



CITY OF CORCORAN
Corcoran City Council Agenda
July 14, 2022 - 7:00 pm

HYBRID MEETING OPTION AVAILABLE
The public is invited to attend the regular Council meetings at City Hall.

Meeting Via Telephone/Other Electronic Means

Call-in Instructions:

+1 312 626 6799 US

Enter Meeting ID: 834 7258 0051

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

Video Link and Instructions:

<https://us02web.zoom.us/j/83472580051>

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

Meeting ID: 834 7258 0051

Participants can utilize the Raise Hand function to be recognized to speak during the Public Comment sections in the meeting. Participant video feeds will be muted. **In-person comments will be received first, with the hybrid electronic means option following.**

For more information on options to provide public comment visit:

www.corcoranmn.gov

1. **Call to Order / Roll Call**
2. **Pledge of Allegiance**
3. **Agenda Approval**
4. **Commission Representatives***
5. **Open Forum – Public Comment Opportunity**
6. **Presentations/Recognitions**
 - a. Planning Commission Recognition – Dean Jacobs
 - b. Watershed Commissioner Guenther
7. **Consent Agenda**
 - a. Financial Claims*
 - b. Resolution 2022-81 Approving Tobacco Licenses*
 - c. Resolution 2022-82 Approving Charitable Gambling Permit – St. Thomas Church*
 - d. Resolution 2022-83 Establishing Absentee Ballot Board*
 - e. Planning Commission Resignation and Vacancy*
 - f. Draft Response to Medina Comprehensive Plan Amendment for Cates Ranch Industrial*
 - g. Pay Request 1 – CR 10 and Walnut Lane Turn Lane Improvements*
 - h. Pay Request 2 – Municipal Well #1*
8. **Planning Business – Public Comment Opportunity**
 - a. Concept Plan – Lee Open Space and Preservation Sketch Plan*
9. **Unfinished Business – Public Comment Opportunity**
 - a. Administrative Department Reorganization – Phase 2*
 - b. Ordinance Priority Discussion*
 - c. Schedule Work Sessions*
10. **New Business – Public Comment Opportunity**
 - a. Broadband Project Discussion*
11. **Staff Reports**
12. **Closed Session -- Medical/Health Data (Added 7-11-2022)**
13. **2022 City Council Schedule***
14. **Adjournment**

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

STAFF REPORT

Agenda Item 4.

Council Meeting: July 14, 2022	Prepared By: Michelle Friedrich
Topic: Commission Representatives	Action Required: None – Informational

Summary:

The advisory commission representatives for the July 14th Council meeting are as follows:

- Planning Commission: Jim Shoulak
- Parks and Trails Commission: Michelle Friedrich

Financial/Budget:

N/A

Council Action:

N/A

Attachments:

N/A

FINANCIAL CLAIMS

CHECK RANGE

FUND #500 ESCROW CLAIMS

Paid to	Amount	Project name
SEE THE REGISTER FOR #500 CLAIMS		

Total	\$0.00	
Total Fund #500 =		\$ -
(See attached Payments Detail)		

ALL OTHER FINANCIAL CLAIMS

Check Register		\$971,094.17
(See attached Check Detail Registers)		
Total Checks	\$	971,094.17
Total of Auto Deductions	\$	304,297.51
 TOTAL EXPENDITURES FOR APPROVAL	 \$	 1,275,391.68

Date	Paid to	Amount	Description
6/16/2022	ADP	\$ 98,660.02	Net Payroll and Taxes
6/17/2022	RevTrak	\$ 140.00	Credit Card Fee
6/17/2022	Bergan KDV	\$ 5,550.00	K-Pay Implementation Fee
6/21/2022	State Of MN	\$ 4,909.92	Employee Deferred Comp/Healthcare Savings
6/21/2022	Optum Bank	\$ 3,878.34	Employee HSA
6/21/2022	MN PERA	\$ 19,691.68	Employee Pension
6/28/2022	RevTrak	\$ 570.00	Credit Card Fee
6/30/2022	POSTALIA	\$ 400.00	Postage
6/30/2022	ADP	\$ 110,659.39	Net Payroll and Taxes
7/1/2022	Health Partners	\$ 27,804.52	Employee Health Insurance
7/5/2022	State Of MN	\$ 6,215.78	Employee Deferred Comp/Healthcare Savings
7/5/2022	Optum Bank	\$ 3,878.34	Employee HSA
7/5/2022	MN PERA	\$ 19,861.75	Employee Pension
7/6/2022	PAYMENTECH	\$ 62.77	UB Return
7/6/2022	RevTrak	\$ 2,015.00	Credit Card Fee
Total		\$ 304,297.51	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 2							
100-45200-50210	06/28/22	MINNESOTA EQUIPMENT	PW - BLADE-MULCH	P76886	07/14/22	204.00	2
100-45200-50210	06/15/22	MINNESOTA EQUIPMENT	PARK-BLADE-MULCH/OIL FILTERS	P75744	07/14/22	281.52	2
Total For Check 2						485.52	
Check 32384							
100-43122-50400	06/01/22	MACCOY SPECIALIZED CARRIERS	CLASS 5 MATERIAL	TK-28	06/28/22	4,913.30	32384
Total For Check 32384						4,913.30	
Check 32385							
100-43122-50400	06/02/22	MACCOY TRUCKING	CLASS 5	00062	06/28/22	4,606.63	32385
Total For Check 32385						4,606.63	
Check 32386							
416-42100-50550	06/28/22	CITY OF WAYZATA	FORD EXPEDITION VEHICLE REGISTRATI	06282022	06/28/22	3,650.56	32386
Total For Check 32386						3,650.56	
Check 32387							
601-00000-16500	05/25/22	EH RENNER & SONS INC	MUNICIPAL WELL PAY REQUEST #1	7043	07/06/22	94,979.25	32387
601-00000-20610	05/25/22	EH RENNER & SONS INC	MUNICIPAL WELL PAY REQUEST #1	7043	07/06/22	(4,748.96)	32387
Total For Check 32387						90,230.29	
Check 32388							
100-45100-50300	07/06/22	MN BCA	BACKGROUND CHECK-SOCCER- ROUND 1	07062022	07/06/22	510.00	32388
Total For Check 32388						510.00	
Check 32389							
100-43100-50210	06/23/22	ACME TOOLS	PW SUPPLIES	10093567	07/14/22	39.06	32389
100-43100-50210	06/23/22	ACME TOOLS	PW SUPPLIES - LENOX HOLE SAW/CORE	10094698	07/14/22	57.77	32389
100-43100-50210	06/14/22	ACME TOOLS	PW SUPPLIES - 6PT DP SKT	10060951	07/14/22	35.98	32389
100-45200-50210	06/23/22	ACME TOOLS	PARKS - CHAINSAW KIT/REPLACEMENT C	10094699	07/14/22	496.97	32389
100-45200-50221	06/29/22	ACME TOOLS	PW - GEORIPPER EZ KART/TRENCHER	10116683	07/14/22	2,978.00	32389
Total For Check 32389						3,607.78	
Check 32390							
100-41900-50300	06/30/22	ADP, LLC	PAYROLL PERIOD #12	608521650	07/14/22	355.98	32390
100-41900-50300	06/30/22	ADP, LLC	PAYROLL PERIOD #13	609554449	07/14/22	339.00	32390
100-41900-50300	06/03/22	ADP, LLC	PAYROLL PERIOD #11	607414696	07/14/22	301.41	32390
Total For Check 32390						996.39	
Check 32391							
100-42100-50200	06/16/22	ALTA	PD WOODGRAIN SIGNS	11372	07/14/22	23.50	32391
100-42100-50200	06/29/22	ALTA	PD - WOODGRAIN SIGNS	11541	07/14/22	23.50	32391
Total For Check 32391						47.00	
Check 32392							
100-41900-50210	06/30/22	AMAZON CAPITAL SERVICES	CITY HALL SUPPLIES - PENS/WATER DI	1QPR-XFCW-XW9H	07/14/22	38.97	32392
100-41920-50221	06/25/22	AMAZON CAPITAL SERVICES	CITY HALL IT SUPPLIES-MONITOR MOUN	1G7L-GLRG-JG37	07/14/22	148.74	32392
100-42100-50210	06/30/22	AMAZON CAPITAL SERVICES	PD CAR 12V DC ADAPTER	1CMM-X6FF-F4QR	07/14/22	37.87	32392
100-42100-50321	06/30/22	AMAZON CAPITAL SERVICES	PD - HEADSET WITH MICROPHONE	1C69-6M36-37PN	07/14/22	79.04	32392
416-42100-50550	06/30/22	AMAZON CAPITAL SERVICES	PD SQUAD GUN LOCKER	1WFH-71N3-HYHR	07/14/22	389.99	32392
416-42100-50550	06/25/22	AMAZON CAPITAL SERVICES	PD SQUAD SETUP-WAVE INVERTER	1HJD-CTFW-FFR1	07/14/22	719.00	32392
Total For Check 32392						1,413.61	
Check 32393							
100-42100-50212	06/10/22	BEAUDRY OIL COMPANY	UNLEADED 87	2078134	07/14/22	4,085.10	32393

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 32393							
100-42100-50212	06/24/22	BEAUDRY OIL COMPANY	UNLEADED 87	2084935	07/14/22	2,029.00	32393
100-43100-50212	06/10/22	BEAUDRY OIL COMPANY	ULS #2 DYED DOKIAK B20	2078133	07/14/22	3,257.10	32393
100-43100-50212	06/17/22	BEAUDRY OIL COMPANY	ULS #2 DYED KODIAK B20	2082638	07/14/22	2,777.15	32393
100-43100-50212	06/24/22	BEAUDRY OIL COMPANY	ULS #2 DYED KODIAK B20	2084934	07/14/22	2,211.30	32393
Total For Check 32393						14,359.65	
Check 32394							
100-41920-50300	06/30/22	BUREAU OF CRIMINAL APPREHENS	CJDN ACCESS FEE MONTHLY	00000707034	07/14/22	150.00	32394
Total For Check 32394						150.00	
Check 32395							
100-00000-22205	06/30/22	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	1951	07/14/22	178.13	32395
100-00000-22205-013	06/30/22	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	1951	07/14/22	185.25	32395
100-00000-22205-017	06/30/22	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	1951	07/14/22	2,493.77	32395
100-00000-22205-056	06/30/22	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	1951	07/14/22	71.25	32395
100-00000-22205-098	06/30/22	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	1951	07/14/22	42.75	32395
100-00000-22205-111	06/30/22	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	1951	07/14/22	71.25	32395
100-00000-22205-117	06/30/22	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	1951	07/14/22	3,605.29	32395
100-00000-22205-127	06/30/22	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	1951	07/14/22	71.25	32395
100-00000-22205-128	06/30/22	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	1951	07/14/22	106.88	32395
100-41900-50304	06/30/22	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	1951	07/14/22	3,643.70	32395
100-42100-50304	06/30/22	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES	1951	07/14/22	3,356.30	32395
Total For Check 32395						13,825.82	
Check 32396							
100-45200-50321	06/21/22	CENTURY LINK	PW LAND LINE	06212022	07/14/22	70.69	32396
Total For Check 32396						70.69	
Check 32397							
100-41900-50400	06/29/22	CINTAS - 470	CITY HALL RUGS	4123879816	07/14/22	109.21	32397
100-41900-50400	06/15/22	CINTAS - 470	CITY HALL RUGS	4122500066	07/14/22	109.21	32397
100-42100-50400	06/22/22	CINTAS - 470	PD - TOWELS	4123209117	07/14/22	13.19	32397
100-43100-50400	06/29/22	CINTAS - 470	PW - CRT BLUE/CABINET	4123879790	07/14/22	74.73	32397
100-43100-50400	06/29/22	CINTAS - 470	PW - UNIFORMS	4123879896	07/14/22	162.62	32397
100-43100-50400	06/22/22	CINTAS - 470	PW CRT BLUE/TOWELS	4123209157	07/14/22	111.88	32397
100-43100-50400	06/22/22	CINTAS - 470	PW MICROFIBER WIPE	4123209185	07/14/22	15.10	32397
100-43100-50400	06/22/22	CINTAS - 470	PW UNIFORMS	4123209234	07/14/22	187.15	32397
100-43100-50400	06/15/22	CINTAS - 470	PUBLIC WORKS CRT BLUE	4122500093	07/14/22	74.73	32397
100-43100-50400	06/15/22	CINTAS - 470	PUBLIC WORKS UNIFORMS	4122500131	07/14/22	187.15	32397
Total For Check 32397						1,044.97	
Check 32398							
100-42100-50212	06/07/22	CIRCLE K FLEET	PD FUEL PURCHASE	81387354	07/14/22	139.40	32398
Total For Check 32398						139.40	
Check 32399							
100-41900-50380	06/23/22	CITY OF CORCORAN	CITY HALL WATER BILL	06_2022	07/14/22	25.46	32399
Total For Check 32399						25.46	
Check 32400							
100-42100-50207	06/14/22	CITY OF DAYTON	PD - DATA PRACTICES FADDEN/STEELMA	22-0000479	07/14/22	250.00	32400
Total For Check 32400						250.00	
Check 32401							
100-41900-50321	06/05/22	COMCAST - 0023202	INTERNET	06152022	07/14/22	139.18	32401

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 32401							
100-42100-50321	06/05/22	COMCAST - 0023202	INTERNET	06152022	07/14/22	139.17	32401
			Total For Check 32401			<u>278.35</u>	
Check 32402							
100-41900-50321	06/15/22	COMCAST- 902943336	INTERNET	06-2022	07/14/22	112.32	32402
100-42100-50321	06/15/22	COMCAST- 902943336	INTERNET	06-2022	07/14/22	112.29	32402
100-43100-50321	06/15/22	COMCAST- 902943336	INTERNET	06-2022	07/14/22	112.29	32402
			Total For Check 32402			<u>336.90</u>	
Check 32403							
100-43125-50210	06/23/22	COMPASS MINERALS	SALT SUPPLIES	1015034	07/14/22	10,668.07	32403
			Total For Check 32403			<u>10,668.07</u>	
Check 32404							
100-41920-50300	06/30/22	COMPUTER INTEGRATION TECH	AGREEMENT OFFICE 365	330486	07/14/22	1,574.00	32404
100-41920-50300	06/15/22	COMPUTER INTEGRATION TECH	AGREEMENT MANAGED BACKUP	329446	07/14/22	885.00	32404
100-41920-50300	06/15/22	COMPUTER INTEGRATION TECH	AGREEMENT MANAGED SERVICES	329826	07/14/22	4,406.75	32404
100-41920-50300	06/22/22	COMPUTER INTEGRATION TECH	IT SUPPORT SERVICES	330069	07/14/22	1,554.00	32404
			Total For Check 32404			<u>8,419.75</u>	
Check 32405							
202-42100-50438	06/14/22	CORCORAN PET CARE CENTER, LL	K9 VET CARE	51434	07/14/22	237.50	32405
			Total For Check 32405			<u>237.50</u>	
Check 32406							
100-41110-50210	06/23/22	CREDIT CARD PURCHASES	HYVEE- WATER FOR COUNCIL/COMMISSIO	06232022	07/14/22	7.98	32406
100-42100-50200	06/21/22	MENARDS MAPLE GROVE	PD - OFFICE SUPPLIES/BATTERIES	062122	07/14/22	3.45	32406
100-42100-50200	06/28/22	MENARDS MAPLE GROVE	PD-SUPPLIES CONNECT SHUT OFF/MED D	06282022	07/14/22	26.11	32406
100-42100-50209	06/15/22	ROGERS PRINTING	PD - TABLE RUNNER	61427	07/14/22	206.00	32406
100-42100-50209	06/27/22	ROGERS PRINTING	PD BUSINESS CARDS	06272022	07/14/22	342.00	32406
100-42100-50210	06/20/22	CREDIT CARD PURCHASES	HUMANITY-PD SHIFT PLANNING	INV00193738	07/14/22	80.00	32406
100-42100-50210	06/24/22	CREDIT CARD PURCHASES	SIRCHIE - EVIDENCE CONTAINMENT SUP	06242022	07/14/22	269.44	32406
100-42100-50322	06/23/22	CREDIT CARD PURCHASES	USPS - CERTIFIED MAIL POSTAGE	062322	07/14/22	4.33	32406
100-43201-50210	05/06/22	CREDIT CARD PURCHASES	HOMETOWN PIZZA - CLEANUP DAY	05062022 PM	07/14/22	171.80	32406
100-45200-50221	06/20/22	CREDIT CARD PURCHASES	PW BFP REPAIR KIT	S4656826.001	07/14/22	190.07	32406
			Total For Check 32406			<u>1,301.18</u>	
Check 32407							
100-41900-50210	05/31/22	CULLIGAN BOTTLED WATER	CITY HALL WATER ACCT 1206-3	114X86413800	07/14/22	71.52	32407
100-42100-50210	06/30/22	CULLIGAN BOTTLED WATER	PD OFFICE WATER	100X07378008	07/14/22	82.20	32407
			Total For Check 32407			<u>153.72</u>	
Check 32408							
100-43100-50223	06/30/22	DAKOTA SUPPLY GROUP	THERMOSTAT 24C CVN SYSTEM	S101947674.001	07/14/22	79.25	32408
416-43100-50580	06/30/22	DAKOTA SUPPLY GROUP	GAS HEATER SERIAL 4301001709502142	S101943135.001	07/14/22	1,238.35	32408
			Total For Check 32408			<u>1,317.60</u>	
Check 32409							
416-45200-50580	06/21/22	DEERE & COMPANY	COMPACT UTILITY TRAILER 1LV4066RPN	117352535	07/14/22	55,408.31	32409
			Total For Check 32409			<u>55,408.31</u>	
Check 32410							
100-00000-21710	06/30/22	DELTA DENTAL	DENTAL INSURANCE	RIS0004249830	07/14/22	93.70	32410
100-41400-50130	06/30/22	DELTA DENTAL	DENTAL INSURANCE	RIS0004249830	07/14/22	61.40	32410
100-41500-50130	06/30/22	DELTA DENTAL	DENTAL INSURANCE	RIS0004249830	07/14/22	61.40	32410

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 32410							
100-41910-50130	06/30/22	DELTA DENTAL	DENTAL INSURANCE	RIS0004249830	07/14/22	63.00	32410
100-42100-50130	06/30/22	DELTA DENTAL	DENTAL INSURANCE	RIS0004249830	07/14/22	162.75	32410
100-42102-50130	06/30/22	DELTA DENTAL	DENTAL INSURANCE	RIS0004249830	07/14/22	101.35	32410
100-43100-50130	06/30/22	DELTA DENTAL	DENTAL INSURANCE	RIS0004249830	07/14/22	187.40	32410
100-45100-50130	06/30/22	DELTA DENTAL	DENTAL INSURANCE	RIS0004249830	07/14/22	15.35	32410
100-45200-50130	06/30/22	DELTA DENTAL	DENTAL INSURANCE	RIS0004249830	07/14/22	15.35	32410
Total For Check 32410						761.70	
Check 32411							
100-43100-50430	06/17/22	EBERT CONSTRUCTION	HAIL DAMAGE PW BUILDING - INSURANC	21632092	07/14/22	108,072.98	32411
416-43100-50520	06/24/22	EBERT CONSTRUCTION	OLD PW BUILDING - WALL REPAIR	21632142	07/14/22	2,572.00	32411
Total For Check 32411						110,644.98	
Check 32412							
100-41900-50350	06/16/22	ECM PUBLISHERS INC	ORDINANCE NO. 2022-457	897958	07/14/22	95.20	32412
100-41900-50350	06/16/22	ECM PUBLISHERS INC	ORDINANCE NO. 2022-460	897959	07/14/22	67.28	32412
Total For Check 32412						162.48	
Check 32413							
601-00000-16500	06/30/22	EH RENNER & SONS INC	MUNICIPAL WELL #2 PAY REQUEST 2	7138	07/14/22	63,360.00	32413
601-00000-20610	06/30/22	EH RENNER & SONS INC	MUNICIPAL WELL #2 PAY REQUEST 2	7138	07/14/22	(3,168.00)	32413
Total For Check 32413						60,192.00	
Check 32414							
100-42151-50404	06/15/22	EMBEDDED SYSTEMS, INC.	SIREN MAINTENANCE FEE 7/1-12/31/22	344364	07/14/22	830.25	32414
Total For Check 32414						830.25	
Check 32415							
100-43122-50224	06/10/22	FEHN COMPANIES	CLASS 5 MATERIAL GRAVEL (446.7 TON	13478	07/14/22	3,457.46	32415
Total For Check 32415						3,457.46	
Check 32416							
100-43122-50224	06/10/22	FEHN COMPANIES	CLASS 5 MATERIAL GRAVEL (1,612.4 T	13470	07/14/22	12,479.70	32416
Total For Check 32416						12,479.70	
Check 32417							
100-43122-50224	06/27/22	FEHN COMPANIES	CLASS 5 MATERIAL GRAVEL (307.94 TO	13671	07/14/22	2,383.45	32417
Total For Check 32417						2,383.45	
Check 32418							
601-49400-50300	06/30/22	FERGUSON WATERWORKS #2518	ANNUAL ENTITLEMENT FEE MRX920	0496470	07/14/22	2,700.00	32418
Total For Check 32418						2,700.00	
Check 32419							
100-43100-50401	05/06/22	FLOW RIGHT PLUMBING	PLUMBING TESTING	2222	07/14/22	1,050.00	32419
Total For Check 32419						1,050.00	
Check 32420							
100-41900-50322	06/04/22	FP MAILING SOLUTIONS	QTRLY MAIL METER	RI105353178	07/14/22	128.85	32420
Total For Check 32420						128.85	
Check 32421							
601-49400-50380	06/30/22	GOPHER STATE ONE CALL	SUPPORT SERVICES	2060311	07/14/22	278.10	32421
602-49450-50380	06/30/22	GOPHER STATE ONE CALL	SUPPORT SERVICES	2060311	07/14/22	278.10	32421

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 32421							
						Total For Check 32421	556.20
Check 32422							
100-41900-50300	06/16/22	GREAT NORTHERN WINDOW CLEANERS	CITY HALL WINDOW CLEANING	1505	07/14/22	320.85	32422
						Total For Check 32422	320.85
Check 32423							
100-41900-50403	06/17/22	GUARDIAN FLEET SAFETY	2015 FORD INTERCEPT 3279 DECOMMISS	22-0376	07/14/22	1,143.12	32423
100-41900-50403	06/23/22	GUARDIAN FLEET SAFETY	2018 CHEV TRAVERSE 1196 DECOMMISS	22-0382	07/14/22	1,421.81	32423
						Total For Check 32423	2,564.93
Check 32424							
100-45200-50210	06/10/22	HLS OUTDOOR - BROOKLYN PARK	PW - DITHIOPRY L 1 GALLON	0006921281-001	07/14/22	231.67	32424
100-45200-50221	06/10/22	HLS OUTDOOR - BROOKLYN PARK	PW - ADAPTER/PVC/COUPLER/CLAMP	006920428-001	07/14/22	1,368.26	32424
						Total For Check 32424	1,599.93
Check 32425							
100-42100-50220	06/30/22	HOLIDAY COMPANIES	PD CAR WASH	07012022	07/14/22	80.00	32425
						Total For Check 32425	80.00
Check 32426							
209-42100-50520	06/22/22	INTEGRATED PROTECTION SYSTEM	JOB 30967 PROGRESS INVOICE 1	77702	07/14/22	16,000.00	32426
						Total For Check 32426	16,000.00
Check 32427							
100-41900-50210	06/24/22	J H LARSON CO	SUPPLIES - ESD 285D3	S102746777.001	07/14/22	16.00	32427
						Total For Check 32427	16.00
Check 32428							
100-42100-50223	06/23/22	KOTHRAD SEWER WATER EXCAVAT	POLICE GARAGE DOOR ALARM	27501	07/14/22	275.00	32428
						Total For Check 32428	275.00
Check 32429							
100-00000-22205	06/15/22	LANDFORM PROFESSIONAL SERVIC	BLAIR BROWN VACATION PROJECT 22-03	33086	07/14/22	36.50	32429
100-00000-22205	06/15/22	LANDFORM PROFESSIONAL SERVIC	AZALEA FARMS IUP PROJECT 22-030	33088	07/14/22	36.50	32429
100-00000-22205	06/15/22	LANDFORM PROFESSIONAL SERVIC	PROTECH SP & CUP PROJECT 22-027	33090	07/14/22	67.50	32429
100-00000-22205	06/15/22	LANDFORM PROFESSIONAL SERVIC	PULTE TZ PUD & PP	33097	07/14/22	2,021.00	32429
100-00000-22205	06/15/22	LANDFORM PROFESSIONAL SERVIC	CORCORAN FARMS BUSINESS PARKS EAW	33103	07/14/22	2,709.00	32429
100-00000-22205-013	06/15/22	LANDFORM PROFESSIONAL SERVIC	BECHTOLD FARMS FINAL PLAT PROJECT	33093	07/14/22	1,972.25	32429
100-00000-22205-017	06/14/22	LANDFORM PROFESSIONAL SERVIC	COOK LAKE HIGHLANDS FP & FPUD PROJ	33075	07/14/22	1,486.00	32429
100-00000-22205-024	06/14/22	LANDFORM PROFESSIONAL SERVIC	D&D SERVICE CUP SP & VAR PROJECT 2	33080	07/14/22	36.50	32429
100-00000-22205-044	06/15/22	LANDFORM PROFESSIONAL SERVIC	KARINIEMI MEADOWS PP PROJECT 22-01	33098	07/14/22	624.00	32429
100-00000-22205-045	06/14/22	LANDFORM PROFESSIONAL SERVIC	KARINEIMI FINAL PLAT PROJECT 20-03	33073	07/14/22	36.50	32429
100-00000-22205-056	06/14/22	LANDFORM PROFESSIONAL SERVIC	TAVERA 3RD ADDITION FP & FPUD PROJ	33079	07/14/22	519.50	32429
100-00000-22205-056	06/15/22	LANDFORM PROFESSIONAL SERVIC	TAVERA 4TH FPUD & FP PROJECT 22-02	33089	07/14/22	989.50	32429
100-00000-22205-058	06/14/22	LANDFORM PROFESSIONAL SERVIC	RAVINIA 10TH FP & FINAL PUD PROJEC	33070	07/14/22	73.00	32429
100-00000-22205-075	06/14/22	LANDFORM PROFESSIONAL SERVIC	NAPA CUP & SP PROJECT 21-004	33081	07/14/22	73.00	32429
100-00000-22205-080	06/14/22	LANDFORM PROFESSIONAL SERVIC	HWY 55 PIONEER TRAIL SKETCH PLAN &	33078	07/14/22	1,290.00	32429
100-00000-22205-087	06/14/22	LANDFORM PROFESSIONAL SERVIC	ENCORE FINAL PUD & FP PROJECT 18-0	33071	07/14/22	703.50	32429
100-00000-22205-087	06/14/22	LANDFORM PROFESSIONAL SERVIC	BELLWETHER 2ND ADDITION FINAL PLAT	33072	07/14/22	2,017.00	32429
100-00000-22205-087	06/15/22	LANDFORM PROFESSIONAL SERVIC	BELLWETHER 9TH FP & FPUD PROJECT 2	33095	07/14/22	45.00	32429
100-00000-22205-087	06/15/22	LANDFORM PROFESSIONAL SERVIC	AMBERLY 2ND ADDITION FP & FPUD PRO	33101	07/14/22	202.50	32429
100-00000-22205-087	06/15/22	LANDFORM PROFESSIONAL SERVIC	BELLWETHER 8TH FP & FPUD PROJECT 2	33102	07/14/22	112.50	32429
100-00000-22205-098	06/14/22	LANDFORM PROFESSIONAL SERVIC	RUSH CREEK RESERVE FP & FPUD PROJE	33074	07/14/22	90.00	32429
100-00000-22205-098	06/15/22	LANDFORM PROFESSIONAL SERVIC	RUSH CREEK RESERVE PUD AMENDMENT P	33091	07/14/22	1,112.00	32429

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 32429							
100-00000-22205-098	06/15/22	LANDFORM PROFESSIONAL SERVIC	RUSH CREEK RESERVE 2ND & FPUD PROJ	33099	07/14/22	340.00	32429
100-00000-22205-111	06/15/22	LANDFORM PROFESSIONAL SERVIC	GARAGES TOO FP PROJECT 22-015	33096	07/14/22	1,245.50	32429
100-00000-22205-117	06/15/22	LANDFORM PROFESSIONAL SERVIC	ST THERESE FINAL PLAT PROJECT 22-0	33094	07/14/22	693.50	32429
100-00000-22205-127	06/15/22	LANDFORM PROFESSIONAL SERVIC	WESTSIDE TIRE VAR, SP & IUP PROJEC	33100	07/14/22	947.50	32429
100-00000-22205-128	06/15/22	LANDFORM PROFESSIONAL SERVIC	WRIGHT HENNEPIN ELECTRIC PP, SP &	33104	07/14/22	480.50	32429
100-41910-50300	06/20/22	LANDFORM PROFESSIONAL SERVIC	NE DISTRICT PLAN PROJECT 21-050	33137	07/14/22	4,050.00	32429
100-41910-50300	06/20/22	LANDFORM PROFESSIONAL SERVIC	MS4 ORDINANCE UPDATE PROJECT 21-0	33138	07/14/22	109.50	32429
100-41910-50300	06/15/22	LANDFORM PROFESSIONAL SERVIC	MANURE ORDINANCE CITY FILE 22-031	33087	07/14/22	36.50	32429
100-41910-50300	06/15/22	LANDFORM PROFESSIONAL SERVIC	CITY BUSINESS AND MEETINGS	33084	07/14/22	4,648.00	32429
100-42401-50300	06/15/22	LANDFORM PROFESSIONAL SERVIC	CODE ENFORCEMENT	33085	07/14/22	1,975.00	32429
						<u>30,779.25</u>	
Total For Check 32429							
Check 32430							
100-41900-50210	06/21/22	LIGHTBULBS.COM	LIGHT BULBS	INV3626930	07/14/22	119.70	32430
100-41900-50210	06/22/22	LIGHTBULBS.COM	LIGHT BULBS	INV3627228	07/14/22	18.99	32430
						<u>138.69</u>	
Total For Check 32430							
Check 32431							
100-42200-50300	06/08/22	LORETTO FIRE DEPARTMENT	2022 3RD QTR FIRE PROTECTION	2-2333	07/14/22	52,292.91	32431
						<u>52,292.91</u>	
Total For Check 32431							
Check 32432							
100-41600-50300	06/01/22	MADDEN, GALANTER, HANSEN LLP	LABOR RELATION SERVICES	05_2022	07/14/22	399.00	32432
						<u>399.00</u>	
Total For Check 32432							
Check 32433							
100-41900-50210	05/26/22	MENARDS MAPLE GROVE	CITY HALL SUPPLIES - WINDSOCK FLAG	99286	07/14/22	50.19	32433
100-43100-50210	06/13/22	MENARDS MAPLE GROVE	PW SUPPLIES - BLACK REDUCER/GAS VA	201	07/14/22	150.54	32433
100-43100-50223	06/13/22	MENARDS MAPLE GROVE	PW SUPPLIES - FLARE TO MPT/CLAMPS/	195	07/14/22	65.73	32433
100-45100-50210	06/30/22	MENARDS MAPLE GROVE	PARKS AND REC SUPPLIES - TENT STAK	01082	07/14/22	39.50	32433
100-45200-50210	06/06/22	MENARDS MAPLE GROVE	PARK - MALE ADAPTER/BLACK UNION	99839	07/14/22	37.34	32433
						<u>343.30</u>	
Total For Check 32433							
Check 32434							
602-00000-20800	07/01/22	METROPOLITAN COUNCIL	JUNE 2022 SAC CHARGES	06302022	07/14/22	32,305.00	32434
602-00000-36200	07/01/22	METROPOLITAN COUNCIL	JUNE 2022 SAC CHARGES	06302022	07/14/22	(323.05)	32434
						<u>31,981.95</u>	
Total For Check 32434							
Check 32435							
602-49450-50312	07/01/22	METROPOLITAN COUNCIL ENVIRO	WASTE WATER SERVICES 08/2022	0001142621	07/14/22	11,642.72	32435
						<u>11,642.72</u>	
Total For Check 32435							
Check 32436							
100-42100-50210	06/21/22	NAPA AUTO PARTS - Corcoran	PD - ENR ELECT BATTERY	417319	07/14/22	15.78	32436
						<u>15.78</u>	
Total For Check 32436							
Check 32437							
100-00000-21708	06/30/22	NATALIE DAVIS MCKEOWN	DEPENDENT CARE REIMBURSEMENT	052522	07/14/22	460.00	32437
						<u>460.00</u>	
Total For Check 32437							
Check 32438							
415-45200-50210	06/30/22	NATURAL SHORE TECHCOLOGIES I	PARKS VEGETATION	5237	07/14/22	45.00	32438
415-45200-50210	06/25/22	NATURAL SHORE TECHCOLOGIES I	PARKS VEGETATION	5235	07/14/22	55.00	32438
						<u>100.00</u>	
Total For Check 32438							

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 32439							
100-43122-50400	06/16/22	NORTHERN SALT INC	DUST CONTROL CALCIUM CHLORIDE	25598	07/14/22	121,344.50	32439
			Total For Check 32439			<u>121,344.50</u>	
Check 32440							
601-49400-50610	05/27/22	NORTHLAND TRUST SERVICES	CORCO14B	CORCO14B 08-22	07/14/22	16,004.51	32440
602-49450-50610	05/27/22	NORTHLAND TRUST SERVICES	CORCO14B	CORCO14B 08-22	07/14/22	20,045.50	32440
			Total For Check 32440			<u>36,050.01</u>	
Check 32441							
311-43100-50610	05/27/22	NORTHLAND TRUST SERVICES	CORCO20B	CORCO20B 08-22	07/14/22	25,945.00	32441
			Total For Check 32441			<u>25,945.00</u>	
Check 32442							
309-47000-50610	05/27/22	NORTHLAND TRUST SERVICES	CORCO16A	CORCO16A 08-22	07/14/22	1,400.00	32442
312-47000-50610	05/27/22	NORTHLAND TRUST SERVICES	CORCO16A	CORCO16A 08-22	07/14/22	15,640.00	32442
			Total For Check 32442			<u>17,040.00</u>	
Check 32443							
100-41900-50300	05/27/22	NORTHLAND TRUST SERVICES	CORCO18A	CORCO18A 08-22	07/14/22	495.00	32443
309-47000-50610	05/27/22	NORTHLAND TRUST SERVICES	CORCO18A	CORCO18A 08-22	07/14/22	6,225.00	32443
313-47000-50610	05/27/22	NORTHLAND TRUST SERVICES	CORCO18A	CORCO18A 08-22	07/14/22	15,712.50	32443
			Total For Check 32443			<u>22,432.50</u>	
Check 32444							
100-41900-50300	05/27/22	NORTHLAND TRUST SERVICES	CORCO20A	CORCO20A 08-22	07/14/22	495.00	32444
309-47000-50610	05/27/22	NORTHLAND TRUST SERVICES	CORCO20A	CORCO20A 08-22	07/14/22	7,250.00	32444
601-49400-50610	05/27/22	NORTHLAND TRUST SERVICES	CORCO20A	CORCO20A 08-22	07/14/22	10,400.00	32444
			Total For Check 32444			<u>18,145.00</u>	
Check 32445							
100-45200-50210	06/10/22	NUTRIEN AG SOLUTIONS, INC.	PW - COPPER SUL CRYSTALS	48620740	07/14/22	225.00	32445
100-45200-50221	06/10/22	NUTRIEN AG SOLUTIONS, INC.	PW SUPPLIES - DYLOX	48620716	07/14/22	291.00	32445
			Total For Check 32445			<u>516.00</u>	
Check 32446							
100-41900-50200	06/17/22	ODP BUSINESS SOLUTIONS, LLC	CITY HALL OFFICE SUPPLIES - POST I	248961939001	07/14/22	88.18	32446
			Total For Check 32446			<u>88.18</u>	
Check 32447							
100-00000-22205	07/06/22	OMANN CONTRACTING COMPANIES	CO RD 10 & WALNUT LANE TURN LANE I	07072022	07/14/22	62,931.09	32447
408-00000-20610	07/06/22	OMANN CONTRACTING COMPANIES	CO RD 10 & WALNUT LANE TURN LANE I	07072022	07/14/22	(3,146.55)	32447
			Total For Check 32447			<u>59,784.54</u>	
Check 32448							
416-43100-50520	06/02/22	PENGUIN INSULATION	PUBLIC WORKS BUILDING SPRAY FOAM	66359695	07/14/22	34,370.00	32448
			Total For Check 32448			<u>34,370.00</u>	
Check 32449							
100-45100-50210	06/30/22	PIIONEER MANUFACTURING COMPAN	SOCCER FIELD PAINT	CO6327	07/14/22	1,901.90	32449
			Total For Check 32449			<u>1,901.90</u>	
Check 32450							
100-41130-50350	06/17/22	POSTMASTER	SUMMER/FALL 2022 NEWSLETTER	06172022	07/14/22	1,800.00	32450
			Total For Check 32450			<u>1,800.00</u>	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF CORCORAN
 EXP CHECK RUN DATES 06/24/2022 - 07/14/2022
 JOURNALIZED
 PAID - CHECK TYPE: PAPER CHECK
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 32451							
100-43100-50220	06/24/22	POWERS PROTECTIVE COATINGS	PW - SPRAY CHEV WIDE BOX	062422-02	07/14/22	599.00	32451
			Total For Check 32451			<u>599.00</u>	
Check 32452							
100-45100-50210	06/30/22	SANDI'S SCREEN PRINTING	SOCCER SHIRTS	SOCCE2022	07/14/22	2,577.00	32452
202-42100-50210	06/30/22	SANDI'S SCREEN PRINTING	NITE TO UNITE GRAPHICS	07052022	07/14/22	423.00	32452
			Total For Check 32452			<u>3,000.00</u>	
Check 32453							
416-43100-50550	06/30/22	SAXON FLEET SERVICES	PD FORD EXPEDITION	F220262-1	07/14/22	55,567.00	32453
			Total For Check 32453			<u>55,567.00</u>	
Check 32454							
100-45200-50210	06/06/22	SITE ONE LANDSCAPE SUPPLY	HUNTER PLUG IN EXPANSION MODULE	120021429-001	07/14/22	43.11	32454
100-45200-50210	06/24/22	SITE ONE LANDSCAPE SUPPLY	PARK-SUPPLIES PINCH CLAMP/HAMMER/C	120735897-001	07/14/22	79.86	32454
100-45200-50221	06/23/22	SITE ONE LANDSCAPE SUPPLY	WILKINS 720A PRESSURE VACUUM BREAK	120699624-001	07/14/22	126.68	32454
			Total For Check 32454			<u>249.65</u>	
Check 32455							
100-43125-50210	06/30/22	SPESCO, INC	COAL SLAG	61905 REPRINT	07/14/22	422.40	32455
			Total For Check 32455			<u>422.40</u>	
Check 32456							
100-43100-50321	06/18/22	SPRINT	CELL SERVICE 05/15/22-06/14/22	391283315-247	07/14/22	355.20	32456
			Total For Check 32456			<u>355.20</u>	
Check 32457							
100-00000-21709	06/30/22	STANDARD INSURANCE COMPANY	JULY 2022 LIFE INSURANCE PREMIUMS	07012022	07/14/22	1,369.25	32457
			Total For Check 32457			<u>1,369.25</u>	
Check 32458							
100-00000-20205	06/30/22	STREICHER'S POLICE EQUIPMENT	PD SUPPLIES - TRAUMA PLATE/VEST CA	I1576698	07/14/22	1,416.99	32458
100-42100-50417	06/15/22	STREICHER'S POLICE EQUIPMENT	PD UNIFORM - WILCOX	I1574236	07/14/22	124.98	32458
			Total For Check 32458			<u>1,541.97</u>	
Check 32459							
100-00000-21707	06/30/22	TEAMSTER LOCAL 320	UNION DUES/TLDF	07012022	07/14/22	450.68	32459
			Total For Check 32459			<u>450.68</u>	
Check 32460							
100-42100-50417	06/30/22	TIDE CLEANERS	JUNE 2022 PD UNIFORM CLEANING	06-2022	07/14/22	381.87	32460
			Total For Check 32460			<u>381.87</u>	
Check 32461							
100-41900-50401	06/30/22	ULTIMATE CLEANERS LLC	CITY HALL & PD CLEANING	22063000	07/14/22	855.00	32461
			Total For Check 32461			<u>855.00</u>	
Check 32462							
100-41900-50210	06/17/22	US BANKCORP EQUIPMENT FINANC	COPIER LEASE	475229563	07/14/22	424.46	32462
			Total For Check 32462			<u>424.46</u>	
Check 32463							
100-42100-50321	06/26/22	VERIZON WIRELESS	PD/CH CELL PHONE	9909745663	07/14/22	1,319.84	32463
100-42100-50323	06/26/22	VERIZON WIRELESS	PD/CH CELL PHONE	9909745663	07/14/22	247.41	32463
			Total For Check 32463			<u>1,567.25</u>	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 32464 100-45200-50210	06/14/22	WRUCK SEWER & PORTABLE RENTA	PARK PORTABLE RENTAL	11703	07/14/22	391.00	32464
			Total For Check 32464			<u>391.00</u>	
Check 32465 100-43100-50381	06/06/22	XCEL ENERGY	STREET LIGHTS	782679843	07/14/22	25.45	32465
			Total For Check 32465			<u>25.45</u>	
Check 32466 100-43100-50380	06/22/22	XCEL ENERGY	PW BUILDING ELECTRICITY	784914501	07/14/22	1,167.25	32466
			Total For Check 32466			<u>1,167.25</u>	
Check 32467 100-43100-50381	06/30/22	XCEL ENERGY	STREET LIGHTS	786137736	07/14/22	19.28	32467
			Total For Check 32467			<u>19.28</u>	
Check 32468 100-43201-50210	05/18/22	RECYCLE TECHNOLOGIES, INC	CLEAN UP DAY MATTRESS/BOX SPRING	224871	07/07/22	484.00	32468
			Total For Check 32468			<u>484.00</u>	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Fund Totals:							
			Fund 100 GENERAL FUND			487,639.34	
			Fund 202 POLICE DONATION FUND			660.50	
			Fund 209 OUTDOOR WARNING POINT			16,000.00	
			Fund 309 D/S-EQUIPMENT CERTS			14,875.00	
			Fund 311 2012B PUBLIC WORKS BOND D/S			25,945.00	
			Fund 312 2016A DOWNTOWN IMPROVEMENT			15,640.00	
			Fund 313 ROCKFORD SCHOOL LAND 2018A			15,712.50	
			Fund 408 PAVEMENT MANAGEMENT			(3,146.55)	
			Fund 415 PARK CAPITAL FUND			100.00	
			Fund 416 CAPITAL-EQUIPMENT CERTS			153,915.21	
			Fund 601 WATER			179,804.90	
			Fund 602 SEWER			63,948.27	
			Total For All Funds:			<hr/>	971,094.17

RESOLUTION NO. 2022-81

Motion By:
Seconded By:

**A RESOLUTION APPROVING TOBACCO LICENSES IN THE
CITY OF CORCORAN, MINNESOTA**

BE IT RESOLVED, by the City Council of the City of Corcoran that the following Tobacco Licenses are granted a conditional license effective July 1, 2022, through June 30, 2023, to the following establishments and licensees as the appropriate application, insurance documents, and payment have been provided.

<u>ESTABLISHMENT</u>	<u>LICENSEE</u>	<u>LICENSES</u>
Corcoran Crossroads Market Place	Harikrishna LLC	Tobacco
Mama G's	Mama G's Operations LLC	Tobacco
The Original Tom Thumb	HJRAE, LLC	Tobacco

VOTING AYE

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

VOTING NAY

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

Whereupon, said Resolution is hereby declared adopted on this 14th day of July, 2022.

Tom McKee – Mayor

ATTEST:

Jessica Beise – City Administrator

City Seal

City of Corcoran
County of Hennepin
State of Minnesota

RESOLUTION NO. 2022-82

Motion By:
Seconded By:

**A RESOLUTION APPROVING CHARITABLE GAMBLING IN THE CITY OF
CORCORAN, MINNESOTA**

BE IT RESOLVED, by the City Council of the City of Corcoran that the following Charitable Gambling License is granted effective for the dates as indicated, to the following Licensee, which provided appropriate application.

<u>LICENSEE</u>	<u>LICENSE</u>	<u>LICENSE EFFECTIVE DATE</u>
St. Thomas the Apostle Church <i>Organization located at 20000 County Road 10 Corcoran, MN 55340</i>	Charitable Gambling <i>(Bingo and Raffle)</i>	August 21, 2022 <i>(One day license) Event located at St. Thomas the Apostle Church 20000 County Road 10 Corcoran, MN 55340</i>
Minnesota 100 Club PO Box 1066 Anoka, MN 55303	Charitable Gambling <i>(Raffle)</i>	August 4, 2022 <i>(One day license) Event located at Pheasant Acres Golf Course 10705 County Road 116 Corcoran, MN 55374</i>

VOTING AYE

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

VOTING NAY

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

Whereupon, said Resolution is hereby declared adopted on this 14th day of July, 2022.

Tom McKee - Mayor

ATTEST:

Jessica Beise – City Administrator

City Seal

RESOLUTION NO. 2022-83

Motion By:
Seconded By:

**RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD
AND STAFF ELECTION JUDGES**

WHEREAS, the City of Corcoran is required by Minnesota Statutes 203B.121, Subd. 1 to establish an Absentee Ballot Board effective July 1, 2022, through November 8, 2022; 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;

WHEREAS, the following Minnesota residents have agreed to serve as election judges and have met the qualifications established by the State of Minnesota, have been trained prior to the elections, and are eligible to serve, meeting the qualifications established by the State of Minnesota under 204B.25; and

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 2022 State Primary and General Elections are hereby named as Michael Pritchard, Jessica Christensen Buck, Maggie Ung, Amelia Fadden, and Jodie Peterson.

Whereupon, said Resolution is hereby declared adopted on this 14th day of July, 2022.

Tom McKee - Mayor

ATTEST:

Jessica Beise – City Administrator

City Seal

STAFF REPORT

Agenda Item 7e.

Council Meeting: July 14, 2022	Prepared By: Jessica Beise
Topic: Planning Commission Resignation and Vacancy	Action Required: Approval; Appointment discussion

Summary:

The City has received a notice of resignation from Dean Jacobs of the Planning Commission which is attached to this report. Dean has been a member of the Planning Commission since 2009. Dean served as the Chair for multiple terms and has provided significant value to the City in his plan reviews and recommendations.

Staff has started to advertise for vacancy. Per a recent discussion on the appointment process of commissioners, Council determined interviewing and a recommendation from a sub-committee of a rotating Councilmember and the Mayor. Councilor Bottema is the next Council member on the rotation for the subcommittee.

Financial/Budget:

Planning Commission members serve without compensation.

Attachments:

1. Resignation Notice – Dean Jacobs
2. Resolution 2022-84 Honoring Planning Commission Chair Dean Jacobs

Dean R. Jacobs
Chair, Corcoran Planning Commission
20415 Duffney Circle
Corcoran, MN 55374
May 30, 2022

Agenda Item: 7e.

Mr. Tom McKee, Mayor
Ms. Jessica Beise, City Administrator
City of Corcoran
8200 County Road 116
Corcoran, MN 55340

Honorable Mayor, Ms. Beise:

By way of this letter, I am officially notifying you that I will be resigning my Planning Commission seat effective immediately following the July 7 regularly scheduled Planning Commission meeting.

It is said that if you really enjoy doing something, then it is never work; well, being a member of the Planning Commission is about as close to that definition as possible. How else can you explain my long tenure?? Being able to serve the City of Corcoran in this capacity has been a great experience for me personally, and to be a part of the development process at the very beginning of development with city sewer and water has been a rewarding challenge.

Of course, I will miss being a part of the future growth of the city, and all the new challenges that will come with it, but Denise and I are looking forward towards taking that next step on our path to full retirement by moving up north to Pequot Lakes and living in a rambler in the woods! However, as I will still be a landowner, I will be ever diligent in keeping myself updated on the major issues. In addition, since my daughter purchased our home here in Corcoran, I know we will be making frequent visits with hopes of catching up with our friends and neighbors.

Lastly, I want to express my sincere gratitude to the many folks who have served alongside me, mentored me, and graciously put up with my lengthy ramblings all these years. The same sentiment goes out to the many city staff and consultants, all professionals, who made our work possible and to the members of the city council who valued the work that the planning commission does and the role they play in shaping the future of this community.

Sincerely,

Dean R. Jacobs

RESOLUTION NO. 2022-84

Motion By:
Seconded By:

A RESOLUTION HONORING PLANNING COMMISSION CHAIR DEAN JACOBS

WHEREAS, the City of Corcoran reluctantly accepted a resignation notice from Dean Jacobs, from the Planning Commission, in a resignation letter dated May 30, 2022; and

WHEREAS, Dean Jacobs has shown long-standing dedication to the Corcoran community by serving on the Planning Commission since 2009; and

WHEREAS, during that time, Dean Jacobs provided thoughtful and thorough reviews of dozens of land use applications, assisted in establishing and updating design guidelines for the City, contributed in two updates to the Comprehensive Plan, and served as the Planning Commission Chair from 2013-2022; and

WHEREAS, the City of Corcoran recognizes the time, energy, dedication, and leadership provided by Dean Jacobs, during his thirteen years of involvement in the Planning Commission; and

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

VOTING AYE

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

VOTING NAY

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

Whereupon, said Resolution is hereby declared adopted on this 14th day of July, 2022.

Tom McKee – Mayor

ATTEST:

Jessica Beise – City Administrator

City Seal

STAFF REPORT

Agenda Item 7f.

City Council Meeting: July 14, 2022	Prepared By: Natalie Davis McKeown
Topic: Draft Response to Medina Comprehensive Plan Amendment for Cates Ranch Industrial	Action Required: Authorization

Comment Deadline: July 19, 2022

1. Background

On January 27, 2022 the City Council authorized staff to respond to notice of a proposed amendment to the City of Medina’s 2040 Comprehensive Plan for a site referenced as “Cates Ranch Industrial.” At that time, the proposed amendment was to re-guide 70 acres of land (west of Willow Drive, north of Highway 55, and just south of the Corcoran border) from “Future Development Area” to “Business”, to allow a proposed warehouse/industrial development of roughly 665,000 square feet floor area.

Since that time, the applicant revised their request to only include 30 acres east of Willow Drive and north of Chippewa Road (PID 04-118-23-14-0004). The re-guided area would no longer go up to the Corcoran-Medina border. The intent is to allow approximately 300,000 square feet of warehouse, light industrial, and office space on the site. Due to the changed proposal, staff believes it makes sense to slightly revise comments for the consideration of Medina’s City Council. Comments or an indication of no comments are due by July 19, 2022.

Staff was provided with the following link to view supporting documentation for the request: <https://portal.laserfiche.com/Portal/Browse.aspx?id=81489&repo=r-37d27836>.

Staff provided similar comments in this revised letter that consider the reduced effect to Corcoran at this time while recognizing the need to plan for eventual development in the area. Please review the attached letter and make any necessary modifications.

2. Recommendation

Move to authorize the Mayor and City Administrator to sign and send the attached letter to the City of Medina.

Attachments:

1. Draft letter to the City of Medina dated 07/14/2022



CITY OF CORCORAN

8200 County Road 116, Corcoran, MN 55340
763.420.2288 – Office 763.420.6056 – Fax
E-mail - general@corcoranmn.gov / Web Site - www.corcoranmn.gov

July 14, 2022

Dusty Finke
City of Medina
2052 County Road 24
Medina, MN 55340-9790

RE: Comprehensive Plan Amendment for Cates Industrial Park

Mr. Finke,

Thank you for the opportunity to comment on the proposed Comprehensive Plan Amendment in reference to Cates Industrial Park (PID 04-118-23-14-0004) located North of Highway 55, east of Willow Drive, between Chippewa Rd and Cates Ranch Dr. It is our understanding that this request will re-guide approximately 30 acres of land currently identified as “Future Development Area” to “Business” within the 2040 Comprehensive Plan for Medina. This change in land use guiding will allow for approximately 300,000 square feet of warehouse, light industrial, and/or office space on the subject site.

The City of Corcoran reviewed the materials posted on the City of Medina’s website as of June 10, 2022 and offers the following revised comments:

1. Now that the project no longer abuts the residential properties in Corcoran, the City of Corcoran is less concerned with the direct effect of the revised proposal. The City of Corcoran is satisfied with the City of Medina’s own regulations that require a buffer with an opacity of 0.5 adjacent to residential property along the north and east of this site. If a Planned Unit Development (PUD) moves forward, the City of Corcoran asks that the buffering requirements are not decreased for this project as an effort to mitigate any light and noise impacts to the Corcoran residences.
2. Also, in the letters to the City of Medina dated June 22, 2017 and January 27, 2022, the City of Corcoran asked the City of Medina to consider extending the planned trail for a portion of Willow Drive to the north boundary to align with the City of Corcoran’s own plan for a trail along Willow Drive. Since 2017, the City of Corcoran further contemplated an improvement project along Willow Drive that includes bituminous trail to the Medina border along the west side of the roadway. We encourage the City of Medina to consider planning for a future trail and preserve right-of-way along Willow Drive to allow for an eventual trail connection.
3. We request that the applicant be required to study this floodplain to define the Base Flood Elevation around this area and ensure the development does not impact nearby parcels, including properties to the north in Corcoran.

4. Willow Drive to the north of Medina is a gravel road which is not able to support significant traffic from a proposed industrial development. We ask that reasonable measures be implemented to ensure development traffic goes south to Highway 55.
5. Our two cities have an interconnection of water systems at Wild Meadows and Ravinia along Hackamore Road for use during maintenance or emergencies. Although Corcoran is rural, we recommend the City continues to plan for a watermain stub at the Corcoran boundary to serve as a future interconnect when the property to the north develops.

Please feel free to contact City Administrator, Jessica Beise, with questions at jbeise@corcoranmn.gov and 763-400-7029.

Sincerely,

Tom McKee
Mayor

Jessica Beise
City Administrator

Copy: Kendra Lindahl, City Planner
Natalie Davis McKeown, Planner
City File



To: City of Corcoran

From: Kent Torve, PE City Engineer
Nick Wyers, PE

File: 227704115

Date: July 7, 2022

Subject: County Road 10 and Walnut Lane Turn Lane Improvements - Pay Request #1

Council Action Requested

We recommend approval of Pay Request #1 to Omann Contracting Companies, Inc. in the amount of \$59,784.54 on the County Road 10 and Walnut Lane Turn Lane Improvements Project.

Pay Application Summary

- Contract Amount - \$454,188.25
- Change Orders to Date - \$0
- Total Complete to Date – \$62,931.09
- Less Retainage - \$3,146.55
- Total This Pay Application - \$59,784.54

Background

The Rush Creek Reserve development has constructed Walnut Lane triggering a need for improvements on County Road 10. Improvements to County Road 10 consist of the construction of westbound right turn and eastbound left turn lanes into the development's main entrance. Three Rivers Park District requires a raised concrete median to provide for a safer pedestrian crossing of County Road 10 for the future trail users.

Project Update

The amount brings the total approved to date to 13% of the total project value before withholding the 5% retainage amount of \$ 3,146.55.

The requested amount is related to mobilization, traffic control and storm sewer installation.

Financing

This project would be funded through a developer escrow.

Next Steps

Omann Contracting Companies will continue to work on turn lane construction on the north side of County Road 10. Remaining work includes turn lane construction, paving, curb and median construction, and establishment of site restoration.

Attachments

Pay Request #1

SECTION 00 62 76
APPLICATION FOR PAYMENT FORM

OWNER: City of Corcoran
PROJECT: County Road 10 and Walnut Lane Turn Lane Improvements
CONTRACTOR: Omamm Contracting Companies, Inc.

PAY ESTIMATE NO. 1

Original Contract Amount:	<u>\$ 454,188.25</u>
Contract Changes approved to Date (List Change Order Numbers):	<u>N/A</u>
Revised Contract Price :	<u>\$ 454,188.25</u>
Work Completed to Date (attached):	<u>\$ 62,931.09</u>
Retainage to Date, 5%:	<u>\$ 3,146.55</u>
Work Completed to Date Less Retainage to Date:	<u>\$ 59,784.54</u>
Total Amount Previously Certified:	<u>\$ -</u>
Payment Request This Estimate:	<u>\$ 59,784.54</u>

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


CONTRACTOR

CERTIFICATE OF CONTRACTOR

I hereby certify that the work and the materials supplied to date, as shown on the request for payment, represents the actual value of accomplishment under the terms of the contract dated 04/28/2022 between between the City of Corcoran (OWNER) and Omann Contracting Companies, Inc. (CONTRACTOR) and all authorized changes therto:

Omman Contracting Companies

By 

Title Partner

Approval:

(CONTRACTOR)

 Date 7/6/22

STANTEC CONSULTING SERVICES, INC.

Kent@Toule Date 07/06/2022

CITY OF CORCORAN

_____ Date _____

END OF SECTION



To: Kevin Mattson, Public Works Director From: Kent Torve, PE, City Engineer
File: 227704919 Date: July 8, 2022

Reference: Corcoran Well #1 – Pay Application #2

BACKGROUND

E.H. Renner & Sons (Renner) was awarded the contract for construction of Well #1 in April 14th, 2021. Renner has submitted Pay Application #2 for the work completed to date in the amount of \$60,192.00. Attached is the payment request form. The requested payment has withheld 5% in retainage of the work completed to date.

Renner has completed well development and blasting debris removal. In the coming weeks Renner will complete the test pumping, monitoring, water quality sampling, gamma logging and televising, and installation of well accessories.

BUDGET IMPACT

The work completed is within the previously approved budget for the project.

RECOMMENDATION

We recommend payment for the work completed to date, less retainage in the amount of \$60,192.00.

ATTACHMENTS

Payment Application #2

E.H. Renner & Sons

15688 Jarvis St NW
Elk River, MN 55330
Phone (763) 427-6100
www.ehrenner.com

INVOICE



Invoice Number: 7138
Date 6/30/2022

CITY OF CORCORAN
8200 COUNTY ROAD 116
CORCORAN, MN 55340

Service Location
Address: 10110 COUNTY ROAD 116 N.
City: CORCORAN
Job/Well # TEST WELL U#840775
Purchase Order

MUNICIPAL WELL #1
PAY REQUEST #2

TOTAL WORK THIS PERIOD	\$63,360.00
LESS RETAINAGE	\$ 3,168.00 -
TOTAL AMOUNT DUE	\$60,192.00

Taxable Total \$0.00

Thank you for the opportunity to work for you.

**CITY OF CORCORAN
MUNICIPAL WELL NO 1**

PAY REQUEST NO 2

30-Jun-22

ITEM #	DESCRIPTION	EST # OF UNITS	UNITS	ACT # OF UNITS	TOTAL # OF UNITS THIS PERIOD	UNIT PRICE	TOTAL COMPLETED PERIOD	TOTAL WORK COMPLETED
1	Mobilization/Demob	1	L.S.	0.50	0.00	\$ 22,800.00	\$0.00	\$11,400.00
2	Well Drilling - 18" Borehole	259	L.F.	251.00	0.00	\$ 60.00	\$0.00	\$15,060.00
3	12" Steel Casing	261	L.F.	252.00	0.00	\$ 112.00	\$0.00	\$28,224.00
4	Grout Seal	10	cyd	11.81	0.00	\$ 525.00	\$0.00	\$6,200.25
5	Well Drilling - 12" Open Borehole	173	L.F.	180.00	0.00	\$ 40.00	\$0.00	\$7,200.00
6	F.I.R. Development Equipment	1	L.S.	0.75	0.00	\$ 10,000.00	\$0.00	\$7,500.00
7	Well Development	80	hrs	26.00	17.00	\$ 300.00	\$5,100.00	\$7,800.00
8	Dynamite Development	600	lb	1,159.00	788.00	\$ 45.00	\$35,460.00	\$52,155.00
9	Removal of blasting debris	400	cyd	125.00	125.00	\$ 115.00	\$14,375.00	\$14,375.00
10	Surface accessories, well cap, temp bollards	1	L.S.	0.00	0.00	\$ 750.00	\$0.00	\$0.00
11	F.I.R. Test pump equipment	1	L.S.	0.67	0.67	\$ 7,500.00	\$5,025.00	\$5,025.00
12	Test Pumping	80	hrs	8.00	8.00	\$ 185.00	\$1,480.00	\$1,480.00
13	Drawdown monitoring	80	hrs	8.00	8.00	\$ 15.00	\$120.00	\$120.00
14	Recovery monitoring	72	hrs	0.00	0.00	\$ 15.00	\$0.00	\$0.00
15	Water analyses	1	L.S.	0.00	0.00	\$ 1,500.00	\$0.00	\$0.00
16	Gamma logging & report	1	L.S.	1.00	1.00	\$ 1,800.00	\$1,800.00	\$1,800.00
17	Well Televising	1	L.S.	0.00	0.00	\$ 1,800.00	\$0.00	\$0.00
18	Clean out sediment from existing ob well.	4	hrs	0.00	0.00	\$ 400.00	\$0.00	\$0.00
WORK COMPLETED PERIOD							\$ 63,360.00	
TOTAL WORK COMPLETED TO DATE								\$ 158,339.25
LESS 5% RETAINAGE							\$ (3,168.00)	\$ (7,916.96)
Less amount paid								\$ (90,230.29)
AMOUNT DUE PERIOD							\$ 60,192.00	\$ 60,192.00

SECOND - PAY REQUEST

STAFF REPORT

Agenda Item 8a.

City Council Meeting: July 14, 2022	Prepared By: Natalie Davis McKeown
Topic: Lee Open Space & Preservation Sketch Plan (PIDs 05-119-23-31-0001; 05-119-23-32-0001; 08-119-23-22-0011) (City File No. 22-029)	Action Required: Feedback

Review Deadline: August 14, 2022

1. Request

The applicant, Markus Lee of ML Unlimited LLC, requests an opportunity to appear before the City Council to solicit informal comments on an Open Space & Preservation (OS&P) plat. The sketch plan proposes 12 lots with 45 acres preserved as farmland. Their request will also include a Conditional Use Permit to allow accessory buildings to remain on proposed Lot 1 of Block 4.

2. Background

The sketch plan consists of three existing properties. A residential parcel of 0.39-acres, an original farmstead of 52.06 acres, and a 35.04-acre parcel that was platted as Outlot A of Heather Meadows 2nd Addition in 1999. The farmstead has 5 development rights, and the existing residential parcel of 0.39-acres has 1 implied development right. The original farmstead and Outlot A are both actively used for agricultural purposes, specifically tree and



crop production. The farmstead includes a rural home in good condition with an attached garage, a second dwelling built in the late 1800's in need of restoration, and several outbuildings. These accessory structures will be discussed further starting on page 9 of this report.

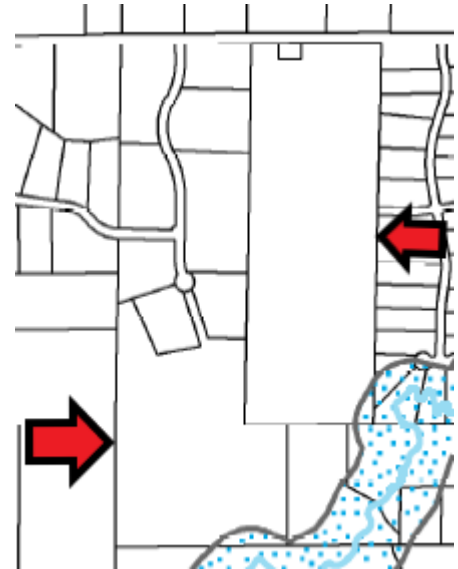
3. Context

Zoning and Land Use

All three properties are guided Rural/Ag Residential and zoned Rural Residential (RR) with the Shoreland Overlay District touching the southeast portions of the existing Outlot A and 52-acre farmstead. The site is located outside of the 2040 Metropolitan Urban Service Area (MUSA) boundary.

Surrounding Properties

All surrounding properties are guided Rural/Ag Residential and zoned Rural Residential. The present use of the surrounding properties appears to be predominately residential.



Natural Characteristics of the Site

The 2040 Comprehensive Plan Natural Resources Inventory Areas Map does not identify any significant natural plant communities within the proposed site.

The Hennepin County Natural Resources Map (pictured left and attached to this report) identifies several areas of potential and probable wetlands. The Wetland Locations and Classifications Map (attached to this report) within the 2040 Comprehensive Plan identifies seasonally flooded basin throughout the site.

Rush Creek is located nearby to the east of the existing farmstead and just south of existing Outlot A. The proximity to the creek is the reason why the shoreland overlay briefly touches both properties. It is also possible that there is floodplain on the site.

Zoning Districts:

- UR Urban Reserve
- RR Rural Residential
- Shoreland Overlay District

4. Analysis

Sketch Plan

The sketch plan shows 12 lots for single-family homes and two open space outlots for agricultural purposes throughout roughly 87.5 acres. A little more than half of the site, 45.1 acres, will be preserved as farmland within Outlot A (41.1 acres) and Outlot B (4 acres). Ten lots will be clustered in the southwest portion of the site. The remaining two lots (Lot 1, Block 4 and Lot 1, Block 5) will be located on the northern end of Outlot A fronting Oakdale Drive. Proposed Lot 1 of Block 4 will serve as a residence as well as the operations base to serve the two outlots. The existing 0.39-acre parcel (pictured above), proposed Lot 1 of Block 5, will become a conforming lot when it is re-platted as a 3.1-acre parcel.



Lot Standards and Setbacks

The OS&P does not have a minimum lot size, but the lots must be able to accommodate primary and secondary septic locations within the site or an adjacent property. This is not a concern for the two northern lots that have existing septic systems. The concept plan shows potential primary and secondary septic locations can be accommodated on each of the ten southern lots.

The maximum lot size within an OS&P must not exceed four acres in the RR zoning district. The residential lots range from 2 to 4-acres in size with an average lot size of 3.28 acres. The applicant's narrative does not disclose the anticipated architectural styles of the proposed single-family homes.

The minimum building setbacks for an OS&P are as follows:

- Front: 25 feet
- Side, internal: 10 feet
- Side, street: 25 feet
- Rear: 25 feet

The sketch plan does not identify setbacks. However, considering the smallest lot is 2 acres, the setbacks should be doable for the ten new lots. The setbacks for the existing structures will need to be confirmed on Lot 1, Block 4 and Lot 1, Block 5. It is possible one or both lots do not meet the setback requirements. The OS&P chapter within the Subdivision Ordinance requires a PUD for deviations from minimum lot standards, such as setbacks.

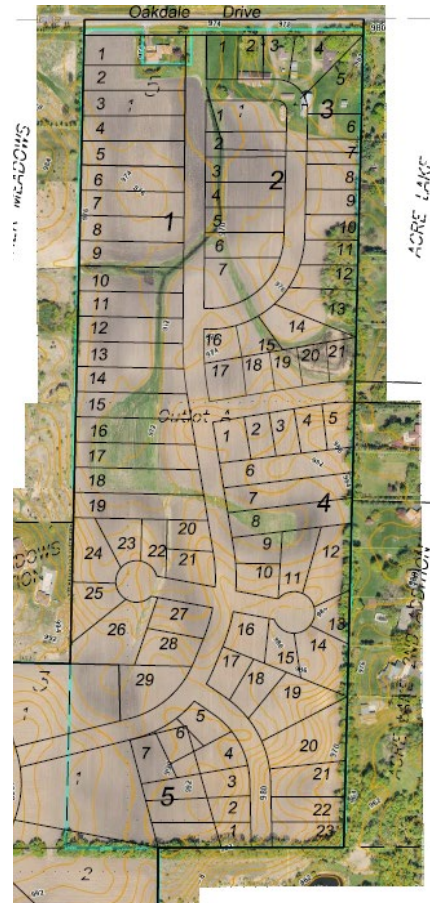
Open Space Preservation

OS&P plats are required to preserve a minimum of 50% of the land as open space and at least half of that must be upland area. The concept plan provides 45.1 acres of open space. Based on the Hennepin County Natural Resources Map, it appears that most of the proposed open space is upland. The open space will be retained by the applicant for agricultural purposes, namely a tree farm and tillable crops. The applicant's narrative explains the ratio of tillable land and trees is likely to change each year. Their intention is to farm tillable crops on the land that is not planted with trees. They aim to plant trees on 2-5 acres per year, which will gradually reduce the tillable area. When trees are harvested, they will either replant trees or plant crops.

The proposed use of the open space is in line with Objective C for an OS&P to "[p]reserve viable tracts of land for long-term agricultural use." Continued agricultural use is permitted until municipal sewer and water services are available, at which time the open space would be subject to development standards with urban densities. The applicant provided a ghost plat to show how Outlot A can be redeveloped to urban standards in the future (pictured right). The ghost plat is discussed in further detail on page 8.

The OS&P requirements allow for an individual or legal entity to own the open space. It may not be necessary for the applicant to establish a homeowner's association (HOA) at this time with the continued farming of the open space since there doesn't appear to be any shared spaces or private facilities/infrastructure proposed. However, the applicant must prepare a Preservation, Restoration & Management Plan. This document must identify current practices for the open space, provide a clear plan for the land should the agricultural use stop prior to redevelopment once municipal services are available, as well as identify thresholds for when an HOA may need to be established in the future. Should the agricultural use of the open space come to an end, staff believes it makes sense to require the creation of an HOA to take over responsibility for the space.

With past OS&Ps that included a farming component, the City required that the land be restored to natural prairie when the agricultural use ceased. The Subdivision Ordinance only requires that there be a plan, it does not specifically require restoration of the land to a natural prairie state. Regardless, the plan must be agreeable to the City. Additionally, the Subdivision Ordinance provides the following authority for the City related to the Preservation, Restoration, and Management Plan:



1. The City Council may, at its discretion, require financial guarantees of performance of restoration, seeding, cutting or planting.
2. Where land remains in the ownership of the developer or an association, the City may inspect the property at any time to ensure that provisions of the management plan are being implemented.

Buffer Requirement

The following buffer requirement is a development standard for all OS&Ps:

A buffer zone of at least 100 feet shall be provided at the perimeter of the developed area of the site abutting public streets. The buffer zone shall be thickly planted with native grasses, shrubs, and trees to minimize land conflicts.

This requirement does not apply to the clustered lots on Heather Lane as these lots do not abut an existing public street, and the road extension will be considered a part of the development. The two lots that front Oakdale Drive are subject to the 100' buffer requirement. The current plans do not comply; however, Google Earth views of the existing residences shows a fair number of trees surrounding the existing structures (see p. 3 and 9). With the applicant's intent to keep the existing residences and structures on these two lots, it may make sense to waive or reduce this requirement through either a variance or as part of a PUD.

Utilities

The sketch plan indicates each lot will have individual septic systems. The proposed

locations are subject to approval by

Hennepin County and may be adjusted due

to soil and wetland conditions. The plan

does not indicate whether these lots will

have individual wells. Based on the

proposed sizes of the lots, staff believes

each site can accommodate a well, but the

applicant will need to confirm and meet all

requirements of the MN Department of

Health. If on-site wells cannot be

accommodated, a PUD is required for one or

more community wells.



Transportation and Access

The two northern lots front and will continue

to have direct access to Oakdale Drive. The

ten southern lots will be served by an

extension of Heather Lane (pictured left). To

obtain the 200% density bonus assumed in

the concept plan, the applicant must develop

the extension of Heather Lane per the urban street section. In other words, the extension of Heather Lane will need to be paved with curb and gutter. A sidewalk will not be required, but an on-road trail will be required as shown in the 2040 Comprehensive Plan (shown on p. 7).

There are development design guidelines that apply to all OS&P developments. The concept plan satisfies most of these requirements except for the standard that

All lots shall front a paved street, internal to the site.

The two northern lots that front Oakdale Drive do not meet this requirement. However, since these are existing residences, it may make sense to address this with a variance or as part of a PUD.

The attached Engineering Memo states a turnaround that meets City standards will be necessary at the end of the proposed extension of Heather Lane. Public Safety reviewed this plan at their July 6th meeting, and their only comment was similar in that they will require a temporary cul-de-sac. The Engineering Memo also states that the developer will be required to remove the existing Heather Lane cul-de-sac pavement as well as restore drainage within the right-of-way and easement boundaries. Finally, construction access will need to be reviewed as this moves forward to minimize impacts to existing nearby properties.

Stormwater

The concept plan does not show stormwater ponding. A stormwater management plan will be required. If a filtration Best Management Practice (BMP) is utilized for the site, staff highly recommends NURP ponds with filtration shelves. These reduce future maintenance costs for homeowners. Easements shall be provided over all storm sewer pipes and ponding.

Wetlands and Floodplain

As noted previously, the Hennepin County Natural Resources Map identifies several areas of potential and probable wetlands. A wetland delineation will be required to confirm the location and quality of the wetlands throughout the entire site; the wetland buffer and monument requirements can be waived for the agricultural space. However, staff recommends identifying thresholds for requiring buffers and monuments at a later date within the Preservation, Restoration, and Management Plan. Updated plans will need to show the final wetland limits. Additionally, easements shall be provided over all wetlands per the Engineering Memo. Any wetland impacts will need to be reviewed and approved through Wetland Conservation Act (WCA) permitting processes.

Based on the concept plan, probable and potential wetlands are noted on Lot 1 of Block 1; Lots 3-5 of Block 2; and Lot 1 of Block 3. A structure and septic setback will be required based on the results of the wetland delineation. If the wetland delineation confirms the wetland on Lots 3-5 of Block 2 are a part of Rush Creek, a 75-foot septic

and structure setback from the edge of the wetland will be required. Furthermore, the applicant will need to establish the FEMA 100-year elevation. If the presence of floodplain is confirmed, an easement over the floodplain will be required, and additional adjustments to the setbacks may be required on affected lots.

Landscaping

No landscape plan was provided with the concept plan. Since the development exceeds 4 units, a landscaping plan will be required. Google Earth views (p. 3 and p. 9) show that there are several trees on what will become Lot 1 of Block 4 and Lot 1 of Block 5. At a minimum, one overstory tree shall be planted per dwelling unit on each of the new lots served by Heather Lane (10 total).

Parks and Trails

The Parks and Trails Plan in the 2040 Comprehensive Plan (pictured right) shows a proposed on-road trail along Oakdale Drive and Heather Lane. These trails will most likely consist of a painted shoulder on the roadway. On-road trails do not count towards park dedication. The Parks & Trails Plan does not show a park within the vicinity of this project, nor does the applicant's proposal include a public access component to the open space. Therefore, park dedication will be satisfied with fees in lieu of cash. The amount will be based on the fee schedule adopted at the time of recording the final plat. As of the date of this report, park dedication fees are set at \$4,628 for a single-family unit. Since there are already two existing single-family units on the site, park dedication will be due for the 10 new lots.



Proposed Parks and Trails
- - - Proposed On Road Trail
- - - Proposed Off Road Trail
- - - Proposed Off Road Trail outside 2040 Development Area

Design Objectives

OS&Ps are expected to meet as many design standards as possible from a provided list of 9 objectives. The proposed concept plan looks to satisfy the following 5 objectives:

- a. At least fifty percent of the lots abut open space on at least one side. It is acceptable for a local street to separate lots from open space.
- b. Preservation of view from each building unit and off-site vantage points to the maximum extent possible.
- c. Lots are located to preserve farmland, natural features, and the character of the area.
- d. Houses and garages appear to be located so that garages will not dominate the streetscape.

- e. The applicant is working to locate septic systems on suitable soils and in a manner that provides cost effective connections to wastewater treatment systems in the future while minimizing disruptions.

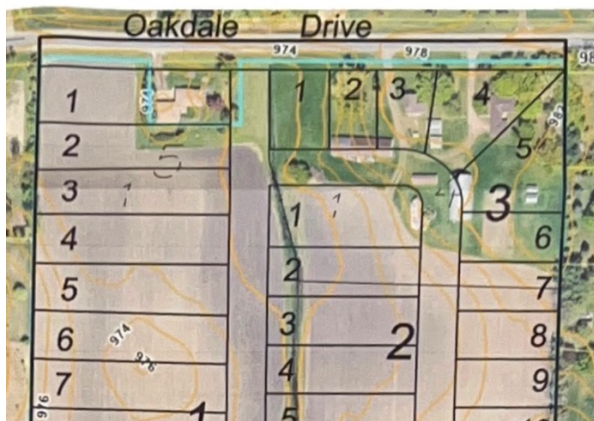
It appears the following objectives will not be compatible with the applicant's plans:

- a. Arrange the lots around a central focal point.
- b. Locate suitable neighborhood recreational open space appropriately with clearly defined boundaries. Provide connections to the open space with pedestrian corridors or sidewalks.
 - i. This could possibly be addressed in the Preservation, Restoration, and Management Plan should the agricultural use cease.

Staff recommends the applicant works to satisfy the following design objectives:

- a. Provide covenants to create an architectural theme to include items such as landscaping, porches, side or rear loaded or detached garages. A written narrative describing the architectural theme shall be provided with the preliminary plat.
- b. Landscape common areas and street rights-of-way (ROW) with native vegetation with high wildlife conservation value.
 - i. Staff believes meeting this requirement for the ROW is doable immediately.
 - ii. Landscaping with native vegetation within the common area should be addressed in the Preservation, Restoration, and Management plan in the event the open space is no longer used for farming.

Ghost Plat



The provided ghost plat shows how Outlot A can be further developed into several more lots in addition to internal street connections. The plat shows a future road connection and implies multiple driveways onto Oakdale Drive (pictured left). The Engineering Memo states the road connection and driveway locations shall be further reviewed to determine if these connections are appropriate. Additionally, the ghost plat will need to be revised to show properties to the

west of the Heather Lane extension and south of Outlot A for feasibility review of potential street connections.

Grading and Erosion Control

Individual grading plans will be required for each lot with the house type (e.g., walkout, lookout, etc.) noted. This will allow for review of the feasibility of the grading and

potential effects to adjacent lots. Additionally, the developer must prepare a Stormwater Pollution Prevention Plan (SWPPP) in accordance with Minnesota Pollution Control Agency (MPCA) requirements. The developer is expected to continuously remain in compliance with the established SWPPP during construction.

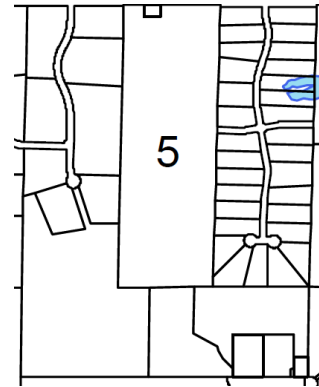
Conditional Use Permits for Living Quarters and Agricultural Buildings

Lot 1 of Block 4 is to serve as the applicant's residence and base for the agricultural operations throughout the site. This lot will become a 4-acre parcel, which is typically allowed an accessory structure footprint of 2,125 square feet. The property contains two houses in addition to several accessory structures (staff counts 9 from the Google Earth view shown below). Staff estimates there is a combined footprint of upwards of 15,000 square feet of accessory structure space on the newly proposed lot. The exact footprint will need to be confirmed by the applicant with a survey. The applicant's narrative provides that they intend to keep and restore the extra house that was built in the late 1800's. Furthermore, they intend to apply for a conditional use permit (CUP) to allow continued use of all existing outbuildings for their farm operations.



Living Quarters

Learned experience has shown that when a large farmstead with two residences (the second residence typically a previous farmhand residence) is subsequently platted so that the two houses remain on a single lot, it is possible a lot-split will be desired in the future. This could very well cause confusion and frustration for a future owner of the parcel if the Development Rights Program is not made clear to them at the time of purchase and municipal services are not yet available. This exact dilemma presented itself recently with the Zewde application reviewed earlier this year. Staff was able to work with the landowner since an adjacent property owner was willing to sell them one of their development rights. However, in this instance, there are no adjacent development rights to buy (as shown in the Development Rights Map above).



While there is a CUP for living quarters for farms in the Rural Residential district, there are several standards that must be met including a prohibition on the residence being used as a rental. Living quarters are to be reserved for farm employees only, and the applicant must show a demonstrated need for such a facility for the agricultural use. The CUP standards suggest that the second residence was contemplated for lots of at least 30-acres in size; nothing in the Zoning Ordinance suggests a second home is acceptable on a 4-acre lot. The CUP standards do not suggest that accessory living quarters are allowed on a smaller lot when it's adjacent to a farmed lot under the same ownership. When exceptions to typical rules are provided for lots under the same ownership, the Zoning Ordinance specifically calls these situations out (as will be discussed below for the requested accessory structure CUP).

An interim use permit (IUP) for an accessory dwelling unit is possible; however, the gross floor area cannot exceed 800 square feet in addition to 11 other standards that must be met. An ADU is subject to the maximum footprint for accessory structures which is already far exceeded by the outbuildings on the lot that the applicant would also like to keep. Additionally, the Zoning Ordinance was specifically written to prevent standalone ADUs, and it does not appear the extra house is attached to a garage. While staff is empathetic with the desire to keep and restore the house, our recommendation is to either put the second home on its own lot or remove it entirely. If the second home is removed, it will also make sense to remove the second driveway access on to Oakdale Drive as Oakdale is a minor collector (i.e., busy) roadway, and a second driveway would not be granted for similar lots if it was requested today as it conflicts with long-term planning objectives.

Accessory Structures

Section 1030.020, Subd. 4 (I) of the City Code makes the following allowance:

Agricultural buildings in excess of the size limitations allowed by Subd. 4 (E) of this Section shall be allowed by conditional use permit on parcels that are located in the UR or RR district and are less than 10 acres in size, but are adjacent to actively farmed land under the same ownership or ownership by the landowner in a recognized legal relationship, shall be allowed subject to the following criteria:

- 1. The proposed use shall be in conformance with all City regulations.*
- 2. A certificate of survey shall be required that identifies all existing structures on site, including buildings, septic sites, and wells. In addition, the survey shall include the proposed structure, flood plain, wetlands, and any recorded easements.*
- 3. The building materials standards required by this Section have been met.*
- 4. The applicant provides proof of ownership as required above.*
- 5. The agricultural building is used for agricultural purposes only.*

Overall, staff believes the applicant's request for a CUP meets these requirements. The City Attorney recommends that the CUP clearly state approval is granted under the condition that the outbuildings are only and continuously used for agricultural purposes to specifically serve the adjacent outlot (Outlot A). If and when the agricultural use of Outlot A goes away, the lot will need to be brought into compliance with the footprint allowance for a 4-lot acre.

Staff is concerned with a CUP that allows all the existing outbuildings to remain for the foreseeable future. The estimated 9 outbuildings of roughly 15,000 square feet seem excessive both for a 4-acre lot as well as for a farm that is not being used for animal keeping. Once again, learned experience shows that the time to address accessory structures is during a plat, and staff wants to avoid a situation where removal of these outbuildings becomes the sole burden of a future landowner as was seen with the Zewde application earlier this year.

Staff recommends approving some of the existing outbuildings, but believes it makes sense to minimize the long-term consequences of granting the CUP by limiting the allowed footprint. Staff believes a limit of 7,000-8,000 square feet (roughly twice the size of what is allowed by right for a 10-acre parcel) may be a reasonable starting point for further discussion.

Next Steps

If the applicant chooses to proceed with the application, they will need to submit applications for the following processes:

1. Wetland delineation
2. A preliminary plat and conditional use permit
 - a. Potentially a rezoning, preliminary PUD, and/or variance
3. A final plat
 - a. Potentially a final PUD

Summary

The intent of the OS&P plat is to:

- A. Preserve natural resources as identified in the Comprehensive Plan.
- B. Preserve permanent natural habitat and vegetated corridors for the shelter and movement of diverse wildlife.
- C. Preserve viable tracts of land for long-term agricultural use.
- D. Allow greater flexibility in the design of residential developments in order to create a more esthetically pleasing visual impact than standard development, particularly along arterial roadways and with respect to abutting properties.
- E. Create cohesive neighborhoods to establish local identity and increase community interaction.
- F. Reduce the costs of future public street and utility infrastructure by designing to improve the efficiency of future connections and minimize site restoration costs associated with future utility construction.
- G. Provide economic incentives to landowners to preserve, protect and/or restore high quality woodlots and other identified natural resources areas.
- H. Accomplish the objectives of the comprehensive plan in a voluntary manner through the use of incentives.

If the Council finds that the intent of the OS&P ordinance is met, they should provide feedback on the proposed plan. Staff identifies the following areas where additional feedback is most valuable:

1. Is Council open to negotiating a PUD with the applicant should the following areas of flexibility be needed/desired?
 - a. Setbacks for the Oakdale Drive lots, and the lots potentially impacted by wetlands, shoreland, and/or floodplain.
 - i. The Subdivision Ordinance requires this to be addressed as a PUD.
 - b. One or more community wells.
 - i. Required to be addressed as a PUD.
 - c. The 100' buffer requirement for the Oakdale Drive lots.
 - i. This could be addressed as a variance or PUD.
 - d. The requirement that all lots within the plat front an internal street to the development.
 - i. This could be addressed as a variance or PUD.
2. If the Council is open to a PUD, staff believes it may make sense to negotiate ways to minimize/address the impact of the development and construction to existing homes on Heather Lane.
 - a. Does the Council agree with this?
 - b. Are there other PUD benefits the Council would like to see?

3. Does the Council have thoughts on the Preservation, Restoration & Management Plan, such as the following?
 - a. Activation thresholds for an HOA.
 - b. How the open space should be used should the agricultural use cease before redevelopment is possible when municipal services are available.
 - i. Potentially requiring the plan to contemplate neighborhood recreational open space and pedestrian connections/access.
 - ii. Potentially requiring the plan to address landscaping of common areas with native vegetation with high wildlife conservation value.
 - iii. Implementing wetland buffers and monument signs.
4. Does the Council have thoughts on staff's recommendation for the applicant to further satisfy the design objectives of an OS&P by completing the following?
 - a. Provide covenants to create an architectural theme.
 - b. Landscape the ROW with native vegetation.
5. What are the Council's thoughts on staff's following recommendations for proposed Lot 1 of Block 4?
 - a. Either plat the second residence on a separate lot or remove the extra home.
 - i. Remove the second driveway access if the second home is removed.
 - b. Grant a CUP for the agricultural outbuildings but limiting the allowed footprint to 7,000-8,000 square feet.

5. Recommendation

The applicant requests comments on this concept plan. Any comments given by the City Council are advisory in nature and non-binding.

While the comments are non-binding, the applicant will consider the comments from the City Council when they prepare their formal submittal.

Attachments

1. Applicant Narrative Dated 6/7/2022
2. Concept Plan Revised 6/24/2022
3. Ghost Plat Revised 6/9/2022
4. Hennepin County Natural Resources Map
5. Wetlands Locations and Classifications Map
6. City Engineering Memo Dated 7/8/2022

June 7th 2022

Description Of Land Use Request

ML Unlimited LLC owns 3 separate parcels of property. Each of which share property lines with access off Oakdale Drive and Heather Lane. One is a 53 acre original farmstead with many in use outbuildings. This is currently operating as an active farm with plans to continue to operate as agriculture and tree farm while continuing to improve the property. The second parcel, Southwesterly of the farmstead is a 35 acre parcel. The majority of this parcel is tillable and active crop producing land. The third parcel is bordered on three sides by the 53 acre farmstead. This parcel includes a nice rural home in good condition with attached garage.

Working with city staff, city planning and Otto and Associates we have developed a plan to combine all 3 parcels into one by following development guidelines. We now have a concept plan that would change the combined 3 properties into 10 new spacious housing lots (Each of which averaging 3.28 acres). This will be located in the southwest section of the combined parcels. Therefore utilizing the majority of the 35 acre parcel and a small area of the southwest portion of the 53 acre farmstead. The third parcel (1/3 acre with an existing home) is proposed to expand to a 3.1 acre lot. Outlot A combined with Outlot B are to continue being farmed as tree farm and/or Agriculture. The original Farmstead will be utilized as an operating base for the two Outlots.

We feel this concept plan would serve us well, is in compliance with the city of Corcoran future development and expands city tax base.

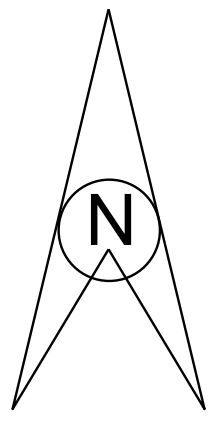
Our intention as owners of both existing parcels on Oakdale Drive would be to continue to operate the existing farmstead as it is with proposed Outlots A and B as an operational agriculture farm. We would continue to utilize the existing outbuildings at the Farmstead. We would also continue to plant and harvest trees and tillable crops on the 49.1 acres. Our intent is to sell the proposed 10 lots on a newly paved street by extending Heather lane for residential housing with access off of Oakdale drive. Heather Lane currently servicing 13 residences.

Our intention for the outlots is to farm tillable crops on the land that is not planted in trees. Every year we intend to plant trees on 2-5 Acres and slowly reduce the tillable area. After trees are harvested we will either replant into trees or plant into crops. The ratio of tillable land and trees will likely change every year.

Lot 4 has two houses and a number of outbuildings. We intend to apply for a CUP to allow us to continue to use all of the outbuildings. The outbuildings will be maintained and are required to keep the farm in operation. The extra house on the property was built in the late 1800's and we intend to restore.

Kindly, ML Unlimited LLC Markus Lee & Mark Lee owners

Concept Plan

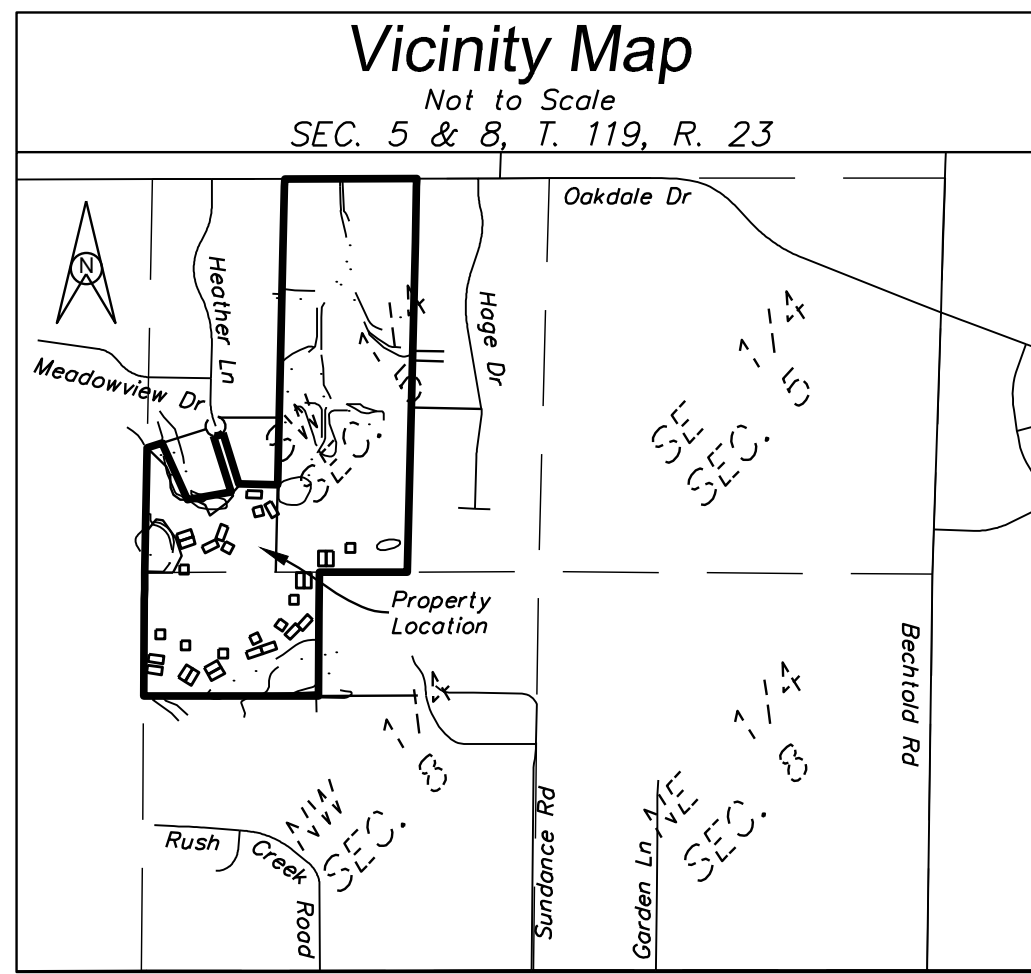


Total Property Area = 88.22 Acres

PID NOs: Area:
 05-119-23-31-0001 52.68 Acres
 08-119-23-22-0011 35.04 Acres
 05-119-23-32-0001 0.39 Acres

Density:
 Existing Development Rights = 6 Lots
 Open Space and Preservation with Urban Street = 12 Lots
 Open Space Provided = 45.1 Acres

- P denotes Possible Primary Septic Area
- A denotes Possible Alternate Septic Area
- H denotes Possible House Pad Location



NOTE:
 Wetlands shown are from the Hennepin County wetland inventory.

Concept Plan on Part of Section 5, and Section 8, Township 119, Range 23, Hennepin County, Minnesota

Revised:

6-24-22

Requested By:

Mark Lee

Date:

4-19-22

Drawn By:

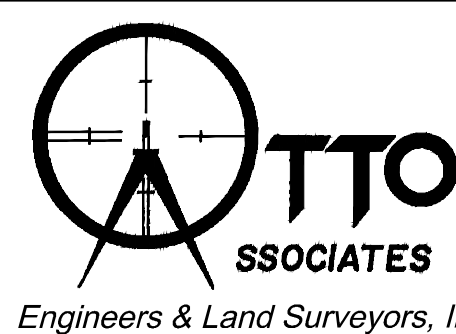
T.R.K.

Scale:

1"=150'

Checked By:

P.E.O.

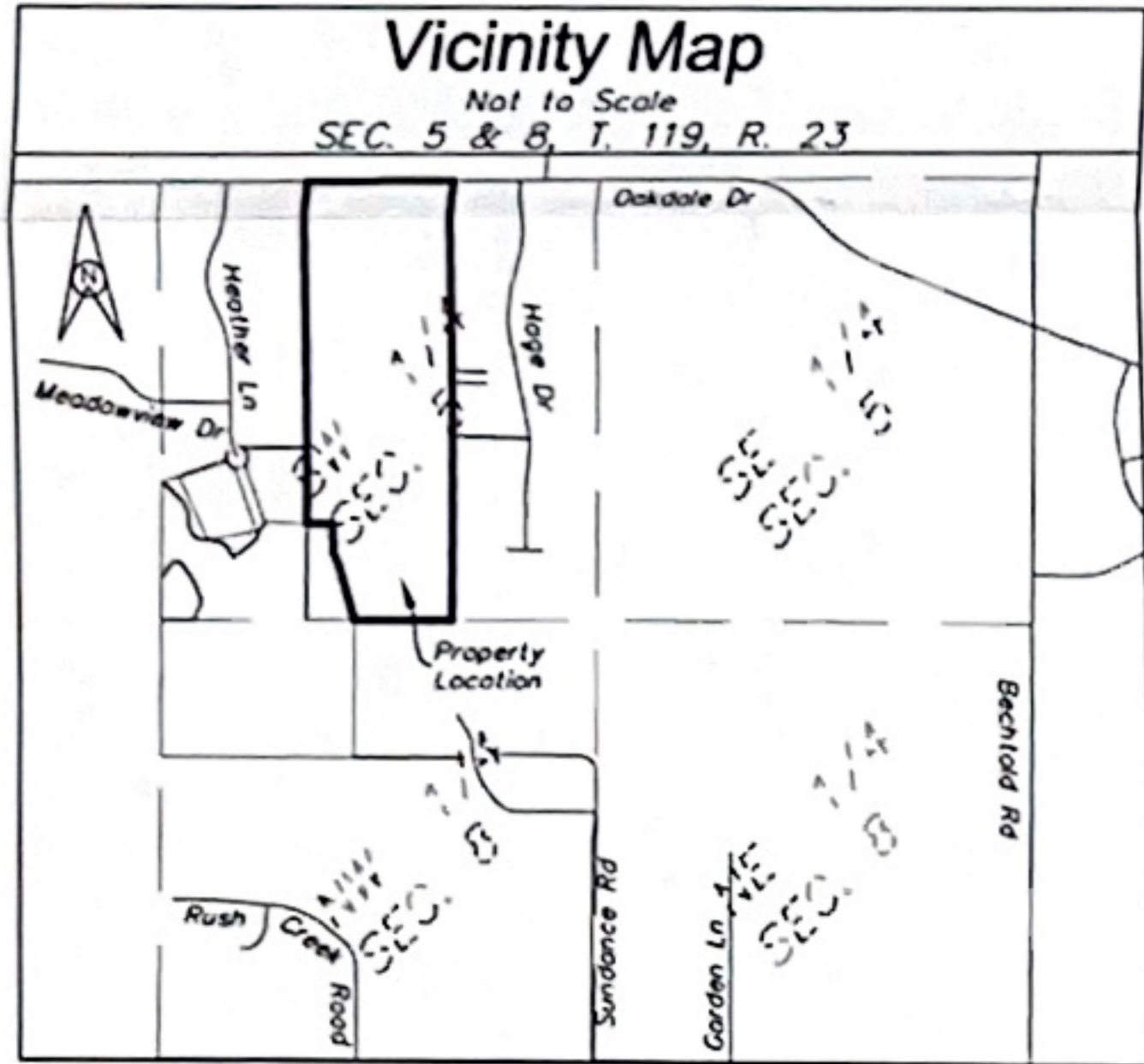
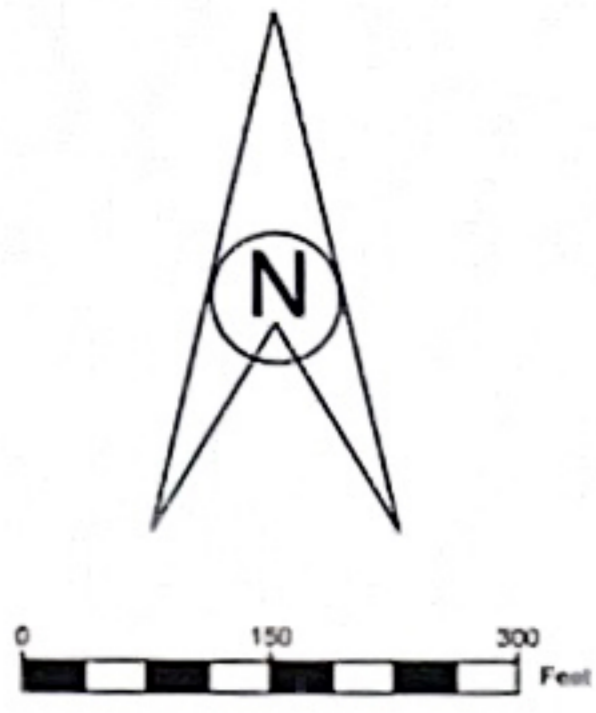


www.ottoassociates.com
 9 West Division Street
 Buffalo, MN 55313
 (763)682-4727
 Fax: (763)682-3522

- denotes iron monument found
- denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062

Project No. 22-0177

Ghost Plat



Ghost Plat on Part of Section 5, and Section 8, Township 119, Range 23, Hennepin County, Minnesota

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Requested By:

Mark Lee



www.ottoassociates.com
9 West Division Street
Buffalo, MN 55313
(763)682-4727
Fax: (763)682-3522

● denotes iron monument found
○ denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062

Revised:

Paul E. Otto
Paul E. Otto
License #40062 Date: 6-2-22

Date: 4-19-22

Drawn By: T.R.K.

Scale: 1"=150'

Checked By: P.E.O.

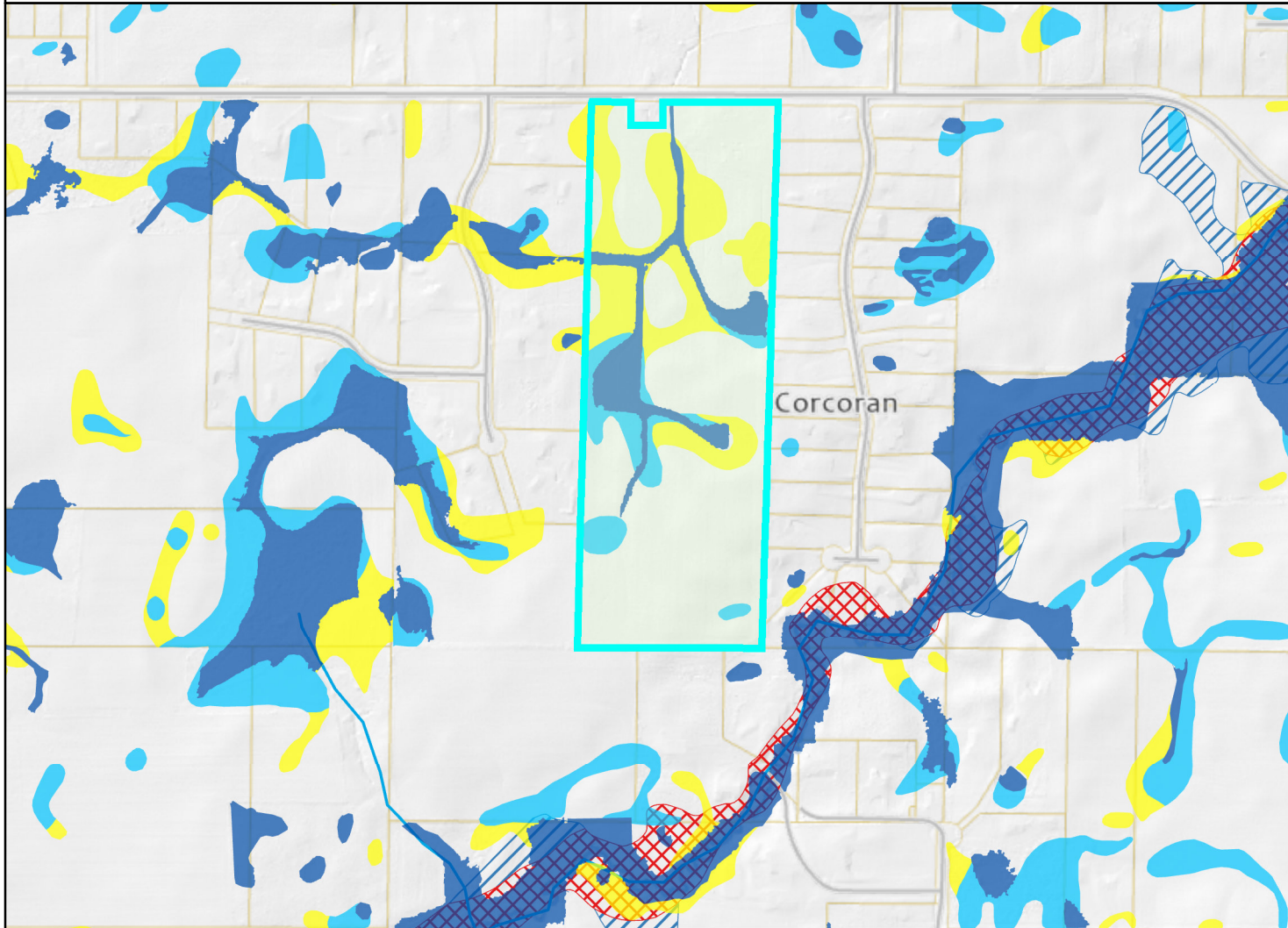
Engineers & Land Surveyors, Inc.

Project No. 22-0177



Hennepin County Natural Resources Map

Date: 6/21/2022



Legend

Wetlands

- Potential Wetland - HCWI
- Probable Wetland - HCWI
- Probable Wetland - NWI
- Streams

FEMA Floodplains - 100 Year

- A
- AE FLOODPLAIN
- AH
- AO
- AE FLOODWAY

PID: 0511923310001
 Address: 22901 Oakdale Dr,
 Corcoran 55374
 Owner: MI Unlimited Llc
 Acres: 52.06

Comments:

1 inch = 800 feet



This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

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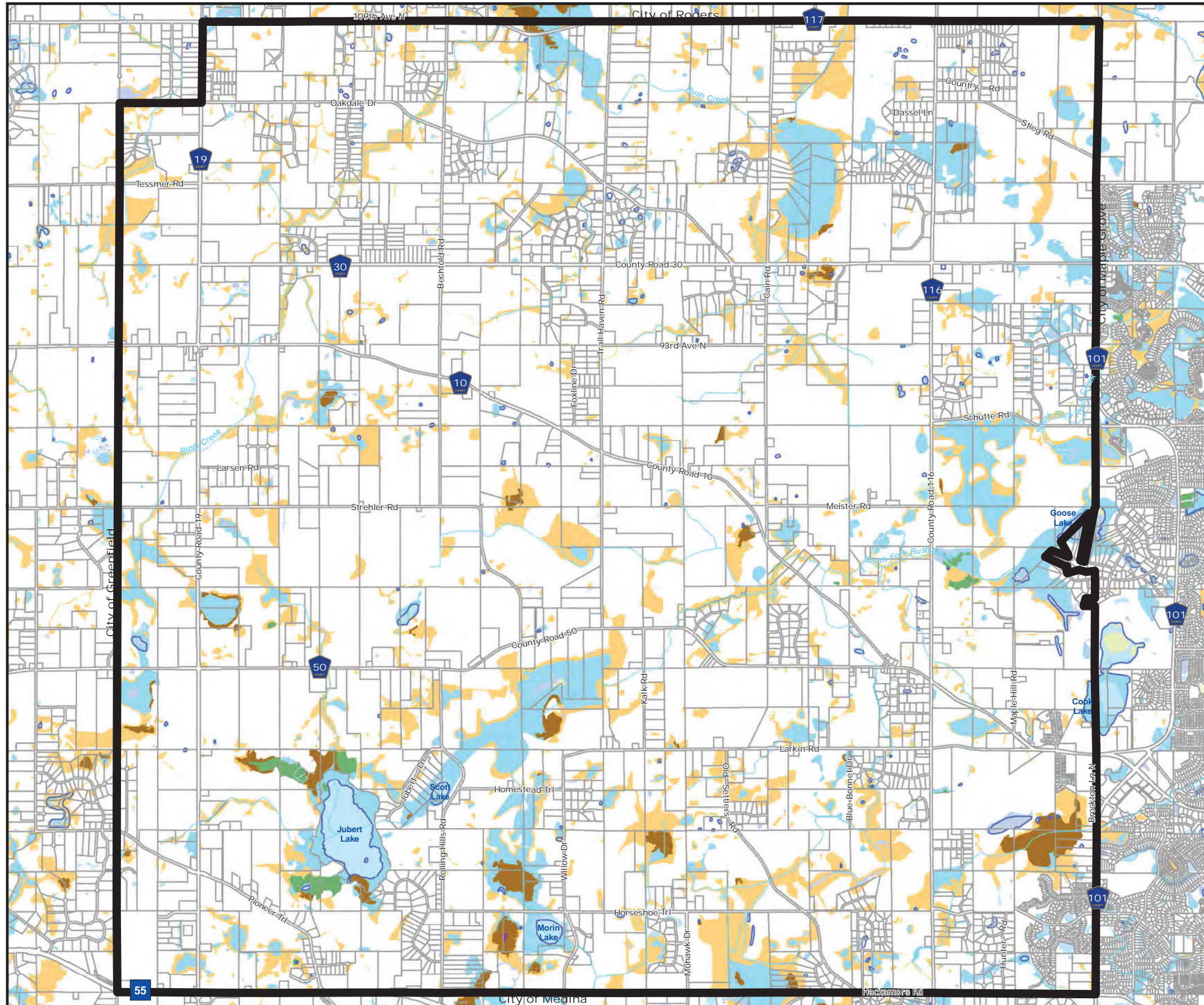
CITY OF CORCORAN

2040 COMPREHENSIVE PLAN

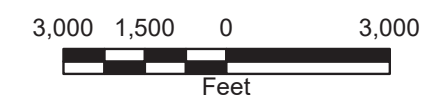
Map 1-11

Wetland Locations and Classifications

-  1 - Seasonally Flooded Basin or Flat
-  2 - Wet Meadow
-  3 - Shallow Marsh
-  4 - Deep Marsh
-  5 - Shallow Open Water
-  6 - Shrub Swamp
-  7 - Wooded Swamp
-  8 - Bogs
-  Municipal Boundary
-  Streams
-  Parcel Boundaries
-  Lake/Open Water



Source:
Revised National Wetland Inventory (Minnesota Department
of Natural Resources 2009-2014)



Path: L:\2294\100\2040CompPlan\Wetland Locations and Classifications.mxd
Date: 1/7/2019 Time: 3:19:04 PM User: ShuJC0243

To: Kevin Mattson, PE Public Works Director From: Kent Torve, PE City Engineer

Project: Lee OS&P – Preliminary Plat Review Date: July 8, 2022

Exhibits:

This Memorandum is based on a review of the following documents:

1. Concept Plan Mark Lee OS&P, with revisions dated 6-24-2022.
2. Ghost Plat, east of parcel, dated June 9, 2022.

Comments:General:

1. The comments provided are based on the concept plan drawings provided. The applicant shall consider all comments and incorporate them into a formal design submittal to the city.
2. In addition to engineering comments per these plans, the proposed plans are subject to additional planning, zoning, public safety, land-use, and other applicable codes and approvals of the City.
3. As additional information is provided in future submittals such as wetlands, stormwater management plans, etc., future comments or information may affect the number of lots or lot configuration.
4. Individual grading plans need to be shown for each lot, with house type (walkout, lookout, etc.) labeled to ensure that the grading is possible and that grading will not impact adjacent lots.
5. Septic plans shall be reviewed and approved by Hennepin County.

Plat:

1. ROW is shown as 66 feet and is consistent with Heather Lane.
2. Oakdale Drive is shown as 50 foot half ROW which is consistent with the ROW dedication of the adjacent Acre Lake development.
3. Ghost plat for properties to the west is required for review of street connections.

Erosion Control/SWPPP

1. Preparation of and compliance with a SWPPP in accordance with MPCA requirements shall be required for construction.

Transportation

1. A turnaround that meets City standards is required at end of Heather Lane.
2. Developer required to remove existing Heather Lane cul de sac pavement and restore drainage within ROW and easement boundaries as approved by City.
3. The ghost plat to the east shows future road connection and multiple driveways onto Oakdale Drive. The roadway connection and driveway connection locations shall be further reviewed to determine if appropriate.

July 8, 2022

Mark Lee OS&P

Kevin Mattson

Page 2 of 2

4. Construction access shall be considered with future submittals to attempt to minimize impacts on adjacent properties.

Easements

1. Easements shall be provided over all wetlands, floodplain, storm sewer pipes/ponding. Easements shall be shown on all plan sheets to ensure they are adequate.

Stormwater and Floodplain

1. Stormwater management plan is required to meet City and WMO requirements. If filtration BMP is utilized, City prefers NURP pond with filtration shelf that reduces future maintenance costs for the homeowners.
2. Identify the FEMA 100-year elevation per County GIS with a note on plans and also show on plans if applicable.

Wetlands

1. Wetland boundaries are shown as "Preliminary", final wetland limits shall be shown with updated plans.
2. Wetland impacts shall be reviewed and approved through the appropriate WCA permitting process.

End of Comments

STAFF REPORT

Agenda Item 9a.

Council Meeting: July 14, 2022	Prepared By: Jessica Beise
Topic: Administration Department Reorganization Phase Two	Action Required: Direction

Summary:

On April 28th of this year, Council reviewed the proposed administration department reorganization and staffing plan. Council provided feedback on the plan and per consensus directed staff to move forward as presented.

Phase one of the reorganization approved job description changes and authorize staff to post the position for Administrative Services Director and Administrative Assistant. Staff is currently in the process of hiring for the Administrative Assistant and the Administrative Services Director position is slated to be posted the week of July 11th.

Since the initial review of the department, staff has been working to refine our staffing plan for 2023. Originally proposed, staff had considered a joint communications and public works administrative assistant position and a utility billing/human resources position and along with updates to the Finance Manager and Deputy Clerk positions. Staff recognizes that additional administrative help is needed in Public Works. We would like to consider hiring a full-time position of public works administrative assistant. Staff is recommending proceeding with the hire of the accounting clerk whose duties will focus on utility billing and assisting with human resources functions such as payroll and a part-time communications position.

Phase two of the reorganization includes updating job descriptions for the Finance Manager and Deputy City Clerk and hiring an Accounting Clerk, Communications Assistant and Public Works Administrative Assistant.

The steps for phase two include:

- Updating the job description for the Finance Manager including transfer of duties from Administrative Services Director position, and adding supervisory responsibilities related to utility billing/payroll.
- Updating the job description of the Deputy City Clerk. Due to the Deputy City Clerk position changes including the addition of duties re-assigned from the Administrative Services Director position, and the addition of supervisory responsibilities for two positions including Admin Assistant and Communications Assistant, it is recommended the position is titled City Clerk.
- Hiring a part-time Communications Assistant, retooling the budgeted communications portion position.
- Hiring an Accounting Clerk, retooling two of the positions of utility billing and human resources budgeted within the current 2022 budget.

- Hiring a full-time Administrative Assistant in Public Works which is not currently budgeted.

Staff is finalizing position descriptions graded and will have those graded and seek authorization to proceed with hiring at the July 28th meeting.

Financial/Budget:

The budget anticipated the addition of 1.5 FTE between the functions of communications, human resources, and utility billing. The proposal would include 1 FTE for the Public Works assistant position, which is not currently budgeted but would be as part of the 2023 budget process. Staff anticipates with savings in other vacancies the budget would not likely be affected. Staff needs to update job descriptions, to understand any proposed wage changes.

Options:

1. Direct staff to proceed with Phase 2 of the administration department reorganization.
2. Send back to staff for further review.

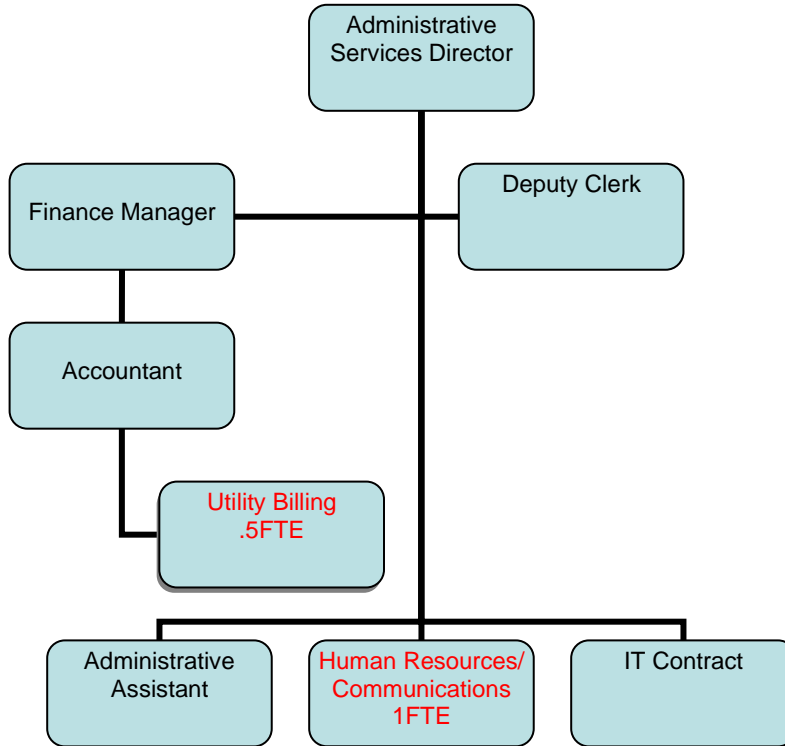
Council Action:

Consider a motion to proceed with Phase 2 of the administration department reorganization.

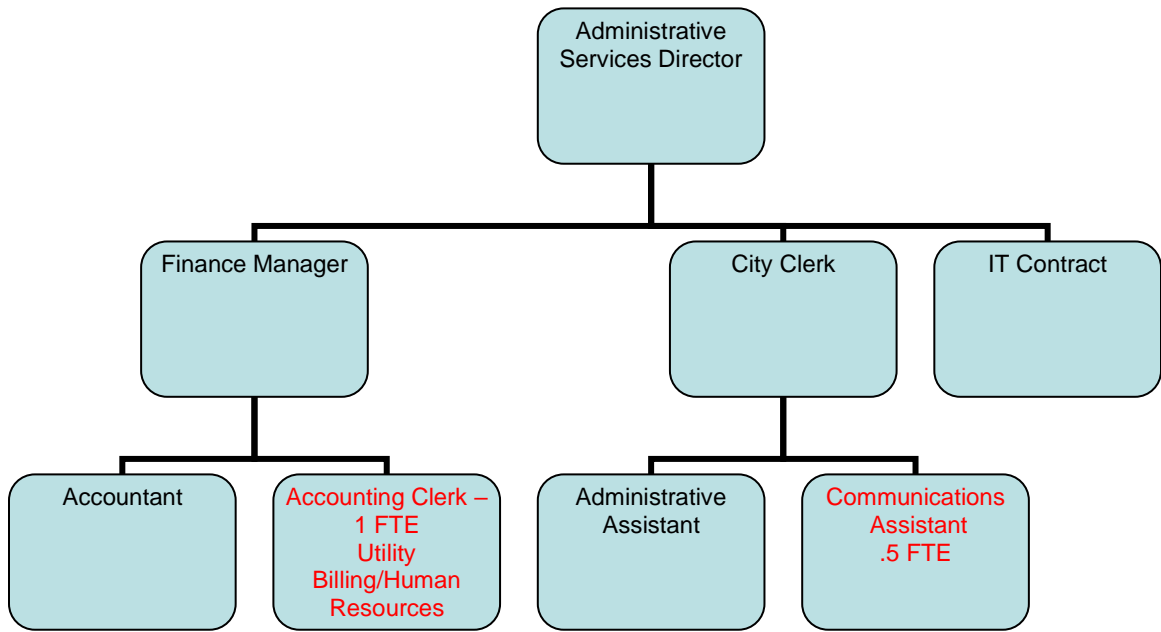
Attachments:

1. Existing Administration Department staffing plan
2. Proposed Administration Department staffing plan

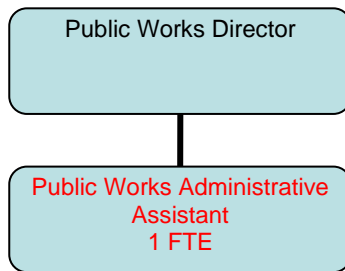
Existing Administration Staffing Plan



Proposed Administration Staffing Plan



Proposed Public Works Staffing Plan



STAFF REPORT

Agenda Item 9b.

Council Meeting: July 14, 2022	Prepared By: Natalie Davis McKeown Jessica Beise
Topic: Ordinance Priority Discussion	Action Required: Direction

Summary:

In January, the City completed our strategic planning at a goal setting session. Several code updates for 2022 were identified and prioritized. To better understand the scope of the code updates, staff and Council had two work sessions so far focusing on establishing buffer zones, preserving natural resources, and residential design standards. Furthermore, Council provided staff direction on June 9th to proceed with numerous changes in how the Zoning Ordinance handles fences and lots with multiple frontages. Most recently, we discussed reviewing the Planned Unit Development (PUD) ordinance as well as adding creation of a rental ordinance as a 2022 priority. As of now, a work session is scheduled for July 28th to continue the discussion of defining priorities to improve negotiation of PUDs.

To properly balance the Council's priorities with limited staff time and the remaining budget, staff asks Council to provide direction on next steps and what the Council's sees as the top priorities currently. Below is a list of the topics identified by Council as something they are interested in pursuing.

Buffer Zones - This item was discussed at length at the May 12th work session. Staff was provided direction to establish buffer/transition zones between adjacent but different zones and types of residential developments (e.g., higher density, smaller lots, etc.). Staff was asked to review cities (e.g., Medina) that have ordinance language defining the magnitude and consistency of such buffers to develop a formula and several strategies to accomplish the City's goals to minimize the impact of incoming development on existing neighborhoods and preserving a natural environment. It was stated at this meeting that input from the Planning Commission was desired. Staff believes enough direction was provided at this meeting to prepare a draft. The next steps for this item are as follows:

- Prepare a draft ordinance to be reviewed at a joint work session with the Planning Commission.
- Schedule a Public Hearing with the Planning Commission.
- Adoption by the City Council.
- Estimated timeline – 3 to 4 months.

Preserving Natural Resources – Also at the May 12th work session, the City Council discussed potential incentives to preserve natural resources and provide credits for tree plantings. Discussion included establishing a policy to use the landscaping flexibility clause in code to allow developers to get landscaping credit for off-site planting as well as off-site restoration options to mitigate unavoidable development impacts (e.g, a

wetland bank style system). Staff was asked to review what other cities have for a credit formula based on the size and amount of existing trees on the site. There was also discussion related to zoning restrictions for ecologically significant areas. Staff believe more discussion will be required before a draft ordinance and/or policy can be adopted. The next steps for this item are as follows:

- Staff completes research and an analysis of preservation strategies and formulas used by other cities.
- Findings are presented to City Council for further discussion and refinement.
- A draft ordinance is prepared for City Council to review.
- Schedule a public hearing.
- Adoption by the City Council.
- Estimated timeline – 5 to 6 months.

Residential Design Standards – At the May 26th work session, the Council expressed a desire to evaluate setback options in the standard residential zoning districts, limiting the amount of smaller sized lots within a given development, as well as other ways to limit the building pad on a lot (e.g., impervious surface limits). Additionally, staff was asked to provide a rough sketch of what would be needed to amend the comprehensive plan to allow single-family density of 2-4 units per acre rather than 3-4 units per acre. Staff sees how the standards and comprehensive plan are related, but these are two different workflows. If the Council would like to focus on the underlying residential zoning districts, staff proposes the following next steps:

- Staff completes review and analysis of prevailing setback options to meet market demands and limit the need for PUDs.
- Staff presents findings to Council for further direction and refinement.
- Staff prepares a draft ordinance for review by Council.
- Schedule a public hearing with the Planning Commission.
- Adoption by the City Council.
- Estimated timeline – 5 to 6 months.

Comprehensive Plan Review - staff will need support and software capabilities from our consultants. Even a rough concept will have budget implications that will need to be evaluated further if this is something the Council wants to pursue at this time. If so, the next step would be to create a work plan/timeline with Landform.

PUD Standards – An impromptu discussion was had about PUD objectives and potential refinements of the ordinance at the last Council meeting. Staff scheduled a work session on July 28th to further focus on defining objectives and standards for the PUD to guide future negotiations. It will be important to establish next steps and a timeline for any policy/code changes at that meeting.

Fences and Lots with Multiple Frontages – Staff is preparing a draft for review by City Council at the August 11th Council meeting. From there, a public hearing at the Planning Commission and final adoption by the Council is anticipated for September.

Rental Ordinance – This item was recently identified as a priority by the Council in June. Staff is currently reviewing rental ordinances of a few different cities. Next steps include presenting findings to the Council and preparing a draft ordinance. Part of the

discussion will need to include where the rental ordinance will fall within City Code as that will determine if a public hearing must be held at the Planning Commission or City Council. Staff believes this will likely take 4-5 months to adopt. Other considerations we will need to include with such an ordinance is staffing to administer the rental ordinance and establishing a licensing moratorium in 2023 after giving existing rental properties within the City time to apply for a license.

Manure Ordinance – The Council recently received a presentation from the Watershed about establishing a manure ordinance within the City. Staff was directed to meet with the County and Watershed to discuss resources and options. This meeting was held in June. Staff believes reasonable changes could be made to our processes but recommends this as a 2023 priority rather than add it to the 2022 work plan.

To accomplish all the above priorities in 2022 is unlikely. Staff asks Council to prioritize the top four updates to focus on currently. Even getting the list down to 4 priorities will require support from our consultants to meet our intended schedule. If the anticipated timelines move faster than expected, we can always come back to this list to refocus staff efforts.

Staff identifies the following four priorities likely to be accomplished in 2022:

1. Amendment for fences and lots with multiple frontages
2. Creation of a rental ordinance
3. Defining PUD objectives and standards
4. Establishing buffer zones

Financial/Budget:

The budget anticipates planning business; however, the budget is limited. Depending on the priorities identified and actual workload effected by additional applications, it is likely this will exceed our 2022 planning budget.

Options:

1. Confirm staff-identified top 4 priorities.
2. Select different top 4 priorities.

Council Action:

Set top 4 Code update priorities for the remainder of 2022.

Attachments:

N/A

STAFF REPORT

Agenda Item 9c.

Council Meeting: July 14, 2022	Prepared By: Michelle Friedrich
Topic: City Council Work Sessions	Action Required: Schedule Work Sessions

Summary:

The City Council has directed staff to schedule work sessions and resulted in scheduling work session meetings as follows:

- July 28, 2022 at 5:30 pm: PUD Amendment Discussion
- August 11, 2022 at 5:30 pm: 2023 Draft Budget Review

The meetings are open to the public. Once scheduled, staff will draft agendas to include topic items of discussion including PUD amendment review, policy considerations, and 2023 draft budget review.

Financial/Budget:

Minor costs associated with snacks and beverages will be incorporated into the existing budget.

Alignment with Values:

This item relates to the following adopted values:

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.

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.

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.

Council Action:

Schedule City Council one-hour work sessions at 5:30 pm on July 28 and August 11, 2022.

Attachments:

None.

STAFF REPORT

Agenda Item 10a.

Council Meeting: July 14, 2022	Prepared By: Jessica Beise
Topic: Broadband Discussion	Action Required: Direction

Summary:

In August of 2021, the City pursued a federal grant with Comcast for expansion of broadband throughout the underserved areas of Corcoran. The City was not successful in receiving the grant funds.

Staff has been working with partners to explore options for the expansion of broadband. The City has received interest from three parties to move forward with the broadband expansion project.

Comcast – Comcast is interested in partnering with the City on a state broadband grant. Comcast has indicated they would likely also seek County funds for this project.

Arvig – Arvig is interested in partnering with the City on a state broadband grant. Arvig has indicated they would likely also seek County funds for this project.

Midcontinent – Midcontinent would be looking at a partnering with the City for a broad project. Midcontinent has indicated they would likely also seek County funds for this project.

Staff is in the process of obtaining the final cost estimates for the projects to help us make a decision on which route to go for expansion. Due to a late connection with one of the partners it is likely that we will not have information on project costs until Friday. As we'd consider the partnering proposal similar to bids, we will be sharing final costs prior to the meeting as soon as all of the information is provided.

Staff will also prepare a resolution of support that can be utilized with the grant applications with the final cost estimates. The resolution of support will be provided at the same time as the final cost estimates to Council.

Financial/Budget:

The project will likely be funded through ARPA funds.

Options:

1. Direct staff to proceed with a preferred broadband partner.
2. Decline to proceed with a broadband expansion project.

Council Action:

Consider a motion to direct staff to proceed with a preferred broadband partner.

Attachments:

N/A

**City of Corcoran
2022 City Council Schedule**

Agenda Item: 12.

July 28, 2022 – Work Session (5:30PM)

- PUD Direction

July 28, 2022

- Financial Management Plan Update
- Memorial Bench Program
- Active Corcoran Planning Applications
- Financial Performance Report
- Draft 2023 Budget
- Boardwalk at Bellwether RFP
- Blair Brown Easement Vacation
- PUD Discussion
- Tavera 4th
- Tabor Fence – PUD Amendment
- Notice of Decision – Corcoran Farms EAW

August 11, 2022 – Work Session (5:30PM)

- Draft 2023 Budget

August 11, 2022

- Comp Plan Amendment Discussion

August 25, 2022

- Active Corcoran Planning Applications
- B

September 8, 2022

- 2023 Preliminary Levy
- Levy Insert Document

September 22, 2022

- Active Corcoran Planning Applications

October 13, 2022

October 27, 2022

- Active Corcoran Planning Applications
- Financial Performance Report

November 10, 2022

- Construction Hours Review – Annual After Change in 2021
- Park Signs Plan

November 24, 2022

- Active Corcoran Planning Applications

December 8, 2022

- Public Hearing – 2023 Proposed Budget and Property Tax Levy
- 2023 Full-time, Part-time, and Seasonal Wage Schedule
- 2023 General Fund Budget and Property Tax Levy
- 2023 Fee Schedule
- 2023 Water and Sanitary Sewer Budget
- 2023 Goal Setting Date

December 22, 2022

- Active Corcoran Planning Applications