT-HAND (Requires (9C1) Police Vehicle					
or (5W4) Special Service Vehicle. Not available with (7X7) left&right hand spotlamp)	\$ 431.20		-		-
-					
7X7 SPOTLAMPS, LEFT- AND RIGHT-HAND (Requires (9C1) Police Vehicle					
or (5W4) Special Service Vehicle. Not available with (7X6) left-hand spotlamp)	\$ 748.00	X	\$748.00		-
-					
AKP GLASS, SOLAR ABSORBING (deletes deep tinted glass)	\$ (259.60)		-		-
EXTERIOR ORNAMENTATION DELETE (Included and only available			-		
with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	STD		-		-
VK3 LICENSE PLATE FRONT MOUNTING PACKAGE (Included on orders					
with ship-to-states that require a front license plate.)	STD	X	STD	X	STD
WX7 WIRING, AUXILIARY SPEAKER. FOR UPFITTER CONNECTION TO					
FRONT DOOR AND WINDSHIELD PILLAR SPEAKERS. (Requires					
(9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$ 52.80	X	\$52.80		-
-					
6J3 WIRING, GRILLE LAMPS AND SIREN SPEAKERS (Requires (9C1)					

Police Vehicle or (5W4) Special Service Vehicle.)	\$ 80.96	X	\$80.96		-
6J4 WIRING, HORN AND SIREN CIRCUIT (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$ 36.08		-		-
<u>DOOR HANDLES, BODY-COLOR</u> (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	STD		-		-
UN9 RADIO SUPPRESSION PACKAGE, WITH GROUND STRAPS (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$ 372.24		-		-
<u>ATD SEAT DELETE, THIRD ROW PASSENGER</u> (Deletes rear storage compartment and (AP9) rear cargo net. Included with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	STD	X	STD	X	STD
B30 FLOOR COVERING, COLOR-KEYED CARPETING					
B58 FLOOR MATS, COLOR-KEYED CARPETED FIRST AND SECOND ROW, REMOVABLE (Included and only available with (B30) color-keyed carpeting, floor covering.)	\$ 167.20		-		-
AAK LPO, ALL-WEATHER FLOOR LINER, 1ST AND 2ND ROWS bright finish badge (dealer-installed) (Not available with (PDH) Interior Protection Package, LPO or (VAV) All-weather floor mats, LPO.)	\$ 220.00		-		-
<u>INSTRUMENTATION, ANALOG</u> with certified 150 mph speedometer (PPV), 140 mph speedometer (Special Service), odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle only.)	STD	X	STD	X	STD
6N6 DOOR LOCKS AND HANDLES, INSIDE REAR DOORS INOPERATIVE (doors can only be opened from outside) (Requires (9C1) Police Vehicle					

or (5W4) Special Service Vehicle.)	\$ 51.92	X	\$51.92		-
<u>BTV REMOTE VEHICLE START</u>					
	\$ 264.00	X	\$264.00		-
AMF REMOTE KEYLESS ENTRY PACKAGE includes 6 additional transmitters NOTE: programming of remotes is at customer's expense.					
<u>Programming remotes is not a warranty expense (Requires (9C1) Police</u>					
Vehicle or (5W4) Special Service Vehicle.)	\$ 66.00	X	\$66.00		-
-					
6E2 KEY COMMON, COMPLETE VEHICLE FLEET provides a single key with <u>a specific code that is common to the door locks and ignition of all the</u>					
vehicles in the vehicle fleet. Key code is an alternate to SEO(6E8)					
<u>complete vehicle fleet common key. NOTE: NOT COMPATIBLE with</u>					
previous model years 2014 and earlier (Requires (9C1) Police Vehicle or (5W4) Special					
<u>Service Vehicle.)</u>	\$ 22.00		-		-
6E8 KEY COMMON, COMPLETE VEHICLE FLEET provides a single key with <u>a specific code that is common to the door locks and ignition of all the</u>					
vehicles in the vehicle fleet. Key code is an alternate to SEO(6E8)					
<u>complete vehicle fleet common key. NOTE: NOT COMPATIBLE with</u>					
previous model years 2014 and earlier.(Requires (9C1) Police Vehicle or (5W4) Special					
<u>Service Vehicle.)</u>	\$ 22.00	X	\$22.00		-
<u>6N5 SWITCHES, REAR WINDOW INOPERATIVE (rear windows can only</u>					
operate from driver's position) (Requires (9C1) Police Vehicle or (5W4)					
<u>Special Service Vehicle.)</u>	\$ 50.16	X	\$50.16		-
JF4 PEDALS, POWER-ADJUSTABLE FOR ACCELERATOR AND BRAKE					
<u>(Included with (PCW) Enhanced Driver Alert Package.)</u>	\$ 132.00		-		-
<u>POWER OUTLETS, 4 AUXILIARY, 12-VOLT includes 1 on the</u>					

instrument panel, 1 in armrest, and 2 in the cargo area (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	STD		-		-
6C7 LIGHTING, RED AND WHITE FRONT AUXILIARY DOME (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$ 149.60	X	\$149.60		-
UHY LOW SPEED FORWARD AUTOMATIC BRAKING (Included and only available with (PCW) Enhanced Driver Alert Package.)	req PCW		-		-
9G8 HEADLAMPS, DAYTIME RUNNING LAMPS AND AUTOMATIC HEADLAMP CONTROL DELETE deletes standard Daytime Running Lamps and automatic headlamp control features (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	\$ 44.00	X	\$44.00		-
SAFETY ALERT DRIVER SEAT (Included and only available with (PCW) Enhanced Driver Alert Package.)	req PCW		-		-
UE0 ONSTAR, DELETE (Requires a Fleet or Government sales order type. With (9C1) Police Vehicle or (5W4) Special Service Vehicle (VV4) OnStar with 4G LTE is deleted when ordered.)	\$ (74.80)		-		-
UEU FORWARD COLLISION ALERT SENSOR INDICATOR (Included and only available with (PCW) Enhanced Driver Alert Package.)	req PCW		-		-
UHX LANE KEEP ASSIST (Included and only available with (PCW) Enhanced Driver Alert Package.)	req PCW		-		-
SAFETY BELTS, 3-POINT, DRIVER AND FRONT PASSENGER IN ALL SEATING POSITIONS (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	STD	X	STD	X	STD
SHIP THRU CODES					
VPV SHIP THRU, PRODUCED IN ARLINGTON ASSEMBLY and shipped to Kerr Industries and onto Arlington Assembly	INCL	X	INCL	X	INCL

SPECIAL EQUIPMENT OPTIONS					
5T5 SEATS, 2ND AND 3RD ROW VINYL WITH FRONT CLOTH SEATS	\$ -				
Provides vinyl second and third row seats and cloth front seats (Requires interior trim (HOU) Jet Black and RPO (AZ3) front 40/20/40 split-bench seat)	N/C	X	N/C		-
9U3 SEATS, DRIVER AND PASSENGER FRONT INDIVIDUAL SEATS IN CLOTH TRIM					
Power driver and passenger bucket seats in base cloth trim. Derived from RPO (AZ3) 40-20-40 split bench seat with the 20% section removed which also removes the auxiliary power outlet, USB port and input jack for audio system. Does not include a floor console. All exposed floor area will remain untrimmed. (Requires (AZ3) 40/20/40 split bench seat, trim code (HOU) Jet Black cloth.)	N/C	X	N/C		-
5HP KEY, 6 ADDITIONAL KEYS NOTE: programming of keys is at customer's expense. Programming keys is not a warranty expense	\$ 36.08	X	\$36.08		-
UTQ CONTENT THEFT ALARM DISABLE	\$ 44.00		-		-
TRANSIT TAX (required for UNMARKED ONLY units)					
	\$ 20.00		-		-
TOTAL PER UNIT PRICE			\$37,356.58		\$38,142.40

SPECIAL OPTION REQUEST:

<u>3.0L ECO BOOST ENGINE ONLY</u>			BASE PRICE		\$ 35,510.34
Police Interceptor Utility AWD K8A S					
AWD 3.0L V6 EcoBoost® with 10-Speed Automatic Transmission – (148-MPH Top Speed) Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank)	99C	INCL			
			X	INCL	
Medium Brown Metallic	BU	N/C		-	
Arizona Beige Metallic Clearcoat	E3	N/C		-	
Vermillion Red	E4	N/C		-	
Blue Metallic	FT	N/C		-	
Smokestone Metallic	HG	N/C		-	
Kodiak Brown Metallic	J1	N/C		-	
Dark Toreador Red Metallic	JL	N/C		-	
Iconic Silver Metallic	JS	N/C		-	
Norsea Blue Metallic	KR	N/C		-	
Dark Blue	LK	N/C		-	
Royal Blue	LM	N/C		-	
Light Blue Metallic	LN	N/C		-	
Silver Grey Metallic	TN	N/C		-	
Sterling Grey Metallic	UJ	N/C		-	
Agate Black	UM	N/C	X	N/C	
Medium Titanium Metallic	YG	N/C		-	
Oxford White	YX	N/C		-	
Police Interceptor Utility Police Interceptor Utility Interior Color Charcoal Black Cloth Front Buckets / Vinyl Rear Front – Unique Heavy-Duty Cloth, Front Bucket Seats Driver 6-way Power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar) Passenger – 2-way manual track (fore/aft. with					
	96	N/C			
			X	N/C	

manual recline) Rear – 35/30/35 Split Vinyl.							
Cloth Front Buckets / Cloth Rear Front – Unique Heavy-Duty Cloth, Front Bucket Seats Driver 6-way Power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar). Passenger – 2-way manual track (fore/aft. with manual recline) Rear – 35/30/35 Split Cloth	F6	58.00	<table><tr><td></td><td>-</td></tr><tr><td colspan="2"></td></tr></table>		-		
	-						
EQUIPMENT GROUP							
Interior Upgrade Package • 1st and 2nd Row Carpet Floor Covering • Cloth Seats – Rear • Center Floor Console less shifter w/unique Police console finish plate • Includes Console and Top Plate with 2 cup holders • Floor Mats, front and rear (carpeted) • Deletes the standard console mounting plate (85D) • SYNC® 3 – Enhanced Voice Recognition Communications and Entertainment System – 4.2" Color LCD Screen Center-Stack "Smart Display" – AppLink® – 911 Assist® Note: SYNC® AppLink® lets you control some of your favorite compatible mobile apps with your voice. It is compatible with select smartphone platforms. Commands may vary by phone and Applink® software. Note: Not available with options: 67H, 67U, 85R	65U	371.00	<table><tr><td></td><td>-</td></tr><tr><td colspan="2"></td></tr></table>		-		
	-						
Front Headlamp Lighting Solution • Includes LED Low beam/High beam headlamp, Wig-wag function and Red/Blue/White LED side warning lights (driver’s side White/Red / passenger side White/Blue) • Includes pre-wire for grille LED lights, siren and speaker (60A) • Wiring, LED lights included. Controller “not” included	66A	850.00	<table><tr><td></td><td>-</td></tr><tr><td colspan="2"></td></tr></table>		-		
	-						

Note: Not available with option: 67H Note: Recommend using Ultimate Wiring Package (67U)				
Tail Lamp / Police Interceptor Housing Only <ul style="list-style-type: none"> • Pre-existing holes with standard twist lock sealed capability (does not include LED strobe) (eliminates need to drill housing assemblies) Note: Not available with options: 66B and 67H		86T	58.00	<div></div> <div>-</div>
Tail Lamp Lighting Solution <ul style="list-style-type: none"> • Includes LED lights plus two (2) rear integrated hemispheric lighthouse white LED side warning lights in taillamps • LED lights only. Wiring, controller “not” included Note: Not available with option: 67H Note: Recommend using Ultimate Wiring Package (67U) 66B O Rear Lighting Solution <ul style="list-style-type: none"> • Includes two (2) backlit flashing linear high-intensity LED lights (driver’s side red / passenger side blue) mounted to inside liftgate glass • Includes two (2) backlit flashing linear high-intensity LED lights (driver’s side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open) • LED lights only. Wiring, controller “not” included Note: Not available with option: 67H Note: LED lights only – does “not” include wiring or controller Note: Recommend using Ultimate Wiring Package (67U)		66C	433.00	<div></div> <div>-</div>
Ready for the Road Package: All-in Complete Package – Includes Police Interceptor Packages: 66A, 66B, 66C, plus <ul style="list-style-type: none"> • Whelen Cencom Light Controller Head with dimmable backlight • Whelen Cencom Relay Center / Siren / Amp w/Traffic Advisor control (mounted behind 2nd row seat) • Light Controller / Relay Cencom Wiring (wiring harness) w/additional input/output pigtails • High current pigtail • Whelen Specific WECAN Cable (console to cargo area) connects Cencom to Control Head • Pre-wiring for grille LED lights, siren and speaker (60A) 		67H	3,415.00	<div></div> <div>-</div>

<ul style="list-style-type: none"> • Rear console plate (85R) – contours through 2nd row; channel for wiring • Grille linear LED Lights (Red / Blue) and harness • 100-Watt Siren / Speaker • Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) (52P) <p>Note: Not available with options: 66A, 66B, 66C, 67U and 65U</p>			
<p>Ultimate Wiring Package Includes the following:</p> <ul style="list-style-type: none"> • Rear console mounting plate (85R) – contours through 2nd row; channel for wiring • Pre-wiring for grille LED lights, siren and speaker (60A) • Wiring harness I/P to rear cargo area (overlay) <p>– Two (2) light cables – supports up to six (6) LED lights (engine compartment/grille)</p> <p>– One (1) 10-amp siren/speaker circuit engine cargo area</p> <ul style="list-style-type: none"> • Rear hatch/cargo area wiring – supports up to six (6) rear LED lights • Does “not” include LED lights, side connectors or controller <p>– Recommend Police Wire Harness Connector Kit 67V</p> <p>Note: Not available with options: 65U, 67H</p>	67U	533.00	
<p>Police Wire Harness Connector Kit – Front/Rear For connectivity to Ford PI Package solutions includes:</p> <ul style="list-style-type: none"> • Front <p>– (2) Male 4-pin connectors for siren</p> <p>– (5) Female 4-pin connectors for lighting/siren/speaker</p> <p>– (1) 4-pin IP connector for speakers</p> <p>– (1) 4-pin IP connector for siren controller connectivity</p> <p>– (1) 8-pin sealed connector</p> <p>– (1) 14-pin IP connector</p> <ul style="list-style-type: none"> • Rear <p>– (2) Male 4-pin connectors for siren</p> <p>– (5) Female 4-pin connectors for lighting/siren/speaker</p> <p>– (1) 4-pin IP connector for speakers</p> <p>– (1) 4-pin IP connector for siren controller connectivity</p> <p>– (1) 8-pin sealed connector</p> <p>– (1) 14-pin IP connector</p>	67V	176.00	

Note: Note:See Upfitters guide for further detail www.fordpoliceinterceptorupfit.com				
KEY EXTERIOR OPTIONS				
Engine Block Heater	41H	86.00	X	\$ 86.00
License Plate Bracket – Front	153	N/C	X	N/C
<i>Lamps / Lighting</i>				
Dark Car Feature – Courtesy lamps disabled when any door is opened	43D	24.00	X	\$ 24.00
Daytime Running Lamps	942	42.00		-
Switchable Red/White Lighting in Cargo Area (deletes 3rd row overhead map light)	17T	49.00	X	\$ 49.00
Front Warning Auxiliary LED Lights (Driver side – Red / Passenger side – Blue) Note: Requires 60A	21L	524.00		-
Front Interior Visor Light Bar (LED) • Super low-profile warning LED light bar fully integrated into the top of the windshield near the headliner – fully programable. (Red/Red or Blue/Blue operation. White “take down” and “scene” capabilities) Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U) (when not ordering the Interior Upgrade Package [65U]) Note: Front Console Plate no longer required; can be ordered with Interior Upgrade Package (65U)	96W	1,087.00		-
Pre-wiring for grille LED lights, siren and speaker 60A O / P-66A / P-67H / P-67U	60A	49.50		-
Rear Quarter Glass Side Marker LED Lights (Driver side – Red / Passenger side – Blue)	63L	546.00		-
Rear Spoiler Traffic Warning Lights (LED) • Fully integrated in rear spoiler for enhanced visibility • Provides red/blue/amber directional lighting – fully programmable Note: Rear Console Plate no longer required; can be ordered with Interior Upgrade Package (65U) Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U) (when not ordering the Interior Upgrade Package [65U])	96T	1,420.00		-
Side Marker LED – Sideview Mirrors (Driver side – Red / Passenger side – Blue) • Located on exterior mirror housing	63B	276.00		-

• LED lights only. Wiring, controller “not” included Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U)				
<i>Spot Lamp Prep Kits</i>				
Spot Lamp Prep Kit, Driver Only Note: Does not include spot lamp housing and bulb	51P	132.00		-
Spot Lamp Prep Kit, Dual Driver and Passenger Note: Does not include spot lamp housing and bulbs	51W	266.00		-
<i>Spot Lamp – LED Bulb:</i>				
Driver Only (Unity)	51R	375.00		-
Driver Only (Whelen)	51T	399.00	X	\$ 399.00
Dual (driver and passenger) (Unity)	51S	589.00		-
Dual (driver and passenger) (Whelen)	51V	632.00		-
<i>Body</i>				
Glass – Solar Tint 2nd Row door glass, Rear Quarter and Liftgate Window (Deletes Privacy Glass)	92G	114.00		-
Glass – Solar Tint 2nd Row Only door glass, Privacy Glass on Rear Quarter and Liftgate Window	92R	81.00		-
Underbody Deflector Plate (engine and transmission shield)	76D	318.00	X	\$ 318.00
<i>Wheels</i>				
Wheel Covers (18" Full Face Wheel Cover) Note: Only available with the standard Police wheel, not available with 64E	65L	58.00		-
18" Painted Aluminum Wheel Note: Spare wheel is an 18" conventional (Police) black steel wheel. Not available with 65L.	64E	451.00		-
<i>Audio / Video</i>				
Rear View Camera displayed in rear view mirror (Includes Electrochromic Rear View Mirror) Note: This option replaces the standard display in the center stack area. Note: Camera can only be displayed in the center stack (std) “OR” the rear view mirror (87R)	87R	N/C		-
☑Rear Camera On-Demand – allows driver to enable rear camera on-demand NEW OPTION	19V	218.00		-
<i>Doors / Locks</i>				
Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows)				

Note: Not available with 68G.				
Note: Can manually remove window or door disable plate with special tool	52P	153.00		-
Note: Locks/windows operable from driver's door switches				
Rear-Door controls Inoperable / Locks Inoperable (locks, handles and windows)				
Note: Not available with 52P.				
Note: Can manually remove window or door disable plate with special tool	68G	71.00	x	\$ 71.00
Note: Locks/windows operable from driver's door switches				
Global Lock / Unlock feature (Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates overhead console liftgate unlock switch and 45-second timer. Also eliminates the blue liftgate release button if ordered with Remote Keyless)	18D	N/C	X	N/C
Remote Keyless-Entry Key Fob (w/o Keypad, less PATS) – (includes 4-key fobs)				
Note: Available with Keyed Alike, however, key fobs are “not” fobbed alike when ordered with Keyed-Alike	55F	322.00		-
<i>Keys (Note: Can be ordered with Remote Keyless-Entry – 55F)</i>				
Keyed Alike – 1435x	59E	49.00		-
Keyed Alike – 1284x	59B	49.00		-
Keyed Alike – 0135x	59D	49.00		-
Keyed Alike – 0576x	59F	49.00		-
Keyed Alike – 1111x	59J	49.00		-
Keyed Alike – 1294x	59C	49.00		-
Keyed Alike – 0151x	59G	49.00		-
<i>Flooring / Seats</i>				
1st and 2nd row carpet floor covering (includes floor mats, front and rear) 16C O / P-65U		0 w/65U		
2nd Row Cloth Seats	88F	119.00		-
Power passenger seat (8-way) w/2-way manual recline and lumbar)	87P	309.00		-
Front Console Plate – Delete				
Note: Not available with option: 67H, 67U, 85R	85D	N/C		-
Rear Center Seat Delete (includes center seat delete tray) NEW OPTION				

Note: Not available with 65U or vinyl rear seats	85S	N/C		-
Rear Console Plate				
Note: Not available with option: 65U, 85D	85R	42.00		-
<i>Safety & Security</i>				
Ballistic Door-Panels (Level III+) – Driver Front-Door Only1	90D	1,505.00		-
Ballistic Door-Panels (Level III+) – Driver & Pass Front-Doors1	90E	3,012.00		-
Ballistic Door-Panels (Level IV+) – Driver Front-Door Only2	90F	2,294.00		-
Ballistic Door-Panels (Level IV+) – Driver & Pass Front-Door Only2	90G	4,588.00		-
BLIS® – Blind Spot Monitoring with Cross-traffic Alert (Requires 54Z)				
Note: Includes manual fold-away mirrors, w/heat, w/o memory, w/o puddle lamps	55B	517.00		-
☑Police Perimeter Alert – detects motion in an approximately 270-degree radius on sides and back of vehicle; if movement is determined to be a threat, chime will sound at level I. Doors will lock and windows will automatically go up at level II. Includes visual display in instrument cluster with tracking.	68B	641.00		-
<i>NEW OPTION</i>				
☑Pre-Collision Assist with Pedestrian Detection (includes Forward Collision Warning and Automatic Emergency Braking and unique disable switch for Law Enforcement use)	76P	137.00		-
Note: Not available with option 96W <i>NEW OPTION</i>				
Mirrors – Heated Sideview				
Note: Not required when ordering BLIS® (heated mirror is included with BLIS®)	549	58.00	X	\$ 58.00
Perimeter Anti-Theft Alarm				
• Activated by Hood, Door or Liftgate; when unauthorized entry occurs, system will flash the headlamps, parking lamps and sound the horn <i>NEW OPTION</i>	593	114.00		-
• Requires Keyless-Entry Key Fob (55F)				
Police Engine Idle feature				
• This feature allows you to leave the engine running and prevents your vehicle from unauthorized use when outside of your vehicle. Allows the key to be removed from ignition while vehicle remains	47A	248.00		-

idling.				
Reverse Sensing System	76R	261.00		-
<i>Misc</i>				
Aux Air Conditioning Note: Now available with Cargo Storage Vault	17A	579.00		-
Badge Delete • Deletes the “Police Interceptor” badging on rear liftgate • Deletes the “Interceptor” badging on front hood (EcoBoost®)	16D	N/C		-
Cargo Storage Vault (includes lockable door and compartment light) Note: Now available with Aux Air Conditioning	63V	232.00		-
☑Class III Trailer Tow Lighting Package (4-pin and 7-pin connectors and wiring) <i>NEW OPTION</i>	52T	76.00		-
☑H8 AGM Battery (900 CCA/92-amp) <i>NEW OPTION</i>	19K	104.00		-
Noise Suppression Bonds (Ground Straps)	60R	95.00		-
100 Watt Siren/Speaker (includes bracket and pigtail)	18X	299.00		-
BRAKE CONTROLLER DLR INSTALLED	DLR1	242.00		-

TOTAL PER UNIT COST				\$ 36,515.34
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Ship To: SAME AS BELOW

Invoice To: ROGERS POLICE DEPARTMENT
21860 INDUSTRIAL CT
ROGERS MN 55374

Attention: SCOTT BLASKO

Everest Emergency Vehicles

8 South Owasso Blvd. • Little Canada, MN 55117

Phone 800-889-6143 • Fax 651-690-1871

www.everestev.com

Branch 01 - ST. PAUL, MN		
Date 03/06/2019	Time 22:10:04 (O)	Page 1
Account No ROG001	Phone No	Inv No 02 001912
Ship Via	Purchase Order ?	
Tax ID No		
		Salesperson 410 / 410

ESTIMATE EXPIRY DATE: 04/05/2019

SERVICE ESTIMATE

Stock #: ? MISCELLANEOUS EQUIPMENT MS #: ?

Make: FD Model: UTILITY

Is to have the following work done

SUPERVISOR SQUAD RETROFIT

ADDITIONAL DESCRIPTION:

CONVERT CUSTOMERS CURRENT SUPERVISOR SQUAD TO A PATROL
VEHICLE

MISCELLANEOUS CHARGES:	<u>Description</u>	<u>Price</u>	<u>Amount</u>
	SHOP MATERIALS		
		Labor:	1800.00
		Miscellaneous:	150.00
		TOTAL:	1950.00

Authorization: _____

Thank you for choosing Everest Emergency Vehicles, your business is appreciated!



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21860 INDUSTRIAL CT
ROGERS MN 55374

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Branch 01 - ST. PAUL, MN		
Date 03/06/2019	Time 21:57:34 (O)	Page 1
Account No ROG001	Phone No	Inv No 01 001910
Ship Via	Purchase Order ?	
Tax ID No		
		Salesperson 410 / 410

ESTIMATE EXPIRY DATE: 04/04/2019

SERVICE ESTIMATE

Stock #: ? MISCELLANEOUS EQUIPMENT MS #: ?

Make: CH Model: TAHOE

Is to have the following work done

TAHOE BUILD

ADDITIONAL DESCRIPTION:

INSTALL NEW EQUIPMENT IN CUSTOMER VEHICLE TO INCLUDE:

LIGHT BAR

SIREN AND SPEAKER

HEADLIGHT AND TAILLIGHT FLASHER

PUSH BUMPER WITH FENDER WRAPS AND INTEGRATED LIGHTS.

FOG LAMP WARNING LIGHTS

DUAL COLOR INTERSECTOR LIGHTS

CONSOLE AND COMPUTER MOUNT

PRISONER PARTITION W/ RECESS PANEL

REAR PRISONER LIGHTING

DUAL GUN MOUNT

WINDOW BARS

REAR ABS SEAT AND FLOOR PAN

CARGO PARTITIONL

DUAL COLOR INTERIOR REAR TRAFFIC ADVISOR.

LIGHTS IN REAR 1/4 WINDOWS.

INSTALL LIGHTS ON RUNNING BOARDS

TRUCK VAULT REAR STORAGE SYSTEM

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
IB2DEDE	LIBERTY II 54"	1	2249.10	2249.10
CCSRN4	CARBIDE SYSTEM	1	772.06	772.06
SA315PBR	SIREN SPEAKER	1	179.00	179.00
SAK44BR	SPEAKER BRACKET	1	22.14	22.14
ETHTAH0-07+	FLASHER TAHOE	1	63.60	63.60
ETFBSSN-P	REAR FLASHER	1	46.21	46.21
ENT2B3D	INTERSECTOR R/W	1	178.81	178.81
ENT2B3E	INTERSECTOR B/W	1	178.81	178.81

Thank you for choosing Everest Emergency Vehicles, your business is appreciated!



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ROGERS MN 55374

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Branch 01 - ST. PAUL, MN		
Date 03/06/2019	Time 21:57:34 (O)	Page 2
Account No ROG001	Phone No	Inv No 01 001910
Ship Via	Purchase Order ?	
Tax ID No		
		Salesperson 410 / 410

ESTIMATE EXPIRY DATE: 04/04/2019

SERVICE ESTIMATE

Part#	Description	Qty	Price	Amount
M4DWJ	M4 FOG R/B/W	2	187.20	374.40
M4CT15B	FOG LT BRACKET	1	57.60	57.60
EGHST1R	GHOST LED, RED	1	101.40	101.40
EGHST1B	GHOST LED, BLU	1	163.00	163.00
EMPS2STS4D	4" MPOWER ST RW	2	136.40	272.80
EMPS2STS4E	4" MPOWER ST BW	2	111.60	223.20
EMPS1QMS3E	3" MPOWER QM BW	1	99.60	99.60
EMPS1QMS3E	3" MPOWER QM BW	1	99.60	99.60
ENFTCDXS1208	NFORCE TA TAHOE	1	962.13	962.13
PRPSP5714T15A	TAHOE PARTITION	1	847.47	847.47
S5702T15	REAR SEAT & BAR	1	1110.67	1110.67
WBP57NPT15	POLY WINDOW BAR	1	224.93	224.93
PB5715HDL006	PB W/ 4 ION	1	1204.00	1204.00
4PBFW57T15	PB FENDER WRAP	1	569.33	569.33
PTL4213	INT LIGHT KIT	1	168.00	168.00
GVPM5715S-H	WEAPON MOUNT	1	382.67	382.67
SS0008	SAFE STOP	1	167.07	167.07
T-CHTAHM2-19N	TRUCK VAULT	1	2495.00	2495.00
C-VS-0812-TAH-1	TAHOE CONSOLE	1	380.15	380.15
C-CUP2-I	CUP HOLDER INT	1	34.52	34.52
C-ARM-102	HAVIS ARM REST	1	83.88	83.88
C-HDM-204	COMPUTER BASE	1	138.89	138.89
C-DMM-2014	SCREEN MOUNT	1	276.97	276.97
C-MD-112	SWING ARM	1	258.83	258.83
C-KBM-202	KEYBOARD MOUNT	1	124.47	124.47
HE-29182-F	WIRING HARNESS	1	111.45	111.45

MISCELLANEOUS CHARGES:

Description	Price	Amount
SHOP MATERIALS		
SHIP & HANDLING		

Parts: 14621.76
Labor: 5600.00
Miscellaneous: 300.00

Thank you for choosing Everest Emergency Vehicles, your business is appreciated!



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ROGERS MN 55374

Attention: SCOTT BLASKO

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Phone 800-889-6143 • Fax 651-690-1871

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Branch 01 - ST. PAUL, MN		
Date 03/06/2019	Time 21:57:34 (O)	Page 3
Account No ROG001	Phone No	Inv No 01 001910
Ship Via	Purchase Order ?	
Tax ID No		
		Salesperson 410 / 410

ESTIMATE EXPIRY DATE: 04/04/2019

SERVICE ESTIMATE

Authorization: _____

TOTAL: 20521.76

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12401 Ironwood Circle Suite # 400 Rogers, MN 55374
Phone 763-428-5035 Fax 763-428-5037



Estimate #128897

3/5/2019

Prepared For:

ROGERS POLICE DEPARTMENT
21860 INDUSTRIAL BLVD
ROGERS, MN 55374

Phone: 763-428-3450

Fax: 763-428-1900

Alt. Phone:

Email:

Prepared By:

RYAN ANDERSEN
TRANSPORT GRAPHICS
12401 IRONWOOD CIR.
STE # 400
ROGERS, MN 55374

Phone: 763-428-5035

Fax: 763-428-5037

Alt. Phone: 1-800-822-4846

Email: RYAN@TGWRAPS.COM

Description: CHEVROLET TAHOE GRAPHICS KIT

Estimated Time For Production: 10 working days

Quantity	Description	Each	Total	Taxable
1	CHEVROLET TAHOE SQUAD GRAPHICS KIT - REFLECTIVE POLICE, ROGERS, BLUE STRIPE, REAR CHEVERONS, NON REFLECTIVE BADGE, NUMBERS & WHITE STRIPE	675.00	\$675.00	
1	3M CERTIFIED VEHICLE INSTALLATION	212.50	\$212.50	
1	SHOP SUPPLIES & ENVIRONMENTAL	53.25	\$53.25	
		Subtotal	\$940.75	
		Total	\$940.75	

Terms: Net 10

By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.

Signed by

Date

Amt. Paid Today



12401 Ironwood Circle Suite # 400 Rogers, MN 55374
Phone 763-428-5035 Fax 763-428-5037



Estimate #128896

3/5/2019

Prepared For:

ROGERS POLICE DEPARTMENT
21860 INDUSTRIAL BLVD
ROGERS, MN 55374

Phone: 763-428-3450

Fax: 763-428-1900

Alt. Phone:

Email:

Prepared By:

RYAN ANDERSEN
TRANSPORT GRAPHICS
12401 IRONWOOD CIR.
STE # 400
ROGERS, MN 55374

Phone: 763-428-5035

Fax: 763-428-5037

Alt. Phone: 1-800-822-4846

Email: RYAN@TGWRAPS.COM

Description: FORD UTILITY GRAPHICS KIT

Estimated Time For Production: 10 working days

Quantity	Description	Each	Total	Taxable
1	FORD UTILITY SQUAD GRAPHICS KIT - REFLECTIVE POLICE, ROGERS, BLUE STRIPE, REAR CHEVERONS, NON REFLECTIVE BADGE, NUMBERS & WHITE STRIPE	595.00	\$595.00	
1	3M CERTIFIED VEHICLE INSTALLATION	170.00	\$170.00	
1	SHOP SUPPLIES & ENVIRONMENTAL	45.90	\$45.90	
		Subtotal	\$810.90	
		Total	\$810.90	

Terms: Net 10

By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.

Signed by

Date

Amt. Paid Today



REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: March 12, 2019

Agenda Item: No. 7.4

Subject: Approval of Construction Management Services for Rogers Event Center

Prepared By: John Seifert; Public Works Director

Recommended City Council Action

Motion to approve the contract for Construction Management services for Rogers Event Center with Terra Construction in the amount of \$125,760.

Overview / Background

The City Council authorized City Staff to solicit for formal Request For Proposals (RFP) at the February 12, 2019 Council Meeting. The RFP specifically requested a delivery model that utilized Construction Manager as Constructor (CMc). This process was used both at the Rogers Activity Center (RAC) and most recently the Rogers Police Department remodel.

From the original solicitation, the City received interest from five qualified construction management firms who all attended the mandatory pre-proposal meeting held at the City offices on February 20, 2019. After reviewing the project and schedule for the 2019 construction season with the five original CM firms, the City did receive formal applications on the February 28 deadline. From this process the City received two detailed proposals. Both CM proposals met the qualifications of the RFP process and warranted separate interviews to determine the recommended firm. Individual interview meetings were then held with each of the two firms at the City offices on March 5, 2019 by the City Staff, Mayor and project architect, Tom Moore.

After final analysis of the proposals and subsequent interviews, the recommendation is to select Terra Construction of Rogers, for the Rogers Event Center project. The attached is a recommendation letter from HTG, the project architect.

At this time, the City staff is recommending award of the CMc contract to Terra Construction. Next steps will be to perform pre-bid services to establish a set of project specific bid packages that would be approved for advertisement by the City council in a future meetings. This will allow the project to stay within the project budget and time schedule of a fall 2019 assumed completion.

Staff Recommendation

Motion to approve the contract for Construction Management services for Rogers Event Center with Terra Construction.

Financial Impact: \$125,760 **Budgeted?** Yes

Source Fund: Park Ded 404 - 1809

Notes:

CMc fee based on the estimated construction value of 1.8 million.

ATTACHMENTS:

Description

Letter of Recommendation for CMc by HTG

05 March 2019



Rick Ihli, Mayor
John Seifert, Public Works Director
City of Rogers
22350 South Diamond Lake Road
Rogers, MN 55347

Re: Construction Manager Recommendation
Lions Central Park – Event Center
New Building
Rogers, MN

Dear Rick and John:

It was a pleasure to sit in with you on the Construction Manager interviews for the Lions Central Park Event Center project this morning. It was immediately clear that both Terra Construction and RJM Construction are both clearly qualified to do the work. Both companies brought skilled, experienced teams to the table that I believe would make great partners in the project.

We stressed to both companies the importance of wanting a team player who is fully engaged in the project from the start. We need their input to help us select the right building systems to help us make informed decisions that will provide the highest quality building that meets the budget goals for the project. Both companies recognized that by having their chief estimators at the meeting.

So, when you have two qualified Construction Managers, you look for criteria to help you make a selection. Typically, we would look at 4 areas: Experience, Cost, Schedule and Intangibles.

1. Experience – Both companies have a great deal of experience delivering public projects. Terra has done extensive work for the local school district with great results. RJM has experience with the City of Rogers on both the Ice Rink and the Police Station.
2. Cost – The companies were asked to identify their fees for the project and in the end were very, very close with a difference of \$7,000 - \$9,000. Terra was on the low, with RJM being just a bit higher.
3. Schedule – the biggest difference between the two firms was on the project schedule. Terra felt the project was a 3-4 month build. RJM stated they thought it was a 5-6 month build. Terra overall felt more aggressive and believed they could have the building up and operational by late fall. RJM stated a completion date of early spring of 2020. Overall that is a 5-6-month advantage with Terra.
4. Intangibles – both companies have ties to Rogers. RJM was founded by owner Bob Jossart is a local resident, and as mentioned above, RJM has done work for the City of Rogers in the past. Terra is located in Rogers and their job superintendent lives in Rogers. We could tell in the interview process that being a Rogers company was very important to Terra and the stressed this was not just another project, but a very important one to them as Rogers is their home.

In the end I felt it was very close between the two companies, but based on the information above, my recommendation would be to move forward with Terra Construction for the Lions Central Park Event Center project.

Thank you for the opportunity to work with you on this project. We look forward to making the vision into reality.