



*AGENDA*

*ROGERS PARK AND RECREATION ADVISORY COMMISSION*

*September 12, 2024 - 4:00 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 Minutes
- 6. GENERAL BUSINESS**
  - 6.1 2024 Work Plan
  - 6.2 South Community Park Buildings Color Scheme
  - 6.3 Fieldhouse Turf Sales Planning
- 7. OTHER BUSINESS**
- 8. CORRESPONDENCE AND REPORTS**
  - 8.1 Parks and Recreation Advisory Commission Correspondence and Staff Update
- 9. ADJOURN**



**REQUEST FOR ACTION  
PARK BOARD**

**Meeting Date:** September 12, 2024

**Agenda Item:** No. 5.1

**Subject:** Approval of Minutes

**Prepared By:** Marcy Dalchow Administrative Assistant

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**Recommended Park Board Action**

Motion to approve August 2024 meeting minutes.

**ATTACHMENTS:**

Description

August Minutes

**City of Rogers**  
**Park and Recreation Advisory Commission Meeting Minutes**  
**August 8, 2024**

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The Park and Recreation Advisory Commission (PRAC) of the City of Rogers was called to order by Chair Dale Fuller on Thursday, August 8, 2024, at 5:30 pm in the Sunroom at Lions Central Park, 21400 Rouillard Ave., Rogers MN, 55374.

**Roll Call**

Dale Fuller	Parks and Recreation Advisory Commissioner - Chair	
Peggy Warfield	Parks and Recreation Advisory Commissioner - Vice Chair	
Paul Hacker	Parks and Recreation Advisory Commissioner	
Judi Volkers	Parks and Recreation Advisory Commissioner	Absent
Mike Volkers	Parks and Recreation Advisory Commissioner	
Sam Okland	Parks and Recreation Advisory Commissioner	
Chris Morrow	Parks and Recreation Advisory Commissioner	
Shannon Klick	Rogers City Council	
Alexander Heuvels	Student Representative	Absent
Mike Bauer	Parks and Recreation Director	
Marcy Dalchow	Public Works Administrative Assistant	

Guests: Mary Ann and Lowell Schiebe, Tracy Mooney

**2. OPEN FORUM**

Three guests who live on Oakwood Avenue attended the open forum portion of the August PRAC meeting to express their desire for a neighborhood park. There are many homes being built in their area, many close to existing homeowner's property lines. 20 years ago, residents were promised a park to be built on the Hawkins Property by realtors/developers. They chose to live in Rogers because of the small-town feel. However, with the amount of current construction going on in small lots, today, Rogers doesn't feel the same. They have visited the Planning Commission Meeting and will go to the City Council Meeting next week. They asked a park be considered in their area with things for small children to do, possibly a ballfield, pickleball and a walking path.

Bauer shared information from the 2017 Master Park Plan with them, which shows a neighborhood park in the area. He explained parks are planned and constructed where they make sense as land develops. A new park would most likely only be built once the Weber Farm is developed. The existing trails would be connected at that time as well.

**3. PRESENTATIONS** None

**4. APPROVE AGENDA**

**4.1 Approval of Consent Agenda**

Motion to approve the August Agenda as submitted by Morrow, seconded by Warfield. Motion carried 6/0.

**5. CONSENT AGENDA**

**5.1 Approval of July 2024 Minutes**

The July 2024 Minutes were approved as submitted.

**5.2 Call for Change in September Meeting Time**

The September Parks and Recreation Advisory Commission Meeting will be held at the Three Rivers Crow Hassan Park. We plan to tour the Three Rivers Nursery at 4:00 pm, drive to the Riverbend Group Campsite for a tour/short hike at 5:00 pm and then have the meeting at 6:00 pm at the Crow Hassan Riverbend Group Campsite.

Staff was looking for approval to change the meeting time to 6:00 pm with optional tours beforehand, beginning at 4:00 pm.

Motion to approve the Consent Agenda, (July 2024 minutes as submitted and to begin the September 12<sup>th</sup> meeting at 6:00 pm after optional tours of the Three Rivers Nursery and Riverbend Group Campsite at Crow Hassan Park) by M. Volkers, seconded by Warfield. Motion carried 6/0.

## **6. GENERAL BUSINESS**

### **6.1 2024 Work Plan** Reviewed

Highlights:

- Due to rain delays, the irrigation still has not been installed at South Community Park. The contractor still believes we will be able to play on the fields next year.
- The re-roof of the granary/barn at Henry's Woods is complete.

### **6.2 Park Refurbishment Project**

In June we looked at options to refurbish or replace the playground equipment at Fox Creek West and Brookside Meadows parks. Very few components lent themselves for refurbishment due to the age and condition of the playgrounds. Therefore, the PRAC recommended we come back with options to replace the equipment in these playgrounds.

Two playground design options for each park and a color pallet were reviewed. Currently, the Parks Capital Reserve Fund has a balance of \$700,341. The range of replacement costs provided for these two parks is \$488,305 to \$546,854. After discussion, the following selections were made and a few questions to be asked were provided by the PRAC.

#### **Brookside Meadows**

PRAC chose option #1, They would like a red barn, and teal and yellow play equipment.  
The PRAC would like staff to see if we could we get a cow shaped or a cow-themed bench.

#### **Fox Creek West**

PRAC chose option #2, color pallet AN  
Staff is to get price on the "Fox Den".

## **7. OTHER BUSINESS** None

## **8. CORRESPONDENCE AND REPORTS**

### **8.1 Parks and Recreation Advisory Commission Correspondence and Staff Update:** Reviewed

Highlights:

- Pop-Up parties in parks have become more prevalent and problematic in the last two years. The Rogers Police are aware of these parties. Fortunately, none have happened in Rogers to date.
- Summer rentals and activities are going very well.
- The Family Fun Day Carnival had an incredible turnout, with approximately 600 people in attendance.

## **9. ADJOURN**

Motion to Adjourn at 6:51 pm by Warfield, seconded by M. Volkers. Motion carried 6-0.





**REQUEST FOR ACTION  
PARK BOARD**

**Meeting Date:** September 12, 2024

**Agenda Item:** No. 6.1

**Subject:** 2024 Work Plan

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

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**Recommended Park Board Action**

Review and Recommend Actions for 2024 Work Plan.

**Overview / Background**

Each year the Parks and Recreation Advisory Commission recommends a work plan that used to guide staff activities for the year. This list is for the larger initiatives that usually include many hours of planning, and or construction.

Staff would like to combine this agenda item regarding the Local Option Sales Tax Parks and Recreation referendum. Staff will provide further updates at the meeting an look for direction when needed.

Local Option Sales Tax Page

**Indoor Turf Facility (Design \$13.2M) Turf Facility Update Page**  
**Future Recreation Facility Site Improvements (Complete \$2M)**  
**South Community Park Athletic Improvements (Under Construction, Estimated \$4M)**  
**Splash Pad (Complete \$1.5M)**  
**I-94 Ped Crossing (In design)**  
**144 Tunnel**

Trails:

SDLR-137th (Pending Design)

**Hassan Elementary to Marie Ave (Complete)**

Henrys Woods to SDLR

Cambria to 147th

Brocton Meadow to 144

Edgewater to Willindale

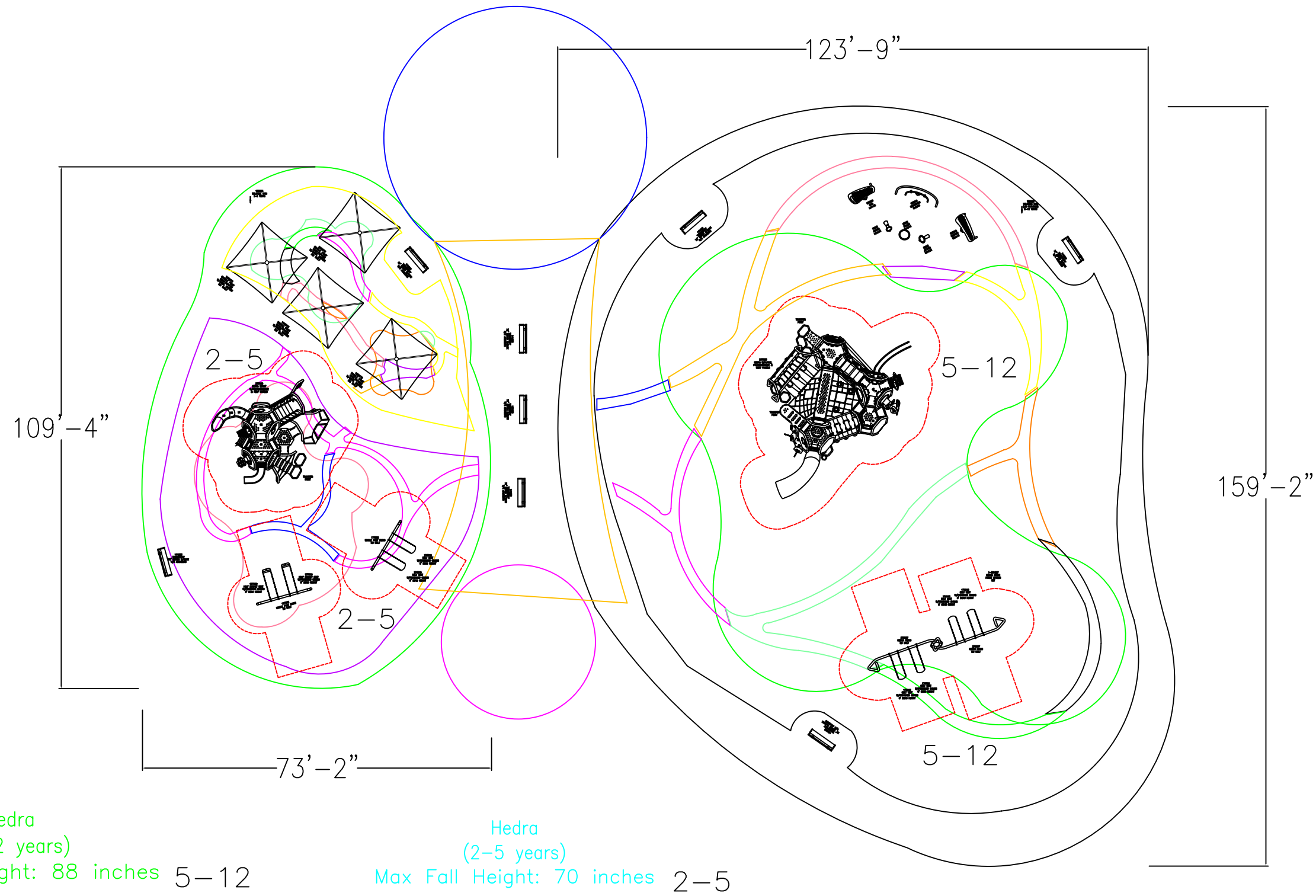
City Improvements to School Pool (Pending ISD 728 Actions may be past the date of bonding availability)

Park Project Spotlight

**ATTACHMENTS:**

Description

NCP EWF Design  
2024 Work Plan  
NCP PIP Design  
Rendering  
Turf Striping



Hedra  
(5-12 years)  
Max Fall Height: 88 inches 5-12

Hedra  
(2-5 years)  
Max Fall Height: 70 inches 2-5

TOTAL ELEVATED PLAY COMPONENTS	14		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
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landscape structures



The play components identified on this plan are IPEMA certified. (Unless model number is preceded with \*) The use and layout of these components conform to the requirements of ASTM F1487. To verify product certification, visit [www.ipema.org](http://www.ipema.org)

THIS PLAY AREA & PLAY EQUIPMENT IS DESIGNED FOR AGES 2-12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURERS OPINION THAT THIS PLAY AREA DOES CONFORM TO THE A.D.A. ACCESSIBILITY STANDARDS, ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS INDICATED, OR WITHIN THE ENTIRE USE ZONE.

THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO US. PRIOR TO CONSTRUCTION, DETAILED SITE INFORMATION INCLUDING SITE DIMENSIONS, TOPOGRAPHY, EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED, & UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

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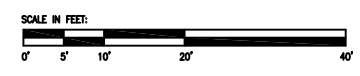
ACCESSIBLE/PROTECTIVE SURFACING TO BE A COMBINATION OF UNITARY AND LOOSE FILL MATERIALS.

DESIGNED BY:

RP

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801 7th STREET SOUTH  
DELANO, MINNESOTA 55328  
PH: 888-438-6574  
[playal.com](http://playal.com)

Date	Previous Drawing #	Initials



North Community Park  
Rogers, MN

Flagship Recreation  
Brett Altergott

SYSTEM TYPE:  
Hedra  
DRAWING #:  
1188757-01-01







North Community Park - EWF Surfacing

1188757-01-01 • 8.25.2024



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# State Contract #218091



## PROJECT INFORMATION

Project name	<b>North Community Park</b>
Address	<b>13750 Bittersweet Ln.</b>
City, State ZIP	<b>Rogers, MN 55374</b>
Contract Year	<b>2025</b>

## EQUIPMENT INFORMATION & PRICING

<u>Qty</u>	<u>Item No.</u>	<u>Description</u>	<u>Price</u>	<u>Ext Price</u>
1	265928B	Hedra w/Alpine Slide Polycarbonate & Perf Direct Bury	\$109,691	\$109,691.00
1	214438A	Rhapsody Animato Metallophone DB	\$6,365	\$6,365.00
1	214441A	Rhapsody Vivo Metallophone DB	\$6,528	\$6,528.00
1	214442A	Rhapsody Grandioso Chimes DB	\$9,389	\$9,389.00
1	214443A	Rhapsody Goblet Drum DB	\$1,999	\$1,999.00
1	214444A	Rhapsody Kundu Drum DB	\$1,999	\$1,999.00
1	214445A	Rhapsody Kettle Drum DB	\$1,999	\$1,999.00
1	182503C	Welcome Sign (LSI Provided) Ages 5-12 years Direct Bury	\$0	\$0.00
3	141683K	72" TenderTuff Bench w/Back Two Armrests DB	\$1,158	\$3,474.00
4	174018A	Belt Seat ProGuard Chains for 8' Beam Height	\$168	\$672.00
2	278557A	Hedra Swing Frame DB Only	\$4,315	\$8,630.00
1	281067A	Hedra Swing Frame Spacer Set	\$0	\$0.00
1	265929B	Hedra Scout w/Polycarbonate & Perf Direct Bury	\$80,442	\$80,442.00
1	182504A	Welcome Sign Ages 2-5 years Direct Bury	\$485	\$485.00
5	141683K	72" TenderTuff Bench w/Back Two Armrests DB	\$1,158	\$5,790.00
2	174018A	Belt Seat ProGuard Chains for 8' Beam Height	\$168	\$336.00

2	177332A	Single Post Swing Frame 8' Beam Height Only	\$1,663	\$3,326.00
2	177349A	Half Bucket Seat ProGuard Chains for 8' Beam Height	\$383	\$766.00

**Total Equipment Cost at State Contract Pricing**

**\$241,891.00**

4	155072A	CoolToppers w/Cool Mister Single Post DB Only	\$11,837	\$47,348.00
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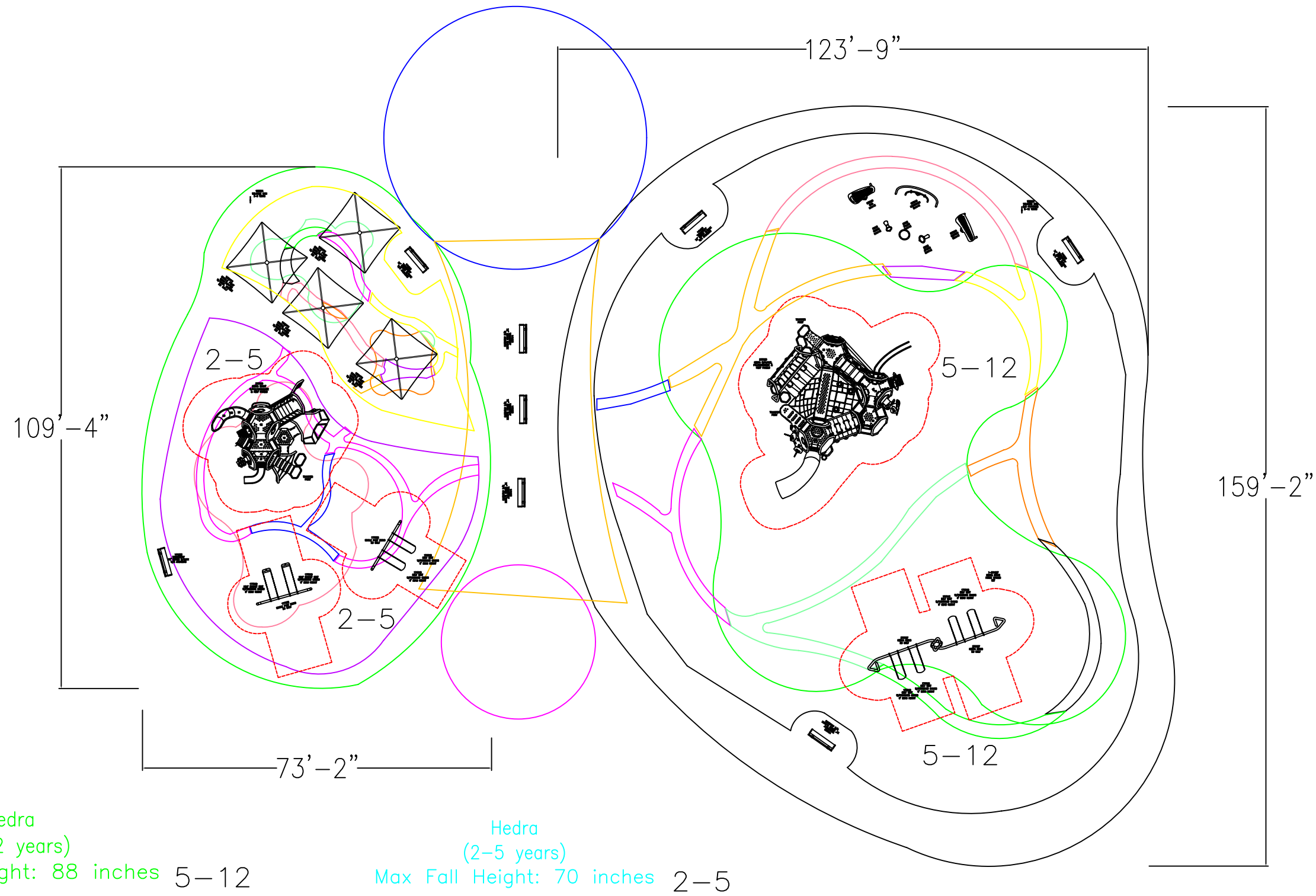
City of Rogers  
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 Mike Bauer

**PRELIMINARY BUDGET - THIS IS AN ESTIMATE & NOT A FORMAL QUOTE**

	Hedra Concept EWF Surfacing	Misting Shades Addition	Possible Reductions	QTY	Notes
<b>Play Equipment</b>					
North Community Park - Hedra & Hedra Scout	241,891.00	47,348.00			2025 State Contract Price
State Contract #218091	(19,351.28)	(3,787.84)		8%	(6% discount under \$80,000 & 8% discount \$80,000 & above)
Sales Tax - if applicable	0.00				ST3 Certificate of Exemption must be provided by owner.
<b>Delivery of Play equipment</b>	1,800.00				Estimated / Final quote will be provided upon final design.
<b>Mobilization</b>	750.00				Mobilization of Installation Crew to Job Site (Trailer Skid Steer Augur, Tools, Mixer, Etc.)
Dumpster(s) - 30 Yard	750.00				Disposal of packaging material - <b>Deduct if Provided by Owner/Volunteers</b>
<b>Site work</b>					
Demo of Existing Equipment & Excavation (existing container)	37,443.81			16,524	Removal of Existing Equip & Excavation of Surfacing - <b>Deduct if Provided by Owner/Volunteers</b>
Hauling of Excavated Material (CY)	13,471.85		(6,735.92)	612	Trucking costs to remove material from the project location to the disposal site - <b>Deduct if Provided by Owner/Volunteers</b>
Disposal of Excavated Material (CY)	13,471.85		(13,471.85)	612	Cost to dispose of material at approved site - <b>Deduct if Provided by Owner/Volunteers</b>
<b>Border Options</b>	Keep Existing				
<b>Equipment Installation (Labor &amp; Concrete for Footings)</b>	65,856.54	8,589.55		29.59%	Full professional installation by Landscape Structures Certified Installers. <b>Standard labor rate unless otherwise noted</b>
Special Equipment (Lull, Lift, Compactor, etc.)	0.00	1,618.59			Rental - Req'd for Shade Fabric, Roofs, etc.
<b>Subgrade Prep &amp; Engineered Wood Fiber Surfacing (EWF)</b>					
Drain Tile (LF)	4,848.00			300	Stubs Req'd Inside Container Under Curb/ <b>Drainage Plan by Other / Installed with Agg - Deduct if by Owner/Volunteers</b>
Geotextile Fabric (Sq. Ft.)	8,262.00			16,524	Materials & Install Unless Noted - <b>Installed AFTER Drainage Agg &amp; Tile - Deduct if by Owner/Volunteers</b>
EWF - Playground Safety Surfacing (CY) - 12" Compacted Depth	32,130.00	TBD		714	IPEMA Certified Meets ASTM, ADA & CPSC - <b>Installed AFTER Fabric - Deduct INSTALL LABOR if by Owner/Volunteers. The surfacing under the CoolTopper Misting Shades could be concrete.</b>
Rubber Wear Mats	TBD			0	Rubber Wear Mats - Installed AFTER Playground Wood Fiber - <b>Deduct INSTALL LABOR if Completed by Owner/Volunteers</b>
<b>Subgrade Prep &amp; Poured In Place (PIP) or Turf Surfacing</b>					
Compacted Aggregate Base (Recycled Concrete or Class 5) (Tons)	0.00			0	Class 5 Agg w/ Fines or Recycled Concrete, Material & Install 4" - 6" Compacted <b>Required for PIP &amp; Turf Installations</b>
Drain Tile (LF)	0.00			0	Wrapped w/ Clear Agg - Drain Stubs Req'd Inside Container. <b>Improper Drainage Will Cause PIP to Fail and is NOT Warrantied.</b>
Poured In Place Rubber Surfacing (Sq. Ft.)	0.00			0	50/50 mix of Standard Colors/Black Speckled (Designs & Premium Colors Extra)
Security Guard	By Others				24 Hr Site Security req'd during Installation & Cure Time. Cure Times vary with weather and thickness. Defects or damage due to trespass before sufficient cure time will not be covered by warranty. <b>Flagship Rec not licensed for Security Services.</b>
Site Restoration (Sq.Ft.)	TBD			0	Backfilling Req'd to Stabilize Border - Not Responsible for "Movement" - <b>Not Included</b>
Payment & Performance Bonds	0.00				Included By Request
	<b>Budget Total</b>	<b>Total Additions</b>	<b>Total Reductions</b>		<b>Total w/ Additions &amp; Reductions</b>
	401,323.76	53,768.30	(20,207.77)		434,884.29

2024 Work Plan			
Category	Project	Status	Next Steps
Trails	Territorial View Estates	Planning	County is reviewing intersection alignment
Trails	Broadway Trail Link (FMP)	Waiting for developer	The developer stated the corner construction will not take place until the Spring of 2025
Trails	RMS/RHS Tunnel (LOST)	Hold	Engineering reached out to see if ISD 728 could participate in a Safe Routes to School grant and ISD 728 does not have dollars for this in the current 10 year plan for the mandatory local match.
Trails	I-94 Pedestrians Crossing(LOST)	Design	Construction 2025-2026
Trails	Brockton Lane to Wellstead Drive (FMP)	Design	Will be part of the SDLR reconstruct later this year.
Trails	SDLR -137th (LOST)Rachel Development	Partial Completion.	Next steps: RFP for design and right of way acquisition.
Facility	Event Center Donor Recognition Overall	Design	Reviewing proposals
Park/Facility	Hennepin County Youth Sports Grant Spring Playground	TBD	
Park/Facility	Hennepin County Youth Sports Grant Fall Capital	TBD	Recommend we not apply until SCP complete
Park/Facility	SCP Construction	Construction	Seeding started last week and should be complete by the end of September. First Construction meeting on 9-10-24
Park	Cambria Hills Park and Trail Development		
Park	Stieg Woods	In Process	DNR approved appraisal, closing to happen soon.
Facility	Senior Center Programming Locations		Temp Temp Location at Heritage place apartments due to in person voting Oct 21-Nov 11
Facility	Indoor Turf Facility	Bid letting	City Council awarded the bid for the shell of the building; construction should start this fall. The interior bid will be due Oct 2.
Parks	RHS Softball Field Request for Hassan Hills	Hold Pending Funding	Met with user groups. They are going to gauge the interest in moving forward with a scaled-back plan.
Parks	Dog Park	Open	Waiting for equipment.
Parks	Maintenance Inventory		
Parks	Determine Replacement Priority	Complete	
Parks	Final Design of Territorial Park		Preparing RFP
Parks	NCP Build out Design		Draft attached waiting for more information.
Parks	Select Parks for Hard Court and Pavilions		Hardcourt was added to Fox Creek West(Hoop is ordered), and Brookside Meadows is being redone this week.
Facility	Henry's Woods Barn Roof	Complete	
Parks	Crow River Heights		Looking at this as a City project for the trail section
Parks	Cowley Lake House Removal		
Parks	Tree inventory/management plan www.mntreesource.com		
Parks	Selective EAB treatment	Complete	LCP and NCP successfully Treated
Parks	Fox Creek West Playground Replacement		Waiting for changes from last month from the supplier.
Parks	Brookside Meadows Playground Replacement		Waiting for changes from last month from the supplier.
	Complete		
	Change from last report		





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(5-12 years)  
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Max Fall Height: 70 inches 2-5

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landscape structures



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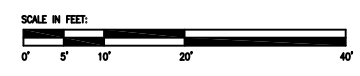
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Date	Previous Drawing #	Initials



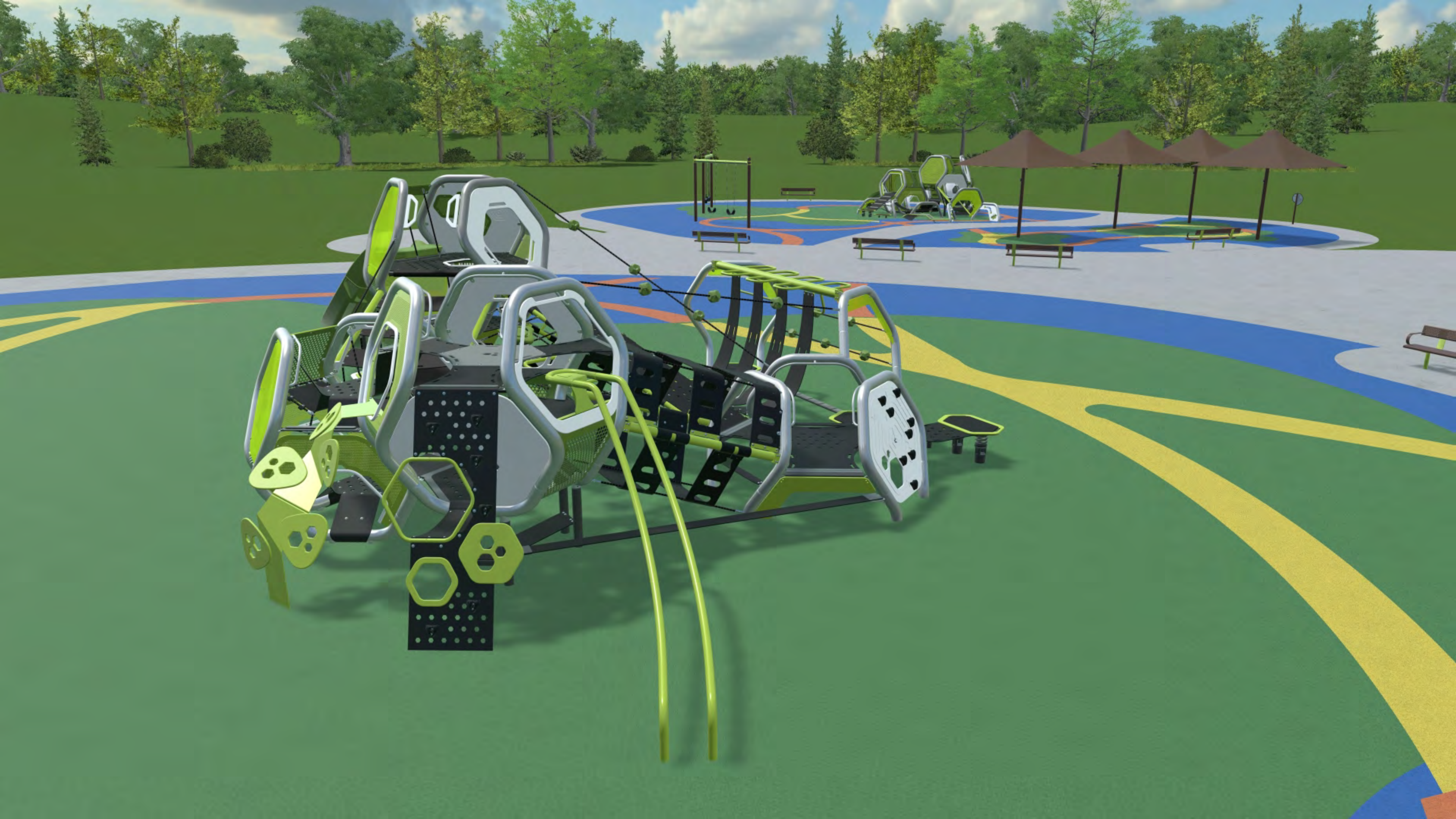
North Community Park  
Rogers, MN

Flagship Recreation  
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SYSTEM TYPE:  
Hedra  
DRAWING #:  
1188757-01-01



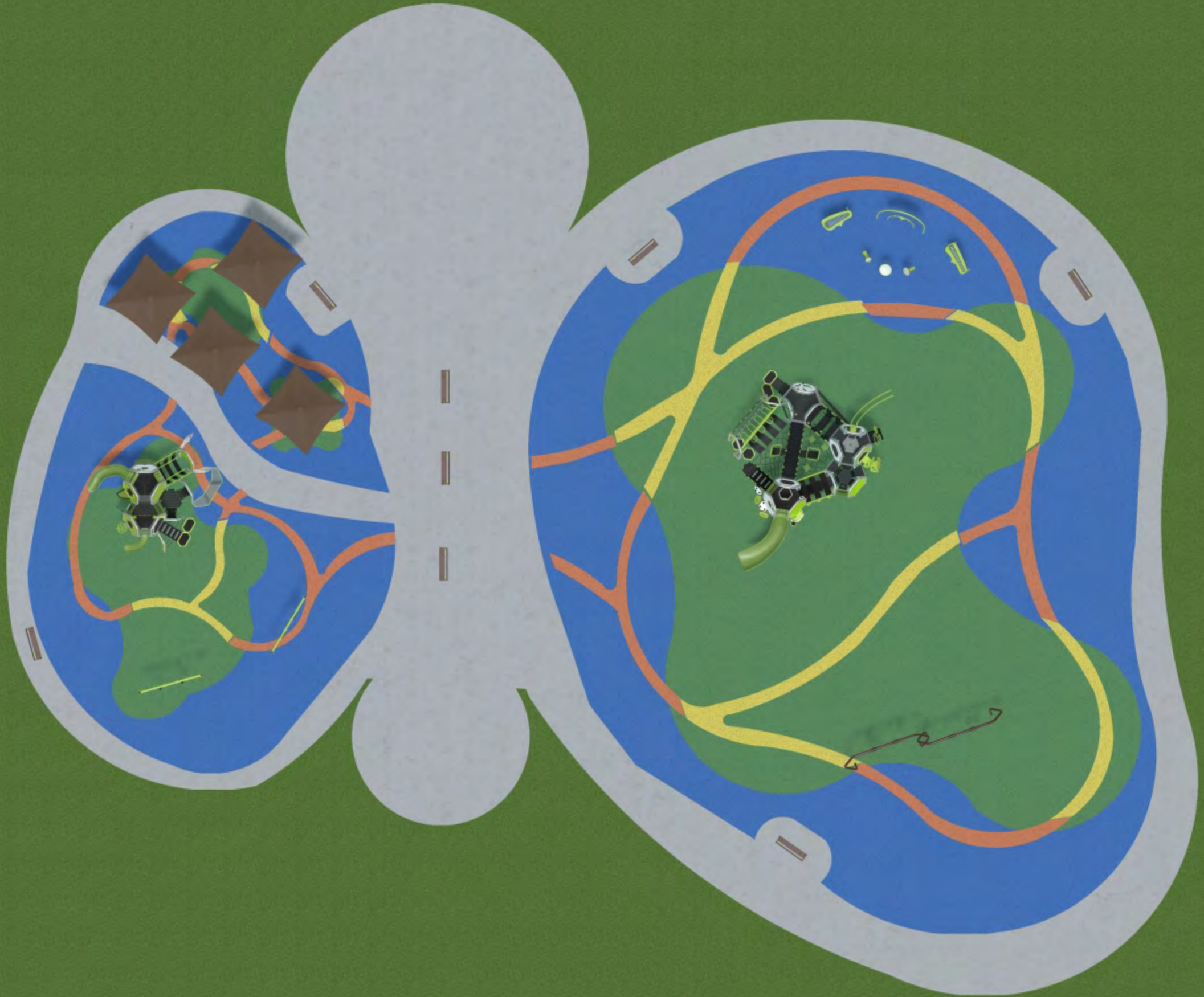






















# State Contract #218091



## PROJECT INFORMATION

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Project name **North Community Park**

Address **13750 Bittersweet Ln.**

City, State ZIP **Rogers, MN 55374**

Contract Year **2025**

## EQUIPMENT INFORMATION & PRICING

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 Rogers, MN 55374  
 Mike Bauer

**PRELIMINARY BUDGET - THIS IS AN ESTIMATE & NOT A FORMAL QUOTE**

	Hedra Concept PIP Surfacing	Misting Shades Addition	Possible Reductions	QTY	Notes
<b>Play Equipment</b>					
North Community Park - Hedra & Hedra Scout	241,891.00	47,328.00			2025 State Contract Price
State Contract #218091	(19,351.28)	(3,786.24)		8%	(6% discount under \$80,000 & 8% discount \$80,000 & above)
Sales Tax - if applicable	0.00				ST3 Certificate of Exemption must be provided by owner.
<b>Delivery of Play equipment</b>	1,800.00				Estimated / Final quote will be provided upon final design.
<b>Mobilization</b>	750.00				Mobilization of Installation Crew to Job Site (Trailer Skid Steer Augur, Tools, Mixer, Etc.)
Dumpster(s) - 30 Yard	750.00				Disposal of packaging material - <b>Deduct if Provided by Owner/Volunteers</b>
<b>Site work</b>					
Demo of Existing Equipment & Excavation (existing container)	37,443.81			16,524	Removal of Existing Equip & Excavation of Surfacing - <b>Deduct if Provided by Owner/Volunteers</b>
Hauling of Excavated Material (CY)	13,471.85		(6,735.92)	612	Trucking costs to remove material from the project location to the disposal site - <b>Deduct if Provided by Owner/Volunteers</b>
Disposal of Excavated Material (CY)	13,471.85		(13,471.85)	612	Cost to dispose of material at approved site - <b>Deduct if Provided by Owner/Volunteers</b>
<b>Border Options</b>	Keep Existing				
<b>Equipment Installation (Labor &amp; Concrete for Footings)</b>	68,288.12	8,589.55		30.69%	Full professional installation by Landscape Structures Certified Installers. <b>Standard labor rate unless otherwise noted.</b> Additional concrete is added to footing for all PIP surfacing projects.
Special Equipment (Lull, Lift, Compactor, etc.)	0.00	1,618.59			Rental - Req'd for Shade Fabric, Roofs, etc.
<b>Subgrade Prep &amp; Engineered Wood Fiber Surfacing (EWF)</b>					
Drainage Aggregate - Pea Rock or Concrete Sand (Tons)	0.00			0	3" depth - Recommended with EWF installations - <i>Installed AFTER Playground</i> - <b>Deduct if by Owner/Volunteers</b>
Drain Tile (LF)	0.00			0	Stubs Req'd Inside Container Under Curb/ <b>Drainage Plan by Other</b> / <i>Installed with Agg</i> - <b>Deduct if by Owner/Volunteers</b>
Geotextile Fabric (Sq. Ft.)	0.00			0	Materials & Install Unless Noted - <i>Installed AFTER Drainage Agg &amp; Tile</i> - <b>Deduct if by Owner/Volunteers</b>
EWF - Playground Safety Surfacing (CY)	0.00			0	IPEMA Certified Meets ASTM, ADA & CPSC - <i>Installed AFTER Fabric</i> - <b>Deduct INSTALL LABOR if by Owner/Volunteers</b>
Rubber Wear Mats	0.00			0	Rubber Wear Mats - Installed AFTER Playground Wood Fiber - <b>Deduct INSTALL LABOR if Completed by Owner/Volunteers</b>
<b>Subgrade Prep &amp; Poured In Place (PIP) or Turf Surfacing</b>					
Compacted Aggregate Base (Recycled Concrete or Class 5) (Tons)	42,556.59			643	Class 5 Agg w/ Fines or Recycled Concrete, Material & Install 4" - 6" Compacted <b>Required for PIP &amp; Turf Installations</b>
Drain Tile (LF)	4,848.00			300	Wrapped w/ Clear Agg - Drain Stubs Req'd Inside Container. <b>Improper Drainage Will Cause PIP to Fail and is NOT Warrantied.</b>
Poured In Place Rubber Surfacing (Sq. Ft.)	333,784.80	TBD		16,524	<b>ESTIMATED</b> - 50/50 mix of Standard Colors/Black Speckled (Designs & Premium Colors Extra). <b>The surfacing under the CoolTopper Misting Shades could be concrete.</b>
Security Guard	By Others				24 Hr Site Security req'd during Installation & Cure Time. Cure Times vary with weather and thickness. Defects or damage due to trespass before sufficient cure time will not be covered by warranty. <b>Flagship Rec not licensed for Security Services.</b>
Site Restoration (Sq.Ft.)	TBD			0	Backfilling Req'd to Stabilize Border - Not Responsible for "Movement" - <b>Not Included</b>
Payment & Performance Bonds	0.00				Included By Request
	<b>Budget Total</b>	<b>Total Additions</b>	<b>Total Reductions</b>		<b>Total w/ Additions &amp; Reductions</b>
	739,704.73	53,749.90	(20,207.77)		773,246.86





WELCOME







**DAILY SCHEDULE**  
ROBERTS  
OPEN TURF

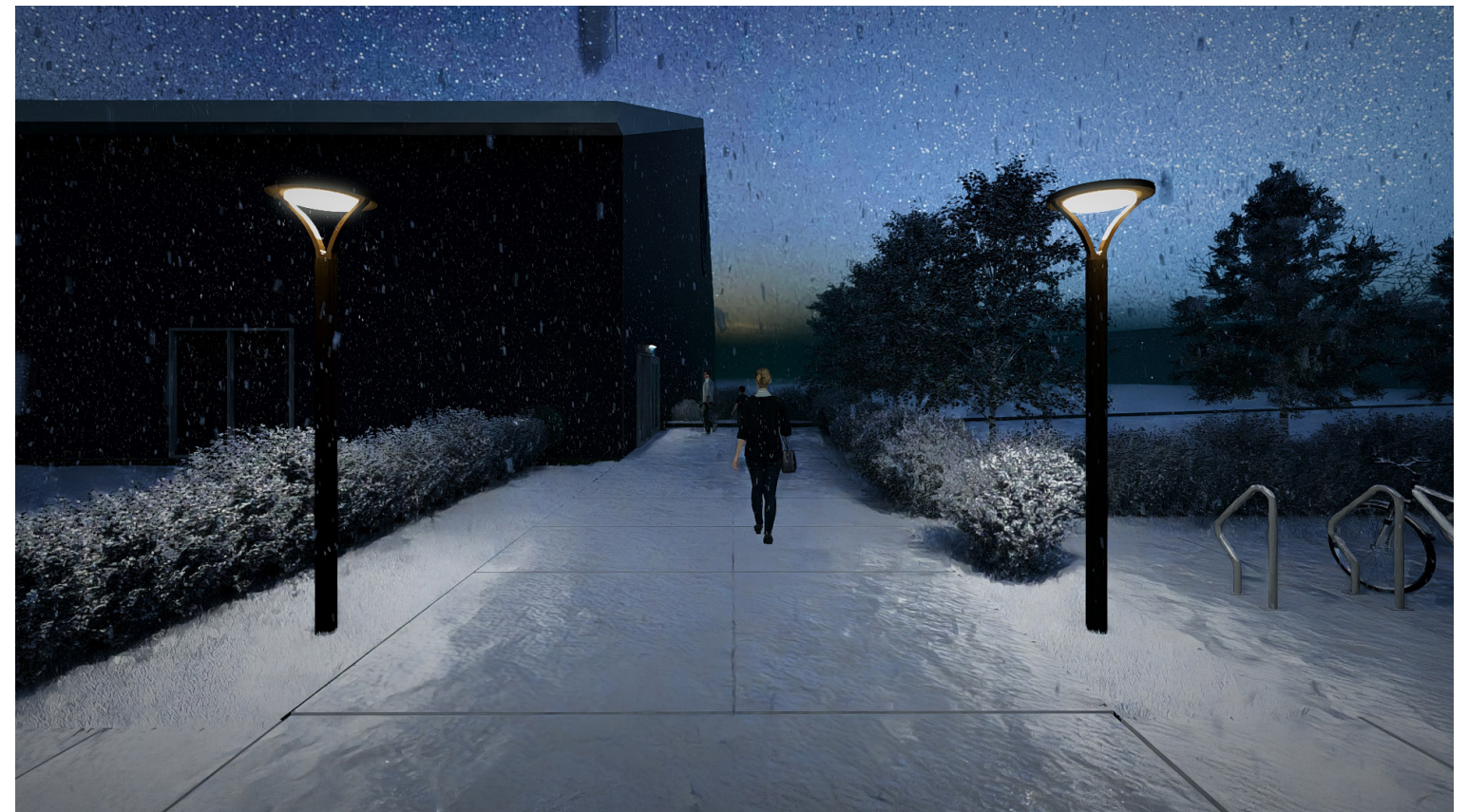
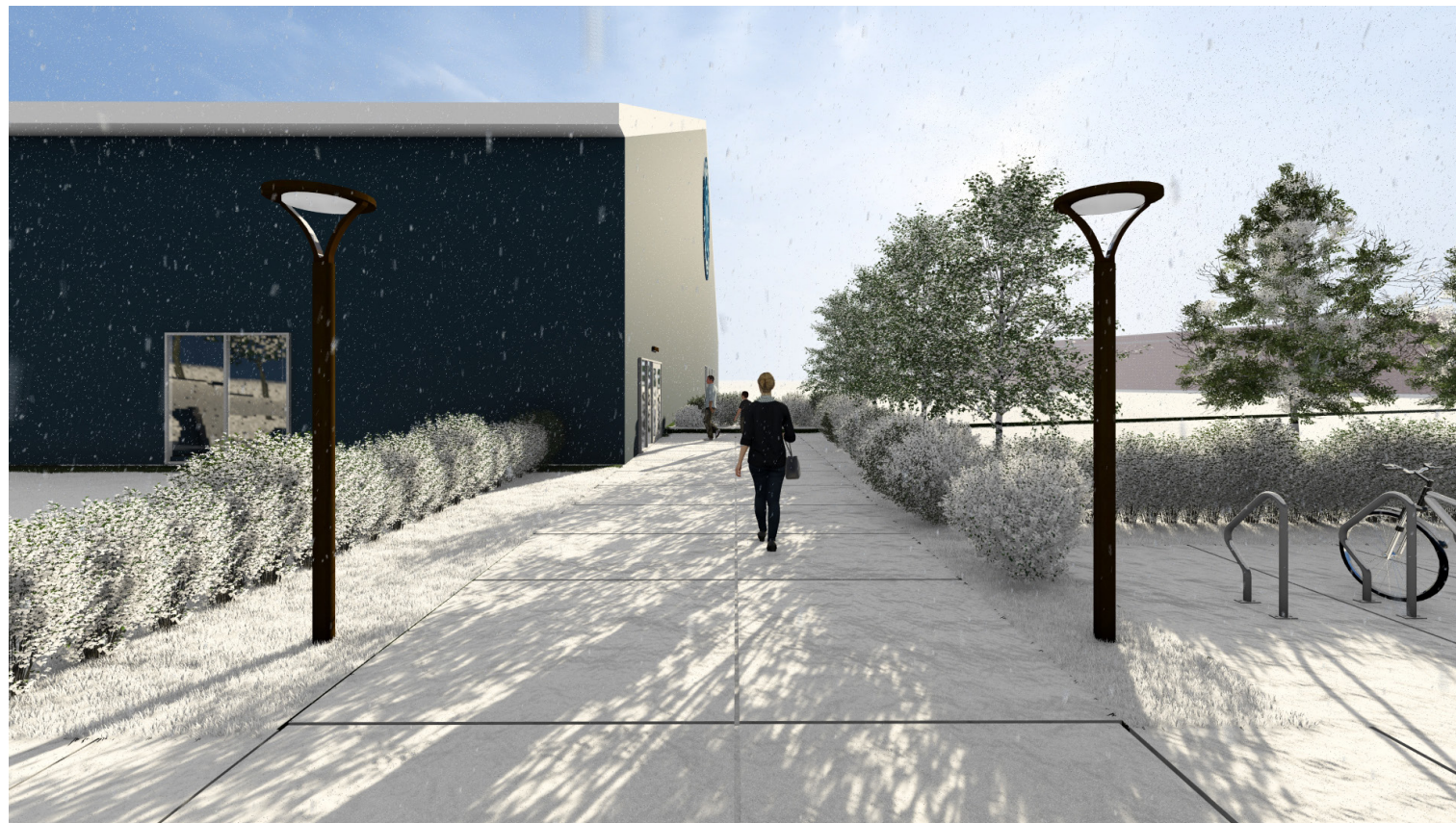
DAY	TIME	ACTIVITY
MON	9:00 AM - 11:00 AM	OPEN TURF
TUE	9:00 AM - 11:00 AM	OPEN TURF
WED	9:00 AM - 11:00 AM	OPEN TURF
THU	9:00 AM - 11:00 AM	OPEN TURF
FRI	9:00 AM - 11:00 AM	OPEN TURF
SAT	9:00 AM - 11:00 AM	OPEN TURF
SUN	9:00 AM - 11:00 AM	OPEN TURF
MON	1:00 PM - 3:00 PM	SOCCER PRACTICE
TUE	1:00 PM - 3:00 PM	SOCCER PRACTICE
WED	1:00 PM - 3:00 PM	SOCCER PRACTICE
THU	1:00 PM - 3:00 PM	SOCCER PRACTICE
FRI	1:00 PM - 3:00 PM	SOCCER PRACTICE
SAT	1:00 PM - 3:00 PM	SOCCER PRACTICE
SUN	1:00 PM - 3:00 PM	SOCCER PRACTICE
MON	5:00 PM - 7:00 PM	FLAG FOOTBALL
TUE	5:00 PM - 7:00 PM	FLAG FOOTBALL
WED	5:00 PM - 7:00 PM	FLAG FOOTBALL
THU	5:00 PM - 7:00 PM	FLAG FOOTBALL
FRI	5:00 PM - 7:00 PM	FLAG FOOTBALL
SAT	5:00 PM - 7:00 PM	FLAG FOOTBALL
SUN	5:00 PM - 7:00 PM	FLAG FOOTBALL
MON	7:00 PM - 9:00 PM	FITNESS CLASS
TUE	7:00 PM - 9:00 PM	FITNESS CLASS
WED	7:00 PM - 9:00 PM	FITNESS CLASS
THU	7:00 PM - 9:00 PM	FITNESS CLASS
FRI	7:00 PM - 9:00 PM	FITNESS CLASS
SAT	7:00 PM - 9:00 PM	FITNESS CLASS
SUN	7:00 PM - 9:00 PM	FITNESS CLASS
MON	9:00 AM - 11:00 AM	YOUTH SOCCER
TUE	9:00 AM - 11:00 AM	YOUTH SOCCER
WED	9:00 AM - 11:00 AM	YOUTH SOCCER
THU	9:00 AM - 11:00 AM	YOUTH SOCCER
FRI	9:00 AM - 11:00 AM	YOUTH SOCCER
SAT	9:00 AM - 11:00 AM	YOUTH SOCCER
SUN	9:00 AM - 11:00 AM	YOUTH SOCCER



WELCOME

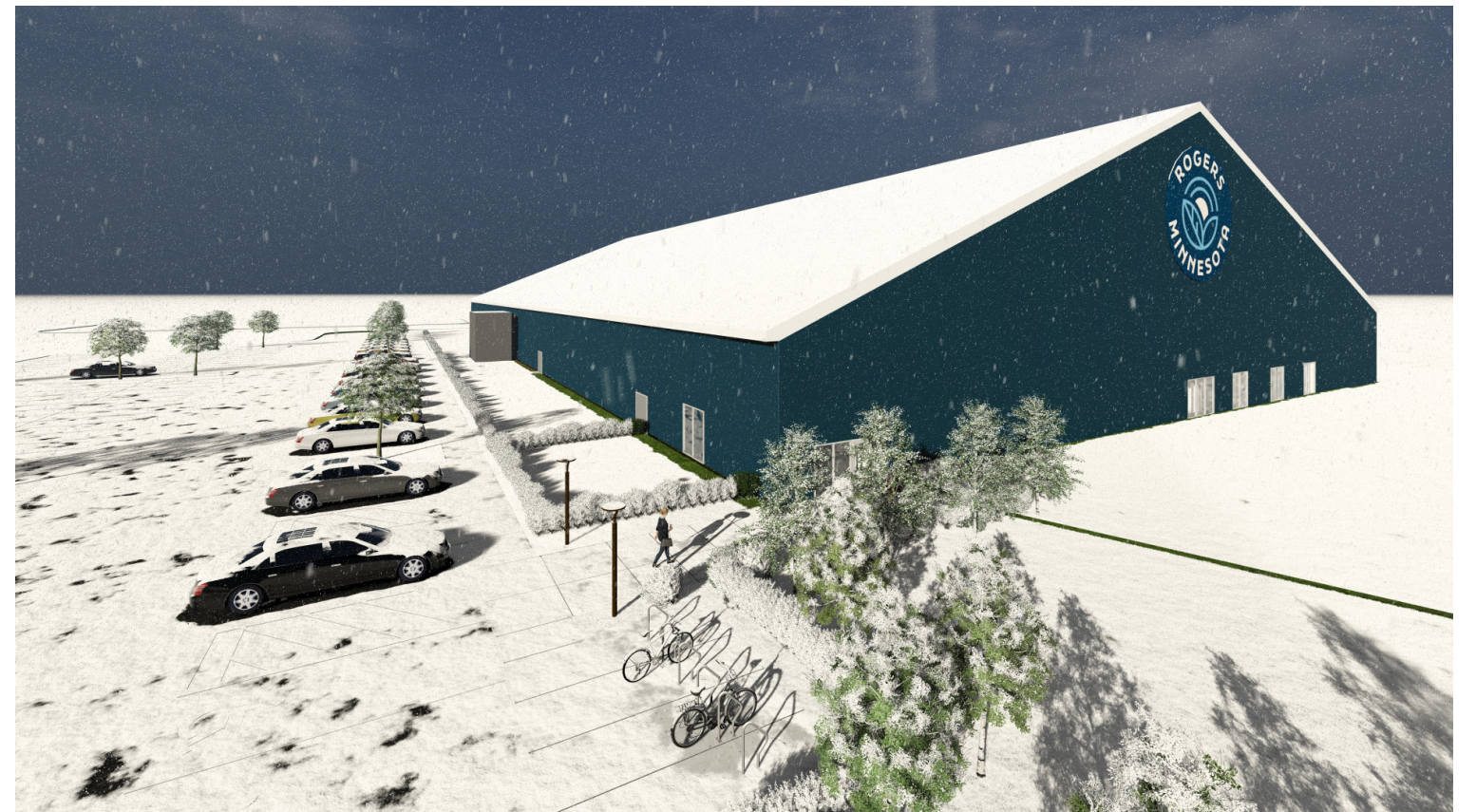
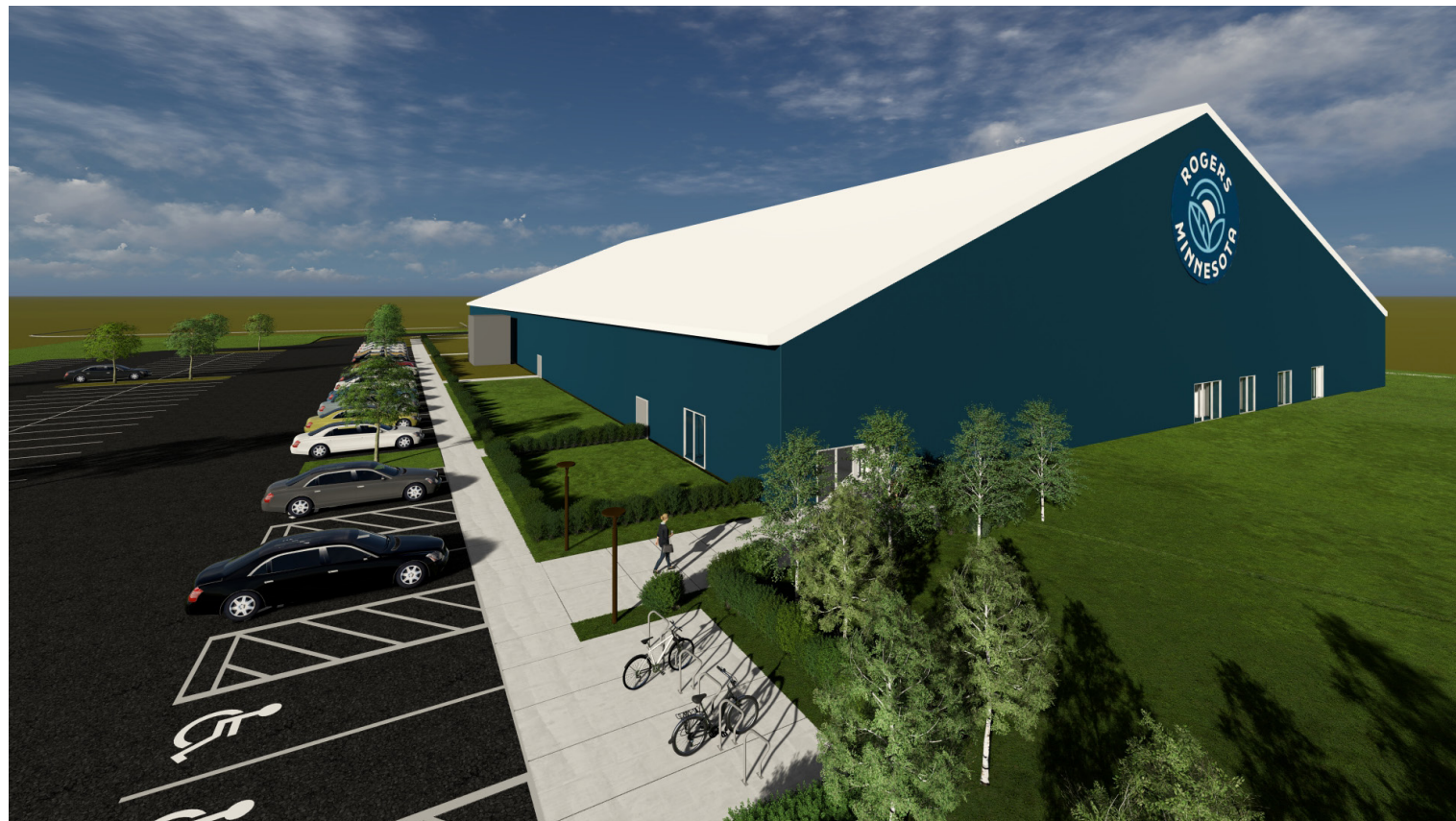
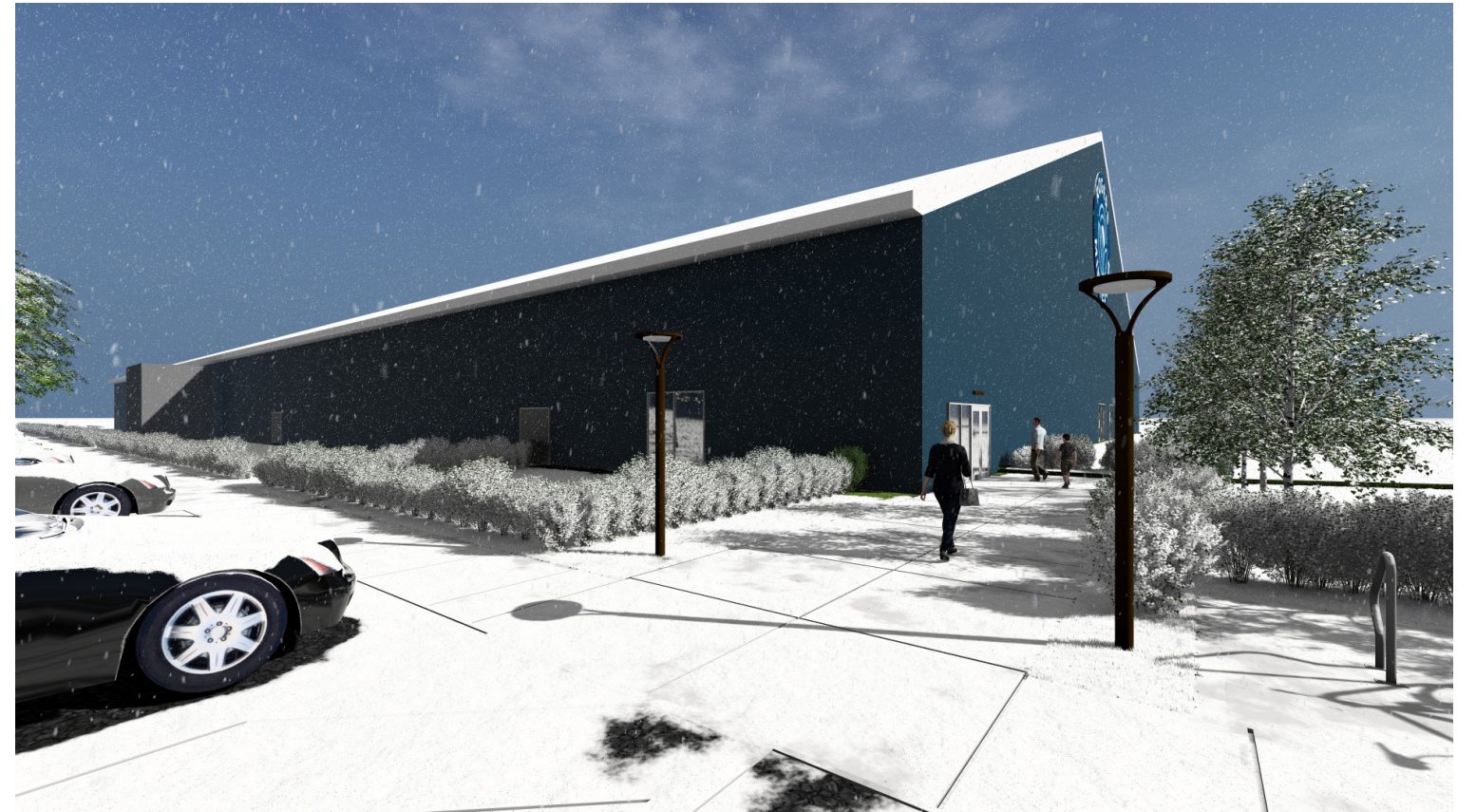
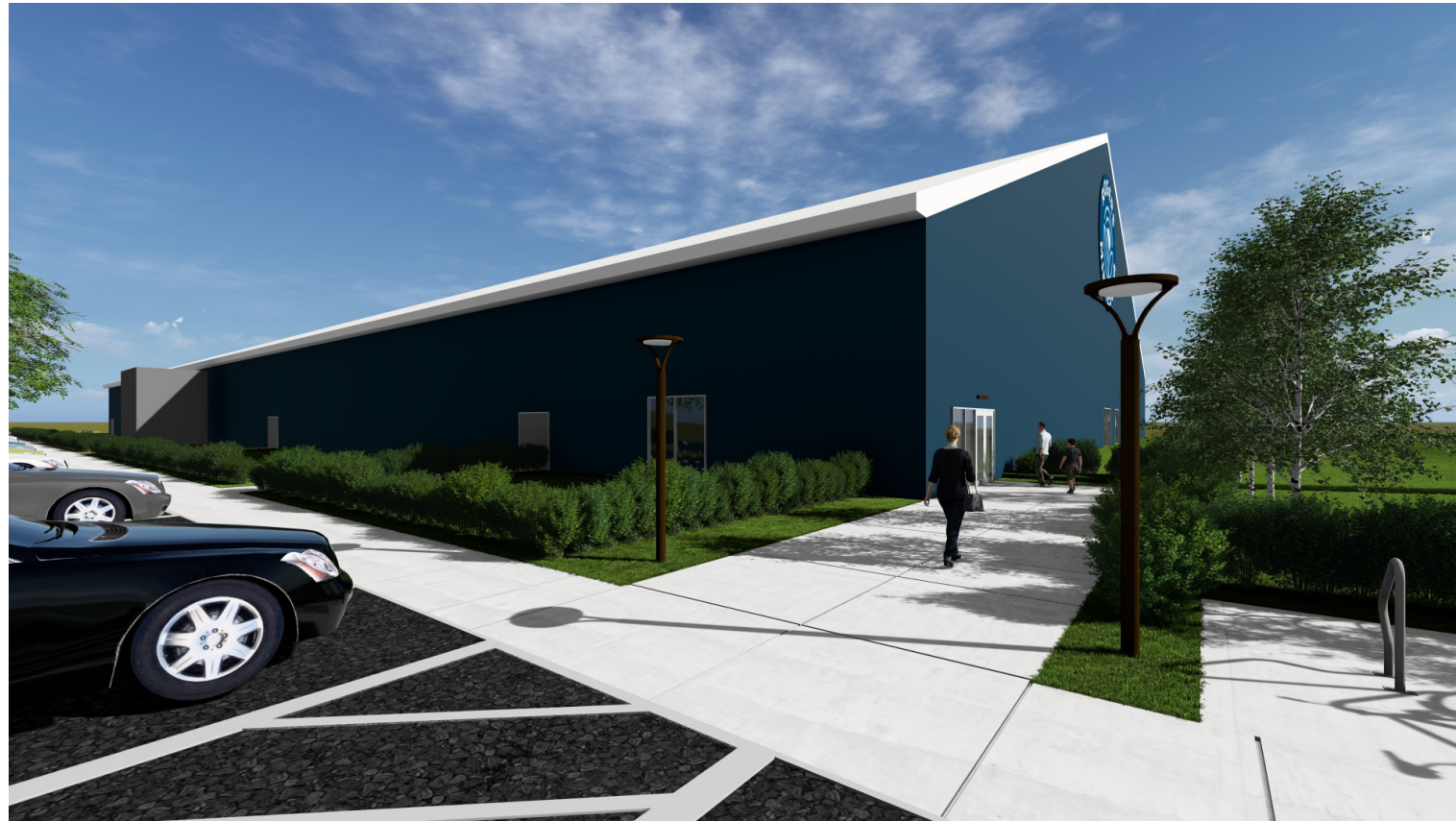


# NAVY BLUE FABRIC



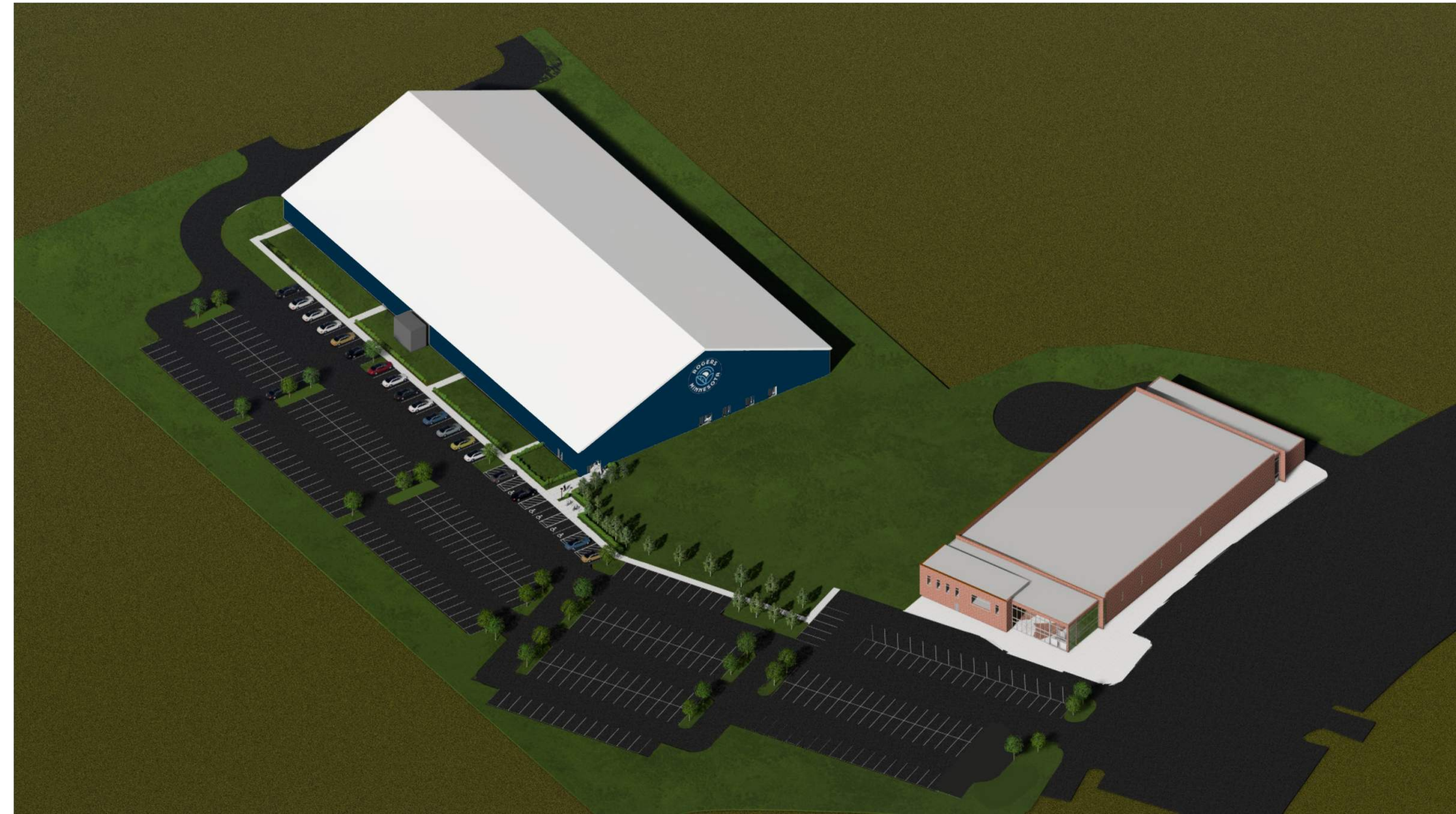


# NAVY BLUE FABRIC



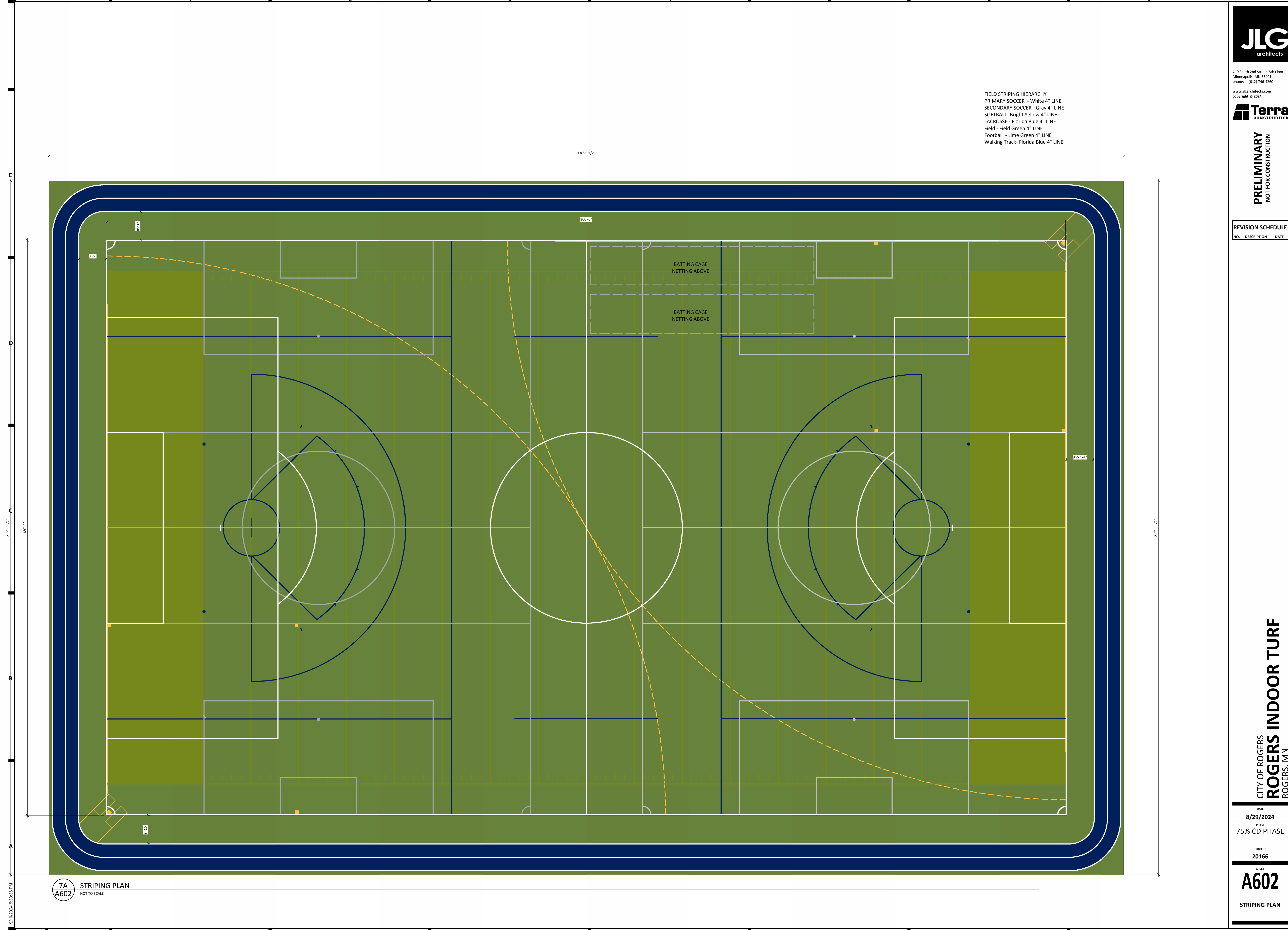


# OVERALL SITE





FIELD STRIPING HIERARCHY  
 PRIMARY SOCCER - White 4" LINE  
 SECONDARY SOCCER - Gray 4" LINE  
 SOFTBALL - Bright Yellow 4" LINE  
 LACROSSE - Florida Blue 4" LINE  
 Field - Field Green 4" LINE  
 Football - Lime Green 4" LINE  
 Walking Track - Florida Blue 4" LINE



**7A**  
**A602** STRIPING PLAN  
NOT TO SCALE

8/10/2024 5:33:58 PM

CITY OF ROGERS  
**ROGERS INDOOR TURF**  
 ROGERS, MN

DATE  
8/29/2024  
 PHASE  
75% CD PHASE  
 PROJECT  
20166  
 SHEET  
**A602**  
 STRIPING PLAN



**REQUEST FOR ACTION  
PARK BOARD**

**Meeting Date:** September 12, 2024

**Agenda Item:** No. 6.2

**Subject:** South Community Park Buildings Color Scheme

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

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**Recommended Park Board Action**

Recommend colors for the South Community Park Maintenance and Warming House/Concessions building.

**Overview / Background**

The warming house/concessions and maintenance buildings at South Community Park will be built in the coming months. we need to select the color schemes. Recent color schemes that we could match would be the turf building, the Lions Central Park Buildings or we could choose to go another route. The windows and doors will be a bronze aluminum, however nothing else has been selected. We need to select the colors for the roof, exterior walls, and exterior rock wainscoting.

Attached is the color samples from Structural Buildings the building supplier. If you would like to look at their web site for examples: <https://structuralbuildings.com>

Wainscoting: <https://www.beonstone.com/> or <https://versettastone.com/>

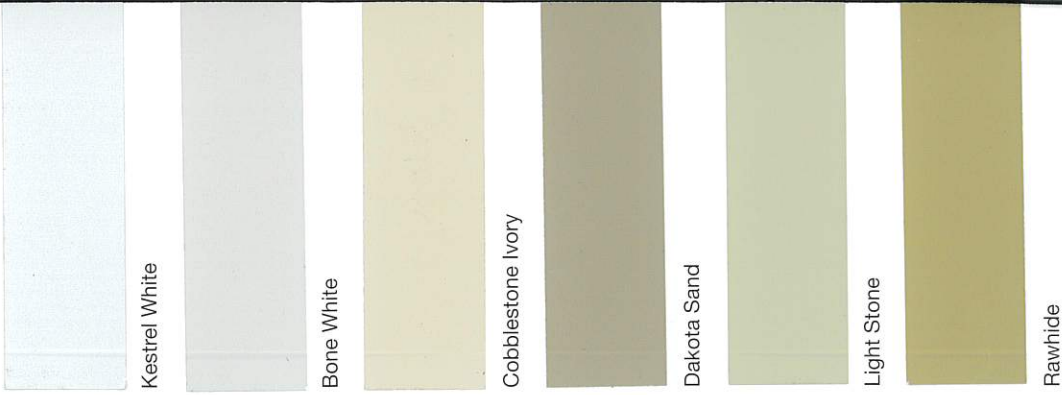
I will have samples at the meeting.

**ATTACHMENTS:**

Description

Color Samples





Kestrel White

Bone White

Cobblestone Ivory

Dakota Sand

Light Stone

Rawhide



Clay Mist



Ash Gray



Smoke Gray



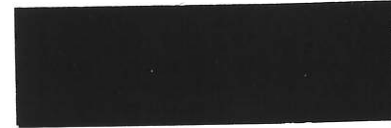
Charcoal Gray



Light Brown



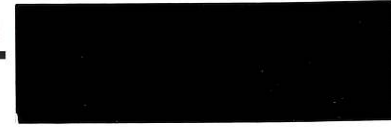
Cocoa Brown



Dark Brown



Burnished Slate



Black



Roman Blue



Gallery Blue



# STRUCTURAL BUILDINGS

1-800-535-9722

www.StructuralBuildings.com

*If you can Dream it...  
We can Build it!!!*



**SHERWIN-WILLIAMS**  
Coil Coatings

**WeatherXL™**



DST 45 Year Paint Warranty, see your local representative for details.

**More colors listed on reverse!**

These color samples are as close as possible to actual colors offered, within the limits of color chip reproduction.



Fern Green



Forest Green



Classic Burgundy



Crimson Red



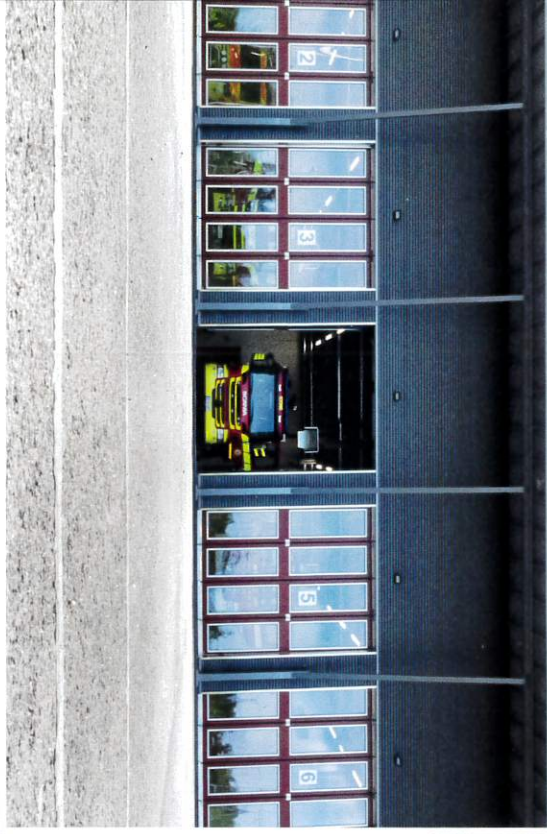
Barn Red



Dark Blue



# FIREHALLS



  
**FINDOOR**  
THE DOOR REVOLUTION

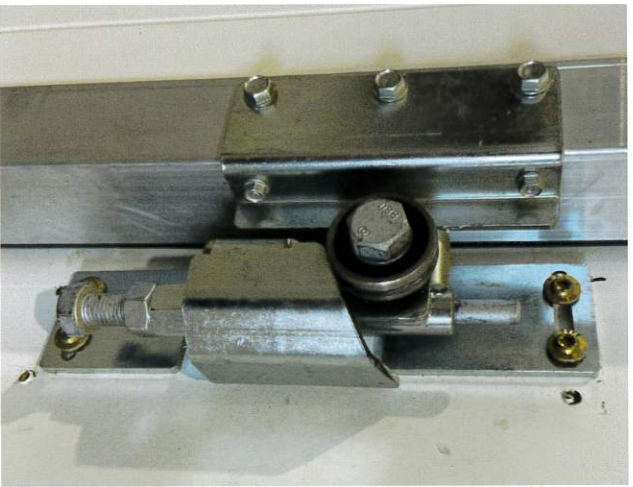
# CAR WASHES



AGRICULTURAL / COMMERCIAL / INDUSTRIAL / RESIDENTIAL







**LIFTING STEEL HINGES**

- The lifting hinges ensure that the weather stripping seal has minimum wear on the ground.
- With minimal maintenance, the hinges will remain rust-free and functional for decades.

**DOOR CONFIGURATION**

**SIZES, PANELS, WINDOWS, MAN DOORS**

Not every building is built the same and FINDOOR is the most flexible door. In the world to configure:

- Multiple configurations with sizes up to a maximum of 1100 sq ft
  - A FINDOOR man door can be placed right in a folding door
  - More flexibility with in-swing or out-swing doors that doesn't take up space inside or outside
  - Can be installed on wood, concrete or steel
  - A massive advantage with FINDOOR is the ability to install doors with limited headroom
- In some cases as little as 5 inches is needed!*

**VISIT US AT [FINDOOR.CA](http://FINDOOR.CA)**

**COLOURS**



**Polar White**



**Bright Red**



**Slate Blue**



**White/White**



**Burnished Slate Stone Grey**



**CUSTOM DOOR SOLUTIONS BUILT FOR YOU**

DOORS MADE TO MEET YOUR SPECIFICATIONS

**EASY TO USE**

- Works in all weather conditions
- Even the largest doors can be operated by a single person



**SECURITY**

- Safe to use, no pinch points between sections.



**BECOME A DEALER**

- Shorter lead times
- More efficient installation



**ENERGY EFFICIENT**

- Tight seal
- Minimal air leakage
- No light around edges
- Superb U-Factor



**DURABLE**

- Minimal service, lasts decades
- Few moving parts
- 26 gauge steel and EPDM Rubber Seals



**CANADIAN MADE**

- Made for the North American Climate



**WEATHER-STRIPPING SEAL**

- THE WEATHER-STRIPPING IS MADE OF EPDM RUBBER AND IS AMAZING IN EXTREME CONDITIONS.
- SAFETY IS IMPORTANT. THE FINDOOR WEATHER-STRIPPING HAS NO PINCH POINTS.



**REQUEST FOR ACTION  
PARK BOARD**

**Meeting Date:** September 12, 2024

**Agenda Item:** No. 6.3

**Subject:** Fieldhouse Turf Sales Planning

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

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**Recommended Park Board Action**

Pending discussion create a task force to determine the turf allocation policy for the fieldhouse.

**Overview / Background**

As we move forward with the construction of the indoor turf facility it is imperative that we start planning out the operations. Staff is looking for direction on how to allocate the turf time. With the number of groups that we are looking to serve there will need to be a way to determine who is allocated the rental time. Attached you will find the ice allocation policy for reference and a couple of draft forms.

This may be a situation that would benefit from having a task force to meet with user groups through the first allocation.

**ATTACHMENTS:**

Description

Ice Allocation Policy

Draft Turf Time RFP

Turf Request Form

## **Rogers Activity Center Ice Allocation Policy**

The objectives for the Rogers Activity Center's Ice Allocation Policy are:

- to operate the ice services and facilities in an equitable, cost-effective and fiscally sustainable manner;
- to balance local services and needs with those of the City as a whole;
- to provide rink users and stakeholders the opportunity to influence policy implementation;
- to meet current and future demands for both organized and casual participants.

### **GUIDING PRINCIPLES**

The following principles served as the framework for developing the Allocation Policy and should continue to be considered when implementing and/or interpreting the various policy statements:

**Access and Equity:** policy to ensure fair and equitable access to ice in terms of allocation as well as in the application of fees and charges.

**Efficiency:** given the limited supply of ice, policy to ensure the effective and efficient use of facilities, both in terms of time and space.

**Diversity:** policy to provide for a wide range of opportunities (balanced program).

**Youth Sport Development:** in recognition of the role municipal ice arenas play in the development of minor sport, special consideration to be given to accommodating youth activities.

**Partnership:** policy to recognize the importance of partnerships in the delivery of rink based activities (minor sport and community associations).

**Financial Sustainability:** fee and charges structure must be within the financial limitations of the Rogers Activity Center.

It is recognized that resident and user group ice "needs" and/or "demands" may change over time, thus the Ice Allocation Policy requires periodic review and updating.

### **PRIORITY FOR ICE ALLOCATION**

The priority for ice allocation is:

First Priority Public Skating and Programs

Second Priority Rogers High School Games

Third Priority Rogers Youth Hockey Association Tournaments  
Fourth Priority Rogers High School Practices Prior to 6 pm  
Fifth Priority Rogers Youth Hockey Games and Practices  
Sixth Priority Non-profit groups & organizations  
Seventh Priority for profit groups & organizations

Allocated ice can only be used for intended purpose – i.e., ice allocated for youth hockey can only be used for youth hockey games or practices.

## PROCESSING OF ICE ALLOCATIONS

### Deadlines for Ice Requests

#### Fall/Winter Session:

Requests for fall/winter ice must be received by June 1<sup>st</sup> of the current year; the Rogers Activity Center Manager will allocate fall/winter ice by July 1<sup>st</sup> of the current year.

#### Spring Session:

Requests for spring/summer ice must be received by December 1<sup>st</sup> of the previous year; the Rogers Activity Center Manager will allocate spring ice by December 31<sup>st</sup>.

#### Summer Session:

Requests for spring/summer ice must be received by January 15<sup>th</sup> (Beginning in 2008) of the current year; the Rogers Activity Center Manager will allocate spring/summer ice by February 15<sup>th</sup> of the current year.

Applications received after these deadlines will be processed on a first-come first served basis.

These applications will only be considered after those applications received prior to the deadline have been allocated ice time as per their entitlement.

### Processing Priority

The priority for processing ice time requests is:

- 1st Renewal: existing user requests are reviewed and approved annually.
- 2nd Increased Ice: existing users request for increased ice time will be considered only if ice is available and demand can be demonstrated.
- 3rd New: Requests only considered if ice is available and demand can be demonstrated.

## Tournaments and Special Events

### Cancellations and Refunds

If ice being returned is sold by the Rogers Activity Center to another user group a credit will be issued minus \$20.00 per hour rescheduling fee. Rental groups are required to give two weeks written notice in order for the Rogers Activity Center to attempt to sell the ice if ice is unsold the group will not receive a credit. No groups are permitted to sublease their ice time (violates insurance coverage) and unused ice reverts back to the Rogers Activity Center.

The Rogers Activity Center reserves the right to cancel programs of user groups for special citywide events and/or building maintenance. When this occurs, the Rogers Activity Center will attempt to provide alternate accommodation.

### ALLOCATION OF FREE ICE TIME

The allocation of free ice time is granted under the following criteria:

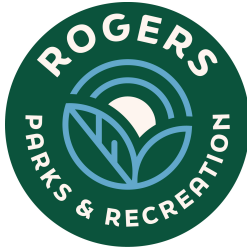
- economic need;
- community benefit;
- fund-raising opportunities.

The granting of free ice is subject to the Rogers Activity Center Manager's approval.

### SPRING AND SUMMER ICE ALLOCATION

Priority for ice allocation during the spring and summer months will follow the fall/winter criteria.

The Rogers Activity Center will annually conduct a cost/benefit analysis for the provision of ice facilities during the spring-summer months. The amount of ice time provided will reflect demand, revenue generation and cost of operation during this period.



## REQUEST FOR PROPOSALS

*For the lease of turf time at the Rogers Activity Center Fieldhouse*

**PROPOSAL SUBMITTAL DEADLINE:**

**Monday, December 2, 2024, 3:00 pm**

The City of Rogers is soliciting proposals for the lease of turf time at the Rogers Activity Center Fieldhouse over a five-year period, with each rental year defined as October 1-April 30

## GENERAL INFORMATION

The Rogers Activity Center Fieldhouse, will be completed in the fall of 2025. The Fieldhouse will be located adjacent to the Rogers Activity Center (ice arena) which opened in 2007. The fieldhouse is located on near Rogers High/Middle School Campus which is surrounded by jointly operated athletic fields.

### FACILITIES

Rogers Activity Center Fieldhouse (21080 141st Ave N, Rogers, MN). The multisport facility features a state of the art synthetic turf field with markings for a 100x60 yard soccer field, 100x60 yard unified lacrosse field, 80 yard football field, two 175' fast pitch softball fields, and two youth 60x45 yard soccer fields.

**RENTAL DATES:** October 1-March 15

### RENTAL DAYS/TIMES

- Mondays-Fridays: 2:00-10:00 pm
- Saturdays-Sundays: 7:00 am-10 pm

Staff will confirm the booking of all days and times, pending feasibility, with the selection of a winning proposal and the drafting of a lease agreement.

### TOTAL RENTAL FEES

**2025-26 Oct-April \$375**

**2026 April-Oct \$150**

## IMPORTANT INFORMATION & REQUIREMENTS

### POINT OF CONTACT

All communication and questions regarding this RFP should be directed to the following contact.

**Mike Bauer**

Phone: 763-428-0974

Email: mbauer@rogersmn.gov

### LATE RESPONSES

Late responses will not be considered.



## SUBMITTAL DEADLINE

Proposals must be submitted via email as a PDF attachment by **Monday, December 2, 2024 3:00 pm**, to: [mbauer@rogersmn.gov](mailto:mbauer@rogersmn.gov)

## TIMELINE OF PROPOSALS AND SELECTION

<b>RFP ISSUE DATE</b>	Friday, November 1, 2024
<b>Fieldhouse TOUR</b>	Upon request
<b>SUBMIT QUESTIONS BY</b>	Wednesday, November 18, 2024
<b>PROPOSALS DUE</b>	<b>Monday December 2, 2024, 3:00 pm</b>
<b>NOTIFICATION OF CANDIDATES</b>	Friday, January 5, 2025 5:00 pm (Approximate)

## RESPONSE REQUIREMENTS

To facilitate the selection process the following information (listed in 1 – 6 below) must be included in your response. Responses must be no smaller than 11 point, single spaced. Attachment A has been created to provide a framework for your response. Additional documents may be included as appendices..

1. Cover letter
  - a. Legal name of respondent with address and phone number
  - b. Name, title, address, phone number and email address of main contact person
  - c. Confirmation of receipt of any Addenda to the RFP
  - d. Signature of a person authorized to bind the respondent to the terms of the proposal.
2. Turf Time Needs and Cost
  - a. Schedule of turf time needed
  - b. Total hours and rental cost based on rates listed above
3. Anticipated number of Rogers Residents engaged per year by your proposal.
4. Weekend Tournaments
  - a. Names and dates of tournaments
  - b. Age groups and number of players anticipated in the tournament
  - c. Anticipated percent of tournament attendees from out of state
5. Additional Compensation
  - a. Statement of commitment to contribute to costs for maintenance and depreciation of the turf facility (an amount no less than \$20,000/yr) and
  - b. Any Other proposed financial compensation to benefit Rogers Fieldhouse. This could be additional capital upgrades, support for programing or general financial contributions.
6. Insurance
  - a. Proof of liability insurance

## PROPOSAL REVIEW AND SELECTION CRITERIA

### MINIMUM REQUIREMENTS

All eligible proposals must meet the following minimum rental requirements.

- Rentals must be for a five (5) year period starting in October 2025 and ending in March 2030.
- Each year there must be a minimum of five hundred (500) turf rental hours. (turf time requested outside of the dates and times listed under the turf availability will not count towards the 500 hours)
- Respondents must host a minimum of 2 weekend tournaments between November 1 and February 28 of each year. Weekend tournaments must consist of three (3) days of games being played.
- Commitment to financially contribute a minimum of \$20,000 to the maintenance and eventual replacement of an turf resurfer.
- Description of how the respondent will grow the game of hockey in the City of Rogers. This may be through additional compensation to the City of Rogers, special programming, promotion, etc.

### SCORING

Proposals will be evaluated by City staff for completeness based on the minimum requirements. Any response deemed incomplete or not meeting the minimum requirements outlined below will be rejected.

All Responses deemed complete will be evaluated on the following criteria.

Criteria	Maximum Points
RFP Response completed and submitted on time	Pass/Fail
Declaration and Acknowledgement	Required
Meets time minimum (500 hours) within available hours	Pass/Fail
Proposes two weekend tournaments in the winter months	Pass/Fail
Additional weekend tournaments proposed	20
Additional Compensation	30
Usage will grow the game of hockey in Rogers	50
<b>TOTAL POINTS POSSIBLE</b>	<b>100</b>

The Evaluation Committee will score each completed response by applying the above criteria. The City reserves the right to request and discuss additional or clarifying information necessary to complete the scoring. The City will begin contract negotiations with the highest scoring respondent. If the City fails to come to agreement with the highest scoring respondent, negotiations may begin with the second highest scoring respondent, or the City may reject all proposals.

## General Provisions

### INSURANCE AND BOND

The selected respondent will be required to carry liability insurance in amounts acceptable to the City and naming the City of Rogers as an additional insured party.

### FACILITY STAFFING AND OPERATING COSTS INCLUDED

The City of Rogers will provide all turf resurfacing, preparation, maintenance, and related staffing. The City of Rogers will pay all utility costs associated with facility operation.

### **ANNUAL AGREEMENT REVIEW**

In addition to an ongoing assessment of the usage arrangement, the lease agreement will be reviewed halfway through each rental year to amend or edit any booking dates and times and assess the overall arrangement. No refund will be provided if the actual rental hours used are less than agreed upon. The City of Rogers is obligated to request additional funds for any additional rental hours added to the schedule, over and above the time blocks defined in the agreement.

### **CONDITIONS OF INELIGIBILITY**

The City of Rogers retains the absolute right to reject any proposals and/or modifications to proposals received after the due date at its sole discretion. Proposals will not be accepted from any person, entity, or otherwise that is in arrears for prior expenses owed to the City.

### **DURATION OF OFFER**

Proposals submitted in response to this RFP are valid for ninety (90) days following the date of submission on proposals. The period may be extended by written mutual agreement between the City and respondent.

### **RIGHTS RESERVED BY THE CITY**

Notwithstanding anything to the contrary, the City reserves the right to:

- Negotiate any aspect of a proposal with any respondent
- Select for contract negotiations a proposal other than that with the highest monetary contribution
- Terminate negotiations and select the next highest-scored respondent, prepare, and release a new RFP or take other action as the City deems appropriate if negotiations fail to result in a successful contract.
- Terminate the contract at any time without cause.

### **Public Record**

All materials submitted in response to the RFP are private or nonpublic until the time and date that proposals are due, at which time the names of the responders become public. After the City completes its contract negotiations with the selected respondent, all materials submitted by all proposers become public data, except for any trade secret data as defined by Minnesota Statute, section 13.37.

# **Rogers Fieldhouse LEASE PROPOSAL**

## **ATTACHMENT A: RFP RESPONSE CHECKLIST**

The following checklist is intended as a guide for Respondents. Respondent is NOT required to include this checklist with its RFP submittal.

<b>Attachment</b>	<b>Description</b>
B	Proposal Declaration and Acknowledgement
C	Main Contact and Addenda Acknowledgement
D1	Turf Time Needed, Turf Time Fee Total
D2	Weekend Tournaments
D3	Detail of additional financial compensation
D4	Anticipated number of Rogers Residents engaged per year by your proposal.
	Proof of liability insurance

**ATTACHMENT B: PROPOSAL DECLARATION AND ACKNOWLEDGEMENT**

**Required**

*Respondent must complete and submit this Attachment as the response cover page.*

<b>Check to confirm statements are true:</b>	
1. No attempt has been made or will be made by us to induce any other person or firm to not submit a proposal in response to this RFP.	
2. No personnel currently employed by the City of Rogers participated, directly or indirectly, in any activities related to the preparation of this Submittal.	
3. To the best of our knowledge there are no relevant facts or circumstances which could give rise to organizational conflicts of interest.	
4. Respondent has reviewed and is familiar with this RFP and its attachments.	
5. Respondent understands and acknowledges all RFP requirements.	
6. Respondent is able to furnish Bonds and Insurance required by this RFP.	
7. The Respondent understands they shall not assign any part of its interest in the Contract without prior written consent of the City of Rogers	
8. Respondent commits to at least two weekend tournaments per rental year.	
9. Respondent commits to financial compensation beyond turf time fees in the amount of at least \$20,000	
10. Respondent commits additional financial compensation.	

I certify under penalty of perjury that I am a duly authorized representative of the Respondent listed below, I have carefully examined all RFP Documents and documents referenced in this RFP, I understand all instructions, requirements, specifications, terms and conditions, and all statements, information, costs, and schedules submitted in response to the RFP are current, complete, true and accurate. I am in full compliance with all applicable Federal, State and local laws, rules, regulations and ordinances governing its business practices.

\_\_\_\_\_ Date of Submission  
 Legal Name of Firm and type of business

\_\_\_\_\_ Signature of Respondent's Representative  
 Printed Name of Respondent's Representative and Title

\_\_\_\_\_ Firm's Phone Number  
 E-mail Address of Respondent

\_\_\_\_\_ Firm's Mailing Address



**ATTACHMENT C: MAIN CONTACT PERSON AND ADDENDA ACKNOWLEDGEMENT**

*Respondent to confirm receipt of addenda issued.*

Respondent's main contact person during the period of proposal and/or contract evaluation

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone Number Fax Number

\_\_\_\_\_  
Mailing Address

**Addenda Acknowledgement**

Responders are responsible for checking for any addendums to this RFP.

Respondent acknowledges receipt of the following Addenda, and has incorporated the requirements of such addenda into the Proposal (LIST ALL ADDENDA ISSUED FOR THIS RFP):

No.	Date
No.	Date
No.	Date
No.	Date
No.	Date
No.	Date

**ATTACHMENT D1: turf TIME NEEDS AND COSTS**

Requested dates must be between **October 1 and April 30** at these times/days:

- Mondays-Fridays: 4:00-10:00 pm
- Saturdays-Sundays: 7:00am -9:30 pm

**FIRST AND LAST DATES OF RENTAL YEAR (between Oct 1 and April 30)** \_\_\_\_\_

**DAYS/TIMES (include weekend tournaments/events)**

	START TIME	END TIME
MONDAYS		
TUESDAYS		
WEDNESDAYS		
THURSDAYS		
FRIDAYS		
SATURDAYS		
SUNDAYS		

**USAGE FEES**

	TOTAL HOURS	HOURLY RATE	TOTAL FEE
2025		x \$375 =	\$
2026		x \$375 =	\$
2027		x \$ =	\$
2028		x \$ =	\$
2029		x \$ =	\$
2030		x \$ =	\$

**NOTE: Respondents may submit a more detailed schedule as an attachment.**

**ATTACHMENT D2: WEEKEND TOURNAMENT or EVENTS**

Respondent is to host two weekend tournaments/event during the rental year.

	#1 (REQUIRED)
<b>Tournament/Event Name</b>	
<b>Dates (minimum three days)</b>	
<b>Age groups of players</b>	
<b>Percentage of out-of-town attendees</b>	

	#2 (REQUIRED)
<b>Tournament/Event Name</b>	
<b>Dates (minimum three days)</b>	
<b>Age groups of players</b>	
<b>Percentage of out-of-town attendees</b>	

	#3
<b>Tournament/Event Name</b>	
<b>Dates (minimum three days)</b>	
<b>Age groups of players</b>	
<b>Percentage of out-of-town attendees</b>	

	#4
<b>Tournament/Event Name</b>	
<b>Dates (minimum three days)</b>	
<b>Age groups of players</b>	
<b>Percentage of out-of-town attendees</b>	

**ATTACHMENT D3: ADDITIONAL FINANCIAL COMPENSATION**

Any other proposed financial compensation to benefit Rogers Fieldhouse.	\$
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**DETAILS OF OTHER PROPOSED FINANCIAL COMPENSATION:**

**ATTACHMENT D4: ROGERS RESIDENTS SERVED**

Anticipated number of Rogers Residents engaged per year by your proposal. .

OTHER? \_\_\_\_\_



# ROGERS ACTIVITY CENTER FIELD HOUSE

## ROGERS ACTIVITY CENTER FIELD HOUSE FACILITY AGREEMENT AND REQUEST FORM September 2025- May 2026 Field House Requests

NAME OF ORGANIZATION: \_\_\_\_\_ SCHEDULING CONTACT: \_\_\_\_\_

EMAIL OF CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ TAX EXEMPT: Y  N

### RENTAL TYPE AND SEASON REQUEST

ACTIVITY:  Soccer  Lacrosse  Youth Baseball  Football  Other: \_\_\_\_\_

EVENT TYPE:  Practice  Game  Training Program  Camp  Tournament  League  Other:

MONTHS:  SEP  OCT  NOV  DEC  JAN  FEB  MAR  APR  MAY

SEASON START DATE: \_\_\_\_\_ SEASON END DATE: \_\_\_\_\_

REQUEST NOTES (INCLUDE DATES YOU DON'T WANT SCHEDULED, I.E. HOLIDAYS):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ATTACH SCHEDULE OR ENTER REOCCURRING WEEKLY FIELD REQUESTS BELOW

Indicate the number of fields (1, 2 or 3) you wish to rent each week in the chart below.

Time Blocks	Saturdays	Sundays	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
7 – 8 a.m.	_____	_____	_____	_____	_____	_____	_____
8 – 9 a.m.	_____	_____	_____	_____	_____	_____	_____
9 – 10 a.m.	_____	_____	_____	_____	_____	_____	_____
10 – 11 a.m.	_____	_____	_____	_____	_____	_____	_____
11 a.m. – 12 p.m.	_____	_____	_____	_____	_____	_____	_____
12 – 1 p.m.	_____	_____	_____	_____	_____	_____	_____
1 – 2 p.m.	_____	_____	_____	_____	_____	_____	_____
2 – 3 p.m.	_____	_____	_____	_____	_____	_____	_____
3 – 4 p.m.	_____	_____	_____	_____	_____	_____	_____
4 – 5 p.m.	_____	_____	_____	_____	_____	_____	_____
5 – 6 p.m.	_____	_____	_____	_____	_____	_____	_____
6 – 7 p.m.	_____	_____	_____	_____	_____	_____	_____
7 – 8 p.m.	_____	_____	_____	_____	_____	_____	_____
8 – 9 p.m.	_____	_____	_____	_____	_____	_____	_____
9 – 10 p.m.	_____	_____	_____	_____	_____	_____	_____
10 – 11 p.m.	_____	_____	_____	_____	_____	_____	_____



# ROGERS ACTIVITY CENTER FIELD HOUSE RENTAL AGREEMENT

## September 2025- May 2026 Field House Requests

**LESSEE INFORMATION:**     Existing Customer     New Customer

NAME OF ORGANIZATION/INDIVIDUAL: \_\_\_\_\_ TAX EXEMPT: Y (Include ST3 form)  N

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PRESIDENT/OWNER NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

SCHEDULER CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

BILLING CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

### ADDITIONAL AUTHORIZED REPRESENTATIVES

Approved to make changes or add rentals to the organization's schedules

AUTHORIZED REPS NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

AUTHORIZED REPS NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

AUTHORIZED REPS NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

AUTHORIZED REPS NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

AUTHORIZED REPS NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

### TERMS AND CONDITIONS

This agreement, issued by Rogers Parks & Recreation, 22350 S Diamond Lake Rd., Rogers, MN 55374 hereinafter referred to as "City" and issued to customer, hereinafter referred to as "Lessee" and is valid for all rental reservations made between the date signed below thru May 31, 2026.

**CANCELLATIONS:** There are no cancellations or refunds of reservations for any reason, including weather and low registration. Failure to confirm via email to the Parks and Recreation Director equals assumed acceptance of all turf hours.

**FEES:** All groups/organizations/individuals renting time shall be charged the applicable rates approved by the City of Rogers City Council.

**PAYMENTS:** City shall invoice the Lessee st on approximately the 15th of each month for all reservation in the upcoming month. Invoices are due and payable on or before the 1 of the month for the upcoming month. Lessee agrees that reservations made constitutes anobligation of Lessee to pay balance of all fees regardless of whether the reservation is used by the Lessee or not. Additional reservations after the current invoice payment date has passed will be added to the next upcoming invoice. There is no penalty for prepayment.

**PAYMENT TYPES:** In-state checks, cash, money orders and cashier's checks, Visa, MasterCard, American Express or Discover credit card are accepted (no starter checks).

**SCHEDULING EFFICIENCIES:** Lessee has 14 business days to accept or reject tentative time provided by City and acknowledges that no response constitutes acceptance of schedule. City reserves the right to adjust start times by 30 minutes and transfer reservations to alternate locations to allow for scheduling and operational efficiencies. City will inform Lessee of any changes to Lessees schedule by email.

**SUBLETTING:** The practice of occasionally transferring/trading/selling time between existing customers is acceptable upon notification and forwarding of the related schedule updates to the Parks and Recreation Director at least 24 hours in advance.

**LATE FEE/NON-PAYMENT:** Payments not received by the due date will be assessed a \$25 late fee. Lessees with past due payments will be notified in writing on the next billing statement that the account must be paid in 10 days in order to continue use of a City



facility. Lessees with outstanding fees greater than 30 days past due will be barred from accessing a City facility until past due payments are paid in full. Lessees with a documented history of poor payment will have their time request(s) reviewed and may either be pre-empted by other groups and/or have their current requested time allotment reduced or cancelled.

**NSF FEE:** All returned checks will be assessed a \$30 non-sufficient funds fee.

**NON-TAX AGENCIES:** MN State Sales Tax Law requires any organization claiming tax exemption to provide a signed and dated MN ST3. No personal checks will be accepted for non-tax status payments.

**INDEMNIFICATION:** Lessee shall defend, indemnify and hold harmless the City against all actions, claims, demands, liabilities, injuries and damages, whether to persons or property or both, which may be imposed upon or incurred by the City as a consequence of, or arising out of, any act, default or omission on the part of the Lessee in connections with the activity which the Lessee is conducting.

**STAFF:** All employees of Lessee, whether paid or volunteers, full-time or part-time, shall be employees of the Lessee and shall not be employees of the City.

**FACILITY RULES & REGULATIONS:** Lessee is responsible for adhering to and enforcing the Facility Rules & Regulations and the Code of Conduct for all members including coaches, players, parents, volunteers, employees, and all other members of the Lessees organization. Lessee is responsible for providing said members with a copy of the Facility Rules and Regulations and Code of Conduct. Alcoholic beverages are not allowed in City buildings or parking lots without a permit.

- The City of Rogers is not responsible for lost or stolen personal articles. Do not to leave valuables unattended in vehicles, dressing rooms, or restrooms.
- Smoking and tobacco products are prohibited on City grounds.
- Inappropriate behavior such as swearing, fighting, offensive language and gestures, or harassment of any kind will not be tolerated. Anyone displaying inappropriate behavior of any kind will be asked to leave and the proper authorities will be notified as necessary.
- No running, horseplay, fighting, or unsafe behavior of any kind is tolerated.
- The City of Rogers is not responsible for any accidents or injuries to guests, vendors, customers, or any other persons violating any rules or safety practices while on the premises.
- Obey and follow all signs, posted information and follow all instructions given by arena staff. The exterior doors in the field house are clearly marked for emergency use only and should not be used for routine foot traffic. Alarms will sound when opened.
- The City of Rogers reserves the right to remove anyone from the facility without cause. Anyone asked to leave by a City of Rogers staff member must leave the property immediately, All City of Rogers staff members are instructed to immediately call the police immediately upon anyone refusing to leave.
- Media policy: Rogers Parks & Recreation periodically takes photos and videos of event activities, participants and spectators. Photos taken may appear in promotional materials, advertisements and online or social media. If you would like to request that you or your child not be photographed, please notify a staff member.
- Ice activities, hockey events, and turf activities: involve inherent risks, dangers and hazards that can result in serious injury up to and including death. Participants and attendees assume all risks while they are on the premises. The City of Rogers is not responsible for accidents or injuries on or off the ice/turf surface.
  - Please watch for flying pucks.
  - No floor hockey, kicking soccer balls, or stickhandling is allowed inside of the arenas.
  - No is one permitted on the ice without skates and or protective equipment.
  - No one is allowed on the ice or in the players boxes during resurfacing.
  - Do not enter the ice surface or player benches until the Zamboni doors are fully closed and secure.
- Turf facility field events: Field sports such as soccer, lacrosse, football, baseball, softball and other activities on fields involve inherent risks, dangers and hazards that can result in serious injury up to and including death. Participants and attendees assume all risks while they are on the premises. The City of Rogers is not responsible for accidents or injuries on or off the field surface.
  - Please watch for flying balls and bats.
  - No kicking, throwing, batting, or catching of balls outside of the designated field areas.
  - No food or drinks other than water bottles.
  - No food or non-water beverages are allowed in the fieldhouse, including gum, popcorn, sunflower seeds, peanuts, or loose candy.



## FACILITY CODE OF CONDUCT

**As a COACH**, I will be responsible for my players and spectators while on City Premises (parking lot, lobby, restrooms, locker rooms, ice, fields, etc.) I will be a positive role model, being respectful of all players, coaches, officials, spectators and arena staff. I will ensure that my team is aware of the arena rules and regulations and always abides by them.

**As a PLAYER**, I will be respectful of my team members, my opponents, my coaches, officials, spectators and arena staff. I will observe all arena and turf facility rules and regulations. I know that my failure to abide by the rules and regulations will result in disciplinary action to myself and my team.

**As a PARENT/GUARDIAN**, I will be respectful of all participants, coaches, officials and other spectators. I will be responsible for the safety, behavior and welfare of minors in my care and will ensure that they abide by all arena and turf facility rules and regulations.

**REPAIRS TO PREMISES:** The Lessee accepts responsibility for repair of any and all damage to the premises resulting from acts associated with the event. The Lessee shall have the option of performing any repairs to the specifications of the City or pay the City the actual cost of the repairs. Settlement of all repair obligations shall be accomplished within one week of the duration of event.

**DAMAGE OR DESTRUCTION OF PREMISES:** In the event the premises are destroyed or becomes damaged to the extent that they are not fit for the use, time reserved will be terminated. In the event of such termination, the City shall refund to the Lessee all sums, heretofore, paid by the Lessee for the time that has been terminated. It is expressly understood between the parties that the City shall only be liable for refunding fees paid and shall have no liability to the Lessee for any other costs, expenses, lost profits or any other claims which the Lessee may have incurred or anticipated.

**GENERAL PROVISIONS:** Lessee agrees that the aforesaid time is made available pursuant to any rules and regulations governing the operation of arenas adopted by the City of Rogers and on file in the City of Rogers Parks and Recreation office.

### ACCEPTANCE BY LESSEE:

I, \_\_\_\_\_ (print name), representing \_\_\_\_\_ (print organization/individual name), have read and agree to the Terms and Conditions contained herein, and hereby warrant and represent I execute this rental agreement on behalf of the Lessee and have sufficient power, authority and capacity to bind the Lessee with my signature and agree to pay the fees and to ensure compliance with the Terms and Conditions contained herein.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_ Title: \_\_\_\_\_

(Typing your Name above is an electronic signature indicating that you agree to all terms and conditions herein.)

Please save this document and then email it to [RAC-Department@rogersmn.gov](mailto:RAC-Department@rogersmn.gov) and [mbauer@rogersmn.gov](mailto:mbauer@rogersmn.gov).

### THE CITY OF ROGERS DOES NOT ALLOW CANCELLATIONS OR RETURNS.

Please do not request or accept time that you are not fully prepared to pay for in full. You will be required to pay for all reservations scheduled regardless of whether used or not. We do not accept returns or provide credits for any reason including low participation and registration numbers for your event, competing events, or any other reasons.

**ROGERS ACTIVITY CENTER FIELD HOUSE CONTACT INFORMATION:** Rogers Activity Center Field House, 21080 - 141st Ave., Rogers, MN 55374 | 763-428-1033

### **IN-SEASON RESERVATIONS & SCHEDULING - NEW, ADDING or SWAPPING RESERVATIONS)**

All requests must be submitted in writing to [RAC-Department@rogersmn.gov](mailto:RAC-Department@rogersmn.gov) and [mbauer@rogersmn.gov](mailto:mbauer@rogersmn.gov).

### **BULK UPCOMING SEASONAL SCHEDULING & CONTRACTS**

All requests must be submitted in writing to [RAC-Department@rogersmn.gov](mailto:RAC-Department@rogersmn.gov) and [mbauer@rogersmn.gov](mailto:mbauer@rogersmn.gov).

### **INVOICING & PAYMENTS**

Mike Bauer, [mbauer@rogersmn.gov](mailto:mbauer@rogersmn.gov) (763-428-1033)





**REQUEST FOR ACTION  
PARK BOARD**

**Meeting Date:** September 12, 2024

**Agenda Item:** No. 8.1

**Subject:** Parks and Recreation Advisory Commission Correspondence and Staff Update

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

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**ATTACHMENTS:**

Description  
PRAC Correspondence  
Swing Mats  
Staff Update  
Fox Creek West  
Brookside



**From:** Sue Gorecki

**Sent:** Wednesday, August 7, 2024 3:35 PM

**To:** Department - Administration - Info <[info@rogersmn.gov](mailto:info@rogersmn.gov)>

**Subject:** Paved Path at RHS (softball field area)

Please forward to Public Works and/or Park & Rec. (or whomever is responsible for paths and trails in Rogers).

Hello-

The walking path by the softball fields at RHS has been in horrible condition for years. I heard that although this is a city path, the school district agreed to maintain this path. I do not know what is the truth, or who is responsible for maintaining this path, but something needs to be done.

This is a heavily used area for bikers, walkers, runners, families, and athletes who use the fields.

Also, the field tarps are often left in the middle of the path. Could the softball groups put them someplace other than the walking path?

Please, City of Rogers and ISD 718 get the drainage figured out and repair or replace the path for the safety of all who use it.

Thank you.

Sue Gorecki

Photos attached.

CC: City of Rogers; Park and Rec. and Public Works  
ISD 728; Gary Ebner, Lead Groundsperson and Dan Ohlgren RHS Activities  
Director.

\*\*Please forward to persons responsible for trail maintenance if this does not pertain to you or your department.













Hi Cory and Andy,

Can you take a look at the message below? I believe the trail in question was part of the original construction of the school site. Please let me know if you are able to speak to this request, or if you have any other questions.  
Thank you,



Parks and Recreation Director

**Mike Bauer**

[mbauer@rogersmn.gov](mailto:mbauer@rogersmn.gov)

22350 S. Diamond Lake Rd. Rogers, MN 55374

RogersMN.gov

Office: 763-428-0974

Thanks Mike. We'll talk it over on our end.

**Andy Almos**

*Executive Director of Business Services*

Independent School District 728

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Andy,

Please see below for a new solicitation round for SRTS projects. Steve Stahmer last solicitation reached out to Dr. Bittman about possibly applying for the RMS/RHS tunnel project that we had been working on. Dr. Bittman told him he would take it under consideration but we never really heard anything more.

I am reaching out to you to see if the district would be interested in partnering on an application. I think the project would compete well since its primary function is the safe transport of school children between the schools. I also know that MnDOT and FHWA are really interested in getting school districts involved in this funding program and are basically begging them to make application.

For your information I have attached a copy of the most recent plans and estimate. I have also attached the email that Steve sent to Dr. Bittman. Please let me know if this is something you might be interested in pursuing.

DC

**From:** Mn City Engineers <[CEAM@LIST.MNDOT.INFO](mailto:CEAM@LIST.MNDOT.INFO)> **On Behalf Of** Prusak, Steven (He/Him/His) (DOT)

**Sent:** Tuesday, August 13, 2024 9:11 AM

**To:** [CEAM@LIST.MNDOT.INFO](mailto:CEAM@LIST.MNDOT.INFO)

**Subject:** 2024 Active Transportation & Safe Routes to School Infrastructure Solicitations

MnDOT State Aid for Local Transportation (SALT) is kicking off the 2024 Active Transportation (AT) and Safe Routes to School (SRTS) Infrastructure Solicitations on September 23, 2024. Both solicitations will run concurrently and provide up to \$16.252 million and \$8.5 million, respectively, for funding eligible bicycle and pedestrian improvements. Strong projects will mitigate safety hazards related to interacting



with vehicular traffic, create safe and comfortable environments for walking and biking, connect communities and key destinations and boost public health. Improvements funded by these grants will require a useful life of at least 10 years and must be ready for construction in 2025 or 2026. Applicants will compete amongst the program eligibility and selection pool schedules outlined below.

### Active Transportation (AT) Infrastructure

The Active Transportation (AT) Infrastructure Solicitation will be open to State Aid Cities and Counties, Non-State Aid Cities and Townships, Federally Recognized Indian Tribes and 501(c)(3) Registered Non-Profits in Greater Minnesota beyond the jurisdictional boundary of the Met Council.

#### Greater MN Counties & State Aid Cities

- Including Chisago County and State Aid Cities within Chisago County

#### Greater MN Non-State Aid Cities & Townships

- Including Non-State Aid Cities and Townships within Chisago County

#### Greater MN Federally Recognized Indian Tribes

The Met Council will be administering an active transportation solicitation with dedicated funds for eligible entities within the seven-county metro area.

### Safe Routes to School (SRTS) Infrastructure

The Safe Routes to School (SRTS) Infrastructure Solicitation will be open to State Aid Cities and Counties, Non-State Aid Cities and Townships, Federally Recognized Indian Tribes and Schools and School Districts across the state and within all MnDOT Districts.

#### MN Cities of the First Class

- Minneapolis, Saint Paul, Rochester and Duluth

#### MnDOT Metro District Communities

- Excluding Minneapolis and Saint Paul

#### Greater MN Counties & State Aid Cities

- Excluding Rochester and Duluth

#### Greater MN Non-State Aid Cities & Townships

#### Federally Recognized Indian Tribes

The 2024 SRTS Infrastructure Solicitation is the sole source of school-related safety improvements for non-motorized transportation infrastructure.

The first month of the solicitation schedule will be a period of submittals for Letters of Intent. Applicant entities can, but are not required, to submit potential projects to allow State Aid staff to provide feedback on application strength and readiness. The full application submittal period will begin on Monday, November 4, 2024 and close on Friday, January 17, 2025. Project selections will be announced on or before April 30, 2025. The 2024 AT and SRTS Infrastructure solicitations will have a project selection request range from \$50,000 to \$1 million.



To share the news of both solicitation openings, present additional details and answer any program questions, we have established the informational webinar schedules listed below. Please go to the respective program webpages for webinar access details and other frequent solicitation updates.

#### [Infrastructure Grants - Active Transportation – MnDOT](#)

- Thursday, September 5, 2024 1:30 to 2:30 PM
- Monday, September 9, 2024 11 AM to 12 Noon
- Wednesday, September 11, 2024 9:30 to 10:30 AM

#### [Infrastructure Grants - Safe Routes to School - MnDOT](#)

- Thursday, September 5, 2024 2:30 to 3:30 PM
- Monday, September 9, 2024 1 to 2 PM
- Wednesday, September 11, 2024 10:30 to 11:30 AM

Please contact Steven Prusak at [Steven.Prusak@state.mn.us](mailto:Steven.Prusak@state.mn.us) with AT and SRTS infrastructure questions or for more information.

---

Doran and Mike,

We've spent time discussing this with Dr. Bittman and the rest of our teams. As I have shared in the past, we have a 10 year plan that we're trying to execute and complete so at this time we aren't focused on additional projects. That said, do you believe this funding and the sales tax money (matching) would cover the project costs? We'd be happy to work together on a joint application but unfortunately there aren't dedicated funds flexible enough to add on at this time. What would our next steps be?

Thanks,

## Andy Almos

*Executive Director of Business Services*  
Independent School District 728

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**From:** Mullin, Peter **Sent:** Wednesday, August 21, 2024 3:17 PM  
**To:** Mike Bauer <[mbauer@rogersmn.gov](mailto:mbauer@rogersmn.gov)>  
**Cc:** [mmacke](mailto:mmacke)  
**Subject:** Rogers Rotary - Tuesday, September 3rd

Mike:

Would you be willing to visit the Rogers Rotary group on Tuesday, September 3rd at 11:30 a.m. to speak and answer questions? The Rotary Club expressed interest in a beautification or community project, and would like some guidance in that area. You could also update the group on the Parks and Recreation team's projects and vision.

If you have a scheduling conflict, you could look at September 17th or after. Meetings are every other Tuesday.

You can reply all to interact with current President Marc Macke.

**With Gratitude,**

Peter Mullin, AAMS®  
Your Financial Consultant  
Hi Peter and Marc,

September 3: I am at a conference, but I would be happy to make September 17<sup>th</sup> work. Please let me know where the meeting takes place and if there are specific projects that you are interested in.  
Thank you,



Parks and Recreation Director

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Mike Bauer

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[mbauer@rogersmn.gov](mailto:mbauer@rogersmn.gov)

22350 S. Diamond Lake Rd. Rogers, MN 55374

RogersMN.gov

Office: 763-428-0974

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**Name:** Ranee Kraemer

**Subject:** Parking at city courts

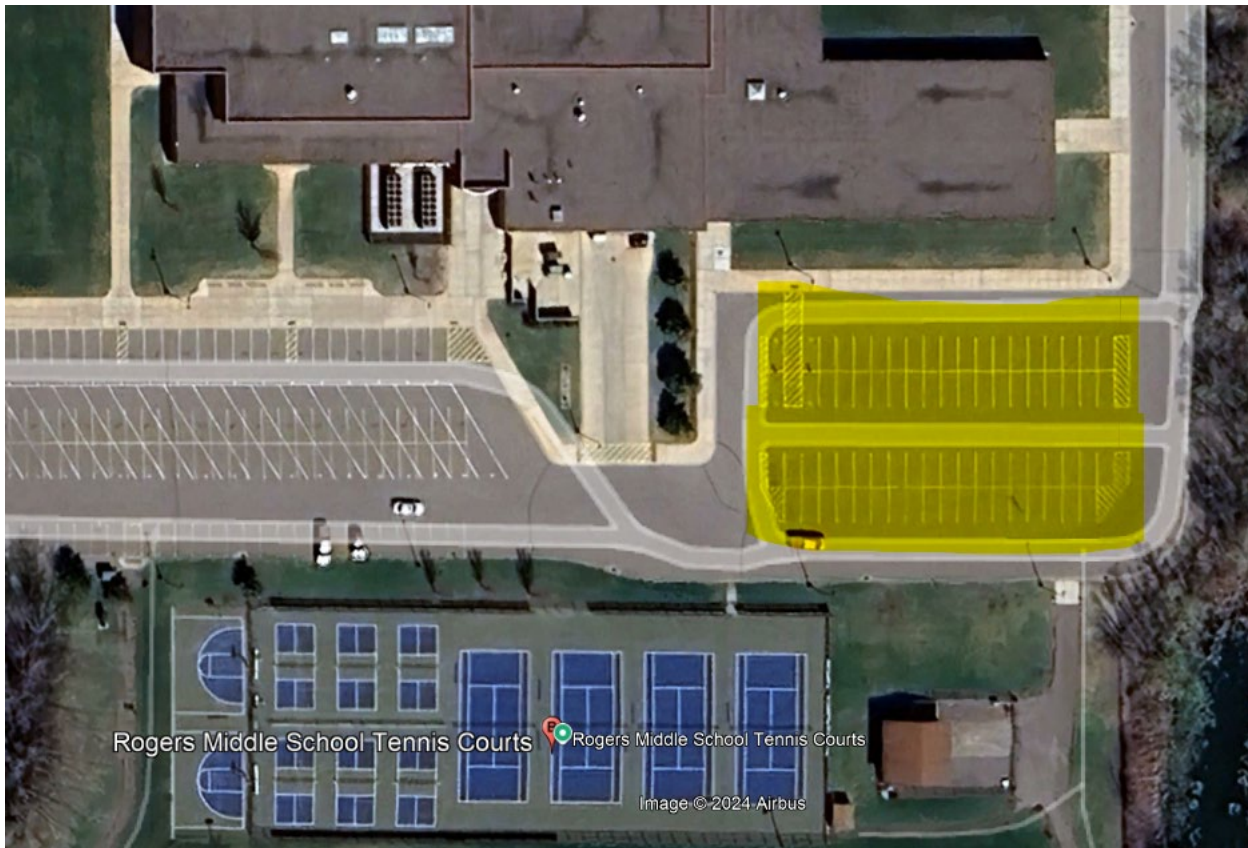
**Message:** Where can I park near the city courts now that school is in session?

Thank you!

Hello Ranee,

When school is in session you can park in the lot on the south east of the school. I have highlighted the area:





Please let me know if you have any questions.

Thank you,



Parks and Recreation Director

**Mike Bauer**

[mbauer@rogersmn.gov](mailto:mbauer@rogersmn.gov)

22350 S. Diamond Lake Rd. Rogers, MN 55374

RogersMN.gov

Office: 763-428-0974

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Hey Mike, my name is Dana Barkmeier. Maybe the two inline skate rinks that we have up by the K through 5 school, one of them, they still have caution tape on that they've painted a couple weeks ago, but it looks like pickleball potentially in there. My son does a lot of inline skating, does a lot of training, plays on a couple of inline teams, and we've been on that other rink. Are we able to use that one that has the caution tape on it to inline skate on it? I know there's kids skateboarding on it, and I keep telling my son now let's just wait until they take that caution tape off before they let us use it. But if you could let me know within regards, like it says, those two hockey rinks, those outdoor rinks that you have up there. Thank you.

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Forwarded to you guys since I have no idea. Any thoughts on who should be getting questions about the runs?

-Alec



**Alec Henderson,**  
AICP

**CITY PLANNER**

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[ahenderson@rogersmn.gov](mailto:ahenderson@rogersmn.gov)

*22350 S. Diamond Lake Rd.  
Rogers, MN 55374*

*Office: 763-428-0912*

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**From:** Kim Johnson

**Sent:** Wednesday, September 4, 2024 7:24 AM

**To:** Alec Henderson <[ahenderson@rogersmn.gov](mailto:ahenderson@rogersmn.gov)>

**Subject:** Rogers 5K Run

Good morning Alec,

I'm hoping you can direct me to who within the city can help with the rules and regulations around hosting a 5K charity run? We are with the Rogers youth hockey Association and looking at doing a fundraiser for the rink that incorporates a 5K. Can you please let me know, and I will reach out to them accordingly?

Thank you,  
Kim Johnson  
Hi Mike,

Yes – the Hassan 5K run had to go through the Special Event application process, which involves approvals from PD/FD/PW and Council. The timeline for submitting is 60 days prior to the event date.

For this type of event, it's important to know that a Certificate of Insurance needs to be submitted with the application, since it would likely take place on City property.

Here is a link to all the details and the application: <https://www.rogersmn.gov/p-2/special-event-permit>

If traffic control services are needed, that would require a separate request through PD. I believe the best contact at this time for requests would be Captain Beck.

The application can be sent to me for routing to PD/FD and PW. The application fee this year is \$100, and there is also a \$750.00 escrow deposit needed.

I hope this helps; please let me know if any further questions come up – thanks!



*Stacie Brown*, MCMC | City Clerk

City of Rogers | Administration

P: [\(763\) 428-0916](tel:7634280916)

[sbrown@rogersmn.gov](mailto:sbrown@rogersmn.gov) | [rogersmn.gov](http://rogersmn.gov)

[22350 S Diamond Lk Rd, Rogers, MN 55374](https://www.rogersmn.gov/22350-S-Diamond-Lk-Rd-Rogers-MN-55374)

I should have known all roads lead to you! Thanks for the info Mike! I'll share with the group and reach out with further questions.

Thank you,

Kim Johnson

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Hi, Mike. I see construction has begun. Anything you're able to share about what's being done this year?

JDP

Hi Jason,

What you see going in is a basketball court. We had an opportunity with a contractor who had time and was able to put it in at a very reasonable rate. We should have a hop going up this fall. While I would love to have a timeline for the playground replacement, I am still waiting to receive the update from the supplier so I can bring it to the City Council for approval so that it looks like a 2025 project.

Please let me know if you have any questions.

Thank you,



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**Staff Updates**

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**Facility Rental Notes:**

<b>LCP Sunroom</b>	<b>Rentals</b>	<b>Revenue</b>
Private Rentals	20	\$2,117.50
City of Rogers	2	\$-
<b>LCP Pavilion</b>		
Private Rentals	14	\$1,090.00
City of Rogers	0	\$-
<b>LCP Combo</b>		
Private Rentals	2	\$540.00
City of Rogers	0	\$-
<b>NCP Pavilion</b>		
Private Rentals	1	\$60.00
City of Rogers	0	\$-
<b>Total</b>	<b>39</b>	<b>\$3,807.50</b>

**21<sup>st</sup> Century Bank Event Center Use & Revenue Statistics for August 2024:**

<b>Account Type</b>	<b>Hours Used</b>	<b>Total Revenue</b>
Individual	68.5	\$ 10,550.00
Internal	122	\$ -
Non-Profit	27	\$ 1,050.00
<b>Total</b>	<b>217.5</b>	<b>\$ 11,600.00</b>

A total of 7 scheduled tours in the month of August.

**21<sup>st</sup> Century Bank Event Center Projected Use & Revenue for Remaining 2024 (September-December):**

<b>Account Type</b>	<b>Hours Used</b>	<b>Total Revenue</b>
Individual	170.25	\$ 23,712.50
Internal	315.5	\$ -
Non-Profit	206	\$ 7,450.00
<b>Total</b>	<b>659.25</b>	<b>\$ 31,162.50</b>

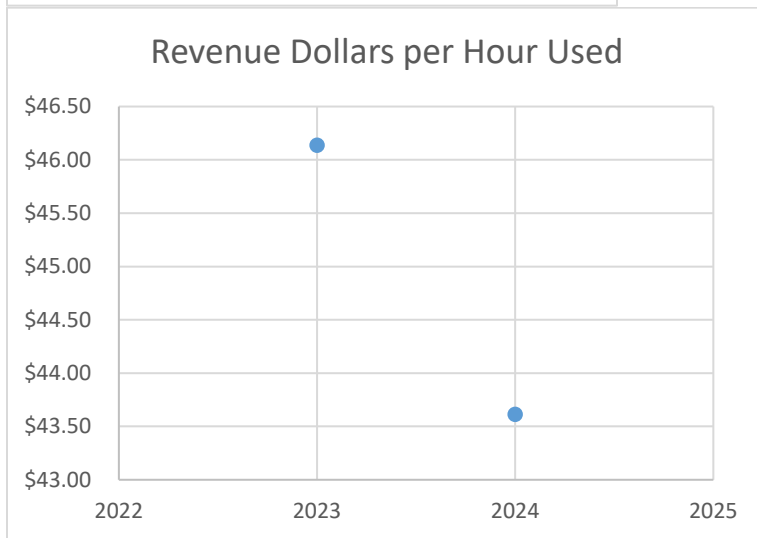
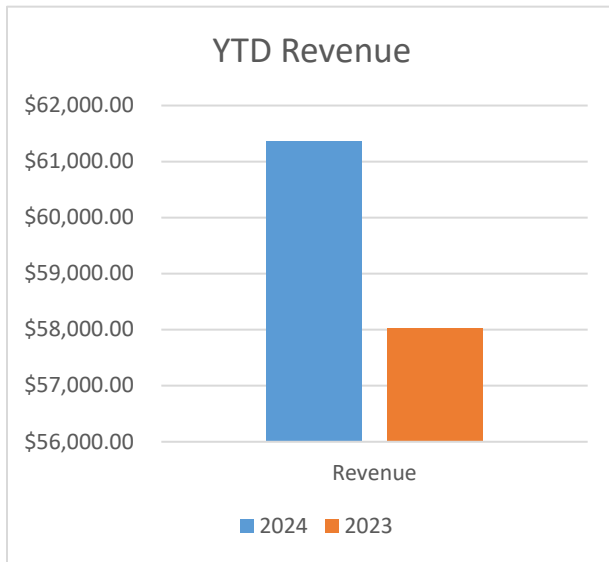
**2023 YTD vs 2024 YTD Revenue & Usage Statistics:**

“Individual” are all rentals done by the public



“Internal” are those done by City Departments (Police, Fire, Elections, Public Works, Finance)

“Non-Profit” are all renters who qualify for 501 c3 status



### Activity Center

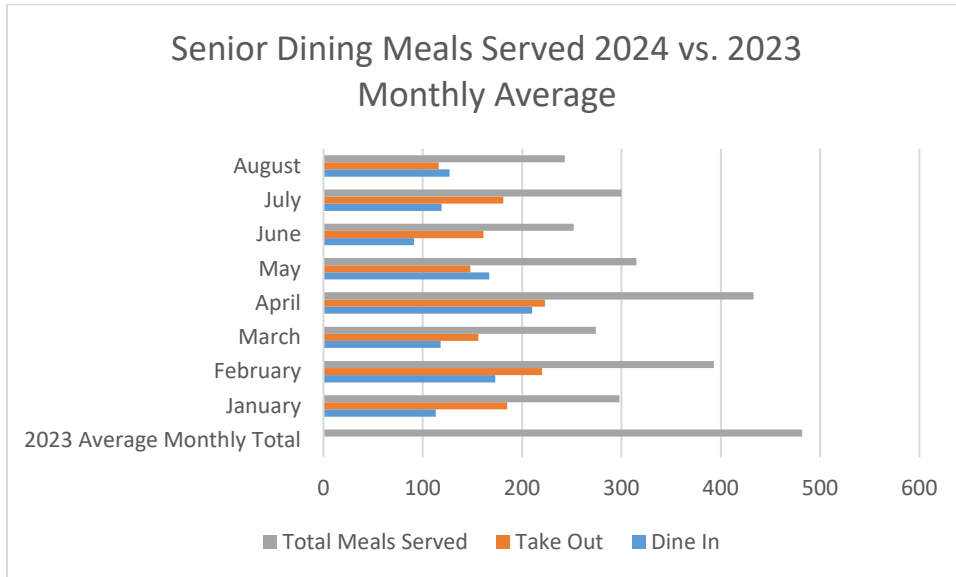
Facility	Account Type	Hours Used	Total Revenue
Activity Room	Individual	84.5	\$ 3,633
	Internal	27	\$ -
	Non-Profit	11	\$ 140
	Youth Hockey	7.33	\$ 90
Ice Arena	Individual	180.25	\$ 32,607
	Internal	47	\$ -
	Youth Hockey	5.67	\$ 1,019
	<b>Total</b>	<b>362.75</b>	<b>\$ 37,489</b>

### Senior Center Updates:

Below is a chart showing the number of meals served so far in 2024 and are divided out to show the Total Meals Served, Take Out Meals, and Dine In meals.

2023 average monthly meals are based on the months of March-December based on available data.

August lost 3 dining days due to the Election, and 1 day due to Goulash.



### Farmers Market

Date	Attendees	Notes
6/19/2024	456	First market - Juneteenth
6/26/2024	255	First EITP
7/3/2024	0	No market - 4th of July
7/10/2024	252	Hard rain during set up but clear during market hours
7/17/2024	356	Big crowd for EITP helped with market attendance
7/24/2024	318	
7/31/2024	118	Canceled early due to storms
8/7/2024	253	Light rain mid-market
8/14/2024	252	
8/21/2024	275	
8/28/2024	179	Last EITP
<b>Total</b>	<b>1,044</b>	

### August Events:

**MN Twins Trip:** It was to take place on Wednesday, August 14th, but it was canceled because only three people signed up for it.

**MN State Fair Trip:** On Monday, August 26th, we ventured to the MN State Fair for Senior Day. We had 21 signed up but ended up only bringing 16 as it was (naturally) the hottest day of the summer. All who went had a great time but were greatly relieved when we left a little early via an air-conditioned motorcoach.



**National Noon Out:** Tuesday, August 6<sup>th</sup> was National Noon Out and we had an indoor picnic with a sandwich smorgasbord and all the fixings. Ice cream treats for dessert. Police, Fire, along with Amy Enga, Rick Ihli, and Danny Nadeau attended, and many seniors appreciated the chance to chat with them.



**Ongoing Programs:** Card Club, Coffee Club, Book Club, Grocery Bus, Caregiver Support Services, Quilt Sewciety, & Jammers.



## Entertainment in the Park

Date	Attendees	Entertainment
6/20/2024	60	Rockin' Rogers Family Night: The Jolly Pops - Kids Band
6/26/2024	100	EITP Kick-Off: Sawyer's Dream - 70s Americana Band
7/3/2024	0	No EITP - 4th of July
7/10/2024	110	Coyote Wild - County/Rock Band
7/17/2024	300	Dazzling Neil - Neil Diamond Tribute
7/24/2024	230	Mixed Nuts - Kids Comedy Show
7/31/2024	75	Hollywood Blvd - Classic Rock Band
8/7/2024	50	Tricia & the Toonies - Kids Band
8/14/2024	130	The Teddy Bear Band - Kids Band
8/21/2024	150	Aces & 88's - Dueling Pianos
8/28/2024	80	Talewise Adventure - Kinds Interactive Storytime
<b>Total</b>	<b>1,285</b>	

8/7/24 - Tricia & the Toonies: Kids Band

- Indoors due to rain in the forecast – numbers reflected this



8/14/24 - The Teddy Bear Band: Kids Band

- Indoors due to rain in the forecast – more came than expected



8/21/24 - Aces & 88's: Dueling Pianos

- Beautiful weather, great crowd, wonderful performance





## 8/28/24 - Talewise Adventure: Kids Interactive Storytime

- Smaller crowd, but kids were enjoying it and were entertained
- The man running the show – Josh – did a phenomenal job



## Movies in the Park

Date	Attendees	Movie
8/8/2024	20	The Little Mermaid (2023)
8/15/2024	35	The Parent Trap (1998)
8/22/2024	45	Zootopia (2016)
8/29/2024	0	Spy Kids (2001)
<b>Total</b>	<b>100</b>	

All movies had good weather and decent turn-outs until 8/29/24 Spy Kids. Large storms earlier in the day and rain in the evening led us to host the movie indoors, but no one came. Consider cancelling movie in cases of poor weather?



## Adult Softball

### Summer Softball

We had two weeks set aside for weather make-up dates, and both ended up being used. This pushed playoffs to 8/19 and 8/26. However, large storms rolled through on 8/26, causing another cancellation. The last day of the playoffs is pushed to 9/9 since there are no games on Labor Day.

- Adjust the schedule for next year to consider a cancellation during playoffs week.

### Fall Softball

We have nine teams registered for Fall Ball, all returners

- 6 teams who play both summer and fall ball with us
- 3 teams who only play fall ball with us

Fall Ball will start on 9/9. The three Fall Ball-only teams will play each other while the Summer/Fall Ball teams finish their playoffs. After that, there will be 6 weeks of games where each team will play each other once and a single elimination playoff tournament.

## Seniors Pickleball

Date	Participants	Revenue
8/2/2024	13	\$65.00
8/9/2024	13	\$65.00
8/16/2024	7	\$35.00
8/23/2024	10	\$50.00
8/30/2024	10	\$50.00
<b>Total</b>	<b>53</b>	<b>\$265.00</b>

## Arts and Crafts Fair

Summer Showcase Arts & Crafts Fair occurred on Friday, August 9<sup>th</sup>, from 2:00-8:00pm.

- 14 vendors, could have used more but still had enough to show around.
- Variety of crafts sold - paintings, jewelry, books, home decor, woodworking, coasters, sewen goods, and more.
- The event was too long; few attendees came past 5:00pm.
- Next year, have the event at the same time as the Farmers Market to bring the crowd in.

Vendors	Number	Fee	Total
Single table	14	\$30.00	\$420.00
Extra table	3	\$15.00	\$45.00
<b>Total</b>			<b>\$465.00</b>











*LS*  
landscape  
structures

Fox Creek West - Opt 2 (AN)

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flagship  
recreation

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Brookside Meadows Option 1 - Red Barn

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