



CITY OF CORCORAN
Corcoran City Council Agenda
June 8, 2023 - 7:00 pm

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**
7. **Consent Agenda**
 - a. 2022 October Draft Regular Council Minutes*
 - b. Financial Claims*
 - c. Juneteenth Holiday - Memorandum of Understanding, Employee Handbook Amendment and City Calendar Update *
 - d. Resolution 2023-53 Approving Temp Liquor License – St. Thomas Church*
 - e. Water Tower - Pay Request 1*
 - f. City Center Drive & 79th Place – Mass Grading and Stormwater Improvements – Pay Request 3*
 - g. Community Block Grant Program*
8. **Planning Business -- Public Comment Opportunity**
9. **Unfinished Business – Public Comment Opportunity**
 - a. Granicus Project*
 - i. Agenda Building Software*
 - ii. Website Maintenance*
 - b. Pedestrian Crossing Policy and Options*
 - c. Employee Recruitment and Retention Subcommittees*
10. **New Business – Public Comment Opportunity**
 - a. Memorial Park Conversation*
 - b. 2024 Budget Goals and Priorities*
 - c. Schedule Work Sessions*
 - d. Street Lighting Policy and Ordinance Discussion*
11. **Staff Reports**
12. **Closed Session**
 - a. Hackamore Road Improvements and Purchase of Property
13. **New Business – Continued***
 - a. Hackamore Road Improvements Agreements*
14. **2023 City Council Schedule***
15. **Adjournment**

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: 883 2896 4698

Press *9 to speak during the Public Comment Sections in the meeting.

Video Link and Instructions:

<https://us02web.zoom.us/j/88328964698>

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

Meeting ID: 883 2896 4698

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 public comment visit:

www.corcoranmn.gov

**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: June 8, 2023	Prepared By: Michelle Friedrich
Topic: Commission Representatives	Action Required Informational

Summary

The advisory commission representatives for the June 8, 2023, Council meeting are as follows:

- Planning Commission: Lindsay Jacobs
- Parks and Trails Commission: Michelle Friedrich

Financial/Budget

N/A

Council Action

N/A

Attachments

N/A

STAFF REPORT

Agenda Item: 7a.

Council Meeting: June 8, 2023	Prepared By: Michelle Friedrich
Topic: Draft Council Minutes – October 13, 2022, and October 27, 2022	Action Required: Informational

Summary

The draft Council Minutes for October 2022 were moved from the Council meeting on May 25 to the meeting on June 8 for review. Council regular meeting Minutes for October 2022 will be provided to Council via email on Tuesday, June 6, with hard copies provided to Council the evening of June 8.

Attachments (Copies will be provided June 8, 2023)

1. Draft Council Minutes – October 13, 2022
2. Draft Council Minutes – October 27, 2022

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		\$884,734.54
(See attached Check Detail Registers)		
Total Checks	\$	884,734.54
Total of Auto Deductions	\$	218,473.08
 TOTAL EXPENDITURES FOR APPROVAL	 \$	 1,103,207.62

		Auto Deductions / Electronic Fund Transfer / Other Disbursements		
Date	Paid to	Amount	Description	
5/19/2023	MN State - Empower	\$ 5,774.55	Employee Deferred Comp/Healthcare Savings	
5/19/2023	Optum Bank	\$ 4,526.35	Employee HSA	
5/19/2023	MN PERA	\$ 24,631.65	Employee Pension	
5/26/2023	ADP	\$ 339.80	Payroll Processing Fee	
6/1/2023	The Hartford	\$ 1,641.21	Employee Disability Premium	
6/1/2023	Optum Bank	\$ 4,378.28	Employee HSA	
6/1/2023	MN PERA	\$ 25,166.03	Employee Pension	
6/1/2023	HealthPartners	\$ 33,144.78	Employee Health Insurance Premium	
6/1/2023	ADP	\$ 118,870.43	Net Payroll and Taxes	
Total		\$ 218,473.08		

INVOICE GL DISTRIBUTION REPORT FOR CITY OF CORCORAN
EXP CHECK RUN DATES 05/26/2023 - 06/08/2023
JOURNALIZED
PAID - CHECK TYPE: PAPER CHECK
CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33850							
100-41900-50401	05/11/23	ADAMS PEST CONTROL, INC.	CITY HALL PEST CONTROL	3653310	06/08/23	111.14	33850
			Total For Check 33850			<u>111.14</u>	
Check 33851							
100-41900-50200	05/27/23	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES - PENS, FLASH DRIV	19T6-VTLV-KPW4	06/08/23	65.67	33851
100-41900-50200	05/26/23	AMAZON CAPITAL SERVICES	MONITOR SECURITY SCREEN	13M1-6QYK-HNW4	06/08/23	66.42	33851
100-42100-50321	05/28/23	AMAZON CAPITAL SERVICES	CELL PHONE CASES AND SCREEN PROTEC	13F9-33Q3-MVQY	06/08/23	470.71	33851
			Total For Check 33851			<u>602.80</u>	
Check 33852							
100-42100-50207	05/18/23	AMELIA FADDEN	MILEAGE REIMBURSEMENT	05182023	06/08/23	259.38	33852
			Total For Check 33852			<u>259.38</u>	
Check 33853							
100-42100-50210	04/27/23	AXON ENTERPRISE, INC.	2021 TASER 7 BASIC BUNDLE	INUS153979	06/08/23	785.74	33853
			Total For Check 33853			<u>785.74</u>	
Check 33854							
100-41900-50212	05/10/23	BEAUDRY OIL COMPANY	UNLEADED 87	2344202	06/08/23	42.63	33854
100-42100-50212	05/10/23	BEAUDRY OIL COMPANY	UNLEADED 87	2344202	06/08/23	1,875.87	33854
100-43100-50212	05/10/23	BEAUDRY OIL COMPANY	UNLEADED 87	2344202	06/08/23	213.17	33854
100-43100-50212	05/10/23	BEAUDRY OIL COMPANY	ULS #2 DYED KODIAK B20	2344201	06/08/23	1,584.77	33854
100-43100-50212	05/23/23	BEAUDRY OIL COMPANY	ULS #2 DYED KODIAK FUEL	2351107	06/08/23	1,381.88	33854
			Total For Check 33854			<u>5,098.32</u>	
Check 33855							
100-41920-50210	04/06/23	CANVAS SOLUTIONS INC	04/2023-04/2024 SUBSCRIPTION	INV00126680	06/08/23	1,096.20	33855
			Total For Check 33855			<u>1,096.20</u>	
Check 33856							
100-00000-22205	05/31/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3835	06/08/23	58.00	33856
100-00000-22205-017	05/31/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3835	06/08/23	377.00	33856
100-00000-22205-058	05/31/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3835	06/08/23	275.50	33856
100-00000-22205-098	05/31/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3835	06/08/23	239.25	33856
100-41600-50300	05/31/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3835	06/08/23	4,233.17	33856
100-42100-50304	05/31/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3835	06/08/23	4,668.00	33856
419-43100-50304	05/31/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	3835	06/08/23	2,247.50	33856
			Total For Check 33856			<u>12,098.42</u>	
Check 33857							
100-41900-50400	05/17/23	CINTAS - 470	CITY HALL MATS	4155806944	06/08/23	133.06	33857
100-42100-50400	05/24/23	CINTAS - 470	LG BATH TOWEL	4156514906	06/08/23	16.20	33857
100-43100-50400	05/24/23	CINTAS - 470	SMALL TOWEL/CRT CABINET	4156514885	06/08/23	132.52	33857
100-43100-50400	05/24/23	CINTAS - 470	LG BATH TOWEL	4156514799	06/08/23	55.12	33857
100-43100-50400	05/24/23	CINTAS - 470	MICROFIBER WIPE	4156514791	06/08/23	18.20	33857
100-43100-50417	05/24/23	CINTAS - 470	UNIFORMS	4156515006	06/08/23	194.17	33857
			Total For Check 33857			<u>549.27</u>	
Check 33858							
100-00000-22205	05/25/23	CITY OF CORCORAN	CITY PLANNER TIME 22-0042 - NOV 20	BP22-0042	06/08/23	1,251.25	33858
100-00000-22205	05/25/23	CITY OF CORCORAN	CITY PLANNER TIME 22-0042 - DEC 20	BP22-0042.2	06/08/23	406.25	33858
100-00000-22205	05/25/23	CITY OF CORCORAN	CITY PLANNER TIME 23-0002 - JAN 20	BP23-0002	06/08/23	113.75	33858
100-00000-22205	05/25/23	CITY OF CORCORAN	CITY PLANNER TIME 23-0002 - FEB 20	BP23-0002.2	06/08/23	455.00	33858
100-00000-22205	05/25/23	CITY OF CORCORAN	CITY PLANNER TIME 23-0002 - MARCH	BP23-0002.3	06/08/23	130.00	33858
100-00000-22205	05/25/23	CITY OF CORCORAN	CITY PLANNER TIME 23-0002 - APRIL	BP23-0002.4	06/08/23	48.75	33858

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33858							
100-00000-22205	05/25/23	CITY OF CORCORAN	CITY PLANNER TIME 23-0002 - MAY 23	BP23-0002.5	06/08/23	65.00	33858
			Total For Check 33858			<u>2,470.00</u>	
Check 33859							
100-41920-50300	05/17/23	COMPUTER INTEGRATION TECH	IT SUPPORT SERVICES	350824	06/08/23	742.50	33859
			Total For Check 33859			<u>742.50</u>	
Check 33860							
100-41130-50350	05/18/23	ECM PUBLISHERS INC	JUNE 1 PH ZONING SECTION 1030	947846	06/08/23	59.57	33860
100-41900-50350	05/18/23	ECM PUBLISHERS INC	JUNE 1 PH STIEG RD AND COUNTY ROAD	947847	06/08/23	67.49	33860
			Total For Check 33860			<u>127.06</u>	
Check 33861							
100-00000-22205	05/25/23	GEORGE B GMACH	ZOA APPLICATION ESCROW REFUND 22-0	BP22-0042.3	06/08/23	233.00	33861
			Total For Check 33861			<u>233.00</u>	
Check 33862							
100-41900-50401	05/22/23	GREAT NORTHERN WINDOW CLEANE	CITY HALL WINDOW CLEANING	2576	06/08/23	358.30	33862
			Total For Check 33862			<u>358.30</u>	
Check 33863							
100-42100-50403	05/03/23	GUARDIAN FLEET SAFETY	SQUAD 569 REPAIR	23-0428	06/08/23	95.00	33863
			Total For Check 33863			<u>95.00</u>	
Check 33864							
100-42100-50323	04/05/23	HENNEPIN COUNTY INFO TECH	PD RADIO LEASE FEES MARCH 2023	1000204729	06/08/23	1,442.97	33864
			Total For Check 33864			<u>1,442.97</u>	
Check 33865							
416-42100-50210	05/18/23	INTOXIMETERS, INC.	INTOXIMETER SUPPLIES/PARTS	734535	06/08/23	2,125.00	33865
			Total For Check 33865			<u>2,125.00</u>	
Check 33866							
100-42100-50417	05/18/23	J&J ATHLETICS	POLICE PATCHES	13178	06/08/23	354.00	33866
			Total For Check 33866			<u>354.00</u>	
Check 33867							
100-00000-22205	05/25/23	LANDFORM PROFESSIONAL SERVIC	KEEFE MINOR SUBDIVISION 22-063	34353	06/08/23	79.00	33867
100-00000-22205	05/25/23	LANDFORM PROFESSIONAL SERVIC	KARINIEMI WICHT SKETCH PLAN 23-004	34363	06/08/23	1,776.00	33867
100-00000-22205-013	05/16/23	LANDFORM PROFESSIONAL SERVIC	BECHTOLD FARMS FINAL PLAT 22-024	34357	06/08/23	257.75	33867
100-00000-22205-017	05/17/23	LANDFORM PROFESSIONAL SERVIC	COOK LAKE PUD AMENDMENT PROJECT 23	34362	06/08/23	1,782.00	33867
100-00000-22205-024	05/16/23	LANDFORM PROFESSIONAL SERVIC	D&D SERVICE CUP SP AND VARIANCE 21	34350	06/08/23	63.75	33867
100-00000-22205-056	05/16/23	LANDFORM PROFESSIONAL SERVIC	TAVERA 5TH FP AND FPUD 22-068	34352	06/08/23	88.00	33867
100-00000-22205-056	05/16/23	LANDFORM PROFESSIONAL SERVIC	TAVERA 4TH FPUD AND FP 22-028	34356	06/08/23	39.50	33867
100-00000-22205-058	05/16/23	LANDFORM PROFESSIONAL SERVIC	RAVINIA 15TH FP, PUD AMENDMENT AND	34348	06/08/23	237.00	33867
100-00000-22205-058	05/16/23	LANDFORM PROFESSIONAL SERVIC	RAVINIA 12TH FINAL PLAT & FINAL PU	34347	06/08/23	24.25	33867
100-00000-22205-087	05/16/23	LANDFORM PROFESSIONAL SERVIC	BELLWETHER 8TH FP AND FPUD 22-007	34358	06/08/23	48.50	33867
100-00000-22205-087	05/16/23	LANDFORM PROFESSIONAL SERVIC	ENCORE FINAL PUD & FP 18-027	34346	06/08/23	257.75	33867
100-00000-22205-087	05/16/23	LANDFORM PROFESSIONAL SERVIC	AMBERLEY/BELLWETHER 6TH FP & FPUD	34349	06/08/23	48.50	33867
100-00000-22205-098	05/17/23	LANDFORM PROFESSIONAL SERVIC	RUSH CREEK RESERVE 3RD PROJECT 23-	34361	06/08/23	4,301.50	33867
100-00000-22205-110	05/16/23	LANDFORM PROFESSIONAL SERVIC	SCHERBER CUP AND SP 21-007	34351	06/08/23	616.00	33867
100-00000-22205-132	05/25/23	LANDFORM PROFESSIONAL SERVIC	WALCOTT GLEN FP AND FPUD 22-036	34354	06/08/23	864.75	33867
100-41910-50300	05/16/23	LANDFORM PROFESSIONAL SERVIC	BUFFER YARD ORDINANCE AMENDMENT 22	34355	06/08/23	1,404.50	33867
100-41910-50300	05/17/23	LANDFORM PROFESSIONAL SERVIC	CITY MEETINGS PLANNER LINDAHL TIME	34359	06/08/23	4,191.25	33867
100-42401-50300	05/17/23	LANDFORM PROFESSIONAL SERVIC	CODE ENFORCEMENT	34360	06/08/23	2,188.75	33867

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33867							
Total For Check 33867						18,268.75	
Check 33868							
100-41130-50325	04/24/23	METRO SALES INC	COPIER CHARGES	INV2272145	06/08/23	280.57	33868
100-41920-50210	04/24/23	METRO SALES INC	COPIER CHARGES	INV2272145	06/08/23	2,445.55	33868
Total For Check 33868						2,726.12	
Check 33869							
602-00000-20800	06/01/23	METROPOLITAN COUNCIL	MAY 2023 SAC CHARGES	05012023	06/08/23	52,185.00	33869
602-00000-36200	06/01/23	METROPOLITAN COUNCIL	MAY 2023 SAC CHARGES	05012023	06/08/23	(521.85)	33869
Total For Check 33869						51,663.15	
Check 33870							
100-41320-50433	05/01/23	MN CITY/COUNTY MGMT ASSOC	MCMA 2023 MEMBERSHIP - BEISE	05012023	06/08/23	182.51	33870
Total For Check 33870						182.51	
Check 33871							
601-49400-50300	05/12/23	MN DEPARTMENT OF HEALTH	WATER CONNECTION (4/1/23 - 6/30/23	2Q 2023	06/08/23	2,393.00	33871
Total For Check 33871						2,393.00	
Check 33872							
100-00000-21710	05/31/23	NATALIE DAVIS MCKEOWN	DEPENDENT CARE REIMBURSEMENT	06082023	06/08/23	192.31	33872
Total For Check 33872						192.31	
Check 33873							
408-00000-20610	05/31/23	PARK CONSTRUCTION COMPANIES	MASS GRADING & STORMWATER CITY CEN	PAY 3	06/08/23	(26,038.93)	33873
408-48010-50530	05/31/23	PARK CONSTRUCTION COMPANIES	MASS GRADING & STORMWATER CITY CEN	PAY 3	06/08/23	520,778.70	33873
Total For Check 33873						494,739.77	
Check 33874							
601-00000-16500	05/31/23	PHOENIX FABRICATORS & ERECTO	CORCORAN WATER TOWER STORAGE TANK	2277052074 PAY	06/08/23	115,000.00	33874
601-00000-20610	05/31/23	PHOENIX FABRICATORS & ERECTO	CORCORAN WATER TOWER STORAGE TANK	2277052074 PAY	06/08/23	(5,750.00)	33874
Total For Check 33874						109,250.00	
Check 33875							
100-41130-50350	05/23/23	POSTMASTER	SUMMER/FALL 2023 NEWSLETTER	05232023	06/08/23	1,950.00	33875
Total For Check 33875						1,950.00	
Check 33876							
100-41900-50413	05/14/23	QUADIENT LEASING USA INC	FOLDER INSERTER LEASE (6/15/23 - 9	N9942315	06/08/23	141.99	33876
601-49400-50413	05/14/23	QUADIENT LEASING USA INC	FOLDER INSERTER LEASE (6/15/23 - 9	N9942315	06/08/23	141.99	33876
602-49450-50413	05/14/23	QUADIENT LEASING USA INC	FOLDER INSERTER LEASE (6/15/23 - 9	N9942315	06/08/23	141.99	33876
Total For Check 33876						425.97	
Check 33877							
100-43100-50321	05/18/23	SPRINT	CELL SERVICE 04/15/23-05/14/23	391283315-258	06/08/23	286.78	33877
Total For Check 33877						286.78	
Check 33878							
100-00000-21709	05/17/23	STANDARD INSURANCE COMPANY	JUNE 2023 LIFE INSURANCE PREMIUMS	06-2023	06/08/23	1,809.35	33878
Total For Check 33878						1,809.35	
Check 33879							
100-00000-22205	05/30/23	STANTEC CONSULTING SERVICES	CR 116 & HUNTERS RIDGE TURN LANE I	2085282	06/08/23	10,374.81	33879
100-00000-22205	05/30/23	STANTEC CONSULTING SERVICES	HOPE COMMUNITY DEVELOPMENT PROJECT	2085258	06/08/23	24,875.12	33879

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33879							
100-00000-22205	05/30/23	STANTEC CONSULTING SERVICES	RED BARN PET RETREAT	2085259	06/08/23	421.10	33879
100-00000-22205	05/30/23	STANTEC CONSULTING SERVICES	SCHERBER CR 30 DEVELOPMENT PROJECT	2085261	06/08/23	3,519.30	33879
100-00000-22205	05/30/23	STANTEC CONSULTING SERVICES	KWIK TRIP CR 101 DEVELOPMENT PROJE	2085262	06/08/23	802.00	33879
100-00000-22205	05/30/23	STANTEC CONSULTING SERVICES	REFUGE AT RUSH CREEK WETLAND BANK	2085264	06/08/23	406.00	33879
100-00000-22205	05/30/23	STANTEC CONSULTING SERVICES	WCA	2085265	06/08/23	1,618.00	33879
100-00000-22205	05/30/23	STANTEC CONSULTING SERVICES	HACKAMORE ROAD IMPROVEMENTS	2085245	06/08/23	321.80	33879
100-00000-22205-017	05/30/23	STANTEC CONSULTING SERVICES	COOK LAKE TURN LANE	2085287	06/08/23	14,548.52	33879
100-00000-22205-017	05/30/23	STANTEC CONSULTING SERVICES	COOK LAKE HIGHLANDS DEVELOPMENT PR	2085253	06/08/23	1,348.00	33879
100-00000-22205-056	05/30/23	STANTEC CONSULTING SERVICES	TAVERA DEVELOPMENT PROJECT	2085254	06/08/23	2,304.10	33879
100-00000-22205-058	05/30/23	STANTEC CONSULTING SERVICES	RAVINIA DEVELOPMENT PROJECT	2085251	06/08/23	3,776.90	33879
100-00000-22205-076	05/30/23	STANTEC CONSULTING SERVICES	NELSON TRUCKING DEVELOPMENT PROJEC	2085255	06/08/23	2,452.00	33879
100-00000-22205-087	05/30/23	STANTEC CONSULTING SERVICES	STIEG ROAD DESIGN	2085272	06/08/23	9,407.60	33879
100-00000-22205-087	05/30/23	STANTEC CONSULTING SERVICES	AMBERLY (1,2) BELLWETHER (6,7,9)	2085257	06/08/23	863.40	33879
100-00000-22205-098	05/30/23	STANTEC CONSULTING SERVICES	RUSH CREEK RESERVE DEVELOPMENT PRO	2085313	06/08/23	1,715.10	33879
100-00000-22205-098	05/30/23	STANTEC CONSULTING SERVICES	WCA	2085265	06/08/23	351.50	33879
100-00000-22205-117	05/30/23	STANTEC CONSULTING SERVICES	ST THERESE SENIOR LIVING DEVELOPME	2085260	06/08/23	1,662.00	33879
100-00000-22205-128	05/30/23	STANTEC CONSULTING SERVICES	WRIGHT HENNEPIN SUBSTATION	2085263	06/08/23	1,321.80	33879
100-00000-22205-129	05/30/23	STANTEC CONSULTING SERVICES	WALCOTT GLEN DEVELOPMENT PROJECT	2085256	06/08/23	402.80	33879
100-00000-22205-132	05/30/23	STANTEC CONSULTING SERVICES	BELLWETHER DEVELOPMENT PROJECT	2085252	06/08/23	4,133.40	33879
100-42400-50303	05/30/23	STANTEC CONSULTING SERVICES	NEW CONSTRUCTION INSPECTION	2085266	06/08/23	1,922.40	33879
100-43170-50300	05/30/23	STANTEC CONSULTING SERVICES	HORSESHOE BEND DRIVE DESIGN	2085274	06/08/23	7,472.30	33879
100-43170-50300	05/30/23	STANTEC CONSULTING SERVICES	ENGINEERING DESIGN STANDARD UPDATE	2085284	06/08/23	296.00	33879
100-43170-50300	05/30/23	STANTEC CONSULTING SERVICES	GENERAL ENGINEERING SERVICES	2085247	06/08/23	5,854.50	33879
100-43170-50309	05/30/23	STANTEC CONSULTING SERVICES	GENERAL ENGINEERING SERVICES	2085247	06/08/23	166.80	33879
100-43170-50309	05/30/23	STANTEC CONSULTING SERVICES	WCA	2085265	06/08/23	213.00	33879
408-48009-50303	05/30/23	STANTEC CONSULTING SERVICES	BRIDGE REPLACEMENT DESIGN-CITY OF	2085267	06/08/23	4,947.80	33879
408-48010-50300	05/30/23	STANTEC CONSULTING SERVICES	CITY CENTER DR AND 79TH PLACE	2085270	06/08/23	1,052.00	33879
408-48010-50303	05/30/23	STANTEC CONSULTING SERVICES	CITY CENTER DR & 79TH PLACE STREET	2085276	06/08/23	39,123.60	33879
419-43100-50303	05/30/23	STANTEC CONSULTING SERVICES	HACKAMORE ROAD IMPROVEMENTS	2085245	06/08/23	1,877.50	33879
601-00000-16500	05/30/23	STANTEC CONSULTING SERVICES	WATER SUPPLY, TREATMENT, AND STORA	2085269	06/08/23	11,143.60	33879
601-49400-50303	05/30/23	STANTEC CONSULTING SERVICES	NEW CONSTRUCTION INSPECTION	2085266	06/08/23	920.87	33879
601-49400-50303	05/30/23	STANTEC CONSULTING SERVICES	NE CORCORAN WATER TOWER	2085281	06/08/23	5,352.69	33879
602-49450-50303	05/30/23	STANTEC CONSULTING SERVICES	NEW CONSTRUCTION INSPECTION	2085266	06/08/23	920.88	33879
Total For Check 33879						167,889.19	
Check 33880							
100-42100-50209	05/19/23	STREICHER'S POLICE EQUIPMENT	RESERVE OFFICER UNIFORM	I1635221	06/08/23	180.97	33880
Total For Check 33880						180.97	
Check 33881							
100-43100-50210	05/17/23	TOTAL COMPLIANCE SOLUTIONS,	DRUG TESTING PROGRAM 06/2023-06/20	72633	06/08/23	110.00	33881
Total For Check 33881						110.00	
Check 33882							
100-00000-36200	03/06/23	CREDIT CARD PURCHASES	US BANK CREDIT CARD REWARDS REBATE	03062023	06/08/23	(306.53)	33882
100-41920-50221	05/26/23	CREDIT CARD PURCHASES	LENOVO LAPTOP AND MONITORS - DETEC	4642784002	06/08/23	2,640.65	33882
100-42100-50212	05/23/23	CREDIT CARD PURCHASES	HOLIDAY STATION - FUEL PURCHASE	62006	06/08/23	44.39	33882
100-42100-50300	05/20/23	HUMANITY LLC	PD SHIFT PLANNING 05/20/23-06/19/2	INV00270418	06/08/23	80.00	33882
100-42100-50322	05/18/23	CREDIT CARD PURCHASES	UPS STORE - SHIPPING PACKAGE TO AL	05182023	06/08/23	28.23	33882
100-42100-50438	05/23/23	RAY ALLEN MANUFACTURING	K9 BREAKER BAR	219730	06/08/23	93.52	33882
100-45100-50207	05/16/23	CREDIT CARD PURCHASES	RED CROSS CPR TRAINING - CHRISTENS	447647	06/08/23	33.30	33882
Total For Check 33882						2,613.56	
Check 33883							

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 33883 100-41920-50210	05/19/23	US BANKCORP EQUIPMENT FINANC	COPIER LEASE	501887855	06/08/23	424.46	33883
			Total For Check 33883			<u>424.46</u>	
Check 33884 601-49400-50210	03/10/23	WATER LABORATORIES, INC.	COLIFORM	77732	06/08/23	36.00	33884
			Total For Check 33884			<u>36.00</u>	
Check 33885 100-43100-50381	05/24/23	XCEL ENERGY	PW BUILDING ELECTRICITY	829637849	06/08/23	1,043.55	33885
			Total For Check 33885			<u>1,043.55</u>	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Fund Totals:							
			Fund 100 GENERAL FUND			156,657.20	
			Fund 408 PAVEMENT MANAGEMENT			539,863.17	
			Fund 416 CAPITAL-EQUIPMENT CERTS			2,125.00	
			Fund 419 HACKAMORE UPGRADE (LENNAR)			4,125.00	
			Fund 601 WATER			129,238.15	
			Fund 602 SEWER			52,726.02	
			Total For All Funds:			<hr/>	884,734.54

STAFF REPORT

Agenda Item: 7c.

Council Meeting: June 8, 2023	Prepared By: Maggie Ung
Topic: Juneteenth Holiday - Memorandum of Understanding, Employee Handbook Amendment and City Calendar Update	Action Required: Approval

Summary:

A bill to establish Juneteenth as a state-recognized holiday was passed by the Senate and the House and has recently been signed into law by Governor Tim Walz. The holiday is to recognize the date on which slavery was abolished in the United States. Public business cannot be conducted on June 19th in observance of the holiday. The bill sets the holiday to be effective June 19, 2023, requiring that day to be observed.

A memorandum of understanding has been drafted to the labor agreement to incorporate the approved the new holiday. An amendment to the Employee Handbook has been drafted to include the new holiday. The City Calendar has been updated to reflect the new holiday.

Financial/Budget:

Cost will be factored into regular wages for each department.

Council Action:

Approve and execute the Memorandum of Understanding, adopt the Employee Handbook Amendment; and adopt the modified City Calendar.

Attachments:

1. Memorandum of Understanding
2. Employee Handbook Amendment
3. City Calendar
4. Informational Memo – Juneteenth Holiday

MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF CORCORAN
AND
MINNESOTA TEAMSTERS PUBLIC AND LAW ENFORCMENT EMPLOYEES'
UNION,
LOCAL NO. 320

This Memorandum of Agreement is entered into between the City of Corcoran (hereafter "Employer") and Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320 (hereafter "Union") representing police officers and corporals and concerns details related to Juneteenth holiday.

WHEREAS, the Employer and the Union are parties to a collective bargaining agreement in effect January 1, 2023 until December 31, 2025; and

WHEREAS, the Governor signed Senate File 13 amending Minnesota Statute 645.44, subdivision 5 establishing June 19 ("Juneteenth") as an official state holiday effective August 1, 2023; and

WHEREAS, a provision in HF1830, the state and local government omnibus bill, changed the effective date to June of 2023, requiring that Juneteenth be observed in 2023.

WHEREAS, the Employer wishes to provide Juneteenth as a paid holiday to all employees effective in 2023.

NOW THEREFORE, the parties have agreed to the contract change as follows effective in 2023:

1. Holidays
15.1 Employer grants to each employee twelve (12) eight (8) hour paid holidays per year at their base pay rate. Paid holidays are as follows:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth Day	Christmas Eve Day
Independence Day	Christmas Day

2. This Memorandum of Agreement represents the full and complete agreement between the parties regarding this matter. All other laspects of the CBA shall remain in full force and effect.

FOR THE EMPLOYER

Tom McKee, Mayor

Date

Jessica Beise, City Administrator

Date

FOR THE UNION

Steve Warren, Steward

Date

Jesse Olson, Steward

Date

Vance Rolfzen, Business Agent

Date

City of Corcoran Employee Handbook

accrual will be forfeited. No PTO will be allowed to accrue in excess of this amount without the approval of the City Administrator.

PTO will be paid at the employee’s normal rate of pay at the time of the absence. It does not include overtime or any special forms of compensation such as shift differentials.

PTO is to be requested at least one week in advance by completing a “Request for Time Off” form and submitting it to their supervisor for approval. Whenever possible, the PTO will be granted - provided it does not interrupt workflow. It is normally granted on a first come-first served basis. If the request is denied, the supervisor will discuss it personally with the employee. If the absence has been unplanned, the employee should complete this form when they return to work or ask their supervisor to complete it for them. In all cases, the employee must record the PTO hours on his/her time sheet.

Non-exempt employees can use PTO in increments of 1 hour or more; however, the employee’s total hours for the week (including the PTO) cannot exceed his/her normally scheduled work hours. For example, if an employee is normally scheduled for 40 hours/week and has 38.07 regular hours, he/she can use no more than 1 hour of PTO to bring the total to 39.07 hours. PTO counts as hours worked for overtime purposes.

Exempt employees must use PTO in full or half-day increments.

Employees are responsible to plan and manage their own PTO hours by referring to the accruals on their paychecks. Discrepancies should be reported immediately to the City Administrator.

Employees will not be granted PTO pay in lieu of taking time off.

Earned, unused PTO will be paid to an employee at the time employment terminates.

Holidays - Paid

The City observes the following official holidays:

New Year’s Day	January 1st
Martin Luther King Day	Third Monday of January
President’s Day	Third Monday of February
Memorial Day	Last Monday of May
Juneteenth Day	June 19th
Independence Day	July 4th
Labor Day	First Monday of September
Veterans Day	November 11th
Thanksgiving Day	Fourth Thursday of November
Day after Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24 th
Christmas Day	December 25 th

2023 CITY OF CORCORAN

JANUARY						
S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

FEBRUARY						
S	M	T	W	T	F	S
25	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

MARCH						
S	M	T	W	T	F	S
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

APRIL						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

MAY						
S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

JUNE						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

JULY						
S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

AUGUST						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

SEPTEMBER						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

OCTOBER						
S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

NOVEMBER						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

DECEMBER						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

May 23, 2023 A provision included in the state and local government omnibus bill adjusts the previous effective date to make the holiday required this year.

A bill to establish Juneteenth as a state-recognized holiday, [HF 48 \(Rep. Ruth Richardson, DFL-Mendota Heights/Sen. Bobby Champion, DFL-Minneapolis\)](#), was passed off the Senate floor on Jan. 26 with a vote of 57-8. On Feb. 2, it was passed by the House by a vote of 126-1. The bill was signed into law by Gov. Tim Walz.

The holiday is to recognize the date on which slavery was abolished in the United States. Public business cannot be conducted on June 19 in observance of the holiday.

The new law was set to go into effect on Aug. 1, 2023, however, a provision contained in [HF 1830 \(Rep. Ginny Klevorn, DFL-Plymouth/Sen. Samakab Hussein, DFL-St. Paul\)](#), the state and local government omnibus bill, changes the effective date to make the new holiday effective before June 19 of this year, requiring that the day be observed.

The HF 1830 conference committee report containing the updated effective date was passed by the House and Senate and will now go to Gov. Tim Walz to be signed. Cities will need to update their existing schedules to reflect the June 19 holiday and make any necessary

Meetings

- Council
- Council Quarterly Work Sess.
- Planning Commission
- Parks & Trails Commissions
- City Holiday

Mayor

- Tom McKee tmckee@corcoranmn.gov
- Council Members**
- Jonathan Bottema jbottema@corcoranmn.gov
- Jeremy Nichols jnichols@corcoranmn.gov
- Alan Schultz aschultz@corcoranmn.gov
- Dean Vehrenkamp dvehrenkamp@corcoranmn.gov

Contracted Services

- Planning 612-638-0225
- Engineer 763-479-4209
- Building Inspector 763-479-1720
- City Assessor 612-348-2943
- Septic / Henn Co. 612-543-5200
- Randy's Sanitation 763-972-3335

Review at 12-8-2022 - Dec Meeting

- 18 Revised Council Date-Dec
- 14 Revmored Council Dates for December
- 23

Review at 6-8-2023 Meeting - New Holiday in June

- 19 Additional Paid Holiday

Updated 06-08-2023

From: [Human Resources](#)
To: [CityStaff](#); [Public Works Employees](#); [CPD](#)
Subject: Juneteenth Holiday - Effective June 19, 2023
Date: Tuesday, May 23, 2023 2:19:00 PM

New Juneteenth Holiday Will Be Effective This Year

May 23, 2023

A provision included in the state and local government omnibus bill adjusts the previous effective date to make the holiday required this year.

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The HF 1830 conference committee report containing the updated effective date was passed by the House and Senate and will now go to Gov. Tim Walz to be signed. Cities will need to update their existing schedules to reflect the June 19 holiday and make any necessary adjustments.

[Read more news articles](#)

Thanks!

Maggie Ung | Finance Manager
City of Corcoran
8200 County Road 116 | Corcoran, MN 55340
D: 763-400-7032 | E: mung@corcoranmn.gov



City of Corcoran - A Hidden Gem Waiting To Be Discovered

RESOLUTION NO. 2023-53

Motion By:
Seconded By:

**A RESOLUTION APPROVING 1 DAY TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE
IN THE CITY OF CORCORAN, MINNESOTA**

BE IT RESOLVED, by the City Council of the City of Corcoran that the following Liquor License is granted effective for the dates as indicated, to the following Licensee, provided appropriate application and insurance documents.

<u>LICENSEE</u>	<u>LICENSE</u>	<u>LICENSE EFFECTIVE DATE</u>
Archdiocese of St. Paul and Minneapolis <i>Location:</i> <i>St. Thomas the Apostle Church*</i> <i>20000 County Road 10</i> <i>Corcoran, MN 55340</i>	1 Day to 4 Day Temporary On-Sale Liquor License	August 20, 2023

*Restricted use (purchasing and consuming) on parish grounds.

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 8th day of June, 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal



Memo

To: Kevin Mattson, PE, PW Director From: Daryl Kirschenman, PE
Steve Hegland, PE
Project/File: 227705274 Date: May 17, 2023
Subject: Pay Application #1 to Phoenix Fabricators and Erectors

Council Action Requested

Staff is recommending Council Approve Pay Application #1 the Corcoran Water Tower Project to Phoenix Tank in the amount of \$109,250.00.

Summary

Phoenix fabricators begun preliminary work on the project including foundation planning and obtaining the necessary securities on the project. This pay request is for the initial work performed to date on the project. The signed payment request form and pay application is attached for review.

With the current weather condition, it is anticipated that the contractor will mobilize and begin excavation on the foundation of the tower in late May or Early June. Initial erosion control measures and excavation activities will begin shortly with a significant amount of work to be completed on the tower foundation before the structure can begin to be erected.

Attached is a summary of the work completed to date.

Total Contract Value to Date	\$4,703,386.00
Work Completed to Date	\$115,000.00
5% Retainage	\$5,750.00
Amount Paid to Date	\$0.00
Total Pay App #1	\$109,250.00

Engineer's Recommendation

We recommend approving Pay Application #1 to Phoenix Fabricators and Erector's in the amount of \$109,250.00

Contractor's Application for Payment

Owner: <u>City of Corcoran</u>	Owner's Project No.: _____
Engineer: <u>Stantec Consulting Services</u>	Engineer's Project No.: <u>227705274</u>
Contractor: <u>Phoenix Fabricators & Erectors, LLC</u>	Contractor's Project No.: <u>3927</u>
Project: <u>1.0 MG Elevated Water Storage Tank</u>	
Contract: <u>Corcoran Water Tower</u>	
Application No.: <u>ONE</u>	Application Date: <u>5/15/2023</u>
Application Period: From <u>1/26/2023</u> to <u>5/15/2023</u>	

1. Original Contract Price	\$ 4,703,386.00
2. Net change by Change Orders	\$ -
3. Current Contract Price (Line 1 + Line 2)	\$ 4,703,386.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 115,000.00
5. Retainage	
a. <u>5%</u> X <u>\$ 115,000.00</u> Work Completed	\$ 5,750.00
b. <u>5%</u> X <u>\$ -</u> Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 5,750.00
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 109,250.00
7. Less previous payments (Line 6 from prior application)	
8. Amount due this application	\$ 109,250.00
9. Balance to finish, including retainage (Line 3 - Line 8)	\$ 4,594,136.00

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Phoenix Fabricators & Erectors, LLC

Signature:  **Date:** 5/15/2023

Recommended by Engineer	Approved by Owner
By: <u></u>	By: _____
Title: <u>Project Manager</u>	Title: _____
Date: <u>May 17, 2023</u>	Date: _____

Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Corcoran	Owner's Project No.:	
Engineer:	Stantec Consulting Services	Engineer's Project No.:	227705274
Contractor:	Phoenix Fabricators & Erectors, LLC	Contractor's Project No.:	3927
Project:	1.0 MG Elevated Water Storage Tank		
Contract:	Corcoran Water Tower		

Application No.:	ONE	Application Period:	From 01/26/23	To 05/15/23	Application Date:	05/15/23
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A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract											
PART 1 SITE WORK											
1	MOBILIZATION	1	LS	185,000.00	185,000.00			-	-	0%	185,000.00
2	TRAFFIC CONTROL	1	LS	4,000.00	4,000.00			-	-	0%	4,000.00
3	SALVAGE, STOCKPILE & RESPREAD TOPSOIL	1	LS	6,500.00	6,500.00			-	-	0%	6,500.00
4	TEMPORARY ROCK CONSTRUCTION ENTRANCE PLACEMENT	1	LS	4,000.00	4,000.00			-	-	0%	4,000.00
5	COMMON TOPSOIL BORROW (LV)	50	CY	40.00	2,000.00			-	-	0%	2,000.00
6	CONNECT TO EXISTING WATERMAIN 20" PVC WATER MAIN	1	EA	5,700.00	5,700.00			-	-	0%	5,700.00
7	20" PVC WATERMAIN, C900	355	LF	265.00	94,075.00			-	-	0%	94,075.00
8	20" GATE VALVE	1	EA	31,000.00	31,000.00			-	-	0%	31,000.00
9	20" DIP WATERMAIN, CL 52, INCLUDE POLY WRAP	18	LF	397.00	7,146.00			-	-	0%	7,146.00
10	6" DIP WATERMAIN, CL 52, INCLUDE POLY WRAP	55	LF	117.00	6,435.00			-	-	0%	6,435.00
11	6" GATE VALVE & BOX	2	EA	4,000.00	8,000.00			-	-	0%	8,000.00
12	6" HYDRANT	2	EA	8,512.00	17,024.00			-	-	0%	17,024.00
13	DUCTILE IRON FITTINGS	4,000	LB	15.00	60,000.00			-	-	0%	60,000.00
14	4' X 6' OVERFLOW SPLASHPAD	1	EA	1,800.00	1,800.00			-	-	0%	1,800.00
15	CONCRETE SIDEWALK	20	SY	75.00	1,500.00			-	-	0%	1,500.00
16	8" BOLLARD	2	EA	1,000.00	2,000.00			-	-	0%	2,000.00
17	CONCRETE DRIVEWAY APRON	1	LS	8,000.00	8,000.00			-	-	0%	8,000.00
18	GEOTEXTILE FABRIC TYPE V NON WEAR	1,750	SY	2.60	4,550.00			-	-	0%	4,550.00
19	AGGREGATE BASE	1,625	TN	49.00	79,625.00			-	-	0%	79,625.00
20	BITUMINOUS WEAR SPWEA340B	175	TN	190.00	33,250.00			-	-	0%	33,250.00
21	BITUMINOUS BASE SPNWB330B	225	TN	195.00	43,875.00			-	-	0%	43,875.00
22	BITUMINOUS RIBBON CURB	510	LF	31.00	15,810.00			-	-	0%	15,810.00
23	B618 CURB	410	LF	47.00	19,270.00			-	-	0%	19,270.00
24	SILT FENCE, MS	1,250	LF	4.50	5,625.00			-	-	0%	5,625.00
25	INFILTRATION BASIN, FILTER FABRIC, 6' DRAIN TILE & 6'	1	LS	8,500.00	8,500.00			-	-	0%	8,500.00
26	MNDOT SEED MIXTURE 25-131	1.4	AC	8,220.00	11,508.00			-	-	0%	11,508.00
27	2.5" B&B DECIDUOUS TREE	11	EA	820.00	9,020.00			-	-	0%	9,020.00
28	6' HT CONIFEROUS TREE	10	EA	670.00	6,700.00			-	-	0%	6,700.00
29	SHRUB 5 GAL. CONTAINER	56	EA	100.00	5,600.00			-	-	0%	5,600.00
30	PERENNIAL 1 GAL. CONTAINER	118	EA	28.00	3,304.00			-	-	0%	3,304.00
ALTERNATE A - 1,000,000 GALLON COMPOSITE TANK											
1	BONDS / INSURANCE	1	LS	115,000.00	115,000.00	1.00		115,000.00	115,000.00	100%	-
1.10	MOBILIZATION	1	LS	153,000.00	153,000.00			-	-	0%	153,000.00
1.11	ENGINEERING	1	LS	172,000.00	172,000.00			-	-	0%	172,000.00
1.12	FOUNDATION	1	LS	194,000.00	194,000.00			-	-	0%	194,000.00
1.13	TANK SHAFT	1	LS	886,000.00	886,000.00			-	-	0%	886,000.00
1.14	TANK MATERIAL / SHOP FABRICATION	1	LS	1,216,994.00	1,216,994.00			-	-	0%	1,216,994.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Corcoran	Owner's Project No.:	
Engineer:	Stantec Consulting Services	Engineer's Project No.:	227705274
Contractor:	Phoenix Fabricators & Erectors, LLC	Contractor's Project No.:	3927
Project:	1.0 MG Elevated Water Storage Tank		
Contract:	Corcoran Water Tower		

Application No.: ONE **Application Period:** From 01/26/23 To 05/15/23 **Application Date:** 05/15/23

A	B	C	D	E	F	G	H	I	J	K	L	
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)	
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)					
1.15	TANK DELIVERY	1	LS	70,000.00	70,000.00			-	-	0%	70,000.00	
1.16	TANK ERECTION	1	LS	380,000.00	380,000.00			-	-	0%	380,000.00	
1.17	TANK PAINTING	1	LS	450,000.00	450,000.00			-	-	0%	450,000.00	
1.18	TANK MIXING SYSTEM	1	LS	20,000.00	20,000.00			-	-	0%	20,000.00	
1.19	EROSION CONTROL	1	LS	8,500.00	8,500.00			-	-	0%	8,500.00	
1.20	ELECTRICAL / CONTROLS	1	LS	160,000.00	160,000.00			-	-	0%	160,000.00	
2	LOGO ALLOWANCE	1	LS	25,000.00	25,000.00			-	-	0%	25,000.00	
3	STRUCTURAL FILL BELOW FOUNDATION	825	CY	51.00	42,075.00			-	-	0%	42,075.00	
4	COMMON EXCAVATION & SITE GRADING	1	LS	120,000.00	120,000.00			-	-	0%	120,000.00	
					-			-	-		-	
Original Contract Totals					\$ 4,703,386.00			\$ 115,000.00	\$ -	\$ 115,000.00	2%	\$ 4,588,386.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Corcoran	Owner's Project No.:	
Engineer:	Stantec Consulting Services	Engineer's Project No.:	227705274
Contractor:	Phoenix Fabricators & Erectors, LLC	Contractor's Project No.:	3927
Project:	1.0 MG Elevated Water Storage Tank		
Contract:	Corcoran Water Tower		

Application No.: ONE Application Period: From 01/26/23 To 05/15/23 Application Date: 05/15/23

A	B	C	D	E	F	G	H	I	J	K	L	
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)	
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)					
Change Orders												
					-		-		-		-	
					-		-		-		-	
					-		-		-		-	
					-		-		-		-	
					-		-		-		-	
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					-		-		-		-	
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					-		-		-		-	
					-		-		-		-	
					-		-		-		-	
					-		-		-		-	
Change Order Totals					\$	-	\$	-	\$	-	\$	-
Original Contract and Change Orders												
Project Totals					\$	4,703,386.00	\$	115,000.00	\$	-	\$	115,000.00
										2%	\$	4,588,386.00



To: Kevin Mattson, PE, PW Director From: Steve Hegland, PE

Project/File: 227704747 Date: May 31, 2023

Subject: Pay Application #3 to Park Construction Company – Mass Grading and Stormwater Pond for City Center Drive and 79th Place

Council Action Requested

Staff is recommending Council Approve Pay Application #3 for the Mass Grading and Stormwater Pond for City Center Drive and 79th Place to Park Construction Company in the amount of \$494,739.77. This approval is conditional until it is also approved by the St. Therese Development per the terms of the Cost Share Agreement.

Summary

The grading portion of this project has continued this spring with Park Construction Company having graded most of the southern portion of the site. This includes utilizing the stockpiled material from last fall as part of the Change Order #1 which was paid for by St. Therese to work during winter conditions to prepare the building pad. The signed payment request form and pay application is attached for review.

The contractor anticipates finishing grading operations in June.

Attached is a summary of the work completed to date.

Total Contract Value to Date	\$1,451,685.40
Work Completed to Date	\$922,022.85
5% Retainage	\$46,101.14
Amount Paid to Date	\$381,181.94
Total Pay App #3	\$494,739.77

Engineer’s Recommendation

We recommend approving Pay Application #2 to Park Construction Company in the amount of \$494,739.77.

APPLICATION FOR PAYMENT FORM

OWNER: City of Corcoran
PROJECT: Mass Grading and Stormwater Pond for City Center Drive and 79th Place
CONTRACTOR: Park Construction Company

PAY ESTIMATE NO. 3

Original Contract Amount	<u>\$....1,344,086.40</u>
Contract Changes approved to Date (List Change Order Numbers)	<u>\$..... 107,599.00</u>
Revised Contract Price	<u>\$....1,451,685.40</u>
Work Completed to Date (attached)	<u>\$..... 922,022.85</u>
Retainage to Date, 5%	<u>\$..... 46,101.14</u>
Work Completed to Date Less Retainage to Date	<u>\$..... 875,921.71</u>
Total Amount Previously Certified	<u>\$..... 381,181.94</u>
Payment Request This Estimate	<u>\$..... 494,739.77</u>

I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid.

Park Construction Co.

CONTRACTOR

CERTIFICATE OF CONTRACTOR

I hereby certify that the work and the materials supplied to date, as shown on the request for payment, represents the actual value of accomplishment under the terms of the contract dated

August 12, 2022 between the City of Corcoran (OWNER)

and Park Construction Company (CONTRACTOR) and all authorized changes thereto.

Park Construction Company

By Scott Neumann

Title Project Manager

Approval:

(CONTRACTOR) _____ Date 5-31-2023

(ENGINEER)  _____ Date 5/31/2023

Steven Hegland, P.E.

END OF SECTION

**MASS GRADING AND STORMWATER POND FOR CITY CENTER DRIVE AND 79TH PLACE
PAYMENT REQUEST FORM
CONTRACTOR: PARK CONSTRUCTION COMPANY**



NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		LESS PREVIOUS PAYMENTS		CURRENT PAY REQUEST #3 May-23	
						QTY	PRICE	QTY	PRICE	QTY	PRICE
BASE BID SCHEDULE											
BID SCHEDULE A											
1	MOBILIZATION AND DEMOBILIZATION	LUMP SUM	1	\$ 66,000.00	\$66,000.00	0.75	\$ 49,500.00	0.75	\$ 49,500.00	0.00	\$ -
2	TRAFFIC CONTROL	LUMP SUM	1	\$ 3,540.00	\$3,540.00	1	\$ 3,540.00	1	\$ 3,540.00	0	\$ -
3	CLEARING	ACRE	4.3	\$ 2,380.00	\$10,234.00	6.82	\$ 16,231.60	5.0	\$ 11,900.00	1.82	\$ 4,331.60
4	GRUBBING	ACRE	4.3	\$ 2,380.00	\$10,234.00	6.82	\$ 16,231.60	5.0	\$ 11,900.00	1.82	\$ 4,331.60
5	CLEAR TREE	TREE	5	\$ 144.00	\$720.00	5	\$ 720.00	5	\$ 720.00	0	\$ -
6	GRUB TREE	TREE	5	\$ 61.80	\$309.00	5	\$ 309.00	5	\$ 309.00	0	\$ -
7	COMMON EXCAVATION - ONSITE (NON-STRUCTURAL) (EV) (P)	CU YD	41300	\$ 7.00	\$289,100.00	33040	\$ 231,280.00	1500	\$ 10,500.00	31540	\$ 220,780.00
8	COMMON EXCAVATION - ONSITE (STRUCTURAL) (EV) (P)	CU YD	46524	\$ 3.95	\$183,769.80	37220	\$ 147,019.00	3000	\$ 11,850.00	34220	\$ 135,169.00
9	COMMON EXCAVATION - OFFSITE (EV) (P)	CU YD	25774	\$ 11.50	\$296,401.00	20850	\$ 239,775.00	20850	\$ 239,775.00	0	\$ -
10	COMMON BORROW - ONSITE (EV) (P)	CU YD	48518	\$ 3.35	\$162,535.30	29110	\$ 97,518.50		\$ -	29110	\$ 97,518.50
11	STOCKPILE COMMON (CV)	CU YD	4000	\$ 3.15	\$12,600.00	2000	\$ 6,300.00		\$ -	2000	\$ 6,300.00
12	STOCKPILE TOPSOIL (CV)	CU YD	3100	\$ 3.15	\$9,765.00	2000	\$ 6,300.00		\$ -	2000	\$ 6,300.00
13	BOULDER RETAINING WALL	LIN FT	170	\$ 160.00	\$27,200.00		\$ -		\$ -	0	\$ -
14	WETLAND BUFFER POSTS AND MONUMENTS	EACH	26	\$ 227.00	\$5,902.00		\$ -		\$ -	0	\$ -
15	COARSE FILTER AGGREGATE	CU YD	80	\$ 66.30	\$5,304.00		\$ -		\$ -	0	\$ -
16	MEDIUM FILTER AGGREGATE	CU YD	80	\$ 66.30	\$5,304.00		\$ -		\$ -	0	\$ -
17	PREMIXED IRON/FINE FILTER AGGREGATE (MOD)	CU YD	440	\$ 211.00	\$92,840.00		\$ -		\$ -	0	\$ -
18	GEOTEXTILE FABRIC TYPE IV (NON-WOVEN)	SQ YD	696	\$ 3.35	\$2,331.60		\$ -		\$ -	0	\$ -
19	RANDOM RIPRAP, CLASS III	CU YD	30	\$ 124.00	\$3,720.00		\$ -		\$ -	0	\$ -
20	ROLLED EROSION PREVENTION CATEGORY 76	SQ YD	100	\$ 21.60	\$2,160.00		\$ -		\$ -	0	\$ -
21	36" RCP CLASS V STORM SEWER	LIN FT	88	\$ 289.00	\$25,432.00		\$ -		\$ -	0	\$ -
22	8" SOLID PVC SCH 40 DRAIN TILE PIPE	LIN FT	64	\$ 45.80	\$2,931.20		\$ -		\$ -	0	\$ -
23	6" SOLID PVC SCH 40 DRAIN TILE PIPE	LIN FT	5	\$ 45.60	\$228.00		\$ -		\$ -	0	\$ -
24	6" PERFORATED PVC SCH 40 DRAIN TILE PIPE	LIN FT	367	\$ 35.00	\$12,845.00		\$ -		\$ -	0	\$ -
25	6" PVC PIPE DRAIN CLEANOUT	EACH	6	\$ 686.00	\$4,116.00		\$ -		\$ -	0	\$ -
26	36" RCP FLARED END AND TRASH GUARD	EACH	1	\$ 6,850.00	\$6,850.00		\$ -		\$ -	0	\$ -
27	5" DIA OUTLET CONTROL STRUCTURE	EACH	1	\$ 19,200.00	\$19,200.00		\$ -		\$ -	0	\$ -
28	24" HDPE STORM SEWER PIPE	LIN FT	266	\$ 67.60	\$17,981.60		\$ -		\$ -	0	\$ -
29	TEMPORARY CONSTRUCTION ENTRANCE - MAINTAINED	LUMP SUM	1	\$ 2,710.00	\$2,710.00	1	\$ 2,710.00	1	\$ 2,710.00	0	\$ -
30	SEDIMENT CONTROL LOG - MAINTAINED	LIN FT	1760	\$ 3.00	\$5,280.00		\$ -		\$ -	0	\$ -
31	SILT FENCE, TYPE MS - MAINTAINED	LIN FT	5276	\$ 2.35	\$12,398.60	5389	\$ 12,664.15	5389	\$ 12,664.15	0	\$ -
32	MNDOT SEED MIX 21-112 AND STRAW MULCH	ACRE	23.4	\$ 618.00	\$14,461.20		\$ -		\$ -	0	\$ -
33	MNDOT SEED MIX 25-131	POUND	1746	\$ 7.00	\$12,222.00		\$ -		\$ -	0	\$ -
34	MNDOT SEED MIX 33-261	POUND	103	\$ 22.70	\$2,338.10		\$ -		\$ -	0	\$ -
35	MNDOT SEED MIX 34-171	POUND	3	\$ 92.80	\$278.40		\$ -		\$ -	0	\$ -
36	MNDOT SEED MIX 35-241	POUND	36	\$ 18.60	\$669.60		\$ -		\$ -	0	\$ -
37	SEEDING AND STRAW MULCH	ACRE	23	\$ 495.00	\$11,385.00		\$ -		\$ -	0	\$ -
38	SEED AND CAT 25 BLANKET	SQ YD	1800	\$ 1.55	\$2,790.00		\$ -		\$ -	0	\$ -
CO1.1	Indirects-Supervision-Bond-Survey-Mobilization	LUMP SUM	1	\$ 25,550.00	\$25,550.00	1	\$ 25,550.00	0.5	\$ 12,775.00	0.5	\$ 12,775.00
CO1.2	Inefficiencies (Common Excavation Crew)	HOUR	22	\$ 1,425.00	\$31,350.00	11	\$ 15,675.00		\$ -	11	\$ 15,675.00
CO1.3	Excavate and Stockpile Building A	CU YD	8380	\$ 3.95	\$33,101.00	8380	\$ 33,101.00	8380	\$ 33,101.00	0	\$ -
CO1.4	Moisture Condition Stockpiled Materials	CU YD	8380	\$ 2.10	\$17,598.00	8380	\$ 17,598.00		\$ -	8380	\$ 17,598.00
TOTAL CONTRACT AMOUNT					\$1,451,685.40	\$922,022.85		\$401,244.15		\$520,778.70	

GENERAL CONTRACTOR	COMPLETED TO DATE	LESS PREVIOUS PAYMENTS	PAYMENT REQUEST 3
Park Construction Company	Subtotal: \$922,022.85	Subtotal: \$ 401,244.15	Subtotal: \$ 520,778.70
1481 81st Ave NE	5% Retainage: \$ 46,101.14	5% Retainage: \$ 20,062.21	5% Retainage: \$ 26,038.94
Minneapolis, MN 55432	Total: \$ 875,921.71	Total: \$ 381,181.94	Total: \$ 494,739.77

**MASS GRADING AND STORMWATER POND FOR CITY CENTER DRIVE AND 79TH PLACE
PAYMENT REQUEST FORM
CONTRACTOR: PARK CONSTRUCTION COMPANY**



NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		LESS PREVIOUS PAYMENTS		CURRENT PAY REQUEST #3 May-23		CITY QTY ALLOC	CITY OF CORCORAN		ST THERESA			
						QTY	PRICE	QTY	PRICE	QTY	PRICE		QTY	COST	QTY	COST		
BASE BID SCHEDULE																		
BID SCHEDULE A																		
1	MOBILIZATION AND DEMOBILIZATION	LUMP SUM	1	\$ 66,000.00	\$66,000.00	0.75	\$ 49,500.00	0.75	\$ 49,500.00	0.00	\$ -	45.0%	0	\$ -	55.00%	0.000	\$ -	
2	TRAFFIC CONTROL	LUMP SUM	1	\$ 3,540.00	\$3,540.00	1	\$ 3,540.00	1	\$ 3,540.00	0	\$ -	45.0%	0	\$ -	55.00%	0	\$ -	
3	CLEARING	ACRE	4.3	\$ 2,380.00	\$10,234.00	6.82	\$ 16,231.60	5.0	\$ 11,900.00	1.82	\$ 4,331.60	73.7%	1,34134	\$ 3,192.39	26.30%	0	\$ 1,139.21	
4	GRUBBING	ACRE	4.3	\$ 2,380.00	\$10,234.00	6.82	\$ 16,231.60	5.0	\$ 11,900.00	1.82	\$ 4,331.60	73.7%	1,34134	\$ 3,192.39	26.30%	0	\$ 1,139.21	
5	CLEAR TREE	TREE	5	\$ 144.00	\$720.00	5	\$ 720.00	5	\$ 720.00	0	\$ -	100.0%	0	\$ -	0.00%	0	\$ -	
6	GRUB TREE	TREE	5	\$ 61.80	\$309.00	5	\$ 309.00	5	\$ 309.00	0	\$ -	100.0%	0	\$ -	0.00%	0	\$ -	
7	COMMON EXCAVATION - ONSITE (NON-STRUCTURAL) (EV) (P)	CU YD	41300	\$ 7.00	\$289,100.00	33040	\$ 231,280.00	1500	\$ 10,500.00	31540	\$ 220,780.00	73.4%	23150.36	\$ 162,052.52	26.60%	8390	\$ 58,727.48	
8	COMMON EXCAVATION - ONSITE (STRUCTURAL) (EV) (P)	CU YD	46524	\$ 3.95	\$183,769.80	37220	\$ 147,019.00	3000	\$ 11,850.00	34220	\$ 135,169.00	47.7%	16322.94	\$ 64,475.61	52.30%	17897.1	\$ 70,693.39	
9	COMMON EXCAVATION - OFFSITE (EV) (P)	CU YD	25774	\$ 11.50	\$296,401.00	20850	\$ 239,775.00	20850	\$ 239,775.00	0	\$ -	28.9%	0	\$ -	71.10%	0.00	\$ -	
10	COMMON BORROW - ONSITE (EV) (P)	CU YD	48518	\$ 3.35	\$162,535.30	29110	\$ 97,518.50	\$ -	\$ -	29110	\$ 97,518.50	21.6%	6287.76	\$ 21,064.00	78.40%	22822	\$ 76,454.50	
11	STOCKPILE COMMON (CV)	CU YD	4000	\$ 3.15	\$12,600.00	2000	\$ 6,300.00	\$ -	\$ -	2000	\$ 6,300.00	50.0%	1000	\$ 3,150.00	50.00%	1000	\$ 3,150.00	
12	STOCKPILE TOPSOIL (CV)	CU YD	3100	\$ 3.15	\$9,765.00	2000	\$ 6,300.00	\$ -	\$ -	2000	\$ 6,300.00	29.0%	500	\$ 1,827.00	71.00%	1420	\$ 4,473.00	
13	BOULDER RETAINING WALL	LIN FT	170	\$ 160.00	\$27,200.00	\$ -	\$ -	\$ -	\$ -	0	\$ -	100.0%	0	\$ -	0.00%	0	\$ -	
14	WETLAND BUFFER POSTS AND MONUMENTS	EACH	26	\$ 227.00	\$5,902.00	\$ -	\$ -	\$ -	\$ -	0	\$ -	100.0%	0	\$ -	0.00%	0	\$ -	
15	COARSE FILTER AGGREGATE	CU YD	80	\$ 66.30	\$5,304.00	\$ -	\$ -	\$ -	\$ -	0	\$ -	31.3%	0	\$ -	68.70%	0	\$ -	
16	MEDIUM FILTER AGGREGATE	CU YD	80	\$ 66.30	\$5,304.00	\$ -	\$ -	\$ -	\$ -	0	\$ -	31.3%	0	\$ -	68.70%	0	\$ -	
17	PREMIED IRONFINE FILTER AGGREGATE (MOD)	CU YD	440	\$ 211.00	\$92,840.00	\$ -	\$ -	\$ -	\$ -	0	\$ -	31.8%	0	\$ -	68.20%	0	\$ -	
18	GEOTEXTILE FABRIC TYPE IV (NON-WOVEN)	SQ YD	696	\$ 3.35	\$2,331.60	\$ -	\$ -	\$ -	\$ -	0	\$ -	31.5%	0	\$ -	68.50%	0	\$ -	
19	RANDOM RIPRAP, CLASS III	CU YD	30	\$ 124.00	\$3,720.00	\$ -	\$ -	\$ -	\$ -	0	\$ -	31.4%	0	\$ -	68.60%	0	\$ -	
20	ROLLED EROSION PREVENTION CATEGORY 76	SQ YD	100	\$ 21.60	\$2,160.00	\$ -	\$ -	\$ -	\$ -	0	\$ -	31.4%	0	\$ -	68.60%	0	\$ -	
21	36" RCP CLASS V STORM SEWER	LIN FT	88	\$ 289.00	\$25,432.00	\$ -	\$ -	\$ -	\$ -	0	\$ -	31.4%	0	\$ -	68.60%	0	\$ -	
22	8" SOLID PVC SCH 40 DRAIN TILE PIPE	LIN FT	64	\$ 45.80	\$2,931.20	\$ -	\$ -	\$ -	\$ -	0	\$ -	31.4%	0	\$ -	68.60%	0	\$ -	
23	6" SOLID PVC SCH 40 DRAIN TILE PIPE	LIN FT	5	\$ 45.60	\$228.00	\$ -	\$ -	\$ -	\$ -	0	\$ -	31.4%	0	\$ -	68.60%	0	\$ -	
24	6" PERFORATED PVC SCH 40 DRAIN TILE PIPE	LIN FT	367	\$ 35.00	\$12,845.00	\$ -	\$ -	\$ -	\$ -	0	\$ -	31.4%	0	\$ -	68.60%	0	\$ -	
25	6" PVC PIPE DRAIN CLEANOUT	EACH	6	\$ 686.00	\$4,116.00	\$ -	\$ -	\$ -	\$ -	0	\$ -	31.3%	0	\$ -	68.70%	0	\$ -	
26	36" RCP FLARED END AND TRASH GUARD	EACH	1	\$ 6,850.00	\$6,850.00	\$ -	\$ -	\$ -	\$ -	0	\$ -	31.0%	0	\$ -	69.00%	0	\$ -	
27	5' DIA OUTLET CONTROL STRUCTURE	EACH	1	\$ 19,200.00	\$19,200.00	\$ -	\$ -	\$ -	\$ -	0	\$ -	31.0%	0	\$ -	69.00%	0	\$ -	
28	24" HDPE STORM SEWER PIPE	LIN FT	266	\$ 67.60	\$17,981.60	\$ -	\$ -	\$ -	\$ -	0	\$ -	50.0%	0	\$ -	50.00%	0	\$ -	
29	TEMPORARY CONSTRUCTION ENTRANCE - MAINTAINED	LUMP SUM	1	\$ 2,710.00	\$2,710.00	1	\$ 2,710.00	1	\$ 2,710.00	0	\$ -	50.0%	0	\$ -	50.00%	0	\$ -	
30	SEDIMENT CONTROL LOG - MAINTAINED	LIN FT	1760	\$ 3.00	\$5,280.00	\$ -	\$ -	\$ -	\$ -	0	\$ -	50.0%	0	\$ -	50.00%	0	\$ -	
31	SILT FENCE, TYPE MS - MAINTAINED	LIN FT	5276	\$ 2.35	\$12,598.60	5389	\$ 12,664.15	5389	\$ 12,664.15	0	\$ -	50.0%	0	\$ -	50.00%	0	\$ -	
32	MNDOT SEED MIX 21-112 AND STRAW MULCH	ACRE	23.4	\$ 618.00	\$14,461.20	\$ -	\$ -	\$ -	\$ -	0	\$ -	46.2%	0	\$ -	53.80%	0	\$ -	
33	MNDOT SEED MIX 25-131	POUND	1746	\$ 7.00	\$12,222.00	\$ -	\$ -	\$ -	\$ -	0	\$ -	16.0%	0	\$ -	84.00%	0	\$ -	
34	MNDOT SEED MIX 33-261	POUND	103	\$ 22.70	\$2,338.10	\$ -	\$ -	\$ -	\$ -	0	\$ -	28.9%	0	\$ -	71.10%	0	\$ -	
35	MNDOT SEED MIX 34-171	POUND	3	\$ 92.80	\$278.40	\$ -	\$ -	\$ -	\$ -	0	\$ -	100.0%	0	\$ -	0.00%	0	\$ -	
36	MNDOT SEED MIX 35-241	POUND	36	\$ 18.60	\$669.60	\$ -	\$ -	\$ -	\$ -	0	\$ -	100.0%	0	\$ -	0.00%	0	\$ -	
37	SEEDING AND STRAW MULCH	ACRE	23	\$ 495.00	\$11,385.00	\$ -	\$ -	\$ -	\$ -	0	\$ -	46.5%	0	\$ -	53.50%	0	\$ -	
38	SEED AND CAT 25 BLANKET	SQ YD	1800	\$ 1.55	\$2,790.00	\$ -	\$ -	\$ -	\$ -	0	\$ -	28.9%	0	\$ -	71.10%	0	\$ -	
CO1.1	Indirects-Supervision-Bond-Survey-Mobilization	LUMP SUM	1	\$ 25,550.00	\$25,550.00	1	\$ 25,550.00	0.5	\$ 12,775.00	0.5	\$ 12,775.00	0.0%	0	\$ -	100.00%	0.5	\$ 12,775.00	
CO1.2	Inefficiencies (Common Excavation Crew)	HOUR	22	\$ 1,425.00	\$31,350.00	11	\$ 15,675.00	\$ -	\$ -	11	\$ 15,675.00	0.0%	0	\$ -	100.00%	11	\$ 15,675.00	
CO1.3	Excavate and Stockpile Building A	CU YD	8380	\$ 3.95	\$33,101.00	8380	\$ 33,101.00	8380	\$ 33,101.00	0	\$ -	0.0%	0	\$ -	100.00%	0	\$ -	
CO1.4	Moisture Condition Stockpiled Materials	CU YD	8380	\$ 2.10	\$17,598.00	8380	\$ 17,598.00	\$ -	\$ -	8380	\$ 17,598.00	0.0%	0	\$ -	100.00%	8380	\$ 17,598.00	
TOTAL CONTRACT AMOUNT					\$1,451,685.40	\$922,022.85	\$401,244.15	\$520,778.70	\$258,953.91	\$261,824.79	\$13,091.24	\$246,733.55	\$258,953.91	\$12,947.70	\$246,006.21	\$261,824.79	\$13,091.24	\$246,733.55

GENERAL CONTRACTOR	COMPLETED TO DATE	LESS PREVIOUS PAYMENTS	PAYMENT REQUEST 3	CORCORAN	ST THERESA
Park Construction Company 1481 81st Ave NE Minneapolis, MN 55432	Subtotal: \$922,022.85 5% Retainage: \$ 46,101.14 Total: \$ 875,921.71	Subtotal: \$ 401,244.15 5% Retainage: \$ 20,062.21 Total: \$ 381,181.94	Subtotal: \$ 520,778.70 5% Retainage: \$ 26,038.94 Total: \$ 494,739.77	\$ 258,953.91 \$ 12,947.70 \$246,006.21	\$ 261,824.79 \$ 13,091.24 \$246,733.55

STAFF REPORT

Agenda Item 7g.

Council Meeting: June 8, 2023	Prepared By: Jessica Beise
Topic: Community Development Block Grant (CDBG) Program	Action Required: Approval

Summary

The City has been participating in Community Development Block Grant program for many years. Every three years the City must determine if the City wants to continue to participate in the program. The Community Development Block Grant program provides funding for a variety of programs including home rehabilitation programs for residents as well as larger grants that can be applied for such as the grant used in the construction of the Hope Center.

Staff recommend participation in the Community Development Block Grant program.

Financial/Budget

There is no financial contribution required.

Council Action

Authorize staff to send the attached letter for the continued participation in the Community Development Block Grant program.

Attachments

1. Letter to Hennepin County
2. Letter to United State Department of Housing and Urban Development



CITY OF CORCORAN

A Hidden Gem Waiting To Be Discovered

www.corcoranmn.gov

June 8, 2023

Hennepin County
Housing and Economic Development
Attn: Lori Lindberg
701 Fourth Avenue South, Suite 400
Minneapolis, MN 55415

RE: Fiscal Year 2024 – 2026 Community Development Block Grant (CDBG) Program

Dear Ms. Lori Lindberg,

The City of Corcoran of Corcoran has been a participant in the Community Development Block Grant Program for many years. The City has utilized the Community Development Block Grant Program to participate in local projects including the construction of the Hope Center at Maple Hill Estates.

The City of Corcoran elects to continue participating in the Hennepin County Community Block Grant Program for the 2024-2026 cycle.

Thank you for your attention to this matter.

Sincerely,

Jessica Beise
City Administrator



CITY OF CORCORAN

A Hidden Gem Waiting To Be Discovered

www.corcoranmn.gov

June 8, 2023

HUD Minneapolis Field Office
Attn: Dawn Horgan
212 3rd Avenue South, Suite 150
Minneapolis, MN 55401

RE: Fiscal Year 2024 – 2026 Community Development Block Grant (CDBG) Program

Dear Ms. Dawn Horgan,

The City of Corcoran of Corcoran has been a participant in the Community Development Block Grant Program for many years. The City has utilized the Community Development Block Grant Program to participate in local projects including the construction of the Hope Center at Maple Hill Estates.

The City of Corcoran elects to continue participating in the Hennepin County Community Block Grant Program for the 2024-2026 cycle.

Thank you for your attention to this matter.

Sincerely,

Jessica Beise
City Administrator

STAFF REPORT

Agenda Item: 9a.

Council Meeting: June 8, 2023	Prepared By: Michelle Friedrich
Topic: Granicus Project	Action Required: Approval

Summary

Granicus Agenda Building Software

Granicus is an agenda building software that offers integration with streaming Council meetings, storing videos, and website hosting and maintenance. At the May 25 meeting, Council reviewed implementation costs for the software solution, an annual year-to-year maintenance estimate, and a 3-year paid in full estimate. Council requested staff obtain a 10-year estimate.

Financial/Budget for Granicus Agenda Building Software

At the May 25 meeting, pricing information was presented to Council and included the following costs:

3-Year Agreement Option:

Implementation <i>(Paid through ARPA)</i>	3-Year (Annually) <i>(Paid through General Fund/Budget Annually)</i>	3-Year (Paid in Full)
\$5,500	Year 1: \$6,714 Year 2: \$7,050 Year 3: \$7,400	\$20,143

10-Year Agreement Option:

Implementation <i>(Paid through ARPA)</i>	10-Year Agreement <i>(Paid through General Fund/Budget Annually)</i>
\$5,500	Year 1-Year 10: \$6,714.60 Agreement Total: \$67,146

The 3-year paid in full pricing offers the benefit of a 5 percent discount after the post 3-year per paid-in-full term, versus a 7 percent annual increase for the 3-year annual pricing thereafter, incorporating a savings of \$12,142 over a 10-year period. Please note implementation pricing remains the same with each pricing option.

The 10-year paid in full pricing offers the benefit of additional savings of \$10,399 when compared with the 3-year paid in full option.

To continue workflow and respond as necessary should the pandemic re-emerge, or a new emergency arise, a portion of this project is consistent with the eligibility requirements to access funding of the America Rescue Plan Act (ARPA). Eligible funds could be accessed for the implementation and setup costs of Granicus solutions. The

annual subscription portion would be funded through the General Fund and included in future year budgets beginning in 2024.

Granicus Website Maintenance Software

The City's current website hosting and maintenance agreement ends at the end of 2023 and is currently with CivicLive. Granicus also offers website support and maintenance solutions within the OpenCities CMS platform. OpenCities allows for greater back-end access and editing by staff, and is resident-centered in design and layout.

County examples of OpenCities website CMS platforms:

1. Carver County : (Assets: Vision website CMS, GovDelivery resident communications, GovMeetings for agenda/meeting mgmt.)
<https://www.carvercountymn.gov/>
2. Lyon County: (Assets: Vision Website CMS, Peak agenda mgmt.)
<https://www.lyonco.org/>

The following are small municipalities in Minnesota that currently work with Granicus for their website, as well as other solutions mentioned.

- 1) Chatfield, MN : (Assets: Vision website CMS.)
<https://www.ci.chatfield.mn.us/>
- 2) Credit River, MN : (Assets: Vision website CMS, GovDelivery resident communications, GovMeetings meeting and agenda solutions.)
<https://www.creditriver-mn.gov/>
- 3) Plymouth, MN (Assets: Vision website CMS, GovDelivery resident communications, Peak agenda mgmt.)
<https://www.plymouthmn.gov/>

Financial/Budget for Granicus GovDelivery Website Solutions

Implementation <i>(Paid through ARPA)</i>	5-Year (Annually) <i>(Paid through General Fund/Budget Annually)</i>	10-Year (Paid in Full)
\$7,110	Year 1: \$5,400	Year 1: \$5,400
	Year 2: \$5,670	Year 2: \$5,670
	Year 3: \$5,954	Year 3: \$5,954
	Year 4: \$6,251	Year 4: \$6,251
	Year 5: \$6,564	Y5-Y10: \$6,564 each year

Annual discounts of 5 percent can be recognized in the 10-year solution option in year 6-10. The 10-year pricing offers the benefit of locking into an annual rate in years 6-10. Please note implementation pricing remains the same with each pricing option and would be funded with ARPA funds.

To continue workflow and respond as necessary should the pandemic re-emerge, or a new emergency arise, a portion of this project is consistent with the eligibility requirements to access funding of the America Rescue Plan Act (ARPA). Eligible funds could be accessed for the implementation and setup costs of Granicus solutions. The

annual subscription would be funded through the General Fund and included in future year budgets beginning in 2024.

Recommendations

Staff recommends moving forward with the Granicus Agenda Building Solutions 10-Year Agreement. Staff is looking for Council input regarding Granicus Website Solutions.

Council Action

1. Authorize staff to proceed with the Granicus Agenda Building Solutions implementation and approve either the 3-year maintenance option, or 10-year maintenance option, and authorize staff to proceed with the Granicus GovDelivery Website Solutions implementation and approve either the 5-year maintenance option, or 10-year maintenance option.
2. Authorize staff to proceed with the Granicus Agenda Building Solutions implementation and approve either the 3-year maintenance option, or 10-year maintenance option, and decline Granicus GovDelivery Website Solutions.
3. Authorize staff to proceed with the Granicus GovDelivery Website Solutions implementation and approve either the 5-year maintenance option, or 10-year maintenance option, and decline Granicus Agenda Building Solutions.
4. Decline implementation of Granicus software.
5. Request staff to review other agenda building software options.

Attachments

1. Granicus Agenda Building 3- and 10-Year Agreement Proposal
2. Granicus GovDelivery Website Solutions 5- and 10 Year Agreement Proposal

Granicus Proposal for Corcoran, MN

ORDER DETAILS

Prepared By: Ruth Gonzalez
Phone: 847-809-5692
Email: ruth.gonzalez@granicus.com
Order #: Q-271514
Prepared On: 02 May 2023
Expires On: 23 Jun 2023

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Peak - Setup & Configuration	Up Front	1 Each	\$0.00
Peak Online Group Training	Upon Delivery	6 Hours	\$0.00
Government Transparency - Setup & Configuration	Up Front	1 Each	\$0.00
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	Upon Delivery	1 Each	\$4,500.00
Granicus Video - Online Training	Upon Delivery	6 Hours	\$0.00
Open Platform - Setup and Configuration	Up Front	1 Hours	\$0.00
Send Agenda (Peak) Set up and Config	Up Front	1 Each	\$0.00
Open Platform - Setup and Configuration	Up Front	1 Hours	\$0.00
Granicus Encoding Appliance Hardware - Setup & Config	Upon Delivery	1 Each	\$875.00
US Shipping Charge C - Large Item	Upon Delivery	1 Each	\$125.00
govDelivery for Integrations Set Up and Config	Up Front	1 Each	\$0.00
SUBTOTAL:			\$5,500.00

New Subscription Fees					
Solution	Period of Performance	Billing Frequency	Quantity/Unit	Annual Fee	Prorated Fee
Peak Agenda Management	01 Jun 2023 - 31 May 2026	Annual	1 Each	\$3,135.00	\$9,405.00
Government Transparency Suite	01 Jun 2023 - 31 May 2026	Annual	1 Each	\$2,439.60	\$7,318.80
Open Platform Suite	01 Jun 2023 - 31 May 2026	Annual	1 Each	\$0.00	\$0.00
Send Agenda (Peak)	01 Jun 2023 - 31 May 2026	Annual	1 Each	\$0.00	\$0.00
Open Platform Suite	01 Jun 2023 - 31 May 2026	Annual	1 Each	\$0.00	\$0.00
govDelivery for Integrations	01 Jun 2023 - 31 May 2026	Annual	1 Each	\$0.00	\$0.00
Granicus Encoding Appliance Software (GT)	01 Jun 2023 - 31 May 2026	Annual	1 Each	\$1,140.00	\$3,420.00
SUBTOTAL:				\$6,714.60	\$20,143.80

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
Peak Agenda Management	\$3,291.75	\$3,456.34
Government Transparency Suite	\$2,561.58	\$2,689.66
Open Platform Suite	\$0.00	\$0.00
Send Agenda (Peak)	\$0.00	\$0.00
Open Platform Suite	\$0.00	\$0.00
govDelivery for Integrations	\$0.00	\$0.00
Granicus Encoding Appliance Software (GT)	\$1,197.00	\$1,256.85
SUBTOTAL:	\$7,050.33	\$7,402.85

PRODUCT DESCRIPTIONS

Solution	Description
Peak Agenda Management	Peak Agenda Management is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the agenda management and minutes recording process of the clerk's office. Peak Agenda Management allows clerks to streamline the way they compile and produce agendas and record minutes for public meetings and includes: <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited meeting bodies and meeting types • Access to up to one (1) Peak Agenda Management site
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, and indexing of events.
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
Send Agenda (Peak)	Send Agenda is dependent on an active subscription to the relevant govMeetings agenda.
Peak - Setup & Configuration	Setup and Configuration for Peak Agenda Management includes implementation of: <ul style="list-style-type: none"> • Up to one (1) meeting body's Standard Agenda, Cover Page and Minutes report template • Up to one (1) public view page portal
Peak Online Group Training	Online Group Training for Peak Agenda Management allows clients to have up to six (6) users participate in online group sessions with a Granicus trainer and other client users to learn how to use the system.
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable viewpage.

Solution	Description
Government Transparency - Setup & Configuration	Setup and Configuration for Government Transparency Suite includes implementation of: <ul style="list-style-type: none"> • Up to one (1) View Page and Player template • Up to one (1) Live Manager configuration
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	AMAX Encoder with Osprey SDI Card. Used to pass commands and data from LiveManager that include Start/Stop of webcast, indexing, and document display. Also serves to distribute video and captions to be distributed to the CDN or Performance Accelerator.
Granicus Video - Online Training	Granicus Video - Online Training
Open Platform - Setup and Configuration	Setup and configuration for Open Platform
govDelivery for Integrations	Send notification bulletins directly to constituents who subscribe to receive updates directly through Granicus (powered by govDelivery). Receive a monthly metrics report delivered via email to show subscriber growth and engagement activity for the past month of bulletin sends, and grow subscribers through access to the Granicus Advanced Network. Note: govDelivery integrations is dependent on an active subscription to the relevant govMeetings agenda or govAccess CMS solutions.
Open Platform - Setup and Configuration	Setup and configuration for Open Platform
Granicus Encoding Appliance Software (GT)	Granicus Encoding Appliance Software (GT) This includes the LiveManager Software solution where webcasts are started/stopped, agendas amended and indexed, votes and attendance recorded, and minutes created.
Granicus Encoding Appliance Hardware - Setup & Config	Remote configuration and deployment of an encoding appliance.
US Shipping Charge C - Large Item	US shipping of a large item

GRANICUS ADVANCED NETWORK AND SUBSCRIBER INFORMATION

- **Granicus Communications Suite Subscriber Information.**
 - Data provided by the Client and contact information gathered through the Client's own web properties or activities will remain the property of the Client ('Direct Subscriber'), including any and all personally identifiable information (PII). Granicus will not release the data without the express written permission of the Client, unless required by law.
 - Granicus shall: (i) not disclose the Client's data except to any third parties as necessary to operate the Granicus Products and Services (provided that the Client hereby grants to Granicus a perpetual, non-cancelable, worldwide, non-exclusive license to utilize any data, on an anonymous or aggregate basis only, that arises from the use of the Granicus Products by the Client, whether disclosed on, subsequent to, or prior to the Effective Date, to improve the functionality of the Granicus Products and any other legitimate business purpose, including the right to sublicense such data to third parties, subject to all legal restrictions regarding the use and disclosure of such information).
- **Data obtained through the Granicus Advanced Network.**
 - Granicus offers a SaaS product, known as the Communications Cloud, that offers Direct Subscribers recommendations to subscribe to other Granicus Client's digital communication (the 'Advanced Network'). When a Direct Subscriber signs up through one of the recommendations of the Advanced Network, that subscriber is a 'Network Subscriber' to the agency it subscribed to through the Advanced Network.
 - Network Subscribers are available for use while the Client is under an active subscription with Granicus. Network Subscribers will not transfer to the Client upon termination of any Granicus Order, SOW, or Exhibit. The Client shall not use or transfer any of the Network Subscribers after termination of its Order, SOW, or Exhibit placed under this agreement. All information related to Network Subscribers must be destroyed by the Client within 15 calendar days of the Order, SOW, or Exhibit placed under this agreement terminating.
 - Opt-In. During the last 10 calendar days of the Client's subscription, the Client may send an opt-in email to Network Subscribers that shall include an explanation of the Client's relationship with Granicus terminating and that the Network Subscribers may visit the Client's website to subscribe to further updates from the Client in the future. Any Network Subscriber that does not opt-in will not be transferred with the subscriber list provided to the Client upon termination.

UPDATES TO SHARED SHORT CODES FOR SMS/TEXT MESSAGING (US CLIENTS ONLY):

- Granicus will be migrating all clients with SMS/Text Messaging Solutions using a shared short code option to a unique standard toll-free number within the United States (International numbers not supported). Short Codes are recommended for Text-to-Subscribe functionalities, if enabled where available, for an additional fee.
- Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use.

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-271514 dated 02 May 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Corcoran, MN to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Granicus will provide a three (3) year warranty with respect to required hardware. Within the three (3) year warranty period, Granicus shall repair or replace any required hardware provided directly from Granicus that fails to function properly due to normal wear and tear, defective workmanship, or defective materials.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[<input type="checkbox"/>] - No [<input type="checkbox"/>] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-271514 dated 02 May 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Corcoran, MN	
Signature:	
Name:	
Title:	
Date:	

City	Products	Tenure
Minneapolis	Communications and SMS module, Short Term Rental - Host Compliance	21 years
Brooklyn Park	Communications and SMS module, Video streaming services	14 years
Maple Grove	Video streaming	14 years
Eden Prairie	Website, Communication, SMS, Video streaming	15 years
Bloomington	Peak, Civic Engagement HQ, Communications Core	14 years
Edina	Novus Agenda, Video Streaming, Engagement HQ	16 years
Plymouth	Purchased Peak in Q1 2023. Website, Communication Core, Video services	14 years
Minnetonka	Purchased Peak in Q4 2022. Video streaming, FOIA software, Boards & Commission module, GovQA CRM, Website, Communications, SMS, Engagement HQ	15 years
Brooklyn Center	Website, Communications, Novus Agenda	14 years
St. Louis Park	Website, Communications, SMS, Video	15 years
Richfield,	Communications, GovQA, Novus Agenda	7 years
Golden Valley	Peak, Video streaming, Communications Core	15 years
Hopkins	Video streaming	11 years
New Hope	Video streaming	15 years
Crystal	Video streaming	15 years
Rogers	Novus Agenda	5 years
Robbinsdale	Website, and Video streaming	15 years
Osseo	Video streaming	15 years
Orono	Video streaming, looking to also purchase Peak Agenda in May 2023	9 years

Granicus Proposal for Corcoran, MN

ORDER DETAILS

Prepared By: Ruth Gonzalez
Phone: 847-809-5692
Email: ruth.gonzalez@granicus.com
Order #: Q-284016
Prepared On: 25 May 2023
Expires On: 23 Jun 2023

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 120 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Peak - Setup & Configuration	Up Front	1 Each	\$0.00
Peak Online Group Training	Upon Delivery	6 Hours	\$0.00
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Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	Upon Delivery	1 Each	\$4,500.00
Granicus Video - Online Training	Upon Delivery	6 Hours	\$0.00
Open Platform - Setup and Configuration	Up Front	1 Hours	\$0.00
Send Agenda (Peak) Set up and Config	Up Front	1 Each	\$0.00
Open Platform - Setup and Configuration	Up Front	1 Hours	\$0.00
Granicus Encoding Appliance Hardware - Setup & Config	Upon Delivery	1 Each	\$875.00
US Shipping Charge C - Large Item	Upon Delivery	1 Each	\$125.00
govDelivery for Integrations Set Up and Config	Up Front	1 Each	\$0.00
SUBTOTAL:			\$5,500.00

New Subscription Fees					
Solution	Period of Performance	Billing Frequency	Quantity/Unit	Annual Fee	Prorated Fee
Peak Agenda Management	01 Jun 2023 - 31 May 2033	Annual	1 Each	\$3,135.00	\$31,350.00
Government Transparency Suite	01 Jun 2023 - 31 May 2033	Annual	1 Each	\$2,439.60	\$24,396.00
Open Platform Suite	01 Jun 2023 - 31 May 2033	Annual	1 Each	\$0.00	\$0.00
Send Agenda (Peak)	01 Jun 2023 - 31 May 2033	Annual	1 Each	\$0.00	\$0.00
Open Platform Suite	01 Jun 2023 - 31 May 2033	Annual	1 Each	\$0.00	\$0.00
govDelivery for Integrations	01 Jun 2023 - 31 May 2033	Annual	1 Each	\$0.00	\$0.00
Granicus Encoding Appliance Software (GT)	01 Jun 2023 - 31 May 2033	Annual	1 Each	\$1,140.00	\$11,400.00
SUBTOTAL:				\$6,714.60	\$67,146.00

FUTURE YEAR PRICING

PRODUCT DESCRIPTIONS

Solution	Description
Peak Agenda Management	Peak Agenda Management is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the agenda management and minutes recording process of the clerk's office. Peak Agenda Management allows clerks to streamline the way they compile and produce agendas and record minutes for public meetings and includes: <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited meeting bodies and meeting types • Access to up to one (1) Peak Agenda Management site
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Solution	Description
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Granicus Video - Online Training	Granicus Video - Online Training
Open Platform - Setup and Configuration	Setup and configuration for Open Platform
govDelivery for Integrations	Send notification bulletins directly to constituents who subscribe to receive updates directly through Granicus (powered by govDelivery). Receive a monthly metrics report delivered via email to show subscriber growth and engagement activity for the past month of bulletin sends, and grow subscribers through access to the Granicus Advanced Network. <p>Note: govDelivery integrations is dependent on an active subscription to the relevant govMeetings agenda or govAccess CMS solutions.</p>
Open Platform - Setup and Configuration	Setup and configuration for Open Platform
Granicus Encoding Appliance Software (GT)	Granicus Encoding Appliance Software (GT) This includes the LiveManager Software solution where webcasts are started/stopped, agendas amended and indexed, votes and attendance recorded, and minutes created.
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US Shipping Charge C - Large Item	US shipping of a large item

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 - Data provided by the Client and contact information gathered through the Client's own web properties or activities will remain the property of the Client ('Direct Subscriber'), including any and all personally identifiable information (PII). Granicus will not release the data without the express written permission of the Client, unless required by law.
 - Granicus shall: (i) not disclose the Client's data except to any third parties as necessary to operate the Granicus Products and Services (provided that the Client hereby grants to Granicus a perpetual, non-cancelable, worldwide, non-exclusive license to utilize any data, on an anonymous or aggregate basis only, that arises from the use of the Granicus Products by the Client, whether disclosed on, subsequent to, or prior to the Effective Date, to improve the functionality of the Granicus Products and any other legitimate business purpose, including the right to sublicense such data to third parties, subject to all legal restrictions regarding the use and disclosure of such information).
- **Data obtained through the Granicus Advanced Network.**
 - Granicus offers a SaaS product, known as the Communications Cloud, that offers Direct Subscribers recommendations to subscribe to other Granicus Client's digital communication (the 'Advanced Network'). When a Direct Subscriber signs up through one of the recommendations of the Advanced Network, that subscriber is a 'Network Subscriber' to the agency it subscribed to through the Advanced Network.
 - Network Subscribers are available for use while the Client is under an active subscription with Granicus. Network Subscribers will not transfer to the Client upon termination of any Granicus Order, SOW, or Exhibit. The Client shall not use or transfer any of the Network Subscribers after termination of its Order, SOW, or Exhibit placed under this agreement. All information related to Network Subscribers must be destroyed by the Client within 15 calendar days of the Order, SOW, or Exhibit placed under this agreement terminating.
 - Opt-In. During the last 10 calendar days of the Client's subscription, the Client may send an opt-in email to Network Subscribers that shall include an explanation of the Client's relationship with Granicus terminating and that the Network Subscribers may visit the Client's website to subscribe to further updates from the Client in the future. Any Network Subscriber that does not opt-in will not be transferred with the subscriber list provided to the Client upon termination.

UPDATES TO SHARED SHORT CODES FOR SMS/TEXT MESSAGING (US CLIENTS ONLY):

- Granicus will be migrating all clients with SMS/Text Messaging Solutions using a shared short code option to a unique standard toll-free number within the United States (International numbers not supported). Short Codes are recommended for Text-to-Subscribe functionalities, if enabled where available, for an additional fee.
- Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use.

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-284016 dated 25 May 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Corcoran, MN to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Granicus will provide a three (3) year warranty with respect to required hardware. Within the three (3) year warranty period, Granicus shall repair or replace any required hardware provided directly from Granicus that fails to function properly due to normal wear and tear, defective workmanship, or defective materials.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	<input type="checkbox"/> - No <input type="checkbox"/> - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-284016 dated 25 May 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Corcoran, MN	
Signature:	
Name:	
Title:	
Date:	

Granicus Proposal for Corcoran, MN

ORDER DETAILS

Prepared By: Stephanie Serbedzija
Phone: (224) 284-1107
Email: stephanie.serbedzija@granicus.com
Order #: Q-285592
Prepared On: 02 Jun 2023
Expires On: 21 Jul 2023

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 60 months.

The subscription includes the following domain(s) and subdomain(s):
<https://www.corcoranmn.gov/>

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Granicus Web - Essentials Package	Milestones - 40/30/30	1 Each	\$7,110.00
SUBTOTAL:			\$7,110.00

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
OpenCities SaaS License	Annual	1 Each	\$5,400.00
SUBTOTAL:			\$5,400.00

Communications Cloud Tier:
for up to 4000 subscribers

FUTURE YEAR PRICING

Solution(s)	Period of Performance			
	Year 2	Year 3	Year 4	Year 5
OpenCities SaaS License	\$5,670.00	\$5,953.50	\$6,251.18	\$6,563.73
SUBTOTAL:	\$5,670.00	\$5,953.50	\$6,251.18	\$6,563.73

PRODUCT DESCRIPTIONS

Solution	Description
Granicus Web - Essentials Package	<p>The Essentials package provides a citizen-focused website based on best practices & patterns out-of-the-box using proven pre-configured layouts. This implementation level is recommended for organizations that need a rapid implementation timeline or those with a small implementation team that does not have the capacity to engage in a traditional UX Design process.</p> <p>This package includes:</p> <ul style="list-style-type: none"> • Professional Project <ul style="list-style-type: none"> ○ Management - Weekly / bi-weekly communication • One (1) homepage layout from Granicus responsive design library • One (1) Information Architecture (IA) Package (basic) <ul style="list-style-type: none"> ○ Best practices review • One (1) Content Rationalization Package (basic) <ul style="list-style-type: none"> ○ Best practices review, one (1) hour session ○ Site scrape loaded into AIM framework document • One (1) Visual Design Package <ul style="list-style-type: none"> ○ One (1) homepage design mockup – based on logo + 3 colors ○ Interior page sample ○ Mobile version sample ○ One (1) round of design revisions • Development/CMS Implementation • Content Migration - up to fifty (50) pages • QA & Accessibility Report • Remote Training - Delivered in three (3) non-consecutive sessions <ul style="list-style-type: none"> ○ eight (8) hours total - Up to ten (10) people

Solution	Description
OpenCities SaaS License	<p>The OpenCities platform allows you to launch modern, easy to use websites that evolve to put the needs of your community at the center. The SaaS License includes:</p> <ul style="list-style-type: none"> • All OpenCities out of the box functionality (excluding optional/premium modules priced separately) • Platform setup and full project management • Managed cloud hosting via Microsoft AzureGov • Ongoing security updates • Ongoing product updates and enhancements • WCAG AA Accessibility maintained perpetually • 99.9% up-time guarantee and 24/7 support for Priority 1 issues (per SLA) • Comprehensive SLA and Support Ticketing system <p>See subscription agreement for details.</p>

Granicus Proposal for Corcoran, MN

ORDER DETAILS

Prepared By: Stephanie Serbedzija
Phone: (224) 284-1107
Email: stephanie.serbedzija@granicus.com
Order #: Q-284018
Prepared On: 30 May 2023
Expires On: 21 Jul 2023

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 120 months.

The subscription includes the following domain(s) and subdomain(s):
<https://www.corcoranmn.gov/>

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Granicus Web - Essentials Package	Milestones - 40/30/30	1 Each	\$7,110.00
SUBTOTAL:			\$7,110.00

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
OpenCities SaaS License	Annual	1 Each	\$5,400.00
SUBTOTAL:			\$5,400.00

Communications Cloud Tier:
for up to 4000 subscribers

FUTURE YEAR PRICING

Period of Performance									
Solution(s)	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
OpenCities Saas License	\$5,670.00	\$5,953.50	\$6,251.18	\$6,563.73	\$6,563.73	\$6,563.73	\$6,563.73	\$6,563.73	\$6,563.73
SUBTOTAL:	\$5,670.00	\$5,953.50	\$6,251.18	\$6,563.73	\$6,563.73	\$6,563.73	\$6,563.73	\$6,563.73	\$6,563.73

PRODUCT DESCRIPTIONS

Solution	Description
<p>Granicus Web - Essentials Package</p>	<p>The Essentials package provides a citizen-focused website based on best practices & patterns out-of-the-box using proven pre-configured layouts. This implementation level is recommended for organizations that need a rapid implementation timeline or those with a small implementation team that does not have the capacity to engage in a traditional UX Design process.</p> <p>This package includes:</p> <ul style="list-style-type: none"> • Professional Project <ul style="list-style-type: none"> ◦ Management - Weekly / bi-weekly communication • One (1) homepage layout from Granicus responsive design library • One (1) Information Architecture (IA) Package (basic) <ul style="list-style-type: none"> ◦ Best practices review • One (1) Content Rationalization Package (basic) <ul style="list-style-type: none"> ◦ Best practices review, one (1) hour session ◦ Site scrape loaded into AIM framework document • One (1) Visual Design Package <ul style="list-style-type: none"> ◦ One (1) homepage design mockup – based on logo + 3 colors ◦ Interior page sample ◦ Mobile version sample ◦ One (1) round of design revisions • Development/CMS Implementation • Content Migration - up to fifty (50) pages • QA & Accessibility Report • Remote Training - Delivered in three (3) non-consecutive sessions <ul style="list-style-type: none"> ◦ eight (8) hours total - Up to ten (10) people

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- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[<input type="checkbox"/>] - No [<input type="checkbox"/>] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

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AGREEMENT AND ACCEPTANCE

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Corcoran, MN	
Signature:	
Name:	
Title:	
Date:	

TERMS & CONDITIONS

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- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-285592 dated 02 Jun 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
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Billing Address:		PO Number: <i>If PO required</i>	
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Corcoran, MN	
Signature:	
Name:	
Title:	
Date:	

Engage Citizens, Drive Action

Email, Social & Text Messaging Solutions



INCREASE ENGAGEMENT:

500%

more public engagement when using multiple digital channels.

“ Investing in Granicus was a game changer. Now, we connect with people in need and as a result see at least a 4x return on our investment.”

- Sean Bennett, Director of Marketing & Outreach, Making Home Affordable

The Challenge

These days, updating a webpage isn't enough. To achieve your goals as a government communicator, you have to engage with citizens everywhere you can: in email inboxes, on mobile devices, through social media. Defining a communication strategy that hits the most relevant audience, managing the volume of messages required across your organization, and ensuring you have the right approvals and security can be a challenge.

What If You Could...

- ✓ **Improve citizen engagement** by sending the right message, at the right time, via the right channel?
- ✓ **Grow your audience by 250%**, on average, by letting citizens opt-in to all the information that matters to them?
- ✓ **Ensure your messages are received** while complying with security regulations and policies?
- ✓ **Spend less on marketing & lighten your workload** by managing all digital communications through one mobile-friendly platform?

Secure Better Engagement With govDelivery

The govDelivery solution is **the first FedRAMP-authorized digital engagement platform** for email, social and text communications. It's easy to use, more affordable than traditional advertising, and trusted by every Federal Agency. In fact, 500 state departments and thousands of local communities use govDelivery to reach, engage, and serve constituents. Plus, it promotes your organization through a network of over 280M citizens who are interested in related government content.

GOVDelivery FEATURES

Obtain Subscribers & Drive Interest in Your Mission

- Signup Box
- Text-to-Subscribe
- Website Overlay
- Quick Subscribe Pages
- Granicus Subscriber Network

Engage & Drive Action

- Personalized Emails
- Text Messaging
- Social Posts
- Branded Mobile Friendly Templates

Continually Improve

- Robust Reporting & APIs
- Link Tracking Parameters

With govDelivery You Can...

- ✓ **Write once, publish everywhere** — post email, social media, and text messages with the click of a button.
- ✓ **Instantly drive more relevant subscriptions** through the Granicus Subscriber Network of over 280M citizens subscribed to receive the messages they want most.
- ✓ **Protect citizen data** by using the first cloud communication platform authorized by FedRAMP (also a DoD Trusted Sender).
- ✓ **Optimize your messages** with reports that tell you what works and support from our team of digital communication experts.

Customer Success



The Michigan Summer Food Service program wanted to boost the number of kids receiving free, nutritious meals. With govDelivery plus Granicus digital engagement specialists, they compelled citizens to join their important cause.



500K
more
meals served



2.8M
email
messages sent



30%
message
open rate

“ The Michigan Summer Food Service program saw a direct correlation between areas targeted with communication and an increase in the number of meals served.”

- Michigan Summer Food Service Program

GET INSPIRED

See more customer successes



About Granicus: More than 5,500 government agencies use Granicus to modernize their online services, web presence, and communications strategies. We offer seamless digital solutions that help government actively reach, inform, and engage citizens on the first unified civic engagement platform for government.

Transforming the Digital Experience

Launch modern websites that easily evolve to meet the changing needs of your community



INCLUDED FEATURES

- Simple and intuitive CMS
- Data-driven content and design
- Low-code/no-code solutions
- Homepage design flexibility
- Publish once, present anywhere
- Effective predictive search tool
- Easy-to-use “theme builder” design templates
- User-experience (UX) tested content types library
- Mobile responsive for common devices
- Best-in-class security
- Meets WCAG 2.1 AA and Section 508 ADA accessibility standards
- State-of-the-art hosting infrastructure; 99.9% uptime
- 24/7 customer support

The Challenge

Residents’ needs and expectations are changing. Now more than ever, government must meet people where they are and provide opportunities for simple and convenient interactions. Government agencies of all sizes are partnering with OpenCities to achieve this goal and transform website user experiences. With innovative tools that engage residents and help them find what they’re looking for the first time, OpenCities is helping governments serve better, from the launch of a website well into the future.

What if you could...

- ✓ **Use a simple and proven design process** to launch a beautiful and functional website that works for all residents, both now and in the future.
- ✓ **Quickly connect residents with the information they need** using innovative tools that simplify government language and processes.
- ✓ **Maximize content effectiveness** by building on the interests and actions of website visitors.
- ✓ **Update the website homepage layout and page themes** as user interests and expectations change, without the need to conduct a full website redesign.

Built with the resident experience in mind


With robust and innovative tools and options, OpenCities transforms government websites to provide an unmatched user experience. As a complement to the website Content Management System (CMS), organizations can also reach their specific goals and outcomes by adding tools such as digital forms and services, community engagement platforms, email and SMS platforms, agenda and meeting management, records requests, and more!

Reduce costs by improving efficiency

Websites are the starting or ending point for nearly 2/3 of all government interactions. Your organization can save time and money and enhance the user experience by helping residents easily find the information and tools they need to complete tasks online.

Cost by channel

Face-to-face

 **\$12.90**
per request

Correspondence

 **\$9.79**
per request

Telephone

 **\$3.16**
per request

Online

 **Only cents**
per request

With OpenCities, you can...

- ✓ **Connect people to information and services** without needing to understand complex government structure or language
- ✓ **Discover and spotlight user “top tasks”** and highlight related information using robust website visitor data and insights
- ✓ **Benefit from a purpose-built for government search engine (predictive search)** that simplifies government terms and finds the information users are looking for
- ✓ **Empower organizational-wide content creation** with a low-code/no-code platform that includes flexible design and content templates and tools
- ✓ **Ensure a consistent voice** using custom approval processes and workflows to curate and publish content
- ✓ **Benefit from ongoing research and development (R&D), security and accessibility** enhancements, as well as innovative platform upgrades, all included as part of your subscription

Don't just take our word for it!

“ We knew that we weren't looking for just any government-hosted solution, so when we saw OpenCities, we were impressed by their built-for-government platform. They helped educate our web team and content editors on best practices for user-centered design and showed us how easy it is to create an enhanced user-experience within the OpenCities platform.”

- Misti Nowak, Communications Administrator, Oro Valley, AZ

“ We are building the website for our community – a digital City Hall that serves those who live, work and play here on their terms, on any device, on any browser, at any time. If the website does not work for our community, it simply does not work.”

- Rosalynn Bliss, Mayor, Grand Rapids, MI

Governments of all sizes partner with OpenCities to transform website user experiences



govService Forms

Simple, Intuitive Online Forms and Workflows



SERVE FASTER, SERVE BETTER

“ We saw 48 forms submitted in one month... That saved us two physical court hearings, which is a huge cost saving.”

- Crystal Sprague, Court Administrator, Kansas City, Kansas

Explore Ways to Use Forms

- Customer Requests
- Applications
- Registration Forms
- Payments
- Bookings
- Permits
- Calculators
- Self-service

The Challenge

Most interactions between residents and government happen at the local level.

Whether requesting a pothole repair, starting water service, or ordering a new trash bin, governments process thousands of resident requests every day. That's why cities and counties need an effective way to digitize workflows and services.

But how can governments create easy-to-use solutions that accommodate complex resident and staff needs while still being flexible enough to integrate with existing systems?

What If You Could...

- ✓ **Create online forms and workflows** using drag and drop functionality? Modernize outdated processes to provide a digital government experience that can rapidly respond to residents and increase engagement?
- ✓ **Encourage more resident self-service** and significantly reduce time spent on call center and in-person interactions?
- ✓ **Translate complex business logic** into simple “wayfinding” or digital tools to help residents ensure they are eligible?
- ✓ **Allow staff to build custom solutions** without tech skills or time-consuming customizations?

Transform the Digital Journey with Forms

Forms provides the functionality modern governments need to transform their digital customer journey. Built with and for governments, Forms converts even the most complex processes or multi-page forms into an intuitive online experience with automated form flows based on customer responses.

FORMS FEATURES

Explore Ways to Use Forms

- Drag and Drop Form Creation
- Smart Form Logic, such as Groups of Fields and Office Only Fields
- Seamlessly Integrate with Digital Payment Providers
- Unparalleled Security Made for Government

Usability and Accessibility

- Accessibility Compliant (ADA)
- Mobile Friendly
- Cross Device Compatibility
- Multilingual
- Built-in Save and Continue
- Real-Time Form Validation
- Online Help

Efficient Management

- Automate Form Workflow
- Drag and Drop Review and Approval Process
- Actionable Email Notifications
- Connect to Existing Systems

Additional Services Available

- Integrate with Microsoft Azure Active Directory for easy user management

Forms Can...

- ✓ **Transform any service** by rapidly converting even the most sophisticated PDFs, paper forms, and offline processes into online forms, without the need for coding.
- ✓ **Simplify submissions** with a service that is secure, accessible, mobile-friendly, and easy to use for everyone.
- ✓ **Automate workflows** with drag-and-drop design to assemble an approval path that automatically routes submissions to the right people and departments.
- ✓ **Increase transparency and keep residents notified** as their request progresses through the entire workflow process to closure.
- ✓ **Measure and improve a resident's experience** by visualizing their journey, identifying bottlenecks, and leveraging actionable insights to refine the process and further increase self-service.

Proven Customer Success



When city-wide COVID-19 restrictions went into effect in Kansas City, KS, courts had to close their doors to in-person service. With the help of Forms, court staff and judges were able to quickly adapt justice processes online, implement policy changes, and inform the public



4

Hours vs. 4 weeks of time saved in Online Traffic Pleas



48

Online Traffic Pleas forms submitted in the first month



2

full public hearing sessions saved through online submissions in one month

“As a department head, I can now work with our judges to implement policy changes in minutes, not days or even months. I can build a form in govService Forms and make it go live on our website tomorrow.”

- Crystal Sprague, Court Administrator, Kansas City, Kansas

STAFF REPORT

Agenda Item: 9b.

Council Meeting: June 8, 2023	Prepared By: Jessica Beise and Kevin Mattson
Topic: Pedestrian Crossing Policy and Options	Action Required: Direction

Summary

The City has prepared a draft Pedestrian Crossing Policy and two site evaluations for pedestrian crossing as discussed at the March 9, 2023, Council Work Session. Staff would like feedback on the policy.

If the site evaluation proposals are supported by Council, direction on the following items is requested:

- Should the policy and/or the two site evaluations be provided to the Parks and Trails Commission for their review?
- Does Council authorize staff to bring back a funding plan?
 - Would this be an eligible and desired to be incorporated into the City's assessment policy?
 - Should we look into grant opportunities?

Financial/Budget

The pedestrian crossing implementation costs would be unbudgeted, and Council should provide direction on the funding source.

Options

1. Provide staff feedback and direction on the policy and site evaluations.

Recommendation

Provide staff feedback and direction on the policy and site evaluations.

Council Action

Provide staff feedback and direction on the policy and site evaluations.

Attachments

1. DRAFT Pedestrian Crosswalk Policy
2. Stieg and Elm Crossing Evaluation
3. Gleason Crossing Evaluation



**City of Corcoran Pedestrian Crossing
Policy DRAFT**

Pedestrian Crossing Policy and Selection
Process for Streets within the City of
Corcoran, Minnesota

May 30, 2023

Prepared for:
City of Corcoran
8200 County Road 116
Corcoran, MN 55340

Prepared by:
Stantec Consulting Services Inc.
733 Marquette Avenue, Suite 1000
Minneapolis, MN 55402



DRAFT



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CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

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CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

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CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

Introduction and Purpose

1.0 INTRODUCTION AND PURPOSE

The City of Corcoran is a growing community that continues to see urbanized growth along the eastern portions of town. As development continues, one of the challenges the City has identified is the planning and management of interactions between its growing pedestrian facility needs and its roadway network. Corcoran does not currently have a policy in place to address pedestrian crossings. City staff have been managing crossing requests and concerns by residents on a case-by-case basis. The City typically reviews each situation and engages in discussions on what, if any, pedestrian treatments may adequately address concerns. While this approach has been sufficient to handle these requests and concerns to date, it is anticipated that continued growth will result in increasing requests. Following a work session to discuss management strategies going forward, the City Council has requested staff to develop a policy addressing pedestrian crossings to evaluate both resident concerns and future areas of need.

2.0 AUTHORITY

The City may consider the installation of marked pedestrian crossing facilities where potential conflicts between vehicular and pedestrian movements and where enhancement of the crossing is determined to be appropriate on local roadways. The crossing facility should be designed in accordance with State Statute and the guidelines contained herein.

This policy is based on the administrative implementation of policy and *Minnesota State Statute §169*, and therefore several provisions govern. This policy is administered under the direction of the Director of Public Works and applies to roadways under the City's jurisdiction and was reviewed and approved on _____ by City Resolution # _____.

3.0 RELEVANT STATUTES

Minnesota State Statute §169 describes several relevant provisions that define terminology related to pedestrian facilities and inform pedestrian and driver responsibilities.

3.1 SECTION 169.011; SUBD. 20 - CROSSWALK

“Crosswalk” means (1) that portion of a roadway ordinarily included with the prolongation or connection of the lateral lines of sidewalks at intersections; (2) any portion of a roadway distinctly indicated for pedestrian crossing by lines or other markings on the surface.

3.2 SECTION 169.011; SUBD. 53 - PEDESTRIAN

“Pedestrian” means any person afoot or in a wheelchair.



CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

Relevant Statutes

3.3 SECTION 169.011; SUBD. 68 – ROADWAY

“Roadway” means that portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the sidewalk or shoulder. During periods when the commissioner allows the use of dynamic shoulder lanes as defined in subdivision 25, roadway includes that shoulder. In the event a highway includes two or more separate roadways, the term “roadway” as used herein shall refer to any such roadway separately but not to all roadways collectively.

3.4 SECTION 169.21 - PEDESTRIAN

3.4.1 Subdivision 1 – Obey traffic-control signals.

“Pedestrians shall be subject to traffic-control signals at intersections as herefore declared in this chapter, but all other places pedestrians shall be accorded the privileges and shall be subject to the restrictions stated in this section and section 169.22.

3.4.2 Subdivision 2 – Rights in absence of a signal.

- (a) *Where traffic-control signals are not in place or in operation, the driver of a vehicle shall stop to yield the right-of-way to a pedestrian crossing the roadway within a marked crosswalk or at an intersection with no marked crosswalk. The driver must remain stopped until the pedestrian has passed the lane in which the vehicle is stopped. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield. The provision shall not apply under the conditions as otherwise provided in the subdivision.*
- (b) *When any vehicle is stopped at a marked crosswalk or at an intersection with no marked crosswalk to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass the stopped vehicle.*
- (c) *It is unlawful for any person to drive a motor vehicle through a column of school children crossing a street or highway or past a member of a school safety patrol or adult crossing guard, while the member of the school safety patrol or adult crossing guard is directing the movement of children across a street or highway and while the school safety patrol member or adult crossingguard is holding an official signal in the stop position.*
- (d) *A person who violates this subdivision is guilty of a misdemeanor. A person who violates this subdivision a second or subsequent time within one year of a previous conviction under this subdivision is guilty of a gross misdemeanor.*



CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

Relevant Guidance And Policies

3.4.3 Subdivision 3 - Crossing between intersections.

- (a) *Every pedestrian crossing a roadway at any point other than within a marked crosswalk or at an intersection with no marked crosswalk shall yield the right-of-way to all vehicles upon the roadway.*
- (b) *Any pedestrian crossing a roadway at a point where a pedestrian tunnel or overhead pedestrian crossing has been provided shall yield the right-of-way to all vehicles upon the roadway.*
- (c) *Between adjacent intersections at which traffic-control signals are in operation pedestrians shall not cross at any place except in a marked crosswalk.*
- (d) *Notwithstanding the other provisions of this section every driver of a vehicle shall*
 - (1) *Exercise due care to avoid colliding with any bicycle or pedestrian upon any roadway and*
 - (2) *Give an audible signal when necessary and exercise proper precaution upon observing any child or any obviously confused or incapacitated person upon a roadway.*

4.0 RELEVANT GUIDANCE AND POLICIES

The following guidance and policies from other municipalities in Minnesota were used to help inform the development of this policy.

4.1 MNDOT PEDESTRIAN CROSSWALK POLICY DEVELOPMENT GUIDELINES

In May 2020, the Minnesota Department of Transportation (MnDOT) Local Road Research Board (LRRB) developed guidelines to help local agencies develop pedestrian crossing policies. This improves consistency in the methods and approaches local agencies use to address crossings on streets within their jurisdiction. These guidelines address how crossings may be enhanced by countermeasures based on roadway type, vehicle volumes, and posted speed limit. These guidelines also discuss resources developed by various agencies related to pedestrian crossing policy and pedestrian facilities.

4.2 MINNESOTA'S BEST PRACTICES FOR PEDESTRIAN/BICYCLE SAFETY

In September 2013, MnDOT published a document to provide a resource to assist agencies in their effort to accommodate pedestrians and bicyclists more safely on their roads and highways. The document discusses available proven, tried, and experimental strategies and provides a description and definition to each in addition to their safety characteristics.



4.3 BEST PRACTICES FOR TRAFFIC CONTROL AT REGIONAL TRAIL CROSSINGS

In 2009, several Minnesota metro road and trail managing agencies came together to provide clarification on Minnesota State statutes regarding crossing locations and to provide a general set of principles and options to consider when evaluating traffic control configurations at trail crossings. A chart was developed to provide consistency along regional trails for crossing treatments based on roadway type, vehicle ADT, and vehicle speeds.

4.4 MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES

The 2023 Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD) contains information on the design and implementation of some pedestrian facilities including crosswalk markings, signage, and signal treatments, however it does not provide complete guidance for what countermeasures should be considered when evaluating specific locations.

4.5 HENNEPIN COUNTY PEDESTRIAN PLAN

The Hennepin County Board of Commissioners adopted the Pedestrian Plan in September 2013. The purpose of the plan is to guide the implementation of improved opportunities for walking within Hennepin County, while remaining consistent with adopted policies and improving health outcomes. The plan does not address crossing guidelines but discussed a need to develop guidelines for Leading Pedestrian Intervals (LPI), Rectangular Rapid Flashing Beacons (RRFB), and PHBs across County Roads.

4.6 CITY OF ALBERT LEA, MN CROSSWALK POLICY

The City of Albert Lea's policy, published as part of their policy and procedures manual, establishes the guidelines and considerations for the installation of marked crosswalks. The policy requires an engineering study to determine if the criteria is met for a marked crosswalk. The criteria include minimum vehicle volumes, minimum peak hour pedestrian volumes, inadequate gaps, and distance from other crossings.

Once the decision is made to mark a crosswalk, the policy identifies a chart based on AADT, vehicle speeds, and roadway configuration to determine the proper treatment needed.

4.7 CITY OF MANKATO, MN CROSSWALK MARKING POLICY

Adopted by the City Council in May 2011, the City of Mankato's policy outlines a process that can be taken for a citizen to request a marked crosswalk. If a location is to be marked, it requires 20 or more pedestrians within a 2-hour period, in addition to sufficient stopping sight distance. Crosswalks are not allowed on arterial roadways or on streets with a speed limit greater than 30 mph unless the intersection is signalized. The policy also provides a list of locations where conditions may warrant a crosswalk (school routes, parks, trails, etc.). The policy states that in all cases, the City Council will make the final decision.



4.8 CITY OF BLAINE, MN CROSSWALK POLICY

In November 2014, the Blaine City Council adopted a policy very similar to the City of Mankato's policy from 2011. If a location is to be marked it must have over 5 pedestrians per hour during a 10-hour period. Crosswalks are not allowed on arterial roadways or on streets with a speed limit greater than 30 mph unless the intersection is signalized. The policy also provides a list of locations where conditions may warrant a crosswalk (school routes, parks, trails, etc.). The Blaine policy has a process for a citizen to make a request for a crosswalk and states that in all cases, the City Council will make the final decision to mark a crosswalk.

5.0 EVALUATION PROCESS

5.1 IDENTIFYING LOCATIONS

Due to the developing and urbanizing nature of Corcoran, identifying the location of needed/future pedestrian crossing treatments is an important first step in identifying potential locations can be achieved in several ways, and may include:

- Requests by residents – Current resident requests for crossing enhancements will be documented and evaluated against the procedures outlined in this policy. The City will make the final decision regarding what treatments, if any, are appropriate for the location.
- Assessing multimodal city planning documents – The city may examine the multimodal elements of their planning documents including the Parks and Trails Plan within the City of Corcoran 2040 Comprehensive Plan as well as.... The city can then identify locations where designated trails cross roads or where pedestrian generation is expected between trails/parks and nearby residences or commercial areas. The city may evaluate and recommend crossing improvements at locations that are identified in accordance with this policy.
- Assessing pedestrian circulation within and around proposed developments – When a new development is proposed, the developer must assess the site for pedestrian access and circulation needs and to determine reasonable routes. Locations external to the site where pedestrian traffic is expected to access the public pedestrian network shall be identified. Based on factors including adjacent land uses or proximity to nearby parks/trails, the city will determine if pedestrians crossing city roadways are possible adjacent to the proposed development. The city will evaluate the potential crossing location in accordance with this policy and make the final decision on treatments required for the development. This process includes scenarios where parcels of a development are divided by a city roadway and pedestrian trips are anticipated to be generated between the parcels.



CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

Evaluation Process

5.2 MULTIMODAL ASSESSMENT

Once a crossing location has been identified, a multimodal assessment shall be performed to determine if criteria are met for a marked pedestrian crossing facility and to determine the appropriate treatments. The level of detail required for the multimodal assessment will vary depending on the location being evaluated. The multimodal assessment may include:

1. Vehicle traffic characteristics such as vehicle speed and traffic volume
2. Roadway geometric characteristics including grades, curvature, roadway width, lane configuration, and medians
3. Pedestrian volume, age, and level of mobility as well as future volume associated with developments
4. Location of adjacent land uses/pedestrian generators and crossing patterns including parks, trails, and recreation areas
5. Designated school walking routes
6. Existing sidewalk network and sidewalk ramps
7. Sight distances and sight obstructions
8. Location of adjacent driveways
9. On-street parking
10. Street lighting
11. Location of drainage structures
12. Distance to nearest protected/marked pedestrian crossing including at traffic signals, stop-controlled intersections, or grade separated facilities
13. Traffic signal progression
14. Vehicle and pedestrian crash history and risk

5.3 GUIDELINES

The City shall take into consideration the following general guidelines during the multimodal assessment and when selecting the appropriate crossing facility:

1. Facility selection based on engineering judgement
2. Pedestrian crossings connecting established sidewalks/trails at both ends



CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

Criteria For Implementation

3. Inclusion of Americans with Disabilities Act (ADA) accessible ramps at both ends of pedestrian crossing installations
4. Adequate street lighting at crossings
5. Restricted street parking adjacent to pedestrian crossings to allow for adequate sight lines for both drivers and pedestrians
6. Provisions from the MN MUTCD

6.0 CRITERIA FOR IMPLEMENTATION

The following criteria should be considered during the evaluation of the identified pedestrian crossing location. It should be noted that the following criteria act as guidance and meeting any of the criteria may warrant consideration of a pedestrian crossing facility. The City will make the final decision of what treatments, if any, are appropriate.

6.1 MINIMUM TRAFFIC VOLUME

Pedestrian crossings should generally not be considered for roadways with less than 1,000 vehicles per day unless as part of a school walking route.

6.2 PEDESTRIAN VOLUMES

Consideration should be given to pedestrian crossings if there is a minimum of 20 pedestrian crossings during the pedestrian peak hour. A lower pedestrian traffic volume of 15 may be used if the proposed location is part of a school walking route or adjacent to senior housing or assisted living facilities.

6.3 TRAFFIC GAPS

Consideration should be given to pedestrian crossings if there is less than one adequate crossing gap in traffic per minute during the peak hour. A crossing gap is measured as the time (in seconds) between vehicles crossing (regardless of direction of travel) the proposed crossing location. An adequate gap is determined by dividing the roadway width (in feet) by a walking rate of 3.5 feet per second (may be slower for a crossing location serving mobility-impaired pedestrians) and adding 3 seconds of perception/reaction time.

6.4 CRASH DATA

Consideration should be given to pedestrian crossings if there is a history or risk of pedestrian or vehicle crashes that indicate safety concerns for crossing pedestrians or other non-motorized users. A review of the Minnesota Crash Mapping Analysis Tool (MnCMAT2) should be performed as part of the multimodal assessment to determine if crashes occurred recently at the potential crossing location.



CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

Criteria For Implementation

6.5 PEDESTRIAN CROSSING SPACING

Pedestrian crossings should be spaced a minimum of 300 feet from an adjacent protected or marked crossing.

6.6 MID-BLOCK PEDESTRIAN CROSSINGS

The use of mid-block pedestrian crossings is generally discouraged unless engineering judgement determines a specific need for this type of crossing. Installation of new mid-block crossings should include provisions for adequate street lighting, supplemental signage, and parking restrictions as determined to be appropriate.

6.7 PEDESTRIAN CROSSING CONTROL

Control for a pedestrian crossing, including signing, pavement marking, traffic signals, flashing beacons, and other warning devices should conform to the MN MUTCD.

6.8 TRAFFIC SIGNALS

Marked crosswalks should be installed at signalized intersections in accordance with the traffic signal design, which should also include pedestrian phases and accessible pedestrian signal (APS) push buttons and may feature LPI.

6.9 CENTRAL BUSINESS DISTRICT

Pedestrian crossings should be considered in the Central Business District of the City and in areas of concentrated pedestrian activity such as dense housing developments and commercial or mixed-use areas.

6.10 ROUNDABOUTS

Marked crosswalks should be installed at roundabouts in accordance with the roundabout engineering design. The roundabout may warrant enhanced crossing facility treatments such as RRFBs depending on the characteristics of the roadway/traffic and the expected level of pedestrian crossing activity.

6.11 NEARBY MULTIMODAL FACILITIES

The proximity of a proposed crossing location to other multimodal, non-motorized facilities such as trails, shared-use paths, sidewalks, or bike lanes may increase the potential for crossing activity. The enhanced crossing may provide a benefit to the overall multimodal network in the community and thus may be considered.



Treatments

6.12 EXISTING AND FUTURE LAND USE

The proximity of a proposed crossing location to existing and future land uses that are expected to generate pedestrian trips between each other including residential areas, commercial areas, schools and other community facilities, event centers, and parks and recreation areas may increase the potential for crossing activity. An assessment of adjacent proposed developments, existing zoning, and future land use outlined in the City's Comprehensive Plan should be considered in the multimodal assessment.

7.0 TREATMENTS

Once a decision is made to implement a pedestrian crossing facility at a particular location, the appropriate crossing treatments should be selected based on the characteristics of the roadway being crossed.

7.1 SELECTION MATRIX

A selection matrix was developed to help choose the appropriate pedestrian crossing treatment or treatments based on roadway characteristics, including AADT, posted speed limit, and lane configuration. The matrix was developed using treatment selection guidance in Chapter 13 of the MnDOT Traffic Engineering Manual (TEM) and the Federal Highway Administration's (FHWA) *Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations*. **Table 1** shows the roadway characteristics and the corresponding recommended treatments.

It is important to note that some treatments should always be considered at a crossing but are not mandated or required, and some treatments are dependent on others being implemented concurrently. Also, important to note is the absence of a listed recommended treatment means it is generally not appropriate to implement, however exceptions based on engineering judgement may be considered.



CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

Treatments

Table 1 – Selection Matrix for Pedestrian Crossing Treatments

Roadway Configuration	AADT AND POSTED SPEED LIMIT								
	Vehicle AADT <9,000			Vehicle AADT 9,000 - 15,000			Vehicle AADT > 15,000		
	≤ 30 mph	35 mph	≥ 40 mph	≤ 30 mph	35 mph	≥ 40 mph	≤ 30 mph	35 mph	≥ 40 mph
2 LANES (1 LANE IN EACH DIRECTION)	① ② ③ ④ 5 7 8 9	① ② ③ ④ 8 9 10 12	① ② ③ ④ 8 9 10 12	① ② ③ ④ 5 7 8 9	① ② ③ ④ 8 9 10 12	① ② ③ ④ 8 9 10 12	① ② ③ ④ 7 8 9 10 12	① ② ③ ④ 8 9 10 12	① ② ③ ④ 8 9 10 12
3 LANES WITH RAISED MEDIAN (1 LANE IN EACH DIRECTION WITH TURN LANES)	① ② ③ ④ 5 6 7 8	① ② ③ ④ ⑥ 8 10 12	① ② ③ ④ ⑥ 8 10 12	① ② ③ ④ 5 7 8 9	① ② ③ ④ ⑥ 8 10 12	① ② ③ ④ ⑥ 8 10 12	① ② ③ ④ ⑥ 7 8 10 12	① ② ③ ④ ⑥ 8 10 12	① ② ③ ④ ⑥ 8 10 12
3 LANES WITHOUT RAISED MEDIAN (1 LANE IN EACH DIRECTION WITH A TWO-WAY-LEFT-TURN)	① ② ③ ④ 5 6 7 8 9 10 12	① ② ③ ④ ⑥ 8 9 10 12	① ② ③ ④ ⑥ 8 9 10 12	① ② ③ ④ 5 7 8 9 10 12	① ② ③ ④ ⑥ 8 9 10 11 12	① ② ③ ④ ⑥ 8 9 10 12	① ② ③ ④ ⑥ 7 8 9 10 12	① ② ③ ④ ⑥ 8 9 11 12	① ② ③ ④ ⑥ 8 9 10 12
4+ LANES WITH RAISED MEDIAN (2 OR MORE LANES IN EACH DIRECTION)	① ② ③ ④ ⑥ 8 10 11 12	① ② ③ ④ ⑥ 8 10 11 12	① ② ③ ④ ⑥ 8 11 12	① ② ③ ④ ⑥ 8 10 11 12	① ② ③ ④ ⑥ 8 10 11 12	① ② ③ ④ ⑥ 8 11 12	① ② ③ ④ ⑥ 8 10 11 12	① ② ③ ④ ⑥ 8 11 12	① ② ③ ④ ⑥ 8 11 12
4+ LANES WITHOUT RAISED MEDIAN (2 OR MORE LANES IN EACH DIRECTION)	① ② ③ ④ ⑥ 8 9 10 11 12	① ② ③ ④ ⑥ 8 9 10 11 12	① ② ③ ④ ⑥ 8 9 11 12	① ② ③ ④ ⑥ 8 9 10 11 12	① ② ③ ④ ⑥ 8 9 10 11 12	① ② ③ ④ ⑥ 8 9 11 12	① ② ③ ④ ⑥ 8 9 10 11 12	① ② ③ ④ ⑥ 8 9 11 12	① ② ③ ④ ⑥ 8 9 11 12

Signifies that the countermeasure is a candidate treatment at a marked uncontrolled crossing location.

① Signifies that the countermeasure should always be considered, but not mandated or required, based upon engineering judgement at a marked uncontrolled crossing location.

① Signifies that crosswalk visibility enhancements should always occur in conjunction with other identified countermeasures.

- 1 High-Visibility Crosswalk Markings
- 2 Crossing Warning Signs
- 3 Parking Restrictions on Crosswalk Approach
- 4 Adequate Nighttime Lighting Levels
- 5 Raised Crosswalk
- 6 Advance Yield Here To (Stop Here For) Pedestrians Sign & Yield (Stop) Line
- 7 In-Street Pedestrian Crossing Sign
- 8 Curb Extension
- 9 Pedestrian Refuge Island
- 10 Rectangular Rapid-Flashing Beacon (RRFB)
- 11 Road Diet
- 12 Pedestrian Hybrid Beacon (PHB)



7.2 PAVEMENT MARKINGS

Pavement markings shall be placed in accordance with the MN MUTCD.

7.2.1 Crosswalks

Marked crosswalks may be considered at locations that are not protected by a stop sign or a traffic signal. Crosswalks should not be used indiscriminately and should be justified by engineering judgement. Crosswalks shall be a minimum of 6 feet and may be the same width as the approach walkway if the walkway is wider than 6 feet. Different crosswalk styles may be used, including (A) transverse, (B) longitudinal bar, and (C) diagonal/zebra as shown in **Figure 1**. Longitudinal bar crosswalk markings may be used where visibility of the crosswalk is important, such as crossings of multi-lane roadways and roadways with speed limits equal to or greater than 35 mph. Longitudinal bar crosswalks have the added benefit of allowing space for wheel paths, increasing lifespan.

The use of decorative materials by themselves does not designate a crosswalk. Crosswalks are legally designated at intersections and no markings are needed. At mid-block crossings, standard crosswalk markings as shown in **Figure 1** must be used for legal designation as a crosswalk. In specific areas of town, the crosswalk materials and patterns may be adjusted.

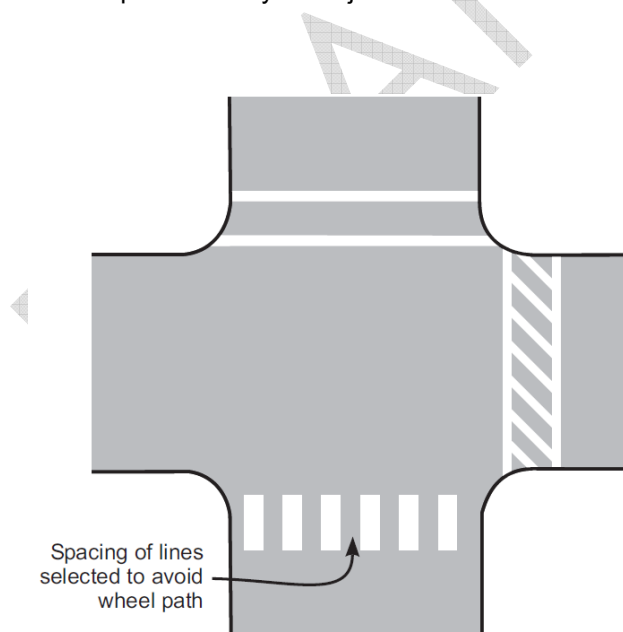


Figure 1 – Examples of Crosswalk Markings

7.2.2 Stop Lines

Stop lines should be considered on multi-lane roadways in advance of mid-block crossings in conjunction with “Stop Here for Pedestrian” signs (R1-5b or R1-5c) as shown in **Figure 2**. Parking should be restricted within the zone between the crossing and the stop lines.



Treatments

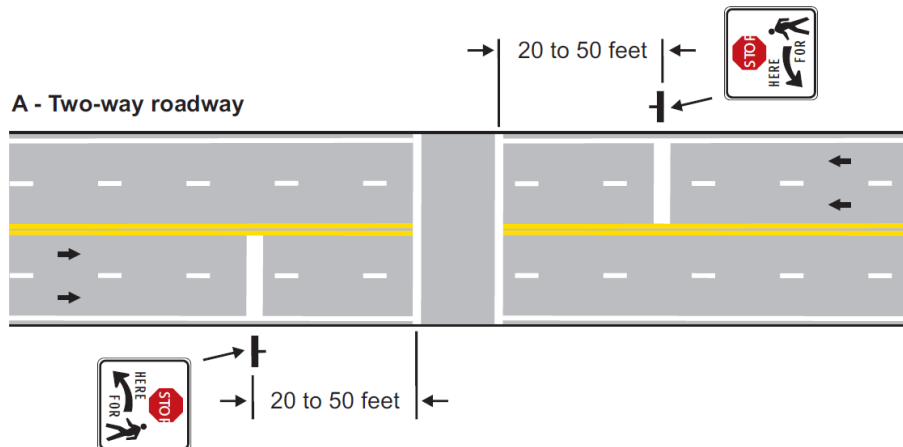


Figure 2 – Example of Stop Lines at Unsignalized Midblock Crosswalks

7.3 TRAFFIC SIGNING

Traffic signing shall be installed in accordance with the MN MUTCD.

The W11-2 'Pedestrian Crossing' sign shall be used at mid-block crossings and other crossings as indicated by engineering judgement. W11-15 or 15a may also be used if the crossing is designated as a trail.



W11-2



W11-15a



CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

Treatments

The S1-1 'School Crossing' sign should be used at marked school crossings.



S1-1

When a W11-2, W11-15(a), or S1-1 sign are used, a W16-7p arrow plaque shall also be used.



W16-7p

The W11-2, W11-15(a), and S1-1 signs shall also be used as advance warning signs for crossings as established by the MN MUTCD. When used as an advance warning sign, a W16-9p "Ahead" plaque shall also be used.



W16-9p

The R1-5b or 5c "Stop Here for Pedestrians" sign shall be used if stop lines are used in advance of a marked crosswalk to indicate where vehicles must stop and wait for pedestrians to cross.



R1-5b



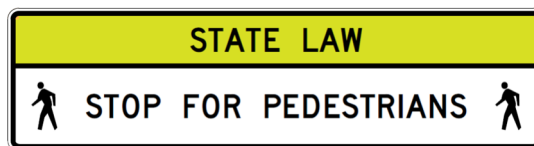
CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

Treatments

The R1-6a, 6b, or 6c 'In-Street Pedestrian Crossing' sign and the R1-9a 'Overhead Pedestrian Crossing' sign may be used to remind road users that pedestrians that have entered the crosswalk have the right-of-way. The R1-6(a, b, c) in-street sign may be used as a temporary enhancement for a new crossing and should only be used where there are a high number of pedestrian crossings to avoid overuse. The use shall be in accordance with the MN MUTCD.



R1-6a



R1-9a

Other signage and/or enhancements may be considered based on engineering judgement and future revisions to the MN MUTCD.

7.4 TRAFFIC SIGNALS AND BEACONS

7.4.1 Traffic Signal

A traffic signal may be installed at an intersection when signal warrants are met in accordance with the MN MUTCD. A traffic signal offers the opportunity for adding marked crosswalks and other pedestrian signal features to create a pedestrian crossing.

7.4.2 Rectangular Rapid Flashing Beacon

RRFBs may be used to increase visibility at the crossing and alert vehicles of crossing pedestrians. When used, they shall be pedestrian actuated, only operating when pedestrians are present to avoid complacency by vehicles. RRFBs may also be used for crossings at roundabouts.

7.4.3 Pedestrian Hybrid Beacon

PHBs (commonly known as High-intensity Activated Crosswalk or HAWK beacons) may be installed when warrants are met in accordance with the MN MUTCD. PHBs are commonly used at mid-block crossings and can provide protected pedestrian movements for crossings at multi-lane and higher-speed roadways.



References

7.5 ROADWAY FEATURES

7.5.1 Curb Extensions

Curb extensions, or bump-outs, may be used to shorten the length of the pedestrian crossing, improve the sight distance for pedestrians, and improve sight distance for vehicles, which reduces exposure and increases visibility of pedestrians. Curb extensions also create a visual effect of narrowed lanes, which may help reduce vehicle speed at the crossing. Curb extensions can be installed at intersections or at mid-block crossings. Parking should be restricted adjacent to the curb extension based on engineering judgement.

7.5.2 Pedestrian Refuges

Pedestrian refuges, installed as part of a median, may be used on streets with two-way traffic flow to allow pedestrians to cross one direction of traffic at a time and provide safe refuge in the roadway. The minimum median width for a pedestrian refuge is 6 feet, but the design should be based on the pedestrian demand.

7.6 STREET LIGHTING

Street lighting should be considered at all pedestrian crossing locations, based on engineering judgement and according to the City's street light practices.

8.0 REFERENCES

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CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

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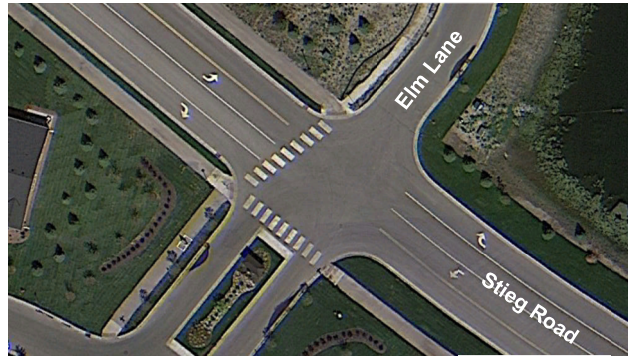
DRAFT



Appendix A –

DRAFT





ANALYSIS

The Stieg Road and Elm Lane intersection pedestrian crossings have been reviewed and analyzed using the selection matrix outlined in the proposed DRAFT 'City of Corcoran Pedestrian Crossing Policy' and engineering judgement of the site conditions. The selection matrix can be found in **Table 1** of the Policy. The policy guidelines state that the proposed crossing should consider appropriate treatment based on engineering judgement, the connection of established sidewalks/trails, Americans with Disabilities (ADA) Act accessible ramps, adequate street lighting, restricting street parking adjacent to crossing, and adhering to Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD) provisions.

Since the Elm Lane crossing has protection due to the stop control, no modifications to this crossing are proposed. The following analysis will focus on the Stieg Road crossing only. The AADT on Stieg Road was forecasted to account for the potential future development along the corridor and the eventual paving of Stieg Road west of the development to CR 116. Even with an aggressive growth rate of 5% per year, the 2042 AADT of Stieg Road calculates to 8,120, which falls within the "Less than 9,000 AADT" category of the selection matrix. Since the posted speed limit is 45 mph, it falls within the 40 mph and greater category.

To the north of the Stieg Road crossing, there are 29 homes within the Bellwether senior community, these homes are separate from the rest of the development with only the Stieg Road crossing providing a multimodal connection. The Bellwether clubhouse and other residences are connected by a sidewalk to the south. Pedestrian trips crossing Stieg Road are expected, particularly by seniors and their families.

RECOMMENDATIONS

Using the DRAFT policy's design matrix and engineering judgement it is recommended that pedestrian enhancements be installed at the existing Stieg Road crossing west of Elm Lane. Based on volume, speed, and lane configuration, a rectangular rapid flashing beacon (RRFB) is advised. This section of roadway is currently striped with dedicated throughs, right and left turn lanes. Based on existing traffic this section could be viewed as either a two lane or three lane without raised median so both scenarios were studied.

A Pedestrian Hybrid Beacon was considered for this location, but not advanced based on several considerations. Reasons include the current limited use of the trail as a local crossing, the addition of a regional trail crossing approximately 1,200 feet west of this intersection at the easterly Amberly Entrance, and another future trail crossing being located at County Road 101. However, due to the current limited options for crossing Stieg Road and levels of traffic on this roadway, an intelligent warning system is considered appropriate.

As noted previously, crosswalk striping is already present at the intersection. It is recommended that crossing enhancements for this location include installation of a user activated pedestal based RRFB system and advanced warning signage. Due to the open canopy, we would recommend a solar powered system that can be easily installed adjacent to the existing pedestrian landings. The cost of the RRFB system is estimated to be \$20,000.

Due to the focus on seniors in the Pulte development, the RRFB should be timed to allow seniors with slower walking speeds to cross, assuming a walking speed of 3.0 feet per second. While a pedestrian refuge was considered at this location, it was determined to not be feasible due to the lane configuration of the west leg approach.

Since the Elm Lane approach is stop-controlled and sight lines are adequate, no additional crossing treatments to the Elm Lane crosswalk are recommended.

Most of the recommended improvements may be placed using existing geometry and do not require additional retrofits. Pending funding, the improvements may be completed independent of reconstruction or resurfacing projects and at any time.



To: Kevin Mattson, PE, PW Director From: Steven Hegland, PE
Adam Capets, PE
Stantec Consulting Services Inc.

File: 193806101 Date: June 1, 2023

Subject: Evaluation of Pedestrian Crossing at Gleason Parkway between Carriage Way and Wildflower Trail/Bridle Path

BACKGROUND

As the City continues to grow, one of the many challenges will be the planning and management of interaction between the growing pedestrian activity and increasing traffic in the transportation network. With this growth comes resident questions, concerns, and requests for pedestrian improvements and pedestrian safety considerations. Safe pedestrian crossings are an integral part of the transportation infrastructure and to be effective and promote safety, pedestrian crossings must be installed after careful consideration and review and resources funded to be maintained by Public Works.

One of the locations identified for review and consideration of pedestrian crossing improvements is the mid-block location on Gleason Parkway between Carriage Way and Wildflower Trail/Bridle Path. The review of this location has been done for this initial exercise in alignment with the recently proposed 'City of Corcoran Pedestrian Crossing Policy (Draft)', which adheres to accepted guidelines and engineering practice relating to pedestrian crossing improvements.

EXISTING CONDITIONS

The area reviewed is a portion of Gleason Parkway located approximately 0.33 miles west of Brockton Lane between Carriage Way and Bridle Path, shown below. In this area, the local trail network connects to the sidewalk/trail system along Gleason Parkway between Carriage Way and Bridle Path. The trail system was intended to allow for pedestrians to walk down to either of the intersections to cross before traveling back along Gleason Parkway and utilizing the trail.

Wildflower Park is located to the northwest of this area and draws many from the community along the trail system. Ravinia Amenity Center is located to the southeast is heavily utilized by the community and can also be accessed using the trails.

Gleason Parkway serves as the primary collector through the Ravinia Development. Roadway characteristics in the study area include a two-lane undivided parkway street section, a 30-mph speed limit, and an existing annual average daily traffic (AADT) of 2,639 (2022). The adjacent intersections with Carriage Way and Wildflower Trail/Bridle Path have two-way stop-control on the minor street approaches. There are no existing marked crosswalks along the section or at the intersections, however both adjacent intersections have pedestrian ramps which connect shared use paths and sidewalks in all quadrants with lighting in the form of decorative lamp posts. No additional control or geometric elements are present at the intersections.



ANALYSIS

The Gleason Parkway pedestrian crossing has been reviewed and analyzed using the selection matrix outlined in the Draft 'City of Corcoran Pedestrian Crossing Policy'. The selection matrix can be found in **Table 1** of the Policy. The policy guidelines state that the proposed crossing should consider appropriate treatment based on engineering judgement, the connection of established sidewalks/trails, Americans with Disabilities (ADA) Act accessible ramps, adequate street lighting, restricting street parking adjacent to crossings, and adhering to Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD) provisions.

Due to low traffic volumes and existing stop control present for Carriage Way and Wildflower Trail/Bridle Path, the analysis will focus on Gleason Parkway. The AADT on Gleason Parkway was forecasted to account for the potential future development along the corridor and the connection of Gleason Parkway to Pinto Drive (CR 116) west of the development. Even with an aggressive growth rate of 5% per year, the 2042 AADT of Gleason Parkway calculates to 7,000, which falls within the "Less than 9,000 AADT" category of the selection matrix. Since the posted speed limit of Gleason Parkway is 30 mph, the crossing falls within the 30 mph and lower category.

There are three potential locations to install pedestrian crossings – Carriage Way, Wildflower Trail/Bridle Path, and mid-block on Gleason Parkway between the intersections. At Carriage Way, the clubhouse for the Lennar portion of the Ravinia development is south of the intersection and residences are to the north. At Wildflower Trail/Bridle Path, the playground for the Lennar portion of the development is north of the intersection and residences are to the south. At either of the intersection locations, pedestrian trips crossing Gleason Parkway are expected. Between the intersections are offset shared-use paths that run between parcels, 325 feet east of Wildflower Trail on the north side and 420 feet west of Carriage Way on the south side.

Considering the origin/destination and purpose of potential pedestrian trips between the north and south portions of the development, most crossings are expected to take place at the intersections, consisting of trips destined for the clubhouse and playground. These trips may benefit from pedestrian crossing enhancements at the intersections. The only trips that could benefit from a mid-block crossing are recreational trips between the offset trails, which are expected to be lower than clubhouse and playground trips. The alternate route for these recreational trips consists of a 325-foot detour each way to the Wildflower Trail/Bridle Path intersection, which assuming a 3.5 feet per second walking speed amounts to 186 seconds of detour, or just over 3 minutes.

RECOMMENDATIONS

It is recommended that enhanced pedestrian crossings are installed at each intersection across Gleason Parkway, on the west leg at Carriage Way and on the east leg at Wildflower Trail/Bridle Path. Based on volume, speed, and lane configuration, high visibility crosswalk markings, pedestrian crossing signs, and advanced pedestrian crossing signage are recommended for both intersections. The total estimated cost to install the signage and crosswalk markings are, totaling \$8,000. These costs assume that all work will be subcontracted. Public Works staff often has the ability to assist with signage installation and would be able to perform the signage portion of the work at a lower cost (estimated at \$6,000).

In addition to the signage addition, we would recommend installing landscaping or a pedestrian feature (bench) at the intersection of the offset trails and Gleason Parkway. By creating this visual barrier to dissuade pedestrians from walking directly across the roadway at the mid-block it will help reinforce that they should travel down to one of the adjacent intersections. The cost of the landscaping is estimated to be \$1,000 or less if installed by Public Works.

Due to priority of the higher anticipated volume of crossing pedestrian trips at the adjacent intersections, a mid-block crossing on Gleason Parkway is not recommended.

Since the recommended improvements may be placed using existing geometry and do not require additional retrofits, their installation may be done immediately, pending funding.

STAFF REPORT

Agenda Item: 9c.

Council Meeting: June 22, 2023	Prepared By: Jessica Beise
Topic: Employee Recruitment and Retention Subcommittees	Action Required: Approval

Summary

At the January 12, 2023 Work Session on Police Recruitment and Retention, Council provided some direction to review retention options for other departments. On January 26, 2023 the Council directed staff work review options for the recruitment and retention for the Public Works Department.

As each department varies in size, duties and needs, staff recognizes the needs for recruitment may be different for each department. Staff is working with each department to discuss possibilities for recruitment and retention ideas and creating a survey. Staff is seeking one or two Councilmembers to work with staff host a Public Works Recruitment and Retention Subcommittee and separately seeking one or two Councilmembers to serve on an Administration Recruitment and Retention Subcommittee.

The goal of the subcommittees would to be to review potential ideas and include funds in the 2024 budget for recruitment and retention.

Financial/Budget

N/A

Options

1. Designate one or two members to serve on a Public Works Recruitment and Retention Subcommittee; designate one or two members to serve on an Administration Recruitment and Retention Subcommittee.
2. Decline to designate one or two member Public Works Recruitment and Retention Subcommittee; designate one or members to serve on an Administration Recruitment and Retention Subcommittee.

Recommendation

Designate one or two members to serve on a Public Works Recruitment and Retention Subcommittee; designate one or two members to serve on an Administration Recruitment and Retention Subcommittee.

Council Action

3. Consider a motion to designate one or two members to serve on a Public Works Recruitment and Retention Subcommittee; designate one or two members to serve on an Administration Recruitment and Retention Subcommittee.

Attachments

N/A

STAFF REPORT

Agenda Item: 10a.

Council Meeting: June 8, 2023	Prepared By: Jessica Christensen Buck
Topic: City Park – Memorial Conversation	Action Required: Approval

Summary

In March of this year, the Espeseth/Wacker family reached out to staff regarding City Park, the impact that the playground has had on their family, and a recent loss that they have experienced. In memory of their 3-year-old daughter, the family and friends were looking for a way to give back to a place so meaningful to them that could have a unique and special impact.

The Espeseth/Wacker family live right outside of the City of Corcoran border, but frequently visit City Park, or what their family calls the “dinosaur playground”. The family has 3 daughters – a 7-year-old, 5-year-old, and a 3-year-old. In February, the family unexpectedly lost their 3-year-old daughter, Bri, to strep throat. During the grieving process, the family began exploring options that would allow their daughter’s legacy to live on as she brought such joy to the people in her life.

When the Espeseth/Wacker family reached out, they wanted to connect with the City of Corcoran to determine if a donation to City Park would be an option to honor their daughter’s legacy. The Parks and Trails Commission heard the request from the family at the May 18, 2023, meeting and motioned for City Council to approve working with the family on a memorial aspect.

Currently, there is not a policy in place for this unique situation, but staff and the family have been exploring options such as naming the playground, memorial signage, requesting certain playground amenities (such as a dinosaur), etc.

Councilmembers are requested to provide ideas or feedback on the options presented above, or any additional thoughts on honoring Bri as the City Park Remaster project moves forward. Additionally, staff is looking for feedback on a potential recognition/memorial policy for donations as it relates to City projects. During the Parks and Trails Commission meeting, Commissioners felt this donation should be handled as a “one-off” as it is a unique circumstance but updating the recognition/memorial program was something they would like to see done for future.

Financial/Budget

With the family’s personal and professional connections, they are anticipating anywhere from \$20,000 to \$150,000 that they would donate to the playground portion of the City Park Remaster project. Additionally, they believe their network of people would be willing to assist in building the playground if a community build is the chosen route.

Council Action

1. Authorize staff to proceed working with the family regarding a donation as a one-off and update the recognition/memorial program.
2. Authorize staff to proceed working with the family regarding a donation as a one-off, but do not update the recognition/memorial program.
3. Decline staff work with the family regarding the donation.

Attachments

1. Presentation



CITY PARK – MEMORIAL CONVERSATION

- Jason Espeseth (dad) & Becky Wacker (mom)
- Brianna Espeseth (3-year-old)
- Continuation of Bri's legacy through donation and build assistance
- No current policy exists





Brianna Espeseth
February 2nd, 2020 –
February 25th, 2023





“The Dinosaur Playground”





Purpose Statement:

To bring joy to other families in the community by improving the park's playground, passing along Bri's spirit of playful kindness, giving and caring.

Family Donation Resources:

- Financial donation of \$100k+
- Labor Donation 40-50+ days

Family Request:

- Acceptance of donation resources to go towards enhancing the playground for children in the community.
- Remembrance of Bri and her "spirit of giving and caring" with Plaque/Signage.
- Opportunity to provide feedback in line with City process for designing playground.

STAFF REPORT

Agenda Item: 10b.

Council Meeting: June 8, 2023	Prepared By: Jessica Beise and Maggie Ung
Topic: 2024 Budget Priorities	Action Required: Direction

Summary

Staff will soon begin drafting the 2024 budget. In advance of doing so, it is requested to receive priorities from the City Council.

Direction is requested specifically on the following items:

- Overall budget target
 - One of the Council goals set at the beginning of the year was to ensure that the budget increase was equal to inflation and population growth. Staff would like to know if there are other budget targets that should be expected.
- Services provided
 - Due to the significant growth, managing basic services can be a challenge. Staff would like to understand whether additional service expectations are expected.
- Other priorities
 - Staff would like to understand if additional priorities exist for the Council that should be incorporated into the first draft of the budget.

Financial/Budget

Direction from the Council will be used to create the first draft of the 2024 budget. Staff will present the draft budget with anticipated tax impacts at work sessions in July and August.

Options

1. Provide staff direction on 2024 budget expectations.

Recommendation

Provide staff direction on 2024 budget expectations.

Council Action

Provide staff direction on 2024 budget expectations.

Attachments

N/A

STAFF REPORT

Agenda Item: 10c.

Council Meeting: June 8, 2023	Prepared By: Jessica Beise
Topic: Call for Work Sessions	Action Required: Schedule Work Sessions

Summary

As the City prepares its 2024 budget, staff recommend hosting work sessions on July 27th and August 24th to view and discuss the proposed budget.

Financial/Budget

N/A

Options

1. Schedule work sessions on July 27 and August 24 at 5:30 pm.
2. Schedule work sessions for a different day and time.
3. Decline to schedule work sessions on the topics.

Recommendation

Schedule work sessions on July 27 and August 24 at 5:30 pm.

Council Action

Mayor to call work sessions on July 27 and August 24 at 5:30 pm.

Attachments

None

STAFF REPORT

Agenda Item: 10d.

Council Meeting: June 8, 2023	Prepared By: Jessica Beise and Maggie Ung
Topic: Streetlighting Policy and Ordinance Discussion	Action Required: Direction

Summary

As the City continues to close out developments, the City will be responsible for taking on street lighting and the associated costs. Staff are preparing to bring forward a Streetlighting Policy to better outline when and where streetlights go. In addition to the policy, an ordinance will need to be enacted to allow for fees to be collected for a streetlighting fund and to allow the City to assess for unpaid fees.

Key Policy Questions:

- What parcels should be charged a streetlighting fee?
- Should the City continue paying for streetlights at collector roads including rural portions of the community?
- Should we have a process for existing neighborhoods to request additional streetlights?

Financial/Budget

The City will need to start collecting streetlighting fees, which will be evaluated as part of the ordinance and policy discussion. At this time staff is anticipated to be able to complete the analysis and budgeted attorney fees will be utilized in reviewing the final policy and ordinance.

Options

1. Provide staff direction.

Recommendation

Provide staff direction.

Council Action

Provide staff direction.

Attachments

1. Sample Streetlighting Policy

SAMPLE STREET LIGHTING POLICY

Subd. 1. Purpose

The installation of streetlights provides a safer environment for traffic and pedestrians. The City has established this policy to define its street lighting program.

Subd. 2. Policy Statement

The City Shall adopt and utilize the following standard policy for the installation, maintenance, and funding of street lighting. It is important to establish a consistent, equitable approach, relating to the method of selecting the locations for streetlights, to insure fair and reasonable treatment for property owners. Street lighting in all areas of the City shall follow the requirements detailed below.

Subd. 3. Standard Street Lights

A. Streetlight design

Streetlights shall conform to the City lighting standards in Section 1060.040 of the Zoning Ordinance.

B. Procedure. The City will install streetlights at locations that conform to the following qualifying conditions:

- The location is at the intersection of two streets, or
- The location is at the end of a cul-de-sac, or
- The distance between existing streetlights is greater than 600 feet, or
- The location is on a severe curve, either vertically or horizontally, or
- The location is at a dedicated pedestrian crosswalk.

Mid-block lights are desirable and should be considered for placement if the spacing between existing lights is greater than 300 feet.

If the conditions above are met, a property owner may circulate a petition in the neighborhood to determine if the light is desired (particularly by those property owners directly adjacent to the proposed light). If there is a 100% consensus of the property owners within 150 feet of the proposed light, the City will work with the electric utility company to install the light.

Subd. 4 Enhanced Street Lights

When the location, design, or number of requested lights does not meet the “Standard Street Light” conditions, property owners may request that the City undertake an “Enhanced Street Lighting” project.

C. Streetlight design

Streetlights shall conform to the City lighting standards in Section 1060.040 of the Zoning Ordinance.

A. Procedure

When a request for an “Enhanced Street Lighting” project is received, City Staff will work with property owners to determine the boundaries of the project. Requests for street lighting can be initiated through a *petition process* that includes signatures representing at least 60% of the property in the project area.

B. Funding

The additional costs of an “Enhanced Street Lighting” project shall be assessed to the benefiting property owners according to City Assessment Policy. All properties within 150 feet of street frontage of each light shall be considered for assessment. City staff shall determine the number and locations of the lights that could have been installed under the “Standard Street Light” section of this policy. The maintenance cost for these lights will be deducted from the overall project cost.

A summary of the assessable cost shall be as follows:

Cost of installation of enhanced streetlights
plus Cost of Operation, Maintenance (pro-rated for 25 years)
plus Administrative costs
minus “Standard Street Light” maintenance cost (if applicable)
= total assessable cost.

Subd. 5 Development Street Lights

A. Streetlight Design. Streetlights shall conform to the City lighting standards in Section 1060.040 of the Zoning Ordinance.

B. Procedure

- a. The developer shall submit a street lighting plan for review and approval from the City Engineer.
- b. In new residential subdivisions and commercial areas, the developer shall pay the Operation and Maintenance costs to the electric utility company until the City accepts the street lighting system.
- c. Acceptance of the new streetlights must be requested in writing by the developer, along with a certification from the electric utility company that it was installed according to their specifications.

C. Funding

- a. The costs for installation, operation, and maintenance of streetlights in developments will be paid for by the developer according to the provisions set forth in this Policy.
- b. The operation and maintenance costs for an “enhanced streetlight” project in new developments shall be paid for by the new development in perpetuity. These costs shall be determined and included in the Development Contract. The costs shall either be paid up front by the developer or assessed to the property owners. The total cost shall be the “enhanced” operation and maintenance cost minus the City’s basic contribution. The City’s basic contribution shall be determined based on the procedure outlined in section 32.21 subd. 3.b.

STAFF REPORT

Agenda Item 13a.

Council Meeting: June 8, 2023	Prepared By: Jessica Beise
Topic: Hackamore Road Improvement Agreements	Action Required: Direction

Summary

The Council may meet in closed session to discuss offers or counteroffers for the purchase or sale of certain real or personal property interests, related to the Hackamore Road Improvement Project if warranted. Following the closed session, the Council may consider and approve certain project-related agreements and a Joint Powers Agreement for the Hackamore Road Improvement Project.

Financial/Budget

The financial impact will be better understood following the closed session.

Options

Consider agreements as presented.

Recommendation

Consider agreements as presented.

Council Action

Consider agreements as presented.

Attachments

None.

City of Corcoran 2023 City Council Schedule

Agenda Item: 14.

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

June 22, 2023

- Progress Report – 2023 Goals and Measurables
- Planning Project Update
- Public Hearing and Draft Rental Ordinance
- Development Superintendent Job Description
- Seasonal Maintenance Worker Job Description
- Reclomite Paving/Seal Coating
- Zoning Ordinance Amendment for non-conformities (city file 23-011)
- Rental Ordinance and Property Maintenance Code adoption (city file 22-046)
 - Hearing and Adoption
- Leuer Sketch Plan (city file 23-013)
- JPA – Records Management

July 13, 2023

- Mid-Year Code Enforcement – Add November Report Next
- Draft 2024 Budget
- Financial Performance Report
- 2022 Audit (Tentative)
- Adult Use Cannabis Regulation
- Years of Service Recognition – Reserve Officer Kieffer (40 Years)

July 27, 2023 Work Session (Tentative)

- Draft 2024 Budget

July 27, 2023

- Planning Project Update
- Organics Recycling Requirements
- Red Barn Pet Retreat CPA, RZ, PP, CUP and SP (city file 23-008)
- Hope Site EAW – Notice of Decision (city file 22-074)
- Heidecker Garage CUP/IUP (city file 23-009)
- Park Signs Plan

August 10, 2023

- Draft 2024-25 CIP and Pre Orders

August 24, 2023 Work Session (Tentative)

- Draft 2024 Budget

August 24, 2023

- Planning Project Update
- Paula Steelman – Years of Service Recognition (15 Years)

September 12, 2023 – Annual Charter Commission Meeting

- 4 Year Mayoral Term (Staff)
- Voter Information Information (Staff)
- Terms and Appointments (Staff)
- Stagger Commission Terms (Guenthner)
- Ward Information (Tucker)
- Joint Council Meeting (Staff)

September 14, 2023

- Preliminary Budget and Levy
- Fund Creation – Internal Revenue Account – Recruitment and Retention
- Levy Insert

September 28, 2023

- Progress Report – 2023 Goals and Measurables
- Planning Project Update

October 12, 2023

-

October 26, 2023

- Planning Project Update
- Robbie Kottke - Years of Service Recognition (5 Years)

Additional Future Meetings