



Corcoran Parks and Trails Commission Agenda
January 16, 2025
7:00 pm

- 1. Call to Order / Roll Call**
- 2. Pledge of Allegiance**
- 3. Agenda Approval**
- 4. Minutes**
 - a. Minutes – December 19, 2024, Meeting*
- 5. Open Forum – Public Comment Opportunity**
- 6. Presentations – None**
- 7. Unfinished Business**
 - a. Update on Park Enhancement Program and See My Legacy*
- 8. New Business**
 - a. Commissioner Term Update*
 - b. City Park Playground*
- 9. Reports/Information**
 - a. Planning Project Update – Information Only*
 - b. Parks, Recreation, and Trails Update*
- 10. Subcommittee & Miscellaneous Reports**
 - a. Garden Club Report
 - b. Park Dedication Fund*
- 11. Other Business/Announcements**
- 12. Adjournment**

HYBRID MEETING OPTION AVAILABLE

The public is invited to attend the regular Parks and Trails Commission meetings at City Hall.

Meeting Via Telephone/Other Electronic Means

Call-in Instructions:

+1 312 626 6799 US

Enter Meeting ID: 815 9742 6469

Video Link and Instructions:

<https://us02web.zoom.us/j/81597426469>

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

Meeting ID: 815 9742 6469

**Please note in-person comments will be taken at the scheduled meeting where noted. Comments received via email to Recreation Supervisor Christensen Buck at jchristensenbuck@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 Parks and Trails meeting.*

For more information on options to provide public comment visit:

www.corcoranmn.gov

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



MEMO

Meeting Date: January 16, 2025

To: Parks and Trails Commission

From: Jessica Christensen Buck, Recreation Supervisor

Re: Minutes – December 19, 2024, Meeting

Staff anticipates having the minutes distributed through email to the Commission for review on Monday, January 13, 2025. The minutes will also be included as a physical copy on the dais for the January 16, 2025, Parks and Trails Commission meeting.

Additionally, the electronic packet on the City of Corcoran's website will be updated to include the minutes, upon completion.

Attachments

None



MEMO

Meeting Date: January 16, 2025

To: Parks and Trails Commission

From: Jessica Christensen Buck, Recreation Supervisor

Re: Update on Park Enhancement Program and See My Legacy

During the December 19, 2024, Parks and Trails Commission meeting, Commissioners reviewed various options for park enhancement features and provided valuable feedback to staff. Commissioners also recommended approval of the Park Enhancement Program by City Council for the January 9, 2024, City Council meeting.

At the time of this report being compiled, the City Council meeting has not yet occurred. An update on the Council's decision will be provided during the January 16, 2025, Parks and Trails Commission meeting.

When moving forward with the See My Legacy fundraising platform, it was originally anticipated that the City Park Design Development and 60% design reviews would have been presented to City Council. However, a work session has been scheduled for the February 13, 2025, City Council meeting to discuss the project and funding further. In light of this adjustment, staff intends to focus the Parks and Trails Commission meeting discussion on the potential fundraising and volunteer options that can be utilized with See My Legacy.

A support meeting is scheduled between staff and See My Legacy for January 16, 2025, to understand the operational back-end processes. Staff will provide additional updates during the Parks and Trails Commission meeting that evening.

To maximize the fundraising and volunteer engagement options of See My Legacy, the following options are areas to consider:

1. Fundraising for specific amenities
 - a. General City Park project, splashpad, playground, building, etc.

2. Park Enhancements Program options
Staff plans to revisit this discussion following the February 13, 2025, City Council meeting to align locations and pricing of enhancements within the City Park project.

3. Volunteering opportunities
 - a. Tree Giveaway handout day
 - b. Memorial Garden clean up days
 - c. Night to Unite

More information about See My Legacy can be found here: <https://seemylegacy.com/>

Staff is requesting the Parks and Trails Commission discuss and provide direction on their preferred areas of focus for fundraising and volunteer efforts. This will allow for creating areas within the City's See My Legacy platform, familiarize with the features, and prepare for adding Park Enhancement Program options.

Attachments

1. See My Legacy Information

SeeMyLegacy

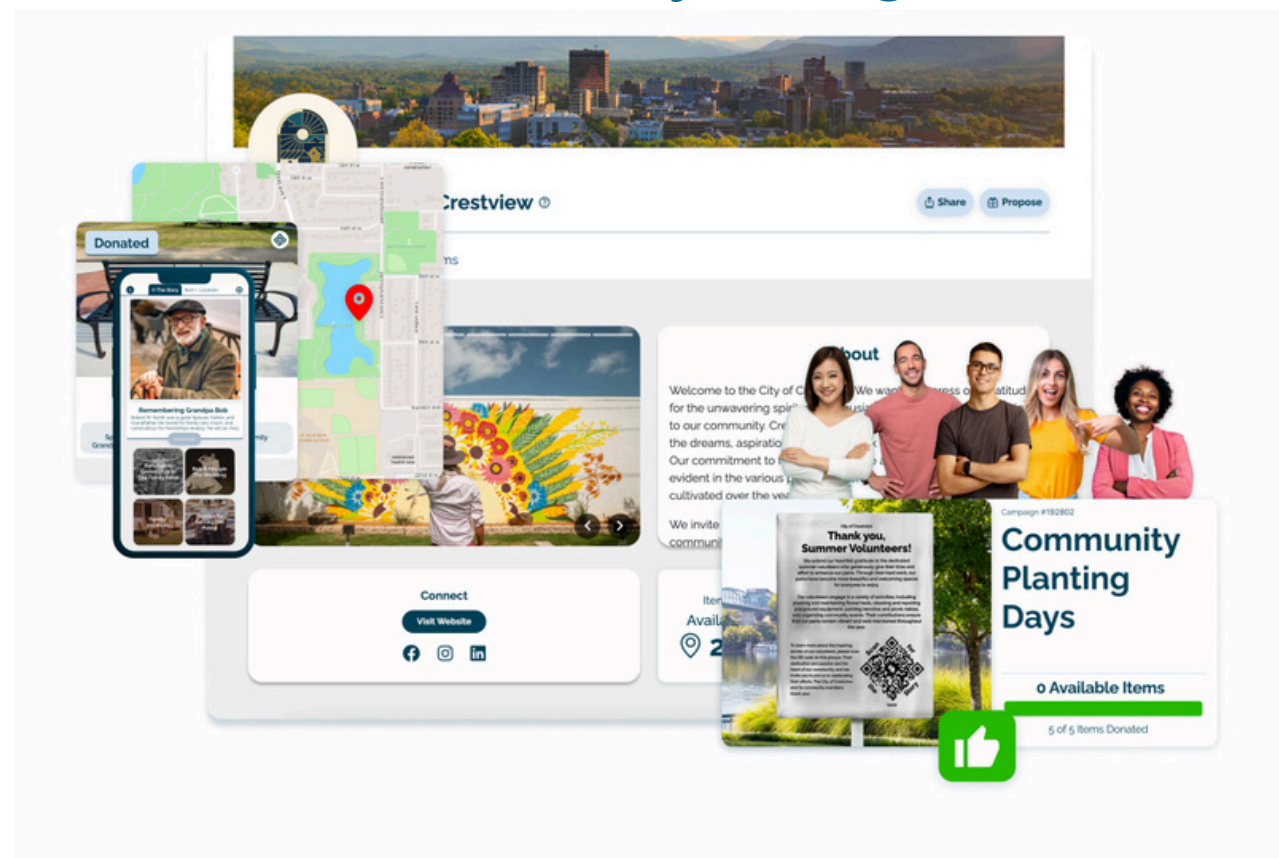
The Digital Platform that makes Community Giving
Simple and Rewarding

The Best Platform for Community Giving

How SeeMyLegacy Works

Community Profile

Your All-In-One Digital Hub for Community Giving



Campaigns

Fundraisers, sponsorships, memorial programs, and volunteer activities that you want community members to participate in



Community Stories

Provide enhanced recognition for memorial items, sponsors, donors, and those who make your community better




Streamline How Your Community Gives Back Campaigns

SPONSORSHIP • FUNDRAISER

Pullman Veterans Memorial Park Fundraiser

Campaign Dates: 11/01/2024 - 12/01/2025

[View Community Profile](#)







About the Campaign

The Pullman Cemetery Committee and American Legion are raising funds to construct a dedicated space to honor all veterans. We are offering multiple donation tiers to help fund this special space. Contributions will go towards:

- A central granite monument to commemorate veterans
- Beautiful landscaping with a reflecting pool and bronze statues
- Educational exhibits chronicling Pullman's proud military history

Supporting this meaningful project is a thoughtful way to show your appreciation for our veterans and their families. Please consider donating to bring this special park to life for Pullman.

8 Sponsorships available
0 of 8 Sponsorships claimed

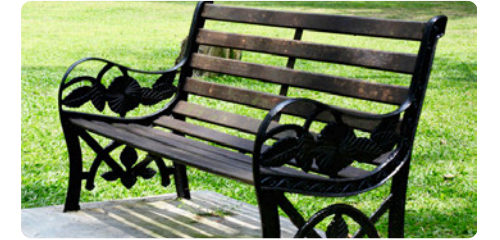
	Monetary Gift Item #95070 Available	\$50,000	Star Level Sponsor	15 Remaining
	Monetary Gift Item #51174 Available	\$25,000	Eagle Level Sponsor	25 Remaining
	Monetary Gift Item #53663 Available	\$10,000	Silver Oak Leaf Sponsor	50 Remaining
	Monetary Gift Item #76789 Available	\$5,000	Gold Oak Leaf Sponsor	25 Remaining

[View More](#)

Memorial Programs

Examples:

Memorial Benches, Memorial Trees, Commemorative Bricks, Veterans Banners



Sponsorship + Fundraisers

Examples:

Youth Team Sponsors, New Amenity Fundraisers, Event Sponsors, Capital Project Fundraisers



Volunteer Events

Examples:

Adopt-a-Park, Planting Days, Beautification Initiatives, Festival+Event Volunteers



Interactive Community Giving

Campaigns highlight new donation opportunities and past contributions

Easy + Exciting Giving Experience


How Campaigns Work

SPONSORSHIP • FUNDRAISER

Halloween Events

Campaign Dates: 01/01/2025 - 10/15/2025

[View Community Profile](#)



About the Campaign

"Care to Scare" Halloween Carnival
150The "Care to Scare" Halloween Carnival is hosted at the PullmanRecreation Center where children ages 3-10 can participate in carnival games and win Halloween prizes. Proceeds from the event support our Care to Share Scholarship Program. Over 125families attended the event in 2023.

Pullman Aquatic & Fitness Center"Spooky Splash"
An in-water pumpkin patch for children, a spooky family movie and craft activities are pr
tradition and all age

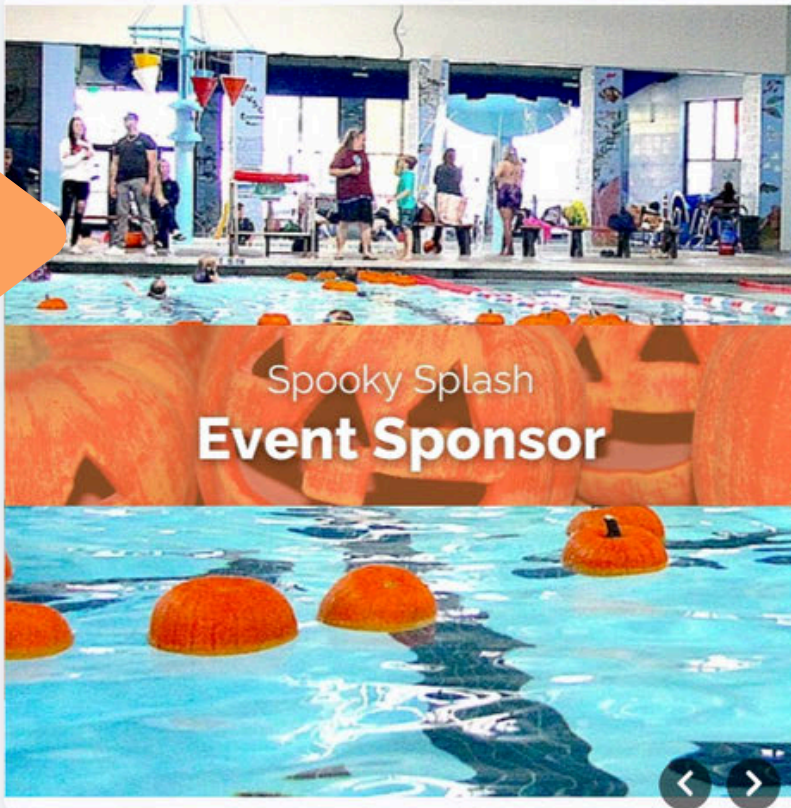
Support from sponsors

4 Sponsorships available
0 of 4 Sponsorships claimed

- Monetary Gift** Item #45085 Available
\$750
Spooky Splash Presenting Sponsor
Pullman Aquatic & Fitness Center
- Monetary Gift** Item #66698 Available
\$150
Spooky Splash Event Sponsor
Pullman Aquatic & Fitness Center 15 Remaining
- Monetary Gift** Item #27174 Available
\$750
Care to Scare Carnival Presenting Sponsor
Pullman Recreational Center
- Monetary Gift** Item #13595 Available
\$150
Care to Scare Carnival Event Sponsor
Pullman Recreation Center 20 Remaining

Campaign Overview
Share the goals, photos, and details

Item Overview



Monetary Gift | ID #66698 15 Remaining Available

\$150

Spooky Splash Event Sponsor

Community: [City of Pullman, WA](#)

Location Name: [Pullman Aquatic & Fitness Center](#)

[Participate Now](#)

As a Sponsor to this event you will enjoy the following benefits:

- Mentions!** Sponsors name announced during pre-event radio adds. Sponsors name announced several times during the event.
- Information Booth!** Set up your display at the event to promote your services or products (Tent, table, and chairs available on request).
- Recognition!** Your organization recognized in post event marketing materials.

Campaign Items
Easy Online Payment + Registration

Showcase New Opportunities and Past Dedications

Memorial Item Mapping

Campaign #192802

Overview Items

Search by Items or Donors

Status Available Donated

Map Gallery

wayzata blvd
holiday
texas twelve
13th ln w
texas ave s
brickhouse
16th st w
utah dr
utah ave s
texas ave s
18th st w
westwood hills interpretive center
virginia ave s
franklin ave w
st. louis middle
22nd st w
minneapolis golf club

wayzata blvd
texas ave s
13th ln w
texas ave s
16th st w
utah dr
utah ave s
texas ave s
18th st w
westwood hills interpretive center
virginia ave s
franklin ave w
st. louis middle
22nd st w
minneapolis golf club

Memorial Bench in Honor of Helen Smith
Dedicated To: Helen Smith
From: The Smith Family

Bench Item #192802 Available
\$1,000
Dedicate a Memorial Bench
Entrance of Edgewater Beach

Bench Item #192802 Available
\$500
Plant a Memorial Tree
Entrance of Edgewater Beach

Bench Item #192802 Available
\$150
Engrave a Commemorative Paver
Entrance of Edgewater Beach

Bench Item #192802 Available
\$1,000
Dedicate a Memorial Bench
Entrance of Edgewater Beach

Bench Item #192802 Available
\$1,000
Dedicate a Memorial Bench
Entrance of Edgewater Beach

Bench Item #192802 Donated
Memorial Bench in Honor of Helen Smith
Dedicated To: Helen Smith
From: The Smith Family

New Dedications

Let residents select a special location for their commemorative item

Bench Item #192802 Available
\$1,000
Dedicate a Memorial Bench
Entrance of Edgewater Beach

Memorial Stories

Explore existing memorials and learn about the people they honor

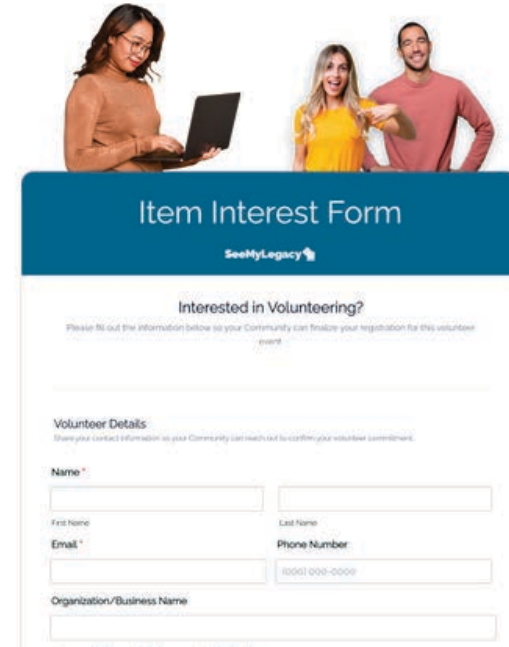
Bench Item #192802 Donated
Memorial Bench in Honor of Helen Smith
Dedicated To: Helen Smith
From: The Smith Family

The Entire Process Handled For You

Features of SeeMyLegacy



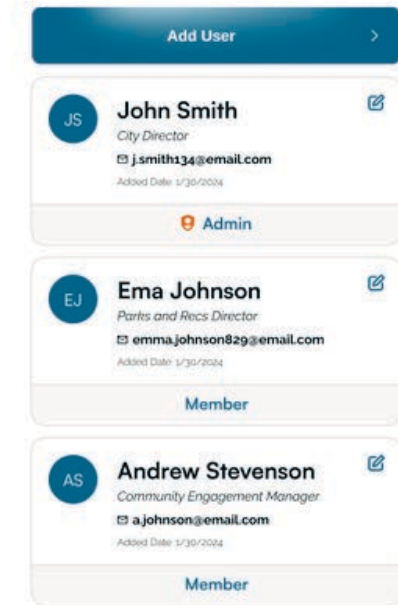
Online Payments



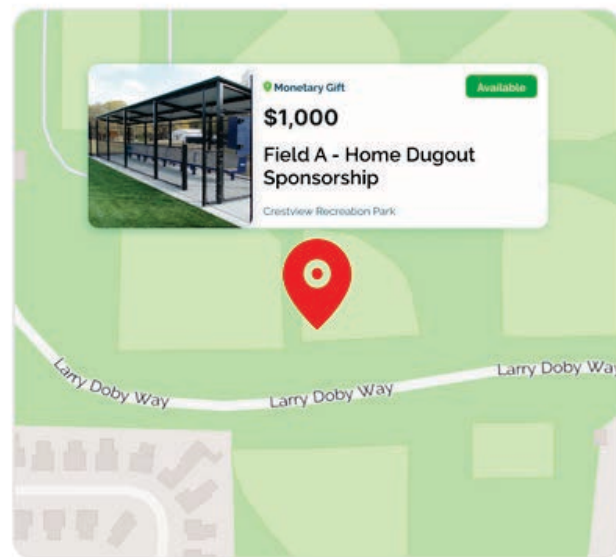
Volunteer Forms



Easy to Share and Promote



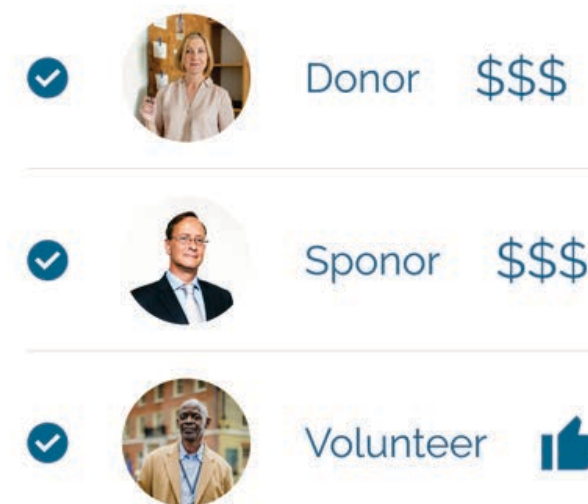
Unlimited Users



Geo-Tag Donations



Donor Recognition



Donor + Volunteer Activity Log



Dedicated Support Team

Platform Benefits

Why SeeMyLegacy



Enhanced Community Engagement

Create an engaging digital experience that inspires community members to get involved



Increase Participation and Donations

Grow the impact and success of your existing programs by making them more accessible and rewarding



Professional Digital Experience

Offer a streamlined experience that helps residents and businesses give back effortlessly



Create New Revenue Streams

Generate additional funds and resources by offering new and creative ways for community members to give back

The Platform That Benefits You and Your Community Members

Lasting Digital Recognition QR Plaques



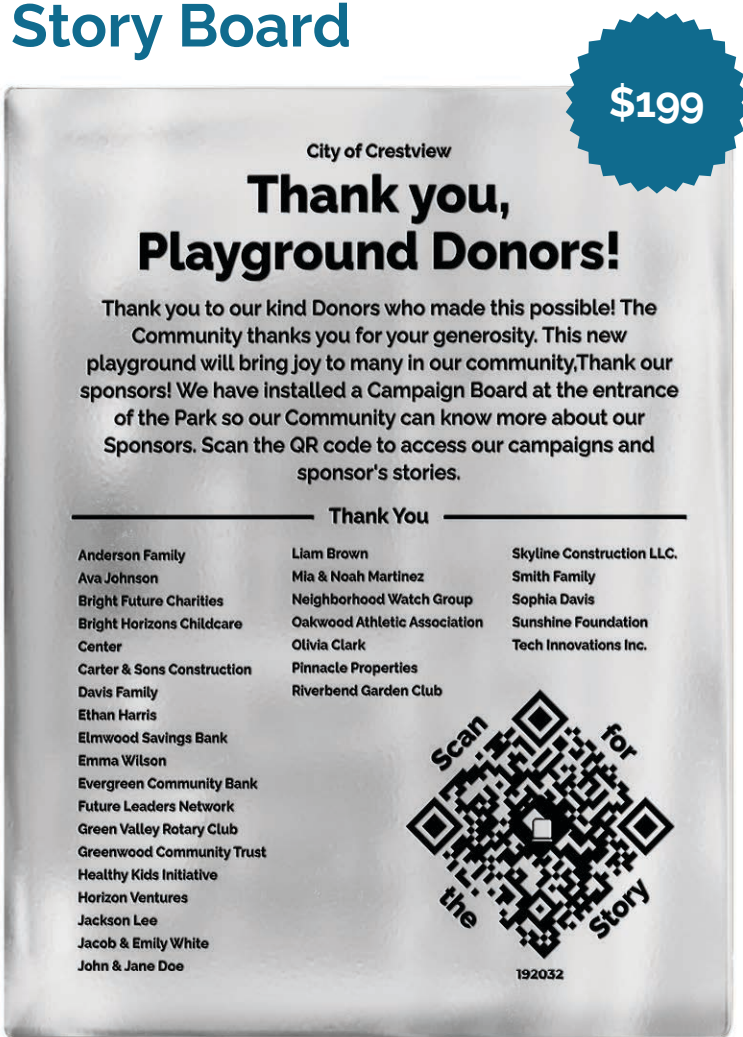
\$89

Story Dedication



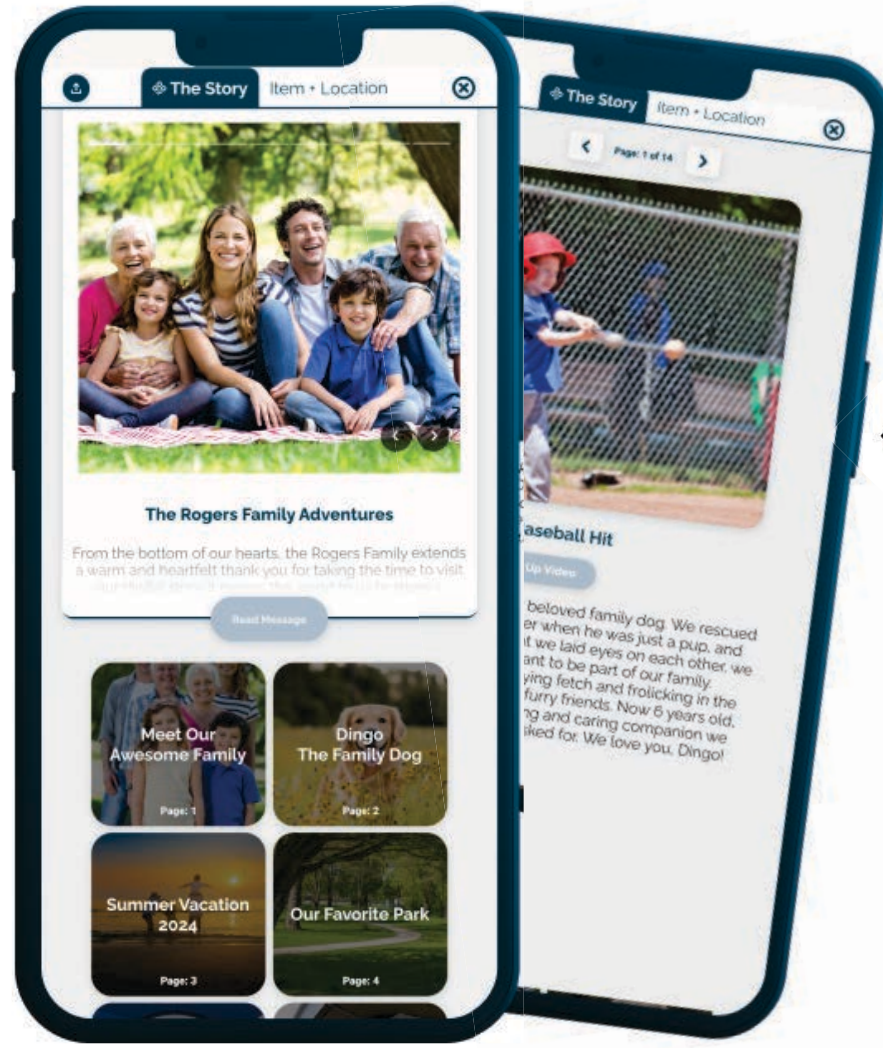
\$49

Story Tag



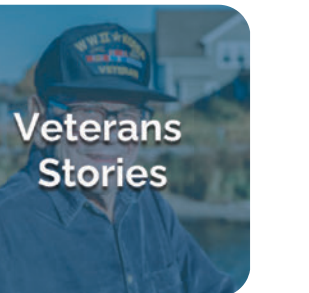
\$199

Story Board



Scan QR to View Story

Types of Stories





MEMO

Meeting Date: January 16, 2025
To: Parks and Trails Commission
From: Jessica Christensen Buck, Recreation Supervisor
Re: Commissioner Term Update

The following is the current appointment terms for Parks and Trails Commissioners:

Term ending February 28, 2025

- Tom Anderson
- Jonathan Schmidt
- VACANCY

Term ending February 28, 2026

- Phillip Christenson
- Gary Erzberger

Term ending February 28, 2027

- Val Nybo
- Judy Strehler

Attachments

None

STAFF REPORT

Agenda Item: 8b.

Commission Meeting January 16, 2025	Prepared By Jessica Christensen Buck
Topic City Park Playground	Action Required Direction

Summary

During the December 19, 2024, Parks and Trails Commission meeting, the Commission reviewed proposals from vendors for the splashpad and playground. The Commission directed staff to explore the feasibility of integrating elements from Option A and Option C into a combined design.

Following the Commission's direction, staff discussed with project consultants to assess the flexibility of blending elements from the two options. Playworld, the vendor for Option A, has been closely collaborating with HKGi throughout the planning process and has provided multiple design iterations and updates. In discussions, Playworld expressed their ability and willingness to accommodate the Commission's requests.

Additionally, consultants highlighted that Playworld tends to offer more economical options compared to other vendors. While all proposals adhered to the same budget, Playworld's custom pieces are generally more cost-effective. This would allow for greater value within the project scope.

Further discussions and decisions regarding the selection and adjustment of specific features are anticipated at future Parks and Trails Commission meetings.

Financial/Budget

This recommendation will not have a financial impact at this time, as it is focused on providing a vendor selection recommendation. No expenditures will occur until the project proceeds to the bidding phase.

Recommendation

Based on the responsiveness of Playworld to requested design adjustments and their cost-effective solutions, staff recommends selecting Playworld as the vendor for the playground.

Attachments

1. Page 42 – 12/19/2024 City Park 60% Design - Presentation

PLAYGROUND DISCUSSION...



Option A



Option B



Option C



MEMO

Meeting Date: January 16, 2025
To: Parks and Trails Commission
From: Dwight Klingbeil
Re: Planning Project Update

Projects/comments in blue italics are new.

The following is a status summary of active planning projects:

1. **Kwik Trip CUP, Lot Line Adjustment, and Site Plan (PID 12-119-23-14-0006; 12-119-23-14- 0004) (City File 23-006)**

Kwik Trip Inc. submitted a Site Plan, Lot Line Adjustment and CUP application for the two parcels north of Mama G's in early 2023. A feasibility study was required to evaluate the infrastructure needs of the project. The feasibility study has been distributed to the applicant. Staff and the applicant team continue to work through requirements for the application to move forward. *Additional application materials were submitted to the City for a preliminary plat, final plat, variance, conditional use permit and site plan. The application is being reviewed for completeness and is not currently scheduled for any upcoming meetings.*

2. **Commercial and Industrial Development Standards (Citywide) (City File 23-023)**

The purpose of this zoning ordinance amendment is to address and evaluate the allowed uses and use specific standards within commercial and industrial developments. The Council adopted a work plan at the November 20, 2023, regular meeting, and requested the Planning Commission to provide their initial feedback. The Planning Commission discussed this item at the December 5, 2023, meeting and expressed their desire Commercial and Industrial Development Standards address a number of items such as: specific architectural standards, infrastructure investment incentives, encouragement toward sustainable development practices, proper transitions of intensities and height, the permitted and conditional uses of each zoning type, verbiage, and lighting standards.

City Staff prepared a survey for current landowners and lessees to express their

opinions on items addressed with this update. Staff mailed the online survey invitation to property owners and tenants whose property is either currently zoned, or guided for Commercial, Industrial, or Mixed-Use. The comment period for this survey closed on January 31, 2024.

During the February 8, 2024, City Council meeting, Council directed staff to prioritize Rural Commercial (CR) and Transitional Rural Commercial (TCR) district updates for approval by the end of quarter 2. Staff presented feedback from the Planning Commission and results from the Business Community Survey to the City Council at the April 25, 2024, regular Council meeting for further direction. The City Council and Planning Commission discussed the Commercial and Industrial standards during the May 21, 2024, Joint Work Session.

A survey invitation for feedback on Rural Commercial Subdivisions was posted to the City's media pages and mailed out to properties within 500 feet of CR & TCR parcels. Council discussed the results of this survey during the June 27, 2024, meeting.

A public hearing for an ordinance amendment removing self-storage/mini-storage from the CR and I-1 districts was held at the July 2, 2024, Planning Commission meeting. After some discussion, the Planning Commission motioned to recommend approval of this ordinance amendment. Council approved the zoning ordinance amendment, removing self-storage/mini-storage from the CR & I-1 districts at the July 25, 2024, meeting.

A public hearing to clarify the use of development rights for subdivision in the UR, RR, CR, and TCR districts was held at the August 1, 2024, Planning Commission meeting. The Planning Commission motioned unanimously to recommend approval of the draft ordinance. Council approved the Zoning Ordinance Amendment at the August 22, 2024, meeting.

3. **Pioneer Trail Industrial Park Final Plat & Final PUD (PID 32-119-23-43-0005, 32-119-23-43-0006, 32-119-23-43-0013)(City File 23-030).**

Contour Development LLC applied for a Final Plat and a Final PUD at 6210 Pioneer Trail. The application consists of 0 lots and 3 outlots. Council approved this item during the November 25, 2024, City Council meeting.

4. **Tonka Auto CUP (PID 26-119-23-12-0004) (City File 24-008).**

Jake Hautman submitted a Site Plan Amendment, a Conditional Use Permit, and an Interim Use Permit application to allow the operation of an auto repair business, Tonka Auto, at 20201 County Road 50. The public hearing for this item was held during the November 7, 2024, Planning Commission meeting. After some discussion, the Planning Commission recommended approval of this item as presented. Council approved this item during the November 25, 2024, City Council meeting.

5. **Corcoran Industrial Northeast (PID 01-119-23-11-0001) (City File 24-010).**

Hemple Real Estate is seeking Council feedback on conceptual light industrial development at 10585 County Road 101. The plan includes 2 primary industrial buildings ranging from 200,200 to 342,000 sq ft on a 78.85-acre site. The applicant received informal feedback from the Council during the March 28, 2024, Council meeting. *An Environmental Assessment Worksheet (EAW) must be completed should the applicant decide to proceed with this development.*

6. **Camp Solberg (PID 08-119-23-31-0004) (City File 24-021).**

Aaron and Melissa Solberg submitted an application for a preliminary and final plat to create two single-family residential lots on Outlot B of Weinand Woods located at PID 08-119-23-31-0004. This item is incomplete for city review and is not currently

scheduled for any upcoming meetings.

7. Kariniemi Orchards Preliminary Plat (PID 11-119-23-11-0012) (City File 24-024).

Nathan Kariniemi submitted an application for a preliminary open space & preservation plat to allow for the development of 16 single-family lots at 20400 County Road 30. *The applicant has withdrawn this application.*

8. Old Farm Ridge (PID 36-119-23-33-0008) (City File 24-034).

Michael Kelly submitted a preliminary plat, final plat, conditional use permit, and variance application to plat a single lot from Outlot A of Country Season Estates, located at 6620 County Road 116. *The application is complete for City review and is scheduled for the December 5, 2024, Planning Commission meeting.*

9. Arens Norling OS&P Concept Plan (PID 31-119-23-12-0007) (City File 24-037).

Robb Norling submitted a concept plan for an open space and preservation (OS&P) plat that would consist of 8 single-family lots and 1 outlot at 6700 Pioneer Trail. *The Council provided informal comments to the applicant during the November 25, 2024, City Council meeting.*

10. A+A Tree and Landscape Concept Plan (PID 18-119-23-13-0002) (City File 24-043).

A+A Tree and Landscape LLC has submitted a concept plan for a yard waste recycling facility on the property surrounding the Public Works building (PID 18-119-23-13-0002). This application is under review for completeness and is not currently scheduled for City meetings.

11. Cannabis Regulation Code Amendments (Citywide) (City File 24-044).

The City of Corcoran will hold a public hearing regarding the licensing of cannabis related businesses during the December 5, 2024, Planning Commission meeting.

12. St. Thomas Site Plan (PID 23-119-23-44-0015) (City File 24-045).

St. Thomas the Apostle Catholic Church submitted a Site Plan application for a new worship facility on the property west of the existing church, 20020 County Road 10. This application is incomplete for City review and is not scheduled for City meetings.

13. Spaeth Garage CUP (PID 29-119-23-44-0005) (City File 24-046).

Jordan Spaeth submitted a Conditional Use Permit application to allow the construction of a new accessory structure with sidewalls that exceed the allowed height limit of 10 ft at 7090 Jubert Lane. This application is incomplete for City review and is not currently scheduled for any City meetings.

14. Brockton Business Park Preliminary Plat, Site Plan, and Variance (PID 01-119-23-11-0001) (City File 24-047).

Hemple Development submitted an application for a Preliminary Plat, Site Plan, and Variance to allow a light industrial development at 10585 County Road 101. The comment period for the Environmental Assessment Worksheet (EAW) is open until January 23, 2025. This item is incomplete for City review and is not currently scheduled for any City meetings.

15. Lothar Subdivision Concept (PID 12-119-23-22-0009) (City File 24-048).

Brian and Jacque Lothar submitted a concept plan for informal feedback on a subdivision of their property at 10110 County Road 116. The concept consists of 22 single-family villa lots on a 9.87-acre parcel. This item is complete for City review and is scheduled for the January 23, 2025, regular meeting.

16. **Schmids Hidden Valley 3rd Concept Plan (PID 04-119-23-42-0006) (City File 24-049).**

Michael and Judith Ball submitted a concept plan for informal feedback for a subdivision of Outlot A of Schmids Hidden Valley 2nd Addition. The concept consists of 3 single-family lots on a 28.26-acre site. This item is under review for completeness and is not yet scheduled for a City meeting.



MEMO

Meeting Date: January 16, 2025

To: Parks and Trails Commission

From: Jessica Christensen Buck, Recreation Supervisor

Re: Parks, Recreation, and Trails Update

Summary

Baseball: Set up youth baseball registration for 2025 season, opened registration for Corcoran residents (1/6), and prepared for open registration for all (1/14).

Hiring: Assisted with first-round interviews for the IT Manager and Community Development Assistant positions. Worked with the Human Resources team to set up the hiring process for the Program Coordinator for 2025. Worked with the Human Resources team to post the position, interview, hire, and train ice rink attendants for the 2024-2025 season.

Park Planning: Met with staff and consultants to further discuss funding options and project updates.

Parks and Trails Commission: Prepared materials for the packet and compiled packets for physical and electronic delivery.

Policy Updates: Continued work with the Community Development and Police Departments to update the special events processes, to include signage. Prepared the draft park enhancement program for the January 9, 2025, City Council packet.

Other: Wrote Parks and Recreation related City Council reports/memos/resolution and attended development review committee meetings.

City Council Items:

January 9, 2025, City Council Meeting

At the time of this report, the meeting has not occurred.

6d. Resolution 2025-02 Holiday Toy and Food Drive

- Resolution summarizing the event and donations received from the community.

6e. 2025 Community Events Schedule

- Summary of events for 2025, with the following date suggestions:
 - Night to Unite – Tuesday, August 5
 - Bark in the Park – Friday, September 12
 - Holiday Toy and Food Drive – Tuesday, December 9 (12/10 as inclement weather contingency)

6f. Park Enhancement Program

- Request to Council to review, and potentially approve, the Park Enhancement Program.

6k. Parks and Trails Commission Annual Report and 2025 Priorities

- Overview of the progress the Parks and Trails Commission made in 2024, as well as goals for 2025.

Attachments

None

CITY OF CORCORAN					
PARK CAPITAL FUND REPORT					
June 15, 2024					
		CASH FUNDS			
Date		Park Dedication	Memorial Park Maintenance	Combined Fund Balance	
		415-10100	415-10102		
01/23	Stantec Invoice 2044165 - Park Planning	(118.00)			
03/23	Lennar Tavera 4th Addition Park Dedication Fee	140,605.36			
04/23	Lennar Tavera 5th Addition Park Dedication Fee	120,328.00			
04/23	Pulte Homes Walcott Glenn Park Dedication Fee	470,617.00			
03/23	Interest		0.28		
06/23	Interest		0.29		
07/23	Grove Nursery - Memorial Garden Plants		(482.90)		
08/23	Grove Nursery - Top Soil		(14.60)		
08/23	Transfer between bank accounts		497.50		
10/23	Rush Creek Reserve 3	104,842.17			
10/23	Memorial Garden		(242.65)		
06/23	Interest (01/2023-06/2023)	63,196.04			
12/23	Interest (07/2023-12/2023)	130,102.17			
	ENDING BALANCE	4,196,751.77	11,055.35		4,207,807.12

Ending balance as of 9/18/2024: \$5,237,797.72
 *Updates to the spreadsheet are required.

CITY OF CORCORAN								
PARK CAPITAL FUND REPORT								
June 15, 2024								
CASH FUNDS								
Date		Park Dedication		Memorial Park Maintenance		City Park Improvement	Combined Fund Balance	
		415-10100		415-10102		415-10100		
06/21	NW Jaycees-City Park Improvement (Splash Pad)					100,000.00		
12/21	Hanover Athletic Association - Donation					45,000.00		
06/23	Corcoran Athletics Association - City Park Donation					5,622.41		
		4,196,751.77		11,055.35		150,622.41	4,358,429.53	