



**Corcoran Parks and Trails Commission Agenda**  
**November 21, 2024**  
**7:00 pm**

- 1. Call to Order / Roll Call**
- 2. Pledge of Allegiance**
- 3. Agenda Approval**
- 4. Minutes**
  - a. Minutes – October 17, 2024, Meeting\*
- 5. Open Forum – Public Comment Opportunity**
- 6. Presentations – None**
- 7. Unfinished Business**
  - a. Winter Trail Maintenance Update\*
- 8. New Business**
  - a. Boardwalk in Bellwether Design\*
  - b. Former Cropland Seeding\*
  - c. See My Legacy/Park Enhancement Program\*
- 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**
  - a. June 2025 Parks and Trails Commission Meeting\*
- 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](mailto: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](http://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](http://www.corcoranmn.gov).*



## Corcoran Parks and Trails Meeting Minutes October 17, 2024 - 7:00 pm

The Corcoran Parks and Trails Commission met on October 17, 2024, at City Hall in Corcoran, MN. Present were Commissioners Anderson, Christenson, Friedrich, Nybo, and Strehler. Present at City Hall was Recreation Supervisor Christensen Buck.

### 1. Call to Order/Roll Call

Chair Christenson called the meeting to order at 7:00 pm.

### 2. Pledge of Allegiance

Chairperson Christenson invited all in attendance to rise and join in the Pledge of Allegiance.

### 3. Agenda Approval

**Motion:** Made by Anderson, seconded by Nybo, to approve the agenda as presented.

Voting Aye: Anderson, Christenson, Friedrich, Nybo, and Strehler.

(Motion carried 5:0)

### 4. Minutes

#### a. Minutes – September 19, 2024, Meeting

**Motion:** Made by Friedrich, seconded by Strehler, to approve the minutes as presented.

Voting Aye: Anderson, Christenson, Friedrich, Nybo, and Strehler.

(Motion carried 5:0)

### 5. Open Forum

Recreation Supervisor Christensen Buck noted no attendance in the audience.

### 6. Presentations – None

### 7. Unfinished Business

### 8. New Business

#### a. Historical Overview of City Park Development

Recreation Supervisor Christensen Buck updated the Commission on the conversation about the history and development of City Park with Frank and Catherine Meister, Denise Haechrel, Commissioner Nybo, and Commissioner Strehler. Recreation Supervisor Christensen Buck highlighted dirt work and excavation by Willie Snyder, and Larry Jordan having helped with the backstop for Snyder Field. Recreation Supervisor Christensen Buck noted Frank Meister mowed the park, installed the first playground at the park, fenced around the ballfields, ran concessions in the warming house, and updated the warming house with assistance from Denny Jobes, thus having Meister Field named after him. Recreation Supervisor Christensen Buck noted the assistance from the Northwest Area Jaycees through funding for the pavilion and current playground at City Park. Recreation Supervisor Christensen Buck included that Commissioner Nybo was noted in the City Council minutes as attending the meeting to request a new playground at City Park with George Gmach. Commissioner Nybo noted that the old playground, located by where the current t-ball fields are now, was hit by tornado debris and needed to be replaced. Recreation Supervisor Christensen Buck noted assistance from the Corcoran Lions for field lighting, tennis courts, and Lions Field. Recreation Supervisor Christensen Buck highlighted the City Council minutes from 1997-2000 with Parks and Trails related items including hockey rinks, fields, and the playgrounds at City Park. Recreation Supervisor Christensen Buck highlighted changes to City Park shown on Hennepin County GIS from 1969 to 2024 through a timeline of aerial screenshots of City Park. Commissioners noted the western portion of the park originally belonged to the Rockford School District until 2018 or 2019. Commissioners noted that sometime between 2002-2004 the Parks and Trails Commission formed and began meeting.

Commissioners expressed interest in learning more about the Corcoran Athletic Association and their inputs

into City Park. Commissioner Nybo noted there appeared to be 25-year lifecycle for playgrounds, to which Recreation Supervisor Christensen Buck noted that vendors say 8-10 years, but data shows they can last up to 10-20 years. Commissioner Anderson noted park shelters that he remembered from his childhood in Minneapolis that were wood and lasted approximately 30 years, but the replacement buildings were cinderblock buildings that still exist.

b. Bark in the Park Survey

Recreation Supervisor Christensen Buck highlighted the Bark in the Park event that took place on Friday, September 6, 2024, where 17 survey responses were received regarding input on dog amenities within the City. Recreation Supervisor Christensen Buck requested Commissioners review the survey questions and consider directing staff to proceed with a dog amenity survey to the public. Commissioner Anderson noted that the seating and shading at the park should be considered at all parks within the City as a standard. Chair Christenson inquired about collecting emails with the survey, to which Recreation Supervisor Christensen Buck advised against it to allow anonymity. Recreation Supervisor Christensen Buck informed the Commission that there is a Parks and Recreation email list for those that have agreed to be on it. Commissioner Anderson inquired about if the option to opt into the email list was on the Tree Giveaway form, to which Recreation Supervisor Christensen Buck noted that it was not but could be added. Commissioners were in consensus for Recreation Supervisor Christensen Buck to proceed with collecting additional information through an online survey.

**9. Reports/Information**

a. Planning Project Update – Information Only

Commissioner Nybo inquired about the trucking company located off of County Road 101.

b. Parks, Recreation, and Trails Update

Recreation Supervisor Christensen Buck noted items that she had been working on since the last Parks and Trails Commission meeting, including park planning, City Park engagement, policy updates, park history, youth athletics, and Parks and Trails Commission items.

Vice-Chair Friedrich recalled the November Parks and Trails Commission meeting being moved to Tuesday November 19, 2024, to which the Commission agreed that Thursday, November 21, 2024, at 7:00 pm would work for the meeting date and time.

**Motion:** Made by Friedrich, seconded by Nybo, to approve the November Parks and Trails Commission Meeting take place on Thursday, November 21, 2024, at 7:00 pm, to coincide with the open house from 5:30 to 6:30 pm.

Voting Aye: Anderson, Christenson, Friedrich, Nybo, and Strehler.

(Motion carried 5:0)

Vice-Chair Friedrich inquired about offering flag football, to which Recreation Supervisor Christensen Buck noted how heavily the fields are used with current program offerings and noted potential to re-evaluate following City Park updates. Recreation Supervisor Christensen Buck noted the Holiday Toy and Food Drive was scheduled to take place on Tuesday, December 10, 2024, with open registration for interested neighborhoods. Recreation Supervisor Christensen Buck noted items at City Council since the September Parks and Trails Commission meeting including a grant application for a new lawn mower and an upcoming meeting to include the City Park remaster.

**10. Subcommittee & Miscellaneous Reports**

a. Garden Club Report

Recreation Supervisor Christensen Buck noted that she reached out to the Department of Agriculture regarding the Nursery Stock Dealer Certificate that is required for the annual Tree Giveaway and was informed it would still be required.

b. Park Dedication Fund

Recreation Supervisor Christensen Buck informed the Commission that the City Council approved an agreement with ABDO to serve as the finance manager role for the City which would allow for the Park Dedication Fund to be updated more regularly.

**11. Other Business/Announcements**

Commissioner Anderson noted the South Fork of the Rush Creek Stream Restoration in Maple Grove and inquired if the Commission would be interested in hearing more about it from their project manager. Commissioners expressed interest in having the project manager attend a future meeting where there is not planned City Park project discussion. Commissioner Anderson noted that the October 24, 2024, City

Council meeting would be where Ken Guenthner, Watershed Commissioner, would be receiving his outgoing recognition for his service. Commissioner Anderson noted his role as the alternate for the Watershed Commission but that the City is still looking for a Watershed Commissioner.

**12. Adjournment**

**Motion:** Made by Strehler, seconded by Anderson, to adjourn the meeting at 7:42 pm.

Voting Aye: Anderson, Christenson, Friedrich, Nybo, and Strehler.

(Motion carried 5:0)

*Jessica Christensen Buck*

Submitted by Jessica Christensen Buck, Recreation Supervisor

DRAFT

## STAFF REPORT

Agenda Item: 7a.

<b>Commission Meeting</b> November 21, 2024	<b>Prepared By</b> Kevin Mattson
<b>Topic</b> Winter Trail Maintenance Update	<b>Action Required</b> Direction

---

### Summary

Planning for the maintenance of trails has been an ongoing discussion with the Parks & Trails Commission and City Council in recent years.

In October of 2023, staff prepared a draft Snow & Ice Removal Policy that attempted to begin to identify and organize policy discussions related to the maintenance of streets and trails.

Attached is the staff report that was presented to City Council which provides a summary of the discussion topics to date and illustrates the complexities and challenges of winter maintenance policy development. The Council did adopt the proposed ordinance amendments but paused the Snow & Ice Removal Policy conversations.

Although the city has started to take ownership of a limited number of trails, it is still slower than anticipated and the trail segments remain disconnected throughout the city making winter maintenance programs less efficient and more costly.

Attached is a city trail map last updated in March of 2023.

Feedback from the Parks & Trails Commission on this information is requested and will be shared with the City Council as winter maintenance policy development continues.

### Financial/Budget

The proposed 2025 budget does not account for any winter maintenance of city trails.

### Recommendation

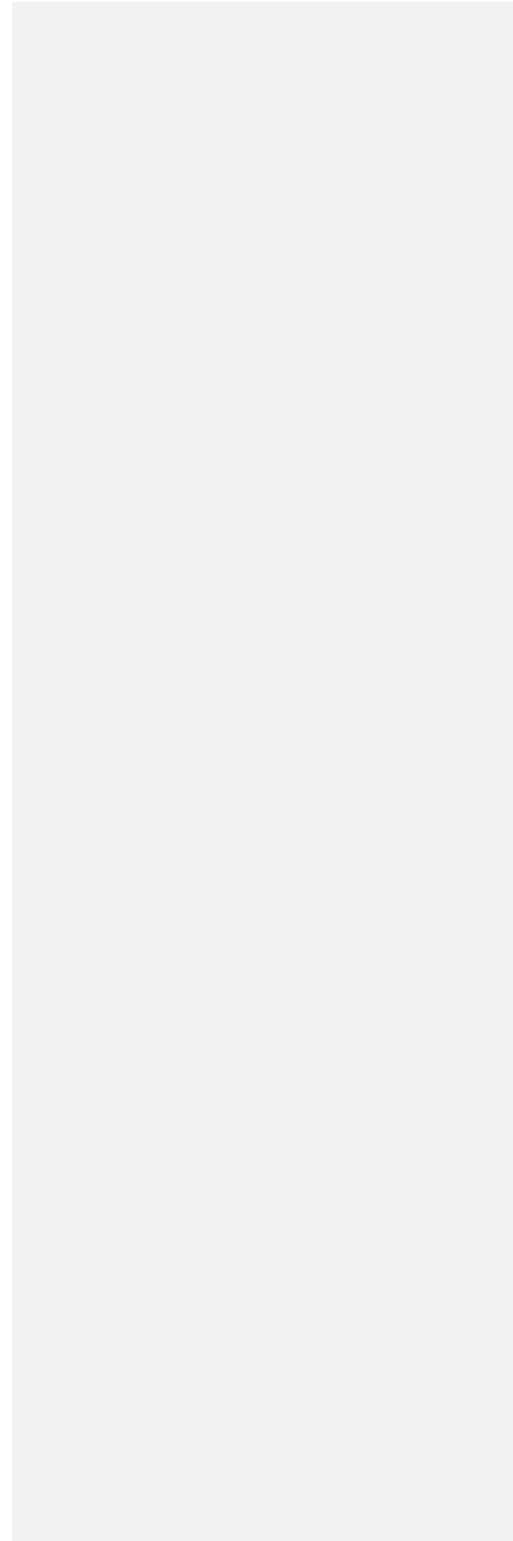
Provide policy recommendations and funding options related to winter maintenance of city trails.

### Attachments

1. Draft Snow & Ice Removal Policy
2. 10-26-2023 City Council Staff Report – Street Management Code and Policy Updates
3. City Trail Map (March 2023)

# Snow & Ice POLICY

CITY OF CORCORAN



## 1. PURPOSE

The city shall provide snow and ice management of public streets, trails, parking lots, and other public facilities in a safe and cost-effective manner to support routine travel and emergency response services. Snow and ice management services shall be performed while prioritizing the safety of employees and the public, adhering to the annual budget, observance of private property, and being cognizant of environmental concerns.

## 2. POLICY

The Public Works Department will maintain system maps showing the publicly maintained streets, trails/walks, and parking lots that show routes and priorities. These routes and priorities shall be reviewed annually to correspond with up to date budgetary, equipment, and personnel resources.

The prioritization of streets, trails, and parking lots shall be based on the city function, relative traffic volumes, geometrics, and safety considerations. Priorities are designated as A, B or C as shown on the attached maps, with *Priority A* routes being treated first. *Priority A* are routes that consistently see high traffic volumes, connect major sections of the city, and/or provide access to schools, commercial businesses, public buildings, and access for emergency fire, police, and medical services. Second tier *Priority B* routes consist of lower volume residential streets and neighborhood or off-corridor trails/walks. The last priority, *Priority C*, includes cul-de-sacs, public facility hardscapes, and non-critical parking lots.

Overtime Labor Restrictions are typically defined as 12-hour maximum daily shifts and/or working on weekends or Holidays. The Public Works Director and/or Operations Superintendent shall approve deviation from these labor restrictions.

## 3. COMMENCEMENT OF OPERATIONS

The Public Works Department staff, with the assistance of Public Safety Department staff, will monitor conditions across the City after snow and ice precipitation events to determine the timing and the number of personnel and equipment needed to provide a response that meets the goals of this policy. Typically, the Operations Superintendent will call in staff to start plowing in the early AM hours to stay ahead of the AM rush hour commute. Plowing operations greatly depend on the duration of a snow and ice precipitation event, along with amount, temperature, and form of precipitation. No two storms are the same, so plowing operations shall be adjusted accordingly.

## 4. ROUTE OPERATIONS

The following are the City's general guidelines when determining the snow and ice management plan:

- A. With snow accumulations less than 1 inch, only *Priority A* routes will be plowed and/or treated. In addition to *Priority A* routes shown on the Snow Plow Map, the City Hall parking lot will be included as a part of *Priority A*. If a weather system produces, or is forecasting freezing rain or ice, additional areas may be treated per Operations Superintendent discretion. Typically, all work shall be done without the need for overtime labor.
- B. With snow accumulation between 1 to 2 inches, all routes shall be maintained, beginning with *Priority A* routes and the City Hall parking lot. The management/plowing plan may be dependent on temperature and time of year as early or late season events may allow for ambient temperature to actively melt much of the accumulation. Streets shall be treated/plowed curb to curb with snow pushed onto the boulevard storage area; however, cul-de-sacs shall only be treated/plowed by one pass along the curb to provide an outlet for the

driveways, with snow storage in the middle of the cul-de-sac. Overtime labor restrictions shall be utilized for *Priority B* routes.

- C. With snow accumulation of more than 2 inches, depending on the rate of accumulation and other weather factors, *Priority A* streets and the City Hall parking lot may be treated/plowed repeatedly during the duration of the storm to keep travel lanes open. Cul-de-sacs will only be treated/plowed with one pass along the curb to provide an outlet for driveways. Once the snowfall has ceased, a complete curb-to-curb service will start wherein all streets, trails, and parking lots are treated/plowed starting with *Priority A*. In these types of events after the snow has stopped it may take more than 24 hours to clear *Priority A and B routes*. Overtime Labor Restrictions shall be utilized for *Priority B* routes only.
- D. Currently, the City does not have enough accepted trails to support a winter maintenance program. Staff anticipates implementation of winter trail maintenance as a part of *Priority B* routes at the end of 2024/2025.

#### **5. ICE SKATING RINKS**

Clearing rinks from a snow event will not begin until after the completion of *Priority B* duties and will not be subject to Overtime Labor Restrictions. Daily sweeping and flooding of rinks, other than Sundays and Holidays, shall be performed while not exceeding 12-hour labor shifts. More information concerning Ice Skating Rinks can be found on the City's webpage at this location: [Ice Rinks and Warming House - City of Corcoran \(corcoranmn.gov\)](http://www.corcoranmn.gov)

#### **6. SNOW STORAGE**

Typical snow and ice control efforts require the use of City-owned right-of-way and easements for storage of plowed snow. Depending upon the volume of snow, available storage within right-of-way can become limited and/or create sight obstacles. Since it is infeasible to remove snow from all boulevards and intersection corners, the Operations Superintendent may direct operations to "wing plow" snowbanks along the right-of-way. This "wing plow" operation results in snow being pushed back further onto the right-of-way area and thus creates more snow storage in the boulevard for the next plowing event.

Where space does not allow for a "wing plow" operation, snow will be removed as needed and hauled to available city property for storage. Timing of such hauling will be at the discretion of the Operations Superintendent.

#### **7. USE OF SALT**

The City shall be conscientious about the detrimental effects of salt on the environment and will therefore be diligent in its use. The City shall strategically utilize either straight salt or a treated combination to calibrate the application to the lowest effective amount per lane mile. The goal of this strategy is to provide sufficient traction for vehicles but is not intended to provide a completely bare/dry pavement. Application of salt is generally limited to *Priority A* routes and other steep grades where a greater need for vehicular traction is warranted. The City shall not be held responsible for damage to private property caused by the use of salt, and therefore will not make repairs or compensate property owners for salt damage to areas in the public right-of-way.

#### **8. SUSPENSION OF OPERATIONS**

Generally, operations shall continue until applicable route priorities are passable. Widening and clean-up operations may continue immediately or on the following working day depending upon conditions



and circumstances. Safety of the staff and public is of primary importance, and therefore operations may be terminated by the Superintendent or Director to allow personnel adequate time for rest or in response to unsafe conditions. Any suspension of operations shall be weighed against the need to provide access for emergency fire, police, and medical services during a major snow or ice storm.

## 9. PROPERTY DAMAGE

Snow and ice control operations can cause property damage even under the best of circumstances and care on the part of the operators. The primary area of potential damage typically relates to private improvements made within public right-of-way.

- A. **Mailboxes** – Mailboxes shall be constructed sturdily enough to withstand snow rolling off a plow or wing. While the installation of mailboxes in the public right-of-way is permitted, the mailbox owner assumes all risk of damage except when a mailbox is damaged through direct contact by a plow blade, wing, or other piece of snow removal equipment. If the City determines a plow hit the mailbox, the City will replace the mailbox and post with a standard swing-away mailbox. All replacement mailboxes and posts, whether installed by the City or property owner must be installed per the City’s standard detail as shown on the [Mailbox ABC’s] exhibit. Plow operators make every effort to plow as close to the curb line as possible to provide mail carriers access to mailboxes. However, it is not possible to align the plow perfectly with the curb while attempting to minimize damage to mailboxes from indirect contact given the size of equipment, visibility, and amount of snow pushed into the boulevard. Thus, the final cleaning adjacent to mailboxes is the responsibility of each resident and subject to the delivery requirements of USPS and other carriers.
- B. **Landscaping** – The property owner assumes all risk of damage to landscaping, including nursery and inanimate materials that are installed or encroach into the public right-of-way. The exception are lawns that are scraped or gouged by snow removal equipment. Under this scenario, the area will be repaired by top dressing with topsoil and seeding during the following growing season. At the discretion of the Operations Superintendent, the City may perform limited ditch sweeping of material as time and resources allow. Property owners are required to water the areas that are repaired during the establishment period.
- C. **Irrigation systems** – The City will assume no responsibility for irrigation sprinkler heads.
- D. **Other Private installations** - The City will assume no responsibility for exterior lighting systems, underground electronic dog fences, or any other non-permitted private property installed in the public right-of-way.
- E. **Timeframe for claims** - The City will assume no responsibility for property damage if a claim is not received by the City by May 1 of the year following the winter season when damage occurred.

## 10. DRIVEWAYS

The City recognizes that one of the most frequent and irritable problems for homeowners resulting from plowing snow off public streets and trails, is snow deposited in driveways. The operators make every attempt to minimize the amount of snow deposited in driveways; however, due to the inherent design of the plow equipment, the amount can still be significant. Due to established priorities and staffing levels, City personnel do not provide driveway plowing. Exceptions are at the discretion of the Superintendent if snow accumulation affects emergency services or situations.

## 11. GARBAGE/RECYCLING CONTAINERS

**Commented [ND1]:** We will need to modify to our own mailbox standard and exhibit.

**Commented [ND2R1]:** Encourage use of swing-away mailboxes. Will want Council to weigh-in.

The container(s) should be set back 3 feet behind the curb line and not placed in the street. Containers will not be repaired or replaced by the City if damaged during snow removal operations.

## **12. PARKING**

Per City Code Chapter 71.01, on-street parking is prohibited between November 1 and April 1 between the hours of 1:00 AM and 7:00 AM, and also prohibited when there is 2 inches or more of snow on a street until the street has been plowed curb to curb. Representatives of the Corcoran Public Safety Department shall have the authority to impound vehicles in violation of this section.

## **13. CLEARING AROUND FIRE HYDRANTS**

Property owners or occupants are highly encouraged to keep fire hydrants clear of snow to assist the fire department with emergency response. It is not necessary to clear all the way to the edge of the street, but it is important to shovel approximately 3 to 4 feet around the hydrant down to the area where the fire hoses are connected.

## **14. SNOW AND ICE REMOVAL FROM SIDEWALKS**

Per City Code Chapter 82.04, Subd. 2(A), snow and ice removal from public concrete sidewalks abutting private property is the responsibility of the property owners or occupants (including Homeowners Associations or other shared maintenance entities). Removal of snow and ice from such concrete sidewalks shall be completed within 24-hours after the snow and ice has been deposited. Unless a sidewalk is specifically indicated as part of a route on the City's trail map, the responsibility is assumed to be that of the Homeowners Association or property owner.

## **15. COMPLAINTS/INQUIRIES**

Complaints regarding snow and ice control operations, including damage claims, shall be made to the Public Works Department via phone 8:00AM – 4PM by calling (763) 420-2652 or via email at [pw@corcoranmn.gov](mailto:pw@corcoranmn.gov). Complaints involving access to property or problems requiring immediate attention shall be handled on a priority basis. Response time should not exceed forty-eight hours (2 business days) from any complaint. It shall be understood that the complaint responses are to ensure that the provision of this policy has been fulfilled and that all residents of the city have been treated uniformly.

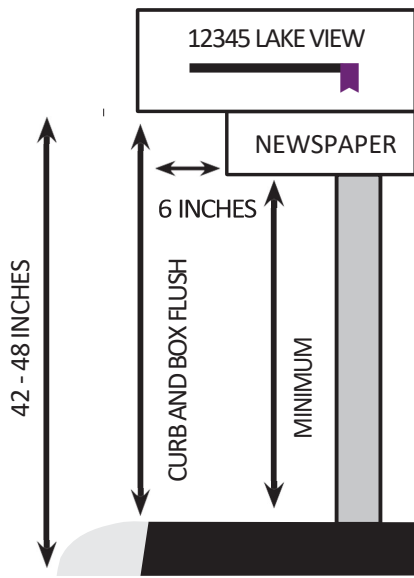
## **16. PLACING SNOW OR ICE IN A PUBLIC RIGHT-OF-WAY**

Minnesota Statute 160.27 prohibits plowing, shoveling, blowing or placing snow from private property onto public streets. Chapter 82.304, Subd. 2(D) of the City Code also prohibits depositing or storing snow or ice within the public right-of-way. The act of placing snow onto a public street may subject a person or company to a civil liability if a street hazard such as a slippery area, frozen rut, or bump occurs and causes a traffic accident. The civil liability may extend to both the property owner and the person or company who actually placed the snow on the street.

# Mailbox ABC's

Helpful hints to protect your mailbox from the snowplow.

Commented [ND3]: Do we want to use this or create a different exhibit?



Mailbox shown is at CORRECT height. Snowplow blade CLEARs the mailbox.



Mailbox shown is below the correct height. Snowplow blade hits the mailbox.

- A** Front of mailbox should be flush with the back of the curb.

---

- B** Bottom of mailbox should be 42 - 45 inches to top of the street.

---

- C** Newspaper boxes and other containers should be set back a minimum of 6 inches from the back of the curb.

**STAFF REPORT****Agenda Item 9c.**

<b>City Council Meeting:</b> October 26, 2023	<b>Prepared By:</b> Kevin Mattson Natalie Davis McKeown
<b>Topic:</b> Street Management Code and Policy Updates	<b>Action Required:</b> Approval

**1. Request**

Per City Council direction, Staff prepared a Snow and Ice Removal Policy that discusses winter maintenance as it relates to streets and trails. As a part of this update, staff identified necessary code amendments to Chapter 71 to provide City staff authority to tow vehicles when they conflict with street maintenance needs and carry out the provisions of the Snow and Ice Removal Policy. Additionally, staff took this as an opportunity to make needed updates to Chapter 70 related to vehicle weight restrictions.

**2. Background**

Planning for the maintenance of trails has been an ongoing discussion with the Parks and Trails Commission and City Council in recent years. While the City has not yet accepted any trails, establishing maintenance policies now is an important component of preparation as trail construction is finalized. Staff created a draft Snow and Ice Removal Policy as a starting point to begin to address the larger picture of maintaining streets and trails during the winter months as this can represent the most challenging time of year for maintenance. Staff looked at model examples from other metro-area cities and used Chanhassen's policy as a template as it appeared to be the most comprehensive.

A draft Snow and Ice Removal Policy was provided to the Park and Trails Commission in July for review. The staff report included the following questions to the Commission:

1. Is there support for the general idea/outline of the proposed Snow and Ice Removal policy?
2. Staff is considering working with Homeowners Associations (HOA) to complete trail maintenance in the areas where trails are disjointed. What are the Commissions thoughts on this approach?
3. Mature communities typically prioritize trail maintenance along major roadways, near schools, near parks, etc. What does the Commission see as the priority trail routes?
4. What is the Commission's vision for the maintenance of trails?
  - a. Is the expectation to have the pavement of all trails be visible?
  - b. Do we want natural trails that may better accommodate snow activities such as snowshoeing or cross-country skiing?

- i. If so, what are the trails the Commission believes are best suited for these activities?

The following feedback was provided to staff:

- There seemed to be general support for the policy.
- A desire to prioritize “in-house” maintenance of the trails.
- Some openness to coordinating with HOA snow removal companies for trail maintenance where it may make sense.
- A desire to utilize alternative salt options, such as grit.
- Concern that the use of “highly recommended” as it relates to snow removal around fire hydrants was not strong enough language. The Commission recommended making this a requirement of the homeowner or HOA snow removal contractor.
  - o There was discussion of utilizing fire hydrant coverings, but Public Works Director Mattson explained these are primarily to protect the hydrants from salt rather than aiding with snow or ice removal.
- There was some desire to have open space parks to incorporate snow covered/less groomed trails, but they still wanted to make sure these areas were maintained to the standard that they can be used for activities such as cross country skiing.
- There was a definite desire to completely clear trails along collector roads.
- There was a consensus that trails should be completed at the same stage as “street clean-up”. This would currently be included as a part of Priority B.

While this feedback is noted by staff, staff are comfortable with the language currently proposed in the policy as a starting point for implementation. Some of the feedback will be incorporated at a later date as trails are accepted, such as defining different maintenance standards where necessary (e.g., trails along collector roads vs. trails within open space parks).

### **3. Analysis**

#### **I. Snow and Ice Removal Policy.**

The attached Snow and Ice Removal Policy establishes the prioritization of streets, trails, and parking lots to be maintained. Priorities will eventually be designated as A, B, or C routes, and this will be depicted on two maps that accompany the policy (a map for streets and parking lots and a map for trails). It should be noted that at this time the streets may only be broken down into A and B, and there are no trails that are currently the City’s responsibility to categorize as part of either route. However, the policy and priorities will be re-evaluated on at least an annual basis, and due to rapid changes within the City, the need to include trails and otherwise utilize a C prioritization category is expected. The policy is expected to grow and adjust as needed.

The county roads throughout the City (as well as the small portion of Highway 55 that runs along the Corcoran border in the southwest) are not City streets, and therefore are not subject to the policy. The policy identifies how the prioritization of routes and use of overtime will be handled for City streets under three scenarios of snow fall: snow accumulation of less than 1 inch, 1-2 inches, and more than 2 inches.

Additional topics included in the policy are as follows: the maintenance of ice-skating rinks, snow storage within right-of-way, use of salt, when snow removal operations may be suspended, how the City intends to handle property damage claims; expectations for snow deposits within driveways, garbage and recycling containers, parking, fire hydrants, sidewalks, complaints, and placing snow/ice within a public right-of-way.

Three draft exhibits are included with the policy. A "Mailbox ABC" exhibit, the Snowplow Routes map for streets, and a trails map. The mailbox exhibit is expected to change as Public Works may want to encourage the use of swing-away mailboxes. The Snow Plow Routes map gives an example of how the non-City streets and City routes will be identified. The Trails map draft does not currently identify any labeled routes since the City has not accepted any trails. The map provides a starting point that shows where known trail easements and existing trails are located. As the maintenance of trails is transitioned to the City, a route designation will be provided for each trail with the expectation that trails will initially be included as a part of Priority B routes.

Feedback on the current proposed processes will be helpful. Specifically, staff would like feedback on the following:

1. Overtime decisions.
2. Property damage claims.
  - a. Currently, staff go out to fix property damage, such as mailboxes, when warranted. Other cities have alternative approaches, such as reimbursements up to a maximum amount as a way to prioritize staff time.
  - b. Does the Council want staff to evaluate switching to a reimbursement option?
    - i. Would this apply to only mailboxes or irrigation systems as well?
3. Encouraging the use of swing-away mailboxes as the recommended standard.
4. In the long term, City staff and the Parks and Trails Commission believe we should prioritize in-house maintenance of trails.
  - a. Does the Council support an interim approach where the City reimburses HOAs for trail maintenance after a trail has been accepted in instances where coordination makes sense, such as segmented trails?
  - b. If there is support for this interim plan, City staff would look into how this process would work (contracts, insurance, etc.) to implement at the end of 2024/2025.

If the Council is in general agreement with the policy, staff recommends officially adopting the policy at the October 26<sup>th</sup> meeting or as soon as possible to be able to implement it with the upcoming winter season.

## **II. Chapter 71 – Parking Regulations**

In conjunction with the Snow and Ice Removal policy, the City Code must be updated to explicitly authorize staff to be able to tow and impound vehicles that violate parking regulations, obstruct traffic, and/or hinder the City's ability to complete duties such as snow removal, street improvements, maintenance operations, or firefighting. Language to this effect is added to Chapter 71 based on verbiage used in the Chanhassen and Roseville city codes. This can be found in Section 2 of the attached Ordinance.

## **III. Chapter 70 – Traffic Rules**

The process for weight restrictions outlined in City Code is out of date with the City's current practices. In an effort to maximize the time of City staff, the update to Chapter 71 was seen as an opportunity to make needed updates to Chapter 70. The proposed changes align with the current practices related to managing weight restrictions, including identifying the Public Works Director as the authority to issue overweight permits when necessary. These changes can be found in Section 1 of the attached Ordinance.

## **5. Recommendation**

Staff recommends the City Council approve the following:

1. Ordinance 2023-503 Amending Chapter 70 and 71 Related to Traffic Rules and Parking Regulations.
  - a. Simple majority required.
2. Resolution 2023-89 Approving the Snow and Ice Removal Policy and Findings of Fact for the Amendments to Title VII.
  - a. Simple majority required.
3. Summary Ordinance 2023-504 for Publication
  - a. 4/5 majority required.

### **Attachments:**

1. Snow and Ice Removal Policy.
2. Ordinance 2023-503 Amending Chapter 70 and 71 Related to Traffic Rules and Parking Regulations.
3. Resolution 2023-89 Approving the Snow and Ice Removal Policy and Findings of Fact for Amendments to Tile VII.
4. Summary Ordinance 2023-504 for publication.

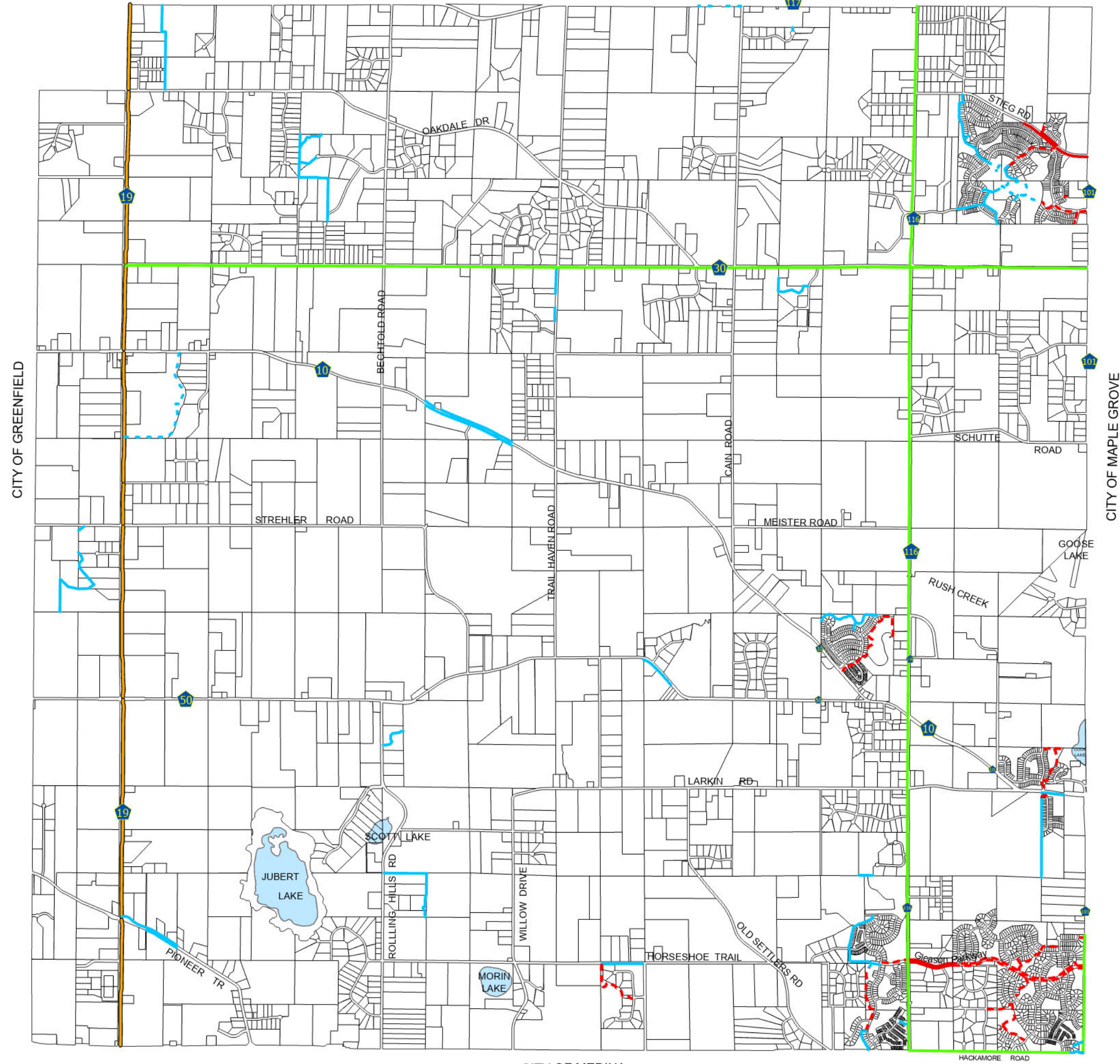


# Trails Map

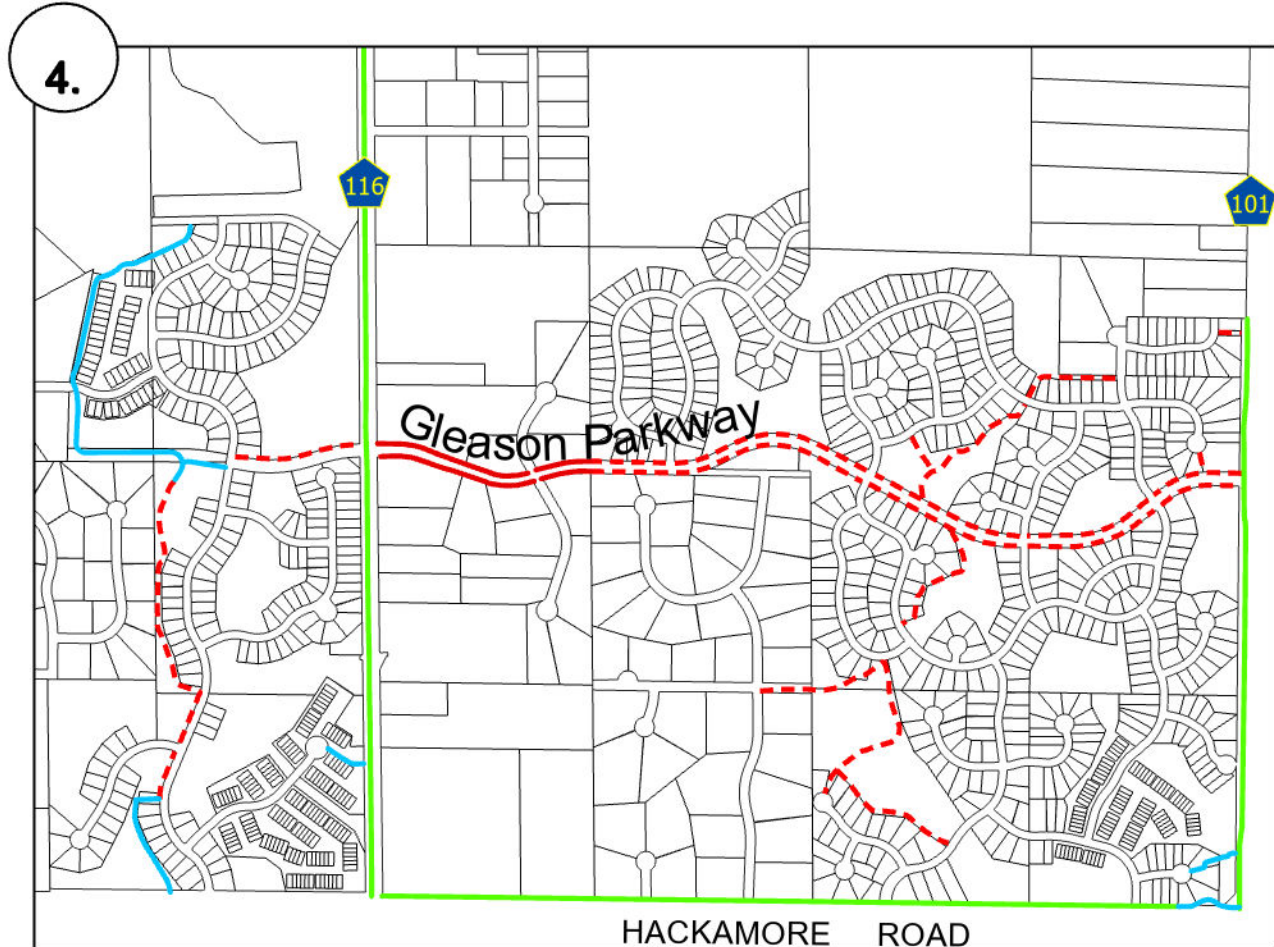
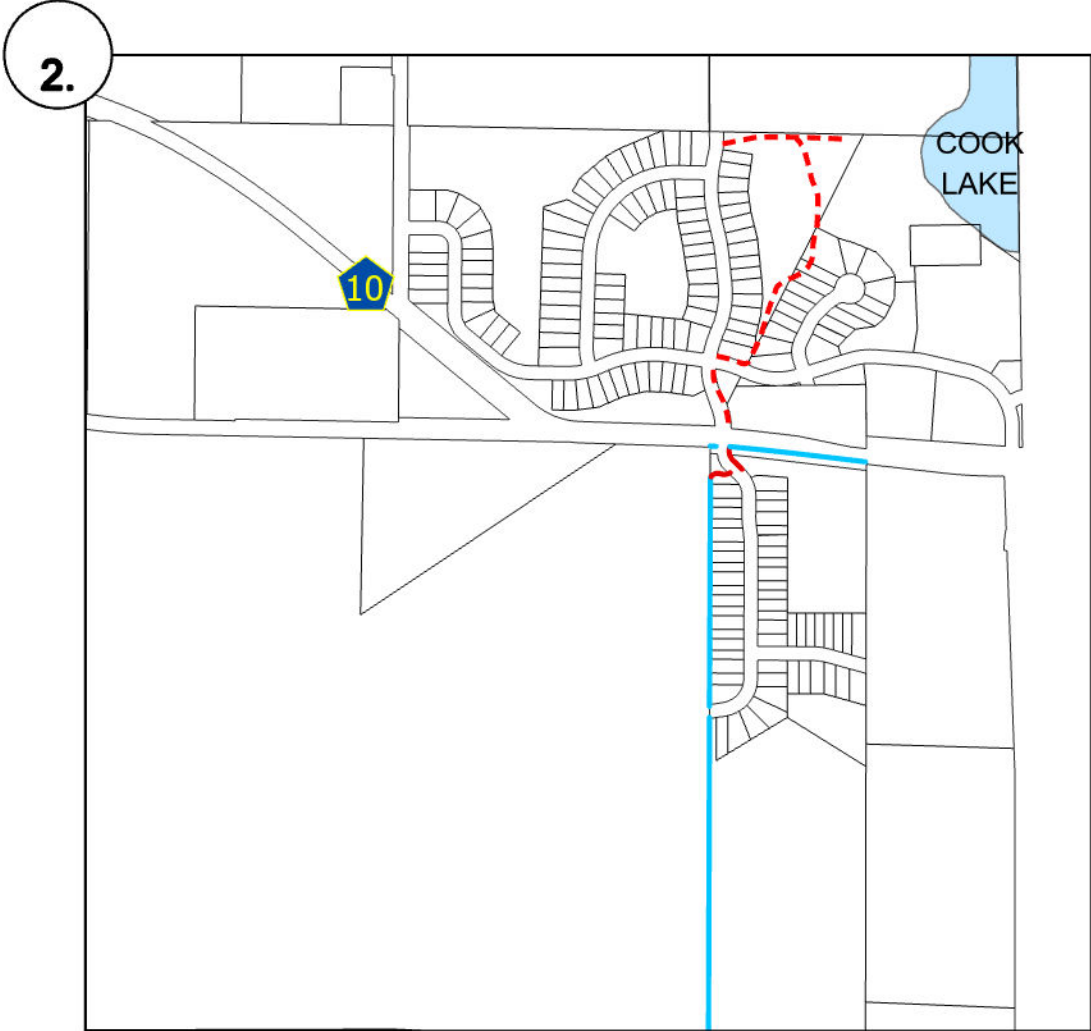
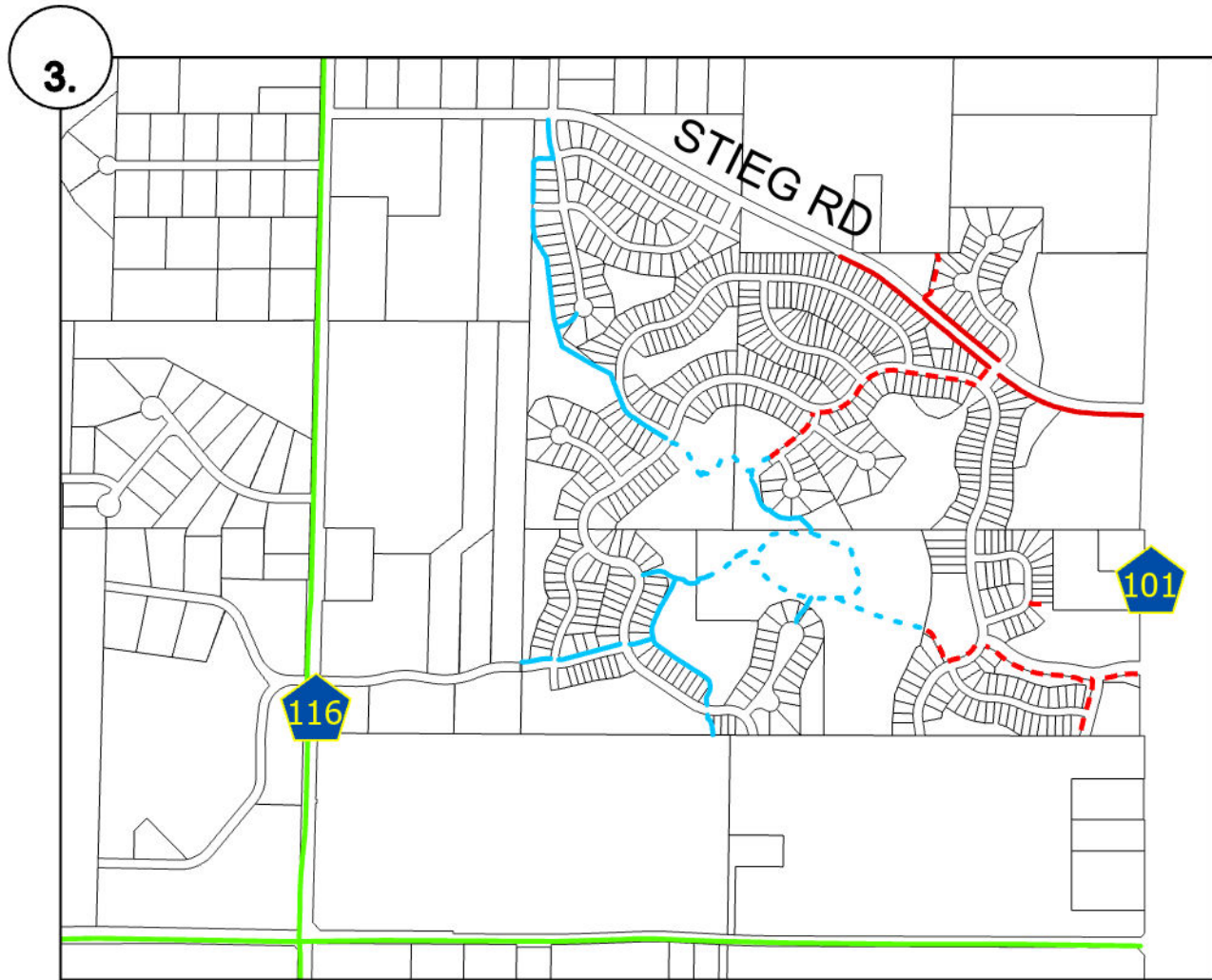
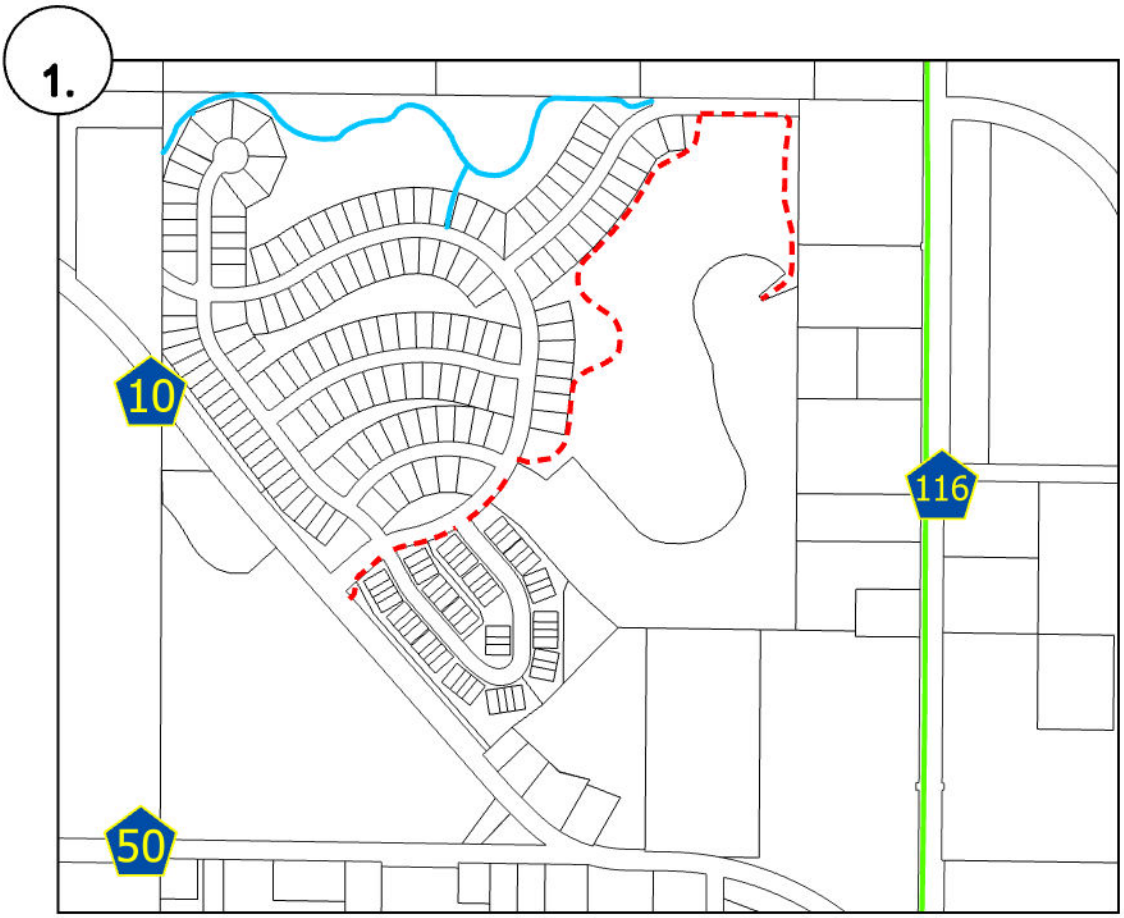
-  Expected Trail Easement
-  Trail Easement
-  Paved Not Yet Accepted
-  Paved - Accepted
-  On-Road Trail
-  Regional Off-Road Trail
-  Lakes



Current as of 03/26/2024







## Trails Map

Planned Unit Developments

### Trail Locations

- Expected Trail Easement
- Trail Easement
- Paved Not Yet Accepted
- Paved - Accepted
- On-Road Trail
- Regional Off-Road Trail
- Lakes

- 1. Rush Creek Reserve
- 2. Bass Lake Crossing & Bass Lake Crossing South
- 3. Amberly & Bellwether
- 4. Ravinia & Tavera

## STAFF REPORT

Agenda Item: 8a.

<b>Commission Meeting</b> November 21, 2024	<b>Prepared By</b> Kevin Mattson
<b>Topic</b> Boardwalk in Bellwether Design	<b>Action Required</b> Direction

---

### Summary

As part of the Bellwether development, the construction of a boardwalk was planned across a large wetland area connecting the Open Space Park to the Amenity Center.

The design details for the boardwalk have not been finalized. Staff has been working with the developer to move the project forward. The next steps are to collect Parks & Trails Commission recommendations and tentatively bring to Council for final approval on November 25<sup>th</sup>.

Attached is an engineering memorandum identifying the minimum design requirements for the commission's review and consideration.

Additionally, in discussion with the developer, there may be an opportunity to apply other developer financial commitments towards supplementary boardwalk design elements. Staff is seeking feedback on the value of including the following design components:

- Viewing lookout over the natural area
- Educational signage
- Electrical toe lighting
- Other

It is important to note that the required baseline boardwalk design is for pedestrian use only thus winter maintenance operations for the boardwalk are not planned or budgeted.

### Financial/Budget

The developer is responsible for the construction of the boardwalk in compliance with the baseline design requirements and any other potential negotiated design elements.

Additional structural costs associated with increasing the design to support vehicle loading is significant and would be the responsibility of the city.

### Options

1. Recommend baseline boardwalk design with input on priorities for potential supplementary design elements.
2. Recommend enhanced structural design with input on priorities for potential supplementary design elements.

3. Other combinations.
4. Decline.

### **Recommendation**

Direct staff to recommend Option 1 - Baseline boardwalk design with input on priorities for potential supplementary design elements.

### **Council Action**

Consider a motion to direct staff to recommend Option 1 - Baseline boardwalk design with input on priorities for potential supplementary design elements.

### **Attachments**

1. Engineering Memorandum

To: Kevin Mattson, PE, Public Works Director  
 Jessica Christensen Buck, Recreation Supervisor

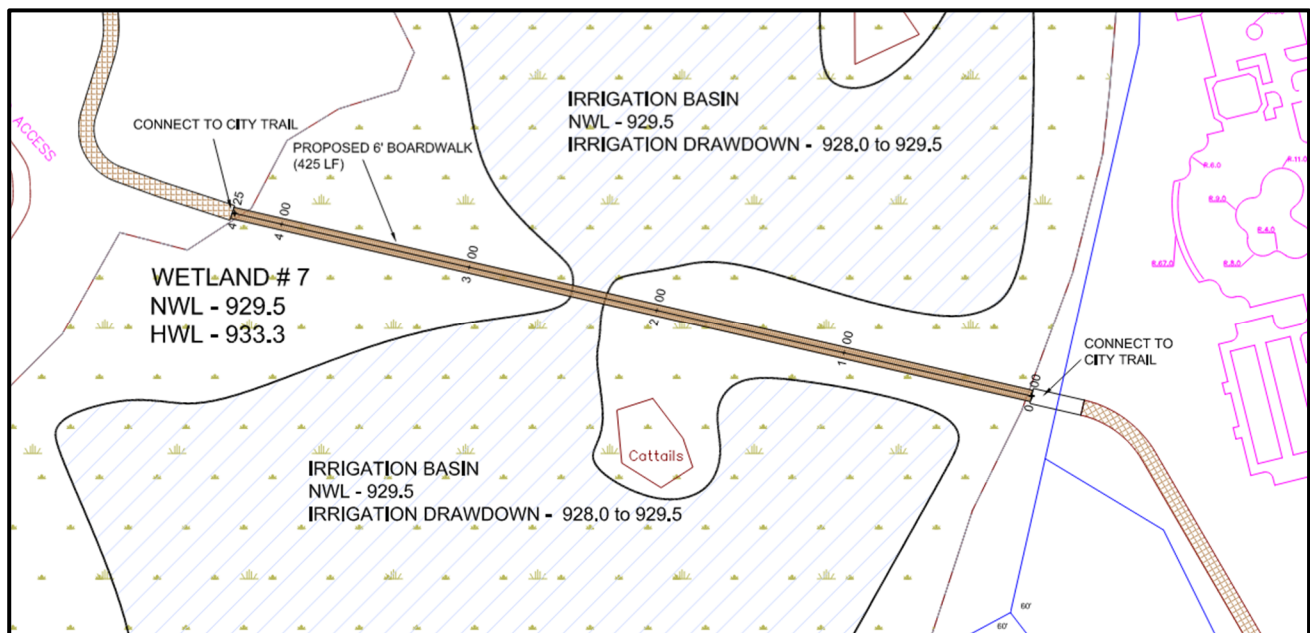
From: Steve Hegland, PE

Project: Bellwether Boardwalk Design Elements Date: November 1, 2025

This Memorandum is provided to create a summary of the design elements which are to be incorporated into the boardwalk requirements as required of Pulte Homes related to the Bellwether development.

### Boardwalk Location

The location of the boardwalk is directly to the west of the Bellwether amenity center which completes the connection to two 8-foot wide local trails. Below is an image of the trail and boardwalk. The actual limits of the trail may be slightly different than what is shown below depending on some of the elevations and requirements as outlined in this memo.



Boardwalk Location

### Boardwalk Elevation

The City of Corcoran requires that all trails be installed one foot above the high water level (HWL) of any adjacent ponds or wetlands. The HWL is the elevation that the ponded water within the pond or wetland is expected to rise to during the 100-year stormwater event. The City requires all trails to be constructed to this standard to ensure they are accessible and not inundated and therefore unusable during prolonged wet periods. As this boardwalk is an extension of the trail network, we would recommend that this standard be uniformly applied to the boardwalk as well.

November 1, 2024

Bellwether Boardwalk Design Elements

Page 2 of 3

Within the Bellwether development, the large wetland complex which this boardwalk crosses is utilized for stormwater storage and irrigation reuse by the development by routing additional water to this area than what had previously occurred. The stormwater management plan completed at the time of the development indicated that this wetland previously had a HWL of 933.0 which was increased to 933.4 with the proposed development.

Based on a HWL of 933.4 and the City requirement for trails to be one foot above that elevation, we would recommend the boardwalk be constructed to a minimum elevation of 934.4. The lowest existing ground elevations within this wetland is 929.5 which means that this boardwalk may be nearly 5' high in some locations.

### Boardwalk Design Elements

The Boardwalk shall generally be constructed in accordance with design requirements as outlined below. Pulte Homes has provided a concept boardwalk section as well as example pictures of the boardwalk is proposed. The concept design and pictures are included in Appendix A to this memo. The final design shall incorporate any additional items that are outlined in this memo but may not specifically be noted in those Appendix A

The following elements shall be incorporated into the final design

- A portion of the boardwalk is through the portion of the wetland which was excavated for stormwater management and the supports will be underwater and of significant height. A design for these supports including accommodations for being within water shall be provided with the final design. This design may require a larger span of the waterway and with structural supports or a structural design capable of providing support in the elements.
- The posts shall be treated to level UC4C or UC3B per the American Wood Protection Association.
- The boardwalk shall have an 8' wide clear width throughout the entire design.
- The boardwalk shall have a toe kick or siderail depending on the fall height at the specific locations
- In areas in which the boardwalk is 30" or more above the ground, a railing shall be required. The railing shall be constructed of wood and will incorporate wood or a steel cable railing system.
- Boardwalk shall be designed to a design loading capacity of 60psf live loading.
  - This should be incorporated into both the member design and footing design
- Footings or any structural posts should be treated lumber or other water-resistant materials.

### Design Package

The final design package for the boardwalk shall incorporate the following elements.

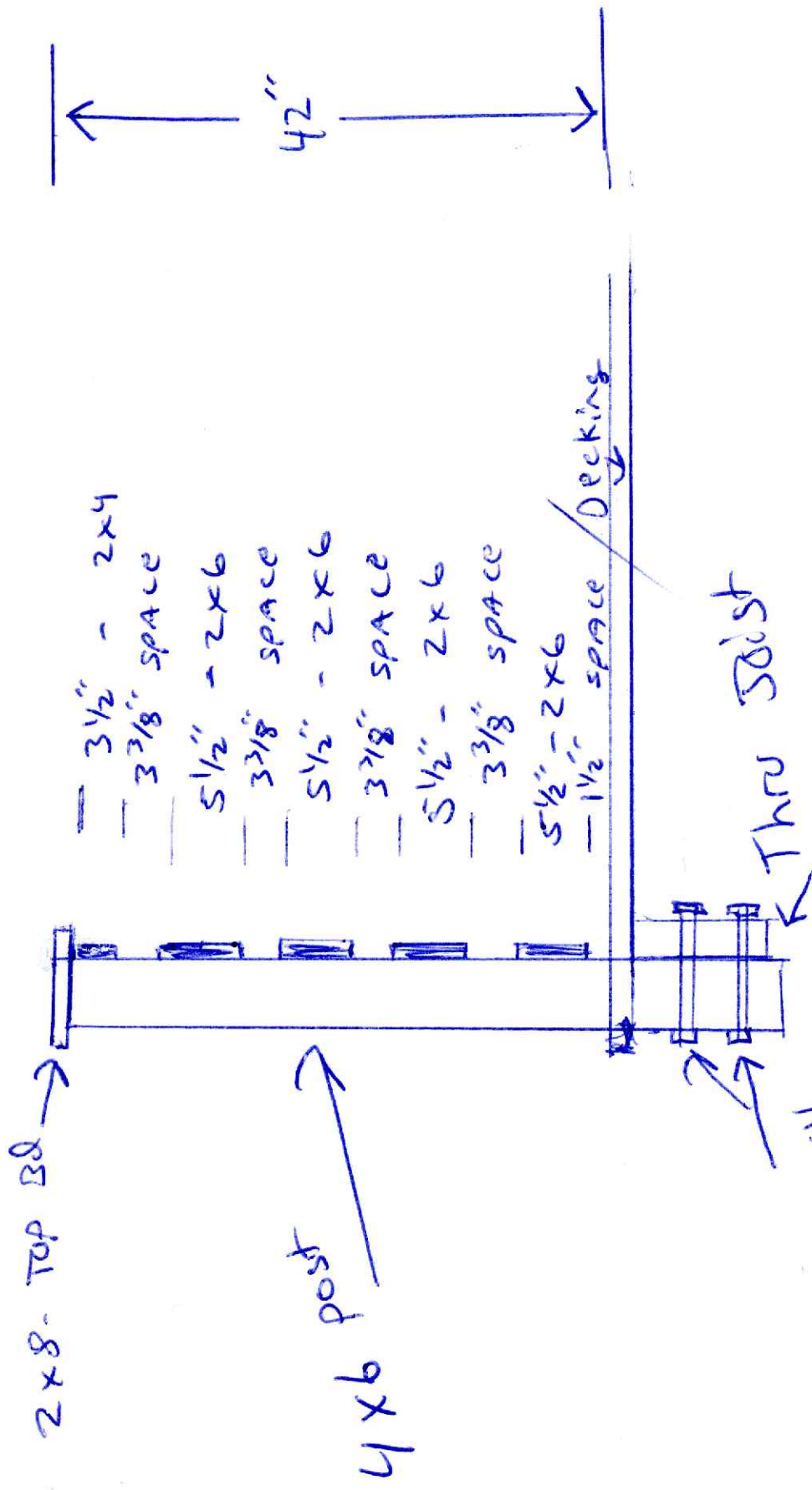
- A site plan should be provided with the final design showing the various boardwalk element components and elevations
- A final design including drawings certified by a structural engineer as was certified design calculations should be submitted.
- A design of the footings should be provided by a geotechnical engineer certifying their design.
  - This should include soil borings along the corridor to confirm geotechnical conditions and assumptions.

November 1, 2024

Bellwether Boardwalk Design Elements

Page 3 of 3

# Appendix A



Typical wood Railing Section  
 42" high off of decking

Travis  
 Mr Boardwalks  
 612-270-2694



**Boardwalk Example #1**





**Boardwalk Example #2**



**Boardwalk Example #3**

## STAFF REPORT

Agenda Item: 8b.

<b>Parks and Trails Commission Meeting</b> November 21, 2024	<b>Prepared By</b> Kevin Mattson
<b>Topic</b> Former Cropland Seeding	<b>Action Required</b> Direction

---

### Summary

The city needs to identify a long-term maintenance plan for City owned parcels previously rented as cropland due to changes in Hennepin County tax policy.

The Council requested that staff seek input from the Parks & Trails Commission on several fields located within the City Park property (see Attachment 1) particularly with the on-going Park Planning efforts.

Staff previously researched four potential grant programs for city land along County Road 116 that is outlined below. Each of these programs provide varying levels of oversight and funding.

**1. Partners for Fish and Wildlife- Private Lands Program (US Fish and Wildlife Service)- Partners for Wildlife Grasslands Restoration**

- Funding – Minimum of 50% cost-share on restoration
- Length of agreement – 15 years for most projects
- Benefits: improve water soil quality, facilitate flood control, restore wildlife habitat, maintain natural landscape of historic Corcoran
- City Responsibility:
  - Control noxious weeds
  - Cover remaining restoration costs
- Notes:
  - Priority given to sites with adjacent wetland or restorable wetland
  - Minimum 10 acres
  - No haying/grazing allowed

**2. Hennepin County Cost Share Programs- Hennepin County (watersheds)**

- Funding – Up to 90% cost share on restoration
- Length of agreement – 10 years for most projects
- Benefits: Protects and improves soil, surface water and groundwater, maintain natural landscape of historic Corcoran
- City Responsibility: cover remaining restoration costs
- Notes:
  - Takes time to implement. 9-18 months
    - Up to 4 months for project selection
    - Project Design- 6-8 months
    - Contracting Phase- 0-2 months

- Project Installation- 0-4 months
- Project review occurs quarterly- projected application for September or December review

### **3. Hennepin County Habitat Conservation Program (Lessard Sams Outdoor Heritage Grant) Partner Restoration Enhancement**

- Funding – Up to 100% for Initial restoration (First 5 year after prairie establishment) after that management costs are on the partner.
- Length of Agreement – 10 year minimum
- Benefits: Restore native prairie grasses, restore wildlife habitat, maintain natural landscape of historic Corcoran
- City Responsibility:
  - Control noxious weeds – 2029 and beyond
  - Manage prescribed burns every 3 years (1<sup>st</sup> burn managed by Hennepin County)
    - Haying is an alternative to burning
- Notes:
  - Program only eligible for lands that are permanently protected.

### **4. Foresters of Hennepin County**

- Funding- Up to 100% for initial reforestation (First 5 years of agreement Hennepin County would maintain) after that the City would be responsible for maintenance and associated costs.
- Length of Agreement- At least 15 years. 15 year ROE agreement.
- Benefits: Wildlife habitat creation, cleaner air and water
- City Responsibility: Maintenance and associated costs after 5 years.
- Notes:
  - Preference would be for the land to be for public use.
  - Trees could be put into carbon credit agreement.
  - New program in development stages- no brochure available at this time.

## **Financial/Budget**

No immediate financial impacts. If desired, and directed by Council, staff would work with agency partners to identify eligible grant programs and bring back additional information.

## **Options**

1. Identify field(s) and direct staff to recommend pursuing options above with agency partners if desired.
2. Decline.

## **Recommendation**

Identify field(s) and direct staff to recommend pursuing options above with agency partners if desired.

## **Attachments**

1. Map of City Park
2. Partners for Fish and Wildlife- Partners for Wildlife Grasslands Restoration Information
3. Hennepin County Cost Share Programs Information
4. Hennepin County Habitat Conservation Program (Lessard Sams Outdoor Heritage Grant) Information
5. Ecological Improvement Plan- Cost Share Project on County Road 116 property



Parcel 2, PID 23-119-23-34-0001, 20400 County Road 50,

Fields 1-3

16.8 acres



## U.S. Fish and Wildlife Service CONSERVATION PROGRAMS

The goal of the U.S. Fish and Wildlife Service is to help private landowners restore or improve habitat for all types of wildlife, including birds, mammals, fish, and even endangered species. A landowner can choose from a variety of programs to conserve, protect and enhance wildlife habitat. Landowners, along with conservation groups and government agencies, can also take advantage of free expert advice from biologists on ways to improve or restore wildlife habitat on the lands they own or manage.



### PARTNERS FOR WILDLIFE WETLANDS RESTORATION

**Benefits:** Improve water and soil quality, restore wildlife habitat, and facilitate flood control

**Length of Agreement:** 10 years for most projects

**Payment:** Minimum of 50% cost-share on restoration work  
**Eligibility:** Areas where a small ditch can be plugged or tile can be broken to restore wetlands

**Provisions:** No dugouts, only restorations

- Landowner controls access
- No restriction on haying or grazing
- All restoration efforts can be removed at end of contract period at landowner expense
- Priority given to large drained wetlands or multiple basins

**Sign-up Period:** Continuous sign-up

### PARTNERS FOR WILDLIFE GRASSLANDS RESTORATION

**Benefits:** Improve water and soil quality, restore wildlife habitat, enhance pollinator habitat, and facilitate flood control

**Length of Agreement:** 15 years for most projects

**Payment:** Minimum of 50% cost-share on restoration work  
**Eligibility:** A minimum site of 10 acres of uplands is preferred with existing or restorable wetlands present

**Provisions:** U.S. Fish and Wildlife Service or local conservation organization may work with landowner to prepare and seed site

- Priority given to sites with existing or restorable wetlands in the adjacent area
- Landowner controls access weeds
- No haying or grazing is typically allowed
- All restoration efforts can be removed at end of contract period at landowner expense

**Sign-up Period:** Continuous sign-up

### U.S. FISH AND WILDLIFE SERVICE HABITAT EASEMENT

**Benefits:** Improve water and soil quality, restore wildlife habitat, enhance pollinator habitat, and facilitate flood control

**Length of Agreement:** Perpetual, easement recorded on property deed

**Payment:** One lump payment based on fair market value. Easement values are determined by a U.S. Fish and Wildlife Service appraiser. Payment varies with restrictions on use and location of the easement

**Eligibility:** Tracts of land with existing or restorable wetlands and grasslands

**Provisions:** Landowner agrees not to drain, burn, level, or fill in wetlands nor to destroy adjacent grassland cover

- Priority given to lands that are in close proximity to other protected areas
- Landowner maintains ownership, controls access, and pays taxes
- Varied use options that may allow haying and/or grazing in some situations
- U.S. Fish and Wildlife Service maintains right to manage habitat on the easement

**Sign-up Period:** Continuous sign-up easement

### U.S. FISH AND WILDLIFE SERVICE WETLAND EASEMENT

**Benefits:** Improve water and soil quality, restore wildlife habitat, and facilitate flood control

**Length of Agreement:** Perpetual, easement recorded on property deed

**Payment:** One lump payment based on fair market value. Easement values are determined by a U.S. Fish and Wildlife Service appraiser

**Eligibility:** Naturally occurring or restorable wetlands

**Provisions:** Landowner agrees not to drain, burn, level, or fill in wetland

- Wetlands existing in high quality habitat areas are given priority
- Landowner maintains ownership, controls access, and pays taxes
- Landowner retains right to hay, graze, and farm wetlands covered when conditions allow
- U.S. Fish and Wildlife Service maintains right to manage wetland

**Sign-up Period:** Continuous sign-up easement

**Contact: Mike Malling (Partners Biologist) Phone: 763-772-8159 text or voice**

**MN Valley National Wildlife Refuge and Wetland Management District, 15865 Rapids Lake Road Carver, MN 55315**

Website: <https://www.fws.gov/program/partners-fish-and-wildlife>

# Cost share for conservation project selection and implementation: steps and timeline



The process of installing a cost share project typically takes 9-18 months. The timeline depends on several factors including funding availability, staff time, contractor availability, complexities related to neighbors and drainage, and your goals and availability. No one project is the same as the next, but this document describes the general steps involved with installing a cost share for conservation project. These steps may occur in a slightly different order depending on the specific circumstances of each project.

## Entities involved in establishing a cost share for conservation project

### **You, the landowner** ●

Landowners or renters are interested in installing a conservation practice on their land that protects and improves soil, surface water, and/or groundwater. You will meet with Hennepin County staff to share information about your property and review draft documents and project designs to provide feedback.

### **Hennepin County** ●

Hennepin County is interested in improving the quality of soil, surface water, and/or groundwater through the installation of conservation practices. County staff will meet with you to gather initial information and offer support and guidance during the project. County staff will also work with you long-term to ensure the conservation practice functions properly over its lifetime (typically 10 years).

### **Technical Assistance Provider (engineer or Hennepin County staff)** ●

Technical assistance will include project design and oversight of project implementation. Your technical assistance provider will be an engineer or Hennepin County staff with credentials to design the conservation practice and certify it following installation. All three parties will regularly communicate about the progress of the project.



## Phase 1: Initial contact and project selection (up to four months)

### 1. Initial conversation ●●

This conversation often happens over the phone or a video meeting. You might initiate it by reaching out to county staff, or we might initiate it by sending you a postcard or a letter. We will need to know:

- a. Physical address (or location) of the property
- b. Your relationship to the property (e.g., owner, renter, family member of owner)
- c. As much information as you can provide about the types of projects that interest you or the issue with the property that concerns you
- d. Photos are helpful but not necessary

### 2. Site visit ●●

The initial conversation is followed by a visit to the property by county staff to meet you and learn more about your goals. Following this, you will receive a summary of the visit, recommendations, and next steps. If you are not interested in financial assistance, county staff may recommend continued technical assistance at this stage, which will be outlined in the visit summary.

### 3. Sign Letter of Intent ●

If you are interested in seeking financial assistance for a project, you sign a Letter of Intent to affirm your understanding of the project process and commitments. Signing and returning the Letter of Intent allows county staff to begin the evaluation process.

### 4. Project evaluation ●

County staff review potential projects quarterly (March, June, September, and December). This review considers a project's alignment with county priorities, approximate water quality benefit, approximate project cost, and any anticipated feasibility concerns. The result of this evaluation could be three things:

- Your project may be selected for financial assistance immediately
- Your project may be held for future consideration
- Your project may not be selected to receive financial assistance – in this case, county staff may offer to provide additional technical assistance or connect you to other resources.

### 5. Decision ●●

County staff will communicate the decision to you within two weeks of the project evaluation meeting. **Substitute W9:** If your project is selected to move forward, you will need to sign a substitute W9. Cost share projects cannot advance to the design phase without submission of a substitute W9. This form gathers the necessary info (a social security number or tax identification number) to set you up in our accounting system and eventually receive payment after you are under contract and work is completed.

## Phase 2: Project design phase (six to eight months)

You will proceed to phase two if you are selected for financial assistance.

### 6. Design development ●●●

Hennepin County staff will work with you and the technical assistance provider to develop project designs.

Your project will likely require permitting from your city or local watershed organization. We will also begin researching the project's permitting needs at this stage.

### 7. Provide feedback on draft designs ●

Before designs are finalized, you and any stakeholders involved will review and provide comments. Stakeholders may include other people who use the land (farm operator, etc.), permitting agencies (e.g. city or watershed organization), or funding partners. This is also a good time to begin looking for contractors to construct the project (if applicable). You are responsible for hiring a contractor to install the project according to plans approved by the county. While we cannot provide specific recommendations, we maintain a list of contractors that can be contacted for quotes.

### 8. Submit project and permit applications ●●

At this stage, with project benefits and costs more firmly understood, you will be asked to submit a project application. The application signifies your continued intent to complete the project as designed. It also gives the county a chance to verify that the benefits of the project are sufficient to justify the investment. You will be notified about our decision within 2 weeks of submitting the application. If the application is approved, both parties agree to dedicate funding to designing and implementing your project. At this stage you will also submit permit applications. County staff can help with this.

**Absolutely no costs related to the project may occur until the project application is approved by the county.**

**Note:** You are never required or obligated to complete the project. You can walk away at any time, before or after you submit the application.

### 9. Review and finalize designs ●●●

Hennepin County staff will review the design plans with edits from you and any stakeholders to ensure revisions were incorporated correctly. Your contractor (if applicable) should be part of this plan review. Once everyone is satisfied, final plans will then be provided to you in preparation for contracting and installation phases. If you haven't yet selected a contractor, you should do so at this stage.

## Phase 3: Contracting phase (up to two months)

### 10. Sign County Contract and Operations & Maintenance Agreement ●●

**County contract:** You will be asked to sign a project contract with the county which outlines how the county will reimburse you for costs you incur as part of the project. A signed project contract allows us to prepare our systems to reimburse you once the project is complete.

**Operations and Maintenance Agreement:** An Operations and Maintenance Agreement will be included as an attachment to the county contract. This will serve as your guide for maintenance required over the lifespan of the project (typically 10 years).

### 11. Installation “go-ahead” is given ●

Once all the necessary documents and contracts have been signed, Hennepin County will give the landowner and contractor the “go-ahead” for project installation to begin. For an engineered project, this involves a pre-construction meeting between you, your contractor, the county, and the technical assistance provider.

## Phase 4: project installation and wrap up (up to four months)

### 12. Construction begins ●●●

Any time after you receive the “go-ahead” from county staff, your contractor may begin work. You or your contractor will need to communicate regularly with county staff while project work is occurring. County staff will stop by occasionally to take photos and ensure that the project is installed according to the design plans and can work with you, the technical assistance provider, and your contractor to help make any necessary adjustments to the design plans.

**Any change to the plan needs to be approved by county staff and the technical assistance provider prior to work occurring.**

### 13. Final inspection upon project completion ●●

After the project is finished, county staff and the technical assistance provider will visit your property and review the project to make sure it was installed according to the design plans. If everything looks good, your project will be certified. At this point, we will also review your Operations and Maintenance Agreement and make any necessary adjustments. As part of this agreement, county staff will also inspect your project at the one-, three-, six-, and nine-year marks after installation is complete, but are available to you at any time you have a question or concern.

#### 14. Reimbursement ●●

Your contractor will provide you an invoice for the project. To be reimbursed, the invoice and supporting documentation must include:

- Name of contractor
- Materials, labor, or equipment provided
- Itemized unit costs
- Invoice date, including the date(s) work was performed

If you are counting any of your time as contribution to the project, you will need to keep track by date and the type of activity you performed. Keep all receipts of incurred costs related to the project (e.g., materials, permit fees). Contractor invoices, receipts, and time tracking (if applicable) are needed to prepare a voucher requesting reimbursement. Payment will be issued within 35 days. **In some circumstances you may need to pay a contractor prior to receiving reimbursement from the county.**

#### 15. Routine inspections ●●

County staff will continue to be in touch to make sure all is going well with your project. Required inspections will occur one-, three-, six-, and nine- years after the date of project installation and certification. We will not arrive to inspect your project without coordinating a time that works for you. If you move or sell the property, we ask that you provide the new property owner with information about the project and let us know the new contact information for the property owner.

If you're interested in a cost share project, please reach out to:

Kevin Ellis – Conservation Specialist  
Hennepin County Environment and Energy  
612-382-3956  
[kevin.ellis@hennepin.us](mailto:kevin.ellis@hennepin.us)

Roz Davis – Conservation Specialist  
Hennepin County Environment and Energy  
952-262-0397  
[rozalyn.davis@hennepin.us](mailto:rozalyn.davis@hennepin.us)



You can also submit questions to our online interest form by using this QR code or at [hennepin.us/conservation-interest](https://hennepin.us/conservation-interest)

Prairie Restoration Timeline (General): This example is partnering with Hennepin County and utilizing their Lessard Sams Outdoor Heritage Grant funding. Hennepin would use grant funds for getting the habitat established but after the first prescribed burn in 2029 (or whatever date that is) the partner organization will be managing the lands, but we are here always for technical advice and questions.

Habitat	Objective	Priority Management Objectives	Responsible Parties and Funding Sources	Timing and Costs (external 5 years, internal 5+ years)						
				2024	2025	2026	2027	2028	2029	2030
Prairie General	Restore	Site Prep (herbicide/disk)	Hennepin County	\$1,200/ac						
		Acquire Seed Mix	Hennepin County	\$800/ac						
		Broadcast Seeding	Hennepin County	\$800/ac						
		Release Mows (3 times)	Hennepin County		\$900/ac					
		IPM	Hennepin County			\$900/ac	\$900/ac	\$900/ac		
			Partner Org.							IN-KIND
		RX Burn	Hennepin County						\$10,000	
			Partner Org.							
Optional: Haying	Partner Org.									

IN-KIND = Non-monetary contribution (Actions that don't require hiring someone else to do the job) MATCH = Monetary contribution (Actions that require hiring someone else to do the job)

Habitat	Objective	Priority Management Objectives	Responsible Parties and Funding Sources	Timing and Costs (external 5 years, internal 5+ years)						
				2031	2032	2033	2034	2035	2036	2037
Prairie General	Restore	IPM	Hennepin County							
			Partner Org.	IN-KIND		IN-KIND	IN-KIND		IN-KIND	IN-KIND
		RX Burn	Hennepin County							
			Partner Org.		\$10,000			\$10,000		
		Optional: Haying	Partner Org.		IN-KIND			IN-KIND		

IN-KIND = Non-monetary contribution (Actions that don't require hiring someone else to do the job) MATCH = Monetary contribution (Actions that require hiring someone else to do the job)

Example Timeline details:

**2024**

- a. September: mow down existing vegetation and disk or field cultivate to prepare seedbed.
- b. October: if green up of weeds occurs in the month after disking, conduct herbicide treatment to target unwanted vegetation.
- c. November: if herbicide treatment was utilized follow herbicide label for timing of seeding in natives. If herbicide treatment was not utilized, try to time seeding for mid-November. Either utilize a broadcast seeder followed by a cultipacker or a no-till drill.

**2025**

- d. Early June: conduct first release mow. When vegetation gets to a height of 10 -12” cut back vegetation to 8-10”.
- e. Early July: Release Mow.
- f. Early August: Release Mow.

**2026**

- g. Early July: Integrated Plant Management for noxious or invasive plants (Thistle). Cut the heads off. Try not to utilize herbicides this year.

**2027**

- h. Early July: Integrated Plant Management for noxious or invasive plants (Thistle). Spot spray.

**2028**

- i. Early July: Integrated Plant Management for noxious or invasive plants (Thistle). Spot spray.

**2029 and beyond**

- j. Every year in late June: monitor the prairie for noxious weeds and cut off the seed heads, or manually pull, or spot spray.
- k. Prescribed burns will happen on 3 year intervals starting with 2029. Next burn is 2032. If a burn cannot be conducted there is always an option to hay off the site in fall as an alternative.

Just a note: As partners on this project, we are always available anytime for technical assistance with this project at any time.

# Ecological Improvement Plan

## Prairie Restoration : City of Corcoran

### SECTION 1 – Location Information

**Site ID: City of Corcoran 116 Prairie**

**Current Landowner: City of Corcoran**

**Address: CR 116**

**Email/Phone Number:**

**PID: 1311923320001**

**Staff main contact: Kevin Mattson and Matt Stasica**

### SECTION 2 – Goals and Current Conditions

#### Current Conditions and goals

The Project Area is currently a crop field. The goal is to restore the uplands in this area to native prairie. This will encompass 27 acres.

- Primary Management Objectives include: 1) restoring native prairie communities within the uplands, 2) enhancing prairie areas through adaptive management.
- Primary goals include improving ecological function, increasing native vegetation cover, diversity, and habitat structure, and increasing habitat for Species of Greatest Conservation Need (SGCN).

**Objective** is to 1) Restore and manage upland crop areas to a prairie ecosystem.

#### Conservation Value (why did we select this Project)

##### Location:

The Protected Property adds to a complex of protected public and private conservation lands that provide wildlife habitat, water quality, and scenic open space. Three Rivers Park District's Lake Rebecca Park Reserve, along with three other private conservation easements, contribute to the immediate matrix of protected lands. The Protected Property adds large tracts of natural habitat and shoreline to the Hennepin County Habitat Conservation Program, as well as to the Land Trust's Twin Cities Metro Priority Conservation Program Area.

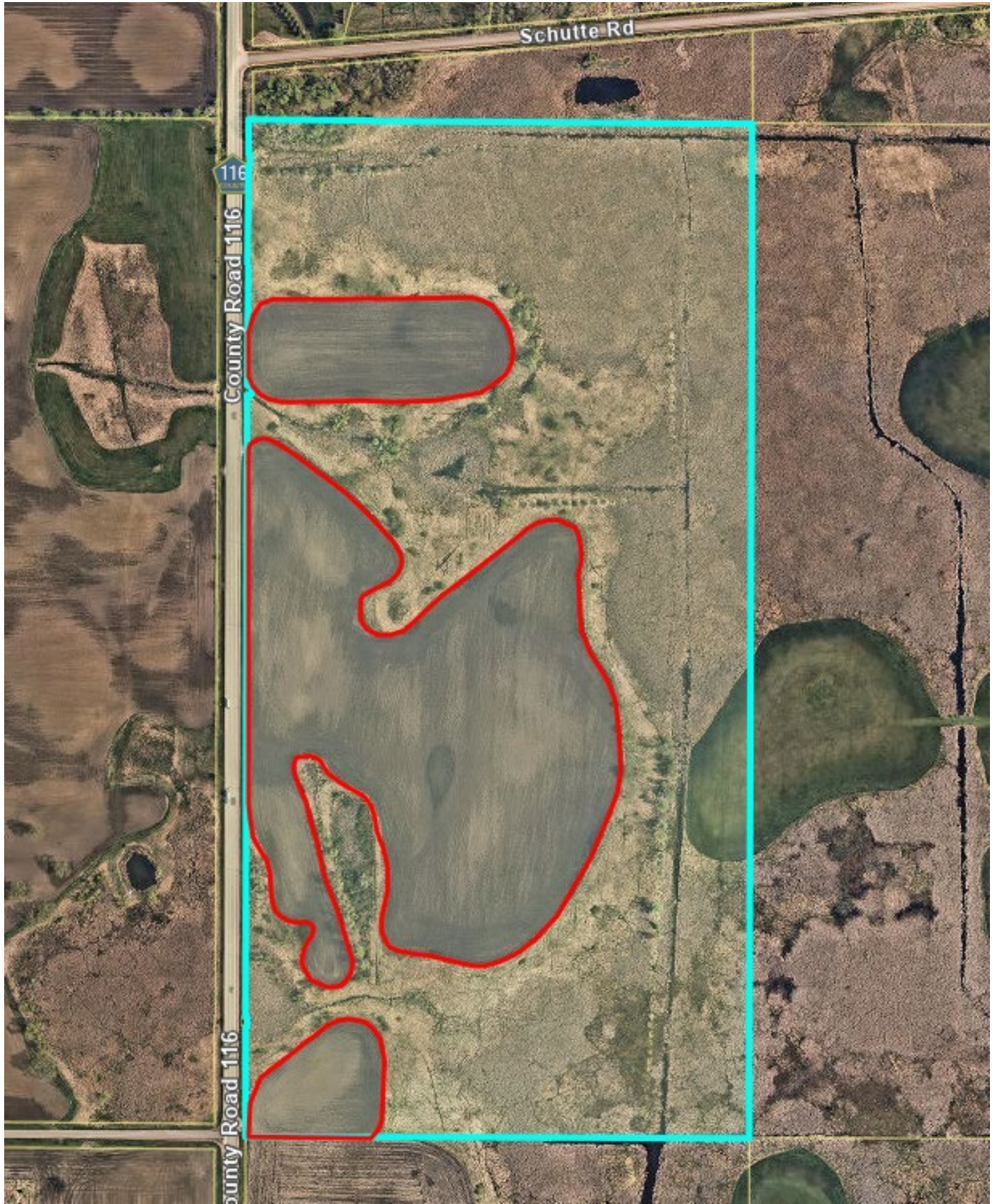
##### Natural Resources:

The area is next to a large wetland complex; a restored prairie will provide habitat and refugia for many grassland birds, pollinators, and small mammals. This project also has some benefit to carbon sequestration and also water quality benefits as well.

##### Future Habitat Management Goals

1. Continue to monitor prairie for Integrated Plant management for noxious weeds or introduced vegetation.
2. Continue to provide a major disturbance (prescribed burn, haying, grazing) every three years following the first prescribed burn in 2029.

Project MAP





## SECTION 3 – Five Year Plan

### City of Corcoran 116 Prairie Restoration/Management

#### 2024

- a. October/November conduct tillage with a pull behind field cultivator or disk to turn soil, bury residue, and prepare seed bed. Disking depth will be 3-6”.
- b. After disking, prepare seed bed by using a Cultipacker to get a firm seed bed.
- c. Once seed bed is smooth, acquire MN State Seed Mix 35-641 Mesic Prairie SE and broadcast the seed at the rate indicated on seed tag. Best time to seed is before a snow event. This will allow the seed to be protected over the winter from birds and small mammals. Also, when the snow thaws and freezes up again in the spring, it will stratify and scarify the seed getting it ready for germination.
- d. Provide Hennepin County the seed tag prior to seeding to ensure proper seed mix.

#### 2025

- e. June: Conduct a release mow when the vegetation reaches a height of 10 -12”. Use a flail mower to cut vegetation back to 6-8”. Flail mower will prevent any furrows
- f. July: Conduct a release mow when the vegetation reaches a height of 10 -12”. Use a flail mower to cut vegetation back to 6-8”.
- g. August: Conduct a release mow when the vegetation reaches a height of 10 -12”. Use a flail mower to cut vegetation back to 6-8”.

#### 2026

- h. June, July, or August: Do 1 IPM treatment for noxious weeds in the prairie. Do not use herbicides. Just cut off the heads of patches of noxious weeds. Don’t mow the entire prairie.

#### 2027

- i. June, July, or August: Do 1 IPM treatment for noxious weeds in the prairie. You may use herbicides that are selective, but only spot treat, do not broadcast spray. Herbicides that may be effective include milestone or transline. Talk with Hennepin County before conducting herbicide application. OR - Just cut off the heads of patches of noxious weeds. But do not mow the entire prairie.

#### 2028

- j. June, July, or August: Do 1 IPM treatment for noxious weeds in the prairie. You may use herbicides that are selective, but only spot treat, do not broadcast spray. Herbicides that may be effective include milestone or transline. Talk with Hennepin County before conducting herbicide application. OR - Just cut off the heads of patches of noxious weeds. But do not mow the entire prairie.

#### 2029

- k. Prescribed burn in fall for half of the prairie.

#### 2030 and beyond

- l. Prescribed burn for the other half of the prairie in spring or fall.
- m. Every year in June: monitor the prairie/savanna for noxious weeds and either cut off the seed heads/pull/spot spray.
- n. Prescribed burns will happen on 3-year intervals starting with 2029. Alternate burning off one half of the area in 2029 and the other in the year following to provide refugia for wildlife.

Cost/Estimates & Funding Sources – total \$221,500

Management Unit	Objectives	Priority Management Objectives – Main Steps	Landowner or Partner Responsibilities and Potential Funding Sources	Timing and Costs (external 5 years, internal 5+ years)						
				2024	2025	2026	2027	2028	2029	2030
MU4 – Prairie	Restoration	Site Prep	City of Corcoran In-Kind	\$1,275						
		Seed Acquisition	Hennepin County Cost Share	\$30,500						
		Prairie Seeding	City of Corcoran In-Kind	\$509						
		Release Mows	City of Corcoran In-Kind		\$1,528					
		IPM	Hennepin County Cost-Share			\$6,800	\$4,800	\$4,800		
			Easement Owner							
		RX Burn	Hennepin County						\$23,175	

IN-KIND = Non-monetary contribution (Actions that don't require hiring someone else to do the job) MATCH = Monetary contribution (Actions that require hiring someone else to do the job)

## SECTION 4 – Project Evaluation & Adaptive Management

### R/E Performance Goals

Restoration of Corcoran 116 Prairie				Estimated				
Habitat	Criteria	Metric	Current Conditions	2025	2026	2027	2028	2029
Prairie	Pioneering Woody Species	% relative cover	NA	0	0	1	2	2
Prairie	Native grasses and forbs	% relative cover	NA	5	50	70	90	95
All Types	Noxious Weeds	% relative cover	NA	25	10	8	8	5

### R/E Performance Tracking & Adaptive Management

Restoration of Corcoran 116 Prairie				Measured				
Habitat	Criteria	Metric	Initial Conditions	2025	2026	2027	2028	2029
Prairie	Pioneering Woody Species	% relative cover	NA					
Prairie	Native grasses and forbs	% relative cover	NA					
All Types	Noxious Weeds	% relative cover	NA					

### Management Plan Adjustments:

The Protected Property should regularly be monitored for invasive species, including plants, pests, and pathogens. Specifically, search for existing invasive species that currently occur in low abundances (e.g., reed canary grass), species that are known to occur near the property but are not currently present (e.g., buckthorn), and species that are new to the region (e.g., emerald ash borer). Monitoring should occur at least two times during the growing season, ideally in early summer (May/June) and later summer (late-July/August). Spacing monitoring throughout the growing season will capture the different blooming times of different plant species. Conduct monitoring along trails, roadsides, and disturbed areas such as recent canopy openings and areas recovering from fire, as these are the most likely areas of new infestations.

## STAFF REPORT

## Agenda Item 8c.

<b>Commission Meeting:</b> November 21, 2024	<b>Prepared By:</b> Jessica Christensen Buck
<b>Topic:</b> See My Legacy and Park Enhancement Program	<b>Action Required:</b> Direction

---

### Summary:

See My Legacy is a community engagement platform to help with memorial programs, sponsorships/fundraisers, and volunteering within the City. During further exploring, staff has discovered a variety of uses that this platform could be incorporated into including the park enhancement program, park fundraising, and volunteer impacts. Staff has been working to update the park enhancement program from the original memorial program that was focused on benches and bricks in the Memorial Garden. Staff is anticipating bringing the finalized copy to the December 19, 2024, Parks and Trails Commission meeting with the intention to make final edits before bringing it to City Council in early 2025. Attached is the most recent draft of the park enhancement program that was presented to the Parks and Trails Commission during the June 20, 2024, meeting.

### Park Enhancement Program (PEP)

See My Legacy has a campaign option (shown as Memorial Programs) that allow for enhancements to be described, mapped, and process payments online. As part of this, there is a mapping feature that shows the proposed locations of the enhancements and fundraising opportunities for donors to choose from.

An additional option as part of the See My Legacy platform are QR codes that allow donors to add more than the limited number of characters on a plaque. When scanned, the QR code takes the user to a webpage created by the donor that can further tell the story of the donation. These stories are written online by the donor and go through an approval process on the back end by staff, prior to publishing. Stories remain online for 10 years after the contract with See My Legacy which would coincide with the most recent draft of the Park Enhancement Program for enhancement lifecycles. The QR code plaques come in 3 sizes, and are an additional cost, but could be incorporated to the cost of the enhancement. These plaques can also be purchased in bulk (25, 50, 100) for a cost savings option.

City Park benches, bike racks, etc. could be included on the platform as locations are determined within the project. This would allow for further project savings, while creating an opportunity for the community to create a lasting impact on the new park.

### Park Fundraising

Discussion during the October 24, 2024, City Council meeting further expressed a need for additional funding for the City Park project. Through the Sponsorship + Fundraisers

campaign, City Park could be broken down into separate amenity options, allowing for support of amenities the donor chooses through an online system (e.g., splashpad, playground, etc.).

This type of campaign could also serve as a primary location for support towards the Wacker/Espeseth family's fundraising for the playground. With the ability to include additional stories, photos, and donation meter, this provides additional aesthetics that can encourage further donations through storytelling.

This could be expanded to parks beyond just City Park if there are specialty amenities, added features, or other circumstances that would encourage fundraising.

### Night to Unite Volunteering

Included with the platform is a volunteer event option that lists roles, descriptions, and times for volunteering opportunities. Staff could use this for Night to Unite as it is a 54-volunteer slot sign up. There is added visibility for the sign up if included on See My Legacy, should it be approved, as people are looking at potential donations.

Currently, staff is utilizing SignUpGenius and would continue to utilize this, or a similar platform, should See My Legacy not be approved.

See My Legacy compiles these areas to one site, allowing a centralized location for donations and volunteering. The cost of the subscription is for one year and could be started in 2025 as the Park Enhancement Program is finalized and enhancements/amenities for City Park are determined. Included in the subscription cost is the site, unlimited users (staff), user (staff) support, and the online features such as the QR code stories. The annual subscription for See My Legacy was quoted at \$1,529.10 (discounted from \$2,499 annually). There is a standard processing fee from Stripe Payment Processing of 3.65% for credit card payments and 0.65% for ACH.

The online functions of this platform offer options that would assist in streamlining and clarifying the process, while also fundraising for the City Park project. This would also allow for staff to focus time on searching for other funding opportunities, such as grants, and less time processing payments.

The subscription would be for one-year, and should the City not want to renew in 2026, they can choose not to, allowing for evaluation of adjustments or success. With the QR codes being good for 10 years after the contract, the stories would last the lifecycle of the enhancement, and this could be included as a kickoff to the park enhancement program.

### **Financial/Budget:**

Funding for the first year of the subscription is proposed to come from 100-45100-50210 (Recreation Operating Supplies) as the expiration for the discounted rate of \$1,529.10 is available until November 26, 2024, to allow subsequent time for presentation at Parks and Trails Commission and City Council.

**Options:**

1. Approval to proceed with See My Legacy in 2025 using funds from 100-45100-50210.
2. Decline request to proceed with See My Legacy in 2025.
3. Provide alternative direction to staff.

**Recommendation:**

Staff recommends utilizing See My Legacy in 2025, leveraging available 2024 recreation budget funds to secure the discounted rate. This first year will provide a foundation for the PEP and support the City Park project, while increasing community involvement and generating cost savings for City park furnishings.

**Council Action:**

Consider a motion to approve proceeding with See My Legacy in 2025 at \$1,529.10 from the Recreation Operating Supplies.

**Attachments:**

1. See My Legacy Information
2. See My Legacy Quote
3. DRAFT Park Enhancement Program

# SeeMyLegacy

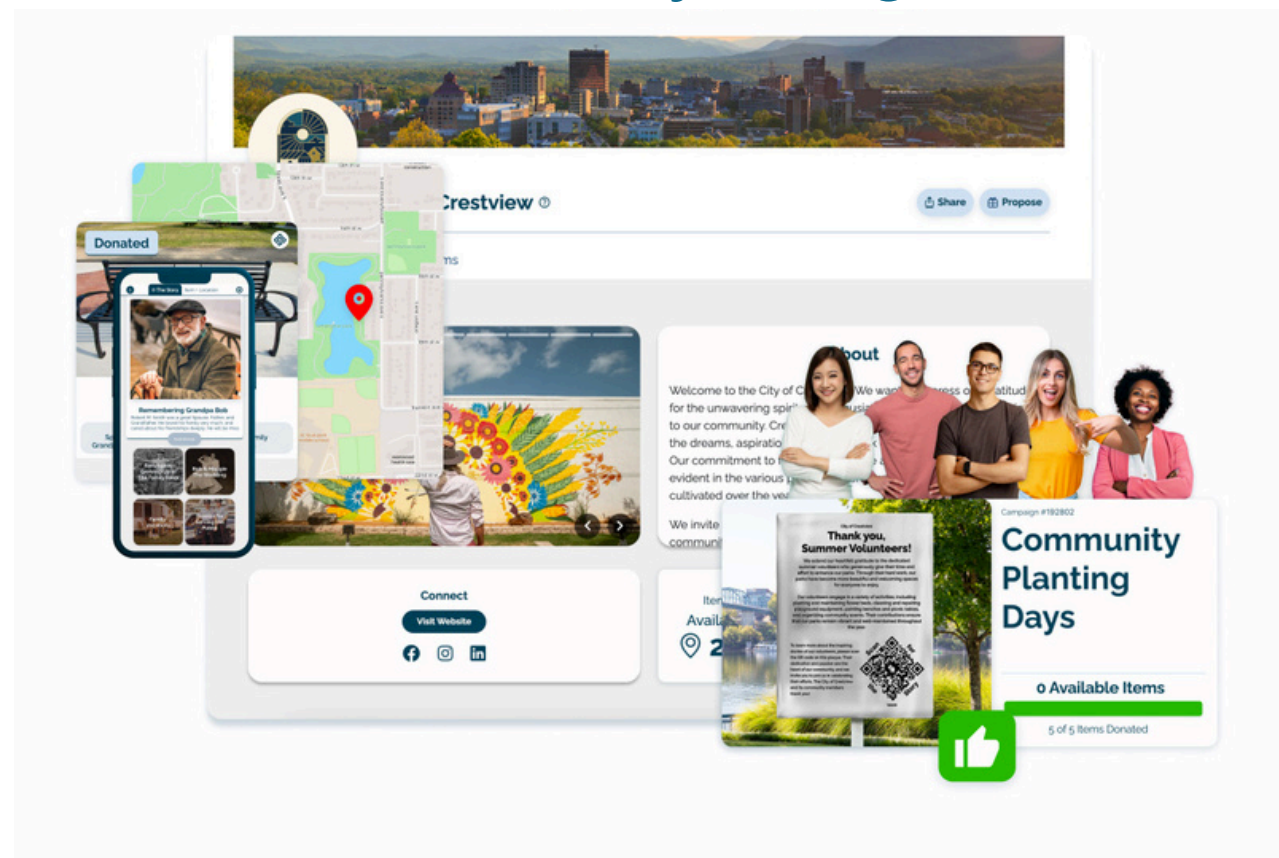
The Digital Platform that makes Community Giving  
*Simple and Rewarding*

# 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 <b>\$50,000</b> Star Level Sponsor Pullman Veterans Memorial Park 15 Remaining
	Monetary Gift Item #51174 Available <b>\$25,000</b> Eagle Level Sponsor Pullman Veterans Memorial Park 15 Remaining
	Monetary Gift Item #53663 Available <b>\$10,000</b> Silver Oak Leaf Sponsor Pullman Veterans Memorial Park 15 Remaining
	Monetary Gift Item #76789 Available <b>\$5,000</b> Gold Oak Leaf Sponsor Pullman Veterans Memorial Park 15 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

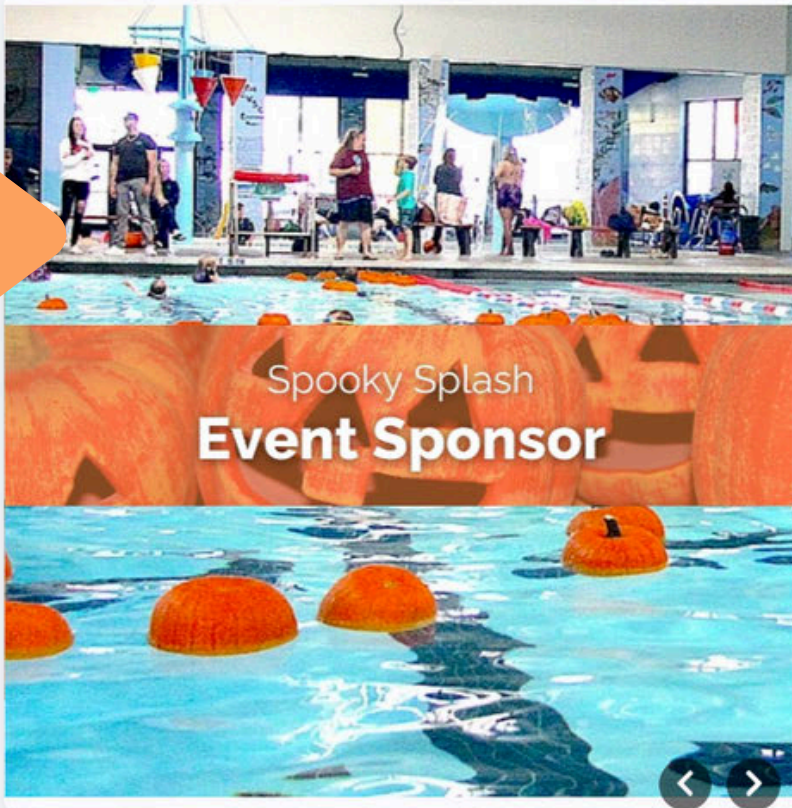
Support from sponsors

**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  
westwood hills dr  
franklin ave w  
texas ave s  
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

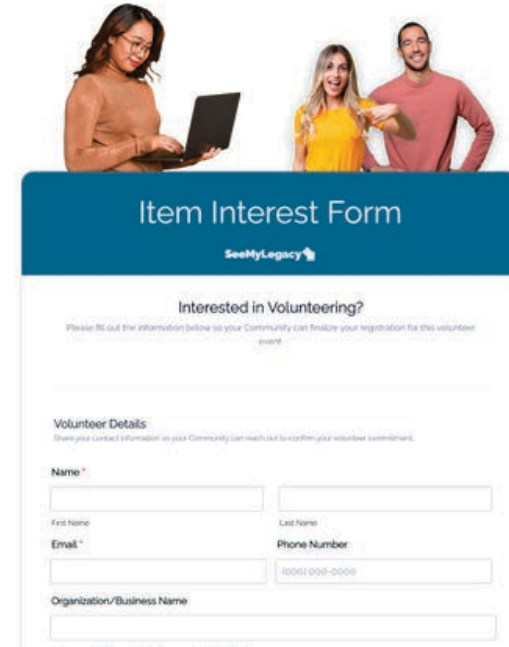
Bench Item #192802 Donated  
Memorial Bench in Honor of Helen Smith  
Dedicated To: Helen Smith  
From: The Smith Family

# The Entire Process Handled For You

## Features of SeeMyLegacy



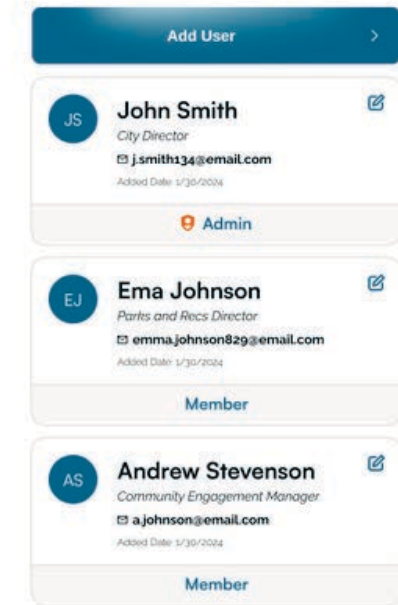
Online Payments



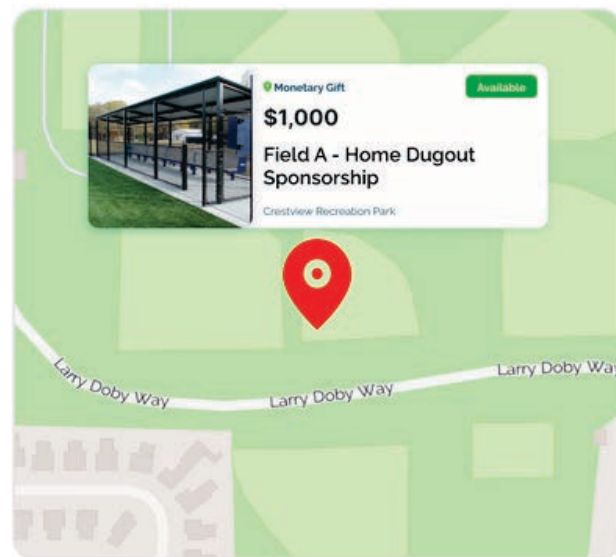
Volunteer Forms



Easy to Share and Promote



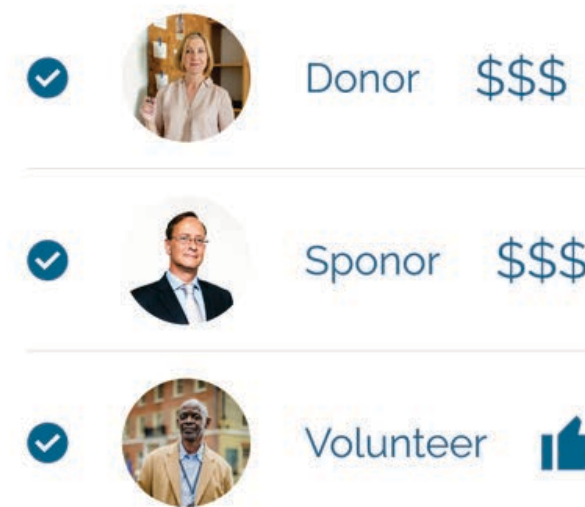
Unlimited Users



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



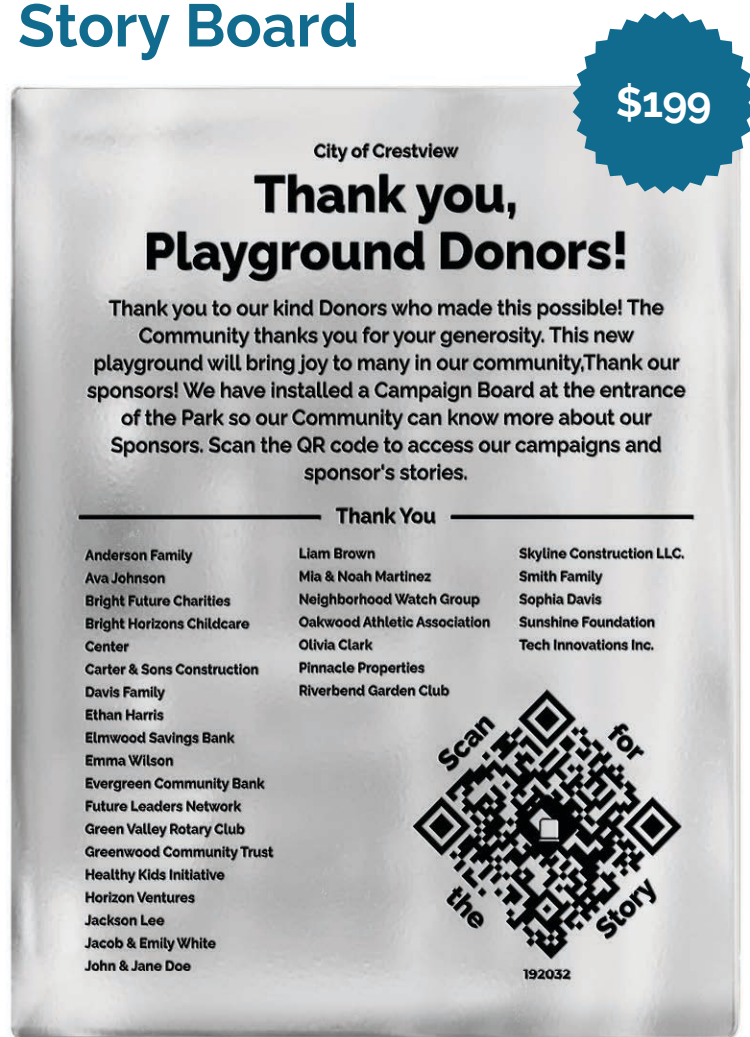
\$89

Story Dedication



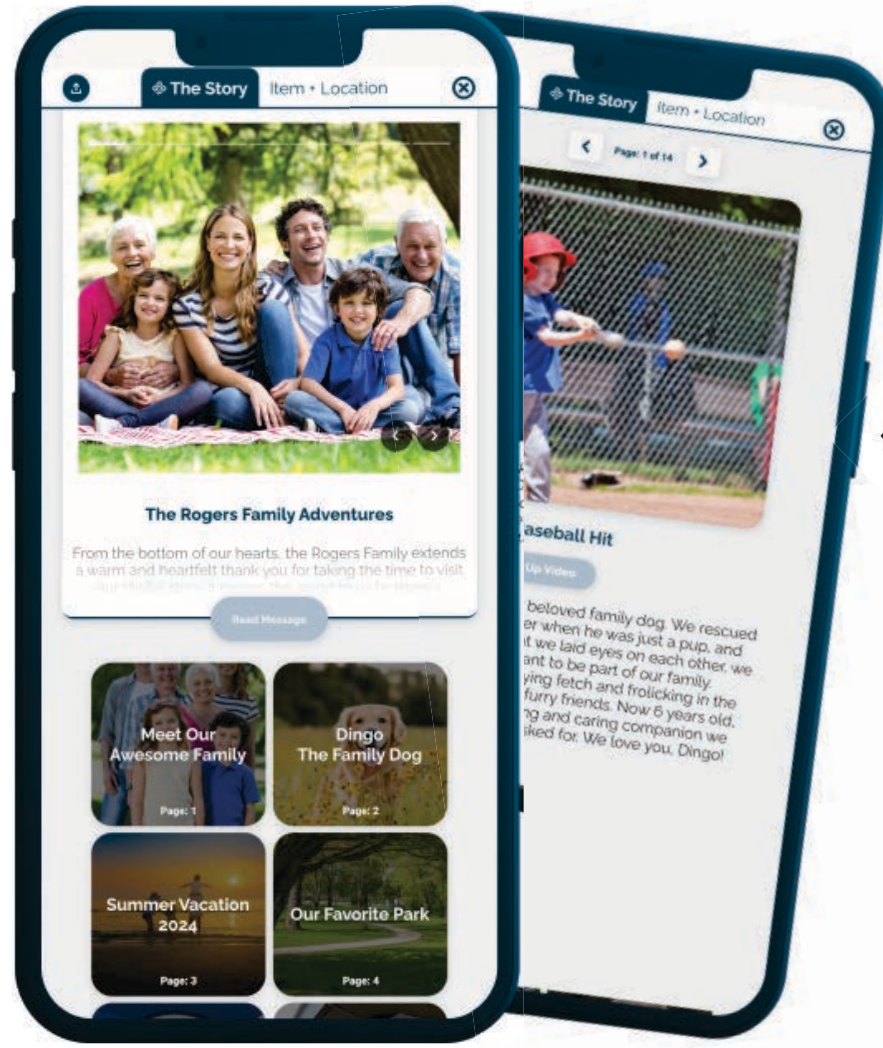
\$49

Story Tag



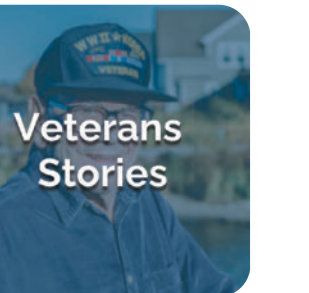
\$199

Story Board



Scan QR to View Story

## Types of Stories



# Corcoran, MN - SML Subscription

Quote created: October 24, 2024 Reference: 20241024-170205557

**Corcoran, MN**  
8200 County Road 116  
Corcoran, MN 55340  
United States

**Jessica Christensen Buck**  
jchristensenbuck@corcoranmn.gov  
+17634202288

## SeeMyLegacy Platform

The leading digital platform that makes community giving simple and rewarding. You can streamline and organize your memorial programs, campaign for new sponsorships or initiatives, and celebrate those who have given back.

## Quote Details

---

### 12-Month SML Subscription (October Discount)

SeeMyLegacy Annual Subscription that includes all features and functionality of the platform

1 x ~~\$2,499.00~~  
after \$800.00 discount **\$1,699.00**

---

One-time subtotal .....	\$1,699.00
after \$800.00 discount	
Noblewins Discount .....	(\$169.90)
	10.0% discount
Total .....	\$1,529.10

## Park Enhancement Program

### Purpose

The purpose of this policy is to establish guidelines, standards, and procedures for the installation and care of donated park enhancements. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, drinking fountains, flags, and other types of park elements. The City desires to encourage donations while managing aesthetic impacts, mitigating on-going maintenance costs, and ensuring compatibility with the Park Standards and Comprehensive Plan.

### 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.

### 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.

### Guidelines

#### General

- All donations must be made in full and undergo the approval process before ordering and installing of the 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.
- 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 ~~memorials-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. 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



# Park Enhancement Program

- [Example of plaque language: “In memory of Firstname Lastname and their love of the parks”](#)

## Maintenance and Responsibility

- The lifecycle of these enhancements is considered to be 10 years, unless otherwise noted.
- As to not impact resources available for maintenance of other facilities, there is a 10% maintenance donation, based on the value of the enhancement, to cover anticipated on-going maintenance during the life expectancy of the donation.
- 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.](#)

## Park Enhancement Options

### *Bench*

MORE INFO TO COME – EXAMPLE AND PRICING

[To include cost of concrete pad & installation](#)

### *Bike Rack*

MORE INFO TO COME – EXAMPLE AND PRICING

[To include cost of concrete pad & installation](#)

### *Waste Receptacles*

MORE INFO TO COME – EXAMPLE AND PRICING

### *Bricks*

MORE INFO TO COME – EXAMPLES AND PRICING

## Process

### 1. Submission of Form

The donor submits a completed Park Enhancement Donation Form to Corcoran Parks and Recreation.

### 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

## **Park Enhancement Program**

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**

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

DRAFT

# FORM FOR PARK ENHANCEMENT PROGRAM

DRAFT



## MEMO

Meeting Date: November 21, 2024  
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. 3019 Addition Comprehensive Plan Amendment, Rezoning, and Preliminary Plat (PID 07-119-23-14-0003) (City File 23-027)**

Craig Scherber & Associates LLC applied for a Preliminary Plat, Rezoning, and Comprehensive Plan Amendment for a Rural Residential and Rural Commercial Development on the property at PID 07-119-23-14-0003. The application includes 15 commercial lots and 4 single-family residential lots. The applicant received Council feedback on a concept version of this proposal at the February 8, 2024, meeting. A feasibility study has been completed to evaluate the infrastructure needs of the project. *The public hearing for this item was held at the October 3, 2024, Planning Commission meeting. After some discussion, the Planning Commission voted to recommend denial of the application. Council denied this application at the October 24, 2024, City Council meeting.*

**4. 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. *Additional materials were submitted by the applicant and is being reviewed for completeness. This item is not currently scheduled for any upcoming meetings.*

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

Jake Hautman submitted a Conditional Use Permit application to allow the operation of an auto repair business, Tonka Auto, at 20201 County Road 50. *The application is complete for city review and is scheduled for the November 7, 2024, Planning Commission meeting.*

**6. 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.*

**7. Heitke Minor Subdivision (PID 28-119-23-33-0001 & 28-119-23-34-0001)(City File 24-013).**

Dan Heitke submitted application materials for a lot line adjustment which would allow his property at 7000 Rolling Hills Road to annex roughly 1.16 acres from Outlot A of Heitke Farm. This request also includes a vacation of an existing drainage & utility easement on the existing perimeter of Outlot A. *This item was approved by the City Council during the October 24, 2024, Council meeting.*

**8. 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.

**9. 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 submitted additional materials and is under review for completeness. This item is not currently scheduled for any upcoming meetings.*

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

Michael Kelly submitted an application for a preliminary plat, final plat, conditional use permit, and variance to plat a single lot from Outlot A of Country Season Estates, located at 6620 County Road 116. *The application is under review for completeness and has not been scheduled for any upcoming meetings.*

**11. Chastek Concept 2 (PID 25-119-23-12-0002) (City File 24-035).**

Trek Real Estate and Hemple Real Estate submitted a concept plan for a 103-unit single-family development on the Chastek Farm property. *The Council provided informal feedback during the October 24, 2024 Council meeting.*

**12. 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 application is being reviewed for completeness and has not been scheduled for any upcoming meetings.*



## MEMO

Meeting Date: November 21, 2024

To: Parks and Trails Commission

From: Jessica Christensen Buck, Recreation Supervisor

Re: Parks, Recreation, and Trails Update

---

### Summary

Park Planning: Creation of City Park engagement survey, City Park meetings with consultants, exploring funding opportunities, and federal funding meetings/tasks.

Policy Updates: Continued work with the Community Development and Police Departments to update the special events processes, to include signage.

Parks and Trails Commission: Prepared materials for the packet, completed minutes from the October meeting, and compiled packets for physical and electronic delivery.

Holiday Toy and Food Drive: Ran an ornament contest, contacted county and fire departments, contacted staff and council, opened neighborhood participation form, contacted community organizations

Other: Renewed Nursery Stock Dealer Certificate from Minnesota Department of Agriculture, wrote Parks and Recreation related newsletter articles, attended development review committee meetings, and met with Three Rivers Park District.

### City Council Items:

*October 24, 2024, City Council Meeting*

4a. Ken Guenther – Watershed Commissioner and

6i. Resolution 2024-114 Honoring Watershed Commissioner Ken Guenther

- Ken was recognized with Resolution 2024-114 for his distinguished service to the City of Corcoran. (5:0)

8c. City Park Remaster

- Approved the schematic diagram specific edits and approve to proceed with design development and construction documents and include clarification of a budget that includes the full scope of our obligations. (4:1)

*November 14, 2024, City Council Meeting*

8a. Community Development Department Brief and 2025 Budget

- An overview of the department and budget, including the Recreation budget.

10a. Watershed Commission Vacancies – Commissioner and Deputy

- The City is looking for a Commissioner and Alternate Commissioner for the Elm Creek Watershed.

**Attachments**

None



CITY OF CORCORAN					
PARK CAPITAL FUND REPORT					
June 15, 2024					
		<b>CASH FUNDS</b>			
<b>Date</b>		<b>Park Dedication</b>	<b>Memorial Park Maintenance</b>	<b>Combined Fund Balance</b>	
		<b>415-10100</b>	<b>415-10102</b>		
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			
	<b>ENDING BALANCE</b>	<b>4,196,751.77</b>	<b>11,055.35</b>		<b>4,207,807.12</b>

CITY OF CORCORAN								
PARK CAPITAL FUND REPORT								
June 15, 2024								
<b>CASH FUNDS</b>								
<b>Date</b>		<b>Park Dedication</b>		<b>Memorial Park Maintenance</b>		<b>City Park Improvement</b>		<b>Combined Fund Balance</b>
		<b>415-10100</b>		<b>415-10102</b>		<b>415-10100</b>		
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



## MEMO

Meeting Date: November 21, 2024  
To: Parks and Trails Commission  
From: Jessica Christensen Buck, Recreation Supervisor  
Re: June 2025 Parks and Trails Commission Meeting

---

### Summary

When looking at the meeting dates for the Parks and Trails Commission for 2025, staff noticed that the June meeting is scheduled for Thursday, June 19, 2025 (Juneteenth Holiday).

Staff is requesting that the Commission consider the alternate date of Tuesday, June 17, 2025, for the Parks and Trails Commission meeting that month. If the proposed date is not feasible for Commissioners, staff is requesting the Commission provide alternative dates with the understanding that Thursday evenings are unavailable due to Planning Commission and City Council meetings.

### Attachments

None