Corcoran City Council Agenda
January 9, 2020 - 7:00 pm

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Agenda Approval
4. Commission Representatives*
5. Open Forum
6. Presentations/Recognitions
   a. Years of Service Recognition – Josh Hunter, 15 Years
7. Consent Agenda
   a. Draft Minutes of December 19, 2019 Council Meeting*
   b. Financial Claims*
   c. National Incident-Based Reporting System Joint Powers Agreement*
   d. Waiver Request for Amplified Sound – 20201 County Road 50*
   e. Finance Agreement Transfer – Corcoran Crossroads*
   f. Establishing an Absentee Ballot Board*
   g. Tobacco License for Corcoran Crossroads*
   h. 2020 Open Book Meeting*
8. Planning Business
9. Unfinished Business
   a. Low Cost Paving Options – Assessment Policy Review*
   b. 2020 Strategic Planning Work Session*
   c. 2020 City Calendar*
10. New Business
    b. Request for Water and Sewer Connection with Maple Grove*
    c. Recreation Coordinator Appointment*
    d. Council Liaison Schedule*
    e. Property Acquisition Process – Gleason Parkway Extension and Trunk Sewer Extension projects*
    f. Annual Appointments*
    g. City Council Resignation and Declaration of a Vacancy*
11. Staff Reports
12. 2020 Council Schedule*
13. Adjournment

*Includes Materials - Materials relating to these agenda items can be found in the House Agenda Packet by Door. The complete Council Agenda Packet is available electronically on the website at www.ci.corcoran.mn.us.
MISSION STATEMENT

The City of Corcoran will provide high quality public services in a cost effective, responsible, and professional manner in order to create a preferred environment to live, work, play, and conduct business.

VISION STATEMENT

The City of Corcoran will become a vibrant community focused around a thriving Town Center while preserving its natural character and agricultural roots.

In order to achieve this vision, the City will seek to work with partners to accomplish the following outcomes:

- A variety of housing options for all ages and stages of life existing in cohesion with the natural environment.
- A well connected parks and trails system with options for year-round recreation and opportunities for residents to connect with nature.
- A safe and clean community where residents can be proud to live, work, and play.
- A variety of high quality schools are available to residents and work in cohesion with the City’s vision.
- A variety of commercial and industrial businesses exist to provide for most services and jobs for the community.

VALUES STATEMENT

The following values are fundamental to the City of Corcoran’s success and the fulfillment of our mission:

Honesty, Ethics, Integrity
We believe that honesty, ethics, and integrity are the foundation blocks of public trust and confidence.

Community Pride and Partnership
We believe in creating a strong sense of community through partnerships with civic organizations, school districts, and local businesses.

Efficient and Effective Service Delivery
We believe providing services to residents and businesses in an efficient and effective manner makes government easier to work with and creates a business friendly environment.

Community Safety
We will protect the community by maintaining or improving safety through police and fire protection and by investing and maintaining the infrastructure of the City.

Fiscal Responsibility
We believe that the prudent stewardship and opportunistic investment of public funds is essential for confidence in government and to position the City for future success.

Transparency
We believe that open and honest communication is essential for an informed and involved citizenry. Processes and decision making should include opportunities to educate citizens and receive feedback.

Responsible Decision Making
We believe it is the responsibility of the City to address difficult issues now in order to avoid larger more difficult issues in the future.
The City of Corcoran has identified the following action steps for 2019:

- Develop a master plan, finance plan, and select amenities for City Park.
- Develop a needs assessment, action plan, and finance plan for fire service.
- Complete the update to the southeast district and town center plan; complete a stormwater management plan for the town center.
- Decide on request for contribution to the Dayton Parkway Interchange project.
- Develop a low cost option to pave gravel roads; establish criteria to select roads for paving; push legislative priorities which includes street funding options.
- Identify all existing easements/right-of-way the City has obtained for trails, etc.
- Complete a feasibility study for trails along selected County Roads.
- Identify preferred snowmobile routes.
- Evaluate staffing and space needs for public safety.
- Evaluate the need for a City Planner.
- Complete studies needed for water system options.
- Investigate options to reduce the use of salt/chloride; apply for funding to complete an additional sub watershed assessment.
- Provide an update on the existing crime/drug action plan; create a new plan for next steps.
- Execute code enforcement plan.
- Consider updates to the Open Space and Preservation ordinance and other ordinances to establish incentives for protecting/preserving the natural environment through development.
- Review compost site options.
Council Meeting: January 9, 2020

Topic: Commission Representatives

Prepared By: Brad Martens

Action Required: None – Informational

Summary:
The advisory commission representatives for the January 9th Council meeting are as follows:

- Planning Commission: Dean Jacobs
- Parks and Trails Commission: Judy Strehler

Financial/Budget: N/A

Options: N/A

Recommendation N/A

Council Action: N/A

Attachments: N/A
The Corcoran City Council met on December 19, 2019 at City Hall in Corcoran, Minnesota.

Present were Mayor Thomas, Councilor Schultz, Councilor Bottema, Councilor Dejewski, and Councilor Keefe.

Also present were City Administrator Martens, Administrative Services Director Beise, Public Works Director Mattson, and Director of Public Safety Gottschalk.

1. Call to Order / Roll Call
   Mayor Thomas called the meeting to order at 7:00 pm.

2. Pledge of Allegiance
   Mayor Thomas invited all in attendance to rise and join in the Pledge of Allegiance.

3. Agenda Approval
   City Administrator Martens requested agenda item 7e. LeadsOnline Agreement, for access to pawn shop data, be added to consent agenda items, and item 10d. Offsite Charitable Gambling License be added to New Business.
   MOTION: made by Bottema, seconded by Dejewski to approve the agenda as modified. Council noted a clerical numbering error reflected on 7a. and 7b. on the agenda versus the packet materials; staff acknowledged the error.
   Voting Aye: Thomas, Bottema, Dejewski, Keefe, and Schultz.
   (Motion carried 5:0)

4. Commission Representatives
   Mayor Thomas noted Planning Commissioner Wu and Parks and Trails Commissioner Anderson were present. The Commissioners were invited to speak on items related to their respective commissions.

5. Open Forum
   Mayor Thomas invited residents to speak. No residents came forward to speak.

6. Presentations/Recognitions
   a. Senator David Osmek
      Senator Osmek addressed the Council and the audience providing an outline of his work in the last legislative session and his upcoming priorities. Council discussed with Senator Osmek road maintenance funding, the hands-free law, the recording of Metropolitan Council committee meetings, wheelage tax, and transportation. Council thanked Senator Osmek for his time.
   b. Three Rivers Park District Commissioner Marge Beard
      Commissioner Beard introduced herself to the Council and provided an overview of the Three Rivers Park District. Council inquired about snowmobile trails, paving the trail on County Road 19, and how not allowing snowmobiling along the trail has affected Corcoran residents. Kelly Grissman, Planning Director at Three Rivers Park District, addressed Council and snowmobile access to parks and trails in the future. Stephen Shurson, Project Manager at Three Rivers Park District, introduced the proposed Diamond Lake Regional Trail System. The proposed 20-mile trail would extend from the Dayton and Rogers area, through Corcoran, Medina, Long Lake, Orono to Wayzata. Mr. Shurson outlined the proposed process from inception to completion and how the City would be involved including City Council approval of the master plan sometime in 2021. Mr. Shurson discussed the trail system would be built in sections and would utilize present opportunities within each city to optimize trail completion, but will still take many years to complete, as trail completion depends on each city’s growth and expansion.
Ms. Grissman explained the Three Rivers Park District cannot utilize condemnation as a tool for any property owner that does not wish to have a trail on their property. Ms. Grissman explained the City would be involved and in control of any condemnation proceedings for trail segments. Council asked about the type of trail the Diamond Lake Trail system is and if it would accommodate, walking, biking, horse trails, and snowmobiling in the winter months. Mr. Shursen and Ms. Grissman indicated Three Rivers Park District would work with the City of Corcoran in a partnership with the community wants and needs. Council asked what it would take for the trail along 19 to be open to snowmobiles. Ms. Grissman responded Rush Creek Regional Trail includes a dual track unpaved and paved and is currently used by residents for walking and dog walking, but originally was for walking and horseback riding. Ms. Grissman indicated Corcoran would be a partner in the decision in what the proposed trails would include such as walking, running, biking, horseback riding, and snowmobiling. Ms. Grissman indicated the trail on County Road 19 was not a snowmobile trail because the trail is paved and would be damaged by long-term snowmobile use. Parks and Trails Commission Chair Anderson inquired about acquisition of trails by Three Rivers Park District and if there is an expectation for partial funding by Corcoran Parks and Trails. Ms. Grissman indicated Three Rivers Park would work with existing Corcoran Parks and Trails purchasing opportunities for future trails and would reimburse Corcoran Parks and Trails if a Three Rivers trail crossed over an existing Corcoran trail.

7. Consent Agenda
   a. Draft Minutes of December 12, 2019 Council Meeting
   b. Draft Minutes of December 12, 2019 Council Work Session Meeting
   c. Financial Claims
   d. Stieg Road Realignment – Change Order 1 and Pay Request 3
   e. LeadsOnline Agreement

Council asked that Consent Agenda Items 7a. and 7c. be considered separately for further discussion.

MOTION: made by Keefe, seconded by Schultz to approve the consent agenda items 7b., 7d., and additional item 7e.

Voting Aye: Thomas, Bottema, Dejewski, Keefe, and Schultz.
(Motion carried 5:0)

Mayor Thomas addressed the section of item 7a. Draft Minutes of the December 12, 2019 meeting. Mayor Thomas clarified in the last sentence under section 5., that the Crow River News was not a media outlet that reported incorrect information. Mayor Thomas noted the Crow River News completed a follow-up permit revenue article which investigated the original, released report regarding permit fees, and Crow River News clearly identified and clarified inaccurate information presented in the original report.

MOTION: made by Schultz, seconded by Keefe to approve the consent agenda item 7a.

Voting Aye: Thomas, Bottema, Dejewski, Keefe, and Schultz.
(Motion carried 5:0)

Council requested further clarification on item 7c. Financial Claims, specifically water meter fees, SAC activity fees, and service award fees. City Administrator Martens responded respectively on the first two items and indicated water meters are purchased by the City and then sold to builders for the new homes, SAC activity fees correlate to an approximate $2,500 fee per individual SAC unit. Administrative Services Director Beise explained the service award fees included the entire 2020 inventory award items with a bulk discount applied.

MOTION: made by Dejewski, seconded by Bottema to approve the consent agenda item 7c.

Voting Aye: Thomas, Bottema, Dejewski, Keefe, and Schultz.
(Motion carried 5:0)

8. Planning Business

No planning business was presented.
9. **Unfinished Business**
   a. **Code Enforcement Violation Extension Request**

   City Administrator Martens outlined the request submitted by Mr. Leuer for a code enforcement extension to January 31, 2020. Council commented on the process to date and defining some areas of the proposed plan. Council noted numerous points of communication with Mr. Leuer since the code compliance violation was sent. Council asked when the first initial code enforcement violation was issued, and if any other prior extensions existed for the violation. City Administrator Martens clarified Council action ceased on the code enforcement violation because Mr. Leuer made an appeal for Council discussion on the violation. Council asked for a progress update since the initial appeal was made and inquired if an extension is necessary. City Administrator Martens noted the extension was to provide Mr. Leuer time to submit application materials, fees, and escrows to begin the process of determining if an ordinance amendment, site plan, CUP, or variance is needed to bring the violations into compliance. City Administrator Martens further noted that according to Mr. Leuer, an extension is necessary for planning and engineering review. Council asked what items have been submitted to staff since the appeal was made. City Administrator Martens indicated no application has been submitted to date but added staff has answered questions and clarified items for the forward movement of the process.

   **MOTION:** made by Schultz, seconded Bottema to approve a request to extend the deadline to submit a compliance plan to January 31, 2020.

   Voting Aye: Thomas, Bottema, Dejewski, Keefe, and Schultz.

   (Motion carried 5:0)

10. **New Business**
   a. **2020-2022 Labor Agreement**

   City Administrator Martens highlighted the efforts of Councilmember Schultz regarding the 2020-2022 Labor Agreement. City Administrator Martens summarized the 2020-2022 Labor Agreement between the City of Corcoran and the Minnesota Teamsters Public and Law Enforcement Employees Union Local No. 320. City Administrator Martens noted the existing agreement expires on December 31, 2019. Council discussed non-monetary benefits to employees and if the non-monetary benefits are sufficient in conjunction with the monetary compensation to maintain and keep employees.

   **MOTION:** made by Schultz, seconded Bottema to approve the 2020-2022 Labor Agreement between the City of Corcoran and the Minnesota Teamsters Public and Law Enforcement Employees Union No. 320 as presented.

   Voting Aye: Thomas, Bottema, Dejewski, Keefe, and Schultz.

   (Motion carried 5:0)

   Council requested additional discussion of item 9a. Code Enforcement Violation Extension Request, regarding the exchange of information between the Council and Mr. Leuer prior to the Council Motion. Council specifically addressed the interaction where Council noted further information from Mr. Leuer was not necessary to reach a decision. Council discussed the interaction and noted no ill-intent to Mr. Leuer by moving the meeting forward to the Motion without additional comment by Mr. Leuer.

   b. **2020 Water and Sewer Budgets**

   City Administrator Martens reviewed the proposed 2020 Water and Sewer Budgets as well as the 2019 and 2020 mobile home sewer rates for the respective calendar years. City Administrator Martens compared the difference in calculating regular City sewer and water costs in single family homes to mobile home water and sewer costs. City Administrator Martens explained with a mobile home park there is a single billing invoice for sewer and water services for all properties within the mobile home park. To arrive at the mobile home cost model, the base fee cost is calculated with an overhead fee of 20 percent. City Administrator Martens noted the base cost fee is representative of the cost the City pays to the Met Council, and the 20 percent overhead fee would cover any incidental expenses beyond the base fee cost. Council asked if there are multiple meters in the
mobile home park. City Administrator Martens reiterated there are no meters in the mobile home park. City Administrator Martens explained the metering and access agreement in place with Maple Hill Estates effectively covers all rental units on the property. City Administrator Martens added because there was a sewered treatment plant previously located in Maple Hill Estates, there are several years of flow data available to establish an accurate base fee cost. City Administrator Martens added the City could require a manhole to accommodate a meter installation, allowing the City to determine the accuracy of the flow data. City Administrator Martens noted with the meter, the City could also track the usage, such as inflow from rain, to determine any I/I problems, and proactively through an ordinance, could require Maple Hill Estates to improve the system. Council and staff discussed how the one City billing for sewer services to Maple Hill Estates is distributed to the residents in Maple Hill Estates.

**MOTION**: made by Schultz, seconded Dejewski to approve the 2020 Water and Sewer Budget as presented.

Voting Aye: Thomas, Bottema, Dejewski, Keefe, and Schultz.

(Motion carried 5:0)

**MOTION**: made by Schultz, seconded Keefe to approve the 2019 and 2020 Sewer Mobile Home Rates as presented.

Voting Aye: Thomas, Bottema, Dejewski, Keefe, and Schultz.

(Motion carried 5:0)

**c. 2020 Strategic Planning Session**

City Administrator Martens outlined the 2020 Strategic Planning Session and recommended the continued annual practice of work sessions for planning and goal setting, but additionally for 2020, to hire a facilitator for the process. Staff recommended Delano City Administrator Kern to facilitate the City’s strategic planning and goal setting in 2020. City Administrator noted Mr. Kern has received positive reviews with multiple cities regarding experience in strategic planning and goal setting and would cost $2,300. Council reflected on utilizing an outside facilitator for the sessions, and how staff would be supported by this direction. Council and staff discussed the facilitator process, possible dates, and the focus of strategic planning and goal setting for 2020. Council requested agenda input and review prior to each of the work session dates.

**MOTION**: made by Keefe, seconded Dejewski to approve the 2020 Strategic Planning Session Proposal as presented.

Voting Aye: Thomas, Bottema, Dejewski, Keefe, and Schultz.

(Motion carried 5:0)

**d. Offsite Charitable Gambling License**

Administrative Services Director Beise outlined the request for an offsite gambling license for the Hanover Athletics Association which would be effective for a single date of December 31, 2019 at Mama G’s. Administrative Services Director Beise indicated a gap between the Maple Grove Lions and the Hanover Athletic Association lease at the location which prompted the request for an offsite license.

**MOTION**: made by Keefe, seconded Schultz to approve Resolution 2019-85 Approving Offsite Charitable Gambling in the City of Corcoran, Minnesota.

Voting Aye: Thomas, Bottema, Dejewski, Keefe, and Schultz.

(Motion carried 5:0)

11. **Staff Reports**

   a. Active Corcoran Planning Applications; report received.
   b. 2019 Year in Review

City Administrator Martens highlighted 2019 events, staff additions, and significant updates the Council has moved forward on over the past year.

   c. 2020 City Calendar

City Administrator Martens outlined the 2020 calendar and referenced one change for a holiday date on July 2, moving the date to July 3, with the July 2 date becoming a Planning Commission
meeting date. City Administrator Martens presented a suggestion to the regular meeting schedule and includes the addition of quarterly work sessions focusing on specific department items with off-site tours if so desired. Council reflected on discussions for deeper topic work sessions for 2020 and asked if the departmental meetings proposed would be in addition to the scheduled work sessions or if the departmental meetings would be included within the eight existing work sessions. Council inquired on commission liaison positions in 2020. City Administrator Martens indicated the topic will be reviewed at the first meeting in January. Council discussed rescheduling the April 9, 2020 Council meeting. Staff noted revisions and comments would be incorporated into the calendar and would be presented for adoption at the January 9, 2020 meeting.

12. **Closed Session**
   a. City Administrator Performance Evaluation

Mayor Thomas stated:

“Under the authority of Minn. Stat. 13D.05 Subd. 1(d)(3a), the City is permitted to close a meeting to evaluate the performance of an individual who is subject to Council’s authority. The City Council is now going into closed session to evaluate the performance of the City Administrator.”

Mayor Thomas recessed the Council meeting at 8:38 pm.

Mayor Thomas reconvened the Council meeting at 9:21 pm.

“In closed session, the City Council evaluated the performance of the City Administrator, the City Council found the City Administrator’s performance to be very good.  
**MOTION:** made by Bottema, seconded Schultz to increase the 2020 salary of the City Administrator by 5 percent.

Voting Aye: Thomas, Bottema, Dejewski, Keefe, and Schultz.

(Motion carried 5:0)

13. **2020 City Council Schedule**

City Administrator Martens reviewed upcoming items for the January 9, 2020 Council meeting. City Administrator Martens mentioned a resident in the Appaloosa neighborhood has made a formal request for city water and sewer connection to Maple Grove and this item will be included on the agenda at the January 9, 2020 Council meeting.

14. **Adjournment**

**MOTION:** made by Keefe, seconded by Dejewski to adjourn.

Voting Aye: Thomas, Bottema, Dejewski, Keefe, and Schultz.

(Motion carried 5:0)

Meeting adjourned at 9:23 pm.

_____________________________________
Michelle Friedrich – Deputy Clerk
Summary:
Financial Claims will be provided separately to Councilmembers and will be placed in the City Hall Agenda Packet. The financial claims will be delivered by the end of day on January 7, 2020.
## FUND #500 ESCROW CLAIMS

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**Total Fund #500 =** $4,204.22

(See attached Payments Detail)

## ALL OTHER FINANCIAL CLAIMS

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## TOTAL EXPENDITURES FOR APPROVAL

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**Total** $165,016.30

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**Agenda Item 7b.**

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**Total** $165,016.30
## CITY OF CORCORAN

### *Check Detail Register©*

**January 2020**

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### 10100 Farmers State Bank

**Unpaid**

- **ACME TOOLS**
  - E 100-43100-210 Operating Supplies (GENERAL) $287.76 7171516 SUPPLIES
  - E 100-45200-210 Operating Supplies (GENERAL) $14.44 7178327 SUPPLIES
  - E 100-45200-210 Operating Supplies (GENERAL) $50.97 7197056 SUPPLIES
  - **Total ACME TOOLS** $353.17

**Unpaid**

- **ADP, LLC**
  - E 100-41941-300 Professional Srvs (GENERAL) $278.75 548078468 WORKFORCE NOW PAYROLL SOLUTIONS BUNDLE
  - **Total ADP, LLC** $278.75

**Unpaid**

- **AMAZON CAPITAL SERVICES**
  - E 100-43100-210 Operating Supplies (GENERAL) $349.01 19PK-DJKK-M PUBLIC WORKS SUPPLIES
  - E 100-43100-208 Training and Instruction $109.99 1JP3-TTLN-W BIB OVERALLS
  - E 100-42100-210 Operating Supplies (GENERAL) $55.94 1MPN-GN9K-6 POLICE SUPPLIES
  - E 100-43100-220 Repair/Maint Supply (GENERAL) $329.70 1NYK-GFVM-4 LIFTMASTER GARAGE TRANSMITTERS
  - E 100-43100-321 Telephone $179.85 1VRN-YNMG- CELL PHONE CHARGER
  - **Total AMAZON CAPITAL SERVICES** $1,024.49

**Unpaid**

- **AMERICAN PRESSURE**
  - E 100-43100-210 Operating Supplies (GENERAL) $457.95 111738 SUPPLIES
  - **Total AMERICAN PRESSURE** $457.95

**Unpaid**

- **ANDERSON**
  - G 500-20471 St. Therese Sketch Plan 19-006 $3,240.00 14466 CITY HALL PARCEL WETLAND DELINEATION
  - **Total ANDERSON** $3,240.00

**Unpaid**

- **ASPEN MILLS**
  - E 100-42100-209 Police Reserves $59.95 249508 POLICE RESERVES UNIFORMS
  - **Total ASPEN MILLS** $59.95

**Unpaid**

- **BEAUDRY OIL COMPANY**
  - E 100-43100-212 Motor Fuels $384.95 1505848 GASOLINE - 91
  - E 100-42100-212 Motor Fuels $1,540.32 1514490 SQUAD FUEL
  - E 100-43100-212 Motor Fuels $92.32 1514490 GASOLINE
  - E 100-41920-210 Operating Supplies (GENERAL) $114.84 1514490 GASOLINE
  - E 100-43100-212 Motor Fuels $1,778.58 1514573 DIESEL
  - **Total BEAUDRY OIL COMPANY** $3,911.01

**Unpaid**

- **BECHTOLD, CLYDE**
  - E 100-43100-417 Uniforms $203.99 2019-BOOTS UNIFORMS
  - **Total BECHTOLD, CLYDE** $203.99

**Unpaid**

- **BOYER TRUCKS**
  - E 100-43100-220 Repair/Maint Supply (GENERAL) $32.10 72477R PARTS
  - E 100-43100-220 Repair/Maint Supply (GENERAL) $406.92 72838R PARTS
  - **Total BOYER TRUCKS** $439.02

**Unpaid**

- **CARSON, CLELLAND & SCHREDER**
**CITY OF CORCORAN**

*Check Detail Register©*

January 2020

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**January 2020**

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- **Unpaid**
  - **CONCEPT FINANCIAL GROUP**
    - E 100-43100-232 Gravel $957.60 11922 GRAVEL HAULING
    - Total **CONCEPT FINANCIAL GROUP** $2,484.50
  - **CORCORAN LOCKER**
    - E 100-41941-210 Operating Supplies (GENERAL) $240.46 6250 12-18-19 Lunch Employee Recognition
    - Total **CORCORAN LOCKER** $240.46
  - **COUNTRYSIDE DIESEL**
    - E 100-43100-220 Repair/Maint Supply (GENERAL) $45.90 W 10385 TRUCK REPAIR
    - E 100-43100-220 Repair/Maint Supply (GENERAL) $91.80 W 10427 TRUCK REPAIR
    - Total **COUNTRYSIDE DIESEL** $137.70
  - **CUSTOM DOOR SALES INC**
    - E 100-45200-210 Operating Supplies (GENERAL) $176.00 0255949-IN GARAGE DOOR REPAIR
    - Total **CUSTOM DOOR SALES INC** $176.00
  - **DAKOTA SUPPLY GROUP**
    - E 100-45200-221 Maintenance Projects $675.94 F233797 NATURAL GAS HEATER
    - E 100-42100-223 Building Repair Supplies $1,343.10 F249241 NATURAL GAS HEATER
    - Total **DAKOTA SUPPLY GROUP** $2,019.04
  - **DEJEWSKI, BRIAN**
    - E 100-41100-210 Operating Supplies (GENERAL) $600.00 010320 BRING YOUR OWN DEVICE REIMBURSEMENT
    - Total **DEJEWSKI, BRIAN** $600.00
  - **ELM CREEK WATERSHED MGMT COMM**
    - E 100-41900-433 Dues and Memberships $15,632.66 250 ANNUAL ASSESSMENT
    - Total **ELM CREEK WATERSHED MGMT COMM** $15,632.66
  - **EMPLOYEE RELATIONS**
    - E 100-43100-300 Professional Srvs (GENERAL) $91.70 86915 BACKGROUND CHECK
    - E 100-45200-300 Professional Srvs (GENERAL) $228.00 86915 BACKGROUND CHECK
    - Total **EMPLOYEE RELATIONS** $317.70
  - **FERGUSON WATERWORKS**
    - E 601-49400-215 Water Meters $1,847.72 0348687-1 METERS
    - E 601-49400-215 Water Meters $129.80 0348689-1 METERS
    - E 601-49400-215 Water Meters ($266.09) CM032428 METERS
    - **Total** **FERGUSON WATERWORKS** **$1,711.43**
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*January 2020*

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# Check Detail Register

**CITY OF CORCORAN**  
01/07/20 3:31 PM  
*Page 7*

**January 2020**

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10100 Farmers State Bank $1,017,511.56
## Check Detail Register

**January 2020**

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<tr>
<td><strong>10100 Farmers State Bank</strong></td>
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<tr>
<td>100 GENERAL FUND</td>
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<td>204 FIREARMS SAFETY</td>
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<td>427 GLEASON/66TH PARKWAY EXTENSION</td>
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## City of Corcoran
### Consultant Summary
1/9/2020

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<tr>
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<tr>
<td>Carson, Clelland &amp; Schreder</td>
<td>12/30/19</td>
<td>6,274.88</td>
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<tr>
<td>Landform</td>
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<tr>
<td>Metro West Inspection</td>
<td>12/23/19</td>
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<td>Rolf Erickson Enterprises</td>
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<td>Wenck Associates</td>
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December 27, 2019

CITY OF CORCORAN  
8200 CO RD 116  
CORCORAN, MN  55340

Professional Services

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<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>11/22/2019</td>
<td>Conference with administrator regarding agenda items, nuisance abatement follow up, update files and review staff memo</td>
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</tr>
<tr>
<td></td>
<td>Review discovery and notes to file</td>
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<tr>
<td></td>
<td>Research State law, ordinances and administrative rules regarding notice issue; correspondence with Administrative Services Division regarding liquor licensing issues</td>
<td>71.25</td>
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<tr>
<td>11/25/2019</td>
<td>Review City Council agenda packet</td>
<td>142.50</td>
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<tr>
<td></td>
<td>Prepare closed session items</td>
<td>35.63</td>
</tr>
<tr>
<td></td>
<td>Prepare for and attend city council meeting and update files</td>
<td>320.63</td>
</tr>
<tr>
<td>11/26/2019</td>
<td>Correspondence with code enforcement official regarding abatement issues, update files, correspondence with attorney regarding easement meeting</td>
<td>47.50</td>
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<tr>
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<td>Correspondence with code enforcement official, assemble new list of nuisance properties, review compliance issue and agreement violation</td>
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<tr>
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<td>Conference with code enforcement representative regarding property rights and issues and meeting with owner</td>
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<tr>
<td>12/3/2019</td>
<td>Request updated O&amp;E reports</td>
<td>29.17</td>
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<tr>
<td>12/4/2019</td>
<td>Update nuisance file and review discovery</td>
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<td></td>
<td>Conference with admin services coordinator, review state law regarding published notice issue, review correspondence regarding easement acquisition, correspondence with staff regarding code issue</td>
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<tr>
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<td>Conference with admin services coordinator regarding additional publication issue and assessment issues</td>
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<tr>
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<td>Conference with administrator regarding open files and Purchase Agreement terms</td>
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<td>Conference with attorney Larkin regarding nuisance file</td>
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<td>12/10/2019</td>
<td>Correspondence with staff regarding open files, easement and review staff report</td>
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<tr>
<td>12/11/2019</td>
<td>Review city counsel agenda packet</td>
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<tr>
<td></td>
<td>Conference with admin services coordinator regarding NW Trails agreements and MG requirements, review agreements</td>
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<tr>
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<td>Correspondence with code inspector regarding code interpretation and compliance/abatement meeting</td>
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</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td>Amount</td>
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<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>12/12/2019</td>
<td>Conference with staff regarding open files, code interpretation issues,</td>
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<td>dedication request, prepare for and attend city council meeting</td>
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<td>12/16/2019</td>
<td>Review defendant’s claim regarding code interpretation issue</td>
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<tr>
<td>12/17/2019</td>
<td>Review updated O&amp;E’s, correspondence with Administrator, pull contracts for 12/18 meeting</td>
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<tr>
<td>12/18/2019</td>
<td>Correspondence with Administrator, review watershed correspondence, contractor liability issue</td>
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<td></td>
<td>Conference with City staff regarding well site purchase agreement terms and timelines, due diligence disclosures, open files, update files</td>
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<tr>
<td>12/19/2019</td>
<td>Correspondence with Code Enforcement Official regarding nuisance abatement issue, review City Council agenda packet, minutes</td>
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<td><strong>SUBTOTAL:</strong></td>
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<tr>
<th>66th Avenue Corridor Easement Acquisition</th>
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<tbody>
<tr>
<td>12/4/2019 Correspondence with administrator regarding property title issues, 117 resolution, conference with attorney Carson regarding right of entry and city authority issues, begin drafting resolution</td>
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<tr>
<td>12/5/2019 Conference with public works director regarding project data, appraisals and easement path, resolution revisions and revise resolution</td>
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<tr>
<td>12/12/2019 Revise/update draft resolution</td>
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<tr>
<td>12/18/2019 Conference with City staff regarding resolution for acquisition, review required properties, updated ROEs</td>
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<tr>
<td>12/23/2019 Review city authority issue, conference with Attorney Carson regarding eminent domain resolution, correspondence with Administrator</td>
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| SUBTOTAL:                                         | [676.88] |

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<thead>
<tr>
<th>Lennar White Tail Trail</th>
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<tr>
<td>12/12/2019 Correspondence with developer’s attorney, review title examiner filings</td>
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| SUBTOTAL:                                         | [35.63]  |

<table>
<thead>
<tr>
<th>MN Solar Application</th>
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<tbody>
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<td>12/11/2019 Review bond template and correspondence with planner</td>
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| SUBTOTAL:                                         | [35.63]  |

<table>
<thead>
<tr>
<th>St. Therese Land Purchase</th>
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<tr>
<td>11/25/2019 Review/review buyer’s draft Purchase Agreement amendments; conference with administrator; review enforceability issue, prepare redline draft and correspondence with buyer’s representative</td>
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<tr>
<td>12/4/2019 Prepare for and handle Purchase Agreement follow up negotiation</td>
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<tr>
<td>12/9/2019 Review/compare updated Purchase Agreement draft, review city liability issue, revise agreement, correspondence with buyer’s representative and update file</td>
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<tr>
<td>Date</td>
<td>Description</td>
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<tr>
<td>------------</td>
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<tr>
<td>12/10/2019</td>
<td>Review/revise and finalize Purchase Agreement, conference with St. Therese representative and administrator</td>
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<tr>
<td>12/11/2019</td>
<td>Conference with staff regarding trail permits, review/review Purchase Agreement, correspondence with St. Therese representative</td>
</tr>
<tr>
<td>12/12/2019</td>
<td>Assemble drafts for council review, review New Hope endorsement letter, correspondence with buyer's representative, correspondence with administrator and update file</td>
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<td><strong>SUBTOTAL:</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Stein Road Improvements</strong></td>
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<tr>
<td>12/4/2019</td>
<td>Review developer correspondence, correspondence for property owners' attorney, review updated redline drafts, conference with property owners' attorney regarding easement terms</td>
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<tr>
<td>12/5/2019</td>
<td>Correspondence with attorney for Martins, draft revised maintenance language, correspondence with public works director and update file</td>
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<td><strong>SUBTOTAL:</strong></td>
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<tr>
<td></td>
<td><strong>Well Site Acquisition</strong></td>
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<tr>
<td>11/22/2019</td>
<td>Research property information, correspondence with public works director and administrator, begin drafting Purchase Agreement and review enforceability issues</td>
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<tr>
<td>12/12/2019</td>
<td>Draft/revise well site Purchase Agreement, review title search results and review ROE</td>
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<tr>
<td>12/13/2019</td>
<td>Review title issue, further revise Purchase Agreement, correspondence with administrator and public workers director regarding negotiation points</td>
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<tr>
<td>12/19/2019</td>
<td>Revise Purchase Agreement</td>
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<td><strong>Criminal</strong></td>
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<tr>
<td>12/2/2019</td>
<td>Update files and prepare disposition following court on November 6th</td>
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<tr>
<td>12/3/2019</td>
<td>Attend hearings at Brookdale court</td>
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<tr>
<td>12/4/2019</td>
<td>Brookdale Court appearance</td>
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<tr>
<td>12/5/2019</td>
<td>Review files, prepare dispositions</td>
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<tr>
<td>12/5/2019</td>
<td>E-mails, phone calls and correspondence regarding files, Review and respond to emails regarding criminal files</td>
</tr>
<tr>
<td>12/9/2019</td>
<td>Review 2 files and prepare offers, Review files for Court</td>
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<tr>
<td>12/10/2019</td>
<td>Brookdale Court appearance, Review Brookdale files in preparation for 12/11 calendar</td>
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<tr>
<td>12/11/2019</td>
<td>Handle Brookdale court calendar</td>
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<tr>
<td>12/13/2019</td>
<td>E-mail correspondence with defense counsel, Review files, prepare disposition letters and notes for follow up</td>
</tr>
<tr>
<td>12/17/2019</td>
<td>Review files in preparation for 12/18 court calendar at Brookdale, Attend/handle hearings at Brookdale</td>
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</table>
12/17/2019 Preparation of one complaint $40.00
12/18/2019 Attend arraignment and pretrial hearings at Brookdale court $48.75
Preparation of two complaints $80.00
12/23/2019 Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period $87.50
Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period $93.75
Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period $18.75
Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period $9.38
Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period $12.50

SUBTOTAL: $1,000.02

For professional services rendered $5,814.93

Client Expense Charges:

Civil

2019 Trunk Watermain Improvements and Gleason Parkway Extension project updated O&E reports $420.00

SUBTOTAL: $420.00

Criminal Expenses:

Monthly support fee for November $11.16
Westlaw charges for October $28.79

SUBTOTAL: $39.95

Total Client Expense Charges $459.95

Total amount of this bill $6,274.88

Previous balance $6,894.71

12/20/2019 Payment - thank you ($6,894.71)
CITY OF CORCORAN

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<th>Total payments and adjustments</th>
<th>Amount</th>
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<tr>
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<td>($6,894.71)</td>
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Balance due $6,274.88

I hereby declare under the penalties of perjury that the foregoing statement for legal services is just and correct and that no part thereof has been paid.

John J. Thames, City Attorney
2018 & 2019 on invoice

17120

January 9, 2020

Dept. Head
City Admin
Treasurer
Metro West Inspection Services, Inc.
689 Medina St, Suite 250
Loretto, MN 55357 US

INVOICE

BILL TO
City of Corcoran
8200 County Rd 116
Corcoran, MN 55340

INVOICE # 2244
DATE 12/20/2019

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BALANCE DUE $27,222.20

[Signature]
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<tr>
<th>Permit #</th>
<th>Permit Address</th>
<th>50% Eligible Fees, Mechanical, Plumbing, Plan Check, SEC</th>
<th>100% Investigation</th>
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<td>$5,655.49</td>
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Page Total: $21,147.87
Invoice Total: $27,222.20
# METRO WEST INSPECTION SERVICES, INC.

**BOX 248**  
**LORETTO, MN 55357**  
**PH. 763-479-1720**  
**FAX 763-479-3090**

**BILLED TO:**  
City of Corcoran  
8200 County Rd 116  
Corcoran, MN 55340

<table>
<thead>
<tr>
<th>Year</th>
<th>Permit #</th>
<th>Permit Address</th>
<th>10% Eligible Fees</th>
<th>100% Eligible Fees</th>
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<td>$16,158.55</td>
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<td>00139</td>
<td>6605 Co Rd 19 building</td>
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<td>$418.83</td>
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**Page Total**  
$6,074.32

**Invoice Total**  
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<th>Description</th>
<th>Date</th>
<th>Amount</th>
<th>Check No</th>
<th>Invoice Date</th>
<th>Check Date</th>
<th>Check Amt</th>
<th>Check Paid</th>
<th>Memo</th>
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</thead>
<tbody>
<tr>
<td>100-41550-200</td>
<td>Professional Svcs (GENERAL)</td>
<td>12/30/2019</td>
<td>25,000.00</td>
<td>123019</td>
<td>12/30/2019</td>
<td>25,000.00</td>
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Total: $50,000.00

1/7/20

January 9, 2020

Debt Head
City Treasurer
STATEMENT

30-Dec-19

ROLF ERICKSON ENTERPRISES, INC.
SOUTHWEST ASSESSING
P O BOX 47841
PLYMOUTH, MN 55447

CITY OF CORCORAN
8200 Co. Rd. 116
CORCORAN, MN 55340

DECEMBER 2019 ASSESSING FEE $6,003.00
COUNTY DATA FEE $15.93
PLAT MAPS $3.35

TOTAL $6,022.28
Hi Rolf,

Thanks for the heads up.

Joe

From: Rolf Erickson <assessor84@comcast.net>
Sent: Monday, December 16, 2019 9:08 AM
To: Brad Martens <bmartens@ci.corcoran.mn.us>; Joe Rotz <JRrotz@ci.corcoran.mn.us>
Subject: Hennepin County Invoice

Good Morning Brad and Joe,
You will be getting an copy of an invoice from Hennepin County for the total billing to me for equipment and system use. This invoice is for informational purposes only. I prorate the bill to the six cities that I assess by parcel count. I have already billed you for your city's portion. Please let me know if you have further questions on this.
Rolf
December 12, 2019

Rolf Erickson
P.O. Box 47841
Plymouth, MN 55447

Mr. Erickson,

Enclosed you will find an invoice for your use of Hennepin County owned computer equipment used to conduct the annual assessment on behalf of your contract cities during the 2019 calendar year. The invoiced amount will recover costs incurred by Hennepin County to provide this equipment to you. In the interest of transparency, a copy of this letter and attached invoice is also being mailed to each of the cities you serve purely for informational purposes. The County is not invoicing the cities for these costs.

The attached 2019 invoice is payable within 60 days. The monthly cost for use of a county owned laptop in 2019 is $551, comprised of $490 for the User Infrastructure fee and $61 for the Employee Equipment Provisioning (EEP) fee. The monthly cost for use of a county owned iPad is $26 comprised entirely of the EEP fee. These fees are set by the Hennepin County IT department and are the same rates charged to all county departments.
In 2020, the infrastructure fee is not increasing and will remain at $490/month for use of a county owned laptop. EEP fees are increasing and will be $78/month for a county owned laptop and $31/month for a county owned iPad. The 2020 cost for your use of Hennepin County owned computer equipment is estimated to be $21,192, based upon continued usage of three laptops and two iPads. An increase or decrease in the number of devices you use each month will impact the actual costs incurred. A breakdown of costs and schedule of quarterly invoices is as follows:

2 iPad @ $31/month X 12 months = $744
3 laptop @ $568/month ($490 infrastructure and $78 EEP) X 12 months = $20,448
Total Estimated Costs for 2020: $21,192

Schedule of 2020 Invoices (Payable 30 days from date of Invoice)

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Invoice Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>1/15/20</td>
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</tr>
<tr>
<td>2nd Quarter</td>
<td>4/15/20</td>
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</tr>
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</tr>
<tr>
<td>4th Quarter</td>
<td>10/15/20</td>
<td>$5,298</td>
</tr>
</tbody>
</table>

If you have questions regarding billing or specific charges, please contact Joe Mathews at 612-543-1209 or joe.mathews@hennepin.us. For all other questions please do not hesitate to contact me at 612-348-4567 or james.atchison@hennepin.us.

Sincerely,

[Signature]

James R. Atchison, CAE, SAMA
Hennepin County Assessor

CC: Kristi Luger, Excelsior City Manager;
Scott Johnson, Medina City Administrator;
Scott Weske, Long Lake City Administrator;
Brad Martens, Corcoran City Administrator;
Kathy Laur, Tonka Bay City Administrator;
Jeffrey Dahl, Wayzata City Manager
DO NOT PAY

A copy of this letter and invoice is being provided to you purely for informational purposes and is not an invoice to your city. This invoice is to be paid by your assessment services provider to reimburse the County for costs incurred to provide them with county-owned computer equipment for use in their assessment work.

There is a $30.00 service charge on all returned checks. Civil penalties may be imposed for non-payment, per Minnesota State Statute 604.113.

Please return the bottom portion with your check made payable to: Hennepin County Treasurer.

HENNEPIN COUNTY
612-543-1121

Customer Number: OCA0001030
Invoice Number: 1000140463
Payment Due Date: 02/08/2020
Amount Due: $20,460.00
Amount Enclosed: __________

Remit To:
Hennepin County Accounts Receivable
300 South Sixth Street
Mail Code 131
Minneapolis, MN 55487
Rolf Erickson
PO Box 47841
Plymouth, MN 55447
### Summary:
The police department is required to report annual crime statistics to the FBI for the national Uniform Crime Report (UCR). The federal government has added a National Incident-Based Reporting System (NIBRS) component to the Uniform Crime Report reporting standards. This means that the City needs to change the amount of crime information reported and the manner in which it is reported. NIBRS compliance is a federal mandate.

A majority of the crime reporting happens through our police records system called LETG. In order to assist agencies in becoming NIBRS compliant the State of Minnesota, through the Bureau of Criminal Apprehension (BCA), has made grant funding available to help agencies cover the cost of making their systems compliant.

The Corcoran Police Department is the lead agency for our LETG police records system consortium consisting of 14 agencies. The Police Department is working with LETG to make our records system NIBRS compliant. The attached Joint Powers Agreement is required to receive grant funding from the BCA. Once executed, the City will be eligible for reimbursement of $8,000 to offset the entire cost of making our records system NIBRS compliant.

### Financial/Budget:
Approving resolution 2020-04 to enter the Joint Powers Agreement with the State of Minnesota will result in eligibility to receive $8,000 in grant funding reimbursement from the State of Minnesota.

### Council Action:
Approve Resolution 2020-04 to enter into the Joint Powers Agreement with the State of Minnesota.

### Attachments:
1. Resolution 2020-04
RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF CORCORAN ON BEHALF OF ITS POLICE DEPARTMENT

WHEREAS, the City of Corcoran on behalf of its Police Department desires to enter into a Joint Powers Agreement with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to receive funding to use to implement an adapter to make its records management system compatible with Minnesota National Incident-Based Reporting System requirements for which the Police Department is eligible.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF CORCORAN,

1. That the State of Minnesota Joint Powers Agreement by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Corcoran on behalf of its Police Department is hereby approved. A copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.

2. That the Director of Public Safety, Matt Gottschalk, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the agreement with the State.

To assist the Authorized Representative with the administration of the agreement, Lieutenant Ryan Burns is appointed as the Authorized Representative’s designee.

3. That Ron Thomas, the Mayor for the City of Corcoran, and Brad Martens, the City Administrator, are authorized to sign the State of Minnesota Joint Powers Agreement.

VOTING AYE
☐ Thomas, Ron
☐ Bottema, Jon
☐ Dejewski, Brian
☐ Keefe, Mike
☐ Schultz, Alan

VOTING NAY
☐ Thomas, Ron
☐ Bottema, Jon
☐ Dejewski, Brian
☐ Keefe, Mike
☐ Schultz, Alan

Whereupon, said Resolution is hereby declared adopted on this 9th day of January, 2020.

________________________________
Ron Thomas - Mayor

ATTEST:

________________________________
Jessica Beise – Administrative Services Director

City Seal
This Agreement is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension [BCA] (“State”), and the City of Corcoran on behalf of its Police Department (“Governmental Unit”).

Recitals
Under Minnesota Statutes § 471.59, subdivision 10, the State is empowered to engage such assistance as deemed necessary. The BCA is the state agency that collects incident data and through which Minnesota crime statistics are reported to the Federal Bureau of Investigation (FBI). The FBI has established January 1, 2021, as the deadline by which all states must submit crime statistics in the National Incident-Based Reporting System (NIBRS) format. The State is in need of assistance from the Governmental Unit to implement and certify the integration of incident reporting and the submission of crime statistics in the NIBRS format as well as crime statistics unique to Minnesota (MN-NIBRS).

Agreement

1 Term of Agreement

1.1 Effective Date. The Agreement is effective on the date the State obtains all required signatures under Minnesota Statutes § 16C.05, subdivision 2.

1.2 Expiration Date. The Agreement ends December 31, 2020, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Agreement between the Parties

Law enforcement agencies in the State of Minnesota are required to report crime statistics to the State. Subsequently the State reports those statistics to the FBI pursuant to Minnesota Statutes § 299C.05. Current crime statistics reporting has less detail than is required to be MN-NIBRS compliant. The State has funding available to assist the Governmental Unit to implement and certify crime statistics reporting to meet MN-NIBRS requirements as well as submit incident data for use during investigations pursuant to Minnesota Statutes § 299C.40.

The Governmental Unit will:
1. Continue to submit its crime statistics until its submissions have been certified by State as MN-NIBRS compliant.
2. Coordinate and communicate with any other government agencies using Governmental Unit’s records management system (“RMS”) to do crime reporting to ensure that all understand the benefits of transitioning to NIBRS.
3. Draft and execute an agreement with its RMS vendor to implement an electronic submission format that will report its incident data in a format that meets BCA and MN-NIBRS reporting requirements. The Governmental Unit’s agreement with its RMS vendor must provide that the vendor:
   (a) guarantees the Governmental Unit is compliant with State’s requirements as listed below in Items 10 and 11 below;
   (b) is notified by the Governmental Unit of changes to the requirements listed below in Items 9 and 10;
   (c) is provided by the Governmental Unit with documentation of the Crime Reporting System (“CRS”);
   (d) is required to assist in the resolution of any errors during the testing period and the corrective fixes be available to existing and future MN-NIBRS installations at no additional cost;
   (e) provides the Governmental Unit with any documentation necessary for the successful operation of the input submissions.
4. Submit the agreement draft with its RMS vendor to the State for approval prior to execution.
5. Create a project plan with its RMS vendor identifying how the vendor will ensure that all the work required for the Governmental Unit to submit incident data and MN-NIBRS complaint crime statistics are within the scope of this Agreement.
6. Submit the project plan with its RMS vendor to the State for approval.
7. Refrain from authorizing work on the implementation of the MN-NIBRS compliant submissions until the State approves the RMS vendor agreement draft, the agreement is executed, and the State approves the RMS vendor project plan.
8. Require the Governmental Unit’s staff and the staff of the RMS vendor attend periodic status meetings and demonstrations organized by the State.

9. Assure the RMS vendor installs a version of software that is compliant with the State requirements.

10. Ensure that the implementation meets the requirements of the Minnesota Department of Public Safety’s Security Architecture, State of Minnesota Non-Visual Access Standards (https://mn.gov/mnit/assets/Stnd_State_Accessibility_tcm38-61585.pdf), and the CRS Vendor Adapter Specifications, and the CRS Data Mapping Requirements, which are posted on the CJIS Launch Pad (https://bcanextest.x.state.mn.us/launchpad/). These documents and any revisions posted to the website are incorporated into this Agreement by reference. The Governmental Unit is responsible for checking the website periodically for updates to these documents and providing any changes to its RMS vendor.

11. Test its electronic submissions in the State’s test environment according to the “CRS Agency Vendor Test Plan” posted on the CJIS Launch Pad at https://bcanextest.x.state.mn.us/launchpad/ located under MNJIS Training/ NIBRS. This document and any revisions posted to the website are incorporated into this Agreement by reference. The Governmental Unit is responsible for checking the website periodically for updates to these documents and providing any changes to its RMS vendor.

12. Achieve certification for its electronic submissions by sending three (3) consecutive months of MN-NIBRS compliant statistics with an error rate below 4% each month, a requirement of all government agencies reporting crime utilizing the RMS.

13. Transition reporting MN-NIBRS compliant crime statistics in coordination with the State at a date and time specified by the State.

The State will:
A. Accept Governmental Unit’s crime statistics in the existing format in use on the effective date of this Agreement.
B. Provide the Governmental Unit with documents listed in Items 10 and 11 above and maintain their accuracy including any changes made by the State or FBI.
C. Review Governmental Unit’s agreement draft with its RMS vendor for the required content and either approve or disapprove the agreement. If the draft is disapproved, the State will notify Governmental Unit of the required changes to receive approval. State will review and act within ten (10) business days of receiving the agreement draft from the Governmental Unit.
D. Review Governmental Unit’s project plan with its RMS vendor and either approve or disapprove the plan. If the plan is disapproved, the State will notify the Governmental Unit of the required changes to receive approval. State will review and act within ten (10) business days of receiving the plan from the Governmental Unit.
E. Schedule periodic status meetings and demonstrations as needed to ensure the project is completed.
F. Provide electronic schema and sample submission files that Governmental Unit can share with its RMS vendor.
G. Provide access to its test environment so that Governmental Unit can test its submissions.
H. Verify and validate Governmental Unit’s submissions during the test period.
I. Provide training to Governmental Unit on the submission requirements and best practices for MN-NIBRS compliance.
J. Verify and validate Governmental Unit’s submissions during the certification period including those made by government agencies using the RMS.
K. Issue written certification of MN-NIBRS compliance to Governmental Unit when the standards for submission have been met.
L. Provide access to its production environment and authorize Governmental Unit to switch to MN-NIBRS reporting following the written certification.

3 Payment
The State will make payments to the Governmental Unit in accordance with the following deliverables list.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt of an executed Agreement between Governmental Unit and its RMS vendor</td>
<td>$1,000</td>
</tr>
<tr>
<td>Approval of project plan</td>
<td>$1,000</td>
</tr>
<tr>
<td>Receipt of mapping document of RMS data elements to CRS data elements</td>
<td>$1,000</td>
</tr>
<tr>
<td>Submission of first successful test</td>
<td>$1,000</td>
</tr>
<tr>
<td>Completion of training provided by vendor</td>
<td>$1,000</td>
</tr>
<tr>
<td>Submission of RMS documentation to support successful operation (training and/or administrative documentation)</td>
<td>$1,000</td>
</tr>
<tr>
<td>Successful completion of the CRS agency vendor</td>
<td>$1,000</td>
</tr>
</tbody>
</table>
4 Authorized Representatives

The State’s Authorized Representative is the person below or her successor:

Name: Dana Gotz, Deputy Superintendent
Address: Department of Public Safety; Bureau of Criminal Apprehension
         1430 Maryland Street East
         Saint Paul, MN 55106
Telephone: 651.793.1007
Email Address: dana.gotz@state.mn.us

The Governmental Unit’s Authorized Representative is the person below or his/her successor:

Name: Matt Gottschalk, Director of Public Safety
Address: 8200 County Road 116
         Corcoran, MN 55340
Telephone: 763.420.8966
Email Address: mgottschalk@ci.corcoran.mn.us

5 Assignment, Amendments, Waiver, and Agreement Complete

5.1 Assignment. The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.

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

5.3 Waiver. If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

5.4 Agreement Complete. This Agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

The State and Governmental Unit agree each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The State’s liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Governmental Unit’s liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes §§ 466.01-466.15, and other applicable law.

7 State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the Governmental Unit’s books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement.

8 Government Data Practices

The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the State.

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

9 Venue

Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
10 Termination

10.1 Termination. The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

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

11 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 6, Liability; 7, Audits; 8, Government Data Practices; and 9, Venue.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.

Signed: ____________________________________________________________

Date: __________________________________________________________________

SWIFT PO Number: _____3-64372____________________________________

2. GOVERNMENTAL UNIT

By: __________________________________________________________________

Title: __________________________________________________________________

Date: __________________________________________________________________

3. DEPARTMENT OF PUBLIC SAFETY; BCA

By: __________________________________________________________________

(with delegated authority)

Title: __________________________________________________________________

Date: __________________________________________________________________

4. COMMISSIONER OF ADMINISTRATION

As delegated to Office of State Procurement

By: __________________________________________________________________

Date: __________________________________________________________________

By: __________________________________________________________________

Title: __________________________________________________________________

Date: __________________________________________________________________

By: __________________________________________________________________

Title: __________________________________________________________________

Date: __________________________________________________________________
Summary:
Resident is requesting a waiver for amplified sound at their residence located at 20201 County Road 50, and waiver for parking at the City Park across the street from their residence located at 20200 County Road 50 on Saturday September 19, 2020.
Request is for amplified sound until 12:00 AM for a wedding gathering. This is a private event, no on-street parking, and onsite sanitation for approximately two hundred and fifty guests. If approved, gathering may be shut down for public safety reasons. At this point the application was approved as submitted by the operations group of Public Safety, Code Enforcement and Public Works.

Financial/Budget:
N/A

Council Action:
1. Authorize a waiver for amplified sound until 12:00 AM on Saturday, September 19, 2020, located at 20201 County Road 50.

Attachments:
Corcoran Police Department
8200 County Road 116
Corcoran, MN 55340
Phone (763) 420-8966 Fax (763) 420-8985

APPLICATION FOR CONTRACT POLICE SECURITY

In an effort to meet your security needs, we ask that you read the attached City of Corcoran Event Policy. Then fully complete and submit the application at least sixty (60) days prior to your event.

Name of Event: Hakala-Dierf/Hannasch Wedding
Location of Event: 20201 City Rd 50
Date(s) of Event: 9/19/20
Event Sponsor: NA PRIVATE EVENT
Event Website: NA

Main Contact Name: Linda Hannasch
Cell Phone No.:
Main Contact Email Address:
Event Day on site contact: Linda
Cell Phone No.
James Hannasch

Expected Attendance: 250
Event Starting Time: 4 PM
Security Starting Time: 4 PM or 7 PM?
Event Ending Time: Midnight
Security Ending Time: Midnight

Number of Officers Requested: 1
Licensed Officers: Corcoran Police
Reserve Officers: 1
Security Provided by: 
Both CPD / Private
Private Security Info. Name:

Contact Person: Phone No.

All requests for contractual police services are subject to approval by the Chief of Police or his/her designee. Request must be a minimum of two (2) hours per officer and cancellation with less than twenty-four (24) hours notice will require a charge of two (2) hours per scheduled officer payable by the requesting business or organization. The requesting business will be billed by the City of Corcoran payable within fifteen (15) days of receipt of invoice. Any charges for future court proceedings that result from the requested service will be billed to the requesting business. It is understood that the services requested are in addition to police services normally provided and not in lieu thereof, and that officers assigned are not subject to direct supervision or control by the requestor, but will coordinate with the event organizers.

THE REQUESTING BUSINESS FURTHER AGREES TO WAIVE ANY AND ALL CLAIMS AGAINST THE CITY OF CORCORAN, ITS POLICE DEPARTMENT AND OFFICERS FOR ANY FORM OF DAMAGE OR INJURY RESULTING OUT OF THE SERVICES PROVIDED OR REQUESTED HEREIN.

☐ Public Event  ☑ Private Event

Page 1 of 3
Can we use the parking lots @ Community Park for this event. Parking also after 6pm.

1. ☐ Yes ☐ No Does this event involve the sale or availability of alcoholic beverages to the public? If YES you must obtain a temporary liquor license through City Hall.

2. ☐ Yes ☐ No Do you anticipate any medical support, security or traffic control services will be required? Could we have pedestrian caution signs on city street(s) near parking lots?

3. ☐ Yes ☐ No Will this event affect traffic in the area? If YES, explain how traffic will be affected?

4. ☐ Yes ☐ No Does this event involve a moving route (parade, race, run/walk, etc.) of any kind, along streets, trails or sidewalks? If YES, attach a map or sketch of your proposed route, indicate the direction of travel and/or provide a written narrative to explain your route.

5. ☐ Yes ☐ No Does this event involve amplified sound? If YES, list hours of operation: Start: 7pm End: 12am

6. ☐ Yes ☐ No Will this event be on or adjacent to any body of water? If YES, has Wisconsin Pearl/Police notified?

FIRE DEPARTMENT

8. ☐ Yes ☐ No Will there be a pyrotechnics (fireworks) display? If yes, you must apply for a permit from City Hall 30 days prior to the event.

9. ☐ Yes ☐ No Is this event likely to involve a tent more than 200 sq. ft. or a canopy more than 400 sq. ft.? If YES, estimate number of tents and sizes:

10. ☐ Yes ☐ No Does the proposed event plan to use propane? If YES, for what and where?

CITY AND BUILDING CODES

11. ☐ Yes ☐ No Will there be any temporary electrical wiring or generators used? If yes, you must apply for an electrical permit from the State/MI Labor/Industry 763-341-2102 (Generators must be surrounded by barriers with a fire extinguisher readily available.)

12. ☐ Yes ☐ No Will there be a need for portable toilet facilities? We will have 3 porta potties onsite.

13. ☐ Yes ☐ No Does this event involve any hanging banners or signage? If yes, you must apply for a sign permit from City Hall.

14. ☐ Yes ☐ No Does this event involve animals? If YES, please describe:

15. ☐ Yes ☐ No Does this event involve amusement attractions (carnival rides, inflatables, dunk tanks, etc.) If YES, please describe:

16. ☐ Yes ☐ No Will any food or beverages be available for sale at the event? If YES, provide a Hennepin County food permit if applicable.

Applicant Signature: [Signature] Date: 10/29/19

OFFICE USE ONLY

Application: ☐ Approved as Submitted ☐ Approved See Below ☐ Denied See Below

☐ Corcoran Police ☐ Fire Department ☐ Building Inspector

Comments

Police Chief Signature __________________________ Date __________________________

Page 2 of 3
Council Meeting: January 9, 2020

Prepared By: Jessica Beise

Topic: Finance Agreement Transfer

Action Required: Approval

Summary:
As part of the 2016 Downtown Utility and Street Improvement Project, the City entered into fee agreements with several properties for the payment of the utility connection fees. Corcoran Crossroads is in the process of being sold and has such an agreement. The City has been approached by the seller and buyer to transfer the fee agreement into the buyer’s name.

The City Attorney recommended a simple agreement that outlines that finance agreement be transferred to the new owners. Under the current fee agreement, the City would require the fees paid at time of property sale. By allowing the assessment agreement to continue the City would continue to receive payment as it does today. If the City did not have a fee agreement, any assessments would typically be carried onto new owners unless required to be paid as part of the title work during the property sale.

A draft of the finance agreement transfer agreement, will be sent separately and will be placed in the house agenda packet.

Financial/Budget:
The assessed fees paid by fee agreement have a 2.72% interest rate.

Council Action:
Authorize staff to execute the Assessment and Financing Agreement for 7625 County Road 116; PID 26-119-23-11-0013.

Attachments:
None
<table>
<thead>
<tr>
<th>Council Meeting:</th>
<th>Prepared By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 9, 2020</td>
<td>Jessica Beise</td>
</tr>
<tr>
<td><strong>Topic:</strong></td>
<td><strong>Action Required:</strong></td>
</tr>
<tr>
<td>Establishing an Absentee Ballot Board</td>
<td>Approval</td>
</tr>
</tbody>
</table>

**Summary:**
The City is required to have an Absentee Ballot Board to accept or reject absentee ballots as outlined in statute. City staff members serve on the board and will be trained on January 6, 2020 to review the absentee ballots for the Presidential Nomination Primary, State Primary, and General elections.

**Financial/Budget:**
N/A

**Council Action:**
Approve the Resolution 2020-05 Establishing an Absentee Ballot Board.

**Attachments:**
1. Resolution 2020-05 Establishing an Absentee Ballot Board.
RESOLUTION NO. 2020-05

Motion By: 
Seconded By:

RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD

WHEREAS, the City of Corcoran is required by Minnesota Statutes 203B.121, Subd. 1 to establish an Absentee Ballot Board effective January 17 through November 3, 2020; and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in the City of Corcoran; and

WHEREAS, the Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or city staff trained in the processing of absentee ballots;

THEREFORE, BE IT RESOLVED THAT, the Corcoran City Council hereby establishes an Absentee Ballot Board as provided by Minnesota Statutes 203B.121.

BE IT FURTHER RESOLVED, that the members of the Absentee Ballot Board for the 2020 Presidential Nomination Primary, State Primary, and General Elections are hereby named as Michelle Friedrich, Michael Pritchard, Joe Rotz, Shawna Zuther, and Paula Steelman.

VOTING AYE
☐ Thomas, Ron
☐ Bottema, Jon
☐ Dejewski, Brian
☐ Keefe, Mike
☐ Schultz, Alan

VOTING NAY
☐ Thomas, Ron
☐ Bottema, Jon
☐ Dejewski, Brian
☐ Keefe, Mike
☐ Schultz, Alan

Whereupon, said Resolution is hereby declared adopted on this 9th day of January, 2020.

__________________________________
Ron Thomas - Mayor

ATTEST:

__________________________________
Jessica Beise – Administrative Services Director

City Seal
RESOLUTION NO. 2020-06

Motion By: 
Seconded By: 

A RESOLUTION APPROVING A TOBACCO LICENSE IN THE CITY OF CORCORAN, MINNESOTA

WHEREAS, the business of Corcoran Crossroads is in the process of being sold; and

WHEREAS, a tobacco license application has been submitted by Harikrishna LLC doing business as (DBA), Corcoran Crossroads Market Place in accordance with Chapter of 114 of the City Code of Corcoran; and

WHEREAS, the license period runs from the date of approval until June 30th, 2020 when tobacco licenses are renewed annually; and

WHEREAS, a background investigation is in the process of being completed in accordance with Chapter 114 of the City Code of Corcoran; and

THEREFORE, BE IT RESOLVED, contingent upon the results of the background investigation, that the Council of the City of Corcoran hereby approve the tobacco license for Harikrishna LLC, DBA Corcoran Crossroads Market Place.

VOTING AYE
☐ Thomas, Ron
☐ Bottema, Jon
☐ Dejewski, Brian
☐ Keefe, Mike
☐ Schultz, Alan

VOTING NAY
☐ Thomas, Ron
☐ Bottema, Jon
☐ Dejewski, Brian
☐ Keefe, Mike
☐ Schultz, Alan

Whereupon, said Resolution is hereby declared adopted on this 9th day of January 2020.

______________________________
Ron Thomas - Mayor

ATTEST:

______________________________
Jessica Beise – Administrative Services Director

City Seal
Summary:
Since 2015, the City Has hosted an Open Book meeting in place of a Local Board of Appeal and Equalization meeting. The Open Book meeting is coordinated by the City Assessor’s office in place of having Council members trained to review property assessments. The Open Book meeting is an informal review between the property owners and the assessor/appraiser to resolve assessment questions prior to the county board of appeal and equalization. Residents are not required to appear at the Open Book Meeting, but attendance is strongly recommended if appealing an assessment. Residents may appeal directly to the county board of appeal and equalization.

In previous years it has been hosted on the second Thursday in April. The proposed date for 2020 is April 9, 2020.

Financial/Budget:
The assessor costs associated with an Open Book meeting are the same as a Local Board of Appeal meeting.

Recommendation:
Host the Open Book meeting as proposed.

Council Action:
Host the Open Book meeting as proposed.
**Summary:**
Staff presented information to the Council on low cost paving options at the November 14th meeting. The information focused on potential costs for a “shape and pave” approach and shared data on updated traffic counts on gravel roads. The Council directed staff to provide one or two preferred sections of road for paving and begin review of financing.

Prior to staff presenting preferred options and financing, it is requested that the City Council review the existing assessment policy. This review is particularly important in lieu of the change in the development rights ordinance related to paving gravel roads. The update eliminated the need to be on a paved road to achieve one development right per 10 acres.

The existing assessment policy includes the following language for streets under the category of “Reconstruction and Rehabilitation” which this type of project would be considered:

- City shall obtain a letter of benefit or similar to establish benefit to properties affected by the project
- Assessment shall be 90 percent of the low value of the benefit
  - Example: If direct benefit was found to be $12,000-$15,000 per unit, the assessment would be $10,800 per unit ($12,000 x .9 = $10,800)
  - Example: If indirect benefit was found to be $3,000-$5,000 per unit, the assessment would be $2,700 per unit ($3,000 x .9 = $2,700)
- Each existing unused development right and newly created development right will be assessed an amount equal to the assessment of a direct access property
- Landowners receiving assessments for existing unused development rights may pay up front or defer until time of plat with no accrued interest during the deferral period.

Staff is interested in obtaining feedback from the City Council on the following specific items:

- Does the Council still support the assessment level of 90 percent of the low value of the benefit?
- Does the Council still support assessments for properties indirectly served by a road that is paved?
- Does the Council still support charging one assessment unit for each development right now that no additional rights are created with paving?
Once staff receives feedback from the above questions staff will proceed forward with a recommendation for consideration. Any changes would require an amendment to the assessment policy.

**Financial/Budget:**
The assessment policy outlines responsibilities for costs related to infrastructure improvements. Specific finance projections for a recommended project will be presented at a future meeting.

**Options:**
1. Direct staff to make no changes to the special assessment policy.
2. Direct staff to make changes to the special assessment policy.

**Recommendation:**
Staff believes that reducing or eliminating special assessments for unused development rights should be considered by Council. Doing so may increase support for projects, however it would reduce the revenue received.

**Council Action:**
Provide staff direction on whether amendments should be made to the assessment policy.

**Attachments:**
1. Special Assessment Policy
Special Assessment Policy

Purpose:

The City's special assessment policies and procedures have been established to:

1. Provide a stable and continuing source of funding within the financial capacity of the City, in combination with federal, state, county, and other local financial resources available to the City, to accommodate infrastructure needs for new development, redevelopment, and maintenance within the existing community in the most cost-effective manner.

2. Balance needs and costs for new and existing infrastructure to support and promote economic development and growth as well as maintenance within the existing community by providing for the equitable distribution of infrastructure costs to ensure that specific developments are financially self-supporting to the extent warranted.

3. Provide a comprehensive, well-constructed and well-maintained infrastructure system that services individual properties and takes advantage of economies on a regional scale and flexibility in the timing of infrastructure development.

4. Respond to community needs and desires for health, safety, welfare; accessibility, and mobility provided by new infrastructure and the maintenance of existing infrastructure.

5. Function in harmony with the City's comprehensive plan and growth area plans by providing the infrastructure and amenities associated with those plans thereby promoting orderly growth in areas where services are available or can be provided at the most reasonable cost.

6. Provide the City Council and staff with guidelines and methods to efficiently distribute infrastructure costs to benefiting properties in an equitable and consistent manner thereby enhancing the value of property by assigning a proportionate value of the improvements to the properties deriving benefit from the improvement.

General Policy Statement:

While the special assessment purposes, policies and procedures have been identified herein, the City Council may deviate from this policy when such rationale in equity arises or the law is required.

I. Policy Definitions:

A. **Adjacent Property**: A property directly adjacent to public improvements.
B. **Access**: Properties shall be considered to have access to public street improvements when they may enter onto the improvement from their own private driveway, private road, or public street, or when the street classification would allow the property to be granted driveway access. Properties shall be considered to have access to underground utility improvements when they directly abut the property or may be available to the property by utility or road easement/ROW, and the City has included the property within a defined services area approved for immediate utility service.

C. **Accrued Interest (or Compounded Interest)**: Interest which is calculated not only on the initial principal but also the accumulated interest of prior periods.

D. **Adjusted Area**: An area of a benefited property that has been modified by an adjustment factor to more accurately represent the true benefit that property receives from an improvement in comparison to other properties in the assessment area. The adjustment will be based on the improvement design parameters that are applicable to that parcel, as approved by the City Council. Design parameters that may be used to determine the adjustment factor include, but are not limited to, trip generation, storm water runoff coefficients, water or sanitary sewer use, needed fire flow, and zoning or future land use.

E. **Assessed Cost**: Those costs of public improvements that have been determined to benefit specific properties. The assessed cost will be equal to the project cost minus the City cost. Project costs eligible for assessment include all costs associated with the improvements, including, but not limited to, land acquisition, demolition, construction, administration, engineering, legal, financing and other costs as determined by the City Council. The financing charges include all costs of financing the project. These costs include, but are not limited to, financial consultant's fees, bond attorney's fees, and capitalized interest.

F. **Assessable Footage**: The assessable footage is the total front footage of all of the benefiting properties, calculated by using the front footage method.

G. **Assessment Rate**: The assessment rate for improvements other than streets is determined by dividing the assessable cost of an improvement by the total number of assessment units such as the total adjusted front footage or square footage, acreage, number of lots, or number of parcels.

H. **Assessment Unit**: Front footage, area, or unit used to compute the costs on the basis of individual assessments.

I. **Benefit**: The increase in property value as a result of a public improvement such as a street, sidewalk, trail, curb and gutter, water main, sanitary sewer, storm sewer, park, or street landscaping.
J. **Deferment**: A process of postponing the collection of the cost of public improvements and funding them as a system cost with the intention of collecting the cost at a later date.

K. **Driveway Approach**: That area which lies between the existing pavement to the right-of-way line; curb cut to curb cut. For assessment purposes driveway approach refers to the road surfacing, not stormwater conveyance such as ditching or culverts.

L. **Front Footage**: The distance measured along the right-of-way line that directly abuts an improvement, not counting Side-Lot Footage.

M. **Limited Access Street**: A street, such as a major or minor collector street, which because of its high volume of traffic has been designated by the City for controlled access, meaning the number of access points to the street will be limited.

N. **Lot Definitions**:
   1. **Corner Lot**: A lot located at a street intersection having both front and side-lot footage.
   2. **Double Frontage Lot**: A lot with access to two separate non-intersecting or intersecting streets but not a corner lot.
   3. **Irregularly Shaped Lot**: Those lots abutting curved streets, cul-de-sacs, or other lots where there is more than five feet of difference in length between the front and back lot lines.
   4. **Rectangular Lot**: A lot with less than five feet of difference in length between the front and back lot lines.

O. **Public Improvement**: Improvements as allowed by State statute that provide a special benefit to properties, including but not limited to streets, sidewalks, trails, curb, gutter, sanitary sewer systems, storm sewer systems, water treatment and distribution systems.

P. **Special Assessment**: A legal process whereby the benefited property is charged for all or a portion of the cost of public improvements.

Q. **Standards for Surface Improvements**: Standards for surface improvements have been established in the City's Engineering Standards.

R. **Street**: All public ways designed as means of access to the adjoining properties. Streets are classified into six groups and classified per a Collector or Local street status in the City's Comprehensive Plan:
   1. **Local Gravel** – Local gravel streets have lower traffic counts as compared to collector gravel streets, have a gravel finish, and utilize rural ditches for stormwater conveyance. Examples include, but are
not limited to, Hidden Ponds Drive, Meadow Circle, Nystrom Lane, Rush Meadow Lane, and Treeline Drive.

2. **Collector Gravel** - Collector gravel streets have higher traffic counts as compared to local gravel streets, have a gravel finish, and utilize rural ditches for stormwater conveyance. Examples include, but are not limited to, Trail Haven Road, Cain Road, Bechtold Road, Old Settlers Road, and Willow Drive.

3. **Rural Local Asphalt** – Rural local asphalt streets have a bituminous finish and utilize ditches for stormwater conveyance. Examples include, but are not limited to, Cates Longhorn Road, Abilene Lane, Butterworth Lane, Hunter Road, and Dassel Lane.

4. **Urban Local Asphalt** – Urban local asphalt streets have a bituminous finish and utilize curb and gutter for stormwater conveyance. Examples include, but are not limited to, Bridle Path, Carriage Way, Prairie Sage Lane, and Sorrel Court.

5. **Rural Collector Asphalt** – Rural collector asphalt streets have higher traffic counts than local streets, have a bituminous finish, and utilize ditches for stormwater conveyance. Examples include, Oakdale Drive.

6. **Urban Collector Asphalt** – Urban collector asphalt streets have higher traffic counts than local streets, have a bituminous finish, and utilize curb and gutter for stormwater conveyance. Examples include, Gleason Parkway.

S. **Street Treatment Definitions:**

1. **Crack Seal and Seal Coat** - Crack sealing involves patching and sealing cracks in the roadway. This is followed by seal coating, which involves spraying the road with oil and covering it with a layer of small rock. Crack sealing and seal coating is generally considered routine roadway maintenance. The recommended interval is 6-8 years with first application about 7 years after new roadway construction.

2. **Mill and Overlay** - Milling and overlaying consists of grinding off the upper layer of asphalt (in urban sections) and replacing it with a new layer of asphalt. This is generally done on roadways that have a fair amount of cracking and other surface distress, usually at about 60% of the street's life cycle. This is considered a structural improvement that will renew the street surface and extend its useful life.

3. **Rehabilitate** - Rehabilitating a roadway consists of grinding up the existing
asphalt and mixing it with a portion of the underlying gravel base (typically 4"- 8"). This combination of bituminous and gravel is then used as the new road base, and a new asphalt surface is paved over this. This is generally done on roadways that have a significant amount of distress. This can be a good alternative to reconstructing a road if the existing road base appears to be structurally sufficient.

4. **Reconstruct** - Reconstructing a roadway includes improving a gravel road to a paved road or completely removing the existing road and underlying gravel and sand base material, and constructing a new road section. This may also include correcting any poor base material beneath the section, or updating the road to meet design standards such as width and drainage. This is often done in conjunction with utility repairs/replacement. Generally done on roadways that exhibit signs of major distress, such as rutting, cracking, and potholes.

T. **System Cost**: That portion of the assessable cost that benefits properties whose assessments are deferred because they qualify for green acres status, are located outside of the City limits, or are unable to make use of the improvements due to factors beyond their control. The City may reimburse itself for such system costs from the benefitting properties when the basis for the deferral is no longer valid.

U. **Unit**: A unit, for purposes of defining an assessment, may include, but is not limited to: a household; a parcel/lot; water or sewer main length and size; sidewalk or trail length, width and depth; driveway approach length, width and depth.

II. **Policy Implementation and Procedures**

A. **Assessment Classification**

The assessment process shall address the feasibility of physical construction and also the affordability of the improvements. In meeting these responsibilities, a classification system is established below for public improvement projects based on the design capacity and the level of use. Cost apportionment is based on the extent of use of the improvement by the benefiting property owners and City policies for street paving, curb, gutter, and sidewalk construction shall be used as a basic guide. The classification system groups improvements into the three categories:

- **Type I improvements** consist of projects that are mostly of benefit to the abutting properties and include local streets, curb, gutter, water and sewer services, and driveway improvements. Street construction, sidewalk, paving, storm sewer, sanitary sewer, and water mains may be Type I if solely designed to serve the abutting properties.

- **Type II improvements** consist of projects that benefit a larger, yet definable, area. Street construction, sidewalk, paving, storm sewer, sanitary sewer, and water mains may also be Type II if the improvement benefits a larger area. Collector streets, which are likely to be used by a broader segment of the public, should be proportionately assessed to a larger area.
• **Type III improvements** consist of large-scale projects of benefit to the entire City regardless of location. The criteria for designation of any improvement as Type III are facilities that serve areas larger than a definable neighborhood or those areas separated by major identifiable barriers, such as creeks, or county roads. Typically, Type III improvements are financed through a combination of Federal and State appropriations and available City funds; however, special assessments may be needed to fully fund the project.

If financial assistance is received by the City from the Federal Government, from the State of Minnesota, the County, or from any other source to defray a portion of the costs of a given improvement, such aid will be used first to reduce the "City cost" of the improvement. If the financial assistance received is greater than the normal "City cost", the remainder of the aid will be applied according to the terms of the assistance program or at the Council's discretion.

The assessment classifications are listed in Table 1 below. The City Council may from time to time adjust the classification of improvements to maintain the equitability of the assessment cost.

<table>
<thead>
<tr>
<th>Type I Improvements</th>
<th>Type II Improvements</th>
<th>Type III Improvements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curb &amp; Gutter</td>
<td>Trunk Sanitary Sewers (greater than 8&quot; diameter)</td>
<td>Bridges</td>
</tr>
<tr>
<td>Sidewalks and trails, 5 feet wide or less</td>
<td>Trunk Water Main (greater than 8&quot; diameter) and Looped Water Main</td>
<td>Community Facilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Library</td>
</tr>
<tr>
<td>Sanitary Sewer Laterals (less than or equal to 8&quot; diameter)</td>
<td>Collector Streets</td>
<td>Law Enforcement</td>
</tr>
<tr>
<td>Water Main (less than or equal to 8&quot; diameter)</td>
<td>Sidewalks and trails, greater than 5 feet wide</td>
<td>Fire Station</td>
</tr>
<tr>
<td>Sewer &amp; Water Services</td>
<td>Storm Drainage Improvements</td>
<td>Wastewater Treatment Facilities</td>
</tr>
<tr>
<td>Local Streets/Alleys</td>
<td>Pumping Stations</td>
<td>Water Tower</td>
</tr>
<tr>
<td>Storm Drainage Improvements</td>
<td></td>
<td>Water Treatment Plant</td>
</tr>
</tbody>
</table>

Other improvements mandated or authorized by law

**B. Methods of Assessment**

The City shall use the following methods in determining assessments for public improvements.
1. **Front Footage Method**
   This method computes the assessable frontage for the project and for each property. The assessment rate is obtained by dividing the total assessable cost by the assessable footage in an assessment district. The assessment for each parcel is then obtained by multiplying the assessment rate times the front footage for each property. Front footage is determined as follows:
   a. For rectangular lots, the front footage shall be the same as the front footage at the right-of-way.
   b. For irregularly shaped lots, the front footage will typically be calculated as the width of the lot as defined in the City's zoning ordinance, although other methods may be used at the City's discretion (such as average lot width) if they are determined to be more equitable.
   c. For all corner lots, street assessments, regardless of the orientation of the house, shall be based on one-half of the footage of the road being improved.
   d. For a rectangular corner lot, water and sewer assessments, regardless of the orientation of the house, the short side of the lot shall be considered to be the "frontage".
   e. Double frontage lots may be assessed for any street improvement that it has direct access to, if the lot is of such size that it could be split into multiple buildable lots. The front footage for each improvement will be determined in accordance with the above-described policies, whichever is appropriate.

2. **Area Method**
   This method computes cost on a square foot or acreage basis. The assessment rate is determined by dividing the total assessable cost by the total benefiting area. A parcel's assessment is then determined by multiplying the assessment rate times the benefiting area of the parcel. When the benefiting area includes both platted and un-platted properties, the gross benefiting area will be used to apportion the benefit among the properties. An adjustment factor reflecting land use may be applied to a parcel's benefiting area in some cases. For example, for storm sewer design, the assumed rate of runoff per acre from a commercial lot is greater than the runoff rate from a residential lot. If all uses are the same in a project area (single family, multi-family, commercial, or industrial), the assessment rate is the same for all. Where there is variation in residential density or uses, the assessment rate may be adjusted to reflect the corresponding differences in benefit.

   The assessable area shall include all properties legally eligible for assessments. The following items may not be included in area calculations: public right-of-ways, natural waterways, lakes or other wetlands.

3. **Unit Method**
   This method computes the costs on the basis of individual assessment units. For example, sewer and water services, sidewalks, trails, and driveway approaches are typically considered separate individual units. The total project cost is divided by the total number of assessment units to calculate the fixed cost. Assessment units could be determined on a per lot or per unit basis, or any combination thereof. For lots that may be further
subdivided, the City may determine the number of assessable units based on the number of equivalent lots that could be created from a particular parcel.

4. **Combination Method**

   This method involves using one or more of the above defined methods to more equitably calculate assessments. The combination method may be considered when there is varying land use, undeveloped properties available for future development, or other circumstances involving the defined public improvement that may provide assessment inequities.

**C. Determination of Assessable Costs, Rate and Term**

1. **Water System**

   a. **Water Mains:** The assessable cost for installing new water main improvements shall be based on the level of service required by the property. In residential areas, 100% of the cost of installing water main that is 8-inches in diameter or less shall be assessed to the benefiting properties, and up to 50% for reconstruction, see chart below. In commercial areas, 100% of the cost of installing new water main and 50% of the cost of reconstruction will be assessed, based on current design standards.

   The cost of over sizing the water main for general distribution purposes shall not be assessed. Where larger diameter water mains are required to serve commercial, industrial or institutional properties, the increased cost of water main installation shall be assessed to those properties. Where improvements are designed to serve an area beyond that of direct benefit, the City may defer that portion of the assessment and fund it as a system cost.

   **Reconstruction Assessments – Water System**

<table>
<thead>
<tr>
<th>Years After First Assessment Levied</th>
<th>City Share</th>
<th>Assessed Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-20 years</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>20-40 years</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>Over 40 years</td>
<td>50%</td>
<td>50%</td>
</tr>
</tbody>
</table>

   1First assessment refers to the original assessment for properties developed or platted at or before the time the improvement is constructed, or to the deferred assessment for properties developed or platted after the improvement is constructed.

   2Percentage based on project construction cost. The assessed share of the project cost, as listed in the above table, will be apportioned against the benefiting properties. The City Engineer will use standard procedures to determine the benefiting property for each specific project.

   b. **Water Services:** The assessable cost for the construction or replacement of water services shall be 100% of the project cost. The unit cost method will be used to calculate the assessment.

   c. **Length of Assessment:** The assessment period for sanitary sewer improvements, including new construction and replacement projects, is a maximum of twenty years.
2. **Sanitary Sewer**

Sanitary Sewer Assessments shall be based on engineering design standards. The assessable cost for installing sanitary sewer improvements shall be based on the type of service required by the property. In residential areas, 100% of the cost of installing new sanitary sewer that is 8-inches in diameter; and up to 50% for reconstruction, shall be assessed to the abutting properties.

Where larger diameter sanitary sewers are required to serve commercial, industrial or institutional properties, the increased cost of installation shall be assessed to those properties. Where improvements are designed to serve an area beyond that of direct benefit, the City may defer that portion of the assessment and fund it as a system cost.

a. **Sanitary Sewer Assessment Formula:** Assessments to be levied against properties within the benefited area shall be distributed to those properties on the basis of the following provisions:

1. **Assessment Rate:** The assessment rate shall be equal to the "assessable cost" of the improvement divided by the total number of assessable units benefited by the improvement. Projects having an uneven distribution of benefits may be subdivided into separate improvements using multiple assessment methods and rates to more equitably apportion the assessments.

2. **Assessable Units:** The assessable units shall be determined as follows:
   i. **Lateral Sewers.** The assessment method shall be the "unit method", unless otherwise specified by the Council.
   ii. **Trunk Sewer and Lift Station.** Trunk fees shall be charged as outlined in City Code, Chapter 51: Regulating Public Sanitary Sewer and Water Within the City of Corcoran.
   iii. **Sewer Services.** The assessable cost for the construction or replacement of sewer service lines shall be 100% of the project cost. The assessment shall be based on the number of sewer services installed for each individual property. This is the unit cost method of assessment.

3. **Assessment Formula for Replacement:** The following table shows the cost split for replacement of sanitary sewers (trunk sewers, lateral sewers, and lift stations), if they are to be assessed.

<table>
<thead>
<tr>
<th>Years After First Assessment Levied¹</th>
<th>City Share²</th>
<th>Assessed Share²</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-20 years</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>20-40 years</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>Over 40 years</td>
<td>50%</td>
<td>50%</td>
</tr>
</tbody>
</table>

¹First assessment refers to the original assessment for properties developed or platted at or before the time the improvement is constructed, or to the deferred assessment for properties developed or platted after the improvement is constructed.
Percentage based on project construction cost. The assessed share of the project cost, as listed in the above table, will be apportioned against the benefiting properties. The City Engineer will use standard procedures to determine the benefiting property for each specific project.

4. **Length of Assessment**: The assessment period for sanitary sewer improvements, including new construction and replacement projects, is a maximum of twenty years.

3. **Storm Sewer**

Storm sewer improvements shall be classified to include all storm sewer, storm sewer pumping stations, culverts, ditches, rain gardens, swales, street grading and any other improvement, which will facilitate drainage. The assessment for the construction of storm drainage improvements shall be based on the level of service required by the property.

a. **Storm Sewer Assessment Formula**: Assessments to be levied against properties within the benefited area shall be distributed to those properties on the basis of the following provisions:
   1. **Assessment Rate**: The assessment rate shall be equal to the assessable cost of the improvement divided by the total number of assessable units benefited by the improvement. Projects having an uneven distribution of benefits may be subdivided into separate improvements using multiple assessment methods and rates to more equitably apportion the assessments.
   2. **Assessable Units**: The assessable unit, unless otherwise specified by the Council, shall be the gross area or adjusted area of the benefited properties, both present and future, as determined in the project design.
   3. **Assessable Cost**: The assessable cost shall be 100% of the total project cost for new or expanded storm drainage improvements, and up to 50% for reconstruction, based on the chart below.

4. **Length of Assessment**: The assessment period for sanitary sewer improvements, including new construction and replacement projects, is a maximum of twenty years.

### Reconstruction Assessments – Storm Sewer

<table>
<thead>
<tr>
<th>Years After First Assessment Levied(^1)</th>
<th>City Share(^2)</th>
<th>Assessed Share(^2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-20 years</td>
<td>100%</td>
<td>0%</td>
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<tr>
<td>20-40 years</td>
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<td>25%</td>
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<td>Over 40 years</td>
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\(^1\)First assessment refers to the original assessment for properties developed or platted at or before the time the improvement is constructed, or to the deferred assessment for properties developed or platted after the improvement is constructed.

\(^2\)Percentage based on project construction cost. The assessed share of the project cost, as listed in the above table, will be apportioned against the benefiting properties. The City Engineer will use standard procedures to determine the benefiting property for each specific project.

5. **Assessment Formula for Replacement**: The cost split for replacement of storm
sewers, lift stations, and miscellaneous drainage improvements, if they are to be assessed, will be assessed in the same manner as sanitary sewer replacement as shown above.

6. **Length of Assessment:** The assessment period for storm sewers, lift stations, and miscellaneous drainage improvements is a maximum of twenty years.

Where improvements are designed to serve an area beyond that of direct benefit, the City may defer that portion of the assessment and fund it as a system cost.

4. **New Street Construction**

The City's general policy and practice is to require new residential street construction during land use development applications to be constructed to City standards by the developer/applicant with no special assessments or public bonding support.

5. **Street Reconstruction, Rehabilitation, and Mill and Overlays**

   a. **Reconstruction and Rehabilitation** - The assessable cost of street reconstruction and street rehabilitation projects shall be determined by the benefit to properties affected by the project determined through a letter of benefit or similar from a licensed appraiser. The assessment shall be 90 percent of the low value of the benefit. For example, if the benefit for a direct access residential property was valued from $12,000-$15,000 per unit, the assessment would be $10,800 ($12,000 x .9 = $10,800). If the benefit for an indirect access residential property was $3,000-$5,000 per unit, the assessment would be $2,700 ($3,000 x .9 = $2,700). The method of assessment shall be based on per unit. The remaining cost shall be a City cost.

   b. **Mill and Overlays** - The assessable cost of overlays and mill and overlays shall be determined by the benefit to properties affected by the project determined through a letter of benefit or similar from a licensed appraiser. The assessment shall be 90 percent of the median value of the benefit. For example, if the benefit was valued from $1,500-$2,500 per unit, the assessment would be $1,800. The method of assessment shall be based on per unit. The remaining cost shall be a City cost.

   1. **Exception:** The City has completing initial overlays on roads without assessments, the following roads will receive one overlay without an assessment in order to complete the existing program, if the road is improved to a higher standard instead of an overlay the exception no longer applies: Bluestem Trail, Cates Longhorn Road, Chisolm Trail, Country Circle, Country Road, Hage Drive, Heather lane,
High Bluff Lane, Hunters Ridge, Jackie Lane, Jubert Lane, Julie Ann Drive, Larkin Road, Maple Hill Road, Meadow Creek Drive, Mohawk Road, Oswald Farm Road, Pioneer Trail, Robert Lane, Rolling Hills Road, Rush Creek Drive, Schutte Farm Road, Sunnyhill Road, Sunset Lane, and Windmill Drive.

c. **Length of Assessment** - The assessment period for street improvements is a maximum of twenty years.

7. **SIDEWALK**

The front footage or unit cost method shall be the basis for assessment. The assessable cost for sidewalk improvements shall be 100% for both new construction and reconstruction up to 5 feet wide. Sidewalk maintenance and rehabilitation shall be repaired or replaced to the original standard and is the responsibility of the abutting property owner.

8. **DRIVEWAY APPROACHES**

Driveway approaches shall be part of the overall project and not assessed separately. The improvement to driveway approaches should be considered as the amount of benefit is established.

D. **Deferred Assessments for Green Acres**

In cases where improvement projects are determined to benefit properties that have been certified to qualify for Green Acres exemption, the City will determine that portion of the project cost that benefits those properties, and finance that portion of the project cost as a system cost. Landowners of benefiting properties may have the option of paying the entire assessment in one lump sum or through deferral as allowed by Minnesota Green Acres statutes. Once the benefiting properties no longer qualify for Green Acres status, the City may recover the system cost. Interest will not be accrued during the period of deferral if assessed on a Green Acres parcel which is not designated as homestead property. Assessments to landowners of Green Acres parcels which contain both homestead and non-homestead assessment units will accrue interest during the period of the deferral on the homestead assessment units only. Assessments against Green Acres parcels will be filed with the County Recorder.

E. **Deferred Assessments for Undeveloped Property**

In the Council’s discretion, the City may, at the meeting in which the Council approves an assessment, levy the assessment but defer the first installment of the assessment for unimproved property until a designated future year, or until the platting of the property or the construction of improvements. However, all deferred assessments must be paid within 30 years of the assessment levy. The City Council may set, by resolution, terms, conditions, standards, and criteria for the deferral and future payments. Assessments deferred pursuant to this section shall not accrue interest during the period of deferral. The City shall file a certificate with the county recorder stating the legal description of property subject to deferred assessments, and the amount of the deferred assessments. The City shall include all benefitted property in the assessment proceedings, including those properties on which it determines to
defer assessments.

F. Determination of Assessment Rate and Terms

1. Interest Rate on Assessments: The City will charge interest on special assessments at a rate specified in the resolution approving the assessment roll. If bonds were sold to finance the improvement project, the interest rate shall generally be one percent (1.0%) more than the average rate of the bonds, rounded to the nearest quarter of a percent. If no bonds were sold, the interest rate shall be set using the same formula based on the current bond market.

2. Length of Assessment: The assessment period for all improvements is subject to the requirements of the bond market at the time of project financing and thus may vary in length from the time periods proposed.

G. Undeveloped Property

The City shall require the developer, owner or sub-divider of any property within the City's corporate limits desiring to install street, curb and gutter, sidewalk, sanitary sewer or water main improvements to follow the City's subdivision ordinance, in addition to the following:

1. Upon written request by a developer, the City Council shall give consideration to the preparation of a feasibility report to determine the feasibility of construction for the desired improvements. The developer will prepare a plan and other such information, as the Council requires, prior to the Council making a decision on the request.

2. The developer and/or the property owner are required to sign a Developer's Agreement and Petition and Waiver Agreement, in a form acceptable to the City, prior to awarding a contract.

3. At the completion of an improvement, all improvement costs will be recorded or certified to the County per the Developer's Agreement.

H. Petitioned Improvement Projects

The City will consider petitioned improvement projects. However, the need for specific projects shall be determined based on engineering standards (e.g. the existing condition represents a physical or structural hazard, or is no longer cost-effective to maintain, etc.) as determined by the City Public Works Superintendent and City Engineer and approved by the City Council. The City may consider the following information in approving or denying the petition: comprehensive cost of the project; cost to individual properties; demonstrated need for the project; existing site conditions of the proposed project; geographic scope of the project area, and any other information the City deems relevant. The City Council has the authority to initiate non-petitioned improvement projects, if it is felt the improvements are in the best interest or safety of the citizens.
Special Assessment Procedures

Purpose:

This procedure is for internal purposes to summarize statutory and administrative requirements with respect to special assessments. Changes occur statutorily on an annual basis and administratively through Council direction and administrative review on an on-going basis. Verification of any changes needs to occur prior to utilizing this document as those changes may supersede the contents of this document at the time of approval.

Procedure:

I. Initiation of Proceedings

Either a petition from affected property owners or the Council initiates Minnesota State Statute chapter 429 proceedings.

A. By Petition: If the Council chooses to proceed with an improvement based on a petition it must have the signatures of the owners of at least 50 percent in frontage of the property bordering the proposed improvements.

B. By Council: The Council may act on its own initiative in proposing a local improvement and ordering a feasibility report. The Council must calculate the cost of the improvement or direct staff to do so.

II. Feasibility Report

Whether initiated by petition or by Council, Chapter 429 requires that the city engineer, or another person with similar skills, prepare a feasibility report. The feasibility report must cover such factors as whether the project is necessary, the availability of money in the general fund to pay the city's share of the cost, an estimate of that cost, whether the improvement is cost effective, and any other information necessary for Council consideration. The feasibility report must also include the estimated cost of the improvement as recommended. Since a reasonable estimate of the total amount to be assessed and a description of the methodology used to calculate individual assessments for affected parcels must be available at the hearing it could be part of the commissioned report. The feasibility report is integral to the assessment process. Best practice suggests that the City Council pass a resolution receiving the report and provide preliminary notice of the improvement.

III. Initial Considerations

The law requires two public hearings commonly known as an improvement hearing and an assessment hearing; in between these two public hearings Council may order the improvement, decide how to construct the project and tabulate an assessment roll.

A. Determining Benefit Districts: Determining what area benefits from improvement projects, or the area against which the City will levy assessments, is a major policy
decision for the City Council. The benefit district varies with the kind of improvement. For some improvements, such as a water tank, the area benefited might be very large. In levying an assessment to finance the tank's construction the Council might assess the entire area the tank services. The special benefit test still applies. City staff, consulting engineers and attorneys may provide the basis for Council to determine what area or district to assess for a specific improvement because that area benefits from the improvement.

B. City's Share: At any time before or after the City actually incurs expenses for the improvement, the Council must pass a resolution determining how much the City plans to pay and separate that from amounts to be assessed. Best practices suggest the Council work with an appraiser and an attorney to determine the appropriate City share of a particular project. The City has adopted a policy to address the methodology of the assessment calculations.

C. Non-abutting Property: The Council may wish to levy assessments against adjacent, non-abutting properties if the properties benefit from the improvement.

D. Service Laterals: City utility ordinance requires that property owners maintain private water and sewer service laterals. When an improvement project requires new service laterals the City may require that property owner to install or replace them.

E. May Omit Improvement Hearing: The Council may omit the improvement hearing if 100 percent of the affected landowners sign the petition requesting the improvement. If the landowners are not paying 100% of the project costs the City will consider holding both public hearings.

F. Two or More Simultaneous Local Improvements: When the City proposes undertaking two or more local improvements simultaneously the City does not need to issue separate notices and hold separate improvement hearings on different dates. The notice will describe each improvement separately, stating the estimated cost for each one and noting that there will be a hearing to address each improvement.

IV. Prepare for the Improvement Hearing
The purpose of the first hearing is for the Council to discuss a specific local improvement before ordering it done. The Council considers all the information in the feasibility report and any other information necessary for Council deliberation.

A. Publish Notice of the Improvement Hearing: The City must publish notice of the initial public hearing on the proposed project twice in the official newspaper, stating the time and place of the hearing, the general nature of the improvement, the estimated cost, and the area proposed to be assessed. The notices must appear at least one week apart. At least three days must elapse between the last publication date and the date of the hearing.

B. Mail Notice of the Improvement Hearing: The City must mail a notice once to each property owner in the proposed assessment area, at least 10 days prior to the improvement hearing that states the time and place of the hearing, the general nature of the improvement, the estimated cost and the proposed assessment area. The notice must also contain a statement that a reasonable estimate of the cost of the assessment will be
available at the hearing. The City will diligently make every effort to notify citizens about assessment proceedings. According to statute, failure to give mailed notice of the improvement hearing will not invalidate subsequent assessment proceedings. Notice to other governmental entities must be sent out at least two weeks before the improvement hearing, by registered or certified mail to the head of the instrumentality, department or agency having jurisdiction over the property.

V. Improvement Hearing
At the improvement hearing, interested persons may voice their concerns, whether or not they are in the proposed assessment area. A reasonable estimate of the total amount to be assessed and a description of the methodology used to calculate individual assessments for affected parcels must be available at the hearing. If the Council rejects the project, it may not reconsider that same project unless another hearing is held following the required notice. The Council must prepare a record of the proceedings and make written findings. The Council may adjourn and subsequently continue the improvement hearing. To provide proper notice, before the improvement hearing is adjourned, the Council must state on record, the date, time and place of the continuation of the improvement hearing, if any.

VI. Ordering the Improvement
A resolution ordering the improvement may be adopted at any time within six months after the date of the improvement hearing.

A. Vote Requirements for Ordering the Improvement: If the improvement is made pursuant to a legally sufficient petition from property owners, the Council adopts the resolution by a simple majority vote of all members of the Council. If there is not a petition, adoption requires a 'super-majority' vote, meaning the council can only adopt the resolution by a four-fifths vote of all members of the Council.

B. Time Limits for Local Improvements: The resolution ordering the improvement may be adopted at any time within six months after the date of the improvement hearing. Either arrangements for day labor or a contract must be made within one year of adopting the resolution ordering the improvement, unless the Council specifically states a different timeframe in the resolution ordering the improvement.

VII. Competitive Bidding
The law permits the Council to carry out, in advance of the assessment hearing, all the steps prior to, but short of, actually issuing of a contract for the improvement. Thus, if the Council wishes to provide firm estimates of costs at the hearing, it may, in addition to the required preliminary report, prepare completed plans and specifications, advertise for bids, and open and tabulate them before the assessment hearing.

Once the Council orders a public improvement, staff or consultants prepare the necessary plans and specifications and the Council either:

- Contracts for all or part of the work to be performed by outside parties, or
- Orders all or part of the work to be done by city staff and contracts for any necessary materials and equipment.

In either case, contracting law applies. The City Attorney should coordinate the
contracting process in combination with the special assessment process.

VIII. **Prepare the Proposed Assessment Rolls**

The City Clerk, with the assistance of the engineer or other staff prepares the proposed assessment rolls. The proposed assessment cannot exceed the increase in market value accruing to the property as a result of the public improvement project.

**Road Assessment Calculations Components:**

A. **Future Lots within the Combined Method Calculation:** The maximum potential parcels are calculated with the current zoning.

B. **Cemeteries:** A cemetery cannot be assessed in accordance with State Statute.

C. **Right of Way:** Parcels that are entirely right of ways will not be assessed.

D. **Rounding:** Calculation of assessment will need to be adjusted due to rounding. Practice is that $.01 per parcel will be adjusted either positively or negatively beginning with the last parcel listed.

IX. **Prepare for the Assessment Hearing**

The purpose of the second hearing is to give property owners an opportunity to express concerns about the actual special assessment. The Council will pass a resolution setting the date and time of the assessment hearing and direct the City Clerk to publish and mail notice about the assessment hearing.

A. **Publish Notice of the Assessment Hearing:** At least once and at least two weeks before the assessment hearing, the City must publish notice of the hearing in the city newspaper. The published notice must include the hearing time, date, place, overall project description, area to be assessed, total cost of the improvement, a description of a landowner's right to appeal the assessment, and any deferment options, if available.

B. **Mail Notice of the Assessment Hearing:** At least two weeks before the hearing the City must mail notice of the hearing to each affected property owner. This mailed notice must include the amount of the special assessment against the individual parcels, a description of the landowner's right to appeal the assessment, possible prepayment provisions, and the interest rate on the assessments. Failure to comply with the requirements for published and mailed notice invalidates the assessments. The Clerk will execute an affidavit attesting to the mailing to property owners.

X. **Assessment Hearing**

The assessment hearing may be adjourned and continued to another time. If the assessment hearing is adjourned, proper notice shall be given, stating for the record, the date, time and place of the continuation of the hearing.

A. **Resolution Adopting Assessment Roll:** At the assessment hearing the Council shall hear and consider all objections to the proposed assessment, whether presented orally or in
writing. The Council may change or amend the proposed assessment as to any parcel. Council must by resolution adopt the special assessment against the lands named in the assessment roll. Once the assessment roll is adopted the assessments are set and become liens against the properties listed. The Council must prepare a record of the proceedings and written findings as to the amount of the assessment roll at this hearing.

B. Council Decides Interest of Special Assessments: Special assessments may bear interest at any rate the Council determines. In setting the rate the Council should make sure there is a reasonable relationship between the assessment interest rate and the bond interest rate if the City is issuing bonds to finance the project. If the city finances the project with funds on hand without using bonds, the Council will want to look at the interest rate the City would otherwise have earned on the funds.

C. Council Decides Payment Timelines: The Council must also decide the number of years over which the property owners may pay the assessment. The statutes permit payment over a period of not more than 30 years.

XI. Sending of Final Notice
The law does not require that the City send final notice of assessment to property owners if the amount assessed is the same as that listed in the previously mailed assessment hearing notice. The City chooses to notify property owners of all final assessment amounts whether they differ from the proposed assessment or not. Staff will also notify owners by mail the interest rates and prepayment requirements as stated in the proposed assessment notice.

XII. Certification of Special Assessment Rolls
The City Clerk must certify the assessment rolls to the County Auditor by November 30. The Assessment Rolls need to be accompanied by Council Resolution, certificate with the city seal signed by the City Clerk and a rate card. The County Auditor spreads the assessment every year for collection with taxes.

XIII. Payment of Assessments and Interest
Property owners initially have two options regarding their assessment. They can either pay the total amount of their assessment immediately, or pay the assessments in annual installments with interest under the terms set by the Council.

The property owner can:
- Pay the entire amount of the assessment within 30 days after the Council adopts the assessment rolls with no interest.
- Pay the entire amount any time after 30 days, but before any certification has been made to the County Auditor with interest accrued to the date of payment.
- Any time after the certification the property owner may still pay the entire remaining unpaid amount to the City. The property owner must pay the entire remaining unpaid amount of the assessment before November 15 of any year and must also pay all interest accrued until the end of that calendar year.

If the property owner elects not to pay the entire amount of the assessment at once, they may pay it in annual installments spread over the number of years the Council has allowed
including interest calculated at the rate established by the Council.

XIV. **Deferred Assessments**
Deferred assessments are certified to the County Auditor but collection is deferred. All deferred assessments constitute liens on the property and must be paid within 30 years of the assessment levy. Property owners may request deferment provided the property owner or the property meets certain criteria. The City authorizes deferrals for undeveloped property and Green Acres deferrals. If the assessment deferral is for undeveloped property, or for a Green Acres assessment unit which is not designated as homestead property, no interest shall accrue during the period of the deferral. If interest is deferred with the assessment it will be computed on a compounding basis. Any interest on deferred assessments may be paid or deferred during the period of the deferral.

A. **Notice of Deferred Assessments:** The City will record deferred special assessments with the County Auditor. The certificate of the deferred assessment will contain the type of deferral.

B. **Interest on Deferred Assessments:** Property owners may pay interest (if applicable) either annually during the period of deferment, or when the assessment becomes payable. If interest is deferred with the assessment it will be computed on a compounded basis.
Council Meeting:  
January 9, 2020

Topic:  
2020 Strategic Planning Work Session

Prepared By:  
Brad Martens

Action Required:  
Schedule Work Session

Summary:
At the December 19th meeting, the City Council approved a proposal with Phil Kern to complete a strategic planning work session with the City Council. Staff is attempting to find an option that works for all members of the City Council as well as the Leadership Team.

As of the time of this report, it appears the best options are the afternoon/evening of either Monday, February 10th or Monday, March 9th. Council should formally schedule the work session. The suggested time is one session from 4:00 pm – 8:00 pm.

Financial/Budget:
The approved proposal is in the amount of $2,300. Some additional costs will exist for food and beverages for attendees.

Options:
2. Schedule a strategic planning work session for a different date.

Recommendation:
Schedule a strategic planning work session for 2020.

Council Action:
Consider a motion to schedule a strategic planning work session for 2020.

Attachments:
None
Summary:
Attached to this report is an updated schedule for City Council and Commission meetings for 2020 based upon the discussion at the December 19, 2019 meeting. It includes the following changes from the typical 2nd and 4th Thursday meetings for City Council:

- The first meeting in April is proposed to be moved to Monday, April 6th as a quorum of the City Council is not available on Thursday, April 9th
- The second City Council meeting in November is proposed to be moved to Monday, November 23rd to avoid the Thanksgiving holiday
- The second meeting in December is proposed to be moved to Monday, December 21st to avoid the Christmas Eve holiday

In addition to the regular meeting schedule, Council was supportive of scheduling quarterly work sessions to focus on department specific issues. The following are the recommended work session dates for 2020:

- March 12, 2020 – 5:30 pm: Police Department update
- May 14, 2020 – 5:30 pm: Administration Department update
- August 13, 2020 – 5:30 pm: Public Works Department update
- November 12, 2020 – 5:30 pm: Topic to be determined

Staff requests the Council approve the calendar as presented with the adjusted City Council meetings and additional City Council work sessions. The City Council should also provide direction to staff on whether food should be provided at work sessions.

Financial/Budget:
Some minor costs would be incurred to provide food at work sessions.

Options:
1. Approve 2020 City Calendar as presented.
2. Approve 2020 City Calendar with amendments.

Recommendation:
Approve 2020 City Calendar as presented.

Council Action:
Consider a motion to approve 2020 City Calendar as presented.

Attachments:
1. 2020 City of Corcoran Calendar Meetings
## 2020 CITY OF CORCORAN

### Meetings

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<tr>
<th>Council</th>
<th>Jan 22</th>
<th>Feb 5</th>
<th>Mar 1</th>
<th>Apr 2</th>
<th>May 6</th>
<th>Jun 3</th>
<th>Jul 7</th>
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<th>Sept 15</th>
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<td>City Holiday</td>
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<td>Council Quarterly Work Sess.</td>
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### Contracted Services

- **Planning** 612-638-0225
- **Engineer** 763-479-4209
- **Building Inspector** 763-479-1720
- **City Assessor** 763-473-3978
- **Septic / Henn Co.** 612-543-5200
- **Randy's Sanitation** 763-972-3335

**Updated 1/2/2020**
Summary:
The City has received a resignation letter from Richard Asleson, Charter Commission member, effective December 31, 2019. Richard has been a member of the commission since 2014 and has added significant value to the discussions and recommendations that have taken place.

Attached to this report is a resolution honoring his service to the City on the Charter Commission. Staff will next begin a recruitment for his replacement.

Financial/Budget:
Charter Commissioners serve without compensation.

Options:
1. Approve resolution 2020-02 honoring outgoing commissioner Richard Asleson.

Recommendation:
Approve resolution 2020-02 honoring outgoing commissioner Richard Asleson.

Council Action:
Consider a motion to approve resolution 2020-02 honoring outgoing commissioner Richard Asleson.

Attachments:
1. Resignation Letter – Richard Asleson
2. Resolution 2020-02
November 2, 2019

Brad Martens
Administrator, City of Corcoran
8200 County Rd 116
Corcoran, MN

Brad,

I will be resigning from the Corcoran Charter Commission effective 12/31/19.

We will be moving from our home of 45 years in Corcoran to a new one in Wright County.

Corcoran has been a marvelous place to live and raise a family and I have always been glad we built our home here. Never a single regret. I also appreciated the opportunity to be a member of the Corcoran City Council and to get to know you and so many others involved in this City. I will not forget it.

Sincerely and with much regret to be leaving,

Rich Asleson
20500 Rush Meadow Lane
Rogers, MN  55374
763-428-2535  home
763-647-4206  cell
asleson@comcast.net
RESOLUTION NO. 2020-02

Motion By:
Seconded By:

A RESOLUTION HONORING OUTGOING COMMISSIONER RICHARD ASLESON

WHEREAS, Richard Asleson was appointed as a Charter Commissioner for an initial four-year term beginning August 27, 2014; and

WHEREAS, Richard Asleson was appointed for a second term as a Charter Commission in 2018; and

WHEREAS, prior to his service on the Charter Commission, Richard Asleson was elected to the Corcoran City Council as a Councilmember for a term from to January 1, 2011 to December 31, 2014; and

WHEREAS, Richard Asleson has elected to end his service on the Charter Commission effective December 31, 2019 after over five years of service following his term on the Council; and

WHEREAS, the City of Corcoran recognizes the time, energy, dedication, and leadership provided by Richard Asleson.

NOW, THEREFORE BE IT RESOLVED, by the City of Corcoran, that the City Council hereby honors Richard Asleson for his distinguished service to the City of Corcoran and residents of the City.

VOTING AYE
☐ Thomas, Ron
☐ Bottema, Jonathan
☐ Dejewski, Brian
☐ Keefe, Mike
☐ Schultz, Alan

VOTING NAY
☐ Thomas, Ron
☐ Bottema, Jonathan
☐ Dejewski, Brian
☐ Keefe, Mike
☐ Schultz, Alan

Whereupon, said Resolution is hereby declared adopted on this 9th day of January, 2020.

___________________________
Ron Thomas - Mayor

ATTEST:

___________________________
City Seal

Jessica Beise – Administrative Services Director
Summary:
The property owners at 8025 Ridge Court are requesting that the City of Corcoran work with the City of Maple Grove to allow for a water and sewer connection to that property. The lot is currently vacant, and they wish to build a home on the site. According to a contractor they have hired, no workable septic sites exist.

This property is located in what is known as the Appaloosa Woods neighborhood, only accessible through Maple Grove. Originally, 30 properties were in Corcoran. Following several annexations into Maple Grove, that number is now 17. The Maple Grove properties in this development are served by municipal water and sewer, the Corcoran properties are served by septic and well.

Staff from both Corcoran and Maple Grove, as well as some Councilmembers have been involved with various levels of discussion related to this request for several months. Based upon these discussions, I believe the following to be accurate:
- Existing water and sewer in the City of Maple Grove does exist nearby this property and has the capacity to serve the property
- The City of Maple Grove does not work directly with Corcoran property owners; the City of Corcoran must request for a connection to take place in order to receive consideration
- If the City of Maple Grove receives a request, they will draft an agreement between the cities
- The agreement will most likely include a requirement for the City of Corcoran to pay for any future costs related to water/sewer in Corcoran
- The City of Corcoran would then draft an agreement requiring the property owners to pay for any future costs related to water/sewer in Corcoran due to this property’s connection

There are no long-term plans for infrastructure in this area for the Corcoran properties. The City of Maple Grove has informed the City of Corcoran that they are planning a street reconstruction project in 2021 and are willing to work on a joint project if the City of Corcoran is interested. Staff is working on planning a neighborhood meeting for the 17 Corcoran properties to understand their interest in a water sewer project. This will take place in first quarter 2020 so that decision making may take place in advance of the planned Maple Grove project.

The Council should receive this request and direct staff on any action. Owners of the subject property wish to proceed forward with a connection in advance of a potential
future project so they can build a home. It should be noted that staff is aware of additional property owners who would likely ask for similar treatment if the request is supported.

**Financial/Budget:**
If the Council supports the request, staff would send a letter to the City of Maple Grove asking to draft an agreement. Some staff and consultant time would likely be needed to coordinate that process. Any and all infrastructure costs related to a potential connection would be funded by the property owners.

**Options:**
1. Direct staff to request the City of Maple Grove draft a connection agreement for 8025 Ridge Court.
2. Direct staff to take no action.

**Recommendation:**
Ultimately, staff would prefer an overall long-range plan for infrastructure in this area. There is some concern about addressing this property as a one-off without understanding the future implications. However, requesting Maple Grove draft an agreement to serve this property does not require the Council to approve it until all terms are known. This information may be helpful in creating a long-term plan.

**Council Action:**
Consider a motion to direct staff to request the City of Maple Grove draft a connection agreement for 8025 Ridge Court.

**Attachments:**
1. Letter from owners of 8025 Ridge Court
To: City Council of Corcoran, MN
From: Jon and Alison Friese
Date: December 19, 2019
RE: Sewer / water service to 8025 Ridge Court

The following memo provides (1) background on our purchase of the property located at 8025 Ridge Court, (2) the challenges we have encountered in moving forward with building a home on that property, and (3) how we would like to work with the City Council’s of Corcoran and Maple Grove to arrive at a solution.

We purchased the property at 8025 Ridge Court in December 2017 from a couple who also owned and occupied the neighboring property at 8035 Ridge Court. Based upon our discussions with the seller and other adjacent property owners, it was our understanding that we would be required to utilize a septic system and a well due to the lack of city services at the property. In spring 2018 we began working with a general contractor for the design and construction of a house on the property.

In the fall of 2018, we sold our house in Maple Grove and moved into a rental property in Maple Grove. Over the following months we were finalizing all plans related to the house with hopes to commence construction in the summer of 2019. One of our final steps was to determine the septic locations on the property. In June 2019, we were informed by the septic contractor (same contractor that performed the original septic plan in 1987) that there were now no workable septic sites due to water runoff and other damage that has compacted the soil and rendered the potential septic locations inoperable.

It was subsequently determined that the city of Maple Grove has an existing sewer and water connection in our cul de sac which is approximately 20 feet from our property line. This connection could potentially service our property and solve the septic issue that exists.

On a personal level, we have just been notified that the rental property we currently occupy is going to be listed for sale in the spring. As a result, we are going to be required to move our family for a second time. This has been and will continue to be very stressful for all of us (especially our three children), and we are extremely interested in finding a solution to move forward as soon as we can. We respectfully ask the City Council of Corcoran to work with us and with the city of Maple Grove, as needed, to collaborate on a solution.

We would like to formally ask the City Council of Corcoran to request that the City Council of Maple Grove allow our property to connect to the Maple Grove city sewer and water. We understand that all costs charged by the city of Maple Grove to allow us to connect will be our responsibility.
Summary:
On December 12, 2019 the City Council approved the job description and the internal hiring process for the Recreation Coordinator position. One application was received from Jessica Christensen Buck who is the current part-time Recreation Coordinator. Jessica was interviewed on Monday, December 30th and is recommended to be appointed to the new full-time position.

Jessica has a Bachelor’s Degree in Recreation, Parks, and Leisure Services from Minnesota State University, Mankato with a minor in Human Resource Management. She has several years of experience in recreation programming in the cities of Corcoran, Plymouth, Golden Valley, and Bloomington. In addition to her work experience she has received her certification as a Park and Recreation Professional and has a certificate in non-profit leadership.

Jessica has been with the City of Corcoran on a part-time basis since March 2018. During that time she has built a proven track record of completing high quality work for the City and finding ways for continuous improvement of the programs she leads, as well as herself. I strongly recommend the City Council appoint Ms. Christensen Buck to the Recreation Coordinator position with the terms outlined the attached offer letter.

Financial/Budget:
The expenditures related to the full-time Recreation Coordinator position are included in the 2020 budget.

Options:
1. Appoint Jessica Christensen Buck to the full-time Recreation Coordinator position effective February 3, 2020.
2. Decline the appointment.

Recommendation:
Appoint Jessica Christensen Buck to the full-time Recreation Coordinator position effective February 3, 2020.

Council Action:
Consider a motion to appoint Jessica Christensen Buck to the full-time Recreation Coordinator position effective February 3, 2020.

Attachments:
1. Offer Letter – Jessica Christensen Buck
January 10, 2020

Jessica Christensen Buck
2216 Rainbow Avenue
New Brighton, MN 55112

Dear Ms. Christensen Buck,

I am pleased to confirm the City of Corcoran’s employment offer to you for the full-time position of Recreation Coordinator. This position is classified as full-time, non-exempt (overtime eligible) and subject to the Minnesota/Federal Minimum Wage law. Overtime compensation will be provided at a rate of 1.5 times your hourly wage for hours worked in excess of 40 in any work week. This position is subject to a six-month probationary period as outlined in the Employee Handbook. A copy of the position description is enclosed.

In accordance with city policy and applicable law, the following deductions will be made from your payroll checks:

- Insurance premiums for health, life, flex accounts, and group accident plans.
- Statutorily required PERA contributions, if your position is eligible.
- Federal and state withholding for taxes, social security, etc.
- Elected contributions to credit unions or other banks.
- Elected Minnesota benefit association.
- Elected savings plans for periods longer than 60 days.

The typical work week for the position will be Monday-Friday 8:00 am – 4:00 pm, however you will be expected to adjust your schedule to work nights and weekends as needed to complete the necessary duties. Your first day of work will be Monday February 3rd at 8:00 am. The beginning rate of pay will be $26.20 per hour which is the Start Step for this position in Pay Grade 8. You will be eligible for a step increase upon completion of your six-month probationary period. Per our standard procedure, this offer letter is not intended, nor should it be considered as, an employment contract for a definite or indefinite period of time.

This position is subject to a 14 day pay period and our regularly scheduled pay period is bi-weekly, beginning on Saturday and ending on the second Friday after. Since your start date is February 3rd, your first pay day will be on February 14, 2020. PTO accrual and other benefits are as established in the Employee Handbook. For the purpose of calculating PTO accrual, your start date for years of service credit will be February 3, 2020.
We are pleased that you will be continuing working for the Corcoran organization and look forward to working with you in this position. If you have any questions prior to your start date, please contact me at 763-400-7030.

Sincerely,

Brad Martens

cc: Personnel File

By signing below, I acknowledge I have received the foregoing information regarding my employment offer and related pay and benefits provided in accordance with Minnesota Statutes Sec. 181.032. I understand that City of Corcoran employment is not for a specific term and can be terminated by me or by the City of Corcoran at any time for any reason, with or without cause.

____________________________  _______________________
Name                    Date

Once signed to indicate you’ll be joining us, please email a signed copy to Jessica Beise at jbeise@ci.corcoran.mn.us or drop off a copy of the signed letter at Corcoran City Hall at 763-400-7029.
Council Meeting: January 9, 2020

Topic: Council Liaison Schedule

Prepared By: Brad Martens

Action Required: Appoint Liaisons

Summary:
In 2019, the Council had the following appointments as liaisons for City commissions:

- Planning Commission – Councilmember Schultz
- Parks and Trails Commission – Councilmember Keefe
- Elm Creek Watershed Management Commission – Councilmember Botttema
- Charter Commission – none

The Council should discuss and make appointments for liaisons to commissions in 2020.

Financial/Budget:
None

Options:
2. Establish a rotating schedule for commission liaisons.

Recommendation:
Commission specific liaisons are preferred if possible.

Council Action:
Establish a commission liaison schedule for 2020.

Attachments:
None
STAFF REPORT

Agenda Item 10e.

Council Meeting:
January 9, 2020

Prepared By:
Brad Martens

Topic:
Property Acquisition Process – Gleason Parkway Extension and Trunk Sewer Extension Projects

Action Required:
Approval

Summary:
Staff is in the process of planning for three significant infrastructure projects in southeast Corcoran:

- **Gleason Parkway Extension Project**
  - Extends Gleason Parkway from Ravinia development out to County Road 116 along existing 66th Avenue North alignment; includes turn lanes on County Road 116
  - Required transportation improvements to serve Ravinia development approved in 2013; project to be paid by developer

- **Trunk Sewer Extension Project**
  - Extends trunk sewer infrastructure from Ravinia to serve other properties in southeast Corcoran
  - Planned City sewer alignment as outlined in the 2040 comprehensive plan; project to be paid by developer

- **Trunk Water Extension Project**
  - Extends trunk water infrastructure from downtown Corcoran into Ravinia to provide looping
  - Planned infrastructure to serve southeast Corcoran; project to be paid by water fund

In order to complete the planning and initiate the projects, staff must obtain access to properties for testing/surveying, and ultimately purchase easement and right-of-way. Staff has obtained rights-of-entry from all land owners other than one, who is unwilling to sign an agreement allowing staff to enter. Properties owned by this individual impact both the Gleason Parkway Extension Project and the Trunk Sewer Extension Project.

Due to the inability to obtain access, staff is recommending the initiation of the eminent domain process by resolution for the Gleason Parkway Extension Project and the Trunk Sewer Extension project. It is the goal of staff not to use eminent domain, however it is a tool available to cities when no other options exist. The use of this tool is monitored by the court system and requires full compensation to impacted property owners.

Attached to this report is an easement exhibit showing the proposed easement areas for the two projects. While only one property owner has been unwilling to allow the City access, properties owned by all three owners are included in the resolution. They will be removed from further action as purchase agreements are agreed to.
As mentioned above, the goal is not to use eminent domain. If however that is the only option that does exist to acquire the property, staff recommends using the authority for the following reasons:

- **Gleason Parkway Extension Project**
  - Transportation improvement required to serve a developing area
  - The improvement will result in additional access and significantly improve safety and design at County Road 116
  - This is a planned extension, contemplated when the properties were platted in this area
  - Obtaining additional easement to build the parkway and turn lanes will result in significant safety improvements

- **Trunk Sewer Extension Project**
  - Trunk infrastructure will serve a significant portion of southeast Corcoran
  - Utilizing low areas (as planned in this project) allows for use of a gravity system for most of southeast Corcoran, making for an efficient sewer system

For these reasons, it is requested that the City Council approve the resolution as presented, which would begin the eminent domain process.

**Financial/Budget:**
Both the Gleason Parkway Extension Project and Trunk Sewer Extension Project are to be paid through developer contributions.

**Options:**
1. Approve resolution 2020-03 authorizing of appraised values, offers for compensation, and acquisition by eminent domain for the 66th Avenue Corridor Improvements project.
2. Send back to staff for further review

**Recommendation:**
Approve resolution 2020-03 authorizing of appraised values, offers for compensation, and acquisition by eminent domain for the 66th Avenue Corridor Improvements project.

**Council Action:**
Consider a motion to approve resolution 2020-03 authorizing of appraised values, offers for compensation, and acquisition by eminent domain for the 66th Avenue Corridor Improvements project.

**Attachments:**
1. Resolution 2020-03
2. Easement Overview Exhibit
RESOLUTION NO. 2020-03

Motion By: 
Seconded By: 

A RESOLUTION AUTHORIZING APPROVAL OF APPRAISED VALUES, OFFERS FOR COMPENSATION, AND ACQUISITION BY EMINENT DOMAIN FOR THE 66th AVENUE CORRIDOR IMPROVEMENTS PROJECT (THE “PROJECT”)

WHEREAS, the City of Corcoran is a municipal corporation organized and operating under Minnesota law, and is authorized by Minnesota Statutes Section 465.01 to acquire private property for an authorized public purpose, using the procedure set forth by Minnesota Statutes Chapter 117; and

WHEREAS, the City Council of the City of Corcoran has undertaken a project known as the 66th Avenue/Gleason Parkway Extension Corridor Improvements Project (the “Project”) and has previously approved proceeding with the Gleason Parkway Extension Project on September 27, 2018 and proceeding with the related trunk sewer extension on September 26, 2019 and hereby approves proceeding further with the Project; and

WHEREAS, the Project involves the construction of road and utility improvements extending and expanding Gleason Parkway; and

WHEREAS, the contemplated improvements are contemplated in the City’s comprehensive plan; and

WHEREAS, the contemplated improvements are necessary to maintain safe public use of the road, to comply with State, County, and City road design and environmental standards, and to implement the City’s adopted 2040 Comprehensive Plan for regional transportation and urban sewer service; and

WHEREAS, it is necessary to acquire real property interests as described in Exhibit A, attached hereto, in furtherance of the Project (collectively the “Real Property Interests”); and

WHEREAS, the City Council of the City of Corcoran finds that it is reasonably necessary, proper, and convenient and in the interests of the general welfare of the City that the City acquire title to and possession of the Real Property Interests in furtherance of the Project; and

WHEREAS, the City has engaged an independent real property appraiser to provide the City with a professional opinion of damages caused by the City’s acquisition of the Real Property Interests needed for the Project; and

WHEREAS, the City Council of the City of Corcoran finds that the construction schedule for the Project necessitates the acquisition of title and possession of the Real Property Interests before the filing of the final report of the condemnation commissioners to be appointed by the district court; and
WHEREAS, the City must acquire the Real Property Interests before bids can be let for the construction of the Project; and

WHEREAS, the Project is scheduled to commence construction during the 2020 construction season

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

1. That the acquisition by the City of the Real Property Interests described on Exhibit A is necessary and for a public purpose in furtherance of the Project;

2. That the proper City officers and agents are authorized and directed to acquire the Real Property Interests needed for the Project by voluntary negotiation and, if necessary, through the exercise of the power of eminent domain;

3. That the City Engineer is authorized to approve the appraised value for the Real Property Interests if the City Engineer determines that the independent appraisals adequately reflect the fair market value thereof for the purposes of Minnesota Statute Section 117.042;

4. That the proper City officers and agents are authorized and directed to extend offers of compensation to the respective land owners for the Real Property Interests needed for the Project consistent with the independent appraisals, and to attempt to negotiate the voluntary acquisition of the Real Property Interests;

5. That the City Council of the City of Corcoran deems it necessary, in order to meet the anticipated construction schedule for the Project, to acquire title to and possession of the Real Property Interests before the filing of the final report of commissioners;

6. That the City Attorney's office is authorized and directed to take all steps necessary on behalf of the City to acquire the Real Property Interests through eminent domain, pursuant to Minnesota Statutes Chapter 117, if not timely acquired by voluntary negotiation, including filing an action in eminent domain and using the quick take procedure set forth in Minnesota Statute Section 117.042;

7. That the City Attorney and City staff are further authorized to take all actions necessary and desirable to carry out the purposes of this resolution, and the Mayor and City Administrator are authorized to execute right of entry agreements as necessary for obtaining survey, appraisal and geotechnical information for the Project.
RESOLUTION NO. 2020-03

VOTING AYE
☐ Thomas, Ron
☐ Bottema, Jon
☐ Dejewski, Brian
☐ Keefe, Mike
☐ Schultz, Alan

VOTING NAY
☐ Thomas, Ron
☐ Bottema, Jon
☐ Dejewski, Brian
☐ Keefe, Mike
☐ Schultz, Alan

Whereupon, said Resolution is hereby declared adopted on this 9th day of January, 2020.

____________________________
Ron Thomas - Mayor

ATTEST:

____________________________
Brad Martens – City Administrator

City Seal
EXHIBIT A

EASEMENT AREA LEGAL DESCRIPTIONS:

**PID NO. 36-119-23-320014**

6580 CO. RD. NO. 116

EXISTING PARCEL DESCRIPTION:
OUTLOT B, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof.

PROPOSED PERMANENT DRAINAGE AND UTILITY EASEMENT:
The east 50.00 feet of the west 60.00 feet, together with the southerly 25.00 feet of the northerly 35.00 feet of said OUTLOT B, lying westerly of the easterly 20.00 feet and northerly of the southerly 10.00 feet thereof.

PROPOSED TEMPORARY STREET CONSTRUCTION EASEMENT:
The east 10.00 feet of the west 70.00 feet, together with the southerly 10.00 feet of the northerly 45.00 feet of said OUTLOT B, lying westerly of the easterly 20.00 feet and northerly of the southerly 10.00 feet thereof.

PROPOSED PERMANENT STREET AND TRAIL EASEMENT:
That part of said OUTLOT B lying northwesterly of a line beginning 8.60 feet east of the northwest corner of said OUTLOT B as measured along the north line of said OUTLOT B, thence southwesterly to a point 1.41 feet south of said northwest corner as measured along the west line of OUTLOT B and there terminating.

**PID NO. 36-119-23-230008**

6620 CO. RD. NO. 116

EXISTING PARCEL DESCRIPTION:
OUTLOT A, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof.

PERMANENT DRAINAGE AND UTILITY EASEMENT:
The east 16 feet of the west 26.00 feet together with the northerly 35.00 feet of the most southerly 45.00 feet of said OUTLOT B, lying westerly of the easterly 20.00 feet and southerly of the northerly 10.00 feet thereof.
RESOLUTION NO. 2020-03

TEMPORARY STREET CONSTRUCTION EASEMENT:
The east 10.00 feet of the west 36.00 feet together with northerly 10.00 feet of the most southerly 55.00 feet of said OUTLOT B, lying westerly of the easterly 20.00 feet and lying southerly of the following described line:

Commencing at the southwest corner of said OUTLOT A; thence North 00 degrees 42 minutes 40 seconds, on an assumed bearing along the west line of said OUTLOT A, 123.25 feet to the point of beginning for said line; thence East 251.23 feet and said line there terminating.

PERMANENT STREET AND TRAIL EASEMENT:
That part of said OUTLOT A lying southerly of the following described line:

Commencing at the southwest corner of said OUTLOT A; thence North 00 degrees 42 minutes 40 seconds, on an assumed bearing along the west line of said OUTLOT A, 4.00 feet to the point of beginning for said line; thence North 89 degrees 17 minutes 19 seconds East 113.30 feet; thence southeasterly 204.37 feet along a tangential curve concave to the southwest, having a radius of 544.00 feet and a central angle of 21 degrees 31 minutes 30 seconds; thence South 69 degrees 11 minutes 10 seconds East 102.19 feet to the southerly line of said OUTLOT A and there said line terminating.

PERMANENT SEWER EASEMENT:
That part of said OUTLOT A lying 60.00 feet to the left of the following described line:

Commencing at the southwest corner of said OUTLOT A; thence North 00 degrees 42 minutes 40 seconds, on an assumed bearing along the west line of said OUTLOT A, 123.25 feet to the point of beginning for said line; thence East 251.23 feet; thence South 75 degrees 58 minutes 25 seconds East 425.70 feet; thence North 15 degrees 26 minutes 35 seconds East 351.91 feet to the north line of said OUTLOT A and there said line terminating.

EXCEPT that part lying within the 40-foot-wide county drainage (ditch) easement, and EXCEPT the north 10 feet and the west 26 feet of said OUTLOT A

TEMPORARY UTILITY CONSTRUCTION EASEMENT:
That part of said OUTLOT A bounded on the west and south by the hereinbefore described temporary street construction easement; bounded on the north by the herein before described permanent sewer easement and bounded on the west by county drainage (ditch) easement.
And, that part of OUTLOT A lying 100 feet east of most easterly line of said permanent sewer easement, EXCEPT for that part within dedicated drainage and utility easements per said plat.

PID NO. 36-119-23-230001
6640 CO. RD. NO. 116

EXISTING PARCEL DESCRIPTION:
That part of the Southwest 1/4 of the Northwest 1/4 of Section 36, Township 119, Range 23, Hennepin County, Minnesota, described as follows: Beginning at the Northwest corner of said Southwest 1/4 of the Northwest 1/4; thence South along the West line of said Southwest 1/4 of the Northwest 1/4 a distance of 853.0 feet; thence East parallel with the North line of said Southwest 1/4 of the Northwest 1/4 a distance of 1011.0 feet; thence North parallel with said West line
RESOLUTION NO. 2020-03

395.0 feet; thence East parallel with said North line 332.39 feet to the East line of said Southwest 1/4 of the Northwest 1/4; thence North along said east line 458.0 feet to the Northeast corner of said Southwest 1/4 of the Northwest 1/4; thence West along the north line of said Southwest 1/4 of the Northwest 1/4 to the point of beginning, except the West 40 feet thereof taken for County Road No. 116, Hennepin County, Minnesota, and except the South 132 feet of the North 853 feet of the West 701 feet of said Southwest 1/4 of the Northwest 1/4.

PERMANENT UTILITY EASEMENT:
That part of the hereinbefore described parcel which lies 60.00 feet to the left of the following described line:

Commencing at the southwest corner of said OUTLOT A, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota; thence North 00 degrees 42 minutes 40 seconds, on an assumed bearing along the west line of said OUTLOT A, 123.25 feet to the point of beginning for said line; thence East 251.23 feet; thence South 75 degrees 58 minutes 25 seconds East 425.70 feet; thence North 15 degrees 26 minutes 35 seconds East 351.91 feet to the north line of said OUTLOT A and the point of beginning for said line; thence continuing North 15 degrees 26 minutes 35 seconds East 815.31 feet and there line terminating.

Together with that part of the hereinbefore described parcel which lies 66.00 feet to the left of the following described line:

Beginning at the terminus of above described line; thence East 313.72 feet to the East line of the Southwest 1/4 of the Northwest 1/4 and there said line terminating.

TEMPORARY UTILITY CONSTRUCTION EASEMENT:
That part of the hereinbefore described parcel which lies 100.00 feet to the right of the above described line.

PERMANENT ROADWAY, DRAINAGE AND UTILITY EASEMENT:
The east 22.00 feet of the south 470.00 feet of the hereinbefore described parcel.

PROPOSED TEMPORARY CONSTRUCTION EASEMENT:
The east 10.00 feet of the west 32.00 feet of the south 470.00 feet and the north 10.00 feet of the south 480.00 of the east 32.00 feet of the hereinbefore described parcel.

PID NO. 36-119-23-230002
6640 CO. RD. NO. 116

EXISTING PARCEL DESCRIPTION:
The South 132 feet of the North 853 feet of the West 701 feet of the Southwest 1/4 of the Northwest 1/4, of Section 36, Township 119, Range 23, Hennepin County, Minnesota, except road.

ROADWAY, DRAINAGE AND UTILITY EASEMENT:
The east 25.00 feet of the west 65.00 feet of the hereinbefore described parcel.

TEMPORARY CONSTRUCTION EASEMENT:
The east 10.00 feet of the west 75.00 feet of the hereinbefore described parcel.

**PID NO. 36-119-23-230007**

6610 PARK TRAIL ROAD

**EXISTING PARCEL DESCRIPTION:**
Lot 4, Block 2, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof.

**PERMANENT DRAINAGE AND UTILITY EASEMENT:**
That part of said Lot 4, Block 2, lying southerly of the following described line:
- Commencing at the southeast corner of said Lot 4, Block 2; thence on an assumed bearing of North 00 degrees 38 minutes 46 seconds West 52.02 feet along the east line of said Lot 4, to the point of beginning for said line; thence west 61.17 feet; thence South 75 degrees 5 minutes 22 seconds West 292.52 feet to the west line of said Lot 4, EXCEPT for that part within dedicated drainage and utility easements per said plat.

**TEMPORARY STREET CONSTRUCTION EASEMENT:**
That part of said Lot 4, Block 2, within a 10-foot strip of land lying northerly of the following described line:
- Commencing at the southeast corner of said Lot 4, Block 2; thence South 00 degrees 38 minutes 46 seconds East 52.02 feet to the point of beginning for said line; thence West 61.17 feet; thence South 75 degrees 05 minutes 22 seconds West 292.52 feet to the west line of said Lot 4, EXCEPT for that part within dedicated drainage and utility easements per said plat.

**PID NO. 36-119-23-320003**

6605 PARK TRAIL RD.

**EXISTING PARCEL DESCRIPTION:**
Lot 1, Block 1, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof.

**PERMANENT SEWER EASEMENT:**
That part of said Lot 1 lying 60.00 feet to the right of the following described line:
- Commencing at the northwest corner of said Lot 1; thence South 89 degrees 47 minutes 07 seconds East, on an assumed bearing along the north line of said Lot 1, 82.91 feet to the point of beginning for said line; thence South 15 degrees 26 minutes 35 West 171.49 feet and there said line terminating.
- EXCEPT the north 10.00 feet; the west 20.00 feet; and the southerly 30.00 feet of said Lot 1.

**TEMPORARY UTILITY CONSTRUCTION EASEMENT:**
That part of said Lot 1 lying 100.00 feet to the left of the above described line, EXCEPT the southerly 40.00 feet and north 10.00 feet of said Lot 1.

**PERMANENT DRAINAGE AND UTILITY EASEMENT**
RESOLUTION NO. 2020-03

The northerly 20.00 feet of the southerly 30.00 feet lying westerly of the easterly 10.00 feet and easterly of the westerly 20.00 feet of said Lot 1.

TEMPORARY STREET CONSTRUCTION EASEMENT:
The northerly 10.00 feet of the southerly 40.00 feet lying westerly of the easterly 10.00 feet and easterly of the westerly 80.00 feet of said Lot 1.

PID NO. 36-119-23-3200015
UNASSIGNED, CORCORAN, MN 55340

EXISTING PARCEL DESCRIPTION:
OUTLOT C, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof.

PERMANENT DRAINAGE AND UTILITY EASEMENT:
The southerly 25.00 feet of the northerly 35 feet lying easterly of the westerly 20 feet and westerly of the easterly 10.00 feet of said OUTLOT C.

PERMANENT SEWER EASEMENT
That part of OUTLOT C, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof, lying southerly of the northerly 35 feet and easterly of the westerly 20.00 feet and to the left of the following described line:

Commencing at the northwest corner of OUTLOT C; thence South 15 degrees 26 minutes 35 seconds West, on an assumed bearing along the westerly line of said OUTLOT C, 83.06 feet to a point of beginning for said line; thence South 74 degrees 33 minutes 25 seconds East 80.01 feet and there said line terminating.

TEMPORARY STREET CONSTRUCTION EASEMENT:
That part of OUTLOT C, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof, lying southerly of the northerly 45 feet; westerly of the easterly 10.00 feet; easterly of the westerly 20.00 feet and northerly of the following described line:

Commencing at the northwest corner of said Outlot C; thence South 15 degrees 26 minutes 35 seconds East 183.06 feet to a point of beginning for said line; thence South 74 degrees 33 minutes 25 seconds West 180.02 feet; thence North 15 degrees 26 minutes 35 seconds East 118.55 feet to the westerly line of OUTLOT C; EXCEPT that part of the above described permanent sewer easement.

TEMPORARY UTILITY CONSTRUCTION EASEMENT:
The southerly 10.00 feet of the northerly 45.00 feet of said OUTLOT C which lies easterly of the east line of the above described permanent sewer easement.
RESOLUTION NO. 2020-03

PID NO. 36-119-23-3200011
6550 CO. RD. NO. 116

EXISTING PARCEL DESCRIPTION:
Lot 9, Block 3, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof;

PERMANENT DRAINAGE AND UTILITY EASEMENT:
The east 50.00 feet of the west 60.00 feet lying north of the south 10.00 feet and south of the north 10.00 feet of said Lot 9.

TEMPORARY STREET CONSTRUCTION EASEMENT:
The east 10.00 feet of the west 70.00 feet lying north of the south 10 feet and south of the north 10.00 feet of said Lot 9.

PID NO. 36-119-23-3200010
6575 PARK TRAIL RD

EXISTING PARCEL DESCRIPTION:
Lot 8, Block 3, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof;

PURCHASED PROPERTY-STREET/POND CONSTRUCTION:
ALL OF LOT 8, BLOCK 3, OF COUNTRY SEASONS ESTATES.

PID NO. 36-119-23-3200013
6480 CO. RD. NO. 116

EXISTING PARCEL DESCRIPTION:
Lot 11, Block 3, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof;

PERMANENT DRAINAGE AND UTILITY EASEMENT:
The east 17.00 feet of the west 27.00 feet lying north of the south 10 feet and south of the north 10.00 feet of said Lot 11.

TEMPORARY STREET CONSTRUCTION EASEMENT:
The east 10.00 feet of the west 37.00 feet lying north of the south 10.00 feet and south of the north 10.00 feet of said Lot 11.

PID NO. 36-119-23-3200012
RESOLUTION NO. 2020-03

6500 CO. RD. NO. 116

EXISTING PARCEL DESCRIPTION:
Lot 10, Block 3, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof.

PERMANENT DRAINAGE AND UTILITY EASEMENT:
The east 10.00 feet of the west 20.00 feet of said Lot 10, lying north of the south 10.00 feet and south of the north 10.00 feet of said Lot 10.

TEMPORARY STREET CONSTRUCTION EASEMENT:
The east 10.00 feet of the west 40.00 feet of said Lot 10, lying north of the south 10.00 feet and south of the north 10.00 feet of said Lot 10.

PID NO. 36-119-23-320003
6580 PARK TRAIL RD.

EXISTING PARCEL DESCRIPTION:
Lot 1, Block 3, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof.

PERMANENT DRAINAGE AND UTILITY EASEMENT:
The southerly 25.00 feet of the northerly 35.00 feet lying westerly of the east 10.00 feet and easterly of the westerly 10.00 feet of said Lot 1.

TEMPORARY STREET CONSTRUCTION EASEMENT:
The southerly 10.00 feet of the northerly 45.00 feet lying westerly of the east 10.00 feet and easterly of the westerly 10.00 feet of said Lot 1.

PID NO. 36-119-23-230003
6605 PARK TRAIL RD.

EXISTING PARCEL DESCRIPTION:
Lot 1, Block 1, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof.

PURCHASED PROPERTY-STREET/ POND CONSTRUCTION:

PID NO. 36-119-23-320002
6410 CO. RD. NO. 116

EXISTING PARCEL DESCRIPTION:
That part of the Northwest Quarter of the Southwest Quarter of Section 36, Township 119, Range 23, described as follows:
Beginning at the Southwest corner of said Northwest Quarter of the Southwest Quarter; thence East along the South line of said Northwest Quarter of the Southwest Quarter a distance of 940
feet; thence North parallel with the west line of said Northwest Quarter of the Southwest Quarter a distance of 485 feet; thence west parallel with the south line of said Northwest Quarter of the Southwest Quarter a distance of 940 feet to the west line of said Northwest Quarter of the Southwest Quarter; thence South along said west line of said Northwest Quarter to the Southwest Quarter a distance of 485 feet to the point of beginning except that part thereof which lies Westerly of a line drawn parallel with and distant 40 feet east of the west line of said Section 36

PERMANENT DRAINAGE AND UTILITY EASEMENT:
The east 65.00 feet of the above described parcel lying northerly of the following described line: Commencing at the northwest corner of the above described parcel thence southerly along the west line of said parcel 309.17 feet to the point of beginning for said line; thence deflecting to the east 94 degrees 47 minutes 75.23 feet and there said line terminating.

TEMPORARY STREET CONSTRUCTION EASEMENT:
The east 10.00 feet of the west 75.00 lying northerly of a line 10 feet south of the previously described line and its easterly extension, EXCEPT for that part platted as HENNEPIN COUNTY STATE AID HIGHWAY NO. 116, PLAT 21, according to the recorded plat thereof.
EASEMENT OVERVIEW EXHIBIT

COUNTY ROAD NO. 116
PARK TRAIL NORTH
66TH AVE. NORTH

EXISTING 10' (UNLESS OTHERWISE NOTED)
DRAINAGE & UTILITY EASEMENT

PERMANENT DRAINAGE & UTILITY EASEMENT
PURCHASED PROPERTY - STREET/POND CONSTRUCTION

EXISTING DRAINAGE & UTILITY EASEMENT
TO BE REDESIGNED STREET/TRAIL

TEMPORARY CONSTRUCTION EASEMENT - STREET CONSTRUCTION

TEMPORARY CONSTRUCTION EASEMENT - UTILITY CONSTRUCTION
EXISTING PARCEL DESCRIPTION:
OUTLOT C, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof.

PERMANENT DRAINAGE AND UTILITY EASEMENT:
The southerly 25.00 feet of the northerly 35 feet lying eastly of the westerly 20 feet and westerly of the easterly 10.00 feet of said OUTLOT C.

PERMANENT SEWER EASEMENT:
That part of OUTLOT C, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof, lying southerly of the northerly 35 feet and easterly of the westerly 20.00 feet and to the left of the following described line:
Commencing at the northwest corner of OUTLOT C; thence South 15 degrees 26 minutes 35 seconds West, on an assumed bearing along the westerly line of said OUTLOT C, 83.00 feet to a point of beginning for said line; thence South 74 degrees 33 minutes 25 seconds East 80.01 feet and thence said line terminating.

TEMPORARY STREET CONSTRUCTION EASEMENT:
That part of OUTLOT C, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof, lying southerly of the northerly 45 feet westerly of the easterly 10.00 feet; eastly of the westerly 25.00 feet and northerly of the following described line:
Commencing at the northwest corner of said Outlot C; thence South 15 degrees 26 minutes 35 seconds East 183.00 feet to a point of beginning for said line; thence South 74 degrees 33 minutes 25 seconds West 96.02 feet; thence North 15 degrees 26 minutes 35 seconds East 118.65 feet to the westerly line of OUTLOT C; EXCEPT that part of the above described permanent sewer easement.

TEMPORARY UTILITY CONSTRUCTION EASEMENT:
The southerly 10.00 feet of the northerly 45.00 feet of said OUTLOT C which lies easterly of the east line of the above described permanent sewer easement.

SURVEYOR'S NOTES:
1. The exhibit does not constitute a boundary survey. Property boundary lines shown herein are intended for general reference only.
2. The exhibit was prepared based on a conveyance file review; the surveyor does not guarantee that all or any adverse interests, easements or other restrictions are shown or that the owner listed has the title to the property.

SURVEYOR'S CERTIFICATION:
I hereby certify that this survey or map was compiled by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

4/12/23

Scale

SUMMARY OF EASEMENTS:

- **Permanent Drainage & Utility Easement**
  - Total Area: 8,569 SQ. FT. (0.20 AC)

- **Permanent Sewer Easement**
  - Total Area: 2,702 SQ. FT. (0.06 AC)

- **Temporary Construction Easement - Street Construction**
  - Total Area: 6,093 SQ. FT. (0.14 AC)

- **Temporary Construction Easement - Utility Construction**
  - Total Area: 18,778 SQ. FT. (0.43 AC)
EXISTING PARCEL DESCRIPTION:

OUTLOT B, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof.

PROPOSED PERMANENT DRAINAGE AND UTILITY EASEMENT:
The east 50.00 feet of the west 60.00 feet, together with the southerly 25.00 feet of the northerly 35.00 feet of said OUTLOT B, lying westerly of the easterly 20.00 feet and northerly of the southerly 10.00 feet thereof.

PROPOSED TEMPORARY STREET CONSTRUCTION EASEMENT:
The east 10.00 feet of the west 70.00 feet, together with the southerly 10.00 feet of the northerly 45.00 feet of said OUTLOT B, lying westerly of the easterly 20.00 feet and northerly of the southerly 10.00 feet thereof.

PROPOSED PERMANENT STREET AND TRAIL EASEMENT:

That part of said OUTLOT B lying northwesterly of a line beginning 8.80 feet east of the northwest corner of said OUTLOT B as measured along the north line of said OUTLOT B, thence southeasterly to a point 1.41 feet south of said northwest corner as measured along the west line of OUTLOT B and there terminating.

SURVEYOR'S NOTES:

1. This exhibit does not constitute a boundary survey. Property boundary lines shown hereon are intended for general reference only.

2. This exhibit was prepared based on a cursory title review; the surveyor does not guarantee that all or any adverse interests, easements or other encumbrances are shown on this survey and has no title to the property.

SURVEYOR'S CERTIFICATION:

I hereby certify that this survey or map was completed by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Date: 8/21/18

WNCO ASOCIATES
Responsive partner: Exceptional outcomes.
OUTLOT A, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plat thereof.

PROPOSED PERMANENT DRAINAGE AND UTILITY EASEMENT:
The east 16 feet of the west 26.00 feet together with the northerly 35.00 feet of the most southerly 45.00 feet of said OUTLOT B, lying westerly of the easterly 20.00 feet and southerly of the northerly 10.00 feet thereof.

TEMPORARY STREET CONSTRUCTION EASEMENT:
The east 10.00 feet of the west 36.00 feet together with northerly 10.00 feet of the most southerly 55.00 feet of said OUTLOT B, lying westerly of the easterly 20.00 feet and lying southerly of the following described line:
Commencing at the southwest corner of said OUTLOT A, thence north 00 degrees 42 minutes 40 seconds, on an assumed bearing along the west line of said OUTLOT A, 123.25 feet to the point of beginning for said line; thence East 251.23 feet and said line there terminating.

PERMANENT STREET AND TRAIL EASEMENT:
That part of said OUTLOT A lying southerly of the following described line:
Commencing at the southwest corner of said OUTLOT A, thence north 00 degrees 42 minutes 40 seconds, on an assumed bearing along the west line of said OUTLOT A, 4.00 feet to the point of beginning for said line; thence North 69 degrees 17 minutes 19 seconds East 113.30 feet; thence southeasterly 204.37 feet along a tangential curve concave to the southwest, having a radius of 544.00 feet and a central angle of 21 degrees 51 minutes 30 seconds; thence South 69 degrees 11 minutes 10 seconds East 102.19 feet to the southerly line of said OUTLOT A and there said line terminating.

PERMANENT SEWER EASEMENT:
That part of said OUTLOT A lying 60.00 feet to the left of the following described line:
Commencing at the southwest corner of said OUTLOT A, thence north 00 degrees 42 minutes 40 seconds, on an assumed bearing along the west line of said OUTLOT A, 123.25 feet to the point of beginning for said line, thence East 251.23 feet, thence South 79 degrees 58 minutes 25 seconds East 425.70 feet, thence North 15 degrees 26 minutes 35 seconds East 351.61 feet to the north line of said OUTLOT A and there said line terminating. EXCEPT that part lying within the 40-foot-wide county drainage (ditch) easement, and EXCEPT the north 10 feet and the west 26 feet of said OUTLOT A.

TEMPORARY UTILITY CONSTRUCTION EASEMENT:
That part of said OUTLOT A bounded on the east and south by the hereinbefore described temporary street construction easement, bounded on the north by the hereinbefore described permanent sewer easement and bounded on the west by county drainage (ditch) easement. And, that part of OUTLOT A lying 100 feet east of most easterly line of said permanent sewer easement, EXCEPT that part within dedicated drainage and utility easements per said plat.

SURVEYOR'S CERTIFICATION:
I hereby certify that this survey or map was completed by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the state of Minnesota.

Chris Anderson
Date 4/15/19
LOT 9
BLOCK 3
COUNTY ROAD NO. 116

COUNTY DITCH NO. 16
COUNTY ROAD NO. 116

WET WET WET WET WET WET

EASEMENT EXHIBIT
PID NO. 36-119-23-320011

EXISTING PARCEL DESCRIPTION:
Lot 9, Block 3, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the record plan thereof.

PERMANENT DRAINAGE AND UTILITY EASEMENT:
The east 50.00 feet of the west 80.00 feet lying north of the south 10.00 feet and south of the north 10.00 feet of said Lot 9.

TEMPORARY STREET CONSTRUCTION EASEMENT:
The east 10.00 feet of the west 70.00 feet lying north of the south 10 feet and south of the north 10.00 feet of said Lot 9.

SURVEYOR'S NOTES:
1. This exhibit does not constitute a boundary survey. Property boundary lines shown herein are intended for general reference only.
2. This exhibit was prepared based on a current title review; the surveyor does not guarantee that all or any adverse interests, easements or other encumbrances are shown or that the owner listed has the title to the property.

SURVEYOR'S CERTIFICATION:
I hereby certify that this survey or map was completed by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

State: Minnesota
Date: 4/20/2023

State: Minnesota
Date: 4/20/2023

DRAFT
EXISTING PARCEL DESCRIPTION:
Lot 8, Block 3, COUNTRY SEASONS ESTATES, Washington County, Minnesota, according to the record plat
Purchased Property - Street/Pond Construction:
All of Lot 8, Block 3, COUNTRY SEASONS ESTATES.

SURVEYOR'S NOTES:
1. This exhibit does not constitute a boundary survey. Property boundaries shown herein are intended for general reference only.
2. This exhibit was prepared based on a current title review, the surveyor does not guarantee that all or any adverse interests, easements or other encumbrances are shown or that the owner holds the title to the property.

SURVEYOR'S CERTIFICATION:
I hereby certify that this survey or map was completed by me or under my direct supervision and that it contains a duly licensed land surveyor under the laws of the State of Minnesota.

Chad Anderson
Wenck Associates
6711 Wayzata Blvd
Eden Prairie, MN 55344

66TH AVENUE NORTH  
PARK TRAIL NORTH  
LOT 8  
BLOCK 3
EASEMENT EXHIBIT
PID NO. 36-119-23-230007

EXISTING NON-ALIGNED WATER
SURFACE & UTILITY EASEMENT
THE PLAN OF COUNTRY SEASONS ESTATES
TOTAL AREA = 0.20 AC

PERMANENT DRAINAGE & UTILITY EASEMENT
TOTAL AREA = 3,360 SQ. FT. (0.08 AC)

TEMPORARY CONSTRUCTION EASEMENT - STREET CONSTRUCTION
TOTAL AREA = 8,910 SQ. FT. (0.20 AC)

SURVEYOR'S NOTES:
1. This exhibit does not constitute a boundary survey. Property boundary lines shown herein are intended for general reference only.
2. This exhibit was prepared based on a survey 9th review, the surveyor does not guarantee that all or any enclosure lines, easements or other encumbrances are shown or that the owner held has free title to the property.

SURVEYOR'S CERTIFICATION:
I hereby certify that this survey or map was completed by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Client: 

Date: 

WENCK ASSOCIATES
Responsive partner. Exceptional outcomes.
LOT 11
BLOCK 3

40

DRAINAGE EASEMENT
(COUNTY DITCH NO. 16)
COUNTY ROAD NO. 116

27.0
17'
27'
17'

WET
WET
WET
WET
WET
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WET

EASEMENT EXHIBIT
PID NO. 36-119-23-320013

EXISTING PARCEL DESCRIPTION:
Lot 11, Block 3, Country Seasons Estates, Hennepin County, Minnesota, according to the
record plat thereof.

PERMANENT DRAINAGE AND UTILITY EASEMENT:
The east 17.00 feet of the west 27.00 feet long north of the south 10 feet and south of the
north 10.00 feet of said Lot 11.

TEMPORARY STREET CONSTRUCTION EASEMENT:
The west 10.00 feet of the east 27.00 feet long north of the south 10.00 feet and south of the
north 10.00 feet of said Lot 11.

SURVEYOR'S NOTES:
1. This exhibit does not constitute a boundary survey. Property boundary lines shown herein
are intended for general reference only.
2. This exhibit was prepared based on a cursory title review; the surveyor does not guarantee
that all or any adverse interests, easements or other encumbrances are shown or that the
owner listed has title to the property.

SURVEYOR'S CERTIFICATION:
I hereby certify that this survey or map was completed by me or under my direct supervision
and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Date

COUNTY ROAD NO. 116
EAUSEMENT EXHIBIT
PID NO. 36-119-23-320012

EXISTING EASEMENT DESCRIPTION:
Lot 10, Block 3, COUNTRY SEASONS ESTATES, Hennepin County, Minnesota, according to the
record plat thereof.

PERMANENT DRAINAGE AND UTILITY EASEMENT:
The east 100.00 feet of the west 200.00 feet of said Lot 10, lying north of the south 100.00 feet
and south of the north 100.00 feet of said Lot 10.

TEMPORARY STREET CONSTRUCTION EASEMENT:
The east 100.00 feet of the west 400.00 feet of said Lot 10, lying north of the south 100.00 feet
and south of the north 100.00 feet of said Lot 10.

SURVEYOR'S NOTES:
1. This exhibit does not constitute a boundary survey. Property boundary lines shown herein are
   intended for general reference only.
2. This exhibit was prepared based on a current title review, the surveyor does not guarantee
   that all or any adverse covenants, easements or other encumbrances are shown or that the
   owner listed has title to the property.

SURVEYOR'S CERTIFICATION:
I hereby certify that this survey or map was completed by me or under my direct supervision
and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Date: 11/20/20

DRAFT
EXISTING PARCEL DESCRIPTION:
Lot 1, Block 3, COUNTRY SEASONS ESTATES, Washington County, Minnesota, according to the recorded plat thereof.

PERMANENT DRAINAGE AND UTILITY EASEMENT:
The southerly 25.00 feet of the northerly 35.00 feet lying westly of the east 10.00 feet and southerly of the westly 10.00 feet of said Lot 1.

PERMANENT STREET CONSTRUCTION EASEMENT:
The southerly 10.00 feet of the northerly 45.00 feet lying westly of the east 10.00 feet and southerly of the westly 10.00 feet of said Lot 1.

SURVEYOR'S NOTES:
1. This exhibit does not constitute a boundary survey. Property boundary lines shown are intended for general reference only.

2. This exhibit was prepared based on a survey title review, the surveyor does not guarantee that all or any adverse interests, easements or other encumbrances are shown or that the owner listed has fee title to the property.

SURVEYOR'S CERTIFICATION:
I hereby certify that this survey or map was completed by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

[Signatures]

[Scale]

[Map Legend]
EXISTING 10' DRAINAGE & UTILITY EASEMENT

PERMANENT DRAINAGE & UTILITY EASEMENT
TOTAL AREA = 6,781 SQ. FT. (0.16 AC)

EXISTING 10' (UNLESS OTHERWISE NOTED)
DRAINAGE & UTILITY EASEMENT PER
THE PLAT OF COUNTRY SEASONS ESTATES

PERMANENT SEWER EASEMENT
TOTAL AREA = 9,070 SQ. FT. (0.21 AC)

TEMPORARY CONSTRUCTION EASEMENT - STREET CONSTRUCTION
TOTAL AREA = 2,668 SQ. FT. (0.06 AC)

TEMPORARY CONSTRUCTION EASEMENT - UTILITY CONSTRUCTION
TOTAL AREA = 16,762 SQ. FT. (0.38 AC)
COUNTY ROAD NO. 116

EASEMENT EXHIBIT

PID NO. 36-119-23-230002

DRAWN BY: WENCK ASSOCIATES

1. This exhibit does not constitute a boundary survey. Property boundary lines shown herein are intended for general reference only.

2. This exhibit was prepared based on a cursory title review, the surveyor does not guarantee that all or any subsequent interests, easements or other encumbrances are shown, or that the owner listed has fee title to the property.

SURVEYOR’S CERTIFICATION:

I hereby certify that this survey or map was completed by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Date: 4/30/18

Sheet Number: 3

COUNTY ROAD NO. 116

EASEMENT EXHIBIT

WENCK ASSOCIATES

Responsive partner: Exceptional outcomes.
COUNTY ROAD NO. 116

EASEMENT EXHIBIT
PID NO. 36-119-23-230002

EXHIBIT PARCEL DESCRIPTION:
The South 130' feet of the North 252' feet of the West 70' feet of the Southwest 1/4 of the Northwest 1/4, of Section 36, Township 116, Range 23, Hennepin County, Minnesota, except road.

PROPOSED ROADWAY, DRAINAGE AND UTILITY EASEMENT:
The east 25.00 feet of the west 85.00 feet of the homestead described parcel.

PROPOSED TEMPORARY CONSTRUCTION EASEMENT:
The east 10.00 feet of the west 75.00 feet of the homestead described parcel.

SURVEYOR'S NOTES:
1. This exhibit does not constitute a boundary survey. Property boundary lines shown herein are intended for general reference only.

2. This exhibit was prepared based on a survey title review, the surveyor does not guarantee that all or any adverse interests, easements or other encumbrances are shown or that the owner listed has full title to the property.

SURVEYOR'S CERTIFICATION:
I hereby certify that this survey or map was completed by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

[Signature]
Date

PERMANENT ROADWAY, DRAINAGE & UTILITY EASEMENT
TOTAL AREA = 3,298 SQ. FT. (0.07 AC)

TEMPORARY CONSTRUCTION EASEMENT
TOTAL AREA = 1,319 SQ. FT. (0.007 AC)
COUNTY ROAD NO. 116
PARK TRAIL NORTH

EASEMENT EXHIBIT
PID NO. 36-119-23-230001

EXISTING PARCEL DESCRIPTION:
That part of the Northwest 1/4 of the Northeast 1/4 of Section 46, Township 119, Range 23, Hennepin County, Minnesota described as follows: Beginning at the Northwest corner of said Northwest 1/4 of the Northeast 1/4, thence South along the West line of said Southwest 1/4 of the Northwest 1/4 a distance of 884.0 feet, thence East parallel with said South line east 405.0 feet, thence East parallel with said North line 333.0 feet to the East line of said Southwest 1/4 of the Northwest 1/4, thence North along said East line 884.0 feet to the Northwest corner of said Southwest 1/4 of the Northwest 1/4, thence West along the North line of said Southwest 1/4 of the Northwest 1/4 to the point of beginning, except the East 40 feet thereof taken for County Road No. 116, Hennepin County, Minnesota, and except the South 120 feet of the North 853 feet of the West 704 feet of said Southwest 1/4 of the Northwest 1/4.

TEMPORARY UTILITY EASEMENT:
That part of the hereinafter described parcel which lies 60.00 feet to the left of the following described line:
Commencing at the southwest corner of said OULTUS A. COUNTRY SECTIONS ESTATES, Hennepin County, Minnesota, thence North 00 degrees 42 minutes 40 seconds, as an assumed bearing along the west line of said OULTUS A. COUNTRY SECTIONS. ESTATES, Hennepin County, Minnesota, 406.25 feet to the point of beginning for said line; thence East 251.23 feet; thence South 75 degrees 36 minutes 25 seconds East 425.70 feet; thence North 15 degrees 26 minutes 30 seconds East 305.91 feet to the northwest line of said OULTUS 4 and the point of beginning for said line; thence containing North 15 degrees 26 minutes 30 seconds East 81.31 feet and thence terminating together with that part of the hereinafter described parcel which lies 60.00 feet to the left of the following described line:
Beginning at the terminus of above described line, thence East 313.72 feet to the East line of the Northwest 1/4 of the Northwest 1/4 and there said line terminating.

TEMPORARY UTILITY CONSTRUCTION EASEMENT:
That part of the hereinafter described parcel which lies 100.00 feet to the right of the above described line.

TEMPORARY CONSTRUCTION EASEMENT:
The east 22.00 feet of the south 470.00 feet of the hereinafter described parcel.
PROPOSED TEMPORARY CONSTRUCTION EASEMENT:
The west 10.00 feet of the west 32.00 feet of the north 470.00 feet and the west 10.00 feet of the south 490.00 feet and the east 32.00 feet of the hereinafter described parcel.

SURVEYOR'S NOTES:
1. This exhibit does not constitute a boundary survey. Property boundary lines above herein are intended for general reference only.
2. This exhibit was prepared based on a cursory title review; the surveyor does not guarantee that all or any adverse interests, easements or other incumbrances are shown or that the owner has the title to the property.

SURVEYOR'S CERTIFICATION:
I hereby certify that the survey or map was completed by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Date
2006

WENCK ASSOCIATES
Responsive partner. Exceptional outcomes.
Summary:
Each year the City makes annual appointments as required for the operations of the City. The recommended appointments are the same as 2019. It is requested the City Council review the appointments and approve for 2020. Direction is requested on the position of Acting Mayor which was held by Councilmember Keefe in 2019.

Selected notes on annual appointments:
- City Newspaper: No increase in rates
- City Attorney: No increase in rates
- City Planner: $7/hour increase for Principal Planner
- City Engineer: $3/hour for City Engineer

Financial/Budget:
Fees for various appointments are included in the 2020 budget.

Options:
1. Approve Resolution 2020-01 establishing annual appointments and authorize the City Administrator and Mayor to execute engagement letters as required.

Recommendation:
Approve Resolution 2020-01 establishing annual appointments and authorize the City Administrator and Mayor to execute engagement letters as required.

Council Action:
Consider a motion to approve Resolution 2020-01 establishing annual appointments and authorize the City Administrator and Mayor to execute engagement letters as required.

Attachments:
1. Resolution 2020-01 Establishing Annual Appointments
2. Crow River News Engagement Letter
3. Landform 2020 Rate Schedule
4. Wenc Associates Engagement Letter
5. Carson, Clelland & Schreder Engagement Letter
RESOLUTION NO. 2020-01

Motion By:  
Seconded By:

RESOLUTION ESTABLISHING ANNUAL APPOINTMENTS FOR THE CITY OF CORCORAN  
FOR 2020

WHEREAS, the City of Corcoran (City) is required to designate the official newspaper, official  
depositories and signatories, make annual appointments within the organization of the City, as well as  
other defined organizational items as defined by State Statute and City Codes.

NOW THEREFORE, BE IT RESOLVED that the City hereby makes the following appointments  
for the year 2020.

1. Official Newspaper  
   Crow River News, (aka Sun Media)  10917 Valley View Road, Eden Prairie MN 55344

2. Acting Mayor  
The Acting Mayor shall be ________.

3. Planning Consultant  
   Landform, 105 S. Fifth Avenue, # 513 Minneapolis, MN 55401

4. Engineer  
   Wenck Associates, Inc., 1800 Pioneer Creek Center, Maple Plain  MN 55359

5. Attorney – Civil and Criminal  
   John Thames - Carson, Clelland & Schreder, 6300 Shingle Creek Parkway, Suite 305,  
   Minneapolis, MN  55430-2190

6. Auditor  
   Abdo, Eick & Meyers, LLP 5201 Eden Avenue #250, Edina, MN 55436  
   KDV Ltd., 220 Park Avenue South, Saint Cloud, MN 56302

7. Assistant Weed Inspector  
   City Administrator and the Public Works Department

8. Insurance Agent  
   Associated Benefits and Risk Consulting, 6000 Clearwater Drive | Minnetonka, MN  55343

9. Animal Control Officer  
   Monticello Animal Facility, 203 Chelsea Road, Monticello, MN  55362.

10. Official Depositories  
    Farmers State Bank of Hamel  
    Northland Securities  
    4M Fund
RESOLUTION NO. 2020-01

11. **Official Signatory**
The following individuals are hereby authorized as official signatories for the City:
   a. Mayor/Ron Thomas
   b. City Administrator/Brad Martens
   c. Administrative Services Director/Jessica Beise

12. **Authorized for funds transfer and inquiry at Farmers State Bank of Hamel**
The following individuals are hereby authorized for funds transfer and inquiry for the City checking and savings accounts at Farmers State Bank of Hamel:
   a. City Administrator/Brad Martens
   b. City Clerk/Administrative Services Coordinator/Jessica Beise
   c. Accountant/Joe Rotz

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<tr>
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<td>□ Schultz, Alan</td>
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Whereupon, said Resolution is hereby declared adopted on this 9th day of January 2020.

__________________________
Ron Thomas – Mayor

ATTEST:

__________________________
Jessica Beise – Administrative Services Director

City Seal
January 2, 2020

City of Corcoran
City Council
8200 County Road 116
Corcoran, MN 55340

Dear City Council Members:

Please accept the following bid from the Crow River News for legal newspaper designation for the City of Corcoran. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

The following rate structure for legals is effective January 1, 2020:

- First insertion: $15.83 per column inch
- Subsequent insertions: $9.24 per column inch
- Characters per inch: 320
- Lines per inch: 9

A notarized affidavit will be provided for each notice published. Additional affidavits are $2.50 each. A $20.00 charge will be assessed on legal notices that require typing. All published legal notices are posted on the Press & News website at no additional charge.

The Crow River News is published weekly on Thursdays. The deadline is 12:00 p.m. on Friday for publication the following Thursday. Please email legal notices to publicnotice@ecm-inc.com.

Thank you for considering the Crow River News as the official newspaper for the City of Corcoran for the upcoming year. We appreciate the opportunity to serve the needs of your community.

Sincerely,

Steve Gall
Advertising Director
December 11, 2019

Brad Martens  
City of Corcoran  
8200 County Road 116  
Corcoran, MN  55340

RE:  2020 Rate Schedule

Dear Mr. Martens,

Thank you for utilizing Landform to provide planning services for the City. We appreciate your confidence in us and we value our working relationship with the City. We were pleased to be able work with you to complete the 2040 Comprehensive Plan update this year and look forward to working with you in 2020 to provide continued planning support and code enforcement services. Landform has a full-time staff of professionals, all of whom are committed to providing services that are truly tailored to the communities we serve and helping our clients plan great places.

I have attached our municipal rate schedule for 2020. We recognize that we all have budget constraints and this rate schedule allows us to be competitive with other firms and provide a comprehensive range of services through retention of our most talented employees. These rates will become effective on January 1, 2020 for hourly work performed by Landform on behalf of the City in 2020.

We look forward to working with the City of Corcoran in 2020 and the opportunity to continue to provide professional planning services to assist your staff. Landform is an interdisciplinary site design firm with a studio-based, client-centered practice. Our professional staff includes landscape architects, planners, urban designers, civil engineers and land surveyors. We offer you a SensiblyGreen® approach to your development challenges from Site to Finish®.

If you have any questions or comments, please do not hesitate to call me at 612.638.0225.

Sincerely,

Landform

Kendra Lindahl, AICP  
Principal Planner
### 2020 Rate Schedule

<table>
<thead>
<tr>
<th>Professional Services Title</th>
<th>Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Principal</td>
<td>$215</td>
</tr>
<tr>
<td>Principal</td>
<td>$175</td>
</tr>
<tr>
<td>Principal Planner*</td>
<td>$139</td>
</tr>
<tr>
<td>Associate</td>
<td>$145</td>
</tr>
<tr>
<td>Studio Lead</td>
<td>$145</td>
</tr>
<tr>
<td>Project Lead/Senior Designer/Senior CAD Manager</td>
<td>$140</td>
</tr>
<tr>
<td>Planning Lead/Senior Planner</td>
<td>$135</td>
</tr>
<tr>
<td>Planner III/Designer III/Survey Technician III</td>
<td>$103</td>
</tr>
<tr>
<td>Planner II/Designer II/Survey Technician II</td>
<td>$85</td>
</tr>
<tr>
<td>Planner I/Designer I/Survey Technician I</td>
<td>$75</td>
</tr>
<tr>
<td>Code Enforcement Services*</td>
<td>$71</td>
</tr>
<tr>
<td>Survey Lead</td>
<td>$145</td>
</tr>
<tr>
<td>Senior Surveyor</td>
<td>$134</td>
</tr>
<tr>
<td>Crew Chief</td>
<td>$140</td>
</tr>
<tr>
<td>Survey Coordinator</td>
<td>$106</td>
</tr>
<tr>
<td>Field Technician</td>
<td>$62</td>
</tr>
<tr>
<td>Construction Administrator III</td>
<td>$134</td>
</tr>
<tr>
<td>Construction Administrator II</td>
<td>$96</td>
</tr>
<tr>
<td>Construction Administrator I</td>
<td>$88</td>
</tr>
<tr>
<td>Accounting/Business/Office Lead</td>
<td>$83</td>
</tr>
<tr>
<td>Office Coordinator</td>
<td>$84</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>$64</td>
</tr>
</tbody>
</table>

*Reduced Principal Planner and Code Enforcement rate for Corcoran*

1. Attendance at regularly scheduled Planning Commission and City Council meetings will be billed at a flat rate of $100.00 per meeting.

2. Standard Internal reimbursable expenses associated with prints, plots, scanning and mileage are included in our hourly rates. Deliverable plots and prints will be charged at internal rate.

3. Internal reimbursable expenses are priced as follows:
   - Mileage: Based on IRS Requirements
   - Plotting on Bond: 0.50 per square foot
   - Plotting on Vellum: 1.10 per square foot
   - Plotting on Mylar: 2.75 per square foot
   - Color Printing: 1.00 for 8.5 x 11
     2.50 for 8.5 x 14, 11 x 17
   - Foam core: 25.00 per sheet
   - Scanning: 1.50 per scan
   - CD/DVD/Thumb drive: 10.00 per cd/DVD/thumb drive
4. External reimbursable expenses shall be billed at cost plus 15%.
December 31, 2019

**Brad Martens**  
City Administrator  
City of Corcoran  
8200 County Road 116  
Corcoran, MN 55340

RE: 2020 Letter of Engagement for City Engineering Services

**Dear Brad:**

On behalf of Wenck Associates, we thank you for the opportunity to serve as the City Engineer and look forward to continuing in that role in 2020. Our team has provided the flexibility, depth and expertise to serve the day to day engineering services, construction management, future planning and financial projections, along with other needs of growth. We appreciate supporting the staff and Council in achieving the Council’s goals and look forward to another exciting year.

Over the past year, we have worked alongside staff managing developers to support the City in delivering quality infrastructure, providing excellent customer service and solid technical expertise. Our business model shows that Corcoran benefits from experienced municipal and construction engineers while discounting rates and eliminating some charges for office time, Council meetings, initial resident inquiries, mileage costs, and other miscellaneous items. We are proud to provide this discounted local service while keeping the range of Wenck hourly rates still competitive with other metro firms.

**Team**  
Corcoran is important to Wenck, and our staff enjoy working in the City with staff and residents. This results in staff retention and our main team remains intact for 2020 on construction, developments, water supply, wastewater and transportation. Consistency has been an important factor in Wenck service and building on that theme in 2019 Wenck added the wetland LGU services using a senior scientist at a reduced rate to ensure a smooth transition.

**Business Model**  
As noted above, Wenck provides a discount to Corcoran of 15% to 30% from our standard fee schedule. This can be provided due to the steady nature of municipal work and our location allows for efficiency. The model also does not penalize developers, they receive the discount also.

**Unbilled fees**  
We recognize that a client does not want to see a charge for every phone call, meeting, or site visit and due to our location can provide no charge services along with quick response. Wenck averages around 10 to 15 hours a month of unbilled time servicing Corcoran. Also, no mileage is charged for City projects due to our staff location and office proximity.
Hourly Rates
The fees for engineering work is billed on an hourly basis and categories include the range shown on the following list. Our City Engineer rate for 2020 is proposed to increase 2% to $135 with other engineering staff billed in accordance with experience and technical skills. The range in this schedule does not vary much, however employees have received a step increase. The majority of work is via escrow to design and build the infrastructure for new developments.

<table>
<thead>
<tr>
<th>Skill Level</th>
<th>Hourly Rate ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Inspector / Asst. Design Engineer</td>
<td>$90.00--$105.00</td>
</tr>
<tr>
<td>Wetlands/MS4/LGU</td>
<td>$90.00--$130.00</td>
</tr>
<tr>
<td>PE Engineer/Surveyor/Senior Construction</td>
<td>$120.00--$130.00</td>
</tr>
<tr>
<td>City/Senior Engineer/Specialist/Scientist</td>
<td>$135.00--$160.00</td>
</tr>
</tbody>
</table>

We look forward to discussing this letter of engagement and a productive 2020.

Sincerely,

Wenck Associates, Inc.

Kent Torve, P.E., LEED AP
Principal
ENGAGEMENT LETTER

The Law Firm of Carson, Clelland & Schreder agrees to represent the City of Corcoran for civil legal services and for municipal prosecution services in 2020.

Civil services include meeting attendance, staff consultation and the production of work relating to ordinances, zoning, special assessments, development contracts and other contractual matters. Representation for EDA matters is also anticipated. In addition to the before mentioned subjects, any other services as needed and directed by the City Council will be gladly performed. Charges for the civil work will be $70.00 per hour for paralegal assistant and $142.50 per hour for attorney.

The criminal prosecution services include the prosecution of petty misdemeanors, misdemeanors and gross misdemeanors as they occur; review and preparation of criminal complaints and consultation and advice with officers and police administration. The prosecution services include vehicle forfeitures. The prosecution services are billed at $97.50 per hour for attorney and $37.50 per hour for legal assistant.

The firm will also provide human resources and labor consultation and representation if desired by the City. These services will be billed at the civil rate.

Sincerely,

John F. Thames
on behalf of Carson, Clelland & Schreder

APPROVED BY CITY OF CORCORAN

By: __________________________
    Its Mayor

By: __________________________
    Its Clerk
**Summary:**
Councilmember Mike Keefe has issued a resignation notice to the City Council. The reason for the resignation is to allow for more time with his family. The notice was received December 31, 2019 and was effective immediately.

The resignation notice is attached to this report as well as an article on vacancies on a statutory city council. While Corcoran is a Charter City, the Charter is silent on the issue which determines statute is followed.

Staff has consulted with the City Attorney regarding the process when a City Council resignation takes place which is the following:

1. Accept the resignation.
2. Declare a vacancy.
3. Fill the vacancy.

Minnesota Statute 412.02 subdivision 2a is applicable:

**Vacancy.** Except as otherwise provided in subdivision 2b, a vacancy in an office shall be filled by council appointment until an election is held as provided in this subdivision. In case of a tie vote in the council, the mayor shall make the appointment. If the vacancy occurs before the first day to file affidavits of candidacy for the next regular city election and more than two years remain in the unexpired term, a special election shall be held at or before the next regular city election and the appointed person shall serve until the qualification of a successor elected at a special election to fill the unexpired portion of the term. If the vacancy occurs on or after the first day to file affidavits of candidacy for the regular city election or when less than two years remain in the unexpired term, there need not be a special election to fill the vacancy and the appointed person shall serve until the qualification of a successor. The council must specify by ordinance under what circumstances it will hold a special election to fill a vacancy other than a special election held at the same time as the regular city election.

Due the timing of the vacancy taking place prior to the City Council filing period, the Council may appoint someone until a special election is held to fill the remaining term. Staff recommends the special election be held at the general election on Tuesday, November 3rd to avoid incurring costs of holding an additional election.
There is no specific procedure for the appointment process with the only requirement being that the person appointed be qualified to serve. The process is entirely up to the discretion of the City Council however the attached guidance states “...a City must make its best effort to appoint a person to fill a council vacancy and cannot choose to leave a council position vacant until the term expires.”

**Financial/Budget:**
Not applicable

**Options:**
1. Accept the resignation of Councilmember Mike Keefe effective December 31, 2019, declare a vacancy, and discuss the preferred process for appointing a qualified successor.

**Recommendation:**
Accept the resignation of Councilmember Mike Keefe effective December 31, 2019, declare a vacancy, and discuss the preferred process for appointing a qualified successor.

**Council Action:**
Accept the resignation of Councilmember Mike Keefe effective December 31, 2019, declare a vacancy, and discuss the preferred process for appointing a qualified successor.

**Attachments:**
1. Resignation – Mike Keefe
2. Vacancies on a Statutory City Council
Mr. Martens,

I am writing you this evening to notify you of my resignation from the city council. It has been five wonderful years serving my city. In that time I have enjoyed many new friendships and being a part of a growing community.

This decision has not been easy to make, but I feel it is in the best interest of me and my family.

My resignation will be effective immediately.

Sincerely,
Mike Keefe
Vacancies on a Statutory City Council

By Susan Naughton

One of your councilmembers submits a written resignation. What do you do? This article answers some of the most frequently asked questions about vacancies on a statutory city council.

State law provides that a council vacancy “shall be filled by council appointment” until a special election, if required, can be held (Minn. Stat. § 412.02, subd. 2a). The language of the state law is mandatory. As a result, a city must make its best effort to appoint a person to fill a council vacancy and cannot choose to leave a council position vacant until the term expires.

State law does not require a council vacancy to be advertised. However, it is a good practice to provide some notice to the public before the council makes an appointment. This allows interested persons an opportunity to request consideration.

Generally, a person must be a United States citizen, a resident of the city, and at least 21 years old to be eligible for appointment to fill a council vacancy. A city employee can be considered for appointment. However, if a city employee is appointed, it is possible that the two city positions may be incompatible. If a city employee is appointed to an incompatible office, he or she must resign from the other city position. A councilmember can be considered for appointment to fill a council vacancy in the position of mayor as long as the councilmember being considered does not participate in the appointment vote.

State law provides that the council makes the appointment to fill a vacancy, except in the case of a tie vote, when the mayor makes the appointment. That means all members of the council, including the mayor, can vote on the appointment. However, the councilmember who submitted a written resignation should not participate in the appointment vote. As a practical matter, it may be useful to determine who the candidates for appointment are before voting takes place. As long as at least a quorum of the council is present, a majority vote of those present is sufficient to make the appointment.

State law does not place any limitation on a mayor’s ability to make an appointment in the case of a tie vote. As a result, a mayor can appoint any qualified person willing to fill the vacancy even if that person was not the subject of the original appointment vote.

When is a city also required to hold a special election to fill a council vacancy? The answer depends on whether filing has opened for the next regular city election and how long is left in the unexpired portion of the term at the time of the vacancy. If the vacancy occurs on or after the first day to file as a candidate for the next regular city election or if less than two years remain in the unexpired term, the city does not need to hold a special election and the appointed person can serve out the remainder of the unexpired term. If the vacancy occurs before the first day to file as a candidate for the next regular city election and more than two years remain in the unexpired term, the city must hold a special election to fill the council vacancy at or before the next regular city election and the person elected will serve out the remainder of the unexpired term. If the council chooses to hold a special election to fill a vacancy at a time other than at the regular city election, it first must adopt an ordinance specifying the circumstances under which such an election will be held.

If a special election to fill a council vacancy is held at the same time as the regular city election, the names of the candidates for the council vacancy should be placed on the election ballot under a separate heading indicating it is a special election. The election ballot should state the date the term expires and any other information necessary to distinguish the office. The published and posted election notices should include references to the special election to fill the council vacancy.

Finally, state law provides that the terms of elected city officials begin on the first Monday in January following the election. However, the Minnesota Attorney General has advised that a person elected to fill a council vacancy in a statutory city is eligible to take an oath and assume office any time after receiving an election certificate.

“The language of the state law is mandatory. As a result, a city must make its best effort to appoint a person to fill a council vacancy and cannot choose to leave a council position vacant until the term expires.”

Susan Naughton is research attorney with the League of Minnesota Cities.
City of Corcoran
2020 City Council Schedule

January 23, 2020
- Active Corcoran Planning Applications
- 2020 Legislative Priorities
- Ravinia 14th Addition Final Plat
- Wessel EAW Notice of Decision
- Concept plan for 10409 County Road 101
- Active Corcoran Planning Applications
- CIP Pre-orders (dump truck, squads)
- Resolution honoring Councilmember Keefe’s service

February 13, 2020 Work Session – 5:00 pm
- Financial Management Plan

February 13, 2020
- Stieg Road Turn Lanes – Award Bid
- Squad Camera and Body Camera Project

February 27, 2020
- Active Corcoran Planning Applications
- Parks and Trails Commission Appointments
- Planning Commission Appointments

March 12, 2020
- 2020-2021 Capital Improvement Plan
- Planning Commission annual report and 2020 priorities
- Parks and Trails Commission annual report and 2020 priorities

March 26, 2020
- Active Corcoran Planning Applications

April 9, 2020
- Employee Recognition – Pat Meister, 15 Years
- Fire Subcommittee Report Work Plan

April 23, 2020
- Active Corcoran Planning Applications
- Three Rivers Park District – Diamond Lake Regional Trail Corridor

May 14, 2020 Work Session
- Administration Department Update