



CITY OF CORCORAN
Corcoran City Council Agenda
March 9, 2023 - 7:00 pm

HYBRID MEETING OPTION AVAILABLE
The public is invited to attend the regular Council meetings at City Hall.

Meeting Via Telephone/Other Electronic Means

Call-in Instructions:

+1 312 626 6799 US

Enter Meeting ID: 873 4523 8474

Press *9 to speak during the Public Comment

Sections in the meeting.

Video Link and Instructions:

<https://us02web.zoom.us/j/87345238474>

visit <http://www.zoom.us> and enter

Meeting ID: 873 4523 8474

Participants can utilize the Raise Hand function to be recognized to speak during the Public Comment sections in the meeting. Participant video feeds will be muted. **In-person comments will be received first, with the hybrid electronic means option following.**

For more information on options to provide

www.corcoranmn.gov

1. **Call to Order / Roll Call**
2. **Pledge of Allegiance**
3. **Agenda Approval**
4. **Commission Representatives***
5. **Open Forum – Public Comment Opportunity**
6. **Presentations/Recognitions**
 - a. Recognizing Brandon Heinz – 20 Years of Service
 - b. Resolution 2023-16 Honoring Parks and Trails Commissioner Sharon Meister*
 - c. Resolution 2023-17 Honoring Planning Commissioner Jim Shoulak*
7. **Consent Agenda**
 - a. 2023-02-09 Draft Council Work Session Minutes*
 - b. 2023-02-09 Draft Council Minutes*
 - c. Financial Claims*
 - d. MS4 Ordinance Update - Salt Storage*
 - e. Resolution 2023-18 and Agreement for State Transportation Fund Local Bridge Replacement Program – Trail Haven Bridge*
8. **Planning Business**
9. **Unfinished Business – Public Comment Opportunity**
 - a. Hackamore Road Improvements - Approve Plans / Authorize Bids*
 - b. Approving Job Description and Appointment of Planning Technician*
 - c. NE Water Supply Treatment & Tower – Engineering Construction Administration Proposals*
 - d. 2023 Goals and Measureables*
 - e. Utility Base Rate Discussion*
10. **New Business – Public Comment Opportunity**
 - a. Financial Assistance Request*
 - b. Corcoran Locker Plant Site*
11. **Staff Reports**
 - a. 2022 Code Enforcement Report*
12. **2023 City Council Schedule***
13. **Adjournment**

***Includes Materials** - Materials relating to these agenda items can be found in the Council Chambers Agenda Packet book located by the entrance. The complete Council Agenda Packet is available electronically on the City website at www.corcoranmn.gov.

STAFF REPORT

Agenda Item: 4.

Council Meeting: March 9, 2023	Prepared By: Michelle Friedrich
Topic: Commission Representatives	Action Required: None – Informational

Summary:

The advisory commission representatives for the March 9, 2023, Council meeting are as follows:

- Planning Commission: Corrine Brummond
- Parks and Trails Commission: Lisa Wyffels

Financial/Budget:

N/A

Council Action:

N/A

Attachments:

N/A

STAFF REPORT**Agenda Item: 6b.**

Council Meeting: March 9, 2023	Prepared By: Michelle Friedrich
Topic: Honoring Commissioner Meister	Action Required: None – Informational

Summary:

Parks and Trails Commissioner Meister resigned from the Parks and Trails Commission effective February 28, 2023. Commissioner Meister kindly declined attendance at tonight's meeting for Council recognition, but extended a thank you to both Council and the community for the opportunity to serve on the Parks and Trails Commission.

Financial/Budget:

N/A

Council Action:

N/A

Attachments:

1. Resolution 2023-16 Honoring Outgoing Commissioner Sharon Meister

RESOLUTION NO. 2023-16

Motion By:
Seconded By:

A RESOLUTION HONORING OUTGOING COMMISSIONER SHARON MEISTER

WHEREAS, Sharon Meister was appointed as a Parks and Trails Commissioner for an initial term from January 1, 2014 to December 31, 2016; and

WHEREAS, Sharon Meister was successfully re-appointed to two additional terms from January 1, 2017 to February 28, 2023, which included one year as Vice-chair and three years as Chair of the Parks and Trails Commission; and

WHEREAS, during her tenure on the Parks and Trails Commission, Sharon assisted in reviewing various development plans, took part in planning the future park system within the City as a whole, implemented a pollinator garden in the City Hall Memorial Garden, assisted in improvements to the City Hall Memorial Garden, and reviewed the parks budget and staffing plan; and

WHEREAS, Sharon Meister has elected to end her service on the Parks and Trails Commission as her term expires on February 28, 2023; and

WHEREAS, the City of Corcoran recognizes the time, energy, dedication, and leadership provided by Sharon Meister.

NOW, THEREFORE BE IT RESOLVED, by the City of Corcoran, that the City Council hereby honors Sharon Meister for her distinguished service to the City of Corcoran and residents of the City.

VOTING AYE

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

VOTING NAY

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 9th day of March, 2023.

Tom McKee -- Mayor

ATTEST:

City Seal

Michelle Friedrich – City Clerk

STAFF REPORT

Agenda Item: 6c.

Council Meeting: March 9, 2023	Prepared By: Michelle Friedrich
Topic: Honoring Commissioner Shoulak	Action Required: None – Informational

Summary:

Planning Commissioner Shoulak resigned from the Planning Commission effective February 28, 2023. Commissioner Shoulak kindly declined attendance at tonight's meeting for Council recognition, but extended a thank you to both Council and the community for the opportunity to serve on the Planning Commission.

Financial/Budget:

N/A

Council Action:

N/A

Attachments:

1. Resolution 2023-17 Honoring Outgoing Commissioner Jim Shoulak

RESOLUTION NO. 2023-17

Motion By:
Seconded By:

A RESOLUTION HONORING OUTGOING COMMISSIONER JIM SHOULAK

WHEREAS, Jim Shoulak was appointed as a Planning Commissioner for a term from December 13, 2018 to February 28, 2020; and

WHEREAS, Jim Shoulak was successfully re-appointed to one additional term from March 1, 2020 to February 28, 2023; and has provided valuable service on the Planning Commission for the City of Corcoran and has elected to end his service following the expiration of February 28, 2023.

WHEREAS, during his tenure on the Planning Commission, Jim assisted in reviewing dozens of land use applications, assisted in ordinance updates, northeast district design guidelines, development rights program, open space & preservation, and park dedication; and

WHEREAS, the City of Corcoran recognizes the time, energy, dedication, and leadership provided by Jim Shoulak.

NOW, THEREFORE BE IT RESOLVED, that the City Council of Corcoran hereby honors Jim Shoulak for his distinguished service on the Planning Commission for the City of Corcoran.

VOTING AYE

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

VOTING NAY

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 9th day of March, 2023.

Tom McKee -- Mayor

ATTEST:

City Seal

Michelle Friedrich – City Clerk

STAFF REPORT**Agenda Item: 7a.**

Council Meeting: March 9, 2023	Prepared By: Michelle Friedrich
Topic: Draft Council Work Session Minutes – February 9, 2023	Action Required: Informational

Summary:

The February 9 Draft Work Session Minutes for the Council Meeting on March 9, 2023, will be provided separately to Councilmembers via email and will be placed in the City Hall Agenda Packet and on the website when available. The anticipated date is Tuesday, March 7, 2023.

STAFF REPORT

Agenda Item: 7b.

Council Meeting: March 9, 2023	Prepared By: Michelle Friedrich
Topic: Draft Council Minutes – February 9, 2023	Action Required: Informational

Summary:

The February 9 Draft Minutes for the Council Meeting on March 9, 2023, will be provided separately to Councilmembers via email and will be placed in the City Hall Agenda Packet and on the website when available. The anticipated date is Tuesday, March 7, 2023.

FINANCIAL CLAIMS

CHECK RANGE

FUND #500 ESCROW CLAIMS

Paid to	Amount	Project name
SEE THE REGISTER FOR #500 CLAIMS		

Total	\$0.00	
Total Fund #500 =		\$ -
(See attached Payments Detail)		

ALL OTHER FINANCIAL CLAIMS

Check Register		\$350,060.10
(See attached Check Detail Registers)		
Total Checks	\$	350,060.10
Total of Auto Deductions	\$	180,090.24
 TOTAL EXPENDITURES FOR APPROVAL	 \$	 530,150.34

Date	Paid to	Amount	Description
2/22/2023	ADP	\$ 2,395.14	Payroll Processing Fee
2/23/2023	ADP	\$ 109,318.16	Net Payroll and Taxes
2/24/2023	MN PERA	\$ 23,383.58	Employee Pension
2/27/2023	RevTrak	\$ 15.00	Credit Card Fee
2/27/2023	EMPOWER	\$ 5,675.73	Employee Deferred Comp/Healthcare Savings
2/27/2023	Optum Bank	\$ 4,571.80	Employee HSA
3/1/2023	HealthPartners	\$ 34,730.83	Employee Health Insurance Premium
Total		\$ 180,090.24	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33477							
100-43100-50401	02/17/23	ADAMS PEST CONTROL, INC.	PW PEST CONTROL	3610442	03/09/23	130.57	33477
			Total For Check 33477			130.57	
Check 33478							
100-43125-50210	02/14/23	ALVERO LLC / HERNESS CONSTRU	MAILBOX HARDWARE / QUICK LINKS AND	3488	03/09/23	2,150.00	33478
			Total For Check 33478			2,150.00	
Check 33479							
100-41920-50210	02/24/23	AMAZON CAPITAL SERVICES	MICROPHONE CABLE/SOAP DISPENSER	1TPY-T3NW-HJ1R	03/09/23	23.84	33479
100-42100-50210	02/24/23	AMAZON CAPITAL SERVICES	MICROPHONE CABLE/SOAP DISPENSER	1TPY-T3NW-HJ1R	03/09/23	39.40	33479
100-42100-50417	02/19/23	AMAZON CAPITAL SERVICES	TACTICAL DUFFLE BAG	1TFP-7DLG-GVY9	03/09/23	99.98	33479
100-42100-50417	02/18/23	AMAZON CAPITAL SERVICES	TRAUMA SHEARS / STEAMLIGHT STINGER	1TH1-CRHG-F9DJ	03/09/23	837.25	33479
207-42100-50210	02/19/23	AMAZON CAPITAL SERVICES	HDMI TO VGA CABLE / HDMI TO RCA C	1GNJ-LYPL-JQL6	03/09/23	26.58	33479
			Total For Check 33479			1,027.05	
Check 33480							
100-41900-50212	02/03/23	BEAUDRY OIL COMPANY	UNLEADED 87	2264827	03/09/23	42.31	33480
100-41900-50212	02/09/23	BEAUDRY OIL COMPANY	CREDIT FROM 8/5/2022 - INVOICE #21	CM2106761	03/09/23	(24.00)	33480
100-41900-50212	02/21/23	BEAUDRY OIL COMPANY	UNLEADED 87	2281714	03/09/23	22.39	33480
100-42100-50212	02/03/23	BEAUDRY OIL COMPANY	UNLEADED 87	2264827	03/09/23	1,861.59	33480
100-42100-50212	02/09/23	BEAUDRY OIL COMPANY	CREDIT FROM 8/5/2022 - INVOICE #21	CM2106761	03/09/23	(1,056.00)	33480
100-42100-50212	02/21/23	BEAUDRY OIL COMPANY	UNLEADED 87	2281714	03/09/23	985.25	33480
100-43100-50212	02/03/23	BEAUDRY OIL COMPANY	ULS DYED KODIAK	2264826	03/09/23	2,305.25	33480
100-43100-50212	02/03/23	BEAUDRY OIL COMPANY	UNLEADED 87	2264827	03/09/23	211.54	33480
100-43100-50212	02/09/23	BEAUDRY OIL COMPANY	CREDIT FROM 8/5/2022 - INVOICE #21	CM2106761	03/09/23	(120.00)	33480
100-43100-50212	02/21/23	BEAUDRY OIL COMPANY	ULS DYED KODIAK PLUS	2281713	03/09/23	1,041.29	33480
100-43100-50212	02/21/23	BEAUDRY OIL COMPANY	UNLEADED 87	2281714	03/09/23	111.96	33480
			Total For Check 33480			5,381.58	
Check 33481							
100-42100-50300	02/23/23	BENCHMARK SOLUTIONS, LLC	2023 ANNUAL MANAGEMENT SYSTEM SUBS	1010	03/09/23	4,001.92	33481
			Total For Check 33481			4,001.92	
Check 33482							
100-00000-22205-056	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	377.00	33482
100-00000-22205-058	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	507.50	33482
100-00000-22205-117	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	36.25	33482
100-00000-22205-132	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	145.00	33482
100-41600-50300	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	3,672.41	33482
100-42100-50304	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	4,086.00	33482
408-48009-50304	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	1,525.75	33482
419-43100-50304	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	282.75	33482
601-49400-50304	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	319.00	33482
			Total For Check 33482			10,951.66	
Check 33483							
100-41900-50400	02/21/23	CINTAS - 470	CITY HALL MATS	4147252122	03/09/23	133.06	33483
100-42100-50400	03/01/23	CINTAS - 470	LG BATH TOWELS - BLUE	4148085537	03/09/23	16.20	33483
100-42100-50400	02/21/23	CINTAS - 470	LARGE BLUE TOWELS	4147252109	03/09/23	55.12	33483
100-43100-50400	03/01/23	CINTAS - 470	LG BATH TOWEL - BLUE	4148085547	03/09/23	55.12	33483
100-43100-50400	03/01/23	CINTAS - 470	CRT BLUE/CABINET/SHOPTOWELS - RED	4148085517	03/09/23	132.52	33483
100-43100-50400	03/01/23	CINTAS - 470	GRAY MICROFIBER WIPES	4148085391	03/09/23	18.20	33483
100-43100-50400	02/15/23	CINTAS - 470	LG BATH TOWEL	4146634156	03/09/23	55.12	33483
100-43100-50400	02/15/23	CINTAS - 470	CRT BLUE/CABINET/TOWELS	4146634192	03/09/23	132.52	33483

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33483							
100-43100-50400	02/15/23	CINTAS - 470	MICROFIBER WIPE	4146634123	03/09/23	18.20	33483
100-43100-50400	02/21/23	CINTAS - 470	CRT BLUE/CABINET	4147252010	03/09/23	87.81	33483
100-43100-50417	03/01/23	CINTAS - 470	UNIFORMS	4148085597	03/09/23	194.17	33483
100-43100-50417	02/15/23	CINTAS - 470	UNIFORMS	4146634241	03/09/23	194.17	33483
100-43100-50417	02/21/23	CINTAS - 470	UNIFORMS	4147252181	03/09/23	194.17	33483
Total For Check 33483						1,286.38	
Check 33484							
100-00000-22205	03/03/23	CITY OF CORCORAN	CITY PLANNER TIME 22903 STREHLER R	BP22-0039	03/09/23	325.00	33484
100-00000-22205	03/03/23	CITY OF CORCORAN	CITY PLANNER TIME 22903 STREHLER R	BP22-0039.1	03/09/23	130.00	33484
100-00000-22205	03/03/23	CITY OF CORCORAN	CITY PLANNER TIME 22903 STREHLER R	BP22-0039.2	03/09/23	178.75	33484
100-41900-50380	02/28/23	CITY OF CORCORAN	6620 COUNTY RD 116 IRRIGATION UB B	2282023	03/09/23	53.46	33484
100-41900-50380	02/28/23	CITY OF CORCORAN	20200 CO RD 50 02/2023 UB BILL	02282023	03/09/23	64.74	33484
Total For Check 33484						751.95	
Check 33485							
100-41920-50210	09/16/22	COMPUTER INTEGRATION TECH	MICROSOFT SURFACE PRO RETURN	CM329384	03/09/23	(1,185.00)	33485
100-41920-50210	02/17/23	COMPUTER INTEGRATION TECH	SALES TAX REFUND (343038 / 344688)	CM329627	03/09/23	(30.81)	33485
100-41920-50300	02/20/23	COMPUTER INTEGRATION TECH	IT SUPPORT SERVICES	345038	03/09/23	966.00	33485
100-41920-50300	02/15/23	COMPUTER INTEGRATION TECH	MONTHLY BILLING FOR MARCH 2023 (SI	344361	03/09/23	885.00	33485
100-41920-50300	02/15/23	COMPUTER INTEGRATION TECH	MONTHLY BILLING FOR MARCH 2023 (M	344688	03/09/23	4,419.75	33485
100-41920-50300	02/15/23	COMPUTER INTEGRATION TECH	TECHSMITH SNAGIT-21 MAINTENANCE RE	344890	03/09/23	100.00	33485
100-41920-50300	02/15/23	COMPUTER INTEGRATION TECH	MONTHLY BILLING FOR FEBRUARY 2023	344118	03/09/23	1,622.00	33485
Total For Check 33485						6,776.94	
Check 33486							
100-43121-50224	02/13/23	CORE & MAIN LP	50# BAG UPM COLD PATCH (56)	S35162	03/09/23	896.00	33486
Total For Check 33486						896.00	
Check 33487							
100-41900-50350	02/16/23	ECM PUBLISHERS INC	MARCH 2 PH GMACH CUP	933799	03/09/23	59.97	33487
Total For Check 33487						59.97	
Check 33488							
602-49450-50400	02/18/23	ELECTRIC PUMP	LIFT STATION INSPECTIONS	0075349_IN	03/09/23	400.00	33488
Total For Check 33488						400.00	
Check 33489							
100-45100-50300	02/28/23	EMPLOYEE RELATIONS, INC.	RECREATION COORDINATOR BACKGROUND	94647	03/09/23	54.22	33489
Total For Check 33489						54.22	
Check 33490							
601-49400-50210	02/15/23	FERGUSON WATERWORKS #2518	WATER CONNECTOR	0507841	03/09/23	130.10	33490
601-49400-50227	02/10/23	FERGUSON WATERWORKS #2518	WATER METER HORNS	0507057	03/09/23	108.00	33490
Total For Check 33490						238.10	
Check 33491							
100-41400-50331	02/17/23	FRIEDRICH, MICHELLE	EXPENSE REIMBURSEMENT	020172023	03/09/23	117.83	33491
Total For Check 33491						117.83	
Check 33492							
601-49400-50380	02/28/23	GOPHER STATE ONE CALL	FEBRUARY 2023 - SUPPORT SERVICES	3020316	03/09/23	40.50	33492
602-49450-50380	02/28/23	GOPHER STATE ONE CALL	FEBRUARY 2023 - SUPPORT SERVICES	3020316	03/09/23	40.50	33492
Total For Check 33492						81.00	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33493 100-43100-50223	02/16/23	GRAINGER	WATER SOFTENER CLEANER	9611674160	03/09/23	48.60	33493
			Total For Check 33493			48.60	
Check 33494 100-42200-50300	03/02/23	CITY OF HANOVER	2023 1ST QTR FIRE PROTECTION	QTR1_2023	03/09/23	19,414.57	33494
			Total For Check 33494			19,414.57	
Check 33495 100-41320-50433	02/24/23	HIGHWAY 55 CORRIDOR COALITIO	MEMBERSHIP DUES 2023 (J. BEISE)	2023	03/09/23	250.00	33495
			Total For Check 33495			250.00	
Check 33496 100-42100-50403	03/01/23	HOLIDAY COMPANIES	FEBRUARY 2023 PD CAR WASH	003401032300	03/09/23	80.00	33496
			Total For Check 33496			80.00	
Check 33497 100-42100-50300	02/20/23	HUMANITY LLC	SHIFT PLANNING 2/20/23-03/19/23	INV00250487	03/09/23	80.00	33497
			Total For Check 33497			80.00	
Check 33498 100-42100-50207	02/16/23	I.A.P.E., INC.	IAPE PROPERTY / EVIDENCE MANAGEMEN	LI967742	03/09/23	395.00	33498
			Total For Check 33498			395.00	
Check 33499 100-41900-50210	02/27/23	INTEREUM	OFFICE CHAIRS	196273	03/09/23	3,589.43	33499
			Total For Check 33499			3,589.43	
Check 33500 100-42100-50210	02/22/23	INTOXIMETERS	INTOXIMETER SUPPLIES	727419	03/09/23	134.50	33500
			Total For Check 33500			134.50	
Check 33501 100-00000-22205	03/03/23	JMMK, LLC	ESCROW REFUND 20130 LARKIN RD 22-0	BP22-0026	03/09/23	4,167.50	33501
100-00000-22205	03/03/23	JMMK, LLC	ESCROW REFUND 20130 LARKIN RD 22-0	BP22-0026.1	03/09/23	10.00	33501
100-00000-22205	03/03/23	JMMK, LLC	ESCROW REFUND 20130 LARKIN RD 22-0	BP22-0027	03/09/23	3,910.00	33501
			Total For Check 33501			8,087.50	
Check 33502 100-00000-22205	03/03/23	JMMK, LLC	ESCROW REFUND CORCORAN FARMS BUSIN	03032023	03/09/23	11,268.14	33502
			Total For Check 33502			11,268.14	
Check 33503 100-42100-50207	02/23/23	JOHN E. REID & ASSOCIATES, I	REID TECHNIQUE COURSE - 4 DAY CLA	2133D17B-0001	03/09/23	630.00	33503
			Total For Check 33503			630.00	
Check 33504 100-00000-22205	02/28/23	LANDFORM PROFESSIONAL SERVIC	CORCORAN FARMS BP 22-0026	34092	03/09/23	39.50	33504
100-00000-22205	02/28/23	LANDFORM PROFESSIONAL SERVIC	PIONEER TRAIL INDUSTRIAL PARK 22-0	34093	03/09/23	1,488.50	33504
100-00000-22205	02/28/23	LANDFORM PROFESSIONAL SERVIC	PIONEER TRAIL INDUSTRIAL PARK BP22	34093.1	03/09/23	1,134.25	33504
100-00000-22205	02/28/23	LANDFORM PROFESSIONAL SERVIC	23185 CO RD 10 PROJECT #23-005	34101	03/09/23	39.50	33504
100-00000-22205	02/28/23	LANDFORM PROFESSIONAL SERVIC	CHASTEK SKETCH PLAN PROJECT #23-00	34102	03/09/23	39.50	33504
100-00000-22205-013	02/07/23	LANDFORM PROFESSIONAL SERVIC	BECHTOLD FARMS FINAL PLAT CITY FIL	34095	03/09/23	88.00	33504
100-00000-22205-017	02/07/23	LANDFORM PROFESSIONAL SERVIC	COOK LAKE PUD AMENDMENT CONCEPT 23	34100	03/09/23	39.50	33504
100-00000-22205-017	02/07/23	LANDFORM PROFESSIONAL SERVIC	COOK LAKE PUD AMENDMENT 22-076	34086	03/09/23	192.50	33504
100-00000-22205-111	02/07/23	LANDFORM PROFESSIONAL SERVIC	GARAGES TOO FP 22-015	34096	03/09/23	39.50	33504

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33504							
100-00000-22205-127	02/07/23	LANDFORM PROFESSIONAL SERVIC	WESTSIDE TIRE VAR, SP AND IUP CITY	34097	03/09/23	136.50	33504
100-41910-50300	02/07/23	LANDFORM PROFESSIONAL SERVIC	CITY BUSINESS	34098	03/09/23	6,812.50	33504
100-41910-50300	02/07/23	LANDFORM PROFESSIONAL SERVIC	BUFFER YARD ORDINANCE AMENDMENT 22	34094	03/09/23	1,350.50	33504
100-42401-50300	02/07/23	LANDFORM PROFESSIONAL SERVIC	CODE ENFORCEMENT	34099	03/09/23	2,401.25	33504
Total For Check 33504						13,801.50	
Check 33505							
100-41600-50300	04/08/22	MADDEN, GALANTER, HANSEN LLP	LEGAL FEES FOR MARCH 2022	03-2022	03/09/23	779.00	33505
100-41600-50300	09/06/22	MADDEN, GALANTER, HANSEN LLP	LABOR RELATIONS SERVICES (8/1/2022	08_2022	03/09/23	171.00	33505
Total For Check 33505						950.00	
Check 33506							
100-43121-50224	02/15/23	MARTIN MARIETTA MATERIALS	COLD PATCH (1.67 TONS)	230215	03/09/23	283.90	33506
Total For Check 33506						283.90	
Check 33507							
100-43100-50210	02/09/23	MENARDS BUFFALO	HDMI ADAPTER	78689	03/09/23	24.99	33507
Total For Check 33507						24.99	
Check 33508							
100-42100-50210	02/09/23	MENARDS MAPLE GROVE	STOVE BOLT	12051	03/09/23	2.56	33508
100-43100-50210	02/07/23	MENARDS MAPLE GROVE	HDMI CABLE / HDMI SPLITTER	11917	03/09/23	96.95	33508
101-41900-50210	02/14/23	MENARDS MAPLE GROVE	FOLDING CHAIRS & UTILITY / BANQUEN	12325	03/09/23	14,097.00	33508
101-41900-50210	02/16/23	MENARDS MAPLE GROVE	FOLDING CHAIRS & UTILITY / BANQUEN	12431	03/09/23	(14,097.00)	33508
Total For Check 33508						99.51	
Check 33509							
100-00000-20205	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	29.17	33509
100-41320-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	96.28	33509
100-41400-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	58.34	33509
100-41500-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	58.34	33509
100-41910-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	59.85	33509
100-42100-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	281.58	33509
100-42102-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	59.85	33509
100-42400-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	59.85	33509
100-43100-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	148.87	33509
100-45100-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	14.59	33509
100-45200-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	14.58	33509
Total For Check 33509						881.30	
Check 33510							
100-42400-50300	02/27/23	METRO WEST INSPECTION SERVIC	PERMITS FINALED FEBRUARY 2023	3597	03/09/23	74,742.58	33510
Total For Check 33510						74,742.58	
Check 33511							
602-49450-50312	03/02/23	METROPOLITAN COUNCIL ENVIRO	WASTE WATER SERVICE 04/2023	0001152864	03/09/23	6,213.01	33511
Total For Check 33511						6,213.01	
Check 33512							
602-00000-20800	03/01/23	METROPOLITAN COUNCIL	FEBRUARY 2023 SAC CHARGES	03022023	03/09/23	67,095.00	33512
602-00000-36200	03/01/23	METROPOLITAN COUNCIL	FEBRUARY 2023 SAC CHARGES	03022023	03/09/23	(670.95)	33512
Total For Check 33512						66,424.05	
Check 33513							
100-42100-50433	01/23/23	MID-STATES ORGANIZED CRIME I	MOCIC MEMBERSHIP 2023	0000037-IN	03/09/23	150.00	33513

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33513							
Total For Check 33513						150.00	
Check 33514							
100-42100-50207	02/15/23	MN CHIEFS OF POLICE ASSOC	ETI FULL CONFERENCE - M. GOTTSCHAL	14259	03/09/23	525.00	33514
Total For Check 33514						525.00	
Check 33515							
601-49400-50300	02/13/23	MN DEPARTMENT OF HEALTH	WATER CONNECTION (1/1/23 - 3/31/23	1Q 2023	03/09/23	2,393.00	33515
Total For Check 33515						2,393.00	
Check 33516							
408-48009-50303	02/15/23	MN DEPT OF TRANSPORTATION	MATERIAL TESTING & INSPECTION - JO	P00016605	03/09/23	2,948.17	33516
Total For Check 33516						2,948.17	
Check 33517							
416-47000-50611	04/29/22	MOODY S INVESTORS SERVICE, I	GENERAL OBLIGATION EQUIPMENT CERTI	P0404924	03/09/23	14,000.00	33517
Total For Check 33517						14,000.00	
Check 33518							
100-42100-50220	02/27/23	NAPA AUTO PARTS - Corcoran	EXACT BLADE	458112	03/09/23	9.12	33518
Total For Check 33518						9.12	
Check 33519							
100-00000-21710	02/28/23	NATALIE DAVIS MCKEOWN	DEPENDENT CARE REIMBURSEMENT	02272023	03/09/23	192.31	33519
Total For Check 33519						192.31	
Check 33520							
100-41900-50200	02/13/23	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	292819156001	03/09/23	24.00	33520
100-41900-50200	02/13/23	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	292819155001	03/09/23	20.40	33520
100-41900-50210	02/14/23	ODP BUSINESS SOLUTIONS, LLC	WALL SIGNS/NAME PLATES (2X10)	292818155001	03/09/23	14.99	33520
100-42100-50200	02/14/23	ODP BUSINESS SOLUTIONS, LLC	WALL SIGNS/NAME PLATES (2X10)	292818155001	03/09/23	14.99	33520
Total For Check 33520						74.38	
Check 33521							
100-41900-50300	01/18/23	OPTUM	H.S.A MAINTENANCE FEE (OCT, NOV, D	0001402756	03/09/23	117.00	33521
Total For Check 33521						117.00	
Check 33522							
100-00000-22205	03/03/23	PATRICK AND BOBBI O'BRIEN	22320 STATE HIGHWAY 22-0028	BP22-0028	03/09/23	154.25	33522
100-00000-22205	03/03/23	PATRICK AND BOBBI O'BRIEN	ESCROW REFUND O'BRIEN	03032023	03/09/23	2,820.25	33522
Total For Check 33522						2,974.50	
Check 33523							
100-41110-50207	02/14/23	PHILIP KERN	STRATEGIC PLANNING AND GOAL SETTIN	02142023	03/09/23	1,900.00	33523
Total For Check 33523						1,900.00	
Check 33524							
601-49400-50210	02/14/23	POLLARD WATER	CHLORINE TESTING POWDER	0231974	03/09/23	688.07	33524
Total For Check 33524						688.07	
Check 33525							
100-41900-50413	02/11/23	QUADIENT LEASING USA INC	FOLDER INSERTER LEASE	N9807397	03/09/23	141.99	33525
601-49400-50413	02/11/23	QUADIENT LEASING USA INC	FOLDER INSERTER LEASE	N9807397	03/09/23	141.99	33525
602-49450-50413	02/11/23	QUADIENT LEASING USA INC	FOLDER INSERTER LEASE	N9807397	03/09/23	141.99	33525
Total For Check 33525						425.97	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF CORCORAN
 EXP CHECK RUN DATES 02/24/2023 - 03/09/2023
 JOURNALIZED
 PAID - CHECK TYPE: PAPER CHECK
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33526 100-42200-50300	01/03/23	CITY OF ROGERS	2ND QTR 2023 FIRE PROTECTION	0037118-2	03/09/23	64,709.24	33526
			Total For Check 33526			<u>64,709.24</u>	
Check 33527 100-42100-50223	01/20/23	RUSSELL SECURITY RESOURCE IN	SQUAD REPAIR CRASH BAR	A44294	03/09/23	495.00	33527
			Total For Check 33527			<u>495.00</u>	
Check 33528 100-42100-50207	02/22/23	SHERBURNE COUNTY SHERIFF'S O	RANGE USE	2023002-CORPD	03/09/23	390.00	33528
			Total For Check 33528			<u>390.00</u>	
Check 33529 100-43100-50321	02/18/23	SPRINT	CELL SERVICE 1/15/23 - 2/14/23	391283315-255	03/09/23	294.22	33529
			Total For Check 33529			<u>294.22</u>	
Check 33530 100-00000-21709	02/14/23	STANDARD INSURANCE COMPANY	MARCH 2023 LIFE INSURANCE PREMIUMS	03-2023	03/09/23	1,642.85	33530
			Total For Check 33530			<u>1,642.85</u>	
Check 33531 100-00000-22205	01/30/23	STANTEC CONSULTING SERVICES	PROFESSIONAL SERVICES	2044165	03/09/23	260.00	33531
100-43170-50300	01/30/23	STANTEC CONSULTING SERVICES	PROFESSIONAL SERVICES	2044165	03/09/23	6,076.00	33531
415-45200-50300	01/30/23	STANTEC CONSULTING SERVICES	PROFESSIONAL SERVICES	2044165	03/09/23	118.00	33531
			Total For Check 33531			<u>6,454.00</u>	
Check 33532 100-42100-50207	02/13/23	STREICHER'S POLICE EQUIPMENT	AMMUNITION	I1616843	03/09/23	1,074.61	33532
100-42100-50417	02/14/23	STREICHER'S POLICE EQUIPMENT	VEST - A. BURNS	I616970	03/09/23	1,368.00	33532
			Total For Check 33532			<u>2,442.61</u>	
Check 33533 100-43100-50210	02/21/23	TERMINAL SUPPLY CO	DIRECTIONAL LED-LOW PRO	75582	03/09/23	755.82	33533
			Total For Check 33533			<u>755.82</u>	
Check 33534 100-41900-50401	02/27/23	ULTIMATE CLEANERS LLC	CITY HALL & PD CLEANING	23022700	03/09/23	780.00	33534
			Total For Check 33534			<u>780.00</u>	
Check 33535 100-41500-50207	03/01/23	GOVERNMENT FINANCE OFFICERS	GFOA TRAINING - PETERSON	748530	03/09/23	600.00	33535
100-41900-50210	02/27/23	CREDIT CARD PURCHASES	OTTER.AI - TRANSCRIBING SERVICE	INV00019689	03/09/23	148.35	33535
100-42100-50433	02/13/23	CREDIT CARD PURCHASES	IACP MEMBERSHIP- 2 YEAR (R. BURNS)	0172508	03/09/23	258.40	33535
100-43125-50210	02/23/23	CREDIT CARD PURCHASES	SNOW PLOW DAY - FOOD	2232023	03/09/23	131.33	33535
100-45100-50433	02/22/23	CREDIT CARD PURCHASES	CPRP RENEWAL	285026	03/09/23	70.00	33535
100-45200-50300	02/23/23	CREDIT CARD PURCHASES	TREE GIVEAWAY (WRIGHT SWCD)	02232023	03/09/23	988.00	33535
			Total For Check 33535			<u>2,196.08</u>	
Check 33536 100-41920-50210	02/16/23	US BANKCORP EQUIPMENT FINANC	COPIER LEASE	494633738	03/09/23	424.46	33536
			Total For Check 33536			<u>424.46</u>	
Check 33537 100-43100-50381	02/08/23	XCEL ENERGY	STREET LIGHTING 9700 CR 19	815349348	03/09/23	33.51	33537
			Total For Check 33537			<u>33.51</u>	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33538 100-43100-50381	02/24/23	XCEL ENERGY	PW BUILDING ELECTRICTY	51-0868053-1	03/09/23	1,255.89	33538
			Total For Check 33538			<u>1,255.89</u>	
Check 33539 100-42400-50207	02/21/23	SHAWNA ZUTHER	MILEAGE REIMBURSEMENT	02212023	03/09/23	85.15	33539
			Total For Check 33539			<u>85.15</u>	

User: jpeterson

EXP CHECK RUN DATES 02/24/2023 - 03/09/2023

DB: Corcoran

JOURNALIZED

PAID - CHECK TYPE: PAPER CHECK

CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Check
Fund Totals:						
			Fund 100 GENERAL FUND			254,118.64
			Fund 101 LONG-TERM PLANNING FUND			0.00
			Fund 207 TRUCK SAFETY			26.58
			Fund 408 PAVEMENT MANAGEMENT			4,473.92
			Fund 415 PARK CAPITAL FUND			118.00
			Fund 416 CAPITAL-EQUIPMENT CERTS			14,000.00
			Fund 419 HACKAMORE UPGRADE (LENNAR)			282.75
			Fund 601 WATER			3,820.66
			Fund 602 SEWER			73,219.55
			Total For All Funds:			<u>350,060.10</u>

FINANCIAL CLAIMS

CHECK RANGE

FUND #500 ESCROW CLAIMS

Paid to	Amount	Project name
SEE THE REGISTER FOR #500 CLAIMS		

Total	\$0.00	
Total Fund #500 =		\$ -
(See attached Payments Detail)		

ALL OTHER FINANCIAL CLAIMS

Check Register		\$350,060.10
(See attached Check Detail Registers)		
Total Checks	\$	350,060.10
Total of Auto Deductions	\$	180,090.24
 TOTAL EXPENDITURES FOR APPROVAL	 \$	 530,150.34

Date	Paid to	Amount	Description
2/22/2023	ADP	\$ 2,395.14	Payroll Processing Fee
2/23/2023	ADP	\$ 109,318.16	Net Payroll and Taxes
2/24/2023	MN PERA	\$ 23,383.58	Employee Pension
2/27/2023	RevTrak	\$ 15.00	Credit Card Fee
2/27/2023	EMPOWER	\$ 5,675.73	Employee Deferred Comp/Healthcare Savings
2/27/2023	Optum Bank	\$ 4,571.80	Employee HSA
3/1/2023	HealthPartners	\$ 34,730.83	Employee Health Insurance Premium
Total		\$ 180,090.24	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33477							
100-43100-50401	02/17/23	ADAMS PEST CONTROL, INC.	PW PEST CONTROL	3610442	03/09/23	130.57	33477
			Total For Check 33477			130.57	
Check 33478							
100-43125-50210	02/14/23	ALVERO LLC / HERNESS CONSTRU	MAILBOX HARDWARE / QUICK LINKS AND	3488	03/09/23	2,150.00	33478
			Total For Check 33478			2,150.00	
Check 33479							
100-41920-50210	02/24/23	AMAZON CAPITAL SERVICES	MICROPHONE CABLE/SOAP DISPENSER	1TPY-T3NW-HJ1R	03/09/23	23.84	33479
100-42100-50210	02/24/23	AMAZON CAPITAL SERVICES	MICROPHONE CABLE/SOAP DISPENSER	1TPY-T3NW-HJ1R	03/09/23	39.40	33479
100-42100-50417	02/19/23	AMAZON CAPITAL SERVICES	TACTICAL DUFFLE BAG	1TFP-7DLG-GVY9	03/09/23	99.98	33479
100-42100-50417	02/18/23	AMAZON CAPITAL SERVICES	TRAUMA SHEARS / STEAMLIGHT STINGER	1TH1-CRHG-F9DJ	03/09/23	837.25	33479
207-42100-50210	02/19/23	AMAZON CAPITAL SERVICES	HDMI TO VGA CABLE / HDMI TO RCA C	1GNJ-LYPL-JQL6	03/09/23	26.58	33479
			Total For Check 33479			1,027.05	
Check 33480							
100-41900-50212	02/03/23	BEAUDRY OIL COMPANY	UNLEADED 87	2264827	03/09/23	42.31	33480
100-41900-50212	02/09/23	BEAUDRY OIL COMPANY	CREDIT FROM 8/5/2022 - INVOICE #21	CM2106761	03/09/23	(24.00)	33480
100-41900-50212	02/21/23	BEAUDRY OIL COMPANY	UNLEADED 87	2281714	03/09/23	22.39	33480
100-42100-50212	02/03/23	BEAUDRY OIL COMPANY	UNLEADED 87	2264827	03/09/23	1,861.59	33480
100-42100-50212	02/09/23	BEAUDRY OIL COMPANY	CREDIT FROM 8/5/2022 - INVOICE #21	CM2106761	03/09/23	(1,056.00)	33480
100-42100-50212	02/21/23	BEAUDRY OIL COMPANY	UNLEADED 87	2281714	03/09/23	985.25	33480
100-43100-50212	02/03/23	BEAUDRY OIL COMPANY	ULS DYED KODIAK	2264826	03/09/23	2,305.25	33480
100-43100-50212	02/03/23	BEAUDRY OIL COMPANY	UNLEADED 87	2264827	03/09/23	211.54	33480
100-43100-50212	02/09/23	BEAUDRY OIL COMPANY	CREDIT FROM 8/5/2022 - INVOICE #21	CM2106761	03/09/23	(120.00)	33480
100-43100-50212	02/21/23	BEAUDRY OIL COMPANY	ULS DYED KODIAK PLUS	2281713	03/09/23	1,041.29	33480
100-43100-50212	02/21/23	BEAUDRY OIL COMPANY	UNLEADED 87	2281714	03/09/23	111.96	33480
			Total For Check 33480			5,381.58	
Check 33481							
100-42100-50300	02/23/23	BENCHMARK SOLUTIONS, LLC	2023 ANNUAL MANAGEMENT SYSTEM SUBS	1010	03/09/23	4,001.92	33481
			Total For Check 33481			4,001.92	
Check 33482							
100-00000-22205-056	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	377.00	33482
100-00000-22205-058	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	507.50	33482
100-00000-22205-117	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	36.25	33482
100-00000-22205-132	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	145.00	33482
100-41600-50300	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	3,672.41	33482
100-42100-50304	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	4,086.00	33482
408-48009-50304	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	1,525.75	33482
419-43100-50304	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	282.75	33482
601-49400-50304	02/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3373	03/09/23	319.00	33482
			Total For Check 33482			10,951.66	
Check 33483							
100-41900-50400	02/21/23	CINTAS - 470	CITY HALL MATS	4147252122	03/09/23	133.06	33483
100-42100-50400	03/01/23	CINTAS - 470	LG BATH TOWELS - BLUE	4148085537	03/09/23	16.20	33483
100-42100-50400	02/21/23	CINTAS - 470	LARGE BLUE TOWELS	4147252109	03/09/23	55.12	33483
100-43100-50400	03/01/23	CINTAS - 470	LG BATH TOWEL - BLUE	4148085547	03/09/23	55.12	33483
100-43100-50400	03/01/23	CINTAS - 470	CRT BLUE/CABINET/SHOPTOWELS - RED	4148085517	03/09/23	132.52	33483
100-43100-50400	03/01/23	CINTAS - 470	GRAY MICROFIBER WIPES	4148085391	03/09/23	18.20	33483
100-43100-50400	02/15/23	CINTAS - 470	LG BATH TOWEL	4146634156	03/09/23	55.12	33483
100-43100-50400	02/15/23	CINTAS - 470	CRT BLUE/CABINET/TOWELS	4146634192	03/09/23	132.52	33483

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33483							
100-43100-50400	02/15/23	CINTAS - 470	MICROFIBER WIPE	4146634123	03/09/23	18.20	33483
100-43100-50400	02/21/23	CINTAS - 470	CRT BLUE/CABINET	4147252010	03/09/23	87.81	33483
100-43100-50417	03/01/23	CINTAS - 470	UNIFORMS	4148085597	03/09/23	194.17	33483
100-43100-50417	02/15/23	CINTAS - 470	UNIFORMS	4146634241	03/09/23	194.17	33483
100-43100-50417	02/21/23	CINTAS - 470	UNIFORMS	4147252181	03/09/23	194.17	33483
Total For Check 33483						1,286.38	
Check 33484							
100-00000-22205	03/03/23	CITY OF CORCORAN	CITY PLANNER TIME 22903 STREHLER R	BP22-0039	03/09/23	325.00	33484
100-00000-22205	03/03/23	CITY OF CORCORAN	CITY PLANNER TIME 22903 STREHLER R	BP22-0039.1	03/09/23	130.00	33484
100-00000-22205	03/03/23	CITY OF CORCORAN	CITY PLANNER TIME 22903 STREHLER R	BP22-0039.2	03/09/23	178.75	33484
100-41900-50380	02/28/23	CITY OF CORCORAN	6620 COUNTY RD 116 IRRIGATION UB B	2282023	03/09/23	53.46	33484
100-41900-50380	02/28/23	CITY OF CORCORAN	20200 CO RD 50 02/2023 UB BILL	02282023	03/09/23	64.74	33484
Total For Check 33484						751.95	
Check 33485							
100-41920-50210	09/16/22	COMPUTER INTEGRATION TECH	MICROSOFT SURFACE PRO RETURN	CM329384	03/09/23	(1,185.00)	33485
100-41920-50210	02/17/23	COMPUTER INTEGRATION TECH	SALES TAX REFUND (343038 / 344688)	CM329627	03/09/23	(30.81)	33485
100-41920-50300	02/20/23	COMPUTER INTEGRATION TECH	IT SUPPORT SERVICES	345038	03/09/23	966.00	33485
100-41920-50300	02/15/23	COMPUTER INTEGRATION TECH	MONTHLY BILLING FOR MARCH 2023 (SI	344361	03/09/23	885.00	33485
100-41920-50300	02/15/23	COMPUTER INTEGRATION TECH	MONTHLY BILLING FOR MARCH 2023 (M	344688	03/09/23	4,419.75	33485
100-41920-50300	02/15/23	COMPUTER INTEGRATION TECH	TECHSMITH SNAGIT-21 MAINTENANCE RE	344890	03/09/23	100.00	33485
100-41920-50300	02/15/23	COMPUTER INTEGRATION TECH	MONTHLY BILLING FOR FEBRUARY 2023	344118	03/09/23	1,622.00	33485
Total For Check 33485						6,776.94	
Check 33486							
100-43121-50224	02/13/23	CORE & MAIN LP	50# BAG UPM COLD PATCH (56)	S35162	03/09/23	896.00	33486
Total For Check 33486						896.00	
Check 33487							
100-41900-50350	02/16/23	ECM PUBLISHERS INC	MARCH 2 PH GMACH CUP	933799	03/09/23	59.97	33487
Total For Check 33487						59.97	
Check 33488							
602-49450-50400	02/18/23	ELECTRIC PUMP	LIFT STATION INSPECTIONS	0075349_IN	03/09/23	400.00	33488
Total For Check 33488						400.00	
Check 33489							
100-45100-50300	02/28/23	EMPLOYEE RELATIONS, INC.	RECREATION COORDINATOR BACKGROUND	94647	03/09/23	54.22	33489
Total For Check 33489						54.22	
Check 33490							
601-49400-50210	02/15/23	FERGUSON WATERWORKS #2518	WATER CONNECTOR	0507841	03/09/23	130.10	33490
601-49400-50227	02/10/23	FERGUSON WATERWORKS #2518	WATER METER HORNS	0507057	03/09/23	108.00	33490
Total For Check 33490						238.10	
Check 33491							
100-41400-50331	02/17/23	FRIEDRICH, MICHELLE	EXPENSE REIMBURSEMENT	020172023	03/09/23	117.83	33491
Total For Check 33491						117.83	
Check 33492							
601-49400-50380	02/28/23	GOPHER STATE ONE CALL	FEBRUARY 2023 - SUPPORT SERVICES	3020316	03/09/23	40.50	33492
602-49450-50380	02/28/23	GOPHER STATE ONE CALL	FEBRUARY 2023 - SUPPORT SERVICES	3020316	03/09/23	40.50	33492
Total For Check 33492						81.00	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33493 100-43100-50223	02/16/23	GRAINGER	WATER SOFTENER CLEANER	9611674160	03/09/23	48.60	33493
			Total For Check 33493			48.60	
Check 33494 100-42200-50300	03/02/23	CITY OF HANOVER	2023 1ST QTR FIRE PROTECTION	QTR1_2023	03/09/23	19,414.57	33494
			Total For Check 33494			19,414.57	
Check 33495 100-41320-50433	02/24/23	HIGHWAY 55 CORRIDOR COALITIO	MEMBERSHIP DUES 2023 (J. BEISE)	2023	03/09/23	250.00	33495
			Total For Check 33495			250.00	
Check 33496 100-42100-50403	03/01/23	HOLIDAY COMPANIES	FEBRUARY 2023 PD CAR WASH	003401032300	03/09/23	80.00	33496
			Total For Check 33496			80.00	
Check 33497 100-42100-50300	02/20/23	HUMANITY LLC	SHIFT PLANNING 2/20/23-03/19/23	INV00250487	03/09/23	80.00	33497
			Total For Check 33497			80.00	
Check 33498 100-42100-50207	02/16/23	I.A.P.E., INC.	IAPE PROPERTY / EVIDENCE MANAGEMEN	LI967742	03/09/23	395.00	33498
			Total For Check 33498			395.00	
Check 33499 100-41900-50210	02/27/23	INTEREUM	OFFICE CHAIRS	196273	03/09/23	3,589.43	33499
			Total For Check 33499			3,589.43	
Check 33500 100-42100-50210	02/22/23	INTOXIMETERS	INTOXIMETER SUPPLIES	727419	03/09/23	134.50	33500
			Total For Check 33500			134.50	
Check 33501 100-00000-22205	03/03/23	JMMK, LLC	ESCROW REFUND 20130 LARKIN RD 22-0	BP22-0026	03/09/23	4,167.50	33501
100-00000-22205	03/03/23	JMMK, LLC	ESCROW REFUND 20130 LARKIN RD 22-0	BP22-0026.1	03/09/23	10.00	33501
100-00000-22205	03/03/23	JMMK, LLC	ESCROW REFUND 20130 LARKIN RD 22-0	BP22-0027	03/09/23	3,910.00	33501
			Total For Check 33501			8,087.50	
Check 33502 100-00000-22205	03/03/23	JMMK, LLC	ESCROW REFUND CORCORAN FARMS BUSIN	03032023	03/09/23	11,268.14	33502
			Total For Check 33502			11,268.14	
Check 33503 100-42100-50207	02/23/23	JOHN E. REID & ASSOCIATES, I	REID TECHNIQUE COURSE - 4 DAY CLA	2133D17B-0001	03/09/23	630.00	33503
			Total For Check 33503			630.00	
Check 33504 100-00000-22205	02/28/23	LANDFORM PROFESSIONAL SERVIC	CORCORAN FARMS BP 22-0026	34092	03/09/23	39.50	33504
100-00000-22205	02/28/23	LANDFORM PROFESSIONAL SERVIC	PIONEER TRAIL INDUSTRIAL PARK 22-0	34093	03/09/23	1,488.50	33504
100-00000-22205	02/28/23	LANDFORM PROFESSIONAL SERVIC	PIONEER TRAIL INDUSTRIAL PARK BP22	34093.1	03/09/23	1,134.25	33504
100-00000-22205	02/28/23	LANDFORM PROFESSIONAL SERVIC	23185 CO RD 10 PROJECT #23-005	34101	03/09/23	39.50	33504
100-00000-22205	02/28/23	LANDFORM PROFESSIONAL SERVIC	CHASTEK SKETCH PLAN PROJECT #23-00	34102	03/09/23	39.50	33504
100-00000-22205-013	02/07/23	LANDFORM PROFESSIONAL SERVIC	BECHTOLD FARMS FINAL PLAT CITY FIL	34095	03/09/23	88.00	33504
100-00000-22205-017	02/07/23	LANDFORM PROFESSIONAL SERVIC	COOK LAKE PUD AMENDMENT CONCEPT 23	34100	03/09/23	39.50	33504
100-00000-22205-017	02/07/23	LANDFORM PROFESSIONAL SERVIC	COOK LAKE PUD AMENDMENT 22-076	34086	03/09/23	192.50	33504
100-00000-22205-111	02/07/23	LANDFORM PROFESSIONAL SERVIC	GARAGES TOO FP 22-015	34096	03/09/23	39.50	33504

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33504							
100-00000-22205-127	02/07/23	LANDFORM PROFESSIONAL SERVIC	WESTSIDE TIRE VAR, SP AND IUP CITY	34097	03/09/23	136.50	33504
100-41910-50300	02/07/23	LANDFORM PROFESSIONAL SERVIC	CITY BUSINESS	34098	03/09/23	6,812.50	33504
100-41910-50300	02/07/23	LANDFORM PROFESSIONAL SERVIC	BUFFER YARD ORDINANCE AMENDMENT 22	34094	03/09/23	1,350.50	33504
100-42401-50300	02/07/23	LANDFORM PROFESSIONAL SERVIC	CODE ENFORCEMENT	34099	03/09/23	2,401.25	33504
Total For Check 33504						13,801.50	
Check 33505							
100-41600-50300	04/08/22	MADDEN, GALANTER, HANSEN LLP	LEGAL FEES FOR MARCH 2022	03-2022	03/09/23	779.00	33505
100-41600-50300	09/06/22	MADDEN, GALANTER, HANSEN LLP	LABOR RELATIONS SERVICES (8/1/2022	08_2022	03/09/23	171.00	33505
Total For Check 33505						950.00	
Check 33506							
100-43121-50224	02/15/23	MARTIN MARIETTA MATERIALS	COLD PATCH (1.67 TONS)	230215	03/09/23	283.90	33506
Total For Check 33506						283.90	
Check 33507							
100-43100-50210	02/09/23	MENARDS BUFFALO	HDMI ADAPTER	78689	03/09/23	24.99	33507
Total For Check 33507						24.99	
Check 33508							
100-42100-50210	02/09/23	MENARDS MAPLE GROVE	STOVE BOLT	12051	03/09/23	2.56	33508
100-43100-50210	02/07/23	MENARDS MAPLE GROVE	HDMI CABLE / HDMI SPLITTER	11917	03/09/23	96.95	33508
101-41900-50210	02/14/23	MENARDS MAPLE GROVE	FOLDING CHAIRS & UTILITY / BANQUEN	12325	03/09/23	14,097.00	33508
101-41900-50210	02/16/23	MENARDS MAPLE GROVE	FOLDING CHAIRS & UTILITY / BANQUEN	12431	03/09/23	(14,097.00)	33508
Total For Check 33508						99.51	
Check 33509							
100-00000-20205	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	29.17	33509
100-41320-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	96.28	33509
100-41400-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	58.34	33509
100-41500-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	58.34	33509
100-41910-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	59.85	33509
100-42100-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	281.58	33509
100-42102-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	59.85	33509
100-42400-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	59.85	33509
100-43100-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	148.87	33509
100-45100-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	14.59	33509
100-45200-50130	02/16/23	METLIFE	MARCH 2023 DENTAL INSURANCE	02162023	03/09/23	14.58	33509
Total For Check 33509						881.30	
Check 33510							
100-42400-50300	02/27/23	METRO WEST INSPECTION SERVIC	PERMITS FINALED FEBRUARY 2023	3597	03/09/23	74,742.58	33510
Total For Check 33510						74,742.58	
Check 33511							
602-49450-50312	03/02/23	METROPOLITAN COUNCIL ENVIRO	WASTE WATER SERVICE 04/2023	0001152864	03/09/23	6,213.01	33511
Total For Check 33511						6,213.01	
Check 33512							
602-00000-20800	03/01/23	METROPOLITAN COUNCIL	FEBRUARY 2023 SAC CHARGES	03022023	03/09/23	67,095.00	33512
602-00000-36200	03/01/23	METROPOLITAN COUNCIL	FEBRUARY 2023 SAC CHARGES	03022023	03/09/23	(670.95)	33512
Total For Check 33512						66,424.05	
Check 33513							
100-42100-50433	01/23/23	MID-STATES ORGANIZED CRIME I	MOCIC MEMBERSHIP 2023	0000037-IN	03/09/23	150.00	33513

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33513							
Total For Check 33513						150.00	
Check 33514							
100-42100-50207	02/15/23	MN CHIEFS OF POLICE ASSOC	ETI FULL CONFERENCE - M. GOTTSCHAL	14259	03/09/23	525.00	33514
Total For Check 33514						525.00	
Check 33515							
601-49400-50300	02/13/23	MN DEPARTMENT OF HEALTH	WATER CONNECTION (1/1/23 - 3/31/23	1Q 2023	03/09/23	2,393.00	33515
Total For Check 33515						2,393.00	
Check 33516							
408-48009-50303	02/15/23	MN DEPT OF TRANSPORTATION	MATERIAL TESTING & INSPECTION - JO	P00016605	03/09/23	2,948.17	33516
Total For Check 33516						2,948.17	
Check 33517							
416-47000-50611	04/29/22	MOODY S INVESTORS SERVICE, I	GENERAL OBLIGATION EQUIPMENT CERTI	P0404924	03/09/23	14,000.00	33517
Total For Check 33517						14,000.00	
Check 33518							
100-42100-50220	02/27/23	NAPA AUTO PARTS - Corcoran	EXACT BLADE	458112	03/09/23	9.12	33518
Total For Check 33518						9.12	
Check 33519							
100-00000-21710	02/28/23	NATALIE DAVIS MCKEOWN	DEPENDENT CARE REIMBURSEMENT	02272023	03/09/23	192.31	33519
Total For Check 33519						192.31	
Check 33520							
100-41900-50200	02/13/23	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	292819156001	03/09/23	24.00	33520
100-41900-50200	02/13/23	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	292819155001	03/09/23	20.40	33520
100-41900-50210	02/14/23	ODP BUSINESS SOLUTIONS, LLC	WALL SIGNS/NAME PLATES (2X10)	292818155001	03/09/23	14.99	33520
100-42100-50200	02/14/23	ODP BUSINESS SOLUTIONS, LLC	WALL SIGNS/NAME PLATES (2X10)	292818155001	03/09/23	14.99	33520
Total For Check 33520						74.38	
Check 33521							
100-41900-50300	01/18/23	OPTUM	H.S.A MAINTENANCE FEE (OCT, NOV, D	0001402756	03/09/23	117.00	33521
Total For Check 33521						117.00	
Check 33522							
100-00000-22205	03/03/23	PATRICK AND BOBBI O'BRIEN	22320 STATE HIGHWAY 22-0028	BP22-0028	03/09/23	154.25	33522
100-00000-22205	03/03/23	PATRICK AND BOBBI O'BRIEN	ESCROW REFUND O'BRIEN	03032023	03/09/23	2,820.25	33522
Total For Check 33522						2,974.50	
Check 33523							
100-41110-50207	02/14/23	PHILIP KERN	STRATEGIC PLANNING AND GOAL SETTIN	02142023	03/09/23	1,900.00	33523
Total For Check 33523						1,900.00	
Check 33524							
601-49400-50210	02/14/23	POLLARD WATER	CHLORINE TESTING POWDER	0231974	03/09/23	688.07	33524
Total For Check 33524						688.07	
Check 33525							
100-41900-50413	02/11/23	QUADIEN T LEASING USA INC	FOLDER INSERTER LEASE	N9807397	03/09/23	141.99	33525
601-49400-50413	02/11/23	QUADIEN T LEASING USA INC	FOLDER INSERTER LEASE	N9807397	03/09/23	141.99	33525
602-49450-50413	02/11/23	QUADIEN T LEASING USA INC	FOLDER INSERTER LEASE	N9807397	03/09/23	141.99	33525
Total For Check 33525						425.97	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF CORCORAN
 EXP CHECK RUN DATES 02/24/2023 - 03/09/2023
 JOURNALIZED
 PAID - CHECK TYPE: PAPER CHECK
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33526 100-42200-50300	01/03/23	CITY OF ROGERS	2ND QTR 2023 FIRE PROTECTION	0037118-2	03/09/23	64,709.24	33526
			Total For Check 33526			64,709.24	
Check 33527 100-42100-50223	01/20/23	RUSSELL SECURITY RESOURCE IN	SQUAD REPAIR CRASH BAR	A44294	03/09/23	495.00	33527
			Total For Check 33527			495.00	
Check 33528 100-42100-50207	02/22/23	SHERBURNE COUNTY SHERIFF'S O	RANGE USE	2023002-CORPD	03/09/23	390.00	33528
			Total For Check 33528			390.00	
Check 33529 100-43100-50321	02/18/23	SPRINT	CELL SERVICE 1/15/23 - 2/14/23	391283315-255	03/09/23	294.22	33529
			Total For Check 33529			294.22	
Check 33530 100-00000-21709	02/14/23	STANDARD INSURANCE COMPANY	MARCH 2023 LIFE INSURANCE PREMIUMS	03-2023	03/09/23	1,642.85	33530
			Total For Check 33530			1,642.85	
Check 33531 100-00000-22205 100-43170-50300 415-45200-50300	01/30/23 01/30/23 01/30/23	STANTEC CONSULTING SERVICES	PROFESSIONAL SERVICES	2044165	03/09/23	260.00	33531
			PROFESSIONAL SERVICES	2044165	03/09/23	6,076.00	33531
			PROFESSIONAL SERVICES	2044165	03/09/23	118.00	33531
			Total For Check 33531			6,454.00	
Check 33532 100-42100-50207 100-42100-50417	02/13/23 02/14/23	STREICHER'S POLICE EQUIPMENT	AMMUNITION	I1616843	03/09/23	1,074.61	33532
		STREICHER'S POLICE EQUIPMENT	VEST - A. BURNS	I616970	03/09/23	1,368.00	33532
			Total For Check 33532			2,442.61	
Check 33533 100-43100-50210	02/21/23	TERMINAL SUPPLY CO	DIRECTIONAL LED-LOW PRO	75582	03/09/23	755.82	33533
			Total For Check 33533			755.82	
Check 33534 100-41900-50401	02/27/23	ULTIMATE CLEANERS LLC	CITY HALL & PD CLEANING	23022700	03/09/23	780.00	33534
			Total For Check 33534			780.00	
Check 33535 100-41500-50207 100-41900-50210 100-42100-50433 100-43125-50210 100-45100-50433 100-45200-50300	03/01/23 02/27/23 02/13/23 02/23/23 02/22/23 02/23/23	GOVERNMENT FINANCE OFFICERS	GFOA TRAINING - PETERSON	748530	03/09/23	600.00	33535
			CREDIT CARD PURCHASES	OTTER.AI - TRANSCRIBING SERVICE	INV00019689	148.35	33535
			CREDIT CARD PURCHASES	IACP MEMBERSHIP- 2 YEAR (R. BURNS)	0172508	258.40	33535
			CREDIT CARD PURCHASES	SNOW PLOW DAY - FOOD	2232023	131.33	33535
			CREDIT CARD PURCHASES	CPRP RENEWAL	285026	70.00	33535
			CREDIT CARD PURCHASES	TREE GIVEAWAY (WRIGHT SWCD)	02232023	988.00	33535
			Total For Check 33535			2,196.08	
Check 33536 100-41920-50210	02/16/23	US BANKCORP EQUIPMENT FINANC	COPIER LEASE	494633738	03/09/23	424.46	33536
			Total For Check 33536			424.46	
Check 33537 100-43100-50381	02/08/23	XCEL ENERGY	STREET LIGHTING 9700 CR 19	815349348	03/09/23	33.51	33537
			Total For Check 33537			33.51	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33538 100-43100-50381	02/24/23	XCEL ENERGY	PW BUILDING ELECTRICTY	51-0868053-1	03/09/23	1,255.89	33538
			Total For Check 33538			<u>1,255.89</u>	
Check 33539 100-42400-50207	02/21/23	SHAWNA ZUTHER	MILEAGE REIMBURSEMENT	02212023	03/09/23	85.15	33539
			Total For Check 33539			<u>85.15</u>	

User: jpeterson

EXP CHECK RUN DATES 02/24/2023 - 03/09/2023

DB: Corcoran

JOURNALIZED

PAID - CHECK TYPE: PAPER CHECK

CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Check
Fund Totals:						
			Fund 100 GENERAL FUND			254,118.64
			Fund 101 LONG-TERM PLANNING FUND			0.00
			Fund 207 TRUCK SAFETY			26.58
			Fund 408 PAVEMENT MANAGEMENT			4,473.92
			Fund 415 PARK CAPITAL FUND			118.00
			Fund 416 CAPITAL-EQUIPMENT CERTS			14,000.00
			Fund 419 HACKAMORE UPGRADE (LENNAR)			282.75
			Fund 601 WATER			3,820.66
			Fund 602 SEWER			73,219.55
			Total For All Funds:			<u>350,060.10</u>

STAFF REPORT

Agenda Item 7d.

City Council Meeting: March 9, 2023	Prepared By: Natalie Davis McKeown Mike Pritchard Nico Cantarero
Topic: MS4 Ordinance Update (City File No. 23-001)	Action Required: Approval

Review Deadline: N/A

1. Request

City Staff proposes City Code text amendments within Title V to bring the City’s MS4 (Municipal Separate Storm Sewer System) General Permit No. MN R04000 into compliance with state stormwater system requirements established by the Minnesota Pollution Control Agency (MPCA) pursuant to Minnesota Rule 7090.

2. Background

In 2020 the Minnesota Pollution Control Agency (MPCA) issued a new MS4 permit. These permits have been in place for many years and are renewed by the MPCA every 5 years. With each permit renewal, new requirements are written into the permit. In the most recent update of the permit, the MPCA required townships and cities to implement a regulatory mechanism that requires proper salt storage at commercial, institutional, and industrial facilities.

Chloride is easily transmitted into lakes, streams, and groundwater. This threatens drinking water supplies as well as the health of freshwater fish and aquatic life. Chloride-based deicers, specifically sodium chloride (NaCl), magnesium chloride (MgCl₂), and calcium chloride (CaCl₂) are generally referred to as ‘salt’. Deicers can enter the environment during storage, transport, and application. It takes only one teaspoon of salt to permanently pollute five gallons of water. Once in the water, there is no easy way to remove the chloride.

3. Analysis

The MS4 permits requires a regulatory mechanism to accomplish the following:

1. Require designated salt storage areas to be covered or indoors.
2. Require designated salt storage areas to be located on impervious surfaces.
3. Implement practices to reduce exposure when transferring material in designated salt storage areas.

To meet this new permit requirement, staff proposes revisions to Chapter 50 of the City Code to include the permit requires language on salt storage. Specifically, staff proposes to insert the following paragraph into Chapter 50.10:

50.10: Salt Storage. *Any commercial, institutional, and non-NPDES permitted industrial facilities must maintain salt storage in accordance with the most recent MS4 Phase II general permit (MNR040000). At a minimum designated salt storage areas must be covered or indoors, located on an impervious surface, and implement practices to reduce exposure when transferring material in designated salt storage areas (e.g., sweeping, diversions, and/or containment).*

The rest of the changes to Chapter 50 are to update subsequent numbering and the table of contents.

There is a separate section within the permit that requires the City to meet the same requirements at all City-owned/operated salt storage areas. Staff verified that the City-operated salt storage area is in full compliance with the new permit requirements.

4. Recommendation:

Staff recommends approval of the following:

- a. Ordinance Amendment to Chapter 50 of Title V of the City Code.
- b. Ordinance Summary Publication.
 - a. 4/5 majority vote required.
- c. Resolution Approving Findings of Fact.

Attachments:

1. Ordinance Amendment 2023-478 to Chapter 50 of Title V of the City Code.
2. Ordinance 2023-479 for Summary Publication.
3. Resolution 2023-21 Approving Findings of Fact.

ORDINANCE NO. 2023-478

Motion By:
Seconded
By:

AN ORDINANCE AMENDING THE TEXT OF CHAPTER 50 IN TITLE V (PUBLIC WORKS) OF THE CORCORAN CITY CODE RELATED TO STORMWATER ILLICIT DISCHARGE AND ILLICIT CONNECTIONS TO THE STORM SEWER SYSTEM REGULATIONS (CITY FILE 23-001)

THE CITY OF CORCORAN ORDAINS:

SECTION 1. Amendment of the City Code. The text of Chapter 50.10 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and inserting the underlined material as follows:

50.10: ~~NOTIFICATION OF SPILLS~~ SALT STORAGE

Any commercial, institutional, and non-NPDES permitted industrial facilities must maintain salt storage in accordance with the most recent MS4 Phase II general permit (MNR040000). At a minimum, designated salt storage areas must be covered or indoors, located on impervious surface, and implement practices to reduce exposure when transferring material in designated salt storage areas (e.g., sweeping, diversions, and/or containment).

SECTION 2. Amendment of the City Code. The numbering for subsequent sections and headings of Chapter 54 already existing within the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and inserting the underlined material as follows:

~~50.10~~ 50.11: NOTIFICATION OF SPILLS

~~50.11~~ 50.12: ACCESS TO BUILDINGS FOR INSPECTION, SAMPLING, DYE TESTING AND EXAMINATION RELATED TO STORM WATER DISCHARGE

~~50.12~~ 50.13: SUSPENSION OF STORM DRAINAGE SYSTEM ACCESS

~~50.13~~ 50.14: ENFORCEMENT

~~50.14~~ 50.15: PENALTY

SECTION 3. Amendment of the City Code. The Title V: Public Works table of contents for Chapter 54 within the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

CHAPTER 50: STORMWATER ILLICIT DISCHARGE AND ILLICIT CONNECTIONS TO THE STORM SEWER SYSTEM.....	50-1
50.01: PURPOSE AND INTENT	50-1

ORDINANCE NO. 2023-478

50.02: STATUTORY AUTHORIZATION..... 50-1
50.03: FINDINGS..... 50-1
50.04: DEFINITIONS..... 50-1
50.05: ADMINISTRATION..... 50-4
50.06: ILLEGAL DISPOSAL AND DUMPING OF SUBSTANCES AND MATERIALS
..... 50-4
50.07: ILLICIT DISCHARGES AND CONNECTIONS TO THE STORM DRAINAGE
SYSTEM..... 50-4
50.08: DISCHARGE PREVENTION REQUIREMENTS..... 50-5
50.09: INDUSTRIAL OR CONSTRUCTION ACTIVITY DISCHARGES TO THE
STORM DRAINAGE SYSTEM..... 50-6
50.10: ~~NOTIFICATION OF SPILLS SALT STORAGE~~..... 50-6
50.11: ~~ACCESS TO BUILDINGS FOR INSPECTION, SAMPLING, DYE TESTING
AND EXAMINATION RELATED TO STORM WATER DISCHARGE NOTIFICATION
OF SPILLS~~..... 50-76
50.12: ~~SUSPENSION OF STORM DRAINAGE SYSTEM ACCESS ACCESS TO
BUILDINGS FOR INSPECTION, SAMPLING, DYE TESTING AND EXAMINATION
RELATED TO STORM WATER DISCHARGE~~..... 50-7
50.13: ~~ENFORCEMENT~~ SUSPENSION OF STORM DRAINAGE SYSTEM ACCESS
..... 50-7
50.14: PENALTY ENFORCEMENT..... 50-8
50.15: PENALTY..... 50-8

SECTION 7. Effective Date

This Ordinance shall be in full force and effect as of 12:01 AM March 10, 2023.

ADOPTED by the City Council on the 9th day of March 2023.

VOTING AYE

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

VOTING NAY

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

ORDINANCE NO. 2023-479

**Motion By:
Seconded By:**

CITY OF CORCORAN

SUMMARY OF ORDINANCE NO. 2023-478

AN ORDINANCE AMENDING THE TEXT OF CHAPTER 50 IN TITLE V (PUBLIC WORKS) OF THE CORCORAN CITY CODE RELATED TO STORMWATER ILLICIT DISCHARGE AND ILLICIT CONNECTIONS TO THE STORM SEWER SYSTEM REGULATIONS (CITY FILE 23-001)

Title V of the City Code of the City of Corcoran, Minnesota, is hereby amended to revise regulations related to Stormwater Illicit Discharge and Illicit Connections To The Storm Sewer System regulations including salt storage.

A printed copy of the entire amendment is available for inspection by any person at City Hall during the City Clerk's regular office hours.

VOTING AYE

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

VOTING NAY

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

Whereupon, said Ordinance is hereby declared adopted on this 9th day of March 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

RESOLUTION NO. 2023-21

Motion By:
Seconded By:

**A RESOLUTION APPROVING FINDINGS OF FACT FOR AN ORDINANCE
AMENDING THE TEXT OF CHAPTER 50 IN TITLE V OF THE CORCORAN CITY
CODE RELATED TO STORMWATER ILLICIT DISCHARGE AND ILLICIT
CONNECTIONS TO THE STORM SEWER SYSTEM REGULATIONS
(CITY FILE 23-001)**

WHEREAS, the Minnesota Pollution Control Agency (MPCA) issued a new Municipal Separate Storm Sewer System (MS4) Phase II general permit in November 2021, and all member communities in the Elm Creek Watershed Management Commission are MS4 Phase II permit holders.

WHEREAS, an individual MS4 Phase II permit requires the City to implement regulatory mechanisms to ensure property salt storage at commercial, institutional, and industrial facilities.

WHEREAS, the City Council reviewed the proposed text amendments at a duly called public meeting;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Corcoran, Minnesota, that it approves amendments to Chapter 50 of Title V (Public Works) of the City Code to update regulations related to Stormwater Illicit Discharge and Illicit Connections to the Storm Sewer System, based on the following findings:

1. The proposed text amendments are consistent with the revised requirements of the MS4 Phase II permit and the Elm Creek Watershed Management Commission rules regarding salt storage.
2. The proposed text amendments designate salt storages to be covered or indoors.
3. The proposed text amendments designate salt storage areas to be located on impervious surfaces.
4. The proposed text amendments implement practices to reduce exposure when transferring material in designated salt storage areas.

RESOLUTION NO. 2023-21

VOTING AYE

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

VOTING NAY

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 9th day of March 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal



To: City of Corcoran

From: Steven Hegland, PE
Kellie Schlegel, PE

File: 227704119

Date: March 1, 2023

Subject: Trail Haven Culvert Replacement Grant Agreement for the Local Bridge Replacement Program

Council Action Requested

We recommend the City Council review and approve of the attached resolution for the Trail Haven culvert replacement grant agreement for the Local Bridge Replacement Program.

Project Update

As part of the Trail Haven Culvert replacement project, the City of Corcoran was able to obtain funds through the State Local Bridge Replacement Program in the amount of \$130,269.50 to cover a portion of the bridge replacement.

To be able to formally receive the funds the City needs to enter into a Grant Agreement which outlines terms upon which that grant funds are being provided. The City Council is required to approve of entering into this reimbursement agreement via resolution, which is attached.

Next Steps

Review the attached grant agreement and consider passing the attached resolution agreeing to the terms and conditions of the resolution.

Attachments

Local Bridge Replacement Program Grant Agreement
Resolution for Agreement to State Transportation Fund Local Bridge Replacement Program Grant Terms and Conditions.

**STATE OF MINNESOTA
LOCAL BRIDGE REPLACEMENT PROGRAM
GRANT AGREEMENT**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), and ("Grantee"):

Public Entity (Grantee) name, address and contact person:

City of Corcoran
8200 County Road 116
Corcoran, MN 55340

Contact: Kevin Mattson, Director of Public Works (763-420-2288)

RECITALS

1. Minnesota Statutes § 297A.815, subd. 3(d) and § 174.50, subd. 6-7 authorize the State to enter into this agreement.
2. Grantee has been awarded Local Bridge Replacement Program (LBRP) funds under Minn. Stat. § 174.50, subd. 6-7.
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), Subd.1, Grantee agrees to minimize administrative costs as a condition of this agreement.

AGREEMENT TERMS

1 Term of Agreement, Survival of Terms, and Incorporation of Exhibits

- 1.1 **Effective Date.** This agreement will be effective on the date the State obtains all required signatures under [Minn. Stat. §16B.98](#), Subd. 5. As required by [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to Grantee until this agreement is fully executed. Grantee must not begin work under this agreement until this agreement is fully executed and Grantee has been notified by the State's Authorized Representative to begin the work.
- 1.2 **Expiration Date.** This agreement will expire on December 31, 2027, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this agreement, including, without limitation, the following clauses: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 11. Workers Compensation; 12. Governing Law, Jurisdiction, and Venue; and 14. Data Disclosure.
- 1.4 **Exhibits.** Exhibit A: Sources and Uses of Funds Schedule; Exhibit B: Grant Application; and Exhibit C: Grantee Resolution Approving Grant Agreement are attached and incorporated into this agreement.

2 Grantee's Duties

- 2.1 Grantee will conduct one or more of the following activities in accordance with its grant application, or in the case of legislatively selected projects, in accordance with the enabling session law, which is attached to this Agreement as Exhibit B: (i) constructing or reconstructing a bridge, (ii) abandoning an existing bridge that is deficient and in need of replacement, but where no replacement will be made, or (iii) constructing a road to facilitate the abandonment or removal of an existing bridge determined to be deficient.
- 2.2 Grantee will comply with all required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1).
- 2.3 **Asset Monitoring.** If Grantee uses funds obtained by this agreement to acquire a capital asset, the Grantee is required to use that asset for a public purpose for the normal useful life of the asset. Grantee may not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this agreement without the prior written consent of the State and an agreement executed and approved by the same parties who executed and approved this agreement, or their successors in office.

3 Time

- 3.1 Grantee must comply with all the time requirements described in this agreement. In the performance of this grant agreement, time is of the essence.

4 **Consideration and Payment**

4.1 **Consideration.** The State will pay for all services performed by Grantee under this agreement as follows:

4.1.1 **Compensation.** Grantee will be reimbursed for actual, incurred costs that are eligible under Minn. Stat. § 174.50, subd 6-7. Grantee shall use this grant solely to reimburse itself for expenditures it has already made to pay for the costs of one or more of the activities listed under section 2.1.

4.1.2 **Sources and Uses of Funds.** Grantee represents to State that the Sources and Uses of Funds Schedule attached as Exhibit A accurately shows the total cost of the project and all of the funds that are available for the completion of the project. Grantee agrees that it will pay for any costs that are ineligible for reimbursement and for any amount by which the costs exceed State's total obligation in section 4.1.3. Grantee will return to State any amount appropriated but not required.

4.1.3 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to Grantee under this agreement will not exceed \$130,269.50.

4.2 **Payment**

4.2.1 **Invoices.** Grantee will submit state aid pay requests for reimbursements requested under this grant agreement. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services.

4.2.2 **All Invoices Subject to Audit.** All invoices are subject to audit, at State's discretion.

4.2.3 **State's Payment Requirements.** State will promptly pay all valid obligations under this agreement as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Grantee's invoices and progress reports for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify Grantee within ten days of discovering the error. After State receives the corrected invoice, State will pay Grantee within 30 days of receipt of such invoice.

4.2.4 **Grant Monitoring Visit and Financial Reconciliation.** During the period of performance, the State will make at least annual monitoring visits and conduct annual financial reconciliations of Grantee's expenditures.

4.2.4.1 The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided with at least seven calendar days of notice prior to any monitoring visit or financial reconciliation.

4.2.4.2 Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by State.

4.2.4.3 At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.

4.2.5 **Unexpended Funds.** The Grantee must promptly return to the State at grant closeout any unexpended funds that have not been accounted for in a financial report submitted to the State.

4.2.6 **Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

4.3 **Contracting and Bidding Requirements.** If Grantee is a municipality as defined by Minn. Stat. § 471.345, subdivision 1, then Grantee shall comply with the requirements of Minn. Stat. § 471.345 for all procurement under this Agreement.

5 **Conditions of Payment**

All services provided by Grantee under this agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 **Authorized Representatives**

6.1 The State's Authorized Representative is:

Marc Briese,
Programs Engineer,
MnDOT State Aid Office
395 John Ireland Boulevard, MS 500
St. Paul, MN 55155
Office: 651-366-3802
marc.briese@state.mn.us

or his/her successor. State's Authorized Representative has the responsibility to monitor Grantee's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:

Kevin Mattson,
Director of Public Works
8200 County Road 116, Corcoran
MN 55340, 763-400-7028,
kmattson@corcoranmn.gov.

If Grantee's Authorized Representative changes at any time during this agreement, Grantee will immediately notify the State.

7 **Assignment Amendments, Waiver, and Grant Agreement Complete**

7.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.

7.2 **Amendments.** Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

7.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or the State's right to subsequently enforce it.

7.4 **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

7.5 **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

7.6 **Certification.** By signing this Agreement, the Grantee certifies that it is not suspended or debarred from receiving federal or state awards.

8 **Liability**

Grantee and State agree that each will be responsible for its own acts and the results thereof to the extent authorized by law, and neither shall be responsible for the acts of the other party and the results thereof. The liability of State is governed by the provisions of Minn. Stat. Sec. 3.736. If Grantee is a "municipality" as that term is used in Minn. Stat. Chapter 466, then the liability of Grantee is governed by the provisions of Chapter 466. Grantee's liability hereunder shall not be limited to the extent of insurance carried by or provided by Grantee, or subject to any exclusion from coverage in any insurance policy.

9 **State Audits**

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of Grantee, or other party relevant to this grant agreement or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

10 **Government Data Practices and Intellectual Property Rights**

10.1 Government Data Practices. Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either Grantee or the State.

11 Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13 Termination; Suspension

13.1 Termination by the State. The State may terminate this agreement with or without cause, upon 30 days written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

13.2 Termination for Cause. The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

13.3 Termination for Insufficient Funding. The State may immediately terminate this agreement if:

13.3.1 It does not obtain funding from the Minnesota Legislature; or

13.3.2 If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

13.4 Suspension. The State may immediately suspend this agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

14 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

15 Fund Use Prohibited. The Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Grantee from utilizing these funds to pay any party who might

be disqualified or debarred after the Grantee's contract award on this Project.

16 Discrimination Prohibited by Minnesota Statutes §181.59. Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

17 Limitation. Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Grantee, however, the Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

18 Additional Provisions

18.1 Prevailing Wages. Grantee agrees to comply with all of the applicable provisions contained in Minnesota Statutes Chapter 177, and specifically those provisions contained in Minn. Stat. §. 177.41 through 177.435 as they may be amended or replaced from time to time with respect to the project. By agreeing to this provision, Grantee is not acknowledging or agreeing that the cited provisions apply to the project.

18.2 E-Verification. Grantee agrees and acknowledges that it is aware of Minn.Stat. § 16C.075 regarding e-verification of employment of all newly hired employees to confirm that such employees are legally entitled to work in the United States, and that it will, if and when applicable, fully comply with such order.

18.3 Telecommunications Certification. If federal funds are included in Exhibit A, by signing this agreement Grantee certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), Grantee does not and will not use any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Grantee will include this certification as a flow down clause in any contract related to this agreement.

18.4 Title VI/Non-discrimination Assurances. Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. If federal funds are included in Exhibit A, Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Grantee's compliance with this provision. The Grantee must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

18.5 Use, Maintenance, Repair and Alterations. The Grantee shall not, without the written consent of the State and the Commissioner, (i) permit or allow the use of any of the property improved with these grants funds (the Real

Property) for any purpose other than in conjunction with or for the operation of a county highway, county state-aid highway, town road, or city street or for other uses customarily associated therewith, such as trails and utility corridors, (ii) substantially alter any of the Real Property except such alterations as may be required by laws, ordinances or regulations, or such other alterations as may improve the Real Property by increasing its value or which improve its ability to be used for the purposes set forth in section (i), (iii) take any action which would unduly impair or depreciate the value of the Real Property, (iv) abandon the Real Property, or (v) commit or permit any act to be done in or on the Real Property in violation of any law, ordinance or regulation.

If the Grantee fails to maintain the Real Property in accordance with this Section, the State may perform whatever acts and expend whatever funds necessary to so maintain the Real Property, and the Grantee irrevocably authorizes the State to enter upon the Real Property to perform such acts as may be necessary to so maintain the Real Property. Any actions taken or funds expended by the State shall be at its sole discretion, and nothing contained herein shall require the State to take any action or incur any expense and the State shall not be responsible, or liable to the Grantee or any other entity, for any such acts that are performed in good faith and not in a negligent manner. Any funds expended by the State pursuant to this Section shall be due and payable on demand by the State and will bear interest from the date of payment by the State at a rate equal to the lesser of the maximum interest rate allowed by law or 18% per year based upon a 365-day year.

[The remainder of this page has intentionally been left blank.]

GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____
(with delegated authority)

Title: State Aid Programs Manager

Date: _____

**DEPARTMENT OF TRANSPORTATION
CONTRACT MANAGEMENT**

By: _____

Date: _____

EXHIBIT A

SOURCES AND USES OF FUNDS SCHEDULE

SOURCES OF FUNDS		USES OF FUNDS	
Entity Supplying Funds	Amount	Expenses	Amount
State Funds:		Items Paid for with LBRP	
LBRP MVLST Grant	\$130,269.50	MVLST Grant Funds:	
Other:		Bridge Construction	\$56,402.00
	\$ _____	Culvert Procurement	\$73,867.50
	\$ _____		\$ _____
	\$ _____		\$ _____
Subtotal	\$130,269.50	Subtotal	\$130,269.50
Public Entity Funds:		Items paid for with Non-	
Matching Funds		LBRP General Fund	
Local Match	\$212,066.50	Grant Funds:	
Other:		Install Bridge No. 27J78;	\$138,199.00
	\$ _____	raise and widen roadway;	
	\$ _____	Culvert	\$73,867.50
	\$ _____		\$ _____
Subtotal	\$212,066.50	Subtotal	\$212,066.50
TOTAL FUNDS	\$342,336.00	TOTAL PROJECT COSTS	\$342,336.00

EXHIBIT B

GRANT APPLICATION

Attach the grant application for the project



APPLICATION FOR BRIDGE FUNDS

State of Minnesota - Department of Transportation
State Aid for Local Transportation

Identification	Project Number	<u>215-107-002</u>	Old Bridge Number	<u>L9384</u>
	New Bridge No.	_____	Over	<u>N. Fork Rush Creek</u>
	County of	<u>Hennepin</u>	Road or Street No.	_____
	Township of	_____	Road or Street Name	<u>Trail Haven Road</u>
	Municipality of	<u>Corcoran</u>	Proposed Const Year	<u>2022</u>
	Does the municipality have a population of 5,000 or less? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Eligibility	Local Bridge Planning Index (LPI) <u>10</u>			
	NBI Appraisal Ratings: Deck Geometry _____ Approach Roadway <u>7</u> Waterway Adequacy <u>7</u>			
	Date of Council/Board action prioritizing this bridge <u>05-13-21</u>			
Is this a road-in-lieu of bridge project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Prioritization	How many people are affected by this deficiency? <u>200</u> What is the ADT on this bridge? <u>250</u>			
	Describe the economic importance of replacing this bridge.			
	The bridge currently serves an area that is primarily of agricultural use and serves as a vital farm to market route. The immediate area is within the greater Twin Cities metro area fringe, and development and traffic volumes are expected to increase significantly over the next 10-20 years.			
	Is the road designated or planned to be designated as a Minimum Maintenance road? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
	(Attach additional sheets for explanation if necessary)			
Is the township net tax capacity less than \$300,000? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Is the bridge listed on the National Register of Historic Places or been determined to be eligible? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
National Register of Historic Places link here: http://www.nps.gov/history/nr/research/				
Cost Estimate		Eligible Amount		Ineligible Amount
	Structure Costs	\$110,000		\$180,000
	Approach Costs	\$		\$
	Engineering Costs	\$		\$55,000
	Total Costs	\$110,000		\$235,000
	Total Project Cost	\$ 345,000		
_____ County/City Engineer		_____ Date		
DSAE	DISTRICT STATE AID ENGINEER RECOMMENDATION			
	Replace _____	Defer _____	District State Aid Engineer Signature _____ Date _____	
Approval	STATE AID USE ONLY		Federal-Aid	\$
			State-Aid	\$
			Local/Other	\$
			Town Bridge	\$
			Unallocated Town Bridge	\$
			State Bridge Funds	\$
			Total	\$

EXHIBIT C

GRANTEE RESOLUTION APPROVING GRANT AGREEMENT

RESOLUTION NO. 2023-18

Motion By:
Seconded By:

**For Agreement to State Transportation Fund Local Bridge Replacement Program
Grant Terms and Conditions
SAP 215-107-002**

WHEREAS, The City of Corcoran has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. 27J78; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$130,269.50 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that The City of Corcoran does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

VOTING AYE

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

VOTING NAY

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 9th day of March, 2023.

Tom McKee – Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

MEMORANDUM

TO: Mayor and City Council
FROM: Jim Stremel, Senior Project Manager, WSB
DATE: March 2, 2023
MEETING: March 9, 2023 City Council
SUBJECT: Hackamore Rd Improvement Project – Final Plans/Specs & Bidding

Background & Progress to Date

The Hackamore Road Improvement Project was initiated back in early 2020 with the intention of addressing increased traffic volume, deteriorating pavement conditions, and pedestrian connectivity along this corridor. The early preliminary design efforts allowed both the cities of Medina and Corcoran to coordinate and partner with multiple development projects to inform critical infrastructure connections, access to Hackamore Road, securing of right-of-way, and accommodating the required stormwater management outside of the roadway corridor. These coordination efforts have contributed to a less costly project than would have otherwise been possible.

In June of 2022, both cities authorized final design in anticipation of bidding and construction in 2023. Since that time, the project has progressed to final completion that includes the stormwater permitting through the watershed district (ECWMC), WCA/BWSR wetland mitigation, and agency reviews through MnDOT/Hennepin County.

At this point, final plans and specifications have been prepared for the proposed improvements and the project is ready to go out to bid. Enclosed is an abridged set of the construction plans showing the proposed improvements. A complete set of construction plans are available upon request.

Proposed Improvements

The proposed project corridor begins roughly 1,900 feet west of County Road 116 and extends east up to the intersection with County Road 101; the total length of the project being roughly 7,200 lineal feet. The project includes the following improvements:

- General road widening, addition of turn lanes, and access improvements to existing and future development areas.
- Wider paved shoulders (6') on both sides to accommodate bike traffic.
- A mixture of rural/urban street section to accommodate the trail and improved stormwater conveyance while minimizing ROW impacts.
- The addition of right turn lanes in both directions along CR 116, the replacement of the signal system, and pedestrian crossing improvements at that intersection.
- A trail extension along the north side of the roadway across the entire project corridor.
- Utilize adjacent development areas to provide stormwater treatment meeting all prevailing regulations.
- For the City of Corcoran, a future watermain corridor is being planned along portions of the northerly side of the roadway.

- The project team is also working on facilitating the undergrounding of private utilities along the north side of the corridor.

Estimated Project Costs & Funding Sources

The current estimated project costs are detailed in the table below and incorporate anticipated construction costs, a 10% construction contingency factor, and 21% indirect costs which include engineering, legal, financing, right-of-way acquisition, and administrative costs.

Description	Estimated Project Cost
Street Improvements	\$ 5,524,000
Trail Improvements	\$ 538,000
Wetland Mitigation	\$ 45,000
Storm Sewer Improvements	\$ 913,000
CR 116 Intersection Costs	\$ 891,000
Grand Total for Project	\$ 7,911,000

Next Steps & Schedule

The next step is for City Council to approve final plans/specifications and authorize the advertisement for bidding. The proposed bid date is Friday April 7, 2023 at 10:00 AM. The project contract documents will require that the project is awarded within 60 days of the bid opening. If the bids are opened on April 7th, the City would have to award the project no later than the May 18th City Council meeting.

The cities are also planning to hold a community engagement event once the bids have been received and the apparent low bidder can provide a rough project schedule. We anticipate the event to be held in late April or early May.

Project construction is anticipated to occur throughout the summer and early fall of 2023. The final wear course pavement will likely be held off until the spring of 2024.

Recommended Actions

Adopt the resolution approving plans/specifications and authorizing the advertisement.

RESOLUTION NO. 2023-19

Motion By:
Seconded By:

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR
THE HACKAMORE ROAD IMPROVEMENT PROJECT
AND ORDERING THE ADVERTISEMENT FOR BIDS**

WHEREAS, on June 9, 2022, the city council passed a motion to order the final design of the Hackamore Road Improvement Project (the "Project") authorizing WSB and Associates, Inc. (the "Project Engineer") to prepare plans and specifications for such Project; and

WHEREAS, the Project Engineer has prepared plans and specifications for the Project, the improvement of Hackamore Road from 1,600 feet west of CR 116 east to the intersection of CR 101 by reconstructing the existing pavement, road widening, installation of storm sewer, and constructing pedestrian mobility improvements; and

WHEREAS, on March 9, 2023, the plans and specifications were presented to the city council for approval;

NOW, THEREFORE, BE IT RESOLVED, by the city council of the city of Corcoran, as follows:

1. The plans and specifications for the Hackamore Road Improvement Project dated March 7, 2023 are hereby approved.
2. The Project Engineer is directed to insert in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisements shall be published for 21 days, shall specify the work to be done, shall state that the bids will be received electronically until 10:00 a.m. on Friday, April 7, 2023, at which time they will be opened electronically by the Project Engineer, will then be tabulated, and will be considered by the council at a meeting within 60 days. Any bidder whose responsibility is questioned during the consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed as set forth in the instructions to bidders in compliance with the requirements of electronic bidding and bid security.

VOTING AYE

- McKee, Tom**
 Bottema, Jon
 Nichols, Jeremy
 Schultz, Alan
 Vehrenkamp, Dean

VOTING NAY

- McKee, Tom**
 Bottema, Jon
 Nichols, Jeremy
 Schultz, Alan
 Vehrenkamp, Dean

RESOLUTION NO. 2023-19

Whereupon, said Resolution is hereby declared adopted on this 9th day of March, 2023.

Tom McKee – Mayor

ATTEST:

Michelle Friedrich – City Clerk

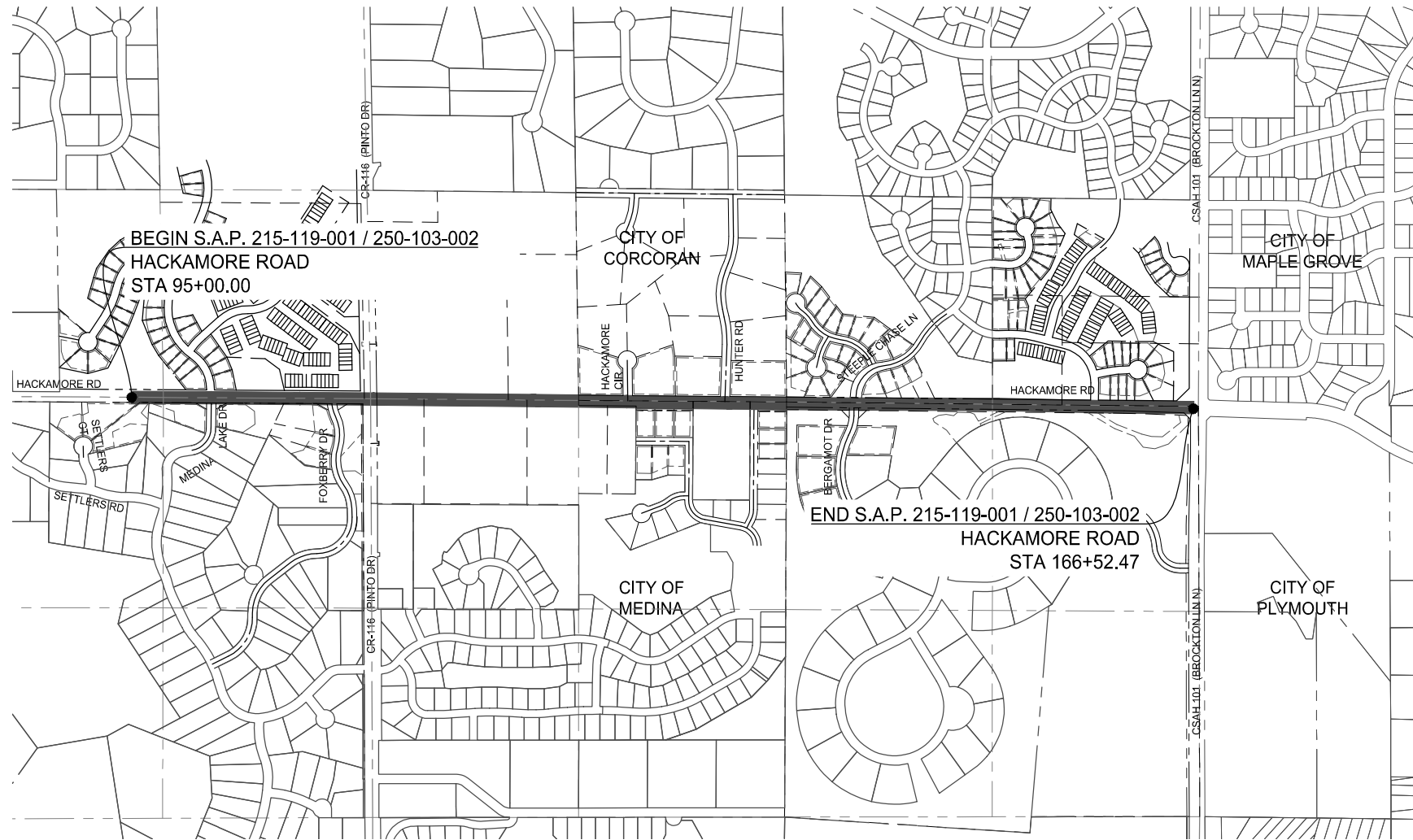
City Seal

MINNESOTA DEPARTMENT OF TRANSPORTATION

HENNEPIN COUNTY CITY OF CORCORAN CITY OF MEDINA

CONSTRUCTION PLAN FOR RECLAMATION, BITUMINOUS PAVING, GRADING, CURB & GUTTER, ADA IMPROVEMENTS
STORM SEWER IMPROVEMENTS, SIGNAL SYSTEM, AND APPURTENANT WORK

LOCATED ON HACKAMORE ROAD FROM 510' WEST OF MEDINA LAKE RD TO CSAH 101 (BROCKTON LN N)



PROJECT LOCATION MAP

EXISTING PLAN SYMBOLS

PROPERTY LINES/RIGHT-OF-WAY	
UTILITY EASEMENT	
TREE LINE	
SIGN	
DECIDUOUS TREE	
SHRUB	
CONIFEROUS TREE	

EXISTING UTILITY SYMBOLS

FIBER OPTIC CABLE	
UNDERGROUND TELEPHONE	
GAS LINE	
OVERHEAD POWER	
WATER MAIN	
SANITARY SEWER	
STORM SEWER	
CATV VAULT	
POWER POLE	
ELECTRIC BOX	
CATCH BASIN	
STORM APRON	
STORM SEWER MANHOLE	
GATE VALVE	
HYDRANT	
SANITARY SEWER MANHOLE	

STATE PROJ. NO. 215-119-001 & 250-103-002

GROSS LENGTH	7194.26 FEET	1.363 MILES
BRIDGES-LENGTH	0 FEET	0 MILES
EXCEPTIONS-LENGTH	0 FEET	0 MILES
NET LENGTH	7194.26 FEET	1.363 MILES

DESIGN DESIGNATION

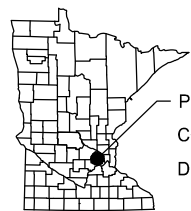
R VALUE	=	10
PRESENT ADT (2023)	=	1,200 - 4,500
PROJECTED ADT (2043)	=	1,800 - 6,500
ESALS	=	376,500
DESIGN SPEED	=	40 MPH
BASED ON:	=	STOPPING SIGHT DISTANCE
HEIGHT OF EYE	=	3.5
HEIGHT OF OBJECT	=	2.0

DESIGN SPEED NOT ACHIEVED AT: NA

FUNCTIONAL CLASSIFICATION:	MINOR COLLECTOR
NO. OF TRAFFIC LANES:	2
NO. OF PARKING LANES:	NA
SHOULDER WIDTH:	6'
STRUCTURAL DESIGN STRENGTH:	10 TON

DESIGN DESIGNATION TRAIL

DESIGN SPEED 20 MPH
BASED ON STOPPING SIGHT DISTANCE HEIGHT
OF EYE 3.5 HEIGHT OF OBJECT 2



PROJECT LOCATION
COUNTY: HENNEPIN
DISTRICT: METRO

SECT 1, TWP 118N, RNG 23W

EXCAVATION NOTICE SYSTEM

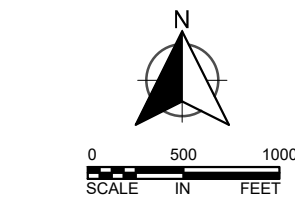
A CALL TO GOPHER STATE ONE (651-454-0002)
IS REQUIRED A MINIMUM OF 48 HOURS PRIOR
TO PERFORMING ANY EXCAVATION.

UTILITY INFORMATION

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

GOPHER ONE CALL TICKET NUMBER: 200842145, 200842146, 200842147, 200842148

UTILITY COORDINATION MEETING HELD ON: 05/20/2021



PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE "SUPPLEMENTAL SPECIFICATIONS" DATED SEPTEMBER 2022 SHALL GOVERN

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

ALL UTILITIES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE 2018 EDITION OF THE CITY ENGINEERS ASSOCIATION OF MINNESOTA "STANDARD SPECIFICATIONS".

PLAN SET INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2-3	GENERAL LAYOUT
4	STATEMENT OF ESTIMATED QUANTITIES
5	EARTHWORK SUMMARY
6	STORM SEWER TABULATIONS
7	TYPICAL SECTIONS
8	DETOUR PLAN
9-15	REMOVAL PLANS
16-30	STREET & STORM SEWER PLANS
31-33	STORM SEWER LATERAL SHEETS
34-36	PEDESTRIAN RAMP PLANS
37-42	SIGNING & STRIPING PLANS
43-61	SIGNAL PLANS
62-68	EROSION CONTROL PLANS
69-71	STORM WATER POLLUTION PREVENTION PLAN
72-75	MISCELLANEOUS DETAILS
76-91	STANDARD PLANS
92-122	CROSS SECTIONS

THIS PLAN SET CONTAINS 122 SHEETS



APPROVED: _____ DATE: _____
CITY OF CORCORAN ENGINEER

APPROVED: _____ DATE: _____
CITY OF MEDINA ENGINEER

APPROVED: _____ DATE: _____
HENNEPIN COUNTY: COUNTY HIGHWAY ENGINEER

RECOMMENDED FOR APPROVAL: _____ DATE: _____
HENNEPIN COUNTY: DESIGN DIVISION ENGINEER

DISTRICT STATE AID ENGINEER: REVIEWED FOR
COMPLIANCE WITH STATE AID RULES/POLICY

APPROVED FOR STATE AID FUNDING: _____ DATE: _____
STATE AID ENGINEER

ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES
WILL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.



I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER
MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL
ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JAMES L. STREMEL, PE

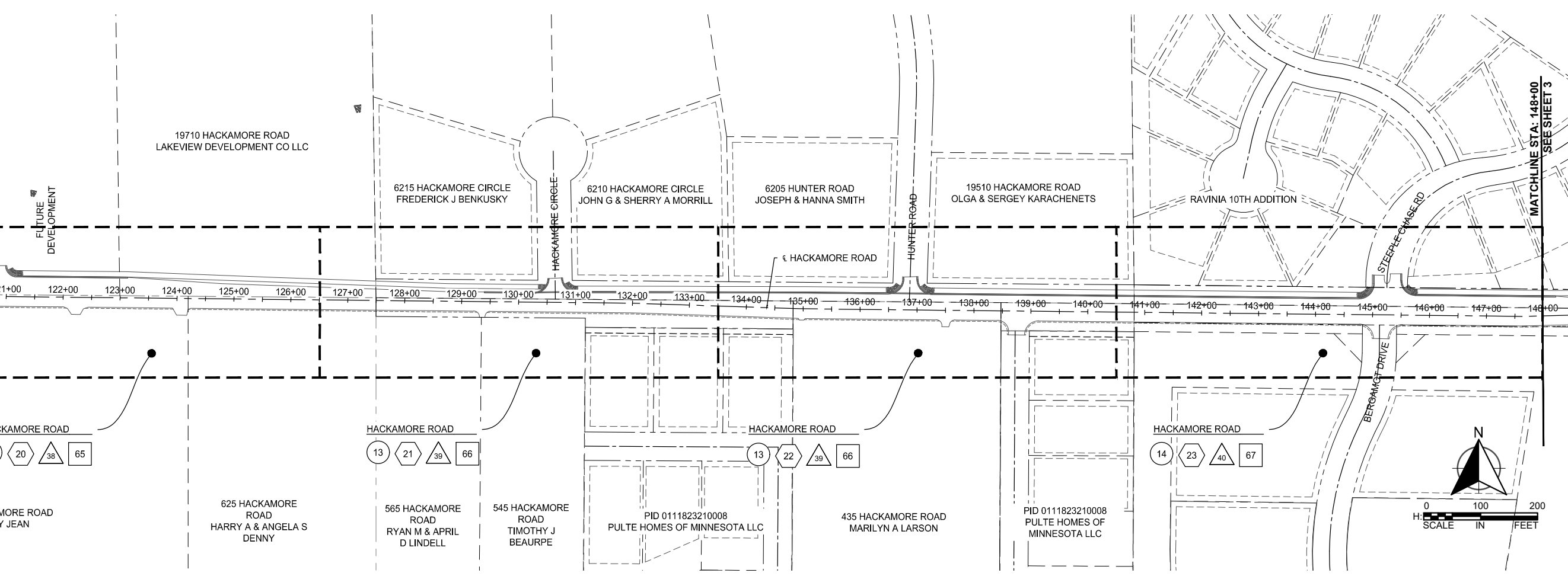
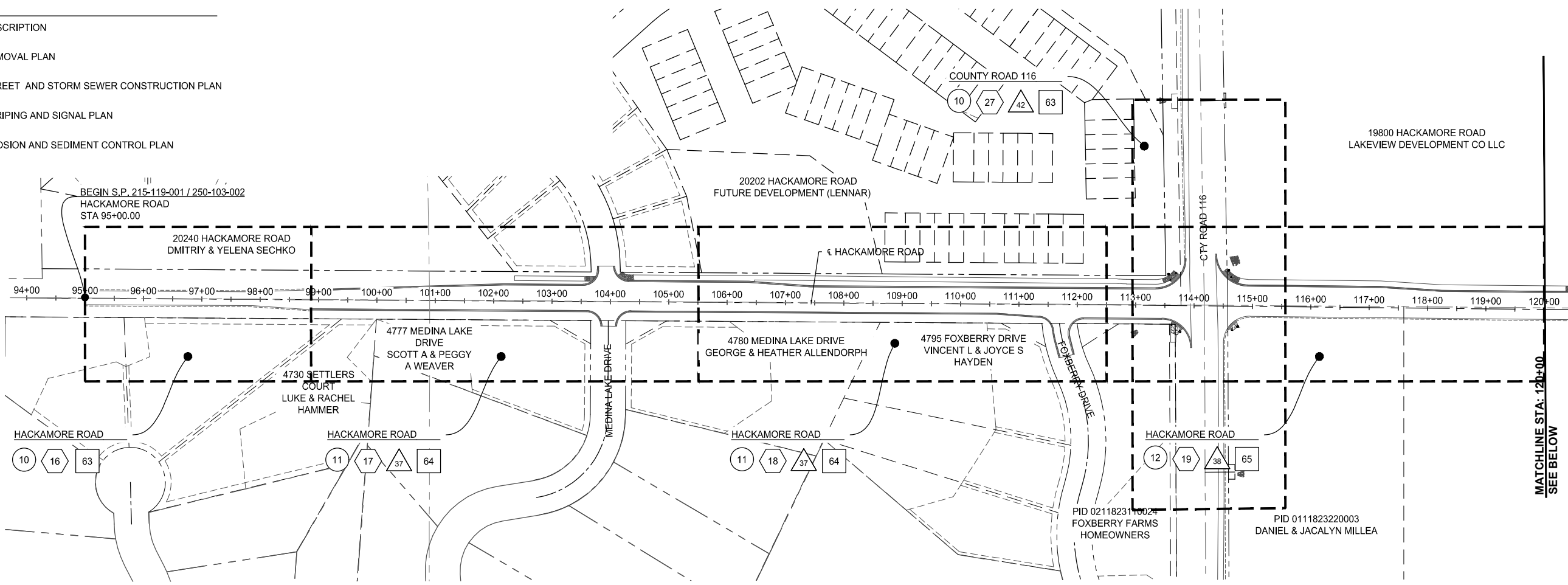
DATE: 03/07/2023 LICENSE NUMBER: 45782

WSB PROJ. NO. 015661-000
HENNEPIN COUNTY PROJ.
NO. 2183552
S.A.P. 215-119-001, 250-103-002

SHEET
1
OF
122

LEGEND

SHEET NO.	DESCRIPTION
(X)	REMOVAL PLAN
(X)	STREET AND STORM SEWER CONSTRUCTION PLAN
(X)	STRIPING AND SIGNAL PLAN
(X)	EROSION AND SEDIMENT CONTROL PLAN



WSB PROJECT NO.:
015661-000

SCALE: AS SHOWN
DESIGN BY: JLS
PLAN BY: MPM
CHECK BY: GMD

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JAMES L. STREML
DATE: 05/18/2021 LIC. NO.: 45782

HACKAMORE RD IMPROVEMENTS PROJECT
CITY OF MEDINA AND CITY OF CORCORAN

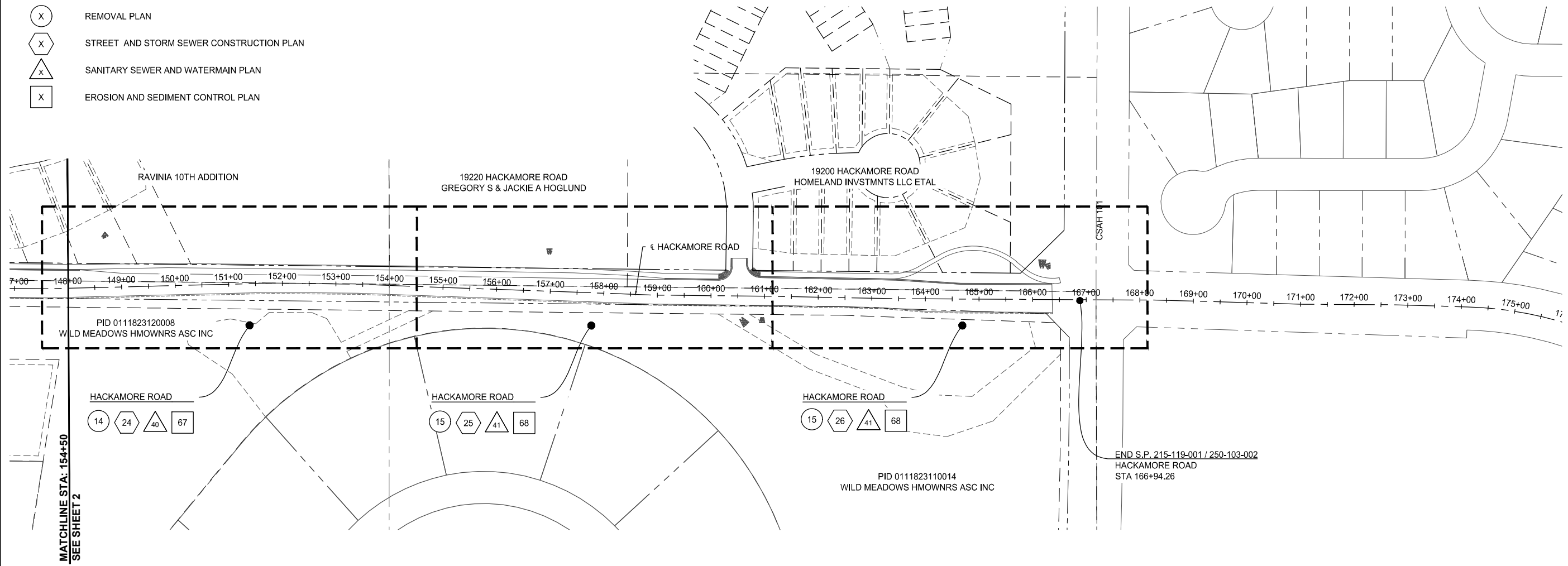
GENERAL LAYOUT

S.A.P. 215-119-001 / 250-103-002
SHEET 2 OF 122

K:\015661-000\Cad\Plan\015661-000-CC-GEN-LAY.dwg 2/28/2023 11:25:40 AM

LEGEND

SHEET NO.	DESCRIPTION
(X)	REMOVAL PLAN
(X)	STREET AND STORM SEWER CONSTRUCTION PLAN
(X)	SANITARY SEWER AND WATERMAIN PLAN
(X)	EROSION AND SEDIMENT CONTROL PLAN



WSB PROJECT NO.:
015661-000

SCALE: AS SHOWN
DESIGN BY: JLS
PLAN BY: MPM
CHECK BY: GMD

REVISIONS	
NO.	DATE

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JAMES L. STREML
DATE: 05/18/2021 LIC. NO.: 45782

**HACKAMORE RD IMPROVEMENTS
PROJECT**
CITY OF MEDINA AND CITY OF
CORCORAN

GENERAL LAYOUT

S.A.P.
215-119-001
250-103-002

SHEET
3
OF
122

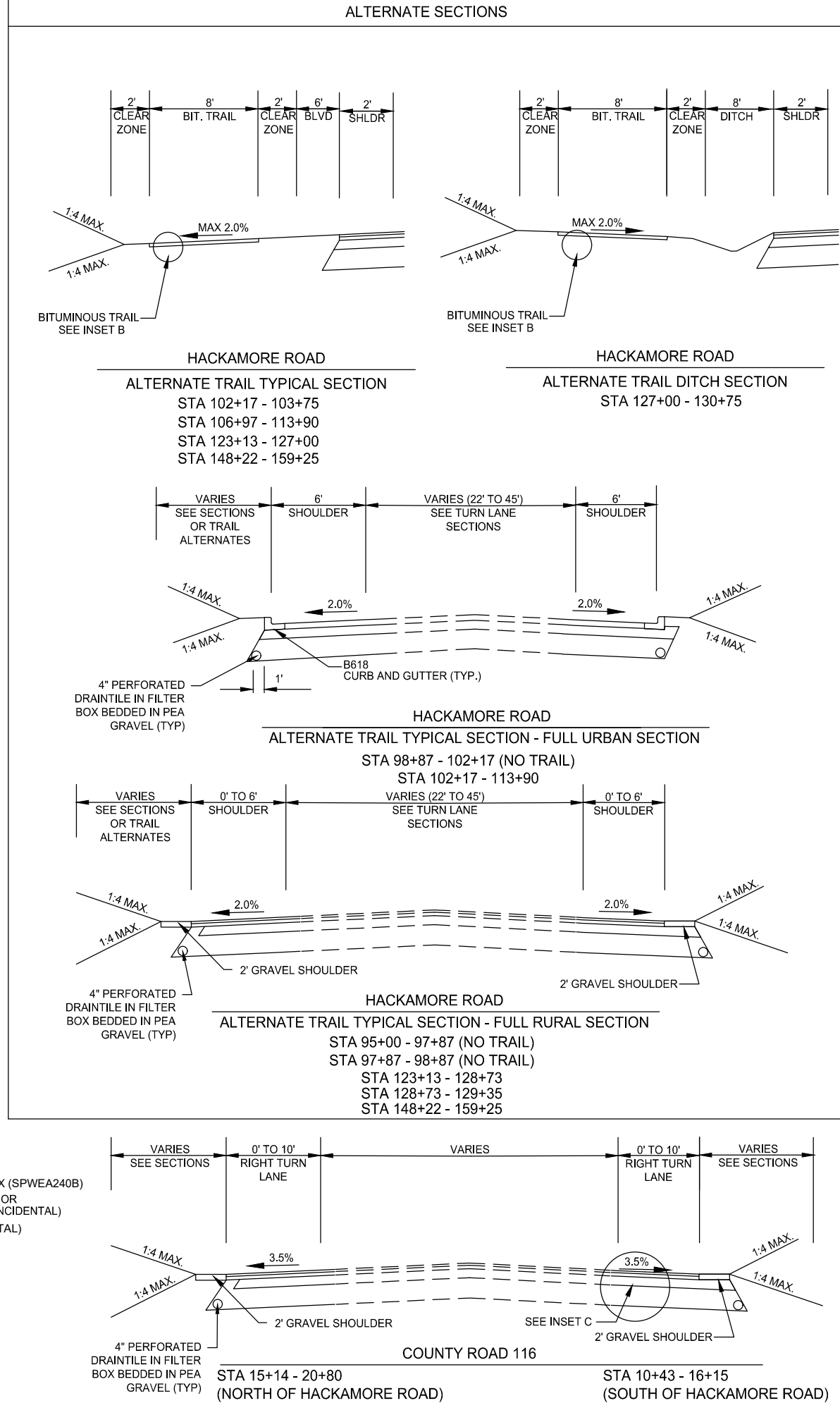
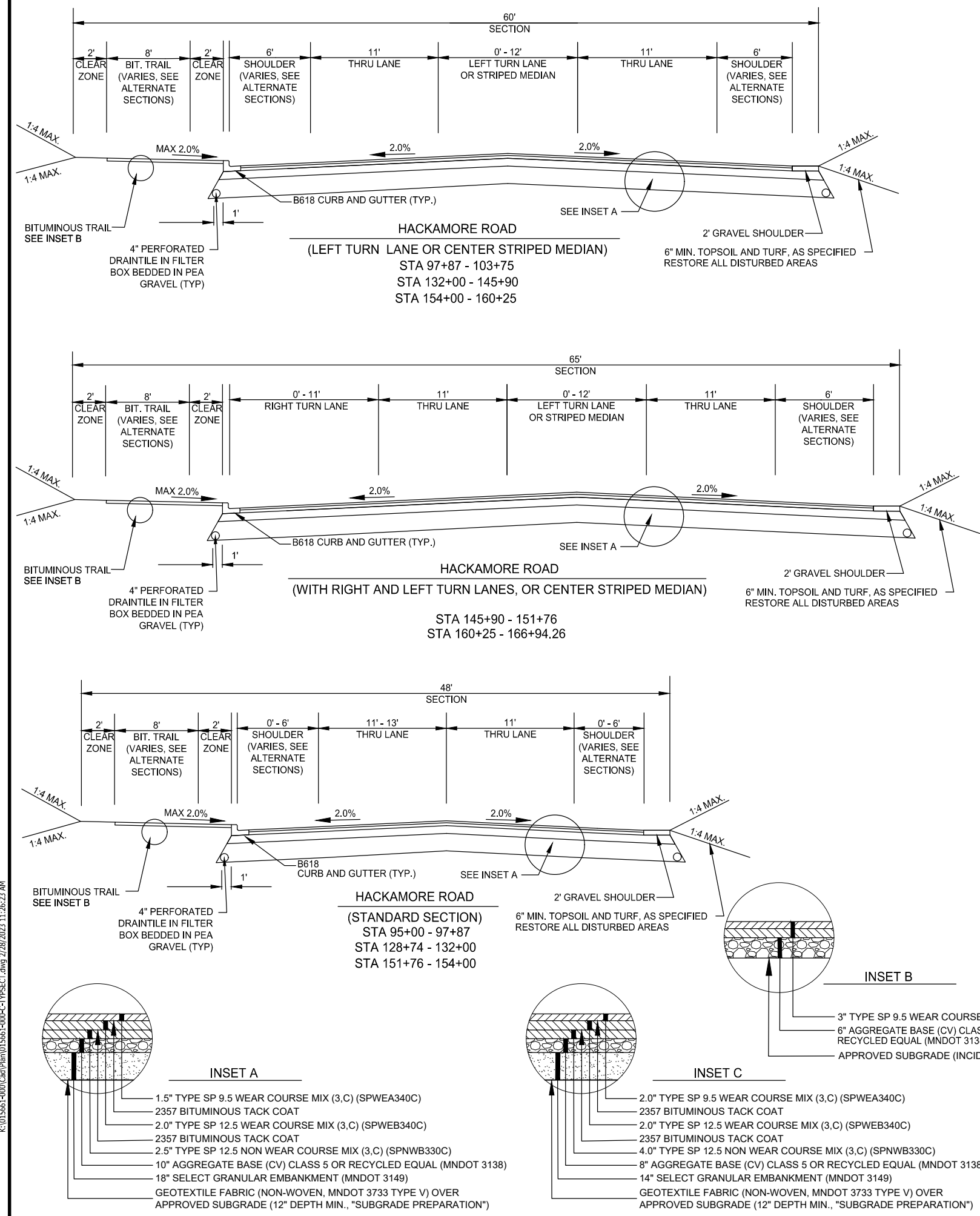
K:\015661-000\Cad\Plan\015661-000-C-GENL-LAY.dwg 2/28/2023 11:25:51 AM

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

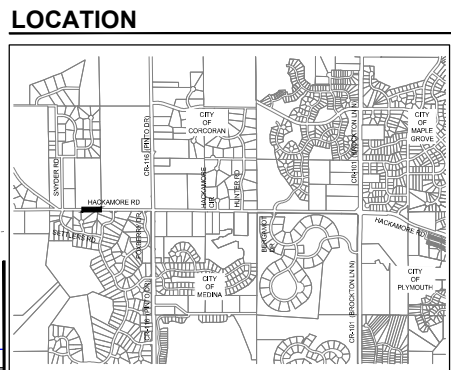
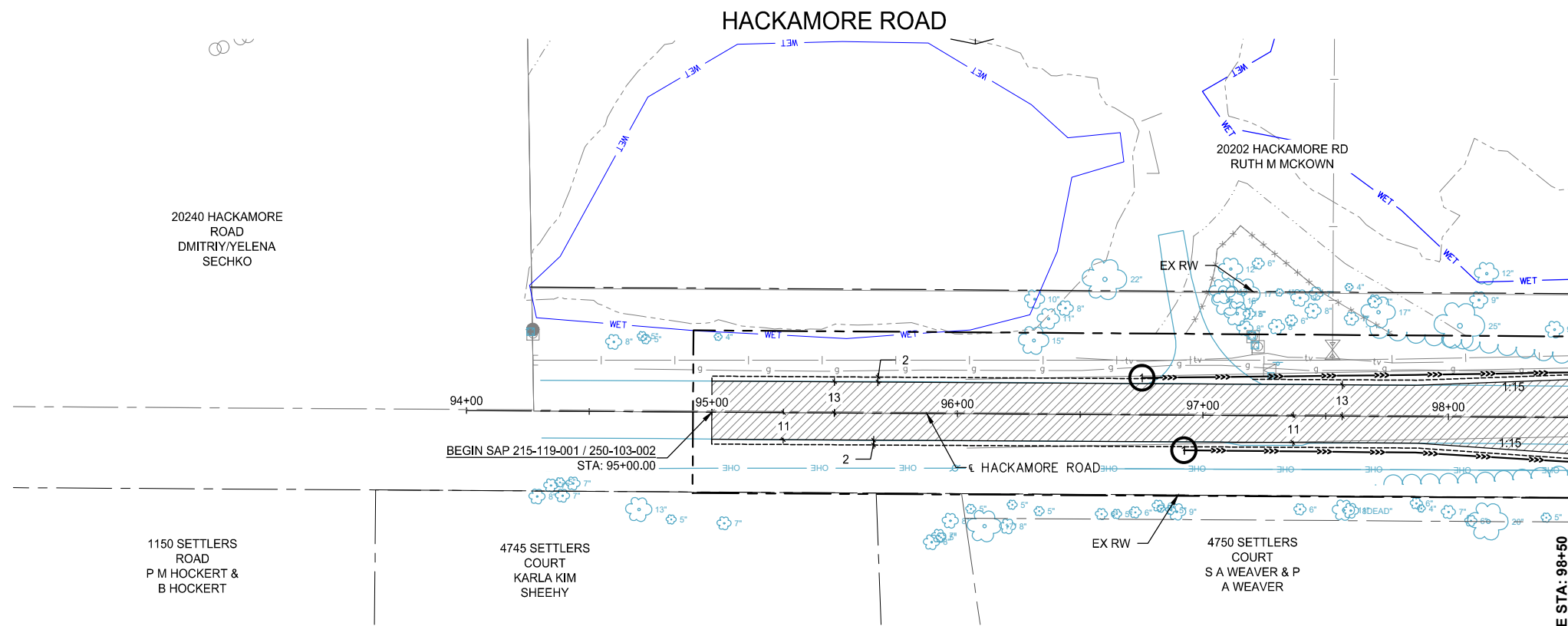
JAMES L. STREML
 DATE: 05/18/2021 LIC. NO.: 45782

HACKAMORE RD IMPROVEMENTS PROJECT
 CITY OF MEDINA AND CITY OF CORCORAN



K:\015661-000\Cad\Plan\015661-000-CTYPSECT.dwg 2/28/2023 11:26:23 AM

K:\015661-000\Cad\Plan\015661-000-C-STRIP-PLAN.dwg 2/28/2023 12:12:45 PM



WSB PROJECT NO.:
015661-000

SCALE: AS SHOWN
DESIGN BY: CJB
PLAN BY: CJB
CHECK BY: JLS

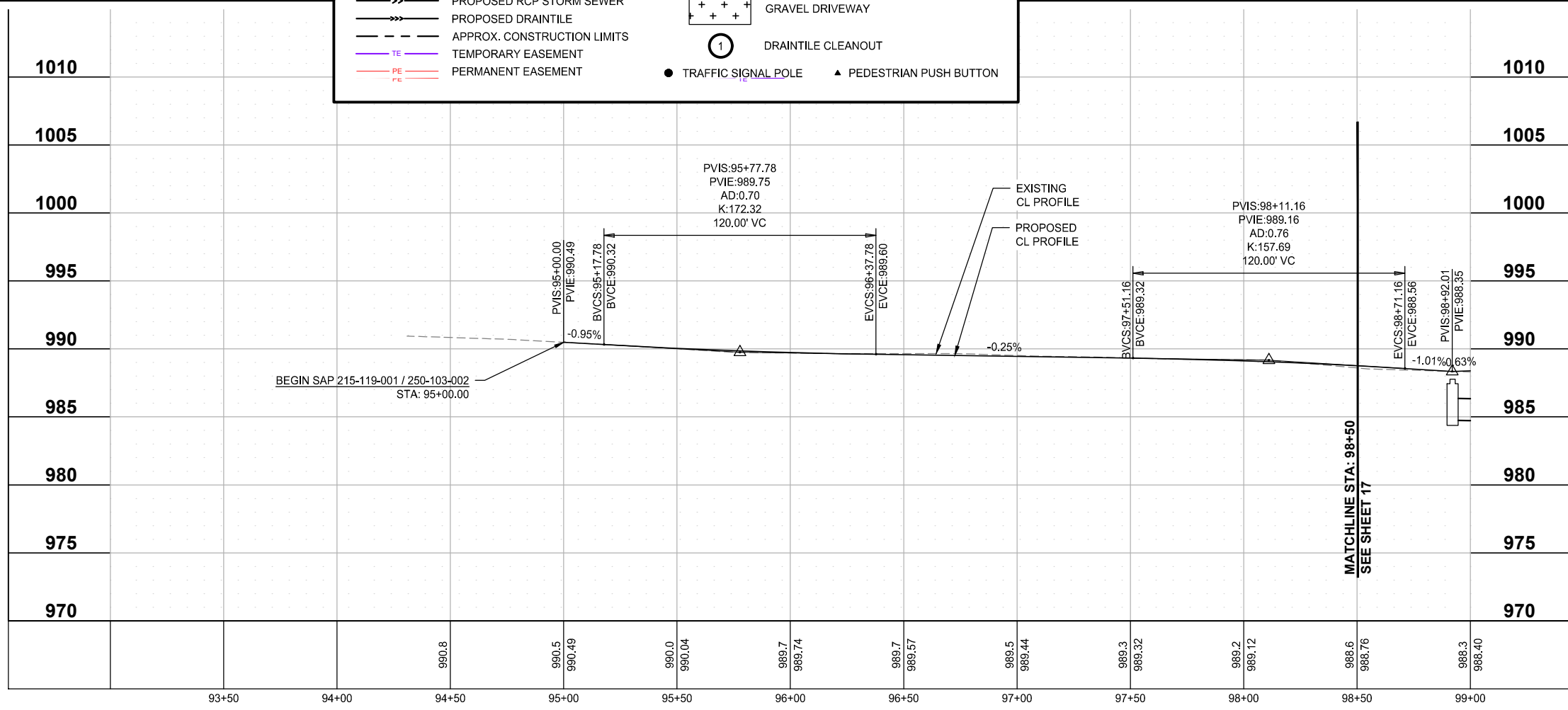
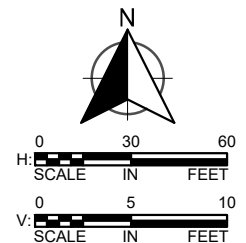
REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JAMES L. STREML
DATE: 05/18/2021 LIC. NO.: 45782

LEGEND

	PROPOSED CURB AND GUTTER DES. B618		BITUMINOUS TRAIL		CONCRETE WALK
	PROPOSED BITUMINOUS EDGE		GRAVEL DRIVEWAY		TRAFFIC SIGNAL POLE
	PROPOSED DRAINAGE STRUCTURE		DRAINTILE CLEANOUT		PEDESTRIAN PUSH BUTTON
	PROPOSED RCP STORM SEWER				
	PROPOSED DRAINTILE				
	APPROX. CONSTRUCTION LIMITS				
	TEMPORARY EASEMENT				
	PERMANENT EASEMENT				

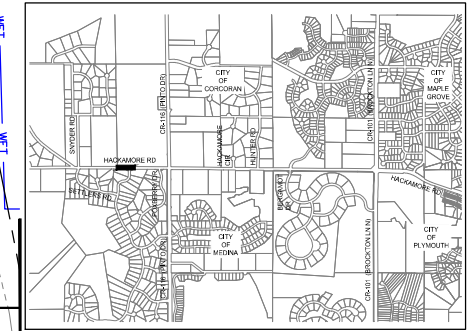


HACKAMORE RD IMPROVEMENTS PROJECT
CITY OF MEDINA AND CITY OF CORCORAN

STREET & STORM SEWER PLANS

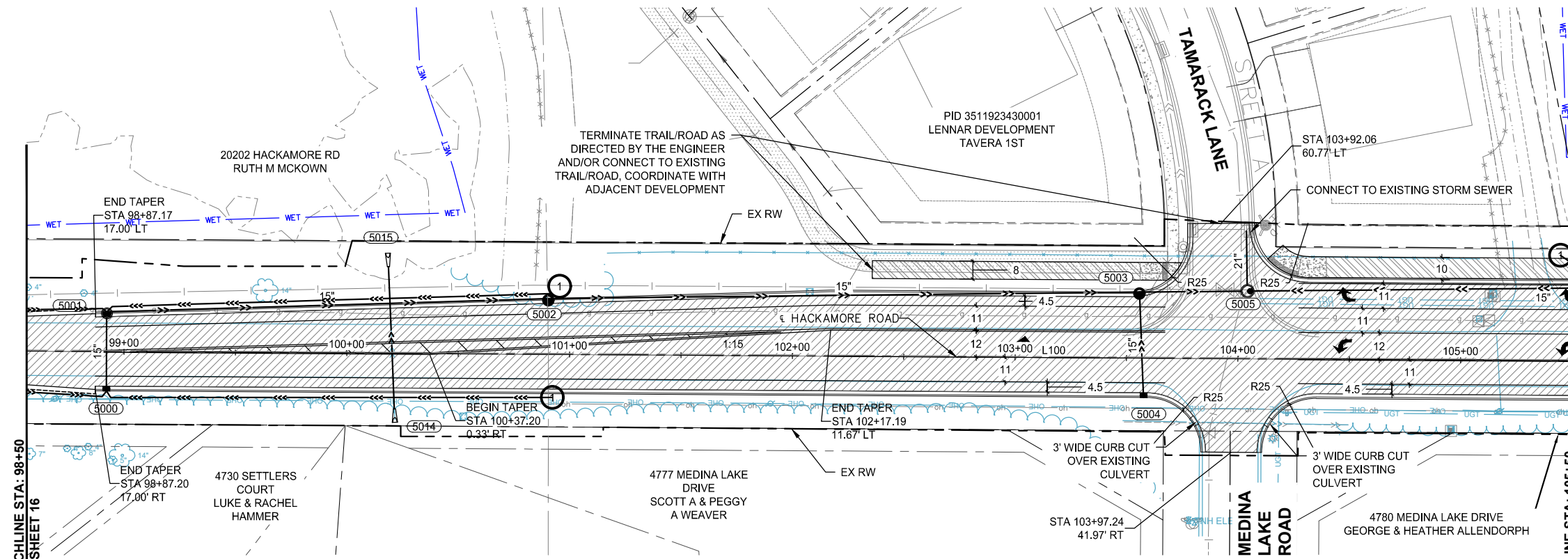
HACKAMORE ROAD

LOCATION



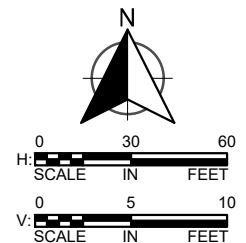
WSB PROJECT NO.:
015661-000

SCALE: AS SHOWN
DESIGN BY: JLS
PLAN BY: MPM
CHECK BY: GMD



LEGEND

	PROPOSED CURB AND GUTTER DES. B618		BITUMINOUS TRAIL		CONCRETE WALK
	PROPOSED BITUMINOUS EDGE		GRAVEL DRIVEWAY		TRAFFIC SIGNAL POLE
	PROPOSED DRAINAGE STRUCTURE		DRAINTILE CLEANOUT		PEDESTRIAN PUSH BUTTON
	PROPOSED RCP STORM SEWER		PERMANENT EASEMENT		
	PROPOSED DRAINTILE				
	APPROX. CONSTRUCTION LIMITS				
	TEMPORARY EASEMENT				



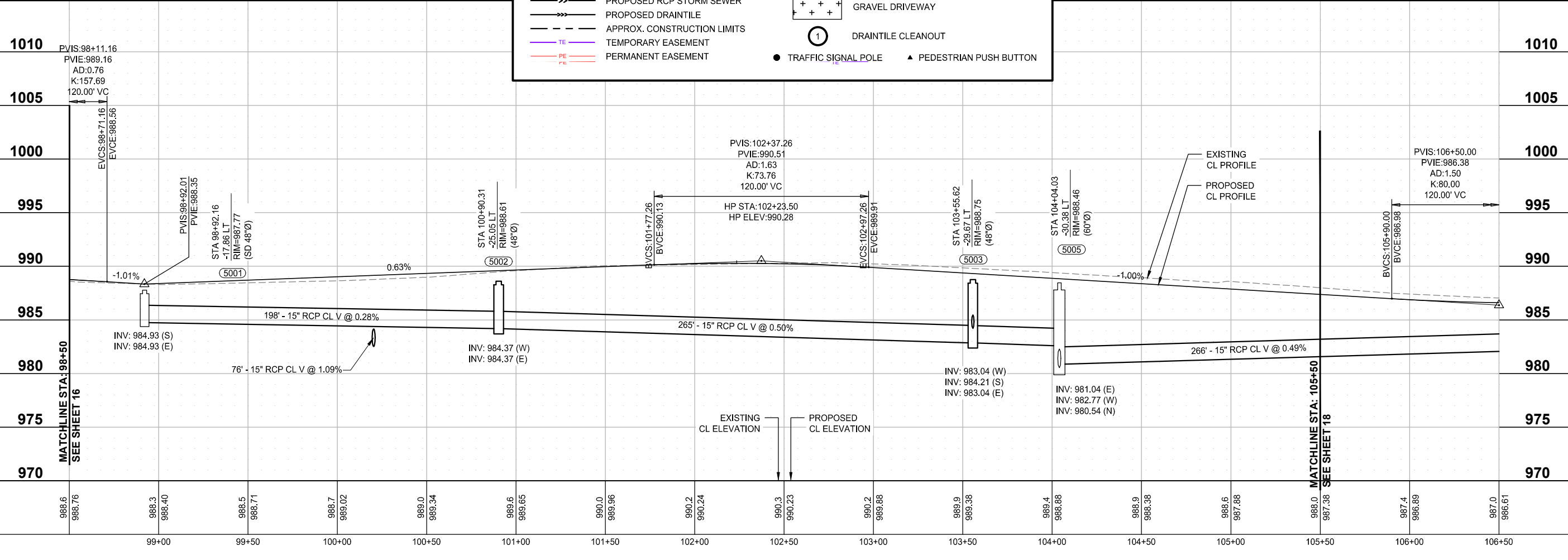
REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JAMES L. STREML
DATE: 05/18/2021 LIC. NO.: 45782

K:\015661-000\Cad\Plan\015661-000-C-STR-PLAN.dwg 2/28/2023 12:13:46 PM



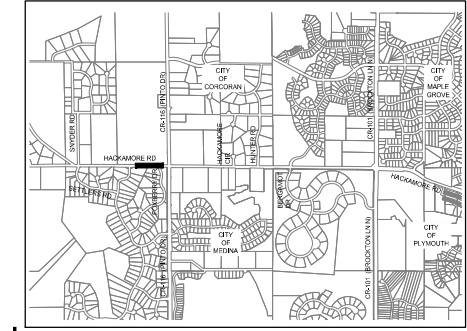
HACKAMORE RD IMPROVEMENTS PROJECT

CITY OF MEDINA AND CITY OF CORCORAN

STREET & STORM SEWER PLANS

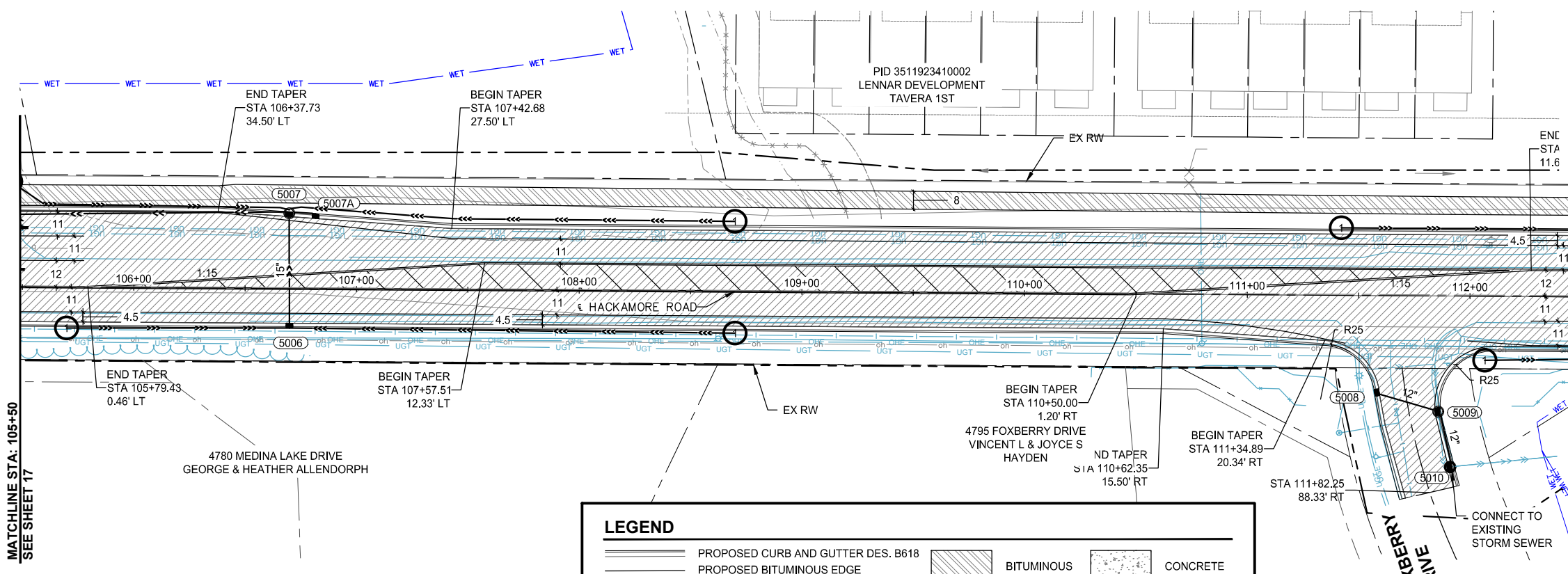
HACKAMORE ROAD

LOCATION



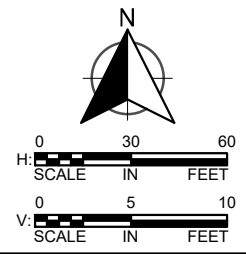
WSB PROJECT NO.:
015661-000

SCALE: AS SHOWN
DESIGN BY: JLS
PLAN BY: MPM
CHECK BY: GMD



LEGEND

	PROPOSED CURB AND GUTTER DES. B618		BITUMINOUS TRAIL		CONCRETE WALK
	PROPOSED BITUMINOUS EDGE		GRAVEL DRIVEWAY		TRAFFIC SIGNAL POLE
	PROPOSED DRAINAGE STRUCTURE		DRAINTILE CLEANOUT		PEDESTRIAN PUSH BUTTON
	PROPOSED RCP STORM SEWER		APPROX. CONSTRUCTION LIMITS		
	PROPOSED DRAINTILE		TEMPORARY EASEMENT		
	PERMANENT EASEMENT				

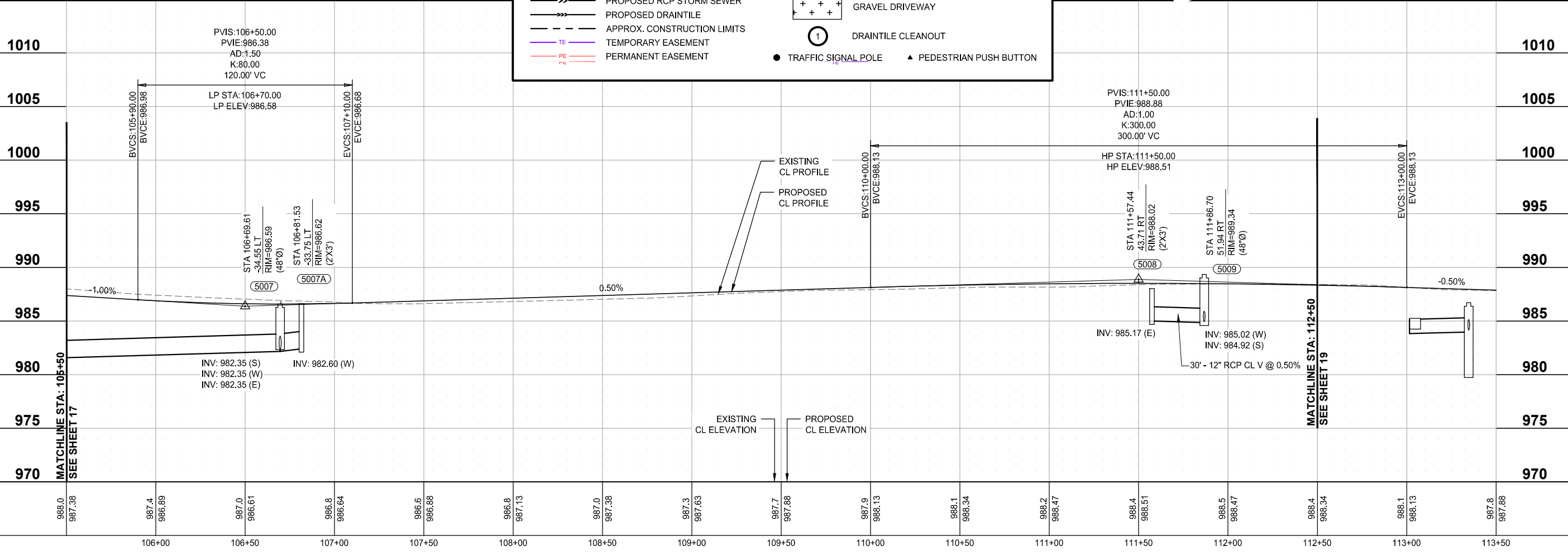


REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JAMES L. STREML
DATE: 05/18/2021 LIC. NO.: 45782



K:\015661-000\Plan\015661-000-C-STR-PLAN.dwg 2/28/2023 12:14:29 PM

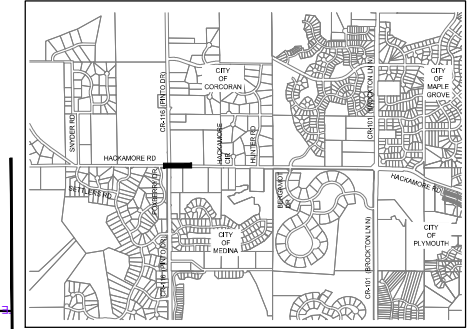
HACKAMORE RD IMPROVEMENTS PROJECT

CITY OF MEDINA AND CITY OF CORCORAN

STREET & STORM SEWER PLANS

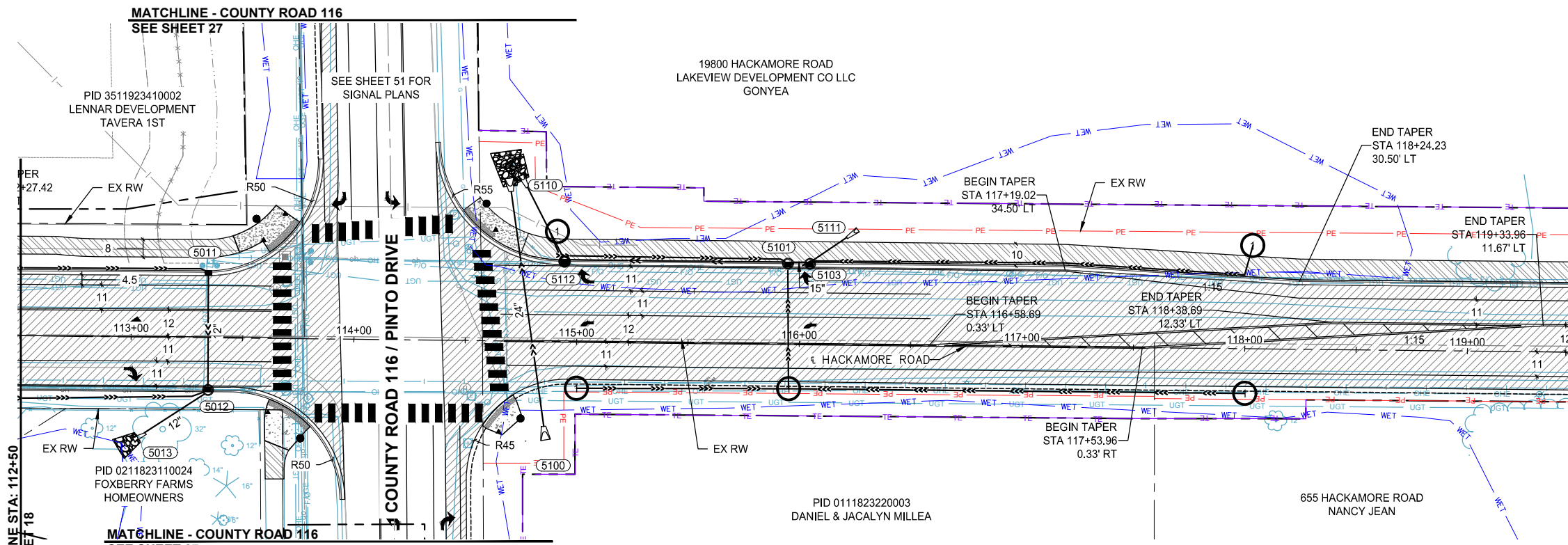
HACKAMORE ROAD

LOCATION



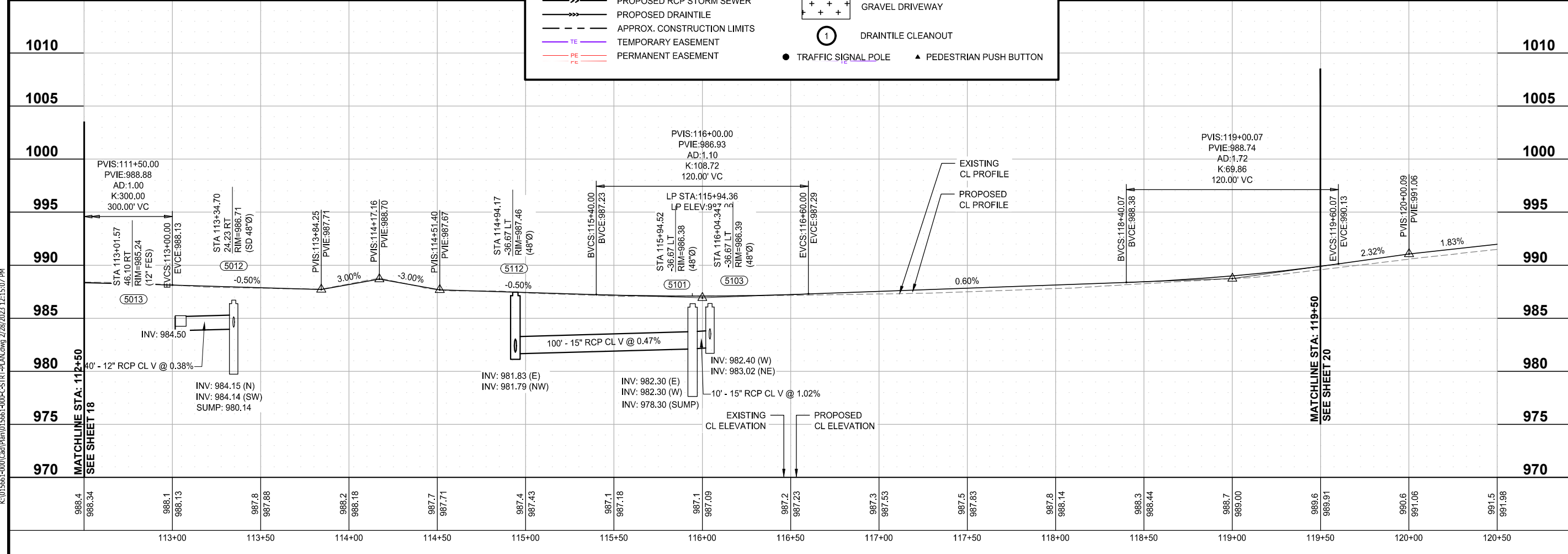
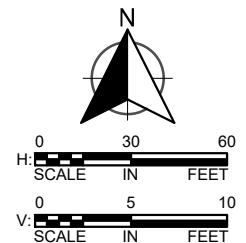
WSB PROJECT NO.:
015661-000

SCALE: AS SHOWN
DESIGN BY: JLS
PLAN BY: MPM
CHECK BY: GMD



LEGEND

	PROPOSED CURB AND GUTTER DES. B618		BITUMINOUS TRAIL		CONCRETE WALK
	PROPOSED BITUMINOUS EDGE		PROPOSED DRAINAGE STRUCTURE		GRAVEL DRIVEWAY
	PROPOSED RCP STORM SEWER		APPROX. CONSTRUCTION LIMITS		TRAFFIC SIGNAL POLE
	PROPOSED DRAINTILE		TEMPORARY EASEMENT		PERMANENT EASEMENT



REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JAMES L. STREML
DATE: 05/18/2021 LIC. NO.: 45782

HACKAMORE RD IMPROVEMENTS PROJECT

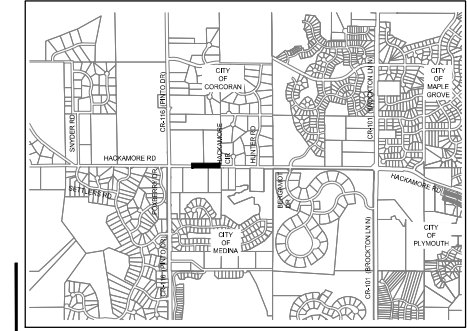
CITY OF MEDINA AND CITY OF CORCORAN

STREET & STORM SEWER PLANS

K:\015661-000\Cad\Plan\015661-000-C-STR-PLAN.dwg 2/28/2023 12:15:07 PM

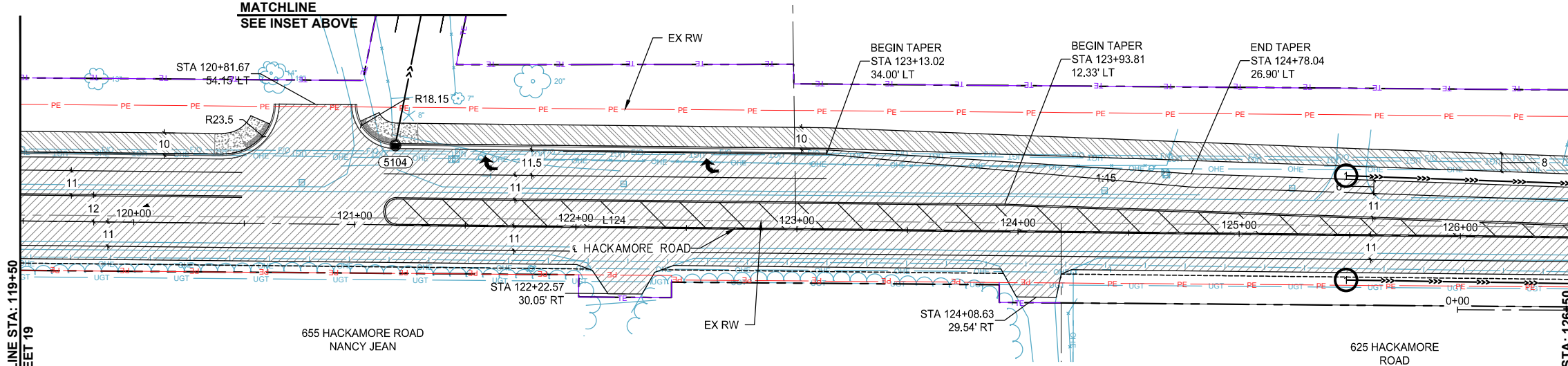
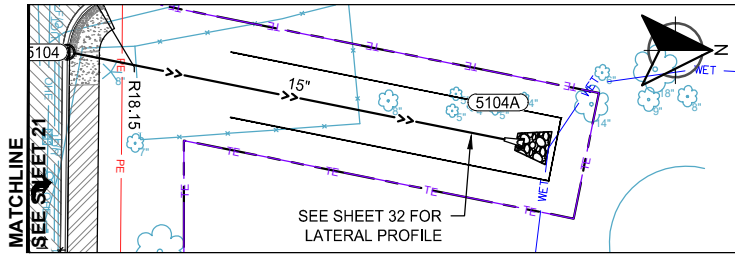
HACKAMORE ROAD

LOCATION



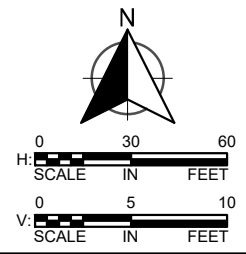
WSB PROJECT NO.:
015661-000

SCALE: AS SHOWN
DESIGN BY: JLS
PLAN BY: MPM
CHECK BY: GMD



MATCHLINE STA: 119+50
SEE SHEET 19

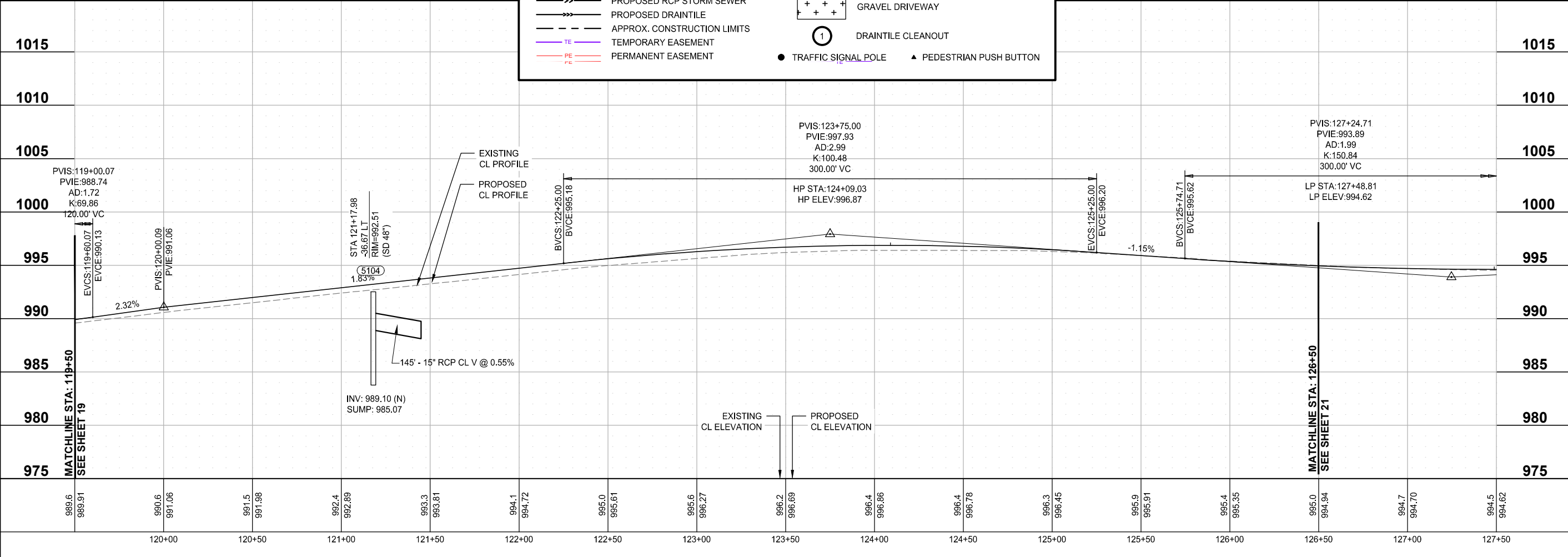
MATCHLINE STA: 126+50
SEE SHEET 21



LEGEND

	PROPOSED CURB AND GUTTER DES. B618		BITUMINOUS TRAIL		CONCRETE WALK
	PROPOSED BITUMINOUS EDGE		PROPOSED DRAINAGE STRUCTURE		GRAVEL DRIVEWAY
	PROPOSED RCP STORM SEWER		1 DRAINTILE CLEANOUT		TRAFFIC SIGNAL POLE
	PROPOSED DRAINTILE		▲ PEDESTRIAN PUSH BUTTON		
	APPROX. CONSTRUCTION LIMITS				
	TEMPORARY EASEMENT				
	PERMANENT EASEMENT				

K:\015661-000\Cad\Plan\015661-000-C-STRIP-PLAN.dwg 2/28/2023 12:15:55 PM



REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JAMES L. STREML
DATE: 05/18/2021 LIC. NO.: 45782

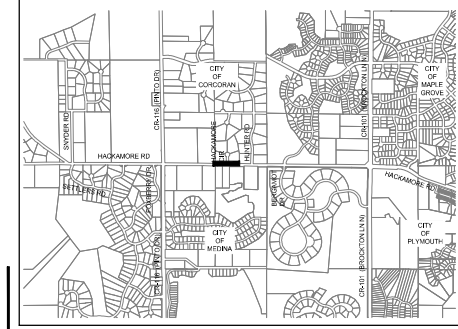
HACKAMORE RD IMPROVEMENTS PROJECT

CITY OF MEDINA AND CITY OF CORCORAN

STREET & STORM SEWER PLANS

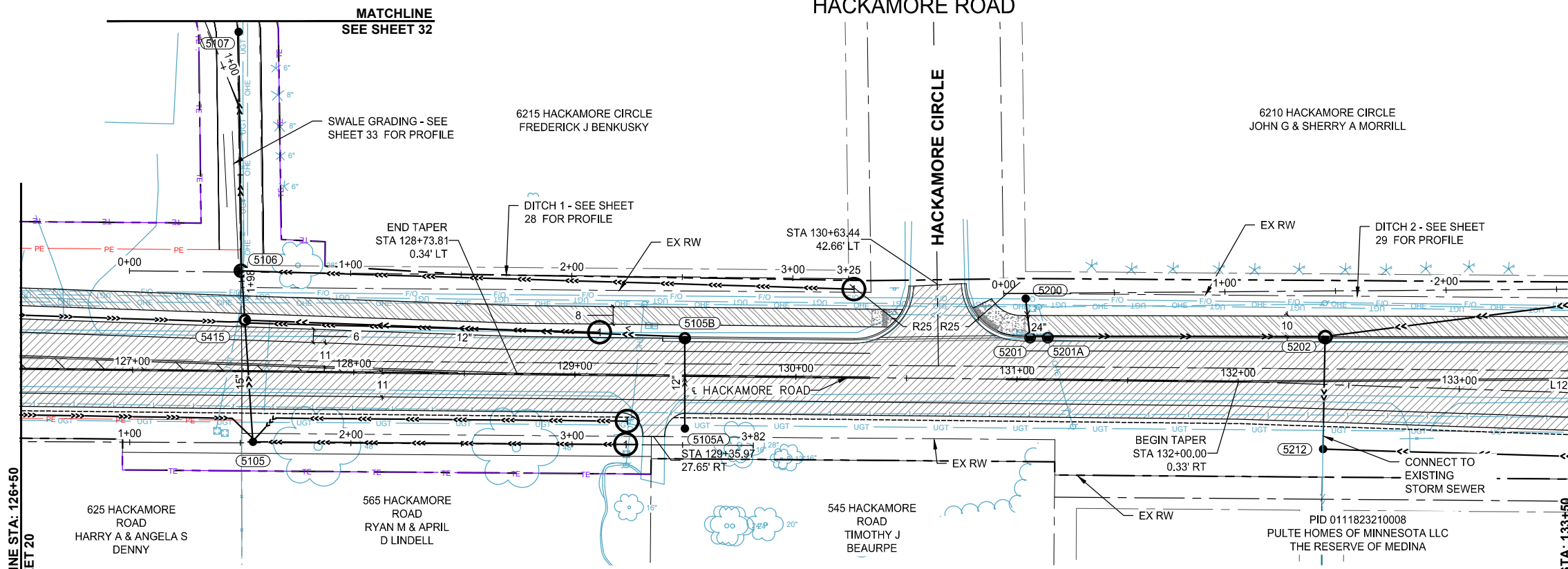
HACKAMORE ROAD

LOCATION



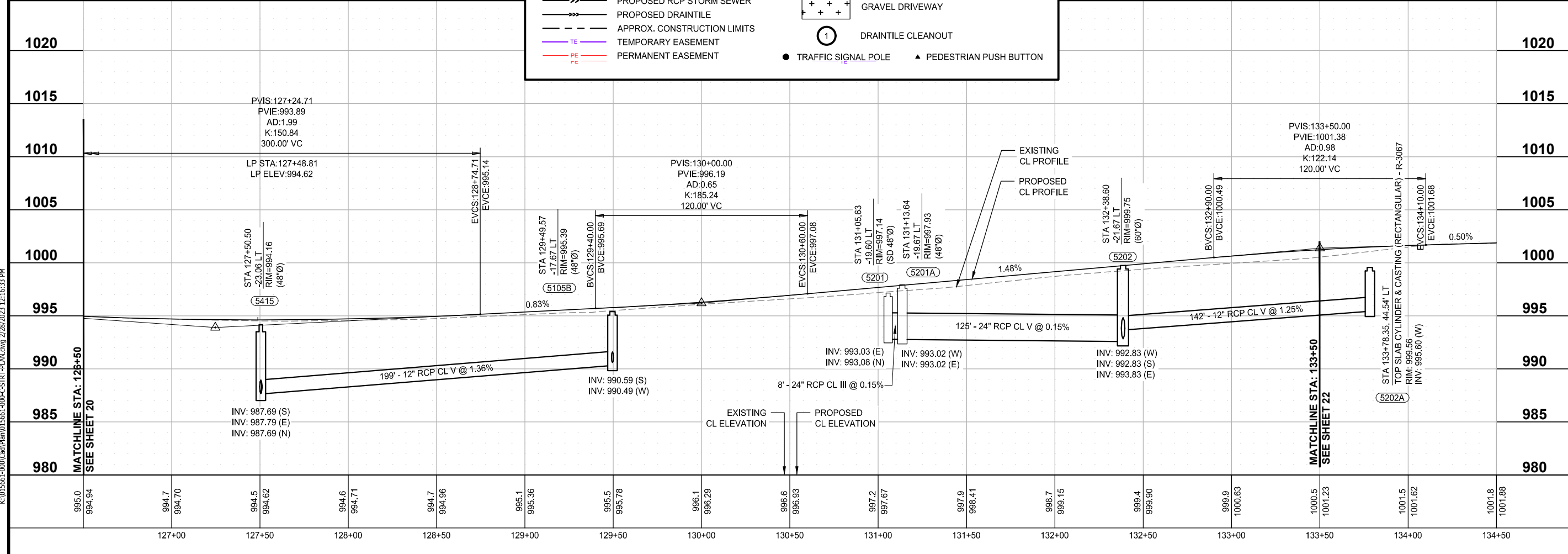
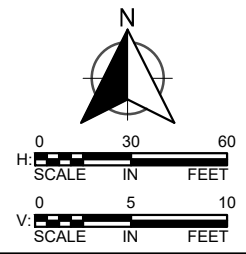
wsb
 WSB PROJECT NO.:
 015661-000

SCALE: AS SHOWN
 DESIGN BY: JLS
 PLAN BY: MPM
 CHECK BY: GMD



LEGEND

	PROPOSED CURB AND GUTTER DES. B618		BITUMINOUS TRAIL		CONCRETE WALK
	PROPOSED BITUMINOUS EDGE		GRAVEL DRIVEWAY		TRAFFIC SIGNAL POLE
	PROPOSED DRAINAGE STRUCTURE		DRAINTILE CLEANOUT		PEDESTRIAN PUSH BUTTON
	PROPOSED RCP STORM SEWER				
	PROPOSED DRAINTILE				
	APPROX. CONSTRUCTION LIMITS				
	TEMPORARY EASEMENT				
	PERMANENT EASEMENT				



K:\015661-000\Cad\Plan\015661-000-C-STR-PLAN.dwg 2/28/2023 12:16:33 PM

REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JAMES L. STREML
 DATE: 05/18/2021 LIC. NO.: 45782

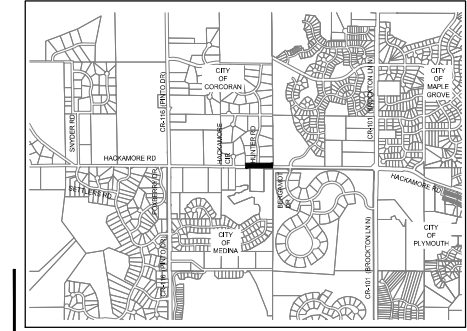
HACKAMORE RD IMPROVEMENTS PROJECT

CITY OF MEDINA AND CITY OF CORCORAN

STREET & STORM SEWER PLANS

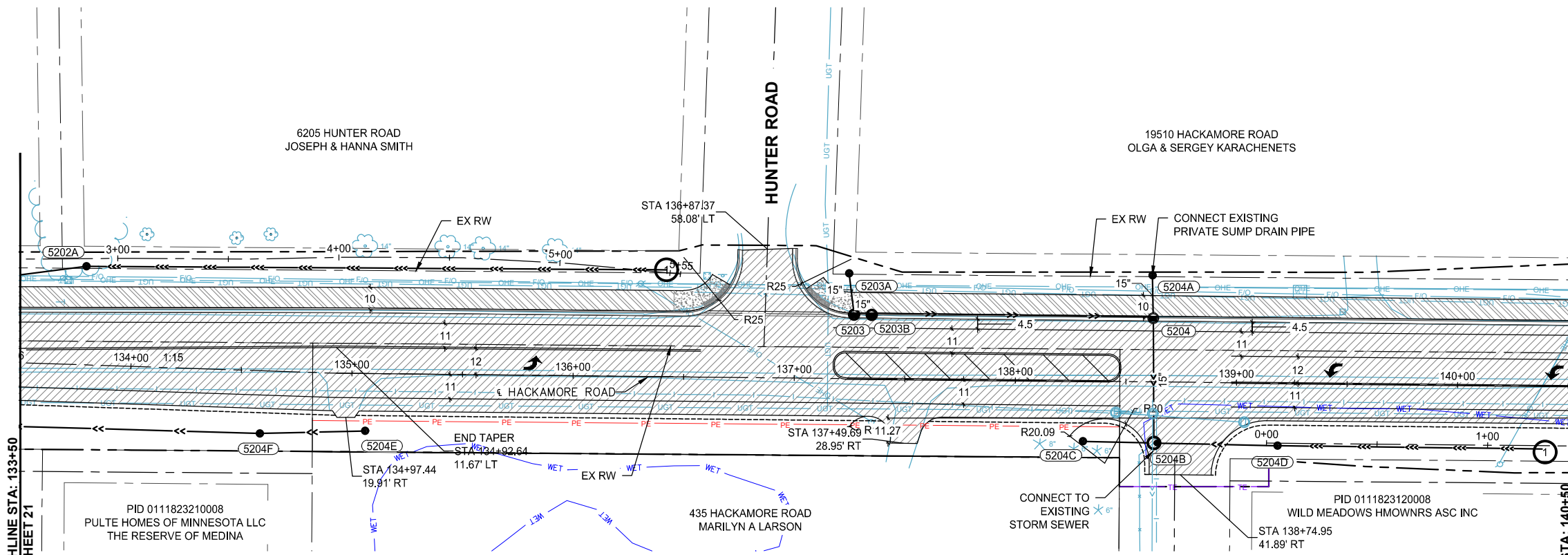
HACKAMORE ROAD

LOCATION



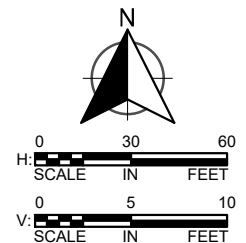
WSB PROJECT NO.:
015661-000

SCALE: AS SHOWN
DESIGN BY: JLS
PLAN BY: MPM
CHECK BY: GMD



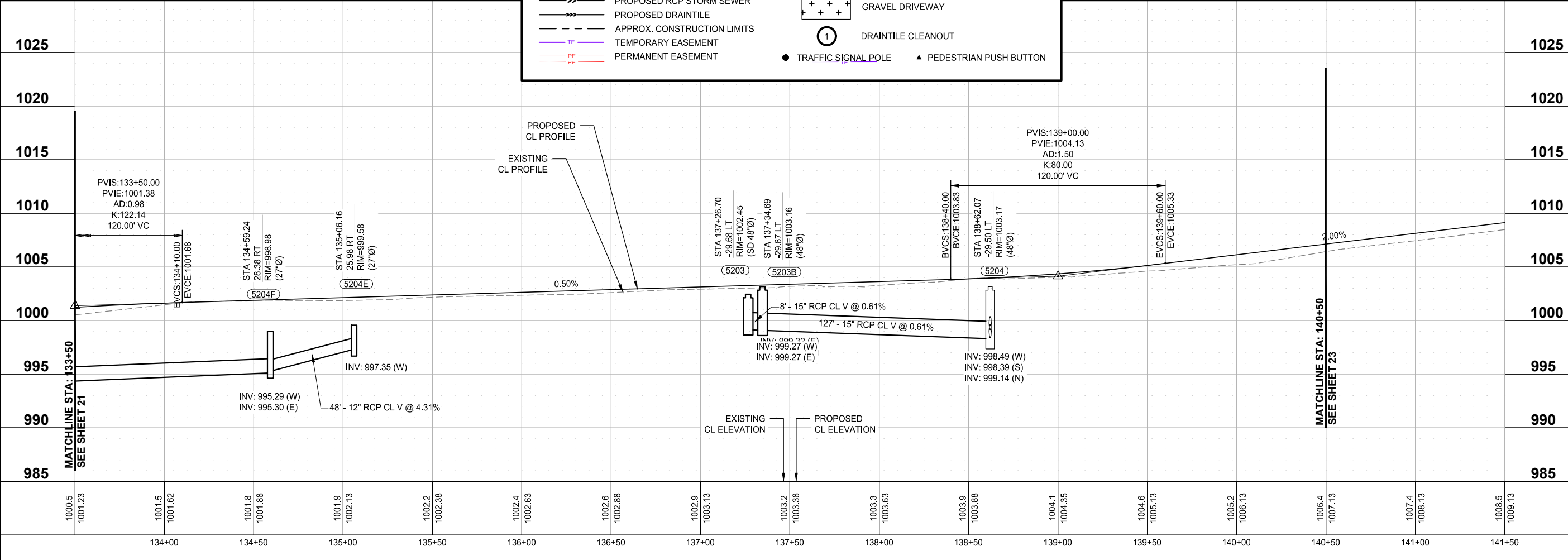
MATCHLINE STA: 133+50
SEE SHEET 21

MATCHLINE STA: 140+50
SEE SHEET 23



LEGEND

	PROPOSED CURB AND GUTTER DES. B618		BITUMINOUS TRAIL		CONCRETE WALK
	PROPOSED BITUMINOUS EDGE		PROPOSED DRAINAGE STRUCTURE		GRAVEL DRIVEWAY
	PROPOSED RCP STORM SEWER		1 DRAINTILE CLEANOUT		TRAFFIC SIGNAL POLE
	PROPOSED DRAINTILE		▲ PEDESTRIAN PUSH BUTTON		
	APPROX. CONSTRUCTION LIMITS				
	TEMPORARY EASEMENT				
	PERMANENT EASEMENT				



MATCHLINE STA: 140+50
SEE SHEET 23

REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JAMES L. STREML
DATE: 05/18/2021 LIC. NO.: 45782

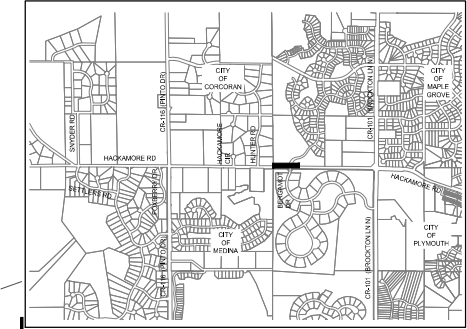
HACKAMORE RD IMPROVEMENTS PROJECT CITY OF MEDINA AND CITY OF CORCORAN

STREET & STORM SEWER PLANS

K:\015661-000\Cad\Plan\015661-000-C-STR-PLAN.dwg 2/28/2023 12:17:16 PM

HACKAMORE ROAD

LOCATION

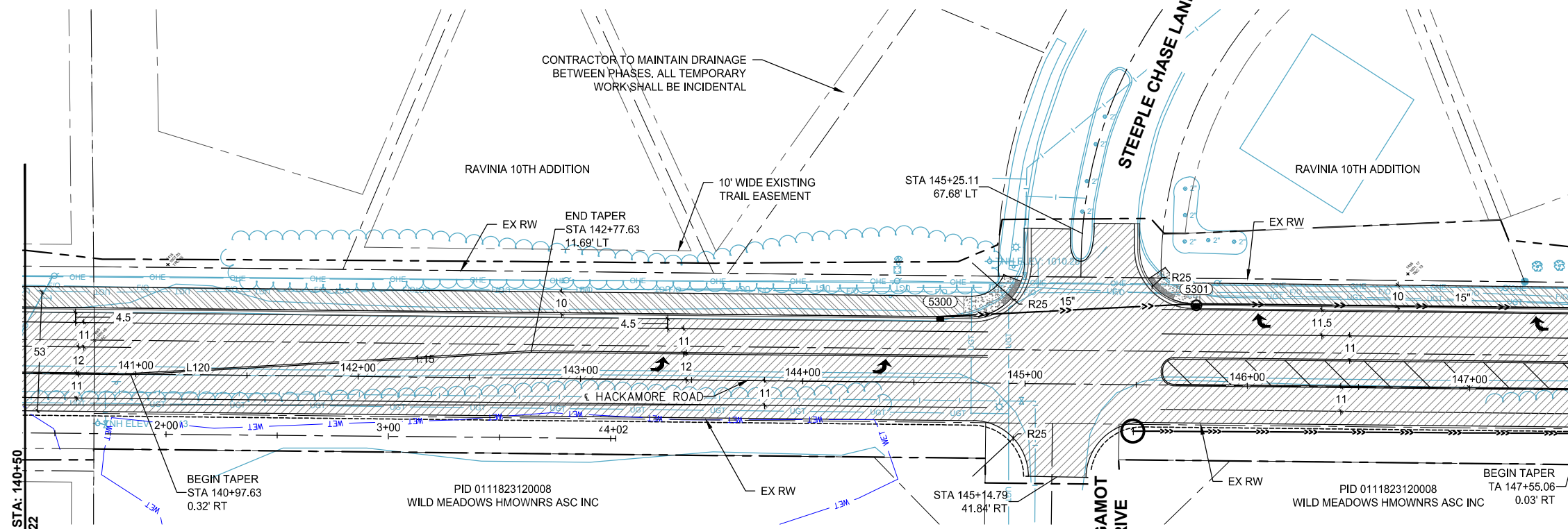


WSB PROJECT NO.:
015661-000

SCALE: AS SHOWN
DESIGN BY: JLS
PLAN BY: MPM
CHECK BY: GMD

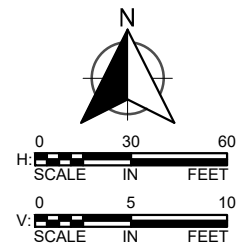
MATCHLINE STA: 140+50
SEE SHEET 22

MATCHLINE STA: 147+50
SEE SHEET 24



LEGEND

	PROPOSED CURB AND GUTTER DES. B618		BITUMINOUS TRAIL		CONCRETE WALK
	PROPOSED BITUMINOUS EDGE		PROPOSED DRAINAGE STRUCTURE		GRAVEL DRIVEWAY
	PROPOSED RCP STORM SEWER		1 DRAINTILE CLEANOUT		● TRAFFIC SIGNAL POLE
	PROPOSED DRAINTILE		▲ PEDESTRIAN PUSH BUTTON		
	APPROX. CONSTRUCTION LIMITS				
	TE TEMPORARY EASEMENT				
	PE PERMANENT EASEMENT				



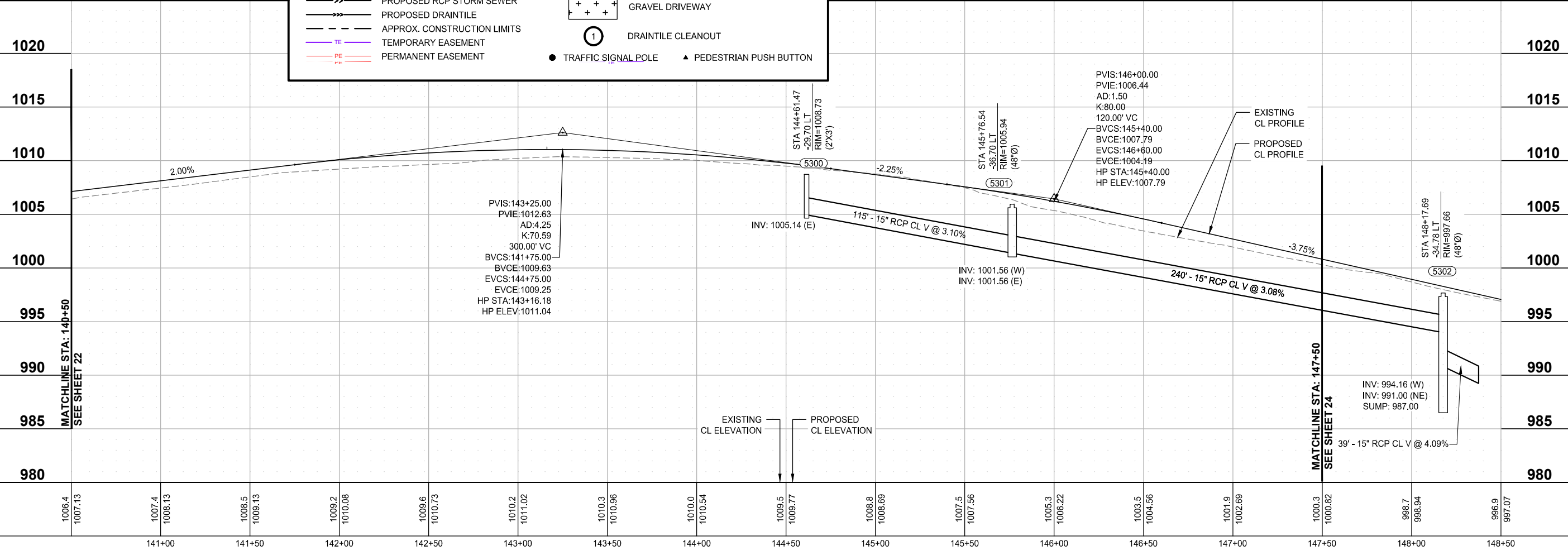
REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JAMES L. STREML
DATE: 05/18/2021 LIC. NO.: 45782

K:\015661-000\Plan\Plan\015661-000-C-STRIP-PLAN.dwg 2/28/2023 12:18:01 PM



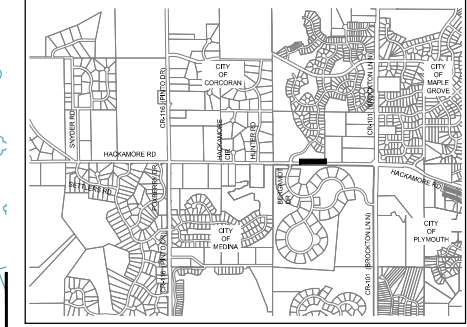
HACKAMORE RD IMPROVEMENTS PROJECT

CITY OF MEDINA AND CITY OF CORCORAN

STREET & STORM SEWER PLANS

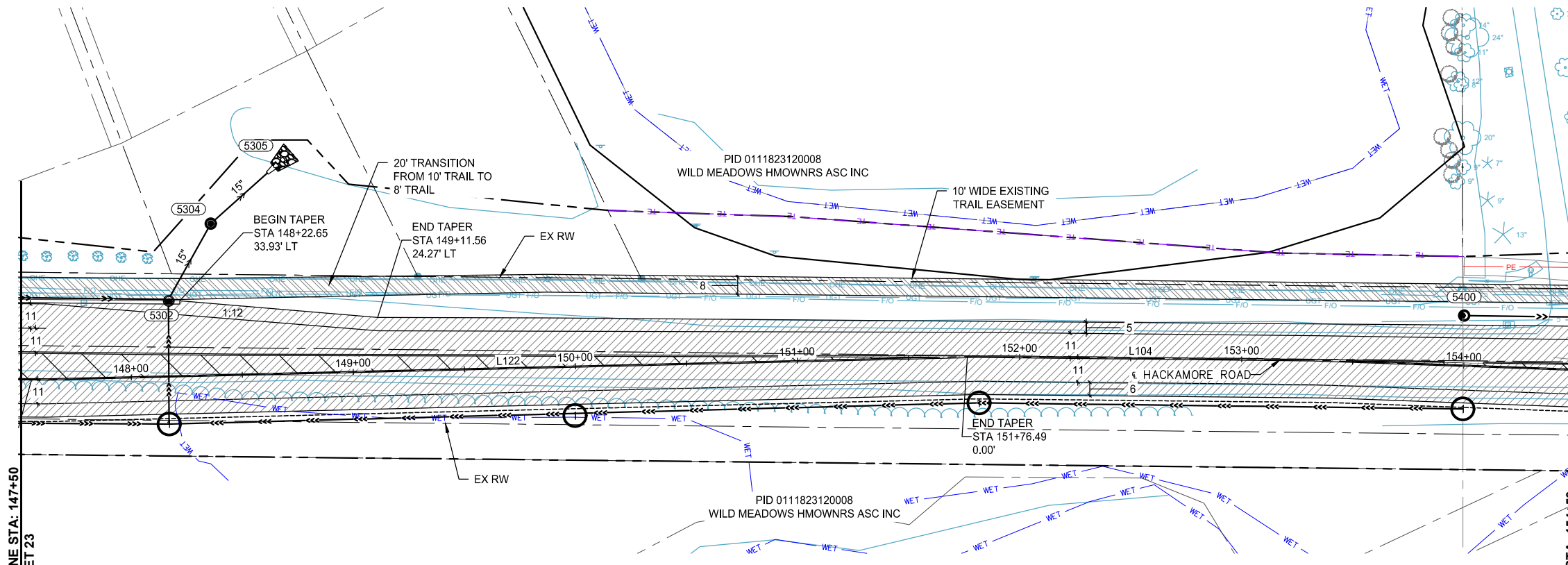
HACKAMORE ROAD

LOCATION



WSB PROJECT NO.:
015661-000

SCALE: AS SHOWN
DESIGN BY: JLS
PLAN BY: MPM
CHECK BY: GMD

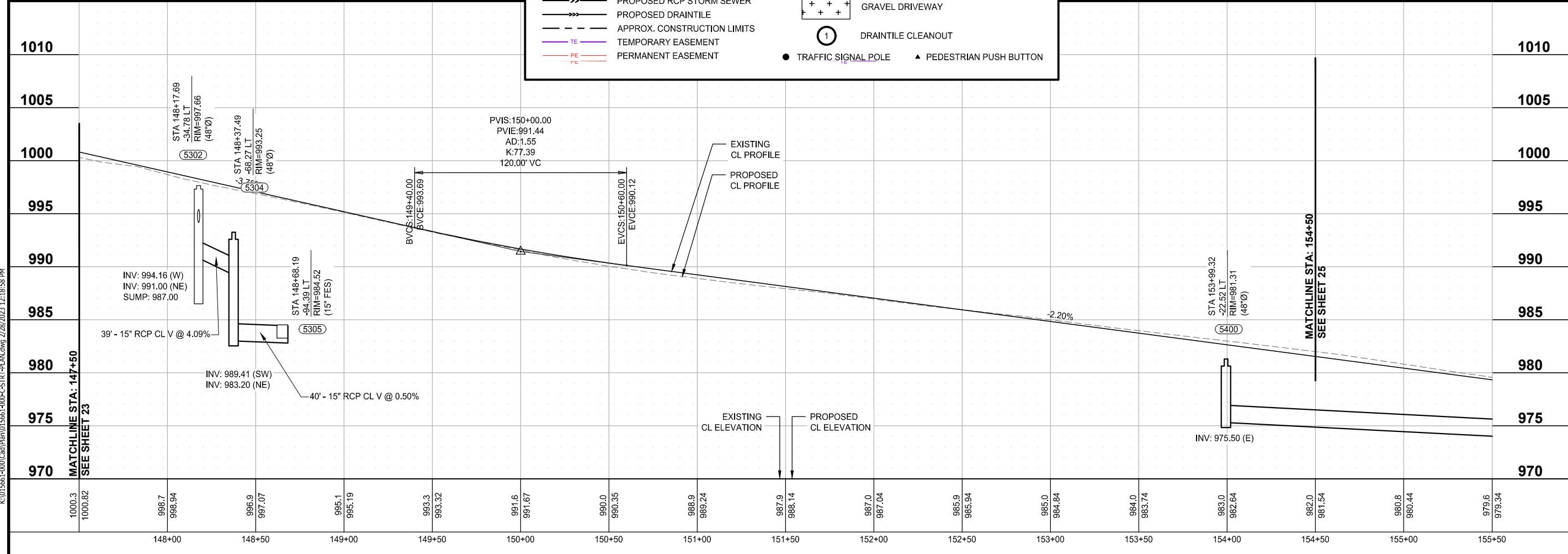
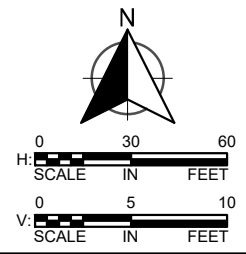


MATCHLINE STA: 147+50
SEE SHEET 23

MATCHLINE STA: 154+50
SEE SHEET 25

LEGEND

	PROPOSED CURB AND GUTTER DES. B618		BITUMINOUS TRAIL		CONCRETE WALK
	PROPOSED BITUMINOUS EDGE		PROPOSED DRAINAGE STRUCTURE		GRAVEL DRIVEWAY
	PROPOSED RCP STORM SEWER		1 DRAINTILE CLEANOUT		TRAFFIC SIGNAL POLE
	PROPOSED DRAINTILE		▲ PEDESTRIAN PUSH BUTTON		
	APPROX. CONSTRUCTION LIMITS				
	TEMPORARY EASEMENT				
	PERMANENT EASEMENT				



K:\015661-000\Cad\Plan\015661-000-C-STR-PLAN.dwg 2/28/2023 12:18:58 PM

MATCHLINE STA: 147+50
SEE SHEET 23

MATCHLINE STA: 154+50
SEE SHEET 25

REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JAMES L. STREML
DATE: 05/18/2021 LIC. NO.: 45782

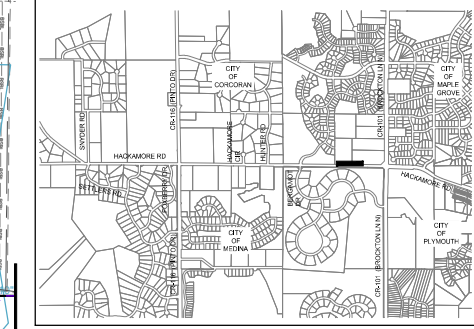
HACKAMORE RD IMPROVEMENTS PROJECT

CITY OF MEDINA AND CITY OF CORCORAN

STREET & STORM SEWER PLANS

HACKAMORE ROAD

LOCATION



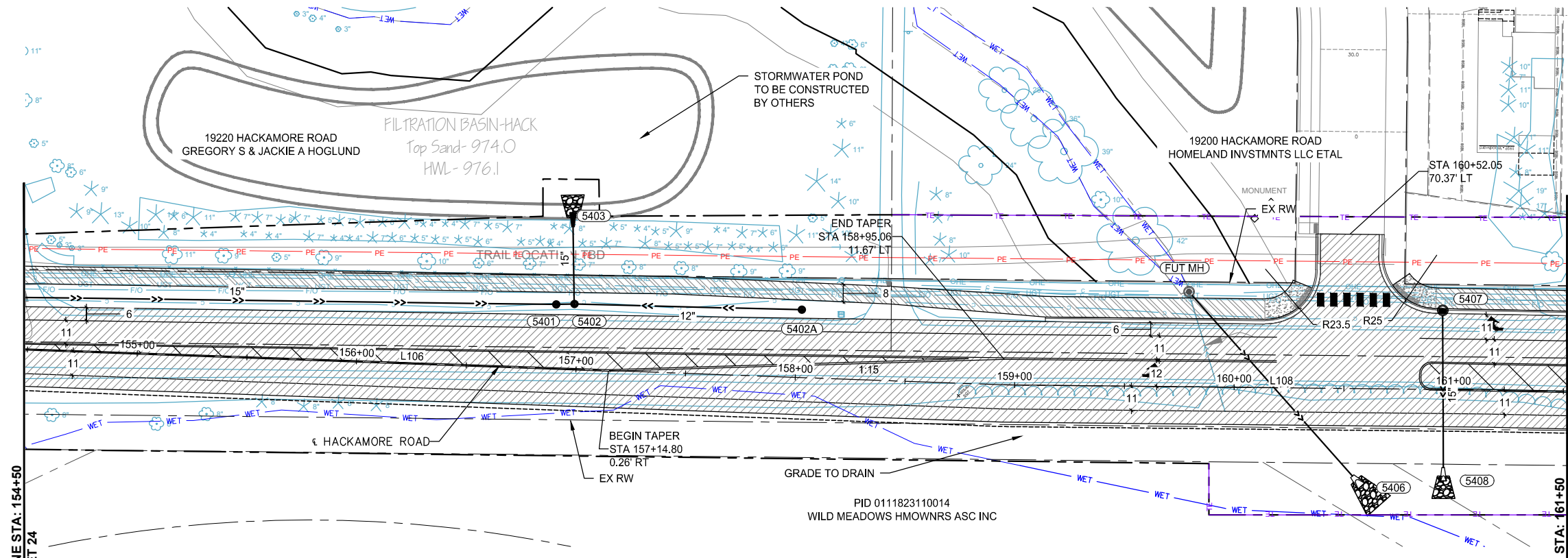
wsb
 WSB PROJECT NO.:
 015661-000

SCALE: AS SHOWN
 DESIGN BY: JLS
 PLAN BY: MPM
 CHECK BY: GMD

NO.	DATE	DESCRIPTION

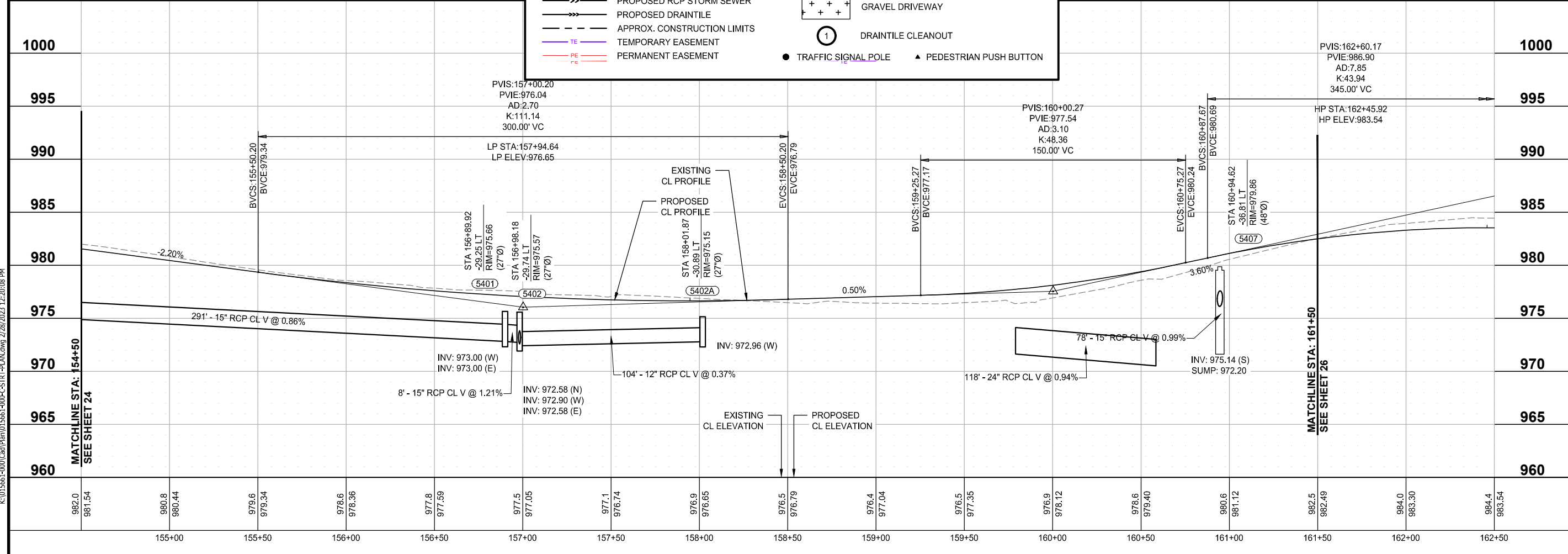
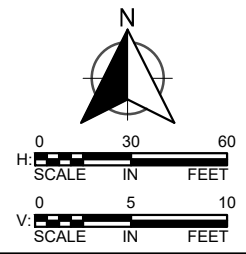
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JAMES L. STREML
 DATE: 05/18/2021 LIC. NO.: 45782



LEGEND

	PROPOSED CURB AND GUTTER DES. B618		BITUMINOUS TRAIL		CONCRETE WALK
	PROPOSED BITUMINOUS EDGE		GRAVEL DRIVEWAY		TRAFFIC SIGNAL POLE
	PROPOSED DRAINAGE STRUCTURE		DRAINTILE CLEANOUT		PEDESTRIAN PUSH BUTTON
	PROPOSED RCP STORM SEWER				
	PROPOSED DRAINTILE				
	APPROX. CONSTRUCTION LIMITS				
	TEMPORARY EASEMENT				
	PERMANENT EASEMENT				



HACKAMORE RD IMPROVEMENTS PROJECT

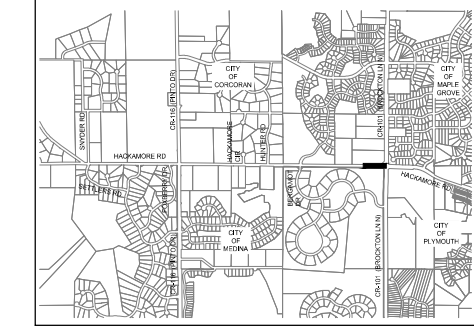
CITY OF MEDINA AND CITY OF CORCORAN

STREET & STORM SEWER PLANS

K:\015661-000\Cad\Plan\015661-000-C-STR-PLAN.dwg 2/28/2023 12:20:08 PM

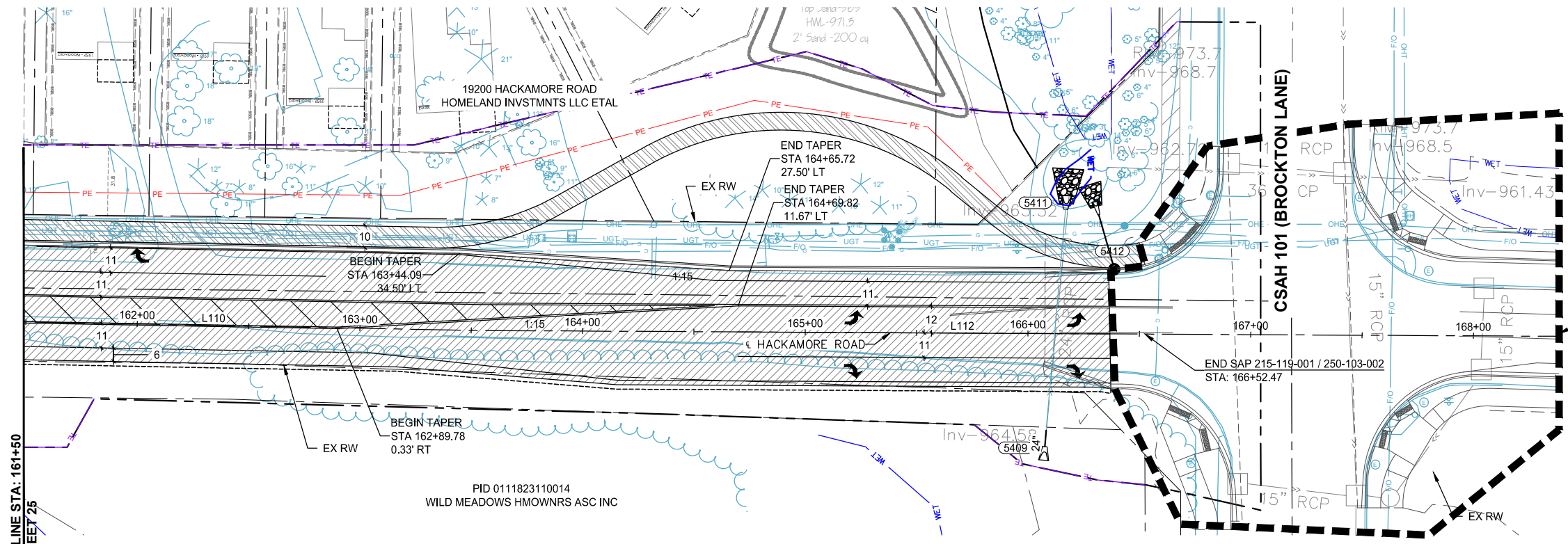
HACKAMORE ROAD

LOCATION



wsb
 WSB PROJECT NO.:
 015661-000

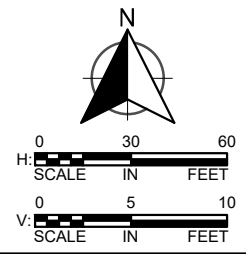
SCALE: AS SHOWN
 DESIGN BY: JLS
 PLAN BY: MPM
 CHECK BY: GMD



WORK SHOWN TO BE COMPLETED BY OTHER PRIOR TO CONSTRUCTION

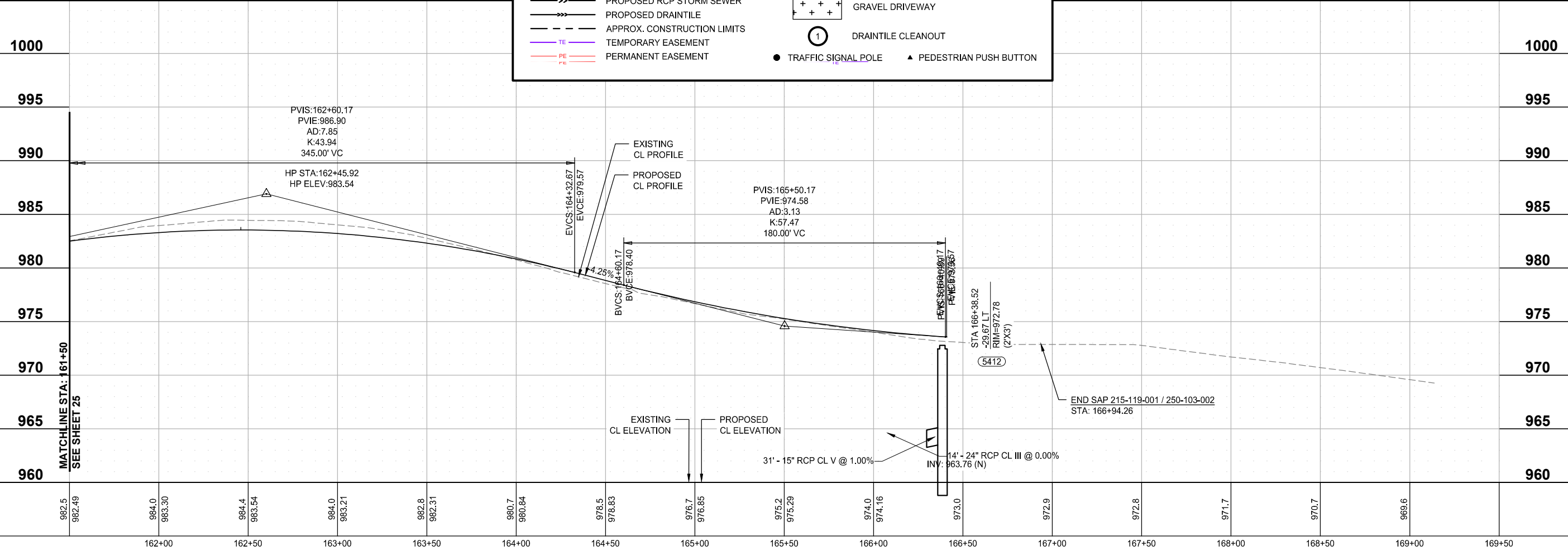
LEGEND

	PROPOSED CURB AND GUTTER DES. B618		BITUMINOUS TRAIL		CONCRETE WALK
	PROPOSED BITUMINOUS EDGE		PROPOSED DRAINAGE STRUCTURE		GRAVEL DRIVEWAY
	PROPOSED RCP STORM SEWER		1 DRAINTILE CLEANOUT		● TRAFFIC SIGNAL POLE
	PROPOSED DRAINTILE		▲ PEDESTRIAN PUSH BUTTON		
	APPROX. CONSTRUCTION LIMITS				
	TEMPORARY EASEMENT				
	PERMANENT EASEMENT				



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JAMES L. STREML
 DATE: 05/18/2021 LIC. NO.: 45782



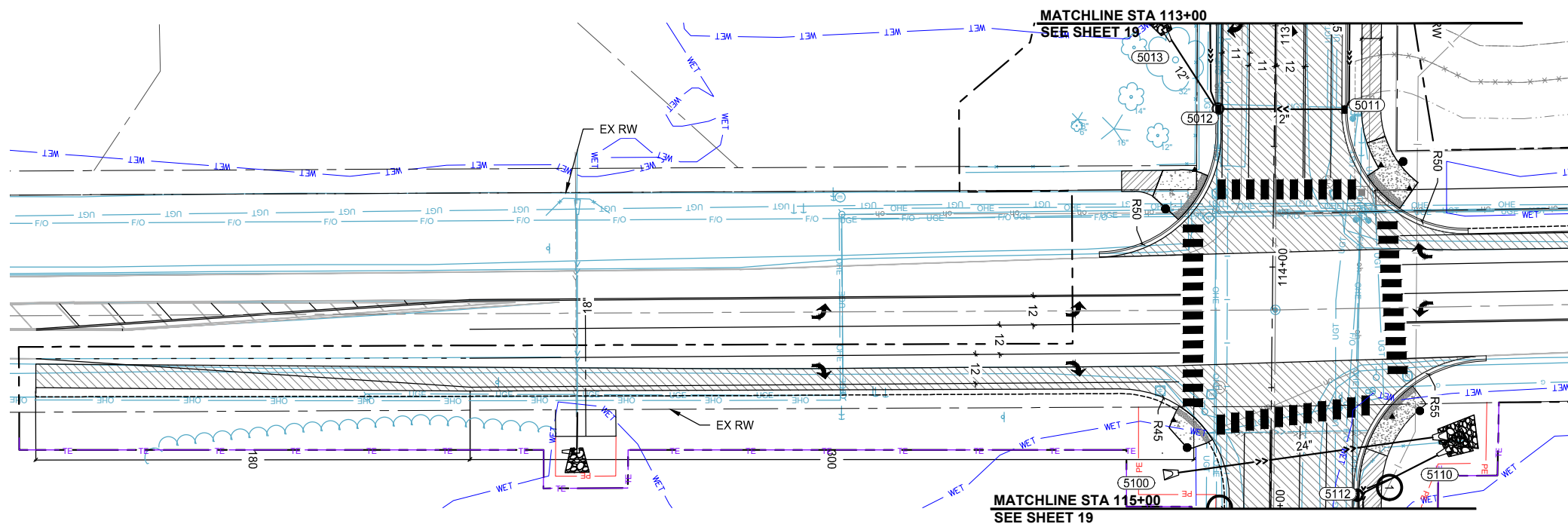
HACKAMORE RD IMPROVEMENTS PROJECT

CITY OF MEDINA AND CITY OF CORCORAN

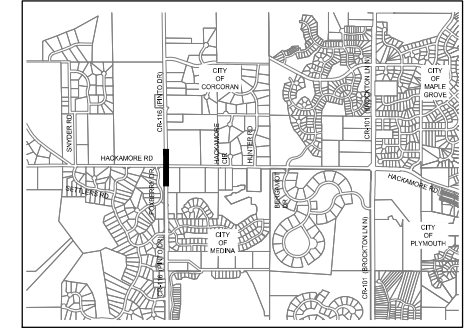
STREET & STORM SEWER PLANS

K:\015661-000\Cad\Plan\015661-000-C-STR-PLAN.dwg 2/28/2023 12:21:08 PM

COUNTY ROAD 116 / PINOT DRIVE



LOCATION



WSB PROJECT NO.:
015661-000

SCALE: AS SHOWN
DESIGN BY: JLS
PLAN BY: MPM
CHECK BY: GMD

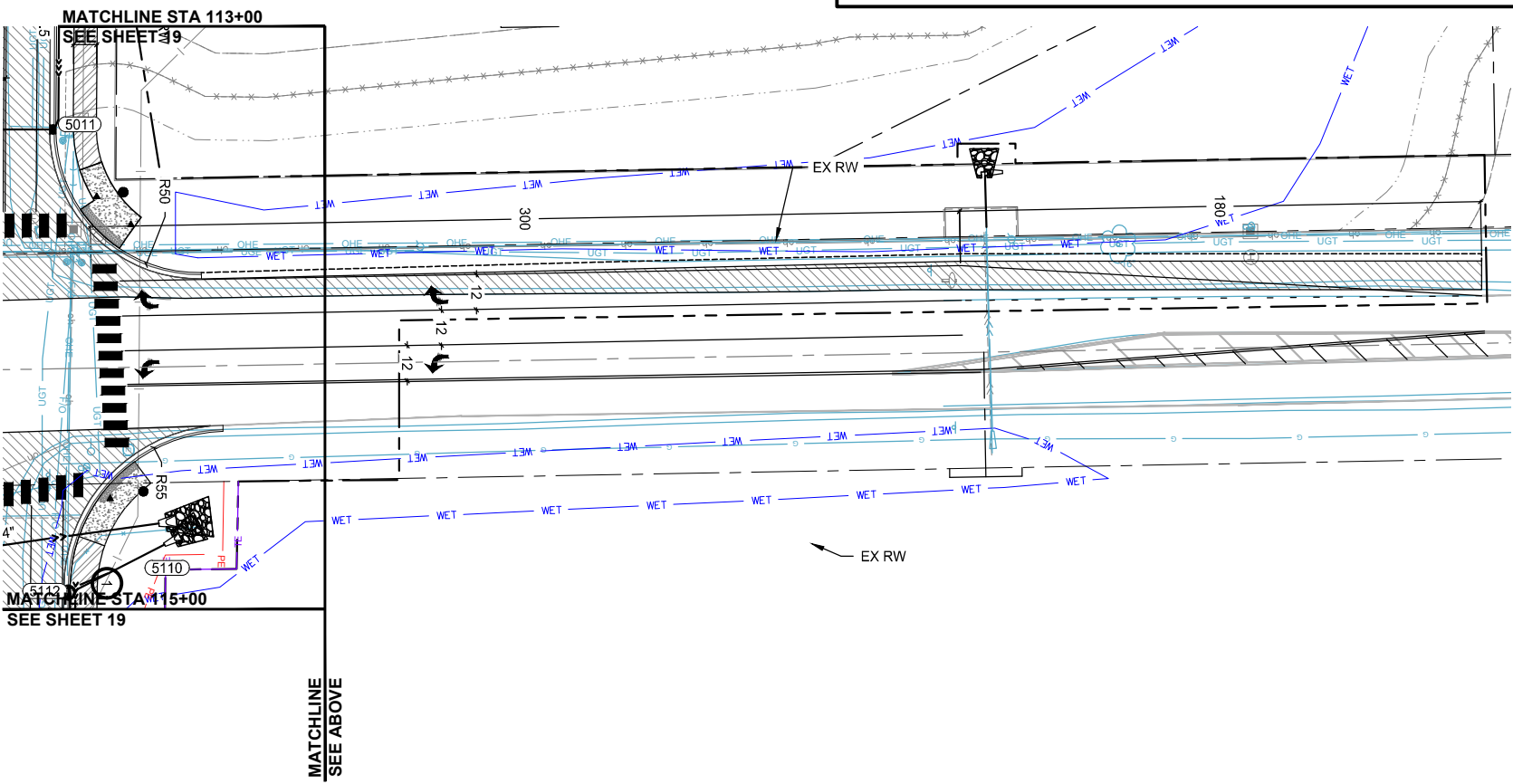
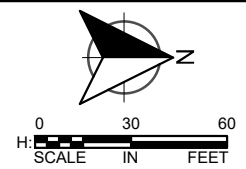
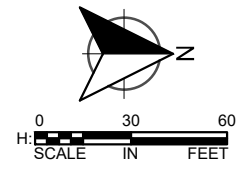
NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JAMES L. STREML
DATE: 05/18/2021 LIC. NO.: 45782

LEGEND

	PROPOSED CURB AND GUTTER DES. B618		BITUMINOUS TRAIL		CONCRETE WALK
	PROPOSED BITUMINOUS EDGE		GRAVEL DRIVEWAY		TRAFFIC SIGNAL POLE
	PROPOSED DRAINAGE STRUCTURE		DRAINTILE CLEANOUT		PEDESTRIAN PUSH BUTTON
	PROPOSED RCP STORM SEWER				
	PROPOSED DRAINTILE				
	APPROX. CONSTRUCTION LIMITS				
	TEMPORARY EASEMENT				
	PERMANENT EASEMENT				



HACKAMORE ROAD

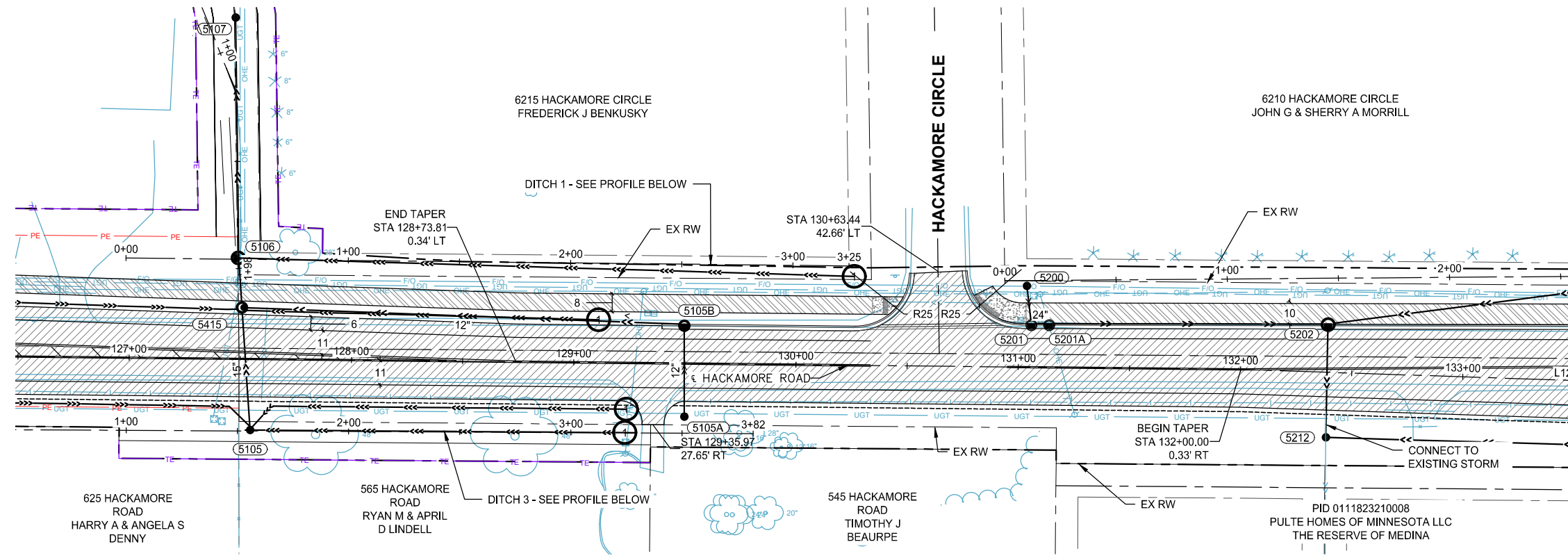
NUMBER	BEGIN STATION	END STATION	LENGTH	DEGREE	DELTA	RADIUS	LINE/CHORD DIRECTION	BEGIN COORDINATES	END COORDINATES	POINT OF INTERSECTION
L100	94+00.00	112+34.74	1834.74	S89°38'12.42"E				N:200169.3580 E:4566829.4637	N:200157.7271 E:458664.1664	
L124	112+34.74	132+00.01	1965.27	S89°23'46.65"E				N:200157.7271 E:458664.1664	N:200137.0201 E:460629.3254	
L126	132+00.01	134+92.77	292.76	S88°05'27.05"E				N:200137.0201 E:460629.3254	N:200127.2666 E:460921.9278	
L120	134+92.77	147+63.21	1270.44	S89°23'41.22"E				N:200127.2666 E:460921.9278	N:200113.8472 E:462192.2982	
L122	147+63.21	151+76.49	413.27	N88°33'33.49"E				N:200113.8472 E:462192.2982	N:200124.2378 E:462605.4409	
L104	151+76.49	153+32.52	156.03	S89°22'59.69"E				N:200124.2378 E:462605.4409	N:200122.5582 E:462761.4660	
L106	153+32.52	158+94.88	562.36	S87°55'07.89"E				N:200122.5582 E:462761.4660	N:200102.1363 E:463323.4538	
L108	158+94.88	161+14.23	219.35	S89°23'46.87"E				N:200102.1363 E:463323.4538	N:200099.8253 E:463542.7935	
L110	161+14.23	163+54.32	240.09	S88°55'08.70"E				N:200099.8253 E:463542.7935	N:200095.2962 E:463782.8374	
L112	163+54.32	168+36.04	481.72	S89°41'37.28"E				N:200095.2962 E:463782.8374	N:200092.7209 E:464264.5501	
L114	168+36.04	171+05.21	269.17	S88°20'08.11"E				N:200092.7209 E:464264.5501	N:200084.9027 E:464533.6090	
L116	171+05.21	172+65.26	160.05	S89°46'03.65"E				N:200084.9027 E:464533.6090	N:200084.2537 E:464693.6577	
L118	172+65.26	174+11.58	146.32	S88°20'08.11"E				N:200084.2537 E:464693.6577	N:200080.0039 E:464839.9139	

K:\015661-000\Draw\Plan\015661-000-C-STR-PLAN.dwg 2/28/2023 12:22:36 PM

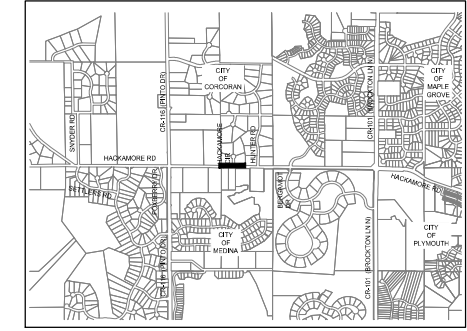
HACKAMORE RD IMPROVEMENTS PROJECT
CITY OF MEDINA AND CITY OF CORCORAN

STREET & STORM SEWER PLANS

HACKAMORE ROAD



LOCATION



WSB PROJECT NO.:
015661-000

SCALE: AS SHOWN
DESIGN BY: CJB
PLAN BY: CJB
CHECK BY: JLS

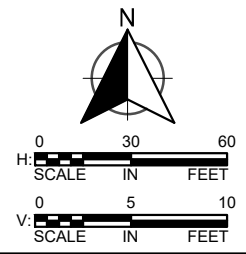
NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

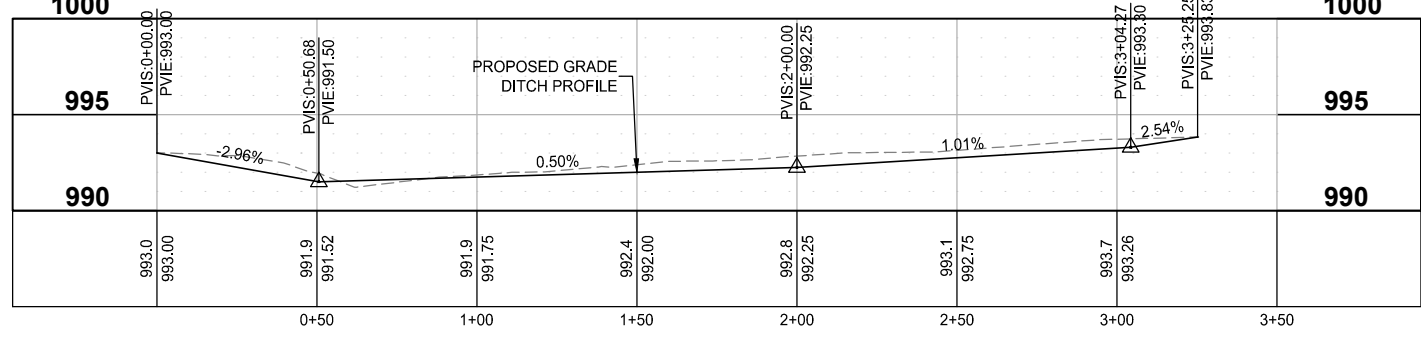
JAMES L. STREML
DATE: 05/18/2021 LIC. NO.: 45782

LEGEND

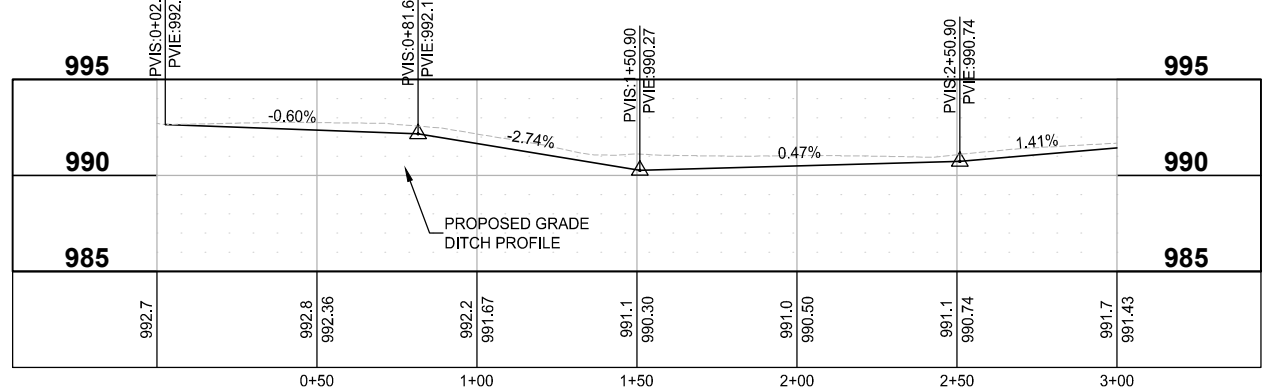
- PROPOSED CURB AND GUTTER DES. B618
- PROPOSED BITUMINOUS EDGE
- PROPOSED DRAINAGE STRUCTURE
- PROPOSED RCP STORM SEWER
- PROPOSED DRAINTILE
- APPROX. CONSTRUCTION LIMITS
- TEMPORARY EASEMENT
- PERMANENT EASEMENT
- BITUMINOUS TRAIL
- CONCRETE WALK
- GRAVEL DRIVEWAY
- DRAINTILE CLEANOUT
- TRAFFIC SIGNAL POLE
- PEDESTRIAN PUSH BUTTON



DITCH 1 PROFILE



DITCH 3 PROFILE

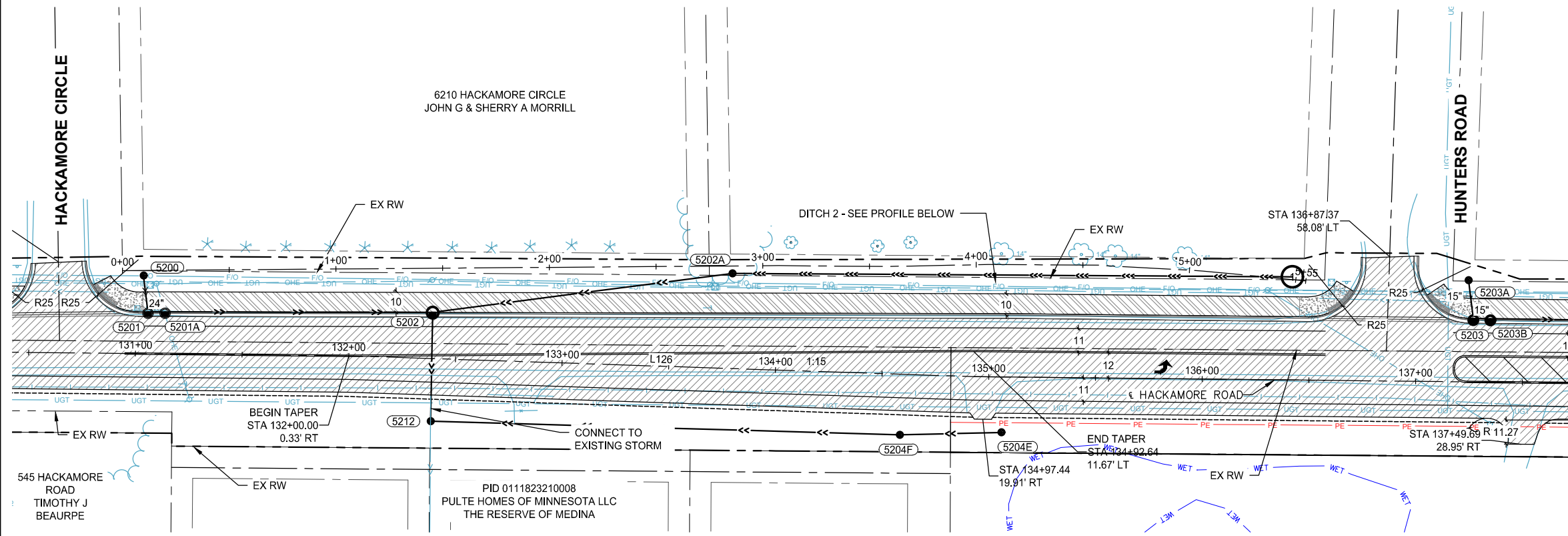


HACKAMORE RD IMPROVEMENTS PROJECT
CITY OF MEDINA AND CITY OF CORCORAN

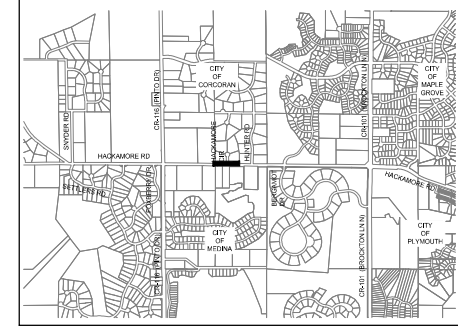
STREET & STORM SEWER PLANS

K:\015661-000\Cad\Plan\015661-000-C-STR-PLAN.dwg 2/28/2023 12:22:40 PM

HACKAMORE ROAD



LOCATION



wsb

WSB PROJECT NO.:
015661-000

SCALE: AS SHOWN
DESIGN BY: CJB
PLAN BY: CJB
CHECK BY: JLS

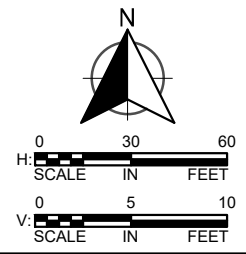
REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

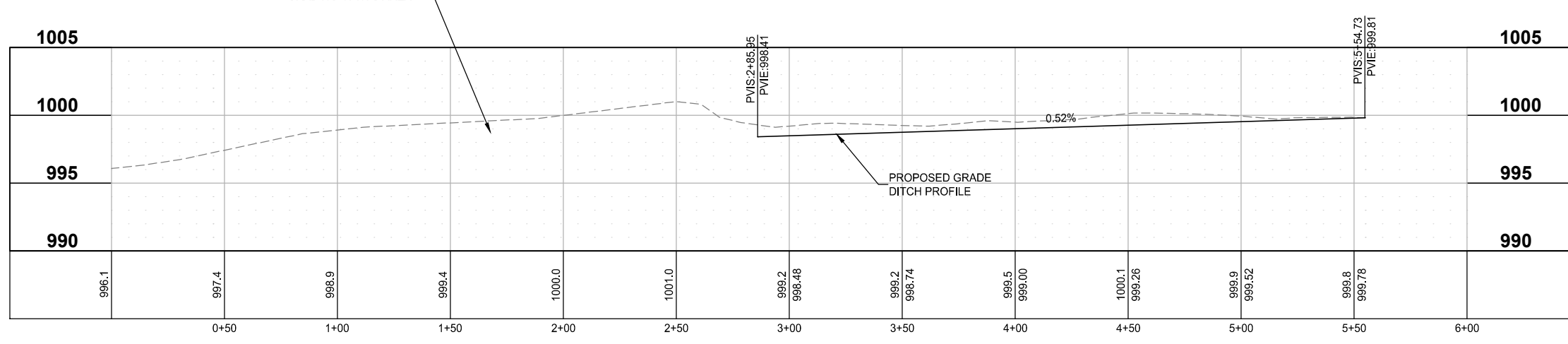
JAMES L. STREML
LIC. NO.: 45782
DATE: 05/18/2021

LEGEND

	PROPOSED CURB AND GUTTER DES. B618		BITUMINOUS TRAIL		CONCRETE WALK
	PROPOSED BITUMINOUS EDGE		PROPOSED DRAINAGE STRUCTURE		GRAVEL DRIVEWAY
	PROPOSED RCP STORM SEWER		DRAINTILE CLEANOUT		TRAFFIC SIGNAL POLE
	PROPOSED DRAINTILE		TEMPORARY EASEMENT		PEDESTRIAN PUSH BUTTON
	APPROX. CONSTRUCTION LIMITS		PERMANENT EASEMENT		



DITCH 2 PROFILE



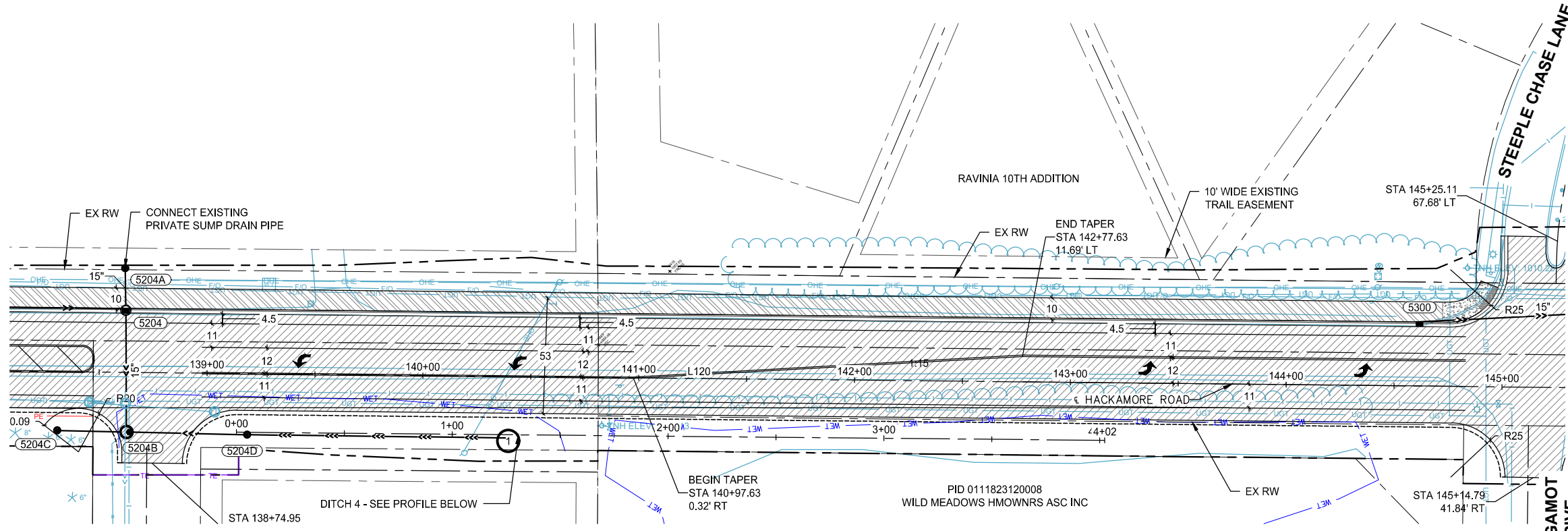
HACKAMORE RD IMPROVEMENTS PROJECT
CITY OF MEDINA AND CITY OF CORCORAN

STREET & STORM SEWER PLANS

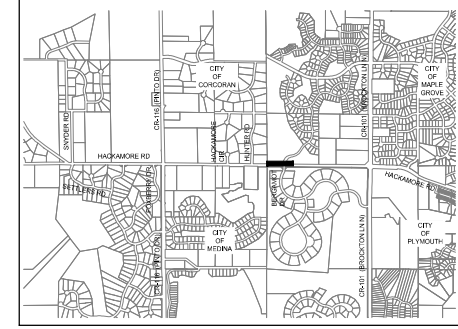
S.A.P. SHEET
215-119-001 29
250-103-002 OF
122

K:\015661-000\Cad\Plan\015661-000-C-STR-PLAN.dwg 2/28/2023 12:24:31 PM

HACKAMORE ROAD



LOCATION



wsb
 WSB PROJECT NO.:
 015661-000

SCALE: AS SHOWN
 DESIGN BY: CJB
 PLAN BY: CJB
 CHECK BY: JLS

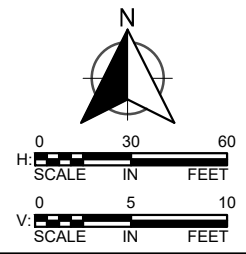
REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

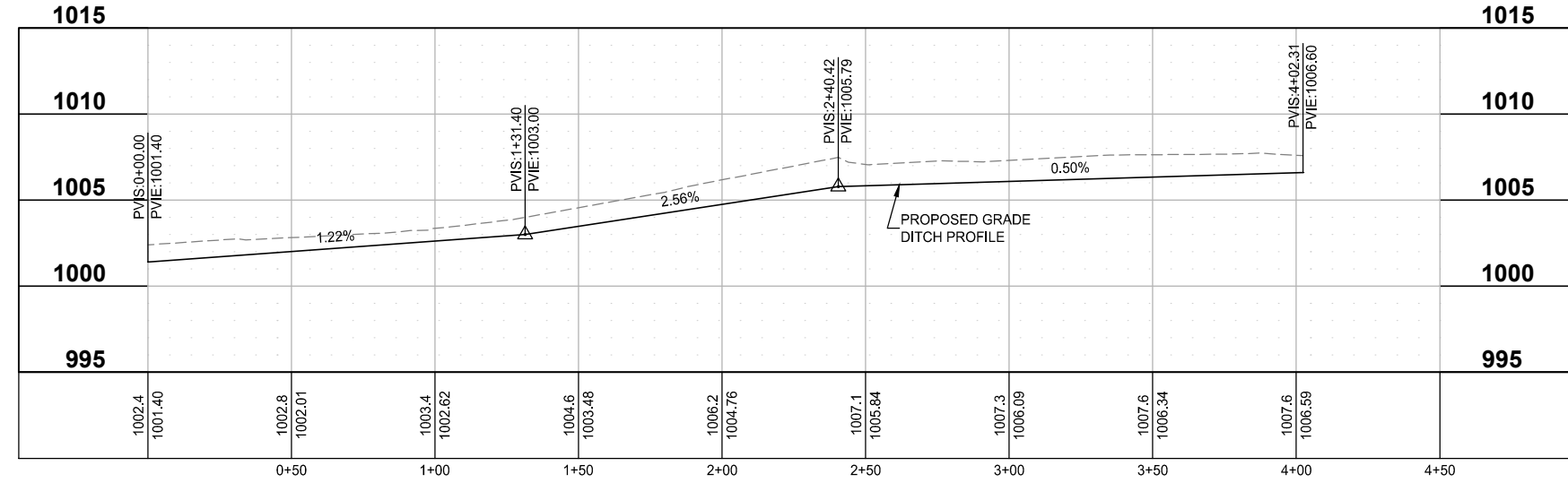
JAMES L. STREML
 DATE: 05/18/2021 LIC. NO.: 45782

LEGEND

	PROPOSED CURB AND GUTTER DES. B618		BITUMINOUS TRAIL		CONCRETE WALK
	PROPOSED BITUMINOUS EDGE		GRAVEL DRIVEWAY		DRAINTILE CLEANOUT
	PROPOSED DRAINAGE STRUCTURE		TRAFFIC SIGNAL POLE		PEDESTRIAN PUSH BUTTON
	PROPOSED RCP STORM SEWER				
	PROPOSED DRAINTILE				
	APPROX. CONSTRUCTION LIMITS				
	TEMPORARY EASEMENT				
	PERMANENT EASEMENT				



DITCH 4 PROFILE



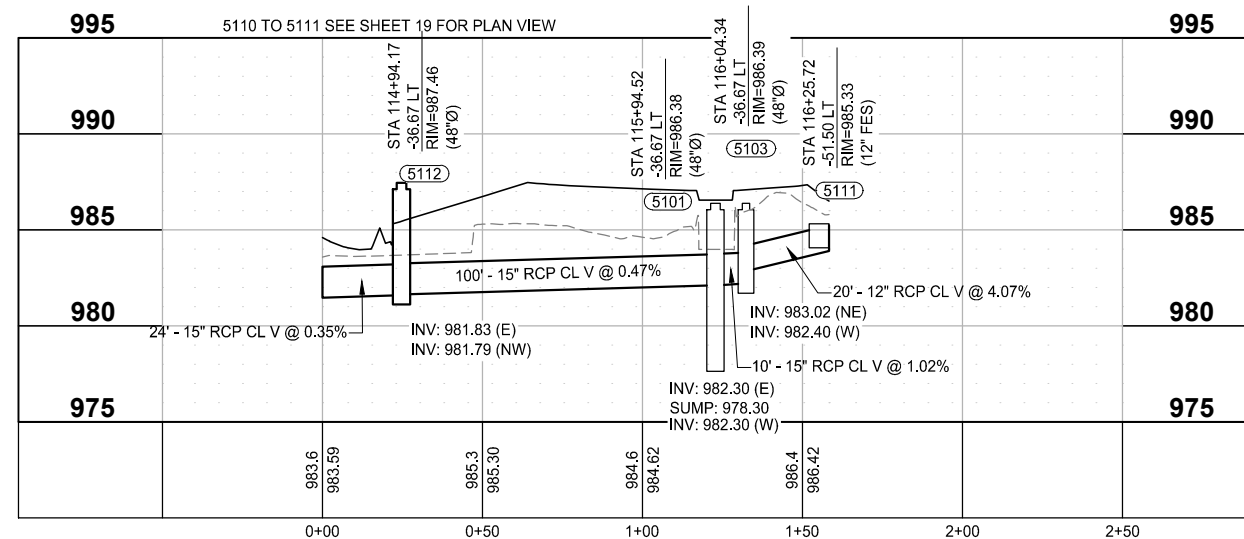
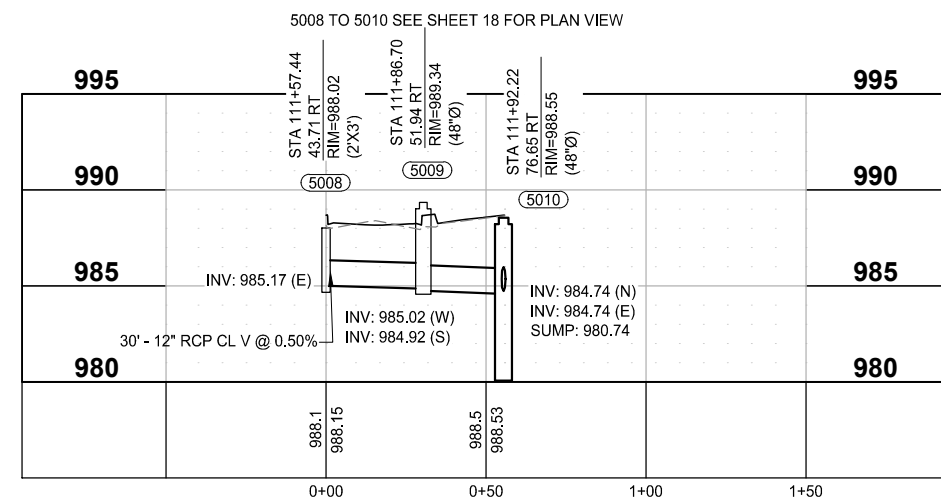
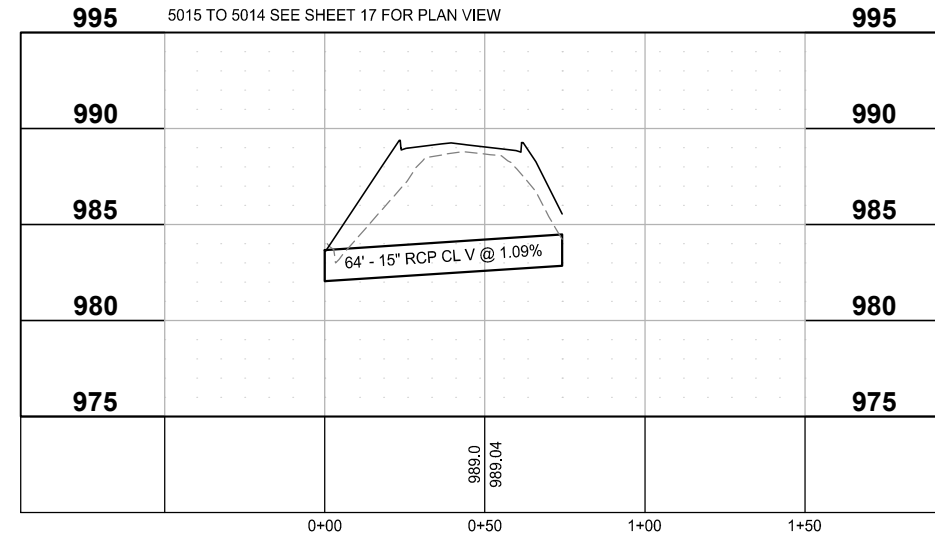
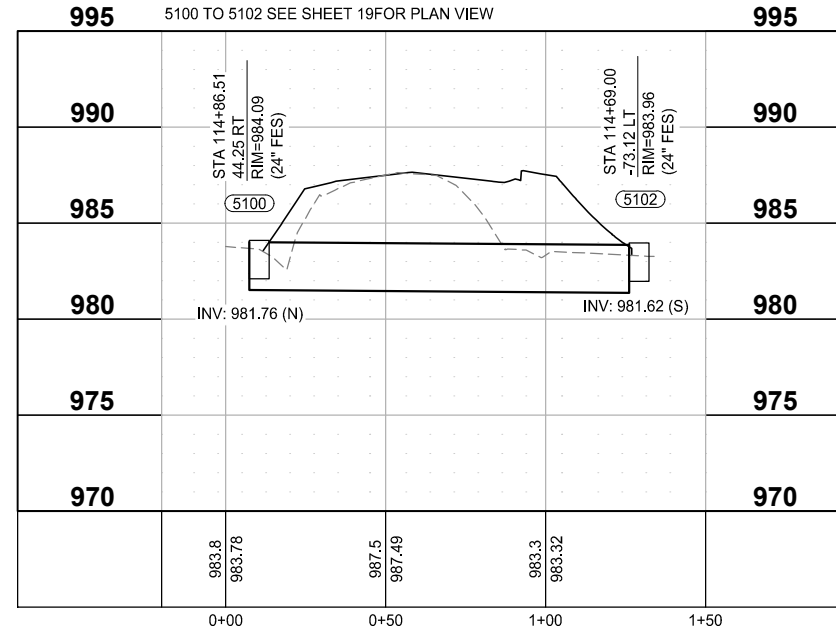
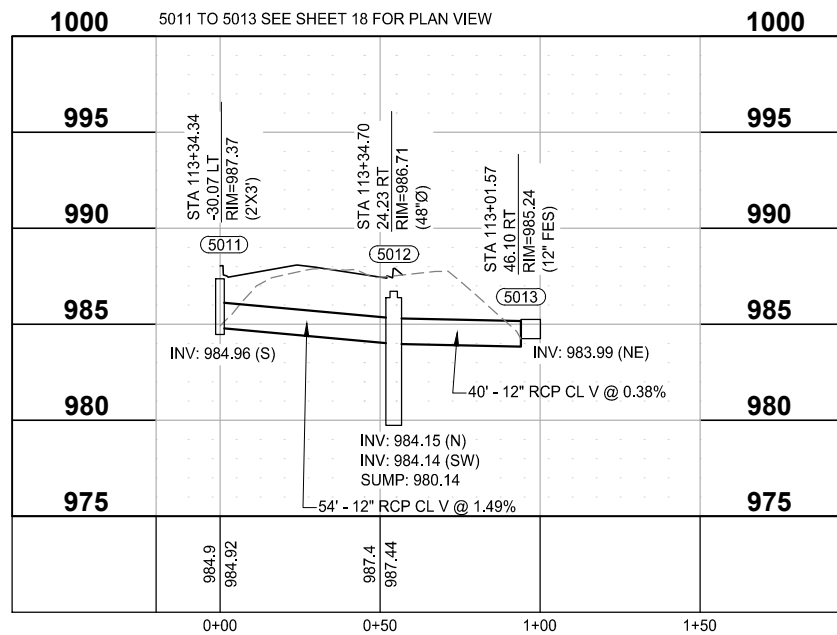
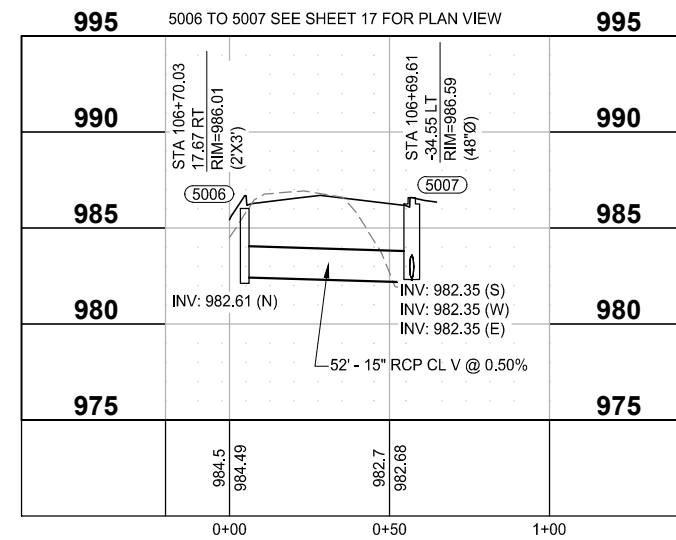
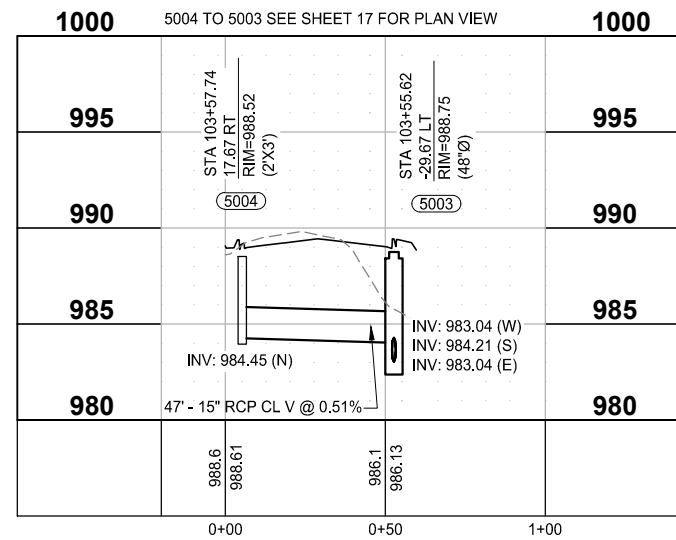
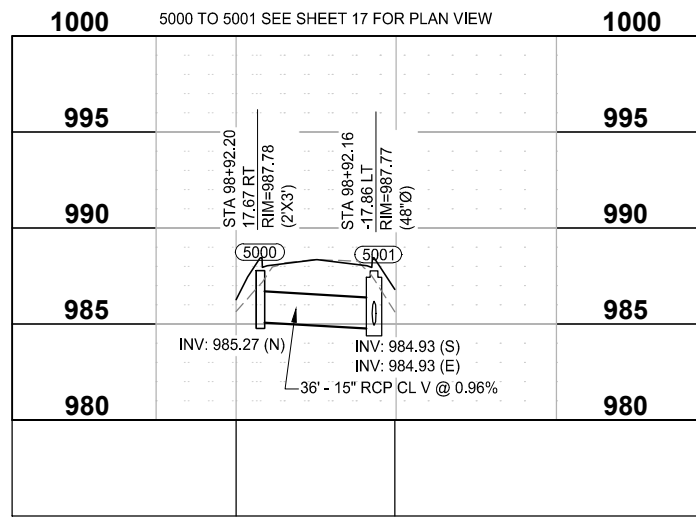
K:\015661-000\Cad\Plan\015661-000-C-STR-PLAN.dwg 2/28/2023 12:25:11 PM

HACKAMORE RD IMPROVEMENTS PROJECT
 CITY OF MEDINA AND CITY OF CORCORAN

STREET & STORM SEWER PLANS

S.A.P. 215-119-001 250-103-002
 SHEET 30 OF 122

K:\015661-000\Cad\Plan\015661-000-C-STR-PLAN.dwg 2/28/2023 12:25:24 PM



WSB PROJECT NO.:
015661-000

SCALE: AS SHOWN
DESIGN BY: CJB
PLAN BY: CJB
CHECK BY: JLS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: 05/18/2021
LIC. NO.: 45782
JAMES L. STREML

HACKAMORE RD IMPROVEMENTS PROJECT
CITY OF MEDINA AND CITY OF CORCORAN

STORM SEWER LATERAL SHEETS

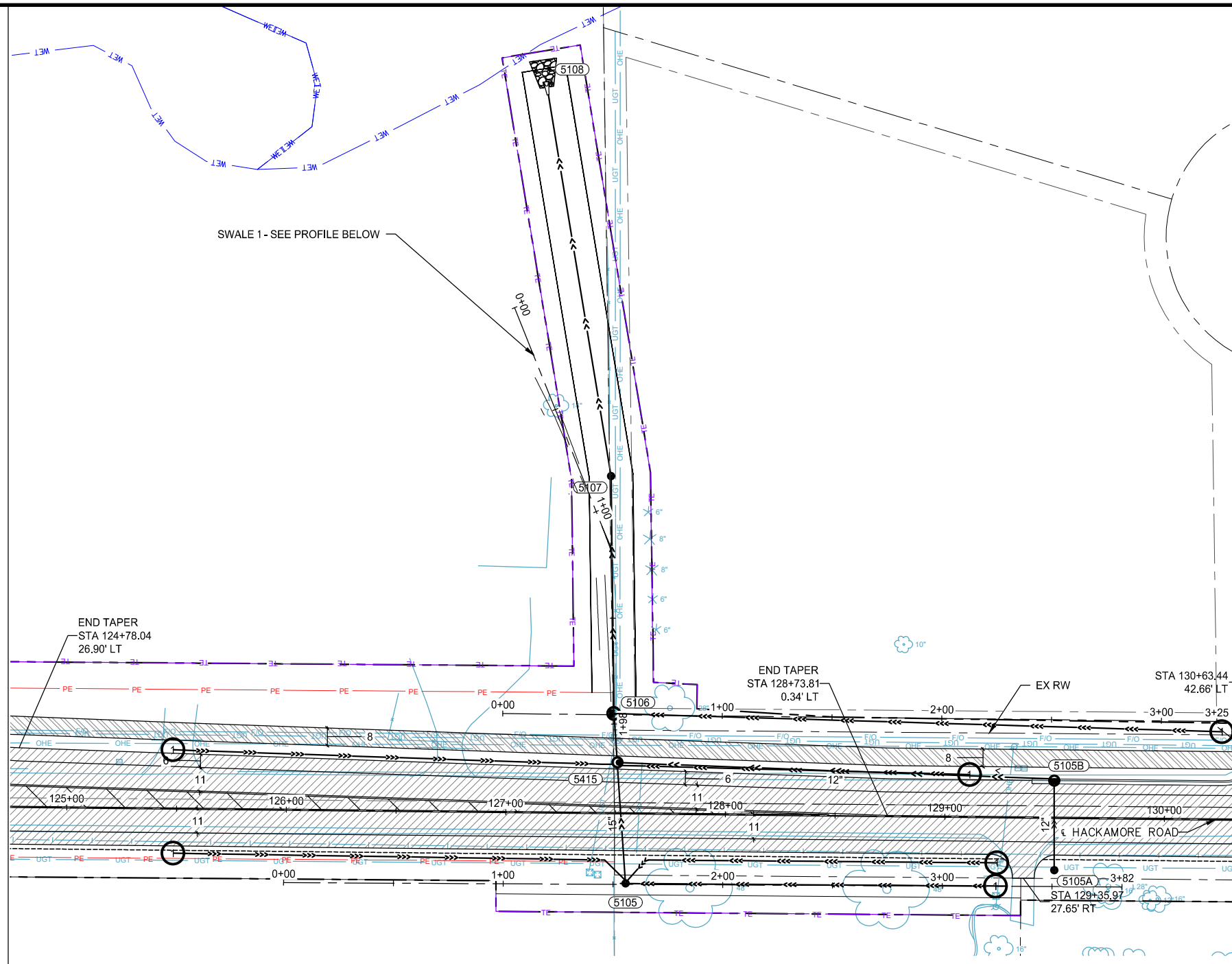
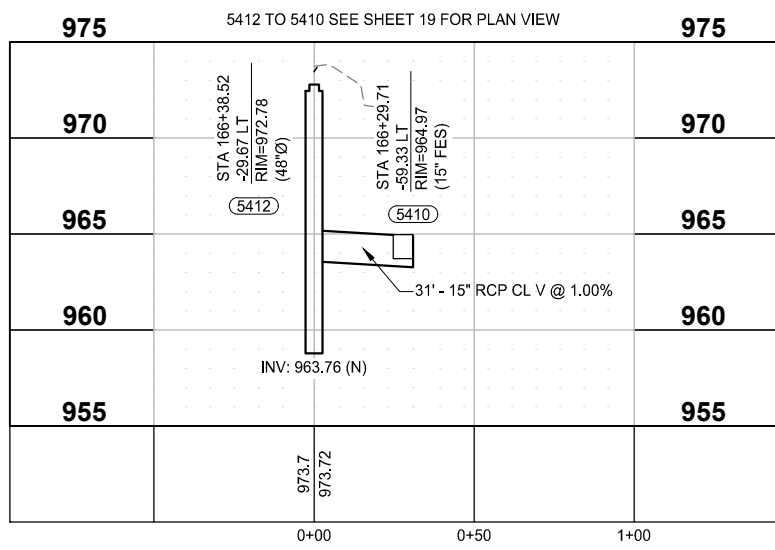
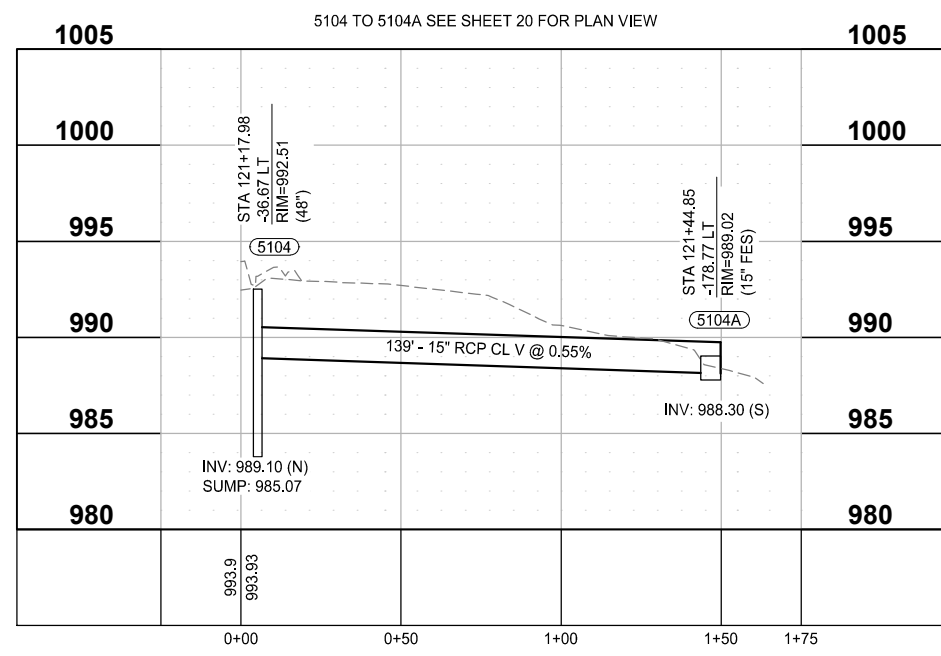
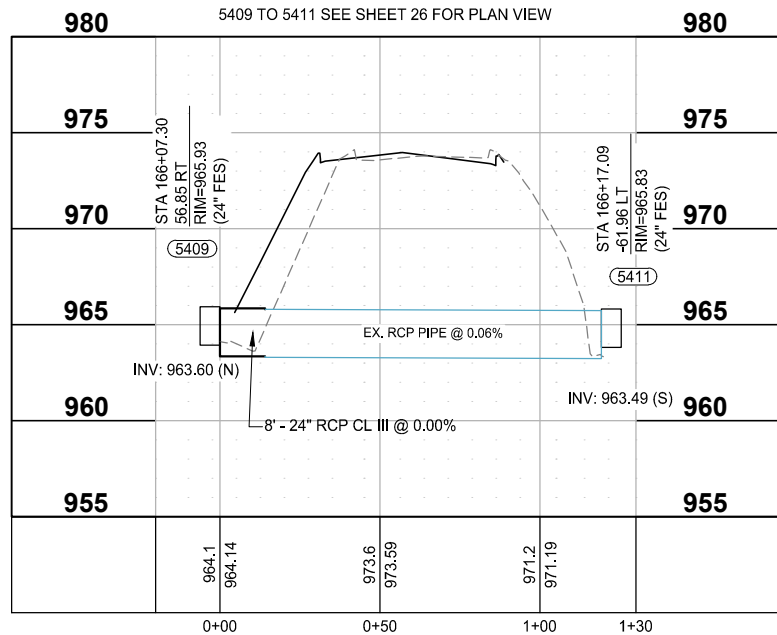
REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

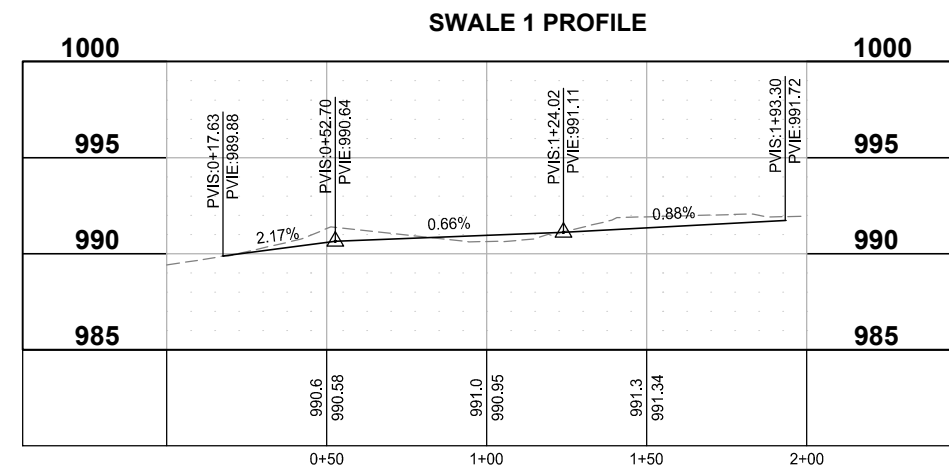
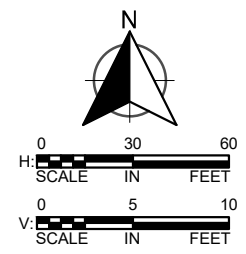
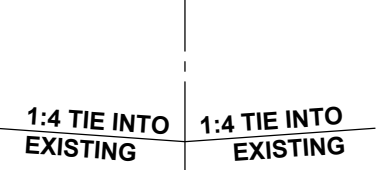
JAMES L. STREML
DATE: 05/18/2021 LIC. NO.: 45782

HACKAMORE RD IMPROVEMENTS
PROJECT
CITY OF MEDINA AND CITY OF
CORCORAN

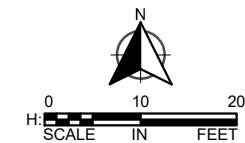
STORM SEWER
LATERAL SHEETS



SWALE 1 TYPICAL SECTION



K:\015661-000\Cad\Plan\015661-000-C-STR-Lateral.dwg 2/28/2023 12:26:14 PM



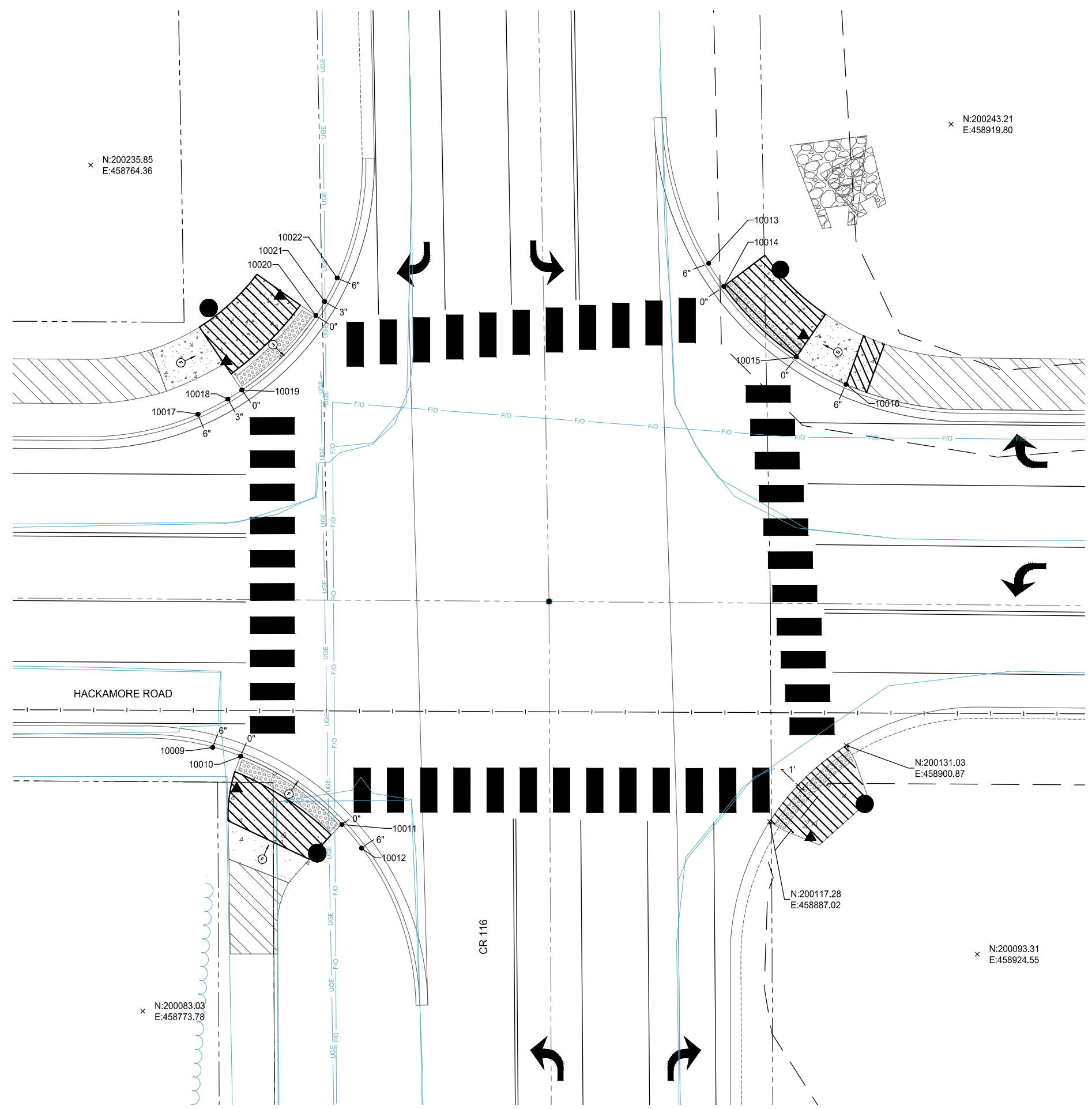
WSB PROJECT NO.:
015661-000

SCALE: AS SHOWN
DESIGN BY: CJB
PLAN BY: CJB
CHECK BY: JLS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JAMES L. STREML
DATE: 05/18/2021 LIC. NO.: 45782



LEGEND

- TRUNCATED DOMES
- LANDING AREA - 4'X4' MIN. DIMENSIONS AND MAX 2% SLOPE IN ALL DIRECTIONS
- CONCRETE WALK
- BITUMINOUS TRAIL
- CURB HEIGHT
- INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%
- INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%

NOTE: SEE SHEETS 76 TO 81 FOR MNDOT STANDARD PLAN SHEETS

Flowline Elevation Table

POINT NO.	NORTHING	EASTING	ELEVATION
10000	200194.4747	457793.0805	988.698
10002	200198.2122	457799.0426	988.429
10003	200206.1681	457805.2927	988.558
10004	200212.8179	457807.5075	987.884
10005	200213.6948	457838.0321	987.647
10006	200207.2817	457842.1424	987.710
10007	200199.2760	457856.1399	988.346
10008	200198.7939	457865.0320	988.426
10009	200130.6821	458786.4158	987.540
10010	200129.0802	458791.4714	987.595
10011	200116.7384	458809.7504	988.035
10012	200112.4912	458813.3113	988.133
10013	200218.0929	458875.9918	987.801
10014	200213.9371	458878.7294	987.696
10015	200201.1704	458891.8529	987.870
10016	200196.2400	458900.8202	987.755

Flowline Elevation Table

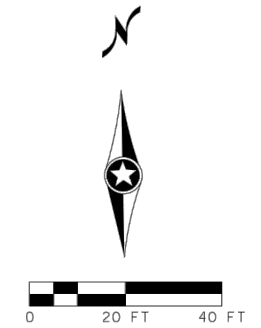
POINT NO.	NORTHING	EASTING	ELEVATION
10017	200190.8378	458783.7565	987.465
10018	200193.5727	458789.1482	987.327
10019	200195.2169	458791.6721	987.260
10020	200208.6876	458805.0521	986.858
10021	200211.2075	458806.6401	986.807
10022	200215.4619	458808.9012	986.699
10023	200179.7406	459470.3288	992.512
10024	200182.3712	459480.8726	992.568
10025	200193.7578	459491.5684	992.556
10026	200200.7928	459493.4383	992.516
10027	200154.6130	461079.0153	1002.236
10028	200156.6100	461089.0729	1002.306
10029	200166.7885	461100.7395	1002.095
10030	200174.1940	461103.6846	1002.278
10031	200201.0622	459529.6571	992.476
10032	200194.9642	459531.2651	992.839
10033	200184.4197	459547.7414	992.681
10034	200184.3565	459553.7401	992.791

HACKAMORE RD IMPROVEMENTS PROJECT
CITY OF MEDINA AND CITY OF CORCORAN

PEDESTRIAN RAMP PLANS

K:\015661-000\Plan\015661-000-C-PED-R-PLAN.dwg 2/28/2023 11:45:54 AM

- NOTES:
- SEE DIVISION "SS" OF SPECIAL PROVISIONS FOR MATERIALS PROVIDED BY HENNEPIN COUNTY.
 - ONE APS PEDESTRIAN PUSH BUTTON WITH SIGN R10-3E (9" X 15") SHALL BE INSTALLED ON PBS-1, PBS-2, PBS-3, PBS-4 AND PBS-5, FOR OPERATION AS SHOWN IN THE PLANS.
 - ONE LED LUMINAIRE SHALL BE INSTALLED ON MA-1, MA-2, MA-3 AND MA-4 LUMINAIRE SHAFT EXTENSION.
 - THE CONTRACTOR SHALL INSTALL ONE VIDEO DETECTION CAMERA ON THE MAST ARM OF MA-1, MA-2, MA-3 AND MA-4. THE CONTRACTOR SHALL FURNISH AND INSTALL ONE TRAFFIC MANAGEMENT CAMERA ON THE DAVIT ARM OF MA-1.
 - THE CONTRACTOR SHALL PLACE COMMON BACK FILL AND RESTORE ALL DISTURBED TURF, CONCRETE OR BITUMINOUS WALK, ETC. TO IT'S ORIGINAL CONDITION OR BETTER.
 - THE CONTRACTOR SHALL IF REQUIRED RELOCATE THE VIDEO OR EVP DETECTORS.
 - THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE CONNECTION OF THE POWER FOR THE TRAFFIC SIGNAL SYSTEM WITH THE POWER COMPANY.
 - THE CITY WILL BE BILLED FOR ALL TRAFFIC SIGNAL SYSTEM POWER COSTS AND WHICH THE CITY WILL PAY TO THE POWER COMPANY. HENNEPIN COUNTY SHALL NOT BE BILLED. THE CONTRACTOR SHALL BE RESPONSIBLE TO PROVIDE TO THE POWER COMPANY THE FOLLOWING BILLING INFORMATION. THE CITY OF CORCORAN.
 - THE CONTRACTOR SHALL VERIFY ALL UTILITY LOCATIONS PRIOR TO CONSTRUCTION.
 - ALL WORK AS DETAILED IN NOTES 1 - 9 SHALL BE AS DIRECTED BY AND TO THE SATISFACTION OF THE ENGINEER AND ALL COSTS SHALL BE INCLUDED IN THE UNIT PRICE BID FOR TRAFFIC CONTROL SIGNAL SYSTEM A (SIG SYS).
 - THE CONTRACTOR SHALL FURNISH AND INSTALL ONE EVP DETECTOR WITH CONFIRMATION LIGHT ON THE MAST ARM OF MA-1, MA-2, MA-3 AND MA-4, WITH PHASING AS SHOWN IN THE PLANS.
 - THE CONTRACTOR SHALL SALVAGE AND INSTALL EXISTING PTZ CAMERA AND LUMINAIRE EXTENSION FROM MA-1.



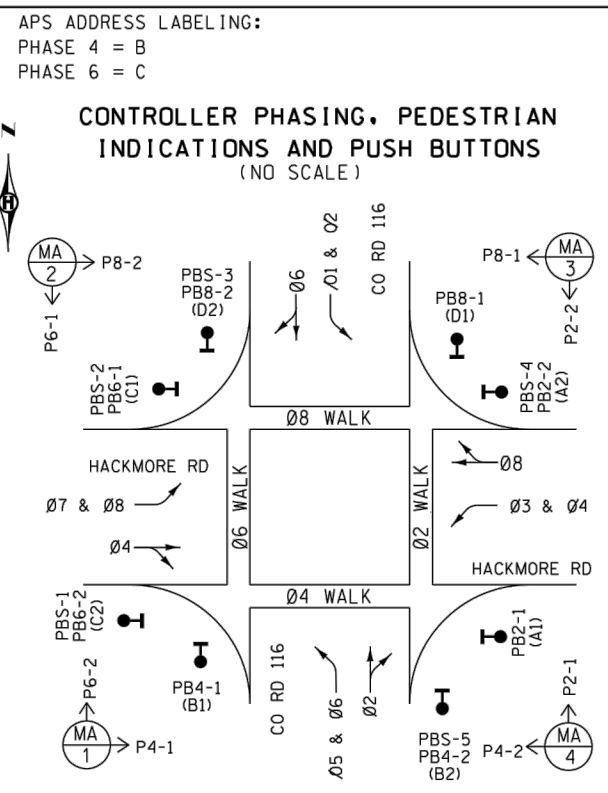
REVISIONS	
NO.	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

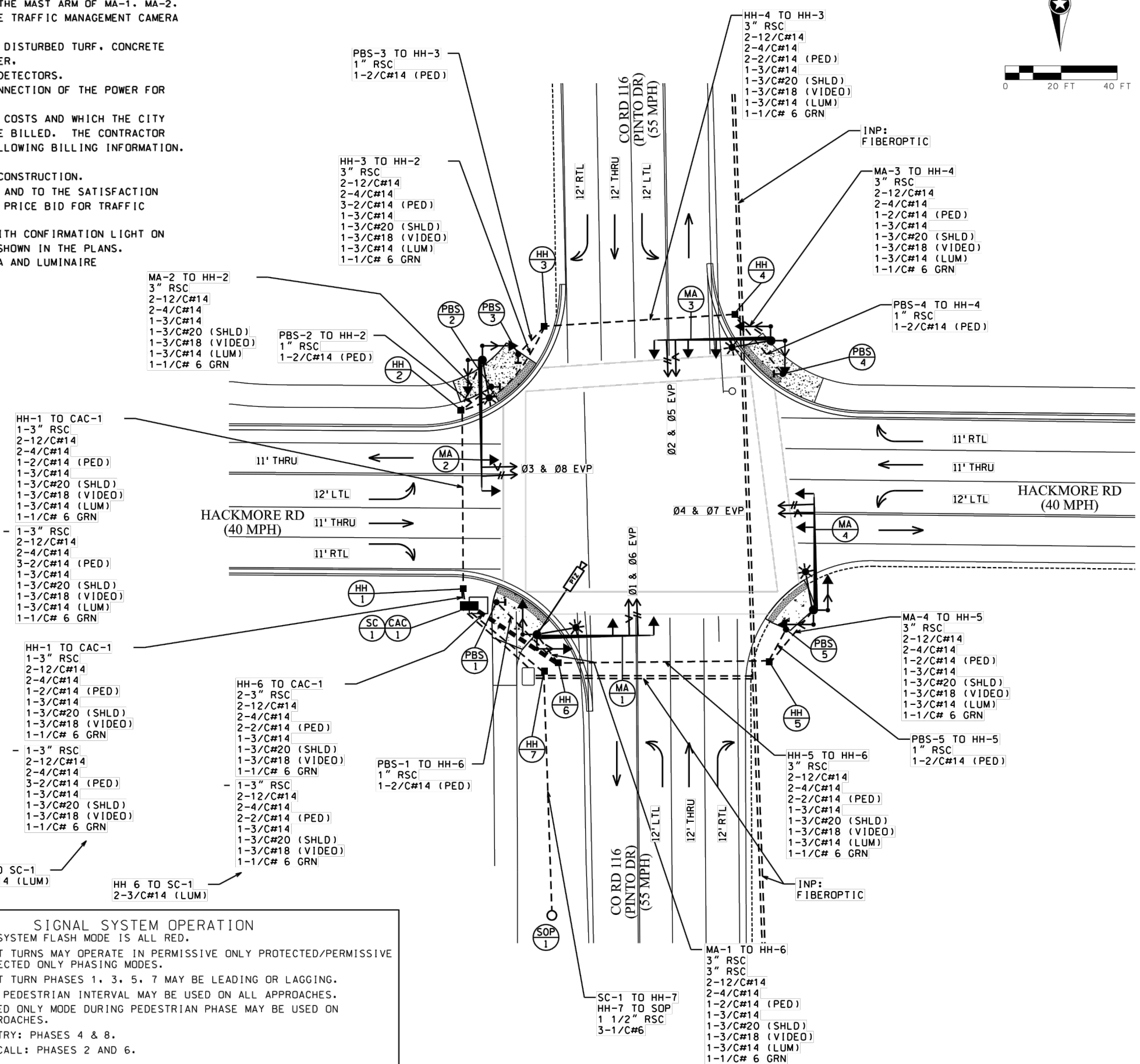
CHARLES T. RICKART
DATE: 05/18/2021 LIC. NO. 26082

CAMERA		LOCATION		PHASE
NO.	TYPE	POLE	MOUNT LOC.	
V-1	DIRECTIONAL	1	MAST ARM	1 & 6
V-2	DIRECTIONAL	2	MAST ARM	3 & 8
V-3	DIRECTIONAL	3	MAST ARM	2 & 5
V-4	DIRECTIONAL	4	MAST ARM	4 & 7

-VIDEO DETECTION CAMERAS SHALL BE MOUNTED ON 6' EXTENSION



- SIGNAL SYSTEM OPERATION**
- SIGNAL SYSTEM FLASH MODE IS ALL RED.
 - ALL LEFT TURNS MAY OPERATE IN PERMISSIVE ONLY PROTECTED/PERMISSIVE OR PROTECTED ONLY PHASING MODES.
 - ALL LEFT TURN PHASES 1, 3, 5, 7 MAY BE LEADING OR LAGGING.
 - LEADING PEDESTRIAN INTERVAL MAY BE USED ON ALL APPROACHES.
 - PROTECTED ONLY MODE DURING PEDESTRIAN PHASE MAY BE USED ON ALL APPROACHES.
 - DUAL ENTRY: PHASES 4 & 8.
 - SOFT RECALL: PHASES 2 AND 6.



HACKMORE RD IMPROVEMENTS PROJECT
CITY OF MEDINA AND CITY OF CORCORAN

SIGNAL PLANS

K:\015661-000\Corr\Plan\015661-000-C-SC-PLAN.dwg 2/28/2023 11:49:17 AM

STAFF REPORT

Agenda Item: 9b.

Council Meeting: March 9, 2023	Prepared By: Jessica Beise
Topic: Resolution Approving Job Description and Appointment of Planning Technician	Action Required: Approval

Summary:

As the City continues to grow at a significant pace, it is necessary at times adjust positions within the organization. The 2023 budget includes a staffing adjustment to remove the part-time Planning Administrative Assistant position in exchange for a full-time Planning Technician. The position was initially created in 2021 to assist with Planning. The position was planned for a transition in the 2023 budget to take on additional code enforcement and rental licensing. Staff is recommending a change in the position from Planning Administrative Assistant to Planning Technician.

Attached to this report is a resolution to reorganize City staff by removing the part-time position of the Administrative Assistant – Planning, approve the Planning Technician position job description, and appoint the position.

Financial/Budget:

Wages and related costs for the Planning Technician position are incorporated into the 2023 budget. The position is budgeted for 32 hours until May 2023 at which time it is budgeted full-time.

Options:

1. Approve Resolution 2023-20 Approving Job Description and Appointment of Planning Technician.
2. Approve Resolution 2023-20 Approving Job Description and Appointment of Planning Technician with amendments.
3. Send back to staff for further review.

Recommendation:

Approve Resolution 2023-20 Approving Job Description and Appointment of Planning Technician.

Council Action:

Consider a motion to approve Resolution 2023-20 Approving Job Description and Appointment of Planning Technician.

Attachments:

1. Resolution 2023-20 Approving Job Description and Appointment of Planning Technician.
2. Planning Technician Job Description.

RESOLUTION NO. 2023-20

Motion By:
Seconded By:

**A RESOLUTION APPROVING THE JOB DESCRIPTION AND APPOINTMENT OF
PLANNING TECHNICIAN**

WHEREAS, the City of Corcoran has an existing organizational structure which must be adjusted as the City grows in order to meet the needs of the community; and

WHEREAS, the City desires to remove and create job descriptions as outlined in this resolution.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Corcoran:

1. The City removes the existing part-time position titled Administrative Assistant - Planning;
2. The City establishes a new position titled Planning Technician, approves the job description, and appoints Dwight Klingbeil to that position effective, March 11th, at Grade 7 in the Start Step.

VOTING AYE

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

VOTING NAY

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 9th day of March, 2023.

Tom McKee – Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

PLANNING TECHNICIAN

City of Corcoran

Department	Administration
Reports To	Planner
Points	226
Grade	7
FLSA	Non-Exempt
Classification	Full Time, Benefit Eligible
Bargaining Unit	NA
Revision Date	February 2023

Scope of Work:

The full-time Planning Technician provides routine and complex administrative and clerical support to the Zoning and Land Use Division including completing site visits and working with the public on a regular basis to provide customer service on land use and zoning issues. The position also provides support for the Planning Commission. This position performs assigned duties without a need for significant work direction on daily tasks. Work is guided by the Planner. The job has no supervisory responsibility.

Essential Duties and Responsibilities:

- Provides technical assistance and information to staff and the public in the administration of specific planning-related programs and ordinances.
- Reviews sign permits, rental dwelling license applications, and certificate of compliance applications to assure compliance with requirements.
- Provides administrative support for planning and zoning.
 - Performs routine office tasks for Planning, Code Enforcement, and Rental Licensing including data entry, file management, copying, answering telephone calls, and responding to e-mails.
 - Assists citizens with information about land use applications, including but not limited to processes and contact information;
 - Types/edits correspondence, reports, memoranda, materials using knowledge of department operations and regulations;
 - Maintains project list and coordinates mapping for city website;
 - Independently answers questions about projects/programs, responds to inquiries from employees, residents and others or refers to appropriate personnel;
 - Schedules meetings as needed for staff;
 - Manages records, files and imaging; maintains planning records, comprehensive plan, zoning ordinance, information sheets, and maps;
 - Maintains confidentiality of non-public information for proposed projects and the preparation of materials;
 - Participates in and assists with strategic initiatives of the department and organization.
 - Maintains a supply of department forms and office materials;
 - Coordinates supply ordering.
- Provides office support to the Planning Commission.
 - Coordinates and prepares Planning Commission agendas, minutes, and packets;
 - Prepares legal notices for publication and mailing for Planning Commission and City Council according to state law.
- Researches and compiles information on a variety of planning issues from multiple sources.
- Prepares maps, charts, and tables of limited complexity.
- Completes rental dwelling license inspections.

PLANNING TECHNICIAN

- Investigates violations of planning regulations and ordinances, including site visits.
- Attends some public meetings, assisting other planning staff as needed.
- Performs other duties and activities as assigned.

Minimum Qualifications:

Candidates for this position must have:

- Associate degree in urban planning, architecture, construction management, environmental science, political science, or related field.
- One year of experience in plan review, zoning administration, and inspections.
- Valid Minnesota Driver's License.

Desired Qualifications:

- A bachelor's degree in urban planning or a related field.
- GIS proficiency.
- Experience working for a local government agency.

Knowledge, Skills and Abilities Required for Successful Job Performance:

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public;
- Demonstrated ability to build positive relationships with employees and managers;
- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information;
- Knowledge of the functions and responsibilities of City Departments, staff, and key community members;
- Knowledge of city computer system, county programs, and the city financial systems;
- Knowledge of and ability to operate standard office software sufficient to manipulate data, draft reports and maintain records;
- Problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns;
- The ability to work independently and to prioritize work requests; ability to plan, coordinate and prioritize several projects or issues simultaneously while meeting project deadlines;
- Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand and interpret complex and varied work-related materials;
- Ability to work with neighboring municipalities and outside professional organizations to continue to learn and bring efficiencies within our organization;
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions;
- Ability to work in a team environment as needed.

Physical Demands and Working Environment:

This position will perform work at City Hall 8200 County Road 116, Corcoran MN. Work is primarily performed in a normal office environment with inspections occurring throughout the City. Physical effort in the office is light, with lifting or carrying up to 25 pounds intermittently. This position will be required to complete field inspections for code enforcement and rental dwelling licenses that may occasionally involve rugged and dirty conditions. Report preparation and word processing will at times require extended use of a keyboard. Work interruptions are frequent. May be the first person to whom

PLANNING TECHNICIAN

an inquiry is delivered by a citizen and may involve dealing with and calming individuals who are emotionally charged over an issue. This job may occasionally require evening and weekend hours.

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

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

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

STAFF REPORT

Agenda Item: 9c.

Council Meeting: March 9, 2023	Prepared By: Kevin Mattson
Topic: NE Water Supply Treatment & Storage Tower – Engineering Construction Administration Proposals	Action Required: Approval

Summary:

On January 26, 2023, the Council awarded bids for the Water Treatment Plant and Storage Tower to serve northeast Corcoran. The utility improvements are a substantial effort that have an estimated construction build out of approximately 2 years.

Staff has worked with the engineering team to develop construction administration proposals for each of the project contract sites. The proposed budgets were prepared using the guidance to estimate a value-based level of service (70% coverage) and not full-time inspections.

These facilities are a significant investment in critical infrastructure. Existing staff have limited capacity, nor the experience required for the specialized construction associated with water treatment plants and storage towers.

Future staffing considerations will be evaluated as the department continues to review its overall organizational structure which may result in additional resources that could be coordinated to offset some of the proposed construction administration expenses.

The attached document is a proposal to complete engineering construction administration for both the NE Water Supply Treatment and Storage Tower projects for council's review and consideration.

Financial/Budget:

Construction administrations costs for the proposed water infrastructure projects have been included in the City's financial management plan. Bonding for these utility improvements is scheduled to take place shortly before the end of this month.

Options:

1. Approve the construction administration services for the NE Water Supply projects (Treatment - \$768,620 and Storage Tower - \$338,940) for a total amount of \$1,107,560 as outlined in the proposals from Stantec.
2. Recommend adjustments to the construction admin level of service percentage.
3. Request staff prepare Request for Proposals (RFP's) to receive proposals from additional engineering firms.
4. Decline to take action.

Recommendation:

Staff recommends approving the construction administration services for the NE Water Supply projects (Treatment - \$768,620 and Storage Tower - \$338,940) for a total amount of \$1,107,560 as outlined in the proposals from Stantec. The familiarity with the city/staff and experience designing both facilities is valuable in proceeding forward.

Council Action:

Consider a motion to approve the construction administration services for the NE Water Supply projects (Treatment - \$768,620 and Storage Tower - \$338,940) for a total amount of \$1,107,560 as outlined in the proposals from Stantec.

Attachments:

1. Proposal for Construction Administration Services for the NE Water Supply Treatment & Storage Tower Projects



Stantec Consulting Services Inc.
733 Marquette Avenue, Suite 1000
Minneapolis MN 55402-2314

March 1, 2023

Project: 227704426

Kevin Mattson
Public Works Director
9100 County Road 19
Corcoran, MN 55340

Dear Kevin,

Reference: Water Supply, Treatment, and Storage Construction Services Authorization

With the City's award of the Northeast Corcoran 3.5 MGD water treatment plant and 1MG water tower construction contracts, Stantec is requesting authorization for construction services to support the City through substantial completion, commissioning, and the warranty period for both projects.

The summary below details the scope of construction services and provides a fee summary for each project. Tasks for both projects are generally similar but vary based on the level of effort and attention required for the water treatment plant and water tower projects, respectively, and the type of construction and construction timelines.

1 Work Plan

Task 1 – Construction Engineering Services

Stantec will support the City in the construction administration by providing the following services:

- **Pre-Construction Meeting:** Conduct a pre-construction meeting with all project stakeholders, including City staff, the selected contractor, local utility companies, and all other affected agencies. Stantec will facilitate the meeting and provide minutes.
- **Conformed Documents:** Stantec shall prepare a conformed set of construction documents that includes all addenda items and design alternates selected for use during construction. These documents do not replace the contract documents.
- **Shop Drawing and Submittal Review:** Stantec shall review drawings and other data submitted by the contractor as required by the construction contract documents. Technical review of contractor submittals by Stantec shall be for general conformity to the construction contract documents and to a level of detail consistent with industry standard of care. The Stantec review shall not relieve the contractor of any of its contractual responsibilities. Such reviews shall not extend to means, methods, techniques, or procedures of construction or to safety precautions and programs

Reference: Water Supply, Treatment, and Storage Construction Services Authorization

incidental thereto. Stantec will provide documentation of each submittal review to the City and Resident Project Representative (RPR).

- **Contractor Proposed Substitutions:** Stantec shall review, coordinate the review of its applicable design and respond to the contractor's requests for substitution of materials and equipment. Stantec will review such requests and will advise the City to the acceptability of such substitutions. Stantec will provide documentation of substitution responses to the City.
- **Requests for Information (RFI):** Stantec shall assist the City to address RFIs and interpret construction contract documents when appropriate as requested by the City or the Contractor. Responses to requests for clarification or information shall be in writing and will be distributed through the City.
- **Change Orders:** Stantec shall review City or Contractor requests for project changes. Stantec shall assist the City in the review of the proposed change, evaluating the change with regard to cost, schedule and technical aspects (engineering evaluation) of the project, and prepare documentation when necessary. Stantec shall also assist the City in negotiations with Contractor to obtain a fair price for work proposed to be added to or deleted from the construction Contract.
- **Arc Flash Study (WTP Only):** Stantec shall incorporate all electrical equipment into an Arc Flash model to ensure safety and conformance to the design and provide Arc Flash labeling prior to startup.
- **Contractor's Schedule:** Stantec shall assist the City in the review and critical analysis of the Contractor's work schedule and related documents such as the Schedule of Values and Schedule of Submittals. This will require an objective analysis of the durations, costs and resources that the Contractor has assigned to each task and an analysis of the project critical path.
- **Construction Progress Meetings:** Stantec shall assist the City in preparing for and conducting monthly Construction Progress Meetings to be led by the City. Stantec shall prepare meeting minutes and distribute to the City and Contractor.
- **Site Visits:** The Stantec project design team personnel with particular areas of responsibilities for the project shall periodically visit the site to observe construction and to confer with the City and Contractor. The Contractor shall advise the City and RPR of observed work being performed during such site visits that may not be in conformance with the Contract Documents.
- **Construction Contract Issues and Conflicts:** Stantec shall review and analyze issues and conflicts that arise during the construction of the project as requested by the City. This effort shall include engineering analysis and effort to resolve issues, conflicts and disputes, including the Contractor's claims for differing subsurface and physical conditions. Engineering analysis into Contractor proposed changes that are not required for the successful completion of the project are excluded from this scope.
- **Punch-List:** Upon Substantial Completion, Stantec shall assist the City in review of the construction work and the associated punch-list of those items to be completed or corrected before Final Completion of the project in coordination with the RPR and Contractor.

Reference: Water Supply, Treatment, and Storage Construction Services Authorization

Task 2 – Resident Project Representative (RPR) Services & Surveying

Stantec will provide a Resident Project Representative (RPR) for the duration of the construction phase.

RPR Services will generally consist of the following tasks:

- Provide on-site RPR services to observe the Contractor's work for general conformance with the Contract Documents. On-site RPR services are assumed for two days per week for the duration of construction of the water treatment plant project and for concrete pours and civil site work as-needed for the water tower project.
- Observe field testing completed by Contractor and review field test results.
- Complete required special inspections. KLM will be subcontracted by Stantec to complete all special inspections related to the water tower shop, weld, and field coating inspections. Due to the specialized nature of this type of work and the very specific requirements, we subcontract these inspection services to a local industry expert.
- Prepare records of the construction progress for each day work is observed including photos of work performed.
- Review Contractor's progress and provide input with respect to Contractor's monthly pay applications.
- Maintain a set of field drawings in cooperation with the Contractor and noting changes or modifications made from the original contract documents.

Stantec will provide surveying services that generally consist of the following tasks:

- Establish benchmarks and provide quantity verification. Contractor shall be responsible for all construction staking for the water treatment project. Complete surveying services including construction staking is provided by Stantec for the water tower project.

Task 3 – Startup & Commissioning

- Startup / Testing: Stantec will provide technical support to assist the City and Contractor during start-up of the proposed Facility. The RPR will be responsible for logging and tracking all equipment startup.
- O&M Manual: Stantec shall incorporate information from the PLC/HMI programmer and integrator and equipment manufacturers to provide an O&M manual that includes a general description of the system, major components of the system, common operating problems, start-up, and specific operation. Submit the draft System O&M Manual for review by the City and modify as required.
- Training Support: Stantec will provide training support and troubleshooting support in addition to manufacturer trainings to familiarize the City with the operational requirements of the facilities. The scope of this support is open to City-specific needs to be further defined upon startup.

Reference: Water Supply, Treatment, and Storage Construction Services Authorization

Task 4 – Project Closeout

- Record Drawings: Stantec shall revise the conformed to construction drawings to incorporate red-line record markups maintained by the Contractor. Stantec will be responsible for issuing final record drawings to the City in electronic file PDF and CAD format.
- Warranty Period: During the two-year warranty period, Stantec shall be available to address any deficiencies of the project and coordinate with the Contractor to rectify warranty items. Prior to the expiration of the Warranty Period, Stantec shall conduct a site visit to review all aspects of the design to identify any outstanding items that need to be corrected.

Task 5 – Project Management

- Project Management: Stantec will be responsible for timely project management and communications, and preparation of a site-specific Health and Safety plan for this project. Project managers are responsible for assigning resources, leading internal meetings, while guiding and overseeing the preparation of a project implementation plan, and the quality management plan.
- Project Communications: The project management team will address questions in a timely manner and will work side by side with the City to resolve issues as they arise during construction.
- Monthly Reports: Stantec shall produce a Monthly Report describing the construction services tasks that Stantec has performed each month. This report shall also include current status against budget and be submitted with its monthly invoicing.

Assumptions & Clarifications

- The proposed scope and fees were developed based upon our understanding of the project scope based upon design work that has been completed to date, and our industry experience. Should additional services or modifications to the anticipated scope of work be required, we will coordinate closely with City staff to stay within the existing fee structure to the extent possible, will track scope changes within a change log, and will coordinate with the City prior to exceeding the proposed fee within this proposal.
- Due to the proximity of the projects and similar project timelines, construction engineering and RPR efforts may be completed by the same individual to consolidate and minimize hours applied to the project.
- The proposed scope and fees for submittal review and RFI responses are based on the contract documents and industry experience. We will work with the Contractor to define the Schedule of Submittals to match the project requirements and proactively manage RFIs. We anticipate that most shop drawings will require no more than two (2) reviews and RFIs can be limited based on proactive project communication. Should reviews or RFI communications hinder project progress, we will coordinate with City staff and present options for addressing submittal content and communications with the Contractor.
- All materials testing fees and coordination are the responsibility of the Contractor.

Reference: Water Supply, Treatment, and Storage Construction Services Authorization

2 Schedule

The following is an estimated timeline for completion of the project activities based on the construction contracts. Stantec's scope and compensation is based on this schedule, with a majority of the work being completed through the final completion phase. Any significant changes to the schedules will be communicated to the City in a timely manner.

Project Phase	Milestone Date (Duration)	
	Water Treatment Plant	Water Tower
Construction Notice to Proceed (NTP)	March 9, 2023	March 9, 2023
Substantial Completion	December 1, 2024 (90 weeks)	October 1, 2024 (82 weeks)
Final Completion	March 1, 2025 (12 weeks)	December 1, 2024 (8 weeks)
Warranty Period	December 1, 2026 (104 weeks)	October 1, 2026 (104 weeks)

3 COMPENSATION

We propose performing the work described herein in accordance with the in-place Professional Services Agreement between the City of Corcoran and Stantec. Stantec has defined discounted individual rates for key City support staff and those discounted rates will be applied on this project. All other services provided by Stantec for this project will be provided in accordance with Stantec's Standard Rate Table 0. Rates for hourly staff may be adjusted on a yearly basis in accordance with our yearly rate review.

We propose that the construction phase services of the project will be provided on a time and materials basis for a not-to-exceed fee. This will provide flexibility with changes to the construction schedule, and the City will only be invoiced for services performed.

Reference: Water Supply, Treatment, and Storage Construction Services Authorization

Invoices for the water treatment plant and water tower projects will be billed separately to aid in budget tracking and scope and schedule management. Stantec will not proceed with additional services or services outside of the scope of work contained in this letter without approval from the City.

We have estimated the level of effort required to perform the work tasks described herein and have summarized them for you below.

Construction Phase Services	Water Treatment Plant	Water Tower
Task 1 - Construction Engineering Services	\$342,210	\$91,050
Task 2 - Resident Project Representative (RPR) & Special Inspection Services	\$247,900	\$180,210*
Task 3 - Start-Up & Commissioning	\$37,610	\$16,300
Task 4 - Project Closeout	\$53,190	\$22,090
Task 5 - Project Management	\$87,710	\$29,290
Subtotal:	\$768,620	\$338,940
Total Not-To-Exceed Fee for Construction Phase Services:	\$1,107,560	

*Includes KLM inspection services of \$102,528 which is billed only for cost incurred.

March 1, 2023
Kevin Mattson

Reference: Water Supply, Treatment, and Storage Construction Services Authorization

4 CLOSING

We hope this letter defines the scope of work, the proposed schedule, and the estimated fee of services to your satisfaction. If you have any questions about the proposed scope, schedule or estimated fee we will be happy to review with you.

Our team is prepared to move forward with assisting the City upon receiving your authorization.

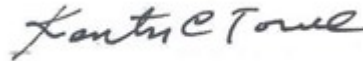
On behalf of our Stantec team, we thank you for this opportunity to be of service to your community. We have enjoyed working with you and your staff through the design development process and we look forward to partnering with the City of Corcoran on delivering safe, reliable, and compliant water to your community.

Sincerely,

STANTEC CONSULTING SERVICES INC.



Steven Hegland PE (MN)
Senior PM/Client Manager
Mobile: 612.741.6548
steven.hegland@stantec.com



Kent Torve PE (MN, TX, SD), LEED AP
City Engineer/Principal
Phone: 612.209.7919
kent.torve@stantec.com

Attachments: Billing Rates Summary

March 1, 2023
Kevin Mattson

Reference: Water Supply, Treatment, and Storage Construction Services Authorization

By signing this proposal, City of Corcoran authorizes Stantec to proceed with the services herein described and the work will be completed in accordance with the existing Master Service Agreement.

This proposal is accepted and agreed on the _____ day of _____, _____ .

Per: _____

Print Name & Title

Signature

STAFF REPORT

Agenda Item: 9d.

Council Meeting: March 9, 2023	Prepared By: Jessica Beise
Topic: 2023 Goals and Measurables	Action Required: Approval

Summary:

The City Council held a work session on January 23, 2023, to review and update the City's mission, vision, values, core strategies, and short-term goals. Council reaffirmed the core strategies and adopted the 2023 short-term goals on February 9, 2023. Staff has reviewed the goals and has created draft measurables for each goal.

Financial/Budget:

Action steps for some items will have a financial impact and will be reviewed as they come to the Council for consideration. Several of the items are planning in nature without additional costs in 2023. Staff will incorporate items into the draft of the 2024 budget.

Options:

1. Provided feedback and adopt the measurables for the 2023 goals.
2. Send back to staff for further review.

Recommendation:

Provided feedback and adopt the measurables for the 2023 goals.

Council Action:

Provided feedback and adopt the measurables for the 2023 goals.

Attachments:

1. 2023 City of Corcoran Core Strategies, Short-Term Goals, and Measurables



CITY OF CORCORAN

2023 City of Corcoran Core Strategies, Short-Term Goals, and Measurables

Core Strategy Enhancing Corcoran's sense of place and identity.		
Strategic Objectives <ol style="list-style-type: none"> Engage residents through proactive outreach and communication. Provide and/or support high quality community events for community gathering. Identify and develop a place where people identify with Corcoran. 	Short-Term Goals <ol style="list-style-type: none"> Identify/Plan City trail corridors, including off-road trail plan, more input/direction from Parks and Trails & Planning Commission. 	Measurables <ol style="list-style-type: none"> Create a map of existing trails that can be utilized for reviewing future trails by 4th quarter.

Core Strategy Provide diverse community amenities and recreational opportunities.		
Strategic Objectives <ol style="list-style-type: none"> Plan for and provide multi-seasonal and multi-use trail and park systems. Provide high quality parks that are unique, innovative, and accessible. 	Short-Term Goals <ol style="list-style-type: none"> Develop a new approach for creating park standards, design and more rapidly construct dedicated parks. Develop a trail maintenance plan. 	Measurables <ol style="list-style-type: none"> Hire an engineering consultant to assist in outlining processes for park creation and construction which can be utilized to develop City Park and dedicated parks. Meet with the Parks and Trails Commission in a work session to outline a park standards document. Create a plan for trail maintenance to bring forward to the Parks and Trails Commission by the end of

		<p>the 2nd quarter.</p> <p>4. Bring the trail maintenance plan forward to the Council for review by the end of the 3rd quarter.</p>
--	--	---

<p>Core Strategy Maintain excellence in safety and security for our community.</p>		
<p>Strategic Objectives</p> <ol style="list-style-type: none"> Promote public safety engagement with the community. Maintain position as one of the safest cities in Minnesota. 	<p>Short-Term Goals</p> <ol style="list-style-type: none"> Evaluate road designations and pedestrian crossings/crosswalk standards to ensure pedestrian safety. Deploy automatic license plate readers for use by Police/Public Safety. Accelerate planning and action for fire, rescue, and first responder services. 	<p>Measurables</p> <ol style="list-style-type: none"> Host a work session to understand desires for pedestrian crossing/crosswalk standards by the end of 2nd Quarter. Create a financial and deployment plan for automatic license plate readers. Complete two action steps within phase one of the Fire Service Action Plan.

<p>Core Strategy Ensure high quality, market driven growth.</p>		
<p>Strategic Objectives</p> <ol style="list-style-type: none"> Be innovative in molding market forces and organic growth into the community. Protect natural character, environmental features, and agricultural roots. Preserve our distinguishing features through market driven development. Be responsive to the needs of businesses, both current and prospective. 	<p>Short-Term Goals</p> <ol style="list-style-type: none"> Review zoning around commercial and industrial, consider types of land uses, buffers, impacts. Finish the PUD project, end cookie-cutter developments. 	<p>Measurables</p> <ol style="list-style-type: none"> Approve an ordinance update work plan related to underlying zoning for commercial and industrial land uses by end of 3rd Quarter. Incorporate feedback from the Joint Work Session; bring back a draft for review by the end of 2nd Quarter.

Core Strategy

Provide high quality, innovative municipal services.

Strategic Objectives

1. Maintain fiscal stability and affordability.
2. Perform exceptionally within the structure of limited government services.
3. Excel at managing change.

Short-Term Goals

1. Align budget process with population growth + inflation

Measurables

1. Draft the 2024 budget to meet the goal of equaling growth and inflation.

DRAFT

STAFF REPORT

Agenda Item: 9e.

Council Meeting: March 9, 2023	Prepared By: Maggie Ung
Topic: Utility Base Rate Discussion	Action Required: Discussion

Summary:

At the December 22, 2022 Council meeting, the 2023 fee schedule was adopted. Prior fee schedules had base fees calculated on units, however, the calculation method of the unit was undefined. One of the changes to the 2023 fee schedule was to define the type of units base fees were charged on with SAC unit as the residential equivalent unit (REU). SAC unit calculations account for several factors such as the type of business, property size, and plumbing connections, to determine maximum potential water and sewer flow created. As noted in previous fee schedules, the base fee for water and sewer was listed as a per unit basis with implementation intended to follow a more defined REU system.

At the January 26, 2023 Council meeting, the REU Credit Policy was adopted to maintain equity to non-residential properties that do not meet the maximum potential flow for water and sewage. All properties will have a minimum of 1 SAC unit charged for utility base fees per month. The policy will allow up to half of the calculated SAC units to be credited based on the amount of water usage the property consumes on an average annual basis. All non-residential would need to apply on a bi-annual basis for staff to review eligibility.

Non-residential property owners have voiced concerns regarding the utility base rate fees since the adoption of the 2023 Fee Schedule and the REU Credit Policy.

Staff could consider alternatives to the SAC unit method. Many surrounding communities use a REU system. Staff has also seen tiered base fees used as an alternate method. Staff is seeking Council direction on next steps.

Financial/Budget:

N/A

Options:

1. Provided feedback.
2. Send back to staff for further review.

Recommendation:

Provided feedback.

Council Action:

Provided feedback.

Attachments:

None

STAFF REPORT

Agenda Item: 10a.

Council Meeting: March 9, 2023	Prepared By: Jessica Beise
Topic: Financial Assistance Request	Action Required: Approval

Summary:

The City has received a request to discuss potential for financial assistance for a sports complex. The requestor is looking at creating a sports complex in the Northeast District. The requestor has not yet submitted a concept/sketch plan but wanted to understand the project limitations before submitting the project. Staff met with Tammy Omdal, the City's financial advisor to discuss potential options. The City could look at tax abatement as a financial tool or look at partnership opportunities.

CJ of Pitch2Pitch is asking for the following consideration:

"I want to discuss the use and financing options associated with the baseball campus and the surrounding 80 acres to be developed as mixed use and light industrial. Understanding utilities, shared use and impact to the city and how to partner to help both grow are what I'd like to investigate further. This will help with knowing financing overall development and finance/investing models so having a solid grasp on the working relationship will help greatly.

Financial/Budget:

The request does not yet have a formal budget impact but could depending on the discussion and options.

Options:

1. Provide feedback to the requestor on potential for financial assistance; if financial assistance is considered, authorize staff to work with legal and financial advisors to bring forward next steps.

Recommendation:

Provide feedback to the requestor on potential for financial assistance; if financial assistance is considered, authorize staff to work with legal and financial advisors to bring forward next steps.

Council Action:

Provide feedback to the requestor on potential for financial assistance; if financial assistance is considered, authorize staff to work with legal and financial advisors to bring forward next steps.

Attachments:

N/A

STAFF REPORT

Agenda Item 10b.

City Council Meeting: March 9, 2023	Prepared By: Natalie Davis McKeown
Topic: Corcoran Locker Plant Site (PID 23-119-23-43-0003)	Action Required: Discussion and Direction

Review Deadline: N/A

1. Application Request

Katie and Dan Goemann requested to be placed on an upcoming City Council agenda to discuss the future use of the site for the Corcoran Locker Plant at 20121 County Road 10.

2. Background

The subject property is the site of the Corcoran Locker Plant which was a butcher shop that provided custom slaughtering, meat cutting, and wrapping since 1972. The community was saddened to learn of the business owner's



Figure 1 Site Location

(Joseph Andres) passing in December of 2022. The Corcoran Locker Plant is no longer open for business according to the business's Facebook page. His daughter and son-in-law, Katie and Dan, intend to sell the property and are looking at their options. Katie and Dan have the following specific questions they would like to discuss with the Council:

1. Will on-site animal slaughtering be considered a permitted use going forward?
2. Does the City have an interest in acquiring the property as part of the adjacent City Park?

Zoning and Land Use

The property is guided for Neighborhood Commercial (C-1) and guided in the 2040 Future Land Use Map for Commercial. The district standards for the C-1 district are attached to this memo. The business operations of the Corcoran Locker Plant included retail services and on-site slaughtering and processing of animals. The subject property is within the MUSA and Phase 1 of the Staging Plan. While site plans have been

required since at least the 1980s for anything that isn't a single-family home or agricultural use, staff could not locate an approved site plan for the site. It is possible the business and structure predate the site plan requirement. It is also possible that a site plan was approved but was not properly kept on file for future reference.

Surrounding Properties

The guiding, zoning, and existing use of the surrounding properties are detailed in the table below. All surrounding properties are within the MUSA and Phase 1 of the Staging Plan.

Direction	Guided	Zoning District	Use
North (Across Co. Rd. 10)	Commercial	C-1	Vacant
East	Commercial	C-1	1050 Bar Listed as Homestead on Hennepin County
South (Across Co. Rd. 50)	Commercial	C-1	Single-family home
West	Parks / Open Space	Public / Institutional (P/I)	City Park

Site Nonconformities

There are several existing nonconformities to consider. Based on the permitted and conditional uses listed in the district, the Corcoran Locker Plant appears to be a legal, nonconforming use. The retail side of the operations is permitted, but on-site slaughtering and processing of animals is not a listed use. The nonconforming use of the site may make it difficult for selling the business to entities hoping to continue operations as-is. While the structure itself can be repaired and maintained, structural alterations cannot create a new nonconformity or expand the nonconforming use. Further, when a nonconforming use has been discontinued for 365 days, the use is no longer protected as a legal nonconformity and cannot resume. This may be a concern if the sale of the property and establishment of a similar business takes longer than a year for operations to resume.

The lot itself is legal, nonconforming in that it doesn't meet the minimum lot area, minimum lot width, or minimum lot depth requirements of the C-1 district. However, the ability to build on and re-develop the site is protected by City Code and MN State Statute.

There are additional legal, nonconforming features of the existing site that may make things difficult for a new property owner. The existing structure does not meet setbacks from the side property lines as well as County Road 10. The principal structure is setback 108' from County Road 50 which does not leave a lot of room for expansion of the structure. There appear to be two accessory structures on the site that are within the

required setback from County Road 50. One of these structures was added around 2009 according to aerial view of the property from Hennepin County which means it is not protected as a legal, nonconforming structure and should be removed to bring the site in compliance. There is no on-site customer parking, so customers park in the public ROW of County Road 10. There appears to be a shared parking arrangement in the back of the property with the 1050 bar to the east. It is unclear if there is a formal agreement between the properties, and staff believes the 1050 bar has not resumed operations since it closed due to COVID-19 regulations. Regardless, the parking layout may also be a legal, nonconformity (at best) as the setback requirements between property lines is not met. Additionally, there is equipment on the west of the building crucial to the processing of animals that encroaches onto the City Park. This encroachment is not protected as a legal, nonconformity and would need to be moved to the back of the site if operations were to continue as-is, but this may make access for deliveries difficult.

Staff has shared with the Goemanns that the site can continue to operate as-is with the exception of the illegal nonconformities noted (assuming the use resumes operations within a year of when the business closed), but expansion is going to be difficult.

3. Discussion Topics

Animal Slaughtering

If the Council would like to continue to allow animal slaughtering and processing without prohibiting expansions of the use for a future business, it would be best to amend the code to include this as a permitted or conditional use in the C-1 district. A variance cannot be granted for a use not permitted within the zoning district.

Some implications to consider include that it may be less than ideal to bring in live animals next to the City Park to be slaughtered as well as deliver dead animals for processing. Additionally, processing can clog up septic and sewer if not managed correctly. These issues can be mitigated, but it may be difficult to create standards that would be possible on this site that make sense to apply in the C-1 district across the board.

If the Council would prefer for animal slaughtering and processing to ultimately sunset at this property, it may be best to default to the existing nonconforming use provisions in the City Code. An Interim Use Permit (IUP) may also be possible, but this may prove prohibitive for the sale of the business as IUPs are subject to continuous review (administrative reviews for compliance with conditions are completed every 3 years), which can create uncertainty and risk. Additionally, just like with a Conditional Use Permit, creating standards for an IUP that would allow animal slaughtering and processing to continue on this property may not make sense for properties zoned C-1 overall.

The Goemanns would find it helpful if the Council would provide feedback on which way they are leaning in this regard. However, an amendment for operations to continue as-is may not be entirely necessary until they reach the 1-year marker if operations have not resumed. The Goemanns should confirm the date the business officially closed to establish a record. If a Zoning Ordinance Amendment is pursued, a subsequent question to consider is whether this will be a city-driven and paid for project or if the property owner should submit a formal land use application with the required fees.

Variances

After further review of the site, staff believes it will be difficult for a different use to come into the site as a change in use or to the overall site will require a site plan, and an incoming business may not be able to meet the prevailing performance standards (such as minimum parking and landscaping requirements for the proposed use). Several variances could potentially be needed. The Council may want to provide direction to the Goemanns whether they will be open to considering variances to allow a permitted or conditional use to go on the site. This will help in how they inform potential buyers of the property.

The Council may want to consider that granting variances for nonconformities on the site will provide legal protections above and beyond what is already granted in the City Code and MN State Statute and would allow the nonconformities to continue in perpetuity regardless of redevelopment on the site. However, a setback variance may be justified considering the constraint caused by the County Road 10 and County Road 50 frontages which would likely mean any redevelopment on the site would require some flexibility. It can be argued that redevelopment of the site could be designed so that a new structure better conforms to the district and performance standards and minimizes the necessary variances. Additionally, the Zoning Ordinance requires any new use to connect to City sewer and water since the property is within the MUSA, unless a variance is granted.

City Park & Transportation Infrastructure

The Goemanns are wondering if the City has any interest in acquiring this property to expand City Park. Staff believes there would be benefit in acquiring this land for future uses such as park land and transportation infrastructure. If Council is open to considering acquiring this property, staff can research further into potential funding opportunities from an economic and/or environmental clean-up standpoint. The Council would likely need to schedule a closed session to discuss the specifics if this is of interest. City Administrator Beise is prepared to speak to this at the meeting if desired. If the Council is not open to considering acquiring this property, then this should be shared with the Goemanns so that they do what they can to seek interested parties that are willing to work within the constraints of the site.

Attachment: Section 1040.100 C-1 (Neighborhood Commercial) District Standards

1040.100 – C-1 (NEIGHBORHOOD COMMERCIAL)

- Subd. 1. Purpose. The purpose of the Neighborhood Commercial (C-1) District is to allow single and multi-use commercial buildings containing convenience retail and service commercial uses at major intersections on small neighborhood scale sites where public sewer is available and sites are designated in the 2030 Comprehensive Plan. The district is intended to accommodate the basic needs of neighborhoods that would not otherwise have convenient access to retail areas in the City. Due to the proximity to residential neighborhoods new buildings shall appear to have similar scale and design elements as the neighboring buildings. Businesses requiring exterior storage for processing retail sales or wholesale activities are not permitted in this district. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area.
- Subd. 2. Permitted Uses.
- A. Bakery, retail
 - B. Banks, savings and loan, credit unions and other financial institutions, with or without drive-through.
 - C. Barbers, Beauty Shops and similar personal service uses.
 - D. Civic Buildings, such as City Hall, libraries, fire stations, etc..
 - E. Copy/print shop
 - F. Day Care Facilities, State licensed, as defined by statute.
 - G. Dry cleaning and laundry pick up, incidental pressing and repair without dry cleaning processing.
 - H. Offices, medical and professional.
 - I. Public and Private Clubs and Lodges.
 - J. Restaurants and cafes (without drive-through).
 - K. Retail goods and service uses of a similar nature within a fully enclosed building (without drive-through and not to exceed 50,000 square feet).
 - L. Taverns

Subd. 3. Accessory Uses.

- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
- B. Accessory uses incidental and customary to uses allowed in this Section.
- C. Day Care Facilities, County licensed, 12 or fewer individuals.
- D. Keeping of Animals, subject to Chapter 81 (animals) of the City Code.

Subd. 4. Conditional Uses. The following are conditional uses, subject to the conditions outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited for a specific use:

- A. Automobile Retail (tires, batteries, etc. No body work or repair work).
- B. Car Washes.
 - 1. The site shall provide stacking space for the car wash. The amount of stacking space shall take into account the type of car wash and the amount of time it takes to wash a vehicle. Stacking spaces shall not interfere with parking spaces or traffic circulation.
 - 2. The exit from the car wash shall have a drainage system which is subject to the approval of the City and gives special consideration to the prevention of ice build-up during winter months.
 - 3. Hours of operation shall be limited to between 7:00 a.m. and 10:00 p.m. daily.
- C. Commercial Kennel, subject to Chapter 81 of the City Code.
- D. Commercial recreation and entertainment.
- E. Drive-through businesses, subject to the standards outlined in Section 1060.060, Subd. 12.
- F. Greenhouses and Nurseries, subject to the following:
 - 1. When abutting a residential use or district, the property shall be screened and landscaped in accordance with this Chapter. All structures shall be set back at least 100 feet from any residential property line.
 - 2. On-site storage and use of pesticides and fertilizers shall meet the standards of the Minnesota Department of Agriculture.

3. Adequate off-street parking is provided on an improved surface as required by this Ordinance.
 4. Adequate parking, loading and maneuvering areas shall be provided.
 5. Loading areas are fully screened from adjacent residential uses.
 6. Not more than 30 percent of the site area shall contain outdoor storage of plants, accessory items and landscaping materials. All other sales and product storage areas must be within an approved building or structure. .
 7. Hours for retail sale of product to customers shall be limited to 7:00 a.m. to 9:00 p.m.
 8. Lighting shall comply with all ordinance requirements. If more than 25 percent of the greenhouse spaces are to be lit at night, they shall be screened from residential properties by use of a retractable curtain, landscaping, buildings or other methods to prevent light pollution, including sky glow.
 9. The site complies with the minimum lot area standards for the district.
 10. Sale of accessory items shall be permitted for the business as long as they cover no more than 10 percent of the outside site area.
 11. The provisions of Section 1070.020 of this Ordinance are considered and satisfactorily met.
- G. Health clubs and fitness centers less than 5,000 square feet in size.
- H. Hospitals, nursing home and similar care facilities.
- I. Hotel, inns and bed and breakfast establishments
- J. Motor Fuel Stations.
1. That the proximate area and location of space devoted to non-automotive merchandise sales shall be specified in the application and in the conditional use permit. Exterior sales or storage shall be only as allowed by the conditional use permit.
 2. The off-street loading space(s) and building access for delivery of goods shall be separate from customer parking and entrances and

shall not cause conflicts with customer vehicles and pedestrian movements.

3. Motor fuel facilities shall be installed in accordance with State and City standards. Additionally, adequate space shall be provided to access gas pumps and to allow maneuverability around the pumps. Underground fuel storage tanks are to be positioned to allow adequate access by motor fuel transports and unloading operations which do not conflict with circulation, access and other activities on the site. Fuel pumps shall be installed on pump islands.
4. All buildings, canopies, and pump islands shall be located to comply with the minimum setback requirements of the zoning district in which they are located.
5. All canopy lighting for motor fuel station pump islands shall be recessed or shielded to provide a 90-degree cutoff. Illumination levels for pump islands shall not exceed 30-foot candles.
6. Litter Control. The operation shall be responsible for litter control within 300 feet of the premises and litter control is to occur on a daily basis. Trash receptacles must be provided at a convenient location on site to facilitate litter control.

K. Towers and Antennas (freestanding) as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance.

L. Veterinary clinic, Animal Hospital and related indoor kennel; and pet grooming.

Subd. 5. Interim Uses. The following are interim uses, subject to the conditions outlined in Section 1070.030 of this Ordinance and the specific standards and criteria that may be cited for a specific use:

A. Temporary structures, subject to the standards in Section 1030.040 (Temporary Structures) of the Zoning Ordinance.

Subd. 6. Uses by Administrative Permit.

A. Essential Services, as allowed by Section 1030.090.

B. Seasonal Outdoor Retail Sales.

1. Seasonal outdoor retail sales shall not exceed a combined total of 120 days in any 12-month period. Outdoor retail sales shall not occupy an

area exceeding 10 percent of a lot's area, and shall meet all yard setback requirements.

2. Where seasonal outdoor retail sales are conducted in a parking lot, they shall be confined to a defined area, and not be allowed to obstruct access of emergency vehicles or pose a traffic safety problem. Temporary fencing or other suitable mechanisms shall be used to delineate the sales area and provide for pedestrian safety.
3. Where tents, temporary green houses, or similar structures are used to store, and/or display merchandise, they shall be anchored to provide a wind-load resistance of 40 miles per hour.

C. Towers and Antennas as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance, only when co-located on an existing structure.

Subd. 7. Area Requirements. The following minimum requirements shall be met in the C-1 district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

Minimum lot area:	
Single-tenant building	25,000 square feet
Multi-tenant building	1 acre
Minimum lot width	100 feet
Minimum lot depth	200 feet
Minimum Principal Structure Setbacks:	
Front, From Major Roadways*	100 feet
Front, From all other streets	25 feet
Side	20 feet
Rear	20 feet
Adjacent to Residential	50 feet
Maximum Principal Building Height	35 feet
Maximum Building Size	50,000 square feet
Maximum Impervious Surface Coverage	80%

**Major Roadways are Principal Arterial, A Minor Reliever, A Minor Expander and A Minor Connector Roadways as shown on the 2040 Roadway Functional Classification map in the 2040 Comprehensive Plan.*

(Ord 348, passed 05-25-17, Ord. 365, passed 06-28-18, Ord. 389, passed 02-28-19)

STAFF REPORT

Agenda Item: 11a.

City Council Meeting: March 9, 2023	Prepared By: Nicholas Ouellette through Kendra Lindahl, AICP
Topic: 2022 Code Compliance Summary	Action Required: Informational

Review Deadline: N/A

1. Background

The City of Corcoran code compliance helps enforce the laws and ordinances of the City regarding zoning and property maintenance issues. Code compliance is conducted on a complaint basis. If the City receives a call with a complaint about a property the Code Compliance Official will inspect the site following the process outlined below. Generally, the City receives a call from a resident describing a violation on a property in their area or one that they frequently drive by. In all cases with code compliance, the goal is to work with the property owner to bring their property into compliance with the City Code.

2. Analysis

The Corcoran code compliance process is as follows:

1. A complaint is received by the City.
2. The subject property inspected by the Code Compliance Official to verify whether it is compliant with City Code. Photographs are taken to verify any issues.
3. A first notice of violation letter is submitted to the property owner which describes the violation, steps (if necessary) to abate the violation and estimated date for a property compliance reinspection.
 - a. Some first notice letters are informational for property owners to avoid future compliance issues, such as dumping lawn clippings in a wetland buffer or pushing snow across a public right-of-way.
4. The Code Compliance Official reinspects the property to determine whether or not the violation has been abated. If so, the case is closed.
5. If the issue was not addressed, a formal violation notice is submitted to the property owner which describes the violation, steps to abate the violation and estimated date for a second property compliance reinspection.
6. The formal violation notice is forwarded to the City Attorney to prosecution if the subject property is not in compliance on the date of the second reinspection.

The first notice of violation letter was implemented in early 2022 as a new tool for code compliance. The intent of the first notice letter is to engage property owners with code

violations in a less aggressive manner than a violation notice and to clearly define the code violation with steps necessary to resolve the issue. Relevant department contacts are provided if the property owner needs to apply for a permit or zoning application. After the reinspection, the Code Compliance Official reaches out to the property owner to follow up on the status of the violation, close the case or note the necessary steps to complete abatement.

Previously, a code violation notice would have been submitted to property owners that required compliance by a certain date or the matter would be presented to the City Attorney to seek compliance through appropriate criminal or civil remedies. The first notice letter has been a successful tool in creating a dialogue with property owners to better understand the code violation issue and offer solutions to bring their property into compliance. The first notice letter also works well for informational purposes to notify property owners of minor violations or remind them of pertinent nuisance standards. Instances such as this may not necessitate a reinspection and the information provided can help avoid future violations.

2022 code compliance statistics:

First Notice Letters Issued	15
Formal Violation Notices Issued	25
Violation Notices Resolved	25

We conducted 127 inspections for code compliance in 2022, including 57 new complaint inspections, 30 of which were valid violations and necessitated intervention. For the 30 valid code violations, 15 first notice of violation letters and 25 violation notices were issued. All 25 violation notices from 2022 inspections were resolved and none were submitted to the City Attorney for further action.

Of the 25 formal violation notices issued:

- Twelve notices were issued for weed and/or tall grass violations. Weed and tall grass violations receive a formal violation notice upon the first inspection of the nuisance due to the time sensitive nature in which weed and tall grass violations must be abated. For example, Canadian Thistle is a noxious weed should be abated as quickly as possible to reduce further seed dispersal.
- Nine violation notices were issued for non-compliant signage. This was done as part of an effort in early 2022 to bring development signs into compliance with the updated sign ordinance in the City Code. City staff had previously notified developers in the fall of 2021 to notify them to obtain permits for construction signs.
- One violation notice for a pre-existing storage nuisance was submitted where a new tenant had assumed responsibility of a non-compliant property.

The 15 first notice letters issued cited the following violations (some letters contained multiple violations):

- Two junk or inoperable vehicle violations.
- Three parking nuisance violations.
- Five sign code violations.
- Three storage nuisance violations.
- Four wetland buffer ordinance violations were noted.

Seventy property reinspections were conducted in 2022. Reinspections were conducted as part of the code compliance process and the City Attorney prosecution process. Fifteen properties were reinspected multiple times to provide the City Attorney with compliance updates when property owners were due in court for prosecution. Some court-related reinspections were made on properties with code violations dating as far back as 2019 because of the back log of court cases due to COVID-19. Code compliance staff also met with the City Attorney to review and improve the process for reinspecting properties in advance of court appearances. Many times, property owners would request a court summons reinspection which allowed the Code Compliance Official to work with property owners and tenants to abate any remaining violations.

Long-term abatement projects have continued through 2022 on properties with major code violation issues. Three properties completed abatement of code violations from 2022 and previous years and no longer require check-in's or inspections from the Code Compliance Official; however, we are still working with two property owners and seeing slow, but continued improvement. Working with property owners on abatement plans is still the main goal rather than abatement prescribed through the courts.

3. Summary

The new compliance strategies are intended to open a dialogue to with property owners to understand and solve the issue before threatening legal action. Staff believes the process changes in 2022 resulted in a positive year for code compliance and look forward to continuous improvement for code compliance in 2023.

City of Corcoran 2023 City Council Schedule

Agenda Item: 12.

Below is a tentative schedule for City Council meetings. The items and schedule are subject to change.

March 9, 2023 Work Session (Tentative)

- Pedestrian Crosswalk Policy

March 9, 2023

- Three Rivers Park District – Cooperative Agreement (Consent?)
- Planning Assistant – Transition PT 32 Hours and FT (Unfinished Business)
- MS4 – Salt Storage Ordinance (Consent)
- 2022 Code Enforcement Report (Staff Reports)
- Joint Powers Agreement – Hackamore Project (Unfinished Business)
- Hackamore Project Approve Plans / Authorize Bids (Unfinished Business)
- Broadband Comcast Contract (Tentative-Consent?)
- Logo Approach and Staff Process for Logo (New Brighton Example)
- 2023 Goals and Measureables
- CSAH 10 & Brockton Lane Turn Lane Improvements – Accept Plans/Specs; Authorize Bids (Cook Lake Turn Lanes) (Consent)
- Trail Haven Bridge Bond – Resolution for the Bridge Bonding Program (Consent)
- Recognizing Brandon Heinz – 20 Years of Service (Presentations)
- Construction Administration Proposal (Tower) (Consent)
- Construction Administration Proposal (Treatment) (Consent)
- Horseshoe Bend Stormwater Engineering Design Proposal (Consent)

March 23, 2023

- Photography Picture Donations
- NW Trails Resolution of Support
- Placeholder to THC Regulations Follow Up
- PUD Ordinance Discussion
- 2023A Bond Sale
- Gmach AUD CUP
- PUD Zoning Amendment
- Appoint Commissioner to Expired Commission Seats – Applications thru 3/17 (Consent)
- 2023 CIP Purchases
- Park Signs Plan
- Watershed Letter of Support
- Logo Approach and Staff Process for Logo
- Horseshoe Bend Drainage Improvements - Engineering Design Proposa
- CSAH 10 & Brockton Lane Turn Lane Improvements – Accept Plans/Specs; Authorize Bids (Cook Lake Turn Lanes)

April 13, 2023 (Mayor Mckee – Excused)

- Commissioner Anderson
- Accept NW Jaycees Tree Donation
- Fund Creation
- 2021 and 2022 Transfers
- Juneteenth Holiday (New Business-Michelle)
- Juneteenth Council Approval for 2024
- CSAH 10 & Brockton Lane Turn Lane Improvements – Award Bid
- CR 116 & Hunters Ridge Turn Lane Improvements – Accept Plans/Specs; Authorize Bids
- Supporting NW Trails DNR Funding

April 27, 2023

- Proclamation – National Public Service Week
- Award RFP for City Park (Tentative)
- Firearms Ordinance Draft

May 11, 2023

- Proclamation – National Police Week
- Park Signs Plan (Unfinished Business?)

May 25, 2023

- Proclamation – National Public Works Week
- CR 116 & Hunters Ridge Turn Lane Improvements – Award Bid

June 8, 2023

- 2024 Budget Goals and Priorities
- Schedule Budget Work Sessions

June 22, 2023

- Progress Report – 2023 Goals and Measurables

July 13, 2023 Work Session (Tentative)

- Draft 2024 Budget

July 13, 2023

- Mid-Year Code Enforcement – Add November Report Next
- Draft 2024 Budget

July 27, 2023

August 10, 2023

- Draft 2024-25 CIP and Pre Orders
- Draft 2024 Budget

August 24, 2023

-

September 14, 2023

- Preliminary Budget and Levy
- Levy Insert

September 28, 2023

- Progress Report – 2023 Goals and Measurables

October 12, 2023

-

October 26, 2023

Additional Future Meetings

Host Special Charter Commission Meeting – March 21, 2023 at 5:30pm

Annual Charter Commission Meeting – September 13, 2023 at 5:30pm