AGENDA

ROGERS PARK AND RECREATION ADVISORY COMMISSION

June 11, 2020 - 5:30 PM

The mission of the Parks and Recreation Advisory Commission is to enhance the lives of current and future generations of Roger's residents and contribute vision, leadership, and recommendations to the City Council for the best use and development of Rogers' parks, trails, recreation programming, and open spaces.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. OPEN FORUM
3. PRESENTATIONS
4. APPROVE AGENDA
5. CONSENT AGENDA
   5.1 Approval of May 2020 Minutes
6. GENERAL BUSINESS
   6.1 Set Back Against Parks
7. OTHER BUSINESS
8. CORRESPONDENCE AND REPORTS
   8.1 Event Center
   8.2 Parks and Recreation Referendum
   8.3 2020 Work Plan
   8.4 Parks and Recreation Advisory Commission Correspondence
9. ADJOURN
Subject: Approval of May 2020 Minutes

Recommended Park Board Action
Motion to approve May 2020 meeting minutes.

ATTACHMENTS:
Description
May 2020 PRAC Minutes
Virtual Meeting – Prior to this meeting a statement was read by Chair Fuller (Fuller) stating due to the Coronavirus, this is a virtual meeting to protect the community, inform them how to obtain City services and to publicly comment in the open forum of the meeting. This was the first time the Parks and Recreation Advisory Commission conducted a virtual meeting.

1. CALL TO ORDER
The regular meeting of the Parks and Recreation Advisory Commission of the City of Rogers was called to order by Chair Fuller on Thursday, May 14, 2020 at 5:36 pm virtually via Zoom Meeting.

Roll Call

Dale Fuller - Park Board Chair
Paul Hacker - Park Board Member
Peggy Warfield - Park Board Member
Jennifer Thomas - Park Board Member Absent
Judi Volkers - Park Board Member Absent
Gene Wipf - Park Board Member
Brett Carlson - Park Board Member
Shannon Klick - Rogers City Council
John Seifert - Public Works Director
Mike Bauer - Recreation and Facilities Director
Marcy Dalchow - Administrative Assistant

2. OPEN FORUM None

3. PRESENTATIONS None

4. APPROVE AGENDA Approved.

5. CONSENT AGENDA
5.1 Approval of March 2020 Meeting Minutes
Approval of Consent Agenda  Motion by Warfield, seconded by Carlson. Motion carried 5-0.

6. GENERAL BUSINESS
6.1 Review Diamond Lake Regional Trail Potential Alignment
During the February 2020 Parks and Recreation Advisory Commission meeting, Representatives from SRF Consulting Group, Inc. and Three Rivers Park District were present to share information and solicit feedback on their Diamond Lake Regional Trail which was in the preliminary planning stages. Tonight, Stephen Shurson and Danny McCullough from Three Rivers Park District joined this virtual meeting to confirm with the Commission the potential routes they have mapped are what was discussed during the February meeting and to ask for approval to move forward and present them to the public.
Chair Fuller noted most of the route options are in Dayton and he asked to be reminded where the touchpoints with the City of Rogers were. Some of the routes touching areas in Rogers are: along the border of Dayton by Grass Lake which would connect to Henry’s Woods (144 by the High School), South Diamond Lake Road by the future Fletcher Bypass and a trail crossing the Dayton Parkway. Fuller stated the route connecting to Henry’s Woods is probably the preference of the City of Rogers. Commissioners Carlson and Warfield agreed Rogers residents would like a connection to Henry’s Woods and look forward to the possibility of a future regional trial.

Shurson thanked the Commission for their comments. Three Rivers Park District will continue working on this, take it their Council and will likely be back late fall or in the winter.

6.2 Event Center
The first layer of asphalt has been installed on the parking lot, light fixtures have been hung over the bar, Public Works Staff have been prepping for landscaping and the concrete patio area, tile is being selected for the entrance, kitchen equipment is being moved in. Recreation and Facilities Director Bauer is obtaining quotes for touch-free dispensers. Public Works Staff is working on final exterior work.

Commissioner Carlson (Carlson) asked what the feedback from the Lions has been since they have been a prominent source of donations thus far. Seifert said, those that have seen the building, have had very positive comments. Some members of the Lions are on the culinary team working to obtain the kitchen fixtures. This group has been meeting every two weeks.

Fuller asked if weddings or events have had to cancel because of COVID-19 and the Governor’s Order. To date five events have been cancelled or postponed by those who have booked. We are tracking our losses and will try to recoup this money if at all possible. Hopefully they will re-book and there have been rumors of aid for cities due to closures. There are a lot of questions in regard to when we can open but we should be able to show the building in person soon.

6.3 Parks and Recreation Referendum
Monies coming in from the Local Option Sales Tax (L.O.S.T.) Referendum are beating projected forecasts. To date, over $500,000 has been collected. The past few months have been especially good; Seifert feels this is because business owners are getting their Rogers Sales and Use Tax processes in order and now on-line sales are also taxable.

Staff will need project management help with these projects. They have been working with Terra Construction on the Event Center and have built a good working relationship with them on the Rogers Event Center project. Staff is looking to obtain a motion of approval to work with the City Attorney on an agreement for project development for the referendum projects with Terra Construction. Terra would work as an owner’s agent on these projects, prioritize them and make recommendations to City Staff and the Parks and Recreation Advisory Commission for the projects.

Commissioner Carlson stated he thought the L.O.S.T. Task Force was going to prioritize the tax referendum projects. He inquired as to when the task force would begin meeting. Seifert said we would be working with Terra who would give advice to the task force. Terra’s strength is project management, planning and project development.
Commissioner Warfield (Warfield) asked if Terra would act as the planner or architect on these projects going forward and how they would be paid. Seifert stated Terra works for 2.9% of the project costs.

Chair Fuller asked if there was any thought about the delivery of a splash pad yet this summer. Seifert stated right now staff was focusing on the finish of the Event Center but he thought design, bid and possibly ground breaking on a splash pad could happen later this summer.

Fuller stated he feels items on the original referendum project list should be delivered as a priority. Seifert reminded the Commission the pool has fallen from favor of the school district and without their support, will be very expensive. The turf field is big, expensive project. Seifert also said we hope to break ground soon and provide two ice rinks and a warming house at the South Community Park this year and the tunnel costs have increased from .75 to 1.2 million dollars.

Commissioner Carlson, said he supports Staff working with Terra Construction on the management of the referendum projects. They have done a great job on the Rogers Event Center. He would like to get a prioritized list by this fall to make public to the Community. He feels that since we have been collecting the local option taxes for almost a year, the Community is looking for action.

Warfield appreciates the great work Terra Construction has done on the Event Center but wants to caution working with one contractor. Seifert said the bid process would not be avoided. Projects would go to bid as other projects do and Terra would not be involved in all of the referendum projects.

Warfield commented, in the agenda packet was a plan drawing by Wold Architects for Rogers Activity Center space planning. This drawing reflected space for a future second sheet of ice at the Rogers Activity Center, ice is not in the referendum projects list. Bauer explained he and Public Works Director, Seifert had participated in two working meetings with the ISD 728 where a possible expansion of the Activity Center which would allow for a 5,500 sq. ft. fitness center and space for a future sheet of ice was discussed and would have been partially funded by the school district. It has since been determined this will not be happening anytime soon. This was an opportunity to explore an expansion and since a large part of the planning had already been done, it makes sense to complete planning.

Commissioners, Carlson, Fuller and Warfield and Council Member Klick agreed it was a good idea to maximize our partnerships and consider all opportunities but were concerned the Rogers Community would question our priorities. They suggest focusing on the projects on the referendum list.

Motion to recommend City Council approve staff to work with the City Attorney on an agreement for project development for the referendum projects with Terra Construction by Carlson, seconded by Hacker. Motion carried 5-0.

6.4 2020 Work Plan Reviewed. Highlights:
Carlson asked if since the Three Rivers Park District (TRPD) had the optional route connecting Henry’s Woods to the Diamond Lake Regional Trail if we should continue at the same pace with our efforts at Henry’s Woods or do we see if this option is the singular route they choose. Seifert said we definitely need a trail attaching to Henry’s Woods at this time TRPD’s plan is in only in design phase with no timeline. We would continue as planned.

Staff will begin planning a ribbon cutting for the Event Center.

In the February 2020 Minutes, it says we would need to re-seed the fields by the tennis center. It was too early and since then, the weather warmed up and grass has popped up all over and looks good. The Ultimate Tennis Club is planning to open mid-July and is planning their opening events separately.

Farmers Markets have been deemed essential and staff is figuring out how to do the market with available staff and operate it safely with COVID-19 practices. The plan is to open our Farmers Market on June 10.

Laurel Creek Playground Concepts are in the meeting packet for review and will be discussed in more detail at a future meeting.

The Recreation Coordinator position has been put on hold to see how the City is affected by the Coronavirus Pandemic.

Many safety precautions are being explored and put into place to reduce the spread of the Coronavirus.

7. OTHER BUSINESS None

8. CORRESPONDENCE AND REPORTS

8.1 Parks and Recreation Advisory Commission Correspondence Reviewed.

Highlights:
Most activities are on hold due to the Coronavirus Pandemic. Staff will closely monitor the Governor’s Order for changes to see when we are allowed to resume activities. In the meantime, services such as grocery pickup are being made to our seniors and painting and maintenance activities are taking place at the Activity Center.

Warfield asked if a list of donations needed for the Event Center was available. Seifert stated we do have a list available. Though we haven’t received large donations for sponsorships, we have received many donations, most of them of labor and materials from contractors doing construction on the Event Center.

9. ADJOURN
Motion to Adjourn 7:10 pm by Warfield, seconded by Carlson.
Subject: Set Back Against Parks

Prepared By: Mike Bauer Recreation & Facilities Director

**Recommended Park Board Action**
Motion to recommend City Council approve the new zoning code with a fifty-foot setback as established in 2014 unless approved by the City Council with review and recommendation of the Parks and Recreation Advisory Commission.

**Overview / Background**
At the November 2014 Parks and Recreation Advisory Commission Meeting, a motion to recommend the City Council amend the zoning code to recommend a 50’ buffer strip along with a 100’ building setback and a 50’ parking setback along park property. This action was undertaken in response to the development of land adjacent to Henrys Woods.

On April 28, 2020, the City Council adopted the Rogers 2040 Comprehensive Plan. That action officially set into motion implementation of that plan, notably revisions to the City’s official controls – also known as “zoning.” Minnesota Statute requires updates to zoning to be completed within nine (9) months from the date of adoption. With the support of the City Council, the Planning Commission and City staff have been working on this update since September 2019.

Minnesota Statute requires zoning to match the comprehensive plan of a community. Thus, the Land Use Plan and zoning districts must support each other. Where our comprehensive plan identifies residential, commercial, industrial, and parks/open spaces, our zoning code must establish corresponding zoning districts and standards. In areas where residential is identified, zoning standards (i.e., lot sizes) must enable the identified density as stated in the comprehensive plan (i.e., units per net acre).

The focus of the project was on the following: reorganization, updates, and revisions to the zoning code; removing inconsistencies and outdated language; and updating zoning districts and zoning standards to align with the 2040 Comprehensive Plan. The process has included several touchpoints with the Planning Commission and Council.

The proposed Performance Standards Table (attached) indicates 10-20’ feet of a setback for park property. This table compares the existing performance standards in the City Code (orange) with those proposed in the updated Code (blue). Cells highlighted in yellow show changes from previous versions of the draft updated Zoning Code to the current version. This is intended to aid discussion on performance standards in the updated Zoning Code, which, along with permitted uses, make up the bulk of substantial changes from the existing code to the proposed updated code.
**Staff Recommendation**

Motion to recommend City Council approve the new zoning code with a fifty-foot setback as established in 2014 unless approved by the City Council with review and recommendation of the Parks and Recreation Advisory Commission.

**ATTACHMENTS:**

Description
November 2014 PRAC Minutes
December 2014 PRAC Minutes
November 12, 2014 City Council Minutes
Performance Standards Table
CALL TO ORDER AND PLEDGE OF ALLEGIANCE
This meeting of the Rogers Park Board was held on November 13, 2014 and called to order at 5:30 p.m.

Roll Call
Dale Fuller - Park Board Chair
Paul Hacker - Park Board Member
Peggy Warfield - Park Board Member
Tim O’Connor - Park Board Member Absent
Jennifer Thomas - Park Board Member
Judi Volkers - Park Board Member
Gene Wipf - Park Board Member Absent
Maureen Stanley - Rogers City Council
John Seifert - Public Works Superintendent
Mike Bauer - Recreation and Facilities Manager

OPEN FORUM

PRESENTATIONS

SET AGENDA: If there is anyone who wishes to place an item on the Agenda, for discussion purposes only, please speak now to be placed under Other Business.

CONSENT AGENDA

5.01 Approval of Minutes from October 9, 2014 Rogers Park Board Meeting.

Motion to approve Consent Agenda made by Member Thomas, Seconded by Member Volkers. Motion carried. 5 - 0

GENERAL BUSINESS

6.01 Set Back Against Parks

Superintendent Seifert reviewed a previous discussion made by the Rogers Park Board on Park Setbacks. The City is presently experiencing an incidence with a contractor who clear cut right up to the park property. Discussion followed. Would the Board like to review this setback? The setback for parks should be greater because of kids using the parks. Do we want to revisit our recommendation? What would be the recourse for company’s not complying with setbacks as set? Motion to Amend Previous Motion and request to amend the current code to reflect these changes to recommend a 50’ buffer strip along with a 100’ building setback and a 50’ parking setback was made by Member Warfield, Seconded by Member Hacker. All in favor – motion carried 5 - 0.
Discussion continues on potential remedies to address the clear cutting that took place adjacent to Henry’s Woods in the area identified in the AUAR as a potential buffer against the park property.

Park Board could recommend addressing screening and berm. Also consider Park Dedication payback. Park board looked at what we would consider in the future but until an application is submitted plans to continue formulating recommendations.

6.02 Request Approval of Resolution of Support for a Future Shooting Sports Facility in Crow Hassan Park

The Sportsman Club is a non-profit group who presently owns a track of land adjacent to Three Rivers Park located in the City of Rogers. We have been approached by a Property owner in St. Michael living close to the club, stating the conditions are becoming unbearable. The City of St. Michael came to the City of Rogers asking what we can do to assist in mitigating the situation. The fastest growing sport in high school in Minnesota is trap. Some of the record holders for the State live in this area. An option that came forward was the Three Rivers Site. Meaningful discussions have taken place about moving the shooting facility into the park. Three Rivers Parks needs direction from the Cities requesting exploring relocation. The Rogers City Administrator has not reviewed the resolution included in the packet so the recommendation would be pending his review. Discussion continued. Environmentally there have been problems sited – lead poisoning in the river, trees defoliating, etc. It would be Three Rivers decision for location but we are looking at recommending the old gravel pit. We are simply wanting them to explore the idea at this time. Discussion continued.

Motion to support a formal request to Three rivers Park to relocate the present shooting facility to Three Rivers Park was made by Member Volkers, seconded by Member Thomas. Motion carried 5 - 0

6.03 Did You Know/Friends of the Park Training
Recruitment and Facility Manager Bauer reviewed the Did You Know Training available Friday, November 21st in Maple Grove asking for Board Members to indicate interest. Judi will check and advise if she is available. Paul will attend if it snows. Only MRPA Members and Member Cities are invited to attend. Mike will register at 5:00 on Nov 14. Please advise prior to that time.

6.04 Park and Recreation Update
Recruitment and Facilities Manager Bauer reviewed the Park and Recreation Update distributed at the meeting. Superintendent Seifert spoke to the tennis Court construction development and the process with the School Board.

Recruitment and Facilities Manager Bauer advised Board Members of the Three on Three Rink (a half rink) going into the strip mall by Target in Otsego. Not sure of plans for programs.
Winter has hit putting the brakes on a lot of projects.

Shadow Wood Park – we are waiting for information from Loucks and Associates.

Edgewater – Engineered drawings there for us to do the footings but snow stopped that.

**Trails**

It does not look probable that the City of Rogers will be eligible for the Grant Pedestrian Crossing over the freeway.

Safe Routes to School - Contact lead at Elk River School District to check on grant project.

Snow has slowed development of Main Street Trail Extension to Fox Tail South

Triangle Park – HGT received the signed contract – looking for meeting first part of December

Lynch Park Parking – received a donation of materials that will help with project

Veteran’s Memorial – complete - 15 additional pavers have been purchased since last cut off. Snow has slowed installation of new pavers. Engraving is done. Staff is going to recommend that we annually have a board that reviews applications and decides who goes on the wall and who does not. There is considerable interest in back wall and being added to the back wall. Lots of discussion about who qualifies. The committee is going to have to decide at what time do we start to recognize Iraq… Trail not part of the original project – asking it be put into the trail trunk fund.

Park Referendum - asked administration to allow us to meet with two vendors for a scope of services. Council needs to approve before we can even ask for a scope of services. Staff will meet with the City Administrator and Finance further.

NCP Football Storm Shelter – poles up – wiring to the poles is done. Received a donation of some panels from Fabcon.

Brockton Meadows II - lot of construction has taken place. Playground equipment is in, wood chips are in.

**6.05.02 2015 Draft Twelve Month Work Plan**

7. **OTHER BUSINESS**

Discussion on resignation of Board Member Tim O’Connor – working out of state for 6 months. **Recommend posting the position.**

Assigning a liaison person to meet with tennis group. Gene Wipf nominated Dale Fuller alternate.
8. CORRESPONDENCE

ADJOURN  Motion to adjourn made by Member Volkers, Seconded by Member Warfield. Motion Carried 5 – 0.
MINUTES
ROGERS PARK BOARD
December 11, 2014

CALL TO ORDER AND PLEDGE OF ALLEGIANCE
This meeting of the Rogers Park Board was held on December 11, 2014 and called to order at 5:34pm

Roll Call
Dale Fuller - Park Board Chair
Paul Hacker - Park Board Member
Peggy Warfield - Park Board Member
Jennifer Thomas - Park Board Member
Judi Volkers - Park Board Member
Gene Wipf - Park Board Member
Maureen Stanley - Rogers City Council
John Seifert - Public Works Superintendent
Mike Bauer - Recreation and Facilities Manager
Candace Amberg - WSB and Associates

OPEN FORUM

PRESENTATIONS

SET AGENDA: If there is anyone who wishes to place an item on the Agenda, for discussion purposes only, please speak now to be placed under Other Business.

CONSENT AGENDA

5.01 Approval of Minutes from November 13, 2014 Rogers Park Board Meeting.

Motion to approve Consent Agenda made by Member Volkers, Seconded by Member Wipf. Motion Carried 5 - 0

GENERAL BUSINESS

6.01 Open Space and Trail System Plan Update
Recreation and Facilities Manager Bauer introduced Candace Amberg and described information in packet that would be reviewed by Candace.

A Summary from Community Cafés indicated the following areas of concern: 1) Further Development of Trail System 2) Development of Aquatic Center 3) Playground and Community Parks 4) Acquisition of Land.

Meetings with Associations were held next. Summary of concerns indicated the greatest needs to be one additional sheet of ice at the Rogers Activity Center; Gym space or Dryland Training
Facility (discussion took place); Adequate Outdoor Field Space; School District Property - maintenance is a huge issue; Multiple associations indicated the need for Aquatics.

On Page 14 of an Update included in the meeting packet a Review of comments from online survey was included. Information provided in the packet information was reviewed and commented on.

Attempts have been tried on multiple levels to obtain desires and goals of the community in an effort to gain direction for our open space and trail system plan. Discussion continued on the interests and requests reflected by the community. Questions were invited. Discussion took place around the costs of different sports and how that determines participation to a certain degree. For a referendum to be successful we would need a large contingent of people saying “this is what we want”. Further discussion took place about taxes, tax rates, county/city/school distribution.

Candace Amberg recommended the Park Board use this information start a rewrite of the City of Rogers Parks, Open Space and Trail System Plan incorporating what this information is telling us. Although we adopt the master financial plan, it is not the budget. John reviewed the items that were discussed in the financial plan that are already included in our Master Park Plan. The funding mechanisms in place right now will not pay for planned and requested improvements. Sales tax implementation was discussed further. There is some opposition and it would need approval or acceptance from Council to implement a tax.

The next step would be developing a draft and then looking at incorporating the changes with our present plan.

The consensus of the Rogers Park Board was to accept this proposal and move forward with the revision.

6.02 Discussion on Potential Buffer Treatments against Henry’s Woods

The environmental document for Henry’s Woods indicates the agreement for the creation of a buffer by maintaining some of the treed area. The developer clear cut all the way to the property line cutting very close to existing houses. The Park Board discussed looking at the actual motion from a previous meeting and seeing what changes need to be made to avoid this in the future. An environmental document was issued saying the developer would work with the City on a buffer and by clear cutting they have eliminated the existing buffer. The previous recommendation of the Rogers Park Board stated a 50’ buffer with another 50’ setback for buildings. Options that could be considered to remedy the present situation are: man made berm with trees; request a trail as restitution for clear cutting. The trail could also be an asset for their employees. Another proposal for restitution could be a building next to the grainery (sugar shack) do an interpretive building. After discussion the members of the Rogers Park Board reached a consensus to move forward with the suggestion of a trail or berm. The next topic of discussion was whether or not cutting the trees down changes the conditions of the environmental document and do we now request Park Dedication fees that were waived in the past. Trail discussion continued. Replacing the trees and developing the buffer replaces what they took away. We need to have something in place prior to the developer coming in for permits, etc. The zoning and plat is completed but a building permit has not been applied for. Direction or consensus from the members of the Park Board would provide something to take to the planner. A question put forward was “Could we do berm, trees and a monetary fine?” Discussion continued. Motion made by Member Volkers:
Request the applicant adjacent Henry’s Woods be required to pay park dedication fees for the area clear cut and replace within a 50’ buffer a minimum 8 foot berm planted with sufficient mix of conifers and deciduous trees and the inclusion of a paved trail from Henry’s Woods parking lot to the west property line. Seconded by Member Hacker. Motion Carried 5 – 0.

6.03 Updates

6.03.01 2014 Twelve Month Work Plan

Shadow Wood Park – take Loucks draft of his exhibit incrementally; break it out into chunks so that we can pick it off in pieces. Invite the neighborhood back to discuss plan.

Trails – safe routes to school, main school – going to bid again this spring after some day labor done

Triangle Task Force – Has met – approved scope of work to have an architect come in and do some sketching.

Looking at taking open projects from 2014 and adding to previous list for 2015.

6.03.02 2015 Draft Twelve Month Work Plan

Hennepin County Youth Sports Grant – perception of direction for council for school district

Mike outlined some of the requests that have been expressed.

Performance Gym – more training space – smaller than field house – varsity games would be played there.

Pool

Senior Center

Revisit Original Activity Center Access

Teen Center

6.03.03 Park and Recreation Update

Included in packet.

OTHER BUSINESS

7.01 Round Barn are we interested in adding this into our Master Park Plan? We have presented it to Three Rivers Park suggesting they put it in their park.

CORRESPONDENCE

8.01 King Estates Quit Claim Deed

Map of Parcels packet. The City has the deeds for Out lots No.1 and 2. Lot 3 whatever the asset gets liquidated for would go back to the Park Dedication Fund.

We have received the quit claim deeds and council committed to funds being returned to Park Dedication Funds.

Motion to Adjourn made by Member Volkers, Seconded by Member Hacker. Motion carried 5 – 0.
1. **Call to Order.** The regular meeting of the Council of the City of Rogers was called to order by Mayor Bunting on Wednesday, November 12, 2014 at 7:00 p.m. at Rogers Community Center, 21201 Memorial Drive, Rogers, MN, 55374.

Council present: Jay Bunting, Rick Ihli, Darren Jakel, and Maureen Stanley.
Member excused: Don Hall.

Staff present: Jeff Beahen, Police Chief; Gary Buysse, Liquor Operations Manager; Jeff Carson, City Attorney; Sheila Cartney, City Planner; Stacy Scharber, Assistant City Administrator; Steve Stahmer, City Administrator; John Seifert, Public Works Supt.; Bret Weiss, City Engineer; and Lisa Wieland, Finance Director.

2. **Open Forum**
Daniel York, 7362 University Ave, Fridley, MN - Attorney for Kristen Boyle, Harvest Grill

Mr. York addressed the Council stating Ms. Boyle purchased the assets and is seeking a liquor license for Harvest Grill. York stated the necessary materials needed for the application should be completed by the end of the week, and requested that the Council meet regarding the license next Tuesday, when they are holding their budget meeting.

Bunting stated he will honor the request if all paperwork is completed.

Mr. York stated he will be taking the lead on this application.

Carson stated that between now and then, assuming a liquor license is issued next Tuesday, there are to be no sales at the location; the location is being posted tomorrow as no liquor sales.

Mr. York stated he understands and will advise his client.

3. **Presentations**
None.

4. **Approve Agenda**
The agenda was set as submitted.

5. **Consent Agenda**
   5.01 Approval of Minutes from October 28, 2014 City Council Worksession and October 28, 2014 City Council Meeting
   5.02 Approval of Bills and Claims
   5.03 Approval of Resolution No. 2014-94, A Resolution Canvassing the November 4, 2014 Municipal Election Returns and Declaring Results
   5.04 Online Auction Contract
   5.05 Authorization to Advertise for Bids for Demolition of 12712 and 12812 Main Street
   5.06 Approval to Enter into Agreement with ISD 728 to Purchase and Be Reimbursed for Computers for School Resource Officers
   5.07 Approval of On-Sale Liquor License—Harvest Grill
5.08 Setting November 18, 2014 and December 2, 2014 for Budget Workshops at 6:00 p.m., Located at the Police Dept., 21860 Industrial Court

5.09 Setting December 9, 2014 Budget Workshop at 6:00 p.m. at the Community Room

5.10 Acceptance of Gift from Eureka Contracting for Park Parking Lot Materials

5.11 Authorization to Submit MS4 Response Letter to Minnesota Pollution Control Agency

5.12 2014 Audit Engagement Letter

5.13 MOU Malmborg Right-of-way

5.14 Approval to Purchase Replacement Squad Car

5.15 Setting Special Meeting for Tuesday, November 18, 2014 at 6:00 p.m. at the Rogers Police Department for the Purpose of Considering an On-Sale Liquor License for Kristin Boyle/Harvest Grill

Bunting explained the changes/additions to the consent agenda.

Administrator Stahmer asked Council to add 5.15 to the Consent Agenda – A Special City Council Meeting Tuesday, November 18, 2014 at the Rogers Police Department at 6:00 p.m. for the Purpose of Considering the Liquor License Application for Kristin Boyle/Harvest Grill.

Jakel moved, Ihli seconded a motion to approve the Consent Agenda with the addition of 5.15. Motion carried 4-0.

6. Public Hearings

None.

7. General Business

7.01 (cont.) Approval of the Following Requests by Kimley-Horn & Associates, Inc.:

- Resolution No. 2014-90, A Resolution Granting Site Plan Approval of a 168,000 sq.ft. Office/Warehouse Building
- Approval of a Conditional Use Permit for Building Height Greater than 35 feet and Outdoor Storage for Tractor Trailer Parking

Planner Cartney stated at the last meeting, the plat of Lot 1, Block 1 Launchpark Rogers 2nd Addition (subject site) was approved and the building use and location as presented along with a CUP for building height of 37 feet was approved. The Council directed the applicant to work with the abutting neighbors and staff on the berm/screening on the west side of the property. The applicant is requesting site plan approval and a Conditional Use Permit for outdoor storage of 27 enclosed tractor trailers. The changes to the original proposal include reduced parking, outdoor storage on the south side of the lot, reduced outdoor storage, and four-foot berm on the west side. The applicant has been working very closely with the neighbors on this project and have come up with a compromise that both parties have agreed to and the compromise meeting city code.

Cartney stated a final revised site plan was received today and provided to Council. The site plan is for 168,000 square feet office/warehouse, and reduced number of parking to 240 stalls with parking still being met. The outdoor storage is being limited to the south side and the eight
requirements for landscaping and screening have been met. All findings have been met for the CUP. Staff is recommending approval of the site plan and CUP as presented with the newest site plan handed out to Council dated November 12, 2014.

Jakel thanked staff and the developer for working on the revised plan.

Jakel moved, Ihli seconded a motion approving Resolution No. 2014 – 90, A Resolution Granting Site Plan Approval of a 168,000 sq. ft. Office/Warehouse Building. Bunting stated this is a great example of residents and developer working together. Motion carried 4-0.

Jakel moved, Stanley seconded a motion to approve the Conditional Use Permit for Outside Storage of tractor/trailer parking as presented. Motion carried 4-0.

7.02 Approval of Developers Agreement for Kinghorn Industrial Park 2nd Addition

Planner Cartney stated the Developers Agreement includes an amended assessment agreement breaking down the assessments as follows: Lot 1 22%, Outlot A 70%, Outlot B 0%, and Outlot C 8%. Staff recommends approval of the Developers Agreement.

Bunting stated that in eight years of serving the community, he has never been more angry with a developer. Bunting stated the developer took out acres of old growth forest, against the wishes of the City Planning Commission and City Council and took it upon themselves to remove old growth forest for no reason. It angers him that this happened. The park no longer has a buffer against this property. Bunting stated he has not seen an apology from the developer or construction manager for the damage nor have they taken responsibility or have come forward with ideas on how to amend this.

Jakel moved to approve the Developers Agreement and stated he echoes the point stating a letter was received acknowledging the situation, but with no plan.

Mike Anderson, representing Scannell Properties, addressed the Council. Anderson stated he formally apologizes to the City for the unfortunate misunderstanding. Scannell wants to do what is right to rectify the loss to the community. They were under the understanding that with the approved AUAR that they had authority to work within the area. A buffer is being proposed to be created between Henry's Woods and the area affected, as required by code. Anderson stated it was a misunderstanding, with no ill intent on their behalf and not malicious on their part.

Ihli stated from what he saw, the work was done over a weekend and echoed what Mayor Bunting said regarding the unfortunate situation.

Anderson stated he believes the work was started on Thursday.

Ihli seconded the motion to approve the Developers Agreement. Motion carried 4-0.
8. Other Business
None.

9. Correspondence and Reports
   9.01 October Police Report
No action taken.

10. Adjourn
Ihli moved, Stanley seconded a motion to adjourn at 7:17 p.m. Motion carried 4-0.

Respectfully submitted,

Stacy Scharber
Assistant City Administrator/Clerk
<table>
<thead>
<tr>
<th>Zoning District</th>
<th>Building Height Max (feet)</th>
<th>Front Yard Setback min (feet)</th>
<th>Secondary Front Yard/ Street-facing Side Yard Setback Min</th>
<th>Side Yard Setback</th>
<th>Rear Yard Setback</th>
<th>Lot Size Minimum</th>
<th>Lot Width Minimum</th>
<th>Lot Coverage Minimum (%)</th>
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<tbody>
<tr>
<td>Agricultural Preserve</td>
<td>2.5 stories or 35 ft except farm buildings</td>
<td>50</td>
<td>30</td>
<td>20</td>
<td>40</td>
<td>20 acres</td>
<td>200 ft or one-third lot depth, whichever is greater</td>
<td>200 ft or one-third lot depth, whichever is greater</td>
</tr>
<tr>
<td>Residential</td>
<td></td>
<td>50 ft; PSF fronting collector or higher classification</td>
<td>50 ft; PSF fronting collector or higher classification</td>
<td>20</td>
<td>20</td>
<td>5 acres; 2 acres buildable; sufficient for two onsite septic systems*</td>
<td>200 ft of ROW frontage; 0:1 depth/frontage ratio; 4:1 ratio if &gt; 10 acres</td>
<td></td>
</tr>
<tr>
<td>Rural Residential</td>
<td>50 ft*</td>
<td>Same as front yard setback</td>
<td>20 ft</td>
<td>Same as front yard setback</td>
<td>20 ft</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Density Residential</td>
<td>35</td>
<td>20</td>
<td>20</td>
<td>7.5</td>
<td>20,000 sq ft</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Medium Density Residential</td>
<td>35</td>
<td>20</td>
<td>20</td>
<td>7.5</td>
<td>20,000 sq ft</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>High Density Residential</td>
<td>None</td>
<td>25</td>
<td>25</td>
<td>11* or 3/5 lot</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Park &amp; Open Space</td>
<td>OP</td>
<td>35</td>
<td>20</td>
<td>20</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial / Mixed Use Regional</td>
<td>45 ft; 45 ft w/ CLP</td>
<td>Same as front yard setback</td>
<td>10 ft; 10 ft abutting residential</td>
<td>30 ft; 50 ft</td>
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<td></td>
<td>1,200 sq ft/Unit for Townhome; 1,500 sq ft/Unit for Townhome</td>
<td>20,000 sq ft</td>
</tr>
<tr>
<td>Abutting Low Density Residential (Default to Standard)</td>
<td>None</td>
<td>25</td>
<td>25</td>
<td>11* or 3/5 lot</td>
<td>25</td>
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<td></td>
</tr>
<tr>
<td>Corridor</td>
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<td>30</td>
<td>30</td>
<td>12,000 sq ft</td>
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*For Development in the Townhome District.
<table>
<thead>
<tr>
<th>Code</th>
<th>B-C</th>
<th>35 ft</th>
<th>20 ft</th>
<th>Same as front yard setback</th>
<th>20 ft; 50 ft abutting residential</th>
<th>20 ft; 50 ft abutting residential</th>
<th>Adequate for storm water control*; 1.5 acres buildable</th>
<th>200 ft; 3:1 depth frontage ratio; 200 ft water frontage</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC</td>
<td></td>
<td></td>
<td></td>
<td>Same as front yard setback</td>
<td>20 ft; 50 ft abutting residential</td>
<td>20 ft; 50 ft abutting residential</td>
<td>Adequate for storm water control*; 1.5 acres buildable</td>
<td>200 ft; 3:1 depth frontage ratio; 200 ft water frontage</td>
</tr>
<tr>
<td></td>
<td>Standards</td>
<td>45</td>
<td>20</td>
<td>20</td>
<td>10</td>
<td>20</td>
<td>20,000 sq ft</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Abutting Low-Density Res (Default to Standards)</td>
<td>60</td>
<td>50</td>
<td>50</td>
<td>None</td>
<td>70</td>
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### Commercial / Mixed Use Regional

<table>
<thead>
<tr>
<th>Code</th>
<th>40 ft</th>
<th>60 ft</th>
<th>Same as front yard setback</th>
<th>20 ft; 50 ft abutting residential</th>
<th>20 ft; 50 ft abutting residential</th>
<th>Adequate for storm water control*; 1.5 acres buildable</th>
<th>200 ft; 3:1 depth frontage ratio; 200 ft water frontage</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC</td>
<td></td>
<td></td>
<td>Same as front yard setback</td>
<td>20 ft; 50 ft abutting residential</td>
<td>20 ft; 50 ft abutting residential</td>
<td>Adequate for storm water control*; 1.5 acres buildable</td>
<td>200 ft; 3:1 depth frontage ratio; 200 ft water frontage</td>
</tr>
<tr>
<td></td>
<td>Standards</td>
<td>45</td>
<td>20</td>
<td>20</td>
<td>10</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Abutting Residential</td>
<td>60</td>
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<td></td>
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### Industry

<table>
<thead>
<tr>
<th>Code</th>
<th>35 ft*</th>
<th>30 ft</th>
<th>Same as front yard setback</th>
<th>20 ft; 50 ft abutting residential</th>
<th>20 ft; 50 ft abutting residential</th>
<th>5 acres</th>
<th>Adequate for storm water control*; 1.5 acres buildable</th>
<th>200 ft; 3:1 depth frontage ratio; 200 ft water frontage</th>
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</thead>
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<tr>
<td>RC</td>
<td></td>
<td></td>
<td>Same as front yard setback</td>
<td>20 ft; 50 ft abutting residential</td>
<td>20 ft; 50 ft abutting residential</td>
<td>5 acres</td>
<td>Adequate for storm water control*; 1.5 acres buildable</td>
<td>200 ft; 3:1 depth frontage ratio; 200 ft water frontage</td>
</tr>
<tr>
<td></td>
<td>Standards</td>
<td>45</td>
<td>20</td>
<td>30</td>
<td>15,000 sq ft</td>
<td>None</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Abutting Residential</td>
<td>50</td>
<td>50</td>
<td></td>
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### Mixed Use Neighborhood

<table>
<thead>
<tr>
<th>Code</th>
<th>MU-N</th>
<th>35 ft</th>
<th>20 ft</th>
<th>Same as front yard setback</th>
<th>5 ft</th>
<th>5 ft</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Same as front yard setback</td>
<td>5 ft</td>
<td>5 ft</td>
</tr>
<tr>
<td></td>
<td>Standards</td>
<td>35</td>
<td>20</td>
<td>20</td>
<td>15,000 sq ft/unit</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>Commercial Corridor</td>
<td>15,000 sq ft/unit</td>
<td>80</td>
<td>60</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Residential</td>
<td>6,500 sq ft/unit</td>
<td>40</td>
<td>75</td>
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### Mixed Use Downtown

<table>
<thead>
<tr>
<th>Code</th>
<th>MU-D</th>
<th>40 ft</th>
<th>1 story for accessory</th>
<th>5 ft</th>
<th>None</th>
<th>5 ft</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 story for accessory</td>
<td>None</td>
<td>5 ft</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standards</td>
<td>40</td>
<td>15</td>
<td>15</td>
<td>None</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Commercial Corridor</td>
<td>Commercial Corridor</td>
<td>60,000 sq ft/unit</td>
<td>150</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Residential</td>
<td>Residential</td>
<td>60,000 sq ft/unit</td>
<td>150</td>
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### Highway Corridor Overlay

<table>
<thead>
<tr>
<th>Code</th>
<th>20 ft</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Industrial</td>
<td>5 acres</td>
</tr>
<tr>
<td></td>
<td>Commercial - North Side</td>
<td>40,000 sq ft</td>
</tr>
<tr>
<td></td>
<td>Commercial - South Side</td>
<td>40,000 sq ft</td>
</tr>
<tr>
<td></td>
<td>Corridor</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>LC</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>RC</td>
<td>55</td>
</tr>
<tr>
<td></td>
<td>ND</td>
<td>15,000 sq ft/unit</td>
</tr>
</tbody>
</table>
Subject: Event Center

Prepared By: Mike Bauer Recreation and Facilities Director

**Recommended Park Board Action**
Pending discussion.

**Overview / Background**
Staff will give an update of the construction progress at the meeting.
Subject: Parks and Recreation Referendum

Prepared By: Mike Bauer Recreation and Facilities Director

Overview / Background
This is a standing agenda item regarding the Local Option Sales Tax Parks and Recreation referendum. Staff will provide further updates at the meeting and look for direction when needed.

Local Option Sales Tax Page
REQUEST FOR ACTION
PARK BOARD

Meeting Date: June 11, 2020
Agenda Item: No. 8.3

Subject: 2020 Work Plan

Prepared By: Mike Bauer Recreation and Facilities Director

**Recommended Park Board Action**
Pending discussion.

**Overview / Background**
Standing agenda item to give work updates and look for direction.

**ATTACHMENTS:**
Description
2020 Work Plan
2020 Twelve Month Work Plan

Trails
- Development
  o Rush Creek (TRPD)
  o Crow River (TRPD)*Phase II Hassan Hassan Elementary (SRTS)

- Design
  o Hassan Elementary (SRTS) Phase II Hill Place to Marie Ave
  o Henry’s Woods to SDLR
  o Rogers Elementary/Main Street (SRTS)
  o Territorial View Estates
  o Broadway Trail Link (FMP)

- Construction
  o Brockton Lane to Wellstead Drive (FMP)
  o Territorial View Estates
  o Shadow Wood Looping Trail
  o Hassan Elementary (SRTS) Phase II Hill Place to Marie Ave

Rogers Event Center at Lions Central Park
- Building Construction
- Grand Opening
- Formal Gardens/Performance area

Hennepin County Youth Sports Grant
- Reservoir Fields Seeding Grant Completion
- SCP Application

Rogers Tennis Club (Public Private Partnership)
- Parking Lot Paving
- Ribbon Cutting

South Community Park Planning
- Rink Placement/Construction

ISD 728 Partnership
- Joint Workout Gym
- Pool
- Performance Gym
- Community Access

Neighborhood Parks
- Laurel Creek; Design and Construction
- Territorial Trail; Development, Design

Recreation Coordinator Position
- Description
- Hire
- On Boarding

Reservoir Fields Park Expansion

RMS Tennis Courts
- Complete JPA
- Pickleball Court Creation

Referendum Projects
REQUEST FOR ACTION
PARK BOARD

Meeting Date: June 11, 2020
Agenda Item: No. 8.4

Subject: Parks and Recreation Advisory Commission Correspondence

Prepared By: Mike Bauer Recreation and Facilities Director

Overview / Background
No correspondence this month.

ATTACHMENTS:
Description
Staff Update 6-11-20
Activity Center Re-Opening plan
Farmers Market Re-Opening Plan
This week Public Works Staff worked with the contractor to get in the first lift of the parking lot for the Rogers Event Center. Also, a path from the Event Center parking lot to Veteran’s Memorial was installed.

Curb work continues at the Event Center. The forms were installed for the curb of the trail connecting the Event Center to Veteran’s Memorial Park and the entrance to the building. Prep work was done to allow for pedestrian ramps.
Sodding Extravaganza

On Thursday, June 4, the Parks Department installed sod at the Event Center site from the parking lot to the Veteran’s Memorial Park. Thank you to Fricke Sod for donating the sod used on the Veteran’s Memorial portion of this project!

Tennis Club

The Parks Department, along with the Streets Department and Water Technician have been working on the Tennis Center and Reservoir Fields site to base in a trail.
Last year there was a massive pile of dirt material on the site, so the last zone of the irrigation system could not be installed. This week, Parks Supervisor, Weltzin, worked with his crew to get the last irrigation lines trenched, dug, and set in place.

Programming

**Adult Softball:** Still on hold until further notice. I receive weekly updates from USA Softball regarding their proposal, guidelines, and start dates upon approval. We informed that the MN Health Dept approved their plan; however, it was still in the Governor’s hands pending approval. Ongoing communication is going out to teams with an anticipation of mid-June playability. Two teams dropped out on Tuesday night; we now have a total of 22 teams between our two nights.

**Learn to Skate:** Discussed feasibility and value if able to reconvene in June and July. Due to the Current restrictions, we decided to cancel learn to skate for the summer months and re-open on Saturdays come September.

**Entertainment in Park:** Entertainers are booked for July and August. We have canceled performances for June. A social distancing guideline has been drafted for when we can re-open. Also, I still have one day opened that I am trying to fill with our Seniors, pending softness during the month of July. I will be working with Jackie Reibel, Senior Coordinator, on this performer.

**Movie in the Park Family Fun Nite:** Was asked to look at bringing back this event due to the cancellation of Night to Unite in August. I am working on plans for the occasion with restructuring activities and timing with a policy for stay-safe and social distancing guidelines. Staff is researching and assessing usage of inflatables, games, balloon twisters, and concessions. Bounce house usage is still undetermined for significant events; however, I do think we can do some carnival games and hopefully be able to bring in a fun family band for entertainment, then show a movie.
**Field & Park Reservations:** Reviewed pending park reservations for early to mid-June and only had two requests. They were both notified of our current requirements based on the State guidelines of pods of 10 and social distancing initially to go into effect June 2. Both reservations were for graduation parties, which we informed them that the City could not issue them a permit at this time.

Some field reservations were also canceled as youth baseball, Legion and VFW leagues canceled their seasons; however, some Legion and VFW players are hoping to still play under the Metro area league when they get the go-ahead for games. The Town ball season is also still on hold.

**Step to It Challenge:** This event ran throughout May. Our number of participants is down from previous years but expected due to COVID-19. We had 54 participants register for this year, with 43 of them active for all four weeks. Doing a quick view of our community report, it looks like Rogers’ averaged around 355,000 steps for the challenge. The final numbers are to come out in early June.

Reminder email went out to all registrants regarding posting their steps as they could do this through June 2.

**Senior Recreation**

**Mending Masks:** Many of the masks that were donated, came apart during laundering. All masks needed washing and drying when we received them. Many came apart in the seams after washing and drying. Tried fixing as best I could. I need to get more ties as many frayed during the process.

**Attended the Minnesota Association of Senior Services (MASS) meetings:** To discuss how to re-open Senior Centers safely due to COVID. Need to post expectations of entering buildings such as masks, social distancing, NO food, or drink. Should we have them sign waivers when entering the building? The majority said “no” due to Seniors won’t read it. And, also, if there is only one staff person, there won’t be time if we have to take temps and watch for social distance, etc. Does staff person need to clean restrooms? The majority said they are going to lock their restrooms due to time such as other cleanings of tables, chairs, door handles, other surfaces, and not wanting to clean up after Seniors. Also, have Seniors call in as to what time they will be at the Centers if we are only allowing so many at a time (stager their drop-in time with temperature taking and chatting). It was discussed we should limit how long people can stay. Otherwise, we felt some would stay too long, rooms would not have a chance to air out and be sanitized, and others will not have an opportunity to visit. Sending out expectations in a newsletter, email, and city website would be great ways to spread the word before coming to
the Center. It was also discussed to offer parking lot bingo and how we would need more than one person to run the program. Staff or volunteers should wear a bright orange/green safety vests. A few cities thought it would be nice to collaborate, such as St. Michael could help Monticello and vice versa for the bingo. It was also discussed when Centers would open up. It varied greatly. Some were going to open after the 4th of July. Others, not until Fall (September) and a few said the beginning of next year. Of course, it depends on what the Governor says. We all agreed it would be a lot of extra work, but it will be worth it. Some people took polls asking if their Seniors would come back right away. Again, the answers varied. Some said, “No, they weren’t going to chance it. They’ve put in too much time staying healthy that they wouldn’t want all that time to be wasted”. Others, mostly men, said they would come back gradually.

Checking in/calling: Jackie has called a few of the Seniors to see how they were holding up with being in isolation. The majority were doing well and enjoyed the conversation. Mostly their families were bringing them groceries and take-out food. Others were using delivery services.

Getting supplies to a few of the Seniors: A few Seniors contacted me to see if I would go to the Senior Center and get them puzzles, glue, cards, paper. One person pulled up, and I handed her some supplies through the care window. Another person asked me just to set the bag on the back steps by the parking lot, and she was able to pick up at her leisure.

Activity Center

Ice is Back

After eleven weeks and three days, people are skating at the Activity Center again. With the executive order, 20-56 youth athletics were given the go-ahead for training in small groups beginning June 1. This order allows for the summer training programs that are scheduled on the ice this time of the year. To open staff and the user groups had to establish re-opening plans. The Minnesota Ice Arena Managers Association worked with the Minnesota Department of Health and the Minnesota Amateur Sports Commission to provide a template for ice arenas. Once the order was released, it took a day for the details to come out, the staff communicated with existing ice customers to make sure that the demand still exists. All the youth groups either remained the same or increased their ice time.
The draft of the Re-opening plan was shared via zoom with the user groups and staff, some of the highlighted changes to our standard operations:

- One way flow through the building
- The on-ice participants are limited to two pods of 10 or less at a time
- No hockey games
- No Open Skate/Hockey
- Limited times in the team rooms
- Hourly sanitation of the team rooms and high touchpoints areas (door handles, push bars, etc.)
- No off-ice training in the facility

This is the most prolonged period without ice in the building since opening in 2007. After two days, most of the users have done well adjusting to the, and are very happy to get back on the ice.
COVID-19 Preparedness Plan
6/8/2020
COVID-19 Preparedness Plan for the Rogers Activity Center

The City of Rogers is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. Rogers Activity Center managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at the City of Rogers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by providing the necessary Personal Protective Equipment (PPE), Disinfectant, Sanitizer, and training. Our Preparedness Plan follows the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers’ health status before entering the workplace and for workers to report when they are sick or experiencing symptoms.
The City of Rogers has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household, and other policies addressing these situations. Those with underlying medical conditions or who have household members with underlying health conditions should discuss necessary accommodations with HR.

The City of Rogers has also implemented a policy for tracking and informing workers if they have been exposed to a known person with COVID-19 at their workplace and requiring employees to quarantine for the required amount of time. See attached Minnesota Department of Health guidance: “COVID-19 and When to Return to Work.”

In addition, a policy has been implemented to protect the privacy of workers’ health status and health information.

**Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. The Rogers Activity Center has three public hand sanitizer stations in the building, and there will be additional hand sanitizer available for staff (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

The Rogers Activity Center will continue to provide hand sanitizing stations in strategic locations in the facility, such as near restrooms and areas of high touch. These stations will augment our existing restrooms with instructions on how to wash hands.

**Respiratory etiquette: Cover your cough or sneeze**

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. These posters will be provided electronically to all staff volunteers and user groups, along with posting in several areas of the facility. Facial coverings are strongly recommended for all visitors when not on the ice and for staff. Staff will be provided with cloth facial coverings as well as surgical-type masks as available.
Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- Groups are required to follow the MDH Stay Safe MN Guidance for Social Distancing in Youth Sports [https://www.health.state.mn.us/diseases/coronavirus/schools/youthsports.pdf](https://www.health.state.mn.us/diseases/coronavirus/schools/youthsports.pdf)
- The Rogers Activity Center will provide a copy of this plan and the State of MN Guidance on demand.
- The staff that can work from home will do so.
- Groups will be required to follow the building Entrance and Exit Plan:
  - Participants should not arrive more than 20 minutes before their ice time; if the exiting participants are in the walkway, the arriving participants should yield and wait until they can pass with at least 6 feet in distance (the hallway is less than 6 feet wide).
  - Once an ice time ends, only the team that is exiting the ice may be in the walkway to the changing area.
  - The exiting participant should leave within ten minutes of the end of their practice.
  - Team Room doors will be propped open-please plan accordingly.
  - Once the ice is ready, staff will signal with the horn, and only the team entering the ice may be in the walkways.
  - Facial coverings are strongly recommended by the MDH for all visitors when not on the ice.
  - The restrooms in the Team Room Hallway will be for use before practice. The restrooms in the Lobby will be for use after ice events.
  - Groups will have to supply signed a letter agreeing to abide by this COVID-19 Plan, the MDH Stay Safe MN Guidance for Social Distancing in Youth Sports, and to have their own internal policy regarding physical distancing and health screening that they provide to their users.
  - The Rogers Activity Center will have a touch-free thermometer available for user groups.
- There will be designated physical distancing spots for lining up to get on the ice, Team Room/Changing Areas, and on the front sidewalk for picking up.
- It is the responsibility of coaches and athletes to adhere to the social distancing guidelines.
- Minor athletes are allowed one adult chaperone during their event- Adult Chaperones are encouraged to wear facial coverings and must abide by physical distancing.

Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers’ personal protective equipment, phones, computer equipment, desks, cubicles,workstations, offices, or other personal work tools and equipment.

**Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms, and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

- Full and part-time staff will conduct hourly cleaning of all high touch areas.
- Team Rooms will be disinfected after each use.
- Restrooms will be disinfected hourly.
- User groups will be required to use receptacles so staff can be dedicated to disinfection and sanitation.

**Communications and training**

This Preparedness Plan was communicated via a zoom meeting to all workers on May 28, 2020, and necessary training was provided. Additional communication and training will be ongoing in-person and writing and provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by following the State of MN and CDC Guidance and constant communication with user groups. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by the City of Rogers management and was posted throughout the workplace on June 1, 2020. It will be updated as necessary.

Certified by:

Mike Bauer  
Recreation and Facilities Director
Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV
www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html
www.cdc.gov/handwashing
https://youtu.be/d914EnpU4Fo

Respiratory etiquette: Cover your cough or sneeze

www.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

www.health.state.mn.us/diseases/coronavirus/basics.html
https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf


www.osha.gov/Publications/OSHA3990.pdf


Frequently Asked Questions About Organized Youth Sports

As a result of Executive Order 20-63 (https://www.leg.state.mn.us/archive/execorders/20-63.pdf), youth sports were allowed to start effective June 1. For guidance, please refer to the following documents: Guidance for Social Distancing in Youth and Student Programs (PDF) (https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf) and Guidance for Social Distancing in Youth Sports (PDF) (https://www.health.state.mn.us/diseases/coronavirus/schools/youthsports.pdf). This document was created to provide additional background for youth sports organizations.

Updated: 06/06/2020

Is it really safe for us to move to a pod of 25 people outside?

Given the disease trends we feel comfortable that as we turn up the dials in Minnesota and advance through the phases, that it is ok to allow for up to 25 people to gather outside. It is important to remember that the guidance still requires that they individuals be 6 feet apart, stay home if they are sick, and take other precautions, such as promoting use of face coverings, to prevent transmission. These steps will help keep kids and staff safe as we continue to open up in Minnesota.

Is a youth sports organization required to have a COVID-19 Preparedness Plan prior to starting practice or training sessions?

Yes. Each youth sports organization should share the plan with their members for how they will meet the youth sports guidance published by the Minnesota Department of Health (MDH), with input from the Youth Sports Advisory Group. See the COVID-19 template and instructions for bars, restaurants and other services (PDF) (http://www.dli.mn.gov/sites/default/files/pdf/COVID_19_business_plan_template_services.pdf).

Where do I file my COVID-19 Preparedness Plan? What do you recommend I do with it when finished?

You do not need to file your plan with MDH or any other state agency. However, you do need to share it with your organization members and post it so that they can view it and reference it. If you have questions or concerns about your plan, you can consult with the Minnesota Amateur Sports Commission and MDH.
Is there a template I can use for my COVID-19 Preparedness Plan?

Each facility operator should have a plan for the facility. Each sports organization, club, or association should have a plan for how they will support their activity within MDH guidelines. You can use the same template for both purposes. See the COVID-19 template and instructions for bars, restaurants and other services (PDF) (http://www.dli.mn.gov/sites/default/files/pdf/COVID_19_business_plan_template_services.pdf).

To allow employees back to work, businesses need to develop a written COVID-19 Preparedness Plan for each of their workplaces. Each preparedness plan must address key health and worker protection components laid out by MDH and the Department of Labor and Industry. All plans must comply with U.S. Centers for Disease Control and Prevention and Occupational Safety and Health Administration guidelines. Follow the Guidance for Safely Reopening Minnesota Businesses (https://mn.gov/deed/newscenter/covid/safework/safe-reopening/). Businesses are required to sign their plan, circulate it among workers, and post it throughout the workplace. Businesses are not asked to submit their plans to the state, though they must provide it upon request.

Do COVID-19 Preparedness Plans for all sports need to be the same?

No, they can be different. Different sports have different considerations and each youth sports organization will understand the details about how best to implement the guidance and keep athletes and coaches safe.

Am I required to show my COVID-19 Preparedness Plan to a facility before I can use the facility?

You should share your COVID-19 plan with your members and have it ready to show a facility should they ask for it.

Are we allowed to use school indoor facilities for athletic programming?

Certain facilities are allowed to be open so long as they follow certain criteria and capacity limits as outlined by facility type. For specific information see the Stay Safe Guidance website (https://staysafe.mn.gov/industry-guidance/index.jsp) for the most recent limits on pools and indoor and outdoor facilities.

Can we practice with other teams if we meet social distancing and group size directives?

The purpose of the guidance is to prevent a lot of intermixing. You should not be practicing with other teams if your pods are going to change (up to 10 allowed for indoor, and 25 for outdoor). You can practice with other teams on an ongoing basis if the pod composition remains the same; however, please remember that current guidance specifies no contact between players, no games for sports where there is an increased risk of transmission, and a group size limitation of 10 indoors and 25 outdoors.
Ideally intermixing between groups should not occur so keep this in mind as you develop practice guidelines. Learn more at [Guidance for Social Distancing in Youth Sports (PDF)](https://www.health.state.mn.us/diseases/coronavirus/schools/youthsports.pdf).

**Do coaches count in the per-group directive?**

Yes, the 10 per-group indoors and 25 per-group outdoors directives include coaches.

**Can my sports organization conduct day camps?**

Yes, within the limitations of the guidance. For overall guidance to day camps, visit [Guidance for Social Distancing in Youth and Student Programs (PDF)](https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf).

**How do we work with parents who insist on attending practice sessions?**

All plans should include a component about parents attending practices. Different age groups have different parental needs. Ultimately, if parents are present, they need to follow social distancing and gathering requirements, and should be encouraged to wear a face covering. Parents also need to be on the sidelines and well distanced from practice, and the number cannot exceed current social gatherings limits.

**I understand there is no competition allowed. Can I run a scrimmage within my teams as long as we have fewer than the recommended social gathering limit?**

Under the new guidance, competitions are allowed for certain sports, for those sports you can host a meet or competitive practice. For those sports where games are not allowed, scrimmages within the team are likewise not allowed.

**What is the guidance on the number of pods for gymnastics or other indoor training? Is it possible the allowed number could be a percentage of the building capacity per fire code?**

All pod guidance follows the current guidance of a size of 10 or fewer for indoor sports, or 25 or fewer for outdoor. If your facility has space to allow multiple pods with social distancing, you can have more than one pod at a time in a facility so long as you don’t exceed the current capacity limits of the facility. It is important though that you avoid intermixing pods as much as possible, and that there be enough space between pods to clearly distinguish between pods. Additionally, if you are not able to adhere to the social distancing recommendations, then you should not have more than one pod.

Guidance for both of these must be adhered to: [Guidance for Social Distancing in Youth and Student Programs](https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf) and [Guidance for Social Distancing in Youth Sports](https://www.health.state.mn.us/diseases/coronavirus/schools/youthsports.pdf).
If a person must join or cross into a new pod, what would be the recommended waiting time?

We strongly recommend against mixing pods. However, if a person needs to switch pods they should do so a minimum amount of times. If intermixing has to occur, it should always be with the same pod, but should be done minimally and with exception. Please refer to the Guidance for Social Distancing in Youth and Student Programs (https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf).

What are the consequences for teams or people who travel out of state? Neighboring states are offering competition for our athletes, and our athletes are seriously looking at these opportunities.

Consistent with federal guidance, the Governor’s Executive Orders encourage Minnesotans to stay close to home and strongly discourage them from engaging in unnecessary travel. You should consider the risks of travel. Traveling to other states and failing to follow the guidance could put your athletes and your families at risk for COVID-19, and you also risk spreading COVID-19 to others.
Guidance for Social Distancing in Youth Sports

This guidance document outlines the practical application of prevention strategies to reduce the spread of COVID-19 among sports activities. This is a sports-specific supplement to the Guidance for Social Distancing in Youth and Student Programming (PDF) (https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf).

Please ensure that your program is following the parameters outlined in the above referenced document, including the development of a program-specific plan. Get a program-specific plan template at COVID-19 Preparedness Plan Template and Instructions (PDF) (http://www.dli.mn.gov/sites/default/files/pdf/COVID_19_business_plan_template_services.pdf).

In general, the youth and student programming guidance document includes recommendations for:

- Following social distancing.
- Encouraging and enforcing norms of health etiquette, including face coverings.
- Promoting health checks and screening of participants and staff/volunteers.
- Enforcing stay-at-home when sick expectations.
- Ensuring policies are considerate of staff, volunteers, and participants at highest risk of complications.
- Routine disinfection of high-touch items (balls, racquets, bats, other equipment).

In support of the National Youth Sports Strategy aims, the Minnesota Department of Health (MDH) recognizes that sports provide opportunities for youth to develop or maintain fitness, specific skills, mental well-being, and social-emotional health. MDH supports youth in engaging in sports, but it should be done in a way that will keep them safe. Below are specific parameters to support youth sports in a way that will minimize transmission of COVID-19.
Programs involving youth sports

If your program involves sports as either an activity within a program or as the focus of the program itself, please use the following guidance. The guidance is based on the risk level of the sport. The risk categories were determined after reviewing recommendations from the following groups: United States Olympic and Paralympic Committee (https://www.teamusa.org/-/media/8BEB91F1CD574230BCD39CE0C779B592.ashx) and the National Collegiate Athletic Association (http://www.ncaa.org/sport-science-institute/coronavirus-covid-19), and the MN Higher Education Athletics Workgroup.

General guidance:

▪ Strongly encourage that games and practices occur outdoors as much as possible.
▪ Use face coverings; especially among program staff and coaches, and among participants when feasible.
▪ Within the program, create consistent pods of the same staff, volunteers, and participants with a maximum number of 10 people for indoor activities, and up to 25 people per pod for outdoor activities.
  ▪ Organizations should not feel pressured to go up to 25 people in the outdoor settings, taking time to feel comfortable about bringing kids together is the first priority.
▪ Make sure you’re in compliance with Safe Sport mandates (federal law).
▪ Remind parents or caregivers that they should not attend practices or games. If necessary for them to be at practices or games, ensure that proper social distancing is maintained between parents or caregivers and encourage the use of face coverings.
▪ Discourage sharing of equipment as much as possible.
▪ Adhere to facility or field specific guidelines for COVID-19, including capacity limits.
▪ Avoid using locker rooms and facility showers.
  ▪ If facility showers need to be used, only allow shower and locker room use if there are partitions or else place signage to maintain proper physical distancing of 6 feet.
▪ On any given field, floor or space, there must be sufficient space between pods to prevent any interaction between the pods. For example consider the following ratios for participants per field/space. If the field/space is smaller than standard size, consider reducing the number of pods. Examples include (but not limited to):
  ▪ Football/soccer field (approx. 57,600 sq. ft.) – no more than 4 pods of 10, or 2 pods of 25.
  ▪ Ice rink (approx. 17,000 sq. ft.) – no more than 2 pods of 10.
Risk Factors

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH RISK: sports that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.</td>
<td>Rugby, boxing, judo, karate, taekwondo, wrestling, pair figure skating, ice dancing, football, lacrosse, hockey, group dance, group cheer.</td>
</tr>
<tr>
<td>MEDIUM RISK: Sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group sports OR sports that use equipment that can’t be cleaned between participants.</td>
<td>Bobsled, doubles luge, multi-person rowing, multi-person kayaking, multi-person canoeing, water polo, gymnastics, sport climbing, trampoline, table tennis, doubles tennis, swimming relays, synchronized diving, artistic swimming, fencing, cycling in a group, running in a close group, modern pentathlon, group sailing, volleyball, soccer, basketball, baseball/softball, short track, speed skating, speed skating in a group, bowling, curling.</td>
</tr>
</tbody>
</table>

Recommendations for HIGH and MEDIUM Risk:

- For sports activities that are part of a child care, school, day camp, or other program:
  - Keep any “play” or interaction between players contactless.
    - For example: Kick a soccer ball back and forth, but do not allow for training around stealing the ball where contact between players may occur.
  - Do not have intermixing between groups.

- For organized recreation or club sports:
  - Focus on skill development.
  - Keep any “play” or interaction between players contactless.
  - Do not have intermixing between groups.
  - Do not participate in games or tournaments, even if these events are out of state where youth sports games/tournaments are supported.
  - Games and competitions are not allowed at this time for these sports.
Recommendations for Low Risk:

- Continue to focus on individual development.
- Games are permitted; however, as in line with the general guidance, remind parents or caregivers that they should not attend games or practices for this phase. If necessary for them to be at practices or games, ensure that proper social distancing is maintained between parents or caregivers.

Future Steps

Future steps may include allowing for larger gatherings and/or flexibility around intermixing between teams and will likely have different guidance based on the type of contact that normally occurs in the sport. In general, MDH will be increasing parameters based on the epidemiology of COVID-19 in Minnesota.
Resources

Frequently Asked Questions About Youth Sports (PDF) (https://www.health.state.mn.us/diseases/coronavirus/schools/youthsportsfaq.pdf)


Project Play Resources (https://www.aspenprojectplay.org/coronavirus-and-youth-sports)


Guidance for Social Distancing in Youth and Student Programs (PDF) (https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf)

Stay Safe Guidance (https://staysafe.mn.gov/industry-guidance/index.jsp)
COVID-19 and When to Return to Work

Follow these guidelines when staying home and returning to the workplace. These guidelines are for all workers except people who work in health care. Information for health care workers is available on [Health Care: Coronavirus Disease 2019 (COVID-19)](https://www.health.state.mn.us/diseases/coronavirus/hcp/) and from your employer. To use this document, look for the best description (sections A – E) of your current situation, then follow the guidelines for that section.

### You are NOT sick and have NOT been in contact with someone with COVID-19.

<table>
<thead>
<tr>
<th>GUIDELINES FOR STAYING HOME</th>
<th>GUIDELINES FOR RETURNING TO THE WORKPLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stay 6 feet away from others if you need to leave your home.</td>
<td>Stay 6 feet away from co-workers and visitors if possible.</td>
</tr>
<tr>
<td>Work from home if you can.</td>
<td>If it is difficult to stay 6 feet away, wear a mask.</td>
</tr>
</tbody>
</table>

### You are NOT sick, but someone in your household does not feel well.

<table>
<thead>
<tr>
<th>GUIDELINES FOR STAYING HOME OR RETURNING TO THE WORKPLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>If household member does NOT have COVID-19 symptoms, such as fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, follow section A.</td>
</tr>
<tr>
<td>If household member HAS symptoms of COVID-19, such as fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, follow section C.</td>
</tr>
</tbody>
</table>

### You were in close contact with someone with COVID-19 (like a person in your household), but you are NOT sick.

<table>
<thead>
<tr>
<th>GUIDELINES FOR STAYING HOME</th>
<th>GUIDELINES FOR RETURNING TO THE WORKPLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stay home, separate yourself from others in your household, and do not share anything (e.g., utensils, phone) for 14 days.</td>
<td>Notify your supervisor.</td>
</tr>
<tr>
<td>Work from home if you can.</td>
<td>Stay home for 14 days.</td>
</tr>
<tr>
<td>If you become sick (fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell), continue to stay home and follow section E.</td>
<td>Return to work after 14 days if you do not develop symptoms.</td>
</tr>
</tbody>
</table>
You are sick with COVID-19 symptoms such as fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, but have NOT been tested for COVID-19.

or

You are sick and your health care provider told you that you have COVID-19 (based on a lab test or symptoms).

GUIDELINES FOR STAYING HOME

- Separate yourself from others in your household, do not share anything (e.g. utensils, phone) and stay at home for at least:
  - 10 days, and for 3 days with no fever (without fever reducing medicine) and improvement of respiratory symptoms (cough, shortness of breath) whichever is longer.
- Work from home if you can.

GUIDELINES FOR RETURNING TO THE WORKPLACE

- Notify your supervisor.
- Return to work after 10 days, and for 3 days with no fever (without-fever reducing medicine) and improvement of respiratory symptoms (cough, shortness of breath) whichever is longer.
- Stay 6 feet away from co-workers and visitors, if possible.
- If it is difficult to stay 6 feet away, wear a mask.
Wash Your Hands!

Hands that look clean can still have icky germs!

1. Wet
2. Get Soap
3. Scrub
4. Rinse
5. Dry

This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.
<table>
<thead>
<tr>
<th>1)</th>
<th>2)</th>
<th>3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If You are Not Feeling Well, Stay Home</td>
<td>Wash and Sanitize Hands Often</td>
<td>Cover Coughs and Sneezes</td>
</tr>
<tr>
<td>4)</td>
<td>5)</td>
<td>6)</td>
</tr>
<tr>
<td>Maintain 6’ of Physical Distance</td>
<td>Modified and Limited Team Room Access</td>
<td>Handshakes Discouraged</td>
</tr>
<tr>
<td>7)</td>
<td>8)</td>
<td>9)</td>
</tr>
<tr>
<td>No Spitting or Sharing of Water Bottles</td>
<td>Do Not Gather Before, During or After Ice Times</td>
<td>Keep Gloves on During Ice Times</td>
</tr>
</tbody>
</table>
CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers “Yes” to any of the screening questions or has a measured temperature above 100.4°F, they should be advised to go home, stay away from other people, and contact their health care provider.

Visitor and Employee Health Screening Checklist

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

- Fever (100.4°F or higher), or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?
The purpose of this tool is to assist directors or administrators in making (re)opening decisions regarding youth programs and camps during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

**Should you consider opening?**
✓ Will reopening be consistent with applicable state and local orders?
✓ Are you ready to protect children and employees at higher risk for severe illness?
✓ Are you able to screen children and employees upon arrival for symptoms and history of exposure?

**Are recommended health and safety actions in place?**
✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
✓ Intensify cleaning, disinfection, and ventilation of facilities and transport vehicles/buses
✓ Encourage social distancing through increased spacing, small groups, and limited mixing between groups, and staggered scheduling, arrival, and drop off, if feasible
✓ Where feasible, adjust activities and procedures to limit sharing of items such as toys, belongings, supplies, and equipment
✓ Train all employees on health and safety protocols

**Is ongoing monitoring in place?**
✓ Develop and implement procedures to check for signs and symptoms in children and employees daily upon arrival, as feasible
✓ If feasible, implement enhanced screening for children and employees who have recently been present in areas of high transmission, including temperature checks and symptom monitoring
✓ Encourage anyone who is sick to stay home
✓ Plan for if children or employees get sick
✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
✓ Monitor child and employee absences and have a pool of trained substitutes, and flexible leave policies and practices
✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area
COVID-19 Response Plan

Farmers Markets are a Source of Healthy, Safe Food for Your Family

The market's staff continues to closely monitor the COVID-19 health crisis, seeking guidance from the City of Rogers and public safety officials, from our partners at Hennepin County Environmental Health, the Minnesota Farmers' Market Association and adopting best practices from markets in Minnesota and across the country. Governor Tim Walz has recognized farmers markets as essential public institutions that serve the public with fresh, nutrient-dense foods. We're committed to facilitating the ongoing connection of local growers to local eaters amidst the COVID-19 pandemic.

The health and safety of our vendors, customers, and staff is the market's top concern. In these unique times, the market will operate as a food store, not a social gathering. Social distancing will be enforced, and customers will be encouraged to get in, get the goodies, and go home. Be sure to briefly share a smile (they travel six feet in no time flat!) and a greeting as you shop, but keep moving to ensure that the market doesn't become too crowded.

We are taking the following steps to keep our customers, vendors, and staff safe and healthy:

1. All customers, staff, and vendors should stay home if they feel sick or if a member of their family or production staff is not feeling well.
2. Public handwashing stations will be available as well as sanitizer at each vendor booth. Shoppers will be encouraged to wash their hands upon entry and exit from the market (and as often as you like in between.)

3. Vendor booths will be spaced farther apart to avoid crowding. Vendor displays may be modified to distance vendors and their products from the shopping public.

4. In the first half-hour of the market, we invite seniors, health care providers, and folks with underlying health concerns to shop.

5. Please machine wash your reusable bags after every trip and avoid placing bags on vendor tables.

6. Shoppers should shop with their eyes and allow vendors to handle all products.

7. Thank you for wearing a mask if able to help protect yourself and others.

8. Vendors may not offer samples.

9. All ready-to-eat food items will be packaged "to-go." No on-site consumption of food will be allowed.

10. For now, the market will be a shopping destination, not a social gathering. Customers are invited to choose a designated shopper from their household and make a shopping list in advance. Please consider leaving children at home until restrictions ease.
11. Live music and special programming will not be offered until the COVID-19 crisis eases.

12. We'll add to and modify this list of strategies as the public health situation changes and as we learn of new best practices. Thanks for your patience and patronage of local farmers and food businesses.