



**Corcoran City Council Agenda**  
**March 27, 2025 7:00 pm**

1. **Call to Order / Roll Call**
2. **Pledge of Allegiance**
3. **Agenda Approval**
4. **Presentations**
5. **Open Forum – Public Comment Opportunity**
6. **Consent Agenda**
  - a. Approval of Minutes
  - b. Financial Claims
  - c. Public Works Hiring Process; Equipment Purchase Authorization
  - d. **REVISED** Resolution 2025-32 Awarding 2025A Bond Sale
  - e. **REVISED** Classification & Compensation Study
  - f. Postage Meter and Folding/Inserter Machines Proposals
  - g. NE Corcoran Trunk Infrastructure Pay Request 6
  - h. City Center and 79<sup>th</sup> Place Pay Request 8
  - i. Stieg Road Improvements Change Order 3
  - j. Resolution 2025-30 Jackets
  - k. HUD Agreement – City Park CPF Grant Improvements
7. **Planning**
  - a. Brockton Business Park
  - b. Lothar Comprehensive Plan Amendment
8. **Unfinished Business**
  - a. Strategic Planning Update
9. **New Business**
10. **Staff Update**
11. **Council Update**
12. **REVISED 2025 City Council Schedule**
13. **Adjournment**

**HYBRID MEETING OPTION AVAILABLE**

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

**Meeting Via Telephone/Other Electronic Means**

**Call-in Instructions:**

+1 312 626 6799 US

**Enter Meeting ID: 864 5093 6362**

**Video Link and Instructions:**

<https://us02web.zoom.us/j/86450936362>

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

**Meeting ID: 864 5093 6362**

*\*Please note in-person comments will be taken at the scheduled meeting where noted.*

*Comments received via email to City Administrator Tobin at [jtobin@corcoranmn.gov](mailto:jtobin@corcoranmn.gov) or via public comment cards will also be accepted. All email and public comment cards must be received by the Wednesday prior to scheduled Council meeting.*

For more information on options to provide public comment visit:

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



**City of Corcoran  
City Council Minutes  
March 13, 2025, 7pm**

The Corcoran City Council met on February 27, 2025, in Corcoran, Minnesota. The City Council meeting was held in person and the public was present in person and remotely through electronic means using the audio and video conferencing platform Zoom.

Mayor McKee, Councilors Friedrich, Lanterman, Nichols and Vehrenkamp were present.

Also present: City Administrator Tobin, Assistant City Administrator Williams, City Clerk Johnson, and Public Safety Director Gottschalk.

**1. Call to Order / Roll Call**

Mayor McKee called the meeting to order at 7:00 pm.

**2. Pledge of Allegiance**

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

**3. Agenda Approval**

City Administrator Tobin stated that Item 6c removed, item 9b was added and item 13 was revised on the agenda.

**MOTION:** made by Nichols, seconded by Friedrich to approve the agenda with revisions.

Voting Aye: McKee, Nichols, Friedrich, Lanterman, and Vehrenkamp.

(Motion carries: 5:0)

**4. Presentations**

- City Administrator Tobin introduced Dean Busch as the city's new IT Manager.
- Four Police Officers were sworn in by City Clerk Johnson. They are Dani Hoffman, Sam Mahr, Beau Hartneck and K-9 Rocky.

**5. Open Forum**

Mayor McKee invited residents to come forward to address the Council during Open Forum for any items not included on the agenda. No public comments.

**6. Consent Agenda**

- a. City Council Meeting Minutes Approval  
Action – Approved February 27, 2025 City Council Minutes and March 3, 2025 City Council Strategic Planning Session Minutes.
- b. Financial Claims  
Action – Approved Financial Claims for February 27, 2025.
- c. **REMOVED** Final Bond Value and Bond Rating
- d. Resolution 2025-20 Approving Temporary Liquor Licenses- Lions Tractor Pull and Demo Derby  
Action – Adopted Resolution 2025-20. Approving Temporary Liquor Licenses- Lions Tractor Pull and Demo Derby.
- e. County Rd. 116 & 79<sup>th</sup> Place Turn Lane Improvements  
Action – Approved Plans and Specifications for the County Rd. 116 and 79<sup>th</sup> Place Turn Lane Improvements Project and Authorize Bidding .
- f. County Rd 116 & Hunter's Ridge Turn Lane Improvements  
Action – Approved Plans and Specifications for County Rd 116 & Hunter's Ridge Turn Lane Improvements Project and Authorize Bidding.
- g. Equipment Purchase – Skid Steer Loaders  
Action – Approved Equipment Purchase and Trade of the Skid Loaders.
- h. Corcoran Water Tower Pay Request 21  
Action- Approved Pay Application #21 for the Corcoran Water Tower Project to Phoenix Fabricators and Erectors in the amount of \$76,142.50.



**City of Corcoran  
City Council Minutes  
March 13, 2025, 7pm**

- i. Corcoran Water Treatment Plant Pay Request 21  
Action – Approved Pay Request #22 for Corcoran Water Treatment Plant Project to Rice Lake Construction Group in the amount of \$462,365.00.
- j. Corcoran Water Tower Pay Request 22  
Action – Approved Pay Request #22 for Corcoran Water Tower Project to Phoenix Fabricators and Erectors in the amount of \$59,280.00 .
- k. Resolution 2025-22 Accepting Tree Giveaway from Jaycees  
Action – Adopted Resolution 2025-22 Accepting Tree Giveaway from Jaycees .
- l. City Center Drive Change Order 3  
Action – Approved Change Order #3 for the Street and Utility Construction for City Center Drive and 79<sup>th</sup> Place.

**MOTION:** made by Nichols, seconded by Vehrenkamp to approve consent agenda items 6a, 6b, 6d-6j, and 6l.

Voting Aye: McKee, Friedrich, Lanterman, Nichols, and Vehrenkamp.

(Motion carries: 5:0)

**MOTION:** made by Vehrenkamp, seconded by Lanterman to approve consent item 6k.

Voting aye: McKee, Friedrich, Lanterman, Nichols, and Vehrenkamp.

(Motion carries 5:0)

**7. Planning - None**

**8. Unfinished Business - None**

**9. New Business**

a. Kevin Anderson, Hennepin County Commissioner, gave an annual update to the council which included upcoming projects in Corcoran and affordable housing efforts.

b. **ADDED** Resolution 2025-23 - Opposing Minnesota State Bills: HF 1987/SF2229; HF2140/SF2231; HF2018/SF2286; HF2013; and HF1309/SF1286

City Administrator Tobin gave an update on his attendance at City Day on the Hill at the State Capitol and the number of new bills being introduced by the State Legislature. Mayor McKee also updated the council the concerns of the City of Corcoran and the need for a resolution opposing these bills. Several revisions were made to the resolution just before the council meeting and were presented to the council for discussion.

**MOTION:** made by Friedrich, seconded by McKee to adopt Resolution 2025-23 with the most current revisions.

Voting aye: McKee, Friedrich, Lanterman, Nichols, and Vehrenkamp.

Motion carries (5:0)

**10. Closed Session**

Mayor McKee entertained a motion to close the meeting to go into a closed session. Under the authority of Minn. Stat.14D.03 subd.1(b) is permitted to close a meeting for discussion and review of a labor negotiation proposal.

**MOTION:** made by Nichols, seconded by Vehrenkamp to enter into closed session.

Voting aye: McKee, Friedrich, Lanterman, Nichols, and Vehrenkamp.

Motion carries (5:0)

The City Council entered a closed session at 8:12 pm.

Mayor McKee called Council Meeting back to order at 8:34 pm after discussion and review a labor negotiation proposal for the Teamsters Local 320. Staff was given direction.

**11. Staff Update**

- a. Staff jackets- have a resolution on March 27<sup>th</sup> meeting.
- b. City Council to complete bios.



**City of Corcoran  
City Council Minutes  
March 13, 2025, 7pm**

c. Strategic Plan Measurables to approve for March 27<sup>th</sup> meeting.

**12. City Council Schedule**

Ribbon Cutting and Tour of Watershed Treatment Facility June 23, 2025.

League of MN Cities Conference in Duluth June 25-27, 2025.

Community-Wide Events added to the calendar are indicated in orange.

Clean-up Day coming up first Saturday in May

**13. Adjournment**

**MOTION:** made by Nichols, seconded by Friedrich to adjourn.

Voting Aye: McKee, Friedrich, Lanterman, Nichols, and Vehrenkamp.

(Motion carries 5:0)

Mayor McKee adjourned the meeting at 8:42 p.m. March 13, 2025

Respectfully submitted,

---

Karen Heiden – Deputy Clerk

## STAFF REPORT

## Agenda Item: 6b

<b>Council Meeting</b> March 27, 2025	<b>Prepared By</b> Reed Kottke, Accountant
<b>Topic</b> Financial Claims to March 27, 2025	<b>Action Required</b> Review and Approval

---

### Summary

Claims require Council review and approval, those permitted per policy have been completed, while others are pending for Council approval.

### Financial/Budget

Claims are within budget or are identified on a case-by-case basis to confirm funding source and seek Council approvals as necessary.

### Options

1. Approve claims as presented.
2. Amend and approve claims.

### Recommendation

Approve claims as presented.

### Council Action

Consider approving claims as presented.

### Attachments

1. Claims approved and processed per policy
2. Claims pending Council approval

**CLAIMS APPROVED AND PROCESSED PER POLICY**

**Agenda Item:** 6b 1  
**Council Meeting:** 03/27/2025  
**Prepared By:** Reed Kottke, Accountant

**Check Range:** 36742-36797

**Financial Claims 03/13/2025**

<b>Check Register</b>	\$	<b>132,909.70</b>
<i>(See register for financial claims)</i>		
<b>Automatic Deduction (EFT)</b>	\$	-
<b>Total Expenditures For Approval</b>	<u>\$</u>	<u><b>132,909.70</b></u>

**CLAIMS APPROVED AND PROCESSED PER POLICY**

**Agenda Item:** 6b 2  
**Council Meeting:** 03/27/2025  
**Prepared By:** Reed Kottke, Accountant

**Check Range:** 36798-36841

**Financial Claims 03/20/2025**

<b>Check Register</b>	\$	<b>87,705.40</b>
<i>(See register for financial claims)</i>		
<b>Automatic Deduction (EFT)</b>	\$	-
<b>Total Expenditures For Approval</b>	<u>\$</u>	<u><b>87,705.40</b></u>

**CLAIMS PENDING COUNCIL APPROVAL**

**Agenda Item:** 6b 3  
**Council Meeting:** 03/27/2025  
**Prepared By:** Reed Kottke, Accountant

**Check Range:** 36842-36845

**Financial Claims 03/27/2025**

<b>Check Register</b>	\$	<b>215,263.18</b>
<i>(See register for detail)</i>		
<b>Automatic Deduction / Electronic Funds Transfer</b>	\$	<b>265,264.11</b>
<b>Total Expenditures For Approval</b>	<u>\$</u>	<u><b>480,527.29</b></u>

**Automatic Deduction / Electronic Fund Transfer / Other Disbursement**

Date	Vendor	Amount	Description
3/10/2025	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION OF MN	\$ 32,912.37	PP5 PENSION CONTRIBUTIONS
3/10/2025	MINNESOTA STATE RETIREMENT SYSTEM	\$ 3,136.02	PP5 DEFERRED COMPENSATION / ROTH CONTRIBUTIONS
3/10/2025	MINNESOTA STATE RETIREMENT SYSTEM	\$ 45,395.59	PP5 HEALTH CARE SAVINGS PLAN CONTRIBUTIONS
3/11/2025	OPTUM FINANCIAL	\$ 6,421.42	PP5 HEALTH SAVINGS ACCOUNT CONTRIBUTIONS
3/11/2025	US BANK	\$ 15,386.82	FEBRUARY MANAGING ACCOUNT STATEMENT RECONCILIATION
3/11/2025	CIGNA	\$ 659.58	FEBRUARY ANCILLARY BENEFIT PREMIUMS
3/11/2025	CIGNA	\$ 669.28	MARCH ANCILLARY BENEFIT PREMIUMS
3/11/2025	INVOICE CLOUD	\$ 659.47	FEBRUARY CREDIT CARD PROCESSING
3/12/2025	THE HARTFORD	\$ 2,388.12	FEBRUARY DISABILITY INSURANCE PREMIUMS
3/12/2025	THE HARTFORD	\$ 2,450.71	MARCH DISABILITY INSURANCE PREMIUMS
3/14/2025	ADP PAYROLL FEES	\$ 465.25	PP5 PAYROLL PROCESSING FEE
3/17/2025	POSTALIA POSTAGE	\$ 100.00	MAIL METER
3/17/2025	OPTUM CLAIM	\$ 125.00	DEPENDENT CARE FSA FUNDING REQUEST
3/20/2025	ADP WAGE PAY	\$ 112,729.81	PP6 NET PAY
3/20/2025	ADP TAX	\$ 41,264.67	PP6 TAX WITHHOLDING
3/20/2025	OPTUM CLAIM	\$ 500.00	DEPENDENT CARE FSA FUNDING REQUEST
<b>Total</b>		<u>\$ 265,264.11</u>	



Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
Type: CheckStub								
03/13/2025	GEN	18(S)	278	FORCE AMERICA DISTRIBUTING, LLC	1,152.71	1,152.71	0.00	2##
Type: Paper Check								
03/13/2025	GEN	36742	3169	AARON HEADRICK	1,500.00	0.00	1,500.00	1
03/13/2025	GEN	36743	25	AMERICAN PRESSURE	425.00	0.00	425.00	1
03/13/2025	GEN	36744	622	BEAUDRY OIL COMPANY	17,654.67	0.00	17,654.67	13
03/13/2025	GEN	36745	2361	BLACKFIRE CREATIVE	2,560.00	0.00	2,560.00	1
03/13/2025	GEN	36746	42	BOYER FORD TRUCKS INC	2,516.25	0.00	2,516.25	3
03/13/2025	GEN	36747	3062	BROWNELLS, INC.	1,014.90	376.89	638.01	3##
03/13/2025	GEN	36748	2222	BURDAS TOWING	165.00	0.00	165.00	1
03/13/2025	GEN	36749	53	CARSON, CLELLAND & SCHREDER	1,334.00	0.00	1,334.00	11
03/13/2025	GEN	36750	53	CARSON, CLELLAND, & SCHREDER	18,834.10	0.00	18,834.10	3
03/13/2025	GEN	36751	2813	CITY OF CORCORAN	8,386.25	0.00	8,386.25	39
03/13/2025	GEN	36752	REFUNDBD	CITY OF CORCORAN	212.50	0.00	212.50	1
03/13/2025	GEN	36753	REFUNDBD	CITY OF CORCORAN	216.25	0.00	216.25	1
03/13/2025	GEN	36754	REFUNDBD	CITY OF CORCORAN	237.50	0.00	237.50	1
03/13/2025	GEN	36755	REFUNDBD	CITY OF CORCORAN	403.75	0.00	403.75	1
03/13/2025	GEN	36756	REFUNDBD	CITY OF CORCORAN	63.75	0.00	63.75	1
03/13/2025	GEN	36757	REFUNDBD	CITY OF CORCORAN	21.25	0.00	21.25	1
03/13/2025	GEN	36758	REFUNDBD	CITY OF CORCORAN	191.25	0.00	191.25	1
03/13/2025	GEN	36759	REFUNDBD	CITY OF CORCORAN	21.25	0.00	21.25	1
03/13/2025	GEN	36760	REFUNDBD	CITY OF CORCORAN	21.25	0.00	21.25	1
03/13/2025	GEN	36761	REFUNDBD	CITY OF CORCORAN	21.25	0.00	21.25	1
03/13/2025	GEN	36762	REFUNDBD	CITY OF CORCORAN	42.50	0.00	42.50	1
03/13/2025	GEN	36763	673	CORCORAN PET CARE CENTER, LLC	701.32	0.00	701.32	1
03/13/2025	GEN	36764	82	EMBEDDED SYSTEMS, INC.	899.46	0.00	899.46	1
03/13/2025	GEN	36765	2141	EMPLOYEE RELATIONS, INC.	352.63	0.00	352.63	1
03/13/2025	GEN	36766	2253	GOPHER STATE ONE CALL	648.00	0.00	648.00	2
03/13/2025	GEN	36767	1940	HOLIDAY COMPANIES	20.00	0.00	20.00	1
03/13/2025	GEN	36768	REFUNDUB	JENNIFER LIGON	96.89	0.00	96.89	1
03/13/2025	GEN	36769	2816	JOHNSON FEED INC	2,683.80	0.00	2,683.80	1
03/13/2025	GEN	36770	MISC	JORDAN SPAETH	1,308.80	0.00	1,308.80	1
03/13/2025	GEN	36771	211	LANDFORM PROFESSIONAL SERVICES	10,287.50	0.00	10,287.50	34
03/13/2025	GEN	36772	191	LEAGUE OF MINNESOTA CITIES	1,375.00	0.00	1,375.00	1
03/13/2025	GEN	36773	1594	LEAGUE OF MN CITIES INSUR.TRST	500.00	0.00	500.00	1
03/13/2025	GEN	36774	1843	LEXIPOL LLC	3,671.64	0.00	3,671.64	1
03/13/2025	GEN	36775	534	MARTIN-MCALLISTER	1,250.00	0.00	1,250.00	1
03/13/2025	GEN	36776	203	MILLER CHEVROLET	672.36	0.00	672.36	3
03/13/2025	GEN	36777	180	MN CHIEFS OF POLICE ASSOC	2,340.00	0.00	2,340.00	1
03/13/2025	GEN	36778	1334	MOTOROLA SOLUTIONS INC	2,668.00	0.00	2,668.00	1
03/13/2025	GEN	36779	3171	NALISHA WILLIAMS	1,500.00	0.00	1,500.00	1
03/13/2025	GEN	36780	126	NAPA AUTO PARTS - Corcoran	246.21	18.00	228.21	2##
03/13/2025	GEN	36781	235	NORTHERN SAFETY TECHNOLOGY	904.86	0.00	904.86	2
03/13/2025	GEN	36782	1759	NUSS TRUCK & EQUIPMENT	1,701.18	0.00	1,701.18	1

User: RCKOTTKE  
DB: Corcoran

BANK CODE: GEN CHECK DATE: 03/13/2025 INVOICE PAY DATE FROM 03/13/2025 TO 03/13/2025

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
03/13/2025	GEN	36783	383	NW TRAILS ASSOCIATION	10,749.25	0.00	10,749.25	1
03/13/2025	GEN	36784	130	ODP BUSINESS SOLUTIONS, LLC	624.18	0.00	624.18	12
03/13/2025	GEN	36785	2198	OPTUM	184.50	0.00	184.50	2
03/13/2025	GEN	36786	REFUNDUB	PULTE HOMES OF MN, LLC	233.53	0.00	233.53	1
03/13/2025	GEN	36787	REFUNDUB	PULTE HOMES OF MN, LLC	260.99	0.00	260.99	1
03/13/2025	GEN	36788	3041	RTL EQUIPMENT	2,000.00	0.00	2,000.00	1
03/13/2025	GEN	36789	2180	RUSSELL SECURITY RESOURCE INC	1,010.00	0.00	1,010.00	1
03/13/2025	GEN	36790	2915	SIGN SOLUTIONS USA	4,252.15	0.00	4,252.15	2
03/13/2025	GEN	36791	1541	ST MICHAEL SPINAL REHAB CENTER	360.00	0.00	360.00	3
03/13/2025	GEN	36792	1708	STANTEC CONSULTING SERVICES	13,785.04	0.00	13,785.04	3
03/13/2025	GEN	36793	1742	TERMINAL SUPPLY CO	274.46	0.00	274.46	1
03/13/2025	GEN	36794	2568	TIDE CLEANERS	313.79	0.00	313.79	2
03/13/2025	GEN	36795	2919	TIGERTOUGH	259.39	0.00	259.39	1
03/13/2025	GEN	36796	328	TOLL GAS AND WELDING SUPPLY	450.17	0.00	450.17	1
03/13/2025	GEN	36797	2975	ULTIMATE SAFETY CONCEPTS INC	8,876.82	0.00	8,876.82	1

Num Checks: 56 Num Stubs: 1 Num Invoices: 180 Total Amount: 132,909.70

## Denotes that check has vendor credit applied.

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
Type: CheckStub								
03/20/2025	GEN	19(S)	175	DIAMOND MOWERS	141.11	141.11	0.00	2##
Type: Paper Check								
03/20/2025	GEN	36798	1560	ACME TOOLS	619.30	0.00	619.30	1
03/20/2025	GEN	36799	987	ADAMS PEST CONTROL, INC.	6.67	0.00	6.67	1
03/20/2025	GEN	36800	2270	AMAZON CAPITAL SERVICES	635.40	0.00	635.40	4
03/20/2025	GEN	36801	25	AMERICAN PRESSURE	2,378.51	0.00	2,378.51	1
03/20/2025	GEN	36802	27	ASPEN EQUIPMENT COMPANY	275.11	0.00	275.11	1
03/20/2025	GEN	36803	2297	ASPEN MILLS	122.84	0.00	122.84	1
03/20/2025	GEN	36804	2348	AXON ENTERPRISE, INC.	11,893.44	0.00	11,893.44	1
03/20/2025	GEN	36805	56	CINTAS - 470	61.91	0.00	61.91	1
03/20/2025	GEN	36806	56	CINTAS - 470	1,833.50	0.00	1,833.50	20
03/20/2025	GEN	36807	2346	CORE & MAIN LP	20,947.04	0.00	20,947.04	3
03/20/2025	GEN	36808	1490	CUSTOM DOOR SALES INC	50.00	0.00	50.00	1
03/20/2025	GEN	36809	226	GALLS, LLC	124.47	0.00	124.47	1
03/20/2025	GEN	36810	170	GRAINGER	122.05	0.00	122.05	1
03/20/2025	GEN	36811	2936	GUARDIAN FLEET SAFETY	25,714.54	0.00	25,714.54	7
03/20/2025	GEN	36812	1969	HAUGO GEOTECHNICAL SERVICES LL	2,883.00	0.00	2,883.00	1
03/20/2025	GEN	36813	688	HENN CO SHERIFF	150.00	0.00	150.00	2
03/20/2025	GEN	36814	179	HENN CTY CHIEFS OF POLICE ASSO	820.00	0.00	820.00	1
03/20/2025	GEN	36815	3052	HENNEPIN COUNTY RECORDER	10.00	0.00	10.00	1
03/20/2025	GEN	36816	96	HENNEPIN COUNTY INFO TECH	349.56	0.00	349.56	1
03/20/2025	GEN	36817	1940	HOLIDAY COMPANIES	5.00	0.00	5.00	1
03/20/2025	GEN	36818	244	KENTCO SIGNS	515.00	0.00	515.00	3
03/20/2025	GEN	36819	109	LANO EQUIPMENT	1,018.47	0.00	1,018.47	1
03/20/2025	GEN	36820	109	LANO EQUIPMENT	178.00	0.00	178.00	1
03/20/2025	GEN	36821	191	LEAGUE OF MINNESOTA CITIES	250.00	0.00	250.00	1
03/20/2025	GEN	36822	167	MENARDS MAPLE GROVE	896.51	0.00	896.51	5
03/20/2025	GEN	36823	2245	METRO SALES INC	411.30	0.00	411.30	1
03/20/2025	GEN	36824	2275	MIDWEST MACHINERY CO.	700.00	0.00	700.00	2
03/20/2025	GEN	36825	1775	MISSIONS INC	2,750.00	0.00	2,750.00	1
03/20/2025	GEN	36826	180	MN CHIEFS OF POLICE ASSOC	200.00	0.00	200.00	1
03/20/2025	GEN	36827	180	MN CHIEFS OF POLICE ASSOC	217.00	0.00	217.00	1
03/20/2025	GEN	36828	1157	NORTH MEMORIAL	900.00	0.00	900.00	1
03/20/2025	GEN	36829	128	NORTHERN TOOL & EQUIPMENT	299.98	0.00	299.98	1
03/20/2025	GEN	36830	2198	OPTUM	9.00	0.00	9.00	1
03/20/2025	GEN	36831	1521	PATNODE ELECTRIC	1,820.00	0.00	1,820.00	1
03/20/2025	GEN	36832	2662	RAY ALLEN MANUFACTURING	213.90	124.99	88.91	3##
03/20/2025	GEN	36833	MISC	REED KOTTKE	1,417.40	0.00	1,417.40	1
03/20/2025	GEN	36834	3048	SHERBURNE COUNTY SHERIFF'S OFFICE	90.00	0.00	90.00	1
03/20/2025	GEN	36835	3029	SIONICS WEAPON SYSTEMS	2,889.80	0.00	2,889.80	1
03/20/2025	GEN	36836	148	STREICHER'S POLICE EQUIPMENT	1,959.59	0.00	1,959.59	9
03/20/2025	GEN	36837	276	SUBURBAN TIRE WHOLESALE INC	829.48	0.00	829.48	2
03/20/2025	GEN	36838	1742	TERMINAL SUPPLY CO	905.79	0.00	905.79	2

User: RCKOTTKE  
DB: Corcoran

BANK CODE: GEN CHECK DATE: 03/20/2025 INVOICE PAY DATE FROM 03/20/2025 TO 03/20/2025

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
03/20/2025	GEN	36839	3020	TRANSPORT GRAPHICS	261.83	0.00	261.83	1
03/20/2025	GEN	36840	2220	TRANSUNION RISK & ALTERNATIVE	75.00	0.00	75.00	1
03/20/2025	GEN	36841	156	WESTSIDE WHOLESALE TIRE	20.00	0.00	20.00	1

Num Checks: 44 Num Stubs: 1 Num Invoices: 96 Total Amount: 87,705.40

## Denotes that check has vendor credit applied.

User: RCKOTTKE  
DB: Corcoran

BANK CODE: GEN CHECK DATE: 03/27/2025 INVOICE PAY DATE FROM 03/27/2025 TO 03/27/2025

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
03/27/2025	GEN	36842	2813	CITY OF CORCORAN	4,038.01	0.00	4,038.01	7
03/27/2025	GEN	36843	226	GALLS, LLC	39.99	0.00	39.99	1
03/27/2025	GEN	36844	3112	S.M. HENTGES & SONS, INC.	74,136.64	0.00	74,136.64	1
03/27/2025	GEN	36845	1939	SR WEIDEMA	137,048.54	0.00	137,048.54	1

Num Checks: 4      Num Stubs: 0      Num Invoices: 10      Total Amount: 215,263.18

JOURNALIZED  
 PAID - CHECK TYPE: PAPER CHECK  
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36742							
100-41400-50307	02/28/25	AARON HEADRICK	2025 RECRUITMENT AND RETENTION REIM	20250228	03/13/25	1,500.00	36742
			Total For Check 36742			1,500.00	
Check 36743							
100-45200-50221	12/30/24	AMERICAN PRESSURE	SHOP SUPPLIES	146872	03/13/25	425.00	36743
			Total For Check 36743			425.00	
Check 36744							
100-41900-50212	12/16/24	BEAUDRY OIL COMPANY	UNLEADED 87-10% ETHANOL	2802979	03/13/25	53.16	36744
100-41900-50212	01/07/25	BEAUDRY OIL COMPANY	UNLEADED 87-10% ETHANOL	2828394	03/13/25	45.30	36744
100-41900-50212	01/21/25	BEAUDRY OIL COMPANY	UNLEADED 87-10% ETHANOL	39568+2	03/13/25	61.41	36744
100-41900-50212	02/06/25	BEAUDRY OIL COMPANY	UNLEADED 87 20250206	2869021	03/13/25	56.53	36744
100-41900-50212	02/21/25	BEAUDRY OIL COMPANY	UNLEADED 87 - 10% ETHANOL	2890854	03/13/25	60.40	36744
100-41900-50380	01/23/25	BEAUDRY OIL COMPANY	PROPANE	2840572	03/13/25	519.84	36744
100-42100-50212	12/16/24	BEAUDRY OIL COMPANY	UNLEADED 87-10% ETHANOL	2802979	03/13/25	1,628.48	36744
100-42100-50212	01/07/25	BEAUDRY OIL COMPANY	UNLEADED 87-10% ETHANOL	2828394	03/13/25	1,389.30	36744
100-42100-50212	01/21/25	BEAUDRY OIL COMPANY	UNLEADED 87-10% ETHANOL	39568+2	03/13/25	1,883.19	36744
100-42100-50212	02/06/25	BEAUDRY OIL COMPANY	UNLEADED 87 20250206	2869021	03/13/25	1,733.71	36744
100-42100-50212	02/21/25	BEAUDRY OIL COMPANY	UNLEADED 87 - 10% ETHANOL	2890854	03/13/25	1,852.31	36744
100-43100-50212	12/16/24	BEAUDRY OIL COMPANY	190 ULS DYED KODIAK	2802978	03/13/25	1,826.66	36744
100-43100-50212	12/16/24	BEAUDRY OIL COMPANY	UNLEADED 87-10% ETHANOL	2802979	03/13/25	88.61	36744
100-43100-50212	01/07/25	BEAUDRY OIL COMPANY	190 ULS DYED KODIAK 50/50	2828393	03/13/25	1,613.56	36744
100-43100-50212	01/07/25	BEAUDRY OIL COMPANY	UNLEADED 87-10% ETHANOL	2828394	03/13/25	75.50	36744
100-43100-50212	01/21/25	BEAUDRY OIL COMPANY	ULS DYED KODIAK+ 50/50	2845760	03/13/25	1,010.10	36744
100-43100-50212	01/21/25	BEAUDRY OIL COMPANY	UNLEADED 87-10% ETHANOL	39568+2	03/13/25	102.35	36744
100-43100-50212	02/06/25	BEAUDRY OIL COMPANY	UNLEADED 87 20250206	2869021	03/13/25	94.20	36744
100-43100-50212	02/06/25	BEAUDRY OIL COMPANY	ULS DYED KODIAK+ 50/50	2869708	03/13/25	849.12	36744
100-43100-50212	02/21/25	BEAUDRY OIL COMPANY	ULS DYED KODIAK+ 50/50	2890853	03/13/25	1,314.87	36744
100-43100-50212	02/21/25	BEAUDRY OIL COMPANY	UNLEADED 87 - 10% ETHANOL	2890854	03/13/25	100.67	36744
100-43100-50223	01/23/25	BEAUDRY OIL COMPANY	PROPANE	2840571	03/13/25	967.40	36744
100-43201-50210	02/10/25	BEAUDRY OIL COMPANY	332 LB CYLINDER	2871259	03/13/25	328.00	36744
			Total For Check 36744			17,654.67	
Check 36745							
416-42100-50550	11/18/24	BLACKFIRE CREATIVE	2025 EXPLORER K9 SQUAD - 3/4 WRAP ('	7991	03/13/25	2,560.00	36745
			Total For Check 36745			2,560.00	
Check 36746							
100-42100-50220	01/31/25	BOYER FORD TRUCKS INC	PARTS-WHEEL ASY	092P10619	03/13/25	505.03	36746
100-42100-50220	01/31/25	BOYER FORD TRUCKS INC	PARTS BRAKE PADS/ROTORS	093P28099	03/13/25	901.85	36746
100-42100-50403	01/25/25	BOYER FORD TRUCKS INC	PARTS VIN 1FM5K8AB4LC52484	093S7242.02	03/13/25	1,109.37	36746
			Total For Check 36746			2,516.25	
Check 36747							
100-42100-50417	12/14/24	BROWNELLS, INC.	NEW RIFLES SET UP	2024411735580	03/13/25	556.07	36747
100-42100-50417	01/28/25	BROWNELLS, INC.	NEW RIFLES SET UP	2025600052388	03/13/25	(376.89)	36747
100-42100-50417	01/17/25	BROWNELLS, INC.	SO 3002586826	2025411844838	03/13/25	458.83	36747
			Total For Check 36747			638.01	
Check 36748							
100-42100-50210	12/02/24	BURDAS TOWING	11/30/24 TOW - NGA95466 '22 FORD EX	24-210260	03/13/25	165.00	36748
			Total For Check 36748			165.00	
Check 36749							

JOURNALIZED  
PAID - CHECK TYPE: PAPER CHECK  
CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36749							
100-00000-22205	03/05/25	CARSON, CLELLAND & SCHREDER	CK REQ INDUSTRIAL NE FEBRUARY 2025	7220	03/13/25	43.50	36749
100-00000-22205	03/05/25	CARSON, CLELLAND & SCHREDER	CK REQ KWIK TRIP FEBRUARY 2025	7220-2	03/13/25	72.50	36749
100-00000-22205	03/05/25	CARSON, CLELLAND & SCHREDER	CK REQ RUSH CREEK WETLAND FEBRUARY 2025	7220-3	03/13/25	152.25	36749
100-00000-22205	03/05/25	CARSON, CLELLAND & SCHREDER	CK REQ DOMINOS 1/2 DECEMBER 2024	6794-2	03/13/25	23.95	36749
100-00000-22205	03/05/25	CARSON, CLELLAND & SCHREDER	CK REQ DOMINOS 2/2 DECEMBER 2024	6794	03/13/25	287.80	36749
100-00000-22205	03/05/25	CARSON, CLELLAND & SCHREDER	CK REQ M&J CREEKSIDE DECEMBER 2024	6794-3	03/13/25	36.25	36749
100-00000-22205	03/05/25	CARSON, CLELLAND & SCHREDER	CK REQ A&A LANDSCAPING JANUARY 2025	6971	03/13/25	36.25	36749
100-00000-22205	03/05/25	CARSON, CLELLAND & SCHREDER	CK REQ KWIK TRIP JANUARY 2025	6971-2	03/13/25	36.25	36749
100-00000-22205	03/05/25	CARSON, CLELLAND & SCHREDER	CK REQ M&J CREEKSIDE JANUARY 2025	6971-3	03/13/25	362.50	36749
100-00000-22205	03/05/25	CARSON, CLELLAND & SCHREDER	CK REQ RUSH CREEK 4TH JANUARY 2025	6971-4	03/13/25	239.25	36749
100-00000-22205	03/05/25	CARSON, CLELLAND & SCHREDER	CK REQ RUSH CREEK WETLAND JANUARY 2025	6971-5	03/13/25	43.50	36749
Total For Check 36749						1,334.00	
Check 36750							
100-00000-22205-007	02/28/25	CARSON, CLELLAND, & SCHREDER	CITY ATTORNEY FEBRUARY 2025	7220-4	03/13/25	72.50	36750
100-00000-22205-058	01/31/25	CARSON, CLELLAND, & SCHREDER	CITY ATTORNEY JANUARY 2025	6971-6	03/13/25	108.75	36750
100-41600-50300	01/31/25	CARSON, CLELLAND, & SCHREDER	CITY ATTORNEY JANUARY 2025	6971-6	03/13/25	4,045.50	36750
100-41600-50300	12/31/24	CARSON, CLELLAND, & SCHREDER	CITY ATTORNEY DECEMBER 2024	6794-4	03/13/25	4,185.75	36750
100-41600-50300	02/28/25	CARSON, CLELLAND, & SCHREDER	CITY ATTORNEY FEBRUARY 2025	7220-4	03/13/25	3,590.05	36750
100-42100-50304	01/31/25	CARSON, CLELLAND, & SCHREDER	CITY ATTORNEY JANUARY 2025	6971-6	03/13/25	2,088.00	36750
100-42100-50304	12/31/24	CARSON, CLELLAND, & SCHREDER	CITY ATTORNEY DECEMBER 2024	6794-4	03/13/25	1,885.55	36750
100-42100-50304	02/28/25	CARSON, CLELLAND, & SCHREDER	CITY ATTORNEY FEBRUARY 2025	7220-4	03/13/25	2,858.00	36750
Total For Check 36750						18,834.10	
Check 36751							
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ HOPE CDD 20241130	BENG24-0004NOV24	03/13/25	127.50	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ NE INDSTR L EDS 20250131	20250203-1	03/13/25	187.50	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ TONKA AUTO CENTER CDD 202411	BP24-0016NOV	03/13/25	198.75	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ RUSH CREEK CDD 20241130	BP24-0065	03/13/25	42.50	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ UPWARD ACRES CDD 20241130	BP24-0047NOV	03/13/25	96.25	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ WOODLAND HILLS CDD 20241130	BP24-0033NOV	03/13/25	85.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ DOMINOS CDD 20241130	BP24-0040	03/13/25	145.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ CAMP SOLBERG CDD 20241130	BP24-0032NOV24	03/13/25	101.25	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ NEW MAHAVAN CDD 20241130	BP24-0035NOV24	03/13/25	85.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ NE INDSTR L CDD 20241130	BP24-0052NOV24	03/13/25	85.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ ARENS NORLING CDD 20241130	BP24-0058NOV24	03/13/25	535.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REW KEEFE CDD 20241130	BP22-0037NOV24	03/13/25	170.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ OLD FARM RIDGE CDD 20241130	BP24-0053NOV24	03/13/25	631.25	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ A&A LNDSCP CDD 20241130	BP24-0067NOV24	03/13/25	42.50	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ AT&T CDD 20241130	BP24-0064NOV24	03/13/25	48.75	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ BERGERON FAIRWAY PWD MAR-DEC	20250127-1	03/13/25	90.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ CORCORAN STORAGE PWD MAR-DEC	20250127-2	03/13/25	315.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ DOMINOS PWD MAR-DEC 2024	20250127-3	03/13/25	360.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ HEATHER 3RD PWD MAR-DEC 2024	20250127-4	03/13/25	90.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ HEITKE PWD MAR-DEC 2024	20250127-5	03/13/25	45.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ KARINIEMI ORCHR PWD MAR-DEC	20250127-6	03/13/25	45.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ KEEFE PWD MAR-DEC 2024	20250127-7	03/13/25	45.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ KWIK TRIP PWD MAR-DEC 2024	20250127-8	03/13/25	90.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ M&J PWD MAR-DEC 2024	20250127-9	03/13/25	45.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ NORLING PWD MAR-DEC 2024	20250127-10	03/13/25	135.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ OSWALD PWD MAR-DEC 2024	20250127-11	03/13/25	90.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ RED BARN PWD MAR-DEC 2024	20250127-12	03/13/25	450.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ CAMP SOLBERG PWD MAR-DEC 2024	20250127-13	03/13/25	90.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ WOODLAND HILLS PWD MAR-DEC 2024	20250127-14	03/13/25	990.00	36751

JOURNALIZED  
 PAID - CHECK TYPE: PAPER CHECK  
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36751							
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ WALCOTT PWD MAR-DEC 2024	20250127-15	03/13/25	270.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ UPWARD ACRES PWD MAR-DEC 202	20250127-16	03/13/25	225.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ KVAM CUP PWD MAR-DEC 2024	20250127-17	03/13/25	45.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ ST THERESE PWD MAR-DEC 2024	20250127-18	03/13/25	540.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ CORCORAN STRG II PWD 2024073	BP23-0028	03/13/25	225.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REW RUSH CRK RSRV PWD MAR-DEC 20	20250128-1	03/13/25	675.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ NE INDSTRL PWD MAR-DEC 2024	20250128-2	03/13/25	270.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ HOPE MDWS PWD OCT-DEC 2024	20250128-4	03/13/25	405.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ CHASTEK PWD 20240831	BP24-0057AUG24	03/13/25	90.00	36751
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ 3019 ADDITION PWD MAR-DEC 20	20250128-5	03/13/25	180.00	36751
Total For Check 36751						8,386.25	
Check 36752							
100-00000-22206	03/11/25	CITY OF CORCORAN	CK REQ HOPE MEADOWS CDD 20241231	BCO24-0013DEC24	03/13/25	212.50	36752
Total For Check 36752						212.50	
Check 36753							
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ DOMINOS CDD 20241231	BP24-0040DEC24	03/13/25	216.25	36753
Total For Check 36753						216.25	
Check 36754							
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ OLD FARM RDG CDD 20241231	BP24-0053DEC24	03/13/25	237.50	36754
Total For Check 36754						237.50	
Check 36755							
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ KWIK TRIP CDD 20241231	BP24-0021DEC24	03/13/25	403.75	36755
Total For Check 36755						403.75	
Check 36756							
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ BROCKTON PRELIM CDD 20241231	BP24-0071DEC24	03/13/25	63.75	36756
Total For Check 36756						63.75	
Check 36757							
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ NEW MAHAVAN CDD 20241231	BP24-0035DEC24	03/13/25	21.25	36757
Total For Check 36757						21.25	
Check 36758							
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ WOODLND HLS CDD 20241231	BP24-0033DEC24	03/13/25	191.25	36758
Total For Check 36758						191.25	
Check 36759							
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ FWY SHRS CDD 20241231	BP24-0011DEC24	03/13/25	21.25	36759
Total For Check 36759						21.25	
Check 36760							
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ A&A CDD 20241231	BP24-0067DEC24	03/13/25	21.25	36760
Total For Check 36760						21.25	
Check 36761							
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ CAMP SOLBERG CDD 20241231	BP24-0032DEC24	03/13/25	21.25	36761
Total For Check 36761						21.25	
Check 36762							
100-00000-22205	03/11/25	CITY OF CORCORAN	CK REQ KEEFE CDD 20241231	BP22-0037DEC24	03/13/25	42.50	36762



PAID - CHECK TYPE: PAPER CHECK  
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36762							
						Total For Check 36762	42.50
Check 36763							
100-42100-50438	12/23/24	CORCORAN PET CARE CENTER, LLC	SVCS FROM 10/14/24 - 12/30/24	89056	03/13/25	701.32	36763
						Total For Check 36763	701.32
Check 36764							
100-42151-50404	12/02/24	EMBEDDED SYSTEMS, INC.	SIREN MAINT. 01/01/25 - 06/30/25	344772	03/13/25	899.46	36764
						Total For Check 36764	899.46
Check 36765							
100-41900-50300	02/28/25	EMPLOYEE RELATIONS, INC.	CASE 103482	98770	03/13/25	352.63	36765
						Total For Check 36765	352.63
Check 36766							
601-49400-50380	08/31/24	GOPHER STATE ONE CALL	237 BILLABLE TICKETS @ \$1.35	4080316	03/13/25	159.98	36766
601-49400-50380	09/30/24	GOPHER STATE ONE CALL	243 BILLABLE TICKETS @ \$1.35	4090316	03/13/25	164.03	36766
602-49450-50380	08/31/24	GOPHER STATE ONE CALL	237 BILLABLE TICKETS @ \$1.35	4080316	03/13/25	159.97	36766
602-49450-50380	09/30/24	GOPHER STATE ONE CALL	243 BILLABLE TICKETS @ \$1.35	4090316	03/13/25	164.02	36766
						Total For Check 36766	648.00
Check 36767							
100-41900-50403	01/01/25	HOLIDAY COMPANIES	CAR WASHES- 11/30/24-12/31/2024	003401012500	03/13/25	20.00	36767
						Total For Check 36767	20.00
Check 36768							
601-00000-22200	03/11/25	JENNIFER LIGON	UB refund for account: 20010257-365	03/11/2025	03/13/25	96.89	36768
						Total For Check 36768	96.89
Check 36769							
100-41900-50210	12/30/24	JOHNSON FEED INC	LOAD 1323789, 40# PELLETS	152673	03/13/25	894.60	36769
100-43100-50223	12/30/24	JOHNSON FEED INC	LOAD 1323789, 40# PELLETS	152673	03/13/25	894.60	36769
100-45200-50221	12/30/24	JOHNSON FEED INC	LOAD 1323789, 40# PELLETS	152673	03/13/25	894.60	36769
						Total For Check 36769	2,683.80
Check 36770							
100-00000-22205	03/10/25	JORDAN SPAETH	ESCROW RELEASE - 7900 JUBERT LN	ER0019	03/13/25	1,308.80	36770
						Total For Check 36770	1,308.80
Check 36771							
100-00000-22205	03/11/25	LANDFORM PROFESSIONAL SERVICE	CK REQ ST THERESE 22-023 20241231	36389	03/13/25	153.00	36771
100-00000-22205	03/11/25	LANDFORM PROFESSIONAL SERVICE	CK REQ KWIK TRIP 23-006 20241231	36394	03/13/25	160.00	36771
100-00000-22205	03/11/25	LANDFORM PROFESSIONAL SERVICE	CK REQ PIONEER TRAIL 23-030 2024123	36396	03/13/25	422.50	36771
100-00000-22205	03/11/25	LANDFORM PROFESSIONAL SERVICE	CK REQ WOODLAND HILLS 23-032 202412	36398	03/13/25	127.50	36771
100-00000-22205	03/11/25	LANDFORM PROFESSIONAL SERVICE	CK REQ RED BARN 24-007 20241231	36399	03/13/25	40.00	36771
100-00000-22205	03/11/25	LANDFORM PROFESSIONAL SERVICE	CK REQ INDSTR L NE 24-010 20241231	36400	03/13/25	1,247.50	36771
100-00000-22205	03/11/25	LANDFORM PROFESSIONAL SERVICE	CK REQ KARINIEMI ORCHARD 24-024 202	36403	03/13/25	25.50	36771
100-00000-22205	03/11/25	LANDFORM PROFESSIONAL SERVICE	CK REQ HOPE MEADOWS 24-025 20241231	36404	03/13/25	302.00	36771
100-00000-22205	03/11/25	LANDFORM PROFESSIONAL SERVICE	CK REQ SCHUTTE 24-033 20241231	36406	03/13/25	40.00	36771
100-00000-22205	03/11/25	LANDFORM PROFESSIONAL SERVICE	CK REQ ESEMNT VACTN RCR 24-039 2024	36407	03/13/25	619.00	36771
100-00000-22205	03/11/25	LANDFORM PROFESSIONAL SERVICE	CK REQ RUSH CREEK 4TH 24-011 202412	36401-2	03/13/25	80.00	36771
100-00000-22205	03/11/25	LANDFORM PROFESSIONAL SERVICE	CK REQ WALCOTT 22-036 20241231	36392	03/13/25	153.00	36771
100-00000-22205	03/11/25	LANDFORM PROFESSIONAL SERVICE	CK REQ ST THOMAS 24-045 20241231	36408	03/13/25	619.00	36771
100-00000-22205	03/11/25	LANDFORM PROFESSIONAL SERVICE	CK REQ BROCKTON BUS PK 24-047 20241	36409	03/13/25	811.50	36771
100-00000-22205-009	12/31/24	LANDFORM PROFESSIONAL SERVICE	BALL LAKE CROSSING 17-022 20241231	36378	03/13/25	153.00	36771

JOURNALIZED  
 PAID - CHECK TYPE: PAPER CHECK  
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36771							
100-00000-22205-013	12/31/24	LANDFORM PROFESSIONAL SERVICE	BECHTOLD FARMS 22-024 20241231	36390	03/13/25	91.00	36771
100-00000-22205-017	12/31/24	LANDFORM PROFESSIONAL SERVICE	COOK LAKE HIGHLANDS 21-057 20241231	36384	03/13/25	127.50	36771
100-00000-22205-044	12/31/24	LANDFORM PROFESSIONAL SERVICE	KARINIEMI MEADOWS 22-059 20241231	36393	03/13/25	40.00	36771
100-00000-22205-056	12/31/24	LANDFORM PROFESSIONAL SERVICE	TAVERA 6TH 23-033 20241231	36397	03/13/25	506.00	36771
100-00000-22205-056	12/31/24	LANDFORM PROFESSIONAL SERVICE	TAVERA 7TH 24-028 20241231	36405	03/13/25	618.50	36771
100-00000-22205-056	12/31/24	LANDFORM PROFESSIONAL SERVICE	TAVERA 4TH 22-028 20241231	36391	03/13/25	40.00	36771
100-00000-22205-058	12/31/24	LANDFORM PROFESSIONAL SERVICE	RAVINIA 11TH 19-005 20241231	36381	03/13/25	80.00	36771
100-00000-22205-058	12/31/24	LANDFORM PROFESSIONAL SERVICE	RAVINIA 14TH 19-022 20241231	36383	03/13/25	229.50	36771
100-00000-22205-059	12/31/24	LANDFORM PROFESSIONAL SERVICE	RAVINIA 10TH 18-034 20241231	36380	03/13/25	80.00	36771
100-00000-22205-061	12/31/24	LANDFORM PROFESSIONAL SERVICE	RAVINIA 6TH 16-016 20241231	36377	03/13/25	40.00	36771
100-00000-22205-087	12/31/24	LANDFORM PROFESSIONAL SERVICE	AMBERLY 2ND 22-008 20241231	36386	03/13/25	255.00	36771
100-00000-22205-087	12/31/24	LANDFORM PROFESSIONAL SERVICE	BELLWETHER 8TH 22-007 20241231	36385	03/13/25	371.50	36771
100-00000-22205-087	12/31/24	LANDFORM PROFESSIONAL SERVICE	ENCORE FINAL PUD 18-027 20241231	36379	03/13/25	80.00	36771
100-00000-22205-087	12/31/24	LANDFORM PROFESSIONAL SERVICE	BELLWETHER 3RD 19-017 20241231	36382	03/13/25	80.00	36771
100-00000-22205-087	12/31/24	LANDFORM PROFESSIONAL SERVICE	BELLWETHER 10TH 24-020 20241231	36402	03/13/25	40.00	36771
100-00000-22205-098	12/31/24	LANDFORM PROFESSIONAL SERVICE	RUSH CREEK 2ND 22-012 20241231	36388	03/13/25	255.00	36771
100-00000-22205-098	12/31/24	LANDFORM PROFESSIONAL SERVICE	RUSH CREEK RESERVE 3RD 23-007 20241	36395	03/13/25	40.00	36771
100-00000-22205-127	12/31/24	LANDFORM PROFESSIONAL SERVICE	WESTSIDE TIRE 22-011 20241231	36387	03/13/25	40.00	36771
100-41910-50300	12/31/24	LANDFORM PROFESSIONAL SERVICE	CITY BUSINESS 20241231	36411	03/13/25	2,320.00	36771
Total For Check 36771						10,287.50	
Check 36772							
100-41110-50207	03/05/25	LEAGUE OF MINNESOTA CITIES	2025 LCM ANNUAL CONF REGISTRATION Q	425332	03/13/25	825.00	36772
100-41320-50207	03/05/25	LEAGUE OF MINNESOTA CITIES	2025 LCM ANNUAL CONF REGISTRATION Q	425332	03/13/25	275.00	36772
100-41400-50207	03/05/25	LEAGUE OF MINNESOTA CITIES	2025 LCM ANNUAL CONF REGISTRATION Q	425332	03/13/25	275.00	36772
Total For Check 36772						1,375.00	
Check 36773							
100-43100-50365	03/01/25	LEAGUE OF MN CITIES INSUR.TR	WORKERS COMPENSATION CLAIM 00514335	24124	03/13/25	500.00	36773
Total For Check 36773						500.00	
Check 36774							
100-42100-50207	01/01/25	LEXIPOL LLC	ANNUAL LAW ENFORCMENT MANUAL & BULL	INVLEX11246441	03/13/25	3,671.64	36774
Total For Check 36774						3,671.64	
Check 36775							
100-42100-50300	12/31/24	MARTIN-MCALLISTER	PUBLIC SAFETY ASSESSMENTS X 2	16598	03/13/25	1,250.00	36775
Total For Check 36775						1,250.00	
Check 36776							
601-49400-50210	12/11/24	MILLER CHEVROLET	COVER 62439	186436	03/13/25	475.00	36776
601-49400-50220	01/21/25	MILLER CHEVROLET	SENSOR	186956	03/13/25	69.86	36776
602-49450-50210	12/26/24	MILLER CHEVROLET	MAT PKG	186591	03/13/25	127.50	36776
Total For Check 36776						672.36	
Check 36777							
100-42100-50207	12/18/24	MN CHIEFS OF POLICE ASSOC	FULL CONF MEMBER REG X 4	20974	03/13/25	2,340.00	36777
Total For Check 36777						2,340.00	
Check 36778							
201-42100-50417	12/20/24	MOTOROLA SOLUTIONS INC	PO 04594012	8282047232	03/13/25	2,668.00	36778
Total For Check 36778						2,668.00	
Check 36779							
100-41400-50307	03/15/25	NALISHA WILLIAMS	2025 RECRUITMENT AND RETENTION REIM	20250315	03/13/25	1,500.00	36779

JOURNALIZED  
 PAID - CHECK TYPE: PAPER CHECK  
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36779							
Total For Check 36779						1,500.00	
Check 36780							
100-42100-50220	01/06/25	NAPA AUTO PARTS - Corcoran	BATTERY	580269	03/13/25	246.21	36780
100-43100-50220	01/07/25	NAPA AUTO PARTS - Corcoran	CORE DEPOSIT FROM 580269 1/6/25	580425 CM	03/13/25	(18.00)	36780
Total For Check 36780						228.21	
Check 36781							
416-43100-50220	01/10/25	NORTHERN SAFETY TECHNOLOGY	SO 25665	58787	03/13/25	643.86	36781
416-43100-50220	01/13/25	NORTHERN SAFETY TECHNOLOGY	SO 25665	58797	03/13/25	261.00	36781
Total For Check 36781						904.86	
Check 36782							
100-43100-50220	01/31/25	NUSS TRUCK & EQUIPMENT	REPAIR VIN 1M2AX09C9DM014907	SW0043720-1	03/13/25	1,701.18	36782
Total For Check 36782						1,701.18	
Check 36783							
100-45200-50530	02/15/25	NW TRAILS ASSOCIATION	2025 2ND BENCHMARK	2025BM2	03/13/25	10,749.25	36783
Total For Check 36783						10,749.25	
Check 36784							
100-41900-50200	02/11/25	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	410612425001	03/13/25	30.79	36784
100-41900-50200	01/08/25	ODP BUSINESS SOLUTIONS, LLC	ORDER DATE 1/6/25	404959748001	03/13/25	60.82	36784
100-41900-50200	01/08/25	ODP BUSINESS SOLUTIONS, LLC	ORDER DATE 1/6/25	405013232001	03/13/25	10.83	36784
100-41900-50200	01/31/25	ODP BUSINESS SOLUTIONS, LLC	ORDER DATE 1/29/25	409659538001	03/13/25	59.96	36784
100-41900-50200	12/10/24	ODP BUSINESS SOLUTIONS, LLC	ORDER DT 12/10/24, LMINATING POUCH	401392921001	03/13/25	15.99	36784
100-41900-50200	12/10/24	ODP BUSINESS SOLUTIONS, LLC	ORDER DT 12/10/24, SIGN, WALL	401392416001	03/13/25	14.99	36784
100-41900-50200	12/27/24	ODP BUSINESS SOLUTIONS, LLC	ORDER DT 12/23/24	404358242001	03/13/25	42.85	36784
100-41900-50200	12/24/24	ODP BUSINESS SOLUTIONS, LLC	ORDER DT 12/23/24, MAGNETS	404359951001	03/13/25	9.94	36784
100-41900-50200	12/26/24	ODP BUSINESS SOLUTIONS, LLC	ORDER DT 12/23/24 POUCH, LAM, MENU, OD	404359946001	03/13/25	51.87	36784
100-41900-50200	12/27/24	ODP BUSINESS SOLUTIONS, LLC	ORDER DT 12/23/24 POUCHES, LAMINATI	404359948001	03/13/25	25.49	36784
100-43100-50200	12/12/24	ODP BUSINESS SOLUTIONS, LLC	DESK PAD	401392920001	03/13/25	22.19	36784
100-43100-50200	02/11/25	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	410612425001	03/13/25	49.99	36784
100-43100-50200	01/08/25	ODP BUSINESS SOLUTIONS, LLC	ORDER# 405013234001 1/6/25	405013234001	03/13/25	12.39	36784
100-43100-50200	01/08/25	ODP BUSINESS SOLUTIONS, LLC	ORDER DATE 1/6/25	404959748001	03/13/25	216.08	36784
Total For Check 36784						624.18	
Check 36785							
100-41900-50300	02/14/25	OPTUM	FSA MAINTENANCE FEE JAN 2025	0001709290	03/13/25	9.00	36785
100-41900-50300	01/01/25	OPTUM	HSA MAINTENANCE FEE OCT NOV DEC 202	0001695868	03/13/25	175.50	36785
Total For Check 36785						184.50	
Check 36786							
601-00000-22200	03/05/25	PULTE HOMES OF MN, LLC	UB refund for account: 20006322-416	03/05/2025	03/13/25	162.67	36786
602-00000-22200	03/05/25	PULTE HOMES OF MN, LLC	UB refund for account: 20006322-416	03/05/2025	03/13/25	70.86	36786
Total For Check 36786						233.53	
Check 36787							
601-00000-22200	03/05/25	PULTE HOMES OF MN, LLC	UB refund for account: 20006324-416	03/05/2025	03/13/25	180.83	36787
602-00000-22200	03/05/25	PULTE HOMES OF MN, LLC	UB refund for account: 20006324-416	03/05/2025	03/13/25	80.16	36787
Total For Check 36787						260.99	
Check 36788							
100-43100-50225	12/31/24	RTL EQUIPMENT	BOBCAT T770 BUCKET	98760	03/13/25	2,000.00	36788

PAID - CHECK TYPE: PAPER CHECK  
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36788			Total For Check 36788			2,000.00	
Check 36789							
100-42100-50223	12/19/24	RUSSELL SECURITY RESOURCE INC	S0 2930 INSTALL TRILOGY KEYPAD	A50650	03/13/25	1,010.00	36789
			Total For Check 36789			1,010.00	
Check 36790							
100-43100-50226	12/18/24	SIGN SOLUTIONS USA	QUOTE 20930	415295	03/13/25	2,028.15	36790
100-43100-50226	12/18/24	SIGN SOLUTIONS USA	QUOTE 22553	415294	03/13/25	2,224.00	36790
			Total For Check 36790			4,252.15	
Check 36791							
100-43100-50300	11/01/24	ST MICHAEL SPINAL REHAB CENTE	DOS 10/10/24 DOT PHYSICAL	11/01/2024	03/13/25	120.00	36791
100-43100-50300	12/02/24	ST MICHAEL SPINAL REHAB CENTE	DOS 11/11/24 DOT PHYSICAL	12/02/2024	03/13/25	120.00	36791
100-43100-50300	12/31/24	ST MICHAEL SPINAL REHAB CENTE	DOS 12/06/24 DOT PHYSICAL	12/31/2024	03/13/25	120.00	36791
			Total For Check 36791			360.00	
Check 36792							
100-00000-22205	02/24/25	STANTEC CONSULTING SERVICES	WCA PROJECTS 6616 20241231	2358314	03/13/25	1,801.70	36792
100-00000-22205-098	02/24/25	STANTEC CONSULTING SERVICES	WCA PROJECTS 6616 20241231	2358314	03/13/25	158.68	36792
100-42400-50303	02/24/25	STANTEC CONSULTING SERVICES	B002294-20-060 NEW CONSTRUCTION INS	2358324	03/13/25	2,237.50	36792
100-43170-50300	12/31/24	STANTEC CONSULTING SERVICES	GENERAL ENGINEERING 6870 20241231	2358315	03/13/25	7,123.31	36792
100-43170-50309	02/24/25	STANTEC CONSULTING SERVICES	WCA PROJECTS 6616 20241231	2358314	03/13/25	862.50	36792
100-43170-50309	12/31/24	STANTEC CONSULTING SERVICES	GENERAL ENGINEERING 6870 20241231	2358315	03/13/25	412.50	36792
601-49400-50303	02/24/25	STANTEC CONSULTING SERVICES	B002294-20-060 NEW CONSTRUCTION INS	2358324	03/13/25	594.44	36792
602-49450-50303	02/24/25	STANTEC CONSULTING SERVICES	B002294-20-060 NEW CONSTRUCTION INS	2358324	03/13/25	594.41	36792
			Total For Check 36792			13,785.04	
Check 36793							
100-43100-50210	12/17/24	TERMINAL SUPPLY CO	TSC ORDER 985320 SUPPLIES	85307-00	03/13/25	274.46	36793
			Total For Check 36793			274.46	
Check 36794							
100-42100-50417	02/01/25	TIDE CLEANERS	DRYCLEANING SVCS FOR THE MONTH OF J.	20250201	03/13/25	132.48	36794
100-42100-50417	03/01/25	TIDE CLEANERS	DRYCLEANING SVCS FOR THE MONTH OF F.	20250301	03/13/25	181.31	36794
			Total For Check 36794			313.79	
Check 36795							
416-42100-50210	09/11/24	TIGERTOUGH	SQUAD SETUP- SEAT	PSI-104715	03/13/25	259.39	36795
			Total For Check 36795			259.39	
Check 36796							
601-49400-50210	02/20/25	TOLL GAS AND WELDING SUPPLY	WTP NITROGEN	0010605125	03/13/25	450.17	36796
			Total For Check 36796			450.17	
Check 36797							
100-42100-50210	12/23/24	ULTIMATE SAFETY CONCEPTS INC	BW SOLO MONITORS, INTELLIDOX STATIO	214920	03/13/25	8,876.82	36797
			Total For Check 36797			8,876.82	
Check 36798							
100-45200-50221	08/24/24	ACME TOOLS	ORDER 21383481-00	13115178	03/20/25	619.30	36798
			Total For Check 36798			619.30	
Check 36799							
100-41900-50401	02/11/25	ADAMS PEST CONTROL, INC.	PEST CONTROL MAINTENANCE	4052061-2	03/20/25	6.67	36799

JOURNALIZED  
 PAID - CHECK TYPE: PAPER CHECK  
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36799			Total For Check 36799			6.67	
Check 36800							
100-41920-50210	02/14/25	AMAZON CAPITAL SERVICES	ACCT AKKM4RGY10LC8	1LLF-RKHF-NQ6L	03/20/25	279.92	36800
100-42100-50200	01/14/25	AMAZON CAPITAL SERVICES	ACCT AKKM4RGY10LC8	1VVV-MMHK-TNPW	03/20/25	44.98	36800
100-42100-50210	08/12/24	AMAZON CAPITAL SERVICES	8/12/24 PURCHASE OF SANDISK	1NRY-NNVV-FHHK	03/20/25	11.27	36800
416-42100-50210	09/14/24	AMAZON CAPITAL SERVICES	09/02/24 OF SUPPLIES	1K3F-HHWW-H1HV	03/20/25	299.23	36800
			Total For Check 36800			635.40	
Check 36801							
100-45200-50221	12/12/24	AMERICAN PRESSURE	SHOP SUPPLIES	146616	03/20/25	2,378.51	36801
			Total For Check 36801			2,378.51	
Check 36802							
100-43100-50220	01/24/25	ASPEN EQUIPMENT COMPANY	MODULE, HEADLAMP	PSO086936-1	03/20/25	275.11	36802
			Total For Check 36802			275.11	
Check 36803							
100-42100-50417	02/07/25	ASPEN MILLS	SALES ORDER 66033 - REISNER, J.	348367	03/20/25	122.84	36803
			Total For Check 36803			122.84	
Check 36804							
100-42100-50210	02/01/25	AXON ENTERPRISE, INC.	BUNDLE-TASER 10 CERT QTY 13	INUS320877	03/20/25	11,893.44	36804
			Total For Check 36804			11,893.44	
Check 36805							
100-43100-50400	01/14/25	CINTAS - 470	ORDER 7052846234	5248894801	03/20/25	61.91	36805
			Total For Check 36805			61.91	
Check 36806							
100-41900-50400	01/08/25	CINTAS - 470	SUPPLIES	4217223846	03/20/25	21.14	36806
100-41900-50400	01/15/25	CINTAS - 470	SUPPLIES	4217932453	03/20/25	21.14	36806
100-41900-50400	01/22/25	CINTAS - 470	SUPPLIES	4218741514	03/20/25	21.14	36806
100-41900-50400	01/29/25	CINTAS - 470	SUPPLIES	4219409392	03/20/25	21.14	36806
100-41900-50400	02/26/25	CINTAS - 470	SUPPLIES	4222405976	03/20/25	21.14	36806
100-43100-50400	01/15/25	CINTAS - 470	SUPPLIES	4217932448	03/20/25	25.91	36806
100-43100-50400	01/22/25	CINTAS - 470	SUPPLIES	4218741506	03/20/25	25.91	36806
100-43100-50400	02/26/25	CINTAS - 470	SUPPLIES	4222405918	03/20/25	25.91	36806
100-43100-50400	01/29/25	CINTAS - 470	SUPPLIES	4219409376	03/20/25	25.91	36806
100-43100-50417	01/08/25	CINTAS - 470	SORT 04700001705	4217223789	03/20/25	112.12	36806
100-43100-50417	01/08/25	CINTAS - 470	SUPPLIES	4217223983	03/20/25	164.43	36806
100-43100-50417	01/15/25	CINTAS - 470	SUPPLIES	4217932493	03/20/25	136.30	36806
100-43100-50417	01/15/25	CINTAS - 470	SUPPLIES	4217932516	03/20/25	164.43	36806
100-43100-50417	01/22/25	CINTAS - 470	SUPPLIES	4218741557	03/20/25	116.78	36806
100-43100-50417	01/22/25	CINTAS - 470	SUPPLIES	4218741662	03/20/25	166.76	36806
100-43100-50417	02/26/25	CINTAS - 470	SUPPLIES	4222406013	03/20/25	140.96	36806
100-43100-50417	02/26/25	CINTAS - 470	SUPPLIES	4222406082	03/20/25	166.76	36806
100-43100-50417	01/29/25	CINTAS - 470	SUPPLIES	4219409438	03/20/25	140.96	36806
100-43100-50417	01/29/25	CINTAS - 470	SUPPLIES	4219409474	03/20/25	166.76	36806
100-43121-50400	01/08/25	CINTAS - 470	SUPPLIES	4217223831	03/20/25	25.91	36806
601-49400-50400	01/08/25	CINTAS - 470	SORT 04700001705	4217223789	03/20/25	11.50	36806
601-49400-50400	01/15/25	CINTAS - 470	SUPPLIES	4217932493	03/20/25	11.50	36806
601-49400-50400	01/22/25	CINTAS - 470	SUPPLIES	4218741557	03/20/25	12.67	36806
601-49400-50400	02/26/25	CINTAS - 470	SUPPLIES	4222406013	03/20/25	12.67	36806
601-49400-50400	01/29/25	CINTAS - 470	SUPPLIES	4219409438	03/20/25	12.67	36806

JOURNALIZED  
 PAID - CHECK TYPE: PAPER CHECK  
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36806							
602-49450-50400	01/08/25	CINTAS - 470	SORT 04700001705	4217223789	03/20/25	11.50	36806
602-49450-50400	01/15/25	CINTAS - 470	SUPPLIES	4217932493	03/20/25	11.50	36806
602-49450-50400	01/22/25	CINTAS - 470	SUPPLIES	4218741557	03/20/25	12.66	36806
602-49450-50400	02/26/25	CINTAS - 470	SUPPLIES	4222406013	03/20/25	12.66	36806
602-49450-50400	01/29/25	CINTAS - 470	SUPPLIES	4219409438	03/20/25	12.66	36806
Total For Check 36806						1,833.50	
Check 36807							
100-43100-50225	01/06/25	CORE & MAIN LP	60 GOLDPRO WTIB SOLID 20' QTY 80	W246747	03/20/25	10,664.00	36807
100-43100-50225	01/03/25	CORE & MAIN LP	VARIOUS GOLDPRO WTIB SOLID 20'	W205229	03/20/25	6,587.60	36807
601-49400-50210	02/20/25	CORE & MAIN LP	COPPERHORN, LESS SWIVEL, CONCAVE	W473760	03/20/25	3,695.44	36807
Total For Check 36807						20,947.04	
Check 36808							
100-43100-50223	01/14/25	CUSTOM DOOR SALES INC	3 BTN STATION	0320094-IN	03/20/25	50.00	36808
Total For Check 36808						50.00	
Check 36809							
100-42100-50417	01/22/25	GALLS, LLC	SO 28325678	030241755	03/20/25	124.47	36809
Total For Check 36809						124.47	
Check 36810							
100-45200-50210	02/20/25	GRAINGER	ORDER 1541288262	9414758160	03/20/25	122.05	36810
Total For Check 36810						122.05	
Check 36811							
100-42100-50403	01/15/25	GUARDIAN FLEET SAFETY	SERVICE UNIT# 568 2019 FORD EXPLORE	301589	03/20/25	250.00	36811
100-42100-50403	01/27/25	GUARDIAN FLEET SAFETY	SERVICE UNIT# 571 2021 CHEVY SILVER	301657	03/20/25	1,025.88	36811
100-42100-50403	02/14/25	GUARDIAN FLEET SAFETY	SERVICE UNIT# 571 2021 CHEVY SILVER	301787	03/20/25	416.44	36811
416-42100-50210	01/10/25	GUARDIAN FLEET SAFETY	24 CHEVY TRAVERSE-FULL BUILD CONFIG	301543	03/20/25	8,508.40	36811
416-42100-50210	08/08/24	GUARDIAN FLEET SAFETY	FULL BUILD CONFIG1 UNIT# 577	300702	03/20/25	12,805.98	36811
416-42100-50210	01/22/25	GUARDIAN FLEET SAFETY	SWITCH OVER TO CITY	301656	03/20/25	2,127.29	36811
416-42100-50210	02/03/25	GUARDIAN FLEET SAFETY	SERVICE UNIT# 578 CHEVY TRAVERSE	301722	03/20/25	580.55	36811
Total For Check 36811						25,714.54	
Check 36812							
100-00000-22205-087	12/11/24	HAUGO GEOTECHNICAL SERVICES LI	24-0185 STIEG ROAD CMT	14641	03/20/25	2,883.00	36812
Total For Check 36812						2,883.00	
Check 36813							
100-42100-50305	01/06/25	HENN CO SHERIFF	12/24 HCSO JAIL PER DIEM	1000237780	03/20/25	75.00	36813
100-42100-50305	02/12/25	HENN CO SHERIFF	01/25 HCSO JAIL PER DIEM	1000242194	03/20/25	75.00	36813
Total For Check 36813						150.00	
Check 36814							
100-42100-50207	02/21/25	HENN CTY CHIEFS OF POLICE ASSC	25 ANNUAL DUES	022125-COPD	03/20/25	540.00	36814
100-42100-50433	02/21/25	HENN CTY CHIEFS OF POLICE ASSC	25 ANNUAL DUES	022125-COPD	03/20/25	280.00	36814
Total For Check 36814						820.00	
Check 36815							
101-41910-50210	02/03/25	HENNEPIN COUNTY RECORDER	VIEWING OF DOCUMENTS	1000238590	03/20/25	10.00	36815
Total For Check 36815						10.00	
Check 36816							
100-42100-50323	03/04/25	HENNEPIN COUNTY INFO TECH	02/2025 RADIO FEES	1000242834	03/20/25	349.56	36816

JOURNALIZED  
 PAID - CHECK TYPE: PAPER CHECK  
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36816							
Total For Check 36816						349.56	
Check 36817							
100-42100-50403	02/01/25	HOLIDAY COMPANIES	ID 000200206298 SQUAD 568	003401022500	03/20/25	5.00	36817
Total For Check 36817						5.00	
Check 36818							
100-43100-50220	12/24/24	KENTCO SIGNS	DECAL & UNIT NOS.	27699	03/20/25	140.00	36818
100-43100-50220	11/13/24	KENTCO SIGNS	DECAL CITY OF CORCORAN UTILITES & P	27673	03/20/25	171.00	36818
601-49400-50220	07/01/24	KENTCO SIGNS	DECAL CITY OF CORCORAN UTILITES	27607	03/20/25	45.00	36818
601-49400-50220	11/13/24	KENTCO SIGNS	DECAL CITY OF CORCORAN UTILITES & P	27673	03/20/25	57.00	36818
602-49450-50220	07/01/24	KENTCO SIGNS	DECAL CITY OF CORCORAN UTILITES	27607	03/20/25	45.00	36818
602-49450-50220	11/13/24	KENTCO SIGNS	DECAL CITY OF CORCORAN UTILITES & P	27673	03/20/25	57.00	36818
Total For Check 36818						515.00	
Check 36819							
100-45200-50221	12/26/24	LANO EQUIPMENT	TORO PARTS	03-1126762	03/20/25	1,018.47	36819
Total For Check 36819						1,018.47	
Check 36820							
100-43100-50225	01/28/25	LANO EQUIPMENT	BPA-COIL	03-1131884	03/20/25	178.00	36820
Total For Check 36820						178.00	
Check 36821							
100-41320-50207	01/22/25	LEAGUE OF MINNESOTA CITIES	2025 CITY DAY ON HILL, TOBIN, WILLI.	421633	03/20/25	125.00	36821
100-41400-50207	01/22/25	LEAGUE OF MINNESOTA CITIES	2025 CITY DAY ON HILL, TOBIN, WILLI.	421633	03/20/25	125.00	36821
Total For Check 36821						250.00	
Check 36822							
100-41900-50210	02/20/25	MENARDS MAPLE GROVE	ACCT 31370262 SUPPLIES	45137	03/20/25	75.46	36822
100-43100-50210	02/19/25	MENARDS MAPLE GROVE	ACCT 31370262 SUPPLIES	45091	03/20/25	39.50	36822
100-43100-50210	02/13/25	MENARDS MAPLE GROVE	ACCT 31370262 SUPPLIES	44788	03/20/25	88.21	36822
207-42100-50210	02/13/25	MENARDS MAPLE GROVE	ACCT 31370262 SUPPLIES	44789	03/20/25	242.76	36822
601-49400-50220	02/10/25	MENARDS MAPLE GROVE	ACCT 31370262 SUPPLIES	44656	03/20/25	225.29	36822
602-49450-50220	02/10/25	MENARDS MAPLE GROVE	ACCT 31370262 SUPPLIES	44656	03/20/25	225.29	36822
Total For Check 36822						896.51	
Check 36823							
100-41920-50210	02/14/25	METRO SALES INC	CONTRACT 61131-STATE-01 LEASE CHG	INV2716133	03/20/25	411.30	36823
Total For Check 36823						411.30	
Check 36824							
100-43100-50220	01/27/25	MIDWEST MACHINERY CO.	25 TRACTOR FIELD PLN, 24 JOHN DEERE	10349338	03/20/25	350.00	36824
100-43100-50220	01/27/25	MIDWEST MACHINERY CO.	25 TRACTOR FIELD PLN, JOHN DEERE 61	10349339	03/20/25	350.00	36824
Total For Check 36824						700.00	
Check 36825							
100-41900-50433	01/13/25	MISSIONS INC	2025 VICTIM ADVOCACY SERVICES	2025-01-13	03/20/25	2,750.00	36825
Total For Check 36825						2,750.00	
Check 36826							
100-41320-50207	02/19/25	MN CHIEFS OF POLICE ASSOC	25 ETI CNFRNC & LAW ENFORCE EXPO-TO:	21292	03/20/25	100.00	36826
100-42100-50207	02/19/25	MN CHIEFS OF POLICE ASSOC	25 ETI CNFRNC & LAW ENFORCE EXPO-TO:	21292	03/20/25	100.00	36826
Total For Check 36826						200.00	

JOURNALIZED  
 PAID - CHECK TYPE: PAPER CHECK  
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36827 100-42100-50433	01/01/25	MN CHIEFS OF POLICE ASSOC	2025 ASSOCIATE DUES	20549	03/20/25	217.00	36827
			Total For Check 36827			217.00	
Check 36828 100-42100-50207	01/31/25	NORTH MEMORIAL	1/25/25 RESPONDER REFRESHER - 8 HOU:	27012	03/20/25	900.00	36828
			Total For Check 36828			900.00	
Check 36829 100-43100-50210	10/14/24	NORTHERN TOOL & EQUIPMENT	TON PORTABLE HYD RAM AND THREADED B.	540503288240185-	03/20/25	299.98	36829
			Total For Check 36829			299.98	
Check 36830 100-41900-50300	03/17/25	OPTUM	FSA MAINTENANCE FEE FEBRUARY 2025	0001723009	03/20/25	9.00	36830
			Total For Check 36830			9.00	
Check 36831 101-41900-50210 416-42100-50210	01/22/25 01/22/25	PATNODE ELECTRIC PATNODE ELECTRIC	SVCS ON 12/30/24 & 1/16/25 SVCS ON 12/30/24 & 1/16/25	3221 3221	03/20/25 03/20/25	205.00 1,615.00	36831 36831
			Total For Check 36831			1,820.00	
Check 36832 100-42100-50438 100-42100-50438 100-42100-50438	12/17/24 12/16/24 02/17/25	RAY ALLEN MANUFACTURING RAY ALLEN MANUFACTURING RAY ALLEN MANUFACTURING	SUPPLIES K9 PROTECTION KIT-LARGE MUTT MUFFS K9 SUPPLIES	RINV409763 RCM016944 RINV419884	03/20/25 03/20/25 03/20/25	128.92 (124.99) 84.98	36832 36832 36832
			Total For Check 36832			88.91	
Check 36833 100-41500-50307	03/18/25	REED KOTTKE	2025 RECRUITMENT AND RETENTION REIM:	20250318	03/20/25	1,417.40	36833
			Total For Check 36833			1,417.40	
Check 36834 100-42100-50207	01/31/25	SHERBURNE COUNTY SHERIFF'S OFI	1/31/25 RANGE USE	202502-CPD	03/20/25	90.00	36834
			Total For Check 36834			90.00	
Check 36835 100-42100-50417	02/03/25	SIONICS WEAPON SYSTEMS	PATROL 3 MBUS SIGHTS	5254	03/20/25	2,889.80	36835
			Total For Check 36835			2,889.80	
Check 36836 100-42100-50417 100-42100-50417 100-42100-50417 100-42100-50417 100-42100-50417 100-42100-50417 100-42100-50417 100-42100-50417 100-42100-50417 100-42100-50417	01/29/25 01/23/25 01/23/25 01/23/25 01/15/25 01/15/25 01/15/25 01/31/25 02/06/25 02/11/25	STREICHER'S POLICE EQUIPMENT STREICHER'S POLICE EQUIPMENT STREICHER'S POLICE EQUIPMENT STREICHER'S POLICE EQUIPMENT STREICHER'S POLICE EQUIPMENT STREICHER'S POLICE EQUIPMENT STREICHER'S POLICE EQUIPMENT STREICHER'S POLICE EQUIPMENT STREICHER'S POLICE EQUIPMENT STREICHER'S POLICE EQUIPMENT	FLASHLIGHT & HOLDER BELT SUPPLIES GLOVES PATCHES & TAGS BELT SUPPLIES NAME TAG VEST + SUPPLIES NAME TAGS SHIRT	I1742711 I1741806 I1741804 I1741799 I1740322 I1740409 I1743287 I174489 I1745489	03/20/25 03/20/25 03/20/25 03/20/25 03/20/25 03/20/25 03/20/25 03/20/25 03/20/25 03/20/25	146.98 77.98 23.99 14.99 25.99 11.99 1,568.70 23.98 64.99	36836 36836 36836 36836 36836 36836 36836 36836 36836 36836
			Total For Check 36836			1,959.59	
Check 36837 100-42100-50220 100-42100-50220	01/31/25 01/15/25	SUBURBAN TIRE WHOLESALE INC SUBURBAN TIRE WHOLESALE INC	MICHELIN LTX AT2 LRE EAGLE ENFORCER AW	10205504 10205342	03/20/25 03/20/25	245.48 584.00	36837 36837
			Total For Check 36837			829.48	



JOURNALIZED  
 PAID - CHECK TYPE: PAPER CHECK  
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36838							
100-43100-50210	02/20/25	TERMINAL SUPPLY CO	TSC ORDER 104564-BLIND RIVET	98955-00	03/20/25	94.03	36838
100-43100-50220	01/16/25	TERMINAL SUPPLY CO	TSC ORDER 992338-SUPPLIES	90314-00	03/20/25	811.76	36838
			Total For Check 36838			905.79	
Check 36839							
416-42100-50210	02/19/25	TRANSPORT GRAPHICS	LETTERING ON 2018 FORD EXPLORER CIT	303839	03/20/25	261.83	36839
			Total For Check 36839			261.83	
Check 36840							
100-42100-50300	02/01/25	TRANSUNION RISK & ALTERNATIVE	SVCS FOR 1/1/25 - 1/31/25	3609221-202501-1	03/20/25	75.00	36840
			Total For Check 36840			75.00	
Check 36841							
100-42100-50220	01/29/25	WESTSIDE WHOLESALE TIRE	JUNK 4 TIRES	958516	03/20/25	20.00	36841
			Total For Check 36841			20.00	
Check 36842							
100-41900-50382	12/31/24	CITY OF CORCORAN	8200 CO RD 116 UTILITY BILLING Q4 2	8200-2024	03/27/25	198.59	36842
100-41900-50382	03/19/25	CITY OF CORCORAN	8200 CO RD 116 UTILITY BILLING JAN	82000102	03/27/25	115.75	36842
100-45200-50382	12/31/24	CITY OF CORCORAN	8055 CITY CENTER DRIVE IRRIGATION Q	8055-2024	03/27/25	3,417.86	36842
100-45200-50382	03/19/25	CITY OF CORCORAN	8055 CITY CENTER DRIVE IRRIGATION J.	80550102	03/27/25	55.26	36842
100-45200-50382	12/31/24	CITY OF CORCORAN	6620 CO RD 116 UTILITY BILLING Q4 2	6620-2024	03/27/25	144.21	36842
100-45200-50382	03/19/25	CITY OF CORCORAN	6620 CO RD 116 UTILITY BILLING JAN	66200102	03/27/25	48.85	36842
100-45200-50382	03/19/25	CITY OF CORCORAN	20200 CO RD 50 UTILITY BILLING JAN	202000102	03/27/25	57.49	36842
			Total For Check 36842			4,038.01	
Check 36843							
100-42100-50417	01/22/25	GALLS, LLC	SO 28325678	030241754	03/27/25	39.99	36843
			Total For Check 36843			39.99	
Check 36844							
408-00000-20610	03/19/25	S.M. HENTGES & SONS, INC.	CITY CENTER DRIVE AND 79TH PLACE PA	227705033 PAY 8	03/27/25	(748.86)	36844
408-48010-50530	03/19/25	S.M. HENTGES & SONS, INC.	CITY CENTER DRIVE AND 79TH PLACE PA	227705033 PAY 8	03/27/25	74,885.50	36844
			Total For Check 36844			74,136.64	
Check 36845							
601-00000-16500	03/05/25	SR WEIDEMA	PAY REQUEST #6 - NE CORCORAN TRUNK	227705275-6	03/27/25	40,843.84	36845
601-00000-20610	03/05/25	SR WEIDEMA	PAY REQUEST #6 - NE CORCORAN TRUNK	227705275-6	03/27/25	96,204.70	36845
			Total For Check 36845			137,048.54	

JOURNALIZED

PAID - CHECK TYPE: PAPER CHECK

CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amountcheck #
Fund Totals:						
			Fund 100 GENERAL FUND			183,622.01
			Fund 101 LONG-TERM PLANNING FUND			215.00
			Fund 201 RESERVES DONATION FUND			2,668.00
			Fund 207 TRUCK SAFETY			242.76
			Fund 408 PAVEMENT MANAGEMENT			74,136.64
			Fund 416 CAPITAL-EQUIPMENT CERTS			29,922.53
			Fund 601 WATER			143,486.15
			Fund 602 SEWER			1,585.19
			Total For All Funds:			435,878.28

## STAFF REPORT

Agenda Item: 6c.

<b>Council Meeting:</b> March 27, 2025	<b>Prepared By:</b> Kevin Mattson
<b>Topic:</b> Public Works – Hiring Process; Equipment Purchase Authorization	<b>Action Required:</b> Decision

---

### Summary:

Staff is requesting authorization to move forward with a hiring process for two open Public Works Utility Division positions.

- Utility Crew Leader (new position)
- Utility Maintenance Worker

As part of the Classification and Compensation Study, staff identified the need for the Utility Crew Leader position to best support the expanding utility infrastructure responsibilities.

Staff also requests authorization to purchase an additional vehicle for the Utility Division to provide sufficient workflow capabilities.

The staff recommended candidate will be brought to back Council for approval.

Attached are the job description for reference.

### Financial/Budget:

The Utility Maintenance Worker position was planned for with the 2025 Sewer & Water Budgets.

The Utility Crew Leader position is a new position, but there are available funds in both the Sewer and Water budgets to absorb the additional costs.

The estimated cost of the new vehicle is \$60,000 with the cost shared between the Water and Sewer Funds.

### Options:

1. Authorize staff to complete the hiring process for Utility Lead Worker and Utility Maintenance Worker positions including the associated equipment purchase.
2. Decline the request.

### Recommendation:

Authorize staff to complete the hiring process for Utility Lead Worker and Utility Maintenance Worker positions including the associated equipment purchase.

**Council Action:**

Consider a motion to authorize staff to complete the hiring process for Utility Lead Worker and Utility Maintenance Worker positions including the associated equipment purchase.

**Attachments:**

1. Job Description - Utility Lead Worker
2. Job Description - Utility Maintenance Worker
3. Public Works - Amended Organizational Chart



# Utility Crew Leader

<b>Department</b>	Public Works
<b>Reports To</b>	Utility Superintendent
<b>Supervises</b>	Utility Maintenance Worker
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	7
<b>Union Status</b>	Non-Union

## Position Details

The Utility Crew Leader, working with the Utility Superintendent, provides leadership to special projects and routine work performed by the Utility division and has measurable impact on public services and safety and citizen satisfaction. Provide primary operation of City's Water Treatment Plant and water supply, wastewater, and stormwater systems.

The Utility Lead performs detailed inspections, daily logs, and a variety of maintenance procedures to ensure the operation of utility assets and the City's Water Treatment Plant. Works closely with contractors and suppliers to ensure projects are completed in a timely manner. Performs GIS data collection and mapping of assets for system accuracy. Provides leadership and training to other employees by demonstrating safe, professional, and efficient work habits.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assist the Utility Superintendent by mentoring, coaching, as needed and monitoring employee performance.
- Supervises maintenance workers in support of operations as appropriate
- GPS infrastructure and utilize GIS technology to ensure proper data collection and accuracy.
- Works with MDH, MPCA, and various agencies to ensure proper documents and reports are completed and filed.
- Monitor chemical feeds and transfer chemicals.
- Follow all City safety procedures according to industry best practices, state, and federal regulations.
- Inspect and maintain various assets in water, sanitary, and storm sewer systems to ensure proper operation and condition.
- Collect, test, document, and analyze various water samples to optimize performance of water treatment plant.
- Provides exceptional customer service to both internal and external customers, promoting professionalism, strong communication, team building, and alignment with City values.
- Inspect equipment to ensure safety and readiness of equipment or delegates to employees as needed.
- Monitor and service motorized equipment, troubleshoot issues, and report serious problems.

- Respond immediately to problems from the public or direct them to a supervisor and confer with the Utility Superintendent on follow-up action.
- Suggest improved methods and practices for public works when experience and common-sense dictates.
- Assist with City Events such as Night to Unite, Country Daze, and Holiday Toy and Food Drive. Provide support with set up, event, and cleanup of City Events.
- Provide aid and support in emergency situations and natural disasters.
- Perform snow and ice removal as needed in the winter.
- Perform other job-related duties as assigned.

## Position Requirements

### Knowledge, Skills, and Abilities

- Excellent communication skills, with the ability to communicate effectively both orally and in writing.
- Ability to manage multiple projects simultaneously, work independently, and contribute to collaborative teams.
- Ability to analyze and resolve problems.
- Ability to read engineering drawings and to use specialized equipment to read elevations and locate boundaries and right-of-way.
- Knowledge of materials, methods, & operations used i utilities, water treatment, and wells.
- Knowledge of materials, methods, & operations used in sewer, lift stations, and pumps.
- Knowledge of traffic laws, ordinances, and regulations involved in utility construction.
- Ability to read control panels, meters, and gauges, to be able to detect when problems are occurring.
- Ability to work in adverse conditions including weather, heights, and confined spaces.
- Proficiency in utility locating equipment.
- Proficient in confined space safety regulations, entry, and set up.
- Proficient in tower climbing including proper safety regulations.
- Knowledge of erosion control and conservation management practices.
- Ability to perform mathematical calculations.
- Ability to operate Geographic Information Systems (GIS).
- Ability to effectively manage time and work meet deadlines.
- Ability to respond to emergency call within 30 minutes and work on-call.

### Minimum Education and Experience

- HS diploma, GED, or specialized training
- At least 4 years of public works or utility maintenance experience, or equivalent.
- Two years of experience operating water/wastewater treatment processes
- Class D water and SD wastewater license.
- MN Class A Driver's license (CDL) with tanker and airbrake endorsement; or MN Class B CDL with tanker and airbrake endorsement with the ability to obtain a Class A within twelve months
- DOT Physical Health Card.
- Valid MN Driver's license.

## Desired Education and Experience

- Five years' experience in utilities in a municipal or government setting and five years of experience operating water/wastewater treatment processes
- Mechanic training or experience working on vehicles and small engines.
- Class SC Sewer license and Class C Water license.
- Associate's degree in environmental science, water resources, or a related field with relevant coursework in biology, chemistry, geography, or geology.
- Leadership training or experience in a leadership role.
- Utility locating training and experience using utility locating devices.
- Traffic control setup training and experience.
- Confined space training and experience.
- Experience using jetting/vacuum sewer trucks.
- Tower climbing training and experience.
- Excavation and Trench Safety (Competent Person) Training.
- Pipelayer Certification.
- Experience using CCTV mainline sewer cameras or related devices.

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors, outdoors, and in a vehicle working with hazardous chemicals and materials, confined spaces, heights above 100 feet, below ground over 40 feet, slippery footing, on or near loud equipment, with frequent exposure to traffic. Work may include extended or irregular hours. Work may include repairs in extreme winter and summer weather conditions. Limited lifting of 50 lbs or more is required, sometimes exceeding 100 lbs of force.

Activities that **occur constantly** (5–8 hours/shift): hearing with loud noise possible, talking

Activities that **occur frequently** (2–5 hours/shift): sitting, repetitive motions, eye/hand/foot coordination, standing, walking, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling, repetitive motions, atmospheric conditions, driving, and operating equipment.

Activities that **occur occasionally** (up to 2 hours/shift): Confined space, below ground, extreme heights

Activities that **occur rarely** (do not exist as regular part of job): NA

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*





# Utility Maintenance Worker

<b>Department</b>	Public Works
<b>Reports To</b>	Utility Lead Worker
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	5
<b>Union Status</b>	Non-Union

## Position Details

The Utility Maintenance Worker is responsible for ensuring the smooth and efficient operation of the City's public utilities and infrastructure and supporting the safe and effective functioning of the City's Water Treatment Plant and water supply, wastewater, and storm sewer systems.

The Utility Maintenance Worker performs heavy equipment operation, operation of power tools and physical labor as needed. Responsible for providing public service and for preservation of public assets through timely attention to problems and careful operation, including attention to safety procedures.

## Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Inspect and maintain various assets in water, sanitary, and storm sewer systems to ensure proper operation and condition.
- Operates combination jetting/vacuum sewer truck for routine cleaning of gravity pipes and clearing obstacles.
- Draw, test, and deliver various water samples to lab according to appropriate agencies.
- Obtains monthly water consumption readings and download data for use in billing consumers.
- Install, repair, and inspect water meters.
- Work with Utility Crew Lead to perform maintenance to pipes, pumps, and chemical feed systems.
- Perform other job-related duties as assigned.
- Maintain utility facility properties , including lawn care, aeration, streets, and chemical application.
- Perform regular maintenance and inspections of equipment and vehicles.
- Assist with City events by providing support with set up and clean up.
- Performs and sets up traffic control during routine maintenance, special projects, and emergency situations.
- Assist and support other communities with a joint powers agreement in the event of a natural disaster.

- Evaluate and perform maintenance of lift stations, pumps, air relief valves, manholes, and other sewer assets.
- Follow all City safety procedures according to industry best practices, state and federal regulations.
- Suggest improved methods and practices for public works when experience and common-sense dictates.
- Respond to inquiries from the public or direct the public to a supervisor.
- Drive light, medium, and heavy trucks for various jobs and applications
- GPS infrastructure and utilize Geographic Information Systems (GIS) technology to ensure proper data collection and accuracy.
- Assist with City Events such as Night to Unite, Country Daze, and Holiday Toy and Food Drive. Provide support with set up, event, and cleanup of City Events.
- Provide assistance and support to emergency situations and natural disasters.
- Shut off water to properties in emergencies or as directed.
- Complete locates for water, sanitary sewer, and storm sewer lines as part of Gopher One State One Call program.

## Position Requirements

### Knowledge, Skills, and Abilities

- Excellent communication skills, with the ability to communicate effectively both orally and in writing.
- Ability to manage multiple projects simultaneously, work independently, and contribute to collaborative teams.
- Ability to analyze and resolve problems.
- Ability to read control panels, meters, and gauges, to be able to detect when problems are occurring.
- Ability to perform mathematical calculations.
- Ability to operate Geographic Information Systems (GIS).
- Ability to effectively manage time and work meet deadlines.
- Ability to respond to emergency calls within 30 minutes and work on-call
- Ability to work in adverse conditions including weather, heights, and confined spaces.

### Minimum Education and Experience

- High School diploma or GED.
- Class D Water license and Class SD Sewer license or ability to obtain within 2 years.
- At least 2 years of experience operation of power tools, operation of trucks and heavy equipment, completing vehicle/equipment maintenance, or equivalent
- MN Class A Driver's license (CDL) with tanker and airbrake endorsement; or MN Class B CDL with tanker and airbrake endorsement with the ability to obtain a Class A within twelve months
- DOT Physical Health Card.
- Valid MN Driver's License.

### Desired Education and Experience

- Two years' experience in utilities in municipal setting
- Construction inspection experience
- Mechanic training or experience working on vehicles and small engines
- Utility locating training and experience using utility locating devices.
- Confined space training and experience.
- Tower climbing training and experience.
- Traffic control setup training and experience.
- Experience using jetting/vacuum sewer trucks.
- Experience using CCTV mainline sewer cameras or related devices

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors, outdoors, and in a vehicle working with hazardous chemicals and materials, confined spaces, heights above 100 feet, below ground over 40 feet, slippery footing, on or near loud equipment, with frequent exposure to traffic. Work may include extended or irregular hours. Work may include repairs in extreme winter and summer weather conditions. Limited lifting of 50 lbs or more is required, sometimes exceeding 100 lbs of force.

Activities that **occur constantly** (5–8 hours/shift): hearing with loud noise possible, talking

Activities that **occur frequently** (2–5 hours/shift): sitting, , repetitive motions, eye/hand/foot coordination, standing, walking, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling, repetitive motions, atmospheric conditions, driving, and operating equipment.

Activities that **occur occasionally** (up to 2 hours/shift): Confined space, below ground, extreme heights

Activities that **occur rarely** (do not exist as regular part of job): NA

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

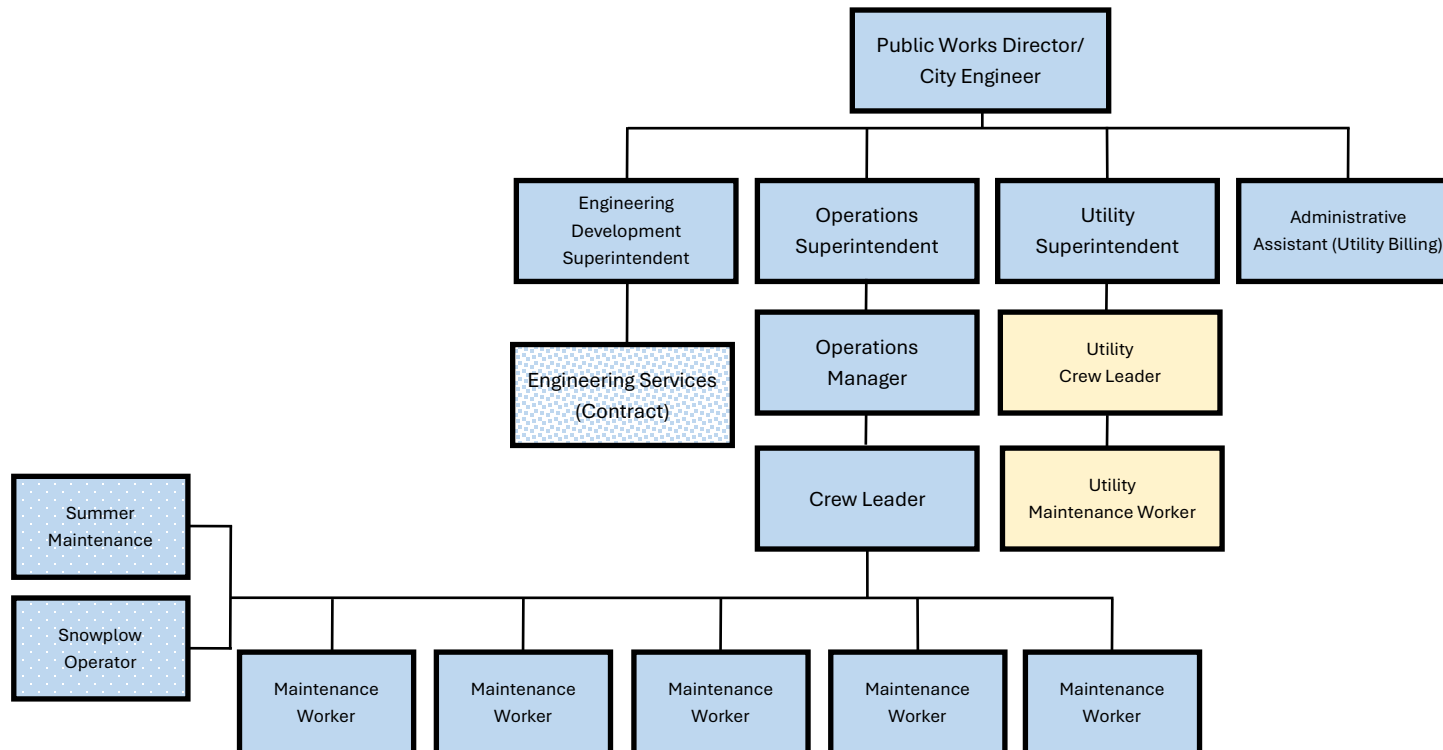
---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*

# Public Works Department Organizational Chart



## STAFF REPORT

**Agenda Item: 6d.**

<b>Council Meeting:</b> March 27, 2025	<b>Prepared By:</b> Jay Tobin
<b>Topic:</b> Awarding the Sale of General Obligation Bond – Series 2025A	<b>Action Required:</b> Decision

---

### Summary:

At the February 13, 2025, City Council meeting, Resolution 2025-11 “Resolution Approving a Capital Improvement Plan and Giving Preliminary Approval to the Issuance of Capital Improvement Bonds” was approved to provide for certain capital improvements for approximately \$4,700,000. City Council also approved Resolution 2025-12 “Resolution Providing for the Issuance and Sale of Approximately \$6,450,000 General Obligation Bonds Series 2025A. Since the February 13 Council Meeting, the potential land acquisition opportunity is no longer an option, resulting in issuance decreasing to \$3,960,000.

In advance of the sale a rating call was held with Moody’s Investor Services who upgraded affirmed the City’s rating at Aa2. Attached to this report is a resolution awarding the sale of the bonds. **This draft resolution will be updated after the sale.** Tammy Omdal of Northland Securities will present the Council with specific information regarding the sale at the meeting.

### Financial/Budget:

The total issuance is \$3,960,000 (\*exact amount will be updated on date of sale March 27, 2025). The debt service levy will be paid by property taxes.

### Options:

1. Approve Resolution 2025-32 Awarding the Sale of General Obligation Bonds – Series 2025A.
2. Decline the sale.

### Recommendation:

Approve Resolution 2025-32 Awarding the Sale of General Obligation Bonds – Series 2025A.

### Council Action:

Consider a motion to approve Resolution 2025-32 Awarding the Sale of General Obligation Bonds – Series 2025A.

### Attachments:

1. Resolution 2025-32 Awarding the Sale of General Obligation Bonds – Series 2025A
2. Bond Sale Summary

Extract of Minutes of Meeting  
of the City Council of the City of  
Corcoran, Hennepin County, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Corcoran, Minnesota, was duly held in the City Hall in said City on Thursday, March 27, 2025, commencing at 7:00 P.M.

The following members of the Council were present:

and the following were absent:

\* \* \*

\* \* \*

\* \* \*

The Mayor announced that the next order of business was consideration of the proposals which had been received for the purchase of the City's General Obligation Bonds, Series 2025A, to be issued in the original aggregate principal amount of \$3,695,000.

The City Administrator presented a tabulation of the proposals that had been received in the manner specified in the Notice of Sale for the Bonds. The proposals are as set forth in **EXHIBIT A** attached.

After due consideration of the proposals, Member \_\_\_\_\_ then introduced the following written resolution, the reading of which was dispensed with by unanimous consent, and moved its adoption:

**RESOLUTION NO. 2025-32**

**A RESOLUTION AWARDING THE SALE OF GENERAL OBLIGATION BONDS, SERIES 2025A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF \$3,695,000; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT**

BE IT RESOLVED By the City Council (the “City Council”) of the City of Corcoran, Hennepin County, Minnesota (the “City”), as follows:

Section 1.       Sale of Bonds.

1.01.   Authorization for Sale of Bonds.

(a)       Pursuant to a resolution adopted by the City Council on February 13, 2025 (the “Authorizing Resolution”), the City authorized the sale of its General Obligation Bonds, Series 2025A (the “Bonds”), for the following purposes:

(i)       to finance certain capital improvements described in the capital improvement plan for years 2025 through 2029 (the “Capital Improvement Plan”) including but not costs associated with a new city hall and municipal facility in the City and the improvements to the City’s public works building including floor sealing and the acquisition and construction of a lean-to enclosure (the “CIP Project”), pursuant to Minnesota Statutes, Chapter 475, as amended, specifically Section 475.521, as amended (the “CIP Act”) in accordance with the Capital Improvement Plan adopted by the City Council on February 13, 2025 by at least a 3/5 vote following a duly noticed public hearing; and

(ii)       to finance the acquisition of equipment as set forth in **EXHIBIT C** attached hereto (the “Equipment”), pursuant to Chapter 475 and Minnesota Statutes, Sections 410.32 and 412.301, as amended (collectively, the “Equipment Act”).

(b)       As required by the Equipment Act, (i) the expected useful life of each item of Equipment is or will be at least as long as the term of the Certificates; and (ii) the principal amount of the Certificates will not exceed 0.25% of the estimated market value of taxable property in the City for the year 2025, which is the market value as last finally equalized.

(c)       The City issued its General Obligation Equipment Certificates of Indebtedness, Series 2022A in the original aggregate principal amount of \$1,800,000 (the “2022 Bonds”) on June 2, 2022. The City has unexpended proceeds of the 2022 Bonds in the amount of \$215,000. In accordance with Minnesota Statutes, Section 475.65, the City Council hereby authorizes the use of such unexpended proceeds to pay additional costs of the acquisition and installation of the Equipment.

1.02.   Issuance of General Obligation Bonds.

(a)       The City Council finds it necessary and expedient to the sound financial management of the affairs of the City to issue its General Obligation Bonds, Series 2025A (the “Bonds”), in the original aggregate principal amount of \$3,695,000, pursuant to the CIP Act and

the Equipment Act (collectively, the “Act”), to provide financing for the CIP Project and the acquisition of the Equipment.

(b) The City is authorized by Section 475.60, subdivision 2(9) of the Act to negotiate the sale of the Bonds, it being determined that the City has retained an independent municipal advisor in connection with such sale. The City has retained Northland Securities, Inc. as its municipal advisor (the “Municipal Advisor”). The actions of the City staff and the City’s Municipal Advisor in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

1.03. Award to the Purchaser and Interest Rates. The proposal of Robert W. Baird & Co., Incorporated, Milwaukee, Wisconsin, as syndicate manager (the “Purchaser”) to purchase the Bonds is hereby found and determined to be a reasonable offer and is hereby accepted, the proposal being to purchase the Bonds at a price of \$3,925,794.85 (par amount of \$3,695,000.00, plus a net original issue premium of \$276,657.40, less an underwriter’s discount of \$ \$45,862.55), plus accrued interest, if any, for Bonds bearing interest as follows:

<u>Year of</u> <u>Maturity</u>	<u>Interest Rate</u>	<u>Year of</u> <u>Maturity</u>	<u>Interest Rate</u>
2027	5.00%	2033	5.00%
2028	5.00	2034	5.00
2029	5.00	2035	5.00
2030	5.00	2036	5.00
2031	5.00	2038*	4.00
2032	5.00	2041*	4.00

\*Term Bond

True interest cost: 3.7038301%

1.04. Purchase Contract. The amount proposed by the Purchaser in excess of the minimum bid shall be credited to the accounts in the Debt Service Fund hereinafter created or deposited in the accounts of the Construction Fund hereinafter created, as determined by the City Administrator in consultation with the City’s municipal advisor. The City Administrator is directed to retain the good faith deposit of the Purchaser, pending completion of the sale of the Bonds. The Mayor and the City Administrator are directed to execute a contract with the Purchaser on behalf of the City.

1.05. Terms and Principal Amount of the Bonds. The City will forthwith issue and sell the Bonds pursuant to the Act, in the original aggregate principal amount of \$3,695,000, originally dated the date of issuance, in fully registered form, in the denomination of \$5,000 each or any integral multiple thereof, numbered No. R-1, upward, bearing interest as above set forth, and maturing serially on February 1 in the years and amounts as follows:

<u>Year of</u> <u>Maturity</u>	<u>Amount</u>	<u>Year of</u> <u>Maturity</u>	<u>Amount</u>
2027	\$350,000	2033	\$255,000
2028	370,000	2034	265,000
2029	395,000	2035	280,000
2030	410,000	2036	295,000
2031	425,000	2038*	150,000
2032	240,000	2041*	260,000

\*Term Bond



(a) \$3,160,000 the “Equipment Certificates”), maturing on February 1 in the years and in the amounts set forth below, will be used to finance the acquisition of the Equipment \$3,160,000 of the principal amount of the Bonds (the “CIP Bonds”), maturing on February 1 in the years and in the amounts set forth below, will be used to finance the construction of the CIP Project:

Year of Maturity	Amount	Year of Maturity	Amount
2027	\$325,000	2033	\$220,000
2028	345,000	2034	230,000
2029	365,000	2035	245,000
2030	380,000	2036	255,000
2031	395,000	2038*	70,000
2032	210,000	2041*	120,000

\*Term Bond

(b) The remainder of the principal amount of the Bonds in the amount \$535,000 of the principal amount of the Bonds (the “CIP Bonds”), maturing on February 1 in the years and in the amounts set forth below, will be used to finance the construction of the CIP Project:

Year of Maturity	Amount	Year of Maturity	Amount
2027	\$25,000	2033	\$35,000
2028	25,000	2034	35,000
2029	30,000	2035	35,000
2030	30,000	2036	40,000
2031	30,000	2038*	80,000
2032	30,000	2041*	140,000

\*Term Bond

1.06. Optional Redemption. The City may elect on February 1, 2033, and on any day thereafter to prepay Bonds due on or after February 1, 2034. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC (as defined in Section 7 hereof) of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant’s interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

1.07. Mandatory Redemption; Term Bonds. The Bonds maturing on February 1, 2038 and February 1, 2041 shall hereinafter be referred to collectively as the “Term Bonds.” The principal amount of the Term Bonds subject to mandatory sinking fund redemption on any date may be reduced through earlier optional redemptions, with any partial redemptions of the Term Bonds credited against future mandatory sinking fund redemptions of such Term Bond in such order as the City shall determine. The Term Bonds are subject to mandatory sinking fund redemption and shall be redeemed in part at par plus accrued interest on February 1 of the following years and in the principal amounts as follows:

Sinking Fund Installment Date

<u>February 1, 2038 Term Bond</u>	<u>Principal Amount</u>
2037	\$75,000
2038*	75,000

---

\* *Maturity*

Sinking Fund Installment Date

<u>February 1, 2041 Term Bond</u>	<u>Principal Amount</u>
2039	\$85,000
2040	85,000
2041*	90,000

---

\* *Maturity*

Section 2. Registration and Payment.

2.01. Registered Form. The Bonds will be issued only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof, is payable by check or draft issued by the Registrar described herein.

2.02. Dates; Interest Payment Dates. Each Bond will be dated as of the last interest payment date preceding the date of authentication to which interest on the Bond has been paid or made available for payment, unless (i) the date of authentication is an interest payment date to which interest has been paid or made available for payment, in which case the Bond will be dated as of the date of authentication, or (ii) the date of authentication is prior to the first interest payment date, in which case the Bond will be dated as of the date of original issue. The interest on the Bonds is payable on February 1 and August 1 of each year, commencing February 1, 2026, to the registered owners of record as of the close of business on the fifteenth day of the immediately preceding month, whether or not that day is a business day.

2.03. Registration. The City will appoint, and will maintain, a bond registrar, transfer agent, authenticating agent and paying agent (the "Registrar"). The effect of registration and the rights and duties of the City and the Registrar with respect thereto are as follows:

(a) Register. The Registrar will keep at its principal corporate trust office a bond register in which the Registrar provides for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. Whenever any Bonds are surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new Bonds of a like aggregate

principal amount and maturity as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. All Bonds surrendered upon any transfer or exchange will be promptly cancelled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name a Bond is at any time registered in the bond register as the absolute owner of the Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes and payments so made to a registered owner or upon the owner's order will be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds, sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for any Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it and as provided by law, in which both the City and the Registrar must be named as obligees. Bonds so surrendered to the Registrar will be cancelled by the Registrar and evidence of such cancellation must be given to the City. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, notice thereof identifying the Bonds to be redeemed will be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) to the registered owner of each Bond to be redeemed at the address shown on the registration books kept by the Registrar and by publishing the notice if required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, will not affect the validity of the proceedings for the redemption of Bonds. Bonds so called for redemption will cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

2.04. Appointment of Initial Registrar. The City appoints Northland Bond Services, Northland Bond Services, a division of First National Bank of Omaha, Minneapolis, Minnesota as the initial Registrar. The Mayor and the City Administrator are authorized to execute and deliver, on behalf of the City, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, the resulting corporation is authorized to act as successor Registrar. The City agrees to pay the reasonable and customary charges

of the Registrar for the services performed. The City reserves the right to remove the Registrar upon 30 days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar must deliver all cash and Bonds in its possession to the successor Registrar and deliver the bond register to the successor Registrar. On or before each principal or interest due date, without further order of this Council, the City Administrator must transmit to the Registrar money sufficient for the payment of all principal and interest then due.

2.05. Execution, Authentication and Delivery. The Bonds will be prepared under the direction of the City Administrator and executed on behalf of the City by the signatures of the Mayor and the City Administrator, provided that those signatures may be printed, engraved or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of any Bond, that signature or facsimile will nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. Notwithstanding such execution, a Bond will not be valid or obligatory for any purpose or entitled to any security or benefit under this Resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on a Bond is conclusive evidence that it has been authenticated and delivered under this Resolution. When the Bonds have been so prepared, executed and authenticated, the City Administrator will deliver the same to the Purchaser thereof upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

### Section 3. Form of Bond.

3.01. Execution of the Bonds. The Bonds will be printed or typewritten in substantially the form as set forth in **EXHIBIT B** attached hereto.

3.02. Approving Legal Opinion. The City Administrator is authorized and directed to obtain a copy of the proposed approving legal opinion of Kutak Rock LLP, Minneapolis, Minnesota, which will be complete except as to dating thereof and to cause the opinion to be printed on or accompany each Bond.

### Section 4. Payment; Security; Pledges and Covenants.

4.01. Debt Service Fund. For the convenience and proper administration of the moneys to be borrowed and repaid on the Bonds, there is hereby created a special fund to be designated the Bonds will be payable from the General Obligation Bonds, Series 2025A Debt Service Fund (the "Debt Service Fund") hereby created. The Debt Service Fund shall be administered and maintained by the City Administrator as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The Debt Service Fund will be maintained in the manner herein specified until all of the Bonds and the interest thereon have been fully paid. The City will maintain the following accounts in the Debt Service Fund: the "CIP Account" and the "Equipment Account." Amounts in the CIP Account are irrevocably pledged to the CIP Bonds and amounts in the Equipment Account are irrevocably pledged to the Equipment Certificates.

(a) CIP Account. The City Administrator shall timely deposit in the CIP Account of the Debt Service Fund the ad valorem taxes levied herein for the CIP Project, which ad valorem taxes are pledged to the CIP Account. There is also appropriated to the CIP Account a pro rata portion of (i) capitalized interest financed from the proceeds of the CIP Bonds, if any; (ii) a pro rata portion amounts over the minimum purchase price paid by the Purchaser, to the extent designated

for deposit in the Debt Service Fund in accordance with Section 1.04 hereof; and (iii) any other funds appropriated for the payment of principal or interest on the CIP Bonds.

(b) Equipment Account. The City Administrator shall timely deposit in the Equipment Account of the Debt Service Fund the ad valorem taxes levied herein for the acquisition and installation of the Equipment, which ad valorem taxes are pledged to the Equipment Account. There is also appropriated to the Equipment Account a pro rata portion of (i) capitalized interest financed from the proceeds of the Equipment Bonds, if any; (ii) a pro rata portion amounts over the minimum purchase price paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.04 hereof; and (iii) any other funds appropriated for the payment of principal or interest on the Equipment Certificates.

4.02. Construction Fund. The City hereby creates the General Obligation Bonds, Series 2025A Construction Fund (the "Construction Fund") to be administered and maintained by the Administrator as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The City will maintain the following accounts in the Construction Fund: the "CIP Account" and the "Equipment Account." Amounts in the CIP Account are irrevocably pledged to the CIP Bonds and amounts in the Equipment Account are irrevocably pledged to the Equipment Certificates.

(a) CIP Account. Proceeds of the CIP Bonds, less the appropriations made in Section 4.01(a) hereof, together with any other funds appropriated for the CIP Project, will be deposited in the CIP Account of the Construction Fund to be used solely to defray expenses of the the CIP Project. When the CIP Project has been acquired and the cost thereof paid, the CIP Account of the Fund is to be closed and any funds remaining may be deposited in the CIP Account of the Debt Service Fund or otherwise used in accordance with Minnesota Statutes, Section 475.65.

(b) Equipment Account. Proceeds of the Equipment Certificates, less the appropriations made in Section 4.01(b) hereof, will be deposited in the Equipment Account of the Construction Fund to be used solely to defray expenses of the acquisition and installation of the Equipment. When the Equipment has been acquired and the cost thereof paid, the Equipment Account of the Construction Fund is to be closed and any funds remaining may be deposited in the Equipment Account of the Debt Service Fund or otherwise used in accordance with Minnesota Statutes, Section 475.65.

4.03. General Obligation Pledge. For the prompt and full payment of the principal of and interest on the Bonds, as the same respectively become due, the full faith, credit and taxing powers of the City will be and are hereby irrevocably pledged. If the balance in the Debt Service Fund is ever insufficient to pay all principal and interest then due on the Bonds, the deficiency will be promptly paid out of monies in the general fund of the City which are available for such purpose, and such general fund may be reimbursed with or without interest from the Debt Service Fund when a sufficient balance is available therein.

4.04. Pledge of Tax Levy.

(a) CIP Bonds. For the purpose of paying all or a portion of the interest on the CIP Bonds, there is levied a direct annual irrevocable ad valorem tax (the "Taxes") upon all of the taxable property in the City, which will be spread upon the tax rolls and collected with and as part of other general taxes of the City. The Taxes will be credited to the CIP Account of the Debt Service Fund above provided and will be in the years and amounts as attached hereto as **EXHIBIT D**. The tax levy herein provided will be irrevocable until all of the CIP Bonds are paid, provided that the City Administrator may annually, at the time the City makes its tax levies, certify to County Auditor/Treasurer of Hennepin County (the "County Auditor") the amount available in the CIP Account of the Debt Service Fund to pay principal and interest due during the ensuing year on the

CIP Bonds, and the County Auditor of the County will thereupon reduce the levy collectible during such year by the amount so certified.

(b) Equipment Certificates. For the purpose of paying all or a portion of the interest on the Equipment Certificates, there is levied Taxes upon all of the taxable property in the City, which will be spread upon the tax rolls and collected with and as part of other general taxes of the City. The Taxes will be credited to the Equipment Account of the Debt Service Fund above provided and will be in the years and amounts as attached hereto as **EXHIBIT E**. The tax levy herein provided will be irrevocable until all of the Equipment Certificates are paid, provided that the City Administrator may annually, at the time the City makes its tax levies, certify to the County Auditor of the County the amount available in the Equipment Account of the Debt Service Fund to pay principal and interest due during the ensuing year on the Equipment Certificates, and the County Auditor of the County will thereupon reduce the levy collectible during such year by the amount so certified.

4.05. Certification County Auditor as to Debt Service Fund Amount. It is hereby determined that the estimated collection of the foregoing Taxes levied will produce at least 5% in excess of the amount needed to pay when due, the principal and interest payments on the CIP Bonds and the Equipment Certificates.

4.06. Filing of Resolution. The City Administrator is authorized and directed to file a certified copy of this resolution with County Auditor and to obtain the certificate required by Section 475.63 of the Act.

#### Section 5. Authentication of Transcript.

5.01. City Proceedings and Records. The officers of the City are authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds, certified copies of proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other certificates, affidavits and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds, and such instruments, including any heretofore furnished, may be deemed representations of the City as to the facts stated therein.

5.02. Certification as to Official Statement. The Mayor, the Finance Manager and the City Administrator, or any of them, are hereby authorized and directed to certify that they have examined the Official Statement prepared and circulated in connection with the issuance and sale of the Bonds and that to the best of their knowledge and belief the Official Statement is a complete and accurate representation of the facts and representations made therein as of the date of the Official Statement.

5.03. Other Certificates. Mayor, the Finance Manager and the City Administrator, or any of them, are hereby authorized and directed to furnish to the Purchaser at the closing such certificates as are required as a condition of sale. Unless litigation shall have been commenced and be pending questioning the Certificates or the organization of the City or incumbency of its officers, at the closing the Mayor, the Finance Manager, and the City Administrator, or any of them, shall also execute and deliver to the Purchaser a suitable certificate as to absence of material litigation, and the City Administrator or Finance Manager shall also execute and deliver a certificate as to payment for and delivery of the Certificates.

5.04. Electronic Signatures. The electronic signature of the Mayor and/or the City Administrator, or any of them, to this resolution and to any certificate authorized to be executed hereunder shall be as valid as an original signature of such party and shall be effective to bind the City thereto. For purposes hereof, (i) "electronic signature" means (a) a manually signed original signature that is then

transmitted by electronic means or (b) a signature obtained through DocuSign or Adobe or a similarly digitally auditable signature gathering process; and (ii) “transmitted by electronic means” means sent in the form of a facsimile or sent via the internet as a portable document format (“pdf”) or other replicating image attached to an electronic mail or internet message.

Section 6. Tax Covenants.

6.01. Tax-Exempt Bonds. The City covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the “Code”), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take or cause its officers, employees or agents to take, all affirmative action within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Bonds. To that end, the City will comply with all requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, and limitations on amounts invested at a yield greater than the yield on the Bonds.

6.02. Rebate. The City will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Certificates under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Certificates, and the rebate of excess investment earnings to the United States unless the Certificates qualify for an exception to the rebate requirement under the Code and related Treasury Regulations.

6.03. Not Private Activity Bonds. The City further covenants not to use the proceeds of the Bonds or the CIP Project or Equipment financed by the Bonds or to cause or permit them or any of them to be used, in such a manner as to cause the Bonds to be “private activity bonds” within the meaning of Sections 103 and 141 through 150 of the Code.

6.04. Qualified Tax-Exempt Obligations. In order to qualify the Bonds as “qualified tax-exempt obligations” within the meaning of Section 265(b)(3) of the Code, the City makes the following factual statements and representations:

- (a) the Bonds are not “private activity bonds” as defined in Section 141 of the Code;
- (b) the City designates the Bonds as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code;
- (c) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds that are not qualified 501(c)(3) bonds) which will be issued by the City (and all subordinate entities of the City) during calendar year 2025 will not exceed \$10,000,000; and
- (d) not more than \$10,000,000 of obligations issued by the City during calendar year 2025 have been designated for purposes of Section 265(b)(3) of the Code.

6.05. Procedural Requirements. The City will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

Section 7. Book-Entry System; Limited Obligation of City.

7.01. DTC. The Bonds will be initially issued in the form of a separate single typewritten or printed fully registered Bond for each of the maturities set forth in Section 1.05 hereof. Upon initial issuance, the ownership of each Bond will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York, and its successors and assigns (“DTC”). Except as provided in this section, all of the outstanding Bonds will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC.

7.02. Participants. With respect to Bonds registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC, the City, the Registrar and the Paying Agent will have no responsibility or obligation to any broker dealers, banks and other financial institutions from time to time for which DTC holds Bonds as securities depository (the “Participants”) or to any other person on behalf of which a Participant holds an interest in the Bonds, including but not limited to any responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any Participant or any other person (other than a registered owner of Bonds, as shown by the registration books kept by the Registrar) of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any Participant or any other person, other than a registered owner of Bonds, of any amount with respect to principal of, premium, if any, or interest on the Bonds. The City, the Registrar and the Paying Agent may treat and consider the person in whose name each Bond is registered in the registration books kept by the Registrar as the holder and absolute owner of such Bond for the purpose of payment of principal, premium and interest with respect to such Bond, for the purpose of registering transfers with respect to such Bonds, and for all other purposes. The Paying Agent will pay all principal of, premium, if any, and interest on the Bonds only to or on the order of the respective registered owners, as shown in the registration books kept by the Registrar, and all such payments will be valid and effectual to fully satisfy and discharge the City’s obligations with respect to payment of principal of, premium, if any, or interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of Bonds, as shown in the registration books kept by the Registrar, will receive a certificated Bond evidencing the obligation of this resolution. Upon delivery by DTC to the City Administrator of a written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the words “Cede & Co.” will refer to such new nominee of DTC; and upon receipt of such a notice, the City Administrator will promptly deliver a copy of the same to the Registrar and Paying Agent.

7.03. Representation Letter. The City has heretofore executed and delivered to DTC a Blanket Issuer Letter of Representations (the “Representation Letter”) which will govern payment of principal of, premium, if any, and interest on the Bonds and notices with respect to the Bonds. Any Paying Agent or Registrar subsequently appointed by the City with respect to the Bonds will agree to take all action necessary for all representations of the City in the Representation Letter with respect to the Registrar and Paying Agent, respectively, to be complied with at all times.

7.04. Transfers Outside Book-Entry System. In the event the City, by resolution of the City Council, determines that it is in the best interests of the persons having beneficial interests in the Bonds that they be able to obtain Bond certificates, the City will notify DTC, whereupon DTC will notify the Participants, of the availability through DTC of Bond certificates. In such event the City will issue, transfer and exchange Bond certificates as requested by DTC and any other registered owners in accordance with the provisions of this Resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the City and discharging its responsibilities with respect thereto under applicable law. In such event, if no successor securities depository is appointed, the City will issue and the Registrar will authenticate Bond certificates in accordance with this resolution and the provisions hereof will apply to the transfer, exchange and method of payment thereof.



7.05. Payments to Cede & Co. Notwithstanding any other provision of this Resolution to the contrary, so long as a Bond is registered in the name of Cede & Co., as nominee of DTC, payments with respect to principal of, premium, if any, and interest on the Bond and notices with respect to the Bond will be made and given, respectively in the manner provided in DTC's Operational Arrangements, as set forth in the Representation Letter.

Section 8. Continuing Disclosure.

8.01. Execution of Continuing Disclosure Certificate. "Continuing Disclosure Certificate" means that certain Continuing Disclosure Certificate executed by the Mayor and the City Administrator and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

8.02. City Compliance with Provisions of Continuing Disclosure Certificate. The City hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this Resolution, failure of the City to comply with the Continuing Disclosure Certificate is not to be considered an event of default with respect to the Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the City to comply with its obligations under this section.

Section 9. Defeasance. When all Bonds (or all of either the CIP Bonds or Equipment Certificates portion thereof) and all accrued interest thereon have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution (with respect to the CIP Bonds or Equipment Certificates portion of the Bonds, as the case may be) to holders of the Bonds will cease, except that the pledge of the full faith and credit of the City for the prompt and full payment of the principal of and interest on the Bonds will remain in full force and effect. The City may discharge all Bonds (or all of either the CIP Bonds or Equipment Certificates portion thereof) which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full or by depositing irrevocably in escrow, with a suitable institution qualified by law as an escrow agent for this purpose, cash or securities which are backed by the full faith and credit of the United States of America, or any other security authorized under Minnesota law for such purpose, bearing interest payable at such times and at such rates and maturing on such dates and in such amounts as shall be required and sufficient, subject to sale and/or reinvestment in like securities, to pay said obligation(s), which may include any interest payment on such Bond and/or principal amount due thereon at a stated maturity (or if irrevocable provision shall have been made for permitted prior redemption of such principal amount, at such earlier redemption date). If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

(The remainder of this page is intentionally left blank.)

Approved by the City Council of the City of Corcoran, Minnesota this 27<sup>th</sup> day of March, 2025.

---

Mayor

ATTEST:

---

City Administrator

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_  
and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

**EXHIBIT A  
PROPOSALS**

TABULATION OF BIDS  
CITY OF CORCORAN, MINNESOTA  
\$3,960,000<sup>†</sup>  
GENERAL OBLIGATION BONDS, SERIES 2025A

AWARD: ROBERT W. BAIRD & CO., INC.  
DATE OF SALE: THURSDAY, MARCH 27, 2025  
MOODY'S UNDERLYING RATING Aa2

BIDDER	PURCHASE PRICE	NET INTEREST COST	TRUE INTEREST COST (TIC)
ROBERT W. BAIRD & CO., INC Milwaukee, WI	\$4,206,873.15	\$1,013,403.52	3.6963153%
STONEX FINANCIAL INC. Winter Park, FL	\$4,182,600.25	\$1,044,356.97	3.8222687%
STIFEL, NICOLAUS & CO., INC. Birmingham, AL	\$4,096,108.85	\$1,038,606.71	3.8694659%

---

<sup>†</sup> Par amount decreased from \$3,960,000 to \$3,695,000. The adjusted purchase price is \$3,925,794.85, plus accrued interest from the date of issue to the date of delivery, and the adjusted TIC is 3.7038301%.

**EXHIBIT B**  
**FORM OF BOND**

No. R- \_\_\_\_\_

\$ \_\_\_\_\_

UNITED STATES OF AMERICA  
STATE OF MINNESOTA  
COUNTY OF HENNEPIN  
CITY OF CORCORAN

GENERAL OBLIGATION BOND  
SERIES 2025A

<u>Rate</u>	<u>Maturity</u>	<u>Date of Original Issue</u>	<u>CUSIP</u>
%	February 1, 20__	April 29, 2025	

Registered Owner: Cede & Co.

The City of Corcoran, Minnesota, a duly organized and existing municipal corporation in Hennepin County, Minnesota (the "City"), acknowledges itself to be indebted and for value received hereby promises to pay to the Registered Owner specified above or registered assigns, the principal sum set forth above on the Maturity date specified above, with interest thereon from the date hereof at the annual Rate specified above (calculated on the basis of a 360-day year of twelve 30 day months), payable February 1 and August 1 in each year, commencing February 1, 2026, to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft or wire by Northland Bond Services, a division of First National Bank of Omaha, Minneapolis, Minnesota, as Bond Registrar, Paying Agent, Transfer Agent and Authenticating Agent, or its designated successor under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

The City may elect on February 1, 2033, and on any day thereafter to prepay Bonds due on or after February 1, 2034. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify The Depository Trust Company ("DTC") of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

The Bonds maturing on February 1, 2038 and February 1, 2041 shall hereinafter be referred to collectively as the "Term Bonds." The principal amount of the Term Bonds subject to mandatory sinking fund redemption on any date may be reduced through earlier optional redemptions, with any partial redemptions of the Term Bonds credited against future mandatory sinking fund redemptions of such Term Bond in such order as the City shall determine. The Term Bonds are subject to mandatory sinking fund redemption and shall be redeemed in part at par plus accrued interest on February 1 of the following years and in the principal amounts as follows:

Sinking Fund Installment Date

<u>February 1, 2038 Term Bond</u>	<u>Principal Amount</u>
2037	\$75,000
2038*	75,000

---

\* *Maturity*

Sinking Fund Installment Date

<u>February 1, 2041 Term Bond</u>	<u>Principal Amount</u>
2039	\$85,000
2040	85,000
2041*	90,000

---

\* *Maturity*

This Bond is one of an issue in the aggregate principal amount of \$3,695,000 all of like original issue date and tenor, except as to number, maturity date, interest rate, and redemption privilege, all issued pursuant to a resolution adopted by the City Council on March 27, 2025 (the "Resolution"), for the purpose of providing money to defray the expenses incurred and to be incurred in the undertaking of the certain capital improvements to City facilities and the acquisition and installation of certain equipment, pursuant to and in full conformity with the home rule charter of the City and the Constitution and laws of the State of Minnesota, including Minnesota Statutes, Chapter 475, as amended, specifically Section 475.521, and Minnesota Statutes, Sections 410.32 and 412.301, as amended, and the principal hereof and interest hereon are payable from ad valorem taxes, as set forth in the Resolution to which reference is made for a full statement of rights and powers thereby conferred. The full faith and credit of the City are irrevocably pledged for payment of this Bond and the City Council has obligated itself to levy additional ad valorem taxes on all taxable property in the City in the event of any deficiency in ad valorem taxes, which taxes may be levied without limitation as to rate or amount. The Bonds of this series are issued only as fully registered Bonds in denominations of \$5,000 or any integral multiple thereof of single maturities.

The City Council has designated the issue of Bonds of which this Bond forms a part as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code") relating to disallowance of interest expense for financial institutions and within the \$10 million limit allowed by the Code for the calendar year of issue.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the home rule charter of the City and the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Certificate in order to make it a valid and binding general obligation of the City in accordance with its terms, have been done, do exist, have happened and have been performed as so required, and that the issuance of this Certificate does not cause the indebtedness of the City to exceed any constitutional, statutory or charter limitation of indebtedness.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the principal office of the Bond Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Bond Registrar, duly executed by the registered owner or the owner's attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the City will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at

the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The City and the Bond Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Bond Registrar will be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the home rule charter of the City and the Constitution and laws of the State of Minnesota, to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Bond in order to make it a valid and binding general obligation of the City in accordance with its terms, have been done, do exist, have happened and have been performed as so required, and that the issuance of this Bond does not cause the indebtedness of the City to exceed any constitutional, statutory, or charter limitation of indebtedness.

This Bond is not valid or obligatory for any purpose or entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon has been executed by the Bond Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, the City of Corcoran, Hennepin County, Minnesota, by its City Council, has caused this Bond to be executed on its behalf by the facsimile or manual signatures of the Mayor and the City Administrator and has caused this Bond to be dated as of the date set forth below.

Dated: April 29, 2025

**CITY OF CORCORAN, MINNESOTA**

(Facsimile)  
\_\_\_\_\_  
Mayor

(Facsimile)  
\_\_\_\_\_  
City Administrator

**CERTIFICATE OF AUTHENTICATION**

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

**NORTHLAND BOND SERVICES**

By \_\_\_\_\_  
Authorized Representative

**ABBREVIATIONS**

The following abbreviations, when used in the inscription on the face of this Bond, will be construed as though they were written out in full according to applicable laws or regulations:

TEN COM -- as tenants in common

UNIF GIFT MIN ACT

\_\_\_\_\_ Custodian \_\_\_\_\_

(Cust) \_\_\_\_\_ (Minor)

TEN ENT -- as tenants by entireties

under Uniform Gifts or Transfers to Minors

Act, State of \_\_\_\_\_

JT TEN -- as joint tenants with right of survivorship and not as tenants in common

Additional abbreviations may also be used though not in the above list.

---

### ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_ the within Bond and all rights thereunder, and does hereby irrevocably constitute and appoint \_\_\_\_\_ attorney to transfer the said Bond on the books kept for registration of the within Bond, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

---

NOTICE: Signature(s) must be guaranteed by a financial institution that is a member of the Securities Transfer Agent Medallion Program ("STAMP"), the Stock Exchange Medallion Program ("SEMP"), the New York Stock Exchange, Inc. Medallion Signatures Program ("MSP") or other such "signature guarantee program" as may be determined by the Registrar in addition to, or in substitution for, STAMP, SEMP or MSP, all in accordance with the Securities Exchange Act of 1934, as amended.

The Registrar will not effect transfer of this Bond unless the information concerning the assignee requested below is provided.

Name and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Include information for all joint owners if this Bond is held by joint account.)

Please insert social security or other identifying number of assignee

---

**PROVISIONS AS TO REGISTRATION**

The ownership of the principal of and interest on the within Bond has been registered on the books of the Registrar in the name of the person last noted below.

<u>Date of Registration</u>	<u>Registered Owner</u>	<u>Signature of Registrar</u>
<u>April 29, 2025</u>	Cede & Co. Federal ID #13-2555119	<hr/>



## **EXHIBIT C**

### **Equipment**

Annual PD Radio Fleet Purchase  
Records Management System Software  
Ford SUV Explorer (583)  
Ford SUV Explorer (581)  
Ford SUV Explorer (582)  
Ford SUV Explorer (580)  
Ford SUV Explorer (584)  
Sign Trailer  
Speed Trailer  
PD Lockers  
Side by Side Utility  
Support and Protection Equipment  
Ez Go Golf Cart  
Pickup  
Dump Truck - Single Axle  
Dump Truck - Tandem  
Street Sweeper  
Mower  
Pickup with Plow  
BoMag Mini Sheeps Foot Compactor  
Felling Trailer  
Landa Pressure Washer

**EXHIBIT D**

**TAX LEVY SCHEDULE**

**Tax Levy for CIP Bonds**

<b>Date</b>	<b>Total P+I</b>	<b>CIF</b>	<b>105% Levy</b>	<b>Levy Year</b>	<b>Collection Year</b>
02/01/2026	18,548.89	(18,548.89)	-		
02/01/2027	49,550.00	-	52,027.50	2025	2026
02/01/2028	48,300.00	-	50,715.00	2026	2027
02/01/2029	52,050.00	-	54,652.50	2027	2028
02/01/2030	50,550.00	-	53,077.50	2028	2029
02/01/2031	49,050.00	-	51,502.50	2029	2030
02/01/2032	47,550.00	-	49,927.50	2030	2031
02/01/2033	51,050.00	-	53,602.50	2031	2032
02/01/2034	49,300.00	-	51,765.00	2032	2033
02/01/2035	47,550.00	-	49,927.50	2033	2034
02/01/2036	50,800.00	-	53,340.00	2034	2035
02/01/2037	48,800.00	-	51,240.00	2035	2036
02/01/2038	47,200.00	-	49,560.00	2036	2037
02/01/2039	50,600.00	-	53,130.00	2037	2038
02/01/2040	48,800.00	-	51,240.00	2038	2039
02/01/2041	52,000.00	-	54,600.00	2039	2040
<b>Total</b>	<b>\$761,698.89</b>	<b>(18,548.89)</b>	<b>\$780,307.50</b>		

**EXHIBIT E**

**TAX LEVY SCHEDULE**

**Tax Levy for Equipment Certificates**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total P+I</b>	<b>Fiscal Total</b>	<b>105% Levy</b>
04/29/2025	-	-	-	-	-
02/01/2026	-	117,942.22	117,942.22	117,942.22	-
08/01/2026	-	78,050.00	78,050.00	-	-
02/01/2027	325,000.00	78,050.00	403,050.00	481,100.00	505,155.00
08/01/2027	-	69,925.00	69,925.00	-	-
02/01/2028	345,000.00	69,925.00	414,925.00	484,850.00	509,092.50
08/01/2028	-	61,300.00	61,300.00	-	-
02/01/2029	365,000.00	61,300.00	426,300.00	487,600.00	511,980.00
08/01/2029	-	52,175.00	52,175.00	-	-
02/01/2030	380,000.00	52,175.00	432,175.00	484,350.00	508,567.50
08/01/2030	-	42,675.00	42,675.00	-	-
02/01/2031	395,000.00	42,675.00	437,675.00	480,350.00	504,367.50
08/01/2031	-	32,800.00	32,800.00	-	-
02/01/2032	210,000.00	32,800.00	242,800.00	275,600.00	289,380.00
08/01/2032	-	27,550.00	27,550.00	-	-
02/01/2033	220,000.00	27,550.00	247,550.00	275,100.00	288,855.00
08/01/2033	-	22,050.00	22,050.00	-	-
02/01/2034	230,000.00	22,050.00	252,050.00	274,100.00	287,805.00
08/01/2034	-	16,300.00	16,300.00	-	-
02/01/2035	245,000.00	16,300.00	261,300.00	277,600.00	291,480.00
08/01/2035	-	10,175.00	10,175.00	-	-
02/01/2036	255,000.00	10,175.00	265,175.00	275,350.00	289,117.50
08/01/2036	-	3,800.00	3,800.00	-	-
02/01/2037	35,000.00	3,800.00	38,800.00	42,600.00	44,730.00
08/01/2037	-	3,100.00	3,100.00	-	-
02/01/2038	35,000.00	3,100.00	38,100.00	41,200.00	43,260.00
08/01/2038	-	2,400.00	2,400.00	-	-
02/01/2039	40,000.00	2,400.00	42,400.00	44,800.00	47,040.00
08/01/2039	-	1,600.00	1,600.00	-	-
02/01/2040	40,000.00	1,600.00	41,600.00	43,200.00	45,360.00
08/01/2040	-	800.00	800.00	-	-
02/01/2041	40,000.00	800.00	40,800.00	41,600.00	43,680.00
<b>Total</b>	<b>\$3,160,000.00</b>	<b>\$967,342.22</b>	<b>\$4,127,342.22</b>	<b>-</b>	<b>4,209,870.00</b>

STATE OF MINNESOTA  
COUNTY OF HENNEPIN

CERTIFICATE OF TAXPAYER  
SERVICES DIVISION MANAGER AS  
TO TAX LEVY AND REGISTRATION

I, the undersigned Auditor/Treasurer of Hennepin County, Minnesota, hereby certify that a certified copy of a resolution adopted by the governing body of the City of Corcoran, Minnesota (the "City"), on March 27, 2025, levying taxes for the payment of the City's General Obligation Bonds, Series 2025A, issued in the original aggregate principal amount of \$3,695,000 dated as of April 29, 2025, has been filed in my office and said bonds have been entered on the register of obligations in my office and that such tax has been levied as required by law.

WITNESS My hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 2025.

(SEAL)

\_\_\_\_\_  
Auditor/Treasurer  
Hennepin County, Minnesota

# Bond Sale Summary

City of Corcoran, Minnesota

\$3,695,000

General Obligation Bonds, Series 2025A

March 27, 2025



150 South 5th Street, Suite 3300

Minneapolis, MN 55402

612-851-5900 800-851-2920

[www.northlandsecurities.com](http://www.northlandsecurities.com)

Member FINRA and SIPC | Registered with SEC and MSRB

**PURPOSE:** Proceeds from the Bonds will be used to finance the City’s 2025 and 2026 equipment purchases, improvements to the City’s municipal facilities as described in the City’s Capital Improvement Plan, and to pay the costs associated with the issuance of the Bonds.

**FINANCE PLAN:** The Equipment Portions of the Bonds have been structured over 5, 10 and 15-years, depending on the useful life of the equipment and the CIP Portion has been structured over 15-years, all with relatively level debt service payments.

**SECURITY:** Ad valorem taxes.

**RATINGS:**

- Moody’s upgraded the City from “Aa3” to “Aa2”
- Rapidly growing economic base with very strong resident wealth and incomes.
- Robust Financial position that will remain strong

**RESULTS:**

- Method of Sale: Competitive.
  - The City received 3 bids.
  - The Bonds were underwritten by Robert W. Baird & Co., Inc., Milwaukee, Wisconsin
- Final Maturity: February 1, 2041
- Optional Call: February 1, 2033

	<b>Final on <u>3/27/2025</u></b>
Par Amount	\$3,695,000*
True Interest Cost (TIC)	3.70%

*\*The par amount was reduced by premium and unused discount on the Bonds.*



**EXHIBIT A - BID TAB**

\$3,960,000<sup>†</sup>  
GENERAL OBLIGATION BONDS, SERIES 2025A

AWARD: ROBERT W. BAIRD & CO., INC.  
DATE OF SALE: THURSDAY, MARCH 27, 2025  
MOODY'S UNDERLYING RATING Aa2

BIDDER	PURCHASE PRICE	NET INTEREST COST	TRUE INTEREST COST (TIC)
ROBERT W. BAIRD & CO., INC Milwaukee, WI	\$4,206,873.15	\$1,013,403.52	3.6963153%
STONEX FINANCIAL INC. Winter Park, FL	\$4,182,600.25	\$1,044,356.97	3.8222687%
STIFEL, NICOLAUS & CO., INC. Birmingham, AL	\$4,096,108.85	\$1,038,606.71	3.8694659%

<sup>†</sup> Par amount decreased from \$3,960,000 to \$3,695,000. The adjusted purchase price is \$3,925,794.85, plus accrued interest from the date of issue to the date of delivery, and the adjusted TIC is 3.7038301%.



## EXHIBIT B - SOURCES AND USES

	Equipment 5 years	Equipment 10 years	Equipment 15 years	CIP	Issue Summary
<b>Sources Of Funds</b>					
Par Amount of Bonds	\$895,000.00	\$1,795,000.00	\$470,000.00	\$535,000.00	\$3,695,000.00
Reoffering Premium	62,656.60	160,567.60	25,204.65	28,228.55	276,657.40
<b>Total Sources</b>	<b>\$957,656.60</b>	<b>\$1,955,567.60</b>	<b>\$495,204.65</b>	<b>\$563,228.55</b>	<b>\$3,971,657.40</b>
<b>Uses Of Funds</b>					
Deposit to Project Construction Fund	895,000.00	1,830,526.25	467,000.00	530,000.00	3,722,526.25
Deposit to Capitalized Interest (CIF) Fund	33,811.11	67,811.11	16,320.00	18,548.89	136,491.11
Costs of Issuance	15,888.39	31,865.49	8,343.61	9,497.51	65,595.00
Total Underwriter's Discount (1.241%)	11,108.79	22,279.64	5,833.67	6,640.45	45,862.55
Rounding Amount	1,848.31	3,085.11	(2,292.63)	(1,458.30)	1,182.49
<b>Total Uses</b>	<b>\$957,656.60</b>	<b>\$1,955,567.60</b>	<b>\$495,204.65</b>	<b>\$563,228.55</b>	<b>\$3,971,657.40</b>

## EXHIBIT C - PRICING SUMMARY

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	YTM	Call Date	Call Price	Dollar Price
02/01/2027	Serial Coupon	5.000%	2.900%	350,000.00	103.564%	-	-	-	362,474.00
02/01/2028	Serial Coupon	5.000%	2.940%	370,000.00	105.409%	-	-	-	390,013.30
02/01/2029	Serial Coupon	5.000%	3.000%	395,000.00	107.048%	-	-	-	422,839.60
02/01/2030	Serial Coupon	5.000%	3.080%	410,000.00	108.428%	-	-	-	444,554.80
02/01/2031	Serial Coupon	5.000%	3.130%	425,000.00	109.774%	-	-	-	466,539.50
02/01/2032	Serial Coupon	5.000%	3.200%	240,000.00	110.852%	-	-	-	266,044.80
02/01/2033	Serial Coupon	5.000%	3.300%	255,000.00	111.543%	-	-	-	284,434.65
02/01/2034	Serial Coupon	5.000%	3.400%	265,000.00	110.822%	c 3.550%	02/01/2033	100.000%	293,678.30
02/01/2035	Serial Coupon	5.000%	3.500%	280,000.00	110.105%	c 3.753%	02/01/2033	100.000%	308,294.00
02/01/2036	Serial Coupon	5.000%	3.600%	295,000.00	109.395%	c 3.920%	02/01/2033	100.000%	322,715.25
02/01/2038	Term 1 Coupon	4.000%	3.900%	150,000.00	100.658%	c 3.933%	02/01/2033	100.000%	150,987.00
02/01/2041	Term 2 Coupon	4.000%	4.030%	260,000.00	99.647%	-	-	-	259,082.20
<b>Total</b>	-	-	-	<b>\$3,695,000.00</b>	-	-	-	-	<b>\$3,971,657.40</b>

### Bid Information

Par Amount of Bonds	\$3,695,000.00
Reoffering Premium or (Discount)	276,657.40
Gross Production	\$3,971,657.40
Total Underwriter's Discount (1.241%)	\$(45,862.55)
Bid (106.246%)	3,925,794.85
Total Purchase Price	\$3,925,794.85
Bond Year Dollars	\$25,016.78
Average Life	6.770 Years
Average Coupon	4.7729613%
Net Interest Cost (NIC)	3.8504010%
True Interest Cost (TIC)	3.7038301%





**EXHIBIT D - DEBT SERVICE SCHEDULE**

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>	<b>Fiscal Total</b>
04/29/2025	-	-	-	-	-
02/01/2026	-	-	136,491.11	136,491.11	136,491.11
08/01/2026	-	-	90,325.00	90,325.00	-
02/01/2027	350,000.00	5.000%	90,325.00	440,325.00	530,650.00
08/01/2027	-	-	81,575.00	81,575.00	-
02/01/2028	370,000.00	5.000%	81,575.00	451,575.00	533,150.00
08/01/2028	-	-	72,325.00	72,325.00	-
02/01/2029	395,000.00	5.000%	72,325.00	467,325.00	539,650.00
08/01/2029	-	-	62,450.00	62,450.00	-
02/01/2030	410,000.00	5.000%	62,450.00	472,450.00	534,900.00
08/01/2030	-	-	52,200.00	52,200.00	-
02/01/2031	425,000.00	5.000%	52,200.00	477,200.00	529,400.00
08/01/2031	-	-	41,575.00	41,575.00	-
02/01/2032	240,000.00	5.000%	41,575.00	281,575.00	323,150.00
08/01/2032	-	-	35,575.00	35,575.00	-
02/01/2033	255,000.00	5.000%	35,575.00	290,575.00	326,150.00
08/01/2033	-	-	29,200.00	29,200.00	-
02/01/2034	265,000.00	5.000%	29,200.00	294,200.00	323,400.00
08/01/2034	-	-	22,575.00	22,575.00	-
02/01/2035	280,000.00	5.000%	22,575.00	302,575.00	325,150.00
08/01/2035	-	-	15,575.00	15,575.00	-
02/01/2036	295,000.00	5.000%	15,575.00	310,575.00	326,150.00
08/01/2036	-	-	8,200.00	8,200.00	-
02/01/2037	75,000.00	4.000%	8,200.00	83,200.00	91,400.00
08/01/2037	-	-	6,700.00	6,700.00	-
02/01/2038	75,000.00	4.000%	6,700.00	81,700.00	88,400.00
08/01/2038	-	-	5,200.00	5,200.00	-
02/01/2039	85,000.00	4.000%	5,200.00	90,200.00	95,400.00
08/01/2039	-	-	3,500.00	3,500.00	-
02/01/2040	85,000.00	4.000%	3,500.00	88,500.00	92,000.00
08/01/2040	-	-	1,800.00	1,800.00	-
02/01/2041	90,000.00	4.000%	1,800.00	91,800.00	93,600.00
<b>Total</b>	<b>\$3,695,000.00</b>	<b>-</b>	<b>\$1,194,041.11</b>	<b>\$4,889,041.11</b>	<b>-</b>

**Yield Statistics**

Bond Year Dollars	\$25,016.78
Average Life	6.770 Years
Average Coupon	4.7729613%
Net Interest Cost (NIC)	3.8504010%
True Interest Cost (TIC)	3.7038301%
Bond Yield for Arbitrage Purposes	3.4101384%
All Inclusive Cost (AIC)	4.0038953%

**IRS Form 8038**

Net Interest Cost	3.4192761%
Weighted Average Maturity	6.755 Years

**Optional Redemption**

02/01/2033	@100.000%
------------	-----------



**EXHIBIT F - LOCAL AND NATIONAL ISSUANCE**

**Minnesota BQ Issuance**

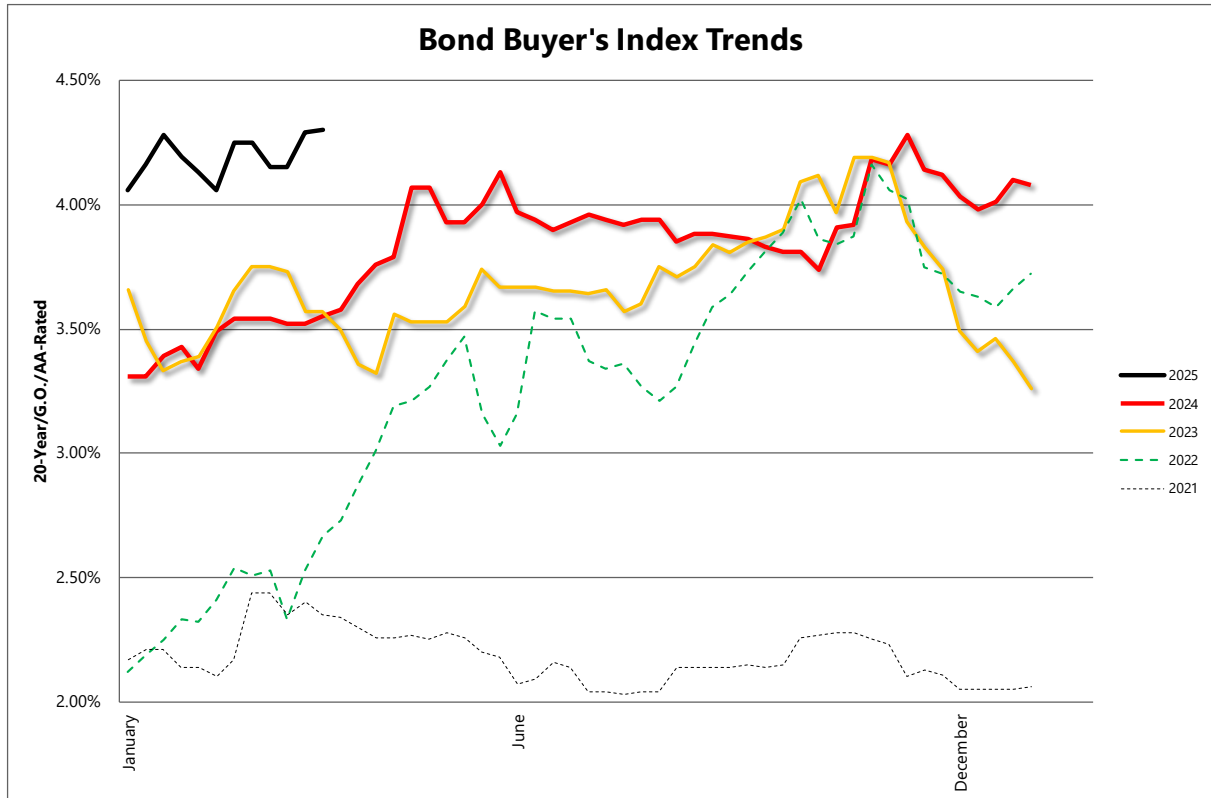
Date	Issuer Description	Amt (MM)	Tax	Moody's	S&P	Fitch	Enhanced	Security Type
03/24/2025	OWATONNA ISD#761-A	7.055	Q	Aa1			Yes	G.O. Unlimited Bonds
03/27/2025	CORCORAN-A	3.96	Q	Aa2			No	G.O. Unlimited Bonds
04/01/2025	DAWSON-A	1.87	Q		APPLIED		No	G.O. Unlimited Bonds

**National BQ Issuance (Aa3-Aa1 Category)**

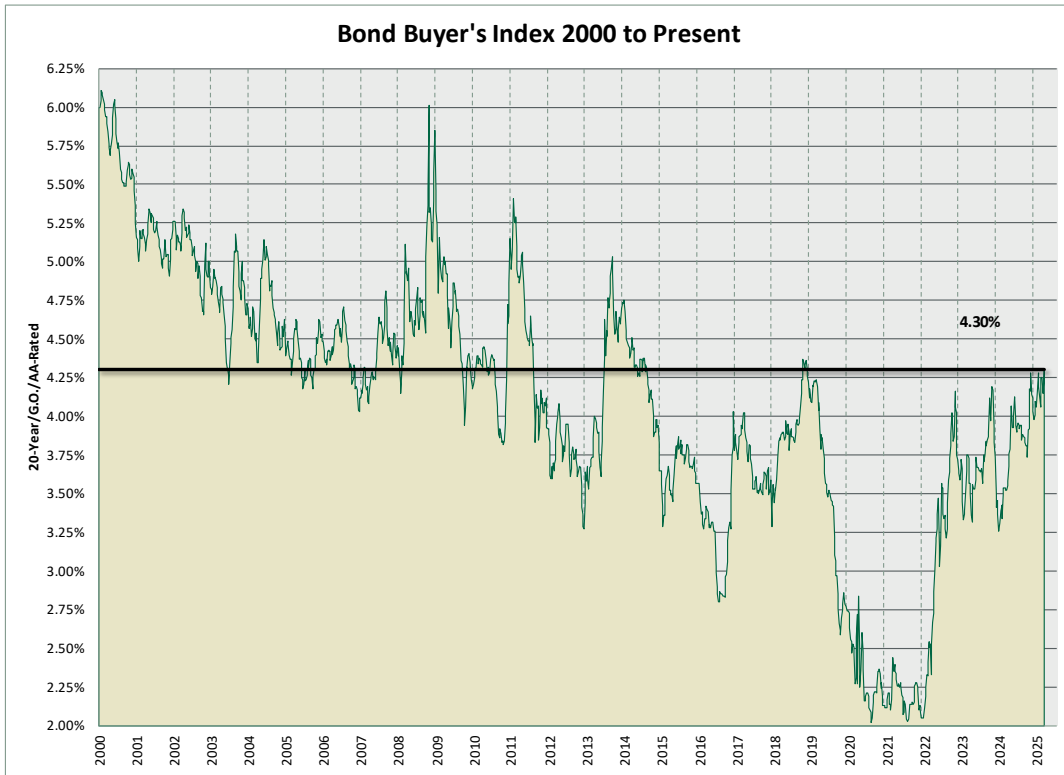
Date	Issuer Description	State	Amt (MM)	Tax	Moody's	S&P	Fitch	Enhanced	Security Type
03/24/2025	OWATONNA ISD#761-A	MN	7.055	Q	Aa1			Yes	G.O. Unlimited Bonds
03/24/2025	TREMPEALEAU CO-A-PROM NTS	WI	6.455	Q		AA-		No	G.O. Unlimited Bonds
03/26/2025	BANGOR PUBLIC SCHS-II	MI	2.66	Q		AA		Yes	G.O. Unlimited Bonds
03/26/2025	GRAYSON CO BOE	KY	9.93	Q	Aa3			Yes	G.O. Unlimited Bonds
03/27/2025	SPRINGFIELD TWP SD	PA	9.995	Q		AA		Yes	G.O. Limited Bonds
03/27/2025	CORCORAN-A	MN	3.96	Q	Aa2			No	G.O. Unlimited Bonds

## EXHIBIT G - MUNICIPAL MARKET CONDITIONS

Bond Buyer Index as of March 20, 2025



Source: Data compiled by Northland Securities from published Bond Buyer's Index



Source: Data compiled by Northland Securities from published Bond Buyer's GO 20-Bond Index

# STAFF REPORT

Agenda Item: 6e.

<b>Council Meeting</b> March 27, 2025	<b>Prepared By</b> Nalisha Williams, Assistant City Administrator Jay Tobin, City Administrator
<b>Topic</b> Classification and Compensation Study	<b>Action Required</b> Approval

---

## Summary

The City Council adopted the Classification and Compensation Study on January 23, 2025. On January 29, 2025, administration leaders held a “lunch and learn” with all staff, to discuss the implementation and next steps of the Classification and Compensation Study process. In the discussion, a few staff members raised concerns regarding their job descriptions and requested a pause in the implementation. City Administrator Tobin approved a 30-day pause, to allow staff members more time to review their job descriptions and discuss any concerns or proposed changes with their Department Heads.

The 30-day pause ended on February 28, 2025, then all Department Heads met with City Administrator Tobin and Assistant City Administrator Williams to clarify any job description changes they felt were necessary for their department operations. The Abdo Consultant reviewed job description and ensured scoring reflected the changes.

City Council’s Personnel Committee met on Tuesday, March 11, 2025, to review and discuss updated job descriptions, concurring with the consultant’s recommendations as outlined below.

The following positions were submitted for second review (or initial review), and the outcome of each re-analysis is as follows:

- *Accountant: Recommended change from Grade 7 to Grade 8*
- *Construction Services Coordinator: Recommended change from Grade 4 to Grade 5*
- *Parks and Recreation Manager: Recommended change from Grade 7 to Grade 9*
- *Public Safety Administrative/Evidence Specialist: Recommended change from Grade 3 to Grade 4*
- *Utility Crew Leader (New position): Grade 7*
- *Utility Superintendent, Operations Superintendent, and Operations Manager: No grade change recommended*

### Fair Labor Standard Act (FLSA)

Under the Fair Labor Standard Act, all positions of the City have been tested through salary and duties assessments, which tests if job duties align with specific exemptions. The following positions were determined to change from non-exempt to exempt per the results of testing and legal review of the City's labor attorney.

- *Operations Superintendent*
- *Construction Services Manager*
- *Parks and Recreation Manager*
- *Planner*

### Part-Time Employees

Part-time employees will enter the wage scale at the same step as the full-time position equivalent as listed on the wage schedule. Part-time employees are eligible for a step increase upon completion of every 2,080 hours at current step (equivalent to the number of hours work for full-time employees).

For example, a part-time Administrative Assistant starts at Grade 3 Step 1 and moves to Step 2 once they have worked a total of 2,080 hours as confirmed by our Payroll/Human Resources Department.

### Seasonal Employees

Seasonal Employee job descriptions and wage schedules will be brought to a future City Council meeting for discussion.

### Implementation

The new implementation date for the Compensation Classification Study will be April 26<sup>th</sup>, 2025, for pay period April 26, 2025 – May 9, 2025 with pay date May 16, 2025.

### **Financial/Budget**

Approximately \$44,500 to be paid for from "Central Services" business unit as a "Transfer" expense.

### **Recommendation**

Staff recommends Council adoption of the Personnel Committee's recommendation for the positions listed above and approve the attached job descriptions for implementation beginning April 26, 2025.

### **Council Action**

1. Request Council approve the Personnel Committee recommendation to adopt job descriptions and implement Compensation Classification Study on April 26<sup>th</sup>, 2025.
2. Council provide staff with other guidance.

### **Attachments**

1. Abdo Position Updated Step/Grade Table
2. Job Descriptions

Grade/Position	Steps							
	1	2	3	4	5	6	7	8
<b>1</b>	\$ 24.18	\$ 25.15	\$ 26.15	\$ 27.20	\$ 28.29	\$ 29.42	\$ 30.60	\$ 32.13
<b>2</b>	\$ 25.87	\$ 26.91	\$ 27.98	\$ 29.10	\$ 30.27	\$ 31.48	\$ 32.74	\$ 34.37
<b>3</b> - AP Clerk, Community Development Assistant, Administrative Assistant	\$ 27.68	\$ 28.79	\$ 29.94	\$ 31.14	\$ 32.39	\$ 33.68	\$ 35.03	\$ 36.78
<b>4</b> - Community Service Officer, Administrative Assistant/Utility Billing Coordinator, Deputy Clerk, Administrative/Evidence Specialist	\$ 29.62	\$ 30.81	\$ 32.04	\$ 33.32	\$ 34.65	\$ 36.04	\$ 37.48	\$ 39.35
<b>5</b> - Maintenance Worker, Utility Maintenance Worker, Construction Services Coordinator	\$ 31.70	\$ 32.96	\$ 34.28	\$ 35.65	\$ 37.08	\$ 38.56	\$ 40.10	\$ 42.11
<b>6</b> - Communications Specialist	\$ 33.91	\$ 35.27	\$ 36.68	\$ 38.15	\$ 39.67	\$ 41.26	\$ 42.91	\$ 45.06
<b>7</b> - PW Crew Leader, Public Safety Administrative Manager	\$ 36.29	\$ 37.74	\$ 39.25	\$ 40.82	\$ 42.45	\$ 44.15	\$ 45.92	\$ 48.21
<b>8</b> - Police Patrol Officer (K9/Detective), City Clerk, Human Resources Generalist, Accountant	\$ 38.83	\$ 40.38	\$ 42.00	\$ 43.68	\$ 45.42	\$ 47.24	\$ 49.13	\$ 51.59
<b>9</b> - Public Works Operations Manager, Planner, Parks and Recreation Manager	\$ 41.55	\$ 43.21	\$ 44.94	\$ 46.73	\$ 48.60	\$ 50.55	\$ 52.57	\$ 55.20
<b>10</b> - Construction Services Manager, IT Manager	\$ 44.45	\$ 46.23	\$ 48.08	\$ 50.00	\$ 52.00	\$ 54.09	\$ 56.25	\$ 59.06
<b>11</b> - PW Operations Superintendent, Utility Superintendent, Sergeant	\$ 47.57	\$ 49.47	\$ 51.45	\$ 53.50	\$ 55.65	\$ 57.87	\$ 60.19	\$ 63.20
<b>12</b> - Deputy Director of Fire, Development Superintendent	\$ 50.90	\$ 52.93	\$ 55.05	\$ 57.25	\$ 59.54	\$ 61.92	\$ 64.40	\$ 67.62
<b>13</b> - Finance Manager, Deputy Director of Public Safety	\$ 54.46	\$ 56.64	\$ 58.90	\$ 61.26	\$ 63.71	\$ 66.26	\$ 68.91	\$ 72.35
<b>14</b> - Assistant City Administrator, Community Development Director	\$ 58.27	\$ 60.60	\$ 63.02	\$ 65.55	\$ 68.17	\$ 70.89	\$ 73.73	\$ 77.42
<b>15</b> - Director of Public Safety, Public Works Director	\$ 62.35	\$ 64.84	\$ 67.44	\$ 70.13	\$ 72.94	\$ 75.86	\$ 78.89	\$ 82.84
<b>16</b>	\$ 66.71	\$ 69.38	\$ 72.16	\$ 75.04	\$ 78.05	\$ 81.17	\$ 84.41	\$ 88.63
<b>17</b> - City Administrator	\$ 71.38	\$ 74.24	\$ 77.21	\$ 80.30	\$ 83.51	\$ 86.85	\$ 90.32	\$ 94.84



# Accountant

<b>Department</b>	Administration
<b>Reports To</b>	Assistant City Administrator
<b>Supervises</b>	Part-Time Accounts Payable Clerk
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	<b>8</b>
<b>Union Status</b>	Non-Union

## Position Details

The accountant has a wide range of financial responsibilities executed with meticulousness and accuracy, crucially contributing to the City's financial well-being and operational efficiency. This position accurately processes payments and monitors transactions to ensure compliance with State and Federal regulations. This position processes payroll bi-weekly in close partnership with HR. Will partner closely with contracted outside consultants as directed.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Conduct the payroll and post payroll benefit deductions bi-weekly.
- Ensure invoices for benefit plans are reviewed by HR and paid in a timely manner.
- Support the City's Escrow processes.
- Manage the City's accounts payable and accounts receivable transactions.
- Manage and conduct monthly bank reconciliations.
- File monthly fuel tax return and update the fee schedule.
- Assist with the City's annual audit.
- Provide internal support for Utility Billing reconciliation.
- Process annual gambling control board report.
- Manage purchasing card transactions, accounts, and reconciliation.
- Provide needed data and reports for annual budget process and as needed within the City.
- Serves as the primary point of contact for vendors regarding accounts payable and receivable.
- Research and resolve account reconciling items.
- Complete Workers Compensation annual audit.
- Process annual sales and use tax.
- Prepare monthly, quarterly, annual and reclassify journal entries.
- Perform other job-related duties as assigned.



# Position Requirements

## Knowledge, Skills, and Abilities

- Strong organizational and multitasking abilities.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Strong knowledge of GAAP and/or GASB.
- Strong knowledge of accounting software.
- Knowledge of Federal and State laws regarding payroll.
- Strong knowledge of payroll processes.
- Excellent problem solving and communication skills for interacting with the City's residents.
- Capable of managing and prioritizing multiple tasks and projects.
- Strong attention to detail and accuracy in document handling.
- Ability to work independently and as part of a team.

## Minimum Education and Experience

- Bachelor's degree in Finance, Business, Accounting, or related field.
- At least 1 year of governmental accounting experience.

## Desired Education and Experience

- 3 or more years of governmental accounting experience.
- At least 1 year of payroll and benefit administration experience.

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment with frequent interactions with the public. May be required to work outside of normal hours. Limited lifting of 25lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): sitting, repetitive motions

Activities that **occur frequently** (2–5 hours/shift): talking, hearing

Activities that **occur occasionally** (up to 2 hours/shift): standing, walking, lifting, carrying, pushing, pulling, handling, eye/hand/foot coordination

Activities that **occur rarely** (do not exist as regular part of job): climbing, balancing, stooping, kneeling, crouching, crawling, reaching, grasping, feeling

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

# Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Accounts Payable Clerk

<b>Department</b>	Administration
<b>Reports To</b>	Accountant
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt, Part Time
<b>Grade</b>	3
<b>Union Status</b>	Non-Union

## Position Details

Serve as the Accounts Payable Clerk, responsible for Accounts Payable duties in the Finance Department.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Data input, process checks/ACH payments, and file maintenance of Accounts Payable including W-9's.
- Balance monthly statements for vendors and handle vendor calls.
- Distribution and collection of invoices for processing through Accounts Payable.
- Perform other accounting duties as needed.

## Position Requirements

### Knowledge, Skills, and Abilities

- Strong organizational and multitasking abilities.
- Knowledge and application of current sales/use tax laws.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Exercise initiative, discretion, and independent use of judgement over matters of non-significance.
- Capable of managing and prioritizing multiple tasks and projects.
- Strong attention to detail and accuracy in document handling.
- Ability to work independently and as part of a team.

### Minimum Education and Experience

- Two year degree in Finance, Business, Accounting, or related field or four years experience in Accounts Payable function.
- Previous customer service experience.

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment with frequent interactions with the public. May be required to work outside of normal hours. Limited lifting of 25lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): sitting, repetitive motions

Activities that **occur frequently** (2–5 hours/shift): talking, hearing

Activities that **occur occasionally** (up to 2 hours/shift): standing, walking, lifting, carrying, pushing, pulling, handling, eye/hand/foot coordination

Activities that **occur rarely** (do not exist as regular part of job): climbing, balancing, stooping, kneeling, crouching, crawling, reaching, grasping, feeling

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# City Administrator

<b>Department</b>	Administration
<b>Reports To</b>	City Council
<b>Supervises</b>	Assistant City Administrator, Finance Manager, Community Development Director, Public Works Director/Engineer, and Public Safety Director
<b>FLSA Status</b>	Exempt, Full Time
<b>Grade</b>	17
<b>Union Status</b>	Non-Union

## Position Details

The City Administrator acts as the Chief Executive Officer for the city leading staff and guiding Council to define, establish and attain the goals and objectives of local government. Responsible for the quality of services and compliance of legislative, judicial, and administrative obligations established by higher authority.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Oversee development, implementation, and enforcement of policies, rules, regulations, and procedures necessary to ensure the proper functioning of the City as permitted by law and with Council approval.
- Oversee the annual budget to meet service delivery and capital improvement goals with proper controls.
- Attend and participate in City Council meetings and other meetings (boards, commissions, other agencies, etc.) at the discretion of council.
- Oversee the preparation of council and commission agendas and packets.
- Recommend courses of action to the City Council, staff, and commissions intended to sustain or improve the efficient and effective delivery of services.
- Oversee the staffing process, recommending staffing levels, directing the hiring of qualified staff, and the administration of human resource functions with appropriate department head and Council involvement.
- Oversee the negotiation and administration of contracts and agreements for City services with outside agencies.
- Participate in community planning and economic development for the City.
- Ensure the effective and efficient design and construction of critical infrastructure.
- Perform other job-related duties as assigned.

## Supervisory Duties and Responsibilities

- Oversee department heads and support personnel.
- Administer the hiring and discipline process.
- Proactively communicate with Council on strategic and operational matters that have community-wide impact and ensure synchronization of staff effort to achieve desired outcomes in those matters.

## Position Requirements

### Knowledge, Skills, and Abilities

- Ability to demonstrate extensive knowledge of municipal management principles and applicable statutes and regulations from the jurisdictional authorities that impact day-to-day city operations.
- Strong resource management skills and conscientious stewardship with experience in budgeting, fiscal execution, and service delivery.
- Skilled at organizing, prioritizing, and effectively leading complex operations.
- Capable of working under pressure while managing multiple competing priorities.
- Ability to communicate clearly, professionally, and effectively, resolving conflict and negotiating solutions with tact and diplomacy.
- Ability to maintain confidential or proprietary information.
- Ability to understand and manage, complex ideas, projects, and situations.
- Ability to work independently and collaboratively with internal and external stakeholders.,
- Knowledge of computer software and ability to operate office equipment.

### Minimum Education and Experience

- Bachelor's degree in public administration, business administration, a closely related field, or equivalent experience.
- At least 7 years of relevant municipal or government experience.
- At least 5 years of relevant supervisory experience.
- Previous experience in one or more areas of city service responsibilities: Administrative Services, Public Safety, Public Works, Finance, Community Development, Human Resources, City Clerk, and Parks and Recreation.
- Must have a valid MN Driver's License.

### Desired Education and Experience

- Master's degree in public administration, business administration, or closely related field is preferred.
- Experience in public speaking and making presentations is preferred.
- ICMA-CM Certification

### Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment with frequent interruptions. Work may involve dealing with and calming individuals who are emotionally charged over an issue. Must be able to use judgment to respond to situations occurring during the absence of the City Administrator. Limited lifting of 25lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): sitting, talking, hearing

Activities that **occur frequently** (2–5 hours/shift): NA

Activities that **occur occasionally** (up to 2 hours/shift): walking

Activities that **occur rarely** (do not exist as regular part of job): standing, lifting, carrying, crawling, lifting, climbing, balancing, stooping, kneeling, crouching, pushing, pulling, carrying, reaching, handling, grasping

City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

## Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Assistant City Administrator

<b>Department</b>	Administration
<b>Reports To</b>	City Administrator
<b>Supervises</b>	Human Resources Generalist, City Clerk, IT Manager, Accountant, Communications Specialist
<b>FLSA Status</b>	Exempt, Full Time
<b>Grade</b>	<b>14</b>
<b>Union Status</b>	Non-Union

## Position Details

The Assistant City Administrator guides day-to-day decision-making processes and provides strategic direction to Human Resources, Information Technology, Communications, and City Clerk Operations. This position also provides direction for collaborative service delivery to residents, stakeholders, and policy makers. The Assistant City Administrator has primary responsibilities related to internal customer service to staff, elected officials, commissioners, contractors, and vendors.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Perform the duties of the City Administrator in their absence.
- Serves as the Human Resources Director.
- Responsible for the development and administration of the employee growth program and organizational wellness.
- Research, plan, and assist with development, implementation, and administration of training program.
- Support the City Administrator and the management team in identification, prioritization, and accomplishment of strategic planning goals.
- Support the City Administrator in contract management for City projects, contracted services, law enforcement, fire protection, tower leases, etc.
- Support the definition of project scope and objectives with stakeholders, and manage changes to scope, schedule, and costs.
- Serve as project manager, overseeing timely project completion, maintaining third-party/vendor relationships, and ensuring comprehensive project documentation.
- Support all departments in public involvement and education by identifying target areas and means of communication.



- Support with all aspects of facilitation of all special, primary, and general elections.
- Establish and maintain effective relationships with other organizations, associations, businesses, and departments.
- Oversee strategic communication plan.
- Perform other job-related duties as assigned.

### **Supervisory Duties and Responsibilities**

- Administer employee discipline according to the City’s personnel policy.
- Supervise IT Manager, City Clerk, HR Generalist, Accountant, and Communications Specialist, prioritizing and assigning work, and conducting performance evaluations.
- Acts as City Administrator during their absence.
- Provide oversight of the Data Practices Act.

## **Position Requirements**

### **Knowledge, Skills, and Abilities**

- Thorough knowledge in the areas of public sector administration, principles, practices, and techniques including legal requirements.
- Ability to perform and direct general administrative work.
- Ability to communicate clearly, professionally, and effectively with tact and diplomacy.
- Ability to resolve conflicts and negotiate solutions.
- Ability to maintain confidential or proprietary information.
- Ability to understand, manage, and communicate complex ideas, projects, and situations.
- Ability to work independently and in a team, prioritize, manage projects, and make decisions.
- Ability to stay current on issues that are within the realm of this position’s responsibilities.
- Ability to develop and administer goals/objectives for providing effective and efficient services for the City.
- Ability to lead and supervise staff, delegate work, and prioritize, organize, plan, and direct operations.
- Ability to coordinate departmental operations, services, and resource allocation.
- Knowledge of computer software and ability to operate office equipment.

### **Minimum Education and Experience**

- Bachelor’s degree in public administration, business administration, a closely related field, or equivalent experience.
- At least 3 years of relevant municipal or government experience.
- At least 2 years of relevant supervisory experience.
- Must have a valid driver’s license.

### **Desired Education and Experience**

- Master’s degree in public administration or closely related field is preferred.
- Society of Human Resource Management (SHRM) Certification or Senior Professional in Human Resources (SPHR) Certification is preferred.
- Experience supervising HR Functions is preferred.
- Experience in public speaking and making presentations is preferred.

### **Physical Demands and Work Environment**

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment with frequent interruptions. Work may involve dealing with and calming individuals who are emotionally charged over an issue. Must be able to use judgment to respond to situations occurring during the absence of the City Administrator. Limited lifting of 25lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): hearing, sitting

Activities that **occur frequently** (2–5 hours/shift): standing, feeling, talking, repetitive motions

Activities that **occur occasionally** (up to 2 hours/shift): walking, eye/hand/foot coordination

Activities that **occur rarely** (do not exist as regular part of job): crawling, lifting, climbing, balancing, stooping, kneeling, crouching, pushing, pulling, carrying, reaching, handling, grasping

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# City Clerk

<b>Department</b>	Administration
<b>Reports To</b>	Assistant City Administrator
<b>Supervises</b>	Deputy Clerk
<b>FLSA Status</b>	Exempt, Full Time
<b>Grade</b>	<b>8</b>
<b>Union Status</b>	Non-Union

## Position Details

The City Clerk oversees the daily administrative operations, coordinates, and manages elections, ensures proper data practices and record retention, supports the operations of the City Council, City Administrator, and Assistant City Administrator.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Administer bi-annual elections by recruiting and training judges, securing necessary equipment, publishing legal notices, and preparing polling places.
- Serve as the City's Data Compliance Official and ensure compliance with the State Records Retention Schedule and Minnesota Government Data Practices Act.
- Process annual licenses and permits.
- Establish file projects, legal notices, publications, and manage the city code of ordinances.
- Prepare and distribute City Council agenda packets.
- Attend City Council meetings and work sessions to take minutes, and draft resolutions and ordinances.
- Supervise the work of the Deputy Clerk.
- Serve as the recycling coordinator by working with County officials on education efforts disseminated to the public.
- Perform other job-related duties as assigned.

# Position Requirements

## Knowledge, Skills, and Abilities

- Strong organizational and multitasking abilities.
- Excellent verbal and written communication skills.
- Ability to operate standard office software.
- Ability to coordinate and collaborate effectively with various departments and personnel.
- Capable of managing and prioritizing multiple tasks and projects.
- Strong attention to detail and accuracy in document handling.
- Ability to work independently and as part of a team.
- Ability to prioritize work and meet project deadlines.
- Ability to handle confidential and sensitive information.
- Strong problem-solving skills.
- Strong organizational and scheduling skills.
- Knowledge of data retention rules and practices.

## Minimum Education and Experience

- Current enrollment in college or possession of an Associate's Degree in any field of study or four years experience working in a fast-paced work or office environment.
- At least 1 year of experience in municipal/city clerk/election work.

## Desired Education and Experience

- At least 1 year of supervisory experience.
- Minnesota Certified Municipal Clerk Certification (MCMC) or Minnesota Master Municipal Clerk (MMMC) Certification

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment with frequent interactions with the public. Limited lifting of 25lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): sitting, balancing

Activities that **occur frequently** (2–5 hours/shift): standing, walking, reaching, handling, grasping, talking, hearing, repetitive motions, eye/hand/foot coordination

Activities that **occur occasionally** (up to 2 hours/shift): lifting, carrying, feeling

Activities that **occur rarely** (do not exist as regular part of job): pushing, pulling, climbing, stooping, kneeling, crouching, crawling

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

# Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Communications Specialist

<b>Department</b>	Administration
<b>Reports To</b>	Assistant City Administrator
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt Full-Time
<b>Grade</b>	6
<b>Union Status</b>	Non-Union

## Position Details

The Communications Specialist supports citywide communication and branding strategies, delivering public relations services to internal and external audiences through diverse mediums, including news and media, video, graphic design, photography, event coordination, digital media, and plain language initiatives.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Manages the City’s website under the direction of the Assistant City Administrator
- Creates content: text, graphics and videos Makes content interactive and easy to navigate.
- Monitors and updates city website information.
- Utilizes content management software to organize and structure sections of the website.
- Implements website accessibility guidelines.
- Drafts marketing materials including post cards, trifolds, flyers, brochures, posters, letterhead, forms, and reports.
- Acts as City photographer/videographer and drone pilot.
- Implement City communications strategies.
- Implement City branding strategies.
- Coordinate and produce City print communication materials.
- Maintain the City’s outdoor electronic billboard sign.
- Provide support to the Administration Department.
- Manage staff intranet system.
- Perform other job-related duties as assigned.

# Position Requirements

## Knowledge, Skills, and Abilities

- Ability to perform general administrative work.
- Excellent communication skills, with the ability to communicate effectively both orally and in writing.
- Ability to work independently and in a team, prioritize, and make decisions.
- Ability to develop and administer goals/objectives for providing effective and efficient services for the City.
- Ability to execute essential communication and branding strategies.
- Ability to analyze and resolve problems.
- Ability to perform effectively under tight deadlines.
- Strong attention to detail.
- Knowledge of computer software and ability to operate office equipment.

## Minimum Education and Experience

- Associates degree in communications or related field
- Experience with Microsoft Office, website maintenance, design software, and the management of social media accounts.

## Desired Education and Experience

- Certified drone operator (or able to be certified within twelve months of hiring).
- Experience creating graphics using software such as Canva/InDesign.

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment with frequent interruptions. Limited lifting of 25lbs or less is required. Intermittent local travel to photograph community events or community features.

Activities that **occur constantly** (5–8 hours/shift): sitting, repetitive motions, eye/hand/foot coordination

Activities that **occur frequently** (2–5 hours/shift): NA

Activities that **occur occasionally** (up to 2 hours/shift): walking, lifting, carrying, crouching, handling, talking, hearing

Activities that **occur rarely** (do not exist as regular part of job): standing, pushing, pulling, climbing, balancing, stooping, kneeling, crawling, reaching, grasping, feeling

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*





# Deputy Clerk

<b>Department</b>	Administration
<b>Reports To</b>	City Clerk
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	4
<b>Union Status</b>	Non-Union

## Position Details

The Deputy Clerk position offers support in customer service, communications, and data retention for the Administrative Department, City Council, and City Commissions.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serve as the first point of contact for public inquiries and direct phone calls to the appropriate department.
- Provide technical and clerical support to the City Clerk and other department staff, including preparation of general correspondence, tracking expenditures, and file maintenance.
- Performs the duties of City Clerk in their absence.
- Assist City Clerk with the election process, including running elections, maintaining election data, training judges, processing ballots, and ordering supplies.
- Prepare, type, edit, and proofread a variety of documents to support the Administration Department.
- Prepare invoices and enter data into various computer programs to support the Administration Department.
- Scan and organize documents into the City's retention files.
- Receive, process, and distribute all incoming mail and packages.
- Coordinate office supply orders and maintain office equipment.
- Serves as back-up and processes payments for Utility Billing.
- Perform other job-related duties as assigned.

# Position Requirements

## Knowledge, Skills, and Abilities

- Ability to provide exceptional customer service.
- Strong organizational and multitasking abilities.
- Excellent verbal and written communication skills.
- Ability to operate standard office software.
- Ability to coordinate and collaborate effectively with various departments and personnel.
- Capable of managing and prioritizing multiple tasks and projects.
- Strong attention to detail and accuracy in document handling.
- Ability to work independently and as part of a team.
- Ability to prioritize work and meet project deadlines.
- Ability to handle confidential and sensitive information.
- Strong problem-solving skills.
- Strong organizational and scheduling skills.
- General knowledge of data privacy laws.

## Minimum Education and Experience

- Current enrollment in college or possession of an Associate's Degree in any field of study or four years experience working in a fast-paced work or office environment.

## Desired Education and Experience

- Experience organizing and assisting with elections.
- Knowledge of utility billing software.
- Minnesota Certified Municipal Clerk Certification (MCMC) or Minnesota Master Municipal Clerk (MMMC) Certification

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment with frequent interactions with the public. Limited lifting of 25lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): sitting, talking, hearing, repetitive motions, eye/hand/foot coordination, balancing

Activities that **occur frequently** (2–5 hours/shift): standing, walking, reaching, handling, grasping

Activities that **occur occasionally** (up to 2 hours/shift): lifting, carrying, feeling

Activities that **occur rarely** (do not exist as regular part of job): pushing, pulling, climbing, stooping, kneeling, crouching, crawling

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

# Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Human Resources Generalist

<b>Department</b>	Administration
<b>Reports To</b>	Assistant City Administrator
<b>Supervises</b>	None
<b>FLSA Status</b>	Non -Exempt, Full Time
<b>Grade</b>	<b>8</b>
<b>Union Status</b>	Non-Union

## Position Details

The Human Resources Generalist is responsible for performing a wide variety of administrative, compliance, technical, and professional work in directing the Human Resource functions. Serves as the primary point of contact for all staff related to pay, benefits, employment, and overall HR needs.–This position works closely with the Accountant and Assistant City Administrator in ensuring accurate and timely payroll processing and benefit management.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Develop, research, recommend and implement policies related to Human Resources in the public sector.
- Manage in partnership with the Assistant City Administrator the job evaluation system, maintenance of job descriptions, maintenance of the pay plan, and compliance with pay equity requirements.
- Recommend the development, implementation and administration of employee benefit programs and maintain insurance program.
- Partner with Accountant to review benefit invoices and benefit portals for accuracy.
- Manage Short-Term Disability (STD), Long-Term Disability (LTD), Workers Compensation and Leave of Absence claims.
- Manage and ensure the City’s employee handbook complies with state and federal regulatory requirements.
- Support and execute the employee recruitment, selection, orientation, and disciplinary processes in partnership with the Assistant City Administrator
- Support hiring managers as they interview and recommend staff.
- Coordinate background, drug, and medical testing.
- Maintain employee personnel files within payroll service provider online.
- Perform other job-related duties as assigned.

# Position Requirements

## Knowledge, Skills, and Abilities

- Thorough knowledge in the areas of public sector administration, principles, practices, and techniques including legal requirements.
- Ability to perform and direct general administrative work.
- Ability to communicate clearly, professionally, and effectively with tact and diplomacy.
- Ability to resolve conflicts and negotiate solutions.
- Ability to maintain confidential or proprietary information.
- Ability to understand, manage, and communicate complex ideas, projects, and situations.
- Ability to work independently and in a team, prioritize, manage projects, and make decisions.
- Ability to stay current on issues that are within the realm of this position's responsibilities.
- Ability to develop and administer goals/objectives for providing effective and efficient services for the City.
- Ability to lead and supervise staff, delegate work, and prioritize, organize, plan, and direct operations.
- Ability to coordinate departmental operations, services, and resource allocation.
- Knowledge of computer software and ability to operate office equipment.

## Minimum Education and Experience

- Bachelor's degree in human resources or equivalent combination of experience and training.
- Two year's previous experience in Human Resources.

## Desired Education and Experience

- Previous experience working for a municipal or county government.
- Experience working with ADP.
- Society of Human Resource Management (SHRM) Certification or Senior Professional in Human Resources (SPHR) Certification.

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment with frequent interruptions. Work may involve dealing with and calming individuals who are emotionally charged over an issue. Limited lifting of 25lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): hearing, sitting, talking

Activities that **occur frequently** (2–5 hours/shift): standing, walking, repetitive motions

Activities that **occur occasionally** (up to 2 hours/shift): carrying, reaching, handling, grasping, feeling, eye/hand/foot coordination

Activities that **occur rarely** (do not exist as regular part of job): crawling, lifting, climbing, balancing, stooping, kneeling, crouching, pushing, pulling

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

# Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Information Technology (IT) Manager

<b>Department</b>	Administration
<b>Reports To</b>	Assistant City Administrator
<b>Supervises</b>	N/a
<b>FLSA Status</b>	Exempt, Full Time
<b>Grade</b>	<b>10</b>
<b>Union Status</b>	Non-Union

## Position Details

The IT Manager is currently the sole IT professional within the City and is responsible for managing and supporting the City's network infrastructure and operational technology, which includes servers, storage, business applications, cloud services, and electronic communications. This position also leads IT and organizational projects, overseeing the provision, implementation, operation, monitoring, and maintenance of system hardware, software, and related infrastructure. Additionally, the IT Manager collaborates with senior management and leadership of departments on multi-year planning for technology solutions.

## Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serve as the primary point of contact for all IT-related issues, providing timely and effective support to internal and external customers.
- Troubleshoot and resolve hardware, software, and network issues.
- Implement, monitor, and maintain a comprehensive IT environment in response to City organizational needs that ensure the high availability of system resources.
- Plans, designs, evaluates, and implements technology systems and solutions to improve operational effectiveness and efficiencies within the city.
- Provide ongoing documentation of all network hardware/software installations relevant to the operation of the network.
- Evaluate emerging technologies and recommend suitability of new solutions for use by the City to help provide improved and efficient services.
- Assist with development and justification of annual Technology budget.
- Assist with the creation, modification, and enforcing of IT policies and procedures to ensure effective/efficient use and security of all systems.
- Research, develops, and administers a strategic plan for technology improvements, goals, and objectives.
- Provides leadership and direction for technology planning and implementation in the City.

- Coordinates with other departments, users, and third-party vendors to determine city technology requirements, managing contracts and licensing requirements. Considers multi-year strategy for compatibility and scalability of investments.
- Responsible for maintaining BCA/CJIS security policies.
- Serve as the City LASO for the BCA.
- Perform other job-related duties as assigned.

## Position Requirements

### Knowledge, Skills, and Abilities

- Excellent communication skills, with the ability to communicate effectively both orally and in writing.
- Ability to work independently and in a team, prioritize, and make decisions.
- Ability to analyze and resolve problems.
- Extensive knowledge of the principles and practices in computer hardware and software, network configuration and software, digital storage, system security, and mobile technologies.
- Ability to formulate, initiate, and administer policies and procedures.
- Ability to understand and communicate technical documents, manuals, information, and directives.
- Ability to anticipate problems and develop solutions.
- (This should be assumed)
- Working experience managing VMWare Server Virtualization and Windows Server 2019/2022 environments
- Working experience managing Office 365 stack including Exchange, Teams, SharePoint, and Teams Voice.
- Windows 10/11, Apple iOS and Android device management using Microsoft Intune Endpoint Manager
- Experience with HPE Aruba network switching and Fortigate firewalls or similar vendors.
- Experience with Line of Business (LOB) city management applications for tand related SQL databases
- Working experience with Audio-Video Conferencing equipment.
- Working experience with bodycam and squad camera equipment and software
- Experience with Zero Trust, MFA technologies, and VDI

### Minimum Education and Experience

- Bachelors Degree in Information Technology, Computer Science, or related field.
- At least 4 years of experience with Microsoft 365 technologies.
- At least 4 years of project implementation experience.

### Desired Education and Experience

- Masters Degree in related field.

### Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment with frequent interactions with coworkers and the public. Limited lifting of 25lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): repetitive motions, eye/hand/foot coordination, sitting

Activities that **occur frequently** (2–5 hours/shift): standing, feeling, walking, talking, hearing

Activities that **occur occasionally** (up to 2 hours/shift): reaching, grasping, pushing, pulling, carrying, handling, lifting



Activities that **occur rarely** (do not exist as regular part of job): climbing, balancing, stooping, kneeling, crawling, crouching

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Community Development Administrative Assistant

<b>Department</b>	Community Development
<b>Reports To</b>	Community Development Director
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	3
<b>Union Status</b>	Non-Union

## Position Details

The Community Development Administrative Assistant will provide routine administrative support for all divisions within the Community Development Department: Planning, Construction Services, and Recreation and Engagement. This position will receive regular work guidance from the Planner, Parks and Recreation Manager, and Construction Services Manager.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Draft minutes, prepare agenda packets, consolidate comments, and set up the Council Chambers for the Planning and Parks and Trails Commissions.
- Attend Parks and Trails Commission meetings to assist the Parks and Recreation Manager, attend Planning Commission meetings on an as-needed basis, and manage public hearing notices for the Planning Commission.
- Distribute land use and permit application materials to relevant departments, consultants, and external agencies.
- Set-up land use accounts and schedule development meetings for the Planner and Community Development Director.
- Manage department records in compliance with data retention regulations and maintain zoning and code enforcement databases.
- Intake and process payments and invoices for land use applications, zoning and construction permits, and facility rentals.
- Assist in the tracking of development and engineering escrow accounts including coordinating with Finance to process balance due invoices.
- Assist in the processing of development Letter of Credits including initial intake and processing reduction and release requests.

- Assist in processing rental dwelling license applications, including initial intake, payment, background checks, licensee engagement, and processing renewals.
- Handle emails, calls, and front desk coverage for the department, and assist with basic inquiries for each division.
- Maintain all Community Development Divisions web pages on the City website in coordination with the Communications Specialist.
- Assist with maintaining the development projects map, the creation of department advertising materials, and planning of community engagement activities and events.
- Assist in the establishment of new workflows and procedures to improve record management.
- Collaborate with the City Clerk to implement and regularly use agenda management tools for commission meeting packets.
- Digitize historical Planning files and building permit backlog, organize and quality check documents in Laserfiche.
- Assist in coordinating City signatures on Planning Division documents with the City Clerk.
- Conduct research and compile data as directed by the Community Development team to support projects, initiatives, and decision-making processes.
- Assist in drafting grant applications for the department.
- Perform other job-related duties as assigned.

## Position Requirements

### Knowledge, Skills, and Abilities

- Understanding of community development processes and terminology.
- Strong organizational and multitasking abilities.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to provide exceptional customer service.
- Ability to coordinate and collaborate effectively with various departments and personnel.
- Capable of managing and prioritizing multiple tasks and projects.
- Strong attention to detail and accuracy in document handling.
- Ability to work independently and as part of a team.
- Adaptability to changing priorities and demands in a dynamic work environment.

### Minimum Education and Experience

- Current enrollment in college or possession of an Associate's Degree in any field of study.
- Four years experience working in a fast-paced work or office environment.
- Experience with Microsoft Office.

### Desired Education and Experience

- Bachelor's Degree in Planning, Urban Studies, Parks and Recreation, Public Administration, or related field.
- Experience working with a document management or project tracking software is preferred.
- Experience or coursework with GIS.

### Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment with frequent interactions with the public. Limited lifting of 25lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): hearing, talking, sitting

Activities that **occur frequently** (2–5 hours/shift): repetitive motions, eye/hand/foot coordination

Activities that **occur occasionally** (up to 2 hours/shift): standing, walking, lifting, carrying, pushing, pulling, kneeling, crouching, reaching, handling, feeling

Activities that **occur rarely** (do not exist as regular part of job): climbing, balancing, stooping, crawling, grasping

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Community Development Director

<b>Department</b>	Community Development
<b>Reports To</b>	City Administrator
<b>Supervises</b>	Construction Services Manager, Parks and Recreation Manager, Planner, and Community Development Assistant
<b>FLSA Status</b>	Exempt, Full Time
<b>Grade</b>	<b>14</b>
<b>Union Status</b>	Non-Union

## Position Details

The Community Development Director oversees the department's operations, including personnel, budgets, codes, planning, and construction, with a focus on parks and recreation, long-term planning, community engagement, and interdepartmental and external collaboration.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serve as Zoning Administrator, administer planning programs, evaluate development plans, prepare staff reports, and meet with stakeholders to discuss land use options.
- Serve as Code Compliance Official, direct code enforcement and ensure ordinance compliance with Construction Services and Planning.
- Administer Rental Licensing and Home Occupation programs.
- Establish procedures to ensure thorough, timely, and consistent service for land use applications, permits, and business and rental licenses.
- Develop strategic goals for the department and assesses new concepts and programs for their relevance to Community Development functions.
- Develop, implement, and manage the City's Comprehensive Plan.
- Lead city planning projects, recommend land use policies, and conduct research to guide advisory bodies and the City Council.
- Serve as staff liaison to the Planning Commission, prepare reports and agendas, provide training.
- Represent the City with other communities and agencies.
- Support the City Administrator and Finance Manager with capital improvement planning, draft and manage the department's annual budget, coordinate escrow account management, and explore funding and grant opportunities.
- Supervise the Park and Recreation Manager on park planning, recreation programming, and community events.
- Design and conduct planning studies and surveys to guide City decision making.

- Implement economic development and business retention strategies in line with the City Council’s goals.
- Perform other job-related duties as assigned.

## **Supervisory Duties and Responsibilities**

- Provide work direction, leadership, and supervision of Community Development staff.
- Complete recruitment, hiring, training, performance evaluations, and provide professional development opportunities.
- Oversee contracts for planning, code enforcement, and building inspections.
- Oversee the staff liaison to the Parks and Trails Commission.

## **Position Requirements**

### **Knowledge, Skills, and Abilities**

- Strong leadership and management abilities to direct teams and oversee departmental functions.
- Excellent analytical skills for data interpretation and informed decision-making.
- Superior written and verbal communication skills for report writing, presentations, and public speaking.
- Effective problem solving and conflict resolution skills.
- Comprehensive understanding of urban planning principles, land use, and zoning laws.
- Insight into economic development strategies, including business attraction and retention.
- Ability to manage multiple projects and initiatives simultaneously.
- Adaptability to changing circumstances and priorities.
- Attention to detail in planning, documentation, and implementation.
- Strong interpersonal skills to build and maintain relationships with stakeholders.
- Techniques for effective community engagement and public input integration.
- Principles of project management and implementation.

### **Minimum Education and Experience**

- Bachelor’s degree in planning, urban studies, political science, or a related field.
- At least 6 years of professional planning experience
- At least 2 years of supervisory experience in a municipal setting.
- Must have a valid driver’s license.
- Certification by the American Institute of Certified Planners or ability to obtain within 1 year.
- Must have some coursework and/or previous experience with GIS.

### **Desired Education and Experience**

- Master’s degree in planning, urban studies, or a related field.
- At least 2 years of professional planning experience in an urban setting.

### **Physical Demands and Work Environment**

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment. Regular site visits to various locations within the City, including construction sites, parks, and community events, which may involve exposure to outdoor weather conditions. Frequent interaction with the public, community stakeholders, developers, and other government officials. Limited lifting of 25lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): talking, hearing, repetitive motions

Activities that **occur frequently** (2–5 hours/shift): standing, walking, sitting, eye/hand/foot coordination

Activities that **occur occasionally** (up to 2 hours/shift): lifting, carrying, pushing, pulling, kneeling, crouching, reaching, handling, grasping, feeling

Activities that **occur rarely** (do not exist as regular part of job): climbing, balancing, stooping, crawling

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Construction Services Coordinator

<b>Department</b>	Community Development
<b>Reports To</b>	Construction Services Manager
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	5
<b>Union Status</b>	Non-Union

## Position Details

The Construction Services Coordinator manages and administers the residential and commercial permit application, plan review, and new construction and building permit escrow process, advising property owners, contractors, and design professionals on building codes, ordinances, regulations, and fees to ensure compliance and accurate permit submissions. The Construction Services Coordinator performs specialized inspections in the field to enforce and maintain compliance for the City’s Rental Dwelling Licensing program and the Certificate of Occupancy policy.

## Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Communicate complex technical requirements of the State Building Code, City Ordinances, and other County, State, and federal regulations.
- Resolve permitting issues, provide guidance and clarification on regulatory interpretations to contractors, architects, property owners, and other stakeholders, and refer to appropriate staff or external agencies as necessary.
- Administer multiple permitting processes including, but not limited to building, right-of-way, land disturbance permits, and rental licensing.
- Review construction documents and site plans for compliance and verify necessary external prerequisite approvals during sufficiency and preliminary plan reviews.
- Coordinate with contract Building Official, inspectors and staff on plan reviews, inspections and report completion.
- Perform specialized inspections to verify compliance and address identified violations with the City Code, City policies, and the MN State Building Code..
- Calculate and verify permit fees, ensure accurate allocation and collection of payments. Investigate, authorize, and process payment error corrections and refunds.



- Coordinate the new construction and building permit escrow process, including completing set-up, as-built review, scheduling, inspections, and release.
- Provide timely and quality customer service to facilitate permit issuance and inspections. Facilitate the permit escrow release process including assisting in conducting site inspections to verify compliance and address identified violations.
- Collect, analyze, and submit multiple permit data and required division records, including required custom reports, to City, County, State and Federal entities.
- Research and analyze legislative issues and data to identify and support the development of new policies and programs, provide informed recommendations, and implement process improvements.
- Oversee the division's records management program, ensure compliance with data retention and data request laws and relevant policies.
- Develop procedures, standardized checklists, supplemental materials, forms, guides, educational content, and maintain the division's website.
- Serve as system administrator for the City's online permitting system, troubleshoot issues, coordinate system upgrades, and provide training for City, County, and contract staff.
- Manage backend application configurations, fees, and instructions for online and internal permit systems.
- Identify, create, and implement process improvements for efficiency and effectiveness.
- Perform other job-related duties as assigned.

## Position Requirements

### Knowledge, Skills, and Abilities

- Thorough knowledge of the State Building Code, City Ordinances, and various applicable County, State and Federal regulations.
- Thorough knowledge of building construction concepts and techniques with the ability to read a variety of plans, specifications, and materials related to the construction process.
- Knowledge of records management and data retention.
- Strong interpersonal skills to educate and guide customers through the permit process.
- Excellent verbal and written communication skills for interacting with applicants, inspectors, and other stakeholders.
- Ability to manage multiple tasks and deadlines efficiently.
- Ability to work independently, prioritize, and make decisions.
- Ability to stay current on issues that are within the realm of this position's responsibilities.
- Ability to collect, analyze, and compile data for reports and records.
- Strong attention to detail.
- Proficiency in using permit management software and other relevant computer applications.

### Minimum Education and Experience

- Associate's degree in any field of study.
- At least 3 years of experience in commercial and residential development permitting with a full understanding of the permit process or experience in a Building Inspections Department of a municipal government.
- Must have Certified Permit Technician certification or ability to obtain within 1 year of hire.
- Must have a Building Inspection Technology Certificate or a Building Official-Limited License by the State of Minnesota or the ability to obtain within 1 year of hire.

### Desired Education and Experience

- Additional education in construction management, building technology, or a related field.

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment. Regular site visits to various construction locations within the City, which may involve exposure to outdoor weather conditions and hazards generally found on active construction sites. Occasional lifting of up to 50lbs may be required.

Activities that **occur constantly** (5–8 hours/shift): feeling, talking, hearing, repetitive motions, eye/hand/foot coordination

Activities that **occur frequently** (2–5 hours/shift): standing, walking, sitting

Activities that **occur occasionally** (up to 2 hours/shift): lifting, carrying, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, grasping

Activities that **occur rarely** (do not exist as regular part of job): pushing, pulling

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Construction Services Manager

<b>Department</b>	Community Development
<b>Reports To</b>	Community Development Director
<b>Supervises</b>	Construction Services Coordinator
<b>FLSA Status</b>	Exempt, Full Time
<b>Grade</b>	<b>10</b>
<b>Union Status</b>	Non-Union

## Position Details

The Construction Services Manager is responsible for directing and managing all construction services operations related to building safety, site construction, and development. As well as the administration and enforcement of the Minnesota State Building Code, City Ordinances, and other applicable laws and regulations.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Administer the Minnesota State Building Code as well as city Ordinances and serve as the subject matter expert to resolve difficult or escalated reviews, inspections, or citizen complaints.
- Direct the city’s designated Building Official, Plan Reviewers, and Building Inspection team.
- Lead review coordination with Planning, Engineering, Public Safety/Fire, and multiple County and State agencies to ensure compliance.
- Educate and collaborate with property owners, developers, and contractors on requirements for various projects.
- Identify, create, and implement process **improvements for efficiency and effectiveness**.
- Oversee the development, implementation, and execution of specialized inspections.
- Manage, compile, and oversee division budget; review and update permit and other applicable fees as needed.
- Prepare reports and presentations for staff, city commissions, and City Council.
- Manage Land Disturbance permitting, including plan reviews, coordination of interdepartmental reviews, issuance and inspections, and management of permit escrow.
- Ensure compliance with the Municipal Separate Storm Sewer System (MS4) permit, illicit discharge detection, sediment and erosion control, and Wetland Conservation Act regulations in coordination with the Development Superintendent.
- Ensure accurate submission of permit data reports to City, County, State and federal entities.

- Manage right-of-way and utility permitting, including plan reviews, coordination of interdepartmental reviews, issuance and inspections, and management of permit escrow.
- Manage street naming and addressing program, including assignments, coordination with County and E911 services, and identify and create policy updates and implementation.
- Oversee rental license applications, background checks, licensee engagement, renewals, and ongoing enforcement in coordination with the Construction Services Coordinator and Community Development Assistant.
- Recruit, train, develop, and motivate assigned staff; evaluate performance and conduct reviews, and provide coaching or discipline as necessary.
- Perform other job-related duties as assigned.

### **Supervisory Duties and Responsibilities**

- Supervise Construction Services Coordinator and oversee, delegate, and provide work direction to contracted Building Official, Plan Reviewers, and Inspectors.
- Provide work guidance relating to construction services to the Community Development Assistant.

## **Position Requirements**

### **Knowledge, Skills, and Abilities**

- Strong leadership and management abilities to direct teams and oversee departmental functions.
- Effective problem solving and conflict resolution skills.
- Knowledge of civil engineering principles including sediment and erosion control, best management practices, right-of-way, and infrastructure and utilities.
- Knowledge of land use and planning principles.
- Knowledge of State MS4 requirements and Federal Wetland Conservation Act requirements.
- Knowledge of records retention and municipal operations.
- Ability to read and understand civil and construction plans.
- Ability to manage multiple projects and initiatives simultaneously.
- Adaptability to changing circumstances and priorities.
- Attention to detail in planning, documentation, and implementation.
- Strong interpersonal skills to build and maintain relationships with stakeholders.
- Techniques for effective community engagement and public input integration.

### **Minimum Education and Experience**

- Associate’s degree in construction management, building technology, or related field
- At least 5 years of general construction or building and site inspections experience.
- At least 5 years of building, construction, and site plan review.
- At least 5 years of State Building Code administration and municipal operations experience.
- At least 2 years of supervisory experience.
- Must be Licensed Certified Building Official by the State of Minnesota.

### **Desired Qualifications**

- Bachelor’s degree in construction management or related field.

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment. Regular site visits to various construction locations within the City, which may involve exposure to outdoor weather conditions and hazards generally found on active construction sites. Frequent interaction with the public, community stakeholders, developers, and other government officials. Limited lifting of 75lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): talking, hearing, repetitive motions, eye/hand/foot coordination

Activities that **occur frequently** (2–5 hours/shift): standing, walking, sitting

Activities that **occur occasionally** (up to 2 hours/shift): lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, reaching, handling, grasping, feeling

Activities that **occur rarely** (do not exist as regular part of job): NA

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Parks and Recreation Manager

<b>Department</b>	Community Development
<b>Reports To</b>	Community Development Director
<b>Supervises</b>	Part-time Seasonal Staff
<b>FLSA Status</b>	Exempt, Full Time
<b>Grade</b>	9
<b>Union Status</b>	Non-Union

## Position Details

The Parks and Recreation Manager leads and implements parks and trails development, community engagement, and recreation programming. The position works with City staff, the Parks and Trails Commission, the City Council, and other stakeholders to formulate and recommends policies related to parks and recreation. The Parks and Recreation manager supervises recreation staff, implements the recreation budget, researches grants, and facilitates reservations for park amenities.

## Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Administer the park development contracts, including park planning, stakeholder coordination, and community engagement.
- Leads the development and implementation of parks, trails, recreation, and engagement initiatives to include: capital improvement projects, park development projects, the Parks and Trails chapter of the City's Comprehensive Plan, and a master park plan.
- Project management supporting parks, trails, recreation, and engagement initiatives to include: identifying and prioritization of projects, preparation of cost estimates, identifying funding sources, and development of proposal specifications for planning, design, and construction.
- Act as the staff liaison for the Parks and Trails Commission, manage agenda creation, draft reports/memos, packet preparation, meeting operations, minutes, and meeting recordings.
- Lead the planning and coordination efforts for the City's community engagement opportunities and events, including, but not limited to, Night to Unite, Holiday Toy and Food Drive, Bark in the Park, and Comprehensive
- Plan community meetings. This includes overseeing volunteers during the events.
- Assist in the organization and participation of other City or community initiatives, such as Country Daze, Truck Safety, and Clean Up Day.

- Identify, research, recommend, create, and implement new community engagement opportunities, events, and public outreach.
- Prepare, research, provide recommendations, and present reports to the City Council.
- Draft, implement, monitor, and modify policies, procedures, work plans, workflows related to Parks and Recreation.
- Recommend and execute the recreation budget, research and identify grant or other funding opportunities, and prepare and submit grant applications.
- Oversee rental of park facilities and amenities.
- Lead soccer field setup efforts including coordination and operation of a GIS based system to confirm placement of the fields.
- Coordinate with city staff as necessary to proactively resolve issues and promote efficient operations.
- Perform other job-related duties as assigned.

### **Supervisory Duties and Responsibilities**

- Supervise part-time seasonal staff.
- Provide work guidance and training as it relates to parks, recreation, and community engagement to the Community Development Assistant.
- Oversee the recruitment, training, supervision, and professional development of part-time, seasonal staff ensuring efficient operations and high-quality service delivery.

## **Position Requirements**

### **Knowledge, Skills, and Abilities**

- Ability to work independently and in a team.
- Superior written and verbal communication skills.
- Effective problem solving and conflict resolution skills.
- Adaptability to changing circumstances and priorities.
- Attention to detail in planning, documentation, and implementation.
- Strong interpersonal skills to build and maintain relationships with employees, stakeholders, and the community.
- Techniques for effective community engagement and public input integration.
- Proficient Microsoft Office skills.

### **Minimum Education and Experience**

- Bachelor’s Degree in Parks and Recreation, Business Administration, Public administration, or related field or at least 5 years of experience in project management.
- At least 2 cumulative years of experience working within recreation services or event planning.  
At least 2 cumulative years of experience supervising or coordinating with volunteers and teams.

### **Desired Education and Experience**

- Certified Parks and Recreation Professional or be able to obtain within 1 year of hire preferred.
- Master’s Degree in Parks and Recreation
- 1 year of project management experience in addition to a Bachelor’s Degree or 6 years project management experience without a Bachelor’s Degree
- 1 year of park planning experience

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in an office setting but will work outdoors or at various event locations, which could involve exposure to varying weather conditions. Occasional evening or weekend work may be required to support events or attend meetings. Limited lifting of 60lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): hearing, repetitive motions, eye/hand/foot coordination, grasping, feeling

Activities that **occur frequently** (2–5 hours/shift): standing, walking, sitting, reaching, handling, talking

Activities that **occur occasionally** (up to 2 hours/shift): lifting, carrying, stooping, crouching

Activities that **occur rarely** (do not exist as regular part of job): pushing, pulling, climbing, balancing, kneeling, crawling

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*





# Planner

<b>Department</b>	Community Development
<b>Reports To</b>	Community Development Director
<b>Supervises</b>	None
<b>FLSA Status</b>	Exempt, Full Time
<b>Grade</b>	9
<b>Union Status</b>	Non-Union

## Position Details

The Planner assists the Community Development Director in developing and implementing the City's Comprehensive Plan, Nuisance Ordinance, Sign Ordinance, Subdivision Ordinance, and Zoning Ordinance. The Planner works with stakeholders, City staff, the Planning Commission, and the City Council in the processing of development proposals.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Review or assist in the review of development proposals for conformance with codes, plans, and regulations.
- Research issues and legislation, analyze data, and draft reports to support the Community Development Director in policy and program development.
- Collaborate with stakeholders to prepare and present detailed reports and recommendations on development proposals to government bodies.
- Approve administrative permits, sign permits, fence permits, and certificates of compliance.
- Provide interpretations of City ordinances, development regulations, and proposals to the public, internal staff, and external agencies.
- Develop and maintain City maps using GIS for all Community Development divisions and employ GIS for spatial and statistical analysis.
- Support the Community Development Director in organizing Planning Commission meetings and attend City meetings and community events as required.
- Acts as the primary contact for Code Enforcement and Planning Commissioners.
- Coordinate with the City Attorney to oversee long-term enforcement projects.
- Oversee the Home Occupation Licensing Program.
- Assign administrative tasks for the Planning Division to the Community Development Assistant.
- Collaborate with Community Development staff to support the Parks and Trails Commission and the administration of the Rental Licensing program.

- Coordinate, draft, and implement the City’s Comprehensive Plan.
- Create Visual exhibits using In Design.
- Work with the Community Development Director to enhance Planning Division efficiency.
- Conduct field investigations to gather data and verify compliance with general regulations, zoning ordinance standards, and approved development plans.
- Perform other job-related duties as assigned.

**Supervisory Duties and Responsibilities**

- Provide work guidance related to Planning and Code Enforcement to the Community Development Assistant.

## Position Requirements

**Knowledge, Skills, and Abilities**

- Thorough knowledge of City Ordinances, and various applicable County, State and Federal regulations.
- Excellent verbal and written communication skills for interacting with applicants, inspectors, and other stakeholders.
- Ability to manage multiple tasks and deadlines efficiently.
- Ability to work independently, prioritize, and make decisions.
- Ability to adapt to changing policies and regulations.
- Strong attention to detail
- Ability to coordinate with multiple departments and outside agencies.

**Minimum Education and Experience**

- Bachelor’s degree in planning, urban studies, political science, or a related field.
- At least 1 year of planning experience.
- Coursework and/or previous experience with GIS.
- Valid Driver’s License.

**Desired Education and Experience**

- Master’s degree in planning, urban studies, political science, or a related field.
- Certification by the American Institute of Certified Planners.

**Physical Demands and Work Environment**

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment with frequent interactions with the public. Limited lifting of 25lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): talking, hearing, repetitive motions

Activities that **occur frequently** (2–5 hours/shift): standing, walking, sitting, eye/hand/foot coordination

Activities that **occur occasionally** (up to 2 hours/shift): lifting, carrying, pushing, pulling, kneeling, crouching, reaching, handling, grasping, feeling

Activities that **occur rarely** (do not exist as regular part of job): climbing, balancing, stooping, crawling

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

# Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Public Safety Administrative/ Evidence Specialist

<b>Department</b>	Public Safety
<b>Reports To</b>	Public Safety Administrative Manager
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	4
<b>Union Status</b>	Non-Union

## Position Details

The Public Safety Administrative/Evidence Specialist is responsible for all office support and administrative tasks that are necessary to keep the Public Safety department operating efficiently.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serve as the point of contact for public safety inquiries, both in person and via phone or email.
- Maintain systems for all police records which includes complaint reports, arrest records, public records and fire department statistics.
- Ensure accurate data entry and management of report records in police databases.
- Assist with data entry for mandated crime reporting and statistics.
- Manage the processing and dissemination of requests for police reports, permits, and documentation while ensuring compliance with MN state statutory guidelines on data practices.
- Review requests for video evidence and determine release eligibility in accordance with state statute. Perform redaction of video evidence when necessary.
- Gather, review, and submit case information to appropriate City or County Attorney's offices.
- Oversee the intake, storage, and disposal of property, ensuring accurate tracking and legal compliance in line with IAPE best practices.
- Holds all personnel, irrespective of rank, responsible for submitting property per the established guidelines.
- Organize evidence for legal proceedings and handle contraband destruction.
- Determines ownership of evidentiary, found, or abandoned property and facilitates release to legal owners.
- Reviews firearm, ATV and burn permit applications for accuracy and eligibility and issues permits when applicable.
- Conducts criminal history and background checks pertaining to firearms permits, as prescribed by department procedure, city ordinance and state statute.

- Organize, support, and execute police department events such as the Truck Safety Seminar, the Youth Firearm Safety Program and child ID events.
- Composes press releases for significant events and produces weekly media reports for distribution to local media.
- Create and manage key cards and door access schedules for all city staff and facilities.
- Assist the Public Safety Administrative Manager with Bureau of Criminal Apprehension Terminal Agency Coordinator responsibilities.
- Perform other job-related duties as assigned.

## Position Requirements

### Knowledge, Skills, and Abilities

- Strong organizational and multitasking abilities.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to provide exceptional customer service.
- Ability to coordinate and collaborate effectively with various departments and personnel.
- Capable of managing and prioritizing multiple tasks and projects.
- Strong attention to detail and accuracy in document handling.
- Ability to work independently and as part of a team.
- Adaptability to changing priorities and demands in a dynamic work environment.

### Minimum Education and Experience

- Current enrollment in college or possession of an Associate’s Degree in any field of study or four years experience working in a fast-paced work or office environment.

### Desired Education and Experience

- 5 years or more in an office environment.
- Bachelors Degree in office management, communications, law enforcement, or related field.
- CJIS Security awareness and International Association for Property & Evidence (IAPE) training.

### Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment with frequent interactions with the public. May be required to work outside of normal hours. Limited lifting of 25lbs or less is required.

Property and evidence tasks are performed in a secure area and may require the use of personal protective equipment while handling narcotics, evidence that may require biological testing, and to maintain case integrity.

Activities that **occur constantly** (5–8 hours/shift): sitting, talking, hearing, repetitive motions

Activities that **occur frequently** (2–5 hours/shift): NA

Activities that **occur occasionally** (up to 2 hours/shift): standing, walking

Activities that **occur rarely** (do not exist as regular part of job): lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling, eye/hand/foot coordination

City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

## Core Values

- Honesty, Ethics, Integrity Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Director of Public Safety

<b>Department</b>	Public Safety
<b>Reports To</b>	City Administrator
<b>Supervises</b>	Deputy Directors of Public Safety, Public Safety Administrative Manager, and Fire Chiefs
<b>FLSA Status</b>	Exempt, Full Time
<b>Grade</b>	15
<b>Union Status</b>	Non-Union

## Position Details

The Director of Public Safety oversees the planning, personnel, budget, and operations for the police, fire, and emergency management services in the City of Corcoran.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Oversee the delivery of public safety services including supervision of division heads of police, records, and fire.
- Coordinate the review of development plans including response strategies and recommendations.
- Develop a future public safety model by planning for police department growth and scaling three fire departments, using historical data and growth models to forecast needs for structure, personnel, equipment, facilities, budget, and operations.
- Ensure legal, policy, and licensure compliance for all public safety divisions.
- Engage with elected officials at federal, state, county, and municipal levels to advocate for City public safety initiatives and legislation.
- Coordinate with supporting and surrounding public safety agencies.
- Engage with the media in person and in writing, as appropriate.
- Serve as incident commander at planned and unplanned events in hazardous and/or extreme conditions.
- Perform all professional/technical duties and responsibilities of a Deputy Director of Public Safety as necessary.
- Perform other job-related duties as assigned.

### Supervisory Duties and Responsibilities

- Offer leadership and oversight to all public safety staff.
- Evaluate and discuss the performance of supervised staff, administering rewards and discipline as appropriate.
- Plan and recommend long-range staffing to include hiring and performance reviews.

# Position Requirements

## Knowledge, Skills, and Abilities

- Extensive public safety job specific knowledge across the entire public safety spectrum.
- Ability to interpret data and develop a plan for future department needs.
- Strong interpersonal skills to engage staff, community members, elected officials, and the media.
- Ability to use sound judgement and authority to make high level decisions.
- Ability to supervise a team, provide leadership, and make decisions.
- Strong analytical thinking and problem-solving skills.
- Ability to work under pressure and in stressful situations.
- Ability to multitask.
- Ability to plan/forecast using strategic, political, and operational savvy.
- Ability to work effectively with bargaining units, resolving employee grievances, and negotiating agreements.
- Must demonstrate the knowledge, skills, and abilities contained in the Deputy Director of Public Safety job descriptions.

## Minimum Education and Experience

- Bachelor's degree in public administration or related field.
- At least 7 years of public safety supervisory experience including employee development and union/collective bargaining experience.
- At least 10 years of experience as a Peace Officer or Fire Fighter.
- Demonstrate an understanding of the political and legal implications of public safety actions within the metropolitan area.
- Must have Peace Officer Standards and Training (POST) license, or the ability to obtain within one year.
- Must have a valid Driver's License.
- Minnesota Emergency Management Director Certification, or ability to obtain within one year.
- Minnesota Chiefs of Police Association Leadership Academy, or ability to complete within one year.
- Minnesota Chiefs of Police Chief of Law Enforcement (CLEO) and Command Academy, or ability to complete within one year.

## Desired Education and Experience

- Master's degree in public administration or related field.
- Graduation from Police Executive Research Forum (PERF), FBI National Academy, or similar national police command school.
- Annual Continuing Education at the Minnesota Chiefs of Police Executive Training Institute.

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment. With occasional exposure to hazardous work conditions while responding to planned and unplanned significant events. May involve responding during irregular hours, including nights, weekends, and holidays. Frequent interaction with the public and law enforcement personnel. Limited lifting of 50lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): hearing, repetitive motions, talking, eye/hand/foot coordination  
Activities that **occur frequently** (2–5 hours/shift): standing, walking, sitting



Activities that **occur occasionally** (up to 2 hours/shift): lifting, carrying, pushing, pulling, stooping, kneeling, reaching, handling, grasping, feeling

Activities that **occur rarely** (do not exist as regular part of job): climbing, balancing, crouching, crawling

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, and Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Promoting Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Community Service Officer

<b>Department</b>	Public Safety
<b>Reports To</b>	Deputy Director
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt
<b>Grade</b>	4
<b>Union Status</b>	Non-Union

## Position Details

The Community Service Officer provides assistance to the Police Department under the general direction of the Director of Public Safety, and Police Deputy Director within the limitations set forth by state statutes, city ordinances, department policies, and regulations. A variety of assignments may include non-criminal incidents, investigating animal complaints, enforcing parking ordinances, directing traffic, and providing general assistance to residents of the community. This position supports the Director of Public Safety, Police Deputy Director, Police Officers, and Police Administrative Assistants.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Engages community members in identifying and resolving neighborhood problems through community-oriented governance techniques.
  - Actively builds and maintains positive relationships throughout the community.
  - Analyzes crime trends.
  - Utilizes inclusive problem-solving strategies.
  - Facilitates communication with all areas of local government to address residents' quality of life concerns.
  - Firmly, tactfully, and courteously handles situations with respect for the rights of others.
  - Consults with local businesses and individuals to provide best practices for crime reduction and crime prevention through environmental design.
  - Maintains business directories for CAD.
  - Participates in crime prevention, community policing, and neighborhood watch activities.
  - Manages and participates in public education programs as assigned.

- Patrols City streets, parks, commercial, and residential areas to preserve peace and enforce the law through traffic control and the prevention and detection of criminal conduct.
  - Works varying shifts.
  - Works within constitutional, statutory, case law, and policy boundaries.
  - Maintains appropriate licenses and certifications, Minnesota Driver's License, medical certifications, etc. as necessary to perform the duties of the position.
  - Responds to requests for assistance.
  - Directs traffic at events and traffic crash scenes.
  - Requests checks on car registrations and issues parking tickets.
  - Issues citations for violations of City ordinance.
  - Transports prisoners and suspects.
  - Provides emergency medical assistance and support.
  - Testifies at court trials and hearings.
  - Develops, composes, and presents detailed written reports.
  - Prepares for and responds to severe weather incidents.
  - Maintains roadway safety by assisting with traffic crashes, assisting stranded motorists, removing hazards, and notifying responsible authorities of repair needs.
  - Monitors crime areas and makes business checks or vacation checks of private dwellings.
  - Effectively and professionally communicates with members of the public and City staff.
  - Expertly operates a variety of motor vehicles.
  - Cleans, maintains, and fuels department vehicles.
  - Appropriately utilizes a variety of electronic communication devices including portable radios, computers, and cellular telephones.
  - Manages public safety functions at community events.
  - Exercises sound judgment.
  - Conducts field training of Reserve Officers or CSO's.
  - Investigate and manage animal complaints.
  - Provides mutual aid to other departments during emergency situations.
- Responds to inquiries from the public on the phone or in person such as complaints, law interpretation, or referrals to the proper agency.
  - Provides literature and resources to the public.
  - When unable to directly resolve the issue, facilitates an appropriate answer or direction.
  - Recognizes opportunities to counsel, provide guidance and service to the public as a means of developing community understanding and cooperation in matters related to public safety and law enforcement.
- Performs departmental tasks.
  - Delivers city documents to the City Council, Planning Commission, Parks and Trails, courts or others as requested or assigned.
  - Assists the public with report and permit requests.
  - Performs maintenance and cleaning of facilities and equipment as needed.
  - Makes other department-related pickups or deliveries as requested including, squad maintenance, equipment maintenance, and evidence handling.
- Performs other duties and activities as apparent or assigned.

# Position Requirements

## Knowledge, Skills, and Abilities

- Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand, and interpret complex and varied work-related materials.
- Acceptable math skills including: the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; the ability to compute rate, ratio, and percent; the ability to measure distances; the ability to perform mathematical formulas involving decimals and fractions for alcohol testing and accident reconstruction.
- Acceptable reasoning ability including: the ability to define problems, collect data, establish facts, and draw valid conclusions; the ability to interpret an extensive variety of technical instructions in mathematical diagram form and deal with several abstract and concrete variables; the ability to quickly process information and make decisions.
- Ability to analyze and resolve problems where precedent may not always exist; must be able to use extremely good judgment quickly and utilize all knowledge of police policies and procedures, civil rights laws, State and Federal mandates, court decisions and all training received.
- Strong interpersonal and communication skills in dealing with difficult situations and people; ability to work cooperatively with all city departments.
- Maintains skilled proficiency in emergency medical response.
- Ability to quickly learn, understand, interpret and apply City ordinances, state statutes, and federal laws.
- Knowledge of the legal process, chain of custody, methods of handling evidence and techniques for interrogation of witnesses and suspects.
- Knowledge of the functions and responsibilities of City Departments.
- Ability to perform in a professional and courteous manner when responding to requests from the public and other staff members.
- Ability to maintain a positive attitude toward work, the public, and coworkers.
- Knowledge of and ability to operate standard office software sufficient to manipulate data, draft reports and maintain records.
- Ability to work effectively as a member of a team.
- Ability to work independently and without direct supervision.
- Ability to prioritize work requests.
- Ability to work and to remain in control of a variety of stressful situations.
- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.
- Consistent attendance during regularly scheduled work hours and outside regularly scheduled work hours as needed.

## Minimum Education and Experience

- 18 years of age or older
- Valid Minnesota Driver's License or the ability to obtain one within 30 days.
- Must have high school diploma or equivalent
- Must pass a comprehensive background check and physical exam.

## Desired Education and Experience

- Previous experience in Public Safety to include Law Enforcement Explorers, Police Reserves, or enrollment in a Minnesota Law Enforcement educational program.
- Fluency in a second language or sign language.

## Physical Demands and Work Environment

Physical effort varies from low to very high with intermittent and indeterminate periods of rest. This position will require smelling, feeling, sitting, standing, twisting, turning, walking, repetitive movements, bending, crouching, kneeling, squatting, reaching overhead, grasping, lifting and carrying of heavy objects, pulling, sustained holding, climbing, and manipulating objects requiring manual dexterity. The employee must be able to speak intelligibly, hear, and read. New hire candidates will not meet required hearing standards if an average hearing loss in the unaided ear is greater than 40 decibels (Db) at 500 Hz, 1000 Hz, 2000 Hz, and 3000 Hz. Specific vision abilities required by this position include close vision, color vision, distance vision, peripheral vision, and depth perception. New hire candidates will not meet minimum entrance vision standards if far visual acuity is less than 20/40 binocular, corrected with contact lenses or spectacles, or if far visual acuity is less than 20/100 binocular for wearers of contact lenses or spectacles, uncorrected. Report preparation and word processing will at times require extended use of a computer monitor and keyboard. Work interruptions are frequent. The position requires the ability to skillfully operate police emergency vehicles, police ATVs, Mobile Digital Computer, digital recording equipment, emergency first aid equipment, computers and related software, and police restraints.

Activities that **occur constantly** (5–8 hours/shift): talking, hearing

Activities that **occur frequently** (2–5 hours/shift): standing, walking, repetitive motions, eye/hand/foot coordination

Activities that **occur occasionally** (up to 2 hours/shift): sitting, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling

Activities that **occur rarely** (do not exist as regular part of job): NA

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, and Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Promoting Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Deputy Director of Public Safety- Police

<b>Department</b>	Public Safety
<b>Reports To</b>	Director of Public Safety
<b>Supervises</b>	Sergeants, Detectives, and Community Service Officers
<b>FLSA Status</b>	Exempt, Full Time
<b>Grade</b>	13
<b>Union Status</b>	Non-Union

## Position Details

The Deputy Director of Public Safety- Police is responsible for assisting in the development and implementation of policies including oversight of records management systems, and the coordination of all law enforcement and emergency management services. This position also assists in the supervision and coordination of fire services.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Plan, review, organize and direct all operations of the Police Department.
- Serve as a Deputy Emergency Management Director, assist in the planning to meet Federal, State, and County guidelines.
- Assist Director of Public Safety in coordinating public safety contracts for the City.
- Interact with community members to identify issues and implement solutions.
- Respond, investigate, and report officer complaints.
- Communicate with and maintain relationships with other agencies.
- Collaborate with officers to develop innovative solutions to their challenges.
- Analyze, recommend, and prepare department budgets.
- Communicate and execute contracts with vendors.
- Prepare, review, and distribute department procedural policies.
- Research, develop, and manage department grant applications.
- Coordinate equipment and technology maintenance and purchases; assist with estimates.
- Serve on the City's Development Review Committee and work with supporting agencies on planning for building developments and assess potential implications for public safety.
- Identify areas for improvement within the police department and develop effective solutions.
- Perform all professional/technical duties and responsibilities of a Police Sergeant as necessary.
- Perform other job-related duties as assigned.

## **Supervisory Duties and Responsibilities**

- Offer leadership and oversight to department supervisors, officers, supporting agencies, and support personnel.
- Evaluate and discuss the performance of supervised staff, administering rewards and discipline as appropriate.
- Plan and recommend long-range staffing to include hiring and performance reviews.

## **Position Requirements**

### **Knowledge, Skills, and Abilities**

- Strong interview and interrogation skills.
- Knowledge of various weapon systems and first aid devices.
- Ability to use sound judgement and authority.
- Knowledge of criminal law and modern police practices.
- Knowledge of evidence collection and preservation.
- Knowledge of standard police officer software used.
- Ability to supervise a team, provide leadership, and make decisions.
- Ability to gather and interpret complex information.
- Strong analytical thinking and problem-solving skills.
- Ability to work under pressure and in stressful situations.
- Ability to multitask and adapt to changing environments.
- Strong attention to detail.
- Proficiency in using investigative tools and technology.
- Must demonstrate the knowledge, skills, and abilities contained in the Sergeant job description.

### **Minimum Education and Experience**

- Bachelor's Degree in law enforcement, public administration or related field.
- At least 3 years of supervisory experience in law enforcement.
- At least 10 years of experience as a Peace Officer.
- Must have Peace Officer Standards and Training (POST) license.
- Must have a valid Driver's License.
- Emergency Management Director Certificate or the ability to obtain within 1 year of appointment.
- Minnesota BCA Supervision and Management Certificate.
- Minnesota Chiefs of Police Association Leadership Academy.
- Minnesota Chiefs of Police Association CLEO and Command Academy.

### **Desired Education and Experience**

- Master's Degree in Public Administration, Criminal Justice Leadership, or related field.
- Graduation from Police Executive Research Forum (PERF), FBI National Academy, or similar national police command school.
- Annual Continuing Education at the Minnesota Chiefs of Police Executive Training Institute.

### **Physical Demands and Work Environment**

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in diverse environments, including crime scenes, offices, and courtrooms. Exposure to various weather conditions while conducting outdoor investigations. May involve responding during irregular hours, including nights, weekends, and holidays. Frequent interaction with the public, suspects, witnesses, and other law enforcement personnel. Limited lifting of 50lbs or less is required.



Activities that **occur constantly** (5–8 hours/shift): hearing, repetitive motions, talking, eye/hand/foot coordination

Activities that **occur frequently** (2–5 hours/shift): standing, walking, sitting

Activities that **occur occasionally** (up to 2 hours/shift): lifting, carrying, pushing, pulling, stooping, kneeling, reaching, handling, grasping, feeling

Activities that **occur rarely** (do not exist as regular part of job): climbing, balancing, crouching, crawling

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, and Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Promoting Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Detective

<b>Department</b>	Public Safety
<b>Reports To</b>	Deputy Director
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	<b>8</b>
<b>Union Status</b>	Union

## Position Details

The police detective is responsible for the investigation of crimes that require more extensive work, including child protection, adult protection, deaths, and financial crimes. The detective is in charge of evidence and the management of investigative information systems within the department. The police detective also performs the duties of a police officer when required.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Investigate complex crimes, including protection cases, deaths, and financial crimes; interview suspects, gather evidence, and submit reports for charges.
- Manage evidence intake and storage per International Association for Property (IAPE) and Evidence standards and submit items to BCA or Crime lab for further processing.
- Write, plan, and execute search warrants for vehicles, financial records, residences.
- Mentor and direct patrol officers with investigations, evidence, and other department operations.
- Implement and provide oversight on special projects including Flock Camera System, Drone program, and First Arriving Dashboard.
- Assist in grant writing.
- Recruit potential candidates by attending job fairs and creating recruitment materials.
- Respond to emergency radio calls, testify at court trials, provide first aid, and monitor crime areas.
- Apprehend and transport suspects.
- Perform all professional/technical duties and responsibilities of a Police Officer.
- Perform other job-related duties as assigned.

## Supervisory Duties and Responsibilities

- Offer leadership and oversight to Reserve Officers at community events and programs.
- Provides leadership and work direction to police department staff at crime scenes.

## Position Requirements

### Knowledge, Skills, and Abilities

- Strong interview and interrogation skills.
- Knowledge of criminal law and procedure.
- Knowledge of evidence collection and preservation.
- Excellent communication skills, with the ability to communicate effectively both orally and in writing.
- Ability to work independently and in a team, prioritize, and make decisions.
- Ability to gather and interpret complex information.
- Strong analytical thinking and problem-solving skills.
- Ability to work under pressure and in stressful situations.
- Strong attention to detail.
- Proficiency in using investigative tools and technology.
- Must demonstrate the knowledge, skills, and abilities contained in the Police Officer job description.

### Minimum Education and Experience

- Associates Degree in law enforcement or related field.
- At least 2 years of full-time Police Officer experience including the application of advanced criminal investigative techniques.
- Must also meet the minimum education and experience required in the Police Officer job description.
- Must have a valid Driver's License.

### Desired Education and Experience

- International Association for Property (IAPE) evidence management training and experience.
- FAA Part 107 certified remote pilot.
- Advanced interview and interrogation training.

### Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is carried out in a variety of settings, including crime scenes, offices, and courtrooms, for varying durations. Outdoor investigations may expose individuals to different weather conditions. Exposure to dire and life-threatening situations while responding to emergencies. May involve irregular hours, including nights, weekends, and holidays. Frequent interaction with the public, suspects, witnesses, and other law enforcement personnel. Limited lifting of 50lbs or less more is required. Work will be performed independently and without direct supervision at times.

Activities that **occur constantly** (5–8 hours/shift): talking, hearing

Activities that **occur frequently** (2–5 hours/shift): standing, walking, repetitive motions, eye/hand/foot coordination

Activities that **occur occasionally** (up to 2 hours/shift): sitting, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling

Activities that **occur rarely** (do not exist as regular part of job): NA

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

# Core Values

- Honesty, Ethics, and Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Promoting Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Police K9 Officer

<b>Department</b>	Public Safety
<b>Reports To</b>	Sergeant
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	8
<b>Union Status</b>	Union

## Position Details

The Police K9 Officer serves as a Police Officer along with the additional training, responsibility, and duties of managing a department canine.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Actively build and maintain positive relationships throughout the community
- Train, maintain, and care for the police department's canine.
- Patrol areas, assess security, inspect for legal violations, and take appropriate actions.
- Negotiate settlements in emotional disputes and collaborate during criminal activities to achieve positive outcomes.
- Utilize inclusive problem-solving strategies including facilitating communication with all areas of local government to address quality of life concerns.
- Direct and coordinate actions at accidents, disasters, and emergencies, administer first aid if needed, and restore normal traffic flow.
- Respond to dispatched service calls, prioritize responses, control crime scenes, and coordinate with other agencies.
- Quickly and effectively follow established processes and procedures including safety procedures.
- Engage in individual, online, and collaborative training with other officers and agencies.
- Investigate crimes to locate and apprehend suspects, compile information for prosecution, and gather evidence.
- Interview witnesses and interrogate suspects to determine the extent of criminal activity and assess the need for additional police assistance.
- Operate vehicles according to state laws and department policies in all situations.
- Operate firearms, handcuffs, chemical agents, less-lethal munitions, and medical equipment in compliance with federal and state laws, as well as city and department policies.
- Maintain proficiency with radar, blood alcohol measuring devices, cameras, and radios.

- Inspect and maintain weapons and equipment, check assigned vehicles for defects, damage, missing equipment, contraband, and evidence.
- Enforce laws to maintain peace and protect property; manage donations for various programs.
- Manages and participates in public education programs including managing donations for various programs.
- Perform other job-related duties as assigned.

### **Supervisory Duties and Responsibilities**

- Offer leadership and oversight to Reserve Officers at community events and programs.
- Provides leadership and work direction to police department staff at scenes where the canine has been deployed.

## **Position Requirements**

### **Knowledge, Skills, and Abilities**

- Strong interview and interrogation skills.
- Proficient use of weapon systems, defense tools, and first aid devices.
- Strong communication skills and demonstrated ability to communicate in stressful situations.
- Proficient in math skills including the ability to add, subtract, multiply, and divide in all unites of measure.
- Ability to use sound judgement and authority.
- Knowledge of criminal law, case law, and modern police practices.
- Knowledge of the geography of the City
- Knowledge of evidence collection and preservation.
- Knowledge of standard police officer software used.
- Ability to work independently and in a team, prioritize, and make decisions.
- Ability to gather and interpret complex information.
- Strong analytical thinking and problem-solving skills.
- Ability to work under pressure and in stressful situations.
- Ability to operate radios, laptops, video cameras, and other internal vehicle equipment while driving.
- Willingness to invest in personal and professional development while adapting to changing environments.
- Strong attention to detail.
- Proficiency in using investigative tools and technology.
- Ability to maintain physical fitness and control canine.

### **Minimum Education and Experience**

- Associate’s degree.
- Must have at least 2 years of Police Officer Experience.
- Must have Peace Officer Standards and Training (POST) license.
- Must have Police Canine Training or ability to complete within one year.
- Must have a valid Driver’s License.

### **Desired Education and Experience**

- First Responder or higher medical certification.
- DMT Certification.
- Firearms Safety Certification.
- USPCA Canine Certification

### **Physical Demands and Work Environment**

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is carried out in a variety of settings, including crime scenes, offices, and courtrooms, for varying durations. Outdoor investigations may expose individuals to different weather conditions. -Exposure to dire and life-threatening situations while responding to emergencies. May involve irregular hours, including nights, weekends, and holidays. Frequent interaction with the public, suspects, witnesses, and other law enforcement personnel. Limited lifting of 50lbs or less-more is required. Work will be performed independently and without direct supervision at times.

Activities that **occur constantly** (5–8 hours/shift): sitting, talking, hearing, eye/hand/foot coordination

Activities that **occur frequently** (2–5 hours/shift): standing, walking, balancing

Activities that **occur occasionally** (up to 2 hours/shift): lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling, repetitive motions

Activities that **occur rarely** (do not exist as regular part of job): NA

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, and Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Promoting Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Police Officer

<b>Department</b>	Public Safety
<b>Reports To</b>	Sergeant
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	8
<b>Union Status</b>	Union

## Position Details

The Police Officer is responsible for implementing and providing direct law enforcement duties, including patrol operations, investigations, traffic control, and enforcement. Ensure peace, protect life and property, and enforce Federal, State, and local laws.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Actively build and maintain positive relationships throughout the community.
- Patrol areas, assess security, inspect for legal violations, and take appropriate actions.
- Negotiate settlements in emotional disputes and collaborate during criminal activities to achieve positive outcomes.
- Utilize inclusive problem-solving strategies including facilitating communication with all areas of local government to address quality of life concerns.
- Direct and coordinate actions at accidents, disasters, and emergencies, administer first aid if needed, and restore normal traffic flow.
- Respond to dispatched service calls, prioritize responses, control crime scenes, and coordinate with other agencies.
- Quickly and effectively follow established processes and procedures including safety procedures.
- Engage in individual, online, and collaborative training with other officers and agencies.
- Investigate crimes to locate and apprehend suspects, compile information for prosecution, and gather evidence.
- Interview witnesses and interrogate suspects to determine the extent of criminal activity and assess the need for additional police assistance.
- Operate vehicles according to state laws and department policies in all situations.
- Operate firearms, handcuffs, chemical agents, less-lethal munitions, and medical equipment in compliance with federal and state laws, as well as city and department policies.



- Maintain proficiency with radar, blood alcohol measuring devices, cameras, and radios.
- Inspect and maintain weapons and equipment, check assigned vehicles for defects, damage, missing equipment, contraband, and evidence.
- Enforce laws to maintain peace and protect property.
- Manages and participates in public education programs including managing donations for various programs.
- Perform other job-related duties as assigned.

### **Supervisory Duties and Responsibilities**

- Offer leadership and oversight to Reserve Officers at community events and programs.

## **Position Requirements**

### **Knowledge, Skills, and Abilities**

- Strong interview and interrogation skills.
- Proficient use of weapon systems, defense tools, and first aid devices.
- Strong communication skills and demonstrated ability to communicate in stressful situations.
- Proficient in math skills including the ability to add, subtract, multiply, and divide in all units of measure.
- Ability to use sound judgement and authority.
- Knowledge of criminal law, case law, and modern police practices.
- Knowledge of the geography of the City.
- Knowledge of evidence collection and preservation.
- Knowledge of standard police officer software used.
- Ability to work independently and in a team, prioritize, and make decisions.
- Ability to gather and interpret complex information.
- Strong analytical thinking and problem-solving skills.
- Ability to work under pressure and in stressful situations.
- Ability to operate radios, laptops, video cameras, and other internal vehicle equipment while driving.
- Willingness to invest in personal and professional development while adapting to changing environments.
- Strong attention to detail.
- Proficiency in using investigative tools and technology.
- Ability to maintain physical fitness.

### **Minimum Education and Experience**

- Associate’s Degree.
- Must have Peace Officer Standards and Training (POST) license.
- Must have a valid Driver’s License.

### **Desired Education and Experience**

- First Responder or higher medical certification.
- DMT Certification
- Firearms Safety Certification.

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is carried out in a variety of settings, including crime scenes, offices, and courtrooms, for varying durations. Outdoor investigations may expose individuals to different weather conditions. Exposure to dire and life-threatening situations while responding to emergencies. May involve irregular hours, including nights, weekends, and holidays. Frequent interaction with the public, suspects, witnesses, and other law enforcement personnel. Limited lifting of 50lbs or more is required. Work will be performed independently and without direct supervision at times.

Activities that **occur constantly** (5–8 hours/shift): sitting, talking, hearing, eye/hand/foot coordination

Activities that **occur frequently** (2–5 hours/shift): standing, walking, balancing

Activities that **occur occasionally** (up to 2 hours/shift): lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling, repetitive motions

Activities that **occur rarely** (do not exist as regular part of job): NA

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, and Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Promoting Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Part Time Police Officer

<b>Department</b>	Public Safety
<b>Reports To</b>	Sergeant
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt, Part Time
<b>Grade</b>	8
<b>Union Status</b>	Non-Union

## Position Details

The Police Officer is responsible for implementing and providing direct law enforcement duties, including patrol operations, investigations, traffic control, and enforcement. Ensure peace, protect life and property, and enforce Federal, State, and local laws.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Actively build and maintain positive relationships throughout the community.
- Patrol areas, assess security, inspect for legal violations, and take appropriate actions.
- Negotiate settlements in emotional disputes and collaborate during criminal activities to achieve positive outcomes.
- Utilize inclusive problem-solving strategies including facilitating communication with all areas of local government to address quality of life concerns.
- Direct and coordinate actions at accidents, disasters, and emergencies, administer first aid if needed, and restore normal traffic flow.
- Respond to dispatched service calls, prioritize responses, control crime scenes, and coordinate with other agencies.
- Quickly and effectively follow established processes and procedures including safety procedures.
- Engage in individual, online, and collaborative training with other officers and agencies.
- Investigate crimes to locate and apprehend suspects, compile information for prosecution, and gather evidence.
- Interview witnesses and interrogate suspects to determine the extent of criminal activity and assess the need for additional police assistance.
- Operate vehicles according to state laws and department policies in all situations.
- Operate firearms, handcuffs, chemical agents, less-lethal munitions, and medical equipment in compliance with federal and state laws, as well as city and department policies.

- Maintain proficiency with radar, blood alcohol measuring devices, cameras, and radios.
- Inspect and maintain weapons and equipment, check assigned vehicles for defects, damage, missing equipment, contraband, and evidence.
- Enforce laws to maintain peace and protect property.
- Manages and participates in public education programs including managing donations for various programs.
- Perform other job-related duties as assigned.

## **Supervisory Duties and Responsibilities**

- Offer leadership and oversight to Reserve Officers at community events and programs.

# Position Requirements

## **Knowledge, Skills, and Abilities**

- Strong interview and interrogation skills.
- Proficient use of weapon systems, defense tools, and first aid devices.
- Strong communication skills and demonstrated ability to communicate in stressful situations.
- Proficient in math skills including the ability to add, subtract, multiply, and divide in all units of measure.
- Ability to use sound judgement and authority.
- Knowledge of criminal law, case law, and modern police practices.
- Knowledge of the geography of the City.
- Knowledge of evidence collection and preservation.
- Knowledge of standard police officer software used.
- Ability to work independently and in a team, prioritize, and make decisions.
- Ability to gather and interpret complex information.
- Strong analytical thinking and problem-solving skills.
- Ability to work under pressure and in stressful situations.
- Ability to operate radios, laptops, video cameras, and other internal vehicle equipment while driving.
- Willingness to invest in personal and professional development while adapting to changing environments.
- Strong attention to detail.
- Proficiency in using investigative tools and technology.
- Ability to maintain physical fitness.

## **Minimum Education and Experience**

- Associate's Degree.
- Must have Peace Officer Standards and Training (POST) license.
- Must have a valid Driver's License.

## **Desired Education and Experience**

- First Responder or higher medical certification.
- DMT Certification
- Firearms Safety Certification.

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is carried out in a variety of settings, including crime scenes, offices, and courtrooms, for varying durations. Outdoor investigations may expose individuals to different weather conditions. Exposure to dire and life-threatening situations while responding to emergencies. May involve irregular hours, including nights, weekends, and holidays. Frequent interaction with the public, suspects, witnesses, and other law enforcement personnel. Limited lifting of 50lbs or more is required. Work will be performed independently and without direct supervision at times.

Activities that **occur constantly** (5–8 hours/shift): sitting, talking, hearing, eye/hand/foot coordination

Activities that **occur frequently** (2–5 hours/shift): standing, walking, balancing

Activities that **occur occasionally** (up to 2 hours/shift): lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling, repetitive motions

Activities that **occur rarely** (do not exist as regular part of job): NA

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, and Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Promoting Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Public Safety Administrative Assistant

<b>Department</b>	Public Safety
<b>Reports To</b>	Public Safety Administrative Manager
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt, Part Time
<b>Grade</b>	<b>3</b>
<b>Union Status</b>	Non-Union

## Position Details

The Public Safety Administrative Assistant is responsible for all office support and administrative tasks that are necessary to keep the Public Safety department operating efficiently.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Gather, review, and submit case information to appropriate City or County Attorney's offices.
- Maintain records to ensure data is accurate and up to date at all times.
- Assist residents with acquiring permits while performing necessary checks to determine eligibility.
- Support the planning and execution of public safety events, such as the Truck Safety Seminar and the Firearm Safety Program and child ID events.
- Produce weekly media reports.
- Participate in training to stay current on data practices and gun laws.
- Assist in other departments as needed.
- Perform other job-related duties as assigned.

## Position Requirements

### Knowledge, Skills, and Abilities

- Strong organizational and multitasking abilities.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to provide exceptional customer service.
- Ability to coordinate and collaborate effectively with various departments and personnel.
- Capable of managing and prioritizing multiple tasks and projects.
- Strong attention to detail and accuracy in document handling.
- Ability to work independently and as part of a team.

- Adaptability to changing priorities and demands in a dynamic work environment.

## Minimum Education and Experience

- Current enrollment in college or possession of an Associate’s Degree in any field of study or four years experience working in a fast-paced work or office environment.

## Desired Education and Experience

- 5 years or more in an office environment.
- Bachelor’s Degree in office management, communications, law enforcement, or related field.
- CJIS Security awareness and International Association for Property & Evidence (IAPE) training.

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment with frequent interactions with the public. May be required to work outside of normal hours. Limited lifting of 25lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): sitting, talking, hearing, repetitive motions

Activities that **occur frequently** (2–5 hours/shift): NA

Activities that **occur occasionally** (up to 2 hours/shift): standing, walking

Activities that **occur rarely** (do not exist as regular part of job): lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling, eye/hand/foot coordination

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, Integrity Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

---

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Public Safety Administrative Manager

<b>Department</b>	Public Safety
<b>Reports To</b>	Director of Public Safety
<b>Supervises</b>	Public Safety Administrative/Evidence Specialist and Part-Time Administrative Assistant
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	7
<b>Union Status</b>	Non-Union

## Position Details

The Public Safety Administrative Manager is responsible for ensuring programs and services are performed in a timely, efficient and complete manner in correlation with department policies. This position is responsible for the management and dissemination among other duties of all data collected by the department.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Plan, review, organize and direct all operations of the Public Safety Records Division.
- Prepare and submit criminal charge reports; monitor eCharging; review and supplement documentation; ensure reports are correct and coded accurately.
- Maintain Body Worn Cameras (BWC) systems and information.
- Retain, export and secure squad and booking room video records.
- Perform Terminal Agency Coordinator (TAC) duties, which include setting up access for all personnel to various systems and ensuring they are up to date with their security awareness training.
- Prepare correspondence, reports, memos, and letters.
- Maintain JPAs (Joint Powers Agreements) to ensure they are up to date among coordinating agencies.
- Ensure forms and records are created and/or updated to reflect the current needs and/or legislative requirements.
- Manage public safety data requests and ensure they are released appropriately.
- Administer various computer applications, troubleshoot technology issues and assist with computer training for the department.
- Manage data systems and audits, department records, and serve as the contact for BCA (Bureau of Criminal Apprehension) Triennial and BWC audits.



- Work with external agencies as applicable to ensure the City’s participation in various information-sharing projects and record management systems.
- Perform all professional/technical duties and responsibilities of a Public Safety Administrative/Evidence Specialist as necessary.
- Perform other job-related duties as assigned.

**Supervisory Duties and Responsibilities**

- Supervise and coordinate the administrative division and support the function of the public safety department.
- Supervise, delegate, and provide work direction to Public Safety Administrative/Evidence Specialist Part-Time Administrative Assistant.
- Develop departmental procedures and policies to implement best practices.
- Plan and recommend long-range staffing including hiring and performance reviews.
- 

**Position Requirements**

**Knowledge, Skills, and Abilities**

- Strong leadership and management abilities to direct teams and oversee departmental functions.
- Effective problem solving and conflict resolution skills.
- Knowledge of records retention and municipal operations.
- Proficient in data practices for law enforcement.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to manage multiple projects and initiatives simultaneously.
- Adaptability to changing circumstances and priorities.
- Attention to detail in planning, documentation, and implementation.
- Strong interpersonal skills to build and maintain relationships with stakeholders.
- Techniques for effective community engagement and public input integration.
- Must demonstrate the knowledge, skills, and abilities contained in the Public Safety Administrative/Evidence Specialist job description.
- Must acquire (within 1 year of hire) and maintain CJIS Security Training, BCA Single Certification, TAC Training, and Criminal History (CHS) Certification.
- Must acquire (within 1 year of hire) and maintain PsPortals training, public safety records management training, GPBC (Permit to Purchase Processing) training, website management training, government social media management training, and Supplemental Reporting System (SRS) training.

**Minimum Education and Experience**

- Current enrollment in college or possession of an Associate’s Degree in any field of study or six years experience working in a fast-paced work or office environment.
- At least 3 years of public safety administration experience.

**Desired Education and Experience**

- Bachelor’s Degree in office management, communications, law enforcement, or related field.
- At least 3 years of management experience in an office environment.
- Certificate from an accepted property and evidence management course (required within 1 year of hire)

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment. May have frequent interaction with the public, community stakeholders, developers, and other government officials. Limited lifting of 25lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): talking, hearing, repetitive motions, eye/hand/foot coordination

Activities that **occur frequently** (2–5 hours/shift): standing, walking, sitting, reaching, handling, grasping, feeling

Activities that **occur occasionally** (up to 2 hours/shift): lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling

Activities that **occur rarely** (do not exist as regular part of job): NA

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, and Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Promoting Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Patrol Sergeant

<b>Department</b>	Public Safety
<b>Reports To</b>	Deputy Director of Public Safety- Police
<b>Supervises</b>	Police Officers, Community Service Officers, and Part-time Police Officers
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	11
<b>Union Status</b>	Non-Union

## Position Details

The Patrol Sergeant is responsible for overseeing patrol operations in the field, managing, and engaging in investigative tasks, training both new and current officers in various job functions, and executing administrative duties as directed by the Deputy Director of Public Safety.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Perform the duties of a police officer, including responding to service calls, conducting proactive patrols, and investigating cases.
- Manage department patrol, special events and training schedules.
- Responsible for selection of various types of equipment and associated purchases.
- Manage portions of budgets and secure grants.
- Assist with development of future budgets.
- Interact with community members to identify issues and implement solutions.
- Maintain personal training and professional development.
- Address and resolve staff issues and concerns to foster a productive work environment.
- Review reports and charges for accuracy and compliance with departmental standards.
- Oversee the implementation of new technologies and procedures, ensuring comprehensive training and ongoing evaluation for optimization.
- Coordinate emergency preparedness efforts in collaboration with other agencies and local resources.
- Train new employees and manage the Field Training Officer program.
- Identify areas for improvement within the police department and develop effective solutions.
- Prepare and present staff reports to the City Council.
- Perform other job-related duties as assigned.

## **Supervisory Duties and Responsibilities**

- Offer leadership and oversight to department officers and support personnel.
- Evaluate completed work and direct future tasks for the team.
- Manage the training requirements of the department, and design and implement both department-wide and individual training programs.
- Evaluate and discuss the performance of supervised staff, administering rewards and discipline as appropriate.
- Engage in the recruitment and selection processes.

## **Position Requirements**

### **Knowledge, Skills, and Abilities**

- Strong interview and interrogation skills.
- Proficient use of weapon systems, defense tools, and first aid devices.
- Strong communication skills and demonstrated ability to communicate in stressful situations.
- Proficient in math skills including the ability to add, subtract, multiply, and divide in all units of measure.
- Ability to use sound judgement and authority.
- Knowledge of criminal law, case law, and modern police practices.
- Knowledge of geography of the City.
- Knowledge of evidence collection and preservation.
- Knowledge of standard police officer software used.
- Ability to supervise a team, provide leadership, and make decisions.
- Ability to gather and interpret complex information.
- Strong analytical thinking and problem-solving skills.
- Ability to work under pressure and in stressful situations.
- Ability to operate radios, laptops, video cameras, and other internal vehicle equipment while driving.
- Willingness to invest in personal and professional development while adapting to changing environments.
- Strong attention to detail.
- Proficiency in using investigative tools and technology.
- Ability to maintain physical fitness.

### **Minimum Education and Experience**

- Associate's degree.
- At least 5 years of experience as a Peace Officer.
- Must have a valid Driver's License.
- Must have Peace Officer Standards and Training (POST) license.
- Minnesota Chiefs of Police Association Leadership Academy or ability to complete within one year.

### **Desired Education and Experience**

- First Responder or higher medical certification.
- DMT Certification.
- Firearms Safety Certification.
- Emergency Management National Incident Management (NIMS) Training.
- Minnesota BCA Supervision and Management Certificate.
- Minnesota Chiefs of Police Association CLEO and Command Academy.
- Annual Continuing education at the Minnesota Chiefs of Police Executive Training Institute.

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is carried out in a variety of settings, including crime scenes, offices, and courtrooms, for varying durations. Outdoor investigations may expose individuals to different weather conditions. Exposure to dire and life-threatening situations while responding to emergencies. May involve irregular hours, including nights, weekends, and holidays. Frequent interaction with the public, suspects, witnesses, and other law enforcement personnel. Limited lifting of 50lbs or less more is required. Work will be performed independently and without direct supervision at times.

Activities that **occur constantly** (5–8 hours/shift): feeling, talking, hearing, eye/hand/foot coordination

Activities that **occur frequently** (2–5 hours/shift): standing, walking, sitting, reaching, handling, grasping

Activities that **occur occasionally** (up to 2 hours/shift): lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, repetitive motions

Activities that **occur rarely** (do not exist as regular part of job): NA

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, and Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Promoting Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Operations Crew Leader

<b>Department</b>	Public Works
<b>Reports To</b>	Operations Manager
<b>Supervises</b>	Operations Maintenance Workers and Part-Time Seasonal Workers,
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	7
<b>Union Status</b>	Non-Union

## Position Details

The Operations Crew Leader, working with the Operations Manager, provides leadership to special projects and routine work performed by the operations division and has measurable impact on public services and safety and citizen satisfaction with services.

The Operations Crew Leader performs detailed inspections and a variety of maintenance procedures to ensure the function of Operations assets. Provides leadership and training to other employees by demonstrating safe, professional, and efficient work habits.

## Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assist the Operations Manager by mentoring, coaching, as needed and monitoring employee performance.
- Supervises maintenance workers in support of operations as appropriate
- Perform snow and ice removal as needed in the winter.
- Inspect equipment at the end of shifts to ensure safety and readiness of equipment or delegates to employees as needed.
- Monitor and service motorized equipment, troubleshoot issues, and report serious problems.
- Oversee seasonal park openings/closings, ground upkeep, gravel road maintenance, concrete work, and chemical applications.
- Respond immediately to problems and confer with the Operations Manager on follow-up action.
- Suggest improved methods and practices for public works when experience and common-sense dictates.
- Perform mitigation services for nuisance properties or noxious weeds and report time and materials used.
- Provide support to communities with joint powers agreements in the event of a natural disaster.
- GPS infrastructure and utilize GIS technology to ensure proper data collection and accuracy.
- Follow all City safety procedures according to industry best practices, state, and federal regulations.
- Inspect and maintain various assets in streets, parks, drainage culverts, and facilities to ensure proper operation and condition.

- Provides exceptional customer service to both internal and external customers, promoting professionalism, strong communication, team building, and alignment with City values.
- Inspect equipment to ensure safety and readiness of equipment or delegates to employees as needed.
- Monitor and service motorized equipment, troubleshoot issues, and report serious problems.
- Respond immediately to problems from the public or direct them to a supervisor and confer with the Operations Manager on follow-up action.
- Assist with City Events such as Night to Unite, Country Daze, and Holiday Toy and Food Drive. Provide support with set up, event, and cleanup of City Events.
- Perform other job-related duties as assigned.

## Position Requirements

### Knowledge, Skills, and Abilities

- Excellent communication skills, with the ability to communicate effectively both orally and in writing.
- Ability to manage multiple projects simultaneously, work independently, and contribute to collaborative teams.
- Ability to analyze and resolve problems.
- Knowledge of civil engineering principles and road construction procedures.
- Ability to work in adverse conditions including weather and confined spaces.
- Ability to read engineering drawings and to use specialized equipment to read elevations and locate boundaries and right-of-way.
- Knowledge of materials, methods, & operations used in street, building, parks & ground maintenance.
- Knowledge of traffic laws, ordinances, and regulations involved in equipment operation.
- Ability to read control panels, meters, and gauges, to be able to detect when problems are occurring.
- Proficiency in utility locating equipment.
- Proficient in confined space safety regulations, entry, and set up.
- Knowledge of erosion control and conservation management practices.
- Ability to perform mathematical calculations.
- Ability to operate Geographic Information Systems (GIS).
- Ability to effectively manage time and work meet deadlines.
- Must be able to respond to a call within 30 minutes and work on-call.

### Minimum Education and Experience

- HS diploma, GED, or specialized training.
- At least 4 years of public works operations maintenance experience, or equivalent.
- MN Class A CDL with air brakes and tanker endorsement.
- DOT Physical Health Card.
- Valid MN Driver's license.

### Desired Education and Experience

- Five years of progressive experience in a municipal or government setting and five years of public works related experience.
- Prior experience as a lead or supervisor (or other equivalent title and responsibility) of public works functions.
- Construction inspection, mechanic training and supervision classes are preferred.
- Class C/D Water license and Class SC/SD Sewer licenses or other specialized training
- Excavation and Trench Safety (Competent Person) Training
- Pipelayer Certification

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors, outdoors, and in a vehicle working with hazardous chemicals and materials, confined spaces, slippery footing, on or near loud equipment, with frequent exposure to traffic. Work may include extended or irregular hours. Work may include repairs in extreme winter and summer weather conditions. Limited lifting of 50 lbs or more is required, sometimes exceeding 100 lbs of force.

Activities that **occur constantly** (5–8 hours/shift): hearing with loud noise possible, talking

Activities that **occur frequently** (2–5 hours/shift): sitting, repetitive motions, eye/hand/foot coordination, standing, walking, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling, repetitive motions, atmospheric conditions, driving, and operating equipment.

Activities that **occur occasionally** (up to 2 hours/shift): Confined space

Activities that **occur rarely** (do not exist as regular part of job): NA

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*





# Development Superintendent

<b>Department</b>	Public Works
<b>Reports To</b>	Public Works Director/City Engineer
<b>Supervises</b>	N/A
<b>FLSA Status</b>	Exempt, Full Time
<b>Grade</b>	<b>12</b>
<b>Union Status</b>	Non-Union

## Position Details

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

## Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Direct preparation of the preliminary and final design for infrastructure projects
- Oversee the preparation of feasibility reports, plans, specifications, advertisements for bids, contracts, acquisition of deeds and easements, assessments, and detailed contract administration.
- Assists with overseeing contract construction activities
- Assist in negotiating, managing, and preparing compensation for contractors engaged in City contracts.
- Assists in the preparing, developing, and updating of capital improvement programs for sanitary sewers, water, storm drainage, street system, parks, trails and other public improvement projects.
- Responsible for the review of development proposals, proposed subdivisions, proposed lot divisions, combinations, easement vacations, proposed plats and proposed special land uses.
- Represents the City at preconstruction, construction progress, neighborhood meetings, and the Elm Creek Watershed Management Commission.
- Develop, coordinate, and administer the city's annual maintenance projects including but not limited to mill/overlays, pavement seal coating, striping and sidewalk and trail repairs.
- Responsible for field inspection and verification of compliance with construction documents for all active construction and reconstruction projects, grading permits, particularly upon release of a project's financial security.
- Responsible for collecting record plan information from completed infrastructure projects including GIS, As-Built drawing records etc.
- Updating City Detail Plates and Specifications annually.

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

## Position Requirements

### Knowledge, Skills, and Abilities

- Excellent communication skills, with the ability to communicate effectively both orally and in writing.
- Ability to work independently and in a team, prioritize, and make decisions.
- Excellent project management and organizational skills.
- Ability to analyze and resolve problems.
- Knowledge of civil engineering principles and road construction procedures.
- Ability to read engineering drawings and to use specialized equipment to read elevations and locate boundaries and right-of-way.
- Knowledge of traffic laws, ordinances, and regulations involved in construction operations.
- Ability to perform mathematical calculations.
- Ability to effectively manage time and work meet deadlines.

### Minimum Education and Experience

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

### Desired Education and Experience

- Additional years of municipal civil engineering, construction management, or related experience.
- Professional Engineering License.

### Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is mainly performed indoors with occasional need for onsite visits. Limited lifting of 25lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): talking, hearing

Activities that **occur frequently** (2–5 hours/shift): standing, walking, sitting, eye/hand/foot coordination

Activities that **occur occasionally** (up to 2 hours/shift): lifting, climbing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling, repetitive motions

Activities that **occur rarely** (do not exist as regular part of job): carrying, pushing, pulling, balancing

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Competencies

- Honesty, Ethics, and Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Promoting Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Operations Maintenance Worker

<b>Department</b>	Public Works
<b>Reports To</b>	Operations Manager
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	5
<b>Union Status</b>	Non-Union

## Position Details

The Operations Maintenance Worker is responsible for the maintenance of roads, drainage/culverts rural surface water collection, equipment, parks, and buildings.

The Operations Maintenance Worker performs heavy equipment operation, operation of power tools and physical labor as needed. Responsible for providing public service and for preservation of public assets through timely attention to problems and careful operation, including attention to safety procedures.

## Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Maintain gravel and asphalt roadways.
- Conduct brush clearing and culvert replacement or repair.
- Monitor water distribution system and fire hydrants.
- Maintain parks and city properties, including lawn care, aeration, streets, and chemical application.
- Operate snowplows to remove snow from City streets, sidewalks, and public parking areas.
- Perform regular maintenance and inspections of equipment and vehicles.
- Assist with City events by providing support with set up and clean up.
- Assist the emergency response with traffic control as needed.
- Assist and support other communities with a joint powers agreement in the event of a natural disaster.
- Follow all safety procedures according to industry best practices and state and federal regulations; follow all City and Department policies.
- Suggest improved methods and practices for public works when experience as common-sense dictates.
- Respond to inquiries from the public or direct the public to a supervisor.
- Operate appropriate equipment to clear brush, install culverts, mow grass, remove silt and other drainage obstructions, patch potholes, erect signs, repair frost boils, maintain gravel and asphalt roadways, apply chemicals, and other duties relating to park and roadway maintenance.

- Asphalt work includes sub cutting, removal, installation, compaction of asphalt, and seal coating.
- Concrete work will include removal of concrete, forming, curb pouring, and finishing.
- Complete gravel road maintenance including grading, watering, and packing of gravel.
- Perform right-of-way maintenance to avoid obstruction of view, overhanging trees, clogged ditches, and retention ponds.
- Drive medium, heavy, and light trucks to deliver and pick up materials and supplies.
- Operate snow removal equipment in a safe, responsible manner to provide a passable condition and maximum safety on public roads and property.
- Apply chemicals as part of maintenance of roadways, parks, facilities, and equipment.
- Perform maintenance of City equipment and facilities.
- Carry out maintenance of grounds and parking areas at city hall, parks, and public works facilities.
- Utilize Geographic Information Systems (GIS) to assist in marking utilities.
- Assist with City Events such as Night to Unite, Country Daze, and Holiday Toy and Food Drive. Provide support with set up, event, and cleanup of City Events.
- Carry out mitigation services for nuisance properties or noxious weeds and report time and materials used.
- Respond to emergencies and natural disasters with equipment.
- Additional training post-hire may be required.
- Perform other duties and activities as assigned.

## Position Requirements

### Knowledge, Skills, and Abilities

- Excellent communication skills, with the ability to communicate effectively both orally and in writing.
- Ability to manage multiple projects simultaneously, work independently, and contribute to collaborative teams.
- Ability to analyze and resolve problems.
- Knowledge of civil engineering principles and road construction procedures.
- Knowledge of materials, methods, & operations used in street, building, parks & ground maintenance.
- Knowledge of traffic laws, ordinances, and regulations involved in equipment operation.
- Ability to perform mathematical calculations.
- Ability to operate light and heavy equipment.
- Ability to effectively manage work and meet deadlines.
- Ability to work in adverse conditions including weather and confined spaces.
- Ability to operate Geographic Information Systems (GIS).
- Ability to effectively manage time and work meet deadlines.
- Ability to respond to emergency calls within 30 minutes and work on-call

### Minimum Education and Experience

- High School diploma or GED.
- At least 2 years of experience operation of power tools, operation of trucks and heavy equipment, completing vehicle/equipment maintenance, or equivalent
- MN Class A CDL with tanker and airbrake endorsement is required or must be obtained within 12 months.
- DOT Physical Health Card.
- Valid MN Driver's License.

### Desired Education and Experience

- Class C/D Water license and Class SC/SD Sewer licenses or other specialized training
- Two years' experience in operations maintenance in municipal setting
- Construction inspection experience
- Mechanic training or experience working on vehicles and small engines
- Utility locating training and experience using utility locating devices.

- Confined space training and experience.
- Traffic control setup training and experience.
- Pipelayer Certification

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors, outdoors, and in a vehicle working with hazardous chemicals and materials, confined spaces, slippery footing, on or near loud equipment, with frequent exposure to traffic. Work may include extended or irregular hours. Work may include repairs in extreme winter and summer weather conditions. Limited lifting of 50 lbs or more is required, sometimes exceeding 100 lbs of force.

Activities that **occur constantly** (5–8 hours/shift): hearing with loud noise possible, talking

Activities that **occur frequently** (2–5 hours/shift): sitting, repetitive motions, eye/hand/foot coordination, standing, walking, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling, repetitive motions, atmospheric conditions, driving, and operating equipment.

Activities that **occur occasionally** (up to 2 hours/shift): Confined space

Activities that **occur rarely** (do not exist as regular part of job): NA

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Operations Manager

<b>Department</b>	Public Works
<b>Reports To</b>	Operations Superintendent
<b>Supervises</b>	Crew Leads, Maintenance Worker
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	9
<b>Union Status</b>	Non-Union

## Position Details

Under direction of the Public Works Operations Superintendent, the Operations Manager oversees all public works functions that includes streets, parks, water, rural storm sewer and culverts, facility maintenance, and equipment/fleet maintenance. Help oversee and correspond with the public works operations crew and ensure the safety of the team and the city. Supporting the public works functions of water, sanitary sewer, and urban storm sewer.

Performs highly responsible and independent work related to public works applications, including the supervision of work crews and oversight of contractors hired by the city; assists in operations division supplies and vendor purchasing; completes heavy equipment operation similar to the work of those supervised; provides training and guidance to operations division team members. Serves as the operation division's assistant emergency management field supervisor.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assist Operations Superintendent with the supervision of the Crew Leader and other operations maintenance staff.
- Maintain and evaluate gravel and paved roads.
- Perform Municipal Separate Storm Sewer System maintenance.
- Assists with developing the public works operations budgets and Capital Improvement Plan.
- Assists with development and implementation of comprehensive maintenance programs for the City's street and park infrastructure, including planning, scheduling, and executing repairs, upgrades, and inspections.
- Assists with OSHA and general safety procedures are followed, and programs are implemented; and monitors operations to ensure compliance with applicable laws, regulations, rules and policy.
- Assist with City Events such as Night to Unite, Country Daze, and Holiday Toy and Food Drive. Provide support with set up, event, and cleanup of City Events.
- Ensure emergency response protocols are well established and help minimize service delays and safety hazards.
- Assist and support other communities with a joint power's agreement or Mutual Aid events

- Assists with implementation of Snow & Ice Policies including call outs for winter maintenance activities such as plowing and de-icing
- Conduct and coordinate the ordering of supplies and equipment.
- Coordinate and consult with other departments to understand and address their needs.
- Respond to residents and vendors requests.
- Monitor weather conditions to plan, repair, maintain, and provide safe roads for residents.
- Schedule, repair, and recommend equipment and infrastructure updates as needed.
- Monitors emergency response protocols are well established and help minimize service delays and safety hazards.
- Collaborate with engineers or other consultants on public works projects, including the design of roads, drainage, trails.
- Operate equipment and performs the work of a heavy equipment operator as needed.
- Train staff in heavy equipment operations.
- Perform right of way maintenance such as brush clearing, mowing grass, tree removal, and culvert inspections.
- Maintain parks and city properties, including lawn care, aeration, streets, and chemical application.
- Operate snowplows to remove snow from City streets, sidewalks, and public parking areas.
- Perform regular maintenance and inspections of equipment and vehicles.
- Perform other job-related duties as assigned.

## Position Requirements

### Knowledge, Skills, and Abilities

- Excellent communication skills, with the ability to communicate effectively both orally and in writing.
- Ability to work independently and in a team, prioritize, and make decisions.
- Ability to analyze and resolve problems.
- Knowledge of civil engineering principles and road construction procedures.
- Knowledge of materials, methods, & operations used in street, building, parks & ground maintenance.
- Knowledge of traffic laws, ordinances, and regulations involved in equipment operation.
- Proficient in storm water maintenance and wetland regulations.
- Proficient mechanical knowledge.
- Ability to operate light and heavy equipment.
- Ability to effectively manage work and meet deadlines.
- Ability to organize records of system construction and maintenance and use of materials.
- Ability to create positive working relationships with city employees, consultants, contractors, and the public.
- Knowledge of federal and state laws, municipal ordinances and regulatory requirements.
- Skill to provide technical direction and train division staff to perform duties.
- Knowledge of computer systems and technology, including fuel monitoring systems.
- Knowledge of utility construction procedures.
- Ability to operate light, medium, and heavy equipment
- Ability to work in adverse conditions including confined spaces.
- Proficiency in utility locating equipment
- Organizational and problem-solving skills.
- Ability to lead and supervise staff, delegate work, and prioritize, organize, plan, and direct operations.
- Ability to respond to emergency calls within 30 minutes and work on-call

### Minimum Education and Experience

- Associate's degree or equivalent experience related to streets and parks maintenance including facilities and equipment.
- Five or more years of progressive Public Works Operations maintenance experience including 3 years of heavy machinery experience



- Two years of experience as a lead or supervisor (or other equivalent title and responsibility) of public works functions.
- MN Class A Driver's license (CDL) with tanker and airbrake endorsement.
- DOT Physical Health Card.
- Valid MN Driver's License.

### **Desired Education and Experience**

- Eight years of progressive experience in all phases of public works functions
- Prior experience as a supervisor, superintendent, director (or other equivalent title and responsibility) of public works functions.
- Construction inspection, mechanic training and supervision classes
- Class C/D Water license and Class SC/SD Sewer licenses or other specialized training
- Excavation and Trench Safety (Competent Person) Training
- Pipelayer Certification

### **Physical Demands and Work Environment**

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors, outdoors, and in a vehicle working with hazardous chemicals and materials, confined spaces, slippery footing, on or near loud equipment, with frequent exposure to traffic. Work may include extended or irregular hours. Work may include repairs in extreme winter and summer weather conditions. Limited lifting of 50 lbs or more is required, sometimes exceeding 100 lbs of force.

Activities that **occur constantly** (5–8 hours/shift): hearing with loud noise possible, talking

Activities that **occur frequently** (2–5 hours/shift): sitting, repetitive motions, eye/hand/foot coordination, standing, walking, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling, repetitive motions, atmospheric conditions, driving, and operating equipment.

Activities that **occur occasionally** (up to 2 hours/shift): Confined space

Activities that **occur rarely** (do not exist as regular part of job): NA

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

### **Core Values**

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Operations Superintendent

<b>Department</b>	Public Works
<b>Reports To</b>	Public Works Director/City Engineer
<b>Supervises</b>	Operations Manager
<b>FLSA Status</b>	Exempt, Full Time
<b>Grade</b>	11
<b>Union Status</b>	Non-Union

## Position Details

The Operations Superintendent is responsible for developing work plans and directing the daily administrative, technical, and supervisory operation of the primary Operations public works functions that includes streets, parks, facility maintenance, equipment/fleet maintenance, and rural storm sewer and culverts. Supporting the public works functions of water, sanitary sewer, and urban storm sewer.

Performs highly responsible and independent professional work related to public works applications, including the supervision of public works employees and oversight of contractors hired by the City; responsible for operations division supplies and vendor purchasing; completes heavy equipment operation; provides training and guidance to operation division team members. Serves as the operation division's emergency management field supervisor..

The Operations Superintendent provides extensive leadership within the division and has measurable impact on public services, safety, and citizen satisfaction with services.

## Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Manage, direct, and evaluate daily operations of roads, parks, rural storm sewers, and facilities.
- Oversee and develop the public works operations budgets and Capital Improvement Plan.
- Develop and implement comprehensive maintenance programs for the City's street and park infrastructure, including planning, scheduling, and executing repairs, upgrades, and inspections.
- Ensures OSHA and general safety procedures are followed, and programs are implemented; and monitors operations to ensure compliance with applicable laws, regulations, rules and policy.
- Maintains, oversees, and submits necessary reports to other governmental agencies. Maintains operations division records according to the State Record Retention Schedule.

- Assist with City Events such as Night to Unite, Country Daze, and Holiday Toy and Food Drive. Provide support with set up, event, and cleanup of City Events.
- Supervises, provides oral and written instructions, and prepares yearly on-call schedule for public works maintenance personnel.
- Provides emergency backup assistance for the Public Works Director/City Engineer
- Prepare and analyze bid specifications for large purchases or obtains bids and quotes in accordance with statute.
- Ensure emergency response protocols are well established and help minimize service delays and safety hazards.
- Assist and support other communities with a joint power's agreement or Mutual Aid events
- Responsible for implementing Snow & Ice Policies including call outs for winter maintenance activities such as plowing and de-icing
- Conduct and coordinate the ordering of supplies and equipment.
- Coordinate and consult with other departments to understand and address their needs.
- Respond to residents and vendors requests.
- Monitor weather conditions to plan, repair, maintain, and provide safe roads for residents.
- Schedule, repair, and recommend equipment and infrastructure updates as needed.
- Prepare reports & make recommendations to the Public Works Director/City Engineer on various projects.
- Support the Public Works Director/City Engineer in development of new or modification of existing goals, policies, and initiatives.
- Ensure emergency response protocols are well established and help minimize service delays and safety hazards.
- Collaborate with engineers or other consultants on public works projects, including the design of roads, drainage, trails.
- Prepare and analyze bid specifications for large purchases or obtains bids and quotes in accordance with statute.
- Lead maintenance of equipment and facilities; ensures trucks are properly inspected and licensed.
- Operate equipment and performs the work of a heavy equipment operator as needed.
- Train staff in heavy equipment operations.
- Perform other job-related duties as assigned.

## Position Requirements

### Knowledge, Skills, and Abilities

- Excellent communication skills, with the ability to communicate effectively both orally and in writing.
- Ability to work independently and in a team, prioritize, and make decisions.
- Ability to analyze and resolve problems.
- Knowledge of civil engineering principles and road construction procedures.
- Knowledge of materials, methods, & operations used in street, building, parks & ground maintenance.
- Knowledge of traffic laws, ordinances, and regulations involved in equipment operation.
- Proficient in storm water maintenance and wetland regulations.
- Proficient mechanical knowledge.
- Ability to organize records of system construction and maintenance and use of materials.
- Ability to predict and manage budget needs for Operations division.
- Ability to source and manage outside contract resources or joint powers resources as needed.
- Ability to create positive working relationships with city employees, consultants, contractors, and the public.
- Knowledge of federal and state laws, municipal ordinances and regulatory requirements.
- Skill to provide technical direction and train division staff to perform duties.
- Knowledge of computer systems and technology, including fuel monitoring systems.
- Knowledge of utility construction procedures.
- Ability to operate light, medium, and heavy equipment
- Ability to work in adverse conditions including confined spaces.
- Proficiency in utility locating equipment

- Ability to effectively manage time and work meet deadlines.
- Organizational and problem-solving skills.
- Ability to lead and supervise staff, delegate work, and prioritize, organize, plan, and direct operations.
- Ability to respond to emergency calls within 30 minutes and work on-call when circumstances require

### Minimum Education and Experience

- Associate’s degree or equivalent experience related to streets and parks maintenance including facilities and equipment.
- Eight or more years of progressive Public Works Operations maintenance experience including 3 years of heavy machinery experience
- Five years of experience as a lead or supervisor(or other equivalent title and responsibility) of public works functions.
- MN Class A Driver’s license (CDL) with tanker and airbrake endorsement.
- DOT Physical Health Card.
- Valid MN Driver’s License.

### Desired Education and Experience

- Class C/D Water license and Class SC/SD Sewer licenses or other specialized training
- Ten years of progressive experience in all phases of public works functions
- Construction inspection, mechanic training and supervision classes
- Excavation and Trench Safety (Competent Person) Training
- Pipelayer Certification

### Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors, outdoors, and in a vehicle working with hazardous chemicals and materials, confined spaces, slippery footing, on or near loud equipment, with frequent exposure to traffic. Work may include extended or irregular hours. Work may include repairs in extreme winter and summer weather conditions. Limited lifting of 50 lbs or more is required, sometimes exceeding 100 lbs of force.

Activities that **occur constantly** (5–8 hours/shift): hearing with loud noise possible, talking

Activities that **occur frequently** (2–5 hours/shift): sitting, repetitive motions, eye/hand/foot coordination, standing, walking, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling, repetitive motions, atmospheric conditions, driving, and operating equipment.

Activities that **occur occasionally** (up to 2 hours/shift): Confined space

Activities that **occur rarely** (do not exist as regular part of job): NA

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

# Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Public Works Director/City Engineer

<b>Department</b>	Public Works
<b>Reports To</b>	City Administrator
<b>Supervises</b>	Operations Superintendent, Administrative Assistant, Utility Superintendent, and Development Superintendent/Assistant City Engineer
<b>FLSA Status</b>	Exempt, Full Time
<b>Grade</b>	15
<b>Union Status</b>	Non-Union

## Position Details

The Public Works Director/City Engineer is responsible for overseeing all aspects of the department's operations including management of personnel, equipment, budgets, infrastructure maintenance and Capital Improvement Programs (CIP), and engineering services. Areas of focus include extensive project management, budget oversight, long range planning, public presentations, community engagement, collaboration with other City departments and outside agencies, and other related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator. Departmental supervision is exercised over all personal within the department.

## Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Responsible for the operational and maintenance plans for the Public Works Department and associated Capital Improvement Plans.
- Propose and update regulations, plans, and policies for the design, operation, and maintenance of city infrastructure and fleet to meet goals.
- Collaborate with the planning and other departments to provide technical engineering assistance in the review of subdivision plats and other proposed projects.
- Review and approve the technical design criteria and standard specifications for the design and construction of public infrastructure.
- Assist in managing the City special assessment policy and process for Public Improvement projects.
- Direct the department's response and work with the Superintendent and Public Safety during emergency events.
- Prepare, submit, and manage the department work plan.
- Secure contracted services as necessary to perform a variety of maintenance activities.
- Collaborate with consultant engineers or other consultants on public works projects and conduct inspections for compliance with City and other requirements.

- Oversee the implementation of all water resource rules, regulations, and policies including the City’s Storm Water Pollution Prevention Program.
- Inspect field operations to determine work progress, changing priorities, problems and material and equipment needs.
- Handle bid specifications, purchase equipment and supplies, and maintain expenditure, inventory, and asset records.
- Develop departmental policies and procedures and makes recommendations to City Administrator as needed.
- Represents the City to negotiate, manage processes, contracts, and agreements as necessary
- Perform other job-related duties as assigned.

## **Supervisory Duties and Responsibilities**

- Supervise all Public Works employees.
- Offer leadership and oversight to consultant engineering staff.
- Monitor work to control costs and ensure performance.
- Evaluate and discuss the performance of supervised staff, administering rewards and discipline as appropriate.
- Develop departmental policies and procedures and makes recommendations to City Administrator as needed.

## **Position Requirements**

### **Knowledge, Skills, and Abilities**

- Knowledge of equipment troubleshooting and maintenance procedures.
- Knowledge of civil engineering principals and road construction procedures.
- Ability to generate and read engineering drawings and to use specialized equipment to read elevations and locate boundaries and rights-of-way.
- Knowledge of materials, methods, & operations used in street, building, parks & ground maintenance.
- Knowledge of water distribution and wastewater collection.
- Ability to read control panels, meters and gauges, to be able to detect when problems are occurring.
- Knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work.
- Knowledge of the location of City streets, easements, and alleys.
- Knowledge of erosion control and conservation management practices.
- Strong interpersonal skills to engage staff, community members, elected officials, and the media.
- Ability to use sound judgement and authority to make high level decisions.
- Ability to supervise a team and provide leadership.
- Strong analytical thinking and problem-solving skills.
- Ability to work under pressure and in stressful situations.
- Ability to plan/forecast using strategic, political, and operational savvy.

### **Minimum Education and Experience**

- Bachelor’s degree in civil engineering.
- Professional Engineer license.
- At least 7 years of experience in civil engineering, public works operations, maintenance, equipment repair, surveying, and administration directly related to a municipal Public Works Department and related divisions.
- At least 2 years of supervisory experience.

### **Desired Education and Experience**

- Master’s Degree in civil engineering, Public Administration or related field and/or certification as a Professional Engineer.



- At least 10 years of progressively responsible experience in all phases of public works functions including experience in a municipal or government setting is preferred.
- Class C Water license and Class C Wastewater collection system license

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment. With occasional exposure to hazardous work conditions while responding to planned and unplanned significant events. May involve responding during irregular hours, including nights, weekends, and holidays. Frequent interaction with the public and law enforcement personnel. Limited lifting of 50lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): sitting, talking, hearing

Activities that **occur frequently** (2–5 hours/shift): NA

Activities that **occur occasionally** (up to 2 hours/shift): walking

Activities that **occur rarely** (do not exist as regular part of job): lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling, repetitive motions, eye/hand/foot coordination

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, and Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Promoting Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Administrative Assistant/Utility Billing Coordinator

<b>Department</b>	Public Works
<b>Reports To</b>	Public Works Director/City Engineer
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	4
<b>Union Status</b>	Non-Union

## Position Details

The Administrative Assistant/Utility Billing Coordinator for the Public Works Department is responsible for providing support for the Public Works team and creating more efficient communication with the general public regarding Public Works issues.

### Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Manage and provide excellent service to internal and external customers in-person, via email, over the phone, and online website service requests.
- Initiate and perform several routine and non-routine procedures along with performing varied clerical duties.
- Assist the public with general information via phone calls, email, and in person, including but not limited to processes and contact information.
- Receive, distribute, sort, and file correspondence and documents.
- Order and maintain Public Works department supplies – coordinating with other departments.
- Coordinate small contracts including but not limited to facility related contracts.
- Provide support for the safety program and training for Public Works staff and facilities.
- Develop and maintain a work order/communication process for internal and external requests.
- Assist with the administration of public works budget and finances.
- Assist with grant applications and grant reporting.
- Assist with the logistics of Public Works and City events and meetings, to include scheduling and catering as needed, and setting up of facilities working with Public Works and City staff.
- Act as the primary Public Works contact and serve as the secondary City Hall front desk support answering phone calls, responding to public inquiries, and making referrals to appropriate staff.
- Provide support to the Public Works Director/City Engineer
- Create and maintain documentation for the Public Works Department.

- Coordinates all utility billing and recording functions – including automated and manual meter readings, calculation of both automated and manual bills.
- Processes and prepares all utility bills, balances utility entries for billing.
- Maintains all utility billing records including setting up new accounts as needed, keeping property addresses and customers information up-to-date, and arranging for special meter readings and billings when customers move in or out.
- Prepares certification of delinquent utility bills and recycling bills
- Reconcile customers' utility billing accounts
- Perform other duties and activities as assigned.
- Coordinate with Communications staff on Public Works information for website, quarterly newsletter, and social media.

## Position Requirements

### Knowledge, Skills, and Abilities

- Excellent customer service skills.
- Strong organizational and multitasking abilities.
- Excellent verbal and written communication skills.
- Ability to coordinate and collaborate effectively with various departments and personnel.
- Capable of managing and prioritizing multiple tasks and projects.
- Ability to work independently and as part of a team.
- Ability to prioritize work and meet project deadlines.
- Proficiency in municipal database management, Microsoft Suite, and computer literacy.
- Ability to analyze and resolve problems.
- Strong attention to detail.

### Education and Experience

#### Minimum

- Associate's Degree in any field of study.
- Four years of experience in an office support role (up to two years of related post-high school education may be substituted for experience on a year-for-year basis).
- Valid Minnesota Driver's License.

#### Desired

- Bachelor's Degree in any related field. Experience with the operations of a Public Works Department and/or City government.
- Knowledge of utility billing software.

### Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal office environment with frequent interactions with the public. Limited lifting of 25lbs or less is required.

Activities that **occur constantly** (5–8 hours/shift): sitting, talking, hearing, repetitive motions, eye/hand/foot coordination.

Activities that **occur frequently** (2–5 hours/shift): NA

Activities that **occur occasionally** (up to 2 hours/shift): standing, walking

Activities that **occur rarely** (do not exist as regular part of job): lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Competencies

- Teamwork and leadership
- Technical expertise
- Operational efficiency
- Strategic thinking and communication
- Customer service

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Utility Crew Leader

<b>Department</b>	Public Works
<b>Reports To</b>	Utility Superintendent
<b>Supervises</b>	Utility Maintenance Worker
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	7
<b>Union Status</b>	Non-Union

## Position Details

The Utility Crew Leader, working with the Utility Superintendent, provides leadership to special projects and routine work performed by the Utility division and has measurable impact on public services and safety and citizen satisfaction. Provide primary operation of City's Water Treatment Plant and water supply, wastewater, and stormwater systems.

The Utility Lead performs detailed inspections, daily logs, and a variety of maintenance procedures to ensure the operation of utility assets and the City's Water Treatment Plant. Works closely with contractors and suppliers to ensure projects are completed in a timely manner. Performs GIS data collection and mapping of assets for system accuracy. Provides leadership and training to other employees by demonstrating safe, professional, and efficient work habits.

## Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assist the Utility Superintendent by mentoring, coaching, as needed and monitoring employee performance.
- Supervises maintenance workers in support of operations as appropriate
- GPS infrastructure and utilize GIS technology to ensure proper data collection and accuracy.
- Works with MDH, MPCA, and various agencies to ensure proper documents and reports are completed and filed.
- Monitor chemical feeds and transfer chemicals.
- Follow all City safety procedures according to industry best practices, state, and federal regulations.
- Inspect and maintain various assets in water, sanitary, and storm sewer systems to ensure proper operation and condition.
- Collect, test, document, and analyze various water samples to optimize performance of water treatment plant.
- Provides exceptional customer service to both internal and external customers, promoting professionalism, strong communication, team building, and alignment with City values.
- Inspect equipment to ensure safety and readiness of equipment or delegates to employees as needed.
- Monitor and service motorized equipment, troubleshoot issues, and report serious problems.

- Respond immediately to problems from the public or direct them to a supervisor and confer with the Utility Superintendent on follow-up action.
- Suggest improved methods and practices for public works when experience and common-sense dictates.
- Assist with City Events such as Night to Unite, Country Daze, and Holiday Toy and Food Drive. Provide support with set up, event, and cleanup of City Events.
- Provide aid and support in emergency situations and natural disasters.
- Perform snow and ice removal as needed in the winter.
- Perform other job-related duties as assigned.

## Position Requirements

### Knowledge, Skills, and Abilities

- Excellent communication skills, with the ability to communicate effectively both orally and in writing.
- Ability to manage multiple projects simultaneously, work independently, and contribute to collaborative teams.
- Ability to analyze and resolve problems.
- Ability to read engineering drawings and to use specialized equipment to read elevations and locate boundaries and right-of-way.
- Knowledge of materials, methods, & operations used i utilities, water treatment, and wells.
- Knowledge of materials, methods, & operations used in sewer, lift stations, and pumps.
- Knowledge of traffic laws, ordinances, and regulations involved in utility construction.
- Ability to read control panels, meters, and gauges, to be able to detect when problems are occurring.
- Ability to work in adverse conditions including weather, heights, and confined spaces.
- Proficiency in utility locating equipment.
- Proficient in confined space safety regulations, entry, and set up.
- Proficient in tower climbing including proper safety regulations.
- Knowledge of erosion control and conservation management practices.
- Ability to perform mathematical calculations.
- Ability to operate Geographic Information Systems (GIS).
- Ability to effectively manage time and work meet deadlines.
- Ability to respond to emergency call within 30 minutes and work on-call.

### Minimum Education and Experience

- HS diploma, GED, or specialized training
- At least 4 years of public works or utility maintenance experience, or equivalent.
- Two years of experience operating water/wastewater treatment processes
- Class D water and SD wastewater license.
- MN Class A Driver's license (CDL) with tanker and airbrake endorsement; or MN Class B CDL with tanker and airbrake endorsement with the ability to obtain a Class A within twelve months
- DOT Physical Health Card.
- Valid MN Driver's license.

## Desired Education and Experience

- Five years' experience in utilities in a municipal or government setting and five years of experience operating water/wastewater treatment processes
- Mechanic training or experience working on vehicles and small engines.
- Class SC Sewer license and Class C Water license.
- Associate's degree in environmental science, water resources, or a related field with relevant coursework in biology, chemistry, geography, or geology.
- Leadership training or experience in a leadership role.
- Utility locating training and experience using utility locating devices.
- Traffic control setup training and experience.
- Confined space training and experience.
- Experience using jetting/vacuum sewer trucks.
- Tower climbing training and experience.
- Excavation and Trench Safety (Competent Person) Training.
- Pipelayer Certification.
- Experience using CCTV mainline sewer cameras or related devices.

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors, outdoors, and in a vehicle working with hazardous chemicals and materials, confined spaces, heights above 100 feet, below ground over 40 feet, slippery footing, on or near loud equipment, with frequent exposure to traffic. Work may include extended or irregular hours. Work may include repairs in extreme winter and summer weather conditions. Limited lifting of 50 lbs or more is required, sometimes exceeding 100 lbs of force.

Activities that **occur constantly** (5–8 hours/shift): hearing with loud noise possible, talking

Activities that **occur frequently** (2–5 hours/shift): sitting, repetitive motions, eye/hand/foot coordination, standing, walking, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling, repetitive motions, atmospheric conditions, driving, and operating equipment.

Activities that **occur occasionally** (up to 2 hours/shift): Confined space, below ground, extreme heights

Activities that **occur rarely** (do not exist as regular part of job): NA

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*





# Utility Maintenance Worker

<b>Department</b>	Public Works
<b>Reports To</b>	Utility Lead Worker
<b>Supervises</b>	None
<b>FLSA Status</b>	Non-Exempt, Full Time
<b>Grade</b>	5
<b>Union Status</b>	Non-Union

## Position Details

The Utility Maintenance Worker is responsible for ensuring the smooth and efficient operation of the City's public utilities and infrastructure and supporting the safe and effective functioning of the City's Water Treatment Plant and water supply, wastewater, and storm sewer systems.

The Utility Maintenance Worker performs heavy equipment operation, operation of power tools and physical labor as needed. Responsible for providing public service and for preservation of public assets through timely attention to problems and careful operation, including attention to safety procedures.

## Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Inspect and maintain various assets in water, sanitary, and storm sewer systems to ensure proper operation and condition.
- Operates combination jetting/vacuum sewer truck for routine cleaning of gravity pipes and clearing obstacles.
- Draw, test, and deliver various water samples to lab according to appropriate agencies.
- Obtains monthly water consumption readings and download data for use in billing consumers.
- Install, repair, and inspect water meters.
- Work with Utility Crew Lead to perform maintenance to pipes, pumps, and chemical feed systems.
- Perform other job-related duties as assigned.
- Maintain utility facility properties, including lawn care, aeration, streets, and chemical application.
- Perform regular maintenance and inspections of equipment and vehicles.
- Assist with City events by providing support with set up and clean up.
- Performs and sets up traffic control during routine maintenance, special projects, and emergency situations.
- Assist and support other communities with a joint powers agreement in the event of a natural disaster.
- Evaluate and perform maintenance of lift stations, pumps, air relief valves, manholes, and other sewer assets.

- Follow all City safety procedures according to industry best practices, state and federal regulations.
- Suggest improved methods and practices for public works when experience and common-sense dictates.
- Respond to inquiries from the public or direct the public to a supervisor.
- Drive light, medium, and heavy trucks for various jobs and applications
- GPS infrastructure and utilize Geographic Information Systems (GIS) technology to ensure proper data collection and accuracy.
- Assist with City Events such as Night to Unite, Country Daze, and Holiday Toy and Food Drive. Provide support with set up, event, and cleanup of City Events.
- Provide assistance and support to emergency situations and natural disasters.
- Shut off water to properties in emergencies or as directed.
- Complete locates for water, sanitary sewer, and storm sewer lines as part of Gopher One State One Call program.

## Position Requirements

### Knowledge, Skills, and Abilities

- Excellent communication skills, with the ability to communicate effectively both orally and in writing.
- Ability to manage multiple projects simultaneously, work independently, and contribute to collaborative teams.
- Ability to analyze and resolve problems.
- Ability to read control panels, meters, and gauges, to be able to detect when problems are occurring.
- Ability to perform mathematical calculations.
- Ability to operate Geographic Information Systems (GIS).
- Ability to effectively manage time and work meet deadlines.
- Ability to respond to emergency calls within 30 minutes and work on-call
- Ability to work in adverse conditions including weather, heights, and confined spaces.

### Minimum Education and Experience

- High School diploma or GED.
- Class D Water license and Class SD Sewer license or ability to obtain within 2 years.
- At least 2 years of experience operation of power tools, operation of trucks and heavy equipment, completing vehicle/equipment maintenance, or equivalent
- MN Class A Driver's license (CDL) with tanker and airbrake endorsement; or MN Class B CDL with tanker and airbrake endorsement with the ability to obtain a Class A within twelve months
- DOT Physical Health Card.
- Valid MN Driver's License.

### Desired Education and Experience

- Two years' experience in utilities in municipal setting
- Construction inspection experience
- Mechanic training or experience working on vehicles and small engines
- Utility locating training and experience using utility locating devices.
- Confined space training and experience.
- Tower climbing training and experience.
- Traffic control setup training and experience.
- Experience using jetting/vacuum sewer trucks.
- Experience using CCTV mainline sewer cameras or related devices

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors, outdoors, and in a vehicle working with hazardous chemicals and materials, confined spaces, heights above 100 feet, below ground over 40 feet, slippery footing, on or near loud equipment, with frequent exposure to traffic. Work may include extended or irregular hours. Work may include repairs in extreme winter and summer weather conditions. Limited lifting of 50 lbs or more is required, sometimes exceeding 100 lbs of force.

Activities that **occur constantly** (5–8 hours/shift): hearing with loud noise possible, talking

Activities that **occur frequently** (2–5 hours/shift): sitting, , repetitive motions, eye/hand/foot coordination, standing, walking, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling, repetitive motions, atmospheric conditions, driving, and operating equipment.

Activities that **occur occasionally** (up to 2 hours/shift): Confined space, below ground, extreme heights

Activities that **occur rarely** (do not exist as regular part of job): NA

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*



# Utility Superintendent

<b>Department</b>	Public Works
<b>Reports To</b>	Public Works Director/City Engineer
<b>Supervises</b>	Utility Crew Leader, Utility Maintenance Worker
<b>FLSA Status</b>	Exempt, Full Time
<b>Grade</b>	11
<b>Union Status</b>	Non-Union

## Position Details

The Utility Superintendent provides management and supervision to the Utility division providing daily direction, scheduling, and planning of the City's public utilities and infrastructure supporting the safe and effective functioning of the Water Treatment Plant and other water, sewer, and storm sewer systems. Develops and prepares a strategic and cost-effective budget while upholding strong customer service, professionalism, and core values to the residents of the City of Corcoran.

## Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Manage, direct, and evaluate daily operations of the Utility division including Water Treatment Plant and Water Supply System.
- Develop and implement comprehensive maintenance programs for the City's water and sewer systems, including planning, scheduling, and executing repairs, upgrades, and inspections.
- Install, clean, and repair sewer mains, manholes, and stormwater lines.
- Operate and maintain water treatment plants, pumps, water towers, lift stations, and reservoirs.
- Support the Public Works Operations Superintendent by providing assistance for emergency operations.
- Assists in preparation of the annual budget for utility maintenance and the Capital Improvement Plan
- Recommends capital purchases; assists in preparation of bid specifications for purchases.
- Provides exceptional customer service to both internal and external customers, promoting professionalism, strong communication, team building that align with City values.
- Assist and support other communities with a joint power's agreement or Mutual Aid events
- Ensures OSHA and general safety procedures are followed, and programs are implemented; and monitors operations to ensure compliance with applicable laws, regulations, rules and policy.
- Maintains, oversees, and submits necessary reports to other governmental agencies. Maintains utility division records according to the State Record Retention Schedule.

- Oversee procedures, processes, and maintenance of equipment and materials
- Assist with City Events such as Night to Unite, Country Daze, and Holiday Toy and Food Drive. Provide support with set up, event, and cleanup of City Events.
- Supervises, provides oral and written instructions, and prepares yearly on-call schedule for public works maintenance personnel.
- Provides emergency backup assistance for the Public Works Director/City Engineer
- Oversees the reading of water meters and records, assists with adjustment of accounts.
- Supervises the maintenance and operation of the water treatment plant, inspection and monitoring of city wells and water towers.
- Supervises the maintenance and operation of the lift stations and municipal sewer system
- Perform other job-related duties as assigned.
- Support the Public Works Director/City Engineer in development of new or modification of existing goals, policies, and initiatives.
- Ensure emergency response protocols are well established and help minimize service delays and safety hazards.
- Prepare and analyze bid specifications for large purchases or obtains bids and quotes in accordance with statute.

## Position Requirements

### Knowledge, Skills, and Abilities

- Excellent communication skills, with the ability to communicate effectively both orally and in writing.
- Ability to work independently and in a team, prioritize, and make decisions.
- Ability to analyze and resolve problems.
- Ability to read control panels, meters, and gauges, to be able to detect when problems are occurring.
- Ability to perform mathematical calculations.
- Ability to operate Geographic Information Systems (GIS).
- Ability to effectively manage time and work meet deadlines.
- Ability to organize records of system construction and maintenance and use of materials.
- Ability to predict and manage budget needs for utility operations.
- Ability to source and manage outside contract resources or joint powers resources as needed.
- Ability to create positive working relationships with city employees, consultants, contractors, and the public.
- Knowledge of federal and state laws, municipal ordinances and regulatory requirements for water facilities and wastewater collection systems.
- Skill to provide technical direction and train utility division staff to perform duties.
- Knowledge of computer systems and technology, including SCADA systems.
- Knowledge of utility construction procedures.
- Ability to operate light, medium, and heavy equipment
- Ability to work in adverse conditions including heights and confined spaces.
- Proficient mechanical knowledge.
- Proficiency in utility locating equipment.
- Ability to respond to emergency calls within 30 minutes and work on-call when circumstances require.

### Minimum Education and Experience

- Associate's degree or equivalent experience related to water/wastewater treatment processes
- Eight years of progressive public works utility experience including 3 years of heavy machinery experience.
- Five years of experience as a lead or supervisor(or other equivalent title and responsibility) of public works functions.
- Must have Class C Water License and Class SC Wastewater License.
- DOT Physical Health Card.

- MN Class A Driver’s license (CDL) with tanker and airbrake endorsement; or MN Class B CDL with tanker and airbrake endorsement with the ability to obtain a Class A within twelve months.
- Valid MN Driver’s License.

## Desired Education and Experience

- Class B Water license and Class SB Sewer licenses or other specialized training related to water/wastewater treatment processes
- Ten years of progressive experience in all phases of public works functions
- Construction inspection, mechanic training and supervision classes
- Excavation and Trench Safety (Competent Person) Training
- Pipelayer Certification

## Physical Demands and Work Environment

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors, outdoors, and in a vehicle working with hazardous chemicals and materials, confined spaces, heights above 100 feet, below ground over 40 feet, slippery footing, on or near loud equipment, with frequent exposure to traffic. Work may include extended or irregular hours. Work may include repairs in extreme winter and summer weather conditions. Limited lifting of 50 lbs or more is required, sometimes exceeding 100 lbs of force.

Activities that **occur constantly** (5–8 hours/shift): hearing with loud noise possible, talking

Activities that **occur frequently** (2–5 hours/shift): sitting, , repetitive motions, eye/hand/foot coordination, standing, walking, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling, repetitive motions, atmospheric conditions, driving, and operating equipment.

Activities that **occur occasionally** (up to 2 hours/shift): Confined space, below ground, extreme heights

Activities that **occur rarely** (do not exist as regular part of job): NA

**City of Corcoran is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.**

## Core Values

- Honesty, Ethics, Integrity
- Community Pride and Partnership
- Efficient and Effective Service Delivery
- Community Safety
- Fiscal Responsibility
- Transparency
- Responsible Decision Making

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

---

Employee Name

---

Employee Signature

Date

*EEO Policy: The City of Corcoran is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis “protected class” including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.*

**STAFF REPORT**

**Agenda Item: 6f.**

<p><b>Council Meeting:</b> March 27, 2025</p>	<p><b>Prepared By:</b> Nalisha Williams, Assistant City Administrator Karen Heiden, Deputy Clerk</p>
<p><b>Topic:</b> Postage Meter and Folder/Inserter Machines Proposals</p>	<p><b>Action Required:</b> Approval</p>

**Summary:**

The contract for the folder/inserter with the company Quadient will expire in June 2025, and the postage meter machine with the company American Mailing is currently decertified. These two pieces of equipment are not currently under a single contract, but it would be more practical to combine them into one contract moving forward.

Staff has gathered three proposals from American Mailing, Quadient, and Pitney Bowes. After evaluating the proposed products, customer service, and the cost of supplies, staff recommends American Mailing as the best solution for both the postage meter and folding/inserter machines.

The equipment offered by American Mailing would reduce malfunctions, improve efficiency, and accommodate increased mailings, such utility bills, public hearing notices, and accounts payable checks. A 63-month lease for both pieces of equipment is proposed.

The tables below illustrate the monthly cost breakdown between the three proposals.

<b>Postage Meter Machines</b>			
	<i>Pitney Bowes (60-Month Lease)</i>	<i>Quadient (60-Month Lease)</i>	<i>American Mailing (63-Month Lease)</i>
Option 1	SendPro C Semi Automatic \$63.76/month	IX3 Semi Automatic \$61.59/month	FP PostBase Vision S3 \$63.00/month (first 3 months free)
Option 2	SendPro C Auto \$145.49/month		FP PostBase Vision A5 Automatic \$145.49/month

<b>Folder/Inserter Machines</b>			
	<i>Pitney Bowes (60-Month Lease)</i>	<i>Quadient (60-Month Lease)</i>	<i>American Mailing (63-Month Lease *first 3 months free)</i>
Option 1	Relay 1000 Folder/Inserter \$116.15/month	DS40i \$156.21/month	FPI-700/2320 Rebuilt Folder/Inserter \$156.00/month



**Financial/Budget:**

The city currently pays \$2,219 annually for the current folder/inserter and postage meter (currently decertified). By setting up a new contract with American Mailing, the annual cost for FP PostBase Vision S3 postage meter and FPI-2320 inserter/folder, would be \$2,628.

**Council Action:** Request Council approve the proposal with American Mailing and direct staff to execute the contract pending City Attorney review.

**Attachments:**

1. Pitney Bowes Proposal
2. Quadient Proposal
3. American Mailing Proposal

## Pricing Summary for City of Corcoran

### SendPro C – Semi automatic mailing system with 5-lb scale

*Lease: (includes service coverage, meter rental, rate updates, installation, and S&H)*

**36 months: \$75.02 per month**

**48 months: \$67.92 per month**

**60 months: \$63.76 per month**



Add multi-carrier shipping (USPS, FedEx, UPS) with integrated label printer

36 months: \$28.32 per month

48 months: \$26.03 per month

60 months: \$24.69 per month

*Quote is subject to NASPO state contract pricing*

---

### SendPro C Auto – automatic mailing system with 5-lb scale

*Lease: (includes service coverage, meter rental, rate updates, installation, and S&H)*

**36 months: \$178.24 per month**

**48 months: \$157.60 per month**

**60 months: \$145.49 per month**



Add multi-carrier shipping (USPS, FedEx, UPS) with integrated label printer

36 months: \$30.15 per month

48 months: \$27.49 per month

60 months: \$25.92 per month

*Quote is subject to NASPO state contract pricing*

---

### Relay 1000 folder/insertter (one sheet feeder)

*Lease: (includes service coverage, installation, and S&H)*

**36 months: \$154.24 per month**

**48 months: \$130.24 per month**

**60 months: \$116.15 per month**



*Quote is subject to Sourcewell state contract pricing*

# BUSINESS CASE

## Customer Communication Automation

Prepared for: **CITY OF CORCORAN**

Proposal date: **January 1, 2025**

Valid until: **February 29, 2025**

Submitted by: **Frank Ambrose**  
Senior Major Account Executive



## Product Overview



### DS-40i FOLDER INSERTER

Entry-level mail assembly solution that allows any business to automate its mailings

#### Key Capabilities

- 5" color touchscreen control panel with graphical user guidance and wizard-based programming
- Ultra-compact, quiet and modern design that fits in any office environment
- 2 document feeders with 100-sheet capacity and 1 insert feeder that holds 100 reply envelopes
- Folds your documents, adds a BRE and inserts the package into a #10 or 6" x 9.5" envelope
- Tri-folds or single-folds letter-size documents and double-folds legal-size sheets
- Double document control ensures envelope contents are correct for every recipient
- Operational efficiency up to 1,350 filled envelopes per hour – about 10 times faster than by hand
- Store up to 15 user-programmed jobs and instantly recall any of them at the push of a button
- Using manual feed mode, just walk up and drop in a document set to get a ready-to-mail envelope
- For single-sheet jobs, document feeders can be linked for non-stop cascade feeding
- Tip-to-tip envelope sealing that can be turned on and off for any job
- Connects to your network via WIFI to enable remote diagnostics and assistance



## Product Overview



### **iX-3 MAILING SYSTEM**

A powerful semi-automatic mail processing solution with a compact design

#### Key Capabilities

- Intuitive control panel with shortcut keys for your most-used rates and imprints
- Small form factor and quiet inkjet printing that's ideal for any office environment
- Prints postage directly onto postcards, letters or large envelopes up to 3/8" thick
- Built-in envelope moistener with easy-access reservoir produces securely sealed mail
- Weigh platform auto-adjusts the postage amount for extra-thick envelopes or boxed packages
- Prints peel-and-stick postage labels for easy processing of bulky letters and large envelopes
- Power-assisted hand feeding for accelerated metering of up to 45 letters per minute
- IMI meter that prints the new Intelligent Mail Indicia to meet the latest USPS® requirements
- Safeguard your stored postage with PIN code access control
- Track pieces processed and postage used for 30 or more accounts/departments
- LAN or wireless connection to refill postage instantly and update postal rates automatically
- Download artwork to print onto your mail pieces – use our free library or create your own
- Uploads postage usage data to your Myquadi<sup>ent</sup> online account for quick and easy analysis
- Download postage anytime and pay for it later using Quadi<sup>ent</sup> Postage Funding



## Financial Considerations

### Recommended Solution

- DS40i Folder & Inserter
- State of Minnesota Contracting pricing

0 4	Lease Term	Monthly Equipment and Meter Rental
0 1	60- Months	<b>\$156,21/mo. (billed quarterly) Maintenance included</b>



## Financial Considerations

### Recommended Solution

- IX3 Mail Machine with 5lb scale
- State of Minnesota Contracting pricing

04	Lease Term	Monthly Equipment and Meter Rental
01	60- Months	<b>\$61.59/mo. (billed quarterly) Maintenance included</b>



# Testimonials

**Government** – Quadi<sup>ent</sup> customers tell an independent third party what they think about us:

QUADIENT CUSTOMER SATISFACTION RATING

Angelia Stovall, an Operations Manager at City of Los Angeles, would be very likely to recommend Quadi<sup>ent</sup> for this reason:

**“The team has provided excellent service over the years.”**

Source: Angelia Stovall, Operations Manager, City of Los Angeles

Published: Nov. 9, 2021 TVID: 13C-A6F-11F

quadi<sup>ent</sup> TechValidate

Based on a response of 10 to the question "On a scale of 0-10, how likely would you be to recommend Quadi<sup>ent</sup>?"

QUADIENT CUSTOMER SATISFACTION RATING

Carl Larkerbrink, a Business Professional at City of Warrensburg, would be very likely to recommend Quadi<sup>ent</sup> for this reason:

**“Reliable equipment”**

Source: Carl Larkerbrink, Business Professional, City of Warrensburg

Published: Nov. 9, 2021 TVID: 7DB-E36-2F4

quadi<sup>ent</sup> TechValidate

Based on a response of 10 to the question "On a scale of 0-10, how likely would you be to recommend Quadi<sup>ent</sup>?"

QUADIENT CUSTOMER TESTIMONIAL

**“Automated absentee ballot insertion will revolutionize our operations”**

— Andy Lokken, Director, Dakota County

Source: Andy Lokken, Director, Dakota County

Published: Nov. 9, 2021 TVID: F6B-F73-233

quadi<sup>ent</sup> TechValidate

QUADIENT CUSTOMER SATISFACTION RATING

Tony Brito, a Compliance Officer at New Jersey Local Government – Contract, would be very likely to recommend Quadi<sup>ent</sup> for this reason:

**“The system is easy to operate and it's more affordable than the competitor.”**

Source: Tony Brito, Compliance Officer, New Jersey Local Government - Contract

Published: Jan. 15, 2020 TVID: F8C-94D-034

quadi<sup>ent</sup> TechValidate

Based on a response of 10 to the question "On a scale of 0-10, how likely would you be to recommend Quadi<sup>ent</sup>?"

QUADIENT CUSTOMER SATISFACTION RATING

Gary Easton, a Procurement Director at Lapeer County Medical Care Facility, would be very likely to recommend Quadi<sup>ent</sup> for this reason:

**“I would be very likely to recommend Quadi<sup>ent</sup> because of their professional customer service and ease of use of the product.”**

Source: Gary Easton, Procurement Director, Lapeer County Medical Care Facility

Published: Jan. 7, 2020 TVID: C3D-F59-FC0

quadi<sup>ent</sup> TechValidate

Based on a response of 10 to the question "On a scale of 0-10, how likely would you be to recommend Neopost?"

QUADIENT CUSTOMER SATISFACTION RATING

Adolfo Castano, a Supervisor Reprographicis / IT at City of Beverly Hills, would be likely to recommend Quadi<sup>ent</sup> for this reason:

**“Because the Tech's are great and friendly!”**

Source: Adolfo Castano, Supervisor Reprographicis / IT, City of Beverly Hills

Published: Nov. 9, 2021 TVID: 53F-F50-29E

quadi<sup>ent</sup> TechValidate

Based on a response of 8 to the question "On a scale of 0-10, how likely would you be to recommend Quadi<sup>ent</sup>?"





myquadiant

quadiant



**Your customer portal, accessible anytime from anywhere to manage your Quadiant account.**

- Order supplies
- Request support
- View real-time postage balances
- View and export postage spending activity
- View, print and pay all of your Quadiant invoices
- View product operating guides and videos
- Track Certified Mail™\*
- View/export postage spending by department & mail class\*
- Upload custom images that can be printed onto mail pieces by your postage meter

\*Optional services

# Quadient at a Glance



## Capabilities



### LOCAL PARTNER

200+ U.S. locations providing unmatched accessibility and responsiveness.



### EXPERTISE

8 billion interactions facilitated annually.



### PROVEN RESULTS

96% customer satisfaction rate. \$1.2B sales in 2018, 44% from North America.



### BACKED BY THE EXPERTS

Gartner, Forrester, and Aspire.



### EXPERIENCE

Market-leading technology for 95 years. 800,000 customers across 90 countries.



### GLOBAL REACH

5,600 employees in 32 countries.

## Portfolio



**Customer Experience Management**



**Business Process Automation**



**Mail-Related Solutions**



**Parcel-Related Solutions**

## Business Impact

We deliver measurable process improvements to advance your key business objectives including:



### Customer Engagement

Improve acquisition, satisfaction and retention



### Risk Mitigation

Enhance security and regulation compliance



### Revenue Growth

Increase sales, market share and profit



### Expense Control

Maximize productivity and reduce costs



## Price & Considerations for: City of Corcoran

### Proposed Systems:

#### Semi Feed (SMALLER MACHINE)

**FP PostBase Vision S3 Semi - Automatic Mailing Machine:** \$63 per month for 63 months, Onetime setup and installation fee of \$150 and First 3 months Free (Includes PostBase Vision S3 Semi-Automatic Mailing Machine, meter rental, USPS rate updates, IMI ready, USPS Parcel Shipping, ERR Certified Mail Program, ongoing maintenance and training.)

#### **Automatic Mail Machine (LARGER MACHINE) \*\*Recommended Option\*\***

**FP PostBase Vision A5 Automatic Mailing Machine:** \$145.49 Per month for 63 months (Includes PostBase Vision A5 Automatic Mailing Machine, meter rental, USPS rate updates, IMI ready, USPS Parcel Shipping ERR Certified Mail Program, ongoing maintenance and training.)

#### Insertor Options

**FPI-700 New Folder/Insertor:** \$156.00 per month for 63 months (New FPI 700 Folder/Insertor, ongoing maintenance and ongoing training.) Same as your Current machine.

**FPI-2320 Rebuilt Folder/Insertor:** \*\*Recommended Option\*\* \$156.00 per month for 63 months (Rebuilt FPI-2325 Folder/Insertor, ongoing maintenance and ongoing training.)

## Features of Postage Machine:

- **IMI Ready** Technology (meets all current and future requirements from the post office)
- **Sealing in progress display:** (illuminated in blue) to minimize feeding and sealing errors. When operators process mail, they will be able to easily see whether they are in seal or none seal mode. There will be a bright blue display light to indicate when you are in sealing mode.
- **Intelligent Sealing and Printing:** Mailing System will automatically detect any envelope unsealed or without postage. This prevents mail from entering the mail stream without being sealed or without proper postage. **\*\*Only mailing machine with this technology**
- Positive flow envelope feed system with **weighted feed arm and adjustable feed deck**, to ensure first and last envelope feeding. **\*\*Only mailing machine with this technology**
- Customer programmable shortcut keys which allow for easy operation
- **ERR** (Electronic Return Receipt for Certified Mail) services included
- **Online FP Parcel Shipping** (Ship packages with a 4x6 label at Commercial Base Pricing Discount from the post office)
- Touch screen operation
- High-capacity ink delivery system.
- Whisper quiet running. Postage machine keeps sound to a minimum allowing operation by receptionist desk without disrupting phone calls.
- Fast machine wake up time
- **Local support and service provided for all customer service needs. Local phone contact for service, supplies and any customer service issue that may be needed. This means you can call our local number for ANY issue that might arise, so you can be off the phone quickly, which allows you to get back to your duties.**



# Agenda Item 6g

To: Kevin Mattson, City Engineer/ PW Director      From: Steve Hegland, PE  
Nick Wyers, PE

Project/File: 227705275      Date: March 5, 2025

Subject: Pay Request #6 to S.R. Weidema – NE Corcoran Trunk Infrastructure

---

## **Council Action Requested**

Staff is recommending the City Council Approve Pay Application #6 for the NE Corcoran Trunk Infrastructure project to S.R. Weidema in the amount of \$137,048.54.

### **Summary**

The contractor S.R. Weidema has completed the installation of all underground utilities for the project. Restoration work was completed in late 2024, and retainage has been reduced to 2%. In the spring, final restoration and punch list work will take place. The signed payment request form and pay application is attached for review. Below is a summary of the work completed to date:

Total Contract Value to Date	\$3,501,569.99
Work Completed to Date	\$3,274,896.41
2% Retainage	\$65,497.93
Amount Paid to Date	\$3,072,349.94
Total Pay App #6	\$137,048.54

## **Engineer's Recommendation**

We recommend approving Pay Request #6 to S.R. Weidema in the amount of \$137,048.54.

Pay Request #6  
City of Corcoran  
NE Corcoran Trunk Infrastructure  
Project Number: 227705275  
2/4/2025

LINE NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		Less Previous Payments		PAY REQUEST #6 February 2025	
						QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
<b>BASE BID:</b>											
1	MOBILIZATION & DEMOBILIZATION	LUMP SUM	1	\$170,000.00	\$ 170,000.00	1	\$ 170,000.00	1.00	\$ 170,000.00	0.00	\$ -
2	TRAFFIC CONTROL	LUMP SUM	1	\$30,000.00	\$ 30,000.00	1	\$ 30,000.00	1.00	\$ 30,000.00	0.00	\$ -
3	REMOVE CURB & GUTTER	LIN FT	30	\$8.00	\$ 240.00	18	\$ 144.00	18.00	\$ 144.00	0.00	\$ -
4	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	250	\$4.00	\$ 1,000.00	90	\$ 360.00	90.00	\$ 360.00	0.00	\$ -
5	REMOVE BITUMINOUS PAVEMENT	SQ YD	1480	\$6.50	\$ 9,620.00	1340	\$ 8,710.00	1,340.00	\$ 8,710.00	0.00	\$ -
6	REMOVE STORM SEWER STRUCTURE	EACH	4	\$710.00	\$ 2,840.00	3	\$ 2,130.00	3.00	\$ 2,130.00	0.00	\$ -
7	REMOVE STORM SEWER FLARED END SECTION	EACH	2	\$402.00	\$ 804.00	2	\$ 804.00	2.00	\$ 804.00	0.00	\$ -
8	REMOVE STORM PIPE	LIN FT	413	\$17.00	\$ 7,021.00	234	\$ 3,978.00	234.00	\$ 3,978.00	0.00	\$ -
9	REMOVE FENCE	LIN FT	67	\$9.00	\$ 603.00	0	\$ -	0.00	\$ -	0.00	\$ -
10	SALVAGE & RESPREAD EXISTING TOPSPOL (MIN. 1FT)	LUMP SUM	1	\$6,000.00	\$ 6,000.00	1	\$ 6,000.00	1.00	\$ 6,000.00	0.00	\$ -
11	SALVAGE & RESPREAD EXISTING WETLAND SOILS (AS REQUIRED BY PERMIT)	LUMP SUM	1	\$20,000.00	\$ 20,000.00	1	\$ 20,000.00	1.00	\$ 20,000.00	0.00	\$ -
12	COMMON EXCAVATION - OFFSITE (EV) (P)	CU YD	2370	\$13.00	\$ 30,810.00	84	\$ 1,092.00	84.00	\$ 1,092.00	0.00	\$ -
13	STREET SWEEPER (WITH PICKUP BROOM)	HR	35	\$175.00	\$ 6,125.00	8	\$ 1,400.00	8.00	\$ 1,400.00	0.00	\$ -
14	WATER FOR DUST CONTROL	MGAL	20	\$100.00	\$ 2,000.00	0	\$ -	0.00	\$ -	0.00	\$ -
15	GEOTEXTILE FABRIC, TYPE 5 NON-WOVEN	SQ YD	4290	\$2.15	\$ 9,223.50	2481	\$ 5,334.15	2,481.00	\$ 5,334.15	0.00	\$ -
16	STABILIZING AGGREGATE, 3" MINUS	TON	430	\$36.30	\$ 15,609.00	52.5	\$ 1,905.75	52.50	\$ 1,905.75	0.00	\$ -
17	AGGREGATE BASE, CLASS 5 100% CRUSHED	TON	1670.00	\$20.00	\$ 33,400.00	1320.09	\$ 26,401.80	1,320.09	\$ 26,401.80	0.00	\$ -
18	AGGREGATE SURFACING CLASS 2, 100% CRUSHED	TON	200	\$39.55	\$ 7,910.00	0	\$ -	0.00	\$ -	0.00	\$ -
19	BITUMINOUS MATERIAL FOR TACK COAT	GAL	80	\$5.35	\$ 428.00	5	\$ 26.75	5.00	\$ 26.75	0.00	\$ -
20	TYPE SP 9.5 WEARING COURSE MIX (3.C)	TON	140	\$123.00	\$ 17,220.00	0	\$ -	0.00	\$ -	0.00	\$ -
21	TYPE SP 12.5 NON WEAR COURSE MIX (3.C)	TON	180	\$114.00	\$ 20,520.00	205	\$ 23,370.00	205.00	\$ 23,370.00	0.00	\$ -
22	CONCRETE CURB AND GUTTER	LIN FT	30	\$150.00	\$ 4,500.00	0	\$ -	0.00	\$ -	0.00	\$ -
23	12" HDPE STORM SEWER- TEMPORARY	LIN FT	228	\$32.00	\$ 7,296.00	69	\$ 2,208.00	69.00	\$ 2,208.00	0.00	\$ -
24	18" HDPE STORM SEWER	LIN FT	169	\$41.00	\$ 6,929.00	100	\$ 4,100.00	100.00	\$ 4,100.00	0.00	\$ -
25	18" METAL FLARED END SECTION	EACH	1	\$455.00	\$ 455.00	0	\$ -	0.00	\$ -	0.00	\$ -
26	12" RC PIPE STORM SEWER CLASS V	LIN FT	71	\$62.00	\$ 4,402.00	0	\$ -	0.00	\$ -	0.00	\$ -
27	18" RC PIPE STORM SEWER CLASS V	LIN FT	43	\$72.00	\$ 3,096.00	24	\$ 1,728.00	24.00	\$ 1,728.00	0.00	\$ -
28	18" RC FLARED END SECTION W/ TRASH GUARD	EACH	1	\$1,890.00	\$ 1,890.00	1	\$ 1,890.00	1.00	\$ 1,890.00	0.00	\$ -
29	CONSTRUCT 4' DIAMETER PRECAST STORM STRUCTURE	EACH	2	\$4,048.00	\$ 8,096.00	0	\$ -	0.00	\$ -	0.00	\$ -
30	CONSTRUCT 2' x 3' CATCH BASIN	EACH	2	\$2,729.00	\$ 5,458.00	0	\$ -	0.00	\$ -	0.00	\$ -
31	CONNECT TO EXISTING STORM SEWER PIPE	EACH	1	\$1,300.00	\$ 1,300.00	0	\$ -	0.00	\$ -	0.00	\$ -
32	CONNECT TO EXISTING STORM SEWER STRUCTURE	EACH	2	\$1,800.00	\$ 3,600.00	0	\$ -	0.00	\$ -	0.00	\$ -
33	CONNECT TO EXISTING SANITARY SEWER PIPE	EACH	1	\$3,700.00	\$ 3,700.00	1	\$ 3,700.00	1.00	\$ 3,700.00	0.00	\$ -
34	CONNECT TO EXISTING SANITARY SEWER STRUCTURE	EACH	2	\$5,500.00	\$ 11,000.00	2	\$ 11,000.00	2.00	\$ 11,000.00	0.00	\$ -
35	6' DIA SANITARY SEWER STRUCTURE	EACH	6	\$12,910.00	\$ 77,460.00	6	\$ 77,460.00	6.00	\$ 77,460.00	0.00	\$ -
36	6' DIA SANITARY SEWER MANHOLE - DROP STRUCTURE	EACH	1	\$57,177.00	\$ 57,177.00	1	\$ 57,177.00	1.00	\$ 57,177.00	0.00	\$ -
37	6' DIA SANITARY STRUCTURE OVERDEPTH (>12' DEPTH)	LIN FT	131	\$606.00	\$ 79,386.00	131	\$ 79,386.00	131.00	\$ 79,386.00	0.00	\$ -
38	PIPE JACKING 42" STEEL CASING	LIN FT	115	\$2,930.00	\$ 336,950.00	115	\$ 336,950.00	115.00	\$ 336,950.00	0.00	\$ -
39	8" DIP SANITARY SEWER W/ LINER	LIN FT	92	\$208.00	\$ 19,136.00	54	\$ 11,232.00	54.00	\$ 11,232.00	0.00	\$ -
40	30" PVC PS-115 SANITARY SEWER PIPE	LIN FT	1142	\$325.00	\$ 371,150.00	1142	\$ 371,150.00	1,142.00	\$ 371,150.00	0.00	\$ -
41	30" PVC C-900 DR-18 SANITARY SEWER PIPE (25'-30' DEPTH)	LIN FT	151	\$800.00	\$ 120,800.00	151	\$ 120,800.00	151.00	\$ 120,800.00	0.00	\$ -
42	30" PVC C-900 DR-18 SANITARY SEWER PIPE (30'-35' DEPTH)	LIN FT	150	\$800.00	\$ 120,000.00	150	\$ 120,000.00	150.00	\$ 120,000.00	0.00	\$ -
43	30" PVC C-900 DR-18 SANITARY SEWER PIPE (35'-40' DEPTH)	LIN FT	130	\$800.00	\$ 104,000.00	130	\$ 104,000.00	130.00	\$ 104,000.00	0.00	\$ -
44	30" PVC C-900 DR-18 SANITARY SEWER PIPE (40'-45' DEPTH)	LIN FT	580	\$800.00	\$ 464,000.00	599	\$ 479,200.00	599.00	\$ 479,200.00	0.00	\$ -
45	8" PVC PLUG	EACH	2	\$268.00	\$ 536.00	2	\$ 536.00	2.00	\$ 536.00	0.00	\$ -
46	30" PVC PLUG	EACH	1	\$3,290.00	\$ 3,290.00	1	\$ 3,290.00	1.00	\$ 3,290.00	0.00	\$ -
47	CONNECT TO EXISTING WATERMAIN	EACH	7	\$1,600.00	\$ 11,200.00	7	\$ 11,200.00	7.00	\$ 11,200.00	0.00	\$ -
48	16" BUTTERFLY VALVE AND BOX (OWNER SUPPLIED)	EACH	5	\$1,594.00	\$ 7,970.00	5	\$ 7,970.00	5.00	\$ 7,970.00	0.00	\$ -
49	20" BUTTERFLY VALVE AND BOX (OWNER SUPPLIED)	EACH	4	\$2,156.00	\$ 8,624.00	4	\$ 8,624.00	4.00	\$ 8,624.00	0.00	\$ -
50	INSTALL HYDRANT AND GATE VALVE	EACH	4	\$8,953.00	\$ 35,812.00	4	\$ 35,812.00	4.00	\$ 35,812.00	0.00	\$ -
51	6" DIP CL 52 WATERMAIN	LIN FT	26	\$62.00	\$ 1,612.00	39	\$ 2,418.00	39.00	\$ 2,418.00	0.00	\$ -
52	8" PVC C-900 DR-18 WATERMAIN OPEN CUT	LIN FT	60	\$62.00	\$ 3,720.00	60	\$ 3,720.00	60.00	\$ 3,720.00	0.00	\$ -
53	16" PVC C-900 DR-18 WATERMAIN OPEN CUT	LIN FT	3050	\$95.00	\$ 289,750.00	3050	\$ 289,750.00	3,050.00	\$ 289,750.00	0.00	\$ -
54	20" PVC C-900 DR-18 WATERMAIN OPEN CUT	LIN FT	1200	\$155.00	\$ 186,000.00	1200	\$ 186,000.00	1,200.00	\$ 186,000.00	0.00	\$ -
55	16" PVC C-900 DR-18 WATERMAIN TRENCHLESS INSTALLATION	LIN FT	90	\$385.00	\$ 34,650.00	95	\$ 36,575.00	95.00	\$ 36,575.00	0.00	\$ -
56	20" PVC C-900 DR-18 WATERMAIN TRENCHLESS INSTALLATION	LIN FT	1150	\$320.00	\$ 368,000.00	1118	\$ 357,760.00	1,118.00	\$ 357,760.00	0.00	\$ -
57	16" PLUG WITH BLOWOFF VALVE	EACH	1	\$3,122.00	\$ 3,122.00	1	\$ 3,122.00	1.00	\$ 3,122.00	0.00	\$ -
58	DUCTILE IRON FITTINGS	POUND	20540	\$7.85	\$ 161,239.00	13890	\$ 109,036.50	13,890.00	\$ 109,036.50	0.00	\$ -
59	IMPROVED PIPE FOUNDATION - 24" THICK	LIN FT	1389	\$0.01	\$ 13.89	1142	\$ 11.42	1,142.00	\$ 11.42	0.00	\$ -
60	INSTALL STRUCTURE SIGN POST AND MARKER	EACH	12	\$190.00	\$ 2,280.00	0	\$ -	0.00	\$ -	0.00	\$ -

61	ANTI-SEEPAGE COLLAR	EACH	6	\$2,000.00	\$ 12,000.00	6	\$ 12,000.00	6.00	\$ 12,000.00	0.00	\$ -
62	RANDOM RIPRAP CLASS III (GRANITE)	TON	20	\$105.00	\$ 2,100.00	8	\$ 840.00	8.00	\$ 840.00	0.00	\$ -
63	TEMPORARY CONSTRUCTION ENTRANCE - MAINTAINED	LUMP SUM	1	\$7,200.00	\$ 7,200.00	1	\$ 7,200.00	1.00	\$ 7,200.00	0.00	\$ -
64	MNDOT SEED MIXTURE 25-151 & HYDRAULIC SOIL STABILIZER	ACRE	0.2	\$9,878.00	\$ 1,975.60	1.2	\$ 11,853.60	0.00	\$ -	1.20	\$ 11,853.60
65	MNDOT SEED MIXTURE - 25-131 & STRAW MULCH	ACRE	4.7	\$6,174.00	\$ 29,017.80	1.19	\$ 7,368.67	0.00	\$ -	1.19	\$ 7,368.67
66	MNDOT SEED MIXTURE - 35-621 & STRAW MULCH	ACRE	1.8	\$7,373.00	\$ 13,271.40	0.54	\$ 3,981.42	0.00	\$ -	0.54	\$ 3,981.42
67	MNDOT SEED MIXTURE - 34-271 & STRAW MULCH	ACRE	1.4	\$7,500.00	\$ 10,500.00	1.5	\$ 11,250.00	0.00	\$ -	1.50	\$ 11,250.00
68	BALE BARRIERS - MAINTAINED	LIN FT	3302	\$3.35	\$ 11,061.70	665	\$ 2,227.75	0.00	\$ -	665.00	\$ 2,227.75
69	SILT FENCE, TYPE MS - MAINTAINED	LIN FT	3400	\$2.20	\$ 7,480.00	3595	\$ 7,909.00	1,703.00	\$ 3,746.60	1,892.00	\$ 4,162.40
70	SEDIMENT CONTROL LOG - MAINTAINED	LIN FT	821	\$2.90	\$ 2,380.90	0	\$ -	0.00	\$ -	0.00	\$ -
71	STORM DRAIN INLET PROTECTION - MAINTAINED	EACH	9	\$462.80	\$ 4,165.20	7	\$ 3,239.60	7.00	\$ 3,239.60	0.00	\$ -
72	CULVERT PROTECTION - MAINTAINED	EACH	3	\$350.00	\$ 1,050.00	0	\$ -	0.00	\$ -	0.00	\$ -
73	ROLLED EROSION PREVENTION CATEGORY 25	SQ YD	500	\$2.30	\$ 1,150.00	0	\$ -	0.00	\$ -	0.00	\$ -
74	REMOVE TEMPORARY ACCESS	LUMP SUM	1	\$18,000.00	\$ 18,000.00	0	\$ -	0.00	\$ -	0.00	\$ -

TOTAL BASE BID: \$ 3,442,325.99 \$ 3,207,332.41 \$ 3,166,488.57 \$ 40,843.84

TOTAL ORIGINAL CONTRACT: \$ 3,442,325.99

LINE NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		Less Previous Payments		PAY REQUEST #6	
CHANGE ORDER #1						QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
CO1.1	30" PVC C-900 DR-18 SANITARY SEWER PIPE (40'-45' DEPTH)	LIN FT	40	\$800.00	\$ 32,000.00	40	\$ 32,000.00	40.00	\$ 32,000.00	0.00	\$ -
CO1.2	8" SANITARY SEWER PIPE	LIN FT	80	\$365.00	\$ 29,200.00	80	\$ 29,200.00	80.00	\$ 29,200.00	0.00	\$ -
CO1.3	8" DIP SANITARY SEWER W/ LINER	LIN FT	-40	\$208.00	\$ (8,320.00)	0	\$ -	0.00	\$ -	0.00	\$ -
CO1.4	MODIFY SANITARY MANHOLE 16	LUMP SUM	1	\$1,550.00	\$ 1,550.00	1	\$ 1,550.00	1.00	\$ 1,550.00	0.00	\$ -
CO1.5	REMOVE EXISTING 30" C900 SANITARY SEWER PIPE	LUMP SUM	1	\$4,814.00	\$ 4,814.00	1	\$ 4,814.00	1.00	\$ 4,814.00	0.00	\$ -

TOTAL CHANGE ORDER #1: \$ 59,244.00 \$ 67,564.00 \$ 67,564.00 \$ -

TOTAL REVISED CONTRACT: \$ 3,501,569.99 \$ 3,274,896.41 \$ 3,234,052.57 \$ 40,843.84

CONTRACT SUMMARY				COMPLETED TO DATE	LESS PREVIOUS PAYMENTS	PAY REQUEST #6
ORIGINAL CONTRACT AWARD AMOUNT	\$ 3,442,325.99			\$ 3,274,896.41	\$ 3,234,052.57	\$ 40,843.84
TOTAL CHANGE ORDER:	\$ 59,244.00			\$ 65,497.93	(5% Retainage) \$ 161,702.63	\$ 816.88
TOTAL REVISED CONTRACT:	\$ 3,501,569.99			\$ 3,209,398.48	\$ 3,072,349.94	\$ 137,048.54

**SECTION 00 62 76**  
**APPLICATION FOR PAYMENT FORM**

OWNER: City of Corcoran  
PROJECT: NE Corcoran Trunk Infrastructure  
CONTRACTOR: S.R. Weidema Inc.

PAY ESTIMATE NO. 6

Original Contract Amount:	<u>\$ 3,442,325.99</u>
Contract Changes approved to Date :	CO#1 <u>\$ 59,244.00</u>
Revised Contract Price :	<u>\$ 3,501,569.99</u>
Work Completed to Date (attached):	<u>\$ 3,274,896.41</u>
Retainage to Date, 2%:	<u>\$ 65,497.93</u>
Work Completed to Date Less Retainage to Date:	<u>\$ 3,209,398.48</u>
Total Amount Previously Certified:	<u>\$ 3,072,349.94</u>
Payment Request This Estimate:	<u>\$ 137,048.54</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.

SR Weidema, Inc  
CONTRACTOR







**SECTION 00 62 76**  
**APPLICATION FOR PAYMENT FORM**

OWNER: City of Corcoran  
PROJECT: Street and Utility Construction for City Center Drive and 79th Place  
CONTRACTOR: S.M. Hentges & Sons, Inc.

PAY ESTIMATE NO. 8

Original Contract Amount:		<u>\$ 5,555,276.81</u>
Contract Changes approved to Date (List Change Order Numbers):	CO #1	<u>\$ 132,013.00</u>
	CO #2	<u>\$ 61,489.18</u>
	CO #3	<u>\$ 8,478.45</u>
Revised Contract Price :		<u>\$ 5,757,257.44</u>
Work Completed to Date (attached):		<u>\$ 5,716,077.84</u>
Retainage to Date, 1%:		<u>\$ 57,160.78</u>
Work Completed to Date Less Retainage to Date:		<u>\$ 5,658,917.06</u>
Total Amount Previously Certified:		<u>\$ 5,584,780.42</u>
Payment Request This Estimate:		<u>\$ 74,136.64</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.

Dustin Goranson

Digitally signed by Dustin Goranson  
DN: c=US,  
E=Dustin.Goranson@smhentges.com, O="SMH  
Hentges & Sons, Inc.", OU=Project Manager,  
CN=Dustin Goranson  
Date: 2025.03.07 14:19:51-06'00'

CONTRACTOR

Project No. 227705033

**Application for Payment Form**  
**00 62 76-1**

**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 08/24/2023 between between the City of Corcoran (OWNER) and S.M. Hentges & Sons, Inc. (CONTRACTOR) and all authorized changes therto:

By \_\_\_\_\_  
Dustin Goranson  
\_\_\_\_\_  
Title \_\_\_\_\_  
Project Manager  
\_\_\_\_\_

Approval:

(CONTRACTOR)

Dustin Goranson

Digitally signed by Dustin Goranson:  
DN: cn=Dustin Goranson, o=S.M. Hentges & Sons, Inc.,  
ou=Project Manager, cn=Dustin Goranson  
Date: 2025.03.07 14:20:53 -0600

03/07/2025

Date

STANTEC CONSULTING SERVICES, INC.



3/17/2025

Date

CITY OF CORCORAN

Date

END OF SECTION

Pay Request #8  
City of Corcoran  
Street and Utility Construction for City Center Drive and 79th Place  
Project Number: 227705033  
3/7/2025

LINE NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		Less Previous Payments		PAY REQUEST #8 2025		March
						QUANTIT Y	COST	QUANTITY	COST	QUANTITY	COST	
BASE BID:												
1	MOBILIZATION	LUMP SUM	1	\$ 150,000.00	\$ 150,000.00	1	\$ 150,000.00	1.00	\$ 150,000.00	0.00	\$ -	-
2	PAVEMENT MARKING REMOVAL	LIN FT	8119	\$ 0.80	\$ 6,495.20	4551	\$ 3,640.80	4,551.00	\$ 3,640.80	0.0	\$ -	-
3	SALVAGE SIGN	EACH	4	\$ 41.00	\$ 164.00	5	\$ 205.00	2.00	\$ 82.00	3.0	\$ 123.00	-
4	REMOVE SIGN	EACH	3	\$ 41.00	\$ 123.00	2	\$ 82.00	2.00	\$ 82.00	0.0	\$ -	-
5	REMOVE CATCH BASIN	EACH	1	\$ 330.00	\$ 330.00	1	\$ 330.00	1.00	\$ 330.00	0.0	\$ -	-
6	REMOVE SEPTIC TANK	LUMP SUM	1	\$ 10,000.00	\$ 10,000.00	1	\$ 10,000.00	1.00	\$ 10,000.00	0.0	\$ -	-
7	REMOVE CURB AND GUTTER	LIN FT	30	\$ 12.90	\$ 387.00	55	\$ 709.50	50.00	\$ 645.00	5.0	\$ 64.50	-
8	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	2618	\$ 3.00	\$ 7,854.00	2200	\$ 6,600.00	2,200.00	\$ 6,600.00	0.0	\$ -	-
9	REMOVE CULVERT	LIN FT	236	\$ 8.00	\$ 1,888.00	206	\$ 1,648.00	206.00	\$ 1,648.00	0.0	\$ -	-
10	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	30	\$ 4.00	\$ 120.00	30	\$ 120.00	21.50	\$ 86.00	8.5	\$ 34.00	-
11	REMOVE BITUMINOUS PAVEMENT	SQ YD	2770	\$ 4.00	\$ 11,080.00	2068	\$ 8,272.00	2,068.00	\$ 8,272.00	0.0	\$ -	-
12	MILL BITUMINOUS PAVEMENT 2" DEPTH	SQ YD	560	\$ 16.00	\$ 8,960.00	898	\$ 14,368.00	898.00	\$ 14,368.00	0.0	\$ -	-
13	REMOVE GRAVEL SURFACING	SQ YD	829	\$ 2.00	\$ 1,658.00	750	\$ 1,500.00	750.00	\$ 1,500.00	0.0	\$ -	-
14	REMOVE TREE	EACH	90	\$ 382.00	\$ 34,380.00	92	\$ 35,144.00	92.00	\$ 35,144.00	0.0	\$ -	-
15	STRIP, STOCKPILE, AND RESPREAD TOPSOIL	LUMP SUM	1	\$ 45,000.00	\$ 45,000.00	1	\$ 45,000.00	1.00	\$ 45,000.00	0.00	\$ -	-
16	GRANULAR BORROW	TON	170	\$ 30.00	\$ 5,100.00	0	\$ 0.00	0.00	\$ 0.00	0.0	\$ -	-
17	COMMON TOPSOIL BORROW SPECIAL	CU YD	900	\$ 16.00	\$ 14,400.00	377.25	\$ 6,036.00	377.25	\$ 6,036.00	0.0	\$ -	-
18	SELECT GRANULAR BORROW MOD 5%	TON	8280	\$ 19.00	\$ 157,320.00	7869	\$ 149,511.00	7,869.00	\$ 149,511.00	0.0	\$ -	-
19	STABILIZING AGGREGATE, 3" MINUS	TON	854	\$ 34.00	\$ 29,036.00	492	\$ 16,728.00	492.00	\$ 16,728.00	0.0	\$ -	-
20	EXCAVATION - COMMON	CU YD	7925	\$ 6.00	\$ 47,550.00	7650	\$ 45,900.00	7,650.00	\$ 45,900.00	0.0	\$ -	-
21	COMMON EMBANKMENT	CU YD	4265	\$ 4.70	\$ 20,045.50	4001	\$ 18,804.70	4,001.00	\$ 18,804.70	0.0	\$ -	-
22	HAUL & DISPOSE OF EXCAVATED MATERIAL	CU YD	3660	\$ 15.00	\$ 54,900.00	6,898.00	\$ 103,470.00	6,898.00	\$ 103,470.00	0.0	\$ -	-
23	GEOTEXTILE FABRIC TYPE 5	SQ YD	18255	\$ 1.80	\$ 32,859.00	17899	\$ 32,218.20	17,899.00	\$ 32,218.20	0.0	\$ -	-
24	SOIL STABILIZATION GEOGRID	SQ YD	1050	\$ 3.50	\$ 3,675.00	1040	\$ 3,640.00	1,040.00	\$ 3,640.00	0.0	\$ -	-
25	AGGREGATE SURFACING CLASS 2	TON	160	\$ 50.00	\$ 8,000.00	139	\$ 6,950.00	139.00	\$ 6,950.00	0.0	\$ -	-
26	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	65	\$ 180.00	\$ 11,700.00	16.5	\$ 2,970.00	13.00	\$ 2,340.00	3.5	\$ 630.00	-
27	WATER	MGAL	65	\$ 65.00	\$ 4,225.00	0	\$ 0.00	0.00	\$ 0.00	0.0	\$ -	-
28	AGGREGATE BASE CLASS 5	TON	9320	\$ 25.00	\$ 233,000.00	14,319.00	\$ 357,975.00	14,319.00	\$ 357,975.00	0.0	\$ -	-
29	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1760	\$ 4.00	\$ 7,040.00	1504	\$ 6,016.00	1,504.00	\$ 6,016.00	0.0	\$ -	-
30	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	TON	3625	\$ 97.70	\$ 354,162.50	3290	\$ 321,433.00	3,290.00	\$ 321,433.00	0.0	\$ -	-
31	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	TON	1055	\$ 101.00	\$ 106,555.00	903	\$ 91,203.00	903.00	\$ 91,203.00	0.0	\$ -	-
32	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	1045	\$ 106.00	\$ 110,770.00	1220	\$ 129,320.00	1,220.00	\$ 129,320.00	0.0	\$ -	-
33	24" RC FLARED END SECTION W/ TRASH GUARD	EACH	2	\$ 3,000.00	\$ 6,000.00	2	\$ 6,000.00	2.00	\$ 6,000.00	0.0	\$ -	-
34	30" RC FLARED END SECTION	EACH	1	\$ 2,000.00	\$ 2,000.00	1	\$ 2,000.00	1.00	\$ 2,000.00	0.0	\$ -	-
35	42" RC FLARED END SECTION	EACH	1	\$ 3,300.00	\$ 3,300.00	1	\$ 3,300.00	1.00	\$ 3,300.00	0.0	\$ -	-
36	SUBGRADE EXCAVATION	CU YD	427	\$ 10.00	\$ 4,270.00	395	\$ 3,950.00	310.00	\$ 3,100.00	85.0	\$ 850.00	-
37	18" RC FLARED END SECTION W/TRASH GUARD	EACH	1	\$ 2,300.00	\$ 2,300.00	1	\$ 2,300.00	1.00	\$ 2,300.00	0.0	\$ -	-
38	4" PVC DRAINTILE CLEANOUT	EACH	14	\$ 230.00	\$ 3,220.00	10	\$ 2,300.00	10.00	\$ 2,300.00	0.0	\$ -	-
39	6" PVC DRAINTILE CLEANOUT	EACH	4	\$ 450.00	\$ 1,800.00	4	\$ 1,800.00	4.00	\$ 1,800.00	0.0	\$ -	-
40	8" PVC PIPE DRAIN CLEANOUT	EACH	1	\$ 1,300.00	\$ 1,300.00	1	\$ 1,300.00	1.00	\$ 1,300.00	0.0	\$ -	-
41	4" PVC DRAINTILE PIPE SCH 40	LIN FT	5016	\$ 11.00	\$ 55,176.00	5016	\$ 55,176.00	5,016.00	\$ 55,176.00	0.0	\$ -	-
42	6" PVC DRAINTILE PIPE SCH 40	LIN FT	322	\$ 16.00	\$ 5,152.00	322	\$ 5,152.00	322.00	\$ 5,152.00	0.0	\$ -	-
43	12" PVC SANITARY SEWER PIPE SDR 35	LIN FT	438	\$ 72.00	\$ 31,536.00	445	\$ 32,040.00	445.00	\$ 32,040.00	0.0	\$ -	-
44	12" PVC SANITARY SEWER PIPE SDR 26	LIN FT	625	\$ 80.00	\$ 50,000.00	620	\$ 49,600.00	620.00	\$ 49,600.00	0.0	\$ -	-
45	12" PVC SANITARY SEWER PIPE C-900 DR 18	LIN FT	606	\$ 220.00	\$ 133,320.00	606	\$ 133,320.00	606.00	\$ 133,320.00	0.0	\$ -	-
46	16" PVC SANITARY SEWER PIPE C-900 DR 18	LIN FT	279	\$ 230.00	\$ 64,170.00	279	\$ 64,170.00	279.00	\$ 64,170.00	0.0	\$ -	-
47	15" PVC SANITARY SEWER PIPE SDR 26	LIN FT	279	\$ 237.00	\$ 66,123.00	288	\$ 68,256.00	288.00	\$ 68,256.00	0.0	\$ -	-
48	8" PVC SANITARY SEWER PIPE SDR 26	LIN FT	251	\$ 63.00	\$ 15,813.00	251	\$ 15,813.00	251.00	\$ 15,813.00	0.0	\$ -	-
49	10" PVC SANITARY SEWER PIPE SDR 26	LIN FT	43	\$ 71.00	\$ 3,053.00	43	\$ 3,053.00	43.00	\$ 3,053.00	0.0	\$ -	-
50	12" RC PIPE SEWER	LIN FT	144	\$ 55.00	\$ 7,920.00	144	\$ 7,920.00	144.00	\$ 7,920.00	0.0	\$ -	-
51	15" RC PIPE SEWER	LIN FT	638	\$ 60.00	\$ 38,280.00	632	\$ 37,920.00	632.00	\$ 37,920.00	0.0	\$ -	-
52	18" RC PIPE SEWER	LIN FT	254	\$ 69.00	\$ 17,526.00	242	\$ 16,698.00	242.00	\$ 16,698.00	0.0	\$ -	-
53	24" RC PIPE SEWER	LIN FT	219	\$ 98.00	\$ 21,462.00	205	\$ 20,090.00	205.00	\$ 20,090.00	0.0	\$ -	-
54	27" RC PIPE SEWER	LIN FT	272	\$ 111.00	\$ 30,192.00	272	\$ 30,192.00	272.00	\$ 30,192.00	0.0	\$ -	-
55	30" RC PIPE SEWER	LIN FT	1025	\$ 157.50	\$ 161,437.50	1025	\$ 161,437.50	1,025.00	\$ 161,437.50	0.0	\$ -	-
56	42" RC PIPE SEWER	LIN FT	88	\$ 245.00	\$ 21,560.00	87	\$ 21,315.00	87.00	\$ 21,315.00	0.0	\$ -	-
57	12" PIPE PLUG	EACH	1	\$ 1,185.00	\$ 1,185.00	1	\$ 1,185.00	1.00	\$ 1,185.00	0.0	\$ -	-
58	10" PIPE PLUG	EACH	1	\$ 900.00	\$ 900.00	1	\$ 900.00	1.00	\$ 900.00	0.0	\$ -	-
59	15" HDPE FLARED END SECTION W/ TRASH GUARD	EACH	1	\$ 950.00	\$ 950.00	0	\$ -	0.00	\$ -	0.0	\$ -	-
60	CONNECT TO EXISTING STORM SEWER	EACH	2	\$ 2,300.00	\$ 4,600.00	2	\$ 4,600.00	2.00	\$ 4,600.00	0.0	\$ -	-
61	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	1	\$ 538.00	\$ 538.00	1	\$ 538.00	1.00	\$ 538.00	0.0	\$ -	-
62	CONNECT TO EXISTING SANITARY SEWER	EACH	1	\$ 16,200.00	\$ 16,200.00	1	\$ 16,200.00	1.00	\$ 16,200.00	0.0	\$ -	-
63	4" DIAMETER SANITARY SEWER MANHOLE	EACH	11	\$ 8,900.00	\$ 97,900.00	11	\$ 97,900.00	11.00	\$ 97,900.00	0.0	\$ -	-
64	15" HDPE PIPE SEWER	LIN FT	62	\$ 48.00	\$ 2,976.00	19	\$ 912.00	19.00	\$ 912.00	0.0	\$ -	-
65	30" STEEL CASING PIPE (JACKED)	LIN FT	100	\$ 1,614.00	\$ 161,400.00	100	\$ 161,400.00	100.00	\$ 161,400.00	0.0	\$ -	-

66	IRRIGATION SYSTEM	LUMP SUM	1	\$	209,000.00	\$	209,000.00	1.1	\$	229,900.00	1.10	\$	229,900.00	0.00	\$	-
67	16" BUTTERFLY VALVE AND BOX	EACH	2	\$	6,300.00	\$	12,600.00	2	\$	12,600.00	2.00	\$	12,600.00	0.0	\$	-
68	12" BUTTERFLY VALVE AND BOX	EACH	2	\$	4,300.00	\$	8,600.00	2	\$	8,600.00	2.00	\$	8,600.00	0.0	\$	-
69	6" GATE VALVE AND BOX	EACH	5	\$	2,700.00	\$	13,500.00	6	\$	16,200.00	6.00	\$	16,200.00	0.0	\$	-
70	8" GATE VALVE AND BOX	EACH	3	\$	3,400.00	\$	10,200.00	3	\$	10,200.00	3.00	\$	10,200.00	0.0	\$	-
71	CONNECT TO EXISTING WATERMAIN	EACH	2	\$	6,500.00	\$	13,000.00	2	\$	13,000.00	2.00	\$	13,000.00	0.0	\$	-
72	HYDRANT	EACH	5	\$	6,940.00	\$	34,700.00	7	\$	48,580.00	7.00	\$	48,580.00	0.0	\$	-
73	WATERMAIN OFFSET	EACH	1	\$	4,430.00	\$	4,430.00	0	\$	-	0.00	\$	-	0.0	\$	-
74	2" SADDLE	EACH	1	\$	770.00	\$	770.00	1	\$	770.00	1.00	\$	770.00	0.0	\$	-
75	2" CURB STOP AND BOX	EACH	1	\$	1,100.00	\$	1,100.00	1	\$	1,100.00	1.00	\$	1,100.00	0.0	\$	-
76	2" CORPORATION STOP	EACH	1	\$	665.00	\$	665.00	1	\$	665.00	1.00	\$	665.00	0.0	\$	-
77	2" TYPE K COPPER PIPE	LIN FT	63	\$	42.00	\$	2,646.00	67	\$	2,814.00	67.00	\$	2,814.00	0.0	\$	-
78	12" PVC C-900 DR-18 WATERMAIN OPEN CUT	LIN FT	804	\$	73.00	\$	58,692.00	746	\$	54,458.00	746.00	\$	54,458.00	0.0	\$	-
79	16" PVC C-900 DR-18 WATERMAIN OPEN CUT	LIN FT	2071	\$	103.00	\$	213,313.00	2185	\$	225,055.00	2,185.00	\$	225,055.00	0.0	\$	-
80	16" PVC C-900 DR-18 WATERMAIN TRENCHLESS INSTALLATION	LIN FT	565	\$	205.00	\$	115,825.00	565	\$	115,825.00	565.00	\$	115,825.00	0.0	\$	-
81	6" DIP CL 52 WATERMAIN	LIN FT	114	\$	51.00	\$	5,814.00	85	\$	4,335.00	85.00	\$	4,335.00	0.0	\$	-
82	8" PVC C-900 DR-18 WATERMAIN OPEN CUT	LIN FT	1575	\$	47.00	\$	74,025.00	1504	\$	70,688.00	1,504.00	\$	70,688.00	0.0	\$	-
83	8" PVC C-900 DR-18 WATERMAIN TRENCHLESS INSTALLATION	LIN FT	100	\$	140.00	\$	14,000.00	100	\$	14,000.00	100.00	\$	14,000.00	0.0	\$	-
84	HYDRANT RISER	LIN FT	10	\$	1,200.00	\$	12,000.00	1	\$	1,200.00	1.00	\$	1,200.00	0.0	\$	-
85	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 27"	EACH	1	\$	2,325.00	\$	2,325.00	1	\$	2,325.00	1.00	\$	2,325.00	0.0	\$	-
86	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 48"	EACH	14	\$	4,050.00	\$	56,700.00	14	\$	56,700.00	14.00	\$	56,700.00	0.0	\$	-
87	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 60"	EACH	5	\$	9,600.00	\$	48,000.00	5	\$	48,000.00	5.00	\$	48,000.00	0.0	\$	-
88	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 72"	EACH	3	\$	14,100.00	\$	42,300.00	3	\$	42,300.00	3.00	\$	42,300.00	0.0	\$	-
89	DUCTILE IRON FITTINGS	POUND	4078	\$	13.00	\$	53,014.00	5147	\$	66,911.00	5,147.00	\$	66,911.00	0.0	\$	-
90	RANDOM RIP RAP CLASS III (GRANITE)	CU YD	61	\$	125.00	\$	7,625.00	85	\$	10,625.00	82.00	\$	10,250.00	3.0	\$	375.00
91	BOULDER WALL	LIN FT	290	\$	132.00	\$	38,280.00	287	\$	37,884.00	287.00	\$	37,884.00	0.0	\$	-
92	4" CONCRETE WALK	SQ FT	2659	\$	10.80	\$	28,717.20	2654	\$	28,663.20	2,654.00	\$	28,663.20	0.0	\$	-
93	6" CONCRETE WALK	SQ FT	26382	\$	6.60	\$	174,121.20	27280.25	\$	180,049.65	27,280.25	\$	180,049.65	0.0	\$	-
94	CONCRETE CURB & GUTTER DESIGN B418	LIN FT	368	\$	19.80	\$	7,286.40	415	\$	8,217.00	415.00	\$	8,217.00	0.0	\$	-
95	CONCRETE CURB & GUTTER DESIGN B612	LIN FT	2459	\$	17.60	\$	43,278.40	2370	\$	41,712.00	2,370.00	\$	41,712.00	0.0	\$	-
96	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	4762	\$	23.20	\$	110,478.40	4959.5	\$	115,060.40	4,959.50	\$	115,060.40	0.0	\$	-
97	CONCRETE CURB DESIGN SPECIAL	LIN FT	746	\$	102.00	\$	76,092.00	219.25	\$	22,363.50	219.25	\$	22,363.50	0.00	\$	-
98	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	225	\$	121.00	\$	27,225.00	181	\$	21,901.00	181.00	\$	21,901.00	0.0	\$	-
99	TRUNCATED DOMES	SQ FT	194	\$	67.00	\$	12,998.00	186	\$	12,462.00	186.00	\$	12,462.00	0.0	\$	-
100	BENCH	EACH	17	\$	1,565.00	\$	26,605.00	17	\$	26,605.00	17.00	\$	26,605.00	0.0	\$	-
101	BICYCLE RACK	EACH	13	\$	1,260.00	\$	16,380.00	13	\$	16,380.00	13.00	\$	16,380.00	0.0	\$	-
102	WASTE RECEPTACLE	EACH	13	\$	245.00	\$	3,185.00	13	\$	3,185.00	13.00	\$	3,185.00	0.0	\$	-
103	LANDSCAPE EDGER	LIN FT	144	\$	20.00	\$	2,880.00	144	\$	2,880.00	144.00	\$	2,880.00	0.0	\$	-
104	LIGHTING UNIT TYPE SPECIAL	EACH	54	\$	8,068.00	\$	435,672.00	54	\$	435,672.00	54.00	\$	435,672.00	0.0	\$	-
105	ELECTRIC SERVICE	LUMP SUM	1	\$	113,111.00	\$	113,111.00	1	\$	113,111.00	1.00	\$	113,111.00	0.0	\$	-
106	TYPE III BARRICADES	EACH	1	\$	612.00	\$	612.00	1	\$	612.00	0.00	\$	-	1.0	\$	612.00
107	SIGN PANELS TYPE SPECIAL	EACH	6	\$	107.00	\$	642.00	6	\$	642.00	4.00	\$	428.00	2.0	\$	214.00
108	TRAFFIC CONTROL	LUMP SUM	1	\$	9,700.00	\$	9,700.00	1	\$	9,700.00	0.75	\$	7,275.00	0.25	\$	2,425.00
109	SIGN PANELS TYPE C	SQ FT	59	\$	65.00	\$	3,851.25	134.75	\$	8,758.75	66.50	\$	4,322.50	68.25	\$	4,436.25
110	INSTALL SIGN	EACH	4	\$	255.00	\$	1,020.00	5	\$	1,275.00	2.00	\$	510.00	3.0	\$	765.00
111	DELINEATOR/MARKER	EACH	16	\$	255.00	\$	4,080.00	0	\$	-	0.00	\$	-	0.0	\$	-
112	DECIDUOUS SHRUB NO 5 CONT	EACH	254	\$	65.30	\$	16,586.20	254	\$	16,586.20	253.00	\$	16,520.90	1.0	\$	65.30
113	DECIDUOUS TREE 2.5" CAL B&B	EACH	94	\$	505.00	\$	47,470.00	91	\$	45,955.00	88.00	\$	44,440.00	3.0	\$	1,515.00
114	PERENNIAL NO 1 CONT	EACH	1974	\$	24.50	\$	48,363.00	1974	\$	48,363.00	1,907.00	\$	46,721.50	67.0	\$	1,641.50
115	FLARED END PROTECTION	EACH	4	\$	156.00	\$	624.00	0	\$	-	0.00	\$	-	0.0	\$	-
116	STABILIZED CONSTRUCTION EXIT	EACH	2	\$	1,560.00	\$	3,120.00	0	\$	-	0.00	\$	-	0.0	\$	-
117	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	951	\$	2.50	\$	2,377.50	1003	\$	2,507.50	1,003.00	\$	2,507.50	0.0	\$	-
118	SILT FENCE, TYPE MS	LIN FT	6245	\$	2.30	\$	14,363.50	1181	\$	2,716.30	1,181.00	\$	2,716.30	0.0	\$	-
119	STORM DRAIN INLET PROTECTION	EACH	21	\$	185.00	\$	3,885.00	21	\$	3,885.00	21.00	\$	3,885.00	0.0	\$	-
120	COMMON TOPSOIL BORROW	CU YD	2803	\$	35.40	\$	99,226.20	499	\$	17,664.60	499.00	\$	17,664.60	0.0	\$	-
121	LOAM TOPSOIL BORROW	CU YD	698	\$	40.60	\$	28,338.80	544	\$	22,086.40	544.00	\$	22,086.40	0.0	\$	-
122	ROLLED EROSION PREVENTION CATEGORY 20	SQ YD	7143	\$	1.60	\$	11,428.80	6763	\$	10,820.80	6,763.00	\$	10,820.80	0.0	\$	-
123	SODDING TYPE SALT TOLERANT	SQ YD	3320	\$	15.00	\$	49,800.00	2875	\$	43,125.00	2,454.00	\$	36,810.00	421.0	\$	6,315.00
124	SEEDING	ACRE	5.0	\$	1,250.00	\$	6,250.00	8.5	\$	10,625.00	3.00	\$	3,750.00	5.5	\$	6,875.00
125	HYDRAULIC STABILIZED FIBER MATRIX	POUND	17061	\$	1.40	\$	23,885.40	25000	\$	35,000.00	10,240.00	\$	14,336.00	14,760.0	\$	20,664.00
126	SEED MIXTURE 25-131	POUND	55	\$	6.30	\$	346.50	176	\$	1,108.80	176.00	\$	1,108.80	0.0	\$	-
127	SEED MIXTURE 25-151	POUND	1010	\$	7.30	\$	7,373.00	120	\$	876.00	120.00	\$	876.00	0.0	\$	-
128	SEED MIXTURE 34-171	POUND	10	\$	29.20	\$	292.00	2.7	\$	78.84	2.70	\$	78.84	0.0	\$	-
129	24" SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	322	\$	16.50	\$	5,313.00	281	\$	4,636.50	140.50	\$	2,318.25	140.5	\$	2,318.25
130	24" SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	378	\$	16.50	\$	6,237.00	443	\$	7,309.50	221.50	\$	3,654.75	221.5	\$	3,654.75
131	4" DOTTED LINE MULTI-COMPONENT GROUND IN	LIN FT	935	\$	0.70	\$	654.50	140	\$	98.00	98.00	\$	68.60	42.0	\$	29.40
132	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	5662	\$	1.40	\$	7,926.80	5075	\$	7,105.00	4,337.50	\$	6,072.50	737.5	\$	1,032.50
133	4" SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	2723	\$	0.70	\$	1,906.10	2674	\$	1,871.80	2,674.00	\$	1,871.80	0.0	\$	-
134	4" SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	1359	\$	0.70	\$	951.30	286	\$	200.20	286.00	\$	200.20	0.0	\$	-
135	6" SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	3960	\$	1.00	\$	3,960.00	4208	\$	4,208.00	4,148.00	\$	4,148.00	60.0	\$	60.00
136	CROSSWALK PREFORM THERMOPLASTIC GROUND IN	SQ FT	325	\$	14.70	\$	4,777.50	330	\$	4,851.00	306.00	\$	4,498.20	24.0	\$	352.80
137	PAVEMENT MESSAGE PREFORM THERMOPLASTIC GROUND IN	SQ FT	78	\$	30.00	\$	2,340.00	91	\$	2,730.00	91.00	\$	2,730.00	0.0	\$	-
138	PAVEMENT MESSAGE PREFORM THERMOPLASTIC GROUND IN	SQ FT	78	\$	30.00	\$	2,340.00	78	\$	2,340.00	78.00	\$	2,340.00	0.0	\$	-

TOTAL BASE BID: \$ 5,063,531.65 \$ 5,039,264.64 \$ 4,984,212.39 \$ 55,052.25

ALTERNATE #1					QUANTIT	COST	QUANTITY	COST	QUANTITY	COST		
					Y							
139	REMOVE TREE	EACH	1	\$	1,275.00	\$ 1,275.00	1	\$ 1,275.00	1.00	\$ 1,275.00	0.0	\$ -
140	16" BUTTERFLY VALVE AND BOX	EACH	1	\$	6,300.00	\$ 6,300.00	1	\$ 6,300.00	1.00	\$ 6,300.00	0.0	\$ -
141	6" GATE VALVE AND BOX	EACH	1	\$	2,635.00	\$ 2,635.00	2	\$ 5,270.00	2.00	\$ 5,270.00	0.0	\$ -
142	2" SADDLE	EACH	1	\$	770.00	\$ 770.00	1	\$ 770.00	1.00	\$ 770.00	0.0	\$ -
143	2" CURB STOP AND BOX	EACH	1	\$	1,100.00	\$ 1,100.00	1	\$ 1,100.00	1.00	\$ 1,100.00	0.0	\$ -
144	2" CORPORATION STOP	EACH	1	\$	665.00	\$ 665.00	1	\$ 665.00	1.00	\$ 665.00	0.0	\$ -
145	16" PVC C-900 DR-18 WATERMAIN OPEN CUT	LIN FT	7	\$	103.00	\$ 721.00	7	\$ 721.00	7.00	\$ 721.00	0.0	\$ -
146	16" PVC C-900 DR-18 WATERMAIN TRENCHLESS INSTALLATION	LIN FT	650	\$	199.50	\$ 129,675.00	650	\$ 129,675.00	650.00	\$ 129,675.00	0.0	\$ -
147	6" DIP CL 52 WATERMAIN	LIN FT	10	\$	68.00	\$ 680.00	21.5	\$ 1,462.00	21.50	\$ 1,462.00	0.0	\$ -
148	2" TYPE PE PIPE	LIN FT	280	\$	11.00	\$ 3,080.00	210	\$ 2,310.00	210.00	\$ 2,310.00	0.0	\$ -
149	DUCTILE IRON FITTINGS	POUND	378	\$	16.00	\$ 6,048.00	354	\$ 5,664.00	354.00	\$ 5,664.00	0.0	\$ -
150	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	97	\$	2.60	\$ 252.20	0	\$ -	0.00	\$ -	0.0	\$ -
151	SEEDING	ACRE	0.10	\$	9,371.00	\$ 937.10	0	\$ -	0.00	\$ -	0.0	\$ -
152	HYDRAULIC STABILIZED FIBER MATRIX	POUND	260	\$	2.70	\$ 702.00	260	\$ 702.00	260.00	\$ 702.00	0.0	\$ -
153	SEED MIXTURE 25-151	POUND	17	\$	7.30	\$ 124.10	0	\$ -	0.00	\$ -	0.0	\$ -
<b>TOTAL BASE BID:</b>					<b>\$ 154,964.40</b>	<b>\$ 155,914.00</b>		<b>\$ 155,914.00</b>		<b>\$ 155,914.00</b>		<b>\$ -</b>

ALTERNATE #2					QUANTIT	COST	QUANTITY	COST	QUANTITY	COST		
					Y							
154	4" CONCRETE WALK	SQ FT	1130	\$	51.59	\$ 58,296.70	1541	\$ 79,500.19	1,541.00	\$ 79,500.19	0.0	\$ -
155	TREE GRATE AND FRAMES	EACH	57	\$	2,670.00	\$ 152,190.00	57	\$ 152,190.00	55.00	\$ 146,850.00	2.0	\$ 5,340.00
156	SODDING TYPE SALT TOLERANT	SQ YD	-232	\$	15.00	\$ (3,480.00)	0	\$ -	0.00	\$ -	0.0	\$ -
<b>TOTAL BASE BID:</b>					<b>\$ 207,006.70</b>	<b>\$ 231,690.19</b>		<b>\$ 226,350.19</b>		<b>\$ 226,350.19</b>		<b>\$ 5,340.00</b>

ALTERNATE #3					QUANTIT	COST	QUANTITY	COST	QUANTITY	COST		
					Y							
157	DECIDUOUS TREE 2.5" CAL B&B	EACH	-94	\$	505.00	\$ (47,470.00)		\$ -	0.00	\$ -	0.0	\$ -
158	DECIDUOUS TREE 2.5" CAL B&B	EACH	94	\$	505.00	\$ 47,470.00		\$ -	0.00	\$ -	0.0	\$ -
<b>TOTAL BASE BID:</b>					<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>

ALTERNATE #4					QUANTIT	COST	QUANTITY	COST	QUANTITY	COST		
					Y							
159	IRRIGATION SYSTEM	LS	1	\$	3,570.00	\$ 3,570.00	1	\$ 3,570.00	1.00	\$ 3,570.00	0.0	\$ -
160	LIGHTING UNIT TYPE SPECIAL	EACH	-54	\$	8,070.00	\$ (435,780.00)	-54	\$ (435,780.00)	-54.00	\$ (435,780.00)	0.0	\$ -
161	LIGHTING UNIT TYPE SPECIAL	EACH	54	\$	9,230.00	\$ 498,420.00	54	\$ 498,420.00	54.00	\$ 498,420.00	0.0	\$ -
<b>TOTAL BASE BID:</b>					<b>\$ 66,210.00</b>	<b>\$ 66,210.00</b>		<b>\$ 66,210.00</b>		<b>\$ 66,210.00</b>		<b>\$ -</b>

ALTERNATE #5					QUANTIT	COST	QUANTITY	COST	QUANTITY	COST		
					Y							
162	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	20	\$	3.00	\$ 60.00	40	\$ 120.00	40.00	\$ 120.00	0.0	\$ -
163	REMOVE BITUMINOUS PAVEMENT	SQ YD	43	\$	5.00	\$ 215.00	153	\$ 765.00	153.00	\$ 765.00	0.0	\$ -
164	GEOTEXTILE FABRIC TYPE 5	SQ YD	650	\$	2.00	\$ 1,300.00	578	\$ 1,156.00	578.00	\$ 1,156.00	0.0	\$ -
165	AGGREGATE BASE CLASS 5	TON	423	\$	28.00	\$ 11,844.00	623	\$ 17,444.00	623.00	\$ 17,444.00	0.0	\$ -
166	BITUMINOUS MATERIAL FOR TACK COAT	GAL	46	\$	3.86	\$ 177.56	46	\$ 177.56	46.00	\$ 177.56	0.0	\$ -
167	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	TON	78	\$	108.00	\$ 8,424.00	100	\$ 10,800.00	100.00	\$ 10,800.00	0.0	\$ -
168	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	59	\$	116.00	\$ 6,844.00	70	\$ 8,120.00	70.00	\$ 8,120.00	0.0	\$ -
169	IRRIGATION SYSTEM	LS	1	\$	3,570.00	\$ 3,570.00	1.86	\$ 6,640.20	1.86	\$ 6,640.20	0.00	\$ -
170	CONCRETE CURB & GUTTER DESIGN D418	LIN FT	225	\$	32.50	\$ 7,312.50	209	\$ 6,792.50	209.00	\$ 6,792.50	0.0	\$ -
171	LIGHTING UNIT TYPE SPECIAL 1	EACH	2	\$	6,100.00	\$ 12,200.00	2	\$ 12,200.00	2.00	\$ 12,200.00	0.0	\$ -
172	ELECTRICAL SYSTEM MODIFICATIONS	LS	1	\$	9,250.00	\$ 9,250.00	1	\$ 9,250.00	1.00	\$ 9,250.00	0.0	\$ -
173	CONIFEROUS TREE 6" HT B&B	EACH	3	\$	459.00	\$ 1,377.00	3	\$ 1,377.00	3.00	\$ 1,377.00	0.0	\$ -
174	4" SOLID LINE PAINT	LIN FT	180	\$	5.50	\$ 990.00	0	\$ -	0.00	\$ -	0.0	\$ -
<b>TOTAL BASE BID:</b>					<b>\$ 63,564.06</b>	<b>\$ 74,842.26</b>		<b>\$ 74,842.26</b>		<b>\$ 74,842.26</b>		<b>\$ -</b>

**TOTAL ORIGINAL CONTRACT: \$ 5,555,276.81      \$ 5,567,921.09      \$ 5,507,528.84      \$ 60,392.25**

CHANGE ORDER #1				QUANTIT	COST	QUANTITY	COST	QUANTITY	COST		
				Y							
CO1.1	REMOVE HOLDING TANK	EACH	1	\$ 8,500.00	\$ 8,500.00	1	\$ 8,500.00	1.00	\$ 8,500.00	0.0	\$ -
CO1.2	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	20	\$ 3.00	\$ 60.00	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.3	REMOVE BITUMINOUS PAVEMENT	SQ YD	1412	\$ 4.00	\$ 5,648.00	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.4	EXCAVATION - COMMON	CU YD	19	\$ 6.00	\$ 114.00	19	\$ 114.00	19.00	\$ 114.00	0.0	\$ -
CO1.5	COMMON EMBANKMENT	CU YD	36	\$ 4.70	\$ 169.20	36	\$ 169.20	36.00	\$ 169.20	0.0	\$ -
CO1.6	GEOTEXTILE FABRIC TYPE 5	SQ YD	157	\$ 1.80	\$ 282.60	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.7	AGGREGATE BASE CLASS 5	TON	49	\$ 25.00	\$ 1,225.00	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.8	BITUMINOUS MATERIAL FOR TACK COAT	GAL	11	\$ 4.00	\$ 44.00	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.9	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	TON	19	\$ 108.00	\$ 2,052.00	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.10	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	14	\$ 116.00	\$ 1,624.00	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.11	6" PVC DRAINTILE PIPE SCH 40	LIN FT	200	\$ 16.00	\$ 3,200.00	200	\$ 3,200.00	200.00	\$ 3,200.00	0.0	\$ -
CO1.12	NVOPLAST YARD DRAIN INLET	EACH	3	\$ 2,000.00	\$ 6,000.00	3	\$ 6,000.00	3.00	\$ 6,000.00	0.0	\$ -
CO1.13	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	1	\$ 538.00	\$ 538.00	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.14	WATERMAIN OFFSET	EACH	-1	\$ 4,430.00	\$ (4,430.00)	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.15	4" GATE VALVE AND BOX	EACH	1	\$ 2,800.00	\$ 2,800.00	1	\$ 2,800.00	1.00	\$ 2,800.00	0.0	\$ -
CO1.16	6" GATE VALVE AND BOX	EACH	2	\$ 2,700.00	\$ 5,400.00	1	\$ 2,700.00	1.00	\$ 2,700.00	0.0	\$ -
CO1.17	12" BUTTERFLY VALVE AND BOX	EACH	1	\$ 4,300.00	\$ 4,300.00	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.18	CONNECT TO EXISTING WATER SERVICE	EACH	7	\$ 5,000.00	\$ 35,000.00	3	\$ 15,000.00	3.00	\$ 15,000.00	0.0	\$ -
CO1.19	4" PVC C-900 DR-18 WATERMAIN OPEN CUT	LIN FT	24	\$ 43.00	\$ 1,032.00	24	\$ 1,032.00	24.00	\$ 1,032.00	0.0	\$ -
CO1.20	6" PVC C-900 DR-18 WATERMAIN OPEN CUT	LIN FT	91	\$ 45.00	\$ 4,095.00	56	\$ 2,520.00	56.00	\$ 2,520.00	0.0	\$ -
CO1.21	8" PVC C-900 DR-18 WATERMAIN OPEN CUT	LIN FT	-105	\$ 47.00	\$ (4,935.00)	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.22	16" PVC C-900 DR-18 WATERMAIN OPEN CUT	LIN FT	65	\$ 103.00	\$ 6,695.00	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.23	16" PVC C-900 DR-18 WATERMAIN TRENCHLESS INSTALLATION	LIN FT	-30	\$ 205.00	\$ (6,150.00)	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.24	2" TYPE PE PIPE	LIN FT	-93	\$ 11.00	\$ (1,023.00)	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.25	DUCTILE IRON FITTINGS	POUND	1553	\$ 13.00	\$ 20,189.00	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.26	WATERMAIN ALIGNMENT ADJUSTMENT	LUMP SUM	1	\$ 23,700.00	\$ 23,700.00	1	\$ 23,700.00	1.00	\$ 23,700.00	0.0	\$ -
CO1.27	CONIFEROUS TREE 6' HT B&B	EACH	22	\$ 459.00	\$ 10,098.00	22	\$ 10,098.00	22.00	\$ 10,098.00	0.0	\$ -
CO1.28	DECIDUOUS SHRUB NO 5 CONT	EACH	52	\$ 65.30	\$ 3,395.60	52	\$ 3,395.60	52.00	\$ 3,395.60	0.0	\$ -
CO1.29	SILT FENCE, TYPE MS	LIN FT	233	\$ 2.30	\$ 535.90	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.30	SEEDING	ACRE	0.2	\$ 1,250.00	\$ 250.00	0.2	\$ 250.00	0.20	\$ 250.00	0.0	\$ -
CO1.31	HYDRAULIC STABILIZED FIBER MATRIX	POUND	700	\$ 1.40	\$ 980.00	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.32	SEED MIXTURE 25-151	POUND	44	\$ 7.30	\$ 321.20	0	\$ -	0.00	\$ -	0.0	\$ -
CO1.33	4" SOLID LINE PAINT	LIN FT	55	\$ 5.50	\$ 302.50	0	\$ -	0.00	\$ -	0.0	\$ -
<b>TOTAL CHANGE ORDER #1:</b>				<b>\$ 132,013.00</b>	<b>\$ 79,478.80</b>	<b>\$ 79,478.80</b>	<b>\$ 79,478.80</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CHANGE ORDER #2				QUANTIT	COST	QUANTITY	COST	QUANTITY	COST		
				Y							
CO2.1	SMALL UTILITY CONDUITS	LUMP SUM	1	\$ 10,357.39	\$ 10,357.39	1	\$ 10,357.39	1.00	\$ 10,357.39	0.0	\$ -
CO2.2	TEMPORARY ACCESS ROAD	LUMP SUM	1	\$ 9,324.15	\$ 9,324.15	1	\$ 9,324.15	1.00	\$ 9,324.15	0.0	\$ -
CO2.3	15" RC FLARED END SECTION W/ TRASH GUARD	LUMP SUM	1	\$ 2,200.00	\$ 2,200.00	1	\$ 2,200.00	1.00	\$ 2,200.00	0.0	\$ -
CO2.4	DRAINTILE MODIFICATIONS	LUMP SUM	1	\$ 9,342.56	\$ 9,342.56	1	\$ 9,342.56	1.00	\$ 9,342.56	0.0	\$ -
CO2.5	OUTLET FIXTURE UPGRADES	LUMP SUM	1	\$ 2,695.00	\$ 2,695.00	1	\$ 2,695.00	1.00	\$ 2,695.00	0.0	\$ -
CO2.6	ELECTRICAL SYSTEM MODIFICATIONS	LUMP SUM	1	\$ 10,835.00	\$ 10,835.00	1	\$ 10,835.00	1.00	\$ 10,835.00	0.0	\$ -
CO2.7	ADJUST HENNEPIN CO. FIBER OPTIC HAND HOLE	LUMP SUM	1	\$ 2,585.00	\$ 2,585.00	1	\$ 2,585.00	1.00	\$ 2,585.00	0.0	\$ -
CO2.8	GATE ELECTRICAL MODIFICATIONS	LUMP SUM	1	\$ 8,352.30	\$ 8,352.30	1	\$ 8,352.30	0.00	\$ -	1.0	\$ 8,352.30
CO2.9	MOBILIZATION	LUMP SUM	1	\$ 1,500.00	\$ 1,500.00	1	\$ 1,500.00	1.00	\$ 1,500.00	0.0	\$ -
CO2.10	REMOVE CURB AND GUTTER	LIN FT	22	\$ 12.90	\$ 283.80	34	\$ 438.60	34.00	\$ 438.60	0.0	\$ -
CO2.11	REMOVE CONCRETE PAVEMENT	SQ FT	121	\$ 5.00	\$ 605.00	187	\$ 935.00	187.00	\$ 935.00	0.0	\$ -
CO2.12	SAWCUT BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	28	\$ 3.00	\$ 84.00	0	\$ -	0.00	\$ -	0.0	\$ -
CO2.13	REMOVE BITUMINOUS PAVMENT	SQ YD	5	\$ 4.00	\$ 21.33	0	\$ -	0.00	\$ -	0.0	\$ -
CO2.14	CONCRETE CURB AND GUTTER DESIGN B612	LIN FT	22	\$ 35.00	\$ 770.00	26	\$ 910.00	26.00	\$ 910.00	0.0	\$ -
CO2.15	6" CONCRETE WALK	SQ FT	121	\$ 10.00	\$ 1,210.00	232.5	\$ 2,325.00	232.50	\$ 2,325.00	0.0	\$ -
CO2.16	TRUNCATED DOMES	SQ FT	11	\$ 67.00	\$ 737.00	11	\$ 737.00	11.00	\$ 737.00	0.0	\$ -
CO2.17	TYPE 12.5 WEARING COURSE MIXTURE (3,C)	TON	1	\$ 415.00	\$ 466.64	0	\$ -	0.00	\$ -	0.0	\$ -
CO2.18	SODDING TYPE SALT TOLERANT	SQ YD	10	\$ 12.00	\$ 120.00	0	\$ -	0.00	\$ -	0.0	\$ -
<b>TOTAL CHANGE ORDER #2:</b>				<b>\$ 61,489.18</b>	<b>\$ 62,537.00</b>	<b>\$ 54,184.70</b>	<b>\$ 54,184.70</b>	<b>\$ 8,352.30</b>	<b>\$ 8,352.30</b>	<b>\$ -</b>	<b>\$ -</b>



CHANGE ORDER #3				QUANTIT	COST	QUANTITY	COST	QUANTITY	COST					
				Y										
CO3.1	SELECT GRANULAR BORROW MOD 5%	TON	143	\$	0.05	\$ 7.15	143	\$ 7.15	0.00	\$ -	143.0	\$ 7.15		
CO3.2	AGGREGATE SURFACING CLASS 2	TON	139	\$	0.11	\$ 15.29	139	\$ 15.29	0.00	\$ -	139.0	\$ 15.29		
CO3.3	AGGREGATE BASE CLASS 5	TON	2319	\$	0.15	\$ 347.85	2319	\$ 347.85	0.00	\$ -	2,319.0	\$ 347.85		
CO3.4	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1504	\$	0.03	\$ 45.12	1504	\$ 45.12	0.00	\$ -	1,504.0	\$ 45.12		
CO3.5	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	TON	3290	\$	0.66	\$ 2,171.40	3290	\$ 2,171.40	0.00	\$ -	3,290.0	\$ 2,171.40		
CO3.6	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	TON	903	\$	0.65	\$ 586.95	903	\$ 586.95	0.00	\$ -	903.0	\$ 586.95		
CO3.7	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	1220	\$	0.70	\$ 854.00	1220	\$ 854.00	0.00	\$ -	1,220.0	\$ 854.00		
CO3.8	4" CONCRETE WALK	SQ FT	2654	\$	0.02	\$ 53.08	2654	\$ 53.08	0.00	\$ -	2,654.0	\$ 53.08		
CO3.9	6" CONCRETE WALK	SQ FT	27280	\$	0.02	\$ 545.60	27280	\$ 545.60	0.00	\$ -	27,280.0	\$ 545.60		
CO3.10	CONCRETE CURB & GUTTER DESIGN B418	LIN FT	415	\$	0.03	\$ 12.45	415	\$ 12.45	0.00	\$ -	415.0	\$ 12.45		
CO3.11	CONCRETE CURB & GUTTER DESIGN B612	LIN FT	2370	\$	0.02	\$ 47.40	2370	\$ 47.40	0.00	\$ -	2,370.0	\$ 47.40		
CO3.12	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	4960	\$	0.03	\$ 148.79	4959.5	\$ 148.79	0.00	\$ -	4,959.5	\$ 148.79		
CO3.13	CONCRETE CURB DESIGN SPECIAL	LIN FT	219	\$	0.02	\$ 4.39	219.25	\$ 4.39	0.00	\$ -	219.3	\$ 4.39		
CO3.14	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	181	\$	0.39	\$ 70.59	181	\$ 70.59	0.00	\$ -	181.0	\$ 70.59		
CO3.15	TRUNCATED DOMES	SQ FT	186	\$	0.27	\$ 50.22	186	\$ 50.22	0.00	\$ -	186.0	\$ 50.22		
CO3.16	BENCH	EACH	17	\$	34.43	\$ 585.31	17	\$ 585.31	0.00	\$ -	17.0	\$ 585.31		
CO3.17	BICYCLE RACK	EACH	13	\$	4.42	\$ 57.46	13	\$ 57.46	0.00	\$ -	13.0	\$ 57.46		
CO3.18	WASTE RECEPTACLE	EACH	13	\$	20.43	\$ 265.59	13	\$ 265.59	0.00	\$ -	13.0	\$ 265.59		
CO3.19	LOAM TOPSOIL BORROW	CU YD	544	\$	0.23	\$ 125.12	544	\$ 125.12	0.00	\$ -	544.0	\$ 125.12		
CO3.20	4" CONCRETE WALK	SQ FT	1541	\$	0.02	\$ 30.82	1541	\$ 30.82	0.00	\$ -	1,541.0	\$ 30.82		
CO3.21	BITUMINOUS MATERIAL FOR TACK COAT	GAL	46	\$	0.03	\$ 1.38	46	\$ 1.38	0.00	\$ -	46.0	\$ 1.38		
CO3.22	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	TON	100	\$	0.66	\$ 66.00	100	\$ 66.00	0.00	\$ -	100.0	\$ 66.00		
CO3.23	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	70	\$	0.70	\$ 49.00	70	\$ 49.00	0.00	\$ -	70.0	\$ 49.00		
CO3.24	79TH PLACE TURN LANE ADJUSTMENT	LUMP SUM	1	\$	(119,282.50)	\$ (119,282.50)		\$ -	0.00	\$ -	0.0	\$ -		
CO3.25	QUANTITY ADJUSTMENT	LUMP SUM	1	\$	121,620.00	\$ 121,620.00		\$ -	0.00	\$ -	0.0	\$ -		
<b>TOTAL CHANGE ORDER #3:</b>				<b>\$</b>	<b>8,478.45</b>	<b>\$</b>	<b>6,140.95</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>6,140.95</b>			
				<b>\$</b>	<b>201,980.63</b>	<b>TOTAL REVISED CONTRACT:</b>	<b>\$</b>	<b>5,757,257.44</b>	<b>\$</b>	<b>5,716,077.84</b>	<b>\$</b>	<b>5,641,192.34</b>	<b>\$</b>	<b>74,885.50</b>

CONTRACT SUMMARY				COMPLETE TO DATE	LESS PREVIOUS PAYMENTS	PAY REQUEST #8				
ORIGINAL CONTRACT AWARD AMOUNT	\$	5,555,276.81		\$	5,716,077.84	\$	5,641,192.34	\$	74,885.50	
TOTAL CHANGE ORDER:	\$	201,980.63		\$	57,160.78	1%	\$	56,411.92	\$	748.86
TOTAL REVISED CONTRACT:	\$	5,757,257.44		TOTAL CURRENT PAY REQUEST	\$	5,658,917.06	\$	5,584,780.42	\$	74,136.64



**Reference: Stieg Road Improvements Change Order**

We recommend reviewing and approving Change Order #3 as outlined in this memo.

**SECTION 00 63 63  
CHANGE ORDER FORM**

Change Order No. 3

Date 03/17/2025

Name of Project: Stieg Road Improvements

Owner: City of Corcoran

Contractor: Fehn Companies, Inc.

The following changes are hereby made to the Contract Documents:

Pay Items (see attached) were added to the contract documents to incorporate additional drain tile into the road section between County Road 116 and Northwood Lane. The project changes are related installing 4" Perforated Schedule 40 drain tile pipe, cleanouts, and filter aggregate.

Justification: The road section between County Road 116 and Northwood Lane uses an 18" class 5 aggregate base. Drain tile was not initially incorporated into the road section because a layer of granular borrow was not being used, and because the project had removed poor soils from the roadway subbase. Over the winter, this portion of roadway became saturated which caused rutting within the base layer. To ensure longevity of the roadway, we are recommending adding drain tile to the low points on the roadway, to match our urban roadway section.

Original Contract Price: \$ 1,982,434.90

Current Contract Price adjusted to previous Change Order: \$ 2,011,831.33

The Contract Price due to this Change Order will be increased by \$ 24,122.50

The new Contract Price including this Change Order will be \$ 2,035,953.83

Original Contract Substantial Completion Date: September 15, 2024

The Contract Time will be Increased by 0 Calendar days

Current Contract Substantial Completion Date adjusted to this Change Order: September 15, 2024

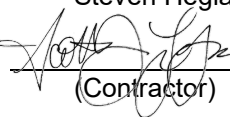
Original Contract Final Completion Date: November 1, 2024

The Contract Time will be Increased by 0 Calendar days

Current Contract Final Completion Date adjusted to this Change Order: November 1, 2024  
Approvals Required:

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

Requested by:   
Steven Hegland, P.E.

Accepted by:  Scott J. Lekatz - Fehn Companies  
(Contractor)

Accepted by: \_\_\_\_\_  
City of Corcoran

END OF SECTION

NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
<b>CHANGE ORDER #3</b>					
CO3.1	4" SCH. 40 PERFORATED DRAINTILE	LF	800	\$ 19.00	\$ 15,200.00
CO3.2	4" SCH. 40 DRAINTILE CLEANOUT	EA	4	\$ 350.00	\$ 1,400.00
CO3.3	4" PRECAST CONCRETE DRAINTILE HEADWALL	EA	2	\$ 675.00	\$ 1,350.00
CO3.4	CONNECT TO EXISTING DRAINTILE	EA	2	\$ 545.00	\$ 1,090.00
CO3.5	COARSE FILTER AGGREGATE (3/4" CLEAR WASHED ROCK)	TON	95	\$ 53.50	\$ 5,082.50
SUBTOTAL CHANGE ORDER #3:					\$ 24,122.50

## RESOLUTION NO. 2025-30

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

### **A RESOLUTION AUTHORIZING THE PURCHASE OF CITY LOGO JACKETS FOR ALL STAFF AND ELECTED OR APPOINTED OFFICIALS**

**WHEREAS**, the City of Corcoran has long had a policy to provide a city logo jacket to promote esprit de corps and celebrate the unique identity of the community to new employees and new appointed officials, as well as tenured employees at significant longevity points in their city career; and

**WHEREAS**, the City Council approved the new City logo on December 18, 2023, and then approved the first authorized use of the new City logo on April 11, 2024 for the new Water Tower, with incremental implementation of the new City logo to include an apparel store offering a menu of city logo apparel options at personal expense; and

**WHEREAS**, no new employees, new appointed officials, or tenured employees celebrating longevity anniversaries have been provided the traditional city logo jacket since December 2023, nor has any staff or appointed officials been provided any apparel bearing the new City logo; and

**WHEREAS**, staff has collaborated with the apparel vendor (Edgetek) to identify a cost conscious (\$50ea) multi-season jacket option to provide all employees regardless of tenure (approximately 50) and appointed officials (Council and Commissions – approximately 19) with a jacket bearing the new City logo with this one-time purchase of jackets, and staff will review and update the policy to ensure future employees and appointees receive a jacket when they begin their service with the City of Corcoran;

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

The City of Corcoran will purchase jackets with the new City logo for every current employee and appointed official to promote esprit de corps, while protecting and celebrating the unique identity of the Corcoran community.

#### **VOTING AYE**

- McKee, Tom  
 Friedrich, Michelle  
 Lanterman, Mark  
 Nichols, Jeremy  
 Vehrenkamp, Dean

#### **VOTING NAY**

- McKee, Tom  
 Friedrich, Michelle  
 Lanterman, Mark  
 Nichols, Jeremy  
 Vehrenkamp, Dean

**Whereupon, said Resolution is hereby declared adopted on this 27<sup>th</sup> day of March 2025.**

\_\_\_\_\_  
 Tom McKee – Mayor

**ATTEST:**

\_\_\_\_\_  
 Debra Johnson – City Clerk

*City Seal*



## Memo

To: Natalie Davis, Community Development Director From: Steve Hegland, PE

Project/File: 193807229 Date: March 17, 2025

Subject: HUD Grant Agreement – City Park Improvements

---

### **Council Action Requested**

Staff are requesting the City Council approve of the attached HUD Community Project Funding Grant Agreement and authorize City Staff to execute the agreement and submit additional forms and information necessary for grant approval.

### **Background**

In 2023, the City of Corcoran was notified that they were awarded \$500 thousand by the Federal Government 's Community Funding Program to be utilized towards the City Park Remaster. This money will be utilized on the construction of the first phase of the park improvement project.

As this funding was being utilized for infrastructure projects, the money is being facilitated to the City through the U.S. Department of Housing and Urban Development (HUD). In order to receive these funds, the City must execute the attached grant agreement form which outlines the terms and requirements of the funds. This agreement is a template agreement that is utilized for all HUD grants being funded through the Community Funding Program.

In addition to the grant agreement, City Staff will be submitting additional information and forms to HUD to finalize this agreement.

### **Engineer's Recommendation**

We recommend City Council review and approve of the attached HUD Community Project Funding Grant Agreement and authorize staff to execute and submit the necessary forms and information to HUD.



**FY 2024 COMMUNITY PROJECT FUNDING  
GRANT AGREEMENT NO. B-24-CP-MN-1236**

**Grantee Name:** CITY OF CORCORAN

**Grantee Address:** 8200 County Road 116, Corcoran, MN 55340-0000

**Grantee's Unique Entity Identifier (UEI):** P43NK9KH2WL9

**Grantee's Employer Identification Number (EIN):** 410851246

**Federal Award Identification Number (FAIN):** B-24-CP-MN-1236

**Assistance Listing Number and Name:** 14.251 Economic Development Initiative, Community Project Funding, and Miscellaneous Grants

**Period of Performance/Budget Period Start Date:** 08/13/2024

**Period of Performance/Budget Period End Date:** 08/31/2032

This Grant Agreement between the U.S. Department of Housing and Urban Development (HUD) and CITY OF CORCORAN (the Grantee) is made pursuant to the authority of the Consolidated Appropriations Act, 2024 (Public Law 118-42) and the Explanatory Statement for Division L of that Act, which was printed in the Senate section of the Congressional Record on March 5, 2024 (Explanatory Statement) as deemed to be amended by the Further Consolidated Appropriations Act, 2024 (Public Laws 118-47).

In reliance upon and in consideration of the mutual representations and obligations under this Grant Agreement, HUD and the Grantee agree as follows:

**ARTICLE I. Definitions**

The definitions at 2 CFR 200.1 apply to this Grant Agreement, except where this Grant Agreement specifically states otherwise.

Budget period is defined in 2 CFR 200.1 and begins and ends on the dates specified above for the Period of Performance/Budget Period Start Date and Period of Performance/Budget Period End Date.

Period of Performance is defined in 2 CFR 200.1 and begins and ends on the dates specified above for the Period of Performance/Budget Period Start Date and Period of Performance/Budget Period End Date.

**ARTICLE II. Total Grant Amount**

Subject to the provisions of the Grant Agreement, HUD will make grant funds in the amount of \$500,000.00 available to the Grantee.

**ARTICLE III. Award-Specific Requirements**

A. Federal Award Description. The Grantee must use the Federal funds provided under this Grant Agreement (Grant Funds) to carry out the Grantee's "Project." Unless changed in accordance with Article III, section C of this Grant Agreement, the Grantee's Project shall be as

described in the Project Narrative that is approved by HUD as of the date that HUD signs this Grant Agreement. For reference, HUD will attach this approved Project Narrative as Appendix 1 to the Grant Agreement on the date that HUD signs this Grant Agreement.

B. Approved Budget. The Grantee must use the Grant Funds as provided by the Approved Budget. Unless changed in accordance with Article III, section C of this Grant Agreement, the Approved Budget shall be the line-item budget that is approved by HUD as of the date that HUD signs this Grant Agreement. For reference, HUD will attach this approved line-item budget as Appendix 2 to this Grant Agreement on the date that HUD signs this Grant Agreement.

C. Project and Budget Changes. All changes to the Grantee's Project or Approved Budget must be made in accordance with 2 CFR 200.308 and this Grant Agreement. To request HUD's approval for a change in the approved Project Narrative and/or Budget, the Grantee must submit a formal letter to HUD's Office of Economic Development - Congressional Grants Division (CGD) Director through the assigned Grant Officer in accordance with HUD's instructions for amending the Project Narrative and/or Project Budget found in the document titled "FY2024 Economic Development Initiative - Community Project Funding Grant Guide" that accompanies the Grant Agreement. The Grantee is prohibited from making project or budget changes that would conflict with the Applicable Appropriations Act Conditions described in Article III, section D of this Grant Agreement. The assigned Grant Officer for this grant is provided in the Award Letter for this grant and found on HUD's website. The CGD will notify the Grantee of whether HUD approves or disapproves of the change. Before the Grantee expends Grant Funds in accordance with any change approved by HUD or otherwise allowed by 2 CFR 200.308, the Grantee must update its grant information in HUD's Disaster Recovery Grant Reporting (DRGR) to reflect that change.

D. Applicable Appropriations Act Conditions. The conditions that apply to the Grant Funds under the Consolidated Appropriations Act, 2024, and the Explanatory Statement, as modified by the Further Consolidated Appropriations Act, 2024 or a later act, are incorporated by this reference and made part of this Grant Agreement. The Grant Funds are not subject to the Community Development Block Grants regulations at 24 CFR part 570 or Title I of the Housing and Community Development Act of 1974.

E. In accordance with 2 CFR 200.307, costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the grant. As authorized under 2 CFR 200.307, program income may be treated as an addition to the Federal award, provided that the Grantee uses that income for allowable costs under this Grant Agreement. Any program income that cannot be expended on allowable costs under this Grant Agreement must be reported and paid to HUD within 120 days after the period of performance, unless otherwise specified by an applicable Federal statute.

F. The Grantee must use the Grant Funds only for costs (including indirect costs) that meet the applicable requirements in 2 CFR part 200 (including appendices). The Grantee's indirect cost rate information is as provided in Appendix 3 to this Grant Agreement. Unless the Grantee is an Institution of Higher Education, the Grantee must immediately notify HUD upon any change in the Grantee's indirect cost rate during the Period of Performance, so that HUD can

amend the Grant Agreement to reflect the change if necessary. Consistent with 2 CFR Part 200, Appendix III (C.7), if the Grantee is an Institution of Higher Education and has a negotiated rate in effect on the date this Grant Agreement is signed by HUD, the Grantee may use only that rate for its indirect costs during the Period of Performance.

G. The Grantee must comply with any specific conditions that HUD may apply to this Grant Agreement as provided by 2 CFR 200.208. If applicable, these conditions will be listed or added as Appendix 5 to this Grant Agreement.

H. The Grantee is responsible for managing the Project and ensuring the proper use of the Grant Funds. The Grantee is also responsible for ensuring the completion of the Project, the grant closeout, and compliance with all applicable federal requirements. All subawards made with funding under this Grant Agreement are subject to the subaward requirements under 2 CFR Part 200, including 2 CFR 200.332, and other requirements provided by this Grant Agreement. The Grantee is responsible for ensuring each subrecipient complies with all requirements under this Grant Agreement, including the general federal requirements in Article IV. A subaward may be made to a for-profit entity only if HUD expressly approves that subaward and the for-profit entity is made subject to the same Federal requirements that apply to all other subrecipients, including all requirements 2 CFR part 200 provides with respect to a subaward, except the audit requirements in 2 CFR part 200, subpart F.

#### **ARTICLE IV. General Federal Requirements**

A. If the Grantee is a unit of general local government, a State, an Indian Tribe, or an Alaskan Native Village, the Grantee is the Responsible Entity (as defined in 24 CFR part 58) and agrees to assume all of the responsibilities for environmental review and decision-making and action, as specified and required in regulations issued by the Secretary pursuant to section 305(c) of the Multifamily Housing Property Disposition Reform Act of 1994 and published in 24 CFR Part 58.

B. If the Grantee is a housing authority, redevelopment agency, academic institution, hospital or other non-profit organization, the Grantee shall request the unit of general local government, Indian Tribe or Alaskan Native Village, within which the Project is located and which exercises land use responsibility, to act as Responsible Entity and assume all of the responsibilities for environmental review and decision-making and action as specified in paragraph A above, and the Grantee shall carry out all of the responsibilities of a grantee under 24 CFR Part 58.

C. After March 9, 2024, neither the Grantee nor any of its contractors, subrecipients, and other funding and development partners may undertake, or commit or expend Grant Funds or local funds for, project activities (other than for planning, management, development and administration activities), unless a contract requiring those activities was already executed on or before March 9, 2024, until one of the following occurs:

(i) the Responsible Entity has completed the environmental review procedures required by 24 CFR part 58, and HUD has approved the environmental certification and given a release of funds;

(ii) the Responsible Entity has determined and documented in its environmental review record that the activities are exempt under 24 CFR 58.34 or are categorically excluded and not subject to compliance with environmental laws under 24 CFR 58.35(b); or

(iii) HUD has performed an environmental review under 24 CFR part 50 and has notified Grantee in writing of environmental approval of the activities.

D. Following completion of the environmental review process, the Grantee shall exercise oversight, monitoring, and enforcement as necessary to assure that decisions and mitigation measures adopted through the environmental review process are carried out during project development and implementation.

E. The Grantee must comply with the generally applicable HUD and CPD requirements in 24 CFR Part 5, subpart A, including all applicable fair housing, and civil rights requirements. The Grantee must report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of the Grantee's Project, consistent with the instructions and forms provided by HUD in order to carry out its responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987 (e.g. HUD-27061).

F. The Grantee must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 CFR part 200, as may be amended from time to time. If 2 CFR part 200 is amended to replace or renumber sections of part 200 that are cited specifically in this Grant Agreement, the part 200 requirements as renumbered or replaced by the amendments will govern the obligations of HUD and the Grantee after those amendments become effective.

G. The Grantee must comply with the Award Term in Appendix A to 2 CFR Part 25 ("System for Award Management and Universal Identifier Requirements") and the Award Term in Appendix A to 2 CFR Part 170 ("Reporting Subawards and Executive Compensation"), which by this reference are incorporated into and made part of this Grant Agreement.

H. If the Total Grant Amount, as provided in Article II of this Grant Agreement, is greater than \$500,000, the Grantee must comply with the Award Term and Condition for Grantee Integrity and Performance Matters in Appendix 4 to this Grant Agreement.

I. Unless the Grantee is exempt from the Byrd Amendment as explained below, the Grantee must comply with the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR Part 87, which prohibit recipients of Federal contracts, grants, or loans from using appropriated funds for lobbying the executive or legislative branches of the Federal Government in connection with a specific contract, grant, loan, or cooperative agreement. The Grantee must sign the corresponding certification in Appendix 8 to this Grant Agreement and return it to HUD with this Grant Agreement. The Grantee must include in its award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements), the requirements for the certification required by Appendix A to 24 CFR Part 87 and for disclosure using the *Disclosure of Lobbying Activities*

(SF-LLL) form. In addition, the Grantee must obtain the executed certification required by Appendix A and an SF-LLL from all covered persons. “Person” is as defined by 24 CFR Part 87. Federally recognized Indian tribes and TDHEs established by Federally recognized Indian tribes as a result of the exercise of the tribe’s sovereign power are excluded from coverage of the Byrd Amendment. State-recognized Indian tribes and TDHEs established only under state law must comply with this requirement.

J. The Grantee must comply with drug-free workplace requirements in Subpart B of 2 CFR Part 2429, which adopts the governmentwide implementation (2 CFR Part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988, Pub. L. 100-690, Title V, Subtitle D (41 U.S.C. 701-707).

K. Unless the Grantee is a Federally recognized Tribe, the Grantee must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) as implemented by regulations at 49 CFR Part 24. The URA applies to acquisitions of real property and relocation occurring as a direct result of the acquisition, rehabilitation, or demolition of real property for Federal or Federally funded programs or projects. Real property acquisition that receives Federal financial assistance for a program or project, as defined in 49 CFR 24.2, must comply with the acquisition requirements contained in 49 CFR part 24, subpart B. Unless otherwise specified in law, the relocation requirements of the URA and its implementing regulations at 49 CFR part 24, cover any displaced person who moves from real property or moves personal property from real property as a direct result of acquisition, rehabilitation, or demolition for a program or project receiving HUD financial assistance.

L. If Grant Funds are used for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

M. The Grantee must comply with Section 3 of the Housing and Urban Development Act of 1968 (Section 3), 12 U.S.C. 1701u, and HUD’s regulations at 24 CFR part 75, as applicable, including the reporting requirements in 24 CFR 75.25. Grants made to Tribes and TDHEs are subject to Indian Preference requirements in Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)). As stated in 24 CFR 75.3(c), grants to Tribes and TDHEs are subject to Indian Preference requirements in lieu of Section 3. Grantees that are not exempt from Section 3 must submit annual reports of Section 3 accomplishment Performance Measures in DRGR in January of the calendar year. This report reflects Section 3 accomplishments for the previous calendar year.

N. The Grantee must not use any Grant Funds to support any Federal, state, or local project that seeks to use the power of eminent domain, unless eminent domain is employed only for a public use. Public use includes use of funds for mass transit, railroad, airport, seaport, or highway projects, and utility projects which benefit or serve the general public (including energy-related, communication-related, water-related, and waste water-related infrastructure), other structures designated for use by the general public or with other common-carrier or public-utility

functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfields, as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Pub. L. 107-118). Public use does not include economic development that primarily benefits private entities.

O. The Grantee must not use any Grant Funds to maintain or establish a computer network that does not block the viewing, downloading, and exchanging of pornography. This requirement does not limit the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

P. The Grantee must administer its Grant Funds in accordance with the Conflict-of-Interest requirements set forth in Appendix 6 of this Grant Agreement.

Q. The Grantee must comply with the governmentwide debarment and suspension requirements in 2 CFR part 180 as incorporated and supplemented by HUD's regulations at 2 CFR part 2424.

R. The Grantee must comply with the award term regarding trafficking in persons in Appendix 7 of this Grant Agreement.

S. The assurances and certifications the Grantee has made and submitted to HUD are incorporated by this reference and made part of this Grant Agreement.

T. Any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form. The Grantee must comply with 41 U.S.C. § 4712, which includes informing employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, an employee of the Grantee or a subrecipient—as well as a personal services contractor—who makes a protected disclosure about a Federal grant or contract cannot be discharged, demoted, or otherwise discriminated against as long as they reasonably believe the information they disclose is evidence of:

1. Gross mismanagement of a Federal contract or grant;
2. Waste of Federal funds;
3. Abuse of authority relating to a Federal contract or grant;
4. Substantial and specific danger to public health and safety; or
5. Violations of law, rule, or regulation related to a Federal contract or grant.

U. The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds

obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

#### **ARTICLE V. Drawdown Requirements**

A. The Grantee may not draw down Grant Funds until HUD has received and approved any certifications and disclosures required by 24 CFR 87.100 concerning lobbying, if applicable.

B. The Grantee must use DRGR to draw down Grant Funds and report to HUD on activities.

C. The Grantee must enter activity and budget information in DRGR that is consistent with the Grantee's Approved Project Narrative and Approved Budget as described in Article III, sections A and B of this Grant Agreement and complies with HUD's instructions for entering information in DRGR found in the document titled "Grant Award Instructions" that accompanies the Grant Agreement.

D. The Grantee must only enter activities in DRGR that are described in the Approved Budget.

E. The Grantee must expend all Grant Funds in accordance with the activity and budget information in DRGR.

F. Each drawdown of Grant Funds constitutes a representation by the Grantee that the funds will be used in accordance with this Grant Agreement.

G. The Grantee must use DRGR to track the use of program income and must report the receipt and use of program income in the reports the Grantee submits to HUD under Article VI of this Grant Agreement. The Grantee must expend program income before drawing down Grant Funds through DRGR.

H. Notwithstanding any other provision of this grant agreement, HUD will not be responsible for payment of any Grant Funds after the date Treasury closes the account in accordance with 31 U.S.C. § 1552. Because Treasury may close the account up to one week before the September 30 date specified by 31 U.S.C. § 1552, the Grantee is advised to make its final request for payment under the grant no later than September 15, 2032.

#### **ARTICLE VI. Program-Specific Reporting Requirements**

In addition to the general reporting requirements that apply under other provisions of this Agreement, the following program-specific reporting requirements apply to the Grantee:

A. The Grantee must submit a performance report in DRGR on a semi-annual basis and must include a completed Federal financial report as an attachment to each performance report in DRGR. Performance reports shall consist of a narrative of work accomplished during the reporting period. During the Period of Performance, the Grantee must submit these reports in DRGR no later than 30 calendar days after the end of the 6-month reporting period. The first of these

reporting periods begins on the first of January or June (whichever occurs first) after the date this Grant Agreement is signed by HUD.

B. The performance report must contain the information required for reporting program performance under 2 CFR 200.329(c)(2) and (d), including a comparison of actual accomplishments to the objectives of the Project as described in Article III, section A of this Grant Agreement, the reasons why established goals were not met, if appropriate, and additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

C. Financial reports must be submitted using DRGR or such future collections HUD may require and as approved by OMB and listed on the Grants.gov website (<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>).

D. The performance and financial reports will undergo review and approval by HUD. If a report submission is insufficient, HUD will reject the report in DRGR and identify the corrections the Grantee must make.

E. No drawdown of funds will be allowed through DRGR while the Grantee has an overdue performance or financial report.

F. The Grantee must report and account for all property acquired or improved with Grant Funds as provided by 2 CFR part 200 using the applicable common forms approved by OMB and provided on the Grants.gov website (<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>). This reporting obligation includes submitting status reports on real property at least annually as provided by 2 CFR 200.330, accounting for real and personal property acquired or improved with Grant Funds as part of Project Closeout, and promptly submitting requests for disposition instructions as provided by 2 CFR 200.311, 200.31, and 200.314.

## **ARTICLE VII. Project Closeout**

A. The grant will be closed out in accordance with 2 CFR part 200, as may be amended from time to time, except as otherwise specified in this Grant Agreement.

B. The Grantee must submit to HUD a written request to close out the grant no later than 30 calendar days after the Grantee has drawn down all Grant Funds and completed the Project as described in Article III, section A of this Grant Agreement. HUD will then send the Closeout Agreement and Closeout Certification to the Grantee.

C. At HUD's option, the Grantee may delay initiation of project closeout until the resolution of any findings as a result of the review of semi-annual activity reports in DRGR. If HUD exercises this option, the Grantee must promptly resolve the findings.

D. The Grantee recognizes that the closeout process may entail a review by HUD to determine compliance with the Grant Agreement by the Grantee and all participating parties. The



Grantee agrees to cooperate with any HUD review, including reasonable requests for on-site inspection of property acquired or improved with grant funds.

E. No later than 120 calendar days after the Period of Performance, Grantees shall provide to HUD the following documentation:

1. A Certification of Project Completion.
2. A Grant Closeout Agreement.
3. A final financial report giving:
  - i) the amount and types of project costs charged to the grant (that meet the allowability and allocability requirements of 2 CFR part 200, subpart E);
  - ii) a certification of the costs; and
  - iii) the amounts and sources of other project funds.
4. A final performance report providing a comparison of actual accomplishments with the objectives of the Project, the reasons for slippage if established objectives were not met and additional pertinent information including explanation of significant cost overruns.
5. A final property report, if specifically requested by HUD at the time of closeout.

#### **ARTICLE VIII. Default**

A default under this Grant Agreement shall consist of any use of Grant Funds for a purpose other than as authorized by this Grant Agreement, any noncompliance with statutory, regulatory, or other requirements applicable to the Grant Funds, any other material breach of this Grant Agreement, or any material misrepresentation in the Grantee's submissions to HUD in anticipation of this award. If the Grantee fails to comply with the terms and conditions of the Grant Agreement, HUD may adjust specific conditions of this Grant Agreement as described in 2 CFR part 200, as may be amended from time to time. If HUD determines that noncompliance cannot be remedied by imposing additional conditions, HUD may take one or more of the remedies for noncompliance described in 2 CFR part 200, as may be amended from time to time. HUD may also terminate all or a part of this award as provided by 2 CFR 200.340 and other applicable provisions of 2 CFR part 200, as may be amended from time to time. Nothing in this Grant Agreement shall be construed as creating or justifying any claim against the Federal government or the Grantee by any third party.

#### **ARTICLE IX. HUD Contact Information**

Except where this Grant Agreement specifically states otherwise, all requests, submissions,

and reports the Grantee is required to make to HUD under this Grant Agreement must be made in accordance with HUD’s grant instructions found in the document titled “FY2024 Economic Development Initiative - Community Project Funding Grant Guide” that accompanies the Grant Agreement.

**This agreement is hereby executed on behalf of the Grantee and HUD as follows:**

**GRANTEE**

CITY OF CORCORAN

(Name of Organization)

BY: \_\_\_\_\_

(Signature of Authorized Official)

\_\_\_\_\_  
(Typed Name and Title of Authorized Official)

\_\_\_\_\_  
(Date)

**HUD**

BY: \_\_\_\_\_

Brooke Bohnet,  
Associate Deputy Assistant Secretary for Economic Development

\_\_\_\_\_  
(Date)

**APPENDIX 1 – Project Narrative**

The approved narrative has been appended to the end of the grant agreement.

**APPENDIX 2 – Approved Budget**

The approved budget has been appended to the end of the grant agreement.

**APPENDIX 3 – Grantee’s Indirect Cost Rate Information**

As the duly authorized representative of the Grantee, I certify that the Grantee:

- Will not use an indirect cost rate to calculate and charge indirect costs under the grant.
- Will calculate and charge indirect costs under the grant by applying a *de minimis* rate as provided by 2 CFR 200.414(f), as may be amended from time to time.
- Will calculate and charge indirect costs under the grant using the indirect cost rate(s) listed below, and each rate listed is included in an indirect cost rate proposal developed in accordance with the applicable appendix to 2 CFR part 200 and, *if required*, was approved by the cognizant agency for indirect costs.

Agency/Dept./Major Function	Indirect cost rate	Direct Cost Base
-----------------------------	--------------------	------------------

BY: \_\_\_\_\_

(Signature of Authorized Official)

\_\_\_\_\_  
(Typed Name and Title of Authorized Official)

\_\_\_\_\_  
(Date)

Instructions for the Grantee’s Authorized Representative:

You must mark the one (and only one) checkbox above that best reflects how the Grantee’s indirect costs will be calculated and charged under the grant. Do not include indirect cost rate information for subrecipients.

The table following the third box must be completed only if that box is checked. When listing a rate in the table, enter both the percentage amount (e.g., 10%) and the type of direct cost base to be used. For example, if the direct cost base used for calculating indirect costs is Modified Total Direct Costs, then enter “MTDC” in the “Type of Direct Cost Base” column.

If using the Simplified Allocation Method for indirect costs, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

If using the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the grant, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.

If the Grantee is a government and more than one agency or department will carry out activities under the grant, enter each agency or department that will carry out activities under the grant, the indirect cost rate(s) for that agency or department, and the type of direct cost base to which each rate will be applied.

FY 2024 COMMUNITY PROJECT FUNDING  
GRANT AGREEMENT NO. B-24-CP-MN-1236

To learn more about the indirect cost requirements, see 2 CFR part 200, subpart E; Appendix III to Part 200 (for Institutions of Higher Education); Appendix IV to Part 200 (for nonprofit organizations); Appendix VII to Part 200 (for state and local governments and Indian Tribes); and Appendix IX to Part 200 (for hospitals).

**APPENDIX 4 –  
Award Term and Condition for Grantee Integrity and Performance Matters**

Reporting of Matters Related to Grantee Integrity and Performance

(a) General Reporting Requirement.

(1) If the total value of your active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the grantee must ensure the information available in the responsibility/qualification records through the System for Award Management (SAM.gov), about civil, criminal, or administrative proceedings described in paragraph (b) of this award term is current and complete. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in responsibility/qualification records in SAM.gov on or after April 15, 2011 (except past performance reviews required for Federal procurement contracts) will be publicly available.

(b) Proceedings About Which You Must Report.

(1) You must submit the required information about each proceeding that—

(i) Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

(ii) Reached its final disposition during the most recent five-year period; and

(iii) Is one of the following—

(A) A criminal proceeding that resulted in a conviction;

(B) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;

(C) An administrative proceeding that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or

(D) Any other criminal, civil, or administrative proceeding if—

(1) It could have led to an outcome described in paragraph (b)(1)(iii)(A) through (C);(2) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

(3) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

(c) Reporting Procedures.

Enter the required information in SAM.gov for each proceeding described in paragraph (b) of this award term. You do not need to submit the information a second time under grants and cooperative agreements that you received if you already provided the information in SAM.gov because you were required to do so under Federal procurement contracts that you were awarded.

(d) Reporting Frequency.

During any period of time when you are subject to the requirement in paragraph (a) of this award term, you must report proceedings information in SAM.gov for the most recent five-year period, either to report new information about a proceeding that you have not reported previously or affirm that there is no new information to report. If you have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, you must disclose semiannually any information about the criminal, civil, and administrative proceedings.

(e) Definitions.

For purposes of this award term—

Administrative proceeding means a non-judicial process that is adjudicatory in nature to make a determination of fault or liability (for example, Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with the performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

Total value of currently active grants, cooperative agreements, and procurement contracts includes the value of the Federal share already received plus any anticipated Federal share under those awards (such as continuation funding).



**APPENDIX 5 – Specific Award Conditions**  
NONE.

## **APPENDIX 6 – Conflict of Interest Requirements**

1. *Conflicts Subject to Procurement Regulations.* When procuring property or services, the grantee and its subrecipients shall comply with the applicable conflict-of-interest rules in 2 CFR 200.317 and 2 CFR 200.318(c). In all cases not governed by 2 CFR 200.317 and 2 CFR 200.318(c), the Grantee and its subrecipients must follow the requirements contained in paragraphs 2-5 below.

2. *General prohibition.* No person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee or subrecipient and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have a financial interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage, or adoption) the spouse, parent (including a stepparent), child (including a stepchild), sibling (including a stepsibling), grandparent, grandchild, and in-laws of a covered person.

3. *Exceptions.* HUD may grant an exception to the general prohibition in paragraph (ii) upon the Grantee's written request and satisfaction of the threshold requirements in paragraph (iv), if HUD determines the exception will further the Federal purpose of the award and the effective and efficient administration of the Grantee's Project, considering the cumulative effects of the factors in paragraph (v).

4. *Threshold requirements for exceptions.* HUD will consider an exception only after the Grantee has provided the following documentation:

- a. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how that disclosure was made; and
- b. An opinion of the Grantee's attorney that the interest for which the exception is sought would not violate state or local law.

5. *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the Grantee has satisfactorily met the threshold requirements in paragraph (iii), HUD will consider the cumulative effect of the following factors, where applicable:

- a. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- b. Whether an opportunity was provided for open competitive bidding or negotiation;
- c. Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception

will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

*d.* Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process regarding the assisted activity in question;

*e.* Whether the interest or benefit was present before the affected person was in a position as described in paragraph (ii);

*f.* Whether undue hardship will result either to the Grantee or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and

*g.* Any other relevant considerations.

6. *Disclosure of potential conflicts of interest.* The Grantee must disclose in writing to HUD any potential conflict of interest.

## **APPENDIX 7 – Award Term and Condition Regarding Trafficking in Persons**

The following award term and condition, which is required by 2 CFR part 175, applies as written:

(a) *Provisions applicable to a grantee that is a private entity.*

(1) Under this award, the grantee, its employees, subrecipients under this award, and sub-recipient's employees must not engage in:

(i) Severe forms of trafficking in persons;

(ii) The procurement of a commercial sex act during the period of time that this award or any subaward is in effect;

(iii) The use of forced labor in the performance of this award or any subaward; or

(iv) Acts that directly support or advance trafficking in persons, including the following acts:

(A) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;

(B) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:

(1) Exempted from the requirement to provide or pay for such return transportation by the Federal department or agency providing or entering into the grant or cooperative agreement; or

(2) The employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;

(C) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;

(D) Charging recruited employees a placement or recruitment fee; or

(E) Providing or arranging housing that fails to meet the host country's housing and safety standards.

(2) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if any private entity under this award:

(i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or

(ii) Has an employee that is determined to have violated a prohibition in paragraph (a)(1) of this this appendix through conduct that is either:

(A) Associated with the performance under this award; or

(B) Imputed to the grantee or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” as implemented by HUD at 2 CFR part 2424.

(b) *Provision applicable to a grantee other than a private entity.*

(1) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if a subrecipient that is a private entity under this award:

(i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or

(ii) Has an employee that is determined to have violated a prohibition in paragraph (a)(1) of this appendix through conduct that is either:

(A) Associated with the performance under this award; or

(B) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” as implemented by HUD at 2 CFR part 2424.

(c) *Provisions applicable to any grantee.*

(1) The grantee must inform the Federal agency and the Inspector General of the Federal agency immediately of any information you receive from any source alleging a violation of a prohibition in paragraph (a)(1) of this appendix.

(2) The Federal agency's right to unilaterally terminate this award as described in paragraphs (a)(2) or (b)(1) of this appendix:

(i) Implements the requirements of 22 U.S.C. 78, and

(ii) Is in addition to all other remedies for noncompliance that are available to the Federal agency under this award.

(3) The grantee must include the requirements of paragraph (a)(1) of this award term in any subaward it makes to a private entity.

(4) If applicable, the grantee must also comply with the compliance plan and certification requirements in 2 CFR 175.105(b).

(d) *Definitions. For purposes of this award term:*

“Employee” means either:

(1) An individual employed by the grantee or a subrecipient who is engaged in the performance of the project or program under this award; or

(2) Another person engaged in the performance of the project or program under this award and not compensated by the grantee including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing requirements.

“Private Entity” means any entity, including for-profit organizations, nonprofit organizations, institutions of higher education, and hospitals. The term does not include foreign public entities, Indian Tribes, local governments, or states as defined in 2 CFR 200.1.

The terms “severe forms of trafficking in persons,” “commercial sex act,” “sex trafficking,” “Abuse or threatened abuse of law or legal process,” “coercion,” “debt bondage,” and “involuntary servitude” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

**APPENDIX 8 – Certification Regarding Lobbying**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

BY: \_\_\_\_\_

(Signature of Authorized Official)

\_\_\_\_\_

(Typed Name and Title of Authorized Official)

\_\_\_\_\_

(Date)

**NOTE:** This certification is not required for Federally recognized Indian tribes and Tribally Designated Housing Entities (TDHEs) established by a federally recognized Indian tribe through the tribe’s sovereign power. However, this exemption does not apply to State-recognized Indian tribes and TDHEs established under State law.

**NARRATIVE**



**APPROVED BUDGET**

**SF424 – ESTIMATED FUNDING**

<b>Funding Name</b>	<b>Amount</b>
NO_VALUE	NO_VALUE

**CPF – ESTIMATED FUNDING**

<b>Funding Source</b>	<b>Estimated Funding</b>
NO_VALUE	NO_VALUE

**RESOLUTION NO. 2025-29**

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

**A RESOLUTION ACCEPTING THE DONATION FROM THE MCKEE FAMILY FOR CITY  
PARK REMASTER**

**WHEREAS**, the City of Corcoran is committed to enhancing its parks and recreational facilities for the benefit of residents and visitors; and

**WHEREAS**, the McKee family has generously offered to donate \$1,000 to the City of Corcoran to support the City Park remaster project; and

**WHEREAS**, Minnesota Statutes Section 465.03 allows local units of government to accept donations of real and personal property, provided such donations are accepted by resolution of the governing body and used for the public purpose for which they are given; and

**WHEREAS**, the City Council finds that this donation serves a public purpose and will be used to improve City Park as part of the ongoing remaster project;

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Corcoran, Minnesota, that the donation of \$1,000 from the McKee family is hereby accepted with gratitude, and the funds shall be designated for use in the City Park remaster project.

**VOTING AYE**

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

**VOTING NAY**

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

**Whereupon, said Resolution is hereby declared adopted on this 27<sup>th</sup> day of March 2025.**

\_\_\_\_\_  
**Tom McKee – Mayor**

**ATTEST:**

\_\_\_\_\_  
**Debra Johnson – City Clerk**

*City Seal*

# STAFF REPORT

# Agenda Item 7a.

<b>City Council Meeting:</b> March 27, 2025	<b>Prepared By:</b> Kendra Lindahl, AICP
<b>Topic:</b> Preliminary Plat and Site Plan for “Brockton Lane Business Park” located at 10585 CR 101 (PID 01-119-23-11-0001) (City File No. 22-044)	<b>Action Required:</b> Decision

---

**Review Deadline:** June 6, 2025

## 1. Request

Hempel Development LLC has submitted a request for approval of a preliminary plat to create two lots and three outlots from the 80.66-acre parcel at 10585 County Road 101. The plans show two buildings totaling 538,240 square feet.

Key plan application materials are attached as part of this packet; however, due to size limitations not every item is included. The complete application is available at city hall.

## 2. Planning Commission Review

The Planning Commission held a public hearing on this item on March 6, 2025. In addition to the applicant, there were two Maple Grove residents present to speak on the item and the questions were generally about light and noise. Staff noted that all lighting will be required to comply with ordinance standards and will have 90 degree cut off to limit glare. One resident made a statement that he hoped that the City adopted a “no jake brake” rule as part of the Nelson Trucking project to help manage noise from the trucks. Following the meeting, planning staff followed up with Public Safety Director Gottschalk who stated that we do not prohibit jake brakes, which are a truck safety feature, but modern trucks with compliant mufflers would not violate noise rules. Staff has no record of noise complaints related to Nelson Trucking.

Planning Commission voted 4-0 to recommend approval of the project with the conditions in the draft resolutions.

## 3. Background

The City Council reviewed PUD sketch plan on March 28, 2024 and indicated support for the project. The current plan is consistent with that concept.

The City completed an environmental assessment worksheet (EAW) for the project. On February 13, 2025, the City Council issued a finding of “no need” for an EIS, based on the review of the EAW dated November 2024.

## 4. Context

### *Zoning and Land Use*

The 80.66-acre site is guided Light Industrial in the Comprehensive Plan and zoned Light Industrial (I-1). The site is located within the Metropolitan Urban Service Area (MUSA) in phase I of the sewer staging plan. The site is also subject to the Northeast District Design Guidelines. This is the only remaining parcel of industrial land in the Northeast District.

### *Surrounding Properties*

All surrounding properties are located within the MUSA and Northeast District. The properties to the north are in the city of Rogers and are planned for residential uses and protected natural resources. Properties to the east across County Road 101 are in the city of Maple Grove and planned for low density residential. The property to the south is guided and zoned Light Industrial and developed as North Central International (formerly known as Nelson International). The property to the west is guided Mixed Use and Low Density Residential, zoned General Mixed Use and Single Family Residential 2 (RSF-2) and developed with the Stieg farm.

### *Natural Characteristics of the Site*

The wetland delineation shows a wetland on the north and two wetlands on the south portion of the site. The Natural Resources Inventory (NRI) map identifies wetlands on the south portion of the site and these are shown as medium quality wetlands on the Natural Resource Communities Quality Ranking map. The Parks and Trails map shows that same area as part of the Greenway Corridor.

## 5. Analysis

Staff has reviewed the application for consistency with Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance and City Code requirements, as well as City policies. The City Engineer's comments are incorporated into this staff report, the detailed comments are included in the attached engineering memo and the approval conditions require compliance with the memo.

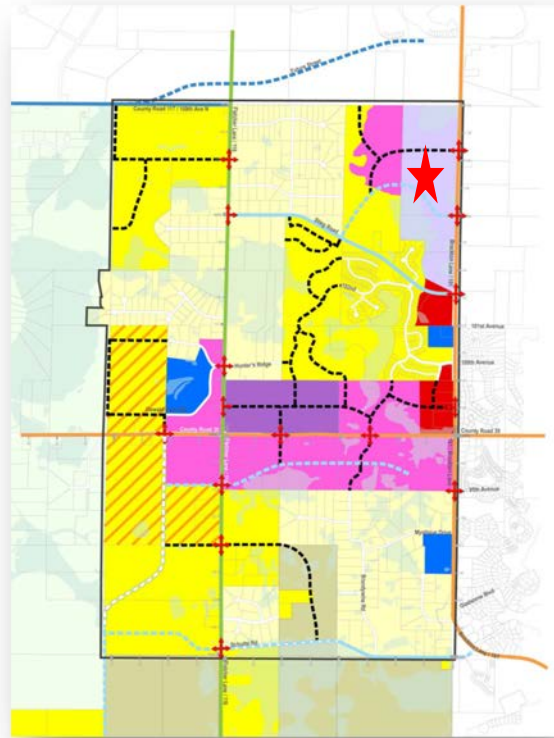


Figure 1- Northeast District Plan

## A. Level of City Discretion in Decision-Making

The City's discretion in approving a site plan amendment is limited to whether or not the plan meets the standards outlined in the Zoning Ordinance. If it meets these standards, the City must approve the site plan amendment.

The City's discretion in approving a preliminary plat is limited to whether the proposed plat meets the standards outlined in the City's Subdivision and Zoning Ordinance and the conditions of the preliminary plat approval. If it meets these standards, the City must approve the plat.

## B. Consistency with Ordinance Standards

### Site Plan

The site plan includes two buildings totaling 538,240 square feet. All uses allowed in the I-1 zoning district would be permitted in the buildings. "The purpose of the I-1, Light Industrial District is providing for the establishment of warehousing and light industrial development. The overall character of the I-1 District is intended to have a low impact manufacturing/warehouse character. Industrial uses allowed in this district shall be limited to those which can compatibly exist adjacent to both lower intensity business uses and high intensity manufacturing uses and which have limited amounts of truck traffic. Because I-1 may abut residential uses the I-1 uses are regulated in height, lot coverage, setbacks, landscaping, loading and use type so as to facilitate compatibility between these uses and residential development. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area." No tenants have been identified, but they will be reviewed as part of building permits to ensure that the uses are allowed in the district and adequate parking is provided.

The site plan orients the truck docks and trailer parking between the building to screen from adjacent properties. Stormwater ponding is planned on the perimeter of the site and intended to be coordinated with landscaping to buffer from the new public streets and adjacent properties. The outlot south of the south street and the outlot north of the north street provide a buffer from new buildings and adjacent uses.

### *Lot Standards and Building Setbacks*

The applicant indicates that the site will be developed in two phases with the eastern building in phase 1. The two building lots will be separated by north-south lot line dividing the truck court with shared access and truck parking in this area. The lots would need to comply with the I-1 district standards shown in the table below:

	Required	Proposed
Minimum lot area	1 acre	15.21 acres
Minimum lot width	100 ft.	600+ ft.
Minimum lot depth	200 ft.	600+ ft.
Setbacks		
Front, from major roadways	100 ft.	218.5 ft.
Front, from all other streets	50 ft.	61.2 ft. on the north 69.4 ft. on the south
Side	20 ft.	148.1 ft. on the west
Rear	20 ft.	180 ft.
Adjacent to residential	50 ft.	200+ ft
Maximum Principal Building Height	45 ft.	complies
Maximum impervious surface coverage**	70%	33.6%

*Buildings/Architecture*

The applicant has provided elevations and conceptual floor plans for the buildings. The buildings will have 32-foot interior clear height, but building exterior height is not dimensioned on the plans. Final architectural details and building dimensions must be provided with the final plat application. Building design complies with Section 1060.050, Subd. 1(C) which provides standards for buildings in non-residential zoning districts.

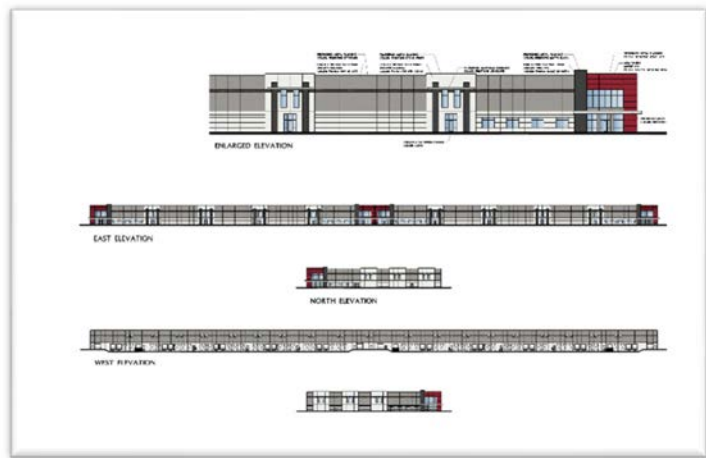


Figure 2 - building elevations

The applicant appears to comply with the Northeast District standards, which says that large uninterrupted building elevations are not permitted. No wall may have an uninterrupted length exceeding 80 feet without including at least two of the following: changes in plane; changes in color, texture, materials or masonry pattern; windows; or an equivalent element that breaks up the elevation. Smooth finish concrete panels are a class I material permitted in the I-1 district. The applicant must revise the plans to dimension distance between the vertical elements that serve to break up the building face. This has been included as a condition of approval.

The plans must be updated to show trash/recycling locations and mechanical equipment to ensure compliance with ordinance standards.

## *Parking and Drive Aisles*

Section 1060 of the Zoning Ordinance establishes the minimum number of parking spaces required based on the gross sq. ft. of floor area for each land use. The plans show 393 passenger parking stalls and 138 trailer stalls. The uses are currently undefined, but this would appear to meet the parking requirements for a warehouse/distribution center with limited office space. The final parking calculation would be determined with the final plat and confirmed with building permit.

Section 1060.060 requires that parking and drive aisles be setback 100 feet from County Road 116 and County Road 30, 50 feet from new public streets and 10 feet from the side and rear property lines. The site plan shows compliance with the setback standards. The trailer parking spaces are located in the truck court and would be screened from the new public street by an 8-foot berm.

The NE district has higher standards than other districts and requires:

*Parking lot design shall include provisions for cross easements and stubbed access drives to the property line for the use of adjacent properties so that residents and customers do not need to return to the public street system to access adjacent developments. Parking facilities on separate lots in a development with a common lot line separating two or more parking lot areas are not required to comply with the parking/drive aisle setback from the common lot line. Sites utilizing the zero-foot setback shall be limited to 60% impervious surface for the site.*

The plans comply as noted earlier in the staff report.

Additionally, the Northeast district requires:

*Parking bays shall have landscape islands at each end of the parking bay and bays in excess of 15 spaces in length shall be divided by intermediate islands. Trees shall be located in the islands to shade the parking lot to reduce the heat island effect. These end landscape islands shall provide at least 360 square feet of area for planting trees, shrubs and/or groundcovers. Intermediate landscape islands shall provide at least 180 square feet of planting area. Parcels zoned I-1 and developed with large truck/trailer parking areas shall be exempt from the intermediate landscape island requirement for the dedicated truck/trailer parking bays but must provide landscaped islands at end of the parking bays. The green space and trees that would have been included in the intermediate landscape islands shall be provided in the end landscape islands or as additional green space outside of the required setbacks.*

The plans appear to comply with these standards, but the plans must be updated to clearly show the additional trees on the landscape plan and landscape calculations.

There is an 8-foot landscaped berm screening the truck bays and a 3-foot berm adjacent to the parking areas.

### *Landscaping*

The Northeast District Guidelines recommend site layout and landscaping be designed to work with the existing topography of the area, wooded areas, wetlands and natural viewsheds and corridors. Landscaping in the Northeast District must be selected from a list of approved landscape materials and wood chip not rock mulch is required. The applicant's plans generally comply, but some revisions are required.

The site is subject to the landscape standards in Section 1060.070 which requires the following:

- One overstory tree per 1,000 sq. ft. of gross building floor area or one tree per 50 lineal ft. of site perimeter, whichever is greater.
- One understory shrub for each 300 sq. ft. of building or one tree per 30 lineal ft. of site perimeter, whichever is greater.
- The planting screen shall consist of hardy trees that will provide a minimum of 80% opacity year-round. Planting screens shall contain a mix of overstory and understory planting and a mix of deciduous and coniferous materials.

The proposed plans show 538,240 square feet of building area which would require 538 overstory trees and 1,794 shrubs, based on the gross building floor area for the development. The landscape plan assumed only 500,000 square feet of building and showed compliance with that requirement. The landscape plan must be updated to meet minimum requirements.

Section 1060.060 requires that parking areas with four or more stalls shall be screened from properties zoned residential and from public streets. Screening to a height of at least three ft. shall be provided to screen vehicle headlights. The site plan shows compliance.

Section 1060.060, Subd. 3(B.9) of the Zoning Ordinance prohibit off-street loading areas within 300 ft. of residentially zoned or guided property unless they are screened by an intervening building. Loading areas not requiring screening by an intervening building shall be screened from adjacent residentially zoned or guided property by the use of berms, fences, or walls to provide 100% opacity to a height of at least 10 ft. The plans show compliance with these requirements.

The Northeast District guidelines take these standards a step further and require Loading docks or overhead doors shall be oriented away from County Roads or residential property wherever reasonable, as determined by the City. If not reasonable and the loading docks or overhead doors are visible from County Roads or residential property, they shall be screened to 80% opacity year-round consistent with Section 1060.070 Subd. 2(J) of the City Code.



The plans show the buildings more than 300 feet from the residential property to the west and the loading areas are fully screened from the east and west by the building. An 8-foot landscape berm is provided north and south of the loading area to provide screening. This plan complies with both the Section 1060 and Northeast District requirements.

### *Buffer Yard*

In addition to the landscaping requirements noted above, Section 1060.070, Subd. 2.J.1 requires buffer yards to be provided in perpetuity. Easements shall be required over the buffer yard to protect in perpetuity. The code requires the developer to provide a Buffer Yard D on in the southeast corner (shown by the red circle in Figure 2) because the adjacent is zoned RSF-2. However, the code allows the Council to waive the buffer requirement when there are existing topographical features on vacant lands such as hills and swales. Existing topographical features on vacant lands such as hills and swales.

- Council has the discretion to waive the buffer requirement in the southeast corner. Staff believes that retaining the natural areas adjacent to the wetland meets the intent of the buffer requirement. This waiver has been included in the site plan resolution.



Figure 3 Buffer Yard

### *Parks and Trails*

Under the current ordinance, park dedication of land is required at 4% of the net pre-development area for Commercial and Industrial land or market equivalent in cash. The City fee schedule was developed using average market values, resulting in a commercial/industrial park fee of \$5,866 per net acre. The applicant must provide the pre-development net acreage of the site to determine park dedication as part of the final plat application.



Figure 4-Diamond Lake Regional Trail

The Parks and Trails Plan map from the Comprehensive Plan identifies a proposed off-road trail along the length of the west property line. However, since the comprehensive plan was completed, the Three Rivers Park District Diamond Lake Regional Trail alignment has been modified. The image on the left shows that the regional trail would be located on the property next door. Three Rivers Park District affirmed that the trail is on the adjacent property. This applicant will provide a trail on the north side of the new public street on the north. The trail will be planned to connect to the regional trail to the west when that property develops. No off-road trail is required for this site.

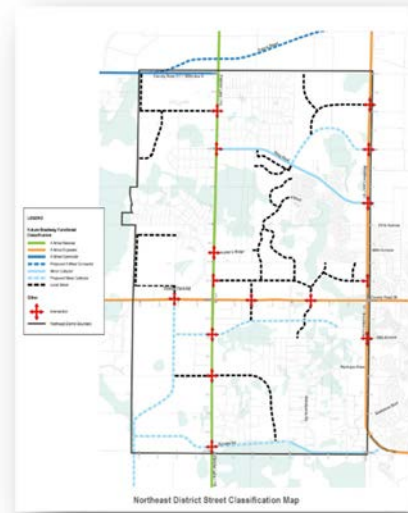
An on-road trail is planned on County Road 101 and on the future County Road 117 extension to the north in Rogers.

Additionally, the Northeast district plan requires a sidewalk on side and a trail on the other side of the collector street (the south street) and sidewalks on both sides of the local street (the north street). The plans show an 8-foot wide trail on the north side of both streets (with a 12'7" boulevard to separate the trail from the street) but no sidewalk. Sidewalks shall be provided on the south side of both streets. The sidewalks in front of the buildings must be extended to provide pedestrian connections to the sidewalk/trail on the two public streets. Staff notes that those streets both abut outlots not planned for development but the option for pedestrian routes on both sides of the new streets provides more options for connection when the property to the west is developed.

### *Access/Streets*

The Northeast District was developed in conjunction with and using funds from Hennepin County. The location of the accesses onto County roads was conceptually approved by Hennepin County as part of that plan. Plans have been sent to Hennepin County but no formal development comments on the preliminary plat have been received.

The site plan is consistent with the street plan in the Northeast District. The plan shows extension of the public street at the Nelson International access as planned with that project and a new public street on the north side of the project as planned. This road location allows the developer to avoid the northern wetland and comply with County spacing guidelines.



*Figure 5 - NE district street plan*

We anticipate that turn lanes will be required to be constructed on County Road 101 for the northern access. The feasibility study shows a potential future signal at the north connection to CR 101 and a signal is anticipated. The developer will be responsible for their portion of the signal. This will be addressed as part of the development contract with the final plat.

The plans show an 80-foot right-of-way for the south road and a 66 ft. right-of-way for north road. This is consistent with the Northeast District standards.

The attached engineer's memo provides additional comments on this plan. A feasibility study was completed as part of the EAW. The applicant is required to comply with all of those conditions.

The construction of the north public street is near the wetland and floodplain necessitating a large retaining wall on the north side of the street. The wall tapers down

from a maximum height of 15 feet. The wall will be very visible as one drives south on CR 101/Brockton Lane into Corcoran. The wall must be designed to minimize conflicts with the utilities in the right-of-way and minimize long term maintenance costs. Staff has included a condition requiring the applicant to provide a decorative wall design meeting these requirements for review and approval prior to final plat.

### *Utilities*

The site is located within the MUSA boundary and will be served by sewer and water. The applicant will be responsible for extending utilities to serve the site in compliance with the conditions in the engineer's memo.

The NE water study identified a potential well location on this property. The plans show the location in Outlot B. The applicant shall work with City staff to confirm the final location. The well site shall be dedicated to the City as well as an access to the future site.

### *Stormwater*

As part of the development review plan, the applicant would be required to comply with state, watershed and local stormwater standards.

The Northeast District guidelines describe a mix of ponds, fountains and other water elements providing focal amenities should be employed within a framework of an environmentally responsible and visually pleasing strategy to manage stormwater.

The stormwater management plan shall be revised as noted in the engineer's memo to comply with the City of Corcoran and watershed standards.

There is FEMA floodplain in the north portion of the site. The watershed completed floodplain modeling to establish the elevation. Some floodplain impact is proposed and must be approved by ECWMC and the City.

### *Wetlands*

A wetland delineation has been completed. The plans show 0.38 acres of impact to the wetlands on site. The applicant must receive approval for the wetland impact plan. Additionally, wetland buffers, wetland buffer setbacks and wetland buffer signs must be clearly shown on all plan sheets as required by Section 1050 of the Zoning Ordinance. The applicant must submit a wetland buffer plan for establishment and maintenance of the new wetland buffer plantings.

## *Public Safety*

Public Safety Committee reviewed the plans and recommended several conditions that have been included in the draft site plan resolution regarding access.

## *Resiliency*

In addition to the items previously discussed, the Northeast District requires all new developments to include at least three resiliency options.

The applicant will meet these requirements with:

1. **Landscape with Native Species.** The proposed landscape plan has been designed in accordance with the district guidelines, and more than 50% of the plantings used are native plant communities as identified in the landscaping tables. The guidelines (and city detail plates) require hardwood mulch not rock mulch as shown on the plans.
2. **Bioretention Systems.** As a part of the project's Stormwater Management Plan and Elm Creek Watershed District compliance, several different BMPs have been included in the project design to promote the infiltration of stormwater runoff and improvement of water quality. The project includes two primary BMPs to satisfy the stormwater management requirements, including a large biofiltration basin located in the southeast corner of the property and an infiltration basin in the NE corner of the development. In addition to these basins, two long bioretention swales are proposed along the east and west sides of the property to collect runoff from the parking areas and convey it to the larger BMPs. These bioretention swales are shallow landscaped depressions and are being proposed in lieu of a traditional underground storm sewer network. They will provide opportunities for water to both infiltrate into the native soils and be utilized by the native plantings present in the swales through absorption. This plan must be reviewed and approved by the City and ECWMC to ensure that these bioretention systems are viable on this site. If not, an alternative resiliency option must be provided.
3. **Electric Vehicle Charging.** The project will provide Level 2 Electric Vehicle chargers near the main entrance at both buildings; 4 spaces (served by 2 charging stations) are provided at the East building, and 2 spaces (served by one charging station) are provided at the West building. The locations are indicated on sheets C402 and C404. As a non-residential land use, the project is required to provide 1% of available parking spaces with access to a level 2 charger, and at least 1 space adjacent to an accessible parking space. The proposed site requires a minimum of 5 EV parking spaces. The proposed project exceeds the requirement by providing 6 spaces, including 2 adjacent to accessible parking spaces.

## Preliminary Plat

The preliminary plat is for approval of two lots and five outlots. The developer will dedicate 6.54-acres for local and county streets.

The applicant has indicated this project will be constructed in two phases with the building on Lot 1 being completed in 2026 and the building on Lot in 2027 depending on market conditions.

## Summary

The proposal is consistent with the uses and development standards in the I-1 district. If approved by Council, the next step would be application for Final Plat (and Development Contract) Approval.

### **6. Recommendation**

Move to adopt the following as recommended by the Planning Commission:

- a. Resolution 2025-27 approving preliminary plat
- b. Resolution 2025-28 approving site plan

### **Attachments**

1. Resolution 2025-27 Approving Preliminary Plat
2. Resolution 2025-28 Approving Site Plan
3. Site Location Map
4. City Engineer Memo dated February 26, 2025
5. City Engineer Stormwater Memo dated February 25, 2025
6. Public Safety Memo dated February 5, 2025
7. Civil and Landscape Plans dated February 5, 2027
8. Narratives received February 5, 2025
9. Lighting Plan dated February 4, 2025
10. Architectural Plans received December 17, 2024
11. Perspective View rendering dated February 5, 2025
12. Land Use Plan
13. NE district Map
14. Parks and Trails Plan Map

**RESOLUTION NO. 2025-27**

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

**A RESOLUTION APPROVING PRELIMINARY PLAT FOR “BROCKTON LANE BUSINESS PARK” LOCATED AT 10585 CR 101 (PID 01-119-23-11-0001) (CITY FILE NO. 22-044)**

**WHEREAS**, Hempel Development LLC (the “applicant”) has requested approval of “Brockton Lane Business Park” an industrial subdivision on property legal described as follows:

*See Attachment A*

**WHEREAS**, the Planning Commission has reviewed the plan at a duly called Public Hearing, and;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CORCORAN, MINNESOTA**, that the Corcoran City Council hereby approves the request for preliminary plat, subject to the following conditions:

1. A preliminary plat is approved to create two lots and three outlots for “Brockton Lane Business Park,” in accordance with the plans and application materials submitted on December 17, 2024 and additional materials received by the City on February 6, 2025, except as amended by this resolution.
2. Approval is contingent upon City Council approval of the site plan for “Brockton Lane Business Park.” The applicant shall comply with all conditions of the site plan approval (Resolution 2025-28).
3. All conditions of the preliminary plat and site plan approval must be addressed prior to submitting the final plat application.
4. Park dedication is due prior to release of the final plat for recording and shall be satisfied by cash-in-lieu of land for the industrial park.
  - a. Park dedication shall be subject to park dedication fees in place when the final plat is approved.
  - b. The City has established park dedication fees based on the adopted 2040 Comprehensive Plan.
  - c. The applicant’s tenants will benefit from the public trail and access to the City park facilities, including the community park located in the Bellwether neighborhood the south.
5. Easements must be provided to the City for any portion of the trail or sidewalk that extend beyond the public right-of-way.
6. The applicant must provide a public sidewalk on of the new public streets (opposite the trail).
7. The sidewalks in front of the buildings must be extended to connect to the public trail or sidewalk on the adjacent public streets.

**RESOLUTION NO. 2025-27**

8. The plans must be revised to show wetlands, wetland buffers, wetland buffer setbacks and wetland buffer signage in compliance with Section 1050 of the City Code.
9. All permanent wetland buffer monument signs must be erected along the wetland buffer line as required by Section 1050.010, Subd. 7 of the Zoning Ordinance.
  - a. Wetland signs must be purchased from the City.
  - b. Wetland signs must be installed on treated 4x4 wooden posts.
  - c. Wetland buffer signs must be installed prior to issuance of building permits.
  - d. The installation of the wetland monument buffer signs according the approved plan must be certified by a registered land surveyor.
  - e. Wetland buffers must be planted and inspected by the City prior to issuance of building permits.
  - f. Where buffer areas are not vegetated or have been disturbed within the last 10 years, such buffer areas shall be replanted and maintained according to the standards in Section 1050.010 Subd. 8(C) of the Zoning Ordinance.
    - i. If existing wetland buffers are proposed to remain, the City's wetland buffer specialist must inspect and confirm existing buffers are undisturbed and in an acceptable condition prior to submitting the final plat application (if applicant proposing to maintain existing wetland buffers).
  - g. Wetland buffers, plantings, seeding areas and monument signs shall be shown on the landscape plan.
10. Drainage and utility easements must be provided over all wetlands, wetland buffers and ponds.
11. Drainage and utility easements shall be provided along the perimeter of all lots in accordance with City standards.
12. The applicant must provide retaining wall details for review and approval by the City.
  - a. The retaining wall on the north side of the project is 15 feet tall and must be designed to minimize conflicts with the utilities in the right-of-way and minimize long term maintenance costs.
  - b. Due to the size and visibility of this wall, the applicant shall provide a decorative wall finish for review and approval prior to final plat.
  - c. A decorative safety fence must be provided at the top of the wall. The design shall be reviewed and approved by the City.
13. The plat is subject to review and approval by Hennepin County. The applicant is required to secure all permits and approvals from the County and comply with right-of-way dedication requirements.
14. The preliminary plat shows a future well site on Outlot B for dedication to the City. The location must be finalized with City staff along with an access route. The parcel shall be deeded to the City. Prior to the official transfer of land to the City, the developer shall undertake the necessary grading and seeding activities to ensure the site is stabilized, free of debris, and landscape seeding is adequately established.
15. The applicant must enter into a stormwater maintenance agreement prior to release of final plat.

**RESOLUTION NO. 2025-27**

16. Approval shall expire within one year of the date of approval unless the applicant has filed a complete application for approval of the final plat.

**VOTING AYE**

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

**VOTING NAY**

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 27<sup>th</sup> day of March 2025.

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

**ATTEST:**

\_\_\_\_\_  
Debra Johnson – City Clerk

*City Seal*



**RESOLUTION NO. 2025-27  
Attachment A**

The East Half of the Northeast Quarter of Section 1, Township 119 North, Range 23 West of the 5<sup>th</sup> Principal Meridian, Hennepin County, Minnesota

Abstract Property

**RESOLUTION NO. 2025-28**

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

**A RESOLUTION APPROVING A SITE PLAN FOR “BROCKTON LANE BUSINESS PARK”  
LOCATED AT 10585 CR 101 (PID 01-119-23-11-0001) (CITY FILE NO. 22-044)**

**WHEREAS**, Hempel Development LLC (the “applicant”) has requested site plan approval for development of two lots in “Brockton Lane Business Park” on property legal described as follows:

*See Attachment A*

**WHEREAS**, the Planning Commission has reviewed the plan at a duly called public meeting, and;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CORCORAN, MINNESOTA**, that the Corcoran City Council hereby approves the request for site plan, subject to the following conditions:

1. A site plan is approved for “Brockton Lane Business Park,” in accordance with the plans and application materials submitted on December 17, 2024 and additional materials received by the City on February 6, 2025, except as amended by this resolution.
2. The development must comply with I-1 district standards.
3. Approval is contingent upon City Council approval of the requested preliminary plat (Resolution 2025-27).
4. The applicant shall comply with all requirements of the Public Safety committee memo dated February 5, 2025.
5. The applicant shall comply with all requirements of the City Engineer’s memo, dated February 26, 2025.
6. The applicant shall comply with all requirements of the City Engineer’s stormwater memo, dated February 25, 2025.
7. The applicant shall comply with all requirements of the February 13, 2025 EAW Record of Decision.
8. The site plan is subject to review and approval by Hennepin County. The applicant is required to secure all permits and approvals from the County.
9. The site plan is subject to review and approval by Elm Creek Watershed Management Commission (ECWMC). The applicant is required to secure all permits and approvals from the ECWMC.
10. The feasibility study was completed as part of the EAW. The applicant must provide the improvements identified in the study.

**RESOLUTION NO. 2025-28**

11. Plans must be revised to show the location of all rooftop and ground mounted mechanical equipment. Plans must show compliance with Section 1060.030 and Appendix C of the Zoning Ordinance.
12. Plans must be revised to show details for the trash enclosures to ensure compliance with Section 1060.020 and Appendix C of the Zoning Ordinance. The trash enclosures must be clearly shown on the site plans.
13. Building plans must be revised to show dimensions on the building recesses and canopies to ensure that articulation is appropriate to the mass of the building and provides visual relief. The applicant must revise the plans to dimension the distance between the vertical elements that serve to break up the building face as required by Appendix C of the Zoning Ordinance.
14. The lighting plan must comply with the standards in Section 1060 of the Zoning Ordinance.
15. The landscape plan must be revised to comply with the ordinance standards for number of trees for the 538,240 square feet of building.
16. The landscape plan must be revised to comply with the Northeast District standards.
  - a. Rock mulch must be replaced with wood chip mulch.
  - b. Ground cover and trees must be selected from the list in the standards (Appendix C).
17. The shared truck bay along the common lot line is approved as allowed by Appendix C.
  - a. The applicant must update the landscape plan to show that the trees that would have been required in the truck bay landscape islands have been provided in the end cap islands or elsewhere on site as required by Appendix C.
  - b. The applicant shall provide cross access and maintenance agreements for the shared spaces. These documents must be recorded with the final plat.
18. The applicant shall provide an additional plan sheet showing the planned grading, utilities and landscaping on a single sheet to ensure no conflicts.
19. A sign permit is required for any signage. All signage must comply with Chapter 84 of the City Code.
20. The association or building owner is responsible for ensuring sidewalks in the development area are shoveled and maintained.
21. The association or building owner is responsible for the maintenance of all outlots and common areas.
22. All utility facilities shall be located underground.

**RESOLUTION NO. 2025-28**

23. The development shall comply with the City's requirements regarding fire access, fire protection and fire flow calculations, the location of fire hydrants, fire department connections and fire lane signage.
24. Parking shall be reviewed with building permit and must comply with ordinance standards for the proposed use.
25. The applicant's plan provides native landscaping, bioretention systems and electric vehicle charging stations to meet the three required resiliency standards in Appendix C of the Zoning Ordinance. If the bioretention systems are not deemed viable on this site by the City or ECWMC, the applicant shall be required to provide another resiliency option prior to final plat approval.
26. The DNR wetland, the existing landscaping and the proposed landscaping shown on the site plan provide a buffer from the residential property to the south/southwest which is located more than 1,000 feet from the new public street. This meets the intent of the buffer requirements in Section 1060.070, Subd. 2.J.1 and no additional buffering is required. A waiver is granted as allowed by this section.
27. Snow storage areas must be clearly shown on the plans.
28. The chloride management plan must be implemented in accordance with the submitted salt management plan but must be updated to include a snow storage plan that piles snow in area that will minimize freeze/thaw across parking areas that would result in unnecessary application of the Ice Melt product.
29. Facilities and equipment shall be removed within six months of becoming unnecessary or obsolete.
30. If trees marked for preservation are removed during construction, the applicant shall be required to provide an equivalent caliper inch replacement for the lost trees.

**FURTHER**, that the following conditions must be met prior to issuance of building permits:

31. Record the approving resolution and associated documents at Hennepin County and provide proof of recording to the City.
32. The applicant shall submit any and all necessary permits to the watershed and receive approval and provide proof of permits to the City.

**FURTHER**, that the following conditions must be met prior to release of remaining escrow:

33. Any request for the City to inspect the required landscaping in order to reduce financial guarantees must be accompanied by recertification/verification of field inspection by the project Landscape Architect. A letter signed by the project Landscape Architect verifying plantings (including wetland and pond buffers) have been correctly installed in compliance with the plans and specifications will suffice.

**RESOLUTION NO. 2025-28**

34. Approval shall expire within one year of the date of approval unless the applicant commences the authorized use and completes the required improvements.

**VOTING AYE**

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

**VOTING NAY**

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 27<sup>th</sup> day of March 2025.

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

**ATTEST:**

\_\_\_\_\_  
Debra Johnson – City Clerk

*City Seal*

**RESOLUTION NO. 2025-28**

**Attachment A**

The East Half of the Northeast Quarter of Section 1, Township 119 North, Range 23 West of the 5<sup>th</sup> Principal Meridian, Hennepin County, Minnesota

Abstract Property



# Hennepin County Property Map

Date: 2/27/2025



PARCEL ID: 0111923110001

OWNER NAME: Lakeview Development Co Llc

PARCEL ADDRESS: 10585 Co Rd No 101, Corcoran MN 55374

PARCEL AREA: 78.85 acres, 3,434,844 sq ft

A-T-B: Abstract

SALE PRICE: \$1,750,000

SALE DATE: 02/2021

SALE CODE: Excluded From Ratio Studies

ASSESSED 2023, PAYABLE 2024

PROPERTY TYPE: Farm

HOMESTEAD: Non-Homestead

MARKET VALUE: \$2,269,800

TAX TOTAL: \$23,135.36

ASSESSED 2024, PAYABLE 2025

PROPERTY TYPE: Farm

HOMESTEAD: Non-Homestead

MARKET VALUE: \$2,269,800

## Comments:

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.

COPYRIGHT © HENNEPIN COUNTY 2025

---

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

Project: Preliminary Plat Review Brockton Lane Business Park      Date: February 26, 2025

---

**Exhibits:**

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

1. 2025-0205 Brockton Lane Business Park dated December 17, 2024.

**Comments:**General:

1. Consistent with the review process, a comment response letter shall be provided in which the applicant provides a written response to each of the items below.
2. In addition to engineering comments, the proposed plans are subject planning, zoning, and land-use requirements, and shall meet other applicable codes of the City of Corcoran, NPDES, ECWMC, Hennepin County, etc.
3. Final approval by the Elm Creek Watershed Management Commission must be attained before any site grading or activity may commence.
4. An encroachment agreement shall be required for all site improvements or items placed within the City ROW or easements.
5. An infrastructure feasibility study was completed to identify infrastructure improvements necessary to support this development. The development shall be responsible to provide the improvements as outlined in the feasibility study.

Plat:

1. The applicant shall have all drainage and utility easements provided and shown and all platting requirements met per the City Code. Drainage and utility easements (5' – 10') shall be provided along property lines, as standard per City requirements.
2. Any existing easements should be provided to the City for review. Vacation of existing easements currently in place requires a separate City process and should be identified in the project schedule.
3. Final ROW dedication along County Road 101 shall be reviewed and approved by Hennepin County.
4. Entirety of all outlots shall be covered by a drainage and utility easement.
5. Utility easements shall be provided over all public sanitary sewer and watermain utilities located outside of the ROW.
6. Easements should be provided over all infrastructure used for the maintenance, conveyance and treatment of stormwater.
7. Show 100 yr. HWL in all applicable locations and encompass 100 yr. HWL in D&U easement.
8. If northern bituminous trail is to be outside ROW, specific trail easement shall be required.



February 26, 2025

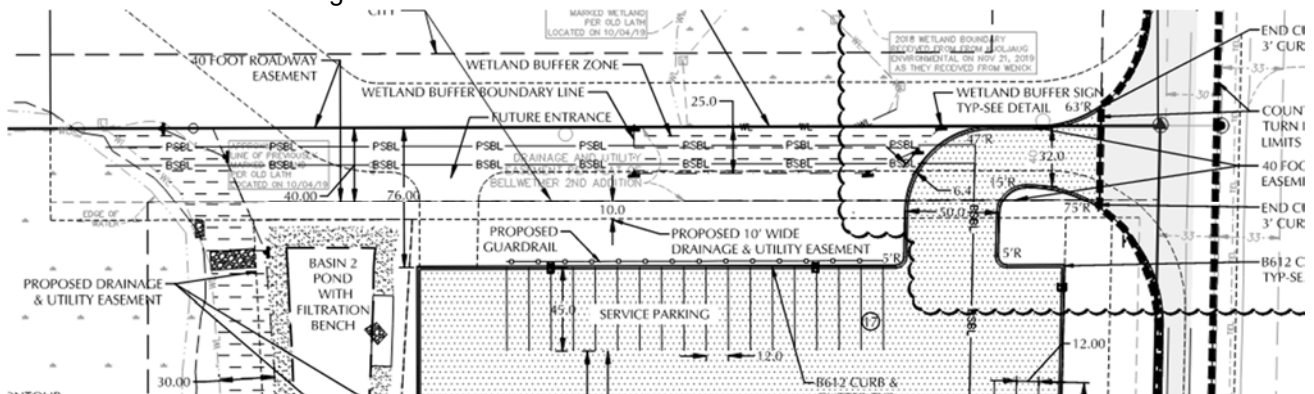
Brockton Lane Business Park  
Kevin Mattson, City Engineer/Public Works Director  
Page 2 of 5

## Erosion Control/SWPPP

1. Preparation of and compliance with a SWPPP shall be required for construction.

## Transportation

1. The location of the northern access point shall be reviewed and approved by Hennepin County. It is anticipated that turn lanes will need to be constructed along County State Aid Highway (CSAH)101 at that location. The turn lanes into the project site are anticipated to be a City-led project. If so, the developer shall establish an escrow prior to the turn lanes being designed and publicly bid.
2. All pedestrian ramps shall be ADA compliant and at time of final plat detailed designs shall be provided for all ped ramps showing landings and elevations in compliance with those requirements.
3. Entrance to Nelson Trucking to be moved to the future entrance location to the west:



4. Incorporate street profiles in final plat plan set.
5. At access points to county road, coordinate with City Engineer on transition to align with turn lane plans.
6. Trail termination at County Road should be reviewed by Hennepin County and incorporated into plan set.
7. Plans should be adjusted to note pavement sections for City Streets to match City Details and should not be referred to as standard pavement sections as that term is used for private parking lot and access drives.
8. Include a Corcoran detail for bituminous trail including root barrier.
9. Heavy duty concrete apron not required at intersection of public streets and county road.
10. The northern access road shall accommodate both an eastbound right and left turn lane for access onto County Road 101.

## Site Plans

1. The existing and proposed drainage and utility easements shown shall be clearly labeled on all plan drawings. The wetland buffer zones shall also be clearly identified and labeled.
2. It is anticipated that street lighting will be required along both public roads. Street lighting locations shall be reviewed by public safety and final lighting locations shall be determined at the time of permitting.
3. A fence shall be provided at the top of the retaining walls adjacent to public ROW. The design of the fence shall be reviewed and approved by the City.

February 26, 2025

Brockton Lane Business Park

Kevin Mattson, City Engineer/Public Works Director

Page 3 of 5

4. Include street and no parking signage on site plan or provide separate signage plan.
5. 12' wide pond access routes shall be provided for all storm sewer infrastructure. Pond access routes shall be clearly identified on the plans and clear of any obstructions.
6. Ensure that the retaining wall adjacent to the southern road is outside of ROW. Retaining wall appears to be very short. This should be reviewed and wall removed unless necessary for the design.

#### Grading /Stormwater

1. The location of the southern infiltration feature is directly adjacent and well below the wetland onsite and near the DNR regulated wetland located southwest of the project area. Provide calculations, including but not limited to pre and post construction runoff rate and volume information to wetlands 2 and 5. Applicant will be required to confirm that filtration basin does not create indirect impacts to wetlands or wetland impact permitting will be necessary.
2. Routing of storm sewer adjacent to wetlands is anticipated to need temporary impact permitting due to proximity.
3. Raise the profile of Astrid Avenue to that road subgrade is not below adjacent wetland.
4. Filtration basin grading shall include 10' maintenance bench with a grade less than or equal to 10:1. Slopes outside of maintenance bench shall be 4:1 or flatter. 3:1 slopes are permitted downslope of the maintenance bench. Reference Corcoran detail STO-19A.
5. Berm slopes that are to be maintained shall be 4:1 or flatter. Adjust slopes within the site plan to maintain these maintainable slopes.
6. Slopes to the west of the drainage feature near the west property boundary to be 4:1 or flatter.
7. Typically rip rap is not required for county culverts within the ROW.
8. Any storm sewer which is to convey public run off shall use RCP.
9. Show EOF location for south filtration basin.
10. Adjust EOF for the north stormwater basin to be higher than the HWL.
11. Profiles shall be provided for all storm sewer pipes and structures for review at the time of final plat.
12. 4' Diameter First Defense shall not be in public storm sewer or in the 60" storm drain.
13. STMH 246, CBMH 303, 408, 501, 503, 507, 509, 511 to include 4' sump.
14. The wetland buffer signage shall be clearly identified and labeled.
15. Sumps will be required in all storm structures with drops in of 18" or greater as well as the last accessible structures prior to stormwater basins.
16. Rational calculations shall be provided to confirm all pipe sizes and inlet capacity at the time of final plat.
17. Label clearly on plans EOF's for all areas where water will be collected including all low areas in roadways and greenspaces.
18. All drainage swales shall maintain a minimum of 2% slope and all slopes should be 4:1 or flatter unless approved by the city engineer.
19. All walls higher than 4' shall be designed by a certified engineer and the design and certification of those walls shall be provided to the city.
20. If not otherwise provided on grading plans, the Construction Plans shall identify if any existing vegetation is planned to be utilized with the buffer so they can be reviewed by the City for approval.
  - o It is assumed that all wetland buffers will be established with this phase.
  - o A buffer establishment plan shall be provided noting the details on how and when the buffer will be planted as well as a plan and schedule for the maintenance to ensure they are

properly established. The establishment plan shall identify specific seed mixes with the type and rates at which the mixes shall be applied.

21. Street/parking lot drain tile shall be shown on storm sewer sheets at time of final plat. All street drain tile (road subdrain) shall be PVC SCH. 40.
22. Provide storm sewer schedule/structure table with structure type and casting for final plat.
23. Elevations for the bottom of the northern retaining wall shall be above the floodplain elevation. A 10' plateau shall be provided at foot of wall to ensure structural competency.
24. Show existing contour labels adjacent to floodplain mitigation grading area to confirm that grading ties in.

### Watermain/Sanitary Sewer

1. Plan and profiles for all utilities shall be provided at the time of final plat submittals.
2. Valve locations to be reviewed at time of final plat. Generally, valves shall be located at all intersection as one less valve than the number of legs. Valves should typically be located out from the end radius points unless specific circumstances don't allow.
3. The 12" watermain west of the main truck access can be 8" unless oversizing is necessary to support the development.
4. With no known user, sewer and water demands are anticipated to be in line with the land use designations and associated demands outlined in the comprehensive plan. The development shall be responsible for any infrastructure improvements necessary to support the final water and sewer demands.
5. All valves 12" in size shall be butterfly valves.
6. Hydrant spacing to be reviewed by public safety at time of final plat.
7. Trunk sanitary sewer to the north of the site shall be installed in the ROW/Roadway. Current location is through the existing trees and not accessible for maintenance.
8. Include call-out referencing Corcoran standard detail for watermain stubs were applicable.
9. All hydrant leads to be ductile iron per Corcoran standard detail.
10. In final plat submission, show storm sewer pipe layout on sanitary sewer and watermain plans so that potential conflicts can be identified.
11. The trunk watermain through the parking lot will require an encroachment agreement if located within the parking lot.
12. It is assumed that the two 8-inch water lines shown through the site are for fire service and would be privately owned. Valves shall be located on either end of the lines to delineate private from public watermain.
13. The hydrants within the facility shall be privately owned.
14. The NE water study identified a potential future well location within this parcel. Clearly show the location of the parcel as well as setbacks to property lines, wetland and floodplain from proposed well location to ensure site is viable.
15. Domestic and fire services shall be separated prior to entering the building. Separate shutoffs shall be provided for each.
16. A 12" stub should be provided to the east along the northern access road. Adjacent to the county road, the stub should be transitioned outside of the ROW, with a hydrant placed at the end of the line.

### Landscaping

February 26, 2025

Brockton Lane Business Park

Kevin Mattson, City Engineer/Public Works Director

Page 5 of 5

1. All trees must be located a minimum of 10' from any storm sewer, watermain, or sanitary sewer utilities. Issues noted with storm sewer at the NW corner of the site, parking lot islands for parking lot between the buildings, CBMH 401- FES 400, STMH 407 – STMH 409, FES 300 – FES 303, and STMH 702 – 705.

**End of Comments**

---

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

Project: Preliminary Plat Stormwater Review      Date: February 24, 2025  
Brockton Business Park

---

**Exhibits:**

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

- Brockton Lane Business Park Preliminary Plans – By Kimley Horn dated 12/17/2024
- Stormwater Management Report – By Kimley Horn dated 2/5/2025

**Comments:**General:

- Final approval by the Elm Creek Watershed Management Commission must be attained before any site grading or activity may commence.
  - Watershed process will first involve receiving City authorization to submit to ECWMC.

Floodplain

1. Floodplain modeling was performed by the watershed to review the available information downstream since it affects four cities. This site is adjacent to a floodplain identified as a Zone A, which does not have a defined FEMA elevation however, downstream has elevations defined. Therefore, clarity is needed prior to final plat for accurate construction plans.
2. Watershed has communicated that a wet pond NWL could be set at the 10-year elevation. This elevation will be provided from watershed.

Modeling

1. NRCS web soil survey shows a mix of B, C, C/D, and A/D soils however, the existing HydroCAD model is modeling all D soils. This overstates existing runoff. Update existing HydroCAD model to model existing soil types or use C type soils for the existing condition.
  - a. It should be noted that the soil types in the proposed HydroCAD model should be down graded one soil type (HSG C to HSG D) to account for the compacted soils in proposed condition.
2. Update plans and proposed model to be consistent in terms of elevations of storm pipes and connections between swales, ponds, and basins.
3. Update time of concentration for proposed catchments PR DA 1, PR DA 2, PR DA 3, and PR DA 4 to align with proposed condition land cover and slopes. If using a direct entry for time of concentration, a 10-minute maximum may be utilized.
4. Update existing model to accurately reflect areas of existing conditions of trees/brush and wetlands.

February 2025

Brockton Business Park

Kevin Mattson, City Engineer/Public Works Director

Page 2 of 2

### North Infiltration Basin

1. It can be presumed that infiltration won't be allowed by the ECWMC for the North Basin, since it's excavated down to the floodplain elevation.
2. The current proposed HydroCAD model for the basin is showing no water quality volume for this basin.
3. Update basin design/modeling to be consistent between plan sheets and model.
4. Update the proposed model to include a tailwater condition for the north wetland. The watershed has analyzed the data and elevation 913.0 is reasonable for the 100-year storm event.

### South Biofiltration Basin/Wet Pond

1. Given the close proximity of the filtration basin at elevation 921 and the DNR wetland at elevation 932, the ECWMC or TEP may require clay liner or other preventative measure to inhibit groundwater flow from the wetland.
2. Update proposed model and plan sheets to be consistent in terms of outlet inverts and pipe sizes/lengths.
3. Update stage storage of proposed Biofiltration basin to be consistent with grading plan sheets.
4. Update the proposed HydroCAD modeling to include the EOF between the wet pond and the biofiltration basin.
  - a. Consider combining the wet pond and biofiltration basin into one storage node in the model and model exfiltration as a constant volume derived from the square footage of the basin bottom and the infiltration rate (0.8 in/hr).

### Miscellaneous

1. Update plans to include labels of storm sewer connections/overflows between the proposed ponds and biofiltration/infiltration basins.
  - a. Ensure HydroCAD model is accurately modeling the proposed stormwater infrastructure and routing.
2. Update Table 2 in Stormwater Management Report to include all new impervious area draining to each of the basins.
3. Update plans to include HWL labels for all proposed ponds, basins and swales.
4. ECWMC may require calculations to include impervious draining to east swale in abstraction calculations. Currently they are shown as treated through disconnected impervious.
5. Provide individual detail plates for each OCS with site specific elevations.



## MEMO

Date: February 5, 2025

To: Planning (Community Development Director Davis McKeown and Planner Klingbeil)

From: Lieutenant Burns

Re: City File 24-047 Brockton Business Park Preliminary Plat & Site Plan

---

A Public Safety plan review meeting was held on January 8, & February 6 2025, to review the submitted Concept Plan application for the Brockton Business Park Preliminary Plat and Site Plan. In attendance were the following: Police Chief Gottschalk, Lieutenant Burns, Fire Chief Leuer, Fire Chief Albers, Fire Chief Malewicki, Building Official Rosenau, Construction Services Supervisor Prichard, Planner Klingbeil, and Community Development Director Davis McKeown. The comments below are based on the materials submitted on January 10 and January 24, 2025.

1. All accesses must meet the minimum driveway specifications of the City's Standards.
2. A circulation plan/turn-radius exhibit is required. There is a specific concern with ability to accommodate a fire truck in the internal connection between the southern and eastern parking lots on Lot 1.
3. Turn radii must be shown for all roads to ensure viability for emergency vehicles.
4. The space between the private passenger parking needs to be at least 26 ft to be considered a fire lane and serve two-way traffic.
5. Ensure that the internal connection between the southern and eastern most parking lots on Lot 1 can support emergency vehicle access.
6. Sprinkler riser rooms will be necessary for each building.
7. Fire department access needs to be present as required per Minnesota State Fire Code.
  - a. Consider locations of high pile storage areas.

- b. Fire pump will be required.
8. Fire department connections and enunciator panel will be required.
  9. Ladder trucks need to be accounted for with a 30' drive aisle within 30' of one side of a building. The drive aisle can be shared between two buildings. It is easier if these are located on the car parking side instead of on the loading dock/semi-truck side.
  10. Final review for fire code will need to be held once final users are secured.
  11. Fire hydrants will require approval by the Rogers Fire Chief (Patrick Farrens).



## **City of Corcoran – Brockton Business Park**

### **Description of the Proposed Plat**

The proposed Brockton Business Park consists of a preliminary plat for two industrial lots and supporting outlots on a total site area of 78.85 acres. The development is designed to accommodate Class A industrial facilities, providing high-quality industrial and business space that aligns with Corcoran's economic development goals.

#### Key Details of the Plat:

1. Number of Lots:
  - Lot 1: 19.33 acres
  - Lot 2: 15.21 acres
2. Development Type: The development includes two modern industrial buildings with a combined area of approximately 538,000 square feet:
  - Building on Lot 1: ±286,000 SF
  - Building on Lot 2: ±252,000 SF
  - These buildings are designed to meet the needs of light industrial, logistics, and distribution users. The site incorporates a shared truck court to improve operational efficiency while maximizing green space and stormwater management features.
3. Anticipated Completion Date:
  - Phase I: Completion in 2026 (Building on Lot 1)
  - Phase II: Completion in 2027 (Building on Lot 2).

#### Additional Features:

- The project includes 393 passenger parking stalls and capacity for 138 trailer stalls or additional employee parking, exceeding minimum parking requirements.
- Stormwater management has been prioritized with dedicated pond outlots, ensuring compliance with environmental guidelines and minimizing impacts on adjacent wetlands.

The proposed plat reflects a thoughtful site design that balances industrial functionality with environmental stewardship. It incorporates modern best practices, aligns with Corcoran's Comprehensive Plan, and serves as a significant economic driver for the City.

## **City of Corcoran – Brockton Business Park**

### **Project Description**

The Brockton Business Park | Buildings I & II is a thoughtfully planned industrial development designed to meet the City of Corcoran’s vision for economic growth, job creation, and infrastructure enhancement. The project consists of two Class A industrial facilities totaling approximately 538,000 square feet in the dynamic Northwest submarket of the Twin Cities.

### **Project Overview:**

The development will unfold in two phases, subject to City approval:

- Phase I: 286,120 SF (targeted groundbreaking in spring 2025)
- Phase II: 252,120 SF (anticipated groundbreaking in 2026).

*We are still evaluating constructing both buildings in one phase, however at this time we believe the project will likely be delivered as indicated above.*

The buildings are designed to accommodate modern manufacturing, warehouse and logistics operators, featuring:

- 32’ clear heights, rear-loading configurations, and 180’ truck courts.
- Ample loading infrastructure, including dock-high doors (20 for Building I, 16 for Building II) and drive-in doors (4 per building); oriented to minimize visibility from public roads, in compliance with screening requirements.
- Car parking capacity for 393 stalls across both buildings, respectively.
- Building depths of 260’ and 280’ allowing flexibility to accommodate medium and large tenants seeking to locate in Corcoran.

### **Alignment with City Goals:**

- Job Creation and Economic Development:
  - The project will provide high-quality employment opportunities and attract light industrial, warehouse, and logistics tenants that align with the Northeast District’s focus on employment-rich industries.
  - It strengthens Corcoran’s tax base, contributing long-term economic benefits to the community.
- Infrastructure Efficiency and Connectivity:
  - The site is strategically located near County Road 101 and the Highway 610 extension, aligning with the city’s goal of developing and leveraging broader district transportation systems to attract investment and growing businesses.
  - The project supports multi-modal transportation with two new public streets and trail improvements that complement Corcoran’s public street guidelines, improving

connections for vehicles, cyclists, and pedestrians as the surrounding land develops in the future.

- The project is carrying the entire cost for the two new public roads, turn lane improvements on County Road 101, and various impact fees for utility and City park improvements.
- Sustainable Design and Stormwater Management:
  - The project will incorporate stormwater best management practices (BMPs), such as rain gardens and on-site drainage systems, to responsibly manage water runoff and reduce environmental impacts.
  - Landscaping will utilize native plant species to enhance sustainability and minimize maintenance, while providing visual and sound buffering to neighboring property owners.
  - Our site planning team went to great lengths to limit tree disturbance and wetland impacts around the site, with only 0.38 acres of wetland impacts out of the total 20.42 acres of total wetland area.
- Resiliency and Environmental Stewardship:
  - The project includes energy-efficient building and utility systems and infrastructure. Additionally, readiness for electric vehicle (EV) charging stations will support the city's resiliency goals.
- Promoting Corcoran's Character:
  - The business park will also incorporate thoughtful landscaping, including green buffers and tree-lined parking islands, to preserve the city's rural character while fostering thoughtful economic growth.

**Conclusion:**

We appreciate the City's time in reviewing our application. We believe Brockton Business Park aligns with Corcoran's vision for the Northeast District by promoting job creation, economic growth, sustainable design, and high-quality industrial development. This project represents a significant investment in the community, serving as a catalyst for future development while supporting the city's infrastructure and environmental priorities. We look forward to discussing this exciting project with you.



Brandon Champeau  
Executive Vice President  
Hempel Companies

# SITE DEVELOPMENT PLANS FOR BROCKTON LANE BUSINESS PARK

**SECTION 01, TOWNSHIP 119N, RANGE 23W  
CORCORAN, HENNEPIN COUNTY, MN**

**PROJECT TEAM:**

**ENGINEER**  
KIMLEY-HORN AND ASSOCIATES, INC.



PREPARED BY: MICHAEL C. BRANDT  
767 EUSTIS STREET, SUITE 100  
ST. PAUL, MN 55114  
TELEPHONE (651) 645-4197  
EMAIL: MIKE.BRANDT@KIMLEY-HORN.COM

**LANDSCAPE ARCHITECT**  
KIMLEY-HORN AND ASSOCIATES, INC.



767 EUSTIS STREET, SUITE 100  
ST PAUL, MN 55114  
TELEPHONE: (651) 645-4197  
CONTACT: RYAN HYLLESTED

**GEOTECHNICAL ENGINEER**  
BRAUN INTERTEC CORPORATION  
11001 HAMPSHIRE AVE. S  
MINNEAPOLIS MN, 55438  
TELEPHONE: (952) 995-2000  
FAX: (952) 995-2020  
CONTACT: JEFFERY A. ARNDT

**OWNER / DEVELOPER**  
HEMPEL COMPANIES



10050 CROSSTOWN CIR  
EDEN PRAIRIE, MN 55344  
TELEPHONE: (612) 432-5774  
CONTACT: BRANDON CHAMPEAU  
EXECUTIVE VICE PRESIDENT - DEVELOPMENT  
EMAIL: BCHAMPEAU@HEMPELCOMPANIES.COM  
WEBSITE: HEMPELCOMPANIES.COM

**SURVEYOR**  
SATHRE BERGQUIST INC.  
150 SOUTH BROADWAY  
WAYZATA, MN 55391  
TELEPHONE: (952) 476-6000

**ARCHITECT**  
LAMPERT ARCHITECTS  
420 SUMMIT AVE  
ST. PAUL, MN 55102  
TELEPHONE: (763) 755-1211



**VICINITY**  
N.T.S.

**SITE**

**NOTES:**

- CONTRACTOR SHALL CONFIRM THAT THE EXISTING CONDITIONS FOR THE SITE MATCH WHAT IS SHOWN ON THE DRAWINGS INCLUDED PRIOR TO CONSTRUCTION.
- IF REPRODUCED, THE SCALES SHOWN ON THESE PLANS ARE BASED ON A 24x36 SHEET.
- ALL NECESSARY INSPECTIONS AND/OR CERTIFICATIONS REQUIRED BY CODES AND/OR UTILITY SERVICES COMPANIES SHALL BE PERFORMED PRIOR TO ANNOUNCED BUILDING POSSESSION AND THE FINAL CONNECTION OF SERVICES.
- ALL GENERAL CONTRACTOR WORK TO BE COMPLETED (EARTHWORK, FINAL UTILITIES, AND FINAL GRADING) BY THE MILESTONE DATE IN PROJECT DOCUMENTS.



Know what's below.  
Call before you dig.

**DRAWING INDEX**

Sheet Number	Sheet Title
C000	COVER SHEET
C100	GENERAL NOTES
C101	ALTA TOPOGRAPHIC SURVEY
C102	PRELIMINARY PLAT
C200	SITE DEMOLITION PLAN
C201	WETLAND IMPACT
C202	FLOODPLAIN MITIGATION PLAN
C203	TREE PRESERVATION PLAN
C300	EROSION AND SEDIMENT CONTROL PLAN - PHASE 1
C301	EROSION AND SEDIMENT CONTROL PLAN - PHASE 2
C302	EROSION AND SEDIMENT CONTROL DETAILS
C303	EROSION AND SEDIMENT CONTROL DETAILS
C400	OVERALL SITE PLAN
C401	SITE PLAN ENLARGEMENTS
C402	SITE PLAN ENLARGEMENTS
C403	SITE PLAN ENLARGEMENTS
C404	SITE PLAN ENLARGEMENTS
C405	SITE PLAN ENLARGEMENTS
C406	SITE DETAILS
C407	SITE DETAILS
C408	SITE DETAILS
C500	GRADING AND DRAINAGE PLAN
C501	GRADING PLAN ENLARGEMENTS
C502	GRADING PLAN ENLARGEMENTS
C503	GRADING PLAN ENLARGEMENTS
C504	GRADING PLAN ENLARGEMENTS
C505	GRADING PLAN ENLARGEMENTS
C506	GRADING PLAN ENLARGEMENTS
C507	STORM SEWER PLAN
C508	STORM SEWER PLAN ENLARGEMENTS
C509	STORM SEWER PLAN ENLARGEMENTS
C510	STORM SEWER PLAN ENLARGEMENTS
C511	STORM SEWER PLAN ENLARGEMENTS
C512	STORM SEWER PLAN ENLARGEMENTS
C513	GRADING DETAILS
C514	GRADING DETAILS
C515	GRADING DETAILS
C600	UTILITY PLAN
C601	UTILITY DETAILS
C602	UTILITY DETAILS
C603	UTILITY DETAILS
L100	LANDSCAPE PLAN
L101	LANDSCAPE PLAN ENLARGEMENT
L102	LANDSCAPE PLAN ENLARGEMENT
L103	LANDSCAPE PLAN ENLARGEMENT
L104	LANDSCAPE PLAN ENLARGEMENT
L105	LANDSCAPE PLAN ENLARGEMENT
L106	LANDSCAPE DETAILS

PRELIMINARY - NOT FOR CONSTRUCTION

BROCKTON LANE  
BUSINESS PARK  
PREPARED FOR  
HEMPEL

CORCORAN MN

COVER SHEET

NEVER CERTIFY THAT THIS IS AN  
SPECIFICATION OR REPORT WAS PREPARED BY  
ME OR UNDER MY DIRECT SUPERVISION AND  
CONTROL IN ACCORDANCE WITH THE LAWS OF  
MINNESOTA.  
**PRELIMINARY**  
MICHAEL C. BRANDT  
MN U.C. NO. 42681  
DATE: 12/17/2024

KHA PROJECT  
1244867B  
DATE  
02/05/2025  
SCALE AS SHOWN  
DESIGNED BY KPB  
DRAWN BY AJE  
CHECKED BY MCB

**Kimley-Horn**  
2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-645-4197  
WWW.KIMLEY-HORN.COM

NO.	REVISIONS	DATE	BY
1	CITY COMMENTS	01/09/25	MCB
2	CLIENT COMMENTS	01/15/25	JFJ
3	CITY COMMENTS, REVISED SITE PLAN	02/05/25	MCB

SHEET NUMBER  
**C000**

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and/or improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

**GENERAL CONSTRUCTION NOTES**

- THE CONTRACTOR AND SUBCONTRACTORS SHALL OBTAIN A COPY OF THE LATEST EDITION OF THE STANDARD SPECIFICATIONS OF THE LOCAL JURISDICTION AND STATE DEPARTMENT OF TRANSPORTATION AND BECOME FAMILIAR WITH THE CONTENTS PRIOR TO COMMENCING WORK UNLESS OTHERWISE NOTED. ALL WORK SHALL CONFORM AS APPLICABLE TO THESE STANDARDS AND SPECIFICATIONS.
- PERFORM ALL WORK IN COMPLIANCE WITH APPLICABLE CITY REGULATIONS, STATE CODES, AND O.S.H.A. STANDARDS. THE CONTRACTOR IS RESPONSIBLE FOR FURNISHING THE NECESSARY MATERIALS & LABOR TO CONSTRUCT THE FACILITY AS SHOWN AND DESCRIBED IN THE CONSTRUCTION DOCUMENTS, AND IN ACCORDANCE WITH THE SPECIFICATIONS AND REQUIREMENTS OF THE APPROPRIATE APPROVING AUTHORITIES.
- CONTRACTOR SHALL CLEAR AND GRUB ALL AREAS UNLESS OTHERWISE INDICATED, REMOVING TREES, STUMPS, ROOTS, MUCK, EXISTING PAVEMENT AND ALL OTHER DELETERIOUS MATERIAL.
- THE EXISTING SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS QUALITY LEVEL "D" UNLESS OTHERWISE NOTED. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CIACSE 3802, ENTITLED STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF SUBSURFACE QUALITY DATA BY THE FHA. EXISTING UTILITIES SHOWN ARE LOCATED ACCORDING TO THE INFORMATION AVAILABLE TO THE ENGINEER AT THE TIME OF THE TOPOGRAPHIC SURVEY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR THE ENGINEER. GUARANTEE IS NOT MADE THAT ALL EXISTING UNDERGROUND UTILITIES ARE SHOWN OR THAT THE LOCATION OF THOSE SHOWN ARE ENTIRELY ACCURATE. FINDING THE ACTUAL LOCATION OF ANY EXISTING UTILITIES IS THE CONTRACTOR'S RESPONSIBILITY AND SHALL BE DONE BEFORE COMMENCING ANY WORK IN THE VICINITY. FURTHERMORE, THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES DUE TO THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES. THE OWNER OR ENGINEER WILL ASSUME NO LIABILITY FOR ANY DAMAGES SUSTAINED OR COST INCURRED BECAUSE OF THE OPERATIONS IN THE VICINITY OF EXISTING UTILITIES OR STRUCTURES, NOR FOR TEMPORARY BRACING AND SHORING OF SAME. IF IT IS NECESSARY TO SHORE, BRACE, SWING OR RELOCATE A UTILITY, THE UTILITY COMPANY OR DEPARTMENT AFFECTED SHALL BE CONTACTED AND THEIR PERMISSION OBTAINED REGARDING THE METHOD TO USE FOR SUCH WORK.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE VARIOUS UTILITY COMPANIES WHICH MAY HAVE BURIED OR AERIAL UTILITIES WITHIN OR NEAR THE CONSTRUCTION AREA BEFORE COMMENCING WORK. THE CONTRACTOR SHALL PROVIDE 48 HOURS MINIMUM NOTICE TO ALL UTILITY COMPANIES PRIOR TO BEGINNING CONSTRUCTION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL REQUIRED CONSTRUCTION PERMITS AND BONDS IF REQUIRED PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL HAVE AVAILABLE AT THE JOB SITE AT ALL TIMES ONE COPY OF THE CONSTRUCTION DOCUMENTS INCLUDING PLANS, SPECIFICATIONS, GEOTECHNICAL REPORT AND SPECIAL CONDITIONS AND COPIES OF ANY REQUIRED CONSTRUCTION PERMITS.
- ANY DISCREPANCIES ON THE DRAWINGS SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE OWNER AND ENGINEER BEFORE COMMENCING WORK. NO FIELD CHANGES OR DEVIATIONS FROM DESIGN ARE TO BE MADE WITHOUT PRIOR APPROVAL OF THE OWNER AND NOTIFICATION TO THE ENGINEER.
- ALL COPIES OF COMPACTION, CONCRETE AND OTHER REQUIRED TEST RESULTS ARE TO BE SENT TO THE OWNER DIRECTLY FROM THE TESTING AGENCY.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR DOCUMENTING AND MAINTAINING AS-BUILT INFORMATION WHICH SHALL BE RECORDED AS CONSTRUCTION PROGRESSES OR AT THE COMPLETION OF APPROPRIATE CONSTRUCTION INTERVALS AND SHALL BE RESPONSIBLE FOR PROVIDING AS-BUILT DRAWINGS TO THE OWNER FOR THE PURPOSE OF CERTIFICATION TO JURISDICTIONAL AGENCIES AS REQUIRED. ALL AS-BUILT DATA SHALL BE COLLECTED BY A STATE PROFESSIONAL LAND SURVEYOR WHOSE SERVICES ARE ENGAGED BY THE CONTRACTOR.
- ANY WELLS DISCOVERED ON SITE THAT WILL HAVE NO USE MUST BE PLUGGED BY A LICENSED WELL DRILLING CONTRACTOR IN A MANNER APPROVED BY ALL JURISDICTIONAL AGENCIES. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ANY WELL ABANDONMENT PERMITS REQUIRED.
- ANY WELL DISCOVERED DURING EARTH MOVING OR EXCAVATION SHALL BE REPORTED TO THE APPROPRIATE JURISDICTIONAL AGENCIES WITHIN 24 HOURS AFTER DISCOVERY IS MADE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THAT THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS DO NOT CONFLICT WITH ANY KNOWN EXISTING OR OTHER PROPOSED IMPROVEMENTS. IF ANY CONFLICTS ARE DISCOVERED, THE CONTRACTOR SHALL NOTIFY THE OWNER PRIOR TO INSTALLATION OF ANY PORTION OF THE SITE WORK THAT WOULD BE AFFECTED. FAILURE TO NOTIFY OWNER OF AN IDENTIFIABLE CONFLICT PRIOR TO PROCEEDING WITH INSTALLATION RELIEVES OWNER OF ANY OBLIGATION TO PAY FOR A RELATED CHANGE ORDER.
- SHOULD CONTRACTOR ENCOUNTER ANY DEBRIS LADEN SOIL, STRUCTURES NOT IDENTIFIED IN THE DOCUMENTS, OR OTHER SOURCE OF POTENTIAL CONTAMINATION, THEY SHALL IMMEDIATELY CONTACT THE ENGINEER AND OWNER.
- CONTRACTOR SHALL NOTIFY OWNER AND/OR ENGINEER 48 HOURS IN ADVANCE OF THE FOLLOWING ACTIVITIES: PRE-CONSTRUCTION MEETING, SUBGRADE PREPARATION, BASE INSTALLATION, ASPHALT INSTALLATION, UNDERGROUND PIPING AND UTILITIES INSTALLATION, INSTALLATION OF STRUCTURES, CHECK VALVES, HYDRANTS, METERS, ETC., SIDEWALK INSTALLATION, CONNECTIONS TO WATER AND SEWER MAINS, TESTS OF UTILITIES.

**THIRD PARTY SUPPLEMENTAL INFORMATION**

KIMLEY-HORN ASSUMES NO LIABILITY FOR ANY ERRORS, INACCURACIES, OR OMISSIONS CONTAINED WITHIN SUPPLEMENTAL INFORMATION PROVIDED BY THIRD PARTY CONSULTANTS.

- BOUNDARY & TOPOGRAPHIC SURVEY**  
PERFORMED BY: SATHRE BERGQUIST INC.  
ADDRESS: 150 SOUTH BROADWAY WAYZATA, MN 55391  
PHONE: (952) 476-6000  
DATED: 12/14/2021
- GEOTECHNICAL EVALUATION REPORT**  
PERFORMED BY: BRAUN INTERTEC CORPORATION  
ADDRESS: 11001 HAMPSHIRE AVENUE S MINNEAPOLIS, MN 55438  
PHONE: (952) 995-2000  
DATED: 11/20/2024
- CONSTRUCTION TESTING**  
TEST REPORTS REQUIRED FOR CLOSE OUT INCLUDE, BUT ARE NOT LIMITED TO:  
• DENSITY TEST REPORTS  
• BACTERIOLOGICAL TESTS OF WATER SYSTEM  
• PRESSURE TEST OF WATER/SEWER  
• LEAK TESTS ON SEWER SYSTEM AND GREASE TRAPS  
• ANY OTHER TESTING REQUIRED BY THE AGENCY/MUNICIPALITY

**EROSION CONTROL NOTES**

- THE STORM WATER POLLUTION PREVENTION PLAN ("SWPPP") IS COMPRISED OF THE EROSION CONTROL PLAN, THE STANDARD DETAILS, THE PLAN NARRATIVE, ATTACHMENTS INCLUDED IN THE SPECIFICATIONS OF THE SWPPP, PLUS THE PERMIT AND ALL SUBSEQUENT REPORTS AND RELATED DOCUMENTS.
- ALL CONTRACTORS AND SUBCONTRACTORS INVOLVED WITH STORM WATER POLLUTION PREVENTION SHALL OBTAIN A COPY OF THE STORM WATER POLLUTION PREVENTION PLAN AND THE STATE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM GENERAL PERMIT (NPDES PERMIT) AND BECOME FAMILIAR WITH THEIR CONTENTS.
- BEST MANAGEMENT PRACTICES (BMP'S) AND CONTROLS SHALL CONFORM TO FEDERAL, STATE, OR LOCAL REQUIREMENTS OR MANUAL OF PRACTICE, AS APPLICABLE. THE CONTRACTOR SHALL IMPLEMENT ADDITIONAL CONTROLS AS DIRECTED BY THE PERMITTING AGENCY OR OWNER.
- THE CONTRACTOR IS SOLELY RESPONSIBLE FOR COMPLYING WITH THE REQUIREMENTS OF THE AUTHORITIES HAVING JURISDICTION, AND SHALL MAINTAIN COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS FOR THE DURATION OF CONSTRUCTION.
- THE CONTRACTOR SHALL FIELD ADJUST AND/OR PROVIDE ADDITIONAL EROSION CONTROL BMP'S AS NEEDED TO PREVENT EROSION AND OFF-SITE SEDIMENT DISCHARGE FROM THE CONSTRUCTION SITE. LOG AND RECORD ANY ADJUSTMENTS AND DEVIATIONS FROM THE APPROVED EROSION CONTROL PLANS WITHIN THE SWPPP DOCUMENTS STORED IN THE JOB SITE TRAILER.
- BMP'S SHOWN ON THE EROSION AND SEDIMENT CONTROL PLAN, AND IN THE STORM WATER POLLUTION PREVENTION PLAN, SHALL BE MAINTAINED IN FULLY FUNCTIONAL CONDITION AS REQUIRED BY ALL JURISDICTIONS UNTIL NO LONGER REQUIRED FOR A COMPLETED PHASE OF WORK OR FINAL STABILIZATION OF THE SITE. ALL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE CHECKED BY A CERTIFIED PERSON AT LEAST EVERY 7 CALENDAR DAYS AND WITHIN 24 HOURS OF THE END OF A 0.5-INCH OR GREATER RAINFALL EVENT.
- EROSION & SEDIMENT CONTROL BMP'S SHALL BE MAINTAINED IN ACCORDANCE WITH THE FOLLOWING:
  - INLET PROTECTION DEVICES AND BARRIERS SHALL BE REPAIRED OR REPLACED IF THEY SHOW SIGNS OF UNDERMINING OR DETERIORATION.
  - ALL SEEDED AREAS SHALL BE CHECKED REGULARLY TO VERIFY THAT A HEALTHY STAND OF VEGETATION IS MAINTAINED. SEEDED AREAS SHOULD BE FERTILIZED, WATERED AND RE-SEEDED AS NEEDED. REFER TO THE LANDSCAPE PLAN AND PROJECT SPECIFICATIONS.
  - SILT FENCES SHALL BE REPAIRED TO THEIR ORIGINAL CONDITIONS IF DAMAGED. SEDIMENT SHALL BE REMOVED FROM THE SILT FENCES WHEN IT REACHES ONE-THIRD THE HEIGHT OF THE SILT FENCE.
  - THE ROCK CONSTRUCTION ENTRANCE(S) SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOW OF MUD ONTO PUBLIC RIGHTS-OF-WAY. THIS MAY REQUIRE PERIODIC ADDITIONS OF ROCK TOP DRESSING AS CONDITIONS DEMAND.
  - THE TEMPORARY PARKING AND STORAGE AREA SHALL BE KEPT IN GOOD CONDITION (SUITABLE FOR PARKING AND STORAGE). THIS MAY REQUIRE PERIODIC ADDITIONS OF TOP DRESSING IF THE TEMPORARY PARKING CONDITIONS DEMAND.
  - PERFORM ALL MAINTENANCE OPERATIONS IN A TIMELY MANNER BUT IN NO CASE LATER THAN 2 CALENDAR DAYS FOLLOWING THE INSPECTION.

**PAVING AND STRIPING NOTES**

- ALL PAVING, CONSTRUCTION, MATERIALS, AND WORKMANSHIP WITHIN JURISDICTION'S RIGHT-OF-WAY SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE LOCAL CITY OR COUNTY SPECIFICATIONS AND STANDARDS, OR THE STATE DOT SPECIFICATIONS AND STANDARDS IF NOT COVERED BY LOCAL CITY OR COUNTY REGULATIONS.
- ALL SIGNS, PAVEMENT MARKINGS, AND OTHER TRAFFIC CONTROL DEVICES SHALL CONFORM TO MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D) AND CITY STANDARDS.
- CONTRACTOR SHALL FURNISH ALL PAVEMENT MARKINGS FOR FIRE LANES, ROADWAY LANES, PARKING STALLS, ACCESSIBLE PARKING SYMBOLS, ACCESS AISLES, STOP BARS AND SIGNS, AND MISCELLANEOUS STRIPING WITHIN THE PARKING LOT AS SHOWN ON THE PLANS.
- ALL EXPANSION JOINTS SHALL EXTEND THROUGH THE CURB.
- THE MINIMUM LENGTH OF OFFSET JOINTS AT RADIUS POINTS SHALL BE 2 FEET.
- ALL JOINTS, INCLUDING EXPANSION JOINTS WITH REMOVABLE TACK STRIPS, SHALL BE SEALED WITH JOINT SEALANT.
- THE MATERIALS AND PROPERTIES OF ALL CONCRETE SHALL MEET THE APPLICABLE REQUIREMENTS IN THE A.C.I. (AMERICAN CONCRETE INSTITUTE) MANUAL OF CONCRETE PRACTICE.
- CONTRACTOR SHALL APPLY A SECOND COATING OVER ALL PAVEMENT MARKINGS PRIOR TO ACCEPTANCE BY OWNER FOLLOWED BY A COAT OF GLASS BEADS AS APPLICABLE PER THE PROJECT DOCUMENTS.
- ANY EXISTING PAVEMENT, CURBS AND/OR SIDEWALKS DAMAGED OR REMOVED WILL BE REPAIRED BY THE CONTRACTOR AT HIS EXPENSE TO THE SATISFACTION OF THE ENGINEER AND OWNER.
- BEFORE PLACING PAVEMENT, CONTRACTOR SHALL VERIFY SUITABLE ACCESSIBLE ROUTES (PER A.D.A.) GRADING FOR ALL SIDEWALKS AND ACCESSIBLE ROUTES INCLUDING CROSSING DRIVEWAYS SHALL CONFORM TO CURRENT ADA STATE/NATIONAL STANDARDS. IN NO CASE SHALL ACCESSIBLE RAMP SLOPES EXCEED 1 VERTICAL TO 12 HORIZONTAL. IN NO CASE SHALL SIDEWALK CROSS SLOPES EXCEED 2% . IN NO CASE SHALL LONGITUDINAL SIDEWALK SLOPES EXCEED 5% . IN NO CASE SHALL ACCESSIBLE PARKING STALLS OR AISLES EXCEED 2% (1.5% TARGET) IN ALL DIRECTIONS. SIDEWALK ACCESS TO EXTERNAL BUILDING DOORS AND GATES SHALL BE ADA COMPLAINT. CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY IF ADA CRITERIA CANNOT BE MET IN ANY LOCATION PRIOR TO PAVING. NO CONTRACTOR CHANGE ORDERS WILL BE ACCEPTED FOR A.D.A COMPLIANCE ISSUES.
- MAXIMUM JOINT SPACING IS TWICE THE DEPTH OF THE CONCRETE PAVEMENT IN FEET.  
EX. 6" CONCRETE DEPTH = 12" MAXIMUM JOINT SPACING

**GRADING AND DRAINAGE NOTES**

- GENERAL CONTRACTOR AND ALL SUBCONTRACTORS SHALL VERIFY THE SUITABILITY OF ALL EXISTING AND PROPOSED SITE CONDITIONS INCLUDING GRADES AND DIMENSIONS BEFORE START OF CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY OF ANY DISCREPANCIES.
- THE CONTRACTOR SHALL GRADE THE SITE TO THE ELEVATIONS INDICATED AND SHALL ADJUST BMP'S AS NECESSARY AND REGRADE WASHOUTS WHERE THEY OCCUR AFTER EVERY RAINFALL UNTIL A GRASS STAND IS WELL ESTABLISHED OR ADEQUATE STABILIZATION OCCURS.
- CONTRACTOR SHALL ENSURE THERE IS POSITIVE DRAINAGE FROM THE PROPOSED BUILDINGS SO THAT SURFACE RUNOFF WILL DRAIN BY GRAVITY TO NEW OR EXISTING DRAINAGE OUTLETS. CONTRACTOR SHALL ENSURE NO PONDING OCCURS IN PAVED AREAS AND SHALL NOTIFY ENGINEER IF ANY GRADING DISCREPANCIES ARE FOUND IN THE EXISTING AND PROPOSED GRADES PRIOR TO PLACEMENT OF PAVEMENT OR UTILITIES.
- CONTRACTOR SHALL PROTECT ALL MANHOLE COVERS, VALVE COVERS, VAULT LIDS, FIRE HYDRANTS, POWER POLES, GUY WIRES, AND TELEPHONE BOXES THAT ARE TO REMAIN IN PLACE AND UNDISTURBED DURING CONSTRUCTION. EXISTING CASTINGS AND STRUCTURES TO REMAIN SHALL BE ADJUSTED TO MATCH THE PROPOSED FINISHED GRADES.
- BACKFILL FOR UTILITY LINES SHALL BE PLACED PER DETAILS, STANDARDS, AND SPECIFICATIONS SO THAT THE UTILITY WILL BE STABLE, WHERE UTILITY LINES CROSS THE PARKING LOT, THE TOP 6 INCHES SHALL BE COMPACTED SIMILARLY TO THE REMAINDER OF THE LOT. UTILITY DITCHES SHALL BE VISUALLY INSPECTED DURING THE EXCAVATION PROCESS TO ENSURE THAT UNDESIRABLE FILL IS NOT USED.
- CONTRACTOR IS RESPONSIBLE FOR THE REMOVAL AND REPLACEMENT OF 4" OF TOPSOIL AT COMPLETION OF WORK. ALL UNPAVED AREAS IN EXISTING RIGHTS-OF-WAY DISTURBED BY CONSTRUCTION SHALL BE REGRADED AND SODDED.
- AFTER PLACEMENT OF SUBGRADE AND PRIOR TO PLACEMENT OF PAVEMENT, CONTRACTOR SHALL TEST AND OBSERVE PAVEMENT AREAS FOR EVIDENCE OF PONDING. ALL AREAS SHALL ADEQUATELY DRAIN TOWARDS THE INTENDED STRUCTURE TO CONVEY STORM RUNOFF. CONTRACTOR SHALL IMMEDIATELY NOTIFY OWNER AND ENGINEER IF ANY DISCREPANCIES ARE DISCOVERED.
- WHERE EXISTING PAVEMENT IS INDICATED TO BE REMOVED AND REPLACED, THE CONTRACTOR SHALL SAW CUT FULL DEPTH FOR A SMOOTH AND STRAIGHT JOINT AND REPLACE THE PAVEMENT WITH THE SAME TYPE AND DEPTH OF MATERIAL AS EXISTING OR AS INDICATED.
- THE CONTRACTOR SHALL INSTALL PROTECTION OVER ALL DRAINAGE STRUCTURES FOR THE DURATION OF CONSTRUCTION AND UNTIL ACCEPTANCE OF THE PROJECT BY THE OWNER. ALL DRAINAGE STRUCTURES SHALL BE CLEANED OF DEBRIS AS REQUIRED DURING AND AT THE END OF CONSTRUCTION TO PROVIDE POSITIVE DRAINAGE FLOWS.
- IF DEWATERING IS REQUIRED, THE CONTRACTOR SHALL OBTAIN ANY APPLICABLE REQUIRED PERMITS. THE CONTRACTOR IS TO COORDINATE WITH THE OWNER AND THE DESIGN ENGINEER PRIOR TO ANY EXCAVATION.
- FIELD DENSITY TESTS SHALL BE TAKEN AT INTERVALS IN ACCORDANCE WITH THE LOCAL JURISDICTIONAL AGENCY OR TO STATE DOT STANDARDS. IN THE EVENT THAT THE CONTRACT DOCUMENTS AND THE JURISDICTIONAL AGENCY REQUIREMENTS ARE NOT IN AGREEMENT, THE MOST STRINGENT SHALL GOVERN.
- ALL SLOPES AND AREAS DISTURBED BY CONSTRUCTION SHALL BE GRADED AS PER PLANS. THE AREAS SHALL THEN BE SODDED OR SEEDED AS SPECIFIED IN THE PLANS, FERTILIZED, MULCHED, WATERED AND MAINTAINED UNTIL GROWTH IS ESTABLISHED TO MINIMUM COVERAGE OF 70% IN ALL AREAS. ANY AREAS DISTURBED FOR ANY REASON PRIOR TO FINAL ACCEPTANCE OF THE JOB SHALL BE CORRECTED BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER. ALL EARTHEN AREAS WILL BE SODDED OR SEEDED AND MULCHED AS SHOWN ON THE LANDSCAPING PLAN.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONTROL OF DUST AND DIRT RISING AND SCATTERING IN THE AIR DURING CONSTRUCTION AND SHALL PROVIDE WATER SPRINKLING OR OTHER SUITABLE METHODS OF CONTROL. THE CONTRACTOR SHALL COMPLY WITH ALL GOVERNING REGULATIONS PERTAINING TO ENVIRONMENTAL PROTECTION.
- SOD, WHERE CALLED FOR, MUST BE INSTALLED AND MAINTAINED ON EXPOSED SLOPES WITHIN 48 HOURS OF COMPLETING FINAL GRADING, AND AT ANY OTHER TIME AS NECESSARY, TO PREVENT EROSION, SEDIMENTATION OR TURBID DISCHARGES.
- THE CONTRACTOR SHALL ENSURE THAT LANDSCAPE ISLAND PLANTING AREAS AND OTHER PLANTING AREAS ARE NOT COMPACTED AND DO NOT CONTAIN ROAD BASE MATERIALS. THE CONTRACTOR SHALL ALSO EXCAVATE AND REMOVE ALL UNDESIRABLE MATERIAL FROM ALL AREAS ON THE SITE TO BE PLANTED AND PROPERLY DISPOSED OF IN A LEGAL MANNER.
- THE CONTRACTOR SHALL INSTALL ALL UNDERGROUND STORM WATER PIPING PER MANUFACTURER'S RECOMMENDATIONS AND STATE DOT SPECIFICATIONS.
- PAVEMENTS SHALL BE INSTALLED IN ACCORDANCE WITH THE RECOMMENDATION OF THE SITE SPECIFIC GEOTECHNICAL EVALUATION REPORT AND CITY & STATE DOT SPECIFICATIONS.
- SPOT ELEVATIONS REPRESENT THE FINISHED SURFACE GRADE OR FLOWLINE OF CURB UNLESS OTHERWISE NOTED.
- LIMITS OF CONSTRUCTION ARE TO THE PROPERTY LINE UNLESS OTHERWISE SPECIFIED ON THE PLAN.
- IMMEDIATELY REPORT TO THE OWNER ANY DISCREPANCIES FOUND BETWEEN ACTUAL FIELD CONDITIONS AND CONSTRUCTION DOCUMENTS.
- THE CONTRACTOR IS RESPONSIBLE FOR LOCATING AND PROTECTING EXISTING UTILITIES, AND SHALL REPAIR ALL DAMAGE TO EXISTING UTILITIES THAT OCCUR DURING CONSTRUCTION WITHOUT COMPENSATION.
- BLEND NEW EARTHWORK SMOOTHLY TO TRANSITION BACK TO EXISTING GRADE.
- ALL PROPOSED GRADES ONSITE SHALL BE 3:1 OR FLATTER UNLESS OTHERWISE INDICATED ON THE PLANS. ANY SLOPES STEEPER THAN 4:1 REQUIRE EROSION AND SEDIMENT CONTROL BLANKET.
- ADHERE TO ALL TERMS AND CONDITIONS AS NECESSARY IN THE GENERAL N.P.D.E.S. PERMIT AND STORMWATER POLLUTION PREVENTION PLAN (SWPPP) FOR STORMWATER DISCHARGE ASSOCIATED WITH CONSTRUCTION ACTIVITIES.
- ADJUST AND/OR CUT EXISTING PAVEMENT AS NECESSARY TO ASSURE A SMOOTH FIT AND CONTINUOUS GRADE.

**WATER STORM SEWER & SANITARY SEWER NOTES**

- THE CONTRACTOR SHALL CONSTRUCT GRAVITY SEWER LATERALS, MANHOLES, GRAVITY SEWER LINES, AND DOMESTIC WATER AND FIRE PROTECTION SYSTEM AS SHOWN ON THESE PLANS. THE CONTRACTOR SHALL FURNISH ALL NECESSARY MATERIALS, EQUIPMENT, MACHINERY, TOOLS, MEANS OF TRANSPORTATION AND LABOR NECESSARY TO COMPLETE THE WORK IN FULL AND COMPLETE ACCORDANCE WITH THE SHOWN, DESCRIBED AND REASONABLY INTENDED REQUIREMENTS OF THE CONTRACT DOCUMENTS AND JURISDICTIONAL AGENCY REQUIREMENTS. IN THE EVENT THAT THE CONTRACT DOCUMENTS AND THE JURISDICTIONAL AGENCY REQUIREMENTS ARE NOT IN AGREEMENT, THE MOST STRINGENT SHALL GOVERN.
- ALL EXISTING UNDERGROUND UTILITY LOCATIONS SHOWN ARE APPROXIMATE. THE CONTRACTOR SHALL COMPLY WITH ALL REQUIREMENTS FOR UTILITY LOCATION AND COORDINATION IN ACCORDANCE WITH THE NOTES CONTAINED IN THE GENERAL CONSTRUCTION SECTION OF THIS SHEET.
- THE CONTRACTOR SHALL RESTORE ALL DISTURBED VEGETATION IN KIND, UNLESS SHOWN OTHERWISE.
- DEFLECTION OF PIPE JOINTS AND CURVATURE OF PIPE SHALL NOT EXCEED THE MANUFACTURER'S SPECIFICATIONS. SECURELY CLOSE ALL OPEN ENDS OF PIPE AND FITTINGS WITH A WATERTIGHT PLUG WHEN WORK IS NOT IN PROGRESS. THE INTERIOR OF ALL PIPES SHALL BE CLEAN AND JOINT SURFACES WIPED CLEAN AND DRY AFTER THE PIPE HAS BEEN LOWERED INTO THE TRENCH. VALVES SHALL BE PLUMB AND LOCATED ACCORDING TO THE PLANS.
- ALL PIPE AND FITTINGS SHALL BE CAREFULLY STORED FOLLOWING MANUFACTURER'S RECOMMENDATIONS. CARE SHALL BE TAKEN TO AVOID DAMAGE TO THE COATING OR LINING IN ANY D.I. PIPE FITTINGS. ANY PIPE OR FITTING WHICH IS DAMAGED OR WHICH HAS FLAWS OR IMPERFECTIONS WHICH, IN THE OPINION OF THE ENGINEER OR OWNER, RENDERS IT UNFIT FOR USE, SHALL NOT BE USED. ANY PIPE NOT SATISFACTORY FOR USE SHALL BE CLEARLY MARKED AND IMMEDIATELY REMOVED FROM THE JOB SITE, AND SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE.
- WATER FOR FIRE FIGHTING SHALL BE MADE AVAILABLE FOR USE BY THE CONTRACTOR PRIOR TO COMBUSTIBLES BEING BROUGHT ON SITE.
- ALL UTILITY AND STORM DRAIN TRENCHES LOCATED UNDER AREAS TO RECEIVE PAVING SHALL BE COMPLETELY BACK FILLED IN ACCORDANCE WITH THE GOVERNING JURISDICTIONAL AGENCY'S SPECIFICATIONS. IN THE EVENT THAT THE CONTRACT DOCUMENTS AND THE JURISDICTIONAL AGENCY REQUIREMENTS ARE NOT IN AGREEMENT, THE MOST STRINGENT SHALL GOVERN.
- UNDERGROUND UTILITY LINES SHALL BE SURVEYED BY A STATE LICENSED PROFESSIONAL LAND SURVEYOR PRIOR TO BACK FILLING.
- CONTRACTOR SHALL PERFORM, AT THEIR OWN EXPENSE, ANY AND ALL TESTS REQUIRED BY THE SPECIFICATIONS AND/OR ANY AGENCY HAVING JURISDICTION. THESE TESTS MAY INCLUDE, BUT MAY NOT BE LIMITED TO, INFILTRATION AND EXFILTRATION, TELEVISION INSPECTION AND A MANDREL TEST ON GRAVITY SEWER. A COPY OF THE TEST RESULTS SHALL BE PROVIDED TO THE UTILITY PROVIDER, OWNER AND JURISDICTIONAL AGENCY AS REQUIRED.
- BETWEEN WATER AND SEWER MANHOLES AND PIPES, CONTRACTOR SHALL PROVIDE FOR A MINIMUM HORIZONTAL CLEARANCE OF 10-FEET AND A MINIMUM VERTICAL SEPARATION OF 18-INCHES.
- IF ANY EXISTING STRUCTURES TO REMAIN ARE DAMAGED DURING CONSTRUCTION IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO REPAIR AND/OR REPLACE THE EXISTING STRUCTURE AS NECESSARY TO RETURN IT TO EXISTING CONDITIONS OR BETTER.
- ALL STORM PIPE ENTERING STRUCTURES SHALL BE GASKETED AND/OR GROUTED TO ASSURE CONNECTION AT STRUCTURE IS WATERTIGHT UNLESS OTHERWISE STATED BY CITY AND STATE DESIGN STANDARDS AND SPECIFICATIONS.
- UNLESS OTHERWISE STATED IN CITY AND STATE DESIGN STANDARDS AND SPECIFICATIONS, ALL STORM SEWER MANHOLES IN PAVED AREAS SHALL BE FLUSH WITH PAVEMENT, AND SHALL HAVE TRAFFIC BEARING RING & COVERS. MANHOLES IN UNPAVED AREAS SHALL BE 6" ABOVE FINISH GRADE. LIDS SHALL BE LABELED "STORM SEWER". EXISTING CASTINGS AND STRUCTURES WITHIN PROJECT LIMITS SHALL BE ADJUSTED TO MEET THESE CONDITIONS AND THE PROPOSED FINISHED GRADE.
- TOPOGRAPHIC INFORMATION IS TAKEN FROM A TOPOGRAPHIC SURVEY BY LAND SURVEYORS. IF THE CONTRACTOR DOES NOT ACCEPT EXISTING TOPOGRAPHY AS SHOWN ON THE PLANS, WITHOUT EXCEPTION, THEN THE CONTRACTOR SHALL SUPPLY, AT THEIR EXPENSE, A TOPOGRAPHIC SURVEY BY A REGISTERED LAND SURVEYOR TO THE OWNER FOR REVIEW.
- CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE GOVERNING CODES AND BE CONSTRUCTED TO SAME.
- ALL STORM STRUCTURES SHALL HAVE A SMOOTH UNIFORM Poured MORTAR FROM INVERT IN TO INVERT OUT.
- ROOF DRAINS SHALL BE CONNECTED TO STORM SEWER BY PREFABRICATED WYES OR AT STORM STRUCTURES. ROOF DRAINS AND TRUCK WELL DRAIN SHALL RUN AT A MINIMUM 2.0% SLOPE, UNLESS NOTED OTHERWISE, AND TIE IN AT THE CENTERLINE OF THE STORM MAIN.
- PROVIDE INSULATION OF UNDERGROUND ROOF DRAINS AND SANITARY SEWER SERVICES IF ADEQUATE FROST DEPTH CANNOT BE PROVIDED.
- THE CONTRACTOR SHALL PROTECT EXISTING UNDERGROUND UTILITIES AND APPURTENANCES THAT ARE TO REMAIN FROM DAMAGE DURING CONSTRUCTION OPERATIONS.
- THE LOCATION OF EXISTING UTILITIES, STORM DRAINAGE STRUCTURES AND OTHER ABOVE AND BELOW-GRADE IMPROVEMENTS ARE APPROXIMATE AS SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THE EXACT LOCATION, SIZE AND INVERT ELEVATIONS OF EACH PRIOR TO THE START OF CONSTRUCTION.
- A MINIMUM SEPARATION OF 5-FEET IS REQUIRED BETWEEN UNDERGROUND UTILITIES AND TREES UNLESS A ROOT BARRIER IS UTILIZED.
- GAS, PHONE AND ELECTRIC SERVICES SHOWN FOR INFORMATIONAL PURPOSES ONLY. DRY UTILITY COMPANIES MAY ALTER THE DESIGN LAYOUT DURING THEIR REVIEW. CONTRACTOR TO COORDINATE FINAL DESIGN AND INSTALLATION WITH UTILITY COMPANIES.
- COORDINATE UTILITY INSTALLATION WITH IRRIGATION DESIGN AND INSTALLATION.
- ALL DIMENSIONS ARE TO FLOW LINE OF CURB UNLESS OTHERWISE NOTED. PERIMETER WALL DIMENSIONS ARE TO INSIDE WALL FACE. REFERENCE ARCHITECTURAL PLANS FOR EXACT WALL WIDTH AND SPECIFICATIONS.
- REFERENCE ARCHITECTURAL PLANS (BY OTHERS) FOR EXACT BUILDING DIMENSIONS, MATERIALS SPECIFICATIONS.
- REFERENCE M.E.P. PLANS (BY OTHERS) FOR MECHANICAL EQUIPMENT DIMENSIONS AND SPECIFICATIONS.
- CONTRACTOR SHALL REFERENCE STRUCTURAL PLANS (BY OTHERS) FOR FOOTING AND FOUNDATION PAD PREPARATION SPECIFICATIONS.
- CONTRACTOR SHALL REFERENCE M.E.P PLANS (BY OTHERS) FOR ROUTING OF PROPOSED ELECTRICAL & COMMUNICATIONS SERVICES AND SITE LIGHTING LAYOUT.

PRELIMINARY - NOT FOR CONSTRUCTION

BROCKTON LANE  
BUSINESS PARK

PREPARED FOR

HEMPEL

CORCORAN

MN

**GENERAL NOTES**

SHEET NUMBER  
**C100**

NEVERY CERTIFY THAT THIS IS AN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT COMPLY WITH THE LAWS OF THE STATE OF MINNESOTA.

**PRELIMINARY**  
MICHAEL C. BRANNAN  
DATE: 02/17/2024 LIC. NO. 42681

KHA PROJECT  
12345678  
DATE  
02/05/2025  
SCALE AS SHOWN  
DESIGNED BY KBP  
DRAWN BY AJE  
CHECKED BY MCB

**Kimley»Horn**  
2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULIST STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-668-4197  
WWW.KIMLEY-HORN.COM

1	CITY COMMENTS	01/09/25	MCB
2	CLIENT COMMENTS	01/15/25	JFJ
3	CITY COMMENTS, REVISED SITE PLAN	02/05/25	MCB
No.	REVISONS	DATE	BY

**DESCRIPTION OF PROPERTY SURVEYED**  
 (Per Schedule A of the herein referenced Title Commitment)  
 The East Half of the Northeast Quarter of Section 1, Township 19 North, Range 23 West of the 5th Principal Meridian, Hennepin County, Minnesota.  
 A/Survey Property.

**ALTA/NSPS OPTIONAL TABLE NOTES**  
 The following items reference Table A optional survey responsibilities and specifications)

- Site Address: 10885 County Road 101, Coonawa, MN 55311
- Plat/Zone Information:** This property appears to be in Zone X (not delineated to be outside of the 0.2% annual chance floodplain) and Zone A (Area subject to inundation by the 1-percent annual-chance flood event determined by detailed methods. No Base Flood Elevation (BFE) are shown. Mandatory flood insurance purchase requirements and floodplain management of 11/20/2016.
- Parcel Area Information:** Gross Area: 3,113.98 sq. ft. = 80,668 sq. ft.  
 RW Area: 79,076 sq. ft. = 20,453 acres  
 WEG Area: 89,938 sq. ft. = 35,800 acres  
 Net Area: 2,243,924 sq. ft. = 58,400 acres.  
 \*We do not delineate by means the quantity of range per foot in the description
- Barometer:** Elevation are based on MN/DOT Geodetic Station Name: Coonawa. Contours are based on field observations along with LIDAR data derived from Minnesota Department of Natural Resources.
- Zoning Information:** The current zoning for the subject property is L1 (Light Industrial) per the restrictions for said zoning designation were obtained from the City of Coonawa's Municipal Code based on their web site on the date of 12/28/2021 and are as follows:  
 Physical Structure Schedules - Street: 100 feet (County Road 101)  
 Setback: 20 feet  
 Height: 45 feet  
 Maximum: 70 percent of lot area

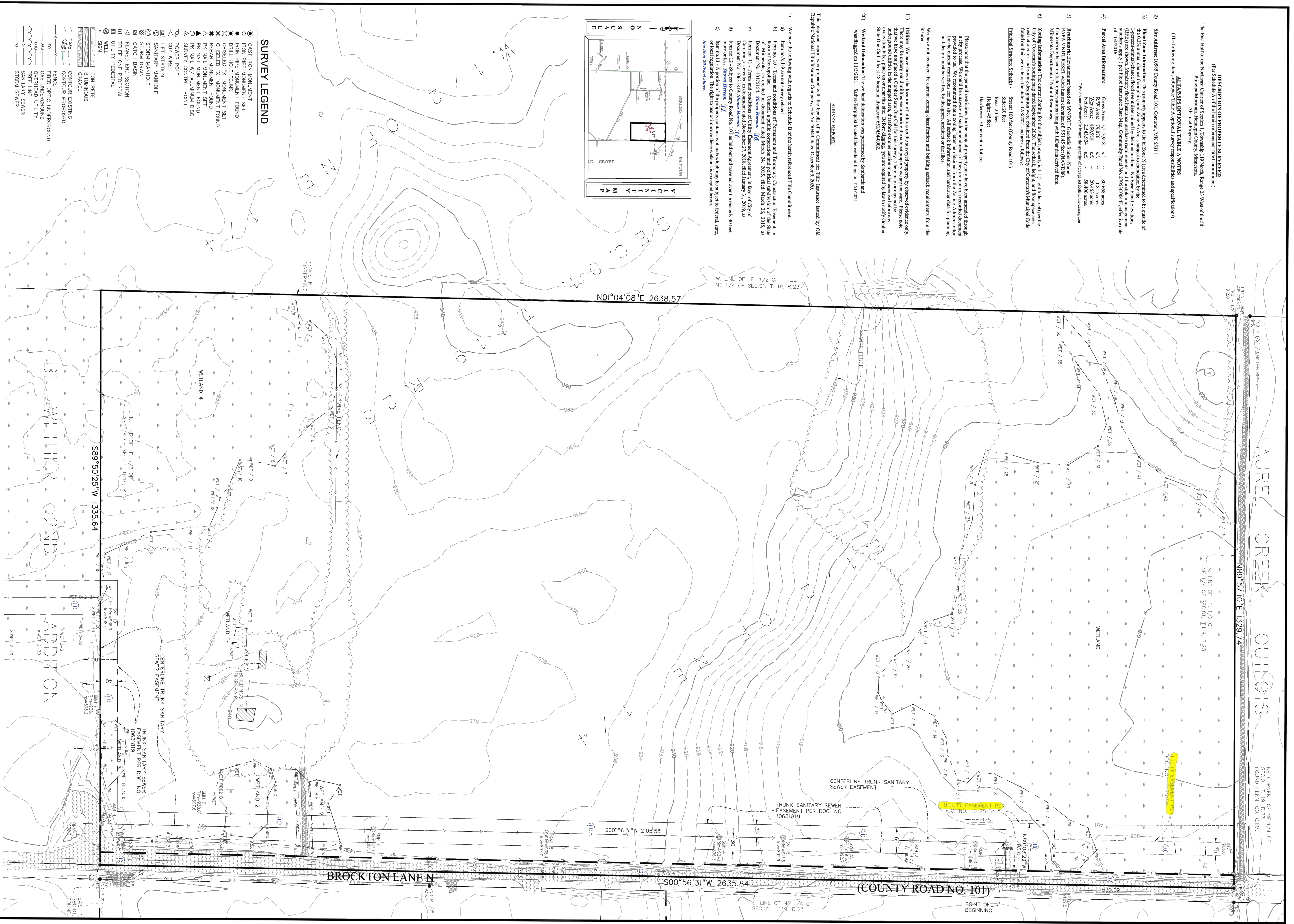
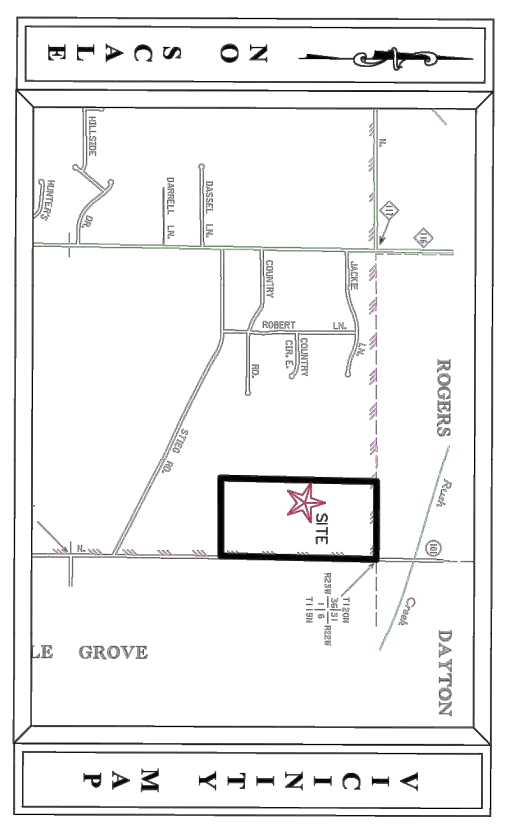
Please note that the general restrictions for the subject property may have been amended through a city process. We could be unaware of such amendments if they are not in a recorded document provided to us. We recommend that a zoning letter be obtained from the Zoning Administrator and design must be verified by designer, architect or the files.

We have not received the current zoning classification and building setback requirements from the insurer.

- Utilities:** We have shown the location of utilities on the surveyed property by observed evidence only. There may be underground utilities not shown. We have not checked a single hole for gas or other underground utilities in the mapped area, therefore extreme caution must be exercised before any excavation. We are not responsible for any damage to utilities. We are not responsible for any damage to utilities. We are not responsible for any damage to utilities. We are not responsible for any damage to utilities.
- Wetland Delineation:** The wetland delineation was performed by Sunbuck and was flagged on 11/20/21. Sathre-Bergquist located the wetland flags on 12/1/2021.

**SURVEY REPORT**

- This map and report was prepared with the benefit of a Commitment for Title Insurance issued by Old Republic National Title Insurance Company, File No. 50445, dated December 9, 2020
- We note the following with regards to Schedule B of the herein referenced Title Commitment:
    - Item no. 1-9 are set survey related
    - Item no. 10 - Terms and conditions of Permanent and Temporary Construction Easement, in Document No. 1017514, *Shown Herein*, 1/6
    - Item no. 11 - Terms and conditions of Utility Easement Agreement, in favor of City of Coonawa, in Document No. 1001819, *Shown Herein*, 2/1/2016, filed January 31, 2019, as more or less *Shown Herein*, 1/2
    - Item no. 12 - Subject to County Road No. 101 as laid out and recorded over the Easery 30 feet more or less *Shown Herein*, 1/2
    - Item no. 13 - A portion of the property contains wetlands which may be subject to Federal, State, or local regulation. The right to use or improve these wetlands is described herein. See Item 39 listed above.

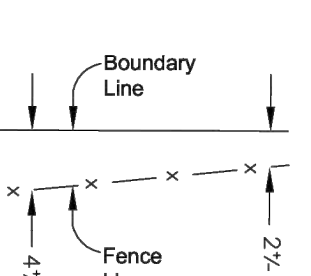


- SURVEY LEGEND**
- CAST IRON MONUMENT
  - IRON PIPE MONUMENT SET
  - ✕ CHISEL END MONUMENT FOUND
  - ✕ CHISEL END MONUMENT SET
  - ✕ CHISEL END MONUMENT FOUND
  - ▲ REBAR MONUMENT FOUND
  - ▲ REBAR MONUMENT SET
  - ▲ PK. NAIL W/ ALUMINUM DISC
  - ▲ SURVEY CONTROL POINT
  - POWER POLE
  - GUY WIRE
  - LIFT STATION
  - SANITARY MANHOLE
  - STORM MANHOLE
  - CATCH BASIN
  - FLARED END SECTION
  - TELEPHONE PESTIVAL
  - UTILITY PESTIVAL
  - WELL
  - CONCRETE BITUMINOUS GRAVEL
  - CONTROL EXISTING
  - CONTROL PROPOSED
  - FENCE OPTIC UNDERGROUND
  - GAS UNDERGROUND
  - TREE LINE
  - SANITARY SEWER

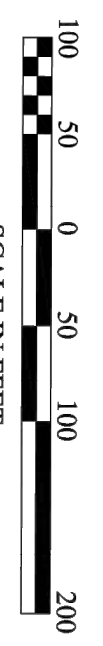
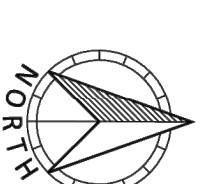
The Lactone Development Company, LLC, Craig Schlicher & Associates, Inc., a Minnesota corporation, and Custom Home Builders Title LLC as agent for Old Republic National Title Insurance Company

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minnesota Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and include items 1 - 5, 6, 7, 8, & 11 and 20 of Table A thereof. The field work was completed on December 14, 2021.

*Daniel L. Schlicher, P.L.S.*  
 Daniel L. Schlicher, P.L.S.  
 Minnesota License No. 56147



Fence lines are shown on the side of the boundary line that the fence is located on.



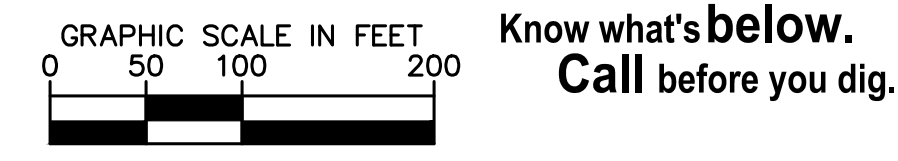
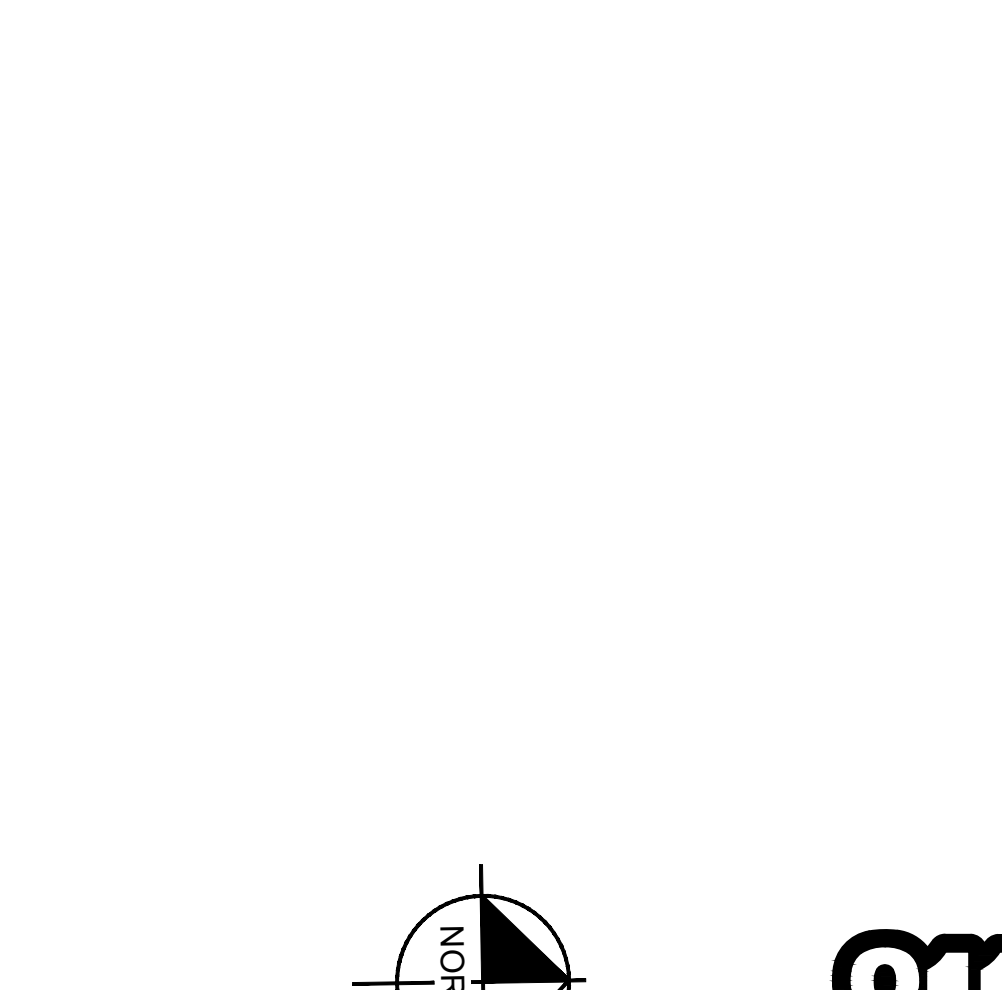
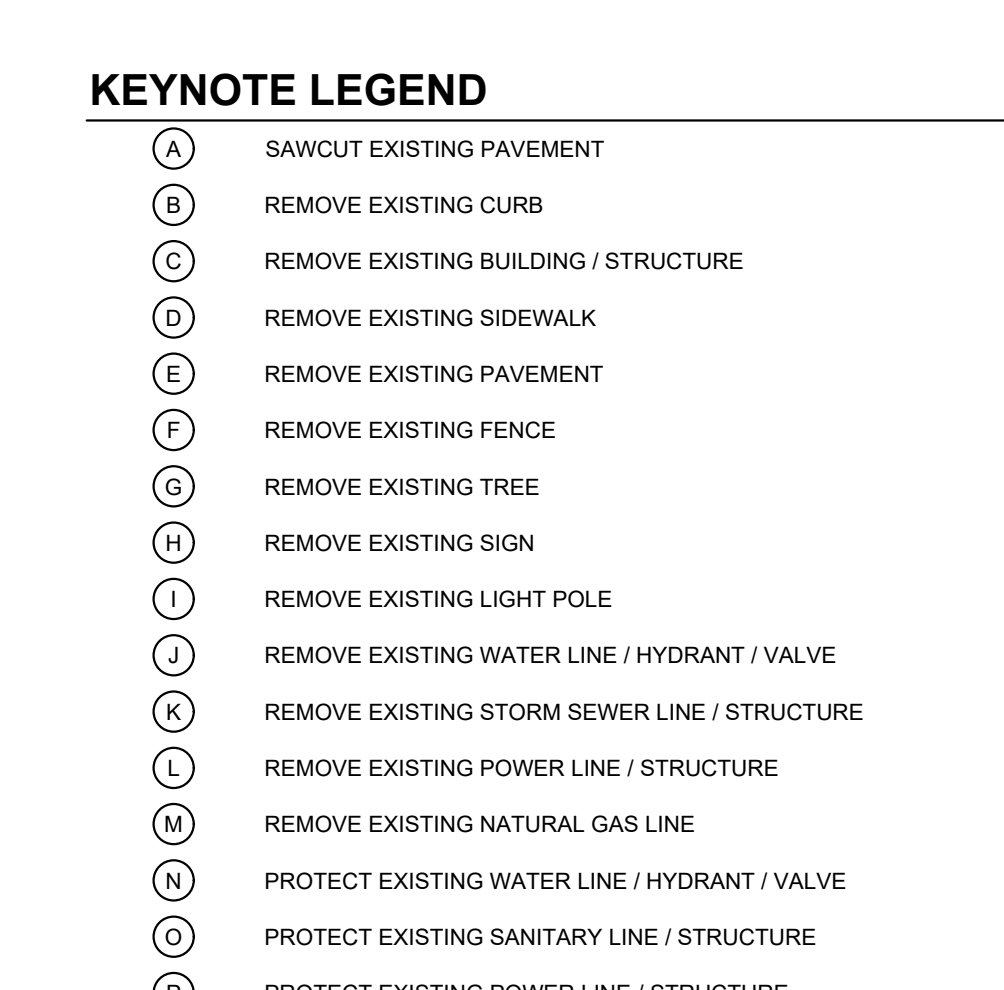
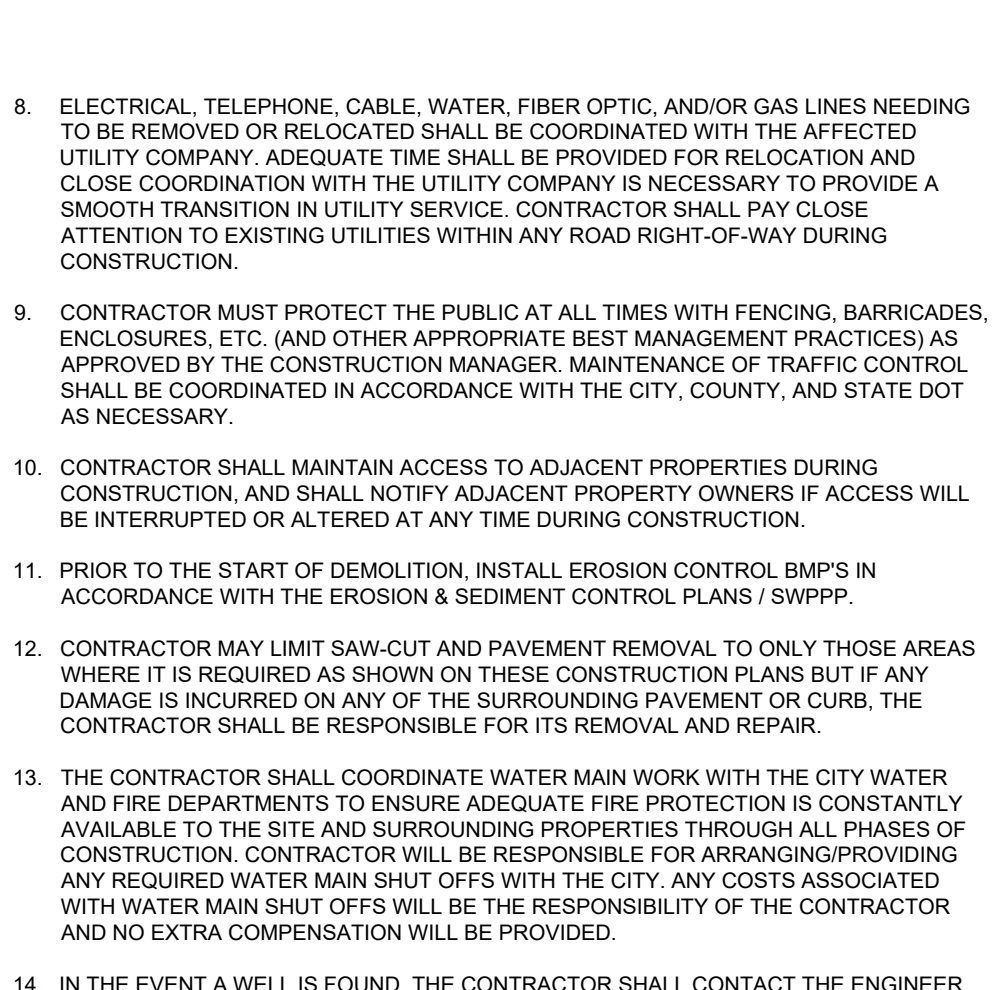
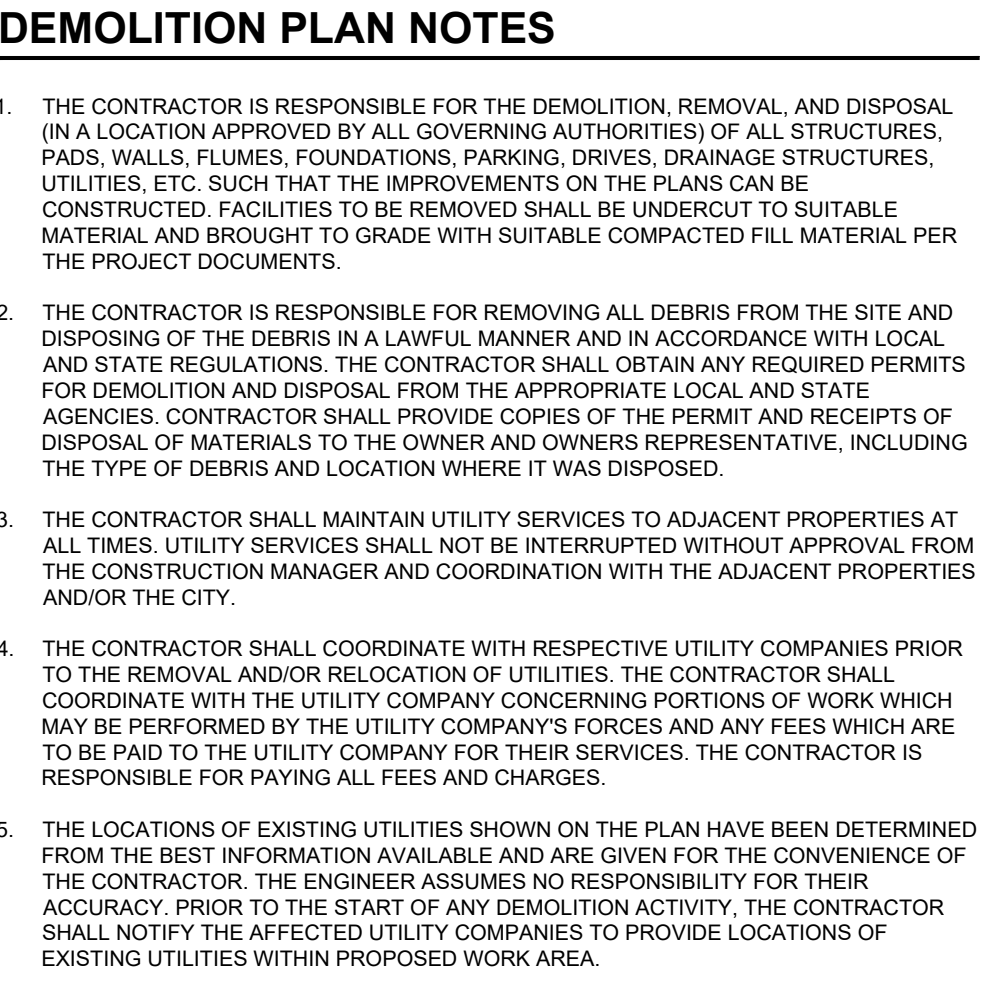
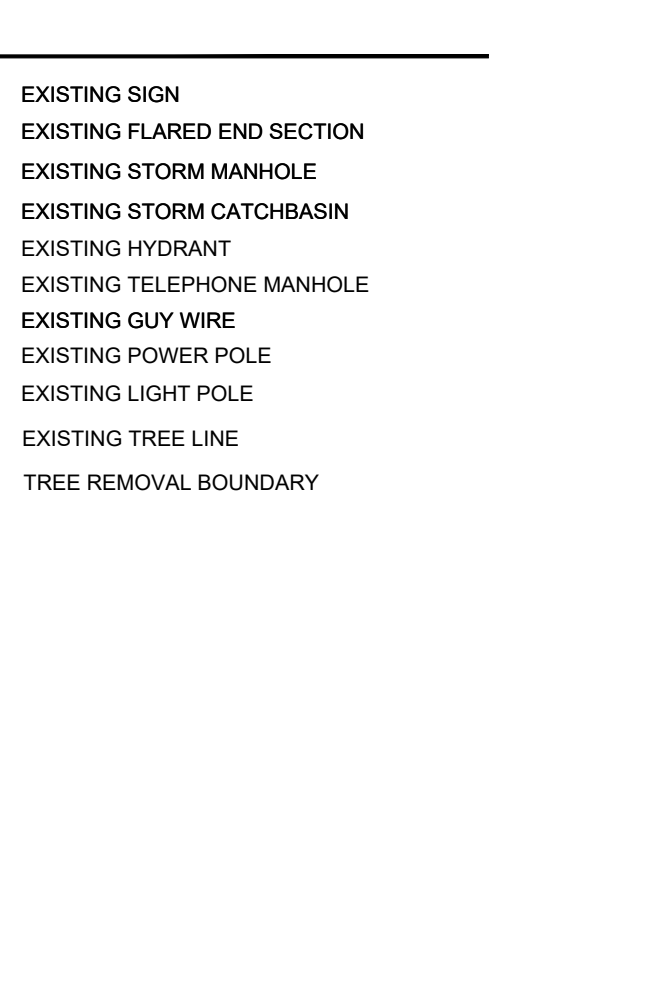
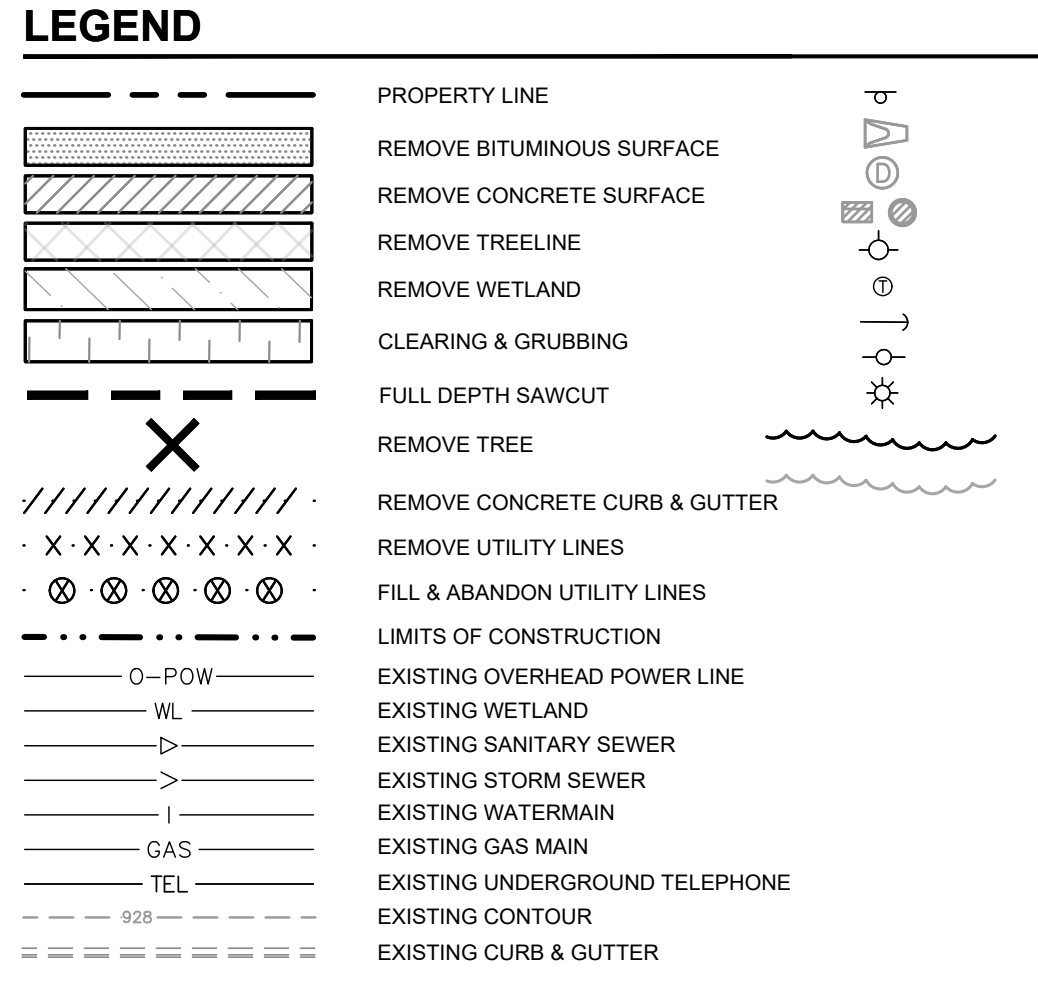
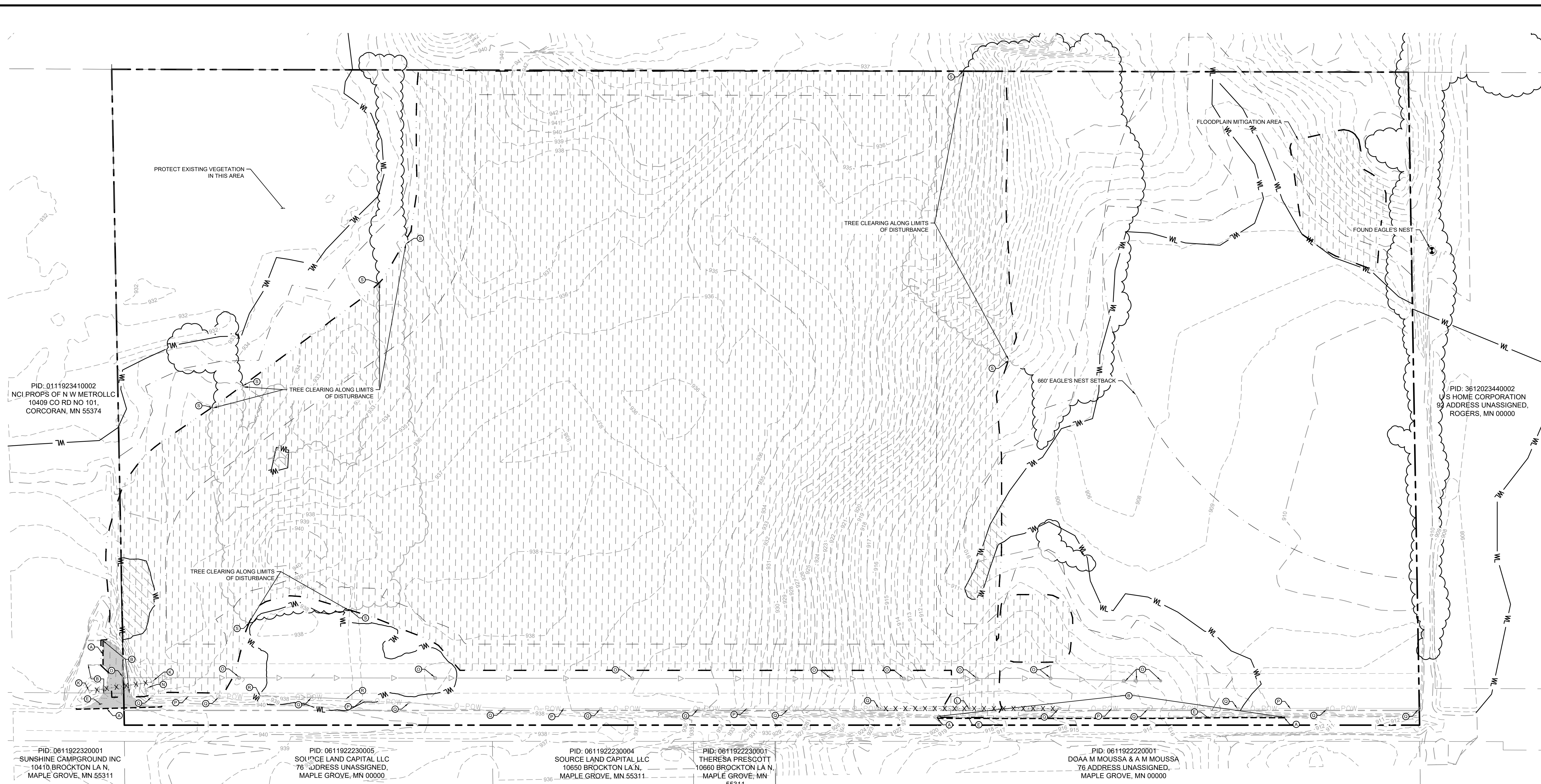
FIELD CREW	NO.	BY	DATE	REVISION
DM, AK, AK				
DRAWN				
CHECKED				
DATE				
12/21/2021				

USE (INCLUDING COPYING, DISTRIBUTION, AND/OR CONSTRUCTION OF INFORMATION OF THIS PROJECT'S SURVEY WRITTEN AUTHORIZATION. USE WITHOUT SAID AUTHORIZATION CONSTITUTES AN ILLEGITIMATE USE AND ALL RESPONSIBILITY, SATHRE-BERGQUIST, INC. RESERVES LEGAL RESERVATION FOR DAMAGES OR PARTIAL RESERVATION FROM THE WORKMAN'S BENEFIT.	
150 SOUTH BROADWAY WAZATA, MN 55391 (952) 476-9000	<p>ALTA/NSPS LAND TITLE SURVEY          PREPARED FOR:          LAKEVIEW DEVELOPMENT          COMPANY, LLC</p>
TWP: 19S; RGE: 23S; SEC: 01 Hennepin County	<p>FILE NO. 3120-087 1</p>



This document, together with the concepts and designs presented herein, is an instrument of service. It is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



PRELIMINARY - NOT FOR CONSTRUCTION

BROCKTON LANE  
BUSINESS PARK  
PREPARED FOR  
**HEMPEL**  
CORCORAN

SHEET NUMBER  
**C200**

**SITE DEMOLITION  
PLAN**

RHA PROJECT  
12345678  
DATE  
02/05/2025  
SCALE  
AS SHOWN  
DESIGNED BY  
AJE  
DRAWN BY  
AJE  
CHECKED BY  
MCE

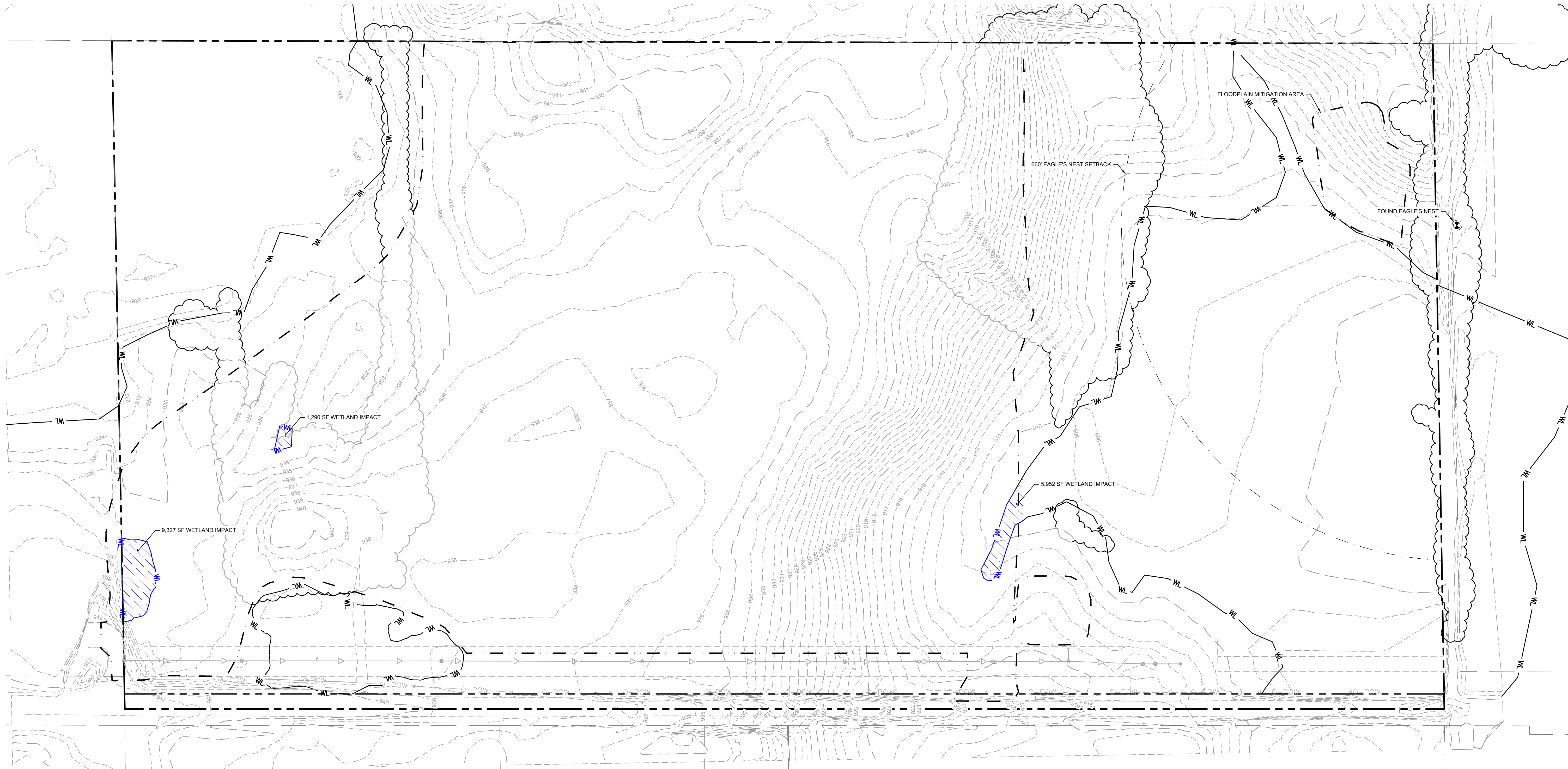
EVERY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A LICENSED PROFESSIONAL ENGINEER AND I AM A RESIDENT OF THE STATE OF MINNESOTA.  
**PRELIMINARY**  
MICHAEL C. BRANDT  
MIN. LIC. NO. 42661  
DATE: 12/17/2024

**Kimley-Horn**  
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULIST STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-465-4197  
WWW.KIMLEY-HORN.COM

NO.	REVISIONS	DATE	BY
1	CITY COMMENTS	01/09/25	MCE
2	CLIENT COMMENTS	01/15/25	JFJ
3	CITY COMMENTS, REVISED SITE PLAN	02/05/25	MCE

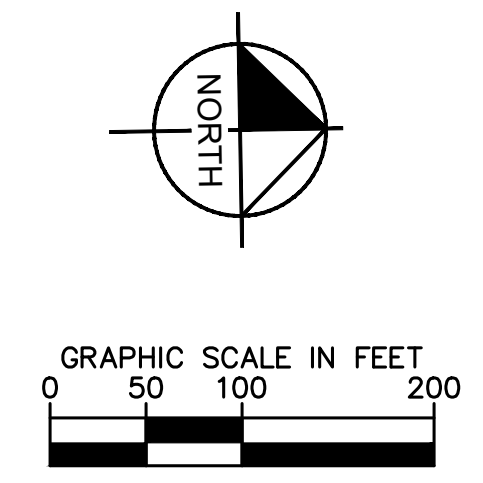


This document, together with the concepts and designs presented herein, is an instrument of service. Its use is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



- LEGEND**
- PROPERTY LINE
  - - - EASEMENT LINE
  - - - LIMITS OF CONSTRUCTION
  - WL WETLAND BOUNDARY
  - POW EXISTING OVERHEAD POWER LINE
  - ▷ EXISTING SANITARY SEWER
  - ▷ EXISTING STORM SEWER
  - ▷ EXISTING GAS MAIN
  - ▽ EXISTING FLARED END SECTION
  - EXISTING STORM MANHOLE
  - EXISTING STORM CATCHBASIN
  - EXISTING HYDRANT
  - EXISTING POWER POLE
  - EXISTING TREE LINE
  - TREE DISTURBANCE
  - WL WETLAND IMPACT

WETLAND IMPACT	
TOTAL PROPERTY AREA	78.85 AC
TOTAL WETLAND AREA	20.42 AC (25.9%)
TOTAL WETLAND IMPACT AREA	0.38 AC (1.9%)



PRELIMINARY - NOT FOR CONSTRUCTION

**BROCKTON LANE  
BUSINESS PARK**  
PREPARED FOR  
**HEMPEL**

SHEET NUMBER  
**C201**

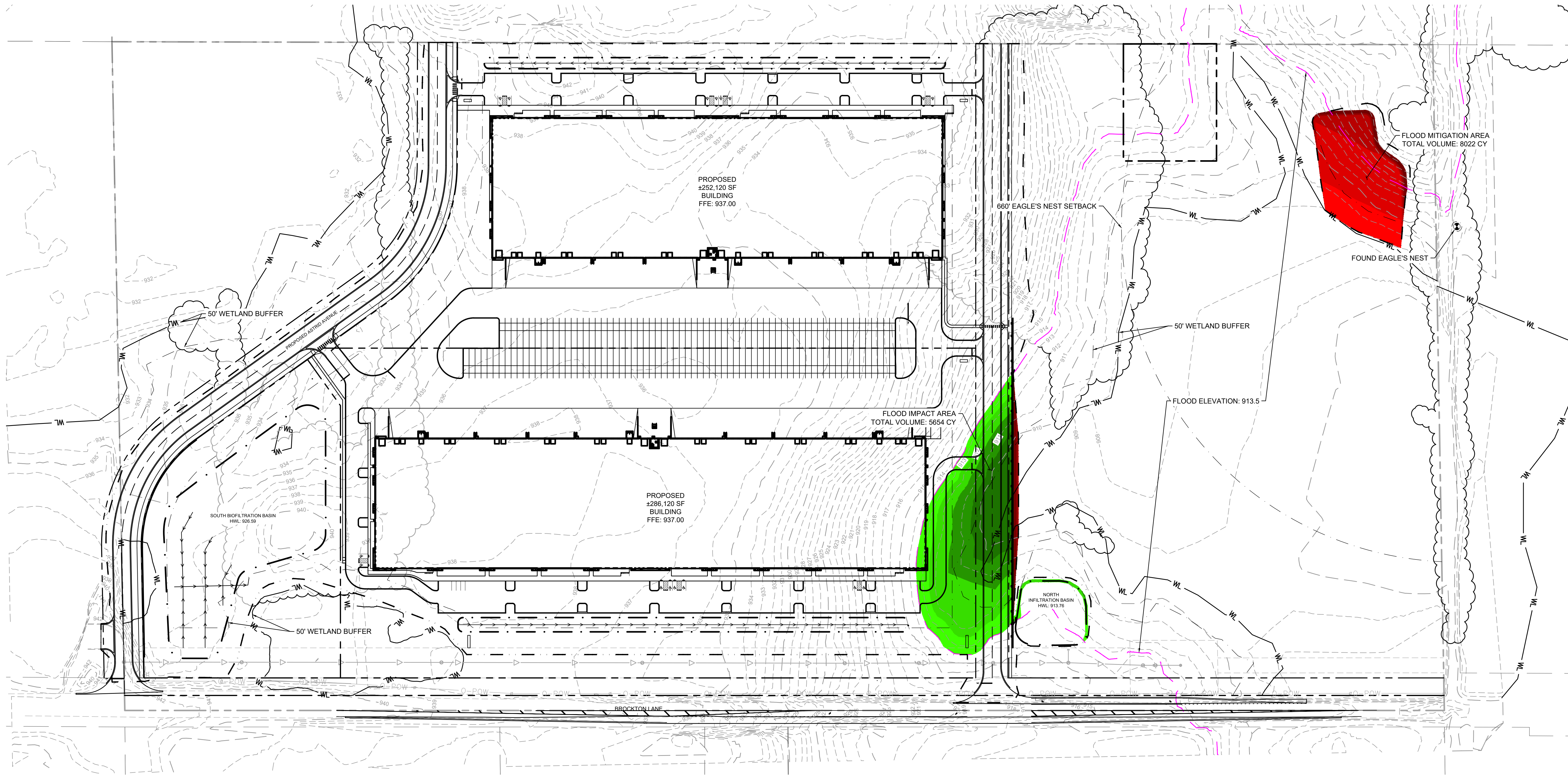
KHA PROJECT  
12345678  
DATE  
02/05/2025  
SCALE AS SHOWN  
DESIGNED BY JFJ  
DRAWN BY KBP  
CHECKED BY MCB

NEVERY CERTIFY THAT THIS PLAN OR SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT COMPLIES WITH ALL THE LAWS OF THE STATE OF MINNESOTA.  
**PRELIMINARY**  
MICHAEL C. BRANDT  
MINN. LIC. NO. 42681  
DATE: 12/17/2024

**Kimley-Horn**  
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
787 EULISTIS STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-465-4197  
WWW.KIMLEY-HORN.COM

NO.	REVISIONS	DATE	BY
1	CITY COMMENTS	01/09/25	MCB
2	CLIENT COMMENTS	01/15/25	JFJ
3	CITY COMMENTS, REVISED SITE PLAN	02/05/25	MCB

This document, together with the concepts and designs presented herein, is an instrument of service. It is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



**LEGEND**

- PROPERTY LINE
- - - EASEMENT LINE
- LIMITS OF CONSTRUCTION
- - - PROPERTY SETBACK
- WL WETLAND BOUNDARY
- FLOOD BOUNDARY
- o-POW EXISTING OVERHEAD POWER LINE
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING GAS MAIN
- EXISTING FLARED END SECTION
- EXISTING STORM MANHOLE
- EXISTING STORM CATCHBASIN
- EXISTING HYDRANT
- EXISTING POWER POLE
- EXISTING TREE LINE
- TREE DISTURBANCE

FLOODPLAIN MITIGATION				
NUMBER	AREA	DEPTH	VOLUMES	COLOR
1	10167 SF	-6' TO -5'	93 CY	■
2	21723 SF	-5' TO -4'	776 CY	■
3	15329 SF	-4' TO -3'	1505 CY	■
4	2516 SF	-3' TO -2'	1800 CY	■
5	2212 SF	-2' TO -1'	1883 CY	■
6	2213 SF	-1' TO 0'	1965 CY	■
TOTAL	54160 SF		8022 CY	

FLOODPLAIN IMPACT				
NUMBER	AREA	DEPTH	VOLUMES	COLOR
1	19032 SF	0 TO 1.00	2629 CY	■
2	26003 SF	1 TO 2.00	1813 CY	■
3	19480 SF	2 TO 3.00	969 CY	■
4	16016 SF	3 TO 4.00	243 CY	■
TOTAL	80531 SF		5654 CY	

N  
HILTON

GRAPHIC SCALE IN FEET  
0 50 100 200

**811**  
Know what's below.  
Call before you dig.

PRELIMINARY - NOT FOR CONSTRUCTION

**BROCKTON LANE  
BUSINESS PARK**  
PREPARED FOR  
**HEMPEL**

SHEET NUMBER  
**C202**

KHA PROJECT  
12345678

DATE  
02/05/2025

SCALE  
AS SHOWN

DESIGNED BY  
JFJ

DRAWN BY  
KBP

CHECKED BY  
MCE

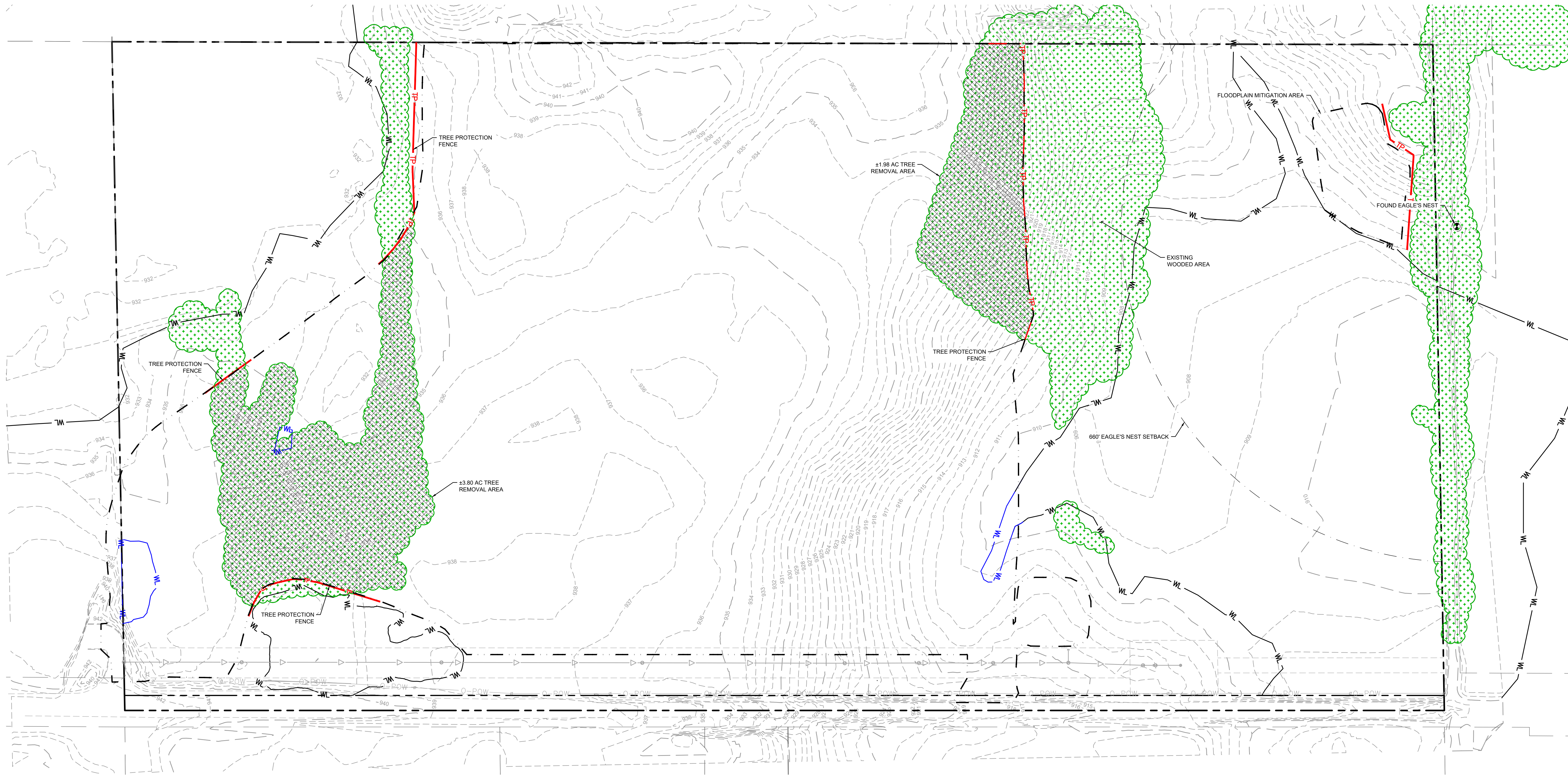
MINNESOTA PROFESSIONAL ENGINEER AND SURVEYOR  
MICHAEL C. BRANDT  
L.C. NO. 42681  
DATE: 12/17/2024

EVERETT CENTER, 700 S. W. WYOMING ST., SUITE 100, ST. PAUL, MN 55114  
PH: 651-466-4197  
WWW.KIMLEY-HORN.COM

**Kimley-Horn**

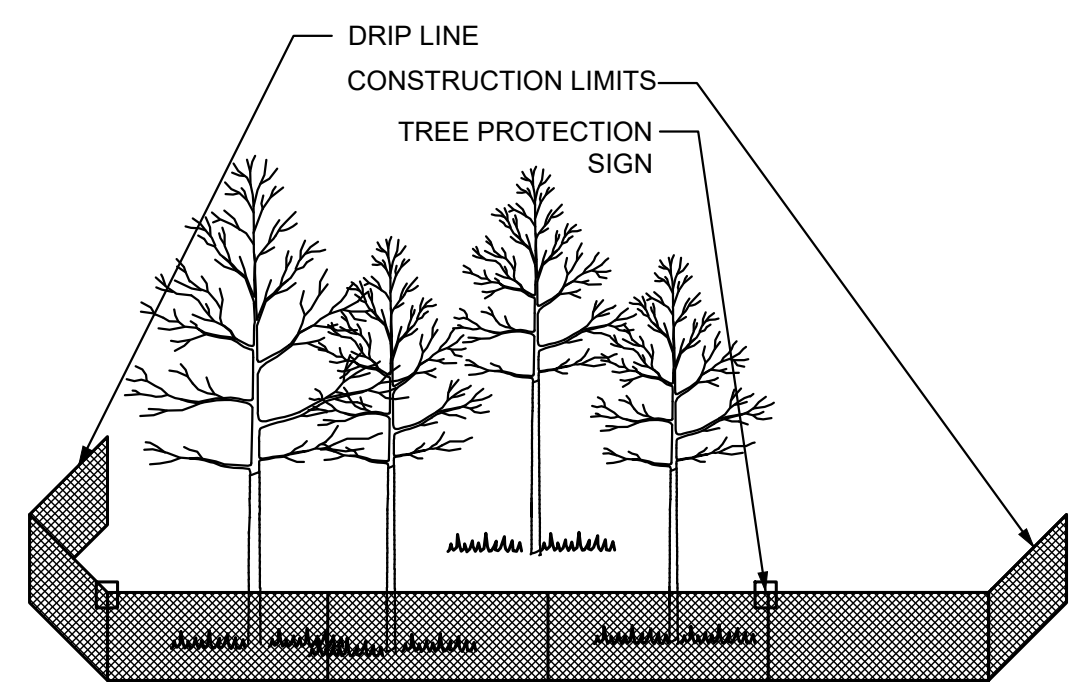
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULISTIS STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-466-4197  
WWW.KIMLEY-HORN.COM

NO.	REVISIONS	DATE	BY
1	CITY COMMENTS	01/09/25	MCB
2	CLIENT COMMENTS	01/15/25	JFJ
3	CITY COMMENTS, REVISED SITE PLAN	02/05/25	MCB



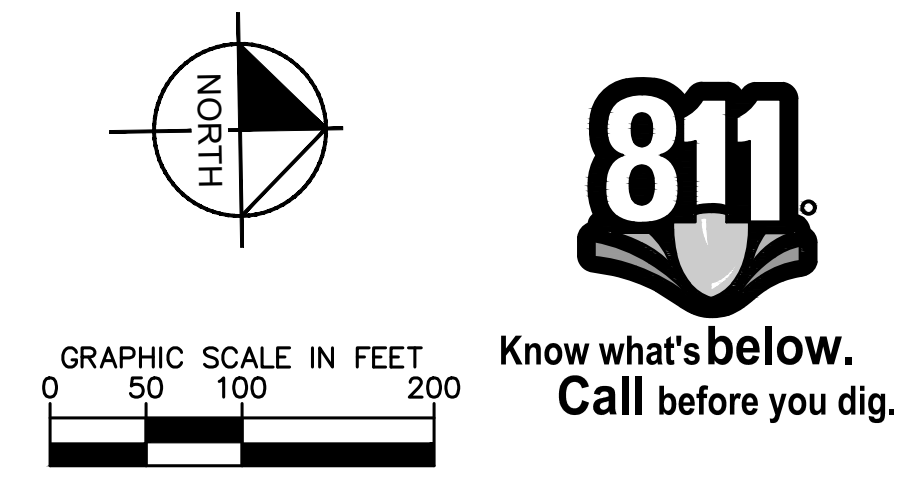
**LEGEND**

---	PROPERTY LINE
---	EASEMENT LINE
---	LIMITS OF CONSTRUCTION
WL	WETLAND BOUNDARY
TP	TREE PROTECTION FENCE
O-POW	EXISTING OVERHEAD POWER LINE
S	EXISTING SANITARY SEWER
ST	EXISTING STORM SEWER
G	EXISTING GAS MAIN
F	EXISTING FLARED END SECTION
M	EXISTING STORM MANHOLE
C	EXISTING STORM CATCHBASIN
H	EXISTING HYDRANT
P	EXISTING POWER POLE
T	EXISTING TREE LINE
+	EXISTING WOODED AREA
X	TREE REMOVAL AREA



FURNISH AND INSTALL TEMPORARY FENCE AT THE TREE'S DRIPLINE OR CONSTRUCTION LIMITS AS SPECIFIED, PRIOR TO ANY CONSTRUCTION. WHEN POSSIBLE PLACE FENCE 25 FEET BEYOND THE DRIPLINE. PLACE PROTECTION SIGNS ALONG FENCE AT 20' INTERVALS.

**1 TREE PRESERVATION FENCE** NO SCALE



PRELIMINARY - NOT FOR CONSTRUCTION

BROCKTON LANE  
BUSINESS PARK

PREPARED FOR  
HEMPEL

CORCORAN MN

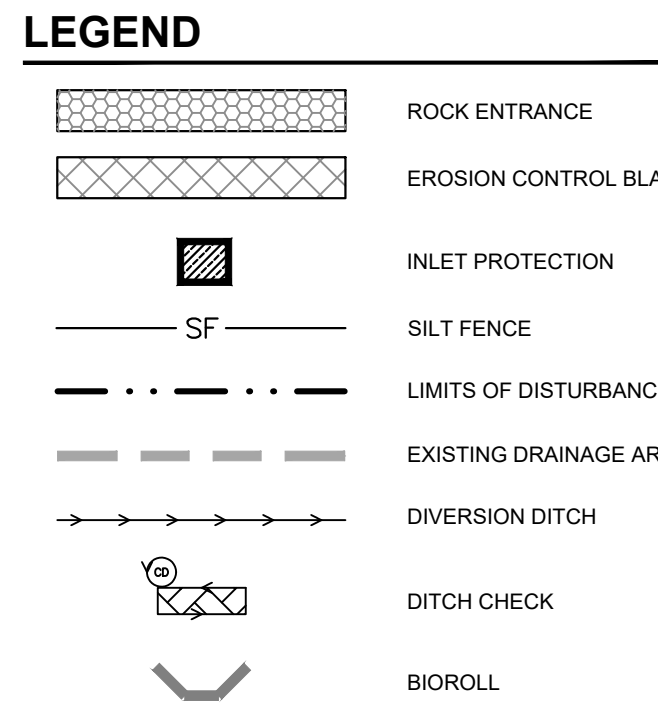
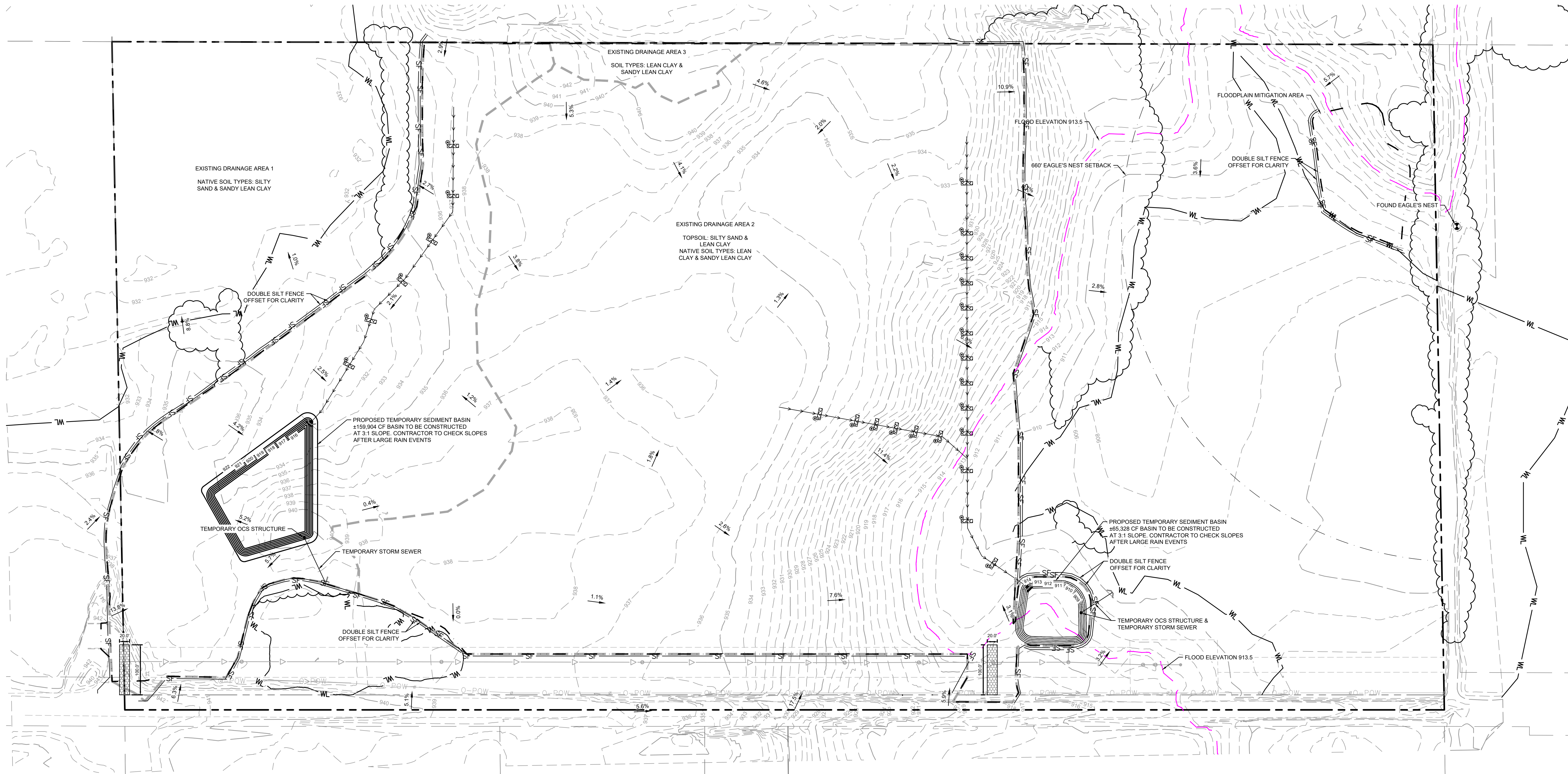
**TREE PRESERVATION PLAN**

KHA PROJECT  
12345678  
DATE  
02/05/2025  
SCALE AS SHOWN  
DESIGNED BY JFJ  
DRAWN BY JFJ  
CHECKED BY MCB

MINNESOTA PROFESSIONAL ENGINEER  
MICHAEL C. BRANDT  
MICHAEL C. BRANDT  
DATE: 12/17/2024 U.C. NO.: 42681

**Kimley-Horn**  
2024 KIMLEY-HORN AND ASSOCIATES, INC.  
787 EULISTIS STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-465-4197  
WWW.KIMLEY-HORN.COM

NO.	REVISIONS	DATE	BY
1	CITY COMMENTS	01/09/25	MCB
2	CLIENT COMMENTS	01/15/25	JFJ
3	CITY COMMENTS, REVISED SITE PLAN	02/05/25	MCB



**EROSION CONTROL PLAN NOTES**

1. THE STORM WATER POLLUTION PREVENTION PLAN ("SWPPP") IS COMPRISED OF THE EROSION CONTROL PLAN, THE STANDARD DETAILS, THE PLAN NARRATIVE, ATTACHMENTS INCLUDED IN THE SPECIFICATIONS OF THE SWPPP, PLUS THE PERMIT AND ALL SUBSEQUENT REPORTS AND RELATED DOCUMENTS.
2. ALL CONTRACTORS AND SUBCONTRACTORS INVOLVED WITH LAND DISTURBING ACTIVITIES SHALL OBTAIN A COPY OF THE SWPPP AND NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) GENERAL PERMIT, AND BECOME FAMILIAR WITH THEIR CONTENTS.
3. BEST MANAGEMENT PRACTICES (BMPs) AND CONTROLS SHALL CONFORM TO FEDERAL, STATE AND LOCAL REQUIREMENTS, AS APPLICABLE. THE CONTRACTOR SHALL IMPLEMENT ADDITIONAL CONTROLS AS DIRECTED BY THE PERMITTING AGENCY, ENGINEER OR OWNER.
4. SITE ENTRY AND EXIT LOCATIONS SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT THE TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC ROADWAYS, SEDIMENT SPILLED, DROPPED, WASHED, OR TRACKED ONTO A PUBLIC ROADWAY FROM THE CONSTRUCTION SITE MUST BE REMOVED AS SOON AS PRACTICABLE. WHEN WASHING IS REQUIRED TO REMOVE SEDIMENT PRIOR TO ENTRANCE ONTO A PUBLIC ROADWAY, IT SHALL BE DONE IN AN AREA STABILIZED WITH CRUSHED STONE WHICH DRAINS INTO AN APPROVED SEDIMENT BASIN. ANY FINES IMPOSED FOR DISCHARGING SEDIMENT ONTO A PUBLIC RIGHT OF WAY SHALL BE PAID BY THE CONTRACTOR.
5. TEMPORARY SEEDING OR OTHER APPROVED METHODS OF STABILIZATION SHALL BE INITIATED WITHIN 7 DAYS OF THE LAST DISTURBANCE ON ANY AREA OF THE SITE.
6. THE CONTRACTOR SHALL MINIMIZE LAND DISTURBANCE AND CLEARING TO THE MAXIMUM EXTENT PRACTICAL, OR AS REQUIRED BY THE GENERAL PERMIT.
7. CONTRACTOR SHALL DENOTE ON THE PLAN THE TEMPORARY PARKING AND STORAGE AREA WHICH SHALL ALSO BE USED AS THE EQUIPMENT MAINTENANCE AND CLEANING AREA, EMPLOYEE PARKING AREA, AND AREA FOR LOCATING PORTABLE FACILITIES, OFFICE TRAILERS, AND TOILET FACILITIES.
8. ALL WASH WATER FROM THE CONSTRUCTION SITE (CONCRETE TRUCKS, VEHICLE CLEANING, EQUIPMENT CLEANING, ETC.) SHALL BE DETAINED AND PROPERLY TREATED BEFORE DISPOSAL.
9. SUFFICIENT OIL AND GREASE ABSORBING MATERIALS AND FLOTATION BOOMS SHALL BE MAINTAINED ON SITE OR READILY AVAILABLE TO CONTAIN AND CLEAN-UP FUEL OR CHEMICAL SPILLS AND LEAKS.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DUST CONTROL ON SITE. THE USE OF MOTOR OILS AND OTHER PETROLEUM BASED OR TOXIC LIQUIDS FOR DUST SUPPRESSION OPERATIONS IS PROHIBITED.
11. RUBBISH, TRASH, GARBAGE, LITTER, OR OTHER SUCH MATERIALS SHALL BE DEPOSITED INTO SEALED CONTAINERS. MATERIALS SHALL BE PREVENTED FROM LEAVING THE PREMISES THROUGH THE ACTION OF WIND OR STORM WATER DISCHARGE INTO DRAINAGE DITCHES OR WATERS OF THE STATE.
12. STAGING AREAS, STOCKPILES, SPOILS, ETC. SHALL BE LOCATED OUTSIDE OF DRAINAGE WAYS SUCH THAT STORM WATER RUNOFF WILL NOT BE ADVERSELY AFFECTED. PROVIDE STABILIZATION MEASURES SUCH AS PERIMETER EROSION CONTROL BMPs, SEEDING, OR OTHER COVERING AS NECESSARY TO PREVENT EROSION.
13. CONTRACTOR SHALL BE RESPONSIBLE FOR RE-ESTABLISHING ANY EROSION CONTROL BMP DISTURBED DURING CONSTRUCTION OPERATIONS. NOTIFY THE OWNER'S REPRESENTATIVE OF ANY DEFICIENCIES IN THE ESTABLISHED EROSION CONTROL MEASURES THAT MAY LEAD TO UNAUTHORIZED DISCHARGE OF STORM WATER POLLUTANTS. UNAUTHORIZED POLLUTANTS INCLUDE (BUT ARE NOT LIMITED TO) EXCESS CONCRETE DUMPING, CONCRETE RESIDUE, PAINTS, SOLVENTS, GREASES, FUELS, LUBRICANT OILS, PESTICIDES, AND SOLID WASTE MATERIALS.
14. EROSION CONTROL BMPs SHOWN ON THESE PLANS SHALL BE INSTALLED PRIOR TO THE START OF LAND-DISTURBING ACTIVITIES ON THE PROJECT, AND INITIATED AS SOON AS PRACTICABLE.
15. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR COMPLYING WITH THE REQUIREMENTS OF THE AUTHORITIES HAVING JURISDICTION, AND SHALL MAINTAIN COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS FOR THE DURATION OF CONSTRUCTION.
16. THE CONTRACTOR SHALL FIELD ADJUST AND/OR PROVIDE ADDITIONAL EROSION CONTROL BMPs AS NEEDED TO PREVENT EROSION AND OFF-SITE SEDIMENT DISCHARGE FROM THE CONSTRUCTION SITE. LOG AND RECORD ANY ADJUSTMENTS AND DEVIATIONS FROM THE APPROVED EROSION CONTROL PLANS WITHIN THE SWPPP DOCUMENTS STORED IN THE JOB SITE TRAILER.

**SWPPP UPDATES & AMENDMENTS**

THE CONTRACTOR MUST UPDATE THE SWPPP BY NOTING ON THE SITE MAPS IN THE JOB SITE BINDER TO REFLECT THE PROGRESS OF CONSTRUCTION ACTIVITIES AND GENERAL CHANGES TO THE PROJECT SITE FOR THE DURATION OF LAND DISTURBING ACTIVITIES. AT A MINIMUM, UPDATES SHALL BE MADE DAILY TO TRACK CONSTRUCTION PROGRESS DESCRIBED IN THE SEQUENCE OF CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR NOTING THE LOCATION OF THE JOB SITE TRAILER, TEMPORARY PARKING & LAYDOWN AREAS, PORTA-POTTY, WHEEL WASH, CONCRETE WASHOUT, FUEL & MATERIAL STORAGE, SOLID WASTE CONTAINERS, AND OTHER CONSTRUCTION RELATED FACILITIES THAT MAY IMPACT STORMWATER RUNOFF.

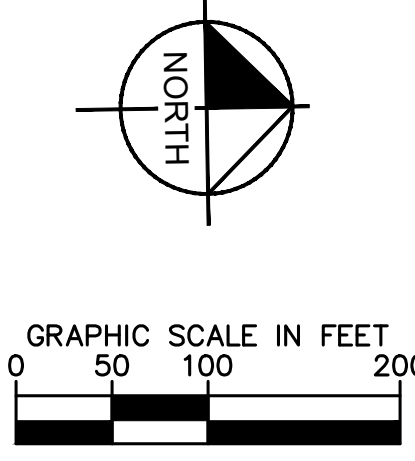
**PHASE 1 SEQUENCE OF CONSTRUCTION**

1. INSTALL PERIMETER EROSION CONTROL (I.E. SILT FENCE) AND INLET PROTECTION AT EXISTING STORMWATER INLETS.
2. CONSTRUCT STABILIZED CONSTRUCTION ENTRANCE AND CONCRETE WASHOUT
3. PREPARE TEMPORARY PARKING AND STORAGE AREA
4. CONSTRUCT AND STABILIZE DIVERSIONS AND TEMPORARY SEDIMENT BASINS.
5. CLEAR AND GRUB THE SITE
6. BEGIN MASS SITE GRADING AND ROUGH GRADE SITE SUFFICIENTLY TO ESTABLISH PROPOSED DRAINAGE PATTERNS.
7. START CONSTRUCTION OF THE BUILDING PAD AND STRUCTURES.
8. TEMPORARILY SEED, THROUGHOUT CONSTRUCTION, DISTURBED AREAS THAT WILL BE INACTIVE FOR 14 DAYS OR MORE OR AS REQUIRED BY THE NPDES AND/OR CITY GRADING PERMIT(S).

NOTE: THE SEQUENCE OF CONSTRUCTION IS INTENDED TO CONVEY THE GENERAL CONCEPTS OF THE EROSION CONTROL DESIGN AND SHOULD NOT BE RELIED UPON FOR CONSTRUCTION PURPOSES. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR DETAILED PHASING AND CONSTRUCTION SEQUENCING NECESSARY TO CONSTRUCT THE PROPOSED IMPROVEMENTS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IN WRITING IMMEDIATELY PRIOR TO AND/OR DURING CONSTRUCTION IF ANY ADDITIONAL INFORMATION ON THE CONSTRUCTION SEQUENCE IS NECESSARY.

AREA SUMMARY	
TOTAL PROPERTY AREA	78.85 AC
EXISTING IMPERVIOUS AREA	0 AC
EXISTING PERVIOUS AREA	78.85 AC
PROPOSED IMPERVIOUS AREA	26.48 AC
PROPOSED PERVIOUS AREA	52.37 AC
TOTAL DISTURBED AREA	43.09 AC

PHASE I BMP QUANTITIES	
SILT FENCE	±8,590 LF
ROCK CONSTRUCTION ENTRANCE	2 EA
DIVERSION DITCH	±2,030 LF
DITCH CHECK	25 EA
BIOROLL	±40 LF



PRELIMINARY - NOT FOR CONSTRUCTION

BROCKTON LANE  
BUSINESS PARK  
PREPARED FOR  
HEMPEL  
CORCORAN

SHEET NUMBER  
C300

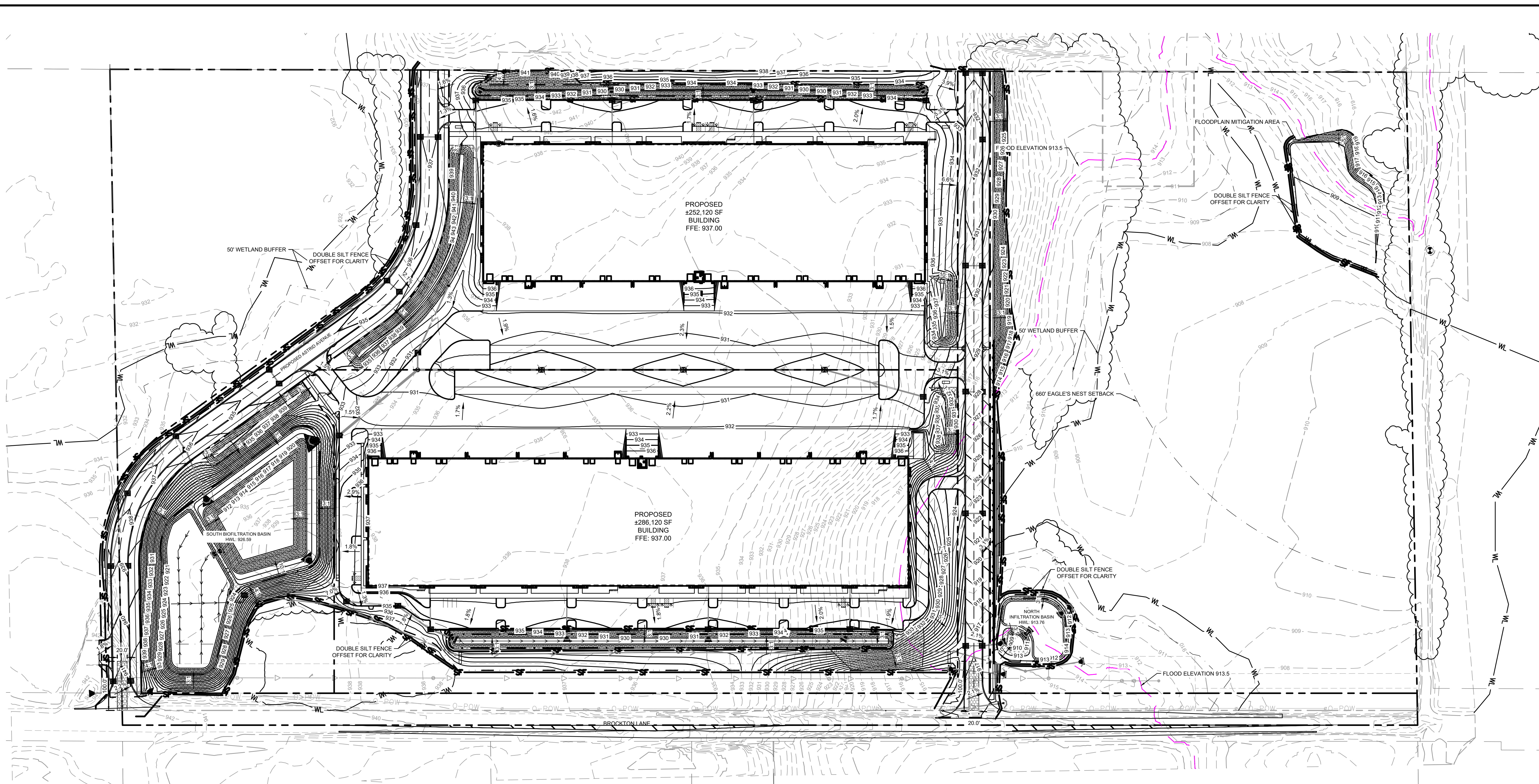
EROSION AND  
SEDIMENT  
CONTROL PLAN -  
PHASE 1

KHA PROJECT  
12345678  
DATE  
02/05/2025  
SCALE  
AS SHOWN  
DESIGNED BY  
KBP  
DRAWN BY  
KBP  
CHECKED BY  
MCE

NEVERY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A LICENSED PROFESSIONAL ENGINEER AND A MEMBER OF THE BOARD OF ENGINEERS AND SURVEYORS OF THE STATE OF MINNESOTA.  
**PRELIMINARY**  
MICHAEL C. BRANDT  
MINN. LIC. NO. 42681  
DATE: 12/17/2024

**Kimley-Horn**  
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
787 EULIST STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-665-4197  
WWW.KIMLEY-HORN.COM

NO.	REVISIONS	DATE	BY
1	CITY COMMENTS	01/09/25	MCB
2	CLIENT COMMENTS	01/15/25	JFJ
3	CITY COMMENTS, REVISED SITE PLAN	02/05/25	MCB



**LEGEND**

	ROCK ENTRANCE
	EROSION CONTROL BLANKET
	INLET PROTECTION
	SILT FENCE
	LIMITS OF DISTURBANCE
	SAFETY FENCE
	BIO ROLL

**EROSION CONTROL PLAN NOTES**

- THE STORM WATER POLLUTION PREVENTION PLAN ("SWPPP") IS COMPRISED OF THE EROSION CONTROL PLAN, THE STANDARD DETAILS, THE PLAN NARRATIVE, ATTACHMENTS INCLUDED IN THE SPECIFICATIONS OF THE SWPPP, PLUS THE PERMIT AND ALL SUBSEQUENT REPORTS AND RELATED DOCUMENTS.
- ALL CONTRACTORS AND SUBCONTRACTORS INVOLVED WITH LAND DISTURBING ACTIVITIES SHALL OBTAIN A COPY OF THE SWPPP AND NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) GENERAL PERMIT, AND BECOME FAMILIAR WITH THEIR CONTENTS.
- BEST MANAGEMENT PRACTICES (BMP'S) AND CONTROLS SHALL CONFORM TO FEDERAL, STATE AND LOCAL REQUIREMENTS. AS APPLICABLE THE CONTRACTOR SHALL IMPLEMENT ADDITIONAL CONTROLS AS DIRECTED BY THE PERMITTING AGENCY, ENGINEER OR OWNER.
- SITE ENTRY AND EXIT LOCATIONS SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT THE TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC ROADWAYS. SEDIMENT SPILLED, DROPPED, WASHED, OR TRACKED ONTO A PUBLIC ROADWAY FROM THE CONSTRUCTION SITE MUST BE REMOVED AS SOON AS PRACTICABLE. WHEN WASHING IS REQUIRED TO REMOVE SEDIMENT PRIOR TO ENTRANCE ONTO A PUBLIC ROADWAY, IT SHALL BE DONE IN AN AREA STABILIZED WITH CRUSHED STONE WHICH DRAINS INTO AN APPROVED SEDIMENT BASIN. ANY FINES IMPOSED FOR DISCHARGING SEDIMENT ONTO A PUBLIC RIGHT OF WAY SHALL BE PAID BY THE CONTRACTOR.
- TEMPORARY SEEDING OR OTHER APPROVED METHODS OF STABILIZATION SHALL BE INITIATED WITHIN 7 DAYS OF THE LAST DISTURBANCE ON ANY AREA OF THE SITE.
- THE CONTRACTOR SHALL MINIMIZE LAND DISTURBANCE AND CLEARING TO THE MAXIMUM EXTENT PRACTICAL OR AS REQUIRED BY THE GENERAL PERMIT.
- CONTRACTOR SHALL DENOTE ON THE PLAN THE TEMPORARY PARKING AND STORAGE AREA WHICH SHALL ALSO BE USED AS THE EQUIPMENT MAINTENANCE AND CLEANING AREA, EMPLOYEE PARKING AREA, AND AREA FOR LOCATING PORTABLE FACILITIES, OFFICE TRAILERS, AND TOILET FACILITIES.
- ALL WASH WATER FROM THE CONSTRUCTION SITE (CONCRETE TRUCKS, VEHICLE CLEANING, EQUIPMENT CLEANING, ETC.) SHALL BE DETAINED AND PROPERLY TREATED BEFORE DISPOSAL.
- SUFFICIENT OIL AND GREASE ABSORBING MATERIALS AND FLOTATION BOOMS SHALL BE MAINTAINED ON SITE OR READILY AVAILABLE TO CONTAIN AND CLEAN-UP FUEL OR CHEMICAL SPILLS AND LEAKS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR DUST CONTROL ON SITE. THE USE OF MOTOR OILS AND OTHER PETROLEUM BASED OR TOXIC LIQUIDS FOR DUST SUPPRESSION OPERATIONS IS PROHIBITED.
- RUBBISH, TRASH, GARBAGE, LITTER, OR OTHER SUCH MATERIALS SHALL BE DEPOSITED INTO SEALED CONTAINERS. MATERIALS SHALL BE PREVENTED FROM LEAVING THE PREMISES THROUGH THE ACTION OF WIND OR STORM WATER DISCHARGE INTO DRAINAGE DITCHES OR WATERS OF THE STATE.
- STAGING AREAS, STOCKPILES, SPOILS, ETC. SHALL BE LOCATED OUTSIDE OF DRAINAGE WAYS SUCH THAT STORM WATER RUNOFF WILL NOT BE ADVERSELY AFFECTED. PROVIDE STABILIZATION MEASURES SUCH AS PERIMETER EROSION CONTROL BMP'S, SEEDING, OR OTHER COVERING AS NECESSARY TO PREVENT EROSION.
- CONTRACTOR SHALL BE RESPONSIBLE FOR RE-ESTABLISHING ANY EROSION CONTROL BMP DISTURBED DURING CONSTRUCTION OPERATIONS. NOTIFY THE OWNER'S REPRESENTATIVE OF ANY DEFICIENCIES IN THE ESTABLISHED EROSION CONTROL MEASURES THAT MAY LEAD TO UNAUTHORIZED DISCHARGE OF STORM WATER POLLUTANTS. UNAUTHORIZED POLLUTANTS INCLUDE (BUT ARE NOT LIMITED TO) EXCESS CONCRETE DUMPING, CONCRETE RESIDUE, PAINTS, SOLVENTS, GREASES, FUELS, LUBRICANT OILS, PESTICIDES, AND SOLID WASTE MATERIALS.
- EROSION CONTROL BMP'S SHOWN ON THESE PLANS SHALL BE INSTALLED PRIOR TO THE START OF LAND-DISTURBING ACTIVITIES ON THE PROJECT, AND INITIATED AS SOON AS PRACTICABLE.
- THE CONTRACTOR IS SOLELY RESPONSIBLE FOR COMPLYING WITH THE REQUIREMENTS OF THE AUTHORITIES HAVING JURISDICTION, AND SHALL MAINTAIN COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS FOR THE DURATION OF CONSTRUCTION.
- THE CONTRACTOR SHALL FIELD ADJUST AND/OR PROVIDE ADDITIONAL EROSION CONTROL BMP'S AS NEEDED TO PREVENT EROSION AND OFF-SITE SEDIMENT DISCHARGE FROM THE CONSTRUCTION SITE. LOG AND RECORD ANY ADJUSTMENTS AND DEVIATIONS FROM THE APPROVED EROSION CONTROL PLANS WITHIN THE SWPPP DOCUMENTS STORED IN THE JOB SITE TRAILER.

**PHASE 2 SEQUENCE OF CONSTRUCTION**

- TEMPORARILY SEED, THROUGHOUT CONSTRUCTION, DENUDE AREAS THAT WILL BE INACTIVE FOR 14 DAYS OR MORE.
- CONSTRUCT UNDERGROUND SITE UTILITIES AND STORM SEWER, INCLUDING UNDERGROUND STORMWATER MANAGEMENT SYSTEM.
- INSTALL APPROPRIATE INLET PROTECTION AT ANY NEW STORM SEWER STRUCTURES AS EACH STRUCTURE IS CONSTRUCTED.
- COMPLETE SITE GRADING AND PERMANENTLY STABILIZE AREAS TO BE VEGETATED AS THEY ARE BROUGHT TO FINAL GRADE.
- PLACE PAVEMENT BASE MATERIAL AND INSTALL SUBDRAINAGE SYSTEM.
- CONSTRUCT PAVEMENTS, CURBS & GUTTERS, AND SIDEWALKS.
- AS APPROPRIATE, REPLACE & MAINTAIN INLET PROTECTION DEVICES WITHIN PAVED AREAS AS WORK PROGRESSES.
- COMPLETE FINAL GRADING AND INSTALL OF PERMANENT STABILIZATION (SEEDING, SOILING, ETC.) WITHIN LANDSCAPED AREAS.
- WHEN THE SITE HAS ACHIEVED FINAL STABILIZATION AS DEFINED BY THE APPLICABLE EROSION CONTROL PERMITS, REMOVE ALL REMAINING TEMPORARY EROSION & SEDIMENT CONTROL BMP'S AND RE-STABILIZE ANY AREAS DISTURBED BY THE REMOVAL.

NOTE: THE SEQUENCE OF CONSTRUCTION IS INTENDED TO CONVEY THE GENERAL CONCEPTS OF THE EROSION CONTROL DESIGN AND SHOULD NOT BE RELIED UPON FOR CONSTRUCTION PURPOSES. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR DETAILED PHASING AND CONSTRUCTION SEQUENCING NECESSARY TO CONSTRUCT THE PROPOSED IMPROVEMENTS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IN WRITING IMMEDIATELY, PRIOR TO AND/OR DURING CONSTRUCTION IF ANY ADDITIONAL INFORMATION ON THE CONSTRUCTION SEQUENCE IS NECESSARY.

**SWPPP UPDATES & AMENDMENTS**

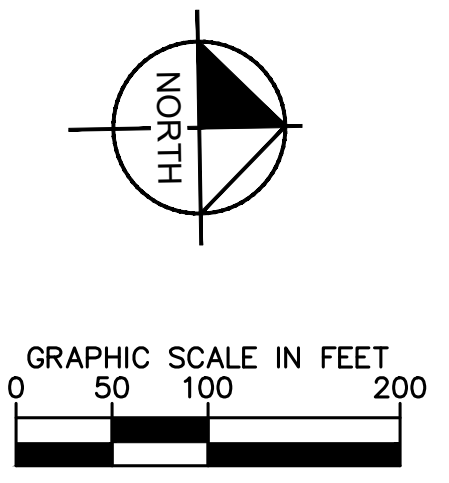
THE CONTRACTOR MUST UPDATE THE SWPPP BY NOTING ON THE SITE MAPS IN THE JOB SITE BINDER TO REFLECT THE PROGRESS OF CONSTRUCTION ACTIVITIES AND GENERAL CHANGES TO THE PROJECT SITE FOR THE DURATION OF LAND DISTURBING ACTIVITIES. AT A MINIMUM, UPDATES SHALL BE MADE DAILY TO TRACK CONSTRUCTION PROGRESS DESCRIBED IN THE SEQUENCE OF CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR NOTING THE LOCATION OF THE JOB SITE TRAILER, TEMPORARY PARKING & LAYDOWN AREAS, PORTA-POTTY, WHEEL WASH, CONCRETE WASHOUT, FUEL & MATERIAL STORAGE, SOLID WASTE CONTAINERS, AND OTHER CONSTRUCTION RELATED FACILITIES THAT MAY IMPACT STORMWATER RUNOFF.

**AREA SUMMARY**

TOTAL PROPERTY AREA	78.85 AC
EXISTING IMPERVIOUS AREA	0 AC
EXISTING PERVIOUS AREA	78.85 AC
PROPOSED IMPERVIOUS AREA	26.48 AC
PROPOSED PERVIOUS AREA	52.37 AC
TOTAL DISTURBED AREA	43.09 AC

**PHASE II BMP QUANTITIES**

SILT FENCE	±15,600 LF
ROCK CONSTRUCTION ENTRANCE	2 EA
INLET PROTECTION	42 EA
EROSION CONTROL BLANKET	±231,348 SF
BIO ROLL	±200 LF



PRELIMINARY - NOT FOR CONSTRUCTION

BROCKTON LANE  
BUSINESS PARK

PREPARED FOR  
HEMPEL

CORCORAN

EROSION AND  
SEDIMENT  
CONTROL PLAN -  
PHASE 2

KHA PROJECT  
12048676

DATE  
02/05/2025

SCALE  
AS SHOWN

DESIGNED BY  
KBP

DRAWN BY  
MCE

CHECKED BY  
MCE

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

**PRELIMINARY**

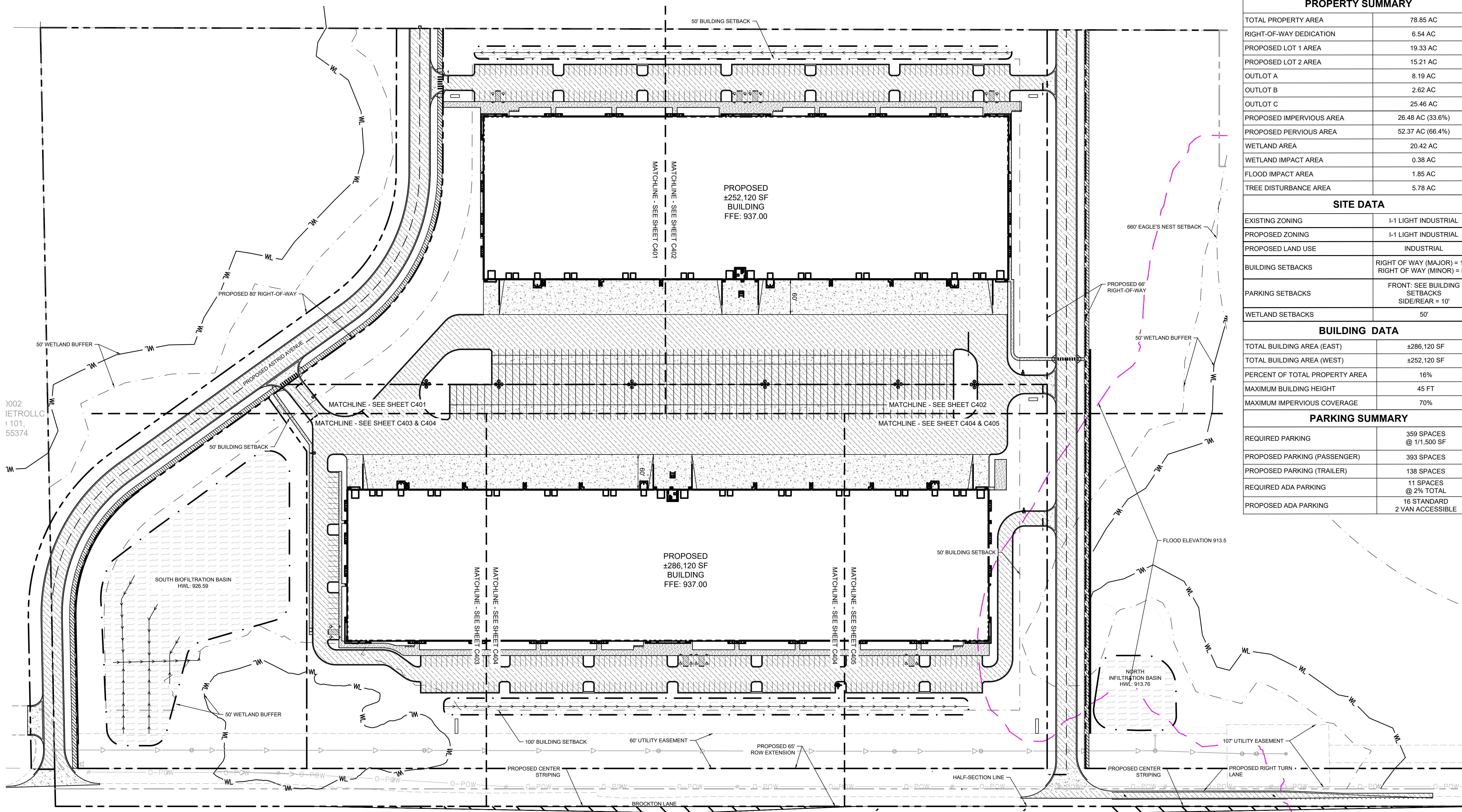
MICHAEL C. BRANDT  
MICHAEL C. BRANDT  
DATE: 12/17/2024 U.C. NO.: 42681

**Kimley-Horn**

© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
787 EULIST STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-466-4197  
WWW.KIMLEY-HORN.COM

NO.	REVISIONS	DATE	BY
1	CITY COMMENTS	01/09/25	MCE
2	CLIENT COMMENTS	01/16/25	JFJ
3	CITY COMMENTS, REVISED SITE PLAN	02/05/25	MCE

This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



PROPERTY SUMMARY	
TOTAL PROPERTY AREA	78.85 AC
RIGHT-OF-WAY DEDICATION	6.54 AC
PROPOSED LOT 1 AREA	19.33 AC
PROPOSED LOT 2 AREA	15.21 AC
OUTLOT A	8.19 AC
OUTLOT B	2.62 AC
OUTLOT C	25.46 AC
PROPOSED IMPERVIOUS AREA	26.48 AC (33.6%)
PROPOSED PERVIOUS AREA	52.37 AC (66.4%)
WETLAND AREA	20.42 AC
WETLAND IMPACT AREA	0.38 AC
FLOOD IMPACT AREA	1.85 AC
TREE DISTURBANCE AREA	5.78 AC

SITE DATA	
EXISTING ZONING	I-1 LIGHT INDUSTRIAL
PROPOSED ZONING	I-1 LIGHT INDUSTRIAL
PROPOSED LAND USE	INDUSTRIAL
BUILDING SETBACKS	RIGHT OF WAY (MAJOR) = 100' RIGHT OF WAY (MINOR) = 50'
PARKING SETBACKS	FRONT: SEE BUILDING SETBACKS SIDE/REAR = 10'
WETLAND SETBACKS	50'

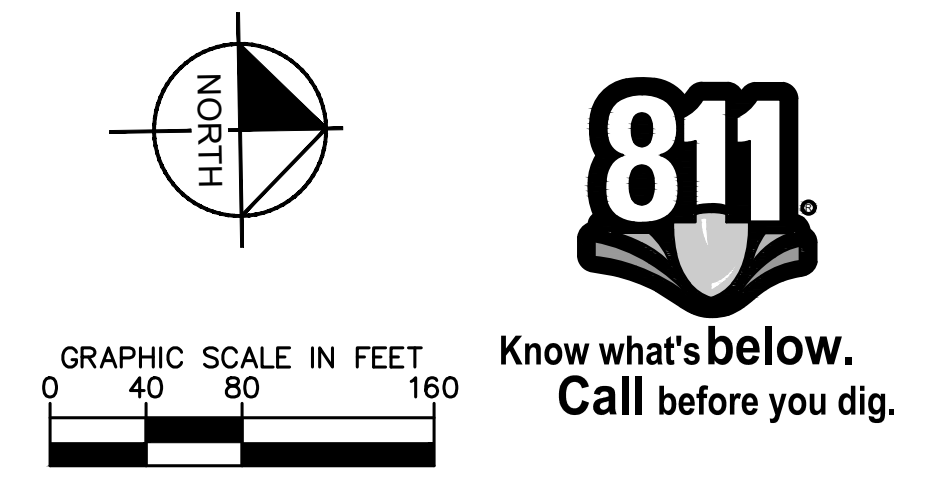
BUILDING DATA	
TOTAL BUILDING AREA (EAST)	±286,120 SF
TOTAL BUILDING AREA (WEST)	±252,120 SF
PERCENT OF TOTAL PROPERTY AREA	16%
MAXIMUM BUILDING HEIGHT	45 FT
MAXIMUM IMPERVIOUS COVERAGE	70%

PARKING SUMMARY	
REQUIRED PARKING	359 SPACES @ 1/1,500 SF
PROPOSED PARKING (PASSENGER)	393 SPACES
PROPOSED PARKING (TRAILER)	138 SPACES
REQUIRED ADA PARKING	11 SPACES @ 2% TOTAL
PROPOSED ADA PARKING	16 STANDARD 2 VAN ACCESSIBLE

LEGEND	
	PROPERTY LINE
	SETBACK LINE
	DRAINAGE AND UTILITY EASEMENT
	LIMITS OF DISTURBANCE
	FLOOD HAZARD BOUNDARY
	WETLAND BOUNDARY
	STANDARD DUTY ASPHALT PAVEMENT SEE DETAILS FOR SECTION
	HEAVY DUTY ASPHALT PAVEMENT SEE DETAILS FOR SECTION
	STORM WATER AREA SEE GRADING PLAN FOR DETAILS
	HEAVY DUTY CONCRETE PAVEMENT SEE DETAILS FOR SECTION
	CONCRETE SIDEWALK SEE DETAILS FOR SECTION
	ASPHALT TRAIL SEE DETAILS FOR SECTION

- SITE PLAN NOTES**
- REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF STOOPS, TRUCK DOCKS, TRASH ENCLOSURES & PRECISE BUILDING DIMENSIONS. REFER TO THE SITE ELECTRICAL PLAN FOR LOCATIONS OF PROPOSED LIGHT POLES, CONDUITS, AND ELECTRICAL EQUIPMENT.
  - REFER TO CERTIFIED SITE SURVEY OR PLAT FOR EXACT LOCATION OF EXISTING EASEMENTS, PROPERTY BOUNDARY DIMENSIONS, AND ADJACENT RIGHT-OF-WAY & PARCEL INFORMATION.
  - DIMENSIONS AND RADII ARE DRAWN TO THE FACE OF CURB, UNLESS OTHERWISE NOTED. DIMENSIONS ARE ROUNDED TO THE NEAREST TENTH FOOT, AND AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
  - UNLESS OTHERWISE NOTED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR RELOCATING EXISTING SITE IMPROVEMENTS THAT CONFLICT WITH THE PROPOSED WORK, INCLUDING BUT NOT LIMITED TO TRAFFIC SIGNS, LIGHT POLES, ABOVEGROUND UTILITIES, ETC. PERFORM WORK IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS. COST SHALL BE INCLUDED IN BASE BID.
  - TYPICAL PARKING STALL DIMENSIONS SHALL BE 9.0-FEET IN WIDTH AND 19-FEET IN LENGTH UNLESS OTHERWISE INDICATED.
  - MONUMENT SIGN(S) ARE DETAILED ON THE ARCHITECTURAL PLANS AND ARE SHOWN FOR GRAPHICAL & INFORMATIONAL PURPOSES ONLY. CONTRACTOR TO VERIFY SIGN DIMENSIONS, LOCATION AND REQUIRED PERMITS WITH THE OWNER.



PRELIMINARY - NOT FOR CONSTRUCTION

BROCKTON LANE  
BUSINESS PARK  
PREPARED FOR  
HEMPEL

SHEET NUMBER  
C400

**Kimley-Horn**  
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULISTIS STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-466-4197  
WWW.KIMLEY-HORN.COM

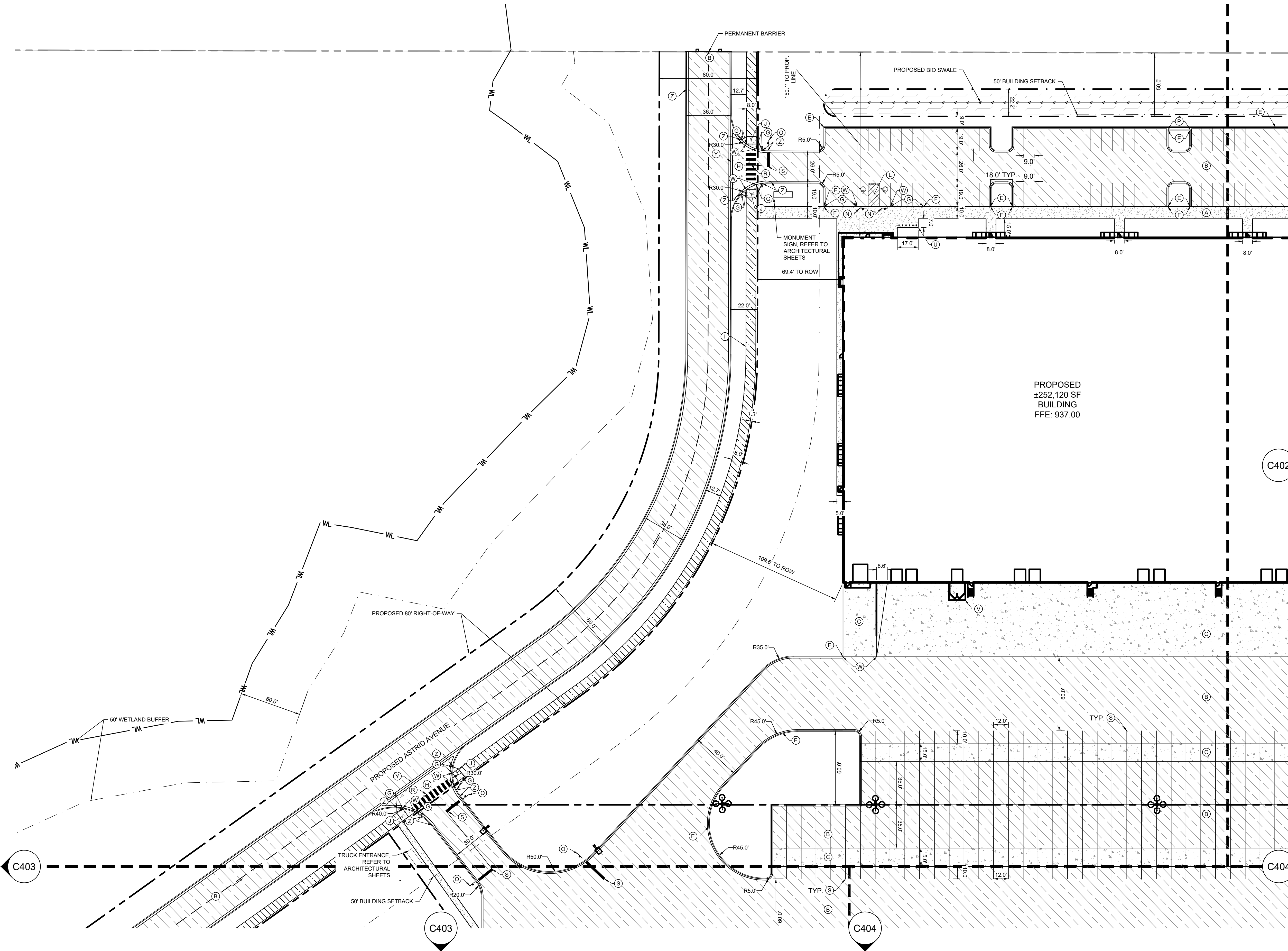
NO.	REVISIONS	DATE	BY
1	ISSUED FOR PERMIT	02/05/2025	MCB
2	CLIENT COMMENTS	01/15/25	JFJ
3	CITY COMMENTS, REVISED SITE PLAN	02/05/25	MCB

NEVERY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT COMPLIES WITH THE LAWS OF THE STATE OF MINNESOTA.

**PRELIMINARY**  
MICHAEL C. BRANNON  
DATE: 12/17/2024 U.C. NO.: 42681

RHA PROJECT: 12448676  
DATE: 02/05/2025  
SCALE: AS SHOWN  
DESIGNED BY: KBP  
DRAWN BY: KBP  
CHECKED BY: MCB

This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



### LEGEND

	PROPERTY LINE
	SETBACK LINE
	DRAINAGE AND UTILITY EASEMENT
	LIMITS OF DISTURBANCE
	FLOOD HAZARD BOUNDARY
	WETLAND BOUNDARY
	HEAVY DUTY ASPHALT PAVEMENT SEE DETAILS FOR SECTION
	STORM WATER AREA SEE GRADING PLAN FOR DETAILS
	HEAVY DUTY CONCRETE PAVEMENT SEE DETAILS FOR SECTION
	CONCRETE SIDEWALK SEE DETAILS FOR SECTION
	ASPHALT TRAIL SEE DETAILS FOR SECTION

- ### SITE PLAN NOTES
- REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF STOPS, TRUCK DOCKS, TRASH ENCLOSURES & PRECISE BUILDING DIMENSIONS. REFER TO THE SITE ELECTRICAL PLAN FOR LOCATIONS OF PROPOSED LIGHT POLES, CONDUITS, AND ELECTRICAL EQUIPMENT.
  - REFER TO CERTIFIED SITE SURVEY OR PLAT FOR EXACT LOCATION OF EXISTING EASEMENTS, PROPERTY BOUNDARY DIMENSIONS, AND ADJACENT RIGHT-OF-WAY & PARCEL INFORMATION.
  - DIMENSIONS AND RADII ARE DRAWN TO THE FACE OF CURB, UNLESS OTHERWISE NOTED. ALL INTERIOR ISLAND RADII ARE 4.5', UNLESS OTHERWISE SPECIFIED. DIMENSIONS ARE ROUNDED TO THE NEAREST TENTH FOOT, AND AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
  - UNLESS OTHERWISE NOTED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR RELOCATING EXISTING SITE IMPROVEMENTS THAT CONFLICT WITH THE PROPOSED WORK, INCLUDING BUT NOT LIMITED TO TRAFFIC SIGNS, LIGHT POLES, ABOVEGROUND UTILITIES, ETC. PERFORM WORK IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS. COST SHALL BE INCLUDED IN BASE BID.
  - TYPICAL PARKING STALL DIMENSIONS SHALL BE 9.0-FEET IN WIDTH AND 19-FEET IN LENGTH UNLESS OTHERWISE INDICATED.
  - MONUMENT SIGN(S) ARE DETAILED ON THE ARCHITECTURAL PLANS AND ARE SHOWN FOR GRAPHICAL & INFORMATIONAL PURPOSES ONLY. CONTRACTOR TO VERIFY SIGN DIMENSIONS, LOCATION AND REQUIRED PERMITS WITH THE OWNER.

### KEYNOTE LEGEND

(A)	CONCRETE SIDEWALK
(B)	HEAVY DUTY ASPHALT PAVEMENT
(C)	HEAVY DUTY CONCRETE
(D)	MATCH EXISTING EDGE OF PAVEMENT/ CURB & GUTTER
(E)	B612 CURB & GUTTER (TYP.)
(F)	INTEGRAL CURB W/ SIDEWALK
(G)	TRANSITION CURB
(H)	COMMERCIAL DRIVEWAY APRON
(I)	ASPHALT TRAIL
(J)	ACCESSIBLE CURB RAMP
(K)	ACCESSIBLE PARKING
(L)	ACCESS AREA STRIPING
(M)	PAVEMENT MARKING - STOP BAR
(N)	ACCESSIBLE PARKING SIGN IN BOLLARD
(O)	STOP SIGN
(P)	2' WIDE CONCRETE SPILLWAY
(Q)	BOLLARD
(R)	PEDESTRIAN CROSSWALK
(S)	PAVEMENT MARKING- SOLID STRIPING
(T)	PAVEMENT MARKING- DASHED STRIPING
(U)	BIKE RACK
(V)	TRASH ENCLOSURE
(W)	FLAT CURB
(X)	VEHICULAR RAMP - SEE ARCHITECTURAL PLAN FOR DETAILS
(Y)	VALLEY GUTTER
(Z)	B618 CURB & GUTTER (TYP.)

GRAPHIC SCALE IN FEET  
0 20 40 80

Know what's below.  
Call before you dig.

**PRELIMINARY - NOT FOR CONSTRUCTION**

**BROCKTON LANE  
BUSINESS PARK**

PREPARED FOR  
**HEMPEL**

CORCORAN

**Kimley-Horn**

© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULISTIS STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-465-4197  
WWW.KIMLEY-HORN.COM

NO.	REVISIONS	DATE	BY
1			
2			
3			

CITY COMMENTS

01/09/25	MCB
01/15/25	JFJ
02/05/25	MCB

CITY COMMENTS, REVISED SITE PLAN

EVERY SERVICE THAT THIS PLAN IS AN INSTRUMENT OF SERVICE. THIS REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A LICENSED PROFESSIONAL ENGINEER AND LAND SURVEYOR IN THE STATE OF MINNESOTA.

**PRELIMINARY**

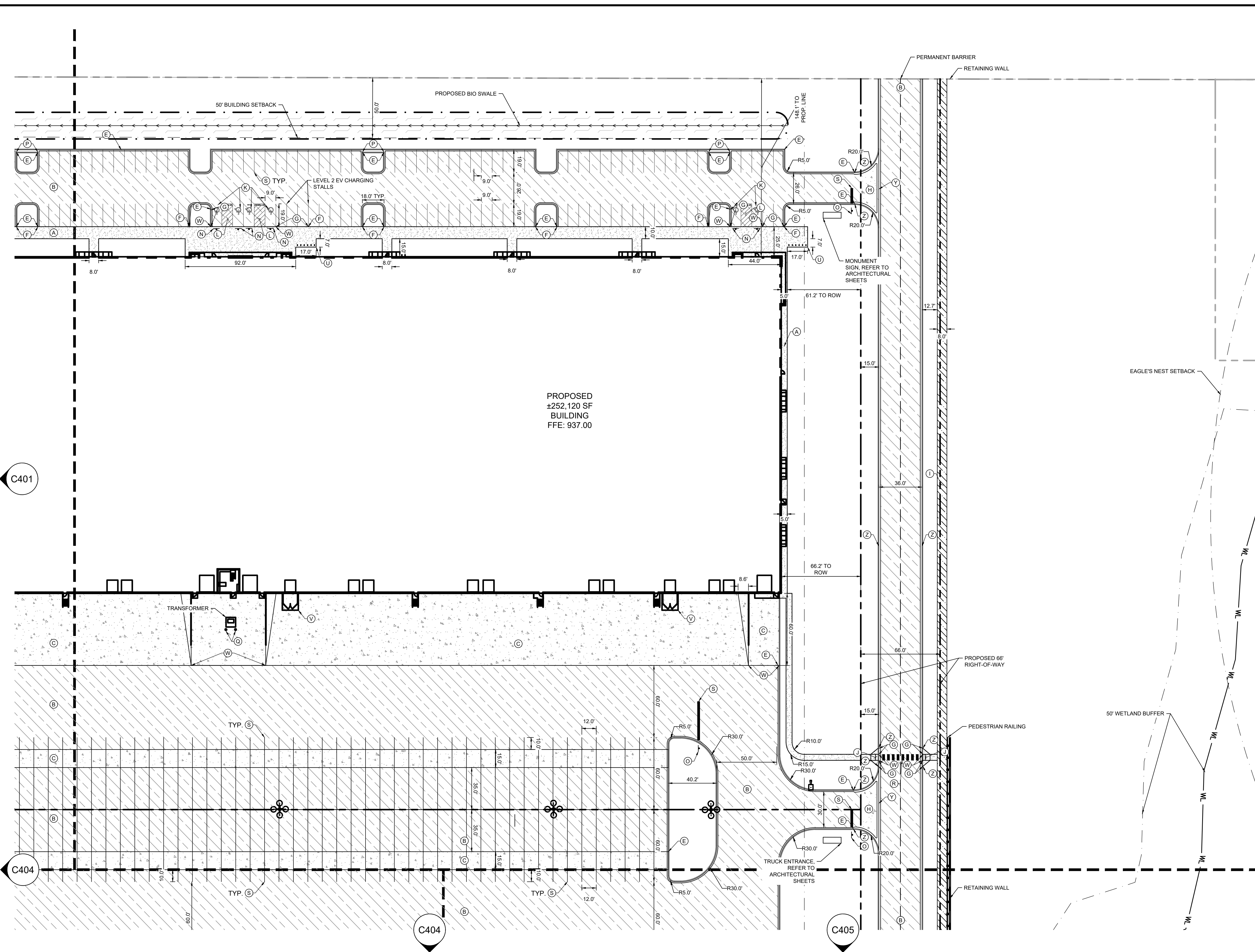
MICHAEL C. BRANDT  
MIN. LIC. NO. 42681  
DATE: 12/17/2024

RHA PROJECT: 1244867B  
DATE: 02/05/2025  
SCALE: AS SHOWN  
DESIGNED BY: KBP  
DRAWN BY: KBP  
CHECKED BY: MCB

**SITE PLAN ENLARGEMENTS**

SHEET NUMBER  
**C401**

This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



### LEGEND

	PROPERTY LINE
	SETBACK LINE
	DRAINAGE AND UTILITY EASEMENT
	LIMITS OF DISTURBANCE
	FLOOD HAZARD BOUNDARY
	WETLAND BOUNDARY
	HEAVY DUTY ASPHALT PAVEMENT SEE DETAILS FOR SECTION
	STORM WATER AREA SEE GRADING PLAN FOR DETAILS
	HEAVY DUTY CONCRETE PAVEMENT SEE DETAILS FOR SECTION
	CONCRETE SIDEWALK SEE DETAILS FOR SECTION
	ASPHALT TRAIL SEE DETAILS FOR SECTION

- ### SITE PLAN NOTES
- REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF STOOPS, TRUCK DOCKS, TRASH ENCLOSURES & PRECISE BUILDING DIMENSIONS. REFER TO THE SITE ELECTRICAL PLAN FOR LOCATIONS OF PROPOSED LIGHT POLES, CONDUITS, AND ELECTRICAL EQUIPMENT.
  - REFER TO CERTIFIED SITE SURVEY OR PLAT FOR EXACT LOCATION OF EXISTING EASEMENTS, PROPERTY BOUNDARY DIMENSIONS, AND ADJACENT RIGHT-OF-WAY & PARCEL INFORMATION.
  - DIMENSIONS AND RADII ARE DRAWN TO THE FACE OF CURB, UNLESS OTHERWISE NOTED. ALL INTERIOR ISLAND RADII ARE 4.5', UNLESS OTHERWISE SPECIFIED. DIMENSIONS ARE ROUNDED TO THE NEAREST TENTH FOOT, AND AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
  - UNLESS OTHERWISE NOTED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR RELOCATING EXISTING SITE IMPROVEMENTS THAT CONFLICT WITH THE PROPOSED WORK, INCLUDING BUT NOT LIMITED TO TRAFFIC SIGNS, LIGHT POLES, ABOVEGROUND UTILITIES, ETC. PERFORM WORK IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS. COST SHALL BE INCLUDED IN BASE BID.
  - TYPICAL PARKING STALL DIMENSIONS SHALL BE 9.0-FEET IN WIDTH AND 19-FEET IN LENGTH UNLESS OTHERWISE INDICATED.
  - MONUMENT SIGN(S) IS/ARE DETAILED ON THE ARCHITECTURAL PLANS AND ARE SHOWN FOR GRAPHICAL & INFORMATIONAL PURPOSES ONLY. CONTRACTOR TO VERIFY SIGN DIMENSIONS, LOCATION AND REQUIRED PERMITS WITH THE OWNER.

### KEYNOTE LEGEND

(A)	CONCRETE SIDEWALK
(B)	HEAVY DUTY ASPHALT PAVEMENT
(C)	HEAVY DUTY CONCRETE
(D)	MATCH EXISTING EDGE OF PAVEMENT/ CURB & GUTTER
(E)	B612 CURB & GUTTER (TYP.)
(F)	INTEGRAL CURB W/ SIDEWALK
(G)	TRANSITION CURB
(H)	COMMERCIAL DRIVEWAY APRON
(I)	ASPHALT TRAIL
(J)	ACCESSIBLE CURB RAMP
(K)	ACCESSIBLE PARKING
(L)	ACCESS AREA STRIPING
(M)	PAVEMENT MARKING - STOP BAR
(N)	ACCESSIBLE PARKING SIGN IN BOLLARD
(O)	STOP SIGN
(P)	2' WIDE CONCRETE SPILLWAY
(Q)	BOLLARD
(R)	PEDESTRIAN CROSSWALK
(S)	PAVEMENT MARKING- SOLID STRIPING
(T)	PAVEMENT MARKING- DASHED STRIPING
(U)	BIKE RACK
(V)	TRASH ENCLOSURE
(W)	FLAT CURB
(X)	VEHICULAR RAMP - SEE ARCHITECTURAL PLAN FOR DETAILS
(Y)	VALLEY GUTTER
(Z)	B618 CURB & GUTTER (TYP.)

GRAPHIC SCALE IN FEET  
0 20 40 80

Know what's below.  
Call before you dig.

**PRELIMINARY - NOT FOR CONSTRUCTION**

**BROCKTON LANE  
BUSINESS PARK**

PREPARED FOR  
**HEMPEL**

CORCORAN

SHEET NUMBER  
**C402**

**Kimley-Horn**

© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULISTIS STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-465-4197  
WWW.KIMLEY-HORN.COM

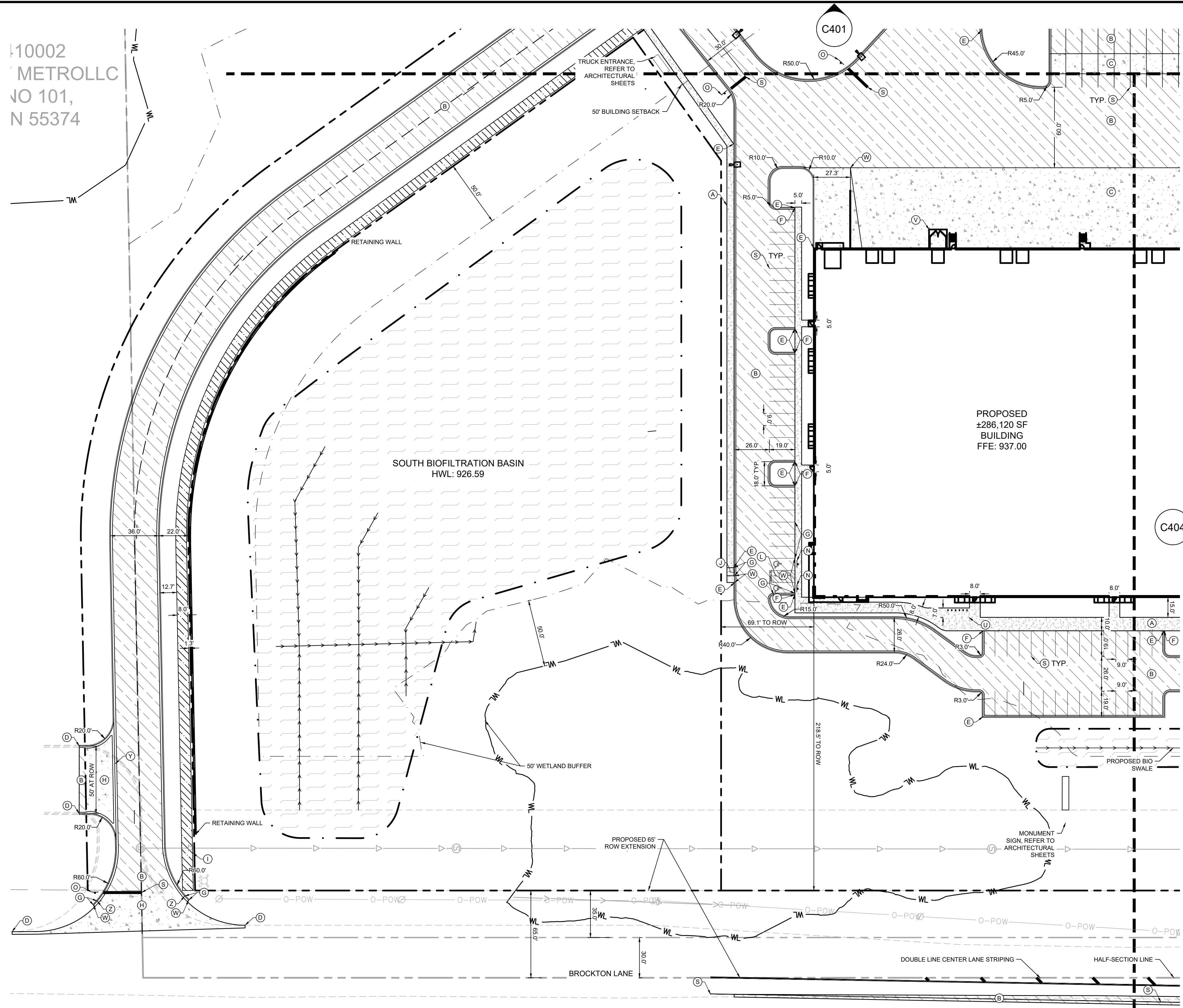
**PRELIMINARY**

MICHAEL C. BRANDT  
L.C. NO. 42681  
DATE: 12/17/2024

RHA PROJECT: 12345678  
DATE: 02/05/2025  
SCALE: AS SHOWN  
DESIGNED BY: KBP  
DRAWN BY: KBP  
CHECKED BY: MCB

NO.	REVISIONS	DATE	BY
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			





**LEGEND**

	PROPERTY LINE
	SETBACK LINE
	DRAINAGE AND UTILITY EASEMENT
	LIMITS OF DISTURBANCE
	FLOOD HAZARD BOUNDARY
	WETLAND BOUNDARY
	HEAVY DUTY ASPHALT PAVEMENT SEE DETAILS FOR SECTION
	STORM WATER AREA SEE GRADING PLAN FOR DETAILS
	HEAVY DUTY CONCRETE PAVEMENT SEE DETAILS FOR SECTION
	CONCRETE SIDEWALK SEE DETAILS FOR SECTION
	ASPHALT TRAIL SEE DETAILS FOR SECTION

- SITE PLAN NOTES**
- REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF STOOPS, TRUCK DOCKS, TRASH ENCLOSURES & PRECISE BUILDING DIMENSIONS. REFER TO THE SITE ELECTRICAL PLAN FOR LOCATIONS OF PROPOSED LIGHT POLES, CONDUITS, AND ELECTRICAL EQUIPMENT.
  - REFER TO CERTIFIED SITE SURVEY OR PLAT FOR EXACT LOCATION OF EXISTING EASEMENTS, PROPERTY BOUNDARY DIMENSIONS, AND ADJACENT RIGHT-OF-WAY & PARCEL INFORMATION.
  - DIMENSIONS AND RADII ARE DRAWN TO THE FACE OF CURB, UNLESS OTHERWISE NOTED. ALL INTERIOR ISLAND RADII ARE 4.5', UNLESS OTHERWISE SPECIFIED. DIMENSIONS ARE ROUNDED TO THE NEAREST TENTH FOOT, AND AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
  - UNLESS OTHERWISE NOTED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR RELOCATING EXISTING SITE IMPROVEMENTS THAT CONFLICT WITH THE PROPOSED WORK, INCLUDING BUT NOT LIMITED TO TRAFFIC SIGNS, LIGHT POLES, ABOVEGROUND UTILITIES, ETC. PERFORM WORK IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS. COST SHALL BE INCLUDED IN BASE BID.
  - TYPICAL PARKING STALL DIMENSIONS SHALL BE 9.0- FEET IN WIDTH AND 19- FEET IN LENGTH UNLESS OTHERWISE INDICATED.
  - MONUMENT SIGN(S) ARE DETAILED ON THE ARCHITECTURAL PLANS AND ARE SHOWN FOR GRAPHICAL & INFORMATIONAL PURPOSES ONLY. CONTRACTOR TO VERIFY SIGN DIMENSIONS, LOCATION AND REQUIRED PERMITS WITH THE OWNER.

**KEYNOTE LEGEND**

(A)	CONCRETE SIDEWALK
(B)	HEAVY DUTY ASPHALT PAVEMENT
(C)	HEAVY DUTY CONCRETE
(D)	MATCH EXISTING EDGE OF PAVEMENT/ CURB & GUTTER
(E)	B612 CURB & GUTTER (TYP.)
(F)	INTEGRAL CURB W/ SIDEWALK
(G)	TRANSITION CURB
(H)	COMMERCIAL DRIVEWAY APRON
(I)	ASPHALT TRAIL
(J)	ACCESSIBLE CURB RAMP
(K)	ACCESSIBLE PARKING
(L)	ACCESS AREA STRIPING
(M)	PAVEMENT MARKING - STOP BAR
(N)	ACCESSIBLE PARKING SIGN IN BOLLARD
(O)	STOP SIGN
(P)	2' WIDE CONCRETE SPILLWAY
(Q)	BOLLARD
(R)	PEDESTRIAN CROSSWALK
(S)	PAVEMENT MARKING- SOLID STRIPING
(T)	PAVEMENT MARKING ARROW
(U)	BIKE RACK
(V)	TRASH ENCLOSURE
(W)	FLAT CURB
(X)	VEHICULAR RAMP - SEE ARCHITECTURAL PLAN FOR DETAILS
(Y)	VALLEY GUTTER
(Z)	B618 CURB & GUTTER (TYP.)

GRAPHIC SCALE IN FEET  
0 20 40 80

Know what's below.  
Call before you dig.

811

**PRELIMINARY - NOT FOR CONSTRUCTION**

**BROCKTON LANE BUSINESS PARK**

PREPARED FOR **HEMPEL**

**CORCORAN**

**SITE PLAN ENLARGEMENTS**

**C403**

DATE	02/05/2025
SCALE	AS SHOWN
DESIGNED BY	KBP
DRAWN BY	KBP
CHECKED BY	MCE

MINNESOTA PROFESSIONAL ENGINEER AND LAND SURVEYOR

MICHAEL C. BRANDT  
L.C. NO. 45981  
DATE: 12/17/2024

**Kimley-Horn**  
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULISTIS STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-465-4197  
WWW.KIMLEY-HORN.COM

NO.	REVISIONS	DATE	BY
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

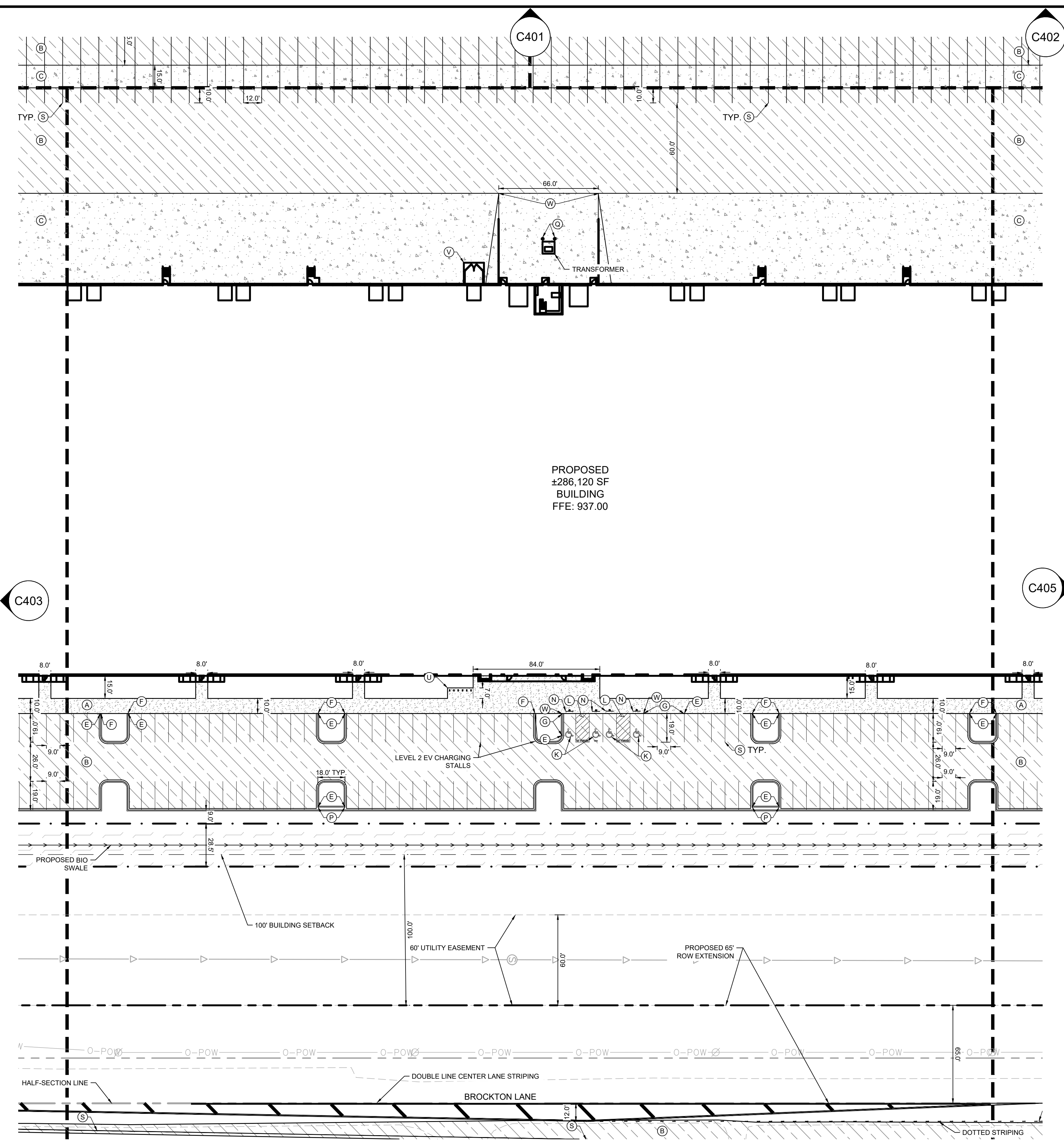
CITY COMMENTS

01/09/25 MCB

01/15/25 JFJ

02/05/25 MCB

This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



PROPOSED  
±286,120 SF  
BUILDING  
FFE: 937.00

### LEGEND

	PROPERTY LINE
	SETBACK LINE
	DRAINAGE AND UTILITY EASEMENT
	LIMITS OF DISTURBANCE
	FLOOD HAZARD BOUNDARY
	WETLAND BOUNDARY
	HEAVY DUTY ASPHALT PAVEMENT SEE DETAILS FOR SECTION
	STORM WATER AREA SEE GRADING PLAN FOR DETAILS
	HEAVY DUTY CONCRETE PAVEMENT SEE DETAILS FOR SECTION
	CONCRETE SIDEWALK SEE DETAILS FOR SECTION
	ASPHALT TRAIL SEE DETAILS FOR SECTION

- ### SITE PLAN NOTES
- REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF STOPS, TRUCK DOCKS, TRASH ENCLOSURES & PRECISE BUILDING DIMENSIONS. REFER TO THE SITE ELECTRICAL PLAN FOR LOCATIONS OF PROPOSED LIGHT POLES, CONDUITS, AND ELECTRICAL EQUIPMENT.
  - REFER TO CERTIFIED SITE SURVEY OR PLAT FOR EXACT LOCATION OF EXISTING EASEMENTS, PROPERTY BOUNDARY DIMENSIONS, AND ADJACENT RIGHT-OF-WAY & PARCEL INFORMATION.
  - DIMENSIONS AND RADII ARE DRAWN TO THE FACE OF CURB, UNLESS OTHERWISE NOTED. ALL INTERIOR ISLAND RADII ARE 4.5', UNLESS OTHERWISE SPECIFIED. DIMENSIONS ARE ROUNDED TO THE NEAREST TENTH FOOT, AND AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
  - UNLESS OTHERWISE NOTED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR RELOCATING EXISTING SITE IMPROVEMENTS THAT CONFLICT WITH THE PROPOSED WORK, INCLUDING BUT NOT LIMITED TO TRAFFIC SIGNS, LIGHT POLES, ABOVEGROUND UTILITIES, ETC. PERFORM WORK IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS. COST SHALL BE INCLUDED IN BASE BID.
  - TYPICAL PARKING STALL DIMENSIONS SHALL BE 9.0-FEET IN WIDTH AND 19-FEET IN LENGTH UNLESS OTHERWISE INDICATED.
  - MONUMENT SIGN(S) ARE DETAILED ON THE ARCHITECTURAL PLANS AND ARE SHOWN FOR GRAPHICAL & INFORMATIONAL PURPOSES ONLY. CONTRACTOR TO VERIFY SIGN DIMENSIONS, LOCATION AND REQUIRED PERMITS WITH THE OWNER.

### KEYNOTE LEGEND

(A)	CONCRETE SIDEWALK
(B)	HEAVY DUTY ASPHALT PAVEMENT
(C)	HEAVY DUTY CONCRETE
(D)	MATCH EXISTING EDGE OF PAVEMENT/ CURB & GUTTER
(E)	B612 CURB & GUTTER (TYP.)
(F)	INTEGRAL CURB W/ SIDEWALK
(G)	TRANSITION CURB
(H)	COMMERCIAL DRIVEWAY APRON
(I)	ASPHALT TRAIL
(J)	ACCESSIBLE CURB RAMP
(K)	ACCESSIBLE PARKING
(L)	ACCESS AREA STRIPING
(M)	PAVEMENT MARKING - STOP BAR
(N)	ACCESSIBLE PARKING SIGN IN BOLLARD
(O)	STOP SIGN
(P)	2' WIDE CONCRETE SPILLWAY
(Q)	BOLLARD
(R)	PEDESTRIAN CROSSWALK
(S)	PAVEMENT MARKING- SOLID STRIPING
(T)	PAVEMENT MARKING ARROW
(U)	BIKE RACK
(V)	TRASH ENCLOSURE
(W)	FLAT CURB
(X)	VEHICULAR RAMP - SEE ARCHITECTURAL PLAN FOR DETAILS
(Y)	VALLEY GUTTER
(Z)	B618 CURB & GUTTER (TYP.)

GRAPHIC SCALE IN FEET  
0 20 40 80

Know what's below.  
Call before you dig.

REVISIONS

No.	DATE	BY

CITY COMMENTS

No.	DATE	BY

© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULISTIS STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-465-4197  
WWW.KIMLEY-HORN.COM

NEVER CERTIFY THAT THIS IS AN AS-BUILT SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND CONTROL IN ACCORDANCE WITH THE LAWS OF THE STATE OF MINNESOTA.

**PRELIMINARY**  
MICHAEL C. BRANDT  
MIN. LIC. NO. 42681  
DATE: 12/17/2024

KHA PROJECT	12448676
DATE	02/05/2025
SCALE	AS SHOWN
DESIGNED BY	KBP
DRAWN BY	KBP
CHECKED BY	MCE

SITE PLAN  
ENLARGEMENTS

PRELIMINARY - NOT FOR CONSTRUCTION

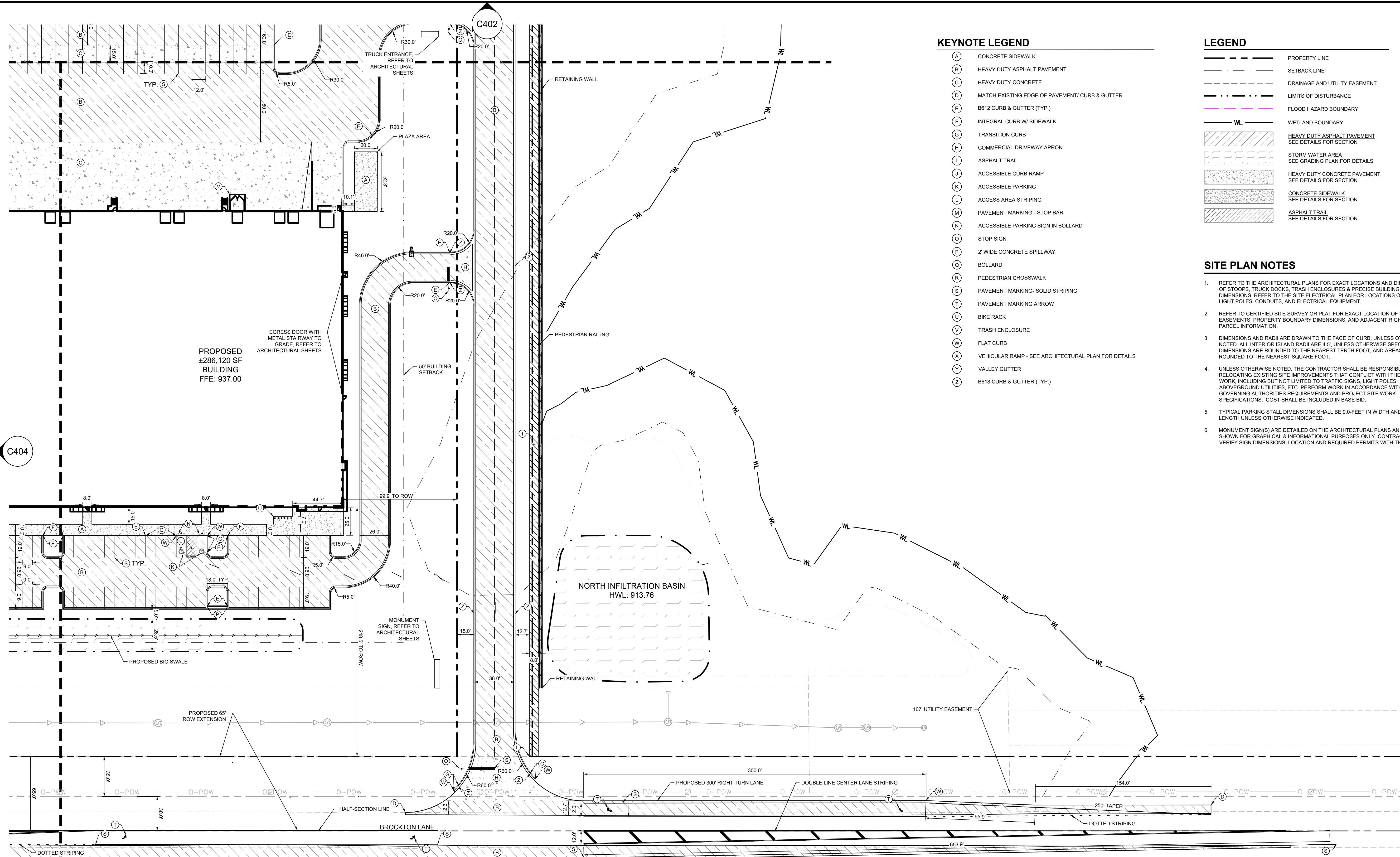
**BROCKTON LANE  
BUSINESS PARK**

PREPARED FOR  
**HEMPEL**

CORCORAN

SHEET NUMBER  
**C404**

This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



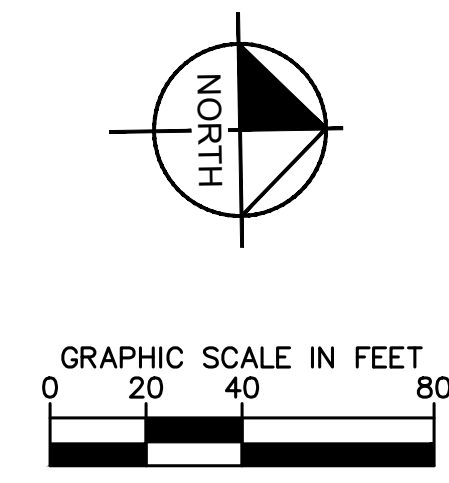
**KEYNOTE LEGEND**

(A)	CONCRETE SIDEWALK
(B)	HEAVY DUTY ASPHALT PAVEMENT
(C)	HEAVY DUTY CONCRETE
(D)	MATCH EXISTING EDGE OF PAVEMENT/ CURB & GUTTER
(E)	B612 CURB & GUTTER (TYP.)
(F)	INTEGRAL CURB W/ SIDEWALK
(G)	TRANSITION CURB
(H)	COMMERCIAL DRIVEWAY APRON
(I)	ASPHALT TRAIL
(J)	ACCESSIBLE CURB RAMP
(K)	ACCESSIBLE PARKING
(L)	ACCESS AREA STRIPING
(M)	PAVEMENT MARKING - STOP BAR
(N)	ACCESSIBLE PARKING SIGN IN BOLLARD
(O)	STOP SIGN
(P)	2' WIDE CONCRETE SPILLWAY
(Q)	BOLLARD
(R)	PEDESTRIAN CROSSWALK
(S)	PAVEMENT MARKING - SOLID STRIPING
(T)	PAVEMENT MARKING ARROW
(U)	BIKE RACK
(V)	TRASH ENCLOSURE
(W)	FLAT CURB
(X)	VEHICULAR RAMP - SEE ARCHITECTURAL PLAN FOR DETAILS
(Y)	VALLEY GUTTER
(Z)	B618 CURB & GUTTER (TYP.)

**LEGEND**

---	PROPERTY LINE
---	SETBACK LINE
---	DRAINAGE AND UTILITY EASEMENT
---	LIMITS OF DISTURBANCE
---	FLOOD HAZARD BOUNDARY
WL	WETLAND BOUNDARY
[Pattern]	HEAVY DUTY ASPHALT PAVEMENT SEE DETAILS FOR SECTION
[Pattern]	STORM WATER AREA SEE GRADING PLAN FOR DETAILS
[Pattern]	HEAVY DUTY CONCRETE PAVEMENT SEE DETAILS FOR SECTION
[Pattern]	CONCRETE SIDEWALK SEE DETAILS FOR SECTION
[Pattern]	ASPHALT TRAIL SEE DETAILS FOR SECTION

- SITE PLAN NOTES**
- REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF STOOPS, TRUCK DOCKS, TRASH ENCLOSURES & PRECISE BUILDING DIMENSIONS. REFER TO THE SITE ELECTRICAL PLAN FOR LOCATIONS OF PROPOSED LIGHT POLES, CONDUITS, AND ELECTRICAL EQUIPMENT.
  - REFER TO CERTIFIED SITE SURVEY OR PLAT FOR EXACT LOCATION OF EXISTING EASEMENTS, PROPERTY BOUNDARY DIMENSIONS, AND ADJACENT RIGHT-OF-WAY & PARCEL INFORMATION.
  - DIMENSIONS AND RADII ARE DRAWN TO THE FACE OF CURB, UNLESS OTHERWISE NOTED. ALL INTERIOR ISLAND RADII ARE 4.5'. UNLESS OTHERWISE SPECIFIED, DIMENSIONS ARE ROUNDED TO THE NEAREST TENTH FOOT, AND AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
  - UNLESS OTHERWISE NOTED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR RELOCATING EXISTING SITE IMPROVEMENTS THAT CONFLICT WITH THE PROPOSED WORK, INCLUDING BUT NOT LIMITED TO TRAFFIC SIGNS, LIGHT POLES, ABOVEGROUND UTILITIES, ETC. PERFORM WORK IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS. COST SHALL BE INCLUDED IN BASE BID.
  - TYPICAL PARKING STALL DIMENSIONS SHALL BE 9.0- FEET IN WIDTH AND 19- FEET IN LENGTH UNLESS OTHERWISE INDICATED.
  - MONUMENT SIGN(S) ARE DETAILED ON THE ARCHITECTURAL PLANS AND ARE SHOWN FOR GRAPHICAL & INFORMATIONAL PURPOSES ONLY. CONTRACTOR TO VERIFY SIGN DIMENSIONS, LOCATION AND REQUIRED PERMITS WITH THE OWNER.



PRELIMINARY - NOT FOR CONSTRUCTION

**BROCKTON LANE  
BUSINESS PARK**  
PREPARED FOR  
**HEMPEL**  
CORCORAN

**SITE PLAN  
ENLARGEMENTS**

KHA PROJECT	12345678
DATE	02/05/2025
SCALE	AS SHOWN
DESIGNED BY	KBP
DRAWN BY	KBP
CHECKED BY	MCB

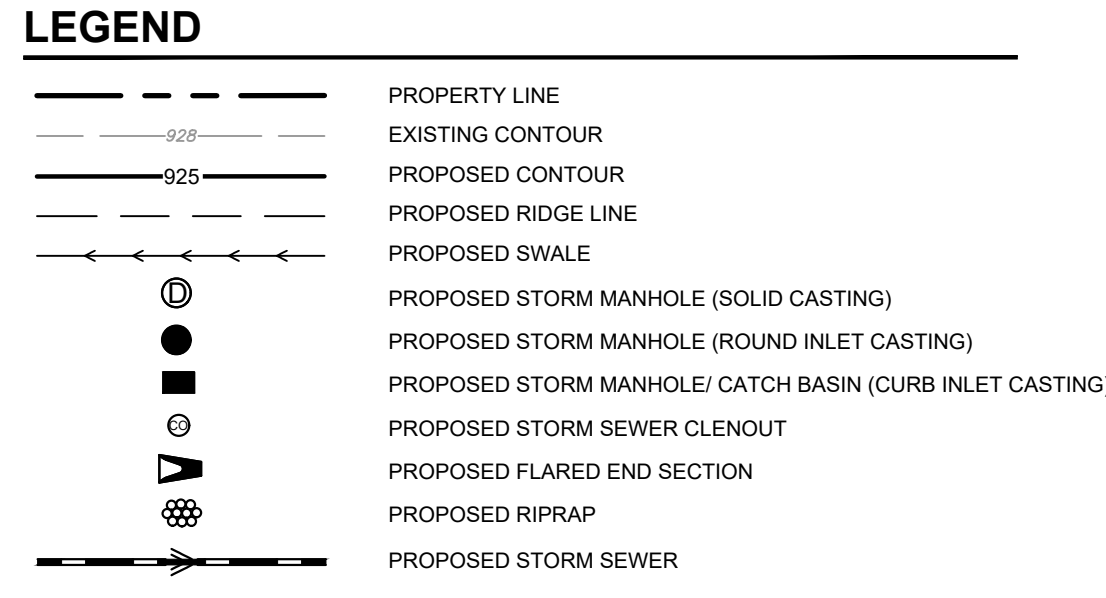
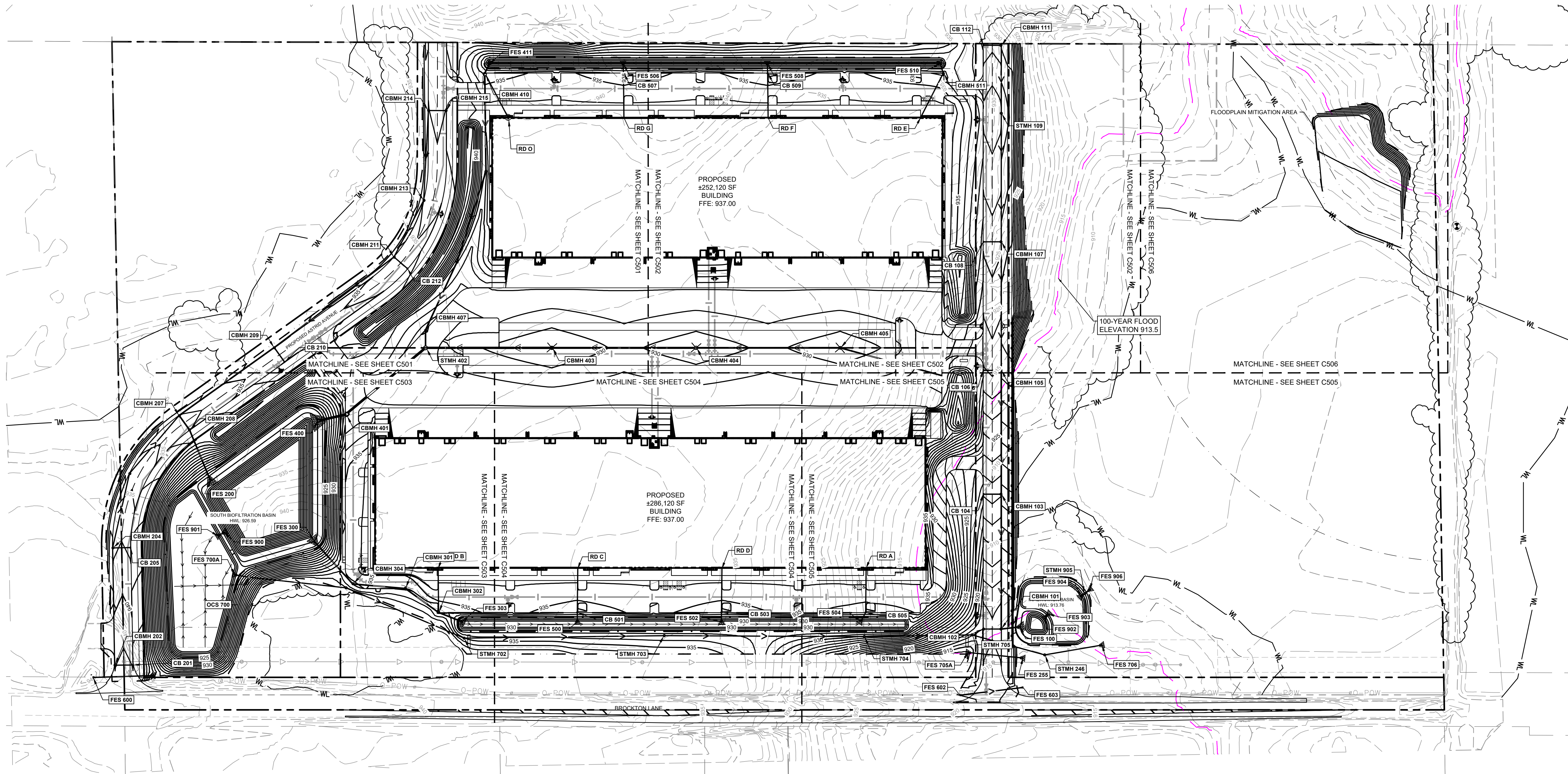
NEVERY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT COMPLIES WITH THE LAWS OF THE STATE OF MINNESOTA.  
**PRELIMINARY**  
MICHAEL C. BRANDT  
L.C. NO. 42681  
DATE: 12/17/2024

**Kimley-Horn**  
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULIST STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-465-4197  
WWW.KIMLEY-HORN.COM

NO.	REVISIONS	DATE	BY
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

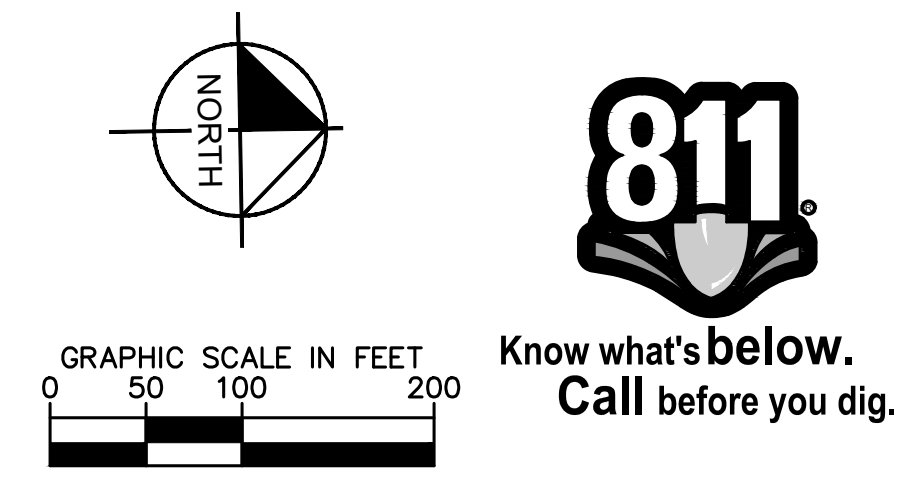
MCB	01/09/25	MCB
JFJ	01/15/25	JFJ
MCB	02/05/25	MCB
MCB	02/05/25	MCB

This document, together with the concepts and designs presented herein, is an instrument of service. It is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



- GRADING PLAN NOTES**
- PERFORM GRADING WORK IN ACCORDANCE WITH APPLICABLE CITY SPECIFICATIONS AND BUILDING PERMIT REQUIREMENTS.
  - CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
  - CONTRACTOR SHALL BE RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
  - FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF LAND DISTURBING ACTIVITIES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
  - IN PAVED AREAS, ROUGH GRADE TO SUBGRADE ELEVATION AND LEAVE THE SITE READY FOR SUB-BASE.
  - SUBGRADE EXCAVATION SHALL BE BACKFILLED IMMEDIATELY AFTER EXCAVATION TO HELP OFFSET ANY STABILITY PROBLEMS DUE TO WATER SEEPAGE OR STEEP SLOPES. WHEN PLACING NEW SURFACE MATERIAL ADJACENT TO EXISTING PAVEMENT, THE EXCAVATION SHALL BE BACKFILLED PROMPTLY TO AVOID UNDERMINING OF EXISTING PAVEMENT.
  - ELEVATIONS SHOWN REPRESENT FINISHED SURFACE GRADES. SPOT ELEVATIONS ALONG CURB & GUTTER REPRESENT THE FLOW LINE UNLESS OTHERWISE NOTED.
  - EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE.
  - CONTRACTOR IS RESPONSIBLE FOR CONSTRUCTION OF PAVEMENTS AND CURB AND GUTTER WITH SMOOTH UNIFORM SLOPES THAT PROVIDE POSITIVE DRAINAGE TO COLLECTION POINTS. MAINTAIN A MINIMUM SLOPE OF 1.25% IN ASPHALT PAVEMENT AREAS AND A MINIMUM SLOPE OF 0.50% IN CONCRETE PAVEMENT AREAS.

- MAINTAIN A MINIMUM SLOPE OF 0.50% ALONG CURB & GUTTER. REVIEW PAVEMENT GRADIENT AND CONSTRUCT "INFALL" CURB WHERE PAVEMENT DRAINS TOWARD THE GUTTER, AND "OUTFALL" CURB WHERE PAVEMENT DRAINS AWAY FROM THE GUTTER.
- INSTALL A MINIMUM OF 4-INCHES OF AGGREGATE BASE MATERIAL UNDER PROPOSED CONCRETE CURB & GUTTER, SIDEWALKS, AND TRAILS UNLESS OTHERWISE DETAILED.
- GRADING FOR SIDEWALKS AND ACCESSIBLE ROUTES, INCLUDING CROSSING DRIVEWAYS, SHALL CONFORM TO CURRENT STATE & NATIONAL ADA STANDARDS. ACCESSIBLE RAMP SLOPES SHALL NOT EXCEED 6.3% (1:12). SIDEWALK CROSS-SLOPES SHALL NOT EXCEED 2.0%. LONGITUDINAL SIDEWALK SLOPES SHALL NOT EXCEED 5.0%. ACCESSIBLE PARKING STALLS AND ACCESS AISLES SHALL NOT EXCEED 2.0% IN ANY DIRECTION. A MAXIMUM SLOPE OF 1.50% IS PREFERRED. SIDEWALK ACCESS TO EXTERNAL BUILDING DOORS AND GATES SHALL BE ADA COMPLIANT. NOTIFY ENGINEER IMMEDIATELY IF ADA CRITERIA CANNOT BE MET IN ANY LOCATION PRIOR TO PAVEMENT INSTALLATION. CHANGE ORDERS WILL NOT BE ACCEPTED FOR ADA COMPLIANCE ISSUES.
- UPON COMPLETION OF LAND DISTURBING ACTIVITIES, RESTORE ADJACENT OFFSITE AREAS DISTURBED BY CONSTRUCTION TO MATCH OR EXCEED THE ORIGINAL CONDITION. LANDSCAPE AREAS SHALL BE RE-VEGETATED WITH A MINIMUM OF 4-INCHES OF TOPSOIL.
- EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS.



PRELIMINARY - NOT FOR CONSTRUCTION

BROCKTON LANE  
BUSINESS PARK  
PREPARED FOR  
**HEMPEL**  
CORCORAN

SHEET NUMBER  
**C500**

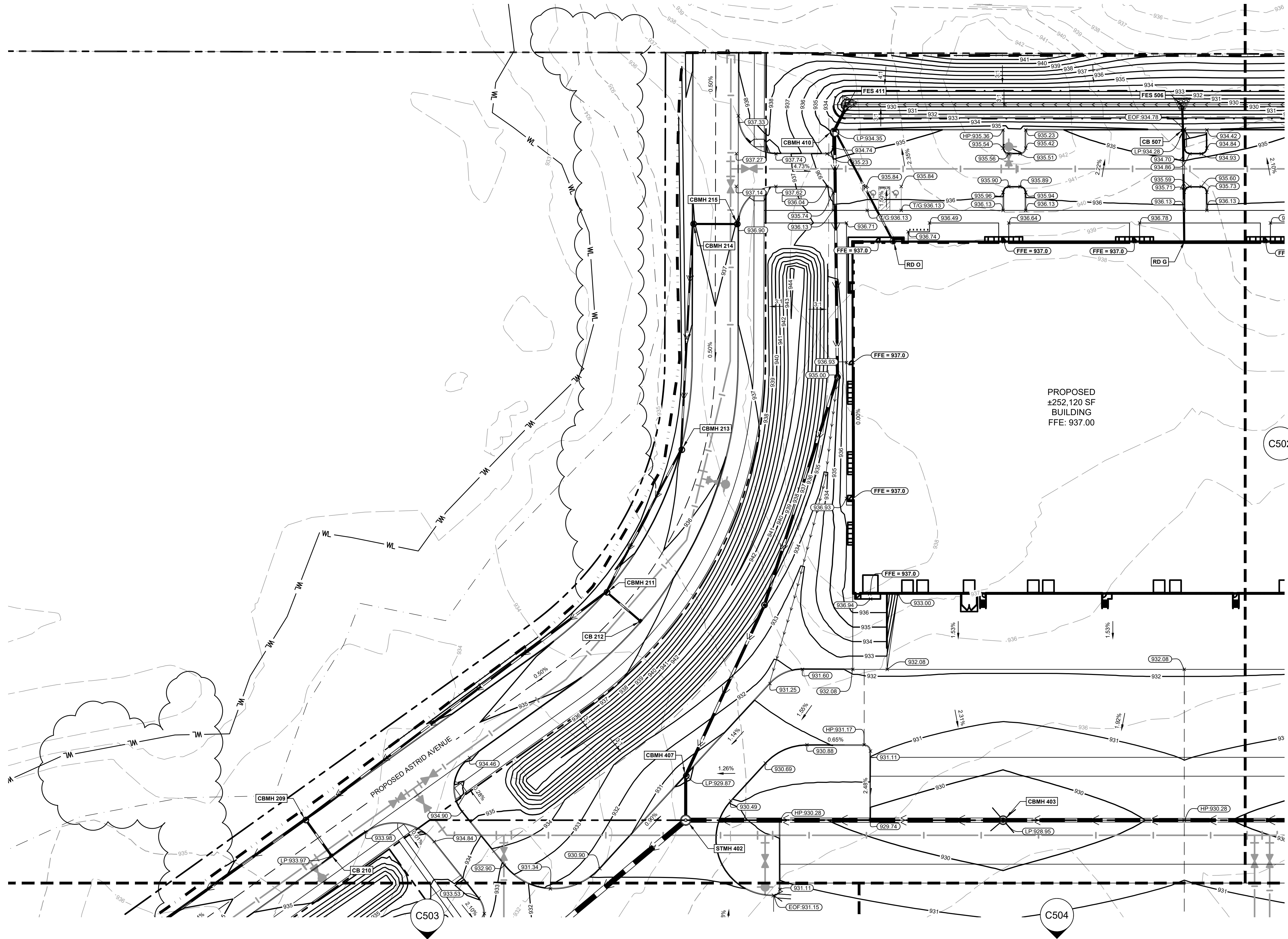
KHA PROJECT  
12345678  
DATE  
02/05/2025  
SCALE  
AS SHOWN  
DESIGNED BY  
JFJ  
DRAWN BY  
JFJ  
CHECKED BY  
MCE

EVERY SERVICE THAT IS IN AN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A LICENSED PROFESSIONAL ENGINEER AND A MEMBER OF THE STATE OF MINNESOTA.  
**PRELIMINARY**  
MICHAEL C. BRANDT  
DATE: 02/17/2024 U.C. NO. 42681

**Kimley-Horn**  
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULIST STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-665-4197  
WWW.KIMLEY-HORN.COM

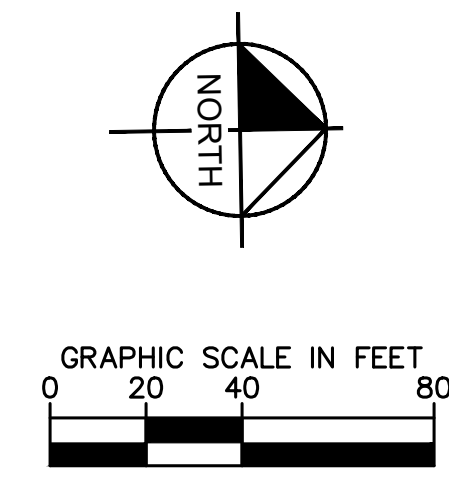
NO.	REVISIONS	DATE	BY
1	CITY COMMENTS	01/09/25	MCB
2	CLIENT COMMENTS	01/16/25	JFJ
3	CITY COMMENTS, REVISED SITE PLAN	02/05/25	MCB

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



**LEGEND**

	PROPERTY LINE
	EXISTING CONTOUR
	PROPOSED CONTOUR
	PROPOSED RIDGE LINE
	PROPOSED SWALE
	PROPOSED STORM MANHOLE (SOLID CASTING)
	PROPOSED STORM MANHOLE (ROUND INLET CASTING)
	PROPOSED STORM MANHOLE/ CATCH BASIN (CURB INLET CASTING)
	PROPOSED STORM SEWER CLEANOUT
	PROPOSED FLARED END SECTION
	PROPOSED RIPRAP
	PROPOSED STORM SEWER
	PROPOSED SPOT ELEVATION
	PROPOSED HIGH POINT ELEVATION
	PROPOSED LOW POINT ELEVATION
	PROPOSED GUTTER ELEVATION
	PROPOSED TOP OF CURB ELEVATION
	PROPOSED FLUSH PAVEMENT ELEVATION
	MATCH EXISTING ELEVATION
	PROPOSED EMERGENCY OVERFLOW ELEVATION
	PROPOSED TOP/BOTTOM OF WALL ELEVATION
	PROPOSED DRAINAGE DIRECTION
	PROPOSED ADA SLOPE



PRELIMINARY - NOT FOR CONSTRUCTION

**BROCKTON LANE  
BUSINESS PARK**  
PREPARED FOR  
**HEMPEL**

**GRADING PLAN  
ENLARGEMENTS**

KHA PROJECT 12345678	DATE 02/05/2025	SCALE AS SHOWN	DESIGNED BY JF-J	DRAWN BY JF-J	CHECKED BY MCE
-------------------------	--------------------	-------------------	---------------------	------------------	-------------------

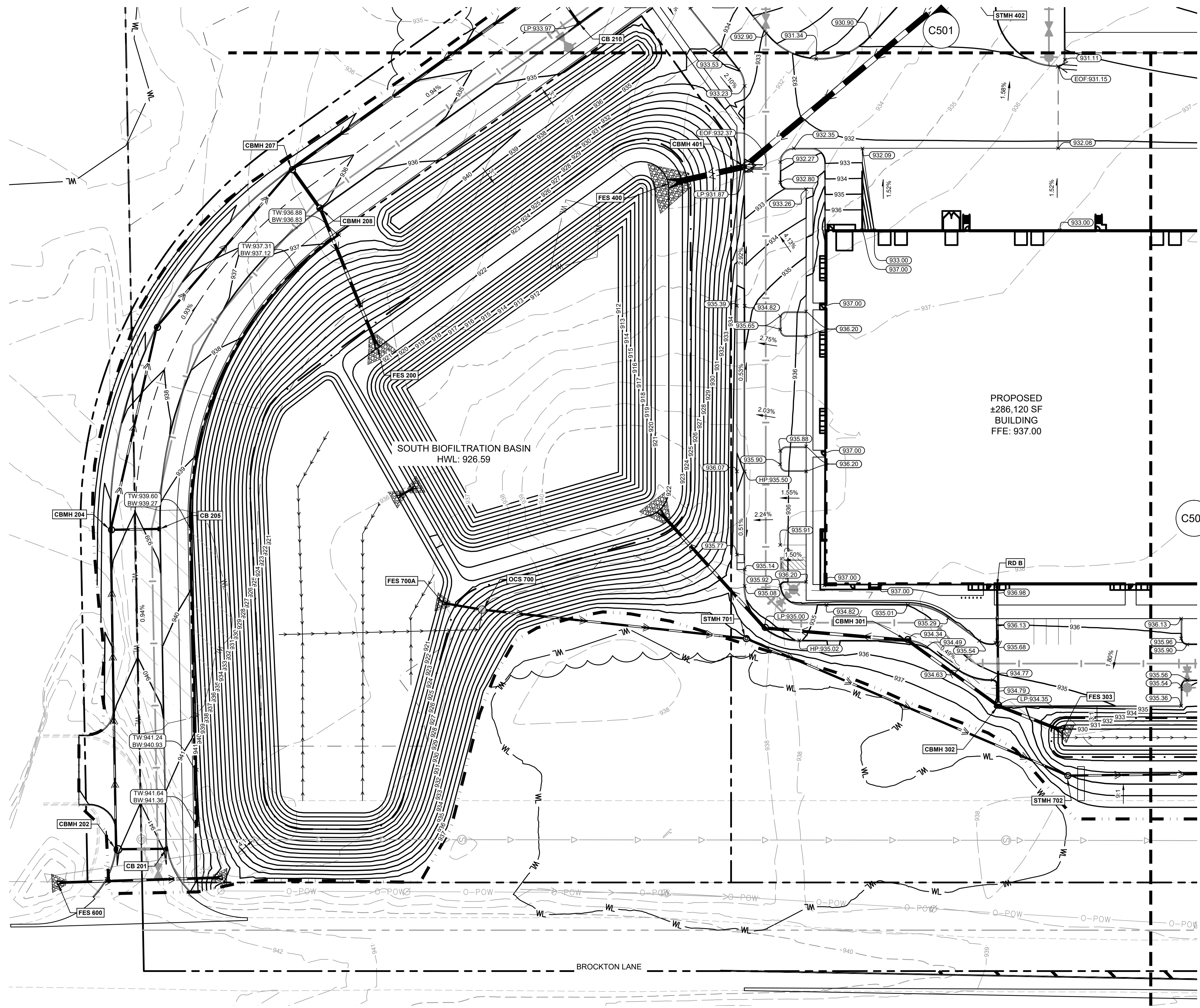
NEVERY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT COMPLIES WITH THE LAWS OF THE STATE OF MINNESOTA.  
**PRELIMINARY**  
MICHAEL C. BRANDT  
DATE: 12/17/2024 U.C. NO. 42661

**Kimley-Horn**  
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULIST STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-465-4197  
WWW.KIMLEY-HORN.COM

CITY COMMENTS	01/09/25	MCE
CLIENT COMMENTS	01/15/25	JF-J
CITY COMMENTS, REVISED SITE PLAN	02/05/25	MCE
REVISIONS		
No.		
DATE		
BY		



This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



**LEGEND**

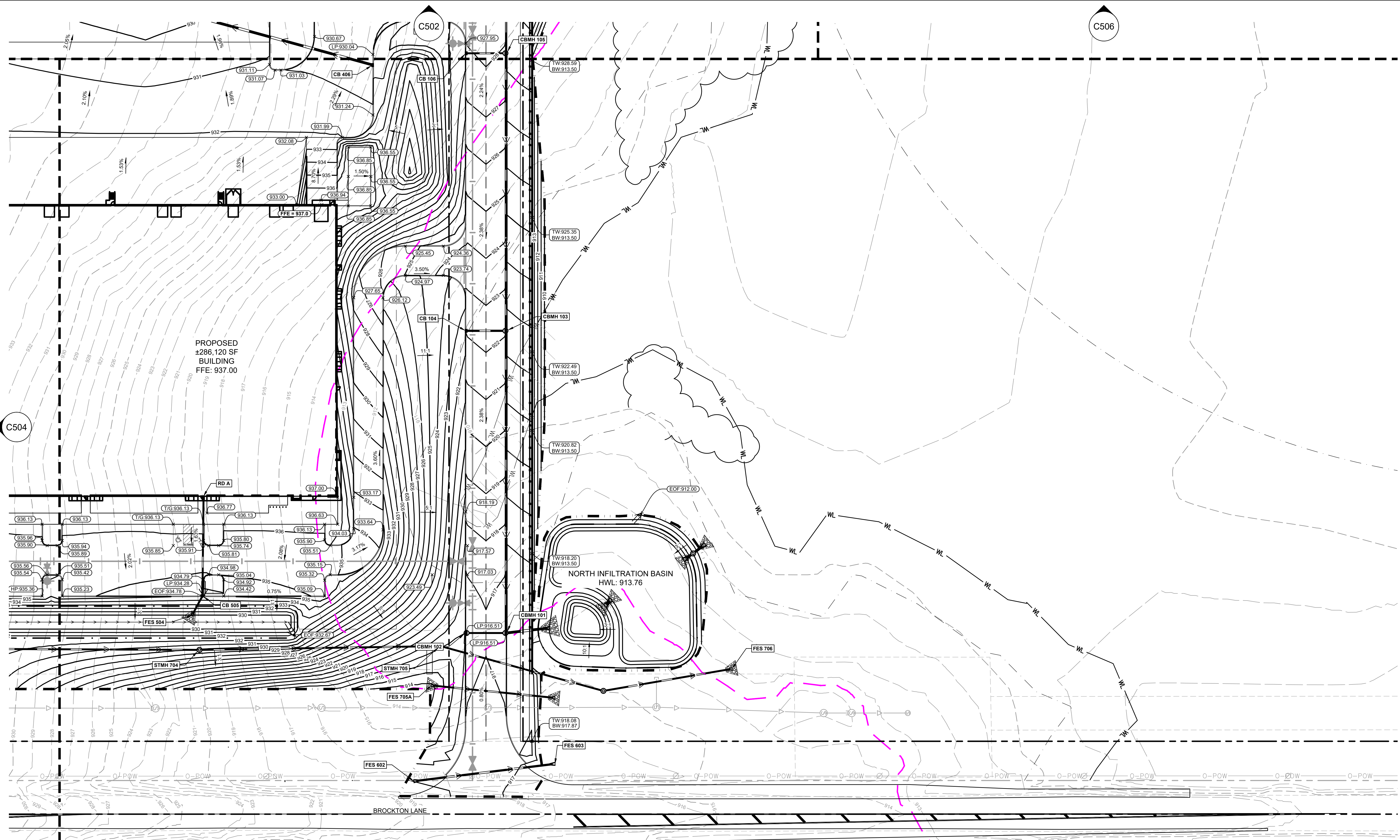
	PROPERTY LINE
	EXISTING CONTOUR
	PROPOSED CONTOUR
	PROPOSED RIDGE LINE
	PROPOSED SWALE
	PROPOSED STORM MANHOLE (SOLID CASTING)
	PROPOSED STORM MANHOLE (ROUND INLET CASTING)
	PROPOSED STORM MANHOLE/ CATCH BASIN (CURB INLET CASTING)
	PROPOSED STORM SEWER CLEANOUT
	PROPOSED FLARED END SECTION
	PROPOSED RIPRAP
	PROPOSED STORM SEWER
	PROPOSED SPOT ELEVATION
	PROPOSED HIGH POINT ELEVATION
	PROPOSED LOW POINT ELEVATION
	PROPOSED GUTTER ELEVATION
	PROPOSED TOP OF CURB ELEVATION
	PROPOSED FLUSH PAVEMENT ELEVATION
	MATCH EXISTING ELEVATION
	PROPOSED EMERGENCY OVERFLOW ELEVATION
	PROPOSED TOP/BOTTOM OF WALL ELEVATION
	PROPOSED DRAINAGE DIRECTION
	PROPOSED ADA SLOPE

KHA PROJECT 1248676	DATE	02/05/2025	SCALE	AS SHOWN	DESIGNED BY	JF-J	DRAWN BY	JF-J	CHECKED BY	MCE	
	REVISIONS	NO.	DATE	BY							
	CITY COMMENTS	01/09/25	MCE								
CLIENT COMMENTS		01/15/25	JF-J								
CITY COMMENTS, REVISED SITE PLAN		02/05/25	MCE								
CITY COMMENTS, REVISED SITE PLAN		02/05/25	MCE								
<p><b>PRELIMINARY - NOT FOR CONSTRUCTION</b></p> <p><b>BROCKTON LANE</b> <b>BUSINESS PARK</b> PREPARED FOR <b>HEMPEL</b></p> <p><b>811</b> Know what's below. Call before you dig.</p> <p>GRAPHIC SCALE IN FEET 0 20 40 80</p> <p>PROPERTY LINE</p> <p>EXISTING CONTOUR</p> <p>PROPOSED CONTOUR</p> <p>PROPOSED RIDGE LINE</p> <p>PROPOSED SWALE</p> <p>PROPOSED STORM MANHOLE (SOLID CASTING)</p> <p>PROPOSED STORM MANHOLE (ROUND INLET CASTING)</p> <p>PROPOSED STORM MANHOLE/ CATCH BASIN (CURB INLET CASTING)</p> <p>PROPOSED STORM SEWER CLEANOUT</p> <p>PROPOSED FLARED END SECTION</p> <p>PROPOSED RIPRAP</p> <p>PROPOSED STORM SEWER</p> <p>PROPOSED SPOT ELEVATION</p> <p>PROPOSED HIGH POINT ELEVATION</p> <p>PROPOSED LOW POINT ELEVATION</p> <p>PROPOSED GUTTER ELEVATION</p> <p>PROPOSED TOP OF CURB ELEVATION</p> <p>PROPOSED FLUSH PAVEMENT ELEVATION</p> <p>MATCH EXISTING ELEVATION</p> <p>PROPOSED EMERGENCY OVERFLOW ELEVATION</p> <p>PROPOSED TOP/BOTTOM OF WALL ELEVATION</p> <p>PROPOSED DRAINAGE DIRECTION</p> <p>PROPOSED ADA SLOPE</p>											
<p><b>Kimley-Horn</b></p> <p>© 2024 KIMLEY-HORN AND ASSOCIATES, INC. 767 EULISTIS STREET, SUITE 100, ST. PAUL, MN 55114 PHONE: 651-466-4197 WWW.KIMLEY-HORN.COM</p> <p>EVERETT GERTY, P.E., P.L.S., P.E., M.A.S. SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A LICENSED PROFESSIONAL ENGINEER AND SURVEYOR IN THE STATE OF MINNESOTA.</p> <p><b>PRELIMINARY</b> MICHAEL C. BRANDT DATE: 12/17/2024 U.C. NO. 42661</p> <p>MINNESOTA</p>											
<p>PRELIMINARY - NOT FOR CONSTRUCTION</p> <p><b>BROCKTON LANE</b> <b>BUSINESS PARK</b> PREPARED FOR <b>HEMPEL</b></p> <p><b>811</b> Know what's below. Call before you dig.</p> <p>GRAPHIC SCALE IN FEET 0 20 40 80</p> <p>PROPERTY LINE</p> <p>EXISTING CONTOUR</p> <p>PROPOSED CONTOUR</p> <p>PROPOSED RIDGE LINE</p> <p>PROPOSED SWALE</p> <p>PROPOSED STORM MANHOLE (SOLID CASTING)</p> <p>PROPOSED STORM MANHOLE (ROUND INLET CASTING)</p> <p>PROPOSED STORM MANHOLE/ CATCH BASIN (CURB INLET CASTING)</p> <p>PROPOSED STORM SEWER CLEANOUT</p> <p>PROPOSED FLARED END SECTION</p> <p>PROPOSED RIPRAP</p> <p>PROPOSED STORM SEWER</p> <p>PROPOSED SPOT ELEVATION</p> <p>PROPOSED HIGH POINT ELEVATION</p> <p>PROPOSED LOW POINT ELEVATION</p> <p>PROPOSED GUTTER ELEVATION</p> <p>PROPOSED TOP OF CURB ELEVATION</p> <p>PROPOSED FLUSH PAVEMENT ELEVATION</p> <p>MATCH EXISTING ELEVATION</p> <p>PROPOSED EMERGENCY OVERFLOW ELEVATION</p> <p>PROPOSED TOP/BOTTOM OF WALL ELEVATION</p> <p>PROPOSED DRAINAGE DIRECTION</p> <p>PROPOSED ADA SLOPE</p>											
<p>SHEET NUMBER <b>C503</b></p>											





This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and/or improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

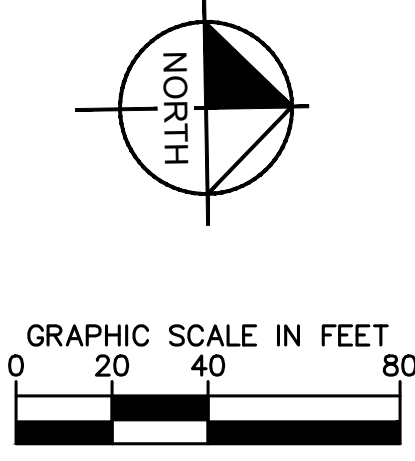


PROPOSED  
±286,120 SF  
BUILDING  
FFE: 937.00

NORTH INFILTRATION BASIN  
HWL: 913.76

BROCKTON LANE

LEGEND	
	PROPERTY LINE
	EXISTING CONTOUR
	PROPOSED CONTOUR
	PROPOSED RIDGE LINE
	PROPOSED SWALE
	PROPOSED STORM MANHOLE (SOLID CASTING)
	PROPOSED STORM MANHOLE (ROUND INLET CASTING)
	PROPOSED STORM MANHOLE/ CATCH BASIN (CURB INLET CASTING)
	PROPOSED STORM SEWER CLEANOUT
	PROPOSED FLARED END SECTION
	PROPOSED RIPRAP
	PROPOSED STORM SEWER
	PROPOSED SPOT ELEVATION
	PROPOSED HIGH POINT ELEVATION
	PROPOSED LOW POINT ELEVATION
	PROPOSED GUTTER ELEVATION
	PROPOSED TOP OF CURB ELEVATION
	PROPOSED FLUSH PAVEMENT ELEVATION
	MATCH EXISTING ELEVATION
	PROPOSED EMERGENCY OVERFLOW ELEVATION
	PROPOSED TOP/BOTTOM OF WALL ELEVATION
	PROPOSED DRAINAGE DIRECTION
	PROPOSED ADA SLOPE



PRELIMINARY - NOT FOR CONSTRUCTION

BROCKTON LANE  
BUSINESS PARK

PREPARED FOR  
HEMPEL

CORCORAN MN

SHEET NUMBER  
C505

# GRADING PLAN ENLARGEMENTS

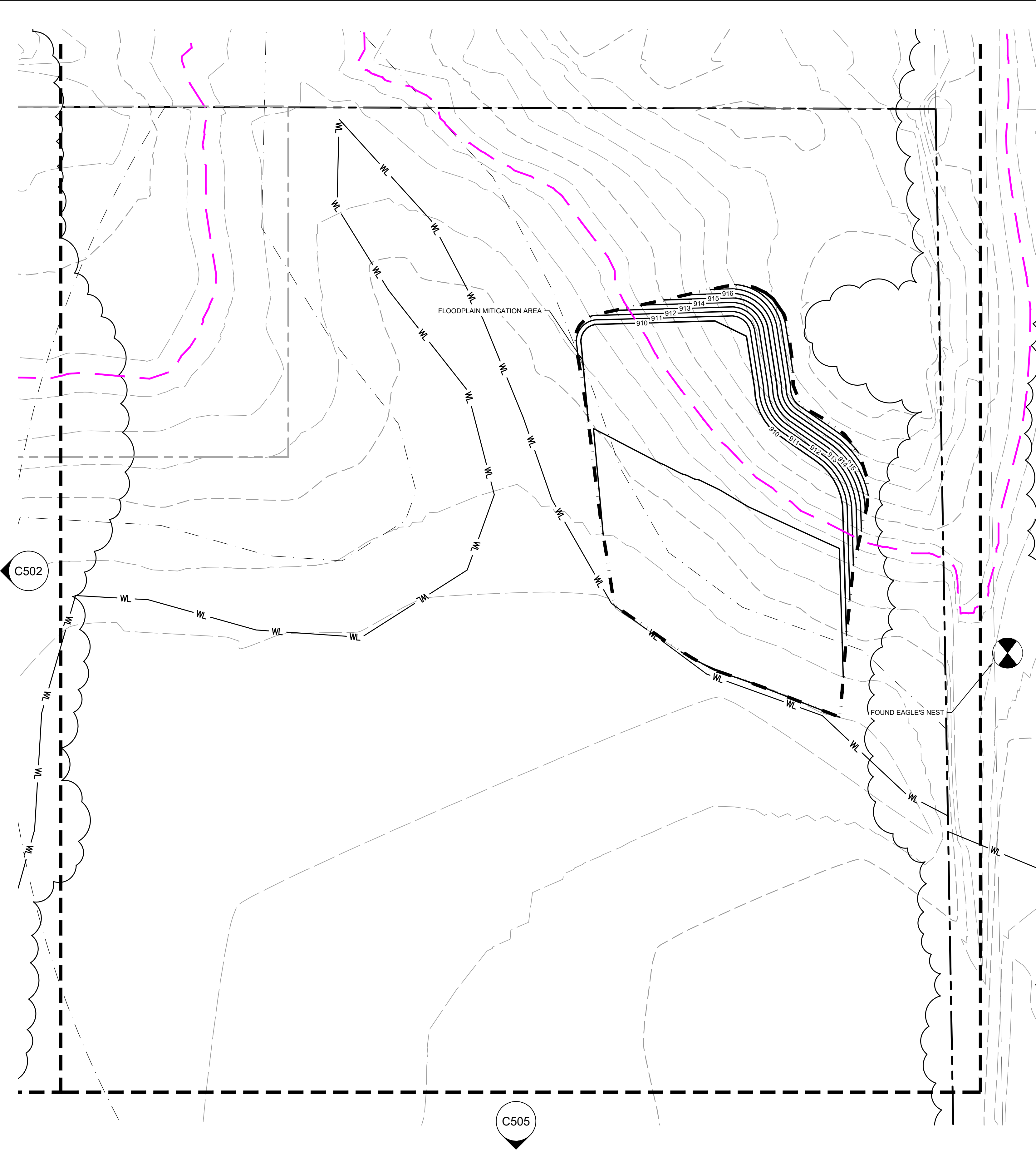
KHA PROJECT  
12345678  
DATE  
02/05/2025  
SCALE  
AS SHOWN  
DESIGNED BY  
JFJ  
DRAWN BY  
JFJ  
CHECKED BY  
MCE

NEVERY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A LICENSED PROFESSIONAL ENGINEER AND A MEMBER IN GOOD STANDING OF THE STATE OF MINNESOTA.  
**PRELIMINARY**  
MICHAEL C. BRANDT  
M.C. BRANDT  
DATE: 12/17/2024 U.C. NO. 42661

**Kimley-Horn**  
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULISTIS STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-465-4197  
WWW.KIMLEY-HORN.COM

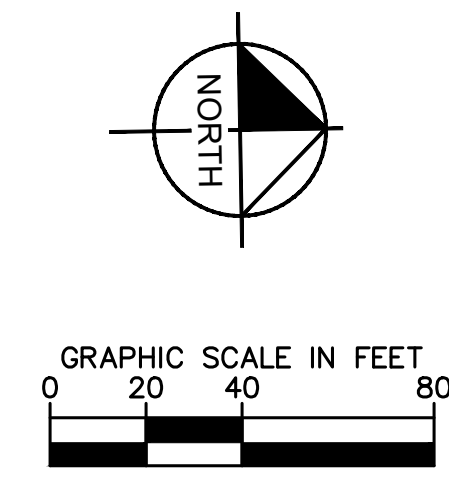
NO.	REVISIONS	DATE	BY
1	CITY COMMENTS	01/09/25	MCB
2	CLIENT COMMENTS	01/15/25	JFJ
3	CITY COMMENTS, REVISED SITE PLAN	02/05/25	MCB

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



**LEGEND**

	PROPERTY LINE
	EXISTING CONTOUR
	PROPOSED CONTOUR
	PROPOSED RIDGE LINE
	PROPOSED SWALE
	PROPOSED STORM MANHOLE (SOLID CASTING)
	PROPOSED STORM MANHOLE (ROUND INLET CASTING)
	PROPOSED STORM MANHOLE/ CATCH BASIN (CURB INLET CASTING)
	PROPOSED STORM SEWER CLEANOUT
	PROPOSED FLARED END SECTION
	PROPOSED RIPRAP
	PROPOSED STORM SEWER
	PROPOSED SPOT ELEVATION
	PROPOSED HIGH POINT ELEVATION
	PROPOSED LOW POINT ELEVATION
	PROPOSED GUTTER ELEVATION
	PROPOSED TOP OF CURB ELEVATION
	PROPOSED FLUSH PAVEMENT ELEVATION
	MATCH EXISTING ELEVATION
	PROPOSED EMERGENCY OVERFLOW ELEVATION
	PROPOSED TOP/BOTTOM OF WALL ELEVATION
	PROPOSED DRAINAGE DIRECTION
	PROPOSED ADA SLOPE



PRELIMINARY - NOT FOR CONSTRUCTION

**BROCKTON LANE  
BUSINESS PARK**  
PREPARED FOR  
**HEMPEL**  
CORCORAN MN

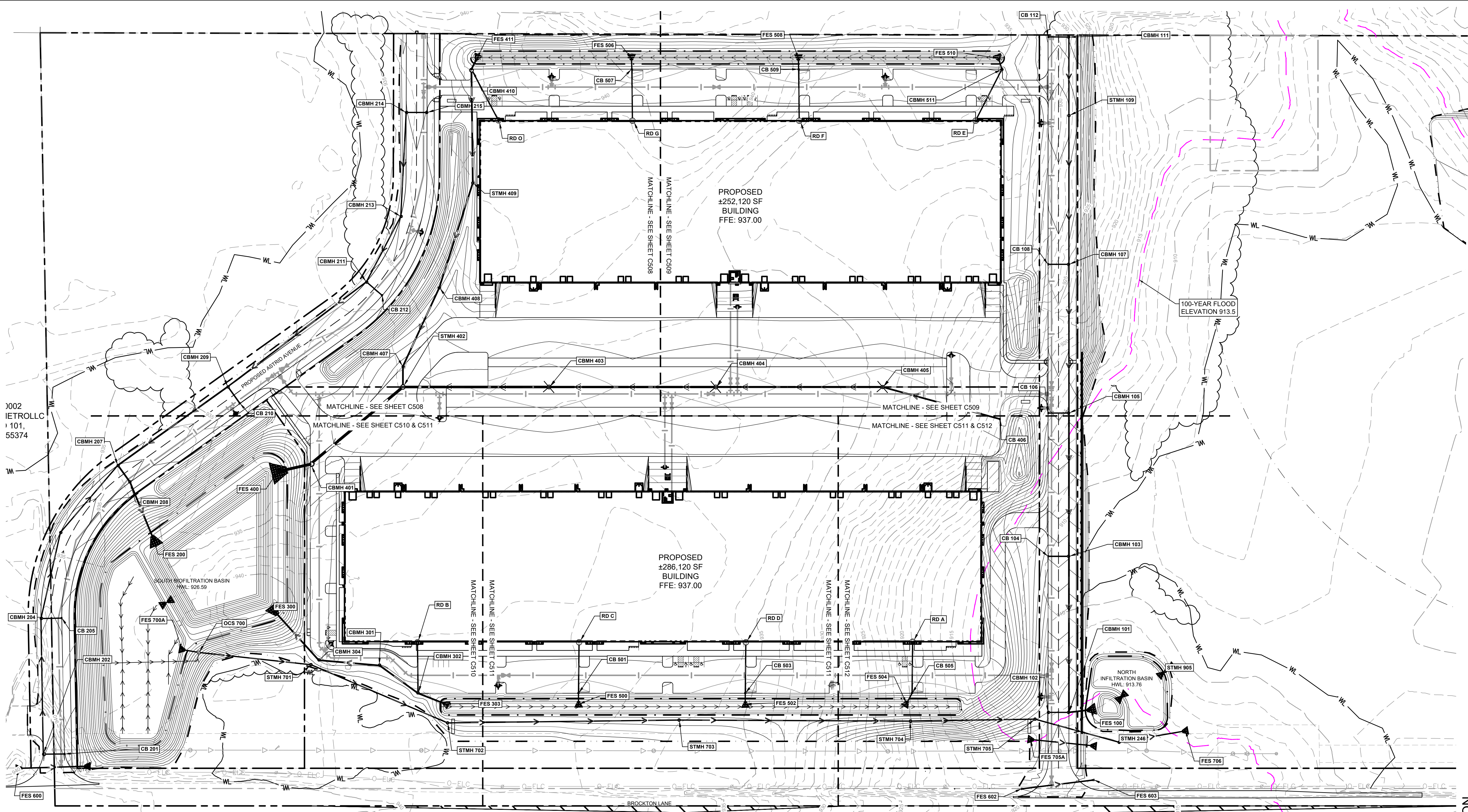
**GRADING PLAN  
ENLARGEMENTS**

KHA PROJECT 12345678	DESIGNED BY JF-J
DATE 02/05/2025	DRAWN BY JF-J
SCALE AS SHOWN	CHECKED BY MCE

NEVER CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A LICENSED PROFESSIONAL ENGINEER AND AM LICENSED UNDER THE LAWS OF THE STATE OF MINNESOTA.  
**PRELIMINARY**  
MICHAEL C. BRANDT  
DATE: 12/17/2024 U.C. NO. 42681



CITY COMMENTS	01/09/25	MCE
CLIENT COMMENTS	01/15/25	JF-J
CITY COMMENTS, REVISED SITE PLAN	02/05/25	MCE
REVISIONS	DATE	BY
No.		

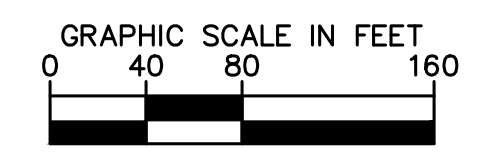
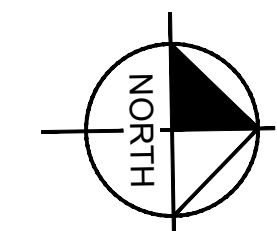


**LEGEND**

- PROPERTY LINE
- PROPOSED STORM MANHOLE (SOLID CASTING)
- PROPOSED STORM MANHOLE (ROUND INLET CASTING)
- ⊕ PROPOSED STORM MANHOLE/ CATCH BASIN (CURB INLET CASTING)
- PROPOSED STORM SEWER CLENOTUT
- PROPOSED FLARED END SECTION
- PROPOSED RIPRAP
- PROPOSED STORM SEWER
- PROPOSED WATERMAIN
- PROPOSED SANITARY SEWER

**STORM SEWER NOTES**

1. INSTALL STORM SEWER IN ACCORDANCE WITH APPLICABLE CITY OR STATE SPECIFICATIONS, STATE PLUMBING CODE, AND BUILDING PERMIT REQUIREMENTS.
2. CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
3. STORM SEWER PIPE SHALL BE:  
RCP: ASTM C-76  
HDPE: ASTM F-714, F-894  
PVC: ASTM D-2729  
PVC SCH40: ASTM D-1785, D-2665, F-794  
DRAIN TILE SHALL BE:  
PE: ASTM F-4667  
PVC: ASTM D-2729  
FITTINGS SHALL BE:  
RCP: ASTM C-76, JOINTS PER ASTM C-361, C-990, AND C-443  
HDPE: ASTM D-3212  
PVC: ASTM D-2729, JOINTS PER ASTM D-3212  
PVC SCH40: ASTM D-2665, F-794, F-1866
4. CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
5. FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF LAND DISTURBING ACTIVITIES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
6. EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS. REFER TO THE GRADING PLAN FOR DETAILED SURFACE ELEVATIONS.
7. EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE.
8. COORDINATE WITH THE PLUMBING PLANS FOR THE LOCATION, SIZE AND ELEVATION OF THE PROPOSED UNDERGROUND ROOF DRAIN CONNECTIONS.
9. WHERE STORM SEWER ROOF DRAINS HAVE LESS THAN 4 FEET OF COVER IN PAVED AREAS OR 3 FEET OF COVER IN LANDSCAPE AREAS, PROVIDE 3-INCH THICK INSULATION A MINIMUM OF 5 FEET IN WIDTH, CENTERED ON THE PIPE.
10. ALL STORM SEWER PIPE JOINTS SHALL BE WATER-TIGHT CONNECTIONS.
11. ALL STORM SEWER PIPE CONNECTIONS TO MANHOLES SHALL BE GASKETED AND WATER TIGHT. BOOTED COUPLERS AT THE STRUCTURE OR A WATER STOP WITH NON-SHRINK GROUT MAY BE USED IN ACCORDANCE WITH LOCAL CODES.
12. CONTRACTOR SHALL AIR TEST ALL STORM SEWER PIPE IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS.



PRELIMINARY - NOT FOR CONSTRUCTION

**BROCKTON LANE  
BUSINESS PARK**  
PREPARED FOR  
**HEMPEL**

SHEET NUMBER  
**C507**

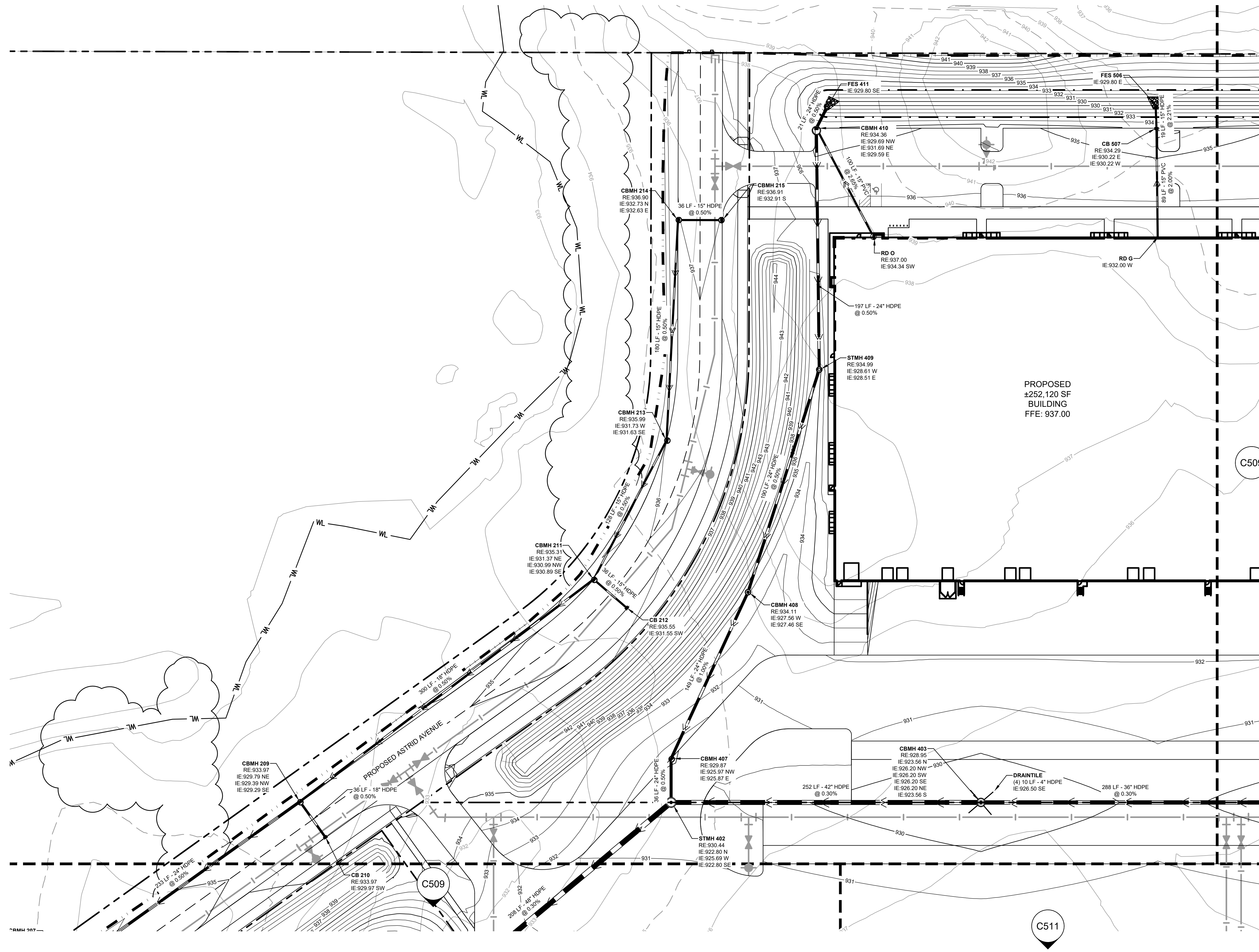
No.	REVISIONS	DATE	BY
1	CITY COMMENTS	01/09/25	MCB
2	CLIENT COMMENTS	01/15/25	JFJ
3	CITY COMMENTS, REVISED SITE PLAN	02/05/25	MCB

**Kimley-Horn**  
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULISTIS STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-466-4197  
WWW.KIMLEY-HORN.COM

EVERY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A LICENSED PROFESSIONAL ENGINEER AND A MEMBER OF THE SOCIETY OF PROFESSIONAL ENGINEERS AND SURVEYORS OF THE STATE OF MINNESOTA.  
**PRELIMINARY**  
MICHAEL C. BRANDT  
DATE: 12/17/2024 U.C. NO.: 42681

KHA PROJECT 12345678	DATE 02/05/2025	SCALE AS SHOWN	DESIGNED BY JFJ	DRAWN BY JFJ	CHECKED BY MCB
-------------------------	--------------------	-------------------	--------------------	-----------------	-------------------

This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



**LEGEND**

	PROPERTY LINE
	PROPOSED STORM MANHOLE (SOLID CASTING)
	PROPOSED STORM MANHOLE (ROUND INLET CASTING)
	PROPOSED STORM MANHOLE CATCH BASIN (CURB INLET CASTING)
	PROPOSED STORM SEWER CLEANOUT
	PROPOSED FLARED END SECTION
	PROPOSED RIPRAP
	PROPOSED STORM SEWER
	PROPOSED WATERMAIN
	PROPOSED SANITARY SEWER

- STORM SEWER NOTES**
- INSTALL STORM SEWER IN ACCORDANCE WITH APPLICABLE CITY OR STATE SPECIFICATIONS, STATE PLUMBING CODE, AND BUILDING PERMIT REQUIREMENTS.
  - CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
  - STORM SEWER PIPE SHALL BE:  
RCP: ASTM C-76  
HDPE: ASTM F-714, F-894  
PVC: ASTM D-2729  
PVC SCH40: ASTM D-1785, D-2665, F-794  
DRAIN TILE SHALL BE:  
PE: ASTM F-6867  
PVC: ASTM D-2729  
FITTINGS SHALL BE:  
RCP: ASTM C-76, JOINTS PER ASTM C-361, C-990, AND C-443  
HDPE: ASTM D-3212  
PVC: ASTM D-2729, JOINTS PER ASTM D-3212  
PVC SCH40: ASTM D-2665, F-794, F-1866
  - CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
  - FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF LAND DISTURBING ACTIVITIES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
  - EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS. REFER TO THE GRADING PLAN FOR DETAILED SURFACE ELEVATIONS.
  - EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE. COORDINATE WITH THE PLUMBING PLANS FOR THE LOCATION, SIZE AND ELEVATION OF THE PROPOSED UNDERGROUND ROOF DRAIN CONNECTIONS.
  - WHERE STORM SEWER ROOF DRAINS HAVE LESS THAN 4-FEET OF COVER IN PAVED AREAS OR 3-FEET OF COVER IN LANDSCAPE AREAS, PROVIDE 3-INCH THICK INSULATION A MINIMUM OF 5-FEET IN WIDTH, CENTERED ON THE PIPE.
  - ALL STORM SEWER PIPE JOINTS SHALL BE WATER-TIGHT CONNECTIONS.
  - ALL STORM SEWER PIPE CONNECTIONS TO MANHOLES SHALL BE GASKETED AND WATER TIGHT. BOOTED COUPLERS AT THE STRUCTURE OR A WATER STOP WITH NON-SHRINK GROUT MAY BE USED IN ACCORDANCE WITH LOCAL CODES.
  - CONTRACTOR SHALL AIR TEST ALL STORM SEWER PIPE IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS.

GRAPHIC SCALE IN FEET  
0 20 40 80

811  
Know what's below.  
Call before you dig.

**PRELIMINARY - NOT FOR CONSTRUCTION**

**BROCKTON LANE  
BUSINESS PARK**

PREPARED FOR  
**HEMPEL**

CORCORAN MN

**STORM SEWER  
PLAN  
ENLARGEMENTS**

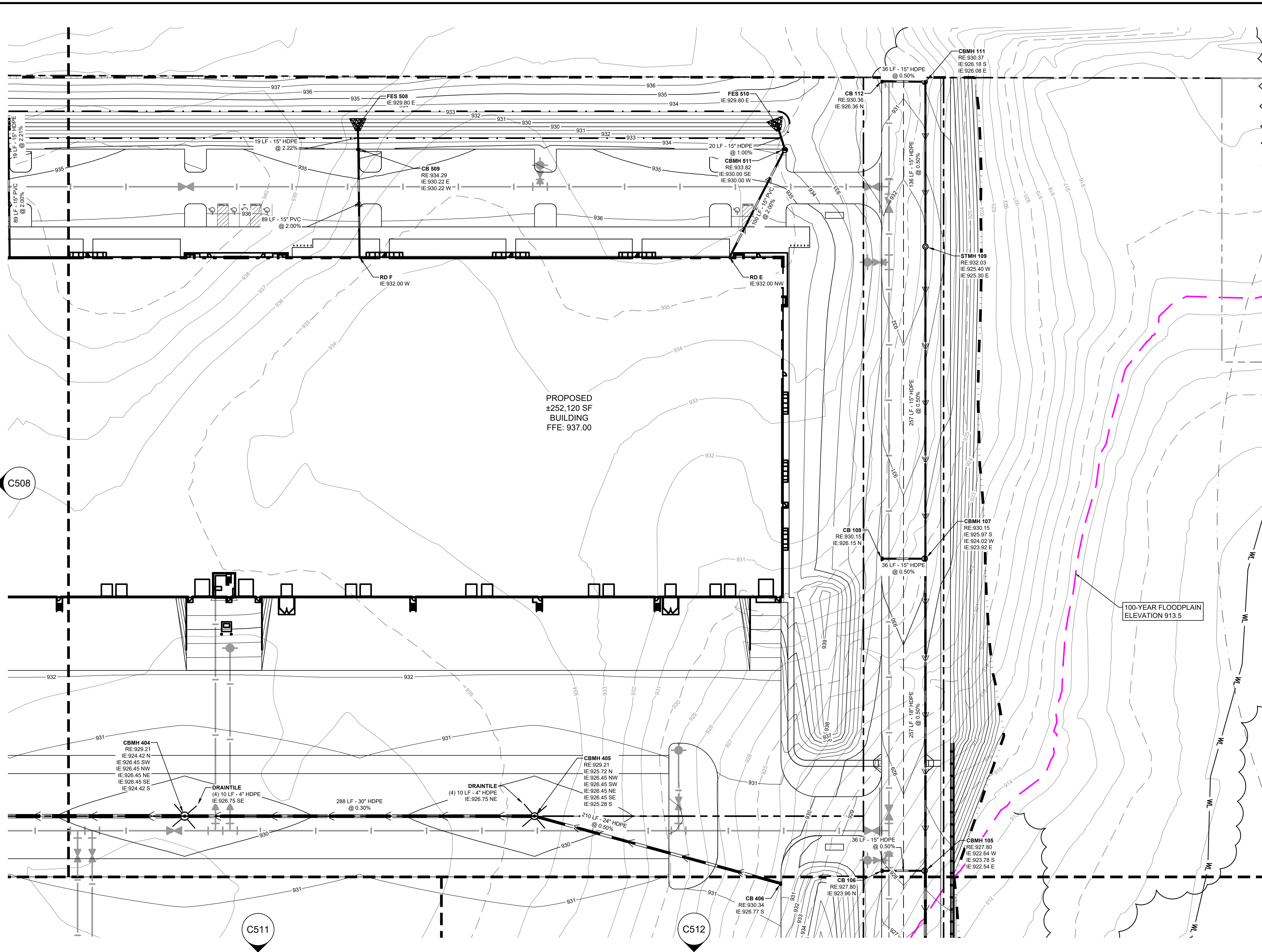
KHA PROJECT 12345678	DESIGNED BY JFJ	CHECKED BY MCE
DATE 02/05/2025	SCALE AS SHOWN	DRAWN BY JFJ
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT COMPLIES WITH ALL LAWS OF THE STATE OF MINNESOTA.		
MICHAEL C. BRANDT ENGINEER U.C. NO. 42681 DATE: 12/17/2024		

**Kimley-Horn**  
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULIST STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-465-4197  
WWW.KIMLEY-HORN.COM

CITY COMMENTS	CLIENT COMMENTS	CITY COMMENTS, REVISED SITE PLAN	NO.	DATE	BY

SHEET NUMBER  
**C508**

This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



**LEGEND**

	PROPERTY LINE
	PROPOSED STORM MANHOLE (SOLID CASTING)
	PROPOSED STORM MANHOLE (ROUND INLET CASTING)
	PROPOSED STORM MANHOLE CATCH BASIN (CURB INLET CASTING)
	PROPOSED STORM SEWER CLEANOUT
	PROPOSED STORM FLARED END SECTION
	PROPOSED RIPRAP
	PROPOSED STORM SEWER
	PROPOSED WATERMAIN
	PROPOSED SANITARY SEWER

- STORM SEWER NOTES**
- INSTALL STORM SEWER IN ACCORDANCE WITH APPLICABLE CITY OR STATE SPECIFICATIONS, STATE PLUMBING CODE, AND BUILDING PERMIT REQUIREMENTS.
  - CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
  - STORM SEWER PIPE SHALL BE:  
RCP: ASTM C-76  
HDPE: ASTM F-714, F-894  
PVC: ASTM D-2729  
PVC SCH40: ASTM D-1785, D-2665, F-794  
DRAIN TILE SHALL BE:  
PE: ASTM F-6867  
PVC: ASTM D-2729  
FITTINGS SHALL BE:  
RCP: ASTM C-76, JOINTS PER ASTM C-361, C-990, AND C-443  
HDPE: ASTM D-3212  
PVC: ASTM D-2729, JOINTS PER ASTM D-3212  
PVC SCH40: ASTM D-2665, F-794, F-1866
  - CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
  - FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF LAND DISTURBING ACTIVITIES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
  - EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS. REFER TO THE GRADING PLAN FOR DETAILED SURFACE ELEVATIONS.
  - EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE. COORDINATE WITH THE PLUMBING PLANS FOR THE LOCATION, SIZE AND ELEVATION OF THE PROPOSED UNDERGROUND ROOF DRAIN CONNECTIONS.
  - WHERE STORM SEWER ROOF DRAINS HAVE LESS THAN 4-FEET OF COVER IN PAVED AREAS OR 3-FEET OF COVER IN LANDSCAPE AREAS, PROVIDE 3-INCH THICK INSULATION A MINIMUM OF 5-FEET IN WIDTH, CENTERED ON THE PIPE.
  - ALL STORM SEWER PIPE JOINTS SHALL BE WATER-TIGHT CONNECTIONS.
  - ALL STORM SEWER PIPE CONNECTIONS TO MANHOLES SHALL BE GASKETED AND WATER TIGHT. BOOTED COUPLERS AT THE STRUCTURE OR A WATER STOP WITH NON-SHRINK GROUT MAY BE USED IN ACCORDANCE WITH LOCAL CODES.
  - CONTRACTOR SHALL AIR TEST ALL STORM SEWER PIPE IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS.

<p><b>Kimley-Horn</b></p> <p>© 2024 KIMLEY-HORN AND ASSOCIATES, INC. 767 EULIST STREET, SUITE 100, ST. PAUL, MN 55114 PHONE: 651-465-4197 WWW.KIMLEY-HORN.COM</p>	<p>REVISIONS</p> <table border="1"> <tr> <th>No.</th> <th>DATE</th> <th>BY</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	No.	DATE	BY			
	No.	DATE	BY				
<p>CITY COMMENTS</p> <table border="1"> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>							
<p>CLIENT COMMENTS</p> <table border="1"> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>							

<p>EVERY SERVICE SHALL BE IN ACCORDANCE WITH THE SPECIFICATION OR REPORT PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND I AM A LICENSED PROFESSIONAL ENGINEER AND A MEMBER OF THE BOARD OF ENGINEERS AND SURVEYORS OF THE STATE OF MINNESOTA.</p> <p><b>PRELIMINARY</b></p> <p>MICHAEL C. BRANDT L.C. NO. 42681 DATE: 12/17/2024</p>	<p>RHA PROJECT 12345678</p> <p>DATE 02/05/2025</p> <p>SCALE AS SHOWN</p> <p>DESIGNED BY JFJ</p> <p>DRAWN BY JFJ</p> <p>CHECKED BY MCE</p>
---	---

<p><b>STORM SEWER PLAN ENLARGEMENTS</b></p>	<p><b>BROCKTON LANE BUSINESS PARK</b></p> <p>PREPARED FOR <b>HEMPEL</b></p> <p>CORCORAN MN</p>
---	--

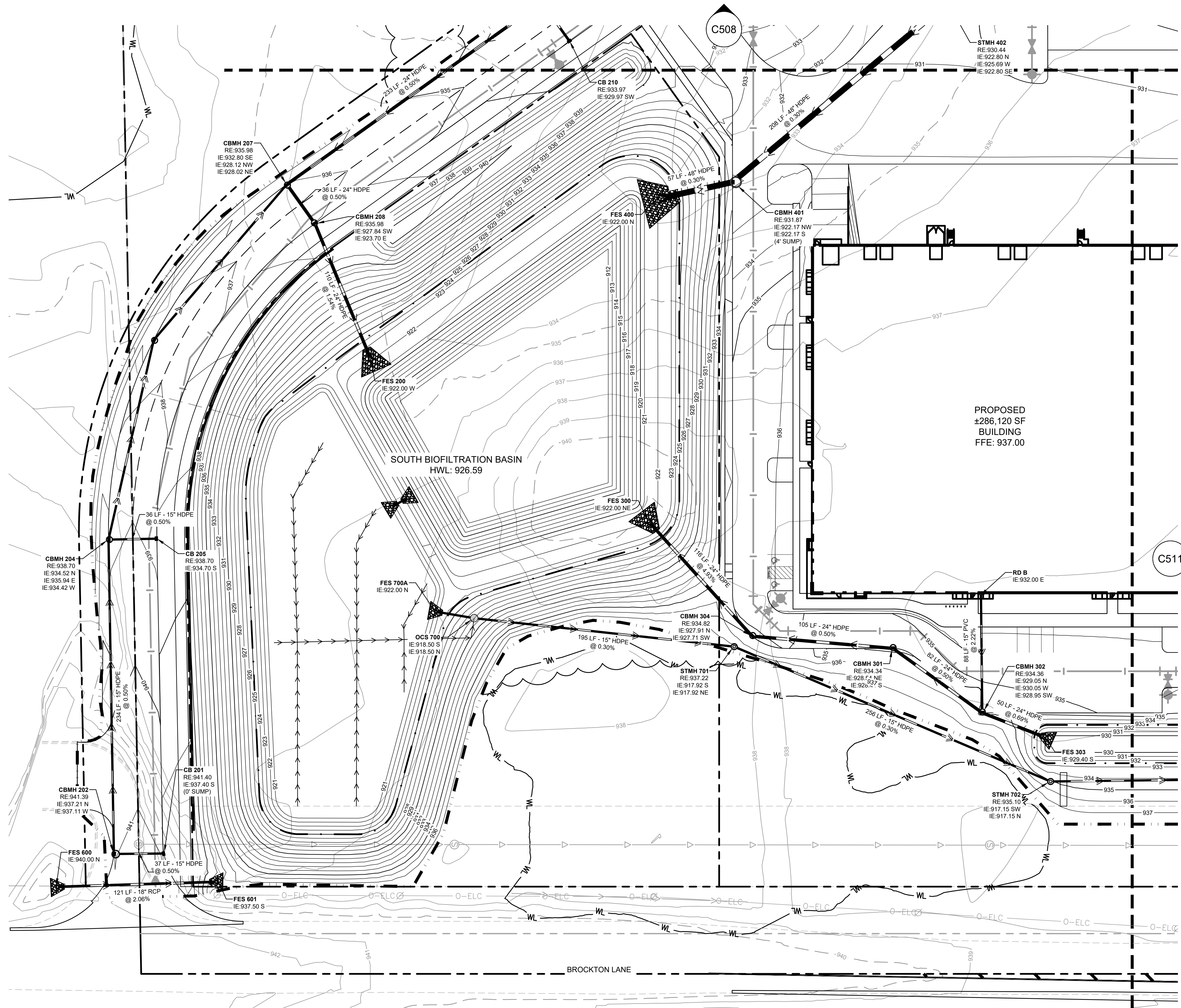
PRELIMINARY - NOT FOR CONSTRUCTION

GRAPHIC SCALE IN FEET  
0 20 40 80

811 Know what's below. Call before you dig.

SHEET NUMBER  
**C509**

This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

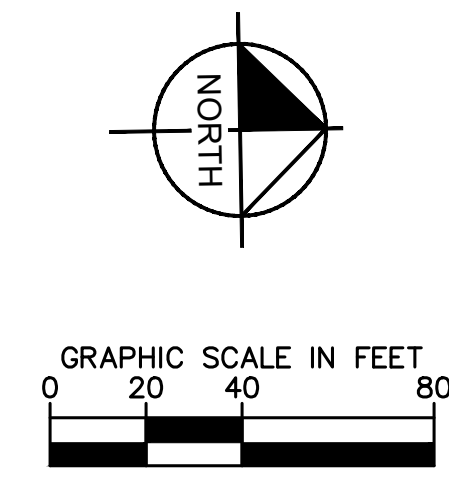


**LEGEND**

- PROPERTY LINE
- PROPOSED STORM MANHOLE (SOLID CASTING)
- PROPOSED STORM MANHOLE (ROUND INLET CASTING)
- PROPOSED STORM MANHOLE/ CATCH BASIN (CURB INLET CASTING)
- PROPOSED STORM SEWER CLENOT
- PROPOSED FLARED END SECTION
- PROPOSED RIPRAP
- PROPOSED STORM SEWER
- PROPOSED WATERMAIN
- PROPOSED SANITARY SEWER

**STORM SEWER NOTES**

1. INSTALL STORM SEWER IN ACCORDANCE WITH APPLICABLE CITY OR STATE SPECIFICATIONS, STATE PLUMBING CODE, AND BUILDING PERMIT REQUIREMENTS.
2. CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
3. STORM SEWER PIPE SHALL BE:  
RCP: ASTM C-76  
HDPE: ASTM F-714, F-894  
PVC: ASTM D-2729  
PVC SCH40: ASTM D-1785, D-2665, F-794  
DRAIN TILE SHALL BE:  
PE: ASTM F-6867  
PVC: ASTM D-2729  
FITTINGS SHALL BE:  
RCP: ASTM C-76, JOINTS PER ASTM C-361, C-990, AND C-443  
HDPE: ASTM D-3212  
PVC: ASTM D-2729, JOINTS PER ASTM D-3212  
PVC SCH40: ASTM D-2665, F-794, F-1866
4. CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
5. FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF LAND DISTURBING ACTIVITIES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
6. EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS. REFER TO THE GRADING PLAN FOR DETAILED SURFACE ELEVATIONS.
7. EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE. COORDINATE WITH THE PLUMBING PLANS FOR THE LOCATION, SIZE AND ELEVATION OF THE PROPOSED UNDERGROUND ROOF DRAIN CONNECTIONS.
8. WHERE STORM SEWER ROOF DRAINS HAVE LESS THAN 4- FEET OF COVER IN PAVED AREAS OR 3- FEET OF COVER IN LANDSCAPE AREAS, PROVIDE 3- INCH THICK INSULATION A MINIMUM OF 5- FEET IN WIDTH, CENTERED ON THE PIPE.
9. ALL STORM SEWER PIPE JOINTS SHALL BE WATER-TIGHT CONNECTIONS.
10. ALL STORM SEWER PIPE CONNECTIONS TO MANHOLES SHALL BE GASKETED AND WATER TIGHT. BOOTED COUPLERS AT THE STRUCTURE OR A WATER STOP WITH NON-SHRINK GROUT MAY BE USED IN ACCORDANCE WITH LOCAL CODES.
12. CONTRACTOR SHALL AIR TEST ALL STORM SEWER PIPE IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS.



PRELIMINARY - NOT FOR CONSTRUCTION

BROCKTON LANE  
BUSINESS PARK

PREPARED FOR  
HEMPEL

CORCORAN

**STORM SEWER  
PLAN  
ENLARGEMENTS**

SHEET NUMBER  
**C510**

NEVER CERTIFY THAT THIS PLAN OR SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT COMPLIES WITH ALL LAWS OF THE STATE OF MINNESOTA.  
**PRELIMINARY**  
MICHAEL C. BRANDT  
DATE: 12/17/2024 U.C. NO. 42681

**Kimley-Horn**  
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULIST STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-465-4197  
WWW.KIMLEY-HORN.COM

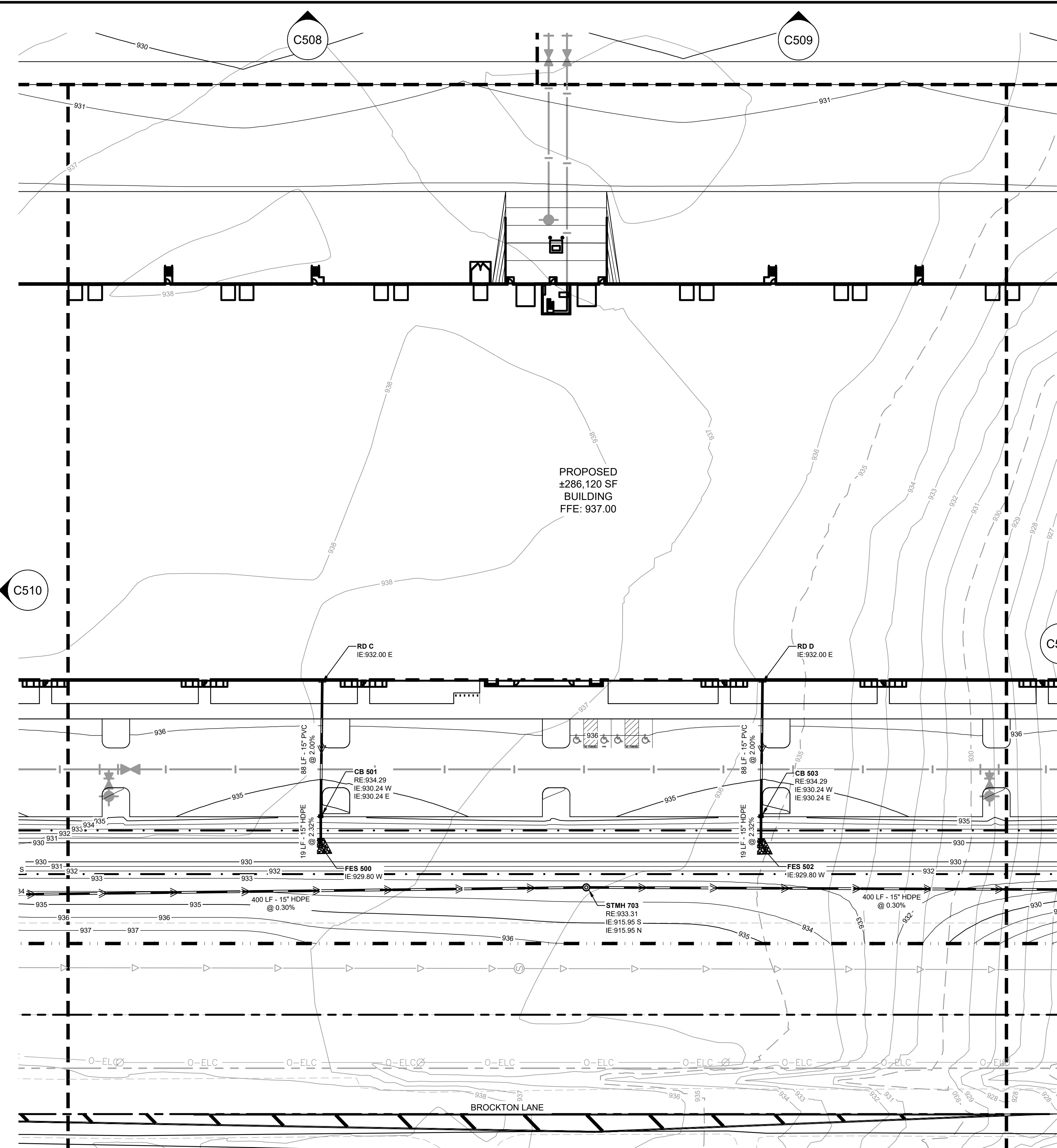
NO.	REVISIONS	DATE	BY
1			
2			
3			

CITY COMMENTS	DATE	BY

CLIENT COMMENTS	DATE	BY

CITY COMMENTS, REVISED SITE PLAN	DATE	BY

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without a written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



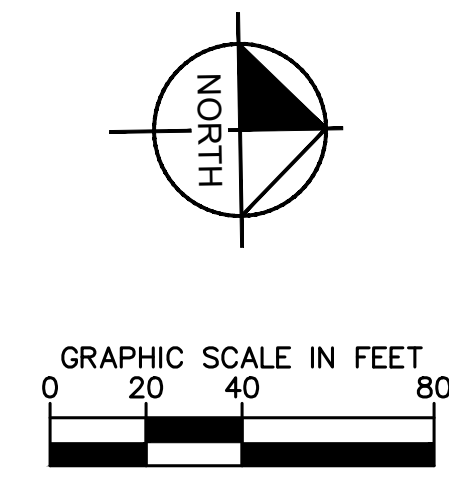
**LEGEND**

- PROPERTY LINE
- PROPOSED STORM MANHOLE (SOLID CASTING)
- PROPOSED STORM MANHOLE (ROUND INLET CASTING)
- PROPOSED STORM MANHOLE/ CATCH BASIN (CURB INLET CASTING)
- ▽ PROPOSED STORM SEWER CLENOT
- ▽ PROPOSED FLARED END SECTION
- ▽ PROPOSED RIPRAP
- PROPOSED STORM SEWER
- PROPOSED WATERMAIN
- PROPOSED SANITARY SEWER

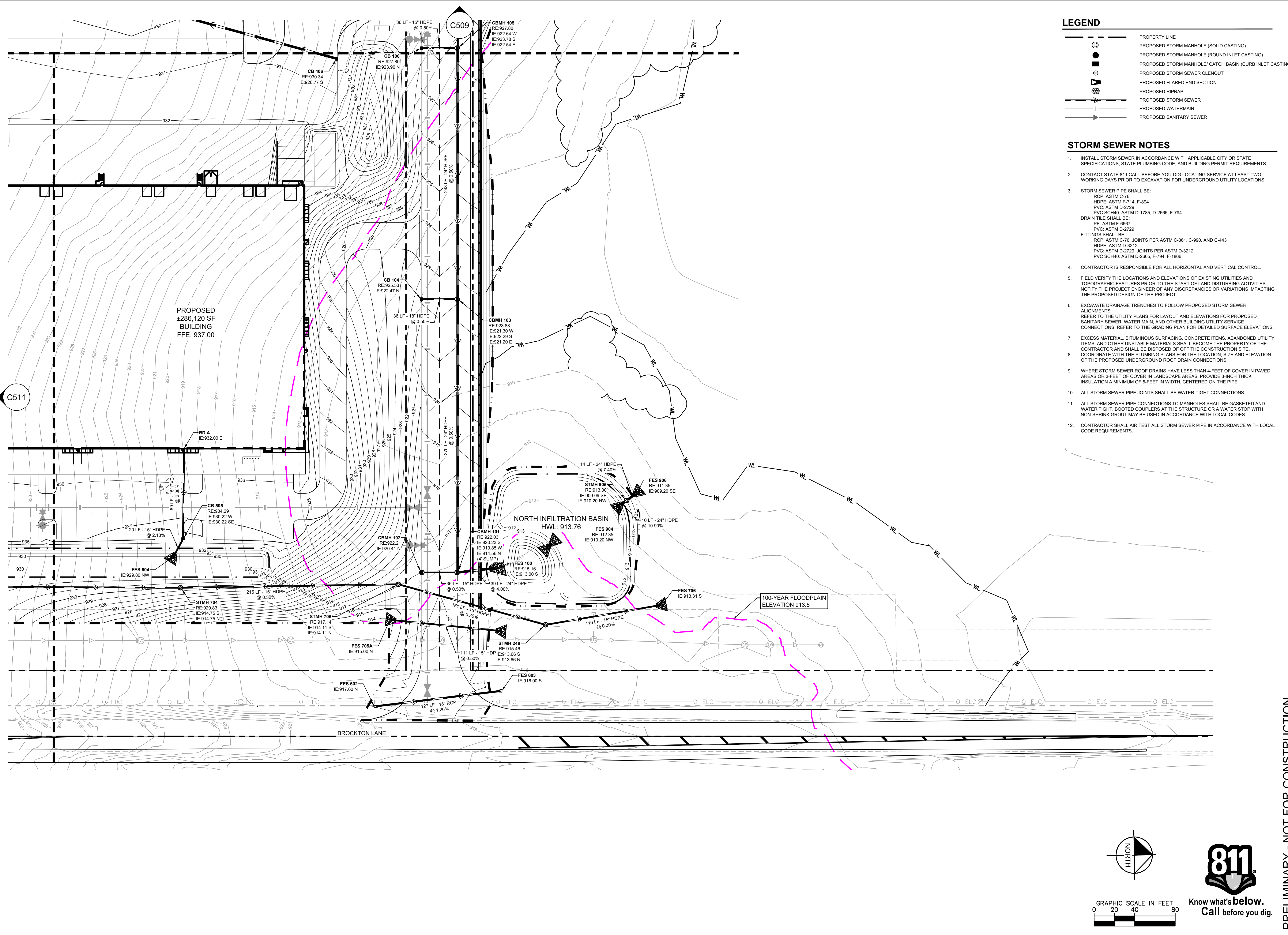
**STORM SEWER NOTES**

1. INSTALL STORM SEWER IN ACCORDANCE WITH APPLICABLE CITY OR STATE SPECIFICATIONS, STATE PLUMBING CODE, AND BUILDING PERMIT REQUIREMENTS.
2. CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
3. STORM SEWER PIPE SHALL BE:  
RCP: ASTM C-76  
HDPE: ASTM F-714, F-894  
PVC: ASTM D-2729  
DRAIN TILE SHALL BE:  
PE: ASTM F-8667  
PVC: ASTM D-2729  
FITTINGS SHALL BE:  
RCP: ASTM C-76, JOINTS PER ASTM C-361, C-990, AND C-443  
HDPE: ASTM D-3212  
PVC: ASTM D-2729, JOINTS PER ASTM D-3212  
PVC SCH40: ASTM D-2665, F-794, F-1866
4. CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
5. FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF LAND DISTURBING ACTIVITIES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
6. EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS. REFER TO THE GRADING PLAN FOR DETAILED SURFACE ELEVATIONS.
7. EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE. COORDINATE WITH THE PLUMBING PLANS FOR THE LOCATION, SIZE AND ELEVATION OF THE PROPOSED UNDERGROUND ROOF DRAIN CONNECTIONS.
8. WHERE STORM SEWER ROOF DRAINS HAVE LESS THAN 4- FEET OF COVER IN PAVED AREAS OR 3- FEET OF COVER IN LANDSCAPE AREAS, PROVIDE 3- INCH THICK INSULATION A MINIMUM OF 5- FEET IN WIDTH, CENTERED ON THE PIPE.
9. ALL STORM SEWER PIPE JOINTS SHALL BE WATER-TIGHT CONNECTIONS.
10. ALL STORM SEWER PIPE CONNECTIONS TO MANHOLES SHALL BE GASKETED AND WATER TIGHT. BOOTED COUPLERS AT THE STRUCTURE OR A WATER STOP WITH NON-SHRINK GROUT MAY BE USED IN ACCORDANCE WITH LOCAL CODES.
11. CONTRACTOR SHALL AIR TEST ALL STORM SEWER PIPE IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS.

KHA PROJECT 12345678	DATE 02/05/2025	SCALE AS SHOWN	DESIGNED BY JFJ	DRAWN BY JFJ	CHECKED BY MCE																		
<p><b>STORM SEWER PLAN ENLARGEMENTS</b></p> <p>BROCKTON LANE BUSINESS PARK PREPARED FOR <b>HEMPEL</b> CORCORAN MN</p>																							
<p>PRELIMINARY - NOT FOR CONSTRUCTION</p>																							
<p>STORM SEWER PLAN ENLARGEMENTS</p>																							
<p>PRELIMINARY</p>																							
<p>© 2024 KIMLEY-HORN AND ASSOCIATES, INC. 767 EULIST STREET, SUITE 100, ST. PAUL, MN 55114 PHONE: 651-465-4197 WWW.KIMLEY-HORN.COM</p>																							
<p><b>Kimley-Horn</b></p>																							
<p>REVISIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No.</th> <th>DATE</th> <th>BY</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						No.	DATE	BY															
No.	DATE	BY																					
<p>CITY COMMENTS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DATE</th> <th>REVISIONS</th> </tr> </thead> <tbody> <tr> <td>01/09/25</td> <td>MCE</td> </tr> <tr> <td>01/15/25</td> <td>JFJ</td> </tr> <tr> <td>02/05/25</td> <td>MCE</td> </tr> </tbody> </table>						DATE	REVISIONS	01/09/25	MCE	01/15/25	JFJ	02/05/25	MCE										
DATE	REVISIONS																						
01/09/25	MCE																						
01/15/25	JFJ																						
02/05/25	MCE																						



This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



**LEGEND**

	PROPERTY LINE
	PROPOSED STORM MANHOLE (SOLID CASTING)
	PROPOSED STORM MANHOLE (ROUND INLET CASTING)
	PROPOSED STORM MANHOLE CATCH BASIN (CURB INLET CASTING)
	PROPOSED STORM SEWER CLEANOUT
	PROPOSED FLARED END SECTION
	PROPOSED STORM SEWER
	PROPOSED RIPRAP
	PROPOSED WATERMAIN
	PROPOSED SANITARY SEWER

- STORM SEWER NOTES**
- INSTALL STORM SEWER IN ACCORDANCE WITH APPLICABLE CITY OR STATE SPECIFICATIONS, STATE PLUMBING CODE, AND BUILDING PERMIT REQUIREMENTS.
  - CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
  - STORM SEWER PIPE SHALL BE:  
RCP: ASTM C-76  
HDPE: ASTM F-714, F-894  
PVC: ASTM D-2729  
PVC SCH40: ASTM D-1785, D-2665, F-794  
DRAIN TILE SHALL BE:  
PE: ASTM F-6867  
PVC: ASTM D-2729  
FITTINGS SHALL BE:  
RCP: ASTM C-76, JOINTS PER ASTM C-361, C-990, AND C-443  
HDPE: ASTM D-3212  
PVC: ASTM D-2729, JOINTS PER ASTM D-3212  
PVC SCH40: ASTM D-2665, F-794, F-1866
  - CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
  - FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF LAND DISTURBING ACTIVITIES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
  - EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS. REFER TO THE GRADING PLAN FOR DETAILED SURFACE ELEVATIONS.
  - EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE. COORDINATE WITH THE PLUMBING PLANS FOR THE LOCATION, SIZE AND ELEVATION OF THE PROPOSED UNDERGROUND ROOF DRAIN CONNECTIONS.
  - WHERE STORM SEWER ROOF DRAINS HAVE LESS THAN 4- FEET OF COVER IN PAVED AREAS OR 3- FEET OF COVER IN LANDSCAPE AREAS, PROVIDE 3- INCH THICK INSULATION A MINIMUM OF 5- FEET IN WIDTH, CENTERED ON THE PIPE.
  - ALL STORM SEWER PIPE JOINTS SHALL BE WATER-TIGHT CONNECTIONS.
  - ALL STORM SEWER PIPE CONNECTIONS TO MANHOLES SHALL BE GASKETED AND WATER TIGHT. BOOTED COUPLERS AT THE STRUCTURE OR A WATER STOP WITH NON-SHRINK GROUT MAY BE USED IN ACCORDANCE WITH LOCAL CODES.
  - CONTRACTOR SHALL AIR TEST ALL STORM SEWER PIPE IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS.

CITY COMMENTS	01/09/25	MCB
	01/15/25	JFJ
	02/05/25	MCB
CLIENT COMMENTS		
CITY COMMENTS, REVISED SITE PLAN		
REVISIONS	DATE	BY
No.		

**Kimley-Horn**  
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULIST STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-465-4197  
WWW.KIMLEY-HORN.COM

NEVERY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND CONTROL AND THAT I AM A LICENSED PROFESSIONAL ENGINEER AND A MEMBER OF THE STATE OF MINNESOTA.

**PRELIMINARY**  
MICHAEL C. BRANDT  
DATE: 12/17/2024 U.C. NO.: 42681

KHA PROJECT	DATE	SCALE	DESIGNED BY	DRAWN BY	CHECKED BY
12448676	02/05/2025	AS SHOWN	JFJ	JFJ	MCB

**STORM SEWER PLAN ENLARGEMENTS**

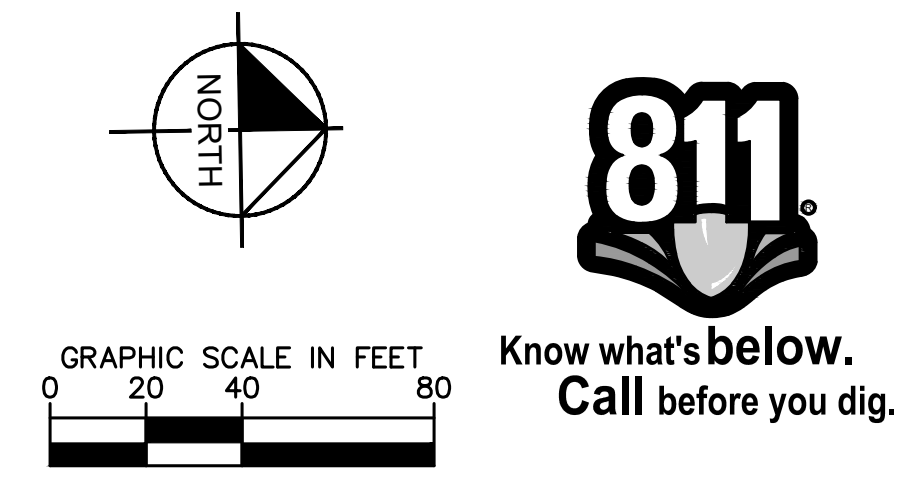
**PRELIMINARY - NOT FOR CONSTRUCTION**

**BROCKTON LANE BUSINESS PARK**

PREPARED FOR **HEMPEL**

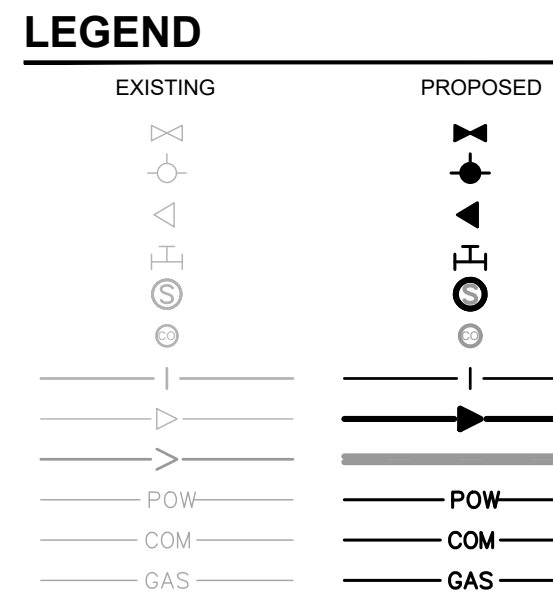
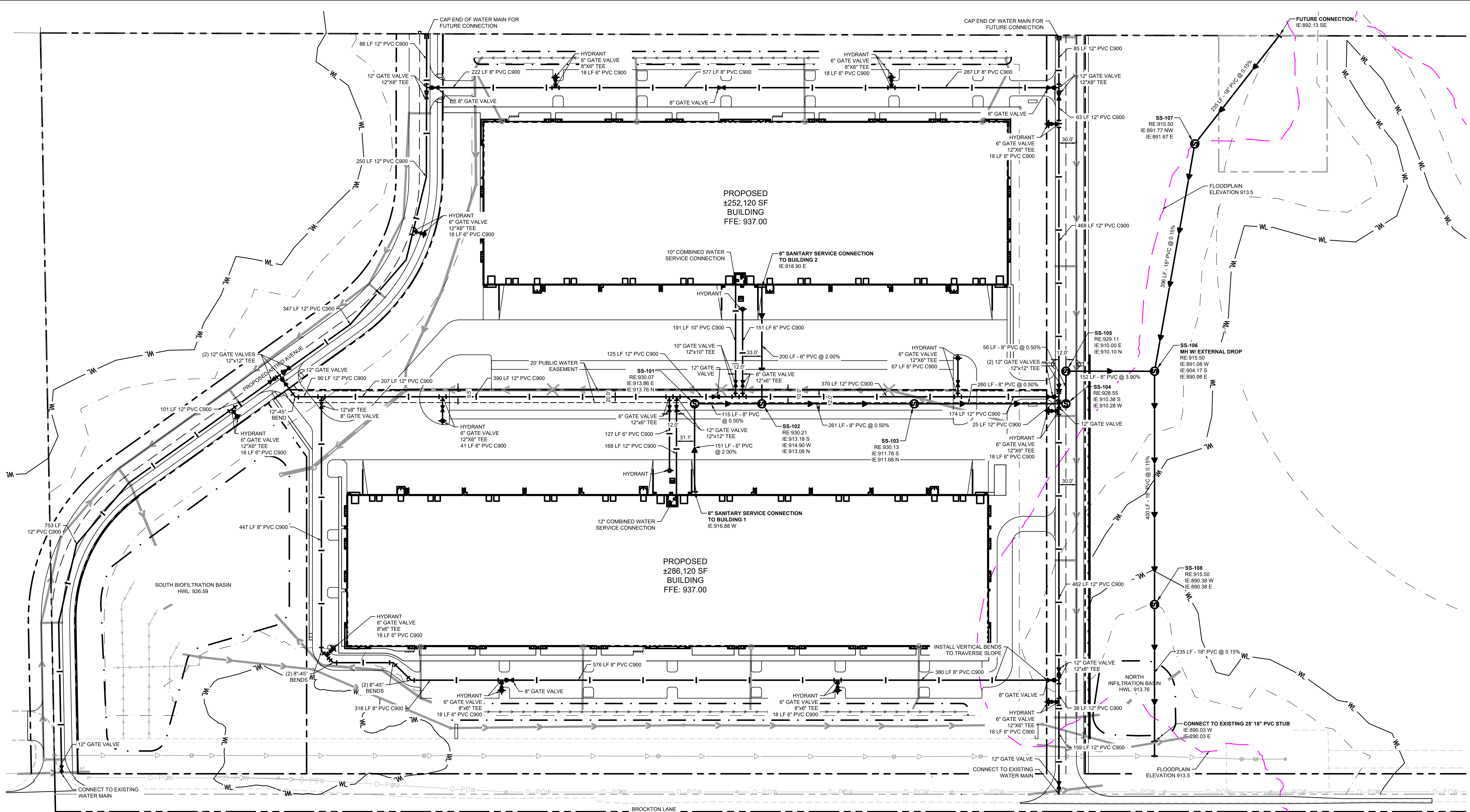
**CORCORAN** MN

SHEET NUMBER **C512**



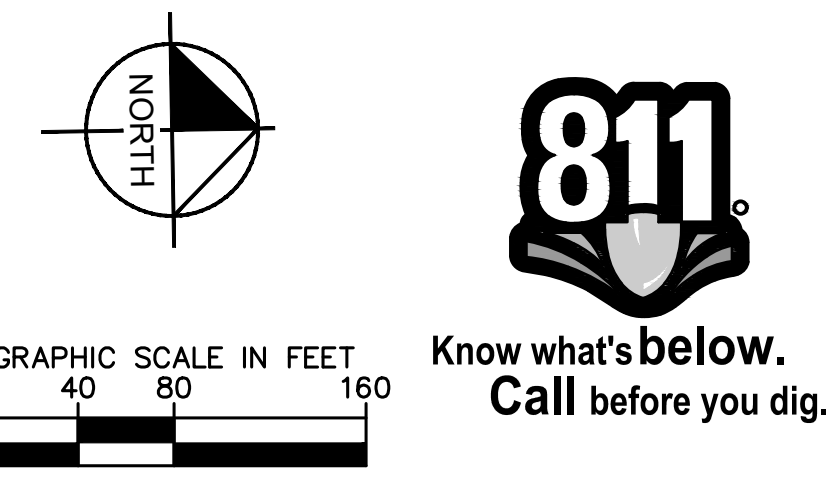


This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



**UTILITY PLAN NOTES**

- INSTALL UTILITIES IN ACCORDANCE WITH APPLICABLE CITY SPECIFICATIONS, STATE PLUMBING CODE, AND BUILDING PERMIT REQUIREMENTS.
- CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
- CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
- SANITARY SEWER PIPE SHALL BE:  
PVC: ASTM D-2729, D-3034  
PVC SCH 40: ASTM D-1785, F-714, F-894  
SANITARY SEWER FITTINGS SHALL BE:  
PVC: ASTM D-2729, D-3034  
PVC SCH 40: ASTM D-2665, F-2794, F-1866
- WATER MAIN PIPE SHALL BE:  
PVC: ASTM D-1785, D-2241, AWWA C-900  
DUCTILE IRON: AWWA C115  
WATER MAIN FITTINGS SHALL BE:  
PVC: ASTM D-2464, D-2466, D-2467, F-1970, AWWA C-907  
DUCTILE IRON: AWWA C-153, C-110, ASME 316.4
- STORM SEWER PIPE SHALL BE:  
RCP: ASTM C-76  
HDPE: ASTM F-714, F-894  
PVC: ASTM D-2729  
PVC SCH 40: ASTM D-1785, D-2665, F-794  
DRAIN TILE SHALL BE:  
PE: ASTM F-6667  
PVC: ASTM D-2729  
STORM SEWER FITTINGS SHALL BE:  
RCP: ASTM C-76, JOINTS PER ASTM C-361, C-990, AND C-443  
HDPE: ASTM D-3212  
PVC: ASTM D-2729, JOINTS PER ASTM D-3212  
PVC SCH 40: ASTM D-2665, F-794, F-1866
- WHEN CONNECTING TO AN EXISTING UTILITY LINE, FIELD VERIFY THE LOCATION, DEPTH, AND SIZE OF THE EXISTING PIPES PRIOR TO INSTALLATION OF THE NEW LINES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
- PLACE AND COMPACT ALL FILL MATERIAL PRIOR TO INSTALLATION OF PROPOSED UNDERGROUND UTILITIES. MINIMUM TRENCH WIDTH SHALL BE 2 FEET.
- MAINTAIN A MINIMUM OF 7'-6" COVER ON ALL WATER LINES.
- FOR WATER LINES AND STUB-OUTS UTILIZE MECHANICAL JOINTS WITH RESTRAINTS SUCH AS THRUST BLOCKING, WITH STAINLESS STEEL OR COBALT BLUE BOLTS, OR AS INDICATED IN THE CITY SPECIFICATIONS AND PROJECT DOCUMENTS.
- MAINTAIN 18-INCH MINIMUM VERTICAL SEPARATION WHERE SEWER PIPE CROSSES WATER LINES (OUTSIDE EDGE OF PIPE TO OUTSIDE EDGE OF PIPE OR STRUCTURE). PROVIDE 10-FOOT HORIZONTAL SEPARATION BETWEEN SEWER PIPE AND WATER LINES.
- IN THE EVENT OF A VERTICAL CONFLICT BETWEEN WATER LINES, SANITARY LINES, STORM LINES AND GAS LINES (OR ANY OBSTRUCTION EXISTING AND PROPOSED), THE SANITARY PIPE MATERIAL SHALL BE PVC SCHEDULE 40 OR PVC C900 AND HAVE MECHANICAL JOINTS AT LEAST 10 FEET ON EITHER SIDE OF THE CENTER LINE OF THE CROSSING. THE WATER LINE SHALL HAVE MECHANICAL JOINTS WITH APPROPRIATE FASTENERS AS REQUIRED TO PROVIDE A MINIMUM OF 18-INCH VERTICAL SEPARATION MEETING REQUIREMENTS OF ANSI A21.10 OR ANSI 21.11 (AWWA C-151) (CLASS 50).
- ALL PVC & HDPE SEWER AND WATER PIPE SHALL HAVE A TRACER WIRE INSTALLED IN THE TRENCH AND TERMINATED PER THE DETAILS.
- UNDERGROUND UTILITY LINES SHALL BE INSTALLED, INSPECTED AND APPROVED PRIOR TO PLACING BACKFILL.
- IN PAVEMENT AREAS, RAISE MANHOLE CASTINGS TO BE FLUSH WITH PROPOSED FINISHED SURFACE GRADE. IN GREEN AREAS, RAISE MANHOLE CASTINGS TO BE ONE FOOT ABOVE FINISHED GROUND ELEVATION & INSTALL A WATERTIGHT LID.
- REFER TO PLUMBING PLANS FOR LOCATION, SIZE AND ELEVATION OF UTILITY SERVICE CONNECTIONS AND ROOF DRAINS TO THE INTERIOR BUILDING SYSTEMS. BACKFLOW DEVICES (DDCV AND PRZ ASSEMBLIES) & METERS ARE LOCATED INSIDE THE BUILDING.
- CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES, AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANIES AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES, WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.
- CONTRACTOR IS RESPONSIBLE FOR ALL NECESSARY INSPECTIONS AND/OR CERTIFICATIONS REQUIRED BY CODES AND/OR UTILITY SERVICE COMPANIES. COORDINATE WITH ALL UTILITY COMPANIES FOR INSTALLATION REQUIREMENTS AND SPECIFICATIONS.
- REFER TO THE SITE ELECTRICAL PLANS FOR SPECIFICATIONS OF THE PROPOSED SITE LIGHTING AND ELECTRICAL EQUIPMENT.
- EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS. REFER TO THE GRADING PLAN FOR DETAILED SURFACE ELEVATIONS.
- EXCESS MATERIAL, ABANDONED UTILITY ITEMS, AND OTHER UNUSABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OFF THE CONSTRUCTION SITE.
- COORDINATE WITH THE PLUMBING PLANS FOR THE LOCATION, SIZE AND ELEVATION OF THE PROPOSED UNDERGROUND ROOF DRAIN CONNECTIONS.
- WHERE STORM SEWER ROOF DRAINS HAVE LESS THAN 4-FEET OF COVER IN PAVED AREAS OR 3-FEET OF COVER IN LANDSCAPE AREAS, PROVIDE 3-INCH THICK INSULATION A MINIMUM OF 5-FEET IN WIDTH, CENTERED ON THE PIPE.
- ALL STORM SEWER PIPE JOINTS SHALL BE WATER-TIGHT CONNECTIONS.
- ALL STORM SEWER PIPE CONNECTIONS TO MANHOLES SHALL BE GASKETED AND WATER TIGHT. BOOTED COUPLERS AT THE STRUCTURE OR A WATER STOP WITH NON-SHRINK GROUT MAY BE USED IN ACCORDANCE WITH LOCAL CODES.
- CONTRACTOR SHALL AIR TEST ALL STORM SEWER PIPE IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS.



**PRELIMINARY - NOT FOR CONSTRUCTION**

**BROCKTON LANE BUSINESS PARK**

PREPARED FOR **HEMPEL**

CORCORAN

**811** Know what's below. Call before you dig.

SHEET NUMBER **C600**

NO.	DATE	REVISIONS
1	01/09/25	MCB
2	01/15/25	JFJ
3	02/05/25	MCB

**CITY COMMENTS**

**CLIENT COMMENTS**

**CITY COMMENTS, REVISED SITE PLAN**

**REVISIONS**

**DATE**

**BY**

**Kimley-Horn**

2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULIST STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-466-4197  
WWW.KIMLEY-HORN.COM

EVERY SERVICE SHALL BE IN ACCORDANCE WITH THE SPECIFICATION OR REPORT PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND CONTROL. THIS IS A PRELIMINARY DESIGN. I AM AN ENGINEER AND AM LICENSED IN THE STATE OF MINNESOTA.

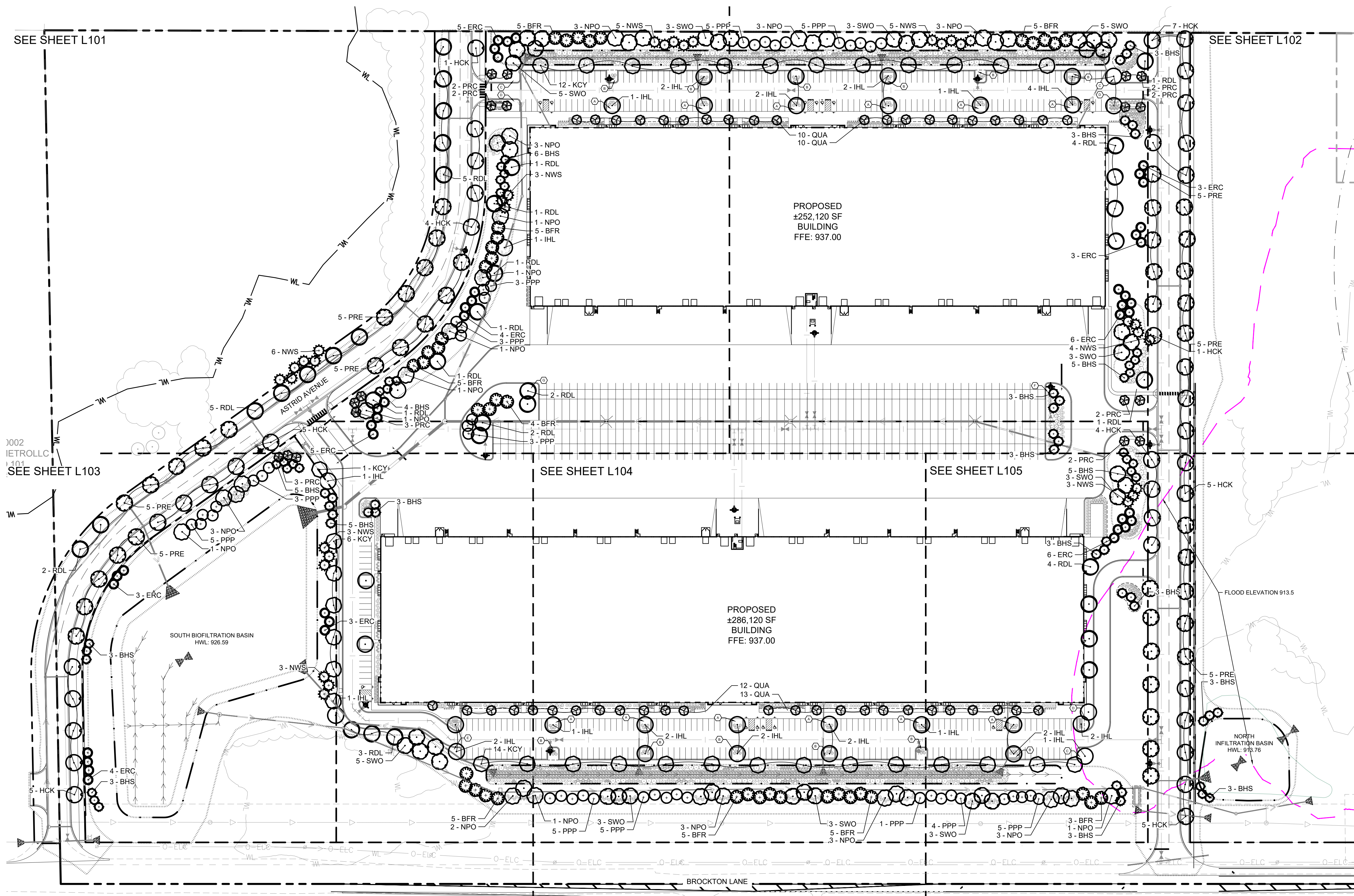
**PRELIMINARY**

MICHAEL C. BRANDT  
DATE: 12/17/2024 U.C. NO.: 42681

RHA PROJECT 12345678  
DATE 02/05/2025  
SCALE AS SHOWN  
DESIGNED BY JFJ  
DRAWN BY KGP  
CHECKED BY MCB

K:\TWC\_LDEV\HEMPEL\Corcoran\3 Design\CAD\PlanSheets\L1-LANDSCAPE PLAN.DWG February 05, 2025 - 3:58pm

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



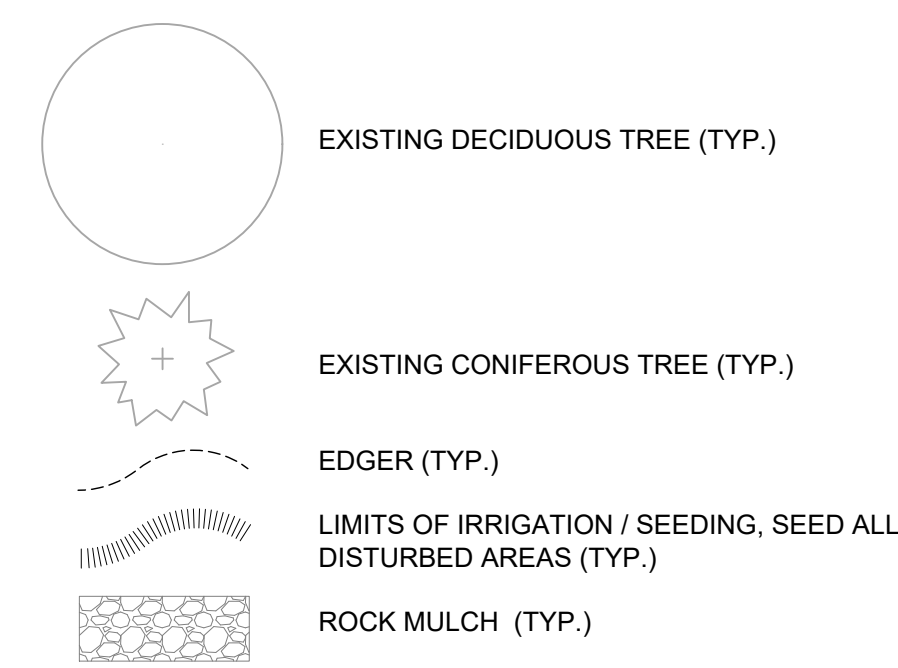
PLANT KEY		
SYMBOL	CODE	COMMON NAME
<b>CONIFEROUS TREE</b>		
	BFR	BALSAM FIR
	BHS	BLACK HILLS SPRUCE
	ERC	EASTERN RED CEDAR
	NWS	NORWAY SPRUCE
	PPP	PONDEROSA PINE
<b>ORNAMENTAL TREE</b>		
	PRC	PRAIRIE ROSE CRABAPPLE
	QUA	QUAKING ASPEN
<b>OVERSTORY TREE</b>		
	HCK	COMMON HACKBERRY
	IHL	IMPERIAL HONEYLOCUST
	KCY	ESPRESSO KENTUCKY COFFEETREE
	NPO	NORTHERN PIN OAK
	PRE	PRINCETON ELM
	RDL	REDMOND AMERICAN LINDEN
	SWO	SWAMP WHITE OAK

NOTE  
SEE SHEET L106 FOR FULL PLANT SCHEDULE

**LANDSCAPE SUMMARY**

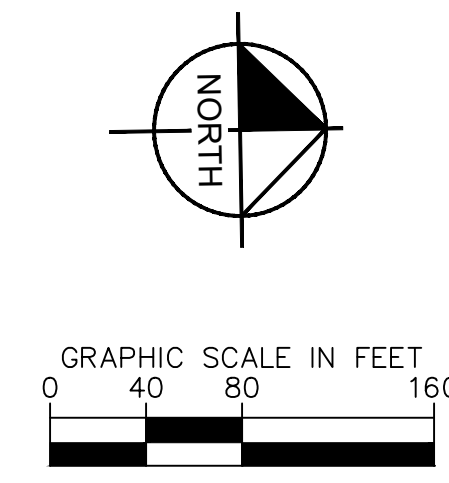
LANDSCAPE REQUIREMENTS	
OVERSTORY TREES REQUIRED:	1 TREE / 1,000 S.F. OF BUILDING AREA OR 1 TREE / 50 L.F. OF SITE PERIMETER (WHICHEVER IS GREATER) 500 TREES = 500,000 S.F. / 1,000
OVERSTORY TREES PROVIDED:	159 TREES = 7,940 / 50 500 TREES = 250 OVERSTORY + 229 CONIFEROUS + (63 ORNAMENTAL / 3)
UNDERSTORY REQUIRED:	1 UNDERSTORY SHRUB / 300 S.F. OF BUILDING AREA OR 1 TREE / 30 L.F. OF SITE PERIMETER (WHICHEVER IS GREATER) 1,667 SHRUBS = 500,000 S.F. / 300
UNDERSTORY PROVIDED:	265 TREES = 7,940 / 30 1,667 SHRUBS
LANDSCAPE ISLAND REQUIREMENTS	
MINIMUM LANDSCAPE AREA REQUIRED:	360 S.F. / END ISLAND 180 S.F. / INTERMEDIATE ISLAND
LANDSCAPE AREA PROVIDED:	SEE PLAN

**LANDSCAPE LEGEND**



**LANDSCAPE KEYNOTES**

- (A) EDGER (TYP.)
- (B) DOUBLE SHREDDED HARDWOOD MULCH (TYP.)
- (C) ROCK MULCH (TYP.)



PRELIMINARY - NOT FOR CONSTRUCTION

BROCKTON LANE  
BUSINESS PARK  
PREPARED FOR  
**HEMPEL**

CORCORAN  
SHEET NUMBER  
**L100**

NO.	DATE	REVISIONS

CITY COMMENTS

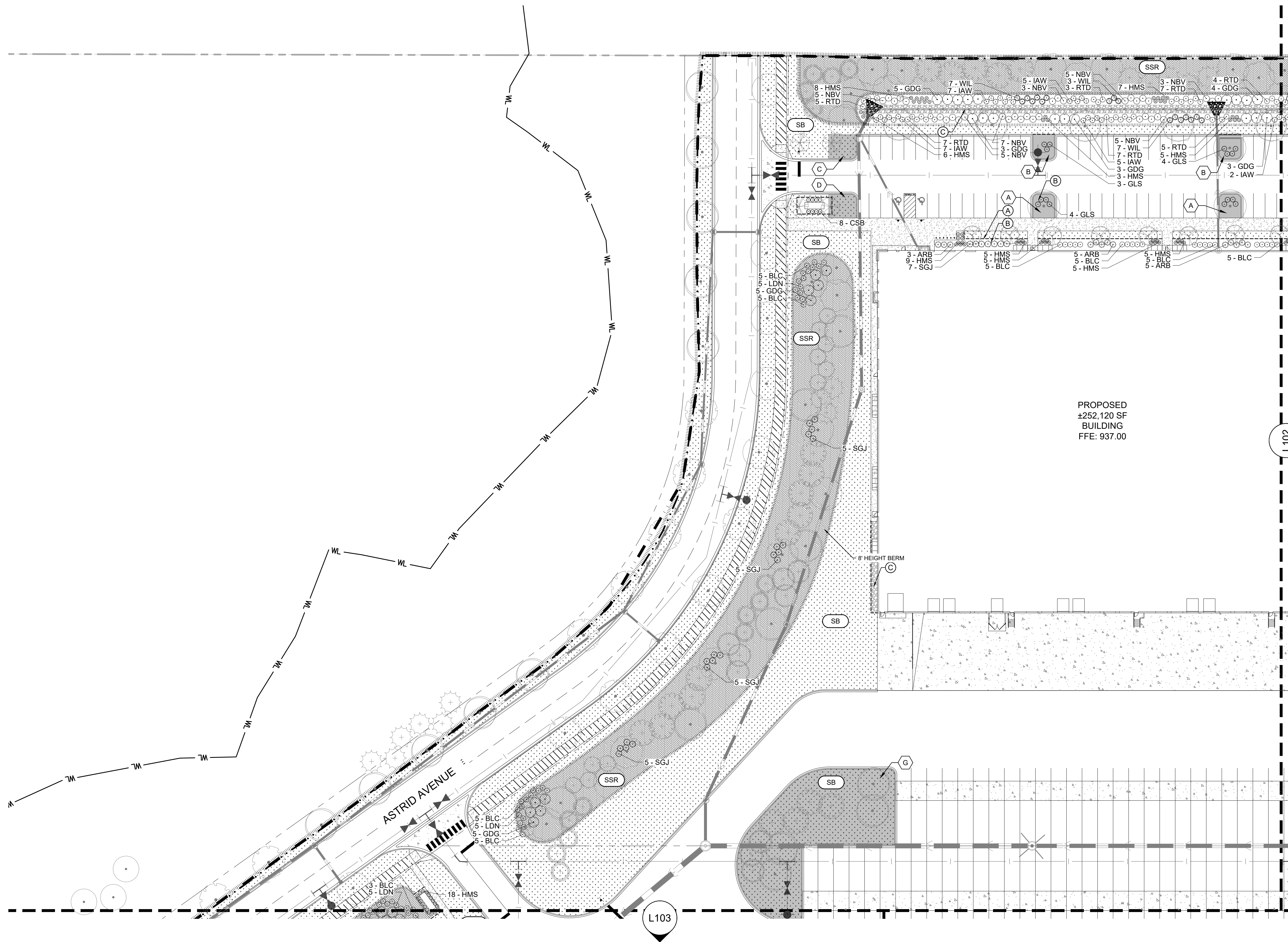
KHA PROJECT  
12345678  
DATE  
02/05/2025  
SCALE  
AS SHOWN  
DESIGNED BY  
CFK  
DRAWN BY  
CFK  
CHECKED BY  
RAH

**LANDSCAPE PLAN**

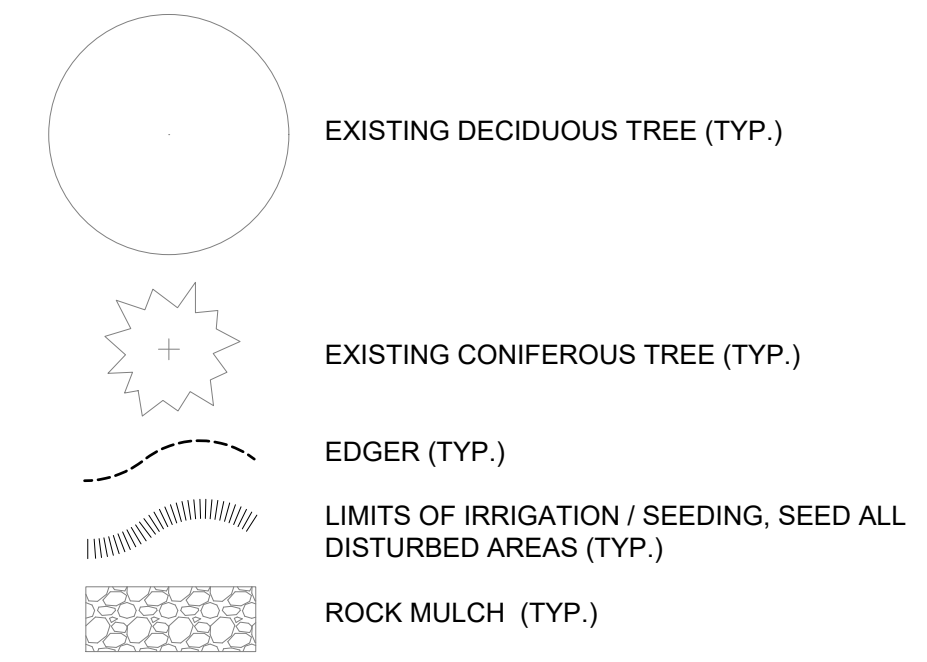
MINN  
RYAN A. WILLETED, RAH  
DATE: 02/05/2025 U.C. NO.: 53268  
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULISTIS STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-466-4197  
WWW.KIMLEY-HORN.COM

01/09/25

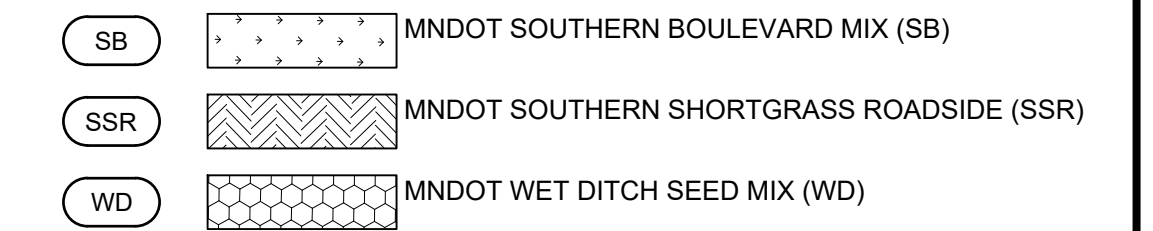
This document, together with the concepts and designs presented herein, is an instrument of service. It is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



**LANDSCAPE LEGEND**



**SEED LEGEND**



**PARKING ISLAND LANDSCAPE AREA**

- A 303 S.F.
- B 310 S.F.
- C 408 S.F.
- D 399 S.F.
- E 375 S.F.
- F 4,238 S.F.
- G 8,115 S.F.

**LANDSCAPE KEYNOTES**

- A EDGER (TYP.)
- B DOUBLE SHREDDED HARDWOOD MULCH (TYP.)
- C ROCK MULCH (TYP.)

**PLANT KEY**

SYMBOL	CODE	COMMON NAME
--------	------	-------------

**CONIFEROUS SHRUBS**

	ARB	TECHNITO ARBORVITAE
	SGJ	SEA GREEN JUNIPER
	TGA	TECHNY ARBORVITAE

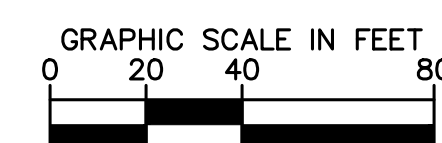
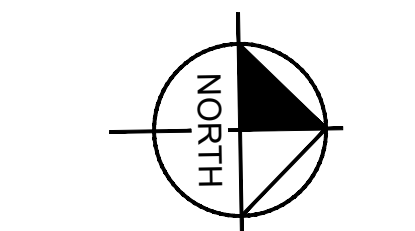
**DECIDUOUS SHRUBS**

	BLC	IROQUOIS BEAUTY BLACK CHOKEBERRY
	BMV	BLUE MUFFIN ARROWWOOD VIBURNUM
	CSB	CANDY SNOWBERRY
	DBH	DWARF BUSH HONEYSUCKLE
	GDG	GRAY DOGWOOD
	GLS	GRO-LOW FRAGRANT SUMAC
	IAW	ICEBERG ALLEY WILLOW
	LDN	LITTLE DEVIL NINEBARK
	NBV	NANNYBERRY VIBURNUM
	RTD	RED TWIG DOGWOOD
	WIL	ARTIC BLUE LEAF WILLOW

**ORNAMENTAL GRASSES**

	HMS	HEAVY METAL SWITCHGRASS
--	-----	-------------------------

**NOTE**  
SEE SHEET L106 FOR FULL PLANT SCHEDULE



NO.	REVISIONS	DATE	BY
01		01/09/25	RAH

**Kimley-Horn**  
 © 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
 767 EULISTIS STREET, SUITE 100, ST. PAUL, MN 55114  
 PHONE: 651-465-4197  
 WWW.KIMLEY-HORN.COM

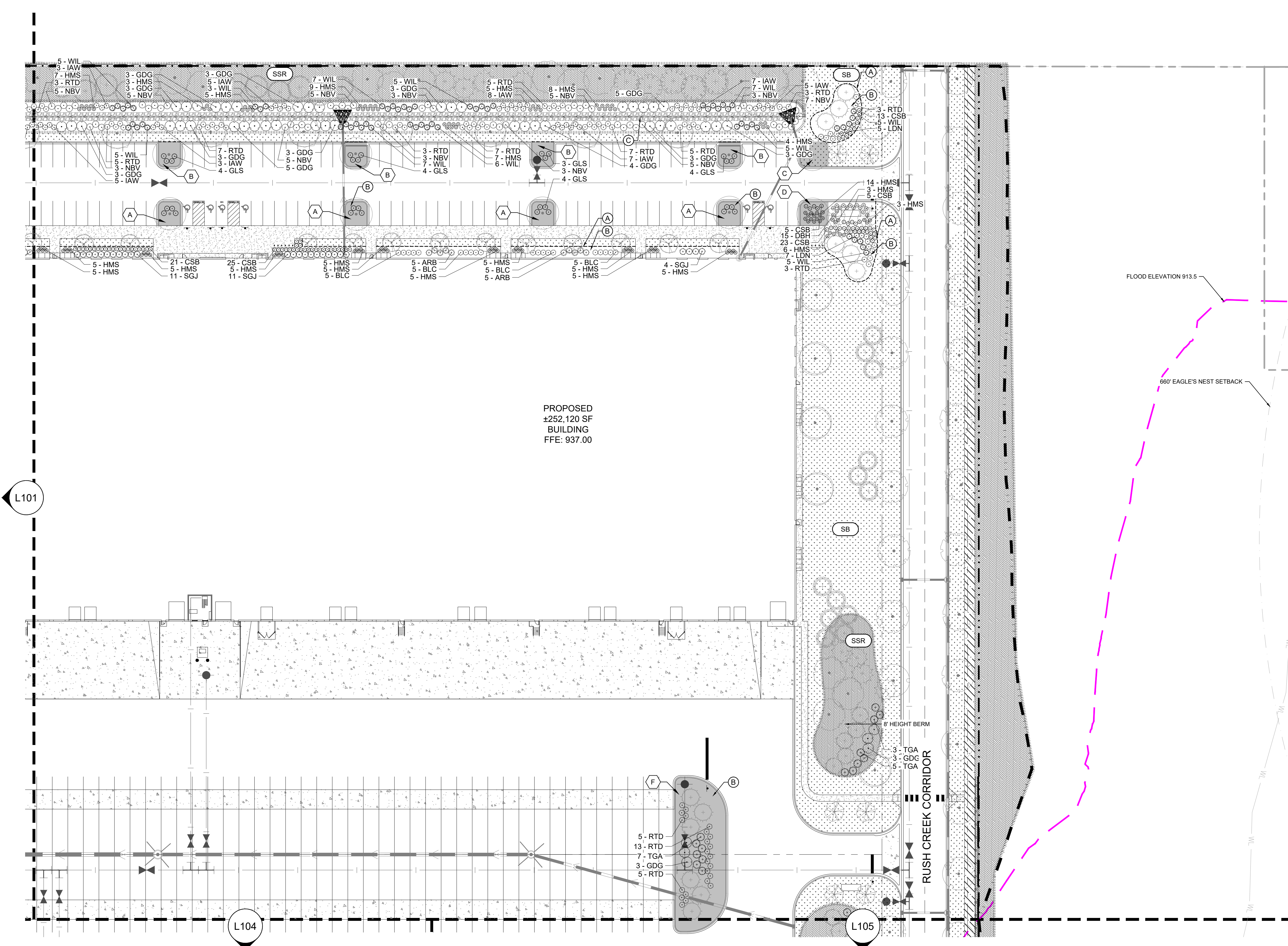
NEVERY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT COMPLIES WITH THE LAWS OF THE STATE OF MINNESOTA.  
 RYAN A. WILLETED, P.E.  
 DATE: 02/05/2025 U.C. NO.: 53268

KHA PROJECT 12448678	DATE 02/05/2025	SCALE AS SHOWN	DESIGNED BY CJK	DRAWN BY CJK	CHECKED BY RAH
----------------------	-----------------	----------------	-----------------	--------------	----------------

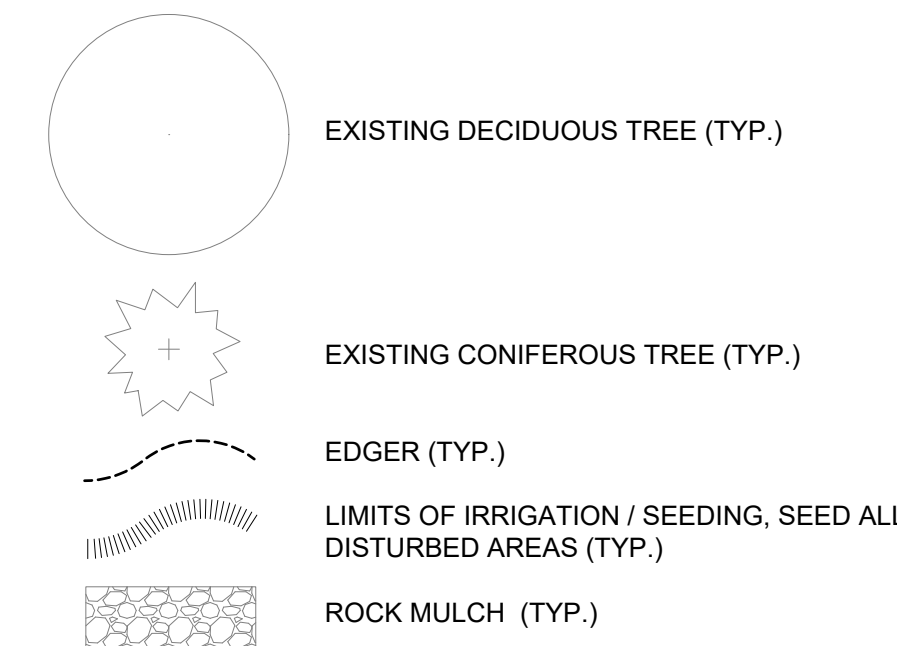
**LANDSCAPE PLAN ENLARGEMENT**

**PRELIMINARY - NOT FOR CONSTRUCTION**  
 BROCKTON LANE  
 BUSINESS PARK  
 PREPARED FOR  
**HEMPEL**  
 CORCORAN

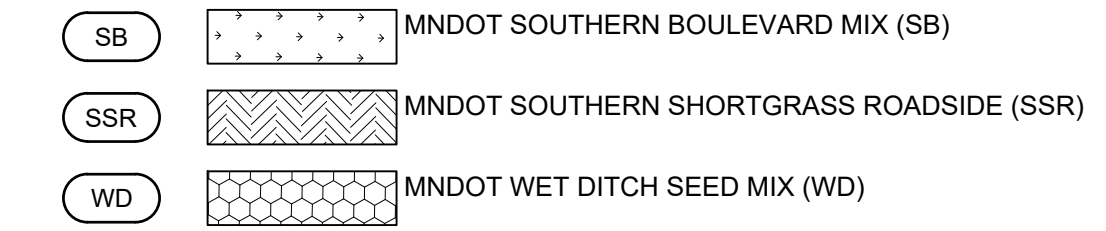
This document, together with the concepts and designs presented herein, is an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



**LANDSCAPE LEGEND**



**SEED LEGEND**



**PARKING ISLAND LANDSCAPE AREA**

- A 303 S.F.
- B 310 S.F.
- C 408 S.F.
- D 399 S.F.
- E 375 S.F.
- F 4,238 S.F.
- G 8,115 S.F.

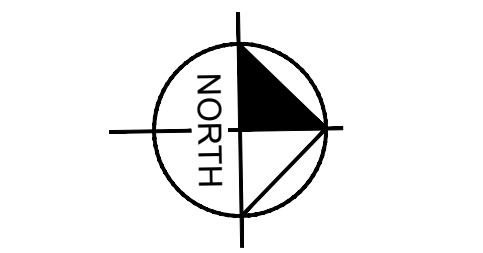
**LANDSCAPE KEYNOTES**

- A EDGER (TYP.)
- B DOUBLE SHREDDED HARDWOOD MULCH (TYP.)
- C ROCK MULCH (TYP.)

**PLANT KEY**

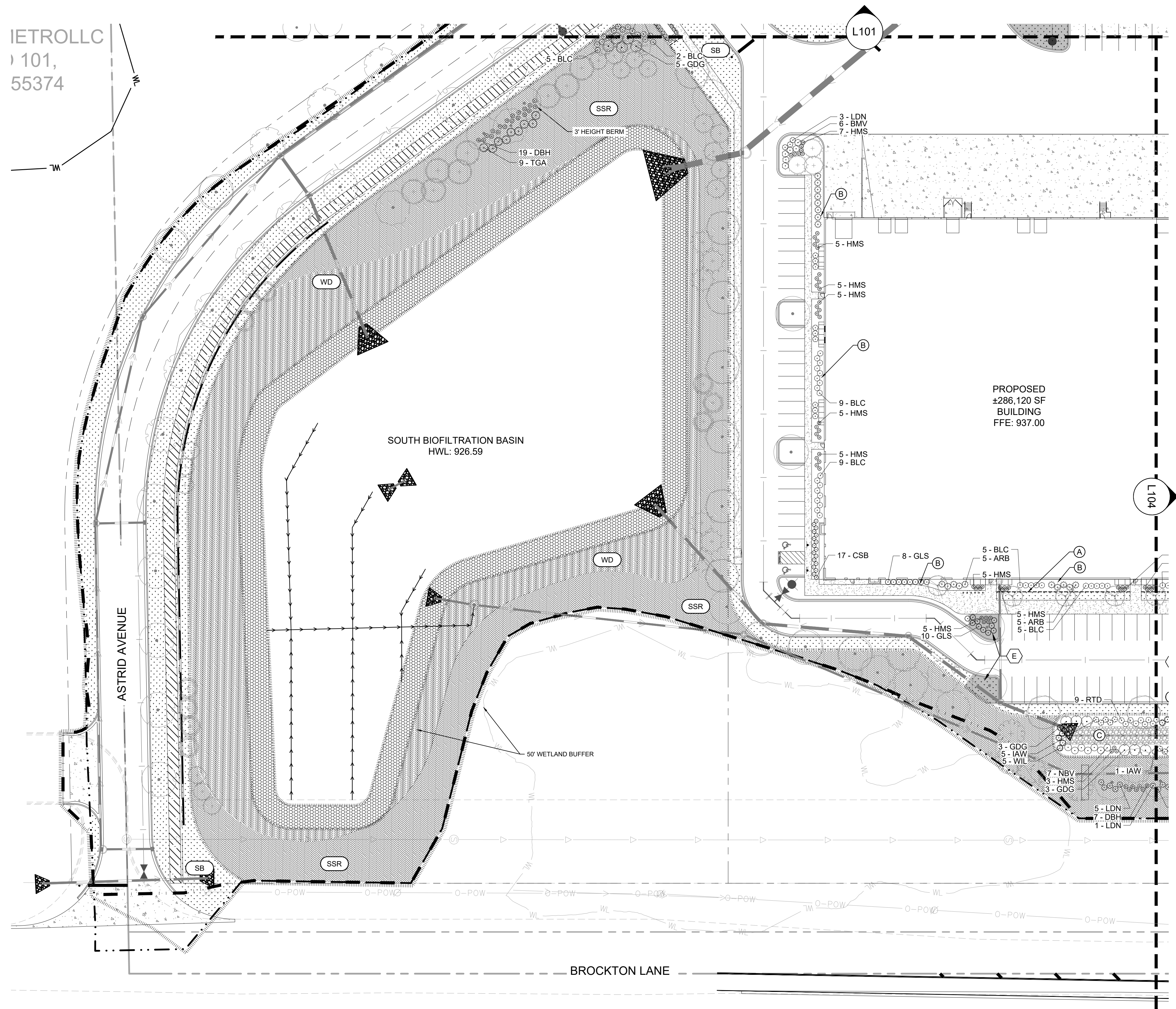
SYMBOL	CODE	COMMON NAME
<b>CONIFEROUS SHRUBS</b>		
	ARB	TECHNITO ARBORVITAE
	SGJ	SEA GREEN JUNIPER
	TGA	TECHNY ARBORVITAE
<b>DECIDUOUS SHRUBS</b>		
	BLC	IROQUOIS BEAUTY BLACK CHOKEBERRY
	BMV	BLUE MUFFIN ARROWWOOD VIBURNUM
	CSB	CANDY SNOWBERRY
	DBH	DWARF BUSH HONEYSUCKLE
	GDG	GRAY DOGWOOD
	GLS	GRO-LOW FRAGRANT SUMAC
	IAW	ICEBERG ALLEY WILLOW
	LDN	LITTLE DEVIL NINEBARK
	NBV	NANNYBERRY VIBURNUM
	RTD	RED TWIG DOGWOOD
	WIL	ARTIC BLUE LEAF WILLOW
<b>ORNAMENTAL GRASSES</b>		
	HMS	HEAVY METAL SWITCHGRASS

**NOTE**  
SEE SHEET L106 FOR FULL PLANT SCHEDULE

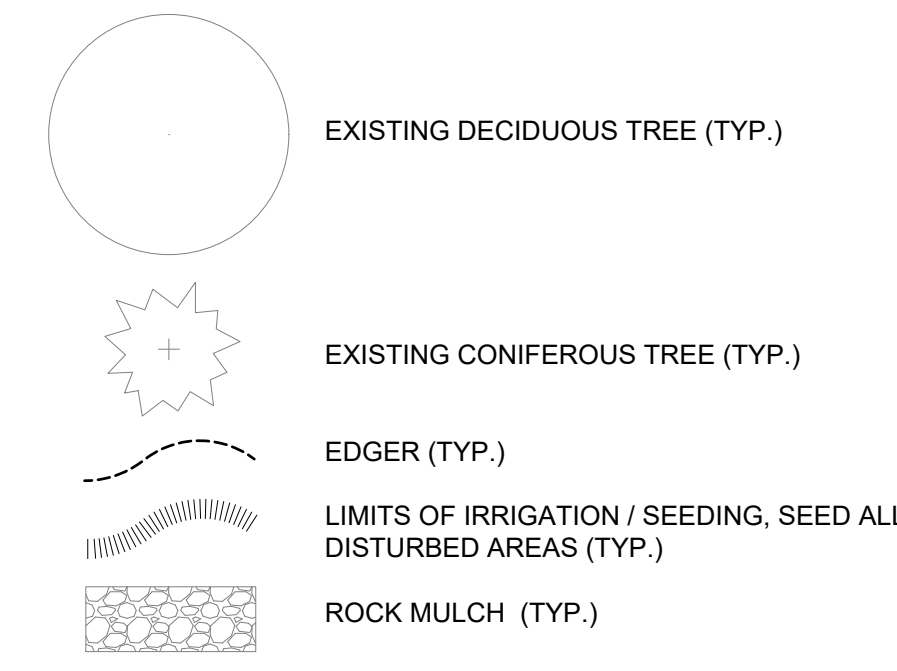


CITY COMMENTS	DATE	BY	 © 2024 KIMLEY-HORN AND ASSOCIATES, INC. 767 EULISTIS STREET, SUITE 100, ST. PAUL, MN 55114 PHONE: 651-465-4197 WWW.KIMLEY-HORN.COM
KHA PROJECT 1244876	DATE 02/05/2025	SCALE AS SHOWN	<b>LANDSCAPE PLAN ENLARGEMENT</b>
DESIGNED BY CFK	DRAWN BY CFK	CHECKED BY RAH	
PRELIMINARY - NOT FOR CONSTRUCTION			BROCKTON LANE BUSINESS PARK PREPARED FOR <b>HEMPEL</b> CORCORAN
SHEET NUMBER <b>L102</b>			MN

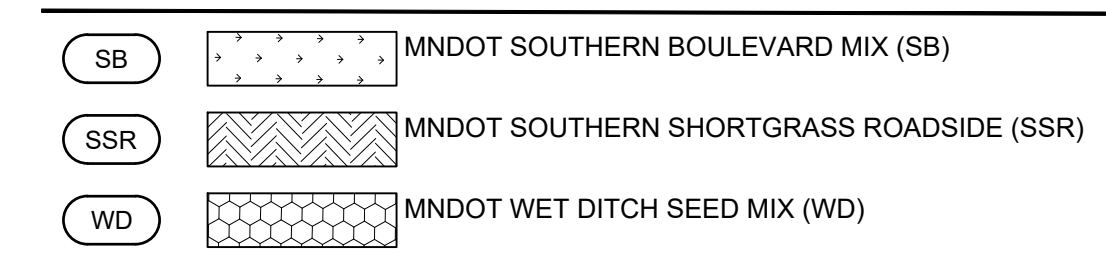
This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



**LANDSCAPE LEGEND**



**SEED LEGEND**



**PARKING ISLAND LANDSCAPE AREA**

- A 303 S.F.
- B 310 S.F.
- C 408 S.F.
- D 399 S.F.
- E 375 S.F.
- F 4,238 S.F.
- G 8,115 S.F.

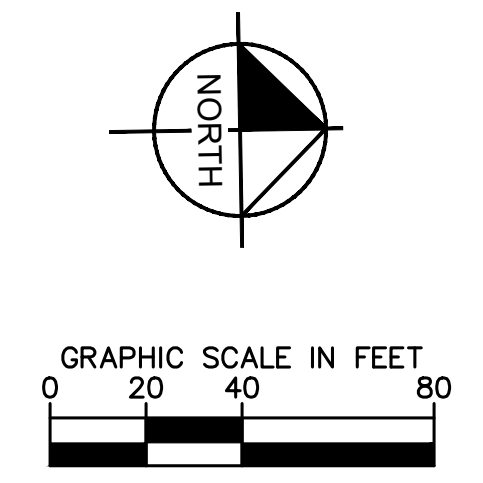
**LANDSCAPE KEYNOTES**

- A EDGER (TYP.)
- B DOUBLE SHREDDED HARDWOOD MULCH (TYP.)
- C ROCK MULCH (TYP.)

**PLANT KEY**

SYMBOL	CODE	COMMON NAME
<b>CONIFEROUS SHRUBS</b>		
	ARB	TECHNITO ARBORVITAE
	SGJ	SEA GREEN JUNIPER
	TGA	TECHNY ARBORVITAE
<b>DECIDUOUS SHRUBS</b>		
	BLC	IROQUOIS BEAUTY BLACK CHOKEBERRY
	BMV	BLUE MUFFIN ARROWWOOD VIBURNUM
	CSB	CANDY SNOWBERRY
	DBH	DWARF BUSH HONEYSUCKLE
	GDG	GRAY DOGWOOD
	GLS	GRO-LOW FRAGRANT SUMAC
	IAW	ICEBERG ALLEY WILLOW
	LDN	LITTLE DEVIL NINEBARK
	NBV	NANNYBERRY VIBURNUM
	RTD	RED TWIG DOGWOOD
	WIL	ARTIC BLUE LEAF WILLOW
<b>ORNAMENTAL GRASSES</b>		
	HMS	HEAVY METAL SWITCHGRASS

**NOTE**  
SEE SHEET L106 FOR FULL PLANT SCHEDULE



PRELIMINARY - NOT FOR CONSTRUCTION

**BROCKTON LANE  
BUSINESS PARK**  
PREPARED FOR  
**HEMPEL**

SHEET NUMBER  
**L103**

NO.	REVISIONS	DATE	BY

**Kimley-Horn**  
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULISTIS STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-466-4197  
WWW.KIMLEY-HORN.COM

RYAN A. HYLLESTED, P.E.  
MINNESOTA PROFESSIONAL ENGINEER  
DATE: 02/05/2025 LIC. NO.: 53268

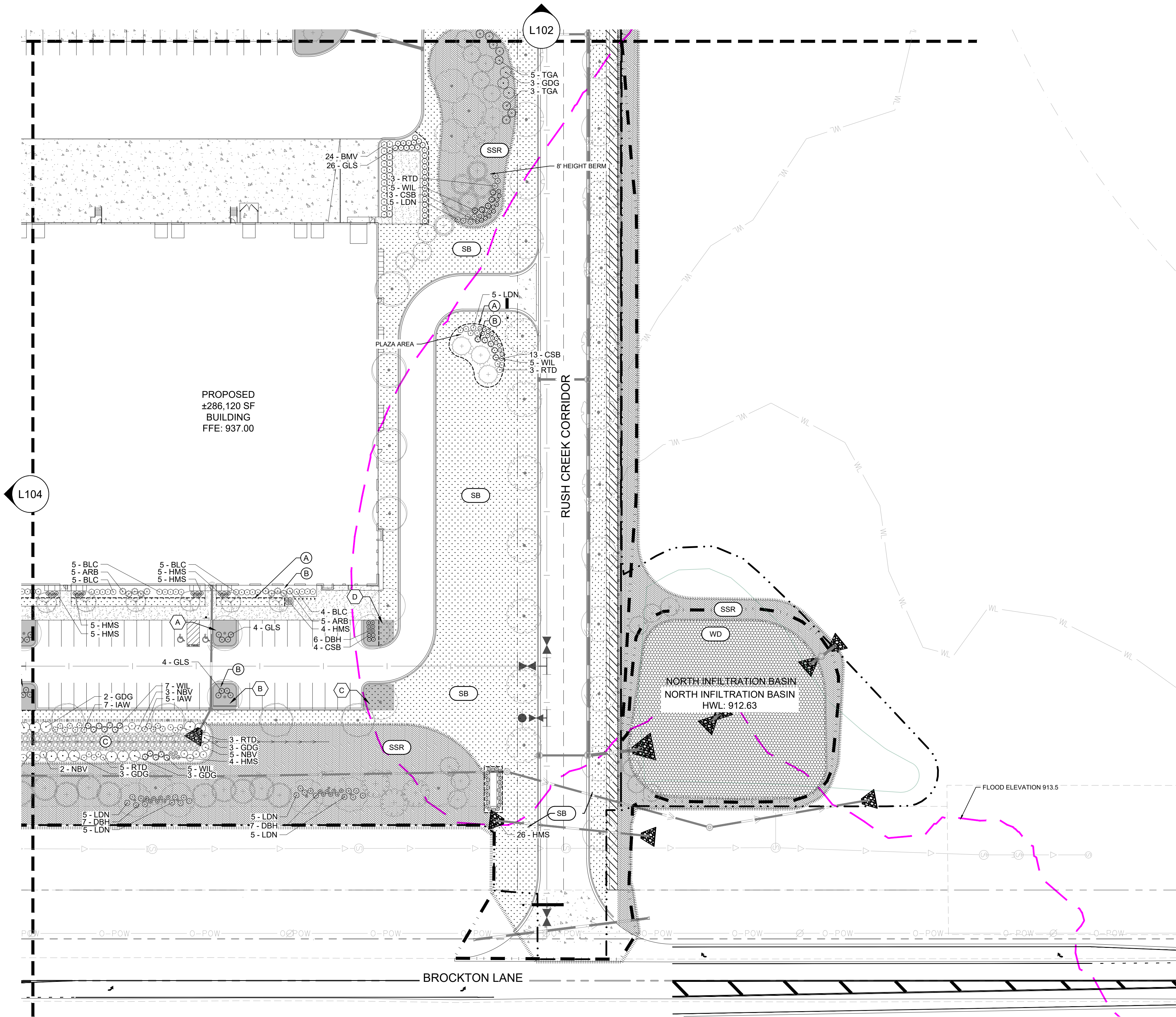
DATE	AS SHOWN	DESIGNED BY	CHECKED BY
02/05/2025	AS SHOWN		

**LANDSCAPE PLAN  
ENLARGEMENT**

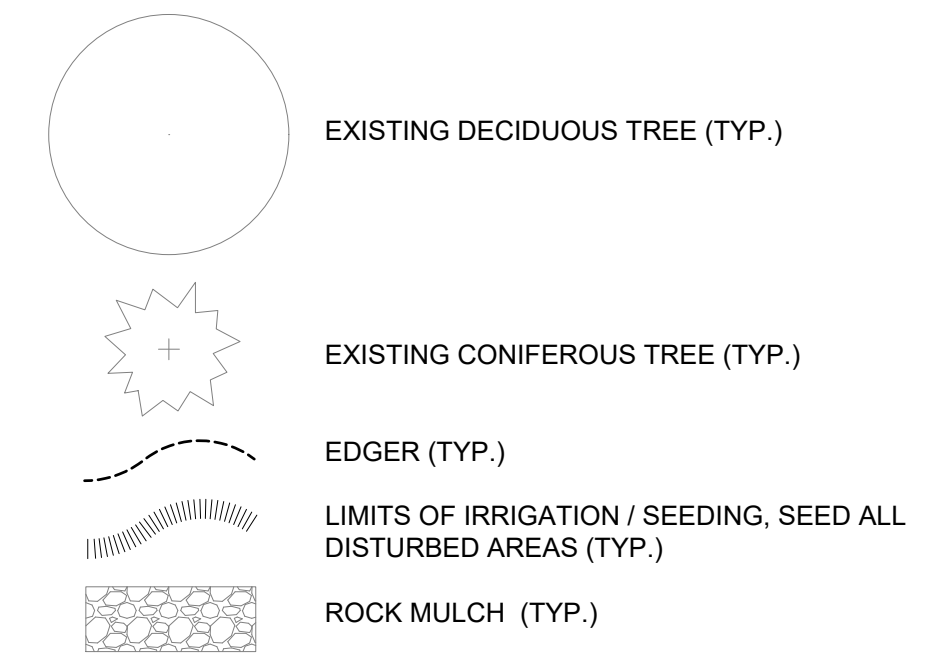
CORCORAN  
MN



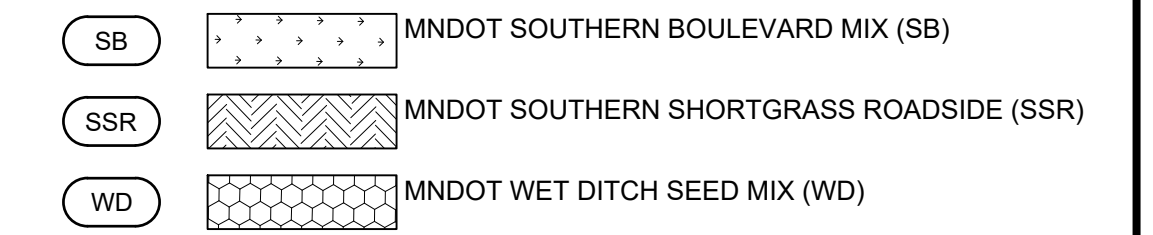
This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



**LANDSCAPE LEGEND**



**SEED LEGEND**



**PARKING ISLAND LANDSCAPE AREA**

- A 303 S.F.
- B 310 S.F.
- C 408 S.F.
- D 399 S.F.
- E 375 S.F.
- F 4,238 S.F.
- G 8,115 S.F.

**LANDSCAPE KEYNOTES**

- A EDGER (TYP.)
- B DOUBLE SHREDDED HARDWOOD MULCH (TYP.)
- C ROCK MULCH (TYP.)

**PLANT KEY**

SYMBOL	CODE	COMMON NAME
--------	------	-------------

**CONIFEROUS SHRUBS**

ARB	TECHNITO ARBORVITAE
SGJ	SEA GREEN JUNIPER
TGA	TECHNY ARBORVITAE

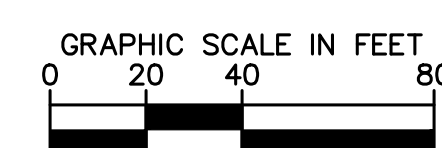
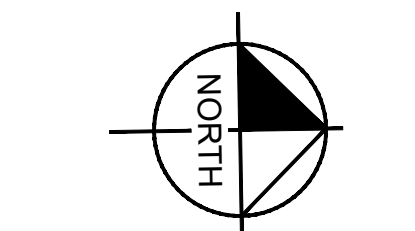
**DECIDUOUS SHRUBS**

BLC	IROQUOIS BEAUTY BLACK CHOKEBERRY
BMV	BLUE MUFFIN ARROWWOOD VIBURNUM
CSB	CANDY SNOWBERRY
DBH	DWARF BUSH HONEYSUCKLE
GDG	GRAY DOGWOOD
GLS	GRO-LOW FRAGRANT SUMAC
IAW	ICEBERG ALLEY WILLOW
LDN	LITTLE DEVIL NINEBARK
NBV	NANNYBERRY VIBURNUM
RTD	RED TWIG DOGWOOD
WIL	ARTIC BLUE LEAF WILLOW

**ORNAMENTAL GRASSES**

HMS	HEAVY METAL SWITCHGRASS
-----	-------------------------

**NOTE**  
SEE SHEET L106 FOR FULL PLANT SCHEDULE



**811**  
Know what's below.  
Call before you dig.

PRELIMINARY - NOT FOR CONSTRUCTION

BROCKTON LANE  
BUSINESS PARK

PREPARED FOR  
**HEMPEL**

SHEET NUMBER  
**L105**

CORCORAN  
MN

RYAN A. HYLLESTED, P.E.  
MINNESOTA  
DATE: 02/05/2025 U.C. NO.: 53268

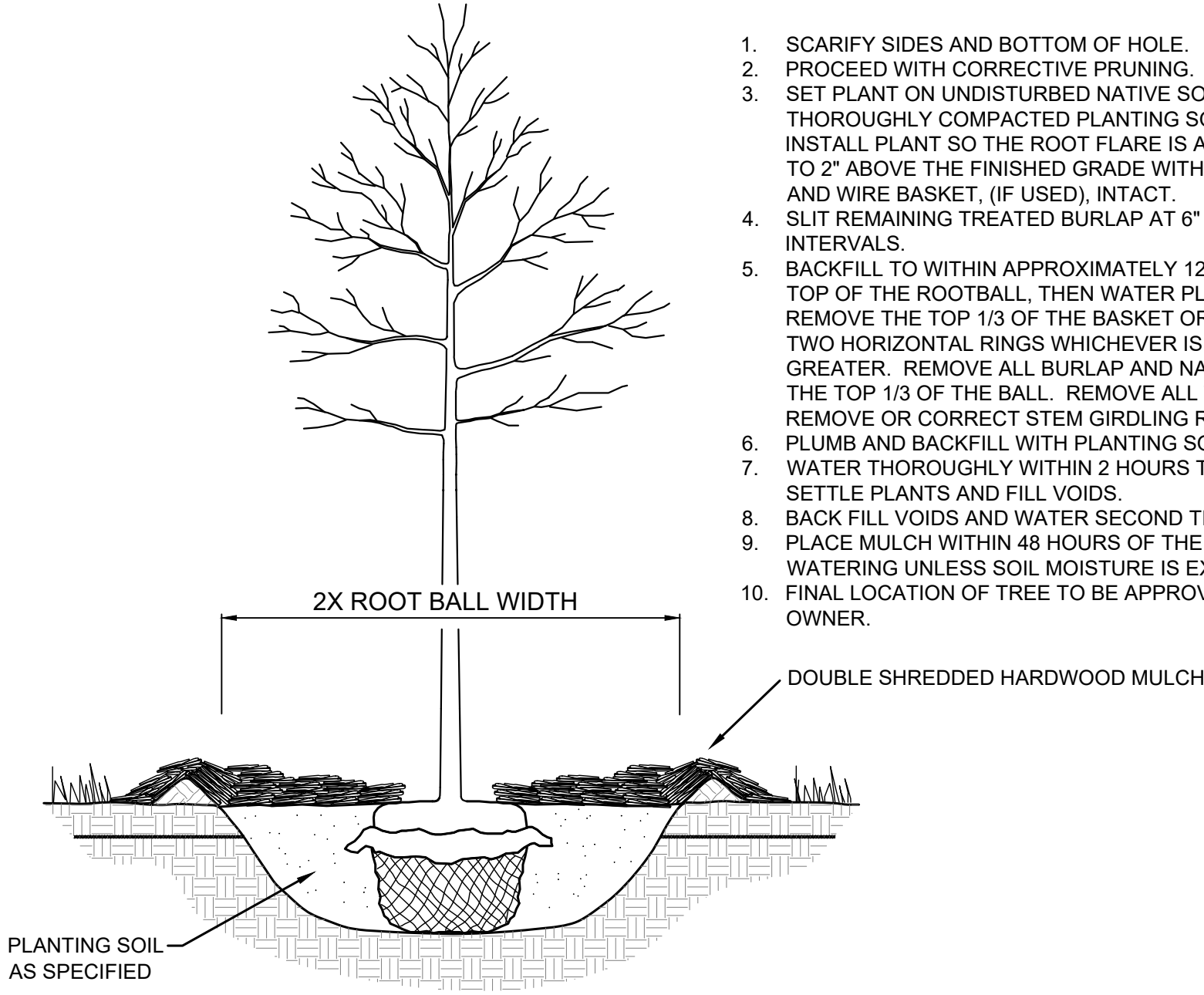
**Kimley-Horn**  
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULISTIS STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-466-4197  
WWW.KIMLEY-HORN.COM

NO.	REVISIONS	DATE	BY
01		01/09/25	RAH

This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

**NOTES:**

1. SCARIFY SIDES AND BOTTOM OF HOLE.
2. PROCEED WITH CORRECTIVE PRUNING.
3. SET PLANT ON UNDISTURBED NATIVE SOIL OR THOROUGHLY COMPACTED PLANTING SOIL. INSTALL PLANT SO THE ROOT FLARE IS AT OR UP TO 2" ABOVE THE FINISHED GRADE WITH BURLAP AND WIRE BASKET, (IF USED), INTACT.
4. SLIT REMAINING TREATED BURLAP AT 6" INTERVALS.
5. BACKFILL TO WITHIN APPROXIMATELY 12" OF THE TOP OF THE ROOTBALL, THEN WATER PLANT. REMOVE THE TOP 1/3 OF THE BASKET OR THE TOP TWO HORIZONTAL RINGS WHICHEVER IS GREATER. REMOVE ALL BURLAP AND NAILS FROM THE TOP 1/3 OF THE BALL. REMOVE ALL TWINE. REMOVE OR CORRECT STEM GIRDLING ROOTS.
6. PLUMB AND BACKFILL WITH PLANTING SOIL.
7. WATER THOROUGHLY WITHIN 2 HOURS TO SETTLE PLANTS AND FILL VOIDS.
8. BACK FILL VOIDS AND WATER SECOND TIME.
9. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.
10. FINAL LOCATION OF TREE TO BE APPROVED BY OWNER.



**1 TREE PLANTING DETAIL**

SCALE: N.T.S.

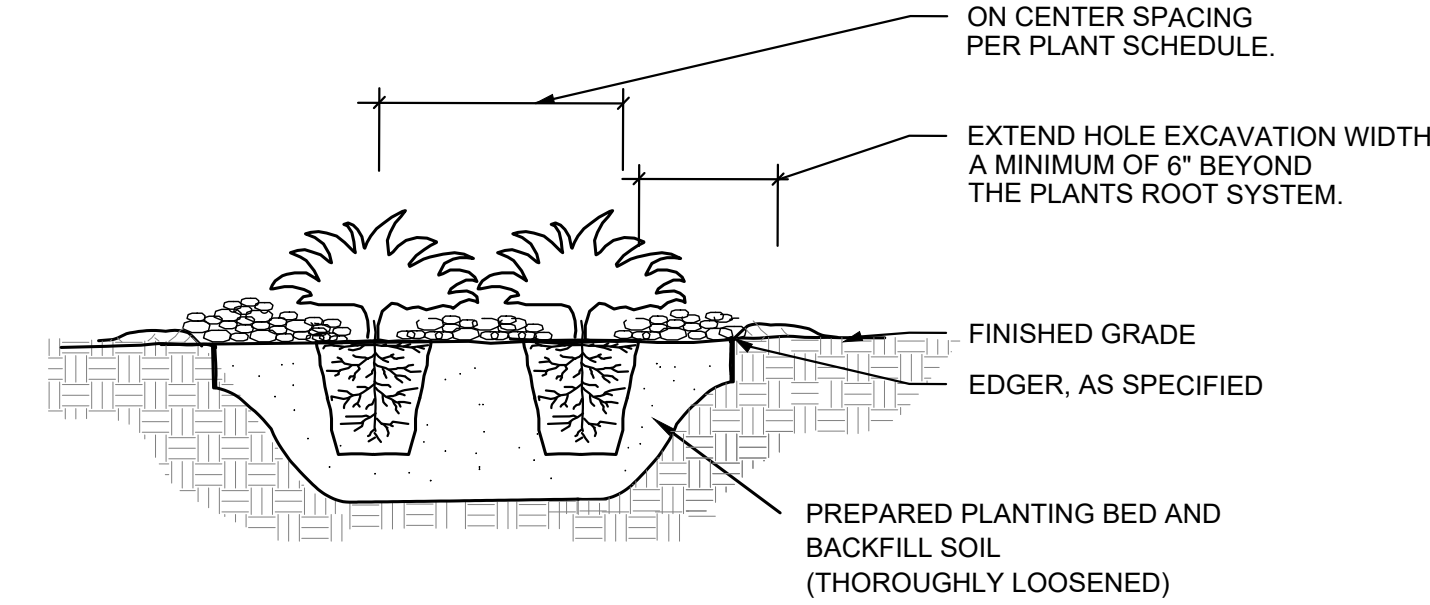
L106

ON CENTER SPACING PER PLANT SCHEDULE.

EXTEND HOLE EXCAVATION WIDTH A MINIMUM OF 8" BEYOND THE PLANTS ROOT SYSTEM.

FINISHED GRADE  
EDGER, AS SPECIFIED

PREPARED PLANTING BED AND BACKFILL SOIL (THOROUGHLY LOOSENEED)



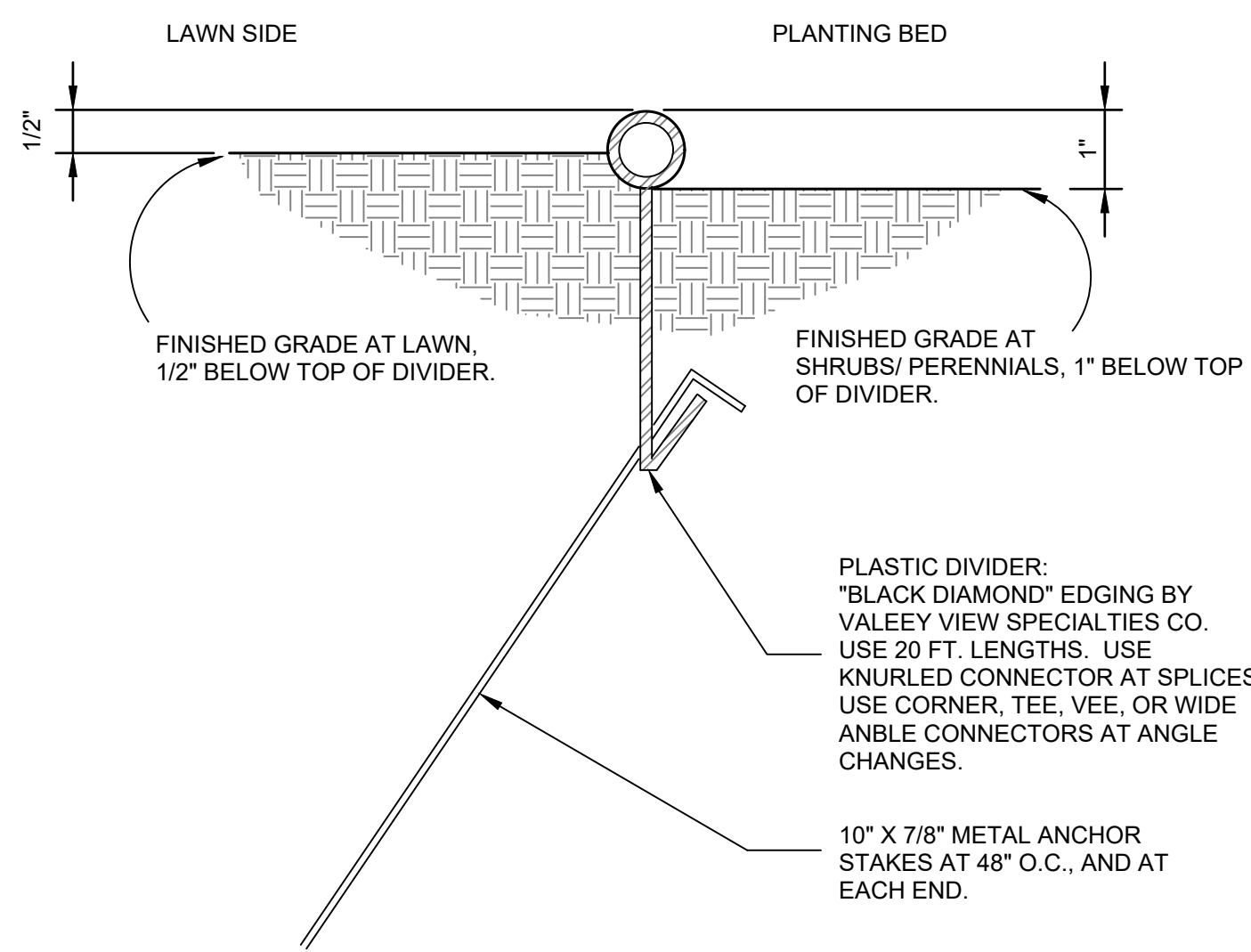
**NOTES:**

1. SCARIFY SIDES AND BOTTOM OF HOLE.
2. PROCEED WITH CORRECTIVE PRUNING OF TOP AND ROOT.
3. REMOVE CONTAINER AND SCORE OUTSIDE OF SOIL MASS TO REDIRECT AND PREVENT CIRCLING FIBROUS ROOTS. REMOVE OR CORRECT STEM GIRDLING ROOTS.
4. PLUMB AND BACKFILL WITH PLANTING SOIL.
5. WATER THOROUGHLY WITHIN 2 HOURS TO SETTLE PLANTS AND FILL VOIDS.
6. BACK FILL VOIDS AND WATER SECOND TIME.
7. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.
8. MIX IN 3-4" OF ORGANIC COMPOST.

**2 SHRUB / PERENNIAL PLANTING DETAIL**

SCALE: N.T.S.

L106



**3 POLY EDGER DETAIL**

SCALE: N.T.S.

L106

**PLANT SCHEDULE**

SYMBOL	CODE	QTY	COMMON NAME	BOTANICAL NAME	N/A	CAL.
<b>CONIFEROUS TREE</b>						
	BFR *	42	BALSAM FIR	ABIES BALSAMEA	B & B	6' HT.
	BHS	66	BLACK HILLS SPRUCE	PICEA GLAUCA 'DENSATA'	B & B	6' HT.
	ERC *	42	EASTERN RED CEDAR	JUNIPERUS VIRGINIANA	B & B	6' HT.
	NWS	32	NORWAY SPRUCE	PICEA ABIES	B & B	6' HT.
	PPP	47	PONDEROSA PINE	PINUS PONDEROSA	B & B	6' HT.
<b>ORNAMENTAL TREE</b>						
	PRC	18	PRAIRIE ROSE CRABAPPLE	MALUS IOENSIS 'PRAIRIE ROSE'	B & B	1.5" CAL.
	QUA *	45	QUAKING ASPEN	POPULUS TREMULOIDES	B & B	1.5" CAL.
<b>OVERSTORY TREE</b>						
	HCK *	37	COMMON HACKBERRY	CELTIS OCCIDENTALIS	B & B	2.5" CAL.
	IHL *	33	IMPERIAL HONEYLOCUST	GLEDITSIA TRIACANTHOS VAR. INERMIS 'IMPERIAL'	B & B	2.5" CAL.
	KCY	33	ESPRESSO KENTUCKY COFFEETREE	GYMNOCLADUS DIOICA 'ESPRESSO'	B & B	2.5" CAL.
	NPO *	34	NORTHERN PIN OAK	QUERCUS ELLIPSOIDALIS	B & B	2.5" CAL.
	PRE *	42	PRINCETON ELM	ULMUS AMERICANA 'PRINCETON'	B & B	2.5" CAL.
	RDL	35	REDMOND AMERICAN LINDEN	TILIA AMERICANA 'REDMOND'	B & B	2.5" CAL.
	SWO *	36	SWAMP WHITE OAK	QUERCUS BICOLOR	B & B	2.5" CAL.
<b>SYMBOL</b>	<b>CODE</b>	<b>QTY</b>	<b>COMMON NAME</b>	<b>BOTANICAL NAME</b>	<b>CONTAINER</b>	<b>SPACING</b>
<b>CONIFEROUS SHRUBS</b>						
	ARB	71	TECHNITO ARBORVITAE	THUJA OCCIDENTALIS 'BAILJOHN'	#5 CONT.	5' O.C.
	SGJ *	74	SEA GREEN JUNIPER	JUNIPERUS CHINENSIS 'SEA GREEN'	#5 CONT.	5' O.C.
	TGA	32	TECHNY ARBORVITAE	THUJA OCCIDENTALIS 'TECHNY'	#5 CONT.	6' O.C.
<b>DECIDUOUS SHRUBS</b>						
	BLC *	157	IROQUOIS BEAUTY BLACK CHOKEBERRY	ARONIA MELANOCARPA 'IROQUOIS BEAUTY'	#5 CONT.	4' O.C.
	BMV *	30	BLUE MUFFIN ARROWWOOD VIBURNUM	VIBURNUM DENTATUM 'CHRISTOM'	#5 CONT.	5' O.C.
	CSB *	193	CANDY SNOWBERRY	SYMPHORICARPOS X DOORENBOSII 'KOLMCAN'	#2 CONT.	3' O.C.
	DBH *	89	DWARF BUSH HONEYSUCKLE	DIERVILLA LONICERA	#5 CONT.	3' O.C.
	GDG *	140	GRAY DOGWOOD	CORNUS RACEMOSA	#5 CONT.	8' O.C.
	GLS *	136	GRO-LOW FRAGRANT SUMAC	RHUS AROMATICA 'GRO-LOW'	#5 CONT.	4' O.C.
	IAW *	124	ICEBERG ALLEY WILLOW	SALIX CANDIDA 'JEFFBERG'	#2 CONT.	4' O.C.
	LDN *	119	LITTLE DEVIL NINEBARK	PHYSOCARPUS OPULIFOLIUS 'DONNA MAY'	#5 CONT.	4' O.C.
	NBV *	155	NANNYBERRY VIBURNUM	VIBURNUM LENTAGO	#5 CONT.	5' O.C.
	RTD *	195	RED TWIG DOGWOOD	CORNUS SERICEA 'BAILEY'	#5 CONT.	4' O.C.
	WIL *	152	ARTIC BLUE LEAF WILLOW	SALIX PURPUREA 'NANA'	#3 CONT.	4.5' O.C.
<b>ORNAMENTAL GRASSES</b>						
	HMS *	425	HEAVY METAL SWITCHGRASS	PANICUM VIRGATUM 'HEAVY METAL'	#1 CONT.	3' O.C.

ALL PLANTS LABELED \* \* \* ARE NATIVE TO MINNESOTA

**LANDSCAPE NOTES**

- PLANTING**
1. CONTACT COMMON GROUND ALLIANCE AT 811 OR CALL811.COM TO VERIFY LOCATIONS OF ALL UNDERGROUND UTILITIES PRIOR TO INSTALLATION OF ANY PLANTS OR LANDSCAPE MATERIAL.
  2. ACTUAL LOCATION OF PLANT MATERIAL IS SUBJECT TO FIELD AND SITE CONDITIONS.
  3. NO PLANTING WILL BE INSTALLED UNTIL ALL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
  4. ALL SUBSTITUTIONS MUST BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO SUBMISSION OF ANY BID AND/OR QUOTE BY THE LANDSCAPE CONTRACTOR.
  5. PROVIDE TWO YEAR GUARANTEE OF ALL PLANT MATERIALS. THE GUARANTEE BEGINS ON THE DATE OF THE LANDSCAPE ARCHITECT'S OR OWNER'S WRITTEN ACCEPTANCE OF THE INITIAL PLANTING. REPLACEMENT PLANT MATERIAL SHALL HAVE A ONE YEAR GUARANTEE COMMENCING UPON PLANTING.
  6. ALL PLANTS TO BE SPECIMEN GRADE, MINNESOTA-GROWN AND/OR HARDY. SPECIMEN GRADE SHALL ADHERE TO, BUT IS NOT LIMITED BY, THE FOLLOWING STANDARDS:  
ALL PLANTS SHALL BE FREE FROM DISEASE, PESTS, WOUNDS, SCARS, ETC.  
ALL PLANTS SHALL BE FREE FROM NOTICEABLE GAPS, HOLES, OR DEFORMITIES.  
ALL PLANTS SHALL BE FREE FROM BROKEN OR DEAD BRANCHES.  
ALL PLANTS SHALL HAVE HEAVY, HEALTHY BRANCHING AND LEAFING.  
CONIFEROUS TREES SHALL HAVE AN ESTABLISHED MAIN LEADER AND A HEIGHT TO WIDTH RATIO OF NO LESS THAN 5:3.
  7. PLANTS TO MEET AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1-2014 OR MOST CURRENT VERSION) REQUIREMENTS FOR SIZE AND TYPE SPECIFIED.
  8. PLANTS TO BE INSTALLED AS PER MMLA & ANSI STANDARD PLANTING PRACTICES.
  9. INSTALL PLANTS BY PLANT INSTALLATION PERIOD INFORMATION IN THE LATEST STANDARD PLANTING DETAILS FROM MNDOT. PLANTINGS BEFORE OR AFTER THESE DATES ARE DONE AT RISK.
  10. PLANTS SHALL BE IMMEDIATELY PLANTED UPON ARRIVAL AT SITE. PROPERLY HEEL-IN MATERIALS IF NECESSARY; TEMPORARY ONLY.
  11. PRIOR TO PLANTING, FIELD VERIFY THAT THE ROOT COLLAR/ROOT FLARE IS LOCATED AT THE TOP OF THE BALLED & BURLAP TREE. IF THIS IS NOT THE CASE, SOIL SHALL BE REMOVED DOWN TO THE ROOT COLLAR/ROOT FLARE. WHEN THE BALLED & BURLAP TREE IS PLANTED, THE ROOT COLLAR/ROOT FLARE SHALL BE EVEN OR SLIGHTLY ABOVE FINISHED GRADE.
  12. OPEN TOP OF BURLAP ON BB MATERIALS; REMOVE POT ON POTTED PLANTS; SPLIT AND BREAK APART PEAT POTS.
  13. PRUNE PLANTS AS NECESSARY - PER STANDARD NURSERY PRACTICE AND TO CORRECT POOR BRANCHING OF EXISTING AND PROPOSED TREES.
  14. WRAP ALL SMOOTH-BARKED TREES - FASTEN TOP AND BOTTOM. REMOVE BY APRIL 1ST.
  15. STAKING OF TREES AS REQUIRED; REPOSITION, PLUMB AND STAKE IF NOT PLUMB AFTER ONE YEAR.
- SOIL**
16. THE NEED FOR SOIL AMENDMENTS SHALL BE DETERMINED UPON SITE SOIL CONDITIONS PRIOR TO PLANTING. LANDSCAPE CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT FOR THE NEED OF ANY SOIL AMENDMENTS.
  17. BACKFILL SOIL AND TOPSOIL TO ADHERE TO MNDOT STANDARD SPECIFICATION 3877 (LOAM TOPSOIL BORROW) AND TO BE EXISTING TOP SOIL FROM SITE FREE OF ROOTS, ROCKS LARGER THAN ONE INCH, SUBSOIL DEBRIS, AND LARGE WEEDS UNLESS SPECIFIED OTHERWISE. MINIMUM 4" DEPTH TOPSOIL FOR ALL LAWN GRASS AREAS AND 12" DEPTH TOPSOIL FOR TREE, SHRUBS, AND PERENNIALS.
- MULCH**
18. MULCH TO BE AT ALL TREE, SHRUB, PERENNIAL, AND MAINTENANCE AREAS. TREE AND SHRUB PLANTING BEDS SHALL HAVE 4" DEPTH OF DOUBLE SHREDDED HARDWOOD MULCH. DOUBLE SHREDDED HARDWOOD MULCH TO BE USED AROUND ALL PLANTS WITHIN TURF AREAS. PERENNIAL AND ORNAMENTAL GRASS BEDS SHALL HAVE 2" DEPTH DOUBLE SHREDDED HARDWOOD MULCH. MULCH TO BE FREE OF DELETERIOUS MATERIAL AND NATURAL IN COLOR (DYE-FREE), OR APPROVED EQUAL. ROCK MULCH TO BE RIVER ROCK, 1 1/2" DIAMETER, AT MINIMUM 3" DEPTH, OR APPROVED EQUAL. APPLY PREEMERGENT HERBICIDE PRIOR TO MULCH PLACEMENT PER MANUFACTURER RECOMMENDATIONS. USE GREEN OR PRE-APPROVED EQUAL ROCK MULCH TO BE ON COMMERCIAL GRADE FILTER FABRIC, BY TYPAR, OR APPROVED EQUAL WITH NO EXPOSURE. MULCH AND FABRIC TO BE APPROVED BY OWNER PRIOR TO INSTALLATION. MULCH TO MATCH EXISTING CONDITIONS (WHERE APPLICABLE).
- EDGER**
19. EDGING TO BE COMMERCIAL GRADE VALLEY-VIEW BLACK DIAMOND (OR EQUAL) POLY EDGING OR SPADED EDGE, AS INDICATED. POLY EDGING SHALL BE PLACED WITH SMOOTH CURVES AND STAKED WITH METAL SPIKES NO GREATER THAN 4 FOOT ON CENTER WITH BASE OF TOP BEAD AT GRADE. FOR MOWERS TO CUT ABOVE WITHOUT DAMAGE. UTILIZE CURBS AND SIDEWALKS FOR EDGING WHERE POSSIBLE. WHERE EDGING TERMINATES AT A SIDEWALK, BEVEL OR RECESS ENDS TO PREVENT TRIP HAZARD. SPADED EDGE TO PROVIDE U-SHAPED DEPTH AND WIDTH TO CREATE SEPARATION BETWEEN MULCH AND GRASS. INDIVIDUAL TREE, SHRUB, OR RAIN-GARDEN BEDS TO BE SPADED EDGE, UNLESS NOTED OTHERWISE. EDGING TO MATCH EXISTING CONDITIONS (WHERE APPLICABLE).
- SEED/SOD**
20. ALL DISTURBED AREAS TO BE SODDED OR SEEDED, UNLESS OTHERWISE NOTED. SOD TO BE STANDARD MINNESOTA GROWN AND HARDY BLUEGRASS MIX, FREE OF LAWN WEEDS. ALL TOPSOIL AREAS TO BE RAKED TO REMOVE DEBRIS AND ENSURE DRAINAGE. SLOPES OF 3:1 OR GREATER SHALL BE STAKED. SEED AS SPECIFIED, PER MNDOT SPECIFICATIONS AND SUPPLIER/MANUFACTURER RECOMMENDATIONS. IF NOT INDICATED ON LANDSCAPE PLAN, SEE EROSION CONTROL PLAN.
- IRRIGATION**
20. PROVIDE IRRIGATION / PROVIDE NEW SYSTEM, OR MODIFY EXISTING IRRIGATION PER OWNERS DIRECTION TO ALL PLANTED AREAS ON SITE. IRRIGATION SYSTEM TO BE DESIGN/BUILD BY LANDSCAPE CONTRACTOR. LANDSCAPE CONTRACTOR TO PROVIDE SHOP DRAWINGS TO LANDSCAPE ARCHITECT FOR APPROVAL PRIOR TO INSTALLATION OF IRRIGATION SYSTEM. CONTRACTOR TO PROVIDE OPERATION MANUALS, AS-BUILT PLANS, AND NORMAL PROGRAMMING. SYSTEM SHALL BE WINTERIZED AND HAVE SPRING STARTUP DURING FIRST YEAR OF OPERATION. SYSTEM SHALL HAVE ONE-YEAR WARRANTY ON ALL PARTS AND LABOR. ALL INFORMATION ABOUT INSTALLATION AND SCHEDULING CAN BE OBTAINED FROM THE GENERAL CONTRACTOR. SYSTEM SHALL INCLUDE A RAIN / FREEZE SENSOR, FLOW SENSOR, MASTER VALVE, EPA WATERSENSE APPROVED CONTROLLER, AND PRESSURE REGULATED HEADS. SHRUBS / PERENNIAL BEDS TO USE DRIP IRRIGATION. PROVIDE TEMPORARY IRRIGATION TO NATIVE SEEDED AREAS ON SEPARATE ZONE FOR ESTABLISHMENT.
- ESTABLISHMENT**
21. PROVIDE NECESSARY WATERING OF PLANT MATERIALS UNTIL THE PLANT IS FULLY ESTABLISHED OR IRRIGATION SYSTEM IS OPERATIONAL. OWNER WILL NOT PROVIDE WATER FOR CONTRACTOR.
  22. REPAIR, REPLACE, OR PROVIDE SOD/SEED AS REQUIRED FOR ANY ROADWAY BOULEVARD AREAS ADJACENT TO THE SITE DISTURBED DURING CONSTRUCTION.
- WARRANTY**
23. REPAIR ALL DAMAGE TO PROPERTY FROM PLANTING OPERATIONS AT NO COST TO OWNER.
  24. RAIN GARDEN NOTE: PROVIDE AND INSTALL EROSION CONTROL BLANKET AT RAIN GARDEN AREA SIDE SLOPES AFTER ALL PLANTING HAS BEEN INSTALLED. BLANKET TO BE ONE SEASON GEOUTE, MNDOT CATEGORY 2 (STRAW 1S, WOOD FIBER 1S), OR APPROVED EQUAL. BLANKET TO BE OVERLAPPED BY 4" AND ANCHORED BY SOD STAPLES. PLACE BLANKET PERPENDICULAR TO THE SLOPE. TRENCH IN EDGES OF BLANKET AREA TO PREVENT UNDER MINING. PROVIDE SILT FENCE AT TOP OF SLOPE AS NEEDED. SHREDDED HARDWOOD MULCH TO MATCH OTHER PROJECT PLANTING MULCH. PLACE 4" DEPTH OF MULCH AT ALL PLANTING AND EROSION CONTROL BLANKET AREA (NO FILTER FABRIC). RAIN GARDEN TO PROVIDE PROPER INFILTRATION AND DRAINAGE REQUIREMENTS PER ENGINEERS APPROVAL.
  25. MAINTAIN TREES, SHRUBS, SEED AND OTHER PLANTS UNTIL PROJECT COMPLETION, BUT IN NO CASE, LESS THAN FOLLOWING PERIOD; 1 YEAR AFTER PROJECT COMPLETION. MAINTAIN TREES, SHRUBS, SEED AND OTHER PLANTS BY PRUNING, CULTIVATING, AND WEEDING AS REQUIRED FOR HEALTHY GROWTH. RESTORE PLANTING SAUCERS. TIGHTEN AND REPAIR STAKE AND GUY SUPPORTS AND RESET TREES AND SHRUBS TO PROPER GRADES OR VERTICAL POSITION AS REQUIRED. RESTORE OR REPLACE DAMAGED WRAPPINGS. SPRAY AS REQUIRED TO KEEP TREES AND SHRUBS FREE OF INSECTS AND DISEASE. REPLENISH MULCH TO THE REQUIRED DEPTH. MAINTAIN LAWNS FOR 60 DAYS AFTER INSTALLING SOD INCLUDING MOWING WHEN SOD RECITES 4" IN HEIGHT. WEED PLANTING BEDS AND MULCH SAUCERS AT MINIMUM ONCE A MONTH DURING THE GROWING SEASON. PROVIDE A MONTHLY REPORT TO THE OWNER ON WEEDING AND OTHER MAINTENANCE RESPONSIBILITIES.

PRELIMINARY - NOT FOR CONSTRUCTION

BROCKTON LANE  
BUSINESS PARK

PREPARED FOR  
HEMPEL

CORCORAN

**Kimley-Horn**

2024 KIMLEY-HORN AND ASSOCIATES, INC.  
767 EULISTIS STREET, SUITE 100, ST. PAUL, MN 55114  
PHONE: 651-466-4197  
WWW.KIMLEY-HORN.COM

NEVER CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.





RYAN A. WILLESTEDT, P.E.  
DATE: 12/17/2024 U.C. NO. 53268

KHA PROJECT 1244867B  
DATE 02/05/2025  
SCALE  
DESIGNED BY  
DRAWN BY  
CHECKED BY

LANDSCAPE  
DETAILS

SHEET NUMBER  
L106



Luminaire Schedule								[MANUFAC]
Symbol	Qty	Type	Mounting Height	Lum. Watts	Luminaire Lumens	LLF	Description	
	22	B1	27	210.34	36307	0.900	OPF-L-A17-750-T4W-WAL WALL MOUNT	SIGNIFY CANADA LTD
	16	B2	27	201.8	33452	0.900	OPF-M-A15-750-T3M-WAL WALL MOUNT	SIGNIFY CANADA LTD
	6	P1-4	33	201.8	29791	0.900	OPF-M-A15-840-T5W 30' POLE ON 3' BASE	SIGNIFY CANADA LTD
	5	P2	33	136.2	21181	0.900	OPF-S-A07-750-T2M 30' POLE ON 3' BASE	SIGNIFY CANADA LTD

Calculation Summary						
Project: Calculations						
Label	Units	Avg	Max	Min	Avg/Min	Max/Min
Parking Lot #1	Fc	1.86	6.1	0.8	2.33	7.63
Parking Lot #2	Fc	1.65	4.9	0.6	2.75	8.17
Parking Lot #3	Fc	3.18	7.2	1.6	1.99	4.50
Trailer Parking	Fc	2.57	7.8	0.9	2.86	8.67

PID: 01119223120002  
D M STIEG & J M STIEG TRSTE  
19500 STIEG RD,  
CORCORAN, MN 55374



PID: 061192230005  
SOURCE LAND CAPITAL LLC  
76 ADDRESS UNASSIGNED,  
MAPLE GROVE, MN 00000

PID: 061192230004  
SOURCE LAND CAPITAL LLC  
10660 BROCKTON LANE,  
MAPLE GROVE, MN 55312

PID: 061192230001  
THERESA PRESCOTT  
10660 BROCKTON LANE,

**DISCLAIMER:** Based on the information provided, all dimensions and luminaire locations shown represent recommended positions. Actual performance of any manufacturer's luminaires may vary due to changes in electrical voltage, tolerance in LEDs and other variable field conditions. Calculations do not include obstructions such as buildings, curbs, landscaping or any other architectural elements unless noted.

Fixture nomenclature to be finalized by engineer and/or architect.  
This drawings is for photometric evaluation purposes only and should not be used as a construction document or as a final document for ordering product.

Corcoran Industrial

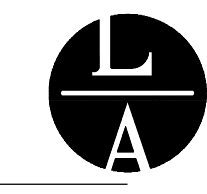
Designed By: K. Tomczak  
Checked By: Rob Chassé  
Date: 2/4/2025  
Scale: 1" = 100'



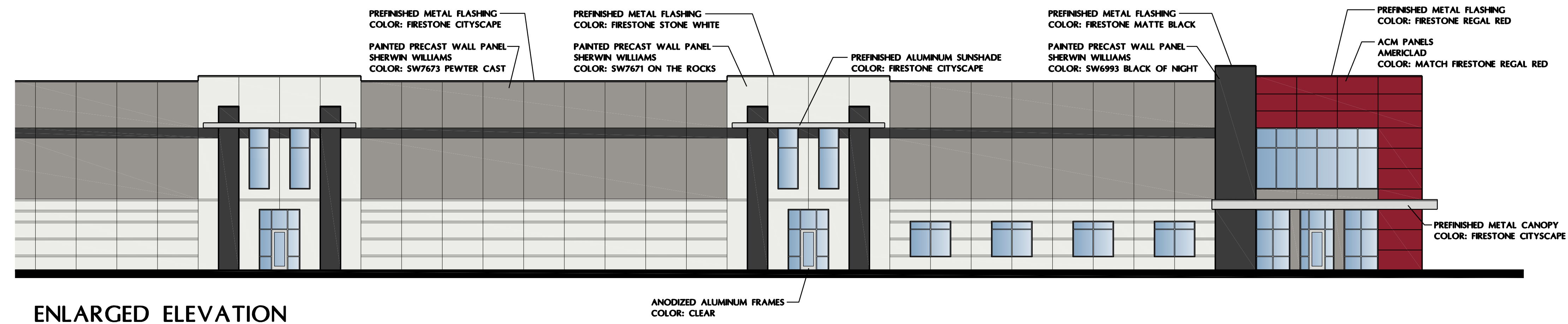


**BROCKTON BUSINESS PARK**  
 Corcoran, Minnesota

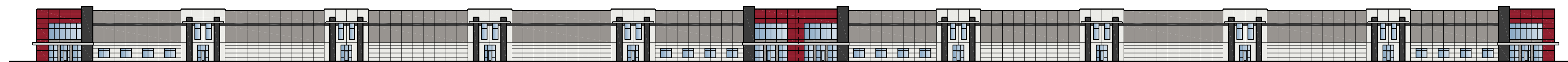
NOTE: THIS DRAWING IS FOR ILLUSTRATIVE PURPOSES ONLY. ACTUAL COLORS NEED TO BE FIELD VERIFIED.



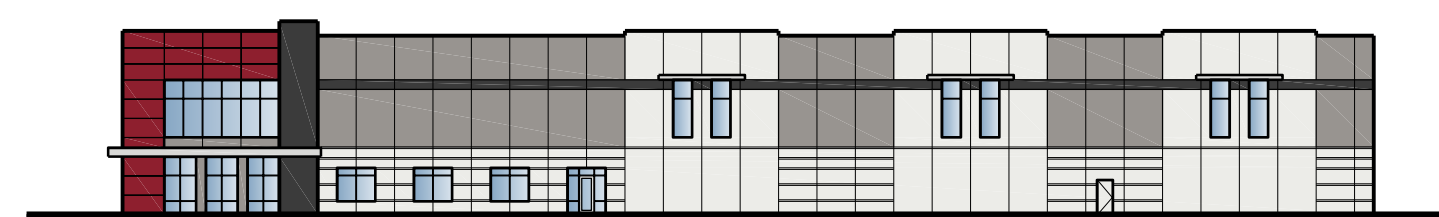
S  
T  
C  
R  
E  
T  
P  
L  
M  
I  
H  
A  
L  
C  
L  
R  
A



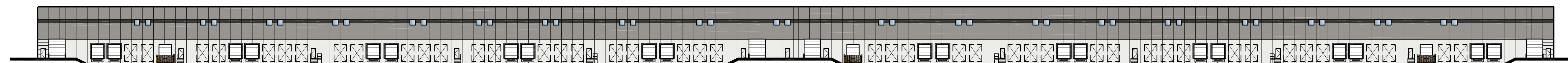
ENLARGED ELEVATION



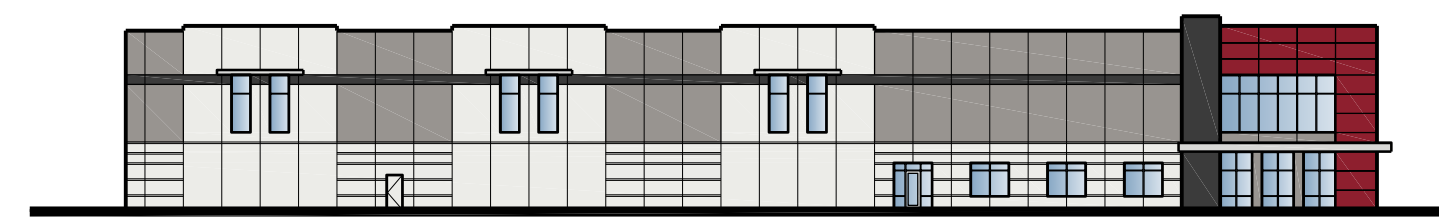
EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION

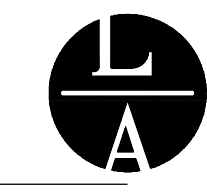


SOUTH ELEVATION

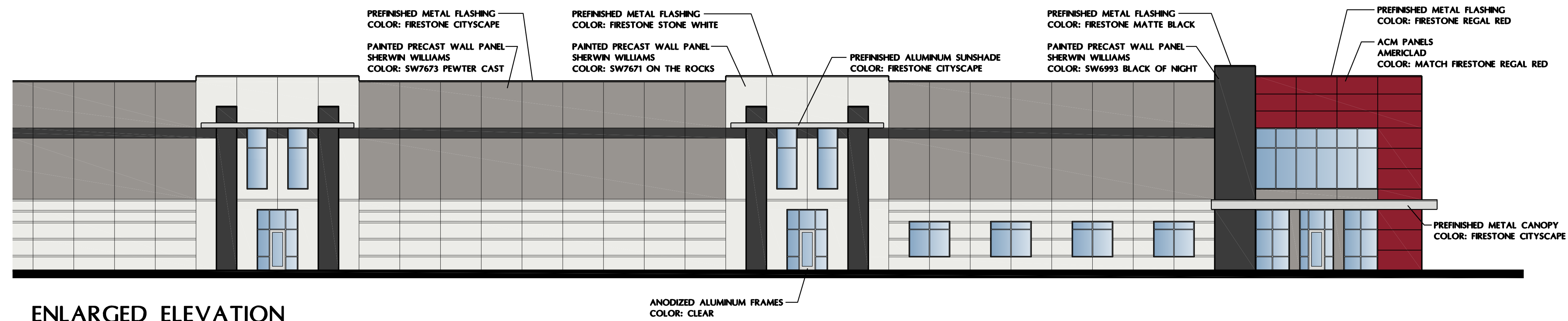
# BROCKTON BUSINESS PARK BUILDING 1

Corcoran, Minnesota

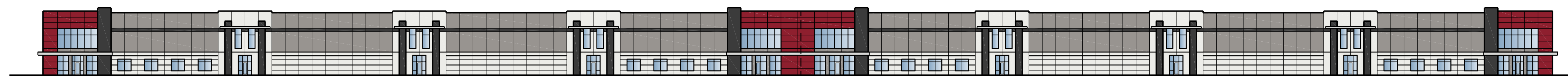
NOTE: THIS DRAWING IS FOR ILLUSTRATIVE PURPOSES ONLY. ACTUAL COLORS NEED TO BE FIELD VERIFIED.



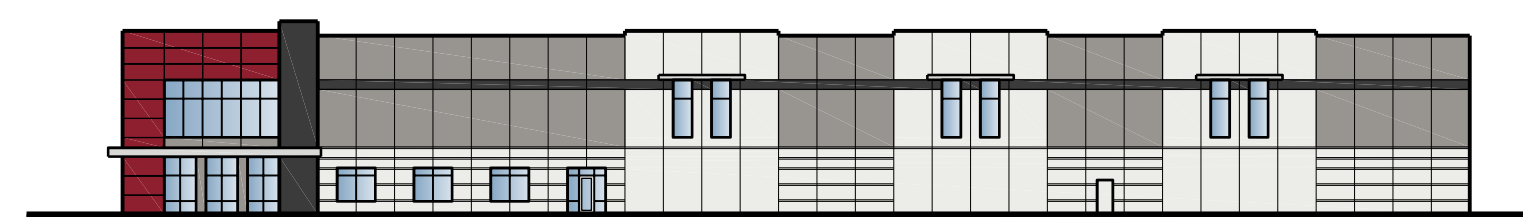
S  
T  
C  
R  
E  
P  
M  
H  
A  
L  
R  
A



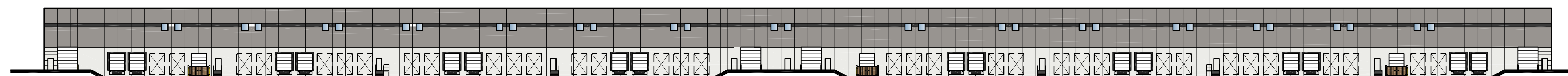
ENLARGED ELEVATION



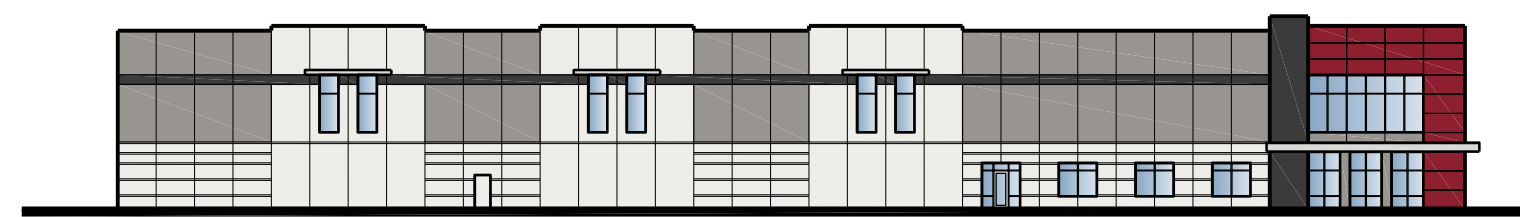
WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION

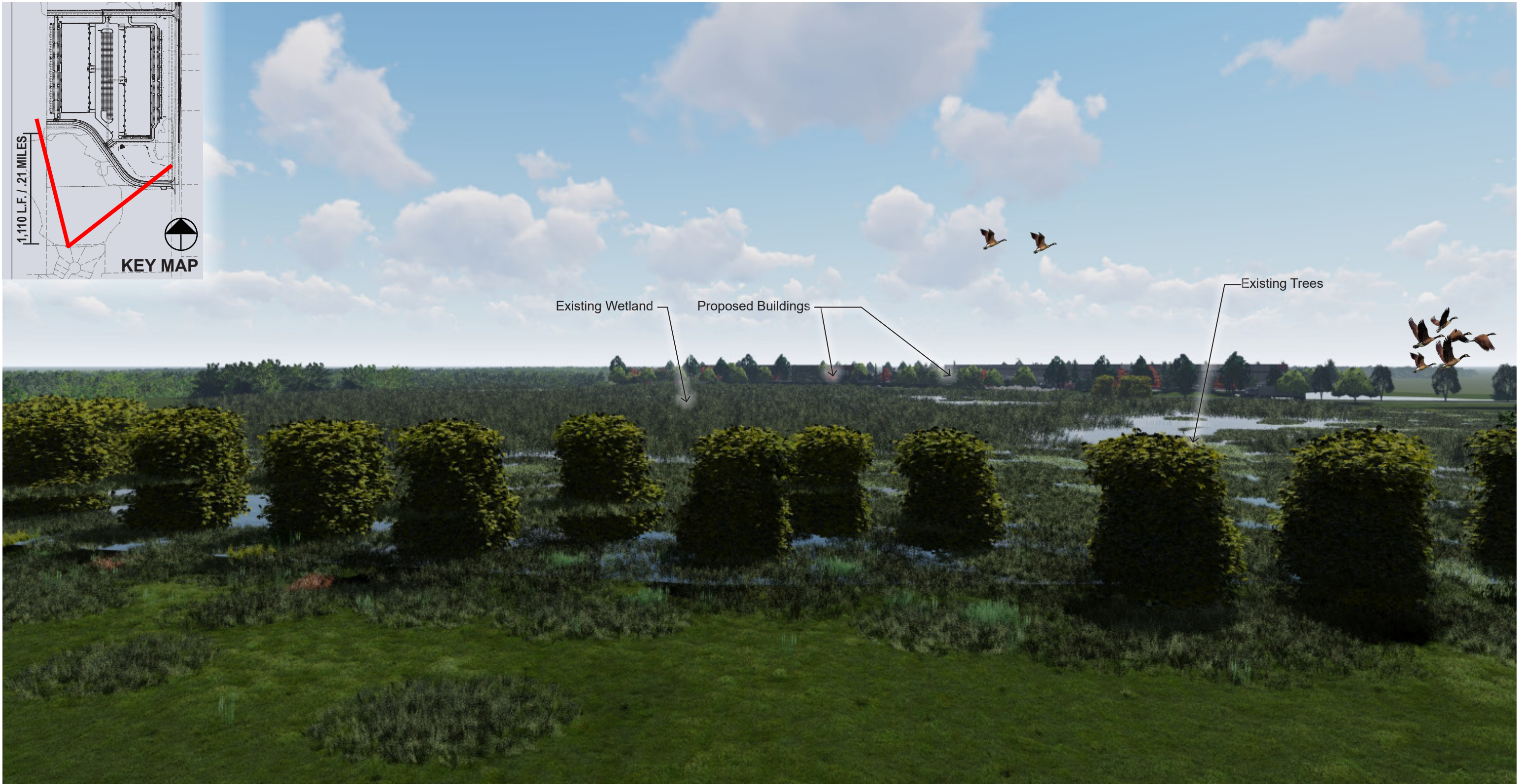


NORTH ELEVATION

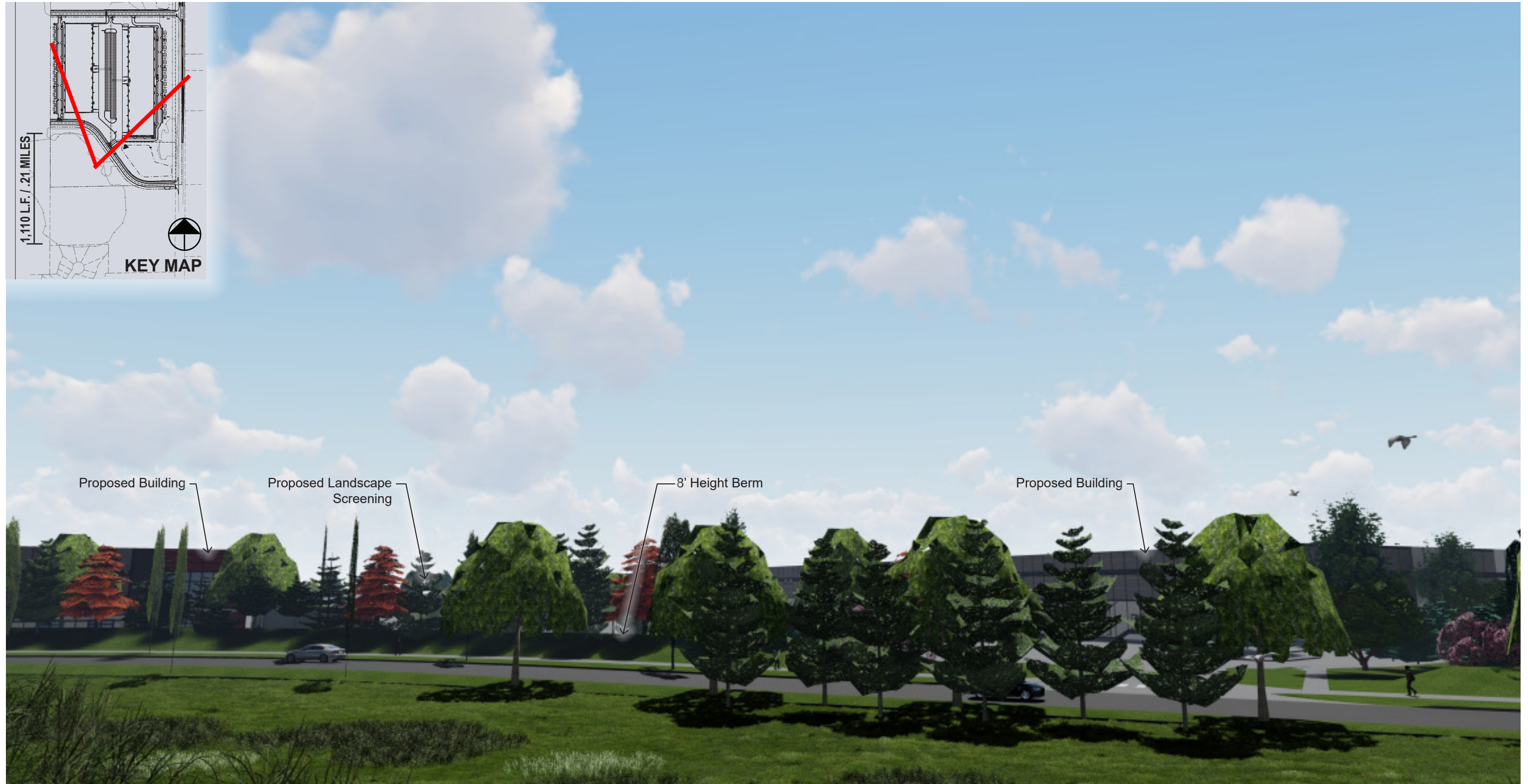
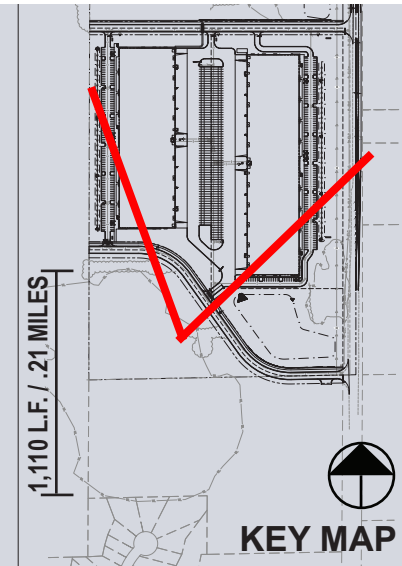
# BROCKTON BUSINESS PARK BUILDING 2

Corcoran, Minnesota

NOTE: THIS DRAWING IS FOR ILLUSTRATIVE PURPOSES ONLY. ACTUAL COLORS NEED TO BE FIELD VERIFIED.



View From Neighboring Residence Southwest of Property



View From South Edge of Property



# CITY OF CORCORAN

## 2040 COMPREHENSIVE PLAN

### Map 2-1 2040 Future Land Use

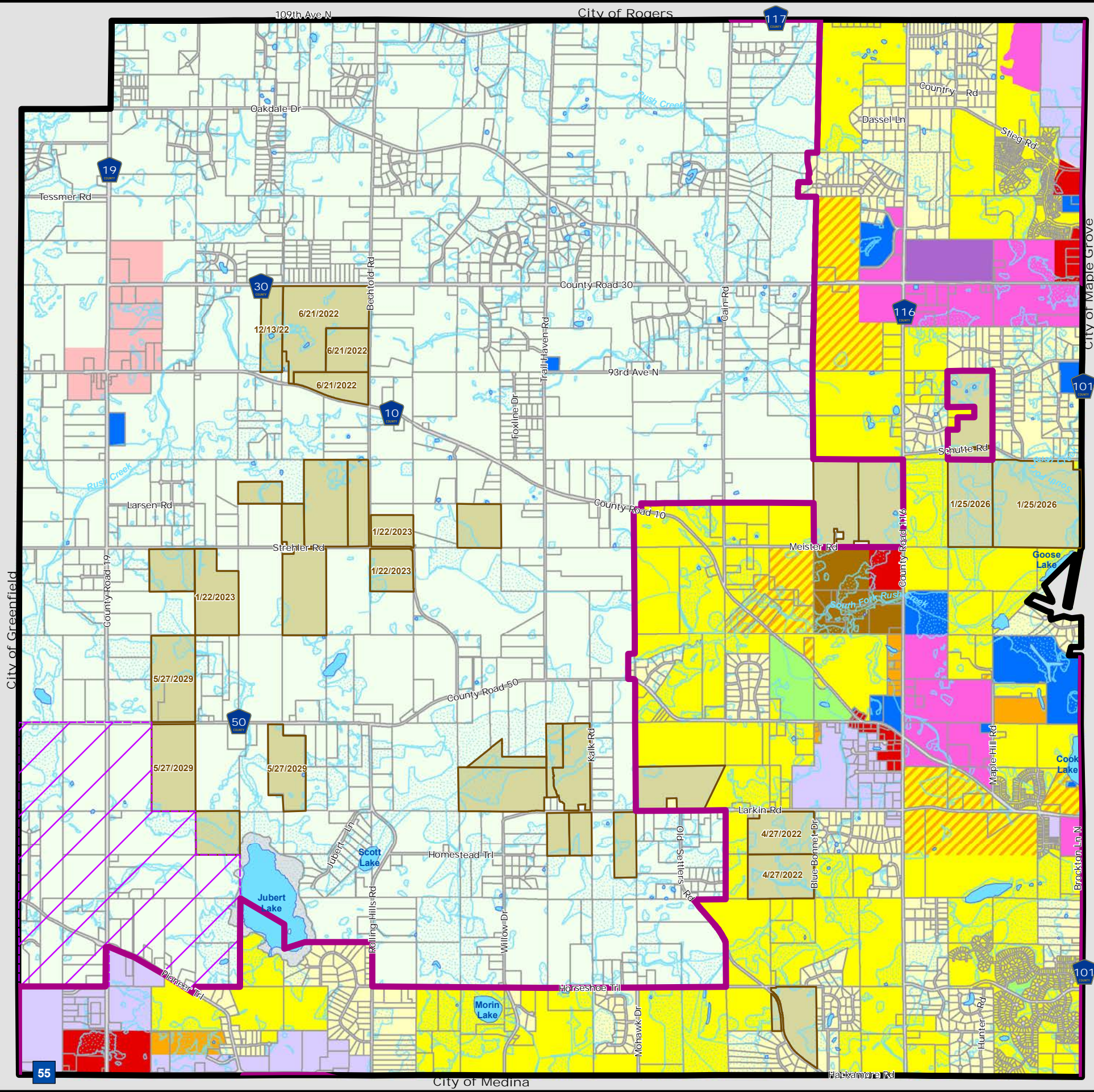
- Rural/Ag Residential
- Existing Residential
- Low Density Residential
- Medium Density Residential
- Mixed Residential
- High Density Residential
- Rural Service/Commercial
- Commercial
- Mixed Use
- Business Park
- Light Industrial
- Public/Semi-Public
- Parks/Open Space
- Agricultural Preserve (Date of Expiration)
- Open Water
- Parks/Open Space
- Agricultural Preserve (Date of Expiration)
- Municipal Boundary
- 2040 MUSA
- Future MUSA Expansion Area
- Parcel Boundaries
- Streams
- Lake/Open Water
- Wetlands

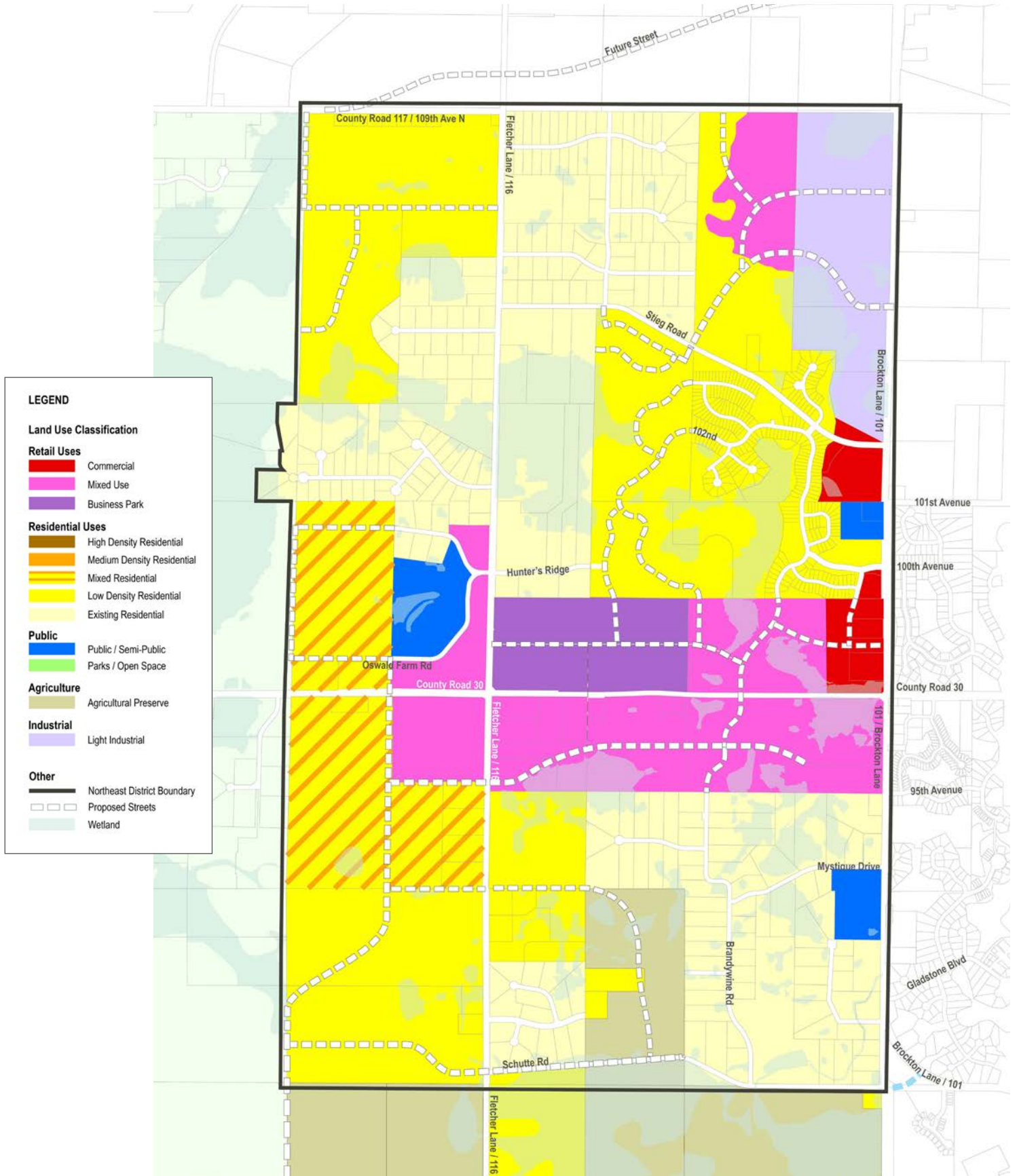
Source:  
Revised National Wetland Inventory (MN DNR, 2009-2014)

3,000 1,500 0 3,000



Feet





Northeast District Land Use Map

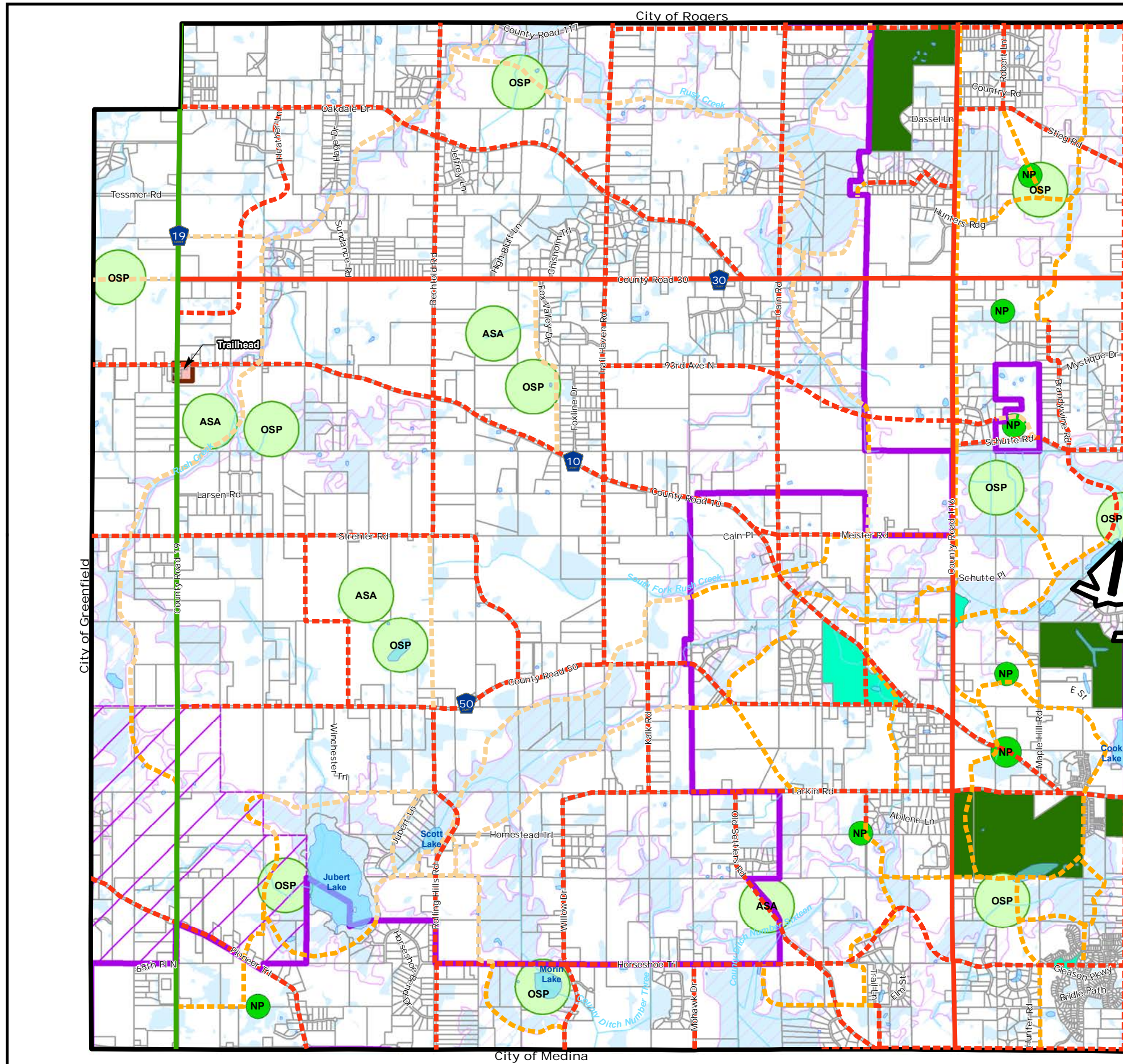




# CITY OF CORCORAN

## 2040 COMPREHENSIVE PLAN

### Map 5-1 Parks and Trails Plan

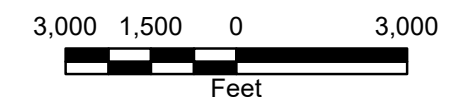


#### Existing Parks and Trails

- Regional Trail
- Existing On Road Trail
- City Park
- Trailhead
- Private Park/Open Space

#### Proposed Parks and Trails

- Proposed On Road Trail
- Proposed Off Road Trail
- Proposed Off Road Trail outside 2040 Development Area
- Neighborhood Park
- Community Park
- Greenway Corridor
- Municipal Boundaries
- 2040 MUSA
- Future MUSA Expansion Area
- Parcel Boundaries
- Streams
- Lake/Open Water
- Wetlands



Path: L:\2294\100\2040CompPlan\Parks and Trails Map.mxd  
Date: 1/15/2019 Time: 1:22:31 PM User: Shu.JC0243

# STAFF REPORT

# Agenda Item 7b.

<b>City Council Meeting:</b> March 6, 2025	<b>Prepared By:</b> Dwight Klingbeil
<b>Topic:</b> Lother Subdivision Comprehensive Plan Amendment (PID 12-119-23-22-0009) (City File No. 25-002)	<b>Action Required:</b> Decision

## 1. Application Request

The applicants, Brian and Jacque Lother, request approval of an amendment to Chapter 4 of the 2040 Comprehensive Plan, to change the land use guidance of the property at 10110 County Road 116 from *Existing Residential* to *Conservation Residential* (PID 12-119-23-22-0009).

## 2. Planning Commission Review

The Planning Commission reviewed this request after the public hearing was held during the March 3, 2025, meeting. 3 residents spoke during the public hearing. After some discussion, a motion was made to recommend denial of the draft resolution. This motion failed to pass, as the vote was tied 2:2.



Figure 1 Project Location

In an effort to bring a recommendation forward to City Council, a second motion was made to recommend denial of the draft resolution with an added recommendation that the City explore the establishment of a new land use category within the MUSA, which would allow for a density of less than 2 units per acre. This motion passed 3:1.

## 3. Background

The subject property is an existing lot within the Hunters Place 2<sup>nd</sup> Addition, which was approved by Council on February 18, 2021. The subdivision created a 3.25-acre site for a new City well and water treatment plant and a 9.88-acre site, which preserved the Lother home and accessory buildings. Council reviewed a sketch plat of a conceptual subdivision of this parcel during the January 23, 2025, meeting.

## 4. Context

### Zoning and Land Use

The site consists of a single 9.87-acre parcel at 10110 County Road 116 (PID 12-119-23-22-0009). The property is zoned Single Family Residential 1 (RSF-1) and guided Existing Residential. The site is located within the 2040 Metropolitan Urban Service Area (MUSA) boundary and is in the first stage of the 2040 staging plan.

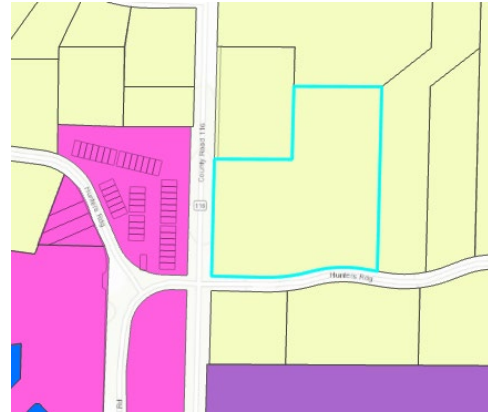


Figure 2 Future Land Use Plan

### Surrounding Properties

The guiding, zoning, and existing use of the surrounding properties are detailed in the table below. All surrounding properties are within the MUSA.

Direction	Guided	Zoning District	Use	Staging Phase
North (west)	Existing Residential	RSF-1	Water Treatment Facility	1
North (east)	Existing Residential	Urban Reserve (UR)	Residential	4
East	Existing Residential	Urban Reserve (UR)	Residential	4
South	Existing Residential	Urban Reserve (UR)	Residential	4
West	Planned Unit Development (PUD)	Planned Unit Development (PUD)	Residential	1

### Natural Characteristics of the Site

The 2040 Comprehensive Plan Natural Resources Inventory Areas Map identifies no significant communities on the site. The 2040 Wetland Locations and Classifications Map indicates a Shallow Marsh along the northwestern corner of the property. There also is an existing pond in the northern most northwest corner of the site.

## 5. Analysis

### A. Level of City Discretion in Decision-Making

The City has a relatively high level of discretion in approving or denying a comprehensive plan amendment request. The comprehensive plan is the City's long-range planning tool that indicates what type of development should occur on all land within the City. It is the City's plan for directing future development and growth. The City

Council may guide property as it deems necessary to protect and promote the general health, safety, and welfare of the community.

### Comprehensive Plan Amendment

The applicant requests to amend the 2040 Future Land Use Map to update the land use guiding from *Existing Residential* to *Conservation Residential*.

The Comprehensive Plan is a living document. When the City finds evidence to support a change in the plan, the City Council has the discretion to make a change. The City should consider the following issues when reviewing a Comprehensive Plan Amendment request:

- Evidence submitted by the applicant demonstrating the reason(s) that the plan should be changed, including, but not limited to, whether new information has become available since the Comprehensive Plan was adopted that supports re-examination of the plan, or that existing or proposed development offers new opportunities or constraints that were not previously considered by the plan.
- Whether or not the change is needed to allow reasonable development of the site.
- The relationship of the proposed amendment to the supply and demand for particular land uses within the City and the immediate vicinity of the site.
- A demonstration by the applicant that the proposed amendment has merit beyond the interests of the proponent.
- The possible impacts of the amendment on all specific elements of the Comprehensive Plan as may be applicable, including but not limited to:
  - Transportation;
  - Sanitary sewer, including existing and proposed sanitary sewer flows as compared to the adopted plan;
  - Housing, including the extent to which the proposal contributes to the City's adopted housing goals;
  - Surface water, including compliance with the City's goals for water quality as well as water quantity management;
  - Water supply;
  - Parks and open space; and
- Consideration of the impact of the proposed amendment upon current and future special assessments and utility area changes, future property tax assessments or other fiscal impacts upon the City.

The applicant's narrative suggests that the change would be necessary to allow reasonable development of their property. Under the current guidance, the property is not intended for redevelopment. Additionally, the requested change would create an appropriate density for the vicinity, as it would create a transition from the Hope Meadows development to the west (estimated at roughly 18.79 residential units per acre

in addition to roughly 10 acres of commercial uses) and the Hunters Place neighborhood to the east (roughly 0.18 units per acre).

The requested change would improve transportation along County Road 116, as it would create an opportunity to redirect the driveway access for the Water Treatment Facility from County Road 116 to a newly constructed local street. The narrative also states that the requested change would allow development that would extend sanitary sewer services and offset some of the fixed costs of the infrastructure.

The requested change would achieve three of the goals identified within the Land Use chapter in the Comprehensive Plan. These goals are as follows:

- Goal 1: Ensure housing development is compatible with existing and adjacent land uses and has access to key community features, and views of open spaces.
- Goal 2: Provide a variety of housing types, styles, densities, and choices to meet the housing needs of residents.
- Goal 6: Ensure that zoning and subdivision ordinances are consistent with the intent and specific direction of the land use plan.

This is a policy decision for the City Council. The City should evaluate all these issues when considering the decision.

*Density*

The net density within the overall Metropolitan Urban Service Area (MUSA) was calculated at 3.11 units per acre in the 2040 Comprehensive Plan including the study area in the Southwest District. The Woodland Hills CPA approved by the City on March 28, 2024, re-guided 36.74 gross acres (29.86 net acres) from *Low Density Residential* to *Conservation Residential*. The Fairway Shores CPA approved by the City of May 21, 2024, re-guided 40.56 gross acres (30.9 net acres) from *Low Density Residential* to *Conservation Residential*. These resulted in an overall density decrease to 3.09 units per acre.

The proposed re-guidance differs from those examples, as this request would increase the allowed density on the parcel. If this request were approved, it would re-guide 9.87 gross acres (7.94 net acres) to conservation residential. While there isn't a formal plat included with this request, the change in density would result in an increased minimum overall density to 3.10 units per acre for the City. This is illustrated in Table 1 & 2 below:

2040 Future Land Use	TABLE 4-1: Existing MUSA Density					
	Gross Acres	Net Acres	Minimum Density Range	Maximum Density Range	Minimum Units	Maximum Units
Existing Residential	1586.74	1153.7	0.5	1	577	1154
Conservation Residential	77.3	60.76	2	3	122	182

Low Density Residential	3617.42	2595.8	3	5	7787	12979
Medium Density Residential	84.74	66.04	5	8	330	528
Mixed Residential	522.43	449.88	8	10	3599	4499
High Density Residential	128.75	80.32	10	30	803	2410
Mixed Use	532.42	459.08	8	30	1836	6886
Grand Total	6549.8	4865.58			15054	28638
Net Density Units per Acre					<b>3.09</b>	

2040 Future Land Use	TABLE 4-2: Proposed MUSA Density					
	Gross Acres	Net Acres	Minimum Density Range	Maximum Density Range	Minimum Units	Maximum Units
<i>Existing Residential</i>	1576.87	<i>1145.76</i>	0.5	1	<i>573</i>	<i>1146</i>
<i>Conservation Residential</i>	87.17	<i>68.7</i>	2	3	<i>137</i>	<i>206</i>
Low Density Residential	3617.42	2595.8	3	5	7787	12979
Medium Density Residential	84.74	66.04	5	8	330	528
Mixed Residential	522.43	449.88	8	10	3599	4499
High Density Residential	128.75	80.32	10	30	803	2410
Mixed Use	532.42	459.08	8	30	1836	6886
Grand Total	6549.8	4865.58			15066	28654
Net Density Units per Acre					<b>3.10</b>	

However, the Metropolitan Council clarified that their current calculations do not include the Southwest District study area in their density calculations. Filtering this area out of the calculation, the City’s density calculation is at 3.353 units per acre. Staff maintains belief in the importance of factoring the study area in these calculations under the assumption that the study area is included in the MUSA in the long-term. However, filtering out the study area may allow additional opportunities to utilize the *Conservation Residential* land use category. Based on the Metropolitan Council’s calculation, the proposed density of the MUSA overall will be changed to 3.357 units per acre. This is shown in the tables below:

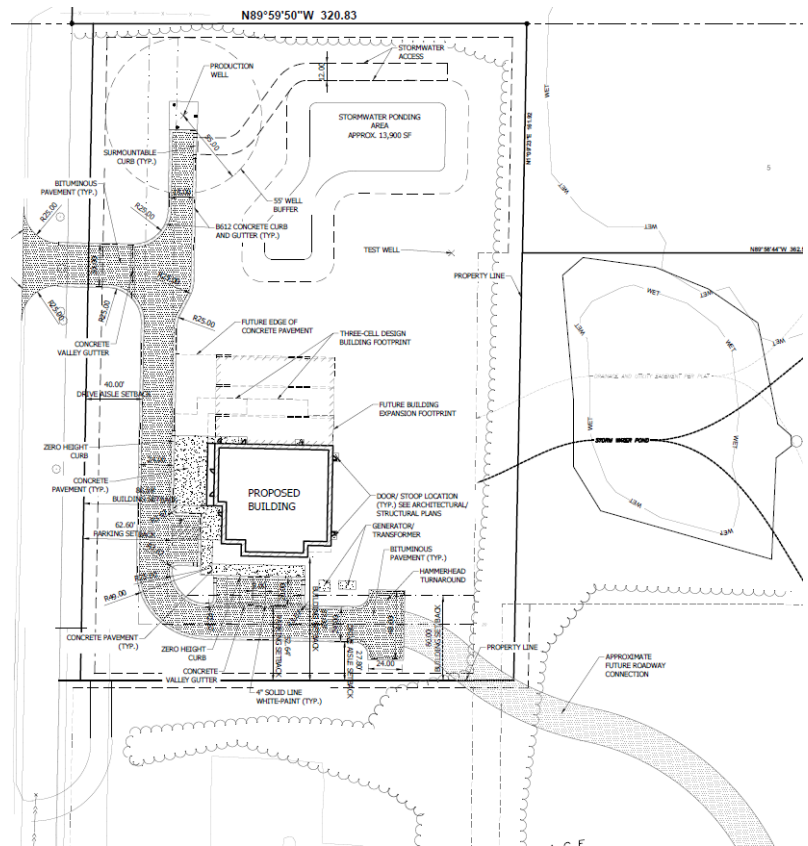
Land Use	TABLE 4-3: Existing Density Distribution (excluding SE study area)					
	Density Range		% Residential	Net Acres	Min Units	Max Units
	Min	Max				
Existing Residential	0.5	1	100%	1016.9	508	1017
Conservation Residential	2	3	100%	60.8	122	182
Low Density Residential	3	5	100%	2436.1	7308	12181
Medium Density Residential	5	8	100%	48.2	241	386
Mixed Residential	8	10	100%	449.9	3599	4499
High Density Residential	10	30	100%	80.3	803	2409
Mixed Use	8	30	50%	245.47	1964	7364
Total				4337.67	14545	28038
Overall Net Density Units per Acre					<b>3.353</b>	

Land Use	TABLE 4-4: Proposed Density Distribution (excluding SE study area)					
	Density Range		% Residential	Net Acres	Min Units	Max Units
	Min	Max				
<i>Existing Residential</i>	0.5	1	100%	<i>1008.96</i>	<i>504</i>	<i>1009</i>
<i>Conservation Residential</i>	2	3	100%	<i>68.7</i>	<i>137</i>	<i>206</i>
Low Density Residential	3	5	100%	2428.2	7285	12141
Medium Density Residential	5	8	100%	48.2	241	386
Mixed Residential	8	10	100%	449.9	3599	4499
High Density Residential	10	30	100%	80.3	803	2409
Mixed Use	8	30	50%	245.47	1964	7364
Total				4329.73	14533	28014
Overall Net Density Units per Acre					<b>3.357</b>	

## Northeast Water Treatment Facility

On July 29, 2022, the City Council approved the Final Plat for Hunters Place 2<sup>nd</sup> Addition, which included two parcels: a 9.87-acre lot at 10110 County Road 116, and a 3.25-acre parcel at 10120 County Road 116.

Subsequently, on September 22, 2022, the Council approved a Site Plan for the Northeast Water Treatment Facility on 10120 County Road 116. While the facility was initially approved with a direct access onto County Road 116, the Site Plan was designed to redirect this access to a future roadway from the southeast.



This roadway would depend upon the redevelopment of 10110 County Road 116. The current land guidance of the parcel does not allow redevelopment of the site, resulting in continued reliance on a driveway access onto County Road 116. To consolidate access points on County Road 116, the land use guidance needs to be amended to a land use other than *Existing Residential*.

### Summary

The City has a high level of discretion when considering a comprehensive plan amendment. The City Council indicated general support for the subdivision concept plan reviewed during the January 23, 2025, meeting. If the Planning Commission finds that the developer's arguments for the re-guiding are compelling, they should recommend approval of the request.

If the Planning Commission finds that the applicant did not make a compelling case for the amendment or that the existing land use is not appropriate for this site, they should recommend denial of the request.

## 6. Recommendation



Staff finds the argument for the change to be compelling and recommends approval of the draft resolution amending the Future Land Use Map of the 2040 Comprehensive Plan to reclassify the parcel at 10110 County Road 116 from *Existing Residential* to *Conservation Residential*. Staff believes the request would allow for reasonable development and improve transportation along County Road 116 with the reduction of a direct driveway to the water treatment plant. The requested guidance change would result in a marginal density increase in the MUSA, which would help contribute to the City's overall density goal and would be factored into the 2050 Comprehensive Plan Update.

The Planning Commission recommends denial of the requested comprehensive plan amendment, and recommends that the City explore the establishment of a land use category for residential development within the MUSA that is less than 2.0 units per acre.

**Attachments:**

1. Resolution 2025-31 Approving Comprehensive Plan Amendment
2. Applicant's narrative dated February 2, 2025
3. 2040 Future Land Use Map
4. 2040 Sanitary Sewer Phasing Map
5. Water Treatment Plant Site Plan

**RESOLUTION NO. 2025-31**

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

**A RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT AT THE  
PROPERTY OF 10110 COUNTY ROAD 116 (PID 12-119-23-22-0009)  
(CITY FILE NO. 25-002)**

**WHEREAS**, Brian and Jacque Lothar (“the applicant”) requests approval of an amendment to the 2040 Future Land Use Map to change the land use designation of approximately 9.88 acres from “Existing Residential” to “Conservation Residential” on the property described as follows:

*See Attachment A.*

**WHEREAS**, the Planning Commission reviewed the requested amendment at a duly called Public Hearing and recommends approval;

**NOW, THEREFORE, BE IT RESOLVED** that the Corcoran City Council approves the request for a comprehensive plan amendment for the above referenced parcel, based on the following findings and subject to the following conditions:

1. The property is located within the urban service area where municipal sewer and water are available.
2. The proposed amendment will allow development opportunities on the site that were not previously considered in the Comprehensive Plan.
3. The change in land use would allow residential development at a density that provides a transition from Hope Meadows to the existing Hunters Place neighborhood.
4. Development of the site as Conservation Residential would facilitate other planned infrastructure improvements, including sanitary sewer extension, municipal water extension and transportation improvements that will have regional improvements.
5. The property is in Phase I of the Sanitary Sewer Service Staging Plan.
6. Reclassifying the site is needed to allow reasonable development of the site that responds to current market conditions.
7. The proposed amendment has merit beyond the interests of the proponents as the proposed change would improve the safety along County Road 116.
8. The proposed amendment would contribute to a variety of densities in the City consistent with the goals of the 2040 Comprehensive Plan.

**RESOLUTION NO. 2025-31**

**VOTING AYE**

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

**VOTING NAY**

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 26<sup>th</sup> day of March 2025.

\_\_\_\_\_  
Tom McKee – Mayor

*City Seal*

**ATTEST:**

\_\_\_\_\_  
Deb Johnson – City Clerk

**RESOLUTION NO. 2025-31**

**ATTACHMENT A**

Lot 1, Block 1, Hunters Place 2<sup>nd</sup> Addition.

# measure

**Date:** February 5, 2025

**To: City of Corcoran**

C/O Dwight Klingbeil

**Subject: Lothar Comprehensive Plan Amendment Narrative**

Brian and Jaque Lothar respectfully submit for consideration a comprehensive plan amendment on their property located at 10110 County Road 116 in Corcoran.

We have sought feedback from City staff as well as the City Council on our proposed concept, and with that in mind are seeking a change from "Existing Residential" to "Conservation Residential".

If approved, our proposed zoning would be changed from "Agriculture" to RSF-2 as a part of subsequent land use applications.

The existing land use and zoning was appropriate to facilitate the existing structure and recognized the site as predominately an agricultural use. With Corcoran now providing both sewer and water municipal services, an adjustment to the comprehensive plan seems warranted. As it currently stands, our understanding is that the current land use designation would not support further subdivision. It is our desire to subdivide this property, which brings us to proposing a density we feel respects our neighbors while facilitating development.

We believe this approach serves the City of Corcoran by providing a transition from the existing large lot homes surrounding the property to the denser development to the west. In addition, the proposed designation would aid the type of development which Corcoran has sought, preserving trees and providing green space where possible in addition to protecting surface water resources like the wetlands found on the northern part of the site.

We recognize the proposed development will introduce homes where there is currently farm field, and that our neighbors have grown accustomed to not having neighbors as close to them as we are proposing. We intend to utilize screening elements outlined within City ordinance as well as strategically locating our access locations to avoid significant headlight impacts to our neighbors where feasible.

Finally, we believe that the plan improves transportation and utility access to Corcoran residents while minimizing the development impact to the natural environment.

The City's water treatment facility lies on the northern portion of this site and will take access through the proposed project. This will allow the City to abandon the access point from 116, which is a requirement of the County. The existing Lothar access would also be removed from 116 and would come from within this development.

Municipal utilities would be extended through the site and be available for additional looping our extension for future development. Expanding the municipal sewer network helps to offset the City's fixed costs.

We look forward to working with the City of Corcoran throughout the re-guiding process and appreciate your assistance.



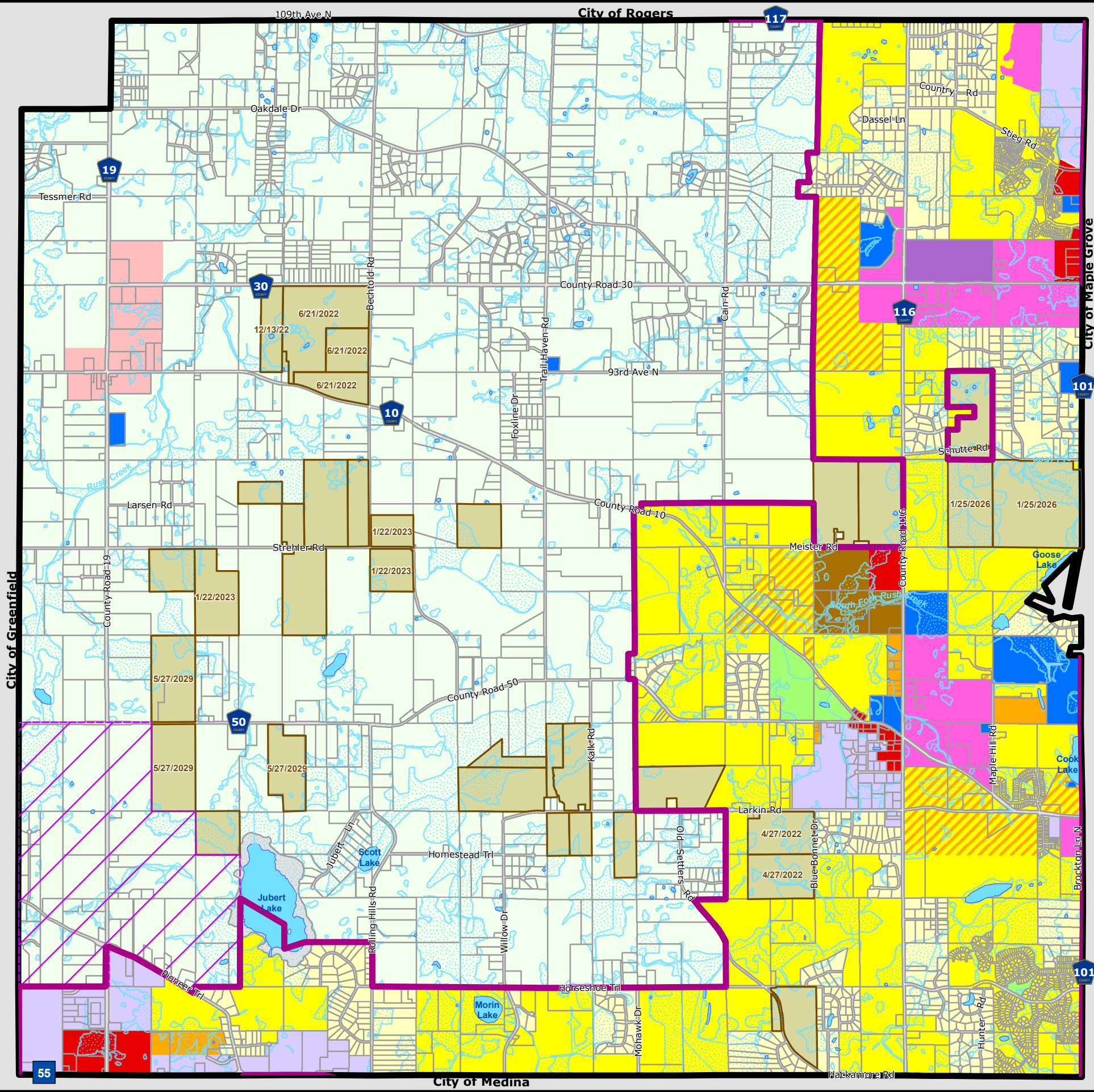
# 2040 COMPREHENSIVE PLAN

## Map 2-1 2040 Future Land Use

- Rural/Ag Residential
- Existing Residential
- Low Density Residential
- Medium Density Residential
- Mixed Residential
- High Density Residential
- Rural Service/Commercial
- Commercial
- Mixed Use
- Business Park
- Light Industrial
- Public/Semi-Public
- Parks/Open Space
- Agricultural Preserve (Date of Expiration)
- Open Water
- Municipal Boundary
- 2040 MUSA
- Future MUSA Expansion Area
- Parcel Boundaries
- Streams
- Lake/Open Water
- Wetlands

Source:  
Revised National Wetland Inventory (MN DNR, 2009-2014)

3,000 1,500 0 3,000















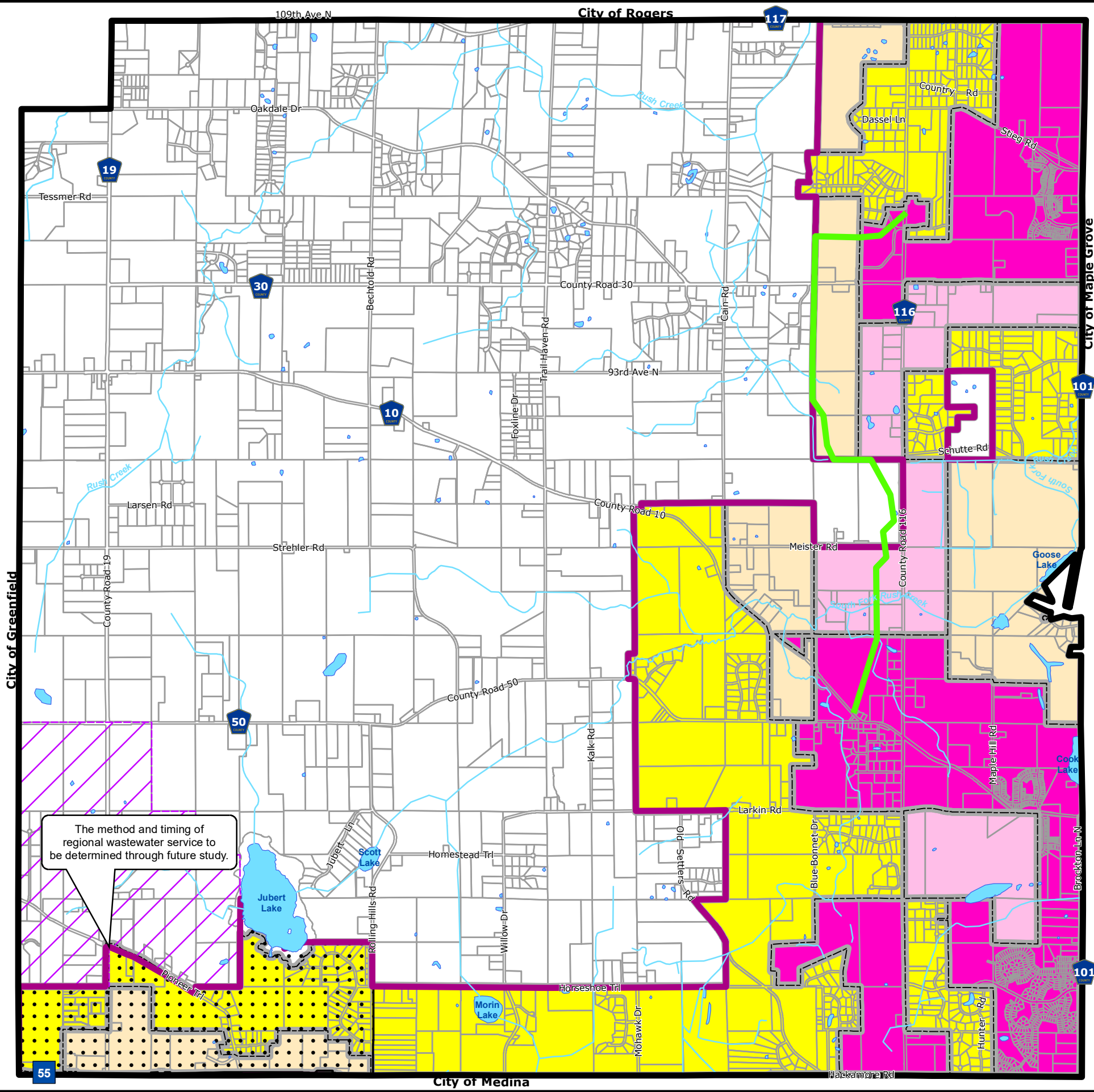


# CITY OF CORCORAN

## 2040 COMPREHENSIVE PLAN

Map 2-2  
2040 Staging Plan

-  2020-2025
-  2025-2030
-  2030-2035
-  2035-2040
-  SE/NE District Gravity Connector Trunk
-  Municipal Boundary
-  2040 MUSA
-  Future MUSA Expansion Area
-  Future Study Area
-  Parcel Boundaries
-  Streams
-  Lake/Open Water



3,000 1,500 0 3,000



Feet







**STAFF REPORT**

**Agenda Item: 8a.**

<b>Council Meeting</b> March 27, 2025	<b>Prepared By</b> Jay Tobin
<b>Topic</b> 2025 Core Strategies-Objectives-Goals-Measurables	<b>Action Required</b> Review Update and Provide Guidance

---

**Summary**

January 13, 2025, City Council and Department Heads met in work session focused on strategic planning with the intended outcome of SWOT analysis of Core Strategies to serve as a foundation in developing 2025 Strategic Objectives for the City.

March 3, 2025, City Council and Department Heads met in work session focused on strategic planning to unpack SWOT analysis with the intended outcome of identifying 2025 Strategic Objectives for each Core Strategy for the City.

March 14, 2025, Department Heads met for off-site strategic planning session with the intended outcome of identifying Goals to align with the 2025 Strategic Objectives which Council identified for each Core Strategy for the City.

Staff will continue to update measurables once the goals are affirmed.

**Financial/Budget**

N/A

**Council Action**

Review and provide guidance on the 2025 Core Strategies, Goals, and Measurables.

**Attachments**

1. 2025 Core Strategies, Goals, Measurables

## 2025 City of Corcoran Core Strategies, Short-Term Goals, and Measurables

<b>Core Strategy</b> Enhancing Corcoran's sense of place and identity.			
<b>Strategic Objective</b>	<b>Goals</b>	<b>Measurables</b>	<b>Comments</b>
1. Celebrate sense of place	<ol style="list-style-type: none"> <li>1. Gateway signage</li> <li>2. City Park Re-name</li> </ol>	1.	

<b>Core Strategy</b> Provide diverse community amenities and recreational opportunities.			
<b>Strategic Objective</b>	<b>Goals</b>	<b>Measurables</b>	<b>Comments</b>
1. Strategic Park Plan	<ol style="list-style-type: none"> <li>1. Establish clear vision for Strategic Park Plan.</li> <li>2. Develop Action Plan.</li> <li>3. Implement Action Plan</li> </ol>	1.	

<b>Core Strategy</b>			
Maintain excellence in safety and security for our community.			
<b>Strategic Objectives</b>	<b>Goals</b>	<b>Measurables</b>	<b>Comments</b>
<ol style="list-style-type: none"> <li>1. Fire Service Plan</li> <li>2. Diversify sustainable revenue streams</li> </ol>	<ol style="list-style-type: none"> <li>1a. Review existing Fire Services Plan</li> <li>1b. Affirm/Adjust Fire Service Vision</li> <li>1c. Refine Fire Service Action Plan</li> <li>1d. Implement Fire Service Action Plan</li> <li>2a. Inventory and assess service area funding gaps</li> <li>2b. Identify potential sources to address funding gaps</li> <li>2c. Develop diversified revenue plan to address funding gaps</li> <li>2d. Ensure policies and procedures align with diversified revenue plan</li> <li>2e. Implement diversified revenue plan</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> </ol>	

<b>Core Strategy</b>			
Ensure high quality, market driven growth.			
<b>Strategic Objective</b>	<b>Goals</b>	<b>Measurables</b>	<b>Comments</b>
<ol style="list-style-type: none"> <li>1. Clear City vision for intentional growth</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify and adopt strategies to protect natural resources by ordinance.</li> <li>2. Ensure policies and procedures align with vision for intentional growth.</li> <li>3. Complete feasibility study of County Road 30 corridor.</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> </ol>	

**Core Strategy**

Provide high quality, innovative municipal services.

<b>Strategic Objective</b>	<b>Goals</b>	<b>Measurables</b>	<b>Comments</b>
1. Municipal facilities and land Blueprint	1. Space needs assessment. 2. Asset inventory and valuation. 3. Establish clear vision for Civic Campus. 4. Develop Civic Campus Plan	1.	

# 2025 CITY OF CORCORAN

JANUARY						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

FEBRUARY						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

MARCH						
S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

APRIL						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

MAY						
S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

JULY						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

AUGUST						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

SEPTEMBER						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

OCTOBER						
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

NOVEMBER						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

DECEMBER						
S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

## Meetings

	Council
	Council Quarterly Work Sess.
	Planning Commission
	Parks & Trails Commissions
	City Holiday
	Alternative Meeting Dates

## Mayor

Tom McKee [tmckee@corcoranmn.gov](mailto:tmckee@corcoranmn.gov)

## Council Members

Michelle R. Friedrich [michelle.friedrich@corcoranmn.gov](mailto:michelle.friedrich@corcoranmn.gov)

Mark Lanterman [mlanterman@corcoranmn.gov](mailto:mlanterman@corcoranmn.gov)

Jeremy Nichols [jnichols@corcoranmn.gov](mailto:jnichols@corcoranmn.gov)

Dean Vehrenkamp [dvehrenkamp@corcoranmn.gov](mailto:dvehrenkamp@corcoranmn.gov)

## Contracted Services

Planning 612-638-0225

Engineer 763-479-4209

Building Inspector 763-479-1720

City Assessor 612-348-2943

Septic / Henn Co. 612-543-5200

Republic Services 763-972-3335

# City of Corcoran 2025 City Council Schedule

(as of March 27, 2025)

*Below is a tentative schedule for City Council meetings and events - subject to change.*

## **April 10, 2025:**

- Presentation: Pat Meister – Longevity Award for 35 years
- Presentation: Three Rivers Park District Update – Marge Beard
- Presentation: 4M/PMA Investment Strategy – Corey Boyer
- Presentation: Elm Creek Watershed
- City Park Remaster – Design Update
- Reclamite Bid
- Chisolm Trail Street Improvement Feasibility Study
- Truck Safety Update
- Grant Proposals (DNR \$350k/T-Mobile \$50k)
- On-Call Policy – Public Works
- Exempt Employee Policy
- Solicitation Ordinance

## **April 24, 2025**

- Presentation: Northwest Trails Snowmobile Club – (Grant)
- City Park Remaster – 100% Design and Bid Authorization
- RFP – Space Needs Analysis
- Camp Solberg Minor Subdivision
- Kwik Trip
- Commercial Kennel Zoning Amendment
- Continental Concept Plan
- Industrial/Commercial Update
- Hunters Ridge Turnlane Bid Award
- 79<sup>th</sup> (City Center) Turnlane Bid Award

## **April 26 2025 Firearms Safety Field Day and Awards**

## **May 3, 2025 City-wide Clean-up Day**

## **May 8, 2025 Work Session – 5:00-6:30pm**

- Fire Services

## **May 8, 2025**

## **May 20, 2025 I-94 Chamber First Responders Luncheon**

## **May 22, 2025**

- Chastek
- St Thomas Site Plan and Variance
- City Park Remaster Site Plan Amendment and Variance
- City Park Remaster Bid Award

## **June 12, 2025**

- RFP Recycling

## **June 23, 2025 Work Session - Ribbon Cutting and Elected Tour: 5:00-6:30pm**

- Water Treatment Plant Grand Opening

**June 23, 2025\* (\*NOTE: Monday Regular Council Meeting\*)**

**June 25-27, 2025 League of Minnesota Cities Annual Conference (Duluth)**

**July 10, 2025**

**July 24, 2025**

**August 5, 2025 (\*NOTE: Tuesday\*) NITE TO UNITE**

**August 14, 2025**

**August 15-16 Corcoran Country Daze**

**August 28, 2025**

**September 11, 2025**

- Firearms Ordinance

**September 25, 2025**

**October 9, 2025**

**October 16, 2025**

**November 13, 2025**

**November 24, 2025\* (NOTE: Monday)**

**December 11, 2025**