



Corcoran City Council Agenda
September 26, 2024, 7:00 pm

1. **Call to Order / Roll Call**
2. **Pledge of Allegiance**
3. **Agenda Approval**
4. **Presentations**
 - a. Mark Reinking – 5 years (Public Works)
 - b. Joe Zerwas – 20 years (Public Safety)
 - c. Northland – Long-term Financial Plan
5. **Open Forum – Public Comment Opportunity**
6. **Consent Agenda**
 - a. Financial Claims September 26, 2024
 - b. 2023-05-11 DRAFT Council Minutes
 - c. 2023-08-24 DRAFT Council Work Session Minutes
 - d. 2023-08-24 DRAFT Council Minutes
 - e. 2023-09-14 DRAFT Council Work Session Minutes
 - f. 2023-09-28 DRAFT Council Minutes
 - g. 2023-10-12 DRAFT Council Minutes
 - h. 2023-10-12 DRAFT Council Work Session Minutes
 - i. 2023-10-26 DRAFT Council Minutes
 - j. 2023-10-26 DRAFT Council Work Session Minutes
 - k. 2023-11-06 DRAFT Special Council Meeting Minutes
 - l. 2023-11-09 DRAFT Council Minutes
 - m. 2023-11-20 DRAFT Council Minutes
 - n. 2023-12-18 DRAFT Council Minutes
 - o. REMOVED 2024-07-25 DRAFT Council Minutes
 - p. 2024-08-08 DRAFT Council Minutes
 - q. 2024-08-08 DRAFT Council Work Session Minutes
 - r. 2024-09-12 DRAFT Council Minutes
 - s. Heather Meadows Final Plat
 - t. Heather Meadows Early Grading
 - u. Upward Acres Final Plat
 - v. Upward Acres Early Grading
 - w. Slabaugh Preliminary Plat, Final Plat, and Variance
 - x. Tavera 7 FP/FPUD
 - y. Long-Term Financial Management Plan
 - z. Finance Director Services Contract
 - aa. IT Manager Job Description and Hiring
 - bb. Communications Specialist Job Description and Hiring
 - cc. Hennepin County Youth Sport Grant - Equipment
 - dd. Water Tower – Pay Request 14
 - ee. Water Tower – Pay Request 17
 - ff. Trail Haven Bridge Replacement – Pay Request 3 & FINAL
 - gg. NE Trunk Infrastructure improvements – Pay Request 1
 - hh. Water Treatment Plant – Pay Request 16

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: 821 6350 4979

Video Link and Instructions:

<https://us02web.zoom.us/j/84587541654>

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

Meeting ID: 845 8754 1654

**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 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



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- ii. Stieg Road Improvements – Pay Request 1
- jj. Toward Zero Deaths Grant
- kk. ADDED Police Resignation and Hiring Process Authorization

7. Planning

- a. Public Hearing. Slabaugh Easement Vacation
- b. Public Hearing. Heather Meadows 2nd Easement Vacation
- c. Public Hearing. Hope Meadows ROW
- d. Domino's
- e. Schutte/Streeter Rezoning Concept
- f. M&J Wine Tasting Room Concept Plan

8. Unfinished Business -- Public Comment Opportunity

9. New Business – Public Comment Opportunity

- a. North Hennepin Pioneer Society Request for Funds in 2025

10. Council Reports

- a. Planning Project Update

11. 2024 City Council Schedule

12. Closed Session

- a. City Center - Easement

13. Adjournment

STAFF REPORT

Agenda Item: 6z.

Council Meeting September 26, 2024	Prepared By Jay Tobin
Topic Finance Director Services Contract - Abdo	Action Required Decision

Summary

On December 18, 2023, the City Council accepted Maggie Ung’s resignation as Finance Manager (effective December 29, 2023) and authorized staff to begin the hiring process at the appropriate time. At that time, the city’s 2022 audit was still in process with Abdo and staff had to begin preparation for the 2023 audit and start the 2025 budget process.

Recognizing that recruiting and on-boarding a new Finance Manager would delay progress and resolution on those significant tasks and increases risk with decreased managerial oversight of day-to-day financial operations, City Council approved an agreement with Abdo for Financial Services Support on December 19, 2023, to ensure predictability and reliability in city financial operations. Finance Manager recruitment efforts garnered three applicants in March, with a Finance Manager hired in April, who resigned from the city within a day of starting her position on order to accept a position with another agency for higher pay. The city Accountant was appointed as Interim Finance Manager on May 21 and then appointed as permanent Finance Manager on July 6 only to have her resign for higher pay with a private agency on August 8, 2024. Another recruitment effort in August garnered 2 unqualified applicants.

Because financial operations are central to conducting city business, the city needs reliable and predictable finance capabilities that the current labor market has proven unable to support. Consequently, to meet that requirement, staff proposes a contract with Abdo to provide Finance Director Services for a period of three years. The contract expense of \$130,000 for 2025 is significantly less than the \$138,225.14 budgeted for Finance Manager salary and benefits in 2025 and results in additional savings of the \$1,500 for recruitment and retention, along with MNGFOA and GFOA dues and savings of conferences and training costs totaling approximately \$2,000.

Staff recommend approval of the Abdo contract to begin October 1, 2024.

Financial/Budget

Results in savings of more than \$10,000 along with critical impact on reliability and predictability in city financial operations.

Recommendation

Staff recommend approval of the Abdo three-year contract.

Council Action

1. Approve the Abdo contract.
2. Decline the Abdo contract.
3. Direct staff to start Finance Manager recruitment over again.

Attachments

1. Abdo proposal for Finance Director Services.



SERVICE PROPOSAL FOR

City of Corcoran

8200 County Road 116, Corcoran, Minnesota 55340

September 10, 2024

abdosolutions.com | Mankato, MN - Edina, MN - Scottsdale, AZ

Abdo
Financial
Solutions

Proposed by

Victoria Holthaus, CPA, MPA

Partner | Abdo

victoria.holthaus@abdofs.com

P 952-715-3069



Jay Tobin, City Administrator
City of Corcoran
8200 County Road 116
Corcoran, Minnesota 55340

September 10, 2024

Dear Jay,

Thank you for the opportunity to submit this proposal to the City of Corcoran, Minnesota (the City), for accounting services. Based on our past experience with cities of comparable size and complexity, we believe our structured contract with defined outcomes offered through Abdo Financial Solutions, LLC (Abdo FS), will provide the City with excellent financial services.

We believe our solution will result in the City receiving high-level information, continual improvement of processes, and allow the City to keep overall costs stable. Our proposal is based on the needs of the City as determined in working together for the past eight months, along with the experiences we have had working with other cities. This proposal outlines the scope of services we believe will address the needs of the City. The following are a few ways in which our Financial Solutions professionals can support the City:

- Your finance manager resigned in August. The City has experienced challenges recruiting a candidate with the experience to meet the City's growing financial and strategic need.
- You indicated that timely and accurate financial reporting are a high priority for management and Council; within our first ninety days of service, our team will work to establish month and quarter-end procedures, and provide the City Council with a quarterly financial report including dashboards of key financial success metrics, along with a report on the City's investment positions and liquidity.
- We recognize the City's annual budget reflects the priorities and strategic objectives of the City Council. As such, the annual budget process will be a key objective for our work. We will provide a comprehensive budget process that includes input from key stakeholders on your management team and staff, as guided by the City Council.
- You expressed the importance of partnering with an advisor that will provide timely advice regarding compliance with state and federal laws, regulations, and reporting. Our team has established industry best standards for monthly monitoring of compliance tasks, and we continually work to stay ahead of industry trends that will affect our local government clients. We will bring these insights directly to the City of Spicer.
- The City hired an Accounting in August. Continued coaching and development of your staff remains a high priority, especially as the City continues to grow and face ever changing complexity. Our team will commit to mentoring your staff and expanding their skillset and knowledge throughout our engagement.

The term of this contract shall be from October 1, 2024 through December 31, 2027.

We will provide the majority of our services remotely; however, an Abdo FS representative may visit City offices as needed, and this may include participation at City Council meetings.

The investment required for our services is indicated on the value page, and this quote remains valid for thirty (30) days. Please note that Abdo FS is independent of the City as defined by auditing standards generally accepted in the United States of America.

Abdo FS acknowledges the City has retained an independent registered municipal advisor (IRMA) to assist and advise the City in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the City will rely on advice from their IRMA. Abdo FS will have no recourse against the City or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.

Abdo FS would like to thank the City for the opportunity to propose on these services. We look forward to exceeding your expectations and continuing our long-term, mutually beneficial relationship.

Sincerely,

Abdo Financial Solutions



Victoria Holthaus, CPA, MPA

Partner | Abdo



The Abdo Difference

At Abdo, we believe in the importance of relationships. This core value is the foundation of our approach to delivering the best experience and outcomes for our clients. It's inherent in our people and the way we work. We know that for our clients to be successful, it takes more than having experience and credentials – we take the time to listen to their unique motivations, goals, and challenges. We truly care about their journey and where their path leads.

Our process is built around a deep commitment to every client:

*We light the path forward so you can proceed with **confidence**.*

*We're the **partner** you can trust to help you along the way.*

*We're the **catalyst** who empowers you to reach your goals.*



Your Team

Based on our ability to provide the requested services, our shared core values, and an understanding of your unique needs, we have the resources, knowledge, people and services to light the path forward for your city.

We have assembled a team with relevant experience who are committed to working with you to ensure success. Each team member is briefly profiled below, and full biographies can be found in Appendix C.



VICTORIA HOLTHAUS, CPA

Partner
victoria.holthaus@abdofs.com
P 952.715.3069



KASHA GANSKY, CPA

Manager
kasha.gansky@abdofs.com
P 952.377.8025



AMANDA WATSON

Senior Associate
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Government Experience

You can have confidence in our years of experience performing consulting services, the quality of the accounting services we offer and our understanding of the unique challenges our clients face in the government space. Since 1963, we've served cities just like yours. With an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in city consulting and auditing. Out of our 180-strong, talented staff, over 40 team members are 100% focused on government clients, which include over 100 cities and other governmental entities. By serving cities across Minnesota, we have become experts in the nuances of how to best support your city. Our expertise affords you a consulting experience that is painless. We do this by communicating up front, coming fully prepared, and being available throughout the year to support you.

PROCESS

Our methods are centered around incorporating technology to deliver unparalleled solutions for government organizations. In addition to our consulting experience, our firm expertly performs outsourcing for governments giving us a wealth of experience in a consulting role. We don't believe in a one-size-fits-all mentality. So together, we'll focus on the needs that are relevant to your city and provide the right services to meet them with a customized methodology based on your needs. We're focused on developing creative, customized solutions to help your city mitigate costs and boost efficiency.

FOCUS

Through continuous training and growth opportunities, we've established an environment with a focus on serving government entities. We spend more than 100 hours training and onboarding to ensure success for our clients. We truly hope that you partner with us to light the path forward for your organization.

OUR QUALIFICATIONS

- GFOA and MnGFOA Association members
- Government operations training
- MSRB Municipal Advisor Qualified Representatives (Series 50 and Series 54)
- Consulting services for over 100 cities
- We've assisted many municipalities in preparing for the GFOA's Certificate of Achievement for Excellence awards in financial reporting

OUR FINANCIAL MANAGEMENT AND CONSULTING SERVICES INCLUDE:

- Budget process development
- Capital improvement planning
- Cash flow analysis
- Cost containment processes
- Debt management plans
- ERP system consulting
- Federal and State relations/grant consulting
- Finance Director services
- Financial management plans
- Financial reporting and analysis
- Fleet: Operations and replacement rate analysis
- Interim accounting and financial services
- Internal control evaluation
- Long-term strategic planning
- Payroll processing
- Policy development
- Process flows and efficiencies
- Project management
- Quarterly and monthly reporting to management
- Reconciliations
- Software implementation
- Utility/fee analysis
- Year-end audit preparation and financial statement preparation



Outsourced Finance Director

Building relationships to become a valuable extension of your city is what our Financial Solutions team will be ardently focused on when we work with you. When you employ our team, you gain a fresh perspective on a broad range of topics – you'll have one point of contact but a whole team of people bringing you value. With that said, we've had the opportunity to partner with over 100 clients in the Midwest. Among the support we provide, Outsourced Manager of Finance services are a primary focus of our team. We offer this service for a broad range of cities with populations ranging from 800 – 25,000 in size.

Acting as outsourced finance managers and controllers requires a broad ranges of skills and experience. We bring a unique set of skills and experience as former government auditors, finance directors and controllers. Through this lens, we implement processes and procedures to improve your city's daily operations. Our experience translates to insights that streamline the audit and budget process and internal controls, consequently reducing audit findings and improving efficiencies. Ultimately, this will save your city time and money.

PROCESS

When you select our team, our process is made simple – for you and for your employees. First, we meet with your city administration to understand the challenges you face. We then analyze your financial statements, review budgets, and connect with your auditors to understand your financial position from their perspective. This gives us a holistic view to formulate a plan and propose how we can best support you.

Once our proposal is accepted, we'll work with key stakeholders to understand cash flow, investments, and begin fulfilling proposal initiatives. Together, we'll identify priorities and begin implementation.

QUALIFICATIONS

Our people make the difference – we have three members on our team who have passed the Series 50 exam. These registered municipal advisors will manage your bonds, investments, and strategic planning initiatives. Out of 25 members in our Financial Solutions group, 60% of their work is focused on outsourced Finance Director services. The majority of our team members have worked in government organizations and public accounting, bringing you a fresh perspective backed by relevant experience. We're confident that Abdo FS has the right expertise, team support, and recommendations to help your city grow. We look forward to supporting you and your team



SEE A SAMPLE REPORT

See a sample of our quarterly financial reports.

Scope of Financial

ABDO FS CONTRACT TASK	CLIENT RESPONSIBILITY	FREQUENCY
Cash and Investment Monitoring		
Reconcile cash and investments	Provide read only access to financial institutions	Monthly
Verify bank has proper amount of collateral pledged to City's account	Request monthly collateral statement from the bank	Monthly
Adjust investment to market value and allocate interest to funds	Review and provide input	Quarterly
Quarterly Reporting		
Complete quarterly dashboard of key indicators		Quarterly
Provide narrative to quarterly financial report	Review and provide input	Quarterly
Review quarterly budget to actual reports for coding errors	Review and provide input	Quarterly
Annual Reporting		
Complete Financial Reporting Form for the Office of the State Auditor		June 30
Audit submitted to the Office of the State Auditor		June 30
Complete the financial statement publication for the newspaper		June 30
Property Tax Levy Report to the Minnesota Department of Revenue		December 31
TNT-20XX Form to the Minnesota Department of Revenue		December 31
Outstanding indebtedness report to the County		January 31
Preparation of budget publication		January 31
Lobbying expense form		January 31
Complete Summary Budget Form to the Office of the State Auditor		January 31
Audit Preparation		
Prepare workpapers and gather support for the annual audit of the financial statements		Annual

ABDO FS CONTRACT TASK	CLIENT RESPONSIBILITY	FREQUENCY
Annual Budget Preparation		
Preliminary meeting with City management to review high level assumptions to be utilized in the upcoming budget cycle	Review and provide input	June 30
Prepare a City management's recommended property tax levy along with a general outline of the City budgeted fund including any potential budget funding gaps. This will include the all funds summary and preparation of all budget documents.	Review and provide input	July - August
Distribute budget workpapers to department heads		June 30
Assist with the certification of the final of the tax levy to the County		December 31
Coordinate collection of workpapers and summarize needs		July
Coordinate certification of preliminary levy to County	Review and provide input	September 30
Prepare budget revisions, if needed	Review and provide input	September - October
Present preliminary budget	Review and provide input	September
Attend Public Input Meeting on proposed budget and levy	Review and provide input	December
Sales Tax		
Calculate and file with the MN department of Revenue		Quarterly

Value – Financial Services

We at Abdo FS help cities achieve their financial goals.

Our fees range from \$180 - \$480 per hour based upon the experience and level of the individuals to be assigned to perform your work. Fees are also based on the assumption and limitations outlined in the Scope of Services. Below are the fees for our services.

FINANCE DIRECTOR SERVICE	ANNUAL FEE
*October 1, 2024 - December 31, 2024	**See below
January 1, 2025 - December 31, 2025	\$ 130,000
January 1, 2026 - December 31, 2026	\$ 143,000
January 1, 2027 - December 31, 2027	\$ 157,000

*The City has requested on-site and virtual presence during the month of August and September 2024 to provide transition support to the new Accountant. Travel time and expense associated with training for the new Accountant will be invoiced at actual cost.

*The City has requested continued assistance in reconciling escrow accounts. Escrow reconciliation will be considered in the scope of our services beginning June 30, 2025. Services performed related to escrow reconciliation prior to June 30, 2025 will be invoiced at hourly rates.

**Services for October 1, 2024 - December 31, 2024 will be invoiced at a rate of \$10,833 per month.

Services will be invoiced at a rate of one-twelfth of our annual fee monthly, beginning in September of 2024.

Travel time will be invoiced at one-half our hourly bill rates and mileage at IRS standard rates.

This quote is valid for thirty days.

Technology



We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and everyone's data more secure. The use of technology in our financial accounting and consulting services enables us to streamline our processes and helps to automate certain functions of our work so we are able to spend more time analyzing our results and working directly with you.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote financial accounting and consulting services using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology your city may use, our team will continue to work through normal procedures, including regular meetings with you during the engagement to ensure effective collaboration with your team.

We take the security of our client's data - and our own - very seriously. A number of systems are in place to ensure the safety of your city's data. We operate on a remote distributed infrastructure leveraging Microsoft's Cloud Platform Azure. This not only allows our staff to securely work from any computer, anywhere, any time, but also provides large-scale, cutting-edge technology and security for your data. Your data is housed in secure data centers that reside exclusively in the U.S. and not on laptops or local servers which could be stolen or misplaced. We continually provide security awareness training to our staff members to ensure they are good digital stewards of your data. In addition to this, we also consult bi annually with 3rd party security experts to conduct risk assessments and conduct annual penetration tests.

IT ALSO MEANS:



All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.



All data is saved on redundant servers and data centers so if one server fails, another immediately takes over with no data lost.



All data is backed up continually which means we always have an extra copy for safe-keeping.



All incoming emails, attachments, and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our cloud platform, Azure, is globally trusted by companies and governments and has numerous security compliance standard they adhere to. Reports of these can be provided as requested.

What Our Clients Say



CLIENT REFERENCES

One of the things we enjoy most about our work is developing long-term relationships with our clients and watching their city thrive as we help them to evolve and grow. Our clients listed below serve as a sample of references of those we partner with for their accounting services. Additional references are available upon request.

CITY OF DUNDAS

Jenelle Teppen
City Administrator
P 507.645.2852

SERVICES PROVIDED

Long-term Plan
Outsourced Finance Director
Budgeting

CITY OF OAK GROVE

Loren Wickham
City Administrator
P 763.404.7075

SERVICES PROVIDED

Outsourced Finance Director
Budgeting
Audit Preparation
HR Consulting

CITY OF WYOMING

Robb Linwood
City Administrator
P 651.462.0575

SERVICES PROVIDED

Outsourced Finance Director
Budgeting
Audit Preparation
Long-term Plan

Value-Added Services

When you partner with Abdo, you get access to our entire catalog of services. Below is a selection of the additional solutions that we believe could be of great value to your city. If you have need of these services, please reach out to us so we can help! Our additional service offerings can be found at www.abdosolutions.com.

ENTERPRISE RESOURCE PLANNING (ERP) ANALYSIS & IMPLEMENTATION

When choosing an ERP system, the options are seemingly endless. How do you know which ERP system is best for your city? Abdo Financial Solutions can help. We can partner with you to design and implement an ERP system that fits your needs by:

- Assisting with the RFP Process - We'll define the technical specifications to include in your RFP and provide support through the ERP vendor selection process.
- Facilitating a Seamless Implementation - If needed, we can manage the organization-wide implementation of your ERP system in accordance with your budget and schedule.
- Communicating Change - We'll communicate with staff members to explain the "why" behind ERP and demonstrate how it will make their lives easier. To help staff members navigate new processes, we'll provide training as needed.

LONG TERM PLANNING

How will you fund your city's Capital Improvement Plan? Part of establishing a capital improvement program is determining how to pay for it. Will you issue debt? Raise property taxes? Reorganize your capital budget? A long-term plan can help you answer these questions and more. Depending on your needs, our approach to long term planning may include:

- Preparing projections to gauge future revenue streams
- Conducting a debt management study
- Reviewing reserve and fund balance policies
- Implementing plans to achieve pay-as-you-go financing
- Software Implementation



An ongoing quest to be better, together

OUR COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION

At Abdo, we recognize the need for continuous improvement in diversity, equity and inclusion initiatives throughout our firm and the accounting industry at large. We believe that when we understand each other better, we grow better together.

Over the past year, we have increased our efforts to promote diversity, equity, and inclusion within our firm and community through implicit/unconscious bias, anti-harassment, and interview training. Our Diversity, Equity, and Inclusion Committee continues to implement new ideas, projects, and initiatives to move our firm forward through learning, understanding, and improving on these issues.

We continue to increase our number of women at the highest leadership level. We strive for continued growth in our ability to attract and retain women and people of color within our firm and we are working towards greater equity and diversity for all within our industry.

In order to build a more inclusive work environment, the firm has implemented diversity and inclusion education through partnering with expert speakers and trainers. Please let us know if you have any ideas on how we can improve diversity, equity, and inclusion at Abdo.



61%

*of our employees
are female*



51%

*of our
management level
employees are
female*



23%

*of our interns this
year were people
of color*

ABDO DIVERSE SCHOLARSHIP & INTERNSHIP PROGRAM

Abdo was a proud co-sponsor of the AICPA PCPS George Willie Ethnically Diverse Student Scholarship & Internship, which allows 10 ethnically diverse accounting students the opportunity to be awarded internships with a firm that has been selected by the AICPA. Upon conclusion of this successful partnership, we were inspired to create our own DEI Sponsorship program, annually awarding a rising diverse accounting student a scholarship & internship.



DEI Initiatives



PARTNERSHIP WITH NABA

Abdo is proud to sponsor the Minnesota State University, Mankato Chapter of NABA (National Association of Black Accountants) Inc. NABA is committed to increasing the number of African Americans in the accounting and finance professions and to promoting their success. As a firm, we are invested in not only increasing diversity within our organization but support diversifying the industry as a whole. We are committed to providing guidance and mentorship along with financial support to this organization.



GREATER MANKATO GROWTH DEI COLLABORATIVE

Abdo is a founding sponsor and member of Greater Mankato Growth's (the Mankato region's chamber of commerce) DEI Collaborative. This collaborative was formed to discuss what we could do as individuals, organizations, and the community to increase diversity and make our community a welcoming one. Together, we explored our individual biases, developed action plans to make a difference within our organization, and pledged to continue the work to make our community inclusive.

CEO ACTION PLEDGE

We are proud signatories of the CEO Action Pledge, a pledge signed by CEOs from different sectors, sizes, and geographical area to support more inclusive workplaces. As part of this pledge, we work toward goals including DEI education and recruiting. We promise to have the difficult conversations and make our firm, and this industry—one that better reflects the communities we live and work.



YWCA

We are committed to the continued support and advancement of women in our firm and in our communities. One of the ways we do this is through a partnership with YWCA Mankato, an organization whose mission is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all. We are proud sponsors of the Elizabeth Kearney Women's Leadership Program, Women's Leadership Conference, and Women of Distinction event.



COMMUNITY INVOLVEMENT

Every year, we come together as a firm to participate in what we call a "Day of Action." This gives us an opportunity to give back to organizations within our communities that support underserved populations. You can catch us volunteering at a food shelf, building houses, or helping at an After School Program. In addition, the firm pledges 24 hours of VTO (Volunteer Time Off), for each employee to volunteer at the nonprofit of their choosing. We truly believe we are better, together.

Why Partner with Abdo

LIGHTING THE PATH FORWARD

In a world of ever-changing complexity, people need caring, empathetic and highly skilled professionals they can depend on to provide the right advice and solutions for them. Our clients seek growth and success, but also want security and confidence. For nearly 60 years, Abdo has provided insights for our clients to help them achieve their goals.

That same innovative spirit is also what has earned us the title of being one of the top accounting firms in the Midwest. Abdo is a better firm today because of the efforts we made to support a culture driven by our core values of growth, relationships, and teamwork.

With this foundation in place, we have successfully helped our clients identify and break through their own growth barriers. Every challenge they face is an opportunity for us to listen, understand and empower them with solutions and a plan to achieve their goals. It's fulfilling to serve as the catalyst that helps them overcome obstacles that block their progress.

When it comes to our working relationships, we are partners. We're confidants. We're the catalyst that sparks true business growth, providing guidance through every challenge and opportunity along the way.

ABOUT ABDO

Abdo is a full-service accounting and consulting firm that delivers customized strategies and innovative solutions to help businesses, governments and nonprofits succeed. With more than 180 professionals and nearly six decades of experience, Abdo is ranked as one of the top accounting firms in the Midwest. It is a licensed CPA firm with offices located in Minneapolis and Mankato, Minnesota, and Scottsdale, AZ. Abdo's commitment to its clients is to gain in-depth knowledge of their unique challenges, opportunities, and needs. Through this consultative approach, Abdo partners with organization leaders to light the path forward to confidently reach their goals.

"Listening to our clients' needs, understanding their challenges, and adjusting how we work together is key to our partnership with the people we serve."

-- **Steve McDonald, CPA** | *Managing Partner*



Appendix A

AGREEMENT FOR FINANCIAL SERVICES



Agreement for Financial Services

THIS AGREEMENT, is made and entered into on September 10, 2024 by and between the City of Corcoran, Minnesota (hereinafter referred to as the “Client”), and Abdo Financial Solutions (hereinafter referred to as the “Contractor”).

Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

1. The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees arising out of the Contractor’s activities;
2. The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold himself/herself out as such;
3. The Contractor shall be the exclusive outsourced accounting service provider for the Client during the term of this Agreement;
4. The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the Client at all times.
5. The Contractor shall not accrue any continuing contract rights for the services performed under this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

ARTICLE I

INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

ARTICLE II

LIABILITY INSURANCE

Section 1 Liability Insurance: The Contractor shall obtain professional liability insurance, at their expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.

ARTICLE III

DURATION OF THE AGREEMENT

Section 1 Duration: This Agreement shall commence upon date of execution by all parties and will remain in effect until December 31, 2027 unless earlier terminated as provided in Sections 2 and 3.

Section 2 Client's Termination Rights: The Client may terminate this Agreement upon sixty (60) days written notice in the event the Client determines in its sole discretion that it is not in the Client's best interest to continue using Contractor's services. The Client may terminate on ten (10) days written notice if the Contractor fails to perform its obligations under this Agreement.

Section 3 Contractor's Termination Rights: Contractor may terminate this Agreement upon thirty (30) days written notice to Client in the event Client does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by Client. In the event of non-payment within thirty (30) days, Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with one-hundred and twenty (120) days written notice if the Contractor believes it is in its best interests to terminate the Agreement.

ARTICLE IV

GENERAL

Section 1 Authorized Client Agent: The Client's authorized agent for the purpose of administration of this Agreement is the City Administrator. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

Section 2 Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 3 Assignability: The Contractor's rights and obligations under this Agreement are not assignable or transferable.

Section 4 Data: Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the Client's direction. Subject to the aforementioned, Contractor agrees to defend and indemnify the Client from any claim, liability, damage or loss asserted against the Client as a result of Contractor's failure to comply with the requirements of the Act. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the Client, as requested by the Client.

ARTICLE IV - CONTINUED

GENERAL (CONTINUED)

Section 5 Entire Agreement: This Agreement is the entire agreement between the Client and the Contractor, and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

Section 6 Severability: All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein, and such holding shall not invalidate or render unenforceable any other provision hereof.

Section 7 Contractor Fiscal Decision Waiver: Contractor is responsible for providing the Client with timely and accurate financial recommendations and information that allows the Council the ability to make final financial decisions. Contractor will provide final financial recommendations but is not responsible for the final decisions made regarding financial matters.

Section 8 Compensation: The parties agree that the Contractor shall be paid compensation for the services provided hereunder, payable for work performed in accordance with this Agreement, based on the fees indicated on the Value page of this proposal. Additional fees will not be incurred without prior approval of the Client.

Initial invoice for anticipated first month fees will be sent within 10 days of the execution of this agreement. Monthly installment fees will be invoiced throughout the remainder of this Agreement. If the Agreement is for an hourly fee basis, invoices will be sent monthly.

Section 9 Additional Services: Should the Client request additional services in addition to the Contracted Services, the Contractor will provide the Client with proposed fees for the services to be provided. The Client shall provide a written or electronic confirmation prior to the proposed services implementation.

Section 10 Outside Contractors: It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill their obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

Section 11 Municipal Advisor: Abdo FS acknowledges the Client has retained an independent registered municipal advisor (IRMA) to assist and advise the Client in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the Client will rely on advice from their IRMA. Abdo FS will have no recourse against the Client or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.



Appendix B

AGREEMENT FOR THE PROVISION OF
PROFESSIONAL SERVICES



Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

City of Corcoran

8200 County Road 116
Corcoran, Minnesota 55340



SIGNATURE

Jay Tobin

Abdo Financial Solutions, LLC

5201 Eden Avenue, Suite 250
Edina, Minnesota 55436

A handwritten signature in black ink that reads "Victoria Holthaus".

Victoria Holthaus, CPA, MPA

Partner | Abdo

September 10, 2024



Appendix C

TEAM BIOS





Victoria Holthaus

CPA

Partner | Abdo Financial Solutions

Municipal Advisor Representative (Series 50)

Municipal Advisor Principal (Series 54)

victoria.holthaus@abdofs.com

P 952.715.3069

Vicki aims to simplify the complex for her clients. Her goal is to give them a solid understanding of their finances, so they can confidently plan ahead. She specializes in working with local governments and nonprofit agencies to strategize capital improvements, develop long-range financial plans, and troubleshoot accounting and financial challenges. She also provides process evaluation and process improvement services for nonprofit and private sector clients. Over the past several years, Vicki has helped many organizations with strategic upgrades to technology and software as they navigate new ways of interacting with constituents and customers. Along with the ability to creatively explain technical terms, Vicki has firsthand knowledge of the issues local governments often face. Prior to joining the firm, she served Minnesota municipalities and joint ventures in various finance and administrative roles.

EDUCATION

- Bachelor of Science in Accounting, National American University
- Master of Arts in Public Administration, Hamline University
- Minnesota Certified Municipal Clerk
- Continuing professional education

PROFESSIONAL MEMBERSHIPS

- Minnesota and Arizona Society of Certified Public Accountants
- American Institute of Certified Public Accountants
- Minnesota Clerks and Finance Officers Association
- Government Finance Officers Association of the United States and Canada
- Minnesota and Arizona Government Finance Officers Association

AFFILIATIONS

- Hamline School of Business, Accounting Board Member
- Arizona Women Leading Government Member

QUALIFICATIONS

- 17 years of experience working with local governments and nonprofits in finance and administration
- Experience with budgeting, capital planning, debt management, as well as being the process evaluation and improvement engagement lead
- Previous speaker at MCFOA Municipal Clerks and Finance Officers Association, League of Minnesota Cities and has developed newsletter content on automation, long-term planning and process improvements



Kasha Gansky

CPA

Manager | Abdo Financial Solutions

kasha.gansky@abdofs.com

P 952.377.8025

Kasha joined the Abdo Financial Solutions group in 2023. Kasha has 10 years of experience working in local government in Arkansas, as well as 4 years of experience in the nonprofit sector. She is proficient in Tyler technologies New World Systems, as well as other accounting and reporting software. She has experience in budgeting, cash management, accounts receivable, accounts payable, sales and use tax, grant reporting and internal auditing.

EDUCATION

- Bachelor of Business Administration in Accounting, Henderson State University
- Master of Business Administration, Henderson State University
- Continuing professional education

PROFESSIONAL MEMBERSHIPS

- American Institute of Certified Public Accountants
- Government Finance Officers Association
- Arkansas Government Finance Officers Association
 - *Past Board Member (2019-2023)*
- Arkansas Society of Certified Public Accountants

QUALIFICATIONS

- 10 years of experience working in Arkansas municipalities and 4 years of experience in the nonprofit sector
- Proficient in Tyler Technologies New World Systems (Financial Management, Human Resources Management, Utility Management, Community Development, and eSuite Self-Service)
- Experience in Infor Lawson systems, Microsoft Office Suite and The Reporting Solution ACFR preparation software
- Project management experience in leading an ERP software implementation
- Experience in budgeting, cash management, accounts receivable, accounts payable, sales and use tax, 1099 reporting, internal audit, fixed assets, grant reporting, and policy and procedure development



Amanda Watson

Senior Associate | Abdo Financial Solutions

amanda.watson@abdofs.com

P 952.395.9332

Amanda joined the Firm in 2024 as a member of the Financial Solutions team. Prior to joining Abdo FS, she spent eight years working in local governmental accounting. She currently works with clients in a variety of financial roles such as budgeting, accounts payable, bank reconciliations, and grants.

EDUCATION

- Bachelor of Business Administration in Accounting, University of Arkansas at Little Rock
- Continuing professional education

PROFESSIONAL MEMBERSHIPS

- Arkansas Government Finance Officers Association
- Government Finance Officers Association

QUALIFICATIONS

- 8 years of experience working in local governmental accounting
- Experience in accounts payable, bank reconciliations, grants, fixed assets, budgeting, and lease accounting
- Experience in various ERP systems including AS400, Tyler New World, and Lawson

STAFF REPORT

Agenda Item: 6aa.

Council Meeting: September 26, 2024	Prepared By: Nalisha Williams
Topic: Information Technology (IT) Manager Job Description and Hiring	Action Required: Acceptance, Approval, and Authorization

Summary:

The City Council has included in the 2024 budget the addition of an Information Technology (IT) Manager position as part of the organizational restructure that was discussed and approved in April 2024. The attached job description has been created as part of the ongoing compensation and classification study.

This position has been scored and graded with the existing compensation scale.

Financial/Budget:

The position is included in the 2024 operating budget.

Council Action:

Approve the new job description and authorize staff to begin the hiring process for an IT Manager position.

Attachments:

1. Job Description – IT Manager
2. Resolution 2024-47 Memorializing Approved City of Cocoran Organizational Restructure and Impact
3. Organization Chart by Grade and Pay



IT Manager

Department	Administration
Reports To	Assistant City Administrator
Supervises	None
FLSA Status	Exempt, Full Time
Grade	12
Union Status	Non-Union

Position Details

The IT Manager is responsible for managing and supporting the City's network infrastructure and operational technology, which covers servers, storage, business applications, cloud services, and electronic communications. This position also leads IT and organizational projects, and manages the provision, implementation, operation, monitoring, and maintenance of system hardware, software, and related infrastructure. Participates 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.

- Implement, monitor, and maintain a comprehensive IT environment in response to City organizational needs that ensure the high availability of system resources.
- Provide ongoing documentation of all network hardware/software installations relevant to the operation of the network.
- Solve technical problems staff are experiencing with network infrastructure, servers, applications, computers, and mobile data computers/devices.
- 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.
- 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.
- 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.
- Working experience managing VMWare Server Virtualization and Windows Server 2019/2022 environments
- Working experience managing Office 365 stack including Exchange, Teams, SharePoint, and Teams VOIP
- 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 and 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

- College/Associates Degree.
- At least 4 years of experience with Microsoft 365 technologies.
- At least 4 years of project implementation experience.

Desired Education and Experience

- Bachelor's Degree 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 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.

STAFF REPORT

Agenda Item: 7g.

Council Meeting May 21, 2024	Prepared By Jay Tobin
Topic Resolution 2024-47 Memorializing Approved City of Corcoran Organizational Restructure and Impact	Action Required Approval

Summary

At the April 25, 2024, Council meeting, Corcoran City Council discussed and approved an organizational restructuring of Corcoran City Staff strategically, operationally, and tactically impacting departments and individuals. The transformation is intended to be nested in the various steps of the city's approved and ongoing compensation and classification study. In an effort to transparently and proactively communicate these organizational restructuring details and impacts, staff has memorialized these changes in a resolution.

Since the April 25, 2024, Council meeting, the recent hired Finance Manager quickly resigned and accepted a position with another agency leaving the city without a Finance Manager at a time when finance operations are intense with audit and budget development so now is not a good window to recruit Finance Managers. We also recognize that our city Accountant has been critical in collaborating with Abdo in ensuring success of both daily finance operations and in accomplishing key objectives with 2022 audit, correcting 2022 audit material findings, and 2023 audit prep. Appointing Jodie Peterson, city Accountant, as Interim Finance Manager for approximately 6 months helps best bridge the transition, provides excellent opportunities for professional development, and allows the city to continue to collaboration with Abdo's expertise until the Finance Services Division can be fully staffed. It is recommended that Ms. Peterson continue to be paid at her existing step and grade with an 8% increase on that base pay for the duration of her time filling the significant accretion of duties.

Staff request council approve the resolution as written.

Financial/Budget

Organizational changes are planned to have a net zero budgetary impact, recognizing that any residual will be mitigated and managed through hiring timing and/or long-term planning funds.

Options

NA

Recommendation

Approve Resolution 2024-47 Memorializing Approved City of Corcoran Organizational Restructure and Impact

Council Action

Approve Resolution 2024-47 Memorializing Approved City of Corcoran Organizational Restructure and Impact

Attachments

1. Resolution 2024-47 Amending the Organizational Structure of the City of Corcoran
2. Approved City Organization Chart Changes – By Department
3. Approved Engineering Development Job Description
4. Approved Assistant City Administrator Job Description
5. Approved Human Resources Generalist Job Description



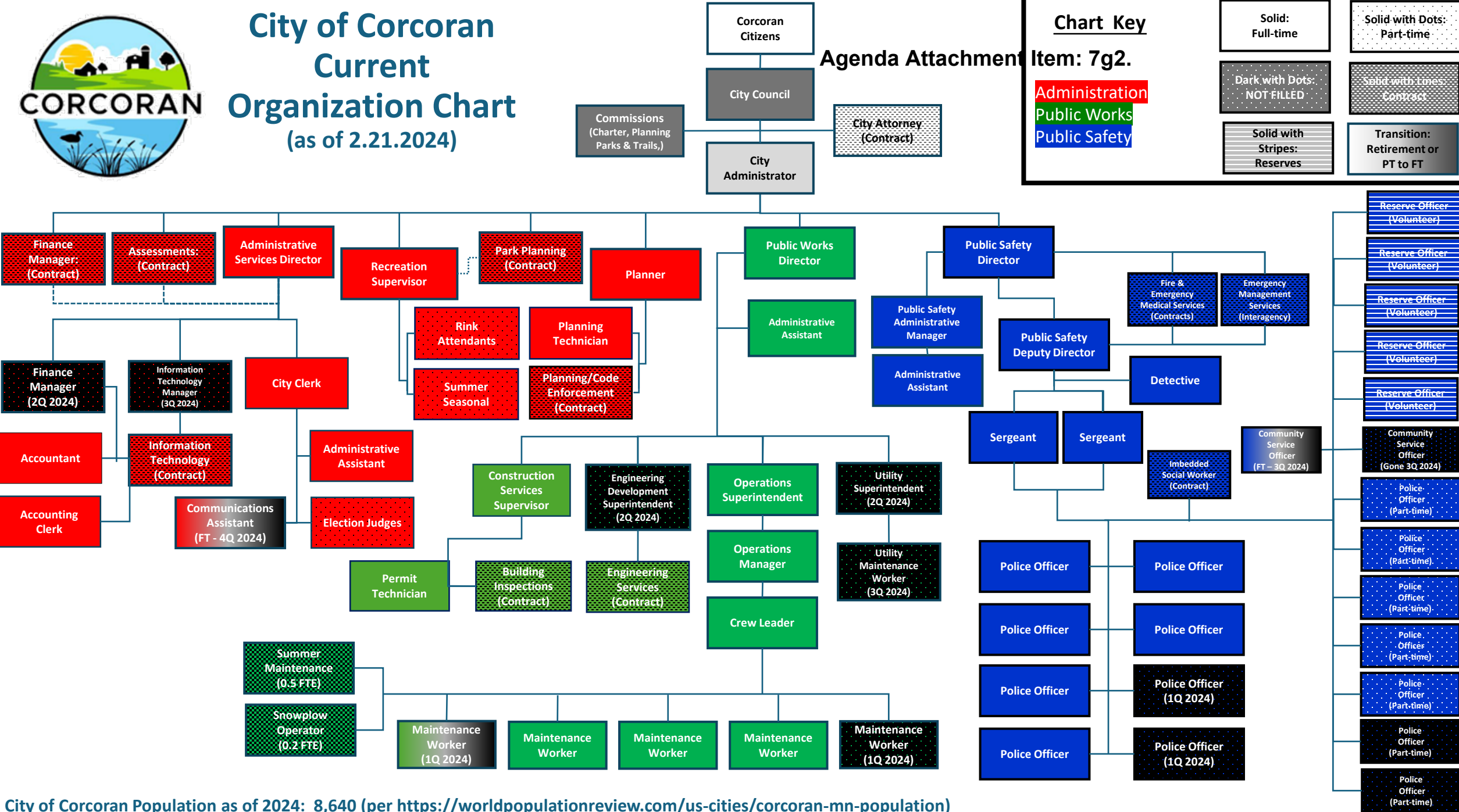
City of Corcoran Current Organization Chart (as of 2.21.2024)

Agenda Attachment Item: 7g2.

Chart Key

Solid: Full-time	Solid with Dots: Part-time
Dark with Dots: NOT FILLED	Solid with Lines: Contract
Solid with Stripes: Reserves	Transition: Retirement or PT to FT

Administration
Public Works
Public Safety





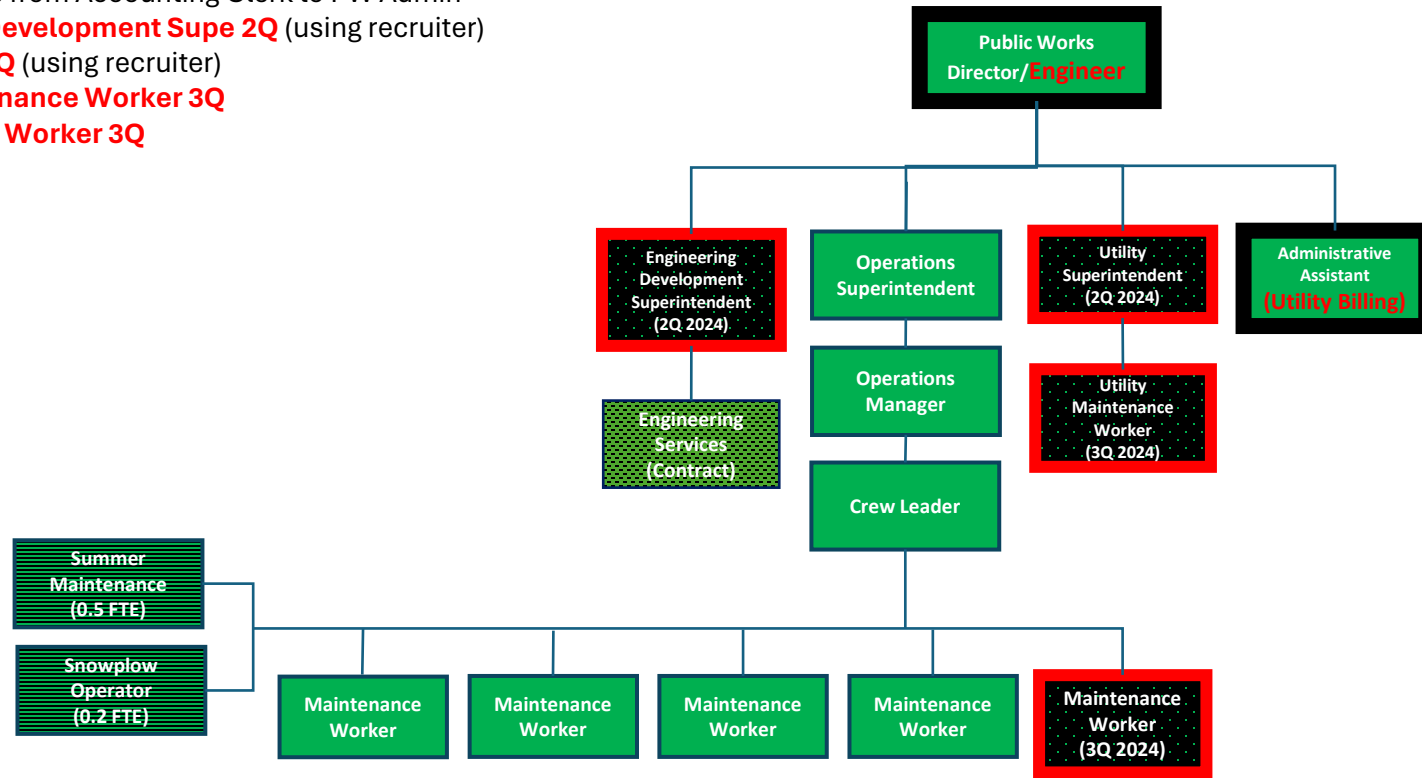
City of Corcoran

COAs: Departmental Changes

(as of 4.23.24)

- PW Director Job Description adds “Engineer” to reflect reality
- Utility Billing moves from Accounting Clerk to PW Admin
- **Hire Engineering Development Supe 2Q** (using recruiter)
- **Hire Utility Supe 2Q** (using recruiter)
- **Hire Utility Maintenance Worker 3Q**
- **Hire Maintenance Worker 3Q**

Chart Key	
Solid: Full-time	RED LETTERS/ BLACK OUTLINE Position Change
Solid with Lines: Contract	Dark with Dots: Need to Hire
Stripes: Part-time	DIAGONAL Eliminated
	RED OUTLINE *NEW* Need to Hire
	Transition: PT to FT





City of Corcoran

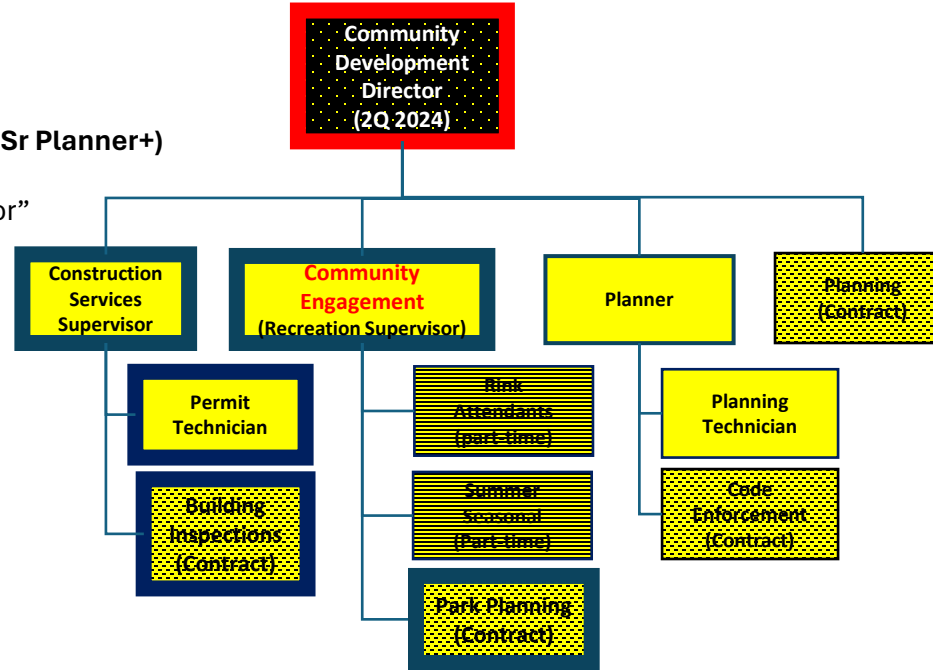
COAs: Departmental Changes

(as of 4.23.24)

- Create Community Development Department
- Add and **Hire Community Development Director position in Q2**
 (*appoint Planner to position in Interim*: has been operating as Sr Planner+)
- Construction Services moves from PW to Comm Develop
- Recreation Supervisor renamed “Community Engagement Supervisor”
- Community Engagement moves to Community Development Dept
- Park Planning Contract moves to Community Engagement

Chart Key

Solid: Full-time	RED LETTERS/ BLACK OUTLINE Position Change	Stripes: Part-time
Solid with Lines: Contract	Dark with Dots: Need to Hire	DIAGONAL Eliminated
	RED OUTLINE *NEW* Need to Hire	Transition: PT to FT





City of Corcoran

COAs: Departmental Changes

(as of 4.23.24)

- **Admin Serv Dir eliminated** to create and **Hire Assistant City Admin in Q2**
- **Hire Finance Manager in Q2** move from Admin Serv Dir to City Administrator
- **Accounting Clerk eliminated** to create and **Hire HR Generalist in Q2**
- Payroll functions move from Accounting Clerk to Accountant
- Utility billing functions move from Accounting Clerk to PW Admin
- Add Auditor Contract (for tracking) to Finance
- Add Assessment Contract (for tracking) to Finance
- Communication Assistant moves from Clerk to Assistant City Admin
- Administrative Assistant changes to Deputy Clerk
- **Hire Communication Assistant FT in Q4**
- **Hire IT Manager in Q3**

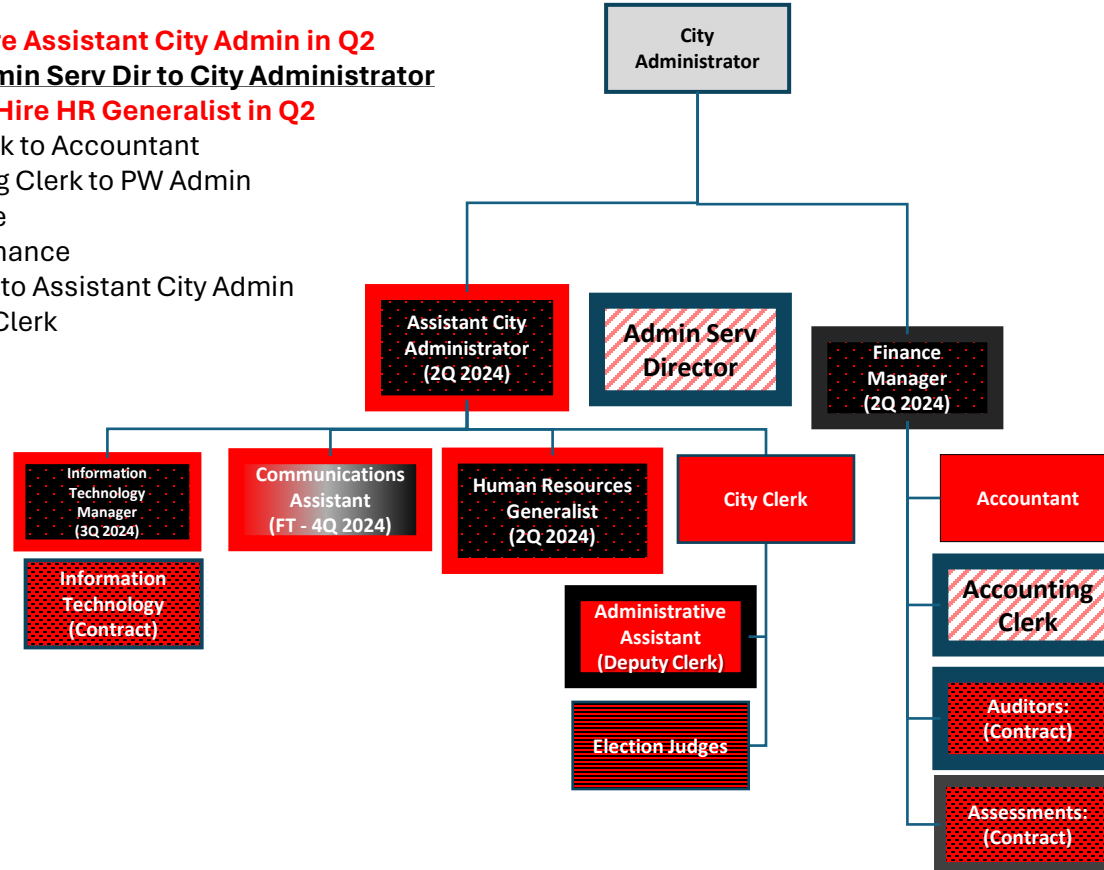


Chart Key

Solid: Full-time	RED LETTERS/ BLACK OUTLINE Position Change	Stripes: Part-time
Solid with Lines: Contract	Dark with Dots: Need to Hire	DIAGONAL Eliminated
	RED OUTLINE *NEW* Need to Hire	Transition: PT to FT

ENGINEERING/DEVELOPMENT SUPERINTENDENT

**City of
Corcoran**

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

Description

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

Location

Varies between office and field setting.

Essential Duties and Responsibilities

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

ENGINEERING/DEVELOPMENT SUPERINTENDENT

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

Minimum Qualifications

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

Desired Qualifications

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

Knowledge, Skills, and Abilities Required for Successful Job Performance

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

ENGINEERING/DEVELOPMENT SUPERINTENDENT

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

Physical and Mental Requirements

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

Working Conditions

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

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

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

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

ASSISTANT CITY ADMINISTRATOR

**City of
Corcoran**

Department	Administration
Reports To	City Administrator
Points	423
Grade	15
FLSA	Exempt
Bargaining Unit	NA
Revision Date	April 2024

Description

The Assistant City Administrator guides day-to-day decision-making processes and provides strategic direction to HR, IT, Operations 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.

Location and Hours

This position will perform work at City Hall, 8200 County Rd 116, Corcoran, MN 55340 in an office environment. Work hours are Monday through Friday, 40 hours per week.

Essential Duties and Responsibilities

1. General Administration:
 - a. Serves as the Acting City Administrator in the absence of the City Administrator.
 - b. Assists the City Administrator and the management team in identification, prioritization and accomplishment of strategic planning goals.
 - c. Attend and participate in City Council, Subcommittee, Advisory Commission, and other meetings as directed by the City Administrator.
 - d. Assist the City Administrator in preparation and review of agendas and supporting packet materials for City Council meetings.
 - e. Establish and maintain effective relationships with other organizations, associations, businesses and departments.
 - f. Assist the City Administrator in contract management for City projects, contracted services, law enforcement, fire protection, tower leases, etc.

2. Project Management
 - a. Assist in the definition of project scope and objectives, involving all relevant stakeholders.
 - b. Manage changes to the project scope, project schedule and project costs using appropriate verification techniques.
 - c. Provide general oversight to ensure timely and satisfactory project completion.
 - d. Establish and maintain relationships with third parties/vendors.
 - e. Create and maintain comprehensive project documentation.

3. Supervision:
 - a. Complete performance evaluations and recommend wage adjustments according to the city’s personnel policy.
 - b. Administer employee discipline according to the city’s personnel policy.
 - c. Ensure staff is adequately trained and department is cross-trained. Assign work and

ASSISTANT CITY ADMINISTRATOR

- ensure that it is done professionally, efficiently, accurately and timely.
 - d. Provide oversight of the Data Practices Act.
 - e. Responsible for supervising the communications division and ensure appropriate monitoring content, writing, editing, and approving information to be included on the city website and to manage website maintenance agreements and to recommend enhancements.
 - f. Assist all departments in public involvement and education by identifying target areas and means of communication.
 - g. Supervise IT Manager or Contractor.
 - h. Serve as primary point of contact with the city for IT issues
 - i. Supervises HR Generalist and ensures compliance with all regulatory requirements.
4. Other Duties
- a. Assist with all aspects of facilitation of all special, primary and general elections.
 - b. Provides confidential administrative support for the City Council and City Administrator.
5. General
- a. Treat fellow employees with respect and integrity.
 - b. Promote a positive and motivating environment.
 - c. Provide exceptional customer service.
 - d. Confer with supervisor, peers, and employees to discuss and resolve issues.
 - e. Make decisions that are always in the best interest of the city.
 - f. Perform other duties and projects as assigned.
 - g. Follow all safety policies and procedures.
 - h. Follow all city policies and procedures.

Minimum Qualifications

1. A valid driver's license.
2. A bachelor's degree in public administration, business administration, a closely related field, or equivalent experience.
3. Three years of relevant municipal or government experience.
4. Two years of relevant supervisory experience.

Desired Qualifications

1. Master's degree in public administration or closely related field.
2. Previous experience working for a municipal or county government.
3. SPHR or SHRM Certification
4. Experience supervising HR Functions

Knowledge, Skills and Abilities Required for Successful Job Performance

- 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, effectively, and precisely using tact and diplomacy both verbally and in writing.

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- Ability to maintain confidential or proprietary information.
- Ability to resolve conflicts and negotiate solutions.
- Ability to understand, manage, and communicate complex ideas, projects, and situations.
- Ability to work independently, determine priorities, manage projects and make appropriate decisions.
- Experience in development and implementation of policies and procedures.
- Ability to stay current on issues that are within the realm of this position's responsibilities.
- Knowledge of computer software and ability to operate office equipment.
- Ability to maintain effective working relationships with co-workers, supervisors, the City Council and members of the public.
- Ability to develop, implement, and administer goals, objectives and procedures for providing effective and efficient services for the City.
- Experience in public speaking and making presentations.
- Considerable ability to lead and supervise staff, delegate work, and prioritize, organize, plan, and direct operations.
- Considerable ability to prioritize City needs, to coordinate departmental operations and services, contracted services and to allocate resources effectively.
- Ability to work independently and as part of a team; to coordinate work with other departments; and to lead multi-departmental or multi-jurisdictional projects.
- Strong sense of honesty, integrity, and credibility.

Physical and Mental Requirements

Physical effort is light, with lifting or carrying up to 25 pounds intermittently. Report preparation and word processing will at times require extended use of a keyboard. Work interruptions are frequent. The Assistant City Administrator must be able to use judgment to respond to situations occurring during the absence of the City Administrator.

Working Conditions:

Work is performed in a normal office environment. Work may involve dealing with and calming individuals who are emotionally charged over an issue.

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

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

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

Employee Signature and Date:

Supervisor and / or Department Head Signature and Date:

HUMAN RESOURCE GENERALIST

**City of
Corcoran**

Department	Administration
Reports To	Assistant City Administrator
Points	315
Grade	11
FLSA	Exempt
Bargaining Unit	NA
Revision Date	April 2024

Description

Responsible for performing a wide variety of administrative, 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 serves as a partner to the Department Heads in meeting the operational needs.

Location and Hours

This position will perform work at City Hall, 8200 County Rd 116, Corcoran, MN 55340 in an office environment. Work hours are Monday through Friday, 40 hours per week.

Essential Duties and Responsibilities

1. Human Resources:
 - a. Develop, research, recommend and implement policies related to Human Resources.
 - b. Management of the job evaluation system, maintenance of job descriptions, maintenance of the pay plan, and compliance with pay equity requirements.
 - c. Recommend the development, implementation and administration of employee benefit programs and recommend benefit plan changes.
 - d. Maintain insurance program offerings including health, dental, disability, life, and workers compensation.
 - e. Manage and ensure the city’s handbook for compliance.
 - f. Ensure compliance with state and federal regulatory requirements.
 - g. Plan and execute the employee recruitment, selection and orientation processes.
 - h. Support hiring managers as they interview and recommend staff.
 - i. Coordination of background, drug and medical testing.
 - j. Maintenance of confidential employee personnel and medical records. Maintenance of the employee files within the payroll service provider online portal including, but not limited to, wage rates, compensatory and paid-time-off balances, payroll deductions and confidential personnel information.
 - k. Support finance in performing payroll processing for city staff and maintain payroll policies. Act as back-up for payroll processing.
 - l. Responsible for the development, implementation and administration of the performance review program.
 - m. Assist and resolve human resources matters.
 - n. Analyzes, plans and directs the development, implementation and administration of

HUMAN RESOURCE GENERALIST

programs that support employee growth and development, and stimulate individual and organizational wellness.

2. Employee Training and Safety:
 - a. Researches, plans and assists with the development, implementation and administration of training programs for city employees.
 - b. Responsible for serving on the Safety Committee and as the primary liaison for the safety program provider, coordination of contracts, scheduling of training events, documentation and all records retention of the city's safety management program.
3. Performance Management
 - a. Ensure completed performance evaluations and recommend wage adjustments according to the city's personnel policy.
 - b. Administer employee discipline according to the city's personnel policy.
 - c. Ensure staff is adequately trained and department is cross-trained.
4. Other duties as assigned.
5. General
 - a. Treat fellow employees with respect and integrity.
 - b. Promote a positive and motivating environment.
 - c. Provide exceptional customer service.
 - d. Confer with supervisor, peers, and employees to discuss and resolve issues.
 - e. Make decisions that are always in the best interest of the City of Corcoran.
 - f. Perform other duties and projects as assigned.
 - g. Follow all safety policies and procedures.

Minimum Qualifications

Bachelor's degree in human resources or equivalent combination of experience and training.

Desired Qualifications

1. Previous experience working for a municipal or county government.
2. Experience working with ADP.

Knowledge, Skills and Abilities Required for Successful Job Performance

- Thorough knowledge in the areas of public sector personnel, human resources administration, principles, practices and techniques including legal requirements.
- Ability to perform and direct general administrative work.
- Ability to communicate clearly, professionally, effectively, and precisely using tact and diplomacy both verbally and in writing.
- Ability to maintain confidential or proprietary information.
- Ability to resolve conflicts and negotiate solutions.

HUMAN RESOURCE GENERALIST

- Ability to understand, manage, and communicate complex ideas, projects, and situations.
- Ability to work independently, determine priorities, manage projects and make appropriate decisions.
- Experience in development and implementation of policies and procedures.
- Ability to stay current on issues that are within the realm of this position's responsibilities.
- Knowledge of computer software and ability to operate office equipment.
- Ability to maintain effective working relationships with co-workers, supervisors, the City Council and members of the public.
- Ability to develop, implement, and administer goals, objectives and procedures for providing effective and efficient services for the city.
- Experience in public speaking and making presentations.
- Considerable ability to lead and supervise staff, delegate work, and prioritize, organize, plan, and direct operations.
- Considerable ability to prioritize city needs, to coordinate departmental operations and services, contracted services and to allocate resources effectively.
- Ability to work independently and as part of a team; to coordinate work with other departments; and to lead multi-departmental or multi-jurisdictional projects.
- Strong sense of honesty, integrity, and credibility.

Physical and Mental Requirements

Physical effort is light, with lifting or carrying up to 25 pounds intermittently. Report preparation and word processing will at times require extended use of a keyboard. Work interruptions are frequent.

Working Conditions:

Work is performed in a normal office environment. Work may involve dealing with and calming individuals who are emotionally charged over an issue.

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

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

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Employee Signature and Date:

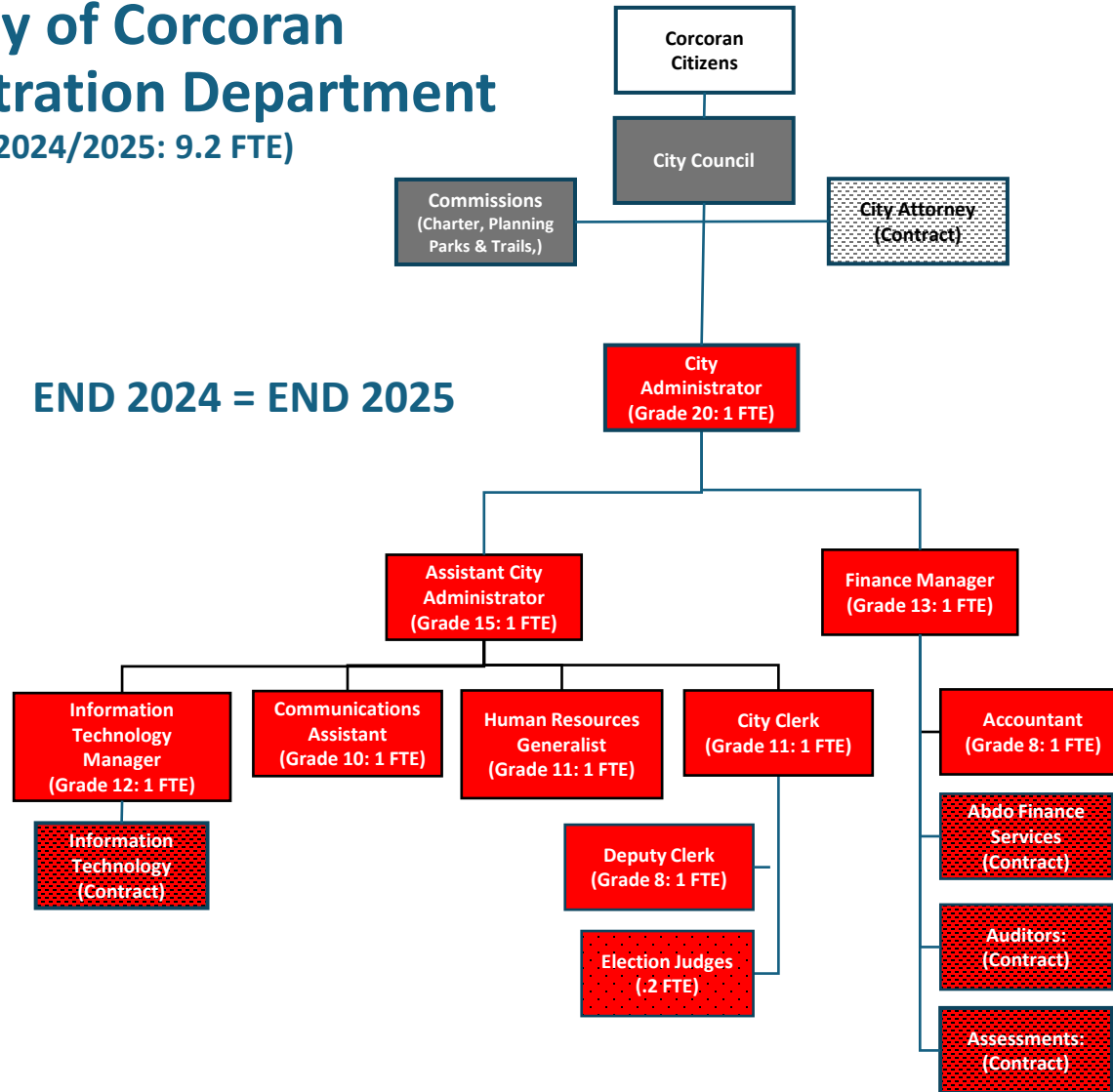
Supervisor and / or Department Head Signature and Date:



City of Corcoran Administration Department

(2024/2025: 9.2 FTE)

END 2024 = END 2025



STAFF REPORT

Agenda Item: 6bb.

Council Meeting: September 26, 2024	Prepared By: Nalisha Williams
Topic: Communications Specialist Job Description and Hiring	Action Required: Direction

Summary:

The Communications Specialist position is currently an existing part-time position. The City Council has included in the 2024 budget the transition of this position from part-time to full-time as part of the organizational restructure that was discussed and approved in April 2024. The attached job description has been created as part of the ongoing compensation and classification study.

This position has been scored and graded with the existing compensation scale.

Pending approval of the job description, staff proposes to make the position available exclusively to internal applicants from September 27th until October 4th, with internal interviews occurring the week of October 7th. If an internal candidate is not selected, staff will begin external recruitment the week of October 14th.

Staff requests approval of the job description and authorization from the Council to begin the hiring process and fill the vacancy.

Financial/Budget:

The position is included in the 2024 operating budget.

Council Action:

Approve the new job description and authorize staff to begin the hiring process to fill the vacancy.

Attachments:

1. Job Description – Communications Specialist
2. Resolution 2024-47 Memorializing Approved City of Cocoran Organizational Restructure and Impact
3. Organization Chart by Grade and Pay



Communications Specialist

Department	Administration
Reports To	Assistant City Administrator
Supervises	None
FLSA Status	Non-exempt Full-Time
Grade	10
Union Status	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 video.
 - Makes content interactive and easy to navigate.
 - Monitors and updates site 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

- Bachelor's degree in communications or related field, or a two-year degree combined with two years of experience in communications.
- Experience with Microsoft Office, website maintenance, design software, and the management of social media accounts.
- Certified drone operator (or able to be certified within six months of hiring).

Desired Education and Experience

- 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.

STAFF REPORT

Agenda Item: 7g.

Council Meeting May 21, 2024	Prepared By Jay Tobin
Topic Resolution 2024-47 Memorializing Approved City of Corcoran Organizational Restructure and Impact	Action Required Approval

Summary

At the April 25, 2024, Council meeting, Corcoran City Council discussed and approved an organizational restructuring of Corcoran City Staff strategically, operationally, and tactically impacting departments and individuals. The transformation is intended to be nested in the various steps of the city's approved and ongoing compensation and classification study. In an effort to transparently and proactively communicate these organizational restructuring details and impacts, staff has memorialized these changes in a resolution.

Since the April 25, 2024, Council meeting, the recent hired Finance Manager quickly resigned and accepted a position with another agency leaving the city without a Finance Manager at a time when finance operations are intense with audit and budget development so now is not a good window to recruit Finance Managers. We also recognize that our city Accountant has been critical in collaborating with Abdo in ensuring success of both daily finance operations and in accomplishing key objectives with 2022 audit, correcting 2022 audit material findings, and 2023 audit prep. Appointing Jodie Peterson, city Accountant, as Interim Finance Manager for approximately 6 months helps best bridge the transition, provides excellent opportunities for professional development, and allows the city to continue to collaboration with Abdo's expertise until the Finance Services Division can be fully staffed. It is recommended that Ms. Peterson continue to be paid at her existing step and grade with an 8% increase on that base pay for the duration of her time filling the significant accretion of duties.

Staff request council approve the resolution as written.

Financial/Budget

Organizational changes are planned to have a net zero budgetary impact, recognizing that any residual will be mitigated and managed through hiring timing and/or long-term planning funds.

Options

NA

Recommendation

Approve Resolution 2024-47 Memorializing Approved City of Corcoran Organizational Restructure and Impact

Council Action

Approve Resolution 2024-47 Memorializing Approved City of Corcoran Organizational Restructure and Impact

Attachments

1. Resolution 2024-47 Amending the Organizational Structure of the City of Corcoran
2. Approved City Organization Chart Changes – By Department
3. Approved Engineering Development Job Description
4. Approved Assistant City Administrator Job Description
5. Approved Human Resources Generalist Job Description



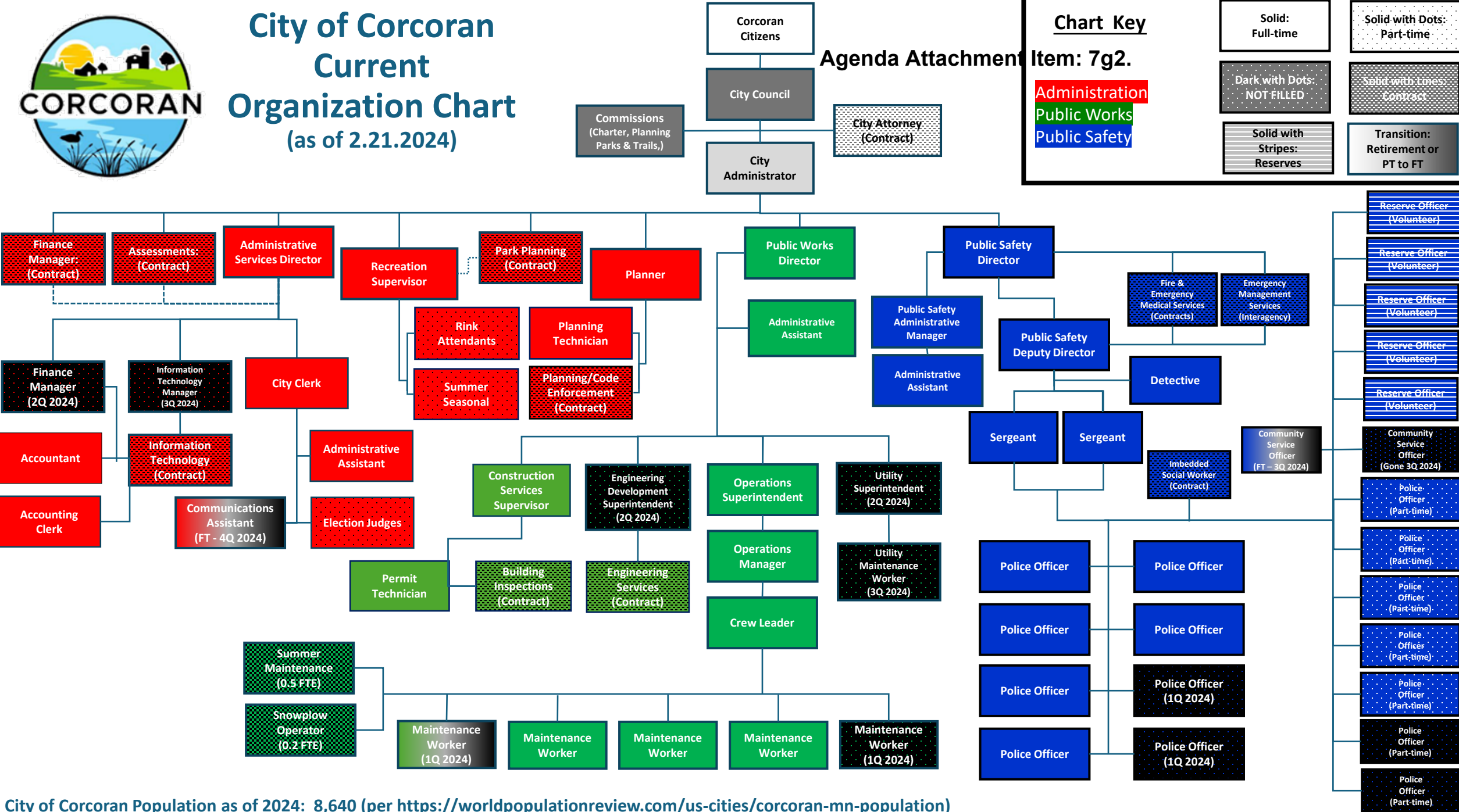
City of Corcoran Current Organization Chart (as of 2.21.2024)

Agenda Attachment Item: 7g2.

Chart Key

Solid: Full-time	Solid with Dots: Part-time
Dark with Dots: NOT FILLED	Solid with Lines: Contract
Solid with Stripes: Reserves	Transition: Retirement or PT to FT

Administration
Public Works
Public Safety





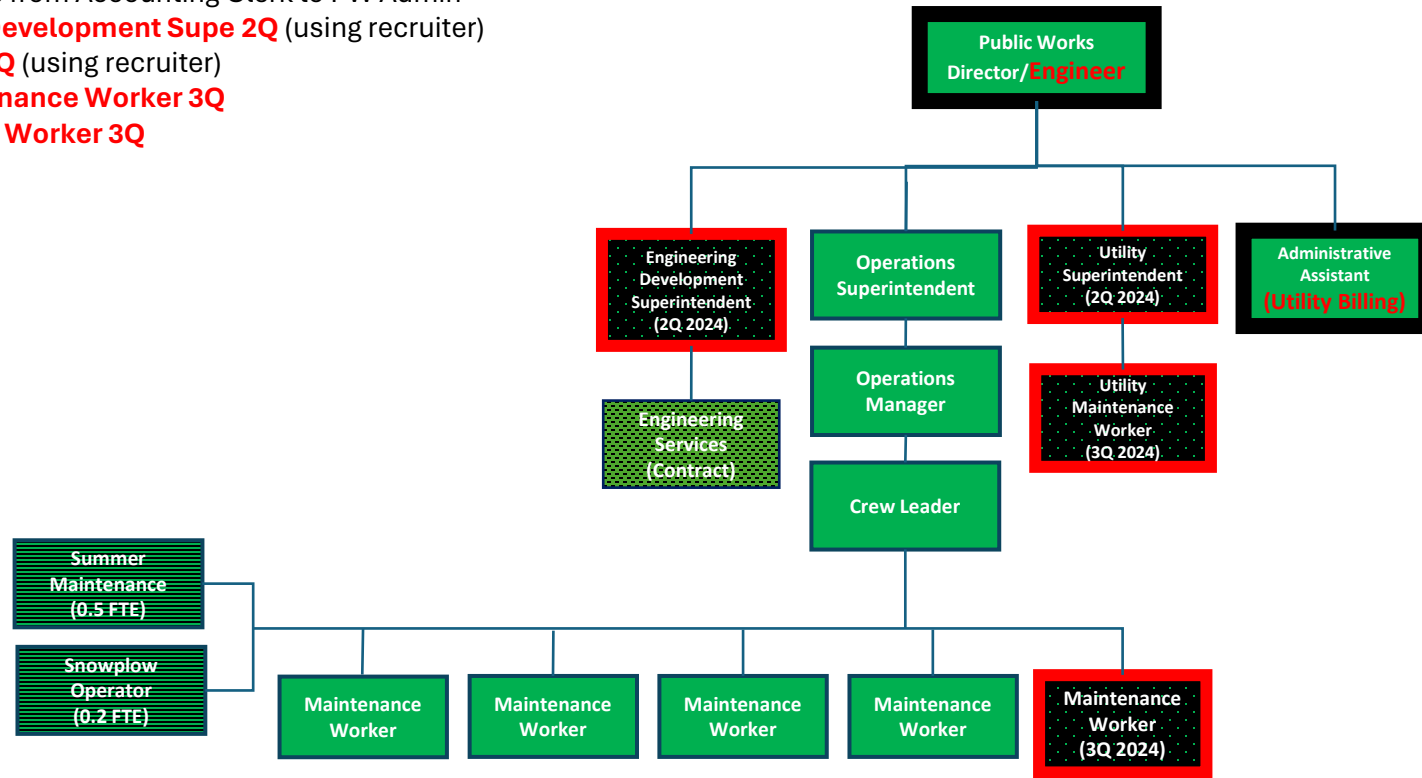
City of Corcoran

COAs: Departmental Changes

(as of 4.23.24)

- PW Director Job Description adds “Engineer” to reflect reality
- Utility Billing moves from Accounting Clerk to PW Admin
- **Hire Engineering Development Supe 2Q** (using recruiter)
- **Hire Utility Supe 2Q** (using recruiter)
- **Hire Utility Maintenance Worker 3Q**
- **Hire Maintenance Worker 3Q**

Chart Key	
Solid: Full-time	RED LETTERS/ BLACK OUTLINE Position Change
Solid with Lines: Contract	Dark with Dots: Need to Hire
Stripes: Part-time	DIAGONAL Eliminated
	RED OUTLINE *NEW* Need to Hire
	Transition: PT to FT





City of Corcoran

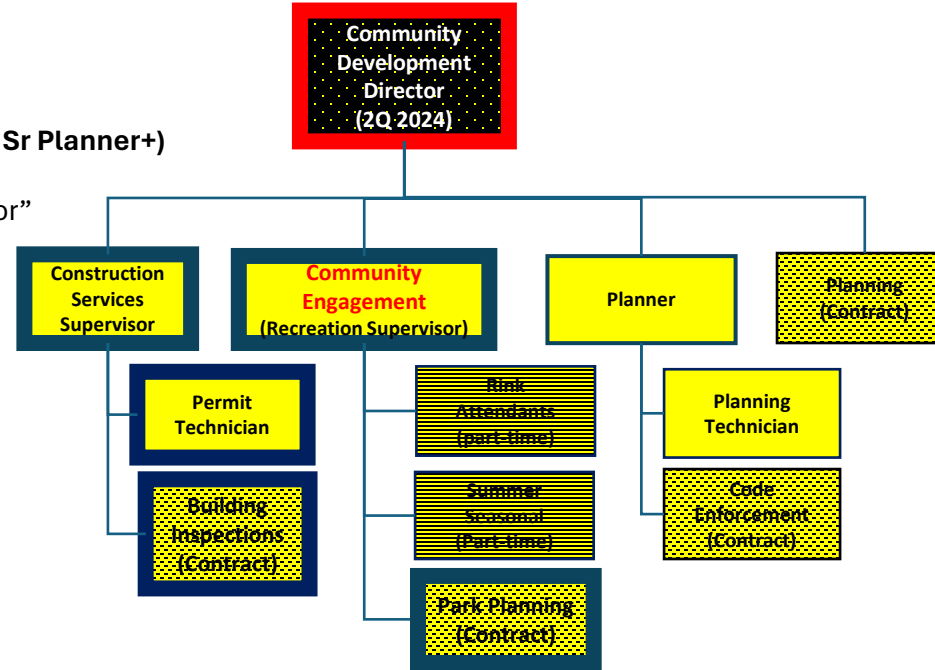
COAs: Departmental Changes

(as of 4.23.24)

- Create Community Development Department
- Add and **Hire Community Development Director position in Q2**
 (*appoint Planner to position in Interim*: has been operating as Sr Planner+)
- Construction Services moves from PW to Comm Develop
- Recreation Supervisor renamed “Community Engagement Supervisor”
- Community Engagement moves to Community Development Dept
- Park Planning Contract moves to Community Engagement

Chart Key

Solid: Full-time	RED LETTERS/ BLACK OUTLINE Position Change	Stripes: Part-time
Solid with Lines: Contract	Dark with Dots: Need to Hire	DIAGONAL Eliminated
	RED OUTLINE *NEW* Need to Hire	Transition: PT to FT





City of Corcoran

COAs: Departmental Changes

(as of 4.23.24)

- **Admin Serv Dir eliminated** to create and **Hire Assistant City Admin in Q2**
- **Hire Finance Manager in Q2** move from Admin Serv Dir to City Administrator
- **Accounting Clerk eliminated** to create and **Hire HR Generalist in Q2**
- Payroll functions move from Accounting Clerk to Accountant
- Utility billing functions move from Accounting Clerk to PW Admin
- Add Auditor Contract (for tracking) to Finance
- Add Assessment Contract (for tracking) to Finance
- Communication Assistant moves from Clerk to Assistant City Admin
- Administrative Assistant changes to Deputy Clerk
- **Hire Communication Assistant FT in Q4**
- **Hire IT Manager in Q3**

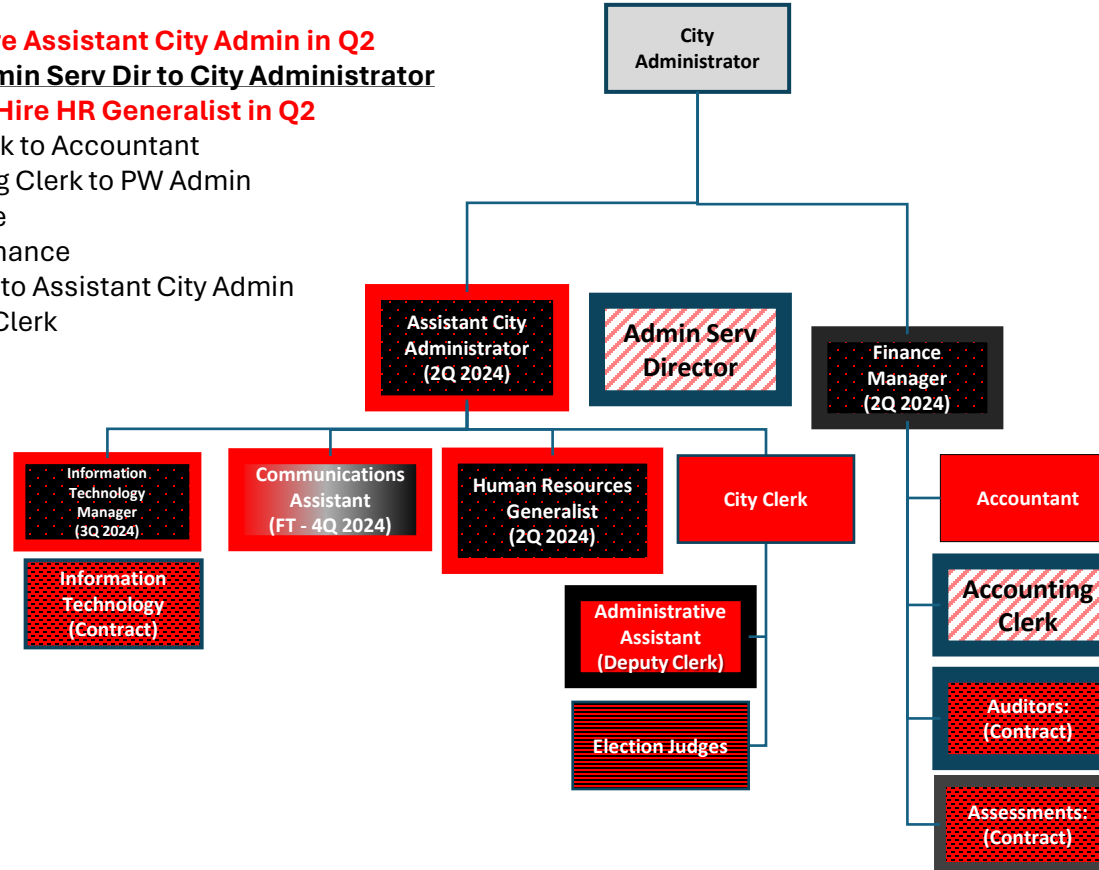


Chart Key

Solid: Full-time	RED LETTERS/ BLACK OUTLINE Position Change	Stripes: Part-time
Solid with Lines: Contract	Dark with Dots: Need to Hire	DIAGONAL Eliminated
	RED OUTLINE *NEW* Need to Hire	Transition: PT to FT

ENGINEERING/DEVELOPMENT SUPERINTENDENT

**City of
Corcoran**

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

Description

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

Location

Varies between office and field setting.

Essential Duties and Responsibilities

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

ENGINEERING/DEVELOPMENT SUPERINTENDENT

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

Minimum Qualifications

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

Desired Qualifications

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

Knowledge, Skills, and Abilities Required for Successful Job Performance

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

ENGINEERING/DEVELOPMENT SUPERINTENDENT

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

Physical and Mental Requirements

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

Working Conditions

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

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

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

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ASSISTANT CITY ADMINISTRATOR

**City of
Corcoran**

Department	Administration
Reports To	City Administrator
Points	423
Grade	15
FLSA	Exempt
Bargaining Unit	NA
Revision Date	April 2024

Description

The Assistant City Administrator guides day-to-day decision-making processes and provides strategic direction to HR, IT, Operations 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.

Location and Hours

This position will perform work at City Hall, 8200 County Rd 116, Corcoran, MN 55340 in an office environment. Work hours are Monday through Friday, 40 hours per week.

Essential Duties and Responsibilities

1. General Administration:
 - a. Serves as the Acting City Administrator in the absence of the City Administrator.
 - b. Assists the City Administrator and the management team in identification, prioritization and accomplishment of strategic planning goals.
 - c. Attend and participate in City Council, Subcommittee, Advisory Commission, and other meetings as directed by the City Administrator.
 - d. Assist the City Administrator in preparation and review of agendas and supporting packet materials for City Council meetings.
 - e. Establish and maintain effective relationships with other organizations, associations, businesses and departments.
 - f. Assist the City Administrator in contract management for City projects, contracted services, law enforcement, fire protection, tower leases, etc.

2. Project Management
 - a. Assist in the definition of project scope and objectives, involving all relevant stakeholders.
 - b. Manage changes to the project scope, project schedule and project costs using appropriate verification techniques.
 - c. Provide general oversight to ensure timely and satisfactory project completion.
 - d. Establish and maintain relationships with third parties/vendors.
 - e. Create and maintain comprehensive project documentation.

3. Supervision:
 - a. Complete performance evaluations and recommend wage adjustments according to the city’s personnel policy.
 - b. Administer employee discipline according to the city’s personnel policy.
 - c. Ensure staff is adequately trained and department is cross-trained. Assign work and

ASSISTANT CITY ADMINISTRATOR

- ensure that it is done professionally, efficiently, accurately and timely.
 - d. Provide oversight of the Data Practices Act.
 - e. Responsible for supervising the communications division and ensure appropriate monitoring content, writing, editing, and approving information to be included on the city website and to manage website maintenance agreements and to recommend enhancements.
 - f. Assist all departments in public involvement and education by identifying target areas and means of communication.
 - g. Supervise IT Manager or Contractor.
 - h. Serve as primary point of contact with the city for IT issues
 - i. Supervises HR Generalist and ensures compliance with all regulatory requirements.
4. Other Duties
- a. Assist with all aspects of facilitation of all special, primary and general elections.
 - b. Provides confidential administrative support for the City Council and City Administrator.
5. General
- a. Treat fellow employees with respect and integrity.
 - b. Promote a positive and motivating environment.
 - c. Provide exceptional customer service.
 - d. Confer with supervisor, peers, and employees to discuss and resolve issues.
 - e. Make decisions that are always in the best interest of the city.
 - f. Perform other duties and projects as assigned.
 - g. Follow all safety policies and procedures.
 - h. Follow all city policies and procedures.

Minimum Qualifications

1. A valid driver's license.
2. A bachelor's degree in public administration, business administration, a closely related field, or equivalent experience.
3. Three years of relevant municipal or government experience.
4. Two years of relevant supervisory experience.

Desired Qualifications

1. Master's degree in public administration or closely related field.
2. Previous experience working for a municipal or county government.
3. SPHR or SHRM Certification
4. Experience supervising HR Functions

Knowledge, Skills and Abilities Required for Successful Job Performance

- 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, effectively, and precisely using tact and diplomacy both verbally and in writing.

ASSISTANT CITY ADMINISTRATOR

- Ability to maintain confidential or proprietary information.
- Ability to resolve conflicts and negotiate solutions.
- Ability to understand, manage, and communicate complex ideas, projects, and situations.
- Ability to work independently, determine priorities, manage projects and make appropriate decisions.
- Experience in development and implementation of policies and procedures.
- Ability to stay current on issues that are within the realm of this position's responsibilities.
- Knowledge of computer software and ability to operate office equipment.
- Ability to maintain effective working relationships with co-workers, supervisors, the City Council and members of the public.
- Ability to develop, implement, and administer goals, objectives and procedures for providing effective and efficient services for the City.
- Experience in public speaking and making presentations.
- Considerable ability to lead and supervise staff, delegate work, and prioritize, organize, plan, and direct operations.
- Considerable ability to prioritize City needs, to coordinate departmental operations and services, contracted services and to allocate resources effectively.
- Ability to work independently and as part of a team; to coordinate work with other departments; and to lead multi-departmental or multi-jurisdictional projects.
- Strong sense of honesty, integrity, and credibility.

Physical and Mental Requirements

Physical effort is light, with lifting or carrying up to 25 pounds intermittently. Report preparation and word processing will at times require extended use of a keyboard. Work interruptions are frequent. The Assistant City Administrator must be able to use judgment to respond to situations occurring during the absence of the City Administrator.

Working Conditions:

Work is performed in a normal office environment. Work may involve dealing with and calming individuals who are emotionally charged over an issue.

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

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

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

Employee Signature and Date:

Supervisor and / or Department Head Signature and Date:

HUMAN RESOURCE GENERALIST

**City of
Corcoran**

Department	Administration
Reports To	Assistant City Administrator
Points	315
Grade	11
FLSA	Exempt
Bargaining Unit	NA
Revision Date	April 2024

Description

Responsible for performing a wide variety of administrative, 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 serves as a partner to the Department Heads in meeting the operational needs.

Location and Hours

This position will perform work at City Hall, 8200 County Rd 116, Corcoran, MN 55340 in an office environment. Work hours are Monday through Friday, 40 hours per week.

Essential Duties and Responsibilities

1. Human Resources:
 - a. Develop, research, recommend and implement policies related to Human Resources.
 - b. Management of the job evaluation system, maintenance of job descriptions, maintenance of the pay plan, and compliance with pay equity requirements.
 - c. Recommend the development, implementation and administration of employee benefit programs and recommend benefit plan changes.
 - d. Maintain insurance program offerings including health, dental, disability, life, and workers compensation.
 - e. Manage and ensure the city’s handbook for compliance.
 - f. Ensure compliance with state and federal regulatory requirements.
 - g. Plan and execute the employee recruitment, selection and orientation processes.
 - h. Support hiring managers as they interview and recommend staff.
 - i. Coordination of background, drug and medical testing.
 - j. Maintenance of confidential employee personnel and medical records. Maintenance of the employee files within the payroll service provider online portal including, but not limited to, wage rates, compensatory and paid-time-off balances, payroll deductions and confidential personnel information.
 - k. Support finance in performing payroll processing for city staff and maintain payroll policies. Act as back-up for payroll processing.
 - l. Responsible for the development, implementation and administration of the performance review program.
 - m. Assist and resolve human resources matters.
 - n. Analyzes, plans and directs the development, implementation and administration of

HUMAN RESOURCE GENERALIST

programs that support employee growth and development, and stimulate individual and organizational wellness.

2. Employee Training and Safety:
 - a. Researches, plans and assists with the development, implementation and administration of training programs for city employees.
 - b. Responsible for serving on the Safety Committee and as the primary liaison for the safety program provider, coordination of contracts, scheduling of training events, documentation and all records retention of the city's safety management program.
3. Performance Management
 - a. Ensure completed performance evaluations and recommend wage adjustments according to the city's personnel policy.
 - b. Administer employee discipline according to the city's personnel policy.
 - c. Ensure staff is adequately trained and department is cross-trained.
4. Other duties as assigned.
5. General
 - a. Treat fellow employees with respect and integrity.
 - b. Promote a positive and motivating environment.
 - c. Provide exceptional customer service.
 - d. Confer with supervisor, peers, and employees to discuss and resolve issues.
 - e. Make decisions that are always in the best interest of the City of Corcoran.
 - f. Perform other duties and projects as assigned.
 - g. Follow all safety policies and procedures.

Minimum Qualifications

Bachelor's degree in human resources or equivalent combination of experience and training.

Desired Qualifications

1. Previous experience working for a municipal or county government.
2. Experience working with ADP.

Knowledge, Skills and Abilities Required for Successful Job Performance

- Thorough knowledge in the areas of public sector personnel, human resources administration, principles, practices and techniques including legal requirements.
- Ability to perform and direct general administrative work.
- Ability to communicate clearly, professionally, effectively, and precisely using tact and diplomacy both verbally and in writing.
- Ability to maintain confidential or proprietary information.
- Ability to resolve conflicts and negotiate solutions.

HUMAN RESOURCE GENERALIST

- Ability to understand, manage, and communicate complex ideas, projects, and situations.
- Ability to work independently, determine priorities, manage projects and make appropriate decisions.
- Experience in development and implementation of policies and procedures.
- Ability to stay current on issues that are within the realm of this position's responsibilities.
- Knowledge of computer software and ability to operate office equipment.
- Ability to maintain effective working relationships with co-workers, supervisors, the City Council and members of the public.
- Ability to develop, implement, and administer goals, objectives and procedures for providing effective and efficient services for the city.
- Experience in public speaking and making presentations.
- Considerable ability to lead and supervise staff, delegate work, and prioritize, organize, plan, and direct operations.
- Considerable ability to prioritize city needs, to coordinate departmental operations and services, contracted services and to allocate resources effectively.
- Ability to work independently and as part of a team; to coordinate work with other departments; and to lead multi-departmental or multi-jurisdictional projects.
- Strong sense of honesty, integrity, and credibility.

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Employee Signature and Date:

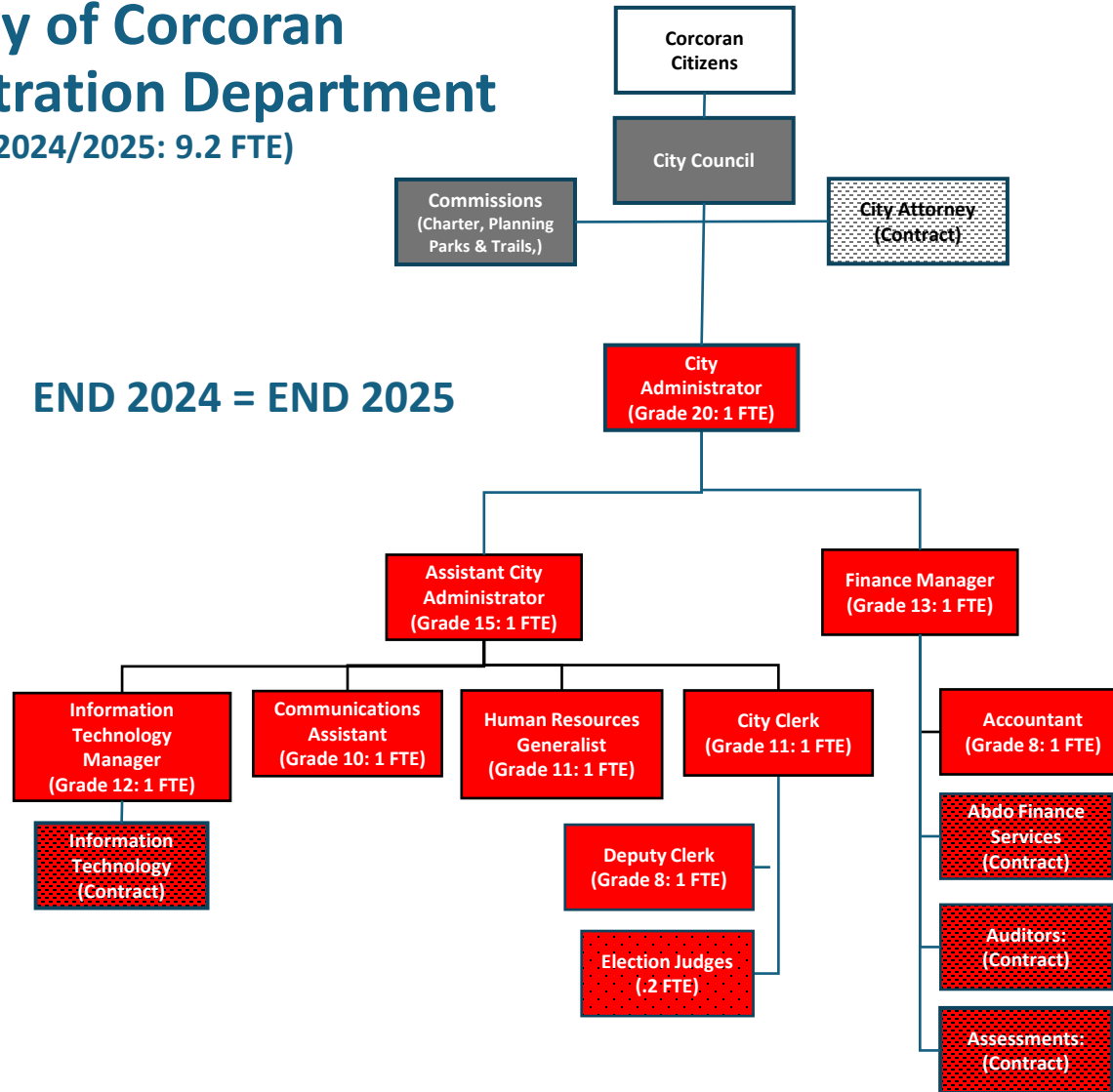
Supervisor and / or Department Head Signature and Date:



City of Corcoran Administration Department

(2024/2025: 9.2 FTE)

END 2024 = END 2025



STAFF REPORT

Agenda Item 6cc.

Council Meeting: September 26, 2024	Prepared By: Kevin Mattson
Topic: Hennepin County Youth Activities Grant Application - Equipment	Action Required: Decision

Summary:

Twice a year, the Hennepin County Youth Sports Commission accepts grant applications for equipment. Staff is requesting approval to submit a grant application for \$10,000 towards a Toro ZMaster 72144 mower to be used for parks maintenance.

Financial/Budget:

This piece of equipment is included in future capital improvement plans for 2025.

Council Action:

Authorize staff to submit the grant application for \$10,000 for a Toro ZMaster 72144 mower.

Attachments:

1. Toro ZMaster 72144 Quote
2. Resolution 2024-98 Supporting Grant Application



3021 W 133rd St • Shakopee, MN 55379 • 952-445-6310
 6140 Hwy 10 NW • Anoka, MN 55303 • 763-323-1720
 23580 Hwy 55 • Loretto, MN 55357 • 763-479-8200
 www.lanoequip.com • www.lanoeq.com • www.lanogardengear.com

QUOTE - DO NOT PAY

Quote: 03-179685

PO:

Date: 9/13/2024

CustId: CITYCORC

Cust Email: finance@ci.corcoran.mn.us

Phone: (763) 420-2288

Salesperson: Dave.U

User: Dave.U

Bill To:

CITY OF CORCORAN
 8200 CTY RD 116
 CORCORAN, MN 55340

Ship To:

CITY OF CORCORAN

MN STATE CONTRACT # 243333
 CONTRACT RELEASE # T-775(5)

Item	Type	Description	Qty	Tax	Price	Discount	Net Price
231095 / NEW	UN	Toro 72144 Yr: 2024	1.0000		\$67,321.00		\$67,321.00
		S/N: 415233998					
		TOR - TORO Z MASTER 7500 SER,44HP YANMAR,144" DECK					
		Meter: 1.00 Hours					
Remark	RE	QUOTE INCLUDES 2 SETS OF BLADES, FIRST SERVICE					
Remark	RE	ALSO COMES WITH 142-2744 BAFFLE KIT					
Total:							\$67,321.00

Totals					Sub Total:		\$67,321.00
					Total Tax:		\$0.00
					Invoice Total:		\$67,321.00

Signature: _____

Quote is Valid for 30 days, programs and discounts subject to change without notice

RESOLUTION NO. 2024-98

Motion By:
Seconded By:

**SUPPORTING GRANT APPLICATION – HENNEPIN COUNTY YOUTH SPORTS
EQUIPMENT GRANT**

WHEREAS, the City of Corcoran supports the grant application made to the Hennepin County Youth Activities Program. The application is to assist with the purchasing of a Toro ZMaster 72144 to be used for parks maintenance; and

WHEREAS, the City of Corcoran recognizes that it must provide the remaining funds required to purchase the Toro ZMaster 72144 following any grant money received from the Hennepin County Youth Sports Program; and

WHEREAS, benefits of the Toro ZMaster 72144 to the City of Corcoran include maintained parks and groomed sports fields; to support the increase in maintained public spaces; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF CORCORAN, MINNESOTA, if the City of Corcoran is awarded a grant by the Hennepin County Youth Sports Program, the City of Corcoran agrees to accept the grant award and may enter into an agreement with Hennepin County Youth Sports Program. The City of Corcoran will comply with all applicable laws and regulations as stated in the grant agreement.

VOTING AYE

- McKee, Tom**
- Bottema, Jon**
- Lanterman, Mark**
- Nichols, Jeremy**
- Vehrenkamp, Dean**

VOTING NAY

- McKee, Tom**
- Bottema, Jon**
- Lanterman, Mark**
- Nichols, Jeremy**
- Vehrenkamp, Dean**

Whereupon, said Resolution is hereby declared adopted on this 26th day of September 2024.

Tom McKee – Mayor

ATTEST:

Jay Tobin – City Administrator

City Seal



Memo

To: Kevin Mattson, PE, PW Director From: Daryl Kirschenman, PE
Steve Hegland, PE
Project/File: 227705274 Date: September 11, 2024
Subject: Pay Application #14 to Phoenix Fabricators and Erectors

Council Action Requested

We recommend the City Council review and Approve Pay Application #14 for the Corcoran Water Tower Project to Phoenix Fabricators and Erectors in the amount of \$206,662.03. This pay request covers work complete from May 16, 2024 through June 15, 2024.

Summary

Phoenix fabricators has completed the tower steel fabrication in their shop. Progress confirmed with KLM Engineering who have completed shop inspections of the fabrication and shop priming progress.

This pay request includes additional fabrication costs and some electrical site work inside the tower foundation.

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

Table with 2 columns: Description, Amount. Rows include Total Contract Value to Date (\$4,703,386.00), Work Completed to Date (\$2,897,173.76), 5% Retainage (\$144,858.69), Amount Paid to Date (\$2,545,653.04), and Total Pay App #14 (\$206,662.03).

Engineer's Recommendation

We recommend approving Pay Application #14 to Phoenix Fabricators and Erector's in the amount of \$206,682.03.

Contractor's Application for Payment

Owner: <u>City of Corcoran</u>	Owner's Project No.: _____
Engineer: <u>Stantec Consulting Services</u>	Engineer's Project No.: <u>227705274</u>
Contractor: <u>Phoenix Fabricators & Erectors, LLC</u>	Contractor's Project No.: <u>3927</u>
Project: <u>1.0 MG Elevated Water Storage Tank</u>	
Contract: <u>Corcoran Water Tower</u>	
Application No.: <u>FOURTEEN</u>	Application Date: <u>6/15/2024</u>
Application Period: <u>From 5/16/2024</u>	<u>to 6/15/2024</u>

1. Original Contract Price	\$ 4,703,386.00
2. Net change by Change Orders	\$ (18,716.92)
3. Current Contract Price (Line 1 + Line 2)	\$ 4,684,669.08
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 2,897,173.76
5. Retainage	
a. <u>5%</u> X \$ <u>2,238,084.90</u> Work Completed	\$ 111,904.25
b. <u>5%</u> X \$ <u>659,088.86</u> Stored Materials	\$ 32,954.44
c. Total Retainage (Line 5.a + Line 5.b)	\$ 144,858.69
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 2,752,315.07
7. Less previous payments (Line 6 from prior application)	\$ 2,545,653.04
8. Amount due this application	\$ 206,662.03
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5c)	\$ 1,932,354.01

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Phoenix Fabricators & Erectors, LLC

Signature: *Noelle Crosby* **Date:** 6/15/2024

Recommended by Engineer	Approved by Owner
By: <u><i>Daryl Kirschenman</i></u>	By: _____
Title: <u>Project Manager</u>	Title: _____
Date: <u>6-4-2024</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

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

Application No.: FOURTEEN **Application Period:** From 05/16/24 To 06/15/24 **Application Date:** 06/15/24

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract											
PART 1 SITE WORK											
1	MOBILIZATION	1	LS	185,000.00	185,000.00	0.06	11,100.00		11,100.00	6%	173,900.00
2	TRAFFIC CONTROL	1	LS	4,000.00	4,000.00		-		-	0%	4,000.00
3	SALVAGE, STOCKPILE & RESPREAD TOPSOIL	1	LS	6,500.00	6,500.00	0.62	4,000.00		4,000.00	62%	2,500.00
4	TEMPORARY ROCK CONSTRUCTION ENTRANCE PLACEMENT &	1	LS	4,000.00	4,000.00	0.75	3,000.00		3,000.00	75%	1,000.00
5	COMMON TOPSOIL BORROW (LV)	50	CY	40.00	2,000.00		-		-	0%	2,000.00
6	CONNECT TO EXISTING WATERMAIN 20" PVC WATER MAIN	1	EA	5,700.00	5,700.00		-		-	0%	5,700.00
7	20" PVC WATERMAIN, C900	355	LF	265.00	94,075.00	355.00	94,075.00		94,075.00	100%	-
8	20" GATE VALVE	1	EA	31,000.00	31,000.00	1.00	31,000.00		31,000.00	100%	-
9	20" DIP WATERMAIN, CL 52, INCLUDE POLY WRAP	18	LF	397.00	7,146.00		-		-	0%	7,146.00
10	6" DIP WATERMAIN, CL 52, INCLUDE POLY WRAP	55	LF	117.00	6,435.00	55.00	6,435.00		6,435.00	100%	-
11	6" GATE VALVE & BOX	2	EA	4,000.00	8,000.00	2.00	8,000.00		8,000.00	100%	-
12	6" HYDRANT	2	EA	8,512.00	17,024.00	2.00	17,024.00		17,024.00	100%	-
13	DUCTILE IRON FITTINGS	4,000	LB	15.00	60,000.00	4,000.00	60,000.00		60,000.00	100%	-
14	4' X 6' OVERFLOW SPLASHPAD	1	EA	1,800.00	1,800.00	1.00	1,800.00		1,800.00	100%	-
15	CONCRETE SIDEWALK	20	SY	75.00	1,500.00		-		-	0%	1,500.00
16	8" BOLLARD	2	EA	1,000.00	2,000.00		-		-	0%	2,000.00
17	CONCRETE DRIVEWAY APRON	1	LS	8,000.00	8,000.00		-		-	0%	8,000.00
18	GEOTEXTILE FABRIC TYPE V NON WEAR	1,750	SY	2.60	4,550.00		-		-	0%	4,550.00
19	AGGREGATE BASE	1,625	TN	49.00	79,625.00	472.00	23,128.00		23,128.00	29%	56,497.00
20	BITUMINOUS WEAR SPWEA340B	175	TN	190.00	33,250.00		-		-	0%	33,250.00
21	BITUMINOUS BASE SPNWB330B	225	TN	195.00	43,875.00		-		-	0%	43,875.00
22	BITUMINOUS RIBBON CURB	510	LF	31.00	15,810.00		-		-	0%	15,810.00
23	B618 CURB	410	LF	47.00	19,270.00		-		-	0%	19,270.00
24	SILT FENCE, MS	1,250	LF	4.50	5,625.00	1,000.00	4,500.00		4,500.00	80%	1,125.00
25	INFILTRATION BASIN, FILTER FABRIC, 6' DRAIN TILE & 6' FLARED END	1	LS	8,500.00	8,500.00		-		-	0%	8,500.00
26	MNDOT SEED MIXTURE 25-131	1.4	AC	8,220.00	11,508.00		-		-	0%	11,508.00
27	2.5" B&B DECIDUOUS TREE	11	EA	820.00	9,020.00		-		-	0%	9,020.00
28	6' HT CONIFEROUS TREE	10	EA	670.00	6,700.00		-		-	0%	6,700.00
29	SHRUB 5 GAL. CONTAINER	56	EA	100.00	5,600.00		-		-	0%	5,600.00
30	PERENNIAL 1 GAL. CONTAINER	118	EA	28.00	3,304.00		-		-	0%	3,304.00
ALTERNATE A - 1,000,000 GALLON COMPOSITE TANK											
1	BONDS / INSURANCE	1	LS	115,000.00	115,000.00	1.00	115,000.00		115,000.00	100%	-
1.10	MOBILIZATION	1	LS	153,000.00	153,000.00	0.50	76,500.00		76,500.00	50%	76,500.00
1.11	ENGINEERING	1	LS	172,000.00	172,000.00	1.00	172,000.00		172,000.00	100%	-
1.12	FOUNDATION	1	LS	194,000.00	194,000.00	1.00	194,000.00		194,000.00	100%	-
1.13	TANK SHAFT	1	LS	886,000.00	886,000.00	1.00	886,000.00		886,000.00	100%	-
1.14	TANK MATERIAL / SHOP FABRICATION	1	LS	1,216,994.00	1,216,994.00	0.35	425,947.90	659,088.86	1,085,036.76	89%	131,957.24
1.15	TANK DELIVERY	1	LS	70,000.00	70,000.00		-		-	0%	70,000.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment

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

Application No.: FOURTEEN **Application Period:** From 05/16/24 To 06/15/24 **Application Date:** 06/15/24

A	B	C	D	E	F	G	H	I	J	K	L
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		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
1.16	TANK ERECTION	1	LS	380,000.00	380,000.00		-		-	0%	380,000.00
1.17	TANK PAINTING	1	LS	450,000.00	450,000.00		-		-	0%	450,000.00
1.18	TANK MIXING SYSTEM	1	LS	20,000.00	20,000.00		-		-	0%	20,000.00
1.19	EROSION CONTROL	1	LS	8,500.00	8,500.00	1.00	8,500.00		8,500.00	100%	-
1.20	ELECTRICAL / CONTROLS	1	LS	160,000.00	160,000.00	0.15	24,000.00		24,000.00	15%	136,000.00
2	LOGO ALLOWANCE	1	LS	25,000.00	25,000.00		-		-	0%	25,000.00
3	STRUCTURAL FILL BELOW FOUNDATION	825	CY	51.00	42,075.00	825.00	42,075.00		42,075.00	100%	-
4	COMMON EXCAVATION & SITE GRADING	1	LS	120,000.00	120,000.00	0.25	30,000.00		30,000.00	25%	90,000.00
Original Contract Totals					\$ 4,703,386.00		\$ 2,238,084.90	\$ 659,088.86	\$ 2,897,173.76	62%	\$ 1,806,212.24

Progress Estimate - Unit Price Work

Contractor's Application for Payment

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Engineer:	Stantec Consulting Services	Engineer's Project No.:	227705274
Contractor:	Phoenix Fabricators & Erectors, LLC	Contractor's Project No.:	3927
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Change Orders											
CO1	DEDUCT CITY SUPPLIED 20" BV VALVE ON RISER	1.00	LS	(19,576.92)	(19,576.92)		-		-	0%	(19,576.92)
CO1	INCREASE LOGO ALLOWANCE	1.00	LS	860.00	860.00		-		-	0%	860.00
					-		-		-		-
Change Order Totals					\$ (18,716.92)		\$ -	\$ -	\$ -	0%	\$ (18,716.92)
Original Contract and Change Orders											
Project Totals					\$ 4,684,669.08		\$ 2,238,084.90	\$ 659,088.86	\$ 2,897,173.76	62%	\$ 1,787,495.32



Memo

To: Kevin Mattson, PE, PW Director From: Daryl Kirschenman, PE
 Steve Hegland, PE
 Project/File: 227705274 Date: September 11, 2024
 Subject: Pay Application #14 to Phoenix Fabricators and Erectors

Council Action Requested

We recommend the City Council review and Approve Pay Application #14 for the Corcoran Water Tower Project to Phoenix Fabricators and Erectors in the amount of \$206,662.03. This pay request covers work complete from May 16, 2024 through June 15, 2024.

Summary

Phoenix fabricators has completed the tower steel fabrication in their shop. Progress confirmed with KLM Engineering who have completed shop inspections of the fabrication and shop priming progress.

This pay request includes additional fabrication costs and some electrical site work inside the tower foundation.

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

Total Contract Value to Date	\$4,703,386.00
Work Completed to Date	\$2,897,173.76
5% Retainage	\$144,858.69
Amount Paid to Date	\$2,545,653.04
Total Pay App #14	\$206,662.03

Engineer's Recommendation

We recommend approving Pay Application #14 to Phoenix Fabricators and Erector's in the amount of \$206,682.03.

Contractor's Application for Payment

Owner: <u>City of Corcoran</u>	Owner's Project No.: _____
Engineer: <u>Stantec Consulting Services</u>	Engineer's Project No.: <u>227705274</u>
Contractor: <u>Phoenix Fabricators & Erectors, LLC</u>	Contractor's Project No.: <u>3927</u>
Project: <u>1.0 MG Elevated Water Storage Tank</u>	
Contract: <u>Corcoran Water Tower</u>	
Application No.: <u>FOURTEEN</u>	Application Date: <u>6/15/2024</u>
Application Period: <u>From 5/16/2024</u>	<u>to 6/15/2024</u>

1. Original Contract Price	\$ 4,703,386.00
2. Net change by Change Orders	\$ (18,716.92)
3. Current Contract Price (Line 1 + Line 2)	\$ 4,684,669.08
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 2,897,173.76
5. Retainage	
a. <u>5%</u> X \$ <u>2,238,084.90</u> Work Completed	\$ 111,904.25
b. <u>5%</u> X \$ <u>659,088.86</u> Stored Materials	\$ 32,954.44
c. Total Retainage (Line 5.a + Line 5.b)	\$ 144,858.69
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 2,752,315.07
7. Less previous payments (Line 6 from prior application)	\$ 2,545,653.04
8. Amount due this application	\$ 206,662.03
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5c)	\$ 1,932,354.01

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Phoenix Fabricators & Erectors, LLC

Signature: *Noelle Crosby* **Date:** 6/15/2024

Recommended by Engineer	Approved by Owner
By: <u><i>Daryl Kirschenman</i></u>	By: _____
Title: <u>Project Manager</u>	Title: _____
Date: <u>6-4-2024</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

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

Application No.: FOURTEEN **Application Period:** From 05/16/24 To 06/15/24 **Application Date:** 06/15/24

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract											
PART 1 SITE WORK											
1	MOBILIZATION	1	LS	185,000.00	185,000.00	0.06	11,100.00		11,100.00	6%	173,900.00
2	TRAFFIC CONTROL	1	LS	4,000.00	4,000.00		-		-	0%	4,000.00
3	SALVAGE, STOCKPILE & RESPREAD TOPSOIL	1	LS	6,500.00	6,500.00	0.62	4,000.00		4,000.00	62%	2,500.00
4	TEMPORARY ROCK CONSTRUCTION ENTRANCE PLACEMENT &	1	LS	4,000.00	4,000.00	0.75	3,000.00		3,000.00	75%	1,000.00
5	COMMON TOPSOIL BORROW (LV)	50	CY	40.00	2,000.00		-		-	0%	2,000.00
6	CONNECT TO EXISTING WATERMAIN 20" PVC WATER MAIN	1	EA	5,700.00	5,700.00		-		-	0%	5,700.00
7	20" PVC WATERMAIN, C900	355	LF	265.00	94,075.00	355.00	94,075.00		94,075.00	100%	-
8	20" GATE VALVE	1	EA	31,000.00	31,000.00	1.00	31,000.00		31,000.00	100%	-
9	20" DIP WATERMAIN, CL 52, INCLUDE POLY WRAP	18	LF	397.00	7,146.00		-		-	0%	7,146.00
10	6" DIP WATERMAIN, CL 52, INCLUDE POLY WRAP	55	LF	117.00	6,435.00	55.00	6,435.00		6,435.00	100%	-
11	6" GATE VALVE & BOX	2	EA	4,000.00	8,000.00	2.00	8,000.00		8,000.00	100%	-
12	6" HYDRANT	2	EA	8,512.00	17,024.00	2.00	17,024.00		17,024.00	100%	-
13	DUCTILE IRON FITTINGS	4,000	LB	15.00	60,000.00	4,000.00	60,000.00		60,000.00	100%	-
14	4' X 6' OVERFLOW SPLASHPAD	1	EA	1,800.00	1,800.00	1.00	1,800.00		1,800.00	100%	-
15	CONCRETE SIDEWALK	20	SY	75.00	1,500.00		-		-	0%	1,500.00
16	8" BOLLARD	2	EA	1,000.00	2,000.00		-		-	0%	2,000.00
17	CONCRETE DRIVEWAY APRON	1	LS	8,000.00	8,000.00		-		-	0%	8,000.00
18	GEOTEXTILE FABRIC TYPE V NON WEAR	1,750	SY	2.60	4,550.00		-		-	0%	4,550.00
19	AGGREGATE BASE	1,625	TN	49.00	79,625.00	472.00	23,128.00		23,128.00	29%	56,497.00
20	BITUMINOUS WEAR SPWEA340B	175	TN	190.00	33,250.00		-		-	0%	33,250.00
21	BITUMINOUS BASE SPNWB330B	225	TN	195.00	43,875.00		-		-	0%	43,875.00
22	BITUMINOUS RIBBON CURB	510	LF	31.00	15,810.00		-		-	0%	15,810.00
23	B618 CURB	410	LF	47.00	19,270.00		-		-	0%	19,270.00
24	SILT FENCE, MS	1,250	LF	4.50	5,625.00	1,000.00	4,500.00		4,500.00	80%	1,125.00
25	INFILTRATION BASIN, FILTER FABRIC, 6' DRAIN TILE & 6' FLARED END	1	LS	8,500.00	8,500.00		-		-	0%	8,500.00
26	MNDOT SEED MIXTURE 25-131	1.4	AC	8,220.00	11,508.00		-		-	0%	11,508.00
27	2.5" B&B DECIDUOUS TREE	11	EA	820.00	9,020.00		-		-	0%	9,020.00
28	6' HT CONIFEROUS TREE	10	EA	670.00	6,700.00		-		-	0%	6,700.00
29	SHRUB 5 GAL. CONTAINER	56	EA	100.00	5,600.00		-		-	0%	5,600.00
30	PERENNIAL 1 GAL. CONTAINER	118	EA	28.00	3,304.00		-		-	0%	3,304.00
ALTERNATE A - 1,000,000 GALLON COMPOSITE TANK											
1	BONDS / INSURANCE	1	LS	115,000.00	115,000.00	1.00	115,000.00		115,000.00	100%	-
1.10	MOBILIZATION	1	LS	153,000.00	153,000.00	0.50	76,500.00		76,500.00	50%	76,500.00
1.11	ENGINEERING	1	LS	172,000.00	172,000.00	1.00	172,000.00		172,000.00	100%	-
1.12	FOUNDATION	1	LS	194,000.00	194,000.00	1.00	194,000.00		194,000.00	100%	-
1.13	TANK SHAFT	1	LS	886,000.00	886,000.00	1.00	886,000.00		886,000.00	100%	-
1.14	TANK MATERIAL / SHOP FABRICATION	1	LS	1,216,994.00	1,216,994.00	0.35	425,947.90	659,088.86	1,085,036.76	89%	131,957.24
1.15	TANK DELIVERY	1	LS	70,000.00	70,000.00		-		-	0%	70,000.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment

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

Application No.: FOURTEEN Application Period: From 05/16/24 To 06/15/24 Application Date: 06/15/24

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
1.16	TANK ERECTION	1	LS	380,000.00	380,000.00		-		-	0%	380,000.00
1.17	TANK PAINTING	1	LS	450,000.00	450,000.00		-		-	0%	450,000.00
1.18	TANK MIXING SYSTEM	1	LS	20,000.00	20,000.00		-		-	0%	20,000.00
1.19	EROSION CONTROL	1	LS	8,500.00	8,500.00	1.00	8,500.00		8,500.00	100%	-
1.20	ELECTRICAL / CONTROLS	1	LS	160,000.00	160,000.00	0.15	24,000.00		24,000.00	15%	136,000.00
2	LOGO ALLOWANCE	1	LS	25,000.00	25,000.00		-		-	0%	25,000.00
3	STRUCTURAL FILL BELOW FOUNDATION	825	CY	51.00	42,075.00	825.00	42,075.00		42,075.00	100%	-
4	COMMON EXCAVATION & SITE GRADING	1	LS	120,000.00	120,000.00	0.25	30,000.00		30,000.00	25%	90,000.00
Original Contract Totals					\$ 4,703,386.00		\$ 2,238,084.90	\$ 659,088.86	\$ 2,897,173.76	62%	\$ 1,806,212.24

Progress Estimate - Unit Price Work

Contractor's Application for Payment

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

Application No.: FOURTEEN Application Period: From 05/16/24 To 06/15/24 Application Date: 06/15/24

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Change Orders											
CO1	DEDUCT CITY SUPPLIED 20" BV VALVE ON RISER	1.00	LS	(19,576.92)	(19,576.92)		-		-	0%	(19,576.92)
CO1	INCREASE LOGO ALLOWANCE	1.00	LS	860.00	860.00		-		-	0%	860.00
					-		-		-		-
Change Order Totals					\$ (18,716.92)		\$ -	\$ -	\$ -	0%	\$ (18,716.92)
Original Contract and Change Orders											
Project Totals					\$ 4,684,669.08		\$ 2,238,084.90	\$ 659,088.86	\$ 2,897,173.76	62%	\$ 1,787,495.32



Memo

To: Kevin Mattson, PE, PW Director From: Daryl Kirschenman, PE
 Steve Hegland, PE
 Project/File: 227705274 Date: September 9, 2024
 Subject: Pay Application #17 to Phoenix Fabricators and Erectors

Council Action Requested

We recommend the City Council review and Approve Pay Application #17 for the Corcoran Water Tower Project to Phoenix Fabricators and Erectors in the amount of \$109,630.00. This pay request covers work complete from August 16, 2024 through September 15, 2024.

Summary

Phoenix fabricators has completed the tower steel fabrication in their shop. Steel has been delivered to the site and the crew has begun on site work.

The final watermain installation has been completed and the base course has been installed for the street extension and driveway.

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

Total Contract Value to Date	\$4,703,386.00
Work Completed to Date	\$3,572,103.00
5% Retainage	\$178,605.15
Amount Paid to Date	\$3,393,497.86
Total Pay App #17	\$109,630.00

Engineer’s Recommendation

We recommend approving Pay Application #17 to Phoenix Fabricators and Erector’s in the amount of \$109,630.00.

Contractor's Application for Payment

Owner: <u>City of Corcoran</u>	Owner's Project No.: _____
Engineer: <u>Stantec Consulting Services</u>	Engineer's Project No.: <u>227705274</u>
Contractor: <u>Phoenix Fabricators & Erectors, LLC</u>	Contractor's Project No.: <u>3927</u>
Project: <u>1.0 MG Elevated Water Storage Tank</u>	
Contract: <u>Corcoran Water Tower</u>	
Application No.: <u>SEVENTEEN</u>	Application Date: <u>9/15/2024</u>
Application Period: From <u>8/16/2024</u> to <u>9/15/2024</u>	

1. Original Contract Price		\$ 4,703,386.00
2. Net change by Change Orders		\$ (18,716.92)
3. Current Contract Price (Line 1 + Line 2)		\$ 4,684,669.08
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)		\$ 3,572,103.00
5. Retainage		
a. <u>5%</u> X \$ <u>3,572,103.00</u> Work Completed		\$ 178,605.15
b. <u>5%</u> X \$ <u>-</u> Stored Materials		\$ -
c. Total Retainage (Line 5.a + Line 5.b)		\$ 178,605.15
6. Amount eligible to date (Line 4 - Line 5.c)		\$ 3,393,497.85
7. Less previous payments (Line 6 from prior application)		\$ 3,283,867.85
8. Amount due this application		\$ 109,630.00
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5c)		\$ 1,291,171.23

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Phoenix Fabricators & Erectors, LLC

Signature: *Noelle Cusby* **Date:** 9/15/2024

Recommended by Engineer	Approved by Owner
By: <u><i>Daryl Kirschenman</i></u>	By: _____
Title: <u>Project Manager</u>	Title: _____
Date: <u>9-9-2024</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

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

Application No.: SEVENTEEN **Application Period:** From 08/16/24 To 09/15/24 **Application Date:** 09/15/24

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract											
PART 1 SITE WORK											
1	MOBILIZATION	1	LS	185,000.00	185,000.00	0.50	92,500.00		92,500.00	50%	92,500.00
2	TRAFFIC CONTROL	1	LS	4,000.00	4,000.00		-		-	0%	4,000.00
3	SALVAGE, STOCKPILE & RESPREAD TOPSOIL	1	LS	6,500.00	6,500.00	0.62	4,000.00		4,000.00	62%	2,500.00
4	TEMPORARY ROCK CONSTRUCTION ENTRANCE PLACEMENT &	1	LS	4,000.00	4,000.00	0.75	3,000.00		3,000.00	75%	1,000.00
5	COMMON TOPSOIL BORROW (LV)	50	CY	40.00	2,000.00		-		-	0%	2,000.00
6	CONNECT TO EXISTING WATERMAIN 20" PVC WATER MAIN	1	EA	5,700.00	5,700.00		-		-	0%	5,700.00
7	20" PVC WATERMAIN, C900	355	LF	265.00	94,075.00	355.00	94,075.00		94,075.00	100%	-
8	20" GATE VALVE	1	EA	31,000.00	31,000.00	1.00	31,000.00		31,000.00	100%	-
9	20" DIP WATERMAIN, CL 52, INCLUDE POLY WRAP	18	LF	397.00	7,146.00		-		-	0%	7,146.00
10	6" DIP WATERMAIN, CL 52, INCLUDE POLY WRAP	55	LF	117.00	6,435.00	55.00	6,435.00		6,435.00	100%	-
11	6" GATE VALVE & BOX	2	EA	4,000.00	8,000.00	2.00	8,000.00		8,000.00	100%	-
12	6" HYDRANT	2	EA	8,512.00	17,024.00	2.00	17,024.00		17,024.00	100%	-
13	DUCTILE IRON FITTINGS	4,000	LB	15.00	60,000.00	4,000.00	60,000.00		60,000.00	100%	-
14	4' X 6' OVERFLOW SPLASHPAD	1	EA	1,800.00	1,800.00	1.00	1,800.00		1,800.00	100%	-
15	CONCRETE SIDEWALK	20	SY	75.00	1,500.00		-		-	0%	1,500.00
16	8" BOLLARD	2	EA	1,000.00	2,000.00		-		-	0%	2,000.00
17	CONCRETE DRIVEWAY APRON	1	LS	8,000.00	8,000.00		-		-	0%	8,000.00
18	GEOTEXTILE FABRIC TYPE V NON WEAR	1,750	SY	2.60	4,550.00	1,750.00	4,550.00		4,550.00	100%	-
19	AGGREGATE BASE	1,625	TN	49.00	79,625.00	1,625.00	79,625.00		79,625.00	100%	-
20	BITUMINOUS WEAR SPWEA340B	175	TN	190.00	33,250.00		-		-	0%	33,250.00
21	BITUMINOUS BASE SPNWB330B	225	TN	195.00	43,875.00		-		-	0%	43,875.00
22	BITUMINOUS RIBBON CURB	510	LF	31.00	15,810.00		-		-	0%	15,810.00
23	B618 CURB	410	LF	47.00	19,270.00		-		-	0%	19,270.00
24	SILT FENCE, MS	1,250	LF	4.50	5,625.00	1,250.00	5,625.00		5,625.00	100%	-
25	INFILTRATION BASIN, FILTER FABRIC, 6' DRAIN TILE & 6' FLARED END	1	LS	8,500.00	8,500.00		-		-	0%	8,500.00
26	MNDOT SEED MIXTURE 25-131	1.4	AC	8,220.00	11,508.00		-		-	0%	11,508.00
27	2.5" B&B DECIDUOUS TREE	11	EA	820.00	9,020.00		-		-	0%	9,020.00
28	6' HT CONIFEROUS TREE	10	EA	670.00	6,700.00		-		-	0%	6,700.00
29	SHRUB 5 GAL. CONTAINER	56	EA	100.00	5,600.00		-		-	0%	5,600.00
30	PERENNIAL 1 GAL. CONTAINER	118	EA	28.00	3,304.00		-		-	0%	3,304.00
ALTERNATE A - 1,000,000 GALLON COMPOSITE TANK											
1	BONDS / INSURANCE	1	LS	115,000.00	115,000.00	1.00	115,000.00		115,000.00	100%	-
1.10	MOBILIZATION	1	LS	153,000.00	153,000.00	0.50	76,500.00		76,500.00	50%	76,500.00
1.11	ENGINEERING	1	LS	172,000.00	172,000.00	1.00	172,000.00		172,000.00	100%	-
1.12	FOUNDATION	1	LS	194,000.00	194,000.00	1.00	194,000.00		194,000.00	100%	-
1.13	TANK SHAFT	1	LS	886,000.00	886,000.00	1.00	886,000.00		886,000.00	100%	-
1.14	TANK MATERIAL / SHOP FABRICATION	1	LS	1,216,994.00	1,216,994.00	1.00	1,216,994.00		1,216,994.00	100%	-
1.15	TANK DELIVERY	1	LS	70,000.00	70,000.00	1.00	70,000.00		70,000.00	100%	-

Progress Estimate - Unit Price Work

Contractor's Application for Payment

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

Application No.: SEVENTEEN **Application Period:** From 08/16/24 To 09/15/24 **Application Date:** 09/15/24

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
1.16	TANK ERECTION	1	LS	380,000.00	380,000.00	0.55	209,000.00		209,000.00	55%	171,000.00
1.17	TANK PAINTING	1	LS	450,000.00	450,000.00		-		-	0%	450,000.00
1.18	TANK MIXING SYSTEM	1	LS	20,000.00	20,000.00		-		-	0%	20,000.00
1.19	EROSION CONTROL	1	LS	8,500.00	8,500.00	1.00	8,500.00		8,500.00	100%	-
1.20	ELECTRICAL / CONTROLS	1	LS	160,000.00	160,000.00	0.34	54,400.00		54,400.00	34%	105,600.00
2	LOGO ALLOWANCE	1	LS	25,000.00	25,000.00		-		-	0%	25,000.00
3	STRUCTURAL FILL BELOW FOUNDATION	825	CY	51.00	42,075.00	825.00	42,075.00		42,075.00	100%	-
4	COMMON EXCAVATION & SITE GRADING	1	LS	120,000.00	120,000.00	1.00	120,000.00		120,000.00	100%	-
Original Contract Totals					\$ 4,703,386.00		\$ 3,572,103.00	\$ -	\$ 3,572,103.00	76%	\$ 1,131,283.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment

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

Application No.: SEVENTEEN Application Period: From 08/16/24 To 09/15/24 Application Date: 09/15/24

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Change Orders											
CO1	DEDUCT CITY SUPPLIED 20" BV VALVE ON RISER	1.00	LS	(19,576.92)	(19,576.92)	-	-		-	0%	(19,576.92)
CO1	INCREASE LOGO ALLOWANCE	1.00	LS	860.00	860.00	-	-		-	0%	860.00
					-		-		-		-
Change Order Totals					\$ (18,716.92)		\$ -	\$ -	\$ -	0%	\$ (18,716.92)
Original Contract and Change Orders											
Project Totals					\$ 4,684,669.08		\$ 3,572,103.00	\$ -	\$ 3,572,103.00	76%	\$ 1,112,566.08



Memo

To: Kevin Mattson, PE, PW Director From: Kent Torve, PE
 Steve Hegland, PE
 Project/File: 227704119 Date: September 17, 2024
 Subject: Final Pay Application #3 to New Look Contracting - Bridge No. 27J78 Replacement on Trailhaven Road

Council Action Requested

Staff is recommending the City Council review and approve the Final Pay Application #3 in the amount of \$9,927.65 for the Bridge No. 27J78 Replacement on Trailhaven Road to New Look Contracting.

Financing

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

Following this final pay application, the City will submit paperwork to State Aid for final reimbursements.

Summary

Pay Request #3

The contractor has finished the roadway improvements and restoration work and has completed punch list work on the project. They have submitted the necessary IC-134 and closeout paperwork to the City.

Attached is a summary of the work completed to date.

Total Contract Value to Date	\$194,601.00
Revised Contract Value	\$199,025.03
Work Completed to Date	\$198,902.58
0% Retainage	\$ --
Amount Paid to Date	\$188,625.33
Total Pay App #2	\$10,277.25

Engineer's Recommendation

We recommend approving the Final Pay Application #3 to New Look Contracting in the amount of \$10,277.25.

FINAL APPLICATION FOR PAYMENT FORM

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

PAY ESTIMATE NO. 3 - FINAL

Original Contract Amount	\$..... <u>194,601.00</u>
Contract Changes approved to Date (Pending CO-1)	\$..... <u>4,424.03</u>
Revised Contract Price	\$..... <u>199,025.03</u>
Work Completed to Date (attached)	\$..... <u>198,902.58</u>
Retainage to Date, 0%	\$..... <u>0</u>
Work Completed to Date Less Retainage to Date	\$..... <u>198,902.58</u>
Total Amount Previously Certified	\$..... <u>188,625.33</u>
Payment Request This Estimate	\$..... <u>10,277.25</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.

Eric Stratford

CONTRACTOR

CERTIFICATE OF CONTRACTOR

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

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

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

Eric Stratford

By

Eric Stratford

Title

Director of Business Operations

Approval:

(CONTRACTOR)

Eric Stratford

Date 9/17/2024

(ENGINEER)

Kent Torve

Date 9/17/2024

Kent Torve, P.E.

END OF SECTION

**TRAILHAVEN BRIDGE REPLACEMENT PROJECT
FINAL PAYMENT REQUEST FORM
CONTRACTOR: NEW LOOK CONTRACTING**



NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		LESS PREVIOUS PAYMENTS		FINAL PAY REQUEST #3	
						QTY	PRICE	QTY	PRICE	QTY	PRICE
BASE BID SCHEDULE											
BID SCHEDULE A											
1	MOBILIZATION	LUMP SUM	1	\$15,000.00	\$15,000.00	1.00	\$ 15,000.00	1	\$ 15,000.00	0	\$ -
2	CLEARING	EACH	3	\$500.00	\$1,500.00	3	\$ 1,500.00	3	\$ 1,500.00	0	\$ -
3	GRUBBING	EACH	3	\$250.00	\$750.00	3	\$ 750.00	3	\$ 750.00	0	\$ -
4	SALVAGE SIGN TYPE C	EACH	4	\$55.00	\$220.00	4	\$ 220.00	4	\$ 220.00	0	\$ -
5	SALVAGE FENCE	LIN FT	222	\$35.50	\$1,221.00	100	\$ 350.00	100	\$ 550.00	0	\$ -
6	REMOVE SEWER PIPE (STORM)	LIN FT	70	\$125.00	\$8,750.00	70	\$ 8,750.00	70	\$ 8,750.00	0	\$ -
7	EXCAVATION - COMMON	CU YD	1250	\$5.50	\$6,875.00	1250	\$ 6,875.00	1250	\$ 6,875.00	0	\$ -
8	SELECT GRANULAR EMBANKMENT (CV)	CU YD	900	\$32.50	\$29,250.00	913.5	\$ 29,688.75	913.5	\$ 29,688.75	0	\$ -
9	COMMON EMBANKMENT (CV)	CU YD	1100	\$5.50	\$6,050.00	1100	\$ 6,050.00	1100	\$ 6,050.00	0	\$ -
10	AGGREGATE BASE CLASS 5	TON	1600	\$19.50	\$31,200.00	1600	\$ 31,200.00	1600	\$ 31,200.00	0	\$ -
11	INSTALL 10X6 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	2	\$4,750.00	\$9,500.00	2	\$ 9,500.00	2	\$ 9,500.00	0	\$ -
12	INSTALL 10X6 PRECAST CONCRETE BOX CULVERT	LIN FT	100	\$375.00	\$37,500.00	100	\$ 37,500.00	100	\$ 37,500.00	0	\$ -
13	COARSE FILTER AGGREGATE (CV)	CU YD	270	\$60.00	\$16,200.00	335	\$ 20,100.00	335	\$ 20,100.00	0	\$ -
14	6" PERF PVC PIPE DRAIN	LIN FT	100	\$25.00	\$2,500.00	150	\$ 3,750.00	150	\$ 3,750.00	0	\$ -
15	GEOTEXTILE FILTER TYPE 5	SQ YD	322	\$4.00	\$1,288.00	322	\$ 1,288.00	322	\$ 1,288.00	0	\$ -
16	RANDOM RIPRAP CLASS III	CU YD	50	\$125.00	\$6,250.00	44.32	\$ 5,983.20	44.32	\$ 5,983.20	0	\$ -
17	INSTALL FENCE	LIN FT	222	\$20.00	\$4,440.00	0	\$ -	0	\$ -	0	\$ -
18	TRAFFIC CONTROL	LUMP SUM	1	\$5,400.00	\$5,400.00	1	\$ 5,400.00	1	\$ 5,400.00	0	\$ -
19	INSTALL SIGN	EACH	4	\$275.00	\$1,100.00	4	\$ 1,100.00	4	\$ 1,100.00	0	\$ -
20	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$1.00	\$1.00	1	\$ 1.00	1	\$ 1.00	0	\$ -
21	SILT FENCE TYPE MS	LIN FT	1360	\$2.50	\$3,400.00	550	\$ 1,375.00	550	\$ 1,375.00	0	\$ -
22	FLOTATION SILT CURTAIN TYPE MOVING WATER	LIN FT	16	\$16.00	\$256.00	0	\$ -	0	\$ -	0	\$ -
23	EROSION CONTROL BLANKET CATEGORY 25	SQ YD	2720	\$1.50	\$4,080.00	3330	\$ 4,995.00	3330	\$ 4,995.00	0	\$ -
24	SEEDING	ACRE	0.6	\$1,250.00	\$750.00	1	\$ 1,250.00	1	\$ 1,250.00	0	\$ -
25	COMMON TOPSOIL BORROW	CU YD	400	\$1.00	\$400.00	1192.6	\$ 1,192.60	843	\$ 843.00	349.6	\$ 349.60
26	SEED MIXTURE Z5-151	POUND	115	\$4.00	\$460.00	115	\$ 460.00	115	\$ 460.00	0	\$ -
BASE PROJECT TOTAL					\$194,601.00	\$	194,478.55	\$	194,128.95	\$	349.60

CHANGE ORDER #1											
CO-1.1	2" MINUS ROCK	TON	49.95	\$19.50	\$974.03	49.95	\$ 974.03	49.95	\$ 974.03	0	\$ -
CO-1.2	MOBILIZATION FOR STABILIZATION ROCK	LUMP SUM	1	\$750.00	\$750.00	1	\$ 750.00	1	\$ 750.00	0	\$ -
CO-1.3	RELOCATION OF EXISTING POWER LINE	LUMP SUM	1	\$2,700.00	\$2,700.00	1	\$ 2,700.00	1	\$ 2,700.00	0	\$ -
SUBTOTAL CHANGER ORDER 1					\$4,424.03	\$	4,424.03	\$	4,424.03	\$	-

TOTAL CONTRACT AMOUNT					\$199,025.03	\$	\$198,902.58	\$	\$198,552.98	\$	\$349.60
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GENERAL CONTRACTOR	COMPLETED TO DATE	LESS PREVIOUS PAYMENTS	FINAL PAYMENT REQUEST
New Look Contracting 14045 Northdale Blvd Rogers, MN 55374	Subtotal: \$ 198,902.58 0% Retainage: \$ - Total: \$ 198,902.58	Subtotal: \$ 198,552.98 5% Retainage: \$ 9,927.65 Total: \$ 188,625.33	Subtotal: \$ 349.60 0% Retainage: \$ - Total: \$ 10,277.25

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. 1

Original Contract Amount:	<u>\$ 3,442,325.99</u>
Contract Changes approved to Date (List Change Order Numbers):	<u>N/A</u>
Revised Contract Price :	<u>\$ 3,442,325.99</u>
Work Completed to Date (attached):	<u>\$ 496,011.40</u>
Retainage to Date, 5%:	<u>\$ 24,800.57</u>
Work Completed to Date Less Retainage to Date:	<u>\$ 471,210.83</u>
Total Amount Previously Certified:	<u>\$ -</u>
Payment Request This Estimate:	<u>\$ 471,210.83</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

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 07/16/2024 between between the City of Corcoran (OWNER) and S.R. Weidema, Inc. (CONTRACTOR) and all authorized changes therto:

SR Weidema, Inc

By Andy Burke

Title Project Manager

Approval:

S.R. Weidema, Inc.	 _____	Date	9/16/2024 _____
STANTEC CONSULTING SERVICES, INC.	 _____	Date	9/17/2024 _____

END OF SECTION

Pay Request #1
 City of Corcoran
 NE Corcoran Trunk Infrastructure
 Project Number: 227705275
 9/13/2024

LINE NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		Less Previous Payments		PAY REQUEST #1 September 2024	
						QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
BASE BID:											
1	MOBILIZATION & DEMOBILIZATION	LUMP SUM	1	\$170,000.00	\$ 170,000.00	0.5	\$ 85,000.00	0.0	\$ -	0.50	\$ 85,000.00
2	TRAFFIC CONTROL	LUMP SUM	1	\$30,000.00	\$ 30,000.00	0.5	\$ 15,000.00	0.0	\$ -	0.50	\$ 15,000.00
3	REMOVE CURB & GUTTER	LIN FT	30	\$8.00	\$ 240.00		\$ -	0.0	\$ -	0.00	\$ -
4	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	250	\$4.00	\$ 1,000.00		\$ -	0.0	\$ -	0.00	\$ -
5	REMOVE BITUMINOUS PAVEMENT	SQ YD	1480	\$6.50	\$ 9,620.00		\$ -	0.0	\$ -	0.00	\$ -
6	REMOVE STORM SEWER STRUCTURE	EACH	4	\$710.00	\$ 2,840.00		\$ -	0.0	\$ -	0.00	\$ -
7	REMOVE STORM SEWER FLARED END SECTION	EACH	2	\$400.00	\$ 804.00		\$ -	0.0	\$ -	0.00	\$ -
8	REMOVE STORM PIPE	LIN FT	413	\$17.00	\$ 7,021.00		\$ -	0.0	\$ -	0.00	\$ -
9	REMOVE FENCE	LIN FT	67	\$9.00	\$ 603.00		\$ -	0.0	\$ -	0.00	\$ -
10	SALVAGE & RESPREAD EXISTING TOPSPOL (MIN. 1FT)	LUMP SUM	1	\$6,000.00	\$ 6,000.00		\$ -	0.0	\$ -	0.00	\$ -
11	SALVAGE & RESPREAD EXISTING WETLAND SOILS (AS REQUIRED BY PERMIT)	LUMP SUM	1	\$20,000.00	\$ 20,000.00		\$ -	0.0	\$ -	0.00	\$ -
12	COMMON EXCAVATION - OFFSITE (EV) (P)	CU YD	2370	\$13.00	\$ 30,810.00		\$ -	0.0	\$ -	0.00	\$ -
13	STREET SWEEPER (WITH PICKUP BROOM)	HR	35	\$175.00	\$ 6,125.00		\$ -	0.0	\$ -	0.00	\$ -
14	WATER FOR DUST CONTROL	MGAL	20	\$100.00	\$ 2,000.00		\$ -	0.0	\$ -	0.00	\$ -
15	GEOTEXTILE FABRIC, TYPE 5 NON-WOVEN	SQ YD	4290	\$2.15	\$ 9,223.50	1302	\$ 2,799.30	0.0	\$ -	1302.00	\$ 2,799.30
16	STABILIZING AGGREGATE, 3" MINUS	TON	430	\$36.30	\$ 15,609.00	52.5	\$ 1,905.75	0.0	\$ -	52.50	\$ 1,905.75
17	AGGREGATE BASE, CLASS 5 100% CRUSHED	TON	1670.00	\$20.00	\$ 33,400.00	703	\$ 14,060.00	0.0	\$ -	703.00	\$ 14,060.00
18	AGGREGATE SURFACING CLASS 2, 100% CRUSHED	TON	200	\$39.55	\$ 7,910.00		\$ -	0.0	\$ -	0.00	\$ -
19	BITUMINOUS MATERIAL FOR TACK COAT	GAL	80	\$5.35	\$ 428.00	5	\$ 26.75	0.0	\$ -	5.00	\$ 26.75
20	TYPE SP 9.5 WEARING COURSE MIX (3.C)	TON	140	\$123.00	\$ 17,220.00		\$ -	0.0	\$ -	0.00	\$ -
21	TYPE SP 12.5 NON WEAR COURSE MIX (3.C)	TON	180	\$114.00	\$ 20,520.00	94	\$ 10,716.00	0.0	\$ -	94.00	\$ 10,716.00
22	CONCRETE CURB AND GUTTER	LIN FT	20	\$150.00	\$ 4,500.00		\$ -	0.0	\$ -	0.00	\$ -
23	12" HDPE STORM SEWER- TEMPORARY	LIN FT	228	\$9.00	\$ 2,052.00	69	\$ 2,208.00	0.0	\$ -	69.00	\$ 2,208.00
24	18" HDPE STORM SEWER	LIN FT	169	\$41.00	\$ 6,929.00		\$ -	0.0	\$ -	0.00	\$ -
25	18" METAL FLARED END SECTION	EACH	1	\$455.00	\$ 455.00		\$ -	0.0	\$ -	0.00	\$ -
26	12" RC PIPE STORM SEWER CLASS V	LIN FT	71	\$62.00	\$ 4,402.00		\$ -	0.0	\$ -	0.00	\$ -
27	18" RC PIPE STORM SEWER CLASS V	LIN FT	43	\$72.00	\$ 3,096.00		\$ -	0.0	\$ -	0.00	\$ -
28	18" RC FLARED END SECTION W/ TRASH GUARD	EACH	1	\$1,890.00	\$ 1,890.00		\$ -	0.0	\$ -	0.00	\$ -
29	CONSTRUCT 4" DIAMETER PRECAST STORM STRUCTURE	EACH	2	\$408.00	\$ 806.00		\$ -	0.0	\$ -	0.00	\$ -
30	CONSTRUCT 2' x 3' CATCH BASIN	EACH	2	\$2,729.00	\$ 5,458.00		\$ -	0.0	\$ -	0.00	\$ -
31	CONNECT TO EXISTING STORM SEWER PIPE	EACH	1	\$1,300.00	\$ 1,300.00		\$ -	0.0	\$ -	0.00	\$ -
32	CONNECT TO EXISTING STORM SEWER STRUCTURE	EACH	2	\$1,800.00	\$ 3,600.00		\$ -	0.0	\$ -	0.00	\$ -
33	CONNECT TO EXISTING SANITARY SEWER PIPE	EACH	1	\$3,700.00	\$ 3,700.00		\$ -	0.0	\$ -	0.00	\$ -
34	CONNECT TO EXISTING SANITARY SEWER STRUCTURE	EACH	2	\$5,500.00	\$ 11,000.00		\$ -	0.0	\$ -	0.00	\$ -
35	6" DIA SANITARY SEWER STRUCTURE	EACH	6	\$12,910.00	\$ 77,460.00		\$ -	0.0	\$ -	0.00	\$ -
36	6" DIA SANITARY SEWER MANHOLE - DROP STRUCTURE	EACH	1	\$57,177.00	\$ 57,177.00		\$ -	0.0	\$ -	0.00	\$ -
37	6" DIA SANITARY STRUCTURE OVERDEPTH (>12' DEPTH)	LIN FT	37	\$30.00	\$ 1,110.00		\$ -	0.0	\$ -	0.00	\$ -
38	PIPE JACKING 42" STEEL CASING	LIN FT	115	\$2,930.00	\$ 336,950.00	57.5	\$ 168,475.00	0.0	\$ -	57.50	\$ 168,475.00
39	8" DIP SANITARY SEWER W/ LINER	LIN FT	92	\$208.00	\$ 19,136.00		\$ -	0.0	\$ -	0.00	\$ -
40	30" PVC PS-115 SANITARY SEWER PIPE	LIN FT	1142	\$325.00	\$ 371,150.00		\$ -	0.0	\$ -	0.00	\$ -
41	30" PVC C-900 DR-18 SANITARY SEWER PIPE (25'-30' DEPTH)	LIN FT	151	\$800.00	\$ 120,800.00		\$ -	0.0	\$ -	0.00	\$ -
42	30" PVC C-900 DR-18 SANITARY SEWER PIPE (30'-35' DEPTH)	LIN FT	150	\$800.00	\$ 120,000.00		\$ -	0.0	\$ -	0.00	\$ -
43	30" PVC C-900 DR-18 SANITARY SEWER PIPE (35'-40' DEPTH)	LIN FT	130	\$800.00	\$ 104,000.00		\$ -	0.0	\$ -	0.00	\$ -
44	30" PVC C-900 DR-18 SANITARY SEWER PIPE (40'-45' DEPTH)	LIN FT	580	\$800.00	\$ 464,000.00		\$ -	0.0	\$ -	0.00	\$ -
45	8" PVC PLUG	EACH	2	\$268.00	\$ 536.00		\$ -	0.0	\$ -	0.00	\$ -
46	30" PVC PLUG	EACH	1	\$3,290.00	\$ 3,290.00		\$ -	0.0	\$ -	0.00	\$ -
47	CONNECT TO EXISTING WATERMAIN	EACH	7	\$1,600.00	\$ 11,200.00		\$ -	0.0	\$ -	0.00	\$ -
48	16" BUTTERFLY VALVE AND BOX (OWNER SUPPLIED)	EACH	5	\$1,594.00	\$ 7,970.00		\$ -	0.0	\$ -	0.00	\$ -
49	20" BUTTERFLY VALVE AND BOX (OWNER SUPPLIED)	EACH	4	\$2,156.00	\$ 8,624.00		\$ -	0.0	\$ -	0.00	\$ -
50	INSTALL HYDRANT AND GATE VALVE	EACH	4	\$8,953.00	\$ 35,812.00		\$ -	0.0	\$ -	0.00	\$ -
51	6" DIP CL 52 WATERMAIN	LIN FT	26	\$62.00	\$ 1,612.00		\$ -	0.0	\$ -	0.00	\$ -
52	8" PVC C-900 DR-18 WATERMAIN OPEN CUT	LIN FT	60	\$62.00	\$ 3,720.00		\$ -	0.0	\$ -	0.00	\$ -
53	16" PVC C-900 DR-18 WATERMAIN OPEN CUT	LIN FT	3050	\$95.00	\$ 289,750.00		\$ -	0.0	\$ -	0.00	\$ -
54	20" PVC C-900 DR-18 WATERMAIN OPEN CUT	LIN FT	1200	\$155.00	\$ 186,000.00		\$ -	0.0	\$ -	0.00	\$ -
55	16" PVC C-900 DR-18 WATERMAIN TRENCHLESS INSTALLATION	LIN FT	90	\$385.00	\$ 34,650.00		\$ -	0.0	\$ -	0.00	\$ -
56	20" PVC C-900 DR-18 WATERMAIN TRENCHLESS INSTALLATION	LIN FT	1150	\$320.00	\$ 368,000.00	575	\$ 184,000.00	0.0	\$ -	575.00	\$ 184,000.00
57	16" PLUG WITH BLOWOFF VALVE	EACH	1	\$3,122.00	\$ 3,122.00		\$ -	0.0	\$ -	0.00	\$ -
58	DUCTILE IRON FITTINGS	POUND	20540	\$7.85	\$ 161,239.00		\$ -	0.0	\$ -	0.00	\$ -
59	IMPROVED PIPE FOUNDATION - 24" THICK	LIN FT	1389	\$0.01	\$ 13.89		\$ -	0.0	\$ -	0.00	\$ -
60	INSTALL STRUCTURE SIGN POST AND MARKER	EACH	12	\$190.00	\$ 2,280.00		\$ -	0.0	\$ -	0.00	\$ -
61	ANTI-SEEPAGE COLLAR	EACH	6	\$2,000.00	\$ 12,000.00		\$ -	0.0	\$ -	0.00	\$ -
62	RANDOM RIPRAP CLASS III (GRANITE)	TON	20	\$105.00	\$ 2,100.00		\$ -	0.0	\$ -	0.00	\$ -
63	TEMPORARY CONSTRUCTION ENTRANCE - MAINTAINED	LUMP SUM	1	\$7,200.00	\$ 7,200.00	0.8	\$ 5,760.00	0.0	\$ -	0.80	\$ 5,760.00
64	MNDOT SEED MIXTURE 25-151 & HYDRAULIC SOIL STABILIZER	ACRE	0.2	\$9,878.00	\$ 1,975.60		\$ -	0.0	\$ -	0.00	\$ -
65	MNDOT SEED MIXTURE - 25-131 & STRAW MULCH	ACRE	4.7	\$8,174.00	\$ 38,017.80		\$ -	0.0	\$ -	0.00	\$ -
66	MNDOT SEED MIXTURE - 35-621 & STRAW MULCH	ACRE	1.8	\$7,373.00	\$ 13,271.40		\$ -	0.0	\$ -	0.00	\$ -
67	MNDOT SEED MIXTURE - 34-271 & STRAW MULCH	ACRE	1.4	\$7,500.00	\$ 10,500.00		\$ -	0.0	\$ -	0.00	\$ -
68	BALE BARRIERS - MAINTAINED	LIN FT	3302	\$3.35	\$ 11,061.70		\$ -	0.0	\$ -	0.00	\$ -
69	SILT FENCE, TYPE MS - MAINTAINED	LIN FT	3400	\$2.20	\$ 7,480.00	1703	\$ 3,746.60	0.0	\$ -	1703.00	\$ 3,746.60
70	SEDIMENT CONTROL LOG - MAINTAINED	LIN FT	821	\$2.90	\$ 2,380.90		\$ -	0.0	\$ -	0.00	\$ -
71	STORM DRAIN INLET PROTECTION - MAINTAINED	EACH	9	\$462.80	\$ 4,165.20	5	\$ 2,314.00	0.0	\$ -	5.00	\$ 2,314.00
72	CULVERT PROTECTION - MAINTAINED	EACH	3	\$350.00	\$ 1,050.00		\$ -	0.0	\$ -	0.00	\$ -
73	ROLLED EROSION PREVENTION CATEGORY 25	SQ YD	500	\$2.30	\$ 1,150.00		\$ -	0.0	\$ -	0.00	\$ -
74	REMOVE TEMPORARY ACCESS	LUMP SUM	1	\$18,000.00	\$ 18,000.00		\$ -	0.0	\$ -	0.00	\$ -
					TOTAL BASE BID: \$ 3,442,325.99		\$ 496,011.40		\$ -		\$ 496,011.40
					TOTAL ORIGINAL CONTRACT: \$ 3,442,325.99		\$ 496,011.40		\$ -		\$ 496,011.40

CONTRACT SUMMARY			
ORIGINAL CONTRACT AWARD AMOUNT	COMPLETE TO DATE	LESS PREVIOUS PAYMENTS	PAY REQUEST #1
\$ 3,442,325.99	\$ 496,011.40	\$ -	\$ 496,011.40
	\$ 24,800.57	\$ -	\$ 24,800.57
	\$ 471,210.83	\$ -	\$ 471,210.83



Memo

To: Kevin Mattson, PE, PW Director From: Ash Hammerbeck, PE
 Steve Hegland, PE
Project/File: 227704426 Date: September 18, 2024

Subject: Corcoran WTP - Pay Application #16

Council Action Requested

Staff is recommending Council approve Pay Application #16 for the Corcoran Water Treatment Plant Project to Rice Lake Construction Group in the amount of \$1,520,000.00

Summary

Rice Lake continued work on the project including surveying, watertightness testing, miscellaneous walls, precast plank, concrete outfall structure, masonry, metals, hatches, wood trusses, rough and finish carpentry, TPO and metal roofing, FRP and steel doors and frames, painting, underground water main, filter equipment, blower, valve vault, process pipes, fittings, valves, and accessories, water and sanitary piping, sump pumps, sheet metal, rooftop units, interior fixtures and lamps, distribution equipment and obtaining the necessary utilities and materials. This pay request is for the work performed through 8/30/2024.

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

Total Contract Value to Date	\$ 16,814,738.63
Work Completed to Date	\$ 11,159,352.64
5% Retainage	\$ 557,967.63
Amount Paid to Date	\$ 9,081,385.01
Total Pay App #16	\$1,520,000.00

Engineer's Recommendation

We have reviewed the request and recommend approving Pay Application #16 to Rice Lake Construction Group in the amount of \$1,520,000.00 for the work completed and materials stored to date.

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 10 PAGES

TO OWNER: City of Corcoran
8200 County Road 116
Corcoran, MN 55340

PROJECT: WTP

APPLICATION NO: 16

Distribution to:

OWNER
 ENGINEER
 CONTRACTOR
 RURAL DEVELOPMENT

FROM CONTRACTOR: Rice Lake
Construction Group

VIA ENGINEER: Stantec

PERIOD TO: 08/30/24

PROJECT NOS: 227704426

CONTRACT FOR: City of Corcoran WTP

CONTRACT DATE: 01.26.23

CONTRACTOR'S APPLICATION FOR PAYMENT

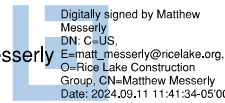
Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	<u>16,728,200.00</u>
2. Net change by Change Orders	\$	<u>86,538.63</u>
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	<u>16,814,738.63</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>11,159,352.64</u>
5. RETAINAGE:		
a. <u>5</u> % of Completed Work (Column D + E on G703)	\$	<u>557,967.63</u>
		<hr/>
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		<hr/>
Total in Column I of G703	\$	<u>557,967.63</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	<u>10,601,385.01</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 5+6 from prior Certificate)	\$	<u>\$9,081,385.01</u>
8. CURRENT PAYMENT DUE	\$	<u>1,520,000.00</u>
9. BALANCE TO FINISH, NOT INCLUDING RETAINAGE (Line 3 less Line 4)	\$	<u>5,655,385.99</u>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

Matthew Messerly



By: _____ Date: _____

State of: _____ County of: _____
Subscribed and sworn to before me this _____ day of _____
Notary Public:
My Commission expires:

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ENGINEER:



By: _____ Date: 9/18/2024

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

APPROVED BY OWNER _____

ACCEPTED BY AGENCY _____

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
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 APPLICATION DATE: 09/11/24
 PERIOD TO: 08/30/24
 ENGINEER'S PROJECT NO: 173420014

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
1	Insurance	\$100,000.00	\$100,000.00			\$100,000.00	100.00%		
2	Bonds	\$100,000.00	\$100,000.00			\$100,000.00	100.00%		
3	Mobilization	\$350,000.00	\$350,000.00			\$350,000.00	100.00%		
4	Demobilization	\$50,000.00						\$50,000.00	
5	Supervision	\$220,000.00	\$175,000.00	\$5,000.00		\$180,000.00	81.82%	\$40,000.00	
6	Layout/Surveying	\$15,000.00	\$13,700.00	\$800.00		\$14,500.00	96.67%	\$500.00	
7	Testing	\$25,000.00	\$22,000.00	\$1,000.00		\$23,000.00	92.00%	\$2,000.00	
8	Temporary Facilities	\$20,000.00	\$18,800.00			\$18,800.00	94.00%	\$1,200.00	
9	Winter Conditions	\$50,000.00	\$48,000.00			\$48,000.00	96.00%	\$2,000.00	
10	Safety	\$10,000.00	\$7,300.00	\$800.00		\$8,100.00	81.00%	\$1,900.00	
11	Weekly Cleanup (Labor)	\$10,000.00	\$7,300.00	\$800.00		\$8,100.00	81.00%	\$1,900.00	
12	Weekly Cleanup (Material)	\$10,000.00	\$7,300.00	\$800.00		\$8,100.00	81.00%	\$1,900.00	
13	Final Facility Cleaning (L & M)	\$5,000.00						\$5,000.00	
14	Disinfection (L & M)	\$15,000.00						\$15,000.00	
15	Final System Startup	\$5,000.00						\$5,000.00	
16	Allowances	\$50,000.00						\$50,000.00	
17	Capital Purchase Agency Agreement Compliance	\$1,000.00						\$1,000.00	
18	Facility Record Documents	\$500.00						\$500.00	
19	Building Earthwork (L & M)	\$450,000.00	\$430,000.00			\$430,000.00	95.56%	\$20,000.00	
20	Watertightness Testing (L&M)	\$20,000.00	\$15,000.00	\$2,000.00		\$17,000.00	85.00%	\$3,000.00	
21	Structural Testing & Special Inspections (L&M)	\$25,000.00	\$24,600.00			\$24,600.00	98.40%	\$400.00	
22	Concrete: General Conditions (L)	\$100,000.00	\$97,000.00	\$2,000.00		\$99,000.00	99.00%	\$1,000.00	
23	Concrete: General Conditions (M)	\$100,000.00	\$97,000.00	\$2,000.00		\$99,000.00	99.00%	\$1,000.00	
24	Footings (L)	\$15,000.00	\$15,000.00			\$15,000.00	100.00%		
25	Footings (M)	\$25,000.00	\$25,000.00			\$25,000.00	100.00%		
26	Waterstop (L)	\$20,000.00	\$20,000.00			\$20,000.00	100.00%		
27	Waterstop (M)	\$20,000.00	\$20,000.00			\$20,000.00	100.00%		
28	Detention Tank Walls (L)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
29	Detention Tank Walls (M)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
30	Detention Tank Base Slab (L)	\$70,000.00	\$70,000.00			\$70,000.00	100.00%		
31	Detention Tank Base Slab (M)	\$70,000.00	\$70,000.00			\$70,000.00	100.00%		
32	Filter Room Base Slab (L)	\$90,000.00	\$90,000.00			\$90,000.00	100.00%		
33	Filter Room Base Slab (M)	\$90,000.00	\$90,000.00			\$90,000.00	100.00%		
34	Filter Room Walls (L)	\$70,000.00	\$70,000.00			\$70,000.00	100.00%		
35	Filter Room Walls (M)	\$70,000.00	\$70,000.00			\$70,000.00	100.00%		
36	Lower Level Base Slab (L)	\$130,000.00	\$130,000.00			\$130,000.00	100.00%		
37	Lower Level Base Slab (M)	\$130,000.00	\$130,000.00			\$130,000.00	100.00%		

CONTINUATION SHEET

AIA DOCUMENT G703

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 PERIOD TO: 08/30/24
 ENGINEER'S PROJECT NO: 173420014

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
38	Main Level Base Slab (L)	\$90,000.00	\$90,000.00			\$90,000.00	100.00%		
39	Main Level Base Slab (M)	\$90,000.00	\$90,000.00			\$90,000.00	100.00%		
40	Main Level Walls (L)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
41	Main Level Walls (M)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
42	Upper Level Concrete Decks (L)	\$130,000.00	\$130,000.00			\$130,000.00	100.00%		
43	Upper Level Concrete Decks (M)	\$130,000.00	\$130,000.00			\$130,000.00	100.00%		
44	Topping Slabs (L)	\$40,000.00	\$40,000.00			\$40,000.00	100.00%		
45	Topping Slabs (M)	\$40,000.00	\$40,000.00			\$40,000.00	100.00%		
46	Sidewalks (L & M)	\$10,000.00						\$10,000.00	
47	Misc. Walls (L)	\$5,000.00	\$4,500.00	\$500.00		\$5,000.00	100.00%		
48	Misc. Walls (M)	\$5,000.00	\$4,500.00	\$500.00		\$5,000.00	100.00%		
49	Building Reinforcing Steel (L)	\$60,000.00	\$60,000.00			\$60,000.00	100.00%		
50	Building Reinforcing Steel (M)	\$60,000.00	\$60,000.00			\$60,000.00	100.00%		
51	Precast Plank – (L)	\$25,000.00		\$25,000.00		\$25,000.00	100.00%		
52	Precast Plank – (M)	\$100,000.00	\$95,000.00	\$5,000.00		\$100,000.00	100.00%		
53	Rub/Patch Walls (L & M)	\$40,000.00	\$31,000.00	\$5,000.00		\$36,000.00	90.00%	\$4,000.00	
54	Misc. Concrete (L & M)	\$5,000.00						\$5,000.00	
55	Water Cure (L & M)	\$5,000.00	\$5,000.00			\$5,000.00	100.00%		
56	Clearwell Bottom Slab (L)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
57	Clearwell Bottom Slab (M)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
58	Clearwell Walls (L)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
59	Clearwell Walls (M)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
60	Clearwell Deck (L)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
61	Clearwell Deck (M)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
62	Clearwell Reinforcing Steel (L)	\$60,000.00	\$60,000.00			\$60,000.00	100.00%		
63	Clearwell Reinforcing Steel (M)	\$60,000.00	\$60,000.00			\$60,000.00	100.00%		
64	Backwash Tank Bottom Slab (L)	\$60,000.00	\$60,000.00			\$60,000.00	100.00%		
65	Backwash Tank Bottom Slab (M)	\$60,000.00	\$60,000.00			\$60,000.00	100.00%		
66	Backwash Tank Walls (L)	\$70,000.00	\$70,000.00			\$70,000.00	100.00%		
67	Backwash Tank Walls (M)	\$70,000.00	\$70,000.00			\$70,000.00	100.00%		
68	Backwash Tank Deck (L)	\$50,000.00	\$50,000.00			\$50,000.00	100.00%		
69	Backwash Tank Deck (M)	\$50,000.00	\$50,000.00			\$50,000.00	100.00%		
70	Backwash Tank Reinforce Steel (L)	\$40,000.00	\$40,000.00			\$40,000.00	100.00%		
71	Backwash Tank Reinforce Steel(M)	\$40,000.00	\$40,000.00			\$40,000.00	100.00%		
72	Concrete Outfall Structure (L)	\$5,000.00	\$4,500.00	\$500.00		\$5,000.00	100.00%		
73	Concrete Outfall Structure (M)	\$5,000.00	\$4,500.00	\$500.00		\$5,000.00	100.00%		
74	Masonry: General Conditions (L)	\$15,000.00	\$15,000.00			\$15,000.00	100.00%		

CONTINUATION SHEET

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75	Masonry: General Conditions (M)	\$125,000.00	\$105,000.00	\$3,000.00		\$108,000.00	86.40%	\$17,000.00	
76	Masonry: Exterior (L)	\$225,000.00	\$5,000.00	\$80,000.00		\$85,000.00	37.78%	\$140,000.00	
77	Masonry: Exterior (M)	\$150,000.00	\$20,000.00	\$35,000.00		\$55,000.00	36.67%	\$95,000.00	
78	Cavity Wall Insulation (L)	\$10,000.00	\$500.00	\$3,000.00		\$3,500.00	35.00%	\$6,500.00	
79	Cavity Wall Insulation (M)	\$10,000.00	\$1,000.00	\$2,700.00		\$3,700.00	37.00%	\$6,300.00	
80	Masonry: Interior (L)	\$65,000.00	\$65,000.00			\$65,000.00	100.00%		
81	Masonry: Interior (M)	\$65,000.00	\$65,000.00			\$65,000.00	100.00%		
82	Metals: General Conditions (L)	\$15,000.00	\$10,500.00	\$2,000.00		\$12,500.00	83.33%	\$2,500.00	
83	Metals: General Conditions (M)	\$175,000.00	\$164,500.00	\$1,000.00		\$165,500.00	94.57%	\$9,500.00	
84	Exterior Handrails/Stairs/Ladders (L & M)	\$25,000.00	\$8,000.00	\$2,000.00		\$10,000.00	40.00%	\$15,000.00	
85	Interior Handrails/Stairs/Ladders (L&M)	\$45,000.00	\$15,000.00	\$5,000.00		\$20,000.00	44.44%	\$25,000.00	
86	Metal Grating (L)	\$25,000.00	\$17,000.00	\$4,000.00		\$21,000.00	84.00%	\$4,000.00	
87	Misc. Metals (L)	\$25,000.00	\$17,000.00	\$4,000.00		\$21,000.00	84.00%	\$4,000.00	
88	Interior Access Hatches (L & M)	\$5,000.00		\$1,000.00		\$1,000.00	20.00%	\$4,000.00	
89	Exterior Access Hatches (L & M)	\$5,000.00		\$1,000.00		\$1,000.00	20.00%	\$4,000.00	
90	Wood Trusses (L)	\$20,000.00		\$20,000.00		\$20,000.00	100.00%		
91	Wood Trusses (M)	\$30,000.00	\$20,000.00	\$10,000.00		\$30,000.00	100.00%		
92	Rough Carpentry (L)	\$65,000.00		\$60,000.00		\$60,000.00	92.31%	\$5,000.00	
93	Rough Carpentry (M)	\$35,000.00		\$33,000.00		\$33,000.00	94.29%	\$2,000.00	
94	Finish Carpentry (L)	\$15,000.00		\$1,000.00		\$1,000.00	6.67%	\$14,000.00	
95	Finish Carpentry (M)	\$15,000.00		\$1,000.00		\$1,000.00	6.67%	\$14,000.00	
96	Plastic Fabrication (L)	\$1,500.00						\$1,500.00	
97	Plastic Fabrication (M)	\$1,500.00						\$1,500.00	
98	Fiberglass Grating (L)	\$8,500.00						\$8,500.00	
99	Fiberglass Grating (M)	\$25,000.00						\$25,000.00	
100	Dampproofing (L & M)	\$45,000.00	\$2,000.00	\$4,000.00		\$6,000.00	13.33%	\$39,000.00	
101	Membrane Waterproofing (L&M)	\$125,000.00	\$111,000.00	\$1,000.00		\$112,000.00	89.60%	\$13,000.00	
102	Fluid Applied Waterproofing (L & M)	\$45,000.00	\$5,000.00	\$5,000.00		\$10,000.00	22.22%	\$35,000.00	
103	Clearwell Insulation (L & M)	\$35,000.00	\$35,000.00			\$35,000.00	100.00%		
104	Backwash Tank Insulation (L & M)	\$35,000.00	\$35,000.00			\$35,000.00	100.00%		
105	Building Perimeter Insulation (L & M)	\$35,000.00	\$29,000.00	\$6,000.00		\$35,000.00	100.00%		
106	Translucent Wall Panels (L & M)	\$45,000.00						\$45,000.00	
107	Fiber Cement Siding (L&M)	\$45,000.00		\$2,000.00		\$2,000.00	4.44%	\$43,000.00	
108	TPO Roofing (L&M)	\$181,000.00		\$160,000.00		\$160,000.00	88.40%	\$21,000.00	
109	Firestopping (L & M)	\$5,000.00						\$5,000.00	
110	Metal Roofing (L & M)	\$125,000.00		\$5,000.00		\$5,000.00	4.00%	\$120,000.00	
111	Metal Roofing Flashing & Trim (L&M)	\$15,000.00						\$15,000.00	

CONTINUATION SHEET

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112	Snow Retention System (L&M)	\$5,000.00						\$5,000.00	
113	Joint Sealers (L & M)	\$35,000.00						\$35,000.00	
114	Steel Doors and Frames (L)	\$25,000.00	\$11,000.00			\$11,000.00	44.00%	\$14,000.00	
115	Steel Doors and Frames (M)	\$45,000.00	\$40,000.00	\$3,000.00		\$43,000.00	95.56%	\$2,000.00	
116	FRP Doors and Frames (L)	\$12,000.00	\$10,000.00			\$10,000.00	83.33%	\$2,000.00	
117	FRP Doors and Frames (M)	\$40,000.00	\$36,000.00	\$3,000.00		\$39,000.00	97.50%	\$1,000.00	
118	Door Hardware (L&M)	\$20,000.00	\$7,000.00	\$1,000.00		\$8,000.00	40.00%	\$12,000.00	
119	Overhead Doors (L&M)	\$27,000.00						\$27,000.00	
120	Painting (L&M)	\$264,000.00		\$4,000.00		\$4,000.00	1.52%	\$260,000.00	
121	Windows (L & M)	\$25,000.00						\$25,000.00	
122	Gypsum Drywall (L & M)	\$5,000.00						\$5,000.00	
123	Acoustical Ceilings (L & M)	\$3,500.00						\$3,500.00	
124	Floor Treatment (L&M)	\$1,500.00						\$1,500.00	
125	Concrete and Masonry Sealer (L)	\$1,500.00						\$1,500.00	
126	Concrete and Masonry Sealer (M)	\$1,500.00						\$1,500.00	
127	Painting (L)	\$500.00						\$500.00	
128	Painting (M)	\$500.00						\$500.00	
129	Louvers/Vents (L & M)	\$13,000.00						\$13,000.00	
130	Signs (L & M)	\$5,000.00						\$5,000.00	
131	Subgrade Preparation (L)	\$15,000.00						\$15,000.00	
132	Aggregate Base (L & M)	\$25,000.00						\$25,000.00	
133	Site Preparation (L & M)	\$15,000.00						\$15,000.00	
134	Underground Water Main (L & M)	\$350,000.00	\$305,000.00	\$10,000.00		\$315,000.00	90.00%	\$35,000.00	
135	Water Main Valves and Hydrant (L & M)	\$35,000.00	\$35,000.00			\$35,000.00	100.00%		
136	Storm Sewer (L&M)	\$125,000.00						\$125,000.00	
137	Sanitary Sewer (L & M)	\$350,000.00	\$350,000.00			\$350,000.00	100.00%		
138	Irrigation (L&M)	\$25,000.00						\$25,000.00	
139	Dewatering (L&M)	\$50,000.00	\$50,000.00			\$50,000.00	100.00%		
140	Erosion & Sediment Control (L&M)	\$5,000.00	\$5,000.00			\$5,000.00	100.00%		
141	Riprap (L&M)	\$5,000.00						\$5,000.00	
142	Flexible Paving (L&M)	\$95,000.00						\$95,000.00	
143	Concrete Paving (L&M)	\$35,000.00						\$35,000.00	
144	Concrete Curb & Gutter (L&M)	\$25,000.00						\$25,000.00	
145	Pavement Markings (L&M)	\$2,000.00						\$2,000.00	
146	Fences & Gates (L&M)	\$20,000.00						\$20,000.00	
147	Seeding & Restoration (L&M)	\$35,000.00						\$35,000.00	
148	Vegetation Establishment & Maintenance (L&M)	\$5,000.00						\$5,000.00	

CONTINUATION SHEET

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 PERIOD TO: 08/30/24
 ENGINEER'S PROJECT NO: 173420014

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149	Plants (L&M)	\$35,000.00						\$35,000.00	
150	Filter Equipment (L)	\$50,000.00	\$33,000.00	\$2,000.00		\$35,000.00	70.00%	\$15,000.00	
151	Filter Equipment (M)	\$850,000.00	\$720,352.64	\$100,000.00		\$820,352.64	96.51%	\$29,647.36	
152	Filter Controls (L)	\$50,000.00						\$50,000.00	
153	Filter Controls (M)	\$50,000.00						\$50,000.00	
154	Filter System Startup	\$2,500.00						\$2,500.00	
155	Filter Equipment O&M's	\$500.00						\$500.00	
156	High Service Pumps (L)	\$15,000.00						\$15,000.00	
157	High Service Pumps (M)	\$150,000.00						\$150,000.00	
158	High Service Pumps O&M's	\$500.00						\$500.00	
159	High Service Pumps Testing and Startup	\$2,500.00						\$2,500.00	
160	Backwash Pump (L)	\$5,000.00						\$5,000.00	
161	Backwash Pump (M)	\$55,000.00						\$55,000.00	
162	Backwash Pump Testing and Startup	\$2,500.00						\$2,500.00	
163	Backwash Pump O&M's	\$500.00						\$500.00	
164	Well Pump (L)	\$5,000.00						\$5,000.00	
165	Well Pump (M)	\$45,000.00	\$30,000.00			\$30,000.00	66.67%	\$15,000.00	
166	Well Pump Testing and Startup	\$5,000.00						\$5,000.00	
167	Well Pump O&M's	\$500.00						\$500.00	
168	Valve Vault (L)	\$18,000.00	\$9,000.00	\$9,000.00		\$18,000.00	100.00%		
169	Valve Vault (M)	\$18,000.00	\$9,000.00	\$9,000.00		\$18,000.00	100.00%		
170	Pre-Engineered Building (L)	\$19,000.00	\$8,000.00	\$8,000.00		\$16,000.00	84.21%	\$3,000.00	
171	Pre-Engineered Building (M)	\$450,000.00						\$450,000.00	
172	Submersible Pumps (L)	\$5,000.00						\$5,000.00	
173	Submersible Pumps (M)	\$20,000.00						\$20,000.00	
174	Submersible Pumps Testing and Startup	\$500.00						\$500.00	
175	Submersible Pumps O&M's	\$250.00						\$250.00	
176	Potassium Permanganate Feed Equipment (L)	\$5,000.00						\$5,000.00	
177	Potassium Permanganate Equipment (M)	\$20,000.00						\$20,000.00	
178	Potassium Permanganate Feed Equipment Startup	\$1,000.00						\$1,000.00	
179	Potassium Permanganate Equipment O&M's	\$500.00						\$500.00	
180	Chlorine Gas Feed Equipment (L)	\$5,000.00						\$5,000.00	
181	Chlorine Gas Equipment (M)	\$20,000.00						\$20,000.00	
182	Chlorine Gas Feed Equipment Startup	\$1,000.00						\$1,000.00	
183	Chlorine Gas Equipment O&M's	\$500.00						\$500.00	
184	Polyphosphate Feed Equipment (L)	\$5,000.00						\$5,000.00	
185	Polyphosphate Feed Equipment (M)	\$20,000.00						\$20,000.00	

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 ENGINEER'S PROJECT NO: 173420014

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186	Polyphosphate Feed Equipment Startup	\$1,000.00						\$1,000.00	
187	Polyphosphate Feed Equipment O&M's	\$500.00						\$500.00	
188	Fluoride Feed Equipment (L)	\$5,000.00						\$5,000.00	
189	Fluoride Feed Equipment (M)	\$20,000.00						\$20,000.00	
190	Fluoride Feed Equipment Startup	\$1,000.00						\$1,000.00	
191	Fluoride Feed Equipment O&M's	\$500.00						\$500.00	
192	Initial Supply of Chemicals (L&M)	\$15,000.00						\$15,000.00	
193	Blower (L)	\$5,000.00	\$4,000.00			\$4,000.00	80.00%	\$1,000.00	
194	Blower (M)	\$35,000.00	\$33,000.00	\$2,000.00		\$35,000.00	100.00%		
195	Blower Startup	\$1,000.00						\$1,000.00	
196	Blower O&M's	\$500.00						\$500.00	
197	Blower Vibration Tests	\$250.00						\$250.00	
198	Cranes, Hoists, Lifting Hooks (L&M)	\$5,000.00	\$2,500.00			\$2,500.00	50.00%	\$2,500.00	
199	Window Treatments (L & M)	\$500.00						\$500.00	
200	Lab Furniture (L & M)	\$1,000.00						\$1,000.00	
201	Magnetic Flow Meters (L&M)	\$5,000.00	\$4,000.00			\$4,000.00	80.00%	\$1,000.00	
202	Magnetic Flow Meters Startup	\$500.00						\$500.00	
203	Magnetic Flow Meters O&M's	\$500.00						\$500.00	
204	Mechanical: General Conditions	\$50,000.00	\$24,000.00	\$2,000.00		\$26,000.00	52.00%	\$24,000.00	
205	Metallic Process Pipe/Fittings (L)	\$840,000.00	\$340,000.00	\$255,000.00		\$595,000.00	70.83%	\$245,000.00	
206	Metallic Process Pipe/Fittings (M)	\$2,375,000.00	\$1,525,000.00	\$195,000.00		\$1,720,000.00	72.42%	\$655,000.00	
207	Plastic Process Piping/Fittings (L)	\$150,000.00	\$80,000.00	\$40,000.00		\$120,000.00	80.00%	\$30,000.00	
208	Plastic Process Piping/Fittings (M)	\$150,000.00	\$80,000.00	\$40,000.00		\$120,000.00	80.00%	\$30,000.00	
209	Pipe Identification (L)	\$5,000.00						\$5,000.00	
210	Pipe Identification (M)	\$5,000.00						\$5,000.00	
211	Valves and Accessories (L)	\$25,000.00	\$15,000.00	\$5,000.00		\$20,000.00	80.00%	\$5,000.00	
212	Valves and Accessories (M)	\$85,000.00	\$64,500.00	\$4,000.00		\$68,500.00	80.59%	\$16,500.00	
213	Gauges (L)	\$5,000.00						\$5,000.00	
214	Gauges (M)	\$5,000.00						\$5,000.00	
215	Record Plan Process Drawings	\$250.00						\$250.00	
216	Pipe Insulation (L & M)	\$35,000.00						\$35,000.00	
217	Sanitary Below Ground (L)	\$45,000.00	\$45,000.00			\$45,000.00	100.00%		
218	Sanitary Below Ground (M)	\$45,000.00	\$45,000.00			\$45,000.00	100.00%		
219	Sanitary Above Ground (L)	\$55,000.00	\$19,000.00	\$17,000.00		\$36,000.00	65.45%	\$19,000.00	
220	Sanitary Above Ground (M)	\$55,000.00	\$24,000.00	\$16,000.00		\$40,000.00	72.73%	\$15,000.00	
221	Facility Storm Drainage (L)	\$35,000.00	\$26,000.00	\$1,000.00		\$27,000.00	77.14%	\$8,000.00	
222	Facility Storm Drainage (M)	\$35,000.00	\$35,000.00			\$35,000.00	100.00%		

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223	Water Piping (L)	\$45,000.00	\$5,000.00	\$12,000.00		\$17,000.00	37.78%	\$28,000.00	
224	Water Piping (M)	\$45,000.00	\$15,000.00	\$2,000.00		\$17,000.00	37.78%	\$28,000.00	
225	Clean-Outs (L)	\$2,500.00	\$1,500.00			\$1,500.00	60.00%	\$1,000.00	
226	Clean-Outs (M)	\$2,500.00	\$2,500.00			\$2,500.00	100.00%		
227	Floor Drains (L)	\$5,000.00	\$5,000.00			\$5,000.00	100.00%		
228	Floor Drains (M)	\$15,000.00	\$15,000.00			\$15,000.00	100.00%		
229	Wall Hydrants (L)	\$5,000.00						\$5,000.00	
230	Wall Hydrants (M)	\$5,000.00						\$5,000.00	
231	Plumbing Fixtures (L)	\$5,000.00						\$5,000.00	
232	Plumbing Fixtures (M)	\$15,000.00						\$15,000.00	
233	Sump Pumps (L)	\$15,000.00	\$13,000.00	\$500.00		\$13,500.00	90.00%	\$1,500.00	
234	Sump Pumps (M)	\$25,000.00	\$19,000.00	\$4,000.00		\$23,000.00	92.00%	\$2,000.00	
235	Water Heaters (L)	\$5,000.00						\$5,000.00	
236	Water Heaters (M)	\$25,000.00		\$13,000.00		\$13,000.00	52.00%	\$12,000.00	
237	Sample Taps, Lines and Valves (L)	\$5,000.00						\$5,000.00	
238	Sample Taps, Lines and Valves (M)	\$5,000.00		\$3,000.00		\$3,000.00	60.00%	\$2,000.00	
239	Record Plumbing Drawings	\$250.00						\$250.00	
240	Sheet Metal (L)	\$155,000.00		\$55,000.00		\$55,000.00	35.48%	\$100,000.00	
241	Sheet Metal (M)	\$25,000.00		\$13,000.00		\$13,000.00	52.00%	\$12,000.00	
242	Chimneys (L)	\$5,000.00						\$5,000.00	
243	Chimneys (M)	\$5,000.00						\$5,000.00	
244	Dampers (L)	\$5,000.00						\$5,000.00	
245	Dampers (M)	\$5,000.00						\$5,000.00	
246	Duct Insulation (L & M)	\$25,000.00						\$25,000.00	
247	Grilles/Registers/Diffusers (L)	\$5,000.00						\$5,000.00	
248	Grilles/Registers/Diffusers (M)	\$5,000.00						\$5,000.00	
249	Fans (L)	\$5,000.00						\$5,000.00	
250	Fans (M)	\$5,000.00		\$2,000.00		\$2,000.00	40.00%	\$3,000.00	
251	Fans Startup	\$250.00						\$250.00	
252	Fans O & M Manuals	\$250.00						\$250.00	
253	Rooflop Units (L)	\$5,000.00						\$5,000.00	
254	Rooflop Units (M)	\$25,000.00		\$13,000.00		\$13,000.00	52.00%	\$12,000.00	
255	Unit Heaters (L)	\$5,000.00						\$5,000.00	
256	Unit Heaters (M)	\$25,000.00		\$13,000.00		\$13,000.00	52.00%	\$12,000.00	
257	Unit Heaters Startup	\$250.00						\$250.00	
258	Unit Heaters O & M Manuals	\$250.00						\$250.00	
259	Dehumidifier (L)	\$50.00						\$50.00	

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260	Dehumidifier (M)	\$50.00						\$50.00	
261	Dehumidifier O&M's	\$50.00						\$50.00	
262	Dehumidifier Start Up	\$50.00						\$50.00	
263	Temperature Control (L & M)	\$15,000.00		\$5,000.00		\$5,000.00	33.33%	\$10,000.00	
264	Temperature Controls Startup	\$5,000.00						\$5,000.00	
265	Temperature Controls O&M's	\$250.00						\$250.00	
266	Record HVAC Drawings	\$250.00						\$250.00	
267	Electrical: General Conditions	\$300,000.00	\$59,000.00	\$14,600.00		\$73,600.00	24.53%	\$226,400.00	
268	Temporary Electrical	\$50,000.00	\$50,000.00			\$50,000.00	100.00%		
269	Plant Controls (L)	\$65,000.00						\$65,000.00	
270	Plant Controls (M)	\$125,000.00						\$125,000.00	
271	Interior Fixtures and Lamps (L)	\$22,000.00		\$5,000.00		\$5,000.00	22.73%	\$17,000.00	
272	Interior Fixtures and Lamps (M)	\$35,000.00		\$7,000.00		\$7,000.00	20.00%	\$28,000.00	
273	Exterior Fixtures and Lamps (L)	\$5,000.00						\$5,000.00	
274	Exterior Fixtures and Lamps (M)	\$10,000.00		\$1,000.00		\$1,000.00	10.00%	\$9,000.00	
275	Distribution Equipment (L)	\$125,000.00						\$125,000.00	
276	Distribution Equipment (M)	\$500,000.00	\$78,000.00	\$200,000.00		\$278,000.00	55.60%	\$222,000.00	
277	Branch/Feeder Circuits (L)	\$40,000.00	\$20,000.00			\$20,000.00	50.00%	\$20,000.00	
278	Branch/Feeder Circuits (M)	\$25,000.00	\$12,500.00			\$12,500.00	50.00%	\$12,500.00	
279	Generator (L)	\$10,000.00	\$1,000.00			\$1,000.00	10.00%	\$9,000.00	
280	Generator (M)	\$125,000.00						\$125,000.00	
281	Fire Alarm (L&M)	\$1,000.00						\$1,000.00	
282	Security (L&M)	\$15,000.00						\$15,000.00	
283	Telephone (L&M)	\$5,000.00						\$5,000.00	
284	Card Access System (L&M)	\$15,000.00						\$15,000.00	
285	Plant Controls (L)	\$35,000.00						\$35,000.00	
286	Plant Controls (M)	\$125,000.00						\$125,000.00	
287	Computer Equipment (L&M)	\$70,000.00						\$70,000.00	
288	Electrical Record Drawings	\$500.00						\$500.00	
289	Plant Controls (M)	\$5,000.00						\$5,000.00	
290	Remote Site RTU's (L)	\$5,000.00						\$5,000.00	
291	Remote Site RTU's (M)	\$5,000.00						\$5,000.00	
292	Facility Controls Startup (L&M)	\$5,000.00						\$5,000.00	
293	Record Plant Control Documents	\$500.00						\$500.00	
294	Record Electrical Conduit and Wire Drawings	\$500.00						\$500.00	
295	Change Orders	\$86,538.63	\$31,000.00	\$7,000.00		\$38,000.00	43.91%	\$48,538.63	

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GRAND TOTALS		\$16,814,738.63	\$9,559,352.64	\$1,600,000.00	\$0.00	\$11,159,352.64		\$5,655,385.99	

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity



Memo

To: Kevin Mattson, PE, PW Director From: Steve Hegland, PE
 Nick Wyers, PE
 Project/File: 227704864 Date: September 19, 2024
 Subject: Pay Request #1 to Fehn Companies, Inc. – Stieg Road Improvements

Council Action Requested

Staff is recommending the City Council Approve Pay Application #1 for the Stieg Road Improvements project to Fehn Companies, Inc. in the amount of \$21,038.98.

Summary

The contractor Fehn Companies, Inc. has completed preliminary work for the project including setting up traffic control and detour signage and has completed tree and brush clearing work. 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	\$1,982,434.90
Work Completed to Date	\$0.00
5% Retainage	\$1,107.32
Amount Paid to Date	\$0.00
Total Pay App #1	\$21,038.98

Engineer’s Recommendation

We recommend approving Pay Request #1 to Fehn Companies, Inc. in the amount of \$21,038.98.

SECTION 00 62 76
APPLICATION FOR PAYMENT FORM

OWNER: City of Corcoran
PROJECT: Stieg Road Improvements
CONTRACTOR: Fehn Companies, Inc.

PAY ESTIMATE NO. 1

Original Contract Amount:	<u>\$ 1,982,434.90</u>
Contract Changes approved to Date (List Change Order Numbers):	<u>N/A</u>
Revised Contract Price :	<u>\$ 1,982,434.90</u>
Work Completed to Date (attached):	<u>\$ 22,146.30</u>
Retainage to Date, 5%:	<u>\$ 1,107.32</u>
Work Completed to Date Less Retainage to Date:	<u>\$ 21,038.98</u>
Total Amount Previously Certified:	<u>\$ -</u>
Payment Request This Estimate:	<u>\$ 21,038.98</u>

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



CONTRACTOR

CERTIFICATE OF CONTRACTOR

I hereby certify that the work and the materials supplied to date, as shown on the request for payment, represents the actual value of accomplishment under the terms of the contract between between the City of Corcoran (OWNER) and Fehn Companies (CONTRACTOR) and all authorized changes therto:

Approval:

(CONTRACTOR)

Tony Parnum

Date

9-17-24

STANTEC CONSULTING
SERVICES, INC.

Steve Hrd

Date

9/19/2024

END OF SECTION

STAFF REPORT

Agenda Item: 6jj

Council Meeting: September 26 th , 2024	Prepared By: Sergeant Peter Ekenberg
Topic: Toward Zero Death (TZD) Grant	Action Required: Authorization

Summary:

Traffic safety and enforcement is a core function with the Corcoran Police Department and is an essential task in helping keep the community and those that travel in Corcoran safe. In achieving the goal of enhanced traffic enforcement and safety, the Corcoran Police Department have participated in the in the Toward Zero Deaths (TZD) Enforcement Program for over 11 years. TZD is a state program funded though grant money obtained by the MN Department of Public Safety. Participation in the program is expected to reduce the number of alcohol related accidents, decrease the number of speed related accidents, increase the use of seat belts, and decrease distracted driving.

The Corcoran Police have been part of this program for over 10 years and have partnered with other departments. The Corcoran Police partner with Medina, Minnetrista, West Hennepin Department of Public Safety, Rogers, South Lake, Dayton, Deephaven, and Orono.

The Corcoran Police will be the lead agency for the application and implementation of this grant and will be responsible for collection of invoices and distribution/ reimbursement of funds to the other departments involved with this grant

Financial/Budget:

The grant total is \$181,200. This money will be shared between the agencies for enforcement and education.

Options:

1. Consider a motion to approve the City of Corcoran's participate in the TZD program, our partnership with neighboring agencies, and contract lead for the 2024-2025 fiscal period.
2. Provide staff with other direction.

Recommendation:

Consider a motion to approve City of Corcoran's participation in the Toward Zero Death Program and approval of Resolution 2024-110

Council Action:

1. Consider a motion to authorize

Attachments:

1. Resolution 2024-110 – Grant Contract Agreement
2. Grant Contract Agreement

RESOLUTION NO. 2024-110

A RESOLUTION AUTHORIZING THE TOWARD ZERO DEATHS GRANT AGREEMENT

WHEREAS, The City of Corcoran has been a recipient of a grant from the State of Minnesota to support the implementation of the Toward Zero Deaths initiative.

WHEREAS, The City of Corcoran is a recipient of a grant from the State of Minnesota to support the implementation of the Toward Zero Deaths initiative.

WHEREAS, The City of Corcoran is a recipient of a grant from the State of Minnesota to support the implementation of the Toward Zero Deaths initiative.

NOW, THEREFORE, BE IT RESOLVED That the City of Corcoran do hereby authorize the Mayor to execute and deliver to the State of Minnesota a grant agreement on behalf of the City of Corcoran to support the implementation of the Toward Zero Deaths initiative.

BE IT FURTHER RESOLVED, That the City of Corcoran do hereby authorize the Mayor to execute and deliver to the State of Minnesota a grant agreement on behalf of the City of Corcoran to support the implementation of the Toward Zero Deaths initiative.

VOTING AYE

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Lanterman, Mark
- Vehrenkamp, Dean

VOTING NAY

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Lanterman, Mark
- Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 26th day of September 2024.

Tom McKee - Mayor

ATTEST:

Debra Johnson – City Clerk

City Seal



Grant Contract Agreement

Page 1 of 2

Minnesota Department of Public Safety (“State”) Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, Minn., 55101	Grant Program: 2025 Enforcement Grant Contract Agreement No.: A-ENFRC25-2025-CORCORPD-065
Grantee: Corcoran Police Department 8200 County Road 116 Corcoran, Minn. 55340	Grant Contract Agreement Term: Effective Date: Oct. 1, 2024 Expiration Date: Sept. 30, 2025
Grantee’s Authorized Representative: Sgt. Peter Ekenberg Corcoran Police Department 8200 County Road 116 Corcoran, Minn. 55340 (612) 618-6076 pekenberg@corcoranmn.gov	Grant Contract Agreement Amount: Original Agreement \$ 181,200.00 Matching Requirement* \$0.00 See special conditions
State’s Authorized Representative: Shannon Grabow Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, Minn., 55101 (651) 373-9671 shannon.grabow@state.mn.us	Federal Funding: CFDA/ALN: 20.600, 20.608, 20.616 FAIN: 69A37523300004020MN0, 69A37523300001640MNA, 69A3752330000405HMNO State Funding: N/A *Special Conditions: If equipment is purchased, a 50 percent match of the item is required. Refer to program manual.

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2025 Enforcement Application [“Application”] which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 1620, Saint Paul, Minnesota 55101. The Grantee shall also comply with all requirements referenced in the 2025 Enforcement Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

Grant Contract Agreement No./ P.O. No.
A-ENFRC25-2025-CORCORPD-065/3000098244

Project No. 25-04-01

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State’s Authorized Representative

Budget Summary

Budget				
Budget Category	State Reimbursement	Local Match		
Dispatch/Admin- Other				
Dispatch/Admin - Other	\$1,200.00	\$0.00		
Total	\$1,200.00	\$0.00		
Enforcement- Distract/Speed/MO/Belt				
Enfrc- Distract/Spd/MO/Belt	\$61,600.00	\$0.00		
Total	\$61,600.00	\$0.00		
Enforcement- Impaired				
Enforcement - DWI	\$99,500.00	\$0.00		
Total	\$99,500.00	\$0.00		
Enforcement- Pedestrian				
Enforcement - Pedestrian	\$2,000.00	\$0.00		
Total	\$2,000.00	\$0.00		
Match – Mileage Expenses				
Mileage Expenses	\$0.00	\$0.00		
Total	\$0.00	\$0.00		
Dispatch/Admin-Impaired				
Dispatch/Admin - Impaired	\$2,500.00	\$0.00		
Total	\$2,500.00	\$0.00		
Optional Activities- Impaired				
Optional Activities - DWI	\$7,200.00	\$0.00		
Total	\$7,200.00	\$0.00		
Optional Activities- Other				
Optional Activities - Other	\$7,200.00	\$0.00		
Total	\$7,200.00	\$0.00		
Total	\$181,200.00	\$0.00		

STAFF REPORT

Agenda Item 6kk.

Council Meeting: September 26, 2024	Prepared By: Director Matt Gottschalk
Topic: Police Resignation and Hiring Process Authorization	Action Required: Acceptance and Authorization

Summary:

On September 20, 2024, the City received a letter of resignation from Police Officer Jacob Andersen effective October 4, 2024.

Staff is requesting authorization from Council to begin the hiring process to fill the vacancy left by Officer Andersen. The staff recommended candidate will be brought to council for approval.

Financial/Budget:

This is a budgeted position. The costs associated with the hiring processes will include staff time, background check, psychological examination, and physical examination.

Council Action:

Accept the resignation of Jacob Andersen and authorize staff to begin the Police Officer hiring process.

Attachments:

1. Andersen Letter of Resignation.

Jacob Andersen



09-20-2024

Director Gottschalk,

This letter is to inform you that I, Jacob Andersen, intend to resign my position as a Police Officer with the City of Corcoran. My last day of employment will be Friday, October 4th, 2024.

I would like to thank you for the opportunity to work for the Corcoran Police Department and for the training and support I have received over the last several years.

Please reach out with any questions.

Jacob Andersen

Jacob Andersen
09-20-24