



CITY OF CORCORAN  
**Corcoran City Council Agenda**  
**September 14, 2023 - 7:00 pm**

**HYBRID MEETING OPTION AVAILABLE**

*The public is invited to attend the regular Council meetings at City Hall.*

**Meeting Via Telephone/Other Electronic Means**

**Call-in Instructions:**

+1 312 626 6799 US

**Enter Meeting ID: 858 4422 3518**

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

**Video Link and Instructions:**

**<https://us02web.zoom.us/j/85844223518>**

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

**Meeting ID: 858 4422 3518**

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](http://www.corcoranmn.gov)

1. **Call to Order / Roll Call**
2. **Pledge of Allegiance**
3. **Agenda Approval**
4. **Commission Representatives\***
5. **Open Forum – Public Comment Opportunity**
6. **Presentations/Recognitions**
7. **Consent Agenda**
  - a. December 2022 Council Minutes\*
  - b. Financial Claims\*
  - c. Water Tower - Pay Request 4\*
  - d. Trail Haven Bridge Replacement – Change Order 1 & Pay Request 2\*
  - e. Server Sharing JPA Amendment\*
  - f. City Center Drive and 79th Place Utility & Street Improvements – Field Testing Quotes\*
  - g. AED Grant Approval and Acceptance\*
8. **Planning Business -- Public Comment Opportunity**
  - a. Ordinance Clean Up Discussion\*
9. **Unfinished Business – Public Comment Opportunity**
  - a. Preliminary Budget and Levy\*
  - b. 2024 Budget and Levy Insert\*
  - c. Horseshoe Bend Drainage Improvements – Bid Award\*
10. **New Business – Public Comment Opportunity**
  - a. 2024 Fee Schedule Direction\*
  - b. Engineering/Development Superintendent – Job Description Approval; Authorization to Hire \*
  - c. Charter Amendment Discussion\*
  - d. Capital Improvement Plan and Pre-Authroization Purchases\*
  - e. Tuition Reibursement Request\*
  - f. Finance Support\*
  - g. Interim City Administrator Options\*
  - h. Potential Boundary Change Process\*
11. **Staff Reports**
  - a. Public Works Administrative Assistant Update\*
  - b. September 28 Work Session and Groundbreaking\*
12. **Closed Session**
  - a. City Center Drive and 79<sup>th</sup> Place Improvement Project
13. **New Business**
  - a. City Center Drive and 79<sup>th</sup> Place Improvement Project
14. **2023 City Council Schedule\***
15. **Adjournment**

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

## STAFF REPORT

Agenda Item: 4.

<b>Council Meeting:</b> September 14, 2023	<b>Prepared By:</b> Michelle Friedrich
<b>Topic:</b> Commission Representatives	<b>Action Required</b> Informational

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### Summary

The advisory commission representatives for the September 14, 2023, Council meeting are as follows:

- Planning Commission: Mark Lanterman
- Parks and Trails Commission: Michelle Friedrich

### Financial/Budget

N/A

### Council Action

N/A

### Attachments

N/A

## STAFF REPORT

Agenda Item: 7a.

<b>Council Meeting:</b> September 14, 2023	<b>Prepared By:</b> Michelle Friedrich
<b>Topic:</b> Draft Council Minutes – December 2022	<b>Action Required:</b> Informational

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### Summary

The draft Council Minutes for December 2022 will be emailed on Tuesday, September 12, with hard copies provided to Council the evening of the September 14 meeting.

### Attachments (Hard copies will be provided September 14, 2023)

1. 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		

<b>Total</b>	\$0.00	
<b>Total Fund #500 =</b> (See attached Payments Detail)		\$ -

**ALL OTHER FINANCIAL CLAIMS**

Check Register		\$935,282.36
(See attached Check Detail Registers)		
<b>Total Checks</b>	\$	<b>935,282.36</b>
<b>Total of Auto Deductions</b>	\$	<b>200,292.70</b>
 <b>TOTAL EXPENDITURES FOR APPROVAL</b>	 \$	 <b>1,135,575.06</b>

		<b>Auto Deductions / Electronic Fund Transfer / Other Disbursements</b>		
Date	Paid to	Amount	Description	
8/18/2023	ADP	\$ 562.08	Payroll Processing Fee	
8/24/2023	ADP	\$ 124,585.09	Net Payroll and Taxes	
8/25/2023	Optum Bank	\$ 4,278.28	Employee HSA	
8/25/2023	MN PERA	\$ 26,388.03	Employee Pension	
8/28/2023	MN State - Empower	\$ 5,863.43	Employee Deferred Comp/Healthcare Savings	
9/1/2023	Paymentech	\$ 10.08	Credit Card Fee	
9/1/2023	ADP	\$ 365.64	Payroll Processing Fee	
9/1/2023	HealthPartners	\$ 32,350.46	Employee Health Insurance Premium	
9/5/2023	RevTrak	\$ 4,270.00	Credit Card Fee	
9/6/2023	THE HARTFORD	\$ 1,619.61	Employee Disability Premium	
<b>Total</b>		\$ 200,292.70		

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34229							
100-45200-50210	01/19/21	CHRISTENSEN BUCK, JESSICA	MILEAGE	122820	08/28/23	23.00	34229
			Total For Check 34229			<u>23.00</u>	
Check 34230							
100-41400-50210	03/02/18	MICHELLE FRIEDRICH	MILEAGE REIMBURSEMENT	030218	08/28/23	6.76	34230
			Total For Check 34230			<u>6.76</u>	
Check 34231							
601-49400-50433	12/04/19	KOTTKE, ROBBIE	WATER LICENSE REIMBURSEMENT	120419	08/28/23	23.00	34231
			Total For Check 34231			<u>23.00</u>	
Check 34232							
100-43100-50210	08/29/23	ACME TOOLS	MECHANIX GLOVES	11689117	09/14/23	22.99	34232
100-43100-50210	08/30/23	ACME TOOLS	HOOK & PICK SET/SAFETY GLASSES/GLO	11693744	09/14/23	692.61	34232
100-45200-50210	08/21/23	ACME TOOLS	BACKPACK BLOWER TANK OF GAS	11657210	09/14/23	589.99	34232
			Total For Check 34232			<u>1,305.59</u>	
Check 34233							
100-45200-50210	08/23/23	ACME TOOLS	MECHANIC GLOVES	11668973	09/14/23	39.77	34233
			Total For Check 34233			<u>39.77</u>	
Check 34234							
100-41900-50401	08/22/23	ADAMS PEST CONTROL, INC.	CITY HALL PEST CONTROL	3698459	09/14/23	111.14	34234
			Total For Check 34234			<u>111.14</u>	
Check 34235							
100-41900-50210	08/25/23	AMAZON CAPITAL SERVICES	CITY HALL TOLIET PAPER	1HND-6JYT-NKJV	09/14/23	63.49	34235
100-41920-50210	08/18/23	AMAZON CAPITAL SERVICES	BATTERY REPLACEMENT COMPUTER	1DJC-RJTK-XGY9	09/14/23	67.38	34235
			Total For Check 34235			<u>130.87</u>	
Check 34236							
100-41900-50212	08/15/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2399205	09/14/23	23.26	34236
100-42100-50212	08/15/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2399205	09/14/23	1,058.35	34236
100-43100-50212	08/15/23	BEAUDRY OIL COMPANY	ULS DYED FUEL	2399064	09/14/23	693.00	34236
100-43100-50212	08/15/23	BEAUDRY OIL COMPANY	ULS DYED FUEL	2399204	09/14/23	905.75	34236
100-43100-50212	08/15/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2399205	09/14/23	81.41	34236
			Total For Check 34236			<u>2,761.77</u>	
Check 34237							
100-42100-50220	08/29/23	BOYER FORD TRUCKS INC	BRAKE ROTORS	002P19817	09/14/23	572.16	34237
100-43100-50220	09/05/23	BOYER FORD TRUCKS INC	2009 MAC BATTERY	003P48757	09/14/23	426.42	34237
			Total For Check 34237			<u>998.58</u>	
Check 34238							
100-00000-22205	08/30/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES FOR AUGUST 2023	4308	09/14/23	442.25	34238
100-00000-22205-009	08/30/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES FOR AUGUST 2023	4308	09/14/23	43.50	34238
100-00000-22205-056	08/30/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES FOR AUGUST 2023	4308	09/14/23	290.00	34238
100-00000-22205-098	08/30/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES FOR AUGUST 2023	4308	09/14/23	116.00	34238
100-41600-50300	08/30/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES FOR AUGUST 2023	4308	09/14/23	3,321.07	34238
100-42100-50304	08/30/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES FOR AUGUST 2023	4308	09/14/23	4,855.00	34238
408-48010-50304	08/30/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES FOR AUGUST 2023	4308	09/14/23	543.75	34238
			Total For Check 34238			<u>9,611.57</u>	
Check 34239							
100-00000-34790	08/30/23	CATHERINE VOELKEL	2023 SUMMER SOCCER COACH REFUND	08302023 VOE	09/14/23	85.00	34239

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34239							
						Total For Check 34239	85.00
Check 34240							
100-41900-50400	08/23/23	CINTAS - 470	CITY HALL FLOOR MATS	4165576738	09/14/23	133.06	34240
100-43100-50400	08/23/23	CINTAS - 470	CRT BLUE/CABINET	4165576741	09/14/23	38.11	34240
100-43100-50400	08/23/23	CINTAS - 470	LG BATH TOWEL	4165576746	09/14/23	55.12	34240
100-43100-50400	08/29/23	CINTAS - 470	LG BATH TOWEL	4166156630	09/14/23	55.12	34240
100-43100-50400	08/29/23	CINTAS - 470	UNIFORM ADD ON/MICROFIBER WIPE	4166156715	09/14/23	18.20	34240
100-43100-50400	08/29/23	CINTAS - 470	SM SHOP TOWELS	4166156718	09/14/23	82.82	34240
100-43100-50417	08/23/23	CINTAS - 470	UNIFORMS ADD-ON	4165576852	09/14/23	38.13	34240
100-43100-50417	08/23/23	CINTAS - 470	UNIFORMS	4165577012	09/14/23	194.17	34240
100-43100-50417	08/29/23	CINTAS - 470	UNIFORMS	4166156905	09/14/23	194.17	34240
100-43100-50417	08/29/23	CINTAS - 470	UNIFORM ADD ON/MICROFIBER WIPE	4166156715	09/14/23	38.13	34240
						Total For Check 34240	847.03
Check 34241							
100-00000-22205	08/25/23	CITY OF CORCORAN	BP23-0021 STAFF TIME JULY 2023	BP23-0021-2	09/14/23	16.25	34241
100-00000-22205	08/25/23	CITY OF CORCORAN	BP23-0031 STAFF TIME JUNE 2023	BP23-0031	09/14/23	130.00	34241
100-00000-22205	08/25/23	CITY OF CORCORAN	BP23-0031 JULY 2023	BP23-0031-2	09/14/23	162.50	34241
100-00000-22205	08/25/23	CITY OF CORCORAN	BP23-0006 STAFF TIME JULY 2023	BP23-0006.5	09/14/23	16.25	34241
100-00000-22205	08/25/23	CITY OF CORCORAN	BP23-0025 23730 HW 55 STAFF TIME J	BP23-0025	09/14/23	65.00	34241
100-00000-22205	08/25/23	CITY OF CORCORAN	BP23-0016 STAFF PLANNER TIME JULY	BP23-0016-4	09/14/23	227.50	34241
100-00000-22205	08/25/23	CITY OF CORCORAN	BP22-0029 STAFF PLANNER TIME JULY	BP22-0029.12	09/14/23	130.00	34241
100-00000-22205	08/25/23	CITY OF CORCORAN	BP23-0029 STAFF PLANNER TIME JULY	BP23-0029.13	09/14/23	828.75	34241
100-00000-22205	08/25/23	CITY OF CORCORAN	BP23-0011 STAFF PLANNER TIME JULY	BP23-0011-3	09/14/23	81.25	34241
100-00000-22205	08/25/23	CITY OF CORCORAN	BP23-0024 STAFF PLANNER TIME JULY	BP23-0024	09/14/23	65.00	34241
100-00000-22205	08/25/23	CITY OF CORCORAN	BP23-0024 STAFF PLANNER TIME JULY	BP23-0024-2	09/14/23	16.25	34241
100-00000-22205	08/25/23	CITY OF CORCORAN	BP22-0014 STAFF PLANNER TIME JULY	BP22-0014-10	09/14/23	113.75	34241
100-00000-22205	08/25/23	CITY OF CORCORAN	BP23-0022 STAFF PLANNER TIME JULY	BP23-0022-3	09/14/23	32.50	34241
100-00000-22205	08/25/23	CITY OF CORCORAN	BP23-0023 STAFF PLANNER TIME JULY	BP23-0023-2	09/14/23	195.00	34241
100-00000-22205	08/25/23	CITY OF CORCORAN	BP23-0030 STAFF PLANNER TIME JULY	BP23-0030	09/14/23	65.00	34241
100-00000-22205	08/25/23	CITY OF CORCORAN	BP23-0034 STAFF PLANNER TIME JULY	BP23-0034	09/14/23	97.50	34241
100-00000-22205	08/25/23	CITY OF CORCORAN	BP23-0019 STAFF PLANNER TIME JULY	BP23-0019	09/14/23	165.00	34241
100-45200-50382	09/05/23	CITY OF CORCORAN	CO RD 116 IRRIGATION - WILDFLOWER	092023	09/14/23	1.38	34241
						Total For Check 34241	2,408.88
Check 34242							
100-41900-50321	08/05/23	COMCAST - 0023202	CITY HALL/POLICE INTERNET	08052023	09/14/23	269.18	34242
100-42100-50321	08/05/23	COMCAST - 0023202	CITY HALL/POLICE INTERNET	08052023	09/14/23	269.17	34242
						Total For Check 34242	538.35
Check 34243							
100-41920-50300	08/18/23	COMPUTER INTEGRATION TECH	MONTHLY BILLING FOR SEPTEMBER (SIR	356772	09/14/23	885.00	34243
						Total For Check 34243	885.00
Check 34244							
100-45100-50300	08/28/23	COOPER HENSEL	2023 SUMMER SOCCER REFEREE	08172023	09/14/23	60.00	34244
						Total For Check 34244	60.00
Check 34245							
100-42100-50210	08/31/23	CULLIGAN BOTTLED WATER	PD OFFICE WATER	100X07824506	09/14/23	86.00	34245
						Total For Check 34245	86.00
Check 34246							

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34246							
416-45200-50580	03/22/23	DEERE & COMPANY	1585 TERRAIN CUT TRACTOR	117458380	09/14/23	44,957.08	34246
416-45200-50580	04/27/23	DEERE & COMPANY	UTILITY TRACTOR	117469707	09/14/23	21,912.92	34246
						<u>66,870.00</u>	
Total For Check 34246							
Check 34247							
100-43121-50224	08/30/23	DIAMOND TRAFFIC PRODUCTS	TRAFFIC COUNTERS	0033826-IN	09/14/23	358.50	34247
100-43122-50224	08/30/23	DIAMOND TRAFFIC PRODUCTS	TRAFFIC COUNTERS	0033826-IN	09/14/23	358.50	34247
						<u>717.00</u>	
Total For Check 34247							
Check 34248							
100-41900-50350	08/17/23	ECM PUBLISHERS INC	AUG 24 PUBLIC HEARING FOR INTERIM	960873	09/14/23	35.62	34248
100-41900-50350	08/17/23	ECM PUBLISHERS INC	AUG 24 PUBLIC HEARING ORDINANCE AM	960874	09/14/23	31.66	34248
100-41900-50350	08/17/23	ECM PUBLISHERS INC	ORDINANCE NO. 2023-494 NOTICE	960875	09/14/23	75.20	34248
100-41900-50350	08/17/23	ECM PUBLISHERS INC	ORDINANCE NO. 2023-495 NOTICE	960876	09/14/23	55.40	34248
100-41910-50350	08/24/23	ECM PUBLISHERS INC	JUNE 2 PH SUNRAM IUP	961852	09/14/23	55.62	34248
601-49400-50350	08/17/23	ECM PUBLISHERS INC	WATER SUPPLY CONSTRUCTION PROJECT	960872	09/14/23	131.64	34248
						<u>385.14</u>	
Total For Check 34248							
Check 34249							
601-49400-50210	06/06/23	FLOW RIGHT PLUMBING	CITY PARK HYDRANT TEST	2331	09/14/23	450.00	34249
						<u>450.00</u>	
Total For Check 34249							
Check 34250							
100-00000-34790	08/30/23	GRAHAM SCHULTZ	2023 SUMMER SOCCER COACH REFUND	08312023 SCH	09/14/23	85.00	34250
						<u>85.00</u>	
Total For Check 34250							
Check 34251							
100-42200-50300	08/01/23	CITY OF HANOVER	2023 3RD QTR FIRE PROTECTION	QTR3_2023	09/14/23	19,414.58	34251
						<u>19,414.58</u>	
Total For Check 34251							
Check 34252							
601-49400-50433	09/05/23	BRANDON HEINZ	WASTE WATER LICENSE REIMBURSEMENT	09052023	09/14/23	23.00	34252
						<u>23.00</u>	
Total For Check 34252							
Check 34253							
100-42100-50403	09/01/23	HOLIDAY COMPANIES	AUGUST 2023 CAR WASH	003401092300	09/14/23	55.00	34253
						<u>55.00</u>	
Total For Check 34253							
Check 34254							
100-42100-50300	08/20/23	HUMANITY LLC	SHIFT PLANNING 08/20-09/19/2023	INV00290009	09/14/23	80.00	34254
						<u>80.00</u>	
Total For Check 34254							
Check 34255							
100-00000-22205	08/25/23	James Marlais	BP23-0021 10760 WINDMILL DR ESCROW	BP23-0021	09/14/23	805.00	34255
						<u>805.00</u>	
Total For Check 34255							
Check 34256							
100-00000-22205	08/25/23	Josh Ralph	BP23-0031 ESCROW REFUND	BP23-0031-3	09/14/23	707.50	34256
						<u>707.50</u>	
Total For Check 34256							
Check 34257							
416-43100-50550	09/01/23	KARL CHEVROLET	2023 CHEVROLET SILVERADO	05062023	09/14/23	44,964.94	34257
						<u>44,964.94</u>	
Total For Check 34257							
Check 34258							

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34258							
100-45100-50300	08/28/23	LUCY PENNINGS	2023 SUMMER SOCCER REFEREE	08172023	09/14/23	30.00	34258
			Total For Check 34258			<u>30.00</u>	
Check 34259							
100-41900-50300	08/31/23	MARIE RIDGEWAY LICSW, LLC	MANDATORY CHECK IN	2354	09/14/23	120.00	34259
			Total For Check 34259			<u>120.00</u>	
Check 34260							
100-41400-50207	09/06/23	MCFOA	OPIOD EDUCATION & NARCAN TRAINING	09062023	09/14/23	20.00	34260
			Total For Check 34260			<u>20.00</u>	
Check 34261							
100-43100-50210	08/09/23	MENARDS MAPLE GROVE	DOOR STOP/POLEBARN SCREWS	20899	09/14/23	32.38	34261
100-43100-50210	08/10/23	MENARDS MAPLE GROVE	SHOE COVERS	20953	09/14/23	10.98	34261
100-45200-50221	08/11/23	MENARDS MAPLE GROVE	SHEETING	20988	09/14/23	326.80	34261
602-49450-50210	08/11/23	MENARDS MAPLE GROVE	4LB BUCKET/WASP KILLER	20989	09/14/23	111.87	34261
			Total For Check 34261			<u>482.03</u>	
Check 34262							
100-42400-50300	08/17/23	METRO WEST INSPECTION SERVIC	FINALED PERMITS JULY 2023	3802	09/14/23	26,578.78	34262
100-42400-50300	07/05/23	METRO WEST INSPECTION SERVIC	FINALED PERMITS JUNE 2023	3750	09/14/23	44,907.81	34262
			Total For Check 34262			<u>71,486.59</u>	
Check 34263							
602-49450-50312	09/01/23	METROPOLITAN COUNCIL ENVIRO	WASTE WATER SERVICES OCTOBER 2023	0001161965	09/14/23	17,081.40	34263
			Total For Check 34263			<u>17,081.40</u>	
Check 34264							
602-00000-20800	09/01/23	METROPOLITAN COUNCIL	AUGUST 2023 SAC CHARGES	08302023	09/14/23	62,125.00	34264
602-00000-36200	09/01/23	METROPOLITAN COUNCIL	AUGUST 2023 SAC CHARGES	08302023	09/14/23	(621.25)	34264
			Total For Check 34264			<u>61,503.75</u>	
Check 34265							
601-49400-50300	08/21/23	MN DEPARTMENT OF HEALTH	WATER CONNECTION 07/01/23-09/30/20	3Q 2023	09/14/23	2,898.99	34265
			Total For Check 34265			<u>2,898.99</u>	
Check 34266							
416-42100-50210	08/22/23	MOTOROLA SOLUTIONS INC	MICROPHONE FOR REMOTE SPEAKER	8281697223	09/14/23	1,049.76	34266
416-42100-50210	08/31/23	MOTOROLA SOLUTIONS INC	APX6000 MODEL PORTABLE RADIO UNITS	8281705179	09/14/23	15,857.76	34266
			Total For Check 34266			<u>16,907.52</u>	
Check 34267							
100-45200-50210	08/30/23	NAPA AUTO PARTS - Corcoran	BATTERY	492137	09/14/23	52.19	34267
100-45200-50210	08/22/23	NAPA AUTO PARTS - Corcoran	RUBBER CEMENT KIT	490598	09/14/23	2.39	34267
			Total For Check 34267			<u>54.58</u>	
Check 34268							
100-00000-21710	09/05/23	NATALIE DAVIS MCKEOWN	DEPENDENT CARE REIMBURSEMENT	09052023	09/14/23	576.93	34268
			Total For Check 34268			<u>576.93</u>	
Check 34269							
408-00000-20610	09/06/23	NEW LOOK CONTRACTING	TRAIL HAVEN BRIDGE NO. 27J78 REPLA	PAY_2	09/14/23	(2,240.60)	34269
408-48009-50530	09/06/23	NEW LOOK CONTRACTING	TRAIL HAVEN BRIDGE NO. 27J78 REPLA	PAY_2	09/14/23	44,812.02	34269
			Total For Check 34269			<u>42,571.42</u>	



INVOICE GL DISTRIBUTION REPORT FOR CITY OF CORCORAN  
 EXP CHECK RUN DATES 08/25/2023 - 09/14/2023  
 JOURNALIZED  
 PAID - CHECK TYPE: PAPER CHECK  
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34270							
100-45200-50221	08/14/23	NUTRIEN AG SOLUTIONS, INC.	DYLOX INSECTICIDE	52372944	09/14/23	604.80	34270
			Total For Check 34270			<u>604.80</u>	
Check 34271							
100-41900-50200	08/14/23	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	324651656001	09/14/23	5.10	34271
100-41900-50200	08/14/23	ODP BUSINESS SOLUTIONS, LLC	LAMINATE POUCHES/THERMAL POUCHES	324691359001	09/14/23	60.61	34271
100-41900-50200	08/16/23	ODP BUSINESS SOLUTIONS, LLC	NAME PLATE SIGN	324691361001	09/14/23	14.99	34271
			Total For Check 34271			<u>80.70</u>	
Check 34272							
601-00000-16500	08/21/23	PHOENIX FABRICATORS & ERECTO	CORCORAN WATER TOWER STORAGE TANK	2277052074 PAY	09/14/23	208,330.59	34272
601-00000-20610	08/21/23	PHOENIX FABRICATORS & ERECTO	CORCORAN WATER TOWER STORAGE TANK	2277052074 PAY	09/14/23	(10,416.53)	34272
			Total For Check 34272			<u>197,914.06</u>	
Check 34273							
100-41900-50413	08/14/23	QUADIENT LEASING USA INC	FOLDER INSERTER LEASE 09/15/23-12/	N10070880	09/14/23	141.99	34273
601-49400-50413	08/14/23	QUADIENT LEASING USA INC	FOLDER INSERTER LEASE 09/15/23-12/	N10070880	09/14/23	141.99	34273
602-49450-50413	08/14/23	QUADIENT LEASING USA INC	FOLDER INSERTER LEASE 09/15/23-12/	N10070880	09/14/23	141.99	34273
			Total For Check 34273			<u>425.97</u>	
Check 34274							
100-43201-50300	08/31/23	REPUBLIC SERVICES	CITY RECYCLING AUGUST 2023	0894-006349736	09/14/23	872.09	34274
100-45200-50380	08/25/23	REPUBLIC SERVICES	CITY PARK GARBAGE	0894-006338582	09/14/23	1,901.95	34274
			Total For Check 34274			<u>2,774.04</u>	
Check 34275							
100-45100-50300	08/28/23	RILEY FREED	2023 SUMMER SOCCER REFEREE	08172023	09/14/23	30.00	34275
			Total For Check 34275			<u>30.00</u>	
Check 34276							
100-00000-20800	08/30/23	CITY OF ROGERS	MAPLE GROVE TRIATHLON OFFICER ASSI	08262023	09/14/23	480.00	34276
			Total For Check 34276			<u>480.00</u>	
Check 34277							
100-43100-50220	07/20/23	RTL EQUIPMENT	BOBCAT DOOR GLASS	46063	09/14/23	765.11	34277
			Total For Check 34277			<u>765.11</u>	
Check 34278							
100-45200-50210	08/11/23	SITE ONE LANDSCAPE SUPPLY	STAINLESS STEEL CLAMPS	133410159-001	09/14/23	71.96	34278
			Total For Check 34278			<u>71.96</u>	
Check 34279							
100-43100-50220	08/21/23	SNAP-ON TOOLS	SOLUS PLUS	08212349983	09/14/23	2,800.00	34279
			Total For Check 34279			<u>2,800.00</u>	
Check 34280							
100-00000-21709	08/17/23	STANDARD INSURANCE COMPANY	SEPTEMBER 2023	09-2023	09/14/23	1,862.45	34280
			Total For Check 34280			<u>1,862.45</u>	
Check 34281							
100-00000-22205	08/25/23	STANTEC CONSULTING SERVICES	STIEG ROAD IMPROVEMENTS	2121836	09/14/23	20,786.00	34281
100-00000-22205	08/25/23	STANTEC CONSULTING SERVICES	WCA PROJECTS	2121853	09/14/23	3,133.50	34281
100-00000-22205	08/25/23	STANTEC CONSULTING SERVICES	HEIDECKER GARAGE CUP	2121851	09/14/23	494.50	34281
100-00000-22205	08/25/23	STANTEC CONSULTING SERVICES	REFUGE AT RUSH CREEK WETLAND BANK	2121847	09/14/23	616.00	34281
100-00000-22205	08/25/23	STANTEC CONSULTING SERVICES	KARINIEMI JENSEN	2120370	09/14/23	148.00	34281

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34281							
100-00000-22205	08/24/23	STANTEC CONSULTING SERVICES	LEUER CONCEPT PLAN	2120374	09/14/23	666.00	34281
100-00000-22205	08/24/23	STANTEC CONSULTING SERVICES	KWIK TRIP CR 101 DEVELOPMENT PROJE	2120373	09/14/23	3,142.40	34281
100-00000-22205	08/24/23	STANTEC CONSULTING SERVICES	SCHERBER CR 30 DEVELOPMENT PROJECT	2120372	09/14/23	3,079.60	34281
100-00000-22205	08/24/23	STANTEC CONSULTING SERVICES	KARINIEMI-WICHT 23-004	2120371	09/14/23	148.00	34281
100-00000-22205	08/24/23	STANTEC CONSULTING SERVICES	RED BARN PET RETREAT	2120365	09/14/23	802.00	34281
100-00000-22205	08/24/23	STANTEC CONSULTING SERVICES	HOPE COMMUNITY 22-074	2120364	09/14/23	2,323.60	34281
100-00000-22205-013	08/24/23	STANTEC CONSULTING SERVICES	BECHTOLD FARM	2120369	09/14/23	773.98	34281
100-00000-22205-017	08/24/23	STANTEC CONSULTING SERVICES	COOK LAKE HIGHLANDS DEVELOPMENT PR	2120354	09/14/23	4,226.29	34281
100-00000-22205-024	08/25/23	STANTEC CONSULTING SERVICES	D&D ENGINEERING ASSISTANCE	2121849	09/14/23	291.94	34281
100-00000-22205-044	08/24/23	STANTEC CONSULTING SERVICES	KARINIEMI MEADOWS	2121841	09/14/23	2,990.85	34281
100-00000-22205-056	08/24/23	STANTEC CONSULTING SERVICES	TAVERA DEVELOPMENT PROJECT	2120357	09/14/23	45,544.49	34281
100-00000-22205-058	08/24/23	STANTEC CONSULTING SERVICES	RAVINIA DEVELOPMENT PROJECT	2120351	09/14/23	2,494.86	34281
100-00000-22205-075	08/25/23	STANTEC CONSULTING SERVICES	NAPA ENGINEERING ASSISTANCE	2121848	09/14/23	65.00	34281
100-00000-22205-076	08/24/23	STANTEC CONSULTING SERVICES	NELSON TRUCKING DEVELOPMENT PROJEC	2120358	09/14/23	1,559.10	34281
100-00000-22205-080	08/24/23	STANTEC CONSULTING SERVICES	PIONEER TRAIL INDUSTRIAL PARK	2120360	09/14/23	148.00	34281
100-00000-22205-087	08/24/23	STANTEC CONSULTING SERVICES	BELLWETHER DEVELOPMENT PROJECT	2120352	09/14/23	5,266.86	34281
100-00000-22205-087	08/24/23	STANTEC CONSULTING SERVICES	AMBERLY (1,2) BELLWETHER (6,7,9)	2120362	09/14/23	22,913.29	34281
100-00000-22205-087	03/09/23	STANTEC CONSULTING SERVICES	AMBERLY 1,2/BELLWETHER 6,7,9	2052393	09/14/23	1,492.30	34281
100-00000-22205-098	08/24/23	STANTEC CONSULTING SERVICES	RUSH CREEK RESERVE DEVELOPMENT PRO	2120359	09/14/23	4,576.68	34281
100-00000-22205-111	08/24/23	STANTEC CONSULTING SERVICES	GARAGES TOO DEVELOPMENT PROJECT	2120367	09/14/23	338.08	34281
100-00000-22205-117	08/24/23	STANTEC CONSULTING SERVICES	ST THERESE SENIOR LIVING	2120366	09/14/23	222.00	34281
100-00000-22205-128	08/25/23	STANTEC CONSULTING SERVICES	WRIGHT HENNEPIN SUBSTATION II	2121850	09/14/23	34.65	34281
100-00000-22205-128	07/06/23	STANTEC CONSULTING SERVICES	WRIGHT HENNEPIN SUBSTATION	2101163.2	09/14/23	23.40	34281
100-00000-22205-130	08/25/23	STANTEC CONSULTING SERVICES	CITY CENTER DR & 79TH PL STREET &	2121838	09/14/23	28,178.55	34281
100-00000-22205-131	08/25/23	STANTEC CONSULTING SERVICES	CR 116 & HUNTERS RIDGE TURN LANE I	2121843	09/14/23	1,494.50	34281
100-00000-22205-131	12/19/22	STANTEC CONSULTING SERVICES	CR 116 & HUNTERS RIDGE TURN LANE I	2022316	09/14/23	88.50	34281
100-00000-22205-132	08/24/23	STANTEC CONSULTING SERVICES	WALCOTT GLEN	2120361	09/14/23	26,779.49	34281
100-00000-22205-133	08/25/23	STANTEC CONSULTING SERVICES	COOK LAKE TURN LANES	2121844	09/14/23	1,283.45	34281
100-41910-50300	08/25/23	STANTEC CONSULTING SERVICES	GENERAL ENGINEERING SERVICES	2121846	09/14/23	4,717.80	34281
100-42400-50303	08/25/23	STANTEC CONSULTING SERVICES	NEW CONSTRUCTION INSPECTION	2121830	09/14/23	3,193.25	34281
100-43170-50300	08/25/23	STANTEC CONSULTING SERVICES	GENERAL ENGINEERING SERVICES	2121846	09/14/23	19,121.80	34281
100-43170-50300	08/25/23	STANTEC CONSULTING SERVICES	HORSESHOE BEND DRIVE DESIGN	2121837	09/14/23	6,730.20	34281
100-43170-50300	08/25/23	STANTEC CONSULTING SERVICES	HUNTERS RIDGE FEASIBILITY STUDY	2121852	09/14/23	6,960.75	34281
100-43170-50309	08/25/23	STANTEC CONSULTING SERVICES	GENERAL ENGINEERING SERVICES	2121846	09/14/23	497.00	34281
100-43170-50309	08/25/23	STANTEC CONSULTING SERVICES	WCA PROJECTS	2121853	09/14/23	429.00	34281
408-48005-50530	08/25/23	STANTEC CONSULTING SERVICES	66TH STREET DESIGN AND CONSTRUCTIO	2121854	09/14/23	1,156.61	34281
408-48009-50303	08/25/23	STANTEC CONSULTING SERVICES	BRIDGE REPLACEMENTS DESIGN	2121832	09/14/23	641.50	34281
408-48010-50303	08/25/23	STANTEC CONSULTING SERVICES	CITY CENTER DR AND 79TH PLACE	2121835	09/14/23	9,456.70	34281
408-48010-50303	01/01/23	STANTEC CONSULTING SERVICES	CITY CENTER DRIVE & 79TH PLACE	2035547	09/14/23	14,841.50	34281
419-43100-50303	08/25/23	STANTEC CONSULTING SERVICES	HACKAMORE ROAD ASSISTANCE	2121845	09/14/23	1,036.00	34281
601-00000-16500	08/24/23	STANTEC CONSULTING SERVICES	WATER SUPPLY TREATMENT AND STORAGE	2121834	09/14/23	37,060.40	34281
601-00000-16500	12/19/22	STANTEC CONSULTING SERVICES	CORCORAN WELL NO. 1	2021874	09/14/23	247.50	34281
601-49400-50300	08/25/23	STANTEC CONSULTING SERVICES	NE CORCORAN TRUNK INFRASTRUCTURE	2121840	09/14/23	27,069.50	34281
601-49400-50303	08/25/23	STANTEC CONSULTING SERVICES	NEW CONSTRUCTION INSPECTION	2121830	09/14/23	1,605.62	34281
601-49400-50303	08/25/23	STANTEC CONSULTING SERVICES	WATER UTILITY ENGINEERING	2121829	09/14/23	322.00	34281
601-49400-50303	08/24/23	STANTEC CONSULTING SERVICES	NE CORCORAN WATER TOWER	2121839	09/14/23	9,872.60	34281
601-49400-50303	05/02/23	STANTEC CONSULTING SERVICES	NE CORCORAN WATER TOWER - FINAL DE	2075400.2	09/14/23	40.00	34281
602-49450-50303	08/25/23	STANTEC CONSULTING SERVICES	NEW CONSTRUCTION INSPECTION	2121830	09/14/23	1,605.63	34281
Total For Check 34281						332,731.22	
Check 34282							
100-42100-50207	08/29/23	STREICHER'S POLICE EQUIPMENT	PRACTICE AMMUNITION	I1652258	09/14/23	292.00	34282
100-42100-50417	08/25/23	STREICHER'S POLICE EQUIPMENT	HOLSTER	I1651786	09/14/23	194.99	34282

INVOICE GL DISTRIBUTION REPORT FOR CITY OF CORCORAN  
 EXP CHECK RUN DATES 08/25/2023 - 09/14/2023  
 JOURNALIZED  
 PAID - CHECK TYPE: PAPER CHECK  
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34282							
100-42100-50417	08/16/23	STREICHER'S POLICE EQUIPMENT	NEW HIRE UNIFORM - BOHLSSEN	I1650117	09/14/23	1,263.00	34282
100-42100-50417	08/29/23	STREICHER'S POLICE EQUIPMENT	TASER HOLSTER	I1652268	09/14/23	104.99	34282
						<u>1,854.98</u>	
Total For Check 34282							
Check 34283							
100-42100-50210	08/16/23	STRYKER MEDICAL	DEFIBRILLATION ELECTRODES	10762454	09/14/23	542.88	34283
						<u>542.88</u>	
Total For Check 34283							
Check 34284							
100-45200-50210	08/17/23	TERMINAL SUPPLY CO	LOCK HOLDER/HOSE	64133-00	09/14/23	343.66	34284
100-45200-50210	08/23/23	TERMINAL SUPPLY CO	SAE/FINE CAP	65296-00	09/14/23	817.39	34284
						<u>1,161.05</u>	
Total For Check 34284							
Check 34285							
100-42100-50417	09/01/23	TIDE CLEANERS	PD UNIFORM DRY CLEANING	08-2023	09/14/23	663.23	34285
						<u>663.23</u>	
Total For Check 34285							
Check 34286							
100-42100-50300	09/01/23	TRANSUNION RISK & ALTERNATIV	PD INVESTIGATIONS AUGUST 2023	3609221-202308-	09/14/23	75.00	34286
						<u>75.00</u>	
Total For Check 34286							
Check 34287							
100-41900-50401	08/31/23	ULTIMATE CLEANERS LLC	CITY HALL & PD CLEANING	23083100	09/14/23	915.00	34287
						<u>915.00</u>	
Total For Check 34287							
Check 34288							
100-41910-50207	08/28/23	AMERICAN PLANNING ASSOCIATIO	2023 ANNUAL PLANNING CONFERENCE -	08282023	09/14/23	434.14	34288
100-41910-50210	08/10/23	CREDIT CARD PURCHASES	SHOE COVERINGS FOR RENTAL INSPECTI	07123	09/14/23	17.65	34288
100-41920-50210	08/26/23	CREDIT CARD PURCHASES	50GB STORAGE - APPLE BUSINESS ESSE	131699301009	09/14/23	31.55	34288
100-42100-50200	08/30/23	CREDIT CARD PURCHASES	THERMAL PAPER	245094	09/14/23	91.90	34288
100-42100-50200	08/23/23	CREDIT CARD PURCHASES	TARGET - 3 RING BINDER	054013	09/14/23	12.25	34288
100-42100-50207	08/11/23	CREDIT CARD PURCHASES	JET'S PIZZA - DEBRIEF EVENT MEAL	08112023	09/14/23	167.26	34288
100-42100-50210	08/10/23	MENARDS MAPLE GROVE	KEY RING	011864	09/14/23	4.28	34288
100-42151-50207	08/20/23	AMEM	AMEM CONFERENCE 2023 - EKENBERG	64553105418	09/14/23	225.00	34288
201-42100-50210	08/12/23	CREDIT CARD PURCHASES	SAM'S CLUB - COUNTRY DAZE WATER	091774	09/14/23	15.92	34288
201-42100-50210	08/11/23	CREDIT CARD PURCHASES	CORCORAN CROSSROADS - ICE	130851	09/14/23	5.99	34288
201-42100-50210	08/12/23	CREDIT CARD PURCHASES	CORCORAN CROSSROADS - ICE FOR COUN	1029279	09/14/23	23.96	34288
201-42100-50210	08/24/23	CREDIT CARD PURCHASES	SAM'S CLUB - EMPLOYEE ANNIVERSARY	3282	09/14/23	25.96	34288
						<u>1,055.86</u>	
Total For Check 34288							
Check 34289							
100-41920-50210	08/19/23	US BANKCORP EQUIPMENT FINANC	COPIER LEASE	508962701	09/14/23	424.46	34289
						<u>424.46</u>	
Total For Check 34289							
Check 34290							
100-42100-50220	09/06/23	CITY OF WAYZATA	DUPLICATE VEHICLE TITLE SQUAD 567	09062023	09/14/23	20.50	34290
						<u>20.50</u>	
Total For Check 34290							
Check 34291							
100-42100-50403	08/24/23	WESTSIDE WHOLESALE TIRE	SQUAD 574 TIRE REPAIR	931461	09/14/23	35.00	34291
100-42100-50403	08/28/23	WESTSIDE WHOLESALE TIRE	TIRE REPAIR	931642	09/14/23	30.00	34291
						<u>65.00</u>	
Total For Check 34291							
Check 34292							
100-43121-50224	08/18/23	WHITE CAP	MASTIC ONE ROADSAYER	50023393810	09/14/23	8,775.00	34292

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34292 100-43121-50224	08/24/23	WHITE CAP	SALT GUARD AND LEVELER	50023464933	09/14/23	6,698.59	34292
			Total For Check 34292			<u>15,473.59</u>	
Check 34293 100-43100-50381	08/23/23	XCEL ENERGY	PW BUILDING ELECTRICITY	841893100	09/14/23	1,310.01	34293
			Total For Check 34293			<u>1,310.01</u>	
Check 34294 601-49400-50381	08/30/23	XCEL ENERGY	9820 CO RD 101 WATER METER	842965931	09/14/23	20.26	34294
			Total For Check 34294			<u>20.26</u>	
Check 34295 202-42100-50210	08/18/23	ZIEGLER INC	HANCO GENERATING SYSTEM SERIAL 701	IN001126126	09/14/23	2,947.55	34295
			Total For Check 34295			<u>2,947.55</u>	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Check
Fund Totals:						
			Fund 100 GENERAL FUND			375,007.84
			Fund 201 RESERVES DONATION FUND			71.83
			Fund 202 CITY COMMUNITY EVENTS			2,947.55
			Fund 408 PAVEMENT MANAGEMENT			69,211.48
			Fund 416 CAPITAL-EQUIPMENT CERTS			128,742.46
			Fund 419 HACKAMORE UPGRADE (LENNAR)			1,036.00
			Fund 601 WATER			277,820.56
			Fund 602 SEWER			80,444.64
			Total For All Funds:			935,282.36



To: Kevin Mattson, PE, PW Director From: Daryl Kirschenman, PE  
 Steve Hegland, PE  
 Project/File: 227705274 Date: August 21, 2023  
 Subject: Pay Application #4 to Phoenix Fabricators and Erectors – Pay Request No. 4

**Council Action Requested**

Staff is recommending Council Approve Pay Application #4 for the Corcoran Water Tower Project to Phoenix Tank in the amount of \$197,914.06.

**Summary**

Phoenix fabricators mobilized to the site and has completed the tower excavation, subgrade correction work poured the foundation base slab and backfilling up to bottom of foundation. They have also installed the horizontal pipe through the foundation along with elbow and vertical water riser.

This pay request is for the completed foundation work, along with stored steel materials purchased by the contractor as part of the fabrication of the tank, prior to it the materials arriving onsite. The contractor will finalize backfilling the week of August 21, and proceed with the concrete shaft work, which is anticipated to take 3-4 months depending on the weather.

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

Total Contract Value to Date	\$4,703,386.00
Work Completed to Date	\$665,180.59
5% Retainage	\$33,259.03
Amount Paid to Date	\$434,007.50
Total Pay App #4	\$197,914.06

**Engineer’s Recommendation**

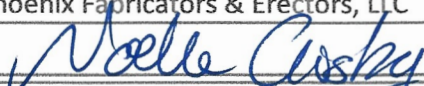
We recommend approving Pay Application #4 to Phoenix Fabricators and Erector’s in the amount of \$197,914.06.

**Contractor's Application for Payment**

<b>Owner:</b> <u>City of Corcoran</u>	<b>Owner's Project No.:</b> _____
<b>Engineer:</b> <u>Stantec Consulting Services</u>	<b>Engineer's Project No.:</b> <u>227705274</u>
<b>Contractor:</b> <u>Phoenix Fabricators &amp; Erectors, LLC</u>	<b>Contractor's Project No.:</b> <u>3927</u>
<b>Project:</b> <u>1.0 MG Elevated Water Storage Tank</u>	
<b>Contract:</b> <u>Corcoran Water Tower</u>	
<b>Application No.:</b> <u>FOUR</u>	<b>Application Date:</b> <u>8/15/2023</u>
<b>Application Period:</b> <u>From 7/16/2023</u>	<u>to 8/15/2023</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)	\$ 665,180.59
5. Retainage	
a. <u>5%</u> X \$ <u>615,200.00</u> Work Completed	\$ 30,760.00
b. <u>5%</u> X \$ <u>49,980.59</u> Stored Materials	\$ 2,499.03
c. Total Retainage (Line 5.a + Line 5.b)	\$ 33,259.03
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 631,921.56
7. Less previous payments (Line 6 from prior application)	\$ 434,007.50
8. Amount due this application	\$ 197,914.06
9. Balance to finish, including retainage (Line 3 - Line 8)	\$ 4,505,471.94

**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:** 8/15/2023

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> <u></u>	<b>By:</b> _____
<b>Title:</b> <u>Project Manager</u>	<b>Title:</b> _____
<b>Date:</b> <u>8/17/2023</u>	<b>Date:</b> _____
<b>Approved by Funding Agency</b>	
<b>By:</b> _____	<b>By:</b> _____
<b>Title:</b> _____	<b>Title:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment**

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

**Application No.:** FOUR      **Application Period:** From 07/16/23 To 08/15/23      **Application Date:** 08/15/23

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) (\$)				

**Original Contract**

Original Contract											
<b>PART 1 SITE WORK</b>											
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' FLARED END	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
<b>ALTERNATE A - 1,000,000 GALLON COMPOSITE TANK</b>											
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	0.50	76,500.00		76,500.00	50%	76,500.00
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	0.80	155,200.00		155,200.00	80%	38,800.00
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		-	49,980.59	49,980.59	4%	1,167,013.41
1.15	TANK DELIVERY	1	LS	70,000.00	70,000.00		-		-	0%	70,000.00



**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment**

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

**Application No.:** FOUR      **Application Period:** From 07/16/23 To 08/15/23      **Application Date:** 08/15/23

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) (\$)				
1.16	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	0.50	4,250.00		4,250.00	50%	4,250.00
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
					-			-	-		-
<b>Original Contract Totals</b>					<b>\$ 4,703,386.00</b>		<b>\$ 615,200.00</b>	<b>\$ 49,980.59</b>	<b>\$ 665,180.59</b>	<b>14%</b>	<b>\$ 4,038,205.41</b>

**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment**

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

Application No.: FOUR Application Period: From 07/16/23 To 08/15/23 Application Date: 08/15/23

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) (\$)					
<b>Change Orders</b>												
					-			-		-	-	
					-			-		-	-	
					-			-		-	-	
<b>Change Order Totals</b>					\$ -			\$ -	\$ -		\$ -	
<b>Original Contract and Change Orders</b>												
<b>Project Totals</b>					\$ 4,703,386.00			\$ 615,200.00	\$ 49,980.59	\$ 665,180.59	14%	\$ 4,038,205.41



Memo

To: Kevin Mattson, PE, PW Director                      From: Kent Torve, PE  
Steve Hegland, PE  
Project/File: 227704119                                      Date: September 6, 2023  
  
Subject: Change Order #1 and Pay Application #2 to New Look Contracting - Bridge No. 27J78  
Replacement on Trailhaven Road

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**Council Action Requested**

Staff is recommending the City Council review and approve Change Order #1 in the amount of \$4,424.03 and approve Pay Application #2 in the amount of \$42,571.42 for the Bridge No. 27J78 Replacement on Trailhaven Road. This project is being constructed by New Look Contracting.

**Financing**

This project is funded by State Aid, State Bridge Bonds, and local funds.

As this project is being paid for primarily with State Aid Roadway and MN Bridge Bond funds, the attached change order was submitted to and approved by the MN State aid office so it is eligible to be paid for with those funds.

**Summary**

**Change Order #1**

The Trail Haven box culvert was installed over the winter with the contractor temporarily restoring the roadway so it could be reopened ahead of the remaining road construction portion of the project which happened during the summer. During the spring melt, the roadway significantly softened and additional 2” stabilizing aggregate was placed in the soft areas to ensure the roadway was in a safe and passable condition as the frost came out of the roadway.

Additionally, as the contractor was beginning construction, there was an overhead power service to a residential property which was too close to the culvert crossing and prevented the culvert from being installed safely. As there was a main overhead power line along the other side of the roadway, the contractor could not safely swing the large concrete sections and set them in place. Because of this, Wright Hennepin adjusted the overhead power line to an underground service to allow for the culvert to be safely installed.

**Pay Request #2**

The contractor has finished the roadway improvements and preliminary restoration work along the project this summer and have submitted a pay request for this work.

Final punch list work is remaining as well as final verification of the vegetation establishment on the slopes.

**Reference: CO 1 and PR 2 Bridge No 27J78 Replacement**

Attached is a summary of the work completed to date.

Total Contract Value to Date	\$194,601.00
Revised Contract Value	\$199,025.03
Work Completed to Date	\$198,552.98
5% Retainage	\$9,927.65
Amount Paid to Date	\$146,053.90
Total Pay App #2	\$42,571.42

**Engineer's Recommendation**

We recommend approving Change Order #1 in the amount of \$4,424.03 and Pay Application #2 to New Look Contracting in the amount of \$42,571.42

**APPLICATION FOR PAYMENT FORM**

OWNER: City of Corcoran  
PROJECT: Bridge No. 27J78 Replacement on Trailhaven Road  
CONTRACTOR: New Look Contracting

PAY ESTIMATE NO. 2

Original Contract Amount	\$..... 194,601.00
Contract Changes approved to Date (Pending CO-1)	\$..... 4,424.03
Revised Contract Price	\$..... 199,025.03
Work Completed to Date (attached)	\$..... 198,552.98
Retainage to Date, 5%	\$..... 9,927.65
Work Completed to Date Less Retainage to Date	\$..... 188,625.33
Total Amount Previously Certified	\$..... 146,053.90
Payment Request This Estimate	\$..... 42,571.42

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



Collin Kopitzke

CONTRACTOR

**CERTIFICATE OF CONTRACTOR**

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

12/22/2022 between the City of Corcoran (OWNER)

and New Look Contracting (CONTRACTOR) and all authorized changes thereto.

By Collin Kpitzke  
Title PM

Approval:

(CONTRACTOR)

[Signature] Date 9.6.23

(ENGINEER)

Kent Torve Date 9-6-23  
Kent Torve, P.E.

END OF SECTION



SP/SAP(s)	215-107-002	MN Project No.:	Change Order No.	1
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Project Location	Bridge No. 27J78 on Trailhaven Road			
Local Agency	City of Corcoran	Local Project No.		
Contractor	New Look Contracting	Contract No.		
Address/City/State/Zip	14045 Northdale Blvd, Rogers, MN 55374			
<b>Total Change Order Amount \$</b>	<b>\$4,424.03</b>			

\$1,724.03 to install 2" minus rock for stabilization to accommodate soft roadway conditions and impede construction access

\$2,700.00 for relocation of an existing power service line by Wright-Hennepin Electric. The location of the existing power lines, being on both sides of the roadway with an aerial service drop, made installation of the box culvert unsafe and unfeasible.

<b>Estimate Of Cost:</b> (Include any increases or decreases in contract items, any negotiated or force account items.)						
**Group/funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
	01	2" Minus Rock	TN	\$19.50	49.95	\$974.03
	02	Mobilization for stabilization rock	LS	\$750.00	1	\$750.00
	03	Relocation of existing power line	LS	\$2700.00	1	\$2700.00
<b>Net Change this Change Order</b>						<b>\$4,424.03</b>

**\*\*Group/funding category is required for federal aid projects**

**Due to this change, the contract time:** (check one)

( x ) Is NOT changed       ( ) May be revised as provided in MnDOT Specification 1806

( ) Is Increased by \_\_\_\_\_ Working Days       ( ) Is Increased by \_\_\_\_\_ Calendar Days

( ) Is Decreased by \_\_\_\_\_ Working Days       ( ) Is Decreased by \_\_\_\_\_ Calendar Days

Approved by Project Engineer: Kellie M. Schlegel Date: 4/24/2023  
 Print Name: Kellie Schlegel Phone: 651-775-5622

Approved by Contractor: [Signature] Date: 4.24.23  
 Print Name: Collin Kapitzeke Phone: 320.447.9230

**DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.**

This work is eligible for:  Federal Funding     State Aid Funding     Local funds

For District State Aid Engineer: Kyle Puente Digitally signed by Kyle Puente Date: 2023.04.24 17:28:06 -05'00' Date: \_\_\_\_\_

**CHANGE ORDER FORM**

Change Order No. 1

Date: 9/6/2023

Agreement Date: 12/22/2022

Name of Project: Bridge No. 27J78 Replacement on Trailhaven Road

Owner: City of Corcoran

Contractor: New Look Construction

The following changes are hereby made to the Contract Documents:

The contract price shall be revised to accommodate material which was supplied and installed by the contractor to stabilize Trailhaven Road during the spring roadway thaw.

Additionally, the contractor was required to relocate an existing power service line of Wright Hennepin Electric.

The contractor utilized 49.95 tons of material at a unit price of \$19.50 per ton plus a mobilization charge of \$750 to bring equipment out to place the material. The relocation of the existing power line was \$2,700.00 for a total additional cost of \$4,424.03.

Justification: The contractor utilized 2" rock to stabilize Trailhaven Roadway during the spring frost to ensure roadway was passable to residents. The material was necessary to ensure the safe usage of the roadway. The location of the existing power lines, being on both sides of the roadway with an aerial service drop, made installation of the box culvert unsafe and unfeasible.



Original Contract Price:       \$ 194,601.00

Current Contract Price adjusted to previous Change Order: \$194,601.00

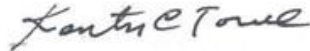
The Contract Price due to this Change Order will be increased by \$4,424.03.

The new Contract Price including this Change Order will be \$199,025.03

The Contract time will be unaffected by this Change Order

Approvals Required:

To be effective, this Order must be approved by the Owner and the Contractor if it changes the scope of objective of the Project, or as may otherwise be required by the Supplemental General Conditions.



Requested by: \_\_\_\_\_  
                  Kent Torve  
                  City of Corcoran

Accepted by: \_\_\_\_\_  
                  (Contractor)

END OF SECTION

## STAFF REPORT

Agenda Item: 7e.

<b>Council Meeting:</b> September 14th, 2023	<b>Prepared By:</b> Deputy Director Ryan Burns
<b>Topic:</b> Police Records Management JPA Update	<b>Action Required:</b> Authorization

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### Summary

At the June 26th, 2023, City Council meeting, City Council approved and authorized a Police Records Management JPA for Data Storage Server Sharing and Governance. After approval, a couple of cities in the JPA wanted to make some updates. Updates to the JPA were made and reviewed by their city attorneys. Our city attorney reviewed and approved the new JPA updates. These amendments do not change the previously approved financial impact.

### Financial/Budget

The costs for the data migration and storage is planned to be split evenly amongst the 13 participating agencies. The initial one-time cost for setup and migration is estimated to be \$7,692 per city and the annual maintenance costs are estimated to be \$5,769 per city. The actual annual maintenance costs would be included in the operating budget for future years.

### Options

1. Authorize the City Administrator to sign the updated JPA entering the City into the updated Data Storage Server Sharing and Governance Agreement.

### Council Action

1. Authorize the City Administrator to sign the updated JPA entering the City into the updated Data Storage Server Sharing and Governance Agreement.

### Attachments

1. Updated Data Storage Server Sharing and Governance Agreement

## DATA STORAGE SERVER SHARING AND GOVERNANCE AGREEMENT

This Data Storage Server Sharing and Governance Agreement (this "Agreement") is made this \_\_\_\_ day of \_\_\_\_\_ 2023, and is by and among the following parties:

- A. Cities of Champlin, Corcoran, Dayton, Deephaven, Medina, Minnetrista, Osseo, Rogers, and Wayzata, each a Minnesota municipal corporation, on behalf of their respective Police/Public Safety Departments; and
- B. South Lake Minnetonka Police Department, and West Hennepin Public Safety Department, each a joint powers entity organized pursuant to Minnesota Statutes Section 417.59; and
- C. Three Rivers Park District, a local government unit organized pursuant to Minnesota Statutes Section 383B.703, on behalf of its Department of Public Safety; and
- D. The Regents of the University of Minnesota, a Minnesota constitutional corporation, on behalf of its Department of Public Safety.

The above-named parties may be collectively referred to herein as the "Parties" or each a "Party". This Agreement shall be effective as of the date listed above.

### RECITALS

**WHEREAS**, each of the Parties provides law enforcement services to certain (or multiple) public entity(ies) in the State of Minnesota; and

**WHEREAS**, under individual licenses to the same data storage system, each party utilizes a records management system (an "RMS") to process, organize, and refer to storage law enforcement data related to the provision of those services (such data is the "Party Data"); and

**WHEREAS**, each Party currently engages a third-party contractor to store Party Data created and/or managed by each Party's RMS; and

**WHEREAS**, prior to 2012, several Parties created a joint powers entity known as the Lake Minnetonka Area Consortium ("LMAC") to facilitate data sharing and storage among those Parties for investigative purposes; and

**WHEREAS**, starting in 2012, one-by-one, other agencies joined the LMAC, for the same purpose; and

**WHEREAS**, Minnesota Statutes Section 471.59 authorizes two or more governmental units to jointly or cooperatively exercise any power common to the contracting governmental units; and

**WHEREAS**, the Parties desire to collaborate to establish and implement a shared local data storage site to house existing and future Party Data created by each Party's RMS; and

**WHEREAS**, the Parties further desire to collaborate in securing and funding professional services necessary to design, develop, and implement the migration of Party Data from a third-party storage location to the newly-established local storage site; and

**WHEREAS**, all Parties agree that sharing the costs of establishing and implementing this local storage site, as well as the costs of migration of the data allows for significant costs savings for all involved Parties; and

**WHEREAS**, all Parties therefore agree to share in the costs of establishing the data storage site and migrating Party Data thereto, as outlined in the terms of this Agreement.

**NOW THEREFORE**, the Parties agree as follows:

### **TERMS**

- 1) **PURPOSE:** The purpose of this Agreement is to cooperatively coordinate efforts and share costs to develop and implement a local, legally compliant data storage location and to engage services to migrate stored Party Data to that location, and thereafter maintain currently-existing and later-created data in compliance with all FBI and CJIS security requirements.
- 2) **AUTHORIZED REPRESENTATIVE:** The Parties nominate and empower the following authorized representative for purposes of managing contractor work:

Brian Tholen, Chief of Police (the "Authorized Representative")  
South Lake Minnetonka Police Department  
24150 Smithtown Road  
Shorewood, Minnesota 55331

The Authorized Representative shall serve in the role unless and until a different authorized representative is appointed by the Governing Board, as defined in Section 3.

The Authorized Representative shall be empowered to facilitate the contracted work contemplated herein and shall oversee contractors' compliance with the same on behalf of the Parties. The Authorized Representative shall pay all contractor invoices and collect reimbursement from the Parties, as contemplated herein.

- 3) **PARTY GOVERNING BOARD:** The Parties hereby establish a Governing Board to oversee the implementation of the terms herein. The Governing Board shall consist of the Chief Law Enforcement Officer of each Party or his/her designee. The Governing Board shall meet on a regular basis, on the dates and times, and at a location agreed upon by the Parties. Notice for each meeting of the Governing Board shall be given in compliance with Minnesota Statutes Section 13D.04. The presence of a simple majority of the Governing Board shall constitute a quorum. Each Governing Board representative shall have one equal vote on all matters decided by the Governing Board. Unless a

different threshold is specifically identified herein for a particular decision, decisions shall be determined by a majority of the Governing Board present and voting on a particular topic, provided a quorum of the Governing Board is present.

All issues involving this Agreement shall be reviewed and resolved by the Governing Board whenever possible. The Governing Board may also review the terms and conditions of this Agreement and make recommendations to the Parties' governing bodies concerning amendments to this Agreement. The Governing Board shall select a Chairperson and rotate that position annually among the Parties. The Chairperson shall be the contact person for all Parties, and shall preside at meetings of the Governing Body to ensure good order and decorum. The Governing Board shall select a Vice-Chairperson, who shall preside at meetings in the Chairperson's absence, and rotate that position annually among the Parties.

The Governing Board shall obtain and maintain liability insurance in amounts not less than the statutory limits established under the Municipal Tort Claims Act, Minnesota Statutes Chapter 466 ("Chapter 466") and may obtain other insurance it deems necessary to insure the actions of the Governing Board and the obligations of this Agreement including, without limitation, the indemnification obligations contained herein. The Parties' respective liabilities shall be governed by the provisions of Chapter 466 and nothing in this Agreement constitutes a waiver by any Party of any statutory or common law defense, immunity, or limit on liability provided for by applicable law. In no event shall the statutory limits provided for in Chapter 466 be aggregated to make each Party liable beyond the statutory limits. For the purposes of determining total liability for damages, Parties shall be considered a single governmental unit as provided in Minnesota Statutes Section 471.59, subd. 1a(b).

- 4) **INITIAL COSTS:** The procurement contemplated by this Agreement is limited to the acquisition of such hardware, software, and professional services as are needed for local data storage considerations for existing Party Data. Each Party shall continue to be responsible for its own RMS costs and any individual costs associated with altering the designated hosting location to which RMS data will be fed.

In addition to the storage procurement, the Parties, through the Authorized Representative, will engage GTEL Advisors, LLC for consultant services related to the proper design and establishment of the data storage site, and will engage Morris Electronics, Inc. to consult and assist in the procurement, installation, and maintenance of the appropriate hardware for the same. GTEL Advisors, LLC shall also assist in the technical aspects of migrating Party Data from the existing storage location to the selected new local storage location. GTEL Advisors, LLC and Morris Electronics, Inc. are collectively referred to herein as the "Contractors". The Authorized Representative shall pay all contractor invoices for all services rendered pursuant to this Agreement and then invoice the Parties equally for such costs. Parties shall pay such invoices promptly to the Authorized Representative and not later than thirty (30) days after receipt of the same. The initial costs are estimated to be one hundred and fifteen thousand dollars (\$115,000), which the Parties hereby agree to pay equally ("Initial Party Amounts").

Prior to the initiation of a hardware acquisition above the Initial Party Amounts the Authorized Representative shall obtain the approval of the Governing Board of said purchase. The Authorized Representative is authorized to make reasonable hardware purchases recommended by the Contractors and related to the purpose of this Agreement which are valued at less than \$10,000 in total, which shall be split equally amongst the Parties. These additional hardware purchases shall be considered part of the Initial Party Amounts. The Authorized Representative shall ensure that Contractors comply with the Minnesota Uniform Municipal Contracting Law, Minnesota Statutes Section 471.345 ("Contracting Law"), for any purchases made pursuant to this Agreement.

- 5) **HOSTING/ON-GOING SUPPORT COSTS:** South Lake Minnetonka Police Department agrees to provide a secure location for the housing of necessary data storage equipment, at no cost to the Parties. Hosting and on-going support services will be acquired from one or both of the Contractors or from a separate contractor selected in conformance with the Contracting Law. The Authorized Representative shall be responsible for coordinating and contracting with the contractor for the hosting and on-going support services. Final contractor selection must be consented to by the Governing Board. The contractor selected for hosting duties shall be responsible for maintaining all Party Data in compliance with all applicable data management standards, including FBI and CJIS security requirements. The nominated contractor(s) selected to provide these services shall also forecast funding needs for hosting services, end-of-service-life replacements, standard maintenance and repairs, and anticipated upgrades during the Initial Term of this Agreement as defined below, as well as decommissioning costs (collectively "Hosting/On-Going Support Costs"). These anticipated costs shall be shared among the Parties to facilitate reasonable budgeting and such amounts may need to be approved by a Party's governing body. The Authorized Representative shall pay all invoices for hosting and on-going support services and invoice the Parties in equal shares for said costs. Each Party is responsible to budget for all Hosting/On-Going Support Costs.
- 6) **NEW PARTIES:** If another law enforcement agency or government entity that is not a party to this Agreement wishes to become a Party (that agency or entity a "Joining Agency"), the Joining Agency may request that it be added as a party to this Agreement or request that the Agreement be otherwise amended to accommodate the needs of the Joining Agency. This request shall be subject to the approval of a majority of the then current Parties of this Agreement. The parties shall then execute an amendment to this Agreement that adds the new governmental entity as a party to this Agreement, and sets forth the particular terms of that collaboration.
- 7) **TERM AND PARTY WITHDRAWAL:** This Agreement shall terminate on the tenth anniversary of the effective date set forth on page one (the "Initial Term"), unless extended by separate agreement of the then remaining Parties. The Agreement may be terminated earlier only as follows:
  - a. Immediate termination may occur upon the unanimous agreement of all then remaining Parties; or

- b. Early termination may occur upon a  $\frac{3}{4}$  majority vote of the then remaining Parties, however, such termination shall not take effect for at least one (1) year after notice of that decision has been provided to all remaining Parties.

Parties may withdraw from this Agreement prior to termination as set forth above upon the provision of three (3) years' notice provided to the Chairperson of the Governing Board, who shall communicate such notice to the Authorized Representative and the Governing Board. Withdrawing Parties shall be responsible for the withdrawal fee related to the anticipated Hosting/Ongoing Support Costs, as described below in this Section 7.

The withdrawal fee for each Party shall be comprised of each Party's share of the Initial Party Amount and the estimated remaining Hosting/Ongoing Support Costs from the date of withdrawal until the tenth anniversary of the effective date set forth on page one. Withdrawing Parties shall pay this withdrawal fee no later than thirty (30) days prior to the effective date of the withdrawal unless the withdrawing Party and Governing Board agree to continue payments and billing in accordance with Section 5.

Withdrawing Parties shall be entitled to a copy of their Party Data which has been or will be stored pursuant to this Agreement or any successor agreement upon payment of the withdrawal fee. A Withdrawing Party shall be responsible for all data migration costs and/or conversion costs, if any, to ensure secure transfer to and compatibility with the Withdrawing Party's RMS platform. However, a withdrawing Party shall not be entitled to removal or immediate deletion of their embedded and stored data. The Parties agree that Party Data shall be stored, maintained and protected pursuant to this Agreement and applicable law, at all times, when housed at a storage site established pursuant to this Agreement. A withdrawing Party may request that the Party's data be deleted when feasible, but the remaining Parties shall have no obligation to complete the deletion until the servers on the storage site(s) are decommissioned.

Parties which withdraw from this Agreement are not entitled to any property, or assets purchased pursuant to this Agreement.

Upon the termination of this Agreement, the remaining Parties shall properly decommission any and all data storage sites established pursuant to this Agreement and take all necessary steps to permanently secure or delete all stored data, in compliance with all applicable law. Any purchased infrastructure may be sold after full and proper decommissioning and removal or deletion of Party Data and any value therefore may be used to offset the costs of decommissioning the site. In the event a positive balance of funds is held by the remaining Parties after decommissioning is complete, the Governing Board shall disburse the funds proportionally based on total contribution, including Initial Party Amounts and Hosting/On-Going Support Costs, of all current and former Parties.

- 8) **INDEMNIFICATION:** Each Party shall hold harmless, defend and indemnify all other Parties; their officials, employees and agents, from and against any and all claims, losses, liabilities, damages attributable to the indemnifying Party (collectively "Claims"). This obligation shall include, without limitation, costs and expenses (including defense, settlement, and reasonable attorneys' fees) for Claims as a result of any damages

arising from or related to data storage on the contemplated servers. This obligation shall survive termination of or withdrawal from this Agreement. Upon a compliant withdrawal of a Party from this Agreement, the remaining Parties agree to hold harmless, defend and indemnify the withdrawing Party from any Claims related to improper storage of the withdrawing Party's data which remains on the servers established pursuant to this Agreement. All obligations of this Section 8 shall be subject to the liability limitations set forth in Chapter 466 and in no event shall the statutory limits provided for in Chapter 466 be aggregated to make each Party liable beyond the statutory limits.

Nothing in this Section 8 is meant to contradict the single-entity liability limit noted in Section 3.

- 9) **DATA PRACTICES:** All data collected, created, received, maintained or disseminated for any purpose by the activities of the Parties with respect to this Agreement, shall be governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended ("MGDPA"). All records related to this Agreement kept by the Parties shall be subject to examination by the representatives of each Party as provided in the MGDPA. However, the Authorized Representative/South Lake Minnetonka Police Department shall not be responsible for responding to data requests for information that is available from the Parties or a single Party.
- 10) **AUDITS:** Pursuant to Minnesota Statutes Section 16C.05, subd. 5, any books, records, documents, and accounting procedures and practices of the Parties relevant to this Agreement are subject to examination by the Legislative Auditor or the State Auditor, as appropriate. The Parties shall maintain these for accessibility per the MGDPA guidelines.
- 11) **NOTICE:** The Parties' agents for purposes of administration of this Agreement are:

Champlin Police:

Chief Glen Schneider  
11955 Champlin Drive  
Champlin, Mn 55316

Corcoran Police:

Public Safety Director Matt Gottschalk  
8200 County Road 116  
Corcoran, MN 55340

Dayton Police:

Chief Paul Enga  
13700 Zanzibar Lane North  
Dayton, MN 55327

Deephaven:

Chief Cory Johnson  
20225 Cottagewood Road  
Deephaven, MN 55331



<u>Medina Police:</u>	Chief Jason Nelson 600 Clydesdale Trail Medina, MN 55340
<u>Minnetrissa Police:</u>	Public Safety Director Paul Falls 7701 County Road 110 West Minnetrissa, MN 55364
<u>Osseo Police:</u>	Chief Shane Mikkelson 408 1 <sup>st</sup> Ave NW Osseo, MN 55369
<u>Rogers Police:</u>	Chief Dan Wills 21860 Industrial Court Roger, MN 55374
<u>South Lake Minnetonka Police:</u>	Chief Brian Tholen 24150 Smithtown Road Shorewood, MN 55331
<u>Three Rivers Park Police:</u>	Chief Josh Foust 4301 County Road 24 Maple Plain, MN 55359
<u>University of Minnesota Police:</u>	Chief Matt Clark 511 SE Washington Ave #1 Minneapolis, MN 55455
<u>Wayzata Police:</u>	Chief Marc Schultz 600 Rice Street East Wayzata, MN 55391
<u>West Hennepin Public Safety:</u>	Public Safety Director Gary Kroells 1918 County Road 90 Independence, MN 55359

12) **APPLICABLE LAW:** The execution, interpretation and performance of this Agreement shall be controlled and governed by the laws of the State of Minnesota.

13) **ENTIRE AGREEMENT; AMENDMENTS:** This Agreement constitutes the entire Agreement between the Parties, and no other agreement prior to or contemporaneous with this Agreement shall be effective, except as expressly set forth or incorporated herein, including the agreement of the LMAC. Any purported amendment to this Agreement is not effective unless it is in writing and executed by all Parties.

- 14) **WAIVER:** One or more waivers by any Party of any provision, term, condition or covenant of this Agreement shall not be construed by the other Parties as a waiver of a subsequent breach of the same by the other Parties.
- 15) **SEVERABILITY:** Should any part or portion of this Agreement be held invalid or unenforceable, the remaining provisions shall be valid and binding upon the Parties unless such invalidity or non-enforceability would cause the Agreement to fail its purpose.
- 16) **AUTHORIZATION CERTIFICATION:** By endorsing this Agreement, each of the undersigned representatives represents and warrants that he/she is an authorized representative of the identified Party, and has obtained any and all necessary authority to fully bind his/her entity to the terms of this Agreement.
- 17) **SIGNATURES; COUNTERPARTS:** The parties may sign this Agreement in counterparts, each of which constitutes an original, but all of which together constitute one instrument. The parties agree that the electronic signature of a party to this Agreement will be as valid as an original signature of such party and will be effective to bind such party to this Agreement. The parties further agree that any document, including this Agreement and any attachments or exhibits to this Agreement, containing, or to which there is affixed, an electronic signature will be deemed (a) to be "written" or "in writing," (b) to have been signed and (c) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. For purposes of the Agreement, "electronic signature" also means a manually signed original signature that is then transmitted by any electronic means, including without limitation a faxed version of an original signature or an electronically scanned and transmitted version (e.g., via PDF) of an original signature. Any party's failure to produce the original signature of any electronically transmitted signature will not affect the enforceability of this Agreement.
- 18) **EFFECTIVE DATE:** This Agreement is effective as of the latest date of the approval and execution of the Agreement by the Parties.

[Signature pages to follow]

**IN WITNESS WHEREOF**, the Party parties of this Agreement, by their respective duly authorized officers, have caused this Agreement to be duly executed on the date and year written below, intending to be bound thereby.

**Champlin Police:**

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_, 2023

**IN WITNESS WHEREOF**, the Party parties of this Agreement, by their respective duly authorized officers, have caused this Agreement to be duly executed on the date and year written below, intending to be bound thereby.

**Corcoran Police:**

Signed: \_\_\_\_\_

Jessica Beise

Its: City Administrator

Email: [jbeise@corcoranmn.gov](mailto:jbeise@corcoranmn.gov)

Date: \_\_\_\_\_, 2023

**IN WITNESS WHEREOF**, the Party parties of this Agreement, by their respective duly authorized officers, have caused this Agreement to be duly executed on the date and year written below, intending to be bound thereby.

**Dayton Police:**

Signed: \_\_\_\_\_

Paul Enga

Its: Chief of Police

Email: [penga@daytonpolice.org](mailto:penga@daytonpolice.org)

Date: \_\_\_\_\_, 2023

**IN WITNESS WHEREOF**, the Party parties of this Agreement, by their respective duly authorized officers, have caused this Agreement to be duly executed on the date and year written below, intending to be bound thereby.

**Deephaven:**

Signed: \_\_\_\_\_  
Cory Johnson  
Its: [Coryj@deephavelpolice.com](mailto:Coryj@deephavelpolice.com)  
Date: \_\_\_\_\_, 2023

**IN WITNESS WHEREOF**, the Party parties of this Agreement, by their respective duly authorized officers, have caused this Agreement to be duly executed on the date and year written below, intending to be bound thereby.

**City of Medina:**

Signed: \_\_\_\_\_  
Print: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_, 2023

Signed: \_\_\_\_\_  
Print: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_, 2023

**IN WITNESS WHEREOF**, the Party parties of this Agreement, by their respective duly authorized officers, have caused this Agreement to be duly executed on the date and year written below, intending to be bound thereby.

**City of Minnetrista:**

Signed: \_\_\_\_\_  
Print: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_, 2023

Signed: \_\_\_\_\_  
Print: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_, 2023

**IN WITNESS WHEREOF**, the Party parties of this Agreement, by their respective duly authorized officers, have caused this Agreement to be duly executed on the date and year written below, intending to be bound thereby.

**City of Osseo:**

Signed: \_\_\_\_\_  
Print: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_, 2023

Signed: \_\_\_\_\_  
Print: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_, 2023

**IN WITNESS WHEREOF**, the Party parties of this Agreement, by their respective duly authorized officers, have caused this Agreement to be duly executed on the date and year written below, intending to be bound thereby.

**City of Rogers:**

Signed: \_\_\_\_\_  
Print: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_, 2023

Signed: \_\_\_\_\_  
Print: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_, 2023

**IN WITNESS WHEREOF**, the Party parties of this Agreement, by their respective duly authorized officers, have caused this Agreement to be duly executed on the date and year written below, intending to be bound thereby.

**South Lake Minnetonka Police:**

Signed: \_\_\_\_\_  
          Brian Tholen  
Its: Chief of Police  
Email: [Btholen@Southlakepd.com](mailto:Btholen@Southlakepd.com)  
Date: \_\_\_\_\_, 2023

**IN WITNESS WHEREOF**, the Party parties of this Agreement, by their respective duly authorized officers, have caused this Agreement to be duly executed on the date and year written below, intending to be bound thereby.

**Three Rivers Park Police:**

Signed: \_\_\_\_\_  
Print: \_\_\_\_\_  
Its: \_\_\_\_\_

Date: \_\_\_\_\_, 2023

**IN WITNESS WHEREOF**, the Party parties of this Agreement, by their respective duly authorized officers, have caused this Agreement to be duly executed on the date and year written below, intending to be bound thereby.

**University of Minnesota Police:**

Signed: \_\_\_\_\_  
Print: \_\_\_\_\_  
Its: \_\_\_\_\_

Date: \_\_\_\_\_, 2023

**IN WITNESS WHEREOF**, the Party parties of this Agreement, by their respective duly authorized officers, have caused this Agreement to be duly executed on the date and year written below, intending to be bound thereby.

**City of Wayzata:**

Signed: \_\_\_\_\_  
Johanna Mouton  
Its: Mayor  
Email: [johannamccarthy@wayzata.org](mailto:johannamccarthy@wayzata.org)  
Date: \_\_\_\_\_, 2023

Signed: \_\_\_\_\_  
Print: Jeff Dahl  
Its: City Manager  
Email: [jdahl@wayzata.org](mailto:jdahl@wayzata.org)  
Date: \_\_\_\_\_, 2023

Signed: \_\_\_\_\_  
Marc Schultz  
Its: Chief of Police  
Email: [mschultz@wayzata.org](mailto:mschultz@wayzata.org)  
Date: \_\_\_\_\_, 2023

**IN WITNESS WHEREOF**, the Party parties of this Agreement, by their respective duly authorized officers, have caused this Agreement to be duly executed on the date and year written below, intending to be bound thereby.

**West Hennepin Public Safety:**

Signed: \_\_\_\_\_  
Mayor Marvin Johnson  
Its: WHPS Commission Chair  
Email: [mjohnson@ci.independence.mn.us](mailto:mjohnson@ci.independence.mn.us)  
Date: \_\_\_\_\_, 2023

Signed: \_\_\_\_\_  
Mayor Julie Maas-Kusske  
Its: WHPS Commission Vice-Chair  
Email: [juliemaaskusske@mapleplain.com](mailto:juliemaaskusske@mapleplain.com)  
Date: \_\_\_\_\_, 2023

Signed: \_\_\_\_\_  
Gary Kroells  
Its: Chief \_\_\_\_\_  
Email: [GKroells@westhennepin.com](mailto:GKroells@westhennepin.com)  
Date: \_\_\_\_\_, 2023



Memo

To: Kevin Mattson, PE, PW Director      From: Steve Hegland, PE  
Nick Wyers, PE  
Project/File: 227705033      Date: September 6, 2023  
Subject: Geotechnical Testing Services – Street and Utility Construction for City Center Drive and 79<sup>th</sup> Place

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**Council Action Requested**

Staff is recommending the City Council authorize geotechnical services for the Street and Utility Construction for City Center Drive and 79<sup>th</sup> Place to American Engineering Testing (AET)

**Quote Results**

Four quotes were received for geotechnical services on the Street and Utility Construction for City Center Drive and 79<sup>th</sup> Place. Below is a summary of those quotes. As this project is being partially financed using State Aid funds, there are specific testing requirements for the project which requires the firms to document and track the testing and labor within the project beyond what would be required for a typical City project.

Note that the quotes provided are based on the firms estimates and the total cost of the services. The amount paid will be based on the actual testing and services that are performed. Comparing the quotes can be difficult as the actual testing is variable based on the contractors means and methods so we generally look at the value the firms can provide in addition to their estimated value.

<b>Independent Testing Technologies (ITT)</b>	\$19,725.00
<b>Haugo Geotechnical</b>	\$23,979.00
<b>American Engineering Testing (recommended)</b>	\$28,119.50-37,688.00
<b>Braun</b>	\$65,738.00

Generally, ITT and Haugo Geotechnical were the lowest bids with AET providing a range of their estimates based on previous project experience. Braun Intertec, was the highest of the estimated quotes.

Staff have reviewed these quotes and would recommend that AET be awarded the geotechnical services on this project. We feel they have the ability to accommodate a project of this size better than the two small firms who had quoted the lowest price. We believe there is also additional value in their experience on State aid projects and a larger pool of expertise which to provide solutions should additional geotechnical evaluation be necessary during the project.

We also feel that some of the hours may have been estimated lower on the lowest two quotes and the anticipated costs may be in line with the AET estimates.



**Reference: Geotechnical Testing for City Center Drive and 79th Place**

**Engineer's Recommendation**

Staff recommends that the geotechnical services on the Street and Utility Construction for City Center Drive and 79<sup>th</sup> Place be awarded to American Engineering Testing at an estimated cost of \$37,688.



**Materials Testing Estimate for City Center Drive & 79th Place  
SAP 215-123-001 & SAP 215-124-001; Corcoran, Minnesota**

Material	Units	Quantity	Trips	Hours	Agency Testing & Frequency	# of Tests		Cost per Test (\$)	Cost (\$)	
						Minimum	Likely		Minimum	Likely
Common Embankment	CY	4,265	3	7	Proctor (1/soil type)	2	3	200.00	400.00	600.00
					Specified Density Nuclear Gauge (1/4000 CY)	2	6	40.00	80.00	240.00
					Moisture Content (1/10000 CY, 10 max)	1	2	13.50	13.50	27.00
Watermain Storm Sewer Sanitary	LF	4,450	26	36	Proctor (1/soil type)	2	3	200.00	400.00	600.00
		2,640			Specified Density Nuclear Gauge (1/250'/2' fill)	25	30	40.00	1000.00	1200.00
		2,521			Specified Density Nuclear Gauge (1/500'/var. depths)	60	75	40.00	2400.00	3000.00
					Moisture Content (1/10000 CY, 10 max)	5	10	13.50	67.50	135.00
Select Granular Mod 5%	CY	5,550	2	6	Gradation (1/40000 CY)	1	2	130.00	130.00	260.00
					Penetration Index DCP (1/4000 CY, test rolled)	2	4	60.00	120.00	240.00
					Moisture Content (1/10000 CY, 10 max)	1	2	13.50	13.50	27.00
Stabilizing Aggregate	TON	854	1	4	Gradation (1/40000 CY)	1	2	130.00	130.00	260.00
					Percent Crushed (1/source, if required)	0	0	210.00	0.00	0.00
Aggregate Surfacing Class 2 (small quantity)	TON	160	0	0	Gradation (2 per lot, 1 lot ≤ 4000 TON)	0	0	130.00	0.00	0.00
					Moisture Content (1/1,000 CY, 10 max)	0	0	13.50	0.00	0.00
					Percent Crushed (1/source, if required)	0	0	210.00	0.00	0.00
					LAR (1/source, if required)	0	0	125.00	0.00	0.00
					Insoluble Residue (1/source, if required)	0	0	580.00	0.00	0.00
					Litho Exam & Shale Float Test (1/source, if required)	0	0	455.00	0.00	0.00
Aggregate Base Class 5	CY	5,525	3	7	Gradation (2 per lot, 1 lot ≤ 2000 CY)	6	8	117.00	702.00	936.00
					DCP (1/1500 CY, test rolled)	4	6	60.00	240.00	360.00
					Moisture Content (1/1000 CY, 10 max)	6	8	13.50	81.00	108.00
					Percent Crushed (1/source, if required)	0	1	210.00	0.00	210.00
					LAR (1/source, if required)	0	1	125.00	0.00	125.00
					Insoluble Residue (1/source, if required)	0	1	580.00	0.00	580.00
					Litho Exam & Shale Float Test (1/source, if required)	0	1	455.00	0.00	455.00
					Bitumen Content (Engineer's discretion)	0	1	230.00	0.00	230.00
Subgrade Preparation	STA	26	3	7	Proctor (1/soil type)	2	3	200.00	400.00	600.00
					Specified Density Nuclear Gauge (1/500')	5	10	40.00	200.00	400.00
					Penetration Index DCP (1/25 STA)	2	4	60.00	120.00	240.00
					Test Roll Observations - Included in hourly rate					
					Moisture Content (1/25 STA)	2	4	13.50	27.00	54.00
Bituminous - SP WE/NW	TON	5,725	4	7	MnDOT Gyration Mix Properties (1/day/mix type)	4	5	595.00	2380.00	2975.00
			0	0	Companion Core Density & Thickness	12	15	53.00	636.00	795.00
					Mark Core Locations - hourly rate see below					
Common Topsoil Borrow	CY	2754	1	2	Topsoil Borrow Testing (Engineer's discretion)	1	1	325.00	325.00	325.00
Loam Topsoil Borrow	CY	698	1	2	Topsoil Borrow Testing (Engineer's discretion)	1	1	325.00	325.00	325.00
Concrete - Sidewalk, Curb & Gutter, Driveway	CY	940	12	33	Plastic Concrete Testing (1 set of tests/100 CY) -Included in hourly rate see below					
					Concrete Compressive Strength, Curing, & Handling 4x8 Cylinders (includes mold) (5 cyls/100 CY)	60	100	40.00	2400.00	4000.00
					Concrete sample pick up from job site	6	10	100.00	600.00	1000.00
<b>Subtotal =</b>								<b>13,190.50</b>	<b>20,307.00</b>	

**Notes:**

- Per the 2023 SALT SMC, less than 500 tons (250 CY) may be accepted by the Engineer without testing.
- Material quantities are estimated based upon Statement of Estimated Quantities, conversions, and plans.
- Number of "Likely" bituminous samples, cores, and trips assumes 4 days of paving (1200 to 1500 tons of bituminous per day). Assumes testing of all companion cores and no longitudinal density cores.
- We have **not** included time for marking bituminous core locations. We have included time for determining the random bituminous core locations.

Time and Mileage	Unit	Rate (\$)	Minimum Quantity	Likely Quantity	Minimum Cost	Likely Cost
Mileage, Personal Automobile/Truck	Mile	1.25	1,568	1,708	1,960.00	2,135.00
Level II Engineering Technician	Hour	99.00	111	124	10,989.00	12,276.00
Engineer II, Final Project Summary Report	Hour	165.00	4	6	660.00	990.00
Engineer II, Project Management	Hour	165.00	8	12	1,320.00	1,980.00
<b>Subtotal =</b>					<b>14,929.00</b>	<b>17,381.00</b>

Estimate prepared by: <b>Rob Olson</b>	<b>Minimum</b>	<b>Likely</b>
	<b>Total Cost Estimate = 28,119.50</b>	<b>37,688.00</b>



# INDEPENDENT TESTING TECHNOLOGIES

337 31<sup>st</sup> Avenue South • Waite Park, MN 56387 • (320) 253-4338 • [www.independenttestingtech.com](http://www.independenttestingtech.com)

August 15, 2023

Mr. Adam Garfield  
Stantec Consulting  
One Carlson Parkway, Suite 100  
Plymouth, MN 55447

E-Mail: [adam.garfield@stantec.com](mailto:adam.garfield@stantec.com)

RE: **Proposal #08-10**  
**City Center Drive & 79<sup>th</sup> Place (SAP 215-123-001/215-124-001)**  
**Corcoran, Minnesota**

Dear Mr. Garfield,

We are pleased to submit this comprehensive proposal to provide the construction materials testing for the above referenced project in Corcoran, Minnesota. We will provide, on an on-call basis, certified and experienced field and laboratory consultants to conduct the necessary testing services for the project as detailed on the attached cost breakdown.

Our on-site activities, laboratory testing and documentation will be based on the necessary testing, frequencies and guidelines adhered to by the Schedule of Materials Control. Based on our estimated quantities, the total cost of the project is anticipated to be **\$19,725.00**.

We would be pleased to work with you on this project. If you have any questions about our company or the scope of services we offer, please feel free to contact me. I look forward to hearing from you.

Sincerely,

Tyler T. Burkes, EIT  
Assistant Geotechnical Engineer

**Independent Testing Technologies, Inc.**  
**337 31<sup>st</sup> Avenue South**  
**Waite Park, MN 56387**  
**Phone: 320-253-4338**

August 15, 2023  
 Proposal #08-10

Project: **City Center Drive & 79<sup>th</sup> Place (SAP 215-123-001/215-124-001)**  
**Corcoran, Minnesota**

**Cost Estimate:**

<u>Description</u>	<u>Qty.</u>	<u>Unit Rate</u>	<u>Extension</u>
<b><u>Utilities &amp; Management</u></b>			
Project Management (In-House), hourly	2	\$ 100.00	\$ 200.00
Final Report, lump sum	1	\$1,000.00	\$ 1,000.00
On-Site Technician Time, hourly	20	\$ 100.00	\$ 2,000.00
Gradations – Select Granular Borrow, each	1	\$ 95.00	\$ 95.00
Laboratory Proctor Test (Standard Method), each	5	\$ 200.00	\$ 1,000.00
Nuclear Density Tests – Select Granular Borrow, each	5	\$ 35.00	\$ 105.00
Nuclear Density Tests – Subgrade/Sidewalk Preparation, each	15	\$ 35.00	\$ 525.00
Nuclear Density Tests – Trench Backfill, each	14	\$ 35.00	\$ 490.00
Laboratory Moisture Determination – Select Granular Borrow, each	1	\$ 40.00	\$ 40.00
Laboratory Moisture Determination – Common Embankment, each	1	\$ 40.00	\$ 40.00
Proof Roll (On-Site Observation and Reporting by PE), each	—	\$ 250.00	—
Topsoil Analysis (Hydrometer, pH, and Organic Content), each	—	\$ 350.00	—
Trip Charges (Travel Time & Mileage), each	12	\$ 180.00	\$ 2,160.00
Subtotal:			\$ 7,655.00
<b><u>Aggregate Base &amp; Bituminous</u></b>			
Laboratory Proctor Tests – Standard Method, each	1	\$ 200.00	\$ 200.00
Gradations – Stabilizing Aggregate, each	2	\$ 95.00	\$ 190.00
Gradations – Aggregate Base, each	6	\$ 95.00	\$ 570.00
Dynamic Cone Penetrometer (DCP) Tests – Aggregate Base, each	3	\$ 50.00	\$ 150.00
Laboratory Moisture Determination, each	5	\$ 40.00	\$ 200.00
Plant Monitoring, hourly	—	\$ 120.00	AS NEEDED
Bituminous Properties (Extraction Gradations, & Air Voids), Companions, each	6	\$ 450.00	\$ 2,700.00
Bituminous Density Roll Pattern, each	—	\$ 350.00	—
Density of Pavement Cores, Companions, each	26	\$ 50.00	\$ 1,300.00
Bituminous Nuclear Density Tests, each	—	\$ 50.00	—
Percent Crushed, each	2	\$ 70.00	\$ 140.00
Trip Charges (Travel Time & Mileage), each	10	\$ 180.00	\$ 1,800.00
Subtotal:			\$ 7,250.00
<b><u>Concrete</u></b>			
Concrete (Air, Slump, Casting, Curing & Compression of Cylinders), per set of 4	12	\$ 175.00	\$ 2,100.00
Plant Monitoring, hourly	—	\$ 120.00	AS NEEDED
Gradations, each	4	\$ 95.00	\$ 380.00
Trip Charges (Travel Time & Mileage), each	13	\$ 180.00	\$ 2,340.00
Subtotal:			\$ 4,820.00
<b>TOTAL:</b>			<b>\$19,725.00</b>

Submitted By:  
 Tyler T. Burkes, EIT

August 16, 2023

HGTS Proposal 23-0626

Mr. Adam Garfield  
Stantec  
One Carlson Parkway, Suite 100  
Plymouth, MN 55447

Re: Proposal for Construction Materials Testing, City Center Drive & 79<sup>th</sup> Place, Corcoran, Minnesota.

Dear Mr. Garfield;

We are pleased to present this cost estimate for construction materials testing services during the construction of the Street & Utility Construction for City Center Drive & 79<sup>th</sup> Place in Corcoran, MN.

## Project

Stantec, on behalf of The City of Corcoran is requesting a proposal for materials testing services during construction of the Street & Utility Construction for City Center Drive & 79<sup>th</sup> Place in Corcoran, MN. It is our understanding the project will consist of constructing about 16500 square yards of pavement additions, including new utilities.

To aid in preparing this proposal we were provided with an RFP and a set of plans and specifications titled "Street and Utility Construction for City Center Drive and 79<sup>th</sup> Place" prepared by Stantec and dated July 2023. Our fees were based on the 2023 MnDOT Schedule of Materials Control and the estimated quantities provided in the RFP.

## Scope of Services

Qualified technicians will perform the proposed field tests under the direction of a licensed professional engineer. Our services will be performed on an as-needed basis as scheduled by you or your authorized representative. Based on a review of available information and discussions with you, our services will be limited to the following tasks.

- Observe proof rolls of the road subgrade
- Perform compaction testing on embankment soils and utility backfill.
- Perform MnDOT DCPs on the aggregate base.
- Collect soil samples for laboratory proctors and gradations.
- Sample and test the fresh concrete for slump, temperature and air content.
- Prepare concrete cylinders and provide compressive strength test results
- Provide laboratory bituminous testing, including asphalt content, gradation and air voids.
- Test bituminous core density.
- Provide management services including review of field reports and communication with project team members.

## Cost

We will provide the above-mentioned services for an estimated fee of **\$23,979**. The project estimate, attached, provides a summary of the estimated hourly and unit rates associated with our scope of services.

Since our services are directly controlled by the schedule of others, the actual cost of our services may vary from this estimate. The cost of our services will be based on the actual hours and/or units tested for the project.

Our services will be provided over several invoicing periods. We will submit partial progress invoices as the project proceeds. Our invoices will be payable upon receipt in accordance with our attached General Conditions.

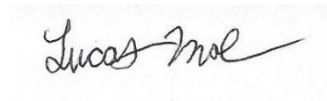
## General

Thank you for the opportunity to provide this cost estimate to you. If it is acceptable, please sign and return one copy to us and retain one copy for your records. We are also including a copy of our General Conditions which provide additional terms and are part of this agreement.

If you have any questions regarding this proposal, please contact Lucas Mol ([lmol@haugogts.com](mailto:lmol@haugogts.com)) at 612-297-4108.

Sincerely,

Haugo Geotechnical Services

A handwritten signature in black ink that reads "Lucas Mol". The signature is written in a cursive style with a long horizontal stroke at the end.

Lucas Mol  
Project Manager

Attachments:  
Project Estimate  
General Conditions

## Authorization to Proceed

By: \_\_\_\_\_

Date: \_\_\_\_\_

**HAUGO GEOTECHNICAL SERVICES**  
**2825 CEDAR AVE S, MINNEAPOLIS, MN 55407**  
**WEBSITE: www.haugogts.com**

**HGTS Project #** 23-0626  
**Client:** City of Corcoran  
**Project:** City Center Drive & 79th Place  
**Location:** Corcoran, MN

**Table 1 Summary of Estimated Costs**

		TRIPS	HOURS PER TRIP	QTY	UNITS	PRICE(\$)	SUM(\$)		
<b>CODES</b>	<b>SOIL OBSERVATIONS</b>								
203C/D	EXCAVATING/FOOTING/PADS				HR	86			
225	HELICAL OBSERVATION				HR	86			
209	PROOFROLL-SUBBASE	4	3	12	HR	86	1032		
	<b>COMPACTION TESTING</b>								
201	SELECT GRANULAR BORROW MOD 5%	1	3	3	HR	76	228		
201C	COMMON EMBANKMENT	1	3	3	HR	76	228		
201B	SANITARY SEWER	6	3	18	HR	76	1368		
201B	WATERMAIN	10	3	30	HR	76	2280		
201B	STORM SEWER	6	3	18	HR	76	1368		
201B	TRANSVERSE STORM/CULVERTS	10	3	30	HR	76	2280		
208	AGGREGATE BASE	3	3	9	HR	76	684		
	<b>CONCRETE TESTING</b>								
101C	BUILDING FOOTINGS/PADS				HR	76			
101E	WALLS				HR	76			
101D	INTERIOR SLABS				HR	76			
101A/B	WALKS	6	3	18	HR	76	1368		
101A/B	CURB	8	3	24	HR	76	1824		
	<b>SPECIAL INSPECTIONS</b>								
161	FOOTINGS/PADS REINFORCEMENT				HR	86			
161	WALL REINFORCEMENT				HR	86			
161	PIER REINFORCEMENT				HR	86			
151	MASONRY INSPECTIONS				HR	86			
151	GROUTING INSPECTIONS				HR	86			
162/163	BOLTING/WELDING INSPECTIONS				HR	120			
164	FIRE PROOFING INSPECTIONS				HR	120			
	<b>COMPRESSIVE STRENGTH TESTING</b>								
102	STRUCTURAL CONCRETE CYLINDERS				TEST	20			
102	CONCRETE CYLINDERS			70	TEST	20	1400		
157	MASONRY GROUT				TEST	30			
156	MASONRY BLOCK PRISMS				TEST	165			
159	MASONRY NET AREA				TEST	130			
107	GYPSON CONCRETE CUBES				TEST	20			
105	SAMPLE PICK-UP			14	TEST	76	1064		
	<b>SIEVE ANALYSIS / PROCTORS</b>								
401/402	STANDARD/MODIFIED PROCTOR			6	TEST	140	840		
403	SIEVE ANALYSIS			9	TEST	140	1260		
	<b>BITUMINOUS</b>								
303	EXTRACTION / GRADATION / AIR VOIDS			3	TEST	425	1275		
304	CORE THICKNESS / DENSITY			22	TEST	25	550		
	<b>PROJECT DETAILS</b>								
110	TRIP CHARGE			69	TRIPS	40	2760		
612	PROJECT ENGINEER			2	HR	120	240		
602	PROJECT MANAGER			15	HR	110	1650		
609	PROJECT ASSISTANT			5	HR	56	280		
<b>TOTAL</b>							<b>\$</b>	<b>23,979.00</b>	

Our services are directly controlled by the schedule of others, the actual cost of our services may vary from our estimate. Invoices for our services will be based on the actual numbers of hours spent on the project and the tests performed. It is difficult to predict all of the services and the quantity of services that may be required. If services are required that are not shown above, we will provide them in accordance with our standard fee schedule.

## General Conditions

### Construction Material Testing and Special Inspections

Our agreement (“Agreement”) with you consists of these General Conditions and the accompanying written proposal or authorization.

#### Section 1: Our Responsibilities

- 1.1 We will provide the services specifically described in our Agreement with you. You agree that we are not responsible for services that are not fairly included in our specific undertaking. Unless otherwise agreed in writing, our findings, opinions, and recommendations will be provided to you in writing. You agree not to reply on oral findings, opinions, or recommendations without our written approval.
- 1.2 In performing our professional services, we will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of our profession practicing in the same locality. If you direct us to deviate from our recommended procedures, you agree to hold us harmless from claims, damages, and expenses arising out of your direction.
- 1.3 We will reference our field observations and sampling to available reference points, but we will not survey, set, or check the accuracy of those points unless we accept that duty in writing. Locations of field observations or sampling described in our report or shown on our sketches are based on information provided by others or estimates made by our personnel. You agree that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. You accept the inherent risk that samples or observations may change over time.
- 1.4 Our duties do not include supervising your contractors or commenting on, overseeing, or providing the means and methods of their work, unless we accept such duties in writing. We will not be responsible for the failure of your contractors to perform in accordance with their undertakings, and the providing of our services will not relieve others of their responsibilities to you or to others.
- 1.5 We will provide a health and safety program for our employees, but we will not be responsible for contractor, job or site health or safety unless we accept that duty in writing.
- 1.6 You will provide, at no cost to us, appropriate site safety measures as to work areas to be observed or inspected by us. Our employees are authorized by you to refuse to work under conditions that may be unsafe.
- 1.7 Estimates of our fees or other project costs will be based on information available to us and our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should allow a contingency in addition to estimated costs.

#### Section 2: Your Responsibilities

- 2.1 You will provide us with prior geotechnical and other reports, specifications, plans, and information to which you have access about the site. You agree to provide us with all plans, changes in plans, and new information as to site conditions until we have completed our work.
- 2.2 You will provide access to the site. In the course of our work some site damage is normal even when due care is exercised. We will use reasonable care to minimize damage to the site. We have not included the cost of restoration of normal damage in the estimated charges.
- 2.3 If we notify you that radiographic or gamma ray equipment or other nuclear testing or measuring device will be used, you will be responsible for the cooperation of your employees and your contractors in observing all radiation safety standards.
- 2.4 You will notify us of any knowledge or suspicion of the presence of hazardous or dangerous materials at the work site. If we observe or suspect the presence of contaminants not anticipated in our Agreement, we may terminate our work without liability to you or to others, and we will be paid for the services we have provided.
- 2.5 The time our field personnel spend on the job site depends upon the scheduling of the work we are observing or testing. You agree that any changes in scheduling may result in additional costs and agree to pay for those services at the rates listed in our cost estimates.

#### Section 3: Reports and Records

- 3.1 We will furnish reports to you in duplicate. We retain analytical data for seven years and financial data for three years.
- 3.2 Our reports, notes, calculations, and other documents and our computer software and data are instruments of our service to you, and may remain our property but are subject to license to you for your use in the related project for the purpose disclosed to us. You may not transfer our reports to others or use them for a purpose for which they were not prepared without our written approval, which will not be unreasonably withheld. You agree to indemnify and hold us harmless from claims, damages, losses, and expenses, including attorney fees, arising out of such a transfer or use. At your request, we will provide endorsements or our reports or letters of reliance, but only if the recipients agree to be bound by the terms of our agreement with you and only if



we are paid the administrative fee stated in our then current Schedule of Charges.

- 3.3 Because electronic documents may be modified intentionally or inadvertently, you agree that we will not be liable to damages resulting from change in an electronic document occurring after we transmit it to you. In case of any difference of ambiguity between an electronic and a paper document, the paper document shall govern.
- 3.4 If you do not pay for our services in full as agreed, we may retain work not yet delivered to you and we agree to return to us all of our work that is in your possession or under your control. You agree not to use or rely upon our work for any purpose whatsoever until it is paid for in full.

#### **Section 4: Compensation**

- 4.1 You will pay for services as agreed upon or according to our then current Schedule of Charges if there is no other written agreement as to price. An estimated cost is not a firm figure. You agree to pay all sales taxes and other taxes based on your payment of our compensation. Our performance is subject to credit approval and payment of any specified retainer.
- 4.2 You will notify us of billing disputes within 15 days. You will pay undisputed portions of invoices on receipt. You agree to pay interest on unpaid balances beginning 30 days after invoice dates at the rate of 1.5% per month, or at the maximum rate allowed by law.
- 4.3 If you direct us to invoice another, we will do so, but you agree to be responsible for our compensation unless you provide us with that person's written acceptance of all terms of our Agreement and we agree to extend credit to that person and to release you.
- 4.4 You agree to compensate us in accordance with our fee schedule if we are asked or required to respond to legal process arising out of a proceeding related to the project and as to which we are not a party.
- 4.5 If we are delayed by factors beyond our control, or if project conditions or the scope or amount of work change, or if changed labor union conditions result in increased costs, decreased efficiency, or delays, or if the standards or methods change, we will give you timely notice and we will receive an equitable adjustment of our compensation. If you and we do not reach agreement on such compensation within 30 days of our written application, we may terminate without liability to you or others.
- 4.6 If you fail to pay us within 60 days following invoice date, we may consider the default a total breach of our Agreement and, at our opinion, terminate our duties without liability to you or to others.
- 4.7 In consideration of our providing insurance to cover claims made by you, you hereby waive any right of offset as to fees otherwise due us.

#### **Section 5: Disputes, Damage and Risk Allocation**

- 5.1 Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include, but not be limited to, a meeting(s) attended by each party's representative(s) empowered to resolve the dispute. Before either of us commences an action against the other, disputes (except collections) will be submitted into mediation.
- 5.2 Neither of us will be liable for special, incidental, consequential, or punitive damages, including but not limited to those arising from delay, loss of use, loss of profits or revenue, loss of financing commitments or fees, or the cost of capital.
- 5.3 We will not be liable for damages unless suit is commenced within two years of the date of injury or loss or within two years of the date of the completion of our services, whichever is earlier. We will not be liable unless you have notified us of the discovery of the claimed breach of contract, negligent act, or omission within 30 days of the date of discovery and unless you have given us an opportunity to investigate and to recommend ways of mitigating damages.
- 5.4 For you to obtain the benefit of a fee which includes a reasonable allowance for risks, you agree that our aggregate liability will not exceed the fee paid for our services or \$50,000, whichever is greater, and you agree to indemnify us from all liability to others in excess of that amount. If you are unwilling to accept this allocation of risk, we will increase our aggregate liability to \$100,000 provided that, within 10 days of the date of our Agreement, you provide payment in an amount that will increase our fees by 10%, but not less than \$500, to compensate us for the greater risk undertaken. This increased fee is not the purchase of insurance.
- 5.5 If you do not pay us within 60 days of invoice date, or if you make a claim against us that is resolved in our favor, you agree to reimburse our expenses, including but not limited to attorney fees, staff time, expert witness fees, and other costs of collection or litigation.
- 5.6 The law of the state in which our servicing office is located will govern all disputes. Each of us waives trial by jury. No employee acting within the scope of employment shall have individual liability for his or her acts or omissions, and you agree to not make a claim against individual employees.

### **Section 6: General Indemnification**

- 6.1 We will indemnify and hold you harmless from and against demands, damages, and expenses to the comparative extent they are caused by our negligent acts or omissions or those negligent acts or omissions of persons for whom we are legally responsible. You will indemnify and hold us harmless from and against demands, damages, and expenses to the comparative extent they are caused by your negligent acts or omissions or those negligent acts or omissions of persons for whom you are legally responsible.
- 6.2 To the extent it may be necessary to indemnify either of us under Section 6.1, you and we expressly waive, in favor of the other only, any immunity or exemption from liability that exists under any worker compensation law.
- 6.3 You agree to indemnify us against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by you or by others on your behalf.

### **Section 7: Miscellaneous Provisions**

- 7.1 We will provide a certificate of insurance to you upon request. Any claim as an Additional Insured shall be limited to losses caused by our sole negligence.
- 7.2 This Agreement is our entire agreement. It supersedes prior agreements. It may be modified only in a writing, making specific reference to the provision modified.
- 7.3 Neither of us will assign or transfer any interest, any claim, any cause of action, or any right against the other. Neither of us will assign or otherwise transfer or encumber any proceeds or expected proceeds or compensation from the project or project claims to any third person, whether directly or as collateral or otherwise.
- 7.4 Our Agreement may be terminated early only in writing. We will receive an equitable adjustment of our compensation in the event of early termination.

August 17, 2023

Proposal QTB183409

Mr. Adam Garfield  
Stantec Consulting Services, Inc.  
One Carlson Parkway, Suite 100  
Plymouth, MN 55447

Re: Proposal for Construction Materials Testing Services  
Corcoran – City Center Drive and 79th Place  
S.A.P. 215-123-001, S.A.P. 215-124-001  
Stantec Project No. 227705033  
Corcoran, Minnesota

Dear Mr. Garfield,

Braun Intertec Corporation is pleased to submit this proposal to provide construction materials testing services for the Street and Utility Construction for City Center Drive and 79th Place in Corcoran, Minnesota.

Since our inception in 1957, we have grown into one of the largest employee owned engineering firms in the nation. With more than 1,000 employee owners, retaining our firm gives you access to a diverse range of services and professionals you can consult with if the unforeseen occurs. The size of our company also allows us to respond quickly when schedule constraints occur.

## **Our Understanding of Project**

We understand this project will include the construction of pavement subgrade preparation placement of select granular borrow, aggregate base placement, new concrete curb and gutter, sidewalk, and driveways along with a new bituminous pavement. Improvements to the sanitary, storm, and water main utilities will also be part of this project. A portion of the utilities are proposed to be installed with trenchless methods.

The project scope includes three smaller bid alternates that may occur. Bid Alternate #1 involves additional watermain installation. Bid Alternate #2 involves additional exterior concrete. Bid Alternate #3 involves trees for the project and will not affect our scope for testing.

This is a City of Corcoran Project with state-aid funding. Projects that are constructed with state-aid funding are required to perform Quality Control and Quality Assurance (QC/QA) testing in accordance with the Minnesota Department of Transportation's (MnDOT's) 2020 Standard Specifications for Construction and MnDOT's Schedule of Materials Control. This project is using MnDOT's 2023 State Aid for Local Transportation (SALT) Schedule of Materials Control. Personnel with MnDOT certifications must complete the monitoring and testing. The contractor will be responsible for performing all of the required QC testing and submitting all the documentation upon completion of the project. An audit of the project could be conducted upon completion. The audit may include reviewing tests and paperwork provided by your QC/QA representative.

## Available Project Information

This proposal was prepared using the following documents and information.

- Project plans and specifications prepared by Stantec Consulting Services, Inc. (Stantec), dated July 17, 2023 and July 21, 2023, respectively.
- Geotechnical Request for Proposal prepared by Stantec, dated August 4, 2023.

## Braun Intertec Project Personnel

For this project, we will provide technicians that are MnDOT certified in each specialized field. For the proposed scope of services, our staff will have the following certifications:

- Aggregate Production
- Grading & Base Tester
- Concrete Field Tester
- Bituminous Street
- Bituminous Plant Tester
- MnDOT or ACI Strength Testing

## Accredited Laboratory

In the 2023 SALT Schedule of Material Control, which is part of this project's testing requirements, MnDOT requires laboratories performing acceptance tests for payment to be accredited by the AASHTO Resource (formerly AASHTO Materials Reference Laboratory [AMRL]) for all test procedures performed.

Braun Intertec is one of the few independent testing companies that is accredited in the metro area. With Braun Intertec's Metro Material Laboratory typically operating 24 hours a day, laboratory test results are delivered in a timely manner.

## Scope of Services

Testing services will be performed on an on-call, as-needed basis as requested and scheduled by you or your on-site project personnel. Based on our understanding of the project, we propose the following services.

### Soil Related Services

- Perform nuclear gauge density tests on common embankment, sub-grade preparation, select granular borrow and utility backfill materials.
- Perform Dynamic Cone Penetrometer (DCP) tests on aggregate base material.
- Perform moisture content tests at time of compaction on fill backfill and aggregate base materials.

- Perform gradation tests on stabilizing aggregate, select granular borrow, and aggregate base materials.
- Perform laboratory standard Proctor tests on backfill and fill materials.
- Provide test-roll observations of the pavement subgrade soils and aggregate base layer to determine if the materials tested are capable of supporting bituminous pavement.
- Prepare the preliminary and final grading and base report along with assembling the random sampling locations report for the aggregate base according to MnDOT Specifications.

#### **Concrete Field Testing Related Services**

- Sample and test the plastic concrete for slump, air content, temperature prior to placement. We assume that we will be able to appropriately dispose of excess concrete (and associated wash water) on site at no additional cost to us.
- Prepare 4-inch by 8-inch cylinders for compressive strength testing. A set of three cylinders will be tested at 28 days for each set cast. If field cure cylinders are requested, each additional cylinder will be charged at the unit price listed in our cost estimate.
- Laboratory compressive strength testing of cylinders.

#### **Bituminous Related Services**

- Collect verification samples per MnDOT's 2360 specification and randomly select one sample per day per mix to run quality assurance tests on. Perform quality assurance tests on the verification samples which include the following tests: Rice specific gravity, asphalt content, extracted aggregate gradation, gyratory density, coarse aggregate angularity, and fine aggregate angularity. Compare agency test results with contractor's test results for compliance with MnDOT 2360 specification.
- We understand the project specifications specify "ordinary compaction" which is a requirement of the contractor on a state-aid project. If the city would like its own roll pattern verification, we can add that to our scope of services upon request.

#### **Reporting and Project Management**

Test results will be issued weekly for the project as the various tasks are performed. If, at any time, there are failing tests which do not appear to be in accordance with the plans and specifications, we will notify the engineer's representative and any others that we are directed to notify.

Before the final project closeout, we will issue a final report. The report will include the following:

- Braun Intertec technician roster for technicians that conducted testing on the project.
- Completed MnDOT Materials Certification Exceptions Summary for items tested by Braun Intertec.

- Completed Preliminary and Final Grading and Base Report.
- Moisture, Density, DCP, Proctor and Gradation tests.
- Concrete compressive strength results.
- Bituminous verification test results.
- Bituminous contractor's summary sheets.
- Random core log location worksheets.
- Completed density incentive/disincentive worksheets.

## **Basis of Scope of Work**

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- We understand that Bid Alternate #1 and Bid Alternate #2 involve a small amount of additional testing. These scopes are presented in our estimate of fees breakdown.
- We assume it will take 66 trips to complete the nuclear density gauge testing on this project.
- We assume for Bid Alternate #1, it will take an additional 2 trips to complete the nuclear density gauge testing.
- We assume compaction testing on aggregate base will be performed using the Dynamic Cone Penetration (DCP) method; a minimum of 2 tests will be conducted each trip with 7 trips assumed.
- We assume 23 sets of concrete tests will be required to complete the project.
- We assume for Bid Alternate #2, an additional 2 sets of concrete tests will be required.
- We assume bituminous paving will be completed in 8 days for this project.
- We assume MnDOT Metro Inspections will perform concrete batch plant monitoring and testing for this project.
- We assume MnDOT Metro Inspections will perform bituminous plant monitoring and testing for this project.

- We understand Braun Intertec personnel will observe the test rolling for this project with possible others observing the test rolling as well.
- We assume the project engineer of record will review and approve the contractor's quality control submittals and test results.
- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.
- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

If the work is completed at different rates than described above, this proposal should be revised.

## Cost and Invoicing

We will furnish the services described herein for the base bid for an estimated fee of **\$65,738**. **Our estimated costs are based on industry averages for construction production. Depending on the contractor's performance, our costs may be significantly reduced or slightly higher than estimated.** A tabulation showing our estimated hourly and/or unit rates associated with our proposed scope of services is also attached. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 4:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule **outside** our normal business hours will be invoiced using an overtime rate factor. The factor for services provided outside our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays will be 1.5 times the listed hourly rate for the service provided. We have not included premiums for overtime in our cost estimate; however, we recommend that allowances and contingencies be made for overtime charges based on conversations with the contractor. You will be billed only for services provided on a time and materials basis.

Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all of the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you on a monthly basis.

## General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. After reviewing this proposal, **please sign and return one copy to our office as notification of acceptance and authorization to proceed.** If anything in this proposal is not consistent with your requirements, please let us know immediately. Braun Intertec will not release any written reports until we have received a signed agreement. Also, ordering services from Braun Intertec constitutes acceptance of the terms of this proposal (including the attached General Conditions).

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

DRAFT



We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Jacob Collins at 612.418.8570 (jacollins@braunintertec.com) or Andrew Valerius at 952.995.2242 (avalerius@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION

Jacob D. Collins  
Project Manager

Andrew M. Valerius  
Account Leader, Senior Project Manager

Charles M. Cadenhead, Jr., PE  
Vice President, Principal Engineer

Attachments:  
Project Proposal – QTB183409  
General Conditions – CMT (1/1/18)

---

<b>Is Bid Alternate #1 Scope accepted? (Circle One):</b>	<b>YES</b>	<b>NO</b>
<b>Is Bid Alternate #2 Scope accepted? (Circle One):</b>	<b>YES</b>	<b>NO</b>

The proposal is accepted. We will reimburse you in accordance with this agreement, and you are authorized to proceed:

---

**Authorizer's Firm**

---

**Authorizer's Signature**

---

**Authorizer's Name (please print or type)**

---

**Authorizer's Title**

---

**Date**



The Science You Build On.

# Project Proposal

QTB183409

Corcoran - City Center Drive and 79th Place SAP 215-123-001

**Client:**

Stantec Consulting Services Inc.  
Adam Garfield  
One Carlson Parkway, Suite 100  
Plymouth, MN 55447  
(651) 636-4600

**Work Site Address:**

South of Corcoran City Hall  
Located at 8200 County Road 116  
Corcoran, MN 55340

**Service Description:**

Construction Materials Testing  
SAP 215-123-001, SAP 215-124-001  
Stantec Project No. 227705033

	Description	Quantity	Units	Unit Price	Extension
<b>Phase 1</b>	<b>Construction Material Testing</b>				
<b>Activity 1.1</b>	<b>Soil Testing and Observations</b>				<b>\$35,522.00</b>
207	Compaction Testing - Nuclear	198.00	Hour	88.00	\$17,424.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Storm / Watermain / Sanitary	50.00	Trips	3.00	150.00
	Select Granular Borrow	10.00	Trips	3.00	30.00
	Common Embankment / Subgrade (Road,	6.00	Trips	3.00	18.00
1308	Nuclear moisture-density meter charge, per hour	198.00	Each	26.00	\$5,148.00
217	Compaction Testing - DCP	24.50	Hour	88.00	\$2,156.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Roadway	4.00	Trips	3.50	14.00
	Walks	3.00	Trips	3.50	10.50
211	Proofroll Observations	18.00	Hour	110.00	\$1,980.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Roadway Subgrade	3.00	Trips	3.00	9.00
	Roadway Aggregate Base	3.00	Trips	3.00	9.00
209	Sample pick-up	6.00	Hour	88.00	\$528.00
1318	Moisture Density Relationship (Standard), per sample	8.00	Each	194.00	\$1,552.00
1162	Sieve Analysis with 200 wash, per sample	12.00	Each	142.00	\$1,704.00
1228	Topsoil Testing with nutrients, per sample	2.00	Each	390.00	\$780.00
1861	CMT Trip Charge	85.00	Each	50.00	\$4,250.00
<b>Activity 1.2</b>	<b>Concrete Testing</b>				<b>\$11,224.00</b>
261	Concrete Testing	69.00	Hour	88.00	\$6,072.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Curb and Gutter	8.00	Trips	3.00	24.00
	Sidewalk / Flatwork	15.00	Trips	3.00	45.00
1364	Compressive strength of concrete cylinders (ASTM C 39), each	69.00	Each	34.00	\$2,346.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Curb and Gutter	8.00	Sets	3.00	24.00
	Sidewalk / Flatwork	15.00	Sets	3.00	45.00
278	Concrete Cylinder Pick up	12.00	Hour	88.00	\$1,056.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Additional Trips for Cylinder Pick Up	12.00	Trips	1.00	12.00
1861	CMT Trip Charge	35.00	Each	50.00	\$1,750.00
<b>Activity 1.3</b>	<b>Pavement Testing</b>				<b>\$7,488.00</b>
209	Sample pick-up	16.00	Hour	88.00	\$1,408.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Bituminous Sample Pick-up	8.00	Trips	2.00	16.00
2689	MnDOT Asphalt Verification, per sample	8.00	Each	710.00	\$5,680.00
1861	CMT Trip Charge	8.00	Each	50.00	\$400.00
<b>Activity 1.4</b>	<b>Project Management and Review</b>				<b>\$11,504.00</b>
138	Project Assistant	22.00	Hour	88.00	\$1,936.00



The Science You Build On.

# Project Proposal

QTB183409

Corcoran - City Center Drive and 79th Place SAP 215-123-001

226	Project Manager	44.00	Hour	168.00	\$7,392.00
228	Senior Project Manager	4.00	Hour	194.00	\$776.00
1230	SAP Final Report Package	1.00	Each	1,400.00	\$1,400.00
				<b>Base Bid Total:</b>	<b>\$65,738.00</b>

<b>Phase 2</b>		<b>Bid Alternate #1</b>			
<b>Activity 2.1</b>	<b>Soil Testing</b>				<b>\$978.00</b>
207	Compaction Testing - Nuclear	6.00	Hour	88.00	\$528.00
<i>Work Activity Detail</i>		<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
Watermain		2.00	Trips	3.00	6.00
1308	Nuclear moisture-density meter charge, per hour	6.00	Each	26.00	\$156.00
1318	Moisture Density Relationship (Standard), per sample	1.00	Each	194.00	\$194.00
1861	CMT Trip Charge	2.00	Each	50.00	\$100.00
<b>Activity 2.2</b>	<b>Project Management and Review</b>				<b>\$256.00</b>
138	Project Assistant	1.00	Hour	88.00	\$88.00
226	Project Manager	1.00	Hour	168.00	\$168.00
				<b>Bid Alternate #1 Total:</b>	<b>\$1,234.00</b>

<b>Phase 3</b>		<b>Bid Alternate #2</b>			
<b>Activity 3.1</b>	<b>Concrete Testing</b>				<b>\$970.00</b>
261	Concrete Testing	6.00	Hour	88.00	\$528.00
<i>Work Activity Detail</i>		<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
4" Concrete Walk		2.00	Trips	3.00	6.00
1364	Compressive strength of concrete cylinders (ASTM C 39), each	6.00	Each	34.00	\$204.00
<i>Work Activity Detail</i>		<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
4" Concrete Walk		2.00	Sets	3.00	6.00
278	Concrete Cylinder Pick up	1.00	Hour	88.00	\$88.00
1861	CMT Trip Charge	3.00	Each	50.00	\$150.00
<b>Activity 3.2</b>	<b>Project Management and Review</b>				<b>\$256.00</b>
138	Project Assistant	1.00	Hour	88.00	\$88.00
226	Project Manager	1.00	Hour	168.00	\$168.00
				<b>Bid Alternate #2 Total:</b>	<b>\$1,226.00</b>

## STAFF REPORT

## Agenda Item 7g.

<b>Council Meeting:</b> September 14, 2023	<b>Prepared By:</b> Sgt. Ekenberg
<b>Topic:</b> AED Grant Approval and Acceptance	<b>Action Required:</b> Consider a motion to accept the AED Grant

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### Summary:

The University of Minnesota, via the Leona M. and Harry B. Helmsley Charitable Trust, has started the Minnesota AED Project. The project is a 3 year grant with \$18.8 million fund. Their goal is to equip every law enforcement officer in Minnesota with an updated AED (Automated External Defibrillator). They have 8,300 new AEDs to distribute in Minnesota.

The three-year project aims to equip every law enforcement vehicle in the state with an AED and train agencies to deliver immediate care prior to the arrival of Emergency Medical Services (EMS). Several area police departments have also taken advantage of the grant.

In addition to new AED's for the department, the grant includes funds to acquire new pads and batteries for our old AEDs to be able to place them throughout the community, including reduced cost for pads and batteries for 8 years, free replacement pads when used for emergent usage for 8 years, and an online management and reporting system for 8 years (after 8 years it will either remain being free or we would have the option to discontinue using the reporting).

The new AED units are WIFI connected, ensuring that units are always ready and providing our agency with an easy management tool. Each case is uploaded, and our agency will receive information that you can use for training or development.

The Police Department's current AED's have reached a point requiring new batteries and other investments. With approval, the City of Corcoran will apply for the grant for 15 of the new AEDs to update all the AEDs in the department to the new Stryker LIFEPAK CR2 AED.

The grant will also cover the costs to get new batteries, pads, and a cabinet for the current AEDs so they can be donated to local community sites/businesses.

### Financial/Budget:

Normal operating expenses of having AEDs are already included in the budget. Without the grant, the City would need to purchase several additional new batteries for the old AED's out of the operating budget.

### Council Action:

Approve and accept the Minnesota AED Project grant.

# STAFF REPORT

# Agenda Item 8a.

<b>City Council Meeting:</b> September 14, 2023	<b>Prepared By:</b> Natalie Davis McKeown
<b>Topic:</b> Consider Minor Subdivision and Zoning Ordinance Edits	<b>Action Required:</b> Authorize

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**60-Day Review Deadline:** N/A

## 1. Request:

City staff requests that the City Council authorize preparation of an update to the Subdivision and Zoning Ordinance to address staff-identified typos and inconsistencies found throughout these ordinances. Additionally, this will be a chance to include minor revisions that are not expected to be controversial, such as increasing the public hearing notice radius from 350 feet to 500 feet.

## 2. Background:

A working list of Subdivision and Zoning Ordinance Edits has been forwarded to Council as a staff priority for the last 3 years. Below is the current list of items that staff would like to include as a part of this update:

- a. "Building Line" definition - needs to be consistent with other definitions.
- b. Wetland and Topo Waiver process – clarify.
- c. Clarify front yard setback is measured from ROW easement or ROW.
- d. Revise "Daycare Facility" definition.
- e. Revise "Structure" definition - fences allowed up to 7 feet.
- f. Correct 10:00 p.m. typo in 1040.030, Subd. 4(E).
- g. Correct spacing/formatting throughout.
- h. Update definition of "Major Roadways".
- i. Check and correct font in 1070.040, Subd. 2(B) if needed.
- j. Capitalize "Waiver" in Section 82.04, Subd. 5(B).
- k. Delete 1040.110, Subd. 2(S) (duplicate of U).
- l. Correct "Senior" typo in 1040.130, Subd. 4(K).
- m. Reword 1060.050, Subd. 1(C)1 for clarity.
- n. Reword 1060.050, Subd. 1(C)1.f.i to exclude windows and doors.
- o. Section 1060.080 - Do decorative fence elements on top need to comply with 7 foot limit?
- p. Update all 2030 Comp Plan references to 2040 Comp Plan.
- q. Section 1070.050, Subd. 8(B) – amend to allow Council to approve a second extension.
- r. Section 1040.100, Subd. 2(F) should be commercial daycare not daycare facilities (C-1 and C-2 districts).

- s. Consider at-grade deck/patio setback encroachment.
- t. Update all references of “Places of Worship/Assembly” found throughout the Code to “Places of Worship”.
- u. Remove extension requests from Planning Commission purview.
- v. Replace “interim use permit” reference regarding ADU approvals with the “applicable review process” in 1030.020, Subd. 5(C)(3).
- w. Clarify that required plantings in buffer yards as outlined in Section 1060.070, Subd. 2(J) are in addition to other landscaping requirements.
- x. Increase the public hearing notice radius from 350 feet to 500 feet in all relevant application process sections including Section 930.010, Subd. 1 and 3; Section 970.040, Subd. 1(B); Section 1030.100, Subd. 6(A); Section 1070.010, Subd. 1(C); Section 1070.020, Subd. 2(D); and Section 1070.040, Subd. 3(C)(1).
- y. Revise “Upland” definition to clarify upland is not floodplain or land below the 100-year ordinary high-water level.
- z. Re-word Section 925.010 to provide City Council with more discretion to determine when a subdivision may or may not be deemed premature.
- aa. Review Section 940.050, Subd. 1(D)(4) pertaining to lot dimension deviations in Open Space and Preservation Plats for consistency with Section 940.030, Subd. 4.
- bb. Revise definition of “Multiple Family Dwelling” so that it cannot be interpreted to include townhomes and be consistent with the adopted Rental Dwelling Ordinance.
- cc. Correct spacing at Section 1030.090.
- dd. Correct formatting error at Section 1040.125, Subd 5. (B).
- ee. Define “Auto Service Stations” as the term is used in Section 1060.060, Subd. 8.
- ff. Define “Eaves” and “Overhangs” as the terms are relied on in Section 1030.020, Subd. 5.
- gg. Update Section 945.020, Subd. 19(C) to be consistent with Engineering Standards.

This list is not meant to be exhaustive as it is possible staff will find other minor edits to include as we go through this process. However, for this update staff is only interested in including changes that will correct typos or formatting errors, address inconsistency throughout the Code, provide clarity of City processes or interpretations, or address non-controversial items. Anything believed to warrant a separate or larger discussion will not be included in this update. Additionally, staff notes that the requested change to the accessory structure section discussed in August will be handled as a separate public hearing item in October and will not be included as part of the proposed clean-up.

Staff requests that the City Council direct staff to present updated language at a public hearing at the October 5<sup>th</sup> Planning Commission meeting for action at the October 26<sup>th</sup> City Council meeting.

### **3. Recommendation**

Authorize staff to proceed with various clean-up amendments to the Subdivision and Zoning Ordinance.

## STAFF REPORT

## Agenda Item: 9a.

<b>Council Meeting:</b> September 14, 2023	<b>Prepared By:</b> Maggie Ung
<b>Topic:</b> 2024 Preliminary Levy	<b>Action Required:</b> Approval

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### Summary

The City is required to certify the preliminary levy to the County on or before September 30<sup>th</sup> each year. The City will have the ability to reduce the preliminary levy when the final budget and levy is adopted in December. Hennepin County will use the preliminary levy to send a property specific notice in November to property owners, which will inform each property owner of proposed taxes for 2024.

The City will hold a Truth in Taxation Budget Meeting and accept public comment at the December 18<sup>th</sup> council meeting. The City must certify the tax levy by the end of December with Hennepin County.

The City Council provided initial budget direction in June, reviewed the first draft in July and a second draft in August. Since that time staff has refined the budget in an effort to meet the goals of the Council, which include meeting the needs of a growing city while maintaining or reducing the tax rate.

The proposed preliminary levy for adoption is in the amount of \$8,611,873 which is \$932,998 lower than the first draft of the budget. Final preliminary numbers came in on August 20<sup>th</sup> from the county at an adjusted net tax capacity used for local levy of \$19,026,881. This was lower than what was presented at the first budget work session in July. The result is an anticipated tax rate of 43.371% as compared to the current 2023 tax rate of 42.122%, an increase of 1.249%.

General Fund budget is proposed to increase \$1,177,265. The main source of revenue for the General Fund is the tax levy which is proposed to increase \$1,071,245 or 16.9%.

The largest changes to the expenditure budget from 2023 to 2024 are as follows:

- Staff wages are anticipated to increase 7% (4% cost-of-living adjustment, 3% market adjustment, approximate increase of \$295,000) with additions and changes of the following staff:
  - Election Judges – for 2024 Presidential election year
  - IT Personnel – start date of 3/1/2024
  - Transition 2 Part-Time Community Service Officers (CSO) to 1 Full-time position and add benefits, transition date of 01/01/2024
  - Increase Part-time Police Officer by approximately 500 hours (0.25 FTE)
  - Increase Part-time/Seasonal Public Works employee hours by 510 hours (0.25 FTE)
  - Part-time Program Coordinator for recreation (from 960 hours to 1040 hours), will be PERA pension eligible



- In addition to the staffing increases, a new line item for each department with staff has been added for recruitment and retention purpose, totaling \$50,400

The following outlines some of the larger non-staffing expenditure increases included in the budget.

#### General Government

- Communication: \$5,000 – General Notices/Publication Info: outsource printing of Newsletter
- Finance:
  - \$6,500 – Training/Instruction Supplies: tuition reimbursement
  - \$42,750 – Professional Services: estimated increase in audit services of 5%, financial/escrow assistance of \$15,000 and moved over Financial Management Plan and GASB75 audit from Central Services department
- Assessing: \$45,000 – Professional Services: actual 2023 expense was \$150,000 (\$30,000 over 2023 budgeted amount), County provided estimate is \$165,000 for 2024
- Legal: \$5,000 – Legal Service: assuming an 11% increase, average based on past 3 years' average
- Planning & Zoning: \$20,000 – Professional Services: increase based on prior year actuals
- Central Services
  - \$32,000 – Insurance: actual 2023 came in \$20,000 over budget. Assume 9% increase from 2023 actual amount for Property & Casualty insurance
  - \$11,000 – Repairs and Maintenance – Contract: City Hall front landscaping and irrigation repair
  - \$(20,000) – Miscellaneous: move budget to Police department
  - \$(7,500) – Credit Card Fees: Move to recreation and Police department for better transparency of what the fees are related to
  - \$37,000 – Transfers: increase of \$5,000 to Stormwater Fund; increase of \$10,000 to Facility Fund; transfer to CIP fund of \$14,000 for Skidsteer originally budgeted in Public Works and Parks department in prior years; transfer of \$7,000 for Night to Unite and \$1,000 for Holiday Drive to the Community Event fund (Night to Unite was previously budgeted in the Police department)
- Planning & Zoning:
  - \$7,000 – Training/Instruction Supplies: tuition reimbursement
  - \$15,000 – Professional Services: based on past years' average
- Information technology:
  - Professional Services: reduce managed services – decrease expenditure by \$20,000

#### Public Safety

- Police
  - \$38,600 – Operating Supplies: moved Motorola (previously Watchguard) (\$11,000), LETG (\$18,000), and Axon Fotokite license (\$3,800) from IT Department as these are Police specific expense

- \$14,500 – Legal Fees: increased based on 3-year average of actual expenditures
- \$7,300 – Repair and Maintenance-Vehicles: based on 2023 actual billed amount.
- Fire
  - \$52,270 – Professional Services: Rogers increase 28.4%, Loretto decrease 12.2%, Hanover increase 4%

**Public Works**

- Highway, Streets & Roadways
  - \$10,000 – Electric Utilities: based on an increase from prior year actuals
- Paved Streets: \$20,000 – Increase in contracted service anticipated
- Unpaved Streets: \$55,000 – Increase in contracted service anticipated
- Recreation: \$4,000 – Credit Card Fees: moved from Central Services as the transactions are specific to the recreation programming
- Parks: \$(40,000) – Improvement Other than Buildings: Moved NW Trail grant to liability account as this is a pass-through item

Changes between the last draft presented at the August 24<sup>th</sup> work session and current preliminary budget are as follows:

- Communication Assistant to remain part-time, removed transition to full-time
- Removed Police Technician position
- Removed Fire Commander position
- Central Services: \$1,650 – Dues and Membership: LMC membership and Elm Creek Management increase
- Police: \$5,800 – Software: Added data storage annual maintenance base on JPA agreement
- Planning & Zoning: Training & Instructional Supplies: \$7,000
- Current draft of the budget has a 0.5% decrease factored in for health insurance

The revised budget sets the Preliminary Levy at \$8,611,873. This is a \$1,453,550 or 20.3% increase from 2023. The tax rate is projected to increase from 42.122% to 43.371%.

	2023 Levy	2024 Preliminary Levy	Difference
Total Levy	\$7,158,323	\$8,611,873	\$1,453,550
Tax Rate	42.122%	43.371%	1.249%

**Financial/Budget**

The 2024 preliminary levy proposes a 16.9% property tax levy increase with a projected increase in tax rate. An increased tax rate means that properties with no change in market value would see an increase in City taxes. Properties with average valuation increases would also see an increase in City taxes. Properties with valuation decreases would see a decrease in City taxes.

According to the City Assessor, the average valuation increase for an existing residential home was 3.9%. Attachment 2 shows the anticipated City tax impact. Using a base value of \$400,000, the below table shows the anticipated City tax impact:

	Home Value	Tax Capacity	Tax Rate	City Tax
2023	\$400,000	\$3,987.60	42.122%	\$1,679.66
2024	\$415,600	\$4,156.00	43.371%	\$1,802.50*

\*\$122.84 increase (\$10.24/month) or 7.31% increase

One way to view the financial impact is considering what the increase in taxes provide for residents of the City. For \$10.24/month, the following benefits are provided:

- Election judges for upcoming 2024 presidential election
- Added in-house IT support
- Continuation of existing services with cost increases

The City does not have the ability to increase levy and can only decrease levy with the 2024 final budget to be adopted on December 18<sup>th</sup>, 2023. Staff will continue to refine budget prior to the 2024 final budget adoption if additional numbers are available with the goal to reduce the tax rate further.

### Options

1. Approve Resolution 2023-75 Adopting Preliminary Proposed Tax Levy Collectible in 2024 in the amount of \$8,611,873
2. Approve Resolution 2023-75 Adopting Preliminary Proposed Tax Levy Collectible in 2024 in a different amount
3. Direct Staff on further changes needed to 2024 preliminary budget

### Recommendation

Approve Resolution 2023-75 Adopting Preliminary Proposed Tax Levy Collectible in 2024 in the amount of \$8,611,873

### Council Action

Consider a motion to approve Resolution 2023-75 Adopting Preliminary Proposed Tax Levy Collectible in 2024 in the amount of \$8,611,873

### Attachments

1. 2024 Preliminary Budget
2. Effect of 2024 Tax Levy & Budget
3. Resolution 2023-75 Adopting Preliminary Proposed Tax Levy Collectible in 2024 in the amount of \$8,611,873

## CITY OF CORCORAN 2024 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
<b>GENERAL FUND REVENUE</b>									
<b>TAXES</b>									
100-00000-31000	GENERAL PROPERTY TAXES	4,067,936	4,443,243	5,099,598	6,354,020	7,425,265	1,071,245	16.9%	
100-00000-31020	DELINQUENT PROPERTY TAXES	-	-	49,456	-	-	-	-	
	<b>TOTAL TAXES</b>	<b>4,067,936</b>	<b>4,443,243</b>	<b>5,149,055</b>	<b>6,354,020</b>	<b>7,425,265</b>	<b>1,071,245</b>	<b>16.9%</b>	
<b>LICENSES AND PERMITS</b>									
100-00000-32100	BUSINESS LICENSES & PERMITS	-	75	576	10,350	5,450	(4,900)	-47.3%	Includes estimated \$10,000 for 2023, \$5,000 for 2024 rental license
100-00000-32110	LIQUOR LICENSE FEE	11,250	14,475	15,675	15,500	15,750	250	1.6%	Includes \$250 for cannabis license
100-00000-32210	BUILDING PERMITS	1,232,582	1,471,688	631,355	1,300,000	800,000	(500,000)	-38.5%	Single family, multi-tenant and commercial construction. Actual 2022 reflects building permit fees only. Going forward, this line item will only reflect building permit fees - took out Plumbing, Mechanical, Gas, other building related fees (not building permit fees), plan check fees and pass-through Surcharges.
100-00000-32220	GAS INSTALLATION PERMITS	-	-	13,200	-	13,500	13,500	-	Fireplace and other gas permits - prior budgets were lumped in building permit line 100-00000-32210, separating out for more efficient reporting purpose
100-00000-32230	PLUMBING CONNECTION PERMITS	-	-	27,340	-	40,000	40,000	-	Plumbing permits - prior budgets were lumped in building permit line 100-00000-32210, separating out for more efficient reporting purpose
100-00000-32260	SIGN PERMITS	-	-	750	-	750	750	-	single family, multi-tenant and commercial construction , less surcharge
100-00000-32270	MECHANICAL PERMITS	-	-	39,675	-	55,000	55,000	-	Mechanical permits - prior budgets were lumped in building permit line 100-00000-32210, separating out for more efficient reporting purpose
100-00000-32290	WETLAND PERMIT FEES	1,600	400	800	1,000	1,500	500	50.0%	
	<b>TOTAL LICENSES AND PERMITS</b>	<b>1,245,432</b>	<b>1,486,638</b>	<b>729,371</b>	<b>1,326,850</b>	<b>931,950</b>	<b>(394,900)</b>	<b>-29.8%</b>	
<b>INTERGOVERNMENTAL REVENUE</b>									
100-00000-33400	STATE GRANTS AND AIDS	472,770	38,810	40,499	40,000	-	(40,000)	-100.0%	NW Trail Grant - moved to liability account as this is a pass through revenue/expenditure
100-00000-33416	POLICE TRAINING REIMBURSEMENT	10,350	10,304	10,148	12,500	12,500	-	0.0%	
100-00000-33418	MUNICIPAL STATE AID FOR STREETS - MAINTENAN	155,079	150,864	157,694	150,000	155,000	5,000	3.3%	
100-00000-33423	POLICE STATE AID	119,168	68,944	62,603	80,000	80,000	-	0.0%	Police State Aid and Vest Reimbursement
100-00000-33426	AGRICULTURAL MARKET VALUE CREDIT	19,831	38,546	28,649	20,000	30,000	10,000	50.0%	
100-00000-33429	STATE AID - PERA	-	-	-	1,845	-	(1,845)	-100.0%	Only in years of PERA rate increases
100-00000-33615	COUNTY RECYCLING GRANT	13,992	13,962	13,846	13,900	14,000	100	0.7%	
100-00000-33620	OTHER COUNTY GRANTS AND AIDS	10,000	1,500	42,203	10,000	10,000	-	0.0%	UASI Grant
100-00000-33640	TOWARD ZERO DEATH GRANT	(30,345)	104,057	13,286	10,000	12,000	2,000	20.0%	Offsets with Expenditure - Orono is administering in 2022 and forward
	<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>770,845</b>	<b>426,987</b>	<b>368,929</b>	<b>338,245</b>	<b>313,500</b>	<b>(24,745)</b>	<b>-7.3%</b>	
<b>CHARGES FOR SERVICES</b>									
100-00000-34100	CHARGES FOR SERVICES	190	10	10,282	300	300	-	0.0%	
100-00000-34101	FACILITY RENTAL	1,142	2,767	(357)	2,000	-	(2,000)	-100.0%	
100-00000-34103	ZONING/LAND USE APPL FEE	50,535	57,866	64,580	55,000	55,000	-	0.0%	

## CITY OF CORCORAN 2024 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
100-00000-34104	BUILDING PERMIT PLAN CHECK FEE	-	-	246,162	-	375,000	375,000	-	Building permit plan check fees - prior budgets were lumped in building permit line 100-00000-32210, separating out for more efficient reporting purpose as this is charges for service
100-00000-34105	COPIES/MAPS	6	5,271	2,332	2,000	2,000	-	0.0%	
100-00000-34107	ASSESSMENT SEARCHES	25	25	-	30	30	-	0.0%	
100-00000-34109	OTHER BUILDING RELATED FEES	-	-	44,065	-	100,000	100,000	-	Other building related fees (ex. SEC Fees) - prior budgets were lumped in building permit line 100-00000-32210, separating out for more efficient reporting purpose
100-00000-34110	CITY PLANNER REVIEW FEE	80	-	19,496	50,000	50,000	-	0.0%	City Planner's time, 2021 and prior had this coded to miscellaneous revenue
100-00000-34200	PUBLIC SAFETY PERMITS	4,190	3,880	4,280	4,000	4,000	-	0.0%	
100-00000-34201	SPECIAL POLICE SERVICES	-	4,375	9,015	5,000	9,500	4,500	90.0%	
100-00000-34203	POLICE REPORTS	286	252	836	300	400	100	33.3%	
100-00000-34300	PUBLIC WORKS PERMITS AND FEES	16,131	17,257	17,135	16,500	17,000	500	3.0%	
100-00000-34301	DUST CONTROL	48,350	42,240	2,902	-	-	-	-	Per council, no further assessment 2022 and forward
100-00000-34303	ICE & SNOW REMOVAL	-	-	-	6,000	6,000	-	0.0%	
100-00000-34310	PUBLIC WORKS REVIEW FEE	42,585	-	-	88,200	88,200	-	0.0%	Public Works Director & PW Development Superintendent's Time
100-00000-34400	RECYCLING	3,166	2,230	2,391	5,000	5,000	-	0.0%	
100-00000-34403	REFUSE COLLECTION CHARGES	-	5,346	5,662	4,500	5,500	1,000	22.2%	
100-00000-34700	PARK RENTAL	-	-	2,616	-	3,000	3,000	-	
100-00000-34790	RECREATION PROGRAMMING	5	51,274	51,940	46,735	50,000	3,265	7.0%	Spring Baseball, Summer Soccer, Fall Baseball
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>166,691</b>	<b>192,794</b>	<b>483,337</b>	<b>285,565</b>	<b>770,930</b>	<b>485,365</b>	<b>170.0%</b>	
<b>FINES AND FORFEITS</b>									
100-00000-35100	FINES	18,118	17,086	21,979	25,000	25,000	-	0.0%	Reflects actual experience
	<b>TOTAL FINES AND FORFEITS</b>	<b>18,118</b>	<b>17,086</b>	<b>21,979</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>0.0%</b>	
<b>OTHER REVENUE</b>									
100-00000-36100	SPECIAL ASSESSMENT	-	350	60	-	-	-	-	Special Assessment Fee
100-00000-36200	MISCELLANEOUS REVENUES	11,668	50,903	34,075	4,000	4,000	-	0.0%	Wetland Buffer Sign and Worker's Comp Reimb.; 2021 and prior had City Planner time in this line item
100-00000-36210	INTEREST EARNINGS	17,644	11,427	145,188	11,500	25,000	13,500	117.4%	
100-00000-36220	RENTS AND ROYALTIES	6,909	6,213	-	7,000	7,000	-	0.0%	
100-00000-36230	DONATIONS	768	998	1,250	1,000	1,100	100	10.0%	
100-00000-36290	SALE OF INVESTMENTS	(1,371)	-	-	-	-	-	-	
100-00000-36400	REFUNDS/REIMBURSEMENTS	5,170	4,167	232,505	5,000	5,000	-	0.0%	
100-00000-38050	CABLE FRANCHISE FEE	50,059	56,691	62,153	59,000	60,000	1,000	1.7%	
100-00000-39101	SALE OF ASSETS	-	-	63,858	-	-	-	-	
100-00000-39203	TRANSFER FROM OTHER FUND	218,872	269,164	449,092	535,500	561,200	25,700	4.8%	From Water/Sewer for selected PW items (see * in 43100 dept) and City staff time (3.74 FTE) *Will update once Enterprise Funds are budgeted
	<b>TOTAL OTHER REVENUE</b>	<b>309,719</b>	<b>399,913</b>	<b>988,181</b>	<b>623,000</b>	<b>663,300</b>	<b>40,300</b>	<b>6.5%</b>	
<b>TOTAL GENERAL FUND REVENUE</b>		<b>6,578,741</b>	<b>6,966,662</b>	<b>7,740,852</b>	<b>8,952,680</b>	<b>10,129,945</b>	<b>1,177,265</b>	<b>13.1%</b>	

# CITY OF CORCORAN

## 2024 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
<b>GENERAL FUND EXPENDITURES</b>									
<b>GENERAL GOVERNMENT</b>									
<b>CITY COUNCIL</b>									
100-41110-50101	FULL-TIME EMPLOYEES - REGULAR	19,260	16,515	19,260	19,260	19,260	-	0.0%	
100-41110-50122	FICA	1,194	1,024	1,194	1,200	1,200	-	0.0%	
100-41110-50126	MEDICARE	279	239	279	280	280	-	0.0%	
100-41110-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	3,089	3,555	2,600	5,000	5,000	-	0.0%	
100-41110-50210	OPERATING SUPPLIES	1,727	1,087	829	2,000	2,000	-	0.0%	
100-41110-50365	WORKER'S COMPENSATION INSURANCE	92	-	102	150	150	-	0.0%	
	<b>TOTAL CITY COUNCIL</b>	<b>25,642</b>	<b>22,420</b>	<b>24,265</b>	<b>27,890</b>	<b>27,890</b>	<b>-</b>	<b>0.0%</b>	
<b>COMMUNICATION</b>									
100-41130-50325	OTHER COMMUNICATION - WEBSITE	400	3,508	120	3,000	3,000	-	0.0%	Website Expense
100-41130-50350	GENERAL NOTICES AND PUB INFO	10,007	7,640	8,314	10,000	15,000	5,000	50.0%	Newsletter; increased to outsource for printing
	<b>TOTAL COMMUNICATION</b>	<b>10,407</b>	<b>11,148</b>	<b>8,434</b>	<b>13,000</b>	<b>18,000</b>	<b>5,000</b>	<b>38.5%</b>	
<b>CITY ADMINISTRATOR</b>									
100-41320-50101	FULL-TIME EMPLOYEES - REGULAR	132,279	144,620	131,413	152,000	162,800	10,800	7.1%	
100-41320-50121	PERA	9,921	10,007	9,856	11,400	12,300	900	7.9%	
100-41320-50122	FICA	7,344	7,898	7,088	9,500	10,100	600	6.3%	
100-41320-50126	MEDICARE	1,718	1,847	1,658	2,300	2,400	100	4.3%	
100-41320-50130	EMPLOYER PAID INSURANCE	10,236	11,615	14,095	21,300	23,000	1,700	8.0%	
100-41320-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	1,156	630	1,911	5,000	5,000	-	0.0%	MCMA Conference, ICMA Conference, LMC Conference, Leadership Growth Group, MAMA
100-41320-50210	OPERATING SUPPLIES	638	1,208	528	1,200	-	(1,200)	-100.0%	Inactive Account - Moved expenditure to 100-41900-50210
100-41320-50300	PROFESSIONAL SERVICES	-	-	21,000	-	-	-	-	
100-41320-50307	PERSONNEL ADMINISTRATION	-	-	-	-	1,800	1,800	-	Recruitment/Retention
100-41320-50321	TELEPHONE	-	-	550	600	600	-	0.0%	
100-41320-50331	TRAVEL EXPENSE	-	-	185	600	600	-	0.0%	
100-41320-50365	WORKER'S COMPENSATION INSURANCE	964	1,927	1,085	1,000	1,600	600	60.0%	
100-41320-50433	DUES AND MEMBERSHIPS	1,203	1,257	1,371	1,400	1,500	100	7.1%	MN City/County Managers, ICMA
	<b>TOTAL CITY ADMINISTRATOR</b>	<b>165,458</b>	<b>181,009</b>	<b>190,739</b>	<b>206,300</b>	<b>221,700</b>	<b>15,400</b>	<b>7.5%</b>	
<b>ADMINISTRATION</b>									
100-41400-50101	FULL-TIME EMPLOYEES - REGULAR	263,711	255,568	117,616	249,800	285,100	35,300	14.1%	Transition PT to FT Communications Assistant on 10/1/2024
100-41400-50102	FULL-TIME EMPLOYEES - OVERTIME	2,792	4,888	9,093	2,500	9,500	7,000	280.0%	Presidential election year in 2024
100-41400-50111	PART-TIME EMPLOYEES - REGULAR	-	-	-	30,400	27,100	(3,300)	-10.9%	PT Intern
100-41400-50112	PART-TIME EMPLOYEES - OVERTIME	-	-	-	-	-	-	-	
100-41400-50121	PERA	19,988	19,534	9,458	21,200	24,200	3,000	14.2%	
100-41400-50122	FICA	16,163	15,571	8,325	17,600	20,000	2,400	13.6%	
100-41400-50126	MEDICARE	3,780	3,449	1,947	4,100	4,700	600	14.6%	
100-41400-50130	EMPLOYER PAID INSURANCE	68,270	69,853	35,987	56,300	46,400	(9,900)	-17.6%	
100-41400-50140	UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-	-	
100-41400-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	7,458	4,769	964	5,000	5,000	-	0.0%	Moved Finance staff to Finance Department, effective 2022

# CITY OF CORCORAN

## 2024 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
100-41400-50210	OPERATING SUPPLIES	620	612	-	-	-	-	-	Inactive - Moved expenditure to 100-41900-50210 & 100-41400-331
100-41400-50300	PROFESSIONAL SERVICES	-	10,125	6,238	-	-	-	-	
100-41400-50307	PERSONNEL ADMINISTRATION	-	-	-	-	7,200	7,200	-	Recruitment/Retention
100-41400-50321	TELEPHONE	-	-	50	-	600	600	-	Cell Reimbursement for Admin Services Director
100-41400-50331	TRAVEL EXPENSE	-	-	66	1,000	1,000	-	0.0%	Mileage Reimbursement
100-41400-50365	WORKER'S COMPENSATION INSURANCE	2,590	3,803	1,636	3,000	3,000	-	0.0%	
100-41400-50433	DUES AND MEMBERSHIPS	1,007	-	170	1,500	750	(750)	-50.0%	
	<b>TOTAL ADMINISTRATION</b>	<b>386,378</b>	<b>388,172</b>	<b>191,550</b>	<b>392,400</b>	<b>434,550</b>	<b>42,150</b>	<b>10.7%</b>	
<b>ELECTION</b>									
100-41410-50114	TEMPORARY/SEASONAL EMPLOYEES	-	-	11,399	500	25,000	24,500	4900.0%	Training for Presidential Primary (2023 budget), Presidential election in 2024
100-41410-50210	OPERATING SUPPLIES	22,472	2,224	5,090	3,000	8,000	5,000	166.7%	
100-41410-50331	TRAVEL EXPENSE	-	-	-	300	300	-	0.0%	
100-41410-50430	MISCELLANEOUS EXPENSE	6,119	-	-	100	100	-	0.0%	
	<b>TOTAL ELECTION</b>	<b>28,591</b>	<b>2,224</b>	<b>16,490</b>	<b>3,900</b>	<b>33,400</b>	<b>29,500</b>	<b>756.4%</b>	
<b>FINANCE</b>									
100-41500-50101	FULL-TIME EMPLOYEES - REGULAR	-	-	155,142	224,100	247,200	23,100	10.3%	Separated Finance Staff from Administration Staff eff. 2022.
100-41500-50102	FULL-TIME EMPLOYEES - OVERTIME	-	-	1,602	1,000	2,300	1,300	130.0%	
100-41500-50121	PERA	-	-	11,809	16,900	18,800	1,900	11.2%	
100-41500-50122	FICA	-	-	9,837	14,000	15,500	1,500	10.7%	
100-41500-50126	MEDICARE	-	-	2,301	3,300	3,700	400	12.1%	
100-41500-50130	EMPLOYER PAID INSURANCE	-	-	25,393	63,300	60,600	(2,700)	-4.3%	
100-41500-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	-	1,720	3,500	10,000	6,500	185.7%	MNGFOA Conference, Tuition request forthcoming
100-41500-50300	PROFESSIONAL SERVICES	41,075	45,360	57,449	47,250	90,000	42,750	90.5%	Audit Service (\$50k), Finance/Escrow Assistance (\$15k), Financial Management Plan - moved from 100-41900-50300 (\$22,500), GASB75 Audit (\$2,500)
100-41500-50307	PERSONNEL ADMINISTRATION	-	-	-	-	5,400	5,400	-	Recruitment/Retention
100-41500-50331	TRAVEL EXPENSE	-	-	-	500	500	-	0.0%	MNGFOA Conference
100-41500-50365	WORKER'S COMPENSATION INSURANCE	-	-	1,373	-	2,000	2,000	-	
100-41500-50433	DUES AND MEMBERSHIPS	-	-	210	1,000	1,000	-	0.0%	MNGFOA Membership & GFOA Membership
	<b>TOTAL FINANCE</b>	<b>41,075</b>	<b>45,360</b>	<b>266,835</b>	<b>374,850</b>	<b>457,000</b>	<b>82,150</b>	<b>21.9%</b>	
<b>ASSESSING</b>									
100-41550-50210	OPERATING SUPPLIES	1,764	-	13	300	-	(300)	-100.0%	
100-41550-50300	PROFESSIONAL SERVICES	57,204	94,000	118,000	120,000	165,000	45,000	37.5%	2023 actual - \$150,000, 2024 budget is county estimate
100-41550-50322	POSTAGE	4	-	-	-	-	-	-	
	<b>TOTAL ASSESSING</b>	<b>58,972</b>	<b>94,000</b>	<b>118,013</b>	<b>120,300</b>	<b>165,000</b>	<b>44,700</b>	<b>37.2%</b>	
<b>LEGAL</b>									
100-41600-50300	PROFESSIONAL SERVICES	39,226	51,972	51,931	45,000	50,000	5,000	11.1%	based on past years' average
	<b>TOTAL LEGAL</b>	<b>39,226</b>	<b>51,972</b>	<b>51,931</b>	<b>45,000</b>	<b>50,000</b>	<b>5,000</b>	<b>11.1%</b>	
<b>CENTRAL SERVICES</b>									
100-41900-50200	OFFICE SUPPLIES	3,745	5,304	4,771	5,000	10,500	5,500	110.0%	Moved budgeted amount to 100-41900-50210
100-41900-50210	OPERATING SUPPLIES	24,486	34,255	28,238	35,500	30,000	(5,500)	-15.5%	Moved budgeted amount from 100-41900-50200

# CITY OF CORCORAN

## 2024 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
100-41900-50212	MOTOR FUELS	-	-	265	500	500	-	0.0%	Fuel for City Vehicle
100-41900-50221	REPAIR AND MAINTENANCE SUPPLIES - EQUIPMEN	-	-	614	-	-	-	-	
100-41900-50300	PROFESSIONAL SERVICES	21,254	24,770	30,891	30,000	7,000	(23,000)	-76.7%	Mental health policy costs (\$5,500); moved ADP and BenefitsConnect to 100-41900-50308; moved Financial Management Planning to finance 100-41500-50300
100-41900-50304	LEGAL FEES	-	107	-	-	-	-	-	
100-41900-50308	SOFTWARE	-	-	-	-	23,000	23,000	-	Moved moved ADP and BenefitsConnect from 100-41900-50300 to better classify expense accurately; ADP Admin Fee increased \$10,000 due to increase in EAP use, and ADP new modules
100-41900-50321	TELEPHONE	2,812	4,171	5,622	4,000	6,000	2,000	50.0%	
100-41900-50322	POSTAGE	3,275	3,177	3,463	4,000	4,000	-	0.0%	
100-41900-50350	GENERAL NOTICES AND PUB INFO	-	-	245	1,000	1,000	-	0.0%	ECM Invoices
100-41900-50360	INSURANCE	78,837	80,576	96,778	108,000	140,000	32,000	29.6%	Property/Casualty Insurance
100-41900-50380	UTILITY SERVICES	13,949	28,611	9,472	15,000	15,000	-	0.0%	Randy's Garbage, Centerpoint Energy
100-41900-50381	ELECTRIC UTILITIES	-	-	19,420	19,000	20,000	1,000	5.3%	Wright Hennepin
100-41900-50382	WATER & SEWER	-	-	-	-	-	-	-	Once City connects, this will be the GL account
100-41900-50400	REPAIR AND MAINTENANCE - CONTRACT	13,814	11,196	2,790	14,000	25,000	11,000	78.6%	
100-41900-50401	REPAIR AND MAINT - BUILDINGS	-	-	17,714	18,000	18,000	-	0.0%	Cintas (Mats) & City Hall front landscaping and irrigation repairs
100-41900-50403	REPAIR AND MAINT - VEHICLES	-	-	4,544	1,500	1,500	-	0.0%	Cleaning, includes \$6,000 budgeted previous years in 100-41900-50520
100-41900-50404	REPAIR AND MAINT - MACHINERY/EQUIPMENT	-	-	8,137	2,000	3,000	1,000	50.0%	Service on Generator
100-41900-50413	OFFICE EQUIPMENT RENTAL	-	-	426	600	600	-	0.0%	Folder Inserter rental (33%)
100-41900-50430	MISCELLANEOUS EXPENSE	202,520	8,904	18,807	20,000	-	(20,000)	-100.0%	Moved PD vacation reimbursement to PD department (\$1,500 each FT employee)
100-41900-50431	BANKING CHARGES	362	333	20	400	400	-	0.0%	
100-41900-50432	CREDIT CARD FEES	7,765	9,426	4,893	8,000	500	(7,500)	-93.8%	
100-41900-50433	DUES AND MEMBERSHIPS	25,166	28,086	25,373	25,300	28,600	3,300	13.0%	Moved expenditure to Recreation and Police department for better transparency in terms of what the transactions are for
100-41900-50520	BUILDINGS AND STRUCTURES	5,967	-	-	-	-	-	-	Includes Elm Creek Mgmt (\$1,252 increase for a total of \$20,116 for 2024), 2023 removed Metro City membership (\$2,700), LMC Dues (\$8,438, \$1,000 increase)
100-41900-50700	TRANSFERS	337,000	-	794,569	360,000	397,000	37,000	10.3%	Inactive account - moved 2023 budget amount to 100-41900-50401
100-41900-50810	REFUNDS & REIMBURSEMENT	-	530	-	-	-	-	-	2022 actuals included previous years transfers/corrections. For 2024 budget: CIP (\$339k with \$14k for skidsteer originally budgeted yearly between PW and Parks department), transfer to stormwater fund (\$15,000), to facility fund (\$35,000), NTU (\$7,000), Holiday Drive (\$1,000)
100-41900-50811	INSURANCE REFUNDS	-	49,441	-	-	-	-	-	Inactive account; 2021 had roof damage - offsets with the insurance claim revenue
<b>TOTAL CENTRAL SERVICES</b>		<b>740,953</b>	<b>288,888</b>	<b>1,077,051</b>	<b>671,800</b>	<b>731,600</b>	<b>59,800</b>	<b>8.9%</b>	
<b>PLANNING &amp; ZONING</b>									
100-41910-50101	FULL-TIME EMPLOYEES - REGULAR	13,382	60,210	73,206	111,100	126,400	15,300	13.8%	City Planner and 50% Planning Technician
100-41910-50102	FULL-TIME EMPLOYEES - OVERTIME	-	-	-	1,000	1,500	500	50.0%	
100-41910-50111	PART-TIME EMPLOYEES - REGULAR	-	-	21,757	4,300	-	(4,300)	-100.0%	In 2023, Administrative Assistant - Planning transitioned to FT Planning Technician
100-41910-50121	PERA	909	4,530	7,108	8,800	9,600	800	9.1%	
100-41910-50122	FICA	960	3,948	5,159	7,300	8,000	700	9.6%	



## CITY OF CORCORAN 2024 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
100-41910-50126	MEDICARE	225	923	1,207	1,700	1,900	200	11.8%	
100-41910-50130	EMPLOYER PAID INSURANCE	1,372	11,786	14,508	25,000	32,300	7,300	29.2%	
100-41910-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	408	758	1,500	8,500	7,000	466.7%	Planetizen, Conferences, Other training as needed
100-41910-50210	OPERATING SUPPLIES	448	2,141	85	500	500	-	0.0%	moved to -350, recode to specific funds
100-41910-50300	PROFESSIONAL SERVICES	79,407	87,730	99,212	70,000	85,000	15,000	21.4%	Landform
100-41910-50307	PERSONNEL ADMINISTRATION	-	-	-	-	3,600	3,600	-	Recruitment/Retention
100-41910-50350	GENERAL NOTICES AND PUB INFO	-	386	1,539	750	750	-	0.0%	ECM Invoices
100-41910-50365	WORKER'S COMPENSATION INSURANCE	160	554	996	500	500	-	0.0%	
100-41910-50430	MISCELLANEOUS EXPENSE	-	13,500	142	-	-	-	-	2021 - Grading escrow refunds from prior year revenue
100-41910-50433	DUES AND MEMBERSHIPS	-	-	164	250	725	475	190.0%	APA/EDA Membership
	<b>TOTAL PLANNING &amp; ZONING</b>	<b>96,864</b>	<b>186,116</b>	<b>225,840</b>	<b>232,700</b>	<b>279,275</b>	<b>46,575</b>	<b>20.0%</b>	
<b>INFORMATION TECHNOLOGY</b>									
100-41920-50101	FULL-TIME EMPLOYEES - REGULAR	-	-	-	-	71,400	71,400	-	IT Personnel
100-41920-50102	FULL-TIME EMPLOYEES - OVERTIME	-	-	-	-	1,000	1,000	-	
100-41920-50121	PERA	-	-	-	-	5,500	5,500	-	
100-41920-50122	FICA	-	-	-	-	4,500	4,500	-	
100-41920-50126	MEDICARE	-	-	-	-	1,100	1,100	-	
100-41920-50130	EMPLOYER PAID INSURANCE	-	-	-	-	19,000	19,000	-	
100-41920-50210	OPERATING SUPPLIES	8,756	16,313	55,825	40,000	-	(40,000)	-100.0%	Moved Copier Lease, Annual License Renewals & Granicus to 100-41920-50308; Moved Motorola (previously Watchguard) (\$11,000), LETG (\$18,000), and Axon Fotokite license (\$3,800) to 100-42100-50210 as these are PD specific expense
100-41920-50221	REPAIRS AND MAINTENANCE SUPPLIES - EQUIP	27,138	46,351	43,380	45,000	45,000	-	0.0%	Add't computers for new staff, replace old equipments, moved annual licenses to Operating Supplies
100-41920-50300	PROFESSIONAL SERVICES	73,248	86,842	140,284	140,000	120,000	(20,000)	-14.3%	Managed Services
100-41920-50307	PERSONNEL ADMINISTRATION	-	-	-	-	1,800	1,800	-	Recruitment/Retention
100-41920-50308	SOFTWARE	-	-	-	-	17,000	17,000	-	Moved Copier Lease, Annual License Renewals & Granicus from 100-41920-50210 for better clarity of expenditure type
100-41920-50365	WORKER'S COMPENSATION INSURANCE	-	-	-	-	1,000	1,000	-	
100-41920-50400	REPAIR AND MAINTENANCE - CONTRACT	-	-	-	-	7,000	7,000	-	Council chamber sound system contract
100-41920-50530	IMPROVEMENTS OTHER THAN BLDGS	2,072	2,177	-	-	-	-	-	Inactive in 2022 and forward. Combined with 100-41920-50210
100-41920-50810	REFUNDS & REIMBURSEMENT	(8,000)	-	-	-	-	-	-	Inactive in 2022 and forward. Should be recorded as revenue.
	<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>103,214</b>	<b>151,683</b>	<b>239,489</b>	<b>225,000</b>	<b>294,300</b>	<b>69,300</b>	<b>30.8%</b>	
<b>OTHER FINANCING USES</b>									
100-49360-50720	INTERFUND TRANSFERS	525,787	-	-	-	-	-	-	Inactive account.
	<b>TOTAL OTHER FINANCING USES</b>	<b>525,787</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL GENERAL GOVERNMENT</b>		<b>2,222,565</b>	<b>1,422,993</b>	<b>2,410,637</b>	<b>2,313,140</b>	<b>2,712,715</b>	<b>399,575</b>	<b>17.3%</b>	

# CITY OF CORCORAN

## 2024 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
<b>PUBLIC SAFETY</b>									
<b>POLICE</b>									
100-42100-50101	FULL-TIME EMPLOYEES - REGULAR	707,101	717,077	974,611	1,189,700	1,430,100	240,400	20.2%	
100-42100-50102	FULL-TIME EMPLOYEES - OVERTIME	24,893	68,921	43,512	39,400	47,500	8,100	20.6%	Sabatical coverage (\$8,000 added)
100-42100-50103	FULL-TIME EMPLOYEES - EVENT PAY	3,611	8,428	27,668	18,000	18,000	-	0.0%	TZD & Events
100-42100-50111	PART-TIME EMPLOYEES - REGULAR	67,302	56,575	69,321	134,100	106,600	(27,500)	-20.5%	Sabatical coverage (\$10,000 added)
100-42100-50112	PART-TIME EMPLOYEES - OVERTIME	150	-	-	-	-	-	-	
100-42100-50113	PART-TIME EMPLOYEES - EVENT PAY	15,763	18,397	10,114	15,000	12,000	(3,000)	-20.0%	
100-42100-50121	PERA	133,616	140,149	189,867	228,700	267,400	38,700	16.9%	
100-42100-50122	FICA	3,777	3,949	2,650	5,900	6,200	300	5.1%	
100-42100-50126	MEDICARE	11,833	12,375	16,078	19,800	23,000	3,200	16.2%	
100-42100-50130	EMPLOYER PAID INSURANCE	162,749	182,601	208,858	216,700	276,200	59,500	27.5%	Additional staff; \$12,000 PERA Disability Requirement
100-42100-50140	UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-	-	
100-42100-50200	OFFICE SUPPLIES	2,015	7,712	2,105	3,600	4,000	400	11.1%	
100-42100-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	25,808	22,208	33,907	38,000	40,000	2,000	5.3%	New POST rules, 2 new officers, Tuition reimbursements
100-42100-50209	POLICE RESERVES	3,385	1,985	3,428	3,500	3,500	-	0.0%	
100-42100-50210	OPERATING SUPPLIES	13,675	35,132	29,648	21,000	30,000	9,000	42.9%	1 additional taser per year, Moved \$7,000 towards NTU to Interfund Transfer 100-41900-50700 (Classifying as City-Wide Event)
100-42100-50212	MOTOR FUELS	18,410	27,581	42,817	27,000	30,000	3,000	11.1%	
100-42100-50220	REPAIR AND MAINTENANCE SUPPLIES	16,196	15,958	13,989	8,000	12,000	4,000	50.0%	CSO Fleet Addition, Move \$3,000 of budget to 100-42100-50403 in 2022
100-42100-50223	BUILDING REPAIR SUPPLIES	5,110	6,971	7,447	7,500	7,500	-	0.0%	Increased repairs needed
100-42100-50300	PROFESSIONAL SERVICES	4,651	27,569	24,844	30,000	32,000	2,000	6.7%	Background checks & Evidence/Body Camera Audit alternate years, Social Worker (increased \$2k)
100-42100-50304	LEGAL FEES	23,313	27,602	43,455	25,500	40,000	14,500	56.9%	
100-42100-50305	PRISONER	1,671	1,396	2,956	4,000	4,000	-	0.0%	
100-42100-50307	PERSONNEL ADMINISTRATION	-	-	-	-	20,000	20,000	-	Police Retirement Contribution & Vacation Reimbursement (\$1,500/FT employee) - \$20,000 was budgeted/expensed for PD recruitment/retention in 100-41900-50430 in 2023 and now accurately moved to this line item
100-42100-50308	SOFTWARE	-	-	-	-	38,600	38,600	-	Moved Motorola (previously Watchguard) (\$11,000), LETG (\$18,000), Data Storage maintenance (\$5,800), and Axon Fotokite license (\$3,800) from 100-41920-50210
100-42100-50321	TELEPHONE	9,495	13,470	18,968	12,500	12,500	-	0.0%	
100-42100-50322	POSTAGE	34	68	22	100	100	-	0.0%	
100-42100-50323	RADIO UNITS	21,797	20,376	18,579	23,500	24,440	940	4.0%	Add 4 radios & 4% increase
100-42100-50350	GENERAL NOTICES AND PUB INFO	-	-	295	800	800	-	0.0%	Business cards
100-42100-50365	WORKER'S COMPENSATION INSURANCE	62,769	71,812	138,953	150,000	155,000	5,000	3.3%	Higher than anticipated costs due to experience
100-42100-50381	ELECTRIC UTILITIES	9,336	10,020	-	-	-	-	-	Moved to Emergency Management Department
100-42100-50400	REPAIR AND MAINTENANCE - CONTRACT	-	-	230	500	1,000	500	100.0%	Cintas
100-42100-50403	REPAIR AND MAINT - VEHICLES	-	-	4,712	7,700	15,000	7,300	94.8%	
100-42100-50417	UNIFORMS	12,440	18,596	27,769	26,000	26,000	-	0.0%	Vest Reimbursement + additional officers
100-42100-50430	MISCELLANEOUS EXPENSE	-	-	40,984	-	-	-	-	2022 expense was for 2021 TZD
100-42100-50432	CREDIT CARD FEES	7,765	9,426	-	-	1,500	1,500	-	Moved from 100-41900-50432 - PD Credit Card processing fee
100-42100-50433	DUES AND MEMBERSHIPS	1,892	3,821	2,932	3,500	3,500	-	0.0%	
100-42100-50435	GRANT DISBURSEMENT	-	50,802	-	-	-	-	-	No longer administering TZD grant in 2022 and forward
100-42100-50438	POLICE K9	-	-	616	-	3,000	3,000	-	K-9 moved from Special Revenue fund - ongoing operation expense

## CITY OF CORCORAN 2024 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
100-42100-50810	REFUNDS & REIMBURSEMENT	2,929	16,285	-	-	-	-	-	Inactive account - revenue item
100-42100-50811	INSURANCE REFUNDS	-	746	-	-	-	-	-	Inactive account - revenue item
	<b>TOTAL POLICE</b>	<b>1,373,487</b>	<b>1,598,009</b>	<b>2,001,335</b>	<b>2,260,000</b>	<b>2,691,440</b>	<b>431,440</b>	<b>19.1%</b>	
<b>POLICE ADMINISTRATION</b>									
100-42102-50101	FULL-TIME EMPLOYEES - REGULAR	66,500	91,337	122,533	140,300	155,500	15,200	10.8%	
100-42102-50102	FULL-TIME EMPLOYEES - OVERTIME	407	703	398	500	500	-	0.0%	
100-42102-50111	PART-TIME EMPLOYEES - REGULAR	-	-	-	-	-	-	-	Added PT Police Technician, start date 10/1/2024
100-42102-50121	PERA	5,018	6,900	8,835	10,600	11,700	1,100	10.4%	
100-42102-50122	FICA	4,300	5,883	7,939	8,800	9,700	900	10.2%	
100-42102-50126	MEDICARE	1,006	1,376	1,856	2,100	2,300	200	9.5%	
100-42102-50130	EMPLOYER PAID INSURANCE	18,387	19,129	26,441	25,900	27,300	1,400	5.4%	1 Employee budgeted as waiving Cafeteria plan
100-42102-50307	PERSONNEL ADMINISTRATION	-	-	-	-	3,600	3,600	-	Recruitment/Retention
100-42102-50365	WORKER'S COMPENSATION INSURANCE	-	-	1,095	-	1,600	1,600	-	
	<b>TOTAL POLICE ADMINISTRATION</b>	<b>95,618</b>	<b>125,329</b>	<b>169,098</b>	<b>188,200</b>	<b>212,200</b>	<b>24,000</b>	<b>12.8%</b>	
<b>EMERGENCY MANAGEMENT</b>									
100-42151-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	-	166	3,000	3,000	-	0.0%	Additional officers going to training
100-42151-50210	OPERATING SUPPLIES	-	-	5,182	5,450	5,450	-	0.0%	Code Red
100-42151-50381	ELECTRIC UTILITIES	-	-	1,168	1,000	1,200	200	20.0%	Wright Hennepin
100-42151-50404	REPAIR AND MAINT - MACHINERY/EQUIPMENT	-	-	830	1,700	1,800	100	5.9%	Siren Maintenance Fee
100-42151-50433	DUES AND MEMBERSHIPS	-	-	100	500	500	-	0.0%	AMEM Membership
	<b>TOTAL EMERGENCY MANAGEMENT</b>	<b>-</b>	<b>-</b>	<b>7,447</b>	<b>11,650</b>	<b>11,950</b>	<b>300</b>	<b>2.6%</b>	
<b>FIRE</b>									
100-42200-50101	FULL-TIME EMPLOYEES - REGULAR	-	-	-	18,700	-	(18,700)	-100.0%	Fire Deputy Director
100-42200-50111	PART-TIME EMPLOYEES - REGULAR	-	-	-	-	-	-	-	
100-42200-50121	PERA	-	-	-	3,400	-	(3,400)	-100.0%	
100-42200-50126	MEDICARE	-	-	-	300	-	(300)	-100.0%	
100-42200-50130	EMPLOYER PAID INSURANCE	-	-	-	3,500	-	(3,500)	-100.0%	
100-42200-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	-	-	1,000	3,000	2,000	200.0%	
100-42200-50210	OPERATING SUPPLIES	-	-	-	5,000	5,000	-	0.0%	
100-42200-50300	PROFESSIONAL SERVICES	366,103	384,241	445,934	569,630	621,900	52,270	9.2%	2024 Projected contract increase: Rogers budgeted increase of 28.4%, Loretto decreased 12.2%, Hanover increase 4%
100-42200-50307	PERSONNEL ADMINISTRATION	-	-	-	-	1,800	1,800	-	Recruitment/Retention
100-42200-50321	TELEPHONE	-	-	-	150	600	450	300.0%	
100-42200-50323	RADIO UNITS	-	-	-	300	1,200	900	300.0%	
100-42200-50365	WORKER'S COMPENSATION INSURANCE	-	-	-	3,500	-	(3,500)	-100.0%	Removed due to no longer budgeting for Fire personnel
100-42200-50403	REPAIR AND MAINT - VEHICLES	-	-	-	1,200	2,000	800	66.7%	
100-42200-50417	UNIFORMS	-	-	-	1,500	1,500	-	0.0%	
100-42200-50433	DUES AND MEMBERSHIPS	-	-	-	500	500	-	0.0%	
100-42200-50580	OTHER EQUIPMENT	-	-	-	10,000	10,000	-	0.0%	Transfer to fund for future use, new education/inspection program
	<b>TOTAL FIRE</b>	<b>366,103</b>	<b>384,241</b>	<b>445,934</b>	<b>618,680</b>	<b>647,500</b>	<b>28,820</b>	<b>4.7%</b>	

## CITY OF CORCORAN 2024 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
<b>BUILDING INSPECTION</b>									
100-42400-50101	FULL-TIME EMPLOYEES - REGULAR	-	107,012	120,831	197,100	216,300	19,200	9.7%	Permit Tech, Const. Srv. Coord., Allocated 20% of PW Director & Admin Assis.
100-42400-50102	FULL-TIME EMPLOYEES - OVERTIME	-	36	886	1,000	1,000	-	0.0%	
100-42400-50121	PERA	-	8,296	8,493	14,900	16,400	1,500	10.1%	
100-42400-50122	FICA	-	7,186	8,054	12,300	13,500	1,200	9.8%	
100-42400-50126	MEDICARE	-	1,903	1,894	2,900	3,200	300	10.3%	
100-42400-50130	EMPLOYER PAID INSURANCE	-	8,814	13,598	32,700	35,800	3,100	9.5%	
100-42400-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	270	1,168	1,000	3,000	2,000	200.0%	
100-42400-50300	PROFESSIONAL SERVICES	392,953	541,354	223,322	400,000	400,000	-	0.0%	
100-42400-50303	ENGINEERING FEES	665	9,963	32,426	30,000	30,000	-	0.0%	200 new home permits anticipated compared to 230 in 2022
100-42400-50307	PERSONNEL ADMINISTRATION	-	-	-	-	3,600	3,600	-	Recruitment/Retention
100-42400-50331	TRAVEL EXPENSES	-	-	130	-	1,000	1,000	-	
100-42400-50365	WORKER'S COMPENSATION INSURANCE	-	-	1,493	-	1,500	1,500	-	
100-42400-50432	CREDIT CARD FEES	-	-	431	-	500	500	-	
100-42400-50433	DUES AND MEMBERSHIPS	-	-	65	-	1,000	1,000	-	
100-42400-50437	Surcharges	44,520	16,405	-	-	-	-	-	Inactive - Pass through Due to Other Gov't Liability account
	<b>TOTAL BUILDING INSPECTION</b>	<b>438,137</b>	<b>701,239</b>	<b>412,790</b>	<b>691,900</b>	<b>726,800</b>	<b>34,900</b>	<b>5.0%</b>	
<b>CODE ENFORCEMENT</b>									
100-42401-50101	FULL-TIME EMPLOYEES - REGULAR	70,887	-	-	28,000	34,300	6,300	22.5%	50% of Planning Technician
100-42401-50102	FULL-TIME EMPLOYEES - OVERTIME	609	-	-	1,000	500	(500)	-50.0%	
100-42401-50121	PERA	5,362	-	-	2,200	2,700	500	22.7%	
100-42401-50122	FICA	4,759	-	-	1,800	2,200	400	22.2%	
100-42401-50126	MEDICARE	1,113	-	-	500	600	100	20.0%	
100-42401-50130	EMPLOYER PAID INSURANCE	8,434	-	350	3,800	9,400	5,600	147.4%	
100-42401-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	-	-	1,500	1,500	-	0.0%	Training for employee
100-42401-50210	OPERATING SUPPLIES	1,062	-	-	-	-	-	-	
100-42401-50300	PROFESSIONAL SERVICES	33,388	33,776	23,451	15,000	15,000	-	0.0%	Contract Code Enforcement, reduce 2023 due to hiring FT assistant
100-42401-50365	WORKER'S COMPENSATION INSURANCE	481	-	-	-	-	-	-	
100-42401-50417	UNIFORMS	-	-	-	100	100	-	0.0%	
100-42401-50433	DUES AND MEMBERSHIPS	65	-	-	-	-	-	-	
	<b>TOTAL CODE ENFORCEMENT</b>	<b>126,159</b>	<b>33,776</b>	<b>23,801</b>	<b>53,900</b>	<b>66,300</b>	<b>12,400</b>	<b>23.0%</b>	
<b>TOTAL PUBLIC SAFETY</b>		<b>2,399,504</b>	<b>2,842,593</b>	<b>3,060,404</b>	<b>3,824,330</b>	<b>4,356,190</b>	<b>531,860</b>	<b>13.9%</b>	

# CITY OF CORCORAN

## 2024 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
<b>PUBLIC WORKS &amp; PARKS</b>									
<b>HIGHWAY, STREETS &amp; ROADWAYS</b>									
100-43100-50101	FULL-TIME EMPLOYEES - REGULAR	447,427	542,250	609,890	701,400	785,600	84,200	12.0%	Allocated 40% of PW Director & Admin Assistant, Moved Dev. Superintendent to Engineering
100-43100-50102	FULL-TIME EMPLOYEES - OVERTIME	38,885	51,848	70,929	52,500	53,500	1,000	1.9%	3 year average
100-43100-50111	PART-TIME EMPLOYEES - REGULAR	-	-	30,212	7,100	7,000	(100)	-1.4%	
100-43100-50112	PART-TIME EMPLOYEES - OVERTIME	-	-	23	-	-	-	-	
100-43100-50121	PERA	36,499	45,210	48,747	56,600	62,900	6,300	11.1%	
100-43100-50122	FICA	29,045	34,494	44,374	47,200	52,500	5,300	11.2%	
100-43100-50126	MEDICARE	6,793	8,305	10,140	11,100	12,300	1,200	10.8%	
100-43100-50130	EMPLOYER PAID INSURANCE	109,959	115,898	126,507	150,000	162,900	12,900	8.6%	
100-43100-50140	UNEMPLOYMENT COMPENSATION	4,949	-	-	-	-	-	-	
100-43100-50200	OFFICE SUPPLIES	-	104	669	1,000	1,000	-	0.0%	
100-43100-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	2,219	5,422	1,156	7,500	7,500	-	0.0%	
100-43100-50210	OPERATING SUPPLIES	40,847	54,689	18,752	43,500	43,500	-	0.0%	Grader training classes; addition of Permit Technician to PW
100-43100-50212	MOTOR FUELS	23,578	41,034	60,164	60,000	60,000	-	0.0%	*
100-43100-50220	REPAIR AND MAINTENANCE SUPPLIES	60,997	69,130	41,960	70,000	75,000	5,000	7.1%	* Supplies for repair
100-43100-50223	BUILDING REPAIR SUPPLIES	9,452	20,930	11,519	15,000	15,000	-	0.0%	* Building maintenance costs. Maintenance service contracts moved to -401
100-43100-50225	LANDSCAPE/DITCH MATERIALS	12,362	29,564	68,199	50,000	43,000	(7,000)	-14.0%	Culverts
100-43100-50226	SIGN REPAIR MATERIALS	6,382	-	5,171	10,000	15,000	5,000	50.0%	
100-43100-50300	PROFESSIONAL SERVICES	-	305	732	-	-	-	-	
100-42400-50307	PERSONNEL ADMINISTRATION	-	-	-	-	18,000	18,000	-	Recruitment/Retention
100-43100-50321	TELEPHONE	11,192	11,626	6,401	11,500	11,500	-	0.0%	
100-43100-50323	RADIO UNITS	-	-	3,398	4,000	5,000	1,000	25.0%	* Removed Nexterra service, replacing with Verizon/Comcast
100-43100-50350	GENERAL NOTICES AND PUB INFO	-	-	431	500	500	-	0.0%	* Radio - Hennepin County
100-43100-50365	WORKER'S COMPENSATION INSURANCE	15,675	13,820	41,504	35,000	35,000	-	0.0%	* ECM
100-43100-50380	UTILITY SERVICES	22,497	12,988	16,496	22,000	22,000	-	0.0%	* Gas & Garbage
100-43100-50381	ELECTRIC UTILITIES	4,221	10,006	18,998	10,000	20,000	10,000	100.0%	* street lighting
100-43100-50400	REPAIR AND MAINTENANCE - CONTRACT	3,400	153,127	6,854	7,500	9,000	1,500	20.0%	* Cintas
100-43100-50401	REPAIR AND MAINT - BUILDINGS	-	-	4,319	10,000	10,000	-	0.0%	
100-43100-50403	REPAIR AND MAINT - VEHICLES	-	-	1,779	10,000	10,000	-	0.0%	* Moved a portion from -223 - Maintenance service contracts.
100-43100-50417	UNIFORMS	7,923	11,467	10,845	12,500	13,500	1,000	8.0%	* Contracted work
100-43100-50430	MISCELLANEOUS EXPENSE	-	-	108,073	-	-	-	-	
100-43100-50433	DUES AND MEMBERSHIPS	373	250	373	500	500	-	0.0%	
100-43100-50810	REFUNDS & REIMBURSEMENT	-	5,720	-	-	-	-	-	Inactive
100-43100-50811	INSURANCE REFUNDS	-	50,746	35,519	-	-	-	-	Inactive - 2021 had Roof damage (offsetted with the insurance claim revenue)
<b>TOTAL HIGHWAY, STREETS &amp; ROADWAYS</b>		894,674	1,288,934	1,404,133	1,406,400	1,551,700	145,300	10.3%	* 20% reimbursed by Enterprise Funds (water/sewer)
<b>PAVED STREETS</b>									
100-43121-50224	STREET MAINTENANCE MATERIALS	101,297	76,565	6,263	15,000	20,000	5,000	33.3%	Crack filling (\$13k) and asphalt patching material (\$7k)
100-43121-50400	REPAIR AND MAINTENANCE - CONTRACT	-	-	243,266	290,000	305,000	15,000	5.2%	Asphalt maintenance (\$205k), seal coating fog sealing (\$100k)
<b>TOTAL PAVED STREETS</b>		101,297	76,565	249,529	305,000	325,000	20,000	6.6%	

## CITY OF CORCORAN 2024 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
<b>UNPAVED STREETS</b>									
100-43122-50224	STREET MAINTENANCE MATERIALS	156,484	125,610	92,395	112,500	125,000	12,500	11.1%	\$125,000 gravel
100-43122-50400	REPAIR AND MAINTENANCE - CONTRACT	111,075	109,565	222,672	232,500	275,000	42,500	18.3%	\$115,000 gravel, \$160,000 dust control
	<b>TOTAL UNPAVED STREETS</b>	<b>267,560</b>	<b>235,175</b>	<b>315,067</b>	<b>345,000</b>	<b>400,000</b>	<b>55,000</b>	<b>15.9%</b>	<i>\$160,000 Dust Control, \$240,000 Gravel</i>
<b>ICE &amp; SNOW REMOVAL</b>									
100-43125-50210	OPERATING SUPPLIES	47,069	40,350	45,351	55,000	60,000	5,000	9.1%	Salt and Sand - price increase in state contract and additional streets.
100-43125-50300	PROFESSIONAL SERVICES	504	-	650	2,100	2,100	-	0.0%	Snow removal (Maple Grove) - previously in 43100 dept
	<b>TOTAL ICE &amp; SNOW REMOVAL</b>	<b>47,573</b>	<b>40,350</b>	<b>46,001</b>	<b>57,100</b>	<b>62,100</b>	<b>5,000</b>	<b>8.8%</b>	
<b>ENGINEERING</b>									
100-43170-50101	FULL-TIME EMPLOYEES - REGULAR	-	-	-	185,700	205,200	19,500	10.5%	Reallocated Development Superintendent, allocated 40% of PW Director & Admin Assistant
100-43170-50121	PERA	-	-	-	14,000	15,500	1,500	10.7%	
100-43170-50122	FICA	-	-	-	11,600	12,800	1,200	10.3%	
100-43170-50126	MEDICARE	-	-	-	2,700	3,000	300	11.1%	
100-43170-50130	EMPLOYER PAID INSURANCE	-	-	-	34,700	39,600	4,900	14.1%	
100-43170-50300	PROFESSIONAL SERVICES	52,516	104,853	75,961	80,000	80,000	-	0.0%	City projects
100-42400-50307	PERSONNEL ADMINISTRATION	-	-	-	-	1,800	1,800	-	Recruitment/Retention
100-43170-50309	WATERSHED LGU	17,605	21,685	11,965	10,000	10,000	-	0.0%	LGU wetland services.
	<b>TOTAL ENGINEERING</b>	<b>70,121</b>	<b>126,538</b>	<b>87,926</b>	<b>338,700</b>	<b>367,900</b>	<b>29,200</b>	<b>8.6%</b>	
<b>RECYCLING</b>									
100-43201-50210	OPERATING SUPPLIES	-	2,980	3,987	3,500	3,600	100	2.9%	
100-43201-50300	PROFESSIONAL SERVICES	11,778	7,483	8,523	10,000	10,000	-	0.0%	Provider to Managing Billing/Balance City Subsidy.
	<b>TOTAL RECYCLING</b>	<b>11,778</b>	<b>10,463</b>	<b>12,510</b>	<b>13,500</b>	<b>13,600</b>	<b>100</b>	<b>0.7%</b>	
<b>RECREATION</b>									
100-45100-50101	FULL-TIME EMPLOYEES - REGULAR	-	-	34,102	38,800	64,500	25,700	66.2%	Park/Rec Supervisor split 50% with Parks
100-45100-50102	FULL-TIME EMPLOYEES - OVERTIME	-	-	-	-	800	800	-	
100-45100-50111	PART-TIME EMPLOYEES - REGULAR	-	-	-	27,000	29,800	-	0.0%	PT Program Coordinator
100-45100-50121	PERA	-	-	2,558	3,000	6,500	3,500	116.7%	Park/Rec Supervisor split 50% with Parks
100-45100-50122	FICA	-	-	2,252	4,200	5,900	1,700	40.5%	Park/Rec Supervisor split 50% with Parks
100-45100-50126	MEDICARE	-	-	527	1,000	1,400	400	40.0%	Park/Rec Supervisor split 50% with Parks
100-45100-50130	EMPLOYER PAID INSURANCE	-	-	4,658	8,800	14,200	5,400	61.4%	Park/Rec Supervisor split 50% with Parks
100-45100-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	-	537	17,770	7,000	(10,770)	-60.6%	MRPA Conference, other trainings
100-45100-50210	OPERATING SUPPLIES	-	-	21,011	21,430	22,500	1,070	5.0%	
100-45100-50300	PROFESSIONAL SERVICES	-	-	2,087	3,360	3,360	-	0.0%	Background checks and tournament
100-45100-50307	PERSONNEL ADMINISTRATION	-	-	-	-	1,800	1,800	-	Recruitment/Retention
100-45100-50365	WORKER'S COMPENSATION INSURANCE	-	-	3,940	-	4,000	4,000	-	
100-45100-50417	UNIFORMS	-	-	-	150	180	30	20.0%	
100-45100-50432	CREDIT CARD FEES	-	-	-	-	4,000	4,000	-	
									Moved from 100-41900-50432 - Recreation program credit card processing fee - moved from Central Service Department
100-45100-50433	DUES AND MEMBERSHIPS	-	-	285	500	500	-	0.0%	Moved from 100-45200-50433
	<b>TOTAL RECREATION</b>	<b>-</b>	<b>-</b>	<b>71,956</b>	<b>126,010</b>	<b>166,440</b>	<b>40,430</b>	<b>32.1%</b>	

## CITY OF CORCORAN 2024 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
<b>PARKS</b>									
100-45200-50101	FULL-TIME EMPLOYEES - REGULAR	83,573	94,065	47,440	38,800	21,500	(17,300)	-44.6%	Park/Rec Supervisor split 50% with Parks
100-45200-50102	FULL-TIME EMPLOYEES - OVERTIME	1,433	1,066	-	1,000	300	(700)	-70.0%	
100-45200-50111	PART-TIME EMPLOYEES - REGULAR	-	-	-	19,700	38,700	19,000	96.4%	Seasonal Employees
100-45200-50121	PERA	4,118	4,551	2,433	3,000	1,700	(1,300)	-43.3%	Park/Rec Supervisor split 50% with Parks
100-45200-50122	FICA	5,489	6,101	3,160	3,700	3,800	100	2.7%	Park/Rec Supervisor split 50% with Parks
100-45200-50126	MEDICARE	1,284	1,445	721	900	900	-	0.0%	Park/Rec Supervisor split 50% with Parks
100-45200-50130	EMPLOYER PAID INSURANCE	11,540	14,326	9,856	8,800	4,800	(4,000)	-45.5%	Park/Rec Supervisor split 50% with Parks
100-45200-50140	UNEMPLOYMENT COMPENSATION	17	-	-	-	-	-	-	
100-45200-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	110	-	100	100	-	0.0%	
100-45200-50210	OPERATING SUPPLIES	21,967	24,404	16,913	30,000	35,000	5,000	16.7%	
100-45200-50221	REPAIRS AND MAINTENANCE SUPPLIES - EQUIP	37,015	37,507	27,441	50,000	43,000	(7,000)	-14.0%	Materials for projects, improvements and maintenance (mulch, woodchip, gravel) (self performed)
100-45200-50261	RECREATION PROGRAMMING	4,529	11,804	-	-	-	-	-	Inactive 2022 and forward, created Recreation department 45100
100-45200-50300	PROFESSIONAL SERVICES	1,348	768	3,674	1,000	1,000	-	0.0%	Seasonal parks background check
100-45200-50321	TELEPHONE	842	682	1,229	2,000	2,000	-	0.0%	
100-45200-50365	WORKER'S COMPENSATION INSURANCE	13,504	15,281	9,184	14,000	10,000	(4,000)	-28.6%	Moved a portion to Recreation 100-45100-50365
100-45200-50380	UTILITY SERVICES	4,520	5,767	8,545	6,500	6,500	-	0.0%	
100-45200-50381	ELECTRIC UTILITIES	-	-	1,836	1,500	2,500	1,000	66.7%	Wright Hennepin
100-45200-50382	WATER & SEWER	-	-	492	2,500	2,500	-	0.0%	City utility bills for water at parks
100-45200-50433	DUES AND MEMBERSHIPS	-	800	150	-	-	-	-	Inactive - Move this budget to 100-45100-50433
100-45200-50530	IMPROVEMENTS OTHER THAN BLDGS	39,312	38,810	40,499	40,000	-	(40,000)	-100.0%	NW Trail Grant - moved to liability account as this is a pass through revenue/expenditure
100-45200-50810	REFUNDS & REIMBURSEMENT	-	2,210	-	-	-	-	-	Inactive - no longer using
	<b>TOTAL PARKS</b>	<b>230,491</b>	<b>259,697</b>	<b>173,573</b>	<b>223,500</b>	<b>174,300</b>	<b>(49,200)</b>	<b>-22.0%</b>	
<b>TOTAL PUBLIC WORKS &amp; PARKS</b>		<b>1,623,493</b>	<b>2,037,722</b>	<b>2,360,697</b>	<b>2,815,210</b>	<b>3,061,040</b>	<b>245,830</b>	<b>8.7%</b>	
<b>ALL GENERAL FUND EXPENDITURE</b>		<b>6,245,562</b>	<b>6,303,307</b>	<b>7,831,738</b>	<b>8,952,680</b>	<b>10,129,945</b>	<b>1,177,265</b>	<b>13.1%</b>	

**CITY OF CORCORAN**  
**2024 PRELIMINARY BUDGET - GENERAL FUND**

G/L Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
<b>DEBT SERVICE</b>									
<b>EQUIPMENT CERTIFICATE FUND</b>									
<i>Disbursements</i>									
<b>Equipment Certificate</b>									
<b>Fiscal Agent Fees / Issuing Fees</b>									
<b>Principal</b>									
	Principal & Interest-2012B	44,389	44,389	-	-	-	-	-	
	Principal & Interest-2014A	52,878	52,878	-	-	-	-	-	
	Principal & Interest-2016A Equip	36,015	36,015	39,690	38,955	38,220	(735)	-1.9%	
	Principal & Interest-2018A Equip	80,010	80,010	81,323	79,275	82,478	3,203	4.0%	
	Principal & Interest-2018A Debt Service	37,406	37,406	32,996	30,634	28,271	(2,363)	-7.7%	
	Principal & Interest-2018A Abatement	73,500	73,500	78,750	78,750	78,750	-	0.0%	
	Principal & Interest-2020A Equip			104,475	102,690	106,155	3,465	3.4%	
	Principal & Interest-2022A Equip			-	249,624	247,734	(1,890)	-0.8%	
	Total Principal & Interest	324,198	324,198	337,234	579,928	581,608	1,680	0.3%	
	<b>Total</b>	324,198	324,198	337,234	579,928	581,608	1,680	0.3%	
<b>Pavement Projects 2023A</b>									
	Principal & Interest - Tax Abatement	-	-	-	-	185,000	185,000	-	
	Principal & Interest - Debt Service	-	-	-	-	188,590	188,590	-	
	<b>Total</b>	-	-	-	-	373,590	373,590	-	
<b>Facility Expansion (Public Works) 2020B</b>									
	Principal & Interest	231,617	231,617	222,485	224,375	231,410	7,035	3.1%	
	<b>Total</b>	231,617	231,617	222,485	224,375	231,410	7,035	3.1%	
<b>COMBINED DEBT SERVICE EXPENDITURES</b>		<b>555,815</b>	<b>555,815</b>	<b>559,719</b>	<b>804,303</b>	<b>1,186,608</b>	<b>382,305</b>	<b>47.5%</b>	
	TOTAL PROPERTY TAX REVENUE	4,067,936	4,443,243	5,099,598	6,354,020	7,425,265	1,071,245	16.9%	
	<b>TOTAL GENERAL FUND REVENUE</b>	<b>6,578,741</b>	<b>6,966,662</b>	<b>7,740,852</b>	<b>8,952,680</b>	<b>10,129,945</b>	<b>1,177,265</b>	<b>13.1%</b>	
	<b>TOTAL DEBT SERVICE TAX LEVY</b>	<b>555,815</b>	<b>555,815</b>	<b>559,718</b>	<b>804,303</b>	<b>1,186,608</b>	<b>382,305</b>	<b>47.5%</b>	
	<b>TOTAL ALL REVENUES</b>	<b>7,134,556</b>	<b>7,522,477</b>	<b>8,300,570</b>	<b>9,756,983</b>	<b>11,316,553</b>	<b>1,559,570</b>	<b>16.0%</b>	
	<b>TOTAL ALL EXPENSES</b>	<b>6,801,377</b>	<b>6,859,122</b>	<b>8,391,456</b>	<b>9,756,983</b>	<b>11,316,553</b>	<b>1,559,570</b>	<b>16.0%</b>	
	<b>REVENUE - EXPENSE</b>	<b>333,178</b>	<b>663,355</b>	<b>(90,886)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>TOTAL CERTIFIED LEVY (INCLUDES DEBT SERVICE)</b>	<b>4,660,559</b>	<b>5,045,377</b>	<b>5,699,430</b>	<b>7,158,323</b>	<b>8,611,873</b>	<b>1,453,550</b>	<b>20.3%</b>	Total Property Tax Levy + Debt Serv Tax Levy
	<b>TOTAL PROPERTY TAX LEVY</b>	<b>4,104,744</b>	<b>4,447,791</b>	<b>5,139,711</b>	<b>6,354,020</b>	<b>7,425,265</b>	<b>1,071,245</b>	<b>16.9%</b>	
	<b>ACTUAL PROPERTY TAX COLLECTED</b>	<b>4,067,936</b>	<b>4,443,243</b>	<b>5,149,055</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	



**Effect of 2024 Tax Levy & Budget on Residential Properties**

No Change On Market Value

	Actual 2023	Estimated 2024	Actual 2023	Estimated 2024	Actual 2023	Estimated 2024	Actual 2023	Estimated 2024	Actual 2023	Estimated 2024
Value	\$ 250,000	\$ 250,000	\$ 500,000	\$ 500,000	\$ 750,000	\$ 750,000	\$ 1,000,000	\$ 1,000,000	\$ 1,500,000	\$ 1,500,000
Market Value Exclusion (MVE)	\$ 14,740	\$ 14,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tax Value	\$ 235,260	\$ 235,260	\$ 500,000	\$ 500,000	\$ 750,000	\$ 750,000	\$ 1,000,000	\$ 1,000,000	\$ 1,500,000	\$ 1,500,000
Tax Capacity (Net) *	\$ 2,352.60	\$ 2,352.60	\$ 5,000.00	\$ 5,000.00	\$ 7,500.00	\$ 7,500.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00
Tax Rate	42.122%	43.371%	42.122%	43.371%	42.122%	43.371%	42.122%	43.371%	42.122%	43.371%
Net City Tax	\$ 990.96	\$ 1,020.35	\$ 2,106.10	\$ 2,168.55	\$ 3,159.15	\$ 3,252.83	\$ 4,212.20	\$ 4,337.10	\$ 6,318.30	\$ 6,505.65
% Increase from Prior Year		2.97%		2.97%		2.97%		2.97%		2.97%
\$ Increase from Prior Year		\$ 29.38		\$ 62.45		\$ 93.67		\$ 124.90		\$ 187.35

Tax Capacity (Net) = 1% of first \$500,000 of market value plus 1.25% of all value over \$500,000

**Effect of 2024 Tax Levy & Budget on Residential Properties**

Increase of 3.9% On Market Value

	Actual 2023	Estimated 2024	Actual 2023	Estimated 2024	Actual 2023	Estimated 2024	Actual 2023	Estimated 2024	Actual 2023	Estimated 2024
Value	\$ 250,000	\$ 259,750	\$ 400,000	\$ 415,600	\$ 750,000	\$ 779,250	\$ 1,000,000	\$ 1,039,000	\$ 1,500,000	\$ 1,558,500
Market Value Exclusion (MVE)	\$ 14,740	\$ 13,863	\$ 1,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tax Value	\$ 235,260	\$ 245,888	\$ 398,760	\$ 415,600	\$ 750,000	\$ 779,250	\$ 1,000,000	\$ 1,039,000	\$ 1,500,000	\$ 1,558,500
Tax Capacity (Net) *	\$ 2,352.60	\$ 2,458.88	\$ 3,987.60	\$ 4,156.00	\$ 7,500.00	\$ 7,792.50	\$ 10,000.00	\$ 10,390.00	\$ 15,000.00	\$ 15,585.00
Tax Rate	42.122%	43.371%	42.122%	43.371%	42.122%	43.371%	42.122%	43.371%	42.122%	43.371%
Net City Tax	\$ 990.96	\$ 1,066.44	\$ 1,679.66	\$ 1,802.50	\$ 3,159.15	\$ 3,379.69	\$ 4,212.20	\$ 4,506.25	\$ 6,318.30	\$ 6,759.37
% Increase from Prior Year		7.62%		7.31%		6.98%		6.98%		6.98%
\$ Increase from Prior Year		\$ 75.48		\$ 122.84		\$ 220.54		\$ 294.05		\$ 441.07

Market Value Exclusion = First 40% of the first \$76,000 of market value. For homestead value between \$76,000 and \$413,800, the exclusion is \$30,400 minus 9% of the value over \$76,000. Homesteads valued at \$413,800 or more do not receive the exclusion.

Tax Capacity (Net) = 1% of first \$500,000 of market value plus 1.25% of all value over \$500,000

The Market Value adjustment is based on the average market value increase on a residential property = 3.9%

**RESOLUTION NO. 2023-75****Motion By:**  
**Seconded By:****A RESOLUTION ADOPTING PRELIMINARY PROPOSED TAX LEVY  
COLLECTIBLE IN 2024**

BE IT RESOLVED, by the City Council of the City of Corcoran does hereby declare that the following sums of money be levied for the budget year 2024, collectible in 2024, for the following purposes:

GENERAL PROPERTY TAX LEVY	\$ 7,425,265
EQUIPMENT CERTIFICATE DEBT 2016A	\$ 38,220
EQUIPMENT CERTIFICATE DEBT 2018A	\$ 82,478
DEBT SERVICE LEVY 2018A	\$ 28,271
ABATEMENT LEVY 2018A	\$ 78,750
EQUIPMENT CERTIFICATE DEBT 2020A	\$ 106,155
EQUIPMENT CERTIFICATE DEBT 2022A	\$ 247,734
FACILITY EXPANSION DEBT - PUBLIC WORKS	\$ 231,410
ABATEMENT LEVY 2023A	\$ 185,000
DEBT SERVICE LEVY 2023A	\$ 188,590
FOR A TOTAL LEVY OF	\$ 8,611,873

FURTHER BE IT RESOLVED that the Council does hereby designate the following date for the Truth in Taxation Budget Meeting at which public comment is accepted on December 18, 2023 at 7:00 pm at Corcoran City Hall, 8200 County Road 116, Corcoran, MN 55340.

**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 14<sup>TH</sup> day of September, 2023.

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 Tom McKee – Mayor

**RESOLUTION NO. 2023-75**

**ATTEST:**

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**Michelle Friedrich – City Clerk**

**City Seal**

## STAFF REPORT

## Agenda Item: 9b.

<b>Council Meeting:</b> September 14, 2023	<b>Prepared By:</b> Maggie Ung
<b>Topic:</b> 2024 Proposed Levies and Taxes Insert	<b>Action Required:</b> Approval

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### Summary

Agenda item 9a., is the approval of the preliminary levy which Hennepin County uses to send out property specific notices to property owners in November showing proposed levies and taxes. The City of Corcoran has an option to include an additional insert along with the Hennepin County notice for a fee.

Attached to this report is a City of Corcoran Proposed 2024 Budget and Levy draft insert. It is requested Council provide feedback on the draft insert and consider directing staff to move forward with the opportunity to include with the Hennepin County property tax notice. The insert must be received by Hennepin County by September 30<sup>th</sup>.

### Financial/Budget

Hennepin County charges cities for expenses related to printing and inserting the draft insert with the Hennepin County notice. The estimated cost for the notices is \$1,150 and is required per the County. The City has the option to include an insert for an estimated cost of \$650.

### Options

1. Authorize staff to submit the City of Corcoran Proposed 2024 Budget and Levy draft insert to Hennepin County and incur the costs associated with the project.
2. Decline the opportunity.

### Recommendation

Authorize staff to submit the City of Corcoran Proposed 2024 Budget and Levy draft insert to Hennepin County and incur the costs associated with the project.

### Council Action

Consider a motion to authorize staff to submit the City of Corcoran Proposed 2024 Budget and Levy draft insert to Hennepin County and incur the costs associated with the project.

### Attachments

1. City of Corcoran 2024 Budget and Levy Draft Insert

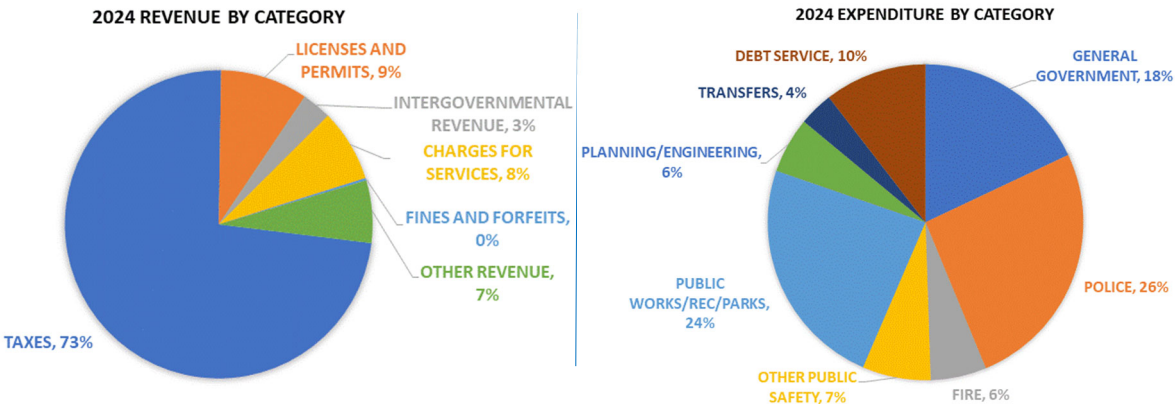


## 2024 PROPOSED BUDGET AND LEVY

The City Council adopted its preliminary levy for 2024 at the September 14th meeting. This levy amount may be decreased prior to final approval but not increased. This levy amount was used to create the proposed City tax amount within the proposed 2024 levies and tax notices.

### WHY IS PROPERTY TAX NEEDED?

Only a small portion of the City budget is funded through fees, charges for services, intergovernmental revenue (such as grants and aids) and other sources. For 2024, this portion is anticipated to cover 27% of the City’s expenditures. The remaining 73% is funded through the property tax levy.



### TAX EFFECTS

The adopted preliminary levy is in the amount of \$8,611,873, which is a \$1,453,550 or 20.3% increase from the 2023 levy. The project tax rate change is an increase from 42.122% to 43.371%. The City Council’s goal is to decrease tax rates each year. The need for continued services, increased costs due to inflation and other factors have increased the City’s levy.

A increased tax rate means properties with no change or increase in value would see a increase in City taxes. Valuations, tax capacity, levy and tax rate impact the overall City portion of taxes.

According to the City Assessor, the following average market value increases took place in Corcoran:

**Residential: 3.9%    Agricultural: 7%    Commercial: 8.4%    Industrial: 15.9%**

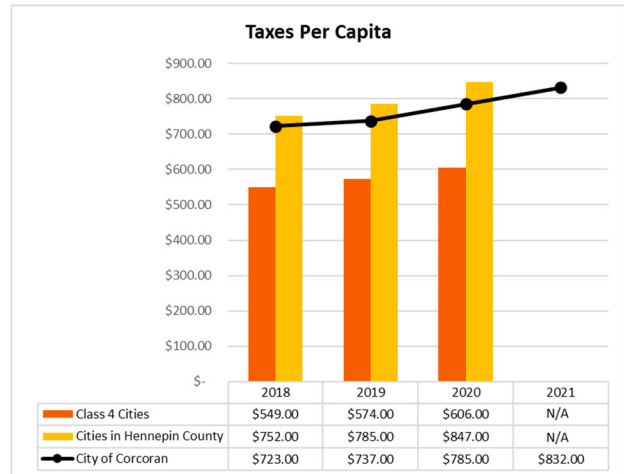
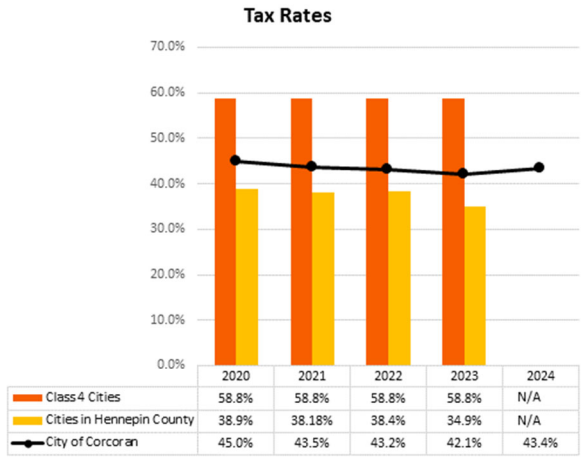
Using this information, a home previously valued at \$400,000 would now be valued at \$415,600. The anticipated tax impact in this example would be as follows:

	Home Value	Tax Capacity	Tax Rate	City Tax
2023	\$400,000	\$3,987.60	42.122%	\$1,679.66
2024	\$415,600	\$4,156.00	43.371%	\$1,802.50

Corcoran Tax Capacity by Property Type:

**Residential/Apartment: 83.39%    Agricultural/Rural: 10.63%    Commercial/Industrial: 5.97%**

## KEY PERFORMANCE INDICATORS



### BUDGET PROCESS TIMELINE

**June 8:** Council provided staff direction on priorities for the 2024 budget

**June—July:** Staff develops budget

**July 27:** Council reviewed the first draft of the budget and provided staff direction

**August 24:** Council reviewed the second draft of the budget

**September 14:** Council adopted the preliminary levy

**November:** Hennepin County mails Truth-in-Taxation notices showing proposed levies and taxes

**December 8:** Council holds Truth-in-Taxation Budget Meeting accepting public comments and considers approving the 2024 final budget and levy

*The City will continue to refine the budget and levy prior to final approval which is anticipated on December 18. Between now and that time, the levy can decrease but not increase.*

### ALLOCATION OF TAX DOLLARS

The median estimated market value of a home in Corcoran is \$505,700. The City taxes on a home of that value using the projected tax rate is \$2,193 per year or about \$184 per month. The chart below shows where the \$2,193 is allocated based upon the overall percentage of City expenditures. (Amounts are rounded)

Item	Annual Cost	Cost Per Month
Police	\$548	\$46
Fire	\$132	\$11
Other Public Safety*	\$176	\$15
Public Works/Parks	\$548	\$46
General Government	\$394	\$33
Planning/Engineering	\$132	\$11
Transfers/Debt Service	\$263	\$22
<b>TOTAL</b>	<b>\$2,193</b>	<b>\$184</b>

\*Other Public Safety includes Building Inspection and Code Enforcement.

### NEXT STEP

#### **Truth-in-Taxation Budget Meeting**

Meeting Format To Be Determined

Monday, December 18, 7:00 pm

#### **Learn More...**

The entire budget and related staff reports are available on the City's website at [www.corcoranmn.gov](http://www.corcoranmn.gov). Under the Our Government tab click *Council* then *Agenda Packets* then *2023*. Select the *2023-9-14 Council Agenda Packet* to view the budget used to set the preliminary levy. Administrative Services Director Kathy Hughes, [khughes@corcoranmn.gov](mailto:khughes@corcoranmn.gov) or 763-338-9293, or Finance Manager Maggie Ung, [mung@corcoranmn.gov](mailto:mung@corcoranmn.gov) or 763-400-7032, can be reached for further questions.

*Prepared by the City of Corcoran*



**Memo**

To: Kevin Mattson, PE, PW Director From: Steve Hegland, PE  
 Nick Wyers, PE  
 Project/File: 227704908 Date: September 6, 2023  
 Subject: Bid Results – Horseshoe Bend Drive Drainage Improvements Project

**Council Action Requested**

Staff is recommending the City Council review the bids received on the Horseshoe Bend Drainage Improvement Project and award the project to Bituminous Roadways Inc. and geotechnical testing services to Haugo Geotechnical Service and authorize construction engineering services to Stantec.

**Bid Results**

Seven bids were received on Wednesday, September 6, 2023 for the Horseshoe Bend Drive Drainage Improvements Project. Bid results are summarized below and details are in the attached table. The Engineers Estimate for the project was \$206,310.50.

Contractor	Bituminous Roadways, Inc.	New Look Contracting, Inc.	Miller Brothers Excavating	Valley Paving, Inc.	Kuechle Underground, Inc.	Northdale Construction Co., Inc.	Meyer Contracting, Inc.
Bid Placement	Low	#2	#3	#4	#5	#6	#7
Bid Amount	\$165,103.40	\$183,136.00	\$189,950.00	\$193,218.00	\$203,258.00	\$213,505.71	\$217,027.07

The low bidder was Bituminous Roadways, Inc. with a Bid Amount of \$165,103.40.

**Geotechnical Testing Services**

Stantec obtained quotes from three local geotechnical contractors to provide construction materials testing on this project. This would include the material testing for the aggregate base and bituminous pavement installed with this project as well as testing the backfill of the utility trenches for proper compaction. Below is a summary of the quotes received.

	<b><i>Contractor</i></b>	<b><i>Total Bid</i></b>
Low	Haugo Geotechnical Services	\$2,601.00
#2	Independent Testing Technologies, Inc.	\$3,125.00
#3	Braun Intertec	\$3,798.00

Based on the scope of the project, we would recommend the construction material testing services for this project be awarded to Haugo Geotechnical Services.

**Reference: Horseshoe Bend Drive Drainage Improvements Project**

### **Engineering Construction Services**

With this authorization of work, we would request the authorization of Stantec to perform Construction engineering services on the project. This includes surveying, construction oversight, small utility relocation coordination and oversight, resident communication and project management for the project. Based on previous project experience we estimate engineering costs to be \$23,000. As with all City projects, this work is billed on a time and material basis only for the time spent on the project and we work with City Staff to save cost where possible.

### **Funding**

Funding for this project was included in the bond obtained by the City earlier in 2023. One culvert within this project is located within the Garages Too plat with requirements within the development documents for them to be responsible for the replacement of that culvert if a City Project is constructed. If this bid is awarded, we will present the corresponding costs of those improvements to the developer and provide them the option to have the culvert replacement and ditch grading completed with this project or allow for them to self perform that portion of the work to the same City standards.

### **Engineer's Recommendation**

The bids were competitive, therefore, Stantec recommends that the project be awarded to Bituminous Roadways Inc for the Base Bid of \$165,103.40, award geotechnical testing services to Haugo Geotechnical Services for \$2,601.00 and consider the authorization for Stantec to provide construction engineering services estimated for \$23,000.





Project Name: **HORSESHOE BEND DRIVE DRAINAGE IMPROVEMENTS**

I hereby certify that this is an exact reproduction of bids received.

City Project No.: \_\_\_\_\_

Stantec Project No.: 227704908

Bid Opening: Wednesday, September 6, 2023 at 1:00 PM CDT

Owner: **City of Corcoran**

*Steve Hegland*  
Steve Hegland, PE  
License No. 46703

Item Num	BID TABULATION			Bidder No. 1 Bituminous Roadways, Inc.		Bidder No. 2 New Look Contracting, Inc.		Bidder No. 3 Miller Brothers Excavating		Bidder No. 4 Valley Paving, Inc.	
	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
<b>BASE BID:</b>											
1	MOBILIZATION AND DEMOBILIZATION	LS	1	\$2,500.00	\$2,500.00	\$10,000.00	\$10,000.00	\$11,496.00	\$11,496.00	\$9,000.00	\$9,000.00
2	CLEARING	EACH	17	\$214.00	\$3,638.00	\$200.00	\$3,400.00	\$395.00	\$6,715.00	\$200.00	\$3,400.00
3	GRUBBING	EACH	17	\$143.00	\$2,431.00	\$150.00	\$2,550.00	\$170.00	\$2,890.00	\$135.00	\$2,295.00
4	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	345	\$3.50	\$1,207.50	\$5.00	\$1,725.00	\$4.50	\$1,552.50	\$2.00	\$690.00
5	REMOVE STORM SEWER CULVERT	LIN FT	339	\$6.50	\$2,203.50	\$15.00	\$5,085.00	\$45.00	\$15,255.00	\$16.00	\$5,424.00
6	REMOVE BITUMINOUS PAVEMENT	SQ YD	349	\$8.00	\$2,792.00	\$9.00	\$3,141.00	\$5.50	\$1,919.50	\$31.00	\$10,819.00
7	SALVAGE AND REINSTALL GRAVEL SURFACING	SQ YD	140	\$3.00	\$420.00	\$5.00	\$700.00	\$8.00	\$1,120.00	\$13.00	\$1,820.00
8	SALVAGE AND RESPREAD LANDSCAPE ROCK	SQ YD	5	\$41.00	\$205.00	\$50.00	\$250.00	\$95.00	\$475.00	\$44.00	\$220.00
9	COMMON EXCAVATION - OFFSITE (LV)	CU YD	170	\$29.00	\$4,930.00	\$35.00	\$5,950.00	\$20.00	\$3,400.00	\$43.00	\$7,310.00
10	STRIP, STOCKPILE, AND RESPREAD TOPSOIL	LS	1	\$1,220.00	\$1,220.00	\$10,000.00	\$10,000.00	\$4,250.00	\$4,250.00	\$5,600.00	\$5,600.00
11	GEOTEXTILE FABRIC TYPE 4	SQ YD	60	\$3.50	\$210.00	\$10.00	\$600.00	\$13.00	\$780.00	\$5.00	\$300.00
12	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	8	\$180.00	\$1,440.00	\$1.00	\$8.00	\$210.00	\$1,680.00	\$170.00	\$1,360.00
13	AGGREGATE BASE CLASS 5, 100% CRUSHED	TON	102	\$52.00	\$5,304.00	\$50.00	\$5,100.00	\$25.00	\$2,550.00	\$22.00	\$2,244.00
14	BITUMINOUS MATERIAL FOR TACK COAT	GAL	20	\$13.00	\$260.00	\$20.00	\$400.00	\$11.30	\$226.00	\$4.00	\$80.00
15	TYPE SP 9.5 WEARING COURSE MIXTURE (3,B)	TON	40	\$258.00	\$10,320.00	\$250.00	\$10,000.00	\$205.00	\$8,200.00	\$208.00	\$8,320.00
16	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,B)	TON	50	\$235.00	\$11,750.00	\$250.00	\$12,500.00	\$205.00	\$10,250.00	\$208.00	\$10,400.00
17	15" RC PIPE APRON	EACH	4	\$1,845.00	\$7,380.00	\$2,150.00	\$8,600.00	\$1,825.00	\$7,300.00	\$2,200.00	\$8,800.00
18	18" RC PIPE APRON	EACH	4	\$1,955.00	\$7,820.00	\$2,325.00	\$9,300.00	\$1,985.00	\$7,940.00	\$2,350.00	\$9,400.00
19	21" RC PIPE APRON	EACH	4	\$2,060.00	\$8,240.00	\$2,550.00	\$10,200.00	\$2,200.00	\$8,800.00	\$2,800.00	\$11,200.00
20	21" CPP PIPE APRON	EACH	8	\$1,610.00	\$12,880.00	\$1,350.00	\$10,800.00	\$1,470.00	\$11,760.00	\$1,375.00	\$11,000.00
21	24" CPP PIPE APRON	EACH	2	\$1,640.00	\$3,280.00	\$1,350.00	\$2,700.00	\$1,475.00	\$2,950.00	\$1,375.00	\$2,750.00
22	27" CPP PIPE APRON	EACH	2	\$2,120.00	\$4,240.00	\$2,400.00	\$4,800.00	\$2,450.00	\$4,900.00	\$2,500.00	\$5,000.00
23	21" CPP	LIN FT	110	\$95.00	\$10,450.00	\$95.00	\$10,450.00	\$102.00	\$11,220.00	\$153.00	\$16,830.00
24	24" CPP	LIN FT	25	\$117.00	\$2,925.00	\$120.00	\$3,000.00	\$102.00	\$2,550.00	\$153.00	\$3,825.00
25	27" CPP	LIN FT	53	\$129.00	\$6,837.00	\$125.00	\$6,625.00	\$140.00	\$7,420.00	\$175.00	\$9,275.00
26	15" RC PIPE CULVERT CLASS V	LIN FT	88	\$111.00	\$9,768.00	\$95.00	\$8,360.00	\$128.00	\$11,264.00	\$103.00	\$9,064.00
27	18" RC PIPE CULVERT CLASS V	LIN FT	128	\$116.00	\$14,848.00	\$100.00	\$12,800.00	\$127.00	\$16,256.00	\$106.00	\$13,568.00
28	21" RC PIPE CULVERT CLASS V	LIN FT	88	\$133.00	\$11,704.00	\$115.00	\$10,120.00	\$140.00	\$12,320.00	\$125.00	\$11,000.00
29	TRAFFIC CONTROL	LS	1	\$5,610.00	\$5,610.00	\$3,000.00	\$3,000.00	\$900.00	\$900.00	\$4,300.00	\$4,300.00
30	STORM DRAIN INLET PROTECTION - MAINTAINED	EACH	12	\$119.00	\$1,428.00	\$175.00	\$2,100.00	\$220.00	\$2,640.00	\$100.00	\$1,200.00
31	SILT FENCE, TYPE MS - MAINTAINED	LIN FT	300	\$3.50	\$1,050.00	\$10.00	\$3,000.00	\$4.00	\$1,200.00	\$3.25	\$975.00
32	SEDIMENT CONTROL LOG TYPE STRAW - MAINTAINED	LIN FT	80	\$4.50	\$360.00	\$10.00	\$800.00	\$6.00	\$480.00	\$4.50	\$360.00
33	ROLLED EROSION PREVENTION CATEGORY 25 WITH 25-141 SEED	SQ YD	1268	\$3.30	\$4,184.40	\$3.00	\$3,804.00	\$4.25	\$5,389.00	\$3.25	\$4,121.00
34	HYDRAULIC MULCH WITH 25-141 SEED	SQ YD	317	\$4.00	\$1,268.00	\$4.00	\$1,268.00	\$6.00	\$1,902.00	\$4.00	\$1,268.00
<b>TOTAL BASE BID</b>					<b>\$165,103.40</b>		<b>\$183,136.00</b>		<b>\$193,950.00</b>		<b>\$193,218.00</b>

Item Num	BID TABULATION			Bidder No. 1 Bituminous Roadways, Inc.		Bidder No. 2 New Look Contracting, Inc.		Bidder No. 3 Miller Brothers Excavating		Bidder No. 4 Valley Paving, Inc.	
	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
	Contractor Name and Address:			Bituminous Roadways, Inc. 1520 Commerce Dr. Mendota Heights, MN 55120		New Look Contracting, Inc. 14045 Northdale Blvd. Rogers, MN (763) 241-1596		Miller Brothers Excavating 20175 75th Ave. N. Suite A Hamel, MN 55340		Valley Paving, Inc. 8800 13th Ave. E. Shakopee, MN 55379 (952) 445-8615	
			Phone:	(651) 686-7001		(763) 241-1596				(952) 445-8615	
			Email:	<a href="mailto:estimating@bitroads.com">estimating@bitroads.com</a>		<a href="mailto:estimating@newlookcontracting.net">estimating@newlookcontracting.net</a>				<a href="mailto:estimating@valleypaving.com">estimating@valleypaving.com</a>	
			Signed By:	Pam Hague		Enz Streffone		Kado Cano		Brent Carron	
			Title:	Secretary		Director of Business Ops.		Project Coordinator		President	
			Bid Security:	Bid Bond		Bid Bond		Bid Bond		Bid Bond	
			Responsible Contractor Certification:	Yes		Yes		Yes		Yes	
			Addenda Acknowledged:	1		1		1		1	



Project Name: HORSESHOE BEND DI

City Project No.: \_\_\_\_\_

Bid Opening: Wednesday, Septerr

BID TABULATION				Bidder No. 5 Kuechle Underground, Inc.		Bidder No. 6 Northdale Construction Co., Inc.		Bidder No. 7 Meyer Contracting, Inc.	
Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total
<b>BASE BID:</b>									
1	MOBILIZATION AND DEMOBILIZATION	LS	1	\$6,500.00	\$6,500.00	\$21,465.00	\$21,465.00	\$11,000.00	\$11,000.00
2	CLEARING	EACH	17	\$240.00	\$4,080.00	\$194.04	\$3,298.68	\$184.80	\$3,141.60
3	GRUBBING	EACH	17	\$185.00	\$3,145.00	\$129.36	\$2,199.12	\$123.20	\$2,094.40
4	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	345	\$5.00	\$1,725.00	\$2.10	\$724.50	\$4.09	\$1,411.05
5	REMOVE STORM SEWER CULVERT	LIN FT	339	\$13.00	\$4,407.00	\$25.00	\$8,475.00	\$16.58	\$5,620.62
6	REMOVE BITUMINOUS PAVEMENT	SQ YD	349	\$12.00	\$4,188.00	\$20.00	\$6,980.00	\$4.81	\$1,678.69
7	SALVAGE AND REINSTALL GRAVEL SURFACING	SQ YD	140	\$13.00	\$1,820.00	\$40.00	\$5,600.00	\$15.42	\$2,158.80
8	SALVAGE AND RESPREAD LANDSCAPE ROCK	SQ YD	5	\$190.00	\$950.00	\$40.00	\$200.00	\$88.89	\$444.45
9	COMMON EXCAVATION - OFFSITE (LV)	CU YD	170	\$18.00	\$3,060.00	\$46.88	\$7,969.60	\$31.26	\$5,314.20
10	STRIP, STOCKPILE, AND RESPREAD TOPSOIL	LS	1	\$11,000.00	\$11,000.00	\$6,000.00	\$6,000.00	\$25,000.00	\$25,000.00
11	GEOTEXTILE FABRIC TYPE 4	SQ YD	60	\$17.50	\$1,050.00	\$7.15	\$429.00	\$3.49	\$209.40
12	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	8	\$250.00	\$2,000.00	\$157.50	\$1,260.00	\$160.00	\$1,280.00
13	AGGREGATE BASE CLASS 5, 100% CRUSHED	TON	102	\$29.00	\$2,958.00	\$43.43	\$4,429.86	\$69.42	\$7,080.84
14	BITUMINOUS MATERIAL FOR TACK COAT	GAL	20	\$11.00	\$220.00	\$11.55	\$231.00	\$11.00	\$220.00
15	TYPE SP 9.5 WEARING COURSE MIXTURE (3,B)	TON	40	\$260.00	\$10,400.00	\$268.61	\$10,744.40	\$255.82	\$10,232.80
16	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,B)	TON	50	\$215.00	\$10,750.00	\$224.26	\$11,213.00	\$213.58	\$10,679.00
17	15" RC PIPE APRON	EACH	4	\$1,900.00	\$7,600.00	\$1,876.00	\$7,504.00	\$2,439.35	\$9,757.40
18	18" RC PIPE APRON	EACH	4	\$2,020.00	\$8,080.00	\$2,037.25	\$8,149.00	\$2,595.54	\$10,382.16
19	21" RC PIPE APRON	EACH	4	\$2,210.00	\$8,840.00	\$2,357.63	\$9,430.52	\$2,845.57	\$11,382.28
20	21" CPP PIPE APRON	EACH	8	\$1,210.00	\$9,680.00	\$1,244.95	\$9,959.60	\$1,477.48	\$11,819.84
21	24" CPP PIPE APRON	EACH	2	\$1,250.00	\$2,500.00	\$1,244.95	\$2,489.90	\$1,477.47	\$2,954.94
22	27" CPP PIPE APRON	EACH	2	\$2,010.00	\$4,020.00	\$2,138.30	\$4,276.60	\$2,008.76	\$4,017.52
23	21" CPP	LIN FT	110	\$162.00	\$17,820.00	\$118.00	\$12,980.00	\$125.34	\$13,787.40
24	24" CPP	LIN FT	25	\$185.00	\$4,625.00	\$118.00	\$2,950.00	\$165.98	\$4,149.50
25	27" CPP	LIN FT	53	\$196.00	\$10,388.00	\$145.73	\$7,723.69	\$172.16	\$9,124.48
26	15" RC PIPE CULVERT CLASS V	LIN FT	88	\$149.00	\$13,112.00	\$132.20	\$11,633.60	\$90.15	\$7,933.20
27	18" RC PIPE CULVERT CLASS V	LIN FT	128	\$155.00	\$19,840.00	\$131.13	\$16,784.64	\$94.77	\$12,130.56
28	21" RC PIPE CULVERT CLASS V	LIN FT	88	\$166.00	\$14,608.00	\$152.40	\$13,411.20	\$97.54	\$8,583.52
29	TRAFFIC CONTROL	LS	1	\$2,500.00	\$2,500.00	\$5,250.00	\$5,250.00	\$15,000.00	\$15,000.00
30	STORM DRAIN INLET PROTECTION - MAINTAINED	EACH	12	\$425.00	\$5,100.00	\$300.00	\$3,600.00	\$175.00	\$2,100.00
31	SILT FENCE, TYPE MS - MAINTAINED	LIN FT	300	\$3.00	\$900.00	\$3.10	\$930.00	\$4.24	\$1,272.00
32	SEDIMENT CONTROL LOG TYPE STRAW - MAINTAINED	LIN FT	80	\$4.00	\$320.00	\$4.15	\$332.00	\$5.24	\$419.20
33	ROLLED EROSION PREVENTION CATEGORY 25 WITH 25-141 SEED	SQ YD	1268	\$3.00	\$3,804.00	\$2.93	\$3,715.24	\$2.79	\$3,537.72
34	HYDRAULIC MULCH WITH 25-141 SEED	SQ YD	317	\$4.00	\$1,268.00	\$3.68	\$1,166.56	\$3.50	\$1,109.50
<b>TOTAL BASE BID</b>					<b>\$203,258.00</b>		<b>\$213,505.71</b>		<b>\$217,027.07</b>

Item Num	BID TABULATION			Bidder No. 5 Kuechle Underground, Inc.		Bidder No. 6 Northdale Construction Co., Inc.		Bidder No. 7 Meyer Contracting, Inc.	
	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total
	Contractor Name and Address:			Kuechle Underground, Inc. 10998 State Hwy. 55, POBox 509 Kimball, MN 55353		Northdale Construction Co., Inc. 9760 71st St. NE Albertville, MN 55301		Meyer Contracting, Inc. 1100 93rd Ave. N. Maple Grove, MN 55369	
			Phone:	(320) 398-8888		(763) 428-4868		(763) 391-5959	
			Email:	<a href="mailto:info@kuechleunderground.com">info@kuechleunderground.com</a>		<a href="mailto:northdalebids@northdaleconst.com">northdalebids@northdaleconst.com</a>		<a href="mailto:estimating@meyerci.com">estimating@meyerci.com</a>	
			Signed By:	Jeremy J. Kuechle		Philip B. Lesnar		Verlyn Schoep	
			Title:	Vice President		President		President	
			Bid Security:	Bid Bond		Bid Bond		Bid Bond	
			Responsible Contractor Certification:	Yes		Yes		Yes	
			Addenda Acknowledged:	1		1		1	

**HAUGO GEOTECHNICAL SERVICES**  
**2825 CEDAR AVE S, MINNEAPOLIS, MN 55407**  
**WEBSITE: www.haugogts.com**

**HGTS Project #** 23-0625  
**Client:** City of Corcoran  
**Project:** Horseshoe Bend Drive  
**Location:** Corcoran, MN

**Table 1 Summary of Estimated Costs**

<u>CODES</u>	<u>SOIL OBSERVATIONS</u>	<u>TRIPS</u>	<u>HOURS PER TRIP</u>	<u>QTY</u>	<u>UNITS</u>	<u>PRICE(\$)</u>	<u>SUM(\$)</u>
203C/D	EXCAVATING/FOOTING/PADS				hour	86	
225	HELICAL OBSERVATION				hour	86	
209	PROOFROLL-SUBBASE				hour	86	
	<u>COMPACTION TESTING</u>						
201	BUILDING PAD CORRECTION				hour	76	
201C	WALL BACKFILL				hour	76	
201B	SITE UTILITIES BACKFILL	4	3	12	hour	76	912
201A	PLUMBING BACKFILL				hour	76	
201A	SUBGRADE				hour	76	
201A	SUBBASE				hour	76	
	<u>CONCRETE TESTING</u>						
101C	BUILDING FOOTINGS/PADS				hour	76	
101E	WALLS				hour	76	
101D	INTERIOR SLABS				hour	76	
101E	PIERS				hour	76	
101A/B	EXTERIOR CONCRETE				hour	76	
	<u>SPECIAL INSPECTIONS</u>						
161	FOOTINGS/PADS REINFORCEMENT				hour	86	
161	WALL REINFORCEMENT				hour	86	
161	PIER REINFORCEMENT				hour	86	
151	MASONRY INSPECTIONS				hour	86	
151	GROUTING INSPECTIONS				hour	86	
162/163	BOLTING/WELDING INSPECTIONS				hour	120	
164	FIRE PROOFING INSPECTIONS				hour	120	
	<u>COMPRESSIVE STRENGTH TESTING</u>						
102	STRUCTURAL CONCRETE CYLINDERS				TEST	20	
102	CONCRETE CYLINDERS				TEST	20	
157	MASONRY GROUT				TEST	30	
156	MASONRY BLOCK PRISMS				TEST	165	
159	MASONRY NET AREA				TEST	130	
107	GYPSON CONCRETE CUBES				TEST	20	
105	SAMPLE PICK-UP			2	TEST	76	152
	<u>SIEVE ANALYSIS / PROCTORS</u>						
401/402	STANDARD/MODIFIED PROCTOR			1	TEST	140	140
403	SIEVE ANALYSIS			1	TEST	140	140
	<u>BITUMINOUS</u>						
303	EXTRACTION / GRADATION / AIR VOIDS			1	TEST	425	425
304	CORE THICKNESS / DENSITY				TEST	25	
	<u>PROJECT DETAILS</u>						
110	TRIP CHARGE			6	TRIPS	40	240
612	PROJECT ENGINEER				hour	130	
602	PROJECT MANAGER			4	hour	120	480
609	PROJECT ASSISTANT			2	hour	56	112
<b>TOTAL</b>						<b>\$</b>	<b>2,601.00</b>

Our services are directly controlled by the schedule of others, the actual cost of our services may vary from our estimate. Invoices for our services will be based on the actual numbers of hours spent on the project and the tests performed. It is difficult to predict all of the services and the quantity of services that may be required. If services are required that are not shown above, we will provide them in accordance with our standard fee schedule.

**Independent Testing Technologies, Inc.**  
**337 31<sup>st</sup> Avenue South**  
**Waite Park, MN 56387**  
**Phone: 320-253-4338**

September 5, 2023  
 Proposal #08-11

Project: **Horseshoe Bend Drive Drainage Improvements**  
**Corcoran, Minnesota**

**Cost Estimate:**

<u>Description</u>	<u>Qty.</u>	<u>Unit Rate</u>	<u>Extension</u>
	<b><u>Project Scope</u></b>		
Project Management (In-House), hourly	2	\$ 100.00	\$ 200.00
On-Site Technician Time, hourly	4	\$ 100.00	\$ 400.00
Gradations – Class-5 Aggregate Base, each	1	\$ 95.00	\$ 95.00
Laboratory Proctor Test (Standard Method), each	1	\$ 200.00	\$ 200.00
Nuclear Density Tests, each	20	\$ 35.00	\$ 700.00
Proof Roll (On-Site Observation and Reporting by PE), each	—	\$ 250.00	—
Topsoil Analysis (Hydrometer, pH, and Organic Content), each	—	\$ 350.00	—
Bituminous Properties (Extraction Gradations, & Air Voids), Companions, each	1	\$ 450.00	\$ 450.00
Trip Charges (Travel Time & Mileage), each	6	\$ 180.00	\$ 1,080.00
Project Total:			<b>\$ 3,125.00</b>

Submitted By:  
 Tyler T. Burkes, EIT



The Science You Build On.

# Project Proposal

QTB184395

## Corcoran - Horseshoe Bend Drive Drainage Improvements

**Client:**

Stantec Consulting Services Inc.  
Adam Garfield  
One Carlson Parkway, Suite 100  
Plymouth, MN 55447  
(651) 636-4600

**Work Site Address:**

Horseshoe Bend Drive  
Corcoran, MN 55340

**Service Description:**

Construction Materials Testing

	Description	Quantity	Units	Unit Price	Extension
<b>Phase 1</b>	<b>Construction Materials Testing</b>				
<b>Activity 1.1</b>	<b>Soils Testing</b>				<b>\$2,270.00</b>
207	Compaction Testing - Nuclear	14.00	Hour	88.00	\$1,232.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Backfill / Roadway Subgrade	4.00	Trips	3.50	14.00
1308	Nuclear moisture-density meter charge, per hour	14.00	Each	26.00	\$364.00
209	Sample pick-up	1.00	Hour	88.00	\$88.00
1318	Moisture Density Relationship (Standard), per sample	1.00	Each	194.00	\$194.00
1162	Sieve Analysis with 200 wash, per sample	1.00	Each	142.00	\$142.00
1861	CMT Trip Charge	5.00	Each	50.00	\$250.00
<b>Activity 1.2</b>	<b>Pavement Testing</b>				<b>\$936.00</b>
209	Sample pick-up	2.00	Hour	88.00	\$176.00
2689	MnDOT Asphalt Verification, per sample	1.00	Each	710.00	\$710.00
1861	CMT Trip Charge	1.00	Each	50.00	\$50.00
<b>Activity 1.3</b>	<b>Project Management</b>				<b>\$592.00</b>
226	Project Manager	3.00	Hour	168.00	\$504.00
138	Project Assistant	1.00	Hour	88.00	\$88.00
<b>Phase 1 Total:</b>					<b>\$3,798.00</b>

<b>Proposal Total:</b>	<b>\$3,798.00</b>
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## STAFF REPORT

Agenda Item: 10a.

<b>Council Meeting:</b> September 14, 2023	<b>Prepared By:</b> Maggie Ung
<b>Topic:</b> 2024 Fee Schedule Direction	<b>Action Required:</b> Direction

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### Summary

Staff will soon begin drafting the 2024 Fee Schedule. In advance of doing so, staff requests fee change expectations and direction from the City Council.

Staff will present a proposed 2024 Fee Schedule at a future council meeting.

### Financial/Budget

Direction from the Council will be used to create the first draft of the 2024 Fee Schedule. Staff will present the draft 2024 Fee Schedule at a future council meeting.

### Options

1. Provide staff direction on 2024 Fee Schedule expectations.

### Recommendation

Provide staff direction on 2024 Fee Schedule expectations.

### Council Action

Provide staff direction on 2024 Fee Schedule expectations.

### Attachments

N/A



## STAFF REPORT

Agenda Item: 10b.

<b>Council Meeting:</b> September 14, 2023	<b>Prepared By:</b> Jessica Beise and Kevin Mattson
<b>Topic:</b> Engineering/Development Superintendent – Job Description Approval; Authorization to Hire	<b>Action Required:</b> Approval

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### Summary

In July 2021, Council had discussions of a reorganization of the Public Works Department. The reorganization has taken place in several steps over the last two years. The remaining pieces involve the hiring of an Engineering/Development Superintendent and the addition of a utility division.

The Engineering/Development Superintendent position will provide the Public Works Director support for development and infrastructure projects including assistance in development contract closeout tasks.

As the water supply system is being constructed, the next phase of reorganization will take place with the creation of an utility division.

### Financial/Budget

The Engineering/Development Superintendent position was budgeted in the 2023 budget.

### Options

1. Approve the Engineering/Development Superintendent job description and authorize staff to begin a hiring process.
2. Amend the job description and authorize staff to begin a hiring process.
3. Decline to implement the Engineering/Development Superintendent position.

### Recommendation

Approve the Engineering/Development Superintendent job description and authorize staff to begin a hiring process.

### Council Action

Consider a motion to approve the Engineering/Development Superintendent job description and authorize staff to begin a hiring process.

### Attachments

1. Engineering/Development Superintendent Job Description

## ENGINEERING/DEVELOPMENT SUPERINTENDENT

### City of Corcoran

<b>Department</b>	<b>Public Works</b>
<b>Reports To</b>	<b>Public Works Director</b>
<b>Points</b>	<b>467</b>
<b>Grade</b>	<b>16</b>
<b>FLSA</b>	<b>Exempt</b>
<b>Classification</b>	<b>Full-time, benefit earning position</b>
<b>Bargaining Unit</b>	<b>NA</b>
<b>Date</b>	<b>April 2023</b>

#### Description

The Engineering/Development Superintendent coordinates various aspects of project development and construction activities for the city to include public improvement projects, private development review, permits, utilities, and right-of-way management. Ensures conformance with city specifications, ordinances, and applicable state and federal laws. Collaborates with other city departments, outside agencies, developers, consultants, contractors, and community members in the implementation of city projects.

#### Location

Varies between office and field setting.

#### Essential Duties and Responsibilities

- Direct preparation of the preliminary and final design for infrastructure projects, including the construction and/or rehabilitation of sanitary sewers, water main, storm sewer, street and all related facilities or structures. Oversee the preparation of feasibility reports, plans, specifications, advertisements for bids, contracts, acquisition of deeds and easements, assessments, and detailed contract administration.
- Assists with overseeing contract construction activities, surveying/staking and field inspection of designated public improvement projects. This activity may include, but is not limited to, project inspection, scheduling and coordinating the activities of contractors, consulting engineers and all other government agencies implementing those projects.
- Assist in negotiating, managing, and preparing compensation for contractors engaged in City contracts.
- Responsible for providing timely reports on all ongoing construction activities to the Public Works Director, the City Administrator, the City Council, and the public.
- Assists in the preparing, developing, and updating of capital improvement programs for sanitary sewers, water, storm drainage, street system, parks, trails and other public improvement projects.
- Responsible for the review of development proposals, proposed subdivisions, proposed lot divisions, combinations, easement vacations, proposed plats and proposed special land uses.
- Represents the City at preconstruction, construction progress, neighborhood meetings, and the Elm Creek Watershed Management Commission.
- Develop, coordinate, and administer the city's annual maintenance projects including but not limited to mill/overlays, pavement seal coating, striping and sidewalk and trail repairs.
- Responsible for field inspection and verification of compliance with construction documents for all active construction and reconstruction projects, grading permits, particularly upon release of a project's financial security.
  - Provide direction to the field inspection staff on investigating field construction problems and corrective actions; resolves conflicts between contractors and field staff.

## ENGINEERING/DEVELOPMENT SUPERINTENDENT

- Responsible for collecting record plan information from completed infrastructure projects including GIS, As-Built drawing records etc.
- Updating City Detail Plates and Specifications annually.
- Administers the Municipal State Aid Program, including all necessary reporting and record keeping and the submittal and processing of funds.
- Administers the City's MS4 Permit, including all necessary ordinance amendments, reporting and record keeping.
- Collaborate with the planning and public works department to assist in the review of subdivision plats and other proposed developments.
- Coordinate and collaborate on projects with other City departments, public and private utility owners, and state and federal regulatory agencies keeping parties informed and developing solutions to issues that arise.
- Provide assistance with financial responsibilities.
  - Administer adopted budget consistent with City policies and procedures.
  - Escrow management.
  - Fee Schedule Amendments
- Prepares and writes memos for Council action, ensuring appropriate supporting material and documentation.
- Attends meetings and makes presentations as necessary.
- Serve as the City HOA Coordinator
- Manage City process and the consultants administering the Local Government Unit/Wetland Conservation Act.

### Minimum Qualifications

- Bachelor's degree in civil engineering, construction management, or construction science or related field with three years of experience or;
- Associate degree in construction management or related field with eight or more years of experience.
- One year of supervisory experience.
- Valid Minnesota Driver's License.

### Desired Qualifications

- Additional years of municipal civil engineering, construction management, or related experience.
- Possess Erosion Control Designer certification.
- Experience with the operations of a Public Works Department and/or City government.

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

- Thorough knowledge of engineering and survey practices; maps and records; equipment and techniques of drafting.
- Ability to work with mathematical concepts, making calculations rapidly and accurately.
- Ability to communicate ideas and explanations clearly both orally and in writing.
- Ability to write routine reports and correspondence, that conform to prescribed style and format.
- Ability to comprehend and communicate policies, practices, and services of the Engineering Division to co-workers and members of the public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to use computer programs including common Microsoft Office programs, such as Word, Excel, and PowerPoint, as well as web-based email and timesheet software.

## ENGINEERING/DEVELOPMENT SUPERINTENDENT

- Knowledge of erosion control and conservation management practices.
- Knowledge of the location of City streets and easements.
- Ability to effectively work with and provide direction to consultants, developers, and contractors.
- Ability to complete plan reviews and write reports that are complete, accurate, and timely.
- Ability to analyze and resolve problems.
- Knowledge of civil engineering principles and road construction procedures.
- Ability to read engineering drawings and use specialized equipment to read elevations and locate boundaries and rights-of-way.
- Knowledge of the functions and responsibilities of City Departments, staff, and key community members.
- Ability to perform in a professional and courteous manner to requests from other staff members.
- Ability to maintain a positive attitude toward work, the public, and coworkers, ability to be public service oriented with tactful and effective conflict resolution skills.
- The ability to work independently and to prioritize work requests.
- Problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns.
- Ability to follow and give oral and written instructions.
- Ability to maintain a high degree of integrity and a high sense of personal and professional ethics.
- 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**

The Engineering/Development Superintendent is responsible for diverse matters, many of which have deadlines and require significant attention to detail. Approximately 50% of the time, work is performed at the highest level of detail and pressure of deadlines. While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, use tools or controls, talk and hear. The employee moves about regularly from office to field. The employee is occasionally required to stand, walk, reach with hands and arms; and stoop, kneel, crouch, crawl, climb, or twist. The employee must occasionally lift and/or move over 60 pounds.

### **Working Conditions**

Work is distributed between an office and field setting. Attendance at evening meetings may be required. Work may involve dealing with and calming individuals who are emotionally charged over an issue. Hours and schedule are determined by the Public Works Director. There is exposure to weather conditions and dirt, grease, noise, biting insects and unpleasant odors. Some work requires wearing safety apparel. There is exposure to traffic, slippery footing and working close to moving equipment. Work may include extended or irregular hours.

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

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

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

## STAFF REPORT

## Agenda Item: 10c.

<b>Council Meeting:</b> September 14, 2023	<b>Prepared By:</b> Jessica Beise
<b>Topic:</b> Charter Amendment Discussion	<b>Action Required:</b> Direction

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### Summary

At the 2022 annual Charter Commission meeting there was discussion of reviewing the City Council Structure relating to the Mayor's term. The discussion was related to elections and potentially changing to a four-year term. The cost of managing campaigns biannually was discussed as a reason for considering the change. The Commission noted they would like the amendment to be completed prior to the next election cycle. There was some discussion if a change to the term would be effective for the current term, however in consultation with the City Attorney it would have to be as part of any future terms.

The Charter Commission discussed this topic at the August Charter Commission meeting and directed staff to work with the City Attorney to draft a Charter amendment and discuss a potential adoption for a Charter amendment. The Charter Commission wanted to understand if the Council was supportive of an amendment and if the Council would consider making an amendment without a referendum.

In order to amend the Charter, several different paths can be followed. All such paths, with the exception of one, require voter approval via a referendum. (They can be initiated by citizen petition, the Charter Commission, or the City Council.) To make an amendment without a referendum, the Charter commission must recommend that the City Council amend the Charter by ordinance. The Council's obligation thereafter is to publish a notice of a public hearing within one month of receipt of that recommendation from the Charter Commission. A public hearing must then be held at least 2 weeks but not more than 1 month after the notice is published. Within 1 month of that public hearing, the Council must thereafter vote on the proposed Charter amendment. The Council approval must be unanimous.

If the Council unanimously approves the amendment, the ordinance must be published and would take effect 90 days after that passage and publication (or later if so specified by the Council). While this process does not require a referendum, if a sufficient number of voters timely petition for one, a referendum becomes necessary. Specifically, a number of voters equaling 2% of the total votes cast in the last state general election would have to sign a petition making this demand within 60 days of the passage and publication of the ordinance designating the amendment. (State law requires 5% of the registered voters in the City for this referendum demand, but the City Charter sets forth a lower threshold.)

If the Council is in support of the proposed Charter amendment, the Charter Commission would formally recommend via motion at the September 26<sup>th</sup> meeting that

the Council amend the Charter. Staff recalled there may be Councilor out at the October 26<sup>th</sup> meeting. Staff clarified with the City Attorney that the approval must be unanimous with a full Council. We will want to schedule this for a date we anticipate all Council being present. Below are potential options based on a September 26<sup>th</sup> Charter Commission meeting.

	<b><i>Option 1</i></b>	<b><i>Option 2</i></b>	<b><i>Option 3</i></b>
Charter Commission Recommendation	September 26	September 26	September 26
Notice Called at Council	September 28	October 12	October 26
Notice Due to Paper	September 29	October 13	October 27
Paper Publication	October 5	October 20	November 2
Public Hearing	October 26	November 9	November 20
Adoption	October 26	November 9	November 20

If none of these potential date options work for Councilors, the Council could consider asking the Charter Commission to bring forward the amendment at a future meeting.

Attached is the draft amendment proposed by the City Attorney.

**Financial/Budget**

Minimal legal and publication costs would be incurred and both of which are generally budgeted for.

**Options**

1. Discuss and provide feedback to the Charter Commission on support for the amendment and feedback to staff on a proposed timeline for adoption if there is support.

**Recommendation**

Staff would recommend option 2 for a timeline adoption based on a recollection, that there may not be a full quorum of Council at the October 26<sup>th</sup> meeting.

**Council Action**

Discuss and provide feedback to the Charter Commission on support for the amendment and feedback to staff on a proposed timeline for adoption if there is support.

**Attachments**

1. Draft Charter Commission Amendment

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING THE  
CORCORAN CITY CHARTER**

The Corcoran City Council ordains as follows:

**Section 1.    Purpose.**

By adopting this Ordinance the Corcoran City Council is amending the existing Charter. The amendments are designed to expand the term of the Mayor from a two-year term to a four-year term.

**Section 2.**    “Chapter 8 – Mayoral Term” is hereby added to the Corcoran City Charter after the end of the existing Chapter 7. The amendment to the Corcoran City Charter shall add the following language after the end of Chapter 7:

**Chapter 8 – Mayoral Term**

**Section 7.01** Mayoral Term. The Mayor of the City of Corcoran shall be elected for a term of four years.

**Section 3.** This Ordinance will be effective 90 days after its passage and publication.

Passed by the Council of the City of Corcoran, Hennepin County, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

# STAFF REPORT

# Agenda Item 10d.

<b>Council Meeting:</b> September 14, 2023	<b>Prepared By:</b> Maggie Ung, Jessica Beise, Kevin Mattson, and Matt Gottschalk
<b>Topic:</b> 2024-2025 Capital Improvement Plan and Pre-Authorization Purchases	<b>Action Required:</b> Approval

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## Summary:

On even years, the City approves a two-year Capital Improvement Plan (CIP) for fleet and equipment outside of the normal operating budget. Moving forward, the CIP will include other additional capital improvements that the City will need to consider, as outlined in this draft. CIP items are determined per the Corcoran’s Financial Guidelines.

While debt issuance is not requested until first quarter 2024, certain items take a year or more to acquire. To receive those items as necessary to continue operations, staff is requesting approval to pre-order the following items below. Additionally, some of the items below may have substantial cost increases if not ordered by an upcoming deadline.

The term “useful life” is outlined in the narrative below. This term reflects established terms in which the equipment is not unusable, it has reached a nexus of replacing before repairs and downtime increase and while resale is advantageous. This is determined using a Vehicle Condition Index form which is attached to this report.

Staff is seeking feedback on the draft 2024-2025 Capital Improvement Plan

At the August 10<sup>th</sup> Council Meeting, City Council pre-authorized the order of two squad cars for the 2024 CIP. This is due to the current short order period and long delivery time.

Below are the items that staff is also seeking authorization to place pre-orders. The attached draft CIP denotes the pre-orders.

## CIP Items – Seeking Pre-Authorization

### Public Works:

#### Streets/Parks – 2024

- Pickup with Plow: \$65,000
  - Replaces 2011 pickup truck. 2011 pickup truck is estimated to be resold at \$20,000 to cover a portion of the new pickup with plow. requesting pre-purchase to secure pricing.
- Pickup with Plow: \$55,000
  - Replace 2011 pickup truck and estimated to sell at \$20,000.



- Pickup: \$55,000
  - New purchase.

Water/Sewer – 2024

- Pickup with Plow: \$65,000
  - New purchase for the utility division. Will be using with the water and sewer funds.

Streets/Parks – 2025

- Dump Truck: \$300,000
  - Replace 2009 dump truck with estimated resale at \$45,000.
- Dump Truck: \$300,000
  - New purchase.
- Patch Trailer: \$40,000
  - New purchase.

Water/Sewer – 2025

- Utility Truck with Crane and Bucket: \$250,000
  - New purchase for the utility division. Will be purchased using the water and sewer funds.

**CIP Items – Not Seeking Pre-Authorization**

Public Works - 2024

- Mower: \$40,000
  - New purchase and seeking partial grant funding to cover \$10,000.

Streets/Parks – 2025

- Loader Grapple: \$50,000
  - New purchase.
- 3,000 Gallon Water Tank
  - Water tank insert; allows for better use of existing equipment.
- Street Sweeper: \$350,000
  - New purchase and requesting the Watershed to cover the funding.

Parks – 2024 and 2025

- Parks and Trails: TBD
  - Parks and Trails are planned for further review but would be included in future CIP Plans.

City Wide – 2024

- Warm Storage: TBD
  - Staff would recommend studying the need for equipment storage.
- Tire Repair Machine and Balancer: \$15,000
  - Supports City Fleet.

### Police – 2024

- Replace 2013 Polaris Ranger: \$35,000
  - Originally purchased with donated funds, repurpose the UTV for parks and recreation.
- Detective Squad: \$70,000
  - Replace squad 567 detective squad. Repurpose the vehicle for Police Reserves or other departments or send it to auction. This is one of the two advance vehicle purchases discussed and authorized at the August 10, 2023 Council meeting.
- Ford Explorer: \$70,000
  - Replace squad 569. Repurpose the vehicle for Police Reserves or other departments or send it to auction. This is one of the two advance squad purchases discussed and authorized at the August 10, 2023 Council meeting.
- Child ID Printer \$5,000
  - Replace 10-year-old printer, used at community engagement events.
- Support/Protection Equipment: \$24,000
  - Replace portable and mobile radios as needed. It is also used to purchase and maintain long term squad protective equipment like bulletproof rifle vests and squad rifles.

### Police – 2025

- Ford Explorer: \$70,000
  - Replace squad 569. Repurpose the vehicle for Police Reserves or other departments or send it to auction.
- Ford Explorer: \$70,000
  - Replace squad 570. Repurpose the vehicle for Police Reserves or other departments or send it to auction.
- Squad Addition \$70,000
  - Additional squad to support department staffing.
- Support/Protection Equipment: \$24,000
  - Replace portable and mobile radios as needed. It is also used to purchase and maintain long term squad protective equipment like bulletproof rifle vests and squad rifles.
- EZ Go Express 4x4: \$15,000
  - Replace the 2010 EZ Go Golf Cart that currently assists at events.

### Fire – 2025

- SUV: \$80,000
  - Equipment for fire services.

Staff would also recommend a discussion of warm storage options for equipment; staff would recommend a potential space needs study or site analysis for the Public Works Facility and the Cain Road facility.

The final 2024-2025 CIP will be presented prior to bonding.

### **Financial/Budget:**

The current draft of the 2024-2025 CIP shows a net expense of \$8,948,700. These items will be funded by a mixture of bond sales which are collected by tax levy, general fund transfer, enterprise fund, park dedication, grants, and sale of equipment. Some park items have not been finalized in cost.

Payments for pre-order items will not take place until the items are received in 2024 or 2025.

### **Options:**

1. Provide feedback on the draft 2024-2025 Capital Improvement Plan as presented and authorize staff to pre-order items listed above.
2. Send back to staff for further review.

### **Recommendation:**

Provide feedback on the draft Capital Improvement Plan as presented and authorize staff to pre-order items.

### **Council Action:**

Consider a motion to authorize staff to pre-order items and provide feedback to staff on the draft Capital Improvement Plan.

### **Attachments:**

1. Draft 2024-2025 Capital Improvement Plan
2. Vehicle Condition Index Form

Draft 2024-2025 Capital Improvement Plan

2024								
Fund	Department	Item	Cost	Re-sale	Grant	Sub-total	Pre Order Authorization	Notes
General	Public Safety	Support and Protection Equipment	\$ 17,100	\$ -	\$ -	\$ 17,100		
		Evidence Fire Arm Safe	\$ 5,000	\$ -	\$ -	\$ 5,000		
		Support and Protection Equipment	\$ 10,000	\$ -	\$ -	\$ 10,000		
		Ford SUV Explorer	\$ 43,500	\$ -	\$ -	\$ 43,500		
		Polaris Ranger	\$ 35,000	\$ -	\$ -	\$ 35,000		Repurpose the UTV for parks and recreation
		Detective Squad (567) Detective	\$ 70,000	\$ -	\$ -	\$ 70,000	X	Replace and repurpose squad 567 detective squad
		Ford SUV Explorer (568)	\$ 70,000	\$ -	\$ -	\$ 70,000	X	
		Child ID Printer	\$ 5,000	\$ -	\$ -	\$ 5,000		Replace 10-year-old printer
	Administration	Support and Protection Equipment	\$ 24,000	\$ -	\$ -	\$ 24,000		Replace portable and mobile radios
		Council Chamber Sound System	\$ 16,000	\$ -	\$ 16,000	\$ -		Paid for by ARPA fund
	Parks	City Park	\$ 7,100,000	\$ -	\$ 300,000	\$ 6,800,000		For remaster of city park. Will be paid using bond and grant
		Bellwether Boardwalk		\$ -	\$ -	\$ -		Needs further determination - evaluating City participation
	Streets/Parks	Pickup with Plow	\$ 65,000	\$ 20,000	\$ -	\$ 45,000	X	Replaces 2011 Pickup truck
		Pickup with Plow	\$ 55,000	\$ 20,000	\$ -	\$ 35,000	X	Replaces 2011 Pickup truck, requesting pre-purchase 9/14/23
		Pickup	\$ 55,000	\$ -	\$ -	\$ 55,000	X	New purchase
		Mower	\$ 40,000		\$ 10,000	\$ 30,000		New purchase; seeking partial grant funding (\$10k)
	Citywide	Tire Repair Machine and Balancer	\$ 15,000			\$ 15,000		New purchase
Fleet/Equipment Storage							Review options for storage for equipment	
Enterprise	Water/Sewer	Pickup with Plow	\$ 65,000	\$ -	\$ -	\$ 65,000	X	New purchase for utility department
	<b>Sub-total</b>					\$ 7,324,600		

2025								
Fund	Department	Item	Cost	Re-sale	Grant	Sub-total		Notes
General	Public Safety	Support and Protection Equipment	\$ 17,100	\$ -	\$ -	\$ 17,100		
		MDCs -replace squad computers	\$ 48,000	\$ -	\$ -	\$ 48,000		
		Ford SUV Explorer (563)	\$ 70,000	\$ -	\$ -	\$ 70,000		
		Ford SUV Explorer (564)	\$ 70,000	\$ -	\$ -	\$ 70,000		
		Support and Protection Equipment	\$ 20,000	\$ -	\$ -	\$ 20,000		
		Ford SUV Explorer (569)	\$ 70,000	\$ -	\$ -	\$ 70,000		Replace squad 569
		Ford SUV Explorer (570)	\$ 70,000	\$ -	\$ -	\$ 70,000		Replace squad 570
		SIU/Narcotics Squad Addition	\$ 70,000	\$ -	\$ -	\$ 70,000		
		Support and Protection Equipment	\$ 24,000	\$ -	\$ -	\$ 24,000		Replace portable and mobile radios
	Fire	Ez Go Golf Cart	\$ 20,000	\$ -	\$ -	\$ 20,000		Replace 2010 EZ Go Golf Cart
		Fire SUV	\$ 80,000	\$ -	\$ -	\$ 80,000		
	Parks	Trails		\$ -	\$ -	\$ -		Needs further determination
		Neighborhood Parks		\$ -	\$ -	\$ -		Needs further determination
		Open Space Parks		\$ -	\$ -	\$ -		Needs further determination
	Streets/Parks	Dump Truck	\$ 300,000	\$ 45,000	\$ -	\$ 255,000	X	Replacement for 2009 truck
		Dump Truck	\$ 300,000	\$ -	\$ -	\$ 300,000	X	New purchase
		Patch Trailer	\$ 40,000	\$ -	\$ -	\$ 40,000	X	New purchase
Loader Grapple		\$ 50,000	\$ -	\$ -	\$ 50,000		New purchase	
Street Sweeper		\$ 350,000	\$ -	\$ 350,000	\$ -		New purchase, requesting Watershed to cover funding	
3,000 Gallon Water Tank		\$ 20,000			\$ 20,000		New purchase, replace outdated water truck	
Public Works	Floor Sealing	\$ 100,000	\$ -	\$ -	\$ 100,000		Reseal public works facility	
	Lean-to Enclosure	\$ 50,000	\$ -	\$ -	\$ 50,000		Enclose lean-to for Public Works building	
Enterprise	Water/Sewer	Utility Truck with crane and bucket	\$ 250,000	\$ -	\$ -	\$ 250,000	X	New purchase for utility department
	<b>Sub-total</b>					\$ 1,624,100		

8,948,700

GRAND TOTAL FOR 2024-2025 CAPITAL IMPROVEMENT PLAN

\$

### Vehicle Condition Index

Factor	Points	Score	Notes
Age	One point for each year of chronological age, based upon in-service date.		
Miles/Hours	One point for each 10,000 miles of use/500 hrs. of use.		
Type of Service (1-5)	1, 3, or 5 points are assigned based on the type of service that vehicle receives. For instance, a police patrol car would be given a 5 because it is in severe duty service. In contrast, an administrative sedan would be given a 1.		
Reliability (1-5)	Points are assigned as 1, 2, 3, 4 or 5 depending on the frequency of repair/downtime. A 5 would be assigned to a vehicle that has 4.0 to 5.0% downtime or more; 4 for 3.0 to 4.0% downtime; 3 for 2.0 to 3.0% downtime, 2 for 1.0 to 2.0% downtime; and 1 point would be assigned for vehicles with less than 1% downtime.		
M&R Costs (1-5)	1 to 5 points are assigned based on total life M & R costs equal to or greater than the vehicle's original purchase price, while a 1 is given to a vehicle with life M & R costs equal to 20% or less of its original purchase cost.		
Condition (1-5)	This category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of 1 to 5 points is used with 5 being poor condition.		
Cost Per Mile (1-3)	Points are assigned as 1,2, or 3 depending on the cost per mile relative to class. A 3 would be assigned to a vehicle with costs per mile higher than average for the class; 2 assigned to a vehicle with costs per mile average for the class; 1 assigned to a vehicle with costs per mile lower than average for the class		
Total Points		0	
Point Ranges	Under 19 points      Condition 1      Excellent 20 to 23 points      Condition 2      Good 24 to 27 points      Condition 3      Meets replacement criteria 28 points and above Condition 4      Needs immediate consideration		

## Notes:

Downtime refers to any time the vehicle is not available to be used for its intended purpose.

Frequency of use refers to the average use the vehicle has received over the last three years

Maintenance and Repair (M & R) refers to all maintenance and repairs less insurance claims. PW time is included as a cost.

Cost per mile is the total M & R divided by the miles/hours on the vehicle.

## STAFF REPORT

Agenda Item: 10e.

<b>Council Meeting:</b> September 14, 2023	<b>Prepared By:</b> Jessica Beise
<b>Topic:</b> Tuition Reimbursement Request	<b>Action Required:</b> Approval

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### Summary

Staff has received a request to utilize the tuition reimbursement program outlined in the Employee Handbook. The tuition reimbursement section of the handbook allows employees an opportunity to further their education and seek reimbursement from the City if courses are related to the employee's current position or a promotional opportunity. Below in italics is the language in the Employee Handbook.

#### ***Tuition Reimbursement***

*To be considered for tuition reimbursement the employee must be in good standing and have been employed by the City for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the City Administrator or Director of Public Safety, with final approval/disapproval provided by the City Council.*

*Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:*

- Courses must be directly related to the employee's present position (whether required for a degree program or not);*

*OR*

- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).*

*AND*

- The City will pay the cost of tuition upon successful completion (C grade or better; "pass" in a pass/fail course) of the approved course. Reimbursements will be prorated for part-time employees. The maximum reimbursement per course will be based on an average course cost at the University of Minnesota. Employees may elect to attend a more costly school provided they pay the difference in cost.*

*AND*

- Employees must reimburse the City if they voluntarily leave employment within twelve (12) months of receiving tuition reimbursement from the City.*

Planning Technician Dwight Klingbeil is attending the Humphrey School of Public Affairs of Public Affairs at the University of Minnesota for a Master's Degree in Urban and Regional Planning.

The tuition cost for the University of Minnesota's graduate program in Public Affairs is \$1,815 per credit. Planning Technician Dwight Klingbeil is requesting the City cover the cost of one course for the Spring 2024 semester (4 credits; \$7,260) and Planning

Technician Dwight Klingbeil would cover the cost of the remaining 3 courses (4 credits each) plus fees and books.

Staff has reviewed the request and is supportive of professional development and educational opportunities. Staff recommends supporting a reimbursement rate of one class per semester with a maximum of three classes per year.

### **Financial/Budget**

Costs for the tuition reimbursement program are included in the 2024 preliminary budget and will be presented in the 2024 final budget. Per Planning Technician Dwight Klingbeil's proposal, the tuition reimbursement amount is \$7,260 for 2024.

### **Options**

1. Approve a tuition reimbursement of \$7,260 for 2024.
2. Approve a tuition reimbursement at a different rate.
3. Decline to approve tuition reimbursement at this time.

### **Recommendation**

Direct staff to incorporate a tuition reimbursement of one class in the final 2024 budget.

### **Council Action**

Consider a motion to direct staff to incorporate a tuition reimbursement of one class in the final 2024 budget.

### **Attachments**

1. Tuition Reimbursement Request

September 7, 2023

To Jessica Beise, City Council, and Mayor,

During much of my time with the City of Corcoran I have been attending the Humphrey School of Public Affairs and have been working toward obtaining my master's degree in Urban and Regional Planning. I recently began my third semester and will be graduating in the Spring of 2024. I believe this program will not only benefit my personal career goals, but I also believe it will have a direct benefit to the City of Corcoran. With the continued growth and development that is occurring within Corcoran, our planning needs are continually growing and evolving. Completion of this program will give me the technical and analytical skills that will allow me to perform more complex analyses, will make me better suited to assist the public and support the City Council, Planning Commission, and staff.

The cost of the program at the Humphrey for the 2023-2024 school year is \$1815.00 per credit, with 48 total credits being required to complete the program. The cost of a single 4-credit course is \$7260.00. I am asking the City of Corcoran to approve tuition reimbursement per the city policy and in agreement with the police bargaining unit of one class for the spring semester of 2024. I'd also like to note that my personal contribution has covered the first two semesters thus far and will ultimately cover the other 44 credits within this program.

I would like to thank the Council and our leadership team for taking the time to review this request. Corcoran has been my first role in Municipal Government, and it has been a pleasure being able to learn under City Planner Natalie Davis McKeown. I'm excited to continue my education and further serve the City of Corcoran.

Respectfully,



Dwight Klingbeil  
Planning Technician



## STAFF REPORT

Agenda Item: 10f.

<b>Council Meeting:</b> September 14, 2023	<b>Prepared By:</b> Jessica Beise
<b>Topic:</b> Finance Support	<b>Action Required:</b> Approval

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### Summary

The City's Finance Department will be down a staff member due to a planned leave of approximately three months. Staff would like to ensure that the City has adequate support for our team during the leave. Staff is proposing that AEM Financial Services who has provided audit prep services in the past be able to serve as technical support aiding as needed for the following:

- Completion of the audit
- Preparation of Final Tax Levy and State Reporting
- Journal Entry Review
- Bank Reconciliation Support
- As Needed Technical Assistance for Finance Staff

AEM is creating a proposal for their services which will be provided in advance of the meeting and will be sent by Tuesday, September 12<sup>th</sup>.

### Financial/Budget

It is anticipated that there will be savings related to staff wages and should cover the costs associated with the assistance.

### Options

1. Authorize staff to enter into an agreement with AEM to provide finance support during the planned leave.

### Recommendation

Authorize staff to enter into an agreement with AEM to provide finance support during the planned leave.

### Council Action

Authorize staff to enter into an agreement with AEM to provide finance support during the planned leave.

### Attachments

1. Proposal from AEM (Provide electronically by Tuesday September 12).

## STAFF REPORT

## Agenda Item 10g.

<b>Council Meeting:</b> September 14, 2023	<b>Prepared By:</b> Jessica Beise
<b>Topic:</b> Interim City Administrator Options	<b>Action Required:</b> Approval

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### Summary

Due to my resignation as City Administrator effective October 5, 2023. It is anticipated that the search for a permanent replacement will be completed in December 2023. Council has requested that prepare a recommendation for Interim City Administrator to serve in that role until a permanent appointment is made.

In speaking with staff, one internal staff member has expressed interest in the Interim City Administrator. Director of Public Safety Gottschalk expressed interest in the role. Director of Public Safety Gottschalk is currently in the Police and Fire Pension and would be required to continue to spend at least 51% of his duties on police and fire business.

Staff has also gathered the list from the League of Minnesota Cities for potential candidates for interim City Administrator candidates. This list outlines the potential candidates for interim City Administrator.

There are pros and cons to an internal versus an external candidate for Interim City Administrator. Having an internal candidate allows for someone who knows the operations of the City versus an external candidate. An external candidate would need to understand the operations of the City. An internal candidate would be limited in their ability to complete previously assigned tasks. An external candidate would provide some additional bandwidth and allow for operations to continue.

If an internal candidate is preferred, a resolution would be prepared at the next Council meeting, and they would be appointed to serve starting October 6, 2023. If an external candidate is preferred staff would ask Council to identify candidates off of the list provided by the League of Minnesota Cities. Staff would then contact candidates and suggest the Mayor and one other Councilor meet a few of the candidates and recommend an preferred candidate to serve as Interim.

### Financial/Budget

Due to the wage and benefit savings, staff anticipate either a cost savings or the costs to be in the budgeted amount.

### Options

1. Discuss and provide feedback on the Interim City Administrator appointment.

## **Recommendation**

Discuss and provide feedback on the Interim City Administrator appointment. If the Council moves forward with an internal candidate, staff would recommend if the duration of the interim period be extended that an external candidate be considered at that time.

## **Council Action**

Discuss and provide feedback on the Interim City Administrator appointment.

## **Attachments**

1. List of Potential External Interim Administrator Candidates (Redacted)



**This list has been compiled by the League of Minnesota Cities.  
Last Updated: 12/2022**

*The League of Minnesota Cities offers this listing simply as a starting point in your city's search for interim, temporary assistance. This listing has been gathered from people who have continued interest in working for cities based on their prior local government experience and has not been vetted nor is it endorsed by the League. As such, it is assumed each city will not only make contact with consultants listed to determine availability, experience and pricing, but also pursue appropriate background and reference check processes to determine match and suitability. For information on typical background checks, please refer to the [League's Hiring Chapter of the HR Reference Manual](#) and the [Hiring a City Manager or Administrator Toolkit](#).*

*\*Interim roles are italicized*

**City Managers & Administrators**

**Richard (Rick) Almich**

**Experience (pop. size size):**

0-2,500 - *Gaylord*

2,500 – 5,000 – *Le Seuer, Jackson*

*Confirmed 8/2020*

**Diane Anastos**

**Experience (pop. size):**

0-2,500 - Kenyon

**Other Experience:**

Planning in Golden Valley, Richfield

Neighborhood Program Coordinator Avondale, AZ

*Confirmed 8/2021*

**Jerry Bohnsack**

**Experience (pop. size):**

0-2,500 -

2,500 – 5,000 – *Pine City, Chisholm*

5,000-10,000 – *New Prague*

**Jim Brimeyer**

**Experience (pop. size):**

0-2,500 – *Spring Park, Kenyon*

5,000-10,000 –

10,000-15,000 -

15,000 – 30,000 –

30,000+ - *St. Louis Park*

<p><b>Other Experience:</b> Executive Coach/Strategic Advisor <a href="http://www.skyehillcoaching.com">www.skyehillcoaching.com</a></p> <p>Confirmed 9/2021</p>	<p><b>Other Experience:</b> Interim Executive Director of the Lake Minnetonka Conservation District</p> <p><b>*Elected official experience</b></p> <p>Confirmed 8/2020</p>
<p><b>John Chattin</b></p> <p><b>Experience (pop. size):</b> 0-2,500 - 2,500 – 5,000 – Barnesville, Plainview 5,000-10,000 – 10,000-15,000 - 15,000 – 30,000 - Bemidji</p> <p>Confirmed 8/2021</p>	<p><b>Craig Dawson</b></p> <p><b>Experience (pop. size):</b> 0-2,500 – Excelsior, Lake St. Croix Beach 2,500 – 5,000 – 5,000-10,000 – Shorewood, Lake Elmo 10,000-15,000 - 15,000 – 30,000 - Oakdale</p> <p><b>Other Experience:</b> Assistant CM – St. Louis Park, Eden Prairie, Maplewood Dept. Director – Minnehaha Creek Watershed District</p> <p>Confirmed 8/2021</p>
<p><b>Joel Dhein</b></p> <p><b>Experience (pop. size):</b> 0-2,500 – Silver Lake, Buhl, Harmony, West Concord 2,500 – 5,000 – Cokato, Prescott WI, Mora</p> <p>Confirmed 8/2021</p>	<p><b>Michael Ericson</b></p> <p><b>Experience (pop. size):</b> 0-2,500 – Landfall 2,500 – 5,000 – Centerville, Watertown 5,000-10,000 – 10,000-15,000 - 15,000 – 30,000 - Hugo</p> <p>Confirmed 8/2021</p>
<p><b>Susan Hall</b></p> <p><b>Experience (pop. size):</b></p>	<p><b>John Olinger</b></p> <p><b>Experience (pop. size):</b></p>

<p>0-2,500 - 2,500 – 5,000 – Osseo 5,000-10,000 – St. Anthony Village (Asst. CM)</p> <p><b>Confirmed 8/2020</b></p>	<p>2,500-5,000 – Lindstrom 5000-10,000 – Mahtomedi 15,000 – 30,000 – Richfield</p> <p><b>Confirmed 12/2022</b></p>
<p><b>David Lang, MCMC</b></p> <p><b>Experience (pop. size):</b> 0-2,500 – Dundas, Ortonville</p> <p><b>*Elected official experience</b></p> <p><b>Confirmed 8/2020</b></p>	<p><b>Dale Powers</b></p> <p><b>Experience (pop. size):</b> 0-2,500 – Birchwood Village, Lake St. Croix Beach, Eagle Lake 2,500 – 5,000 – Montrose, Albertville, Spring Valley</p> <p><i>Confirmed 9/2021</i></p>
<p><b>Doug Reeder</b></p> <p><b>Experience (pop. size):</b> 0 - 2,500 - 2,500 – 5,000 – Osseo, Wayzata 5,000-10,000 – Victoria 10,000 - 15,000 - 15,000 – 30,000 – South St. Paul 30,000+ - Brooklyn Park, Maple Grove, Shakopee</p> <p><i>Confirmed 8/2021</i></p>	<p><b>David Schmidt</b></p> <p><b>Experience (pop. size):</b> 0-2,500 - 2,500 – 5,000 – Wabasha, Plainview 5,000-10,000 – 10,000-15,000 - 15,000 – 30,000 – 30,000+ - Moorhead</p> <p><b>Other Experience:</b> Administrative and Economic Consultant - Buffalo County Planner Director - Town of Kittery, ME Principal Planner - City of Schenectady, NY Planning and Community Development Director, City of Washington, NC. City Planner, New Bern, NC</p> <p><b>Confirmed 9/2020</b></p>

<p><b>Shirley Schulte</b></p> <p><b>Experience (pop. size):</b>  0-2,500 – West Concord, Kimball  2,500 – 5,000 –  5,000-10,000 – Dayton  10,000-15,000 -  15,000 – 30,000 – Albert Lea (Clerk)</p> <p><i>Confirmed 9/2021</i></p>	<p><b>Ed Shukle</b></p> <p><b>Experience (pop. size):</b>  0-2,500 – Landfall, <i>Lakeland</i>  2,500 – 5,000 – Elko New Market  5,000-10,000 – Mound, Jordan, <i>Victoria</i>  10,000-15,000 -  15,000 – 30,000 – Farmington</p> <p><b>Other Experience:</b>  Deputy Division Manager of Public Services  (Anoka County)</p> <p><i>Confirmed 9/2021</i></p>
<p><b>Mark Sievert</b></p> <p><b>Experience (pop. size):</b>  0-2,500 -  2,500 – 5,000 –  5,000-10,000 – Lake City  10,000-15,000 – Fergus Falls, <i>Fairmont</i>  15,000-30,000 – <i>Albert Lea</i></p> <p><b>Other Experience:</b>  Exec. Director of Albert Lea HRA</p> <p><i>Confirmed 8/2021</i></p>	<p><b>Sunny Bjorklund Schultz</b></p> <p><b>Experience (pop. size):</b>  0-2,500 – Starbuck, Richmond  2,500 – 5,000 – Greenfield</p> <p><b>Other Experience:</b>  Jordan, Carver</p> <p><i>Confirmed 9/2021</i></p>

<p><b>Robert J Wolfington, Jr</b></p> <p><b>Experience (pop. size):</b> 0-2,500 - Rushford 2,500 – 5,000 – Benson 5,000-10,000 – 10,000-15,000 – 15,000-30,000 –</p> <p><b>Other Experience:</b> United States Army</p> <p><i>Confirmed 8/2022</i></p>	



## STAFF REPORT

Agenda Item: 10h.

<b>Council Meeting:</b> September 14, 2023	<b>Prepared By:</b> Jessica Beise
<b>Topic:</b> Potential Boundary Change Process	<b>Action Required:</b> Direction

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### Summary

Councilor Bottema requested a discussion be held on potentially leaving Hennepin County.

The City of Champlin discussed the same topic at their August 28, 2023 meeting. Staff has attached the City of Champlin report to provide context.

### Financial/Budget

Legal and staff costs may be incurred by investigating a boundary change further.

### Options

1. Discuss the boundary change process and provide direction to staff.

### Recommendation

Discuss the boundary change process and provide direction to staff.

### Council Action

Discuss the boundary change process and provide direction to staff.

### Attachments

1. City of Champlin – August 28, 2023 Work Session Packet



# AGENDA ITEM REPORT

## Council Worksession

**MEETING:** Council Worksession - Aug 28 2023

**AGENDA SECTION:** ITEMS FOR DISCUSSION

**STAFF CONTACT:** Bret Heitkamp, City Administrator      **DEPARTMENT:** Administration

**SUBJECT:** CHAMPLIN'S POTENTIAL SECESSION FROM HENNEPIN COUNTY

**ATTACHMENTS:** [Email from Mayor re Secession from Hennepin County](#)  
[Memo - legal counsel re potential secesion from Hennepin County](#)

### **BACKGROUND INFORMATION:**

Attached is an email I received from Mayor Sabas requesting time at a worksession to discuss his proposal for Champlin to secede from Hennepin County.

### **REVIEW ISSUES:**

Also attached is a memo from legal counsel outlining three points of discussion regarding the Mayor's proposal.

### **STAFF RECOMMENDATION(S):**

Review the information provided and provide staff with direction regarding if and/or how the City Council may want to proceed on this issue.

**From:** Ryan Sabas <[rsabas@ci.champlin.mn.us](mailto:rsabas@ci.champlin.mn.us)>  
**Sent:** Wednesday, August 9, 2023 10:57 AM  
**To:** Bret Heitkamp <[bheitkamp@ci.champlin.mn.us](mailto:bheitkamp@ci.champlin.mn.us)>; David R. Schaps <[dschaps@bgs.com](mailto:dschaps@bgs.com)>  
**Cc:** Nate Truesdell <[NTruesdell@ci.champlin.mn.us](mailto:NTruesdell@ci.champlin.mn.us)>  
**Subject:** Aug 21 meeting

Bret,

I am requesting to add an agenda item to the August 21st worksession. It is regarding options of Champlin leaving Hennepin and joining Anoka county. I'd like to request legal be at this meeting as to give us our options. I would like to also ask you to get some dates together that we can host a joint powers meeting with Dayton Mayor & council. I have good reason to believe they would and will consider the move with us. I am also going to move to start a commission on this item and would like to discuss the makeup of that commission with my council. Don't hesitate to give me a call or email if you or legal has any questions. Thanks!

**Ryan Sabas**  
Mayor  
763.218.7569  
[rsabas@ci.champlin.mn.us](mailto:rsabas@ci.champlin.mn.us)



Council Info. by E-mail

Date 8-17-23

763.780.8500

200 Coon Rapids Blvd. NW  
Suite 400  
Coon Rapids, MN 55433

BGS.com

**DRAFT MEMORANDUM**

To: Honorable Mayor and City Councilmembers

Bret Heitkamp, City Administrator

From: Scott Lepak and David Schaps, City Attorney's Office

Re: Potential Boundary Change Process

Date: August 15, 2023

Please allow this memorandum to provide information on the legal process to potentially pursue the procedure of moving the City of Champlin out of the boundaries of Hennepin County through the creation of a new county, or to attach it with another county such as Anoka County.

For reference, the City of Champlin is approximately 8.71 square miles in size. Hennepin County is approximately 607 square miles in size.

The Minnesota State Constitution provides that the Legislature has the ability to change the boundaries of Minnesota counties, subject to voter ratification. Per Article XII, Section 3:

**Sec. 3. Local government; legislation affecting.**

The legislature may provide by law for the creation, organization, administration, consolidation, division and dissolution of local government units and their functions, for the change of boundaries thereof, for their elective and appointive officers including qualifications for office and for the transfer of county seats. A county boundary may not be changed or county seat transferred until approved in each county affected by a majority of the voters voting on the question.

(Emphasis added).

In addition, Minnesota State Statutes determines the process for petitioning to have a new county created or an existing county or counties' boundaries modified:

**370.01 CHANGE OF BOUNDARIES; CREATION OF NEW COUNTIES.**

The boundaries of counties may be changed by taking territory from a county and attaching it to an adjoining county, and new counties may be established out of territory of one or more existing counties. A new county shall contain at least 400 square miles and have at least 4,000 inhabitants. A proposed new county must have a total estimated market value of at least 35 percent of (i) the total estimated market value of the existing county, or (ii) the average total estimated market value of the existing counties, included in the proposition. The

**EXPERIENCE | TRUST | RESULTS**

- |                    |                      |                      |                        |                       |                                 |
|--------------------|----------------------|----------------------|------------------------|-----------------------|---------------------------------|
| Charles M. Seykora | William F. Huefner   | Joseph J. Deuhs, Jr. | Lindsay K. Fischbach   | Jessica M. Ally       | Senior Counsel                  |
| Beverly K. Dodge   | Bradley A. Kletscher | Jennifer C. Moreau   | Tyler W. Eubank        | Ashley Kemplin-Gamm * | Joel T. LeVahn                  |
| James D. Hoeft     | Timothy D. Erb       | Cathryn D. Reher     | Bobbi Hermanson-Albers | Kate R. Fredrickson   | Of Counsel                      |
| Joan M. Quade *    | Adriel B. Villarreal | Jason C. Brown       | Erik C. Ordahl *       | Pedro L. Herrera      | James H. Wills *                |
| John T. Buchman *  | Tammy J. Schemmel    | Thomas R. Wentzell   | Stephany J. Elmer      | James S. Robbins *    | Scott M. Hagel                  |
| Scott M. Lepak     | Carole Clark Isakson | David R. Schaps      | Rachel L. Farhi        |                       | * Also Licensed<br>In Wisconsin |

determination of the estimated market value of a county must be made by the commissioner of revenue. An existing county shall not be reduced in area below 400 square miles, have less than 4,000 inhabitants, or have a total estimated market value of less than that required of a new county.

No change in the boundaries of any county having an area of more than 2,500 square miles, whether by the creation of a new county, or otherwise, shall detach from the existing county any territory within 12 miles of the county seat.

(Emphasis added).

### **370.02 PETITION.**

A separate petition for each affected county signed by at least one-fourth of those voting in the county at the last preceding election, giving the residence of each signer, may be filed with the secretary of state, and a copy with the auditor of each county, at least 90 days before any general election, requesting a change of county boundaries, or that a new county is established out of territory taken from one or more existing counties. If the petition is for a change of boundaries, it must contain a description of the territory to be taken, the name of the county from which the territory is to be detached, and the county to which the territory is to be attached. If the petition is for the establishment of a new county, it must be signed by at least a number of registered voters equal to one-fourth of those voting in each portion of both the proposed new county and the remaining portion of the existing county in the last general election, state the name of the proposed new county, a description of the territory to be included, giving boundaries, the name and location of the proposed county seat for the new county and for the remainder of the existing county if not the current county seat, and the names and places of residence of the persons who shall constitute the first county board.

(Emphasis added).

### **Discussion:**

1. A new county is required to have at least 400 square miles in size and at least 4,000 inhabitants. Currently, Champlin does not meet the size requirement (8.71 sq. miles) to separate from Hennepin County and create its own new county. In addition, splitting the county in half would not meet the required 400 sq. mile minimum size. A determination of the estimated market value was not conducted as part of this analysis. Please note that the City of Dayton is approximately 25.18 sq. miles in size for reference.

2. If Champlin were desirous to leave Hennepin County and join neighboring Anoka County, it would require a separate petition of at least one-fourth of those voting in each county in the last preceding election to sign a petition in order to put the issue on the next ballot.

The last county to attempt to form a new separate county by petition was Pine County in 2000. The result of the ballot question was 77.84% voting against the creation of a new county, and 22.16% voting in favor (10,149 to 2,889 votes, respectively) See Minnesota Secretary of State General Election Results for Pine County, 2000.

3. Another option would be to approach the City's legislative delegation for special legislation regarding a boundary change. The last known instance of this option being pursued in the State Legislature was in 2005 when the Minnesota House of Representatives approved a bill to allow

the County Boards of Benton, Sherburne, and Stearns County to vote to determine whether to adjust the current county boundaries within the City of St. Cloud. While the boards could approve initiating the process, it was still subject to voter ratification. No companion bill was introduced or passed the Minnesota Senate, and the matter did not move forward. In addition, in this instance the potential authority was delegated to the respective counties themselves to determine their potential new boundaries, and did not involve the City of St. Cloud who would be affected by the decision. A copy of the text of the legislation is attached for reference.

Please do not hesitate to contact our office with questions or if you need any additional information.

**Attachments:**

- H.F. 1949 1<sup>st</sup> Engrossment (2005 Legislative Session).
- Minn. State Statutes Chapter 370 on County Boundaries.

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## CHAPTER 370

### COUNTIES; CHANGE OF BOUNDARIES

370.01	CHANGE OF BOUNDARIES; CREATION OF NEW COUNTIES.	370.12	DUTIES OF AUDITOR; MEETING OF BOARD.
370.02	PETITION.	370.13	REDISTRICTING OF COUNTY; SUBSEQUENT ELECTION.
370.03	PROCLAMATION TO HAVE ELECTION; ONLY ONE PROPOSITION.	370.14	BOUNDARIES RESTORED AFTER DETERMINATION.
370.04	RECORD PETITION; PUBLISH NOTICE.	370.15	WHEN HIGHWAY CENTERLINE TO BE CITY AND COUNTY BOUNDARY.
370.05	NOTICE OF ELECTION; FORM OF BALLOT.	370.17	TOWNS, SCHOOL, AND ROAD DISTRICTS.
370.06	CANVASS; JUDGES OF ELECTION; COUNTY CANVASSING BOARD.	370.18	RECORDS TRANSCRIBED.
370.07	DUTIES AFTER ELECTION.	370.19	TAXES; LEVY; COLLECTION.
370.08	EFFECT OF PROCLAMATION.	370.20	NEW COUNTIES; TAX LEVY.
370.09	QUALIFY COMMISSIONERS; ELECT CLERK; APPOINT OFFICERS.	370.21	TRANSFER OF PLATS.
370.10	COMMISSIONER VACANCIES DUE TO BOUNDARY CHANGES.	370.22	COUNTY INDEBTEDNESS; COUNTY BUILDINGS.
		370.23	COUNTY BONDS; PAYMENT AND ISSUE.
		370.24	PENALTY FOR REFUSAL TO ACT.

#### 370.01 CHANGE OF BOUNDARIES; CREATION OF NEW COUNTIES.

The boundaries of counties may be changed by taking territory from a county and attaching it to an adjoining county, and new counties may be established out of territory of one or more existing counties. A new county shall contain at least 400 square miles and have at least 4,000 inhabitants. A proposed new county must have a total estimated market value of at least 35 percent of (i) the total estimated market value of the existing county, or (ii) the average total estimated market value of the existing counties, included in the proposition. The determination of the estimated market value of a county must be made by the commissioner of revenue. An existing county shall not be reduced in area below 400 square miles, have less than 4,000 inhabitants, or have a total estimated market value of less than that required of a new county.

No change in the boundaries of any county having an area of more than 2,500 square miles, whether by the creation of a new county, or otherwise, shall detach from the existing county any territory within 12 miles of the county seat.

**History:** (602) RL s 380; 1913 c 337 s 1; 1917 c 359; 1919 c 458; 1985 c 109 s 1; 1988 c 719 art 5 s 84; 1989 c 329 art 13 s 20; 1990 c 480 art 9 s 12; 2001 c 198 s 1; 2013 c 143 art 14 s 49

#### 370.02 PETITION.

A separate petition for each affected county signed by at least one-fourth of those voting in the county at the last preceding election, giving the residence of each signer, may be filed with the secretary of state, and a copy with the auditor of each county, at least 90 days before any general election, requesting a change of county boundaries, or that a new county is established out of territory taken from one or more existing counties. If the petition is for a change of boundaries, it must contain a description of the territory to be taken, the name of the county from which the territory is to be detached, and the county to which the territory is to be attached. If the petition is for the establishment of a new county, it must be signed by at least a number of registered voters equal to one-fourth of those voting in each portion of both the proposed new county and the remaining portion of the existing county in the last general election, state the name of the proposed new county, a description of the territory to be included, giving boundaries, the name and location

370.02

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of the proposed county seat for the new county and for the remainder of the existing county if not the current county seat, and the names and places of residence of the persons who shall constitute the first county board.

**History:** (603) *RL s 381; 1985 c 109 s 1; 2001 c 198 s 2*

### **370.03 PROCLAMATION TO HAVE ELECTION; ONLY ONE PROPOSITION.**

The secretary of state must certify, on the basis of information supplied by the county auditor, that the signatures on the petition are registered voters of the affected county and that there is the requisite number of them. Once this determination has been made, the secretary of state shall notify the governor of the filing. The governor shall issue a proclamation, at least 60 days before the election, stating that the petitions have been filed, and the substance of the petitions, and directing that the question of change of boundaries, or the establishment of a new county and county seat as stated in the petition, as the case may be, be submitted to the voters of the affected counties at the election. No more than one proposition may be submitted at the same election, except for mutual exchange of territory between counties.

**History:** (604) *RL s 382; 1985 c 109 s 1; 2001 c 198 s 3*

### **370.04 RECORD PETITION; PUBLISH NOTICE.**

Upon issuance of the proclamation, the secretary of state shall record the petitions, affidavits, and proclamation, and transmit a certified copy of the proclamation, by mail, to the auditor of each county.

**History:** (605) *RL s 383; 1984 c 543 s 32; 1985 c 109 s 1*

### **370.05 NOTICE OF ELECTION; FORM OF BALLOT.**

The notice of the next general election of county officers must specify that the question of forming the new county, or changing the boundaries of existing counties, as the case may be, will be voted upon at the election, and must state substantially the facts in the petition. If the proposition is for a change of boundaries, the form of the question shall be substantially in the following form: "Shall the county boundaries be changed as described in the proclamation issued on (date)?" If the proposition is for the establishment of a new county, the form of the question shall be substantially in the following form: "Shall a new county be established as described in the proclamation issued on (date)?"

**History:** (606) *RL s 384; 1985 c 109 s 1; 1986 c 444; 2014 c 264 s 27*

### **370.06 CANVASS; JUDGES OF ELECTION; COUNTY CANVASSING BOARD.**

The election judges, in addition to the returns required in other cases, shall transmit to the secretary of state, by certified mail, their certificate of the number of votes cast for and against any proposition submitted within 24 hours after the canvass is completed. The county canvassing board shall make return of the vote as in the case of votes for state officers. The return must show the result of the vote for and against any proposition submitted, in the proposed new county, as well as in the entire county affected by the election.

**History:** (607) *RL s 385; 1913 c 422 s 1; 1978 c 674 s 60; 1985 c 109 s 1*

### **370.07 DUTIES AFTER ELECTION.**

Subdivision 1. **State Canvassing Board.** The State Canvassing Board shall canvass the returns at the time of canvassing the votes cast for state officers, and in the same manner. The board may use the returns received from the election judges to correct errors and supply omissions in the returns of the county canvassing



board. When the canvass is completed, the board shall file a certificate declaring the result of the vote with the secretary of state.

**Subd. 2. Governor.** If the certificate shows that the proposition has received a majority of the votes cast in each affected county if changing county boundaries, or has received a majority of the votes cast in the territory forming the proposed new county and a majority of the votes cast in the remaining portion of the existing county if the proposition was for the establishment of a new county, the governor shall issue a proclamation declaring that the proposition has been adopted within ten days after completion of the canvass.

**Subd. 3. Secretary of state.** The secretary of state shall record the certificate and proclamation, and transmit a certified copy of the proclamation to the auditor of each county whose territory is affected.

**Subd. 4. County auditors.** The auditor shall, if the proposition was for the establishment of a new county, serve a certified copy on each of the persons elected as county commissioners of the new county.

**Subd. 5. Publish proclamation with laws.** The proclamation shall also be published with the general laws enacted at the next session of the legislature.

**History:** (608) *RL s 386; 1913 c 422 s 2; 1984 c 543 s 33; 1985 c 109 s 1; 2001 c 198 s 4*

#### **370.08 EFFECT OF PROCLAMATION.**

Upon the issuance of the proclamation, the proposed change of boundaries becomes effective. If the proposition was for the establishment of a new county, it becomes duly organized. The territory of the new county shall remain attached, for judicial purposes, to the county from which it was taken, until the officers of the new county have been appointed and have qualified, as provided in section 370.09.

**History:** (609) *RL s 387; 1985 c 109 s 1*

#### **370.09 QUALIFY COMMISSIONERS; ELECT CLERK; APPOINT OFFICERS.**

Immediately after the service upon them of copies of the governor's proclamation, the persons chosen as commissioners shall meet at the place named as the county seat and qualify. The county board shall elect one of its members to act as clerk until the auditor is qualified; and shall then appoint the county officers, beginning with the auditor, and the appointed persons shall qualify as required by law.

**History:** (610) *RL s 388; 1985 c 109 s 1*

#### **370.10 COMMISSIONER VACANCIES DUE TO BOUNDARY CHANGES.**

If a change in the boundaries of a county abolishes a commissioner district or districts in the county, by the removal of all the territory of the district or districts from the original county, or otherwise, or creates a vacancy or vacancies in the board of county commissioners of the original county, and the board of county commissioners is left with less than five members, with an even number of members, or with more than five members, to complete a board consisting of an odd number of members, or at least five members, a special election shall be held as provided by section 375.101, except that the person shall be elected at large within the changed boundaries of the original county.

**History:** (611) *1907 c 5 s 1; 1985 c 109 s 1; 2001 c 198 s 5*

**370.11** [Repealed, 2001 c 198 s 8]

**370.12 DUTIES OF AUDITOR; MEETING OF BOARD.**

Immediately upon the election and qualification of the commissioner or commissioners at large the county auditor shall give written notice, delivered personally or by mail, to each commissioner in the county, of a meeting of the board. The meeting shall be held at least five, but not more than ten, days after notice is given. The meeting's business shall include any business which may have been required by law, or by previous proceedings, to be transacted by the county board at a meeting held after the change of boundaries became effective and before the vacancies created were filled, and which was not transacted, after the qualification of the commissioner or commissioners at large, and shall have the effect and validity as if accomplished at the prior meeting. Further proceedings required to follow the commissioners' action on these matters shall be taken within the times or on the dates provided by law, or within a reasonable time after giving notice as required by law.

**History:** (613) 1907 c 5 s 3; 1985 c 109 s 1; 2001 c 198 s 6

**370.13 REDISTRICTING OF COUNTY; SUBSEQUENT ELECTION.**

At least six months before the next general election in the county held after the election and qualification of the commissioner or commissioners at large, unless there is less time between the at-large election and qualification and the general election, in which event the action provided for shall be taken at the first meeting after the commissioners have qualified, the board shall proceed to redivide the county into five commissioner districts, numbered from 1 to 5, unless otherwise provided by law. At the next general election held in the county after the redistricting, a commissioner shall be elected from each district, the member from each odd-numbered district to hold a two-year term, and the member from each even-numbered district to hold a four-year term, and thereafter all commissioners, except those elected or appointed to fill vacancies for unexpired terms, shall be elected for four-year terms. If, the redistricting causes any new district to cover the same territory as any one of the old districts, the commissioner elected from the old district shall continue to act as commissioner from the new district for the remainder of the term for which elected. In case a contest, or other litigation, is pending involving the legality of the change of boundaries of the county, the redistricting shall not be made until after the contest, or other litigation, has been finally determined in favor of the change of boundaries. In this event, if the term of any commissioner at large expires before the county is redistricted, a successor shall be elected by the voters of the entire county for a term of four years, unless sooner ended, under this chapter, or otherwise.

**History:** (614) 1907 c 5 s 4; 1985 c 109 s 1; 1986 c 444; 2001 c 198 s 7

**370.14 BOUNDARIES RESTORED AFTER DETERMINATION.**

If the territory detached from the county by the change of boundaries is restored to it by the final determination of the courts as a result of a contest or other litigation concerning the change of boundaries of the county, after the appointment or election of the commissioner or commissioners at large, the term of office of each commissioner at large shall terminate immediately after the election or appointment and qualification of a commissioner for the district of the former commissioner whose place on the board is occupied by the commissioner at large. If the term for which the former commissioner was elected has not expired, the former commissioner shall, within 30 days after the final determination restoring the district to the county, qualify as required by law and hold office for the remainder of the term. Otherwise the vacancy shall be filled by appointment as in other cases.

**History:** (615) 1907 c 5 s 5; 1985 c 109 s 1

**370.15 WHEN HIGHWAY CENTERLINE TO BE CITY AND COUNTY BOUNDARY.**

Where a city of the fourth class in one county adjoins a city of the first class in another county, and the centerline of a highway running along the boundary line between these cities and counties deviates from the boundary line between these cities and counties, but the boundary line is within or on the lateral limits of the highway, then the centerline of the highway shall be established as the boundary line between the cities and the counties.

**History:** (615-1) 1933 c 230; 1985 c 109 s 1

**370.16** [Local, Big Stone and Lac qui Parle Counties]**370.17 TOWNS, SCHOOL, AND ROAD DISTRICTS.**

Subdivision 1. **If unaffected by new county lines.** The towns, school districts, and road districts whose boundaries are unaffected by the change of county lines shall continue to be the same in the new county, or county to which transferred, under the same officers as before.

Subd. 2. **If divided by new county lines.** Fractions of towns or districts divided by the changed county lines shall be reorganized by the county board of the county in which they are placed, or be attached to adjoining towns or districts, as the board considers best.

**History:** (616) RL s 389; 1985 c 109 s 1

**370.18 RECORDS TRANSCRIBED.**

All records in the office of the county recorder affecting real estate transferred under this chapter from one county to another shall be transcribed by the county recorder of the county to which the transfer is made. In the same manner, the county auditor shall transcribe from the auditor's office the records and documents that the county board directs. The board of commissioners of the county to which the records are transmitted shall pay the county recorder and the county auditor for transcribing the records. These transcribed records shall have the same effect, for all purposes, as the originals.

**History:** (617) RL s 390; 1907 c 136 s 1; 1976 c 181 s 2; 1985 c 109 s 1

**370.19 TAXES; LEVY; COLLECTION.**

No transfer of territory under this chapter shall affect the collection of taxes levied at the date of the filing of the petition. The taxes shall be collected by the officers of the original county, and all money remaining in or coming into the treasury of the original county, or into the possession of any county officer, and belonging to any town, school, or road district in the territory transferred, shall be apportioned and paid to the town or district in the same manner as if the town or district had remained a part of the original county. After the filing of the petition no county tax shall be extended, by or on behalf of the original county, upon any property within the territory proposed to be transferred, unless and until the proposed change has been rejected.

**History:** (618) RL s 391; 1985 c 109 s 1

**370.20 NEW COUNTIES; TAX LEVY.**

When a new county has been, or may be, created and organized out of territory within the boundaries of one or more organized counties in the state, the county board of the new county may, immediately or within 90 days after its organization, levy a tax for county purposes for the current year, subject to the

limitations now provided by law, and the county auditor shall extend the tax upon the auditor's tax books. The tax is due 30 days from the date of the levy and shall be paid and collected as other taxes for county purposes are now paid and collected. All tax levies made for county purposes by the county board of the county or counties out of which the new county is created and organized, during the year immediately preceding the organization of the new county, which affect the territory within the boundary of the new county, are vacated and any extension is void.

**History:** (619) 1911 c 11 s 1; 1985 c 109 s 1

### **370.21 TRANSFER OF PLATS.**

The county recorder of the county from which a land transfer is made under this chapter shall deliver the records, or certified copies, of the original plats of land in the territory transferred, to the county recorder of the county to which the territory is transferred. The county recorder of the county to which a land transfer is made shall then record and file the records.

**History:** (620) RL s 392; 1976 c 181 s 2; 1985 c 109 s 1

### **370.22 COUNTY INDEBTEDNESS; COUNTY BUILDINGS.**

All transferred territory is liable for its proportion of the excess indebtedness of the original county above the value of its county buildings and of the balance of funds in its treasury. The share shall be based upon the last assessment, and the value of the buildings, unless agreed upon by the respective county boards, shall be fixed by the sworn appraisal of three disinterested citizens, none of whom shall be a resident or taxpayer in either county, and who shall be appointed by the governor, upon the written application of the board of either county. The appraisal shall be in writing, subscribed and verified by at least two appraisers, and filed in the office of the secretary of state, and shall be final and conclusive. Within five days after the filing of the appraisal, the secretary of state shall transmit to the auditor of each of the counties a certified copy of the appraisal, application, appointment and oath.

**History:** (621) RL s 393; 1985 c 109 s 1

### **370.23 COUNTY BONDS; PAYMENT AND ISSUE.**

The county board of the county to which territory is transferred shall pay for indebtedness by levying a tax at the time fixed by law for so doing; and, for the purpose of meeting any portion of the indebtedness which may become due before it can be raised by taxation, and providing for the necessary county expenses, the board in any new county may issue bonds of its county, with coupons attached, for not more than \$10,000, to run for a period of not more than ten years, at a rate of interest as authorized under section 475.55.

**History:** (622) RL s 394; 1985 c 109 s 1

### **370.24 PENALTY FOR REFUSAL TO ACT.**

The validity of the establishment of any new county shall not be affected by the failure or refusal of any county officer to do any of the acts or things required by this chapter, but any officer who refuses or willfully neglects to perform any required duty is guilty of malfeasance in office.

**History:** (623) RL s 395; 1985 c 109 s 1

1.1 A bill for an act  
1.2 relating to local government; authorizing Stearns,  
1.3 Benton, and Sherburne County Boards to initiate a  
1.4 process for the change of county boundaries by  
1.5 resolution.  
1.6 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.7 Section 1. **STEARNS, BENTON COUNTIES; RESOLUTION TO BEGIN**  
1.8 **PROCESS FOR CHANGE OF BOUNDARIES.**

1.9 The county boards for the counties of Stearns and Benton  
1.10 may initiate the process to change the boundary between the two  
1.11 counties to include within Stearns County that portion of the  
1.12 city of St. Cloud that is currently in Benton County if each  
1.13 county board adopts a resolution in support of the change. The  
1.14 resolutions may also propose to include within Stearns County  
1.15 the entire territory of any township in Benton County that abuts  
1.16 any part of the city of St. Cloud. The resolution is in lieu of  
1.17 the petition required under Minnesota Statutes, section 370.02.  
1.18 The process for the change of county boundaries must otherwise  
1.19 comply with Minnesota Statutes, sections 370.01 to 370.24.

1.20 **EFFECTIVE DATE.** This section is effective without local  
1.21 approval in accordance with Minnesota Statutes, section 645.023,  
1.22 subdivision 1, clause (a), on the day following final  
1.23 enactment. This section expires January 1, 2007.

1.24 Sec. 2. **STEARNS, SHERBURNE COUNTIES; RESOLUTION TO BEGIN**  
1.25 **PROCESS FOR CHANGE OF BOUNDARIES.**

2.1 The county boards for the counties of Stearns and Sherburne  
2.2 may initiate the process to change the boundary between the two  
2.3 counties to include within Stearns County that portion of the  
2.4 city of St. Cloud that is currently in Sherburne County if each  
2.5 county board adopts a resolution in support of the change. The  
2.6 resolutions may also propose to include within Stearns County  
2.7 the entire territory of Haven Township in Sherburne County. The  
2.8 resolution is in lieu of the petition required under Minnesota  
2.9 Statutes, section 370.02. The process for the change of county  
2.10 boundaries must otherwise comply with Minnesota Statutes,  
2.11 sections 370.01 to 370.24.

2.12 **EFFECTIVE DATE.** This section is effective without local  
2.13 approval in accordance with Minnesota Statutes, section 645.023,  
2.14 subdivision 1, clause (a), on the day following final  
2.15 enactment. This section expires January 1, 2007.

## STAFF REPORT

Agenda Item: 11a.

<b>Council Meeting:</b> September 14, 2023	<b>Prepared By:</b> Jessica Beise
<b>Topic:</b> Public Works Administrative Assistant Hiring	<b>Action Required:</b> None - Informational

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### Summary

Staff have been working to fill the Public Works Administrative Assistant role and began interviewing in June. On June 22, 2023 staff sought authorization to hire the Administrative Assistant position, which was granted to the City Administrator and Mayor. Staff reposted the position. Staff is conducting interviews and hopes to have a hiring recommendation presented to the Mayor the week of September 14.

## STAFF REPORT

Agenda Item: 11b.

<b>Council Meeting:</b> September 14, 2023	<b>Prepared By:</b> Jessica Beise
<b>Topic:</b> September 28 Work Session and Groundbreaking	<b>Action Required:</b> None - Informational

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### Summary

Director of Public Safety Gottschalk noted he will be out of the office on September 28 at a training and would not be available for the discussion of license plate readers. Staff would recommend cancelling the work session and rescheduling in November or December.

Staff would also like to note that Comcast has scheduled a groundbreaking on September 28<sup>th</sup> at 5:00pm and they will be inviting the Council to attend. Staff will be noticing a quorum.

# City of Corcoran 2023 City Council Schedule

Agenda Item: 14.

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

## **September 26, 2023 – Annual Charter Commission Meeting**

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

## **September 28, 2023**

- Progress Report – 2023 Goals and Measurables
- Red Barn Pet Retreat CPA, RZ, PP, CUP and SP (city file 23-008)
- Sunram IUP (city file 23-015)
- Corcoran Storage II (city file 23-016)
- Kariniemi -Jensen revised OS&P concept (city file 23-018)
- Southfork Village Concept Plan (city file 23-020)
- Funding Plan for Hackamore and City Center Drive and 79<sup>th</sup> Place – 2023A Bonds and ARPA
- Draft 2024 Enterprise Fund Budgets
- Planning Project Update
- Closed Session – Litigation Update

## **October 12, 2023 Work Session**

- City Administrator Finalists

## **October 12, 2023**

- Follow Up – Met Council - Density
- Trail Maintenance Discussion
- Public Hearing Notice

## **October 26, 2023 Work Session**

- City Logo

## **October 26, 2023**

- Planning Project Update
- Robbie Kottke - Years of Service Recognition (5 Years)
- Ordinance Amendment – Accessory Structures
- Ordinance Amendments – Code Clean Up

## **November 6, 2023 – Special Meeting**

- City Administrator Interviews



**November 9, 2023**

- Discuss the Assessor Contract – Need to Give Notice of Renewal by March 1, 2024 – If RFP Start in December
- Public Hearing - Charter Amendment
- Charter Amendment Adoption
- Draft 2024 Fee Schedule

**November 20, 2023 (Monday Meeting Due to Holiday)**

- Park Signs Discussion
- Planning Project Update

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

- Truth and Taxation Hearing
- Final 2024 Budget and Levy
- 2024 Wage Schedule
- 2024 Enterprise Fund Budget
- 2024 Fee Schedule Adoption
- Planning Project Update

**Additional Future Meetings**