



CITY OF CORCORAN
Corcoran City Council Agenda
August 10, 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. December 2022 Council Minutes*
 - b. Financial Claims*
 - c. Fee Schedule Amendment*
 - d. Water Tower - Pay Request 3*
 - e. Resolution 2023-66 Donation to Police Department*
8. Planning Business -- Public Comment Opportunity
9. Unfinished Business – Public Comment Opportunity
 - a. City Administrator Search Process*
 - b. City Center Drive & 79th Place - Bid Alternate*
 - c. Pedestrian Crossing Policy & Quote*
10. New Business – Public Comment Opportunity
 - a. Administration Department Reorganization*
 - b. Organizational Chart*
 - c. 2024 Advance CIP Purchase*
 - d. Call Work Session*
11. Staff Reports
12. Closed Session*
 - a. City Center Drive Improvements
 - b. Hackamore Road Improvements
13. New Business Continued
 - e. Hackamore Road Improvement
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: 871 0467 9667

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

Video Link and Instructions:

<https://us02web.zoom.us/j/87104679667>

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

Meeting ID: 871 0467 9667

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: August 10, 2023	Prepared By: Michelle Friedrich
Topic: Commission Representatives	Action Required Informational

Summary

The advisory commission representatives for the August 10, 2023, Council meeting are as follows:

- Planning Commission: Jon Horn
- Parks and Trails Commission: Gary Erzberger

Financial/Budget

N/A

Council Action

N/A

Attachments

N/A

STAFF REPORT

Agenda Item: 7a.

Council Meeting: August 10, 2023	Prepared By: Michelle Friedrich
Topic: Draft Council Minutes – December 2022	Action Required: Informational

Summary

The draft Council Minutes for December 2022 will be emailed on Tuesday, August 8, with hard copies provided to Council the evening of the August 10 meeting.

Attachments (Hard copies will be provided August 10, 2023)

1. Draft Council Work Session Minutes – December 8, 2022
2. Draft Council Minutes – December 8, 2022
3. Draft Council Minutes – December 22, 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 (See attached Check Detail Registers)		\$155,000.05
Total Checks	\$	155,000.05
Total of Auto Deductions	\$	189,881.01
TOTAL EXPENDITURES FOR APPROVAL	\$	344,881.06

		Auto Deductions / Electronic Fund Transfer / Other Disbursements		
Date	Paid to	Amount	Description	
7/21/2023	ADP	\$ 333.96	Payroll Processing Fee	
7/27/2023	ADP	\$ 118,765.79	Net Payroll and Taxes	
7/28/2023	RevTrak	\$ 470.00	Credit Card Fee	
7/28/2023	Optum Bank	\$ 4,278.29	Employee HSA	
7/28/2023	MN PERA	\$ 24,281.72	Employee Pension	
7/31/2023	MN State - Empower	\$ 5,529.05	Employee Deferred Comp/Healthcare Savings	
8/1/2023	RevTrak	\$ 2,290.00	Credit Card Fee	
8/1/2023	HealthPartners	\$ 32,350.46	Employee Health Insurance Premium	
8/3/2023	THE HARTFORD	\$ 1,581.74	Employee Disability Premium	
Total		\$ 189,881.01		

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34105							
100-41500-50300	07/31/23	ABDO LLP	RECONCILIATION REVIEW - FINANCIAL	474129	08/10/23	3,321.25	34105
			Total For Check 34105			<u>3,321.25</u>	
Check 34106							
100-43100-50210	07/24/23	ACME TOOLS	BATTERIES	11553346	08/10/23	58.95	34106
100-43100-50210	07/24/23	ACME TOOLS	ALKALINE BATTERY	11553362	08/10/23	47.76	34106
			Total For Check 34106			<u>106.71</u>	
Check 34107							
100-43122-50224	06/12/23	ALL RENTAL INC.	WATER TRUNK RENTAL	2023139	08/10/23	1,875.00	34107
			Total For Check 34107			<u>1,875.00</u>	
Check 34108							
100-41920-50221	07/13/23	AMAZON CAPITAL SERVICES	LAPTOP CHARGER	1MR4-F4DY-J4YL	08/10/23	63.45	34108
100-42100-50200	07/23/23	AMAZON CAPITAL SERVICES	PRINTER TONER CARTRIDGE	1JRV-RVGX-VMV6	08/10/23	162.11	34108
202-42100-50210	07/29/23	AMAZON CAPITAL SERVICES	NIGHT TO UNITE SUPPLIES (COTTON CA	14NY-6WN1-34J7	08/10/23	314.65	34108
			Total For Check 34108			<u>540.21</u>	
Check 34109							
100-42100-50417	07/24/23	ANGEL ARMOR	RSC CARRIER - SILJANDER	QUO7206	08/10/23	236.00	34109
			Total For Check 34109			<u>236.00</u>	
Check 34110							
100-43100-50223	07/06/23	B & D PLUMBING HEATING & AC	A/C WIRE REPAIR PUBLIC WORKS BUILD	219227	08/10/23	574.00	34110
			Total For Check 34110			<u>574.00</u>	
Check 34111							
100-42100-50207	06/13/23	BCA TRAINING	DMT-G CERTIFICATION TRAINING - EDS	29994	08/10/23	375.00	34111
			Total For Check 34111			<u>375.00</u>	
Check 34112							
100-41900-50212	07/27/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2388133	08/10/23	17.34	34112
100-42100-50212	07/27/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2388133	08/10/23	789.09	34112
100-43100-50212	07/27/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2388133	08/10/23	60.70	34112
100-43100-50212	07/27/23	BEAUDRY OIL COMPANY	ULS #2 DYED KODIAK	2388132	08/10/23	490.38	34112
			Total For Check 34112			<u>1,357.51</u>	
Check 34113							
100-42100-50220	07/20/23	BOYER FORD TRUCKS INC	SQUAD 563 REPAIR	002S217023	08/10/23	1,905.35	34113
100-42100-50220	07/20/23	BOYER FORD TRUCKS INC	BRAKE LINING KIT	003P45407	08/10/23	297.50	34113
100-42100-50403	07/20/23	BOYER FORD TRUCKS INC	SQUAD 563 REPAIR	002S217023	08/10/23	1,124.80	34113
			Total For Check 34113			<u>3,327.65</u>	
Check 34114							
100-41920-50210	08/01/23	BS& A SOFTWARE	SERVICE FEE FOR ONLINE PERMIT APPL	148273	08/10/23	612.00	34114
			Total For Check 34114			<u>612.00</u>	
Check 34115							
100-00000-11501	07/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	4165	08/10/23	217.50	34115
100-00000-22205	07/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	4165	08/10/23	427.75	34115
100-00000-22205-013	07/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	4165	08/10/23	145.00	34115
100-00000-22205-110	07/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	4165	08/10/23	36.25	34115
100-41600-50300	07/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	4165	08/10/23	5,292.50	34115
100-42100-50304	07/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	4165	08/10/23	4,627.00	34115
408-48010-50304	07/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	4165	08/10/23	123.25	34115

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34115							
419-43100-50304	07/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	4165	08/10/23	217.50	34115
			Total For Check 34115			<u>11,086.75</u>	
Check 34116							
100-43100-50210	02/16/23	CINTAS - 470	SURFACE DISINFECTANT	5145719004	08/10/23	7.15	34116
			Total For Check 34116			<u>7.15</u>	
Check 34117							
100-41900-50400	07/26/23	CINTAS - 470	CITY HALL MATS	4162783011	08/10/23	133.06	34117
100-42100-50400	07/19/23	CINTAS - 470	LG BATH TOWEL	4162098043	08/10/23	16.20	34117
100-43100-50400	07/26/23	CINTAS - 470	LG TOWELS	4162783156	08/10/23	55.12	34117
100-43100-50400	07/26/23	CINTAS - 470	MAT	4162783111	08/10/23	6.00	34117
100-43100-50400	07/26/23	CINTAS - 470	CRT BLUE/CABINET	4162783182	08/10/23	38.11	34117
100-43100-50400	07/19/23	CINTAS - 470	CRT BLUE/SM SHOP TOWEL	4162098034	08/10/23	82.82	34117
100-43100-50400	07/19/23	CINTAS - 470	BATHROOM MAT	4162097927	08/10/23	24.20	34117
100-43100-50400	07/19/23	CINTAS - 470	LG BATH TOWEL	4162097994	08/10/23	55.12	34117
100-43100-50417	07/26/23	CINTAS - 470	UNIFORMS	4162783331	08/10/23	258.96	34117
100-43100-50417	07/19/23	CINTAS - 470	UNIFORMS	4162098112	08/10/23	194.17	34117
			Total For Check 34117			<u>863.76</u>	
Check 34118							
100-00000-22205	07/31/23	CITY OF CORCORAN	BP22-0039 STAFF TIME NOVEMBER 2022	BP22-0039.6	08/10/23	16.25	34118
			Total For Check 34118			<u>16.25</u>	
Check 34119							
100-43100-50207	07/19/23	CITY OF ST. MICHAEL	PUBLIC WORKS TRAINING COURSE	07192023-1	08/10/23	212.50	34119
			Total For Check 34119			<u>212.50</u>	
Check 34120							
100-43125-50210	07/19/23	COMPASS MINERALS	SALT SUPPLIES	1201018	08/10/23	2,112.71	34120
			Total For Check 34120			<u>2,112.71</u>	
Check 34121							
100-45100-50300	08/03/23	COOPER HENSEL	2023 SUMMER SOCCER REFEREE	08032023	08/10/23	60.00	34121
			Total For Check 34121			<u>60.00</u>	
Check 34122							
100-42100-50210	07/31/23	CULLIGAN BOTTLED WATER	PD OFFICE WATER	100X07791101	08/10/23	86.00	34122
			Total For Check 34122			<u>86.00</u>	
Check 34123							
100-43100-50220	07/26/23	CUTTER SALES INC	SHOP SUPPLIES - TAPER CONE	165689	08/10/23	204.50	34123
			Total For Check 34123			<u>204.50</u>	
Check 34124							
202-42100-50210	07/27/23	D.J.V. LABEL & PACKAGING	JUNIOR OFFICER BADGE STICKERS	71754	08/10/23	697.50	34124
			Total For Check 34124			<u>697.50</u>	
Check 34125							
100-42100-50300	07/31/23	DELETEME BY ABINE INC	PD TECH SERVICE	CORC-0003	08/10/23	112.02	34125
			Total For Check 34125			<u>112.02</u>	
Check 34126							
100-42100-50403	07/01/23	DVS	SQUAD 567 2018 FORD EXPLORER TAB R	082023	08/10/23	214.25	34126
						<u>214.25</u>	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34126							
						Total For Check 34126	214.25
Check 34127							
100-41900-50350	07/20/23	ECM PUBLISHERS INC	ORDINANCE NO 2023-492	957164	08/10/23	59.37	34127
100-41900-50350	07/06/23	ECM PUBLISHERS INC	ORDINANCE NO 2023-489	955417	08/10/23	91.23	34127
100-41900-50350	07/06/23	ECM PUBLISHERS INC	ORDINANCE NO. 2023-491	955416	08/10/23	91.23	34127
100-41910-50350	07/20/23	ECM PUBLISHERS INC	AUG 3 PH VARIANCE SCHERBER	957167	08/10/23	43.54	34127
100-41910-50350	07/20/23	ECM PUBLISHERS INC	AUG 3 PH CUP BENNETT	957166	08/10/23	39.57	34127
408-48010-50300	07/20/23	ECM PUBLISHERS INC	CITY CENTER DR/79TH PLACE BID NOTI	957165	08/10/23	162.26	34127
						Total For Check 34127	487.20
Check 34128							
601-49400-50227	07/18/23	FERGUSON WATERWORKS #2518	WATER METERS	0507057-1	08/10/23	8,806.80	34128
601-49400-50227	07/26/23	FERGUSON WATERWORKS #2518	WATER METERS	0515857	08/10/23	570.00	34128
						Total For Check 34128	9,376.80
Check 34129							
601-49400-50380	07/31/23	GOPHER STATE ONE CALL	JULY 2023 SUPPORT SERVICE	3070316	08/10/23	197.10	34129
602-49450-50380	07/31/23	GOPHER STATE ONE CALL	JULY 2023 SUPPORT SERVICE	3070316	08/10/23	197.10	34129
						Total For Check 34129	394.20
Check 34130							
100-00000-21710	08/10/23	MATT GOTTSCHALK	DEPENDENT CARE REIMBURSEMENT	08102023	08/10/23	576.93	34130
						Total For Check 34130	576.93
Check 34131							
415-45200-50210	07/03/23	GROVE NURSERY	TOPSOIL	33631300	08/10/23	14.60	34131
						Total For Check 34131	14.60
Check 34132							
416-42100-50210	07/21/23	GUARDIAN FLEET SAFETY	SQUAD 576 AND 566 GRAPHICS	145	08/10/23	890.00	34132
416-42100-50550	07/21/23	GUARDIAN FLEET SAFETY	SQUAD 576 AND 566 GRAPHICS	145	08/10/23	27,125.64	34132
						Total For Check 34132	28,015.64
Check 34133							
100-42100-50403	08/01/23	HOLIDAY COMPANIES	JULY 2023 CAR WASH	003401082300	08/10/23	70.00	34133
						Total For Check 34133	70.00
Check 34134							
100-42100-50300	07/20/23	HUMANITY LLC	SHIFT PLANNING 07/20/23-08/19/23	INV00283896	08/10/23	80.00	34134
						Total For Check 34134	80.00
Check 34135							
100-41400-50207	07/27/23	LEAGUE OF MINNESOTA CITIES	2023 CLERK ACADEMY - FRIEDRICH	386056	08/10/23	250.00	34135
						Total For Check 34135	250.00
Check 34136							
100-45100-50300	08/03/23	LUCY PENNINGS	2023 SUMMER SOCCER REFEREE	08032023	08/10/23	60.00	34136
						Total For Check 34136	60.00
Check 34137							
100-41900-50300	07/31/23	MARIE RIDGEWAY LICSW, LLC	MANDATORY CHECK IN	2316	08/10/23	120.00	34137
						Total For Check 34137	120.00
Check 34138							
100-41900-50401	07/31/23	MENARDS MAPLE GROVE	RANGE PEST CONTROL	20488	08/10/23	24.93	34138

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34138							
100-42100-50220	07/24/23	MENARDS MAPLE GROVE	FLOOR FAN/AIR MOVER	20141	08/10/23	122.39	34138
202-42100-50210	07/26/23	MENARDS MAPLE GROVE	BOTTLED WATER FOR NIGHT TO UNITE	20235	08/10/23	292.32	34138
						<u>439.64</u>	
Total For Check 34138							
Check 34139							
100-00000-20205	07/16/23	METLIFE	AUGUST 2023 DENTAL INSURANCE	07162023	08/10/23	262.53	34139
100-41320-50130	07/16/23	METLIFE	AUGUST 2023 DENTAL INSURANCE	07162023	08/10/23	96.28	34139
100-41400-50130	07/16/23	METLIFE	AUGUST 2023 DENTAL INSURANCE	07162023	08/10/23	58.34	34139
100-41500-50130	07/16/23	METLIFE	AUGUST 2023 DENTAL INSURANCE	07162023	08/10/23	58.34	34139
100-41910-50130	07/16/23	METLIFE	AUGUST 2023 DENTAL INSURANCE	07162023	08/10/23	89.02	34139
100-42100-50130	07/16/23	METLIFE	AUGUST 2023 DENTAL INSURANCE	07162023	08/10/23	310.75	34139
100-42102-50130	07/16/23	METLIFE	AUGUST 2023 DENTAL INSURANCE	07162023	08/10/23	59.85	34139
100-42400-50130	07/16/23	METLIFE	AUGUST 2023 DENTAL INSURANCE	07162023	08/10/23	59.85	34139
100-43100-50130	07/16/23	METLIFE	AUGUST 2023 DENTAL INSURANCE	07162023	08/10/23	148.87	34139
100-45100-50130	07/16/23	METLIFE	AUGUST 2023 DENTAL INSURANCE	07162023	08/10/23	14.59	34139
100-45200-50130	07/16/23	METLIFE	AUGUST 2023 DENTAL INSURANCE	07162023	08/10/23	14.58	34139
						<u>1,173.00</u>	
Total For Check 34139							
Check 34140							
100-41130-50350	07/25/23	METRO SALES INC	COPIER USAGE	INV2330370	08/10/23	539.51	34140
100-41920-50210	07/25/23	METRO SALES INC	COPIER USAGE	INV2330370	08/10/23	2,290.00	34140
						<u>2,829.51</u>	
Total For Check 34140							
Check 34141							
100-42100-50207	07/26/23	MHSRC/RANGE	EVOC/PIT REFRESHER TRAINING COURSE	337900-10212	08/10/23	510.00	34141
						<u>510.00</u>	
Total For Check 34141							
Check 34142							
100-42100-50220	08/02/23	NAPA AUTO PARTS - Corcoran	BATTERY	486749	08/10/23	120.09	34142
100-45200-50210	07/21/23	NAPA AUTO PARTS - Corcoran	WHEEL BEARINGS	484585	08/10/23	27.89	34142
						<u>147.98</u>	
Total For Check 34142							
Check 34143							
100-00000-21710	07/31/23	NATALIE DAVIS MCKEOWN	DEPENDENT CARE REIMBURSEMENT	07312023	08/10/23	192.31	34143
						<u>192.31</u>	
Total For Check 34143							
Check 34144							
314-47000-50620	04/28/23	NORTHLAND TRUST SERVICES	2023A BOND ISSUANCE AND AGENT FEE	CORCORAN23A	08/10/23	750.00	34144
						<u>750.00</u>	
Total For Check 34144							
Check 34145							
100-41900-50300	07/17/23	OPTUM	H.S.A. MAINTENANCE FEE APR/MAY/JUN	0001471394	08/10/23	136.50	34145
						<u>136.50</u>	
Total For Check 34145							
Check 34146							
601-00000-16500	07/28/23	PHOENIX FABRICATORS & ERECTO	CORCORAN WATER TOWER STORAGE TANK	2277052074 PAY	08/10/23	72,600.00	34146
601-00000-20610	07/28/23	PHOENIX FABRICATORS & ERECTO	CORCORAN WATER TOWER STORAGE TANK	2277052074 PAY	08/10/23	(3,630.00)	34146
						<u>68,970.00</u>	
Total For Check 34146							
Check 34147							
100-45100-50300	08/03/23	RILEY FREED	2023 SUMMER SOCCER REFEREE	08032023	08/10/23	60.00	34147
						<u>60.00</u>	
Total For Check 34147							
Check 34148							
100-43100-50321	07/18/23	SPRINT	CELL SERVICE 06/15/23-07/14/23	391283315-260	08/10/23	278.78	34148

INVOICE GL DISTRIBUTION REPORT FOR CITY OF CORCORAN
EXP CHECK RUN DATES 07/28/2023 - 08/10/2023
JOURNALIZED
PAID - CHECK TYPE: PAPER CHECK
CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34148							
						Total For Check 34148	278.78
Check 34149							
100-00000-21709	07/28/23	STANDARD INSURANCE COMPANY	AUGUST 2023 LIFE INSURANCE PREMIUM	08-2023	08/10/23	1,862.45	34149
						Total For Check 34149	1,862.45
Check 34150							
100-00000-21710	07/19/23	STEVE WARREN	HRA REIMBURSEMENT	07192023	08/10/23	608.74	34150
						Total For Check 34150	608.74
Check 34151							
100-42100-50207	07/26/23	STREICHER'S POLICE EQUIPMENT	PRACTICE AMMUNITION	I1646284	08/10/23	884.01	34151
100-42100-50417	07/25/23	STREICHER'S POLICE EQUIPMENT	NEW HIRE SUPPLIES - BOHLSEN	I1646169	08/10/23	113.97	34151
100-42100-50417	07/25/23	STREICHER'S POLICE EQUIPMENT	IRRITANT	I1646078	08/10/23	13.99	34151
100-42100-50417	07/27/23	STREICHER'S POLICE EQUIPMENT	UNIFORM - SILJANDER	I1646729	08/10/23	118.99	34151
100-42100-50417	04/04/23	STREICHER'S POLICE EQUIPMENT	SHIRT - A. BURNS	I1625740.2	08/10/23	15.87	34151
100-42100-50417	07/21/23	STREICHER'S POLICE EQUIPMENT	NEW HIRE UNIFORM - SILJANDER	I1645740	08/10/23	71.98	34151
100-42100-50417	07/21/23	STREICHER'S POLICE EQUIPMENT	NEW HIRE UNIFORM - SILJANDER	I1645737	08/10/23	450.96	34151
						Total For Check 34151	1,669.77
Check 34152							
100-00000-21707	08/02/23	TEAMSTER LOCAL 320	UNION DUES/TLDF AUGUST 2023	08012023	08/10/23	457.92	34152
						Total For Check 34152	457.92
Check 34153							
100-42100-50300	08/01/23	TRANSUNION RISK & ALTERNATIV	PD INVESTIGATIONS - JUNE/JULY 2023	3609221-202307-	08/10/23	150.00	34153
						Total For Check 34153	150.00
Check 34154							
100-41900-50401	07/31/23	ULTIMATE CLEANERS LLC	CITY HALL & PD CLEANING	23073100	08/10/23	840.00	34154
						Total For Check 34154	840.00
Check 34155							
100-41920-50210	07/26/23	CREDIT CARD PURCHASES	50GB STORAGE - APPLE BUSINESS ESSE	MZA1GN GK	08/10/23	12.41	34155
100-42100-50212	07/25/23	HOLIDAY COMPANIES	SQUAD 576 FUEL	239309	08/10/23	57.03	34155
100-42100-50350	07/31/23	LABELS DIRECT INC	POLICE CUSTOM LABELS REC VEHICLE P	S297577	08/10/23	1,247.57	34155
100-42100-50403	08/01/23	CREDIT CARD PURCHASES	THE ORIGINAL TOM THUMB - CAR WASH	08012023	08/10/23	6.00	34155
100-43100-50220	07/11/23	CREDIT CARD PURCHASES	PAINT ROLLER AND TRAY	45642	08/10/23	145.69	34155
201-42100-50210	08/02/23	VOSS SIGNS	EVENT SIGN	42747	08/10/23	146.00	34155
202-42100-50210	08/01/23	CREDIT CARD PURCHASES	KWIK COVERS- NIGHT TO UNITE TABLE	40978	08/10/23	465.81	34155
202-42100-50210	07/25/23	CREDIT CARD PURCHASES	SAM'S CLUB - NIGHT TO UNITE FOOD/D	10085481678	08/10/23	1,114.81	34155
202-42100-50210	07/27/23	CREDIT CARD PURCHASES	WALMART - NIGHT TO UNITE PRIZES	583208618792183	08/10/23	703.98	34155
202-42100-50210	07/27/23	CREDIT CARD PURCHASES	SAM'S CLUB - NIGHT TO UNITE PRIZES	06254 003	08/10/23	674.88	34155
						Total For Check 34155	4,574.18
Check 34156							
100-41920-50210	07/19/23	US BANKCORP EQUIPMENT FINANC	COPIER LEASE	506578897	08/10/23	466.91	34156
						Total For Check 34156	466.91
Check 34157							
100-43100-50381	07/25/23	XCEL ENERGY	PW BUILDING ELECTRICITY	837789437	08/10/23	1,170.73	34157
						Total For Check 34157	1,170.73
Check 34158							
100-41900-50210	07/14/23	ZEP SALES & SERVICE	CITY HALL - BLACK BAGS, FOAM, ODOR	9008767737	08/10/23	267.54	34158

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Check
Check 34158						
			Total For Check 34158			<u>267.54</u>

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Check
Fund Totals:						
			Fund 100 GENERAL FUND			42,565.85
			Fund 201 RESERVES DONATION FUND			146.00
			Fund 202 CITY COMMUNITY EVENTS			4,263.95
			Fund 314 2023A DEBT SERVICE			750.00
			Fund 408 PAVEMENT MANAGEMENT			285.51
			Fund 415 PARK CAPITAL FUND			14.60
			Fund 416 CAPITAL-EQUIPMENT CERTS			28,015.64
			Fund 419 HACKAMORE UPGRADE (LENNAR)			217.50
			Fund 601 WATER			78,543.90
			Fund 602 SEWER			197.10
			Total For All Funds:			<hr/> 155,000.05

STAFF REPORT

Agenda Item: 7c.

Council Meeting: August 10, 2023	Prepared By: Maggie Ung
Topic: 2023 Fee Schedule Amendment	Action Required: Approval

Summary

Staff recently evaluated BS&A software's Fixed Asset module and determined the module did not meet the current needs of staff. Staff determined the Miscellaneous Receivables (MR) module would be more useful to assist in creation and tracking of City invoices. The City exchanged BS&A modules, which had no additional cost.

With the MR module, staff recommends adding on InvoiceCloud payment functionality so payers can easily make online payments for their outstanding invoices.

Additionally, staff would like to add a Public Safety module within InvoiceCloud. Currently, Public Safety credit card payments are accepted through RevTrak. Customers currently need to register in RevTrak to make payment. With InvoiceCloud, customers do not have to register and can make one-time payments with their credit card, debit card, or bank account.

The amended fee schedule sets the amount charged to customers paying via credit card. ACH payments will be covered by the City similar to the other modules already in place. Public Safety credit card fees are currently covered by the City and will continue to remain due to certain fee limits set by state statutes.

Financial/Budget

This would be an increase of \$50 per month access fee for both MR and Public Safety modules. The fee schedule sets the amounts charged for various item/services.

Options

1. Adopt Ordinance 2023-495 Amending 2023 Fee Schedule.
2. Amend and adopt Ordinance 2023-495 Amending 2023 Fee Schedule.

Recommendation

Staff recommends adopting Ordinance 2023-495 Amending 2023 Fee Schedule.

Council Action

Consider a motion to adopt Ordinance 2023-495 Amending 2023 Fee Schedule.

Attachments

1. Ordinance 2023-495 Amending 2023 Fee Schedule.
2. Amended 2023 Fee Schedule

ORDINANCE NO. 2023-495

Motion By:
Seconded By:

AN ORDINANCE AMENDING 2023 FEE SCHEDULE

The Corcoran City Council ordains as follows:

Section 1. Purpose.

The Corcoran City Council has determined that the fees to be charged by the City for development, inspections, and other related services shall be adopted by ordinance.

Section 2. Amendment of the 2023 Fee Schedule.

The fees to be charged by the City of Corcoran for 2023 are listed on the attached Exhibit A, (copy is available at City Hall); that said fee schedule is hereby adopted.

Section 3. Continuation/Amendment.

Any amendment to the fee schedule shall be made annually, or more often if necessary, by ordinance; if there are no amendments to the fee schedule, the most recently adopted fee schedule ordinance shall remain in force and effect until amended.

Effective Date. This Ordinance shall be in full force and effect upon its publication and passage.

ADOPTED by the City Council on the 10th day of August, 2023.

VOTING AYE

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

VOTING NAY

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

Tom McKee – Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

CITY OF CORCORAN 2023 FEE SCHEDULE

Table of Content

Administrative Fees

Records & Service for City Document	Processing Fees
Code Books	Recycling Fee
Copies	City Park - Picnic Facility
Labor/Staff Research	Engraved Memorial Bricks
Late Fees / Penalties / Cancellation	Administrative Fees - Rentals

Licenses & Miscellaneous Permits

Liquor/Tobacco/Lawful Gambling	Grading & Land Reclamation Permit
Burning Permit	Overweight Vehicle Permit
Driveway Permit	Sign Permit
	Utility Permit

Public Safety

Police Reports	Rental Fee
Car Seat Checks	Vehicle Impound
Police Patch	Animal Impound
Finger Printing	Event Security Rates
False Alarm Fire Emergency	Emergency Communications Systems Fee
False Alarm Police	Fire Department Entry Key Lock Box
Firearm & Hunting Permits	

Public Works

Equipment Usage	Swing Away Mail Box Arms
Public Works Labor	Street Department Fees
Lawn Mowing - Property Cleanup	

Planning Development & Zoning Fees

Land Use Permit/Application Type

Utility Rates

Water Fees	Connection Fees
Sanitary Sewer Fees	Other Utility Fees

Building Permit and Related Fees

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE		
Records & Service for City Document (Includes Tax)		
Assessment Search from County	25.00	
USB Flash Drive	10.00	
Interest charge on 30 day past due Escrow accounts	0.10	
Notary Fee - per document	1.00	
Candidate Filing Fee	10.00	
Code Books		
Code Book (Codes/Zoning/Subd) Binder	65.00	
Municipal Code Only	65.00	
Subdivision Code Only	35.00	
Zoning Code Only	35.00	
Comprehensive Plan Book Printed - special order	100.00	
Copies		
Copies black/white - up to 8 1/2x14 per page	0.25	
Copies black/white - 11 x 17 per page	0.55	
Copies Color up to 8 1/2x14 pp	1.00	
Copies Color 11x17	1.50	
Copies Oversize (Larger than 11X17) - Special Order	Varies	
Labor/Staff Research		
Data Request Retrieval Cost per hour		<i>Salary of the lowest-paid entity employee who can complete the task</i>
Normal Business Hrs (1 hr minimum) per hour	65.00	
After Hours (1 hr minimum) per hour	100.00	
Late Fees / Penalties / Cancellation		
Returned Check Fee	35.00	
ACH Return / NSF (non-sufficient fund) Chargeback	35.00	
Delinquent Fee	10.00	
Permit Cancellation Fee	25.00	
Processing Fees		
Recreation Credit Card Processing Fee - Transactions under \$100.00	N/C	
Recreation Credit Card Processing Fee - Transactions over \$100.00	3.49% less \$3.49	
InvoiceCloud Credit Card Processing Fee - Utility Bills (\$2.95 minimum)	1.25%	
InvoiceCloud Credit Card Processing Fee - Building Permits (\$2.95 minimum)	3.25%	
InvoiceCloud Credit Card Processing Fee - Miscellaneous	2.50	
InvoiceCloud Credit Card Processing Fee - Invoices (\$2.95 minimum)	3.25%	
Maps		
Color Maps - on cardstock	3.00	
Oversized or Laminated - special order	Varies	
Topos - special order	Varies	
Recycling Fee		
Recycling Fee - Annually	51.42	
Recycling Delinquent Fee	10.00	
Recycling Provider Late Fee	1.5% per month	
City Park - Picnic Facility		
Group 1 (Local Non-Profit Groups): NW Area Jaycees, Corcoran Lions, Pioneer Society, NW Trails, Corcoran Garden Club, Corcoran Bee Club, St. John's Lutheran School *Damage deposit required		N/C
Group 2: Corcoran Residents *Damage deposit required		10% Discount
Damage Deposit - Required for All Rentals / Amenities	350.00	
Pavilion Rental Fee	100.00	
Soccer/Football/Baseball - per field (per hour usage minimum 2 hours)	22.00	
Lights (Lions Field only) - Additional per game	30.00	
Scoreboard and PA System (Snyder Field only per game)	25.00	
Tennis Courts - All courts 2 hour usage	15.00	
Engraved Memorial Bricks (tax included)		
4 x 8 Engraved Brick	50.00	
12 x 12 Engraved Brick	100.00	
Engraved Stone (Large)	135.00	
Engraved Stone (X-Large)	175.00	
48" Maintenance Free Bench	Varies*	
Concrete Bench - 22 Characters	Varies*	
Granite Bench	Varies*	
*Product and prices subject to change with vendors		
City Facility Rentals		
Mutiple Date Change Fee (1 Date Change Per Year Free)	10.00	

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE		
Licenses & Miscellaneous Permits		
Liquor/Tobacco/Lawful Gambling License/Permit		
Temporary 3.2 Malt Liquor License - 1 - 4 Day Event	25.00	
Temporary Malt Liquor License - 1 - 4 Day Event	25.00	
Temporary 3.2 Malt Liquor License - Annual Max	100.00	
On Sale 3.2 Malt Liquor	100.00	
Off Sale 3.2 Malt Liquor	25.00	
Investigation (New/Transfer License)	100.00	
On Sale Intoxicating Liquor	4,000.00	
On Sale Wine	2,000.00	
Off Sale Intoxicating Liquor (Fee limited by State Law)	150.00	
Sunday Sale Intoxicating Liquor (Fee limited by State Law)	200.00	
Investigation Fee (New/Transfer License)	300.00	
2:00 am Closing	Paid to State	
Tobacco License	150.00	
Fireworks Permit-Per Event	50.00	
Hobby Kennel - Annual Fee	75.00	
Exempt Gambling Permit - Held at Non-Premise Permitted Site	N/C	
Exempt Gambling Permit - Held at a Premise Permitted Site (ie. Conducts Regular Charitable Gambling Activities)	50.00	
Solid Waste Hauler License Application	75.00	
Rental Dwelling Licenses		
Single-family homes, twin-homes, and townhomes		
License Fee (per unit)	100.00	
Re-inspection Fee (per unit)	75.00	
Conversion Fee	100.00	
Apartments		
License Fee (per building plus \$15.00 per unit)	200.00	
Re-inspection Fee (per unit)	75.00	
Conversion Fee	N/C	
Penalty for renewal applications filed and fees paid after July 1st (renewal date) (for each 30 days after July 1, but no more than 60 days)		
	25.00	
Filing fee for appeal of compliance order	50.00	
Reinstatement Fee	75.00	
Illegal Rental Operation/Let of Property		
First Violation	100.00	
Second violation within 24-month	250.00	
Third and subsequent violation within 24-month	500.00	
Burning Permit		
Valid for 1 month	10.00	
Valid for 6 months	50.00	

Public Safety		
Police Reports		
Police Reports - Per Page	0.25	
Audio/Video on USB Flash Drive	10.00	
Normal Business Hrs (1 hr min.) per hour		<i>Salary of the lowest-paid entity employee who can complete the task</i>
Car Seat Checks		
Resident	N/C	
Non-Resident - 1st Seat	25.00	
Non-Resident - Additional Seats	10.00	
Police Patch		
Police Patch - Available Only to Full-time Police Officers	5.00	
Finger Printing		
Resident	N/C	
Non-Resident	25.00	
Additional Cards - Resident	N/C	
Additional Cards - Non-Resident	5.00	
False Alarm Fire/Medical Emergency		
2-3 In any 12-month period (Each)	75.00	
4+ In any 12-month period (Each)	150.00	
False Alarm Police		
1-3 In any 12-month period	N/C	
4+ In any 12-month period	100.00	

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE		
Firearm & Hunting Permits		
Shooting Range Annual Review Fee	250.00	
Goose Lake Hunting Permit	10.00	
Permit to Purchase/Transfer	N/C	
Rental Fee		
Range contract per day (law enforcement agencies only)	100.00	
Command Post per day	250.00	
Vehicle Impound		
Vehicle Impound Release	10.00	
Storage Fee Daily	35.00	
Animal Impound		
1st Offense (Plus impound fees to shelter)	21.48	
2nd and Subsequent Offenses (Plus impound fees to shelter)	42.96	
No Kennel License	50.00	
Event Security Rates		
Officer - per hour	100.00	
Officer - per hour Holiday rate	125.00	
Reserve Officer - per hour	30.00	
Emergency Communications Systems Fee		
Per Single Residential Unit	100.00	
Up to 4 Units	200.00	
Up to 10 Units	500.00	
For Any Number of Units Above 10 Units	1,000.00	
Fire Department Entry Key Lock Box		
DAMA Box and/or Mounting Kits	Cost plus 10%	
Recreational Vehicle Permit		
Recreational Vehicle Permit <i>*Term depends on year issued</i>	\$10.00 per year	

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE		
Public Works		
Equipment Usage Per Hour (Government Agency Assistance)		
Tractor/Backhoe	Per FEMA's Current Schedule of Equipment Rates	
Dump Truck		
Front End Wheel Loader		
Road Grader		
Skid Loader		
Wood Chipper		
Public Works Labor		
Per Hour	65.00	
Lawn Mowing - Property Cleanup		
Mowing 1 acre & under	315.00	
Mowing over 1 acre - \$315 + additional hourly rate	85.00	
Contract tree and weed removal	Cost + 65.00	
Contract rubbish removal	Cost + 65.00	
Swing Away Mail Box Arms (Sales Tax included)		
Post only (mailbox not included)	65.00	
Post and Installation (mailbox not included)	150.00	
Street Department Fees		
Street Sign Install Labor (Per hour)	75.00	
Bituminous Trail Reimbursement Cost (per lineal foot)	17.00	
Culvert priced per foot	Cost + 65.00	
Grading & Land Disturbance Permit		
Greater than 50 Cubic Yards (or less than 50 Cubic Yards non-exempt)	100.00*	
One Acre or greater of disturbance	300.00*	
Driveway Review (New or Altered Access)	100.00*	
Escrow Determined by City Engineer or City Representative*	Varies -1000.00 Minimum	
Engineering Review - per hour	Contract Rate	
Overweight Vehicle Permit		
Agriculture	N/C	
Commercial Tow Truck	750.00	
Daily Permit - Non Exempt Emergency	100.00	
Seasonal - Emergency (Septic, Liquid Propane & Similar)	N/C	
No Permit Penalty	Double Fee	
All Charges are Per Truck - Permits are Restricted		
Utility Permit		
Utility Work in the Right-of-Way - IE: Comcast, Century Link, CenterPoint Energy, Wright-Hennepin, etc	Moved to Public Works section	
	100.00	

Local Government Unit Fees	Non-Refundable Application Fee	Escrow
Exemption Certificates	200.00	1,000.00
Determinations	200.00	1,000.00
Delineation Review	200.00	2,000.00
Pond Excavations	200.00	1,000.00
Wetland Replacement Plans <10,000 SF Impact on Single Basins or , 1/4 Acre Impact for Private Driveways	400.00	2,000.00
All Other Replacement Plans	400.00	2,500.00
Replacement Plan in Conjunction with Wetland Banking	400.00	3,500.00
All Other Wetland Banking Applications	400.00	3,500.00
Monitoring - Per Basin	400.00	6,000.00
<i>* Additional Wetland Replacement Plan and Banking Escrows and Sureties are determined on a site-specific basis.</i>		
Wetland Conservation Act Violations (Restoration Order)		
Any person or entity that fails to obtain a permit under City Ordinance prior to performing work shall pay a penalty of two times the original permit fee and shall be required to pay all costs associated with enforcement, including reasonable attorney's fees.		

CITY OF CORCORAN 2023 FEE SCHEDULE		2023 FEE		Notes
ADMINISTRATIVE FEE SCHEDULE				
Planning Development & Zoning Fees				
Land Use Permit/Application Type	Non-Refundable Application Fee	Escrow		
Agriculture Preserve Application - Placement (fee limited by state)	50.00	-		
Agriculture Preserve Application - Removal (fee limited by state)	50.00	-		
Administrative Permit	100.00	1,000.00		
Minor Subdivision, Lot Line Adjustment/Consolidation	100.00	1,500.00		
Certificate of Compliance	80.00	-		
Development Rights Appeal	100.00	500.00		
Comprehensive Plan Amendment	1,000.00	2,200.00		
Conditional Use Permit (CUP)	550.00	2,200.00		
Conditional Use Permit (CUP) Amendment	200.00	1,000.00		
Environmental Review	500.00	5,000.00		
Interim Use Permit	500.00	2,000.00		
Final Plat – Base Fee Regular / OSP	400.00	5,000.00		
Final Plat – Per Lot Regular /OSP	15.00	-		
Residential Park Dedication Fees (Subdivision Ordinance)	Section 955			
Single Family Per Unit	5,954.00	-		
Multi Family Per Unit	4,040.00	-		
Commerical and Industrial Per Acre	5,866.00	-		
Preliminary Plat – Base Regular / OSP	400.00	5,000.00		
Preliminary Plat – Per Lot Regular / OSP	15.00	-		
PUD -Preliminary Development Plan	575.00	5,000.00		
PUD - Final Development Plan	500.00	5,000.00		
PUD - Sketch Plat/Plan Review	450.00	2,000.00		
Rezoning	575.00	2,000.00		
Sign - Wetland Buffer Sign (per sign - requires site inspection)	20.00	-		
Sign - Development Notice Sign \$165.00 first sign/ \$50.00 each additional	165.00	-		
Site Plan	425.00	1,500.00		
Site Plan Amendment - Minor	200.00	1,000.00		
Sketch Plat/Plan Review - Regular / OSP	450.00	1,750.00		
Topography Exemption, Wetland Waiver, Electronic File Waiver	200.00	1,000.00		
Vacation	350.00	1,000.00		
Variance	550.00	2,000.00		
Zoning/Subdivision Code Amendment	700.00	2,000.00		
Infrastructure Feasibility Study / Review		5,000.00		
<i>Additional Escrow May Be Required on a Project by Project Basis</i>				
Meeting with City Consultants and City Staff (first hour no charge)	Over 1 hour Contract fee	500.00		
Public Works Director Review - per hour	90.00			
<i>Additional Escrow May Be Required on a Project by Project Basis</i>				
City Planner Review - per hour	65.00			
<i>Additional Escrow May Be Required on a Project by Project Basis</i>				
Fence Permit				
Any fence taller than 7' requires a building permit fee based on valuation + state surcharge				
Fence (residential within 6' of property line)	35.00			
<i>Zoning and Setback Review Only</i>				
Sign Permit				
No Planning Commission Review - Temporary	35.00			
No Planning Commission Review - Permanent	150.00			

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE
UTILITY FEE SCHEDULE	
WATER FEES	
Residential	
Water Base Fees - per month	21.63
Water Usage Rates - residential (monthly use) per 1,000 gallons	
Tier 1: 0 gallons to 4,999 gallons	2.31
Tier 2: 5,000 gallons to 8,999 gallons	2.78
Tier 3: 9,000 gallons to 19,999 gallons	3.48
Tier 4: 20,000 gallons and over	4.49
Multi-Residential (7+ units)	
Water Base Fees - per month	21.63
Water rates - Multi-residential (monthly use) per 1,000 gallons	
Tier 1: 1,000 gallons +	2.78
* REU = residential equivalent unit	
Non-Residential	
Water Base Fees - per month	
Non residential - Under 1" Meter	26.73
Non residential - 1" to 3" Meter	26.73
Non residential - Over 3" Meter	34.61
Water rates - non residential (monthly use) per 1,000 gallons	
Tier 1: 1,000 gallons +	2.78
SANITARY SEWER FEES	
Residential	
Sewer Base Fees - per month	30.45
Sewer rates - residential (monthly use) per 1,000 gallons	
Existing Customers - Based on Winter Water Usage (November-March)	3.02
New Customers - Based on 4,500 gallons per month	3.02
Multi-Residential	
Sewer Base Fees - per month	30.45
Sewer rates - non residential (monthly use) per 1,000 gallons	
Tier 1: 1,000 gallons +	3.02
Non-Residential	
Sewer Base Fees - per month	30.45
Sewer rates - non residential (monthly use) per 1,000 gallons	
Tier 1: 1,000 gallons +	3.02
Manufactured Homes Park	
Sewer rates - (monthly use) per 1,000 gallons	
Maple Hill Estates (804,000 gallons per month)	3.85

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE
UTILITY FEE SCHEDULE	
CONNECTION FEES	
Trunk Line Availability Charge (TLAC)	
Watermain & Raw Water - Trunk Line Availability Charge (TLAC) - per acre: Southeast	9,197.81
Treatment & Storage - Trunk Line Availability Charge (TLAC) - per acre: Southeast	12,433.97
Watermain & Raw Water - Trunk Line Availability Charge (TLAC) - per acre: Northeast	12,198.97
Treatment & Storage - Trunk Line Availability Charge (TLAC) - per acre: Northeast	24,922.12
Sewer Trunk Line Availability Charge (TLAC) - per acre	7,526.31
Connection Fees - City of Corcoran	
Water Connection Fee (per unit) - Single Family	1,294.00
Water Connection Fee (per unit) - Multi-Family	1,034.00
Water Connection Fee (per unit) - Non-Residential	1,294.00
Sewer Connection Fee (per unit) - Single Family	1,280.00
Sewer Connection Fee (per unit) - Multi-Family	1,024.00
Sewer Connection Fee (per unit) - Non-Residential	1,280.00
Connection Fees - City of Maple Grove (Per Maple Grove Fee Schedule)	
Water Connection Fee (per unit) - Residential/individual laundry facilities	2,999.00
Water Connection Fee (per unit) - Residential/ no individual laundry facilities	2,399.00
Water Connection Fee (per acre) - Commercial/Industrial/Mixed	11,996.00
Water Connection Fee (per acre) - All other Churches which do not house weekday school, preschool, and/or daycare activities	5,998.00
Parks, per acre (0.5 times low density residential rate)	1,500.00
Volumetric Charges - per 1,000 gallons	2.3600
Connection Fees - Metropolitan Council	
Sewer Access Charge (SAC)	2,485.00
Meter Fees	
Meter - standard	Cost plus 10%
Meter - larger than standard	Cost plus 10%
Meter Inspection	65.00
Meter - Temporary Installation	65.00
OTHER UTILITY FEES	
Miscellaneous Fees	
Maple Grove Serviced Properties	Cost plus 10%
Broken Water Meter Fee - payable by each user for each month (Based on 4,500 gallons of water used per month)	10.40
Late/Past Due Payments	
Delinquent Utility Fee	10.00
Late Payment Penalty	10% of unpaid bill
Water Disconnect	65.00
Water Reconnect	65.00
Bulk Water Sales	
Set Up/Administrative Fee	65.00
Water Meter Rental Deposit	1,000.00
Tier 1: 1,000 gallons +	2.78

2023 CITY OF CORCORAN BUILDING PERMIT AND RELATED FEES SCHEDULE

BUILDING PERMIT FEE - Fee is 100% of the adopted fee schedule below, plus State surcharge and applicable reviews listed below.

TOTAL VALUATIONS (Residential & Commercial)	BUILDING PERMIT FEE SCHEDULE
\$1.00 to \$500.00	\$21.00
\$501.00 to \$2,000.00	\$21.00 for the first \$500.00 plus \$2.75 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$62.25 for the first \$2,000.00 plus \$12.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$349.75 for the first \$25,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$574.75 for the first \$50,000.00 plus \$6.25 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$887.25 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$2,887.25 for the first \$500,000.00 plus \$4.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$5,012.25 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00, or fraction thereof

PLAN REVIEW FEE: 65% of the Building Permit Fee calculated from the above schedule.

REPETITIVE PLAN REVIEW FEE: 25% of the Building Permit Fee calculated from the above schedule

PLAN REVIEW FEE IS NON-REFUNDABLE

STATE SURCHARGE: Based on the table below. For valuation use the fees listed above

BUILDING VALUATION	STATE SURCHARGE*
One Million or less	.0005 x valuation with minimum of \$1.00 for Flat Rate Permits [up to \$10,010 valuation]
\$1,000,001 to \$2,000,000	\$ 500 + .0004 x (Value - \$1,000,000)
\$2,000,001 to \$3,000,000	\$ 900 + .0003 x (Value - \$2,000,000)
\$3,000,001 to \$4,000,000	\$1200 + .0002 x (Value - \$3,000,000)
\$4,000,001 to \$5,000,000	\$1400 + .0001 x (Value - \$4,000,000)
Greater than \$5,000,000	\$1500 + .00005 x (Value - \$5,000,000)

SEC FEE: .0005 x permit valuation for all Building Permits except Re-Roof, Re-side, Re-Window, Decks & Interior Remodels. Minimum \$150.00 New Home or Commercial Construction, Minimum \$50.00 on any other non-exempt construction

ZONING AND SET BACK REVIEW: \$25.00 for permits requiring review, \$75.00 for New Construction plus any costs for City Planner to review. Agricultural Structure requires a Certificate of Compliance.

EMERGENCY COMMUNICATIONS SYSTEMS FEE: \$100.00 for new construction single family homes. Multiple residential unit rates per adopted fee schedule.

2023 CITY OF CORCORAN BUILDING PERMIT AND RELATED FEES SCHEDULE

OVER THE COUNTER PERMITS

Re-Roof, Re-side and Windows	\$90.00 each + State Surcharge Fee (\$1.00)
General Plumbing (Residential)	\$50.00 minimum + additional \$5.00 per fixture + State Surcharge Fee (\$1.00)
Water Heaters / Water Softeners (change out only)	Water Heater \$35.00 per unit + State Surcharge Fee (\$1.00) Water Softener \$35.00 per unit + State Surcharge Fee (\$1.00)
Mechanical (Residential)	\$75.00 per unit + State Surcharge Fee (\$1.00) (Furnace, AC or Gas line) Additional \$10.00 gas fitting/connection fee for each unit over 3 units The following qualify as a "unit" Furnace, AC, Air Exchange, In-floor heat, Boiler, Geothermal System, Ground System Heat Pump, Garage Heater, etc.
Gas Fireplace	\$75.00 + State Surcharge Fee (\$1.00)

*State Surcharge fee is subject to State change

OTHER INSPECTIONS AND FEES

Inspection outside normal business hours; minimum two hour charge	\$90.00 per hr.
Re-inspection Fee	\$45.00 per hr.
Inspections for which no fee is specifically indicated	\$60.00 per hr.
Site Inspection Fee	RESIDENTIAL \$45.00 ea. COMMERCIAL \$80.00 ea.
Additional plan review required by changes, additions, or revisions to approved plans (min. ½ hour charge)	\$60.00 per hr.
Miscellaneous and special services per contract	\$60.00 per hr.
Water Hook Up/Connection Permit (Plan review and inspection of the connection to the municipal water system for existing properties)	\$100.00 + \$45.00 for per additional inspection
Sewer Hook Up/Connection Permit (Plan review and inspection of the connection to the municipal water system for existing properties)	\$100.00 + \$45.00 for per additional inspection
Pre-Move inspection	\$150.00 ea.
Moved – In structure (not including foundation, interior remodel, etc.)	\$250.00 ea.
Commercial Plumbing permit and plan review	Based on valuation
Commercial Mechanical permit and plan review	Based on valuation
Electrical Inspections (Residential & Commercial)	Per State Inspector
Demolition	Residential \$150.00 + State Surcharge (\$1.00) Commercial \$250.00 + State Surcharge (\$1.00)
Mobile Home Installation	\$250.00 + State Surcharge (\$1.00)
Permit Cancellation Fee	\$25.00 + Plan Review Fee
Replacement Permit Card Fee	\$30.00

2023 CITY OF CORCORAN BUILDING PERMIT AND RELATED FEES SCHEDULE

CERTIFICATE OF SURVEY

City Ordinance Title IV: 40-2 Certificate of Survey requirement. A certificate of survey shall be required with all building permit applications for new construction and building permits that enlarge or alter the footprint of an existing structure. Application for exemption (Building permits only) – If the proposed structure meets all of the required setbacks from the property line, flood plain, wetlands and easements by two times.

PENALTY

Any person or entity that fails to obtain a permit under City Ordinance Title IV: 40-40.04 prior to performing work shall pay a penalty of two times the original permit fee and shall be required to pay all costs associated with enforcement, including reasonable attorney's fees.

All fees are to be paid at time of permit issuance



Memo

To: Kevin Mattson, PE, PW Director From: Daryl Kirschenman, PE
Steve Hegland, PE
Project/File: 227705274 Date: July 28, 2023
Subject: Pay Application #3 to Phoenix Fabricators and Erectors – Pay Request No. 3

Council Action Requested

Staff is recommending Council Approve Pay Application #3 for the Corcoran Water Tower Project to Phoenix Tank in the amount of \$68,970.00.

Summary

Phoenix fabricators mobilized to the site and has completed the tank excavation, subgrade correction work and backfilling up to bottom of foundation. This pay request is for excavation and soil correction work completed to date.

The signed payment request form and pay application is attached for review.

The contractor has mobilized a foundation crew, completed the re-bar installation and have poured the foundation base slab.

Attached is a summary of the work completed to date.

Total Contract Value to Date	\$4,703,386.00
Work Completed to Date	\$456,850.00
5% Retainage	\$22,842.50
Amount Paid to Date	\$365,037.50
Total Pay App #3	\$68,970.00

Engineer's Recommendation

We recommend approving Pay Application #3 to Phoenix Fabricators and Erector's in the amount of \$68,970.00

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>THREE</u>	Application Date: <u>7/15/2023</u>
Application Period: <u>From 6/16/2023</u>	<u>to 7/15/2023</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)	\$ 456,850.00
5. Retainage	
a. <u>5%</u> X \$ <u>456,850.00</u> Work Completed	\$ 22,842.50
b. <u>5%</u> X \$ <u>-</u> Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 22,842.50
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 434,007.50
7. Less previous payments (Line 6 from prior application)	\$ 365,037.50
8. Amount due this application	\$ 68,970.00
9. Balance to finish, including retainage (Line 3 - Line 8)	\$ 4,634,416.00

Contractor's Certification

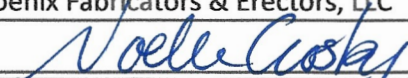
The undersigned Contractor certifies, to the best of its knowledge, the following:

(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:** 7/15/2023

Recommended by Engineer	Approved by Owner
By: <u></u>	By: _____
Title: <u>Project Manager</u>	Title: _____
Date: <u>July 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.: THREE **Application Period:** From 06/16/23 To 07/15/23 **Application Date:** 07/15/23

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	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) (\$)
						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	0.03	5,000.00		5,000.00	3%	180,000.00
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	0.62	4,000.00		4,000.00	62%	2,500.00
4	TEMPORARY ROCK CONSTRUCTION ENTRANCE PLACEMENT	1	LS	4,000.00	4,000.00	0.75	3,000.00		3,000.00	75%	1,000.00
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	75.00	3,675.00		3,675.00	5%	75,950.00
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	1,000.00	4,500.00		4,500.00	80%	1,125.00
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	1.00	172,000.00		172,000.00	100%	-
1.12	FOUNDATION	1	LS	194,000.00	194,000.00	0.40	77,600.00		77,600.00	40%	116,400.00
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.: THREE **Application Period:** From 06/16/23 To 07/15/23 **Application Date:** 07/15/23

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	825.00	42,075.00		42,075.00	100%	-
4	COMMON EXCAVATION & SITE GRADING	1	LS	120,000.00	120,000.00	0.25	30,000.00		30,000.00	25%	90,000.00
					-		-		-		-
Original Contract Totals					\$ 4,703,386.00		\$ 456,850.00	\$ -	\$ 456,850.00	10%	\$ 4,246,536.00

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.: THREE **Application Period:** From 06/16/23 To 07/15/23 **Application Date:** 07/15/23

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												
					-		-		-		-	
					-		-		-		-	
					-		-		-		-	
Change Order Totals					\$	-	\$	-	\$	-	\$	
Original Contract and Change Orders												
Project Totals					\$	4,703,386.00	\$	456,850.00	\$	-	\$	456,850.00
										10%	\$ 4,246,536.00	

RESOLUTION NO. 2023-66

Motion By:
Seconded By:

**A RESOLUTION RECOGNIZING A DONATION TO CORCORAN POLICE DEPARTMENT
FOR COUNTRY DAZE EVENT**

WHEREAS, the City Council of the City of Corcoran, Minnesota, does hereby find as follows;

WHEREAS, Country Daze is an annual event in Corcoran; and

WHEREAS, The Stanchion Bar will donate water and snacks for Police Officers working at the event; and

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Corcoran acknowledges the generosity of The Stanchion and graciously accepts the donations to be determined after event completion.

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 10th day of August, 2023.

Tom McKee – Mayor

City Seal

ATTEST:

Michelle Friedrich – City Clerk

STAFF REPORT

Agenda Item 9a.

Council Meeting: January 13, 2022	Prepared By: Jessica Beise
Topic: City Administrator Recruitment and Position Profile	Action Required: Direction and Approval

Summary

In July, I provided resignation as City Administrator effective October 5, 2023. At the July 27th City Council meeting, Council directed staff to work with David Drown and Associates. Pat Melvin has been assigned to work with Corcoran for the process.

Staff has been working with Pat to draft a position profile based on the feedback from the previous search process. Staff anticipates having the profile forwarded to Council early next week. Feedback and approval on the profile are being sought. In addition to general feedback.

Minimal changes to the job description was completed in 2022 to the job description. In reviewing the profile, I am recommending a change to the job description to align with current City Administrator/City Manager postings. I met with George Gmach to discuss scoring the position and have attached a draft job description. To formalize the job description change Resolution 2023

Authorization for the positing of the position and calling of the special meetings for candidate selection and interviews is also requested. The position would be posted on Monday, August 14, 2023, and would close on Monday, September 11, 2023. Applications would be screened and presented to Council at a special work session on Thursday September 28, 2023, at 5:30 pm. Interviews dates are proposed in October and have to be finalized.

Pat will be at the Council meeting to discuss the profile and discuss the next steps in the process.

Financial/Budget

The executive search firm expenses are anticipated to be approximately \$5,000 for reimbursables per the last search process contract being extended.

Options

1. Approve the position profile with a preferred cover option, adopt Resolution 2023-67, authorize the positing of the City Administrator position beginning August 14, 2023 and closing September 11, 2023, call for special City Council work session on September 28, 2023 at 5:30 pm for the selection of City Administrator candidates and determine a date for interviews.
2. Modify the position profile, City Administrator job description, position posting, and dates for the recruitment process.
3. Send back to staff for further review.

Recommendation

Approve the position profile with a preferred cover option, adopt Resolution 2023-67, authorize the positing of the City Administrator position beginning August 14, 2023 and closing September 11, 2023, call for special City Council work session on September 28, 2023 at 5:30 pm for the selection of City Administrator candidates and determine a date for interviews.

Council Action

Consider a motion to approve the position profile with a preferred cover option, adopt Resolution 2023-67, authorize the positing of the City Administrator position beginning August 14, 2023 and closing September 11, 2023, call for special City Council work session on September 28, 2023 at 5:30 pm for the selection of City Administrator candidates and determine a date for interviews.

Attachments

1. Draft City Administrator Position Profile – To Be Provided
2. City Administrator Job Description
3. Resolution 2023-67

CITY ADMINISTRATOR

City of Corcoran

Department	Administration
Reports To	City Council
Points	
Grade	
FLSA	Exempt
Bargaining Unit	NA
Revision Date:	August 2023

Description

As the Chief Executive Officer of the City, the City Administrator provides leadership to City staff and guides the City Council to define, establish and attain the goals and objectives of local government. The City Administrator is responsible for the quality of service provided to citizens by staff and consultants and is responsible for compliance with all legislative, judicial, and administrative obligations established by higher authority. The City Administrator directly supervises the Administrative Services Director, Director of Public Safety, and the Public Works Director and oversees all collateral staff, economic and community development, city contracts, and planning and engineering consultants. Operates with considerable discretion in administrative functions and in implementing policies of the City Council. . The City Administrator communicates with all city departments and staff, other appointed and elected officials, city attorney, other contracted consultants, suppliers and vendors, media, and business and community groups.

Essential Duties and Responsibilities

- Serve as the Chief Administrative Officer of the City overseeing the proper administration of all policies of the City, develops and issues all administrative policies, rules, regulations, and procedures necessary to ensure the proper functioning of all City departments, offices, and divisions as permitted by law and City Council approval.
- Supervise the administration of all departments, offices and divisions of the City except as is otherwise provided by law; Carry out any other responsibilities as provided for by ordinance or by subsequent City Council action.
- Work closely with department heads to plan and coordinate activities and follows up to ensure effective service to the public and efficient conduct of all municipal affairs.
- Ensure all City laws, ordinances, resolutions are enforced and make recommendations for changes or additions to ordinances and policies when necessary.
- Evaluate services provided by the City and develops information for the Council about options for improving efficiency or matching services more closely to citizen needs.
- Responsible for directing the development, and implementation of appropriate budgeting, including capital improvements and administrative planning and control procedures and creation of annual fiscal budget for the City Council's review and approval. Responsibility includes that proper control reports are developed and used and supervises the effective operation of purchasing procedures, etc.

CITY ADMINISTRATOR

- Act as the purchasing authority for the City without prior Council as outlined in the financial policy in accordance with the approved municipal budget; uses authority to sign purchase orders for routine services, equipment and supplies in accordance with the City's purchase procedures.
- Prepare or oversee the preparation of council agenda and packets. Make recommendations to the City Council on measures they may deem necessary for the welfare of the residents and efficient administration of the City.
- Attend and participate in meetings of the City Council and ensures meeting minutes are recorded and maintained. Attends, at their discretion or as directed by the council, other committee, board, and commission meetings.
- Follows all legal communications requirements including those relating to public access to information and open meetings and guides others regarding appropriate procedure and content.
- Negotiate and administer contracts for City services with outside agencies.
- Represent the City at official functions, as directed by the City Council, and maintains good public relations with citizens of the community. Serves as the City's information representative and confers with the media, civic groups, developers, and other organizations. Prepares public relations material as deemed necessary or at the discretion of the Council.
- Informs the City Council of matters dealing with the major activities and operations, which have policy or community-wide exposure implications
- Keeps informed regarding federal, state and county programs which affect the City; consults with officials of both public and private agencies as required.
- Maintain familiarity with alternative and supplemental sources of revenue and submits recommendations to the City Council for actions necessary to take advantage of such sources.
- Ensure that staff in all departments follow appropriate City policies and procedures, and general government requirements.
- Under authority granted by the City Council and subject to Council approval directs hiring of qualified staff, and administration of human resource functions, involving department heads as appropriate.
- Administers the staffing process by recommending staffing levels and then seeking to fill approved positions with the involvement of Council and department heads.
- Manages performance of staff directly and through department heads.
- Oversees the technical operations of City government and is responsible for compliance with all legal and financial requirements.
- Performs other related duties as may be required by City Council, prescribed by law, or apparent.

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Knowledge, Skills and Abilities Required for Successful Job Performance:

CITY ADMINISTRATOR

- Knowledge of City programs and services as well as Council policies and practices.
- Knowledge of City financial and budgeting process.
- Knowledge of laws, rules, and regulations applicable to City government.
- Knowledge of management principles and practices as they apply to the public sector.
- Knowledge of office automation and other technologies useful for municipal operations.
- Ability to prepare and administer budgets.
- Ability to communicate effectively and establish effective working relationships with elected officials, staff, and other public officials, and the public including making formal presentations.
- Ability to plan and analyze City operations; develop alternatives; and determine the costs, advantages, and disadvantages of various alternatives.
- Ability to gather and analyze data, prepare accurate and thorough reports, and make appropriate recommendations.
- Ability to prioritize City needs and coordinate City departmental operations and services.
- Ability to keep current on city management and related issues through participation in and contact with appropriate organizations, agencies, committees, and other bodies.
- Ability to supervise staff and direct a complex and varied organization.
- Ability to independently establish priorities and meet priorities with specified target dates.
- Knowledge of and ability to operate standard office equipment and software sufficient to manipulate data, draft reports and maintain records.
- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.
- Promote and adhere to the City of Corcoran workplace values of accountability, teamwork, and commitment to the city's goals and measures.

Minimum Qualifications

~~The job requires a bachelor's degree in public administration, urban studies or a related field and six or more progressively responsible years of related experience, or equivalent. Key characteristics are knowledge of government, knowledge of financial management in a government setting, leadership, interpersonal relationship and problem-solving skills.~~

- Bachelor's degree in public administration or closely related field.
- Eight years of experience in broad areas of managing public organizations that contributed to a knowledge base and an ability to employ management, budgeting, supervising employees, planning and program techniques in daily operation of a similarly complex entity.
- Ability to communicate effectively, orally and in written form.
- Ability to develop and maintain positive and effective working relationships with the city council, city commissions, city personnel, and the public.

CITY ADMINISTRATOR

Desired Qualifications

~~Additional desired qualifications include Master's degree in business or public administration, experience in a full service municipal or government setting with public utilities. Knowledge of planning and zoning and economic development is desirable.~~

- Master's degree in business or public administration.

Physical and Mental Requirements

Physical effort is light, with lifting or carrying up to 25 pounds intermittently. Report preparation and word processing will at times require extended use of a keyboard. Work interruptions are frequent. Travel within the City or region to view properties or attend meetings is likely to occur weekly. There is occasional exposure to field or construction site conditions when visiting properties within the City. The City Administrator is responsible for diverse matters, many of which have deadlines and require significant attention to detail. Approximately 25% of the time, work is performed at the highest level of detail and pressure of deadlines.

Working Conditions

Most work is performed in a normal office environment. The Administrator may be the person to whom a complaint is delivered by a citizen or referred by an employee and work may involve dealing with and calming individuals who are emotionally charged over an issue. Attendance at evening Council meetings and related meetings is required.

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

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

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

RESOLUTION NO. 2023-67

Motion By:
Seconded By:

A RESOLUTION AMENDING A JOB DESCRIPTION FOR THE CITY OF CORCORAN

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

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

1. The amended job description of the City Administrator as presented.

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 10th day of August, 2023.

Tom McKee – Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

STAFF REPORT

Agenda Item: 9b.

Council Meeting: August 10, 2023	Prepared By: Kevin Mattson/Matt Gottschalk
Topic: City Center Drive and 79 th Place Improvements - Bid Alternate	Action Required: Direction

Summary

At the July 13, 2023 meeting Council authorized bids for the City Center Drive and 79th Place Utility and Street Improvement project.

The Police Department is beginning to experience parking and outside space issues that are likely to continue to compound in the coming years. The new building utilities require the digging and removal of the septic system on the south end of the building.

Staff is recommending including the attached alternate bid to restore the area to additional parking surface instead of grass while the work and contractors are already mobilized and present for the project.

As there is limited time to make add bid alternates, staff would like to understand if Council would like to pursue a bid alternate for the parking area expansion.

Staff is recommending including Bid Alternate #4 for the City Center project bids.

Financial/Budget

The estimated cost of the work is \$53,000. Staff is researching potential funding options for the project like ARPA funds, long range planning funds, or capital funds. Project funding recommendations will be presented when the Council decides on the project.

Options

1. Provide direction on authorizing bid alternates.

Recommendation

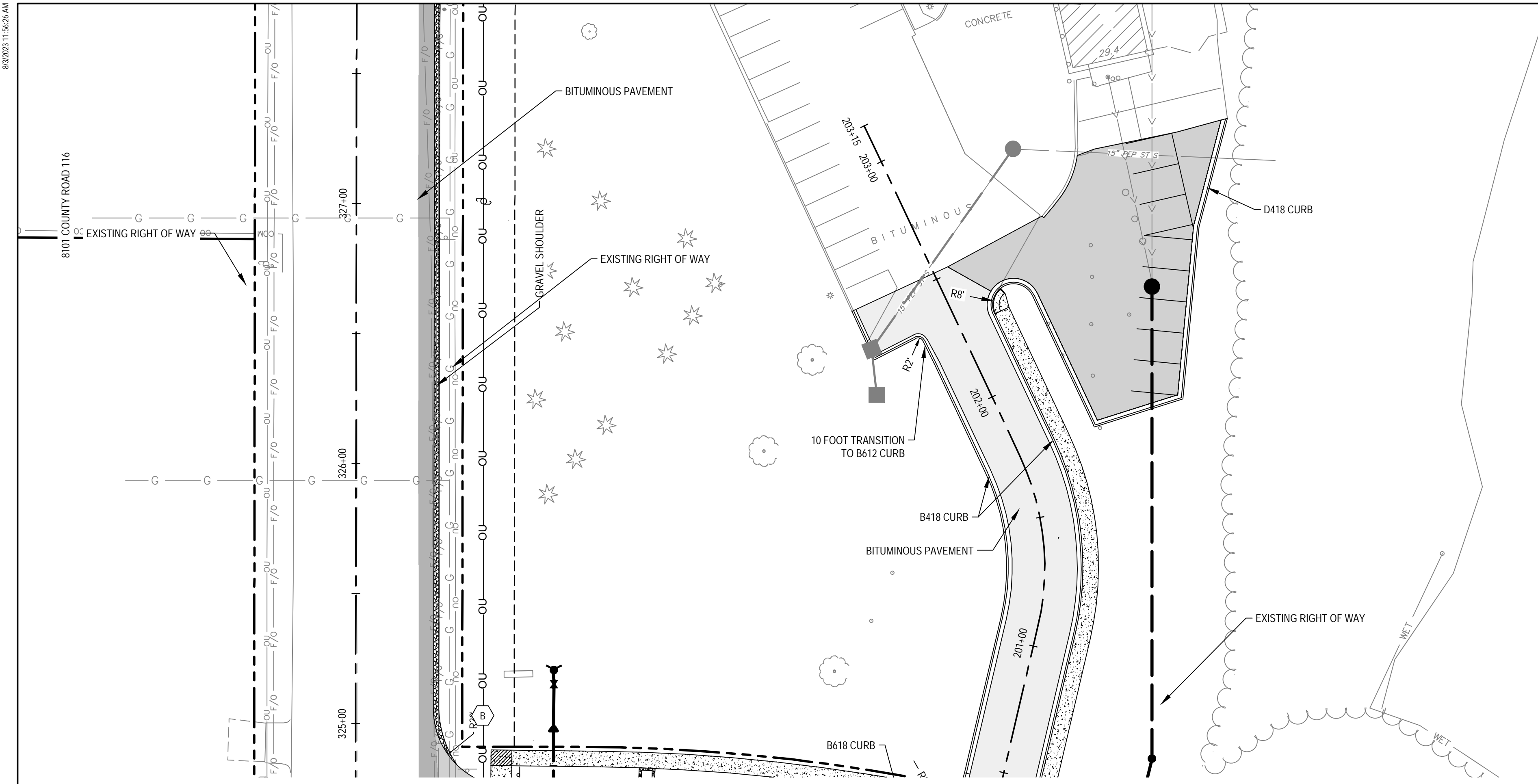
Staff is recommending including Bid Alternate #4 for the City Center project bids.

Council Action

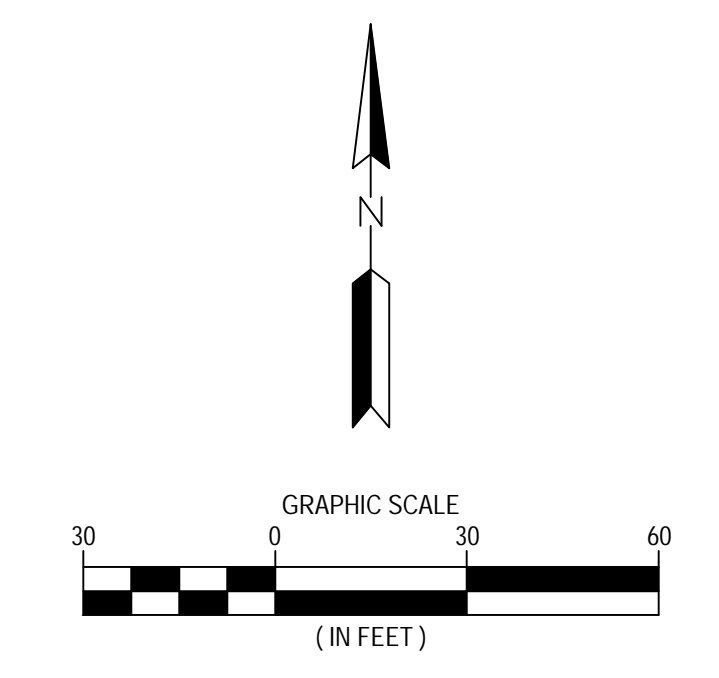
Provide direction on authorizing bid alternates.

Attachments

Bid Alternate 4 – Parking Area Expansion



OPEN WATER
 WATER ELEVATION = 932.6
 SEPTEMBER 9, 2020

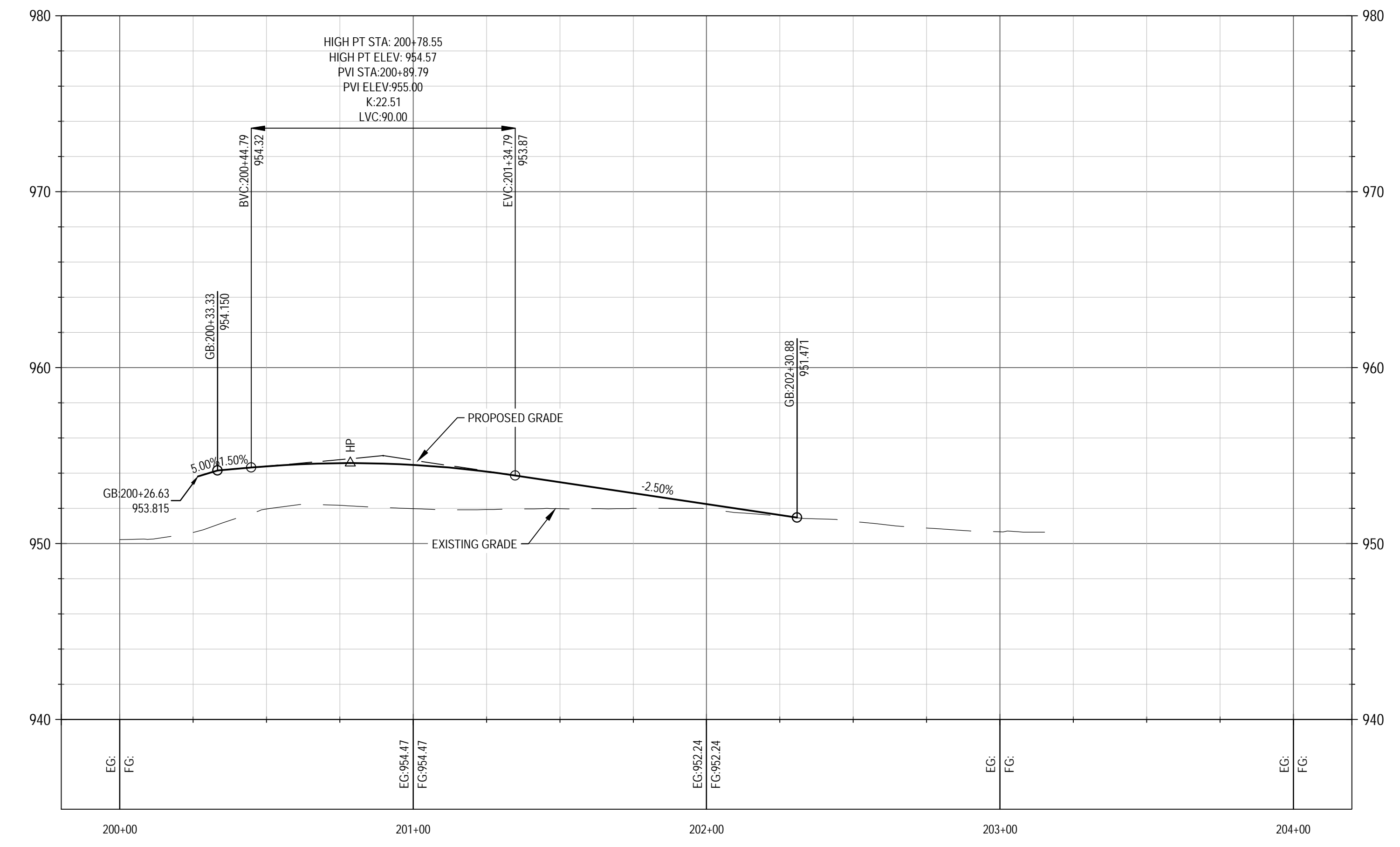


NOTES

- 1. SEE SHEET 2-3 FOR ADDITIONAL PROJECT NOTES AND LEGENDS.

- A CONCRETE APPROACH NOSE, SEE DETAIL 7113A (SHEET 90)
- B SEE INTERSECTION DETAILS (SHEET 35)
- C CONCRETE VALLEY GUTTER, SEE DETAIL STR-16 (SHEET 81)
- D AMENITIES, SEE LANDSCAPE PLANS, (SHEETS 91-100)

CITY HALL SOUTH ENTRANCE PROFILE



ONE CARLSON PARKWAY,
 SUITE 100
 PLYMOUTH, MN 55447
 TEL: 763-479-4622
 FAX: 763-479-4622



CITY OF CORCORAN

STREET AND UTILITY CONSTRUCTION FOR
 CITY CENTER DRIVE AND 79TH PLACE
 S.A.P. 215-123-001 & S.A.P. 215-124-001

PREPARED FOR:
 CITY OF CORCORAN
 8300 COUNTY ROAD 116
 CORCORAN, MN 55346

DATE:	DESCRIPTION:	ISSUE NO.:
07/17/2023	ISSUED FOR REVIEW	0

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

Steven Hegland
 STEVEN HEGLAND
 LICENSE NO.: 52243
 DATE: 07/17/2023

PROJECT NO.: 227705033
 DWN BY: ADG CHK'D BY: NPW APP'D BY: SKH
 ISSUE DATE: 07/17/2023
 ISSUE NO.: 0

SHEET TITLE:
 CONSTRUCTION PLAN AND PROFILE

SHEET NO.: 26 OF 112



City of Corcoran Pedestrian Crossing Policy

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

August 4, 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



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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/bicycle movements are present 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 _____, 2023 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 crossing guard 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.



CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

Relevant Guidance And Policies

4.3 BEST PRACTICES FOR TRAFFIC CONTROL AT REGIONAL TRAIL CROSSINGS

In 2011, 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.



CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

Evaluation Process

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.). This 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 recent and anticipated residential and commercial development within Corcoran, identifying the location of needed/future pedestrian crossing treatments is an important first step in identifying potential improvements. This can be achieved in several ways, which 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 will examine the multimodal elements of their planning documents including the Parks and Trails Plan within the City of Corcoran 2040 Comprehensive Plan or other multimodal plans. The city can then identify locations where designated trails cross roadways or where pedestrian/bicycle generation is expected between trails/parks and nearby residences or commercial areas. The city will 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 determine reasonable pedestrian 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 potential crossing locations in accordance with this policy and make the final decision on treatments required for the development. This process may include 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/bicycle volume, age, and level of mobility as well as future volume associated with developments
4. Location of adjacent land uses/pedestrian and bicycle 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/bicycle 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
3. Inclusion of Americans with Disabilities Act (ADA) accessible ramps at both ends of pedestrian crossing installations
4. Adequate street lighting at crossings



CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

Criteria For Implementation

5. Restricted street parking adjacent to pedestrian crossings to allow for adequate sight lines for both drivers and pedestrians/bicycles
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

According to Chapter 13 of the MnDOT Traffic Engineering Manual (TEM), consideration is typically given to pedestrian crossings if there is a minimum of 20 pedestrian/bicycle crossings during the pedestrian/bicycle peak hour, or 15 in the peak hour if the proposed location is part of a school walking route, is adjacent to senior housing or assisted living facilities, or is adjacent to other destinations that are frequented by children or seniors such as parks, playgrounds, athletic facilities, and community centers. According to the guide on 'Pedestrian Crossings: Uncontrolled Locations' published by MnDOT LRRB, the threshold can be lowered to 14 crossings in the peak hour if the speed of the road crossed is greater than 35 mph, the community population is less than 10,000, or the crossing serves a major transit stop.

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/bicycle 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

According to Chapter 13 of the MnDOT TEM, pedestrian crossings should be spaced a minimum of 300 feet from an adjacent protected or marked crossing. The spacing of crossings should generally align with the desired density/intensity of land uses in a particular location; More dense, urban land uses may warrant a shorter spacing of crossing opportunities to provide a higher level of service to pedestrians/ bicycles.

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, parking restrictions, and curb modifications/ extensions 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/bicycle 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/bicycle 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.



CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

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/bicycle 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 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, 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 7 ⑧ 9	① ② ③ ④ 7 ⑧ 9	① ② ③ ④ 7 ⑧ 9	① ② ③ ④ 7 ⑧ 9	① ② ③ ④ 7 ⑧ 9	① ② ③ ④ 7 ⑧ 9	① ② ③ ④ 7 ⑧ 9	① ② ③ ④ 7 ⑧ 9
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 7 ⑧	① ② ③ ④ ⑥ 7 ⑧	① ② ③ ④ 5 7 ⑧	① ② ③ ④ ⑥ 7 ⑧	① ② ③ ④ ⑥ 7 ⑧	① ② ③ ④ ⑥ 7 ⑧	① ② ③ ④ ⑥ 7 ⑧	① ② ③ ④ ⑥ 7 ⑧
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 7 ⑧ 9 10 12	① ② ③ ④ ⑥ 7 ⑧ 9 10 12	① ② ③ ④ 5 7 ⑧ 9 10 12	① ② ③ ④ ⑥ 7 ⑧ 9 10 12	① ② ③ ④ ⑥ 7 ⑧ 9 10 12	① ② ③ ④ ⑥ 7 ⑧ 9 10 12	① ② ③ ④ ⑥ 7 ⑧ 9 10 12	① ② ③ ④ ⑥ 7 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



CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

Treatments

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** shall be used for legal designation as a crosswalk. In specific areas of the city, the crosswalk materials and patterns at intersections may be adjusted.

For crossings on the minor street approaches with stop-control at intersections, crosswalks may be raised to be level with the adjacent sidewalk/trail to provide a higher level of service for crossing pedestrians/bicycles. A raised crosswalk may also act as a traffic calming measure, functioning similarly to a speed hump, slowing vehicles as they approach the intersection and reducing their maneuver speed.

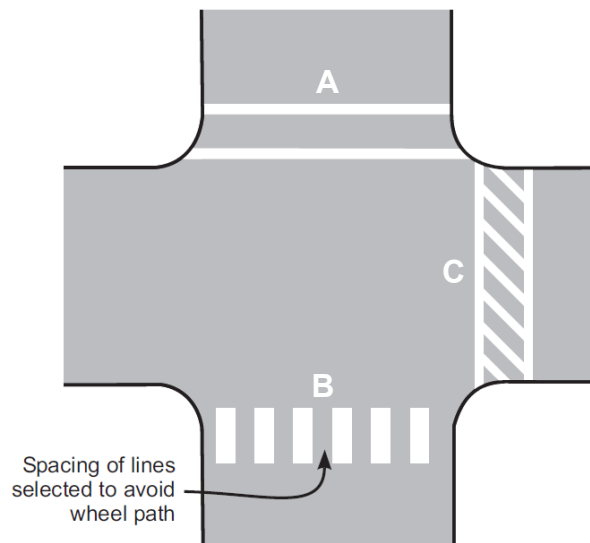


Figure 1 – Examples of Crosswalk Markings

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.



CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

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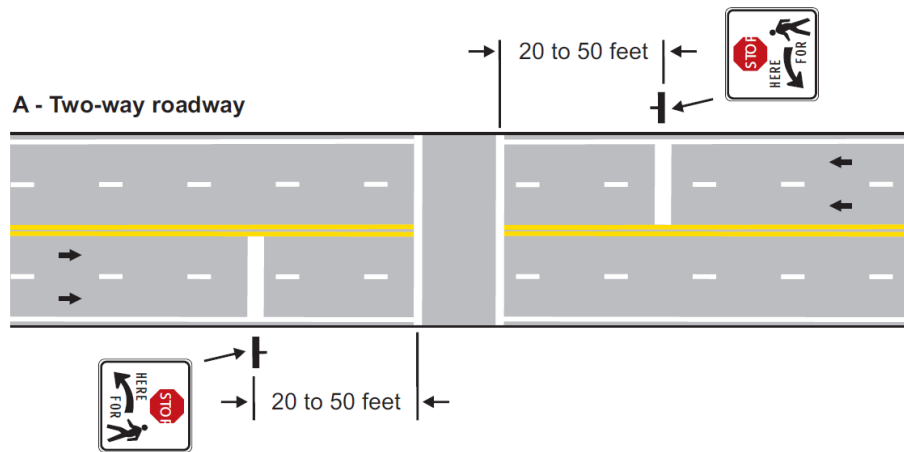


Figure 2 – Example of Stop Lines at Unsignalized Midblock Crosswalks

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



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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



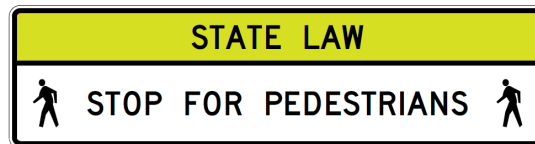
CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

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/bicycles. When used, they shall be actuated, only operating when pedestrians/bicycles 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/bicycle movements for crossings at multi-lane and higher-speed roadways.



CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

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/bicycles, and improve sight distance for vehicles, which reduces exposure and increases visibility of pedestrians/bicycles. 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

Blackburn, Lauren, Charles Zegeer, and Kristen Brookshire. (2018). *Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations*. Vienna, VA and Chapel Hill, NC: USDOT FHWA - https://www.fhwa.dot.gov/innovation/everydaycounts/edc_5/docs/STEP-guide-improving-ped-safety.pdf

CH2M Hill and MnDOT. (2013). *Minnesota's Best Practices for Pedestrian/Bicycle Safety*. St. Paul: MnDOT LRRB - <http://www.dot.state.mn.us/research/TS/2013/201322.pdf>

City of Albert Lea. *City of Albert Lea Policy and Procedure Manual - 4.10 Albert Lea Crosswalk Policy*. Albert Lea, MN: City of Albert Lea - https://cityofalbertlea.org/wp-content/uploads/CROSSWALK_POLICY.pdf

City of Blaine. (2014). *City of Blaine Crosswalk Policy*. Blaine, MN: City of Blaine - <https://www.blainemn.gov/DocumentCenter/View/386/Crosswalk-Policy-PDF?bidId=>

City of Mankato. (2011). *City of Mankato, MN Crosswalk Marking Policy*. Mankato, MN: City of Mankato



CITY OF CORCORAN PEDESTRIAN CROSSING POLICY

References

- Gustafson, Joe et al. (2011). *Best Practices for Traffic Control at Regional Trail Crossings*. Stillwater, MN: Washington County - <https://streetsmn.s3.us-east-2.amazonaws.com/wp-content/uploads/2013/02/SafeCrossingsDocument-FinalDraft.pdf>
- Hennepin County. (2013). *Hennepin County Pedestrian Plan*. Minneapolis: Hennepin County - <https://www.hennepin.us/-/media/hennepinus/residents/transportation/documents/pedestrian-plan.pdf>
- Miner, Kate and Tim Arvidson. (2020). *Pedestrian Crosswalk Policy Development Guidelines*. Burnsville, MN: MnDOT LRRB - <https://www.dot.state.mn.us/research/reports/2020/2020RIC01.pdf>
- Minnesota Department of Transportation. (2023). *Minnesota Manual on Uniform Traffic Control Devices (MnMUTCD)*. St. Paul: MnDOT - <https://www.dot.state.mn.us/trafficeng/publ/mutcd/>
- Minnesota Department of Transportation. (2023). *Traffic Engineering Manual – Chapter 13*. St. Paul: MnDOT - <https://www.dot.state.mn.us/trafficeng/publ/tem/index.html>
- Minnesota Local Road Research Board. (2014). *Pedestrian Crossings: Uncontrolled Locations*. St. Paul: MnDOT - http://www.mnltap.umn.edu/publications/handbooks/pedcrossingguide/documents/ped_guidebook.pdf



PROPOSAL



DESIGN ELECTRIC INC.

Design Electric, Inc.
4807 Heatherwood Road
PO Box 1252
St Cloud, MN 56301-56302

COMMERCIAL INDUSTRIAL TRANSPORTATION

Phone: (320) 252-1658

www.DesignElect.com

Fax: (320) 252-4276

PROPOSAL SUBMITTED TO: CITY OF CORCORAN		PHONE 612-741-6548	DATE JUNE 26, 2023
STREET 8200 COUNTY ROAD 116		JOB NAME CORCORAN RRFB	
CITY, STATE AND ZIP CODE CORCORAN, MN 55340		JOB LOCATION STIEG ROAD & ELM LANE, CORCORAN, MN	
FAX/EMAIL	DATE OF PLANS	ATTN: STEVE HEGLUND	JOB PHONE

We hereby submit specifications and estimates for:

INSTALL ONE RRFB (TAPCO) PED FLASHER SOLAR POWERED, AND TWO ADVANCED WARNING PED CROSSING SIGNS, AT THE INTERSECTION ON STIEG ROAD AND ELM LANE

MATERIAL:	\$15,788.00
LABOR:	\$ 4,889.00
TOTAL	\$20,677.00

NOTES:

NO TRAFFIC CONTROL, STAKING, SURVEYING, GPS AS BUILTS OR FINAL RESTORATION INCLUDED
PRICE INCLUDES SALES TAX, INSPECTION FEES
WE ACKNOWLEDGE THE RECEIPT OF ADDENDUM #
NO SPECIAL INSURANCE INCLUDED
STANDARD AGC SUBCONTRACT
DESIGN WILL REMOVE THE CONCRETE SIDEWALK, BUT CITY TO REPLACE WALK.

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:
Twenty thousand six hundred seventy-seven and no/100----- Dollars \$ 20,677.00

Payment to be made as follows: **Upon completion, Net 30 days**

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance. Price above is based on standard AGC contract and insurance limits.

We reserve the right to charge for any attorney fees that would be associated with collecting any money owed on this contract. **There is no bond included unless noted otherwise.**

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Authorized Signature:


ORLYNN MUELLER

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Signature: _____

Signature: _____

Date of Acceptance: _____

STAFF REPORT

Agenda Item: 10a.

Council Meeting: August 10, 2023	Prepared By: Jessica Beise
Topic: Administration Department Reorganization	Action Required: Approval

Summary

On July 14, 2022, Council approved a reorganization of the Administration Department. Staff have been working to refine our staffing plan and have recognized the need to create a more efficient reporting structure. Currently, the Administrative Services Director, Director of Public Safety, Director of Public Works, the Planner, Planning Technician, Recreation Supervisor, Program Coordinator, Contract Planner, and Contract Code Enforcement staff report directly to the City Administrator. Staff is recommending the Planner, Planning Technician, Recreation Supervisor, Program Coordinator, Contract Planner, and Contract Code Enforcement positions report to the Administrative Services Director. With this reorganization the Administrative Services Director job description has been updated to include the additional responsibilities and a regrade from a Grade 16 to Grade 18. This city's other director level positions pay are at a Grade 19.

During staff's reorganization review it was discovered the following job positions were approved by Council on November 22, 2021, but the following job descriptions were omitted:

- Planner
- Recreation Supervisor
- Program Coordinator

Financial/Budget

A wage increase for the Administrative Services Director to recognize the additional responsibilities and grade change. This will be absorbed in the 2023 budget.

Recommendation

Staff recommends approval of Resolution 2023-65 Amending the Organizational Structure of the Administration Department and Approving Job Descriptions.

Council Action

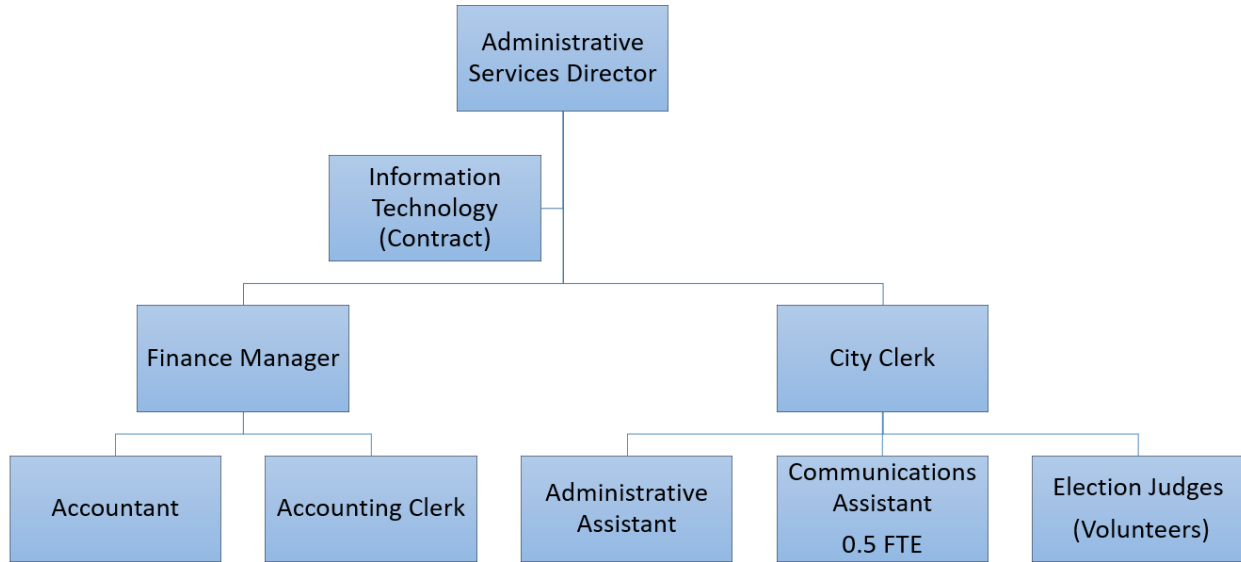
1. Approve Resolution 2023-65 Amending the Organizational Structure of the Administration Department and Approving Job Descriptions
2. Decline Resolution 2023-65 Amending the Organizational Structure of the Administration Department and Approving Job Descriptions

Attachments

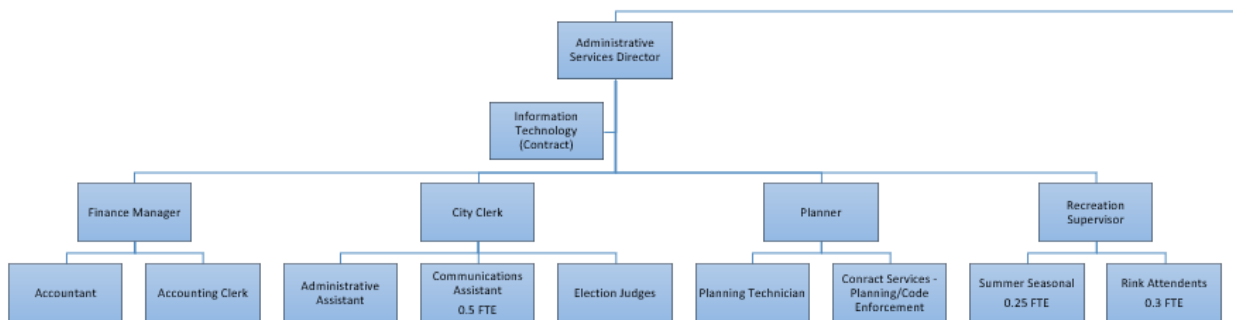
1. Administration Department current and proposed organizational chart
2. Administrative Services Director job description – clean and red-lined

3. Planner job description – clean and red-lined
4. Recreation Supervisor job description – clean and red-lined
5. Program Coordinator job description – clean and red-lined

Current Administration Department



Proposed Administration Department



ADMINISTRATIVE SERVICES DIRECTOR

City of Corcoran

Department	Administration
Reports To	City Administrator
Points	533
Grade	18
FLSA	Exempt
Bargaining Unit	Confidential Employee
Revision Date	July 2023

Description

The Administrative Services Director is the department head for the Administration Department and is responsible to coordinate and execute administrative duties of the city. The Administrative Services Director performs complex professional work planning, organizing, and directing activities of finance, payroll, accounting, information technology, human resources, City Council operations, elections, data practices, communications, city administration, and related work as apparent or assigned. Supervision of the Finance Manager, City Clerk, Planner, Recreation Supervisor, contract information technology staff, and departmental supervision exercised over all personnel within the department. The Administrative Services Director works in partnership with the City Administrator to develop organizational policies, processes, and systems and to assist in carrying out city objectives.

Essential Duties and Responsibilities

- Serve on the leadership team for the City of Corcoran.
 - Demonstrate by example the service excellence and integrity expected from all city staff;
 - Develop respectful and cooperative work relationships with co-workers, the public and outside contacts /constituencies in a manner that helps establish, maintain, and enhance Corcoran’s reputation as a well-managed city.
- Serve as Acting City Administrator in the absence of the City Administrator.
- Supervise the Finance Manager, City Clerk, Planner, Recreation Supervisor.
 - Coordinate and supervise the Finance Manager City Clerk, Planner, Recreation Supervisor, and their activities.
 - Perform a variety of supervisory tasks including interviewing candidates, recommending person(s) to be hired, determines work assignments, scheduling, conducts performance appraisals and disciplinary matters.
 - Establishes a team environment that encourages open communication and empowers staff to take ownership in position and organization in a manner that supports the vision and direction of the City and enhances employee satisfaction.
 - Oversees contract information technology services. Prepares and manages the Administration Department budget.
- Serve as the Human Resource Director
 - Oversee all aspects of human resource management including job postings, establish hiring criteria, interviewing, administer scoring exams, prepare eligibility lists, personnel related compliance programs (EEO/AA, FLSA, ADA, Veteran’s Preference, FMLA etc.) employee benefits program coordination, drug and alcohol testing, and other human resource programs

ADMINISTRATIVE SERVICES DIRECTOR

- Oversee risk management functions, including safety and Workers' Compensation, ensure appropriate processing of claims, correcting of violations, and return to work process.
 - Coordinate with departments to administer the City's performance evaluation programs and human resource records retention program.
 - ⊖ Assist the City Administrator in the administration and development of city policies, recruitment, and selection of employees.
 - Ensures compliance with all applicable local, state, and federal laws affecting human resources.
 - Advise supervisors on disciplinary matters and counseling employees; advise on policies and procedures; answer questions, mediate disputes, investigate complaints.
 - Participates in labor negotiations by preparing impact analysis and recommends the City position on contract matters.
 - Oversee the employee recognition program.
 - Coordinate employee training opportunities.
 - Coordinates the city's Safety Committee.
 - Work with the Leadership Team to implement organization wide culture initiatives.
- Coordinate key city contracts including information technology and recycling.
 - Serve as the liaison for the Charter Commission. Coordinate meetings, prepare correspondence and staffs the Charter Commission meetings.
 - Implement the city's communication strategies. Work with the City Administrator and City Clerk to compose and execute a communication strategy and guides-the creation of city's digital and non-digital communication.
 - Perform other duties and activities as assigned.

Minimum Qualifications

Bachelor's degree in business, accounting, public administration, human resources or closely related field; five or more progressively responsible years of related experience, or equivalent.

Valid driver's license.

Desired Qualifications

Two years of experience in human resources, City Clerk or finance functions ; two years of experience working for a municipal government, experience supervising full-time employees; a master's degree in business, accounting, public administration or closely related field, certification by the Minnesota Clerks and Finance Officers Association as a Minnesota Certified Municipal Clerk, experience managing or assisting with the management of federal, state, and local elections.

Knowledge, Skills, and Abilities Required for Successful Job Performance

- Customer service skills including demonstrated ability to build positive relationships with employees and managers.

ADMINISTRATIVE SERVICES DIRECTOR

- Knowledge of the functions and responsibilities of city departments, staff, and key community members.
- Knowledge of public information laws, rules, and regulations applicable to city government.
- Knowledge of and ability to operate accounting software and standard office software, including strong Excel skills sufficient to manipulate data, draft reports and maintain records.
- Ability to analyze and resolve problems.
- Ability to perform research, assemble information, and prepare reports and studies.
- Ability to exercise initiative, discretion, and independence of judgment.
- Ability to work effectively under pressure and to competently handle numerous diverse tasks in a single time-period.
- Ability to plan and perform duties with minimal supervision.
- The ability to work independently and to prioritize work requests; ability to plan coordinate and prioritize workload to meet project deadlines.
- Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand and interpret complex and varied work-related materials.
- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.
- Promote and adhere to the City of Corcoran workplace values of accountability, teamwork, and commitment to the city's goals and measures.

Physical and Mental Requirements

Physical effort is light, with lifting or carrying up to 25 pounds intermittently. Report preparation and word processing will at times require extended use of a keyboard. Work interruptions are frequent. The Administrative Services Director must be able to use judgment to respond to situations occurring during the absence of the Administrator. Travel within the City or region to attend meetings is likely. There is occasional exposure to field or construction site conditions when visiting or meeting at properties within the City.

Working Conditions

Work is performed in a normal office environment. Attendance at evening meetings is required. The Administrative Services Director may be the person to whom a complaint is delivered by a citizen or referred by an employee and work may involve dealing with and calming individuals who are emotionally charged over an issue.

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

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

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

ADMINISTRATIVE SERVICES DIRECTOR

City of Corcoran

Department:	Administration
Reports To:	City Administrator
Points:	525457
Grade:	1816
FLSA:	Exempt
Bargaining Unit:	Confidential Employee
Revision Date:	April, 2022 July 2023

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Job Summary: Description

The Administrative Services Director is the department head for the Administration Department and is responsible to coordinate and execute administrative duties of the city. The Administrative Services Director ~~is also performs complex professional work planning, organizing, and directive activities of responsible for the areas of~~ [finance, payroll, accounting, information technology, human resources, City Council operations, elections, data practices, communications, city administration, and other functions](#) ~~as assigned related work as apparent or assigned. Supervision of the Finance Manager, City Clerk, Planner, ~~contract planner~~, Recreation Supervisor, and contract information technology staff, and departmental supervision exercised over all personnel within the department. The Administrative Services Director works in partnership with the City Administrator to develop organizational policies, processes, and systems and to assist in carrying out city objectives.~~

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~~is also performs complex professional work planning, organizing, and directive activities of responsible for the areas of~~ [finance, accounting, information technology, human resources, City Council operations, and other functions](#) ~~as assigned related work as apparent or assigned. Supervision of the Finance Manager, City Clerk, and contract information technology staff, and departmental supervision exercised over all personnel within the department.~~

Scope of Impact:

~~The Administrative Services Director is responsible for the operations of the administration department which includes supervision of the Finance Manager and City Clerk and contract information technology services. The position oversees the functions of human resource management, including recruitment and file management. The Administrative Services Director is responsible for the operations of the administration department which includes supervision of the Finance Manager and City Clerk and contract information technology services. The position oversees the functions of human resource management including recruitment and file management. The Administrative Services Director works in partnership with the City Administrator to develop organizational policies, processes, and systems and to assist in carrying out city objectives.~~

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Essential Duties and Responsibilities:

- Serves on the leadership team for the City of Corcoran.
 - Demonstrates by example the service excellence and integrity expected from all City staff;
 - Develops respectful and cooperative work relationships with co-workers, the public and outside contacts /constituencies in a manner that helps establish, maintain, and enhance Corcoran's reputation as a well-managed City.

ADMINISTRATIVE SERVICES DIRECTOR

- Serves as Acting City Administrator in the absence of the City Administrator.
- Supervises the City Clerk and Finance Divisions, Manager, City Clerk, Planner, Recreation Supervisor, and collateral staff.
 - Coordinate and supervise the Finance Manager and City Clerk, Planner, Recreation Supervisor, and their activities.
 - Performs a variety of supervisory tasks including interviewing candidates, recommending person(s) to be hired, determines work assignments, scheduling, conducts performance appraisals and disciplinary matters.
 - Establishes a team environment that encourages open communication and empowers staff to take ownership in position and organization in a manner that supports the vision and direction of the City and enhances employee satisfaction.
 - Oversees contract information technology services. Prepares and manages the Administration Department budget.
- Serves as the Human Resource Director
 - Oversees all aspects of human resource management including job postings, establish hiring criteria, interviewing, administer scoring exams, prepare eligibility lists, workers compensation and personnel related compliance programs (EEO/AA, FLSA, ADA, Veteran's Preference, FMLA including job descriptions, job postings, hiring, recruitment, interviewing, selection of employees, workers compensation, and FMLA coordination etc.); employee benefits program coordination, drug and alcohol testing, and other human resource programs;
 - Oversee risk management functions, including safety and Workers' Compensation, ensure appropriate processing of claims, correcting of violations, and return to work process.
 - Coordinate with departments to administer the City's performance evaluation programs and human resource records retention program.
 - Assist the City Administrator in the administration and development of personnel city policy policies, development, recruitment, and selection of employees.
 - Ensures compliance with all applicable local, state, and federal laws affecting human resources; Advise supervisors on disciplinary matters and counseling employees; advise on policies and procedures; answer questions, mediate disputes, investigate complaints.
 - Participates in labor negotiations by preparing impact analysis and recommends the City position on contract matters.
 - Oversee the employee recognition program.
 - Coordinate employee training opportunities.
 - Coordinates the City's Safety Committee.
 - Work with the Leadership Team to implement organization wide culture initiatives.
- Coordinates key City contracts including information technology and recycling.
- Serves as the liaison for the Charter Commission. Coordinates meetings, prepares correspondence and staffs the Charter Commission meetings.
- Implements the City's Communications strategies. Works with the City Administrator and City Clerk to compose and execute a communications strategy and guides the creation of City's digital and non-digital communication.

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ADMINISTRATIVE SERVICES DIRECTOR

- Perform ~~5~~ other duties and activities as assigned.

Minimum Qualifications:

Bachelor's degree in business, accounting, public administration or closely related field; ~~four~~ five or more progressively responsible years of related experience, or equivalent.

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~~Valid driver's license.~~

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Desired Qualifications:

Two years of experience as a City Clerk ~~or Deputy City Clerk or Finance Manager~~; two years of experience working for a municipal government, a master's degree in business, accounting, public ~~administrator-administration~~ or closely related field, certification by the Minnesota Clerks and Finance Officers Association as a Minnesota Certified Municipal Clerk, experience managing or assisting with the management of federal, state, and local elections, experience supervising full-time employees.

Knowledge, ~~Skills~~ Skills, and Abilities Required for Successful Job Performance:

- Customer service skills including demonstrated ability to build positive relationships with employees and managers~~;~~
- Knowledge of the functions and responsibilities of city departments, staff, and key community members~~;~~
- Knowledge of public information laws, rules, and regulations applicable to city government~~;~~
- Knowledge of and ability to operate accounting software and standard office software, including strong Excel skills sufficient to manipulate data, draft reports and maintain records~~;~~
- Ability to analyze and resolve problems~~;~~
- Ability to perform research, assemble information, and prepare reports and studies~~;~~
- Ability to exercise initiative, discretion, and independence of judgment~~;~~
- Ability to work effectively under pressure and to competently handle numerous diverse tasks in a single time-period~~;~~
- Ability to plan and perform duties with minimal supervision~~;~~
- The ability to work independently and to prioritize work requests; ability to plan coordinate and prioritize workload to meet project deadlines~~;~~
- Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand and interpret complex and varied work-related materials~~;~~
- ~~Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.~~
- Promote and adhere to the City of Corcoran workplace values of accountability, teamwork, and commitment to the city's goals and measures.

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Physical and Mental Requirements:

Physical effort is light, with lifting or carrying up to 25 pounds intermittently. Report preparation and word processing will at times require extended use of a keyboard. Work interruptions are frequent. The Administrative Services Director must be able to use judgment to respond to situations occurring

ADMINISTRATIVE SERVICES DIRECTOR

during the absence of the Administrator. Travel within the City or region to attend meetings is likely. There is occasional exposure to field or construction site conditions when visiting or meeting at properties within the City.

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Working Conditions:

Work is performed in a normal office environment. Attendance at evening meetings is required. ~~Work may involve dealing with and calming individuals who are emotionally charged over an issue.~~ The Administrative Services Director may be the person to whom a complaint is delivered by a citizen or referred by an employee and work may involve dealing with and calming individuals who are emotionally charged over an issue.

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

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

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

Employee Signature and Date:

Supervisor and /or Department Head Signature and Date:

PLANNER

City of Corcoran

Department:	Administration
Reports To:	Administrative Services Director
Points:	311
Grade:	11
FLSA:	Non-Exempt
Bargaining Unit:	NA
Revision Date:	July 2023

Description

The Planner serves as a primary point of contact for citizens with questions about city codes, planning applications, and planning processes. The Planner implements the city's Comprehensive Plan and Zoning Ordinance by coordinating and monitoring development projects to ensure all applicable City official adopted plans, studies, policies, ordinances, and permit applications are complied with. The Planner coordinates the city's code enforcement efforts. The Planner works under the supervision of the Administrative Services Director and is expected to perform assigned duties without a need for significant work direction on daily tasks. The Planner is the City Liaison to the Planning Commission which will require occasional evening work hours. The position is responsible for supervising the planning technician position and providing work direction as needed to the contract Planner and contract code enforcement positions.

Essential Duties and Responsibilities

Community Development/Zoning Administration (Land Use and Planning)

- Process land use applications, including receiving, setting up project files, distribution, public hearing notices, developing or producing city checklists and reports per city, county, state, and federal requirements.
- Prepare planning reports and supporting data, including recommendations.
- Prepare and update planning policies and programs (i.e., comprehensive plans, zoning, sign and subdivision ordinances).
- Present items as required to the Planning Commission, Parks and Trails Commission, and City Council.
- Assist in the development of the city's Comprehensive Plan.
- Maintain land use and planning files.
- Explain zoning ordinance and city code requirements to residents, property owners, businesses, and interested citizens; develops and maintains handouts explaining policies and procedures.
- Prepare and administer grants by identifying sources, completing applications, and following grant requirements. Issue Administrative permits, complete inspections, reports, presentations, and special projects as needed, conferring with Contract City Planner and Engineer as needed.
- Work with the City Finance Department to develop a clear, comprehensive, and accurate annual planning operating budget.
- Administer the Home Occupation Program. and Rental Program. Coordinate and facilitate community neighborhood meetings.
- Assist with the planning contract, providing work direction to the Contract Planner and coordinating with the City Administrator and Administrative Services Director.

PLANNER

Act as liaison to the Planning Commission

- Attend the monthly meetings.
- Research and compile information on project questions or concerns.
- Manage the Code Enforcement contract ensuring that Code Enforcement activities continue.
 - Coordinate complaints and works with residents, property owners, businesses, and interested citizens to find solutions and options to resolving compliance problems within the city code.
 - Coordinate with city employees and contract services to resolve zoning and code violations.
 - Assist with court proceedings to resolve zoning ordinance and city code violations as required, and prepare citation and background information as needed.
- Prepare and make public presentations to report on activities, community issues, and related projects when called upon.
- Create and maintain city maps using the city's GIS software.

Performs other duties and activities as assigned.

Minimum Qualifications

Bachelor's degree with coursework in housing, urban studies, public affairs/administration, planning or related field or equivalent combination of education and experience.

Valid driver's license.

Desired Qualifications

Experience in municipal planning and knowledge of governmental practices and policies, including working with boards and commissions.

Knowledge, Skills, and Abilities Required for Successful Job Performance:

- Ability to analyze and resolve problems.
- Customer service skills including demonstrated ability to build positive relationships and work well with employees, contractors, and the public.
- Strong interpersonal and communication skills in dealing with difficult situations and people.
- Ability to quickly learn, understand, interpret, and apply city codes and zoning ordinances as well as all applicable federal and state laws.
- Knowledge of the functions and responsibilities of city departments, staff, and key community members.
- Ability to perform in a professional and courteous manner in responding to requests from the public and other staff members.
- Ability to maintain a positive attitude toward work, the public, and coworkers.
- Knowledge of and ability to operate standard office software sufficient to manipulate data, draft reports and maintain records.
- The ability to work independently manage time, prioritize work, and meet project deadlines without constant supervision.

PLANNER

- Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand and interpret complex and varied work-related materials.
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively.
- Problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns.
- Demonstrates the desired standard of conduct and work performance including confidentiality and privacy requirements of city employees.
- Ability to work independently,
- Ability to work with neighboring municipalities and outside professional organizations to continue to learn and bring efficiencies within our organization.
- Ability to perform research, assemble information, and prepare reports and studies.
- Ability to exercise initiative, discretion, and independence of judgment.
- Ability to work effectively under pressure and to competently handle numerous diverse tasks in a single time-period.
- Promote and adhere to the City of Corcoran workplace values of accountability, teamwork, and commitment to the City's goals and measures.

Physical and Mental Requirements

Physical effort is light, with lifting or carrying up to 25 pounds intermittently. Report preparation and word processing will at times require extended use of a keyboard. Deadlines associated with state statute compliance and meeting schedules are frequent. Work interruptions are frequent.

Working Conditions

Work is performed in a normal office environment. May be the first person to whom a complaint is delivered by a citizen and may involve dealing with and calming individuals who are emotionally charged over an issue. Work includes driving within the City of Corcoran to observe conditions that require attention and visiting sites related to applications or complaints.

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

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

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

PLANNER

City of Corcoran

Department:	Administration
Reports To:	City Administrator Administrative Services Director
Points:	311
Grade:	11
FLSA:	Non-Exempt
Bargaining Unit:	NA
Revision Date:	March 2020 July 2023

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Job Summary: Description

The Planner serves as a primary point of contact for citizens with questions about city codes, planning applications, and planning processes. The Planner implements the ~~City's~~ city's Comprehensive Plan and Zoning Ordinance by coordinating and monitoring development projects to ensure all applicable City official adopted plans, studies, policies, ~~and ordinances,~~ and permits applications are complied with. The Planner coordinates the ~~City's~~ city's code enforcement efforts. The Planner works under the supervision of the ~~City Administrator~~ Administrative Services Director and is expected to perform assigned duties without a need for significant work direction on daily tasks. The Planner is the City Liaison to the Planning Commission which will require occasional evening work hours. Supervisory responsibility. The position includes oversight of the part-time planning administrative assistant position as well as providing work direction for contract code enforcement is responsible for supervising the planning technician position and providing work direction as needed to the ~~contract planner~~ contract Planner ~~code~~ and contract code enforcement positions.

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Scope of Impact:

~~The Planner works under the supervision of the City Administrator and is expected to perform assigned duties without a need for significant work direction on daily tasks. The Planner is the City Liaison to the Planning Commission which will require some nighttime work hours. The job's only supervisory responsibility includes oversight of the part-time planning administrative assistant position as well as providing work direction for contract code enforcement.~~

Essential Duties and Responsibilities:

- Community Development/Zoning Administration (Land Use and Planning):
 - Processes land use applications, including receiving, setting up project files, distribution, public hearing notices, developing or producing city checklists and reports per city, county, state, and federal requirements;
 - Prepares planning reports and supporting data, including recommendations;
 - Prepares and updates planning policies and programs (i.e., comprehensive plans, zoning, sign and subdivision ordinances);
 - Presents items as required to the Planning Commission, Parks and Trails Commission, and City Council;
 - Assists in the development of the ~~City's~~ city's Comprehensive Plan;
 - Maintain land use and planning files;
 - Explains zoning ordinance and city code requirements to residents, property owners, businesses, and interested citizens; develops and maintains handouts explaining policies and procedures;

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PLANNER

- ~~○ Prepare and administer grants by identifying sources, completing applications, and following grant requirements.~~
- ~~○ Issues Administrative permits, complete inspections, reports, presentations, and special projects as needed, conferring with Contract City Planner and Engineer as needed;~~
- ~~○ Assists the Contract City Planner and Engineer; complete inspections, reports, presentations, and special projects as needed;~~
- ~~○ Work with the City Finance Department to develop a clear, comprehensive, and accurate annual planning operating budget.~~
- ~~○ Administers the Home Occupation Program and Rental Program.~~
- ~~○ Coordinate and facilitate community neighborhood meetings.~~
- ~~○ Assist with the pPlanning cContract, providing work direction to the Contract Planner and coordinating with the City Administrator and Administrative Services Director.~~

• Act as liaison to the Planning Commission

- ~~○ Attends and drafts minutes from the monthly meetings;~~
- ~~○ Assembles agendas, packets, and memos for monthly meetings;~~
- ~~○ Research es and compile s information on project questions or concerns;~~

~~○~~

• ~~Code Enforcement / Complaints Coordinator.~~

- ~~○ Manage the Code Enforcement contract ensuring that Code Enforcement activities continue.
 - ~~▪ Coordinate complaints and works with residents, property owners, businesses, and interested citizens to find solutions and options to resolving compliance problems within the city code;~~
 - ~~▪ Assists City Clerk in the procedure of assessing parcels of property for nuisance abatement and weed/grass removal;~~
 - ~~▪ Establishes and maintains an effective working relationship with the: Building Official, Police & Public Works personnel, City Engineer, Coordinate with cCity employees and contract services and to resolve zoning and code violations;~~
 - ~~▪ Maintains effective working relationship with Assist City Attorney's office and assists with in court proceedings to resolve zoning ordinance and city code violations as required; and prepares citations and background information as needed;~~
 - ~~▪ Develops new opportunities and programs to enhance the community;~~~~
- ~~○ Prepares and make public presentations to report on activities, community issues, and related projects when called upon.~~
- ~~○ Create and maintain cCity maps using the cCity's GIS software.~~

• ~~Performs other duties and activities as assigned.~~

Minimum Qualifications:

Bachelor's degree with coursework in housing, urban studies, public affairs/administration, planning or related field or equivalent combination of education and experience.

Valid driver's license.

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Desired Qualifications:

~~Desired qualifications include experience-Experience~~ in municipal planning and knowledge of governmental practices and policies, including working with boards and commissions.

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Knowledge, ~~Skills~~Skills, and Abilities Required for Successful Job Performance:

- Ability to analyze and resolve problems;
- ~~Customer service skills including demonstrated ability to build positive relationships with employees and managers;~~
- ~~Customer service skills including demonstrated ability to build positive relationships and work well with employees, contractors, and the public.~~
- ~~strong-Strong~~ interpersonal and communication skills in dealing with difficult situations and people;
- ~~ability to work cooperatively with all city departments;~~
- Ability to quickly learn, understand, ~~interpret~~interpret, and apply cCity codes and zoning ordinances as well as all applicable federal and state laws;
- Knowledge of the functions and responsibilities of cCity dDepartments, staff, and key community members;
- Ability to perform in a professional and courteous manner in responding to requests from the public and other staff members;
- Ability to maintain a positive attitude toward work, the public, and coworkers;
- Knowledge of and ability to operate standard office software sufficient to manipulate data, draft reports and maintain records; ~~working knowledge of Microsoft Suite: Word, Excel and PowerPoint software programs; working knowledge of Permit Works or similar permit software and Laserfiche or similar records management software.~~
- The ability to work independently ~~and to prioritize work requests; manage time, prioritize work, and meet project deadlines without constant supervision.~~
- Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand and interpret complex and varied work-related materials;
- ~~Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.~~
- ~~Ability to understand and carry out verbal and/or written instructions efficiently and effectively.~~
- ~~Problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns.~~
- ~~Demonstrates the desired standard of conduct and work performance including confidentiality and privacy requirements of cCity employees.~~
- ~~Ability to work independently,~~
- ~~Ability to work with neighboring municipalities and outside professional organizations to continue to learn and bring efficiencies within our organization.~~
- ~~Ability to perform research, assemble information, and prepare reports and studies.~~
- ~~Ability to exercise initiative, discretion, and independence of judgment.~~
- ~~Ability to work effectively under pressure and to competently handle numerous diverse tasks in a single time-period.~~
- Promote and adhere to the City of Corcoran workplace values of accountability, teamwork, and commitment to the City's goals and measures.

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PLANNER



Physical and Mental Requirements:

Physical effort is light, with lifting or carrying up to 25 pounds intermittently. Report preparation and word processing will at times require extended use of a keyboard. [Deadlines associated with state statute compliance and meeting schedules are frequent.](#) Work interruptions are frequent.

Working Conditions:

Work is performed in a normal office environment. May be the first person to whom a complaint is delivered by a ~~citizen, and~~ ~~citizen; and~~ -may involve dealing with and calming individuals who are emotionally charged over an issue. Work includes driving within the City of Corcoran to observe conditions that require attention and visiting sites related to applications or complaints.

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

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RECREATION SUPERVISOR

City of Corcoran

Department	Administration
Reports To	Administrative Services Director
Points	274
Grade	10
FLSA	Non-Exempt
Bargaining Unit	N/A
Revision Date	July 2023

Description

The Recreation Supervisor is responsible for coordinating and supervising recreation, community activities, and assisting in parks and trails planning for the City of Corcoran. They are responsible for planning and overseeing a variety of youth and adult recreation programs and community events. This includes registration, scheduling, supervising seasonal employees and volunteers and overall coordination. The Recreation Supervisor serves as the liaison to the Parks and Trails Commission. They will assist in the design and development of the park system.

Essential Duties and Responsibilities

- Develop, implement, supervise, and evaluate recreation programs, activities, and services. that meet the needs of the public meeting long and short-term goals of the city.
 - Obtain and organize inventory and supplies for recreation programs.
 - Work with outside vendors for apparel, equipment, photography, and registration needs.
 - Monitor and maintain registration software, refund requests, and late registrations.
 - Collaborate and coordinate with city departments to ensure park and recreation needs and activities are accomplished.
 - Assist in the coordination of community events such as Country Daze and Night to Unite.
 - Conduct research to identify, evaluate, and make recommendations on current recreation programs that are of value and interest to the community or a modification of an existing program.
 - Assist the public with general information via phone calls, email, and in person.
- Create, monitor, and review recreation programming and facility rental budgets.
 - Work with the City Finance Division to develop a clear, comprehensive, and accurate annual operating budget, which defines the city's Parks and Recreation Division current and future needs, general operation, and recreation programming.
 - Analyze and adjust annual budget to ensure cost-effectiveness and maximize available resources.
 - Plan, oversee, assist, and implement revenue generation opportunities from sources other than tax levies through user fees, matching grants, corporate and civic sponsorships, and rentals.
 - Evaluate adequacy of park rental prices on the City's fee schedule on an on-going basis.
 - Prepare and administer grants by identifying sources, completing applications, and following grant requirements.
- Supervise staff and volunteers in the Parks and Recreation Division.

RECREATION SUPERVISOR

- Assist Human Resources drafting job descriptions and hiring announcements and interviewing applicants for seasonal recreation and volunteer positions.
- Conduct staff training and supervise seasonal employees to include, the Program Coordinator, Ice Rink Attendants, referees, and volunteer positions.
- Oversee the scheduling and tasking of duties of the Program Coordinator, Ice Rink Attendants, referees, and volunteers to successfully accomplish goals associated with each position.
- Adjust schedule to backfill recreation employees shifts, as needed.
- Serve as the staff liaison to the Parks and Trails Commission.
 - Draft and assemble proposals, reports, memos, and agenda packet documents in coordination with the City Administrator.
 - Attend and draft minutes from the public meetings.
 - Research and compile information on project questions or concerns.
 - Coordinates the creation and retention of agenda packets and minutes in accordance with the State Records Retention Schedule.
 - Update the Commission during meetings on department projects and updates.
- Monitor trends to identify and-propose parks and trails related ideas that meet community needs.
 - Assist in evaluating parks and trails, and facility, design proposals.
 - Identify, organize, and engage resident groups and outside agencies. Coordinate input, arrange and facilitate public meetings, prepare and present information, and identify community needs by collecting and compiling data from a variety of sources.
 - Assist with analyzing accessibility of facilities and make access improvement recommendations.
 - Gather technical information to assist in developing request for proposals for park projects.
 - Act as a point of contact on assigned proposals.
 - Oversee Park facilities policies and reservations in cooperation with the Public Works staff. Supervise public use of park facilities in cooperation with Public Works staff to ensure pavilion, athletic fields, and courts are in a safe, usable condition.
 - Notify the public and in-house users of any field closures.
 - Maintain Park signage to include proper posting, policies and regulations pertaining to parks, facilities, and field usage that enhance user safety and enjoyment.
 - Monitor and maintain-facility rental agreements and refunds/damage deposit returns.
 - Maintain control of Field and Pavilion Reservation Agreements in accordance with the State Records Retention Schedule.
- Performs other duties and activities as assigned.

Minimum Qualifications

- Bachelor's degree in Recreation, Parks and Leisure Service, or related field.
- Two years of experience in Park and Recreation to include supervisory experience, or equivalent experience.
- One to two years of experience coordinating youth and adult sports programs and events.
- Ability to work a flexible schedule including evenings and weekends.

RECREATION SUPERVISOR

- Must obtain and maintain first aid and CPR certifications
- Valid Drivers License.

Desired Qualifications

- 4 years of experience coordinating youth and adult sports programs and events.
- Certified Park and Recreation Professional (CPRP).

Knowledge, Skills and Abilities Required for Successful Job Performance

- Customer service skills including demonstrated ability to build positive relationships and work well with employees, contractors, and the public.
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively.
- Knowledge of and ability to operate standard office software sufficient to manipulate data, draft reports and maintain records.
- Problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns.
- Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand and interpret complex and varied work-related materials.
- Demonstrates the desired standard of conduct and work performance including confidentiality and privacy requirements of city employees.
- Ability to analyze and resolve problems.
- Ability to work independently, manage time, prioritize work, and meet project deadlines without constant supervision.
- Ability to work with neighboring municipalities and outside professional organizations to continue to learn and bring efficiencies within our organization.
- Ability to perform research, assemble information, and prepare reports and studies.
- Ability to exercise initiative, discretion, and independence of judgment.
- Ability to work effectively under pressure and to competently handle numerous diverse tasks in a single time-period.
- Promote and adhere to the City of Corcoran workplace values of accountability, teamwork, and commitment to the city's goals and measures.

Physical and Mental Requirements

Physical effort is medium, with lifting or carrying up to 50 pounds intermittently. Frequent walking, standing, reaching, sitting, and bending.

Working Conditions

Work is performed both inside and outside an office environment. Working conditions can be dependent on weather forecasts and may include occasional inclement weather including heat, humidity, cold, rain, and wind. There is exposure to a variety of weather conditions, dirt, grease, noise, biting insects and unpleasant odors. Some work requires wearing safety apparel. May work varied hours, including evenings and weekends, to attend events, observe or participate in program coordination, and respond to user needs.

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

RECREATION SUPERVISOR

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

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

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RECREATION SUPERVISOR

City of Corcoran

Department	Parks and Recreation Administration
Reports To	City Administrator Administrative Services Director
Points	274
Grade	10
FLSA	Non-Exempt
Bargaining Unit	N/A
Revision Date	October 2021 July 2023

~~Job Summary:~~ **Description**

The Recreation Supervisor is responsible for coordinating and supervising recreation, community activities, and assisting in parks and trails planning for the City of Corcoran. **They are responsible for planning and overseeing a variety of youth and adult recreation programs and community events. This includes registration, scheduling, supervising seasonal employees and volunteers and overall coordination. The Recreation Supervisor serves as the liaison to the Parks and Trails Commission. They will assist in the design and development of the park system.**

Scope of Impact:

~~The Recreation Supervisor is responsible for planning and overseeing a variety of youth and adult programs and community events. This includes registration, scheduling, staff supervision, and overall coordination. The Recreation Supervisor serves as the liaison to the Parks and Trails Commission and assists in the design and development of the park system.~~

Essential Duties and Responsibilities

- ~~Plans, designs, initiates,~~ **Develop, implement,** supervise, and evaluate recreation programs, activities, and services that provide high quality leisure opportunities for all segments of Corcoran's population. **that meet the needs of the public meeting long and short-term goals of the city.**
 - ~~Assist in obtaining and organizing~~ **Obtain and organize** inventory and supplies for recreation programs.
 - ~~Oversees vendor relations~~ **Work with outside vendors** for apparel, equipment, photography, and registration needs.
 - Monitor and maintain registration software, refund requests, and late registrations.
 - **Collaborate and coordinate with city departments to ensure park and recreation needs and activities are accomplished.**
 - ~~Serves as the liaison~~ **Assist in the coordination** for of community events such as Country Daze and Night to Unite.
 - ~~Conduct research to identify,~~ **evaluate, and make recommendations on current recreation programs that are** of value and interest to the community **or a modification of an existing program.** evaluates program effectiveness and viability; makes recommendations on new programs or modifications of existing programs to meet community needs.
 - **Assist the public with general information via phone calls, email, and in person.**
- Create, monitor, and review recreation programming and facility rental budgets.

RECREATION SUPERVISOR

- **Work with the City Finance Division to** develop a clear, comprehensive, and accurate annual operating budget, which defines the city's ~~Parks and~~ Parks and Recreation **Division** current and future needs, general operation, and **recreation** programming.
- Analyze and adjust annual budget to ensure cost-effectiveness and maximize available resources.
- Plan, oversee, assist, and implement revenue generation opportunities from sources other than tax levies through user fees, matching grants, corporate and civic sponsorships, and rentals.
- Evaluate adequacy of park rental prices on the City's fee schedule on an on-going basis.
- Prepare and administer grants by identifying sources, completing applications, and following grant requirements.
- Supervise staff and volunteers in the Parks and Recreation **Division** ~~as well as Ice Rink Attendants.~~
 - ~~Prepares and coordinates the posting of~~ **Assist Human Resources drafting** job descriptions and hiring announcements, **and interviewing applicants** on various platforms for seasonal **recreation** and volunteer positions.
 - ~~Supervises the hiring process including interviewing,~~ **Conduct staff** training, ~~and onboarding of~~ **and supervise seasonal employees to include,** the Program Coordinator, Ice Rink Attendants, referees, and volunteer positions.
 - ~~Processes background checks for potential employees as requested by department heads or City Administrator; communicates results to the appropriate individuals upon completion;~~
 - Oversee the scheduling **and tasking of duties** of the Program Coordinator, Ice Rink Attendants, referees, and volunteers ~~and assists with direction of tasks and functions~~ to successfully accomplish goals associated with each position.
 - **Adjust schedule to backfill recreation employees shifts, as needed.**
- Serve as the staff liaison to the Parks and Trails Commission.
 - Draft and assemble proposals, reports, memos, and agenda packet documents in coordination with the City Administrator.
 - Attend and draft minutes from the public meetings.
 - Research and compile information on project questions or concerns.
 - Coordinates the creation and retention of agenda packets and minutes in accordance with the State Records Retention Schedule.
 - Update the Commission during meetings on department projects and updates.
- Monitor trends ~~and needs of the city~~ to identify and ~~coordinate~~ **propose parks and trails related ideas** that meet community ~~demands~~ **needs**.
 - **Assist in evaluating** parks **and trails**, and facility, design proposals.
 - Identify, organize, and engage resident groups **and outside agencies**. Coordinate input, arrange and facilitate public meetings, prepare and present information, and identify community needs by collecting and compiling data from a variety of sources.
 - **Assist with analyzing** accessibility of facilities and **make access improvement recommendations.** ~~updates to improve access;~~

RECREATION SUPERVISOR

- Gather technical information to **assist in developing** request for proposals for park projects.
- Act as ~~the central~~ **a** point of contact on assigned proposals.
- ~~Prepares and maintains a variety of reports, correspondence, and documentation to ensure quality programs and services.~~
 - ~~Provides information and responds to questions and feedback from the public;~~
 - ~~Communicates regularly with neighboring jurisdictions to monitor user fees and rules, remain informed about programs of regional impact, and consider opportunities for cooperation;~~
 - ~~Serves as liaison to other community event organizers, governmental parks and recreation departments, and park districts.~~
 - Oversee park facilities policies and reservations in cooperation with the Public Works Department **staff**. Supervise public use of park facilities **in cooperation with Public Works staff** to ensure pavilion, athletic fields, and courts are in a safe, usable condition.
 - **Notify the** public and in-house users of **temporary any** field closures.
 - Assists in developing and **Maintaining park signage to include proper posting**, policies and regulations pertaining to parks, facilities, and field usage that enhance user safety and enjoyment.
 - ~~Develops positive relationships with individuals and groups utilizing the facilities and programs within the policies, procedures, and ordinances established by the city;~~
 - Monitor and maintain facility rental software, **facility rental agreements and** refunds/damage deposit returns. ~~and facility rental agreements.~~
 - Maintain control of Field and Pavilion Reservation Agreements in accordance with the State Records Retention Schedule.
 - ~~Promotes and provides updates to the community on upcoming programs, events, and projects. Manages writing, editing, and digital media content of the city's social media outlets;~~
 - ~~Coordinates the marketing and promotion of programs and events through appropriate channels including the newsletter, community outreach, social media, website, email blasts, and occasionally working at events as a representative of the city.~~
- Performs other duties and activities as assigned.

Minimum Qualifications

- Bachelor's degree in Recreation, Parks and Leisure Service, or related field. ~~And~~
- **Two years of experience in Park and Recreation to include supervisory experience, or equivalent experience.** ~~supervising staff, recreation activities, project management, or similar. Must be able to successfully pass background and reference checks.~~
- **One to two years of experience coordinating youth and adult sports programs and events.**
- Ability to work a flexible schedule including evenings and weekends.
- Must obtain and maintain first aid and CPR certifications ~~prior to the start of programming.~~
- Valid Drivers License.

Desired Qualifications

RECREATION SUPERVISOR

- Experience with RegWerks and RevTrak software.
- 4 years of experience coordinating youth and adult sports programs and events.
- Certified Park and Recreation Professional (CPRP).

Knowledge, Skills and Abilities Required for Successful Job Performance

- ~~General customer service skills including ability to communicate rules and directions to others.~~
- ~~Ability to effectively communicate pertinent information to City Administrator, Public Works Superintendent, and the City Hall staff when necessary.~~
- Customer service skills including demonstrated ability to build positive relationships and work well with employees, contractors, and the public.
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively. ~~and to read and understand printed material.~~
- Ability to work effectively with children and adults.
- ~~Basic computer processing skills including MS Office.~~
- ~~Ability to plan hours and work independently without constant supervision.~~
- Knowledge of and ability to operate standard office software sufficient to manipulate data, draft reports and maintain records.
- Problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns.
- Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand and interpret complex and varied work-related materials.
- Demonstrates the desired standard of conduct and work performance including confidentiality and privacy requirements of city employees.
- Ability to analyze and resolve problems.
- Ability to work independently, manage time, prioritize work, and meet project deadlines without constant supervision.
- Ability to work with neighboring municipalities and outside professional organizations to continue to learn and bring efficiencies within our organization.
- Ability to perform research, assemble information, and prepare reports and studies.
- Ability to exercise initiative, discretion, and independence of judgment.
- Ability to work effectively under pressure and to competently handle numerous diverse tasks in a single time-period.
- Promote and adhere to the City of Corcoran workplace values of accountability, teamwork, and commitment to the city's goals and measures.

Physical and Mental Requirements

Physical effort is medium, with lifting or carrying up to 50 pounds intermittently. Frequent walking, standing, reaching, sitting, and bending.

Working Conditions

Work is performed both inside ~~and outside~~ an office ~~and at park facilities~~ environment. Working conditions ~~are~~ can be dependent on weather forecasts and may include occasional inclement weather including heat, humidity, cold, rain, and wind. There is exposure to a variety of weather conditions, dirt, grease, noise, biting insects and unpleasant odors. Some work requires wearing safety apparel. May work varied hours, including evenings and weekends, to attend events, observe or participate in program coordination, and respond to user needs.

RECREATION SUPERVISOR

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

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

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

Employee Signature and Date:

Supervisor and / or Department Head Signature and Date:

DRAFT

PROGRAM COORDINATOR

City of Corcoran

Department	Administration
Reports To	Recreation Supervisor
Points	174
Grade	4
FLSA	Seasonal Part-time
Bargaining Unit	NA
Revision Date	July 2023

Description

Plan, organize and coordinate the development and implementation of citywide recreation programs, activities, and special events at the direction of the Recreation Supervisor. The Program Coordinator receives work direction from the Recreation Supervisor.

Essential Duties and Responsibilities

- Under the direction of the Recreation Supervisor, the Program Coordinator organizes, supervises, and evaluates a variety of recreation programs.
- Work independently and is responsible for overseeing programs at designated locations. Includes setting up and taking down of equipment at facilities and areas for special events.
- Responsible for assignment of and return of program equipment and supplies.
- Keep supervisor and other city staff informed on a timely basis of any development issues and concerns which may be needed to manage the division in an effective manner.
- Books facility rentals, attend to facility user's needs, including permits. email event schedule weekly to Public Works Department.
- Collaborate with City Communications staff to publicizes recreation programs and other offerings.
- Assist with the maintenance of playing fields (i.e., assembling and removing soccer nets, painting soccer field lines, etc.).
- Performs other duties and activities as assigned.

Minimum Qualifications

- 18 years of age or older
- Valid driver's license
- High School Diploma or GED
- Ability to work a flexible schedule including evenings

Desired Qualifications

- Experience in event and program planning
- College student or graduate in the field of Recreation, Parks and Leisure Services, or a related field
- Certification in CPR/First Aid

Knowledge, Skills, and Abilities Required for Successful Job Performance

- Customer service skills including demonstrated ability to build positive relationships with city staff, employees, supervisors, elected officials, participants, and the public.
- Knowledge of the functions and responsibilities of City Departments, staff, and key community members.

PROGRAM COORDINATOR

- Ability to take general direction and complete assignments in a timely and accurate manner.
- Skilled in the use of common computer programs and standard office equipment.
- Excellent planning, organizing, implementation, and communication skills.
- Promote and adhere to the City of Corcoran workplace values of accountability, teamwork, and commitment to the city's goals and measures.

Physical and Mental Requirements

Physical effort is medium, with lifting or carrying up to 50 pounds intermittently. Frequent walking, standing, reaching, sitting, and bending.

Working Conditions:

Work is performed both inside and outside an office environment. Working conditions can be dependent on weather forecasts and may include occasional inclement weather including heat, humidity, cold, rain, and wind. There is exposure to a variety of weather conditions, dirt, grease, noise, biting insects and unpleasant odors. Some work requires wearing safety apparel. May work varied hours, including evenings and weekends, to attend events, observe or participate in program coordination, and respond to user needs.

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

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PROGRAM COORDINATOR

City of Corcoran

Department	Parks and Recreation Administration
Reports To	Recreation Supervisor
Points	174
Grade	4
FLSA	Part Time, Seasonal
Bargaining Unit	NA
Revision Date	July 2023

Description Plan, organize and coordinate the development and implementation of citywide recreation programs, activities and special events at the direction of the Recreation Supervisor. The Program Coordinator receives work direction from the Recreation Supervisor.

Essential Duties and Responsibilities

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- Performs other duties and activities as assigned.

Minimum Qualifications

- 18 years of age or older
- Valid driver's license
- High School Diploma or GED
- Ability to work a flexible schedule including evenings

Desired Qualifications:

- Experience in event and program planning
- College student or graduate in the field of Recreation, Parks and Leisure Services, or a related field.
- Certification in CPR/First Aid

Knowledge, Skills and Abilities Required for Successful Job Performance:

- Customer service skills including demonstrated ability to build positive relationships with city staff, employees, supervisors, elected officials, participants, and the public;
- Knowledge of the functions and responsibilities of City Departments, staff, and key community members;
- Ability to take general direction and complete assignments in a timely and accurate manner;
-
- Skilled in the use of common computer programs and standard office equipment.
- Excellent planning, organizing, implementation, and communication skills.

PROGRAM COORDINATOR

-
- Promote and adhere to the City of Corcoran workplace values of accountability, teamwork, and commitment to the city's goals and measures.

Physical and Mental Requirements

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

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

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STAFF REPORT

Agenda Item: 10b.

Council Meeting: August 10, 2023	Prepared By: Jessica Beise
Topic: Staff Planning – Organizational Chart	Action Required: Approval

Summary

The City of Corcoran has experienced significant growth in the past several years and with the growth of our community, staffing needs continue to change.

In 2019, the City operated with 23 full-time (FT) employees and 26 full-time equivalents (FTE) with a population of approximately 6,300. In 2022, staffing increased to 32 FT and 36 FTE as the population grew to approximately 7,400.

The purpose of sharing the current and future organizational chart is not to obtain approval of staff plans, but to show the upcoming staffing needs based on approvals taking place today. As the City continues to grow, staff will work to update the City organizational chart biannually. The request for additional staff will continue to follow the City's current process of making requests to Council through a Staff Report.

Financial/Budget

None. Information only.

Recommendation

None.

Council Action

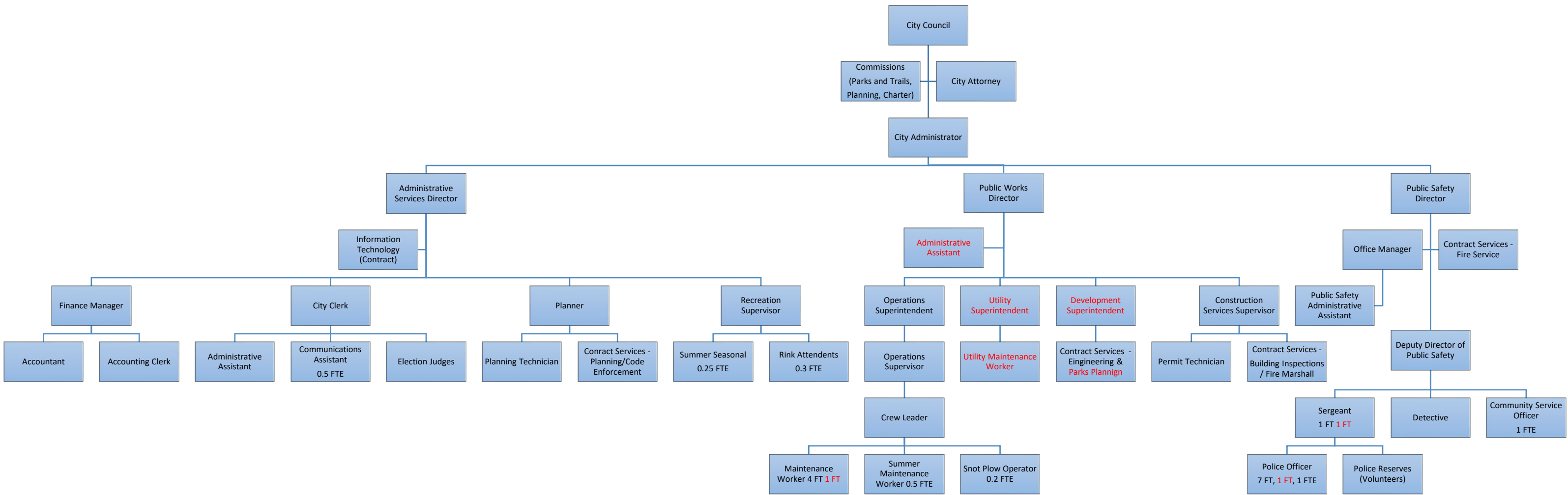
1. Discuss the organizational charts provide any feedback.

Attachments

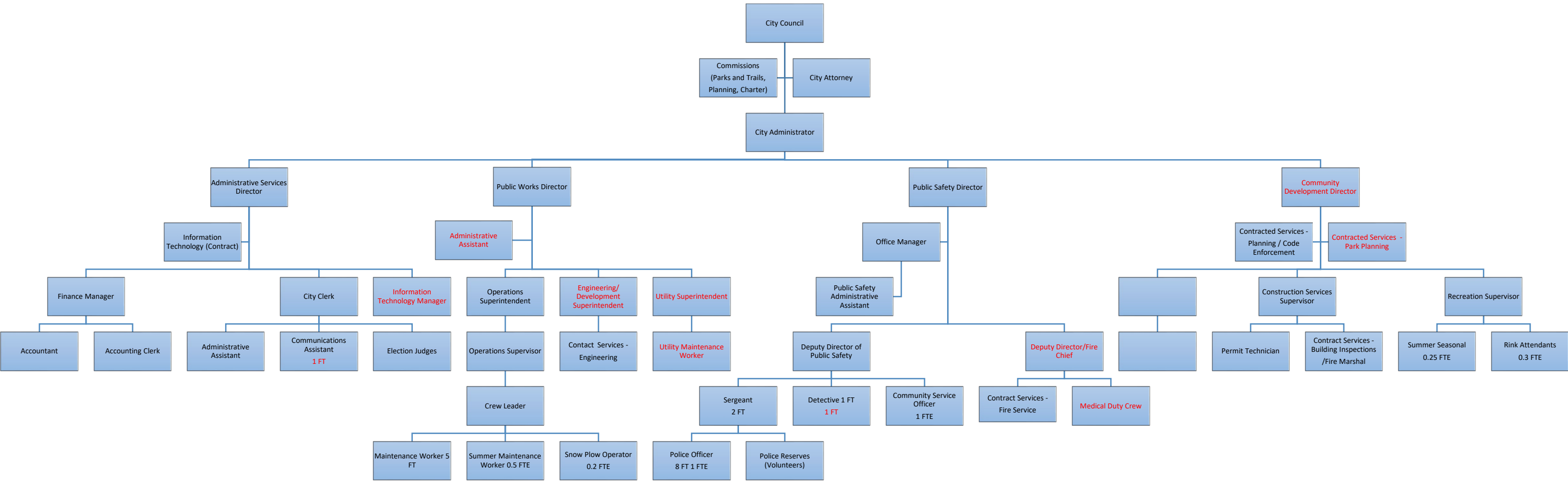
1. City Organizational Chart Current
2. City Organizational Chart Future

City of Corcoran
Organizational Chart Current

ATTACHMENT: 10b1.



City of Corcoran Organizational Chart Future



STAFF REPORT

Agenda Item: 10c.

Council Meeting: August 10, 2023	Prepared By: Deputy Director of Public Safety Burns
Topic: 2024 Advance CIP Purchase	Action Required: Authorization

Summary

The draft 2024-2025 CIP budget anticipates replacement of two police squad cars in 2024. Staff is requesting authorization to order two Ford Explorer Police Interceptor squad cars in advance of the formal CIP approval.

Prior to 2021, the squad car order period would stay open for several months. The order period has shrunk significantly since then. The order window in 2022 was only open for nine days and Ford reached their order limit and closed the opportunity to purchase off-state contract. The City ordered vehicles in September of 2022 and are still waiting for one vehicle to arrive.

Staff are anticipating the 2024 order window will open in early September 2023 and close quickly. The lead time to receive the equipment is approximately 10-12 months from the order date. Staff is requesting advance authorization to order the two squad cars planned in the CIP to place the order during the anticipated tight state contract order window.

Financial/Budget

The draft 2024-2025 CIP includes replacement of two squad cars in 2024. Payment for the squad cards would not take place until after the equipment delivery in 2024. The squad cars are planned to be purchased under state contract pricing. The draft CIP budget included \$70,000 for each squad car and corresponding upfitting equipment.

Options

1. Authorize the order of two 2024 Ford Explorer Police Interceptors.
2. Provide staff with other direction.

Council Action

1. Consider a motion to authorize ordering of two Ford Explorer Police Interceptors.

Attachments

1. None

STAFF REPORT

Agenda Item: 10d.

Council Meeting: August 10, 2023	Prepared By: Michelle Friedrich
Topic: Call for Work Sessions	Action Required: Schedule Work Sessions

Summary

Upon review of upcoming agenda items, Staff recommends hosting work sessions on September 28, to review candidates for the City Administrator position; October 12, to review the Police Department LPR cameras; and October 26 to review final City Logo designs.

Financial/Budget

N/A

Options

1. Schedule work sessions on September 28, October 12, and October 26 at 5:30 pm.
2. Schedule work sessions for a different day and time.
3. Decline to schedule work sessions on the topics.

Recommendation

1. Schedule work sessions on September 28, October 12, and October 26 at 5:30 pm.

Council Action

1. Mayor to call work sessions on September 28, October 12, and October 26 at 5:30 pm.

Attachments

None

City of Corcoran 2023 City Council Schedule

Agenda Item: 13.

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

August 10, 2023 Work Session

- Logo Update

August 10, 2023

- Draft 2024-25 CIP and Pre Orders
- Trail Haven Bridge Replacement – Pay Request 2*

August 24, 2023 Work Session

- Draft 2024 Budget

August 24, 2023

- Planning Project Update
- Paula Steelman – Years of Service Recognition (15 Years)
- Park Signs Plan
- Organics Recycling Requirements*
- Public Hearing: Controlled Substance Ordinance (Jess to confirm)
- Discussion Adult Use Cannabis Regulation
 - Controlled Substance Regulation THC
- Public Hearing: Adopt Interim Moratorium Ordinance (Jess to confirm)
- Discussion Adult Use Cannabis Regulation
 - Moratorium Discussion

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 Work Session

- Underlying Zoning Districts

September 14, 2023

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

September 28, 2023 Work Session (Tentative)

- City Administrator Candidate Selection

September 28, 2023

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

October 12, 2023 Work Session (Tentative)

- LPR Cameras

October 12, 2023

October 26, 2023 Work Session (Tentative)

- Logo Design Final Review

October 26, 2023

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

November 9, 2023

- Discuss the Assessor Contract – Need to Give Notice of Renewal by March 1, 2024 – If RFP Start in December

November 20, 2023 (Monday Meeting Due to Holiday)

December 18, 2023 (Monday Meeting - Only Meeting in December)

Additional Future Meetings