

# ***AGENDA***

## ***ROGERS CITY COUNCIL***

***January 22, 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 December 11, 2018 City Council Workshop Minutes, December 26, 2018 City Council Special Meeting Minutes, and January 8, 2019 City Council Meeting Minutes

5.2 Approval of Bills and Claims

5.3 Accepting Donations from Shield 616 to the Rogers Police Department

5.4 Approval of Resolution No. 2019 - 05, A Resolution Authorizing an Increase in the Annual Pension Benefit Level for the Active Members of the Fire Department from \$3,500 to \$3,650 for Calendar Year 2019

5.5 Approve Change Order 1 for the CSAH 81 / CSAH 13 Intersection Improvements Project

5.6 Approval of Floor Scrubber Purchase

### **6. PUBLIC HEARINGS**

### **7. GENERAL BUSINESS**

7.1 Approval of Utilities Administrative Assistant Position Description and Approval of Targeted Hire

7.2 Accept feasibility report and call for public hearing for the rehabilitation/reconstruction of Northdale Blvd from South Diamond Lake Road to CSAH 144

7.3 Items Relating to Police Department Staffing

- Approval of Interim Chief of Police and Internal Temporary Assignments
- Approval to Proceed with the Hiring Process of New Patrol Officer
- Approval of Search and Background Consultant

7.4 Authorize Professional Services Agreement For Construction Documents and Construction Administration For the Rogers Event Center

**8. OTHER BUSINESS**

**9. CORRESPONDENCE AND REPORTS**

9.1 Acquisition of Harley Rake

9.2 Transportation Task Force Meeting Minutes

9.3 Presentation from MCES Public Hearing

**10. ADJOURN**





**REQUEST FOR ACTION  
ROGERS CITY COUNCIL**

**Meeting Date:** January 22, 2019

**Agenda Item:** No. 5.1

**Subject:** Approval of December 11, 2018 City Council Workshop Minutes, December 26, 2018 City Council Special Meeting Minutes, and January 8, 2019 City Council Meeting Minutes

**Prepared By:** Stacy Scharber, Assistant City Administrator

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**Recommended City Council Action**

Motion to approve the December 11, 2018 Workshop, December 26, 2018 Special Meeting, and January 8, 2019 City Council meeting minutes as presented.

**ATTACHMENTS:**

Description

December 11, 2018 Workshop

December 26, 2018 Special Meeting

January 8, 2019 Meeting

**1. Call to Order.** The workshop of the City Council of the City of Rogers was called to order by Mayor Ihli on Tuesday, December 11, 2018 at 6:13 p.m. at Rogers Community Center, 21201 Memorial Drive, Rogers, MN, 55374.

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

Staff present: Jeff Beahen, 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. 2019 Final Budget and Levy Documents**

Herbert, proposing 1.23% levy increase, about 95,000 increase. Property tax valuation will be about 4.4%. Council has ability to change through the first week of January. \$264, 219 cut out of the levy. Herbert, overviewed general fund expenditures by departments. What we post on our website is our budget summaries (graphs), if a resident has any further questions they can view a hard copy at city hall or speak with me.

Stahmer, we look at our budget and what trends are with nearby cities regarding the tax capacity. He will provide a presentation at the 7:00 p.m. meeting.

Ihli, thank you Lisa, for your hard work and patience. Herbert thanked the council and staff for their involvement throughout the process.

Eiden, yes I second that, you hear about other city councils and mayor and how they may not work well together so he thanks everyone for their collaboration and cooperation.

Jakel, it was a good session, a lot to talk about, maybe we can hear an update on the pavement management plan?

Weiss, we are going to put together a summary on the pavement management plan now that all of the numbers are in. We've done a better job of building our streets, doing it better the first time around.

Jakel, maybe look into seal coating technology? Weiss, we can look into it.

Weiss, we thought we may need to increase our franchise fees, but we think that we can stay at the numbers we are at, for our franchise fees. Herbert, we'll be at 1.1 million, about \$15,000 increases in revenues.

Jakel, let's bring back the Financial Management Plan within the first week so we can spend more time looking at it.

Stahmer, it felt like we had more hours of productive meetings between Council and staff.

Ihli, we were all concerned about what we going to do with our fiscal disparities fund, but I am glad we used it to pay down debt.

**3. Adjourn**

Gorecki moved, Jakel seconded a motion to adjourn the Workshop at 6:38 p.m.

Respectfully submitted,

Paul Byun  
Deputy Clerk/Communications Coordinator

**1. Call to Order.** The special meeting of the City Council of the City of Rogers was called to order by Mayor Ihli on Wednesday, December 26, 2018 at 7:36 a.m. at the Rogers City Hall Large Conference Room, 22350 South Diamond Lake Road, Rogers, MN 55374.

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

Staff present: Paul Byun, Deputy Clerk/Communications Coordinator; Lisa Herbert, Finance Director; Steve Stahmer, and City Administrator; Jason Ziemer, City Planner/Community Development Coordinator; and Bob Vose.

## **2. Open Forum**

None.

## **3. Presentations**

None.

## **4. Approve Agenda**

The agenda was set as submitted.

## **5. Consent Agenda**

### **5.1 Approval of the November 28, 2018 Planning Commission and City Council Joint Meeting Minutes**

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

## **6. Public Hearings**

### **6.1 Approval of Resolution No. 2018-113, Approving a Preliminary and Final Plat for Edgewater Second Addition**

Ziemer provided a brief background on the preliminary and final plat.

Mayor Ihli opened the public hearing at 7:44 a.m. No person addressed the Council.

Gorecki moved, Klick seconded a motion to close the public hearing at 7:44 p.m. Motion carried 4-0.

Eiden moved, Klick seconded a motion to Approve Resolution No. 2018-113, Approving a Preliminary and Final Plat for Edgewater Second Addition. Motion carried 4-0.

## **7. General Business**

### **7.1 Items Relating to a Request from Lennar Corporation:**

- **Approval of Resolution No. 2018-114, Approving a Final Plat for Laurel Creek 3rd Addition.**
- **Approval of the Laurel Creek Phase 3 Subdivision Development Agreement between the City of Rogers and Lennar Corporation.**

Ziemer, U.S. House Corporation, dba Lennar, has submitted a land use application, requesting City approval of Final Plat for Phase 3 of the Laurel Creek development, known as Laurel Creek 3rd Addition. Laurel Creek was originally approved as a 475 mixed unit residential development east of Brockton Lane and south of Territorial Road (County Road 159).

The City Council completed its review of the development on April 11, 2017, approving a rezoning to Planned Unit Development (PUD), the Preliminary Plat for the development, and Final Plat for Phase 1, known as Laurel Creek. The development was approved with a Phasing Plan of five (5) phases from 2017 through 2022. The original phase was platted and approved for 79 lots. The phasing plan was updated with the 2nd Addition, and was revised again for the 3rd Addition.

Ziemer, issues to consider: land use and zoning, plat standards & requirements, planned unit development standards, revised phasing plan, and phase 3 subdivision development agreement.

Ihli asked how many lots are in the 3<sup>rd</sup> Addition. Ziemer, 86 total homes and we did meet with them to go over the plat, there were no questions or comments from staff. They satisfied all of their plat requirements

Gorecki, are they moving forward with their wall? Ihli, it is already built. It looks very nice.

Gorecki, how are their homes selling? Ziemer, single family residential are slowing down but townhomes are going fast.

Gorecki moved, Klick seconded a motion to Approve Resolution No. 2018-114, Approving a Final Plat for Laurel Creek 3rd Addition. Motion carried 4-0.

Gorecki moved, Klick seconded a motion to Approve the Laurel Creek Phase 3 Subdivision Development Agreement between the City of Rogers and Lennar Corporation. Motion carried 4-0.

## **8. Other Business**

None.

## **9. Correspondence and Reports**

None.

## **10. Adjourn**

Mayor Ihli adjourned the meeting at 7:52 a.m.

Respectfully submitted,

Paul Byun  
Deputy Clerk/Communications Coordinator

**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, January 8, 2019 at 7:00 p.m. at Rogers Community Center, 21201 Memorial Drive, Rogers, MN, 55374.

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

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

Assistant Administrator/Clerk Scharber swore in Ihli, Eiden, and Gorecki to their new terms.

## **2. Open Forum**

None.

## **3. Presentation**

### **3.1 Rogers Lions Club-Annual Park Fund Donation**

Dick Engstrom along with Sue Lyon and Dave Lorenz, presented the City with a \$14,000 donation to the City of Rogers for the Park Fund.

## **4. Approve Agenda**

The agenda was set as submitted.

## **5. Consent Agenda**

- 5.1** Approval of the November 27, 2018 City Council Workshop Minutes, December 4, 2018 City Council Workshop Minutes, and December 11, 2018 City Council Meeting Minutes
- 5.2** Approval of Bills and Claims
- 5.3** Approval of Resolution 2019-01 A Resolution Approving Membership in Open to Business
- 5.4** Setting Thursday, May 2, 2019 as the 2019 Open Book Meeting
- 5.5** Approval of a Temporary On-Sale Liquor License for the Rogers Lions Club for February 23, 2019 for a Fundraiser at the Rogers Community Room and Room Fee Waiver
- 5.6** Motion to Approve Amendment to Paragraph 5.1 of the Master PUD Development Agreement between Lennar and the City of Rogers
- 5.7** Approval of Resolution 2019-02 A Resolution Amending Legal Description Contained in Resolution No. 2018-01 Vacating Portions of Right-Of-Way Of Justen Circle
- 5.8** Approval of 2018-19 RHS Ice Contracts
- 5.9** Approval of 2018-19 RYHA Ice Contract
- 5.10** Authorization to Call for a Public Hearing to Vacate Public Drainage and Utility Easements on Lots 2, 3 and 4 of Block 1, Justen Park

- 5.11** Approve Renewal of On-Sale, 3.2 On-Sale, Wine, and 3.2 Off-Sale Licenses for the Following:
- On-Sale Liquor License for Applebee's
  - On-Sale Liquor License for Guadalajara's Mexican Restaurant
  - On-Sale Liquor License for Maynard's Restaurant
  - On-Sale Liquor License for Wellstead of Rogers
  - On-Sale Liquor License for Broadway Bar & Pizza Rogers
  - On-Sale Liquor License for Chipotle
  - On-Sale Liquor License for Clive's Roadhouse Rogers
  - On-Sale Liquor License for Short or Tall
  - On-Sale Liquor License for Emagine Theaters
  - 3.2 and Wine License for Hong Thai Restaurant
  - 3.2 and Wine License for Davanni's
  - 3.2 Off-Sale Liquor License for Cub
  - 3.2 Off-Sale Liquor License for Speedway Location SDLKRD
  - 3.2 Off-Sale Liquor License for Speedway Location Industrial Blvd.
  - 3.2 Off-Sale Liquor License for Target Super Stores
  - 3.2 Off-Sale Liquor License for Holiday Station Store #307
- 5.12** Accepting Donation from Rogers Lions Club
- 5.13** Approval of Resolution No. 2019-03 A Resolution Authorizing the Acquisition of Budgeted Road Maintenance Materials for the Calendar Year 2019
- 5.14** Approval of Master Services Agreement with Vitals
- 5.15** Approve Cooperative Construction Agreement No. 1031269 between the City of Rogers and the State of Minnesota for the Construction of ADA Improvements, Bridge Fence and Signal Modifications at TH 101 and TH 94
- 5.16** Accepting Resignation of Chief Jeff Beahen Effective January 27, 2019
- 5.17** Authorization to Call for a Public Hearing to Vacate Excess Easements
- 5.18** Approval of Active Military Pay Differential
- 5.19** Approve Memorandum of Understanding with Goff Public for Government Relations/Lobbying Services

Gorecki moved, Klick seconded a motion to approve the consent agenda. Motion carried 5-0.

## **6. Public Hearings**

None.

## **7. General Business**

### **7.1 Accept Proposal from WSB & Associates for Downtown Streetscape Plan**

Zierner addressed the Council stating staff is recommending to hire WSB to begin the plan, hoping to receive grant funding so that this would not be of any cost to the city. Idea behind streetscape plan is to create entry points into the downtown area. Focus is on Main Street. Emphasis area would be the activity focal point. Staff is recommending to move forward with the plan with WSB.

Ihli, redoing downtown has been our plan for a long time.

Gorecki, I think that the time is right to move forward with this.

Ihli moved, Eiden seconded a motion to approve a proposal from WSB & Associates to develop the Streetscape Plan for Downtown Rogers as part of the 2019/2020 Main Street Reconstruction Project. Motion carried 5-0.

## **7.2 Authorize Preparation of Plans and Specifications and Approve a Proposal for Engineering Services for the 2019 Pavement Improvement Projects**

Weiss, the City of Rogers is approaching its fourth year of implementing a pavement management plan funded through the collection of franchise fees. Staff have met with members of the Transportation Task Force and discussed recommendations for street maintenance projects for 2019 and beyond.

Both John Milless Drive and Kelley Lane are experiencing pavement deterioration that includes block cracking and alligator cracking. Proposed improvements for both John Milless Drive and Kelley Lane include a full depth reclamation and pavement replacement. John Milless Lane is an urban roadway therefore some reclaimed material will be hauled off site for the new pavement section to match the existing curb line. Since both streets are relatively short in length and are each proposed similar improvements, staff are suggesting improvements to both streets be bid together as a single project.

These improvements will be financed through funds dedicated to pavement management and collected through franchise fees.

The estimated total project costs for the improvements are as follows:

<b>Project</b>	<b>Pre-Design Estimate</b>
John Milless Drive	\$357,600
Kelley Lane	\$210,950
<b>Total</b>	<b>\$568,550</b>

WSB is proposing to complete the final design and bidding services for this work at an hourly fee not to exceed \$28,400.

The Council showed collective agreement for this project.

Bret, unrelated, but we think we will have the materials for the pedestrian project in April, so we should be able to begin construction in May. Could be around a week for construction, but does not think that it should take very long.

Klick moved, Jakel seconded a motion to Authorize Preparation of plans and specifications and accept the proposal for the 2019 Street Improvements Project at John Milless Drive and Kelley Lane, to be prepared by WSB & Associates Inc., at a cost not to exceed \$28,400. Motion carried 5-0.



### **7.3 Annual Appointment Process**

- |  |   |
|--|---|
| 1. Acting Mayor                                  | Darren Jakel  |
| 2. Official Depositories                         | Wells Fargo Bank NA<br>(City and EDA) Northland Securities<br>Citi Group/Smith Barney<br>ICD Securities<br>4M Fund/PMA Financial Institution<br>Multi Bank Securities<br>U.S. Bank<br>First National Bank of Elk River<br>21st Century Bank<br>Sterne Agee<br>Piper Jaffray<br>RBC Capital Markets Corporation<br>UBS Financial Services, Inc.<br>Community Investment Partners<br>Central Bank<br>Edward D Jones |
| 3. Electronic Funds Transfer Authority           | Finance Director/Treasurer  |
| 4. City Attorney/Civil<br>City Attorney/Criminal | Bob Vose, Kennedy & Graven<br>Carson, Clelland & Schreder   |
| 5. City Engineer                                 | WSB, Bret Weiss   |
| 6. Building Official                             | Metro West Inspection Services Inc.   |
| 7. Official Newspaper                            | North Crow River News   |
| 8. Council Representative to Planning Commission | Bruce Gorecki & Shannon Klick   |
| 9. Council Representative to Park Board          | Rick Ihli & Shannon Klick   |
| 10. Council Representative to Arena Commission   | Mark Eiden & Darren Jakel   |
| 11. Representatives to Rogers Fire Relief Assoc. | Rick Ihli & Bruce Gorecki   |
| 12. Elm Creek Watershed Commission               | Kevin Jullie  |
| 13. Representative to Senior Advisory Board      | Shannon Klick   |
| 14. Liquor Commission                            | Darren Jakel & Rick Ihli  |

- |  |   |
|--|---|
| 15. Transportation Task Force                      | Mark Eiden & Bruce Gorecki                            |
| 16. Public Safety Task Force                       | Rick Ihli & Shannon Klick<br>Darren Jakel - Alternate |
| 17. Assistant Weed Inspector                       | Scott Weltzin   |
| 18. Northwest Hennepin League of<br>Municipalities | Rick Ihli & Shannon Klick                             |

Council and staff discussed the two bids received for the City's legal paper. After discussion, Council wanted to keep the paper local.

Eiden moved, Klick seconded a motion to approve the appointments as stated. Motion carried 5-0.

#### **8. Other Business**

None.

#### **9. Correspondence and Reports**

##### **9.1 November 2018 Financial Reports**

##### **9.2 Acquisition of Pro Gator**

#### **10. Adjourn**

Mayor Ihli adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Paul Byun  
Deputy Clerk/Communications Coordinator



**REQUEST FOR ACTION  
ROGERS CITY COUNCIL**

**Meeting Date:** January 22, 2019

**Agenda Item:** No. 5.2

**Subject:** Approval of Bills and Claims

**Prepared By:** Lisa L. Herbert, Finance Director

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**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

01-07-2019 Manual Check #73748 Michael Iwanok

01-17-2019 Manual Check #73749 Postmaster

01-22-2019 City Accounts Payable

01-22-2019 Liquor Accounts Payable

**01-22-2019 CITY COUNCIL MEETING**  
**CITY OF ROGERS OPERATING ACCOUNTS - ADDITIONAL CLAIMS PAID/TO BE PAID**

**City Payroll Checks, Taxes & Misc Fees Paid**

1/17/2019 ADP Child Support/Garnishment	657.67
1/3/2019 ADP Child Support/Garnishment	666.29
1/3/2019 ADP Direct Deposits	172,689.68
1/17/2019 ADP Direct Deposits	138,776.13
1/3/2019 ADP Payroll Taxes	55,469.38
1/17/2019 ADP Payroll Taxes	46,802.44
1/17/2019 Electronic PERA	35,332.11
1/16/2019 MN Deferred Compensation	2,505.00
1/4/2019 Optum Health Plan Fund	4,698.42
1/16/2019 Optum Health Plan Fund	4,802.58
1/4/2019 Optum Health Plan Fund	99,900.00
1/7, 1/9 Optum Health Plan Fund	1,454.16
1/16/2019 State of MN Health Care	967.86
1/11/2019 ADP Fees	623.00
1/4, 1/17 Further	5,302.04
<b>Payroll &amp; Misc Fee Expenditures</b>	<b>570,646.76</b>

**City Manual Checks Paid**

1/7/2019 Manual Check #73748 - Iwanok, Micheal	535.63
1/17/2019 Manual Check #73749 - Postmaster	911.75
<b>Manual Check Expenditures</b>	<b>1,447.38</b>

**City Misc Ach/Wires Paid**

1/4/2019 Sun Life Payment - January 2018	1,374.20
1/4/2019 Payment Services Network Processing Fees	558.68
1/16/2019 MNDOR - City Sales Tax	1,251.00
1/9/2019 MNDOR - Water Sales Tax	1,227.00
<b>ACH/Wire Expenditures</b>	<b>4,410.88</b>

**Accounts Payable Checks:**

<b>2018 City Accounts Payable paid 01-22-2019</b>	<b>120,084.87</b>
<b>2019 City Accounts Payable paid 01-22-2019</b>	<b>173,060.37</b>
<b>City Total To Be Approved</b>	<b>869,650.26</b>

**Liquor Misc Ach/Wires Paid**

1/9/2019 MNDOR - Liquor Sales Tax	41,101.00
	<b>41,101.00</b>

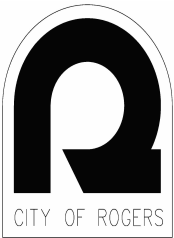
**Accounts Payable Checks:**

<b>2018 Liquor Accounts Payable paid 01-22-2019</b>	<b>10,489.19</b>
<b>2019 Liquor Accounts Payable paid 01-22-2019</b>	<b>126,348.46</b>
<b>Liquor Total to Be Approved</b>	<b>177,938.65</b>

# Accounts Payable

## Computer Check Proof List by Vendor

User: LHerbert  
Printed: 01/07/2019 - 2:43PM  
Batch: 00003.01.2019



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: iwami	Micheal T. Iwanok			Check Sequence: 1	ACH Enabled: False
	Manual Check - Missed On Call Pay	535.63	01/07/2019	100-000-0000-21713-0000	
	Check Total:	535.63			
	Total for Check Run:	535.63			
	Total of Number of Checks:	1			

# Accounts Payable

## Computer Check Proof List by Vendor

User: bbruska  
Printed: 01/17/2019 - 12:10PM  
Batch: 00004.01.2019



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: postm	Postmaster			Check Sequence: 1	ACH Enabled: False
JAN 2019	Utility Bills - January 2019	303.92	01/17/2019	601-494-9440-43220-0000	
JAN 2019	Utility Bills - January 2019	303.92	01/17/2019	602-495-9490-43220-0000	
JAN 2019	Utility Bills - January 2019	303.91	01/17/2019	603-496-9495-43220-0000	
	Check Total:	911.75			
	Total for Check Run:	911.75			
	Total of Number of Checks:	1			

# Accounts Payable

## Computer Check Proof List by Vendor

User: bbruska  
 Printed: 01/17/2019 - 2:55PM  
 Batch: 00006.01.2019



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 3DSpe 207146	3-D Specialties, Inc. Shop Supplies - Signs	143.59	01/22/2019	Check Sequence: 1 100-430-3121-42260-0000	ACH Enabled: False
	Check Total:	143.59			
Vendor: 3rddi 2228	3rd Dimension Stoneworks Sand Blast Pavers	107.00	01/22/2019	Check Sequence: 2 100-450-5200-44310-0000	ACH Enabled: False
	Check Total:	107.00			
Vendor: aflac 993737	AFLAC EE Paid Insurance Premiums - January 2019	1,440.32	01/22/2019	Check Sequence: 3 100-000-0000-21751-0000	ACH Enabled: False
	Check Total:	1,440.32			
Vendor: amete 2182665	American Test Center Annual Ladder Testing	1,341.00	01/22/2019	Check Sequence: 4 100-420-2210-44040-0000	ACH Enabled: False
	Check Total:	1,341.00			
Vendor: ancso 01312019 01312019 01312019 01312019 Rogers-Act Ctr	Anchor Solar Investments, LLC Solar Lease - NCP Nov/Dec Solar Lease - CH - January 2019 Solar Lease - NCP - January 2019 Solar Lease - PW - January 2019 Electric - RAC	217.25 47.01 108.63 109.69 156.70	01/22/2019 01/22/2019 01/22/2019 01/22/2019 01/22/2019	Check Sequence: 5 100-450-5200-43810-0000 100-410-1940-43810-0000 100-450-5200-43810-0000 100-430-3000-43810-0000 205-450-5205-43810-0000	ACH Enabled: False
	Check Total:	639.28			
Vendor: ancom 84726	Ancom Technical Center, Inc. Repair Fire Pager	133.00	01/22/2019	Check Sequence: 6 100-420-2210-44040-0000	ACH Enabled: False
	Check Total:	133.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: banda	Banyon Data Systems, Inc.			Check Sequence: 7	ACH Enabled: False
158386	2019 Banyon Maintenance & Support Fees	484.75	01/22/2019	602-495-9490-43190-0000	
158386	2019 Banyon Maintenance & Support Fees	207.75	01/22/2019	100-430-3245-43190-0000	
158386	2019 Banyon Maintenance & Support Fees	207.75	01/22/2019	603-496-9495-43190-0000	
158386	2019 Banyon Maintenance & Support Fees	484.75	01/22/2019	601-494-9440-43190-0000	
	Check Total:	1,385.00			
Vendor: basan	Basic Animal Rescue Training			Check Sequence: 8	ACH Enabled: False
1002	K9 Officer Training	75.00	01/22/2019	100-420-2100-44360-0000	
1002	K9 Officer First Aid Kit	75.00	01/22/2019	100-420-2100-42107-0000	
	Check Total:	150.00			
Vendor: bcatr	BCA/CJDN			Check Sequence: 9	ACH Enabled: False
00000521060	State Criminal Justice Data Network Fees (10/1/	270.00	01/22/2019	100-420-2100-43100-0000	
	Check Total:	270.00			
Vendor: beaoi	Beaudry Oil & Service Inc.			Check Sequence: 10	ACH Enabled: False
872242	Fuel For Lift Station Generator	161.14	01/22/2019	601-494-9440-42120-0000	
872242	Fuel For Lift Station Generator	161.14	01/22/2019	602-495-9490-42120-0000	
	Check Total:	322.28			
Vendor: norto	Blue Tarp Financial			Check Sequence: 11	ACH Enabled: False
78190	Hand Tools	54.98	01/22/2019	100-430-3000-42100-0000	
	Check Total:	54.98			
Vendor: borst	Border States Industries, Inc.			Check Sequence: 12	ACH Enabled: False
916869791	Electric Breaker Replaced	604.42	01/22/2019	602-495-9490-42102-0000	
	Check Total:	604.42			
Vendor: boytr	Boyer Ford Trucks, Inc.			Check Sequence: 13	ACH Enabled: False
57010RX1	Parts	521.20	01/22/2019	601-494-9440-42103-0000	
	Check Total:	521.20			
Vendor: ERS	Brian Bramley			Check Sequence: 14	ACH Enabled: False
12292	Replaced Damaged Nozzles (Qty 2)	1,180.92	01/22/2019	100-420-2210-44040-0000	
12316	1 3/4" Fire Hose (5 Sections)	1,194.15	01/22/2019	100-420-2210-42100-0000	



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	2,375.07			
Vendor: brofi 28606	Brothers Fire Protection Co. 2018 Annual Sprinkler Inspection	185.00	01/22/2019	Check Sequence: 15 100-420-2100-43100-0000	ACH Enabled: False
	Check Total:	185.00			
Vendor: burto 18-13689 19-31810 21333	Burda's Towing LLC Veh Tow 12/31/18 - 2011 Kia Soul - #18019713 Vehicle Tow 1/5/19 - '08 Pont GrandPrix - 1900C Two Tires Replaced - 2018 Toyota Corolla - 180	150.00 150.00 416.43	01/22/2019 01/22/2019 01/22/2019	Check Sequence: 16 100-420-2100-43100-0000 100-420-2100-43100-0000 100-420-2100-43100-0000	ACH Enabled: False
	Check Total:	716.43			
Vendor: cenhy 0056852	Central Hydraulics, Inc. Pin Kit	19.96	01/22/2019	Check Sequence: 17 100-430-3125-42103-0000	ACH Enabled: False
	Check Total:	19.96			
Vendor: cinco 4014001835 4014001835 4014480578 4014480578 4014480578 4014480578 4014480578 4014661690 4014661690 4014826138 4014826138 4014826138 4014826138 4014826138 4014826138 4014826138 4014826159	Cintas Corporation Mats - CR Mats - FD Uniforms - SWR Uniforms - PK Uniforms - WTR Uniforms - PW Mats - FD Mats - CR Uniforms - WTR Uniforms - PW Uniforms - PK Uniforms - WTR (BB) Credit-Service Not Perfoi Uniforms - SWR Uniforms - SWR (BB) Credit-Service Not Perfoi Rug Service for PD	7.36 3.52 3.39 13.53 3.38 16.24 3.52 7.36 5.11 16.24 13.53 -1.73 5.11 -1.72 26.64	01/22/2019 01/22/2019 01/22/2019 01/22/2019 01/22/2019 01/22/2019 01/22/2019 01/22/2019 01/22/2019 01/22/2019 01/22/2019 01/22/2019 01/22/2019 01/22/2019 01/22/2019 01/22/2019	Check Sequence: 18 100-410-1941-44060-0000 100-420-2210-44060-0000 601-494-9440-42180-0000 100-450-5200-42180-0000 602-495-9490-42180-0000 100-430-3000-42180-0000 100-420-2210-44060-0000 100-410-1941-44060-0000 601-494-9440-42180-0000 100-430-3000-42180-0000 100-450-5200-42180-0000 601-494-9440-42180-0000 602-495-9490-42180-0000 602-495-9490-42180-0000 100-420-2100-44060-0000	ACH Enabled: False
	Check Total:	121.48			
Vendor: citli 060079 060079 060140 060140	Citi Lites, Inc. Locates Locates Locates Locates	62.50 62.50 18.20 55.90	01/22/2019 01/22/2019 01/22/2019 01/22/2019	Check Sequence: 19 601-494-9440-43150-0000 602-495-9490-43150-0000 603-496-9495-43150-0000 602-495-9490-43150-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
060140	Locates	55.90	01/22/2019	601-494-9440-43150-0000	
	Check Total:	255.00			
Vendor: CIT	Computer Integration Technologies Inc			Check Sequence: 20	ACH Enabled: False
269172	IS Security Audit	3,000.00	01/22/2019	100-410-1330-43190-0000	
270045	IS Security Audit	38.25	01/22/2019	100-410-1330-43190-0000	
271809	IS Security Audit	306.00	01/22/2019	100-410-1330-43190-0000	
	Check Total:	3,344.25			
Vendor: mnpip	Core & Main LP			Check Sequence: 21	ACH Enabled: False
J975802	Omni 1.5" C2 Meter 1000 Gal.	1,353.30	01/22/2019	601-494-9440-42150-0000	
J979441	Traffic Light Repair Kit	276.33	01/22/2019	100-420-2600-42100-0000	
J988200	510M S/Point M2 Wired DP HR & LD Meter	911.47	01/22/2019	601-494-9440-42150-0000	
K010116	2/4S IPERL 1G 3-Term Meters, Touch Pads & C	3,087.75	01/22/2019	601-494-9440-42150-0000	
	Check Total:	5,628.85			
Vendor: Corau	Cornerstone Automotive			Check Sequence: 22	ACH Enabled: False
15247971	Seat Handles	26.07	01/22/2019	100-420-2100-42103-0000	
	Check Total:	26.07			
Vendor: napau	Cottens' Inc.			Check Sequence: 23	ACH Enabled: False
073152	Parts	128.99	01/22/2019	100-430-3000-42100-0000	
073156	Reducer, Sprayer, Hardener	45.12	01/22/2019	100-430-3000-42100-0000	
073219	Power Pack	5.58	01/22/2019	100-430-3000-42100-0000	
073547	Fleetrunner Belt	74.36	01/22/2019	100-430-3000-42103-0000	
073867	20A Rocker Red	7.38	01/22/2019	100-430-3122-42103-0000	
074077	Capsules	4.56	01/22/2019	100-430-3000-42100-0000	
074088	P Outlet	8.49	01/22/2019	100-430-3000-42100-0000	
074241	ADH Eraser Wheel	72.78	01/22/2019	100-430-3000-42100-0000	
	Check Total:	347.26			
Vendor: cumsa	Cummins Sales & Service			Check Sequence: 24	ACH Enabled: False
E4-67469	Solenoid, Fuel Pump, and Hardware for #15-002	394.59	01/22/2019	100-450-5200-42103-0000	
	Check Total:	394.59			
Vendor: cusel	Custom Electrical Concepts, LLC			Check Sequence: 25	ACH Enabled: False
1603	Street Light Repair - Commerce & 134th, Rogers	786.13	01/22/2019	100-430-3160-44040-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	786.13			
Vendor: cusco	Customer Contact Services			Check Sequence: 26	ACH Enabled: False
4388-011519	Answering Paging Service - January 2019	59.03	01/22/2019	601-494-9440-43100-0000	
4388-011519	Answering Paging Service - January 2019	59.02	01/22/2019	602-495-9490-43100-0000	
	Check Total:	118.05			
Vendor: derpi	Dering Pierson Group			Check Sequence: 27	ACH Enabled: False
952-1	SD Precon & Estimating - Draw #2	2,500.00	01/22/2019	404-450-5200-43100-1509	
	Check Total:	2,500.00			
Vendor: ecmpe	ECM Publishers, Inc.			Check Sequence: 28	ACH Enabled: False
65912	Justen Park Plat - PH	71.64	01/22/2019	402-000-0000-10100-0000	
65912	Justen Park Plat - PH	71.64	01/22/2019	402-430-3121-43030-1604	
65912	Justen Park Plat - PH	-71.64	01/22/2019	402-000-0000-10100-5000	
659913	2019 Budget Summary (2)	203.58	01/22/2019	100-410-1325-43520-0000	
	Check Total:	275.22			
Vendor: facmo	Elliot Auto Supply Co, Inc.			Check Sequence: 29	ACH Enabled: False
128-055544	Air Filter	19.78	01/22/2019	100-420-2100-42103-0000	
128-055941	Tensioner, V-Belt, Beams, Oxygen Sensor	177.85	01/22/2019	100-420-2100-42103-0000	
128-056242	Gear Assembly For Steering Wheel	1,072.90	01/22/2019	100-420-2100-42103-0000	
128-056401	Oxygen Sensor	41.39	01/22/2019	100-420-2100-42103-0000	
128-056676	Air Filter	11.66	01/22/2019	100-420-2100-42103-0000	
128-Z04787	Parts	269.07	01/22/2019	100-430-3121-42103-0000	
1-5810466	Radial Seals, Air & Oil Filters	42.18	01/22/2019	100-450-5200-42103-0000	
	Check Total:	1,634.83			
Vendor: elmcr	Elm Creek WMC			Check Sequence: 30	ACH Enabled: False
245	2019 Member Assessment	33,991.82	01/22/2019	603-496-9495-44330-0000	
	Check Total:	33,991.82			
Vendor: emeap	Emergency Apparatus Main. Inc.			Check Sequence: 31	ACH Enabled: False
103672	Pump Repair on Engine 12	1,650.75	01/22/2019	100-420-2210-44040-0000	
	Check Total:	1,650.75			
Vendor: endse	Ende Septic Service			Check Sequence: 32	ACH Enabled: False
22212	Sewer Pumping - December 2018	1,600.00	01/22/2019	602-495-9490-43100-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,600.00			
Vendor: expse	Express Services, Inc.			Check Sequence: 33	ACH Enabled: False
21684945	Front Desk Temp - Peri Houser	170.16	01/22/2019	603-496-9495-43100-0000	
21684945	Front Desk Temp - Peri Houser	170.16	01/22/2019	601-494-9440-43100-0000	
21684945	Front Desk Temp - Peri Houser	170.16	01/22/2019	100-410-1950-43100-0000	
21684945	Front Desk Temp - Peri Houser	170.16	01/22/2019	100-430-3000-43100-0000	
21684945	Front Desk Temp - Peri Houser	170.16	01/22/2019	602-495-9490-43100-0000	
21703107	Front Desk Temp - Peri Houser	105.29	01/22/2019	100-410-1950-43100-0000	
21703107	Front Desk Temp - Peri Houser	105.29	01/22/2019	603-496-9495-43100-0000	
21703107	Front Desk Temp - Peri Houser	105.28	01/22/2019	601-494-9440-43100-0000	
21703107	Front Desk Temp - Peri Houser	105.28	01/22/2019	602-495-9490-43100-0000	
21703107	Front Desk Temp - Peri Houser	105.29	01/22/2019	100-430-3000-43100-0000	
	Check Total:	1,377.23			
Vendor: fasco	Fastenal Company Inc.			Check Sequence: 34	ACH Enabled: False
MCTC4142255CR	Sales Tax Credit	-94.65	01/22/2019	100-430-3000-42100-0000	
MCTC4142851CR	Sales Tax Credit	-10.36	01/22/2019	100-430-3000-42100-0000	
MCTC4142852CR	Sales Tax Credit	-1.67	01/22/2019	100-430-3000-42100-0000	
MCTC4144211CR	Sales Tax Credit	-3.89	01/22/2019	100-430-3000-42100-0000	
MNTC4146144	WD-40	23.12	01/22/2019	100-430-3000-42100-0000	
MNTC4146409	Hardware	14.40	01/22/2019	100-430-3000-42100-0000	
MNTC4146453	Hardware	104.50	01/22/2019	100-430-3000-42100-0000	
	Check Total:	31.45			
Vendor: finwa	Finken Water Centers			Check Sequence: 35	ACH Enabled: False
1122860	Water Softener Rental - January	18.00	01/22/2019	100-410-1325-42100-0000	
	Check Total:	18.00			
Vendor: fireq	Fire Equipment Specialties Inc			Check Sequence: 36	ACH Enabled: False
10231	Fire Boots	379.55	01/22/2019	100-420-2210-42106-0000	
	Check Total:	379.55			
Vendor: foram	Force America Distributing Inc			Check Sequence: 37	ACH Enabled: False
IN001-1303116	Swivels	246.43	01/22/2019	100-430-3125-42103-0000	
	Check Total:	246.43			
Vendor: frare	Franz Reprographics			Check Sequence: 38	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
0000184058	Copier/Plotter - December 2018	90.39	01/22/2019	602-495-9490-44120-0000	
0000184058	Copier/Plotter - December 2018	90.38	01/22/2019	601-494-9440-44120-0000	
	Check Total:	180.77			
Vendor: marso 1740	Marc Frederickson RAC Softener Salt	125.10	01/22/2019	Check Sequence: 39 205-450-5205-43820-0000	ACH Enabled: False
	Check Total:	125.10			
Vendor: genrent 246386	General Rental Center of Monticello, LLC Canopy Rental	541.00	01/22/2019	Check Sequence: 40 100-450-5120-43445-0000	ACH Enabled: False
	Check Total:	541.00			
Vendor: glame	Melinda or Ted Glad Refund Glad Family Variance Escrow Balance	629.00	01/22/2019	Check Sequence: 41 100-000-0000-22040-0000	ACH Enabled: False
	Check Total:	629.00			
Vendor: gopst 8120692	Gopher State One-Call , Inc. Locates	85.05	01/22/2019	Check Sequence: 42 602-495-9490-43150-0000	ACH Enabled: False
8120692	Locates	85.05	01/22/2019	601-494-9440-43150-0000	
9000694	Facility Operator Fee	7.00	01/22/2019	603-496-9495-43150-0000	
9000694	Facility Operator Fee	21.50	01/22/2019	601-494-9440-43150-0000	
9000694	Facility Operator Fee	21.50	01/22/2019	602-495-9490-43150-0000	
	Check Total:	220.10			
Vendor: grelaco 3597205838	Great Lakes Coca Cola Beverage Inventory	419.21	01/22/2019	Check Sequence: 43 205-450-5205-42540-0000	ACH Enabled: False
	Check Total:	419.21			
Vendor: hassa 124846	Hassan Sand & Gravel, Inc. Statement Adjustment Coarse Sand	-0.01 116.64	01/22/2019 01/22/2019	Check Sequence: 44 100-430-3121-42100-0000 100-430-3125-42240-0000	ACH Enabled: False
	Check Total:	116.63			
Vendor: heapar 86901402	Health Partners February ER Paid Health Insurance	1,782.48	01/22/2019	Check Sequence: 45 100-410-1330-41310-0000	ACH Enabled: False
86901402	February ER Paid Health Insurance	1,909.81	01/22/2019	100-410-1950-41310-0000	
86901402	February ER Paid Health Insurance	2,524.98	01/22/2019	100-410-1325-41310-0000	
86901402	February ER Paid Health Insurance	821.48	01/22/2019	100-410-1910-41310-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
86901402	February ER Paid Health Insurance	4,447.65	01/22/2019	100-430-3000-41310-0000	
86901402	February ER Paid Health Insurance	350.13	01/22/2019	100-450-5120-41310-0000	
86901402	February ER Paid Health Insurance	2,470.38	01/22/2019	601-494-9440-41310-0000	
86901402	February ER Paid Health Insurance	206.89	01/22/2019	100-410-1940-41310-0000	
86901402	February ER Paid Health Insurance	17,792.62	01/22/2019	100-420-2100-41310-0000	
86901402	February EE Paid Health Insurance	7,205.50	01/22/2019	100-000-0000-21706-0000	
86901402	February ER Paid Health Insurance	1,415.45	01/22/2019	100-410-1520-41310-0000	
86901402	February ER Paid Health Insurance	304.25	01/22/2019	100-410-1941-41310-0000	
86901402	February ER Paid Health Insurance	1,722.39	01/22/2019	205-450-5205-41310-0000	
86901402	February ER Paid Health Insurance	550.47	01/22/2019	609-497-9770-41310-0000	
86901402	February ER Paid Health Insurance	304.25	01/22/2019	100-450-5186-41310-0000	
86901402	February ER Paid Health Insurance	114.47	01/22/2019	100-430-3245-41310-0000	
86901402	February ER Paid Health Insurance	2,458.22	01/22/2019	602-495-9490-41310-0000	
86901402	February ER Paid Health Insurance	1,290.35	01/22/2019	100-420-2210-41310-0000	
86901402	February ER Paid Health Insurance	1,894.18	01/22/2019	603-496-9495-41310-0000	
86901402	February ER Paid Health Insurance	1,288.94	01/22/2019	609-497-9760-41310-0000	
86901402	February ER Paid Health Insurance	3,021.61	01/22/2019	100-450-5200-41310-0000	
	Check Total:	53,876.50			
Vendor: heljo 337807	Hellmuth & Johnson PLLC Fletcher Bypass QTA Matters	1,093.00	01/22/2019	Check Sequence: 46 450-465-6500-43040-1409	ACH Enabled: False
	Check Total:	1,093.00			
Vendor: hencosh 1000121557	Henn. Co. Accounts Receivable Henn Co Jail - Room/Board Inmates - December	349.00	01/22/2019	Check Sequence: 47 100-420-2100-43100-0000	ACH Enabled: False
	Check Total:	349.00			
Vendor: hecointe 1000119670 1000119711 1000121229 1000121230	Henn. Co. Info. Tech. Dept. Radio Lease - November 2018 Radio Fleet Fee - November 2018 Radio Lease - December 2018 Radio Rental & MEC Connection Fees - Decem	3,122.16 384.94 3,122.16 2,656.96	01/22/2019 01/22/2019 01/22/2019 01/22/2019	Check Sequence: 48 100-420-2210-43250-0000 100-430-3000-43250-0000 100-420-2210-43250-0000 100-420-2100-44120-0000	ACH Enabled: False
	Check Total:	9,286.22			
Vendor: hennco 92-2019-AC 92-2019-AC	Attn: Shawn Wink Hennepin County Treasurer 2018 TIF Administrative Costs 2018 TIF Administrative Costs	1,364.49 1,364.48	01/22/2019 01/22/2019	Check Sequence: 49 460-463-6300-44300-0000 461-463-6300-44300-0000	ACH Enabled: False
	Check Total:	2,728.97			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: htgar 17858	Hickey Thorstenson Grover, LTD Triangle Park Pavillion	2,214.36	01/22/2019	Check Sequence: 50 404-450-5200-43030-1509	ACH Enabled: False
	Check Total:	2,214.36			
Vendor: higha 17738	Highway Handyman Products 36" Hand Squeeze Roll Applicator w/Air Cylind	1,885.00	01/22/2019	Check Sequence: 51 100-430-3121-42260-0000	ACH Enabled: False
	Check Total:	1,885.00			
Vendor: innof IN2359526 IN2359526	Innovative Office Solutions LLC Labels, Scissors, Envelopes & Receipt Book 11x17 Dividers	64.67 23.68	01/22/2019 01/22/2019	Check Sequence: 52 100-430-3000-42000-0000 100-410-1950-42000-0000	ACH Enabled: False
	Check Total:	88.35			
Vendor: iwami 01112019 01112019	Micheal T. Iwanok Reimburse For Safety Boots Reimburse For Cleats	139.99 24.69	01/22/2019 01/22/2019	Check Sequence: 53 601-494-9440-42180-0000 601-494-9440-42180-0000	ACH Enabled: False
	Check Total:	164.68			
Vendor: joede Rgoers-Act Ctr	Joe Dehn Floorcovering, Inc Carpet Repair - RAC	600.00	01/22/2019	Check Sequence: 54 205-450-5205-44010-0000	ACH Enabled: False
	Check Total:	600.00			
Vendor: johauel 01032019	John's Auto Electric Rebuild Alternator	125.00	01/22/2019	Check Sequence: 55 100-430-3125-44040-0000	ACH Enabled: False
	Check Total:	125.00			
Vendor: julke 123120018	Kevin Jullie Elm Creek Watershed Meetings - 9 @ \$40/ea.	360.00	01/22/2019	Check Sequence: 56 603-496-9495-43100-0000	ACH Enabled: False
	Check Total:	360.00			
Vendor: keele 19-1008 19-1008	K E Electric, LLC Change Ballast in Street Light Service Call to Change Breaker at WWTP	85.00 170.00	01/22/2019 01/22/2019	Check Sequence: 57 100-430-3160-43100-0000 602-495-9490-43100-0000	ACH Enabled: False
	Check Total:	255.00			
Vendor: konin 959134101	KONE Inc Maintenance Agreement - RAC - January	121.78	01/22/2019	Check Sequence: 58 205-450-5205-44010-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
959134101	Maintenance Agreement - PW - January	121.78	01/22/2019	100-430-3000-44010-0000	
959134102	Maintenance Agreement - PD - January	127.23	01/22/2019	100-420-2100-44010-0000	
	Check Total:	370.79			
Vendor: tirpl 186415	Lags Tires Inc. Alignment	59.99	01/22/2019	Check Sequence: 59 100-420-2100-44040-0000	ACH Enabled: False
	Check Total:	59.99			
Vendor: crori 191524 191524	Wayne A Lahn Water Department Supplies Steel to Repair Plow Truck	117.50 242.11	01/22/2019 01/22/2019	Check Sequence: 60 601-494-9440-42100-0000 100-430-3125-42103-0000	ACH Enabled: False
	Check Total:	359.61			
Vendor: leamn 285883	League of MN Cities 2019 Leadership Conf - Shannon Klick	225.00	01/22/2019	Check Sequence: 61 100-410-1110-44360-0000	ACH Enabled: False
	Check Total:	225.00			
Vendor: leami	League of MN Cities Ins. Trust			Check Sequence: 62	ACH Enabled: False
Acct 10002863	1st Qtr 2019 WC Premium	27.50	01/22/2019	100-430-3125-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	186.75	01/22/2019	100-410-1520-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	112.25	01/22/2019	100-410-1941-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	514.75	01/22/2019	609-497-9770-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	41.75	01/22/2019	100-430-3245-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	86.25	01/22/2019	100-450-5186-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	141.00	01/22/2019	100-410-1910-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	12.75	01/22/2019	100-410-1110-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	5,305.25	01/22/2019	100-420-2210-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	1,851.75	01/22/2019	601-494-9440-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	2,196.75	01/22/2019	100-450-5200-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	13,896.00	01/22/2019	100-420-2100-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	1,375.75	01/22/2019	609-497-9760-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	3,786.00	01/22/2019	100-430-3000-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	71.75	01/22/2019	100-430-3121-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	347.75	01/22/2019	100-410-1325-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	419.25	01/22/2019	100-410-1940-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	1,840.75	01/22/2019	602-495-9490-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	555.50	01/22/2019	100-410-1950-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	521.00	01/22/2019	100-420-2210-41510-8150	
Acct 10002863	1st Qtr 2019 WC Premium	23.75	01/22/2019	100-420-2110-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	1,263.25	01/22/2019	205-450-5205-41510-0000	



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Acct 10002863	1st Qtr 2019 WC Premium	1,455.50	01/22/2019	603-496-9495-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	441.00	01/22/2019	100-450-5120-41510-0000	
Acct 10002863	1st Qtr 2019 WC Premium	135.25	01/22/2019	100-410-1330-41510-0000	
	Check Total:	36,609.25			
Vendor: litfa	Little Falls Machine, Inc.			Check Sequence: 63	ACH Enabled: False
33775	Poly Spinner Hub w/4 Bolt Hole Mount	108.19	01/22/2019	100-430-3125-42103-0000	
	Check Total:	108.19			
Vendor: maceq	MacQueen Equipment, Inc.			Check Sequence: 64	ACH Enabled: False
P01708	Bulbs For Light Bar on E11	39.96	01/22/2019	100-420-2210-42100-0000	
W00956	Rubber Tile in Storage Compartments & Fill Bra	1,046.56	01/22/2019	400-420-2210-45500-0000	
	Check Total:	1,086.52			
Vendor: madga	Madden, Galanter, Hansen, LLP			Check Sequence: 65	ACH Enabled: False
November	Legal Fees - Arbitration	85.00	01/22/2019	100-410-1325-43040-0000	
	Check Total:	85.00			
Vendor: mcpa	MCPA/MN Crime Watch			Check Sequence: 66	ACH Enabled: False
	2019 Membership Dues - MN Crime Prevention	50.00	01/22/2019	100-420-2100-44330-0000	
	Check Total:	50.00			
Vendor: menar	Menards, Inc.			Check Sequence: 67	ACH Enabled: False
36210	Materials For Sign Shop New Air Supply	89.53	01/22/2019	100-430-3000-42102-0000	
36277	2x4x8 Green Treated, Post Mounts, Hardware	186.05	01/22/2019	100-430-3121-42100-0000	
36279	2x4x8 Green Treated	-17.96	01/22/2019	100-430-3121-42100-0000	
36279	2x4x8 Rough Sawn Cedar	43.88	01/22/2019	100-430-3121-42100-0000	
36564	Cleaner, Ball Valve, Screws	70.94	01/22/2019	100-450-5200-42100-0000	
	Check Total:	372.44			
Vendor: metar	Metro Area Managers Assoc.			Check Sequence: 68	ACH Enabled: False
69	2019 Annual Dues - Stahmer	45.00	01/22/2019	100-410-1325-44330-0000	
70	2019 Annual Dues - Scharber	45.00	01/22/2019	100-410-1325-44330-0000	
	Check Total:	90.00			
Vendor: milch	Miller Chevrolet			Check Sequence: 69	ACH Enabled: False
158585	Hinges	72.84	01/22/2019	100-430-3121-42103-0000	
CVCS613022	Two Tire Replacements - 2017 Jeep Cher - 1801'	414.51	01/22/2019	100-420-2100-43100-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	487.35			
Vendor: Mndot P00009910	Minn. Dept. of Transportation Inspections 81/13 #1402	76.78	01/22/2019	Check Sequence: 70 446-430-3121-45300-1402	ACH Enabled: False
	Check Total:	76.78			
Vendor: minrec	Minnesota Recreation and Park Assoc. 2019 Dues - Cherie McCallum	35.00	01/22/2019	Check Sequence: 71 100-450-5120-44330-0000	ACH Enabled: False
	Check Total:	35.00			
Vendor: minui 07980311	Minnesota UI Fund 4th Qtr Unemployment	302.76	01/22/2019	Check Sequence: 72 100-410-1941-41420-0000	ACH Enabled: False
	Check Total:	302.76			
Vendor: minva 956125 956849 956862	Minnesota Valley Testing Labs, Inc WWTP Testing WWTP Testing WWTP Testing	86.40 115.20 86.40	01/22/2019 01/22/2019 01/22/2019	Check Sequence: 73 602-495-9490-44080-0000 602-495-9490-44080-0000 602-495-9490-44080-0000	ACH Enabled: False
	Check Total:	288.00			
Vendor: mnagr 01092019	MN Dept of Agriculture 2019 Non-Commercial Pesticide Applicator Lice	64.00	01/22/2019	Check Sequence: 74 100-450-5200-44330-0000	ACH Enabled: False
	Check Total:	64.00			
Vendor: mndehea 01092019	MN Dept of Health Water Supply System Operator Exam Applicatio	32.00	01/22/2019	Check Sequence: 75 601-494-9440-44360-0000	ACH Enabled: False
	Check Total:	32.00			
Vendor: mnlab ALR00920011 ALR00920011	MN Dept of Labor & Industry 2019 Elevator Operation 2019 Elevator Operation	70.00 30.00	01/22/2019 01/22/2019	Check Sequence: 76 100-430-3000-44010-0000 100-410-1940-44010-0000	ACH Enabled: False
	Check Total:	100.00			
Vendor: mnmun 52697 52697 52697	MN Municipal Utilites Assn 2019 Water Utility Membership Dues 2019 Water Utility Membership Dues 2019 Water Utility Membership Dues	95.00 95.00 95.00	01/22/2019 01/22/2019 01/22/2019	Check Sequence: 77 602-495-9490-44360-0000 601-494-9440-44360-0000 603-496-9495-44360-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
52697	2019 Water Utility Membership Dues	95.00	01/22/2019	100-450-5200-44360-0000	
52697	2019 Water Utility Membership Dues	95.00	01/22/2019	100-430-3000-44360-0000	
	Check Total:	475.00			
Vendor: mpstma 01012019	MN Park & Sports Turf Managers Assoc. Membership Dues	60.00	01/22/2019	Check Sequence: 78 100-450-5200-44330-0000	ACH Enabled: False
	Check Total:	60.00			
Vendor: minnc 720603012019	NCPERS Group Life Ins. January Life Insurance EE Reimbursed	288.00	01/22/2019	Check Sequence: 79 100-000-0000-21704-0000	ACH Enabled: False
	Check Total:	288.00			
Vendor: nelma	Matt Nelson Tuition Reimbursement - Metro State U - 2018 F	1,355.36	01/22/2019	Check Sequence: 80 100-420-2100-44360-0000	ACH Enabled: False
	Check Total:	1,355.36			
Vendor: norsa 47259	Northern Safety Technology, Inc. Code 3 Red Lens for Tanker Truck	38.93	01/22/2019	Check Sequence: 81 100-430-3122-42103-0000	ACH Enabled: False
	Check Total:	38.93			
Vendor: offde 244160636002 251195113001 251195113001	Office Depot Mesh Desk Organizer Calendar Refill Calendar Refill	6.29 4.81 4.81	01/22/2019 01/22/2019 01/22/2019	Check Sequence: 82 100-420-2100-42000-0000 602-495-9490-42000-0000 601-494-9440-42000-0000	ACH Enabled: False
	Check Total:	15.91			
Vendor: onlso 3085	Online Solutions Citizenserve.com Service For 2019	16,500.00	01/22/2019	Check Sequence: 83 100-420-2400-43190-0000	ACH Enabled: False
	Check Total:	16,500.00			
Vendor: pitbosu 1010774229	Pitney Bowes Ink Cartridges (2)	169.98	01/22/2019	Check Sequence: 84 100-410-1325-42000-0000	ACH Enabled: False
	Check Total:	169.98			
Vendor: pomti 700037873	Pomp's Tire Service Inc. Tires	523.36	01/22/2019	Check Sequence: 85 100-420-2100-42103-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	523.36			
Vendor: ransa	Randy's Sanitation, Inc.			Check Sequence: 86	ACH Enabled: False
131546-1	RAC - Jan 2019	980.10	01/22/2019	205-450-5205-43840-0000	
228929-3	Senior Center - Jan 2019	94.06	01/22/2019	100-450-5186-43840-0000	
	Check Total:	1,074.16			
Vendor: reifo	Reinhart Food Service, LLC			Check Sequence: 87	ACH Enabled: False
576861	Food For Resale	276.04	01/22/2019	205-450-5205-42550-0000	
576861	Beverage Stock	128.17	01/22/2019	205-450-5205-42540-0000	
	Check Total:	404.21			
Vendor: rogtr	Rogers True Value Hardware Inc			Check Sequence: 88	ACH Enabled: False
16186	Screws	5.49	01/22/2019	601-494-9440-42100-0000	
16209	Gorilla Tape	18.99	01/22/2019	100-430-3121-42100-0000	
16215	36x84 CHAR ALU Screen	10.99	01/22/2019	100-430-3121-42100-0000	
16231	Hand Tools & Tape	27.98	01/22/2019	602-495-9490-42100-0000	
16231	Hand Tools & Tape	27.97	01/22/2019	601-494-9440-42100-0000	
16240	Caulk, Solder, Solder Gun & Flash Shingle	55.86	01/22/2019	602-495-9490-42100-0000	
	Check Total:	147.28			
Vendor: schre	Schuetz Reporting & Captioning			Check Sequence: 89	ACH Enabled: False
2019-01	Transcription Fees For Investigation	690.50	01/22/2019	100-410-1325-43040-0000	
	Check Total:	690.50			
Vendor: seh	Short Elliott Hendrickson Inc.			Check Sequence: 90	ACH Enabled: False
362243	Tennis Center - Site Development	145.82	01/22/2019	404-450-5200-43030-1518	
362243	Hassan Elementary Trail on CSAH 144	36.17	01/22/2019	427-450-5300-43030-1507	
362243	Rail Support - Fletcher Bypass	478.74	01/22/2019	450-465-6500-43030-1409	
362243	Biosolids	72.91	01/22/2019	408-430-3330-43840-1805	
	Check Total:	733.64			
Vendor: smima	Mark Smith			Check Sequence: 91	ACH Enabled: False
00012	Updates to DOR (Daily Observation Report Forr	75.00	01/22/2019	100-420-2100-43100-0000	
00013	R11 Maintenance Form - Design/Setup on iPad	356.25	01/22/2019	100-420-2210-43190-0000	
	Check Total:	431.25			
Vendor: supte	Superior Technology Group LLC			Check Sequence: 92	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
1145	Annual iCrime Fighter Subscription	3,600.00	01/22/2019	100-420-2100-43190-0000	
	Check Total:	3,600.00			
Vendor: carbu	Tegrete			Check Sequence: 93	ACH Enabled: False
78478	Senior Center - November 2018	222.00	01/22/2019	100-450-5186-44060-0000	
78478	Senior Center - October 2018	222.00	01/22/2019	100-450-5186-44060-0000	
78739	Senior Center - Back Bill Credit	-166.50	01/22/2019	100-450-5186-44060-0000	
78938	Senior Center - December 2018	222.00	01/22/2019	100-450-5186-44060-0000	
80234	PW Janitorial Service - Hassan Town Hall - Feb	79.00	01/22/2019	100-410-1940-44060-0000	
80234	PW Janitorial Service - Feb 2019	310.00	01/22/2019	100-430-3000-44060-0000	
80236	Senior Center - February 2019	222.00	01/22/2019	100-450-5186-44060-0000	
80238	Cleaning Service - February 2019	266.33	01/22/2019	100-420-2210-44060-0000	
	Check Total:	1,376.83			
Vendor: titma	Titan Machinery Inc			Check Sequence: 94	ACH Enabled: False
4178203	Ignition Switch w/Padded Key - Sidewalk Machi	34.00	01/22/2019	100-430-3125-42103-0000	
	Check Total:	34.00			
Vendor: twicig	Twin City Garage Door Co.			Check Sequence: 95	ACH Enabled: False
Z086844	Repair Garage Door - Moved Safety Limit Switc	158.00	01/22/2019	100-430-3000-44010-0000	
	Check Total:	158.00			
Vendor: vantr	Vantagepoint Transfer Agents - 306516			Check Sequence: 96	ACH Enabled: False
306516	1/18/2019 Payroll	730.00	01/22/2019	100-000-0000-21705-0000	
306516	1/4/2019 Payroll	730.00	01/22/2019	100-000-0000-21705-0000	
	Check Total:	1,460.00			
Vendor: verwi	Verizon Wireless Services, LLC			Check Sequence: 97	ACH Enabled: False
9821564278	Wireless Connection - December 2018	490.14	01/22/2019	100-420-2210-43250-0000	
9821564279	Hot Spot (Internet) Check Out	35.01	01/22/2019	100-410-1330-43250-0000	
9821564280	Mobile Broadband - December 2018	35.01	01/22/2019	603-496-9495-43250-0000	
9821564280	Mobile Broadband - December 2018	35.01	01/22/2019	602-495-9490-43250-0000	
9821564280	Mobile Broadband - December 2018	35.01	01/22/2019	601-494-9440-43250-0000	
	Check Total:	630.18			
Vendor: grain	W.W. Grainger, Inc.			Check Sequence: 98	ACH Enabled: False
9032561095	Tools For RIT Pack #2	117.47	01/22/2019	100-420-2500-42105-0000	
9042178146	Retractable Cord Reel	86.32	01/22/2019	100-430-3000-42100-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
9044126622	Hazardous LOC Motor, 3PH, TEFC 1/2 HP, T3E	508.66	01/22/2019	602-495-9490-42104-0000	
9046533577	Cartridges For Ice Machines - Muni	191.18	01/22/2019	609-497-9770-42100-0000	
9046533577	Cartridges For Ice Machines - FD	95.59	01/22/2019	100-420-2210-42100-0000	
9046533577	Cartridges For Ice Machines - CR	95.59	01/22/2019	100-410-1941-42100-0000	
9046533577	Cartridges For Ice Machines - PW	191.18	01/22/2019	100-430-3000-42100-0000	
9048423314	V-Belts	26.74	01/22/2019	100-420-2100-42102-0000	
9048440490	Electrical Meter Equipment	262.96	01/22/2019	601-494-9440-42105-0000	
9048440490	Electrical Meter Equipment	262.95	01/22/2019	602-495-9490-42105-0000	
9051093723	Fluorescent Lamps	104.40	01/22/2019	609-497-9760-42102-0000	
	Check Total:	1,943.04			
Vendor: watla	Water Laboratories, Inc.			Check Sequence: 99	ACH Enabled: False
7227	Water Testing - December 2018	160.00	01/22/2019	601-494-9440-44080-0000	
	Check Total:	160.00			
Vendor: watco	Watson Company			Check Sequence: 100	ACH Enabled: False
895050	Concessions Stock	322.19	01/22/2019	205-450-5205-42550-0000	
895149	Concessions Stock	179.01	01/22/2019	205-450-5205-42550-0000	
895255	Clothing	20.00	01/22/2019	100-450-5120-42180-0000	
895256	Concessions Stock	783.82	01/22/2019	205-450-5205-42550-0000	
	Check Total:	1,305.02			
Vendor: thore	West Publishing Corporation			Check Sequence: 101	ACH Enabled: False
839572497	Online Investigation Services - December 2018	221.14	01/22/2019	100-420-2100-43100-0000	
	Check Total:	221.14			
Vendor: weswh	Westside Wholesale Tire & Supply			Check Sequence: 102	ACH Enabled: False
827786	Tires	2,197.96	01/22/2019	100-420-2210-42103-0000	
827788	Return of Tires	-1,930.48	01/22/2019	100-420-2210-42103-0000	
	Check Total:	267.48			
Vendor: wsbas	WSB & Associates, Inc.			Check Sequence: 103	ACH Enabled: False
01879-520, 42	01879-520, Nov Industrial Blvd Extension	1,941.50	01/22/2019	402-430-3121-43030-1707	
02169-480, 11	02169-480, Nov Fletcher Hills 2nd Addition	6,384.00	01/22/2019	100-410-1950-43030-8150	
03193-330, 11	03193-330, Nov Northdale Blvd Street Improver	1,473.50	01/22/2019	401-430-3121-43030-1701	
03193-340, 24	03193-340, Nov Justen Circle Street & Utility In	-1,249.50	01/22/2019	402-000-0000-10100-5000	
03193-340, 24	03193-340, Nov Justen Circle Street & Utility In	1,249.50	01/22/2019	402-430-3121-43030-1604	
03193-340, 24	03193-340, Nov Justen Circle Street & Utility In	1,249.50	01/22/2019	402-000-0000-10100-0000	
03193-350, 23	03193-350, Nov Rogers Dr Reconstruct Ph 2 (SI	2,087.50	01/22/2019	402-000-0000-10100-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
03193-350, 23	03193-350, Nov Rogers Dr Reconstruct Ph 2 (SI	-2,087.50	01/22/2019	402-000-0000-10100-5000	
03193-350, 23	03193-350, Nov Rogers Dr Reconstruct Ph 2 (SI	2,087.50	01/22/2019	402-430-3121-43030-1702	
03193-360, 19	03193-360, Nov NE Hassan Street Improvement	245.00	01/22/2019	401-430-3121-43030-1703	
R011087-000, 13	R011087-000, Nov Mallard Estates Street Impro	2,054.50	01/22/2019	401-430-3121-43030-1801	
R011094-000, 12	R011094-000, Nov Crow River Heights Street Ir	712.50	01/22/2019	401-430-3121-43030-1802	
R011402-000, 12	R011402-000, Nov Lennar/Laurel Creek Develo	202.50	01/22/2019	447-430-3121-43030-8150	
R011432-000, 11	R011432-000, Nov General Eng - Fletcher Bypa	276.25	01/22/2019	450-465-6500-43030-1409	
R011432-000, 11	R011432-000, Nov General Engineering Service	3,343.00	01/22/2019	100-410-1950-43030-0000	
R011432-000, 11	R011432-000, Nov General Eng - Industrial Blv	488.13	01/22/2019	402-430-3121-43030-1707	
R011432-000, 11	R011432-000, Nov General Eng - Top Notch CU	270.00	01/22/2019	100-410-1950-43030-8150	
R011432-000, 11	R011432-000, Nov General Eng - Tennis Court I	500.00	01/22/2019	404-450-5200-43030-1518	
R011432-000, 11	R011432-000, Nov General Eng - Transportation	539.00	01/22/2019	402-430-3121-43030-0000	
R011432-000, 11	R011432-000, Nov General Eng - PMP Program	171.50	01/22/2019	401-430-3121-43030-0000	
R011432-000, 11	R011432-000, Nov General Eng - Pedestrian Bri	138.12	01/22/2019	427-450-5300-43030-1711	
R012606-000, 4	R012606-000, Nov Augusta Prairie 3rd Addition	7,395.50	01/22/2019	100-410-1950-43030-8150	
R012835-000, 3	R012835-000, Nov Fletcher Lane Utility Extensi	-2,083.00	01/22/2019	402-000-0000-10100-4999	
R012835-000, 3	R012835-000, Nov Fletcher Lane Utility Extensi	2,083.00	01/22/2019	402-000-0000-10100-0000	
R012835-000, 3	R012835-000, Nov Fletcher Lane Utility Extensi	2,083.00	01/22/2019	402-430-3121-43030-1810	
R012843-000, 3	R012843-000, Nov Main Street Reconstruction I	9,086.25	01/22/2019	406-430-3121-43030-1811	
R012915-000, 2	R012915-000, Nov Graco Expansion Plan Revie	1,669.50	01/22/2019	100-410-1950-43030-8150	
R013028-000, 2	R013028-000, Nov Industrial Blvd Extension Pl	3,248.00	01/22/2019	402-430-3121-43030-1707	
R013098-000, 1	R013098-000, Nov John Milless Street Improver	765.00	01/22/2019	401-430-3121-43030-1901	
R013099-000, 1	R013099-000, Nov Kelley Lane Street Improven	649.75	01/22/2019	401-430-3121-43030-1902	
R013130-000, 1	R013130-000, Nov Laurel Creek 3rd SW Review	916.00	01/22/2019	447-430-3121-43030-8150	
R013142-000, 1	R013142-000, Nov Justen North Plat	-1,656.00	01/22/2019	402-000-0000-10100-5000	
R013142-000, 1	R013142-000, Nov Justen North Plat	1,656.00	01/22/2019	402-430-3121-43030-1604	
R013142-000, 1	R013142-000, Nov Justen North Plat	1,656.00	01/22/2019	402-000-0000-10100-0000	
Check Total:		49,545.50			
Vendor: xcele	Xcel Energy			Check Sequence: 104	ACH Enabled: False
51-0011856814-1	Traffic Signal - 11841 Brockton Ln - Dec 2018	83.88	01/22/2019	100-420-2600-43810-0000	
51-6488907-4	Well #4 - Dec 2018	1,674.71	01/22/2019	601-494-9440-43810-0000	
51-6488907-4	Well #3 - Dec 2018	1,682.22	01/22/2019	601-494-9440-43810-0000	
51-6488907-4	Well #9 - Dec 2018	852.60	01/22/2019	601-494-9440-43810-0000	
51-6488907-4	Ground Storage - 14530 James Rd - Dec 2018	1,912.48	01/22/2019	601-494-9440-43810-0000	
51-6488907-4	Well #8 - Dec 2018	249.09	01/22/2019	601-494-9440-43810-0000	
51-6488907-4	Well #6 - Dec 2018	1,364.07	01/22/2019	601-494-9440-43810-0000	
51-6488907-4	Water Tower - Orchid Ave - Dec 2018	125.28	01/22/2019	601-494-9440-43810-0000	
51-6488907-4	Water Tower - George Weber Dr/13100 Comm -	190.25	01/22/2019	601-494-9440-43810-0000	
51-6488907-4	Water Booster Station - Main St - Dec 2018	1,360.65	01/22/2019	601-494-9440-43810-0000	
51-6488907-4	Well #5 - Dec 2018	1,622.52	01/22/2019	601-494-9440-43810-0000	
51-6488907-4	Well #7 - Dec 2018	1,106.17	01/22/2019	601-494-9440-43810-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
51-6488908-5	Lift Station - Northdale Blvd - Dec 2018	62.94	01/22/2019	602-495-9490-43810-0000	
51-6488908-5	Lift Station - Wellstead Dr - Dec 2018	65.49	01/22/2019	602-495-9490-43810-0000	
51-6488908-5	Lift Station - Industrial Blvd - Dec 2018	356.80	01/22/2019	602-495-9490-43810-0000	
51-6488908-5	Lift Station - Tilton Trl - Dec 2018	41.21	01/22/2019	602-495-9490-43810-0000	
51-6488908-5	Lift Station - 129th Ave - Dec 2018	144.58	01/22/2019	602-495-9490-43810-0000	
51-6488908-5	Lift Station - Brockton Ln - Dec 2018	127.37	01/22/2019	602-495-9490-43810-0000	
51-6488908-5	Lift Station - Monarch Ln - Dec 2018	74.12	01/22/2019	602-495-9490-43810-0000	
51-6488908-5	Lift Station - 12398 Brockton Ln/Kinghorn - Dec 2018	123.06	01/22/2019	602-495-9490-43810-0000	
51-6488908-5	Lift Stations - 137th Ave - Dec 2018	473.18	01/22/2019	602-495-9490-43810-0000	
51-6488908-5	Waste Wtr Treatment Plt Lab - 137th Ave - Dec 2018	2,052.01	01/22/2019	602-495-9490-43810-0000	
51-6488908-5	Lift Station - Hassan Elementary - Dec 2018	33.88	01/22/2019	602-495-9490-43810-0000	
51-6488908-5	Waste Wtr Treatment Plt Rotars - 137th Ave - Dec 2018	4,459.51	01/22/2019	602-495-9490-43810-0000	
51-6488909-6	N Comm Park - Dec 2018	1,036.18	01/22/2019	100-450-5200-43810-0000	
51-6488909-6	Triangle Pk/Veterans Memorial - Dec 2018	36.25	01/22/2019	100-450-5200-43810-0000	
51-6488909-6	North Community Park - Dec 2018	300.31	01/22/2019	100-450-5200-43810-0000	
51-6488909-6	Triangle Park - Dec 2018	618.83	01/22/2019	100-450-5200-43810-0000	
51-6488909-6	Lynch Park - Dec 2018	74.34	01/22/2019	100-450-5200-43810-0000	
51-6488909-6	Rogers Middle School Fields - Dec 2018	2.17	01/22/2019	100-450-5200-43810-0000	
51-6488910-9	Hassan Town Hall - Dec 2018	100.40	01/22/2019	100-410-1940-43810-0000	
51-6488910-9	13017 Main St - Dec 2018	83.28	01/22/2019	100-410-1940-43810-0000	
51-6488910-9	Community Rm - Dec 2018	475.55	01/22/2019	100-410-1941-43810-0000	
51-6488910-9	12909 Main St - Dec 2018	54.14	01/22/2019	100-410-1940-43810-0000	
51-6488910-9	Civic Storage Bldg - Dec 2018	43.42	01/22/2019	100-410-1940-43810-0000	
51-6488910-9	Fire Dept - Dec 2018	373.65	01/22/2019	100-420-2210-43810-0000	
51-6488910-9	Senior Center - Dec 2018	132.26	01/22/2019	100-450-5186-43810-0000	
51-6488910-9	City Hall - Dec 2018	469.48	01/22/2019	100-410-1940-43810-0000	
51-6488910-9	Civic Storage Bldg - Security Light - Unmetered	16.04	01/22/2019	100-410-1940-43810-0000	
51-6488910-9	Public Works - Dec 2018	1,095.43	01/22/2019	100-430-3000-43810-0000	
51-6488910-9	Police Dept - Dec 2018	2,035.40	01/22/2019	100-420-2100-43810-0000	
51-6488911-0	Traffic Signal - CSAH 81 & Ind Blvd - Dec 2018	38.53	01/22/2019	100-420-2600-43810-0000	
51-6488911-0	Traffic Signal - CSAH 13 & Rogers Dr - Dec 2018	96.85	01/22/2019	100-420-2600-43810-0000	
51-6488911-0	Traffic Signal - SDLR & Northdale - Dec 2018	55.14	01/22/2019	100-420-2600-43810-0000	
51-6488911-0	Traffic Signal - CSAH 81 & Memorial Dr - Dec 2018	37.05	01/22/2019	100-420-2600-43810-0000	
51-6488911-0	Traffic Signal - North Ramp 101 & 94 - Dec 2018	37.59	01/22/2019	100-420-2600-43810-0000	
51-6488911-0	Traffic Signal - 141st Ave & Northdale - Dec 2018	88.55	01/22/2019	100-420-2600-43810-0000	
51-6488911-0	Traffic Signal - 141st Ave & James Rd - Dec 2018	95.46	01/22/2019	100-420-2600-43810-0000	
51-6488911-0	Traffic Signal - Brockton Ln & SDLR - Dec 2018	81.74	01/22/2019	100-420-2600-43810-0000	
51-6488911-0	Traffic Signal - 141st Ave & High School - Dec 2018	112.62	01/22/2019	100-420-2600-43810-0000	
51-6488911-0	Traffic Signal - SDLR & Northdale - Dec 2018	46.71	01/22/2019	100-420-2600-43810-0000	
51-6488911-0	Traffic Signal - 141st Ave & Median E of 101 - I	63.75	01/22/2019	100-420-2600-43810-0000	
51-6488911-0	Traffic Signal - 141st Ave & Median W of 101 - I	127.73	01/22/2019	100-420-2600-43810-0000	
51-6488911-0	Traffic Signal - South Ramp 101 & 94 - Dec 2018	32.14	01/22/2019	100-420-2600-43810-0000	
51-6488911-0	Traffic Signal - CSAH 81 & John Deere Ln - Dec 2018	100.03	01/22/2019	100-420-2600-43810-0000	



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
51-6488911-0	Traffic Signal - Rogers Dr & SDLR - Dec 2018	74.83	01/22/2019	100-420-2600-43810-0000	
	Check Total:	28,273.92			
Vendor: zieja	Jason Ziemer			Check Sequence: 105	ACH Enabled: False
	Development Projects Mtg w/Henn Cty (1 Way)	6.54	01/22/2019	100-410-1910-44360-0000	
	Hennepin Cty - Greater MSP Readiness RFI	22.89	01/22/2019	100-410-1910-44360-0000	
	Met Council LCA Grant Workshop	37.06	01/22/2019	100-410-1910-44360-0000	
	Check Total:	66.49			
	Total for Check Run:	293,145.24			
	Total of Number of Checks:	105			

# Accounts Payable

## Computer Check Proof List by Vendor

User: bbruska  
 Printed: 01/17/2019 - 12:30PM  
 Batch: 00005.01.2019



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: belco	Bellboy Corporation			Check Sequence: 1	ACH Enabled: False
67821200	Liquor	91.55	01/22/2019	609-497-9760-42510-0000	
67821200	Wine	2,571.20	01/22/2019	609-497-9760-42530-0000	
67918800	Liquor	1,493.20	01/22/2019	609-497-9760-42510-0000	
	Check Total:	4,155.95			
Vendor: wirbe	BreakThru Beverage Minnesota			Check Sequence: 2	ACH Enabled: False
1080909552	Liquor	2,151.00	01/22/2019	609-497-9760-42510-0000	
1080911757	Liquor	2,370.86	01/22/2019	609-497-9770-42510-0000	
1080911762	Mix	64.00	01/22/2019	609-497-9760-42540-0000	
1080911762	Liquor	2,977.98	01/22/2019	609-497-9760-42510-0000	
1080914411	Wine	933.99	01/22/2019	609-497-9760-42530-0000	
1080914411	Liquor	1,791.83	01/22/2019	609-497-9760-42510-0000	
1080914411	Mix	91.95	01/22/2019	609-497-9760-42540-0000	
	Check Total:	10,381.61			
Vendor: bufre	Buffalo Refrigeration, Inc.			Check Sequence: 3	ACH Enabled: False
21764	Walk-In Cooler & Ice Machine Repairs - Muni	454.41	01/22/2019	609-497-9770-44010-0000	
	Check Total:	454.41			
Vendor: capbe	Capitol Beverage			Check Sequence: 4	ACH Enabled: False
2196194	Beer Credit	-17.35	01/22/2019	609-497-9760-42520-0000	
2206348	Off Sale Beer	204.00	01/22/2019	609-497-9770-42521-0000	
2206348	Bar Beer	1,123.35	01/22/2019	609-497-9770-42520-0000	
2206788	Beer	4,682.35	01/22/2019	609-497-9760-42520-0000	
2209813	Beer	4,703.47	01/22/2019	609-497-9760-42520-0000	
	Check Total:	10,695.82			
Vendor: berbe	Chas. A. Bernick, Inc.			Check Sequence: 5	ACH Enabled: False
473328	Beer	1,046.66	01/22/2019	609-497-9760-42520-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
474721	Mix	16.40	01/22/2019	609-497-9760-42540-0000	
474722	Beer	602.20	01/22/2019	609-497-9760-42520-0000	
	Check Total:	1,665.26			
Vendor: cinco	Cintas Corporation			Check Sequence: 6	ACH Enabled: False
4014480733	Rugs / Towels	159.72	01/22/2019	609-497-9770-43100-0000	
4014826085	Rugs / Towels	116.61	01/22/2019	609-497-9760-43100-0000	
	Check Total:	276.33			
Vendor: citro	City of Rogers			Check Sequence: 7	ACH Enabled: False
Interfund	Interfund Loan Payment - Liquor to General Fun	45,058.55	01/22/2019	609-000-0000-20700-0000	
	Check Total:	45,058.55			
Vendor: dahdi	Dahlheimer Distributing Co.			Check Sequence: 8	ACH Enabled: False
1389569	Bar Beer	1,106.65	01/22/2019	609-497-9770-42520-0000	
196820	Beer	3,611.20	01/22/2019	609-497-9760-42520-0000	
196919	Beer	170.00	01/22/2019	609-497-9760-42520-0000	
197412	Beer	8,719.30	01/22/2019	609-497-9760-42520-0000	
197908	Deposit On Coldplate	250.00	01/22/2019	609-497-9770-44100-0000	
	Check Total:	13,857.15			
Vendor: Dehtr	Dehn Tree Company, Inc.			Check Sequence: 9	ACH Enabled: False
1771	Plow Lot at Muni	450.00	01/22/2019	609-497-9770-43100-0000	
1771	Plow Lot at RWAS	450.00	01/22/2019	609-497-9760-43100-0000	
	Check Total:	900.00			
Vendor: hencoen	Henn. Co. Environmental Health			Check Sequence: 10	ACH Enabled: False
ID 427653	RWAS - 2019 Tobacco Licensing	267.00	01/22/2019	609-497-9760-44330-0000	
ID 427654	MUNI - 2019 Tobacco Licensing	267.00	01/22/2019	609-497-9770-44330-0000	
	Check Total:	534.00			
Vendor: hohen	Hohensteins Inc			Check Sequence: 11	ACH Enabled: False
115283	Beer	353.17	01/22/2019	609-497-9760-42520-0000	
	Check Total:	353.17			
Vendor: jvind	J.V. Industries, Inc.			Check Sequence: 12	ACH Enabled: False
04192018	Patio Railing Posts at Muni	210.00	01/22/2019	609-497-9770-44010-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	210.00			
Vendor: jjtay	JJ Taylor Distributing Co of MN., Inc.			Check Sequence: 13	ACH Enabled: False
2889562	Beer Credit	-104.00	01/22/2019	609-497-9760-42520-0000	
2935036	Beer	3,155.60	01/22/2019	609-497-9760-42520-0000	
2935038	Beer	1,701.25	01/22/2019	609-497-9760-42520-0000	
2935101	Beer	995.65	01/22/2019	609-497-9760-42520-0000	
	Check Total:	5,748.50			
Vendor: johbr	Johnson Brothers Liquor Co.			Check Sequence: 14	ACH Enabled: False
1192165	Liquor	1,896.31	01/22/2019	609-497-9770-42510-0000	
1192166	Wine	464.97	01/22/2019	609-497-9770-42530-0000	
1192183	Liquor	9,436.75	01/22/2019	609-497-9760-42510-0000	
1195693	Wine	45.16	01/22/2019	609-497-9770-42530-0000	
1195755	Liquor	2,585.43	01/22/2019	609-497-9760-42510-0000	
1195756	Wine	630.55	01/22/2019	609-497-9760-42530-0000	
1195757	Mix	104.50	01/22/2019	609-497-9760-42540-0000	
1195758	Liquor	984.00	01/22/2019	609-497-9760-42510-0000	
	Check Total:	16,147.67			
Vendor: artbe	Johnson Brothers Liquor Company			Check Sequence: 15	ACH Enabled: False
3318036	Beer	226.35	01/22/2019	609-497-9760-42520-0000	
	Check Total:	226.35			
Vendor: shagr	Kelbro Company			Check Sequence: 16	ACH Enabled: False
2313610	Sanitizer/Soap Tabs/Tanks	253.85	01/22/2019	609-497-9770-42100-0000	
2313610	Muni Mix	315.60	01/22/2019	609-497-9770-42540-0000	
2320142	Gas Tank Lease - Muni - Dec 2018	25.81	01/22/2019	609-497-9770-43100-0000	
2324444	Ice	93.14	01/22/2019	609-497-9760-42570-0000	
2327054	Gas Tank Lease - January 2019	25.81	01/22/2019	609-497-9770-43100-0000	
	Check Total:	714.21			
Vendor: lupbre	Lupulin Brewing			Check Sequence: 17	ACH Enabled: False
18259	Beer	546.00	01/22/2019	609-497-9760-42520-0000	
	Check Total:	546.00			
Vendor: mamun	M Amundson Cigar & Candy Co LLP			Check Sequence: 18	ACH Enabled: False
272811	Supplies For Resale	343.38	01/22/2019	609-497-9760-42580-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
272811	Paper & Plastic Bags	38.11	01/22/2019	609-497-9760-42100-0000	
272811	Mix	59.57	01/22/2019	609-497-9760-42540-0000	
272811	Food For Resale	25.30	01/22/2019	609-497-9760-42550-0000	
272811	Toacco	1,158.62	01/22/2019	609-497-9760-42560-0000	
	Check Total:	1,624.98			
Vendor: minui	Minnesota UI Fund			Check Sequence: 19	ACH Enabled: False
07980311	4th Qtr Unemployment	720.00	01/22/2019	609-497-9760-41420-0000	
	Check Total:	720.00			
Vendor: phiwi	Phillips Wine & Spirits			Check Sequence: 20	ACH Enabled: False
2484807	Liquor	497.70	01/22/2019	609-497-9760-42510-0000	
2484808	Liquor	497.70	01/22/2019	609-497-9770-42510-0000	
2484818	Liquor	162.98	01/22/2019	609-497-9770-42510-0000	
2484819	Mix	493.70	01/22/2019	609-497-9770-42540-0000	
2484832	Liquor	582.54	01/22/2019	609-497-9760-42510-0000	
2484833	Wine	910.00	01/22/2019	609-497-9760-42530-0000	
2484834	Mix	274.50	01/22/2019	609-497-9760-42540-0000	
2487484	Wine	37.80	01/22/2019	609-497-9760-42530-0000	
2487542	Liquor	244.50	01/22/2019	609-497-9760-42510-0000	
2487543	Wine	320.75	01/22/2019	609-497-9760-42530-0000	
2487544	Mix	58.80	01/22/2019	609-497-9760-42540-0000	
	Check Total:	4,080.97			
Vendor: reifo	Reinhart Food Service, LLC			Check Sequence: 21	ACH Enabled: False
575438	RWAS - Liners	31.37	01/22/2019	609-497-9760-42100-0000	
575438	Food For Resale - Cheesebread/Pretzels/Mozz St	198.25	01/22/2019	609-497-9770-42550-0000	
575438	Muni - Liners/TP/Hand Towels/Cups/Napkins	749.56	01/22/2019	609-497-9770-42100-0000	
	Check Total:	979.18			
Vendor: repso	Replenishment Solutions			Check Sequence: 22	ACH Enabled: False
2195065	Beer	60.00	01/22/2019	609-497-9760-42520-0000	
	Check Total:	60.00			
Vendor: souwi	Southern Wine & Spirits			Check Sequence: 23	ACH Enabled: False
1771442	Liquor Muni	2,553.10	01/22/2019	609-497-9770-42510-0000	
1771643	Wine	64.00	01/22/2019	609-497-9760-42530-0000	
1773530	Liquor	1,446.34	01/22/2019	609-497-9760-42510-0000	
1773531	Wine	328.00	01/22/2019	609-497-9760-42530-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
5039261	Wine	42.00	01/22/2019	609-497-9760-42530-0000	
5039262	Wine	1,008.00	01/22/2019	609-497-9760-42530-0000	
5039264	Liquor	2,823.71	01/22/2019	609-497-9760-42510-0000	
5039265	Mix	38.87	01/22/2019	609-497-9760-42540-0000	
5039266	Wine	1,555.50	01/22/2019	609-497-9760-42530-0000	
	Check Total:	9,859.52			
Vendor: tdand 972076	T. D. Anderson Inc. Tap Cleaning - January 2019	60.00	01/22/2019	Check Sequence: 24 609-497-9770-44010-0000	ACH Enabled: False
	Check Total:	60.00			
Vendor: carbu 80235	Tegrete Muni Cleaning - February 2019	1,669.87	01/22/2019	Check Sequence: 25 609-497-9770-44060-0000	ACH Enabled: False
	Check Total:	1,669.87			
Vendor: theam 3569302935	The American Bottling Co. Pop/Mix	306.45	01/22/2019	Check Sequence: 26 609-497-9760-42540-0000	ACH Enabled: False
	Check Total:	306.45			
Vendor: uppla 4089949-00	Upper Lakes Foods Muni - Pizza For Resale	741.43	01/22/2019	Check Sequence: 27 609-497-9770-42550-0000	ACH Enabled: False
	Check Total:	741.43			
Vendor: vartr 37174 37211 38145 38366	Varner Transportation LLC Freight - December 2018 Freight - December 2018 Freight - December 2018 Freight - December 2018	247.50 355.00 327.50 255.00	01/22/2019 01/22/2019 01/22/2019 01/22/2019	Check Sequence: 28 609-497-9760-42590-0000 609-497-9760-42590-0000 609-497-9760-42590-0000 609-497-9760-42590-0000	ACH Enabled: False
	Check Total:	1,185.00			
Vendor: verwi 9820910474 9820910474	Verizon Wireless Services, LLC RWAS Cell Phones - December 2018 Muni Cell Phones - December 2018	50.94 50.94	01/22/2019 01/22/2019	Check Sequence: 29 609-497-9760-43210-0000 609-497-9770-43210-0000	ACH Enabled: False
	Check Total:	101.88			
Vendor: vikau 1025-F053184	Viking Automatic Sprinkler Co. 2018 Annual Inspection	210.00	01/22/2019	Check Sequence: 30 609-497-9760-43100-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	210.00			
Vendor: vinin	Vinocopia Inc			Check Sequence: 31	ACH Enabled: False
0224464	Liquor	114.50	01/22/2019	609-497-9760-42510-0000	
0224464	Wine	353.50	01/22/2019	609-497-9760-42530-0000	
	Check Total:	468.00			
Vendor: winme	Wine Merchants			Check Sequence: 32	ACH Enabled: False
7217987	Wine	755.00	01/22/2019	609-497-9760-42530-0000	
	Check Total:	755.00			
Vendor: xcele	Xcel Energy			Check Sequence: 33	ACH Enabled: False
51-4145018-0	RWAS Electric - December 2018	1,262.66	01/22/2019	609-497-9760-43810-0000	
51-6752987-1	Muni Electric - December 2018	827.73	01/22/2019	609-497-9770-43810-0000	
	Check Total:	2,090.39			
	Total for Check Run:	136,837.65			
	Total of Number of Checks:	33			



## REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: January 22, 2019

Agenda Item: No. 5.3

**Subject:** Accepting Donations from Shield 616 to the Rogers Police Department

**Prepared By:** Stacy Scharber, Assistant City Administrator

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### **Recommended City Council Action**

Motion to accept the donation of 20 tactical packages valued at \$1,500 each, and three fire tactical packages valued at \$2200 each, from various donors, for a total combined donation of \$36,600.

### **Overview / Background**

The Rogers Police Department is in receipt of 20 tactical packages valued at \$1,500 each. Each package includes a tactical vest, tactical helmet, a magazine pouch, and a first aid pouch. The fire vests also include level 3 rifle rated armor plates. The following list of recipients are receiving a package at a formal ceremony on February 5, 2019 at 6:00 p.m. at the Rogers High School Performing Arts Center, from the corresponding donor listed below:

Shawn Wilbur	Joe Buck Homes
Kris Koroll	Imagine Orthodontics
Amy Berglund	Roads Foundation
Jeff Beck	Roads Foundation
Matt Nelson	Janet Andres
Clayton Justen	Clives Roadhouse
Jeff Madson	Justin and Heidi Koch
Jason Foster	Cabelas/Bass Pro Shop
Steve Sarazin	Capitol Beverage
Nick Zachman	Jon and Amber Genda
Brandon Wegner	LifeGate Church and Timber Church
Jared Peterson	Capitol Beverage
Darren Bohlsen	Target Sports/Online Donor /Century 21 Bank
Blake Neumann	Rogers Community Law Enforcement Foundation
Adam Dupic	Advanced Extrusion
Corbin Bateman	State Farm Insurance Rogers
Daniel Rose	Eye West
Chief Beahen	All State Insurance Greg Snizek
Detective Position	Maynard's
New Officer	Emagine Theater
Rogers Fire Department	Rogers Lions Club



**Staff Recommendation**

Motion to accept the donation of 20 tactical packages valued at \$1,500 each, and three fire tactical packages valued at \$2200 each, from various donors, for a total combined donation of \$36,600.

**ATTACHMENTS:**

Description

Sample of Vests





## REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: January 22, 2019

Agenda Item: No. 5.4

**Subject:** Approval of Resolution No. 2019 - 05, A Resolution Authorizing an Increase in the Annual Pension Benefit Level for the Active Members of the Fire Department from \$3,500 to \$3,650 for Calendar Year 2019

**Prepared By:** Steve Stahmer, City Administrator

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### **Recommended City Council Action**

Motion to adopt Resolution No. 2019-05, A Resolution Authorizing an Increase in the Annual Pension Benefit Level for the Active Members of the Fire Department from \$3,500 to \$3,650 for Calendar Year 2019.

### **Overview / Background**

City Staff has received a request from the Fire Relief Association for an annual benefit increase of \$150 for 2019. This reflects a 4.2% increase, but would not result in a required City contribution. The increases for 2017 and 2018 were \$100 each year. Two years ago, the City began contributing an additional \$500 per firefighter per year to the pension fund in an effort to elevate the pension relative to the market. Even with the 4.2% increase, the Rogers Fire Relief Association will still be near the bottom of like-sized departments (grouped by size of 2% aid checks).

Recall that the pension fund is not a City fund and cannot be used for any other purposes apart from paid-on-call fire pensions. Unless the performance of the fund were to falter to the point that would mandate a required City contribution (beyond the voluntary \$500/firefighter contribution), the pension benefit increase will not affect the City financially in the future. Given the low hourly rate paid to on-call firefighters, the pension benefit is an important tool for recruitment and retention.

See the attached resolution.

### **Staff Recommendation**

Motion to adopt Resolution No. 2019-05, A Resolution Authorizing an Increase in the Annual Pension Benefit Level for the Active Members of the Fire Department from \$3,500 to \$3,650 for Calendar Year 2019.

### **ATTACHMENTS:**

Description

Fire Relief Benefit Amount

**RESOLUTION NO. 2019-05**

**A RESOLUTION AUTHORIZING AN INCREASE IN THE ANNUAL PENSION  
BENEFIT LEVEL FOR THE ACTIVE MEMBERS OF THE FIRE DEPARTMENT  
FROM \$3,500 TO \$3,650 FOR CALENDAR YEAR 2019**

**WHEREAS**, the City of Rogers has reviewed the Pension Plan Report for the Year 2018 as submitted by the Firefighters' Relief Association of Rogers which shows no required City contribution; and

**WHEREAS**, the Firefighters' Relief Association of Rogers has requested an increase in the Annual Pension Benefit Level to \$3,650 per year of service.

**BE IT RESOLVED** by the City Council of the City of Rogers that the Fire Relief Association annual pension benefit level is hereby authorized to increase from \$3,500 to \$3,650 for the active members of the Fire Department in calendar year 2019.

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 22<sup>nd</sup> day of January, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



## REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: January 22, 2019

Agenda Item: No. 5.5

**Subject:** Approve Change Order 1 for the CSAH 81 / CSAH 13 Intersection Improvements Project

**Prepared  
By:**

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### **Recommended City Council Action**

Approve Change Order 1 in the amount of \$17,694.76 and increase the construction administration budget by \$34,359 for the CSAH 81 (Industrial Blvd) and CSAH 13 (Brockton Lane) intersection improvements project.

### **Overview / Background**

Improvements to the intersection of CSAH 81/13 are complete and staff are working to finalize project costs. During construction, the contractor submitted additional items for payment that were outside the scope of the project and unexpected as of the original bid. The additional items are as follows:

- Railroad flagging:
  - Flagging of the railroad tracks by BNSF was required while construction occurred within the railroad right of way to ensure the safety of the public, construction crew and BNSF personnel while the BNSF signal system was being replaced. The project specifications states that railroad flagging will be paid directly by the City; however, one particular invoice was sent to and accidentally paid by the Contractor therefore requiring reimbursement by the City.
- Additional compensation for bituminous paving:
  - The Engineer determined that paving wear-course should be completed in spring 2018 instead of fall 2017 due to temperatures dropping below the allowable levels for the work to be completed within the contract completion dates. Additional compensation would be required to pave the wearing course in fall 2018 due to an increase in material cost as well as an additional mobilization. Weather conditions are unpredictable, and this decision resulted in a better product and will extend the life of the system.
- Modify signal foundation:
  - During construction of the project, design standards were modified to increase safety as it relates to signal systems and the height of the signal base. Due to the design standard modification, it was determined that one of the signal system foundations should be removed and replaced. This cost has been agreed to be reimbursed by Hennepin County.
- Temporary electric service:
  - During construction, temporary electric was required to keep the signal in service during the relocation of the signal system as related to modifying the signal base discussed

above. This ensured that traffic would continue to flow freely and safely while the relocation took place. This cost will be submitted to the County for reimbursement.

We have negotiated prices with the contractor and have estimated the cost for improvements at \$17,694.67.

Due to the extended length of the construction project, the project exceeded our budget for staff expenditure. Additionally, the materials work completed by Braun exceeded their estimate due to additional testing required for the extended construction schedule. Geotechnical testing estimates are initially estimated based on an assumed number of contractor working days and number of tests required each day for the amount of material placed; however, the contractors means and methods are at their discretion and the working days are often modified based on whether and scheduling. We are requesting that the budget be increased by \$34,359 to allow for these increased costs as well as additional time estimated to close out the contract. These additional costs have been disclosed to City staff and haven't been paid to allow for processing of the final documentation for the project. With this change order, the project will be ready for closeout.

It should be noted that the original and final construction and project cost are noted as follows:

	<b>Construction</b>	<b>Indirect</b>	<b>Total</b>
Original	\$2,367,557.50	\$665,668	\$3,033,225.5
Final	\$2,345,300.42	\$700,027	\$3,045,327.42

#### **Staff Recommendation**

Staff recommends approving Change Order 1 for the CSAH 81 (Industrial Blvd) and CSAH 13 (Brockton Lane) intersection improvements project in the amount of \$17,694.67 and increasing the construction administration budget by \$34,359.

**Financial Impact:** \$52,053.67 **Budgeted?** Yes

**Source Fund:** Developer  
Funds, Developer Funds  
Deposited in Fund 446

**Notes:**

#### **ATTACHMENTS:**

Description

Change Order 1

## CHANGE ORDER NO. 1

CSAH 81/13 INTERSECTION IMPROVEMENTS

JANUARY 22, 2019

CITY OF ROGERS, MN

WSB PROJECT NO. 2169-390

OWNER:

CITY OF ROGERS  
22350 SOUTH DIAMOND LAKE ROAD  
ROGERS, MN 55374

CONTRACTOR:

EUREKA CONSTRUCTION  
20141 ICENIC TRAIL  
LAKEVILLE, MN 55044

YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENT DESCRIPTION:

SEE ATTACHED DETAIL

IT IS UNDERSTOOD THAT THIS CHANGE ORDER INCLUDES ALL ADDITIONAL COSTS AND TIME EXTENSIONS WHICH ARE IN ANY WAY, SHAPE, OR FORM ASSOCIATED WITH THE WORK ELEMENTS DESCRIBED ABOVE.

### CHANGE IN CONTRACT PRICE:

### CHANGE IN CONTRACT TIME:

ORIGINAL CONTRACT PRICE:	\$2,367,557.50	ORIGINAL CONTRACT TIME (FINAL COMPLETION):	11/15/2017
PREVIOUS CHANGE ORDERS: N/A	\$0.00	NET CHANGE FROM PREVIOUS CHANGE ORDERS:	N/A
CONTRACT PRICE PRIOR TO THIS CHANGE ORDER:	\$2,367,557.50	CONTRACT TIME PRIOR TO THIS CHANGE ORDER:	11/15/2017
NET <b>INCREASE</b> OF THIS CHANGE ORDER:	\$17,694.67	NET INCREASE OF CHANGE ORDER:	N/A
CONTRACT PRICE WITH ALL APPROVED CHANGE ORDERS:	\$2,385,252.17	CONTRACT TIME WITH APPROVED CHANGE ORDERS	11/15/2017

RECOMMENDED BY:

APPROVED BY:

JENNIFER D. EDISON, PE, PROJECT MANAGER

CONTRACTOR SIGNATURE

WSB & ASSOCIATES, INC.  
ENGINEER

EUREKA CONSTRUCTION  
CONTRACTOR

APPROVED BY:

CITY ENGINEER

CITY ADMINISTRATOR

DATE

DATE

PUBLIC WORKS SUPERINTENDENT

DATE



**REQUEST FOR ACTION  
ROGERS CITY COUNCIL**

**Meeting Date:** January 22, 2019

**Agenda Item:** No. 5.6

**Subject:** Approval of Floor Scrubber Purchase

**Prepared By:** Mike Bauer Recreation and Facilities Director

---

**Recommended City Council Action**

Approve the purchase of a replacement floor scrubber for use at the Activity Center.

**Overview / Background**

One source of pride at the Activity Center/Ice Arena is the comments from the users about the cleanliness of the facility. Keeping the 12 year old facility looking new is accomplished by the diligent work of the staff, and having the right tools to accomplish their tasks. Since the Activity Center opened in January of 2007 we have had a walk behind floor scrubber to clean the rubber and concrete floors nightly. According to the manufacturer we should get 5-7 years of daily use out of a floor scrubber, with proactive maintenance we were able to get 12 years of service from our current machine.

Staff received several quotes and demonstrations of machines and recommend purchasing the Dual Disc Trident T26SC Plus 26IN floor scrubber from Hillyard for \$6,840.90 plus shipping. The source of the funds to purchase the equipment is RAC sinking funds as approved with the 2019 budget and Financial Management Plan. This is significantly less than the original budgeted equipment that would have used a detergent free cleaning system.

**Staff Recommendation**

Authorizing the purchase of the Trident Scrub Dual Disc Trident T26SC Plus 26IN floor scrubber.

**Financial Impact:** \$6,840.90    **Budgeted?** Yes

**Source Fund:** RAC Sinking Funds

**Notes:**

**ATTACHMENTS:**

Description

Trident Scrubber Quote

Trident Scrubber Brochure

Competitive Quote

Competitive Quote 2

Competitive Quote 3





HILLYARD / MINNEAPOLIS  
274 APOLLO DRIVE  
LINO LAKES MN 55014

Phone: 763 746 2800  
Fax: 763 746 2850

## Quotation

### Ship-to Party Address

ROGERS ACTIVITY CENTER  
21080 141st Ave N  
Rogers MN 55374-9157

[www.hillyard.com](http://www.hillyard.com)

### Information

**Quotation No.** 100531843

Valid from 12/19/2018 to 02/02/2019

**Document Date** 12/19/2018

**Customer No.** 253459

**Customer P.O.** DUAL DISC

**Account Manager** PAUL HAHN

**Phone**

**Extension**

**Ship By** Sales Rep Delivery

Entered By: DNYB

Page 1 of 1

### Quotation Details

Item	Material Description	Quantity	Unit Price	Amount
0010	HIL56007 SCRUB DUAL DISC TRIDENT T26SC PLUS 26IN	1 EA	5,906.25	5,906.25
0020	TROT1275 BATTERY 12 VOLT 150 AMP WET	2 EA	232.95	465.90
0030	HIL227201 DOSING FOR HIL56005, HIL56006, HIL56007	1 EA	468.75	468.75
Gross Price				6,840.90
Tax and Freight charges are subject to change.				

# **TRIDENT®**

by HILLYARD



Better Built. Better Equipment.

**HILLYARD**  
  
*The Cleaning Resource®*





R36SC Plus

### R36

Hillyard Item No.  
Cleaning Path  
Scrub Technology  
Control Panel  
Power System  
Charging System  
Up to Sq. Ft. / Hour

### R36SC Plus

HIL56020  
36"  
Dual Disc  
HD Display  
Battery - 36V  
Onboard  
86,000

### R36SS Plus

HIL56013  
36"  
Cylindrical  
HD Display  
Battery - 36V  
Onboard  
86,000

### R30/28

Hillyard Item No.  
Cleaning Path  
Scrub Technology  
Control Panel  
Power System  
Charging System  
Up to Sq. Ft. / Hour

### R30SC Plus

HIL56011  
30"  
Dual Disc  
HD Display  
Battery - 24V  
Onboard  
48,000

### R30SC

HIL56009  
30"  
Dual Disc  
Standard  
Battery - 24V  
Onboard  
43,000

### R28SC Plus

HIL56012  
28"  
Orbital  
HD Display  
Battery - 24V  
Onboard  
43,000



R30SC Plus



R22SC

### R22

Hillyard Item No.  
Cleaning Path  
Scrub Technology  
Control Panel  
Power System  
Charging System  
Up to Sq. Ft. / Hour

### R22SC

HIL56010  
22"  
Disc  
Standard  
Battery - 24V  
Onboard  
32,000

### R22SC - Orb

HIL56008  
20"  
Orbital  
Standard  
Battery - 24V  
Onboard  
32,000



Intelligent  
Design



Exceptional  
Engineering



Innovative  
Technology



## Walk-Behind Scrubbers - Traction Drive

**T**  
SERIES

### T26/20

Hillyard Item No.  
Cleaning Path  
Scrub Technology  
Control Panel  
Power System  
Charging System  
Up to Sq. Ft. / Hour

### T26SC Plus

HIL56007  
26"  
Dual Disc  
HD Display  
Battery - 24V  
Onboard  
23,000

### T20SC Pro

HIL56005  
20"  
Disc  
Membrane  
Battery - 24V  
Onboard  
19,000

### T20SC Pro Orb

HIL56006  
20"  
Orbital  
Membrane  
Battery - 24V  
Onboard  
19,000



T26SC Plus

**B**  
SERIES

## Walk-Behind Scrubbers - Brush Assist

### B20/16

Hillyard Item No.  
Cleaning Path  
Scrub Technology  
Control Panel  
Power System  
Charging System  
Up to Sq. Ft. / Hour

### B20SC

HIL56003  
20"  
Disc  
Standard  
Battery - 24V  
Onboard  
16,000

### B16SC

HIL56002  
16"  
Disc  
Standard  
Battery - 12V  
Onboard  
13,000



B20SC



B16SC



T26  
HD Touchscreen Controls



T20  
Membrane Controls



R36 - R30 - R28  
HD Touchscreen Controls



R30  
Standard Controls

## Micro-Scrubbers & Sweeper - Lithium Ion Battery Powered



**XM13SC**  
13" Disc w/ Parabolic Squeegee  
HIL56004



**NM14**  
14" Cylindrical Scrubber  
HIL56001



**NS13**  
13" Sweeper  
HIL56000

## Floor Machines - Cord Electric



**FMD20 Orbital**  
20" Orbital Floor Machine  
HIL56019



**FMD20**  
20" Disc Floor Machine  
HIL56021



**BU1500**  
1,500 RPM Burnisher  
HIL56022

## Vacuums & Floor Dryer



**WD21V**  
21 Gallon Wet Dry Vac  
Cord Electric  
HIL56018



**BP6V**  
Backpack Vac  
Cord Electric  
HIL56016



**BP6VLI**  
Backpack Vac  
Li-Ion Battery  
HIL56017



**FD15**  
Floor Dryer  
Cord Electric  
HIL56015



## Join The Connected Cleaning World\*

Keep tabs on your machines remotely whenever you want and from wherever you want!



### GEOLOCATION

Know where your machines are.



### USAGE DATA

Know who's using your machine and how it is being used.



### MAINTENANCE

Know the health status of machines and batteries.



### TELEMETRY

Critical machine data is always being monitored for peak performance.



\* Requires optional Hillyard Fleet Management module and subscription.

# Convert to the Advantages of Leasing...

## Gain 3 Times the Purchasing Power of Your Equipment Budget! Improve Productivity and Lower Labor Costs!

Using a 36 month lease strategy allows your organization to gain three times the purchasing power of your equipment budget. Three times the purchasing power to help you control your number one cost - labor - by increasing productivity through more mechanization. After 3 years, there is a \$1 buyout for ownership where you can then use that asset to lower your costs on continuously leasing the best equipment for your organization!

### Preserve Your Cash Flow

With lease financing, you need only minimal initial investment to get the equipment you need, and you can comfortably spread your payments out over time. This allows you to preserve your working capital for the operation.

### Increase Flexibility

Your equipment needs will grow and change. With equipment lease financing, you have the option to take on additional equipment or upgrade the equipment you currently possess.

### Special 0% Municipal Lease Programs

Local government and political subdivisions including:

- States
- Towns
- Counties
- Villages
- Cities
- Townships
- Municipal Golf Courses
- Public Higher Education
- Public School Districts

- Competitive finance rates
- Electronic documents and signature available
- Two-hour credit approval
- Simple one-page credit application
- Document fee of \$150
- First payment due in advance
- Subject to credit application and approval

This program is provided by All-Lines Leasing. All terms are subject to credit approval. Questions regarding lease terms please call 800-477-5855.



### The Customer First Warranty by Hillyard

Have peace of mind that your investment is backed by Hillyard, a 5th generation, family-owned company that has been in business since 1907.

Our ride-on and walk-behind scrubbers come with a comprehensive 10-3-2-1 warranty.

- 10 Years - Tanks
- 3 Years - Parts
- 2 Years - Labor
- 1 Year - Travel

See the warranty documentation for complete details and information. Visit [hillyard.com](http://hillyard.com).



PO Box 909  
St. Joseph, MO 64502  
[www.hillyard.com](http://www.hillyard.com)

Subject to change without notice.  
LIT-TRIDENT-EQUIP-FULL-0418

## Quote/Order-Model T300

Rogers Ice Area

Rogers, MN  
Mike BauerRick Cobian  
Tennant Sales and Service Company  
701 North Lilac Drive  
Minneapolis, MN 55440-1452  
612-310-1219

Quote Date :

12/12/2018

## BUILT-IN "TENNANT VALUE" INCLUDES:

42L/11 gal Solution Tank & 53 L/14 gal Recovery Tank  
Rugged Duramer™ Rotomold Tank Construction  
Insta-Click™ Pad Driver and Brush Attachment (Disk machines)  
Hygienic™ Recovery Tank  
Multiple Setting Down Pressure  
Adjustable Solution Flow  
Variable Speed Control Bail  
Membrane™ Control Panel  
Pro-Membrane™ Control Panel with Multiple Zone Settings™ Capability  
Pro-Panel™ Controls with Full Color LCD Touch Screen (Option)  
Supervisor QA Controls™ settings (Lock Out Features)  
On Board Diagnostics  
Extremely Low Noise Level (≤65 dBA)  
Quiet-Mode™ Standard  
Wet 105AH, Wet 130AH, and Wet 150AH Battery options available.  
Quick Release Battery Harness  
Battery Tray  
On-board Charger with 3m/15 ft power cord  
Closed Machine Venting for Battery Charging  
Cast Aluminum Squeegee Frame  
Breakaway Squeegee Design w/ Integrated P-Trap  
Factory Set Squeegee Assembly for Maximum Recovery  
Linatex Squeegee Blades with Tool-less Replacement

Emergency Stop (standard on all drive units)  
Free Floating Head Skirt (disk machines)  
Yellow Debris Hopper (cylindrical machines)  
Front Water Fill Port w/ Hose Hook  
Integrated Heat Sync for Electronics Protection  
Sealed Electrical Connectors  
Anti-Static Straps  
0.75 kW/1 HP brush motor, 230 RPM (disk)  
0.75 kW/1 HP brush motor, 1000 RPM (cylindrical)  
0.45 kW/0.6 HP brush motor, 2200 RPM (orbital)  
Recovery Tank Debris Tray with Deflector  
Unsurpassed Ergonomic Design  
Gray Non-Marking Tires  
10cm /4" Edge & Reach Under Cleaning  
Key Switch for Safety  
Hour Meter  
Operators manual  
Jacking Points/Shipping Tie Downs  
Yellow Maintenance Touch Point: Battery Tray  
Integrated Accessory Rails w/Squeegee & Bag Hang  
Composite Scrub Deck (Single Disk)  
Cast Aluminum Scrub Deck (Dual Disk & Cylindrical)  
11 Gauge Steel Scrub Deck (Orbital Only)



**TENNANT COMPANY WARRANTY**  
**3 YEARS OR 2000 HOURS - PARTS**  
**1 YEAR - BATTERY CHARGERS**  
**2 YEARS - LABOR**  
**6 MONTHS - TRAVEL**  
**10 YEARS ON DURAMER™ ROTOMOLD TANKS**

## Quote Request Information

<input type="checkbox"/>	Fax (quote only)
<input checked="" type="checkbox"/>	Mail (quote, lit, specs)
<input type="checkbox"/>	Fax + Mail

## Primary Use

<input checked="" type="checkbox"/>	Inside
<input type="checkbox"/>	Outside

Description	Reference #	US List Price	Qty.	Extended Price
<b>Pre-Configured Machines (Note 1)</b>				
<b>T300 Walk-Behind Scrubber - Disk</b>				
500mm / 20" Disk, Pro-Panel, Self Propel, ec-H2O NanoClean, 150AH Battery, On-Board Charger, Quiet Mode	MV-T300-0007	\$10,130.00	1	\$ 10,130.00
<i>Above unit(s) include Pad Drivers and both an English and French Operator Manual. The above are packaged in a Skid w/Carton for shipment via LTL Carriers.</i>				

All Pre-Configured Machines are packaged as listed above. No additional options can be added or changed.

Base Configuration	Reference Number	Price
<b>Battery Type (Note 5)</b>		
Hydrolink® Battery Watering System - Wet 150AH Battery only (Note 6)	9009619	\$393.00
<b>IRIS Telemetry</b>		
<b>IRIS Information Service (Note 8)</b>		
Monthly**	IRIS Monthly	\$10.00
** 12 month minimum commitment required. By default, customer will be billed monthly for 36 months but customer can cancel billing anytime after first 12 months by notifying Tennant.		

**Machine Subtotal** \$ 10,523.00

**MACHINE TOTAL \*** \$ 10,523.00



## Quote/Order-Model T300

## Financing

Is customer interested in financing?

No

If not, why?

All Lines - Leasing Calculation Option:		Option 1	Option 2
Purchase Option:		ALL-Lines: \$1.00	ALL-Lines: FMV
24 Months		\$481.95	\$380.30
36 Months		\$329.79	\$282.44
48 Months		\$255.50	\$236.35
60 Months		\$210.88	\$203.51

Rates 2018  
 "Blank Payr  
 Applicable  
 "Quoted mc  
 Actual mon  
 "Financing

## TennantTrue

Is customer interested in service program?

Yes

Term:	36	AB Brushes	No
Monthly machine usage (hrs):	25		

TennantTrue:	Rate Per Unit	Hourly Labor Rate	Site Visit Charge
Hassle Free - Monthly	\$81.00		
Hassle Free - 36 Mo	\$2,799.00		
Gold - Monthly	\$74.00		
Gold - Pre Pay Full Term	\$2,557.00		
Silver - Monthly	\$52.00		
Silver - Annually	\$612.00		
Silver - Pre Pay Full Term	\$1,797.00		
Silver - Per Visit	\$319.00		
Pay As You Go			
Block of Time - Weekly			
Block of Time - Bi-Weekly			
Road Runner - verify coverage area*			
On Demand			

\* Verify customer current pricing prior to quote. Road Runner available in select markets in the US & Canada. See map for details.

\*\*All rates and fees above reflect service for one (1) unit with the exception of Block of Time service.

## Quote Special Instructions:

## Terms and Conditions

Ask your local sales rep for estimated lead times. Verify when placing order

All orders subject to acceptance by Tennant Sales and Service Company, Minneapolis, Minnesota

Prices subject to change without notice.

Terms: Net 30 days. Subject to any applicable taxes.

Freight: Machines and accessory orders delivered FOB shipping point Frt PPD & Add

Parts, supplies, detergents and floor treating material orders delivered FOB

shipping point Frt PPD

Tennant handles all loss and damage claims on behalf of customers.

All orders are subject to Tennant's General Terms and Conditions available at <http://www.tennantco.com/terms>.

Printed General Terms and Conditions are also available upon request.

## Quote/Order-Model T300

Quote Date :

12/12/2018

**Order Placement Information:** To place your order, fill in PO# and customer signatures,  
call or fax to the numbers listed below. Customer Purchase Order is required.  
If information is missing, orders will be entered and held until all information is received.

Customer Number

Cust Grp 3

**Who Owns the Machine? (Sold-To Info) (Please Verify)**

Rogers Ice Area

Company  
Address

Rogers, MN

Name

Mike Bauer

Phone

mbauer@rogersmn.gov

**Where is the Machine Being Shipped? (Ship-To Info) (Please Verify)**

Rogers Ice Area

Company  
Address

Rogers, MN

Name

Mike Bauer

Phone

mbauer@rogersmn.gov

**Shipping / Carrier Instructions:****Order Special Instructions:****Customer Purchase Order No.**  
(please attach copy)**Tax Exempt**

Yes

No

If Yes, attach a copy of your exemption certificate.

**Requested Delivery Date**

Authorized Buyer (please print)

Phone Number

Authorized Buyer Signature

Rick Cobian

Tennant Representative

Specialized Maintenance Equipment

TENNANT · 701 NORTH LILAC DRIVE · P.O. BOX 1452 · MINNEAPOLIS, MN 55440-1452 ·  
PHONE:800-553-8033 · FAX:763-513-2116



Quote # **126233.1**  
 Date **12/11/2018**  
 Reference **Quote 126233.1 - CITY OF ROGERS**  
 PO #  
 Sales Rep **John Ninnemann**  
**john.ninnemann@dalcoonline.com**

## Quotation

Customer **CITY OF ROGERS**  
 Account # **1029350**

Expire **01/10/2019**

Bill To **Mike Bauer**  
**ATTN: ACCOUNTS PAYABLE**  
**22350 S DIAMOND LAKE RD**  
**ROGERS, MN 55374**  
**763.428.1033**

Ship To **Mike Bauer**  
**ATTN: ACCOUNTS PAYABLE**  
**22350 S DIAMOND LAKE RD**  
**ROGERS, MN 55374**  
**763.428.1033**

Line #	Product	Qty	Unit	Price	Net Amt
--------	---------	-----	------	-------	---------

### T300 24" w/ ProPanel Control, Nano, Severe Environment Switch & Brushes

1	<b>T00023</b> TNT T300-600-D T300 24" PPCP SP NANO 150B&C DCV SES QM NB	1	EA	9,995.00000	<b>9,995.00</b>
<b>Subtotal: T300 24" w/ ProPanel Control, Nano, Severe Environment Switch &amp; Brushes:</b>					<b>\$9,995.00</b>

### Other Items discussed.

2	<b>027585</b> AA 210008 HYDROLINK 24VOLT UNIVERSAL KIT	1	KT	75.00000	<b>75.00</b>
3	<b>043392</b> AA 210188 HYDROLINK HAND PUMP	1	EA	25.00000	<b>25.00</b>
4	<b>033682</b> TNT 1209160 12" PAD DRIVER IC	2	EA	137.50000	<b>275.00</b>

**Dalco Enterprises Inc. | 300 5th Avenue Northwest, New Brighton, MN 55112 | 800.950.1975**

New Brighton, MN    Duluth, MN    Rochester, MN    La Crosse, WI    Marshfield, WI    Marquette, MI    Hibbing, MN

[www.dalcoonline.com](http://www.dalcoonline.com)

Line #	Product	Qty	Unit	Price	Net Amt
--------	---------	-----	------	-------	---------

Subtotal: Other Items discussed. : \$375.00

TOTAL: \$10,370.00

100

<b>Prepared By:</b>	<b>DACOTAH PAPER CO</b>
	<b>DAVID NELSON</b>
	<b>SALES REPRESENTATIVE</b>
<b>Date:</b>	<b>1/10/2019</b>

1

100

"Dacotah Paper"  
"a good source of supply"



## REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: January 22, 2019

Agenda Item: No. 7.1

**Subject:** Approval of Utilities Administrative Assistant Position Description and Approval of Targeted Hire

**Prepared By:** Stacy Scharber, Assistant City Administrator

---

### **Recommended City Council Action**

Motion to approve the position description for Utilities Administrative Assistant and motion to hire Peri Houser to the position.

### **Overview / Background**

During the 2019 budget process, Council approved the hiring of an administrative assistant under the utilities enterprise budgets. This position has been staffed through the use of temp agency employees and interns since Summer 2009. In order to bring continuity to the position and the additional work load required by the Utilities Department, a full-time hire is being recommended.

The City has been utilizing Peri Houser in this role since July, 2018 through a contract with Vision Staffing. Peri has demonstrated her abilities and competency in doing the duties of the position and is highly recommended by the Public Works Director and Utilities Supervisor. Peri has an extensive background as an administrative assistant in a law firm.

### **ATTACHMENTS:**

Description

Position Description - Utilities Administrative Assistant

## ***CITY OF ROGERS***

## ***Job Description***

<b>Title:</b> Utilities Administrative Assistant	<b>FLSA Status:</b> Non-exempt
<b>Department:</b> Public Works	<b>Position Status:</b> Regular Full-Time
<b>Accountable To:</b> Public Works Superintendent	<b>Salary Grade:</b> Level 7

### **JOB SUMMARY**

The Administrative Assistant is a non-supervisory position that performs a variety of detailed and responsible administrative support including, but not limited to answering incoming telephone calls, coordination of various utilities inspections, issuing water meters, overweight permit process, and other reception duties. This position serves as the main point of contact for the Public Works and Utility Departments.

### **Essential Duties and Responsibilities:**

- Receives and routes calls from a multiple line telephone system. Coordinates and routes complaints, and if necessary, documents messages from telephone calls and directs them to proper parties.
- Greets visitors, ascertains the nature of their business, and assists or directs guests to appropriate individuals.
- Receives request for services and maintains work order data base.
- Responsible for annual licensing sewer and water installers.
- Schedules water, sewer and drain tile inspections.
- Schedules water meter repair inspections, and other related meter change-outs.
- Administers overweight permits and maintain related files.
- Issues construction hydrant meters and maintains database of meters checked out, copies of contracts signed and records of deposit checks received.
- Assists in all day-to-day operations of the Department, including support as requested by members of the Utility Department staff.
- Assists in the processing of the monthly MPCA wastewater Discharge Monitoring Reports in a timely matter.
- Assists in the process of data entry for all mandatory reporting requirements for MPCA, MDH, and DNR.
- Maintains the backflow preventer testing (RPZ) program.
- Maintains Fats, Oils, and Grease (FOG) maintenance program.
- Maintains private hydrant testing and reporting program.
- Assist Public Works and Utility supervisors with appointments and setting up meetings.
- Assists in the maintenance of the department's contact database (Outlook) and other files as used by the Department.
- Assists in maintaining Energy Management reporting to the State agency for B3 benchmarking.
- Processes and routes incoming mail.
- Other duties as assigned by the Public Works Director, Utilities Supervisor, or as requested to assist the Public Works Administrative Staff.

### **Necessary Knowledge, Skills and Abilities:**

**Communications:** Must have the ability to actively listen to others to ascertain their needs and situations and speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information. Must be able to communicate this information professionally and precisely to the proper recipient. Must be able to read and understand correspondence, memoranda and directives.

**Decision Making:** Must act in a decisive manner using good judgment. Must be able to assess problems and situations. Must be able to effectively interpret the policies and objectives of the department.

**Interpersonal Relationships:** Must be consistent in dealing with people, be sensitive to others' problems and concerns without direct involvement; have the ability to accept constructive criticism and/or discipline must have tact and diplomacy, must strive to promote a cooperative atmosphere in the department and have a positive attitude.

**Professional Attitude:** Must have commitment to the organization, a willingness to take the initiative, dependability, maturity in relationships with others, and self-confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

**Quality of Work:** Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively. Must have the ability to maintain records in an accurate and accessible manner.

**Technical Knowledge:** Must have knowledge of city business functions. Must have the ability to perform arithmetic computations accurately and quickly, ability to communicate verbally and in writing effectively. Must have the ability to establish successful working relationships.

**Physical Abilities, Tools and Equipment Used:** Must have the ability to read and discern visual images on a variety of media. Must have the ability to operate a personal computer and be proficient with applicable software (Microsoft Word, Excel and Outlook functions, and other industry-specific software as needed), 10-key adding machine or calculator, fax, copier, and telephone. Must be able to sit for long periods of time. May, occasionally, have to lift 25 pounds or more.

### **Work Environment**

Work is generally performed in an office environment with standard office equipment and furnishings available. Occasionally, may be required to attend off-site trainings.

### **Minimum Qualifications:**

- Graduation from high school or GED equivalent is required.
- Three to five years of increasingly responsible related experience, or any equivalent combination of related education and experience is required.



**Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.**

**Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.**

**This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Council retains the discretion to add duties or change the duties of this position at any time.**



## REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: January 22, 2019

Agenda Item: No. 7.2

**Subject:** Accept feasibility report and call for public hearing for the rehabilitation/reconstruction of Northdale Blvd from South Diamond Lake Road to CSAH 144

**Prepared By:** Bret A. Weiss, City Engineer

---

### **Recommended City Council Action**

Staff recommend accepting the feasibility report and calling for a public hearing for February 12, 2019 for the rehabilitation/reconstruction of Northdale Blvd from South Diamond Lake Road to CSAH 144.

### **Overview / Background**

Northdale Blvd has been on the City's Pavement Management list for improvements since the implementation of franchise fees in 2015. Northdale Boulevard is also on Roger's Municipal State Aid System and is eligible for funding as long as the improvements are constructed according to the State Aid Standards. Improvements to this roadway have been on hold over the years due to the existing 90-degree curves in the roadway that do not meet the guidelines for receiving state aid funding without a variance. On September 27, 2018 the Minnesota State Aid Variance Committee met and granted a variance for the curves on Northdale Blvd to allow for the construction of 25-mph curves.

The total length of roadway proposed for construction is approximately 4,360-ft. The roadway is proposed for a mill and overlay from South Diamond Lake Road north to 137<sup>th</sup> Avenue, and a full depth reclamation from 137<sup>th</sup> Avenue north to CSAH 144.

The feasibility report proposes two alternatives for reconstructing Northdale Blvd from 137<sup>th</sup> Avenue to CSAH 144 which are the discussed in the following:

- Alternative 1 – Includes a full-depth reclamation of the existing bituminous and underlying gravel section and reconstructing the roadway to an urban section to include curb and gutter and storm sewer. The roadway would consist of two 12-foot lanes and shoulders varying between 4 feet and 6 feet. Constructing an urban section roadway improves the stormwater facilities and creates a longer lasting street section, while reducing the maintenance efforts required to maintain the aggregate shouldering and stormwater ditching that is typically part of a rural roadway. Future addition of street lights, pedestrian facilities will benefit from the urban design.
- Alternative 2 - Includes a full-depth reclamation of the existing bituminous and underlying gravel section and reconstructing the roadway to match the existing rural conditions. Two 12-

foot lanes would be constructed with 6-foot-wide shoulders.

The City Pavement Management Program designates funds collected through franchise fees towards improvement projects for existing pavement. Alternative 1 includes reconstructing Northdale Blvd from 137<sup>th</sup> Avenue N to CSAH 144 as an urban section roadway, therefore the curb and gutter would be assessed to the benefitting properties on a front footage basis.

Council is asked to accept the feasibility report and call for the public hearing. A detailed presentation will be provided at the public hearing with an abbreviated presentation at this meeting.

**Staff Recommendation**

Staff recommends approving the feasibility for improvements to Northdale Blvd and recommend calling for a public hearing on February 12, 2019.

**ATTACHMENTS:**

Description

Feasibility Report

Resolution



# FEASIBILITY REPORT

## NORTHDALE BOULEVARD STREET IMPROVEMENT PROJECT

CITY OF ROGERS | HENNEPIN COUNTY, MINNESOTA

JANUARY 22, 2019

Prepared for:  
City of Rogers  
22350 South Diamond Lake Road  
Rogers, MN 55374

S.A.P. 238-125-001  
WSB PROJECT NO. 3193-330



# **FEASIBILITY REPORT**

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## **NORTHDALE BOULEVARD STREET IMPROVEMENT PROJECT**

**S.A.P. 238-125-001**

**FOR THE  
CITY OF ROGERS, MINNESOTA**

**January 22, 2019**

**Prepared By:**





January 22, 2019

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

Re: Feasibility Report  
Northdale Boulevard Street Improvement Project  
S.A.P. 238-125-001  
City of Rogers, MN  
WSB Project No. 3193-330

Dear Mayor and City Council Members:

Transmitted herewith is a feasibility report for the reconstruction of Northdale Boulevard from South Diamond Lake Road to CSAH 144. The reconstruction of this roadway is identified in the City's Transportation Capital Improvement Plan as well as in the Pavement Management Plan. The roadway is in need of repair and is recommended to be upgraded to address the existing pavement condition as well as the existing curves that currently do not meet State Aid standards to be eligible for funding.

We would be happy to discuss this report with you at your convenience. Please contact me at 763.287.7190 if you have any questions or concerns.

Sincerely,

WSB

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

Bret A. Weiss, PE  
City Engineer

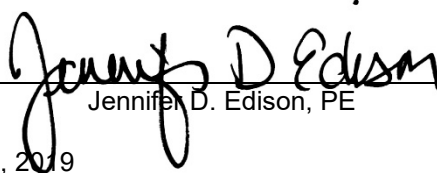
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## CERTIFICATION

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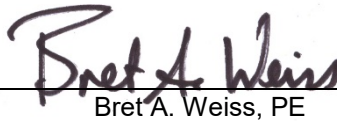
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

  
Jennifer D. Edison, PE

Date: January 22, 2019

Lic. No. 51721

Quality Control Review Completed By:

  
Bret A. Weiss, PE

Date: January 22, 2019

Lic. No. 20753

# TABLE OF CONTENTS

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## TITLE SHEET

## LETTER OF TRANSMITTAL

## CERTIFICATION SHEET

## TABLE OF CONTENTS

<b>1.</b>	<b>EXECUTIVE SUMMARY .....</b>	<b>1</b>
<b>2.</b>	<b>INTRODUCTION .....</b>	<b>2</b>
2.1	Authorization .....	2
2.2	Scope .....	2
2.3	Data Available .....	2
2.4	Project History .....	2
<b>3.</b>	<b>EXISTING CONDITIONS .....</b>	<b>3</b>
3.1	Roadway .....	3
3.2	Public Utilities .....	3
3.3	Private Utilities .....	4
<b>4.</b>	<b>PROPOSED IMPROVEMENTS .....</b>	<b>5</b>
4.1	Roadway .....	5
4.1.1	South Diamond Lake Road to 137 <sup>th</sup> Avenue North .....	5
4.1.2	137 <sup>th</sup> Avenue North to 141 <sup>st</sup> Avenue North (CSAH 144) .....	5
4.1.3	Recommendation .....	6
4.2	Drainage .....	6
4.3	Public Utilities .....	6
4.4	Additional Design Considerations .....	6
4.4.1	Right Turn Lane at CSAH 144 .....	6
4.4.2	Lighting .....	7
4.4.3	Bituminous Trail .....	7
4.5	Right-of-Way/Easements .....	7
4.6	Wetland Impacts .....	7
4.7	Permits/Approvals .....	8
4.8	Construction Access/Staging .....	8
<b>5.</b>	<b>FINANCING .....</b>	<b>9</b>
5.1	Opinion of Probable Cost .....	9
5.2	Funding .....	9
5.2.1	Assessments .....	9
5.2.2	Funding Summary .....	9
<b>6.</b>	<b>PROJECT SCHEDULE .....</b>	<b>10</b>
<b>7.</b>	<b>FEASIBILITY AND RECOMMENDATION .....</b>	<b>11</b>

## Appendix A

- Figure 1 – Project Location Map
- Figure 2 – Existing Conditions
- Figure 3 – Surface Improvements
- Figure 4 – Alternative 1 Typical Sections
- Figure 5 – Alternative 2 Typical Sections
- Figure 6 – Curve Realignment
- Figure 7 – Additional Turn Lane



## **TABLE OF CONTENTS (continued)**

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Figure 8 – Center Turn Lane  
Figure 9 – Alternative 1 Storm Sewer  
Figure 10 – Alternative 2 Storm Sewer  
Figure 11 – CSAH 144 Turn Lane  
Figure 12 – Right-of-Way Exhibit – 13725 Main Street  
Figure 13 – Right-of-Way Exhibit – 13830 Northdale Boulevard  
Figure 14 – Wetland Impacts

### **Appendix B**

Alternative 1 Opinion of Probable Cost  
Alternative 2 Opinion of Probable Cost  
CSAH 144 Turn Lane Opinion of Probable Cost

### **Appendix C**

Soil Boring Logs

### **Appendix D**

Preliminary Assessment Map  
Preliminary Assessment Roll

## 1. EXECUTIVE SUMMARY

The reconstruction of Northdale Boulevard from South Diamond Lake Road to CSAH 144 (141<sup>st</sup> Avenue) is a priority project identified in both the City's Transportation Capital Improvement Plan and Pavement Management Plan for reconstruction in 2019. This roadway is approximately 4,275 feet in length and is part of the City's Municipal State Aid System. The roadway is currently an urban section from South Diamond Lake Road to 137<sup>th</sup> Avenue North and a rural section roadway from 137<sup>th</sup> Avenue North to CSAH 144, consisting of two drive lanes averaging 12 feet to 14 feet in width with shoulders varying in width.

Existing curves located just north of 137<sup>th</sup> Avenue North do not meet the guidelines to receive State Aid funding without a variance. The existing speed limit on Northdale Boulevard is 30 mph and significant right-of-way impacts are necessary to construct curves to this speed. On September 27, 2018, the Minnesota State Aid Variance Committee met and granted a variance for the curves on Northdale Boulevard to allow for the construction of a 25-mph curve. The curves are proposed to be constructed with two 14-foot-wide lanes and 4-foot shoulders. Curb and gutter will be included to control the drainage due the flat nature of the existing ground.

This report proposes two alternatives for reconstructing Northdale Boulevard and each alternative is determined to be feasible.

Each alternative includes a mill and overlay from South Diamond Lake Road to 137<sup>th</sup> Avenue North. Included in the mill and overlay section is partial widening at two locations to accommodate proposed turn lanes. Additionally, this roadway segment will be restriped to accommodate a center left turn lane.

Each of the following alternatives addresses an option for reconstructing Northdale Boulevard from 137<sup>th</sup> Avenue North to CSAH 144.

- Alternative 1 – Includes a full-depth reclamation of the existing bituminous and underlying gravel section and reconstructing the roadway to an urban section. The roadway would consist of two 12-foot lanes and shoulders varying between 4 feet and 6 feet.
- Alternative 2 – Includes a full-depth reclamation of the existing bituminous and underlying gravel section and reconstructing the roadway to match the existing rural conditions. Two 12-foot lanes would be constructed with 6-foot-wide shoulders.

The engineer's opinion of probable cost for the proposed improvements is \$1,048,230 for Alternate 1 and \$826,980 for Alternate 2. These costs include a 5% contingency and 20% for indirect costs.

Funding for the project will consist of Minnesota Department of Transportation (MnDOT) Municipal State Aid funds, pavement management funds, and assessments to benefiting properties if the Alternative 1 option is chosen.

The proposed project schedule includes construction beginning June 2019 with final completion by November 2019.

This project is feasible, necessary, and cost-effective from an engineering standpoint, and can be constructed as proposed herein.

## **2. INTRODUCTION**

### **2.1 Authorization**

On June 12, 2018, the Rogers City Council authorized a feasibility report for the Northdale Boulevard Street Improvement Project.

### **2.2 Scope**

This feasibility report includes street improvements along the following roadway:

- Northdale Boulevard from South Diamond Lake Road to 141<sup>st</sup> Avenue North (CSAH 144)

### **2.3 Data Available**

Information and materials used in the preparation of this report include the following:

- City of Rogers Capital Improvement Plan
- Field Observations of the Area and Field Topography Surveys

### **2.4 Project History**

Northdale Boulevard is a part of the MnDOT Municipal State Aid System. The project has most recently been delayed due to the existing 90-degree curves in the roadway that do not meet the guidelines for receiving State Aid funding without a variance. City staff are currently working with existing property owners to obtain easements and/or right-of-way to allow for improvement to the curves' radii.

### 3. EXISTING CONDITIONS

#### 3.1 Roadway

Northdale Boulevard is an urban roadway from South Diamond Lake Road to 137<sup>th</sup> Avenue North and a rural roadway from 137<sup>th</sup> Avenue North to 141<sup>st</sup> Avenue North (CSAH 144), as shown on **Figure 2** in **Appendix A**. The existing roadway characteristics are summarized in the following table:

Existing Conditions					
Street Segment	From	To	Existing Width	Length	Existing Curb
Northdale Boulevard	South Diamond Lake Road	141 <sup>st</sup> Avenue North (CSAH 144)	36'-45'	4,275'	South Diamond Lake Road to 137 <sup>th</sup> Avenue North

##### Northdale Boulevard – South Diamond Lake Road to 137<sup>th</sup> Avenue North

This segment of Northdale Boulevard is an urban roadway segment consisting of two 12-foot driving lanes and shoulders that vary from 12 feet to 16 feet on the east side and 4 feet to 6 feet on the west side. The curb and gutter on the east side of Northdale Boulevard ends approximately 200 feet south of 137<sup>th</sup> Avenue North.

This segment of Northdale Boulevard contains a high number of commercial businesses and typical daytime traffic includes heavy turning movements into the existing businesses. Dedicated turn lanes are currently not provided to assist with turning movements.

An existing 5-foot concrete sidewalk is located on the west side of the existing roadway from South Diamond Lake Road to 137<sup>th</sup> Avenue North.

The average OCI for this section is 67.3 and indicates this area is generally in better condition than the remaining Northdale Boulevard. Heavy transverse cracking does occur near the intersection of South Diamond Lake Road.

##### Northdale Boulevard –137<sup>th</sup> Avenue North to 141<sup>st</sup> Avenue North (CSAH 144)

This segment of Northdale Boulevard is a rural roadway consisting of two drive lanes varying between 12 feet and 14 feet and shoulders varying between 4 feet and 6 feet in width. Two existing 90-degree curves located just north of 137<sup>th</sup> Avenue North do not meet the guidelines to receive funding without a variance. The existing speed limit on Northdale Boulevard is 30 mph and significant right-of-way impacts are necessary to construct curves to this speed.

The average OCI for this segment of roadway is 38.5, indicating the roadway is in very poor condition and is a candidate for reconstruction.

Soil borings were taken throughout the project area by WSB in November of 2016. The boring logs can be found in **Appendix D**. Soil borings indicate the existing bituminous depths vary between 3-4 inches and the existing gravel depths vary between 4-8 inches.

#### 3.2 Public Utilities

City-owned storm sewer, sanitary sewer, and watermain exist within the project area. The existing systems are reported to be in good condition; however, overall drainage in the area is reported to be poor.

### **3.3 Private Utilities**

Private utilities that have facilities in or near the project area will be notified during the final design phase of the project and will be requested to coordinate any necessary repairs and replacements as needed at their cost. Private utility companies that have facilities within the project area include the following:

- Arvig (Cable/Internet)
- AT&T (Telephone)
- CenterPoint Energy (Gas)
- CenturyLink (Telephone/Internet)
- Charter Communications (Cable/Internet)
- Comcast (Cable/Internet)
- Xcel Energy (Electric)
- Zayo Bandwidth (Internet)

## 4. PROPOSED IMPROVEMENTS

### 4.1 Roadway

Several alternative concepts were developed for the project. Alternative 1 proposes reconstructing Northdale Boulevard to an urban section while Alternative 2 proposes maintaining a rural roadway from 137<sup>th</sup> Avenue North to 141<sup>st</sup> Avenue North (CSAH 144). Proposed surface improvements are shown on **Figure 3** in **Appendix A**. The typical roadway sections for both alternatives are shown on **Figures 4 and 5** in **Appendix A** and the opinions of probable cost for both alternatives are included in **Appendix B**.

On September 27, 2018, the Minnesota State Aid Variance Committee met and granted a variance for the curves on Northdale Boulevard to allow for the construction of a 25-mph curve. The curves are proposed to be constructed with two 14-foot-wide lanes and 4-foot shoulders. Curb and gutter will be included to control the drainage due to the flat nature of the existing ground. **Figure 6** in **Appendix A** illustrates the proposed curve modifications for the construction of a 25-mph curve. Constructing a new alignment for a 25-mph curve that includes curb and gutter will be the basis for both alternatives described below:

#### 4.1.1 South Diamond Lake Road to 137<sup>th</sup> Avenue North

Proposed improvements for this roadway segment include maintaining the existing curb and gutter and improving the existing bituminous pavement with a 2-inch mill and overlay from South Diamond Lake Road to 137<sup>th</sup> Avenue North. Also proposed is a slight shift of the east curb line at the second business driveway north of South Diamond Lake Road to add a right turn lane into the business area (see **Figure 7** in **Appendix A**) and a dedicated left turn lane onto 137<sup>th</sup> Avenue North. Following the mill and overlay, Northdale Boulevard from South Diamond Lake Road to 137<sup>th</sup> Avenue North will also be restriped to add a center left turn lane. **Figure 8** in **Appendix A** illustrates the restriping on Northdale Boulevard for the center left turn lane.

#### 4.1.2 137<sup>th</sup> Avenue North to 141<sup>st</sup> Avenue North (CSAH 144)

##### Alternative 1 – Urban

Alternative 1 consists of constructing Northdale Boulevard to an urban roadway section from 137<sup>th</sup> Avenue North to 141<sup>st</sup> Avenue North (CSAH 144). This includes two 12-foot-wide through lanes with 6-foot-wide shoulders on each side. The existing bituminous pavement will be reclaimed with the underlying Class 5 and then graded and compacted in preparation of curb and gutter and 4 inches of new bituminous pavement.

Constructing an urban section roadway improves the stormwater facilities and creates a longer lasting street section while reducing the maintenance efforts required to maintain aggregate shouldering and stormwater ditching that is typically part of a rural roadway.

As previously discussed, a variance has been provided to modify the existing curves to a 25-mph design speed to minimize impacts to existing properties. The new curve alignment is shown on **Figure 6** in **Appendix A**.

##### Alternative 2 – Rural

Alternative 2 proposes to maintain Northdale Boulevard as a rural roadway from 137<sup>th</sup> Avenue North to 141<sup>st</sup> Avenue North (CSAH 144) except at the new curves, which would transition in and out of curb and gutter at the new curve alignment. Improvements include a full-depth reclamation followed by new bituminous pavement. The new roadway will be striped for two 12-foot lanes and will transition into two 14-foot lanes around the new curves. The rural roadway will include 4-foot to 6-foot shoulders to meet State Aid standards.

As previously discussed, a variance has been provided to modify the existing curves to a 25-mph design speed to minimize impacts to existing properties.

#### **4.1.3 Recommendation**

After reviewing the proposed options described above, it is recommended to proceed with the mill and overlay from South Diamond Lake Road to 137<sup>th</sup> Avenue and reconstructing the remaining segment of Northdale Boulevard from 137<sup>th</sup> Avenue to CSAH 144 according to Alternative 1 (urban section). Alternative 1 (urban section) creates a longer lasting street section, while reducing the maintenance efforts required by the City.

The existing 90-degree curves will be designed and constructed using a 25-mph design speed as allowed through the State Aid variance process.

## **4.2 Drainage**

Runoff from the project is currently managed through a series of intermittent ditches, culverts, and storm sewer on either side of the road. A preliminary design of the stormwater management system was completed using HydroCAD software and the rational method was used to compute the existing and proposed drainage runoff conditions corridor for an urban section roadway as proposed in Alternative 1. The City's Surface Water Management Plan and the Elm Creek Watershed Commission require additional storm water management for linear projects adding more than one acre of new impervious surface. This project does not increase impervious pavement; however, the project will require the demonstration that modifying the stormwater through the addition of storm sewer will not result in any downstream impacts.

A preliminary design for catch basin spacing is shown on **Figures 9 and 10** in **Appendix A** for both alternatives. Each alternative conforms to the State Aid rules and the MnDOT Drainage Manual. Ponding locations are provided to assist in rate control resulting from the additional curb and gutter.

## **4.3 Public Utilities**

No additional improvements to the existing public utilities are proposed; however, sanitary sewer manholes and gate valves will need minor adjustment during construction. City staff will coordinate the rehabilitation of watermain gate valves located within the project limits.

## **4.4 Additional Design Considerations**

Additional design considerations have been brought up as necessary for discussion for the current and future use of Northdale Boulevard. These additional design considerations are discussed below.

### **4.4.1 Right Turn Lane at CSAH 144**

A right turn lane at Northdale Boulevard onto CSAH 144 was evaluated for cost and constructability. **Figure 11** in **Appendix A** shows the right turn lane at CSAH 144 as well as the existing signal pole conflicting with the proposed curb line. Modifications to the intersection to accommodate the right turn lane include the following:

- New loop detectors
- New pole foundation
- Adjust existing handhole
- Install new handhole
- Replace cables from pole to the cabinet
- Move pole to new foundation

The estimated cost related to signal modifications and widening to accommodate a right turn lane at CSAH 144 is approximately **\$69,954**. The cost breakdown can be found in **Appendix B**.

#### **4.4.2 Lighting**

Streetlights do not currently exist along Northdale Boulevard. However, many businesses along the southern half of Northdale Boulevard have streetlights within parking lots which illuminate Northdale Boulevard by impact in those areas. This area is also illuminated from the lighting on Trunk Highway (TH) 101. The northern segment of Northdale Boulevard does not receive illumination from TH 101 and the parking lots do not provide existing lighting to illuminate the corridor.

Proposing streetlights along the length of Northdale Boulevard would increase the safety of the roadway at night. However, additional costs are estimated to be \$15/linear foot. Funding would be through assessments to the benefiting properties.

Based on the costs for adding new streetlights and the lack of pedestrian facilities located along portions of Northdale Boulevard, it is not recommended that street lighting not be included with this project.

#### **4.4.3 Bituminous Trail**

This section looks at installing a bituminous trail along Northdale Boulevard from 137<sup>th</sup> Avenue North to 141<sup>st</sup> Avenue North (CSAH 144).

A 5-foot concrete sidewalk currently exists on the west side of Northdale Boulevard from South Diamond Lake Road to 137<sup>th</sup> Avenue North.

Extending the 5-foot sidewalk from 137<sup>th</sup> Avenue North to 141<sup>st</sup> Avenue North (CSAH 144) would be in line with City/Metropolitan Council goals of increasing access to alternative modes of transportation such as walking or biking. However, additional costs are estimated to be \$56/linear foot and, along with street lighting, these improvements are not recommended and should be considered for a later date when their pedestrian movement increases and there is a need.

### **4.5 Right-of-Way/Easements**

City staff continue to work with existing property owners to obtain easements and/or right-of-way (see **Figures 12 and 13** of **Appendix A**) to allow for improvement to the curves' radii that do not meet MnDOT Municipal State Aid design standards. **Figure 6** in **Appendix A** illustrates the right-of-way impacts related to a 25-mph curve.

All other proposed improvements are expected to be completed within the existing road right-of-way or drainage easements.

### **4.6 Wetland Impacts**

Wetlands within the project limits will be evaluated during final design to determine whether they may qualify as "incidental" in accordance with *MN Rule 8420.0105 Subpart 2(D)*. Incidental wetlands are not subject to wetland replacement requirements under the MN Wetland Conservation Act. If the wetlands ultimately do not qualify as incidental, as determined by the LGU, then the project's wetland impacts will be evaluated to determine their eligibility for de minimis exemptions (*MN Rule 8420.0420 Subpart 8*). Potential impacts to existing wetlands are shown on **Figure 14** in **Appendix A**. Since the wetland impacts are below 1,000 square feet, it is anticipated that wetland impacts will be eligible for de minimis



exemption and wetland mitigation will not be a requirement. Wetland impacts not eligible for de minimis are required to be mitigated at an estimated cost of \$2.50 to \$3.00 per square foot.

#### **4.7 Permits/Approvals**

The anticipated permits and approvals required from the respective regulatory agencies are listed below:

- MN Pollution Control Agency NPDES..... Erosion/Stormwater
- Elm Creek Watershed Management Commission ..... Stormwater
- Minnesota Department of Transportation (MnDOT) ..... Drainage

#### **4.8 Construction Access/Staging**

The contractor will be responsible for providing access to properties throughout the project area. Signed detours will be required to direct traffic around the construction zones and notify users of the increased truck and construction activity as needed.

## 5. FINANCING

### 5.1 Opinion of Probable Cost

A detailed opinion of probable cost for each alternative is included in **Appendix B** of this report. The opinions of probable cost are based on projected construction costs for 2019 and include a 5% contingency and 20% indirect costs. The indirect costs include engineering, legal, and administrative costs associated with the project. The project costs are summarized as follows:

**2019 Northdale Boulevard Street Improvement Project  
Estimated Cost**

Alternative 1	Mill and Overlay (South Diamond Lake Road – 137 <sup>th</sup> Avenue) Reclamation with Urban Section (137 <sup>th</sup> Avenue – CSAH 144)	\$1,048,230
Alternative 2	Mill and Overlay (South Diamond Lake Road – 137 <sup>th</sup> Avenue) Reclamation with Rural Section (137 <sup>th</sup> Avenue – CSAH 144)	\$826,980

### 5.2 Funding

This project is proposed to be funded through a combination of Municipal State Aid funds and pavement management funds. If Alternative 1 is selected to include an urban section from 137<sup>th</sup> Avenue to CSAH 144, benefiting properties that currently do not have curb and gutter in front of their property will be assessed.

#### 5.2.1 Assessments

Alternative 1 includes the addition of curb and gutter north of 137<sup>th</sup> Avenue North. Properties benefiting from new curb and gutter will be assessed at a front footage rate for new curb, drain tile, and 50% of the storm sewer. The exception is the area where the existing curves are being reconstructed to meet the State Aid variance. New curb and gutter from the beginning to end radius along the new curve lengths will be funded through Municipal State Aid funding. A preliminary assessment map and assessment roll can be found in **Appendix D**.

The terms of the assessments will be for a period of 5 years at a 4% rate.

#### 5.2.2 Funding Summary

Based on the recommendations outlined above, the proposed project funding can be summarized below for each alternative.

**2019 Northdale Boulevard Street Improvement Project  
Estimated Funding Split**

Alternative 1				
Project Area	PMP Funds	State Aid Funds	Assessments	Total
Mill & Overlay plus Alternative 1	\$361,690	\$504,530	\$182,010	<b>\$1,048,230</b>
Alternative 2				
Project Area	PMP Funds	State Aid Funds	Assessments	Total
Mill & Overlay plus Alternative 2	\$361,690	\$465,290	-	<b>\$826,980</b>

## 6. PROJECT SCHEDULE

The proposed project schedule is as follows:

City Council Accepts Feasibility Report/Sets Public Hearing .....	January 22, 2019
Conduct Public Hearing/Order Project .....	February 12, 2019
Authorize Preparation of Plans and Specifications .....	February 12, 2019
Submit Final Plans to State Aid .....	March 10, 2019
City Council Approves Plans and Specifications and Authorizes Bidding .....	March 26, 2019
Receive Bids .....	April 18, 2019
Award Contract .....	April 23, 2019
Begin Construction .....	June 2019
Substantial Completion .....	August – September 2019
Final Completion .....	November 2019

## **7. FEASIBILITY AND RECOMMENDATION**

It is recommended that the Northdale Boulevard Street Improvement Project as outlined in this feasibility report is feasible, necessary, and cost-effective from an engineering standpoint.

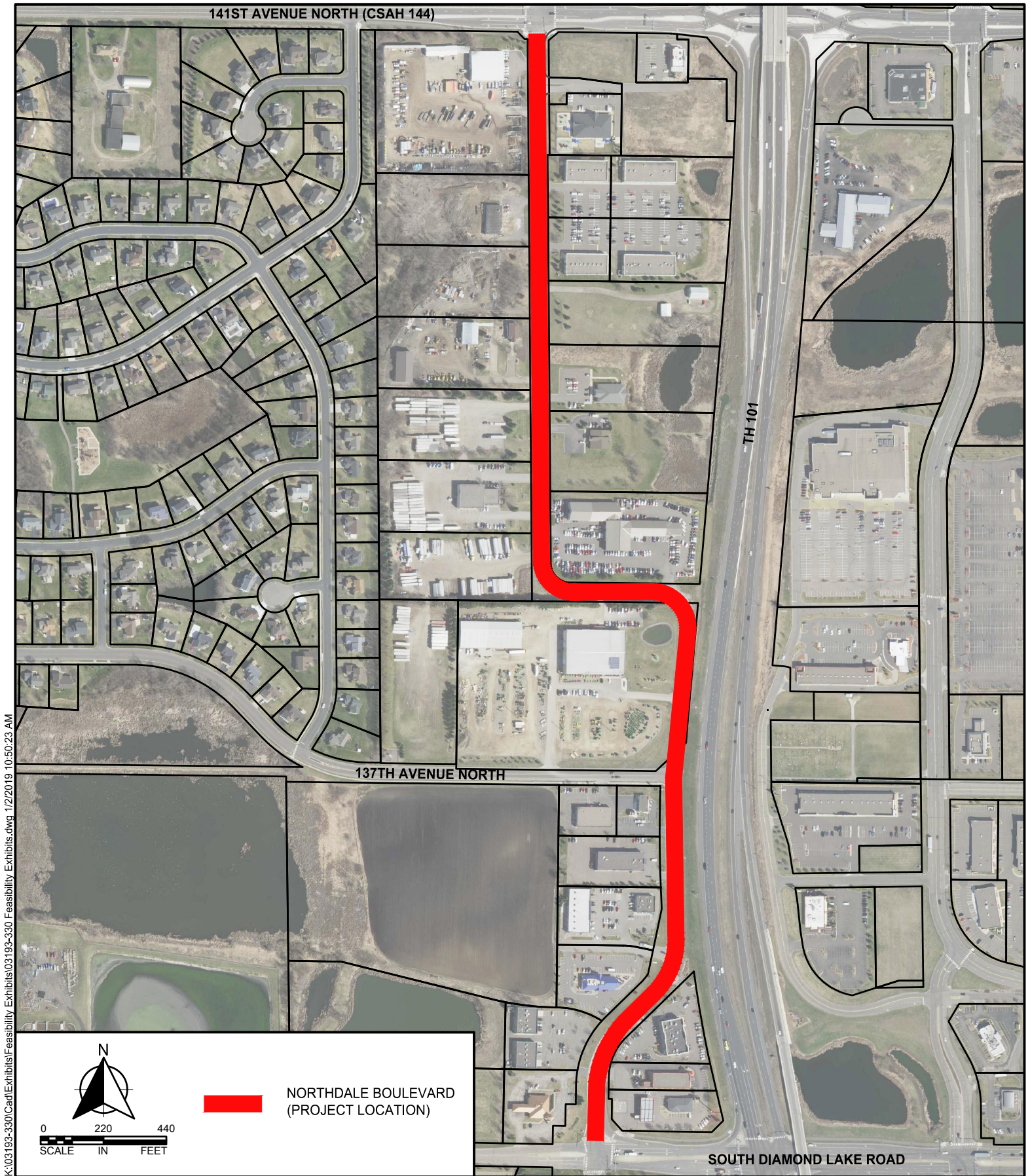
The Council should consider the following as it relates to the project:

1. Alternative 1 includes reconstructing Northdale Boulevard from 137<sup>th</sup> Avenue to CSAH 144 with curb and gutter and storm sewer and will meet State Aid standards. It is recommended to assess the benefiting property owners a front footage unit rate for those receiving new curb and gutter.
2. Due to the high cost of the assessments to existing property owners, the trail and lighting for this roadway are recommended for a later time when potential redevelopment may occur along the roadway.

## **APPENDIX A**

- Figure 1 – Project Location Map**
- Figure 2 – Existing Conditions**
- Figure 3 – Surface Improvements**
- Figure 4 – Alternative 1 Typical Sections**
- Figure 5 – Alternative 2 Typical Sections**
- Figure 6 – Curve Realignment**
- Figure 7 – Additional Turn Lane**
- Figure 8 – Center Turn Lane**
- Figure 9 – Alternative 1 Storm Sewer**
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- Figure 11 – CSAH 144 Turn Lane**
- Figure 12 – Right-of-Way Exhibit – 13725 Main Street**
- Figure 13 – Right-of-Way Exhibit – 13830 Northdale Boulevard**
- Figure 14 – Wetland Impacts**





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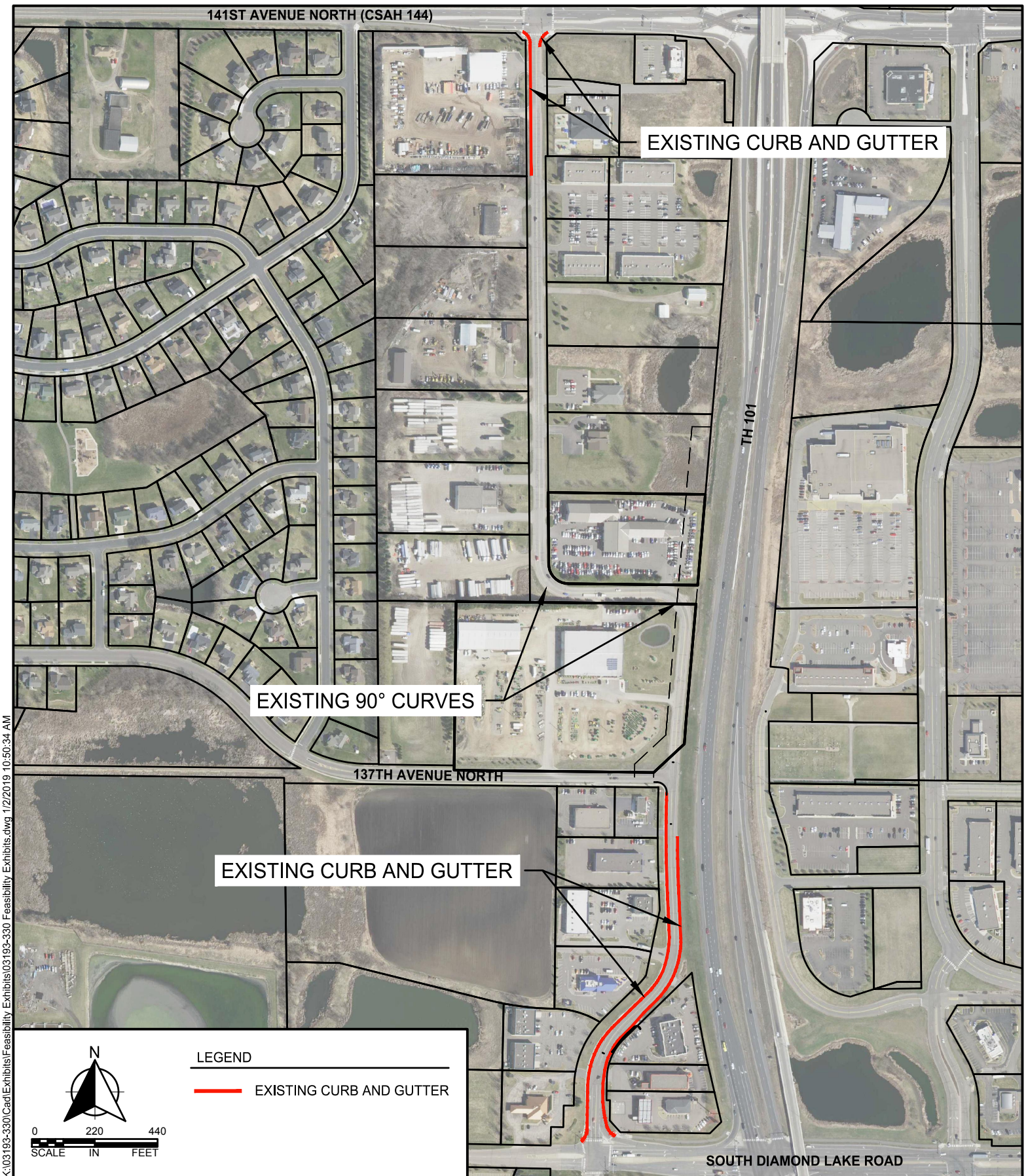


WSB PROJECT NO.:  
03193-330

FIGURE 1 - PROJECT LOCATION  
NORTHDALÉ BOULEVARD  
STREET IMPROVEMENT PROJECT  
CITY OF ROGERS







WSB PROJECT NO.:  
03193-330

FIGURE 2 - EXISTING CONDITIONS  
NORTHDAL E BOULEVARD  
STREET IMPROVEMENT PROJECT  
CITY OF ROGERS





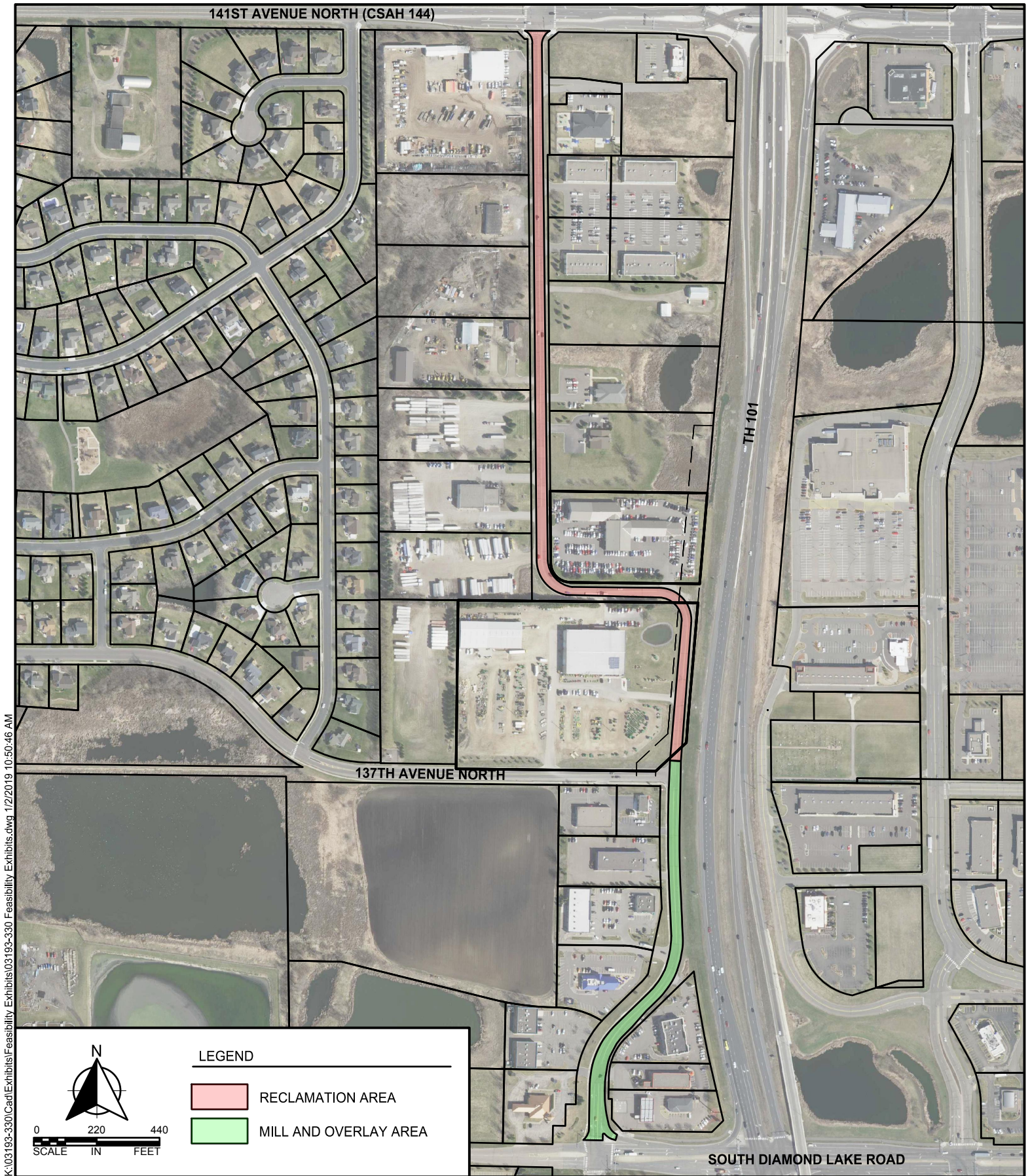
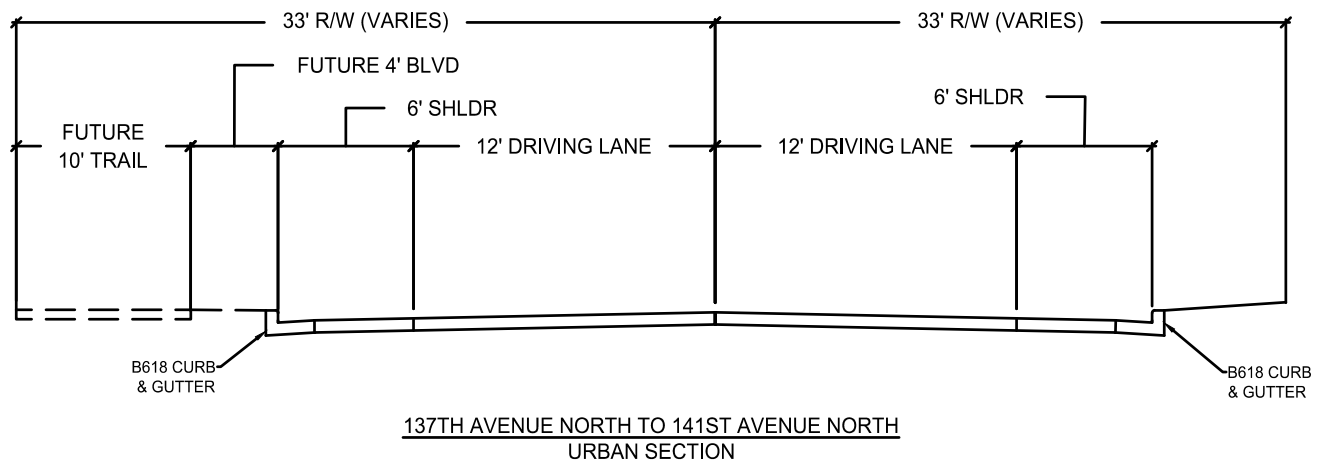
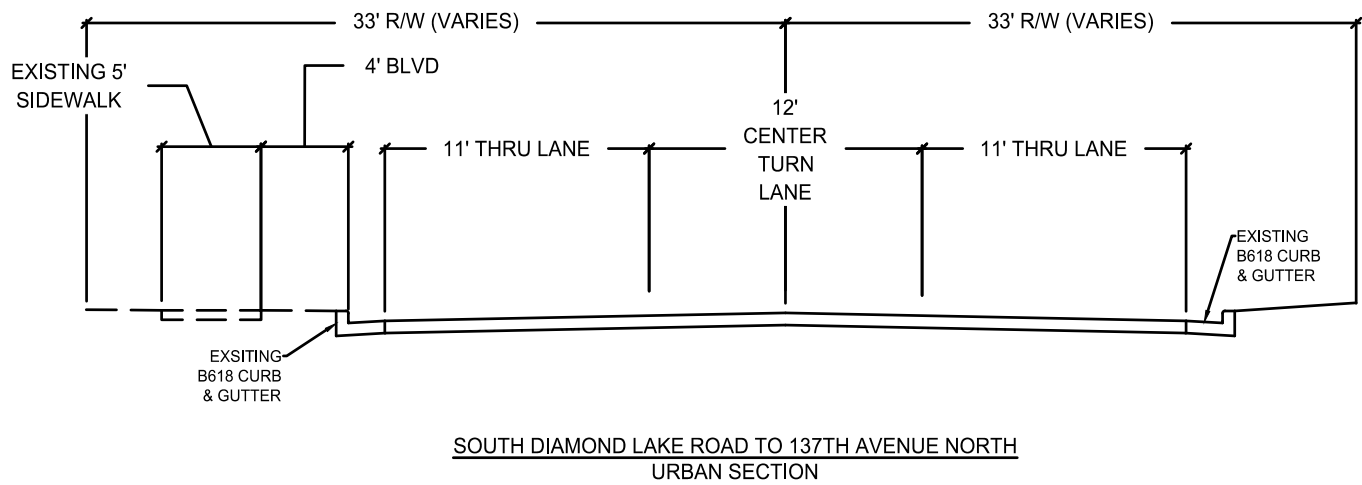


FIGURE 3 - SURFACE IMPROVEMENTS  
NORTHDALÉ BOULEVARD  
STREET IMPROVEMENT PROJECT  
CITY OF ROGERS



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WSB PROJECT NO.:  
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FIGURE 4 - ALTERNATIVE 1 TYPICAL SECTIONS  
NORTHDALÉ BOULEVARD  
STREET IMPROVEMENT PROJECT  
CITY OF ROGERS



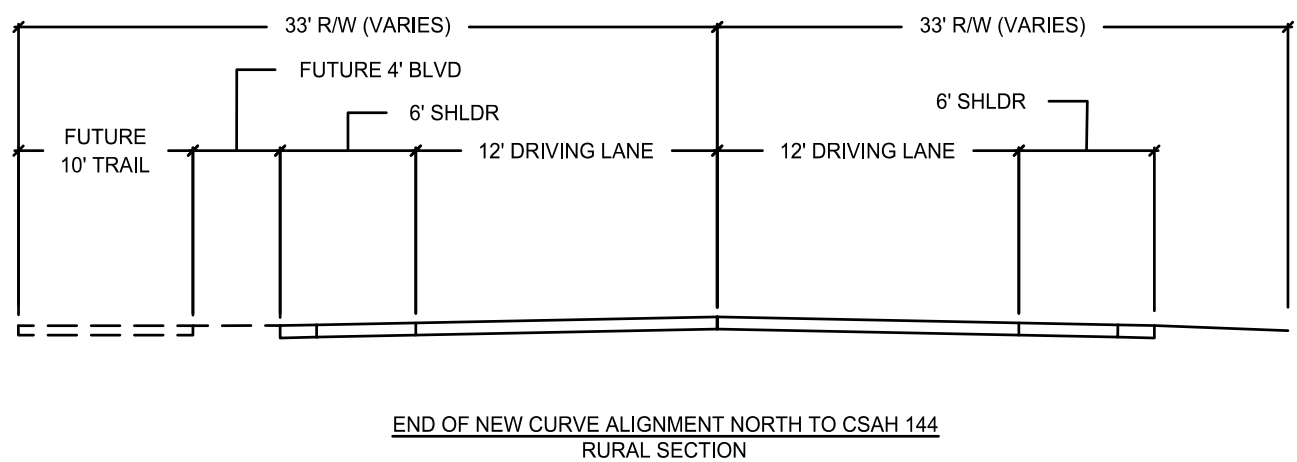
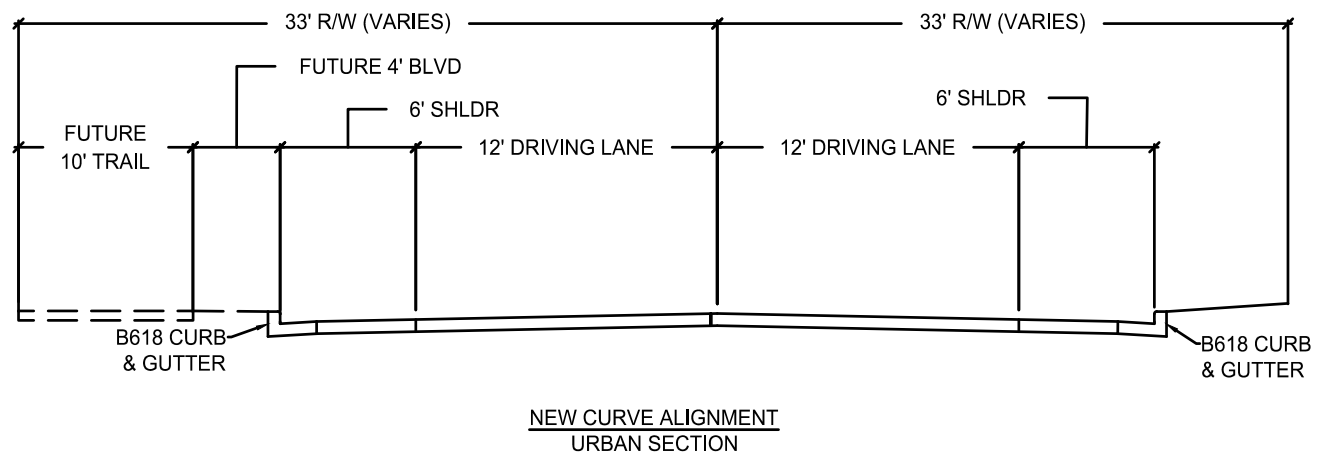
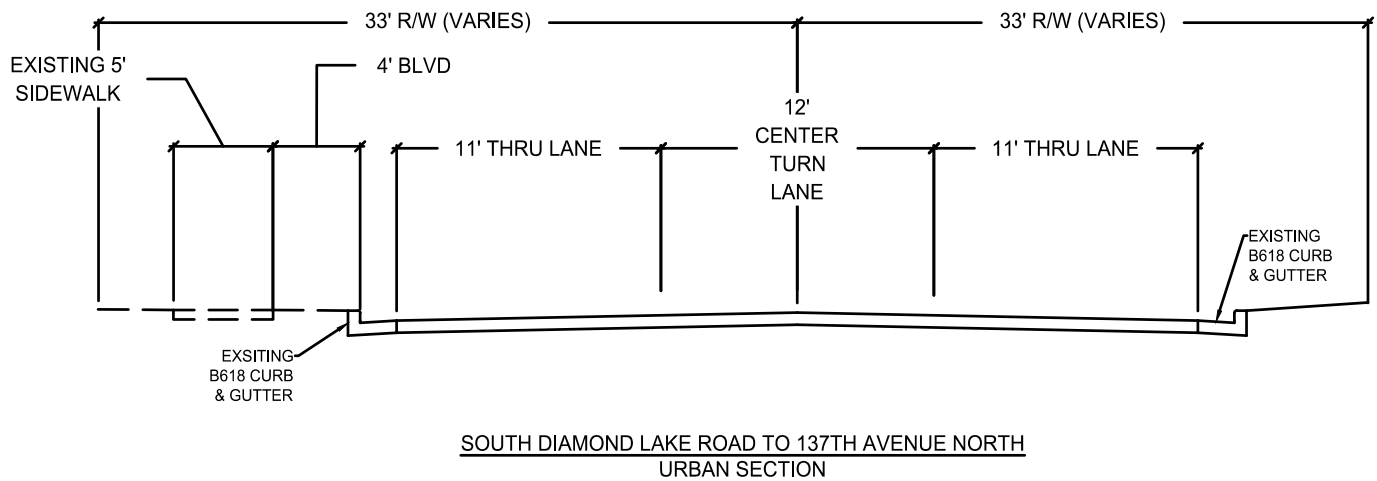
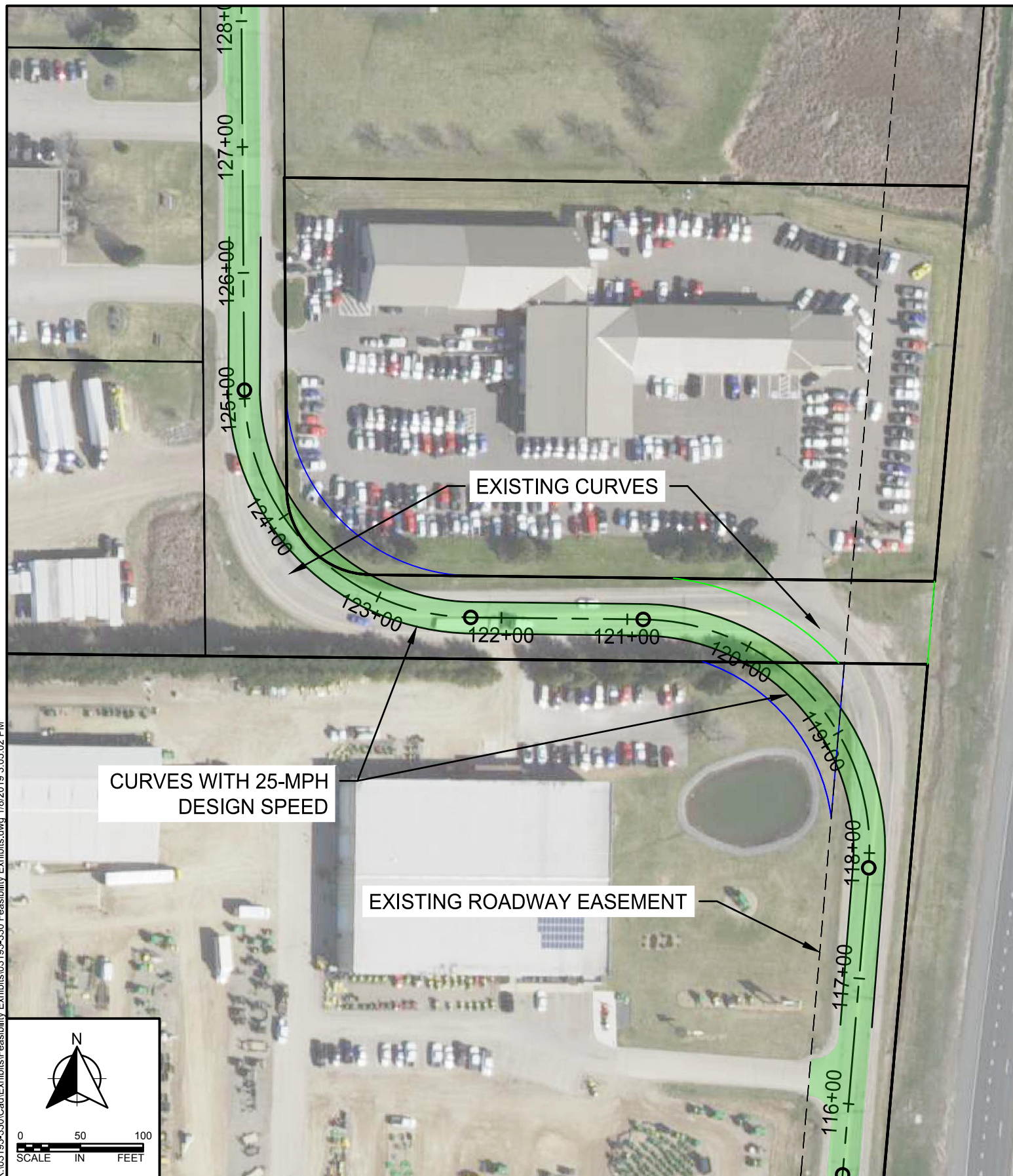


FIGURE 5 - ALTERNATIVE 2 TYPICAL SECTIONS  
NORTHDALÉ BOULEVARD  
STREET IMPROVEMENT PROJECT  
CITY OF ROGERS



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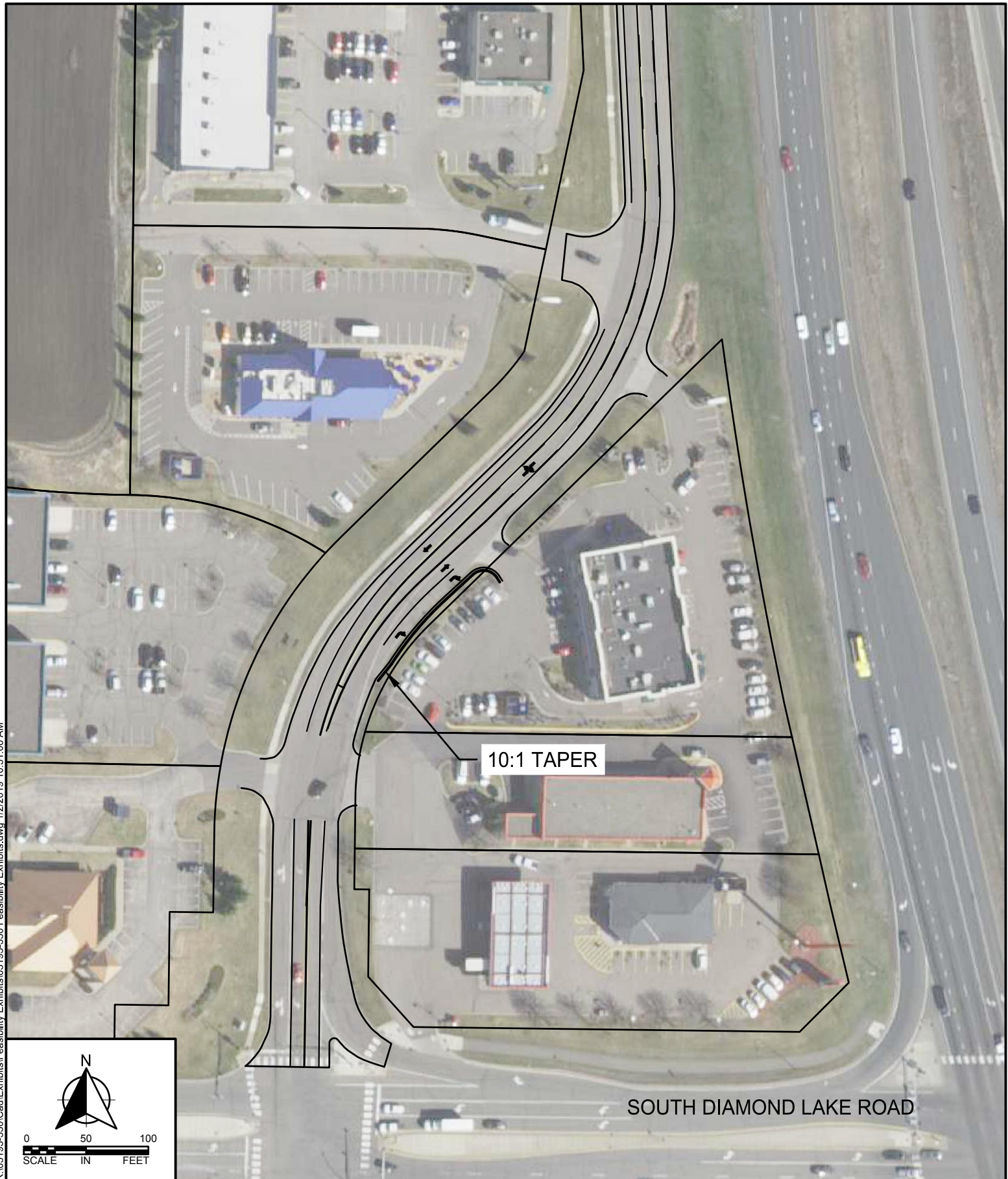


WSB PROJECT NO.:  
03193-330

FIGURE 6 - CURVE REALIGNMENT  
NORTHDAL E BOULEVARD  
STREET IMPROVEMENT PROJECT  
CITY OF ROGERS









137TH AVENUE NORTH

11' thru  
12' Center Left  
11' thru

SOUTH DIAMOND LAKE ROAD

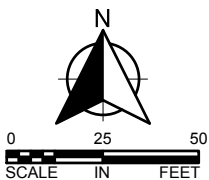


FIGURE 8 - CENTER TURN LANE  
NORTHDAL E BOULEVARD  
STREET IMPROVEMENT PROJECT  
CITY OF ROGERS



WSB PROJECT NO.:  
03193-330





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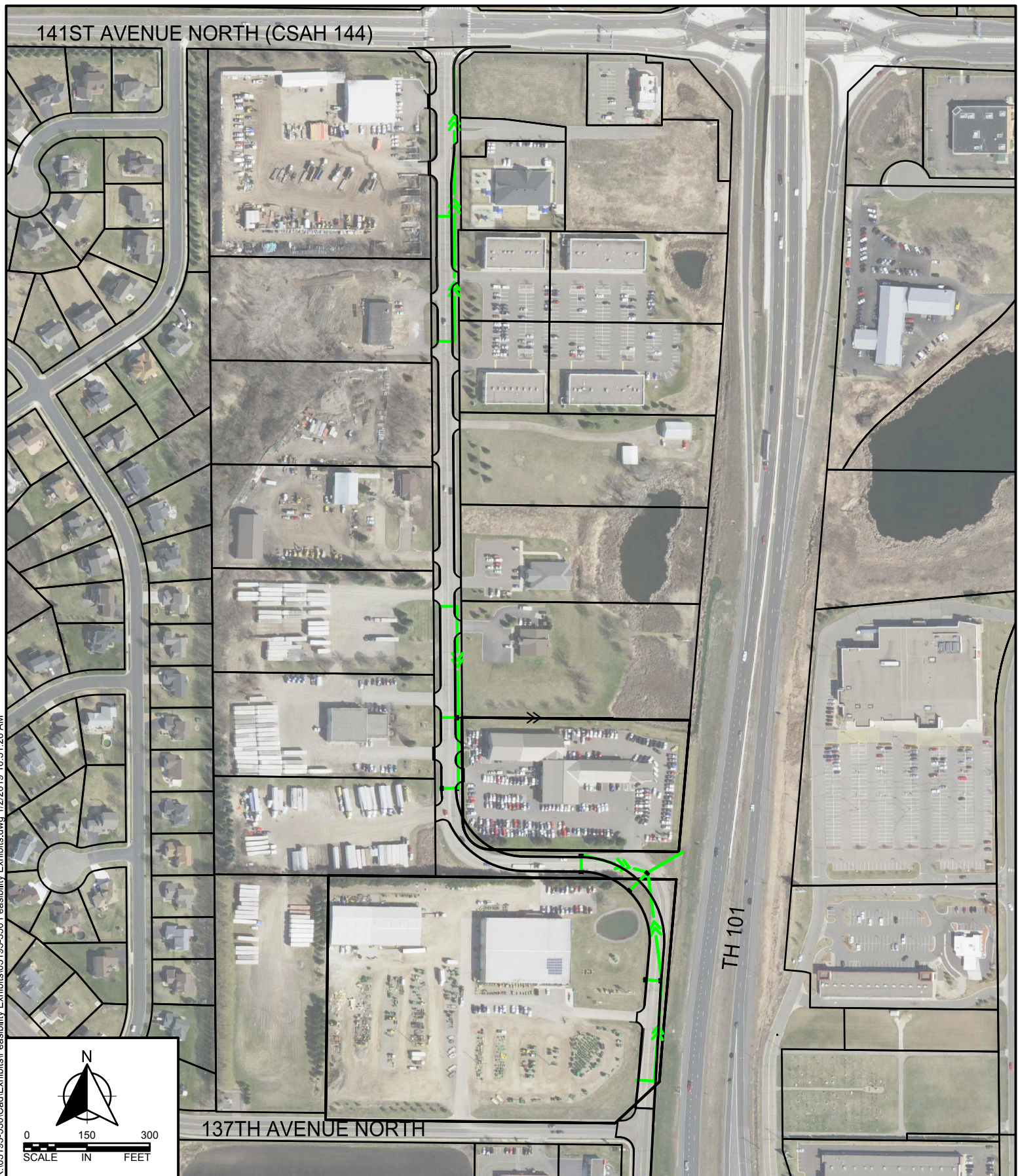


FIGURE 9 - ALTERNATIVE 1 STORM SEWER  
NORTHDAL BOULEVARD  
STREET IMPROVEMENT PROJECT  
CITY OF ROGERS



WSB PROJECT NO.:  
03193-330





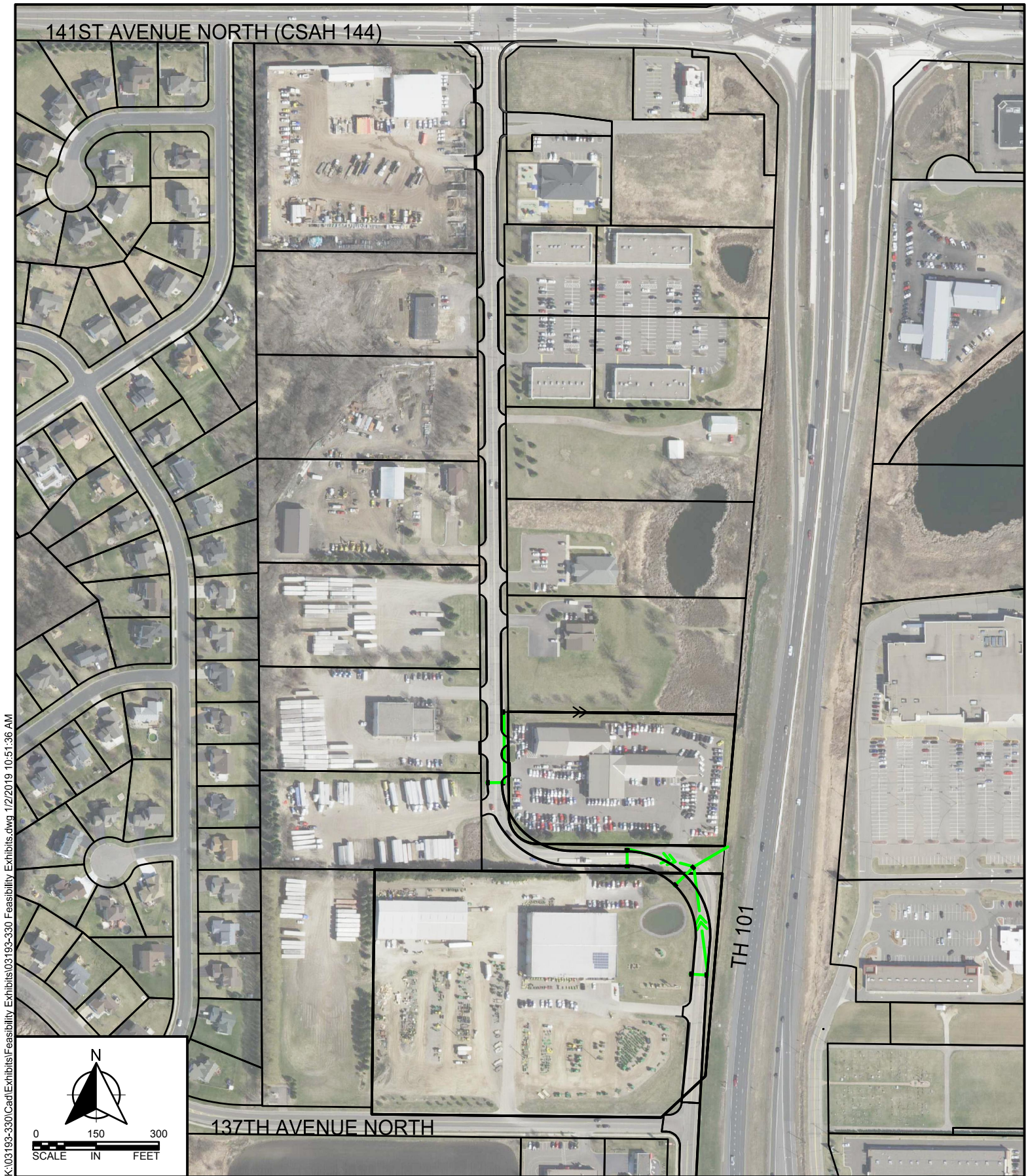
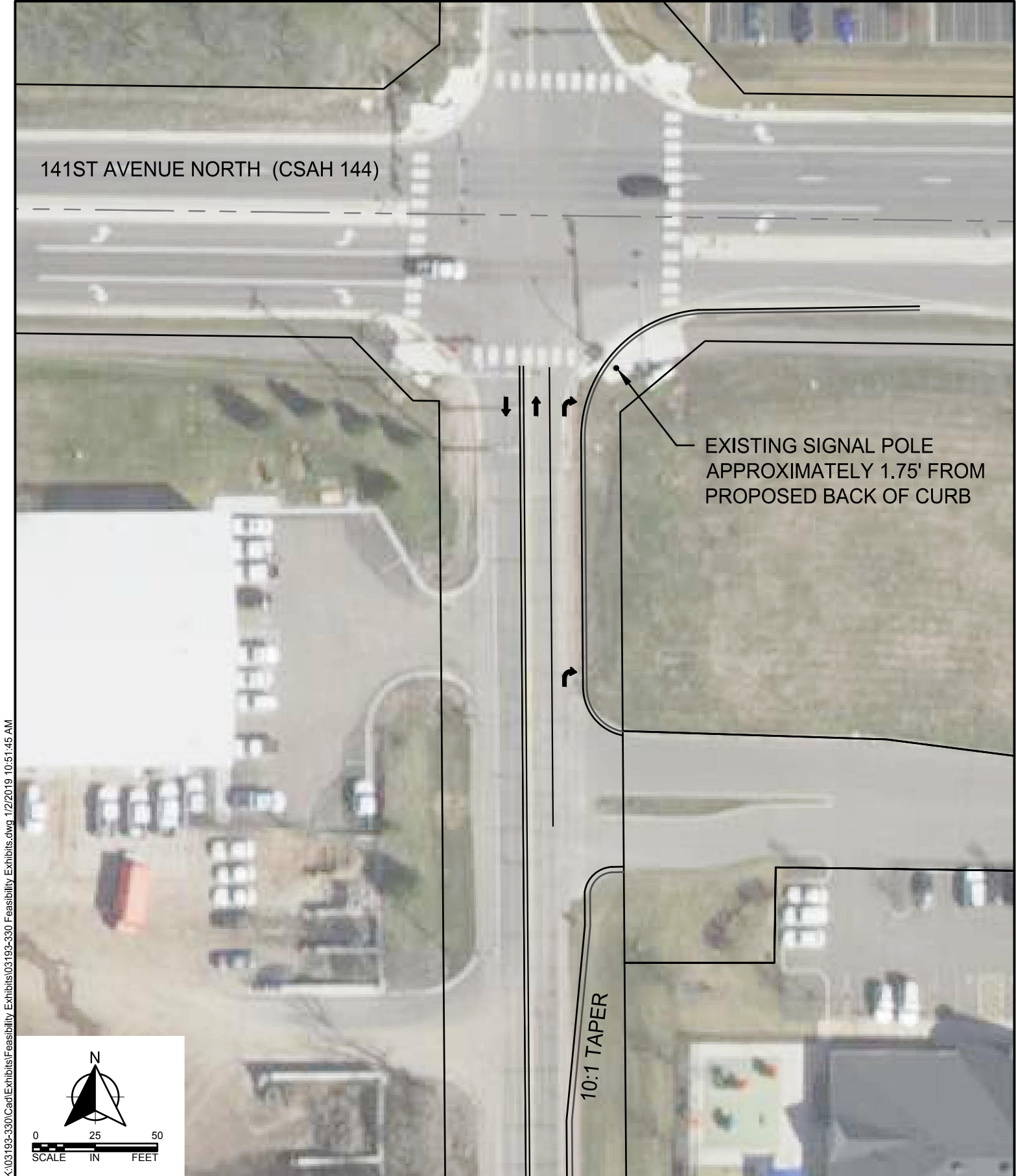


FIGURE 10 - ALTERNATIVE 2 STORM SEWER  
NORTHDALÉ BOULEVARD  
STREET IMPROVEMENT PROJECT  
CITY OF ROGERS





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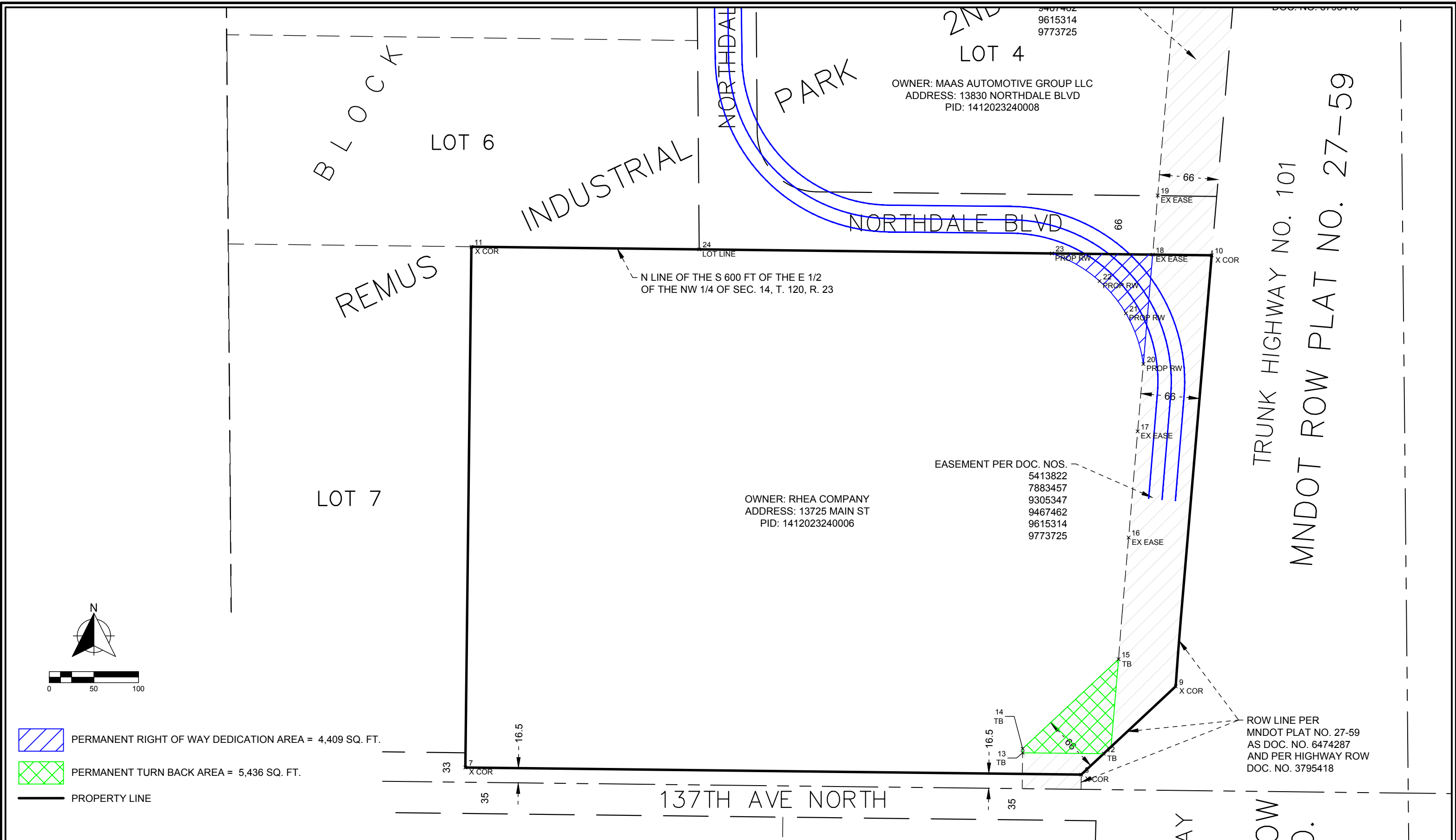


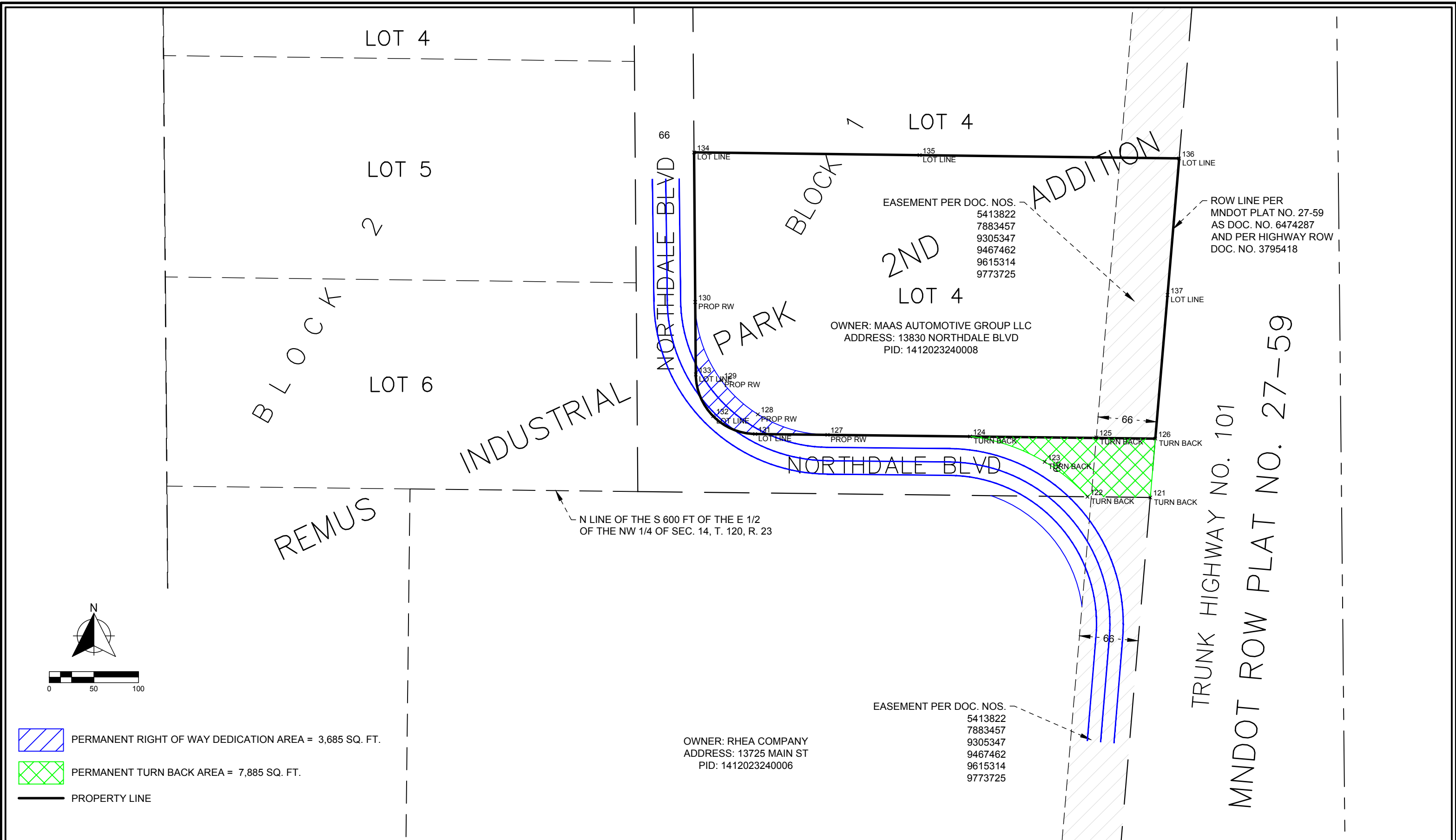
WSB PROJECT NO.:  
03193-330

FIGURE 11 - CSAH 144 TURN LANE  
NORTHDAL E BOULEVARD  
STREET IMPROVEMENT PROJECT  
CITY OF ROGERS

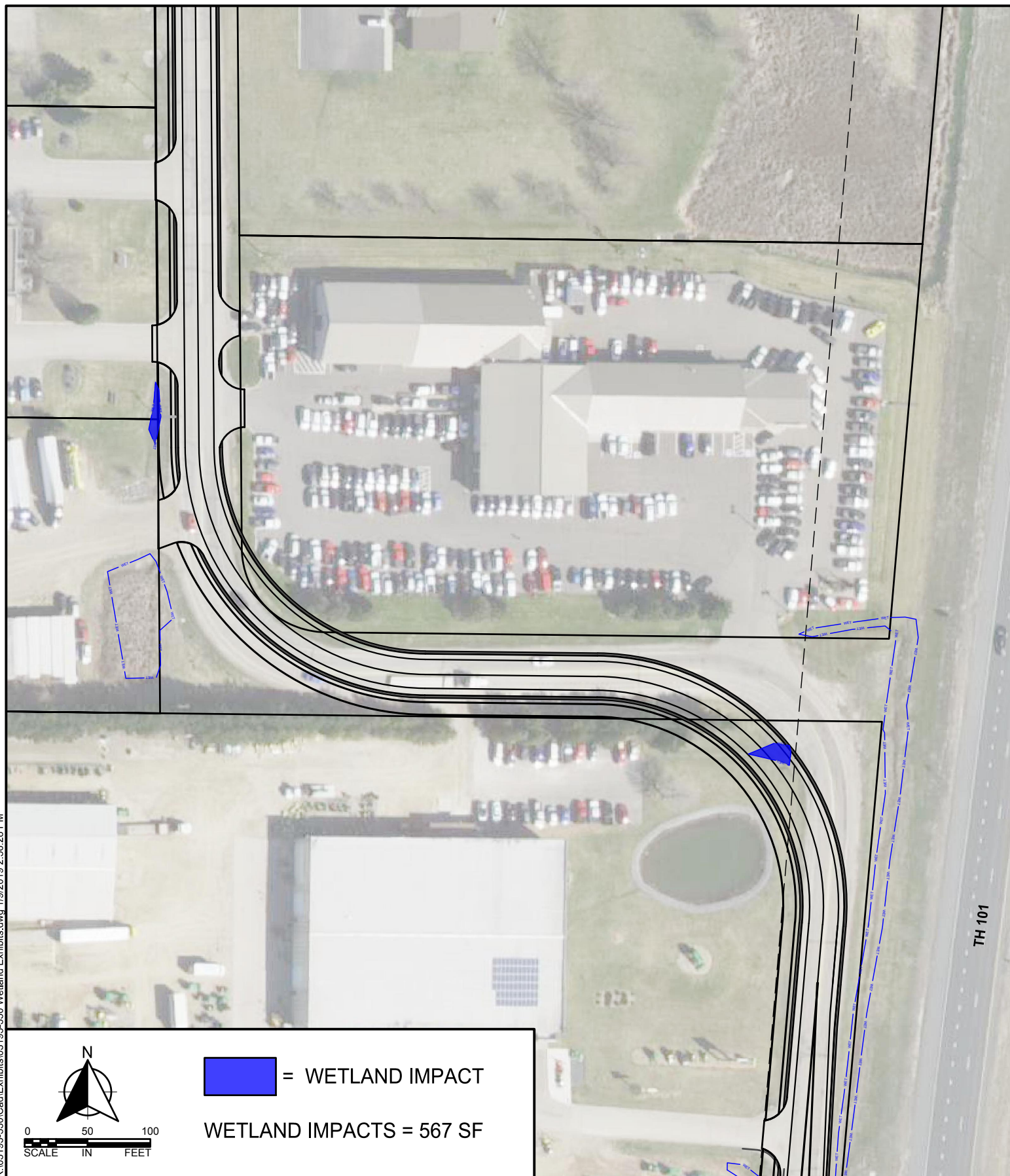








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WSB PROJECT NO.:  
03193-330

FIGURE 14 - WETLAND IMPACTS  
NORTHDAL E BOULEVARD  
STREET IMPROVEMENT PROJECT  
CITY OF ROGERS



## **APPENDIX B**

**Alternative 1 Opinion of Probable Cost  
Alternative 2 Opinion of Probable Cost  
CSAH 144 Turn Lane Opinion of Probable Cost**

**OPINION OF PROBABLE COST  
MILL AND OVERLAY  
ALTERNATIVE 1 - URBAN SECTION**

WSB Project: Northdale Boulevard Improvements	Design By:	KJG
Project Location: City of Rogers	Checked By:	JDE
City Project No.:		
WSB Project No: 03193-330	Date:	1/17/2019

<i>WSB Project:</i> Northdale Boulevard Improvements	<i>Design By:</i>	KJG
<i>Project Location:</i> City of Rogers	<i>Checked By:</i>	JDE

WSB Project No: 03193-330 Date: 1/17/2019

[illegible]

**OPINION OF PROBABLE COST  
MILL AND OVERLAY  
ALTERNATIVE 1 - URBAN SECTION**

WSB Project: Northdale Boulevard Improvements	Design By:	KJG
Project Location: City of Rogers	Checked By:	JDE
City Project No.:		
WSB Project No: 03193-330	Date:	1/17/2019

<i>WSB Project:</i> Northdale Boulevard Improvements	<i>Design By:</i>	KJG
<i>Project Location:</i> City of Rogers	<i>Checked By:</i>	JDE

WSB Project No: 03193-330 Date: 1/17/2019

Item No.	MN/DOT Specification No.	Description	Unit	Estimated Total Quantity	Estimated Unit Price	Estimated Total Cost
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**B. RECLAMATION AREA - URBAN SECTION**

38	2021.501	MOBILIZATION	LS	1	\$ 32,590.00	\$ 32,590.00
39	2104.502	SALVAGE SIGN	EACH	16	\$ 100.00	\$ 1,600.00
40	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	80	\$ 2.50	\$ 200.00
41	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	65	\$ 7.00	\$ 455.00
42	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	980	\$ 5.00	\$ 4,900.00
43	2104.505	REMOVE GRAVEL DRIVEWAY	S Y	250	\$ 2.00	\$ 500.00
44	2104.523	SALVAGE & REINSTALL MAIL BOX & POST	EACH	7	\$ 100.00	\$ 700.00
45	2105.507	COMMON EXCAVATION (LV)	C Y	1271	\$ 25.00	\$ 31,775.00
46	2105.507	SUBGRADE EXCAVATION (CV)	C Y	590	\$ 25.00	\$ 14,750.00
47	2105.507	SELECT GRANULAR BORROW (LV)	C Y	765	\$ 25.00	\$ 19,125.00
48	2112.519	SUBGRADE PREPARATION	RDST	30	\$ 150.00	\$ 4,500.00
49	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	10	\$ 150.00	\$ 1,500.00
50	2211.509	AGGREGATE BASE CLASS 5	TON	619	\$ 25.00	\$ 15,475.00
51	2215.504	FULL DEPTH RECLAMATION	S Y	12050	\$ 1.50	\$ 18,075.00
52	2331.603	JOINT ADHESIVE - MASTIC	L F	8679	\$ 0.70	\$ 6,075.30
53	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	605	\$ 3.50	\$ 2,117.50
54	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2;C)	TON	259	\$ 65.00	\$ 16,835.00
55	2360.509	TYPE SP 9.5 WEARING COURSE MIX (4;B)	TON	1714	\$ 65.00	\$ 111,410.00
56	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3;B)	TON	1369	\$ 60.00	\$ 82,140.00
57	2501.502	18" RC PIPE APRON	EACH	1	\$ 1,000.00	\$ 1,000.00
58	2502.503	4" PERF PE PIPE DRAIN	L F	5744	\$ 7.30	\$ 41,931.20
59	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	1990	\$ 40.00	\$ 79,600.00
60	2503.503	18" RC PIPE SEWER DES 3006 CL III	L F	200	\$ 60.00	\$ 12,000.00
61	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	1	\$ 1,000.00	\$ 1,000.00
62	2504.602	ADJUST GATE VALVE & BOX	EACH	2	\$ 315.00	\$ 630.00
63	2506.502	CASTING ASSEMBLY	EACH	2	\$ 600.00	\$ 1,200.00
64	2506.502	ADJUST FRAME & RING CASTING	EACH	4	\$ 400.00	\$ 1,600.00
65	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	45	\$ 350.00	\$ 15,750.00
66	2506.602	CONST DRAINAGE STRUCTURE DESIGN SPEC 1	EACH	9	\$ 2,000.00	\$ 18,000.00
67	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	5744	\$ 12.00	\$ 68,928.00
68	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	65	\$ 70.00	\$ 4,550.00
69	2540.602	MAIL BOX (TEMPORARY)	EACH	7	\$ 100.00	\$ 700.00
70	2563.601	TRAFFIC CONTROL	LS	1	\$ 5,000.00	\$ 5,000.00
71	2564.602	INSTALL SIGN	EACH	16	\$ 350.00	\$ 5,600.00
72	2573.501	STABILIZED CONSTRUCTION EXIT	LS	1	\$ 2,250.00	\$ 2,250.00
73	2573.502	STORM DRAIN INLET PROTECTION	EACH	5	\$ 150.00	\$ 750.00
74	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	5786	\$ 3.00	\$ 17,358.00
75	2574.507	BOULEVARD TOPSOIL BORROW	C Y	536	\$ 25.00	\$ 13,400.00
76	2575.505	SEEDING	ACRE	0.7	\$ 5,000.00	\$ 3,500.00
77	2575.505	TEMPORARY SEEDING	ACRE	0.7	\$ 5,000.00	\$ 3,500.00
78	2575.508	SEED MIXTURE 25-121	LB	41	\$ 24.00	\$ 984.00
79	2582.503	4" SOLID LINE MULTI COMP	L F	5766	\$ 2.00	\$ 11,532.00
80	2582.503	24" SOLID LINE MULTI COMP	L F	26	\$ 3.50	\$ 91.00
81	2582.503	4" BROKEN LINE MULTI COMP	L F	2533	\$ 2.00	\$ 5,066.00
82	2582.503	4" DBLE SOLID LINE MULTI COMP	L F	682	\$ 2.50	\$ 1,705.00
83	2582.518	CROSSWALK MULTI COMP	S F	126	\$ 15.00	\$ 1,890.00

CONSTRUCTION TOTAL		\$ 684,238.00
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	A. MILL & OVERLAY AREA	\$	147,691.00
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<b>B. RECLAMATION AREA - URBAN SECTION</b>		<b>\$ 684,238.00</b>
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	TOTAL \$	831,929.00
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CONTINGENCY TOTAL (5%)		\$	41,596.00
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SUBTOTAL \$		873,525.00
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INDIRECT COST TOTAL (20%)	\$	174,705.00
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	TOTAL	\$	1,048,230.00
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<p style="text-align: center;"> <b>OPINION OF PROBABLE COST</b>  <b>MILL AND OVERLAY</b>  <b>ALTERNATIVE 2 - URBAN &amp; RURAL SECTION</b> </p>
---

WSB Project: Northdale Boulevard Improvements	Design By: KJG
Project Location: City of Rogers	Checked By: JDE
City Project No.:	
WSB Project No: 03193-330	Date: 1/17/2019

WSB Project: Northdale Boulevard Improvements	Design By:	KJG
Project Location: City of Rogers	Checked By:	JDE

WSB Project No: 03193-330 Date: 1/17/2019

Item No.	MN/DOT Specification No.	Description	Unit	Estimated Total Quantity	Estimated Unit Price	Estimated Total Cost
<b>A. MILL &amp; OVERLAY AREA</b>						
1	2021.501	MOBILIZATION	LS	1	\$ 7,040.00	\$ 7,040.00
2	2104.502	SALVAGE SIGN	EACH	1	\$ 100.00	\$ 100.00
3	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	128	\$ 2.50	\$ 320.00
4	2104.503	REMOVE CONCRETE CURB	L F	200	\$ 4.50	\$ 900.00
5	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	47	\$ 7.00	\$ 329.00
6	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	22	\$ 5.00	\$ 110.00
7	2104.523	SALVAGE & REINSTALL MAIL BOX & POST	EACH	6	\$ 100.00	\$ 600.00
8	2105.507	COMMON EXCAVATION (LV)	C Y	122	\$ 20.00	\$ 2,440.00
9	2105.507	SUBGRADE EXCAVATION (CV)	C Y	56	\$ 20.00	\$ 1,120.00
10	2105.507	SELECT GRANULAR BORROW (LV)	C Y	75	\$ 25.00	\$ 1,875.00
11	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	10	\$ 150.00	\$ 1,500.00
12	2211.509	AGGREGATE BASE CLASS 5	TON	47	\$ 25.00	\$ 1,175.00
13	2232.504	MILL BITUMINOUS SURFACE (2.0")	S Y	7250	\$ 1.00	\$ 7,250.00
14	2331.603	JOINT ADHESIVE - MASTIC	L F	4146	\$ 0.70	\$ 2,902.20
15	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	798	\$ 3.50	\$ 2,793.00
16	2360.509	TYPE SP 9.5 WEARING COURSE MIX (4:B)	TON	984	\$ 65.00	\$ 63,960.00
17	2502.503	4" PERF PE PIPE DRAIN	L F	455	\$ 7.30	\$ 3,321.50
18	2504.602	ADJUST GATE VALVE & BOX	EACH	2	\$ 315.15	\$ 630.30
19	2506.502	ADJUST FRAME & RING CASTING	EACH	4	\$ 400.00	\$ 1,600.00
20	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	455	\$ 25.00	\$ 11,375.00
21	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	47	\$ 70.00	\$ 3,290.00
22	2540.602	MAIL BOX (TEMPORARY)	EACH	6	\$ 100.00	\$ 600.00
23	2563.601	TRAFFIC CONTROL	LS	1	\$ 5,000.00	\$ 5,000.00
24	2564.602	INSTALL SIGN	EACH	4	\$ 350.00	\$ 1,400.00
25	2573.501	STABILIZED CONSTRUCTION EXIT	LS	1	\$ 2,250.00	\$ 2,250.00
26	2573.502	STORM DRAIN INLET PROTECTION	EACH	8	\$ 150.00	\$ 1,200.00
27	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	30	\$ 3.00	\$ 90.00
28	2574.507	BOULEVARD TOPSOIL BORROW	C Y	154	\$ 25.00	\$ 3,850.00
29	2575.505	SEEDING	ACRE	0.2	\$ 5,000.00	\$ 1,000.00
30	2575.505	TEMPORARY SEEDING	ACRE	0.2	\$ 5,000.00	\$ 1,000.00
31	2575.508	SEED MIXTURE 25-121	LB	12	\$ 24.00	\$ 288.00
32	2582.503	4" SOLID LINE MULTI COMP	L F	3330	\$ 2.00	\$ 6,660.00
33	2582.503	24" SOLID LINE MULTI COMP	L F	26	\$ 3.50	\$ 91.00
34	2582.503	4" BROKEN LINE MULTI COMP	L F	1668	\$ 2.00	\$ 3,336.00
35	2582.503	4" DBLE SOLID LINE MULTI COMP	L F	710	\$ 2.50	\$ 1,775.00
36	2582.518	PAVT MSSG MULTI COMP	S F	202	\$ 5.00	\$ 1,010.00
37	2582.518	CROSSWALK MULTI COMP	S F	234	\$ 15.00	\$ 3,510.00
<b>CONSTRUCTION TOTAL</b>						<b>\$ 147,691.00</b>



### B. RECLAMATION AREA - URBAN & RURAL SECTIONS

38	2021.501	MOBILIZATION	LS	1	\$ 24,230.00	\$ 24,230.00
39	2104.502	SALVAGE SIGN	EACH	16	\$ 100.00	\$ 1,600.00
40	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	80	\$ 2.50	\$ 200.00
41	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	65	\$ 7.00	\$ 455.00
42	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	980	\$ 5.00	\$ 4,900.00
43	2104.505	REMOVE GRAVEL DRIVEWAY	S Y	250	\$ 2.00	\$ 500.00
44	2104.523	SALVAGE & REINSTALL MAIL BOX & POST	EACH	7	\$ 100.00	\$ 700.00
45	2105.507	COMMON EXCAVATION (LV)	C Y	1271	\$ 20.00	\$ 25,420.00
46	2105.507	SUBGRADE EXCAVATION (CV)	C Y	590	\$ 20.00	\$ 11,800.00
47	2105.507	SELECT GRANULAR BORROW (LV)	C Y	765	\$ 25.00	\$ 19,125.00
48	2112.519	SUBGRADE PREPARATION	RDST	30	\$ 150.00	\$ 4,500.00
49	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HR	10	\$ 150.00	\$ 1,500.00
50	2211.509	AGGREGATE BASE CLASS 5	TON	619	\$ 25.00	\$ 15,475.00
51	2215.504	FULL DEPTH RECLAMATION	S Y	12050	\$ 2.50	\$ 30,125.00
52	2331.603	JOINT ADHESIVE - MASTIC	L F	4793	\$ 0.70	\$ 3,355.10
53	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	495	\$ 3.50	\$ 1,732.50
54	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2:C)	TON	248	\$ 65.00	\$ 16,120.00
55	2360.509	TYPE SP 9.5 WEARING COURSE MIX (4:B)	TON	1817	\$ 65.00	\$ 118,105.00
56	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3:B)	TON	1122	\$ 60.00	\$ 67,320.00
57	2501.502	18" RC PIPE APRON	EACH	1	\$ 1,000.00	\$ 1,000.00
58	2502.503	4" PERF PE PIPE DRAIN	L F	1900	\$ 7.30	\$ 13,870.00
59	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	415	\$ 40.00	\$ 16,600.00
60	2503.503	18" RC PIPE SEWER DES 3006 CL III	L F	40	\$ 60.00	\$ 2,400.00
61	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	1	\$ 1,000.00	\$ 1,000.00
62	2504.602	ADJUST GATE VALVE & BOX	EACH	2	\$ 315.00	\$ 630.00
63	2506.502	CASTING ASSEMBLY	EACH	2	\$ 600.00	\$ 1,200.00
64	2506.502	ADJUST FRAME & RING CASTING	EACH	4	\$ 400.10	\$ 1,600.40
65	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	10	\$ 350.00	\$ 3,500.00
66	2506.602	CONST DRAINAGE STRUCTURE DESIGN SPEC 1	EACH	7	\$ 2,000.00	\$ 14,000.00
67	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	1900	\$ 12.00	\$ 22,800.00
68	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	65	\$ 70.00	\$ 4,550.00
69	2540.602	MAIL BOX (TEMPORARY)	EACH	7	\$ 100.00	\$ 700.00
70	2563.601	TRAFFIC CONTROL	LS	1	\$ 10,000.00	\$ 10,000.00
71	2564.602	INSTALL SIGN	EACH	16	\$ 350.00	\$ 5,600.00
72	2573.501	STABILIZED CONSTRUCTION EXIT	LS	1	\$ 2,250.00	\$ 2,250.00
73	2573.502	STORM DRAIN INLET PROTECTION	EACH	5	\$ 150.00	\$ 750.00
74	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	5786	\$ 3.00	\$ 17,358.00
75	2574.507	BOULEVARD TOPSOIL BORROW	C Y	536	\$ 25.00	\$ 13,400.00
76	2575.505	SEEDING	ACRE	0.7	\$ 5,000.00	\$ 3,500.00
77	2575.505	TEMPORARY SEEDING	ACRE	0.7	\$ 5,000.00	\$ 3,500.00
78	2575.508	SEED MIXTURE 25-121	LB	41	\$ 24.00	\$ 984.00
79	2582.503	4" SOLID LINE MULTI COMP	L F	5766	\$ 2.00	\$ 11,532.00
80	2582.503	24" SOLID LINE MULTI COMP	L F	26	\$ 3.50	\$ 91.00
81	2582.503	4" BROKEN LINE MULTI COMP	L F	2533	\$ 2.00	\$ 5,066.00
82	2582.503	4" DBLE SOLID LINE MULTI COMP	L F	682	\$ 2.50	\$ 1,705.00
83	2582.518	CROSSWALK MULTI COMP	S F	126	\$ 15.00	\$ 1,890.00
CONSTRUCTION TOTAL						\$ 508,639.00
A. MILL & OVERLAY AREA						\$ 147,691.00
B. RECLAMATION AREA - URBAN & RURAL SECTIONS						\$ 508,639.00
TOTAL						\$ 656,330.00
CONTINGENCY TOTAL (5%)						\$ 32,817.00
SUBTOTAL						\$ 689,147.00
INDIRECT COST TOTAL (20%)						\$ 137,833.00
TOTAL						\$ 826,980.00



## OPINION OF PROBABLE COST - TURN LANE AT 141ST AVE N

WSB Project: NORTHDALÉ BOULEVARD IMPROVEMENTS

Design By: KJG

*Project Location:* CITY OF ROGERS

Checked By: JDE

City Project No.:

Date: 1/17/2019

WSB Project No: 03193-330

Item No.	MN/DOT Specificati on No.	Description	Unit	Estimated Total Quantity	Estimated Unit Price	Estimated Total Cost
1	2021.501	MOBILIZATION	LS	1	\$2,644.00	\$2,644.00
2	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	300	\$2.50	\$750.00
3	2104.503	REMOVE CONCRETE CURB	L F	200	\$4.50	\$900.00
4	2104.504	REMOVE CONCRETE WALK	S Y	68	\$3.00	\$204.00
5	2104.518	REMOVE BITUMINOUS WALK	S F	185	\$2.00	\$370.00
6	2105.507	COMMON EXCAVATION (LV)	C Y	205	\$25.00	\$5,125.00
7	2105.507	SUBGRADE EXCAVATION (CV)	C Y	190	\$25.00	\$4,750.00
8	2105.507	SELECT GRANULAR BORROW (LV)	C Y	245	\$25.00	\$6,125.00
9	2211.509	AGGREGATE BASE CLASS 5	TON	130	\$25.00	\$3,250.00
10	2331.603	JOINT ADHESIVE - MASTIC	L F	440	\$0.70	\$308.00
11	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	25	\$3.52	\$88.00
12	2360.509	TYPE SP 9.5 WEARING COURSE MIX (4;B)	TON	45	\$65.00	\$2,925.00
13	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3;B)	TON	35	\$60.00	\$2,100.00
14	2521.503	4" CONCRETE WALK	S F	610	\$8.00	\$4,880.00
15	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	440	\$12.00	\$5,280.00
16	2531.618	TRUNCATED DOMES	S F	64	\$40.00	\$2,560.00
17	2582.518	CROSSWALK MULTI COMP	S F	54	\$15.00	\$810.00
18		SALVAGE AND REINSTALL SIGNAL AND SIGNAL POLE	LUMP SUM	1	\$12,450.00	\$12,450.00

<b>CONSTRUCTION TOTAL</b>	<b>\$55,519.00</b>
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<b>CONTINGENCY TOTAL (5%)</b>	<b>\$ 2,776.00</b>
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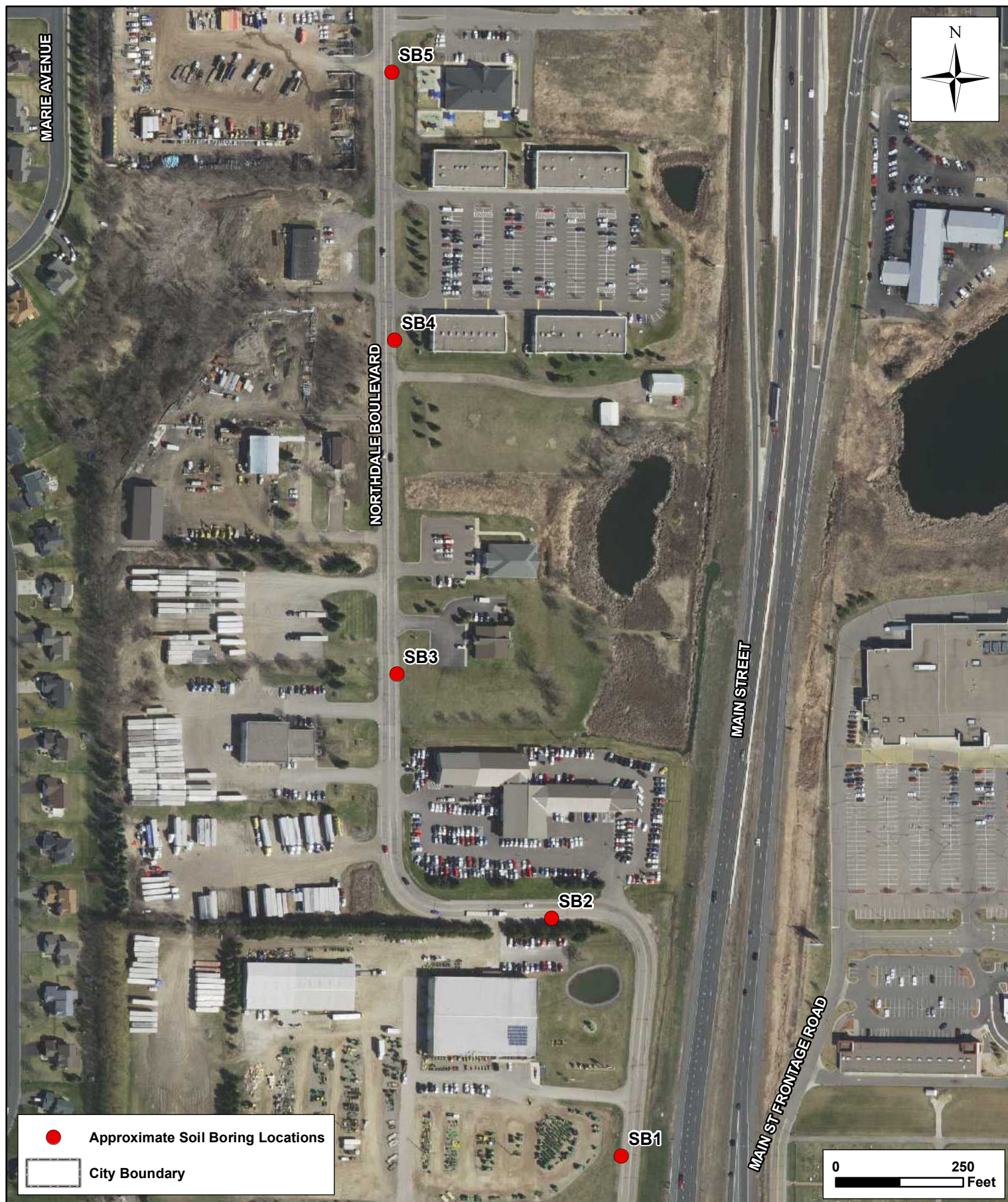
<b>SUBTOTAL</b>	<b>\$ 58,295.00</b>
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<b>INDIRECT COST TOTAL (20%)</b>	<b>\$</b>	<b>11,659.00</b>
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TOTAL	\$	69,954.00
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## **APPENDIX C**

### **Soil Boring Logs**



# Soil Boring Exhibit Northdale Boulevard Rogers, MN



# LOG OF TEST BORING

PROJECT NAME: Northdale Blvd Street Improvements PROJECT LOCATION: Rogers, MN  
CLIENT/WSB #: 03193-330

BORING NUMBER PB 1

PAGE 1 OF 1

DEPTH (ft)	DESCRIPTION OF MATERIAL					USCS	GEOLOGIC ORIGIN	N	WL	SAMPLE		LABORATORY TESTS						
										No.	TYPE	MC (%)	DD (pcf)	LL (%)	PL (%)			
1		FILL, mostly Silty Sand and a little Gravel, brown, sod at grade						Fill			1	HSA						
2		LEAN CLAY WITH SAND AND A LITTLE GRAVEL, brown to reddish brown, moist, soft					CL	Glacial Till										
3									6		2	SB						
4																		
5																		
6									6		3	SB						
7																		
8									8		4	SB						
9		LEAN CLAY WITH SAND AND A LITTLE GRAVEL, gray, moist, firm					CL	Glacial Till										
10																		
11									9		5	SB						
		End of Boring 11.0 ft.																
WATER LEVEL MEASUREMENTS								START: 11/11/2016				END: 11/11/2016						
DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	WATER DEPTH	WATER ELEVATION	METHOD			Crew Chief:		Logged By:						
11/11/2016	2:50 pm	11	9.5		None		3 1/4" HSA 0' - 9.5'			J. Tatro		DAJ						
										Notes:								

WSB BORING LOG - WSB.GDT - 11/20/16 11:58 - K:\03193-330\GEO\TECH-CMT\NORTHDALE BLVD STREET IMPROVEMENTS, ROGERS MN.GPJ



# LOG OF TEST BORING

PROJECT NAME: Northdale Blvd Street Improvements PROJECT LOCATION: Rogers, MN  
CLIENT/WSB #: 03193-330

BORING NUMBER PB 2

PAGE 1 OF 1

DEPTH (ft)	DESCRIPTION OF MATERIAL					USCS	GEOLOGIC ORIGIN	N	WL	SAMPLE		LABORATORY TESTS																			
										No.	TYPE	MC (%)	DD (pcf)	LL (%)	PL (%)																
		BITUMINOUS 0 - 3 1/2" AGGREGATE BASE 3 1/2" - 6 1/2"						Pavement Section																							
1		FILL, mostly Lean Clay, brown, gray						Fill			1	HSA																			
2																															
3																2	HSA														
4		SANDY LEAN CLAY WITH A LITTLE GRAVEL, reddish brown to grayish brown, wet, soft					CL	Glacial Till	6		3	SB																			
5																															
6																															
7																															
8									6		4	SB																			
9																															
10																															
11									6		5	SB																			
		End of Boring 11.0 ft.																													
WATER LEVEL MEASUREMENTS								START: 11/11/2016				END: 11/11/2016																			
DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	WATER DEPTH	WATER ELEVATION	METHOD		Crew Chief:			Logged By:																			
11/11/2016	2:30 pm	11	9.5		None		3 1/4" HSA 0' - 9.5'		J. Tatro			DAJ																			
									Notes:																						

# LOG OF TEST BORING

PROJECT NAME: Northdale Blvd Street Improvements PROJECT LOCATION: Rogers, MN  
CLIENT/WSB #: 03193-330

BORING NUMBER PB 3

PAGE 1 OF 1

DEPTH (ft)	DESCRIPTION OF MATERIAL					USCS	GEOLOGIC ORIGIN	N	WL	SAMPLE		LABORATORY TESTS					
										No.	TYPE	MC (%)	DD (pcf)	LL (%)	PL (%)		
		BITUMINOUS 0 - 4" AGGREGATE BASE 4" - 8"						Pavement Section									
1		SANDY LEAN CLAY WITH A LITTLE GRAVEL, brown, moist, firm to soft					CL	Glacial Till			1	HSA					
2																	
3									10		2	SB					
4																	
5																	
6									6		3	SB					
7																	
8		SAND WITH SILT, fine grained, brown, moist, loose					SP-SM	Coarse Alluvium	7		4	SB					
9																	
10									10		5	SB					
11		End of Boring 11.0 ft.															
WATER LEVEL MEASUREMENTS								START: 11/11/2016				END: 11/11/2016					
DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	WATER DEPTH	WATER ELEVATION	METHOD		Crew Chief:		Logged By:						
11/11/2016	1:30 pm	11	9.5		None		3 1/4" HSA 0' - 9.5'		J. Tatro		DAJ						
									Notes:								



# LOG OF TEST BORING

PROJECT NAME: Northdale Blvd Street Improvements PROJECT LOCATION: Rogers, MN  
CLIENT/WSB #: 03193-330

BORING NUMBER PB 4

PAGE 1 OF 1

DEPTH (ft)	DESCRIPTION OF MATERIAL	USCS	GEOLOGIC ORIGIN	N	WL	SAMPLE		LABORATORY TESTS				
						No.	TYPE	MC (%)	DD (pcf)	LL (%)	PL (%)	
1	FILL, mostly Silty Sand with Gravel, brown, sod at grade		Fill			1	HSA					
2	LEAN CLAY WITH SAND AND A LITTLE GRAVEL, brown to reddish brown, moist, soft	CL	Glacial Till			2	SB					
3				8								
4												
5												
6				8		3	SB					
7												
8				8		4	SB					
9												
10												
11				8		5	SB					
End of Boring 11.0 ft.												
WATER LEVEL MEASUREMENTS							START: 11/11/2016		END: 11/11/2016			
DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	WATER DEPTH	WATER ELEVATION	METHOD	Crew Chief:		Logged By:		
11/11/2016	1:50 pm	11	9.5		None		3 1/4" HSA 0' - 9.5'	J. Tatro		DAJ		
								Notes:				

WSB BORING LOG - WSB.GDT - 11/20/16 11:58 - K:\03193-330\GEO\TECH-CMT\NORTHDALE BLVD STREET IMPROVEMENTS, ROGERS MN.GPJ

# LOG OF TEST BORING

PROJECT NAME: Northdale Blvd Street Improvements PROJECT LOCATION: Rogers, MN  
CLIENT/WSB #: 03193-330

BORING NUMBER PB 5

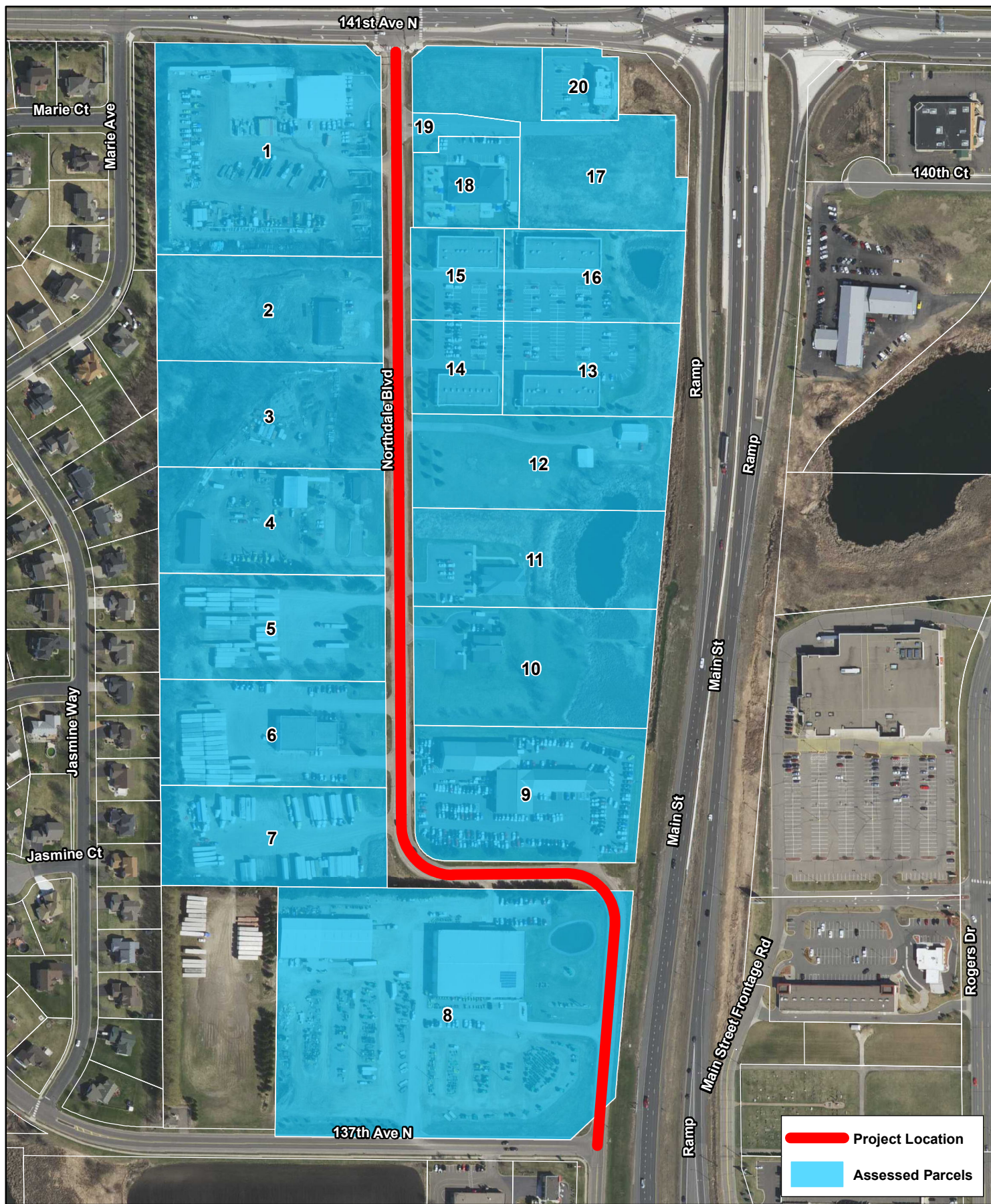
PAGE 1 OF 1

DEPTH (ft)	DESCRIPTION OF MATERIAL					USCS	GEOLOGIC ORIGIN	N	WL	SAMPLE		LABORATORY TESTS					
										No.	TYPE	MC (%)	DD (pcf)	LL (%)	PL (%)		
		BITUMINOUS 0 - 3" AGGREGATE BASE 3" - 6"						Pavement Section									
1		FILL, a mixture of Silty Sand, Clayey Sand, Lean Clay, brown, reddish brown						Fill	10		1	HSA					
2																	
3																	
4																	
5		SAND WITH SILT, fine to medium grained, a few lenses of Lean Clay, brown, moist, medium dense					SP-SM	Coarse Alluvium	12		3	SB					
6																	
7																	
8																	
9		SAND, fine grained, moist, medium dense					SP	Coarse Alluvium	18		4	SB					
10																	
11									12		5	SB					
		End of Boring 11.0 ft.															
WATER LEVEL MEASUREMENTS							START: 11/11/2016				END: 11/11/2016						
DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	WATER DEPTH	WATER ELEVATION	METHOD			Crew Chief:		Logged By:					
11/11/2016	2:10 pm	11	9.5		None		3 1/4" HSA 0' - 9.5'			J. Tatro		DAJ					
										Notes:							



## **APPENDIX D**

### **Preliminary Assessment Map Preliminary Assessment Roll**



Preliminary Assessment Roll									
WSB Project: Northdale Blvd Improvement Project Project Location: City of Rogers WSB Project No. : 03193-330 Date: 12/11/2018								ASSESSMENT RATE	
								\$ 54.99 / LINEAL FOOT (LF)	
Map ID	PIN	PROPERTY ADDRESS		OWNER NAME	TAXPAYER NAME	OWNER STREET ADDRESS	CITY/STATE/ZIP	FRONT FOOTAGE (L F)	PROPOSED TOTAL ASSESSMENT
2	1412023210010	14005	NORTHDALE BLVD	CREATIVE PROPERTY MGMNT LLC	CREATIVE PROPERTY MGMNT LLC	14005 NORTHDALE BLVD	ROGERS, MN 55374	248	\$13,637.00
3	1412023210011	92	ADDRESS PENDING	THOMAS & SONS CONSTRUCTN LLC	THOMAS & SONS CONSTRUCTN LLC	13925 NORTHDALE BLVD PO BOX 303	ROGERS, MN 55374	248	\$13,637.00
4	1412023210012	13925	NORTHDALE BLVD	THOMAS & SONS CONSTRUCTN LLC	THOMAS & SONS CONSTRUCTN LLC	13925 NORTHDALE BLVD PO BOX 303	ROGERS, MN 55374	248	\$13,637.00
5	1412023240009	13865	NORTHDALE BLVD	DEXCO INC	DEXCO INC % KATHLEEN M PETERSON	8829 95TH AVE	CLEAR LAKE, MN 55319	248	\$13,637.00
6	1412023240010	13845	NORTHDALE BLVD	DEXCO INC	DEXCO INC % KATHLEEN M PETERSON	8829 95TH AVE	CLEAR LAKE, MN 55319	248	\$13,637.00
7	1412023240011	13825	NORTHDALE BLVD	DEXCO INC	DEXCO INC % KATHLEEN M PETERSON	8829 95TH AVE	CLEAR LAKE, MN 55319	234	\$12,867.17
8	1412023240006	13725	MAIN ST	RHEA COMPANY	SCHARBER BROTHERS LLC	13836 44TH LA NE	ST MICHAEL, MN 55376	187	\$10,282.74
9	1412023240008	13830	NORTHDALE BLVD	MAAS AUTOMOTIVE GROUP LLC	MAAS AUTOMOTIVE GROUP LLC	13830 NORTHDALE BLVD	ROGERS, MN 55374	54	\$2,969.35
10	1412023240007	13860	NORTHDALE BLVD	PHAR FETCHED PROPERTIES LLC	PHAR FETCHED PROPERTIES LLC	13860 NORTHDALE BLVD	ROGERS, MN 55374	278	\$15,286.64
11	1412023210009	13900	NORTHDALE BLVD	LIDD PROPERTIES LLC	LIDD PROPERTIES LLC LEAH COLBY	13900 NORTHDALE BLVD	ROGERS, MN 55374	230	\$12,647.22
12	1412023210008	13940	NORTHDALE BLVD	RAVEN INVESTEMENTS LLC	RAVEN INVESTEMENTS LLC	10900 89TH AVE N #1	MAPLE GROVE, MN 55369	220	\$12,097.34
13	1412023210015	14000	NORTHDALE BLVD	GEORGE F EYDE FAMILY LLC	GEORGE F EYDE FAMILY LLC	14040 NORTHDALE BLVD	ROGERS, MN 55374	150	\$8,248.19
14	1412023210016	13980	NORTHDALE BLVD	GEORGE F EYDE FAMILY LLC	GEORGE F EYDE FAMILY LLC	14040 NORTHDALE BLVD	ROGERS, MN 55374	79	\$4,344.05
15	1412023210013	14020	NORTHDALE BLVD	CONTINENTAL ROGERS LLP	CONTINENTAL PROPERTY GRP	1907 WAYZATA BLVD STE 250	ROGERS, MN 55374	79	\$4,344.05
16	1412023210014	14040	NORTHDALE BLVD	GEORGE F EYDE FAMILY LLC	GEORGE F EYDE FAMILY LLC	14040 NORTHDALE BLVD	ROGERS, MN 55374	152	\$8,358.16
17	1412023210022	92	ADDRESS PENDING	ROGERS DEVELOPMENT PTNRS LLC	ROGERS DEVELOPMENT PTNRS LLC ATTN JEFFREY A SAFCHIK	2601 S BAYSHORE DR #900	MIAMI, FL 33133	247	\$13,582.02
18	1412023210018	14080	NORTHDALE BLVD	BL KINDER LLC	BL KIND LLC ATTN: BERNARD LEVITON	1839 N LINCOLN AVE	CHICAGO, IL 60614	86	\$4,728.96
19	1412023210017	92	ADDRESS PENDING	ROGERS DEVELOPMENT PTNRS LLC	ROGERS DEVELOPMENT PTNRS LLC ATTN JEFFREY A SAFCHIK	2601 S BAYSHORE DR #900	MIAMI, FL 33133	24	\$1,319.71
20	1412023210021	14086	NORTHDALE BLVD	JLV ASSETS ACQUISITION LLC	JLV ASSETS ACQUISITION LLC ATTN JON MUNGER	3112 GOLF RD	EAU CLAIRE, WI 54701	50	\$2,749.40
Total - Northdale Blvd Improvement Project Assessment									\$182,010.00

**RESOLUTION NO. \_\_\_\_**

**CITY OF ROGERS  
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION ACCEPTING THE FEASIBILITY REPORT AND ORDERING THE  
PUBLIC HEARING FOR THE NORTHDALÉ BOULEVARD STREET  
IMPROVEMENTS PROJECT**

**WHEREAS**, the City Council has received and accepted the feasibility report on January 22, 2019, for the Northdale Boulevard Street Improvements Project; and

**WHEREAS**, a resolution of the City Council adopted on the 22<sup>nd</sup> day of January, 2019, fixed a date for the Council hearing on the proposed improvements; and

**WHEREAS**, ten days' mailed notice and published notice in advance of said hearing will be provided and the hearing will be held thereon on the 12<sup>th</sup> day of February, 2019, at which time all persons desiring to be heard will be given an opportunity to be heard thereon.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Rogers hereby orders the public hearing for the Northdale Boulevard Street Improvements 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 22nd day of January, 2019.

---

Rick Ihli, Mayor

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Stacy Scharber, City Clerk,  
Assistant City Administrator

(seal)





## REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: January 22, 2019

Agenda Item: No. 7.3

**Subject:** Items Relating to Police Department Staffing

**Prepared By:** Steve Stahmer, City Administrator - Stacy Scharber, Asst. Administrator - Jeff Beahen, Police Chief

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### **Recommended City Council Action**

- Motion to appoint Sgt. Jason Foster as the Interim Chief of Police, temporarily assign Beck as Sergeant to backfill Wegner during his deployment, temporarily assign Madson to backfill Foster during his Interim Chief role, and temporarily assign Dupic as SRO to backfill Beck, all effective January 28, 2019.
- Motion to accept the resignation of Dan Drake effective March 7, 2019 and approval to advertise for the backfill of position of police officer.
- Motion to approve the proposal from Setter and Associates for Recruitment and Background Services

### **Overview / Background**

#### **Interim Appointments and Patrol Backfill**

Chief Beahen has prepared two memos (attached) to address the selection of interim Chief and the subsequent temporary assignments within the department. Also, he has prepared a memo on the request to hire a patrol officer, backfilling a vacancy that will be created in March with the retirement of Detective Drake. Please refer to the attached memos from Chief Jeff Beahen regarding the following two bullet points/recommended actions:

- Motion to appoint Sgt. Jason Foster as the Interim Chief of Police, temporarily assign Beck as Sergeant to backfill Wegner during his deployment, temporarily assign Madson to backfill Foster during his Interim Chief role, and temporarily assign Dupic as SRO to backfill Beck, all effective January 28, 2019.
- Motion to accept the resignation of Dan Drake effective March 7, 2019 and approval to advertise for the backfill of position of police officer.

#### **Recruitment and Selection of Permanent Chief Backfill**

Chief Beahen's retirement/resignation is effective January 27, 2010 with that being his last day on payroll. The assignment of Sgt. Foster as Interim Chief will keep the department in very capable hands during the recruitment and hiring process for the permanent Chief replacement. Staff discussed the recruitment process with the Public Safety Task Force (PSTF) at length and stressed the benefits of an outside consultant to help conduct portions of the recruitment process. The City has previously used this approach to positive effect such as when Chief Beahen was hired with the assistance of Midwest Government Advisors (at a flat package cost of \$15,000 *plus* background investigation costs). This position is unique among department heads in terms of both the high-profile public nature of the position

as well as the inherent liability with regard to the decision making of the Chief and their officers.

Administration again recommends the use of a search consultant to provide law enforcement-specific insight, objectivity with regard to internal and external candidates and extensive background investigative experience. As discussed with the PSTF, staff narrowed the typical list of recruiters to two potential consultants with deep law enforcement backgrounds who are well respected in that community. After meeting with both, staff recommends that the City contract with Richard Setter of Setter and Associates to assist with various key stages in the hiring process.

Mr. Setter has an outstanding reputation in the law enforcement community and is often recommended for consulting services. He has been the CEO of Setter and Associates for nearly 20 years, specializing in public safety consulting and investigative services. He served as the Police Chief and Director of Public Safety for the City of Minnetonka for 15 years, and as the St. Louis Park Police Chief for 10 years prior. Mr. Setter is a graduate of the FBI National Academy and Executive Development Program, as well as a past President of the FBI Law Enforcement Executive Development Association. He is a licensed private investigator and maintains his current MN POST (Peace Officer Standards and Training) license.

Staff proposes that Mr. Setter lead and/or assist in the following general steps of the recruitment process.

1. Develop Idea Candidate Profile and Position Profile/Posting
  - a. Work with City staff to develop questionnaire to solicit internal input regarding ideal candidate to be completed by the following groups:
    - i. City Council
    - ii. Police Department staff (FT sworn and unsworn)
    - iii. City Department Heads
  - b. Work with City administration to synthesize and draft Ideal Candidate Profile (ICP) from questionnaire responses
  - c. Draft Position Profile for posting based on job description and Ideal Candidate Profile
2. Consultant to Assist in Scoring Candidates to Pare Down for Initial Panel Interviews
3. After initial panel interviews of Round 1 candidates (panels including Rogers PD staff, City department heads, independent police chiefs from other agencies), conduct preliminary background check on finalists being recommended for Council interview (anticipated to be 2-4 candidates)
4. Upon Council interview and selection of preferred candidate, conduct full and complete background check on single finalist (with the option for the City to request a second such complete background if there are still two finalists being considered by Council, at additional cost).

The recruitment and selection process is expected to last two to four months. A proposal from Setter and Associates is attached which more fully outlines anticipated tasks. The work will be billed at an hourly rate, with the expected range to be \$10,000 to \$12,000 depending upon number of candidates backgrounded, etc. This cost is expected to be lower than our 2012 process largely given that we are not asking them to provide a full-service package, but rather assistance with key steps with City staff completing much of the other work along the way.

Staff recommends approval of the attached proposal from Setter and Associates for recruitment and background services.

### **Primary Issues to Consider**

**ATTACHMENTS:**

Description

Interim Chief and Temporary Assignments

Resignation and Hiring memo

Setter and Associates Proposal for Recruitment and Background Services



## REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: January 22, 2019

Agenda Item: No. 7.5

**Subject:** Motion to approve staffing changes at the police department

**Prepared By:** Jeffrey A Beahen, Chief of Police

### **Recommended City Council Action**

Motion to approve the appointment of Sergeant Jason Foster as the interim Chief of the Rogers Police Department effective Monday, January 28th, and approval of the temporary changes in assignments listed in the memo below.

### **Overview / Background**

As council is aware, Chief Beahen is retiring effective January 27th, 2019. Sergeant Wegner is also leaving on an extended Military leave (8-10 months) at that same time.

### **Primary Issues to Consider**

Minnesota Peace Officer and Standards Training Board legislation (POST Board) requires that a Chief Law Enforcement Officer (CLEO) is appointed for all full-time law enforcement agencies in Minnesota. There are other legal requirements in terms of operating agreements with the BCA, the FBI and others that mandate a CLEO be in place.

The City Administrator and I have consulted with several consultants, other Chief's and multiple other authorities on the best practice to follow in terms of the CLEO appointment. Absent any significant indication of issues within a police agency-the most common practice is to appoint the most senior qualified supervisor to the interim position of Chief. The Public Safety Task Force convened on Monday January 7th and discussed the interim Chief and other assignments, and their direction was to make the following changes.

Sergeant Foster has been with the Rogers Police Department since January of 2002, and promoted to Sergeant in 2004. Prior to coming to Rogers, he had two years of experience as a Deputy in Hubbard County and for one year he was appointed as the Chief of Police in Nevis MN.

He has a four-year degree from Bemidji State University with a major in Criminal Justice and a minor in politic science. In the course of his career here he has attended extensive courses in police management training and other police science skills. He was appointed acting chief for the Rogers Police Department after the departure of Chief Oldfather and prior to the hiring of Chief Luther. He is a competent and capable supervisor with all of the skills needed to fill the role of interim Chief. The Task Force recommends his appointment as Interim Chief.

### **Analysis of Primary Issues**

With both Sergeant Foster and Sergeant Wegner being off of their shifts for an extended period of time, there is a need to assign temporary sergeants to both their shifts, until their potential return.

A memo was distributed to all sworn staff, asking them to submit a letter of interest to the Chief expressing not just their interest but their past experiences, education and qualifications relative to this temporary supervisory assignment.

Four officers submitted letters of interest. Officers Beck, Madson, Nelson and Neumann. The Public Safety Task Force reviewed the four officer's qualifications, and determined that Officers Beck and Madson were best qualified for these assignments.

Officer Beck is currently an SRO at Rogers School. We have determined that Officer Dupic, who has prior SRO experience at a previous agency, is able to transition from Patrol and assume the SRO's duties until Officer Beck returns. Officer Beck would assume the supervisory duties on Sergeant Wegner's shift.

The transfer of Dupic to the SRO role leaves the shift he was assigned under-staffed. Our power-car officer (Neumann) would be assigned to fill that vacancy-leaving the department without power coverage.

Officer Madson will assume the supervisory role on Sergeant Foster's shift. This does leave this shift with only the sergeant and one officer. This will create overtime issues as this shift is below minimum for training days, time off and other shift requirements.

With three staff gone, and the current staffing levels of the agency, this is simply unavoidable.

All of these assignments hinge on two last important factors. There will be a pay increase for Sergeant Foster as he assumes the duties of Chief, and the officers assigned to the temporary sergeant positions will see an increase as well. All of these staff are currently in two different unions. City Staff will work with the unions to develop memos of understanding that will outline the temporary increases which will be presented to Council as attachments to this request.



**Staff Recommendation**

Motion to approve the appointment of Sergeant Jason Foster as the interim Chief of the Rogers Police Department effective Monday, January 28th, and approval of the temporary changes in assignments listed in the memo below.

**Financial Impact:** See attached MOU's

**Budgeted?** Yes

**Source Fund:** Payroll

**Notes:**



**REQUEST FOR ACTION  
ROGERS CITY COUNCIL**

**Meeting Date:** January 22, 2019

**Agenda Item:** No. 7.4

**Subject:** Permission to Advertise for police officer opening

**Prepared By:** Jeffrey A Beahen, Chief of Police

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**Recommended City Council Action**

Motion to accept the resignation of Detective Dan Drake effective March 7, 2019 and approval to advertise and begin this hiring process to backfill the position of police officer starting immediately.

**Overview / Background**

Detective Drake, who has been in the position of detective since the early part of 2014 has provided his written notice of retirement effective March 7th, 2019. He plans on taking vacation from February 19th through March 1st. Dan started the detective unit from scratch in his "post-retirement" employment here at Rogers PD, and we are thankful for his guidance and service in establishing this invaluable section within our department.

**Primary Issues to Consider**

With this retirement and the resignation of Chief Beahen, coupled with the military deployment of Sergeant Wegner, we will be short a minimum of two officers starting in February, and a total of three short beginning on March 7th. This will have a dramatic impact on scheduling and shift coverage.

Starting the hiring process prior to March 7th is recommended. It will take approximately 30-days to advertise and solicit applications, another 3-4 weeks to test and score the applicants, another 1-2 weeks to conduct interviews, and additional time needed for background and medical processes. In other words, starting now, it will be at least 80-90 days before this replacement officer is able to be hired. They then need to complete 16-weeks of intensive FTO before they are certified for solo patrol.

**Analysis of Primary Issues**

Hiring now puts an officer on solo patrol approximately 6-7 months from the date the department first receives permission to advertise and hire. Council had granted permission to hire an additional officer in July of 2019. This hiring process now, will also produce candidates who will be able to be hired (Upon later Council approval) for that July opening-avoiding the need for a second application and testing process later in the year.

Because the agency is short-staffed, the criminal detective position currently held by Detective Drake will remain unfilled until staffing levels on patrol allow the department the ability to remove someone from patrol and assign them into that open slot.

There is some savings during this period of transition, based on the Chief being off the payroll (Pending his future replacement), the leave of Sergeant Wegner and the retirement of Detective Drake. The exact cost savings are not known, but they are significant.

**Staff Recommendation**

Motion to accept the resignation of Detective Dan Drake effective March 7, 2019 and approval to advertise and begin this hiring process to backfill the position of police officer starting immediately.

**Financial Impact:** Salary Savings

**Budgeted?** Yes

**Source Fund:**

**Notes:**

# Proposal

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## Recruitment, Screening, Selection and Pre-Employment Background Services

for

Applicants for the position of  
Chief of Police

**City of Rogers, MN**

---

**Richard W. Setter, MAPA**  
**Setter & Associates LLC**

Professional - Confidential  
Licensed, Insured, Bonded  
P. O. Box 43250  
Brooklyn Park, MN 55443  
763-424-5776 (office)  
612-802-1100 (cell)  
763-424-8155 (fax)  
[settasoc@uslink.net](mailto:settasoc@uslink.net)

*January 17, 2019*

## Introduction

Selecting a chief of police is one of the most important tasks a community undertakes in its efforts to provide public safety services. Few other appointments attract the attention and scrutiny of the public and the news media than that of a chief law enforcement officer.

Setter & Associates LLC can assist you in this process. Our company is a Minnesota licensed, insured, bonded, management/investigative/consulting agency specializing in pre-employment screening/background and internal investigations.

Our services extend beyond mere reference checking, which is particularly important if a candidate is not well known to the appointing authority. We direct our efforts towards providing our clients with additional prompt, detailed, accurate information so that the client can make an effective employment decision.

Several of our clients have found it beneficial to conduct background screening profiles on the selected top finalist candidates. The background information is then compared and used to further assist the client in the final appointment process.

## Consultant

Setter & Associates LLC is owned and operated by Richard W. and Patricia J. Setter and serves clients in both the public and private sectors. Our agency specializes in screening and backgrounding public safety/public employment levels from entry to executive positions; internal misconduct investigations; as well as public safety organizational “best practices” audits.

Mr. Setter left public service after many years in law enforcement, including 24 years as a Chief of Police (*Cities of St. Louis Park and Minnetonka*) with seven of those later years serving as Director of Public Safety for the City of Minnetonka. During his service, Mr. Setter gained extensive experience in public safety, emergency management leadership, personnel selection, pre-employment backgrounding and other internal investigative procedures.

Mr. Setter taught public safety management courses in the Minnesota State University system for 23+ years. Sample course work/classes/seminars included (but were not limited to): Developing Public and Private Partnerships; Customer Service vs. Customer Satisfaction; Working Effectively With Your City Manager, Administrator, Clerk, Council and Police Civil Service Commission; Labor Contract Management; Community-oriented Policing; Personal and Professional Ethics; Personal and Organizational Development; Identifying, Recruiting and Selecting the Effective Law Enforcement Employee; Dealing with the Unsatisfactory Employee; Leadership vs. Management; Supervision; Conflict Resolution; Managing Organizational Change; Administrative/ Background Investigative Procedures; Strategic Planning; and Conducting Professional Internal Misconduct Investigations.

## Need for Services

Because the chief of police has a unique role in the community and because of the distinct difference between this position and other city positions, a thorough background investigation is required by the Minnesota Peace Officers Standards and Training Board (MPOST). Sources have recommended that the *pre-employment background investigation be conducted by an outside, licensed, experienced, confidential investigative agency.*

The International City/County Management Association (ICMA) and the Police Executive Research Forum (PERF) endorse this concept and have stated that, for law enforcement executives, *“Although you may use your own staff to handle the background investigation, it is strongly recommended that this sensitive job be contracted to a **licensed private investigator experienced in conducting police executive background inquiries.** Contracting the job to a professional agency gives you more intimate control of the process, the end product and provides greater protection of the candidate’s privacy.”*

## Background Investigative Services Require State Licensing

Minnesota state law require that **any agency, or person, who conducts pre-employment background investigations, for a fee or other reward, must be licensed**, insured and bonded as required **by the Minnesota Board of Private Detectives and Protective Agents**. Setter & Associates LLC has held active license #827 since 1999.

Exceptions to the above being if the background investigation is conducted by the employer itself, or an attorney-at-law, or one acting on his/her behalf.

Persons or agencies who conduct background investigations, **for a fee, or other reward, without being licensed by the Minnesota Board of Private Detectives and Protective Agents may be** in violation of MN Statutes (*Sections 326.3381 Subd. 1; 326.3381 Subd. 1 (2), (3), (6) and (7); and 326.3341; and 326.339.* The violation is classified as a gross misdemeanor.

## MNPOST

Mr. Setter’s **extensive experience** as a former public safety director and chief law enforcement officer, as well as being a former chairman of the Minnesota Peace Officers Standards and Training Board (MPOST), serves as an **assurance** to clients that **all MPOST pre-appointment requirements will be met.**

## CJIS

All Setter & Associates LLC employees are certified FBI/BCA CJIS Level 4 contractors and, as such, candidates’ criminal history/driver’s license record checks, residences CFS, etc. can be requested and obtained through the Rogers Police Department (saving additional search fees).

## **Phase One: Applicant Screening and Ranking Process**

It is Setter & Associates LLC's understanding that the City of Rogers will advertise the position of Chief of Police and will handle clerical notifications and routing of applications to Setter & Associates LLC, along with status notifications to the applicants as the process proceeds.

Setter & Associates LLC proposes to assist the City of Rogers with the following:

### **Phase One:**

- Develop a timetable for the selection process and provide consultation, as requested.
- Assist with the questionnaire for the Ideal Candidate Profile (to be circulated to Police Department staff, Council and Department heads)
- Assist in drafting the position posting based on the results of the above questionnaires.
- Develop a screening matrix for qualified/non-qualified applicants, as specified and advertised in the job requirements description.
- Develop resume' and application scoring/ranking process.
- Develop a Written Position Questionnaire and Scoring Matrix for selected candidates - to be completed, returned and graded prior to Oral Interviews.
- Advise on make-up of the Oral Board and assist, as needed.
- Develop guidelines for Oral Board member questions regarding what can – and cannot – be asked.
- Develop Oral Board Interview Questions with Scoring Matrix.
- Develop Consultant Response Guidelines (CRG) to aid in the scoring of the candidates' answers to the Oral Board questions.
- Develop a Screening/Scoring mechanism to select semi-finalists or finalists.

**Fees for Phase One are estimated to range from \$4,750 - \$5,500.**

*(Primary: estimated 30 - 35 hrs. @ \$100/hr. = \$3,000 - \$3,500)*

*(Support services: est. 35 – 40 hrs. @ \$50/hr. = \$1,750 - \$2,000)*



## **Phase Two: Pre-appointment background investigations**

### **Phase Two:**

- Conduct pre-appointment background investigation(s) as follows:
  - Interview selected finalist(s); check and verify employment history, residence, social security number, MPOST employment eligibility and any professional license/complaints, driver's license history, federal/state civil court records, lien/judgment/bankruptcy, credit history, federal/state/county/local criminal records, academic records, past and present personnel/performance files, internal investigation/discipline records. Contact/interview appropriate references.
    - For in-service candidate(s) licensed as active MN peace officer(s) and applying for a lateral/promotional position, a lesser degree of background inquiry may be applicable.
  - Setter & Associates LLC will supply to the City a set of authorization forms to be completed, signed and notarized (where indicated) by each candidate. These must be submitted to Setter & Associates LLC prior to the start of the background investigation.
  - When the final background report is completed, the applicant will have an opportunity to review the data (to ensure accuracy). The final report will then be submitted to the City of Rogers' appointing authority.
  - Setter & Associates LLC will conduct all background investigative efforts and will draft and complete all background investigative reports to ensure compliance with MPOST standards and other appropriate regulations.
  - Unless otherwise directed, all background investigative inquiries will be conducted at the discretion of the investigator: either on-site, in-person, by telephone, or a combination thereof. **Every effort will be made to keep costs to a minimum.**
  - Background fee structures are dependent upon the number of candidates, depth of inquiry and level of background review required by the client and state law.

### **Fees for Phase Two are estimated to range from \$5,500 - \$6,400.**

- ❖ **Primary** fees for *initial* screening of *each semi-finalist* candidate (est. 4):  
\$250 - \$350 (\$1,000 – \$1,400)
- ❖ **Primary** fees for **complete background** of *each finalist* candidate (est. 2):  
\$1,750 – \$2,000 (\$3,500 – \$4,000)
- ❖ **Support** services for Phase Two will be invoiced at \$50.00/hour.  
*10 hours for each of 2 finalists: 10 hrs. x \$50 = \$500 each. = \$1,000*
  - Data base searches and postage will be invoiced at actual cost.

**Summary: Phase One: estimated range: \$4,750 - \$5,500**

**Phase Two estimated range: \$5,500 - \$6,400**

**Total estimated range: \$10,250 - \$11,900**

## Sampling of Client Comments

*“You’ve been very helpful in our selection process. I really appreciate all that you’ve done for our city and police chief selection. You are a true professional.”* (**Public** sector – pre-employment background report)

*“We were very pleased with your investigation and your report.”* (**Public** sector – internal misconduct report)

*“Your investigative report was very well done, complete and accurate and gave me the information I need to make an employment decision.”* (**Public** sector – pre-employment background report)

*“Thank you for your outstanding pre-employment background. Your finding of the false employment information saved us from making a critical hiring mistake.”* (**Private** Sector – pre-employment background report)

*“Your report was articulate; very to the point; factual; outstanding. You’re at the top of our list for future work. I’ve seen a lot of federal, state and county reports and I teach report writing and I’ve never seen anything like this.”* (**Public** sector – internal misconduct report)

*“We are very pleased with your thorough and professional background and very pleased with our chief of police selection that you helped us with.”* (**Public** sector – pre-employment background report)

*“Your report was excellent and of the highest quality.”* (**Private** sector – internal investigative report)

*“It is such a pleasure to work with you. Your level of excellence and professionalism in every component of the work we have commissioned you for has been above and beyond expectations! Thank you.”* (**Public** sector – law enforcement agency “best practices” organizational audit – internal misconduct investigation and pre-employment background report)

Specific reference contact information provided upon request.

## Confidentiality

Setter & Associates LLC representatives agree to maintain the appropriate level of confidentiality regarding information learned during this recruitment/background process in accordance with the Minnesota Data Practices Act and other guidelines.

Setter & Associates LLC representatives agree not to disclose to any unauthorized person any information learned during this recruitment/background process, except as required and/or authorized.

## Records Retention

Unless otherwise directed by the client, all records relating to this agreement will be retained for a period of 12 months. After that time, the records will be destroyed in accordance with Setter & Associates LLC's records retention policy.

### Proposal Accepted:

**CITY OF ROGERS, MN**

**SETTER & ASSOCIATES LLC**

By: \_\_\_\_\_

Richard W. Setter /s/  
Richard W. Setter

Date: \_\_\_\_\_

Date: 1/17/2019



## REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: January 22, 2019

Agenda Item: No. 7.4

**Subject:** Authorize Professional Services Agreement For Construction Documents and Construction Administration For the Rogers Event Center

**Prepared By:** John Seifert, Public Works Director, and Mike Bauer Recreation and Facilities Director

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### **Recommended City Council Action**

Motion to authorize professional services agreement for construction documents and construction administration for the Rogers Event Center.

### **Overview / Background**

As the City Council has directed, staff has been working with HTG Architects and DPG Group to refine the schematic design layout of the future Rogers Event Center. The Lions Park Building task force is made up of members of the Rogers Lions Club, members of the Parks and Recreation Advisory Commission, and staff. Members of the Rogers Lions Club Culinary team were instrumental in refining the needs and layout in the kitchen along with the professional guidance from the design team.

Collaborating with the Lions Park Building Task Force, HTG, and DPG to refine the concepts, we believe that we have found a layout that will work for our needs and come in at the budget discussed during Council budget sessions. The new design was delivered to City Staff on January 15. The next step is for the City Council to review the design and this proposal.

With Council approval, our architectural team will move to Phase II – Construction Documents and Construction Administration.

HTG will collaborate with Wilkus Architects, Innovative Structural Solutions (ISS) and Emanuelson-Podas (EP) for the project. Mike Wilkus brings a wealth of experience in hospitality, large meeting space and kitchen design. ISS is a structural engineering firm located in Albertville, MN. They have a wide variety of project types in their background including experience with structural insulated panels (SIPs). Emanuelson-Podas will be the electrical and plumbing engineers. EP has worked with HTG for over 40 years and has experience on many types of projects. Working with the city's consultants, we believe we can create a design that is unique to Rogers and is in line with a \$1.9 million building construction budget.

Architectural and Engineering Design Services will be necessary to develop the design documents into construction documents that will be used by the contractor for preliminary pricing, final bidding, permitting and construction. HTG will produce a set of Construction Document Drawings and a Specification Booklet.

**Financial Impact:** \$121,500      **Budgeted?**

**Source Fund:**

**Notes:**

VR Views:

Panorama #1 North East Exterior

Panorama #2 Main Hall

Panorama #3 Lobby

**ATTACHMENTS:**

Description

HTG Professional Services Agreement

Event Center Concepts

16 January 2019



Rick Ihli  
Mayor  
City of Rogers  
22350 South Diamond Lake Road  
Rogers, MN 55347

Re: Triangle Park Pavilion  
New Building  
Rogers, MN

Dear Mayor:

We are excited to be working with the City of Rogers on the next phase of this project. The first step in the development of the project was to prepare a concept design that meets your budget goals while also meeting the physical needs and aesthetical requirements of the community. This conceptual design was done in collaboration with the task force and city staff. The new design was delivered to the city January 15<sup>th</sup>. We understand that the next step is for the City Council to review the design and this proposal at their meeting on January 22<sup>nd</sup>. With their approval we will move to Phase II – Construction Documents and Construction Administration. Throughout the development of the drawings we will work with city staff and consultants to maintain budget and schedule.

We have partnered with Wilkus Architects, Innovative Structural Solutions (ISS) and Emanuelson-Podas (EP) for your project. Mike Wilkus brings a wealth of experience in hospitality, large meeting space and kitchen design. ISS is a structural engineering firm located in Albertville, MN. They have a wide variety of project types in their background including experience with SIPs. Emanuelson-Podas will be the MEP engineers. EP has worked with HTG for over 40 years and has experience on many types of projects. Working with the city's consultants we believe we can create a design that is unique to Rogers and is in line with your \$1.9 million building construction budget.

## Construction Documents and Construction Administration

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Architectural and Engineering Design Services will be necessary to develop the design documents into construction documents that will be used by the contractor for preliminary pricing, final bidding, permitting and construction. HTG will produce a set of Construction **Document Drawings** and a **Specification Booklet**. HTG has a reputation for excellent construction documents. Good quality construction documents spell out exactly what the subcontractors are bidding on, so they do not have to 'guess' with their bids. Good quality construction documents equate to competitive bids and will save you money.

HTG will provide the following Architectural and Engineering Services:

- Architectural services and drawings.
- Wilkus Architects will provide design input and review throughout the preparation of the CDs.
- Interior Design services and drawings.
- Structural Engineering services and drawings.
- Mechanical, Electrical and Plumbing design services and drawings.
- Federal, state, local and ADA code review and recommendations.
- Attendance by the Architects at (3) three design meetings.
- Attendance by Structural Engineer at (2) two design meetings.
- Attendance by the MEP Engineers at (2) two design meetings.
- Attendance monthly at construction meetings.
- We will coordinate the kitchen equipment layout with the City's kitchen equipment designer/provider.

We have assumed the following items:

- This proposal is based on the conceptual design attached to this proposal.
- If required, attendance at additional design meetings will be on an hourly basis.
- The city will retain a construction consultant that will be responsible for Construction Costs, Scheduling and Construction.
- Coordination of Soil Borings and Phase I/II Study, by others.
- Civil Engineering and Landscape design will be done by the city.
- This proposal is based on suitable soils for standard structural design/calculations.
- City required site lighting and energy calculations are included.
- Building LEED or Green Certification process, if requested, to be additional.
- The project will be started and completed within twelve months.

HTG proposes to provide the Construction Documents and Construction Administration services for a lump sum fee of \$121,500, plus expenses. Please see the enclosed Expense Schedule and Consulting Services. If the scope of the project should change, we will be happy to provide additional services at an hourly rate or at an agreed upon lump sum.

The fee can be broken down as follows:

Architectural & Interior Design	\$ 67,500
Structural Engineering	\$ 12,000
<u>MEP Engineering</u>	<u>\$ 42,000</u>
Total	\$121,500

Mutual Waiver of Consequential Damages and Limitation of Liability

IN NO CIRCUMSTANCES SHALL THE ARCHITECT OR CLIENT OR ANY OF THEIR RESPECTIVE OFFICERS, MEMBERS OR EMPLOYEES BE LIABLE FOR PUNITIVE, CONSEQUENTIAL OR EXEMPLARY DAMAGES OF ANY NATURE INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOST PROFITS OR REVENUES OR THE LOSS OR USE OF SUCH PROFITS OR REVENUE, INCREASED COSTS OF PURCHASING OR PROVIDING EQUIPMENT, MATERIALS, LABOR, SERVICES, COSTS OF REPLACEMENT POWER OR CAPITAL, DEBT SERVICE FEES OR PENALTIES, INVENTORY OR USE CHARGES, DAMAGES TO REPUTATION, DAMAGES FOR LOST OPPORTUNITIES, OR CLAIMS OF ANY OF THE PROJECT COMPANIES' CUSTOMERS, MEMBERS OR AFFILIATES, REGARDLESS OF WHETHER SAID CLAIM IS BASED UPON CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR OTHER THEORY OF LAW. IN ADDITION, WHETHER AN ACTION OR CLAIM IS BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, UNDER NO CIRCUMSTANCE SHALL THE ARCHITECT'S TOTAL LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT EXCEED THE CONTRACT PRICE.

HTG has been providing ***Solutions that make a Difference*** on a wide variety of projects since 1959. Please use us as a resource if you have any questions relating to site selection, increasing efficiencies, your buildings, design, bidding, construction, etc. We are ***More than Architects*** and can coordinate everything you need for this project. Please visit us on the web at [htg-architects.com](http://htg-architects.com).

If you have any questions or comments regarding any part of this proposal, please feel free to call. If this proposal is acceptable, please sign and return a copy to HTG. At that time an AIA Owner-Architect Agreement will be provided for your signature. This proposal is valid for thirty days. Invoicing will occur on a monthly basis, net 30 terms. We look forward to helping the plan for the future. We do appreciate your confidence in HTG.

Sincerely,



Tom Moorse  
Partner

Proposal accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Rick Ihli  
City of Rogers

**HTG**

9300 Hennepin Town Road, Minneapolis, MN 55347  
Minneapolis | Bismarck | Tampa

[htg-architects.com](http://htg-architects.com)

952.278.8880

Serve | Listen | Learn | Energize | Invest



HTG Architects



## Expense Schedule and Hourly Rates:

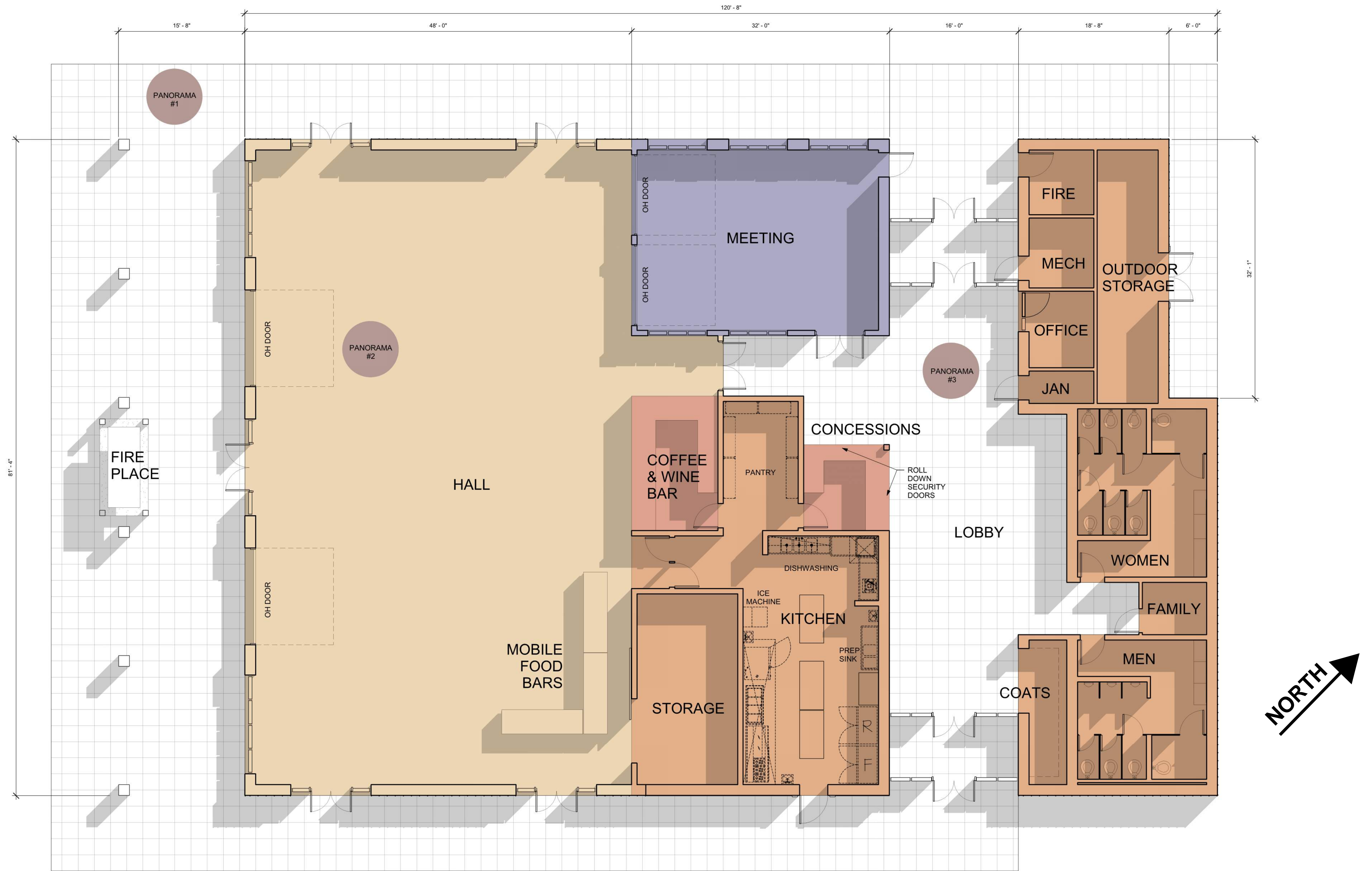
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### **Reimbursable Expenses:**

In-House Printing (black and white) .....	\$ 0.26/square foot
In-House Printing (color) .....	\$ 2.50/square foot
Mileage .....	Direct cost (current IRS rate)
Travel/Airfare/Lodging .....	Direct cost + 10%
Outside Printing .....	Direct cost + 10%
Postage/Delivery .....	Direct cost + 10%
Site Survey, Pre/Post construction ALTA survey .....	Direct cost + 10%
Others .....	Direct cost + 10%

### **HTG Architects Hourly Rates:**

Partners .....	\$ 210.00 - 230.00/hr
Project Managers/Project Architects .....	\$ 140.00 - 210.00/hr
Job Captains .....	\$ 110.00 - 140.00/hr
CAD/Technicians .....	\$ 100.00 - 130.00/hr
Administrative .....	\$ 70.00 - 75.00/hr
Overtime .....	Time + ½







NORTH



WILKUS ARCHITECTS

Rogers Event Center - Rogers, MN  
Site Plan







WILKUS ARCHITECTS

Rogers Event Center - Rogers, MN  
East View







WILKUS ARCHITECTS

Rogers Event Center - Rogers, MN  
South View







WILKUS ARCHITECTS

Rogers Event Center - Rogers, MN  
West View







WILKUS ARCHITECTS

Rogers Event Center - Rogers, MN  
North West View







WILKUS ARCHITECTS

Rogers Event Center - Rogers, MN  
Lobby View







WILKUS ARCHITECTS

Rogers Event Center - Rogers, MN  
Hall I View





**REQUEST FOR ACTION  
ROGERS CITY COUNCIL**

**Meeting Date:** January 22, 2019

**Agenda Item:** No. 9.1

**Subject:** Acquisition of Harley Rake

**Prepared By:** John Seifert; Public Works Director

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**Overview / Background**

The harley rake was ordered from Lano Equipment on Friday, January 11, 2019. This item was previously approved for purchase by Council under the Equipment Certificate, Fund 400.

**Financial Impact:** \$9,450.00    **Budgeted?** Yes

**Source Fund:** 400

**Notes:**

**ATTACHMENTS:**

Description

Harley Rake Purchase Order





**(763) 428-8580**

**Bill and Ship to:**

PURCHASE ORDER NO: **4233-PW**

**23580 Hwy 55**

**Loretto, MN 55357**

PHONE: 763-479-8200 FAX:

EST DELIVERY:

(CC Approved 2019 Equip Cert. Item)

Department Head:

City Admin :

Finance Officer:

SUB TOTAL	\$9,450.00
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SALES TAX

## SHIPPING

**AUTHORIZED DOLLAR AMOUNT TOTAL                      \$9,450.00**

pink: finance officer



## REQUEST FOR ACTION ROGERS CITY COUNCIL

Meeting Date: January 22, 2019

Agenda Item: No. 9.2

**Subject:** Transportation Task Force Meeting Minutes

**Prepared By:** Bret A. Weiss, City Engineer

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### **Overview / Background**

The City of Rogers Transportation Task Force met on January 8th at 5:45 p.m. at the City of Rogers Community Center with the following persons in attendance:

Bruce Gorecki, City Council  
Mark Eiden, City Council  
Steve Stahmer, City Administrator  
John Seifert, Public Works Director  
Lisa Herbert, Finance Director  
Jason Ziemer, City Planner, Community Development Coordinator  
Bret Weiss, WSB  
Jenn Edison, WSB

The following items were discussed:

#### 1. 2019 Pavement Management Projects

Preliminary design memos for Kelley Lane and John Milless Drive were provided to the task force for discussion. These items were on the City Council agenda following the task force meeting requesting authorization for final design. Kelley Lane and John Milless Drive are two streets scheduled for pavement improvements as part of the City's pavement management program and recommendations for each street are as follows:

- Kelley Lane
  - Approximately 2,200 feet in length, Kelley Lane is located on the south side of Territorial Road, west of Main Street. Rated at a PCI of 55.7, a full depth reclamation is anticipated for this roadway.
- John Milless Drive
  - Approximately 2,205 feet in length, John Milless Drive intersects at both its east and west end at CSAH 81. With a PCI rating of 68.3, this roadway is also anticipated to receive a full depth reclamation. Additional material would need to be removed from the street to match existing curb with new bituminous pavement.

#### 2. CSAH 81/13 Project Update

The CSAH 81/13 project is complete and final project costs are being negotiated with the contractor in order to move towards closing the project out. Staff discussed an upcoming change order related to additional work the contractor has submitted that was outside the scope of their work. The change order includes work related to:

- Temporary electric service to keep the signal in service during the relocation of the signal system
- Railroad flagging required while the BNSF signal system was being replaced
- Additional compensation for bituminous paving for wear course paved in spring 2018 instead of fall 2017 due to temperatures dropping below allowable levels for the work to be complete.
- Modify signal foundation to increase the safety as it relates to the height of the signal base.

3. Staff also discussed that a request to increase the construction administration budget to account for increased testing costs and project administration due to a lengthened project timeline. The testing costs will be verified to show that no retests are paid for by the City.

#### 4. Upcoming annual meeting with Hennepin County

Staff are working with Hennepin County to schedule Rogers annual meeting at which time major CIP projects are discussed. The projects on the list for discussion this year are:

- ROW delivery for Fletcher Bypass
- Main Street Turnback Agreement
- CSAH 117 extension and intersection
- CSAH 144/Industrial Blvd
- Brockton/144
- Main Street/Territorial
- CR 159/CSAH 101
- Territorial/Tucker

#### 5. Pedestrian Improvements Project

An update on the schedule for the Pedestrian Improvement Project was provided. Shop drawings have been approved, the signal poles have been ordered and May/June are the anticipated delivery dates. Construction will be scheduled to commence in conjunction with the material delivery.

#### 5. Fletcher Bypass

An update was provided on the railroad crossing. Staff have been working with BNSF for a railroad agreement and a recent request was to narrow the crossing by reducing the roadway width and narrowing the boulevard by bringing the trail closer to the curb. Staff accommodated the request to narrow the boulevard to 8.75 ft; however, the roadway width is to remain the same at two 12-ft lanes with a 4-ft bituminous shoulder to meet the county and state aid requirements.

#### 6. UnBonded Overlay update

The project includes building a 4<sup>th</sup> lane between TH 610 and the future Dayton Parkway Interchange. An item was added to the council agenda to call for a public hearing to allow municipal consent for the project. Since the project includes utilizing City roads as well as right of way impacts, municipal consent is required as part of the project planning process. Staff from MnDOT will be at the meeting to present the project.

#### 7. Other

The scope for the downtown Main Streetscape is on the Council agenda following the task force meeting and includes a focus on the entry points to the downtown area and the development of a core theme for elements within the downtown area. The study will be completed in two phases:

- Development of cross sections and graphics
- Community input on the aesthetics that the community would like to see.

No other items were discussed, and the meeting was adjourned at 6:45.



**REQUEST FOR ACTION  
ROGERS CITY COUNCIL**

**Meeting Date:** January 22, 2019

**Agenda Item:** No. 9.3

**Subject:** Presentation from MCES Public Hearing

**Prepared By:** John Seifert; Public Works Director

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**Overview / Background**

Attached is the PowerPoint Presentation given by MCES Staff at the Public Hearing, Monday, January 14th, 2019. The Informational Meeting and Public Hearing went very well. No negative comments were given. The record period for this Public Hearing is open until 5 p.m., January 24th, 2019.

**Financial Impact:** N/A

**Budgeted?** N/A

**Source Fund:** N/A

**Notes:**

**ATTACHMENTS:**

Description

Presentation from MCES Public Hearing



# Proposed Acquisition of the Rogers Wastewater Treatment Facility



January 14, 2019 Public Hearing





Good afternoon, and welcome to this Metropolitan Council Environmental Services Public Hearing. We appreciate you taking time out of your busy schedule to be here with us this afternoon. My name is Sandy Rummel, and I'm a member of the Metropolitan Council Governing Board, the chair of its Environment Committee, and a member of the Management Committee.

I would like to begin by recognizing local officials from the City of Rogers who have joined us this afternoon:

Rick Ihli – Mayor

Bruce Gorecki – City Council Member

Steve Stahmer – City Administrator

John Seifert – Public Works Director

Marcy Dalchow – Administrative Assistant for Public Works

At this time, I would like to call the public hearing to order. The subject of this public hearing is the Metropolitan Council Environmental Services' (or MCES for short) Proposed Acquisition of the Rogers Wastewater Treatment Plant.

Jeannine Clancy, Assistant General Manager for Technical Services at MCES, will now provide the agenda for the public hearing before beginning the presentation.



## Open House/Public Hearing Agenda



Open House | 2:00 pm



Presentation | 3:00 pm

- MCES overview and history
- Proposed acquisition
- Estimated facility costs and revenue
- Key milestones
- Planning for Crow River WWTP



Public Comments



Adjourn

Thank you, Sandy. My name is Jeannine Clancy, and I want to thank everyone for the opportunity to share information and collect comments regarding the proposed acquisition of the Rogers Wastewater Treatment Facility.

We will make a presentation in a few minutes, focusing on an overview of the proposed acquisition, estimated facility costs and revenue, and key milestones. Following the presentation, we will provide ample time for you to offer your comments.

This is a formal, legal public hearing whose purpose is to receive your comments. A court reporter will be documenting the public hearing, including the presentation and comments.

Council representatives are limited in the ability to respond to questions or comments directly during this hearing. Council staff will compile all comments and provide responses in the summary documentation they present to the Council itself. That summary documentation will be mailed to all who provide formal comments and will be available on the Council website.

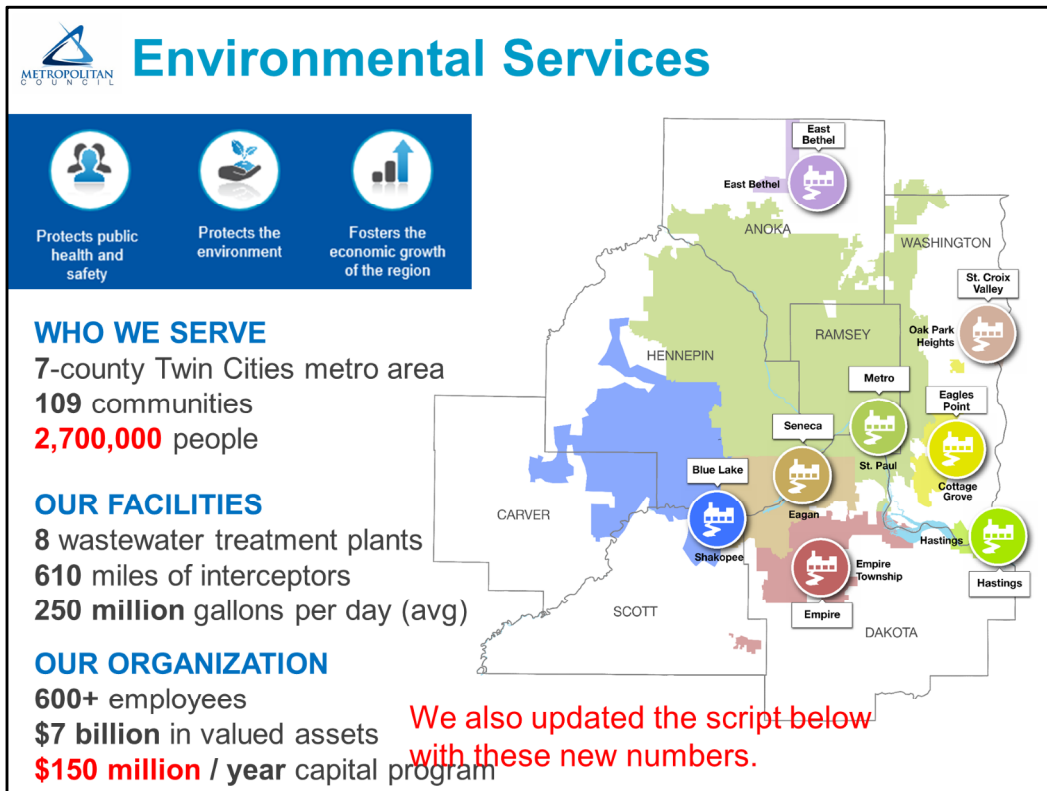
Council staff joining me this afternoon include:

Mark Lundgren, a senior engineer and project manager for MCES;

Anna Bessel, assistant manager of Engineering Programs for MCES;

Kyle Colvin, manager of Engineering Programs for MCES;  
Rene Heflin, manager of Plant Engineering for MCES; and  
Darcy Erickson, Associate General Counsel.

At this time, I'd like to begin the presentation.



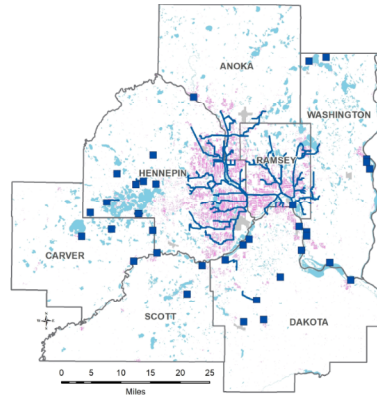
Metropolitan Council Environmental Services, or MCES, is a regional wastewater utility and provides wastewater collection and treatment to the seven county Twin Cities Metro Area. To do that, MCES uses 8 wastewater treatment plants connected to 610 miles of interceptor sewers. The system collects roughly 250 million gallons per day from 109 customer communities serving roughly 2.7 million people. The system that MCES owns and operates is valued at over \$7 billion. To keep a large and complex system like this running and in tip top shape, MCES spends roughly \$150 million per year in our capital program and has over 600 employees.

MCES is proud that we do helps protects public health and the environment, and supports economic growth of the region.





## Decentralized Wastewater Treatment



**1938 - 1969**

Many local decentralized treatment plants serve suburban area growth.

Severe deterioration in lakes water quality from septic tanks, runoff, and inadequate WWTPs.

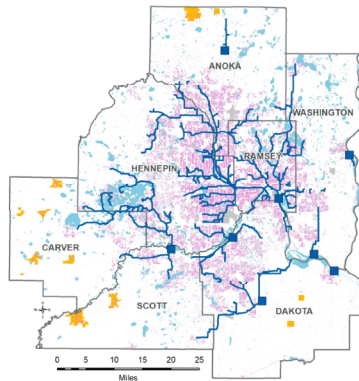
Legislature forms Metropolitan Council in 1967 – Metropolitan Sewer Board in 1969.

**The Metropolitan Sewer Board was created in 1969**

To fully understand how far MCES has come, it is important to recognize what wastewater treatment looked like for the region back when many local decentralized treatment plants served suburban growth. The Metropolitan Wastewater Treatment Plant began operation in 1938, serving about 1,000,000 people living in Minneapolis and St. Paul. For the next 30 years, wastewater treatment in the Metro area was carried out by the Metro plant in conjunction with many local decentralized plants. Water quality declined due to failing septic tanks, failing wastewater treatment plant performance, and storm water runoff. The legislature formed the Council in 1967 and established the Metropolitan sewer board in 1969. The Council delegated responsibility for the region's wastewater treatment to the Metropolitan Sewer Board. The blue squares on this map represent the 35 wastewater treatment plants operated by the Metropolitan Sewer Board.



## Regional Wastewater Treatment



**1969 - Present**

Regional approach to wastewater treatment with 35 WWTPs consolidated into 8 WWTPs.

Separation of sanitary and storm sewers eliminated overflows to Mississippi River.

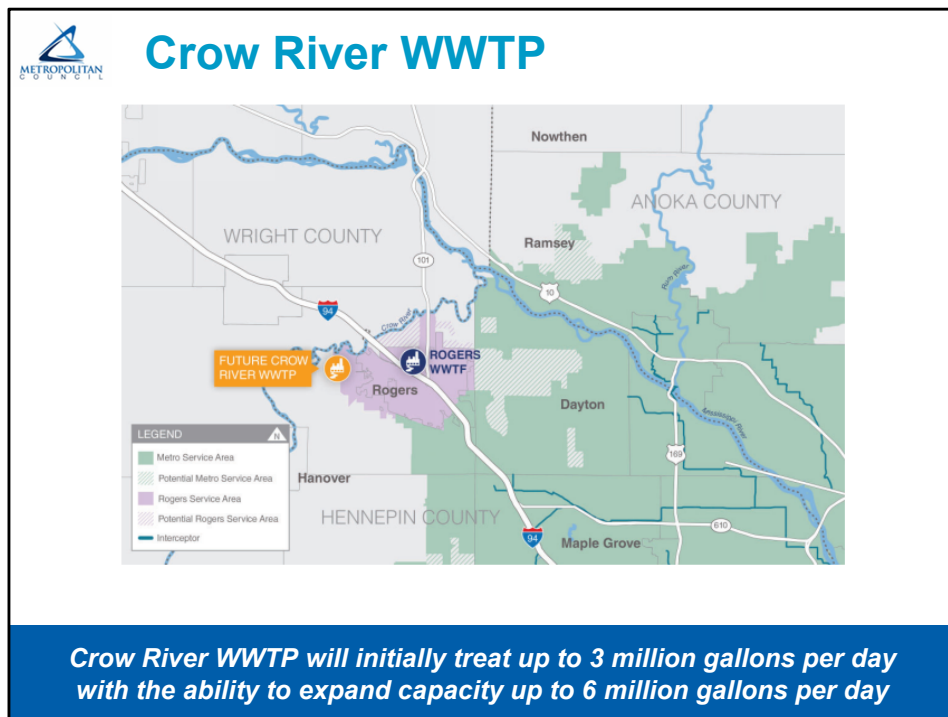
River and lake water quality greatly improved.

**35 Wastewater Treatment Plants consolidated to 8**

Over the next 40 years, local wastewater treatment plants were acquired, and many were eventually eliminated to meet the regional objectives of supporting orderly, economical development and improved water quality across the region. The last acquisition of a local wastewater treatment plant occurred in 1975 in the City of Waconia. In 1994, the Metropolitan Council assumed operation of wastewater treatment under its Environmental Services division.

Today, wastewater treatment has been consolidated to 7 wastewater treatment plants and 1 water reclamation facility. The consolidation, in conjunction with improvements in technology, inflow and infiltration mitigation, and partnerships with local communities, has resulted in improved river and lake water quality.

It is important to note that acquisition of local wastewater treatment plants is consistent with the Metropolitan Council's statutory mission, which is to foster efficient and economic growth for a prosperous region. MCES supports that mission by protecting public health and water quality while providing capacity to serve the planned growth of the region.



The 2030 Water Resources Policy Plan identified the long-term need for a new regional wastewater treatment plant on the northwestern portion of the Twin Cities metropolitan area. This will free up capacity in the Elm Creek Interceptor and downstream interceptors, which is needed to support the growth of downstream communities served by the Metropolitan Wastewater Treatment Plant. A new regional plant will also accommodate the strong regional growth of northwestern Hennepin County.

The Council has been planning for a new Crow River Wastewater Treatment Plant to service Rogers and portions of Corcoran and Dayton since 2005. The new plant will support the decommissioning of the existing Rogers Wastewater Treatment Plant, which will occur by the year 2030. The Crow River wastewater treatment plant will be constructed on property owned by the Council, south of I-94 near county road 144 and Territorial Road.


To fully realize the value of the existing wastewater treatment plant, MCES will use the Rogers wastewater treatment plant in conjunction with capacity from the Elm Creek Interceptor to accommodate new flows from anticipated development. This will provide the Metropolitan Council time to plan for and construct the new Crow River

Wastewater Treatment Facility. The initial facility will be built for 3 million gallons per day with the opportunity to expand to 6 million gallons per day. The estimated planning cost of the new facility is \$100 million dollars, including inflation. Based on our recent experience with similar sized facilities, we believe the actual cost will likely be significantly less.

MCES takes a regional approach to decisions to ensure that decisions are based on what is best for the region to support regional economic development and water quality. Every community, every business, and every person in the region is inter-dependent for jobs, services, and quality of life, whether it be water quality, sports, the arts, parks, or transportation.

The City of Rogers has owned and operated the current wastewater treatment facility since 1960. At the time the facility was built, its location was at the lowest point of Rogers on a family farm. Since construction, the town has expanded rapidly around the site, placing it at the center of the downtown commercial district. Its located just north of I-94 and west of county road 101. The last expansion to the facility occurred in 1996 and brought the wet weather capacity of the facility to 1.6 million gallons per day. The current flow is just under 1 million gallons a day.

The proposed action is the acquisition of the Rogers wastewater treatment facility by MCES as requested by the City of Rogers.



## Proposed Acquisition



- Identified in the 2030 and 2040 **Water Resources Policy Plans**
- Identified in the **Rogers 2030 Comprehensive Plan**
- City formally requested acquisition in October 2018
- MCES will use its statutory authority to acquire and operate the Rogers WWTF

**From MCES 2040 Water Resources Policy Plan, Urban Area Policy:**  
*“Acquire wastewater treatment plants from suburban communities outside the current service area, based upon request through the comprehensive plan and comprehensive sewer plan process, after soliciting customer input and conducting a public hearing on the request”*

As previously mentioned, the 2030 Water Resources Policy Plan identified the long-term need for a new regional wastewater treatment in the northwestern portion of the Twin Cities metropolitan area.

The 2040 Water Resources Policy Plan recognizes that MCES may acquire wastewater treatment plants from suburban communities outside the current service area, such as the Rogers wastewater treatment facility, per request through the comprehensive planning process/official request, after soliciting customer input and conducting a public hearing on the request. The Plan anticipated that the City of Rogers would make such a request based on discussions between the City and MCES.

In 2016, the Metropolitan Council approved the City of Rogers’ 2030 Comprehensive plan amendment, which identified the City’s intent to request acquisition of the existing Rogers WWTF by the Metropolitan Council.

In October 2018, the City of Rogers approved a resolution requesting MCES to acquire its wastewater treatment facility.

Per statutory authority, the Council may acquire interceptors and treatment works



which will be needed to implement the Council's comprehensive plan for collection, treatment, and disposal of wastewater in the metropolitan area. This is the same statutory authority used to modernize and consolidate the regional wastewater treatment system.

I will now pass it off to Mark Lundgren, who will speak to estimated costs and revenue.



## Estimated Facility Costs

### Estimated Acquisition Cost

\$ 800,000

### Estimated Capital Improvements

\$1,500,000 - \$2,500,000

- Phosphorus removal equipment
- SCADA upgrades
- Backup generator
- Metering, process control, telemetry
- Potential solids handling upgrade

\$ 750,000

### Estimated Annual Operation and Maintenance

- Staffing
- Materials and supplies
- Chemicals
- Utilities
- Sludge hauling

Thanks Jeannine, my name is Mark Lundgren, and I am a Senior Engineer and project manager at MCES. I will now be presenting estimated costs and revenues.

The acquisition of the Rogers wastewater treatment plant will be done in accordance with state law which requires the fair accounting of costs and provides the framework for determining the value of existing facilities. The value of the facility was determined based on a 25 year depreciation calculation of facility capital assets.

The capital improvements were determined by MCES staff as a potential upgrades necessary to carry the facility through the next 10 years of operation. The upgrades will include chemical dosing equipment for meeting new phosphorus regulations, SCADA and control upgrades to interface with MCES systems, and other metering, telemetry and process control improvements. The \$2.5 million capital cost estimate includes a potential solids handling upgrade. Negotiations with the MPCA over solids handling methods will determine if this is necessary.

The estimated annual operations and maintenance budget is based on our experience managing other facilities of similar size and complexity.



## Rogers WWTF Estimated Costs and Revenue

### Estimated Annual Average Revenue (2020-2030)

SAC	\$ 205,000
MWC	\$ 973,000

**Total Annual Revenue \$1,178,000**

### Estimated Annual Average Costs (2020 – 2030)

	Low	High
Acquisition price	\$ 80,000	\$ 80,000
Capital improvement cost	\$ 150,000	\$ 250,000
O&M	\$ 750,000	\$ 750,000

**Total Annual Cost \$ 980,000 \$1,080,000**

*The acquisition of the Rogers WWTF has a negligible impact on SAC or MWC charges*

With the acquisition of the facility, Rogers will be fully served by MCES. They will be paying the municipal wastewater charge based on their annual flow. Additionally, new connections to the Rogers WWTF will be required to pay the Sewer Availability Charge (or SAC) into the system. Estimated revenues total an average of \$1.18 million dollars per year from 2020-2030.

Based on the annualized 2019 dollar values of the acquisition price, the estimated capital improvements and the annual estimated O&M, the costs for the facility range from \$980,000 to \$1,080,000 annual averaged over the expected 10 year life of the facility.

Therefore, the acquisition should have a negligible impact on regional SAC and MWC rates.



## Key Milestones

Keep this slide as-is

<b>January 14, 2019</b>	Public hearing
<b>June 2019</b>	Execute acquisition agreement (Rogers & MCES)
<b>December 2019</b>	MCES assumes Rogers WWTF operations
<b>2020</b>	Initiate planning for Crow River WWTP
<b>2030</b>	Initiative operations of Crow River WWTP
<b>2031</b>	Decommission Rogers WWTF



Key milestones for the acquisition include the public hearing being held here today. We plan on executing the acquisition agreement with the City of Rogers by June of this year with operations assumed by MCES in December 2019. We will initiate planning for the future Crow River facility in 2020 and anticipate a 2030 facility startup. After which we will decommission the Rogers WWTF by 2031.

With that, I will pass it back to Sandy, who will facilitate the comment portion of the public hearing.

## Comments

<b>Web</b>	<a href="http://metro council.org/sewerconstruction/rogers">metro council.org/sewerconstruction/rogers</a>
<b>Email</b>	<a href="mailto:anna.bessel@metc.state.mn.us">anna.bessel@metc.state.mn.us</a>
<b>Voice</b>	651-602-1125
<b>Mail</b>	Anna Bessel, Assistant Manager MCES 390 Robert Street North, Saint Paul, MN 55101

**Comment  
Period Ends** January 24, 2019



Thank you Mark and Jeannine. There are several ways for you to learn more about the proposed acquisition or to provide feedback.

You can visit our website at [metro council.org/sewerconstruction/rogers](http://metro council.org/sewerconstruction/rogers).

You can email our team at [anna.bessel@metc.state.mn.us](mailto:anna.bessel@metc.state.mn.us).

You can leave a comment on our hotline at 651-291-0904

You can send any written comments via mail to Anna Bessel at our Robert Street address in Saint Paul.

Our public comment period is open till January 24th.

At this time we'll open it up for your comments on the proposed acquisition. There are a few things I'd like to point out:

All interested persons may present comments or opinions as they relate to the proposed acquisition.

If you wish to speak at this hearing, but have not signed up yet, please do so at the registration table.

We will call people to speak in the order in which they have signed up.

Each speaker should come forward to the speakers' table and state their name, address, and the organization they represent, if any, because the hearing is being recorded for the official public record. Written statements, in addition to verbal comments, are also welcomed.



Individuals will have three minutes to offer their remarks. Designated representatives of groups or organizations will have five minutes.

The first person on the list to speak to this matter is . . .

1)

2)

3)

4)

Since there are no further comments, I'd like to remind you that the public hearing record will remain open until 5 p.m. on Monday, January 24, 2019. You may submit comments through any of the methods shown here on the screen. These also are listed on the information sheets available at the registration table.

I'll make a final call, is there anyone else who wishes to speak to this matter?

Seeing no further comments, we will adjourn the public hearing.

Thank you for attending and providing comment.