



Corcoran City Council Agenda
January 9, 2025 7:00 pm

- 1. Call to Order / Roll Call**
- 2. Pledge of Allegiance**
- 3. Agenda Approval**
- 4. Presentations**
 - a. Oath of Office – Tom McKee, Mayor
 - b. Oath of Office – Dean Vehrenkamp, Councilmember
 - c. Oath of Office - Michelle Friedrich, Councilmember
 - d. Longevity Award – Matt Gottschalk – 10 Years
 - e. Compensation and Classification Study Presentation
- 5. Open Forum – Public Comment Opportunity**
- 6. Consent Agenda**
 - a. City Council Meeting Minutes Approval
 - b. Resolution 2025-01 Annual Appointments
 - c. Financial Claims
 - d. Resolution 2025-02 Holiday Toy & Food Drive
 - e. 2025 Community Events Schedule
 - f. Park Enhancement Program
 - g. NW Trails and Grant-In-Aid Program 2025 Update
 - h. Planning Commission Annual Report & 2025 Priorities
 - i. Squad Car Insurance Replacement
 - j. Resolution 2025-03 Recognizing Shop With a Cop Program
 - k. Parks and Trails Commission Annual Report and 2025 Priorities
 - l. Resolution 2025-05 Supporting Mark Lanterman for Minnesota Cybersecurity Task Force
 - m. NE Corcoran Trunk Infrastructure Pay Request 5
 - n. Stieg Road Improvements Change Order 2
 - o. Stieg Road Improvements Pay Request 6
 - p. Corcoran Water Treatment Plant Change Order 7
 - q. Corcoran Water Treatment Plant Pay Request 20
 - r. 2024 Annual Report ****Will be updated 1/7/25****
 - s. Compensation and Classification Study
 - t. Part-time Accounts Payable Clerk
- 7. Planning**
 - a. Public Hearing - Rush Creek Reserve Wetland Bank Easement Vacation
- 8. Unfinished Business**
 - a. Cannabis Ordinance Update
- 9. New Business**
 - a. Choose Acting Mayor
 - b. Decorum Rules
- 10. Council Reports**
- 11. 2025 City Council Schedule**
- 12. Adjournment**

HYBRID MEETING OPTION AVAILABLE

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

Meeting Via Telephone/Other Electronic Means

Call-in Instructions:

+1 312 626 6799 US

Enter Meeting ID: 878 8508 9563

Video Link and Instructions:

<https://us02web.zoom.us/j/87885089563>

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

Meeting ID: 878 8508 9563

***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



**City of Corcoran
City Council Minutes
December 12, 2024**

Agenda Item 6a.

The Corcoran City Council met on December 12, 2024, in Corcoran, Minnesota. The City Council meeting was held in person and the public was present in person and remotely through electronic means using the audio and video conferencing platform Zoom.

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

City Administrator Tobin, City Clerk Johnson, City Attorney Thames, Community Development Director Davis McKeown, Public Works Director Mattson, and Director of Public Safety Gottschalk were present.

1. Call to Order / Roll Call

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

2. Pledge of Allegiance

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

3. Agenda Approval

City Administrator Tobin stated that several revisions and additions were made to the agenda. Items 6f, 6l, 6w, and 8c were revised and items 6x, 6y and 8e were added to the agenda. Also added were Closed Session items 9a and 9b.

MOTION: made by Vehrenkamp, seconded by Bottema to approve the agenda as amended.

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

(Motion carries: 5:0)

4. Presentations – Recognition of Outgoing Councilmember Jon Bottema

Mayor McKee read Resolution 2024-132 Honoring Outgoing Councilmember Jon Bottema. City Administrator Tobin recognized Councilmember Bottema with a gift. Mr. Bottema addressed and thanked the Council, Staff and Community for their support during his years of service.

5. Open Forum - Public Comment Opportunity

No Public Comments.

6. Consent Agenda

a. November 25, 2024 DRAFT City Council Minutes

Action – Approved November 25, 2024 City Council Minutes.

b. Financial Claims, December 12, 2024

Action – Authorized Financial Claims for December 12, 2024.

c. Police Department Staffing

Action – Authorized staff to begin the full-time Police Officer and part-time Community Service Officer recruitment and hiring processes and extend conditional and final lateral entry job offers as appropriate to preferred candidates.

d. CIP Squad Car Order

Action – Authorized staff to advance order four squad cars for the 2025 CIP budget.

e. K-9 Ballistic Vest

Action – Authorized and accepted the donation of a ballistic vest from Brady's K-9 Fund.

f. **REVISED** Old Farm Ridge Preliminary Plat, Final Plat, and Variance (City File 24-034)

Action – Adopted Resolution 2024-10 Approving a Preliminary Plat and Variance and Resolution 2024-131 Approving a Final Plat for Old Farm Ridge located on the Property Located at 6620 County Road 116 (PID 36-119-23-23-0008).



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- g. NE Industrial Park Environmental Assessment Worksheet (City File 24-010)
Action – Approve Industrial Park EAW for distribution and comment and publication in the EQB.
- h. 2025 Fee Schedule
Action – Adopted 2025 Fee Schedule.
- i. Chisholm Trail Street Improvements
Action – Approved Stantec to complete a feasibility study in the amount of \$8,370 as well as approve staff to solicit a proposal for geotechnical subsurface data collection and get appraisals of the properties in the neighborhood.
- j. Proposed Social Media Policy
Action – Approved proposed Social Media Policy
- k. Memorandum of Agreement(s) with Teamsters – Scheduling and HAS Contribution
Action – Approved Memorandum of Agreements and direct the Mayor and City Administrator to enter the agreement.
- l. **REVISED** Waste Hauler Renewals – No action required. Council update only.
- m. County Rd 10 and Brockton Lane Turn Lane Improvements Pay Request 2 & Final
Action – Approved Pay Request #2 – Final to Omann Contracting Companies, Inc. in the amount of \$93,11.97.
- n. Water Tower Change Order No. 2
Action – Approved Change Order No. 2 for the Corcoran Water Tower Project.
- o. NE Trunk Infrastructure Pay Request 4
Action – Approved Pay Request No. 4 for the NE Corcoran Trunk Infrastructure project to S.R. Weidema in the amount of \$423,985.36.
- p. Steig Road Improvements Pay Request 5
Action – Approved Pay Request 5 for the Steig Road Improvements project to Fehn Companies, Inc. in the amount of \$672,878.90
- q. Water Treatment Plant Change Order 5
Action – Approved Change Order 5 for the Corcoran Water Treatment Plant.
- r. Water Treatment Plant Change Order 6
Action – Approved Change Order 6 for Corcoran Water Treatment Plant.
- s. Water Treatment Plant Pay Request 19
Action – Approved Pay Request 19 for the Corcoran Water Treatment Plant Project to Rice Lake Construction Group in the amount of \$547,507.97.
- t. Water Tower Pay Request 20
Action – Approved Pay Request 20 for the Corcoran Water Tower Project to Phoenix Fabricators and Erectors in the amount of \$16,328.60 to cover the work completed from October 4, 2024 through December 2, 2024.
- u. City Center Drive & 79th Place – Change Order 2 and Pay Request 6 and FINAL
Action – Approved Change order 2 and Pay Application 6 – Final for the Mass Grading and Stormwater Pond for City Center Drive and 79th Place to Park Construction Company in the amount of \$128,749.92. Approval is conditional until it is also approved by the St. Therese Development per the terms of the Cost Share Agreement.



**City of Corcoran
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- v. Resolution 2024-132 Honoring Outgoing Councilmember Jon Bottema – No action taken.
- w. **REVISED** Police Department Taser Replacement
Action – Authorized staff to enter into a five-year quote and agreement with Axon Enterprise Inc.
- x. **ADD** Resolution 2024-136 Appointments of Positions for the City of Corcoran
Action – Adopted Resolution 2024-136 Accepting Appointments of Positions for the City of Corcoran.
- y. **ADD** Parks and Trails Commission Resignation
Action – Accepted resignation from Parks and Trails Commissioner Friedrich.

MOTION: made by Vehrenkamp, seconded by Nichols to approve consent agenda items 6a – 6x.

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

(Motion carries: 5:0)

MOTION: made by McKee, seconded by Nichols to approve consent agenda item 6y.

Voting Aye: McKee, Bottema, Lanterman, Nichols and Vehrenkamp

(Motion carries 5:0)

7. Unfinished Business

a. Cannabis Regulations Update

Community Development Director Davis-McKeown presented an amended draft with the changes made to Chapter 110 and Title X as directed by Council at the November 25, 2024 Council Meeting.

MOTION: made by Nichols, seconded by Vehrenkamp to adopt Ordinance 2024-538 Amending Chapter 119 and Title X of the City Code, the Summary Ordinance 2024-539 and Resolution 2024-133 with Finding of Fact for Ordinance 2024-538.

Voting Aye: McKee, Nichols

Voting Nay: Bottema, Lanterman, Vehrenkamp

(Motion fails 2:3)

MOTION: Bottema moved, Lanterman seconded to disallow Cannabis retail businesses in Corcoran City limits and add to the city code.

Voting Aye: Bottema, Lanterman

Voting Nay: McKee, Nichols, Vehrenkamp

(Motion fails 2:3)

MOTION: Nichols moved, Vehrenkamp seconded to revise the Draft Ordinance 2024-538 to change item G2 to read the city shall limit the number of lower-potency hemp edible retailers to no more than one registration instead of two and to bring back a draft with the changes to the January 9, 2025 City Council Meeting.

Voting Aye: McKee, Nichols, Vehrenkamp

Voting Nay: Bottema, Lanterman

(Motion carries 3:2)

8. New Business

a. **Public Hearing** – St. Therese Liquor License Application

Mayor McKee opened the Public Hearing. No one came forward with comment.

MOTION: Bottema moved, Lanterman seconded to close the Public Hearing.

Voting Aye: McKee, Bottema, Nichols, Lanterman and Vehrenkamp

(Motion carries 5:0)

MOTION: Bottema moved, Lanterman seconded to approve Resolution 2024-129 Granting an On-Sale Wine and 3.2% Liquor License to Saint Therese Communities, DBA Saint Therese of Corcoran.



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Voting Aye: McKee, Bottema, Nichols, Lanterman and Vehrenkamp.
(Motion carries 5:0)

b. **Public Hearing** – Truth in Taxation (2025 Budget and Levy)

Mayor McKee opened the Public Hearing – No one came forward with comment.

MOTION: Bottema moved, Vehrenkamp seconded to close the Public Hearing.

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

(Motion carries 5:0)

MOTION: Bottema moved, Vehrenkamp seconded to adopt Resolution 2024-134 Adopting the 2025 Budget and Final Tax Levy Collectible and Resolution 2024-135 Approving the 2025 Wage Schedule and Benefit Package for City Employees.

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

(Motion carries 5:0)

c. **REVISED** 2025 Utility Budgets

MOTION: Bottema moved, Lanterman seconded to adopt Resolution 2024-137 Adopting Final 2025 Enterprise Funds Budget.

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

(Motion carries 5:0)

d. MS4 Stormwater Pollution Prevention Plan (SWPP)

Public Works Director Mattson gave a brief presentation. No public comments were brought forward. No action required.

e. **ADD** DRAFT Capital Improvement Plan

City Administrator Tobin gave a brief report.

9. **Closed Session**

The Council meeting was adjourned to go into three closed sessions at 8:21 p.m.

a. **ADD Closed Session:** Response to Lawsuit

Under the authority of Minn. Stat. § 13D.05 subd. 3(b) the City is permitted to close a meeting for attorney-client privilege to discuss pending litigation. The Council closed session for the purpose to discuss response related to the claim filed by Craig Scherber & Associates. Staff and the City Attorney have been given direction.

b. **ADD Closed Session:** Potential Property Acquisition

The City Council entered under a second closed session pursuant to the authority granted by Minn. Stat. § 13D.05 subd. 3(c)(3), in order to develop and consider an offer for the purchase of real property – PID 26-119-23-13-0006. Staff and the City Attorney have been given direction.

c. **Closed Session:** City Administrator Annual Review

The City Council entered into a third closed session pursuant to the authority granted by Minn. Stat. § 13D.05 subd 3(a) to evaluate the performance of the City Administrator. The City Administrator's performance was determined to be exceptional.

Mayor McKee called the Council Meeting back to order 9:10 p.m.



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MOTION: made by McKee, seconded by Vehrenkamp to approve the performance review increase for the City Administrator.

10. Council/Staff Reports

- Administrator Tobin reported there are vacant Watershed Commissioner and Deputy Watershed Commissioner spots to fill on the Watershed Commission.
- Councilor Bottema recognized Public Works Director Mattson for being awarded the City of Corcoran's Changemaker Award. City Administrator Tobin gave a brief explanation of the award and accomplishments of Director Mattson as well as other awards given to staff at this year's staff recognition and holiday party.
- The City Council thanked staff and Corcoran residents for coming out to support the Holiday Toy and Food Drive. All neighborhoods were well attended.
- Councilor Vehrenkamp also announced the Celebrity Bartender Event being held on Saturday at the Stanchion Bar to collect for Toys for Tots in coordination with the Holiday Toy and Food Drive. Toys will be dropped off at KARE11 on Tuesday, December 17.

11. 2025 City Council Schedule

Council reviewed and approved the Council Meeting schedule for 2025 with the exception of having only one meeting in December. Staff and Council also discussed upcoming goal-setting sessions and date changes. Goal-Setting Sessions were re-scheduled for Monday, January 13 and Monday, January 27, 2025.

MOTION: McKee moved, Lanterman seconded to allocate Councilor Bottema to adjourn the Council Meeting.

Voting Aye: McKee, Bottema, Lanterman, Nichols and Vehrenkamp
(Motion carries 5:0)

12. Adjournment

Acting Mayor Bottema entertained a motion to adjourn the meeting.

MOTION: made by McKee seconded by Bottema to adjourn.

Voting Aye: McKee, Lanterman, Nichols and Vehrenkamp. Bottema abstained from the vote.
(Motion carries 4:0)

Meeting adjourned by Acting Mayor Bottema at 9:16 p.m. December 12, 2024.

Respectfully submitted,

Debra Johnson – City Clerk

RESOLUTION NO. 2025-01

Motion By:
Seconded By:

**RESOLUTION ESTABLISHING ANNUAL APPOINTMENTS FOR
THE CITY OF CORCORAN FOR 2025**

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

NOW THEREFORE, BE IT RESOLVED that the City hereby makes the following appointments for the year 2025.

1. **Official Newspaper**
Crow River News, (aka Sun Media) 10917 Valley View Road, Eden Prairie MN 55344
2. **Planning Consultant**
Landform, 105 S. Fifth Avenue, # 513 Minneapolis, MN 55401
3. **Engineer**
Kevin Mattson, Public Works Director/Engineer
4. **Attorney – Civil and Criminal**
John Thames - Carson, Clelland & Schreder, 6300 Shingle Creek Parkway, Suite 305,
Minneapolis, MN 55430-2190
5. **Parks Planning Consultant**
Hoisington, Koegler, Group Inc., DBA: HKGi, 800 North Washington Avenue, Minneapolis,
MN 55401
6. **Auditor and Auditing Services**
Schlenner, Wenner & Co
630 Roosevelt Road, Suite 201, P.O. Box 1496, St. Cloud, MN 56302
7. **Elm Creek Watershed Management Commission Representative**
Tom Anderson – Commissioner
8. **Insurance Agent**
Associated Benefits and Risk Consulting, 6000 Clearwater Drive | Minnetonka, MN 55343
9. **Animal Control Officer**
Monticello Animal Facility, 203 Chelsea Road, Monticello, MN 55362.
10. **Assistant Weed Inspector**
Dwight Klingbeil, Planner/Code Enforcement

RESOLUTION NO. 2025-01

11. Official Depositories

Farmers State Bank of Hamel
Northland Securities
4M Fund

12. Official Signatory

The following individuals are hereby authorized as official signatories for the City:
a. Mayor/Tom McKee
b. City Administrator/Jason Tobin
c. City Clerk/Debra Johnson

13. Authorized for funds transfer and inquiry at Farmers State Bank of Hamel and PMA/4M

The following individuals are hereby authorized for funds transfer and inquiry for the City checking and savings accounts at Farmers State Bank of Hamel:
a. Mayor/Tom McKee
b. City Administrator/Jason Tobin

VOTING AYE

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

VOTING NAY

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 9th day of January, 2025.

Tom McKee – Mayor

ATTEST:

Debra Johnson – City Clerk

City Seal



EAST CENTRAL MINNESOTA



November 15, 2024

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

Dear City Council Members:

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

The following rate structure for legals is effective January 1, 2025:

Per Column Inch:	\$16
Characters per inch:	320
Lines per inch:	9

A notarized affidavit will be provided for each notice published. A \$20 charge will be assessed on legal notices that require typing. All published legal notices are posted on the **Press & News** and Minnesota Newspaper Association website at no additional charge. They are also available for the public to view at no cost. The Press & News website has an average of 45,000 monthly views.

The **Crow River News** is published weekly on Thursdays. The deadline is 12:00 p.m. on Monday for publication the following Thursday. Early deadlines apply during a holiday week. Please email legal notices to publicnotice@apgecm.com.

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

Sincerely,

Tonya Orbeck

Legal Notice Department Manger

763-691-6001



105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

Tel: 612-252-9070
Web: landform.net

December 17, 2024

Jay Tobin
City of Corcoran
8200 County Road 116
Corcoran, MN 55340

RE: 2025 Landform Rate Schedule

Dear Mr. Tobin,

Thank you for utilizing Landform to provide planning services for the City. Our firm is dedicated to our values of quality, leadership, relationships, mentorship and enthusiasm. We appreciate the opportunity to continue to bring thoughtful planning solutions to add value for the community. We look forward to continuing to support the community development team, specifically the planning staff, on development review and ordinance updates as directed.

We are committed to providing the highest quality of client service and our rate schedule allows us to be competitive with other firms and provide a comprehensive range of services through retention of our most talented employees. Our 2025 rates are attached and reflect the same salary increase as Corcoran and many other cities, but we continue to deeply discount the principal planner rate from our standard municipal rates.

We deeply value our 20+ year relationship with the City of Corcoran and look forward to continuing to provide professional planning services to assist your staff. Landform has a full-time staff of professionals, all of whom are committed to providing services that are truly tailored to the communities we serve and helping our clients plan great communities.

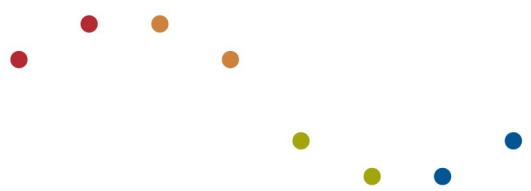
If you have any questions or comments, please do not hesitate to call me at 612.638.0225.

Sincerely,
Landform

A handwritten signature in black ink that reads "Kendra Lindahl". The signature is fluid and cursive.

Kendra Lindahl, AICP
Principal Planner

Copy: Natalie McKeown, Community Development Director



2025 Corcoran Municipal Rate Schedule

Professional Services Title	Hourly Rates
Senior Principal	\$274
Principal	\$224
<i>Principal Planner*</i>	\$170
Associate	\$177
Studio Lead	\$184
Project Lead/Senior Designer/Senior CAD Manager	\$171
Planning Lead/Senior Planner	\$171
Planner III/Designer III/Survey Technician III	\$131
Planner II/Designer II/Survey Technician II	\$109
Planner I/Designer I/Survey Technician I	\$96
Survey Lead	\$177
Senior Surveyor	\$177
Crew Chief	\$171
Survey Coordinator	\$150
Field Technician	\$80
Construction Administrator III	\$187
Construction Administrator II	\$134
Construction Administrator I	\$112
Accounting/Business/Office Lead	\$112
Office Coordinator	\$107
Administrative Assistant	\$86

**Reduced Principal Planner rate*

1. Attendance at regularly scheduled Planning Commission and City Council meetings will be billed at a flat rate of \$200.00 per meeting.
2. Standard Internal reimbursable expenses associated with prints, plots, scanning and mileage are included in our hourly rates. Deliverable plots and prints will be charged at internal rate.
3. External reimbursable expenses shall be billed at cost plus 15%.

ENGAGEMENT LETTER

The Law Firm of Carson, Clelland & Schreder agrees to represent the City of Corcoran for civil legal services and for municipal prosecution services in 2025.

Civil services include meeting attendance, staff consultation and the production of work relating to ordinances, zoning, special assessments, development contracts and other contractual matters. In addition to the before mentioned subjects, any other services as needed and directed by the City Council will be gladly performed. Charges for the civil work will be \$72.50 per hour for paralegal assistant, \$75.00 per hour for law clerk, and \$145.00 per hour for attorney.

The criminal prosecution services include the prosecution of petty misdemeanors, misdemeanors and gross misdemeanors as they occur; review and preparation of criminal complaints and consultation and advice with officers and police administration. The prosecution services include vehicle forfeitures. The prosecution services are billed at \$100.00 per hour for attorney, \$75.00 per hour for law clerk, and \$40.00 per hour for legal assistant.

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

Sincerely,



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

APPROVED BY CITY OF CORCORAN

By: _____
Its Mayor

By: _____
Its Clerk



December 31, 2024

Jay Tobin

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

RE: 2025 Letter of Engagement for Engineering Services

Dear Jay:

We have appreciated the opportunity to serve as the City Engineer and primary engineering consultant since 2009. We are excited to see the City staff the Engineering Development Supervisor position in 2024 and take the role of City Engineer in house to Kevin in 2025. Our engineering team is experienced in serving growing communities and has provided the flexibility, depth and expertise to serve the City on day-to-day engineering services such as development plan review, designing infrastructure improvements, significant water treatment and storage projects, State mandated wetland and stormwater regulations, construction management, environmental compliance reporting, grant assistance, and trunk system planning along with the other needs of a rapidly growing community. In 2025 we look forward to continuing in those roles as well as provide additional expertise as needed to the City.

Business Model

Our pricing model provides discounted hourly rates while still using experienced municipal and construction engineers and eliminating some charges for City Council meetings, mileage costs, and other miscellaneous items. We are proud of our ability to provide these range of services while keeping the cost competitive with other metro firms.

The fee schedule provides a discount of approximately 20% from our standard fee schedule and this can be achieved due to the reliable, steady nature of municipal work combined with our west metro staff that allows for travel and response time efficiency. The model also benefits developers, since they also receive the discounted rate. Some cities prefer a split fee structure which could be discussed in the future.

Hourly Rates

The fees for engineering work is billed on an hourly basis and categories include the range shown on the following list. Our key engineering staff are billed in accordance with experience and technical skills. The monthly billing breakdown ranges from City to developer escrow at 30/70 percentage basis for busy construction months and approximately 50/50 during higher City project design periods. The day-to-day work in Corcoran is typically development driven and Stantec adjusts its staff accordingly.

December 31, 2024

Jay Tobin

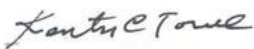
Page 2 of 2

Category	Typical Hourly Rate
Field/Technician/ Junior Engineer	\$110-\$136
Project Engineer/ Scientist	\$134-\$162
Senior Project Engineer/Scientist	\$161-\$177
Senior Construction Manager	\$172
LGU Wetland Specialist	\$158
Transportation Engineering Specialist	\$185
Other	
One Person Survey Team with Equipment	\$165
Two Person Survey Team with Equipment	\$230
Specialty Staff (Structural, Facilities, electrical/controls, chemical, etc.)	By Project

We look forward to discussing this letter of engagement and another productive year in 2025.

Sincerely,

Stantec Consulting Services Inc.



Kent Torve PE (MN, TX, SD), LEED AP
Principal
Phone: 612.209.7919
Kent.Torve@stantec.com



Steve Hegland, PE (MN)
Client Manager
Phone: 612-741-6548
Steven.Hegland@stantec.com

January 2, 2025

Members of Governance
City of Corcoran, MN

Attention: Honorable Mayor and City Council

The Objective and Scope of the Audit of the Financial Statements

You have requested we audit the City of Corcoran's (the City) governmental activities, business-type activities, each major fund, and aggregate remaining fund information as of and for the year ending December 31, 2024, which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter (Engagement Letter).

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards* issued by the Comptroller General of the United States (GAS) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.

When required, you have also requested that Schlenner Wenner & Co. perform the audit of the City as of December 31, 2024 to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance).

The Responsibilities of the Auditor

We will conduct our audit in accordance with GAAS, GAS, the Uniform Guidance, and the U.S. Office of Management and Budget's (OMB) Compliance Supplement (when required). Those standards, regulations, or supplements require that we comply with applicable ethical requirements. As part of an audit in accordance with GAAS, GAS, and the Uniform Guidance (when required), we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, based on an understanding of the entity and its environment, the applicable financial reporting framework, and the entity's system of internal control, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

- Consider the entity’s system of internal control in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City’s ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of controls, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and GAS. Because the determination of waste or abuse is subjective, GAS does not require auditors to perform specific procedures to detect waste or abuse in financial statement audits.

We will communicate to the Members of Governance (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

When required, we are responsible for the compliance audit of major programs under the Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

Our reports on internal control over financial reporting and over compliance for major programs (when required) will include any significant deficiencies and material weaknesses in internal control over financial reporting and over compliance for major programs (when required) of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control over financial reporting and over compliance for major programs (when required) consistent with requirements of the standards and regulations identified above. Our reports on compliance matters will address material errors, fraud, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards and regulations identified above.

We will maintain our independence in accordance with the standards of the American Institute of Certified Public Accountants (AICPA) and GAS.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Management is responsible for:

1. Identifying and ensuring that the City complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;

2. The design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the City involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
3. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, analysts, regulators, vendors, customers or others.

Management is responsible for the preparation of the required supplementary information (RSI) which accounting principles generally accepted in the United States of America (U.S. GAAP) require to be presented to supplement the basic financial statements.

Management is also responsible for the preparation of the supplementary information presented in relation to the financial statements as a whole in accordance with U.S. GAAP. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and will indicate that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

The Members of Governance are responsible for informing us of its views about the risks of fraud, waste, or abuse within the City, and its knowledge of any fraud, waste, or abuse or suspected fraud, waste, or abuse affecting the City.

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP);
2. To evaluate subsequent events through the date the financial statements are issued. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
4. For report distribution; and
5. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures;
 - b. Draft financial statements, including information relevant to their preparation and fair presentation, when needed, to allow for the completion of the audit in accordance with the proposed timeline;
 - c. Additional information that we may request from management for the purpose of the audit; and
 - d. Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this Engagement Letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Because the audit will be performed in accordance with the Single Audit Act and the Uniform Guidance (when required), management is responsible for (a) identifying all federal awards received and expended; (b) preparing and the fair presentation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations, and the terms and conditions of federal awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; (g) timely and accurate completion of the data collection form and (h) submitting the reporting package and data collection form.

Reporting

We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the Members of Governance of the City. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, or add an emphasis-of-matter paragraph or other-matter paragraph to our auditor's report.

If circumstances arise relating to the condition of the City's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including, but not limited to, declining to express an opinion or issue a report, or withdrawing from the engagement.

In addition to our report on the City's financial statements, we will also issue the following reports:

1. A report on the fairness of the presentation of the City's schedule of expenditures of federal awards for the year ending December 31, 2024 (when required);
2. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with GAS;
3. Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance (when required); and
4. An accompanying schedule of findings and questioned costs (when required).

Records and Assistance

During the course of our engagement, we may accumulate records containing data that should be reflected in the City's books and records. The City will determine that all such data, if necessary, will be so reflected. Accordingly, the City will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by City personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Kasha Gansky, Finance Manager. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

Non-audit Services

In connection with our audit, you have requested us to perform the following non-audit services:

1. Preparation of the City's financial statements and related GASB 34 conversion entries
2. Preparation and submission of the Annual Reporting Form for the Office of the State Auditor (if requested, billed separately)
3. Preparation of the Data Collection Form (when required)
4. Maintenance of the City's capital asset depreciation records (if requested; billed separately)

GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the City, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit services to be performed. The City has agreed that Kasha Gansky, Finance Manager, possesses suitable skill, knowledge or experience and that the individual understands the non-audit services to be performed and described above sufficiently to oversee them. Accordingly, the management of the City of Corcoran agrees to the following:

1. The City has designated Kasha Gansky, Finance Manager, as a senior member of management who possesses suitable skill, knowledge, and experience to oversee the services;
2. Kasha Gansky, Finance Manager, will assume all management responsibilities for subject matter and scope of the non-audit services described above;
3. The City will evaluate the adequacy and results of the services performed; and
4. The City accepts responsibility for the results and ultimate use of the services.

GAS further requires that we establish an understanding with the City's management and those charged with governance of the objectives of the non-audit services, the services to be performed, the City's acceptance of its responsibilities, the auditor's responsibilities and any limitations of the non-audit services. We believe this Engagement Letter documents that understanding.

Other Relevant Information

In accordance with GAS, a copy of our most recent peer review report has been provided to you for your information.

Fees and Costs

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fee estimates and completion of our work are based upon the following criteria:

1. Anticipated cooperation from City personnel
2. Timely responses to our inquiries
3. Timely completion and delivery of client assistance requests
4. Timely communication of all significant accounting and financial reporting matters
5. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. Interim billings will be submitted as work progresses and as expenses are incurred. Payment is due upon invoice delivery.

Our estimated fees for the services described in this letter are as follows:

<u>Service</u>	<u>Amount</u>
Financial Statement Audit	\$36,000

All matters related to the City’s adoption of GASB 101, *Compensated Absences* will be accounted for and billed separately. In the event that the performance of a Single Audit under Uniform Guidance is required, such services will also be accounted for and billed separately.

Use of Subcontractors and Third-Party Products

We may, in our sole discretion, use qualified third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose Confidential Information and Personal Information (as such terms are defined below) to them. We may share your information, including Confidential Information and Personal Information, with these third-party service providers; provided that such recipients are bound by written obligations of confidentiality. You acknowledge and agree that our use of a third-party service provider may involve the processing, input, disclosure, movement, transfer, and storage of your information and data, including Confidential Information and Personal Information, outside of the United States and outside of our technology infrastructure. We will be responsible to you for the performance of our third-party service providers, solely as related to the services performed under this Engagement Letter, subject to all limitations and disclaimers set forth herein.

We also may provide services to you using certain third-party hardware, software, equipment, or products (collectively, “Third-Party Products” and each, individually, a “Third-Party Product”). You acknowledge that the use of a Third-Party Product may involve the processing, input, disclosure, movement, transfer, and storage of information provided by or on behalf of you to us, including Confidential Information and Personal Information, within the Third-Party Product’s infrastructure and not ours which may result in the access, transfer, disclosure, storage, or processing of such information and data outside of the United States. You further acknowledge that the terms of use and service, including, but not limited to, applicable laws, set forth in the end-user license, end-user subscription agreement, or other end-user agreement for such Third-Party Product (collectively, “EULA(s)”) will govern all obligations of the licensor of such Third-Party Product relating to data privacy, storage, recovery, security, and processing within such Third-Party Product’s infrastructure, as well as, the service levels associated with such Third-Party Product. You hereby consent to the disclosure of your information, including your Confidential Information and Personal Information, to the licensors of such Third-Party Products for the purpose described herein and you acknowledge and agree that such City-provided data and information may be collected, processed, stored, and used by such licensors for benchmarking, analytics, marketing, and other business purposes in support of the Third-Party Product.

To the extent Schlenner Wenner & Co. gives the City access to a Third-Party Product in connection with the services contemplated herein, the City agrees to comply with the terms of any applicable EULA for such Third-Party Product, and the City shall be solely responsible for the improper use of a Third-Party Product or a violation of the applicable EULA for such Third-Party Product by the City or any user to whom the City grants access to such Third-Party Product. The City agrees to indemnify and hold Schlenner Wenner & Co. harmless from and against any claims, actions, lawsuits, proceedings, judgments, liens, losses, damages, costs, expenses, fees (including reasonable legal fees, expenses, and costs) and other liabilities relating to, or arising from or out of, the improper use of a Third-Party Product, or a violation of the terms of the applicable EULA for such Third-Party Product by the City or any user to whom the City grants access to such Third-Party Product.

You acknowledge that the use of Third-Party Products may be subject to limitations, delays, interruptions, errors, and other problems which are beyond our control, including, without limitation, internet outage or lack of availability related to updates, upgrades, patches, fixes, or maintenance. We will not be liable for any damages relating to such limitations, delays, delivery failures, interruptions, errors, or other problems. Nor will we be held responsible or liable for any loss, or unauthorized use or disclosure, of any information or data provided by you, including, without limitation, Personal Information provided by you, resulting from the use of a Third-Party Product.

Use and Ownership; Access to Audit Documentation

The Audit Documentation for this engagement is the property of Schlenner Wenner & Co. For the purposes of this Engagement Letter, the term “Audit Documentation” shall mean the confidential and proprietary records of Schlenner Wenner & Co.’s audit procedures performed, relevant audit evidence obtained, other audit-related workpapers, and conclusions reached. Audit Documentation shall not include custom-developed documents, data, reports, analyses, recommendations, and deliverables authored or prepared by Schlenner Wenner & Co. for the City under this Engagement Letter, or any documents belonging to the City or furnished to Schlenner Wenner & Co. by the City.

Review of Audit Documentation by a successor auditor or as part of due diligence is subject to applicable Schlenner Wenner & Co. policies, and will be agreed to, accounted for and billed separately. Any such access to our Audit Documentation is subject to a successor auditor signing the Access & Release Letter provided by Schlenner Wenner & Co., without substantive modifications thereto. Schlenner Wenner & Co. reserves the right to decline a successor auditor’s request to review our Audit Documentation.

In the event we are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the City, the City will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of Schlenner Wenner & Co. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the Audit Documentation upon their request and that we shall maintain the Audit Documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to the requested Audit Documentation will be provided under the supervision of Schlenner Wenner & Co. audit personnel and at a location designated by our firm.

Indemnification, Limitation of Liability, and Claim Resolution

Because Schlenner Wenner & Co. will rely on the City and its management and Members of Governance to discharge the foregoing responsibilities, the City agrees to indemnify, hold harmless and release Schlenner Wenner & Co. and its partners, principals, officers, directors, employees, affiliates, subsidiaries, contractors, subcontractors, agents, representatives, successors, or assigns from all third-party claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the City's management.

The City and Schlenner Wenner & Co. agree that no claim arising out, from, or relating to the services rendered pursuant to this Engagement Letter shall be filed more than two years after the date of the audit report issued by Schlenner Wenner & Co. or the date of this Engagement Letter if no report has been issued. In no event shall Schlenner Wenner & Co. or the City, or any of their respective partners, principals, officers, directors, employees, affiliates, subsidiaries, contractors, subcontractors, agents, representatives, successors, or assigns (collectively, the covered parties and each individually, a covered party), be liable for the interruption or loss of business, any lost profits, savings, revenue, goodwill, software, hardware, or data, or the loss of use thereof (regardless of whether such losses are deemed direct damages), or incidental, indirect, punitive, consequential, special, exemplary, or similar such damages, even if advised of the possibility of such damages. Except for a covered party's indemnification obligations under this engagement letter, to the fullest extent permitted by law, the total aggregate liability of the covered parties arising out of, from, or relating to this Engagement Letter, or the report issued or services provided hereunder, regardless of the circumstances or nature or type of claim, including, without limitation, claims arising from a covered party's negligence or breach of contract or warranty, or relating to or arising from a government, regulatory or enforcement action, investigation, proceeding, or fine, will not exceed the total amount of the fees paid by the City to Schlenner Wenner & Co. under this Engagement Letter. Notwithstanding the foregoing, nothing in this limitation of liability provision shall, or shall be interpreted or construed to, relieve the City of its payment obligations to Schlenner Wenner & Co. under this Engagement Letter.

Confidentiality

Schlenner Wenner & Co. and the City may, from time to time, disclose Confidential Information (as defined below) to one another. Accordingly, Schlenner Wenner & Co. and the City agree as the recipient of such Confidential Information (the Receiving Party) to keep strictly confidential all Confidential Information provided to it by the disclosing party (the Disclosing Party) and use, modify, store, and copy such Confidential Information only as necessary to perform its obligations and exercise its rights under this Engagement Letter. Except as otherwise set forth herein, the Receiving Party may only disclose the Confidential Information of the Disclosing Party to its personnel, agents, and representatives who are subject to obligations of confidentiality at least as restrictive as those set forth herein and only for the purpose of exercising its rights and fulfilling its obligations hereunder. To avoid any doubt, Schlenner Wenner & Co. is permitted to disclose the City's Confidential Information to Schlenner Wenner & Co.'s personnel, agents, Subcontractors, and representatives for the purpose of exercising its rights and fulfilling its obligations hereunder and to comply with applicable laws and professional, regulatory, and/or ethical standards.

"Confidential Information" means, information in any form, consisting of: (i) any nonpublic information provided by the Disclosing Party, (ii) any information that the Disclosing Party identifies as confidential; or (iii) any information that, by its very nature, a person in the same or similar circumstances would understand should be treated as confidential, including, but not limited to, this Engagement Letter. Without limiting the generality of the foregoing, the City acknowledges and agrees that Documentation constitutes Confidential Information of Schlenner Wenner & Co.

"Confidential Information" will not include information that: (i) is publicly available at the time of disclosure by the Disclosing Party; (ii) becomes publicly available by publication or otherwise after disclosure by the Disclosing Party, other than by breach of the confidentiality obligations set forth herein by the Receiving Party; (iii) was lawfully in the Receiving Party's possession, without restriction as to confidentiality or use, at the time of disclosure by the Disclosing Party; (iv) is provided to the Receiving Party without restriction as to confidentiality or use by a third party without violation of any obligation to the Disclosing Party; or (v) is independently developed by employees or agents of the Receiving Party who did not access or use the Disclosing Party's Confidential Information.

The Receiving Party will treat the Disclosing Party's Confidential Information with the same degree of care as the Receiving Party treats its own confidential and proprietary information, but in no event will such standard of care be less than a reasonable standard of care.

Notwithstanding anything stated to the contrary in this Engagement Letter, the City consents to Schlenner Wenner & Co. using any information or data, including Confidential Information and Personal Information, provided by or on behalf of the City, or otherwise obtained by Schlenner Wenner & Co., in connection with: (i) the services provided under this Engagement Letter, to provide the City with professional services under any other professional services agreement the City enters into or has entered into with Schlenner Wenner & Co.; and (ii) those professional services provided by Schlenner Wenner & Co. under another professional service agreement with the City, to provide the services under this Engagement Letter to the City.

The City consents to the Schlenner Wenner & Co. using Confidential Information and Personal Information provided by or on behalf of the City to (i) improve the quality of our services and offerings; and/ or (ii) develop or perform internal data analysis, business analytics or insights, or other internal insight generation. Information developed in connection with these purposes may be used or disclosed to current or prospective clients to provide services or offerings. Schlenner Wenner & Co. Will not use or disclose such Confidential Information or Personal Information in a way that would permit the City or an individual to be identified by third parties without your prior written consent.

Personal Information

As used herein, the term “Personal Information” means any personal information or data, as may be defined by applicable privacy, data protection, or cybersecurity laws, that directly or indirectly identifies a natural person.

Each party agrees to transmit Personal Information consistent with applicable laws and any other obligations the respective party may have. We are permitted to use all such Personal Information to perform our obligations and exercise our rights under this Engagement Letter.

You represent and warrant that you have provided all notices and obtained all consents required under applicable data protection laws prior to your collection, use and disclosure to Schlenner Wenner & Co. of such Personal Information and shall take reasonable steps to ensure that such Personal Information does not include irrelevant or unnecessary information about individuals.

Retention of Records

We will return to you all original records you provide to us in connection with this engagement. Further, in addition to providing you with those deliverables set forth in this Engagement Letter, we will provide to you a copy of any records we prepare or accumulate in connection with such deliverables which are not otherwise reflected in your books and records without which your books and records would be incomplete. You have the sole responsibility for retaining and maintaining in your possession or custody all of your financial and nonfinancial records related to this engagement. We will not host, and will not accept responsibility to host, any of your records. We, however, may maintain a copy of any records of yours necessary for us to comply with applicable law and/or professional standards or to exercise our rights under this Engagement Letter. Any such records retained by us will be subject to the confidentiality obligations set forth herein and destroyed in accordance with our record retention policies.

Termination

Your failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which we may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this Engagement Letter. We will not be liable to you for any loss, damage or expense arising out of or from, or relating to, such termination or suspension of our services.

Either party hereto may terminate this Engagement Letter for any reason upon fifteen (15) days’ prior written notice to the other party. In the event you terminate this engagement, you will pay us for all services rendered (including deliverables and products delivered), expenses incurred, and noncancelable commitments made by us on your behalf through the effective date of termination.

Either party may terminate this Engagement Letter upon written notice if: (i) circumstances arise that in its judgment would cause its continued performance to result in a violation of law, a regulatory requirement, a legal process, a contractual obligation with a third party, applicable professional or ethical standards, or, in the case of Schlenner Wenner & Co., our client acceptance or retention standards; or (ii) if the other party, or any director, executive, partner, or principal thereof, is placed on a Sanctioned List (as defined herein), or if any director or executive of, or other person closely associated with such other party or its affiliate, is placed on a Sanctioned List (as defined below).

Neither Schlenner Wenner & Co. nor the City shall be responsible for any delay or failure in its performance resulting from acts beyond its reasonable control (each, a “Force Majeure Event”). Force Majeure Events include, but are not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At your option, you may terminate this Engagement Letter where our services are delayed more than 120 days by a Force Majeure Event; however, you are not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this Engagement Letter.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, we may, at our sole discretion, terminate this Engagement Letter without further obligation to you. Resumption of our work following termination may be subject to our client acceptance procedures and, if resumed, will require additional procedures not contemplated in this Engagement Letter. Accordingly, the scope, timing and fee arrangement discussed in this Engagement Letter will no longer apply. In order for us to recommence work, the execution of a new Engagement Letter will be required.

The parties agree that those provisions of this Engagement Letter which, by their context, are intended to survive, including, but not limited to, payment, limitations on liability, claim resolution, use and ownership, and confidentiality obligations, shall survive the termination of this Engagement Letter.

Miscellaneous

We may mention your name and provide a general description of the engagement in our client lists and marketing materials.

The City agrees that it will not include our reports or otherwise associate us with any public or private securities offering without first obtaining our consent. Therefore, the City agrees to contact us before it includes our reports, or otherwise makes reference to us, in any public or private securities offering. Our association with an official statement is a matter for which separate arrangements may be necessary. The City agrees to provide us with printer’s proofs or masters of such offering documents for our review and approval before printing, and with a copy of the final reproduced material for our approval before it is distributed. If, based on our review, we identify no material inconsistencies with our audit, or other misstatements of fact, we will promptly communicate in writing to the City that we do not object to the inclusion of our report in the offering documents. In the event our auditor/client relationship has been terminated when the City seeks such consent, we will be under no obligation to grant such consent or approval.

Our professional standards require that we perform certain additional procedures, on current and previous years’ engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, the City agrees it will compensate Schlenner Wenner & Co. for any additional costs incurred as a result of the City’s employment of one of our partners, principals, or employees.

Each party hereto affirms it has not been placed on a Sanctioned List (as defined below) and will promptly notify the other party upon becoming aware that it has been placed on a Sanctioned List at any time throughout the duration of this Engagement Letter. The City shall not, and shall not permit third parties to, access or use any of the deliverables provided for hereunder, or Third-Party Products provided hereunder, in violation of any applicable sanctions laws or regulations, including, but not limited to, accessing or using the deliverables provided for hereunder or any Third-Party Products from any territory under embargo by the United States. The City shall not knowingly cause Schlenner Wenner & Co. to violate any sanctions applicable to Schlenner Wenner & Co. As used herein “Sanctioned List” means any sanctioned person or entity lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the Consolidated Canadian Autonomous Sanctions List, the United Nations Security Council, the European Union, and the United Kingdom.

Any term of this Engagement Letter that would be prohibited by or impair our independence under applicable law or regulation shall not apply, to the extent necessary only to avoid such prohibition or impairment.

Notices

Unless otherwise expressly agreed upon by the parties in this Engagement Letter, all notices required to be given hereunder will be in writing and addressed to the party at the business address provided in this Engagement Letter, or such other address as such party may indicate by a notice delivered to the other party. A copy of any legal notice (e.g., any claimed breach or termination of this Engagement Letter) sent by the City to Schlenner Wenner & Co. shall also be sent to the following address: Schlenner Wenner & Co., 630 Roosevelt Rd. Ste. 201, P.O. Box 1496, St. Cloud, MN 56302. Except as otherwise expressly provided in this Engagement Letter, notices hereunder will be deemed given and effective: (i) if personally delivered, upon delivery; (ii) if sent by registered or certified mail or by overnight courier service with tracking capabilities, upon receipt; and, (iii) if sent by electronic mail (without indication of delivery failure), at such time as the party that sent the notice receives confirmation of receipt, whether by read-receipt confirmation or otherwise.

Governing Law

This Engagement Letter, including, without limitation, its validity, interpretation, construction, and enforceability, and any dispute, litigation, suit, action, claim, or other legal proceeding arising out of, from, or relating in any way to this Engagement Letter, any provisions herein, a report issued or the services provided hereunder, will be governed and construed in accordance with the laws of the State of Minnesota, without regard to its conflict of law principles, and applicable U.S. federal law.

Entire Agreement

This Engagement Letter including any exhibits, policies, schedules, and/or other documents expressly incorporated herein by reference or attached hereto, constitutes the entire of agreement between Schlenner Wenner & Co. and the City, and supersedes all prior agreements, understandings, and proposals, whether oral or written, relating to the subject matter of this Engagement Letter including any separate nondisclosure agreement executed between the parties.

If any term or provision of this Engagement Letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

This Engagement Letter may be amended or modified only by a written instrument executed by both parties.

Electronic Signatures and Counterparts

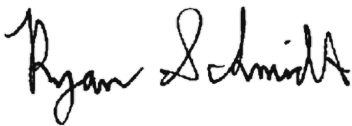
This Engagement Letter may be executed in one or more counterparts, each of which will be deemed to be an original, but all of which taken together will constitute one and the same instrument. Each party agrees that any electronic signature of a party to this Engagement Letter or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect as a manual signature.

Acknowledgement and Acceptance

Each party acknowledges that it has read and agrees to all of the terms and conditions contained herein, including any exhibits, policies, schedules, and/or other documents expressly incorporated herein by reference or attached hereto. Each party and its signatory below represent that said signatory is a duly authorized representative of such party and has the requisite power and authority to bind such party to the undertakings and obligations contained herein.

AGREED TO AND ACKNOWLEDGED BY:

SCHLENNER WENNER & CO



Ryan Schmidt, CPA
Partner

Confirmed on behalf of the City of Corcoran:

Signature

Date

Name/Title (Printed)

Report on the Firm's System of Quality Control

October 27, 2022

To the Partners of Schlenner Wenner & Co. and the Peer Review Committee of the Minnesota Society of Certified Public Accountants.

We have reviewed the system of quality control for the accounting and auditing practice of Schlenner Wenner & Co. (the firm) in effect for the year ended June 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Schlenner Wenner & Co. in effect for the year ended June 30, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Schlenner Wenner & Co. has received a peer review rating of *pass*.

Olsen Thielen & Co., LTD.

Olsen Thielen & Co., Ltd.

STAFF REPORT

Agenda Item:6c

Council Meeting January 09, 2025	Prepared By Reed Kottke, Accountant
Topic Financial Claims to January 09, 2025	Action Required Review and Approval

Summary

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

Financial/Budget

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

Options

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

Recommendation

Approve claims as presented.

Council Action

Consider approving claims as presented.

Attachments

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

Agenda Item: 6c 1
Council Meeting: 01/09/2025
Prepared By: Reed Kottke, Accountant

CLAIMS APPROVED AND PROCESSED PER POLICY

Check Range: 36278-36364

Financial Claims for 12/17/2024

Check Register	\$	2,511,275.97
LESS: Voided Claims*	\$	2,152,401.25
<i>(See register for financial claims)</i>		
Automatic Deduction (EFT)	\$	-
Total Expenditures For Approval	\$	358,874.72

*check(s) 36330, 36331, 36332, 36333, 36334, 36335

Agenda Item: 6c 2
Council Meeting: 01/09/2025
Prepared By: Reed Kottke, Accountant

CLAIMS APPROVED AND PROCESSED PER POLICY

Check Range: 36365-36379

Financial Claims for 12/20/2024

Check Register <i>(See register for financial claims)</i>	\$	78,394.81
Automatic Deduction (EFT)	\$	-
Total Expenditures For Approval	\$	78,394.81

Agenda Item: 6c 3
 Council Meeting: 01/09/2025
 Prepared By: Reed Kottke, Accountant

CLAIMS PENDING COUNCIL APPROVAL

Check Range: 36380-36397

Financial Claims

Check Register	\$	2,402,239.95
<i>(See register for financial claims)</i>		
Automatic Deduction (EFT)	\$	434,403.69
Total Expenditures For Approval	\$	2,836,643.64

Automatic Deduction / Electronic Fund Transfer / Other Disbursement

Date	Vendor	Amount	Description
12/6/2024	ADP PAYROLL FEES	\$ 617.25	Payroll processing fee 11/29/2024 payroll
12/12/2024	ADP NET PAY	\$ 96,805.34	Net wages payable 12/13/2024 payroll
12/12/2024	ADP TAX WITHHOLDING	\$ 39,821.09	Tax withholding 12/13/2024 payroll
12/16/2024	MINNESOTA STATE RETIREMENT SYSTEM	\$ 3,071.54	Biweekly deferred compensation 457/roth contributions 12/13/2024 payroll
12/16/2024	MINNESOTA STATE RETIREMENT SYSTEM	\$ 3,539.75	Biweekly HCSP contributions 12/13/2024 payroll
12/16/2024	OPTUM FINANCIAL	\$ 4,789.91	Biweekly HSA contributions 12/13/2024 payroll
12/16/2024	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION OF MN	\$ 28,383.03	Biweekly employee pension contributions 12/13/2024 payroll
12/18/2024	ADP NET PAY	\$ 52.37	Net wages payable 12/19/2024 off cycle payroll
12/20/2024	ADP PAYROLL FEES	\$ 447.01	Payroll processing fee 12/13/2024 payroll
12/26/2024	ADP NET PAY	\$ 109,044.36	Net wages payable 12/27/2024 payroll
12/27/2024	ADP PAYROLL FEES	\$ 502.17	Payroll processing fee 12/19/2024 off cycle payroll
12/27/2024	ADP TAX WITHHOLDING	\$ 53,616.67	Tax withholding 12/27/2024 payroll
12/27/2024	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION OF MN	\$ 30,080.25	Biweekly employee pension contributions 12/27/2024 payroll
12/30/2024	MINNESOTA STATE RETIREMENT SYSTEM	\$ 3,035.83	Biweekly deferred compensation 457/roth contributions 12/27/2024 payroll
12/30/2024	MINNESOTA STATE RETIREMENT SYSTEM	\$ 3,795.28	Biweekly HCSP contributions 12/27/2024 payroll
12/30/2024	OPTUM FINANCIAL	\$ 4,434.58	Biweekly HSA contributions 12/27/2024 payroll
1/2/2025	HEALTHPARTNERS	\$ 49,972.06	January health insurance premiums
1/2/2025	METLIFE	\$ 1,887.39	January dental insurance premiums
1/3/2025	ADP PAYROLL FEES	\$ 507.81	Payroll processing fee 12/27/2024 payroll
Total		\$ 434,403.69	

BANK CODE: GEN CHECK DATE: 12/17/2024 INVOICE PAY DATE FROM 12/17/2024 TO 12/17/2024

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
12/17/2024	GEN	36278	3169	AARON HEADRICK	1,500.00	0.00	1,500.00	1
12/17/2024	GEN	36279	3179	AMERICAN PUBLIC WORKS ASSOCIATION	516.00	0.00	516.00	1
12/17/2024	GEN	36280	1614	BUREAU OF CRIMINAL APPREHENSIO	600.00	0.00	600.00	1
12/17/2024	GEN	36281	622	BEAUDRY OIL COMPANY	11,605.91	246.56	11,359.35	10##
12/17/2024	GEN	36282	2659	BS& A SOFTWARE	904.00	0.00	904.00	1
12/17/2024	GEN	36283	53	CARSON, CLELLAND & SCHREDER	4,226.75	761.25	3,465.50	19##
12/17/2024	GEN	36284	53	CARSON, CLELLAND, & SCHREDER	16,421.10	0.00	16,421.10	2
12/17/2024	GEN	36285	3136	CEMSTONE PRODUCTS COMPANY	60.98	0.00	60.98	1
12/17/2024	GEN	36286	1152	CENTERPOINT ENERGY	570.02	0.00	570.02	1
12/17/2024	GEN	36287	2813	CITY OF CORCORAN	16,287.50	0.00	16,287.50	42
12/17/2024	GEN	36288	MISC	CODY HARFF	1,500.00	0.00	1,500.00	1
12/17/2024	GEN	36289	2833	CORCORAN COMMUNITY FUND	640.00	0.00	640.00	1
12/17/2024	GEN	36290	412	CRYSTEEL TRUCK EQUIPMENT	338.98	0.00	338.98	1
12/17/2024	GEN	36291	2195	CULLIGAN BOTTLED WATER	170.10	0.00	170.10	2
12/17/2024	GEN	36292	1490	CUSTOM DOOR SALES INC	2,980.00	0.00	2,980.00	1
12/17/2024	GEN	36293	MISC	DEBRA JOHNSON	1,549.22	0.00	1,549.22	2
12/17/2024	GEN	36294	2011	ECM PUBLISHERS INC	273.29	0.00	273.29	3
12/17/2024	GEN	36295	1633	FP MAILING SOLUTIONS	128.85	0.00	128.85	1
12/17/2024	GEN	36296	REFUNDUB	GATLIN, RICK/RACHEL	180.57	0.00	180.57	1
12/17/2024	GEN	36297	REFUNDBD	Gonyea Company	4,700.00	0.00	4,700.00	1
12/17/2024	GEN	36298	3180	GVT TIRE 7 AUTO OF CORCORAN	141.69	0.00	141.69	1
12/17/2024	GEN	36299	688	HENN CO SHERIFF	2,880.08	0.00	2,880.08	5
12/17/2024	GEN	36300	1859	HENNEPIN COUNTY ACCOUNTS RECEIVABLE	84.00	0.00	84.00	1
12/17/2024	GEN	36301	1859	HENNEPIN COUNTY ACCOUNTS RECEIVABLE	140.00	0.00	140.00	1
12/17/2024	GEN	36302	1940	HOLIDAY COMPANIES	20.00	0.00	20.00	2
12/17/2024	GEN	36303	REFUNDBD	J BROTHERS DESIN BUILD REMODEL INC	1,000.00	0.00	1,000.00	1
12/17/2024	GEN	36304	3137	JASON TOBIN	1,500.00	0.00	1,500.00	1
12/17/2024	GEN	36305	MISC	JOSEPH PAVEY	1,500.00	0.00	1,500.00	1
12/17/2024	GEN	36306	REFUNDUB	KONRATH, CYNTHIA	57.23	0.00	57.23	1
12/17/2024	GEN	36307	2434	KOTTKE, ROBBIE	92.00	0.00	92.00	1
12/17/2024	GEN	36308	211	LANDFORM PROFESSIONAL SERVICES	10,441.25	0.00	10,441.25	26
12/17/2024	GEN	36309	109	LANO EQUIPMENT	49.84	0.00	49.84	1
12/17/2024	GEN	36310	109	LANO EQUIPMENT	23.17	0.00	23.17	1
12/17/2024	GEN	36311	109	LANO EQUIPMENT	6,900.00	0.00	6,900.00	1
12/17/2024	GEN	36312	MISC	LAUREN LETSCHE	1,528.86	0.00	1,528.86	2
12/17/2024	GEN	36313	191	LEAGUE OF MINNESOTA CITIES	75.00	0.00	75.00	1
12/17/2024	GEN	36314	191	LEAGUE OF MINNESOTA CITIES	425.00	0.00	425.00	1
12/17/2024	GEN	36315	2258	LIGHTBULBS.COM	414.00	0.00	414.00	2
12/17/2024	GEN	36316	439	LITTLE FALLS MACHINE	51.45	0.00	51.45	1
12/17/2024	GEN	36317	REFUNDBD	M KARINIEMI & K KARINIEMI	20.00	0.00	20.00	1
12/17/2024	GEN	36318	3118	MACKENZIE ALGER	1,480.97	0.00	1,480.97	1
12/17/2024	GEN	36319	58	CITY OF MAPLE GROVE	19,702.00	0.00	19,702.00	1
12/17/2024	GEN	36320	2323	MATTSON, KEVIN	2,500.06	0.00	2,500.06	1
12/17/2024	GEN	36321	1944	MENARDS BUFFALO	292.32	0.00	292.32	1

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
12/17/2024	GEN	36322	167	MENARDS MAPLE GROVE	89.22	0.00	89.22	1
12/17/2024	GEN	36323	2275	MIDWEST MACHINERY CO.	3,351.27	0.00	3,351.27	4
12/17/2024	GEN	36324	1786	MIMBACH FLEET SUPPLY INC	215.96	0.00	215.96	1
12/17/2024	GEN	36325	3181	MINNESOTA DEPARTMENT OF COMMERCE	530.46	0.00	530.46	1
12/17/2024	GEN	36326	126	NAPA AUTO PARTS - Corcoran	349.54	0.00	349.54	7
12/17/2024	GEN	36327	2958	NATALIE DAVIS MCKEOWN	384.62	0.00	384.62	1
12/17/2024	GEN	36328	235	NORTHERN SAFETY TECHNOLOGY	4,538.73	0.00	4,538.73	1
12/17/2024	GEN	36329	2215	NORTHERN SALT INC	1,915.00	0.00	1,915.00	2
12/17/2024	GEN	36330	194	NORTHLAND TRUST SERVICES	162,737.50	0.00	162,737.50	1
12/17/2024	GEN	36331	194	NORTHLAND TRUST SERVICES	287,085.00	0.00	287,085.00	1
12/17/2024	GEN	36332	194	NORTHLAND TRUST SERVICES	1,085,120.00	0.00	1,085,120.00	1
12/17/2024	GEN	36333	194	NORTHLAND TRUST SERVICES	205,468.75	0.00	205,468.75	1
12/17/2024	GEN	36334	194	NORTHLAND TRUST SERVICES	213,800.00	0.00	213,800.00	1
12/17/2024	GEN	36335	194	NORTHLAND TRUST SERVICES	198,190.00	0.00	198,190.00	1
12/17/2024	GEN	36336	1759	NUSS TRUCK & EQUIPMENT	490.14	0.00	490.14	1
12/17/2024	GEN	36337	130	ODP BUSINESS SOLUTIONS, LLC	8.95	0.00	8.95	1
12/17/2024	GEN	36338	2184	OPG-3 INC	12,455.00	0.00	12,455.00	2
12/17/2024	GEN	36339	REFUNDBD	Personal Pride Construction	689.00	0.00	689.00	1
12/17/2024	GEN	36340	REFUNDUB	PETERSON, JANICE	132.36	0.00	132.36	1
12/17/2024	GEN	36341	3159	PSHRA-MN	150.00	0.00	150.00	2
12/17/2024	GEN	36342	MISC	PULTE HOMES OF MN, LLC ACCOUNTING	598.03	0.00	598.03	2
12/17/2024	GEN	36343	138	REPUBLIC SERVICES	86.74	0.00	86.74	1
12/17/2024	GEN	36344	138	REPUBLIC SERVICES	490.68	0.00	490.68	1
12/17/2024	GEN	36345	138	REPUBLIC SERVICES	163.88	0.00	163.88	1
12/17/2024	GEN	36346	138	REPUBLIC SERVICES	200.95	0.00	200.95	1
12/17/2024	GEN	36347	138	REPUBLIC SERVICES	4,854.80	0.00	4,854.80	1
12/17/2024	GEN	36348	MISC	RYAN GANNER	1,500.00	0.00	1,500.00	1
12/17/2024	GEN	36349	1749	SOUTH LAKE MINNETONKA PD	2,204.24	0.00	2,204.24	3
12/17/2024	GEN	36350	1708	STANTEC CONSULTING SERVICES	195,054.10	0.00	195,054.10	49
12/17/2024	GEN	36351	1635	PAULA STEELMAN	1,500.00	0.00	1,500.00	1
12/17/2024	GEN	36352	1635	PAULA STEELMAN	250.00	0.00	250.00	1
12/17/2024	GEN	36353	1433	T-MOBILE	339.22	0.00	339.22	1
12/17/2024	GEN	36354	1433	T-MOBILE	69.55	0.00	69.55	1
12/17/2024	GEN	36355	1742	TERMINAL SUPPLY CO	878.47	0.00	878.47	1
12/17/2024	GEN	36356	2663	ULTIMATE CLEANERS LLC	940.00	0.00	940.00	1
12/17/2024	GEN	36357	2928	U.S. BANK	2,199.18	0.00	2,199.18	16
12/17/2024	GEN	36358	1860	US BANKCORP EQUIPMENT FINANCE	466.91	0.00	466.91	1
12/17/2024	GEN	36359	REFUNDUB	VAN OUDENHOVEN, QUINN	80.73	0.00	80.73	1
12/17/2024	GEN	36360	154	VERIZON WIRELESS	1,341.71	0.00	1,341.71	1
12/17/2024	GEN	36361	1284	VONCO II, LLC	135.20	0.00	135.20	1
12/17/2024	GEN	36362	REFUNDUB	WATSON, DAVID	98.35	0.00	98.35	1
12/17/2024	GEN	36363	156	WESTSIDE WHOLESALE TIRE	134.00	0.00	134.00	3
12/17/2024	GEN	36364	158	XCEL ENERGY	4,523.35	0.00	4,523.35	1

12/17/2024 04:21 PM

CHECK PROOF FOR CITY OF CORCORAN

Page: 3/3

User: RCKOTTKE

BANK CODE: GEN CHECK DATE: 12/17/2024 INVOICE PAY DATE FROM 12/17/2024 TO 12/17/2024

DB: Corcoran

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
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Num Checks: 87 Num Stubs: 0 Num Invoices: 272 Total Amount: 2,511,275.97

Denotes that check has vendor credit applied.

User: RCKOTTKE
DB: Corcoran

BANK CODE: GEN CHECK DATE: 12/20/2024 INVOICE PAY DATE FROM 12/20/2024 TO 12/20/2024

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
12/20/2024	GEN	36365	5	ABDO LLP	6,527.09	0.00	6,527.09	1
12/20/2024	GEN	36366	622	BEAUDRY OIL COMPANY	7,657.88	0.00	7,657.88	7
12/20/2024	GEN	36367	MISC	BRIAN L. LOTHER	815.00	0.00	815.00	2
12/20/2024	GEN	36368	3168	DWIGHT KLINGBEIL	1,500.00	0.00	1,500.00	1
12/20/2024	GEN	36369	270	EBERT CONSTRUCTION	9,401.60	0.00	9,401.60	1
12/20/2024	GEN	36370	MISC	HOPE MINISTRIES INTERNATIONAL	877.00	0.00	877.00	1
12/20/2024	GEN	36371	3058	HOPE MINISTRIES INTERNATIONAL, INC.	689.00	0.00	689.00	2
12/20/2024	GEN	36372	211	LANDFORM PROFESSIONAL SERVICES	18,920.00	0.00	18,920.00	34
12/20/2024	GEN	36373	534	MARTIN-MCALLISTER	625.00	0.00	625.00	1
12/20/2024	GEN	36374	3110	PACE SYSTEMS, INC	2,240.00	0.00	2,240.00	1
12/20/2024	GEN	36375	3182	SIGN PRO	2,638.66	0.00	2,638.66	3
12/20/2024	GEN	36376	1708	STANTEC CONSULTING SERVICES	16,584.55	0.00	16,584.55	1
12/20/2024	GEN	36377	1588	TEAMSTER LOCAL 320	400.68	0.00	400.68	1
12/20/2024	GEN	36378	3051	WATER LABORATORIES, INC.	162.00	0.00	162.00	3
12/20/2024	GEN	36379	156	WESTSIDE WHOLESALE TIRE	9,356.35	0.00	9,356.35	1

Num Checks: 15

Num Stubs: 0

Num Invoices: 60

Total Amount: 78,394.81

User: RCKOTTKE
DB: Corcoran

BANK CODE: GEN CHECK DATE: 01/09/2025 INVOICE PAY DATE FROM 01/09/2025 TO 01/09/2025

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
01/09/2025	GEN	36380	5	ABDO LLP	10,783.00	0.00	10,783.00	1
01/09/2025	GEN	36381	5	ABDO LLP	10,833.00	0.00	10,833.00	1
01/09/2025	GEN	36382	5	ABDO LLP	3,947.50	0.00	3,947.50	1
01/09/2025	GEN	36383	5	ABDO LLP	21,227.50	0.00	21,227.50	1
01/09/2025	GEN	36384	42	BOYER FORD TRUCKS INC	153.50	0.00	153.50	1
01/09/2025	GEN	36385	96	HENNEPIN COUNTY INFO TECH	1,580.40	0.00	1,580.40	1
01/09/2025	GEN	36386	3183	MCMA	175.00	0.00	175.00	1
01/09/2025	GEN	36387	2425	MN DEPT OF TRANSPORTATION	285.25	0.00	285.25	1
01/09/2025	GEN	36388	126	NAPA AUTO PARTS - Corcoran	1,421.56	411.68	1,009.88	11##
01/09/2025	GEN	36389	194	NORTHLAND TRUST SERVICES	192,045.01	0.00	192,045.01	1
01/09/2025	GEN	36390	194	NORTHLAND TRUST SERVICES	162,737.50	0.00	162,737.50	1
01/09/2025	GEN	36391	194	NORTHLAND TRUST SERVICES	287,085.00	0.00	287,085.00	1
01/09/2025	GEN	36392	194	NORTHLAND TRUST SERVICES	1,085,120.00	0.00	1,085,120.00	1
01/09/2025	GEN	36393	194	NORTHLAND TRUST SERVICES	205,468.75	0.00	205,468.75	1
01/09/2025	GEN	36394	194	NORTHLAND TRUST SERVICES	213,800.00	0.00	213,800.00	1
01/09/2025	GEN	36395	194	NORTHLAND TRUST SERVICES	198,190.00	0.00	198,190.00	1
01/09/2025	GEN	36396	1860	US BANKCORP EQUIPMENT FINANCE	1,068.67	0.00	1,068.67	3
01/09/2025	GEN	36397	1844	WRIGHT-HENNEPIN COOP ELECT	6,729.99	0.00	6,729.99	1

Num Checks: 18 Num Stubs: 0 Num Invoices: 30 Total Amount: 2,402,239.95

Denotes that check has vendor credit applied.

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

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36278							
100-41400-50307	12/17/24	AARON HEADRICK	RECRUITMENT AND RETENTION REIMBURSE	20241217	12/17/24	1,500.00	36278
			Total For Check 36278			1,500.00	
Check 36279							
100-43100-50433	12/09/24	AMERICAN PUBLIC WORKS ASSOCIATION	MEMBERSHIP & CHAPTER DUES FOR KEVIN	000864017	12/17/24	516.00	36279
			Total For Check 36279			516.00	
Check 36280							
100-42100-50308	09/30/24	BUREAU OF CRIMINAL APPREHENSION	CJDN ACCESS FEE (BCA)	0000823778	12/17/24	600.00	36280
			Total For Check 36280			600.00	
Check 36281							
100-41900-50210	11/06/24	BEAUDRY OIL COMPANY	ULS #1 DYED FUEL OIL/DIESEL	2754899	12/17/24	298.30	36281
100-41900-50210	11/19/24	BEAUDRY OIL COMPANY	PROPANE AND DELIVERY CHARGE	2738019	12/17/24	183.89	36281
100-43100-50212	09/27/24	BEAUDRY OIL COMPANY	CLEAR 91 PREMIUM GAS	2731824	12/17/24	(246.56)	36281
100-43100-50212	09/24/24	BEAUDRY OIL COMPANY	ULS #2 DYED KODIAK B20	2728191	12/17/24	1,853.10	36281
100-43100-50212	10/24/24	BEAUDRY OIL COMPANY	ULS2 DYED KODIAK WINTER B5	245844	12/17/24	1,901.52	36281
100-43100-50212	09/24/24	BEAUDRY OIL COMPANY	CLEAR 91 PREMIUM GAS	2727661	12/17/24	1,458.71	36281
100-43100-50212	11/25/24	BEAUDRY OIL COMPANY	ULS2 DYED KODIAK WINTER B5	2778967	12/17/24	2,020.54	36281
100-43100-50212	11/11/24	BEAUDRY OIL COMPANY	ULS2 DYED KODIAK WINTER B5	2766718	12/17/24	1,532.09	36281
100-43100-50212	10/01/24	BEAUDRY OIL COMPANY	ULS #2 DYED KODIAK B5	2733560	12/17/24	1,731.66	36281
100-43100-50380	11/19/24	BEAUDRY OIL COMPANY	PROPANE & DELIVERY CHARGE	2738021	12/17/24	327.80	36281
602-49450-50210	11/06/24	BEAUDRY OIL COMPANY	ULS #1 DYED FUEL OIL/DIESEL	2754899	12/17/24	298.30	36281
			Total For Check 36281			11,359.35	
Check 36282							
100-41920-50308	11/01/24	BS& A SOFTWARE	PERMIT APPLICATION SERVICE FEE (07/	156670	12/17/24	904.00	36282
			Total For Check 36282			904.00	
Check 36283							
100-00000-22205	12/11/24	CARSON, CLELLAND & SCHREDER	RUSH CREEK RESERVE 4TH MAY 2024 TIE	5649-CDD	12/17/24	137.75	36283
100-00000-22205	12/11/24	CARSON, CLELLAND & SCHREDER	CORCORAN STORAGE II JUNE 2024 TIE O	5802-CDD	12/17/24	72.50	36283
100-00000-22205	12/11/24	CARSON, CLELLAND & SCHREDER	CHASTEK FARMS JULY 2024 TIE OUT	5935-CDD	12/17/24	551.00	36283
100-00000-22205	12/11/24	CARSON, CLELLAND & SCHREDER	CORCORAN STORAGE II JUNE 2024 TIE O	5802-A-REV	12/17/24	(72.50)	36283
100-00000-22205	12/11/24	CARSON, CLELLAND & SCHREDER	CHASTEK FARMS JULY 2024 TIE OUT	5935-A-REV	12/17/24	(551.00)	36283
100-00000-22205	12/16/24	CARSON, CLELLAND & SCHREDER	3019 ADDITION 20241031 CDD	6431	12/17/24	1,131.00	36283
100-00000-22205	12/16/24	CARSON, CLELLAND & SCHREDER	CORCORAN STORAGE II 20241031 CDD	6431-2	12/17/24	58.00	36283
100-00000-22205	12/16/24	CARSON, CLELLAND & SCHREDER	DOMINOS 20241031 CDD	6431-3	12/17/24	268.25	36283
100-00000-22205	12/16/24	CARSON, CLELLAND & SCHREDER	HEATHER MEADOWS 3RD 20241031 CDD	6431-4	12/17/24	224.75	36283
100-00000-22205	12/16/24	CARSON, CLELLAND & SCHREDER	SLABAUGH DEVELOPMENT 20241031 CDD	6431-6	12/17/24	145.00	36283
100-00000-22205	12/16/24	CARSON, CLELLAND & SCHREDER	ST THERESE PLAT 20241031 CDD	6431-7	12/17/24	72.50	36283
100-00000-22205	12/16/24	CARSON, CLELLAND & SCHREDER	UPWARD ACRES 20241031 CDD	6431-8	12/17/24	232.00	36283
100-00000-22205	12/16/24	CARSON, CLELLAND & SCHREDER	WOODLAND HILLS 20241031 CDD	6431-9	12/17/24	108.75	36283
100-00000-22205	12/16/24	CARSON, CLELLAND & SCHREDER	CAMP SOLBERG 20241130 CDD	6610	12/17/24	181.25	36283
100-00000-22205	12/16/24	CARSON, CLELLAND & SCHREDER	DOMNOS 20241130 CDD	6610-2	12/17/24	319.00	36283
100-00000-22205	12/16/24	CARSON, CLELLAND & SCHREDER	RUSH CREEK WETLAND BANK 20241130 CD	6610-4	12/17/24	108.75	36283
100-00000-22205-098	12/16/24	CARSON, CLELLAND & SCHREDER	RUSH CREEK RESERVE 4TH MAY 2024 TIE	5649-A-REV	12/17/24	(137.75)	36283
100-00000-32100	12/16/24	CARSON, CLELLAND & SCHREDER	HEATHER MEADOWS 1ST 20241031 CDD	6431-5	12/17/24	398.75	36283
100-00000-32100	12/16/24	CARSON, CLELLAND & SCHREDER	HOPE MEADOWS 20241130 CDD	6610-3	12/17/24	217.50	36283
			Total For Check 36283			3,465.50	
Check 36284							
100-00000-22205-058	12/16/24	CARSON, CLELLAND, & SCHREDER	CITY ATTORNEY OCTOBER 2024	6431-10	12/17/24	369.75	36284
100-41600-50300	12/16/24	CARSON, CLELLAND, & SCHREDER	CITY ATTORNEY NOVEMBER 2024	6610-5	12/17/24	2,936.25	36284

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100-41600-50300	12/16/24	CARSON, CLELLAND, & SCHREDER	CITY ATTORNEY OCTOBER 2024	6431-10	12/17/24	6,699.00	36284
100-42100-50304	12/16/24	CARSON, CLELLAND, & SCHREDER	CITY ATTORNEY NOVEMBER 2024	6610-5	12/17/24	2,054.55	36284
100-42100-50304	12/16/24	CARSON, CLELLAND, & SCHREDER	CITY ATTORNEY OCTOBER 2024	6431-10	12/17/24	4,361.55	36284
						16,421.10	
Total For Check 36284							
Check 36285							
100-45200-50210	09/19/24	CEMSTONE PRODUCTS COMPANY	MEADOW PATCH 50LB BAG, ACRYLOK 1 GA	7583710	12/17/24	60.98	36285
						60.98	
Total For Check 36285							
Check 36286							
100-43100-50380	12/03/24	CENTERPOINT ENERGY	PUBLIC WORKS GAS CHARGES 10/29-11/2	20241130	12/17/24	570.02	36286
						570.02	
Total For Check 36286							
Check 36287							
100-00000-22205	12/11/24	CITY OF CORCORAN	CHASTEK FARMS PWD TIME MARCH 2024	BP24-0002	12/17/24	180.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	CHASTEK FARMS PWD TIME APRIL 2024	BP24-0002-2	12/17/24	135.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	CHASTEK FARMS PWD TIME MAY 2024	BP24-0002-3	12/17/24	45.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	CHASTEK FARMS PWD TIME JUNE 2024	BP24-0002-4	12/17/24	90.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	CHASTEK FARMS PWD TIME JULY 2024	BP24-0002-5	12/17/24	90.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	HOPE COMMUNITY PWD TIME MARCH 2024	BP24-0037	12/17/24	135.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	HOPE COMMUNITY PWD TIME APRIL 2024	BP24-0037-2	12/17/24	90.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	HOPE COMMUNITY PWD TIME MAY 2024	BP24-0037-3	12/17/24	225.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	HOPE COMMUNITY PWD TIME JUNE 2024	BP24-0037-4	12/17/24	225.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	HOPE COMMUNITY PWD TIME JULY 2024	BP24-0037-5	12/17/24	90.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	HOPE COMMUNITY PWD TIME AUGUST 2024	BP24-0037-6	12/17/24	450.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	HOPE COMMUNITY PWD TIME SEPTEMBER 2	BP24-0037-7	12/17/24	675.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	HOPE COMMUNITY PWD TIME OCTOBER 202	BP24-0037-8	12/17/24	90.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	WOODLAND HILLS CDD TIME OCTOBER 202	BP24-0033	12/17/24	446.25	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	HEATHER MEADOWS CDD TIME OCTOBER 20	BP24-0048-OCT24	12/17/24	297.50	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	UPWARD ACRES CDD TIME OCTOBER 2024	BP24-0047	12/17/24	807.50	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	SLABAUGH CDD TIME OCTOBER 2024	BP24-0044-OCT24	12/17/24	106.25	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	3019 CDD TIME OCTOBER 2024	BP23-0042	12/17/24	255.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	M&J VINEYARD CDD TIME OCTOBER 2024	BP24-0046	12/17/24	10.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	M&J VINEYARD CDD TIME OCTOBER 2024-	BP24-0045-OCT24	12/17/24	27.50	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	CHASTEK TAKE 2 CDD TIME OCTOBER 202	BP24-0057	12/17/24	658.75	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	HEITKE CDD TIME OCTOBER 2024	BP24-0025-OCT24	12/17/24	598.75	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	FAIRWAY SHORES CDD TIME OCTOBER 202	BP24-0011	12/17/24	42.50	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	KWIK TRIP CDD TIME OCTOBER 2024	BP24-0021	12/17/24	212.50	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	TONKA AUTO CDD TIME OCTOBER 2024	BP24-0016	12/17/24	862.50	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	DOMINOS CDD TIME OCTOBER 2024	BP24-0039-OCT24	12/17/24	32.50	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	OLD FARM RIDGE CDD TIME OCTOBER 202	BP24-0053	12/17/24	113.75	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	NORLING OS&P CDD TIME OCTOBER 2024	BP24-0058	12/17/24	32.50	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	WOODLAND HILLS CDD TIME SEPTEMBER 2	BP23-0054	12/17/24	255.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	CAMP SOLBERG CDD TIME SEPTEMBER 202	BP24-0032	12/17/24	352.50	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	NE IND SITE CDD TIME SEPTEMBER 2024	BP24-0014	12/17/24	15.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	NE IND SITE CDD TIME SEPTEMBER 2024	BP24-0052	12/17/24	70.00	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	SLABAUGH CDD TIME SEPTEMBER 2024	BP24-0044	12/17/24	467.50	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	DOMINOS CDD TIME SEPTEMBER 2024	BP24-0039	12/17/24	296.25	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	UPWARD ACRES CDD TIME SEPTEMBER 202	BP24-0029	12/17/24	828.75	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	NEW MAHAVAN CDD TIME SEPTEMBER 2024	BP24-0035	12/17/24	21.25	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	M&J WINE TASTING CDD TIME SEPTEMBER	BP24-0045	12/17/24	671.25	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	HEATHER MEADOWS 3RD CDD TIME SEP 20	BP24-0048	12/17/24	1,083.75	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	MINKS PP/FR CDD TIME SEPTEMBER 2024	BP23-0038SEP24	12/17/24	21.25	36287
100-00000-22205	12/11/24	CITY OF CORCORAN	HETIKE SUBDIVISION CDD TIME APRIL 2	BP24-0025	12/17/24	162.50	36287

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Check 36287							
100-00000-32100	12/11/24	CITY OF CORCORAN	HOPE CDD TIME OCTOBER 2024	BENG24-0004	12/17/24	467.50	36287
100-00000-32100	12/11/24	CITY OF CORCORAN	HOPE MEADOWS FP CDD TIME SEPTEMBER	BCO24-0013	12/17/24	4,551.25	36287
			Total For Check 36287			16,287.50	
Check 36288							
100-43100-50307	12/17/24	CODY HARFF	RECRUITMENT AND RETENTION REIMBURSE	20241217	12/17/24	1,500.00	36288
			Total For Check 36288			1,500.00	
Check 36289							
100-45200-50810	12/11/24	CORCORAN COMMUNITY FUND	2019 COUNTRY DAZE BEAN BAG TOURNAME	2019	12/17/24	640.00	36289
			Total For Check 36289			640.00	
Check 36290							
601-49400-50210	12/03/24	CRYSTEEL TRUCK EQUIPMENT	2020 CHEV/GM 19 RAM RACK & 21" TOOL	FP197463	12/17/24	169.49	36290
602-49450-50210	12/03/24	CRYSTEEL TRUCK EQUIPMENT	2020 CHEV/GM 19 RAM RACK & 21" TOOL	FP197463	12/17/24	169.49	36290
			Total For Check 36290			338.98	
Check 36291							
100-41900-50210	11/30/24	CULLIGAN BOTTLED WATER	BOTTLED WATER	114X00412300	12/17/24	79.80	36291
100-42100-50210	11/30/24	CULLIGAN BOTTLED WATER	MONTHLY WATER	100X08321809	12/17/24	90.30	36291
			Total For Check 36291			170.10	
Check 36292							
100-43100-50223	11/21/24	CUSTOM DOOR SALES INC	SPRING REPLACEMENT, LIFT RENTAL	0318798-IN	12/17/24	2,980.00	36292
			Total For Check 36292			2,980.00	
Check 36293							
100-41400-50307	12/17/24	DEBRA JOHNSON	RECRUITMENT AND RETENTION REIMBURSE	20241217	12/17/24	1,500.00	36293
100-41410-50210	12/17/24	DEBRA JOHNSON	ELECTION LABELS REIMBURSEMENT	20241217	12/17/24	49.22	36293
			Total For Check 36293			1,549.22	
Check 36294							
100-41900-50350	11/21/24	ECM PUBLISHERS INC	DEC 5 PH OLD FARM RIDGE VARIANCE	1024997	12/17/24	102.90	36294
100-41900-50350	11/21/24	ECM PUBLISHERS INC	DEC 5 PH CANNABIS CITY CODE	1024996	12/17/24	87.07	36294
100-41900-50350	12/05/24	ECM PUBLISHERS INC	DEC 12 PH SAINT THERESE	1027062	12/17/24	83.32	36294
			Total For Check 36294			273.29	
Check 36295							
100-41900-50322	12/05/24	FP MAILING SOLUTIONS	POSTAGE METER RENTAL	RI106468861	12/17/24	128.85	36295
			Total For Check 36295			128.85	
Check 36296							
601-00000-22200	12/11/24	GATLIN, RICK/RACHEL	UB REFUND FOR ACCOUNT: 20006462-715	20006462-7151300	12/17/24	180.57	36296
			Total For Check 36296			180.57	
Check 36297							
100-00000-32100	12/16/24	Gonyea Company	19800 HACKAMORE RD REFUND	BCO23-0008	12/17/24	4,700.00	36297
			Total For Check 36297			4,700.00	
Check 36298							
100-42100-50403	09/06/24	GVT TIRE 7 AUTO OF CORCORAN	ALIGNMENT & MAINTENANCE FOR 2022 FO	79271	12/17/24	141.69	36298
			Total For Check 36298			141.69	
Check 36299							
100-42100-50305	11/12/24	HENN CO SHERIFF	JAIL PER DIEM SEPT 2024	1000235333	12/17/24	121.52	36299

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Check 36299							
100-42100-50305	10/01/24	HENN CO SHERIFF	JAIL PER DIEM AUGUST 2024	1000233686	12/17/24	436.44	36299
100-42100-50323	12/04/24	HENN CO SHERIFF	RADIO FLEET FEES	1000236347	12/17/24	333.36	36299
100-42100-50323	11/04/24	HENN CO SHERIFF	RADIO FLEET FEE	1000234688	12/17/24	1,655.40	36299
100-42100-50323	11/04/24	HENN CO SHERIFF	RADIO FLEET FEES	1000234650	12/17/24	333.36	36299
Total For Check 36299						2,880.08	
Check 36300							
100-42100-50305	04/16/24	HENNEPIN COUNTY ACCOUNTS RECEI	GREEN, ROSEANN TRENT BOOKING# 24-01	1000225438	12/17/24	84.00	36300
Total For Check 36300						84.00	
Check 36301							
100-42100-50305	07/18/24	HENNEPIN COUNTY ACCOUNTS RECEI	BOOKING # 24-03216	1000229795	12/17/24	140.00	36301
Total For Check 36301						140.00	
Check 36302							
100-42100-50220	12/01/24	HOLIDAY COMPANIES	SQUAD WASHES	003401122400	12/17/24	10.00	36302
100-42100-50220	11/01/24	HOLIDAY COMPANIES	SQUAD WASHES	003401112400	12/17/24	10.00	36302
Total For Check 36302						20.00	
Check 36303							
100-00000-32100	12/16/24	J BROTHERS DESIN BUILD REMODEL	23615 JULIE ANN DR REFUND	BCO23-0010	12/17/24	1,000.00	36303
Total For Check 36303						1,000.00	
Check 36304							
100-41320-50307	12/17/24	JASON TOBIN	RECRUITMENT AND RETENTION REIMBURSE	20241217	12/17/24	1,500.00	36304
Total For Check 36304						1,500.00	
Check 36305							
601-49400-50307	12/17/24	JOSEPH PAVEY	RECRUITMENT AND RETENTION REIMBURSE	20241217	12/17/24	750.00	36305
602-49450-50307	12/17/24	JOSEPH PAVEY	RECRUITMENT AND RETENTION REIMBURSE	20241217	12/17/24	750.00	36305
Total For Check 36305						1,500.00	
Check 36306							
601-00000-22200	12/11/24	KONRATH, CYNTHIA	UB REFUND FOR ACCOUNT: 20006421-147.	20006421-1472100:	12/17/24	57.23	36306
Total For Check 36306						57.23	
Check 36307							
100-43100-50207	12/17/24	KOTTKE, ROBBIE	LICENSE RENEWAL 2024	20241217	12/17/24	92.00	36307
Total For Check 36307						92.00	
Check 36308							
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	7400 CO RD 116 20241031 CDD	36214	12/17/24	40.00	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	23730 STATE HWY 55 20241031 CDD	36215	12/17/24	40.00	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	3019 ADDITION 20241031 CDD	36216	12/17/24	1,433.75	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	6210 PIONEER TRL 20241031 CDD	36217	12/17/24	215.00	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	20201 CO RD 50 20241031 CDD	36218	12/17/24	40.00	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	10585 CO RD 101 20241031 CDD	36219	12/17/24	40.00	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	RUSH CREEK RESERVE 4TH 20241031 CDD	36220	12/17/24	120.00	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	20400 CO RD 30 20241031 CDD	36222	12/17/24	622.50	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	19220 HACKAMORE RD 20240930	36097	12/17/24	120.00	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	7400 CO RD 116 20240930	36098	12/17/24	1,625.00	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	3019 ADDITION 20240930	36100	12/17/24	2,260.00	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	6210 PIONEER TRL 20240930	36101	12/17/24	40.00	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	19510 CO RD 30 20240930	36103	12/17/24	1,120.00	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	10300 CEDAR LN 20240930	36104	12/17/24	182.50	36308

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Check 36308							
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	10585 CO RD 101 20240930	36105	12/17/24	200.00	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	RUSH CREEK RESERVE 4TH 20240930	36106	12/17/24	285.00	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	22755 CO RD 30 20240930	36108	12/17/24	80.00	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	23020 CO RD 30 20240930	36111	12/17/24	160.00	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	22901 OAKDALE DR 20240930	36112	12/17/24	40.00	36308
100-00000-22205	12/16/24	LANDFORM PROFESSIONAL SERVICE	20130 LARKIN RD 20240930	36113	12/17/24	760.00	36308
100-00000-22205-011	12/16/24	LANDFORM PROFESSIONAL SERVICE	BASS LAKE ESTATES 17-036 20240930 A	36085	12/17/24	80.00	36308
100-00000-22205-061	12/16/24	LANDFORM PROFESSIONAL SERVICE	RAVINIA 5TH 16-015 20240930 ACCT	36082	12/17/24	22.50	36308
100-00000-22205-062	12/16/24	LANDFORM PROFESSIONAL SERVICE	RAVINIA 7TH 17-013 20240930 ACCT	36084	12/17/24	147.50	36308
100-00000-22205-064	12/16/24	LANDFORM PROFESSIONAL SERVICE	RAVINIA 9TH 17-042 20240930 ACCT	36086	12/17/24	67.50	36308
100-00000-22205-082	12/16/24	LANDFORM PROFESSIONAL SERVICE	PARK PLACE FINAL 16-027 20240930 AC	36083	12/17/24	220.00	36308
100-00000-32100	12/16/24	LANDFORM PROFESSIONAL SERVICE	19951 OSWALD FARM RD 20240930	36109	12/17/24	480.00	36308
Total For Check 36308						10,441.25	
Check 36309							
100-43100-50225	11/01/24	LANO EQUIPMENT	WASHER, PLUG-BREATHHER, FUEL HOSE W.	03-1115553	12/17/24	49.84	36309
Total For Check 36309						49.84	
Check 36310							
100-45200-50210	11/06/24	LANO EQUIPMENT	SEAL GREASE, BRG CONE, BRG CUP	03-1116577	12/17/24	23.17	36310
Total For Check 36310						23.17	
Check 36311							
100-45200-50210	11/06/24	LANO EQUIPMENT	TORO GRANDSTAND, 36" DECK USED	03-1116579	12/17/24	6,900.00	36311
Total For Check 36311						6,900.00	
Check 36312							
100-43100-50417	12/17/24	LAUREN LETSCHE	2024 BOOT REIMBURSEMENT	20241217	12/17/24	207.99	36312
100-43170-50307	12/17/24	LAUREN LETSCHE	RECRUITMENT AND RETENTION REIMBURSE	20241217	12/17/24	1,320.87	36312
Total For Check 36312						1,528.86	
Check 36313							
100-41320-50207	12/09/24	LEAGUE OF MINNESOTA CITIES	2025 MCMA WINTER WORKSHOP-JAY TOBIN	417788	12/17/24	75.00	36313
Total For Check 36313						75.00	
Check 36314							
100-41110-50207	12/09/24	LEAGUE OF MINNESOTA CITIES	2025 MCMA WINTER WORKSHOP-NALISHA W	417787	12/17/24	350.00	36314
100-41400-50207	12/09/24	LEAGUE OF MINNESOTA CITIES	2025 MCMA WINTER WORKSHOP-NALISHA W	417787	12/17/24	75.00	36314
Total For Check 36314						425.00	
Check 36315							
100-41900-50210	07/10/24	LIGHTBULBS.COM	45ED 28/FILAMENTLED/CL/120-277V/EX3	INV4048289	12/17/24	204.00	36315
100-41900-50210	07/16/24	LIGHTBULBS.COM	32ED28/FILAMENTLED/CL/120-2277V/EX3	INV4050823	12/17/24	210.00	36315
Total For Check 36315						414.00	
Check 36316							
100-43100-50220	11/20/24	LITTLE FALLS MACHINE	1-3/4 USS FLAT WASHER -ZINC	372093	12/17/24	51.45	36316
Total For Check 36316						51.45	
Check 36317							
100-00000-22205	12/11/24	M KARINIEMI & K KARINIEMI	ESCROW FEE REFUND	BP24-0066-2	12/17/24	20.00	36317
Total For Check 36317						20.00	
Check 36318							
100-43100-50307	12/17/24	MACKENZIE ALGER	RECRUITMENT AND RETENTION REIMBURSE	20241217	12/17/24	1,480.97	36318

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Check 36318			Total For Check 36318			1,480.97	
Check 36319							
601-49400-50310	12/11/24	CITY OF MAPLE GROVE	2024 SEMI ANNUAL WATER SERVICE CONT.	22055	12/17/24	19,702.00	36319
			Total For Check 36319			19,702.00	
Check 36320							
100-00000-21710	12/17/24	MATTSON, KEVIN	FSA DEPENDENT CARE REIMBURSEMENT	20241217	12/17/24	2,500.06	36320
			Total For Check 36320			2,500.06	
Check 36321							
100-43100-50210	11/27/24	MENARDS BUFFALO	GLACIERMIST SPRING WATER	19647	12/17/24	292.32	36321
			Total For Check 36321			292.32	
Check 36322							
100-41900-50210	12/03/24	MENARDS MAPLE GROVE	SLIDEGLIDE, 20 LB CANVAS SAWTOOTH,	41524	12/17/24	89.22	36322
			Total For Check 36322			89.22	
Check 36323							
100-45200-50210	11/06/24	MIDWEST MACHINERY CO.	NEW FRONTIER SS2067B	10285931	12/17/24	1,420.00	36323
100-45200-50210	09/13/24	MIDWEST MACHINERY CO.	FILTER ELEMENT (4 EA), AIR FILTER (10206396	12/17/24	219.00	36323
100-45200-50210	12/05/24	MIDWEST MACHINERY CO.	PARTS-LOCK WASHER, BLADE, MOWER BLA	10313228	12/17/24	1,142.42	36323
100-45200-50221	09/25/24	MIDWEST MACHINERY CO.	REPAIR ON JOHN DEERE 4066R-MFWD SHI	10223374	12/17/24	569.85	36323
			Total For Check 36323			3,351.27	
Check 36324							
100-43100-50210	10/09/24	MIMBACH FLEET SUPPLY INC	TOMCAT BAIT, JAGUAR BAIT	209101	12/17/24	215.96	36324
			Total For Check 36324			215.96	
Check 36325							
100-41900-50810	12/12/24	MINNESOTA DEPARTMENT OF COMMERCE	FILE 98613 UNCLAIMED PROPERTY	98613	12/17/24	530.46	36325
			Total For Check 36325			530.46	
Check 36326							
100-42100-50220	10/31/24	NAPA AUTO PARTS - Corcoran	WIPERS	569109	12/17/24	73.32	36326
100-42100-50220	10/10/24	NAPA AUTO PARTS - Corcoran	PX EXTREME RVM TOWELE	565416	12/17/24	7.08	36326
100-42100-50220	10/25/24	NAPA AUTO PARTS - Corcoran	NAPA GOLD AIR FILTER	568138	12/17/24	16.00	36326
100-42100-50220	11/19/24	NAPA AUTO PARTS - Corcoran	2022 FORD EXPLORER GOLD AIR FILTER	572613	12/17/24	32.00	36326
100-43100-50210	09/06/24	NAPA AUTO PARTS - Corcoran	TAPPERED BEARING SETS & NAPA OIL SE	55897	12/17/24	126.68	36326
100-43100-50210	09/10/24	NAPA AUTO PARTS - Corcoran	9AH BATTERY & CORE DEPOSIT	559459	12/17/24	71.38	36326
100-43100-50210	09/18/24	NAPA AUTO PARTS - Corcoran	SUPPLIES - GORILLA TAPE	561133	12/17/24	23.08	36326
			Total For Check 36326			349.54	
Check 36327							
100-00000-21710	12/17/24	NATALIE DAVIS MCKEOWN	DEPENDENT CARE REIMBURSEMENT 2024 F	20241217	12/17/24	384.62	36327
			Total For Check 36327			384.62	
Check 36328							
601-49400-50220	12/04/24	NORTHERN SAFETY TECHNOLOGY	ION T-SERIES LIGHTS	58605	12/17/24	2,269.37	36328
602-49450-50220	12/04/24	NORTHERN SAFETY TECHNOLOGY	ION T-SERIES LIGHTS	58605	12/17/24	2,269.36	36328
			Total For Check 36328			4,538.73	
Check 36329							
100-41900-50210	12/05/24	NORTHERN SALT INC	50 LB BAGS OF NORTH PRO EXTREME (RE)	31603	12/17/24	555.00	36329
100-43125-50210	09/25/24	NORTHERN SALT INC	BROOKS TOTE 250 GALLONS	31141	12/17/24	1,360.00	36329

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Check 36329							
Total For Check 36329						1,915.00	
Check 36336 100-43100-50220	12/04/24	NUSS TRUCK & EQUIPMENT	NAME PLATE	PSO158949-1	12/17/24	490.14	36336
Total For Check 36336						490.14	
Check 36337 100-41900-50200	11/15/24	ODP BUSINESS SOLUTIONS, LLC	BINDER CLIPS MEDIUM, FOLDERS	390550068001	12/17/24	8.95	36337
Total For Check 36337						8.95	
Check 36338 100-41910-50300 100-42401-50300	11/01/24 10/24/24	OPG-3 INC OPG-3 INC	LF SELF-HOSTED SUBSCRIPTION, RION S LF PROFESSIONAL SERV PROJECT: PERMI	8311 8282	12/17/24 12/17/24	4,255.00 8,200.00	36338 36338
Total For Check 36338						12,455.00	
Check 36339 100-00000-22205	12/12/24	Personal Pride Construction	PERSONAL PRIDE CONSTRUCTION ESCROW	BP23-0029	12/17/24	689.00	36339
Total For Check 36339						689.00	
Check 36340 601-00000-22200	12/11/24	PETERSON, JANICE	UB REFUND FOR ACCOUNT: 20019355-757	20019355-7573000	12/17/24	132.36	36340
Total For Check 36340						132.36	
Check 36341 100-41400-50207 100-41400-50207	12/10/24 12/10/24	PSHRA-MN PSHRA-MN	PSHRA CHAPTER MN MEMBERSHIP - RYAN 2025 CHAPTER DUES-NALISHA WILLIAMS	20241210 20241210-1	12/17/24 12/17/24	75.00 75.00	36341 36341
Total For Check 36341						150.00	
Check 36342 601-00000-37110 601-00000-37110	12/12/24 12/12/24	PULTE HOMES OF MN, LLC ACCOUN PULTE HOMES OF MN, LLC ACCOUN	19114 62ND AVE UTILITY REFUND 19333 LUPINE LN UTILITY REFUND	REFUND-UB REFUND-UB-2	12/17/24 12/17/24	385.73 212.30	36342 36342
Total For Check 36342						598.03	
Check 36343 100-45200-50380	11/30/24	REPUBLIC SERVICES	WILDFLOWER PARK DECEMBER 2024	0894-006926140	12/17/24	86.74	36343
Total For Check 36343						86.74	
Check 36344 100-41900-50380	11/30/24	REPUBLIC SERVICES	CITY HALL 8200 CO RD 116 NOVEMBER 2	0894-006924394	12/17/24	490.68	36344
Total For Check 36344						490.68	
Check 36345 100-43100-50380	11/30/24	REPUBLIC SERVICES	PUBLIC WORKS 9100 CO RD LORETTO NOV	0894-006925139	12/17/24	163.88	36345
Total For Check 36345						163.88	
Check 36346 100-45200-50380	11/30/24	REPUBLIC SERVICES	CITY PARK 20200 CO RD 50 DECEMBER 2	0894-006924262	12/17/24	200.95	36346
Total For Check 36346						200.95	
Check 36347 100-41900-50700	12/12/24	REPUBLIC SERVICES	2024 RECYCLING CERTIFICATIONS FINAL	20241031	12/17/24	4,854.80	36347
Total For Check 36347						4,854.80	
Check 36348 100-41400-50307	12/17/24	RYAN GANNER	RECRUITMENT AND RETENTION REIMBURSE	20241217	12/17/24	1,500.00	36348

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Check 36348							
						Total For Check 36348	1,500.00
Check 36349							
416-42100-50210	10/14/24	SOUTH LAKE MINNETONKA PD	1/13 COST OF CENTRAL SQUARE-QUOTE Q	20241014	12/17/24	2,181.16	36349
416-42100-50210	10/14/24	SOUTH LAKE MINNETONKA PD	1/13 COST OF GTEL INVOICE 1553	20241014-1	12/17/24	13.46	36349
416-42100-50210	10/14/24	SOUTH LAKE MINNETONKA PD	1/13 COST OF MORRIS INVOICE 8813	20241014-2	12/17/24	9.62	36349
						Total For Check 36349	2,204.24
Check 36350							
100-00000-22205	12/11/24	STANTEC CONSULTING SERVICES	HOPE COMMUNITY 6190 20240531	2252237-3	12/17/24	388.30	36350
100-00000-22205	12/06/24	STANTEC CONSULTING SERVICES	INDUSTRIAL NE PID 0111923110001 619	2299537	12/17/24	4,572.00	36350
100-00000-22205	12/06/24	STANTEC CONSULTING SERVICES	LARKIN ROAD IMPROVEMENTS 6610 20240	2299553	12/17/24	28.75	36350
100-00000-22205	12/06/24	STANTEC CONSULTING SERVICES	SCHERBER CR 30 6190 20240913	2299533	12/17/24	203.50	36350
100-00000-22205	12/06/24	STANTEC CONSULTING SERVICES	BELLWETHER 6190 20241018	2313709	12/17/24	10,875.12	36350
100-00000-22205	12/06/24	STANTEC CONSULTING SERVICES	CORCORAN STORAGE II BP23-0027 6190	2313724	12/17/24	603.81	36350
100-00000-22205	12/06/24	STANTEC CONSULTING SERVICES	WCA PROJECTS 6616 20241018	2313774	12/17/24	3,637.90	36350
100-00000-22205	12/09/24	STANTEC CONSULTING SERVICES	INDUSTRIAL NE PID 0111923110001 619	2313726	12/17/24	19,136.18	36350
100-00000-22205	12/09/24	STANTEC CONSULTING SERVICES	SCHERBER CR 30 6190 20241018	2313722	12/17/24	599.66	36350
100-00000-22205	12/09/24	STANTEC CONSULTING SERVICES	CORCORAN STORAGE II TURN LANES 7310	2313783	12/17/24	1,224.50	36350
100-00000-22205	12/09/24	STANTEC CONSULTING SERVICES	CHASTEK 2 CONCEPT 6190 20241018 K	2313730	12/17/24	991.00	36350
100-00000-22205	12/09/24	STANTEC CONSULTING SERVICES	DOMINOS SITE 6199 20241018 K	2313732	12/17/24	316.00	36350
100-00000-22205	12/09/24	STANTEC CONSULTING SERVICES	FAIRWAY SHORES 6190 20241018 K	2313723	12/17/24	2,370.40	36350
100-00000-22205	12/09/24	STANTEC CONSULTING SERVICES	HEATHER MEADOWS 3RD 6190 20241018 K	2313727	12/17/24	387.85	36350
100-00000-22205	12/09/24	STANTEC CONSULTING SERVICES	HEATHER MEADOWS 3RD 6190 20241018 K	2313727-2	12/17/24	671.40	36350
100-00000-22205	12/09/24	STANTEC CONSULTING SERVICES	HEITKE 2ND 6199 20241018 K	2313733	12/17/24	79.00	36350
100-00000-22205	12/09/24	STANTEC CONSULTING SERVICES	HOPE COMMUNITY 6190 20241018	2313716	12/17/24	13,002.14	36350
100-00000-22205	12/09/24	STANTEC CONSULTING SERVICES	KARINIEMI ORCHARDS 6190 20241018 K	2313728	12/17/24	163.00	36350
100-00000-22205	12/09/24	STANTEC CONSULTING SERVICES	OLD FARM RIDGE 6199 20241018 K	2313734	12/17/24	600.00	36350
100-00000-22205	12/09/24	STANTEC CONSULTING SERVICES	RED BARN PET RETREAT 6190 20241018	2313717	12/17/24	1,315.02	36350
100-00000-22205	12/09/24	STANTEC CONSULTING SERVICES	ST THERESE SENIOR LIVING 6190 20241	2313718	12/17/24	150.73	36350
100-00000-22205	12/09/24	STANTEC CONSULTING SERVICES	UPWARD ACRES 6190 20241018 K	2313729	12/17/24	1,487.50	36350
100-00000-22205	12/09/24	STANTEC CONSULTING SERVICES	WOODLAND HILLS 6190 20241018 K	2313725	12/17/24	1,911.03	36350
100-00000-22205	12/09/24	STANTEC CONSULTING SERVICES	WALCOTT GLENN 6190 20241018 K	2313714	12/17/24	614.91	36350
100-00000-22205-008	12/06/24	STANTEC CONSULTING SERVICES	BASS LAKE CROSSINGS 6199 20241018	2313731	12/17/24	282.25	36350
100-00000-22205-013	12/04/24	STANTEC CONSULTING SERVICES	BECHTOLD FARM 20241018	2313721	12/17/24	736.36	36350
100-00000-22205-017	12/06/24	STANTEC CONSULTING SERVICES	COOK LAKE HIGHLANDS 6190 20241018	2313710	12/17/24	2,936.58	36350
100-00000-22205-044	12/06/24	STANTEC CONSULTING SERVICES	KARINIEMI MEADOWS 6190 20240913	2299531	12/17/24	2,921.57	36350
100-00000-22205-044	12/09/24	STANTEC CONSULTING SERVICES	KARINIEMI MEADOWS 6190 20241018	2313720	12/17/24	769.92	36350
100-00000-22205-056	12/09/24	STANTEC CONSULTING SERVICES	TAVERA 6190 20241018	2313711	12/17/24	17,766.38	36350
100-00000-22205-058	12/06/24	STANTEC CONSULTING SERVICES	RAVINIA 6190 20240913	2299518	12/17/24	1,544.73	36350
100-00000-22205-058	12/09/24	STANTEC CONSULTING SERVICES	RAVINIA 6190 20241018	2313708	12/17/24	9,373.70	36350
100-00000-22205-076	12/11/24	STANTEC CONSULTING SERVICES	NELSON TRUCKING 6190 20240531	2252231	12/17/24	187.50	36350
100-00000-22205-076	12/09/24	STANTEC CONSULTING SERVICES	NELSON TRUCKING 6190 20241018	2313712	12/17/24	217.50	36350
100-00000-22205-082	12/06/24	STANTEC CONSULTING SERVICES	PARK PLACE 6199 20240913	2299550	12/17/24	69.00	36350
100-00000-22205-087	12/06/24	STANTEC CONSULTING SERVICES	AMBERLY 12 BELLWETHER 679 6190 2024	2313715	12/17/24	496.51	36350
100-00000-22205-087	12/06/24	STANTEC CONSULTING SERVICES	STIEG ROAD IMPROVEMENTS 4864 202409	2299564	12/17/24	17,027.48	36350
100-00000-22205-098	12/06/24	STANTEC CONSULTING SERVICES	RUSH CREEK RESERVE 6190 20240913	2299522	12/17/24	17,889.71	36350
100-00000-22205-098	12/06/24	STANTEC CONSULTING SERVICES	WCA PROJECTS 6616 20241018	2313774	12/17/24	(6.22)	36350
100-00000-22205-111	12/09/24	STANTEC CONSULTING SERVICES	GARAGES TOO 6190 20241018	2313719	12/17/24	385.39	36350
100-00000-22205-133	12/11/24	STANTEC CONSULTING SERVICES	COOK LAKE TURN LANE 5990 20240531	2252264	12/17/24	263.44	36350
100-00000-22205-134	12/06/24	STANTEC CONSULTING SERVICES	NEW HORIZON COOK LAKE 6199 20240913	2299544	12/17/24	57.50	36350
100-42400-50303	12/04/24	STANTEC CONSULTING SERVICES	B002294-20-060 NEW CONSTRUCTION INS	2313776	12/17/24	5,455.50	36350
100-43170-50300	12/09/24	STANTEC CONSULTING SERVICES	GENERAL ENGINEERING 6870 20241018	2313784	12/17/24	6,550.00	36350
100-43170-50309	12/06/24	STANTEC CONSULTING SERVICES	WCA PROJECTS 6616 20241018	2313774	12/17/24	825.00	36350

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100-43170-50309	12/09/24	STANTEC CONSULTING SERVICES	GENERAL ENGINEERING 6870 20241018	2313784	12/17/24	262.50	36350
408-48010-50303	12/06/24	STANTEC CONSULTING SERVICES	CITY CENTER DR AND 79TH PLACE STREE'	2313780	12/17/24	5,144.80	36350
408-48010-50303	12/06/24	STANTEC CONSULTING SERVICES	CITY CENTER DRIVE AND 79TH PLACE 47	2313778	12/17/24	2,943.50	36350
601-49400-50300	12/06/24	STANTEC CONSULTING SERVICES	NE CORCORAN WATER TOWER 5274 202409	2299566	12/17/24	8,647.50	36350
601-49400-50300	12/09/24	STANTEC CONSULTING SERVICES	NE CORCORAN TRUNK INFAStructure 527	2313782	12/17/24	17,946.05	36350
601-49400-50300	12/09/24	STANTEC CONSULTING SERVICES	NE CORCORAN WATER TOWER 5274 202410	2313781	12/17/24	6,627.25	36350
601-49400-50303	12/06/24	STANTEC CONSULTING SERVICES	B002294-19-048 WATER UTILITY 1204 2	2313775	12/17/24	908.00	36350
601-49400-50303	12/04/24	STANTEC CONSULTING SERVICES	B002294-20-060 NEW CONSTRUCTION INS	2313776	12/17/24	747.49	36350
602-49450-50303	12/04/24	STANTEC CONSULTING SERVICES	B002294-20-060 NEW CONSTRUCTION INS	2313776	12/17/24	747.51	36350
			Total For Check 36350			195,054.10	
Check 36351							
100-42102-50307	12/17/24	PAULA STEELMAN	RECRUITMENT AND RETENTION REIMBURSE	20241217	12/17/24	1,500.00	36351
			Total For Check 36351			1,500.00	
Check 36352							
100-42100-50417	12/17/24	PAULA STEELMAN	UNIFORM REIMBURSEMENT	20241217-2	12/17/24	250.00	36352
			Total For Check 36352			250.00	
Check 36353							
100-43100-50321	12/17/24	T-MOBILE	PW CELL SERVICE 10/21-11/20	992365225-DEC24	12/17/24	339.22	36353
			Total For Check 36353			339.22	
Check 36354							
100-43100-50321	12/17/24	T-MOBILE	PW CELL SERVICE 10/16-11/15 X6449	267033074-DEC24	12/17/24	69.55	36354
			Total For Check 36354			69.55	
Check 36355							
100-43100-50210	12/05/24	TERMINAL SUPPLY CO	VORTEX POINTED DRILL, CABLE TIE, DU	82852-00	12/17/24	878.47	36355
			Total For Check 36355			878.47	
Check 36356							
100-41900-50401	12/02/24	ULTIMATE CLEANERS LLC	CITY HALL/PD CLEANING NOVEMBER 2024	24120282	12/17/24	940.00	36356
			Total For Check 36356			940.00	
Check 36357							
100-41410-50210	10/28/24	CREDIT CARD PURCHASES	LUNCH DURING ELECTION FOR NALISHA,	20241028	12/17/24	37.20	36357
100-41410-50210	11/05/24	CREDIT CARD PURCHASES	PIZZA FOR ELECTION JUDGES	20241105	12/17/24	155.76	36357
100-41410-50210	11/02/24	CREDIT CARD PURCHASES	SODA, BOTTLED WATER, BANANAS FOR EL	10228965860	12/17/24	78.21	36357
100-41410-50210	11/02/24	CREDIT CARD PURCHASES	LUNCH FOR ELECTION JUDGES	520916	12/17/24	315.33	36357
100-41410-50210	11/03/24	CREDIT CARD PURCHASES	FOOD FOR ELECTION JUDGES	2000125-11177599	12/17/24	104.29	36357
100-41410-50210	11/06/24	CREDIT CARD PURCHASES	LUNCH DURING WORKING ELECTION HOURS	20241106	12/17/24	35.75	36357
100-41410-50210	11/02/24	CREDIT CARD PURCHASES	LUNCH DURING ELECTION FOR NALISHA,	1022	12/17/24	30.75	36357
100-41410-50210	11/03/24	CREDIT CARD PURCHASES	LUNCH DURING ELECTION FOR NALISHA,	6051715811156975	12/17/24	30.53	36357
100-41410-50210	11/05/24	CREDIT CARD PURCHASES	ICE FOR ELECTION DAY	1565675	12/17/24	6.29	36357
100-41410-50210	11/04/24	CREDIT CARD PURCHASES	FRUIT, CREAM CHEESE FOR ELECTION DA	082985 488087079	12/17/24	57.29	36357
100-41500-50207	12/06/24	AMAZON CAPITAL SERVICES	EPSON WORKFORCE DOCUMENT SCANNER	111-6729984-3439	12/17/24	286.98	36357
100-41900-50210	10/15/24	CREDIT CARD PURCHASES	RUBBER STAMPS	RSW-303168	12/17/24	67.30	36357
100-41900-50210	10/22/24	CREDIT CARD PURCHASES	SAMS CLUB MEMBERSHIP	20241022-1	12/17/24	70.00	36357
100-42100-50207	10/27/24	CREDIT CARD PURCHASES	TRAINING MEAL	20241027	12/17/24	16.31	36357
100-42100-50209	10/11/24	CREDIT CARD PURCHASES	5000/3900W DF SUPER QUIET IN	453428	12/17/24	849.99	36357
100-42100-50403	10/29/24	CITY OF DELANO	TITLE FEE FOR 2019 FORD EXPLORER &	190544039	12/17/24	57.20	36357
			Total For Check 36357			2,199.18	

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Check 36358 100-41920-50210	10/19/24	US BANKCORP EQUIPMENT FINANCE	LEASE FOR COPIERS - EQUIPMENT ID 14.	540613593	12/17/24	466.91	36358
			Total For Check 36358			466.91	
Check 36359 601-00000-22200	12/11/24	VAN OUDENHOVEN, QUINN	UB REFUND FOR ACCOUNT: 20007292-236	20007292-2360300:	12/17/24	80.73	36359
			Total For Check 36359			80.73	
Check 36360 100-41900-50321	12/17/24	VERIZON WIRELESS	PD/CH CELL PHONE SERVICE 10/27-11/2	9979692771	12/17/24	258.26	36360
100-42100-50321	12/17/24	VERIZON WIRELESS	PD/CH CELL PHONE SERVICE 10/27-11/2	9979692771	12/17/24	603.09	36360
100-42100-50323	12/17/24	VERIZON WIRELESS	PD/CH CELL PHONE SERVICE 10/27-11/2	9979692771	12/17/24	480.36	36360
			Total For Check 36360			1,341.71	
Check 36361 100-43100-50225	10/20/24	VONCO II, LLC	C & D WASTE TONS	V20000083015	12/17/24	135.20	36361
			Total For Check 36361			135.20	
Check 36362 601-00000-22200	12/11/24	WATSON, DAVID	UB REFUND FOR ACCOUNT: 20019326-103	20019326-1036000:	12/17/24	98.35	36362
			Total For Check 36362			98.35	
Check 36363 100-42100-50220	11/25/24	WESTSIDE WHOLESALE TIRE	DISPOSAL OF 4 PASS TIRES & 4 LT TIR:	955798	12/17/24	40.00	36363
100-43100-50210	11/25/24	WESTSIDE WHOLESALE TIRE	DISPOSAL OF 4 LT TIRES	955799	12/17/24	24.00	36363
100-43100-50220	10/21/24	WESTSIDE WHOLESALE TIRE	REPAIR RFI DRIVE TIRE	953521	12/17/24	70.00	36363
			Total For Check 36363			134.00	
Check 36364 408-48010-50530	12/17/24	XCEL ENERGY	PROJECT NUMBER 51-0014472455-5	20241125	12/17/24	4,523.35	36364
			Total For Check 36364			4,523.35	
Check 36365 100-41900-50300	12/19/24	ABDO LLP	OCTOBER 2024 HR AND PAYROLL SERVICE:	498026	12/20/24	6,527.09	36365
			Total For Check 36365			6,527.09	
Check 36366 100-41900-50212	09/16/24	BEAUDRY OIL COMPANY	UNLEADED 87 - 10% ETHANOL	2722967	12/20/24	55.10	36366
100-41900-50212	11/11/24	BEAUDRY OIL COMPANY	UNLEADED 87 - 10% ETHANOL	2766719	12/20/24	46.61	36366
100-41900-50212	10/18/24	BEAUDRY OIL COMPANY	UNLEADED 87 - 10% ETHANOL	2748571	12/20/24	34.24	36366
100-42100-50212	10/24/24	BEAUDRY OIL COMPANY	UNLEADED 87 - 10% ETHANOL	2752845	12/20/24	42.30	36366
100-42100-50212	09/16/24	BEAUDRY OIL COMPANY	UNLEADED 87 - 10% ETHANOL	2722967	12/20/24	1,689.64	36366
100-42100-50212	11/11/24	BEAUDRY OIL COMPANY	UNLEADED 87 - 10% ETHANOL	2766719	12/20/24	1,429.35	36366
100-42100-50212	10/18/24	BEAUDRY OIL COMPANY	UNLEADED 87 - 10% ETHANOL	2748571	12/20/24	1,049.95	36366
100-42100-50212	12/02/24	BEAUDRY OIL COMPANY	UNLEADED 87 - 10% ETHANOL	2784663	12/20/24	1,370.40	36366
100-42100-50212	09/24/24	BEAUDRY OIL COMPANY	UNLEADED 87 - 10% ETHANOL	2728192	12/20/24	862.43	36366
100-42100-50212	10/24/24	BEAUDRY OIL COMPANY	UNLEADED 87 - 10% ETHANOL	2753362	12/20/24	851.30	36366
100-42100-50212	09/16/24	BEAUDRY OIL COMPANY	UNLEADED 87 - 10% ETHANOL	2722967	12/20/24	91.82	36366
100-43100-50212	11/11/24	BEAUDRY OIL COMPANY	UNLEADED 87 - 10% ETHANOL	2766719	12/20/24	77.68	36366
100-43100-50212	10/18/24	BEAUDRY OIL COMPANY	UNLEADED 87 - 10% ETHANOL	2748571	12/20/24	57.06	36366
			Total For Check 36366			7,657.88	
Check 36367 601-00000-16500	12/19/24	BRIAN L. LOTHER	19904 OSWALD FARM ROAD D/U EASEMENT	20241219	12/20/24	309.00	36367
601-00000-16500	12/19/24	BRIAN L. LOTHER	10110 CO RD 116 D/U EASEMENT	20241219-2	12/20/24	506.00	36367

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Check 36367							
			Total For Check 36367			815.00	
Check 36368							
100-41910-50307	12/19/24	DWIGHT KLINGBEIL	RECRUITMENT AND RETENTION REIMBURSE	20241219	12/20/24	1,500.00	36368
			Total For Check 36368			1,500.00	
Check 36369							
100-43100-50223	12/19/24	EBERT CONSTRUCTION	4X8X2 FOAM 260 PCS	21635215	12/20/24	9,401.60	36369
			Total For Check 36369			9,401.60	
Check 36370							
100-00000-22205-042	12/19/24	HOPE MINISTRIES INTERNATIONAL	ESCROW REFUND - HOPE MINISTRIES INT.	ER0013	12/20/24	877.00	36370
			Total For Check 36370			877.00	
Check 36371							
601-00000-16500	12/19/24	HOPE MINISTRIES INTERNATIONAL,	OUTLOT C D/U EASEMENT	20241219	12/20/24	587.00	36371
601-00000-16500	12/19/24	HOPE MINISTRIES INTERNATIONAL,	19951 OSWALD FARM ROAD D/U EASEMENT	20241219-2	12/20/24	102.00	36371
			Total For Check 36371			689.00	
Check 36372							
100-00000-22205-007	12/19/24	LANDFORM PROFESSIONAL SERVICE:	BALL LAKE CROSSING 2ND 18-035 20240	36088	12/20/24	700.00	36372
100-00000-22205-013	12/19/24	LANDFORM PROFESSIONAL SERVICE:	BECHTOLD FARMS 22-024 20241031	36213	12/20/24	40.00	36372
100-00000-22205-024	12/19/24	LANDFORM PROFESSIONAL SERVICE:	D AND D SERVICE CUP/SP 21-012 20241	36209	12/20/24	40.00	36372
100-00000-22205-056	12/19/24	LANDFORM PROFESSIONAL SERVICE:	TAVERA 6TH 23-033 20240930	36102	12/20/24	80.00	36372
100-00000-22205-056	12/19/24	LANDFORM PROFESSIONAL SERVICE:	TAVERA 7TH 24-028 20240930	36110	12/20/24	5,655.00	36372
100-00000-22205-056	12/19/24	LANDFORM PROFESSIONAL SERVICE:	TAVERA 7TH 24-028	36223	12/20/24	780.00	36372
100-00000-22205-058	12/19/24	LANDFORM PROFESSIONAL SERVICE:	RAVINIA 12TH FINAL PLAT/PUD 19-002	36089	12/20/24	80.00	36372
100-00000-22205-058	12/19/24	LANDFORM PROFESSIONAL SERVICE:	RAVINIA 11TH FP/PUD 19-005 20240930	36090	12/20/24	22.50	36372
100-00000-22205-058	12/19/24	LANDFORM PROFESSIONAL SERVICE:	RAVINIA 13TH FP/PUD 19-012 20240930	36091	12/20/24	22.50	36372
100-00000-22205-058	12/19/24	LANDFORM PROFESSIONAL SERVICE:	RAVINIA 14TH 19-022 20240930	36092	12/20/24	45.00	36372
100-00000-22205-058	12/19/24	LANDFORM PROFESSIONAL SERVICE:	RAVINIA 11TH 18-040 20241031	36174	12/20/24	45.00	36372
100-00000-22205-058	12/19/24	LANDFORM PROFESSIONAL SERVICE:	RAVINIA 13TH 19-012 20241031	36176	12/20/24	135.00	36372
100-00000-22205-059	12/19/24	LANDFORM PROFESSIONAL SERVICE:	RAVINIA 10TH FP/FINAL PUD 18-034 20	36087	12/20/24	45.00	36372
100-00000-22205-062	12/19/24	LANDFORM PROFESSIONAL SERVICE:	RAVINIA 7TH 17-013	36203	12/20/24	307.50	36372
100-00000-22205-064	12/19/24	LANDFORM PROFESSIONAL SERVICE:	RAVINIA 9TH 17-042	36173	12/20/24	67.50	36372
100-00000-22205-074	12/19/24	LANDFORM PROFESSIONAL SERVICE:	SOLAR IUP 16-032 20241031	36202	12/20/24	40.00	36372
100-00000-22205-075	12/19/24	LANDFORM PROFESSIONAL SERVICE:	NAPA CUP/SP 21-004	36094	12/20/24	530.00	36372
100-00000-22205-075	12/19/24	LANDFORM PROFESSIONAL SERVICE:	NAPA CUP/SP 21-004 20241031	36181	12/20/24	135.00	36372
100-00000-22205-076	12/19/24	LANDFORM PROFESSIONAL SERVICE:	NELSON TRUCKING CUP/SP 20-022 20240	36093	12/20/24	395.00	36372
100-00000-22205-076	12/19/24	LANDFORM PROFESSIONAL SERVICE:	NELSON TRUCKING CUP/SP 20-022 20241	36207	12/20/24	220.00	36372
100-00000-22205-087	12/19/24	LANDFORM PROFESSIONAL SERVICE:	BELLWETHER 10TH 24-020 20240930	36107	12/20/24	120.00	36372
100-00000-22205-087	12/19/24	LANDFORM PROFESSIONAL SERVICE:	BELLWETHER 2ND 19-001 20241031	36204	12/20/24	760.00	36372
100-00000-22205-087	12/19/24	LANDFORM PROFESSIONAL SERVICE:	BELLWETHER 3RD 19-017 20241031	36205	12/20/24	970.00	36372
100-00000-22205-087	12/19/24	LANDFORM PROFESSIONAL SERVICE:	BELLWETHER 4TH 20-002 20241031	36206	12/20/24	760.00	36372
100-00000-22205-087	12/19/24	LANDFORM PROFESSIONAL SERVICE:	BELLWETHER 5TH 20-024 20241031	36208	12/20/24	805.00	36372
100-00000-22205-087	12/19/24	LANDFORM PROFESSIONAL SERVICE:	BELLWETHER 10TH 24-020 20241031	36221	12/20/24	40.00	36372
100-00000-22205-098	12/19/24	LANDFORM PROFESSIONAL SERVICE:	RUCH CREEK RESERVE 3RD 23-007 20240	36099	12/20/24	160.00	36372
100-00000-22205-110	12/19/24	LANDFORM PROFESSIONAL SERVICE:	SCHERBER CUP/SP 21-007 20240930	36095	12/20/24	80.00	36372
100-00000-22205-111	12/19/24	LANDFORM PROFESSIONAL SERVICE:	GARAGES TOO 22-016 20240930	36096	12/20/24	40.00	36372
100-00000-22205-111	12/19/24	LANDFORM PROFESSIONAL SERVICE:	GARAGES TOO 22-016 20241031	36211	12/20/24	120.00	36372
100-00000-22205-117	12/19/24	LANDFORM PROFESSIONAL SERVICE:	ST THERESE FINAL PLAT 22-023	36212	12/20/24	80.00	36372
100-00000-22205-134	12/19/24	LANDFORM PROFESSIONAL SERVICE:	COOK LAKE HIGHLANDS NEW HORIZON 202	36210	12/20/24	120.00	36372
100-41910-50300	12/19/24	LANDFORM PROFESSIONAL SERVICE:	90 CITY BUSINESS/CITY MEETINGS	36114	12/20/24	2,960.00	36372
100-41910-50300	12/19/24	LANDFORM PROFESSIONAL SERVICE:	90 CITY BUSINESS/CITY MEETINGS	36224	12/20/24	2,520.00	36372

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Check 36372			Total For Check 36372			18,920.00	
Check 36373							
100-42100-50300	11/30/24	MARTIN-MCALLISTER	PUBLIC SAFETY ASSESSMENT	16532	12/20/24	625.00	36373
			Total For Check 36373			625.00	
Check 36374							
100-42100-50300	12/19/24	PACE SYSTEMS, INC	PACE SCHEDULER 11/23/2024-11/22/202	IN00062097	12/20/24	2,240.00	36374
			Total For Check 36374			2,240.00	
Check 36375							
100-41900-50300	12/19/24	SIGN PRO	WINDOW GRAPHICS GRASS	19843	12/20/24	2,385.08	36375
100-41900-50300	12/19/24	SIGN PRO	COUNCIL CHAMBERS LOGO BAND AND DOOR	19794	12/20/24	130.15	36375
100-41900-50300	12/19/24	SIGN PRO	EMPLOYEE ENTRANCE DOOR VINYL	19784	12/20/24	123.43	36375
			Total For Check 36375			2,638.66	
Check 36376							
408-48010-50303	12/18/24	STANTEC CONSULTING SERVICES	CITY CENTER DR AND 79TH PLACE STREE'	2289626	12/20/24	16,584.55	36376
			Total For Check 36376			16,584.55	
Check 36377							
100-00000-21707	12/20/24	TEAMSTER LOCAL 320	UNION/TEAM LEGAL DUES DECEMBER 2024	20241220	12/20/24	400.68	36377
			Total For Check 36377			400.68	
Check 36378							
601-49400-50300	12/19/24	WATER LABORATORIES, INC.	COLIFORM TEST 20240906	92148	12/20/24	54.00	36378
601-49400-50300	12/19/24	WATER LABORATORIES, INC.	COLIFORM TEST 20241111	94170	12/20/24	54.00	36378
601-49400-50300	12/19/24	WATER LABORATORIES, INC.	COLIFORM TEST 20241209	94795	12/20/24	54.00	36378
			Total For Check 36378			162.00	
Check 36379							
100-43100-50220	12/18/24	WESTSIDE WHOLESALE TIRE	NYLON COATED / PASS WEIGHT	412018	12/20/24	9,356.35	36379
			Total For Check 36379			9,356.35	
Check 36380							
100-41500-50300	12/20/24	ABDO LLP	NOVEMBER 2024 FINANCE MGR SERVICES	497555	01/09/25	10,783.00	36380
			Total For Check 36380			10,783.00	
Check 36381							
100-41500-50300	12/20/24	ABDO LLP	DECEMBER 2024 FINANCE MGR SERVICES	498732	01/09/25	10,833.00	36381
			Total For Check 36381			10,833.00	
Check 36382							
100-41500-50300	12/20/24	ABDO LLP	OCTOBER ACCOUNTING SERVICES 90122FS	495810	01/09/25	3,947.50	36382
			Total For Check 36382			3,947.50	
Check 36383							
100-41500-50300	12/20/24	ABDO LLP	NOVEMBER ACCOUNTING SERVICES 90122F	498863	01/09/25	21,227.50	36383
			Total For Check 36383			21,227.50	
Check 36384							
100-43100-50220	10/10/24	BOYER FORD TRUCKS INC	MINNESOTA STATE DOT INSPECTION	950S1342	01/09/25	153.50	36384
			Total For Check 36384			153.50	
Check 36385							
100-42100-50323	12/04/24	HENNEPIN COUNTY INFO TECH	RADIO FLEET FEE NOVEMBER 2024 POL	1000236385	01/09/25	1,580.40	36385

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Check 36385							
Total For Check 36385						1,580.40	
Check 36386							
100-41400-50207	01/02/25	MCMA	2025 MEMBERSHIP N WILLIAMS	20250109	01/09/25	175.00	36386
Total For Check 36386						175.00	
Check 36387							
408-48010-50300	12/20/24	MN DEPT OF TRANSPORTATION	BITUMINOUS PLANT INSPECTION	P00019221	01/09/25	285.25	36387
Total For Check 36387						285.25	
Check 36388							
100-43100-50210	10/10/24	NAPA AUTO PARTS - Corcoran	BK SUPPORT	565360	01/09/25	152.36	36388
100-43100-50210	11/04/24	NAPA AUTO PARTS - Corcoran	NTH TIRE VAL	569885	01/09/25	2.29	36388
100-43100-50220	11/21/24	NAPA AUTO PARTS - Corcoran	CONES 40MM	573077	01/09/25	349.00	36388
100-43100-50220	10/08/24	NAPA AUTO PARTS - Corcoran	12 VOLT LEAD ACID, CORE DEPOSIT	564928	01/09/25	21.89	36388
100-43100-50220	11/27/24	NAPA AUTO PARTS - Corcoran	OIL FILTER (W8) (2 EA)	574082	01/09/25	14.20	36388
100-43100-50220	10/09/24	NAPA AUTO PARTS - Corcoran	CORE DEPOSIT	565043	01/09/25	(2.50)	36388
100-43100-50220	11/05/24	NAPA AUTO PARTS - Corcoran	FIL OIL FIL	570010	01/09/25	106.20	36388
100-43100-50220	11/19/24	NAPA AUTO PARTS - Corcoran	BATTERY 6 MO WTY BAT, CORE DEPOSIT	572567	01/09/25	462.78	36388
100-43100-50220	12/20/24	NAPA AUTO PARTS - Corcoran	GEN 3 HUB ASSY CREDIT	528499-RETURN	01/09/25	(409.18)	36388
100-45200-50210	10/10/24	NAPA AUTO PARTS - Corcoran	UNCLOGS GREASE JOINTS	565252	01/09/25	67.99	36388
100-45200-50210	10/08/24	NAPA AUTO PARTS - Corcoran	MOTOR TUNE UP, SER WRENCH, OIL FILT	564868	01/09/25	244.85	36388
Total For Check 36388						1,009.88	
Check 36389							
601-49400-50300	01/01/25	NORTHLAND TRUST SERVICES	CORCO14B PRINCIPAL AND INTEREST	CORCO14B-122024	01/09/25	247.50	36389
601-49400-50600	01/01/25	NORTHLAND TRUST SERVICES	CORCO14B PRINCIPAL AND INTEREST	CORCO14B-122024	01/09/25	71,680.00	36389
601-49400-50610	01/01/25	NORTHLAND TRUST SERVICES	CORCO14B PRINCIPAL AND INTEREST	CORCO14B-122024	01/09/25	13,976.65	36389
602-49450-50300	01/01/25	NORTHLAND TRUST SERVICES	CORCO14B PRINCIPAL AND INTEREST	CORCO14B-122024	01/09/25	247.50	36389
602-49450-50600	01/01/25	NORTHLAND TRUST SERVICES	CORCO14B PRINCIPAL AND INTEREST	CORCO14B-122024	01/09/25	88,320.00	36389
602-49450-50610	01/01/25	NORTHLAND TRUST SERVICES	CORCO14B PRINCIPAL AND INTEREST	CORCO14B-122024	01/09/25	17,573.36	36389
Total For Check 36389						192,045.01	
Check 36390							
309-47000-50600	01/02/25	NORTHLAND TRUST SERVICES	CORCO18A PRINCIPAL AND INTEREST	CORCO18A-122024-	01/09/25	67,352.50	36390
309-47000-50610	01/02/25	NORTHLAND TRUST SERVICES	CORCO18A PRINCIPAL AND INTEREST	CORCO18A-122024-	01/09/25	4,700.44	36390
313-47000-50600	01/02/25	NORTHLAND TRUST SERVICES	CORCO18A PRINCIPAL AND INTEREST	CORCO18A-122024-	01/09/25	77,647.50	36390
313-47000-50610	01/02/25	NORTHLAND TRUST SERVICES	CORCO18A PRINCIPAL AND INTEREST	CORCO18A-122024-	01/09/25	13,037.06	36390
Total For Check 36390						162,737.50	
Check 36391							
100-41900-50300	01/02/25	NORTHLAND TRUST SERVICES	CORCO16A PRINCIPAL AND INTEREST	CORCO16A-122024-	01/09/25	495.00	36391
309-47000-50600	01/02/25	NORTHLAND TRUST SERVICES	CORCO16A PRINCIPAL AND INTEREST	CORCO16A-122024-	01/09/25	35,000.00	36391
309-47000-50610	01/02/25	NORTHLAND TRUST SERVICES	CORCO16A PRINCIPAL AND INTEREST	CORCO16A-122024-	01/09/25	857.66	36391
312-47000-50600	01/02/25	NORTHLAND TRUST SERVICES	CORCO16A PRINCIPAL AND INTEREST	CORCO16A-122024-	01/09/25	240,000.00	36391
312-47000-50610	01/02/25	NORTHLAND TRUST SERVICES	CORCO16A PRINCIPAL AND INTEREST	CORCO16A-122024-	01/09/25	10,732.34	36391
Total For Check 36391						287,085.00	
Check 36392							
314-47000-50600	01/02/25	NORTHLAND TRUST SERVICES	CORCORAN23A PRINCIPAL AND INTEREST	CORCORAN23A-1220:	01/09/25	555,000.00	36392
314-47000-50610	01/02/25	NORTHLAND TRUST SERVICES	CORCORAN23A PRINCIPAL AND INTEREST	CORCORAN23A-1220:	01/09/25	529,625.00	36392
314-47000-50620	01/02/25	NORTHLAND TRUST SERVICES	CORCORAN23A PRINCIPAL AND INTEREST	CORCORAN23A-1220:	01/09/25	495.00	36392
Total For Check 36392						1,085,120.00	

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Check 36393							
416-47000-50600	01/02/25	NORTHLAND TRUST SERVICES	CORCO22A PRINCIPAL AND INTEREST	CORCO22A-122024-	01/09/25	175,000.00	36393
416-47000-50610	01/02/25	NORTHLAND TRUST SERVICES	CORCO22A PRINCIPAL AND INTEREST	CORCO22A-122024-	01/09/25	30,468.75	36393
Total For Check 36393						205,468.75	
Check 36394							
309-47000-50600	01/02/25	NORTHLAND TRUST SERVICES	CORCO20A PRINCIPAL AND INTEREST	CORCO20A-122024-	01/09/25	87,200.00	36394
309-47000-50610	01/02/25	NORTHLAND TRUST SERVICES	CORCO20A PRINCIPAL AND INTEREST	CORCO20A-122024-	01/09/25	5,616.60	36394
601-49400-50600	01/02/25	NORTHLAND TRUST SERVICES	CORCO20A PRINCIPAL AND INTEREST	CORCO20A-122024-	01/09/25	112,800.00	36394
601-49400-50610	01/02/25	NORTHLAND TRUST SERVICES	CORCO20A PRINCIPAL AND INTEREST	CORCO20A-122024-	01/09/25	8,183.40	36394
Total For Check 36394						213,800.00	
Check 36395							
100-43100-50300	01/02/25	NORTHLAND TRUST SERVICES	CORCO20B PRINCIPAL AND INTEREST	CORCO20B-122024-	01/09/25	495.00	36395
309-47000-50600	01/02/25	NORTHLAND TRUST SERVICES	CORCO20B PRINCIPAL AND INTEREST	CORCO20B-122024-	01/09/25	175,000.00	36395
309-47000-50610	01/02/25	NORTHLAND TRUST SERVICES	CORCO20B PRINCIPAL AND INTEREST	CORCO20B-122024-	01/09/25	22,695.00	36395
Total For Check 36395						198,190.00	
Check 36396							
100-41920-50210	01/02/25	US BANKCORP EQUIPMENT FINANCE	ASSET PAYOFF	500-0639846-000	01/09/25	197.00	36396
100-41920-50210	01/02/25	US BANKCORP EQUIPMENT FINANCE	JANUARY COPIER LEASE	544982549	01/09/25	447.21	36396
100-41920-50210	11/18/24	US BANKCORP EQUIPMENT FINANCE	DECEMBER COPIER LEASE	542640784	01/09/25	424.46	36396
Total For Check 36396						1,068.67	
Check 36397							
100-41900-50381	01/02/25	WRIGHT-HENNEPIN COOP ELECT	ELECTRIC NOVEMBER 2024	35031797208	01/09/25	6,729.99	36397
Total For Check 36397						6,729.99	

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Fund Totals:							
			Fund 100 GENERAL FUND			399,552.45	
			Fund 309 D/S-EQUIPMENT CERTS			398,422.20	
			Fund 312 2016A DOWNTOWN IMPROVEMENT D			250,732.34	
			Fund 313 ROCKFORD SCHOOL LAND 2018A D			90,684.56	
			Fund 314 2023A DEBT SERVICE			1,085,120.00	
			Fund 408 PAVEMENT MANAGEMENT			29,481.45	
			Fund 416 CAPITAL-EQUIPMENT CERTS			207,672.99	
			Fund 601 WATER			267,467.97	
			Fund 602 SEWER			110,375.52	
Total For All Funds:						<hr/>	2,839,509.48

RESOLUTION NO. 2025-02
Motion By:
Seconded By:

A RESOLUTION RECOGNIZING THE HOLIDAY TOY AND FOOD DRIVE DONATIONS

WHEREAS, the City Council of the City of Corcoran, Minnesota, does hereby find as follows:

WHEREAS, the Holiday Toy and Food Drive is an event that is done to engage the community and acquire donations for Cross Services and Toys for Tots; and

WHEREAS, the City of Corcoran supports the efforts of the 3rd Annual Holiday Toy and Food Drive Events on December 10, 2024; and

WHEREAS, the Holiday Toy and Food Drive consisted of seven neighborhood visits and a final stop at City Hall; and

WHEREAS, the City of Corcoran collected 1,501 pounds of food and personal care items, and \$150 in monetary donations for Cross Services; and

WHEREAS, the City of Corcoran collected approximately \$11,670 in toys and monetary donations for Toys for Tots; and

WHEREAS, The Stanchion Bar donated pizzas, soda, and water to the City of Corcoran to be utilized in support of the Holiday Toy and Food Drive event; and

WHEREAS, the success of this program is a direct result of support from the City Council, City of Corcoran employees, Hanover Fire Department, West Suburban Fire District, Rogers Fire Department, North Memorial Health, Hennepin County Sherriff's Office, The Stanchion Bar, and residents in the community; and

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Corcoran acknowledges the outstanding efforts by the Holiday Toy and Food Drive planning team, event staff, and volunteers, and the generosity of all donors and graciously accepts the financial donations as listed.

VOTING AYE

- McKee, Tom**
- Friedrich, Michelle**
- Lanterman, Mark**
- Nichols, Jeremy**
- Vehrenkamp, Dean**

VOTING NAY

- McKee, Tom**
- Friedrich, Michelle**
- Lanterman, Mark**
- Nichols, Jeremy**
- Vehrenkamp, Dean**

Whereupon, said Resolution is hereby declared adopted on this 9th day of January, 2025.

Tom McKee – Mayor

City Seal

ATTEST:

RESOLUTION NO. 2025-02

Deb Johnson – City Clerk

STAFF REPORT

Agenda Item 6e.

Council Meeting January 9, 2025	Prepared By Jessica Christensen Buck
Topic 2025 Community Events Schedule	Action Required Approval

Summary

Staff is seeking feedback from the City Council regarding the proposed 2025 event schedule. The events outlined below are planned to engage the community and build on the successes of prior years. Staff is also requesting confirmation of interest from the Council in continuing these events for the upcoming year.

Night to Unite

- Date: Tuesday, August 5, 2025 (nationally recognized date – cannot be changed)
- Time: 5:00 pm – 9:00 pm
- Location: City-wide party at Public Works, with additional neighborhood parties throughout the City.

Bark in the Park

- Date: Friday, September 12, 2025
- Time: 3:00 pm – 6:00 pm
- Location: City Park (assuming there is usable space with potential updates)

Following the debut in 2024, staff proposes making this an annual event. The goal is to increase attendance through earlier promotion and avoiding conflicts of Labor Day week the week before.

Holiday Toy and Food Drive

- Date: Tuesday, December 9, 2025 (12/10 as inclement weather contingency)
- Time: Approximately 5:00 pm – 9:00 pm
- Location: Registered neighborhoods, with a final location at City Hall or City Park.

Financial/Budget

\$22,100 was included in the 2025 budget under the Community Engagement Program line (100-45100-50213). These funds are intended to support community engagement, such as events. Staff intends to solicit donations from businesses in the surrounding area, as done in previous years.

Options

1. Approve the proposed event dates and proposed funding presented by staff.
2. Recommend alternative dates for the event and/or alternative funding options.
3. Decline to schedule dates for the 2025 community events.

Recommendation

Approve the proposed event dates and proposed funding presented by staff.

Council Action

Approve the proposed event dates and proposed funding presented by staff.

Attachments

None

STAFF REPORT

Agenda Item: 6f.

Council Meeting January 9, 2024	Prepared By Jessica Christensen Buck
Topic Park Enhancement Program (PEP)	Action Required Approval

Summary

The Parks and Trails Commission has reviewed the Park Enhancement Program at the June 20, 2024, and December 19, 2024, meetings. Included as attachment 7g1. is the draft Park Enhancement Program with updates included from both meetings.

Additionally, a request was brought to the November 21, 2024, Parks and Trails Commission meeting for the consideration of See My Legacy. See My Legacy is an engagement platform that can help with the City's Park Enhancement Program and fundraising for larger amenities. Following recommendation from the Parks and Trails Commission, City Council approved the request to utilize See My Legacy for 2025 during the November 25, 2024, meeting.

The areas staff see as most beneficial to include in the near future are benches, bike racks, and drinking fountains. With the City Park project, locations would be determined for items within the project and could be included as donatable enhancements. Additional enhancements and alternative parks can be explored and added as appropriate locations are determined.

Originally, the policy was to include examples of the enhancements that were going to be offered; however, it was determined that this would be separate utilizing See My Legacy. This will help to prevent constant updates to the policy.

During the December 19, 2024, Parks and Trails Commission meeting, Commissioners discussed costs associated with the program. Commissioners agreed that the cost of any concrete pad/footings, the enhancement, and shipping costs could be split between the City and donor, as well as the donor paying for the cost of the plaque (\$89) for the enhancement. As options are finalized for enhancements (specifically benches, bike racks, and drinking fountains), pricing and cost can be determined. This will be further explored, especially as the See My Legacy site is prepared and locations for enhancements are determined at City Park. This discussion is anticipated to continue at the January 16, 2025, Parks and Trails Commission meeting once specific enhancement options are chosen and truer costs are determined.

Currently, staff is looking for approval or direction from the City Council for the attached Park Enhancement Policy.

Financial/Budget

See My Legacy was approved during the November 25, 2024, City Council meeting utilizing 2024 Recreation Operating Supplies budget funds.

The Park Enhancement Program could help to alleviate some future cost burden relating to park furnishings and other enhancements through donation.

Further discussion regarding cost share of the program between donor and the City is anticipated once specific enhancement options are recommended.

Options

1. Approval of the Park Enhancement Program, following minor attorney edits.
2. Approval of the Park Enhancement Program with specified edits.
3. Decline to move forward with Park Enhancement Program and/or provide further direction to staff.

Recommendation

Approval of the Park Enhancement Program, following minor attorney edits.

Attachments

1. Park Enhancement Program (PEP)



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City of Corcoran Park Enhancement Program

I. Purpose

The purpose of this policy is to provide guidance for the thoughtful installation and care of donated park enhancements. These donations offer residents and friends of Corcoran a meaningful way to honor and memorialize loved ones, special experiences, or community contributions. The City aims to support these gestures while ensuring the enhancements complement the overall aesthetic, are manageable in terms of maintenance, and align with park standards and the City's Comprehensive Plan.

II. Objectives

- Encourages a community culture that values preserving memories through park enhancements.
- Facilitates park enhancement donation to heighten public enjoyment of the park system.
- Ensures the long-term sustainability of the program by establishing guidelines for placement, maintenance, and upkeep of the park enhancement.

III. Authorization

The Parks and Trails Commission shall be responsible for recommending locations and plaque language to the City Council for final approval. The City Council may accept, reject, or request changes to the language of the location and/or plaque language.

IV. Guidelines

General

- All donations must be made in full and undergo the approval process before ordering and installing of the enhancement.
- One dedication allowed per enhancement.
- Due to cost and staff time limitations, the City may require multiple requests for enhancements and/or appropriate weather conditions before ordering and installation. Installation will occur within 1 year of approval by City Council.
- Upon installation, enhancements become the property of the City of Corcoran.
- Minnesota Statute requires all donations to be officially accepted by the City Council.

Location

- Location of enhancements will be determined through staff, Parks and Trails Commission, and City Council review.
- Enhancements shall not detract from, or overpower, the scenic or architectural values of the existing environment.



www.corcoranmn.gov

- To accept donation of a park element for a specific park facility, a park plan must exist showing the available locations for park elements.
- Interested parties may submit location requests not shown, however, the City may limit the number of enhancements at a particular location.

Plaques

Plaque inscriptions will be limited to a predetermined character count and will be appropriately sized to the donated enhancement, if applicable. Additionally, plaques must be approved to ensure respectful messaging. Donors are welcome to include alternative languages beyond English, with translation of the message to be included with the submission.

Example plaque language: "In memory of Sue Jones and their love of the outdoors"

The following will not be considered:

- Offensive language or profanity
- Political or religious propaganda
- Promotion of commercial products or services
- Hate speech or discriminatory messages

V. Maintenance and Responsibility

- The lifecycle of these enhancements is considered to be 10 years, unless otherwise noted.
- The City reserves the right to remove the donated item when it has exceeded its expected life cycle.
- The City of Corcoran will be responsible for routine maintenance of the enhancements, including minor repairs.
- The City of Corcoran accepts no liability for damage to donations from vandals, third parties, or acts of nature.
- In the event of major damage, the enhancement becomes unusable, or the lifecycle of the enhancement has expired, the City will attempt to contact the donor, in writing, to discuss replacement options. The donor will have 30 days to respond regarding their interest in replacement options.

I. Process

1. **Submission of Request**
The donor submits a completed request.
2. **Staff Review of Submission**
Staff will review the application for completion, location, and plaque language. Staff will notify the donor within 15 business days regarding the agenda item being included at an upcoming Parks and Trails Commission meeting.
3. **Parks and Trails Commission Review**
The Parks and Trails Commission will review the location(s) and plaque language, then make a recommendation on the proposed donation to the Corcoran City Council.
4. **City Council Review**



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City Council will make the final decision using input from staff and the Parks and Trails Commission.

Administrative Offices
8200 County Road 116
Corcoran, MN 55340
Phone: 763-420-2288

Police Department Offices
8200 County Road 116
Corcoran, MN 55340
Phone: 763-420-8966

Public Works Offices
9100 County Road 19
Corcoran, MN 55357
Phone: 763-420-2652

STAFF REPORT

Agenda Item: 6g.

Council Meeting January 9, 2025	Prepared By Deb Johnson
Topic Sponsoring Northwest Trails to Acquire DNR Funding	Action Required No action required. Council update only.

Summary

Northwest Trails (NW Trails) maintains and grooms all snowmobile trails in Corcoran. The city is a sponsor for NW Trails in the Minnesota DNR Snowmobile Grant-In-Aid Program. The Grant-In-Aid program provides grants to local units of government for the maintenance of snowmobile trails. The fiscal year 2025 grant amount is \$42,997.00.

Financial/Budget

Cost of issuing checks to NW Trails as the grant benchmark payments are received from the Minnesota Department of Natural Resources.

Council Action

No action is necessary. Documents are provided as an update for Council for the 2025 fiscal year grant-in-aid funding.

Attachments

1. Northwest Trails and DNR Grant Program Agreement
2. Resolution 2024-29 Sponsoring NW Trails to Acquire DNR Funding



**STATE OF MINNESOTA
GRANT CONTRACT AGREEMENT**

**SNOWMOBILE GRANT-IN-AID PROGRAM
FY 2025 MAINTENANCE AND GROOMING GRANTS**

Local Unit of Government Sponsor:	City of Corcoran
Trail/Club Name:	Northwest Trails
Grant Amount:	\$42,997.00

This grant contract is between the State of Minnesota, acting through its Commissioner of Natural Resources ("STATE") and City of Corcoran, 8200 County Rd 116, Corcoran MN 55340 ("GRANTEE").

Recitals

1. The Snowmobile Grant-in-Aid Program established in [Minn. Stat. 84.83](#) to provide grants to local units of government for the maintenance of snowmobile trails and the State is empowered to enter into this grant.
2. The Snowmobile Grant-in-Aid Program manual ("Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Manual", hereafter "manual") identifies the duties of the state and grantee, and any non-profit trail organizations the grantee may choose to sponsor for trail grooming and maintenance activities. In this contract and the manual, the terms "Grantee" and "Sponsor" are interchangeable. The manual is available at https://mndnr.gov/grants/recreation/gia_snowmobile.html, and is incorporated into this grant contract agreement by reference.
3. The State is in need of the services of the Sponsor to provide the maintenance and grooming of the following trail(s) specified in this grant contract agreement: Northwest Trails
4. The Sponsor has applied to the State for a grant for the above identified trails and has submitted the Snowmobile Grant-in-Aid Program Maintenance and Grooming application form, required attachments, and resolution or official minutes of the Sponsor authorizing the proposed maintenance and grooming. The submitted application form and required attachments are hereinafter referred to as the "Plan."
5. Attachment. The Sponsor's resolution or official minutes are attached and incorporated into this grant contract agreement.
6. The Sponsor represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd.1, the Sponsor agrees to minimize administrative costs as a condition of this grant and to follow the code of ethics pursuant to [Minn.Stat.§43A.38](#) in administration of this grant.

Grant Contract

1 Term of Grant Contract

1.1 *Effective date:*

July 1, 2024 or the date the State accounting system shows sufficient allotment or encumbrance balance in the fund, allotment, or appropriation to meet this grant contract agreement and per [Minn. Stat. §16B.98](#) Subd. 5 and Subd. 7. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Sponsor until this grant contract is fully executed.

1.2 *Expiration date:*

June 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property Rights; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

1.4 *Incur Expenses.*

Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after July 1, 2024 are eligible for reimbursement. Expenses incurred by the grantee or its subcontractors prior to contract execution (as permitted by Minnesota Statutes, section 84.026, Subd. 4(1)) require written pre-approval by the state's authorized representative prior to expenditure.

2 Sponsor's Duties

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

- (a) Comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1).
- (b) Maintain the proposed trails in accordance with the guidelines contained within the current Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Manual, hereinafter referred to as the "Manual" as accepted or amended by the State and available on the Snowmobile GIA Program webpage at http://www.dnr.state.mn.us/grants/recreation/gia_snowmobile.html. All work will be the responsibility of the Sponsor, its employees, or the sponsor's agent provided the agent is registered as a nonprofit corporation with the State of Minnesota.
- (c) Proceed to acquire necessary interests in lands on the Trail. The Sponsor must acquire land in fee, easement, lease, permit, or other authorization for said Trail. The term of said interest shall be no less than four (4) months between November 15 of any year and April 1 of the succeeding year. For each parcel of land crossed by the Trail, the Sponsor shall obtain from the owner of said parcel a permit, lease, easement, deed, or other authorization for said crossing in accordance with Minnesota Statutes Chapter 604A. The Sponsor shall certify that the necessary interests in the land have been obtained and are on file with the Sponsor or the sponsor's agent.
- (d) Provide adequate maintenance and grooming on the Trail, which shall include keeping it reasonably safe for public use; provide sanitation and sanitary facilities when needed; and provide other maintenance and grooming as may be required and in accordance with the trail grooming guidelines established in the manual. The Sponsor and not the State is responsible for maintaining signs and maintenance and grooming of the Trail.

3 Time

The Sponsor must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 Consideration.

The State agrees to disburse funds to the Sponsor pursuant to this Agreement based upon the satisfactory completion of significant performance benchmarks as identified below. This grant shall not exceed the Grant Amount as specified below. Funds not earned and paid out will be canceled annually at the end of the State's fiscal year (June 30).

4.2 Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Sponsor under this grant contract will not exceed \$42,997.00

4.3 Payment

1. Trail Completion Benchmark, 45% of Total Grant Amount

Disbursement of these funds is contingent on the sponsor providing a high quality map that shows the final alignment of the trail and a Trail Completion Certification Form that the trail is open and available for use. The certification must be received by December 15th of that year. This includes having the trail brushed, bridges in repair, signs installed, gates were capable of being open (snow permitting), and any other additional work needed. Also the Sponsor ensures that interest in lands to operate a snowmobile trail have been acquired through fee, easement, lease, permit, or other authorizations of interest throughout the entire Trail.

2. Grooming Certification Benchmark, Opening – January 15, 25% of Total Grant Amount

A portion of the grooming monies will be disbursed to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor that the trails have been properly groomed from opening day through January 15th. The certification must be received by February 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

3. Grooming Certification Benchmark, January 16 – Closing, 25% of Total Grant Amount

The second disbursement of the grooming monies will be made to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor and verification that the trails were groomed to the satisfaction of the Sponsor from January 16th through the end of the season. The certification must be received by April 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

4. Trail Closure/Application Submission Benchmark, 5% of Total Grant Amount

The final payment will be based upon the Trail Closure/Application Submission Certification form received from the Sponsor. The certification must be received by May 15th. A completed application for the next year must accompany the certification. Must provide evidence that Sponsor and Club attended spring training session conducted by DNR. A map indicating the "anticipated" alignment of the trail must also be submitted. A back-up grooming plan must also be provided.

4.4 Contracting and Bidding Requirements

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property

- (a) If the amount of the contract is estimated to exceed \$175,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2)
- (b) If the amount of the contract is estimated to exceed \$25,000 but not \$175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2) and paragraph (c).
- (c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2)
- (d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- (e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; [Minn. Stat. §§177.41](#) through [177.44](#) consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5 Conditions of Payment

All services provided by the Sponsor under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Sponsor will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

5.1 Penalties

In addition to the penalties identified below, if its determined performance was not met the State reserves the right to reduce payment in the following year's agreement or to exclude the Sponsor from participation in the Snowmobile Grant-in-Aid Program.

1. If it is determined that the **Trail Completion Certification benchmark** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 45% of the Total Annual Grant Amount.
2. If it is determined that the **Grooming Certification benchmark for the period of opening day**

through January 15 in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.

3. If it is determined that the **Grooming Certification benchmark for the period of January 16 through the end of the season** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.
4. If it is determined that the **Trail Closure/Application Submission Certification** benchmark in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 5% of the total annual Grant Amount.

6 Authorized Representative

The State's Authorized Representative is Rachel Henzen, Area 3B Supervisor, 1200 Warner Road, St. Paul, MN 55106, 651-259-5875, Rachel.henzen@state.mn.us, or his/her successor, and has the responsibility to monitor the Sponsor's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Sponsor's Authorized Representative is Jessica Beise, City Clerk/Administrative Services Coordinator, 8200 County Road 116, Corcoran, MN 55340, 763-400-7029, jbeise@ci.corcoran.mn.us. If the Sponsor's Authorized Representative changes at any time during this grant contract, the Sponsor must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Complete

7.1 Assignment

The Sponsor shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Complete

This grant contract contains all negotiations and agreements between the State and the Sponsor. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Sponsor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Sponsor or the Sponsor's agents or employees. This clause will not be construed to bar any legal remedies the Sponsor may have for the State's failure to fulfill its obligations under this grant contract.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Sponsor's or the sponsor's agent's books, records, documents, and accounting procedures and practices of the Sponsor, the sponsor's agent, or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices

The Sponsor and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Sponsor under this grant contract. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Sponsor or the State. If the Sponsor receives a request to release the data referred to in this Clause, the Sponsor must immediately notify the State. The State will give the Sponsor instructions concerning the release of the data to the requesting party before the data is released. The Sponsor's response to the request shall comply with applicable law.

10.2 Intellectual Property Rights

(a) Intellectual Property Rights. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this contract.

(b) Obligations.

1. Notification. Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Sponsor, including its employees and subcontractors, in the performance of this contract, the Sponsor will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

2. Representation. The Sponsor must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Sponsor nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Sponsor represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. The sponsor will indemnify, defend, to the extent permitted by the Attorney General and hold harmless the State, at the Sponsor's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or parts of the Works and Documents infringe upon the intellectual property rights of others. The Sponsor will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Sponsor's or the State's opinion is likely to arise, the Sponsor must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

Note for clarification regarding intellectual property. For an example a snowmobile club enters trail route data into a GPS and sends the data to be uploaded as a map into DNR's website. The map and data would then be considered property of the state (and also public data) since the activity is covered under the Grant-in-aid program, and allowable through the agreement in question. A club, sponsor, or person would not be able to claim that data solely as their own intellectual property with rights.

11 Workers Compensation

The Sponsor certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Sponsor's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 Publicity

Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Sponsor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the Sponsor's website when practicable.

12.2 Endorsement

The Sponsor must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 (a) Without Cause

The State may terminate this grant contract agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.1 (b) With Cause

The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.2 Termination by The Commissioner of Administration

The Commissioner of Administration may immediately and unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

14.3 Termination for Insufficient Funding

The State may immediately terminate this grant contract agreement if:

- (a)** It does not obtain funding from the Minnesota Legislature.

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 **Termination by Contract**

This grant contract may also be terminated upon mutual agreement by the State and the Sponsor.

14.5 **Funding**

The State's sole responsibility under this Agreement is to provide funds to the Sponsor. In the event that state funds become unavailable because of legislative or executive action or restraints, including but not limited to the Minnesota Legislature not appropriating sufficient funding for the program or there not being enough funding in the snowmobile account, the grant amount may be reduced or this contract may be terminated by the State. Due to variability in revenues to the snowmobile account, the State/DNR may reduce or not disburse funds for the third and/or fourth benchmarks.

15 **Data Disclosure**

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Sponsor consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Sponsor to file state tax returns and pay delinquent state tax liabilities, if any.

16 **Invasive Species Prevention**

16.1 Prevent or limit the introduction, establishment or spread of terrestrial invasive species during work.

The State requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The Sponsor shall prevent invasive species from entering into or spreading within the Trail(s) by ensuring the cleaning of equipment prior to arriving at the Trail(s) site. Where there are multiple sites and at least one contains invasive species, the intent is to start work at the site with the fewest number of invasive plants, leaving the most heavily infested sites to last. The Sponsor's contractors shall make every effort to schedule operations and site visits to avoid the spread of weed seed. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under State control.

Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Duties are listed under Sections II and III (p. 5-8) of Operational Order 113 which may be found at http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf.

TERRESTRIAL WORK SITES include:

The grantee shall prevent invasive species from entering into or spreading within a project site by

cleaning equipment and clothing prior to arriving at the project site.

If the equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee or subcontractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Grant Administrator or their representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

AQUATIC WORK SITES include:

The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

If the project site includes a water body, the grantee shall clean equipment and clothing as noted above, prior to entering and leaving the water body. Prior to leaving the water body, drain water from all equipment, tanks or water retaining components of boats (motors, live well and bilge). Immediately after leaving the water body, drain water from transom wells onto dry land.

16.2 Cleaning and disposal of material cleaned.

If the equipment, vehicles, gear, or clothing arrives at the Trail with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by the Sponsor's contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the State's Authorized Representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

17 Pollinator Best Management Practices

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to Minnesota Statutes, section 84.973. Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here:

https://mndnr.gov/pollinator_resources/index.html, *DNR Pollinator Best Management Practices and Habitat Restoration Guidelines*.

18 Accessibility

Structural and nonstructural facilities and programs must meet all state and federal accessibility laws, regulations, and guidelines. Copies of accessibility guidelines can be downloaded off the Americans with Disabilities Act Accessibility Guidelines website at <http://www.access-board.gov>

Deliverable documents (both electronic and hardcopy) to be reimbursed under the terms of this contract shall be provided in an accessible format per Minnesota Statute 16E.03, sub. 9. State of Minnesota guidelines for creating accessible electronic documents can be found at the [website of the Office of Accessibility - Minnesota IT Services](https://mn.gov/mnit/about-mnit/accessibility) <https://mn.gov/mnit/about-mnit/accessibility>.

19 Technical Assistance

Upon the request of the Sponsor to the extent possible, the State will provide technical assistance with major problems encountered in the maintenance and grooming of the Trail.

20 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

- 20.1 The prospective lower tier participant certifies, by submission of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 20.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract.

21 Whistleblower Protection Rights

Recipient Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights.

(a) This award and employees working on this financial assistance contract will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239)

(b) The Award Recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712.

(c) The Award Recipient shall insert the substance of this clause, including this paragraph (c), in all sub awards or subcontracts over the simplified threshold. 42 CFR & 52.203-17 (as referenced in 42 CFR & 3.908-9)

22 Conflict of Interest

It is the policy of the State of Minnesota to work to deliberately avoid actual and potential conflicts of interest related to grant making at both the individual and organizational levels.

A conflict of interest (actual or potential) occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it.

The Grantee, by signing this contract with the State, certifies it has read and understands the Office of Grants Management Conflict of Interest Policy 08-01, will maintain an adequate Conflict of Interest Policy and, throughout the term of the contract, monitor and report any actual or potential conflicts of interest to the State's Authorized Representative.

23 Force Majeure

Neither party shall be responsible to the other or considered in default of its obligations within this Contract to the extent that performance of any such obligation is prevented or delayed by acts of God, war, riot, disruption of government, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A party relying on this provision to excuse performance must provide the other party prompt written notice of the inability to perform and take all necessary steps to bring about performance as soon as practicable.

24 Non-Discrimination

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin

under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;

b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.

c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;

d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.

e) Any other applicable non-discrimination law(s).

1. STATE ENCUMBRANCE VERIFICATION

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

Signed by: Karen Patrin
63FBE77937A34A8...

Date: November 27, 2024

SWIFT Contract/PO No(s). 260584/PO# 3000266730

2. SPONSOR

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

Signed by: Debra Johnson
EGF14C9EEEB6422...

Title: City Clerk

Date: December 17, 2024

By: _____

Title: _____

Date: _____

3. STATE AGENCY

Signed by: Linda Erickson-Eastwood
By: 3094054445D1471...
(with delegated authority)
Title: DIVISION and Fiscal Services Unit Manager

Date: December 17, 2024

Distribution:
Agency
Sponsor
State's Authorized Representative

RESOLUTION NO. 2024-29

Motion By: Schultz
Seconded By: Bottema

RESOLUTION SPONSORING THE NORTHWEST TRAILS ASSOCIATION TO ACQUIRE STATE OF MINNESOTA DNR FUNDING (2024-2025 SEASON)

WHEREAS, the City of Corcoran desires to establish a public snowmobile trail in furtherance of its public recreation program; and

WHEREAS, the Northwest Trails Association has asked the City of Corcoran to act as a sponsor to help acquire, construct, and maintain its trails; and

WHEREAS, the Northwest Trails Association has indicated it will help and assist the City to acquire, construct, and maintain said trail; and

WHEREAS, the State of Minnesota offers financial and technical assistance to the City for the construction of an approved trail; that the trail sponsored by Corcoran would be known as the Snowmobile Trails of Northwest Hennepin County.

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

1. The City of Corcoran shall apply to the State of Minnesota, through the Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance.
2. If said assistance is granted, the City of Corcoran shall contract with the Northwest Trails Association for the acquisition of the necessary interests in land and the subsequent construction and maintenance of the trail.
3. With the exception of the financial assistance provided by the State contract with the City, the City of Corcoran shall not be liable for any costs incurred by the club. The City shall be responsible only for the allocation of funds to the extent of the actual monies provided through the State contract.

VOTING AYE

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

VOTING NAY

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

Whereupon, said Resolution is hereby declared adopted on this 28th day of March, 2024.



Tom McKee - Mayor

ATTEST:



Michelle Friedrich – City Clerk

City Seal



www.corcoranmn.gov

MEMO

Meeting Date: January 9, 2025

To: City Council

From: Planning Commission

Re: Planning Commission 2024 Annual Report and 2025 Priorities

As requested by the City Council, the Planning Commission is to update the Council on activities of the previous year and priorities for 2025.

The following are some of the activities completed by the Planning Commission in 2024:

2024 Summary of Reviewed Items:

- Preliminary Plat and Variance for “Minks Addition”.
- Conditional Use Permit (CUP) for an accessory structure for Dan and Peggy Lister.
- Comprehensive Plan Amendment, Rezoning, Preliminary Planned Unit Development (PUD), and Preliminary Plat for Hope Community.
- Interim Use Permit (IUP) for a Conditional Home Occupation License for the Khacholing Center.
- Comprehensive Plan Amendment, Zoning Ordinance Amendment, Preliminary Plat, and Variance for Woodland Hills.
- Held multiple discussions, including a joint work session with City Council, on the the City’s larger Commercial and Industrial Zoning Ordinance Update.
- Rezoning, Preliminary PUD, and Preliminary Plat for Chastek Family Farm.
- CUP for an accessory structure for James Scharber.
- Variance for Red Barn Pet Retreat.
- Preliminary Plat for an Open Space & Preservation Plat, Variance, and CUP for Heather Meadows 3rd Addition.
- Comprehensive Plan Amendment, Rezoning, Preliminary PUD, and Preliminary Plat for Fairway Shores Villas.
- Preliminary Plat and Variance for Upward Acres.
- Zoning Ordinance Amendments related to the establishment of the new Conservation Residential land use category in the 2040 Comprehensive Plan.
- Zoning Ordinance Amendment to update the Shoreland Overlay district to meet state requirements.

- Zoning Ordinance Amendments to remove Mini Storage and Self Storage uses within the City.
- CUP for an accessory structure for Jay Brown.
- Zoning Ordinance Amendments related to the Rural Commercial Subdivision and Development Rights.
- PUD Amendment for Hope Community/Hope Meadows.
- Site Plan, CUP, and Variance for Domino's.
- Preliminary Plat and Variance for Slabaugh Addition.
- Comprehensive Plan Amendment, Rezoning, and Preliminary Plat for 3019 Addition.
- Site Plan, CUP, and IUP for Tonka Auto Center.
- Preliminary Plat and Variance for Old Farm Ridge.
- City Code and Zoning Ordinance Amendments related to Cannabis businesses.

Totals:

Comprehensive Plan Amendments: 5
 Conditional Use Permits: 6
 Interim Use Permits: 2
 Preliminary Plats: 10
 Rezoning: 4
 Site Plans: 2
 Variances: 8
 Zoning Ordinance Amendments: 7
 Open Forums Hosted: 12
 Public Hearings Hosted: 21
 Members of Public Participated in Public Hearings: 44

2024 Priorities

At the end of 2023, the Planning Commission identified a number of goals to achieve during the 2024 year. The following are some of the goals that were addressed by this Commission:

- A training session was held that covered a variety of topics, including:
 - The role of and legislation surrounding the Metropolitan Council.
 - Break down the City Code and Comprehensive Plan.
 - State laws relevant to planning and the Planning Commission.
- Provide support to the City Council in updating Commercial and Industrial standards.

The other two priorities originally identified for 2024 are now a part of the proposed priorities in 2025.

2025 Priorities

The Planning Commission proposes the following priorities for City-driven initiatives in 2025:

- Review Landscaping Standards
 - How can we preserve a diversity of environmental habitats through these standards other than requiring planting of trees and shrubs?
 - Can we credit projects for preservation of existing trees and habitats?
 - Can we evaluate a tree preservation or replacement requirement?
- Provide support to the City Council in finalizing the Commercial and Industrial standards.
- Community Farms, Community Gardens, and Agri-businesses
 - How can we support and encourage these uses within the Zoning Ordinance?
 - Also discussed encouraging the creation of “agri-hoods”.
 - Is this supported through the existing Open Space and Preservation plat?
 - Are additional Subdivision Ordinance/Zoning Ordinance changes needed?
 - Is this feasible to incorporate within the MUSA?
- Review Home Occupation Ordinance
 - Encourage and support businesses that are compatible with residential neighborhoods.
 - Make the ordinance clearer/easier to navigate for residents.
 - Where can the current process be improved?
- A Zoning Ordinance Amendment to allow more accessory structures to be approved administratively to reduce the number of CUPs.
- How can visibility of development proposals be elevated in the rural area of the City? For example, consider increasing the public hearing notice radius within the rural area from 500 feet to 1,000 feet.
- Review Zoning Ordinance to reduce barriers of entry for businesses.
-

The Planning Commission appreciates the support of the City Council and requests feedback on its proposed priorities for 2025.

STAFF REPORT

Agenda Item: 6i.

Council Meeting: January 9, 2025	Prepared By: Director Matt Gottschalk
Topic: Squad Car Insurance Replacement	Action Required: Authorization

Summary:

On 11/30/24 one of the police department's squad cars was involved in a crash resulting in the vehicle being totaled. The City carries full replacement value insurance coverage with a \$1,000 deductible.

This totaled squad car was referenced in the December 12, 2024, staff report discussing fleet size and needs. In that previous staff report, staff requested authorization to order four squad cars on the 2025 Capital Improvement Plan as part of the bonding process. Those CIP squads were for scheduled replacement and necessary fleet size.

Staff is now requesting authorization to replace the totaled squad car utilizing the City's full replacement insurance policy as the funding mechanism. This purchase will involve the vehicle purchase, replacement of the damaged equipment, graphics, and setup. The final replacement costs will be dependent on which equipment is still in good enough condition to reuse. The replacement cost will not exceed \$80,000 but the out-of-pocket cost for the City should not exceed the \$1,000 deductible.

Financial/Budget:

The funding source for the replacement of the totaled squad car is the City's full replacement insurance policy. The City's out of pocket cost will be the \$1,000 deductible.

Council Action:

Authorize staff to replace the totaled squad car and update the CIP with the newer vehicle information.

Attachments:

1. None.

STAFF REPORT

Agenda Item: 6j.

City Council Meeting: January 9, 2025	Prepared By: Director of Public Safety Matt Gottschalk
Topic: 2024 Shop-with-a-Cop	Action Required: Approval of Donated Funds

Summary:

The City of Corcoran held the 7th annual Shop-with-a-Cop event on Thursday, December 12, 2024. During the event, children from the community go shopping with a police officer then gather at the Rogers Event Center. The City of Corcoran has partnered with the City of Medina, City of Rogers, and City of Dayton in this event.

The selected children were referred to area police departments from participating communities through established community outreach programs and local schools. The City of Rogers and City of Dayton also had children selected from their cities.

Area businesses, families, and groups donated to support the event. The donations from the Corcoran area include: \$1500 in Target gift cards from Ebert Construction, \$1500 in gift cards from the Ebert Family, \$1200 from the Corcoran Lions, \$1200 from the Northwest Area Jaycees, a 10% discount at Target from Target, and handmade blankets from an anonymous donor. The City of Rogers and City of Dayton also collected donations in the communities to support the event.

The money raised also helped purchase wrapping supplies, decorations, pizza, and refreshments at the Rogers Event Center. All of the cities involved helped supply and set-up the event.

Six children from Corcoran attended the event. They shopped at Target in Medina with officers from Corcoran, Medina, and Three Rivers Park. The children were able to purchase approximately \$200-\$250 each worth of holiday gifts for their family and friends. After shopping, the officers and children attended a gathering at the Rogers Community Center where they wrapped gifts (with help of many volunteers), ate dinner, and were entertained by live music, the Grinch, and Santa.

Each Corcoran family was provided with a handmade blanket, and \$200 in Target gift cards to help complete their shopping.

The success of this program is a direct result of support from Corcoran City Council, Ebert Construction, the Ebert Family, Corcoran Lions, Northwest Area Jaycees, Target-Medina, the Stanchion, and City of Corcoran staff. The program was coordinated with the Medina Police, Three Rivers Park Police, Dayton Police, and the Rogers Police. Each group also raised donations and assisted in making the event a success.

Financial/Budget:

Staff time was used in planning and attending the event. The outlined donations were used to fund the event.

<i>Organization</i>	<i>Donation</i>
Ebert Construction	\$1,500.00 in Target Gift Cards
Ebert Family	\$1,500.00 in Target Gift Cards
Northwest Area Jaycees	\$1,200.00 (for costs of wrapping supplies, pizza, decorations, ect)
Corcoran Lions	\$1,200.00 (for costs of wrapping supplies, pizza, decorations, ect)
Target	10% Discount on purchase
Anonymous Donor	Blankets

Recommendation:

Accept the donations and approve Resolution 2025-03

Council Action:

Accept the donations and approve Resolution 2025-03

Attachments:

1. Resolution 2025-03

RESOLUTION NO. 2025-03

Motion By:
Seconded By:

**A RESOLUTION RECOGNIZING THE CORCORAN POLICE DEPARTMENT
SHOP WITH A COP PROGRAM**

WHEREAS, the City of Corcoran supports the efforts of the Corcoran Police Department’s Shop with a Cop program; and

WHEREAS, the 7th annual Shop with a Cop program gave six children an opportunity to buy gifts for themselves and their families;

WHEREAS, the 2024 program was coordinated by Officers Steve Warren and Abigail Edstrom and supported by Director of Public Safety Matt Gottschalk, Deputy Director Ryan Burns, Josh Lawson, Abigail Edstrom, Chad Dickie, Officer Dani Hoffman, Public Safety Administrative Assistant Amy Fadden, Reserve Officers Steve Emerson and Jim Shoulak, Hope Community Center Administrator Jill Dejewski, and the Hanover Elementary School. The program was also coordinated with the City of Medina, City of Rogers, and City of Dayton.

WHEREAS, the following donations were received by the City of Corcoran to be utilized in support of the Shop with a Cop Program;

<i>Organization</i>	<i>Donation</i>
Ebert Construction	\$1,500.00 in Target Gift Cards
Ebert Family	\$1,500.00 in Target Gift Cards
Northwest Area Jaycees	\$1,200.00 (for costs of wrapping supplies, pizza, decorations, etc)
Corcoran Lions	\$1,200.00 (for costs of wrapping supplies, pizza, decorations, etc)
Target	10% Discount on purchase
Anonymous Donor	Blankets

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Corcoran acknowledges efforts of the Corcoran Police Department, and the generosity of the donors, and graciously accepts the financial donations as listed above.

VOTING AYE

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

VOTING NAY

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

RESOLUTION NO. 2025-03

Whereupon, said Resolution is hereby declared adopted on this 9th day of January 2025.

Tom McKee – Mayor

ATTEST:

Debra Johnson – City Clerk

City Seal



MEMO

Meeting Date: January 9, 2025

To: City Council

From: Jessica Christensen Buck, Recreation Supervisor

Re: Parks and Trails Commission Annual Report and 2025 Priorities

Summary

Staff reviewed the progress the Parks and Trails Commission made this past year. The following are some items accomplished in 2024:

Annual:

- Appointed Chairperson Christenson and Vice-Chairperson Friedrich for 2024.
- Received regular Parks and Trails Commission meeting minutes, planning project updates, Recreation Supervisor/Program Coordinator updates, City Council updates, and Garden Club updates.
- Attended the City Council meetings as liaisons from the Commission.

Development Review:

- Reviewed a preliminary plat for Woodland Hills.
- Reviewed the preliminary plat for Chastek Family Farm.
- Reviewed an open space and preservation plat for Heather Meadows 3rd Addition.
- Reviewed a preliminary plat for Fairway Shores Villas at Cook Lake.
- Reviewed a preliminary plat for Upward Acres.

Events:

- Coordinated the annual tree giveaway.
- Recommended approval of the first Bark in the Park event.

Park Projects:

- Received updates and provided feedback on renditions of the City Park remaster project.
- Recommended approval of a bike rack at Wildflower Park.

- Toured the open space park located in the Bellwether development.
- Recommended approval of the 2025 fee schedule and Recreation budget.
- Received a historical overview of City Park development.
- Hosted an open house and online survey to receive community feedback regarding City Park.
- Reviewed and provided feedback regarding winter trail maintenance.
- Reviewed and provided feedback regarding the boardwalk design within the Bellwether neighborhood.
- Recommended approval of former cropland seeding.

Policy:

- Developed a park standards document/policy.
- Approved rules signs for the parks.
- Reviewed and provided feedback on the proposed Park Enhancement Program.
- Reviewed and provided feedback on park naming policies.
- Recommended approval of working with See My Legacy for 2025 as part of the Park Enhancement Program.

The following priorities were reviewed and recommended by the Parks and Trails Commission during the December 19, 2024, Parks and Trails Commission meeting:

- Diamond Lake Regional Trail: Continue working with Three Rivers Park District to develop trails through the City that align with the cooperative agreement.
- Park development: Continue working towards an established park system plan, with further understanding of next steps, financing, forecasted park dedication funds, and timelines for park projects.
- City Park remaster: Work with the staff from HKGi to further the work on the City Park remaster, including 90% and 100% designs, construction documents, cost, and construction.
- Wayfinding: Creation of a wayfinding policy for the signage at the parks, including directional and monument signs.

Attachments

None

RESOLUTION NO. 2025-05

Motion By:
Seconded By:

A RESOLUTION IN SUPPORT OF CYBERSECURITY TASK FORCE APPOINTMENT

WHEREAS, the Minnesota Cybersecurity Task Force (the “MCTF”) contributes to the development and implementation of a Minnesota cybersecurity plan designed to protect the state by providing an “all-of-state approach to addressing critical cybersecurity needs”; and

WHEREAS, the MCTF is comprised of 15 members, including county, city, town, tribal governments, and private sector IT experts, and invites participation from interested members of the legislature; and

WHEREAS, Corcoran City Councilmember Mark Lanterman has applied for a position as a city representative on the MCTF; and

WHEREAS, due to his professional knowledge and experience, personal interest, and commitment to municipal advocacy in the area, the Corcoran City Council finds that Councilmember Lanterman would be an excellent addition to the MCTF and fully supports his candidacy for the open city member position on the MCTF; and

WHEREAS, the City Council wishes to formally memorialize its support for Councilmember Lanterman’s candidacy and endorsement of his potential appointment to the MCTF.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Corcoran hereby memorializes its support of the appointment of Councilmember Mark Lanterman to the Minnesota Cybersecurity Task Force, as a municipal member, and authorizes the Mayor and/or staff to prepare and offer any appropriate related correspondence in support of this position, on behalf of the City Council.

VOTING AYE

- McKee, Tom**
- Friedrich, Michelle**
- Lanterman, Mark**
- Nichols, Jeremy**
- Vehrenkamp, Dean**

VOTING NAY

- McKee, Tom**
- Friedrich, Michelle**
- Lanterman, Mark**
- Nichols, Jeremy**
- Vehrenkamp, Dean**

Whereupon, said Resolution is hereby declared adopted on this 9th day of January, 2025.

Tom McKee - Mayor

RESOLUTION NO. 2025-05

ATTEST:

Debra Johnson – City Clerk

City Seal



Memo

To: Kevin Mattson, PE, PW Director From: Steve Hegland, PE
Nick Wyers, PE
Project/File: 227705275 Date: January 1, 2025

Subject: Pay Request #5 to S.R. Weidema – NE Cororan Trunk Infrastructure

Council Action Requested

Staff is recommending the City Council Approve Pay Application #5 for the NE Corcoran Trunk Infrastructure project to S.R. Weidema in the amount of \$290,548.66.

Summary

The contractor S.R. Weidema has completed the installation of all underground utilities for the project. In January, final utility testing will be completed. In the spring, final restoration will take place. The signed payment request form and pay application is attached for review. Below is a summary of the work completed to date:

Total Contract Value to Date	\$3,501,569.99
Work Completed to Date	\$3,234,052.57
5% Retainage	\$161,702.63
Amount Paid to Date	\$2,781,801.28
Total Pay App #4	\$290,548.66

Engineer’s Recommendation

We recommend approving Pay Request #5 to S.R. Weidema in the amount of \$290,548.66.

Pay Request #5
City of Corcoran
NE Corcoran Trunk Infrastructure
Project Number: 227705275
1/1/2024

LINE NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		Less Previous Payments		PAY REQUEST #5 January 2025	
						QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
BASE BID:											
1	MOBILIZATION & DEMOBILIZATION	LUMP SUM	1	\$170,000.00	\$ 170,000.00	1	\$ 170,000.00	1.00	\$ 170,000.00	0.00	\$ -
2	TRAFFIC CONTROL	LUMP SUM	1	\$30,000.00	\$ 30,000.00	1	\$ 30,000.00	1.00	\$ 30,000.00	0.00	\$ -
3	REMOVE CURB & GUTTER	LIN FT	30	\$8.00	\$ 240.00	18	\$ 144.00	18.00	\$ 144.00	0.00	\$ -
4	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	250	\$4.00	\$ 1,000.00	90	\$ 360.00	90.00	\$ 360.00	0.00	\$ -
5	REMOVE BITUMINOUS PAVEMENT	SQ YD	1480	\$6.50	\$ 9,620.00	1340	\$ 8,710.00	1,340.00	\$ 8,710.00	0.00	\$ -
6	REMOVE STORM SEWER STRUCTURE	EACH	4	\$710.00	\$ 2,840.00	3	\$ 2,130.00	3.00	\$ 2,130.00	0.00	\$ -
7	REMOVE STORM SEWER FLARED END SECTION	EACH	2	\$402.00	\$ 804.00	2	\$ 804.00	2.00	\$ 804.00	0.00	\$ -
8	REMOVE STORM PIPE	LIN FT	413	\$17.00	\$ 7,021.00	234	\$ 3,978.00	234.00	\$ 3,978.00	0.00	\$ -
9	REMOVE FENCE	LIN FT	67	\$9.00	\$ 603.00	0	\$ -	0.00	\$ -	0.00	\$ -
10	SALVAGE & RESPREAD EXISTING TOPSPOL (MIN. 1FT)	LUMP SUM	1	\$6,000.00	\$ 6,000.00	1	\$ 6,000.00	1.00	\$ 6,000.00	0.00	\$ -
11	SALVAGE & RESPREAD EXISTING WETLAND SOILS (AS REQUIRED BY PERMIT)	LUMP SUM	1	\$20,000.00	\$ 20,000.00	1	\$ 20,000.00	0.50	\$ 10,000.00	0.50	\$ 10,000.00
12	COMMON EXCAVATION - OFFSITE (EV) (P)	CU YD	2370	\$13.00	\$ 30,810.00	84	\$ 1,092.00	84.00	\$ 1,092.00	0.00	\$ -
13	STREET SWEEPER (WITH PICKUP BROOM)	HR	35	\$175.00	\$ 6,125.00	8	\$ 1,400.00	8.00	\$ 1,400.00	0.00	\$ -
14	WATER FOR DUST CONTROL	MGAL	20	\$100.00	\$ 2,000.00	0	\$ -	0.00	\$ -	0.00	\$ -
15	GEOTEXTILE FABRIC, TYPE 5 NON-WOVEN	SQ YD	4290	\$2.15	\$ 9,223.50	2481	\$ 5,334.15	2,481.00	\$ 5,334.15	0.00	\$ -
16	STABILIZING AGGREGATE, 3" MINUS	TON	430	\$36.30	\$ 15,609.00	52.5	\$ 1,905.75	52.50	\$ 1,905.75	0.00	\$ -
17	AGGREGATE BASE, CLASS 5 100% CRUSHED	TON	1670.00	\$20.00	\$ 33,400.00	1320.09	\$ 26,401.80	1,320.09	\$ 26,401.80	0.00	\$ -
18	AGGREGATE SURFACING CLASS 2, 100% CRUSHED	TON	200	\$39.55	\$ 7,910.00	0	\$ -	0.00	\$ -	0.00	\$ -
19	BITUMINOUS MATERIAL FOR TACK COAT	GAL	80	\$5.35	\$ 428.00	5	\$ 26.75	5.00	\$ 26.75	0.00	\$ -
20	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	140	\$123.00	\$ 17,220.00	0	\$ -	0.00	\$ -	0.00	\$ -
21	TYPE SP 12.5 NON WEAR COURSE MIX (3,C)	TON	180	\$114.00	\$ 20,520.00	205	\$ 23,370.00	94.00	\$ 10,716.00	111.00	\$ 12,654.00
22	CONCRETE CURB AND GUTTER	LIN FT	30	\$150.00	\$ 4,500.00	0	\$ -	0.00	\$ -	0.00	\$ -
23	12" HDPE STORM SEWER- TEMPORARY	LIN FT	228	\$32.00	\$ 7,296.00	69	\$ 2,208.00	69.00	\$ 2,208.00	0.00	\$ -
24	18" HDPE STORM SEWER	LIN FT	169	\$41.00	\$ 6,929.00	100	\$ 4,100.00	100.00	\$ 4,100.00	0.00	\$ -
25	18" METAL FLARED END SECTION	EACH	1	\$455.00	\$ 455.00	0	\$ -	0.00	\$ -	0.00	\$ -
26	12" RC PIPE STORM SEWER CLASS V	LIN FT	71	\$62.00	\$ 4,402.00	0	\$ -	0.00	\$ -	0.00	\$ -
27	18" RC PIPE STORM SEWER CLASS V	LIN FT	43	\$72.00	\$ 3,096.00	24	\$ 1,728.00	0.00	\$ -	24.00	\$ 1,728.00
28	18" RC FLARED END SECTION W/ TRASH GUARD	EACH	1	\$1,890.00	\$ 1,890.00	1	\$ 1,890.00	0.00	\$ -	1.00	\$ 1,890.00
29	CONSTRUCT 4' DIAMETER PRECAST STORM STRUCTURE	EACH	2	\$4,048.00	\$ 8,096.00	0	\$ -	0.00	\$ -	0.00	\$ -
30	CONSTRUCT 2' x 3' CATCH BASIN	EACH	2	\$2,729.00	\$ 5,458.00	0	\$ -	0.00	\$ -	0.00	\$ -
31	CONNECT TO EXISTING STORM SEWER PIPE	EACH	1	\$1,300.00	\$ 1,300.00	0	\$ -	0.00	\$ -	0.00	\$ -
32	CONNECT TO EXISTING STORM SEWER STRUCTURE	EACH	2	\$1,800.00	\$ 3,600.00	0	\$ -	0.00	\$ -	0.00	\$ -
33	CONNECT TO EXISTING SANITARY SEWER PIPE	EACH	1	\$3,700.00	\$ 3,700.00	1	\$ 3,700.00	1.00	\$ 3,700.00	0.00	\$ -
34	CONNECT TO EXISTING SANITARY SEWER STRUCTURE	EACH	2	\$5,500.00	\$ 11,000.00	2	\$ 11,000.00	2.00	\$ 11,000.00	0.00	\$ -
35	6' DIA SANITARY SEWER STRUCTURE	EACH	6	\$12,910.00	\$ 77,460.00	6	\$ 77,460.00	6.00	\$ 77,460.00	0.00	\$ -
36	6' DIA SANITARY SEWER MANHOLE - DROP STRUCTURE	EACH	1	\$57,177.00	\$ 57,177.00	1	\$ 57,177.00	1.00	\$ 57,177.00	0.00	\$ -
37	6' DIA SANITARY STRUCTURE OVERDEPTH (>12' DEPTH)	LIN FT	131	\$606.00	\$ 79,386.00	131	\$ 79,386.00	131.00	\$ 79,386.00	0.00	\$ -
38	PIPE JACKING 42" STEEL CASING	LIN FT	115	\$2,930.00	\$ 336,950.00	115	\$ 336,950.00	115.00	\$ 336,950.00	0.00	\$ -
39	8" DIP SANITARY SEWER W/ LINER	LIN FT	92	\$208.00	\$ 19,136.00	54	\$ 11,232.00	54.00	\$ 11,232.00	0.00	\$ -
40	30" PVC PS-115 SANITARY SEWER PIPE	LIN FT	1142	\$325.00	\$ 371,150.00	1142	\$ 371,150.00	1,142.00	\$ 371,150.00	0.00	\$ -
41	30" PVC C-900 DR-18 SANITARY SEWER PIPE (25'-30' DEPTH)	LIN FT	151	\$800.00	\$ 120,800.00	151	\$ 120,800.00	151.00	\$ 120,800.00	0.00	\$ -
42	30" PVC C-900 DR-18 SANITARY SEWER PIPE (30'-35' DEPTH)	LIN FT	150	\$800.00	\$ 120,000.00	150	\$ 120,000.00	150.00	\$ 120,000.00	0.00	\$ -
43	30" PVC C-900 DR-18 SANITARY SEWER PIPE (35'-40' DEPTH)	LIN FT	130	\$800.00	\$ 104,000.00	130	\$ 104,000.00	130.00	\$ 104,000.00	0.00	\$ -
44	30" PVC C-900 DR-18 SANITARY SEWER PIPE (40'-45' DEPTH)	LIN FT	580	\$800.00	\$ 464,000.00	599	\$ 479,200.00	599.00	\$ 479,200.00	0.00	\$ -
45	8" PVC PLUG	EACH	2	\$268.00	\$ 536.00	2	\$ 536.00	2.00	\$ 536.00	0.00	\$ -
46	30" PVC PLUG	EACH	1	\$3,290.00	\$ 3,290.00	1	\$ 3,290.00	1.00	\$ 3,290.00	0.00	\$ -
47	CONNECT TO EXISTING WATERMAIN	EACH	7	\$1,600.00	\$ 11,200.00	7	\$ 11,200.00	5.00	\$ 8,000.00	2.00	\$ 3,200.00
48	16" BUTTERFLY VALVE AND BOX (OWNER SUPPLIED)	EACH	5	\$1,594.00	\$ 7,970.00	5	\$ 7,970.00	3.00	\$ 4,782.00	2.00	\$ 3,188.00
49	20" BUTTERFLY VALVE AND BOX (OWNER SUPPLIED)	EACH	4	\$2,156.00	\$ 8,624.00	4	\$ 8,624.00	4.00	\$ 8,624.00	0.00	\$ -
50	INSTALL HYDRANT AND GATE VALVE	EACH	4	\$8,953.00	\$ 35,812.00	4	\$ 35,812.00	3.00	\$ 26,859.00	1.00	\$ 8,953.00
51	6" DIP CL 52 WATERMAIN	LIN FT	26	\$62.00	\$ 1,612.00	39	\$ 2,418.00	29.00	\$ 1,798.00	10.00	\$ 620.00
52	8" PVC C-900 DR-18 WATERMAIN OPEN CUT	LIN FT	60	\$62.00	\$ 3,720.00	60	\$ 3,720.00	60.00	\$ 3,720.00	0.00	\$ -
53	16" PVC C-900 DR-18 WATERMAIN OPEN CUT	LIN FT	3050	\$95.00	\$ 289,750.00	3050	\$ 289,750.00	881.00	\$ 83,695.00	2,169.00	\$ 206,055.00
54	20" PVC C-900 DR-18 WATERMAIN OPEN CUT	LIN FT	1200	\$155.00	\$ 186,000.00	1200	\$ 186,000.00	1,200.00	\$ 186,000.00	0.00	\$ -
55	16" PVC C-900 DR-18 WATERMAIN TRENCHLESS INSTALLATION	LIN FT	90	\$385.00	\$ 34,650.00	95	\$ 36,575.00	95.00	\$ 36,575.00	0.00	\$ -
56	20" PVC C-900 DR-18 WATERMAIN TRENCHLESS INSTALLATION	LIN FT	1150	\$320.00	\$ 368,000.00	1118	\$ 357,760.00	1,118.00	\$ 357,760.00	0.00	\$ -
57	16" PLUG WITH BLOWOFF VALVE	EACH	1	\$3,122.00	\$ 3,122.00	1	\$ 3,122.00	1.00	\$ 3,122.00	0.00	\$ -
58	DUCTILE IRON FITTINGS	POUND	20540	\$7.85	\$ 161,239.00	13890	\$ 109,036.50	7,868.00	\$ 61,763.80	6,022.00	\$ 47,272.70
59	IMPROVED PIPE FOUNDATION - 24" THICK	LIN FT	1389	\$0.01	\$ 13.89	1142	\$ 11.42	1,142.00	\$ 11.42	0.00	\$ -

60	INSTALL STRUCTURE SIGN POST AND MARKER	EACH	12	\$190.00	\$ 2,280.00	0	\$ -	0.00	\$ -	0.00	\$ -
61	ANTI-SEEPAGE COLLAR	EACH	6	\$2,000.00	\$ 12,000.00	6	\$ 12,000.00	2.00	\$ 4,000.00	4.00	\$ 8,000.00
62	RANDOM RIPRAP CLASS III (GRANITE)	TON	20	\$105.00	\$ 2,100.00	8	\$ 840.00	0.00	\$ -	8.00	\$ 840.00
63	TEMPORARY CONSTRUCTION ENTRANCE - MAINTAINED	LUMP SUM	1	\$7,200.00	\$ 7,200.00	1	\$ 7,200.00	0.80	\$ 5,760.00	0.20	\$ 1,440.00
64	MNDOT SEED MIXTURE 25-151 & HYDRAULIC SOIL STABILIZER	ACRE	0.2	\$9,878.00	\$ 1,975.60	0	\$ -	0.00	\$ -	0.00	\$ -
65	MNDOT SEED MIXTURE - 25-131 & STRAW MULCH	ACRE	4.7	\$6,174.00	\$ 29,017.80	0	\$ -	0.00	\$ -	0.00	\$ -
66	MNDOT SEED MIXTURE - 35-621 & STRAW MULCH	ACRE	1.8	\$7,373.00	\$ 13,271.40	0	\$ -	0.00	\$ -	0.00	\$ -
67	MNDOT SEED MIXTURE - 34-271 & STRAW MULCH	ACRE	1.4	\$7,500.00	\$ 10,500.00	0	\$ -	0.00	\$ -	0.00	\$ -
68	BALE BARRIERS - MAINTAINED	LIN FT	3302	\$3.35	\$ 11,061.70	0	\$ -	0.00	\$ -	0.00	\$ -
69	SILT FENCE, TYPE MS - MAINTAINED	LIN FT	3400	\$2.20	\$ 7,480.00	1703	\$ 3,746.60	1,703.00	\$ 3,746.60	0.00	\$ -
70	SEDIMENT CONTROL LOG - MAINTAINED	LIN FT	821	\$2.90	\$ 2,380.90	0	\$ -	0.00	\$ -	0.00	\$ -
71	STORM DRAIN INLET PROTECTION - MAINTAINED	EACH	9	\$462.80	\$ 4,165.20	7	\$ 3,239.60	7.00	\$ 3,239.60	0.00	\$ -
72	CULVERT PROTECTION - MAINTAINED	EACH	3	\$350.00	\$ 1,050.00	0	\$ -	0.00	\$ -	0.00	\$ -
73	ROLLED EROSION PREVENTION CATEGORY 25	SQ YD	500	\$2.30	\$ 1,150.00	0	\$ -	0.00	\$ -	0.00	\$ -
74	REMOVE TEMPORARY ACCESS	LUMP SUM	1	\$18,000.00	\$ 18,000.00	0	\$ -	0.00	\$ -	0.00	\$ -

TOTAL BASE BID: \$ 3,442,325.99 \$ 3,166,488.57 \$ 2,860,647.87 \$ 305,840.70

TOTAL ORIGINAL CONTRACT: \$ 3,442,325.99

LINE NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		Less Previous Payments		PAY REQUEST #5 January 2025	
						QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
CHANGE ORDER #1											
CO1.1	30" PVC C-900 DR-18 SANITARY SEWER PIPE (40'-45' DEPTH)	LIN FT	40	\$800.00	\$ 32,000.00	40	\$ 32,000.00	40.00	\$ 32,000.00	0.00	\$ -
CO1.2	8" SANITARY SEWER PIPE	LIN FT	80	\$365.00	\$ 29,200.00	80	\$ 29,200.00	80.00	\$ 29,200.00	0.00	\$ -
CO1.3	8" DIP SANITARY SEWER W/ LINER	LIN FT	-40	\$208.00	\$ (8,320.00)	0	\$ -	0.00	\$ -	0.00	\$ -
CO1.4	MODIFY SANITARY MANHOLE 16	LUMP SUM	1	\$1,550.00	\$ 1,550.00	1	\$ 1,550.00	1.00	\$ 1,550.00	0.00	\$ -
CO1.5	REMOVE EXISTING 30" C900 SANITARY SEWER PIPE	LUMP SUM	1	\$4,814.00	\$ 4,814.00	1	\$ 4,814.00	1.00	\$ 4,814.00	0.00	\$ -

TOTAL CHANGE ORDER #1: \$ 59,244.00 \$ 67,564.00 \$ 67,564.00 \$ -

TOTAL REVISED CONTRACT: \$ 3,501,569.99 \$ 3,234,052.57 \$ 2,928,211.87 \$ 305,840.70

CONTRACT SUMMARY				COMPLETED TO DATE	LESS PREVIOUS PAYMENTS	PAY REQUEST #5
ORIGINAL CONTRACT AWARD AMOUNT	\$ 3,442,325.99			\$ 3,234,052.57	\$ 2,928,211.87	\$ 305,840.70
TOTAL CHANGE ORDER:	\$ 59,244.00			\$ 161,702.63	\$ 146,410.59	\$ 15,292.04
TOTAL REVISED CONTRACT:	\$ 3,501,569.99			\$ 3,072,349.94	\$ 2,781,801.28	\$ 290,548.66

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. 5

Original Contract Amount:	<u>\$ 3,442,325.99</u>
Contract Changes approved to Date :	CO#1 <u>\$ 59,244.00</u>
Revised Contract Price :	<u>\$ 3,501,569.99</u>
Work Completed to Date (attached):	<u>\$ 3,234,052.57</u>
Retainage to Date, 5%:	<u>\$ 161,702.63</u>
Work Completed to Date Less Retainage to Date:	<u>\$ 3,072,349.94</u>
Total Amount Previously Certified:	<u>\$ 2,781,801.28</u>
Payment Request This Estimate:	<u>\$ 290,548.66</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.	<u>Andy Burke</u>	Date	<u>12/26/24</u>
STANTEC CONSULTING SERVICES, INC.	<u>[Signature]</u>	Date	<u>12/30/2024</u>

END OF SECTION

Reference: Stieg Road Improvements Change Order

Project Update

By the end of the 2024 construction season Fehn performed all subgrade corrections, utility installation, and constructed the road back to a gravel surface. As soon as weather allows in spring 2025, curb and gutter, bituminous paving, and restoration work will be completed.

Engineer's Recommendation

We recommend reviewing and approving Change Order #2 as outlined in this memo.

**SECTION 00 63 63
CHANGE ORDER FORM**

Change Order No. 2

Date 12/23/2024

Name of Project: Stieg Road Improvements

Owner: City of Corcoran

Contractor: Fehn Companies, Inc.

The following changes are hereby made to the Contract Documents:

Pay Items (see attached) were added to the contract documents for to incorporates two modifications to the project. The project changes are related to the addition of 3" minus stabilizing aggregate being added to the road base and modifying owner-supplied structures by core drilling drain tile holes in the correct location

Justification: After performing subgrade roll tests which failed, the geotechnical engineer for the project recommended the addition of 3" minus stabilizing aggregate to the road subgrade which is used to add additional structural support to the road. The material was added to the Kenwood intersection and over the areas where the road was excavated for watermain installation. There were 4 structures for the project which were supplied by Pulte. These structures were procured as part of the Amberly development but were not installed in anticipation of the Stieg Road project being completed in the future. These structures were not fabricated with drain tile holes in the correct location, so the contractor core drilled holes so that street drain tile could be installed correctly.

Original Contract Price: \$ 1,982,434.90

Current Contract Price adjusted to previous Change Order: \$ 1,984,031.10

The Contract Price due to this Change Order will be increased by \$ 27,800.23

The new Contract Price including this Change Order will be \$ 2,011,831.33

Original Contract Substantial Completion Date: September 15, 2024

The Contract Time will be Increased by 0 Calendar days

Current Contract Substantial Completion Date adjusted to this Change Order: September 15, 2024

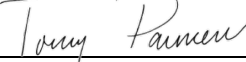
Original Contract Final Completion Date: November 1, 2024

The Contract Time will be Increased by 0 Calendar days

Current Contract Final Completion Date adjusted to this Change Order: November 1, 2024
Approvals Required:

To be effective, this Order must be approved by the Owner and the Contractor if it changes the scope of objective of the Project, or as may otherwise be required by the Supplemental General Conditions.

Requested by: 
Steven Hegland, P.E.

Accepted by: 
(Contractor)

Accepted by: _____
City of Corcoran

END OF SECTION

NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
CHANGE ORDER #2					
CO2.1	STABILIZING AGGREGATE, 3" MINUS	TON	619.71	\$ 40.60	\$ 25,160.23
CO2.2	CORE DRILL DRAIN TILE HOLES	EACH	6	\$ 440.00	\$ 2,640.00
SUBTOTAL CHANGE ORDER #2					\$ 27,800.23

Pay Request #6
City of Corcoran
Stieg Road Improvements
Project Number: 227704864
12/23/2024

LINE NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		Less Previous Payments		PAY REQUEST #6 January 2025	
						QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
BASE BID:											
1	MOBILIZATION	LUMP SUM	1	\$47,685.00	\$ 47,685.00	0.75	\$ 35,763.75	0.75	\$ 35,763.75	0.0	\$ -
2	TRAFFIC CONTROL	LUMP SUM	1	\$4,794.00	\$ 4,794.00	1	\$ 4,794.00	1.00	\$ 4,794.00	0.0	\$ -
3	CLEARING & GRUBBING	TREE	21	\$715.00	\$ 15,015.00	42.15	\$ 30,137.25	42.15	\$ 30,137.25	0.0	\$ -
4	CLEARING & GRUBBING	ACRE	0.15	\$15,582.00	\$ 2,337.30	0.15	\$ 2,337.30	0.15	\$ 2,337.30	0.0	\$ -
5	SALVAGE AND REINSTALL TRAFFIC SIGN	EACH	8	\$255.00	\$ 2,040.00	0	\$ -	0.00	\$ -	0.0	\$ -
6	REMOVE TRAFFIC SIGN AND POST	EACH	2	\$40.80	\$ 81.60	0	\$ -	0.00	\$ -	0.0	\$ -
7	REMOVE STORM SEWER PIPE	LIN FT	252	\$4.55	\$ 1,146.60	116	\$ 527.80	116.00	\$ 527.80	0.0	\$ -
8	REMOVE 4" DRAINTILE	LIN FT	548	\$3.50	\$ 1,918.00	548	\$ 1,918.00	548.00	\$ 1,918.00	0.0	\$ -
9	REMOVE PIPE APRON	EACH	10	\$137.70	\$ 1,377.00	4	\$ 550.80	4.00	\$ 550.80	0.0	\$ -
10	REMOVE CURB AND GUTTER	LIN FT	10	\$5.80	\$ 58.00	38	\$ 220.40	38.00	\$ 220.40	0.0	\$ -
11	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	40	\$6.95	\$ 278.00	0	\$ -	0.00	\$ -	0.0	\$ -
12	REMOVE CONCRETE PAVEMENT	SQ YD	10	\$12.00	\$ 120.00	0	\$ -	0.00	\$ -	0.0	\$ -
13	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	40	\$6.20	\$ 248.00	0	\$ -	0.00	\$ -	0.0	\$ -
14	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	110	\$3.10	\$ 341.00	0	\$ -	0.00	\$ -	0.0	\$ -
15	REMOVE BITUMINOUS TRAIL PAVEMENT	SQ YD	100	\$3.40	\$ 340.00	0	\$ -	0.00	\$ -	0.0	\$ -
16	REMOVE BITUMINOUS PAVEMENT	SQ YD	1190	\$1.75	\$ 2,082.50	0	\$ -	0.00	\$ -	0.0	\$ -
17	EDGE MILL BITUMINOUS PAVEMENT	SQ YD	50.00	\$25.50	\$ 1,275.00	0	\$ -	0.00	\$ -	0.0	\$ -
18	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	150	\$2.00	\$ 300.00	85	\$ 170.00	85.00	\$ 170.00	0.0	\$ -
19	REMOVE PAVEMENT MARKINGS	LUMP SUM	1	\$3,060.00	\$ 3,060.00	0	\$ -	0.00	\$ -	0.0	\$ -
20	4" SCHEDULE 80 CONDUIT CROSSING	LIN FT	560	\$11.20	\$ 6,272.00	370	\$ 4,144.00	370.00	\$ 4,144.00	0.0	\$ -
21	RELOCATE PRIVATE IRRIGATION SYSTEM	EACH	1	\$3,595.00	\$ 3,595.00	0	\$ -	0.00	\$ -	0.0	\$ -
22	TEMPORARY MAILBOXES	LUMP SUM	1	\$1,233.00	\$ 1,233.00	1	\$ 1,233.00	1.00	\$ 1,233.00	0.0	\$ -
23	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	25	\$165.00	\$ 4,125.00	0	\$ -	0.00	\$ -	0.0	\$ -
24	WATER FOR DUST CONTROL	MGAL	50	\$76.00	\$ 3,800.00	20	\$ 1,520.00	20.00	\$ 1,520.00	0.0	\$ -
25	SALVAGE AND REINSTALL MAILBOXES	EACH	12	\$231.00	\$ 2,772.00	15	\$ 3,465.00	9.00	\$ 2,079.00	6.0	\$ 1,386.00
26	SALVAGE AND RELOCATE FENCE	LIN FT	324	\$31.00	\$ 10,044.00	100	\$ 3,100.00	100.00	\$ 3,100.00	0.0	\$ -
27	SALVAGE AND RELOCATE HYDRANT AND VALVE	EACH	1	\$5,100.00	\$ 5,100.00	1	\$ 5,100.00	1.00	\$ 5,100.00	0.0	\$ -
28	GEOTEXTILE FABRIC, TYPE 5 NON-WOVEN	SQ YD	16700	\$2.75	\$ 45,925.00	16700	\$ 45,925.00	16,700.00	\$ 45,925.00	0.0	\$ -
29	COMMON EXCAVATION - OFFSITE (EV)	CU YD	12500	\$16.20	\$ 202,500.00	10105	\$ 163,701.00	10,105.00	\$ 163,701.00	0.0	\$ -
30	COMMON EXCAVATION - ONSITE (EV)	CU YD	19110	\$3.75	\$ 71,662.50	16955	\$ 63,581.25	16,955.00	\$ 63,581.25	0.0	\$ -
31	COMMON BORROW (EV)	CU YD	200	\$29.55	\$ 5,910.00	0	\$ -	0.00	\$ -	0.0	\$ -
32	SELECT GRANULAR BORROW, 5% MODIFIED	TON	7600	\$11.10	\$ 84,360.00	7,436	\$ 82,539.60	5,870.00	\$ 65,157.00	1,566.0	\$ 17,382.60
33	AGGREGATE BASE CLASS 5 100% CRUSHED	TON	12660	\$20.20	\$ 255,732.00	13154.71	\$ 265,725.14	11,549.00	\$ 233,289.80	1,605.7	\$ 32,435.34
34	SHOULDER BASE AGGREGATE CLASS 2, 100% CRUSHED	TON	96	\$37.20	\$ 3,571.20	0	\$ -	0.00	\$ -	0.0	\$ -
35	BITUMINOUS MATERIAL FOR TACK COAT	GAL	802	\$3.95	\$ 3,167.90	0	\$ -	0.00	\$ -	0.0	\$ -
36	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	1930	\$91.65	\$ 176,884.50	0	\$ -	0.00	\$ -	0.0	\$ -
37	TYPE SP 12.5 NON WEAR COURSE MIX (3,C)	TON	3850	\$82.70	\$ 318,395.00	1173.22	\$ 97,025.29	1,173.22	\$ 97,025.29	0.0	\$ -
38	TYPE SP 9.5 WEARING COURSE MIX (2,B) - DRIVEWAY	TON	30	\$169.00	\$ 5,070.00	0	\$ -	0.00	\$ -	0.0	\$ -
39	TYPE SP 9.5 WEARING COURSE MIX (2,B) - TRAIL	TON	420	\$107.00	\$ 44,940.00	175.26	\$ 18,752.82	175.26	\$ 18,752.82	0.0	\$ -
40	4" PERFORATED PVC SCH 40 DRAINTILE PIPE	LIN FT	3810	\$14.30	\$ 54,483.00	3696	\$ 52,852.80	3,696.00	\$ 52,852.80	0.0	\$ -
41	4" PVC DRAINTILE CLEANOUT W/ THREADED CAP	EACH	13	\$255.00	\$ 3,315.00	14	\$ 3,570.00	14.00	\$ 3,570.00	0.0	\$ -
42	6" PERFORATED PVC SCH 40 DRAINTILE PIPE	LIN FT	75	\$23.50	\$ 1,762.50	60	\$ 1,410.00	60.00	\$ 1,410.00	0.0	\$ -
43	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	140	\$73.50	\$ 10,290.00	33.5	\$ 2,462.25	33.50	\$ 2,462.25	0.0	\$ -
44	CONCRETE CURB & GUTTER - DESIGN B418	LIN FT	5220	\$17.35	\$ 90,567.00	1958	\$ 33,971.30	1,958.00	\$ 33,971.30	0.0	\$ -
45	6" CONCRETE WALK	SQ FT	940	\$9.20	\$ 8,648.00	0	\$ -	0.00	\$ -	0.0	\$ -
46	CONCRETE ADA PEDESTRIAN CURB RAMP	EACH	4	\$1,020.00	\$ 4,080.00	0	\$ -	0.00	\$ -	0.0	\$ -
47	TRUNCATED DOMES	SQ FT	78	\$51.00	\$ 3,978.00	0	\$ -	0.00	\$ -	0.0	\$ -
48	SIGN PANELS - STREET NAME	EACH	8	\$331.50	\$ 2,652.00	0	\$ -	0.00	\$ -	0.0	\$ -
49	INSTALL SIGN TYPE C AND POST	EACH	17	\$122.40	\$ 2,080.80	0	\$ -	0.00	\$ -	0.0	\$ -
50	SIGN PANELS TYPE C	SQ FT	120	\$38.80	\$ 4,656.00	0	\$ -	0.00	\$ -	0.0	\$ -
51	STABILIZED CONSTRUCTION EXIT - MAINTAINED	EACH	5	\$1,491.00	\$ 7,455.00	0	\$ -	0.00	\$ -	0.0	\$ -
52	STORM DRAIN INLET PROTECTION - MAINTAINED	EACH	23	\$306.00	\$ 7,038.00	0	\$ -	0.00	\$ -	0.0	\$ -

53	CULVERT END PROTECTION - MAINTAINED	EACH	9	\$76.50	\$ 688.50	0	\$ -	0.00	\$ -	0.0	\$ -
54	SALVAGE AND RESPREAD TOPSOIL	SQ YD	13310	\$1.90	\$ 25,289.00	7918	\$ 15,044.20	7,918.00	\$ 15,044.20	0.0	\$ -
55	FERTILIZER TYPE 2	LB	280	\$1.10	\$ 308.00	0	\$ -	0.00	\$ -	0.0	\$ -
56	HYDROMULCH	SQ YD	6420	\$1.10	\$ 7,062.00	1636	\$ 1,799.60	1,636.00	\$ 1,799.60	0.0	\$ -
57	SEED MIXTURE 25-151	LB	140	\$3.75	\$ 525.00	0	\$ -	0.00	\$ -	0.0	\$ -
58	SEED MIXTURE 25-131	LB	60	\$4.10	\$ 246.00	0	\$ -	0.00	\$ -	0.0	\$ -
59	EROSION CONTROL BLANKET - CATERGORY 25	SQ YD	120	\$1.65	\$ 198.00	0	\$ -	0.00	\$ -	0.0	\$ -
60	SILT FENCE, TYPE MS - MAINTAINED	LIN FT	7300	\$2.60	\$ 18,980.00	4483	\$ 11,655.80	4,483.00	\$ 11,655.80	0.0	\$ -
61	SEDIMENT CONTROL LOG - MAINTAINED	LIN FT	1000	\$2.85	\$ 2,850.00	1000	\$ 2,850.00	1,000.00	\$ 2,850.00	0.0	\$ -
62	CONNECT TO EXISTING STORM SEWER	EACH	2	\$745.00	\$ 1,490.00	2	\$ 1,490.00	2.00	\$ 1,490.00	0.0	\$ -
63	12" PP PIPE STORM	LIN FT	64	\$40.80	\$ 2,611.20	37	\$ 1,509.60	37.00	\$ 1,509.60	0.0	\$ -
64	12" METAL FLARED END SECTION	EACH	4	\$408.00	\$ 1,632.00	2	\$ 816.00	2.00	\$ 816.00	0.0	\$ -
65	12" RC FLARED END SECTION W/TRASHGUARD	EACH	3	\$1,632.00	\$ 4,896.00	3	\$ 4,896.00	3.00	\$ 4,896.00	0.0	\$ -
66	15" RC FLARED END SECTION W/TRASHGUARD	EACH	2	\$1,836.00	\$ 3,672.00	2	\$ 3,672.00	2.00	\$ 3,672.00	0.0	\$ -
67	18" RC FLARED END SECTION W/TRASHGUARD	EACH	2	\$1,938.00	\$ 3,876.00	2	\$ 3,876.00	2.00	\$ 3,876.00	0.0	\$ -
68	12" RC STORM PIPE	LIN FT	523	\$53.00	\$ 27,719.00	552	\$ 29,256.00	552.00	\$ 29,256.00	0.0	\$ -
69	15" RC STORM PIPE	LIN FT	740	\$59.20	\$ 43,808.00	754	\$ 44,636.80	754.00	\$ 44,636.80	0.0	\$ -
70	18" RC STORM PIPE	LIN FT	427	\$63.30	\$ 27,029.10	434	\$ 27,472.20	434.00	\$ 27,472.20	0.0	\$ -
71	21" RC STORM PIPE	LIN FT	143	\$73.50	\$ 10,510.50	137	\$ 10,069.50	135.00	\$ 9,922.50	2.0	\$ 147.00
72	36" RC STORM PIPE	LIN FT	13	\$194.00	\$ 2,522.00	9	\$ 1,746.00	9.00	\$ 1,746.00	0.0	\$ -
73	INSTALL PRECAST STORM STRUCTURE (SUPPLIED BY OWNER)	EACH	6	\$1,734.00	\$ 10,404.00	6	\$ 10,404.00	6.00	\$ 10,404.00	0.0	\$ -
74	CONSTRUCT 4' DIAMETER PRECAST STORM STRUCTURE	EACH	5	\$4,182.00	\$ 20,910.00	5	\$ 20,910.00	5.00	\$ 20,910.00	0.0	\$ -
75	CONSTRUCT 9' DIAMETER PRECAST STORM STRUCTURE	EACH	1	\$20,400.00	\$ 20,400.00	1	\$ 20,400.00	1.00	\$ 20,400.00	0.0	\$ -
76	CONSTRUCT 2' x 3' CATCH BASIN	EACH	5	\$3,264.00	\$ 16,320.00	5	\$ 16,320.00	5.00	\$ 16,320.00	0.0	\$ -
77	6" PRECAST CONCRETE HEADWALL	EACH	1	\$714.00	\$ 714.00	1	\$ 714.00	1.00	\$ 714.00	0.0	\$ -
78	RANDOM CLASS 3 GRANITE RIP RAP	TON	12	\$110.00	\$ 1,320.00	0	\$ -	0.00	\$ -	0.0	\$ -
79	CONNECT TO EXISTING WATERMAIN	EACH	2	\$2,346.00	\$ 4,692.00	2	\$ 4,692.00	2.00	\$ 4,692.00	0.0	\$ -
80	8" PVC C-900 DR-18 WATERMAIN	LIN FT	94	\$60.20	\$ 5,658.80	98	\$ 5,899.60	98.00	\$ 5,899.60	0.0	\$ -
81	12" PVC C-900 DR-18 WATERMAIN	LIN FT	1358	\$80.60	\$ 109,454.80	1358	\$ 109,454.80	1,358.00	\$ 109,454.80	0.0	\$ -
82	6" DIP CL 52 WATERMAIN	LIN FT	3	\$78.60	\$ 235.80	47.5	\$ 3,733.50	47.50	\$ 3,733.50	0.0	\$ -
83	12" BUTTERFLY VALVE AND BOX	EACH	1	\$6,120.00	\$ 6,120.00	1	\$ 6,120.00	1.00	\$ 6,120.00	0.0	\$ -
84	HYDRANT AND GATE VALVE	EACH	1	\$9,384.00	\$ 9,384.00	1	\$ 9,384.00	1.00	\$ 9,384.00	0.0	\$ -
85	12" PLUG WITH BLOWOFF VALVE	EACH	1	\$878.00	\$ 878.00	1	\$ 878.00	1.00	\$ 878.00	0.0	\$ -
86	DUCTILE IRON FITTINGS	LB	1047	\$13.30	\$ 13,925.10	866	\$ 11,517.80	866.00	\$ 11,517.80	0.0	\$ -
87	4" SOLID LINE (WHITE) MULTI-COMPONENT	LIN FT	1260	\$0.75	\$ 945.00	0	\$ -	0.00	\$ -	0.0	\$ -
88	4" SOLID LINE (YELLOW) MULTI-COMPONENT	LIN FT	2640	\$0.75	\$ 1,980.00	0	\$ -	0.00	\$ -	0.0	\$ -
89	4" BROKEN LINE (YELLOW) MULTI-COMPONENT	LIN FT	530	\$0.75	\$ 397.50	0	\$ -	0.00	\$ -	0.0	\$ -
90	4" DOTTED LINE (WHITE) MULTI-COMPONENT	LIN FT	160	\$0.75	\$ 120.00	0	\$ -	0.00	\$ -	0.0	\$ -
91	4" DOUBLE SOLID LINE (YELLOW) MULTI-COMPONENT GROUND IN	LIN FT	1540	\$2.50	\$ 3,850.00	0	\$ -	0.00	\$ -	0.0	\$ -
92	4" DOUBLE SOLID LINE (YELLOW) MULTI-COMPONENT	LIN FT	2970	\$1.50	\$ 4,455.00	0	\$ -	0.00	\$ -	0.0	\$ -
93	6" SOLID LINE (WHITE) MULTI-COMPONENT GROUND IN	LIN FT	2550	\$1.40	\$ 3,570.00	0	\$ -	0.00	\$ -	0.0	\$ -
94	6" SOLID LINE (WHITE) MULTI-COMPONENT	LIN FT	6920	\$0.90	\$ 6,228.00	0	\$ -	0.00	\$ -	0.0	\$ -
95	6" DOTTED LINE (WHITE) MULTI-COMPONENT GROUND IN	LIN FT	41	\$1.40	\$ 57.40	0	\$ -	0.00	\$ -	0.0	\$ -
96	24" SOLID LINE (YELLOW) MULTI-COMPONENT GROUND IN	LIN FT	176	\$19.80	\$ 3,484.80	0	\$ -	0.00	\$ -	0.0	\$ -
97	24" SOLID LINE (YELLOW) MULTI-COMPONENT	LIN FT	277	\$12.00	\$ 3,324.00	0	\$ -	0.00	\$ -	0.0	\$ -
98	CROSSWALK STRIPING MULTI-COMPONENT	SQ FT	270	\$9.90	\$ 2,673.00	0	\$ -	0.00	\$ -	0.0	\$ -
99	PAVEMENT MESSAGE (WHITE) PREF THERM GROUND IN	EACH	2	\$525.00	\$ 1,050.00	0	\$ -	0.00	\$ -	0.0	\$ -
100	PAVEMENT MESSAGE (WHITE) MULTI-COMPONENT	EACH	22	\$155.00	\$ 3,410.00	0	\$ -	0.00	\$ -	0.0	\$ -

TOTAL BASE BID: \$ 1,982,434.90 \$ 1,307,715.16 \$ 1,256,364.21 \$ 51,350.94

TOTAL ORIGINAL CONTRACT: \$ 1,982,434.90

LINE NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		Less Previous Payments		PAY REQUEST #6 January 2025	
						QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
CO1.1	PAVEMENT MESSAGE (WHITE) MULTI-COMPONENT	EA	-1	\$ 155.00	\$ (155.00)	0	\$ -	0.0	\$ -	0.0	\$ -
CO1.2	4" SOLID LINE (WHITE) MULTI-COMPONENT	LF	-167	\$ 0.75	\$ (125.25)	0	\$ -	0.0	\$ -	0.0	\$ -
CO1.3	REMOVE HYDRANT LEAD	LF	14	\$ 24.85	\$ 347.90	14	\$ 347.90	14.0	\$ 347.90	0.0	\$ -
CO1.4	SALVAGE AND REINSTALL 12" x 6" TEE	EA	1	\$ 3,456.00	\$ 3,456.00	1	\$ 3,456.00	1.0	\$ 3,456.00	0.0	\$ -
CO1.5	6" DIP CL 52 WATERMAIN	LF	21	\$ 78.60	\$ 1,650.60	0	\$ -	0.0	\$ -	0.0	\$ -

CO1.6	DUCTILE IRON FITTINGS	LB	62	\$ 13.30	\$ 824.60	0	\$ -	0.0	\$ -	0.0	\$ -
CO1.7	HYDRANT EXTENSION	EA	1	\$ 3,024.00	\$ 3,024.00	1	\$ 3,024.00	1.0	\$ 3,024.00	0.0	\$ -
CO1.8	12" RC STORM PIPE	LF	31	\$ 53.00	\$ 1,643.00	31	\$ 1,643.00	31.0	\$ 1,643.00	0.0	\$ -
CO1.9	SELECT GRANULAR BORROW, 5% MODIFIED	TON	-134	\$ 11.10	\$ (1,487.40)	0	\$ -	0.0	\$ -	0.0	\$ -
CO1.10	AGGREGATE BASE CLASS 5 100% CRUSHED	TON	-156	\$ 20.20	\$ (3,151.20)	0	\$ -	0.0	\$ -	0.0	\$ -
CO1.11	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	-25	\$ 91.65	\$ (2,291.25)	0	\$ -	0.0	\$ -	0.0	\$ -
CO1.12	TYPE SP 12.5 NON WEAR COURSE MIX (3,C)	TON	-50	\$ 82.70	\$ (4,135.00)	0	\$ -	0.0	\$ -	0.0	\$ -
CO1.13	SALVAGE AND RESPREAD TOPSOIL	LS	1	\$ 1,600.00	\$ 1,600.00	0	\$ -	0.0	\$ -	0.0	\$ -
CO1.14	SEED MIXTURE 25-151	LB	320	\$ 3.75	\$ 1,200.00	0	\$ -	0.0	\$ -	0.0	\$ -
CO1.15	FERTILIZER TYPE 2	LB	532	\$ 1.10	\$ 585.20	0	\$ -	0.0	\$ -	0.0	\$ -
CO1.16	HYDROMULCH	SY	1430	\$ 1.10	\$ 1,573.00	0	\$ -	0.0	\$ -	0.0	\$ -
CO1.17	INSTALL 6' HEIGHT CONIFEROUS TREE	EA	31	\$ 533.00	\$ 16,523.00	0	\$ -	0.0	\$ -	0.0	\$ -
CO1.18	SALVAGE AND REINSTALL FENCE	LF	80	\$ 31.00	\$ 2,480.00	0	\$ -	0.0	\$ -	0.0	\$ -
CO1.19	COMMON EXCAVATION (ONSITE)	CY	2680	\$ 3.75	\$ 10,050.00	0	\$ -	0.0	\$ -	0.0	\$ -
CO1.20	COMMON EXCAVATION (OFFSITE)	CY	-2680	\$ 16.20	\$ (43,416.00)	0	\$ -	0.0	\$ -	0.0	\$ -
CO1.21	SELEC GRANULAR BORROW ALT SOURCE	TON	7600	\$ 1.50	\$ 11,400.00	7436	\$ 11,154.00	5,870.0	\$ 8,805.00	1,566.0	\$ 2,349.00
				TOTAL CHANGE ORDER #1	\$ 1,596.20		\$ 19,624.90		\$ 17,275.90		\$ 2,349.00

LINE NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	COMPLETED TO DATE		Less Previous Payments		PAY REQUEST #6 January 2025		
						QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	
CHANGE ORDER #2						QUANTITY	COST	QUANTITY	COST	QUANTITY	COST	
CO2.1	STABILIZING AGGREGATE, 3" MINUS	TON	619.71	\$ 40.60	\$ 25,160.23	619.71	\$ 25,160.23	0.0	\$ -	619.7	\$ 25,160.23	
CO2.2	CORE DRILL DRAIN TILE HOLES	EACH	6	\$ 440.00	\$ 2,640.00	6	\$ 2,640.00	0.0	\$ -	6.0	\$ 2,640.00	
					TOTAL CHANGE ORDER #2	\$ 27,800.23	\$ 27,800.23	\$ -	\$ 27,800.23			
					TOTAL REVISED CONTRACT:	\$ 2,011,831.33	\$ 1,355,140.28	\$ 1,273,640.11	\$ 81,500.17			

CONTRACT SUMMARY				COMPLETE TO DATE	LESS PREVIOUS PAYMENTS	PAY REQUEST #6
ORIGINAL CONTRACT AWARD AMOUNT	\$	1,982,434.90		\$ 1,355,140.28	\$ 1,273,640.11	\$ 81,500.17
TOTAL CHANGE ORDER:	\$	29,396.43		\$ 67,757.01	\$ 63,682.01	\$ 4,075.01
TOTAL REVISED CONTRACT:	\$	2,011,831.33		\$ 1,287,383.27	\$ 1,209,958.10	\$ 77,425.16

SECTION 00 62 76
APPLICATION FOR PAYMENT FORM

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

PAY ESTIMATE NO. 5

Original Contract Amount:		<u>\$ 1,982,434.90</u>
Contract Changes approved to Date	CO #1	<u>\$ 1,596.20</u>
	CO #2	<u>\$ 27,800.23</u>
Revised Contract Price :		<u>\$ 2,011,831.33</u>
Work Completed to Date (attached):		<u>\$ 1,355,140.28</u>
Retainage to Date, 5%:		<u>\$ 67,757.01</u>
Work Completed to Date Less Retainage to Date:		<u>\$ 1,287,383.27</u>
Total Amount Previously Certified:		<u>\$ 1,209,958.10</u>
Payment Request This Estimate:		<u>\$ 77,425.17</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.

Fehn Companies, 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 between the City of Corcoran (OWNER) and Fehn Companies (CONTRACTOR) and all authorized changes thereto:

Fehn Companies, Inc.

By


Tony Paumen

Title

Senior Project Manager

Approval:

(CONTRACTOR)



Date

12/27/24

STANTEC CONSULTING
SERVICES, INC.



Date

12/30/2024

CITY OF CORCORAN

Date

END OF SECTION



To:	Kevin Mattson, PE, PW Director	From:	Ash Hammerbeck, PE Steve Hegland, PE
File:	227704426	Date:	January 2, 2025

Reference: Change Order No. 7 – Corcoran Water Treatment Plant**Council Action Requested**

Staff is recommending City Council to review and approve Change Order No. 7 for the Corcoran Water Treatment Plant Project.

Summary

Attached to this memo is Change Order No. 7 for the Corcoran Water Treatment Plant Project. This change order covers the modifications associated with Change Order Proposals (COPs) No. 20, 21, 22, 24, 25, 26, 27 and 28, attached to this memo.

These changes are associated with additional costs related to RFIs (Request for Information), work change directives (WCD) and field correspondence for the project, covering completed work and required adjustments based on the clarifications and instructions provided. A description of the work covered under this change order is described below. Supporting documentation from the contractor is attached.

COP No.20

- Description: This Change Order Proposal covers the labor and material costs associated with RFI 044 – Duct Conflict with BW Plumbing Header. The scope of work includes moving the HVAC duct, currently along the west wall of the pump room, into the hallway to resolve a conflict with the backwash discharge piping. Additionally, the work involves cutting holes in the block wall for the installation of new grills, vents, and outlets to accommodate the relocated duct. The total cost for this work is \$3,474.35.

COP No.21

- Description: This Change Order Proposal covers the labor and material costs associated with RFI 046 – Outdoor Air for FCU-1. The scope of work includes installing a L7 louver (1'6" x 1'6") for the outdoor air intake at FCU-1. The total cost for this work is \$1,789.13.

COP No.22

- Description: This Change Order Proposal covers the labor and material costs associated with RFI 049 – Gas Meter Location. The gas meter will be relocated to the exterior Northwest corner of the chlorine storage/equipment room (112) to allow Centerpoint Energy to install their underground service line. The scope includes installing additional gas pipe, bollards around the meter, and routing the gas pipe along the wall or across the roof, avoiding the chlorine storage room. The total cost for this work is \$6,071.96.

Reference: Change Order No. 7 – Corcoran Water Treatment Plant

COP No.24

- Description: This Change Order Proposal covers the labor and material costs associated with RFI 060 – Pressure Vacuum Breaker Clarification. The scope of work includes using a 3" RPP assembly (formerly RPZ) in place of the specified 3" Pressure Vacuum Breaker, as the 3" Pressure Vacuum Breaker is not available, and the 3" RPP assembly is an acceptable alternative. The total cost for this work is \$2,228.18.

COP No.25

- Description: This Change Order Proposal covers the labor and material costs associated with RFI 047 – HSP Air Release Discharge Piping. The scope of work includes modifying the air release discharge by changing the 8" 90-degree elbow on the pressure relief line to a tee, adding a blind flange with a 3" tap on top of the tee, and running a 3" line from the air release to discharge into the clear well below, similar to other air releases in the pump room. The total cost for this work is \$1,619.22.

COP No.26

- Description: This Change Order Proposal covers the labor and material costs associated with Field Order 1. The scope of work includes revising the detailing at the translucent wall panels to show 5/4 trim and changing the wood blocking behind the siding and trim. The total cost for this work is \$7,701.58.

COP No.27

- Description: This Change Order Proposal covers the labor and material costs associated with WCD 1. The scope of work includes painting the ceilings of the upper-level areas (Filter Room, North Staircase, and Aerator Room) and applying a floor coating to the Detention Channel Platform, as agreed upon with the client, contractor, and engineer. This work is required for cosmetic improvements not included in the original contract. The total cost for this work is \$25,647.27.

COP No.28

- Description: This Change Order Proposal covers the labor and material costs associated with WCD 2. The scope of work includes painting the ceilings of the main-level rooms, excluding the electrical room, office, and Chlortainer room, as agreed upon with the client, contractor, and engineer. This work is required for cosmetic improvements not included in the original contract. The total cost for this work is \$18,597.34.

COPs No.27 and No.28 are approved under the City's pre-authorization allowance.

Engineer's Recommendation

It is recommended that the City Council review and approve of the attached Change Order No. 7.

CHANGE ORDER NO.: 7

Owner:	City of Corcoran, Minnesota	Owner's Project No.:	
		Engineer's Project	
Engineer:	Stantec Consulting Services, Inc.	No.:	227704426
		Contractor's Project	
Contractor:	Rice Lake Construction Group	No.:	2305
Project:	Water Treatment Plant		
Contract			
Name:	City of Corcoran Water Treatment Plant		
		Effective Date of	
Date Issued:	1/2/2025	Change Order:	_____

The Contract is modified as follows upon execution of this Change Order:

Description:

This change order covers the time modifications associated with Change Order Proposals (COPs) No. 20, 21, 22, 24, 25, 26, 27 and 28.

Attachments:

1. Change Order No. 7 Memo
2. Change Order Proposal 20
3. Change Order Proposal 21
4. Change Order Proposal 22
5. Change Order Proposal 24
6. Change Order Proposal 25
7. Change Order Proposal 26
8. Change Order Proposal 27
9. Change Order Proposal 28

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 16,728,200.00		Substantial Completion:	December 31, 2024
		Ready for final payment:	March 1, 2025
Increase from previously approved Change Orders No.1 to No.6 :		Increase from previously approved Change Orders No.1 to No.6 :	
\$ 240,313.09		Substantial Completion:	120 days
		Ready for final payment:	121 days
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 16,968,513.09		Substantial Completion:	April 30, 2025
		Ready for final payment:	June 30, 2025
Increase for this Change Order:		No increase/decrease for this Change Order:	
\$ 67,129.03		Substantial Completion:	0 days
		Ready for final payment:	0 days



22360 County Road 12, PO Box 517
Deerwood, MN 56444

CHANGE ORDER PROPOSAL

RLCG PROJECT #: 2305
 PROJECT NAME: Corcoran WTP
 DATE: 12/6/2024
 COP: 21-Added Louver

DESCRIPTION	QTY	UNIT	LABOR			MATERIAL		SUBCONTRACTOR TOTAL	EQUIPMENT TOTAL	LINE TOTAL
			HOURS	\$ RATE	TOTAL	RATE	TOTAL			
				\$ -	\$0.00	\$ -	\$0.00	\$ -	\$ -	\$ -
Major Mechanical - RFI-044	1.00	EA		\$ -	\$0.00	\$ -	\$0.00	\$ 1,267.00	\$ -	\$ 1,267.00
Mecksel Machine Inc - Lintel	1.00	EA		\$ -	\$0.00	\$ 350.00	\$350.00	\$ -	\$ -	\$ 350.00
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Misc. Small Tools and Mat'l 5% of Labor	1.00	ea	5.00%							\$ -
Sales Tax	1.00	ea	8.525%							\$ 29.84
Totals				\$ -	\$ -	\$ -	\$ 350.00	\$ 1,267.00	\$ -	\$ 1,646.84
								Rice Lake Mark-up on Subs (5%)		\$ 63.35
								Rice Lake Mark-up on Labor, Material, and Equipment (15%)		\$ 52.50
								Bond and Insurance Cost (1.5%)		\$ 26.44
								Total Change Order Proposal Request		\$ 1,789.13



22360 County Road 12, PO Box 517
Deerwood, MN 56444

CHANGE ORDER PROPOSAL

RLCG PROJECT #: 2305
PROJECT NAME: Corcoran WTP
DATE: 12/4/2024
COP: 22-Gas Meter Location

DESCRIPTION	QTY	UNIT	LABOR			MATERIAL		SUBCONTRACTOR	EQUIPMENT	LINE	
			HOURS	\$ RATE	TOTAL	RATE	TOTAL	TOTAL	TOTAL	TOTAL	
				\$ -	\$0.00	\$ -	\$0.00	\$ -	\$ -	\$ -	
Labor - Bollards & Plumbing	1.00	LA	20.00	\$ 100.00	\$2,000.00	\$ -	\$0.00	\$ -	\$ -	\$ 2,000.00	
Equipment - Bollards & Plumbing	1.00	LA		\$ -	\$0.00	\$ 2,900.00	\$2,900.00	\$ -	\$ -	\$ 2,900.00	
				\$ -	\$0.00	\$ -	\$0.00	\$ -	\$ -	\$ -	
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Misc. Small Tools and Mat'l 5% of Labor	1.00	ea	5.00%							\$ 100.00	
Sales Tax	1.00	ea	8.525%							\$ 247.23	
Totals			\$	20.00	\$ 2,000.00	\$	2,900.00	\$	-	\$ 5,247.23	
										Rice Lake Mark-up on Subs (5%)	\$ -
										Rice Lake Mark-up on Labor, Material, and Equipment (15%)	\$ 735.00
										Bond and Insurance Cost (1.5%)	\$ 89.73
										Total Change Order Proposal Request	\$ 6,071.96



22360 County Road 12, PO Box 517
Deerwood, MN 56444

CHANGE ORDER PROPOSAL

RLCG PROJECT #: 2305
PROJECT NAME: Cocrcoran WTP
DATE: 11/12/2024
COP: 24-Pressure Vaccum Beaker

DESCRIPTION	QTY	UNIT	LABOR			MATERIAL		SUBCONTRACTOR TOTAL	EQUIPMENT TOTAL	LINE TOTAL
			HOURS	\$ RATE	TOTAL	RATE	TOTAL			
				\$ -	\$0.00	\$ -	\$0.00	\$ -	\$ -	\$0.00
Equipment - Upgrade to a RPZ Assembly	1.00	EA		\$ -	\$0.00	\$ 1,000.00	\$1,000.00	\$ -	\$ -	\$ 1,000.00
Labor - Install the RPZ Assembly	1.00	LA	8.00	\$ 100.00	\$800.00	\$ -	\$0.00	\$ -	\$ -	\$ 800.00
				\$ -	\$0.00	\$ -	\$0.00	\$ -	\$ -	\$ -
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22360 County Road 12, PO Box 517
Deerwood, MN 56444

CHANGE ORDER PROPOSAL

RLCG PROJECT #: 23-05
 PROJECT NAME: CorcoranWTP
 DATE: 11/22/2024
 COP: 25-HSP Air Release Discharge Piping

DESCRIPTION	QTY	UNIT	LABOR			MATERIAL		SUBCONTRACTOR TOTAL	EQUIPMENT TOTAL	LINE TOTAL	
			HOURS	\$ RATE	TOTAL	RATE	TOTAL				
				\$ -	\$0.00	\$ -	\$0.00	\$ -	\$ -	\$0.00	
Equipment - Companion Flange & 4" PVC	1.00	ea		\$ -	\$0.00	\$ 902.89	\$902.89	\$ -	\$ -	\$902.89	
Labor - Install of Companion Flange & 4" PVC	1.00	LA	4.00	\$ 100.00	\$400.00	\$ -	\$0.00	\$ -	\$ -	\$ 400.00	
				\$ -	\$0.00	\$ -	\$0.00	\$ -	\$ -	\$ -	
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Misc. Small Tools and Mat'l 5% of Labor	1.00	ea	5.00%							\$ 20.00	
Sales Tax	1.00	ea	8.525%							\$ 76.97	
Totals			\$ 4.00		\$ 400.00		\$ 902.89	\$ -	\$ -	\$ 1,399.86	
										Rice Lake Mark-up on Subs (5%)	\$ -
										Rice Lake Mark-up on Labor, Material, and Equipment (15%)	\$ 195.43
										Bond and Insurance Cost (1.5%)	\$ 23.93
										Total Change Order Proposal Request	\$ 1,619.22



22360 County Road 12, PO Box 517
Deerwood, MN 56444

CHANGE ORDER PROPOSAL

RLCG PROJECT #: 2305
 PROJECT NAME: Corcoran WTP
 DATE: 11/22/2024
 COP: 26-Fiber Cement Siding Trim Detail

DESCRIPTION	QTY	UNIT	LABOR			MATERIAL		SUBCONTRACTOR TOTAL	EQUIPMENT TOTAL	LINE TOTAL	
			HOURS	\$ RATE	TOTAL	RATE	TOTAL				
				\$ -	\$0.00	\$ -	\$0.00	\$ -	\$ -	\$0.00	
RTL - Added Flashing	1.00	LS		\$ -	\$0.00	\$ -	\$0.00	\$ 4,851.00	\$ -	\$ 4,851.00	
				\$ -	\$0.00	\$ -	\$0.00	\$ -	\$ -	\$ -	
Equipment - Hardie Products	1.00	LS		\$ -	\$0.00	\$ 2,019.20	\$2,019.20	\$ -	\$ -	\$ 2,019.20	
				\$ -	\$0.00	\$ -	\$0.00	\$ -	\$ -	\$ -	
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				\$ -	\$0.00	\$ -	\$0.00	\$ -	\$ -	\$ -	
				\$ -	\$0.00	\$ -	\$0.00	\$ -	\$ -	\$ -	
Misc. Small Tools and Mat'l 5% of Labor	1.00	ea	5.00%							\$ -	
Sales Tax	1.00	ea	8.525%							\$ 172.14	
Totals			\$ -	\$ -	\$ -	\$ 2,019.20	\$ 4,851.00	\$ -	\$ -	\$ 7,042.34	
										Rice Lake Mark-up on Subs (5%)	\$ 242.55
										Rice Lake Mark-up on Labor, Material, and Equipment (15%)	\$ 302.88
										Bond and Insurance Cost (1.5%)	\$ 113.82
										Total Change Order Proposal Request	\$ 7,701.58

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 20
 APPLICATION DATE: 12/26/24
 PERIOD TO: 12/31/24
 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	\$195,000.00			\$195,000.00	88.64%	\$25,000.00	
6	Layout/Surveying	\$15,000.00	\$14,500.00			\$14,500.00	96.67%	\$500.00	
7	Testing	\$25,000.00	\$24,000.00			\$24,000.00	96.00%	\$1,000.00	
8	Temporary Facilities	\$20,000.00	\$19,800.00			\$19,800.00	99.00%	\$200.00	
9	Winter Conditions	\$50,000.00	\$48,000.00			\$48,000.00	96.00%	\$2,000.00	
10	Safety	\$10,000.00	\$9,700.00			\$9,700.00	97.00%	\$300.00	
11	Weekly Cleanup (Labor)	\$10,000.00	\$9,700.00			\$9,700.00	97.00%	\$300.00	
12	Weekly Cleanup (Material)	\$10,000.00	\$9,700.00			\$9,700.00	97.00%	\$300.00	
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	\$450,000.00			\$450,000.00	100.00%		
20	Watertightness Testing (L&M)	\$20,000.00	\$20,000.00			\$20,000.00	100.00%		
21	Structural Testing & Special Inspections (L&M)	\$25,000.00	\$25,000.00			\$25,000.00	100.00%		
22	Concrete: General Conditions (L)	\$100,000.00	\$100,000.00			\$100,000.00	100.00%		
23	Concrete: General Conditions (M)	\$100,000.00	\$100,000.00			\$100,000.00	100.00%		
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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APPLICATION NO: 20
 APPLICATION DATE: 12/26/24
 PERIOD TO: 12/31/24
 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	\$5,000.00			\$5,000.00	100.00%		
48	Misc. Walls (M)	\$5,000.00	\$5,000.00			\$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	\$100,000.00			\$100,000.00	100.00%		
53	Rub/Patch Walls (L & M)	\$40,000.00	\$40,000.00			\$40,000.00	100.00%		
54	Misc. Concrete (L & M)	\$5,000.00	\$3,000.00	\$2,000.00		\$5,000.00	100.00%		
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	\$5,000.00			\$5,000.00	100.00%		
73	Concrete Outfall Structure (M)	\$5,000.00	\$5,000.00			\$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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 APPLICATION DATE: 12/26/24
 PERIOD TO: 12/31/24
 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)
75	Masonry: General Conditions (M)	\$125,000.00	\$125,000.00			\$125,000.00	100.00%		
76	Masonry: Exterior (L)	\$225,000.00	\$225,000.00			\$225,000.00	100.00%		
77	Masonry: Exterior (M)	\$150,000.00	\$150,000.00			\$150,000.00	100.00%		
78	Cavity Wall Insulation (L)	\$10,000.00	\$10,000.00			\$10,000.00	100.00%		
79	Cavity Wall Insulation (M)	\$10,000.00	\$10,000.00			\$10,000.00	100.00%		
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	\$15,000.00			\$15,000.00	100.00%		
83	Metals: General Conditions (M)	\$175,000.00	\$175,000.00			\$175,000.00	100.00%		
84	Exterior Handrails/Stairs/Ladders (L & M)	\$25,000.00	\$25,000.00			\$25,000.00	100.00%		
85	Interior Handrails/Stairs/Ladders (L&M)	\$45,000.00	\$27,000.00	\$18,000.00		\$45,000.00	100.00%		
86	Metal Grating (L)	\$25,000.00	\$25,000.00			\$25,000.00	100.00%		
87	Misc. Metals (L)	\$25,000.00	\$25,000.00			\$25,000.00	100.00%		
88	Interior Access Hatches (L & M)	\$5,000.00	\$2,000.00			\$2,000.00	40.00%	\$3,000.00	
89	Exterior Access Hatches (L & M)	\$5,000.00	\$3,000.00	\$2,000.00		\$5,000.00	100.00%		
90	Wood Trusses (L)	\$20,000.00	\$20,000.00			\$20,000.00	100.00%		
91	Wood Trusses (M)	\$30,000.00	\$30,000.00			\$30,000.00	100.00%		
92	Rough Carpentry (L)	\$65,000.00	\$65,000.00			\$65,000.00	100.00%		
93	Rough Carpentry (M)	\$35,000.00	\$35,000.00			\$35,000.00	100.00%		
94	Finish Carpentry (L)	\$15,000.00	\$2,000.00	\$3,000.00		\$5,000.00	33.33%	\$10,000.00	
95	Finish Carpentry (M)	\$15,000.00	\$2,000.00	\$3,000.00		\$5,000.00	33.33%	\$10,000.00	
96	Plastic Fabrication (L)	\$1,500.00		\$1,500.00		\$1,500.00	100.00%		
97	Plastic Fabrication (M)	\$1,500.00		\$1,500.00		\$1,500.00	100.00%		
98	Fiberglass Grating (L)	\$8,500.00		\$8,500.00		\$8,500.00	100.00%		
99	Fiberglass Grating (M)	\$25,000.00	\$25,000.00			\$25,000.00	100.00%		
100	Dampproofing (L & M)	\$45,000.00	\$45,000.00			\$45,000.00	100.00%		
101	Membrane Waterproofing (L&M)	\$125,000.00	\$125,000.00			\$125,000.00	100.00%		
102	Fluid Applied Waterproofing (L & M)	\$45,000.00	\$15,000.00			\$15,000.00	33.33%	\$30,000.00	
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	\$35,000.00			\$35,000.00	100.00%		
106	Translucent Wall Panels (L & M)	\$45,000.00	\$45,000.00			\$45,000.00	100.00%		
107	Fiber Cement Siding (L&M)	\$45,000.00	\$45,000.00			\$45,000.00	100.00%		
108	TPO Roofing (L&M)	\$181,000.00	\$177,000.00	\$4,000.00		\$181,000.00	100.00%		
109	Firestopping (L & M)	\$5,000.00						\$5,000.00	
110	Metal Roofing (L & M)	\$125,000.00	\$125,000.00			\$125,000.00	100.00%		
111	Metal Roofing Flashing & Trim (L&M)	\$15,000.00	\$7,500.00	\$7,500.00		\$15,000.00	100.00%		

CONTINUATION SHEET

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APPLICATION NO: 20
 APPLICATION DATE: 12/26/24
 PERIOD TO: 12/31/24
 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)
112	Snow Retention System (L&M)	\$5,000.00						\$5,000.00	
113	Joint Sealers (L & M)	\$35,000.00		\$10,000.00		\$10,000.00	28.57%	\$25,000.00	
114	Steel Doors and Frames (L)	\$25,000.00	\$14,000.00	\$6,000.00		\$20,000.00	80.00%	\$5,000.00	
115	Steel Doors and Frames (M)	\$45,000.00	\$45,000.00			\$45,000.00	100.00%		
116	FRP Doors and Frames (L)	\$12,000.00	\$10,000.00	\$2,000.00		\$12,000.00	100.00%		
117	FRP Doors and Frames (M)	\$40,000.00	\$39,000.00			\$39,000.00	97.50%	\$1,000.00	
118	Door Hardware (L&M)	\$20,000.00	\$9,000.00	\$6,000.00		\$15,000.00	75.00%	\$5,000.00	
119	Overhead Doors (L&M)	\$27,000.00	\$20,000.00	\$7,000.00		\$27,000.00	100.00%		
120	Painting (L&M)	\$264,000.00	\$60,000.00	\$50,000.00		\$110,000.00	41.67%	\$154,000.00	
121	Windows (L & M)	\$25,000.00	\$12,500.00	\$11,000.00		\$23,500.00	94.00%	\$1,500.00	
122	Gypsum Drywall (L & M)	\$5,000.00	\$5,000.00			\$5,000.00	100.00%		
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	\$9,500.00			\$9,500.00	73.08%	\$3,500.00	
130	Signs (L & M)	\$5,000.00						\$5,000.00	
131	Subgrade Preparation (L)	\$15,000.00	\$15,000.00			\$15,000.00	100.00%		
132	Aggregate Base (L & M)	\$25,000.00	\$20,000.00	\$5,000.00		\$25,000.00	100.00%		
133	Site Preparation (L & M)	\$15,000.00	\$7,000.00			\$7,000.00	46.67%	\$8,000.00	
134	Underground Water Main (L & M)	\$350,000.00	\$350,000.00			\$350,000.00	100.00%		
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			\$125,000.00	100.00%		
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	\$2,500.00	\$2,500.00		\$5,000.00	100.00%		
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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APPLICATION NO: 20
 APPLICATION DATE: 12/26/24
 PERIOD TO: 12/31/24
 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)
149	Plants (L&M)	\$35,000.00						\$35,000.00	
150	Filter Equipment (L)	\$50,000.00	\$37,000.00			\$37,000.00	74.00%	\$13,000.00	
151	Filter Equipment (M)	\$850,000.00	\$830,352.64	\$19,647.36		\$850,000.00	100.00%		
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		\$15,000.00	100.00%		
157	High Service Pumps (M)	\$150,000.00		\$150,000.00		\$150,000.00	100.00%		
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		\$5,000.00	100.00%		
161	Backwash Pump (M)	\$55,000.00		\$55,000.00		\$55,000.00	100.00%		
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	\$3,500.00	\$1,500.00		\$5,000.00	100.00%		
165	Well Pump (M)	\$45,000.00	\$45,000.00			\$45,000.00	100.00%		
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	\$18,000.00			\$18,000.00	100.00%		
169	Valve Vault (M)	\$18,000.00	\$18,000.00			\$18,000.00	100.00%		
170	Pre-Engineered Building (L)	\$19,000.00	\$16,000.00	\$3,000.00		\$19,000.00	100.00%		
171	Pre-Engineered Building (M)	\$450,000.00	\$170,000.00	\$280,000.00		\$450,000.00	100.00%		
172	Submersible Pumps (L)	\$5,000.00	\$2,500.00	\$2,500.00		\$5,000.00	100.00%		
173	Submersible Pumps (M)	\$20,000.00	\$20,000.00			\$20,000.00	100.00%		
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		\$2,500.00		\$2,500.00	50.00%	\$2,500.00	
177	Potassium Permanganate Equipment (M)	\$20,000.00	\$15,000.00	\$5,000.00		\$20,000.00	100.00%		
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		\$2,500.00		\$2,500.00	50.00%	\$2,500.00	
181	Chlorine Gas Equipment (M)	\$20,000.00	\$15,000.00	\$5,000.00		\$20,000.00	100.00%		
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		\$2,500.00		\$2,500.00	50.00%	\$2,500.00	
185	Polyphosphate Feed Equipment (M)	\$20,000.00	\$15,000.00	\$5,000.00		\$20,000.00	100.00%		

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 PERIOD TO: 12/31/24
 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)
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		\$2,500.00		\$2,500.00	50.00%	\$2,500.00	
189	Fluoride Feed Equipment (M)	\$20,000.00	\$15,000.00	\$5,000.00		\$20,000.00	100.00%		
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		\$5,000.00		\$5,000.00	33.33%	\$10,000.00	
193	Blower (L)	\$5,000.00	\$4,000.00	\$1,000.00		\$5,000.00	100.00%		
194	Blower (M)	\$35,000.00	\$35,000.00			\$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	\$1,000.00		\$5,000.00	100.00%		
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	\$33,000.00	\$12,000.00		\$45,000.00	90.00%	\$5,000.00	
205	Metallic Process Pipe/Fittings (L)	\$840,000.00	\$765,000.00	\$15,000.00		\$780,000.00	92.86%	\$60,000.00	
206	Metallic Process Pipe/Fittings (M)	\$2,375,000.00	\$2,245,000.00	\$30,000.00		\$2,275,000.00	95.79%	\$100,000.00	
207	Plastic Process Piping/Fittings (L)	\$150,000.00	\$130,000.00	\$10,000.00		\$140,000.00	93.33%	\$10,000.00	
208	Plastic Process Piping/Fittings (M)	\$150,000.00	\$130,000.00	\$15,000.00		\$145,000.00	96.67%	\$5,000.00	
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	\$23,000.00			\$23,000.00	92.00%	\$2,000.00	
212	Valves and Accessories (M)	\$85,000.00	\$85,000.00			\$85,000.00	100.00%		
213	Gauges (L)	\$5,000.00		\$5,000.00		\$5,000.00	100.00%		
214	Gauges (M)	\$5,000.00	\$5,000.00			\$5,000.00	100.00%		
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	\$53,000.00	\$2,000.00		\$55,000.00	100.00%		
220	Sanitary Above Ground (M)	\$55,000.00	\$53,000.00	\$2,000.00		\$55,000.00	100.00%		
221	Facility Storm Drainage (L)	\$35,000.00	\$32,500.00			\$32,500.00	92.86%	\$2,500.00	
222	Facility Storm Drainage (M)	\$35,000.00	\$35,000.00			\$35,000.00	100.00%		

CONTINUATION SHEET			AIA DOCUMENT G703							
AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.							APPLICATION NO:		20	
In tabulations below, amounts are stated to the nearest dollar.							APPLICATION DATE:		12/26/24	
Use Column I on Contracts where variable retainage for line items may apply.							PERIOD TO:		12/31/24	
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223	Water Piping (L)	\$45,000.00	\$25,000.00	\$10,000.00		\$35,000.00	77.78%	\$10,000.00		
224	Water Piping (M)	\$45,000.00	\$25,000.00	\$18,000.00		\$43,000.00	95.56%	\$2,000.00		
225	Clean-Outs (L)	\$2,500.00	\$2,500.00			\$2,500.00	100.00%			
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	\$500.00	\$4,500.00		\$5,000.00	100.00%			
230	Wall Hydrants (M)	\$5,000.00	\$2,000.00	\$3,000.00		\$5,000.00	100.00%			
231	Plumbing Fixtures (L)	\$5,000.00	\$500.00	\$500.00		\$1,000.00	20.00%	\$4,000.00		
232	Plumbing Fixtures (M)	\$15,000.00	\$4,000.00	\$3,500.00		\$7,500.00	50.00%	\$7,500.00		
233	Sump Pumps (L)	\$15,000.00	\$14,000.00	\$1,000.00		\$15,000.00	100.00%			
234	Sump Pumps (M)	\$25,000.00	\$24,000.00	\$1,000.00		\$25,000.00	100.00%			
235	Water Heaters (L)	\$5,000.00	\$2,500.00	\$2,500.00		\$5,000.00	100.00%			
236	Water Heaters (M)	\$25,000.00	\$25,000.00			\$25,000.00	100.00%			
237	Sample Taps, Lines and Valves (L)	\$5,000.00	\$2,000.00	\$1,500.00		\$3,500.00	70.00%	\$1,500.00		
238	Sample Taps, Lines and Valves (M)	\$5,000.00	\$5,000.00			\$5,000.00	100.00%			
239	Record Plumbing Drawings	\$250.00						\$250.00		
240	Sheet Metal (L)	\$155,000.00	\$110,000.00	\$30,000.00		\$140,000.00	90.32%	\$15,000.00		
241	Sheet Metal (M)	\$25,000.00	\$22,500.00	\$2,500.00		\$25,000.00	100.00%			
242	Chimneys (L)	\$5,000.00	\$2,000.00	\$1,000.00		\$3,000.00	60.00%	\$2,000.00		
243	Chimneys (M)	\$5,000.00	\$2,500.00	\$2,500.00		\$5,000.00	100.00%			
244	Dampers (L)	\$5,000.00	\$2,000.00	\$1,000.00		\$3,000.00	60.00%	\$2,000.00		
245	Dampers (M)	\$5,000.00	\$2,500.00	\$2,500.00		\$5,000.00	100.00%			
246	Duct Insulation (L & M)	\$25,000.00						\$25,000.00		
247	Grilles/Registers/Diffusers (L)	\$5,000.00	\$2,000.00			\$2,000.00	40.00%	\$3,000.00		
248	Grilles/Registers/Diffusers (M)	\$5,000.00	\$2,500.00	\$1,500.00		\$4,000.00	80.00%	\$1,000.00		
249	Fans (L)	\$5,000.00		\$2,500.00		\$2,500.00	50.00%	\$2,500.00		
250	Fans (M)	\$5,000.00	\$4,500.00	\$500.00		\$5,000.00	100.00%			
251	Fans Startup	\$250.00						\$250.00		
252	Fans O & M Manuals	\$250.00						\$250.00		
253	Rooftop Units (L)	\$5,000.00		\$2,500.00		\$2,500.00	50.00%	\$2,500.00		
254	Rooftop Units (M)	\$25,000.00	\$15,000.00	\$10,000.00		\$25,000.00	100.00%			
255	Unit Heaters (L)	\$5,000.00		\$2,500.00		\$2,500.00	50.00%	\$2,500.00		
256	Unit Heaters (M)	\$25,000.00	\$15,500.00	\$9,500.00		\$25,000.00	100.00%			
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		

CONTINUATION SHEET

AIA DOCUMENT G703

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 APPLICATION DATE: 12/26/24
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 ENGINEER'S PROJECT NO: 173420014

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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	\$10,000.00			\$10,000.00	66.67%	\$5,000.00	
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	\$134,000.00	\$66,000.00		\$200,000.00	66.67%	\$100,000.00	
268	Temporary Electrical	\$50,000.00	\$50,000.00			\$50,000.00	100.00%		
269	Plant Controls (L)	\$65,000.00	\$2,000.00			\$2,000.00	3.08%	\$63,000.00	
270	Plant Controls (M)	\$125,000.00	\$70,000.00			\$70,000.00	56.00%	\$55,000.00	
271	Interior Fixtures and Lamps (L)	\$22,000.00	\$11,500.00			\$11,500.00	52.27%	\$10,500.00	
272	Interior Fixtures and Lamps (M)	\$35,000.00	\$34,000.00	\$1,000.00		\$35,000.00	100.00%		
273	Exterior Fixtures and Lamps (L)	\$5,000.00	\$1,000.00	\$4,000.00		\$5,000.00	100.00%		
274	Exterior Fixtures and Lamps (M)	\$10,000.00	\$9,000.00	\$1,000.00		\$10,000.00	100.00%		
275	Distribution Equipment (L)	\$125,000.00	\$39,000.00			\$39,000.00	31.20%	\$86,000.00	
276	Distribution Equipment (M)	\$500,000.00	\$458,000.00			\$458,000.00	91.60%	\$42,000.00	
277	Branch/Feeder Circuits (L)	\$40,000.00	\$29,500.00	\$6,500.00		\$36,000.00	90.00%	\$4,000.00	
278	Branch/Feeder Circuits (M)	\$25,000.00	\$21,000.00			\$21,000.00	84.00%	\$4,000.00	
279	Generator (L)	\$10,000.00	\$5,000.00	\$2,500.00		\$7,500.00	75.00%	\$2,500.00	
280	Generator (M)	\$125,000.00	\$124,000.00	\$1,000.00		\$125,000.00	100.00%		
281	Fire Alarm (L&M)	\$1,000.00						\$1,000.00	
282	Security (L&M)	\$15,000.00	\$1,000.00			\$1,000.00	6.67%	\$14,000.00	
283	Telephone (L&M)	\$5,000.00	\$500.00			\$500.00	10.00%	\$4,500.00	
284	Card Access System (L&M)	\$15,000.00	\$1,000.00			\$1,000.00	6.67%	\$14,000.00	
285	Plant Controls (L)	\$35,000.00	\$1,000.00			\$1,000.00	2.86%	\$34,000.00	
286	Plant Controls (M)	\$125,000.00	\$70,000.00			\$70,000.00	56.00%	\$55,000.00	
287	Computer Equipment (L&M)	\$70,000.00	\$1,000.00			\$1,000.00	1.43%	\$69,000.00	
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	\$216,362.26	\$122,142.29			\$122,142.29	56.45%	\$94,219.97	

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GRAND TOTALS		\$16,944,562.26	\$14,057,894.93	\$1,006,147.36	\$0.00	\$15,064,042.29		\$1,880,519.97	
Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity									

STAFF REPORT

Agenda Item: 6s.

Council Meeting January 9, 2025	Prepared By Jay Tobin
Topic Compensation and Classification Study	Action Required Review Report

Summary

Following the completion of Human Resource and Cultural Assessments for the city - consultants recommended and staff requested a “Position Classification and Compensation Study”. City Council approved a proposal to move forward having Abdo conduct the study on April 11, 2024. Abdo briefed Council on the planned process for the study on June 13, 2024 following up with additional discussion and guidance was provided on July 25, 2024. Additional updates were presented to Council on November 20, 2024 and December 12, 2024. The study is complete, and the resulting report is attached.

The study is intended to proactively address concerns and issues identified during the assessments regarding: job descriptions; job scoring; FLSA standards; pay equity; and others. While it is standard practice for cities to conduct classification and compensation studies every 5 to 7 years to address the reality of market and organizational changes, Corcoran has never conducted a full study. Abdo has been able to leverage familiarity with Corcoran’s current practices and issues after working closely with staff during the Human Resource and Cultural Assessments. The study process has been hindered and interrupted by operational challenges. Some challenges were anticipated in the incorporation of organizational structural changes approved in April. Other challenges came from unanticipated staff changes, compounded by the reality of demanding and dynamic requirements in a growing city.

Abdo will present report results, and Staff request that Council review report results in preparation for the presentation and for future Council Action at the January 23, 2025 Council Meeting.

Financial/Budget

\$70,100 to be paid for from “Central Services” business unit as a “Transfer” expense.

Recommendation

Staff recommend Council review the report in preparation for Abdo presentation and for future Council Action at the January 23, 2025 Council Meeting.

Council Action

1. Review Report.

Attachments

1. Abdo Position Classification & Compensation Study Report



Position Classification & Compensation Study Report

City of Corcoran, Minnesota

January 9th, 2025



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January 9th, 2025

City of Corcoran

Executive Summary

Abdo was contracted by the City of Corcoran to provide an independent position classification and compensation study to accomplish a variety of important strategic priorities, including job description review and updates, an analysis of the current municipal compensation markets, and a review of current and potential Minnesota Pay Equity compliance requirements. Since the last compensation study was conducted, the City has experienced changes in its workforce and operations, challenges finding and retaining skilled employees, and increased market competition for employees from neighboring cities.

As part of our study, Abdo worked closely with the City to review updated position descriptions provided for each current and proposed future position and conducted a Fair Labor Standards Act (FLSA) review to support the overtime exemption election for all applicable existing positions. FLSA testing checklists and results were provided to the City separate from this report.

To achieve the objectives set forth in our project scope of work, we completed a scoring exercise using a model similar to the State of Minnesota Hay Study. Using this model, each position was given a score in the following categories; Know-How, Problem Solving, Accountability and Special Conditions. These categories are intended to measure and rank the level of knowledge, skills, influence and impact on City operations for each position.

To complete the evaluation and scoring of Corcoran positions, we reviewed the organizational structure, job descriptions and requested additional information and clarification from City leadership, as needed. Upon completing the scoring of positions and conducting pay equity testing, our firm also completed a market wage analysis to compare the City's current wage scale, by position, to the comparable public employee wage market in Minnesota.

The market analysis consisted of analyzing salary data from comparable local governments in Minnesota by reviewing municipal salary data published by the League of Minnesota Cities (LMC) through their 2024 annual salary survey.

The results of both the classification (position scoring) and compensation analysis follow.

Methodology

Historically, the City has primarily relied upon an internally developed step and grade compensation model and has performed compensation analysis on a regular basis to remain competitive. While some positions may have been paid higher or lower than the predicted pay scale, the City has historically been in compliance with the Minnesota Pay Equity Act, submitting its most recent reporting in 2024. The City will be required to submit their next Pay Equity Report for 2027.

In recent years, the City has experienced a change in workforce and challenges finding skilled workers which have impacted both the job duties and wage demands for many positions. Also, current market wage pressure and competitive recruiting offers in many positions contribute toward an employee perception that the City may not be offering wages in line with the comparable market. In light of these organizational changes and challenges, the City of Corcoran determined that a formal, independent, system-wide position reclassification and market wage analysis was necessary to assist leadership in establishing a new, logical and justifiable employee wage and salary framework to build upon into the future.

Scoring Analysis

This section reflects the review, analysis and scoring of all Corcoran positions. To complete this task Abdo used updated job description information for current positions, based on direction from the City. Our firm reviewed the job descriptions and solicited necessary feedback from City representatives to gain the insight needed to accurately score each position. Scoring was completed using a plan adapted from the State of Minnesota Hay Method. The model assigned each position a score in the following categories (adapted from the State of Minnesota 2009 Hay Manual): Know-How, Problem Solving, Accountability, and Special Conditions.

Know-How represents the knowledge, skills and abilities (KSAs) an employee needs to be successful in a particular job. The Hay Method places the greatest emphasis on Know-How. Know-How is defined as an expert skill, information or body of knowledge that imparts an ability to cause a desired result. The Know-How category is the most heavily weighted category. If a position is more easily learned, the position will point toward the lower end of the scale.

Know-How category is further divided into three parts: Depth and Breadth of Job-Specific Knowledge (aka Technical and Specialized Know-How and Job-Specific Knowledge); Integrating Know-How (aka Managerial Breadth or Know-How); and Human Relation Skills (aka Human Relations Know-How). A number is assigned for total Know-How points by making several separate choices for each of the three elements described and an overall assessment.

Job-Specific Knowledge includes the position's requirements for knowledge and skills related to practices, procedures, specialized techniques and professional disciplines. It also includes basic and job-specific supervisory and managerial knowledge, skills, and abilities (KSAs), when appropriate. This aspect of Know-How does not make distinctions among differently sized managerial jobs nor does it include human relation skills. It is important to remember that this element measures the requirements of the position, not the qualifications of an incumbent.

Integrating Know-How considers the need to integrate and manage progressively more diverse functions and is used to rank managerial breadth and scope, from similar to very different functions. When required, basic and job-specific supervisory and managerial knowledge, skills and abilities are included in the Job-Specific part of a Know-How rating. The overall size of an organization directly influences the number of managerial breath categories, because the organizational size often reflects requirements for increased managerial complexity and diversity.

Human Relation Skills is the third element of a job's Know-How rating. It is the active, practicing interpersonal skills typically required for productive working relationships to work with, or through, others inside and/or outside of the organization to get work accomplished. It assumes that each job requires a foundation of basic human relations skills. To be effective, an employee must typically be proficient at the highest level of Human Relations Skill regularly required for the position.

Problem Solving is the process of working through details of a problem to reach a solution. Problem solving may include mathematical or systematic operations and can be a gauge of an individual's critical thinking skills. Problem Solving measures the intensity of the mental process that uses Know-How to: (1) identify, (2) define, and (3) resolve problems. It is a percentage of Know-How, reflecting the fact that "you think with what you know." This is true of even the most creative work. Ideas are put together from something already there. The raw material of any thinking is knowledge of facts, principles and means.

Context includes the influences or environment that limit or guide decision-making such as rules, instructions, procedures, standards, policies, principles from fields of science and academic disciplines. Positions are guided by organizational, departmental or functional goals, policies, objectives and practices circumscribed by procedures and instructions. In general, policies describe the "what" of a subject matter, procedures detail the steps needed to follow through on a policy (i.e., how, where, when, by whom) and instructions outline the specific aspects of how to perform the tasks, such as the operation of a machine or how to select the appropriate letters to use in particular situations.



Thinking Challenge includes the nature of the problems encountered and the mental processes used to resolve the problems. The scale ranges from simple problems to very complex issues, with the premise that simple issues recur regularly in the same form and after a while are resolved by rote or instinct, but very difficult issues require substantial thinking and deliberation. The types of situations encountered and the processes involved in identifying, defining or resolving related problems are considered. Thinking Challenge reflects the degree of difficulty in finding improvements and adapting to changes.

Accountability does not mean being responsible for getting one's own work done. Rather, it reflects responsibility for actions and their consequences and the measured effect of the job on end results for the organization. Accountability includes three factors: Freedom to Act/Empowerment, Magnitude, and Job Impact.

Freedom to Act/Empowerment involves the degree of personal or procedural control or guidance exercised over the position. For example, what constraints are put on an employee in this job? How closely supervised is the position? What kinds of decisions are made higher up in the organization?

Magnitude is the portion of the total organization encompassed by the position's primary purpose. It's most typically indicated by the general dollar size of the area(s) most directly affected by the job, i.e., the resources over which the position has control or influence. A variety of factors are considered such as size of budget is employee responsible for, what degree of influence is held and is this person a decision maker.

Job Impact is considered to be indirect (indirect or contributory) or direct and measurable (shared or primary). It involves the way in which the position's actions affect end results in the agency. For example, how does the employee influence the business - directly or indirectly? Does the employee provide advisory or interpretive services for others to use in making decisions? Is the job an information-recording one? Does it provide a necessary service with a relatively small effect on the business of the agency? "Contributory" and "primary" are, by far, the most frequently used options."

Special Conditions consider the physical effort, environmental conditions, hazard exposure, and sensory attention demands that an employee is commonly subject to in the position. For example, two positions may be assigned identical points in all other areas but the position that is regularly required to work in extreme outdoor conditions (i.e., heat or extreme cold) would receive additional points for these factors.

The work associated with this scoring represents the primary work conducted for this assignment, which is to review positions and functions and provide a consistent measurement and "scoring" of functions and responsibilities within the municipality.



Findings and Recommendations

Table 1 represents the grade assigned to each position based on the Methodology discussed.

Position Title	New Grade
Accounts Payable Clerk	3
Administrative Assistant	3
Community Development Assistant	3
Construction Services Coordinator	4
Administrative Assistant/Utility Billing Coordinator	4
Deputy Clerk	4
Maintenance Worker	5
Utility Maintenance Worker	5
Communications Specialist	6
Accountant	7
PW Crew Leader	7
Public Safety Administrative Manager	7
Parks and Recreation Manager	7
Police Patrol Officer	8
City Clerk	8
Detective	8
Police K9 Officer	8
Human Resource Generalist	8
Public Works Operations Manager	9
Planner	9
Construction Services Manager	10
IT Manager	10
Public Works Operations Superintendent	11
Utility Superintendent	11
Sergeant	11
Deputy Director of Fire	12
Development Superintendent	12
Finance Manager	13
Deputy Director of Public Safety	13
Assistant City Administrator	14
Community Development Director	14
Director of Public Safety	15
Public Works Director	15
City Administrator	17



Market Analysis

This section documents a sample of the wages offered to the employees of comparable local governmental units in Minnesota. The comparable government entities identified for this study were communities of comparable size, complexity, geographic location, and proximity to the metro area.

The City of Corcoran is within 40 miles of both St. Paul and Minneapolis and in close proximity to many other large metro cities. As a result, the City is actively competing for talented employees with these larger metro communities. The City should consider a competitive compensation scale to attract and retain qualified employees that have the knowledge, skills and abilities to provide service levels expected within the community, particularly considering the current labor market. These factors, coupled with the demand of specific technical and multi-faceted positions within the City, have resulted in the recommendations provided in this survey.

The wages of the comparable positions for the municipalities listed in **Table 2** were compared with those at the City of Corcoran. **It should be noted that the governments listed do not always have the exact type or number of positions as Corcoran and, in these cases, assumptions about duties and levels of responsibilities were made based on job titles and supervisory reporting information and were used to identify comparable positions.**

Table 2 - Market Survey

The Market Survey lists government agencies that were included in standard demographics for at least one existing position in the market analysis.

Dayton	Rogers
Medina	Victoria
Minnetrista	Wayzata
Orono	

The market analysis reflects comparable 2024 wages for the local governments analyzed. Results, by individual position, of the market wage study have been provided to City leadership. A summary of findings is found below.



Key market wage analysis considerations and findings include:

- All market and City of Corcoran wage data is based on 2024 compensation scales.
- Current employee pay range MINIMUMS for each position were, on average, **3.58% above** the market minimum pay for similar positions.
- Current employee pay range MAXIMUMS for each position were, on average, **3.16% below** the market minimum pay for similar positions.
- This tells us that, on average, ranges for current individual positions within the City are more narrow than market ranges.
- Significant market variances for many positions typically indicates that either the position wage range is well above or below the market or that the position within Corcoran may not be a good match to comparable data in regard to duties, experience requirements, and responsibilities, to other positions with similar titles in comparable cities. Potential causes of market variance for each position should be evaluated independently.
- Overall, a reevaluation of the existing position classification and wage scale will assist in realigning all positions in relation to the City's internal organizational structure and to the market. Doing so will presumably have a positive impact on future employee recruitment and current employee satisfaction and retention.
- The League of Minnesota Cities Survey reflects **2024 wage data** which was used for the market analysis
- It is important to consider that many cities approve annual Cost of Living Adjustments (COLA) and will plan to do so for a January 1, 2025, effective date.

Compensation Plan

During initial discussions with City leadership, it was clear that the following key strategic goals and assumptions applied:

- The City of Corcoran is motivated to attract and retain qualified talent to facilitate successful City operations and leadership. In order to do this effectively, both in the past and looking ahead, the City has historically aimed to position itself competitively related to wages and wishes to provide a compensation structure that motivates career progression and development.
- The City wishes to develop a formalized pay structure across the entire organization that will promote employee retention, be compliant with Minnesota Pay Equity requirements, and offer competitive pay for all positions.
- The City values the contributions, skills and experience of each individual and position and is committed to maintaining job descriptions that accurately depict each position.
- It is important to remember that, while employees represented by a union agreements were included in the market study and considered during development of the proposed step and grade compensation structure, union employee wages must be negotiated independently. Adoption of the proposed compensation model would approve the scoring for these union positions but would not place them in the proposed salary structure unless otherwise agreed upon through collective bargaining.

The proposed non-union compensation model reflects the following structural components:

- Step and grade model utilizes a total of 8 steps, including the start step, to achieve maximum compensation after 7 years and encompasses a total of 17 grade levels.
- All 8 steps are intended to be used as the standard compensation scale, to be awarded using the City's current step award process, primarily length of service and acceptable performance.
- The minimum pay level for the proposed non-union compensation scale is, on average, 2.61% above market minimum pay averages for each position.
- The maximum pay level for the proposed compensation scale is, on average, 1.92% above market maximum pay averages for each position.
- The proposed scale includes a 7 % adjustment between grades.
- The proposed scale reflects a 4% adjustment between steps.
- The range within each grade of the proposed scale (Step 1 through Step 8) is 32%.



Table 3 - Step and Grade Scale – Proposed 2025 Compensation Model

Grade	Standard Steps							
	1	2	3	4	5	6	7	8
1	\$ 24.18	\$ 25.15	\$ 26.15	\$ 27.20	\$ 28.29	\$ 29.42	\$ 30.60	\$ 31.82
2	\$ 25.87	\$ 26.91	\$ 27.98	\$ 29.10	\$ 30.27	\$ 31.48	\$ 32.74	\$ 34.05
3	\$ 27.68	\$ 28.79	\$ 29.94	\$ 31.14	\$ 32.39	\$ 33.68	\$ 35.03	\$ 36.43
4	\$ 29.62	\$ 30.81	\$ 32.04	\$ 33.32	\$ 34.65	\$ 36.04	\$ 37.48	\$ 38.98
5	\$ 31.70	\$ 32.96	\$ 34.28	\$ 35.65	\$ 37.08	\$ 38.56	\$ 40.10	\$ 41.71
6	\$ 33.91	\$ 35.27	\$ 36.68	\$ 38.15	\$ 39.67	\$ 41.26	\$ 42.91	\$ 44.63
7	\$ 36.29	\$ 37.74	\$ 39.25	\$ 40.82	\$ 42.45	\$ 44.15	\$ 45.92	\$ 47.75
8	\$ 38.83	\$ 40.38	\$ 42.00	\$ 43.68	\$ 45.42	\$ 47.24	\$ 49.13	\$ 51.09
9	\$ 41.55	\$ 43.21	\$ 44.94	\$ 46.73	\$ 48.60	\$ 50.55	\$ 52.57	\$ 54.67
10	\$ 44.45	\$ 46.23	\$ 48.08	\$ 50.00	\$ 52.00	\$ 54.09	\$ 56.25	\$ 58.50
11	\$ 47.57	\$ 49.47	\$ 51.45	\$ 53.50	\$ 55.65	\$ 57.87	\$ 60.19	\$ 62.59
12	\$ 50.90	\$ 52.93	\$ 55.05	\$ 57.25	\$ 59.54	\$ 61.92	\$ 64.40	\$ 66.97
13	\$ 54.46	\$ 56.64	\$ 58.90	\$ 61.26	\$ 63.71	\$ 66.26	\$ 68.91	\$ 71.66
14	\$ 58.27	\$ 60.60	\$ 63.02	\$ 65.55	\$ 68.17	\$ 70.89	\$ 73.73	\$ 76.68
15	\$ 62.35	\$ 64.84	\$ 67.44	\$ 70.13	\$ 72.94	\$ 75.86	\$ 78.89	\$ 82.05
16	\$ 66.71	\$ 69.38	\$ 72.16	\$ 75.04	\$ 78.05	\$ 81.17	\$ 84.41	\$ 87.79
17	\$ 71.38	\$ 74.24	\$ 77.21	\$ 80.30	\$ 83.51	\$ 86.85	\$ 90.32	\$ 93.94



Conclusion

When comparing the proposed step and grade scale to the current pay structure, the proposed scale incorporates one additional standard step and 17 standardized grade levels, compared to the existing scale which had a 6-month start and a one-year step in only 6 years to max.

In light of our comprehensive study and City compensation philosophy, our recommendation would be as follows:

- Approve all updated job description updates and proposed position scoring for each position; and
- Utilizing the 2024 step and grade scale to apply the approved 2025 (4%) cost of living adjustment (COLA) for all positions, adopt the 2025 step and grade scale; and
- Move each individual employee to the salary step closest to their current rate, without a decrease in salary, on the 2025 plan

Pay Equity Compliance

The 2023 pay scale for the City of Corcoran was tested in the Minnesota Pay Equity Compliance system, as required, and was found to be in compliance as of April 2024. The reports and certification generated from the 2024 testing have been included in **Appendix A** of the report

The proposed scale has also been tested in the Minnesota Pay Equity Compliance system and was found to be in compliance. The reports generated from the test have been included in **Appendix B** of the report. In addition, **Appendix C** includes a publication from the State of Minnesota providing guidance on interpreting and understanding the Minnesota Pay Equity System.

Implementation

The next step in this process is to consider implementation of the Compensation System. Before moving to this step there are several questions the Council will want to consider.

- Should the City adopt a new step and grade plan, including updated job descriptions and position grade assignments for all existing positions?
- What is the overall 2025 cost of implementation, assuming employees would move to the step and grade program and are placed at the step closest to, but not below, their current salary? See detailed implementation phases and costs below.

Transition onto Proposed Step and Grade Structure

If adopted, the proposed step and grade program, based on 2024 data and aged by 4% based on the approved 2025 COLA, effective pay period beginning February 8th, 2025, by placing employees at the step that is closest to their current salary, without a decrease in salary, and assumes that employees (if any) that are currently being compensated above the proposed wage scale would remain at their current rate of pay. Estimated costs of January 1, 2025, adoption are listed below.

Estimated Current Annual Payroll		\$	4,295,000.00
Phase 1:	Implementation Cost (Annualized) (Base)	\$	70,100.00 2%

It is important to note that estimated implementation costs do not include annualized wages for the addition/promotion of staff in new or currently vacant positions as these are not considered as part of the compensation structure implementation, but rather new or ongoing labor expenses.



Closing

Should the City decide to move to the new step and grade plan, we recommend approval at a regular meeting of the City Council.

Abdo would like to thank the City of Corcoran for the opportunity to prepare and present this Position Classification and Compensation Analysis. We would especially like to thank the leadership team for their assistance in providing the necessary data to conduct the study.



Appendix A

Results of Tests for Pay Equity Compliance

Date: April 23, 2024

Jurisdiction: Corcoran

ID#: 655

1. Completeness and Accuracy Test

- Passed. Required information was submitted accurately and on time.
- Passed by Exception. Request for Reconsideration approved.

2. Statistical Analysis Test

- Passed. Jurisdiction had more than three male classes and an underpayment ratio of 80% or more.
- Passed. Jurisdiction had at least six male classes, at least one class with a salary range, an underpayment ratio below 80% but a t-test that was not statistically significant.
- Passed by Exception. Request to Reconsideration approved

3. Salary Range Test

- Passed. Too few classes had an established number of years to move through a salary range.
- Passed. Salary range test showed a score of 80% or more.
- Passed by Exception. Request for Reconsideration approved.

4. Exceptional Service Pay Test

- Passed. Too few classes received exceptional service pay.
- Passed. Exceptional service pay test showed a score of 80% or more.
- Passed by Exception. Request for Reconsideration approved.

If you have questions or need assistance, please contact Dominique Murray at (651) 259-3805, or by email: pay.equity@state.mn.us

Appendix B

Compliance Report

Jurisdiction: Corcoran
8200 County Road 116

Report Year: 2027
Case: 1 - 2024 Proposed (Private (Jur Only))

Corcoran, MN 55340

Contact: Jay Tobin

Phone: (763) 400-7030

E-Mail: jtobin@corcoranmn.gov

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	16	11	1	28
# Employees	21	11	12	44
Avg. Max Monthly Pay per employee	9512.22	8433.71		8970.39

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 206.25 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	7	8
b. # Below Predicted Pay	9	3
c. TOTAL	16	11
d. % Below Predicted Pay (b divided by c = d)	56.25	27.27

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 30	Value of T = -3.537
------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = -4

b. Avg. diff. in pay from predicted pay for female jobs = 427

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 8.00

B. Avg. # of years to max salary for female jobs = 8.00

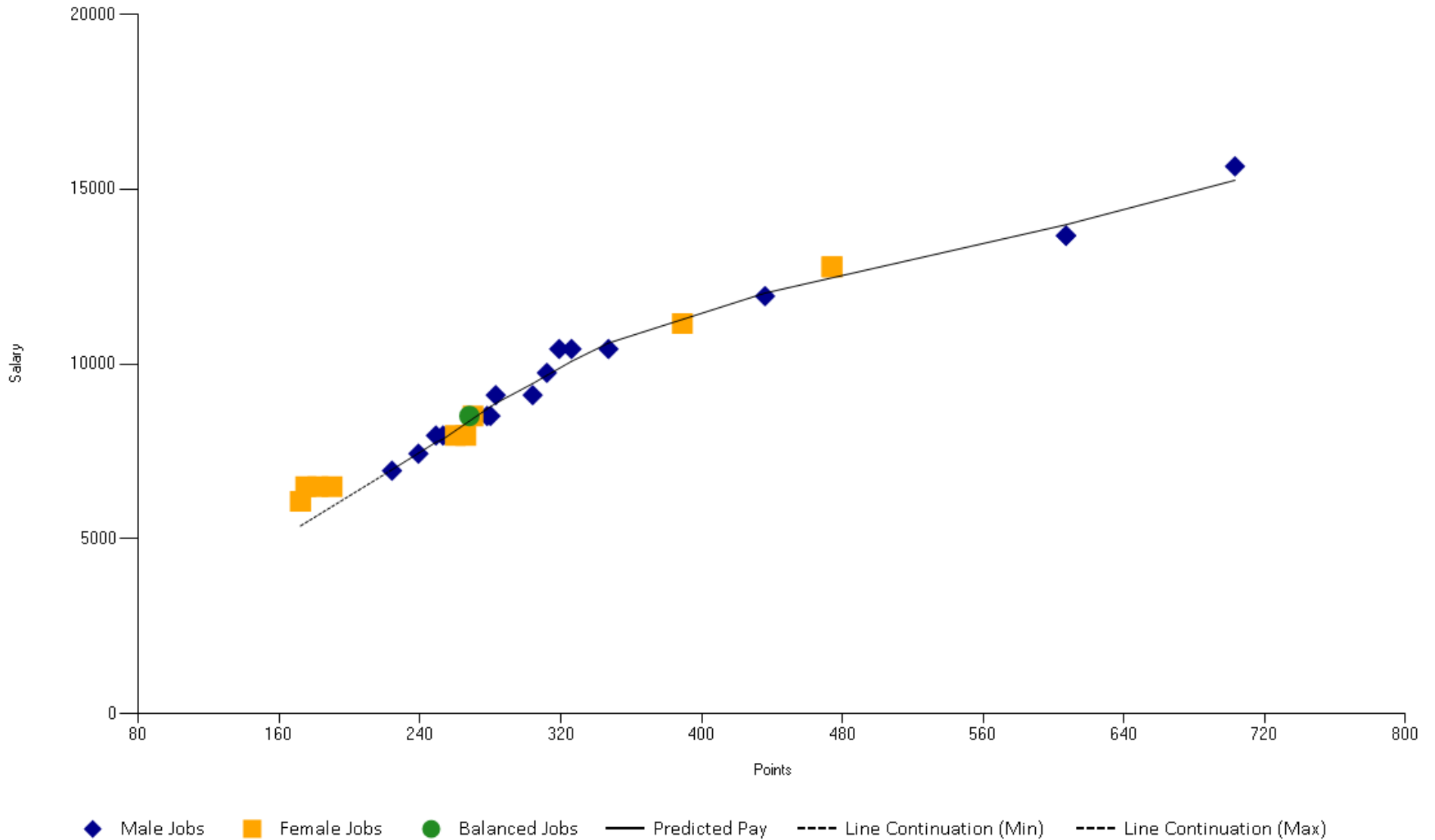
IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

Predicted Pay Report for: Corcoran Case: 2024 Proposed



Appendix C

Interpreting Results of Compliance Tests

Your jurisdiction is required to pass four tests to be in compliance with pay equity law. For more information about compliance tests, refer to the [Guide to Understanding Pay Equity Compliance](#).

- 1. Completeness and Accuracy Test** - Report is submitted on time, data is correct, and required information has been provided
- 2. Statistical or Alternative Test**- Compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points). The Minnesota Pay Equity Management System will generate results applying the Statistical Analysis Test. Underpayment ratio results of 80 and above are passing. In some cases, the Alternative Analysis is required and consists of a manual review of the data. Refer to the following page to determine which test applies to your report.
- 3. Salary Range Test** - Compares the average number of years required for female classes to move through a salary range consisting of a time-phased step progression to the average number of years required for male classes. Results of 0 or 80 and above are passing scores. (Test does not apply if years to achieve maximum salary are not defined or if salary ranges are not defined).
- 4. Exceptional Service Pay Test** - Compares the percentage of female classes receiving longevity or performance pay to the percentage of male classes receiving longevity or performance pay. In noting exceptional service pay, recipients must exceed the maximum salary reported. Results of 0 or 80 and above are passing scores. (Test does not apply if exceptional service pay is not available in your jurisdiction).

Compliance Determination Questionnaire

Answer the questions below to interpret results of a jurisdiction's compliance report.

Please note that MMB will make all final compliance determinations, this should be used for informational review purposes only.

1. Is the underpayment ratio at or above 80%?
 - A. Yes- Compliance (Go to question 4)
 - B. No- Are there 6 or more male classes and at least one class with a salary range?
 - I. YES- Move on to [T-test](#) and then go to question 2.
 - II. NO- Use alternative analysis test; go to question 3.

2. Is the value of T and degrees of freedom within range according to the t-test table?
 - A. Yes- Compliance (Go to question 4)
 - B. No- Out of compliance (Go to question 4, please note that even if the other tests listed in questions 4 and 5 have passing scores the jurisdiction may still be out of compliance)

3. Alternative Analysis Test - If the answer is yes to any of the statements below, the jurisdiction may be out of compliance, even if the other tests listed in questions 4 and 5 have passing scores.
 - *Is there a female job class with more points and less pay than a male class and the difference cannot be explained by years of service?*

 - *Is there a female job class with the same points as a male class and less pay and the difference cannot be explained by years of service?*

 - *Is there a female job class between 2 male classes and the female job class receives less pay than either male class and the difference cannot be explained by years of service?*

 - *Is there a female class rated lower than all male classes and pay is not reasonably proportionate to points as other classes and the difference cannot be explained by years of service?*
 - I. Did you answer yes to any of the questions above?
 - A. NO- Compliance, go to question 4
 - B. Yes- Jurisdiction may be out of compliance (Go to question 4, please note that even if the other tests listed in questions 4 and 5 have passing scores the jurisdiction may still be out of compliance)

4. Is the salary range test 0%, or at or above 80%?

- A. Yes- Compliance (Go to question 5)

- B. No- Out of compliance (Go to question 5, Jurisdiction may be out of compliance with pay equity law, even if there is a passing score on a test from a previous question)

5. Is the exceptional service pay test 0%, or at or above 80%?

- A. Yes- Compliance (End)

- B. No- Out of compliance (Jurisdiction might be out of compliance with pay equity law, even if there is a passing score on a test from a previous question)

Appendix D

Grade/Position	Standard Steps							
	1	2	3	4	5	6	7	8
1	\$ 24.18	\$ 25.15	\$ 26.15	\$ 27.20	\$ 28.29	\$ 29.42	\$ 30.60	\$ 31.82
2	\$ 25.87	\$ 26.91	\$ 27.98	\$ 29.10	\$ 30.27	\$ 31.48	\$ 32.74	\$ 34.05
3	\$ 27.68	\$ 28.79	\$ 29.94	\$ 31.14	\$ 32.39	\$ 33.68	\$ 35.03	\$ 36.43
Accounts Payable Clerk Administrative Assistant Community Development Assistant								
4	\$ 29.62	\$ 30.81	\$ 32.04	\$ 33.32	\$ 34.65	\$ 36.04	\$ 37.48	\$ 38.98
Construction Services Coordinator Administrative Assistant/Utility Billing Coordinator Deputy Clerk								
5	\$ 31.70	\$ 32.96	\$ 34.28	\$ 35.65	\$ 37.08	\$ 38.56	\$ 40.10	\$ 41.71
Maintenance Worker Utility Maintenance Worker								
6	\$ 33.91	\$ 35.27	\$ 36.68	\$ 38.15	\$ 39.67	\$ 41.26	\$ 42.91	\$ 44.63
Communications Specialist								
7	\$ 36.29	\$ 37.74	\$ 39.25	\$ 40.82	\$ 42.45	\$ 44.15	\$ 45.92	\$ 47.75
Accountant PW Crew Leader Public Safety Administrative Manager Parks and Recreation Manager								
8	\$ 38.83	\$ 40.38	\$ 42.00	\$ 43.68	\$ 45.42	\$ 47.24	\$ 49.13	\$ 51.09
Police Patrol Officer (K9/Detective) City Clerk Human Resource Generalist								
9	\$ 41.55	\$ 43.21	\$ 44.94	\$ 46.73	\$ 48.60	\$ 50.55	\$ 52.57	\$ 54.67
Public Works Operations Manager Planner								
10	\$ 44.45	\$ 46.23	\$ 48.08	\$ 50.00	\$ 52.00	\$ 54.09	\$ 56.25	\$ 58.50
Construction Services Manager IT Manager								
11	\$ 47.57	\$ 49.47	\$ 51.45	\$ 53.50	\$ 55.65	\$ 57.87	\$ 60.19	\$ 62.59
Public Works Operations Superintendent Utility Superintendent Sergeant								
12	\$ 50.90	\$ 52.93	\$ 55.05	\$ 57.25	\$ 59.54	\$ 61.92	\$ 64.40	\$ 66.97
Deputy Director of Fire Development Superintendent								
13	\$ 54.46	\$ 56.64	\$ 58.90	\$ 61.26	\$ 63.71	\$ 66.26	\$ 68.91	\$ 71.66
Finance Manager Deputy Director of Public Safety								
14	\$ 58.27	\$ 60.60	\$ 63.02	\$ 65.55	\$ 68.17	\$ 70.89	\$ 73.73	\$ 76.68
Assistant City Administrator Community Development Director								
15	\$ 62.35	\$ 64.84	\$ 67.44	\$ 70.13	\$ 72.94	\$ 75.86	\$ 78.89	\$ 82.05
Director of Public Safety Public Works Director								
16	\$ 66.71	\$ 69.38	\$ 72.16	\$ 75.04	\$ 78.05	\$ 81.17	\$ 84.41	\$ 87.79
17	\$ 71.38	\$ 74.24	\$ 77.21	\$ 80.30	\$ 83.51	\$ 86.85	\$ 90.32	\$ 93.94
City Administrator								

STAFF REPORT

Agenda Item: 6t.

Council Meeting January 9, 2025	Prepared By Jay Tobin
Topic: Part-time Accounts Payable Clerk	Action Requested: Approval, and Authorization

Summary

Staff has discovered that the volume of finance requirements outside of the Finance Manager services agreement exceed the capacity of our lone finance division employee (Accountant). Abdo has provided those additional services since 1 October, 2024 and Staff believes that a Part-time employee could provide quality and timely service as at a much more affordable expense.

The City shifted to a contracted Finance Manager services as a more predictable and affordable solution after cycling through 3 different Finance Managers followed by recruitments resulting in no qualified candidates at our price point. Since transitioning to the Finance Manager services contract in October, Abdo also filled capability gaps in accounts payable through December 31, 2024 as staff observed and analyzed our internal processes to discern necessary changes and identify true gaps versus transitional gaps. Staff has concluded that there continues to be a staffing gap in accounts payable, and that staffing that gap is more affordable than outsourcing the requirement

Staff has developed a job description for a Part-time Accounts Payable Clerk and request to fill that position immediately in order to most effectively address our financial operations gap in a way that also reduces the present cost of outsourcing the work.

Financial/Budget

The Part-time Accounts Payable Clerk scores as a grade 3 and is expected to cost approximately \$2,408 per month (we have been paying Abdo \$6,667.00 per month to do this work).

Council Action

Request Council approve the Part-time Accounts Payable Clerk job description and authorize staff to begin the hiring process to fill the position immediately.

Attachments

1. Part-time Accounts Payable Clerk Job Description



Accounts Payable Clerk

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

Position Details

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

Professional/Technical Duties and Responsibilities

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

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

Position Requirements

Knowledge, Skills, and Abilities

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

Minimum Education and Experience

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

Physical Demands and Work Environment

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

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

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

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

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

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

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

Core Values

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

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

Employee Name

Employee Signature

Date

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

STAFF REPORT

Agenda Item 7a.

City Council Meeting: January 9, 2025	Prepared By: Kendra Lindahl, AICP
Topic: Wetland Bank Easement Vacation and Conservation Easement (City File No. 24-039)	Action Required: Approval

Review Deadline: March 5, 2025 (120-day extension)

1. Application Request

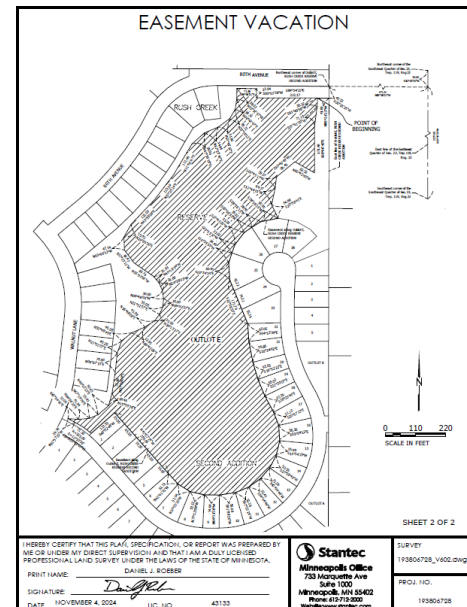
Emily Becker, on behalf of M/I Homes of Minneapolis/St. Paul, LLC (the applicant), is requesting the vacation of drainage and utility easements over Outlot E, Rush Creek Reserve Second Addition. The vacation of the easements will allow the land to be placed in a conservation easement, which will then be used for Wetland Banking purposes. The vacation is required to create as wetland bank, which will provide new easements over these areas in favor of the State of Minnesota Board of Water and Soil Resources (BWSR).

2. Analysis

As part of the Rush Creek Reserve subdivision, blanket drainage and utility easements and perimeter easements were provided over the outlots. The applicant has been working with the City as the Wetland Conservation Act (WCA) local government unit (LGU) and the Board of Water and Soil Resources (BWSR) to establish a wetland bank on this property. One of the conditions of approval is that the applicant provide an unencumbered easement over the wetland areas in favor of the State of Minnesota (BWSR).

The applicant is proposing to vacate only the portion of the Outlot E easement that will be covered by the BWSR easement and the remainder would remain to benefit the City. The City Engineer has reviewed the request and recommends approval with conditions, including the requirement that the developer provides an escrow for wetland bank monitoring for five years as required for wetland banks.

The Rush Creek Reserve Planned Unit Development (PUD) required that Outlot E be maintained by the homeowners association (HOA). M/I Homes still owns Outlot E, but the change from an outlot with a wetland to an outlot with a wetland bank brings additional maintenance responsibilities. The draft approvals require the applicant to provide proof that the Long Term Management Document has been recorded and incorporated into the HOA documents. The City is continuing to work with the applicant and BWSR to finalize these documents to ensure compliance.



3. Recommendation

Move to adopt Resolution 2025-06 approving the easement vacation for Rush Creek Reserve Second Addition.

Attachments

1. Resolution 2025-06 approving the easement vacation for Rush Creek Reserve Second Addition.
2. City Engineer's Memo dated January 2, 2025
3. Location Aerial Map
4. Rush Creek Reserve Second Addition Final Plat
5. Applicant's Narrative received November 5, 2024
6. Easement vacation exhibit – Outlot E
7. Draft Perpetual Conservation Easement for Wetland Bank

RESOLUTION NO. 2025-06

Motion By:
Seconded By:

**APPROVING VACATION OF DRAINAGE AND UTILITY EASEMENTS FOR A PORTION OF
OUTLOT E, RUSH CREEK RESERVE SECOND ADDITION (CITY FILE 24-039)**

WHEREAS, M/I Homes of Minneapolis/St. Paul, LLC (“the applicant”) has requested approval of an easement vacation within the subdivision legally described as

Outlot E, Rush Creek Reserve Second Addition

WHEREAS, the applicant has been working to establish a wetland bank on the property; and

WHEREAS, the approving agencies require a perpetual conservation easement over the wetland bank in favor of the State of Minnesota; and

WHEREAS, the easement must be unencumbered by existing drainage and utility easements;

WHEREAS, the applicant has requested vacation of the existing easements legally described as follows:

See Attachment A

WHEREAS, the Corcoran City Council considered this item at a Public Hearing;

WHEREAS, notice of the public hearing was mailed to all landowners of property directly abutting the area to be vacated and to all utility companies serving the area;

WHEREAS, notice of the public hearing was published in the official newspaper;

WHEREAS, the City finds that the existing drainage and utility easements are no longer required as new easements will be dedicated with this resolution; and

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

1. The easement vacation is approved in accordance with the plans and application received by the City on November 5, 2024, except as amended by this resolution.
2. The applicant must comply with the conditions in the City Engineer’s memo dated January 2, 2025.
3. The applicant must dedicate new drainage and utility easements over the proposed wetland areas to the City.

RESOLUTION NO. 2025-06

4. Prior to release of the vacation resolution for recording, the applicant must provide a copy of the new easement for City review and approval.
5. Prior to release of the documents for filing, the applicant must provide proof that the Long Term Management Document has incorporated into the HOA documents. These documents must be submitted for review and approval by the City Attorney and recorded against the property if directed by the City.
6. The applicant must provide a \$30,000.00 escrow to the City for wetland bank monitoring.
7. The applicant must record the resolution approving the vacation at Hennepin County and provide proof of recording to the City.
8. The applicant must record the new easement at Hennepin County and provide proof of recording to the City.

VOTING AYE

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

VOTING NAY

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 9th day of January 2025.

Tom McKee - Mayor

ATTEST:

Debra Johnson – City Clerk

City Seal

RESOLUTION NO. 2025-06

Attachment A – Legal Description

That part of the drainage and utility easement dedicated over, under, and across Outlot E, RUSH CREEK RESERVE SECOND ADDITION, according to the recorded plat thereof, Hennepin County, Minnesota, described as follows:

Commencing at the northeast corner of said Outlot E; thence South 00 degrees 05 minutes 35 seconds West, assumed bearing along the east line of said Outlot E, a distance of 42.53 feet; thence North 89 degrees 54 minutes 25 seconds West, 41.89 feet to the point of beginning; thence South 01 degree 40 minutes 58 seconds West, 30.32 feet; thence South 07 degrees 41 minutes 00 seconds West, 71.19 feet; thence South 00 degrees 00 minutes 40 seconds East, 171.48 feet; thence North 60 degrees 43 minutes 49 seconds West, 82.32 feet; thence South 50 degrees 49 minutes 45 seconds West, 86.46 feet; thence South 06 degrees 45 minutes 17 seconds West, 38.27 feet; thence South 11 degrees 44 minutes 13 seconds West, 64.77 feet; thence South 25 degrees 58 minutes 41 seconds East, 54.68 feet to the boundary of said Outlot E; thence South 78 degrees 56 minutes 25 seconds West, 65.00 feet; thence South 58 degrees 26 minutes 15 seconds West, 38.40 feet; thence South 55 degrees 06 minutes 33 seconds West, 33.02 feet; thence South 37 degrees 41 minutes 05 seconds West, 55.00 feet; thence South 20 degrees 15 minutes 37 seconds West, 33.02 feet; thence South 16 degrees 55 minutes 55 seconds West, 38.40 feet; thence South 03 degrees 34 minutes 14 seconds East, 60.95 feet; thence South 22 degrees 08 minutes 53 seconds East, 171.79 feet; thence South 04 degrees 15 minutes 39 seconds East, 65.05 feet; thence South 10 degrees 34 minutes 02 seconds East, 76.86 feet; thence South 16 degrees 52 minutes 22 seconds East, 65.03 feet; thence South 22 degrees 39 minutes 07 seconds East, 65.03 feet; thence South 28 degrees 25 minutes 44 seconds East, 67.36 feet; thence South 20 degrees 57 minutes 13 seconds East, 51.13 feet; thence South 03 degrees 54 minutes 12 seconds East, 56.20 feet; thence South 13 degrees 54 minutes 25 seconds West, 55.99 feet; thence South 27 degrees 58 minutes 49 seconds West, 50.56 feet; thence South 40 degrees 54 minutes 44 seconds West, 51.26 feet; thence South 54 degrees 04 minutes 48 seconds West, 52.41 feet; thence South 67 degrees 23 minutes 26 seconds West, 52.38 feet; thence South 81 degrees 28 minutes 26 seconds West, 58.68 feet; thence North 89 degrees 21 minutes 56 seconds West, 54.94 feet; thence North 77 degrees 12 minutes 08 seconds West, 53.12 feet; thence North 57 degrees 51 minutes 32 seconds West, 51.04 feet; thence North 42 degrees 41 minutes 01 second West, 52.73 feet; thence North 41 degrees 27 minutes 14 seconds West, 295.00 feet; thence South 48 degrees 32 minutes 46 seconds West, 113.53 feet; thence northwesterly 71.18 feet along a non-tangential curve concave to the southwest having a radius of 335.00 feet, a central angle of 12 degrees 10 minutes 26 seconds, a chord bearing of North 55 degrees 52 minutes 07 seconds West and having a chord length of 71.05 feet; thence North 61 degrees 57 minutes 20 seconds West, tangent to last described curve, 29.78 feet; thence South 85 degrees 04 minutes 41 seconds East, 37.00 feet; thence North 84 degrees 36 minutes 25 seconds East, 41.94 feet; thence North 67 degrees 19 minutes 09 seconds East, 33.43 feet; thence North 49 degrees 10 minutes 23 seconds East, 50.63 feet; thence North 15 degrees 55 minutes 18 seconds East, 49.46 feet; thence North 07 degrees 58 minutes 09 seconds East, 75.18 feet; thence North 06 degrees 07 minutes 15 seconds East, 70.83 feet; thence North 21 degrees 01 minute 07 seconds East, 46.28 feet; thence North 50 degrees 48 minutes 49 seconds East, 46.28 feet; thence North 66 degrees 41 minutes 09 seconds East, 52.95 feet; thence North 56 degrees 48 minutes 28 seconds East, 41.09 feet; thence North 38 degrees 13 minutes 27 seconds East, 30.00 feet; thence North 22 degrees 32 minutes 57 seconds East, 30.00 feet; thence North 06 degrees 52 minutes 27 seconds East, 30.00 feet; thence North 08 degrees 48 minutes 03

RESOLUTION NO. 2025-06

seconds West, 30.00 feet; thence North 24 degrees 28 minutes 33 seconds West, 30.00 feet; thence North 40 degrees 18 minutes 54 seconds West, 30.63 feet; thence North 55 degrees 23 minutes 02 seconds West, 85.76 feet; thence North 37 degrees 07 minutes 11 seconds West, 58.40 feet; thence North 03 degrees 00 minutes 13 seconds West, 47.14 feet; thence North 29 degrees 26 minutes 30 seconds East, 53.42 feet; thence North 43 degrees 33 minutes 08 seconds East, 122.05 feet; thence North 37 degrees 25 minutes 14 seconds East, 115.39 feet; thence North 31 degrees 05 minutes 47 seconds East, 131.48 feet; thence North 47 degrees 56 minutes 19 seconds East, 59.96 feet; thence North 67 degrees 23 minutes 41 seconds East, 54.94; thence North 53 degrees 45 minutes 32 seconds East, 51.86 feet; thence North 29 degrees 59 minutes 12 seconds East, 38.72 feet; thence North 09 degrees 42 minutes 47 seconds East, 38.72 feet; thence North 00 degrees 32 minutes 57 seconds West, 38.03 feet; thence South 89 degrees 36 minutes 01 second East, 71.58 feet; thence South 00 degrees 07 minutes 38 seconds West, 33.94 feet; thence South 89 degrees 54 minutes 25 seconds East, 222.17 feet to the point of beginning.

STORMWATER MAINTENANCE ACCESS AGREEMENT

THIS AGREEMENT is made and entered into as of the _____ day of _____, 20___, by and between the City of Corcoran, a Minnesota municipal corporation (the “City”), and M/I Homes of Minneapolis/St. Paul, LLC (the “Developer”). The City and the Developer are sometimes collectively referred to herein as the “parties” or each a “party”.

WITNESSETH:

WHEREAS, the Developer owns certain real property located in the Hennepin County, Minnesota, legally described on Exhibit A attached hereto (the “Property”); and

WHEREAS, the Developer has granted to the Minnesota Board of Water and Soil Resources (BWSR), a conservation easement over the portions of the Property as described and shown in Exhibit B, (collectively the “Easement Areas”); and

WHEREAS, the Developer intends to construct a wetland bank within a portion of the Easement Areas for the benefit of the Property; and

WHEREAS, the City and the Developer intend to comply with certain conditions, including entering into a maintenance access agreement regarding the drainage areas within the Easement Area;

NOW, THEREFORE, in consideration of mutual covenants of the parties set forth herein and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Maintenance of the Stormwater Improvements. The Developer, and its successors and assigns, as fee owner of the Property shall be responsible for maintaining the Stormwater Improvements and for observing all drainage laws governing the operation and maintenance of the Stormwater Improvements. The Developer shall provide the City with a schedule acceptable to the City for the periodic inspection of the Stormwater Improvements by the Developer. The Developer shall make all such scheduled inspections, keep records of all inspections and maintenance activities, and submit such records annually to the City. The cost of all inspections and maintenance, including, but not limited to, skimming and cleaning of the Stormwater Improvements, shall be the obligation of the Developer and its successors or assigns as the fee owner of the Property.

2. City's Maintenance Rights. The City may maintain the Stormwater Improvements, as provided in this paragraph, if the City reasonably believes that the Developer or its successors or assigns has failed to maintain the Stormwater Improvements in accordance with applicable drainage laws or performance guidelines as listed in the Minnesota Pollution Control Agency's document Minnesota Stormwater Manual, and such failure continues for 30 days after the City gives the Developer written notice of such failure or, if such tasks cannot be completed within 30 days, after such time period as may be reasonably required to complete the required tasks provided that Developer is making a good faith and diligent effort to complete said task. The City's notice shall specifically state which maintenance tasks are to be performed. If Developer does not complete the maintenance tasks within the required time period after such notice is given by the City, the City shall have the right to enter upon the Easement Areas to perform such maintenance tasks. In such case, the City shall send an invoice of its reasonable maintenance costs to the Developer or its successors or assigns, which shall include all reasonable staff time, engineering and legal and other reasonable costs and expenses incurred by the City. If the Developer, or its successors or assigns, fails to reimburse the City for its costs and expenses in maintaining the Stormwater Improvements within 30 days of receipt of an invoice for such costs, the City shall have the right to assess the full cost thereof against the Property. The Developer, on behalf of itself and its successors and assigns, acknowledges that the maintenance work performed by the City regarding the Stormwater Improvements benefits the Property in an amount which exceeds the assessment and hereby waives any right to hearing or notice and the right to appeal the assessments otherwise provided by Minnesota Statutes, Chapter 429. Notwithstanding the foregoing, in the event of an emergency, as determined by the City Engineer, the 30-day notice requirement to the Developer for failure to perform maintenance tasks shall be and hereby is waived in its entirety by the Developer, and the Developer shall reimburse the City and be subject to assessment for any expense so incurred by the City in the same manner as if written notice as described above has been given.

3. Hold Harmless. The Developer hereby agrees to indemnify and hold harmless the City and its agents, representatives, officials, assigns, and employees against any and all claims, demands, losses, damages, and expenses (including reasonable attorneys' fees) arising out of or resulting from the Developer's, or the Developer's agents', contractors', assigns' or employees' negligent or intentional acts, or any violation of any safety law, regulation or code in the

performance of this Agreement, without regard to any inspection or review made or not made by the City, its agents, representatives, officials, assigns or employees or failure by the City, its agents, representatives, officials, assigns or employees to take any other prudent precautions. In the event the City, upon the failure of the Developer to comply with any conditions of this Agreement, performs said conditions pursuant to its authority in this Agreement, the Developer shall indemnify and hold harmless the City, its agents, representatives, officials, assigns, and employees for its own negligent acts in the performance of the Developer's required work under this Agreement, but this indemnification shall not extend to intentional or grossly negligent acts of the City, its agents, representatives, officials, assigns or employees.

4. Costs of Enforcement. The Developer agrees to reimburse the City for all costs prudently incurred by the City in the enforcement of this Agreement, or any portion thereof, including court costs and reasonable attorneys' fees.

5. Rights Not Exclusive. No right of the City under this Agreement shall be deemed to be exclusive and the City shall retain all rights and powers it may have under Minnesota Statutes, sections 444.16 to 444.21 (as the same may be amended) to acquire, construct, reconstruct, extend, maintain and otherwise improve the Stormwater Improvements.

6. Notice. All notices required under this Agreement shall either be personally delivered or be sent by U.S. certified or registered mail, postage prepaid, and addressed as follows:

a) as to Developer: M/I Homes of Minneapolis/St. Paul, LLC
5354 Parkdale Drive, Suite 100
St Louis Park, Minnesota 55416
ATTN: Emily Becker

b) as to City: City of Corcoran
8200 County Road 116
Corcoran, MN 55340
ATTN: City Administrator

or at such other address as either party may from time to time notify the other in writing in accordance with this paragraph.

7. Successors. All duties and obligations of Developer under this Agreement shall also be duties and obligations of Developer's successors and assigns. The terms and conditions of this Agreement shall run with the Property.

8. Effective Date. This Agreement shall be binding and effective as of the date first written above.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

DEVELOPER:

By: _____

Its: _____

STATE OF MINNESOTA)
 (ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this _____ day of
_____, 20____, by _____ the
_____ of _____
on its behalf.

NOTARY PUBLIC

EXHIBIT A
(the “Property”)

Outlot E, RUSH CREEK RESERVE SECOND ADDITION

EXHIBIT B
(the "Easement Areas")

That part of the drainage and utility easement dedicated over, under, and across Outlot E, RUSH CREEK RESERVE SECOND ADDITION, according to the recorded plat thereof, Hennepin County, Minnesota, described as follows:

Commencing at the northeast corner of said Outlot E; thence South 00 degrees 05 minutes 35 seconds West, assumed bearing along the east line of said Outlot E, a distance of 42.53 feet; thence North 89 degrees 54 minutes 25 seconds West, 41.89 feet to the point of beginning; thence South 01 degree 40 minutes 58 seconds West, 30.32 feet; thence South 07 degrees 41 minutes 00 seconds West, 71.19 feet; thence South 00 degrees 00 minutes 40 seconds East, 171.48 feet; thence North 60 degrees 43 minutes 49 seconds West, 82.32 feet; thence South 50 degrees 49 minutes 45 seconds West, 86.46 feet; thence South 06 degrees 45 minutes 17 seconds West, 38.27 feet; thence South 11 degrees 44 minutes 13 seconds West, 64.77 feet; thence South 25 degrees 58 minutes 41 seconds East, 54.68 feet to the boundary of said Outlot E; thence South 78 degrees 56 minutes 25 seconds West, 65.00 feet; thence South 58 degrees 26 minutes 15 seconds West, 38.40 feet; thence South 55 degrees 06 minutes 33 seconds West, 33.02 feet; thence South 37 degrees 41 minutes 05 seconds West, 55.00 feet; thence South 20 degrees 15 minutes 37 seconds West, 33.02 feet; thence South 16 degrees 55 minutes 55 seconds West, 38.40 feet; thence South 03 degrees 34 minutes 14 seconds East, 60.95 feet; thence South 22 degrees 08 minutes 53 seconds East, 171.79 feet; thence South 04 degrees 15 minutes 39 seconds East, 65.05 feet; thence South 10 degrees 34 minutes 02 seconds East, 76.86 feet; thence South 16 degrees 52 minutes 22 seconds East, 65.03 feet; thence South 22 degrees 39 minutes 07 seconds East, 65.03 feet; thence South 28 degrees 25 minutes 44 seconds East, 67.36 feet; thence South 20 degrees 57 minutes 13 seconds East, 51.13 feet; thence South 03 degrees 54 minutes 12 seconds East, 56.20 feet; thence South 13 degrees 54 minutes 25 seconds West, 55.99 feet; thence South 27 degrees 58 minutes 49 seconds West, 50.56 feet; thence South 40 degrees 54 minutes 44 seconds West, 51.26 feet; thence South 54 degrees 04 minutes 48 seconds West, 52.41 feet; thence South 67 degrees 23 minutes 26 seconds West, 52.38 feet; thence South 81 degrees 28 minutes 26 seconds West, 58.68 feet; thence North 89 degrees 21 minutes 56 seconds West, 54.94 feet; thence North 77 degrees 12 minutes 08 seconds West, 53.12 feet; thence North 57 degrees 51 minutes 32 seconds West, 51.04 feet; thence North 42 degrees 41 minutes 01 second West, 52.73 feet; thence North 41 degrees 27 minutes 14 seconds West, 295.00 feet; thence South 48 degrees 32 minutes 46 seconds West, 113.53 feet; thence northwesterly 71.18 feet along a non-tangential curve concave to the southwest having a radius of 335.00 feet, a central angle of 12 degrees 10 minutes 26 seconds, a chord bearing of North 55 degrees 52 minutes 07 seconds West and having a chord length of 71.05 feet; thence North 61 degrees 57 minutes 20 seconds West, tangent to last described curve, 29.78 feet; thence South 85 degrees 04 minutes 41 seconds East, 37.00 feet; thence North 84 degrees 36 minutes 25 seconds East, 41.94 feet; thence North 67 degrees 19 minutes 09 seconds East, 33.43 feet; thence North 49 degrees 10 minutes 23 seconds East, 50.63 feet; thence North 15 degrees 55 minutes 18 seconds East, 49.46 feet; thence North 07 degrees 58 minutes 09 seconds East, 75.18 feet; thence North 06 degrees 07 minutes 15 seconds East, 70.83 feet; thence North 21 degrees 01 minute 07 seconds East, 46.28 feet; thence North 50 degrees 48 minutes 49 seconds East, 46.28 feet; thence North

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To: Kevin Mattson, PE, Public Works
Director City of Corcoran

From: Kent Torve, City Engineer
Steve Hegland, PE

Project: Rush Creek Reserve Easement
Vacation

Date: January 2, 2025

Exhibits:

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

1. Rush Creek Reserve Easement Vacation Request by M/I Homes
2. Easement Vacation Exhibit by Stantec Dated November 4, 2024

General:

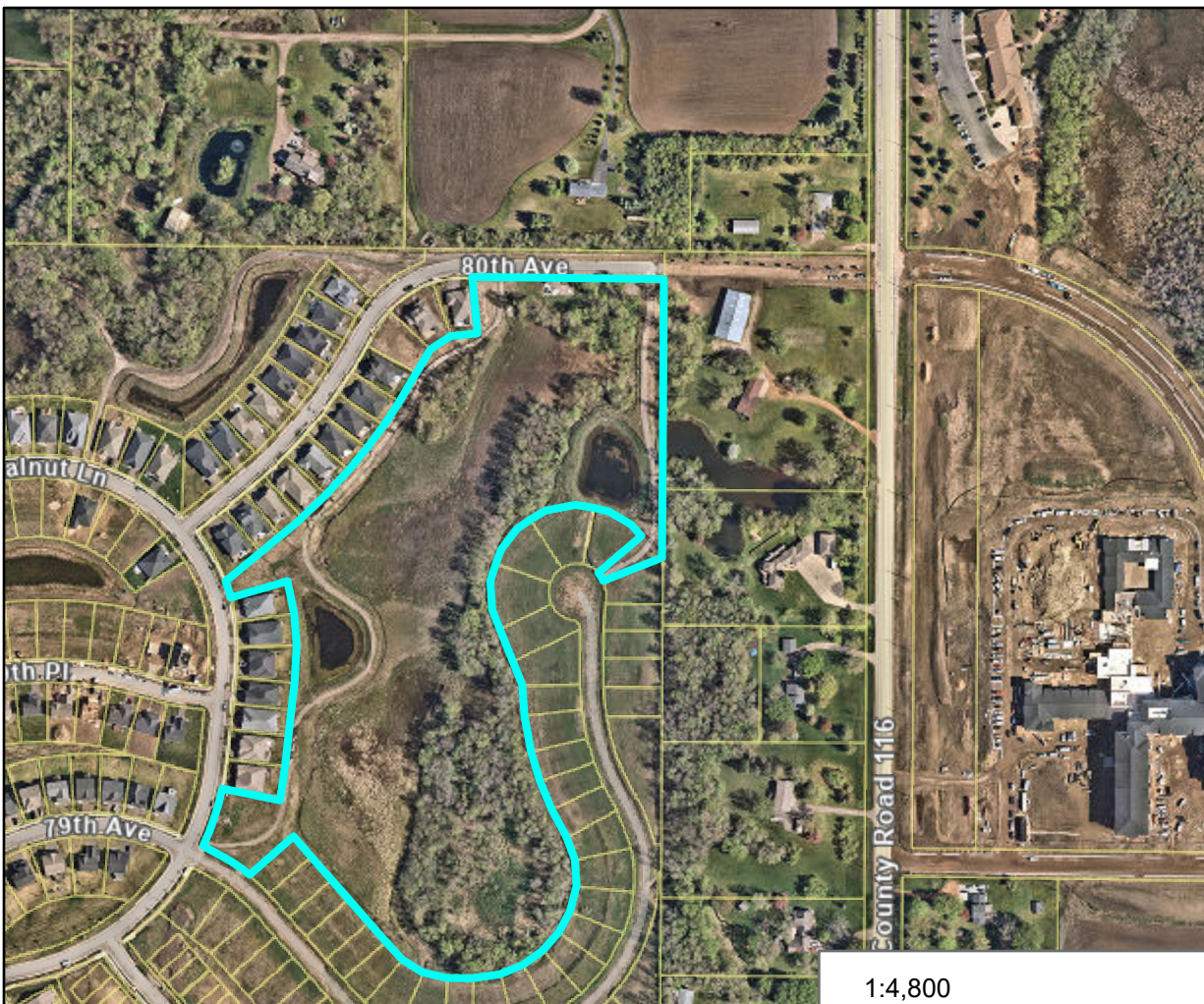
1. We are supportive of the easement vacation if the following conditions can be met.
 - o The city should obtain a stormwater maintenance access agreement over the easement vacation area which would allow the city to enter and perform any stormwater maintenance items should they need to. As offsite stormwater flows through the wetland bank, this would allow the City to enter the area and remedy any issues that are affecting offsite parcels should the responsible party not do so in a timely manner.
 - o As the HOA is responsible for the long-term maintenance of the wetland bank, we would recommend the maintenance responsibly and associated documents be formally incorporated into the HOA documents for the Rush Creek Reserve development.

End of Comments



Hennepin County Property Map

Date: 1/2/2025



PARCEL ID: 2311923410033

OWNER NAME: M/I Homes/Mpls/St Paul Llc

PARCEL ADDRESS: 20031 80th Ave, Corcoran MN 55340

PARCEL AREA: 17.83 acres, 776,583 sq ft

A-T-B: Abstract

SALE PRICE:

SALE DATE:

SALE CODE:

ASSESSED 2023, PAYABLE 2024

PROPERTY TYPE: Vacant Land-Residential

HOMESTEAD: Non-Homestead

MARKET VALUE: \$1,000

TAX TOTAL: \$15.84

ASSESSED 2024, PAYABLE 2025

PROPERTY TYPE: Vacant Land-Residential

HOMESTEAD: Non-Homestead

MARKET VALUE: \$1,200

Comments:

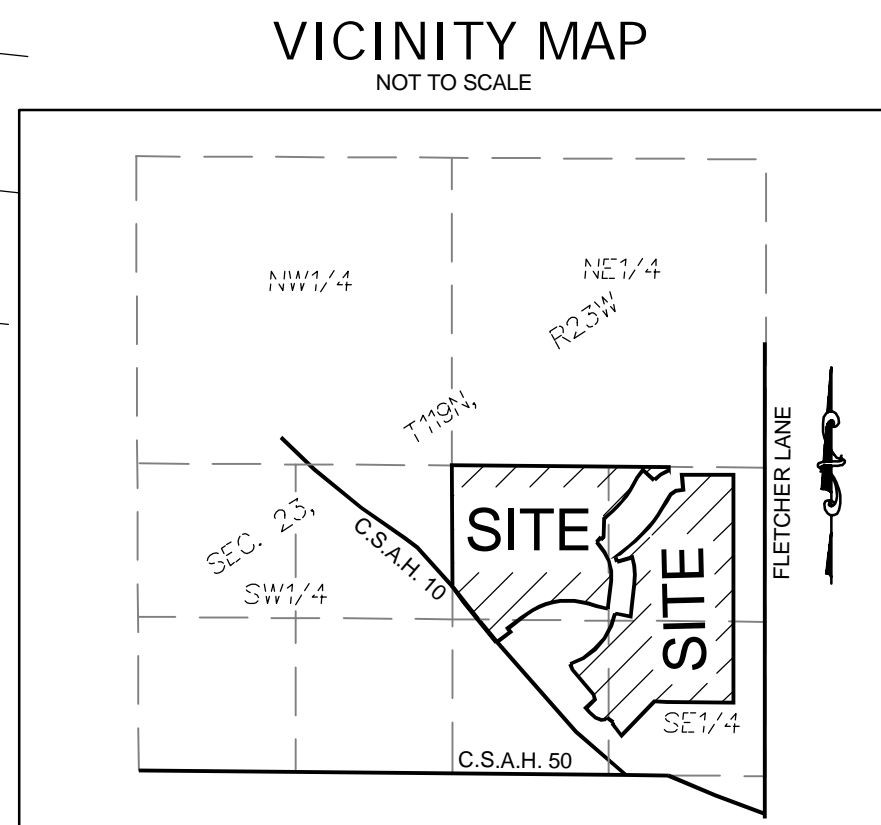
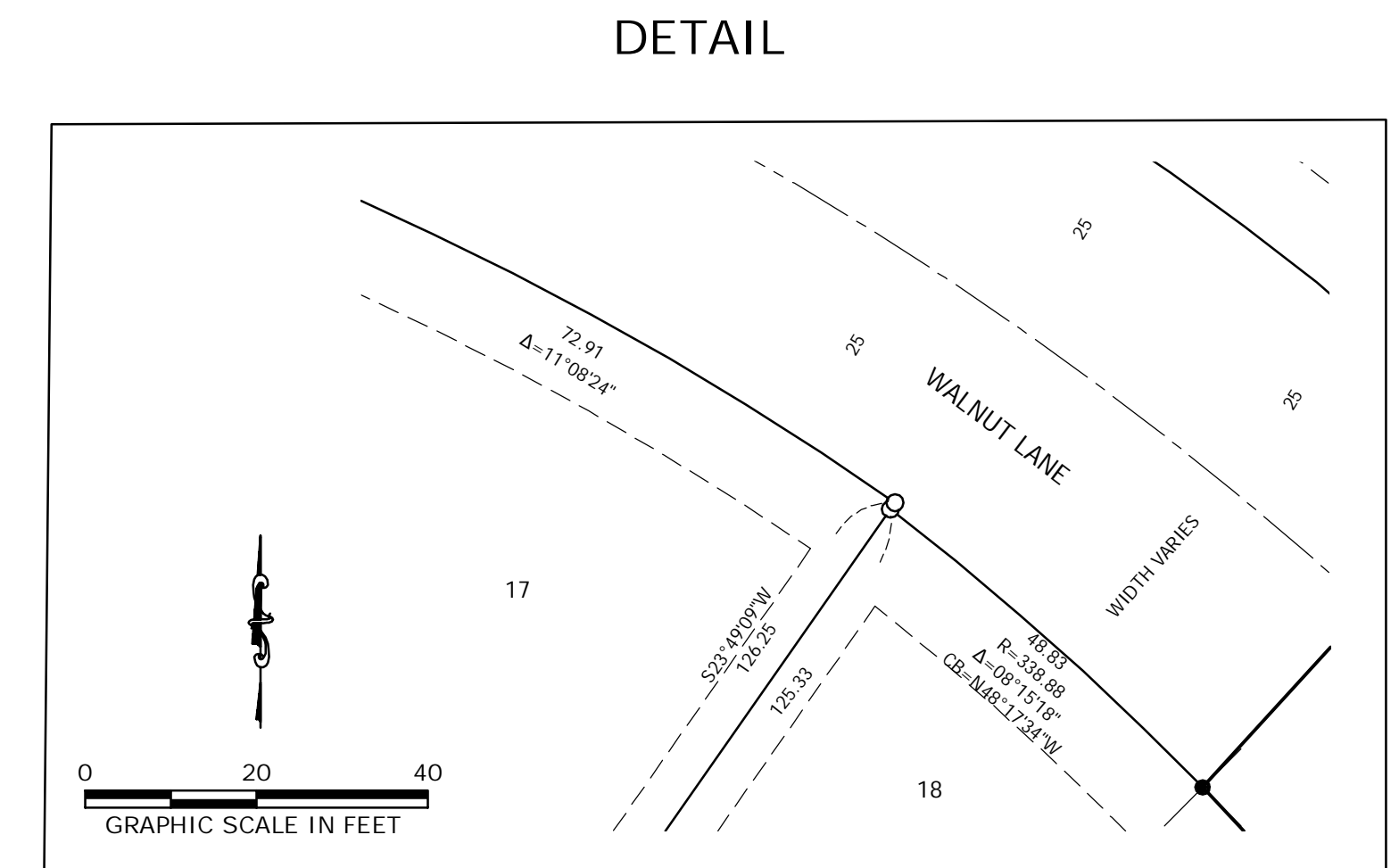
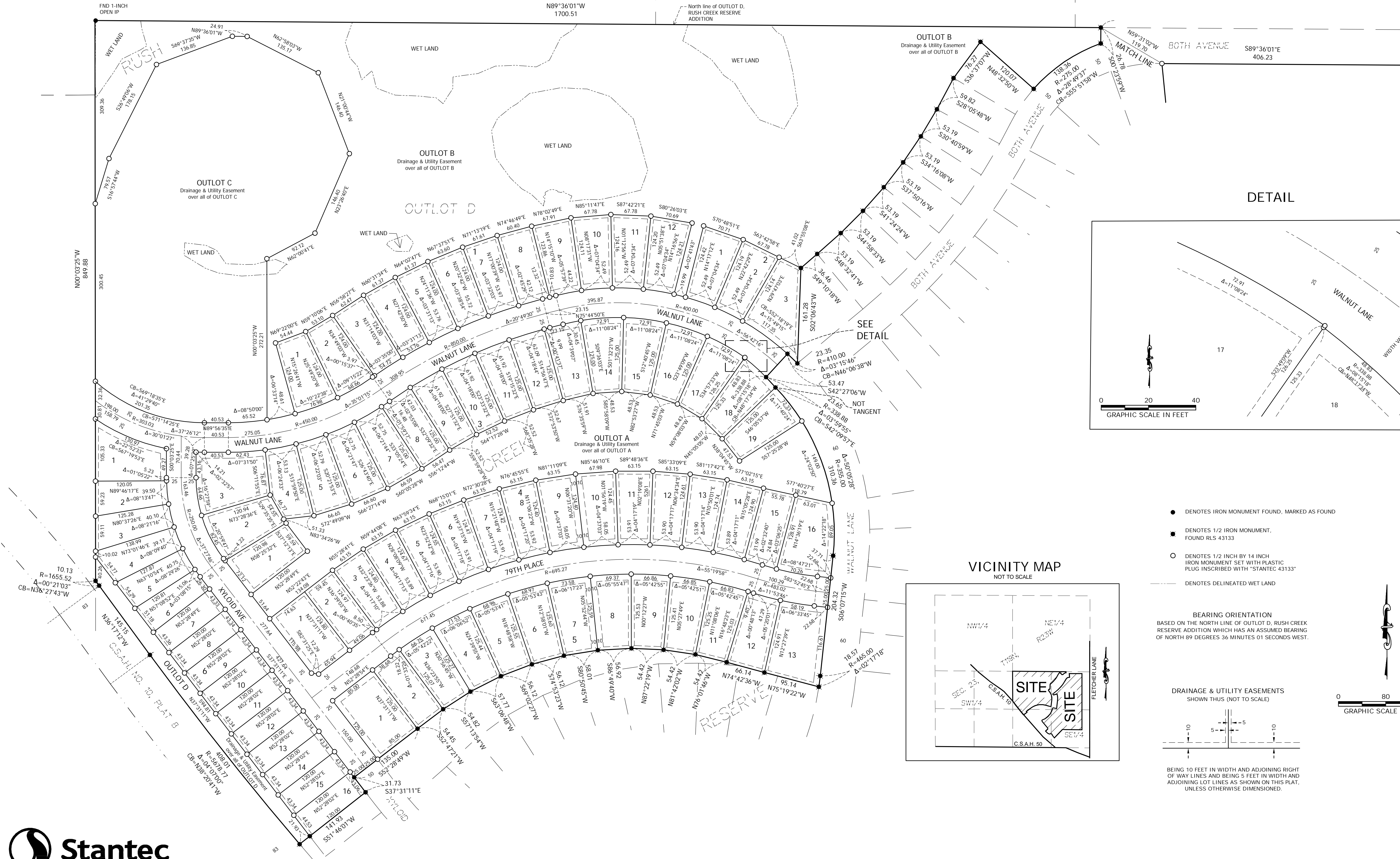
This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

COPYRIGHT © HENNEPIN COUNTY 2025

RUSH CREEK RESERVE SECOND ADDITION

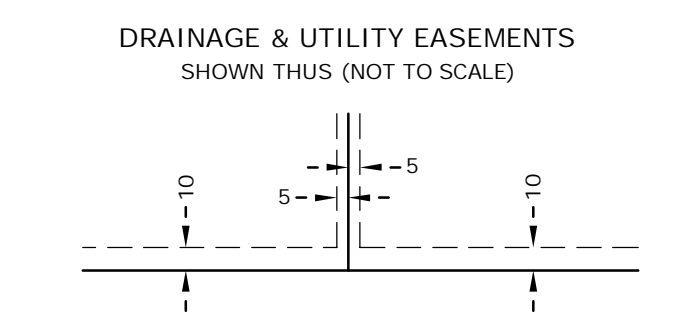
C.R. DOC. NO. _____

RUSH CREEK ADDITION



- DENOTES IRON MONUMENT FOUND, MARKED AS FOUND
- DENOTES 1/2 IRON MONUMENT FOUND RLS 43133
- DENOTES 1/2 INCH BY 14 INCH IRON MONUMENT SET WITH PLASTIC PLUG INSCRIBED WITH "STANTEC 43133"
- DENOTES DELINEATED WET LAND

BEARING ORIENTATION
 BASED ON THE NORTH LINE OF OUTLOT D, RUSH CREEK RESERVE ADDITION WHICH HAS AN ASSUMED BEARING OF NORTH 89 DEGREES 36 MINUTES 01 SECONDS WEST.

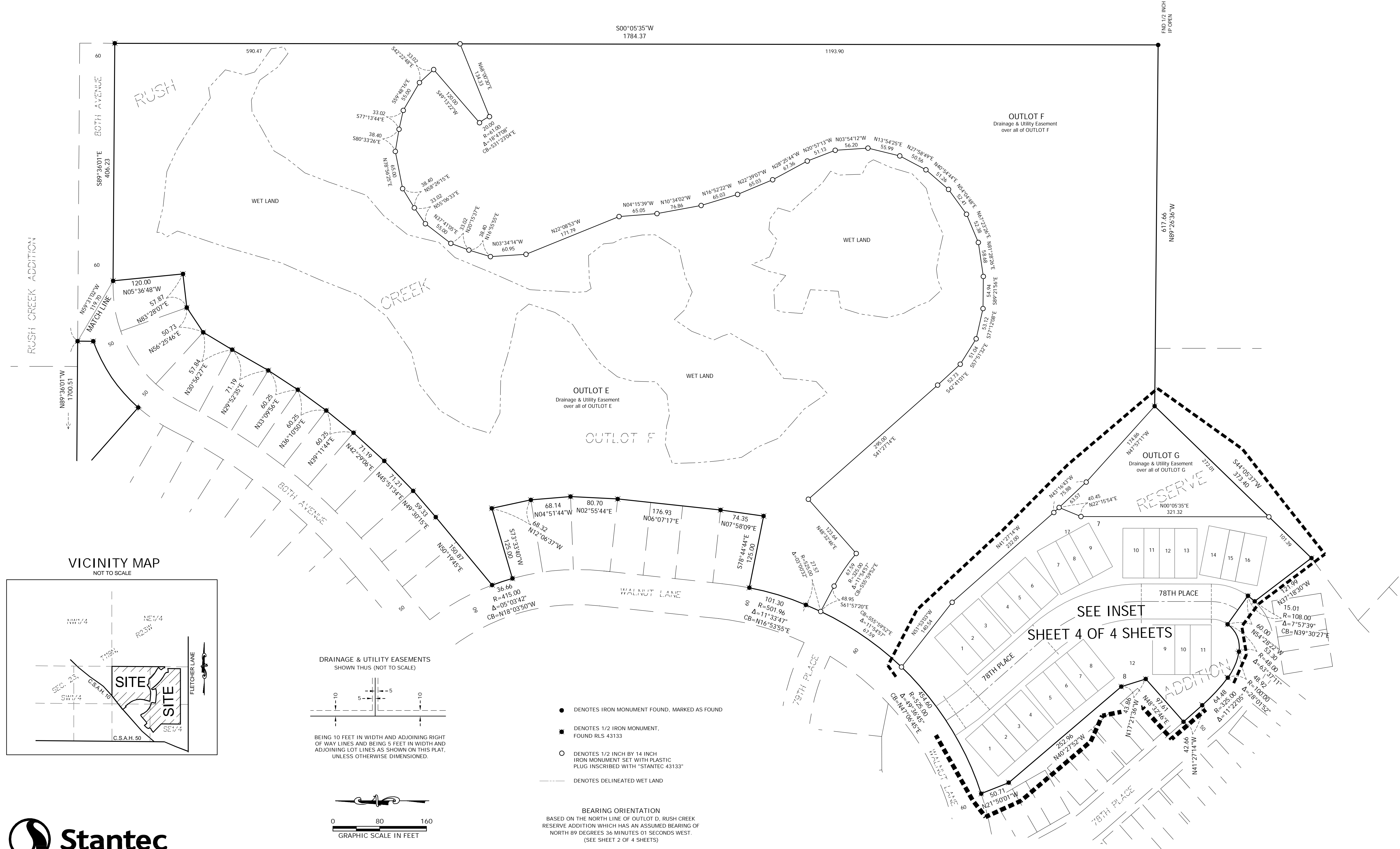


BEING 10 FEET IN WIDTH AND ADJOINING RIGHT OF WAY LINES AND BEING 5 FEET IN WIDTH AND ADJOINING LOT LINES AS SHOWN ON THIS PLAT, UNLESS OTHERWISE DIMENSIONED.

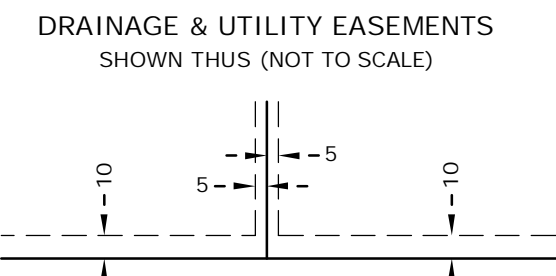
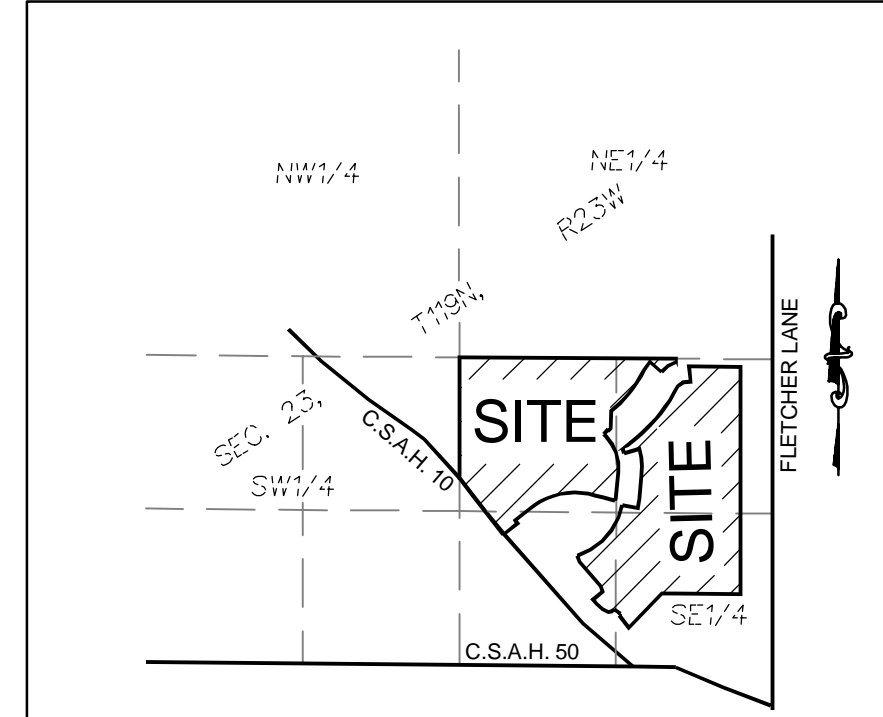


RUSH CREEK RESERVE SECOND ADDITION

C.R. DOC. NO. _____

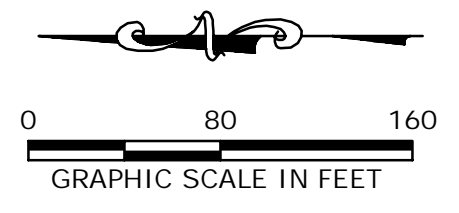


VICINITY MAP
NOT TO SCALE



BEING 10 FEET IN WIDTH AND ADJOINING RIGHT OF WAY LINES AND BEING 5 FEET IN WIDTH AND ADJOINING LOT LINES AS SHOWN ON THIS PLAT, UNLESS OTHERWISE DIMENSIONED.

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BEARING ORIENTATION
BASED ON THE NORTH LINE OF OUTLOT D, RUSH CREEK RESERVE ADDITION WHICH HAS AN ASSUMED BEARING OF NORTH 89 DEGREES 36 MINUTES 01 SECONDS WEST. (SEE SHEET 2 OF 4 SHEETS)

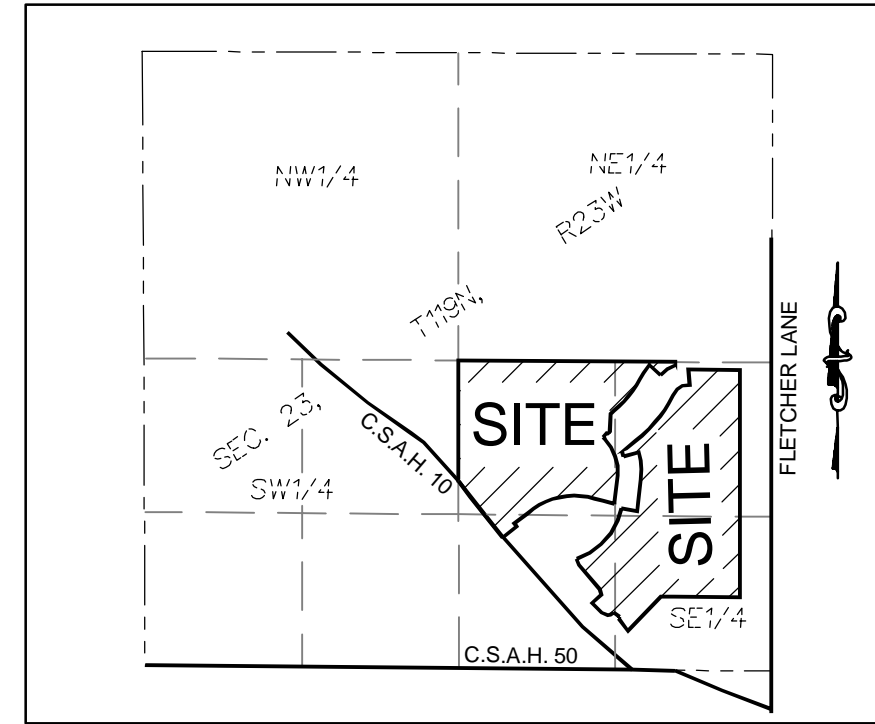


SEE INSET
SHEET 4 OF 4 SHEETS

RUSH CREEK RESERVE SECOND ADDITION INSET

C.R. DOC. NO. _____

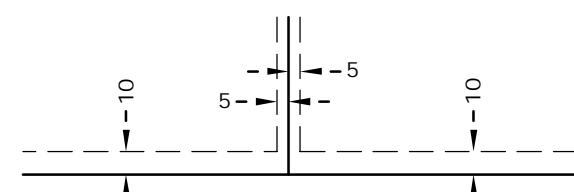
VICINITY MAP
NOT TO SCALE



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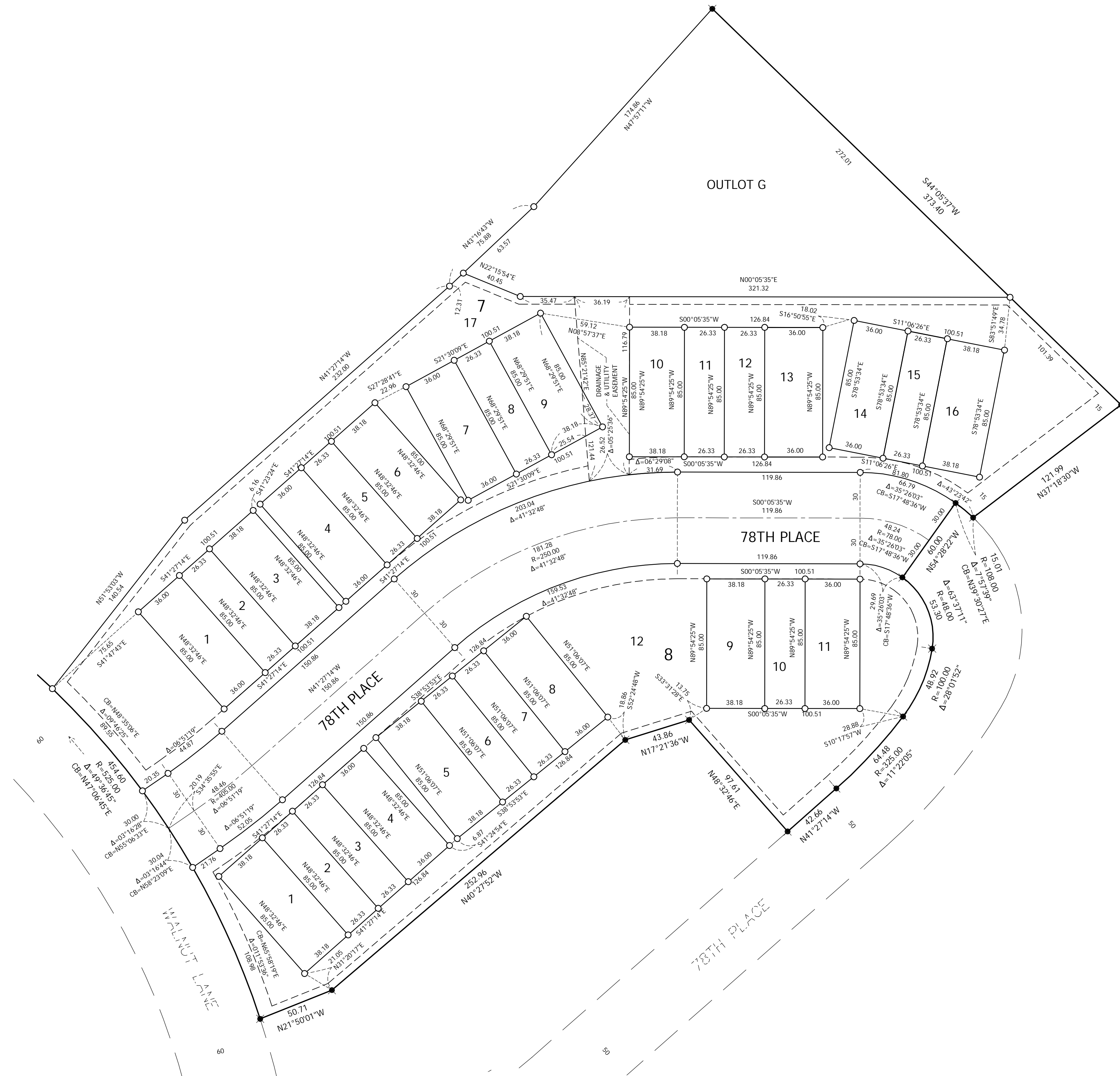
DRAINAGE & UTILITY EASEMENTS
SHOWN THUS (NOT TO SCALE)



BEING 10 FEET IN WIDTH AND ADJOINING RIGHT OF WAY LINES AND BEING 5 FEET IN WIDTH AND ADJOINING LOT LINES AS SHOWN ON THIS PLAT, UNLESS OTHERWISE DIMENSIONED.



0 40 80
GRAPHIC SCALE IN FEET





M/I HOMES

Welcome to Better

RUSH CREEK RESERVE EASEMENT VACATION REQUEST



INTRODUCTION

M/I Homes of Minneapolis/St. Paul, LLC (M/I Homes) is requesting an easement vacation to vacate a portion of the drainage and utility easement that was dedicated over all of Outlot E of Rush Creek Reserve 2nd Addition. The subject outlot will contain a wetland bank that will restore and enhance an existing wetland to compensate for unavoidable impacts to wetlands elsewhere, allowing others the opportunity to purchase credits for impacted wetlands due to developments outside of Rush Creek Reserve.

ADHERENCE TO APPROVED PRELIMINARY PLAT

A condition of the wetland bank approval was that a conservation easement be recorded over the wetland bank area. To record the conservation easement, it is required that the underlying drainage and utility easement over the entirety of Outlot E be vacated in that portion that the conservation easement is required.

A sample conservation easement is attached. This will be required over that portion of Outlot E where the wetland bank is planned and where the drainage and utility easement is being vacated. In summary, the easement sets forth the expectation that the grantor (M/I Homes) will construct and maintain the wetland bank easement area at its sole cost; allow necessary inspections and repairs inside the easement area; grant the City and State perpetual right to access the easement area; and will not alter or use the easement area in any way other than the improvements outlined in the approved plans.

EASEMENT VACATION

Easement Vacation Description

That part of the drainage and utility easement dedicated over, under, and across Outlot E, RUSH CREEK RESERVE SECOND ADDITION, according to the recorded plat thereof, Hennepin County, Minnesota, described as follows:

Commencing at the northeast corner of said Outlot E; thence South 00 degrees 05 minutes 35 seconds West, assumed bearing along the east line of said Outlot E, a distance of 42.53 feet; thence North 89 degrees 54 minutes 25 seconds West, 41.89 feet to the point of beginning; thence South 01 degree 40 minutes 58 seconds West, 30.32 feet; thence South 07 degrees 41 minutes 00 seconds West, 71.19 feet; thence South 00 degrees 00 minutes 40 seconds East, 171.48 feet; thence North 60 degrees 43 minutes 49 seconds West, 82.32 feet; thence South 50 degrees 49 minutes 45 seconds West, 86.46 feet; thence South 06 degrees 45 minutes 17 seconds West, 38.27 feet; thence South 11 degrees 44 minutes 13 seconds West, 64.77 feet; thence South 25 degrees 58 minutes 41 seconds East, 54.68 feet to the boundary of said Outlot E; thence South 78 degrees 56 minutes 25 seconds West, 65.00 feet; thence South 58 degrees 26 minutes 15 seconds West, 38.40 feet; thence South 55 degrees 06 minutes 33 seconds West, 33.02 feet; thence South 37 degrees 41 minutes 05 seconds West, 55.00 feet; thence South 20 degrees 15 minutes 37 seconds West, 33.02 feet; thence South 16 degrees 55 minutes 55 seconds West, 38.40 feet; thence South 03 degrees 34 minutes 14 seconds East, 60.95 feet; thence South 22 degrees 08 minutes 53 seconds East, 171.79 feet; thence South 04 degrees 15 minutes 39 seconds East, 65.05 feet; thence South 10 degrees 34 minutes 02 seconds East, 76.86 feet; thence South 16 degrees 52 minutes 22 seconds East, 65.03 feet; thence South 22 degrees 39 minutes 07 seconds East, 65.03 feet; thence South 28 degrees 25 minutes 44 seconds East, 67.36 feet; thence South 20 degrees 57 minutes 13 seconds East, 51.13 feet; thence South 03 degrees 54 minutes 12 seconds East, 56.20 feet; thence South 13 degrees 54 minutes 25 seconds West, 55.99 feet; thence South 27 degrees 58 minutes 49 seconds West, 50.56 feet; thence South 40 degrees 54 minutes 44 seconds West, 51.26 feet; thence South 54 degrees 04 minutes 48 seconds West, 52.41 feet; thence South 67 degrees 23 minutes 26 seconds West, 52.38 feet; thence South 81 degrees 28 minutes 26 seconds West, 58.68 feet; thence North 89 degrees 21 minutes 56 seconds West, 54.94 feet; thence North 77 degrees 12 minutes 08 seconds West, 53.12 feet; thence North 57 degrees 51 minutes 32 seconds West, 51.04 feet; thence North 42 degrees 41 minutes 01 second West, 52.73 feet; thence North 41 degrees 27 minutes 14 seconds West, 295.00 feet; thence South 48 degrees 32 minutes 46 seconds West, 113.53 feet; thence northwesterly 71.18 feet along a non-tangential curve concave to the southwest having a radius of 335.00 feet, a central angle of 12 degrees 10 minutes 26 seconds, a chord bearing of North 55 degrees 52 minutes 07 seconds West and having a chord length of 71.05 feet; thence North 61 degrees 57 minutes 20 seconds West, tangent to last described curve, 29.78 feet; thence South 85 degrees 04 minutes 41 seconds East, 37.00 feet; thence North 84 degrees 36 minutes 25 seconds East, 41.94 feet; thence North 67 degrees 19 minutes 09 seconds East, 33.43 feet; thence North 49 degrees 10 minutes 23 seconds East, 50.63 feet; thence North 15 degrees 55 minutes 18 seconds East, 49.46 feet; thence North 07 degrees 58 minutes 09 seconds East, 75.18 feet; thence North 06 degrees 07 minutes 15 seconds East, 70.83 feet; thence North 21 degrees 01 minute 07 seconds East, 46.28 feet; thence North 50 degrees 48 minutes 49 seconds East, 46.28 feet; thence North 66 degrees 41 minutes 09 seconds East, 52.95 feet; thence North 56 degrees 48 minutes 28 seconds East, 41.09 feet; thence North 38 degrees 13 minutes 27 seconds East, 30.00 feet; thence North 22 degrees 32 minutes 57 seconds East, 30.00 feet; thence North 06 degrees 52 minutes 27 seconds East, 30.00 feet; thence North 08 degrees 48 minutes 03 seconds West, 30.00 feet; thence North 24 degrees 28 minutes 33 seconds West, 30.00 feet; thence North 40 degrees 18 minutes 54 seconds West, 30.63 feet; thence North 55 degrees 23 minutes 02 seconds West, 85.76 feet; thence North 37 degrees 07 minutes 11 seconds West, 58.40 feet; thence North 03 degrees 00 minutes 13 seconds West, 47.14 feet; thence North 29 degrees 26 minutes 30 seconds East, 53.42 feet; thence North 43 degrees 33 minutes 08 seconds East, 122.05 feet; thence North 37 degrees 25 minutes 14 seconds East, 115.39 feet; thence North 31 degrees 05 minutes 47 seconds East, 131.48 feet; thence North 47 degrees 56 minutes 19 seconds East, 59.96 feet; thence North 67 degrees 23 minutes 41 seconds East, 54.94; thence North 53 degrees 45 minutes 32 seconds East, 51.86 feet; thence North 29 degrees 59 minutes 12 seconds East, 38.72 feet; thence North 09 degrees 42 minutes 47 seconds East, 38.72 feet; thence North 00 degrees 32 minutes 57 seconds West, 38.03 feet; thence South 89 degrees 36 minutes 01 second East, 71.58 feet; thence South 00 degrees 07 minutes 38 seconds West, 33.94 feet; thence South 89 degrees 54 minutes 25 seconds East, 222.17 feet to the point of beginning.

SHEET 1 OF 2

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEY UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: DANIEL J. ROEBER

SIGNATURE: 

DATE NOVEMBER 4, 2024 LIC. NO. 43133



Stantec

Minneapolis Office
733 Marquette Ave
Suite 1000
Minneapolis, MN 55402
Phone: 612-712-2000
Website: www.stantec.com

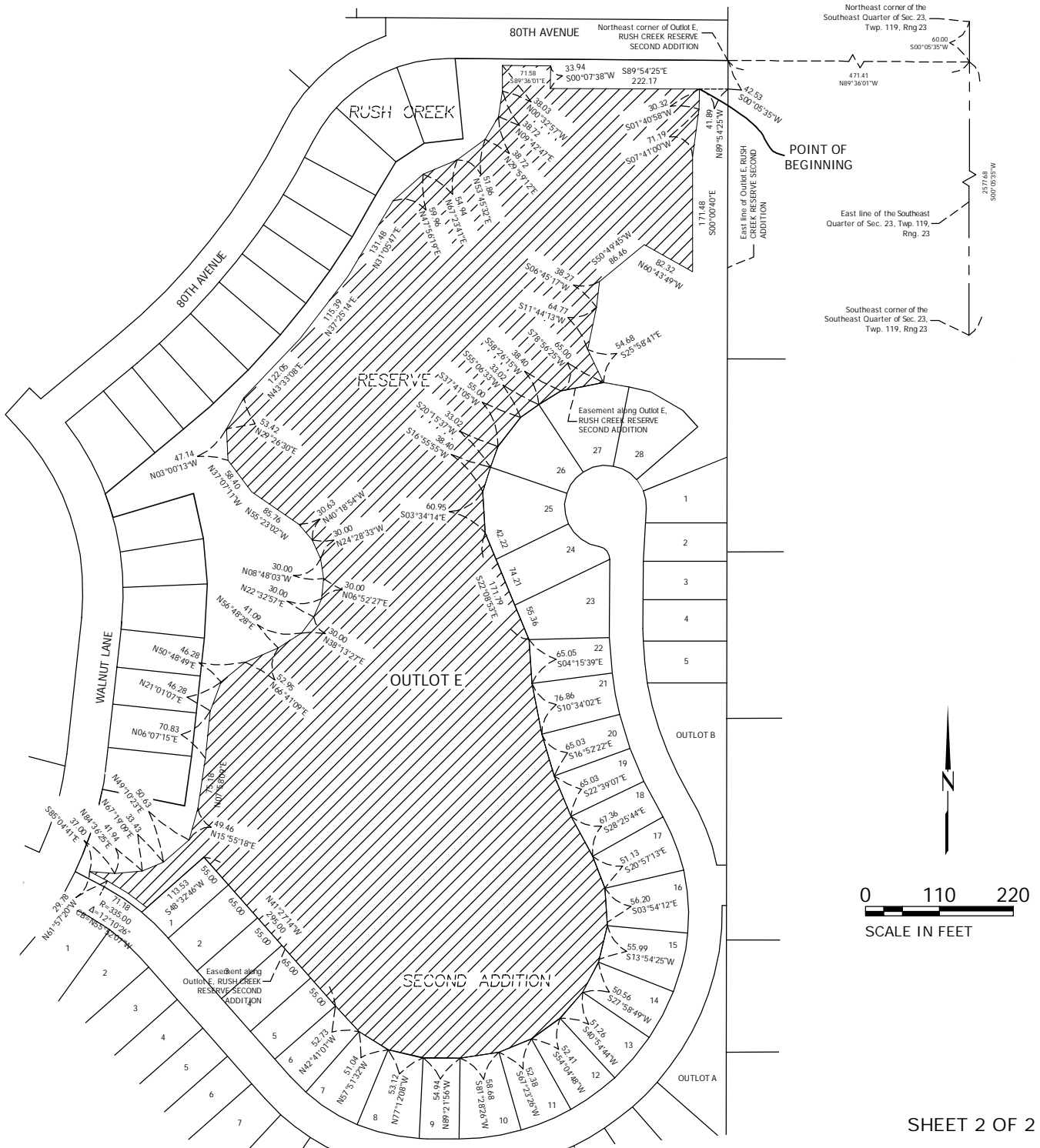
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PROJ. NO.

193806728

EASEMENT VACATION



SHEET 2 OF 2

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEY UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: DANIEL J. ROEBER

SIGNATURE: *Daniel J. Roeber*

DATE NOVEMBER 4, 2024 LIC. NO. 43133

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SURVEY
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PROJ. NO.
 193806728

Perpetual Wetland Bank Easement (09/24)

BWSR Easement No. 27-01-24-05

PERPETUAL CONSERVATION EASEMENT FOR WETLAND BANK
STATE OF MINNESOTA | BOARD OF WATER & SOIL RESOURCES

Grantor(s): M/I Homes of Minneapolis/St. Paul, LLC, hereinafter "Grantor(s)".

Grantee: State of Minnesota, acting by the Board of Water and Soil Resources, hereinafter "State".

Location: Section **23**, Township **119 N.**, Range **23 W.**, County of **Hennepin**

This Perpetual Conservation Easement for Wetland Bank ("Easement") is made this _____ day of _____ 20_____, by and between the undersigned Grantor(s) and the State.

The parties agree as follows:

- A. This Easement is made pursuant to and in furtherance of the Wetland Conservation Act of 1991, Minn. Stat. §§ 103G.221-.2375 ("WCA"), and the rules implementing the WCA, Minn. R. ch. 8420 ("WCA Rules"), as amended, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged.
- B. This Easement lies over and upon land legally described and identified as "Easement Parcel(s)" in the attached Certificate of Survey, which is incorporated herein by this reference.
- C. Such Easement Parcel(s) are the subject of a wetland mitigation plan approved on **October 14th , 2024** and as amended thereafter ("Plan"), prepared in accordance with Minn. R. 8420.0700-.0755. The Plan includes, but is not limited to, all executed forms provided to Grantor(s) by the State, supporting maps, engineering plans and drawings, the monitoring plan, the vegetation establishment plan, the management plan, and the facilities maintenance plan, where applicable. The local government unit ("LGU") charged under the WCA with approving the Plan is **City of Corcoran**. A complete copy of the Plan is on file with the LGU at the following address: **One Carlson Parkway, Suite 100, Plymouth, MN 55447**.
- D. The WCA is administered by the State.

- E. The term "Grantor(s)" includes all fee owners of the Easement Parcel(s). **The Grantor(s), and successor fee owner(s), are jointly and severally responsible for complying with the terms of this Easement, and for payment of costs associated with it.**
- F. Banking applicant(s) that are not fee owner(s) of the Easement Parcel(s) are responsible with fee owner(s) for preservation of the banked wetland's functions. Further, they are jointly and severally responsible for success of the banking project according to the approved banking plan and for maintaining the banking project according to the conditions of this Easement. However, non-fee owner applicant(s) are not responsible for maintenance after the monitoring requirements have been completed if they no longer own credits associated with the banked wetland. Where applicable, non-fee owner applicant(s) have acknowledged these responsibilities in a Wetland Banking Plan Applicant (Non-Fee Owner) Acknowledgment form attached hereto and incorporated herein by this reference.
- G. This Easement and the duties and restrictions contained herein shall run with the land.
- H. This Easement pertains to both wetlands and uplands within the Easement Parcel(s).
- I. Pursuant to Minn. Stat. § 103G.222, subd. 1(h), once wetlands are restored or created as a result of an approved replacement plan, the Easement Parcel(s) are no longer eligible for the exemptions set forth in Minn. Stat. § 103G.224.
- J. All references in this Easement to Minnesota Statutes and to Minnesota Rules are to the statutes and rules currently in effect, and as amended or renumbered in the future.
- K. The purpose of this Easement is to maintain and improve the ecological values of the Easement Parcel(s) through the means identified in the Plan, and to preserve the Easement Parcel(s) in a natural condition in perpetuity.

IN ADDITION, THE GRANTOR(S), FOR THEMSELVES, THEIR HEIRS, SUCCESSORS AND ASSIGNS, COVENANT THAT THEY:

1. Shall maintain wetlands and upland buffers within the Easement Parcel(s), as specified in the Plan approved by the LGU and on file at its offices. Wetland and upland buffer areas shall generally be the size and type specified in the Plan or as approved by the LGU or any federal agency with jurisdiction over the Easement Parcel(s), based on information obtained through monitoring or site inspections after completion of the activities specified in the Plan. Grantor(s) shall not make any use of the Easement Parcel(s) that would adversely affect any of the functions or values of the area. Those functions and values are identified in Minn. R. 8420.0522, subp. 1 and the Plan.
2. Shall pay the costs of maintenance, repairs, and reconstruction of wetlands and upland buffers within the Easement Parcel(s), which the LGU or State may deem necessary to comply with the specifications for Easement Parcel(s) in the Plan. The Grantor's obligations under this paragraph include the payment of any lawful taxes or assessments on the Easement Parcel(s).
3. Shall maintain visible monuments such as signs, numbered fence posts or survey posts at prominent locations along the boundary of the Easement Parcel(s) in accordance with the approved Plan. If

numbered fence posts are used, the Plan must contain a survey or scaled drawing of the property corresponding to fence post numbering. Posts must be at least four (4) feet high and notably visible on the landscape. If signs are used, such signs must have a surface area of at least one quarter ($\frac{1}{4}$) square feet, be mounted on a fence post at least four (4) feet above ground, and display the phrase: "Conservation Easement Boundary – Land Protected by Minnesota Board of Water and Soil Resources Wetland Bank Easement – Landowner Permission Required to Access." Such posts and signs must be made of non-degradable material.

4. Shall allow repairs and inspections necessary to maintain existing drainage systems or public utilities within the Easement Parcel(s). Repairs and inspections for existing drainage systems are subject to Minnesota Statutes chapter 103E, local rules and ordinances, and/or any applicable legal agreements. The location of the drainage system(s) and public utilities must be shown on figures or design sheets included in the Plan or provided to the LGU and State prior to the maintenance work. Grantor(s) shall be responsible for restoration of the Easement Parcel(s) to the restored condition(s) described in the Plan or to the condition(s) present immediately prior to the maintenance work as soon as site conditions allow after the maintenance activities are completed.
5. Grants to the LGU and State, and their agents and employees, a perpetual right to access the Easement Parcel(s), and an ingress and egress route over and across the Easement Parcel(s) for inspection, monitoring and enforcement purposes. Ingress and egress routes shall be over and across areas specified on the attached Certificate of Survey, or, if not specified therein, the most reasonably direct and convenient route between Easement Parcel(s) and a public road. If the Easement Parcel(s) have been used to mitigate wetland losses under the Federal Water Pollution Control Act ("FWPCA"), the U.S. Army Corps of Engineers ("USACE"), and its agents, employees and successors, are also granted a perpetual right to access, and an ingress and egress route over and across the Easement Parcel(s) for inspection, monitoring and enforcement purposes. If the Easement Parcel(s) have been used to satisfy wetland conservation compliance responsibilities for agricultural producers under federal farm programs, the Natural Resources Conservation Service ("NRCS"), and its agents, employees and successors, are also granted a perpetual right to access, and an ingress and egress route over and across the Easement Parcel(s) for inspection, monitoring and enforcement purposes. This Easement does not grant the general public access or entry to the Easement Parcel(s).
6. Acknowledge that this Easement shall be unlimited in duration, without being re-recorded. This Easement shall be deemed to be a perpetual conservation easement pursuant to Minn. Stat. ch. 84C.
7. Acknowledge that unless expressly authorized in writing by the LGU, and by federal agencies that have approved the Plan as a means of providing wetland mitigation, Grantor(s):
 - (a) Shall not produce agricultural crops on the Easement Parcel(s), except that this provision does not restrict the harvest of seeds of native vegetation if only the seed-head is removed in the process of harvest and does not involve the use of vehicular, motorized equipment;
 - (b) Shall not cut hay, mow vegetation, or cut timber on the Easement Parcel(s) except as allowed or prescribed in the Plan;
 - (c) Shall not make any vegetative alterations on the Easement Parcel(s) that do not enhance or would degrade the ecological functions and values of Easement Parcel(s). Vegetative

alterations shall be limited to those listed in the approved Plan;

- (d) Shall not graze livestock on the Easement Parcel(s);
 - (e) Shall not place any materials, substances or other objects on the Easement Parcel(s), or erect or construct any type of structure, whether temporary or permanent, on the Easement Parcel(s);
 - (f) Shall not allow vehicular traffic on the Easement Parcel(s) except for the purpose of implementing construction or maintenance activities specifically authorized in the Plan;
 - (g) Shall not alter the topography of the Easement Parcel(s) by any means including plowing, dredging, filling, mining or drilling; and
 - (h) Shall not modify the hydrology of the Easement Parcel(s) in any way or by any means, including pumping, draining, ditching, diking, impounding or diverting surface or ground water into or out of the Easement Parcel(s).
8. Acknowledge that Grantor(s) are responsible, at their cost, for weed control on the Easement Parcel(s) by complying with noxious weed control laws, and for emergency control of pests necessary to protect the public health.
 9. Acknowledge that this Easement may be modified only by the joint written approval of the LGU and State. If the Easement Parcel(s) have been used to mitigate wetland losses under FWPCA, the USACE must also agree to the modification in writing and must be provided with at least 60 days' advance notice before any action is taken to void or modify this Easement, including the transfer of title to, or the establishment of any other legal claims over, the Easement Parcel(s). If the Easement Parcel(s) have been used to satisfy conservation compliance responsibilities for agricultural producers under federal farm programs, the NRCS must also agree to modification of this Easement in writing.
 10. Acknowledge that this Easement may be enforced, at law or in equity, by the LGU or State. The LGU and State shall be entitled to recover an award of reasonable attorney's fees from Grantor(s) in any action to enforce this Easement. The right to enforce the terms of this Easement is not waived or forfeited by any forbearance or failure to act on the part of the LGU or State. If the Easement Parcel(s) are to be used partially or wholly to fulfill permit requirements under the FWPCA or federal farm programs, then the provisions of this Easement running to the LGU or State may also be enforced by the federal government in a court of competent jurisdiction.
 11. Shall notify the State in writing of the names and addresses of new owners within 30 days after the conveyance of all or part of the title or interest in the land described herein.
 12. Shall indemnify and hold harmless the State of Minnesota, its employees, agents, and assigns from any and all liabilities, claims, and any other expenses (whether legal or equitable in nature and including, without limitation, court costs, and attorneys' fees) to which the State of Minnesota may be subject or incur relating to the Easement Parcel(s), including but not limited to those which may arise from Grantor's negligent acts, omissions, or breach of any representation, warranty, or agreement contained in this Easement, or violations of any federal, state, or local laws.

GRANTOR(S) SIGNATURE & ACKNOWLEDGMENT

M/I Homes of Minneapolis/St. Paul, LLC

Tom Jacobs, Region President

STATE OF _____)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____,
20 _____ by Tom Jacobs, Region President of M/I Homes of Minneapolis/St. Paul, LLC, a Limited Liability
Company under the laws of Delaware, on behalf of the Limited Liability Company.

(Notary Stamp or Seal)

Notary Signature _____

Commission expires on _____

DRAFT

GRANTOR(S) SIGNATURE & ACKNOWLEDGMENT

M/I Homes of Minneapolis/St. Paul, LLC

John Rask, Area President

STATE OF _____)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by John Rask, Area President of M/I Homes of Minneapolis/St. Paul, LLC, a Limited Liability Company under the laws of Delaware, on behalf of the Limited Liability Company.

(Notary Stamp or Seal)

Notary Signature _____

Commission expires on _____

DRAFT

GRANTOR(S) SIGNATURE & ACKNOWLEDGMENT

M/I Homes of Minneapolis/St. Paul, LLC

Morgan Bickel, Vice President, Construction

STATE OF _____)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____,
20____ by Morgan Bickel, Vice President, Construction of M/I Homes of Minneapolis/St. Paul, LLC, a Limited
Liability Company under the laws of Delaware, on behalf of the Limited Liability Company.

(Notary Stamp or Seal)

Notary Signature _____

Commission expires on _____

DRAFT

STATE SIGNATURE & ACKNOWLEDGMENT

The State accepts the foregoing Easement.

By: _____
David Weirens, Board of Water & Soil Resources

Dated _____

STATE OF MINNESOTA _____)
_____)
COUNTY OF RAMSEY _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____
by David Weirens, Assistant Director for Programs and Policy of the Board of Water and Soil Resources,
State of Minnesota.

(Notary Stamp or Seal)

Notary Signature _____

This instrument was drafted by:
Board of Water and Soil Resources
520 Lafayette Road
St. Paul, MN 55155

CERTIFICATE OF SURVEY

LEGAL DESCRIPTIONS

Easement No: 27-01-24-05

Easement Parcel

A permanent easement for wetland bank purposes over, under, and across that part of Outlot E, RUSH CREEK RESERVE SECOND ADDITION, according to the recorded plat thereof, Hennepin County, Minnesota, described as follows:

Commencing at the northeast corner of said Outlot E; thence South 00 degrees 05 minutes 35 seconds West, assumed bearing along the east line of said Outlot E, a distance of 42.53 feet; thence North 89 degrees 54 minutes 25 seconds West, 41.89 feet to the point of beginning; thence South 01 degree 40 minutes 58 seconds West, 30.32 feet; thence South 07 degrees 41 minutes 00 seconds West, 71.19 feet; thence South 00 degrees 00 minutes 40 seconds East, 171.48 feet; thence North 60 degrees 43 minutes 49 seconds West, 82.32 feet; thence South 50 degrees 49 minutes 45 seconds West, 86.46 feet; thence South 06 degrees 45 minutes 17 seconds West, 38.27 feet; thence South 11 degrees 44 minutes 13 seconds West, 64.77 feet; thence South 25 degrees 58 minutes 41 seconds East, 54.68 feet to the boundary of said Outlot E; thence South 78 degrees 56 minutes 25 seconds West, 65.00 feet; thence South 58 degrees 26 minutes 15 seconds West, 38.40 feet; thence South 55 degrees 06 minutes 33 seconds West, 33.02 feet; thence South 37 degrees 41 minutes 05 seconds West, 55.00 feet; thence South 20 degrees 15 minutes 37 seconds West, 33.02 feet; thence South 16 degrees 55 minutes 55 seconds West, 38.40 feet; thence South 03 degrees 34 minutes 14 seconds East, 60.95 feet; thence South 22 degrees 08 minutes 53 seconds East, 171.79 feet; thence South 04 degrees 15 minutes 39 seconds East, 65.05 feet; thence South 10 degrees 34 minutes 02 seconds East, 76.86 feet; thence South 16 degrees 52 minutes 22 seconds East, 65.03 feet; thence South 22 degrees 39 minutes 07 seconds East, 65.03 feet; thence South 28 degrees 25 minutes 44 seconds East, 67.36 feet; thence South 20 degrees 57 minutes 13 seconds East, 51.13 feet; thence South 03 degrees 54 minutes 12 seconds East, 56.20 feet; thence South 13 degrees 54 minutes 25 seconds West, 55.99 feet; thence South 27 degrees 58 minutes 49 seconds West, 50.56 feet; thence South 40 degrees 54 minutes 44 seconds West, 51.26 feet; thence South 54 degrees 04 minutes 48 seconds West, 52.41 feet; thence South 67 degrees 23 minutes 26 seconds West, 52.38 feet; thence South 81 degrees 28 minutes 26 seconds West, 58.68 feet; thence North 89 degrees 21 minutes 56 seconds West, 54.94 feet; thence North 77 degrees 12 minutes 08 seconds West, 53.12 feet; thence North 57 degrees 51 minutes 32 seconds West, 51.04 feet; thence North 42 degrees 41 minutes 01 second West, 52.73 feet; thence North 41 degrees 27 minutes 14 seconds West, 295.00 feet; thence South 48 degrees 32 minutes 46 seconds West, 113.53 feet; thence northwesterly 71.18 feet along a non-tangential curve concave to the southwest having a radius of 335.00 feet, a central angle of 12 degrees 10 minutes 26 seconds, a chord bearing of North 55 degrees 52 minutes 07 seconds West and having a chord length of 71.05 feet; thence North 61 degrees 57 minutes 20 seconds West, tangent to last described curve, 29.78 feet; thence South 85 degrees 04 minutes 41 seconds East, 37.00 feet; thence North 84 degrees 36 minutes 25 seconds East, 41.94 feet; thence North 67 degrees 19 minutes 09 seconds East, 33.43 feet; thence North 49 degrees 10 minutes 23 seconds East, 50.63 feet; thence North 15 degrees 55 minutes 18 seconds East, 49.46 feet; thence North 07 degrees 58 minutes 09 seconds East, 75.18 feet; thence North 06 degrees 07 minutes 15 seconds East, 70.83 feet; thence North 21 degrees 01 minute 07 seconds East, 46.28 feet; thence North 50 degrees 48 minutes 49 seconds East, 46.28 feet; thence North 66 degrees 41 minutes 09 seconds East, 52.95 feet; thence North 56 degrees 48 minutes 28 seconds East, 41.09 feet; thence North 38 degrees 13 minutes 27 seconds East, 30.00 feet; thence North 22 degrees 32 minutes 57 seconds East, 30.00 feet; thence North 06 degrees 52 minutes 27 seconds East, 30.00 feet; thence North 08 degrees 48 minutes 03 seconds West, 30.00 feet; thence North 24 degrees 28 minutes 33 seconds West, 30.00 feet; thence North 40 degrees 18 minutes 54 seconds West, 30.63 feet; thence North 55 degrees 23 minutes 02 seconds West, 85.76 feet; thence North 37 degrees 07 minutes 11 seconds West, 58.40 feet; thence North 03 degrees 00 minutes 13 seconds West, 47.14 feet; thence North 29 degrees 26 minutes 30 seconds East, 53.42 feet; thence North 43 degrees 33 minutes 08 seconds East, 122.05 feet; thence North 37 degrees 25 minutes 14 seconds East, 115.39 feet; thence North 31 degrees 05 minutes 47 seconds East, 131.48 feet; thence North 47 degrees 56 minutes 19 seconds East, 59.96 feet; thence North 67 degrees 23 minutes 41 seconds East, 54.94; thence North 53 degrees 45 minutes 32 seconds East, 51.86 feet; thence North 29 degrees 59 minutes 12 seconds East, 38.72 feet; thence North 09 degrees 42 minutes 47 seconds East, 38.72 feet; thence North 00 degrees 32 minutes 57 seconds West, 38.03 feet; thence South 89 degrees 36 minutes 01 second East, 71.58 feet; thence South 00 degrees 07 minutes 38 seconds West, 33.94 feet; thence South 89 degrees 54 minutes 25 seconds East, 222.17 feet to the point of beginning.

PROPERTY OWNERS

MI Homes

LAND SURVEYOR

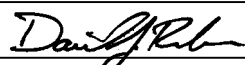
Daniel J. Roeber, LS
 Minnesota License No. 43133
 Stantec Consulting
 733 Marquette Ave,
 Suite 1000
 Minneapolis, MN 55402
 (612) 712-2000

And shown as the "Easement Parcel" on the survey map attached hereto and made a part hereof.

SHEET 1 OF 3

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEY UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: DANIEL J. ROEBER

SIGNATURE: 

DATE JUNE 12, 2024 LIC. NO. 43133



Stantec
Minneapolis Office
 733 Marquette Ave
 Suite 1000
 Minneapolis, MN 55402
 Phone: 612-712-2000
 Website: www.stantec.com

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PROJ. NO.
 193806728

CERTIFICATE OF SURVEY LEGAL DESCRIPTIONS

Easement No: 27-01-24-05

INGRESS/EGRESS EASEMENT 'A'

Together with a non-exclusive easement for ingress/egress over and across the following described land:

That part of Outlot E, RUSH CREEK RESERVE SECOND ADDITION, according to the recorded plat thereof, Hennepin County, Minnesota, described as follows: Commencing at the northeast corner of said Outlot E; thence North 89 degrees 36 minutes 01 second West, assumed bearing along the north line of said Outlot E, a distance of 264.04 feet to the point of beginning; thence continuing North 89 degrees 36 minutes 01 second West, along said North line, a distance of 71.69 feet; thence South 00 degrees 32 minutes 57 seconds East, 10.00 feet to the south line of the North 10.00 feet of said Outlot E; thence South 89 degrees 36 minutes 01 second East along said south line of the North 10.00 feet of Outlot E, a distance of 71.58 feet; thence North 00 degrees 07 minutes 38 seconds East, 10.00 feet to the point of beginning.

And shown as the "Ingress/Egress Easement A" on the survey map attached hereto and made a part hereof.

INGRESS/EGRESS EASEMENT 'B'

Together with a non-exclusive easement for ingress/egress over and across the following described land:

That part of Outlot E, RUSH CREEK RESERVE SECONDS ADDITION, according to the recorded plat thereof, Hennepin County, Minnesota, said easement lying 10.00 feet to the left of the following described line: Commencing at the most southwesterly corner of said Outlot E; thence South 61 degrees 57 minutes 20 seconds East, assumed bearing along the most southwesterly line of said Outlot E, a distance of 19.18 feet to the point of beginning of the line to be described; thence continuing South 61 degrees 57 minutes 20 seconds East, 29.78 feet; thence southeasterly 67.59 feet along a tangential curve concave to the southwest having radius of 325.00 feet and central angle of 11 degrees 54 minutes 57 seconds and said line there terminating.

And shown as the "Ingress/Egress Easement B" on the survey map attached hereto and made a part hereof.

DRAFT

PROPERTY OWNERS

MI Homes

LAND SURVEYOR

Daniel J. Roeber, LS
Minnesota License No. 43133
Stantec Consulting
733 Marquette Ave,
Suite 1000
Minneapolis, MN 55402
(612) 712-2000

SHEET 2 OF 3

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEY UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: DANIEL J. ROEBER

SIGNATURE: 

DATE JUNE 12, 2024 LIC. NO. 43133

 **Stantec**
Minneapolis Office
733 Marquette Ave
Suite 1000
Minneapolis, MN 55402
Phone: 612-712-2000
Website: www.stantec.com

SURVEY

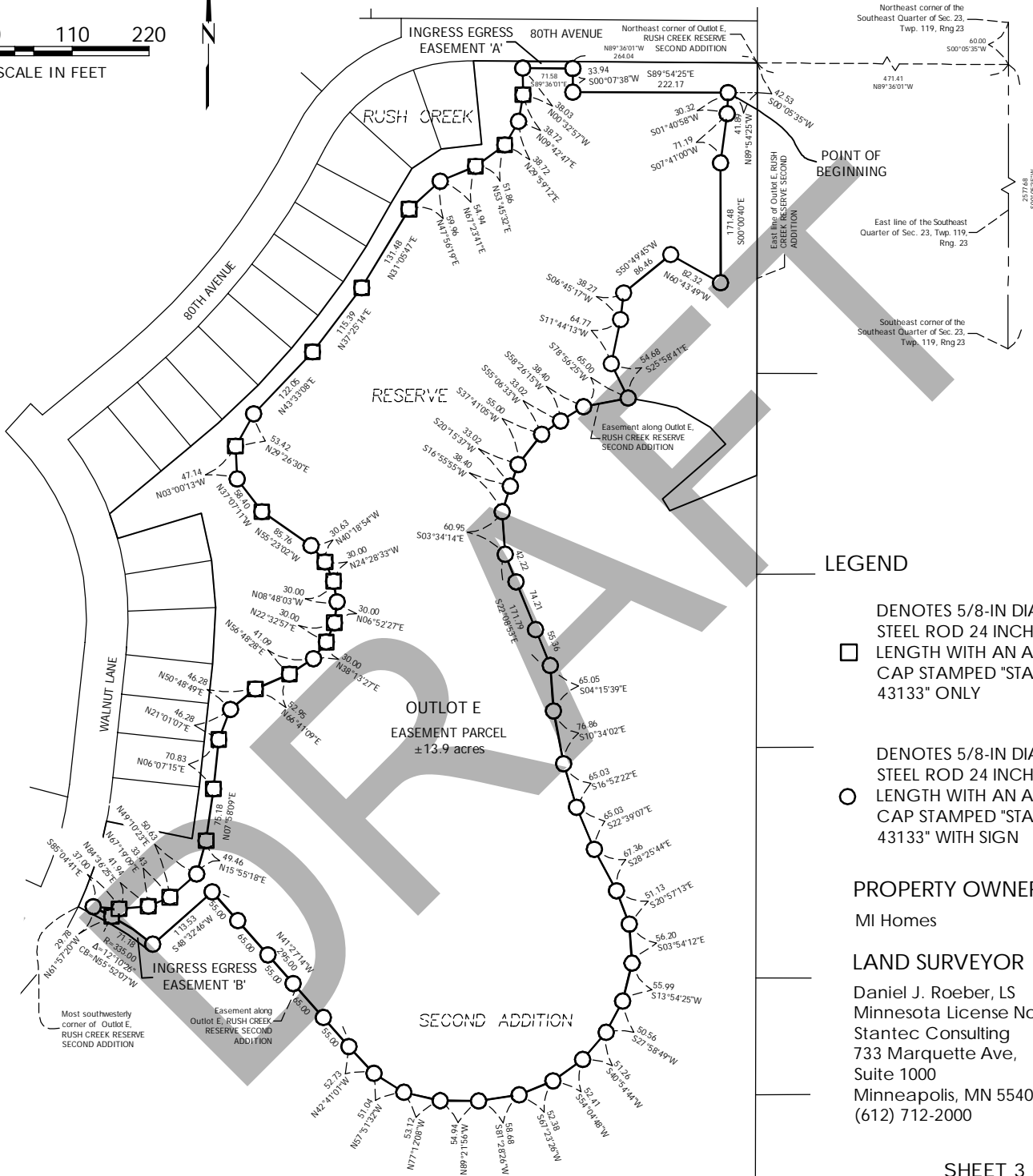
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PROJ. NO.



193806728

CERTIFICATE OF SURVEY LEGAL DESCRIPTIONS

Easement No: 27-01-24-05



LEGEND

-  DENOTES 5/8-IN DIAMETER STEEL ROD 24 INCHES IN LENGTH WITH AN ALUMINUM CAP STAMPED "STANTEC 43133" ONLY
-  DENOTES 5/8-IN DIAMETER STEEL ROD 24 INCHES IN LENGTH WITH AN ALUMINUM CAP STAMPED "STANTEC 43133" WITH SIGN

PROPERTY OWNERS

MI Homes

LAND SURVEYOR

Daniel J. Roeber, LS
Minnesota License No. 43133
Stantec Consulting
733 Marquette Ave,
Suite 1000
Minneapolis, MN 55402
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SHEET 3 OF 3

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEY UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: DANIEL J. ROEBER

SIGNATURE: 

DATE: JUNE 12, 2024 LIC. NO. 43133



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STAFF REPORT

Agenda Item 8a.

City Council Meeting: January 9, 2025	Prepared By: Natalie Davis McKeown
Topic: Cannabis Regulation Code Amendments (City File No. 24-044)	Action Required: Decision

Review Deadline: January 1, 2025

1. Request:

The City Council is asked to adopt the proposed City Code amendments related to Cannabis businesses and regulations.

2. Background:

In 2022, the Minnesota Legislature passed a bill permitting the sale and purchase of edibles and beverages that contain up to 5 milligrams of hemp-derived tetrahydrocannabinol (THC) per serving and 50 milligrams per package. In response, the City adopted Chapter 119 pertaining to Cannabis, Edible Cannabinoids, and Drug Paraphernalia. This allowed up to three licenses in the City within the City’s three dedicated commercial districts (Rural Commercial (CR), Neighborhood Commercial (C-1), and Community Commercial (C-2)). Buffering requirements were applied in this chapter to prevent such licenses from being issued within 1,000 feet from schools, 500 feet from daycares, and 500 feet from parks with amenities regularly used by children (e.g., playgrounds, fields, etc.).

In 2023, higher potency cannabis for adult recreational use was legalized by the State Legislature. This law granted the licensing authority to the state, but cities are still involved with the registration of cannabis retail businesses. The City enacted a moratorium to the maximum extent allowed by the new law to allow for review of the new regulations and to study appropriate regulatory measures. The moratorium expires on January 1, 2025. The proposed update to Chapter 119 and Zoning Ordinance updates are in response to the changes made in 2023.

3. Planning Commission Review

The proposed business and zoning regulations related to Cannabis operations is scheduled for a public hearing at the Planning Commission meeting on 12/5/2024. No one spoke at the public hearing. The Planning Commission recommended approval (3-0) on the draft ordinance at the time which allowed for up to three cannabis registrations within the City, one high-potency cannabis retailer and two lower-potency licenses.

4. City Council Review 12/12/2024

The City Council reviewed the ordinance at the last meeting in 2024. Staff was directed to reduce the total registrations in the City to two (one high-potency retailer, and one lower-potency license). The attached ordinance reflects this change.

5. Recommendation

Staff recommends approval of the proposed amendments to Chapter 119 and Title X as it relates to Cannabis regulations.

Attachments:

1. Ordinance 2025-541 Amending Chapter 119 and Title X of the City Code as it Relates to Cannabis Businesses
2. Summary Ordinance 2025-542 for Publication
3. Resolution 2025-04 with Findings of Fact for Ordinance 2025-541

ORDINANCE NO. 2025-541

Motion By:
Seconded By:

**AN ORDINANCE AMENDING CHAPTER 119: CANNABIS, EDIBLE CANNABINOIDS,
AND DRUG PARAPHERNALIA AND TITLE X: ZONING ORDINANCE (CITY FILE 24-
044)**

THE CITY OF CORCORAN ORDAINS:

SECTION 1. Amendment of the City Code. The existing text of City Code Chapter 119 is repealed in its entirety and replaced as follows:

CHAPTER 119: Cannabis and Cannabis Business Regulations

119.01: Purpose.

The purpose of this ordinance is to implement the provisions of Minn. Stat. Ch. 342, and certain related regulations to protect the public health, safety and welfare of the residents of the city of Corcoran by regulating cannabis use and cannabis businesses within the legal limits of the city.

119.02: Definitions.

Unless otherwise noted or specifically defined in this section, words and phrases contained in M.S. § 342.01, as it may be amended from time to time, and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

CANNABIS CULTIVATION. A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

CANNABIS RETAIL BUSINESSES. A state-licensed retail location and the retail location(s) of a mezzobusiness(es) with a retail operations endorsement, microbusiness(es) with a retail operations endorsement, medical combination business(es) operating a retail location, excluding lower-potency hemp edible retailers.

CANNABIS RETAILER. Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

CERTIFIED MEDICAL PROFESSIONAL. An individual who holds a valid and active license to practice medicine or provide healthcare services within the State of Minnesota, as issued by the Minnesota Board of Medical Practice, or other relevant state licensing authorities. This includes, but is not limited to, licensed physicians, advanced practice registered nurses (APRNs), physician assistants (PAs) or other healthcare professionals recognized by the State of Minnesota as being authorized to conduct medical evaluations, provide medical advice and respond to medical emergencies.

DAYCARE. A location licensed with the Minnesota Department of Human Services to provide

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the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

DRUG PARAPHERNALIA. All equipment, products, and materials of any kind, except those used in conjunction with permitted uses of controlled substances pursuant to state law, which are knowingly or intentionally used primarily in (1) manufacturing a controlled substance other than cannabis flower, cannabis products, lower potency hemp edibles, or hemp-derived consumer products, (2) injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance other than cannabis flower, cannabis products, lower potency hemp edibles, or hemp-derived consumer products, or (3) enhancing the effect of a controlled substance other than cannabis flower, cannabis products, lower potency hemp edibles, or hemp-derived consumer products. **DRUG PARAPHERNALIA** does not include the possession, manufacture, delivery, or sale of: (1) hypodermic syringes or needles or any instrument or implement which can be adapted for subcutaneous injections; or (2) products that detect the presence of fentanyl or a fentanyl analog in a controlled substance.

LOWER-POTENCY HEMP EDIBLE. As defined under M.S. § 342.01, subd. 50, as it may be amended from time to time.

LOWER-POTENCY HEMP EDIBLE RETAILER. A business which sells Lower-Potency Hemp Edibles but which is not a Cannabis Retailer, as defined by this Chapter.

OFFICE OF CANNABIS MANAGEMENT. Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.

PLACE OF PUBLIC ACCOMMODATION. A business, accommodation, refreshment, entertainment, recreation or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

PRELIMINARY LICENSE APPROVAL. OCM pre-approval for a cannabis business license for applicants who qualify under M.S. § 342.17, as it may be amended from time to time.

PUBLIC PLACE. A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants, bars, any other food or liquor establishment, hospitals, nursing homes, auditoriums, arenas, gyms, meeting rooms, common areas of rental apartment buildings and other places of public accommodation.

RESIDENTIAL TREATMENT FACILITY. A facility as defined under M.S. § 245.462, subd. 23, as it may be amended from time to time.

RETAIL REGISTRATION. An approved registration issued by the city to a state-licensed cannabis retail business, registering a single specified retail location within the city limits.

SCHOOL. A public school as defined under M.S. § 120A.05, as it may be amended from time

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to time, or a nonpublic school that must meet the reporting requirements under M.S. § 120A.24, as it may be amended from time to time.

STATE LICENSE. An approved license issued by the Office of Cannabis Management to a cannabis business.

119.03 Registration of Cannabis Businesses.

- A. Consent to Registering of Cannabis Businesses. No individual or entity may operate a state-licensed cannabis retail business or lower-potency hemp edible retail business within the corporate limits of the city without first registering with the city. With the exception of the limitations set forth in §119.03 (G)(1), all requirements of this Section 119.03 shall apply to lower-potency hemp edible retailers the same as they do to cannabis retail businesses.
- B. Compliance Checks Prior to Retail Registration.
 1. The city may conduct a preliminary compliance check prior to issuance of a cannabis retail business registration to ensure compliance with local ordinances.
 2. Pursuant to M.S. Ch. 342, within 30 days of receiving a copy of a state license application from OCM, the city shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.
- C. Registration and Application Procedure.
 1. Fees.
 - a. The city shall not charge an application fee.
 - b. A registration fee, as established under the city's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.
 - (1) An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under M.S. § 342.11, as it may be amended from time to time, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.
 - (2) Any renewal retail registration fee imposed by the city shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under M.S. § 342.11, as it may be amended from

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time to time, whichever is less.

- (3) A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

2. Application submittal.

- a. The city shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of M.S. § 342.22 and this Chapter, as they may be amended from time.
 - b. An applicant for a retail registration shall fill out an application form, as provided by the city. Said form shall include, but is not limited to:
 - (1) Full name of property owner and applicant;
 - (2) Address, email address, and telephone number of the applicant;
 - (3) The address and parcel ID for the property which the retail registration is sought;
 - (4) Certification that the applicant complies with the requirements of local ordinances established pursuant to M.S. 342.13, as it may be amended from time to time.
 - c. The applicant shall include with the form:
 - (1) The application fee as required in Paragraph C,1;
 - (2) A copy of the state license application form and materials submitted to OCM.
 - (3) A copy of a valid state license or written notice of OCM license preapproval.
 - d. Once an application is considered complete, the city shall inform the applicant as such, process the application fees, and forward the application to the City Council for approval or denial.
 - e. The application fee shall be non-refundable once processed.

3. Application approval.

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- a. A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Paragraph G.
- b. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- c. A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

4. Annual compliance checks.

- a. The city shall complete at least one unannounced compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under M.S. § 342.22, subd. 4(b) and M.S. § 342.24, as they may be amended from time to time, and these ordinances.
- b. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a person or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer.

5. Location change. A state-licensed cannabis retail business shall be required to submit a new application for registration under Paragraph C,2 if it seeks to relocate to a new location still within the legal boundaries of the city. That application for registration at the new location shall be subject to the provisions of paragraph G.

D. Renewal of registration. The city shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license. A state-licensed cannabis retail business shall apply to renew registration on a form established by the city and pay the renewal fee for the registration as established in the city's fee schedule.

E. Transfer of registration. A cannabis retail registration issued under this ordinance shall not be transferred.

F. Suspension of registration.

1. When suspension is warranted. The city may suspend a cannabis retail business's registration if it violates the ordinance of the city or poses an immediate threat to the health or safety of the public. The city shall immediately notify the cannabis retail business in writing the grounds for the suspension.

2. Notification to OCM. The city shall immediately notify the OCM in writing the

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grounds for the suspension. OCM will provide the city and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

3. Length of suspension. The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The city may require receipt of a determination from OCM before reinstating a registration. The business may not make sales to customers if their registration is suspended. The city may reinstate a registration if it determines that the violations have been resolved. The city shall reinstate a registration if OCM determines that the violation(s) have been resolved.

G. Limitation on Number of Registrations.

1. The city shall limit the number of cannabis retail businesses to the lowest number of registrations permitted by M.S. § 342.13, as it may be amended from time to time, and this Chapter. The city shall allow no greater than one registration of a single retail location per 12,500 residents within the city limits which is not an operation owned by the city. In the event an application for registration seeks to locate within the corporate boundaries of the city and the County in which the proposed operations site is located has reached the threshold of one active registration for every 12,500 residents, the city shall not issue a registration to an operation which is not owned by the city. This limitation shall not apply to lower-potency hemp edible retailers, as defined in this Chapter.
2. The city shall limit the number of lower-potency hemp edible retailers to no more than one registration of single retail locations within the corporate boundaries of the city. However, the limit set forth in this Section 119.03 (G)(2) shall not apply to a cannabis retail business legally operating within the city which is also licensed to sell lower-potency hemp edibles.

H. Inspections. City officials and law enforcement have the right to inspect the premises at any time to ensure compliance with all regulations.

119.04 Restrictions on Issuance.

- A. No state-licensed cannabis business shall be granted within 1,000 feet of a school. The distance is to be measured from the closest side of the school to the closest side of the structure on the premises within which cannabis is to be sold.
- B. No state-licensed cannabis business shall be granted within 500 feet of a day care, a residential treatment facility and/or an attraction within a public park that is regularly used by minors, including a playground or athletic field. The distance is to be measured from the closest side of the day care, residential treatment facility or public park attraction regularly used by minors to the closest side of the structure on the premises within which cannabis is to be sold.
- C. Pursuant to M.S. § 462.367, subd. 14, as it may be amended from time to time,

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nothing in this Section 119.04 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility and/or an attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

- D. In the event an applicant seeks registration for a business to be located within a zoning district which requires a conditional use permit to permit the business, the City shall deny the application as not compliant with local zoning if the applicant has not obtained a valid conditional use permit for the use, from the city.

119.05 Hours of Operation.

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles or hemp-derived consumer products between the hours of 10:00 a.m. and 9:00 p.m.

119.06 Temporary Cannabis Events.

- A. License required. A license or permit is required to be issued and approved by the city prior to holding a Temporary Cannabis Event.
- B. Registration and application procedure. A registration fee, as established in the city fee schedule, shall be charged to applicants for Temporary Cannabis Events.
- C. Application submittal and review. The city shall require an application for Temporary Cannabis Events.
1. An applicant for a retail registration shall fill out an application form, as provided by the city. The form shall include, but is not limited to:
 - a. Full name of the property owner and applicant;
 - b. Address, email address and telephone number of applicant;
 - c. The address at which the event will be held; and
 - d. Other information required by the Administrator or designee.
 2. The applicant shall include with the form the application fee as required under Paragraph B and a copy of the OCM cannabis event license application, submitted pursuant to M.S. § 342.39, subd. 2, as it may be amended from time to time.
 3. The application shall be submitted to the Administrator or designee, for review. If the Administrator determines that a submitted application is incomplete, he/she shall return the application to the applicant with the notice of deficiencies.
 4. Once an application is considered complete, the Administrator shall inform the applicant of such, process the application fees and forward the application to the

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city council for approval or denial. The application fee shall be non-refundable once processed.

5. The application for a license for a Temporary Cannabis Event shall meet the following standards:

a. Comply with buffer standards applicable to a state-licensed cannabis business as set forth in Section 119.04 (A) and (B).

b. Security requirements.

(1) A minimum of two licensed peace officers or licensed

security guards per 100 attendees must be present at all times.

(2) The event area must be equipped with 24/7 video surveillance covering all entrances, exits, and key areas.

(3) Secure fencing and controlled entry points must be established to ensure only authorized individuals enter the event area.

c. Operational standards.

(1) Noise levels must not exceed the limits set forth in City Code.

(2) Effective odor control measures must be in place to ensure no detectable odor extends beyond the event premises.

d. Health and safety standards.

(1) At least one certified medical professional, as defined in this Chapter, must be present on-site at all times.

(2) Adequate sanitation facilities must be provided, including restrooms and handwashing stations, as determined by the city's Building Official.

(3) A comprehensive waste management plan must be implemented to handle all event-related waste.

e. Inspections. City officials and law enforcement have the right to inspect the event at any time to ensure compliance with all regulations.

f. Event Hours. A Temporary Cannabis Event shall only be held between the hours of 10:00 a.m. and 9:00 p.m.

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- g. On-Site Consumption Prohibited. On-site consumption shall not be permitted at a Temporary Cannabis Event within the city.
- h. Location of Events. A Temporary Cannabis Event which includes cannabis retail may only be held at a location which is within a zoning district which permits cannabis retail operation and subject to the provisions of Section 10-604.

119.07 Civil Penalties.

- A. Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of \$2,000 for each violation.
- B. Subject to M.S. § 342.22, subd. 5(e), the city may impose a civil penalty of \$500 for the first violation of this chapter, \$1,000 for the second violation of this chapter within a 36 month period, and \$2,000 for the third and subsequent violations within a 36 month period.

119.08 Public Use of Cannabis and Lower-Potency Hemp Edibles Prohibited.

It is unlawful for any person to use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products as each is defined by state law, in a public place within the City of Corcoran. For the purposes of this Section, “public place” shall not include:

- A. A private residence, including the curtilage or yard of the same;
- B. Private property not generally accessible by the public, unless the person is explicitly prohibited from consuming cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property; or
- C. The premises of an establishment licensed to permit on-site consumption, provided the use complies with the on-site consumption permitted and this Chapter. On-site consumption shall not be permitted at Temporary Cannabis Events within the city.

Any violation of this Section shall be a petty misdemeanor.

119.09 Possession of Drug Paraphernalia Prohibited.

It is unlawful for any person knowingly or intentionally to use or possess drug paraphernalia as defined in this Chapter.

SECTION 2. Amendment of the City Code. The existing text of City Code Title X, Section 1040.030 Rural Residential (RR), Subd. 2 is hereby amended by adding the underlined material as follows:

- Subd. 2. Permitted Uses.
 - A. Agriculture and Tree Farms.

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- B. Cannabis, state licensed cultivation business with no retail component compliant with Corcoran Code Section 119 and 1060.120.
- C. Dwelling, Single Family Detached.
- D. Parks, playgrounds, trails, other recreational facilities of a non-commercial nature and directly related buildings and structures.
- E. Residential facility in a single family detached dwelling, serving 6 or fewer individuals and licensed by the State.
- F. Seasonal Product Stands.

SECTION 3. Amendment of the City Code. The existing text of City Code Title X, Section 1040.090 Rural Commercial (CR), Subd. 2 is hereby amended by adding the underlined material as follows:

- Subd. 2. Permitted Uses.
- A. Automobile Retail (tires, batteries, etc. No body work or repair work).
 - B. Cannabis, retail, compliant with Corcoran Code Section 119.03-04 and 1060.120.
 - C. Lower Potency Hemp Edible Retailers, compliant with Corcoran Code Section 119.03 and 1060.120.
 - D. Civic Buildings, such as City Hall, libraries, fire stations, etc.
 - E. Day Care Facilities, Commercial.
 - F. Offices, medical and professional.
 - G. Retail goods and service uses of a similar nature.

SECTION 4. Amendment of the City Code. The existing text of City Code Title X, Section 1040.100 C-1 (Neighborhood Commercial), Subd. 2 is hereby amended by adding the underlined material as follows:

- Subd. 2. Permitted Uses.
- A. Bakery, retail.
 - B. Banks, savings and loan, credit unions and other financial institutions, with or without drive-through.
 - C. Barbers, Beauty Shops and similar personal service uses.
 - D. Cannabis, retail, compliant with Corcoran Code Section 119.03-04 and 1060.120.
 - E. Lower Potency Hemp Edible Retailers, compliant with Corcoran Code Section 119.03 and 1060.120.
 - F. Civic Buildings, such as City Hall, libraries, fire stations, etc.
 - G. Copy/print shop.
 - H. Day Care Facilities, Commercial.
 - I. Dry cleaning and laundry pick-up, incidental pressing and repair without dry cleaning processing.
 - J. Offices, medical and professional.
 - K. Public and Private Clubs and Lodges.
 - L. Restaurants and cafes (without drive-through).

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- M. Retail goods and service uses of a similar nature within a fully enclosed building (without drive-through and not to exceed 50,000 square feet).
- N. Taverns.

SECTION 5. Amendment of the City Code. The existing text of City Code Title X, Section 1040.110 C-2 (Community Commercial), Subd. 2 is hereby amended by adding the underlined material as follows:

- Subd. 2. Permitted Uses.
- A. Bakery, retail.
 - B. Banks, savings and loan, credit unions and other financial institutions, with or without drive-through.
 - C. Barbers, Beauty Shops and similar personal service uses.
 - D. Cannabis, retail, compliant with Corcoran Code Section 119.03-04 and 1060.120.
 - E. Lower Potency Hemp Edible Retailers, compliant with Corcoran Code Section 119.03 and 1060.120.
 - F. Civic Buildings, such as City Hall, libraries, fire stations, etc.
 - G. Day Care Facilities, Commercial.
 - H. Department Stores.
 - I. Drug Stores, Variety Stores, etc.
 - J. Dry cleaning and laundry pick-up, incidental pressing and repair without dry cleaning processing.
 - K. Funeral Homes and Mortuaries.
 - L. Grocery Stores (not to exceed 50,000 square feet).
 - M. Hardware Stores.
 - N. Hobby and Craft Stores.
 - O. Home Furniture and Home Furnishing Stores.
 - P. Household Appliance Stores.
 - Q. Laundromats.
 - R. Liquor – Off-sale/On-sale.
 - S. Offices, medical and professional.
 - T. Public and Private Clubs and Lodges.
 - U. Restaurants and cafes (without drive-through).
 - V. Retail goods and service uses of a similar nature.
 - W. Sporting Goods and similar retail sales.
 - X. Tailoring services, shoe repair and similar services.
 - Y. Taverns.

SECTION 6. Amendment of the City Code. The existing text of City Code Title X, Section 1040.120 BP (Business Park), Subd. 2 is hereby amended by adding the underlined material as follows:

- Subd. 2. Permitted Uses.

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- A. Banks, savings and loan, credit unions and other financial institutions, with or without drive-through.
- B. Cannabis, state licensed businesses with no retail or outdoor cultivation component compliant with Corcoran Code Section 119 and 1060.120.
- C. Civic buildings, such as City Hall, libraries, fire stations, etc.
- D. Commercial printing establishments.
- E. Conference centers and reception halls.
- F. Essential services and structures.
- G. Laboratories/research facilities.
- H. Manufacturing or assembly of products that produce no exterior noise, glare, fumes, obnoxious products, byproducts, or wastes or creates other objectionable impact on the environment.
- I. Offices, medical and professional.
- J. Office/Warehouse.
- K. Radio and television stations or studios.
- L. Technical, vocational, business and college/university satellite facilities/schools.
- M. Warehousing and indoor storage used in conjunction with offices or manufacturing facilities.
- N. Wholesale Showrooms.

SECTION 7. Amendment of the City Code. The existing text of City Code Title X, Section 1040.125 I-1 (Light Industrial), Subd. 2 is hereby amended by adding the underlined material as follows:

- Subd. 2. Permitted Uses.
- A. Automotive detailing shops.
 - B. Cannabis, state licensed businesses with no retail or outdoor cultivation component compliant with Corcoran Code Section 119 and 1060.120.
 - C. Civic buildings, such as City Hall, libraries, fire stations, etc.
 - D. Commercial printing establishments.
 - E. Contractors Operations
 - F. Equipment rental.
 - G. Indoor sports and recreation (commercial) provided the structure and use is located at least one hundred feet (100') from any residential zoning district.
 - H. Laboratories/research facilities.
 - I. Manufacturing or assembly of products that produce no exterior noise, glare, fumes, obnoxious products, byproducts, or wastes or creates other objectionable impact on the environment.
 - J. Lumber yards/building material sales.
 - K. Offices, medical and professional.
 - L. Office/Warehouse.
 - M. Printing and publishing.
 - N. Radio and television stations or studios.
 - O. Recycling facility – indoor.
 - P. Warehousing/distribution and indoor storage.

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Q. Wholesale Showrooms.

SECTION 8. Amendment of the City Code. The existing text of City Code Title X, is hereby amended by adding the underlined material as follows:

Section 1060.120 Cannabis Businesses

A. Cannabis and Hemp Business Activities

1. Cannabis retail establishments can only operate between the hours of 10:00 a.m. and 9:00 p.m.
2. Establishments must implement comprehensive security measures, including but not limited to:
 - a. Security cameras covering all areas of the premises, both interior and exterior.
 - b. Alarm system monitored 24 hours per day, 7 days per week by a licensed security company.
 - c. Secure storage areas for all cannabis products.
 - d. Outdoor cultivation areas as allowed in the Rural Residential district must be secured by a privacy fence of at least 6' tall and 80% opacity.
 - (1) Fences may not include razor or concertina wire.
 - (2) Access gates must be equipped with a locking device, be self-closing, and have a self-latching device.
3. Adequate ventilation systems must be installed to ensure no odor is detectable from the exterior of the building or from adjacent properties. For outdoor cultivation areas, effective odor control measures must be in place to ensure no detectable odor extends beyond the premises.
4. Establishments must have a plan for the disposal of cannabis waste that complies with state regulations and prevents access by unauthorized individuals.
5. The operation of a cannabis business is prohibited within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field.
6. Accessory structures utilized for cultivation operations in the Rural Residential district are subject to a minimum setback of 100 feet from all property lines.
7. All signage must comply with Corcoran City Code and must not depict

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cannabis leaves, use slang terms for cannabis, or appeal to minors.

SECTION 9. Effective Date.

This Ordinance shall be in full force and effect upon its adoption.

ADOPTED by the City Council on the 9th day of January 2025.

VOTING AYE

- McKee, Tom**
- Friedrich, Michelle**
- Lanterman, Mark**
- Nichols, Jeremy**
- Vehrenkamp, Dean**

VOTING NAY

- McKee, Tom**
- Friedrich, Michelle**
- Lanterman, Mark**
- Nichols, Jeremy**
- Vehrenkamp, Dean**

Tom McKee - Mayor

ATTEST:

Debra Johnson – City Clerk

City Seal

ORDINANCE NO. 2025-542

**Motion By:
Seconded By:**

CITY OF CORCORAN

SUMMARY OF ORDINANCE NO. 2025-541

AN ORDINANCE AMENDING THE TEXT OF TITLE X (ZONING ORDINANCE) AND TITLE XI (BUSINESS REGULATIONS) OF THE CORCORAN CITY CODE RELATED TO CANNABIS, EDIBLE CANNABINOID, AND DRUG PARAPHERNALIA (CITY FILE 24-044)

Title X and Title XI of the City Code of the City of Corcoran, Minnesota, is hereby amended to address business and zoning regulations for cannabis use, businesses, and operations within the Zoning Ordinance and Business Regulations of the Corcoran City Code.

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

VOTING AYE

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

VOTING NAY

- McKee, Tom
- Friedrich, Michelle
- Lanterman, Mark
- Nichols, Jeremy
- Vehrenkamp, Dean

Whereupon, said Ordinance is hereby declared adopted on this 9th day of January 2025.

Tom McKee - Mayor

ATTEST:

Debra Johnson - City Clerk

City Seal

RESOLUTION NO. 2025-04

**Motion By: Nichols
Seconded By: Vehrenkamp**

**APPROVING FINDINGS OF FACT FOR AN ORDINANCE AMENDMENT TO CHAPTER 119:
CANNABIS, EDIBLE CANNABINOIDS, AND DRUG PARAPHERNALIA AND TITLE X:
ZONING ORDINANCE AS IT RELATES TO CANNABIS REGULATIONS
(CITY FILE NO. 24-044)**

WHEREAS, Minnesota State Statute 342 establishes a regulatory framework for the state’s new cannabis industry and legalizes adult-use cannabis in Minnesota, and;

WHEREAS, Staff proposes updates to Chapter 119 and Title X to address the City’s authority as it relates to registration of businesses, zoning, and cannabis use, and;

WHEREAS, the Planning Commission reviewed the ordinance amendments at a duly called Public Hearing and recommended approval;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CORCORAN, MINNESOTA, that it should and hereby does support the amendments to regulate Cannabis operations and use throughout the City, based on the following findings and conditions:

1. The ordinance amendments have been considered in relation to available guidance for local government authorities.
2. The ordinance amendments regulate businesses, operations, and adult-use to the maximum extent recommended without creating a conflict with Minnesota State Statute 342.

VOTING AYE

- McKee, Tom**
- Friedrich, Michelle**
- Nichols, Jeremy**
- Lanterman, Mark**
- Vehrenkamp, Dean**

VOTING NAY

- McKee, Tom**
- Friedrich, Michelle**
- Nichols, Jeremy**
- Lanterman, Mark**
- Vehrenkamp, Dean**

Whereupon, said Resolution is hereby declared adopted on this 9th day of January 2025.

Tom McKee - Mayor

ATTEST:

Debra Johnson – City Clerk

City Seal

STAFF REPORT

Agenda Item: 9a.

Council Meeting January 9, 2025	Prepared By Deb Johnson
Topic Choose Acting Mayor for 2025	Action Required Choose Acting Mayor for 2025

Summary

State Statute M.S. 412.121 requires, "At its first meeting each year, the Council shall choose an Acting Mayor from the Councilmembers. The Acting Mayor shall perform the duties of the Mayor during the disability or absence of the Mayor from the City or, in case of vacancy in the office of Mayor, until a successor has been appointed and qualifies."

Outgoing Councilmember Bottema served as Acting Mayor in 2024

Council Action

Appoint a Councilmember to serve as Acting Mayor for calendar year 2025 and direct staff to bring back a Resolution for adoption at the January 23rd City Council Meeting.

Attachments

None

STAFF REPORT

Agenda Item 9b.

Council Meeting: January 9, 2025	Prepared By: Jay Tobin
Topic: Rules of Decorum	Action Required: Review and Provide Direction

Summary:

Corcoran City Council adopted rules of decorum for public meetings on September 26, 2019 which were immediately implemented. The language was slightly modified in 2021 to accommodate commenting from electric attendees of public meetings post-covid. In 2023, electronic attendee commenting was discontinued due to the frequency of inappropriate electronic attendee behavior and the volume of disruptive racist, sexist, and other inappropriate comments.

The rules of decorum are posted at the entrance to the Council Chambers in order to communicate and establish clear expectations which are also often referenced and confirmed during public meetings (i.e. time limits, process to provide comment, public comment, public hearing conduct, etc).

It is requested that Council review the current Rules of Decorum providing feedback and direction so staff might update the rules as deemed appropriate and implement.

Financial/Budget:

Minor costs in staff time updates and a City Attorney review.

Council Action:

1. Review the Rules of Decorum for meetings of the City Council, Planning Commission, Parks and Trails Commission, and Charter Commission providing staff feedback and direction for updates as deemed appropriate.
2. Review and approve unchanged.
3. Table for future action.

Attachments:

1. Current Rules of Decorum



A Hidden Gem Waiting To Be Discovered

**Rules of Decorum for meetings of the City Council, Planning Commission,
Parks and Trails Commission, and Charter Commission**

The City of Corcoran wishes to give everyone an opportunity to be heard on matters before the City while protecting its ability to carry out the business of the City. In order to provide ample comment opportunity, attendees may speak at Open Forum, or prior to an agenda item section during the Public Comment Opportunity provided the following rules are followed:

General Rules

Persons not recognized by the Mayor or Chairperson should refrain from commenting, interrupting a speaker at the podium, conducting conversations with other members of the audience, or creating any other type of disruption causing distraction to a member of the Council, Commissioner, city employees, or a speaker at the podium.

All persons wishing to address the Council or Commission shall approach the podium in-person when recognized by the Mayor or Chairperson and clearly state their name, address, and subject being addressed. All persons attending through electronic means may use the raise hand function, or dial *9 to be recognized by the Mayor or Chairperson and clearly state their name, address, and subject being addressed. Proper decorum is expected at all times and speakers are asked to treat everyone with respect.

Should a member or members of the audience either in-person or through electronic means be identified as disorderly, the Mayor or Chairperson has the right to declare the meeting temporarily recessed and call for the removal of said person(s) from the premises or removed from electronic communication means. The City Council or Commission may by vote reinstate an individual who has been removed.

Council and Commission members must accord courtesy to each other, to city employees and to the public appearing before the City and must refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.

The same rules of conduct noted in this policy shall also apply to members of the audience wishing to address the Council or Commission during any scheduled public hearing.

Open Forum

“Open Forum” provides an opportunity to be heard and is not an opportunity to debate an issue. The Council or Commission does not typically act on items brought up under “Open Forum” so they may allow time to thoroughly research the respective matter(s) and provide a measured and fair response. Matters raised may be referred to staff and a response, if necessary, will be provided to the speaker. If a matter will need to be brought back to the Council or Commission at a future meeting, staff will notify the speaker at such time that a meeting date has been determined.

Generally, a time period of no more than 20 minutes is reserved for public comment, with each speaker receiving a 5-minute time limit. Each speaker should observe this timeframe and plan their remarks accordingly.

Speakers shall address all statements and questions to the Mayor or Chairperson who may, in turn, refer any questions or research requests to staff. Speakers should strive to provide only factual information and refrain from repeating comments made by other speakers.

Agenda Items

Citizens may request permission to speak on agenda items by completing a public comment card found on a cart or table at the entrance of the Council Chambers and handing it to City staff, the Mayor, or Council. Citizens are invited to offer comments up to 5 minutes in length, not including time for answering questions by the Council or Commission. Upon request, the Mayor may extend the time of any speaker subject to the consent of the Council or Commission.

If numerous requests to speak on an agenda item are received, the Mayor or Chairperson will inform the Council or Commission of the number of requests. The Mayor or Chairperson, or any member of the Council or Commission may propose a total length of time for public comment on the item, which must be approved by the majority of Council or Commission members to be effective. The Mayor or Chairperson will use the gavel to indicate when the time for public comment is in order.

The Council and Commissions expect applicants and petitioners, or their representatives make presentations to the Council or Commission within 15 minutes, not including time for answering questions. Upon request, the Mayor or Chairperson may extend the time subject to the consent of the Council or Commission. Submission of written material in advance is strongly encouraged and expected. The Council and Commissions request previously submitted written material not be read in its entirety.

Public Hearings

Public hearings will be conducted as required by state laws and regulations, the City Charter, the City Code, and these procedures where they are not in conflict with them. Public hearings on development issues are held by the Planning Commission. The City Council does not conduct another public hearing but welcomes public comment, especially if new information is available.

2025 CITY OF CORCORAN

JANUARY						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

FEBRUARY						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

MARCH						
S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

APRIL						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

MAY						
S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

JUNE						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

JULY						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

AUGUST						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

SEPTEMBER						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

OCTOBER						
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

NOVEMBER						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

DECEMBER						
S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Meetings

	Council
	Council Quarterly Work Sess.
	Planning Commission
	Parks & Trails Commissions
	City Holiday
	Alternative Meeting Dates

Mayor

Tom McKee tmckee@corcoranmn.gov

Council Members

Michelle R. Friedrich

Mark Lanterman mlanterman@corcoranmn.gov

Jeremy Nichols jnichols@corcoranmn.gov

Dean Vehrenkamp dvehrenkamp@corcoranmn.gov

Contracted Services

Planning 612-638-0225

Engineer 763-479-4209

Building Inspector 763-479-1720

City Assessor 612-348-2943

Septic / Henn Co. 612-543-5200

Republic Services 763-972-3335

City of Corcoran
2025 City Council Schedule
(as of January 9, 2025)

Below is a tentative schedule for City Council meetings subject to change.

January 13, 2025 – Strategic Work Session (1 of 2) (4:30-8:30PM)

January 23, 2025

January 27, – Strategic Work Session (2 of 2) (4:30-8:30PM)

February 21-22, 2025 Elected Leaders Institute – Foundational/Advanced Program (Plymouth)

February 27, 2025

March 13, 2025

March 27, 2025

April 10, 2025

April 24, 2025

May 8, 2025

May 22, 2025

June 12, 2025

June 23, 2025* (TBD – Moved for League of Minnesota Cities Conference) (NOTE: Monday)

June 25-27, 2025 League of Minnesota Cities Annual Conference (Duluth)

July 10, 2025

July 24, 2025

August 14, 2025

August 28, 2025

September 11, 2025

September 25, 2025

October 9, 2025

October 16, 2025

November 13, 2025

November 24, 2025* (NOTE: Monday)

December 11, 2025