



CITY OF CORCORAN  
Corcoran City Council Agenda  
October 12, 2023 - 7:00 pm

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Agenda Approval
4. Commission Representatives\*
5. Open Forum – Public Comment Opportunity
6. Presentations/Recognitions
7. Consent Agenda
  - a. March 23, 2023 Work Session and Regular Session Minutes\*
  - b. Financial Claims\*
  - c. Resolution 2023-90 Supporting City of Champlin and City of Dayton\*
  - d. Resolution 2023-91 Accepting Donation to Police Department\*
8. Planning Business -- Public Comment Opportunity
  - a. Sunram Interim Use Permit (City File 23-015)\*
  - b. Storage Interim Ordinance\*
9. Unfinished Business – Public Comment Opportunity
  - a. Met Council Density Follow Up\*
  - b. Charter Commission Amendment Discussion\*
10. New Business – Public Comment Opportunity
11. Staff Reports
12. Closed Session
  - a. Non-Public Health and Medical Data
  - b. 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

**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 5639 4593**

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

**Video Link and Instructions:**

<https://us02web.zoom.us/j/85856394593>

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

**Meeting ID: 858 5639 4593**

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)

*\*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> October 12, 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 October 12, 2023, Council meeting are as follows:

- Planning Commission: Corrine Brummond
- Parks and Trails Commission: Phil Christenson

### Financial/Budget

N/A

### Council Action

N/A

### Attachments

N/A

## STAFF REPORT

Agenda Item: 7a.

<b>Council Meeting:</b> October 12, 2023	<b>Prepared By:</b> Michelle Friedrich
<b>Topic:</b> Draft Council Minutes – March 2023	<b>Action Required:</b> Informational

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### Summary

The draft Council Minutes for March 2023 will be emailed on Tuesday, October 10, with hard copies provided to Council the evening of the October 12 meeting.

### Attachments (Hard copies will be provided October 12, 2023)

1. 2023-03-09 Draft Council Work Session Minutes
2. 2023-03-09 Draft Council Minutes

**FINANCIAL CLAIMS**

**CHECK RANGE**

**FUND #500 ESCROW CLAIMS**

**Paid to**  
 SEE THE REGISTER FOR #500 CLAIMS

	<b>Amount</b>	<b>Project name</b>
<b>Total</b>	\$0.00	
<b>Total Fund #500 =</b> (See attached Payments Detail)	\$	-
 <b><u>ALL OTHER FINANCIAL CLAIMS</u></b>		
Check Register (See attached Check Detail Registers)		\$751,541.58
<b>Total Checks</b>	<b>\$</b>	<b>751,541.58</b>
<b>Total of Auto Deductions</b>	<b>\$</b>	<b>300,014.36</b>
<b>TOTAL EXPENDITURES FOR APPROVAL</b>	<b>\$</b>	<b>1,051,555.94</b>

		<b>Auto Deductions / Electronic Fund Transfer / Other Disbursements</b>	
Date	Paid to	Amount	Description
\$ 45,190.00	ADP Tax	\$ 118,127.21	Net Payroll and Taxes
\$ 45,191.00	ADP PAYROLL FEES	\$ 124.80	Payroll Processing Fee
\$ 45,191.00	Optum Bank	\$ 4,393.88	Employee HSA
\$ 45,191.00	MN PERA	\$ 25,127.20	Employee Pension
\$ 45,194.00	RevTrak	\$ 490.00	Credit Card Fee
\$ 45,194.00	MN State - Empower	\$ 5,676.05	Employee Deferred Comp/Healthcare Savings
\$ 45,197.00	RevTrak	\$ 435.00	Credit Card Fee
\$ 45,198.00	ADP PAYROLL FEES	\$ 371.48	Payroll Processing Fee
\$ 45,201.00	POSTALIA	\$ 800.00	Postage
\$ 45,202.00	HealthPartners	\$ 32,350.46	Employee Health Insurance Premium
\$ 45,204.00	ADP Tax	\$ 112,118.28	Net Payroll and Taxes
<b>Total</b>		<b>\$ 300,014.36</b>	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34360							
100-41500-50300	09/30/23	ABDO LLP	RECONCILIATION REVIEW - FINANCIAL	476758	10/12/23	435.00	34360
			Total For Check 34360			<u>435.00</u>	
Check 34361							
100-45200-50210	09/26/23	ACME TOOLS	SAFETY GLASSES	11795257	10/12/23	167.88	34361
			Total For Check 34361			<u>167.88</u>	
Check 34362							
416-43100-50550	09/27/23	ACME TOOLS	WEATHER GUARD SADDLE BOX	11800492	10/12/23	1,640.00	34362
			Total For Check 34362			<u>1,640.00</u>	
Check 34363							
100-41900-50200	09/19/23	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	1JFP-VW13-3HDH	10/12/23	153.67	34363
100-41900-50200	09/28/23	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	1CNW-YX3R-JMCW	10/12/23	42.96	34363
100-42100-50417	09/24/23	AMAZON CAPITAL SERVICES	FIREARM CLEANER	1MHT-J949-VQQH	10/12/23	48.94	34363
			Total For Check 34363			<u>245.57</u>	
Check 34364							
100-43125-50210	09/27/23	ASPEN EQUIPMENT COMPANY	CUTTING EDGE KITS	PSO045939	10/12/23	1,542.62	34364
			Total For Check 34364			<u>1,542.62</u>	
Check 34365							
400-41920-50210	09/16/23	AXON ENTERPRISE, INC.	FOTOKITE IT LICENSE	INUS187592	10/12/23	2,805.00	34365
			Total For Check 34365			<u>2,805.00</u>	
Check 34366							
100-41900-50212	09/15/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2434313	10/12/23	20.61	34366
100-41900-50212	09/28/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2443206	10/12/23	34.59	34366
100-42100-50212	09/15/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2434313	10/12/23	937.76	34366
100-42100-50212	09/28/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2443206	10/12/23	1,573.75	34366
100-43100-50212	09/15/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2434313	10/12/23	72.13	34366
100-43100-50212	09/15/23	BEAUDRY OIL COMPANY	ULS DYED FUEL	2434312	10/12/23	986.96	34366
100-43100-50212	09/28/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2443206	10/12/23	121.06	34366
100-43100-50212	09/28/23	BEAUDRY OIL COMPANY	ULS DYED FUEL	2443140	10/12/23	2,955.38	34366
			Total For Check 34366			<u>6,702.24</u>	
Check 34367							
100-42100-50403	09/27/23	BLACKFIRE CREATIVE	SQUAD 574 GRAPHICS REPAIR INSURANC	7094	10/12/23	1,699.10	34367
416-42100-50550	05/10/23	BLACKFIRE CREATIVE	SQUAD 574 SET UP GRAPHICS	7095	10/12/23	1,920.00	34367
			Total For Check 34367			<u>3,619.10</u>	
Check 34368							
100-00000-32100	10/04/23	Bludorn Builders	ESCROW REFUND 22960 STREHLER RD	BBLD22-0009	10/12/23	3,000.00	34368
			Total For Check 34368			<u>3,000.00</u>	
Check 34369							
100-43100-50220	09/28/23	BOYER FORD TRUCKS INC	TRUCK LIFT CREDIT	093P2252	10/12/23	(60.80)	34369
100-43100-50220	09/21/23	BOYER FORD TRUCKS INC	MN STATE DOT ANNUAL INSPECTION MAC	093S1236	10/12/23	165.00	34369
100-43100-50220	09/21/23	BOYER FORD TRUCKS INC	MN STATE DOT ANNUAL INSPECTION FOR	093S1235	10/12/23	150.00	34369
100-43100-50220	09/21/23	BOYER FORD TRUCKS INC	MOBILE REPAIR SERVICE FELLING TRAI	093S1234	10/12/23	568.00	34369
100-43100-50220	09/21/23	BOYER FORD TRUCKS INC	MN STATE DOT ANNUAL INSPECTION MAC	093S1239	10/12/23	150.00	34369
100-43100-50220	09/21/23	BOYER FORD TRUCKS INC	MN STATE DOT ANNUAL INSPECTION	093S1238	10/12/23	150.00	34369
100-43100-50220	09/21/23	BOYER FORD TRUCKS INC	MN STATE DOT ANNUAL INSPECTION FEL	093S1237	10/12/23	150.00	34369
100-43100-50220	09/21/23	BOYER FORD TRUCKS INC	MN STATE DOT ANNUAL INSPECTION MAC	093S1236.02	10/12/23	150.00	34369
100-43100-50220	09/20/23	BOYER FORD TRUCKS INC	MN STATE DOT INSPECTION 2021 FELLI	093S1212	10/12/23	165.00	34369

INVOICE GL DISTRIBUTION REPORT FOR CITY OF CORCORAN  
 EXP CHECK RUN DATES 09/29/2023 - 10/12/2023  
 JOURNALIZED  
 PAID - CHECK TYPE: PAPER CHECK  
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34369							
100-43100-50220	09/20/23	BOYER FORD TRUCKS INC	MN STATE DOT INSPECTION MACK GR42F	093S1211	10/12/23	165.00	34369
100-43100-50220	09/20/23	BOYER FORD TRUCKS INC	MN STATE DOT INSPECTION MACK GU713	093S1210	10/12/23	150.00	34369
100-43100-50220	09/20/23	BOYER FORD TRUCKS INC	MN STATE DOT INSPECTION JCRAFT TRA	093A1209	10/12/23	150.00	34369
100-43100-50220	09/20/23	BOYER FORD TRUCKS INC	MOBILE REPAIR SERVICE FOR MACK GU7	093S1208	10/12/23	359.00	34369
100-43100-50220	09/20/23	BOYER FORD TRUCKS INC	MN STATE DOT INSPECTION MACK DM600	093S1214	10/12/23	150.00	34369
100-43100-50220	09/20/23	BOYER FORD TRUCKS INC	MN STATE ANNUAL DOT INSPECTION MAC	093S1213	10/12/23	150.00	34369
100-43100-50220	09/26/23	BOYER FORD TRUCKS INC	MACK GU713 OIL CHANGE	093S1263	10/12/23	798.07	34369
100-43100-50220	10/03/23	BOYER FORD TRUCKS INC	MACK GU713 AXEL REPAIR	093S1285	10/12/23	2,516.44	34369
			Total For Check 34369			6,025.71	
Check 34370							
100-45200-50221	09/15/23	BRYAN ROCK PRODUCTS INC	RED BALL D	60992	10/12/23	2,831.80	34370
			Total For Check 34370			2,831.80	
Check 34371							
100-00000-22205	09/29/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES SEPTEMBER 2023	4447	10/12/23	558.25	34371
100-00000-22205-013	09/29/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES SEPTEMBER 2023	4447	10/12/23	181.25	34371
100-41600-50300	09/29/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES SEPTEMBER 2023	4447	10/12/23	2,524.30	34371
100-42100-50304	09/29/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES SEPTEMBER 2023	4447	10/12/23	3,517.00	34371
			Total For Check 34371			6,780.80	
Check 34372							
100-43100-50380	10/02/23	CENTERPOINT ENERGY	PUBLIC WORKS GAS BILL 07/23-09/28/	9884559-7 09/20	10/12/23	191.37	34372
			Total For Check 34372			191.37	
Check 34373							
100-41900-50400	09/20/23	CINTAS - 470	CITY HALL MATS	4168399648	10/12/23	133.06	34373
100-42100-50400	09/27/23	CINTAS - 470	LG TOWELS	4169114	10/12/23	55.12	34373
100-43100-50400	09/27/23	CINTAS - 470	CRT CABINETS/DISPOSABLE BATHROOM M	4169109971	10/12/23	82.82	34373
100-43100-50400	09/27/23	CINTAS - 470	DISPOSABLE BATHROOM MAT AND UNIFOR	4169109955	10/12/23	56.33	34373
100-43100-50400	09/20/23	CINTAS - 470	LG BATH TOWELS	4168399677	10/12/23	55.12	34373
100-43100-50400	09/20/23	CINTAS - 470	CRT BLUE/DISPOSABLE BATHROOM MAT	4168399746	10/12/23	38.11	34373
100-43100-50400	09/20/23	CINTAS - 470	DISPOSABLE BATHROOM MATS/UNIFORM	4168399606	10/12/23	38.13	34373
100-43100-50417	09/27/23	CINTAS - 470	UNIFORMS	4169110146	10/12/23	258.96	34373
100-43100-50417	09/20/23	CINTAS - 470	UNIFORMS	4168399832	10/12/23	194.17	34373
			Total For Check 34373			911.82	
Check 34374							
100-43100-50400	09/25/23	CINTAS	DISINFECTION SERVICE	5176821385	10/12/23	7.15	34374
			Total For Check 34374			7.15	
Check 34375							
416-43100-50550	10/01/23	CITY OF DELANO	2023 CHEVROLET SILVERADO REGISTRAT	10052023	10/12/23	3,142.34	34375
			Total For Check 34375			3,142.34	
Check 34376							
100-41900-50210	08/31/23	CULLIGAN BOTTLED WATER	OFFICE WATER	114X93275002	10/12/23	59.52	34376
100-41900-50210	09/30/23	CULLIGAN BOTTLED WATER	PD OFFICE WATER	100X07857209	10/12/23	86.00	34376
			Total For Check 34376			145.52	
Check 34377							
100-41900-50350	09/21/23	ECM PUBLISHERS INC	OCT 5 PH MUNICIPAL PUBLIC HEARING	965677	10/12/23	43.54	34377
100-41900-50350	09/21/23	ECM PUBLISHERS INC	OCT 5 PH ZONING CODE AMENDMENT	965676	10/12/23	39.57	34377
			Total For Check 34377			83.11	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34378							
100-00000-32100	10/04/23	EHR Construction	ESCROW REFUND 6780 ROLLING HILLS R	BLD22-0008-1	10/12/23	3,000.00	34378
			Total For Check 34378			<u>3,000.00</u>	
Check 34379							
100-43121-50224	09/22/23	ESCH CONSTRUCTION SUPPLY, IN	PRO DIAMOND CONCRETE BLADE	INV52754	10/12/23	695.44	34379
			Total For Check 34379			<u>695.44</u>	
Check 34380							
100-43121-50224	09/14/23	ESS BROTHERS & SONS INC.	CONCRETE RING AND SEAL	DD7899	10/12/23	100.93	34380
100-43121-50224	09/11/23	ESS BROTHERS & SONS INC.	STRONG SEAL	DD7647	10/12/23	118.80	34380
			Total For Check 34380			<u>219.73</u>	
Check 34381							
100-00000-22205-087	09/26/23	FEHN COMPANIES	CLASS 5 MATERIAL GRAVEL (169.01 TO 17020		10/12/23	1,374.06	34381
			Total For Check 34381			<u>1,374.06</u>	
Check 34382							
601-49400-50210	09/29/23	FERGUSON WATERWORKS #2518	WATER METERS	0520654	10/12/23	632.85	34382
			Total For Check 34382			<u>632.85</u>	
Check 34383							
100-43100-50210	09/27/23	GRAINGER	HOSE FITTING	9852322545	10/12/23	9.12	34383
100-43100-50210	09/27/23	GRAINGER	BAND CLAMPS	9852322537	10/12/23	22.53	34383
100-45200-50210	09/25/23	GRAINGER	HOSE FITTING	9849626842	10/12/23	9.12	34383
100-45200-50210	09/22/23	GRAINGER	CENTER PUNCH TOOL	9847539021	10/12/23	302.63	34383
100-45200-50210	09/22/23	GRAINGER	BAND CLAMP	9847539039	10/12/23	39.29	34383
100-45200-50221	09/25/23	GRAINGER	AIR HOSE	9849992152	10/12/23	1,051.58	34383
			Total For Check 34383			<u>1,434.27</u>	
Check 34384							
416-42100-50221	09/20/23	GUARDIAN FLEET SAFETY	SQUAD 576 BUILDUP	231063	10/12/23	834.44	34384
			Total For Check 34384			<u>834.44</u>	
Check 34385							
100-42100-50300	09/20/23	HUMANITY LLC	SHIFT SCHEDULING 09/20-10/19/2023	INV00296588	10/12/23	80.00	34385
			Total For Check 34385			<u>80.00</u>	
Check 34386							
100-41500-50207	10/02/23	JODIE PETERSON	TRAINING MILEAGE REIMBURSEMENT	10022023	10/12/23	211.17	34386
			Total For Check 34386			<u>211.17</u>	
Check 34387							
100-43100-50220	09/21/23	LANO EQUIPMENT	BOBCAT TRAILER	03-1025714	10/12/23	798.58	34387
			Total For Check 34387			<u>798.58</u>	
Check 34388							
100-43100-50220	09/21/23	LANO EQUIPMENT	OIL SEAL	03-1025568	10/12/23	93.64	34388
			Total For Check 34388			<u>93.64</u>	
Check 34389							
100-42100-50403	08/31/23	LORETTO AUTO BODY	SQUAD 574 FINAL BILL INSURANCE	1894	10/12/23	9,560.40	34389
			Total For Check 34389			<u>9,560.40</u>	
Check 34390							
100-42200-50300	09/27/23	LORETTO FIRE DEPARTMENT	4TH QUARTER 2023 FIRE PROTECTION	2-2366	10/12/23	58,386.64	34390





GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34403							
100-00000-22205-087	09/14/23	NORTHERN SALT INC	DUST CONTROL CALCIUM CHLORIDE	29575	10/12/23	3,127.50	34403
100-43122-50400	09/14/23	NORTHERN SALT INC	DUST CONTROL CALCIUM CHLORIDE	29575	10/12/23	3,127.50	34403
						<u>6,255.00</u>	
Total For Check 34403							
Check 34404							
100-43121-50224	09/14/23	OMANN BROTHERS, INC.	PATCHING	17472	10/12/23	340.85	34404
						<u>340.85</u>	
Total For Check 34404							
Check 34405							
100-43100-50220	09/25/23	RTL EQUIPMENT	BOBCAT KIT REPAIR	53713	10/12/23	165.46	34405
						<u>165.46</u>	
Total For Check 34405							
Check 34406							
100-45200-50210	09/11/23	SITE ONE LANDSCAPE SUPPLY	SIGN STAKES	134348088-001	10/12/23	141.16	34406
						<u>141.16</u>	
Total For Check 34406							
Check 34407							
100-00000-21709	10/01/23	STANDARD INSURANCE COMPANY	OCTOBER 2023 LIFE INSURANCE PREMIU	10-2023	10/12/23	1,734.85	34407
						<u>1,734.85</u>	
Total For Check 34407							
Check 34408							
100-00000-22205	09/28/23	STANTEC CONSULTING SERVICES	WCA PROJECTS	2136792	10/12/23	3,515.00	34408
100-00000-22205	09/28/23	STANTEC CONSULTING SERVICES	COOK LAKE HIGHLANDS NEW HORIZON	2136791	10/12/23	466.20	34408
100-00000-22205	09/28/23	STANTEC CONSULTING SERVICES	BENNETT GARAGE CUP	2136790	10/12/23	422.50	34408
100-00000-22205	09/28/23	STANTEC CONSULTING SERVICES	HEIDECKER GARAGE CUP	2136789	10/12/23	188.50	34408
100-00000-22205	09/28/23	STANTEC CONSULTING SERVICES	HACKAMORE CR 116	2135889	10/12/23	2,301.10	34408
100-00000-22205	09/28/23	STANTEC CONSULTING SERVICES	CORCORAN STORAGE II	2136764	10/12/23	2,626.50	34408
100-00000-22205	09/29/23	STANTEC CONSULTING SERVICES	KARINIEMI JENSEN	2135887	10/12/23	993.50	34408
100-00000-22205	09/29/23	STANTEC CONSULTING SERVICES	LEUER DEVELOPMENT	2135886	10/12/23	1,980.00	34408
100-00000-22205	09/28/23	STANTEC CONSULTING SERVICES	SCHERBER CR 30	2135885	10/12/23	2,760.30	34408
100-00000-22205	09/29/23	STANTEC CONSULTING SERVICES	HOPE COMMUNITY	2135880	10/12/23	2,935.82	34408
100-00000-22205	09/29/23	STANTEC CONSULTING SERVICES	BELLWETHER DEVELOPMENT PROJECT	2135871	10/12/23	9,204.58	34408
100-00000-22205-013	09/28/23	STANTEC CONSULTING SERVICES	BECHTOLD FARM	2135884	10/12/23	538.50	34408
100-00000-22205-017	09/29/23	STANTEC CONSULTING SERVICES	COOK LAKE HIGHLANDS	2135872	10/12/23	1,112.68	34408
100-00000-22205-024	09/28/23	STANTEC CONSULTING SERVICES	D&D ENGINEERING ASSISTANCE	2136787	10/12/23	23.40	34408
100-00000-22205-044	09/29/23	STANTEC CONSULTING SERVICES	KARINIEMI-MEADOWS	2135883	10/12/23	1,545.93	34408
100-00000-22205-056	10/29/23	STANTEC CONSULTING SERVICES	TAVERA DEVELOPMENT PROJECT	2135874	10/12/23	38,528.31	34408
100-00000-22205-058	09/29/23	STANTEC CONSULTING SERVICES	RAVINIA DEVELOPMENT PROJECT	2135866	10/12/23	1,312.68	34408
100-00000-22205-075	09/28/23	STANTEC CONSULTING SERVICES	NAPA ENGINEERING ASSISTANCE	2136786	10/12/23	65.00	34408
100-00000-22205-080	09/29/23	STANTEC CONSULTING SERVICES	PIONEER TRAIL INDUSTRIAL PARK	2135877	10/12/23	2,880.50	34408
100-00000-22205-087	09/28/23	STANTEC CONSULTING SERVICES	STIEG ROAD IMPROVEMNTS	2136799	10/12/23	2,872.00	34408
100-00000-22205-087	09/29/23	STANTEC CONSULTING SERVICES	AMBERLY (1,2) BELLWETHER (6,7,9)	2135879	10/12/23	10,146.55	34408
100-00000-22205-098	09/29/23	STANTEC CONSULTING SERVICES	RUSH CREEK RESERVE	2135875	10/12/23	761.43	34408
100-00000-22205-111	09/29/23	STANTEC CONSULTING SERVICES	GARAGES TOO	2135882	10/12/23	725.92	34408
100-00000-22205-117	09/29/23	STANTEC CONSULTING SERVICES	ST THERESE SENIOR LIVING	2135881	10/12/23	365.01	34408
100-00000-22205-128	09/28/23	STANTEC CONSULTING SERVICES	WRIGHT HENNEPIN SUBSTATION II	2136788	10/12/23	46.80	34408
100-00000-22205-130	09/28/23	STANTEC CONSULTING SERVICES	CITY CENTER DRIVE AND 79TH PLACE S	2136798	10/12/23	48,288.47	34408
100-00000-22205-131	09/28/23	STANTEC CONSULTING SERVICES	CR 116 & HUNTERS RIDGE TURN LANE I	2136802	10/12/23	1,877.50	34408
100-00000-22205-132	09/29/23	STANTEC CONSULTING SERVICES	WALCOTT GLENN	2135878	10/12/23	14,103.80	34408
100-00000-22205-133	09/28/23	STANTEC CONSULTING SERVICES	COOK LAKE TURN LANE	2136804	10/12/23	5,471.22	34408
100-41910-50300	09/29/23	STANTEC CONSULTING SERVICES	GENERAL ENGINEERING SERVICES	2136759	10/12/23	2,640.20	34408
100-42400-50303	10/02/23	STANTEC CONSULTING SERVICES	NEW CONSTRUCTION INSPECTION	2138569	10/12/23	4,320.00	34408
100-43170-50300	09/29/23	STANTEC CONSULTING SERVICES	GENERAL ENGINEERING SERVICES	2136759	10/12/23	9,821.10	34408
100-43170-50300	09/28/23	STANTEC CONSULTING SERVICES	ENGINEERING DESIGN STANDARD UPDATE	2136803	10/12/23	371.06	34408

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34408							
408-48005-50530	09/28/23	STANTEC CONSULTING SERVICES	66TH STREET DESIGN AND CONSTRUCTIO	2136793	10/12/23	838.71	34408
408-48010-50303	09/28/23	STANTEC CONSULTING SERVICES	CITY CENTER DR AND 79TH PLACE	2136797	10/12/23	77.80	34408
419-43100-50303	09/28/23	STANTEC CONSULTING SERVICES	HACKAMORE ROAD ASSITANCE	2136758	10/12/23	370.00	34408
601-00000-16500	09/28/23	STANTEC CONSULTING SERVICES	WATER SUPPLY, TREATMENT, AND STORA	2136796	10/12/23	25,591.00	34408
601-49400-50300	09/28/23	STANTEC CONSULTING SERVICES	NE CORCORAN TRUNK INFRASTRUCTURE	2136801	10/12/23	31,029.20	34408
601-49400-50303	09/28/23	STANTEC CONSULTING SERVICES	NE CORCORAN WATER TOWER	2136800	10/12/23	7,575.00	34408
601-49400-50303	10/02/23	STANTEC CONSULTING SERVICES	NEW CONSTRUCTION INSPECTION	2138569	10/12/23	616.25	34408
602-49450-50303	09/28/23	STANTEC CONSULTING SERVICES	SEWER UTILITY	2136794	10/12/23	128.80	34408
602-49450-50303	10/02/23	STANTEC CONSULTING SERVICES	NEW CONSTRUCTION INSPECTION	2138569	10/12/23	616.25	34408
Total For Check 34408						242,055.07	
Check 34409							
100-42100-50300	09/26/23	STAR TRIBUNE	PD SUBSCRIPTION 10/06/2023-01/05/2	09262023	10/12/23	64.77	34409
Total For Check 34409						64.77	
Check 34410							
100-41900-50430	09/24/23	STEVE WARREN	WELLNESS TRAVEL REIMBURSEMENT	0924	10/12/23	1,500.00	34410
Total For Check 34410						1,500.00	
Check 34411							
100-42100-50209	09/20/23	STREICHER'S POLICE EQUIPMENT	RESERVE OFFICER UNIFORM	I1655852	10/12/23	289.96	34411
100-42100-50417	09/27/23	STREICHER'S POLICE EQUIPMENT	NEW HIRE UNIFORM	I1656990	10/12/23	400.92	34411
Total For Check 34411						690.88	
Check 34412							
100-42100-50300	09/26/23	SUPERIOR BACKGROUND INVESTIG	BACKGROUND INVESTIGATION - PT OFFI	09262023	10/12/23	810.00	34412
Total For Check 34412						810.00	
Check 34413							
100-00000-21707	10/02/23	TEAMSTER LOCAL 320	UNION DUES/TLDF OCTOBER 2023	10012023	10/12/23	457.92	34413
Total For Check 34413						457.92	
Check 34414							
100-43100-50210	09/19/23	TERMINAL SUPPLY CO	HEX CAP SCREWS	31391	10/12/23	313.91	34414
Total For Check 34414						313.91	
Check 34415							
100-42100-50417	10/01/23	TIDE CLEANERS	PD UNIFORM DRY CLEANING	09-2023	10/12/23	356.84	34415
Total For Check 34415						356.84	
Check 34416							
100-45200-50221	09/16/23	TOLL GAS AND WELDING SUPPLY	SPOOLATIC WITH ARGON LEASE	10530964	10/12/23	2,486.49	34416
Total For Check 34416						2,486.49	
Check 34417							
100-43125-50210	09/27/23	TOWMASTER	WING BLADE	463573	10/12/23	5,367.00	34417
Total For Check 34417						5,367.00	
Check 34418							
100-42100-50300	10/01/23	TRANSUNION RISK & ALTERNATIV	PD INVESTIGATIONS SEPTEMBER 2023	3609221-202309-	10/12/23	75.00	34418
Total For Check 34418						75.00	
Check 34419							
100-43100-50225	10/02/23	TURFMAKER CORP.	AGITATOR BEARING	2022-1983	10/12/23	344.15	34419

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34419							
						Total For Check 34419	344.15
Check 34420							
100-41900-50401	10/02/23	ULTIMATE CLEANERS LLC	CITY HALL & PD CLEANING	23100200	10/12/23	840.00	34420
						Total For Check 34420	840.00
Check 34421							
100-42100-50207	08/21/23	CREDIT CARD PURCHASES	TRAINING LODGING	08212023	10/12/23	1,180.60	34421
100-42100-50207	09/20/23	CREDIT CARD PURCHASES	TRAINING - FUEL TRAVEL	322869	10/12/23	58.36	34421
100-42100-50207	09/19/23	CREDIT CARD PURCHASES	TRAINING MEALS	308117	10/12/23	81.79	34421
100-42100-50210	06/21/23	GALLS, LLC	FIRST AID KIT SUPPLIES	23978085	10/12/23	249.27	34421
100-42100-50223	08/25/23	EQUIPARTS CORP	FAUCET SENSOR	262105	10/12/23	139.54	34421
100-43100-50207	09/25/23	CREDIT CARD PURCHASES	MN CERTIFIED TREE INSPECTION TRAIN	765613	10/12/23	100.00	34421
100-43100-50207	10/02/23	CREDIT CARD PURCHASES	TRAINING MEAL	10022023	10/12/23	70.84	34421
100-43100-50207	09/25/23	CREDIT CARD PURCHASES	MN FALL MAINTENANCE EXPO TRAINING	811135513	10/12/23	210.00	34421
100-43100-50210	07/11/23	CREDIT CARD PURCHASES	PAINT ROLLER AND TRAY	46350	10/12/23	140.82	34421
100-43100-50210	10/03/23	CREDIT CARD PURCHASES	MAILBOX	29117	10/12/23	102.48	34421
100-45200-50210	09/26/23	CREDIT CARD PURCHASES	TEST LEAD AND CLIP SET	0394189	10/12/23	22.25	34421
						Total For Check 34421	2,355.95
Check 34422							
100-42100-50220	09/19/23	WESTSIDE WHOLESALE TIRE	SQUAD 569 TIRES	933023	10/12/23	120.00	34422
100-42100-50403	09/21/23	WESTSIDE WHOLESALE TIRE	SQUAD 572 TIRE REPAIR	933224	10/12/23	35.00	34422
100-43100-50220	09/26/23	WESTSIDE WHOLESALE TIRE	MACK TRUCK REPAIR	933457	10/12/23	70.00	34422
100-43100-50220	09/21/23	WESTSIDE WHOLESALE TIRE	FELLING TRAILER REPAIR	933203	10/12/23	568.92	34422
						Total For Check 34422	793.92
Check 34423							
100-00000-22205	09/11/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030753723	10/12/23	241.70	34423
100-00000-22205-007	09/11/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030753723	10/12/23	252.50	34423
100-00000-22205-056	09/11/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030753723	10/12/23	503.40	34423
100-00000-22205-065	09/11/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030753723	10/12/23	1,018.30	34423
100-00000-22205-087	09/11/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030753723	10/12/23	408.80	34423
100-00000-22205-098	09/11/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030753723	10/12/23	197.90	34423
100-00000-22205-132	09/11/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030753723	10/12/23	97.38	34423
100-41900-50381	09/11/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030753723	10/12/23	1,945.23	34423
100-42151-50381	09/11/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030753723	10/12/23	59.90	34423
100-43100-50381	09/11/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030753723	10/12/23	182.86	34423
100-45200-50381	09/11/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030753723	10/12/23	108.85	34423
601-49400-50380	09/11/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030753723	10/12/23	68.10	34423
602-49450-50380	09/11/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030753723	10/12/23	203.34	34423
						Total For Check 34423	5,288.26
Check 34424							
100-45200-50210	09/12/23	WRUCK SEWER & PORTABLE RENTA	PARK PORTABLE RETNAL	I18144	10/12/23	391.00	34424
						Total For Check 34424	391.00
Check 34425							
100-43100-50381	09/06/23	XCEL ENERGY	9700 CTY RD 19 STREET LIGHT	843735926	10/12/23	28.06	34425
						Total For Check 34425	28.06
Check 34426							
100-43100-50381	09/22/23	XCEL ENERGY	PW BUILDING ELECTRICITY	845998903	10/12/23	1,247.66	34426
						Total For Check 34426	1,247.66

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34427 601-49400-50210	10/02/23	XCEL ENERGY	9820 CO RD 101 WATER METER	847235249	10/12/23	21.52	34427
			Total For Check 34427			<u>21.52</u>	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Check
Fund Totals:						
			Fund 100 GENERAL FUND			367,049.55
			Fund 400 CITY HALL REMODEL 2020-2021			2,805.00
			Fund 408 PAVEMENT MANAGEMENT			916.51
			Fund 416 CAPITAL-EQUIPMENT CERTS			7,536.78
			Fund 419 HACKAMORE UPGRADE (LENNAR)			370.00
			Fund 601 WATER			313,011.40
			Fund 602 SEWER			59,852.34
			Total For All Funds:			<hr/> 751,541.58

RESOLUTION NO. 2023-90

Motion By:  
Seconded By:

**A RESOLUTION SUPPORTING THE CITY OF CHAMPLIN AND THE CITY OF DAYTON’S DISCUSSION TO POTENTIALLY SECEDE FROM HENNEPIN COUNTY**

**WHEREAS**, this Council supports the City of Champlin’s city-initiated Commission to review seceding from Hennepin County; and

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CORCORAN**, that this Council supports the City of Champlin and the City of Dayton’s discussion to potentially secede from Hennepin County.

**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 12<sup>th</sup> day of October 2023.

\_\_\_\_\_  
Tom McKee – Mayor

ATTEST:

\_\_\_\_\_  
Michelle Friedrich – City Clerk

*City Seal*

**RESOLUTION NO. 2023-91**

**Motion By:**  
**Seconded By:**

**A RESOLUTION ACCEPTING DONATION**

**WHEREAS**, the City Council of the City of Corcoran, Minnesota, is authorized to accept donations of real or personal property pursuant to Minnesota Statutes Section 456.03 for the benefit of citizens, and is specifically authorized to accept gifts; and

**WHEREAS**, the City received a monetary donation in the amount of \$100.00 for the Corcoran Police Department Patch Program; and

**WHEREAS**, the City Council finds that it is appropriate to accept the donation as offered for the benefit of the City of Corcoran, and residents;

**NOW THEREFORE BE IT RESOLVED**, the City Council of the City of Corcoran acknowledges the generosity of the anonymous donor and graciously accepts the donation.

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

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

Whereupon, said Resolution is hereby declared adopted on this 12<sup>th</sup> day of October 2023.

\_\_\_\_\_  
Tom McKee – Mayor

**ATTEST:**

\_\_\_\_\_  
Michelle Friedrich – City Clerk

*City Seal*

# STAFF REPORT

# Agenda Item 8a.

<b>City Council Meeting:</b> October 12, 2023	<b>Prepared By:</b> Natalie Davis McKeown
<b>Topic:</b> Sunram Construction Property Interim Use Permit (PID 26-119-23-21-0007) (City File No. 23-015)	<b>Action Required:</b> Approval

## 1. Application Request

Sunram Construction Inc., the applicant, requests approval of an Interim Use Permit (IUP) for soil processing related to the construction company’s activities. Specifically, the IUP would allow for importing soil to the site; filling, sorting, and storing the soil in stockpiles; as well as exporting the soils offsite to construction projects. The property where the stockpiles will be contained (PID 26-119-23-21-0007) is Outlot A of Feehan Family Farm 2<sup>nd</sup> Addition located on County Road 50. The outlot does not have an assigned address.



Figure 1 Property Map

## 2. Planning Commission Review

The Planning Commission reviewed this item at a public hearing on September 7, 2023. Comments from a neighboring property owner were heard. The Commission unanimously recommended approval of the IUP and Site Plan (4-0; Commissioner Lind absent) with a flat 35’ height applied to the stockpiles as measured from the toe of the slope to the peak of the pile.

## 3. City Council Review

The City Council first reviewed this item at the regular meeting on September 28, 2023. The analysis for the application can be found in the staff report included in the agenda packet for that meeting. The Council discussed concerns with how the use impacts surrounding property owners. Ultimately, staff was directed to bring back a revised resolution that further reduced operational hours to weekdays only as well as require a notification to be sent to surrounding properties 3 days in advance of increased truck activity coming to the site related to stockpiling.



#### 4. Analysis

The attached Resolution provides verbiage to address the direction provided by Council at the September 28<sup>th</sup> meeting. The applicant confirmed willingness to limit hours to Monday – Friday. Paragraph 3m includes the following language to address hours of operation:

- m. The applicant agrees to contain business operations related to soil processing from 7AM to 7PM, Monday through Friday. No such work can occur on weekends and federal holidays.

Additionally, paragraph 3o was added regarding a notification requirement that was proposed by the City Council:

- o. The applicant must allow properties within 500 feet of the subject property the opportunity to opt-in to an email notification to provide notice at least 72 hours in advance when truck trips to and from the site, related to soil processing, will exceed 10 trips in 24 hours. City staff must also be sent a copy of every emailed notice sent to interested property owners.

After further consideration of these two requirements with Planning, Public Works, and Public Safety, there are several staff concerns related to the notification requirement. While brainstorming at the Council meeting, Planning staff shared their belief that the best way to enforce such a requirement would be for the applicant to contact staff directly, and then staff could send an email to property owners within the public hearing notice radius. However, there is concern that having staff facilitate the email to neighboring properties could result in a failure to meet this responsibility when staff is at capacity with other deadlines and duties, out of the office for multiple days, or there is turnover.

The proposed language puts the responsibility on the applicant, but staff time and long-term enforceability is still a concern. Staff time will be required to document and file each notice, and if a neighbor misses an email for whatever reason (e.g., the email went to spam, the email was sent but not received, or a resident overlooked the email), it is likely staff will be contacted to sort through the miscommunication. Staff believe requiring the property owner to hand deliver paper notices 72 hours in advance may lead to similar concerns. While the applicant can provide proof of the parties included as recipients on an email, it will be more difficult to provide proof of delivery of a paper notice. Staff believe counting trips at the site will require capacity that we don't currently have, particularly if increased traffic were to occur concurrently with other City priorities or emergencies. It should also be noted that the agricultural uses can also bring truck traffic to a site, and it may be difficult at times for surrounding property owners to decipher the use of the truck based on sound alone. Further, it is unclear how an opt-in process will be maintained by the applicant as people move in and out of the area.

There is also concern with this notification requirement setting a precedent for residents to reference to request a similar notification process with future projects, including construction sites and commercial/industrial users that abut a residential zone. City staff want to minimize situations where neighbors are policing their neighbors and believe it may prove burdensome for property owners to continuously notify neighbors when they are utilizing their site in a way that was approved, both for the City and the property owner.

Staff believe limiting the hours of operation will be a much simpler, and more enforceable strategy to mitigate the impact of granting the IUP without counting trip numbers.

### **5. Recommendation**

The attached Resolution 2023-86 includes verbiage to address conditions discussed at the previous Council meeting. Staff recommends removal of paragraph 3o.

#### **Attachments:**

1. Resolution 2023-86 Approving the Site Plan and IUP
2. Applicant Narrative Received July 13, 2023
3. Supplemental Applicant Communication received August 14, 2023
4. Site Plan Exhibit
5. Best Management Practices Site Exhibit
6. Engineering Memo Dated August 30, 2023

**RESOLUTION NO. 2023-86**

**Motion By:**  
**Seconded By:**

**APPROVING AN INTERIM USE PERMIT AND A SITE PLAN APPLICATION FROM SUNRAM CONSTRUCTION INC. LOCATED AT PID 26-119-23-21-0007 ON COUNTY ROAD 50. (CITY FILE 23-015)**

**WHEREAS**, Sunram Construction Inc. (“the applicant”) requested approval of an interim use permit and site plan for soil processing on property legally described as follows:

*See Attachment A*

**WHEREAS**, the Planning Commission reviewed the request at a duly called public hearing and recommended approval.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF CORCORAN, MINNESOTA**, that it should and hereby does approve the request, subject to the following findings and conditions:

1. A site plan and interim use permit are approved as shown on application materials and plans received by the City on July 13, 2023, and August 14, 2023, except as amended by this resolution.
2. The applicant must comply with all conditions in the City Engineer’s Memo dated August 30, 2023.
3. An interim use permit is granted to allow soil processing including importing soil to the site, filling and storing the soil in stockpiles, as well as exporting the soils offsite, subject to the conditions in this approval.
  - a. The applicant must adhere to the commitments made in the application narrative received July 13, 2023, and follow-up communication received August 14, 2023.
  - b. Unless otherwise amended in this approval, the applicant is limited to the intensity of use as portrayed in the narrative received July 13, 2023, and follow-up communication received August 14, 2023. Expansions of the stockpile area, increased intensity of use, construction of a structure, or new soil processing related activities not captured by the application submittal will require approval of an Interim Use Permit and/or Site Plan Amendment.
  - c. Stockpiles, as measured from the toe of the slope, must be setback at least 25 feet from all property lines.
  - d. Stockpiles, as measured from the toe of the slope to the peak of the stockpile, must not exceed a height of 35 feet or an elevation of 1011, whichever is less. A grading plan showing the maximum side slopes and elevations of the stockpiles shall be provided by the applicant.

**RESOLUTION NO. 2023-86**

- e. Exterior storage of equipment necessary to maintain the stockpiles and comply with the Stormwater Pollution Prevention Plan is allowed as long as the equipment is screened from the right-of-way and adjacent properties.
  - f. Exterior storage of non-soil materials is not permitted on the site.
  - g. Agricultural equipment and materials stored on the site must only be used for agricultural purposes.
  - h. Commercial vehicles related to the approved soil processing activities are permitted on the site but cannot remain on the site unattended or overnight.
  - i. The applicant must upgrade the haul road with gravel.
  - j. The haul road must be no closer than 10 feet from all property lines.
  - k. The applicant must remain in compliance with the performative requirements of the Stormwater Prevention Pollution Plan as it may be amended from time to time. An Amendment to the Stormwater Prevention Pollution Plan will not necessarily require an amendment to the Interim Use Permit unless the footprint of the stockpile area expands.
  - l. The soils used in the operation shall be clean. Any soils which are regulated by the Minnesota Pollution Control Agency or other regulatory agencies shall not be allowed.
  - m. The applicant agrees to contain business operations related to soil processing from 7AM to 7PM, Monday through Friday. No such work can occur on weekends and federal holidays.
  - n. The applicant must install an address sign at the entrance of the property to ensure emergency services can locate the property if needed. A property address will be assigned by City staff.
  - o. The applicant must allow properties within 500 feet of the subject property the opportunity to opt-in to an email notification to provide notice at least 72 hours in advance when truck trips to and from the site, related to soil processing, will exceed 20 trips. City staff must also be sent a copy of every emailed notice sent to interested property owners.
4. FURTHER, that the following conditions be met prior to making improvements on site:
- a. The site plan must be revised to dimension a 10-foot setback from all property lines applied to the haul road.
  - b. The applicant must submit a professionally engineered grading plan for review and approval by Engineering.
  - c. The developer shall record the approving resolution with Hennepin County and provide proof of recording to the City.

**RESOLUTION NO. 2023-86**

5. Approval shall expire within one year of the date of approval unless the applicant commences the authorized use and completes the required improvements.
6. The interim use shall terminate on the happening of any of the following events, whichever occurs first:
  - a. If the business ceases.
  - b. If property ownership changes.
  - c. If ownership of the business changes.
  - d. If a Notice of Termination for the Stormwater Pollution Prevention Plan is submitted to the Minnesota Pollution Control Agency.
  - e. If there is a failure to meet other local, state, and federal regulations.

**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 12<sup>th</sup> day of October 2023.

\_\_\_\_\_  
Tom McKee - Mayor

ATTEST:

\_\_\_\_\_  
Michelle Friedrich – City Clerk

*City Seal*

**RESOLUTION NO. 2023-86**

**ATTACHMENT A**

Outlot A, Feehan Family Farm 2<sup>nd</sup> Addition, Hennepin County, Minnesota

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# Memorandum

Date: July 07, 2023

Prepared By: Tara Ostendorf, Environmental Team Lead

Project: Sunram Construction Soil Processing Expansion

Contractor: Sunram Construction – Corcoran, MN

Subject: SWPPP Documentation Clarifications

Narrative:

The site is used as a soil processing and material holding yard for Sunram’s various ongoing projects throughout the metro area. Material is taken from other active construction sites and hauled to this location to be stored. The material will eventually be hauled off to use at other construction sites when needed. Use of the site is dependent on the project type, size of project, and material needed. Materials on site include topsoil, general fill, and unclassified materials. All materials are kept in separate stockpiles on site. The site has no set hours of operation, but construction activities will occur no earlier than dawn and no later than dusk. The equipment that is regularly used at the site includes bulldozers, excavators, dump trucks, skid steers, and dump trailers. The equipment that is being used depends on the type of material being hauled in or out of the site. The amount of material being hauled in and out of the site each day varies as the site does not have consistent day-to-day operations. Site visits could range from 0-10 trips per day. There are periods of time where the site will not be used for weeks at a time, while other weeks the site may be used daily.

To prevent excess dust and material build up on the county road, Sunram Construction has their own street sweeping attachments that they use to keep the county road clean of debris. Street sweeping will continue to occur regularly to maintain the county road near the entrance/exit of the site.

The current height of the stockpiles at the site are no greater than 40 feet tall. This same maximum height will be used for the expansion area and could most likely decrease in height as more space is available for material to be stored. Side slopes of the stockpiles will not exceed 3:1. Stockpiles will be located outside of buffers and stormwater conveyances. All stockpiles will also be located at least 25 feet from any road, property boundary, drainage channel, or stormwater inlet.

Moore Engineering Inc has also prepared a Stormwater Pollution Prevention Plan (SWPPP) on behalf of Sunram Construction to fulfill permitting requirements for construction activities related to the expansion of an existing use on property located within the regulated area of the City of Corcoran. This activity requires two levels of permitting; construction activity associated with clearing and grading the site to the extent that it requires an NPDES Construction Stormwater general permit issued by the MN Pollution Control Agency, and the ongoing operation of the site as a soil

processing and staging area, which requires an interim use permit from the City of Corcoran.

The NPDES permit requires a SWPPP which meets the minimum requirements as outlined in the general permit. The attached SWPPP prepared for Sunram Construction meets these requirements for the construction activities associated with the physical site expansion. Once all temporary and final best management practices (BMPs) have been constructed and construction activity has concluded, a Notice of Termination will be filed with the MPCA. This prepared SWPPP document applies only to the construction activity associated with expansion.

Future land use and operations at this site will follow the requirements and conditions of the interim use permit issued by the City of Corcoran. Any additional stormwater requirements related to the ongoing operation of the site may be listed as conditions of the IUP.



## Natalie Davis

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**From:** Lucas Mueller <Lucas.Mueller@mooreengineeringinc.com>  
**Sent:** Monday, August 14, 2023 11:00 AM  
**To:** Natalie Davis  
**Cc:** Kevin Mattson; Ryan Sunram; Dwight Klingbeil  
**Subject:** RE: Sunram Construction - IUP Application

Natalie,

Below are the responses from the additional information you and the City are requesting. Please let me know if you have any questions after reviewing the responses.

Thanks!

1. Identify the elevation that the maximum height of the stockpile will be based on.

The maximum heights of the stockpiles are based on the current heights of the piles which have been utilized since about 2008. These heights do not create a visual disturbance from the surrounding properties as tree cover blocks a majority of the piles. With the expansion of the soil processing yard, pile heights could possibly be reduced as additional area allows to create stockpiles horizontally rather than vertically.

2. How high is the proposed vegetated berm?

The height of the proposed berm will be approximately 15 feet tall. The proposed vegetated berm for the expansion area will tie into the south side of the existing berm and be brought out to the east and north. The current height of the berm on the south side is approximately 15-20 feet. The existing berm will be reshaped in parts where it is higher than 15 feet and be used as part of the new berm. Current material onsite and material brought in from ongoing projects will be utilized to create and shape the proposed berm around the entire soil processing area.

3. Will the 25' setback of the stockpile be applied from the berm?

The 25' setback will be applied from the toe of slope of the stockpiles. Currently, the only area this will take place is along the western property boundary. A portion of the berm may be closer than 25' from the property boundary, but the stockpile itself will abide by a 25' setback.

4. How high is the elevation of the stockpile as of today?

Measurements of the stockpiles were taken on August 8, 2023. At that time, the stockpiles ranged in height from 6 feet to a maximum height of 24 feet.

5. What are the slopes of the stockpile as of today?

A majority of the stockpiles are at a 3:1 slope with the furthest eastern stockpile (on the field edge) at a 2.5:1 slope. This slope will be reduced and regraded with the expansion of the material storage area to the east in order to meet the maximum 3:1 slope.

6. The narrative provides that 0-10 trips per day are expected. Staff believes this may be based on an average as there have been times where it is believed the site has exceeded 10 trips per day. Please provide the maximum trips per day expected on the busiest day of the year. The narrative will be utilized in setting restraints, so it is important that it details the maximum extent the site it intended to be utilized.

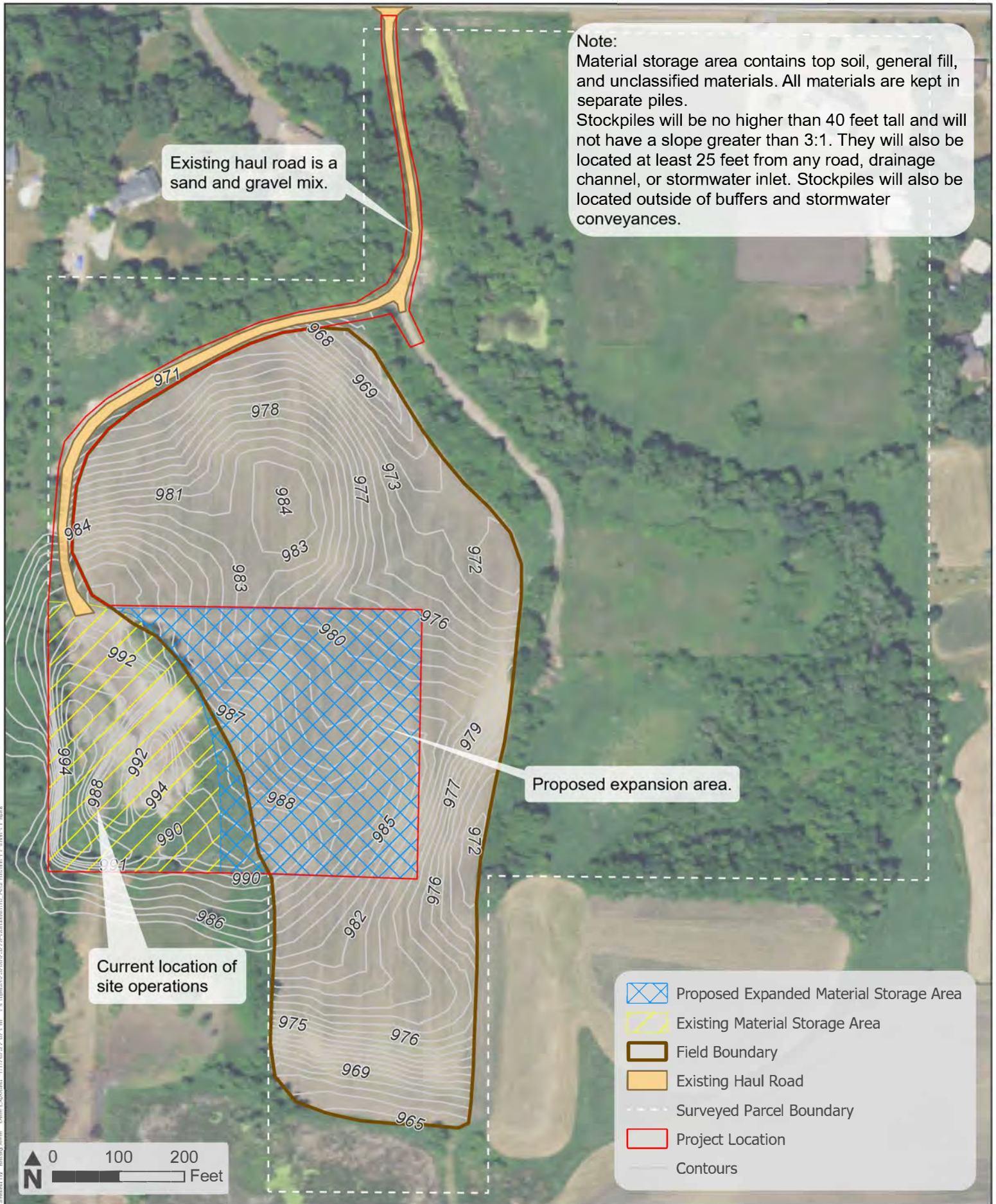
The 10 trips per day mentioned in the memo was based on an average. At maximum capacity of the site, a total of 110 trips may be conducted for one day. This has only occurred a few times during the operation of the soil processing facility since it began in 2008. A more "normal" high-capacity use of the site would be 50-60 trips per day.

The plan states ways to keep down dust, reduce excess material being brought on to the county road, road sweeping, and hours of operation to be compliant and minimize disturbances to neighbors and county road traffic.

**Lucas Mueller**

Environmental Team Lead

**moore engineering, inc.**



**Site Plan**

Sunram Construction Property

Corcoran, Minnesota











Construction exit to limit the amount of sediment tracking onto the road.

Haul road should be improved by adding gravel.

Vegetated Berm will extend around the entire perimeter of the site. Berm will match to the existing berm that is already constructed on the site.

Stockpiles will be no higher than 40 feet tall and will not have a slope greater than 3:1. They will also be located at least 25 feet from any road, drainage channel, or stormwater inlet. Stockpiles will also be located outside of buffers and stormwater conveyances.

Vegetated buffer will remain around wetlands.

-  Construction Exit
-  SWPPP Project Location
-  Surveyed Parcel Boundary
-  Berm
-  Wetland Collection Polygons
-  Contours



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To: Kevin Mattson, PE  
Public Works Director

From: Kent Torve, PE City Engineer  
Steve Hegland, PE

Project: Sunram IUP

Date: August 30, 2023

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**Exhibits:**

This review is based on the following documents:

1. Narrative, July 7, 2023, Moore Engineering
2. Stormwater Pollution Prevention Plan (SWPPP), July 2023
3. Email response from Moore Engineering to City, August 14, 2023

**Comments:**General

- In addition to engineering related comments per these plans, the proposed plans are subject to additional planning comments and all other applicable codes of the City of Corcoran, Elm Creek Watershed Management Commission, Wetland Conservation Act, etc..
- The SWPP and grading plan with narrative shall be submitted to the Elm Creek Watershed Management Commission to determine if any permitting is necessary through their jurisdiction. The proposed work disturbs more than 1 acre of land and therefore typically requires ECWMC permitting.
- Access is at existing location and regulated by the County. Any widening of access road would likely impact wetlands and WCA process would need to be followed.

Height

- The Sunram SWPP and applicant response to staff comments indicates a height limit of 40 feet however, no baseline reference was provided.
  - Recommended to set the maximum height off of existing ground, therefore the lowest existing ground corner (northeast) is elevation 976 and maximum elevation would be 1016.
- The applicant shall provide a PE signed grading plan that shows;
  - Maximum 3:1 side slopes and identified peak elevation,
  - Ground tie in elevations,
  - Setback dimensions,
  - Drainage patterns,
  - Watershed BMPs as required, and
  - Conveyance system for interim and final conditions.

Soil Processing

- The soils used in this operation shall be clean. Any soils which are regulated by the MPCA or other regulatory agencies shall not be allowed.
- Site is limited to soil processing, no crushing, reclaim, storage or processing of demo or construction material/debris is allowed.

### Drainage

- Historically, the drainage from stockpiles has been contained within the disturbed footprint and analysis shown any dewatering volumes have insignificant impact in the surrounding subwatershed.
- The applicant indicates that a vegetated berm will be installed around the perimeter of the stockpile area. Provide cross section and a detail on the typical berm construction as well as how drainage will be managed from inside the working area to outside of berm.
- Grading plan shall show the conveyance of both phased and ultimate side slope drainage.
- Notes shall be added to grading plan to ensure adding gravel for driveway construction does not change approved drainage patterns within the site.

**End of Memo**

# STAFF REPORT

# Agenda Item: 8b.

<b>City Council Meeting:</b> October 12, 2023	<b>Prepared By:</b> Natalie Davis McKeown
<b>Topic:</b> Storage Moratorium	<b>Action Required:</b> Approval

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## 1. Background

At the September 28, 2023 regular City Council Meeting, Staff was directed by the Council to prepare an interim ordinance for mini-storage and self-storage throughout the City. This is in response to three land use applications involving self-storage users processed since 2021.

## 2. Analysis

Staff worked with the City Attorney to prepare the attached interim ordinance for the City Council to consider adopting. The interim ordinance references the study anticipated to be completed in evaluating uses and standards in the City's commercial and industrial districts that provides grounds for the moratorium. The language specifically exempts the storage site preliminary entitled as part of the Pioneer Trail Industrial Park Planned Unit Development (PUD). Staff does not believe there are other preliminary entitled projects that need to be called out but catch-all language is provided in case anything was overlooked. The language clarifies that the storage moratorium is specific to mini storage and self storage facilities. This moratorium does not apply to outside storage as an accessory use in industrial districts approved through a conditional use permit (CUP). If adopted as proposed, the moratorium would go into effect October 12, 2023 through October 12, 2024. Staff confirmed a public hearing or other public notice is not required for a moratorium on this type of use. Staff anticipates bringing back a work plan for moving forward with the study on commercial and industrial districts in November.

## 3. Recommendation

- Adopt Ordinance 2023-505 approving an interim ordinance prohibiting land use applications including mini storage or self storage facilities.
  - o Simple majority required.
- Adopted Ordinance 2023-506 for summary publication of the interim ordinance.
  - o 4/5 majority required.

## Attachments

- Ordinance 2023-505 approving an interim ordinance prohibiting mini storage or self storage facilities.
- Ordinance 2023-506 for summary publication.



**ORDINANCE NO. 2023-505**

**Motion By:**  
**Seconded By:**

**AN INTERIM ORDINANCE OF THE CITY OF CORCORAN, MINNESOTA PROHIBITING APPROVAL OF CERTAIN NEW PLATS, PLANNED UNIT DEVELOPMENTS, CONDITIONAL USE PERMITS, AND BUILDING PERMITS.**

**THE CITY COUNCIL OF THE CITY OF CORCORAN, MINNESOTA, ORDAINS:**

Section 1.     Recitals

1. The City Council is actively studying, and will continue to study, industrial and commercial storage uses within the City of Corcoran.
2. A moratorium on development involving such uses within the Corcoran city limits is needed to allow time to develop and finalize appropriate use standards to ensure compatibility with other uses and appropriately designate proper locations for such uses within the City's Comprehensive Plan and zoning ordinances, and to provide improved guidance for future development within the City.
3. As of the date of this ordinance, the City of Corcoran has preliminarily approved a storage use as a part of the Pioneer Trail Industrial Park PUD and this moratorium shall not affect any entitlements granted in that application.

Section 2.     Definitions.     The following terms, whenever used in this ordinance, shall be interpreted to mean:

**Mini Storage and Self Storage Facilities** – Businesses that rent or sell storage units to individuals and/or businesses.

**Plat** – A drawing or map of a subdivision prepared for filing of record pursuant to Minnesota Statutes Chapter 505, and containing all the elements set forth in Corcoran city code adopted pursuant to Minn. Stat. 462.358 and Chap. 505.

Section 3.     Purpose and Intent.     The City desires to conduct an in-depth study of the following:

Appropriate locations and standards for industrial and commercial storage uses within the City of Corcoran and a review of any appropriate amendments to the City's Comprehensive Plan and/or zoning ordinances.

Minnesota Statutes, Section 462.355 Subdivision 4 allows the City to adopt an interim ordinance to protect the City's planning process and the health, safety and welfare of the citizens of the community. The City Council finds that it is necessary to adopt an interim ordinance to allow sufficient time for this study to be conducted to determine whether there is a need to amend the City's official controls or its comprehensive plan.

Section 4.     Temporary Prohibition.

**ORDINANCE NO. 2023-505**

Pending the completion of the studies referred to above, and/or the corresponding repeal or expiration of this ordinance:

1. Plat, Planned Use Development (PUD), Conditional Use Permit (CUP), Interim Use Permit (IUP), Site Plan, and any other land use applications for development which proposes mini storage or self storage facilities within commercial or industrial districts shall not be processed, approved, or accepted, unless specifically exempted within the Recitals listed above or unless such application has received preliminary approval from the City; and
2. Corresponding building permits related to the prohibited applications set forth in Prohibition 1 not associated with a project that received preliminary approvals prior to the effective date of this ordinance or is specifically exempted within the Recitals listed above shall not be processed, approved, or accepted.

Section 5. Effective Date. This Ordinance becomes effective from and after the date of its passage, and shall remain in effect until the earlier of either: 1) October 12, 2024; or 2) the date of acceptance of the above-named land use studies by the City Council and the Council's corresponding repeal of this ordinance.

Adopted by City Council on the 12<sup>th</sup> day of October, 2023.

**VOTING AYE**

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

**VOTING NAY**

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

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**Tom McKee - Mayor**

**ATTEST:**

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**Michelle Friedrich – City Clerk**

***City Seal***



**ORDINANCE NO. 2023-506**

**Motion By:**  
**Seconded By:**

**CITY OF CORCORAN**

**SUMMARY OF ORDINANCE NO. 2023-505**

**AN INTERIM ORDINANCE OF THE CITY OF CORCORAN, MINNESOTA PROHIBITING APPROVAL OF CERTAIN NEW PLATS, PLANNED UNIT DEVELOPMENTS, CONDITIONAL USE PERMITS, AND BUILDING PERMITS.**

An interim ordinance is hereby enacted a temporary prohibition of the approval of mini storage and self storage facilities in commercial and industrial districts within the City of Corcoran, Minnesota.

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

**VOTING AYE**

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

**VOTING NAY**

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

Whereupon, said Ordinance is hereby declared adopted on this 12<sup>th</sup> day of October 2023.

\_\_\_\_\_  
Tom McKee - Mayor

**ATTEST:**

\_\_\_\_\_  
Michelle Friedrich – City Clerk

*City Seal*

# STAFF REPORT

# Agenda Item: 9a.

<b>City Council Meeting:</b> October 12, 2023	<b>Prepared By:</b> Natalie Davis McKeown
<b>Topic:</b> Metropolitan Council Update	<b>Action Required:</b> No Action Required - Informational Only

## 1. Background

Earlier this summer, Staff was directed by the City Council to reach out to the Metropolitan Council to understand options for density calculations.

## 2. Analysis

Planning staff met with the City’s Metropolitan Council representative, Freya Thamman, on September 20, 2023. It was explained that we are hoping to explore options to net out lands from density calculations, particularly land set

NET RESIDENTIAL DENSITY GUIDELINES		
What can be netted out from Gross Acres	Important notes	What cannot be netted out
Wetlands and Water Bodies	Defined as public waters and wetlands consistent with state delineation practices, buffers may also be included*	Setbacks from water bodies, storm ponds, NURP ponds
Public Parks and Open Space	Must be public or in permanent open space (federal, state, regional, local) or land held in perpetual open space in an open space easement.	Privately held conservation easements, private parks, private trails
Arterial Road Rights-of-Way	Arterial roads are part of the metropolitan highway system Arterial Road Right-of-Way	Local road rights-of-way that are not part of the metropolitan highway system
Other areas that are protected from development by local ordinances	Floodplains, steep slopes, bluffs	

\*Areas protected or removed from development by local ordinance can be netted out

aside for natural resource preservation. It was confirmed at this meeting that the City can net out acreage that is protected from development by local ordinance, such as floodplains, steep slopes, and bluffs. However, these areas must also be included in a pre-established map that is adopted by the City. There is not currently a creative loophole to get around this requirement. The open space requirement within the new Planned Unit Development (PUD) ordinance is seen as an option rather than a requirement. This is because the open space requirement does not apply to similarly situated applications (i.e., plats that are not part of a PUD), and there is not a mapped component. This is also why land set aside as part of a negotiated public benefit is disqualified from being netted out of calculations.

Staff was informed that the Metropolitan Council is considering putting more emphasis on protection of natural resources with the 2050 Comprehensive Plan update. As a part of that, they may look at how these areas factor into density calculations. Planning staff strongly requested that cities not be penalized for taking an incentivization and negotiation approach over a strict requirement when preserving natural features and for such areas to be allowed to be netted from the density calculations. There is no further update at this time, but staff will continue to stay involved as more information becomes available from the Metropolitan Council for the 2050 update.

# STAFF REPORT

# Agenda Item: 9b.

<b>Council Meeting:</b> October 12, 2023	<b>Prepared By:</b> Jessica Beise and Michelle Friedrich
<b>Topic:</b> Charter Amendment Discussion	<b>Action Required:</b> Direction

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## Summary

At the 2023 annual Charter Commission meeting there was discussion of reviewing the City Council Structure relating to the Mayor’s term. The Charter Commission has formally requested a City Charter amendment be adopted per Charter Commission Resolution 2023-01. Council reviewed the potential ordinance amendment at the September 14 City Council meeting. The draft ordinance amendment proposed by the City Attorney is included as attachment 10a2.

Due to absences, a fully seated Council does not exist until the November 20 Council meeting. The Charter amendment needs to be adopted within one month following the published notice and the hearing must be held no fewer than two weeks after publication and no longer than one month after the actual publication date.

<b><i>Timeline for Adoption</i></b>	
Charter Commission Recommendation	September 26
Notice Called at Council	October 12
Notice Due to Paper	October 19
Paper Publication	October 26
Public Hearing	November 20
Adoption	November 20

If this schedule does not have a fully seated Council, the Council could consider asking the Charter Commission to schedule another Charter Commission meeting to bring forward a new resolution at a future City Council meeting date where a fully seated Council is present.

## Financial/Budget

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

## Options

1. Direct staff to publish a notice in the October 26 Crow River news for a Public Hearing on the Charter Amendment at the Council meeting on November 20.

## Recommendation

Direct staff to publish a notice in the October 26 Crow River news for a Public Hearing on the Charter Amendment at the Council meeting on November 20.

## **Council Action**

Direct staff to publish a notice in the October 26 Crow River news for a Public Hearing on the Charter Amendment at the Council meeting on November 20.

## **Attachments**

1. Charter Commission Resolution 2023-01
2. Draft Charter Commission Ordinance Amendment
3. Charter Commission Letter Regarding Wards and Mayoral Term

**CHARTER COMMISSION  
RESOLUTION NO. 2023-01**

**Motion By:** Gmach  
**Seconded By:** Coots

**A RESOLUTION RECOMMENDING AN AMENDMENT TO THE  
CORCORAN CITY CHARTER**

We the Charter Commission, resolve to recommend the attached Charter amendment to the City Council for adoption.

**VOTING AYE**

- Gmach, George
- Lothar, Brian
- Tilbury, Jim
- Guenthner, Ken
- Tucker, Gerald
- Hakensen, David
- Buchholtz, Daniel
- Ferrian, Randy
- Hibbard, Meaghan
- Coots, Jonathan

**VOTING NAY**

- Gmach, George
- Lothar, Brian
- Tilbury, Jim
- Guenthner, Ken
- Tucker, Gerald
- Hakensen, David
- Buchholtz, Daniel
- Ferrian, Randy
- Hibbard, Meaghan
- Coots, Jonathan

Whereupon, said Resolution is hereby declared adopted on this 26<sup>th</sup> day of September 2023.

\_\_\_\_\_  
Brian Lothar – Charter Commission Chair

**ATTEST:**

\_\_\_\_\_  
Jessica Beise – City Administrator

*City Seal*

**ORDINANCE NO: 2023-507**

**Motion By:**  
**Seconded By:**

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

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

**VOTING AYE**

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

**VOTING NAY**

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

**Passed by the Council of the City of Corcoran, Hennepin County, Minnesota, this 12<sup>th</sup> day of October 2023.**

\_\_\_\_\_  
Tom McKee - Mayor

ATTEST:

\_\_\_\_\_  
Michelle Friedrich – City Clerk



# CITY OF CORCORAN

*A Hidden Gem Waiting To Be Discovered*

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

September 26, 2023

## RE: Wards and Mayoral Term

Dear Mayor and Council,

The Charter Commission has been discussing the possible future need for dividing the city into wards for council member elections. The fact that this is a major change for Corcoran has led the Charter Commission to move fully and deliberately in this process.

While the Charter Commission is working on the advisability of wards, one change that we are recommending now is to change the term of the mayor to four years instead of two years.

The Charter Commission is recommending an amendment to the term for mayor changing the election cycle to every four years instead of two years as is the current practice. This change would have the following benefits:

- Recognize the learning curve associated with the role and reduce the risk of losing that skill and experience after only two years of service.
- Allow for continuity on multi-year initiatives.
- Reduce the fundraising and time needed for biennial campaigns.
- Encourage qualified individuals to become candidates.

If implemented, this change would result in the mayoral term being a four-year term in the 2024 election and beyond.

The Charter Commission has unanimously voted on adopting Charter Resolution 2023-01 requesting the Charter be amended via ordinance by the Corcoran City Council.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Lothar".

Brian Lothar  
Commission Chair  
Corcoran Charter Commission

## City of Corcoran 2023 City Council Schedule

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

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

- City Logo
- Water Tower Discussion

### **October 26, 2023**

- Planning Project Update
- Robbie Kottke - Years of Service Recognition (5 Years)
- Ordinance Amendment – Accessory Structures
- Ordinance Amendments – Code Clean Up
- Funding Plan for Hackamore and City Center Drive and 79th Place – 2023A bonds and ARPA
- Snow and Ice Removal Policy and Trail Maintenance Discussion

### **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
- Draft 2024 Fee Schedule

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

- Park Signs Discussion
- Public Hearing - Charter Amendment
- Charter Amendment Adoption
- 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
- 2022 Audit Presentation and Annual Financial Report