



Corcoran City Council Agenda
October 24, 2024, 7:00 pm

1. **Call to Order / Roll Call**
2. **Pledge of Allegiance**
3. **Agenda Approval**
4. **Presentations**
 - a. Ken Guenther – Watershed Commissioner
5. **Open Forum – Public Comment Opportunity**
6. **Consent Agenda**
 - a. October 10, 2024 DRAFT City Council Minutes
 - b. Financial Claims, October 24, 2024
 - c. **Revised** Comprehensive Plan Amendment, Rezoning and Preliminary Plat for “3019 Addition”
 - d. Horseshoe Bend Drive Ditching Improvements
 - e. Stieg Road Change Order 1
 - f. Resolution 2024-115 Appointment of Communications Specialist
 - g. Water Treatment Plant Pay Request 17
 - h. Heitke Minor Subdivision Resolution 2024-118
 - i. Resolution 2024-114 Honoring Watershed Commissioner Ken Guenther
 - j. Printer Quotes for City Hall
 - k. Development Escrow Write-Offs - Resolution 2024-117
7. **Unfinished Business**
8. **New Business**
 - a. Public Safety Budget Presentation
 - b. Administration Budget Presentation
 - c. City Park Remaster
 - d. **Revised** Public Hearing – Certifying Delinquent Fees to Hennepin County Resolution 2024-112
 - e. Republic Services Recycling Contract Renewal Discussion
9. **Planning**
 - a. Public Hearing – Heitke Easement Vacation
 - b. Chastek Concept Plan 2
10. **Council Reports**
 - a. Planning Project Update
11. **Adjournment**

HYBRID MEETING OPTION AVAILABLE

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

Meeting Via Telephone/Other Electronic Means

Call-in Instructions:

+1 312 626 6799 US

Enter Meeting ID: 845 8754 1654

Video Link and Instructions:

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

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

Meeting ID: 845 8754 1654

**Please note in-person comments will be taken at the scheduled meeting where noted. Comments received via email to City Administrator Tobin at jtobin@corcoranmn.gov or via public comment cards will also be accepted. All email and public comment cards must be received by the Wednesday prior to scheduled Council meeting.*

For more information on options to provide public comment visit:

www.corcoranmn.gov



Ken Guenther

Elm Creek Watershed Commissioner

Thank you for representing the City of Corcoran for the last 6 years on the Elm Creek Watershed Commission!

Ken is a wonderful example of what it means to be civic-minded. For almost 30 years, he has been serving the residents of Corcoran as a City Council Member, Mayor, and Elm Creek Watershed Commissioner. From November 2018 to September 11, 2024, Ken has represented the City of Corcoran as our Elm Creek Watershed Commissioner. Thank you for the positive impacts you have made and will continue to make as a private citizen.



**City of Corcoran
City Council Minutes
October 10, 2024**

The Corcoran City Council met on October 10, 2024, in Corcoran, Minnesota. The City Council meeting was held in person and the public was present in person and remotely through electronic means using the audio and video conferencing platform Zoom.

Mayor McKee, Councilor Lanterman, Councilor Nichols, and Councilor Vehrenkamp were present. Councilor Bottema was excused.

Assistant City Administrator Williams, City Clerk Johnson, City Attorney Thames, Public Works Director Mattson, Construction Services Supervisor Pritchard and Director of Public Safety Gottschalk were present.

1. Call to Order / Roll Call

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

2. Pledge of Allegiance

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

3. Agenda Approval

MOTION: made by Nichols, seconded by Vehrenkamp to approve the agenda.

Voting Aye: McKee, Lanterman, Nichols and Vehrenkamp.

(Motion carries: 4:0)

4. Open Forum -

Mayor McKee invited residents to communicate in-person during Open Forum for items not included on the agenda. No Public Comments.

5. Consent Agenda

- a. July 25, 2024 DRAFT City Council Minutes
- b. September 26, 2024 DRAFT Work Session Minutes
- c. September 26, 2024 DRAFT City Council Minutes
- d. Stieg Road Improvements – Pay Request 2
- e. NE Trunk Infrastructure Improvements – Pay Request 2
- f. Water Tower – Pay Request 18
- g. Water Treatment Plant – Change Order 4
- h. Ravinia Development – Notice of Default
- i. Financial Claims, October 10, 2024

MOTION: made by Nichols, seconded by Vehrenkamp to approve the consent agenda.

Voting Aye: McKee, Lanterman, Nichols and Vehrenkamp.

(Motion carries: 4:0)

6. Planning

- a. Final Plat and Final Planned Unit Development (PUD) for Tavera 7th Addition

MOTION: made by McKee, seconded by Vehrenkamp to approve Resolution 2024-106 Approving the Final PUD Plan and Resolution 2024-107 Approving the Final Plat and Development Contract.

Voting Aye: McKee, Lanterman, Nichols and Vehrenkamp.

(Motion carries 4:0)

7. Unfinished Business – Public Comment Opportunity – None



City of Corcoran
City Council Minutes
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8. New Business – Public Comment Opportunity - None

a. New Construction Escrow Process

Construction Services Supervisor Pritchard gave a presentation on the New Construction Escrow Process.

MOTION: made by McKee, seconded by Lanterman to direct staff to move forward with the with the additions as discussed and bring back a final draft for approval at a later meeting.

Voting Aye: McKee, Lanterman, Nichols and Vehrenkamp

(Motion carries 4:0)

9. Council Reports

- Mayor McKee reported that he attended the St. Therese Ribbon Cutting with the Chamber of Commerce on October 10th.
- Mayor Mckee also announced that there will be a ribbon cutting event on October 24th At City Hall for the Broadband project with Comcast.
- Councilor Vehrenkamp reported that he attended the Hanover Fire Open House over the past weekend.

10. Closed Session

Council Meeting was adjourned at 7:20 p.m. to go into closed session to discuss the purchase of real property.

a. City Center Drive Improvements PID 24 119 23 33 0001

At the closed session, council discussed the purchase of real property.

Mayor McKee called Council Meeting back to order at 7:41p.m.

MOTION: made by McKee, seconded by Lanterman, to approve the City Center Easement Agreement for the previously discussed property subject to any final revisions by staff and the City Attorney, authorize the Mayor and Administrator to execute the same and for the City to fund the transactions, and find that the acquisition has no relationship to the comprehensive plan.

Voting Aye: McKee, Lanterman, Nichols, and Vehrenkamp

(Motion carries 4:0)

11. 2024 City Council Schedule

12. Adjournment

Motion: made by Nichols seconded by Vehrenkamp to adjourn.

Voting Aye: McKee, Lanterman, Nichols and Vehrenkamp

(Motion carries 4:0)

Meeting adjourned at 7:44 p.m. October 10, 2024.

Agenda Item: 6b
Council Meeting Date: 10/24/2024
Prepared By: Reed Kottke, Accountant

Check Range: 36046 - 36115

Financial Claims

Check Register	\$	2,111,584.10
<i>(See register for financial claims)</i>		
Automatic Deduction (EFT)	\$	42,849.67
Total Expenditures For Approval	<u>\$</u>	<u>2,154,433.77</u>

Automatic Deduction / Electronic Fund Transfer / Other Disbursement			
Date	Vendor	Amount	Description
10/1/2024	METLIFE	\$ 981.82	Employee Dental Insurance Premium October
10/4/2024	MEDSURETY	\$ 30.00	Employee COBRA Maintenance October
10/7/2024	OPTUM FINANCIAL	\$ 4,591.84	Employee/Employer HSA Contribution (10/04/2024 payroll)
10/7/2024	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION OF MN	\$ 28,419.46	Employee Pension (10/04/2024 payroll)
10/7/2024	MINNESOTA STATE RETIREMENT SYSTEM	\$ 2,979.55	Employee Deferred Compensation 457/ROTH (10/04/2024 payroll)
10/7/2024	MINNESOTA STATE RETIREMENT SYSTEM	\$ 3,306.28	Employee HCSP (10/04/2024 payroll)
10/9/2024	INVOICECLOUD	\$ 1,621.28	Credit Card Processing Fee
10/11/2024	ADP PAYROLL FEES	\$ 404.45	Payroll Processing (10/04/2024 payroll)
	MULTIPLE REVTRAK	\$ 514.99	Credit Card Processing Fee
Total		<u>\$ 42,849.67</u>	

User: RCKOTTKE
DB: Corcoran

BANK CODE: GEN CHECK DATE: 10/24/2024 INVOICE PAY DATE FROM 10/24/2024 TO 10/24/2024

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
10/24/2024	GEN	36046	2340	ACTIVE911, INC.	36.60	0.00	36.60	1
10/24/2024	GEN	36047	2914	AMELIA FADDEN	1,500.00	0.00	1,500.00	1
10/24/2024	GEN	36048	2348	AXON ENTERPRISE, INC.	2,805.00	0.00	2,805.00	1
10/24/2024	GEN	36049	1911	BRUCE B HAY ESTATES	436.25	0.00	436.25	1
10/24/2024	GEN	36050	53	CARSON, CLELLAND & SCHREDER	5,394.00	0.00	5,394.00	18
10/24/2024	GEN	36051	53	CARSON, CLELLAND, & SCHREDER	6,901.55	0.00	6,901.55	1
10/24/2024	GEN	36052	1152	CENTERPOINT ENERGY	115.66	0.00	115.66	1
10/24/2024	GEN	36053	1152	CENTERPOINT ENERGY	80.07	0.00	80.07	1
10/24/2024	GEN	36054	1152	CENTERPOINT ENERGY	41.48	0.00	41.48	1
10/24/2024	GEN	36055	3134	CIGNA HEALTH AND LIFE INSURANCE	516.10	0.00	516.10	1
10/24/2024	GEN	36056	56	CINTAS - 470	35.00	0.00	35.00	1
10/24/2024	GEN	36057	3042	CITY OF DELANO	3,038.57	0.00	3,038.57	1
10/24/2024	GEN	36058	2427	COMPUTER INTEGRATION TECH	6,723.00	0.00	6,723.00	3
10/24/2024	GEN	36059	1719	CORCORAN CROSSROADS MARKETPLAC	241.25	0.00	241.25	1
10/24/2024	GEN	36060	MISC	D & D SERVICE	200.00	0.00	200.00	2
10/24/2024	GEN	36061	2422	GREAT NORTHERN WINDOW CLEANERS	340.00	0.00	340.00	1
10/24/2024	GEN	36062	MISC	HANNAH HOCHSTEDLER	764.00	0.00	764.00	1
10/24/2024	GEN	36063	688	HENNEPIN COUNTY ACCTS RECEIVABLE	2.50	0.00	2.50	1
10/24/2024	GEN	36064	96	HENNEPIN COUNTY INFO TECH	1,552.62	0.00	1,552.62	1
10/24/2024	GEN	36065	MISC	HIGH 5 COMPANIES INC	1,463.25	0.00	1,463.25	1
10/24/2024	GEN	36066	3122	HKGI	36,783.01	0.00	36,783.01	1
10/24/2024	GEN	36067	1940	HOLIDAY COMPANIES	95.00	0.00	95.00	4
10/24/2024	GEN	36068	MISC	KAREN HEIDEN	1,500.00	0.00	1,500.00	1
10/24/2024	GEN	36069	MISC	KENNY DOBOSZENSKI	4,094.50	0.00	4,094.50	1
10/24/2024	GEN	36070	MISC	KEVIN HENN	1,616.00	0.00	1,616.00	1
10/24/2024	GEN	36071	211	LANDFORM PROFESSIONAL SERVICES	20,635.00	0.00	20,635.00	36
10/24/2024	GEN	36072	191	LEAGUE OF MINNESOTA CITIES	3,183.00	0.00	3,183.00	1
10/24/2024	GEN	36073	58	CITY OF MAPLE GROVE	292,857.00	0.00	292,857.00	1
10/24/2024	GEN	36074	2561	MARIE RIDGEWAY LICSW, LLC	390.00	0.00	390.00	2
10/24/2024	GEN	36075	242	MARTIN MARIETTA MATERIALS	1,780.80	0.00	1,780.80	2
10/24/2024	GEN	36076	117	METRO WEST INSPECTION SERVICES	43,545.62	0.00	43,545.62	1
10/24/2024	GEN	36077	2267	METROPOLITAN COUNCIL ENVIRO	46,826.72	0.00	46,826.72	2
10/24/2024	GEN	36078	1375	METROPOLITAN COUNCIL	195,122.20	0.00	195,122.20	2
10/24/2024	GEN	36079	1175	MN DEPARTMENT OF HEALTH	3,630.42	0.00	3,630.42	1
10/24/2024	GEN	36080	1680	MN DEPT OF LABOR & INDUSTRY	15,084.42	0.00	15,084.42	1
10/24/2024	GEN	36081	1680	MN DEPT OF LABOR & INDUSTRY	26,230.30	0.00	26,230.30	1
10/24/2024	GEN	36082	3002	MN SECRETARY OF STATE - NOTARY	120.00	0.00	120.00	1
10/24/2024	GEN	36083	2522	MINNESOTA UI FUND	7,062.00	0.00	7,062.00	1
10/24/2024	GEN	36084	3171	NALISHA WILLIAMS	91.12	0.00	91.12	1
10/24/2024	GEN	36085	126	NAPA AUTO PARTS - Corcoran	199.49	0.00	199.49	2
10/24/2024	GEN	36086	2958	NATALIE DAVIS MCKEOWN	1,546.81	0.00	1,546.81	2
10/24/2024	GEN	36087	MISC	NATHAN KARINIEMI	32.00	0.00	32.00	1
10/24/2024	GEN	36088	2466	NUTRIEN AG SOLUTIONS, INC.	84.58	0.00	84.58	1
10/24/2024	GEN	36089	3067	OMANN BROTHERS, INC.	291.27	0.00	291.27	1

User: RCKOTTKE
DB: Corcoran

BANK CODE: GEN CHECK DATE: 10/24/2024 INVOICE PAY DATE FROM 10/24/2024 TO 10/24/2024

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
10/24/2024	GEN	36090	2655	PIONEER MANUFACTURING COMPANY	505.00	0.00	505.00	1
10/24/2024	GEN	36091	2927	QUADIENT LEASING USA INC	425.97	0.00	425.97	1
10/24/2024	GEN	36092	2662	RAY ALLEN MANUFACTURING	299.90	165.96	133.94	4##
10/24/2024	GEN	36093	MISC	REED KOTTKE	163.48	0.00	163.48	1
10/24/2024	GEN	36094	3085	RICE LAKE CONSTRUCTION GROUP	1,141,520.00	0.00	1,141,520.00	1
10/24/2024	GEN	36095	MISC	RICK EMERY	840.50	0.00	840.50	1
10/24/2024	GEN	36096	217	RIGID HITCH	337.62	0.00	337.62	1
10/24/2024	GEN	36097	MISC	RYAN GANNER	91.12	0.00	91.12	1
10/24/2024	GEN	36098	2170	SITE ONE LANDSCAPE SUPPLY	141.98	0.00	141.98	1
10/24/2024	GEN	36099	2666	STANDARD INSURANCE COMPANY	1,283.75	0.00	1,283.75	1
10/24/2024	GEN	36100	1708	STANTEC CONSULTING SERVICES	199,279.68	0.00	199,279.68	40
10/24/2024	GEN	36101	148	STREICHER'S POLICE EQUIPMENT	15.99	0.00	15.99	1
10/24/2024	GEN	36102	1433	T-MOBILE	338.38	0.00	338.38	1
10/24/2024	GEN	36103	1588	TEAMSTER LOCAL 320	886.88	0.00	886.88	2
10/24/2024	GEN	36104	2995	UNTIEDT'S VEGETABLE FARM, INC	1,200.00	0.00	1,200.00	1
10/24/2024	GEN	36105	2928	U.S. BANK	20,400.25	243.09	20,157.16	3##
10/24/2024	GEN	36106	288	VEIT DISPOSAL SYSTEMS	1,412.72	0.00	1,412.72	1
10/24/2024	GEN	36107	1284	VONCO II, LLC	88.59	0.00	88.59	1
10/24/2024	GEN	36108	3051	WATER LABORATORIES, INC.	54.00	0.00	54.00	1
10/24/2024	GEN	36109	156	WESTSIDE WHOLESALE TIRE	186.56	0.00	186.56	2
10/24/2024	GEN	36110	1844	WRIGHT-HENNEPIN COOP ELECT	6,129.08	169.37	5,959.71	2##
10/24/2024	GEN	36111	158	XCEL ENERGY	1,114.92	0.00	1,114.92	1
10/24/2024	GEN	36112	158	XCEL ENERGY	16.79	0.00	16.79	1
10/24/2024	GEN	36113	158	XCEL ENERGY	27.82	0.00	27.82	1
10/24/2024	GEN	36114	158	XCEL ENERGY	3.94	0.00	3.94	1
10/24/2024	GEN	36115	176	ZEP SALES & SERVICE	409.44	0.00	409.44	1

Num Checks: 70 Num Stubs: 0 Num Invoices: 181 Total Amount: 2,111,584.10

Denotes that check has vendor credit applied.

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

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36046							
100-42100-50438	10/15/24	ACTIVE911, INC.	ADD QTY 2 LICENSES - EXISTING SUBSC	589425	10/24/24	36.60	36046
			Total For Check 36046			36.60	
Check 36047							
100-42102-50307	10/15/24	AMELIA FADDEN	RECRUITMENT AND RETENTION REIMBURSE	20241014	10/24/24	1,500.00	36047
			Total For Check 36047			1,500.00	
Check 36048							
100-42100-50308	10/15/24	AXON ENTERPRISE, INC.	AXON AIR FOTOKITE CONNECT LICENSE	INUS277323	10/24/24	2,805.00	36048
			Total For Check 36048			2,805.00	
Check 36049							
100-00000-22205-006	10/10/24	BRUCE B HAY ESTATES	ESCROW REFUND - BARRY HAY	ER0007	10/24/24	436.25	36049
			Total For Check 36049			436.25	
Check 36050							
100-00000-22205	10/15/24	CARSON, CLELLAND & SCHREDER	3019 ADDT/SCHERBER PLAT ESCROW SEPT	6247-1	10/24/24	565.50	36050
100-00000-22205	10/15/24	CARSON, CLELLAND & SCHREDER	CAMP SOLBERG ESCROW SEPT 2024	6247-2	10/24/24	630.75	36050
100-00000-22205	10/15/24	CARSON, CLELLAND & SCHREDER	DOMINOS ESCROW SEPT 2024	6247-3	10/24/24	311.75	36050
100-00000-22205	10/15/24	CARSON, CLELLAND & SCHREDER	HEATHER MEADOWS ESCROW SEPT 2024	6247-5	10/24/24	36.25	36050
100-00000-22205	10/15/24	CARSON, CLELLAND & SCHREDER	KELLY OUTLOT/OLD FARM RIDGE SEPT 20	6247-6	10/24/24	101.50	36050
100-00000-22205	10/15/24	CARSON, CLELLAND & SCHREDER	OSWALD FARMS ESCROW SEPT 2024	6247-7	10/24/24	130.50	36050
100-00000-22205	10/16/24	CARSON, CLELLAND & SCHREDER	3019 ADDITION AUG 2024	6096-1	10/24/24	217.50	36050
100-00000-22205	10/16/24	CARSON, CLELLAND & SCHREDER	CORCORAN STORAGE II AUG 2024	6096-2	10/24/24	36.25	36050
100-00000-22205	10/16/24	CARSON, CLELLAND & SCHREDER	KWIK TRIP AUG 2024	6096-4	10/24/24	36.25	36050
100-00000-22205	10/17/24	CARSON, CLELLAND & SCHREDER	CHASTEK FARMS JULY 2024 TIE OUT	5935-A	10/24/24	551.00	36050
100-00000-22205	10/17/24	CARSON, CLELLAND & SCHREDER	CORCORAN STORAGE II JUNE 2024 TIE O	5802-A	10/24/24	72.50	36050
100-00000-22205-056	10/17/24	CARSON, CLELLAND & SCHREDER	TAVERA 6TH MAY 2024 TIE OUT	5649-C	10/24/24	181.25	36050
100-00000-22205-087	10/17/24	CARSON, CLELLAND & SCHREDER	STIEG ROAD IMPROVEMENT PROJECT MAY	5649-B	10/24/24	72.50	36050
100-00000-22205-098	10/17/24	CARSON, CLELLAND & SCHREDER	RUSH CREEK RESERVE 4TH MAY 2024 TIE	5649-A	10/24/24	137.75	36050
100-00000-32100	10/15/24	CARSON, CLELLAND & SCHREDER	HOPE MEADOWS ESCROW SEPT 2024	6247-4	10/24/24	1,348.50	36050
100-00000-32100	10/16/24	CARSON, CLELLAND & SCHREDER	HOPE MEADOWS AUG 2024	6096-3	10/24/24	326.25	36050
601-49400-50304	10/17/24	CARSON, CLELLAND & SCHREDER	TRUNK INFRASTRUCTURE IMPROVEMENTS J	5935-B	10/24/24	263.00	36050
601-49400-50304	10/17/24	CARSON, CLELLAND & SCHREDER	O&E REPORTS JULY 2024 TIE OUT	5935-C	10/24/24	375.00	36050
			Total For Check 36050			5,394.00	
Check 36051							
100-00000-22205	10/15/24	CARSON, CLELLAND, & SCHREDER	LEGAL SERVICES - SEPTEMBER 2024	6247-8	10/24/24	(616.25)	36051
100-41600-50300	10/15/24	CARSON, CLELLAND, & SCHREDER	LEGAL SERVICES - SEPTEMBER 2024	6247-8	10/24/24	4,531.25	36051
100-42100-50304	10/15/24	CARSON, CLELLAND, & SCHREDER	LEGAL SERVICES - SEPTEMBER 2024	6247-8	10/24/24	2,841.55	36051
434-48010-50304	10/15/24	CARSON, CLELLAND, & SCHREDER	LEGAL SERVICES - SEPTEMBER 2024	6247-8	10/24/24	145.00	36051
			Total For Check 36051			6,901.55	
Check 36052							
100-43100-50380	10/17/24	CENTERPOINT ENERGY	PUBLIC WORKS GAS CHARGES 8/28-9/30	20241002	10/24/24	115.66	36052
			Total For Check 36052			115.66	
Check 36053							
100-41900-50380	10/17/24	CENTERPOINT ENERGY	CITY HALL / CITY PARK GAS CHARGES 7	20240906	10/24/24	39.98	36053
100-45200-50380	10/17/24	CENTERPOINT ENERGY	CITY HALL / CITY PARK GAS CHARGES 7	20240906	10/24/24	40.09	36053
			Total For Check 36053			80.07	
Check 36054							
100-41900-50380	10/17/24	CENTERPOINT ENERGY	CITY HALL / CITY PARK GAS CHARGES 8	20241008	10/24/24	17.10	36054
100-45200-50380	10/17/24	CENTERPOINT ENERGY	CITY HALL / CITY PARK GAS CHARGES 8	20241008	10/24/24	24.38	36054

PAID - CHECK TYPE: PAPER CHECK
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36054			Total For Check 36054			41.48	
Check 36055	10/16/24	CIGNA HEALTH AND LIFE INSURAN	SUPPLEMENTAL HEALTH BENEFITS OCTBER 10-2024		10/24/24	516.10	36055
100-00000-15500			Total For Check 36055			516.10	
Check 36056	09/29/24	CINTAS - 470	BLACK MATS	4202766371	10/24/24	35.00	36056
100-43100-50210			Total For Check 36056			35.00	
Check 36057	10/15/24	CITY OF DELANO	DETECTIVE VEHICLE REGISTRATION - T	20241015	10/24/24	3,038.57	36057
416-42100-50210			Total For Check 36057			3,038.57	
Check 36058	10/14/24	COMPUTER INTEGRATION TECH	CIT - MANAGED SERVICES PREMIUM - OC	384975	10/24/24	2,492.00	36058
100-41920-50300	10/14/24	COMPUTER INTEGRATION TECH	CIT - MONTHLY MANAGED SERVICES SEPT	385548	10/24/24	1,236.25	36058
100-41920-50300	10/14/24	COMPUTER INTEGRATION TECH	CIT - REMOTE AND ONSITE SUPPORT AUG	383761	10/24/24	2,994.75	36058
			Total For Check 36058			6,723.00	
Check 36059	10/10/24	CORCORAN CROSSROADS MARKETPLAC	ESCROW REFUND - CORCORAN CROSSROADS	ER0005	10/24/24	241.25	36059
100-00000-22205-019			Total For Check 36059			241.25	
Check 36060	10/09/24	D & D SERVICE	DUPLICATE PAYMENT REFUND INV-PU24-0	INV-PU24-0118	10/24/24	100.00	36060
100-00000-34300	10/09/24	D & D SERVICE	DUPLICATE PAYMENT REFUND INV-PU24-0	INV-PU24-0139	10/24/24	100.00	36060
			Total For Check 36060			200.00	
Check 36061	10/10/24	GREAT NORTHERN WINDOW CLEANERS	CITY HALL WINDOW CLEANING	4121	10/24/24	340.00	36061
100-41900-50401			Total For Check 36061			340.00	
Check 36062	10/10/24	HANNAH HOCHSTEDLER	ESCROW REFUND - HANNAH HOCHSTEDLER	ER0011	10/24/24	764.00	36062
100-00000-22205-041			Total For Check 36062			764.00	
Check 36063	10/10/24	HENNEPIN COUNTY ACCTS RECEIVAF	RECORDED PLAT VIEWING - M PRITCHARD	1000232092	10/24/24	2.50	36063
100-42400-50300			Total For Check 36063			2.50	
Check 36064	10/15/24	HENNEPIN COUNTY INFO TECH	RADIO FLEET FEE AUGUST 2024	1000231634	10/24/24	1,552.62	36064
100-42100-50323			Total For Check 36064			1,552.62	
Check 36065	10/10/24	HIGH 5 COMPANIES INC	ESCROW REFUND - HIGH 5 COMPANIES	ER0010	10/24/24	1,463.25	36065
100-00000-22205-040			Total For Check 36065			1,463.25	
Check 36066	10/08/24	HKGI	PARK PLANNING & DESIGN AUGUST 2024	023-058-9	10/24/24	36,783.01	36066
415-45200-50300			Total For Check 36066			36,783.01	
Check 36067	10/15/24	HOLIDAY COMPANIES	CAR WASH FLEET CHARGES JUNE 2024	003401072400	10/24/24	30.00	36067
100-42100-50403							

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Check 36067							
100-42100-50403	10/15/24	HOLIDAY COMPANIES	CAR WASH FLEET CHARGES JULY 2024	003401082400	10/24/24	40.00	36067
100-42100-50403	10/15/24	HOLIDAY COMPANIES	CAR WASH FLEET CHARGES AUGUST 2024	003401092400	10/24/24	20.00	36067
100-42100-50403	10/15/24	HOLIDAY COMPANIES	CAR WASH FLEET CHARGES SEPTEMBER 20	003401102400	10/24/24	5.00	36067
Total For Check 36067						95.00	
Check 36068							
100-41400-50307	10/16/24	KAREN HEIDEN	RECRUITMENT AND RETENTION REIMBURSE	20241011	10/24/24	1,500.00	36068
Total For Check 36068						1,500.00	
Check 36069							
100-00000-22205-037	10/10/24	KENNY DOBOSZENSKI	ESCROW REFUND - HALES CORNER 2ND AD	ER0008	10/24/24	4,094.50	36069
Total For Check 36069						4,094.50	
Check 36070							
100-00000-22205-038	10/10/24	KEVIN HENN	ESCROW REFUND - KEVIN HENN	ER0009	10/24/24	1,616.00	36070
Total For Check 36070						1,616.00	
Check 36071							
100-00000-22205	10/15/24	LANDFORM PROFESSIONAL SERVICE	WALCOTT GLEN 22-036 AUG 2024	35918	10/24/24	80.00	36071
100-00000-22205	10/15/24	LANDFORM PROFESSIONAL SERVICE	CORCORAN STORAGE II 23-016 AUG 2024	35920	10/24/24	1,210.00	36071
100-00000-22205	10/15/24	LANDFORM PROFESSIONAL SERVICE	3019 ADDITION 23-027 AUG 2024	35921	10/24/24	400.00	36071
100-00000-22205	10/15/24	LANDFORM PROFESSIONAL SERVICE	PIONEER TRL INDUSTRY PARK 23-030 AUG	35922	10/24/24	240.00	36071
100-00000-22205	10/15/24	LANDFORM PROFESSIONAL SERVICE	OSWALD FARM 24-003 AUG 2024	35923	10/24/24	40.00	36071
100-00000-22205	10/15/24	LANDFORM PROFESSIONAL SERVICE	RED BARN 24-007 AUG 2024	35924	10/24/24	120.00	36071
100-00000-22205	10/15/24	LANDFORM PROFESSIONAL SERVICE	INDUSTRIAL NE CONCEPT 24-010 AUG 20	35925	10/24/24	340.00	36071
100-00000-22205	10/15/24	LANDFORM PROFESSIONAL SERVICE	RUSH CREEK RESERVE 24-011 AUG 2024	35926-1	10/24/24	570.00	36071
100-00000-22205	10/15/24	LANDFORM PROFESSIONAL SERVICE	RUSH CREEK RESERVE 24-011 AUG 2024	35926-2	10/24/24	552.50	36071
100-00000-22205	10/15/24	LANDFORM PROFESSIONAL SERVICE	WOODLAND HILLS 24-023 AUG 2024	35928	10/24/24	40.00	36071
100-00000-22205	10/15/24	LANDFORM PROFESSIONAL SERVICE	KARINIEMI ORCHARD 24-024 AUG 2024	35929	10/24/24	232.50	36071
100-00000-22205	10/15/24	LANDFORM PROFESSIONAL SERVICE	NEW MAHAVEN 24-026 AUG 2024	35931	10/24/24	45.00	36071
100-00000-22205	10/15/24	LANDFORM PROFESSIONAL SERVICE	SCHUTTE 24-033 AUG 2024	35933	10/24/24	350.00	36071
100-00000-22205-009	10/16/24	LANDFORM PROFESSIONAL SERVICE	BASS LAKE CROSSING 2ND 18-035 AUG 2	35905	10/24/24	135.00	36071
100-00000-22205-017	10/16/24	LANDFORM PROFESSIONAL SERVICE	COOK LAKE HIGHLANDS 21-057 AUG 2024	35917	10/24/24	40.00	36071
100-00000-22205-056	10/16/24	LANDFORM PROFESSIONAL SERVICE	TAVERA 7TH 24-028 AUG 2024	35932	10/24/24	410.00	36071
100-00000-22205-056	10/16/24	LANDFORM PROFESSIONAL SERVICE	TAVERA 5TH 22-068 AUG 2024	35919	10/24/24	40.00	36071
100-00000-22205-058	10/16/24	LANDFORM PROFESSIONAL SERVICE	RAVINIA 14TH FP AND FPUD 19-022 AUG	35912	10/24/24	237.50	36071
100-00000-22205-058	10/16/24	LANDFORM PROFESSIONAL SERVICE	RAVINIA 11TH 18-040 AUG 2024	35906	10/24/24	80.00	36071
100-00000-22205-058	10/16/24	LANDFORM PROFESSIONAL SERVICE	RAVINIA 13TH 19-012 AUG 2024	35910	10/24/24	282.50	36071
100-00000-22205-058	10/16/24	LANDFORM PROFESSIONAL SERVICE	RAVINIA 11TH 19-005 AUG 2024	35909	10/24/24	170.00	36071
100-00000-22205-058	10/16/24	LANDFORM PROFESSIONAL SERVICE	RAVINIA 12TH 19-002 AUG 2024	35908	10/24/24	237.50	36071
100-00000-22205-059	10/16/24	LANDFORM PROFESSIONAL SERVICE	RAVINIA 10TH 18-034 AUG 2024	35904	10/24/24	397.50	36071
100-00000-22205-061	10/16/24	LANDFORM PROFESSIONAL SERVICE	RAVINIA 5TH ADDITION 16-015 AUG 202	35900	10/24/24	372.50	36071
100-00000-22205-062	10/16/24	LANDFORM PROFESSIONAL SERVICE	RAVINIA 7TH ADDITION 17-013 AUG 202	35902	10/24/24	492.50	36071
100-00000-22205-064	10/16/24	LANDFORM PROFESSIONAL SERVICE	RAVINIA 9TH 17-042 AUG 2024	35903	10/24/24	282.50	36071
100-00000-22205-076	10/16/24	LANDFORM PROFESSIONAL SERVICE	NELSON TRUCKING CUP 20-022 AUG 2024	35914	10/24/24	260.00	36071
100-00000-22205-082	10/16/24	LANDFORM PROFESSIONAL SERVICE	PARK PLACE FINAL PLAT 16-027 AUG 20	35901	10/24/24	560.00	36071
100-00000-22205-087	10/16/24	LANDFORM PROFESSIONAL SERVICE	BELLWETHER 10TH 24-020 AUG 2024	35975	10/24/24	1,677.50	36071
100-00000-22205-087	10/16/24	LANDFORM PROFESSIONAL SERVICE	AMBERLEY & BELLWETHER 6TH 21-037 AU	35916	10/24/24	40.00	36071
100-00000-22205-087	10/16/24	LANDFORM PROFESSIONAL SERVICE	BELLWETHER 5TH 20-024 AUG 2024	35915	10/24/24	1,042.50	36071
100-00000-22205-087	10/16/24	LANDFORM PROFESSIONAL SERVICE	BELLWETHER 4TH 20-002 AUG 2024	35913	10/24/24	1,130.00	36071
100-00000-22205-087	10/16/24	LANDFORM PROFESSIONAL SERVICE	BELLWETHER 3RD 19-017 AUG 2024	35911	10/24/24	2,792.50	36071
100-00000-22205-087	10/16/24	LANDFORM PROFESSIONAL SERVICE	BELLWETHER 2ND ADDITION 19-001 AUG	35907	10/24/24	1,215.00	36071
100-00000-32100	10/15/24	LANDFORM PROFESSIONAL SERVICE	HOPE MEADOWS 24-025 AUG 2024	35930	10/24/24	1,040.00	36071
100-41910-50300	10/15/24	LANDFORM PROFESSIONAL SERVICE	PROFESSIONAL SERVICES AUG 2024	35976	10/24/24	3,480.00	36071

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Check 36071							
						Total For Check 36071	20,635.00
Check 36072							
100-41900-50433	10/17/24	LEAGUE OF MINNESOTA CITIES	LMC 4 MONTH MEMBERSHIP DUES 9/24-12	411233	10/24/24	3,183.00	36072
						Total For Check 36072	3,183.00
Check 36073							
601-00000-20800	10/03/24	CITY OF MAPLE GROVE	3RD QTR 2024 MAPLE GROVE WATER CONN.	2024Q3	10/24/24	292,857.00	36073
						Total For Check 36073	292,857.00
Check 36074							
100-41900-50300	10/11/24	MARIE RIDGEWAY LICSW, LLC	MANDATORY CHECK-IN - EDSTROM	2918	10/24/24	130.00	36074
100-41900-50300	10/11/24	MARIE RIDGEWAY LICSW, LLC	MANDATORY CHECK-IN - WILCOX & WARRE	2874	10/24/24	260.00	36074
						Total For Check 36074	390.00
Check 36075							
100-43121-50224	10/14/24	MARTIN MARIETTA MATERIALS	2024 ASPHALT/ROAD MAINTENANCE	43720880	10/24/24	1,750.06	36075
100-43121-50224	10/14/24	MARTIN MARIETTA MATERIALS	2024 ASPHALT/ROAD MAINTENANCE MV4	43410514	10/24/24	30.74	36075
						Total For Check 36075	1,780.80
Check 36076							
100-42400-50300	10/04/24	METRO WEST INSPECTION SERVICES	FINALIZED PERMITS AUGUST 2024	4281	10/24/24	43,545.62	36076
						Total For Check 36076	43,545.62
Check 36077							
602-49450-50312	10/10/24	METROPOLITAN COUNCIL ENVIRO	WASTE WATER SERVICES OCTOBER 2024	1176954	10/24/24	23,413.36	36077
602-49450-50312	10/10/24	METROPOLITAN COUNCIL ENVIRO	WASTE WATER SERVICES NOVEMBER 2024	1178048	10/24/24	23,413.36	36077
						Total For Check 36077	46,826.72
Check 36078							
602-00000-20800	10/10/24	METROPOLITAN COUNCIL	AUGUST 2024 SAC CHARGES	08-2024	10/24/24	77,035.00	36078
602-00000-20800	10/10/24	METROPOLITAN COUNCIL	SEPTEMBER 2024 SAC CHARGES	09-2024	10/24/24	118,087.20	36078
						Total For Check 36078	195,122.20
Check 36079							
601-49400-50300	10/09/24	MN DEPARTMENT OF HEALTH	COMMUNITY WATER SUPPLY SERVICE CONN.	2024Q3	10/24/24	3,630.42	36079
						Total For Check 36079	3,630.42
Check 36080							
100-00000-20802	10/10/24	MN DEPT OF LABOR & INDUSTRY	Q2 06-2024 MN STATE SURCHARGE REPOR	2024Q2	10/24/24	15,084.42	36080
						Total For Check 36080	15,084.42
Check 36081							
100-00000-20802	10/11/24	MN DEPT OF LABOR & INDUSTRY	Q3 09-2024 MN STATE SURCHARGE REPOR	2024Q3	10/24/24	26,230.30	36081
						Total For Check 36081	26,230.30
Check 36082							
100-41400-50207	10/11/24	MN SECRETARY OF STATE - NOTAR	NOTARY APPLICATION - HEIDEN	20241011	10/24/24	120.00	36082
						Total For Check 36082	120.00
Check 36083							
100-41500-50140	10/15/24	MINNESOTA UI FUND	2024 3RD QUARTER UNEMPLOYMENT BENEF	2024Q3	10/24/24	7,062.00	36083
						Total For Check 36083	7,062.00
Check 36084							

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Check 36084 100-41400-50331	10/16/24	NALISHA WILLIAMS	MNSHRM MILEAGE REIMBURSEMENT 0.670	20241015	10/24/24	91.12	36084
			Total For Check 36084			91.12	
Check 36085 100-43100-50220	10/11/24	NAPA AUTO PARTS - Corcoran	OIL FILL QTY 3	556345	10/24/24	38.95	36085
100-43100-50220	10/11/24	NAPA AUTO PARTS - Corcoran	FUEL FILL & BARRICADE HOSE	557070	10/24/24	160.54	36085
			Total For Check 36085			199.49	
Check 36086 100-00000-21710	10/15/24	NATALIE DAVIS MCKEOWN	DEPENDENT CARE REIMBUSEMENT 09/26,	DAVIS002	10/24/24	576.93	36086
100-41910-50307	10/07/24	NATALIE DAVIS MCKEOWN	RECRUITMENT AND RETENTION REIMBURSE	20240930	10/24/24	969.88	36086
			Total For Check 36086			1,546.81	
Check 36087 100-00000-22205-045	10/10/24	NATHAN KARINIEMI	ESCROW REFUND - NATHAN KARINIEMI	ER0004	10/24/24	32.00	36087
			Total For Check 36087			32.00	
Check 36088 100-45200-50221	10/11/24	NUTRIEN AG SOLUTIONS, INC.	ALL CLEAR 4X1GA QTY 2	55508486	10/24/24	84.58	36088
			Total For Check 36088			84.58	
Check 36089 100-43121-50224	10/11/24	OMANN BROTHERS, INC.	SPWEA240B QTY 4.38	18282	10/24/24	291.27	36089
			Total For Check 36089			291.27	
Check 36090 100-45100-50210	10/14/24	PIONEER MANUFACTURING COMPANY	BRITE WHITE ULTRA FRIENDLY 5 GL	INV-212240	10/24/24	505.00	36090
			Total For Check 36090			505.00	
Check 36091 100-41900-50413	10/14/24	QUADIENT LEASING USA INC	LETTER FOLDER LEASE 09/15/24 - 12/1	Q1464157	10/24/24	142.02	36091
601-49400-50413	10/14/24	QUADIENT LEASING USA INC	LETTER FOLDER LEASE 09/15/24 - 12/1	Q1464157	10/24/24	141.98	36091
602-49450-50413	10/14/24	QUADIENT LEASING USA INC	LETTER FOLDER LEASE 09/15/24 - 12/1	Q1464157	10/24/24	141.97	36091
			Total For Check 36091			425.97	
Check 36092 100-42100-50438	10/14/24	RAY ALLEN MANUFACTURING	K9 SUPPLIES	RINV390107	10/24/24	234.91	36092
100-42100-50438	10/15/24	RAY ALLEN MANUFACTURING	K9 COLLAR	RINV386791-2	10/24/24	64.99	36092
100-42100-50438	10/15/24	RAY ALLEN MANUFACTURING	K9 CHOKE CHAIN 20" RETURN	RCM016294	10/24/24	(16.99)	36092
100-42100-50438	10/15/24	RAY ALLEN MANUFACTURING	K9 BIOTHANE/PUPPY JUTE PILLOW RETURN	RCM016295	10/24/24	(148.97)	36092
			Total For Check 36092			133.94	
Check 36093 100-41500-50331	10/16/24	REED KOTTKE	MNGFOA MILEAGE REIMBURSEMENT 0.67	20241011	10/24/24	163.48	36093
			Total For Check 36093			163.48	
Check 36094 601-00000-16500	10/17/24	RICE LAKE CONSTRUCTION GROUP	NE WATER SUPPLY - WATER TREATMENT P	227704426 PAY 17	10/24/24	1,201,600.00	36094
601-00000-20610	10/17/24	RICE LAKE CONSTRUCTION GROUP	NE WATER SUPPLY - WATER TREATMENT P	227704426 PAY 17	10/24/24	(60,080.00)	36094
			Total For Check 36094			1,141,520.00	
Check 36095 100-00000-22205-029	10/10/24	RICK EMERY	ESCROW REFUND - RICK EMERY	ER0006	10/24/24	840.50	36095
			Total For Check 36095			840.50	

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Check 36096							
100-45200-50210	10/14/24	RIGID HITCH	BREAKAWAY PIN/CABLE	1928909986	10/24/24	337.62	36096
			Total For Check 36096			337.62	
Check 36097							
100-41400-50331	10/16/24	RYAN GANNER	MNSHRM MILEAGE REIMBURSEMENT 0.67 -	20241015	10/24/24	91.12	36097
			Total For Check 36097			91.12	
Check 36098							
100-43100-50220	10/14/24	SITE ONE LANDSCAPE SUPPLY	BLAZING SNAPLOC WIRE CONNECTOR	145245009-001	10/24/24	141.98	36098
			Total For Check 36098			141.98	
Check 36099							
100-00000-21709	10/16/24	STANDARD INSURANCE COMPANY	OCTOBER 2024 LIFE INSURANCE PREMIUM	10-2024	10/24/24	1,283.75	36099
			Total For Check 36099			1,283.75	
Check 36100							
100-00000-22205	10/17/24	STANTEC CONSULTING SERVICES	BELLWETHER 08/02/2024	2289585	10/24/24	8,205.75	36100
100-00000-22205	10/17/24	STANTEC CONSULTING SERVICES	BALL SUBDIVISION 08/02/2024	2289615	10/24/24	1,227.80	36100
100-00000-22205	10/17/24	STANTEC CONSULTING SERVICES	REFUGE AT RUSH CREEK WETLAND BANK 0	2289611	10/24/24	60.80	36100
100-00000-22205	10/17/24	STANTEC CONSULTING SERVICES	SCHERBER CR 30 08/02/2024	2289602	10/24/24	238.00	36100
100-00000-22205	10/16/24	STANTEC CONSULTING SERVICES	CORCORAN STORAGE II BP23-0027 08/02	2289605	10/24/24	900.00	36100
100-00000-22205	10/16/24	STANTEC CONSULTING SERVICES	DOMINOS BP24-0039 08/02/2024	2289614	10/24/24	402.50	36100
100-00000-22205	10/16/24	STANTEC CONSULTING SERVICES	FAIRWAY SHORES BP24-0009 08/02/2024	2289604	10/24/24	412.30	36100
100-00000-22205	10/16/24	STANTEC CONSULTING SERVICES	FAIRWAY SHORES BP24-0011 08/02/2024	2289604-2	10/24/24	3,620.10	36100
100-00000-22205	10/16/24	STANTEC CONSULTING SERVICES	HEATHER MEADOWS BP24-0024 08/02/202	2289607	10/24/24	449.25	36100
100-00000-22205	10/16/24	STANTEC CONSULTING SERVICES	HEATHER MEADOWS BP24-0024 08/02/202	2289607-2	10/24/24	1,407.30	36100
100-00000-22205	10/16/24	STANTEC CONSULTING SERVICES	HOPE COMMUNITY BP24-0037 08/02/2024	2289593	10/24/24	15,148.45	36100
100-00000-22205	10/16/24	STANTEC CONSULTING SERVICES	KARINIEMI ORCHARDS BP24-0034 08/02/	2289608	10/24/24	575.00	36100
100-00000-22205	10/16/24	STANTEC CONSULTING SERVICES	KWIK TRIP CR 101 BP24-0021 08/02/20	2289603	10/24/24	990.40	36100
100-00000-22205	10/16/24	STANTEC CONSULTING SERVICES	RED BARN PET RETREA BP23-0001 08/02	2289594	10/24/24	437.19	36100
100-00000-22205	10/16/24	STANTEC CONSULTING SERVICES	RUSH CREEK RESERVE BP24-0018 08/02/	2289590	10/24/24	3,823.25	36100
100-00000-22205	10/16/24	STANTEC CONSULTING SERVICES	ST THERESE BP22-0031 08/02/2024	2289595	10/24/24	135.92	36100
100-00000-22205	10/16/24	STANTEC CONSULTING SERVICES	SLABAUGH LOT BP24-0044 08/02/2024	2289616	10/24/24	112.50	36100
100-00000-22205	10/16/24	STANTEC CONSULTING SERVICES	WALCOTT GLENN BP22-0043 08/02/2024	2289591	10/24/24	1,991.61	36100
100-00000-22205	10/16/24	STANTEC CONSULTING SERVICES	WOODLAND HILLS BP24-0033 08/02/2024	2289606	10/24/24	1,520.25	36100
100-00000-22205	10/16/24	STANTEC CONSULTING SERVICES	WRIGHT HENNEPIN II BP22-0021 08/02/	2289612	10/24/24	408.65	36100
100-00000-22205	10/16/24	STANTEC CONSULTING SERVICES	WCA PROJECTS 08/02/2024	2289617	10/24/24	4,328.70	36100
100-00000-22205-008	10/17/24	STANTEC CONSULTING SERVICES	BASS LAKE CROSSING 08/02/2024	2289610	10/24/24	407.39	36100
100-00000-22205-013	10/17/24	STANTEC CONSULTING SERVICES	BECHTOLD FARM 08/02/2024	2289600	10/24/24	516.60	36100
100-00000-22205-017	10/17/24	STANTEC CONSULTING SERVICES	COOK LAKE HIGHLANDS 08/02/2024	2289587	10/24/24	3,092.53	36100
100-00000-22205-044	10/17/24	STANTEC CONSULTING SERVICES	KARINIEMI-MEADOWS 08/02/2024	2289597	10/24/24	1,404.90	36100
100-00000-22205-056	10/17/24	STANTEC CONSULTING SERVICES	TAVERA 08/02/2024	2289588	10/24/24	22,203.99	36100
100-00000-22205-058	10/17/24	STANTEC CONSULTING SERVICES	RAVINIA 08/02/2024	2289584	10/24/24	7,060.80	36100
100-00000-22205-076	10/16/24	STANTEC CONSULTING SERVICES	NELSON TRUCKING 08/02/2024	2289589	10/24/24	474.76	36100
100-00000-22205-087	10/17/24	STANTEC CONSULTING SERVICES	AMBERLY (1,2) BELLWETHER (6,7,9) 08	2289592	10/24/24	4,667.26	36100
100-00000-22205-087	10/17/24	STANTEC CONSULTING SERVICES	STIEG ROAD IMPROVEMENTS 08/02/2024	2289625	10/24/24	23,702.19	36100
100-00000-22205-098	10/16/24	STANTEC CONSULTING SERVICES	WCA PROJECTS 08/02/2024	2289617	10/24/24	586.80	36100
100-00000-22205-111	10/17/24	STANTEC CONSULTING SERVICES	GARAGES TOO 08/02/2024	2289596	10/24/24	1,835.92	36100
100-00000-22205-133	10/17/24	STANTEC CONSULTING SERVICES	COOK LAKE TURN LANE 08/02/2024	2289630	10/24/24	361.75	36100
100-00000-22205-134	10/17/24	STANTEC CONSULTING SERVICES	NEW HORIZON - COOK LAKE 08/02/2024	2289613	10/24/24	227.44	36100
100-41910-50300	10/17/24	STANTEC CONSULTING SERVICES	GENERAL ENGINEERING 08/02/2024	2289618	10/24/24	362.50	36100
100-42400-50303	10/16/24	STANTEC CONSULTING SERVICES	B002294-20-060 NEW CONSTRUCTION INS	2289621	10/24/24	2,795.00	36100
100-43170-50300	10/17/24	STANTEC CONSULTING SERVICES	GENERAL ENGINEERING 08/02/2024	2289618	10/24/24	5,098.30	36100
100-43170-50309	10/16/24	STANTEC CONSULTING SERVICES	WCA PROJECTS 08/02/2024	2289617	10/24/24	975.00	36100

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Check 36100							
408-48007-50303	10/16/24	STANTEC CONSULTING SERVICES	CORCORAN TRAIL IMPROVEMENTS 08/02/2	2289622	10/24/24	86.25	36100
415-45200-50300	10/16/24	STANTEC CONSULTING SERVICES	CORCORAN CITY DOWNTOWN PARK 08/02/2	2289619	10/24/24	26,741.50	36100
601-00000-16500	10/17/24	STANTEC CONSULTING SERVICES	WATER SUPPLY, TREATMENT, AND STORAGE	2289623	10/24/24	29,715.00	36100
601-49400-50300	10/17/24	STANTEC CONSULTING SERVICES	NE CORCORAN TRUNK INFRASTRUCTURE 08/	2289629	10/24/24	11,895.13	36100
601-49400-50300	10/17/24	STANTEC CONSULTING SERVICES	NE CORCORAN WATER TOWER 08/02/2024	2289627	10/24/24	6,779.00	36100
601-49400-50303	10/16/24	STANTEC CONSULTING SERVICES	B002294-20-060 NEW CONSTRUCTION INS	2289621	10/24/24	946.98	36100
602-49450-50303	10/16/24	STANTEC CONSULTING SERVICES	B002294-20-060 NEW CONSTRUCTION INS	2289621	10/24/24	946.97	36100
			Total For Check 36100			199,279.68	
Check 36101							
100-42100-50417	10/14/24	STREICHER'S POLICE EQUIPMENT	TIE VELCRO NAVY 20 IN	11715792	10/24/24	15.99	36101
			Total For Check 36101			15.99	
Check 36102							
100-43100-50321	10/14/24	T-MOBILE	CELL SERVICE 07/21/24 - 08/20/24	20240822	10/24/24	338.38	36102
			Total For Check 36102			338.38	
Check 36103							
100-00000-21707	10/15/24	TEAMSTER LOCAL 320	UNION DUES/TLDF SEPTEMBER 2024	09-2024	10/24/24	386.20	36103
100-00000-21707	10/15/24	TEAMSTER LOCAL 320	UNION DUES/TLDF OCTOBER 2024	10-2024	10/24/24	500.68	36103
			Total For Check 36103			886.88	
Check 36104							
202-42100-50210	10/17/24	UNTIEDT'S VEGETABLE FARM, INC	NIGHT TO UNITE CORN 2024	94040	10/24/24	1,200.00	36104
			Total For Check 36104			1,200.00	
Check 36105							
100-00000-20202	10/16/24	U.S. BANK	CREDIT CARD PAYABLE OFFSET 10/07/20	20241007-2	10/24/24	243.09	36105
100-00000-20202	10/14/24	U.S. BANK	CREDIT CARD PAYABLE 10/07/24	20241007	10/24/24	20,157.16	36105
			Total For Check 36105			20,400.25	
Check 36106							
100-45200-50210	10/14/24	VEIT DISPOSAL SYSTEMS	LIONS PARK SERVICE FEE	VM 0000682664	10/24/24	1,412.72	36106
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Check 36107							
100-43100-50210	10/14/24	VONCO II, LLC	WASTE REMOVAL	V2 0000081597	10/24/24	88.59	36107
			Total For Check 36107			88.59	
Check 36108							
601-49400-50300	10/14/24	WATER LABORATORIES, INC.	COLIFORM TEST 10/09/2024	93245	10/24/24	54.00	36108
			Total For Check 36108			54.00	
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100-43100-50220	10/17/24	WESTSIDE WHOLESALE TIRE	MOUNT TRUCK FLOAT	952703	10/24/24	151.56	36109
100-43100-50220	10/17/24	WESTSIDE WHOLESALE TIRE	REPAIR RR TIRE	951292	10/24/24	35.00	36109
			Total For Check 36109			186.56	
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100-00000-22205-007	10/07/24	WRIGHT-HENNEPIN COOP ELECT	ELECTRIC AUGUST 2024	35031592206	10/24/24	269.05	36110
100-00000-22205-013	10/07/24	WRIGHT-HENNEPIN COOP ELECT	ELECTRIC AUGUST 2024	35031592206	10/24/24	24.75	36110
100-00000-22205-056	10/07/24	WRIGHT-HENNEPIN COOP ELECT	ELECTRIC AUGUST 2024	35031592206	10/24/24	859.10	36110
100-00000-22205-065	10/07/24	WRIGHT-HENNEPIN COOP ELECT	ELECTRIC AUGUST 2024	35031592206	10/24/24	1,168.36	36110
100-00000-22205-087	10/07/24	WRIGHT-HENNEPIN COOP ELECT	ELECTRIC AUGUST 2024	35031592206	10/24/24	600.60	36110
100-00000-22205-087	10/07/24	WRIGHT-HENNEPIN COOP ELECT	BROCKTON LN/CO RD 10: 150-1698-8447	35031583360	10/24/24	(169.37)	36110

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100-00000-22205-134	10/07/24	WRIGHT-HENNEPIN COOP ELECT	ELECTRIC AUGUST 2024	35031592206	10/24/24	118.15	36110
100-41900-50381	10/07/24	WRIGHT-HENNEPIN COOP ELECT	ELECTRIC AUGUST 2024	35031592206	10/24/24	1,877.64	36110
100-42151-50381	10/07/24	WRIGHT-HENNEPIN COOP ELECT	ELECTRIC AUGUST 2024	35031592206	10/24/24	60.12	36110
100-43100-50381	10/07/24	WRIGHT-HENNEPIN COOP ELECT	ELECTRIC AUGUST 2024	35031592206	10/24/24	209.45	36110
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601-49400-50380	10/07/24	WRIGHT-HENNEPIN COOP ELECT	ELECTRIC AUGUST 2024	35031592206	10/24/24	74.25	36110
602-49450-50380	10/07/24	WRIGHT-HENNEPIN COOP ELECT	ELECTRIC AUGUST 2024	35031592206	10/24/24	334.42	36110
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Check 36111							
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Check 36112							
100-43100-50381	10/17/24	XCEL ENERGY	9820 CO RD 101 8/28-9/29 51-0012787	896433688	10/24/24	16.79	36112
Total For Check 36112						16.79	
Check 36113							
100-43100-50381	10/17/24	XCEL ENERGY	9700 CO RD 19 9/4-10/3 51-001110296	897227554	10/24/24	27.82	36113
Total For Check 36113						27.82	
Check 36114							
100-43100-50381	10/17/24	XCEL ENERGY	BELLWETHER STREET LIGHTS 51-5559590	89671846	10/24/24	3.94	36114
Total For Check 36114						3.94	
Check 36115							
100-45200-50210	10/14/24	ZEP SALES & SERVICE	BLACK BAG 2.0 ML QTY 4	9010022270	10/24/24	409.44	36115
Total For Check 36115						409.44	

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Fund Totals:

Fund 100	GENERAL FUND					312,208.82	
Fund 202	CITY COMMUNITY EVENTS					1,200.00	
Fund 408	PAVEMENT MANAGEMENT					86.25	
Fund 415	PARK CAPITAL FUND					63,524.51	
Fund 416	CAPITAL-EQUIPMENT CERTS					3,038.57	
Fund 434	CITY CENTER DRIVE AND HORSES					145.00	
Fund 601	WATER					1,488,251.76	
Fund 602	SEWER					243,372.28	

Total For All Funds:

2,111,827.19

STAFF REPORT

Agenda Item 6c.

City Council Meeting: October 24, 2024	Prepared By: Kendra Lindahl, AICP
Topic: Comprehensive Plan Amendment, Rezoning and Preliminary Plat for "3019 Addition" (PID 07-119-23-14-0003) (City File No. 23-027)	Action Required: Decision

Review Deadline: December 31, 2024

1. Request

The applicant, Craig Scherber & Associates, Inc., is requesting approval of the following:

- a. Comprehensive Plan Amendment to reclassify a portion of the property from Rural/Ag Residential to Rural/Service Commercial
- b. Rezone a portion of the property from Rural Residential to Rural Commercial and from Transitional Rural Commercial to Rural Commercial
- c. Preliminary plat to create four residential lots and 15 commercial lots.

2. Planning Commission Review

The Planning Commission held a public hearing on October 3, 2024. In addition to the applicant, there were several people who spoke. The people who spoke were not in support of the application citing concerns with access, traffic and stormwater management.

The Planning Commission voted 5-0 to recommend denial of the request.

3. Background

On October 17, 2023, Scherber and Associates submitted an application for Comprehensive Plan Amendment, Rezoning and Preliminary Plat for "3019 Addition" (PID 07-119-23-14-0003). The 66-acre property is currently zoned Rural/Service Commercial on the west and Rural/Ag Residential on the east. The property is zoned Transitional Rural Commercial on the west and Rural Residential on the east. The property has seven development rights. The application was deemed incomplete and did not become complete until May 20, 2024 after numerous items (including Hennepin County preliminary approval of the septic sites) were submitted.

- Staff notes that this application was inconsistent with our City development policy which recommends a pre-application meeting with staff and a concept plan



review prior to submittal of a formal application. This process would have allowed the applicant to discuss the development rights program with the Council prior to submittal of a formal application and provide the information required for the feasibility before completing development application.

On January 24, 2024, the applicant submitted a concept plan and a request for Council review. The applicant asked the City to pause review of the formal development application while the concept plan was being reviewed (because the development application was incomplete, the statutory review period had not yet started). The City

Council reviewed the application on February 8th and provided feedback on the concept. The Council also directed staff to review the development rights program.

On March 14, 2024, the Council adopted an interim ordinance prohibiting development applications in the Rural Commercial and Transitional Rural Commercial districts to allow the City time to study the development density and intensity within the districts and discuss amended standards within the Zoning Districts and Comprehensive Plan. After review of numerous options for potential standards, the City determined to retain continued application of the development rights map standard. The City updated the Zoning Ordinance on August 22, 2024 to further clarify the development rights language in the City Code and repealed the interim ordinance on that date, which allows this application to proceed.

4. Context

Zoning and Land Use

The western two-thirds of the property is guided Rural Service/Commercial and zoned Transitional Rural Commercial (TRC). The eastern third of the site is guided Rural/Ag Residential and zoned Rural Residential (RR). The site is located outside of the 2040 Metropolitan Urban Service Area (MUSA).

Surrounding Properties

The surrounding properties to the north and east are guided Rural/Ag Residential and zoned rural residential. Properties to the east and south are guided Rural/Ag Residential and Rural Service/Commercial. The properties to the south are zoned Transitional Commercial Rural, Rural Commercial and Rural Residential. Properties to the east are zoned Transitional Rural Commercial and Rural Residential.

Natural Characteristics of the Site

The 2040 Comprehensive Plan Natural Resources Inventory Areas Map identifies no natural resources on the subject property. Properties abutting the site to the east and northeast are identified as high quality natural communities. A small portion of the site on the east is in the Shoreland Overlay District.

5. Analysis

Staff has reviewed the application for consistency with the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance and City Code requirements, as well as City policies. The City Engineer's comments are incorporated into this staff report, the detailed comments are included in the attached engineering memo and the approval conditions require compliance with the memo.

A. Level of Discretion in City Decision-Making

The City has a relatively high level of discretion in approving or denying a comprehensive plan amendment. The comprehensive use plan is the city's long-range planning tool that indicates what type of development should occur on all land within the City. In other words, it is the City's plan for how it wants to direct future development and growth. The City Council may guide property as it deems necessary to protect and promote the general health, safety and welfare of the community.

The City has a relatively high level of discretion in approving or denying a rezoning application. The proposed zoning for a property must be consistent with the City's Comprehensive Plan. If the proposed zoning is not consistent with the Comprehensive Plan, the City must deny the rezoning application. The Zoning Ordinance and Map are the enforcement tools used to implement the goals and standards set in the Comprehensive Plan.

The City's discretion in approving a preliminary plat is limited to whether the proposed plat meets the standards outlined in the City's subdivision and zoning ordinance and the conditions of preliminary plat approval. If it meets these standards, the City must approve the final plat.

B. Consistency with the Ordinance Standards

Development Rights

The 66.37-acre site has seven development rights according to the development rights map. The proposed development of 19 lots (15 commercial and four residential lots) exceeds the number of development rights for the property.

Corcoran uses a development rights program as a method of managing development density in rural areas where municipal services are not planned and in Metropolitan Urban Service Areas (MUSA) where municipal services are planned but have not yet been provided.

Section 1040.030, Subd. 7 (RR District) of the Zoning Ordinance regulates development density and "identifies the maximum number of residential or *non-residential lots* that may be developed" (*italics added*). The development rights program allows one development right for each 10 acres of land.

Section 1040.090, Subd. 7 (CR District) of the Zoning Ordinance says:

"Development Rights. This Section identifies the maximum number of non-residential lots that may be developed. The development rights program is intended to preserve a rural and agricultural environment with active rural commercial businesses. Development right were calculated based on the total lot area and rounded to the nearest whole number. Development rights shall be recorded on the official City of Corcoran "Development Rights Map" on file at City Hall.

- A. Landowners shall be permitted one development right for each 10 acres of land.
- B. No lot or outlots shall be allowed to be created without development rights.”

Section 1070.070 (Development Rights) of the Zoning Ordinance says:

“Subd. 1. Purpose. The Development Rights Map reflects the number of development rights remaining on properties zoned Urban Reserve, Rural Residential, Rural Commercial and Transitional Rural Commercial. It is intended to show the maximum number of residential and non-residential lots that may be developed per individual property.

Subd. 2. Non-transferable. Development rights cannot be transferred, except as allowed by Section 940.050, Subd. 1(8)(5) as part of an Open Space & Preservation Plat. Development rights can be reassigned as part of a lot consolidation, lot line adjustment or subdivision application.

Maintenance. The number of development rights shown on the map shall be revised to reflect the number of remaining development rights on property following subdivision of the land or paving of the adjacent street. It shall be the duty of the Zoning Administrator to maintain the map as required.

Appeals. Should an objection to the number of development rights remaining on a particular property arise, the property owner may file an appeal to be heard by the City Council. All appeals should be submitted in writing to the Zoning Administrator and should state the calculation error or provide evidence of a record keeping error justifying the objection. The Council may decide the matter at any regularly scheduled meeting. A property owner may only file a second appeal for the same property if the justification has changed.”

The Zoning Ordinance shows seven development rights on this property. The developer would be allowed to create a total of seven lots, not the 19 lots proposed. The subdivision does not comply with the development right standards in the Zoning Ordinance.

Comprehensive Plan Amendment

The applicant has not provided an exhibit with the exact acreage of the proposed change to the land use designation, but staff assumes the land use boundary runs up the centerline of the right-of-way of Street A.

The applicant is proposing to adjust the portion of the site guided Rural/Ag Residential to be approximately 15.4 acres in area (through a comprehensive plan amendment and rezoning). Landowners are permitted one development right for each 10 acres of land,



Figure 1 - Land Use Map

rounded to the nearest whole number. This would permit the applicant to develop two residential lots based on the proposed Rural/Ag Residential area of 15.4 acres. The remaining property guided Rural Service/Commercial would be permitted five commercial lots, utilizing the five remaining development rights based on the City Code.

The Comprehensive Plan is a living document and when the City finds evidence to support a change to the plan, the City Council has the discretion to make a change. The City should consider the following issues when reviewing a comprehensive plan amendment request:

- Evidence submitted by the applicant demonstrating the reason(s) that the plan should be changed, including, but not limited to, whether new information has become available since the Comprehensive Plan was adopted that supports re-examination of the plan, or that existing or proposed development offers new opportunities or constraints that were not previously considered by the plan.
- Whether or not the change is needed to allow reasonable development of the site.
- The relationship of the proposed amendment to the supply and demand for particular land uses within the city and the immediate vicinity of the site.
- A demonstration by the applicant that the proposed amendment has merit beyond the interests of the proponent.
- The possible impacts of the amendment on all specific elements of the Comprehensive Plan as may be applicable, including, but not limited to:
 - Transportation
 - Sanitary sewer, including existing and proposed sanitary sewer flows as compared to the adopted plan;
 - Housing, including the extent to which the proposal contributes to the City's adopted housing goals;
 - Surface water, including compliance with the City's goals for water quality as well as water quantity management;
 - Water supply;
 - Parks and open space; and
- Consideration of the impact of the proposed amendment upon current and future special assessments and utility area charges, future property tax assessments or other fiscal impacts upon the City.

This is a policy decision for the City Council. The City should evaluate all of these issues when considering the decision.

The development proposal connected to the land use guide plan amendment does not comply with City Code standards and cannot be approved.

Rezoning

The west portion of the property is zoned Transitional Rural Commercial (TCR) and the eastern portion is zoned Rural Residential. “The Transitional Rural Commercial District (TCR) represents transition areas that have been identified as practical and generally suitable for future development as part of the Rural Commercial District. The purpose of the TCR District is to provide a holding zone until a landowner makes application for development, at which time the City may rezone the affected property to CR, consistent with the land use plan. Residential land uses will be allowed to continue pending future redevelopment consistent with the City’s Comprehensive Plan.”

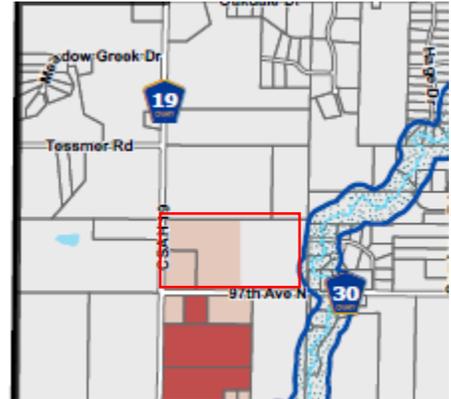


Figure 2 - zoning map

The applicant is proposing to rezone the TCR property to Rural Commercial (CR) and shift the line between the CR and RR district to align with the proposed land use designations with the boundary on the centerline of the Street A right-of-way.

When evaluating a request for rezoning, the City must consider the standards in Section 1070.010, Subd. 2. Specifically:

- A. *The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City Comprehensive Plan, including public facilities and capital improvement plans.*

The City engineer’s memo and the feasibility study identify infrastructure improvements needed to support the requested rezoning. The development proposal connected to the rezoning request does not meet City Code requirements.

- B. *The proposed action meets the purpose and intent of this Ordinance or, in the case of a map amendment, it meets the purpose and intent of the individual district.*

The City Council must determine whether the proposed rezoning meets the purpose and intent of the district. The zoning change from TCR to CR is anticipated when development is proposed. However, the development proposed by the applicant does not comply with City Code standards and cannot be approved.

- C. *There is adequate infrastructure available to serve the proposed action.*

The site would be served by private wells and septic. Hennepin County gave preliminary approval of the septic sites.

The site cannot currently support the proposed rezoning. The feasibility study and City engineer’s memo include street improvements that would be required to serve the proposed change in zoning.

D. There is an adequate buffer or transition provided between potentially incompatible districts.

The proposed change to the boundary of the Rural Residential district is a minor shift to the east. The proposed Street A would be an adequate transition between the RR district and CR district within this development. The CR portion of the would need to provide buffers and transitions to the properties to the north as required by the Zoning Ordinance.

Lot Standards

The preliminary plat appears to show compliance with the Rural Residential and Rural Commercial districts lot standards, which requires the minimum standards as shown in the table below. However, the applicant indicates that they will not be developing the lots; therefore, a site plan review will be required to be submitted for review and approval prior to approval of a building permit.

	Rural Residential	Rural Commercial
Lot Area	2 acres	2.5 acres
Minimum Lot Width	200 feet	100 feet
Minimum Lot Depth	300 feet	200 feet
Minimum Principal Structure Setbacks:		
Front, From Major Roadways	100 feet	100 feet
Front, From all other streets	50 feet	50 feet
Front Porch (≤ 120 square feet)	40 feet	n/a
Side	25 feet	20 feet
Rear	25 feet	20 feet
Adjacent to Residential	n/a	50 feet
Maximum Principal Building Height	35 feet	35 feet
Maximum Impervious Surface Coverage	n/a	50%

The proposed residential lots range in area from 3.01- to 4.65-acres in size and would comply with the lot dimension and setbacks for the Rural Residential district. If the plat

is revised to comply with ordinance requirements regarding the number of development right (lots) allowed, the lots would be even larger.

The 15 proposed commercial lots range in size from 2.5- to 4.72-acres in size and would comply with the lot dimensions and setbacks for the Rural Commercial district. However, the 15 proposed commercial lots exceeds the number of commercial lots permitted by the remaining development rights. If the plat is revised to comply with the ordinance requirements regarding the number of development right (lots) allowed, the lots would be even larger.

Proposed Uses

The proposed residential lots are single family homes and the proposed commercial lots are conceptually shown as office and warehouse uses (i.e. contractors operations). The conceptual buildings are 10,000 square feet in size with 8,000 square feet of warehousing space and 2,000 square feet of office space. There is extremely limited space for outside storage for these types of uses on the small lots shown, particularly once landscaping, septic, well and setback requirements are met.

Staff notes that the proposed uses suggested by the applicant and allowed by the Zoning Ordinance are similar to the uses in the historic downtown industrial area. Landowners and the City have noted that those lots are too small to reasonably accommodate current business operations. Those businesses have a limited ability to grow and several struggle to provide adequate parking. While the applicant's plans appear to comply with the minimum lots, staff believes that they will struggle to find quality users on such constrained lots and we have encouraged the applicant to consider larger lots.

If the plat is revised to comply with the development rights standards in the Code, a total of seven lots would be allowed on the property. If the plat was revised to comply with the ordinance standards, the lots would be more than double the proposed size and would address many of staff's concerns about the feasibility of the commercial lots.

Parking

Office uses require one space for each 200 square feet of floor area (at a minimum of 8 spaces). Warehousing uses require five spaces plus one space for each two employees on the largest shift. The plan shows 14 parking spaces provided for each lot. Depending on the number of employees for the largest shift for one lot, at least 15 parking spaces would be required for each commercial lot. Staff is concerned that the lots are too small to accommodate parking requirements and protect the primary and secondary septic systems. It is the developer's responsibility to ensure reasonable development can occur on each lot. The applicant has indicated that he intends to sell vacant lots to end users who would ultimately develop the lots. Eliminating lots to comply with the development rights standards will allow the developer to provide larger lots with more flexible space for future landowners.

Utilities

The entire site is situated outside the MUSA and will be served with well and septic. The applicant must provide information with the preliminary plat that shows primary and secondary septic sites can fit on each individual lot. It may be challenging to find two viable septic sites per lot and leave adequate space for a commercial structure and required parking stalls. The applicant's plan shows two septic sites for each lot have received preliminary approval from Hennepin County. Some of the lots show septic sites in the front yard, which historically have been a challenge for landowners as they work to protect both sites from construction impacts. Both septic sites must be protected during and after construction.

If the plat is revised to comply with the development rights standards, which allows a total of seven lots, there would be additional options for septic sites that would allow development flexibility.

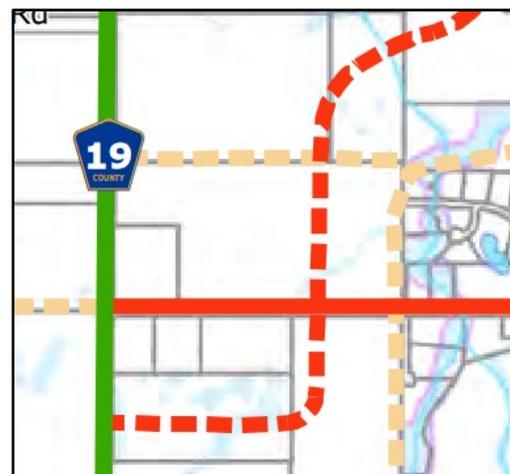
Access

The proposed access to the site is from County Road 30 in the southeast corner of the site and provides a street extension (Street A) to the parcel to the north. The applicant's narrative indicates the proposed access location from County Road 30 has been deemed acceptable by the Hennepin County Highway Department with construction of turn lanes. Residential lots will have access from Street A. Access to the commercial lots is provided by a second street (Street B) and cul-de-sac (Street C), both interior to the site. Street B also provides an extension to the parcel abutting the site to the southwest for future access when the property is redeveloped.

The feasibility study requires construction of turn lanes along the CSAH 30 with an eastbound left turn lane and a westbound right turn lane. The right-of-way shall be extended to Rush Creek Drive.

Trails and Sidewalks

The Parks and Trails plan in the Comprehensive Plan identifies a proposed on-road trail through the site and proposed off-road trail along the east and north property lines. The plan does not show either proposed trail. Plans should be revised to show the approximate location of future trails. The plans are required to provide 20-foot trail easements for both of these trails. The location of the trail on the north side will impact the required landscape buffer. Additionally, the applicant must show how employees and residents would be able to access these trails from the lots.



Landscaping

The applicant has shown the required landscape buffer on the North and West, additional landscaping on the south for a reduced setback and the base landscape requirements. Provision of the required off-road trail easement on the north would require revisions to the landscape plan. The applicant indicates that landscaping would be installed in the future by individual lot owners.

Stormwater

The City Engineer's memo and feasibility study provides detailed comments on stormwater for the plat. A stormwater basin is shown in the east portion of the site to accommodate stormwater for the proposed development. Offsite conveyance needs to be analyzed and improvements may be necessary to mitigate impacts which could require modifications to the stormwater management plan. Offsite improvements would be the financial responsibility of developer.

Wetlands

The applicant has provided a wetland report that indicates there are no wetlands on the site.

Floodplain

The site includes a small portion of floodplain along the east property line. As part of a formal submittal, the plans will need to indicate the areas that are considered floodway, flood fringe and general floodplain as defined in Section 1050.030 Subd. 3. Based on the revised boundaries of the districts covering the property, the corresponding standards from Section 1050.030 shall apply.

Shoreland

The eastern portion of the site is in the shoreland overlay district. The affected residential lots shall be subject to the shoreland ordinance standards. If the plans are revised to comply with the development rights program standards, it would be reduced from four to two residential lots in the shoreland overlay district.

Preliminary Plat

The preliminary plat does not comply with ordinance standards. The City Code allows a maximum of seven lots on this property not the 19 lots proposed by the developer.

Section 930.010, Subd. 4 of the City Code requires the Commission to recommend denial of the preliminary plat if it makes any of the following findings:

1. *That the proposed subdivision is in conflict with the City's Comprehensive Plan, Zoning Ordinance, Capital Improvements Program, or other policy or regulation, except as such regulations may be modified within a duly approved planned unit development (PUD).*

The proposed subdivision is in conflict with Section 1040.030, Subd. 7 (RR District), Section 1040.090, Subd. 7 (CR District) and Section 1070.070 (Development Rights) of the Zoning Ordinance. The Zoning Ordinance allows only seven lots on this parcel not the 19 lots proposed.

2. *That the proposed subdivision is in conflict with the purpose and intent of this Chapter.*

The proposed subdivision is in conflict with the purpose and intent of this Chapter, which uses the development rights program, which is intended to preserve a rural and agricultural environment with active rural commercial businesses. The development rights program allows a maximum of seven lots on this site. The plat shows 19 lots, which is 12 lots more than allowed by the City Code.

3. *That the physical characteristics of the site are such that the site is not suitable for the type of development or use contemplated. Such physical characteristics may include topography, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, water storage and retention and other similar characteristics.*

The development rights programs is designed to preserve the character of the City. The seven development rights allowed on this site are based on physical characteristics desired for rural Corcoran. The plat shows 19 lots where a maximum of seven lots are allowed and is not consistent with the City Code.

4. *That the site is not physically suitable for the intensity or type of development or use contemplated.*

The site is not suited for the intensity of development allowed. The development rights program is intended to preserve a rural and agricultural environment with active rural commercial businesses and allows a maximum of seven lots on this site. The 19 proposed lots do not comply with the City Code standards. Further, the proposed intensity is likely to negatively affect the orderly development and intended use of the lots within the proposed subdivision.

5. *That the design of the subdivision or the proposed improvements are likely to cause substantial and irreversible environmental damage.*

The design of the subdivision would cause substantial damage by allowing more development than is suited for the site. The development rights

program is intended to preserve a rural and agricultural environment with active rural commercial businesses and allows a maximum of seven lots on this site. The 19 proposed lots do not comply with the City Code standards.

6. *That the design of the subdivision or the type of improvements will be detrimental to the health, safety, or general welfare of the public.*

The design of the subdivision would be detrimental to the general welfare of the public in rural Corcoran by allowing more development than is suited for the site. The development rights program is intended to preserve a rural and agricultural environment with active rural commercial businesses and allows a maximum of seven lots on this site. The 19 proposed lots do not comply with the City Code standards.

7. *That the design of the subdivision or the type of improvement will conflict with easements on record or with easements established by judgment of a court.*

N/A

8. *That the subdivision is premature as determined by the standards of Section 508 of this Chapter.*

N/A

Summary

The applicant has not revised the plans to reflect the seven development rights available to the site. There is no tool available to grant additional development rights. The application does not comply with zoning ordinance standards; therefore, the application must be denied.

The applicant submitted a joint applicant for a comprehensive plan amendment, rezoning and preliminary plat; therefore, because the preliminary plat must be denied, and because the applicant has not provided sufficient evidence to show that the adopted comprehensive plan land use map should be changed to allow reasonable development of the site, and further because requested rezoning does not meet the standards in Section 1070.010, Subd. 2 of the Zoning Ordinance, the related applications should also be denied.

6. Recommendation

Move to adopt Resolution 2024-116 denying the request, as recommended by the Planning Commission.

Attachments

1. Resolution 2024-116 Denying Request
2. Location Map
3. City Engineer's Memo dated September 25, 2024
4. Feasibility Study dated April 2024
5. Hennepin County email dated October 26, 2023
6. Applicant Narrative dated October 17, 2023
7. Preliminary Plat and Civil plans dated March 11, 2024
8. Preliminary Parking and Impervious Area Plan dated March 11, 2024
9. Landscape Plan dated March 8, 2024
10. Ghost Plan dated March 11, 2024
11. Land Use Map
12. Zoning Map
13. Parks and Trails Plan
14. Development Rights Map dated May 8, 2024

RESOLUTION NO. 2024-116

Motion By:
Seconded By:

A RESOLUTION DENYING A COMPREHENSIVE PLAN AMENDMENT, REZONING AND PRELIMINARY PLAT FOR “3019 ADDITION” (PID 07-119-23-14-0003) (CITY FILE NO. 23-027)

WHEREAS, Craig Scherber & Associates, Inc. has requested approval of a comprehensive plan amendment, zoning map amendment and preliminary plat to create 19 lots on property legally described as follows:

See Attachment A

WHEREAS, the Planning Commission has reviewed the request at a duly called Public Hearing and recommends denial;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF CORCORAN, MINNESOTA, that it should and hereby does deny the request comprehensive plan amendment, zoning map amendment and preliminary plat to create 19 lots, based on the following findings and conditions:

1. Application received on October 17, 2023 and additional information received on March 13, 2024 and May 20, 2024 include 19 lots where seven lots are permitted.
2. The applicant has not provided sufficient evidence to show that the adopted comprehensive plan land use map should be changed to allow reasonable development of the site.
3. The zoning map amendment request does not meet the standards in Section 1070.010, Subd. 2 of the Zoning Ordinance. Specifically:
 - a. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be inconsistent with the City Comprehensive Plan, including public facilities and capital improvement plans. The City engineer’s memo and the feasibility study identify infrastructure improvements needed to support the requested rezoning. The development proposal connected to the rezoning request does not meet City Code requirements.
 - b. The proposed action does not meet the purpose and intent of the Zoning Ordinance or of the individual district. The development proposed by the applicant does not comply with City Code standards and cannot be approved.
 - c. There is not adequate infrastructure available to serve the proposed action. The site cannot currently support the proposed rezoning. The feasibility study and City engineer’s memo include street improvements that would be required to serve the proposed change in zoning.

RESOLUTION NO. 2024-116

4. The preliminary plat does not meet the standards in Section 930.010, Subd. 4 of the City Code. Specifically:
 - a. The proposed subdivision is in conflict with Section 1040.030, Subd. 7 (RR District), Section 1040.090, Subd. 7 (CR District) and Section 1070.070 (Development Rights) of the Zoning Ordinance. The Zoning Ordinance allows only seven lots on this parcel, and not the 19 lots proposed.
 - b. The proposed subdivision is in conflict with the purpose and intent of the Subdivision Ordinance, which uses the development rights program, which is intended to preserve a rural and agricultural environment with active rural commercial businesses. The development rights program allows a maximum of seven lots on this site. The plat shows 19 lots, which is 12 lots more than allowed by the City Code.
 - c. The development rights programs is designed to preserve the character of the City. The seven development rights allowed on this site are based on physical characteristics desired for rural Corcoran. The plat shows 19 lots where a maximum of seven lots are allowed and is not consistent with the City Code.
 - d. The site is not suited for the intensity of development allowed. The development rights program is intended to preserve a rural and agricultural environment with active rural commercial businesses and allows a maximum of seven lots on this site. The 19 proposed lots do not comply with the City Code standards. Further, the proposed intensity is likely to negatively affect the orderly development and intended use of the lots within the proposed subdivision.
 - e. The design of the subdivision would cause substantial damage by allowing more development than is suited for the site. The development rights program is intended to preserve a rural and agricultural environment with active rural commercial businesses and allows a maximum of seven lots on this site. The 19 proposed lots do not comply with the City Code standards.
 - f. The design of the subdivision would be detrimental to the general welfare of the public in rural Corcoran by allowing more development than is suited for the site. The development rights program is intended to preserve a rural and agricultural environment with active rural commercial businesses and allows a maximum of seven lots on this site. The 19 proposed lots do not comply with the City Code standards.
5. Adequate public facilities and services are not available to accommodate the proposed use, specifically additional street improvements are required to support the use. There is not adequate street infrastructure on County Road 30 to support the project and prevent detrimental impact to the existing use of the surrounding properties.

RESOLUTION NO. 2024-116

VOTING AYE

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

VOTING NAY

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

Whereupon, said Resolution is hereby declared adopted on this 24th day of October 2024.

Tom McKee - Mayor

ATTEST:

Debra Johnson – City Clerk

City Seal

RESOLUTION NO. 2024-116

**Attachment A
Legal Description**

THE SOUTH 1/2 OF THE NORTHEAST 1/4, EXCEPT THE SOUTH 761.52 FEET OF THE WEST 629.18 FEET OF SECTION SEVEN (7), TOWNSHIP ONE HUNDRED NINETEEN (119) NORTH, RANGE TWENTY- THREE (2J) WEST OF THE FIFTH PRINCIPAL MERIDIAN, HENNEPIN COUNTY, MINNESOTA.



Hennepin County Property Map

Date: 1/30/2024



PARCEL ID: 0711923140003

OWNER NAME: Craig Scherber & Assoc Inc

PARCEL ADDRESS: 52 Address Unassigned, Corcoran MN 00000

PARCEL AREA: 66.37 acres, 2,891,272 sq ft

A-T-B: Abstract

SALE PRICE: \$850,000

SALE DATE: 10/2021

SALE CODE: Warranty Deed

ASSESSED 2022, PAYABLE 2023

PROPERTY TYPE: Farm

HOMESTEAD: Non-Homestead

MARKET VALUE: \$730,000

TAX TOTAL: \$12,780.01

ASSESSED 2023, PAYABLE 2024

PROPERTY TYPE: Farm

HOMESTEAD: Non-Homestead

MARKET VALUE: \$570,900

Comments:

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

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To: Kevin Mattson, PE, Public Works
Director

From: Kent Torve, PE, City Engineer
Steve Hegland, PE

Project: 3019 Addition Preliminary Plat Review Date: September 25, 2024

Exhibits:

This Memorandum is based on a review of the 3019 Addition site plan by Scherber & Associates with the following documents;

- a. 3019 Addition Plans by Civil Engineering Site Design, dated 03/11/2024. The plan shows 4 single family units and 15 commercial lots.

Comments:General:

1. Comments provided are based on the Plan provided. Additional comments should be anticipated on future submittals that include more details of the development.
2. In addition to engineering related comments per these plans, the proposed plans are subject to the review of planning, zoning, Public Safety, and all other applicable codes and standards of the City of Corcoran, NPDES, ECWMC, Hennepin County, etc.
3. A feasibility study was conducted on the development which reviewed and identified impacts of the development on the transportation, water, sewer and stormwater system. Those impacts should be reviewed and mitigated and the stormwater system shall be designed to incorporate the onsite and offsite impacts as identified in the report.
4. Adjacent development to the west has a current SIPA and is incorporating site improvements into the development. The adjacent grading and stormwater management shall be considered in the design of this development.

Plat:

5. The applicant shall show all drainage and utility easements and all platting requirements are met per the City Code. Drainage and utility easements shall be provided per City requirements.
6. Easements should be provided over all infrastructure used for the maintenance, conveyance and treatment of stormwater.
7. Easements should be provided over any/all public infrastructure as applicable.
8. Any existing easements should be provided to the City for review. Vacation of existing easements currently in place requires a City process and should be identified in the project schedule.

9. The Comprehensive Plan identifies a minor collector to run north/south through the site. The location of the north/south roadway is sufficient for this minor collector location as it is located slightly farther east from the intersection of County Road (CR) 19 and CR 30 since there are trees and wetlands which could be impacted if the roadway was aligned with the shared lot line to the south of CR 30.
10. Turn lanes along CR 30 into the proposed development are anticipated to be required by the County. Both an eastbound left turn lane and westbound right turn lane should be anticipated to be required.
11. Temporary cul-de-sacs will be necessary on both Street A and Street B.
12. An 80-foot dedicated Right of Way (ROW) is shown which is anticipated to be sufficient for the rural roadways.
13. ROW dedications are shown for both CR 30 and CR 19 of 70-feet which are intended to be sufficient. Actual ROW dedication requirements will be determined by Hennepin County and have previously typically been 65-feet of half ROW.
14. No trails or sidewalk systems are shown in the plans but may be necessary as required by City.
15. No road connection is shown to the adjacent development to the east. Preserving adequate ROW for the option for future looping or utilities should be provided.
16. All roadways, including drainage systems, draintile and signage shall meet City Standards.

Stormwater

17. A stormwater management plan will be required for this development in accordance with City of Corcoran and Elm Creek Watershed Management Commission Standards.
18. Applicant shall reference the City of Corcoran Stormwater Guidelines for Development Review for standards for stormwater systems and modeling.
19. Wetland delineations for this site have been completed and any impacts will follow WCA protocols.
20. The wetland buffer zones and wetland buffer signage shall be clearly identified and labeled. If existing vegetation is proposed to be used as wetland buffer, these areas shall be reviewed with the City of Corcoran wetland specialist to determine if they are viable candidates.
21. The site discharges generally to the east to Rush Creek.
 - o A large drainage swale conveys water through the site through a drainage ditch from the south to the east of the site.
 - o An existing draintile is believed to drain from west to east across the site and connect to a additional draintile from the south of the site before it ultimately discharges to Rush Creek.
 - o The development shall identify the route and conditions of this draintile flow and its conveyance should be rerouted through the site without adverse impacts.
 - o Applicant shall investigate and document the condition, capacity and elevations of this draintile, including video documentation.
22. Site plans shall identify stormwater maintenance access routes to the ponds and all features of the stormwater management system.
23. All drainage swales shall maintain a minimum of 2% slope and all slopes should be 4:1 or flatter unless approved by the City Engineer.
24. If abstraction is required by ECWMC for the site, the City strongly prefers a NURP pond with filter bench (offset to one side of the pond) be used with an adequate maintenance access. The filter bench design is efficient from land use and requires less future maintenance as compared to other treatment options.

25. Due to the rural nature of Corcoran conveyance systems, offsite receiving waters will be evaluated to understand any impacts from additional drainage. The development shall be responsible for mitigation of these impacts.
 - o The offsite receiving conveyance system is part of a larger floodplain which is adjacent to infrastructure and structures.
 - o Additional onsite mitigation may be necessary (reduced rates, stilling basins/velocity mitigation, etc.) may be required. Alternatively, offsite mitigation conveyance may be required.
26. A floodplain is present along the very east side of the site. This floodplain elevation shall be defined and the development shall meet all City, watershed and other regulatory floodplain regulations.
27. It is assumed a subregional stormwater system will collect and treat the stormwater from the entire development as individual stormwater treatment systems for each lot would be inefficient within the space provided.

Water/Sewer

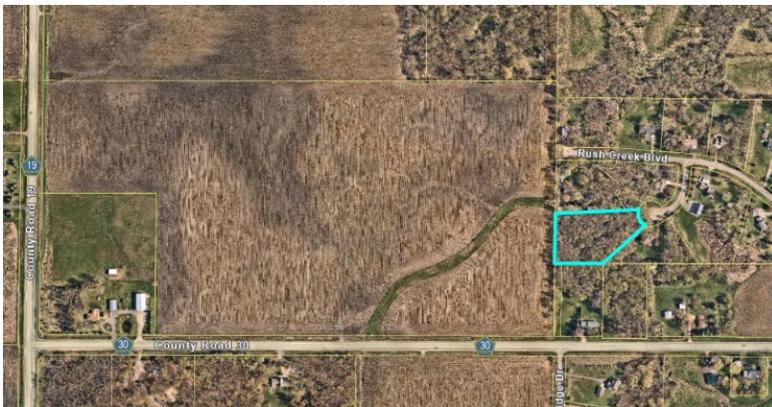
28. Water and sewer will be provided via well and septic system.
29. The site layout shows the parking lots and layouts being utilized up to the septic systems. Working around and maintaining viable primary and secondary septic sites may compromise some of the usable space within the lots.
30. All septic systems shall be reviewed by and approved by Hennepin County.
31. Wells and septic systems will need to be reviewed for the regulatory setbacks within the development.

From: [Ashley Morello](#)
To: [Dwight Klingbeil](#)
Cc: [Kevin Mattson](#); [Torve, Kent](#); [Hegland, Steven](#); [mgottschalk](#); [rburns](#); [Natalie Davis](#); [Kendra Lindahl, AICP](#); [Clare Riley](#)
Subject: RE: [External] Distribution - 3019 Addition, Pre-Plat, Rezone, Comp Plan Amendment (City File Number 23-027)
Date: Thursday, October 26, 2023 8:14:53 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[RE External Corcoran property -- Concept C 2021-12-15.msg](#)
[State Use Deed Doc No 5393810.pdf](#)

Dwight,

Thank you for sharing. County staff had the opportunity to review. We appreciate that this site aligns with the previous correspondence and comments. I've attached that previous correspondence for your convenience.

- We accept the access location, and appreciate the inclusion of turn lanes as previously discussed.
- Also appreciate the ROW shown as 70' half.
- Regarding the exception parcel, I appreciate the ghost plat showing that any access will be cul de sac'd and connected internally. I will iterate in the event that this parcel is redeveloped, the two driveways on CSAH 30 will need to be closed and no new access will be permitted on 19 or 30.
- There is an opportunity to connect to the stub at Rush Creek Blvd, this would require modifying the northeastern portion of the site. We advocate connecting these developments internally to support a strong local network.
- With the presence of the regional trail on CSAH 19, we recommend considering pedestrian connections to the trail. This could include trail along CSAH 30 (we don't have any near term plans for trail, but see the benefit), or internally. The plans could include a trail on the east side, near the drainage pond, which would create a safe connection to the CSAH 19 trail for this development, as well as the existing development to the east.
- There is forfeited parcel just east of this project (PID 0811923230012). Looking at the state use deed (attached), it can be used for trail purposes. Has city staff considered any options with this parcel as part of this development? We can discuss further if you'd like.



Since this is a preliminary plat, we'd like to provide a formal comment letter for your and our records. We can typically provide this in a couple of weeks.

Ashley Morello

she/her

Transportation Planning

Office: 612-596-0359

ashley.morello@hennepin.us | hennepin.us



From: Dwight Klingbeil <DKlingbeil@corcoranmn.gov>

Sent: Wednesday, October 18, 2023 12:20 PM

To: Kevin Mattson <kmattson@corcoranmn.gov>; Torve, Kent <kent.torve@stantec.com>; Hegland, Steven <steven.hegland@stantec.com>; Ashley Morello <Ashley.Morello@hennepin.us>; mgottschalk <mgottschalk@corcoranmn.gov>; rburns <rburns@corcoranmn.gov>

Cc: Natalie Davis <ndavis@corcoranmn.gov>; Kendra Lindahl <klindahl@landform.net>

Subject: [External] Distribution - 3019 Addition, Pre-Plat, Rezone, Comp Plan Amendment (City File Number 23-027)

CAUTION: This email was sent from outside of Hennepin County. Unless you recognize the sender and know the content, do not click links or open attachments.

Hi all,

Craig Scherber submitted the following materials for a preliminary plat, rezoning, and comprehensive plan for "3019 Addition" at PID 07-119-23-14-0003. We would appreciate all comments to be returned by November 27th.

Thank you,

Dwight Klingbeil

Planning Technician

Direct: 763-338-9290



Disclaimer: If you are not the intended recipient of this message, please immediately notify the sender of the transmission error and then promptly permanently delete this message from your computer system.

Please attach a brief description of your project/reason for your request.

Project Narrative:

The existing 66 acre property has current comprehensive plan land use of Rural Service/Commercial (west 1,640 ft) and Rural/Ag Residential (east 990 ft), and is currently zoned TCR (west 1,640 ft) and RR (east 990 ft).

We are applying for a comprehensive plan amendment to shift the boundary location between the two land uses approximately 490 ft to the east to align with a proposed north-south collector street. The location of the proposed north-south collector street has been determined appropriate to accommodate future street extension to the south and future street extensions to the north. The proposed north-south collector street intersection location with CSAH 30 has been deemed acceptable by Hennepin County Highway Department.

We are applying for rezoning from TCR to CR (west portion) similar to adjacent properties. We are also applying for adjustment of the boundary location between the CR (west portion) and RR (east portion) to align with the proposed north-south collector street, constant with the requested comprehensive plan amendment noted above.

We are applying for Preliminary Plat review for proposed subdivision and development of Rural Commercial lots on the west portion of the property, and Rural Residential lots on the east portion of the property. The project proposes 15 CR compliant lots and 4 RR compliant lots. All lots will have private well and septic systems on each lot.

Access to all lots would be by new public streets internal to the project. No lots will have direct access to CSAH 30 or direct access to CSAH 19. New public streets are extended to property boundaries at locations appropriate for future extension to adjacent properties.

Public street access to the development is proposed from CSAH 30 with left and right turn lanes constructed as required by Hennepin County Highway Department.

The developer will subdivide, construct drainage improvements, and construct public streets per city standards. The developer will not build houses, commercial buildings or site improvements on each lot. Lots will be sold to end users. End users will obtain site plan and building permits for construction of buildings and site improvements on each lot.

Landscape improvements will be installed by end users on each lot. Landscape design will satisfy base landscape requirements and buffer yard requirements where applicable.

No impacts are proposed to adjacent properties. Access for the development will be direct from County Road 30. Buffer yard landscape requirements will provide appropriate screening to adjoining properties.

Minimal impacts to utilities, parks, and natural environment are proposed by the project. Municipal utility services are not available, all lots will provide private well/septic utility services. The project will pay required park fees to accommodate additional park needs resulting from the project. Proposed stormwater management features address natural environment stormwater related concerns.

Schedule for development construction is Spring 2024 provided city approvals are obtained.



**3019 Addition
Feasibility Study**

April 2024

Prepared for:

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

Prepared by:

Stantec Consulting Services Inc.
One Carlson Pkwy Suite 100
Plymouth, MN 55447

Project Number: 193806190



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APPENDICES

- Appendix A Development Plans
- Appendix B Stormwater Guidelines for Development



1.0 Introduction

Scherber Associates is proposing the 3019 Addition development which is a combination of rural residential and rural commercial development, northeast of the intersection of County State Aid Highway (CSAH) 30 and CSAH 19 on PID 0711923140003. Scherber Associates are proposing four rural residential lots and 15 rural commercial lots on the approximately 66-acre parcel. The proposed development plans are included as Appendix A which includes the parking and impervious plan as well as the proposed development plan. The Feasibility Study is the basis for understanding the impacts on public infrastructure by the proposed development.



2.0 Transportation

2.1 Proposed Development Characteristics

For purpose of the traffic impact analysis, the uses of the proposed development are summarized below. The concept plan provided by for the development identified that each of the commercial lots consisted of a 10,000-sf building in which 2,000-sf of the building is office and 8,000-sf of the building is warehouse. The remainder of the lots will be used for outdoor storage and parking. The proposed development conditions used for traffic generation is assumed to consist of the following uses:

- 30,000-sf of office
- 120,000-sf of warehouse
- 4 single family dwelling units

One access point will be provided on CSAH 30 approximately 2,200 feet east of CSAH 19. The development is expected to be complete by 2029.

2.2 Background

This study examined weekday a.m. and p.m. peak hour traffic impacts of the proposed development at the following intersections:

- CSAH 19/CSAH 30
- CSAH 30/development access (future only)

2.3 Existing Conditions

The proposed project site is currently used for agricultural purposes. The site is bounded by CSAH 30 on the south, CSAH 19 on the west, agricultural land to the north, and existing rural residential use on the east. To the Southwest of the development, a contractor storage facility is currently being constructed.

Existing conditions near the proposed project location are described below.

CSAH 19/CSAH 30 - This three-way intersection is controlled with a stop sign on the westbound approach. The westbound approach provides one left turn lane and one right turn lane. The northbound approach provides one through lane and one right turn lane. The southbound approach provides one left turn lane and one through lane.



2.4 Traffic Forecasts

To adequately assess the impacts of the proposed project at its buildout, the development, forecasts and analyses were completed for the year 2029. Specifically, weekday a.m. and p.m. peak hour traffic forecasts were completed for the following scenarios:

- *2024 Existing.* Traffic volumes collected in October 2022 by Hennepin County were increased by 3.1 percent per year to determine 2024 Existing volumes. The 3.1 percent per year growth rate was calculated based on historic growth on CSAH 19 and CSAH 30.
- *2029 No-Build.* Existing volumes at the subject intersections were increased by 3.1 percent per year to determine 2029 No-Build volumes. The 3.1 percent per year growth rate was calculated based on historic growth on CSAH 19 and CSAH 30.
- *2029 Build.* Trips generated by the proposed development were added to the 2029 No-Build volumes to determine 2029 Build volumes.

The expected new development trips were calculated based on data presented in Trip Generation, Eleventh Edition, published by the Institute of Transportation Engineers. These calculations represent total trips that will be generated by the proposed development. The resultant trip generation estimates are shown in Table 1.

Table 1: Weekday Trip Generation for Proposed Project

Land Use	Size	Weekday AM Peak Hour			Weekday PM Peak Hour			Weekday Daily
		In	Out	Total	In	Out	Total	Total
Office	30,000 SF	40	6	46	7	36	43	325
Warehouse	120,000 SF	16	4	20	6	16	22	205
Single Family Dwelling Units	4 DU	1	2	3	2	2	4	38
Totals		57	12	69	15	54	69	568

Notes: SF=square feet, DU=dwelling units

Trip distribution percentages for the subject development trips were established based on the nearby roadway network, existing and expected future traffic patterns, and location of the subject development in relation to major attractions and population concentrations.

The distribution percentages for trips generated by the proposed development are described below:

- 70 percent to/from the east on CSAH 30
- 15 percent to/from the south on CSAH 19
- 15 percent to/from the north on CSAH 19

Development trips from Table 1 were assigned to the surrounding roadway network using the preceding trip distribution percentages. Traffic volumes were established for all the forecasting scenarios described earlier during the weekday a.m. and p.m. peak hours. The resultant peak hour volumes are shown in Tables 2 and 3.



Table 2: Weekday A.M. Peak Hour Traffic Volumes

CSAH 19/CSAH 30	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
2024 Existing	-	-	-	121	-	41	-	115	271	202	452	-
2029 No-Build	-	-	-	141	-	48	-	134	316	235	527	-
2029 Build	-	-	-	143	-	50	-	134	325	244	527	-
CSAH 30/access	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
2024 Existing	-	473	-	-	162	-	-	-	-	-	-	-
2029 No-Build	-	551	-	-	189	-	-	-	-	-	-	-
2029 Build	18	551	-	-	189	39	-	-	-	8	-	4

Table 3: Weekday P.M. Peak Hour Traffic Volumes

CSAH 19/CSAH 30	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
2024 Existing	-	-	-	227	-	189	-	406	178	118	166	-
2029 No-Build	-	-	-	264	-	220	-	473	207	137	193	-
2029 Build	-	-	-	272	-	228	-	473	209	139	193	-
CSAH 30/access	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
2024 Existing	-	296	-	-	416	-	-	-	-	-	-	-
2029 No-Build	-	345	-	-	485	-	-	-	-	-	-	-
2029 Build	4	345	-	-	485	11	-	-	-	38	-	16

2.5 Traffic Analysis

Traffic analyses were completed for the subject intersections for all scenarios described earlier during the weekday a.m. and p.m. peak hours using Synchro software. Initial analysis was completed using existing geometrics and intersection control.

Capacity analysis results are presented in terms of level of service (LOS), which is defined in terms of traffic delay at the intersection. LOS ranges from A to F. LOS A represents the best intersection operation, with little delay for each vehicle using the intersection. LOS F represents the worst intersection operation with excessive delay. In accordance with Minnesota Department of Transportation (MnDOT) guidelines, this analysis used the LOS D/E boundary as an indicator of acceptable traffic operations. The following is a detailed description of the conditions described by each LOS designation:

- Level of service A corresponds to a free flow condition with motorists virtually unaffected by the intersection control mechanism. For a signalized or an unsignalized intersection, the average delay per vehicle would be approximately 10 seconds or less.
- Level of service B represents stable flow with a high degree of freedom, but with some influence from the intersection control device and the traffic volumes. For a signalized intersection, the average delay ranges from 10 to 20 seconds. An unsignalized intersection would have delays ranging from 10 to 15 seconds for this level.
- Level of service C depicts a restricted flow which remains stable, but with significant influence from the intersection control device and the traffic volumes. The general level of comfort and convenience changes noticeably at this level. The delay ranges from 20 to 35 seconds for a signalized intersection and from 15 to 25 seconds for an unsignalized intersection at this level.



- Level of service D corresponds to high-density flow in which speed and freedom are significantly restricted. Though traffic flow remains stable, reductions in comfort and convenience are experienced. The control delay for this level is 35 to 55 seconds for a signalized intersection and 25 to 35 seconds for an unsignalized intersection.
- Level of service E represents unstable flow of traffic at or near the capacity of the intersection with poor levels of comfort and convenience. The delay ranges from 55 to 80 seconds for a signalized intersection and from 35 to 50 seconds for an unsignalized intersection at this level.
- Level of service F represents forced flow in which the volume of traffic approaching the intersection exceeds the volume that can be served. Characteristics often experienced include long queues, stop-and-go waves, poor travel times, low comfort and convenience, and increased accident exposure. Delays over 80 seconds for a signalized intersection and over 50 seconds for an unsignalized intersection correspond to this level of service.

The LOS results for the study intersections are presented below.

2024 Existing

Table 4: Weekday A.M. and P.M. Peak Hour LOS Results

Intersection	Traffic Control	AM Peak Hour LOS	PM Peak Hour LOS
CSAH 19/CSAH 30	WB stop	A/F	B/E

Note: Level of service results presented with overall intersection LOS followed by worst movement LOS.

During the a.m. peak hour, the intersection operates at LOS A and the westbound left turn operates at LOS F. All other movements operate at LOS A. During the p.m. peak hour, the intersection operates at LOS B and the westbound left turn operates at LOS E. All other movements operate at LOS B or better.

2029 No-Build

Table 5: Weekday A.M. and P.M. Peak Hour LOS Results

Intersection	Traffic Control	AM Peak Hour LOS	PM Peak Hour LOS
CSAH 19/CSAH 30	WB stop	C/F	D/F

Note: Level of service results presented with overall intersection LOS followed by worst movement LOS.

During the a.m. peak hour, the intersection operates at LOS C and the westbound left turn operates at LOS F. All other movements operate at LOS A. During the p.m. peak hour, the intersection operates at LOS D and the westbound left turn operates at LOS F. All other movements operate at LOS C or better.

2029 Build

Table 6: Weekday A.M. and P.M. Peak Hour LOS Results

Intersection	Traffic Control	AM Peak Hour LOS	PM Peak Hour LOS
CSAH 19/CSAH 30	WB stop	D/F	D/F
CSAH 30/access	SB stop	A/B	A/C

Note: Level of service results presented with overall intersection LOS followed by worst movement LOS.



During the a.m. peak hour, the CSAH 19/CSAH 30 intersection operates at LOS D and the westbound left turn operates at LOS F. All other movements operate at LOS A. The CSAH 30/access intersection operates at LOS A and all movements operate at LOS B or better.

During the p.m. peak hour, the CSAH 19/CSAH 30 intersection operates at LOS D and the westbound left turn operates at LOS F. All other movements operate at LOS C or better. The CSAH 30/access intersection operates at LOS A and all movements operate at LOS C or better.

CSAH 19/CSAH 30 Intersection Operations

As shown above, the westbound left turn operates at LOS F during all scenarios except the 2024 p.m. peak hour, when it operates at LOS E. As volumes increase on CSAH 19 and CSAH 30, the westbound left turn delays will continue to increase. Traffic generated by the proposed development has minimal impact on delays at this intersection and does not cause any movements to operate at unacceptable levels of service. This intersection should be monitored by Hennepin County to determine if changes to the intersection control are needed, whether or not the proposed development occurs.

2.6 Roadway System

In addition to the traffic analysis provided above, there are several items related to the transportation system which are shown on the site plan provided for the 3019 Addition project which should be considered.

The Comprehensive Plan identifies a minor collector to run north/south through the site. The location of the north/south roadway is sufficient for this minor collector location as it is located slightly farther from the intersection of CSAH 19 and CSAH 30 which is a major intersection and also there are trees and wetlands which could be impacted if the roadway was aligned with the shared lot line to the south of CSAH 30.

Where the roadway stub is provided to the north, it appears that the roadway stub location is not centered along the shared lot line. Given the parcel to the east appears to be wooded and indicates the potential for wetlands, staggering the roadway to the west is most likely appropriate for the stub location.

To the east of the development is stubbed right of way from the Oak Hollow development. Currently, the development is not proposing a roadway stub. However, right of way should be provided with this development to allow for future roadway, trail, or utility connections.

At the development entrance to CSAH 30, both southbound right and left turn lanes should be expected for the City street.

The site plan provided for the development shows a proposed 70-foot half right of way for CSAH 30 and an 80-foot right of way for the internal city streets. Both are reasonable based on similar projects. At the time of platting, the City may review easements to ensure utilities can be installed throughout the development in the future, should they become available.



2.7 Findings

- The proposed development is expected to generate 69 trips during the a.m. peak hour, 69 trips during the p.m. peak hour, and 568 trips daily.
- Based on the traffic forecasts and operations analysis for the development and adjacent significant intersection (CSAH 19/CSAH 30), the following mitigation measures are recommended:
 - CSAH 19/CSAH 30
 - No improvements required to accommodate the proposed development. This intersection should be monitored by Hennepin County to determine if changes to the intersection control are needed, whether or not the proposed development occurs.
 - CSAH 30/access
 - Construct turn lanes along the CSAH 30 with an eastbound left turn lane and a westbound right turn lane.
 - ROW shall be extended to Rush Creek Drive.



3.0 Sewer and Water

The development is not within the MUSA and utilities will be provided via private well and septic systems. Right of way and easement widths should be reviewed at the time of preliminary plat to identify potential corridors for public utilities when infrastructure is available, and the Council formally directs the connections.

3.1 Sewer

Rural developments typically utilize installation of an individual subsurface sewage treatment system (SSTS) for each parcel. Given the typically clayey soils in the area, these systems would utilize septic tank(s), with treated effluent being pumped to mound systems for further treatment/infiltration. Hennepin County is the governing authority for permitting and tracking the installation, operation, maintenance, and enforcement of all SSTSs in Corcoran. Existing ground cannot be disturbed once approved for septic. This can provide site challenges for a viable grading plan.

A second potential option would be to install a community wastewater system, which would utilize one larger area for the infiltration area (mounds), rather than the smaller individual mound systems located at each lot, as currently shown. The developer would need to ensure that a suitable area that is large enough in size as determined by soil testing is included in the development design. This would also require working out a cost sharing agreement amongst the various lots for system installation and for long-term operation and maintenance. The County would govern this approach and if system is large enough the MPCA would be involved.

3.2 Water

Rural developments Corcoran typically include smaller diameter wells (typically 4-inch), completed in glacial till that are located at depths of 100 to 200 feet based on site specific conditions and business demand.

The developer is proposing smaller sized buildings which should be reviewed prior to building permit by the building official to determine if fire protection is necessary. If necessary, the developer will need to install fire protection systems in accordance with public safety requirements, as determined by the City's designated Fire Marshal. This may require installation of water storage tank that would serve as a reservoir to supply a building's fire suppression system.



3.3 Findings

Sewer

- Individual SSTS systems are shown for each parcel. These can propose challenges and possible easement and setback conflicts since no grading is allowed on approved septic sites.
- An alternative approach is a community system located on site and would require HOA management, adequate funding, and permitting.

Water

- Individual wells are proposed and would require MDH permitting and typically the depth is based on site specific conditions and building demand.

Easement/ROW for Utilities

- The development should provide adequate right of way to ensure utilities can be installed to service the parcels in the future, should they become available.



4.0 Water Resources

4.1 Regulatory Overview

Stormwater management regulations in the proposed project area would be guided or directed by Elm Creek Water Management Commission's Local Surface Water Management Plan (Local Plan), the City Stormwater Guidelines, Stormwater Pollution Prevention Plan (SWPPP) and MS4 requirements. Each of these documents has a larger regulatory context:

- The Local Plan reflects the goals, policies, and rules of the Elm Creek Watershed Management Commission's Third Generation Watershed Management Plan.
- The SWPPP is a requirement of the City's stormwater permit, also known as the Municipal Separate Storm Sewer System (MS4) permit. The MS4 permit is issued by the Minnesota Pollution Control Agency (MPCA) which was reissued in October of 2021.
- City guidelines lay out the required modeling parameters, preferred BMPs and some construction materials. City approval is required prior to application for the WMO approval process. A copy of the City Stormwater Guidelines for Development is included in Appendix B. Further City review occurs with construction plan approval process.

Wetlands

- Wetlands may be present within and adjacent to the proposed development. The formal WCA process will need to be followed for any proposed impacts and Corcoran is the LGU.

4.2 Watershed Setting, Conveyance and Floodplain

On site stormwater is manageable for the site and will be subject to City Stormwater Guidelines, wetland regulations, and Elm Creek Watershed approval.

Drainage/Conveyance

- The project will cause significant changes to the hydrology of the area, via land cover changes to impervious, daylighting of rural tiles and urban stormwater BMP's that discharge offsite to a rural stream system and floodplain.
 - Projects that discharge to existing natural or rural system have typically been required to review, analyze, and potentially mitigate impacts to the downstream rural system until the next significant water body that can assimilate the drainage and volume from the project's land use changes.
 - This project will require an analysis of the downstream systems to investigate in-stream capability to convey stormwater for existing and proposed conditions. The system shall be reviewed with stormwater modeling programs approved by the City to calculate and



understand impacts to the erodibility of downstream elements and identify any changes in shear stress from existing and proposed discharge events.

- Offsite improvements for mitigation of conveyance would be financial responsibility of Developer.
- City may consider reduced onsite discharge rates to potentially review if lowering the discharge rates (i.e reducing the 100-year event to a 10-year rate if shown to protect the natural conveyance). These changes would alter the proposed stormwater plan.

Adjacent Drainage Conveyance Systems

The design plans provided to the city show stormwater modifications to an adjacent property to the southwest. If the 3019 Addition is proposing modifications to the stormwater BMPs of offsite properties, those improvements would need to be incorporated into the 3019 development plans, approvals and permitting.

Throughout the development are several draitile lines which convey stormwater from offsite properties to the north, west and south. The development shall ensure that the draitile lines aren't impacted from the proposed work by either protecting the corridors and placing them in easements or rerouting the drainage through a new conveyance system. This has previously been done by rerouting the draitile flow through separate dedicated stormwater pipes to bypass BMP's.

A significant drainage swale is present within the site which routes runoff from a significant area south of CSAH 30 northeast across the development to the Rush Creek channel. The development shall identify and model the drainage area to the south of the development and convey this runoff through the site.

Floodplain

A small area in the southeast corner of the development is adjacent to and mapped as the FEMA floodplain. The development shall review the mapped floodplain and shall identify any floodplain present within the site. If impacts to the floodplain are proposed, the Developer shall follow all regulatory requirements related to fill and or excavation within the floodplain.



4.3 Findings

Stormwater is manageable for the site and regulated by City and the ECWMC.

- Offsite conveyance needs to be analyzed and improvements may be necessary to mitigate impacts which could require modifications to the stormwater management plan. Offsite improvements would be financial responsibility of developer.
- The stormwater management plan for the 3019 Addition is showing altered stormwater BMPs for the development to the southwest from what is approved by the City for that development. If incorporating offsite BMPs, this development shall be responsible for all approvals, permitting and construction of those BMPs if part of the stormwater system.
- Conveyance of offsite surface drainage and draitile flow shall be incorporated into the development stormwater management plan.
- Developer shall identify existing floodplain within the development and follow all regulatory requirements if impacts are proposed.
- Developer shall incorporate feasibility study into the stormwater management plan. These updates could have an impact on the lot count and/or layout.
- A stormwater area charge may be adopted by the City prior to final platting and this development may be subject to costs.



5.0 Funding Responsibility/Infrastructure Approach

5.1 Summary

The funding responsibility of the development necessary for infrastructure and to mitigate impacts typically follow the approach of:

- On-site infrastructure is designed, funded and constructed by the developer.
- Offsite improvements are typically designed and constructed as a City project but are the financial responsibility of the developer.
- A stormwater area charge may be adopted by the City prior to final platting and this development may be subject to costs.

The financial obligations of the development will be further detailed as the project moves forward and culminates in final cost responsibility in the Developer Agreement.



6.0 Conclusions and Recommendations

The following conclusions items are feasible and necessary to manage the impacts of the development. These improvements are consistent with similar requirements for other developments in Corcoran and have shown to be necessary for managing the additional growth.

Transportation

- The proposed development is expected to generate 69 trips during the a.m. peak hour, 69 trips during the p.m. peak hour, and 568 trips daily.
- Based on the traffic forecasts and operations analysis for the development and adjacent significant intersection (CSAH 19/CSAH 30), the following mitigation measures are recommended:
 - CSAH 19/CSAH 30
 - No improvements required to accommodate the proposed development. This intersection should be monitored by Hennepin County to determine if changes to the intersection control are needed, whether or not the proposed development occurs.
 - CSAH 30/access
 - Construct turn lanes along the CSAH 30 with an eastbound left turn lane and a westbound right turn lane.
 - ROW shall be extended to Rush Creek Drive.

Sewer and Water

Sewer

- Individual SSTS systems are shown for each parcel. These can propose challenges and possible easement and setback conflicts since no grading is allowed on approved septic sites.
- An alternative approach is a community system located on site and would require HOA management, adequate funding, and permitting.

Water

- Individual wells are proposed and would require MDH permitting and typically the depth is based on site specific conditions and building demand.

Easement/ROW for Utilities

- The development should provide adequate right of way to ensure utilities can be installed to service the parcels in the future, should they become available.



Stormwater

Stormwater is manageable for the site and regulated by City and the ECWMC.

- Offsite conveyance needs to be analyzed and improvements may be necessary to mitigate impacts which could require modifications to the stormwater management plan. Offsite improvements would be financial responsibility of developer.
- The stormwater management plan for the 3019 Addition is showing altered stormwater BMPs for the development to the southwest from what is approved by the City for that development. If incorporating offsite BMPs, this development shall be responsible for all approvals, permitting and construction of those BMPs if part of the stormwater system.
- Conveyance of offsite surface drainage and drantile flow shall be incorporated into the development stormwater management plan.
- Developer shall identify existing floodplain within the development and follow all regulatory requirements if impacts are proposed.
- Developer shall incorporate feasibility study into the stormwater management plan. These updates could have an impact on the lot count and/or layout.
- A stormwater area charge may be adopted by the City prior to final platting and this development may be subject to costs.



APPENDIX A

Development Plans

GENERAL GRADING NOTES:

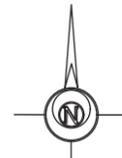
- Specifications applicable for this project: Current standard specifications for City of Corcoran, MN, and the latest Minnesota Department of Transportation Specifications for Highway Construction and all NPDES requirements except where modified by these contract documents.
- OSHA requirements shall be followed for all work on this project.
- The Contractor shall notify "Gopher State One Call" 48 hours prior to any excavation (1-800-252-1166.)
- The Grading Contractor shall verify all locations and elevations of underground utilities with utility companies prior to any construction, and immediately notify the Engineer of any conflicts.
- Erosion Control shall be constructed, as applicable, as sequenced below:
 - Silt Fence.
 - Rock Construction Entrance.
 - Demolition
 - Common excavation (grading).
 - Seed and mulch or sod (See notes on Landscape plan).
- Final Plat shall govern for easements and lot dimensions.
- Any erosion control items necessary to protect adjacent properties shall be constructed by the Grading Contractor.
- Erosion control maintenance shall be performed by the Grading Contractor, and removed as per the Contract Documents or as directed by the Engineer, followed by all necessary restoration of disturbed area. This work shall be incidental to the grading contract.
- The Grading Contractor shall schedule the soils engineer to facilitate certification of all controlled fills in a timely fashion. Density tests shall meet the following:
 - Within the upper 3' of streets, the Grading Contractor shall utilize approved soils that are within 1% of the optimum moisture content as defined by the Standard Proctor Test-ASTM: D-698 with compaction meeting 100% Standard Proctor Density and not exceeding this compaction by more than 1%. Below the upper 3', compaction shall meet 95% Standard Proctor Density, and be within 3% of the optimum moisture content. Grading tolerances shall be 0.1'.
 - Grading tolerances for the remainder of the site shall be 0.25'.
- All areas of unsuitable soils found in the pad described above that cannot be corrected shall be located in the field by the Grading Contractor. The Grading Contractor shall immediately notify the Engineer of these areas and provide information as to their size and location.
- The Grading contractor shall provide positive drainage on the site at all times.
- The Grading Contractor shall keep public streets and travel ways clear of soil and debris. Daily cleaning at the construction entrance shall be performed, especially at the end of each day's work.
- All silt fence shall be removed at project completion.
- All proposed elevations are at curb flow line or finished bituminous surface unless otherwise noted.
- All erosion control best management practices shall be per City standards.

SURVEY DATA

SURVEY INFORMATION PROVIDED BY:
 NORTHWESTERN SURVEYING ENGINEERING, INC.
 P.O. BOX 3067
 BEMIDJI, MN 56601
 DATED: MARCH 11TH, 2021
 BENCHMARK:
 ELEVATIONS ARE ON THE NAVD88 VERTICAL DATUM
 ELEVATIONS ARE BASE ON MNDOT GEODETIC CONTROL STATION "WLD MN033"
 ELEV.=1016.62

LEGEND:

- 908 — Existing Contours
- >> — Existing Storm Sewer
- 908 — Existing Spot Elevation
- 908 — Proposed Contours
- >> — Proposed Storm Sewer
- x 943.50 — Proposed Spot Elevation
- — Flow Direction
- — Overflow Route



TYPICAL HOUSE PAD 80x100

989.7 SUGGESTED GARAGE FLOOR ELEVATION
 FBWO SUGGESTED BUILDING TYPE
 981.7 LOWEST OPENING ELEVATION
 FB = FULL BASEMENT
 FBLO = FULL BASEMENT LOOKOUT
 FBWO = FULL BASEMENT WALKOUT
 MLWO = MULTI-LEVEL WALKOUT
 SE = SPLIT ENTRY

TYPICAL COMMERCIAL PAD 100x100

997.1 SUGGESTED PAD ELEVATION



CLIENT:
SCHERBER ASSOCIATES
 305 Lakeview Ave.
 Tonka Bay, MN 55331
 Craig Scherber
 612-810-8400

3019 ADDITION RESIDENTIAL & COMMERCIAL DEVELOPMENT PROJECT
 County Road No. 30
 Corcoran, Minnesota 55340
GRADING & DRAINAGE PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 Date: 03/11/24 Reg. No. 24348
 PREPARED BY: CIVIL ENGINEERING SITE DESIGN
 1118 East Broadway St.
 Monticello, Mn 55362
 Phone: 763-314-0929
 www.civiland.com

REVISIONS	CITY COMMENTS AND DESIGN UPDATES	VERTICAL SCALE
DATE 11/15/22		1" = 4" feet
DRAWN BY SD		HORIZONTAL SCALE
DESIGNED BY SD		1" = 40' feet
CHECKED BY SD		

FILE NO. 00819

INDEX OF CIVIL SITE DRAWINGS:

- C0 PROJECT LOCATION PLAN
- C1 PRELIMINARY PLAT
- C2 GRADING AND DRAINAGE PLAN
- C3 STORM SEWER PLAN
- C4.1-C4.2 PROFILES
- C5.1-C5.2 SWPPP
- C6 EXISTING CONDITIONS & REMOVAL PLAN
- C7.1-7.2 DETAILS



GENERAL UTILITY NOTES

- Specifications applicable for this project: Current standard specifications for the City of Corcoran, MN and all Minnesota Department of Health and MPCA requirements except where modified by these contract documents.
- OSHA requirements shall be followed for all work on this project.
- The Contractor shall notify "Gopher State One Call" prior to any excavation (651-454-0002 or 1-800-252-1166 out state.)
- The Contractor shall verify all locations and elevations of underground utilities with utility companies prior to any construction (storm sewer, sanitary sewer, water, natural gas, telephone, electric, etc.), and immediately notify the Engineer of any conflicts.
- The Contractor shall protect all existing utilities and facilities to allow proper functioning during and after construction. Any required supporting structures shall be supplied by the Contractor as work incidental to the contract.
- The contractor shall immediately notify the Engineer of any conflicts between existing utilities, and the proposed construction. The Engineer will coordinate with the Utility Company in question to determine the need for relocation of the existing utility.
- Existing conditions such as sand in manholes or valve boxes shall be identified by the Contractor and these shall be reported to the Engineer prior to excavation by the Contractor. Once construction has begun, all damage to underground utilities will be assumed to have been caused by the Contractor, any repairs necessary shall be performed by the Contractor at the Contractor's expense.
- Final Plat shall govern for easements.
- The Contractor shall coordinate with the local jurisdiction to obtain permits and meter for water source. All associated costs shall be incidental to the Contract, including disposal of test water into City's sanitary sewer system. The Contractor shall not operate gate valves or hydrants on the City's water supply system.
- The Contractor shall notify the City Engineer and the Project Engineer 48 hours prior to starting work or as required by the local jurisdiction or be subject to being shut down.

- The Contractor shall keep access roads clear of soil or other debris, and perform daily street cleaning as required by the NPDES permit. Positive drainage, controlled with erosion control and erosion prevention measures as required by the NPDES permit shall be performed. Inlet protection shall be installed within 48 hours after inlet construction. Unless specified on the plans or as a bid item on the Bid Form, any temporary culverts, ditches, filter fabric, etc. necessary to accomplish this shall be performed as incidental to the Contract.
- The Contractor shall preserve and protect the markers and monuments set for the subdivision of the land.
- The Contractor shall schedule the soils engineer to facilitate certification of all controlled fills in a timely fashion. Density tests shall meet the following:
 - A. Density tests shall be taken on all trenches at locations as determined by the Engineer or his representative.
 - B. Within the upper 3' of streets, private drives and parking lots, Contractor shall utilize approved soils that are within 1% optimum moisture content as defined by the Standard Proctor Test-ASTM: D-698 with 100% Standard Proctor Density and not exceeding compaction by more than 1%. Below the upper 3', compaction shall meet 95%. Grading tolerances shall be 0.1'.
- The Owner shall pay for all testing of soils compaction. Any areas which fail to meet the above standards shall be corrected and re-tested by the Owner's testing agent at the Contractor's expense.
- Contractor shall provide temporary traffic control in compliance with MN/DOT "Temporary Traffic Control Zone Layouts Field Manual" most recent version for construction adjacent to travel ways.
- Contractor shall be responsible for verification of the depth of existing stubs listed on this plan prior to the ordering of any fittings, structures, castings, etc. Engineer, Owner or City shall not be responsible for any discrepancies found as depths are estimated.
- All manhole castings in pavement shall be sumped 0.05'. All catch basin castings in curb shall be sumped 0.10'. Rim elevations on plan reflect sumped elevations.

- Castings shall be Neenah or equivalent.
- The contractor shall be responsible for coordinating with utility companies for power pole and/or line relocation required.
- The contractor shall provide all necessary traffic control.
- The contractor shall be responsible for all grading and restoration required to restore surfaces to like kind existing condition.
- Existing curb and pavement damaged or impacted on adjacent property shall be restored with in-kind materials and section. All match lines are to be sawcut.
- Pipe lengths shown are measured center of structure to center of structure.
- The contractor shall obtain a Utility Excavation Permit from the City Public Works Department prior to commencement of utility connections.
- PVC pipe crossing over watermain pipe shall be ASTM D 1785, ASTM D 2241, or AWWA C900
- Perforated PVC Pipe Subdrains to be installed PER CITY DETAIL STR-4.
- Contractor or owner to provide an as-built utility plan once construction is complete.

SURVEY DATA

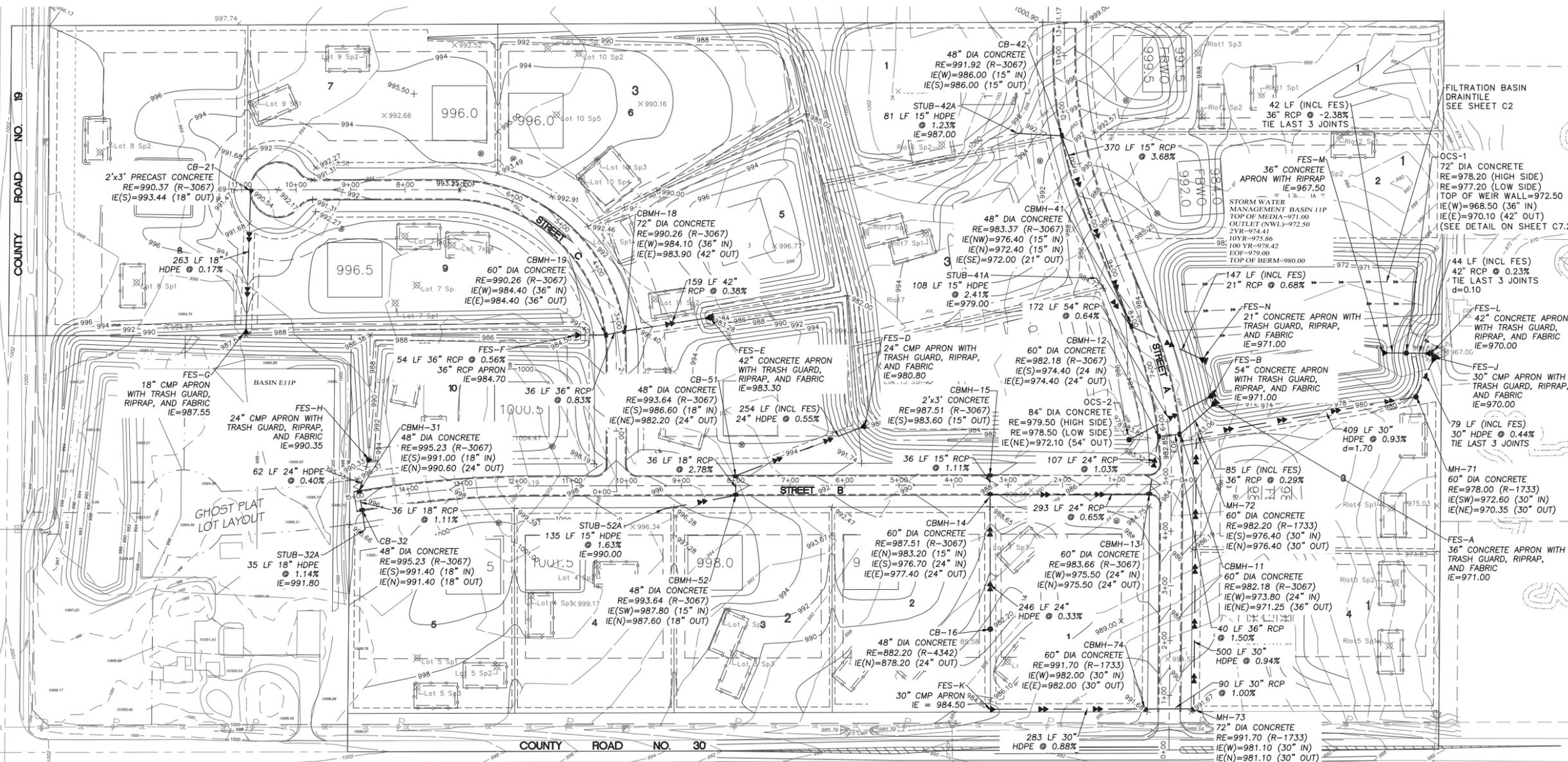
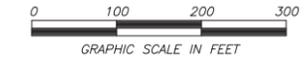
SURVEY INFORMATION PROVIDED BY:
NORTHWESTERN SURVEYING ENGINEERING, INC.
P.O. BOX 3067
BEMIDJI, MN 56601

DATED: MARCH 11TH, 2021

BENCHMARK:
ELEVATIONS ARE ON THE NAVD83 VERTICAL DATUM
ELEVATIONS ARE BASE ON MNDOT GEODETIC CONTROL STATION "WOLD MN053"
ELEV.=1016.62

LEGEND:

- Existing Contours
- Existing Storm Sewer
- Existing Water Main
- Existing Sanitary Sewer
- Existing Trees
- Existing Body Line
- Proposed Sanitary Sewer
- Proposed Water Main
- Proposed Gate Valve
- Proposed Storm Sewer
- Proposed Fire Hydrant



CLIENT:
SCHERBER ASSOCIATES
305 Lakeview Ave.
Tonka Bay, MN 55331
Craig Scherber
612-810-8400

3019 ADDITION RESIDENTIAL & COMMERCIAL DEVELOPMENT PROJECT
County Road No. 30
Corcoran, Minnesota 55340
STORM SEWER PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Scherber
Date: 03/11/24 Reg. No. 24348
PREPARED BY: CIVIL ENGINEERING SITE DESIGN
1118 East Broadway St.
Monticello, Mn 55362
Phone: 763-314-0929
www.civiland.com

REVISIONS	DATE	BY	DESCRIPTION
	03/11/24	SD	CITY COMMENTS AND DESIGN UPDATES

DATE	11/15/22	SD
DRAWN BY	SD	
DESIGNED BY	SD	
CHECKED BY	SD	

FILE NO. 00819

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- C7.1-7.2 DETAILS

C3

Storm Sewer Plan

APPENDIX B

Stormwater Guidelines for Development



Stormwater Guidelines for Development March 2019

Issue

Cities changing from rural to urban development are challenged by the additional stormwater generated due to construction of impervious surfaces, along with the offsite infrastructure, or lack thereof, to manage effectively. To standardize the modeling and review process, the guidelines below were created for efficiency.

Note: A watershed approval is required per Elm Creek WMO rules, which also reviews flow rates, water quality and volume management.

Modeling

Watershed Information

- Provide an aerial photo of the development that includes the overall watershed and subwatershed boundaries
- Provide a summary of the acreage to each discharge point leaving the site. Any increase (or decrease) shall be identified.
- Show any floodplain adjacent to project or within the project
- Show downstream water bodies and flow paths
 - Downstream flow paths and water bodies typically need to have elevations, inverts, and condition identified.

Subwatersheds

A HydroCAD model (typically used) has inputs that can vary by user. To minimize resubmittals, review time and effort, the following data shall be utilized.

- Electronic model shall be submitted
- Hydrologic Soil Group (HSG) shall be lowered one category due to the mass grading and compaction of the soils. For example, an existing B soil, shall be modeled as a proposed C soil (unless it remains undisturbed)
- Wetlands, filtration basins, and ponds shall be modeled at CN of 98
- Identify peak rates for storm events and proposed shall be equal or less than existing rates.
 - Note: There are certain conditions where at City's discretion the off-site conditions require a reduction in flow rate from existing rates.
- SWMM (i.e. EPA-, XP-, or PC-) models can be submitted for review, however these increase review time.

Model Setup for Outlet Control Structures, NWLs and Infiltration

- The model's flow control structures (OCS, culverts, etc.) shall match the construction plan information. During the plan and model review both may be modified and revised
- Individual detail plates are required for each OCS, and individual plates shall have inverts identified
- A pond or wetland NWL (and model starting elevation) shall be set at the constructed outlet control elevation.
 - No live storage shall be utilized below the controlling OCS elevation.
 - No live storage shall be used for filtration shelves on ponds below controlling OCS elevation
- If a pond or wetland has an NWL (wet surface), infiltration shall not be used in flood routing.
- If a pond has filtration BMP causing drawdown below the NWL, this drawdown elevation shall not be used as the NWL for flood routing. (Filtration has a slower release time and during wet periods is not available as live storage).

Construction Plans

Catch Basins

- Street drainage shall be sufficient to manage the 10-year event

- Typical a CB inlet capacity is 2 to 2.5 CFS, and CBs shall be spaced accordingly
- Three inches (0.25 feet) of head on a CB will inundate a street centerline (2% slope).
- Spacing is 200 to 250 feet using longitudinal street dimensions of 40 feet from road centerline to half the house footprint (assumes rear half of house drains to rear yard). Dimensions equal 10,000 SF.
- CBs may be required on both sides of ped ramps to capture flows

Natural Drainage Features

- Waterbodies receiving urban drainage (wetlands, ditches, gullies) may need to have OCS installed, erosion protection, or reduced flow rates to allow the feature to function over the long term due to more consistent flows from increased impervious via development
- Offsite work may be necessary and City will assist with coordination, easements, etc.

HWLs and EOFs

- The freeboard requirements are:
 - Low Opening is a minimum of two feet above the HWL
 - Low Opening is a minimum of two feet above the EOF
- EOFs shall be accurately shown and as built are required. The highest point shall be the EOF (for example top of curb) since this is the controlling elevation
 - In certain instances, channel calculations of the swale may be required to show the EOF has capacity to manage estimated flow
- Overland EOFs are preferred, however if a second pipe serves as an EOF then modeling will include a 100-year event using the second pipe (EOF) as the only outlet (primary outlet plugged).

Rear Yards

- Rear yards or swales less than 2% shall have draintile. Typically, every two to three lots will require rear yard CBs.

Sump Connections

- Houses adjoining a wetland or pond do not need individual sump connection
- Others will have access to rear yard stormsewer.

Offsite Impacts

Adjacent Parcels

- City will review adjacent parcels (downstream and upstream) for impacts from volume, point discharge, etc. and may require off site improvements. City will assist in coordination of any off site work.
- Off site water quality improvement projects may be determined by the City for assistance with compliance with City's TMDL approach of implementing improvements upon development.
- FEMA modifications may be necessary due to development and implemented by City.



3019 ADDITION

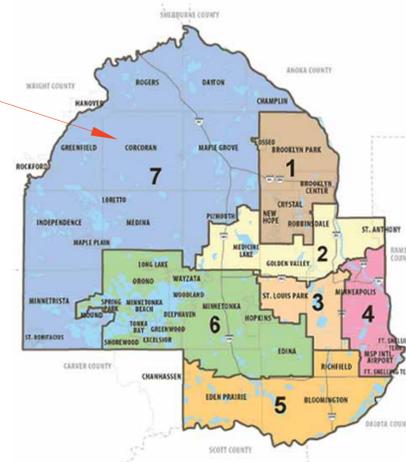
RESIDENTIAL & COMMERCIAL DEVELOPMENT PROJECT

CORCORAN, MN



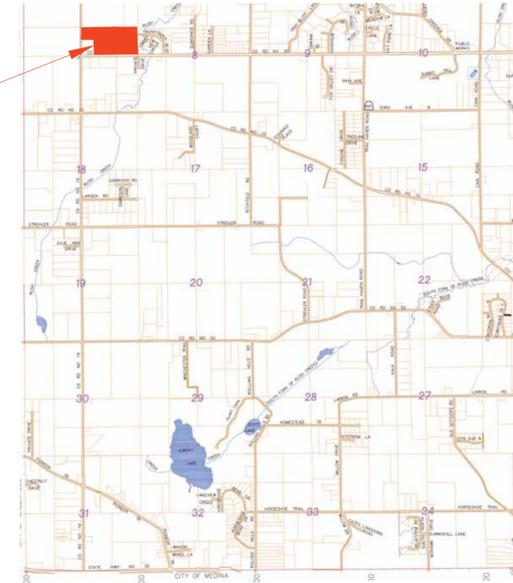
MINNESOTA

SITE

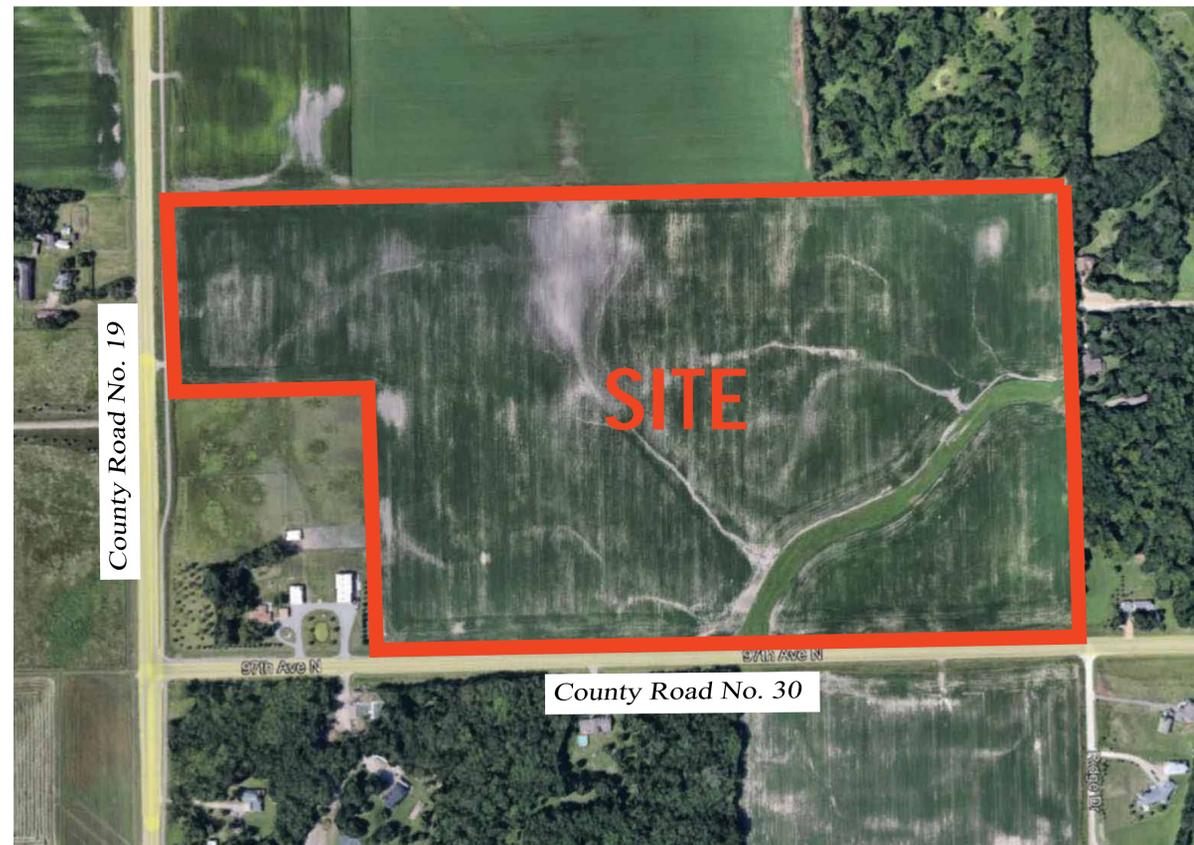


HENNEPIN COUNTY

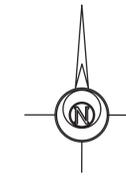
SITE



CITY OF CORCORAN, MN



PROJECT LOCATION



CLIENT:

SCHERBER ASSOCIATES

305 Lakeview Ave.
Tonka Bay, MN 55331

Craig Scherber
612-810-8400

**3019 ADDITION
RESIDENTIAL & COMMERCIAL
DEVELOPMENT PROJECT**

County Road No. 30
Corcoran, Minnesota 55340

PROJECT LOCATION PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Date: 03/11/24 Reg. No. 24348
PREPARED BY: CIVIL ENGINEERING
SITE DESIGN

1118 East Broadway St.
Monticello, Mn 55362
Phone: 763-314-0929
www.civilaad.com



REVISIONS
03/11/24 CITY COMMENTS AND DESIGN UPDATES

HORIZONTAL SCALE
1" = 100' (FULL SIZE SHEET 24" x 36")
VERTICAL SCALE
1" = 10' (1" = 10' feet)

DATE 11/15/22

DRAWN BY SD

DESIGNED BY SD

CHECKED BY SD

FILE NO. 00819

INDEX OF CIVIL SITE DRAWINGS:

- C0 PROJECT LOCATION PLAN
- C1 PRELIMINARY PLAT
- C2 GRADING AND DRAINAGE PLAN
- C3 STORM SEWER PLAN
- C4.1-C4.2 PROFILES
- C5.1-C5.2 SWPPP
- C6 EXISTING CONDITIONS & REMOVAL PLAN
- C7.1-7.2 DETAILS

CO

Project Location plan

RR ZONE SETBACKS:

LOCATION:	BUILDING
FRONT, FROM MAJOR ROADWAYS	100'
FRONT, FROM ALL OTHER STREETS	50'
SIDE YARD	20'
REAR YARD	25'

RR ZONE MIN. LOT REQUIREMENTS

LOT AREA	2.0 AC.
LOT WIDTH	200 FT
LOT DEPTH	300 FT

CR ZONE SETBACKS:

LOCATION:	BUILDING
FRONT, FROM MAJOR ROADWAYS	100'
FRONT, FROM ALL OTHER STREETS	50'
SIDE YARD	20'
REAR YARD	20'
ADJACENT TO RESIDENTIAL	50'
MAX. IMPERVIOUS SURFACE COVERAGE	50%

CR ZONE MIN. LOT REQUIREMENTS

LOT AREA	2.5 AC.
LOT WIDTH	100 FT
LOT DEPTH	200 FT

SITE DATA:

EXISTING ZONING:	RR, RURAL RESIDENTIAL DISTRICT	TCR, TRANSITIONAL RURAL COMMERCIAL
PROPOSED ZONING:	RR, RURAL RESIDENTIAL DISTRICT	CR, RURAL COMMERCIAL
GROSS AREA:	3,019,773 SF = 69.32/ ACRES	
EXISTING IMPERVIOUS AREA:	0.00 SF	
(includes existing buildings, existing pavement areas)		
NEW IMPERVIOUS AREA:	155,003 SF	
(proposed pavement)		
TOTAL IMPERVIOUS AREA:	155,003 SF	
TOTAL PERCENT IMPERVIOUS AREA:	5.1%	
(% of lot area; 155,003/3,019,773)		
TOTAL PERVIOUS AREA:	2,864,770 SF	
(landscape, turf areas)		
PERCENT PERVIOUS AREA:	94.9%	
(% of lot area; 2,864,770/3,019,773)		
DISTURBANCE AREA:	2,360,424 SF	
54.19 AC		

RR LOTS	AREA	CR LOTS	AREA
L1 B1	3.01 AC	L1 B2	2.50 AC
L2 B1	4.65 AC	L2 B2	2.50 AC
L3 B1	4.46 AC	L3 B2	2.50 AC
L4 B1	3.07 AC	L4 B2	2.51 AC
TOTAL	15.19 AC	L1 B3	3.00 AC
		L2 B3	2.61 AC
		L3 B3	3.17 AC
		L4 B3	2.53 AC
		L5 B3	2.55 AC
		L6 B3	2.57 AC
		L7 B3	2.68 AC
		L8 B3	4.72 AC
		L9 B3	2.88 AC
		L10 B3	2.50 AC
		TOTAL	41.77 AC

LEGEND:

908	Existing Contours	Existing Easement
>>	Existing Storm Sewer	Existing Drainage Ditch
x 908.2	Existing Spot Elevation	Proposed Lot Line
<<	Existing Storm Sewer	Proposed Setback
<	Existing Sanitary Sewer	Proposed D&U Easement
— —	Existing Watermain Sewer	Possible Primary And Secondary Septic System Location (36x70=2,520 SF Each Site)
—T—T—	Existing Telephone	Possible Well Location
—E—	Existing Underground Electric	Zone Boundary
—	Existing Tree Line	Septic Protection Fence
—	Existing R/W Line	Conceptual Building Pad
—	Existing Boundary Line	80x100= 8,000 SF HOUSE
■	Existing Catch Basin	100x100=10,000 SF COMMERCIAL
●	Existing Manhole	
⊗	Existing Hydrant	
▶	Existing Flared end Section	
—OE—	Existing Overhead Electric	

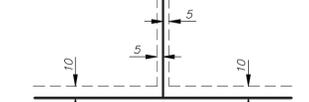
EXISTING PROPERTY DESCRIPTION

SEE SURVEY

PROPOSED LEGAL DESCRIPTION

3019 ADDITION, HENNEPIN COUNTY, MINNESOTA.

Drainage and utility easements are shown thus:



Being 10 feet in width and adjoining right-of-way lines, also being 5 feet in width and adjoining lot lines, unless otherwise indicated, as shown on the plat.

SURVEY DATA

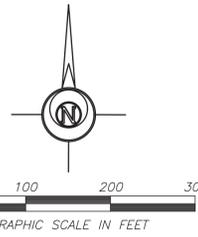
SURVEY INFORMATION PROVIDED BY: NORTHWESTERN SURVEYING ENGINEERING, INC. P.O. BOX 3067 BEMIDJ, MN 56601

DATED: MARCH 11TH, 2021

BENCHMARK: ELEVATIONS ARE ON THE NAVD88 VERTICAL DATUM. ELEVATIONS ARE BASE ON MNDOT GEODETIC CONTROL STATION "WOLD MN053" ELEV.=1016.62

PROJECT LOCATION

SOUTH 1/4 OF THE NE 1/4 OF THE SE 1/4 SECTION 7 TOWNSHIP 119, RANGE 23, HENNEPIN COUNTY, MINNESOTA.



CLIENT:

SCHERBER ASSOCIATES

305 Lakeview Ave.
Tonka Bay, MN 55331

Craig Scherber
612-810-8400

**3019 ADDITION
RESIDENTIAL & COMMERCIAL
DEVELOPMENT PROJECT**

County Road No. 30
Corcoran, Minnesota 55340

PRELIMINARY PLAT

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Date: 03/11/24 Reg. No. 24348
PREPARED BY: CIVIL ENGINEERING SITE DESIGN

118 East Broadway St.
Monticello, MN 55362
Phone: 763-314-0929
www.civiland.com

REVISIONS
03/11/24 CITY COMMENTS AND DESIGN UPDATES

DATE 11/15/22

DRAWN BY SD
DESIGNED BY SD
CHECKED BY SD

FILE NO. 00819

HORIZONTAL SCALE
1" = 40'

VERTICAL SCALE
1" = 10' feet

INDEX OF CIVIL SITE DRAWINGS:

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- C3 STORM SEWER PLAN
- C4.1-C4.2 PROFILES
- C5.1-C5.2 SWPPP
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- C7.1-7.2 DETAILS

C1

Preliminary Plat



GENERAL GRADING NOTES:

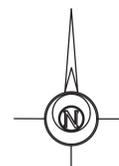
- Specifications applicable for this project: Current standard specifications for City of Corcoran, MN, and the latest Minnesota Department of Transportation Specifications for Highway Construction and all NPDES requirements except where modified by these contract documents.
- OSHA requirements shall be followed for all work on this project.
- The Contractor shall notify "Gopher State One Call" 48 hours prior to any excavation (1-800-252-1166.)
- The Grading Contractor shall verify all locations and elevations of underground utilities with utility companies prior to any construction, and immediately notify the Engineer of any conflicts.
- Erosion Control shall be constructed, as applicable, as sequenced below:
 - Silt Fence.
 - Rock Construction Entrance.
 - Demolition
 - Common excavation (grading).
 - Seed and mulch or sod (See notes on Landscape plan).
- Final Plat shall govern for easements and lot dimensions.
- Any erosion control items necessary to protect adjacent properties shall be constructed by the Grading Contractor.
- Erosion control maintenance shall be performed by the Grading Contractor, and removed as per the Contract Documents or as directed by the Engineer, followed by all necessary restoration of disturbed area. This work shall be incidental to the grading contract.
- The Grading Contractor shall schedule the soils engineer to facilitate certification of all controlled fills in a timely fashion. Density tests shall meet the following:
 - Within the upper 3' of streets, the Grading Contractor shall utilize approved soils that are within 1% of the optimum moisture content as defined by the Standard Proctor Test-ASTM: D-698 with compaction meeting 100% Standard Proctor Density and not exceeding this compaction by more than 1%. Below the upper 3', compaction shall meet 95% Standard Proctor Density, and be within 3% of the optimum moisture content. Grading tolerances shall be 0.1'.
 - Grading tolerances for the remainder of the site shall be 0.25'.
- All areas of unsuitable soils found in the pad described above that cannot be corrected shall be located in the field by the Grading Contractor. The Grading Contractor shall immediately notify the Engineer of these areas and provide information as to their size and location.
- The Grading contractor shall provide positive drainage on the site at all times.
- The Grading Contractor shall keep public streets and travel ways clear of soil and debris. Daily cleaning at the construction entrance shall be performed, especially at the end of each day's work.
- All silt fence shall be removed at project completion.
- All proposed elevations are at curb flow line or finished bituminous surface unless otherwise noted.
- All erosion control best management practices shall be per City standards.

SURVEY DATA

SURVEY INFORMATION PROVIDED BY:
 NORTHWESTERN SURVEYING ENGINEERING, INC.
 P.O. BOX 3067
 BEMIDJI, MN 56601
 DATED: MARCH 11TH, 2021
 BENCHMARK:
 ELEVATIONS ARE ON THE NAVD88 VERTICAL DATUM
 DATUM ELEVATIONS ARE BASE ON MNDOT GEODETIC CONTROL STATION "WOLD MN033"
 ELEV.=1016.62

LEGEND:

- 908 — Existing Contours
- >> — Existing Storm Sewer
- 908 — Existing Spot Elevation
- 908 — Proposed Contours
- >> — Proposed Storm Sewer
- x 943.50 — Proposed Spot Elevation
- — Flow Direction
- — Overflow Route

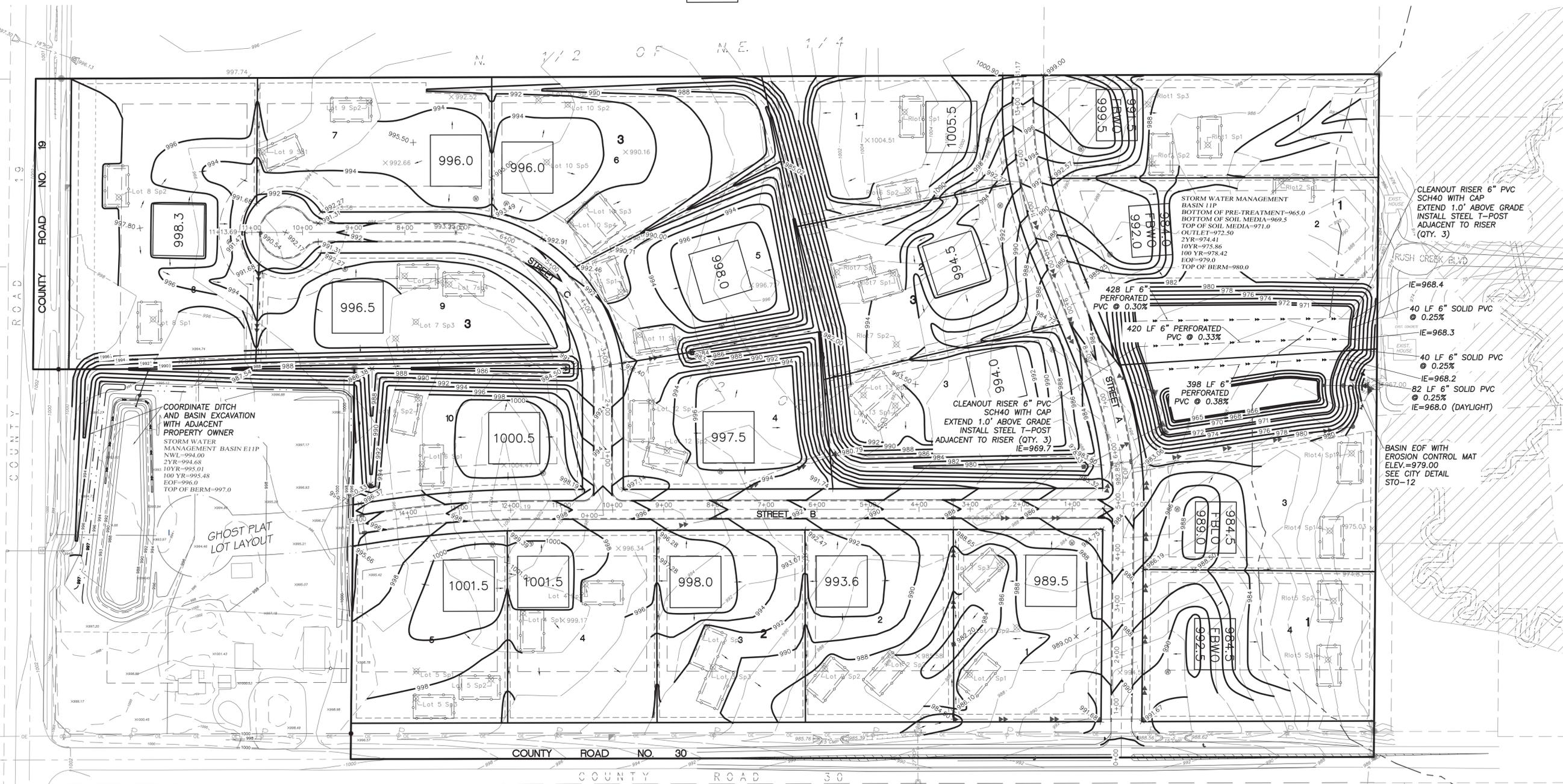


TYPICAL HOUSE PAD 80x100

989.7 SUGGESTED GARAGE FLOOR ELEVATION
 FBWO SUGGESTED BUILDING TYPE
 981.7 LOWEST OPENING ELEVATION
 FB = FULL BASEMENT
 FBLO = FULL BASEMENT LOOKOUT
 FBWO = FULL BASEMENT WALKOUT
 MLWO = MULTI-LEVEL WALKOUT
 SE = SPLIT ENTRY

TYPICAL COMMERCIAL PAD 100x100

997.1 SUGGESTED PAD ELEVATION



CLIENT:
SCHERBER ASSOCIATES
 305 Lakeview Ave.
 Tonka Bay, MN 55331
 Craig Scherber
 612-810-8400

3019 ADDITION RESIDENTIAL & COMMERCIAL DEVELOPMENT PROJECT
 County Road No. 30
 Corcoran, Minnesota 55340
GRADING & DRAINAGE PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 Date: 03/11/24 Reg. No. 24348
 PREPARED BY: CIVIL ENGINEERING SITE DESIGN
 118 East Broadway St.
 Monticello, Mn 55362
 Phone: 763-314-0929
 www.civileng.com

REVISIONS	CITY COMMENTS AND DESIGN UPDATES	VERTICAL SCALE	1" = 4" feet
DATE	11/15/22	HORIZONTAL SCALE	1" = 40' feet
DRAWN BY	SD	CHECKED BY	SD
DESIGNED BY	SD		

FILE NO. 00819

INDEX OF CIVIL SITE DRAWINGS:

- C0 PROJECT LOCATION PLAN
- C1 PRELIMINARY PLAT
- C2 GRADING AND DRAINAGE PLAN
- C3 STORM SEWER PLAN
- C4.1-C4.2 PROFILES
- C5.1-C5.2 SWPPP
- C6 EXISTING CONDITIONS & REMOVAL PLAN
- C7.1-7.2 DETAILS



GENERAL UTILITY NOTES

- Specifications applicable for this project: Current standard specifications for the City of Corcoran, MN and all Minnesota Department of Health and MPCA requirements except where modified by these contract documents.
- OSHA requirements shall be followed for all work on this project.
- The Contractor shall notify "Gopher State One Call" prior to any excavation (651-454-0002 or 1-800-252-1166 out state.)
- The Contractor shall verify all locations and elevations of underground utilities with utility companies prior to any construction (storm sewer, sanitary sewer, water, natural gas, telephone, electric, etc.), and immediately notify the Engineer of any conflicts.
- The Contractor shall protect all existing utilities and facilities to allow proper functioning during and after construction. Any required supporting structures shall be supplied by the Contractor as work incidental to the contract.
- The contractor shall immediately notify the Engineer of any conflicts between existing utilities, and the proposed construction. The Engineer will coordinate with the Utility Company in question to determine the need for relocation of the existing utility.
- Existing conditions such as sand in manholes or valve boxes shall be identified by the Contractor and these shall be reported to the Engineer prior to excavation by the Contractor. Once construction has begun, all damage to underground utilities will be assumed to have been caused by the Contractor, any repairs necessary shall be performed by the Contractor at the Contractor's expense.
- Final Plat shall govern for easements.
- The Contractor shall coordinate with the local jurisdiction to obtain permits and meter for water source. All associated costs shall be incidental to the Contract, including disposal of test water into City's sanitary sewer system. The Contractor shall not operate gate valves or hydrants on the City's water supply system.
- The Contractor shall notify the City Engineer and the Project Engineer 48 hours prior to starting work or as required by the local jurisdiction or be subject to being shut down.

- The Contractor shall keep access roads clear of soil or other debris, and perform daily street cleaning as required by the NPDES permit. Positive drainage, controlled with erosion control and erosion prevention measures as required by the NPDES permit shall be performed. Inlet protection shall be installed within 48 hours after inlet construction. Unless specified on the plans or as a bid item on the Bid Form, any temporary culverts, ditches, filter fabric, etc. necessary to accomplish this shall be performed as incidental to the Contract.
- The Contractor shall preserve and protect the markers and monuments set for the subdivision of the land.
- The Contractor shall schedule the soils engineer to facilitate certification of all controlled fills in a timely fashion. Density tests shall meet the following:
 - A. Density tests shall be taken on all trenches at locations as determined by the Engineer or his representative.
 - B. Within the upper 3' of streets, private drives and parking lots, Contractor shall utilize approved soils that are within 1% optimum moisture content as defined by the Standard Proctor Test-ASTM: D-698 with 100% Standard Proctor Density and not exceeding compaction by more than 1%. Below the upper 3', compaction shall meet 95%. Grading tolerances shall be 0.1'.
- The Owner shall pay for all testing of soils compaction. Any areas which fail to meet the above standards shall be corrected and re-tested by the Owner's testing agent at the Contractor's expense.
- Contractor shall provide temporary traffic control in compliance with MN/DOT "Temporary Traffic Control Zone Layouts Field Manual" most recent version for construction adjacent to travel ways.
- Contractor shall be responsible for verification of the depth of existing stubs listed on this plan prior to the ordering of any fittings, structures, castings, etc. Engineer, Owner or City shall not be responsible for any discrepancies found as depths are estimated.
- All manhole castings in pavement shall be sumped 0.05'. All catch basin castings in curb shall be sumped 0.10'. Rim elevations on plan reflect sumped elevations.

- Castings shall be Neenah or equivalent.
- The contractor shall be responsible for coordinating with utility companies for power pole and/or line relocation required.
- The contractor shall provide all necessary traffic control.
- The contractor shall be responsible for all grading and restoration required to restore surfaces to like kind existing condition.
- Existing curb and pavement damaged or impacted on adjacent property shall be restored with in-kind materials and section. All match lines are to be sawcut.
- Pipe lengths shown are measured center of structure to center of structure.
- The contractor shall obtain a Utility Excavation Permit from the City Public Works Department prior to commencement of utility connections.
- PVC pipe crossing over watermain pipe shall be ASTM D 1785, ASTM D 2241, or AWWA C900
- Perforated PVC Pipe Subdrains to be installed PER CITY DETAIL STR-4.
- Contractor or owner to provide an as-built utility plan once construction is complete.

SURVEY DATA

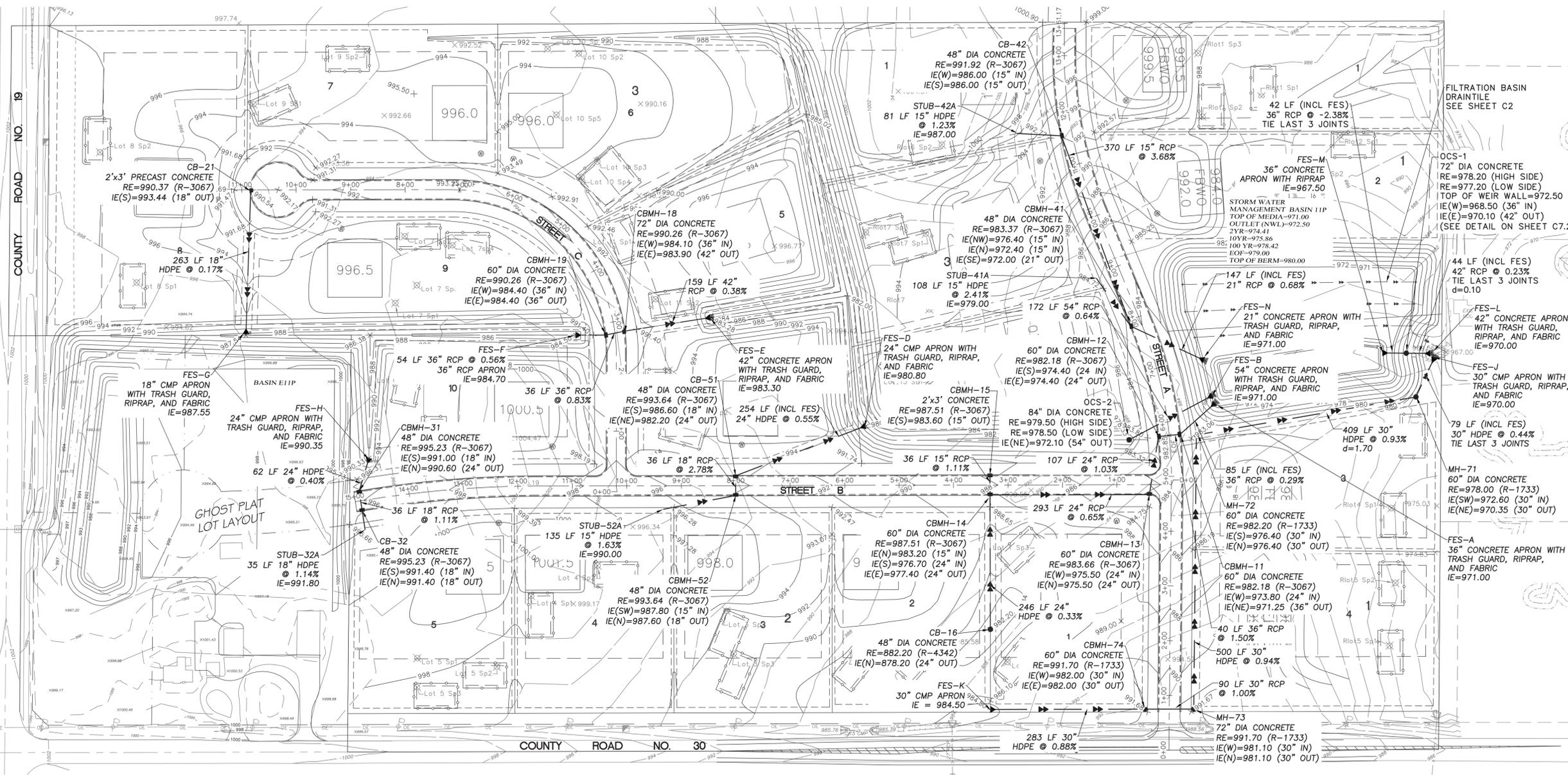
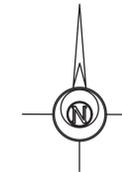
SURVEY INFORMATION PROVIDED BY:
NORTHWESTERN SURVEYING ENGINEERING, INC.
P.O. BOX 3067
BEMIDJI, MN 56601

DATED: MARCH 11TH, 2021

BENCHMARK:
ELEVATIONS ARE ON THE NAVD83 VERTICAL DATUM
ELEVATIONS ARE BASE ON MNDOT GEODETIC CONTROL STATION "WOLD MN053"
ELEV=1016.62

LEGEND:

- Existing Contours
- Existing Storm Sewer
- Existing Water Main
- Existing Sanitary Sewer
- Existing Trees
- Existing Body Line
- Proposed Sanitary Sewer
- Proposed Water Main
- Proposed Gate Valve
- Proposed Storm Sewer
- Proposed Fire Hydrant



CLIENT:
SCHERBER ASSOCIATES
305 Lakeview Ave.
Tonka Bay, MN 55331
Craig Scherber
612-810-8400

3019 ADDITION RESIDENTIAL & COMMERCIAL DEVELOPMENT PROJECT
County Road No. 30
Corcoran, Minnesota 55340
STORM SEWER PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Scherber
Date: 03/11/24 Reg. No. 241348
PREPARED BY: CIVIL ENGINEERING SITE DESIGN
1118 East Broadway St.
Monticello, Mn 55362
Phone: 763-314-0929
www.civiland.com

REVISIONS	DATE	BY	DESCRIPTION
	03/11/24		CITY COMMENTS AND DESIGN UPDATES

HORIZONTAL SCALE: 1" = 40' (FULL SIZE SHEET 24" x 36")
VERTICAL SCALE: 1" = 10' FEET

DATE	11/15/22	DRAWN BY	SD	DESIGNED BY	SD	CHECKED BY	SD
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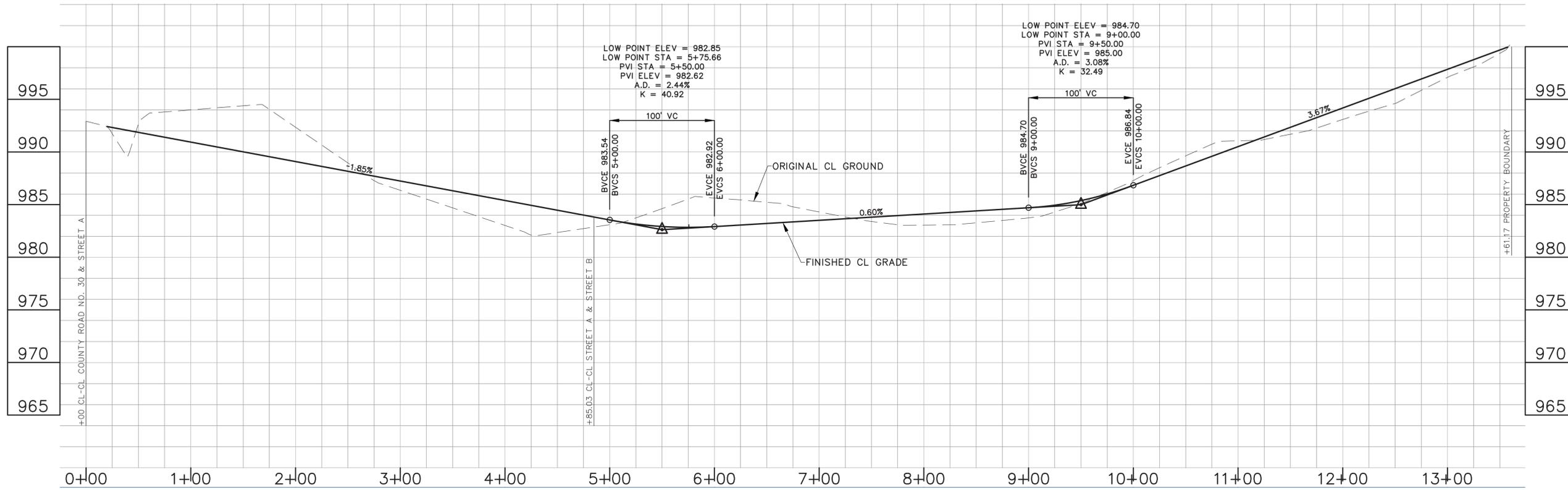
FILE NO. 00819
C3
Storm Sewer Plan

INDEX OF CIVIL SITE DRAWINGS:

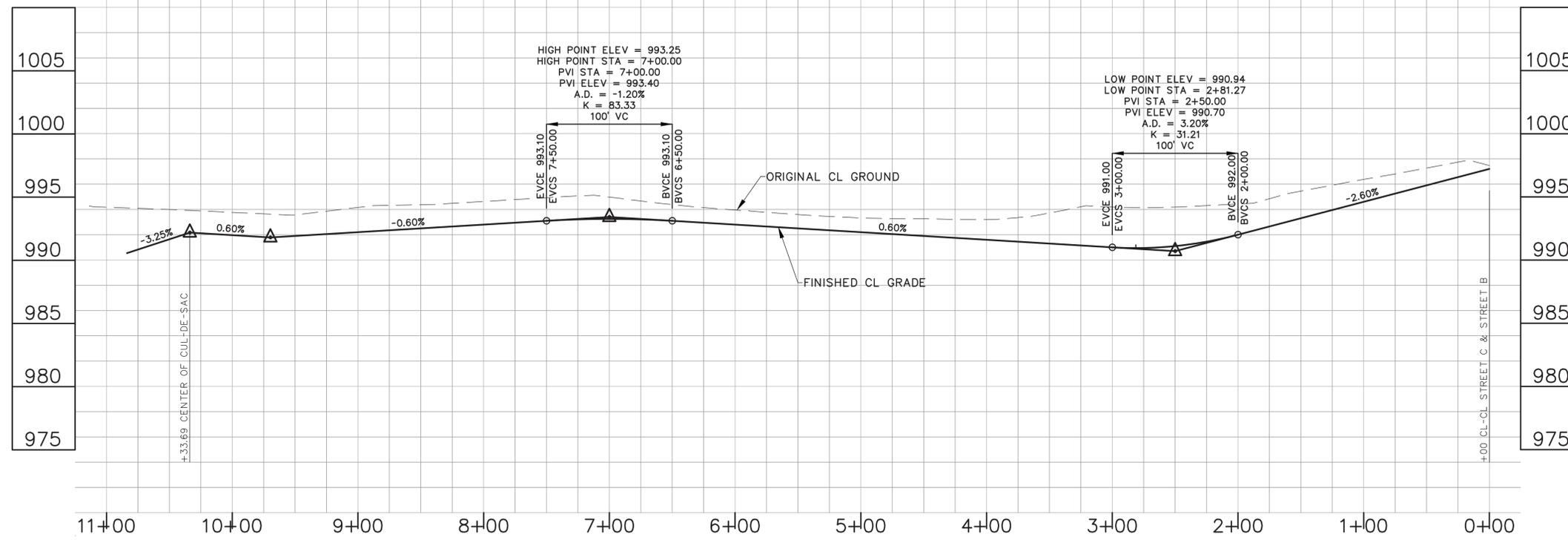
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- C2 GRADING AND DRAINAGE PLAN
- C3 STORM SEWER PLAN
- C4.1-C4.2 PROFILES
- C5.1-C5.2 SWPPP
- C6 EXISTING CONDITIONS & REMOVAL PLAN
- C7.1-7.2 DETAILS

STREET A

HORIZ: 1"=50'
VERT: 1"=5'



STREET C



INDEX OF CIVIL SITE DRAWINGS:

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CLIENT:

SCHERBER ASSOCIATES

305 Lakeview Ave.
Tonka Bay, MN 55331

Craig Scherber
612-810-8400

**3019 ADDITION
RESIDENTIAL & COMMERCIAL
DEVELOPMENT PROJECT**

County Road No. 30
Corcoran, Minnesota 55340

PROFILES

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Date: 03/11/24
Reg. No. 24348
PREPARED BY: CIVIL ENGINEERING
SITE DESIGN

118 East Broadway St.
Monticello, Mn 56362
Phone: 763-314-0929
www.civildesign.com

REVISIONS
03/11/24 CITY COMMENTS AND DESIGN UPDATES

DATE 11/15/22
DRAWN BY SD
DESIGNED BY SD
CHECKED BY SD

HORIZONTAL SCALE
1" = 100'
VERTICAL SCALE
1" = 5'

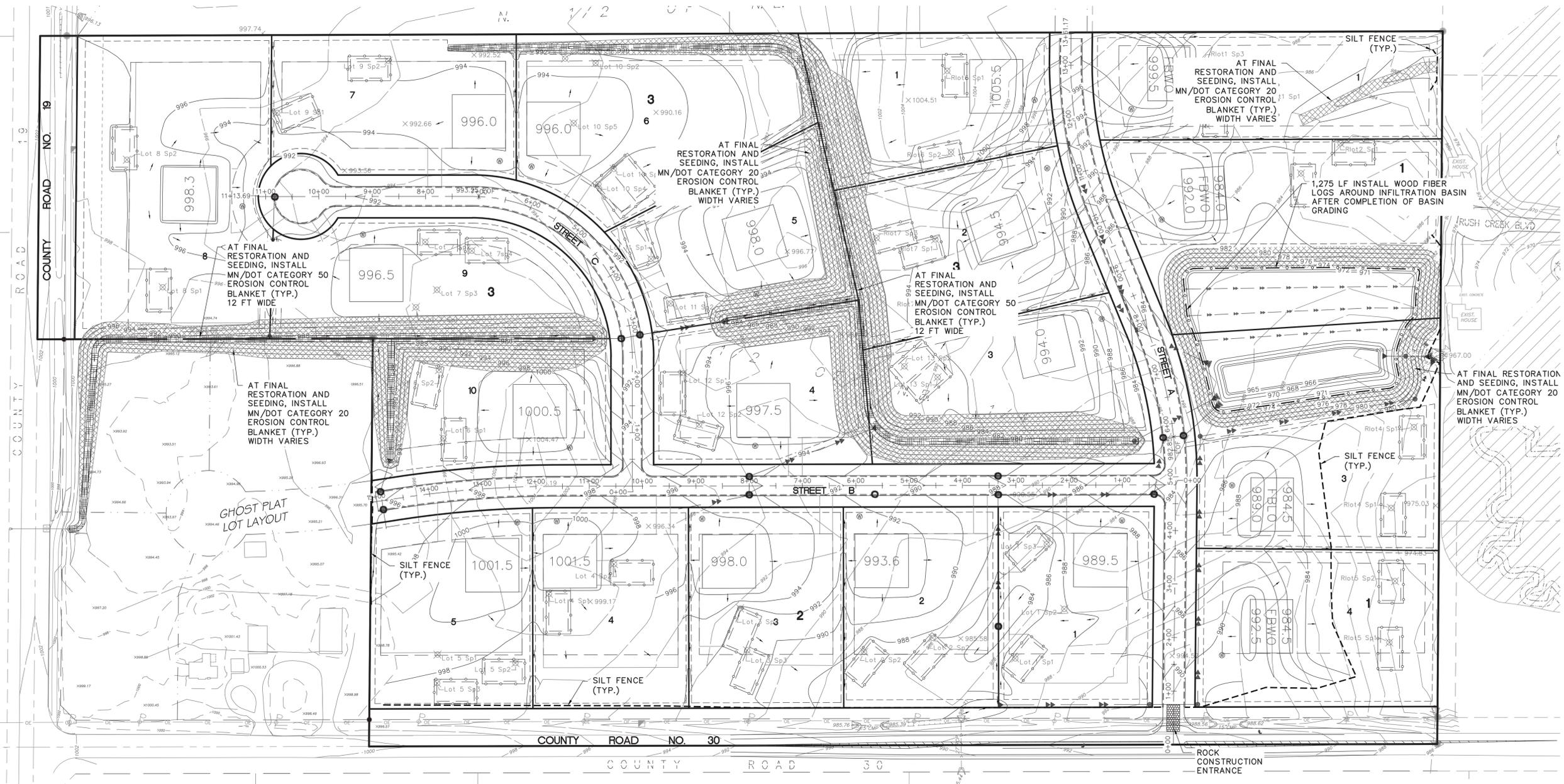
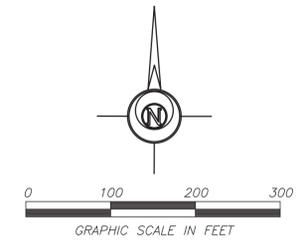
FILE NO. 00819

C4.1

Profiles

LEGEND:

- 908 — Existing Contours
- >> — Existing Storm Sewer
- 908 — Proposed Contours
- >> — Proposed Storm Sewer
- ■ — Proposed Silt Fence
- 0 — Proposed Fiber Logs
- ⊙ Proposed Storm Sewer Inlet Protection
- 1.9% Flow Direction
- ▨ Proposed Erosion Blanket MN/DOT CAT. 20
- ▩ Proposed Erosion Blanket MN/DOT CAT. 50



CLIENT:
SCHERBER ASSOCIATES
305 Lakeview Ave.
Tonka Bay, MN 55331
Craig Scherber
612-810-8400

**3019 ADDITION
RESIDENTIAL & COMMERCIAL
DEVELOPMENT PROJECT**

County Road No. 30
Corcoran, Minnesota 55340

SWPPP

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Date: 03/11/24 Reg. No. 24348
PREPARED BY: **CIVIL ENGINEERING SITE DESIGN**
1118 East Broadway St.
Monticello, Mn 55362
Phone: 763-314-0929
www.civildesign.com

REVISIONS
03/11/24 CITY COMMENTS AND DESIGN UPDATES

DATE	SD	DESIGNED BY	CHECKED BY
11/15/22	SD	SD	SD

DATE 11/15/22

DRAWN BY SD
DESIGNED BY SD
CHECKED BY SD

FILE NO. 00819

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- C4.1-C4.2 PROFILES
- C5.1-C5.2 SWPPP
- C6 EXISTING CONDITIONS & REMOVAL PLAN
- C7.1-7.2 DETAILS

C5.2

SWPPP

HORIZONTAL SCALE
1" = 100' (FULL SIZE SHEET 24" x 36")

VERTICAL SCALE
1" = 10' feet

DEMOLITION NOTES

1. Install perimeter sediment controls as soon as possible during clear and grub operations. See Erosion Control Plan.
2. Provide air quality control measures at the request of the Engineer or City Representatives. Take necessary measures to keep dust levels to a minimum. Provide sweeping of adjacent paving as needed, or as required by the City Engineer.
3. Locate and protect all utility lines prior to and during demolition. Utility locations shown are based on best available information and are not guaranteed. Contact private utility service for disconnection and removal.
4. Remove or relocate all existing site features that interfere with the proposed construction.
5. Protect existing site features that are to remain during construction. Replace anything damaged with new construction.
6. Pavement shall be saw cut at limits of removal unless noted otherwise. Do not impede existing traffic circulation to adjacent businesses or streets.
7. Sufficient topsoil shall be stockpiled to allow for the replacement of 6" of topsoil in disturbed areas to be re-vegetated.
8. All construction and post-construction parking shall be on-site. At no time shall parking, loading, or unloading be allowed on public streets.
9. Storage of materials or equipment shall not be allowed within public Right-of-Way and shall be maintained on site within project boundaries.

SURVEY DATA

SURVEY INFORMATION PROVIDED BY:
NORTHWESTERN SURVEYING ENGINEERING, INC.
P.O. BOX 3067
BEMIDJI, MN 56601

DATED: MARCH 11TH, 2021

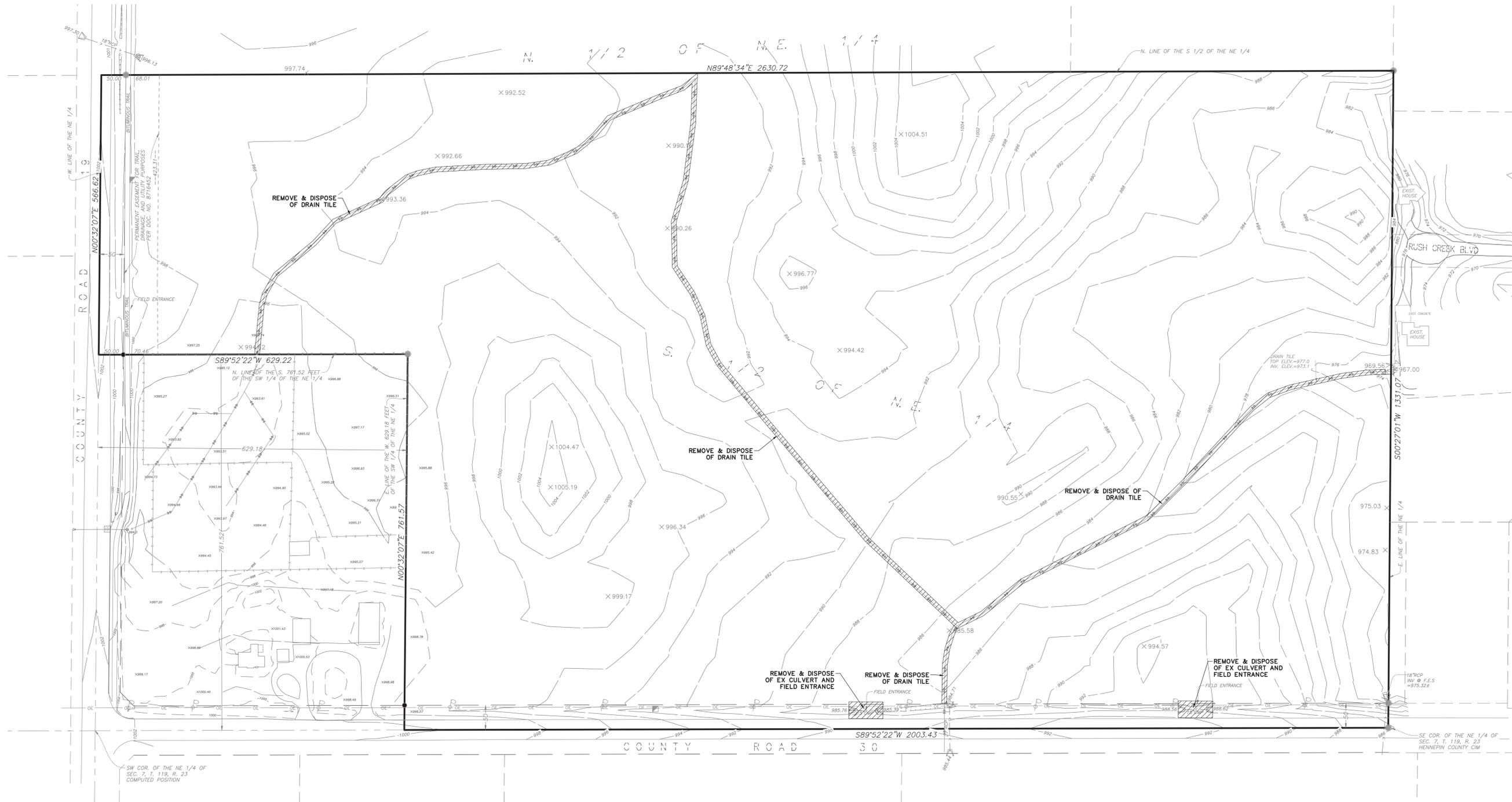
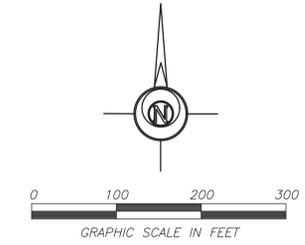
BENCHMARK:
ELEVATIONS ARE ON THE NAVD88 VERTICAL DATUM
ELEVATIONS ARE BASE ON MNDOT GEODETIC CONTROL STATION "WLD MN053" ELEV.=1016.62

LEGEND:

- 908 - Existing Contours
- - - Existing Sanitary Sewer
- - - Existing Water Main
- - - Existing Storm Sewer
- - - Existing Trees
- - - Existing Body Line
- [Hatched Box] PROPOSED DEMOLITION & REMOVAL AREA
- [Dotted Box] PROPOSED TREE REMOVAL AREA

EXISTING PROPERTY DESCRIPTION

SEE SURVEY



CLIENT:

SCHERBER ASSOCIATES

305 Lakeview Ave.
Tonka Bay, MN 55331

Craig Scherber
612-810-8400

3019 ADDITION RESIDENTIAL & COMMERCIAL DEVELOPMENT PROJECT

County Road No. 30
Corcoran, Minnesota 55340

EXISTING CONDITION & REMOVAL PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Date: 03/11/24 Reg. No. 24348
PREPARED BY: CIVIL ENGINEERING SITE DESIGN
118 East Broadway St.
Monticello, Mn 55362
Phone: 763-314-0929
www.civildesign.com

REVISIONS
03/11/24 CITY COMMENTS AND DESIGN UPDATES

VERTICAL SCALE
1" = 10 feet

HORIZONTAL SCALE
1" = 40 feet
(FULL SIZE SHEET 24" x 36")

DATE 11/15/22

DRAWN BY SD

DESIGNED BY SD

CHECKED BY SD

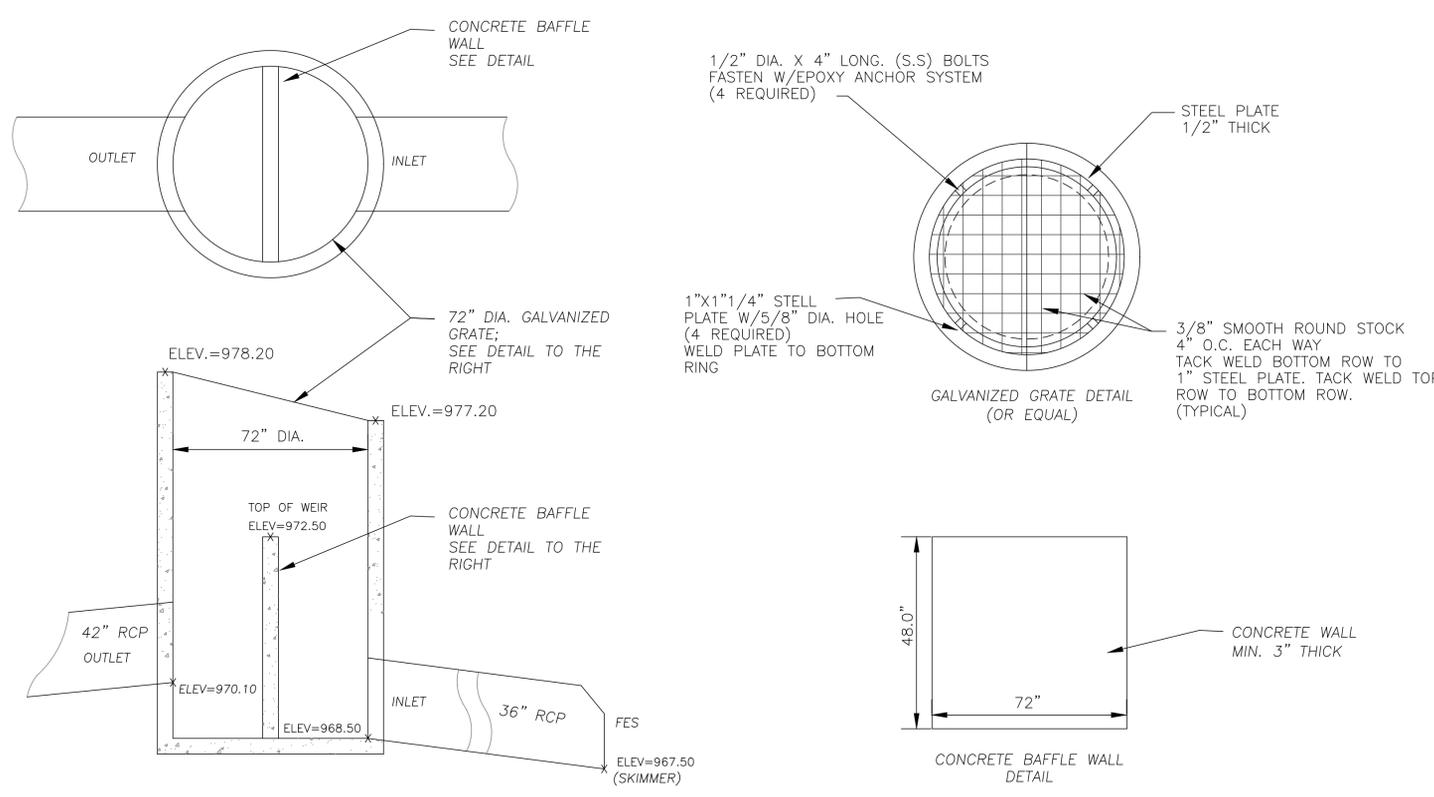
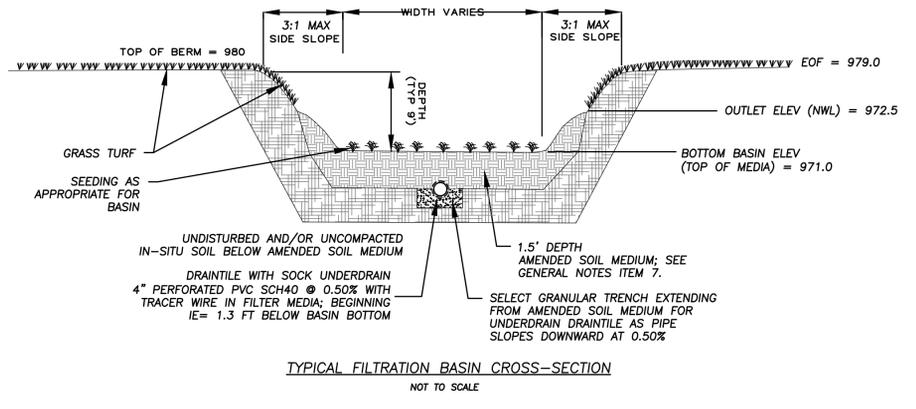
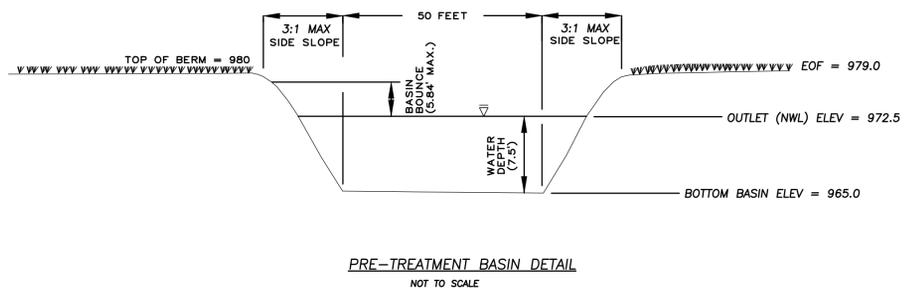
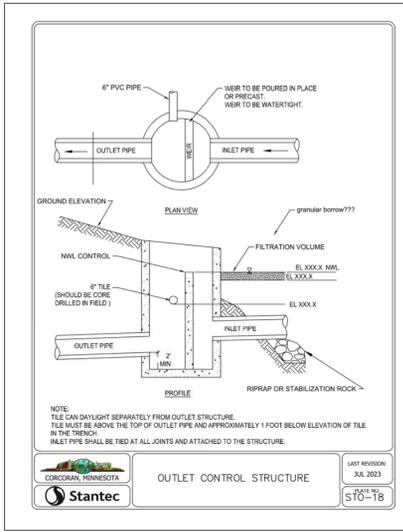
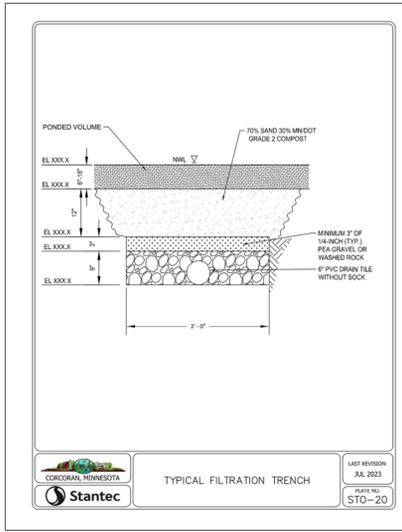
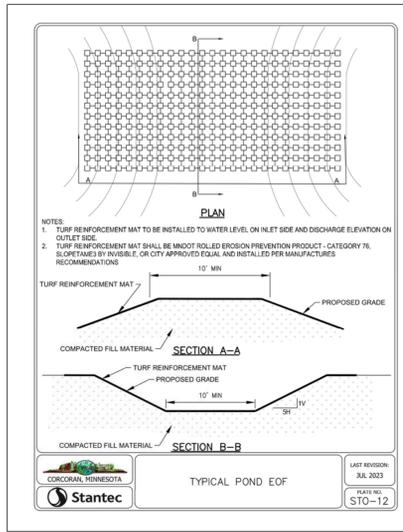
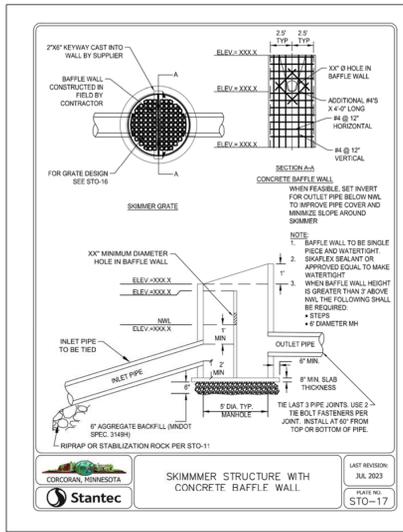
FILE NO. 00819

INDEX OF CIVIL SITE DRAWINGS:

- C0 PROJECT LOCATION PLAN
- C1 PRELIMINARY PLAT
- C2 GRADING AND DRAINAGE PLAN
- C3 STORM SEWER PLAN
- C4.1-C4.2 PROFILES
- C5.1-C5.2 SWPPP
- C6 EXISTING CONDITIONS & REMOVAL PLAN
- C7.1-7.2 DETAILS

C6

Existing Conditions & Removal Plan



POND OUTLET CONTROL STRUCTURE OCS-1

FILTRATION BASIN GENERAL NOTES:

- 1) INSTALL ALL TEMPORARY EROSION CONTROL MEASURES (IN ACCORDANCE WITH MNDOT GENERAL CONDITIONS 2573) PRIOR TO THE START OF ANY CONSTRUCTION OPERATION THAT MAY CAUSE ANY SEDIMENTATION OR SILTATION AT THE SITE.
- 2) INSTALL STORM DRAIN INLET PROTECTION TO PREVENT CLOGGING OF THE STORM SEWER AND SEDIMENT LOADS TO DOWNSTREAM STORM WATER FACILITIES OR WATERBODIES.
- 3) IF THE STORM WATER BMP IS BEING DESIGNED TO SERVE AS A TEMPORARY SEDIMENT BASIN, GRADE THE BMP TO WITHIN 12" ABOVE THE FINAL GRADE TO PROTECT THE UNDERLYING MATERIAL FROM CLOGGING. ONCE CONSTRUCTION IN THE CONTRIBUTING DRAINAGE AREA HAS BEEN COMPLETED AND THE SITE IS STABILIZED, EXCAVATE THE INFILTRATION BASIN TO FINAL GRADE AND COMPLETE CONSTRUCTION OF THE FILTRATION BASIN.
- 4) GRADING OF THE FILTRATION BASIN SHALL BE ACCOMPLISHED USING LOW-IMPACT EARTH MOVING EQUIPMENT TO PREVENT COMPACTION OF THE UNDERLYING SOILS. SMALL TRACKED DOZERS AND BOBCATS WITH RUNNER TRACKS ARE RECOMMENDED.
- 5) EXCAVATE THE FILTRATION BASIN TO THE SPECIFIED DEPTH (ELEVATION). ALL SUB MATERIAL BELOW THE SPECIFIED ELEVATION SHALL BE LEFT UNDISTURBED, UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
- 6) IN THE EVENT THAT SEDIMENT IS INTRODUCED INTO THE BMP DURING OR IMMEDIATELY FOLLOWING EXCAVATION, THIS MATERIAL WILL NEED TO BE REMOVED FROM THE FILTRATION BASIN PRIOR TO INITIATING THE NEXT STEP IN THE FILTRATION BASIN CONSTRUCTION PROCESS. THIS IS ESPECIALLY IMPORTANT IF THE FILTRATION BASIN HAS BEEN DESIGNED TO INFILTRATE STORM WATER. SEDIMENT THAT HAS BEEN WASHED INTO THE FILTRATION BASIN DURING THE EXCAVATION PROCESS CAN SEAL THE PERMEABLE MATERIAL, SIGNIFICANTLY REDUCING THE INFILTRATION CAPACITY OF THE SOILS.
- 7) FILTRATION BASIN SHALL BE OVER-EXCAVATED TO SPECIFIED DEPTH AND FILLED WITH A WELL BLENDED MPCA STORMWATER MIXTURE "D" BY VOLUME OF 50%-65% SAND; 25%-35% TOPSOIL; 10%-15% ORGANIC MATTER (MNDOT GRADE 2 COMPOST)
- 8) FILTRATION BASIN TO BE SEEDDED WITH MNDOT SEED MIX 33-261 OR APPROVED EQUAL. SEEDING SHALL CONFORM TO MNDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION.
- 9) BOTTOM OF FILTRATION BASIN TO BE SEEDDED AND SHALL BE MULCHED WITH CLEAN GRAIN STRAW (MNDOT TYPE 3) AT A RATE OF 2 TONS PER ACRE.
- 10) SEEDING AND INSTALLATION OF ANY EROSION CONTROL BLANKET NECESSARY SHALL BE COMPLETED WITHIN SEVEN (7) DAYS OF FINAL GRADING.

INDEX OF CIVIL SITE DRAWINGS:

C0	PROJECT LOCATION PLAN
C1	PRELIMINARY PLAN
C2	GRADING AND DRAINAGE PLAN
C3	STORM SEWER PLAN
C4.1-C4.2	PROFILES
C5.1-C5.2	SWPPP
C6	EXISTING CONDITIONS & REMOVAL PLAN
C7.1-7.2	DETAILS

CLIENT:
SCHERBER ASSOCIATES
 305 Lakeview Ave.
 Tonka Bay, MN 55331
 Craig Scherber
 612-810-8400

3019 ADDITION RESIDENTIAL & COMMERCIAL DEVELOPMENT PROJECT

County Road No. 30
 Corcoran, Minnesota 55340

DETAILS

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 Date: 03/11/24 Reg. No. 24348
 PREPARED BY: CIVIL ENGINEERING SITE DESIGN
 118 East Broadway St.
 Monticello, Mn 55362
 Phone: 763-314-0929
 www.civlead.com

REVISIONS	03/11/24 CITY COMMENTS AND DESIGN UPDATES
DATE	11/15/22
DRAWN BY	SD
DESIGNED BY	SD
CHECKED BY	SD
HORIZONTAL SCALE	1" = 10' (FULL SIZE SHEET 24" x 36")
VERTICAL SCALE	1" = 1' feet

DATE	11/15/22
DRAWN BY	SD
DESIGNED BY	SD
CHECKED BY	SD

FILE NO. 00819

C7.2

Details

CONCEPTUAL CR ZONE BUILDING USES AND PARKING REQUIREMENTS

ALL CONCEPTUAL CR ZONE BUILDINGS ON THIS PLAN ASSUMED THE FOLLOWING:
 OFFICE = 2,000 SF (20%)
 WAREHOUSE = 8,000 SF (80%)
 TOTAL = 10,000 SF

PARKING STANDARDS PER SECTION 1060.060:
 SETBACK FRONT: SAME AS STRUCTURE SETBACK IN CR ZONE
 SETBACK SIDE AND REAR: 10 FT
 FLOOR AREA: EXTERIOR DIMENSIONS MINUS 10%
 OFFICE: ONE SPACE PER 200 SF, MINIMUM 8 SPACES
 WAREHOUSING: ONE SPACE PER 1,500 SF

CONCEPTUAL BUILDING USES AND REQUIRED PARKING:
 OFFICE: 2,000 SF x 1/200 x 0.9 = 9 STALLS
 WAREHOUSING: 8,000 SF x 1/1,500 x 0.9 = 5 STALLS
 TOTAL REQUIRED = 14 STALLS

CONCEPTUAL CR ZONE IMPERVIOUS AREA

CR ZONE IMPERVIOUS AREA IS MAX. 50% OF LOT AREA
 CONCEPTUAL IMPERVIOUS AREA IS NOTED ON EACH LOT

LEGEND:

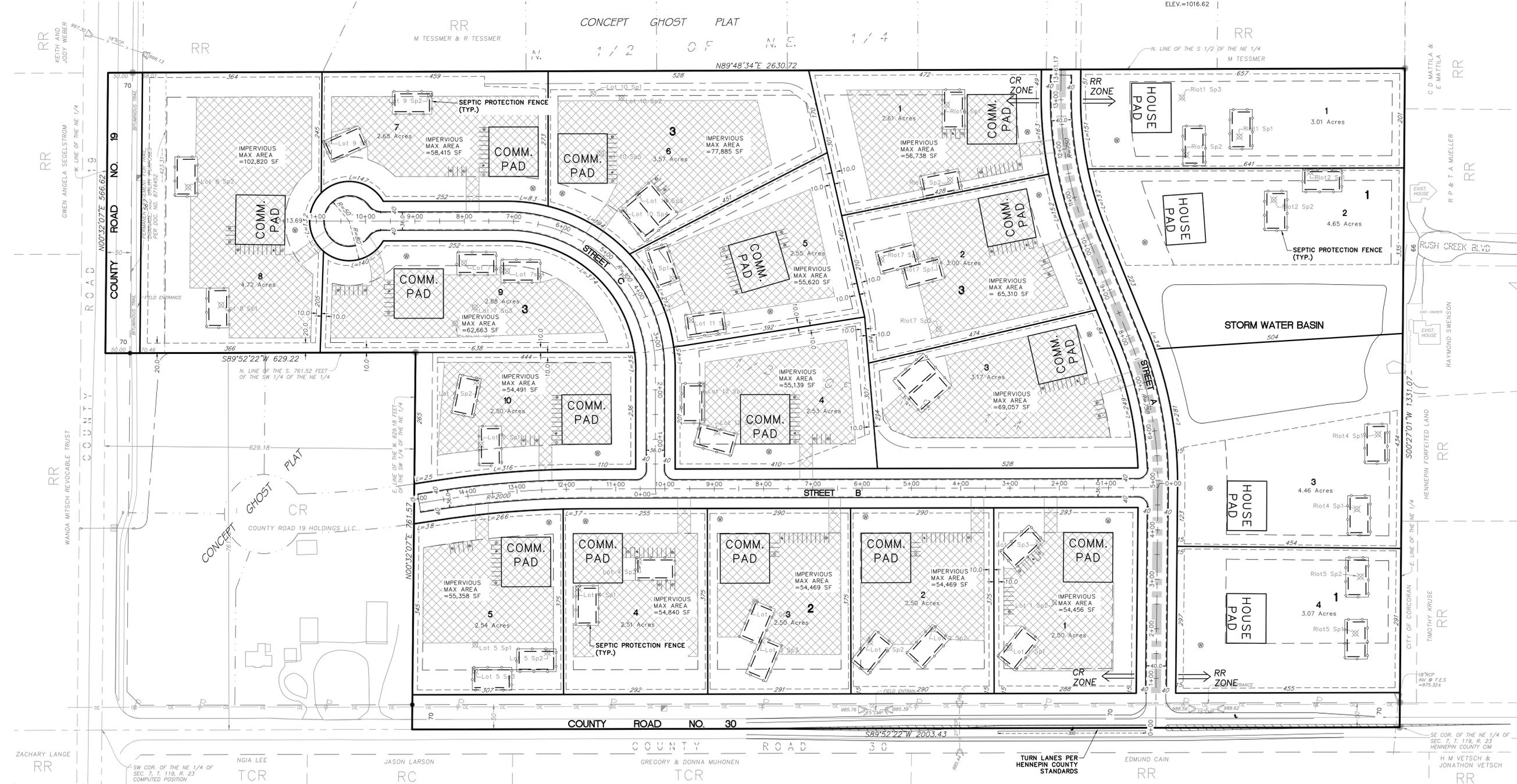
- 908 Existing Contours
- >> Existing Storm Sewer
- x 908.2 Existing Spot Elevation
- << Existing Storm Sewer
- < Existing Sanitary Sewer
- | Existing Watermain Sewer
- T T Existing Telephone
- E Existing Underground Electric
- Existing Tree Line
- Existing R/W Line
- Existing Boundary Line
- Existing Catch Basin
- Existing Manhole
- Existing Hydrant
- Existing Flared end Section
- Existing Overhead Electric
- Existing Easement
- Existing Drainage Ditch
- Proposed Lot Line
- Proposed Setback
- Proposed D&U Easement
- Possible Primary And Secondary Septic System Location (36x70=2,520 SF Each Site)
- Possible Well Location
- Zone Boundary
- Septic Protection Fence
- Conceptual Impervious Area

SURVEY DATA

SURVEY INFORMATION PROVIDED BY:
 NORTHWESTERN SURVEYING ENGINEERING, INC.
 P.O. BOX 3067
 BEMIDJ, MN 56601
 DATED: MARCH 11TH, 2021
 BENCHMARK:
 ELEVATIONS ARE ON THE NAVD88 VERTICAL DATUM
 ELEVATIONS ARE BASE ON MNDOT GEODETIC CONTROL STATION "WOLD MN053"
 ELEV=1016.62

PROJECT LOCATION

SOUTH 1/4 OF THE NE 1/4 OF THE SE 1/4 SECTION 7 TOWNSHIP 119, RANGE 23, HENNEPIN COUNTY, MINNESOTA.



CLIENT:
SCHERBER ASSOCIATES
 305 Lakeview Ave.
 Tonka Bay, MN 55331
 Craig Scherber
 612-810-8400

3019 ADDITION RESIDENTIAL & COMMERCIAL DEVELOPMENT PROJECT
 County Road No. 30
 Corcoran, Minnesota 55340
CONCEPTUAL CR ZONE PARKING & IMPERVIOUS AREAS PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 Date: _____ Reg. No. _____
 PREPARED BY: **CIVIL ENGINEERING SITE DESIGN**
 1118 East Broadway St.
 Monticello, Mn 55362
 Phone: 763-314-0929
 www.civiled.com

REVISIONS	HORIZONTAL SCALE	VERTICAL SCALE
	1" = _____ feet	1" = _____ feet

DATE	01/24/24	DRAWN BY	SD	DESIGNED BY	SD	CHECKED BY	SD
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FILE NO. 00819

BASE LANDSCAPE REQUIREMENTS:

PER THE CITY OF CORCORAN LANDSCAPE ORDINANCE, REQUIRED BASE LANDSCAPE QUANTITIES ARE DETERMINED USING CALCULATIONS OF THE GROSS BUILDING FLOOR AREA OR SITE PERIMETER AT THE FOLLOWING RATIOS:
 OVERSTORY TREES:
 GROSS BUILDING AREAS DIVIDED BY 1,000 OR SITE PERIMETER DIVIDED BY 50 (WHICHEVER IS GREATER).
 SHRUB PLANTINGS:
 GROSS BUILDING AREAS DIVIDED BY 300 OR SITE PERIMETER DIVIDED BY 30 (WHICHEVER IS GREATER).

SETBACK FLEXIBILITY LANDSCAPE REQUIREMENTS:

SETBACK FLEXIBILITY ON THE SOUTHERN BOUNDARY REQUIRES ADDITIONAL LANDSCAPING BASED ON THE FRONTAGE AND IS CALCULATED AS FOLLOWS:
 DECIDUOUS OVERSTORY TREES (1 PER 100 LF)
 OVERSTORY CONIFEROUS TREES (1 PER 100 LF)
 DECIDUOUS ORNAMENTAL TREES (2 PER 100 LF)
 SHRUBS (10 PER 100 LF)

BUFFER YARD LANDSCAPE REQUIREMENTS:

BUFFER YARD LANDSCAPE REQUIREMENTS AFFECT THE WEST, NORTH, AND EAST SIDES OF THIS PROJECT. ADDITIONAL LANDSCAPING BASED ON THE FRONTAGE AND IS CALCULATED AS FOLLOWS:
 OVERSTORY TREES (6 PER 100 LF)
 DECIDUOUS ORNAMENTAL TREES (9 PER 100 LF)
 SHRUBS (18 PER 100 LF)

LOT NUMBERS, ZONING, AREAS, AND PERIMETER	BASE LANDSCAPE REQUIREMENTS				BUFFERING LANDSCAPE REQUIREMENTS				SETBACK FLEXIBILITY LANDSCAPE REQUIREMENTS											
	Bldg Area	Perimeter	Trees by Bldg Area	Trees by Perimeter	Overstory Trees	Dec. Trees	Con. Trees	Orn. Trees	Shrubs	Overstory Trees	Dec. Trees	Con. Trees	Orn. Trees	Shrubs	Overstory Trees	Dec. Trees	Con. Trees	Orn. Trees	Shrubs	
Block One																				
Lot 1 Rural Residential	3.01	1,497	1	1	0	0	0	0	0	288	29	3	29	3	58	6	28.8	29		
Lot 2 Rural Residential	4.65	1,797	1	1	0	0	0	0	196	10.0	10	14.9	15	29.9	30					
Lot 3 Rural Residential	4.46	1,869	1	1	0	0	0	0												
Lot 4 Rural Residential	3.07	1,701	1	1	0	0	0	0												
Block Two																				
Lot 1 Rural Commercial	2.5	10,000	10	26.6	27	27	33.3	44.4	45	288	29	3	29	3	58	6	28.8	29		
Lot 2 Rural Commercial	2.5	10,000	10	26.6	27	27	33.3	44.4	45	196	10.0	10	14.9	15	29.9	30				
Lot 3 Rural Commercial	2.5	10,000	10	26.6	27	27	33.3	44.4	45											
Lot 4 Rural Commercial	2.51	10,000	10	26.7	27	27	33.3	44.5	45											
Lot 5 Rural Commercial	2.54	10,000	10	26.6	27	27	33.3	44.4	45											
Block Three																				
Lot 1 Rural Commercial	2.61	10,000	10	28.3	29	29	33.3	47.1	48	472	28.3	29	42.5	43	85.0	85				
Lot 2 Rural Commercial	3	10,000	10	28.9	30	30	33.3	49.9	50											
Lot 3 Rural Commercial	3.17	10,000	10	31.0	31	31	33.3	51.6	52											
Lot 4 Rural Commercial	2.53	10,000	10	27.1	28	28	33.3	45.2	46											
Lot 5 Rural Commercial	2.55	10,000	10	27.9	28	28	33.3	45.5	47											
Lot 6 Rural Commercial	3.57	10,000	10	32.3	33	33	33.3	53.9	54	528	31.7	32	47.5	48	95.0	95				
Lot 7 Rural Commercial	2.68	10,000	10	29.2	30	30	33.3	48.6	49	458	27.5	28	41.2	42	82.4	83				
Lot 8 Rural Commercial	4.72	10,000	10	37.6	38	38	33.3	62.6	63	931	55.9	56	83.8	84	167.6	168				
Lot 9 Rural Commercial	2.86	10,000	10	32.2	33	33	33.3	53.6	54											
Lot 10 Rural Commercial	2.5	10,000	10	27.9	28	28	33.3	45.5	47											

LANDSCAPE CALCULATIONS:

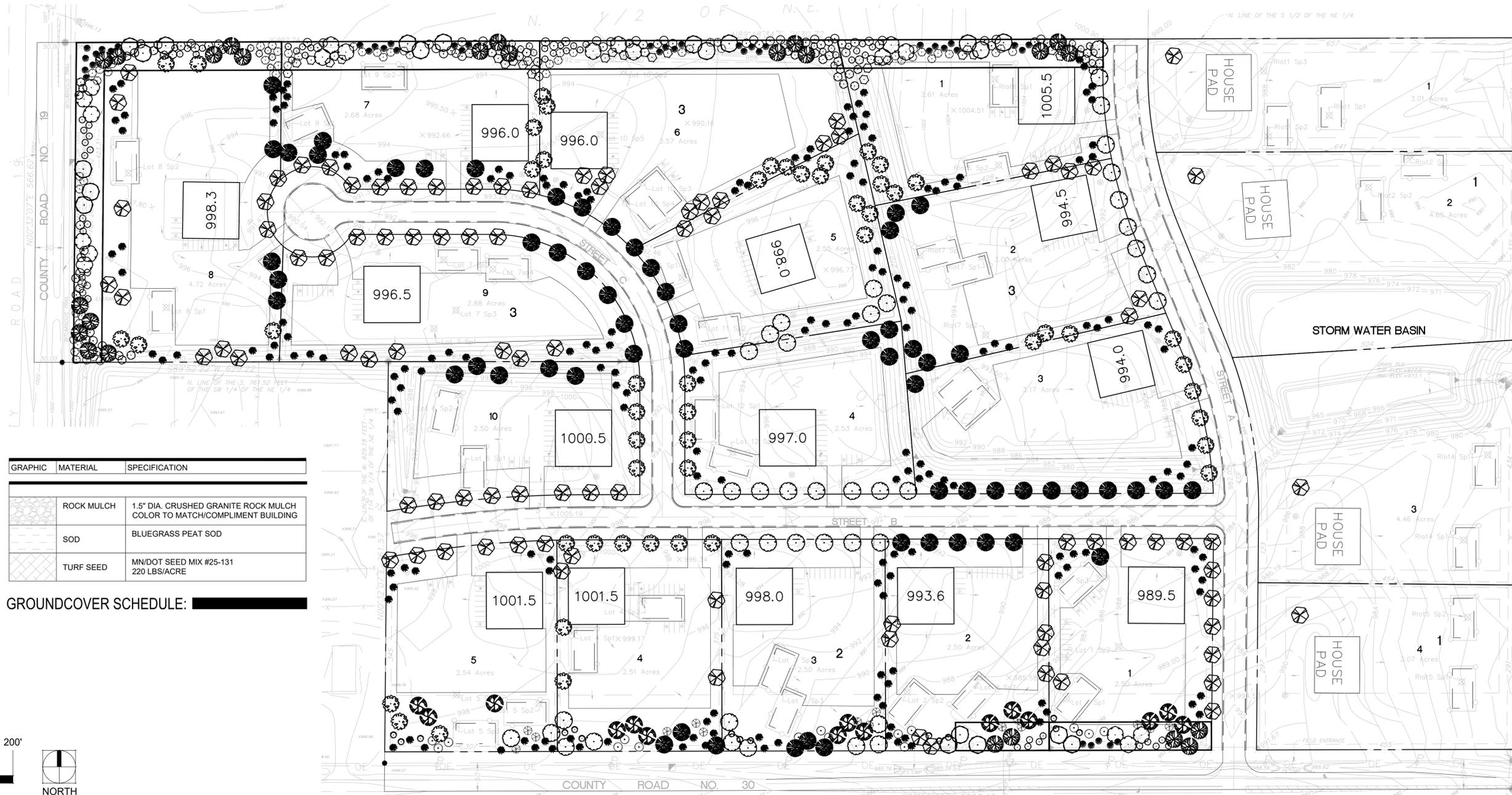
TREE PLANTING KEY:

QTY	SYMBOL	SPECIES
95		NORTHWOOD RED MAPLE Acer rubrum 'Northwood'
42		BOULEVARD LINDEN Tilia americana 'Boulevard'
52		PRINCETON ELM Ulmus americana 'Princeton'
63		SWAMP WHITE OAK Quercus bicolor
0		SPRING SNOW CRABAPPLE Malus x 'Spring Snow'
196		PONDEROSA PINE Pinus ponderosa

QTY	SYMBOL	SPECIES
20		HACKBERRY Celtis occidentalis
24		BURR OAK Quercus macrocarpa
18		NORTHWOOD MAPLE Acer rubrum 'Northwood'
73		QUAKING ASPEN Populus tremuloides
55		PINK SPIRE CRABAPPLE Malus x 'Pink Spire'
31		THORNLESS HAWTHORN Crataegus crus-galli var. inermis
30		JAPANESE TREE-LILAC Syringa reticulata 'Ivory Silk'
27		SCOTCH PINE Pinus sylvestris
42		AUSTRIAN PINE Pinus nigra
42		COLORADO SPRUCE Picea pungens

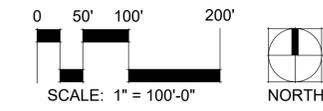
QTY	SYMBOL	SPECIES
15		RIVER BIRCH Betula nigra
15		SHOWY MOUNTAIN ASH Sorbus decora
15		CLUMP SERVICEBERRY Amelanchier x grandiflora 'Aut. Brilliance'
15		BLACK HILLS SPRUCE Picea glauca densata

MINIMUM PLANTING SIZES	
OVERSTORY TREES Size = 2.5" caliper minimum Cont = Balled & Burlapped	DECIDUOUS SHRUBS Size = 24" Height Cont = 2 Gallon Pot
ORNAMENTAL TREES Size = 1.5" caliper minimum Cont = 15 Gallon Pot or B&B	CONIFEROUS SHRUBS Size = 24" Spread Cont = 5 Gallon Pot
CONIFEROUS TREES Size = 4-6' height minimum Cont = Balled & Burlapped	



GRAPHIC	MATERIAL	SPECIFICATION
	ROCK MULCH	1.5" DIA. CRUSHED GRANITE ROCK MULCH COLOR TO MATCH/COMPLIMENT BUILDING
	SOD	BLUEGRASS PEAT SOD
	TURF SEED	MN/DOT SEED MIX #25-131 220 LBS/ACRE

GROUND COVER SCHEDULE:



TREE PLANTING PLAN:



14165 James Road - Suite 200A
 Rogers, MN 55374
 Phone: 612-237-8355
 www.insideoutsidearchitecture.com

Project Name:
**CORCORAN
 3019 ADDITION**

Corcoran, Minnesota
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I hereby certify that this plan was prepared by me or under my direct supervision and that I am a Registered Landscape Architect under the laws of the State of Minnesota.

Name: Paul Kangas
 Registration #: 26017

Signature:

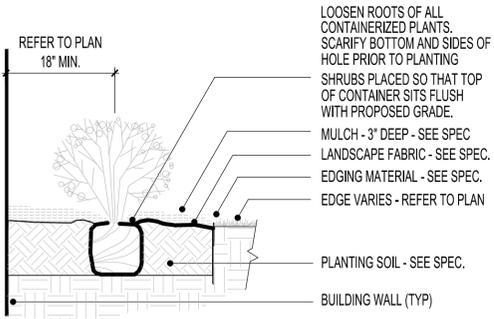
Project #: 23-015
 Date: CITY SUBMITTAL | 03-08-2024
 Revision:

Drawn By: PK
 Checked By: PK

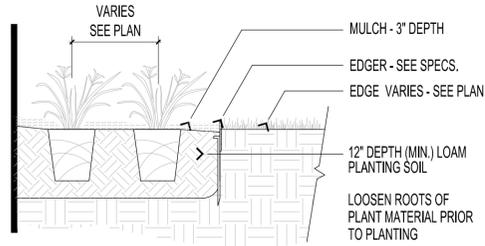
Sheet Title:
**TREE PLANTING
 PLAN**

Sheet Number:

L1-1



LOOSEN ROOTS OF ALL CONTAINERIZED PLANTS. SCARIFY BOTTOM AND SIDES OF HOLE PRIOR TO PLANTING. SHRUBS PLACED SO THAT TOP OF CONTAINER SITS FLUSH WITH PROPOSED GRADE. MULCH - 3\"/>



2 PERENNIAL PLANTING
SCALE: 3/4" = 1'-0"

BASE LANDSCAPE PLANTINGS		
QTY	SYMBOL	SPECIES
245	○	DWARF BUSH-HONEYSUCKLE <i>Diervilla lonicera</i>
245	○	ANTHONY WATERER SPIREA <i>Spirea x bumalda 'Anthony Waterer'</i>
245	○	DAUB'S FROSTED JUNIPER <i>Juniperus chinensis 'Daub's Frosted'</i>

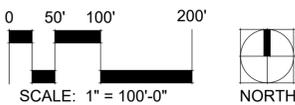
BUFFER YARD PLANTINGS		
QTY	SYMBOL	SPECIES
233	⊙	ARCTIC FIRE RED TWIG DOGWOOD <i>Cornus stolonifera 'Farrow'</i>
196	○	REGENT SERVICEBERRY <i>Amelanchier alnifolia 'Regent'</i>

SETBACK FLEXIBILITY PLANTINGS		
QTY	SYMBOL	SPECIES
24	⊙	COMPACT AMER. CRANBERRYBUSH <i>Viburnum trilobum 'Bailey Compact'</i>
149	⊙	FRAGRANT SUMAC <i>Rhus aromatica</i>
27	⊙	WHITE SNOWBERRY <i>Symphoricarpos albus</i>
154	⊙	FLAMINGO WILLOW <i>Salix integra 'Flamingo'</i>

SHRUB PLANTING KEY:

1 SHRUB PLANTING DETAIL
SCALE: 3/4" = 1'-0"

PLANTING DETAILS:



SHRUB PLANTING PLAN:

Corcoran, Minnesota
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I hereby certify that this plan was prepared by me or under my direct supervision and that I am a Registered Landscape Architect under the laws of the State of Minnesota.

Name: Paul Kangas
Registration #: 26017

Signature: Paul Kangas

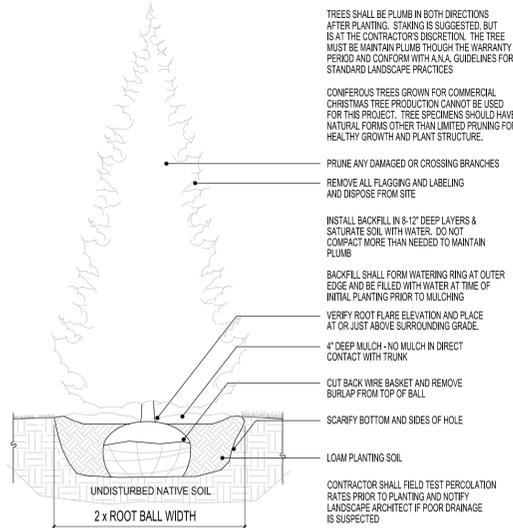
Project #: 23-015
Date: CITY SUBMITTAL | 03-08-2024
Revision:

Drawn By: PK
Checked By: PK

Sheet Title:
**SHRUB
PLANTING PLAN**

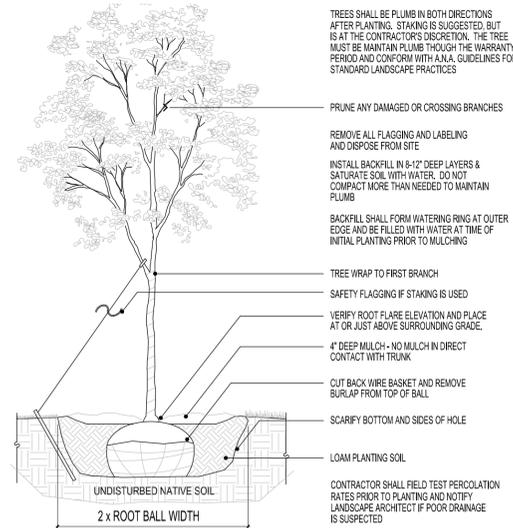
Sheet Number:

L1-2



1 CONIFEROUS TREE PLANTING DETAIL

SCALE: 1/2" = 1'-0"



2 DECIDUOUS TREE PLANTING DETAIL

SCALE: 1/2" = 1'-0"

PLANT SELECTIONS:
SUBSTITUTIONS WILL BE CONSIDERED ONLY IF REQUESTED PRIOR TO BIDDING OF THE PROJECT. THE CONTRACTOR SHALL VERIFY AVAILABILITY OF THE SPECIFIED MATERIALS AND INFORM THE LANDSCAPE ARCHITECT OF ANY CONCERNS PRIOR TO SUBMITTING A BID.

ALL PLANT MATERIAL SHALL COMPLY WITH THE LATEST EDITION OF THE NURSERY STOCK STANDARDS AS PUBLISHED BY THE AMERICAN NURSERY AND LANDSCAPE ASSOCIATION (ANLA).

UNLESS NOTED OTHERWISE, DECIDUOUS SHRUBS SHALL HAVE AT LEAST 5 CANES AT THE SPECIFIED SHRUB HEIGHT. ORNAMENTAL TREES SHALL HAVE NO \"V\" CROTCHES AND SHALL BEGIN BRANCHING NO LOWER THAN 3' ABOVE THE ROOT FLARE. STREET AND BOULEVARD TREES SHALL BEGIN BRANCHING NO LOWER THAN 6' ABOVE THE ROOT FLARE.

ANY CONIFEROUS TREE PREVIOUSLY PRUNED FOR CHRISTMAS TREE SALES SHALL NOT BE USED. ALL CONIFEROUS TREES SHALL HAVE A FULL, NATURAL FORM CONSISTENT WITH THE SPECIES.

THE LANDSCAPE PLAN TAKES PRECEDENCE OVER THE PLANT SCHEDULE IF ANY DISCREPANCIES IN QUANTITIES EXIST. SPECIFICATIONS TAKE PRECEDENCE OVER NOTES.

STORAGE OF PLANTS ON CONSTRUCTION SITE:
PLANTS SHALL NOT BE STORED ON SITE FOR EXTENDED TIME PERIODS. IF PLANTINGS CANNOT BE PLACED IN THE GROUND, AND WELL WATERED THAT SAME DAY, THE PLANTINGS SHALL HAVE MOIST MULCH COVERING THE ROOTS AT ALL TIMES.

PLANTING INSTRUCTIONS:
ALL PLANTINGS SHALL BE INSTALLED PER THE PLANTING DETAILS AS SHOWN IN THESE CONSTRUCTION DOCUMENTS. PARTICULAR ATTENTION WILL BE PAID TO OVERSIZING THE PLANTING HOLE AND CREATION OF A WATERING WELL TO ALLOW SOAKING OF THE PLANTING BACKFILL FOR EACH PLANTING.

EDGING AND MAINTENANCE STRIPS:
BLACK POWDER COATED STEEL EDGER TO BE USED TO CONTAIN SHRUBS AND MAINTENANCE STRIP AREAS.

MAINTENANCE STRIPS SHALL HAVE EDGER AND MULCH AS SPECIFIED OR AS INDICATED ON DRAWINGS.

MULCHING:
A 3\"/>

ALL TREES SHALL HAVE A MULCH RING (MINIMUM 48\"/>

STAKING:
STAKING OF THE TREES IS OPTIONAL, BUT THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR CORRECTING ANY TREES THAT FALL OUT OF PLUMB DURING THE WARRANTY PERIOD.

REMOVAL OF TAGGING:
ALL TAGGING AND PLANT LABELS SHALL BE REMOVED AFTER PLANTING. BALLED AND BURLAPPED PLANTINGS SHALL HAVE ANY ROPE REMOVED FROM THE TRUNK AND THE TOP OF THE WIRE CAGE REMOVED FROM THE BALL AFTER PLACEMENT IN THE PLANTING PIT.

WARRANTY PERIOD:
ALL PLANTING SHALL BE COVERED BY A ONE YEAR WARRANTY PERIOD TO COVER REPLACEMENT OF ANY PLANTINGS THAT HAVE DIED OR ARE SHOWING OBVIOUS SIGNS OF STRESS AT THE WARRANTY INSPECTION. REPLACEMENT OF ANY FAILED PLANTINGS INCLUDES RE-ESTABLISHING CLEAN MULCH AROUND ANY REMOVALS AND OFF-SITE DISPOSAL OF ANY MATERIALS.

IRRIGATION:
ALL PLANTING AREAS, AND MOWN TURF AREAS, SHALL BE COVERED BY AN AUTOMATIC, UNDERGROUND IRRIGATION SYSTEM WITH PROGRAMMABLE CONTROL STATION, RAIN SENSOR, AND SEPARATE ZONES FOR TURF AND PLANTINGS.

SODDING
ALL TURF AREAS SHALL BE BLUEGRASS SOD LAID PERPENDICULAR TO ANY SLOPES. STAGGER JOINTS AT LEAST 2\"/>

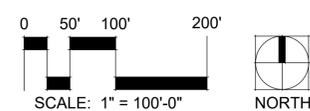
WARRANTY PERIOD:
ALL PLANTING SHALL BE COVERED BY A TWO YEAR WARRANTY PERIOD TO COVER REPLACEMENT OF ANY PLANTINGS THAT HAVE DIED OR ARE SHOWING OBVIOUS SIGNS OF STRESS AT THE WARRANTY INSPECTION. REPLACEMENT OF ANY FAILED PLANTINGS INCLUDES RE-ESTABLISHING CLEAN MULCH AROUND ANY REMOVALS AND OFF-SITE DISPOSAL OF ANY MATERIALS.

PLANTING NOTES:

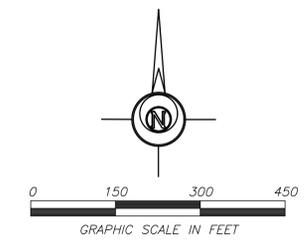


GRAPHIC	MATERIAL	SPECIFICATION
	ROCK MULCH	1.5\"/>
	SOD	BLUEGRASS PEAT SOD
	TURF SEED	MNDOT SEED MIX #25-131 220 LBS/ACRE

GROUND COVER SCHEDULE:



SCALE: 1" = 100'-0"
NORTH



- LEGEND:**
- 908 — Existing Contours
 - >> Existing Storm Sewer
 - x 908.2 Existing Spot Elevation
 - << Existing Storm Sewer
 - < Existing Sanitary Sewer
 - | Existing Watermain Sewer
 - T-T Existing Telephone
 - E-E Existing Underground Electric
 - ~ Existing Tree Line
 - - - Existing R/W Line
 - - - Existing Boundary Line
 - Existing Catch Basin
 - Existing Manhole
 - ⊗ Existing Hydrant
 - ▲ Existing Flared end Section
 - OE — Existing Overhead Electric
 - - - Existing Easement
 - - - Existing Drainage Ditch
 - - - Proposed Lot Line
 - - - Proposed Setback
 - - - Proposed D&U Easement
 - [] Possible Primary And Secondary Septic System Location (36x70=2,520 SF Each Site)
 - (W) Possible Well Location
 - ▬ Zone Boundary
 - ▭ Septic Protection Fence
 - - - Ghost Plat Lot Lines

RR ZONE MIN. LOT REQUIREMENTS

LOT AREA	2.0 AC.
LOT WIDTH	200 FT
LOT DEPTH	300 FT

RR ZONE SETBACKS:

LOCATION:	BUILDING
FRONT, FROM MAJOR ROADWAYS	100'
FRONT, FROM ALL OTHER STREETS	50'
SIDE YARD	25'
REAR YARD	25'

CR ZONE MIN. LOT REQUIREMENTS

LOT AREA	2.5 AC.
LOT WIDTH	100 FT
LOT DEPTH	200 FT

CR ZONE SETBACKS:

LOCATION:	BUILDING
FRONT, FROM MAJOR ROADWAYS	100'
FRONT, FROM ALL OTHER STREETS	50'
SIDE YARD	20'
REAR YARD	20'
ADJACENT TO RESIDENTIAL	50'
MAX. IMPERVIOUS SURFACE COVERAGE	50%

CLIENT:
SCHERBER ASSOCIATES
 305 Lakeview Ave.
 Tonka Bay, MN 55331
 Craig Scherber
 612-810-8400

**3019 ADDITION
 RESIDENTIAL & COMMERCIAL
 DEVELOPMENT PROJECT**

County Road No. 30
 Corcoran, Minnesota 55340

GHOST PLAT

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Date: _____ Reg. No. _____

PREPARED BY: **CIVIL ENGINEERING SITE DESIGN**

118 East Broadway St.
 Monticello, MN 55362
 Phone: 763-314-0929
 www.civiled.com

REVISIONS

NO.	DATE	DESCRIPTION

VERTICAL SCALE
 1" = _____ feet

HORIZONTAL SCALE
 1" = _____ feet
 (TOTAL SIZE SHEET 24 X 36)

DATE	03/11/24
DRAWN BY	SD
DESIGNED BY	SD
CHECKED BY	SD

FILE NO. 00819



CITY OF CORCORAN

2040 COMPREHENSIVE PLAN

Map 2-1 2040 Future Land Use

-  Rural/Ag Residential
-  Existing Residential
-  Low Density Residential
-  Medium Density Residential
-  Mixed Residential
-  High Density Residential
-  Rural Service/Commercial
-  Commercial
-  Mixed Use
-  Business Park
-  Light Industrial
-  Public/Semi-Public
-  Parks/Open Space
-  Agricultural Preserve (Date of Expiration)
-  Open Water
-  Lake/Open Water
-  Wetlands
-  Municipal Boundary
-  2040 MUSA
-  Future MUSA Expansion Area
-  Parcel Boundaries
-  Streams
-  Lake/Open Water
-  Wetlands

Source:
Revised National Wetland Inventory (MN DNR, 2009-2014)

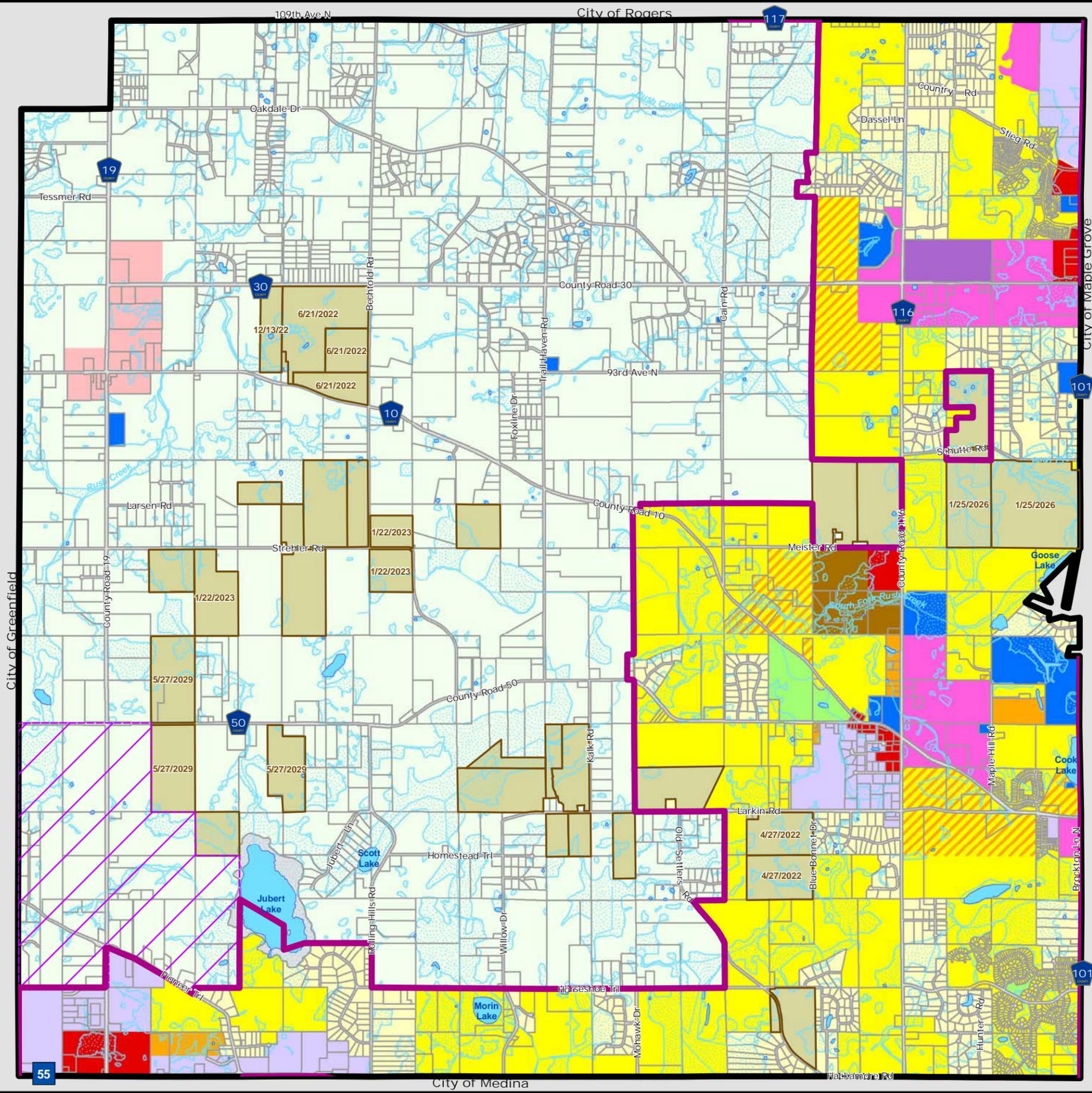
3,000 1,500 0 3,000



Feet



Path: \\MSPFSV02\Design\Depot\Library\Software\GIS\City\City of Corcoran\City wide maps\2040 Future Land Use.mxd
Date: 10/27/2021 Time: 9:57:35 AM User: LPSRemote

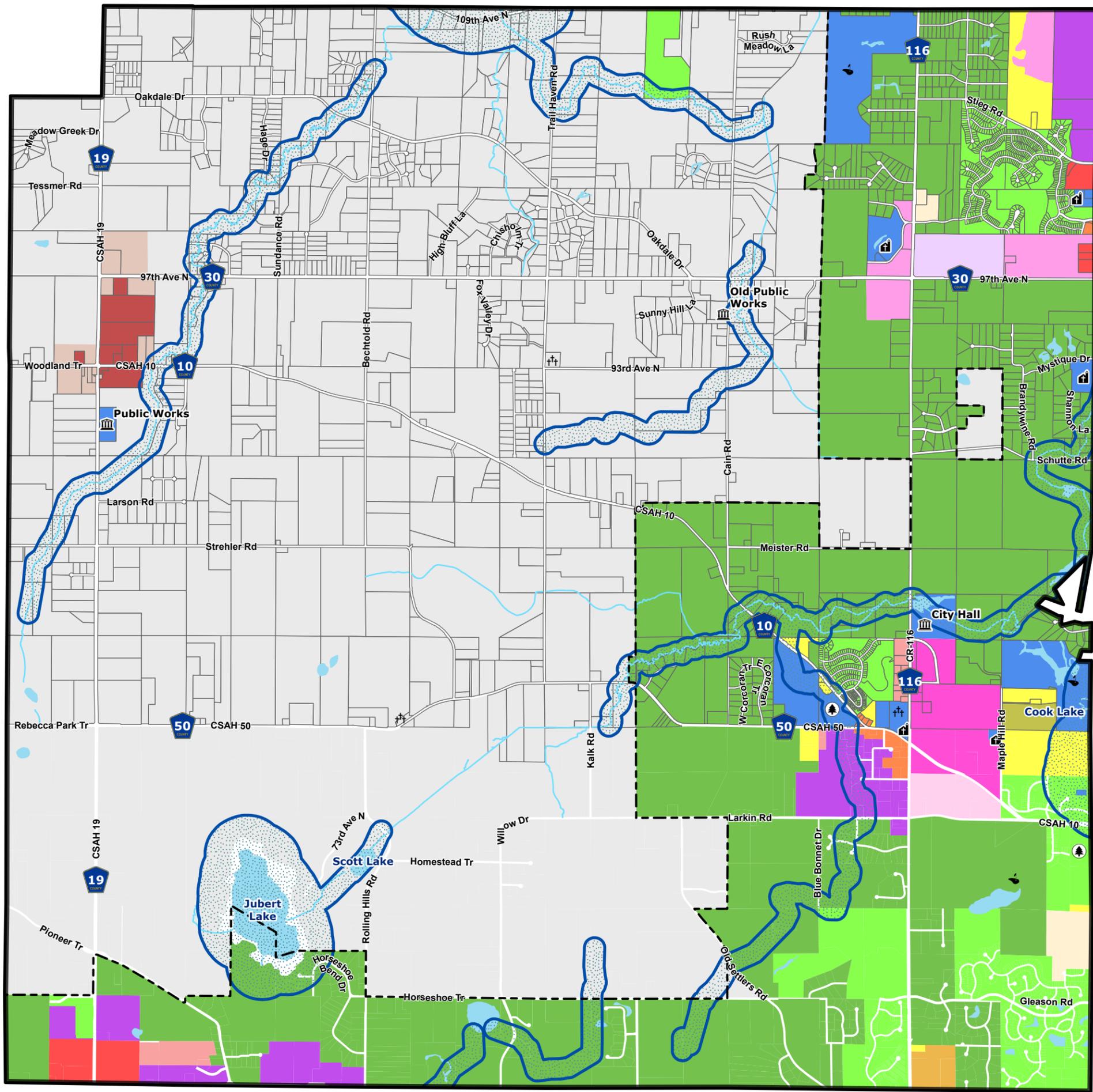




Official Zoning Map

- City Limit
 - 2040 MUSA
 - Government Building
 - Public Park
 - Golf Course
 - Church
 - Cemetery
- Zoning Districts:
- UR: Urban Reserve
 - RR: Rural Residential
 - RSF-1: Single Family Residential 1
 - RSF-2: Single Family Residential 2
 - RSF-3: Single Family Residential 3
 - RMF-1: Medium Density Residential
 - RMF-2: Mixed Residential
 - MP: Manufactured Home Park
 - P-I: Public/Institutional
 - TCR: Transitional Rural Commercial
 - CR: Rural Commercial
 - C-1: Neighborhood Commercial
 - C-2: Community Commercial
 - DMU: Downtown Mixed Use
 - GMU: General Mixed Use
 - BP: Business District
 - I-1: Light Industrial
 - PUD: Planned Unit Development
 - Open Water
 - Shoreland Overlay District
 - Parcels
 - Streams

3,000 1,500 0 3,000 Feet

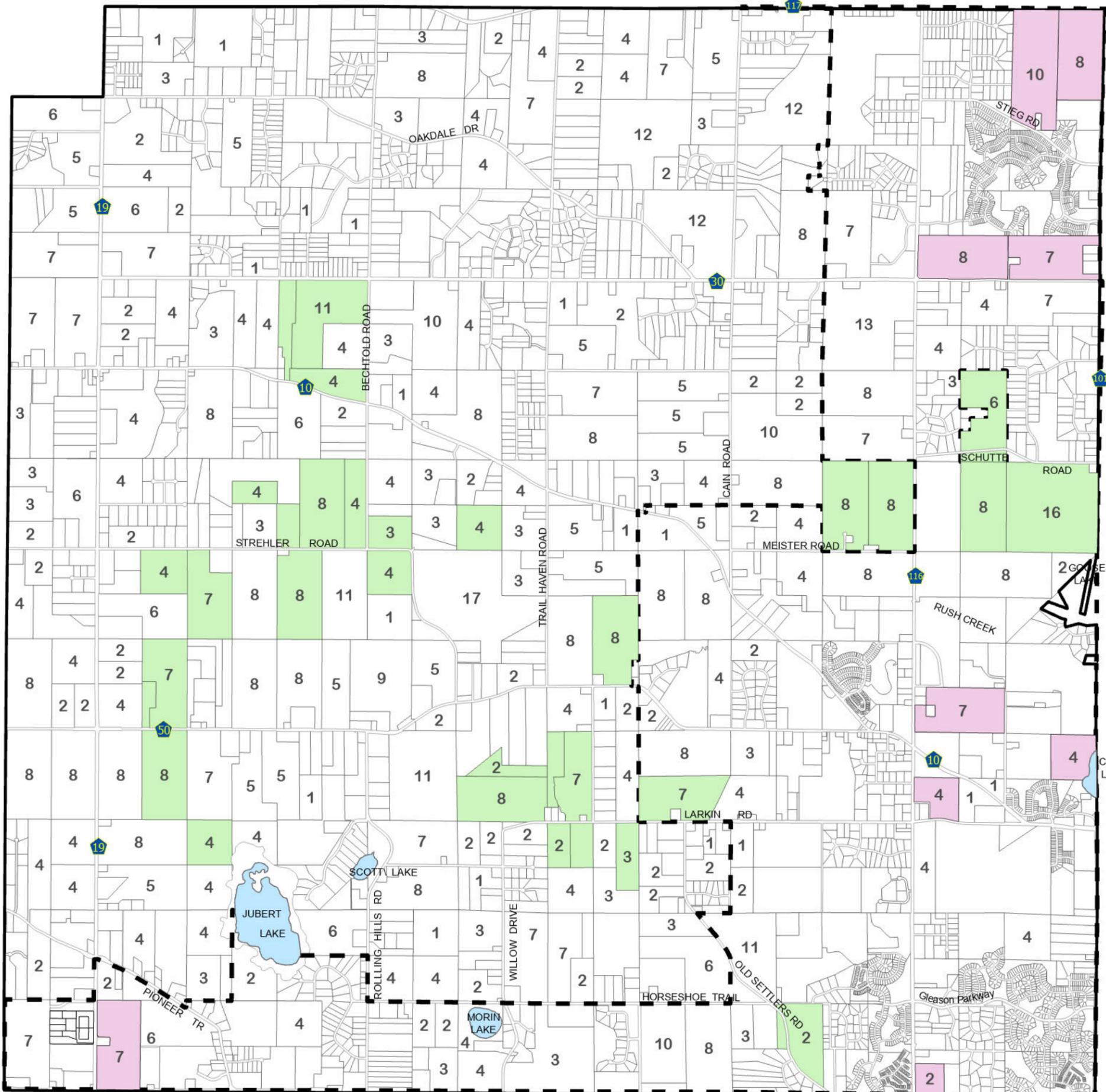




Development Rights Map

CITY OF GREENFIELD

CITY OF MAPLE GROVE



- 2040 Municipal Urban Service Area (MUSA)
- Parcels enrolled in Agricultural Preserve
- Parcels within the 2040 MUSA not zoned Urban Reserve
- Lakes



August 23, 2024

VIA EMAIL AND U.S. MAIL

Mayor Tom McKee
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8200 County Road 116
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tmckee@corcoranmn.gov

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City Administrator Jay Tobin
8200 County Road 116
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jtobin@corcoranmn.gov

**RE: Amendment to City Code to Clarify Code Section 1070.010
Our Client No. 68177.1**

Dear Mayor and Members of the City Council:

Our office represents Scherber and Associates, Inc. ("Scherber"). Scherber filed an application with the City of Corcoran on October 17, 2023, to subdivide and develop real property identified as PID number 07-119-23-14-0003 (hereinafter the "Property").

Sometime before March 14, 2024, Scherber provided all of the requested funds, documents, and information necessary for a substantially complete application. The only thing that prevented the City's consideration of the application was the *City failed to complete its own* infrastructure feasibility study, which had already been paid for by Scherber.

The City cannot prevent the consideration of an application by failing to complete its own feasibility study because the City could hold an application in abeyance in perpetuity by failing to complete a feasibility study.

While reviewing Scherber's application, the City staff determined that City Code Section 1070.010 was ambiguous as the Code Section relates to the historical practice of applying development rights to commercial subdivisions. However, Code Section 1070.010 is not ambiguous and placed no limitations on the Property that should have precluded acceptance of Scherber's application or prevented the City's completion of its own feasibility study.

On March 14, 2024, almost six months after Scherber submitted its application, the City imposed a moratorium on commercial development and the City then announced that the City was considering an amendment to its City Code to add commercial uses to the historical development rights limitations. At the time of the moratorium, Scherber's application was the only application pending before the City for a commercial subdivision.

Last night, on August 22, 2024, the City Council adopted an amendment to the City Code to limit commercial development rights. This amendment was considered by the City on its Consent Agenda so there was no discussion about this topic and no opportunity for Scherber to raise concerns. The City Council's adoption of this Code amendment occurred more than 10 months after Scherber submitted its application and more than five months after the City imposed a development moratorium. While Scherber has no objection to the City attempting to amend its code to clarify any development rights limitations applicable to residential and commercial properties *in the future*, no such limitations should be retroactively applied to the Scherber Property and to Scherber's pending application for subdivision approval that was filed on October 17, 2023.

Any attempt by the City of Corcoran to enforce newly adopted development rights or limitations against the Scherber Property will be opposed, including commencement of a lawsuit in District Court.

Sincerely,

/s/ Aaron A. Dean

Aaron A. Dean

Attorney at Law

P: (612) 877-5255

Aaron.Dean@lawmoss.com

AAD/mspe

CC: Craig Scherber
Glen Schumann, Esq.
Austin Malinowski, Esq.
John Thames, Corcoran City Attorney (Via email and U.S. Mail)

Partners

Ellen M. Schreder
David K. Ross
Dawn E. Speltz
John J. Thames

— CC & S —
ATTORNEYS AT LAW

Associates

Joseph J. Murphy
Alina G. Stevenson
Calen E. King
Of Counsel
Jeffrey A. Carson

October 21, 2024

Mr. Aaron Dean, Esq. [VIA US MAIL AND EMAIL]
150 South Fifth Street
Suite 200
Minneapolis, MN 55402

RE: Response to Correspondence Regarding “3019 Subdivision” Application

Mr. Dean,

On behalf of the City of Corcoran, I have reviewed your letters dated August 23, 2024 and October 16, 2024 and your client’s demand for application approval. As you and your client are aware, the City disagrees with your recitation of asserted facts, unfounded and inaccurate characterization of the City’s intent, and suggested analysis of applicable law. The City will continue to follow its proper and legally-compliant processes, in good faith.

Facts

Scherber and Associates, Inc. (the “Applicant”) submitted a development application to the City on October 17, 2023. The City promptly responded to this application with a letter, dated October 23, 2023, which informed the Applicant that the application was incomplete due to ten missing items. Staff also concurrently encouraged the Applicant to follow established City protocol for application review and submit a concept plan for Council review. The Applicant did not address the outstanding application items, but eventually submitted a concept plan on January 24, 2024, concurrently requesting to pause the application to allow review of the concept plan by the City Council. The City honored that request, paused the application, and submitted the concept plan for Council review on February 8, 2024.

Throughout this process, the Applicant was informed of the City’s consistent interpretation as to the application of the Corcoran Development Rights Map standards to commercially zoned properties. Your client expressed opposition to this position and suggested that the Code was or should be different and that greater commercial density should be allowed. City staff suggested that the Applicant could make application for a Code amendment, and suggest a different development density standard be adopted. The Applicant expressed concern about the cost of such application.

Based on these conversations related to current and long-term planning for the City and because the applicable sections of the Code had not been reviewed in a number of years, the City elected to, *sua sponte*, initiate a study and review of the Code standards to determine the propriety and suitability of potentially adjusting them in the interest of optimal planning for the City’s future.

In keeping with reasonable, appropriate, and legally-recognized planning processes, the City sought to preserve the status quo pending further review and study of the appropriate zoning standards. For this reason, the City exercised its consistently acknowledged authority and prepared an interim ordinance to pause development of lands zoned or guided rural commercial or transitional rural commercial, in order to protect the planning process. The City provided written notice to the Applicant of its intent to pass this ordinance and scheduled it for review by the City Council on March 14, 2024. The City Council approved the interim ordinance that evening.

On March 13, 2024, the Applicant submitted numerous outstanding items related to the application, including, without limitation, several items that had been requested previously by the City Engineer which were necessary in order to complete a feasibility report for the application. While even a submission of all outstanding incomplete items would not have been dispositive of any exemption entitlement pursuant to state law¹, it is noteworthy that the Applicant did not submit all outstanding items on March 13, 2024. The Applicant failed to submit required updated Hennepin County approval of septic sites for the development. Further, this was the first time the Applicant provided the data previously requested by the City and necessary to complete the feasibility study. The City thereafter promptly completed the feasibility study, but such work required a reasonable allocation of time and did not and could not occur instantaneously.

The City informed the Applicant of these incomplete items via letter dated April 3, 2024. The feasibility study was completed the following day. The Applicant submitted the remaining outstanding septic site approval data on May 20, 2024, and the application was then deemed complete. On June 20, 2024 the Applicant granted an extension for review of the application to the end of 2024, to avoid mandatory denial of the application, due to the active interim ordinance. Study of the issue and implementation of Code updates were completed on August 22, 2024, and the interim ordinance was concurrently repealed on the same date.

The Applicant then requested to be processed for Planning Commission and City Council review, which were scheduled for October 3 and October 24, respectively. At the October 3, 2024 Planning Commission meeting, a public hearing was held, staff recommended denial of the application, and the Planning Commission ultimately voted unanimously to recommend denial of the application.

¹Per Minn. Stat. 462.355, subd. 4 (“...no interim ordinance may halt, delay, or impede a subdivision that has been given *preliminary approval*, nor may any interim ordinance extend the time deadline for agency action set forth in section 15.99 with respect to any application filed prior to the effective date of the interim ordinance.”)(emphasis added), the standard for determining if an application is exempt from an interim ordinance is whether it has received “preliminary approval” and not whether it was “complete”. At the time of passage of the interim ordinance the Applicant’s application met neither standard, as it was not complete and had received no preliminary approval.

Applicable Law

Your client suggests that the City was without authority to enact an interim ordinance which would potentially have an immediate effect on only one application, citing to the Minnesota Court of Appeals decision in *Med. Servs., Inc. v. City of Savage*, 487 N.W.2d 263 (Minn. Ct. App. 1992). However, this assertion ignores the Minnesota Supreme Court's controlling interpretation of that case in *Pawn America Minnesota, LLC v. St. Louis Park*, 787 N.W.2d 565 (Minn. 2010).

In *Pawn America*, the Minnesota Supreme Court reviewed and rejected an identical argument made by Pawn America, which argued that an interim ordinance prohibiting review of pawnbroker license applications was invalid because it was directed exclusively at the company. The Court noted that the city did not deny the company's application "prompted the adoption of the interim ordinance" but found that "awareness of one particular application does not, in itself, make the City's actions arbitrary or unreasonable" *Id.* at 573. Rather, the Court found that the city did not act unreasonably when it took steps to preserve the status quo and protect the planning process while the city studied the issue and enacted a permanent ordinance thereafter. *Id.* at 574-5.

Here, as in *Pawn America*, your client's application was part of what prompted the City of Corcoran to determine the standards within the areas zoned or guided rural commercial and transitional rural commercial should be reviewed and studied. But, this does not exempt the application from the bona fide interim ordinance, enacted in good faith by the City to protect the planning process when reasonable study of the issue was continuously pursued and completed. The City promptly completed this study and involved your client in the process, collecting and presenting the Applicant's opinions and suggested course of action as one of several alternatives for potential standards in the affected districts. Ultimately, after contemplating the impacts on the City as a whole, the City Council determined to continue to apply the Development Rights Map standards to applications brought within the zones studied, and approved minor language amendments to make even more clear the City's intent.

The City can understand your client's disappointment and disagreement with the City's election to continue to apply these standards, but this process was reasonable, equitable, inclusive, and legally-compliant. The review properly contemplated the broader potential impacts the standards have on the entire City. Moreover, it was performed in good faith and in on-going collaboration with the Applicant. As a result, proper, legal, and equitable planning review processes dictate that the City must follow the established standards set forth in City Code.

Special Presentation Request

Finally, as to your request to remove the application from the consent agenda and allocate additional time for further Applicant presentation, the City reiterates its intent to consistently follow its review protocols. Because review of the application yielded a uniform opinion from staff and a unanimous recommendation from the Planning Commission, which aligns with the staff opinion, the City's practice is to present the application to the Council as a consent agenda

item. The Council will have access to the appropriate application materials for review. Any member of the Council is empowered to request removal of the item from the consent agenda and initiate further discussion or ask questions. However, this decision remains in the discretion of the City Council.

The City does not specifically allocate additional application presentation time related to applications on the consent agenda. Further, a public hearing has already been held related to this matter. Should a Councilmember elect to seek additional discussion of the matter, the Council may invite additional comment from the Applicant, if present, but you should expect this to be limited, in such event.

Respectfully,

CARSON, CLELLAND & SCHREDER



John J. Thames
Corcoran City Attorney

cc: City Council Members [VIA EMAIL ONLY]
City Administrator [VIA EMAIL ONLY]
Community Development Director [VIA EMAIL ONLY]
City Planners [VIA EMAIL ONLY]

October 16, 2024

VIA E-MAIL AND U.S. MAIL

Mayor Tom McKee
City of Corcoran
8200 County Road 116
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tmckee@corcoranmn.gov

Council Member Jonathan Bottema
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Council Member Jeremy Nichols
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Council Member Mark Lanterman
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Council Member Dean Vehrenkamp
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dvehrenkamp@corcoranmn.gov

City Administrator Jay Tobin
8200 County Road 116
Corcoran, MN 55340
jtobin@corcoranmn.gov

Re: *Comprehensive Plan Amendment, Rezoning and Preliminary Plat for "3019 Addition" by Scherber and Associates, Inc. (City File No. 23-027)*

Dear Mayor McKee and Members of the City Council:

Our Firm represents Scherber and Associates, Inc. ("Scherber").

Currently, Scherber's application for a Comprehensive Plan Amendment, Rezoning and Preliminary Plat for the real property identified as PID 07-119-23-14-0003 (the "Property") is pending before the City of Corcoran City Council (the "Application").

It is our understanding that the City Council will consider Scherber's application at the City Council's October 24, 2024, City Council meeting, although no official City Council agenda or package have been published on the City's website for next week's City Council meeting.

The purpose of this letter is three-fold:

- (1) to explain why the Application should be approved by the City Council;
- (2) to request that the Application be removed from the Consent Agenda of the City Council's October 24, 2024 Meeting or subsequent City Council meeting when the Application is considered; and
- (3) to ensure that Scherber or its legal counsel be given an opportunity to address the City Council and present its own Power Point presentation with at least 25 minutes of time for the presentation for the City Council to present its Application.

To be clear, Scherber desires to avoid engaging in litigation, but it will have no option but to bring this matter before the Hennepin County District Court if the Application is not approved.

I. The Application Should Be Approved.

In an effort to avoid unnecessary litigation between Scherber and the City of Corcoran (the "City"), Scherber hereby submits the following analysis supporting the conclusion that the Application should be approved by the City Council.

Scherber requests that the City take this analysis under consideration and allow Scherber the opportunity to address the City Council at its October 24, 2024 meeting or at the City Council meeting when Scherber's Application will be considered.

a. Scherber's Timely Submission of the Application.

The facts of this matter demonstrate the Application was completed and submitted to the City prior to the enactment of the Moratorium or adoption of the municipal code amendments.

Scherber initially submitted the Application on October 17, 2023. Scherber's Application sought an amendment to the City's Comprehensive Plan to reclassify a portion of the Property from Rural/Ag Residential to Rural Service Commercial and the rezoning of a portion of the Property from Transitional Rural Commercial to Rural Commercial.

Scherber submitted a Preliminary Plat with fifteen commercial lots and four residential lots on the Property. Simultaneously, Scherber submitted the application fee and escrow in the amount of \$11,460.00. On October 23, 2023, the City drafted a letter to Scott Dahlke asserting that the Application was incomplete as certain information had purportedly not been submitted. Scherber subsequently cured any alleged deficiency in the Application.

Between October of 2023 and March of 2024, Scherber submitted materials to the City in conjunction with the Application, including, but not limited to, landscape plans, conceptual parking and impervious coverage plans, ghost plat on adjacent property, and a drainage analysis.

On March 11, 2024, Scherber submitted Updated Preliminary Plot Plans. The lone item that was not submitted to the City at this time was a feasibility study of the Property. Scherber had previously paid the City \$7,500.00 to complete a feasibility study of the Property and was waiting for the City to complete such study.

Therefore, the Application should have been deemed complete no later than March 11, 2024, which was prior to the City's enactment of the interim ordinance prohibiting development applications (the "Moratorium"), effectively precluding the approval of the Application. Scherber's position is that its Application was complete as of October 17, 2023.

In April 2024, the 3019 Addition Feasibility Study (the "Feasibility Study") was prepared by Stantec Consulting Services Inc. and submitted to the City. Notably, no issues justifying denial of the Application were identified. Scherber has no control about the City's timing or completion of its own Feasibility Study.

Since March 2024, the City has repeatedly asserted that the Application was not completed until May 2024, despite the onus being on the City to complete its own Feasibility Study. This argument is unconvincing as the sole issue the City takes with the timeliness of Application was the result of its own delay.

The only reason for the City's delay to complete its Feasibility Study was the City knew that it would install the Moratorium and then amend its ordinances in order to delay action on Scherber's Application. The City cannot target one citizen, Scherber, in this manner.

In sum, Scherber submitted the Application in a timely manner prior to the enactment of the Moratorium and subsequent amendments to the City's municipal code. Before March 14, 2024, Scherber had already paid all required fees and submitted all necessary materials to the City.

Surely, a reviewing court will determine that if the Application was not complete before March 14, 2024, it was due to the City's own inaction and desire to amend the City's zoning ordinances to include density restrictions for commercial developments. In short, the City targeted Scherber by issuing a Moratorium and then amending ordinances.

b. There were no density restrictions on commercial developments at the time the Application was submitted.

The City Planning Commission recommends that the City Council deny the Application because the 19 proposed lots on the Property do not comply with the City's zoning ordinances. This argument fails as a matter of law.

At the time the Application was completed and submitted to the City, there were no density restrictions that applied to commercial developments under the City's existing municipal code. Specifically, Corcoran City Code Section 1070.070 Subd. 1 stated "[t]he Development Rights Map reflects the number of development rights remaining on property zoned Agricultural and is intended to show the maximum number of residential units that may be developed per individual property."

Under the plain language of the code, the density restrictions set forth in the Developments Rights Map **did not** apply to commercial developments, but only to residential units in certain types of zoned areas. Therefore, the development plans set forth in the Application were not in violation of the City's municipal code.

In addition, the proposed project set forth in the Application complied with various other municipal code sections that existed at the time of the Application was submitted. For example, under City Code Section 1040.090 Subd. 2, there were no restrictions on development rights for non-residential lots in Commercial Rural zoned areas, so long as the proposed project complied with permitted uses.

The subsequent amendment of the applicable code sections will not win the day for the City as a landowner is entitled to rely upon the comprehensive zoning ordinances that exist at the time an application is submitted. *See Olson v. City of Minneapolis*, 115 N.W.2d 734, 741-42 (Minn. 1962). Additionally, the subsequent ordinance amendments coupled with the Moratorium, the delay in completing the Feasibility Study, and the improper labeling of the Application as untimely confirm that the City and its staff were targeting Scherber to try to deny the Application. This is the definition of arbitrary conduct that is illegal under Minnesota law.

If the City argues that the density restrictions of the municipal code were ambiguous and were intended to apply to both commercial and residential development rights at all times, such argument will be rejected under Minnesota's longstanding rules of statutory construction.

First, as a general matter, "zoning ordinances should be construed strictly against the city and in favor of the property owner." *Frank's Nursery Sales, Inc. v. City of Roseville*, 295 N.W.2d 604, 608 (Minn. 1980). Additionally, a court will not "add words to the plain language of a[n ordinance] to fit with an identifiable policy." *Energy Transfer LP v. Greenpeace Int'l*, 7 N.W.3d 153, 160 (Minn. Ct. App. 2024). Most importantly, "[t]o be effective, any restriction on land use must be clearly expressed." *Med. Servs., Inc. v. City of Savage*, 487 N.W.2d 263, 266 (Minn. Ct. App. 1992).

Simply put, because there were no express density restrictions for commercial developments on the Property at the time of the Application, a court would not read such restrictions into the City's zoning ordinances. Thus, even if the applicable sections of Corcoran's municipal code contained any ambiguity, which they did not at the time the Application was submitted, such ambiguity would be interpreted in favor of Scherber and against the City.

Therefore, Scherber will prevail if this matter proceeds to district court as Scherber's proposed development with 19 lots does not violate the City's zoning ordinances in existence at the time the Application was submitted.

c. The enactment of the Moratorium and subsequent Amendments to the City's Municipal Code unlawfully targeted the Application.

Based on the Staff Report and oral arguments made during the October 3, 2024, Planning Commission Meeting, the City takes the position that the recent Amendments to the relevant sections of the City's municipal code serve as a basis to deny the Application. However, neither the enactment of the Moratorium nor the subsequent amendments can preclude the approval of the Application without violating Minnesota law.

Minnesota law is clear that a municipality "may not arbitrarily enact an interim moratorium ordinance to delay or prevent a single project." *Med. Servs., Inc. v. City of Savage*, 487 N.W.2d 263, 267 (Minn. Ct. App. 1992). Relatedly, a municipality may not arbitrarily enact amendments to comprehensive zoning ordinances to target a property owner with a pending use application. *See Olson*, 115 N.W.2d at 741. That is precisely what occurred in this matter.

On March 14, 2024, the City Council adopted the Moratorium prohibiting applications in the Rural Commercial and Transitional Rural Commercial Districts in order to conduct resident studies on development density within the City. At that time, Scherber's

Application was the lone application pending before the City Council, and the enactment of the Moratorium effectively halted the Application from being ruled upon during the statutorily allotted time period.

The fact that Scherber's Application was the only pending application at the time the Moratorium was enacted is fatal to the City's justification of its actions. Scherber will prove that the Moratorium was enacted solely to prevent the Application from being approved at a time when the City's municipal code did not contain density restrictions for commercial developments.

If the City argues that the Moratorium was enacted to conduct a survey of City residents and study the history of development rights, this argument will be unconvincing for several reasons. First, there was no need to conduct a study amongst the residents related to development rights in Commercial Rural zoned areas. The law is clear that neighborhood opposition to a particular project is not a sufficient basis to deny an individual application. *Bartheld v. Cnty. of Koochiching*, 716 N.W.2d 406, 412 (Minn. Ct. App. 2006). Additionally, there was no need for the City to resort to looking at the history of development rights as the City Code was not ambiguous and did not apply to commercial developments. Last, Scherber's proposed development is consistent with the land use goals set forth in the City's Comprehensive Plan. *See e.g.*, Land Use Goal 3 ("Create new land use opportunities to expand and diversify the City's tax base by encouraging new commercial development."). Therefore, the Moratorium should not have precluded approval of the Application.

Further, the Amendments made to the City's municipal code will be deemed to be arbitrary and capricious as they specifically target Scherber and the Application. For example, Section 1040.030 Subd. 7 was revised to restrict the number of "lots" that may be developed in Rural Residential districts, when such section previously restricted the number of "units" that may be developed. Section 1040.090 Subd. 7 previously contained no density restrictions on commercial development rights in Rural Commercial districts, and now landowners in such districts are restricted to just one commercial development per ten acres of land. Last, Section 1070.070 was amended to apply density restrictions contained in the Development Rights Map upon commercial lots in Rural Residential, Rural Commercial, and Transitional Rural Commercial zoned districts that did previously not exist. It is clear that such amendments were adopted in order to justify denying the Application, which is not legally permissible.

If the Application is denied based on any of the amended municipal code sections, Scherber will prove such denial is unlawful as a municipality may not arbitrarily amend its code to justify denial of a specific application.

d. Other Concerns.

During the October 3, 2024, Planning Commission Meeting several other concerns with the proposed project were identified. Such concerns include traffic, road construction stormwater runoff, and parking.

Each of these matters were addressed either by the Planning Commission orally during the October 3rd meeting or in the Feasibility Study. First, the Feasibility Study found that development of the roadway system set forth in the Application is reasonable based on similar projects and certain mitigation measures may be adopted to address any traffic concerns near the Property at a later time. *See Feasibility Study, Sections 2.6-2.7.*

Second, the Feasibility Study determined that “[s]tormwater is manageable for the site” and offered a number of proposals for future development. *Id.* at 4.3. The Feasibility Study concluded the proposed improvements on the Property “are consistent with similar requirements for other developments in Corcoran and have shown to be necessary for managing the additional growth.” *Id.* at 6.0.

Last, the Planning Commission acknowledged during the October 3rd meeting that any issues with parking spaces on the fifteen proposed commercial lots may be addressed in a site development plan to be completed later. Thus, each additional concern with the proposed project has been or will be addressed as the project progresses.

Based on the foregoing analysis, Scherber requests that the City Council approve the Application. We ask that while the City Council considers the contents of this letter, the Application be removed from the Consent Agenda for the upcoming City Council meeting, and that Scherber or its legal counsel be given 25 minutes to address the City Council.

If any of you have any questions, please feel free to contact me at your earliest convenience.

Regards,

/s/ Aaron A. Dean

Aaron A. Dean

Attorney at Law

P: (612) 877-5000

Aaron.Dean@lawmoss.com

C: Craig Scherber
Glen Schumann, Esq.
Austin Malinowski, Esq.



Memo

To: Kevin Mattson, PE, PW Director From: Steve Hegland, PE

Project/File: 227704908 Date: 10/17/2024

Subject: Horseshoe Bend Drive Drainage Improvements – Additional Project Improvements

Council Action Requested

The Horseshoe Bend Drive Drainage Improvement project has been constructed; however staff have identified a portion of the project in which we are recommending additional improvements beyond the original design. Staff are recommending awarding the additional site improvement work to Blackstone Contractors in the amount of \$28,378.56 to perform these improvements yet this fall.

Background

The City bid the Horseshoe Bend Drive Improvement project in the fall of 2023 with the project being awarded to Bituminous Roadways, Inc. They completed the majority of the work in 2023 and have completed the punch list and restoration work this spring/summer.

The original project included replacing several driveway and roadway culverts and creating a deeper ditch to keep the runoff through the neighborhood from overtopping the roadways as it had previously done.

At the time of project design, construction costs for the project were estimated at \$206,310 and bonded for. After bidding and construction, the final construction costs were \$165,103.40 which is approximately \$40,000 under the estimated project budget. Staff feel that improvements could be made to the originally designed project to improve the long term maintenance of the ditch bottom and ensure safe access to driveways by incorporating this additional work and still remaining under the original project budget.

Due to the significant drainage area and amount of rainfall we received this spring, the contractor regraded the area as allowable given the wet conditions to complete their contractual responsibilities. With that said, the conditions along the ditch still has some concerns and can be improved. We have talked to Bituminous Roadways about completed additional work onsite beyond the contract work but they have asked to close out the contract.

The concerns with the ditch are that the bottom of the ditch continues to erode before it can be fully established with vegetation and the steeper ditches adjacent to the driveways are a concern of the residents. Staff feels that the area could be improved from the original design, especially given the dry conditions this fall and have contacted local contractors to provide a quote to improve the site conditions.

The work would include touching up the grading within the ditches to smooth it out for the residents, reinforce the bottom of the ditch with geotextile fabric and river rock, and overseeding these areas. The improvements would also include extended culverts away from three of the driveways. After the ditch grading was completed, it was noted that given the deeper ditches, that staff and residents would like to see the culverts extended to ensure safe access.

Reference: Horseshoe Bend Drive

We have contacted Blackstone Contractors Inc. SR Weidema and another contractor doing work in town to provide price quotes for the additional work. Blackstone and SR Weidema provided quotes and the other contractor declined to quote as they didn't have capacity this fall to capitalize on the conditions. Blackstone Contractors Inc provided the lowest quote for \$28,378.56 to complete the additional work which was lower than S.R Weidema's quote of \$30,595.50.

The original project came in at the proposed project budget of \$165,103.40 however the project bids were under the estimated project costs of \$206,310 so even with the additional improvements, the project would still under the project and bonding estimates.

Engineer's Recommendation

We recommend approving the additional scope of work to Blackstone Contractors Inc for \$28,378.56



SPECIALTY CONTRACTING

9520 County Road 19, Suite D
Loretto, MN 55357

Phone: 763-291-7728
Fax: 763-445-2107

Date: September 30, 2024

To: Steve Hegland
Stantec

Re: Horseshoe Bend Drive Drainage Improvements
Corcoran, MN

Blackstone Contractors is pleased to provide the following quote for construction services:

- To furnish and supply labor and materials for the installation of culvert extensions and grading

BID ITEM	UNITS	QTY	UNIT PRICE	EXTENSION
Mobilization	Lump Sum	1	\$ 1,426.00	\$ 1,426.00
Extend 30" HDPE Culvert	Ln Feet	8	\$ 2,770.00	\$ 2,770.00
Extend 24" HDPE Culvert	Ln Feet	32	\$ 1,335.00	\$ 5,340.00
Common Fill	CY	50	\$ 58.40	\$ 2,920.00
Topsoil	CY	28	\$ 57.50	\$ 1,610.00
Seeding / Restoration	SY	250	\$ 7.68	\$ 1,920.00
				\$ 15,986.00
Ditch Excavation	Ln Ft	100	\$ 28.40	\$ 2,840.00
Ditch Armoring, 3" Rock, Geotextile	Ln Ft	100	\$ 27.30	\$ 2,730.00
Ditch Seeding	SY	68	\$ 9.21	\$ 626.28
				\$ 6,196.28

Two sections of ditching needed

\$15,986.00
\$6,196.28
+ \$6,196.28

28,378.56

- Permits/ Surveying, if required by others
- Work only includes swale and culvert extensions
- Plansheet 4 of 8 Site and Grading Plan, Dated 08.02.23
- Blackstone Contractors, LLC is a certified DBE contractor with MNUCP.
- Excludes Surveying, Permits, Bonds, Soil Correction work, Traffic Control, Testing, Fencing, Landscaping and any work not related to the above items.

Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders and will become an extra charge. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Note this proposal may be withdrawn by us if not accepted within 10 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do work as specified. Payment will be outlined in subcontractor agreement. No work will be performed without a subcontractor agreement.

Date: _____ **Signature:** _____

Respectfully Submitted: Blackstone Contractors LLC
Contact: Bruce Karvonen, Estimator/Project Manager, Phone 763.291.7728

Horseshoe Bend Ditch Work



S.R. Weidema, Inc

17600 113th Ave North
Maple Grove, MN 55369

Contact: Andy Burke
Phone: 763-428-9110
Email: Aburke@srweidema.com

Developer: City of Corcoran
Contact:
Phone:
Email:

Engineer: Stantac
Contact:
Phone:
Email:

Based on plans dated 8/2/2023

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	Extend 30" CPEP	8.00	LF	525.00	4,200.00
20	Extend 24" CPEP	32.00	LF	400.00	12,800.00
30	Rototill / Regrade Boulevard	200.00	LF	10.00	2,000.00
40	Remove Ditch Bottom & Place 3" River Rock	1.00	LS	5,900.00	5,900.00
50	Import Fill Material for Extended Apron Slope	30.00	LCY	65.60	1,968.00
60	Seed and Blanket Ditch Slopes	355.00	SY	10.50	3,727.50
GRAND TOTAL					\$30,595.50

Reference: Stieg Road Improvements Change Order

Shortened Turn Lane

The Stieg Road Improvement project includes a westbound right turn lane onto Robert Lane from Stieg Road. During the design of the project, it was discovered that a gravestone was present along the northern side of Stieg Road just east of Robert Lane. The City submitted a request to the State Archeological Office to relocate the headstone and any potential remains, however that request was not granted. Because of this, the gravestone will stay in place and must be avoided with the project. To accommodate this, we will be shortening the turn lane. This will result in a slight reduction in the contract due to the reduction in roadway materials.

Alternate Sand Source

Due to the timing on some of the easements and small utility relocations for the project, the source for the sand that Fehn Companies was using for the project was no longer available. This required the sand for the project to come from an alternate source further from the project site. The price is for the additional cost of trucking the material from the alternate location.

Attached to this memo is the official change order request, but a summary is provided below:

Original Contract Amount	\$1,982,434.90
Revised Contract	\$1,982,434.90
Contract Price Change	\$1,596.20
Revised Contract Amount	\$1,984,031.10
Original Contract Completion Date	November 1 st , 2024
Current Contract Completion date	November 1 st , 2024

Project Update

The Stieg Road Improvement project was designed to be constructed in two phases with the eastern phase being constructed first and then the western second phase. The eastern phase of the project has been substantially completed with the curb and gutter and first lift of pavement placed. The contractor has begun working on the second phase of the project trying to completed as much work as weather conditions will allow this fall.

The final roadway paving and restoration activities along with any remaining roadway construction in phase two of the project are anticipated to be completed once conditions allow in the spring of 2025.

Engineer's Recommendation

We recommend reviewing and approving Change Order #1 as outlined in this memo.

**SECTION 00 63 63
CHANGE ORDER FORM**

Change Order No. _____ 1 _____

Date _____ 10/15/2024 _____

Name of Project: Stieg Road Improvements

Owner: City of Corcoran

Contractor: Fehn Companies, Inc.

The following changes are hereby made to the Contract Documents:

Pay Items (see attached) were added to the contract documents for to address four changes to the contract. The contract changes include adding the landscaping berm at 19715 Stieg Road, extending the watermain to the north side of Stieg Road adjacent to the Stieg Farm, shortening the westbound right turn lane from Stieg Road to Robert Lane and a material price adjustment to the granular borrow for the project as the initial source changed due to the timing of construction award from the project bid.

Justification: The additional change order items are all provided to construct the safely construct the improvements in a timely manner. The landscaping berm at 19715 was incorporated into the project in order to obtain the easement from the affected property. The watermain stub for the hydrant is being extended to the north side of Stieg Road vs where it is currently along the south side. Due to the trail being located at the back of the curb vs offset from the roadway in front of 19425 Stieg Road, the hydrant is being relocated to the north of the roadway to ensure it is safely outside of the road and trail while maintaining its accessibility. The City was unsuccessful in attempting to permit the relocation of the gravestones located on Stieg Road just east of Robert Lane with the State Archeological Office. Because of this, the gravestone is to remain and impacts and grading around it must be avoided. This caused the westbound right turn lane from Stieg Road onto Robert Lane to be shortened to avoid this impact. Lastly, due to the time between the bid of the project and the notice to proceed being provided, the location of the granular borrow for the project was no longer available. The contractor procured a new source location for the material which had additional trucking beyond what was originally anticipated.

Original Contract Price: \$ 1,982,434.90

Current Contract Price adjusted to previous Change Order: \$ 1,982,434.90

The Contract Price due to this Change Order will be increased by \$ 1,596.20

The new Contract Price including this Change Order will be \$ 1,984,031.10

Original Contract Substantial Completion Date: September 15, 2024

The Contract Time will be Increased by 0 Calendar days

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

Original Contract Final Completion Date: November 1, 2024

The Contract Time will be Increased by 0 Calendar days

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

Approvals Required:

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

Requested by: 
Steven Hegland, P.E.

Accepted by: 
(Contractor)

Accepted by: _____
City of Corcoran

END OF SECTION

NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
CHANGE ORDER 1					
CO1.1	PAVEMENT MESSAGE (WHITE) MULTI-COMPONEN	EA	-1	\$ 155.00	\$ (155.00)
CO1.2	4" SOLID LINE (WHITE) MULTI-COMPONENT	LF	-167	\$ 0.75	\$ (125.25)
CO1.3	REMOVE HYDRANT LEAD	LF	14	\$ 24.85	\$ 347.90
CO1.4	SALVAGE AND REINSTALL 12" x 6" TEE	EA	1	\$ 3,456.00	\$ 3,456.00
CO1.5	6" DIP CL 52 WATERMAIN	LF	21	\$ 78.60	\$ 1,650.60
CO1.6	DUCTILE IRON FITTINGS	LB	62	\$ 13.30	\$ 824.60
CO1.7	HYDRANT EXTENSION	EA	1	\$ 3,024.00	\$ 3,024.00
CO1.8	12" RC STORM PIPE	LF	31	\$ 53.00	\$ 1,643.00
CO1.9	SELECT GRANULAR BORROW, 5% MODIFIED	TON	-134	\$ 11.10	\$ (1,487.40)
CO1.10	AGGREGATE BASE CLASS 5 100% CRUSHED	TON	-156	\$ 20.20	\$ (3,151.20)
CO1.11	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	-25	\$ 91.65	\$ (2,291.25)
CO1.12	TYPE SP 12.5 NON WEAR COURSE MIX (3,C)	TON	-50	\$ 82.70	\$ (4,135.00)
CO1.13	SALVAGE AND RESPREAD TOPSOIL	LS	1	\$ 1,600.00	\$ 1,600.00
CO1.14	SEED MIXTURE 25-151	LB	320	\$ 3.75	\$ 1,200.00
CO1.15	FERTILIZER TYPE 2	LB	532	\$ 1.10	\$ 585.20
CO1.16	HYDROMULCH	SY	1430	\$ 1.10	\$ 1,573.00
CO1.17	INSTALL 6' HEIGHT CONIFEROUS TREE	EA	31	\$ 533.00	\$ 16,523.00
CO1.18	SALVAGE AND REINSTALL FENCE	LF	80	\$ 31.00	\$ 2,480.00
CO1.19	COMMON EXCAVATION (ONSITE)	CY	2680	\$ 3.75	\$ 10,050.00
CO1.20	COMMON EXCAVATION (OFFSITE)	CY	-2680	\$ 16.20	\$ (43,416.00)
CO1.21	SELEC GRANULAR BORROW ALT SOURCE	TON	7600	\$ 1.50	\$ 11,400.00
SUBTOTAL CHANGE ORDER 1					\$ 1,596.20

October 24, 2024

City of Corcoran
County of Hennepin
State of Minnesota

RESOLUTION NO. 2024-115

Motion By:
Seconded By:

**RESOLUTION APPOINTING AARON HEADRICK AS COMMUNICATIONS SPECIALIST FOR
THE CITY OF CORCORAN, MINNESOTA**

WHEREAS, the City Council approved organizational changes on April 25, 2024;

WHEREAS, the Communications Specialist position was approved by the City Council for internal recruitment;

WHEREAS, the City fosters a work environment that rewards performance and recognizes commitment to Corcoran’s mission, vision, and values in ways that better posture staff to support current needs and future growth of the City of Cocoran; and

NOW, THEREFORE, the Corcoran City Council **RESOLVES** as follows:

- 1) Aaron Headrick is appointed as Communications Specialist effective October 28, 2024, at start step Grade 10.

VOTING AYE

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

VOTING NAY

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

Whereupon, said Resolution is hereby declared adopted on this 24th day of October, 2024.

Tom McKee – Mayor

ATTEST:

Jay Tobin – City Administrator

City Seal

CONTINUATION SHEET

AIA DOCUMENT G703

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

APPLICATION NO: 17
 APPLICATION DATE: 10/02/24
 PERIOD TO: 09/30/24
 ENGINEER'S PROJECT NO: 173420014

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
1	Insurance	\$100,000.00	\$100,000.00			\$100,000.00	100.00%		
2	Bonds	\$100,000.00	\$100,000.00			\$100,000.00	100.00%		
3	Mobilization	\$350,000.00	\$350,000.00			\$350,000.00	100.00%		
4	Demobilization	\$50,000.00						\$50,000.00	
5	Supervision	\$220,000.00	\$180,000.00	\$5,000.00		\$185,000.00	84.09%	\$35,000.00	
6	Layout/Surveying	\$15,000.00	\$14,500.00			\$14,500.00	96.67%	\$500.00	
7	Testing	\$25,000.00	\$23,000.00	\$1,000.00		\$24,000.00	96.00%	\$1,000.00	
8	Temporary Facilities	\$20,000.00	\$18,800.00	\$500.00		\$19,300.00	96.50%	\$700.00	
9	Winter Conditions	\$50,000.00	\$48,000.00			\$48,000.00	96.00%	\$2,000.00	
10	Safety	\$10,000.00	\$8,100.00	\$800.00		\$8,900.00	89.00%	\$1,100.00	
11	Weekly Cleanup (Labor)	\$10,000.00	\$8,100.00	\$800.00		\$8,900.00	89.00%	\$1,100.00	
12	Weekly Cleanup (Material)	\$10,000.00	\$8,100.00	\$800.00		\$8,900.00	89.00%	\$1,100.00	
13	Final Facility Cleaning (L & M)	\$5,000.00						\$5,000.00	
14	Disinfection (L & M)	\$15,000.00						\$15,000.00	
15	Final System Startup	\$5,000.00						\$5,000.00	
16	Allowances	\$50,000.00						\$50,000.00	
17	Capital Purchase Agency Agreement Compliance	\$1,000.00						\$1,000.00	
18	Facility Record Documents	\$500.00						\$500.00	
19	Building Earthwork (L & M)	\$450,000.00	\$430,000.00	\$3,000.00		\$433,000.00	96.22%	\$17,000.00	
20	Watertightness Testing (L&M)	\$20,000.00	\$17,000.00	\$2,000.00		\$19,000.00	95.00%	\$1,000.00	
21	Structural Testing & Special Inspections (L&M)	\$25,000.00	\$24,600.00			\$24,600.00	98.40%	\$400.00	
22	Concrete: General Conditions (L)	\$100,000.00	\$99,000.00	\$1,000.00		\$100,000.00	100.00%		
23	Concrete: General Conditions (M)	\$100,000.00	\$99,000.00	\$1,000.00		\$100,000.00	100.00%		
24	Footings (L)	\$15,000.00	\$15,000.00			\$15,000.00	100.00%		
25	Footings (M)	\$25,000.00	\$25,000.00			\$25,000.00	100.00%		
26	Waterstop (L)	\$20,000.00	\$20,000.00			\$20,000.00	100.00%		
27	Waterstop (M)	\$20,000.00	\$20,000.00			\$20,000.00	100.00%		
28	Detention Tank Walls (L)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
29	Detention Tank Walls (M)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
30	Detention Tank Base Slab (L)	\$70,000.00	\$70,000.00			\$70,000.00	100.00%		
31	Detention Tank Base Slab (M)	\$70,000.00	\$70,000.00			\$70,000.00	100.00%		
32	Filter Room Base Slab (L)	\$90,000.00	\$90,000.00			\$90,000.00	100.00%		
33	Filter Room Base Slab (M)	\$90,000.00	\$90,000.00			\$90,000.00	100.00%		
34	Filter Room Walls (L)	\$70,000.00	\$70,000.00			\$70,000.00	100.00%		
35	Filter Room Walls (M)	\$70,000.00	\$70,000.00			\$70,000.00	100.00%		
36	Lower Level Base Slab (L)	\$130,000.00	\$130,000.00			\$130,000.00	100.00%		
37	Lower Level Base Slab (M)	\$130,000.00	\$130,000.00			\$130,000.00	100.00%		

CONTINUATION SHEET

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38	Main Level Base Slab (L)	\$90,000.00	\$90,000.00			\$90,000.00	100.00%		
39	Main Level Base Slab (M)	\$90,000.00	\$90,000.00			\$90,000.00	100.00%		
40	Main Level Walls (L)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
41	Main Level Walls (M)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
42	Upper Level Concrete Decks (L)	\$130,000.00	\$130,000.00			\$130,000.00	100.00%		
43	Upper Level Concrete Decks (M)	\$130,000.00	\$130,000.00			\$130,000.00	100.00%		
44	Topping Slabs (L)	\$40,000.00	\$40,000.00			\$40,000.00	100.00%		
45	Topping Slabs (M)	\$40,000.00	\$40,000.00			\$40,000.00	100.00%		
46	Sidewalks (L & M)	\$10,000.00						\$10,000.00	
47	Misc. Walls (L)	\$5,000.00	\$5,000.00			\$5,000.00	100.00%		
48	Misc. Walls (M)	\$5,000.00	\$5,000.00			\$5,000.00	100.00%		
49	Building Reinforcing Steel (L)	\$60,000.00	\$60,000.00			\$60,000.00	100.00%		
50	Building Reinforcing Steel (M)	\$60,000.00	\$60,000.00			\$60,000.00	100.00%		
51	Precast Plank – (L)	\$25,000.00	\$25,000.00			\$25,000.00	100.00%		
52	Precast Plank – (M)	\$100,000.00	\$100,000.00			\$100,000.00	100.00%		
53	Rub/Patch Walls (L & M)	\$40,000.00	\$36,000.00			\$36,000.00	90.00%	\$4,000.00	
54	Misc. Concrete (L & M)	\$5,000.00		\$2,000.00		\$2,000.00	40.00%	\$3,000.00	
55	Water Cure (L & M)	\$5,000.00	\$5,000.00			\$5,000.00	100.00%		
56	Clearwell Bottom Slab (L)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
57	Clearwell Bottom Slab (M)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
58	Clearwell Walls (L)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
59	Clearwell Walls (M)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
60	Clearwell Deck (L)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
61	Clearwell Deck (M)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
62	Clearwell Reinforcing Steel (L)	\$60,000.00	\$60,000.00			\$60,000.00	100.00%		
63	Clearwell Reinforcing Steel (M)	\$60,000.00	\$60,000.00			\$60,000.00	100.00%		
64	Backwash Tank Bottom Slab (L)	\$60,000.00	\$60,000.00			\$60,000.00	100.00%		
65	Backwash Tank Bottom Slab (M)	\$60,000.00	\$60,000.00			\$60,000.00	100.00%		
66	Backwash Tank Walls (L)	\$70,000.00	\$70,000.00			\$70,000.00	100.00%		
67	Backwash Tank Walls (M)	\$70,000.00	\$70,000.00			\$70,000.00	100.00%		
68	Backwash Tank Deck (L)	\$50,000.00	\$50,000.00			\$50,000.00	100.00%		
69	Backwash Tank Deck (M)	\$50,000.00	\$50,000.00			\$50,000.00	100.00%		
70	Backwash Tank Reinforce Steel (L)	\$40,000.00	\$40,000.00			\$40,000.00	100.00%		
71	Backwash Tank Reinforce Steel(M)	\$40,000.00	\$40,000.00			\$40,000.00	100.00%		
72	Concrete Outfall Structure (L)	\$5,000.00	\$5,000.00			\$5,000.00	100.00%		
73	Concrete Outfall Structure (M)	\$5,000.00	\$5,000.00			\$5,000.00	100.00%		
74	Masonry: General Conditions (L)	\$15,000.00	\$15,000.00			\$15,000.00	100.00%		

CONTINUATION SHEET

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APPLICATION NO: 17
 APPLICATION DATE: 10/02/24
 PERIOD TO: 09/30/24
 ENGINEER'S PROJECT NO: 173420014

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
75	Masonry: General Conditions (M)	\$125,000.00	\$108,000.00	\$3,000.00		\$111,000.00	88.80%	\$14,000.00	
76	Masonry: Exterior (L)	\$225,000.00	\$85,000.00	\$110,000.00		\$195,000.00	86.67%	\$30,000.00	
77	Masonry: Exterior (M)	\$150,000.00	\$55,000.00	\$85,000.00		\$140,000.00	93.33%	\$10,000.00	
78	Cavity Wall Insulation (L)	\$10,000.00	\$3,500.00	\$5,500.00		\$9,000.00	90.00%	\$1,000.00	
79	Cavity Wall Insulation (M)	\$10,000.00	\$3,700.00	\$6,300.00		\$10,000.00	100.00%		
80	Masonry: Interior (L)	\$65,000.00	\$65,000.00			\$65,000.00	100.00%		
81	Masonry: Interior (M)	\$65,000.00	\$65,000.00			\$65,000.00	100.00%		
82	Metals: General Conditions (L)	\$15,000.00	\$12,500.00	\$2,000.00		\$14,500.00	96.67%	\$500.00	
83	Metals: General Conditions (M)	\$175,000.00	\$165,500.00	\$1,000.00		\$166,500.00	95.14%	\$8,500.00	
84	Exterior Handrails/Stairs/Ladders (L & M)	\$25,000.00	\$10,000.00	\$2,000.00		\$12,000.00	48.00%	\$13,000.00	
85	Interior Handrails/Stairs/Ladders (L&M)	\$45,000.00	\$20,000.00	\$7,000.00		\$27,000.00	60.00%	\$18,000.00	
86	Metal Grating (L)	\$25,000.00	\$21,000.00	\$4,000.00		\$25,000.00	100.00%		
87	Misc. Metals (L)	\$25,000.00	\$21,000.00	\$4,000.00		\$25,000.00	100.00%		
88	Interior Access Hatches (L & M)	\$5,000.00	\$1,000.00	\$1,000.00		\$2,000.00	40.00%	\$3,000.00	
89	Exterior Access Hatches (L & M)	\$5,000.00	\$1,000.00	\$2,000.00		\$3,000.00	60.00%	\$2,000.00	
90	Wood Trusses (L)	\$20,000.00	\$20,000.00			\$20,000.00	100.00%		
91	Wood Trusses (M)	\$30,000.00	\$30,000.00			\$30,000.00	100.00%		
92	Rough Carpentry (L)	\$65,000.00	\$60,000.00	\$1,000.00		\$61,000.00	93.85%	\$4,000.00	
93	Rough Carpentry (M)	\$35,000.00	\$33,000.00	\$1,000.00		\$34,000.00	97.14%	\$1,000.00	
94	Finish Carpentry (L)	\$15,000.00	\$1,000.00	\$1,000.00		\$2,000.00	13.33%	\$13,000.00	
95	Finish Carpentry (M)	\$15,000.00	\$1,000.00	\$1,000.00		\$2,000.00	13.33%	\$13,000.00	
96	Plastic Fabrication (L)	\$1,500.00						\$1,500.00	
97	Plastic Fabrication (M)	\$1,500.00						\$1,500.00	
98	Fiberglass Grating (L)	\$8,500.00						\$8,500.00	
99	Fiberglass Grating (M)	\$25,000.00						\$25,000.00	
100	Dampproofing (L & M)	\$45,000.00	\$6,000.00	\$4,000.00		\$10,000.00	22.22%	\$35,000.00	
101	Membrane Waterproofing (L&M)	\$125,000.00	\$112,000.00	\$1,000.00		\$113,000.00	90.40%	\$12,000.00	
102	Fluid Applied Waterproofing (L & M)	\$45,000.00	\$10,000.00	\$5,000.00		\$15,000.00	33.33%	\$30,000.00	
103	Clearwell Insulation (L & M)	\$35,000.00	\$35,000.00			\$35,000.00	100.00%		
104	Backwash Tank Insulation (L & M)	\$35,000.00	\$35,000.00			\$35,000.00	100.00%		
105	Building Perimeter Insulation (L & M)	\$35,000.00	\$35,000.00			\$35,000.00	100.00%		
106	Translucent Wall Panels (L & M)	\$45,000.00		\$2,000.00		\$2,000.00	4.44%	\$43,000.00	
107	Fiber Cement Siding (L&M)	\$45,000.00	\$2,000.00	\$2,000.00		\$4,000.00	8.89%	\$41,000.00	
108	TPO Roofing (L&M)	\$181,000.00	\$160,000.00			\$160,000.00	88.40%	\$21,000.00	
109	Firestopping (L & M)	\$5,000.00						\$5,000.00	
110	Metal Roofing (L & M)	\$125,000.00	\$5,000.00	\$5,000.00		\$10,000.00	8.00%	\$115,000.00	
111	Metal Roofing Flashing & Trim (L&M)	\$15,000.00						\$15,000.00	

CONTINUATION SHEET

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 APPLICATION DATE: 10/02/24
 PERIOD TO: 09/30/24
 ENGINEER'S PROJECT NO: 173420014

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
112	Snow Retention System (L&M)	\$5,000.00						\$5,000.00	
113	Joint Sealers (L & M)	\$35,000.00						\$35,000.00	
114	Steel Doors and Frames (L)	\$25,000.00	\$11,000.00			\$11,000.00	44.00%	\$14,000.00	
115	Steel Doors and Frames (M)	\$45,000.00	\$43,000.00	\$1,000.00		\$44,000.00	97.78%	\$1,000.00	
116	FRP Doors and Frames (L)	\$12,000.00	\$10,000.00			\$10,000.00	83.33%	\$2,000.00	
117	FRP Doors and Frames (M)	\$40,000.00	\$39,000.00			\$39,000.00	97.50%	\$1,000.00	
118	Door Hardware (L&M)	\$20,000.00	\$8,000.00	\$1,000.00		\$9,000.00	45.00%	\$11,000.00	
119	Overhead Doors (L&M)	\$27,000.00						\$27,000.00	
120	Painting (L&M)	\$264,000.00	\$4,000.00	\$4,000.00		\$8,000.00	3.03%	\$256,000.00	
121	Windows (L & M)	\$25,000.00						\$25,000.00	
122	Gypsum Drywall (L & M)	\$5,000.00						\$5,000.00	
123	Acoustical Ceilings (L & M)	\$3,500.00						\$3,500.00	
124	Floor Treatment (L&M)	\$1,500.00						\$1,500.00	
125	Concrete and Masonry Sealer (L)	\$1,500.00						\$1,500.00	
126	Concrete and Masonry Sealer (M)	\$1,500.00						\$1,500.00	
127	Painting (L)	\$500.00						\$500.00	
128	Painting (M)	\$500.00						\$500.00	
129	Louvers/Vents (L & M)	\$13,000.00		\$6,000.00		\$6,000.00	46.15%	\$7,000.00	
130	Signs (L & M)	\$5,000.00						\$5,000.00	
131	Subgrade Preparation (L)	\$15,000.00		\$2,000.00		\$2,000.00	13.33%	\$13,000.00	
132	Aggregate Base (L & M)	\$25,000.00						\$25,000.00	
133	Site Preparation (L & M)	\$15,000.00		\$7,000.00		\$7,000.00	46.67%	\$8,000.00	
134	Underground Water Main (L & M)	\$350,000.00	\$315,000.00	\$10,000.00		\$325,000.00	92.86%	\$25,000.00	
135	Water Main Valves and Hydrant (L & M)	\$35,000.00	\$35,000.00			\$35,000.00	100.00%		
136	Storm Sewer (L&M)	\$125,000.00		\$60,000.00		\$60,000.00	48.00%	\$65,000.00	
137	Sanitary Sewer (L & M)	\$350,000.00	\$350,000.00			\$350,000.00	100.00%		
138	Irrigation (L&M)	\$25,000.00						\$25,000.00	
139	Dewatering (L&M)	\$50,000.00	\$50,000.00			\$50,000.00	100.00%		
140	Erosion & Sediment Control (L&M)	\$5,000.00	\$5,000.00			\$5,000.00	100.00%		
141	Riprap (L&M)	\$5,000.00						\$5,000.00	
142	Flexible Paving (L&M)	\$95,000.00						\$95,000.00	
143	Concrete Paving (L&M)	\$35,000.00						\$35,000.00	
144	Concrete Curb & Gutter (L&M)	\$25,000.00						\$25,000.00	
145	Pavement Markings (L&M)	\$2,000.00						\$2,000.00	
146	Fences & Gates (L&M)	\$20,000.00						\$20,000.00	
147	Seeding & Restoration (L&M)	\$35,000.00						\$35,000.00	
148	Vegetation Establishment & Maintenance (L&M)	\$5,000.00						\$5,000.00	

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 APPLICATION DATE: 10/02/24
 PERIOD TO: 09/30/24
 ENGINEER'S PROJECT NO: 173420014

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
149	Plants (L&M)	\$35,000.00						\$35,000.00	
150	Filter Equipment (L)	\$50,000.00	\$35,000.00	\$2,000.00		\$37,000.00	74.00%	\$13,000.00	
151	Filter Equipment (M)	\$850,000.00	\$820,352.64	\$10,000.00		\$830,352.64	97.69%	\$19,647.36	
152	Filter Controls (L)	\$50,000.00						\$50,000.00	
153	Filter Controls (M)	\$50,000.00						\$50,000.00	
154	Filter System Startup	\$2,500.00						\$2,500.00	
155	Filter Equipment O&M's	\$500.00						\$500.00	
156	High Service Pumps (L)	\$15,000.00						\$15,000.00	
157	High Service Pumps (M)	\$150,000.00						\$150,000.00	
158	High Service Pumps O&M's	\$500.00						\$500.00	
159	High Service Pumps Testing and Startup	\$2,500.00						\$2,500.00	
160	Backwash Pump (L)	\$5,000.00						\$5,000.00	
161	Backwash Pump (M)	\$55,000.00						\$55,000.00	
162	Backwash Pump Testing and Startup	\$2,500.00						\$2,500.00	
163	Backwash Pump O&M's	\$500.00						\$500.00	
164	Well Pump (L)	\$5,000.00						\$5,000.00	
165	Well Pump (M)	\$45,000.00	\$30,000.00			\$30,000.00	66.67%	\$15,000.00	
166	Well Pump Testing and Startup	\$5,000.00						\$5,000.00	
167	Well Pump O&M's	\$500.00						\$500.00	
168	Valve Vault (L)	\$18,000.00	\$18,000.00			\$18,000.00	100.00%		
169	Valve Vault (M)	\$18,000.00	\$18,000.00			\$18,000.00	100.00%		
170	Pre-Engineered Building (L)	\$19,000.00	\$16,000.00			\$16,000.00	84.21%	\$3,000.00	
171	Pre-Engineered Building (M)	\$450,000.00						\$450,000.00	
172	Submersible Pumps (L)	\$5,000.00						\$5,000.00	
173	Submersible Pumps (M)	\$20,000.00						\$20,000.00	
174	Submersible Pumps Testing and Startup	\$500.00						\$500.00	
175	Submersible Pumps O&M's	\$250.00						\$250.00	
176	Potassium Permanganate Feed Equipment (L)	\$5,000.00						\$5,000.00	
177	Potassium Permanganate Equipment (M)	\$20,000.00						\$20,000.00	
178	Potassium Permanganate Feed Equipment Startup	\$1,000.00						\$1,000.00	
179	Potassium Permanganate Equipment O&M's	\$500.00						\$500.00	
180	Chlorine Gas Feed Equipment (L)	\$5,000.00						\$5,000.00	
181	Chlorine Gas Equipment (M)	\$20,000.00						\$20,000.00	
182	Chlorine Gas Feed Equipment Startup	\$1,000.00						\$1,000.00	
183	Chlorine Gas Equipment O&M's	\$500.00						\$500.00	
184	Polyphosphate Feed Equipment (L)	\$5,000.00						\$5,000.00	
185	Polyphosphate Feed Equipment (M)	\$20,000.00						\$20,000.00	

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ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
186	Polyphosphate Feed Equipment Startup	\$1,000.00						\$1,000.00	
187	Polyphosphate Feed Equipment O&M's	\$500.00						\$500.00	
188	Fluoride Feed Equipment (L)	\$5,000.00						\$5,000.00	
189	Fluoride Feed Equipment (M)	\$20,000.00						\$20,000.00	
190	Fluoride Feed Equipment Startup	\$1,000.00						\$1,000.00	
191	Fluoride Feed Equipment O&M's	\$500.00						\$500.00	
192	Initial Supply of Chemicals (L&M)	\$15,000.00						\$15,000.00	
193	Blower (L)	\$5,000.00	\$4,000.00			\$4,000.00	80.00%	\$1,000.00	
194	Blower (M)	\$35,000.00	\$35,000.00			\$35,000.00	100.00%		
195	Blower Startup	\$1,000.00						\$1,000.00	
196	Blower O&M's	\$500.00						\$500.00	
197	Blower Vibration Tests	\$250.00						\$250.00	
198	Cranes, Hoists, Lifting Hooks (L&M)	\$5,000.00	\$2,500.00			\$2,500.00	50.00%	\$2,500.00	
199	Window Treatments (L & M)	\$500.00						\$500.00	
200	Lab Furniture (L & M)	\$1,000.00						\$1,000.00	
201	Magnetic Flow Meters (L&M)	\$5,000.00	\$4,000.00			\$4,000.00	80.00%	\$1,000.00	
202	Magnetic Flow Meters Startup	\$500.00						\$500.00	
203	Magnetic Flow Meters O&M's	\$500.00						\$500.00	
204	Mechanical: General Conditions	\$50,000.00	\$26,000.00	\$2,000.00		\$28,000.00	56.00%	\$22,000.00	
205	Metallic Process Pipe/Fittings (L)	\$840,000.00	\$595,000.00	\$100,000.00		\$695,000.00	82.74%	\$145,000.00	
206	Metallic Process Pipe/Fittings (M)	\$2,375,000.00	\$1,720,000.00	\$335,000.00		\$2,055,000.00	86.53%	\$320,000.00	
207	Plastic Process Piping/Fittings (L)	\$150,000.00	\$120,000.00	\$10,000.00		\$130,000.00	86.67%	\$20,000.00	
208	Plastic Process Piping/Fittings (M)	\$150,000.00	\$120,000.00	\$10,000.00		\$130,000.00	86.67%	\$20,000.00	
209	Pipe Identification (L)	\$5,000.00						\$5,000.00	
210	Pipe Identification (M)	\$5,000.00						\$5,000.00	
211	Valves and Accessories (L)	\$25,000.00	\$20,000.00	\$3,000.00		\$23,000.00	92.00%	\$2,000.00	
212	Valves and Accessories (M)	\$85,000.00	\$68,500.00	\$4,000.00		\$72,500.00	85.29%	\$12,500.00	
213	Gauges (L)	\$5,000.00						\$5,000.00	
214	Gauges (M)	\$5,000.00						\$5,000.00	
215	Record Plan Process Drawings	\$250.00						\$250.00	
216	Pipe Insulation (L & M)	\$35,000.00						\$35,000.00	
217	Sanitary Below Ground (L)	\$45,000.00	\$45,000.00			\$45,000.00	100.00%		
218	Sanitary Below Ground (M)	\$45,000.00	\$45,000.00			\$45,000.00	100.00%		
219	Sanitary Above Ground (L)	\$55,000.00	\$36,000.00	\$17,000.00		\$53,000.00	96.36%	\$2,000.00	
220	Sanitary Above Ground (M)	\$55,000.00	\$40,000.00	\$13,000.00		\$53,000.00	96.36%	\$2,000.00	
221	Facility Storm Drainage (L)	\$35,000.00	\$27,000.00	\$3,000.00		\$30,000.00	85.71%	\$5,000.00	
222	Facility Storm Drainage (M)	\$35,000.00	\$35,000.00			\$35,000.00	100.00%		

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223	Water Piping (L)	\$45,000.00	\$17,000.00	\$8,000.00		\$25,000.00	55.56%	\$20,000.00	
224	Water Piping (M)	\$45,000.00	\$17,000.00	\$8,000.00		\$25,000.00	55.56%	\$20,000.00	
225	Clean-Outs (L)	\$2,500.00	\$1,500.00			\$1,500.00	60.00%	\$1,000.00	
226	Clean-Outs (M)	\$2,500.00	\$2,500.00			\$2,500.00	100.00%		
227	Floor Drains (L)	\$5,000.00	\$5,000.00			\$5,000.00	100.00%		
228	Floor Drains (M)	\$15,000.00	\$15,000.00			\$15,000.00	100.00%		
229	Wall Hydrants (L)	\$5,000.00						\$5,000.00	
230	Wall Hydrants (M)	\$5,000.00		\$2,000.00		\$2,000.00	40.00%	\$3,000.00	
231	Plumbing Fixtures (L)	\$5,000.00						\$5,000.00	
232	Plumbing Fixtures (M)	\$15,000.00		\$2,000.00		\$2,000.00	13.33%	\$13,000.00	
233	Sump Pumps (L)	\$15,000.00	\$13,500.00	\$500.00		\$14,000.00	93.33%	\$1,000.00	
234	Sump Pumps (M)	\$25,000.00	\$23,000.00	\$1,000.00		\$24,000.00	96.00%	\$1,000.00	
235	Water Heaters (L)	\$5,000.00						\$5,000.00	
236	Water Heaters (M)	\$25,000.00	\$13,000.00	\$12,000.00		\$25,000.00	100.00%		
237	Sample Taps, Lines and Valves (L)	\$5,000.00		\$1,000.00		\$1,000.00	20.00%	\$4,000.00	
238	Sample Taps, Lines and Valves (M)	\$5,000.00	\$3,000.00	\$1,000.00		\$4,000.00	80.00%	\$1,000.00	
239	Record Plumbing Drawings	\$250.00						\$250.00	
240	Sheet Metal (L)	\$155,000.00	\$55,000.00	\$55,000.00		\$110,000.00	70.97%	\$45,000.00	
241	Sheet Metal (M)	\$25,000.00	\$13,000.00	\$8,000.00		\$21,000.00	84.00%	\$4,000.00	
242	Chimneys (L)	\$5,000.00		\$1,000.00		\$1,000.00	20.00%	\$4,000.00	
243	Chimneys (M)	\$5,000.00		\$1,000.00		\$1,000.00	20.00%	\$4,000.00	
244	Dampers (L)	\$5,000.00		\$1,000.00		\$1,000.00	20.00%	\$4,000.00	
245	Dampers (M)	\$5,000.00		\$1,000.00		\$1,000.00	20.00%	\$4,000.00	
246	Duct Insulation (L & M)	\$25,000.00						\$25,000.00	
247	Grilles/Registers/Diffusers (L)	\$5,000.00		\$1,000.00		\$1,000.00	20.00%	\$4,000.00	
248	Grilles/Registers/Diffusers (M)	\$5,000.00		\$1,000.00		\$1,000.00	20.00%	\$4,000.00	
249	Fans (L)	\$5,000.00						\$5,000.00	
250	Fans (M)	\$5,000.00	\$2,000.00	\$2,000.00		\$4,000.00	80.00%	\$1,000.00	
251	Fans Startup	\$250.00						\$250.00	
252	Fans O & M Manuals	\$250.00						\$250.00	
253	Rooflop Units (L)	\$5,000.00						\$5,000.00	
254	Rooflop Units (M)	\$25,000.00	\$13,000.00	\$2,000.00		\$15,000.00	60.00%	\$10,000.00	
255	Unit Heaters (L)	\$5,000.00						\$5,000.00	
256	Unit Heaters (M)	\$25,000.00	\$13,000.00	\$2,000.00		\$15,000.00	60.00%	\$10,000.00	
257	Unit Heaters Startup	\$250.00						\$250.00	
258	Unit Heaters O & M Manuals	\$250.00						\$250.00	
259	Dehumidifier (L)	\$50.00						\$50.00	

CONTINUATION SHEET

AIA DOCUMENT G703

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

APPLICATION NO: 17
 APPLICATION DATE: 10/02/24
 PERIOD TO: 09/30/24
 ENGINEER'S PROJECT NO: 173420014

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
260	Dehumidifier (M)	\$50.00						\$50.00	
261	Dehumidifier O&M's	\$50.00						\$50.00	
262	Dehumidifier Start Up	\$50.00						\$50.00	
263	Temperature Control (L & M)	\$15,000.00	\$5,000.00	\$5,000.00		\$10,000.00	66.67%	\$5,000.00	
264	Temperature Controls Startup	\$5,000.00						\$5,000.00	
265	Temperature Controls O&M's	\$250.00						\$250.00	
266	Record HVAC Drawings	\$250.00						\$250.00	
267	Electrical: General Conditions	\$300,000.00	\$73,600.00	\$15,400.00		\$89,000.00	29.67%	\$211,000.00	
268	Temporary Electrical	\$50,000.00	\$50,000.00			\$50,000.00	100.00%		
269	Plant Controls (L)	\$65,000.00		\$1,000.00		\$1,000.00	1.54%	\$64,000.00	
270	Plant Controls (M)	\$125,000.00		\$5,000.00		\$5,000.00	4.00%	\$120,000.00	
271	Interior Fixtures and Lamps (L)	\$22,000.00	\$5,000.00	\$5,000.00		\$10,000.00	45.45%	\$12,000.00	
272	Interior Fixtures and Lamps (M)	\$35,000.00	\$7,000.00	\$10,000.00		\$17,000.00	48.57%	\$18,000.00	
273	Exterior Fixtures and Lamps (L)	\$5,000.00		\$1,000.00		\$1,000.00	20.00%	\$4,000.00	
274	Exterior Fixtures and Lamps (M)	\$10,000.00	\$1,000.00	\$3,000.00		\$4,000.00	40.00%	\$6,000.00	
275	Distribution Equipment (L)	\$125,000.00		\$2,000.00		\$2,000.00	1.60%	\$123,000.00	
276	Distribution Equipment (M)	\$500,000.00	\$278,000.00	\$100,000.00		\$378,000.00	75.60%	\$122,000.00	
277	Branch/Feeder Circuits (L)	\$40,000.00	\$20,000.00	\$2,000.00		\$22,000.00	55.00%	\$18,000.00	
278	Branch/Feeder Circuits (M)	\$25,000.00	\$12,500.00	\$2,000.00		\$14,500.00	58.00%	\$10,500.00	
279	Generator (L)	\$10,000.00	\$1,000.00			\$1,000.00	10.00%	\$9,000.00	
280	Generator (M)	\$125,000.00		\$50,000.00		\$50,000.00	40.00%	\$75,000.00	
281	Fire Alarm (L&M)	\$1,000.00						\$1,000.00	
282	Security (L&M)	\$15,000.00		\$1,000.00		\$1,000.00	6.67%	\$14,000.00	
283	Telephone (L&M)	\$5,000.00						\$5,000.00	
284	Card Access System (L&M)	\$15,000.00		\$1,000.00		\$1,000.00	6.67%	\$14,000.00	
285	Plant Controls (L)	\$35,000.00		\$1,000.00		\$1,000.00	2.86%	\$34,000.00	
286	Plant Controls (M)	\$125,000.00		\$5,000.00		\$5,000.00	4.00%	\$120,000.00	
287	Computer Equipment (L&M)	\$70,000.00		\$1,000.00		\$1,000.00	1.43%	\$69,000.00	
288	Electrical Record Drawings	\$500.00						\$500.00	
289	Plant Controls (M)	\$5,000.00						\$5,000.00	
290	Remote Site RTU's (L)	\$5,000.00						\$5,000.00	
291	Remote Site RTU's (M)	\$5,000.00						\$5,000.00	
292	Facility Controls Startup (L&M)	\$5,000.00						\$5,000.00	
293	Record Plant Control Documents	\$500.00						\$500.00	
294	Record Electrical Conduit and Wire Drawings	\$500.00						\$500.00	
295	Change Orders	\$86,538.63	\$38,000.00	\$7,000.00		\$45,000.00	52.00%	\$41,538.63	

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 17
 APPLICATION DATE: 10/02/24
 PERIOD TO: 09/30/24
 ENGINEER'S PROJECT NO: 173420014

In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
GRAND TOTALS		\$16,814,738.63	\$11,159,352.64	\$1,201,600.00	\$0.00	\$12,360,952.64		\$4,453,785.99	

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

STAFF REPORT

Agenda Item 6h.

City Council Meeting: October 24, 2024	Prepared By: Dwight Klingbeil
Topic: Heitke Lot Line Adjustment (PID 28-119-23-33-0001 & 28-119-23-34-0001) (City File No. 24-013)	Action Required: Decision

1. Application Request

Daniel and Patrica Heitke request approval of a minor subdivision which would realign the shared boundary line between 7000 Rolling Hills Road and Outlot A of Heitke Farms.

2. Context

Level of City Discretion in Decision-Making

The City's discretion in approving a minor subdivision is limited to whether or not the minor subdivision meets the standards outlined in the Code. If it meets these standards, the City must approve the subdivision.

Zoning and Land Use

The subject properties are zoned Rural Residential (RR) and guided Rural/Ag Residential. All surrounding properties have the same guiding and zoning. The property at 7000 Rolling Hills Road (Lot 1) contains a single-family home, where the applicants currently reside. Outlot A of Heitke Farms is an active farm that is being farmed by the Heitke family. The wetlands on the property are subject to the Wetland Overlay district regulations. The property is not located within the Metropolitan Urban Service Area (MUSA).

Natural Characteristics of the Site

The Comprehensive Plan Natural Resource Inventory map identifies an upland community along Lot 1, and portions of Outlot A. The map also identifies a greenway corridor through portions of Outlot A, including the area being annexed into Lot 1. The

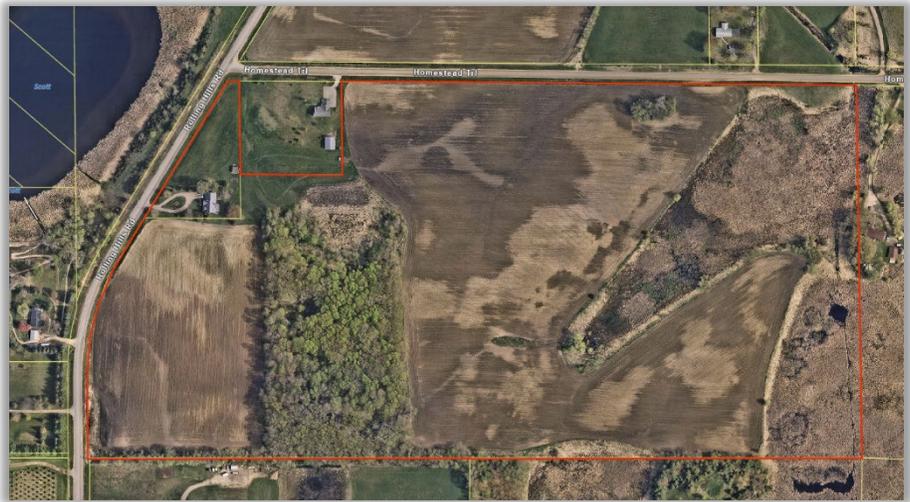


Figure 1 Property Location: 7000 Rolling Hills Road and Outlot A of "Heitke Farm"

Natural Resource Inventory map also identifies a medium quality wetland on the eastern side of Outlot A, which will not be impacted from this proposal. A level 1 wetland delineation was conducted and certified by the City over Lot 1. This delineation identified a portion of a wetland complex on the eastern edge of Lot 1 after the proposed changes. It appears that the remainder of the wetland crosses into Outlot A. However, a wetland exemption for the outlot was granted, and a delineation was not required with this application.

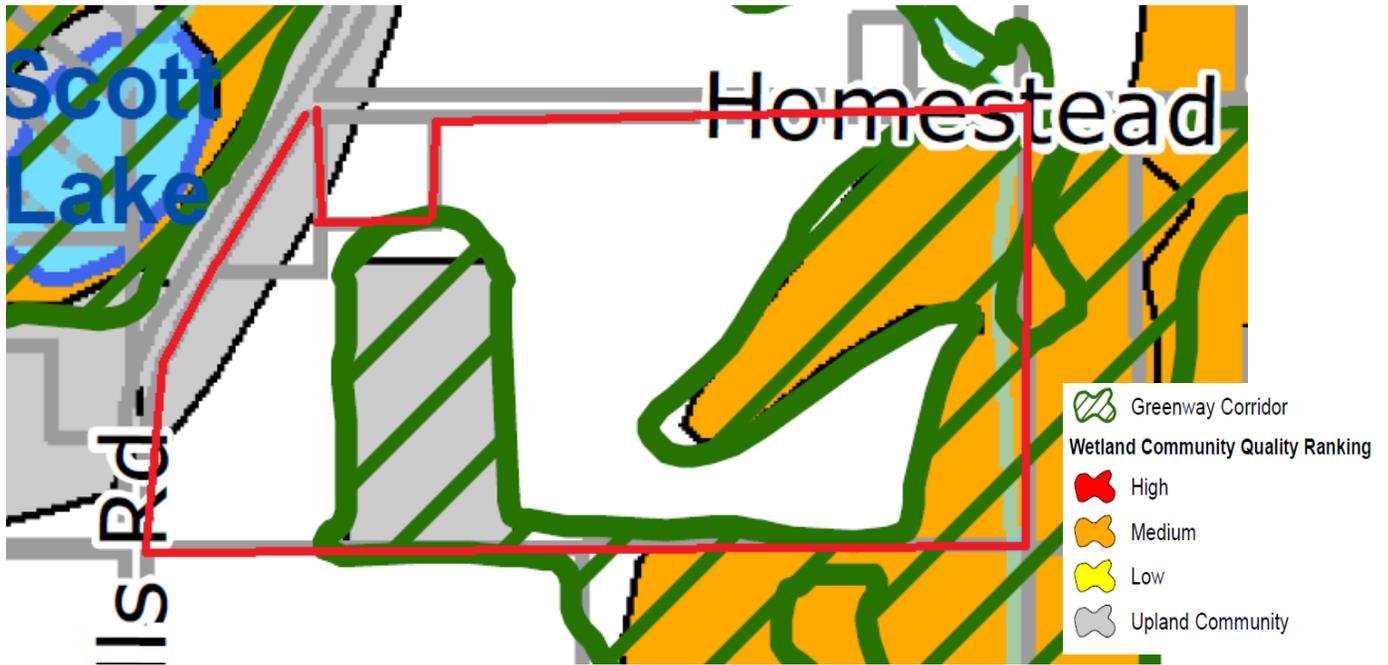


Figure 2 Natural Resources Communities Quality Ranking Map

3. Analysis of Request

Minor Subdivision/Lot Line Adjustment

The applicant is proposing a minor subdivision that would realign the east lot line of 7000 Rolling Hills (Lot 1) to match with the eastern lot line of 22201 Homestead Trail. This would ensure that the applicant's drain field would entirely be within their parcel. The current lot line intersects the applicant's drain field, resulting in half of the drain field being located on Outlot A. The proposed subdivision would realign the lot line on lot 1 and would resolve the drain field encroachment.

The requested subdivision involves an existing Outlot of record. Any subdivision or lot line adjustment of

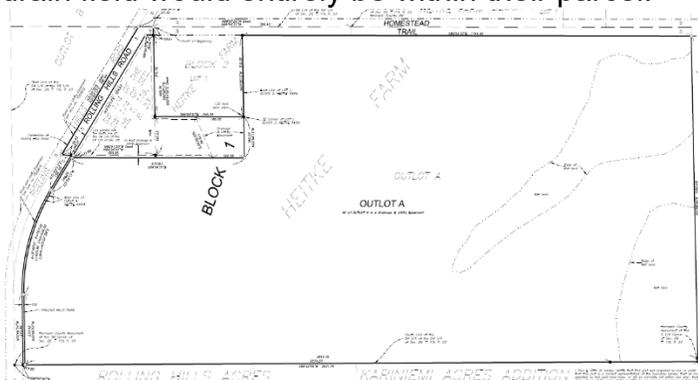


Figure 3 Final Plat Exhibit

a platted lot/outlot creates an unduly complex legal description. However, recording a final plat exhibit would allow modification of the subject property's legal description. Rather than processing this request through the standard preliminary and final plat process, staff confirmed that this request meets the criteria for a minor subdivision and may be processed as such. A preliminary plat exhibit and a final plat exhibit are also included in this application, as the final plat exhibit must be recorded at the County.

Section 927.010 of the Subdivision Ordinance outlines the requirements for a subdivision to be processed as a Minor Subdivision. This is an option for subdivisions resulting in three or fewer lots within the Urban Reserve (UR) and Rural Reserve (RR) zoning districts. This section details several conditions that must be met for the approval of the Minor Subdivision:

Section 927.010, Subd. 1(A) – Criteria:

- a. *The subdivision shall be in compliance with the Comprehensive Plan and the purpose and intent of this Chapter.*

The subdivision is compatible with the density requirements and large residential lots expected for land guided Rural/Ag Residential in the 2040 Comprehensive Plan. Staff believes the proposed minor subdivision is consistent with the purpose and intent of the Subdivision Ordinance as outlined in Section 910.020 of the City Code, with the inclusion of staff's recommended conditions of approval.

- b. *The lot division shall not cause any structure on the property to be made non-conforming or be in violation of the Zoning Chapter or any other provisions of the City Code.*

The existing structures on 7000 Rolling Hills Road meet and exceed the required setbacks for the RR district. The proposed subdivision does not create any nonconformities or violations of the Zoning Ordinance or overall City Code.

- c. *The lot division shall result in no more than 3 lots which are at least 2 ½ acres that meet the minimum dimensional requirements for the zoning district in which the property is located.*

The proposed subdivision will result in 2 lots that each exceed 2.5 acres. The minimum dimensional requirements of the RR are also satisfied.

- d. *All parcels resulting from the lot division shall have frontage and access on an existing improved street. When right-of-way is required by the City or County, the applicant shall deed or provide easements for such right-of-way.*

Outlot A has frontage to Homestead Trail and Rolling Hills Road, both of which are existing improved streets. Lot 1 has direct access onto an improved street through Rolling Hills Road. The 2040 Roadway Classification map identifies Rolling Hills Road as a Minor Collector Roadway. Subdivisions along a minor collector road requires dedication of right-of-way to accommodate a 40 ft half ROW, measured from the centerline. The existing parcels allow for a 33 ft half ROW. The applicant proposes dedication of an additional 7 ft of ROW along Rolling Hills Road for both parcels to satisfy this requirement.

- e. *The resulting parcels shall generally conform with the shape, character, and area of existing or anticipated land subdivision in the surrounding areas.*

The resulting parcels will be compatible and generally conform with the surrounding area. The minor subdivision will realign the shared property line which would result in a 3.77-acre lot and a 66.10-acre outlot. The land use will remain unchanged and there are no new homes proposed with this subdivision. Staff finds that the proposed subdivision conforms to the area, shape, character of the surrounding areas.

- f. *Any such lot division shall not require any public improvements.*

No public improvements are required as a result of the proposed subdivision.

- g. *Any such subdivision shall not result in legal descriptions that are unduly complex.*

Outlot A is a platted outlot of the Heitke Farm subdivision. Minor subdivisions of a platted lot/outlot create an unduly complex legal description of the outlot. To avoid this, platted lots must be recorded as a new plat addition in order to modify the legal descriptions of the parcels.

This is typically done through the preliminary and final plat processes. Staff reviewed the City Code and found that the requested subdivision could be processed as a Minor Subdivision, with the addition of a preliminary plat exhibit and final plat exhibit. Staff confirmed that recording the final plat exhibit through Hennepin County will address this issue and would prevent an unduly complex legal description of the proposed subdivision.

- h. *The applicant shall comply with the park dedication regulations, as required for a plat.*

Under Section 955.020 Subd. 1(A), park dedication is only due in cases where additional new parcels are created. Park dedication is not due in situations where

a replat or lot line adjustment is required to modify lot boundaries without creating any additional lots.

- i. *Prior to issuance of building permits, property irons shall be installed pursuant to Minnesota Statutes.*

This is included as a condition of approval in the resolution.

- j. *The applicant warrants that he or she is the owner of the properties subject to the application and has obtained all necessary consent from all other owners and interested parties.*

The applicant made this warranty on the City's typical land use application form.

Additional Standards and Requirements

With the conditions of approval identified so far, staff finds that the proposal meets the standards to allow the subdivision to be processed as a minor subdivision rather than a formal plat. However, there are additional City requirements and performance standards that must still be addressed.

Drainage and Utility Easements

Section 927.010, Subd. 2 provides that lot line easements and other easements determined to be necessary by the City must still be provided as part of a minor subdivision. A drainage and utility easement (D&U easements) is a typical requirement for all subdivisions. The proposed subdivision includes 10 ft D&U easement around the perimeter of lot 1, as well as additional easement area over the delineated wetland on the eastern portion of said lot.

Right-of-Way

Lot 1 currently fronts Rolling Hills Road, which is a minor collector road. City standards for a minor collector road is a 40 ft half right-of-way (ROW), as measured from the center line. The existing property lines along Rolling Hills Road allow for a 33 ft half ROW. The proposed subdivision must dedicate an additional 7 ft of ROW along the western edge of the property.

Wetlands

A level 1 wetland delineation was conducted on the proposed Lot 1, which identified portions of a larger wetland complex on the eastern edge of the lot. The applicant applied for an exemption from the wetland delineation requirement over the outlot. Engineering supported the request and waived the wetland delineation requirement for the outlot due to the lack of improvements occurring on the outlot. However, future improvements may require a formal wetland land delineation.

With this subdivision, the delineated wetlands are required to be protected by a vegetated buffer and wetland buffer monuments must be installed as required in the Wetland Overlay District, per Section 1050.010 of the Zoning Ordinance. The size of the buffer is dependent upon the quality of the wetland. The City's Natural Resources Community Quality Ranking map is based on the City's quality assessment of known wetlands within the City. Wetlands not shown on this map are assumed to be of medium quality; however, there is a process to confirm wetland quality through Minnesota Rapid Assessment (MNRAM) methodology should the applicant decide wetland quality on the site needs to be re-evaluated. The City's map does not identify the quality of the community and is assumed to be of medium quality.

The following requirements will be applied:

Standard	Medium
Wetland Buffer Average Width	25'
Wetland Buffer Width (Min.)	20'
Wetland Buffer Width (Max.)	40'
Structure Setback from Buffer	15'
Total Buffer and Setback (Average)*	40'

* A 5' setback is required for roads and parking lots.

** The Elm Creek Watershed requires a wetland buffer average width of 25' for all wetlands with a minimum width of 10'. The applicant is responsible for satisfying the Watershed's requirements.

The applicant must provide a wetland buffer plan that complies with the Section 1050.010, Subd. 5. Additionally, the applicant's engineer must provide certification of the average width of each wetland buffer.

A permanent wetland buffer monument shall be installed at the lot line where it crosses a wetland buffer, and to indicate the contour of the buffer. Monument signs cannot exceed the maximum spacing requirement of 200 feet of wetland edge. The applicant must provide a wetland buffer monument sign plan that complies with these requirements.

Since a wetland delineation was not conducted over Outlot A, a blanket D&U easement will be required over the entire outlot. The existing D&U easements will need to be vacated prior to the establishment of the new easements

Landscaping

Per Section 1060.070 Subd. 2, residential developments of less than 4 units shall not require a landscape plan but shall be required to install a minimum of one overstory tree per dwelling unit.

Conclusion

Staff reviewed the plan for consistency with the applicable standards in the Zoning Ordinance and the Subdivision Ordinance and found that the minor subdivision is consistent with ordinance requirements with the proposed conditions of approval.

4. Recommendation

Move to recommend approval of Resolution 2024-118, approving a minor subdivision for Daniel and Patricia Heitke.

Attachments:

1. Resolution 2024-118 approving minor subdivision
2. Property Survey (Before and After)
3. Final Plat Exhibit
4. Engineering Memo dated October 16, 2024

RESOLUTION NO. 2024-118

Motion By:
Seconded By:

APPROVING MINOR SUBDIVISION ON THE 69.4-ACRE SITE AT 7000 ROLLING HILLS ROAD & OUTLOT A OF HEITKE FARM (PIDs 28-119-23-33-0001 & 28-119-23-34-0001) (CITY FILE 24-013)

WHEREAS, Daniel and Patricia Heitke (“the applicant”) requested approval of a minor subdivision to allow for a lot line adjustment between the two properties described as follows;

See Attachment A

WHEREAS, city staff determined the application meets the criteria for a minor subdivision as outlined in Section 927.010 of the City Code’s Subdivision Ordinance.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Corcoran City Council approves the request for a minor subdivision subject to the following findings and conditions:

1. A minor subdivision is approved to allow a new lot configuration between a parcel and an existing outlot, in accordance with the plans and application received by the City on April 2, 2024, and additional information received on June 31, 2024, September 12, 2024, and October 7, 2024, except as amended by this resolution.
2. The approval is contingent on the following:
 - a. Approval of the easement vacation of drainage and utility easements based on the perimeter of the lot lines.
3. No development rights are exhausted with this subdivision as there are no newly created lots.
4. The applicant must comply with all conditions in the City Engineers Memo dated October 16, 2024.
5. Park dedication is not due with this minor subdivision as there are no newly created lots.
6. The following requirements must be met regarding the delineated wetlands on Lot 1 of the subdivision:
 - a. The plans must be updated to show the wetland buffers and required wetland buffer monument signs as required by Section 1050.010 of the Zoning Ordinance.
 - i. The applicant’s surveyor must certify the average width of the buffer on the plan.
 - b. The drainage and utility easements for the wetland and wetland buffers must be provided on the final plat and submitted for City review and approval.

RESOLUTION NO. 2024-118

- c. Wetland signs must be purchased from the City and installed on treated 4x4 wooden posts.
 - d. A wetland buffer planting plan in compliance with Section 1050.010, Subd. 8(C) of the Zoning Ordinance shall be submitted for review and approval by the City prior to release of the minor subdivision for recording.
 - i. Buffer areas that are not vegetated or have been disturbed within the last 10 years shall be replanted and maintained according to the standards in Section 1050.010, Subd. 8(C).
 - ii. If exiting wetland buffers are proposed to remain by the applicant, the City's wetland buffer specialist must inspect and confirm existing buffers are undisturbed and in an acceptable condition prior to release of the minor subdivision for recording.
 - e. A wetland buffer establishment plan must be submitted to the City in compliance with the City's Buffer Vegetation Establishment Plan Policy for approval by the City's Wetland Consultant.
7. The applicant's escrow account with the City must remain in the positive until release of the escrow account. The applicant must remit payment for any balance due within 30 days of receiving a mailed notice.
8. Prior to closing the escrow account and release of any potential refund, the applicant must complete the following:
 - a. The approving resolution and plat mylars must be recorded at Hennepin County.
 - b. Proof of recording must be submitted to the City.
 - c. Lot monuments must be installed as required by the Subdivision Ordinance. The installation of the lot monuments according to the approved plan must be certified by a registered land surveyor.
 - d. The wetland buffers monuments must be installed. The installation of the monuments according to the approved plan must be certified by a registered land surveyor.
 - e. The City's Wetland Consultant must sign off on completion of the wetland buffer establishment plan.
9. The applicant must file the final plat exhibit at Hennepin County within 2 years of the date of approval or the approval shall expire.

RESOLUTION NO. 2024-118

VOTING AYE

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

VOTING NAY

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

Whereupon, said Resolution is hereby declared adopted on this 24th day of October 2024.

Tom McKee - Mayor

ATTEST:

Deb Johnson – City Clerk

City Seal

RESOLUTION NO. 2024-118

ATTACHMENT A

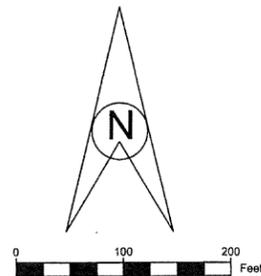
That part of the Southwest Quarter of the Southwest Quarter of Section 28 Township 119 North, Range 23, described as follows:

Commencing at the Northeast corner of said Southwest Quarter of the Southwest Quarter; thence on an assumed bearing of North 89 degrees 51 minutes 20 seconds West, along the North line of said Southwest Quarter of the Southwest Quarter, a distance of 766.43 feet to the point of beginning; thence South 00 degrees 54 minutes 56 seconds East, a distance of 498.76 feet; thence North 89 degrees 51 minutes 20 seconds West, parallel with the North line of said East, along said centerline, a distance of 581.44 feet to the North line of said Southwest Quarter of the Southwest Quarter; thence South 89 degrees 51 minutes 20 seconds East, along said North line, a distance of 57.72 feet to the point of beginning.

AND

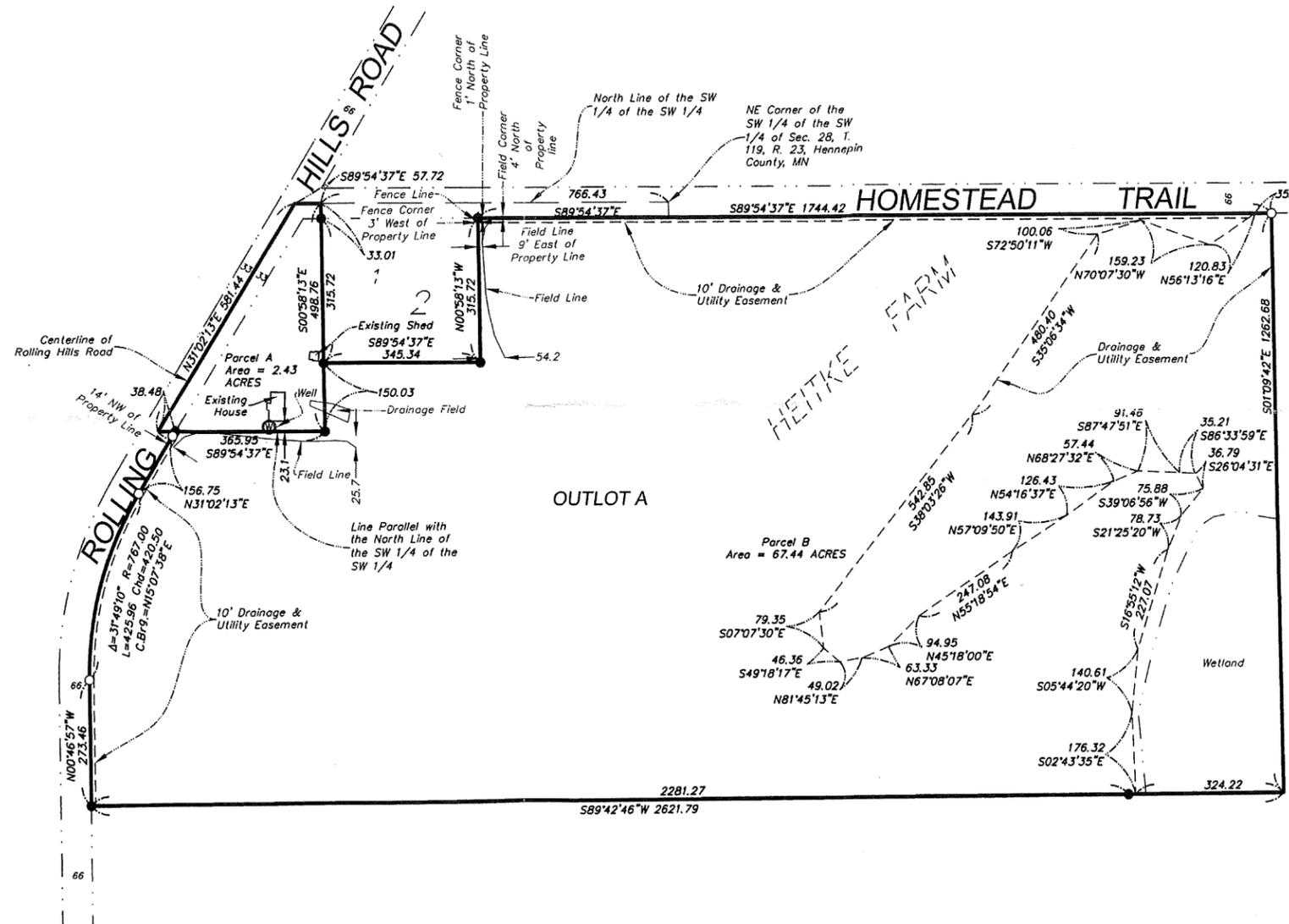
OUTLOT A, HEITKE FARM

Certificate of Survey - Before



LEGEND

--- denotes Drainage and Utility Easement per the plat Heitke Farm



EXISTING PROPERTY DESCRIPTIONS:

PARCEL A:

That part of the Southwest Quarter of the Southwest Quarter of Section 28, Township 119, Range 23, Hennepin County, Minnesota, described as follows:

Commencing at the Northeast corner of said Southwest Quarter of the Southwest Quarter; thence on an assumed bearing of North 89 degrees 54 minutes 37 seconds East, a distance of 766.43 feet to the point of beginning; thence South 00 degrees 58 minutes 13 seconds East, a distance of 498.76 feet; thence North 89 degrees 54 minutes 37 seconds West, parallel with the North line of said Southwest Quarter of the Southwest Quarter, a distance of 365.95 feet to the centerline of Rolling Hills Road; thence North 31 degrees 02 minutes 13 seconds East, along said centerline, a distance of 581.44 feet to the North line of said Southwest Quarter of the Southwest Quarter; thence South 89 degrees 54 minutes 37 seconds East, along said North line, a distance of 57.72 feet to the point of beginning.

PARCEL B:

Outlot A, HEITKE FARM, Hennepin County, Minnesota, according to the recorded plat thereof.

Certificate of Survey on Part of the SW 1/4 of the SW 1/4 of Sec. 28, T. 119, R. 23, Hennepin County, MN

Revised:

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Paul E. Otto
Paul E. Otto
License #40062 Date: 05-05-23

Requested By:

Dan Heitke

Date: 04-26-23

Drawn By: B.M.H.

Scale: 1"=200'

Checked By: P.E.O.



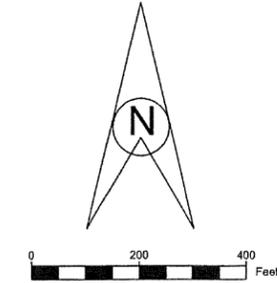
www.ottoassociates.com

9 West Division Street
Buffalo, MN 55313
(763)682-4727
Fax: (763)682-3522

- denotes iron monument found
- denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062

Project No. 23-0190

Certificate of Survey - After



PROPOSED PROPERTY DESCRIPTIONS:

PARCEL A:

That part of the Southwest Quarter of the Southwest Quarter of Section 28, Township 119, Range 23, Hennepin County, Minnesota, described as follows:

Commencing at the Northeast corner of said Southwest Quarter of the Southwest Quarter; thence on an assumed bearing of North 89 degrees 54 minutes 37 seconds West, along the North line of said Southwest Quarter of the Southwest Quarter, a distance of 766.43 feet to the point of beginning; thence South 00 degrees 58 minutes 13 seconds East, a distance of 498.76 feet; thence North 89 degrees 54 minutes 37 seconds West, parallel with the North line of said Southwest Quarter of the Southwest Quarter, a distance of 365.95 feet to the centerline of Rolling Hills Road; thence North 31 degrees 02 minutes 13 seconds East, along said centerline, a distance of 581.44 feet to the North line of said Southwest Quarter of the Southwest Quarter; thence South 89 degrees 54 minutes 37 seconds East, along said North line, a distance of 57.72 feet to the point of beginning.

AND

That part of Outlot A, HEITKE FARM, Hennepin County, Minnesota, according to the recorded plat thereof; that lies West and North of the following described line:

Beginning at the Southeast corner of Lot 1, Block 2, of said HEITKE FARM; thence South 00 degrees 58 minutes 13 seconds East, assuming that the East line of said Lot 1 bears South 00 degrees 58 minutes 13 seconds East, a distance of 160.03 feet; thence North 89 degrees 54 minutes 37 seconds West, a distance of 678.99 feet to the West line of said Outlot A and said line there terminating.

PARCEL B:

That part of Outlot A, HEITKE FARM, Hennepin County, Minnesota, according to the recorded plat thereof; that lies East and South of the following described line:

Beginning at the Southeast corner of Lot 1, Block 2, of said HEITKE FARM; thence South 00 degrees 58 minutes 13 seconds East, assuming that the East line of said Lot 1 bears South 00 degrees 58 minutes 13 seconds East, a distance of 160.03 feet; thence North 89 degrees 54 minutes 37 seconds West, a distance of 678.99 feet to the West line of said Outlot A and said line there terminating.

PROPOSED DRAINAGE AND UTILITY EASEMENT:

A 10.00 foot easement for drainage and utility purposes over, under, and across that part of the following described property:

That part of the Southwest Quarter of the Southwest Quarter of Section 28, Township 119, Range 23, Hennepin County, Minnesota, described as follows:

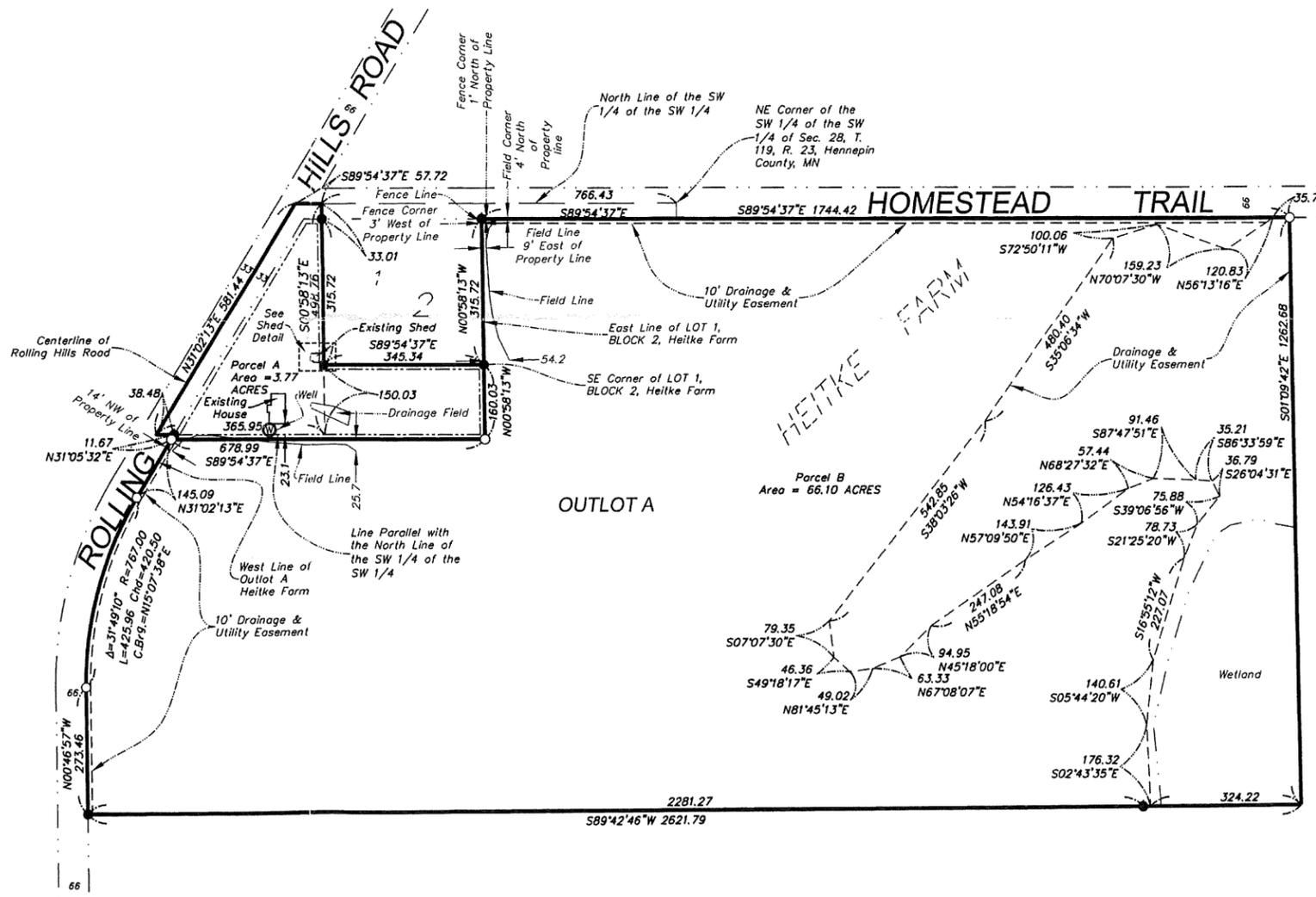
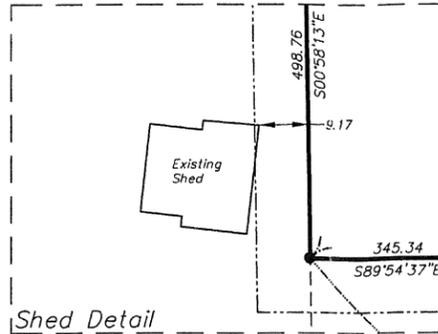
Commencing at the Northeast corner of said Southwest Quarter of the Southwest Quarter; thence on an assumed bearing of North 89 degrees 54 minutes 37 seconds West, along the North line of said Southwest Quarter of the Southwest Quarter, a distance of 766.43 feet to the point of beginning; thence South 00 degrees 58 minutes 13 seconds East, a distance of 498.76 feet; thence North 89 degrees 54 minutes 37 seconds West, parallel with the North line of said Southwest Quarter of the Southwest Quarter, a distance of 365.95 feet to the centerline of Rolling Hills Road; thence North 31 degrees 02 minutes 13 seconds East, along said centerline, a distance of 581.44 feet to the North line of said Southwest Quarter of the Southwest Quarter; thence South 89 degrees 54 minutes 37 seconds East, along said North line, a distance of 57.72 feet to the point of beginning.

AND

That part of Outlot A, HEITKE FARM, Hennepin County, Minnesota, according to the recorded plat thereof; that lies West and North of the following described line:

Beginning at the Southeast corner of Lot 1, Block 2, of said HEITKE FARM; thence South 00 degrees 58 minutes 13 seconds East, assuming that the East line of said Lot 1 bears South 00 degrees 58 minutes 13 seconds East, a distance of 160.03 feet; thence North 89 degrees 54 minutes 37 seconds West, a distance of 678.99 feet to the West line of said Outlot A and said line there terminating.

Said 10.00 foot drainage and utility easement is measured inwardly from the perimeter property lines not adjacent to the road right of way lines and measured 10.00 feet inwardly from the right of way lines of Homestead Trail and Rolling Hills Road.



- LEGEND**
- denotes Drainage and Utility Easement per the plat Heitke Farm
 - denotes Proposed 10' Drainage and Utility Easement

Certificate of Survey on Part of the SW 1/4 of the SW 1/4 of Sec. 28, T. 119, R. 23, Hennepin County, MN

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Requested By:

Dan Heitke



www.ottoassociates.com
9 West Division Street
Buffalo, MN 55313
(763)682-4727
Fax: (763)682-3522

- denotes iron monument found
- denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062

Revised:

Paul E. Otto
Paul E. Otto
License #40062 Date: 05-05-23

Date: 04-26-23

Drawn By: B.M.H.

Scale: 1"=200'

Checked By: P.E.O.

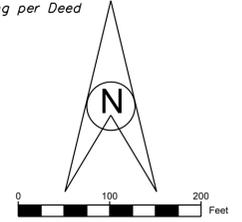
Project No. 23-0190

HEITKE FARM SECOND ADDITION

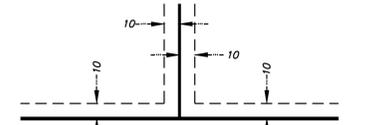
- denotes 1/2 inch iron pipe monument found with RLS #14343 (Unless Otherwise Noted)
- denotes 1/2 inch by 14 inch iron pipe monument set and marked by License number 40062
- ⊙ denotes found Hennepin County Cast Iron Monument

"N89°51'20" Deed" denotes Record Bearing per Deed

Bearing Note:
The North line of the SW 1/4 of the SW 1/4 of Section 28, Township 119, Range 23, Hennepin County, Minnesota, is assumed to bear N89°54'37"W N89°51'20"W Deed.



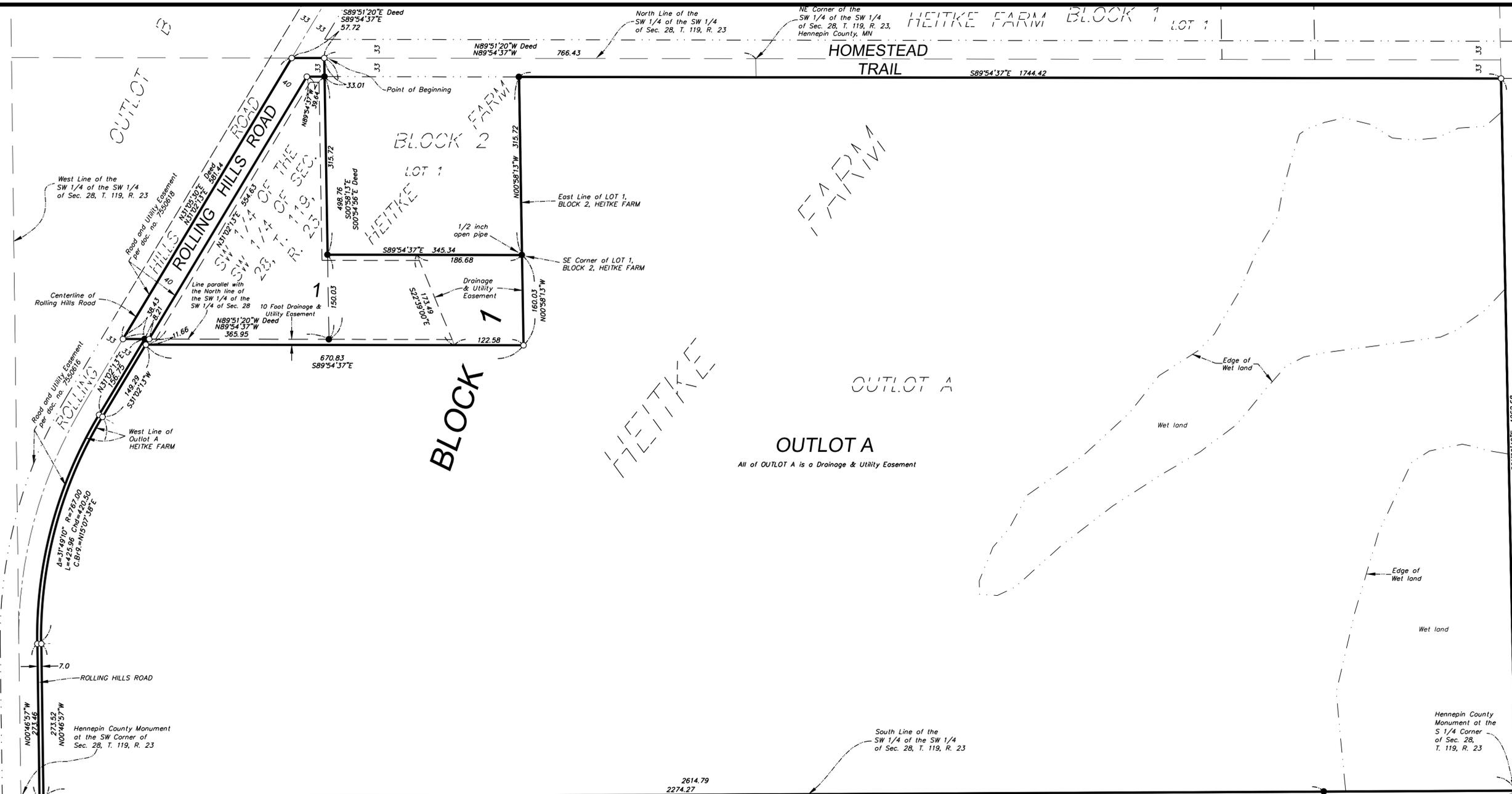
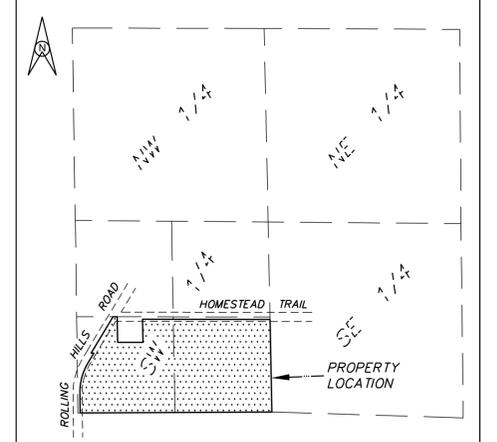
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



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

Vicinity Map

Not to Scale
SEC. 28, T. 119, R. 23



ROLLING HILLS ACRES

KARINIEMI ACRES ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That Daniel Heitke and Patricia Heitke, husband and wife, fee owners of the following described property:

That part of the Southwest Quarter of the Southwest Quarter of Section 28, Township 119, Range 23, described as follows:

Commencing at the Northeast corner of said Southwest Quarter of the Southwest Quarter; thence on an assumed bearing of North 89 degrees 51 minutes 20 seconds West, along the North line of said Southwest Quarter of the Southwest Quarter, a distance of 766.43 feet to the point of beginning; thence South 00 degrees 54 minutes 56 seconds East, a distance of 498.76 feet; thence North 89 degrees 51 minutes 20 seconds West, parallel with the North line of said Southwest Quarter of the Southwest Quarter, a distance of 365.95 feet to the centerline of Rolling Hills Road; thence North 31 degrees 05 minutes 30 seconds East, along said centerline, a distance of 581.44 feet to the North line of said Southwest Quarter of the Southwest Quarter; thence South 89 degrees 51 minutes 20 seconds East, along said North line, a distance of 57.72 feet to the point of beginning.

AND that Timothy Clinton Heitke and Jane Kathleen Williams, Joint Trustees of the Testamentary Trust established in the Last Will and Testament of Clinton C. Heitke dated March 6, 2007, an undivided 1/2 interest; and Vivian G. Heitke, a _____, an undivided 1/2 interest, fee owners of the following described property:

OUTLOT A, HEITKE FARM

Have caused the same to be surveyed and platted as HEITKE FARM SECOND ADDITION and do hereby dedicate to the public for public use the public way and the drainage and utility easements as created by this plat.

In witness whereof said Daniel Heitke and Patricia Heitke, husband and wife, have hereunto set their hands this _____ day of _____ 20____.

Daniel Heitke

Patricia Heitke

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____ 20____ by Daniel Heitke and Patricia Heitke.

(Notary Signature) _____
(Notary Printed Name)

Notary Public, _____ County, _____

My commission expires _____

In witness whereof said Timothy Clinton Heitke and Jane Kathleen Williams, Joint Trustees of the Testamentary Trust established in the Last Will and Testament of Clinton C. Heitke dated March 6, 2007, have hereunto set their hands this _____ day of _____ 20____.

(Notary Signature) _____
(Notary Printed Name)

Notary Public, _____ County, _____

My commission expires _____

Timothy Clinton Heitke, Joint Trustee of the Testamentary Trust established in the Last Will and Testament of Clinton C. Heitke Dated March 6, 2007.

Jane Kathleen Williams, Joint Trustee of the Testamentary Trust established in the Last Will and Testament of Clinton C. Heitke Dated March 6, 2007.

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____ 20____ by Timothy Clinton Heitke and Jane Kathleen Williams, Joint Trustees of the Testamentary Trust established in the Last Will and Testament of Clinton C. Heitke dated March 6, 2007, on behalf of the Trust.

(Notary Signature) _____
(Notary Printed Name)

Notary Public, _____ County, _____

My commission expires _____

In witness whereof said Vivian G. Heitke, a _____, has hereunto set her hand this _____ day of _____ 20____.

Vivian G. Heitke

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____ 20____ by Vivian G. Heitke, a _____.

(Notary Signature) _____
(Notary Printed Name)

Notary Public, _____ County, _____

My commission expires _____

I Paul E. Otto do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____ 20____

Paul E. Otto, Licensed Land Surveyor
Minnesota License Number 40062

STATE OF MINNESOTA
COUNTY OF WRIGHT
This instrument was acknowledged before me on this _____ day of _____ 20____
by Paul E. Otto.

(Notary Signature) _____
(Notary Printed Name)

Notary Public, _____ County, Minnesota
My commission expires _____

CITY COUNCIL, CITY OF CORCORAN, MINNESOTA

This plat of HEITKE FARM SECOND ADDITION was approved and accepted by the City Council of the City of Corcoran, Minnesota at a regular meeting thereof held this _____ day of _____ 20____ and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of Corcoran, Minnesota

By _____ Mayor By _____ Clerk

COUNTY AUDITOR, Hennepin County, Minnesota
I hereby certify that taxes payable in 20____ and prior years have been paid for land described on this plat, dated this _____ day of _____ 20____.

Daniel Rogan, County Auditor by _____ Deputy

SURVEY DIVISION, Hennepin County, Minnesota
Pursuant to MN. STAT. Sec. 383B.565 (1969), this plat has been approved this _____ day of _____ 20____.

Chris F. Movis, County Surveyor by _____

COUNTY RECORDER, Hennepin County, Minnesota
I hereby certify that the within plat of HEITKE FARM SECOND ADDITION was recorded in this office this _____ day of _____ 20____ at _____ o'clock _____ m.

Amber Bougie, County Recorder by _____ Deputy



To: Kevin Mattson, PE Public Works
Director

From: Kent Torve, PE, City Engineer
Steve Hegland, PE

Project: Heitke Farm 2nd Addition

Date: October 16, 2024

Exhibits:

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

1. Preliminary Plat of Heitke Farm Second Addition by Otto Associates dated 09/12/2024
2. Final Plat of Heitke Farm Second Addition by Otto Associates dated 10/07/2024

Comments:General

1. An additional 7-ft of Right of Way is being dedicated along Rolling Hills Road for a total Right of Way width of 40-ft which is appropriate.
2. A drainage and utility easement is provided over the wetlands within both Lot 1 and Outlot A.

RESOLUTION NO. 2024-114

**Motion By:
Seconded By:**

A RESOLUTION HONORING OUTGOING ELM CREEK WATERSHED COMMISSIONER KEN GUENTHNER

WHEREAS, Ken Guenthner was appointed to the Elm Creek Watershed Management Commission beginning on November 8, 2018; and

WHEREAS, Ken Guenthner was elected Treasurer during his sophomore year on the Elm Creek Watershed on March 11, 2020; and

WHEREAS, Ken Guenthner implemented financial policy changes related to project escrow management that greatly improved the Commission’s operating budget; and

WHEREAS, Ken Guenthner advocated for the establishment of a Reserve Fund policy for the Elm Creek Watershed Commission; and

WHEREAS, Ken Guenthner obtained grant funding for the South Fork Rush Creek Subwatershed Assessment Project completed in 2024 that will have long lasting benefits to water quality and natural resources in Corcoran; and

WHEREAS, Ken Guenthner championed and strengthened the City of Corcoran’s relationship as a member of the Elm Creek Watershed Management Commission; and

WHEREAS, Commissioner Guenthner has chosen to end his time as Commissioner with a term that expired on September 11, 2024; and

WHEREAS, the City of Corcoran recognizes the time, energy, dedication and leadership provided by Ken Guenthner to the Elm Creek Watershed Management Commission:

NOW, THEREFORE BE IT RESOLVED, by the City of Corcoran, that the City Council hereby honors Ken Guenthner for his distinguished service to the City of Corcoran as our Elm Creek Watershed Commissioner.

VOTING AYE

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

VOTING NAY

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

Whereupon, said Resolution is hereby declared adopted on this 24th day of October 2024.

Tom McKee – Mayor

City Seal

ATTEST:

Deb Johnson – City Clerk

STAFF REPORT

Agenda Item: 6j.

Council Meeting: October 24, 2024	Prepared By: Nalisha Williams
Topic: Printer Quotes for City Hall	Action Required: Approve the Proposed Printer Renewal with Metro Sales Inc.

Summary:

The printer contract for two City devices are due for renewal (expired May 2024).

The current printers are due to be replaced with newer technology that will reduce maintenance costs. In addition, in 2025, it is anticipated that the new online agenda management program and outsourcing the quarterly newsletter will further reduce printing costs in 2025.

New devices are quoted using the State of MN Contract 189673. The State of MN has vetted and narrowed down the top 4 vendors and Ricoh is one of those. The terms of the contract include waiving the common requirement for cities to bid for new equipment.

Copiers (Ricoh)	Current Maintenance Cost (Approximate)	Proposed Maintenance Cost (Approximate)
Admin	\$708.15 per quarter	\$542.01 per quarter
Police	\$325.11 per quarter	\$244.11 per quarter

Financial/Budget:

Under the previous contract, the City was paying \$1,033.26 per quarter for the maintenance of both printers.

The proposed renewal contract will cost the City \$786.12 per quarter for both printers.

With the reduced printing volume, the new printers will be more in line with future printing volumes and will reduce maintenance costs by \$247.14 per quarter.

Council Action:

Approve the proposed printer renewal quote with Metro Sales Inc. and direct the Mayor and City Administrator to execute the agreement.

Attachments:

1. Ricoh Printer Quotes

MSI METRO SALES INC

DIGITAL PRINTER EQUIPMENT QUOTE PREPARED EXCLUSIVELY FOR

CITY OF



Prepared by Julie Hull, Metro Sales Inc
Updated 10/16/2024, All pricing good through 10/30/2024

RICOH IM C3510 – COLOR MFP – CITY OFFICE = \$217.50

This replaces the MPC6004

FEATURES:

- 220 SHEET SINGLE PASS DOCUMENT FEEDER
- 2X550, 2X1000 SHEET PAPER SOURCES, 100 BYPASS TRAY
- INTERNAL STAPLER
- 120 IPM SIMPLEX/ 240 IPM DUPLEX - SCAN TO EMAIL/SCAN TO FOLDER
- 2.0GIG RAM, 320 GIG HDD



RICOH IM C3010 – COLOR MFP – POLICE OFFICE = \$193.57

This replaces the MPC3504

FEATURES:

- 220 SHEET SINGLE PASS DOCUMENT FEEDER
- 2X550, 2X1000 SHEET PAPER SOURCES, 100 BYPASS TRAY
- INTERNAL STAPLER
- 120 IPM SIMPLEX/ 240 IPM DUPLEX - SCAN TO EMAIL/SCAN TO FOLDER
- 2.0GIG RAM, 320 GIG HDD

Pricing from State of MN contract agreement #189673

60 month Total of the IMC3010 and the IMC3510 \$411.07 (sum of the above)

(Current lease payment \$197.00. Was leased for 5 years at \$317, then 3 add'l years at \$197.00)

See next page for maintenance coverage details

Julie Hull, Sr Account Executive
Metro Sales Inc

(612) 798-1329
(612) 861-4000

CONTINUED:

Pricing Includes:

- Delivery, setup, networking and training
- Pick up and return of the current Ricoh 6004 and 3504

MAINTENANCE COST COMPARISON

CURRENT EQUIPMENT:

Inclusive of all service calls, parts, labor and supplies

Volumes from Maintenance invoice on 4/30/2024 at 2024-2025 rates

Current Quarterly Maintenance costs: MPC6004 (Admin)

- 3080 black x .0169 = \$45.28
- 8722 color x .0874 = \$662.87
- **Total = \$708.15 (for the quarter, \$236.05/mo avg)**

Current Quarterly Maintenance costs: MPC3504 (Police)

- 4206 black x .0161 = \$58.88
- 3503 color x .0874 = \$266.23
- **Total = \$325.11 (for the quarter, \$108.37/mo avg)**

Total for both \$1033.26/QTR or \$344.42/mo

PROPOSED RICOH IMC3010 and IMC 3510:

Inclusive of all service calls, parts, labor and supplies

Proposed solution with individual volumes – rates locked for the duration of contract.

No minimums volumes. Below scenerio is for comparison against above numbers. You will be invoiced for actual volumes printed, if volumes go down, costs go down.

IMC3510 Admin Quarterly Maintenance costs

- 3080 black x .0089 = \$27.41
- 8722 color x .059 = \$514.60
- **Total = \$542.01 (for the quarter, \$180.67/mo avg)**

IMC3010 Police Quarterly Maintenance costs

- 4206 black x .0089 = \$37.43
- 3503 color x .059 = \$206.68
- **Total = \$244.11 (for the quarter, \$81.37/mo avg)**

Total for both \$786.12/QTR or \$262.04/mo

The current IMC6000 will stay on site at \$227.46/mo lease + \$620.4 for 11k color, \$34 for 3K Black prints = \$881.86/month for lease, service and all supplies (except staples) – we can lower this volume coverage next year when the news letter no longer prints on site.

STAFF REPORT**Agenda Item 6k.**

Council Meeting: October 24, 2024	Prepared By: Natalie Davis McKeown
Topic: Development Escrow Write-Off Requests	Action Required: Decision

Summary of Request:

Community Development and Public Works staff continue to work diligently with Abdo to clean up and square away all development escrow accounts with the City. As a part of this process, several development escrow accounts were identified that have outstanding balances due. Where attempts to collect a balance due will likely be fruitless, staff requests approval of writing off the balances as a loss. The City's escrow practices are improving, and it is expected that once past escrow accounts are reconciled, further write-off requests due to delayed reconciliation will not be needed.

Analysis:

Several escrow accounts have a balance due at this time. Some balances are more material than others. Balance due notices are actively being sent out where collection of the balance due is worthwhile. However, there are a number of accounts where collection of a balance due will be challenging for one or more of the following reasons:

1. The application was previously closed out or withdrawn. Where applications were closed out, a refund of the escrow account was already sent to the applicant. As the City cleaned up the escrow accounts, additional invoices from consultants were located for accounts closed out long ago.
2. The property owner that signed the application that gives the ability for the City to assess unpaid application costs no longer owns the property.
3. The subject property of the application no longer exists due to a subdivision.

Staff requests approval to write off a total of \$57,304 consisting of unpaid balances from the following seven escrow accounts:

1. Hunter Lot Vacation/Variance (City File 18-002)
 - a. Unpaid balance of \$270.00.
 - b. Application was withdrawn before it was deemed complete by the City. Part of what made the application incomplete was the submittal of the required fee and escrow deposit. Two invoices for the City Engineer came in for work completed.
2. Corcoran Land (City File 18-038)
 - a. Unpaid balance of \$134.25.
 - b. This account was reconciled and closed out with a refund sent to the applicant in 2019. The cost of recuperating the balance due will likely exceed the potential gain.
3. Comlink Midwest (City File 19-011)
 - a. Unpaid balance of \$3,582.63.

- b. The property has since changed owners and now belongs to D&D Service. Current landowner was not party to the financial agreement for this application.
4. Corcoran Self Storage – PUD Amendment (City File 20-009)
 - a. Unpaid balance of \$345.25.
 - b. This account was reconciled and closed out with a refund sent to the applicant in 2021. The cost of recuperating the balance due will likely exceed the potential gain.
5. Paulsen Farm Open Space & Preservation Plat (City File 20-011 and 20-027)
 - a. Unpaid balance of \$27,878.65.
 - b. The applicant was the property owner at the time of the application. However, the project did not proceed, and the property is now owned by someone else who was not party to the application’s financial agreement.
6. Eagle Brook Church (City File 20-013)
 - a. Unpaid balance of \$24,854.71.
 - b. This application was denied by the City. The subject property no longer exists due to the Walcott Glen subdivision. Additionally, the property owners party to the financial agreement no longer have a financial interest in the resulting properties.
7. Cain Road Vacation (City File 21-022)
 - a. Unpaid balance of \$238.51.
 - b. An invoice that put the escrow account into the negative was found during the escrow clean-up. The property owner was the applicant. The property has since sold to a new landowner, so the current property owner was not party to the financial agreement with the City.

Financial/Budget:

The invoices for work completed by consultants were already paid out in previous years. The financial impact is that we will not be able to recover the revenue to balance the previous year expenses. This will not impact the 2024 budget.

Options:

1. Approve write-offs per staff recommendation.
2. Direct staff to explore other alternatives.

Recommendation:

Staff recommends approval of Resolution 2024-117 approving the write-off of unpaid balances for seven development escrow accounts as identified in this staff report.

Attachments:

1. Resolution 2024-117 Approving Write-Off of Seven Escrow Accounts
2. Balance Sheet for Hunter Lot Vacation/Variance (City File 18-002)
3. Balance Sheet for Corcoran Land (City File 18-038)
4. Balance Sheet for Comlink Midwest (City File 19-011)

5. Balance Sheet for Corcoran Self Storage – PUD Amendment (City File City File 20-009)
6. Balance Sheet for Paulsen Farms (City File 20-011 and 20-027)
7. Balance Sheet for Eagle Brook Church (City File 20-013)
8. Balance Sheet for Cain Road Vacation (City File 21-022)

RESOLUTION NO. 2024-117

Motion By:
Seconded By:

A RESOLUTION APPROVING THE WRITE OFF OF THE UNPAID BALANCE DUE FOR SEVEN DEVELOPMENT ESCROW ACCOUNTS

WHEREAS, City Staff and Abdo Financial Solutions, LLC are working through the accounting for all development escrow accounts opened with the City; and

WHEREAS, several accounts with balance dues have been identified and balance due notices have been mailed out for active projects; and

WHEREAS, seven accounts were identified where recuperating the balance due or assessing the property will not be worthwhile due to reasons such as the following:

1. The applicant was previously notified the escrow account was reconciled and released more than one year ago.
2. The applicant withdrew the application prior to submitting an escrow deposit to deem the application complete.
3. The subject property was sold to a party not subject to the financial agreement signed as part of the development application.
4. The subject property no longer exists due to a subsequent subdivision.

WHEREAS, staff recommends to write off the balance for these accounts in order to close out these escrow accounts and development applications.

NOW, THEREFORE, BE IT RESOLVED that the Corcoran City Council approves the write-off of the combined balance due of \$57,304.00 for the following seven escrow accounts:

1. Hunter Lot Vacation/Variance (City File 18-002) with an unpaid balance of \$270.00.
2. Corcoran Land (City File 18-038) with an unpaid balance of \$134.25.
3. Comlink Midwest (City File 19-011) with an unpaid balance of \$3,582.63.
4. Corcoran Self Storage PUD Amendment (City File 20-009) with an unpaid balance of \$345.25.
5. Paulsen Farms Open Space & Preservation Plat (City File 20-011 and City File 20-027) with an unpaid balance of \$27,878.65.
6. Eagle Brook Church (City File 20-013) with an unpaid balance of \$24,854.71.
7. Cain Road Vacation (City File 21-022) with an unpaid balance of \$238.51.

RESOLUTION NO. 2024-117

VOTING AYE

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

VOTING NAY

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

Whereupon, said Resolution is hereby declared adopted on this 24th day of October 2024.

Tom McKee - Mayor

ATTEST:

Deb Johnson – City Clerk

City Seal



CITY OF CORCORAN

8200 County Road 116, Corcoran, MN 55340
Finance@corcoranmn.gov | Ph: 763-420-2288

Hunter lot Vaca and Var 18-002
500-20449 --> 100-22205-043

(\$270.00) Total Escrow (Positive Escrow Balance/ (Owe City))

Hunter Lot Vacation and Variance 18-002

Receipt Date	Receipt	Amount	Payor	Comments
Total Receipts		\$0.00		

Invoice Date	Invoice #	Amount	Vendor	Comments
4/2/2021	1803241	\$120.00	WENCK ASSOCIATES, INC.	HUNTER LOT VACA AND VAR 18-002
5/14/2021	1800558	\$150.00	WENCK ASSOCIATES, INC.	HUNTER LOT VACA AND VAR 18-002 - 6720 HUNTER RD
Total Charges		\$270.00		

**(\$270.00) Current Escrow Balance
To Replenish Escrow Account**

\$270.00 TOTAL AMOUNT DUE

Total Engineering = \$270.00
Total Planning = \$.00
Total Legal = \$.00
Total Other = \$.00

Corcoran Land RZ/CUP/SP 18-038
 500-20467 --> 100-22205-020

(\$134.25) Total Escrow (Positive Escrow Balance/ (Owe City))

Receipt Date	Receipt	Amount	Vendor/Customer	Comments
11/20/2018	15718	\$5,700.00	CORCORAN LAND LLC	Project #18-038 (escrow)
Total Receipts		\$5,700.00		

Invoice Date	Invoice #	Amount	Vendor	Comments
11/30/2018	11/1/2018	\$97.50	CITY OF CORCORAN	PUBLIC WORKS DIRECTOR TIME
12/10/2018	27619	\$1,091.50	LANDFORM	CORCORAN LAND RZ/CUP/SP 18-038
12/31/2018	Dec-18	\$325.00	CITY OF CORCORAN	PUBLIC WORKS DIRECTOR TIME
1/16/2019	11619	\$897.60	WENCK ASSOCIATES, INC.	CORCORAN LAND RZ/CUP/SP 18-038
1/16/2019	28585	\$882.75	LANDFORM	CORCORAN LAND RZ/CUP/SP 18-038
2/12/2019	28717	\$134.25	LANDFORM	CORCORAN LAND RZ/CUP/SP 18-038
2/21/2019	REFUND	\$2,405.65	CORCORAN LAND LLC	Refunded Applicant
Total Charges		\$5,834.25		

**(\$134.25) Current Escrow Balance
 To Replenish Escrow Account**

\$134.25 TOTAL AMOUNT DUE

Total Engineering = \$897.60
 Total Planning = \$2,108.50
 Total Legal = \$.00
 Total Other = \$2,828.15



CITY OF CORCORAN

8200 County Road 116, Corcoran, MN 55340
 Finance@corcoranmn.gov | Ph: 763-420-2288

ComLink Midwest CUP 19-011 **(\$3,582.63) Total Escrow (Positive Escrow Balance/ (Owe City))**
 500-20474--> 100-22205-016

Receipt Date	Receipt #	Amount	Payor	Comments
5/23/2019	16009	\$5,485.00	CUSTOMER	#19-011 - Fee \$1,740.00; Escrow \$5,485.00
7/1/2019	16050	\$2,000.00	CUSTOMER	Project #19-001 Fee: \$575.00; Escrow \$2,000.00
8/29/2019	16201	\$1,000.00	CUSTOMER	wetland permit - Fee \$100.00; escrow \$1,000.00
10/25/2019	828691	\$2,500.00	CUSTOMER	Project #19-011 engineering MPCA escrow
2/21/2020	16493	\$1,624.49	CUSTOMER	CUP Project #19-011 escrow payment
Total Receipts		\$12,609.49		

Invoice Date	Invoice #	Amount	Vendor	Comments
6/11/2019	29152	\$415.50	LANDFORM	COMLINK MIDWEST CUP 19-011
6/30/2019	63019	\$32.50	CITY OF CORCORAN	ComLink
6/30/2019	63019	\$97.50	CITY OF CORCORAN	ComLink
7/16/2019	071619	\$145.20	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
7/17/2019	29326	\$2,295.00	LANDFORM	COMLINK MIDWEST CUP 19-011
8/9/2019	29439	\$1,756.50	LANDFORM	COMLINK MIDWEST CUP 19-011
8/14/2019	081419	\$918.20	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
9/10/2019	29567	\$1,171.50	LANDFORM	ComLink Midwest CUP 19-011
9/18/2019	091819	\$1,069.20	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
10/4/2019	100419	\$125.00	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
10/10/2019	29699	\$588.00	LANDFORM	ComLink Midwest CUP 19-011
10/4/2019	100419	\$1,521.80	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
10/29/2019	102919	\$187.50	CITY OF CORCORAN	Comlink
10/29/2019	102919	\$675.00	CITY OF CORCORAN	Comlink
10/31/2019	103119	\$178.14	CARSON, CLELLAND & SCHREDER	COMLINK
11/12/2019	29836	\$1,158.75	LANDFORM	ComLink Midwest CUP 19-011
11/12/2019	111219	\$125.00	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
11/12/2019	111219	\$149.20	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
11/26/2019	112619	\$35.63	CARSON, CLELLAND & SCHREDER	ComLink Midwest CUP 19-011
12/9/2019	29945	\$53.25	LANDFORM	ComLink Midwest CUP 19-011
12/12/2019	121219	\$187.50	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
12/12/2019	121219	\$284.10	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
1/16/2020	011620	\$144.12	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
12/1/2019	53119	\$5.00	CITY OF CORCORAN	PW Director Hours May19
12/1/2019	63019	\$15.00	CITY OF CORCORAN	PW Director Hours Jun19
12/1/2019	113019	\$75.00	CITY OF CORCORAN	PW Director Hours Nov19
12/1/2019	103119	\$112.50	CITY OF CORCORAN	PW Director Hours Oct19
12/1/2019	93019	\$300.00	CITY OF CORCORAN	PW Director Hours Sep19
4/14/2020	041420	\$55.20	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
5/21/2020	052120	\$92.00	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
6/10/2020	30524	\$69.50	LANDFORM	ComLink Midwest CUP 19-011
6/15/2020	061520	\$379.90	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
7/14/2020	30671	\$34.75	LANDFORM	ComLink Midwest CUP 19-011
7/16/2020	071620	\$128.24	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
8/19/2020	081920	\$232.32	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
9/10/2020	091020	\$186.32	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
10/15/2020	101520	\$165.60	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
11/13/2020	111320	\$274.35	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
11/30/2020	113020	\$213.75	CARSON, CLELLAND & SCHREDER	COMLINK
12/16/2020	121620	\$88.60	WENCK ASSOCIATES, INC.	ComLink Midwest CUP 19-011
12/31/2020	103120	\$90.00	CITY OF CORCORAN	PW Director Hours Oct20
12/31/2020	63020	\$135.00	CITY OF CORCORAN	PW Director Hours Jun20
12/31/2020	53120	\$225.00	CITY OF CORCORAN	PW Director Hours May20
Total Charges		\$16,192.12		

(\$3,582.63) Current Escrow Balance	Total Engineering = \$1,602.53
To Replenish Escrow Account	Total Planning = \$104.25
\$3,582.63 TOTAL AMOUNT DUE	Total Legal = \$213.75
	Total Other = \$1,950.00

Corcoran Self Storage 19-010/Mini Storag
500-20316/500-20473 --> 100-22205-022

(\$345.25) Total Escrow (Positive Escrow Balance/ (Owe City))

[Go to Table of Content](#)

[Tie with All tab](#)

\$ 134.25 \$ (211.00)

Receipt Date	Receipt	Amount	Vendor/Customer	Comments
2/21/2020	10018	1,000.00	CUSTOMER	Project #20-009. Fee: \$200; Escrow \$1,000
05/31/2019	23757	1,000.00	CUSTOMER	#19-010 Fee \$200.00; Escrow \$1,000.00 Co
8/17/2021	17278	\$1,150.85	EBERT CONSTRUCTION	PROJECT 20-009; PUD AMEND
Total Receipts		\$3,150.85		

500-20473

500-20473

500-20316

Moved balance from 500-20473 to 500-20316 - Ebert payment posted to 500-20316

Posted	Tran Name	Cash/AP/AR	Tr	GL Act	Act Description	Updated	Dr/Cr Amt	Batch Name	Tran Date	Vendor/Customer	Comments	Check Nbr
June 2021	Cash Receipt	10100	G	500-20316	Corcoran Mini Storage	8/30/2021 1:01:19 PM	(\$1,150.85)	06/02/2021	8/17/2021	EBERT CONSTRUCTION	PROJECT 20-009; PUD AMEND	12614
December 2021	Journal Entry		G	500-20316	Corcoran Mini Storage	12/16/2021 4:36:30 PM	\$1,150.85	RECODES1	12/9/2021		RECODE ESCROW BALANCE	

Invoice Date	Invoice #	Amount	Vendor	Comments
06/21/2019	28242	329.25	LANDFORM	CORCORAN SELF STORAGE 19-010
06/30/2019	23770	65.00		Corcoran Self Storage
07/18/2019	28345	1,221.00	LANDFORM	CORCORAN SELF STORAGE 19-010
07/18/2019	28368	470.60	LANDFORM	CORCORAN SELF STORAGE 19-010
12/12/2019	28877	132.00		Corcoran Self Storage 19-010
12/31/2019	23802	10.00		PW Director Hours Jun19
2/10/2020	34696	139.00	LANDFORM	Corcoran Self Storage 19-010
3/6/2020	30237	372.75	LANDFORM	Corcoran Self Storage PUD Amendment 20-009
4/3/2020	30324	202.75	LANDFORM	Corcoran Self Storage PUD Amendment 20-009
7/10/2020	30676	\$345.25	LANDFORM	Corcoran Self Storage PUD Amendment 20-009
8/6/2020	30751	173.75	LANDFORM	Corcoran Self Storage PUD Amendment 20-009
10/6/2020	30984	34.75	LANDFORM	Corcoran Self Storage PUD Amendment 20-009
12/09/2021	1109			RECODE ESCROW BALANCE (\$1,150.85)
Total Charges		\$3,496.10		

500-20473

500-20473

500-20473

500-20473

500-20473

500-20473

500-20473

500-20473

500-20473

100-22205-022

Recorded 8/1/2023 from 100-00000-22205-104

500-20473

500-20473

Moved balance from 500-20473 to 500-20316

(\$345.25)	Current Escrow Balance	Total Engineering = \$.00
	To Replenish Escrow Account	Total Planning = \$3,289.10
\$345.25	TOTAL AMOUNT DUE	Total Legal = \$.00
		Total Other = \$207.00



CITY OF CORCORAN

8200 County Road 116, Corcoran, MN 55340
 Finance@corcoranmn.gov | Ph: 763-420-2288

100-22205-106/107/108

(27,878.65) Total Escrow (Positive Escrow Balance/ (Owe City))

Paulsen Farm OSP PP 20-011	500-20489	(4,546.00)
Paulsen Farms FP 20-027	500-20203	2,691.85
Paulsen Farms OSP	500-20491	(26,024.50)

Paulsen Farm OSP PP 20-011

Receipt Date	Receipt	Amount	Vendor/Customer
27-Apr-20	16538	\$5,000.00	CUSTOMER
	Total Receipts	\$5,000.00	
Invoice Date	Invoice #	Amount	Vendor
22-Mar-21	12-31-20JE2	\$90.00	CITY OF CORCORAN
22-Mar-21	12-31-20JE2	\$45.00	CITY OF CORCORAN
13-Oct-20	30984	\$326.50	LANDFORM
13-Oct-20	30984	\$104.25	LANDFORM
14-Sep-20	30868	\$2,962.50	LANDFORM
12-Aug-20	30751	\$698.75	LANDFORM
12-Aug-20	30751	\$34.75	LANDFORM
11-Jun-20	30525	\$1,153.25	LANDFORM
19-May-20	30417	\$2,361.00	LANDFORM
13-May-20	04-30-20JE2	\$90.00	CITY OF CORCORAN
13-May-20	04-30-20JE2	\$765.00	CITY OF CORCORAN
14-Apr-20	30324	\$915.00	LANDFORM
	Total Charges	9,546.00	

(4,546.00) Current Escrow Balance
 To Replenish Escrow Account

\$4,546.00	TOTAL AMOUNT DUE
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CITY OF CORCORAN

8200 County Road 116, Corcoran, MN 55340
 Finance@corcoranmn.gov | Ph: 763-420-2288

Paulsen Farms FP 20-027

Receipt Date	Receipt	Amount	Vendor/Customer
21-Jul-20	16792	\$5,000.00	CUSTOMER
	Total Receipts	\$5,000.00	
Invoice Date	Invoice #	Amount	Vendor
22-Mar-21	12-31-20JE2	\$270.00	CITY OF CORCORAN
22-Mar-21	12-31-20JE2	\$495.00	CITY OF CORCORAN
22-Mar-21	12-31-20JE2	\$225.00	CITY OF CORCORAN
30-Sep-20	093020	\$320.64	CARSON, CLELLAND & SCHREDER
26-Aug-20	082620	\$997.51	CARSON, CLELLAND & SCHREDER
	Total Charges	2,308.15	

2,691.85 Current Escrow Balance
 To Replenish Escrow Account

\$0.00	TOTAL AMOUNT DUE
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CITY OF CORCORAN

8200 County Road 116, Corcoran, MN 55340
 Finance@corcoranmn.gov | Ph: 763-420-2288

Paulsen Farms OSP

Receipt Date	Receipt	Amount	Vendor/Customer
	Total Receipts	\$0.00	
Invoice Date	Invoice #	Amount	Vendor
13-Nov-20	111320	\$1,898.50	WENCK ASSOCIATES, INC.
15-Oct-20	101520	\$5,467.00	WENCK ASSOCIATES, INC.
10-Sep-20	091020	\$4,450.00	WENCK ASSOCIATES, INC.
10-Sep-20	091020	\$49.50	WENCK ASSOCIATES, INC.
19-Aug-20	081920	\$6,775.50	WENCK ASSOCIATES, INC.
16-Jul-20	071620	\$564.50	WENCK ASSOCIATES, INC.
15-Jun-20	061520	\$1,131.00	WENCK ASSOCIATES, INC.
21-May-20	052120	\$5,486.00	WENCK ASSOCIATES, INC.
14-Apr-20	041420	\$202.50	WENCK ASSOCIATES, INC.
	Total Charges	26,024.50	

(26,024.50) Current Escrow Balance
 To Replenish Escrow Account

\$26,024.50 **TOTAL AMOUNT DUE**



CITY OF CORCORAN

8200 County Road 116, Corcoran, MN 55340
 Finance@corcoranmn.gov | Ph: 763-420-2288

Eagle Brook Church #20-013 (\$24,854.71) Total Escrow (Positive Escrow Balance/ (Owe City))
 500-20487 --> 100-22205-026

Receipt Date	Receipt	Amount	Payor	Comments
3/1/2020	03-01-20CC	\$1,750.00	CUSTOMER	Project #20-013 Eagle Brook Church
3/25/2020	16555	\$15,000.00	CUSTOMER	Escrow deposit
4/1/2020	04-01-20CC	\$1,750.00	CUSTOMER	Eaglebrook Church #20-013
5/26/2020	16679	\$8,535.00	CUSTOMER	Project #20-023 Eagle Brook Church \$1,740.00; Escrow \$8,535.00
6/23/2020	16723	\$2,000.00	CUSTOMER	Wetland permit Fee: \$200.00; Escrow \$2,000.00
Total Receipts		\$29,035.00		

Invoice Date	Invoice #	Amount	Vendor	Comments
2/28/2020	022820	\$135.00	CITY OF CORCORAN	PW Director Hours Feb20
3/31/2020	033120	\$360.00	CITY OF CORCORAN	PW Director Hours Mar20
4/10/2020	30324	\$289.00	LANDFORM	Eaglebrook Church #20-013
4/14/2020	041420	\$3,229.00	WENCK ASSOCIATES, INC.	Eagle Brook Church #20-013
4/30/2020	043020	\$585.00	CITY OF CORCORAN	PW Director Hours Apr20
5/18/2020	30417	\$1,428.00	LANDFORM	Eaglebrook Church #20-013
5/21/2020	052120	\$13,506.00	WENCK ASSOCIATES, INC.	Eagle Brook Church #20-013
5/28/2020	052820	\$35.63	CARSON, CLELLAND & SCHREDER	Eaglebrook Church #20-013
5/31/2020	053120	\$630.00	CITY OF CORCORAN	PW Director Hours May20
6/10/2020	30525	\$436.25	LANDFORM	Eaglebrook Church #20-013
6/10/2020	30525	\$173.75	LANDFORM	Eagle Brook Church PP, SP and CUP 20-023
6/15/2020	061520	\$5,207.60	WENCK ASSOCIATES, INC.	Eagle Brook Church #20-013
6/30/2020	063020	\$315.00	CITY OF CORCORAN	PW Director Hours Jun20
6/30/2020	063020	\$581.89	CARSON, CLELLAND & SCHREDER	Eaglebrook Church #20-013
7/14/2020	30676	\$3,659.75	LANDFORM	Eaglebrook Church #20-013
7/14/2020	30676	\$556.00	LANDFORM	Eagle Brook Church PP, SP and CUP 20-023
7/16/2020	071620	\$6,745.90	WENCK ASSOCIATES, INC.	Eagle Brook Church #20-013
7/16/2020	071620	\$643.50	WENCK ASSOCIATES, INC.	Eagle Brook Church #20-013
7/30/2020	073020	\$1,745.63	CARSON, CLELLAND & SCHREDER	Eaglebrook Church #20-013
7/31/2020	073120	\$90.00	CITY OF CORCORAN	PW Director Hours Jul20
8/11/2020		\$3,058.25	LANDFORM	Eagle Brook Church PP, SP and CUP 20-023
8/19/2020	081920	\$73.50	WENCK ASSOCIATES, INC.	Eagle Brook Church #20-013
8/19/2020	081920	\$672.00	WENCK ASSOCIATES, INC.	Eagle Brook Church #20-013
8/26/2020	082620	\$1,615.03	CARSON, CLELLAND & SCHREDER	Eagle Brook Church Driveway Easement Cancellation
8/31/2020	083120	\$45.00	CITY OF CORCORAN	PW Director Hours Aug20
9/10/2020	091020	\$960.00	WENCK ASSOCIATES, INC.	Eagle Brook Church #20-013
9/10/2020	091020	\$135.00	WENCK ASSOCIATES, INC.	Eagle Brook Church WCA
9/11/2020	30868	\$2,119.75	LANDFORM	Eagle Brook Church PP, SP and CUP 20-023
9/30/2020	093020	\$3,360.03	CARSON, CLELLAND & SCHREDER	Eaglebrook Church #20-013
10/8/2020	30984	\$1,285.75	LANDFORM	Eagle Brook Church PP, SP and CUP 20-023
10/15/2020	101520	\$77.50	WENCK ASSOCIATES, INC.	Eagle Brook Church #20-013
10/15/2020	101520	\$135.00	WENCK ASSOCIATES, INC.	Eagle Brook Church WCA

Total Charges **\$53,889.71**

(\$24,854.71) Current Escrow Balance
 To Replenish Escrow Account

\$24,854.71 **TOTAL AMOUNT DUE**

Total Engineering = \$31,385.00
 Total Planning = \$13,006.50
 Total Legal = \$7,338.21
 Total Other = \$2,160.00

Cain Road 21-022
 500-20362 --> 100-22205-015

(\$238.51) Total Escrow (Positive Escrow Balance/ (Owe City))

Receipt Date	Receipt #	Amount	Payor	Comments
6/29/2021	5699	\$1,000.00	GALBRAITH, MICHAEL & KATHERINE	PROJECT #21-022; VACATION CAIN ROAD
Total Receipts		\$1,000.00		

Invoice Date	Invoice #	Amount	Vendor	Comments
7/27/2021	07272021	\$35.63	CARSON, CLELLAND & SCHREDER	CAIN ROAD VACATION
8/13/2021	31988	\$35.50	LANDFORM	CAIN ROAD VACATION 21-022
9/30/2021	93021	\$31.92	CITY OF CORCORAN	8/13/2021 CITY PLANNER TIME
9/30/2021	93021	\$16.54	CITY OF CORCORAN	7/14/2021 CITY PLANNER TIME
9/30/2021	93021	\$66.18	CITY OF CORCORAN	7/29/2021 CITY PLANNER TIME
9/30/2021	93021	\$31.92	CITY OF CORCORAN	8/5/2021 CITY PLANNER TIME
9/30/2021	93021	\$15.96	CITY OF CORCORAN	8/11/2021 CITY PLANNER TIME
10/21/2021	102121	\$16.54	CITY OF CORCORAN	8/11/2021 CITY PLANNER TIME
10/21/2021	102121	\$33.08	CITY OF CORCORAN	8/13/2021 CITY PLANNER TIME
10/21/2021	102121	\$15.96	CITY OF CORCORAN	7/14/2021 CITY PLANNER TIME
10/21/2021	102121	\$63.82	CITY OF CORCORAN	7/29/2021 CITY PLANNER TIME
10/21/2021	102121	\$33.08	CITY OF CORCORAN	8/5/2021 CITY PLANNER TIME
12/31/2021	123121	\$32.50	CITY OF CORCORAN	12/21/21 CITY PLANNER TIME
1/31/2022	3240	\$32.50	CITY OF CORCORAN	JAN 2022 PLANNER'S TIME
1/31/2022	3240	\$32.50	CITY OF CORCORAN	JAN 2022 PLANNER'S TIME
1/31/2022	3240	\$32.50	CITY OF CORCORAN	JAN 2022 PLANNER'S TIME
2/28/2022	3241	\$32.50	CITY OF CORCORAN	FEB 2022 PLANNER'S TIME
2/28/2022	3241	\$32.50	CITY OF CORCORAN	FEB 2022 PLANNER'S TIME
3/15/2022	32660	\$182.50	LANDFORM	CAIN ROAD 21-022
3/31/2022	3238	\$73.00	RECODE EXPENDITURES - LANDFORM 32608	RECODE FROM 100-22205-024 (CAIN RD VACATION 21-022)
03/15/2022	1243	391.88	CARSON, CLELLAND & SCHREDER	GALBRAITH VACATION APPLICATION
Total Charges		\$1,238.51		

Reclass from 100-00000-22205

(\$238.51)	Current Escrow Balance	Total Engineering = \$.00
	To Replenish Escrow Account	Total Planning = \$291.00
\$238.51	TOTAL AMOUNT DUE	Total Legal = \$427.51
		Total Other = \$520.00

2025



**Public Safety Budget Brief
DRAFT Line Items**

REVENUE (Draft) **Public Safety Highlighted in Blue**

CITY OF CORCORAN 2025 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2023 Actual	2024 Budget	2025 Budget	2024/2025 \$\$ Difference	2024/2025 % Change
INTERGOVERNMENTAL REVENUE						
100-00000-33400	STATE GRANTS AND AIDS	46,953	-	29,631	29,631	-
100-00000-33416	POLICE TRAINING REIMBURSEMENT	14,771	12,500	13,500	1,000	8.0%
100-00000-33418	MUNICIPAL STATE AID FOR STREETS - MAIN	157,444	175,000	200,000	25,000	14.3%
100-00000-33423	POLICE STATE AID	407,008	80,000	120,000	40,000	50.0%
100-00000-33426	AGRICULTURAL MARKET VALUE CREDIT	22,026	30,000	30,000	-	0.0%
100-00000-33429	STATE AID - PERA	-	-	-	-	-
100-00000-33615	COUNTY RECYCLING GRANT	13,830	14,000	14,000	-	0.0%
100-00000-33620	OTHER COUNTY GRANTS AND AIDS	10,320	10,000	10,000	-	0.0%
100-42100-33631	AEM - FEDERAL GRANTS	648,981				
100-00000-33640	TOWARD ZERO DEATH GRANT	29,524	12,000	181,000	169,000	1408.3%
	TOTAL INTERGOVERNMENTAL REVENUE	1,350,857	333,500	598,131	264,631	79.3%
CHARGES FOR SERVICES						
100-00000-34100	CHARGES FOR SERVICES	671	300	500	(171)	-25.5%
100-00000-34101	FACILITY RENTAL	-	-	-	-	-
100-00000-34103	ZONING/LAND USE APPL FEE	59,920	55,000	55,000	(4,920)	-8.2%
100-00000-34104	BUILDING PERMIT PLAN CHECK FEE	265,941	375,000	265,000	(941)	-0.4%
100-00000-34105	COPIES/MAPS	410	2,000	2,000	1,590	388.0%
100-00000-34107	ASSESSMENT SEARCHES	-	30	-	-	-
100-00000-34109	OTHER BUILDING RELATED FEES	74,902	100,000	74,000	(902)	-1.2%
100-00000-34110	CITY PLANNER REVIEW FEE	14,889	50,000	50,000	35,111	235.8%
100-00000-34200	PUBLIC SAFETY PERMITS	4,095	4,000	4,000	(95)	-2.3%
100-00000-34201	SPECIAL POLICE SERVICES	14,450	9,500	12,000	(2,450)	-17.0%
100-00000-34203	POLICE REPORTS	620	400	500	(120)	-19.4%
100-00000-34300	PUBLIC WORKS PERMITS AND FEES	20,120	17,000	17,000	(3,120)	-15.5%
100-00000-34301	DUST CONTROL	-	-	-	-	-
100-00000-34303	ICE & SNOW REMOVAL	-	6,000	6,000	6,000	-
100-00000-34310	PUBLIC WORKS REVIEW FEE	-	88,200	88,200	88,200	-
100-00000-34400	RECYCLING	3,198	5,000	3,000	(198)	-6.2%
100-00000-34403	REFUSE COLLECTION CHARGES	5,854	5,717	5,800	(54)	-0.9%
100-00000-34700	PARK RENTAL	5,156	3,000	1,500	(3,656)	-70.9%
100-00000-34790	RECREATION PROGRAMMING	43,468	50,000	45,000	1,533	3.5%
	TOTAL CHARGES FOR SERVICES	513,693	771,147	629,500	(141,647)	-18.4%
FINES AND FORFEITS						
100-00000-35100	FINES	29,748	25,000	30,000	5,000	20.0%
	TOTAL FINES AND FORFEITS	29,748	25,000	30,000	5,000	20.0%

Page

Business Unit: POLICE (Draft)

CITY OF CORCORAN 2025 PRELIMINARY BUDGET - GENERAL FUND						
G/L Account	Description	2023 Actual	2024 Budget	2025 Budget	2024/2025 \$\$ Difference	2024/2025 % Change
POLICE						
100-42100-50101	FULL-TIME EMPLOYEES - REGULAR	1,122,955	1,355,200	1,585,481	230,281	17.0%
100-42100-50102	FULL-TIME EMPLOYEES - OVERTIME	44,562	47,500	54,816	7,316	15.4%
100-42100-50103	FULL-TIME EMPLOYEES - EVENT PAY	31,098	18,000	31,500	13,500	75.0%
100-42100-50111	PART-TIME EMPLOYEES - REGULAR	94,885	116,700	172,320	55,620	47.7%
100-42100-50112	PART-TIME EMPLOYEES - OVERTIME	4,919	-	-	-	-
100-42100-50113	PART-TIME EMPLOYEES - EVENT PAY	7,794	12,000	10,500	(1,500)	-12.5%
100-42100-50121	PERA	224,055	258,000	311,131	53,131	20.6%
100-42100-50122	FICA	3,329	5,000	6,762	1,762	35.2%
100-42100-50126	MEDICARE	18,599	22,100	25,489	3,389	15.3%
100-42100-50130	EMPLOYER PAID INSURANCE	215,555	252,600	290,165	37,565	14.9%
100-42100-50140	UNEMPLOYMENT COMPENSATION	100	-	-	-	-
100-42100-50150	HEALTH INSURANCE SEVERANCE PAYMENT	-	-	20,000	-	-
100-42100-50200	OFFICE SUPPLIES	2,239	4,000	4,000	-	0.0%
100-42100-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	44,665	40,000	45,000	5,000	12.5%
100-42100-50209	POLICE RESERVES	2,606	3,500	4,000	500	14.3%
100-42100-50210	OPERATING SUPPLIES	23,579	29,000	36,000	7,000	24.1%
100-42100-50212	MOTOR FUELS	38,479	30,000	45,000	15,000	50.0%
100-42100-50220	REPAIR AND MAINTENANCE SUPPLIES	16,117	12,000	14,000	2,000	16.7%
100-42100-50223	BUILDING REPAIR SUPPLIES	1,980	7,500	7,500	-	0.0%
100-42100-50300	PROFESSIONAL SERVICES	38,994	32,000	32,000	-	0.0%
100-42100-50304	LEGAL FEES	51,725	40,000	40,000	-	0.0%
100-42100-50305	PRISONER	3,434	4,000	4,000	-	0.0%
100-42100-50307	PERSONNEL ADMINISTRATION	-	20,000	22,500	2,500	12.5%
100-42100-50308	SOFTWARE	-	38,600	38,600	-	0.0%
100-42100-50321	TELEPHONE	11,954	12,500	14,500	2,000	16.0%
100-42100-50322	POSTAGE	28	100	100	-	0.0%
100-42100-50323	RADIO UNITS	21,792	24,440	25,400	960	3.9%
100-42100-50350	GENERAL NOTICES AND PUB INFO	1,248	800	-	(800)	-100.0%
100-42100-50365	WORKER'S COMPENSATION INSURANCE	136,158	155,000	100,420	(54,580)	-35.2%
100-42100-50381	ELECTRIC UTILITIES	-	-	-	-	-
100-42100-50400	REPAIR AND MAINTENANCE - CONTRACT	760	1,000	1,000	-	0.0%
100-42100-50403	REPAIR AND MAINT - VEHICLES	14,222	15,000	15,000	-	0.0%
100-42100-50417	UNIFORMS	26,105	26,000	27,000	1,000	3.8%
100-42100-50430	MISCELLANEOUS EXPENSE	-	-	-	-	-
100-42100-50432	CREDIT CARD FEES	-	1,500	1,500	-	FALSE
100-42100-50433	DUES AND MEMBERSHIPS	2,507	3,500	3,500	-	0.0%
100-42100-50435	GRANT DISBURSEMENT	-	-	169,000	169,000	-
100-42100-50438	POLICE K9	3,148	3,000	4,000	1,000	33.3%
100-42100-50700	TRANSFERS	7,000	-	-	-	-
100-42100-50810	REFUNDS & REIMBURSEMENT	-	-	-	-	-
100-42100-50811	INSURANCE REFUNDS	-	-	-	-	-
	TOTAL POLICE	2,216,589	2,590,540	3,162,184	571,644	22.1%

Business Unit: Police Administration (Draft)

CITY OF CORCORAN 2025 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2023 Actual	2024 Budget	2025 Budget	2024/2025 \$\$ Difference	2024/2025 % Change
POLICE ADMINISTRATION						
100-42102-50101	FULL-TIME EMPLOYEES - REGULAR	137,875	155,500	168,493	12,993	8.4%
100-42102-50102	FULL-TIME EMPLOYEES - OVERTIME	-	500	1,000	500	100.0%
100-42102-50111	PART-TIME EMPLOYEES - REGULAR	-	-	32,437	32,437	-
100-42102-50121	PERA	10,341	11,700	15,070	3,370	28.8%
100-42102-50122	FICA	8,859	9,700	12,458	2,758	28.4%
100-42102-50126	MEDICARE	2,072	2,300	2,914	614	26.7%
100-42102-50130	EMPLOYER PAID INSURANCE	26,049	27,100	28,412	1,312	4.8%
100-42102-50140	UNEMPLOYMENT COMPENSATION	-	-	-	-	-
100-42102-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	-	3,000	-	-
100-42102-50307	PERSONNEL ADMINISTRATION	-	3,000	3,000	-	0.0%
100-42102-50365	WORKER'S COMPENSATION INSURANCE	1,581	1,600	920	(680)	-42.5%
	TOTAL POLICE ADMINISTRATION	186,777	211,400	267,704	56,304	26.6%

Business Unit: Emergency Mgmt. (Draft)

CITY OF CORCORAN 2025 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2023 Actual	2024 Budget	2025 Budget	2024/2025 \$\$ Difference	2024/2025 % Change
EMERGENCY MANAGEMENT						
100-42151-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	750	3,000	3,000	-	0.0%
100-42151-50210	OPERATING SUPPLIES	1,750	5,450	6,000	550	10.1%
100-42151-50381	ELECTRIC UTILITIES	1,901	1,200	1,500	300	25.0%
100-42151-50404	REPAIR AND MAINT - MACHINERY/EQUIPMENT	1,797	1,800	1,800	-	0.0%
100-42151-50433	DUES AND MEMBERSHIPS	400	500	500	-	0.0%
	TOTAL EMERGENCY MANAGEMENT	6,597	11,950	12,800	850	7.1%

Business Unit: Fire (Draft)

CITY OF CORCORAN 2025 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2023 Actual	2024 Budget	2025 Budget	2024/2025 \$\$ Difference	2024/2025 % Change
FIRE						
100-42200-50101	FULL-TIME EMPLOYEES - REGULAR	-	-	119,070	119,070	-
100-42200-50111	PART-TIME EMPLOYEES - REGULAR	-	-	-	-	-
100-42200-50121	PERA	-	-	21,076	21,076	-
100-42200-50122	FICA	-	-	7,383	7,383	-
100-42200-50126	MEDICARE	-	-	1,727	1,727	-
100-42200-50130	EMPLOYER PAID INSURANCE	-	-	23,801	23,801	-
100-42200-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	3,000	3,000	-	0.0%
100-42200-50210	OPERATING SUPPLIES	-	5,000	5,000	-	0.0%
100-42200-50300	PROFESSIONAL SERVICES	570,042	621,900	689,780	67,880	10.9%
100-42200-50307	PERSONNEL ADMINISTRATION	-	-	1,500	1,500	-
100-42200-50321	TELEPHONE	-	600	600	-	0.0%
100-42200-50323	RADIO UNITS	-	1,200	1,250	50	4.2%
100-42200-50365	WORKER'S COMPENSATION INSURANCE	-	-	7,130	7,130	-
100-42200-50403	REPAIR AND MAINT - VEHICLES	-	2,000	2,000	-	0.0%
100-42200-50417	UNIFORMS	-	1,500	1,500	-	0.0%
100-42200-50433	DUES AND MEMBERSHIPS	-	500	500	-	0.0%
100-42200-50580	OTHER EQUIPMENT	-	10,000	10,000	-	0.0%
100-42200-50700	TRANSFERS	10,000	-	-	-	-
	TOTAL FIRE	580,042	645,700	895,317	249,617	38.7%

Totals by Business Unit (Draft):

CITY OF CORCORAN 2025 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2023 Actual	2024 Budget	2025 Budget	2024/2025 \$\$ Difference	2024/2025 % Change
PUBLIC SAFETY						
	TOTAL POLICE	2,216,589	2,590,540	3,162,184	571,644	22.1%
	TOTAL POLICE ADMINISTRATION	186,777	211,400	267,704	56,304	26.6%
	TOTAL EMERGENCY MANAGEMENT	6,597	11,950	12,800	850	7.1%
	TOTAL FIRE	580,042	645,700	895,317	249,617	38.7%
	TOTAL BUILDING INSPECTION	895,274	725,300	796,430	71,130	9.8%
	TOTAL CODE ENFORCEMENT	41,407	66,000	12,000	(54,000)	-81.8%
	TOTAL PUBLIC SAFETY	3,926,687	4,250,890	5,146,435	895,545	21.1%

2025
Public Safety
Budget Briefing



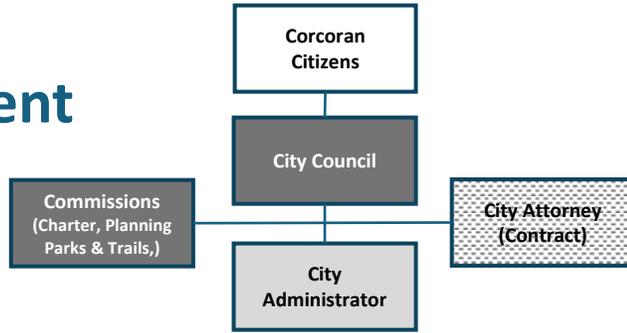


City of Corcoran Public Safety Department

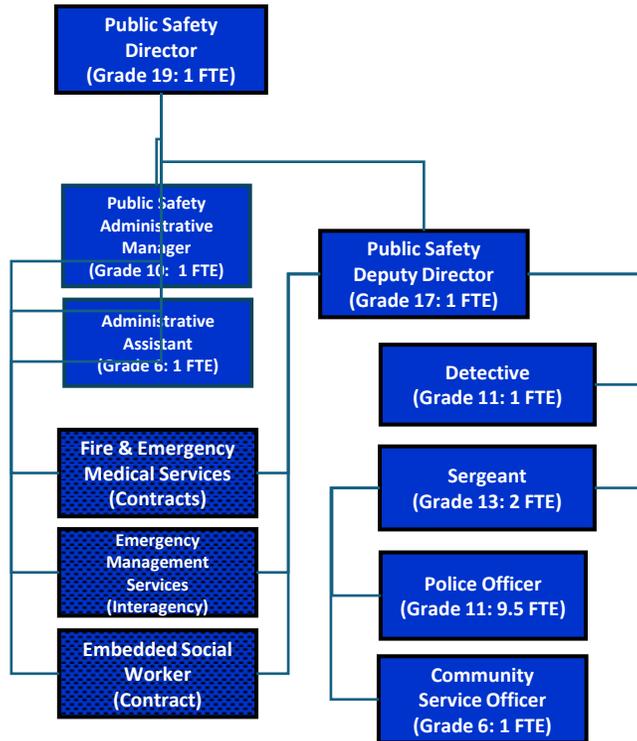
(2024: 16.5 FTE/2025 19.5 FTE)

NOTE: +3 FTE 2025:

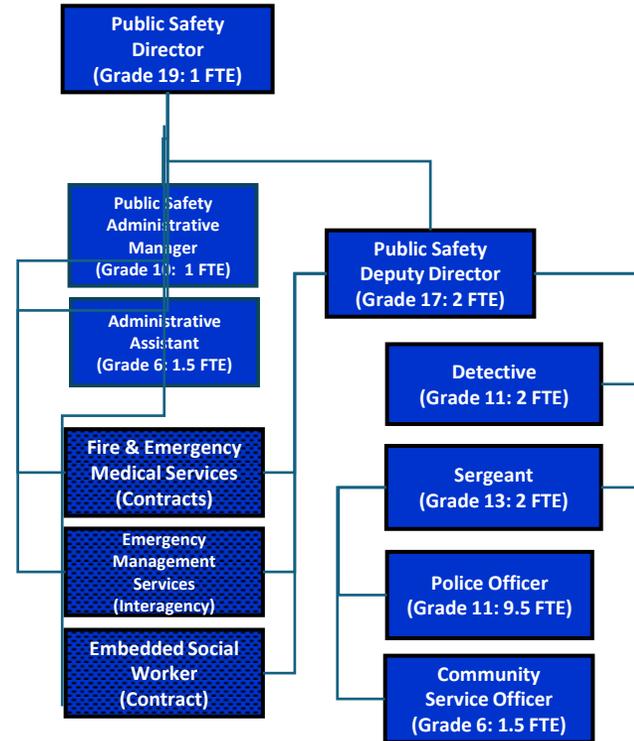
DEPUTY DIRECTOR FOR FIRE SERVICES
DETECTIVE FOR SPECIAL INVESTIGATIONS
COMMUNITY SERVICE OFFICER (PART-TIME)
ADMIN ASST (PART-TIME TECH)



END 2024

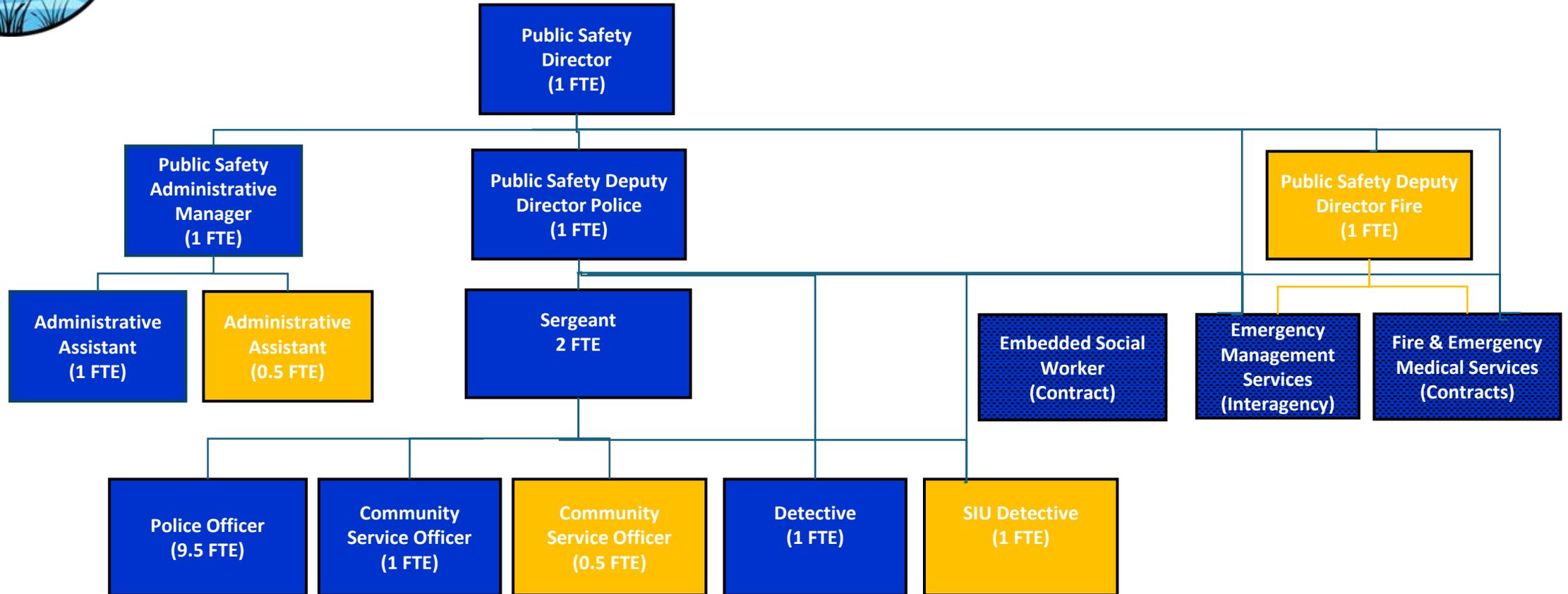


END 2025





2025 Public Safety Staffing



2025 Proposed Staffing Changes in Gold



2025 Public Safety New Positions

- SIU Detective

- Mission Essential Tasks

- Pro-Active Team Investigative Approach To Community and Regional Problems
 - Pattern Residential Burglaries
 - Warrant Arrests
 - Narcotic Sales
 - Construction Site Thefts
 - Catalytic Converter Thefts
 - Depth for larger investigative activities like search warrants and significant crime scenes

- Deputy Director- Fire

- Mission Essential Tasks

- Pro-Active Fire Service and Emergency Management Development and Planning
 - Manage and Explore Options With Existing Service Partners
 - Identify Cost Mitigation Strategies for Current Fire & EMS Services
 - Update and Maintain City Emergency Management Plan
 - Execute Recommendations in the Current Fire Work Plan
 - Planning for Delivery of Future Fire Services
 - Planning for Future Fire Facilities

Public Safety- Revenue

CITY OF CORCORAN								
2025 PRELIMINARY BUDGET - GENERAL FUND								
G/L Account	Account	Description	2023 Actual	2024 Budget	2025 Budget	2024/2025 \$\$ Difference	2024/2025 % Change	
INTERGOVERNMENTAL REVENUE								
100-00000-33416	33416	POLICE TRAINING REIMBURSEMENT	14,771	12,500	13,500	1,000	8.0%	
100-00000-33423	33423	POLICE STATE AID	407,008	80,000	120,000	40,000	50.0%	
100-00000-33640	33640	TOWARD ZERO DEATH GRANT	29,524	12,000	181,000	169,000	1408.3%	

↑ Police State Aid +\$40,000

↑ TZD Grant +\$169,000 (Pass Through)



Public Safety- Police

Change		Item	2024 Budget	2025 Budget	2024/2025 Difference	% Change Per Individual Line
Business Unit Total Change			\$2,590,540	\$3,162,184	\$571,644	22.1%
		Personnel Costs	\$2,087,100	\$2,488,164	\$401,064	18%
		Health Severance	\$0	\$20,000	\$20,000	New
		Workers Comp	\$155,000	\$100,420	(\$54,580)	-35.2%
		Grant Disbursement	\$0	\$169,000	\$169,000	New

Largest Cost Drivers

-Personnel Costs: 4% COLA Adjustment, Cost of Benefits Increase, Proposed SIU Position, Remaining Cost of 2024 Police Officer Position Started Mid-Year, Proposed PT CSO

-Health Severance: Police Officer Recruitment and Retention Health Insurance Severance Payment Funding Approved in 2023

-Workers Comp: Insurance Cost Reduction, Final budget will need to be **increased back up to \$135,000** based on performance

-Grant Disbursement: Corcoran is the fiscal agent for administering the TZD grant for 2025. This is pass through funding.

Public Safety- Police Administration

Change	Item	2024 Budget	2025 Budget	2024/2025 Difference	% Change Per Individual Line
Business Unit Total Change		\$211,400	\$267,704	\$56,304	26.6%
↑	Personnel Costs	\$206,800	\$260,784	\$53,984	26%

Largest Cost Drivers

-Personnel Costs: 4% COLA Adjustment, Cost of Benefits Increase, Proposed PT Administrative Assistant



Public Safety- Fire

Change	Item	2024 Budget	2025 Budget	2024/2025 Difference	% Change Per Individual Line
Business Unit Total Change		\$645,700	\$895,317	\$249,617	38.7%
↑	Personnel Costs	\$0	\$173,057	\$173,057	New
↑	Service Contract Costs	\$621,900	\$689,780	\$67,880	10.9%

- **Largest Cost Drivers**

- **-Personnel Costs:** Proposed Fire Deputy Director Position
- **-Service Contract Costs:** Service Contracts Projected Increase



Public Safety- Totals

Business Unit	2024 Budget	2025 Budget	2024/2025 Difference	% Change
Police	\$2,590,540	\$3,162,184	\$571,644	22.1%
Police Administration	\$211,400	\$267,704	\$56,304	26.6%
Emergency Mgmt.	\$11,950	\$12,800	\$850	7.1%
Fire	\$645,700	\$895,317	\$249,617	38.7%
Building Inspection	\$725,300	\$796,430	\$71,130	9.8%
Code Enforcement	\$66,000	\$12,000	(\$54,000)	-81.8%
Total	\$4,250,890	\$5,146,435	\$895,545	21.1%

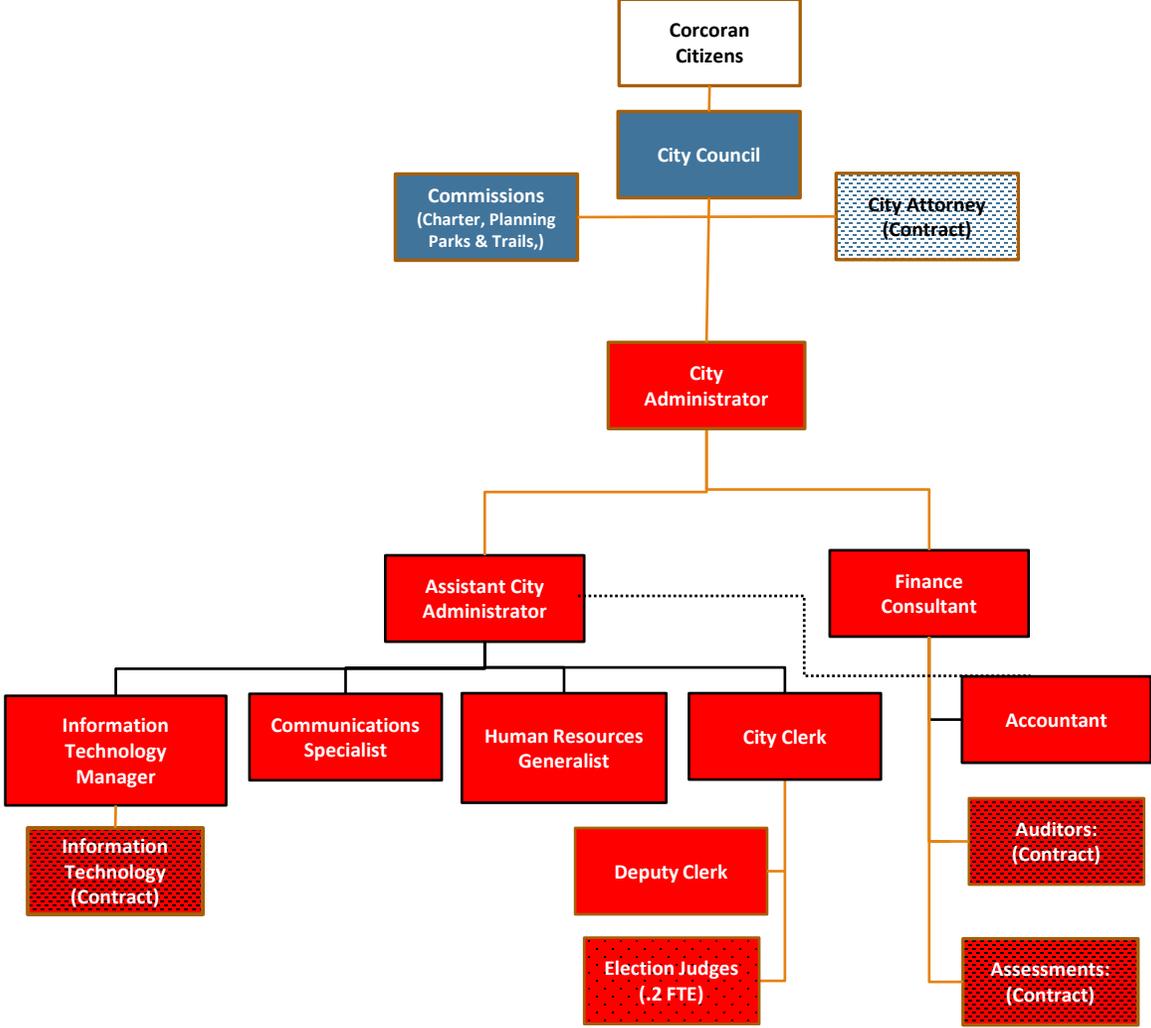




Administration Department Budget Presentation

BY: JAY TOBIN & NALISHA WILLIAMS

Administration Department Organizational Chart

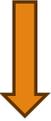
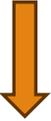


As of October 2024, there is one vacancy in the Administration Department to be filled.

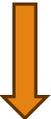
Administration Budget Summary

Business Unit	Total 2024 Budget	Total 2025 Budget	2024/2025 Difference	% Change
City Council	\$27,890	\$26,635	(\$1,255)	-4.5%
Communication (moved to Central Services)	\$15,500	-	(\$15,500)	-100.00%
City Administrator	\$220,000	\$237,032	\$17,032	7.7%
Administration	\$431,750	\$648,529	\$216,779	50.2%
Election	\$33,400	\$2,000	(\$31,400)	-94.0%
Finance	\$449,500	\$321,958	(\$127,542)	-28.4%
Assessing	\$165,000	-	(\$165,000)	-100.00%
Legal	\$50,000	\$85,000	\$35,000	70.0%
Central Services	\$704,900	\$392,950	(\$311,950)	-44.3%
Information Technology	\$253,000	\$338,086	\$85,086	33.6%

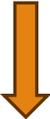
City Council/City Administrator/ Finance/Assessing/Legal

Budget Item	2024 Budget	2025 Budget	2024/2025 Difference	% Change	Comments
 FINANCE: PERSONNEL COSTS (WAGES, BENEFITS, TRAINING)	\$364,500	\$113,958	\$250,542	-69%	<ul style="list-style-type: none"> • Finance Director – Abdo contract • Accounting Clerk – eliminated
 FINANCE: PROFESSIONAL SERVICES	\$85,000	\$208,000	\$84,792	+99.8%	<ul style="list-style-type: none"> • Finance Director Contract (\$130k) • Audit Service (\$50k) • Escrow Assistance (\$15k) • Long-term Financial Plan (\$10.5k) • GASB75 Audit (\$2.5k)
 ASSESSING: PROFESSIONAL SERVICES	\$165,000	\$0	\$165,000	-100%	<ul style="list-style-type: none"> • County Agreement: provides service
 LEGAL: PROFESSIONAL SERVICES	\$50,000	\$85,000	\$35,000	+70%	<ul style="list-style-type: none"> • Bargaining unit negotiations year

Administration

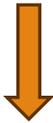
Budget Item	2024 Budget	2025 Budget	2024/2025 Difference	% Change	Comments
 100-41400-50101 (Full-Time Employees Regular)	\$285,100	\$458,142	\$173,042	60.70%	New Assistant City Administration, HR Generalist, transition of PT Communications Specialist to FT, transition of Administrative Assistant to Deputy Clerk
 100-41400-5011 (Part-Time Employees Regular)	\$27,100	-	(\$27,100)	-100.00%	Communications Specialist salary moved to Full-Time Employees Regular
 100-41400-50130 (Employer Paid Insurance)	\$46,000	\$91,287	\$45,287	98.50%	Increased staffing

Elections

Budget Item	2024 Budget	2025 Budget	2024/2025 Difference	% Change	Comments
 100-41410-50114 (Temporary/Seasonal Employees)	\$25,000	-	(\$25,000)	-100.00%	No Election

Central Services

Budget Item	2024 Budget	2025 Budget	2024/2025 Difference	% Change	Comments
100-41900-50700 (Transfers)	\$382,000	-	\$382,000	-100.00%	No transfers/corrections



Information Technology

Budget Item	2024 Budget	2025 Budget	2024/2025 Difference	% Change	Comments
100-41920-50101 (Full-Time Employees Regular)	\$42,800	\$90,679	\$47,879	111.9%	FT IT Manager
100-41920-50300	\$120,000	\$150,000	\$30,000	25%	Hardware & Software Renewal (Domain Hosting, BCA server upgrade, firewall renewal)



CITY OF CORCORAN 2025 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Account	Description	2023 Actual	2024 Budget	2025 Budget	2024/2025 \$\$ Difference	2024/2025 % Change
GENERAL FUND EXPENDITURES							
GENERAL GOVERNMENT							
COMMUNICATION							
100-41130-50325	50325	OTHER COMMUNICATION - WEBSITE	1,943	3,000	-	(3,000)	-100.0%
100-41130-50350	50350	GENERAL NOTICES AND PUB INFO	10,471	12,500	-	(12,500)	-100.0%
TOTAL COMMUNICATION			12,414	15,500	-	(15,500)	-100.0%
ADMINISTRATION							
100-41400-50101	50101	FULL-TIME EMPLOYEES - REGULAR	250,020	285,100	458,142	173,042	60.7%
100-41400-50102	50102	FULL-TIME EMPLOYEES - OVERTIME	11,756	8,500	5,000	(3,500)	-41.2%
100-41400-50111	50111	PART-TIME EMPLOYEES - REGULAR	17,014	27,100	-	(27,100)	-100.0%
100-41400-50112	50112	PART-TIME EMPLOYEES - OVERTIME	-	-	-	-	-
100-41400-50121	50121	PERA	20,902	24,100	34,361	10,261	42.6%
100-41400-50122	50122	FICA	17,995	19,900	28,405	8,505	42.7%
100-41400-50126	50126	MEDICARE	4,208	4,700	6,644	1,944	41.4%
100-41400-50130	50130	EMPLOYER PAID INSURANCE	45,765	46,000	91,287	45,287	98.5%
100-41400-50140	50140	UNEMPLOYMENT COMPENSATION	-	-	-	-	-
100-41400-50207	50207	TRAINING AND INSTRUCTIONAL SUPPLIES	744	5,000	12,000	7,000	140.0%
100-41400-50210	50210	OPERATING SUPPLIES	-	-	-	-	-
100-41400-50300	50300	PROFESSIONAL SERVICES	(2,185)	-	-	-	-
100-41400-50307	50307	PERSONNEL ADMINISTRATION	-	6,000	7,500	1,500	25.0%
100-41400-50321	50321	TELEPHONE	150	600	600	-	0.0%
100-41400-50331	50331	TRAVEL EXPENSE	655	1,000	1,000	-	0.0%
100-41400-50365	50365	WORKER'S COMPENSATION INSURANCE	1,851	3,000	2,090	(910)	-30.3%
100-41400-50433	50433	DUES AND MEMBERSHIPS	-	750	1,500	750	100.0%
TOTAL ADMINISTRATION			368,874	431,750	648,529	216,779	50.2%
ELECTION							
100-41410-50114	50114	TEMPORARY/SEASONAL EMPLOYEES	-	25,000	-	(25,000)	-100.0%
100-41410-50210	50210	OPERATING SUPPLIES	1,568	8,000	2,000	(6,000)	-75.0%
100-41410-50331	50331	TRAVEL EXPENSE	-	300	-	(300)	-100.0%
100-41410-50430	50430	MISCELLANEOUS EXPENSE	8,363	100	-	(100)	-100.0%

CITY OF CORCORAN

2025 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Account	Description	2023 Actual	2024 Budget	2025 Budget	2024/2025 \$\$ Difference	2024/2025 % Change
		TOTAL ELECTION	9,931	33,400	2,000	(31,400)	-94.0%
CENTRAL SERVICES							
100-41900-50200	50200	OFFICE SUPPLIES	4,871	10,500	7,500	(3,000)	-28.6%
100-41900-50210	50210	OPERATING SUPPLIES	17,117	30,000	25,000	(5,000)	-16.7%
100-41900-50212	50212	MOTOR FUELS	844	500	1,000	500	100.0%
100-41900-50221	50221	REPAIR AND MAINTENANCE SUPPLIES - EQUIPMEN	1,571	-	1,500	1,500	-
100-41900-50300	50300	PROFESSIONAL SERVICES	33,066	7,000	15,000	8,000	114.3%
100-41900-50304	50304	LEGAL FEES	-	-	-	-	-
100-41900-50308	50308	SOFTWARE	-	23,000	25,000	2,000	8.7%
100-41900-50321	50321	TELEPHONE	5,509	6,000	6,000	-	0.0%
100-41900-50322	50322	POSTAGE	5,625	4,000	6,000	2,000	50.0%
100-41900-50350	50350	GENERAL NOTICES AND PUB INFO	1,957	1,000	17,200	16,200	1620.0%
100-41900-50360	50360	INSURANCE	128,705	139,300	155,000	15,700	11.3%
100-41900-50380	50380	UTILITY SERVICES	5,374	15,000	15,000	-	0.0%
100-41900-50381	50381	ELECTRIC UTILITIES	26,029	20,000	30,000	10,000	50.0%
100-41900-50382	50382	WATER & SEWER	81	-	100	100	-
100-41900-50400	50400	REPAIR AND MAINTENANCE - CONTRACT	2,848	14,000	15,000	1,000	7.1%
100-41900-50401	50401	REPAIR AND MAINT - BUILDINGS	23,024	18,000	25,000	7,000	38.9%
100-41900-50403	50403	REPAIR AND MAINT - VEHICLES	219	1,500	5,000	3,500	233.3%
100-41900-50404	50404	REPAIR AND MAINT - MACHINERY/EQUIPMENT	3,011	3,000	7,500	4,500	150.0%
100-41900-50413	50413	OFFICE EQUIPMENT RENTAL	568	600	750	150	25.0%
100-41900-50430	50430	MISCELLANEOUS EXPENSE	5,412	-	-	-	-
100-41900-50431	50431	BANKING CHARGES	246	400	400	-	0.0%
100-41900-50432	50432	CREDIT CARD FEES	3,223	500	5,000	4,500	900.0%
100-41900-50433	50433	DUES AND MEMBERSHIPS	26,384	28,600	30,000	1,400	4.9%
100-41900-50520	50520	BUILDINGS AND STRUCTURES	-	-	-	-	-

CITY OF CORCORAN

2025 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Account	Description	2023 Actual	2024 Budget	2025 Budget	2024/2025 \$\$ Difference	2024/2025 % Change
100-41900-50700	50700	TRANSFERS	360,000	382,000		(382,000)	-100.0%
100-41900-50810	50810	REFUNDS & REIMBURSEMENT	-	-	-	-	-
100-41900-50811	50811	INSURANCE REFUNDS	-	-	-	-	-
TOTAL CENTRAL SERVICES			655,684	704,900	392,950	(311,950)	-44.3%
INFORMATION TECHNOLOGY							
100-41920-50101	50101	FULL-TIME EMPLOYEES - REGULAR	-	42,800	90,679	47,879	111.9%
100-41920-50102	50102	FULL-TIME EMPLOYEES - OVERTIME	-	800	-	(800)	-100.0%
100-41920-50121	50121	PERA	-	3,300	6,801	3,501	106.1%
100-41920-50122	50122	FICA	-	2,700	5,623	2,923	108.3%
100-41920-50126	50126	MEDICARE	-	700	1,315	615	87.9%
100-41920-50130	50130	EMPLOYER PAID INSURANCE	-	11,200	11,758	558	5.0%
100-41920-50210	50210	OPERATING SUPPLIES	63,439	-	-	-	-
100-41920-50221	50221	REPAIRS AND MAINTENANCE SUPPLIES - EQUIP	14,637	45,000	45,000	-	0.0%
100-41920-50300	50300	PROFESSIONAL SERVICES	144,101	120,000	150,000	30,000	25.0%
100-41920-50307	50307	PERSONNEL ADMINISTRATION	-	1,500	1,500	-	0.0%
100-41920-50308	50308	SOFTWARE	-	17,000	25,000	8,000	47.1%
100-41920-50365	50365	WORKER'S COMPENSATION INSURANCE	-	1,000	410	(590)	-59.0%
100-41920-50400	50400	REPAIR AND MAINTENANCE - CONTRACT	-	7,000	-	(7,000)	-100.0%
100-41920-50530	50530	IMPROVEMENTS OTHER THAN BLDGS	-	-	-	-	-
100-41920-50810	50810	REFUNDS & REIMBURSEMENT	-	-	-	-	-
TOTAL INFORMATION TECHNOLOGY			222,177	253,000	338,086	85,086	33.6%

CITY OF CORCORAN
2025 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Description	2024 Budget	2025 Budget	2024/2025 \$\$ Difference	2024/2025 % Change
GENERAL FUND REVENUE					
TAXES					
100-00000-31000	GENERAL PROPERTY TAXES	7,187,648	8,256,118	1,068,470	14.9%
100-00000-31020	DELINQUENT PROPERTY TAXES	-	-	-	-
	TOTAL TAXES	7,187,648	8,256,118	1,068,470	14.9%
LICENSES AND PERMITS					
100-00000-32100	BUSINESS LICENSES & PERMITS	5,450	10,000	4,550	83.5%
100-00000-32110	LIQUOR LICENSE FEE	15,750	15,750	-	0.0%
100-00000-32210	BUILDING PERMITS	800,000	875,000	75,000	9.4%
100-00000-32220	GAS INSTALLATION PERMITS	13,500	13,300	(200)	-1.5%
100-00000-32230	PLUMBING CONNECTION PERMITS	40,000	40,000	-	0.0%
100-00000-32260	SIGN PERMITS	750	750	-	0.0%
100-00000-32270	MECHANICAL PERMITS	55,000	55,000	-	0.0%
100-00000-32290	WETLAND PERMIT FEES	1,500	3,000	1,500	100.0%
	TOTAL LICENSES AND PERMITS	931,950	1,012,800	80,850	8.7%

CITY OF CORCORAN
2025 PRELIMINARY BUDGET - GENERAL FUND

G/L Account	Account	Description	2023 Actual	2024 Budget	2025 Budget	2024/2025 \$\$ Difference	2024/2025 % Change
CITY COUNCIL							
100-41110-50101	50101	FULL-TIME EMPLOYEES - REGULAR	19,260	19,260	19,630	370	1.9%
100-41110-50122	50122	FICA	1,194	1,200	700	(500)	-41.7%
100-41110-50126	50126	MEDICARE	279	280	200	(80)	-28.6%
100-41110-50207	50207	TRAINING AND INSTRUCTIONAL SUPPLIES	1,900	5,000	5,000	-	0.0%
100-41110-50210	50210	OPERATING SUPPLIES	467	2,000	1,000	(1,000)	-50.0%
100-41110-50365	50365	WORKER'S COMPENSATION INSURANCE	101	150	105	(45)	-30.0%
		TOTAL CITY COUNCIL	23,202	27,890	26,635	(1,255)	-4.5%
CITY ADMINISTRATOR							
100-41320-50101	50101	FULL-TIME EMPLOYEES - REGULAR	152,675	162,800	172,230	9,430	5.8%
100-41320-50121	50121	PERA	10,551	12,300	12,917	617	5.0%
100-41320-50122	50122	FICA	7,487	10,100	10,678	578	5.7%
100-41320-50126	50126	MEDICARE	1,868	2,400	2,497	97	4.1%
100-41320-50130	50130	EMPLOYER PAID INSURANCE	17,604	22,700	23,800	1,100	4.8%
100-41320-50207	50207	TRAINING AND INSTRUCTIONAL SUPPLIES	11	4,000	5,000	1,000	25.0%
100-41320-50210	50210	OPERATING SUPPLIES	470	-	-	-	-
100-41320-50300	50300	PROFESSIONAL SERVICES	3,351	-	-	-	-
100-41320-50307	50307	PERSONNEL ADMINISTRATION	-	1,500	1,500	-	0.0%
100-41320-50321	50321	TELEPHONE	450	600	600	-	0.0%
100-41320-50331	50331	TRAVEL EXPENSE	655	600	5,000	4,400	733.3%
100-41320-50365	50365	WORKER'S COMPENSATION INSURANCE	1,566	1,500	1,309	(191)	-12.7%
100-41320-50433	50433	DUES AND MEMBERSHIPS	1,546	1,500	1,500	-	0.0%
		TOTAL CITY ADMINISTRATOR	198,232	220,000	237,032	17,032	7.7%
FINANCE							
100-41500-50101	50101	FULL-TIME EMPLOYEES - REGULAR	207,937	247,200	76,606	(170,594)	-69.0%
100-41500-50102	50102	FULL-TIME EMPLOYEES - OVERTIME	1,518	1,500	1,500	-	0.0%
100-41500-50121	50121	PERA	14,823	18,700	5,427	(13,273)	-71.0%
100-41500-50122	50122	FICA	13,144	15,500	4,486	(11,014)	-71.1%
100-41500-50126	50126	MEDICARE	3,074	3,700	1,049	(2,651)	-71.6%
100-41500-50130	50130	EMPLOYER PAID INSURANCE	41,770	59,900	19,559	(40,341)	-67.3%
100-41500-50207	50207	TRAINING AND INSTRUCTIONAL SUPPLIES	1,752	10,000	2,000	(8,000)	-80.0%
100-41500-50300	50300	PROFESSIONAL SERVICES	63,483	85,000	208,000	123,000	144.7%
100-41500-50307	50307	PERSONNEL ADMINISTRATION	-	4,500	1,500	(3,000)	-66.7%
100-41500-50331	50331	TRAVEL EXPENSE	-	500	300	(200)	-40.0%
100-41500-50365	50365	WORKER'S COMPENSATION INSURANCE	1,983	2,000	780	(1,220)	-61.0%
100-41500-50433	50433	DUES AND MEMBERSHIPS	380	1,000	750	(250)	-25.0%
		TOTAL FINANCE	349,862	449,500	321,958	(127,542)	-28.4%
ASSESSING							
100-41550-50210	50210	OPERATING SUPPLIES	-	-	-	-	-
100-41550-50300	50300	PROFESSIONAL SERVICES	150,000	165,000	-	(165,000)	-100.0%
100-41550-50322	50322	POSTAGE	-	-	-	-	-
		TOTAL ASSESSING	150,000	165,000	-	(165,000)	-100.0%
LEGAL							
100-41600-50300	50300	PROFESSIONAL SERVICES	79,656	50,000	85,000	35,000	70.0%
		TOTAL LEGAL	79,656	50,000	85,000	35,000	70.0%

STAFF REPORT

Agenda Item 8c.

Council Meeting: October 24, 2024	Prepared By: Jessica Christensen Buck
Topic: City Park Remaster	Action Required: Direction

Summary:

Staff came to the City council during the May 9, 2024, meeting and received approval to continue with the City Park remaster schematic design (SD). As part of SD, a building programming study, surveying, geotechnical, cost estimating, and adjustments to amenity locations were completed. The Parks and Trails Commission reviewed the attached schematic design during their September 19, 2024, meeting.

With the SD phase finishing up, staff is looking for direction from the Council on next steps. To proceed with planning the City Park remaster, staff recommends continued work with HKGi, Stantec, and Oertel by moving into design development and construction documents.

Included as an attachment is the City Park schematic design that was presented to the Parks and Trails Commission in September, showing a layout of the proposed amenities and proposed park building. As part of the meeting, the Commission was asked to rank the amenities shown by priority, potential alternates, alternates, and future phase amenities.

- *Priority*: Items that should be included in phase 1 of the project.
- *Potential alternates*: Items that may provide some savings but would prefer to have in the first phase.
- *Alternates*: Items that would be nice to have as part of phase 1 but would be dependent on quotes, costs, and available funds.
- *Future phase amenities*: Items that should be postponed to a future phase of the park project.

Phase 1 Priorities

Splashpad

The splashpad is proposed as a recirculation system rather than a pass-through system. While more expensive on the front end, a recirculation system uses much less water annually. A recirculation system also requires an Aquatic Facility Operator certification; however, staff have recently heard of pass-through systems developing mold which can lead to further safety concerns. Shown on the plan are above ground and ground-level sprayers, with a mechanical structure near the splashpad to run the system.

During the September 19, 2024, Parks and Trails Commission meeting, there were discussions of adding outdoor rinse-off showers near the splash pad and potentially adding artistic vinyl wrap to the mechanical structure.

Playground

The proposed location for the new playground would be more accessible than the current playground, near restrooms at the building, and still allow for caregivers to view both the playground and t-ball fields. The equipment shown in the attached playground images can be adjusted or changed but are shown as potential options of how items would integrate into those containers. Also included in the renderings are uses of the hillside, such as the bridge, which creates an accessible walkway onto the playground and easy access to the upper levels.

During the September 19, 2024, Parks and Trails Commission meeting, feedback to cut back on some of the pavement around the playground, remove the steps along the center path between the 2-5- and 5–12-year-old play areas, and look at unique swing options.

Building

The building has been updated through feedback and cost savings efforts, with a detached pavilion to the north. The building capacity is 100 people, with an indoor room that can be split into two smaller rooms utilizing a divider. Two indoor bathrooms and 2 outdoor bathrooms (one with an adult changing room, per code) are included within the building. Also included are a storage/mechanical room, catering kitchen with sink and refrigerator, kitchen storage and table/chair storage. During the September 19, 2024, Parks and Trails Commission meeting, feedback included making one of the outdoor restrooms accessible from inside as well for events during the winter months. Additional feedback included adding a second seating area/patio on the east side of the building.

Commissioners had mixed feelings on the building design with concerns regarding high roofs, acoustics, white siding on the exterior, and front large windows.

Parking lot

The main parking lot is shown located in a similar location to its current location but would be paved and lined as part of the project. Shown as item 10 on the draft concept, the parking lot has a grassy area that could be used for overflow parking. During the September 19, 2024, Parks and Trails Commission meeting, there was discussion about moving the overflow parking area to the northern part of the lot and including spaces in the shown green space to allow better incorporation with the green space to the north.

Pickleball Courts

The placement of the pickleball courts within City Park is preferred due to the level of noise that is associated with the bouncing ball. Shown on the plan are 6 pickleball courts in a 1 x 6, east/west layout.

During the September 19, 2024, Parks and Trails Commission meeting, Commissioners expressed a preference for a 3 x 3 layout of the courts on the east side, with the potential to add a tennis court on the west side as an alternate item.

Potential Alternates

Fencing Removal

Removal of County Road 50 fence line bordering the park. There is fencing around the ballfields, and this would provide a nicer aesthetic from County Road 50 looking towards the park.

Detached Shelter

To the north of the park building is a picnic shelter that could serve as seating for the playground and as a rentable space with or separate from the building. This would replace the current shelter once it meets its lifespan.

Pickleball Concrete Plaza/Shade Structure

Pickleball is a social sport and to accommodate seating, shade, and an area to wait to play, a proposed plaza and shade structure are shown.

3rd (Zipline) Playground Container

Shown currently with a zipline, feedback during the September 19, 2024, Parks and Trails Commission meeting was to look at alternative amenity options in the space.

Bituminous Trail – Pinwheel

Shown running north/south through the pinwheel of ballfields is a 10' wide bituminous trail. Currently, the trail exists but is made of class 5 and road planings.

4,000 SF Planting Beds

Included in the plans are planting beds for beautification of the park amenities and provide more natural aesthetics.

Alternates

Three Rivers Park District Regional Trail

Shown around the edge of the park is a section of the Diamond Lake Regional Trail. The trail is proposed to go through the park, with a crossing along both County Road 10 and County Road 50. As the property to the south of the park develops, the exact crossing location can be defined but the trail is currently shown connecting to the main parking lot on County Road 50.

Storage Structure

A structure shown near the center of the pinwheel of ballfields would replace the 3 storage sheds that are currently located in that area. These sheds hold youth athletic and maintenance equipment used at City Park. This would consolidate these items into one larger, garage door shed.

Field/Court Lighting

Included in the plans is field lighting and pickleball court lights.

Future phase amenities

Tennis Courts

Discussions regarding the appropriate placement for the tennis courts has ranged from their current location, near the proposed pickleball courts, or during a later phase incorporated into the hockey rinks to have multiple activation points for the space.

Amphitheater

Shown near the current volleyball courts' location is an amphitheater, located at a lower ground level and pointed away from Rush Creek Reserve housing.

Pickleball Expansion

Shown is the potential for an expansion of the pickleball area to create 12 total courts.

Value Engineering

Staff and consultants are actively collaborating on value engineering efforts for the project, aimed at optimizing both cost-effectiveness and performance. By analyzing the key design elements and construction methods, staff and consultants are working to identify opportunities for reducing costs and enhancing functionality. Examples of this are within the park building where the bathrooms are located in the same area to minimize additional plumbing costs.

Committed Funds

The City has committed funds from a few organizations to be used towards the project. As part of the playground, the Wacker/Espeseth family expressed interest in 2023 to assist with funding of the playground, in honor of their daughter, Brianna. Estimated donation is anticipated to be \$20,000 - \$150,000. For the splashpad, the Northwest Area Jaycees donated \$100,000 to be used towards the splashpad portion of the City Park project. These funds were received in 2021 and should be used in a reasonable timeframe or returned to the organization if the splashpad is not included in Phase 1. \$500,000 in federal funding was acquired for the City Park project, with some of the funds being utilized for the funding requirements such as environmental work.

Community Engagement

Previous Engagement

Previous engagement during special events, an open house, and a few surveys informed us that the community wanted a splashpad, playground, and pickleball courts. Currently, the City does not have a splashpad or pickleball, and the playground that is at City Park is over 20 years old.

Additionally, staff continues to receive phone calls regarding the Community Room that was previously in City Hall. The best alternative that can be provided is the pavilion at the park, which is seasonal and impacted by inclement weather.

Proposed Engagement

As part of DD, staff would like to get input on amenity prioritization, themes for the splashpad, playground and splashpad equipment priorities, etc. Staff is proposing an open house prior to the Parks and Trails Commission meeting on November 21, 2024, from 5:30-6:30 pm. A survey would also be available online for completion for those that would prefer that method.

Staff is looking for feedback from the City Council regarding the plans provided for the park, amenities, and building to wrap up the schematic design phase. Additionally, staff is requesting approval to proceed with design development and construction documents.

Financial/Budget:

Estimated costs for design development and construction documents from HKGi, Stantec, and Oertel is \$496,640. Attached are each of their respective proposals. These fees could be paid for from the City's park dedication fund.

Options:

1. Approval of the schematic design as is, and approval to proceed with design development and construction documents, using park dedication funds.
2. Approval of the schematic design with specified edits, and approval to proceed with design development and construction documents, using park dedication funds.
3. Decline to move forward with design development and/or provide further direction to staff.

Recommendation:

Approval of the schematic design with specified edits, and approval to proceed with design development and construction documents.

Council Action:

Approval of the schematic design with specified edits, and approval to proceed with design development and construction documents.

Attachments:

1. City Park Draft Concept
2. Park Building Draft Layout
3. Cost Estimate Diagram
4. Cost Estimate
5. HKGi DD and CD Proposal

6. Stantec DD and CD Proposal
7. Oertel DD and CD Proposal
8. Presentation Slides

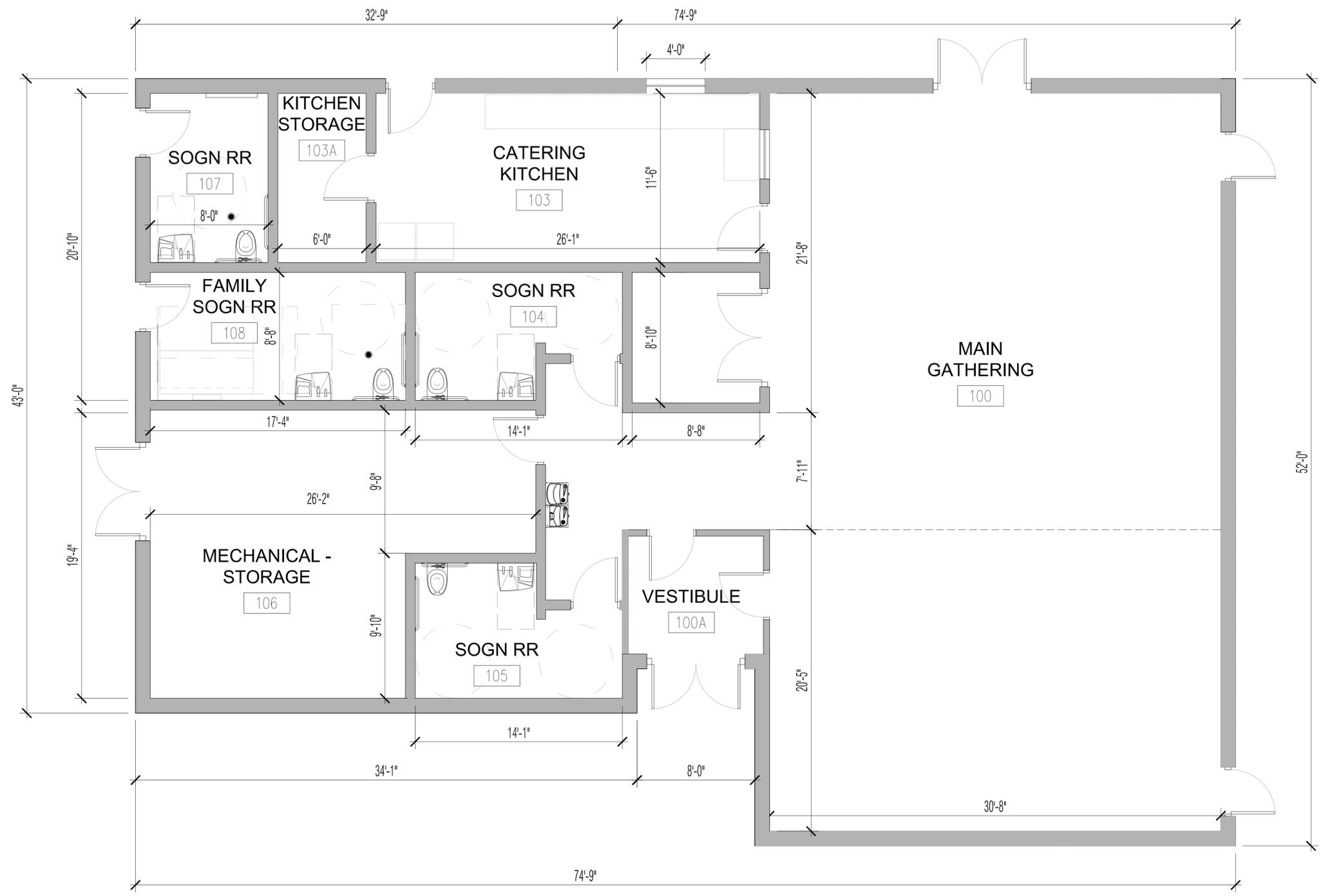
CORCORAN CITY PARK

DRAFT CONCEPT | 09.12.2024

LEGEND

- ① Create level field space for multi-purpose recreation including soccer and cricket
- ② 6 pickleball courts
- ③ Stormwater
- ④ Pave parking lot; include +/-240 spaces
- ⑤ Youth ballfield
- ⑥ Destination playground
- ⑦ Splash pad
- ⑧ Partio and shelter
- ⑨ Park building
- ⑩ Overflow parking/future paved parking
- ⑪ Trailhead with paved parking
- ⑫ Amphitheater
- ⑬ Tennis Courts





1 MAIN FLOOR PLAN
 SCHEMATIC OPTION 9-9-24 3/16" = 1'-0"

**CITY OF CORCORAN
 CORCORAN COMMUNITY PARK -
 MAIN PARK BUILDING**

PROJECT NAME: _____

NO.	DATE	DESCRIPTION
1		
2		
3		

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

Signature
 Thomas Stromsodt
 Name

License # _____ **Date** _____

PROJECT NUMBER: 24-26
 DATE OF ISSUE: 8-9-2024
 DRAWN BY: RAB
 CHECKED BY: TRS

SHEET NAME:

**FLOOR PLAN
 SD OPTIONS**

SHEET NO:

A100

CORCORAN CITY PARK

COST ESTIMATE DIAGRAM

OCT. 15, 2024

Costs listed include 20% mobilization and project contingency

TRPD Regional Trail - \$990,404

Alternate

Additional Storage - \$144,000

Alternate

Concrete Walks - \$92,000

Includes:
• Sidewalks around playground

Adventure Playground - \$1,055,000

Includes:
• Playground features
• Safety surfacing - EWF & Poured-in-Place
• Drainage
• Playground container - thickened edge

Additional Storage - \$180,000

Alternate

Splash Pad - \$912,000

Includes:
• Concrete surface
• Play elements
• Cabinet
• Installation
• Splash pad perimeter walk

Pickleball Courts - \$543,000

Includes:
• (6) Courts - pavement, fencing, nets
• Pickleball plaza and shade structures

Paved Trails - \$33,000

Includes:
• 8' wide trails around parking lot

Parking Lot - \$830,000

Includes:
• pavement
• curb and gutter
• stormwater/drainage
• entry drive

Paved Trails - \$83,000

Includes:
• 10' wide trails between ballfields

Ballfield updates - \$24,000

Includes:
• Aglime
• Fencing

Concrete Walks & Plaza - \$130,000

Includes:
• Patio
• Building entry plaza
• Sidewalk through parking lot

Pavilion & Restroom Building - \$2,997,000

County Road 50 Added Turn Lane - \$540,000

Picnic Shelter - \$240,000 Alternate

OTHER ITEMS :

Removals - \$71,600

Includes:
• Remove tennis court and batting cage
• Remove playground & restoration
• Remove SE ballfield fencing
• Tree removal
• Remove County Road 50 fencing

Earthworks - \$540,000

Includes:
• Erosion control & seeded restoration measures
• Utility install erosion control & seeded restoration measures
• Common excavation & grading - soccer fields, building, play, parking

Sanitary & Water Utilities - \$315,000

Includes:
• Sanitary service to pavilion/splash pad
• Water extension for pavilion & splash pad

Stormwater Management - \$438,000

Includes:
• Stormwater BMP's
• Stormwater piping & structures (parking lot & playground)

Site Lighting & Electrical - \$90,000

Includes:
• Security lighting
• Electrical service to building
• Electrical allowance for picnic shelter

Landscape - \$236,000

Includes:
• Shade & Evergreen trees
• Ornamental trees
• Planting beds
• Retaining walls/boulders

Site Furnishings - \$69,000

Includes:
• Picnic tables
• Benches
• Bike racks
• Trash and recycling receptacles, including dog waste station

Signage - \$36,000

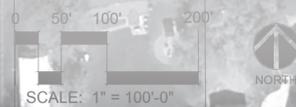
Includes:
• Park entry monument sign
• Rules signs at playground and splashpad

Irrigation & Field Topdress - \$330,000

Alternate

Additional Rec. Lighting - \$660,000

Alternate



Corcoran City Park Cost Estimate

Phase 1 Improvements Estimate 10/15/2024

Phase 1 Base Bid							
Description	Qty.	Unit	Unit price	Totals	Subtotal	Subtotal with Mobilization + Contingency (20%)	Notes
Removals							
Remove Tennis court fencing and bituminous	1	LS	\$ 20,000.00	\$ 20,000.00			Accounting for tennis removal--potential for PW staff to remove in 2024
Remove Playground and restoration	1	LS	\$ 20,000.00	\$ 20,000.00			
Remove SE ballfield fencing	1	LS	\$ 3,000.00	\$ 3,000.00			
Tree removal	8.0	EACH	\$ 1,000.00	\$ 8,000.00			Along Co Rd 50
Remove co rd 50 fencing	1080.0	LF	\$ 8.00	\$ 8,640.00			Potential alternate
					\$ 59,640.00	\$ 71,568.00	
Earthworks							
Erosion control and seeded restoration measures	10	AC	\$ 3,000.00	\$ 30,000.00			includes soccer fields - seeded, not sod
Utility install erosion control and seeded restoration measures for utility corridors	1	LS	\$ 45,000.00	\$ 45,000.00			For utility corridors only--east of building and playground
Common Excavation and Grading - soccer fields/bld/play/parking	75,000	CY	\$ 5.00	\$ 375,000.00			potential for savings here during DD
Subtotal					\$ 450,000.00	\$ 540,000.00	
Parking							
New Main Parking Lot - pavement, curb gutter, storm, includes entry drive	104,619	SF	\$ 6.60	\$ 690,485.40			
Subtotal					\$ 690,485.40	\$ 828,582.48	
Sanitary Utilities							
Sanitary service to pavilion/splashpad	1	LS	\$ 125,000.00	\$ 125,000.00			
Subtotal					\$ 125,000.00	\$ 150,000.00	
Watermain Utilities							
Water extension for pavilion and splashpad	1	LS	\$ 138,000.00	\$ 138,000.00			
Subtotal					\$ 138,000.00	\$ 165,600.00	
Stormwater							
Stormwater BMPs	1	LS	\$ 125,000.00	\$ 125,000.00			
Stormwater Piping and Structures (Parking Lot and Playground)	1	LS	\$ 240,000.00	\$ 240,000.00			
Subtotal					\$ 365,000.00	\$ 438,000.00	
Site Lighting and Electrical							
Security Lighting	3	EA	\$ 10,000.00	\$ 30,000.00			Allowance
Electrical Service to Building	1	LS	\$ 30,000.00	\$ 30,000.00			
Electrical allowance for picnic shelter	1	LS	\$ 15,000.00	\$ 15,000.00			This could be an alternate if the picnic shelter is alternate.
Subtotal					\$ 75,000.00	\$ 90,000.00	
Pavilion and Restroom Building							
Pavilion and Restroom Building	3,700	SF	\$ 675.00	\$ 2,497,500.00			Year-round indoor space for 100 people, 4 restrooms, catering kitchen
Subtotal					\$ 2,497,500.00	\$ 2,997,000.00	
Pickleball Courts							
Pickleball Courts (6)-separate pavement, fencing, nets	6	EA	\$ 60,000.00	\$ 360,000.00			Bituminous with base soil corrections
Pickleball Court shade structures	2	EA	\$ 18,000.00	\$ 36,000.00			Potential alternate
Concrete plaza at Pickleball courts	4,067	SF	\$ 14.00	\$ 56,932.54			Potential alternate
					\$ 452,932.54	\$ 543,519.05	
Playground							
Adventure Playground and safety surfacing, drainage	1	LS	\$ 850,000.00	\$ 850,000.00			Inlcudes 3 play containers, 2-5 yr old equip, 5-12 yr old equip, and zip lines, combination of PIP and EWF
Playground container-thickened edge	825	LF	\$ 35.00	\$ 28,875.00			
					\$ 878,875.00	\$ 1,054,650.00	
Splash Pad							
Splash Pad equipment, cabinet and install	1	LS	\$ 750,000.00	\$ 750,000.00			includes 6" concrete surface, mech structure, install, includes separate enclosure
Concrete walk surrounding the splash pad	895	SF	\$ 11.00	\$ 9,841.81			4" concrete profile
					\$ 759,841.81	\$ 911,810.17	
Site Furnishings and Amenities							
Picnic Tables	14	EA	\$ 2,500.00	\$ 35,000.00			at playground and pickleball
Benches	10	EA	\$ 1,200.00	\$ 12,000.00			at playground and pickleball
Bike racks	3	EA	\$ 1,500.00	\$ 4,500.00			at CR 10, at pavilion, at playground/splash pad
Trash and recycling receptacles, include dog waste management	12	EA	\$ 500.00	\$ 6,000.00			
Signage allowance	1	LS	\$ 30,000.00	\$ 30,000.00			monument sign, rules signs at playground, splash pad,
SE Ballfield updates and restoration	1	LS	\$ 20,000.00	\$ 20,000.00			New aglime, fencing
					\$ 107,500.00	\$ 129,000.00	
Potential alternate - Deduct furnishings for pickleball	1	LS	\$ 12,000.00	\$ 12,000.00			
Paved Plazas and Trails							

Bituminous Trails - 8' width around parking lot	868	LF	\$ 32.00	\$ 27,776.00		\$ 33,331.20	trail connects to regional trail, pickleball, and playground sidewalks
Concrete sidewalks around playground	6,679	SF	\$ 11.00	\$ 73,467.90		\$ 88,161.48	includes all sidewalks around playground, connecting to parking lot and E-W bitu. Trail
Concrete Sidewalk - plaza and walks around building and through parking lot	8,553	SF	\$ 11.00	\$ 94,080.14		\$ 112,896.17	
Concrete patio	1,250	SF	\$ 11.00	\$ 13,750.00		\$ 16,500.00	concrete patio for open-air shelter
Bituminous Trails - 10' width - through pinwheel, driveable for maint. vehicles	1,470	LF	\$ 47.00	\$ 69,090.00		\$ 82,908.00	Includes paving trails between ball fields--currently is class 5 gravel trail
Concrete stairs and handrail	18	LF of Tread	\$ 200.00	\$ 3,600.00		\$ 4,320.00	
Subtotal						\$ 281,764.04	
Landscape							
Trees - Shade and Evergreen	30	EA	\$ 600.00	\$ 18,000.00			
Ornamental trees	8	EA	\$ 500.00	\$ 4,000.00			
Planting beds	9,500	SF	\$ 12.00	\$ 114,000.00			
Retaining walls / boulders	510	SFF	\$ 120.00	\$ 61,200.00			
Subtotal						\$ 197,200.00	\$ 236,640.00
Potential alternate - Deduct 4,000 SF planting beds	1	LS	\$ 48,000.00	\$ 48,000.00			
ADD TURN LANE ON CO ROAD FOR PARKING LOT	1	LS	\$ 450,000.00	\$ 450,000.00		\$ 450,000.00	\$ 540,000.00
Construction Subtotal						\$ 7,528,738.79	
Mobilization and Project Contingency (20%)				20%		\$ 1,505,747.76	
Construction Total with 20% Mobilization and Project Contingency						\$ 9,034,486.55	\$ 9,034,486.55
Design, Engineering, and Construction Admin Fees						\$ 900,000.00	\$ 900,000.00
Phase 1 Priorities Design & Construction Total						\$ 9,934,486.55	\$ 9,934,486.55
Potential Alternates Subtotal						\$ 325,662.54	
Potential Alternates - Mobilization and Project Contingency (20%)						\$ 65,132.51	
Potential Alternates Total						\$ 390,795.05	
Design & Construction Total minus alternates						\$ 9,543,691.50	

ALTERNATE ITEMS						
Description	Qty.	Unit	Unit price	Totals	Sub Totals	Notes
TRPD: Regional Trail through park	1	LS	\$ 990,403.20	\$ 990,403.20	\$ 990,403.20	City pays upfront, TRPD reimburses 25-26
Picnic and Storage Structures						
Separate open air shelter at patio, north of building	1	LS	\$ 200,000.00	\$ 200,000.00		
Expanded storage at splash pad mechanical	1	LS	\$ 150,000.00	\$ 150,000.00		
Storage building at ballfields (20' x 20' footprint)	400	SF	\$ 300.00	\$ 120,000.00		replace existing 3 storage sheds with one garage building
Subtotal					\$ 470,000.00	
Electrical and Security						
Parking light poles	10	EA	\$ 10,000.00	\$ 100,000.00		
Field light poles	2	EA	\$ 100,000.00	\$ 200,000.00		northern fields
Ped scale light poles - trails	10	EA	\$ 10,000.00	\$ 100,000.00		
Court light poles - tennis	4	EA	\$ 15,000.00	\$ 60,000.00		
Court light poles - pickleball	6	EA	\$ 15,000.00	\$ 90,000.00		
Fiber conduit and Security Cameras	-	LS	\$ 75,000.00	\$ -		just conduit in bid set? Owner install security?
Subtotal					\$ 550,000.00	
Landscape						
Irrigation	1	LS	\$ 250,000.00	\$ 250,000.00		
Topdress and reseed fields - two northern ballfields in cloverleaf	1	LS	\$ 25,000.00	\$ 25,000.00		
					\$ 275,000.00	
Construction Total - Alternates					\$ 2,285,403.20	
Mobilization and Project Contingency					20%	\$ 457,080.64
Design, Engineering, and Construction Admin Fees					14%	\$ 319,956.45
Design & Construction Total - All Alternates						\$ 3,337,440.29

FUTURE PHASE

Description	Qty.	Unit	Unit price	Totals	Sub Totals	Notes
Recreation Facilities						
Tennis courts (2)-separate pavement, fencing, nets	2	EA	\$ 150,000.00	\$ 300,000.00		
Field fencing replacement - for cloverleaf	2,700	LF	\$ 75.00	\$ 202,500.00		black vinyl chain link, 8' height
					\$ 502,500.00	
Amphitheater						
Grading and seating and restoration	1	LS	\$ 150,000.00	\$ 150,000.00		potential stone or CIP seat walls
Stage - concrete pavement	1	LS	\$ 50,000.00	\$ 50,000.00		does not include any structures or electrical
Subtotal					\$ 200,000.00	

Collaborate. Listen. Explore. Create.

October 15, 2024

TO: JESSICA CHRISTENSEN BUCK

CITY OF CORCORAN

8200 COUNTY ROAD 116, CORCORAN, MN 55340

RE: Proposal for DD and CD for Corcoran City Park Remaster

Dear Jessica,

HKGi is pleased to submit the following planning and design services Scope of Work to support the city in the ongoing development of design materials for the City Park Remaster project. This proposal describes the anticipated tasks for Design Development, Construction Documents, and Bidding Support Services.

The City of Corcoran desires to move forward with final design of the proposed Phase 1 Park improvements in City Park in order to formalize parking, add a new splash pad, playground, pickleball courts, and park pavilion for city use, reconfigure and improve the experience for soccer and open field play, enhance the natural features in the park, and set the stage for future improvements in the years to come, to include tennis courts and an amphitheater. The project has the potential to also incorporate a Three Rivers Park District regional trail and trailhead, which will be determined with ongoing planning and funding conversations with TRPD. The city desires the Phase 1 project to be constructed during 2025.

This Scope of Work is based on recent development of the schematic design and cost estimation for City Park during July, August, and September 2024. We assume that Civil and Electrical Engineering design services will be provided by Stantec, and Architectural Services will be provided by Oertel.

Our proposed process includes tasks needed to continue the design through Design Development (60%) and Construction Documents (100%) in order to formally bid the project in early 2025. The process will allow for construction of the proposed improvements during the summer and fall of 2025. Our process anticipates the following meetings:

- Biweekly (every other week) updates and coordination meetings with city staff and the Stantec civil engineering team members to review project progress and discuss design decisions
- Coordination meetings as necessary with Oertel Architects to collaborate on park building design, siting, and utility and sidewalk connections
- Coordination as necessary with Stantec electrical engineering team members to coordinate electric connections and services in the park
- Monthly updates, or as needed, to the Parks and Trails Commission (3rd Thursday of the month)— we anticipate providing presentations at the December and March meetings
- Updates to the City Council as necessary to review the project process (at 60%) and approval for bidding (at 90%)—we anticipate providing presentations at the January and April meetings

800 Washington Avenue North, Suite 103
Minneapolis, MN 55401



WORK PLAN: CITY PARK REMASTER DD, CD, & BIDDING SUPPORT DESIGN DEVELOPMENT– OCTOBER-JANUARY 2025

Design Development is the process of further developing the Schematic Design by resolving the design, identifying materials, and confirming the relationships between different facilities and amenities in the park. Enhanced coordination will occur between all project disciplines – Landscape Architecture, Architecture, Civil, Electrical, Mechanical, and Structural Engineering. HKGi will lead the team and provide design direction regarding the overall layout of elements in the park design. We will discuss and determine more specific information about the construction means and methods related to the proposed improvements. As an overall project team, we will look at detailed layouts and three-dimensional relationships of all the elements and related disciplines of the project. Specific tasks include:

- » Biweekly project team meetings with city staff and project team through the DD phase
- » Coordination with Civil Engineer:
 - Determine specific direction for site grading and related ponding to define the solutions that most effectively meet watershed standards and enhance the overall design intent of the park
 - Develop and size the specific utilities connections and extensions across the site to support the proposed building and site features.
 - Identify and coordinate potential additional survey needs
 - Review and coordinate site and building stormwater requirements
 - Drive aisles and parking layout inside the curb to be designed by Civil Engineer
 - Curb geometry and layout will be a collaborative effort between the Civil Engineer and the project Landscape Architects
- » Coordination with Architect:
 - Finalize the design and style of the park building based on the approved Schematic Design program. Determine the building footprint, grading, access points, exterior gathering spaces, and utilities
 - Identify small utilities connections to the building (gas, electric, fiber, etc.)
- » Coordination with Electrical Engineer:
 - Identify locations for electrical services and lighting throughout the site
 - Plan for potential future field lighting
 - Coordinate building electrical requirements and connections
- » Continue communication with product vendors as needed to evaluate product availability, timing, costs, and installation (playground equipment, splash pad, picnic shelter(s), and other site furnishings as desired)
- » Determine extent of regional trail design to be developed during DD and CD (we will discuss the potential to rough grade the trail corridor in 2025 even if trail will not be built).
- » Identify additional soil boring locations for regional trail and park building – prior to November 2024.
- » Prepare 60% Drawings, Details, and Specifications. HKGi to develop:
 - Update illustrative plan drawings, and detail drawings as required to communicate preliminary design intent to City Staff, Parks and Trails Commission, and City Council
 - Overall park layout, including sidewalks, pedestrian and bike trails and plaza areas
 - Concrete plaza areas
 - Playground container and surface

- Splash pad coordination with splash pad vendor on layout and above ground features, including design and location of separate structure for splash pad mechanicals and potential additional storage
- Pickleball court layout, fencing, plaza, shade structures
- Landscape plan, including trees, parking lot islands, screening, and planting beds
- Contribute to design and aesthetics of stormwater management areas
- Regional trail design including layout, location of trail, connections, in coordination with Civil Engineer
 - Aesthetics design of regional trail boardwalk, including railing aesthetics
- Lighting—determine required overall site lighting and provide for potential future field lighting
- Assume sheets and details provided by Civil / Electrical Engineer:
 - Site grading and drainage plans and calculations
 - Erosion control
 - Trail details
 - Soil corrections
 - Paving profiles, including splash pad concrete profile design
 - Stormwater management, including playground drain tile
 - Coordinate splash pad vendor specs for tanks and pipes
 - Utilities plans and details
 - Storm sewer and municipal water service plans and details
 - Site Electrical plans and details
- » Develop 60% Cost Estimate
 - Tabulate quantities of all proposed materials, furnishings, and products envisioned in the Schematic Design
 - Continue to update the preliminary cost estimate and evaluate opportunities for potential alternates, evaluate opportunities for direct purchases and City installed work. Align project improvements and phasing with budget constraints.
- » Parks and Trails Commission – 60% presentation (December 2024)
- » City Council Presentation – 60% presentation (January 2025)

CONSTRUCTION DOCUMENTATION – JANUARY-APRIL 2025

Construction Documentation encompasses the final design decisions, the technical detail, and the instructions for constructing the site as envisioned. Our process involves confirmation and design decisions related to the details of construction, the materials, and the general and technical project specifications.

- » Biweekly update meetings with city staff and project team through CD phase
- » Preparation of 90% and 100% Drawings, Details, and Specifications
 - Update all plans and sheets as listed in Design Development
 - Prepare illustrative plans and detail drawings as required to communicate final design intent to Parks and Trails Commission and City Council
 - Identify work limits line between building and site to identify tie-ins from exterior site work to building entrances

- Design site improvements adjacent to edges of building, including landscape beds and concrete plazas/patios
- Identify irrigation area and list as a design-build bidding approach
- HKGi – splash pad concrete pattern, surface color, confirmation of design features
- » Develop 100% Cost Estimate
 - Prepare final estimate of probable project costs and finalize opportunities for phasing, add alternates, direct purchases, and City installed work
- » Civil, Electrical, Mechanical, and Structural engineering coordination as needed
 - Determine design of electrical service as potential design build
 - Coordinate splash pad electrical and mechanical services in the park
- » Selecting of lighting fixtures in parking lot and along trails
- » HKGi will coordinate with vendors and provide guidance to city staff on the development of a City Purchase Order through state contract or Sourcwell for playground equipment, splashpad equipment and mechanicals, and shelters/furnishings as needed
- » Coordination with Civil Engineers to develop final Project Manual
 - Civil Engineer to lead development of the project manual
 - L.A. to provide supplemental specs for landscape, amenities, etc.
- » Coordinate with Civil Engineer as needed on project permitting. Assume Stantec to provide Project Permitting. The project team will prepare all necessary permitting documents and applications for the project. Assume the project will require permits from Elm Creek Watershed Management Commission, MPCA, the City of Corcoran and the DNR, Dept of Health, WCA for the regional trail. Our goal is to have all permits established prior to commencement of construction. Fees paid for by the city.
- » Staff page-turn / Review of Draft Final Plan Set
- » Parks and Trails Commission –90% presentation (March)
- » City Council –90% and 100% (approval to bid) (April)

PROJECT BIDDING & ADMINISTRATION – MARCH-APRIL 2025

- » Prepare and Administer Bidding Documents
- » Coordination with Stantec related to Bid Posting, Pre-bid Meeting, Review and Award
 - Stantec to lead posting of bid documents on Quest
 - HKGi will support bid posting as needed
- » HKGi to facilitate City Direct Vendor Purchasing for playground and splash pad
- » Coordination with Civil Engineer and Architect to provide overall project delivery including building and site development

LATER PHASE SCOPE & FEES TBD: CONSTRUCTION ADMINISTRATION – SUMMER/FALL 2025

- » Coordinate and provide preliminary control points and staking
- » Shop drawing and Submittal Review
- » Requests for Information/Change Orders/Project Coordination
- » Review Pay Applications and recommend payments based on work completed to date
- » Field Observation, Testing and Reporting, Punchlist, and Warranty Inspections
- » Project Updates and Staff Communication
 - Ribbon Cutting

PROPOSED FEES:

Phase		HRs		Design Fee by Phase
DD	Design Development	434		\$ 61,790.00
CD	Construction Documents	522		\$ 69,920.00
Bidding	Project Bidding and Award	90		\$ 12,950.00
Landscape Architecture Design Subtotal				\$ 144,660.00
	Expenses			\$ 950.00
Total Fees for Landscape Architecture DD, CD & Bidding Support				\$ 145,610.00
<i>*Project budget does not assume contributions from TRPD.</i>				

PROJECT ASSUMPTIONS:

- » Proposed Fees do not include Civil, Survey, Structural, Architectural, Electrical, and Mechanical engineering, which are to be billed separately from HKGi’s primary scope of work. Fees are estimated based on a percentage of the overall project budget.
- » Proposed Fees will be updated to include the reimbursable amount for the regional trail and trailhead design and construction based on the existing agreement.
- » Existing available base map information including a new survey base file will be utilized for the design.
- » Cultural resource related investigations and mitigation is not included in this scope of work and if deemed necessary, the tasks and time required will be reviewed and pre-approved by staff prior to work being completed.
- » Additional meetings or engagement if required, will be billed hourly in addition to the proposed base fee.
- » If the project delivery includes a Construction Manager process for the building related improvements, there may be additional administrative fees.

SINCERELY,



GABRIELLE GRINDE | PLA (MN)
 PRINCIPAL PROJECT MANAGER
 GABRIELLE@HKGi.COM
 608.852.3370



PAUL PAIGE | PLA (MN)
 PRESIDENT
 PPAIGE@HKGi.COM
 612.940.5285



Stantec Consulting Services Inc.
One Carlson Parkway Suite 100
Plymouth MN 55447

October 15, 2024

Project/File:

Jessica Christensen Buck, CPRP
8200 County Road 116
Corcoran, MN 55340

Dear Jessica,

Reference: Corcoran City Park

Stantec Consulting Services Inc. (Stantec) is pleased to prepare a project scope, schedule, and budget for the City Park Improvements from design development phase through permitting and bidding support.

Background

The City of Corcoran is moving forward with improvements to the existing City Park. Proposed improvements include upgrading the main parking lot, adding a splash pad, playground, pickleball courts, and park pavilion, reconfiguring and expanding the soccer fields, and adding other site amenities. The project may also include a Three Rivers Park District regional trail.

Scope of Services

This scope of services is for design development, construction documents, bidding services, and permitting for the proposed City Park Improvements in partnership with HKGi and Oertel Architects (Oertel). HKGi and Oertel scopes are separate from the scope provided herein. Construction services are not included in this scope of work, however, a scope will be provided after project bidding once the final scope of construction is determined. The project assumptions, services, and deliverables are listed below.

Design Development

Building on the schematic design phase Stantec will work with the project team to further quantity construction costs, identify design details, layouts, and materials. Objectives for this task include:

- Determine specific site grading and stormwater features (in coordination with HKGi)
- Develop water and sanitary sewer extensions to support the building and site features (in coordination with the building team)
- Develop a draft stormwater management plan to meet Elm Creek Watershed Management Commission requirements
- Prepare 60% Plan Set and list of specifications for civil and site electrical (in coordination with project team)

Reference: Corcoran City Park

- Develop a 60% quantities and Opinion of Probable Construction Cost (OPC) for civil and site electrical (in coordination with project team)
- Identify alternates and items for potential value engineering to align with the project budget
- Begin permit application preparation to ensure necessary permits are ready for construction (see Permitting task below for more information)
- Coordinate with project team to determine locations of additional soil borings.
- Participate in bi-weekly meetings with City Staff and HKGi to review project progress and design decisions
- Participate in one Parks and Trails Commission Meeting.
- Participate in one City Council Meeting

Stantec will develop the following plan sheets for design development:

- Site Plan (in coordination with HKGi)
- Erosion Control Plan
- Grading Plan (in coordination with HKGi)
- Turn Lane Plan
- Utility Plan
- Storm Sewer Plan
- Site Electrical Plan
- Regional Trail Plan including boardwalk design

Meetings:

- 6 Bi-Weekly Meetings
- 1 Parks and Trails Commission Meetings
- 1 City Council Meeting

Deliverables:

- 60% OPC
- 60% Plan Set
- List of specifications (civil, electrical, and boardwalk)

Construction Documents

In construction documents phase, final construction details will be added to the plans based on the decisions made from the previous task. Objectives for this task include:

- Prepare 100% Plan Set
- Prepare front end documents and associated discipline specific technical specifications
- Develop a 100% quantities and Opinion of Probable Construction Cost (OPC) for civil and site electrical (in coordination with project team)
- Finalize alternates and items for potential value engineering to align with the project budget
- Finalize the stormwater management plan to meet Elm Creek Watershed Management Commission requirements

Reference: Corcoran City Park

- Participate in bi-weekly meetings with City Staff and HKGi to review project progress and design decisions
- Participate in City Council Meeting to present project for bidding

Stantec will develop the following plan sheets for Construction Documents:

- Site Plan (in coordination with HKGi)
- Trail Plan and Profile (in coordination with HKGi)
- Erosion Control Plan and SWPPP
- Grading Plan (in coordination with HKGi)
- Utility Plan
- Splash Pad Piping Plan (as necessary)
- Storm Sewer Plan
- Site Electrical Plan
- Boardwalk Plan
- Turn Lane Plan
- Associated Detail Sheets

Meetings:

- 8 Bi-Weekly Meetings
- 1 City Council Meeting

Deliverables:

- 100% OPC
- 100% Construction Documents Plan Set
- Final Project Manual with front end and technical specifications

Bidding Services

This task involves the coordination of soliciting contractor bids for the construction of the improvement project. The task includes:

- Preparation of Advertisement for Bids and coordination of publication
- Respond to potential bidder questions and issue addenda as needed
- Attendance of virtual bid opening and completion of the bid opening process
- Preparation of bid tabulation and bid results letter/award recommendation
- Prepare contract documents and coordinate execution of contracts with City staff, attorney, and contractor

Meetings:

- 1 Virtual Bid Opening

Deliverables:

- Bid tabulation
- Bid recommendation for award letter

Reference: Corcoran City Park

Permitting

This task involves the preparation and submittal of applicable permits related to the proposed work. Stantec will assist the city in applying for the following permits:

- Minnesota Department of Health (MDH) Public Swimming Pool Permit
- MDH Watermain Extension Permit
- Minnesota Pollution Control Agency (MPCA) Sanitary Sewer Extension Permit
- Minnesota Department of Labor and Industry (MnDOLI) Plumbing Permit (in coordination with Oertel Architects)
- Elm Creek Watershed Management Commission (ECWMC) Permits
- Wetland Conservation Act (WCA) Permits
- Hennepin County Commercial/Street Access Permit (for turn lanes) and ROW/Utility Permit (for utility connections)

Deliverables:

- Permit applications

Construction Administration

Scope for construction administration is not included. A separate proposal after project bidding is completed will be provided which may include:

- Coordinating and leading a preconstruction meeting and routine construction progress meetings
- Construction survey staking
- Shop drawing review
- Construction observation to verify compliance with city standards and technical specifications
- Quantity tracking and preparation of contractor pay requests
- Contractor inquiries and Request for Information (RFI) reviews and responses
- Evaluation of contractor change order requests, and processing of these request as appropriate
- Communications with project stakeholders, impacted property owners, and City staff as needed
- Documentation of material testing, plan deviations, events within the project area
- Project closeout and preparation of record plan drawings.

Clarifications

Anything not specifically identified as included as part of Stantec's Scope of Service is not included, such as (but not limited to)

- Taxes, permit fees
- Additional submittals/iterations
- Soil boring costs
- Building design related costs

Reference: Corcoran City Park

Assumptions

Note the following assumptions were made in preparation of this proposal. If any of these assumptions are found inaccurate, the level of effort required to complete the tasks as outlined may change, potentially with great significance.

- HKGi will provide Stantec with final site layout plan in both .dwg and .pdf format throughout the final design
- HKGi will develop and lead the trail and sidewalk design. Stantec will develop the parking lot layout. Stantec will detail the pavement sections for the trails and parking lot
- HKGi will develop the pickleball and tennis court design. Stantec will assist with the pavement sections (HKGi to specify the surface coatings)
- HKGi will develop the playground design. Stantec will coordinate drain tile connections from the play areas to adjacent storm sewer.
- HKGi will develop the splash pad layout and feature and system selection. Stantec to design the concrete profile and splash pad piping from a premanufactured recirculation system. HKGi to select and specify the splash pad equipment, recirculation system, and recirculation system enclosure. HKGi will coordinate with the City for potential direct purchase of the equipment. Splash pad surfacing elements to be design by HKGi. Stantec will design the electrical connection to the premanufactured recirculation system and the grounding and bonding plan for the splash pad features.
- HKGi will develop the landscaping plans for plantings and surface vegetation. Stantec to develop temporary erosion control plan.
- HKGi will develop boardwalk railing components and cross sections. Stantec to design structural components of boardwalk, footings, abutments, and piers.
- HKGi will design the site lighting location and select site lighting fixtures. Stantec will design the site lighting electrical system and footings for the light fixtures.
- HKGi will develop a performance specification and basic plan for a potential irrigation system.
- The building will be bid out separately from this project by Oertel and no scope of work is provided to assist with bidding, design or contracting of that project.
- Stantec will develop front end documents and technical specifications for Stantec disciplines. HKGi and Oertel building team to provide specific technical specifications for their disciplines. Stantec and HKGi will collaborate on the quantities and measurement and payment of bid items.
- Stantec will develop the plans for the turn lanes required by Hennepin County into the main parking lot.
- The project will be publicly bid via Questcdn.com. Bid opening will be conducted electronically. Stantec will lead the bidding process with support from HKGi.
- HKGi will lead coordination with Three Rivers Park District for the potential regional trail through the park.
- Oertel will lead the coordination of small utilities (electrical, gas, fiber optic) to the park building.
- Permit fees will be paid by the City of Corcoran
- Advertising for Bid fees will be paid by the City of Corcoran
- Permits associated with the building will be procured by Oertel Architects

Reference: Corcoran City Park

- A National Pollutant Discharge Elimination System (NPDES) Construction Stormwater Permit will be obtained and paid for by the selected Contractor.
- Easements will not be required for the turn lanes
- No wetland mitigation will be required for this project
- No floodplain modeling is included

Proposed Schedule

The following schedule is anticipated for the project:

- Design Development: October 2024 through November 2024 (Fall 2024)
- Construction Documents: December 2024 through February 2025 (Winter 2024-2025)
- Bidding: March 2025 (Spring 2025)
- Construction Start: May/June 2025 (Spring 2025)

This schedule is an estimation and may be impacted by scope changes, permitting timelines, easements, and reviews.

Budget/Compensation

The following is our anticipated budget by task. All tasks will be billed on a time and materials basis not to exceed the fee listed within the fee breakdown table without prior authorization from the Owner. Invoices will reflect the actual effort it takes to complete the scope of work proposed. The following are not included within the fee and are the City's responsibility: administrative review, application/permit fees, review fees, and reproduction fees.

Task No.	Description	Estimated Fee
1	Design Development	\$67,800
2	Construction Documents	\$106,600
3	Bidding Services	\$8,800
4	Permitting	\$13,600
	Estimated Total	\$196,800

Reference: Corcoran City Park

Terms and Conditions

The scope of services will be performed in accordance with the Master Services agreement between Stantec and the City of Corcoran. Please indicate your acceptance of this scope of work by signing the bottom of the next page.

We appreciate the opportunity to continue to work with the City of Corcoran and to contribute to the success of this growing community. Please do not hesitate to contact us with any questions.

Regards,

STANTEC CONSULTING SERVICES INC.



Steve Hegland
Senior Associate, Senior Civil Engineer
Phone: (763) 479-4237
steven.hegland@stantec.com



Mark Schroehler
Associate, Senior Civil Engineer
Phone: (651) 395-5216
mark.schroehler@stantec.com

Attachment: Click or tap here to enter text.

Reference: Corcoran City Park

By signing this proposal, the City of Corcoran authorizes Stantec to proceed with the services herein described.

This proposal is accepted and agreed on the _____ of _____, _____.
Day Month Year

Per: _____ City of Corcoran _____

Print Name & Title

Signature



10/162024

City Park

Corcoran, MN



Submitted by:

Thomas Stromsodt, AIA, Principal
Oertel Architects, Ltd.
1795 St. Clair Avenue, St. Paul, MN 55105
(651) 696-5186 x 314
tstromsodt@oertelarchitects.com



October 16, 2024

Jessica Christensen Buck, CPRP
Recreation Supervisor
e: jchristensenbuck@corcoranmn.gov

RE: Corcoran Park_Revised Proposal

Dear Jessica,

Please see attached for the revised fee to include full architectural, structural, mechanical, and electrical engineering for the remaining phases.

We have based our fee on the concept plans developed during the concept/schematic design phase.

PROJECT SCOPE ASSUMPTIONS:

- The scope of work includes design documents for a stand-alone park building that includes: Indoor multi-purpose meeting space for 60-100 people, restrooms, changing rooms for the splash pad, and incorporation of a potential covered picnic shelter.
- The project will be 3500 to 4000 square feet.
- This proposal includes full Architectural, Mechanical, Electrical, and Structural Engineering Services for reference and budget planning purposes.
- The project will be completed in AutoCAD or Revit.
- The plans and specifications will be formatted per HKGi's standards.
- The building project will be bid as a separate bid package

FEE SCOPE ASSUMPTIONS:

- During the process, we will include eight design meetings – (3) in-person and (5) virtual.

- The design team will provide building perspective renderings and physical samples of materials for staff review, selection, and approval with each progress set submission.
- The architect will provide FFE design and quote assistance. This includes:
 - Interior Design Services
 - Working with staff to identify, select, and procure fixtures and furnishings required to provide a fully functional recreation center
- The architect will attend one Parks and Trails Commission Meeting and one presentation to City Council.

For the project as described, we propose the following architectural design process and work scope efforts:

TASK 1.0 – CONCEPT AND SCHEMATIC DESIGN:

Completed under previous proposal

TASK 2.0 – DESIGN DEVELOPMENT: *(6 weeks)*

1. Incorporate changes as necessary to plan.
2. Develop detailed architectural building plans to 60% completion
 - a. Plans
 - b. Elevations
 - c. Sections
 - d. Details
 - e. Schedules
3. Coordinate with Civil and Landscape plans
4. Provide updated final renderings
5. Provide end of phase cost estimate (building/FFE only)

TASK 3.0 - CONSTRUCTION DOCUMENTS: *(8 weeks)*

1. Complete drawing package and specifications for bidding (90% and 100% Reviews)
2. Incorporate City of Corcoran bidding requirements into the project manual
3. Review plans with City Building Official for preliminary plan review
4. Provide end of phase cost estimate (building/FFE only)

TASK 4.0 – BIDDING: *(3 weeks)*

1. Review requests for information and issue addenda (8 hours)

TASK 5.0 - CONSTRUCTION ADMINISTRATION: *(48 weeks)*

1. Review of all relevant shop drawings and submittals

2. (4) Construction preconstruction meeting
3. (20) Construction site reviews
4. (2) Punchlist reviews at project completion
5. Review and respond to Contractor requests for information, cost proposals, etc.
6. Review pay applications for Contractor Payment

Exclusions

- Geotechnical evaluation
- Special inspections, construction testing
- Special foundation design coordination

Owner provided items:

- Survey
- City procurement and Contractual requirement for bidding process
- List of proposed equipment and chemicals including MSDS sheets for review
- Telecom and Security designs (coordination with City staff/vendors for pathways included in Design Development and Construction Document design phases)

FEE ESTIMATE (Revised)	OERTEL ARCHITECTS Architecture	PAULSON AND CLARK ENGINEERING MEP	MEYER, BORGMAN, JOHNSON STRUCTURAL	TOTAL
CONCEPT/ SCHEMATIC DESIGN	Previously Completed	Previously Completed	Previously Completed	Previously Completed
DESIGN DEVELOPMENT	\$23,560.00	\$18,000.00	\$16,000.00	\$57,560.00
CONSTRUCTION DOCUMENTS	\$ 46,520.00	\$23,150.00	\$14,000.00	\$83,670.00
BIDDING	\$ 2,800.00	\$2,500.00	\$2,000.00	\$7,300.00
CONSTRUCTION ADMINISTRATION	TBD*	TBD*	TBD*	TBD*
EXPENSES	\$ 500.00	\$100.00	\$100.00	\$700.00
TOTALS	\$73,380.00	\$43,750.00	\$32,100.00	\$149,230.00

*The design team will identify and finalize the scope and fee at the conclusion of the bidding process

Thank you again for the opportunity to submit our qualifications to you. If there is anything further that we can provide to demonstrate our commitment to making your project a success, please let us know.

CONTACT

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Saint Paul, MN 55105
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e: tstromsodt@oertelarchitects.com

Sincerely,



Thomas Stromsodt, AIA, Vice President

Signature

Name Printed

Title

Date

Signature

Name Printed

Title

Date



City Park Remaster: Schematic Design Approval

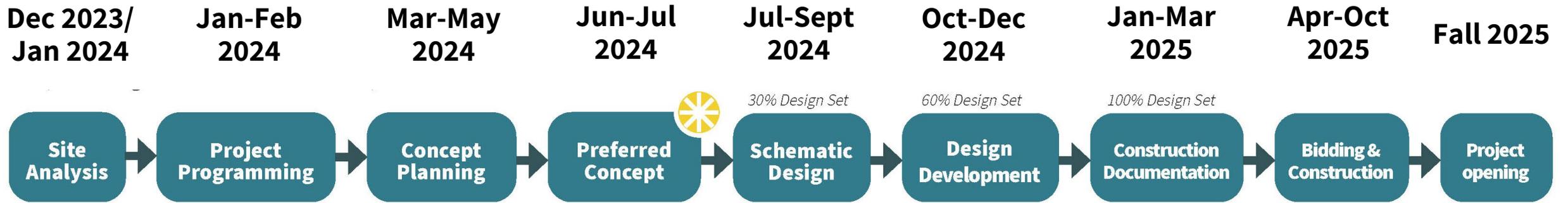
Corcoran City Council meeting
October 24, 2024

Gabrielle Grinde


Purpose of the Meeting

- Seeking City Council approval to move forward with Design Development and Construction Documents
 - Approve this plan as is or a modified plan
 - What are the must-haves? And what are on the wish list?

Design Process



CORCORAN CITY PARK

DRAFT CONCEPT | 10.15.2024

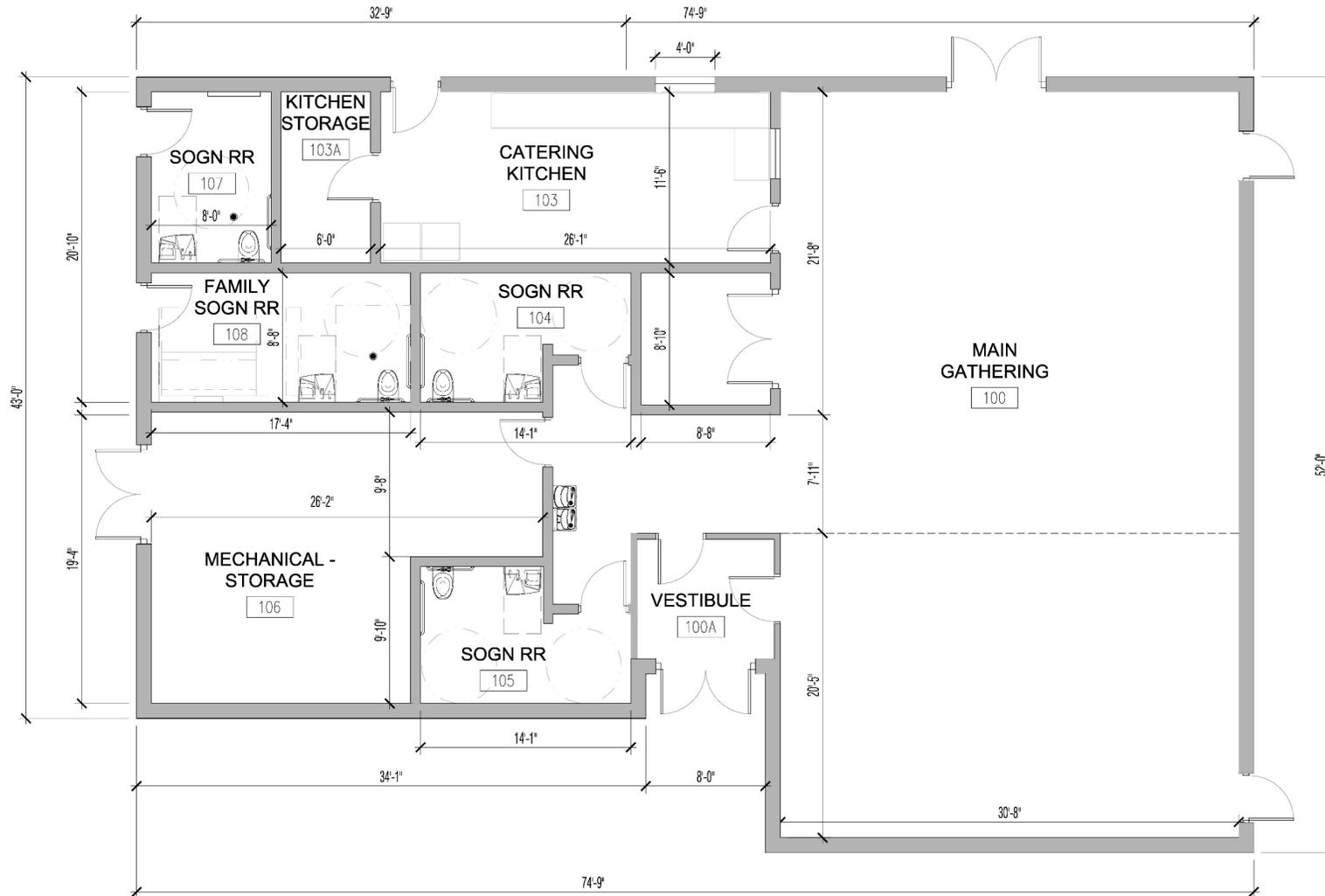
- ### LEGEND
- ① Create level field space for multi-purpose recreation including soccer and cricket
 - ② 6 pickleball courts
 - ③ Stormwater
 - ④ Pave parking lot; include +/-240 spaces
 - ⑤ Youth ballfield
 - ⑥ Destination playground
 - ⑦ Splash pad
 - ⑧ Partio and shelter
 - ⑨ Park building
 - ⑩ Overflow parking/future paved parking
 - ⑪ Trailhead with paved parking
 - ⑫ Amphitheater
 - ⑬ Tennis Courts



Phase 1 Priorities Cost Estimate

Phase 1 City Park Improvements	Cost Estimate
Removals, Grading, Site Prep	\$510,000
Parking Lot	\$690,000
Sanitary and Water Utilities	\$263,000
Stormwater Utilities	\$365,000
Park Building / Pavilion	\$2,498,000
Site Lighting and Electrical	\$75,000
Playground	\$879,000
Splashpad	\$760,000
Pickleball Courts	\$453,000
Paved Plazas and Trails	\$282,000
Amenities: picnic tables, benches, bike racks, trash/recyc., signage	\$107,500
Landscaping, trees, boulders	\$197,000
Add turn lane on CR 50 for Parking entrance	\$450,000
Subtotal	\$7,529,500
Mobilization and Project Contingency	\$1,505,900
Design & Engineering Estimate (Civil + L.A. + Architecture)	\$900,000
Total estimated cost (2025 construction)	\$9,935,400

Building Program



1 MAIN FLOOR PLAN
SCHEMATIC OPTION 9-9-24
3/16" = 1'-0"



Playground



Splash Pad



Alternate Items

ALTERNATE ITEMS	Cost Estimate
TRPD Regional Trail *	\$990,000
Open air shelter at patio	\$200,000
Additional storage at splash pad	\$150,000
Storage building at ballfields	\$120,000
Irrigation	\$250,000
Field lighting and security items	\$550,000
Top dress and reseed northern ballfields	\$25,000
Total estimated cost (incl. mobilization + contingency + design and eng.)	\$3,337,000

*Regional Trail: ~3,600 Linear Feet	Cost Estimate
Trail segments with significant grading: 1,074 Linear Feet	\$268,500.00
Boardwalk trail segment: 105 Linear Feet	\$147,000.00
Remaining trail segments: 2,410 Linear Feet	\$409,836.00
20% Construction Contingency	\$165,067.20
Total estimated regional trail construction cost (2025 construction)	\$990,403.20
Design & Engineering Estimate (Civil + L.A.)	\$58,000

CORCORAN CITY PARK

COST ESTIMATE DIAGRAM

OCT. 15, 2024

Costs listed include 20% mobilization and project contingency

TRPD Regional Trail - \$990,404

Alternate

Additional Storage - \$144,000

Alternate

Concrete Walks - \$92,000

Includes:

- Sidewalks around playground

Adventure Playground - \$1,055,000

Includes:

- Playground features
- Safety surfacing - EWF & Poured-in-Place
- Drainage
- Playground container - thickened edge

Additional Storage - \$180,000

Alternate

Splash Pad - \$912,000

Includes:

- Concrete surface
- Play elements
- Cabinet
- Installation
- Splash pad perimeter walk

Pickleball Courts - \$543,000

Includes:

- (6) Courts - pavement, fencing, nets
- Pickleball plaza and shade structures

Paved Trails - \$33,000

Includes:

- 8' wide trails around parking lot

Parking Lot - \$830,000

Includes:

- pavement
- curb and gutter
- stormwater/drainage
- entry drive

Concrete Walks & Plaza - \$130,000

Includes:

- Patio
- Building entry plaza
- Sidewalk through parking lot

Pavilion & Restroom Building - \$2,997,000

County Road 50 Added Turn Lane - \$540,000

Paved Trails - \$83,000

Includes:

- 10' wide trails between ballfields

Ballfield updates - \$24,000

Includes:

- Aglime
- Fencing

Picnic Shelter - \$240,000 Alternate

OTHER ITEMS :

Removals - \$71,600

Includes:

- Remove tennis court and batting cage
- Remove playground & restoration
- Remove SE ballfield fencing
- Tree removal
- Remove County Road 50 fencing

Earthworks - \$540,000

Includes:

- Erosion control & seeded restoration measures
- Utility install erosion control & seeded restoration measures
- Common excavation & grading - soccer fields, building, play, parking

Sanitary & Water Utilities - \$315,000

Includes:

- Sanitary service to pavilion/splash pad
- Water extension for pavilion & splash pad

Stormwater Management - \$438,000

Includes:

- Stormwater BMP's
- Stormwater piping & structures (parking lot & playground)

Site Lighting & Electrical - \$90,000

Includes:

- Security lighting
- Electrical service to building
- Electrical allowance for picnic shelter

Landscape - \$236,000

Includes:

- Shade & Evergreen trees
- Ornamental trees
- Planting beds
- Retaining walls/boulders

Site Furnishings - \$69,000

Includes:

- Picnic tables
- Benches
- Bike racks
- Trash and recycling receptacles, including dog waste station

Signage - \$36,000

Includes:

- Park entry monument sign
- Rules signs at playground and splashpad

Irrigation & Field Topdress - \$330,000

Alternate

Additional Rec. Lighting - \$660,000

Alternate

0 50' 100' 200'

SCALE: 1" = 100'-0"

NCS&A

Engagement Methods

1. In-Person Open House

Date: Thursday, November 21 (Parks and Trails Commission Meeting)

Time: 5:30 PM - 6:30 PM

Location: City Hall (8200 County Road 116)

- **Overview:** An open house will be held to provide information about the park project and collect feedback in a more personal and interactive setting. Attendees will view concept designs, provide input on specific park features, and engage with the project team/Parks and Trails Commission.
- **Key Activities:**
 - Displays of the proposed playground, splashpad, building, and other major park features.
 - Q&A opportunities to address community questions and concerns.
 - Survey (printed and electronic) for completion by attendees.

2. Online Survey

Open: Friday, November 1 – Friday, November 22

- **Overview:** An online survey will be available for those who cannot (or choose not to) attend the in-person open house. The survey will provide detailed questions about park amenities, designs, and other features, ensuring residents have an opportunity to give comprehensive feedback.
- **Key Features:**
 - Ranking questions to prioritize key amenities.
 - Thematic input on playground and splashpad.
 - Space for additional comments and suggestions.

Design Fees

Design and Engineering Fees	
Site Survey	\$ 16,784.00
Wetland Delineation	\$ 4,212.00
Soil Borings / Geotech	\$ 7,750.00
Civil Engineering – SD	\$ 19,064.00
Landscape Architecture – SD	\$ 94,000.00
Architecture – SD	\$ 10,800.00
Civil Engineering - DD/CD	\$ 201,800.00
Landscape Architecture - DD/CD	\$ 145,610.00
Architecture - DD/CD	\$ 184,294.00
Construction Administration – estimated	\$ 155,000.00
Total Estimated Design Fees	\$ 839,314.00













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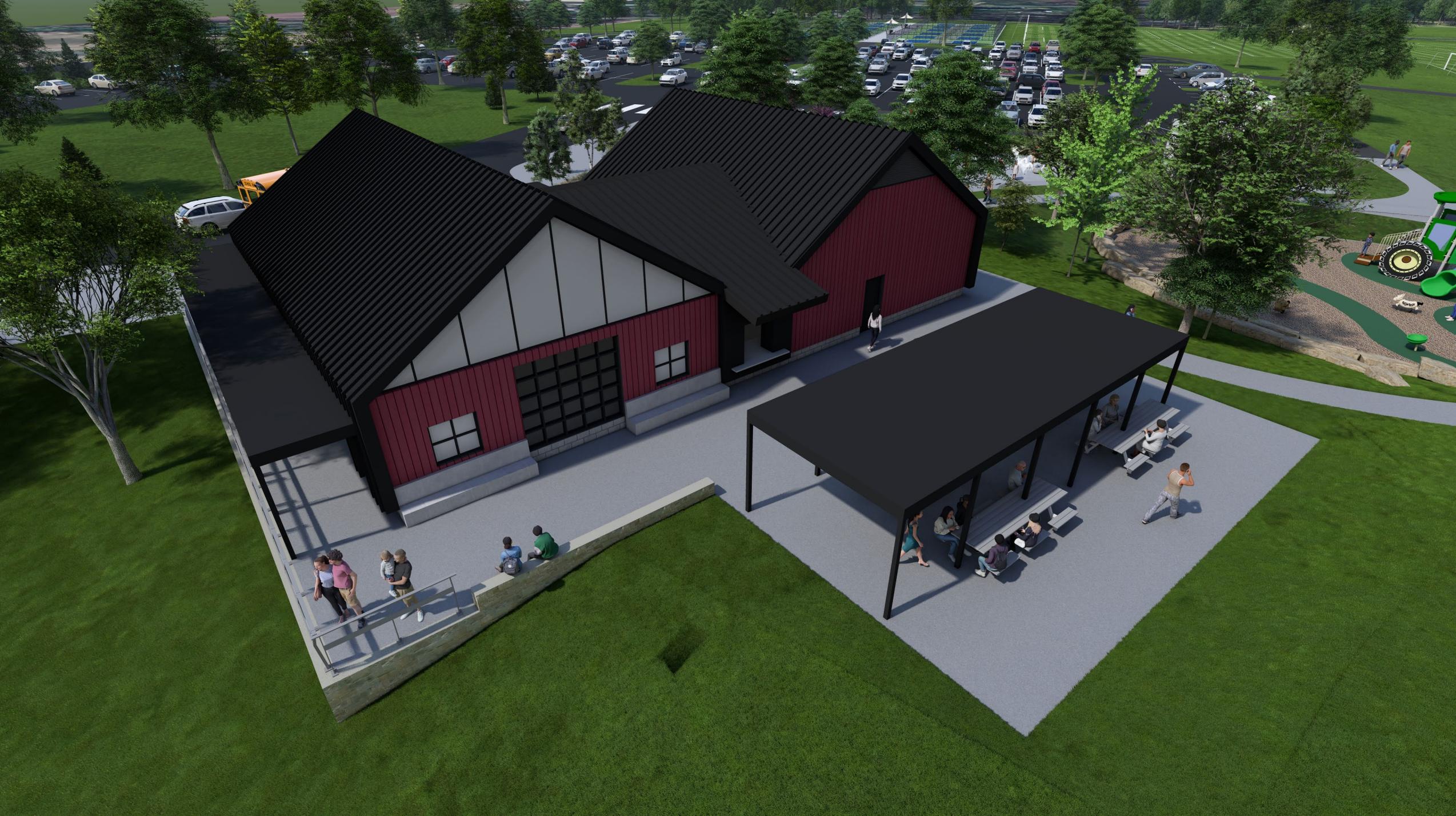


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Request for Motion

- City Council recommends approval of the Schematic Design with specified edits, and approval to proceed with design development and construction documents

Next Steps

Task	Date
TRPD regional trail coordination and design	Ongoing
Design Development progress	Oct-Dec, 2024
Parks and Trails Comm. Mtg – Review 60% Design	Dec or Jan mtg
Construction Documents / Final Design	Jan-Feb, 2025
Parks and Trails Comm. Mtg – Review 90% Design	Feb 2025
City Council Mtg – Approval to Bid	March 2025
Bid Opening	April/May 2025
Construction	Summer/Fall 2025
Project Opening	Fall 2025

STAFF REPORT**Agenda Item 8d.**

Council Meeting: October 24, 2024	Prepared By: Kevin Mattson
Topic: Public Hearing – Certification of Delinquent Water and Sewer Utility Fees to Hennepin County	Action Required: Decision

Summary

Each year, the city certifies to the county all unpaid annual service charges. This year, these charges include delinquent fees for water and sewer utility charges. In addition to the outstanding delinquent amount, an administrative fee of \$10.00 is added by the City and an additional \$2.50 fee is added once received by the County.

State Statutes require the City to hold a public hearing regarding the assessment of these fees prior to certifying the assessment rolls to the County. Notices of special assessment hearing was sent to all delinquent properties. The public hearing is called to provide an opportunity for residents to ask questions and provide comments regarding the proposed assessment.

Financial/Budget

Assessment notices were sent on October 8, 2024. Several residents have paid their balance since receiving the notice; residents can pay their assessment until November 25 per state statute. At this time, the total to be certified is \$5,070.80. This amount will be decreased by any payments received up to the final payment date of November 25, 2024, and the final assessment roll will be sent to the county.

Options

1. Hold public hearing; approve resolutions 2024-112 certifying delinquent fees to Hennepin County.
2. Hold public hearing; direct staff to not certify fees to Hennepin County.

Recommendation

Hold public hearing; approve resolutions certifying delinquent fees to Hennepin County.

Council Action

Hold public hearing; approve resolutions 2024-112 certifying delinquent fees to Hennepin County.

Attachments

1. Resolution 2024-112 - Certifying the 2024 Delinquent Water and Sewer Utility Fees

RESOLUTION NO. 2024-112

Motion By:
Seconded By:

A RESOLUTION CERTIFYING THE 2024 DELINQUENT WATER AND SEWER UTILITY FEES TO THE HENNEPIN COUNTY AUDITOR FOR COLLECTION IN 2025

WHEREAS, the records of the City of Corcoran list certain properties as being delinquent; and

WHEREAS, the property owners have been notified of the due date through a direct mailing; and

WHEREAS, the owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment, to the city treasurer by November 25, 2024.

WHEREAS, City of Corcoran Ordinance No. 2011-261 authorizes certification of such delinquent properties to the Hennepin County Auditor for collection along with an administrative fee.

NOW, THEREFORE BE IT RESOLVED, the City of Corcoran, City Council hereby directs the Hennepin County Auditor to place upon the tax rolls for taxes payable in 2025 the delinquent accounts which are listed in Exhibit "A" who have not resolved the fees by close of business on November 25, 2024, attached hereto.

VOTING AYE

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

VOTING NAY

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

Whereupon, said Resolution is hereby declared adopted on this 24th day of October, 2024.

Tom McKee – Mayor

ATTEST:

City Seal

Deb Johnson – City Clerk

STAFF REPORT

Agenda Item: 8e.

Council Meeting: October 24, 2024	Prepared By: Nalisha Williams
Topic: Republic Services Recycling Contract Renewal Discussion	Action Required: Discussion

Summary:

The current recycling contract with Republic Services is set to expire on December 31, 2024 (term January 1, 2022 – December 31, 2024). Republic Services currently bills residential dwellings annually.

After initial discussion with Republic Services representatives, status quo for billing in 2025. There are other factors that the City Council should consider as part of the recycling contract renewal.

Items to consider:

- The current contract price is \$4.82 per month per residential dwelling and the city pays Republic Services \$0.39 per residential dwelling per month. Residents are directly billed \$4.43 per month.

The new contract renewal pricing is \$6.99 per residential dwelling per month. Does the City want to continue to offset residential billing by paying \$0.39 per residential dwelling per month (In 2024, billed from Republic Services to the City, approximately \$1,124.76 per month, \$13,497.12 annually – 2,884 residential dwellings)?

- The proposed contract renewal terms would be for three – years with a 5% annual increase. Republic Services could consider a 4- or 5-year contract term with this pricing, however due to timing they may be open to 1-year renewal. What terms should be considered for the recycling renewal contract?

Financial/Budget:

The City subsidy has been paid for from the Recycling fund 100-43201-50300 – this fund was budgeted for \$10,000 in 2024.

If the City continues to pay for this subsidy to offset the balance to residents, it will be funded from this account in 2025.

Council Action:

Provide staff with direction on the Republic Services recycling contract renewal.

STAFF REPORT

Agenda Item 9a.

City Council Meeting: October 24, 2024	Prepared By: Dwight Klingbeil
Topic: Heitke Easement Vacation (PID 28-119-23-34-0001) (City File No. 24-013)	Action Required: Recommendation

1. Application Request

The applicant, Daniel and Patrica Heitke, request approval of an easement vacation of an existing drainage (D&U) easement that follow the north and west property lines on Outlot A of Heitke Farm.

2. Analysis

As a part of the Heitke Minor Subdivision, a condition of approval is to vacate D&U easements established with the previous plat – Heitke Farm. These easements must be vacated as additional 7 ft right-of-way (ROW) is being dedicated along the western edge of Outlot A. A blanket D&U easement is being placed over the entirety of Outlot A. The Heitke Minor Subdivision is on the consent agenda for the October 24, 2024, meeting. If approved, the easement vacation will be filed with the final plat exhibit that dedicates the new blanket easement.

3. Recommendation

Staff recommends approval of Resolution 2024-119 approving the easement vacation of Heitke Farm Addition.

Attachments

1. Resolution 2024-119 Approving the Easement Vacation for Heitke Farm Addition.
2. City Engineer’s Memo dated 10/18/2024

RESOLUTION NO. 2024-119

Motion By:
Seconded By:

APPROVING MINOR SUBDIVISION ON THE 69.4-ACRE SITE AT 7000 ROLLING HILLS ROAD & OUTLOT A OF HEITKE FARM (PIDs 28-119-23-33-0001 & 28-119-23-34-0001) (CITY FILE 24-013)

WHEREAS, Daniel and Patricia Heitke (“the applicant”) requests vacation of drainage and utility easements located within the subdivision;

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

See Attachment A.

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

WHEREAS, notice of the Public Hearing was published in the official newspaper;

WHEREAS, the City Council considered this time at a duly called Public Hearing;

WHEREAS, the City finds that the existing drainage and utility easements are no longer required as new easements will be dedicated with the plat for Slabaugh Addition; and

NOW, THEREFORE, BE IT RESOLVED that the Corcoran City Council approves the requested easement vacation, subject to the following conditions:

1. Approval of the vacation is contingent upon approval of the minor subdivision for Daniel and Patricia Heitke at 7000 Rolling Hills Road and Outlot A of “Heitke Farm” and dedication of new easements.
2. The applicant must record this Resolution approving the vacation at Hennepin County.
3. Proof of recording must be submitted to the City.

VOTING AYE

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

VOTING NAY

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

RESOLUTION NO. 2024-119

Whereupon, said Resolution is hereby declared adopted on this 24th day of October 2024.

Tom McKee - Mayor

ATTEST:

Deb Johnson – City Clerk

City Seal

RESOLUTION NO. 2024-119

ATTACHMENT A

Easement Release Legal Description:

All of the drainage and utility easements as dedicated on the recorded plat of HEITKE FARM, Hennepin County, Minnesota, within Outlot A of said HEITKE FARM.

To: Kevin Mattson, PE Public Works
Director

From: Kent Torve, PE, City Engineer
Steve Hegland, PE

Project: Heitke Farm Easement Vacation

Date: October 18, 2024

Exhibits:

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

1. Easement Vacation Exhibit Heitke Farms

Comments:General

1. We take no exception to the easement vacation. The appropriate ROW and Easements will be dedicated with the Heitke Farm 2nd Addition Plat.

STAFF REPORT

Agenda Item 9b.

City Council Meeting: October 24, 2024	Prepared By: Natalie Davis McKeown
Topic: Chastek Sketch Plat (PID 25-119-23-12-0002) (City File No. 24-035)	Action Required: Direction

1. Application Request

The applicants, Trek Real Estate and Development and Hempel Real Estate (DBA Emerald Rose, LLC), request an opportunity to appear before the City Council to solicit informal comments on a new concept plat for the “Chastek” property at 7600 Maple Hill Rd. The subject property is roughly 38 acres located northeast of the County Road 10 (Bass Lake Rd) and Maple Hill Road intersection.



Location Map of 7600 Maple Hill Rd

1. Background

The Chastek property previously housed a wholesale greenhouse business known as “Chastek Greenhouses, Inc.” The property was put up for sale in 2022. The land was last platted in 1992 under the name

“Chastek Farm” to carve out a 1.5-acre parcel used as a single-family home. The 1.5-acre parcel is not a part of this sketch plan and was sold to a private party.

The City Council denied an application for a Planned Unit Development (PUD) consisting of 112 single-family homes on July 25, 2024. The proposed concept is for a standard plat under the RSF-3 zoning district standards. A PUD is no longer proposed.

2. Context

Zoning and Land Use

The subject property is guided for Low Density Residential and zoned RSF-2 (Single Family Residential 2). There is a small sliver of the property in the southeast corner that is within the Shoreland Overlay District. The greenhouses were removed from the property, but some structures remain including a single-family home. The property is within the Metropolitan Urban Service Area (MUSA) and Phase 1 of the 2040 Staging Plan.



2040 Future Land Use Map

Surrounding Properties

The guiding, zoning, and existing use of the surrounding properties are detailed in the table below. All surrounding properties are within the MUSA and Phase 1 of the Staging Plan.

Direction	Guided	Zoning District	Use
North	Medium Density Residential	Manufactured Home Park	Residential Maple Hills Estates
East	Low Density Residential	RSF-2 Shoreland Overlay	Agriculture
South	Low Density Residential	Planned Unit Development (PUD)	Residential Bass Lake Crossing
West - Adjacent/enclosed homestead	Low Density Residential	RSF-2	Residential
West - Across Maple Hill Rd	- Mixed Use - Public/Semi-Public	- Downtown Mixed Use (DMU) - Public / Institutional	- Agriculture - Good Shepard Lutheran Church

Natural Characteristics of the Site

The 2040 Comprehensive Plan’s Natural Resource Inventory Areas map does not reflect any natural communities of note on the subject property. A wetland delineation was completed on this property and finalized in January 2023. This process confirmed five, relatively small, wetlands throughout the property as shown in the image to the right.

3. Analysis

Planning staff coordinated review of the sketch plan with Engineering. The Engineering memo is attached to this as well as incorporated into the following analysis as appropriate. The Public Safety team did not have a meeting in October; however, similar feedback as the previous application is anticipated based on informal discussion of the new application. The most recent Public Safety memo is enclosed for reference as to the types of comments anticipated. If the application moves forward, the Public Safety team will review the application for the preliminary plat. The applicant is responsible for reviewing the entirety of both memos and incorporating the feedback as the project moves forward.



Wetland Delineation Exhibit

Lot Analysis

The concept plan includes 103 single-family lots on 38.1 gross acres. The site is currently zoned RSF-2, but the concept plan proposes RSF-3 standards. For reference, the lot standards for the RSF-2 district are as follows:

RSF-2	Standard
Minimum Lot Area	11,000 sq. ft.
Minimum Lot Width	80 ft.
Minimum Principal Structure Setbacks	
- Front, Major Roadways	100 ft.
- Front, All Other Streets	20 ft.
- Front Porch (less than 120 sq. ft.)	15 ft.
- Side (living)	10 ft.
- Side (garage)*	5 ft.
- Rear	30 ft.
Maximum Principal Building Height	35 ft.

* Minimum separation between structures on adjacent parcels shall be 15 ft.

The RSF-3 district is similar to the RSF-2 district in that it has the same setbacks. However, there are smaller lot size standards as provided in the table below.

RSF-3	Standard
Minimum Lot Area	7,500 sq. ft.
Minimum Lot Width	65 ft.

A breakdown of each lot area and lot width was not provided. The preliminary plat submittal will require the lot dimensions to be provided in tabular form to confirm the minimum lot dimensions (lot width and lot area cannot be round up to the nearest whole number to meet the minimum dimensions). Lots on the bulb of the cul-de-sac must have a minimum width of 65' as measured at the required front setback of 20'. This flexibility is not allowed for lots on a curve. Based on staff's estimated measurements, all lots appear to comply with or exceed the minimum standards for the RSF-3 district. The City Council should provide feedback to the applicant on rezoning the site from RSF-2 to RSF-3.

Use and Density

The sketch plan will create 103 single-family homes which is a permitted use in the RSF-3 district. The concept plan estimates a pre-development net density of roughly 2.8 units an acre. However, this is using the assumption that the pre-developable net acreage is 36.6 acres. Staff believes this may need to be re-calculated as there is floodplain on the site that does not appear to be included in this estimate. The original Chastek application calculated a pre-developable net acreage of 33.58 acres (38.16 acres – 1.36 acres of wetland area – 3.22 acres within the 100-year Ordinary High-Water Level). The applicant would be required to confirm the pre-developable net acreage for the preliminary plat application.

Using a pre-development net acreage of 33.58 acres, the estimated pre-development density comes back at 3.07 units per acre. However, it should be noted that it appears wetlands and floodplain will likely be impacted with the proposed sketch plan. The post-development density formula used by the Metropolitan Council allows for unimpacted wetland areas and floodplain to be netted out in addition to required wetland buffers and the trail corridor anticipated for the site. It is unclear at this time if the final density calculation will be lower or higher than the preliminary estimate. Generally, the final density calculations come back higher than the pre-development estimate. However, there is not a lot of room for error or adjustments to accommodate engineering requirements that can come up during the preliminary plat review. For example, if just 3 lots are removed, the project will have a pre-developable density of less than 3 units an acre. It will be important for the density calculations to be accurate up front to understand if a comprehensive plan amendment is required. With the information available to staff at this point, it appears the proposed sketch plan will be able to comply with the Low Density Residential land use designation which requires density of 3-5 units per acre.

Considering the possibility that the density estimates for a preliminary plat could come back at a density of less than 3 units an acre, it will be helpful for the City Council to provide feedback on how staff and the applicant should proceed should that be the case. The City has a Conservation Residential land use designation established with the Woodland Hills preliminary plat application in March 2024 that allows for density of 2-3 units per acre. The following description was established for the Conservation Residential land use category established with the Woodland Hills application in March 2024:

This land use designation identifies areas for residential development at an average density of 2 to 3 units per acre. It is expected to primarily accommodate single-family homes, but twin-homes would also be allowed by the Zoning Ordinance. This land use category will be used sparingly for sites within the 2040 MUSA boundary where a lower density is desirable due to the extent of natural resource preservation within a development site.

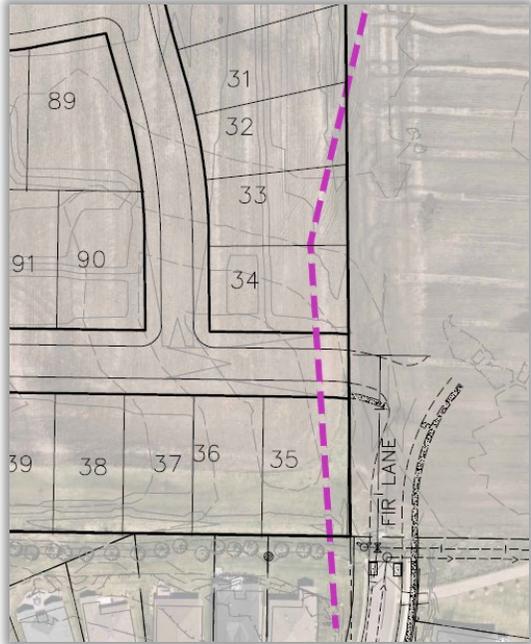
The proposed development site does not contain any natural plant communities per the City's Natural Resource Inventory Areas map. The site is located near Cook Lake, but only a small sliver of the site is located within the shoreland of Cook Lake (southeast corner of the site). While some of the wetlands on the site will be impacted, the concept plan shows that 3 wetlands will remain post development. The site does take on a lot of water from all directions as it is a relative low spot. The design of the development must continue to account for this drainage. The Council should discuss whether these features justify the Conservation Residential land use designation to allow for lower development density.

The concept plan notes an intent to create 65' wide lots with no variances to comply with the RSF-3 standards. If there is not support for the comprehensive plan amendment discussed above, it is unclear how the site design can be adjusted further to be able to comply with the RSF-3 standards, engineering and public safety requirements to have two connections to the east, drainage patterns, as well as a density requirement of 3-5 units per acre. Some alternative ways to resolve these potential conflicts include the following:

- Update the zoning ordinance to allow for a lower lot width and lot size within the RSF-3 zoning district.
- Establish a new zoning district with a lower lot width and lot size.
- The comprehensive plan amendment could include clarifying verbiage that the Conservation Residential land use designation includes water as a natural resource and/or does not mean developments must provide significant natural resources where there are minimal natural resources prior to development.
 - o An implication of this is that this description was intended to provide a standard for when the lower density category could be considered for a development since limited acreage can be moved over to the new land use category without dropping below the required average of 3 units an acre. The City would essentially be removing the standard established for considering comprehensive plan amendment requests to change to this land use designation.

Shoreland Overlay District

The standards for the Shoreland Overlay are provided in Section 1050.020 of the Zoning Ordinance. The shoreland overlay district extends 1,000 feet from the ordinary high-water level of Cook Lake. The district boundary is indicated on the plans along the southeast corner of the property and crosses over lots 32-35. Within the shoreland boundary on these lots, the impervious surface limit cannot exceed 25%, and the structure height cannot exceed 25'. Approximate building pads are not provided, but it appears possible that these lots will be able to comply with the Shoreland Overlay standards. More information must be provided with the preliminary plat in order to confirm.



Shoreland Overlay District Boundary

Residential Architectural Standards

Section 1040.040, Subd. 8 provides specific design standards for single-family homes that are applicable to properties within the RSF-1, RSF-2, and RSF-3 zoning districts. The applicant is

responsible for reviewing this section of code in detail. The application did not include example elevations as there are discussions with a number of builders at this time, and there was concern it would be premature to submit renderings of a specific product. However, the applicant confirmed they understand the standard and will continue to discuss the standards with all interested builders. Example elevations must be submitted with the preliminary plat application to confirm compliance with the following:

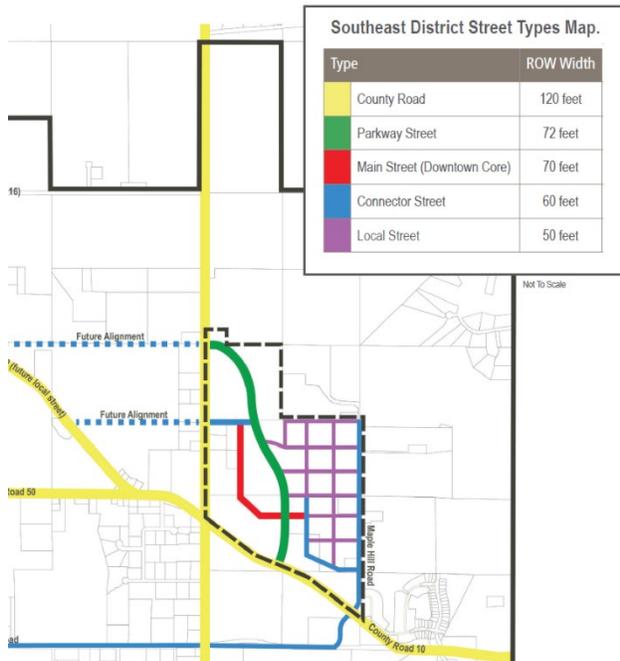
- A minimum of five different front elevations styles through the development.
- The front elevation must consist of brick, stone, stucco, fiber cement board, redwood, cedar, or a similar material with a minimum of two different materials required.
- Vinyl can also be used with a minimum of 3 different variations in color, style, and/or material required.
- The front elevation shall have no more than 75% of any one type of exterior finish unless the finish is brick, stucco, and/or stone.
 - o The building materials and percentages must be confirmed in the preliminary application and building permits.
- The front elevation shall consist of doors, windows, and variations of the wall face with the use of architectural elements such as pilasters or columns, wainscots, or canopies.
- Garages must be architecturally styled to match the exterior design of the home and must not comprise more than 55% of the viewable ground floor street-facing linear building frontage.
 - o The measurement and percentage of the garage structure must be confirmed with the preliminary application.
- Allowable roofing materials include asphalt shingles, wood shingles, concrete, clay, ceramic tile, or residential steel roofing with hidden fasteners.
- Roof overhangs must be at least 12 inches.

- Each façade that is visible from a street shall receive equal architectural treatment.
 - o This will likely be necessary for the following lots: 1, 9, 10, 14, 15, 22, 23, 34, 35, 44, 45, 58, 59, 65, 66, 67, 72, 73, 76, 77, 89, 90, 100, 101, and 103.
- All other elevations that are not visible from a street must make an effort to incorporate elements from the front elevation, and each side elevation must include at least one window or door opening.
- A maximum of 18 inches of the foundation may be exposed on any elevation.

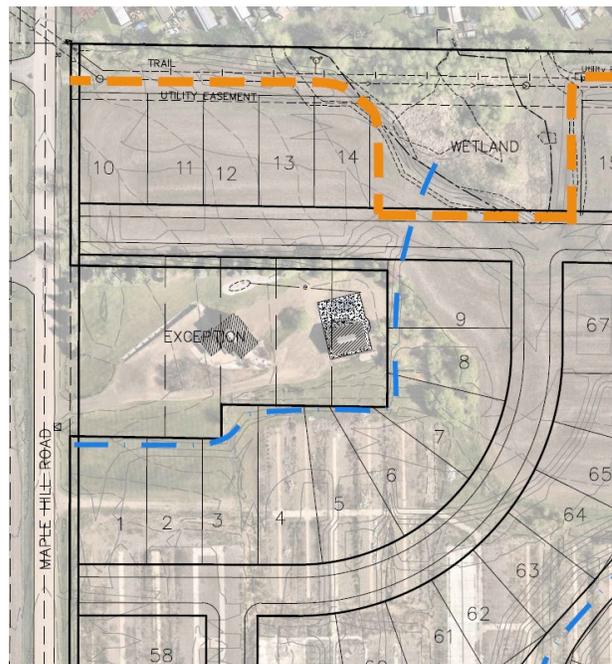
Streets & Access

The concept plan shows two access into the development from Maple Hill Road as well as two connections that align with the approved Fairway Shores development to the east. The development’s northern connection to Maple Hill Road does not comply with the road network spacing shown within the City’s Southeast District Plan and creates a spacing conflict with the existing church driveways to the west. Additionally, the northern connection does not meet the City’s spacing guidelines for planned Connector Streets, such as Maple Hill Road, which look to reduce access and conflict points for traffic.

The Engineering Memo recommends the northern road be turned into a cul-de-sac, or other public street turnaround that meets City standards. Access for emergency services could be provided to the turnaround if found necessary. This will likely result in the loss of at least 1 lot. Council should provide feedback on the Engineering recommendation.



Planned SE District Road Network



Proposed Maple Hill Road Connections

The Engineering Memo also provides that Maple Hill Road improvements are anticipated to be necessary for the development. The extent and details of the design would be further reviewed with the development. It is provided in the memo that the feasibility study completed for the original Chastek application will need to be updated with a new application. Finally, a ghost plat should be provided with the preliminary plat application for the exception parcel to show how

access could be removed from Maple Hill Road and be served by this development should that parcel ever be redeveloped.

Parking

Parking standards are provided in Section 1060.060 of the Zoning Ordinance. Single-family homes require two parking spaces per unit. It is unclear based on the submitted material what is proposed, but 2-car garages are likely and can be accommodated on 65' wide lots. Parking information must be confirmed with the preliminary plat application.

Utilities

The Engineering Memo touches on various items related to municipal sewer and water for the site. Sanitary sewer and a watermain are available within the northern portion of the development. The watermain should be looped through the site with local stubs provided at Maple Hill Road as well as making looped connections to the adjacent Fairway Shores Development to the east. Valves must be located at all intersections as detailed further in the memo.

Stormwater Management

The concept plan shows 5 stormwater ponds located on the site similar to what was proposed in the original Chastek application. The Engineering Memo notes that many of the comments from the stormwater memo for the original Chastek application will likely apply with the proposed design for this concept plan. Stormwater from the site generally drains to the northeast of the site to a lowland area adjacent to Maple Hill Estates. It is believed there is an existing drain tile that also drains the area to the east. The City does not have a stormwater fee at this time. Therefore, any offsite drainage improvements determined to be necessary as part of the Feasibility Study will be the developer's responsibility. Additional requirements are noted in the enclosed Engineering Memo.

Wetlands

There are five wetlands located on the site. Two of the wetlands are considered seasonally flooded basins (Type 1), and the remaining three wetlands are considered fresh wet meadows (Type 2). None of these wetlands are included on the City's Natural Resources Communities Quality Ranking Map. The City assumes wetlands not included on this map to be of medium quality. However, there is a MNRAM process with the State of MN the applicant can pursue to confirm the wetlands are considered low quality to reduce the required buffer area. Based on the concept plan, it appears wetland impacts to at least three wetlands are anticipated, but three wetlands are proposed to remain along the north and south boundaries of the development. Impacts to wetlands must be reviewed and approved through the appropriate WCA permitting process. If for some reason approval is not granted, the lot design would need to be modified accordingly to avoid the wetland(s) and account for the required wetland buffer(s).

Wetland buffers will be required for all remaining wetlands. A plan providing the average wetland buffer width, wetland seed mix, and required wetland buffer monuments must be provided with the preliminary plat. Based on what is known from the previous application, the existing vegetation on the site will not qualify as existing wetland buffers, and new buffers will need to be established. A wetland buffer establishment plan that meets the City's Buffer

Vegetation Establishment Policy is required and is subject to approval by the City's Wetland Consultant.

Lighting

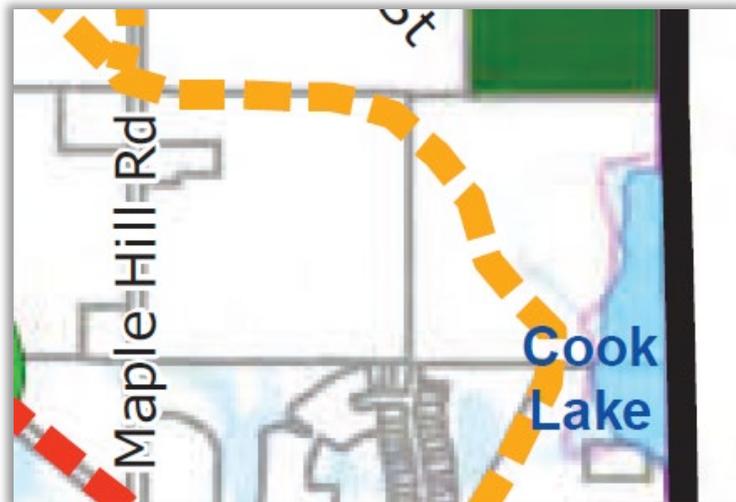
Street lighting will be required as a part of the development. The development must comply with the performance standards in Section 1060.040 of the Zoning Ordinance. Street lighting locations will be reviewed by Public Safety with the final plat.

Landscaping

A landscaping plan was not provided. Landscape standards are provided in Section 1060.070 of the City Code. Residential uses must provide one overstory tree per dwelling unit. The applicant is expected to comply with this standard. A buffer yard is required along the east and south property lines of the development. The developments to the east and south were rezoned to a PUD. The closest zoning district for the adjacent developments is RSF-3. When a new RSF-3 development abuts an existing RSF-3 development, the buffer yard requirement is for the side and rear setbacks equivalent to the rear setback for the district (30') be maintained. A buffer yard easement will be required to prevent improvements in this area such as patios and accessory structures.

Trails and Parks

A proposed off-road trail is shown along the northern property line in the Parks and Trails Plan in the 2040 Comprehensive Plan. This trail is reflected on the proposed sketch plat. The trail alignment must be consistent with the trail alignment for the approved Fairway Shores development to the east. The developer would get park dedication credit for the area of the easement that is off-road and not within floodplain. The trail should not be located within wetlands or required wetland buffers. It appears the current proposed trail alignment will conflict



2040 Parks and Trails Plan

with wetlands and wetland buffers. More information must be provided with the preliminary plat to understand proposed impacts to construct the off-road trail as proposed. The developer is responsible for the base (grading and gravel) of the trail, and the City will reimburse the developer for pavement. The trail location would be further reviewed by the Parks and Trails Commission at the time of preliminary plat.

Signage

No signage is discussed in the narrative or shown in the sketch plan. Signs throughout the development must comply with Chapter 84 of the City Code. Residential developments are allowed 2 freestanding signs with a sign copy area of up to 32 sq. ft. and a height of 6’.

Summary of Discussion Items

The City Council should provide feedback on the following components of the concept plan:

1. Rezoning from RSF-2 to RSF-3.
2. Potential Comprehensive Plan Amendment to change the land use designation to Conservation Residential if density for the preliminary plat comes back at less than 3 units and acres.
 - a. Do the features of this site fit the current description for the Conservation Residential land use designation?
 - b. Other alternatives the Council could choose to discuss include:
 - i. Update the zoning ordinance to allow for a lower lot width and lot size within the RSF-3 zoning district.
 - ii. Establish a new zoning district with a lower lot width and lot size.
 - iii. The comprehensive plan amendment could include clarifying verbiage that the Conservation Residential land use designation includes accommodating water/drainage patterns and/or does not mean developments must provide significant natural resources where there are minimal natural resources prior to development.
 1. An implication of this is that this description was supposed to provide a standard for when the lower density category could be considered for a development since limited acreage can be moved over to the new land use category without dropping below the required average of 3 units an acre. The City would essentially be removing the standard established for review. Should a new standard be created?
3. The Engineering Memo recommendation for the northern road be turned into a cul-de-sac or other allowed turnaround for public streets with an access for emergency services, if found necessary.

Next Steps

Assuming this project moves forward, the next steps are outlined below:

1. Update the Feasibility Study.
2. A land use application for a Rezoning and Preliminary Plat.
 - a. The application may also need to include a Comprehensive Plan Amendment if the density is less than 3 units an acre.
3. A land use application for a Final Plat.
4. Watershed approval of City-approved final grading and stormwater plans.
5. WCA permitting for wetland impacts.

Recommendation

Staff recommends that the City Council review and discuss the sketch plat and provide the applicant with informal comments. The Council should provide clear direction to the applicant so

that they can decide whether to proceed with a formal application. Any comments given by the City Council are advisory in nature and non-binding. While the comments are non-binding, the applicant will consider the input from the City Council when they prepare their formal submittal.

Attachments:

1. Applicant Narrative
2. City Engineer's Memo
3. Previous Public Safety Memo
4. Sketch Plat

Revised 12/18/20

Please attach a brief description of your project/reason for your request.

This development proposal and site plan is designed to be consistent with the RSF-3 zoning and the City of Corcoran's 2040 Comprehensive Guide Plans.

We are proposing to develop 103 65 foot, single family residential lots. We are not requesting any variances.

We are proposing an off road Trail along the north property line that will connect with the adjacent development immediately to the east of our site.

The Storm water plan is designed with Minnesota's best practices design criteria. It will take off site storm water and continue the existing drainage pattern through the center of our site. This is designed to improve and managing both the existing and future drainage/flow/rate for this area.

To: Kevin Mattson, PE, Public Works
Director

From: Kent Torve, PE, City Engineer
Steve Hegland, PE

Project: Chastek Concept Plan Review

Date: October 16, 2024

Exhibits:

This Memorandum is based on a review of the Chastek site concept plan by Hempel ACQ Co LLC with the following documents;

- a. Concept Plan by Pioneer Engineer dated 8/14/2024

Comments:General:

1. Comments provided are preliminary based on the Concept Plan provided. Additional comments should be anticipated on future submittals that include more details of the development.
2. A feasibility study was previously conducted on a similar development for this property. If the development continues, the feasibility study should be updated to identify and mitigate any impacts from this development.

Plat:

3. The applicant shall show all drainage and utility easements and all platting requirements are met per the City Code. Drainage and utility easements shall be provided per City requirements.
4. Easements should be provided over all infrastructure used for the maintenance, conveyance and treatment of stormwater.
5. Easements should be provided over any/all public infrastructure as applicable.
6. Any existing easements should be provided to the City for review. Vacation of existing easements currently in place requires a City process and should be identified in the project schedule.

Transportation

7. It is anticipated that improvements to Maple Hill Road will be necessary with this development. The extents and details of the design would be further reviewed with the development.
8. We would recommend the northern road connection to Maple Hill Road be removed and converted to a cul-de-sac with emergency access if necessary. Maple Hill Road will be a Connector Street and reducing access and conflict points for traffic would be preferred.
9. The concept plan accommodates for both of the roadway connections to the Fairway Shores development to the east.

Stormwater

10. The layout and conveyance pattern for this proposal appear to be similar to the previous development proposal for this property. The stormwater memo from the previous development (Dated April 24th,

2024) is attached to this memo and the comments should be incorporated into this development as appropriate.

11. Stormwater from the site generally drains to the northeast of the site to a lowland area adjacent to the neighboring property Maple Hill Estates. It is believed that an existing draitile also drains the area to the east.
 - o The City does not have a stormwater fee, therefore if any offsite drainage improvements are necessary the developer is responsible. This was reviewed with the previous feasibility study and should be verified for the current plan.
12. A stormwater management plan will be required for this development in accordance with City of Corcoran and Elm Creek Watershed Management Commission Standards.
13. Reference the City of Corcoran Stormwater Guidelines for Development Review for standards for stormwater systems and modeling.
14. Wetland delineations for this site have been completed and any impacts will follow WCA protocols.
15. The wetland buffer zones and wetland buffer signage shall be clearly identified and labeled. If existing vegetation is proposed to be used as wetland buffer, these areas shall be reviewed with the City of Corcoran wetland specialist to determine if they are viable candidates.
16. A wetland buffer establishment plan in accordance with the City of Corcoran Code and wetland policies shall be provided.
17. All drainage swales shall maintain a minimum of 2% slope and all slopes should be 4:1 or flatter unless approved by the city engineer.

Watermain/Sanitary Sewer

18. Sanitary sewer and watermain are available within the northern portion of the development.
19. The watermain should be looped through the site with local stubs provided at Maple Hill Road as well as making looped connections to the adjacent Fairway Shores Development to the east.
20. Valve locations to be reviewed at time of final plat. Generally, valves shall be located at all intersection as one less valve than the number of legs. Valves should typically be located out from the end radius points unless specific circumstances don't allow.
21. Hydrant spacing to be reviewed by Public Safety at time of final plat.

To: Kevin Mattson, Public Works Director From: Kent Torve, City Engineer
Steve Hegland, PE

Project: Preliminary Plat Stormwater Review Date: April 24, 2024
Chastek Farm Development

Exhibits:

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

- Preliminary Plans - Chastek Pre-Plat, Pre-PUD revised 4/8/2024.
- Narrative-Chastek Farm Pre-Plat dated 4/9/2024.

Comments:**0.0 General:**

- Consistent with the review process, a comment response letter shall be provided in response to the following comments provided in this Memorandum in which the applicant provides a written response to each item.
- Final approval by the Elm Creek Watershed Management Commission must be attained before any site grading or activity may commence.
 - Watershed process will first involve receiving City authorization to submit to ECWMC.

1.0 Adjacent Development

- If the adjacent development to the east (Fairway Shores) does not proceed or does not have the same construction timing, then Trek must obtain an easement or other landowner permission to install the property line drainage with this development.

2.0 Site System Modifications

As first mentioned in the feasibility study, urbanization into rural conveyances may have offsite impacts from additional volume and also the change in land cover and hydrologic response to rain events. This parcel is challenging due to pass through drainage from the west (future Downtown) and south (Bass Lake Crossings), along with urbanization of the site itself and existing Maple Hill Estates to the north. Further analysis is warranted but a summary is provided below of the most recent plans submitted.

Hydraulic Green Corridor/Central Channel

- The central channel/ditch/green corridor shall be modified to provide more gradient at 1.5% or 2%). Current design shows 1 foot difference that is non-standard according to Corcoran standards for swales and the flat profile would be problematic for maintenance. Potentially a filtration draintile could also be incorporated into the design.

Main Discharge--Northeast

- The current design and model output appears to show that offsite conveyance improvements are warranted discharge. The 42-inch by 96-inch box culvert discharges are significant such as;
 - Flow rate of 95 Cubic Feet Per Second (CFS) in the 10 year event with a velocity of 6 feet per second (FPS), and
 - Flow rate of 152 CFS for the 100-year event at 7 FPS.
 - The immediate downstream conveyance is grass/natural rear yard swale of Maple Hill Estates.
 - The City will provide engineering requirements for the necessary offsite analysis and if requested can help coordinate with the adjacent property owner for access to verify existing infrastructure to be analyzed.

Wetland Discharge—North Central

This wetland receives drainage from west of Maple Hill Road and currently flows into the agricultural land and eventually conveyed by swale to a north wetland that is shared with rear yards of Maple Hill Estates.

- The current design shows the drainage blocked and diverted directly to the north central wetland. The grading plan would affect the neighboring property including an existing garage with this change in flow direction. The engineering review (at preliminary plan stage) suggests the development shall convey this flow directly to the east into the central channel and will involve WCA approval. The modification (if approved by WCA) will lessen impacts on Maple Hill Estate and will be reviewed for potential impacts to the existing resident/garage. At a minimum, conveying the runoff along the shared lot line, where it did not previously go, is not allowed. This runoff must be captured and managed which could impact lot layout and counts near lots 28-30.

Internal Low Floors

- The low floor elevation for the internal channel and ponds appears to be a minimum of 965.8 with street EOF labeled at 963.8. A few changes to individual lot types (WO/LO/SOG) would be necessary. This may change with a modified design.

Alternative Designs

- It appears in concept that the northeast configuration could be modified for Ponds 200P, 300P and filtration may be incorporated into a larger BMP with a perimeter filtration shelf.
 - WMO coordination and approval would be required.

3.0 Plan and Modeling Comments

Erosion Control/SWPPP

1. Include proposed surface contour labels on erosion control sheets.
2. Erosion control plan will be reviewed further at time of final plat.
3. Provide TRM from the EOF to the downstream toe of slope or NWL.

Modeling

April 2024

Chastek Farm

Kevin Mattson, Public Works Director

Page 3 of 3

1. Submit electronic HydroCAD models for review.
2. Include sub catchment areas and impervious percentage on drainage figures.
3. Show all pond node labels on the existing and proposed drainage figure.

Plans

1. Label upstream HWLs for all culvert crossings.
2. Show the scaled width of box culverts on plan sheets to allow review of other utility conflicts.
3. Provide drain tile slopes and inverts elevations.
4. Provide a minimum of 1' of separation from the HWL to the EOF and an additional 1' from EOF to top of berm.
5. Label NWL for wetlands on storm sewer and grading plans
6. Provide Corcoran standard detail plates for EOF, Basin, and OCS structure.

Stormsewer

1. Provide rational method calculation spreadsheet.
2. Final plans to include profile sheets for all pipe runs.
3. Sumps will be required in all storm structures with drops in of 18" or greater as well as the last accessible structures prior to stormwater basins.

End of Comments



CITY OF CORCORAN

8200 County Road 116, Corcoran, MN 55340

763.420.2288

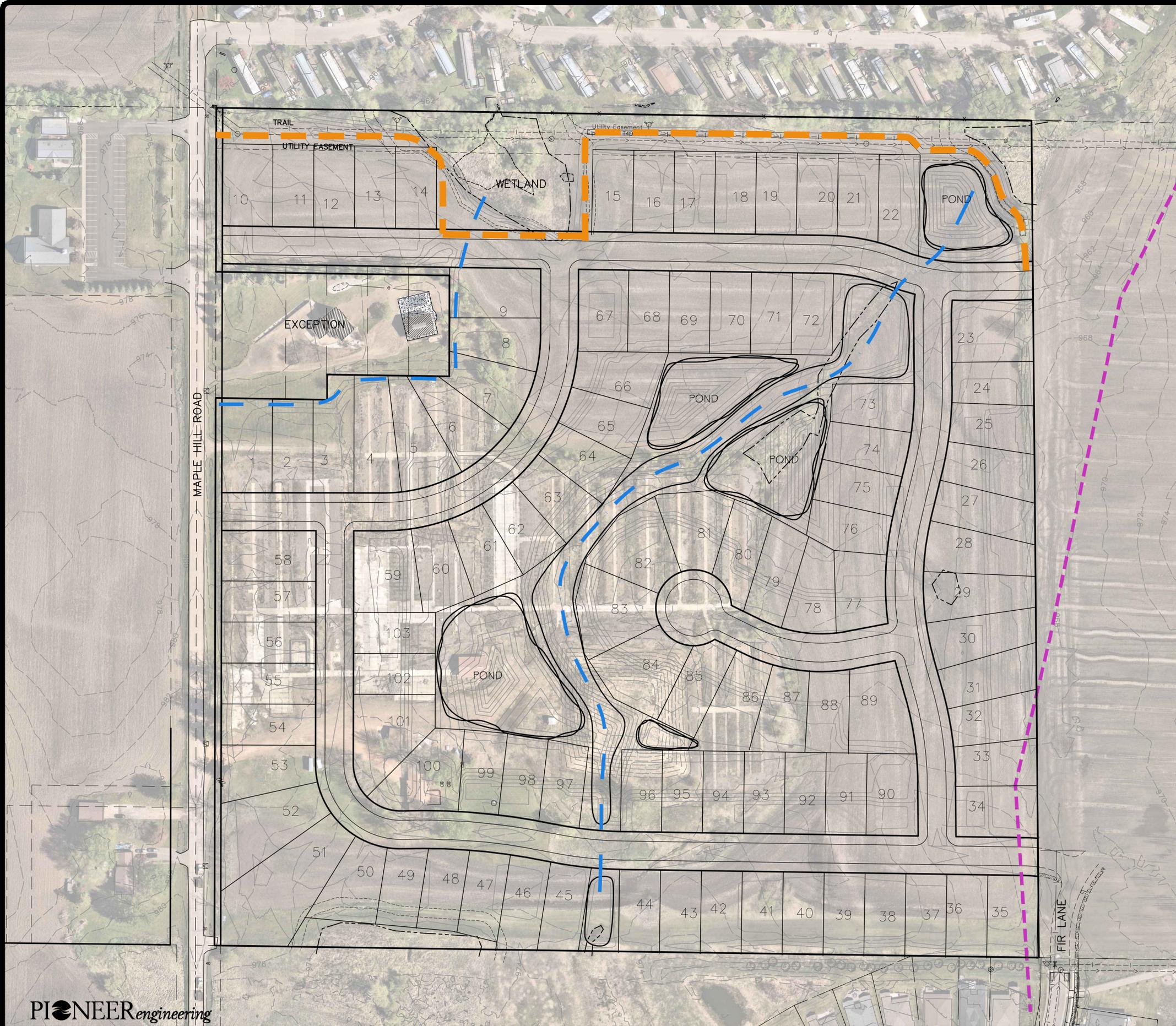
E-mail - general@corcoranmn.gov / Web Site - www.corcoranmn.gov

Memo

To: Planning (Planners Lindahl and Davis McKeown)
From: Lieutenant Burns
Date: February 7, 2024 (Typo corrected 7/23/2024)
Re: City File 23-034 Chastek Farms Preliminary Plat and PUD

A Public Safety plan review meeting was held on February 7, 2024, to review the submitted industrial concept plans for the ~~Oswald Farm~~ Chastek site. The following were in attendance: Lieutenant Burns, Fire Chief Leuer, Fire Chief Farrens, Fire Chief Malewicki, Assistant Fire Chief Kodet, Building Official Geske, Planner Davis McKeown, and Construction Services Supervisor Pritchard. The comments below are based on the preliminary review of the plans and are intended as initial feedback; further plan review will need to be completed as construction plans are finalized.

1. Due to the number of lots anticipated, two east-west connections between this and the property to the east are necessary for emergency services. A second connection should be located mid-block or further north.
2. A turning radius/exhibit must be submitted, specifically for the northwest cul-de-sac. The minimum cul-de-sac dimensions are as follows:
 - 20' inside
 - 40' outside curb
3. Hydrant locations are subject to approval by Public Works and the Fire Chief.



SITE DATA:
 GROSS AREA: ±38.1 ACRES
 WETLAND: ±1.5 ACRES
 NET DEVELOPABLE AREA: ±36.6 ACRES

ZONING: RSF-2
 PROPOSED ZONING: RSF-3
 2040 GUIDE PLAN: LD LOW DENSITY RESIDENTIAL (3-5 UNITS/ACRE)

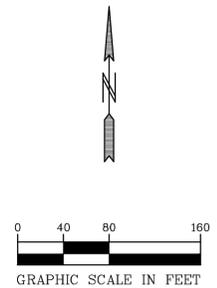
PROPOSED LOTS: 103
 NET DENSITY: ±2.8 UNITS/ACRE

RSF-2 STANDARDS:
 AREA: 11,000 SF
 WIDTH: 80'
 FRONT SETBACK: 20' GARAGE, 15' FRONT PORCH
 SIDE SETBACK: 10' LIVING SPACE, 5' GARAGE
 MINIMUM STRUCTURE SEPARATION 15'
 REAR SETBACK: 30'

RSF-3 STANDARDS:
 AREA: 7,500 SF
 WIDTH: 65'
 FRONT SETBACK: 20' GARAGE, 15' FRONT PORCH
 SIDE SETBACK: 10' LIVING SPACE, 5' GARAGE

PUBLIC ROW LENGTH: 5,300 LF
 MAPLE HILL DRIVE LENGTH: 1,330 LF

- DRAINAGE
- PROPOSED PUBLIC TRAIL
- SHORELAND OVERLAN





MEMO

Meeting Date: October 24, 2024
To: City Council
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. This item is scheduled for 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. 610 Extension Business Park Concept Plan (PID 12-119-23-23-0001) (City File 24-003).

United Properties submitted a Concept Plan application to develop a business park at the Oswald Farm, located at 19510 County Road 30. The narrative provided by the applicant describes the proposed business park to range from 864,000 - 1,017,500 sq ft on the 76.89-acre parcel. The applicant submitted revised plans which indicate two 128,000 sq ft buildings, and two 168,000 sq ft buildings. The applicant received

informal feedback from the Council during the May 21, 2024, City Council meeting. Council provided informal feedback during the September 26, 2024, work session.

6. 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.*

7. 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.*

8. 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 is complete for City review and the public hearing for the easement vacation is scheduled for the October 24, 2024 Council meeting.*

9. 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.

10. 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.*

11. Hope Meadows Final Plat, Final PUD (PID 11-119-23-11-0012) (City File 24-025).

JPB Land, LLC. submitted application materials for a Final Plat and a Final Planned Unit Development for the first phase of "Hope Meadows". For the first phase, the applicant is requesting approval of a Final Plat that would allow the development of 52 rowhome lots and 4 villa lots near the northwest corner of Hunters Ridge and County Road 116. The PUD Amendment was discussed during the August 1st Planning Commission meeting, and was approved during the September 12, 2024, Council meeting. Council approved a right-of-way easement vacation during the September 26, 2024, regular meeting.

12. Domino's Pizza (PID 23-119-23-43-0003, 23-119-23-43-0004) (City File 24-027).

Strack Construction, Co. Inc. is seeking approval of a lot consolidation, site plan, CUP, and variance to allow the development of a Domino's drive-thru/walk-out only store on the former site of the Corcoran Meat Locker and the 10-50 Club. A public hearing was held during the September 5, 2024, Planning Commission meeting. After some discussion, the Commission voted to recommend approval of the site plan, CUP, and variance requests with the conditions that additional screening be provided along

County Road 10 and graphic vinyl wrapping be installed around the outdoor cooler. Council approved this item at the September 26, 2024, regular meeting.

13. Tavera 7 Final Plat, Final PUD (PID 35-119-23-24-0007) (City File 24-028).

Lennar has submitted application materials for Final Plat and Final PUD for Tavera 7th, which would develop 40 twin-homes, 60 villas, and 6 outlots. Council approved this item during the September 26, 2024, regular meeting.

14. Slabaugh Plat (PID 10-119-23-24-0014 & 10-119-23-21-0013) (City File 24-029).

Gideon Slabaugh submitted application materials for a preliminary plat, final plat, easement vacation, and variance for the property at 9925 Ebert Road. The request would allow the applicant to annex a portion of the neighboring property, 9945 Ebert Road, and square off the two lots. The applicant also requests approval of a variance to allow these properties to replat without upgrading Ebert Road. The public hearing for this item was held during the September 5, 2024, Planning Commission meeting. The commission motioned to recommend approval of the preliminary plat and variance request. Council approved the preliminary plat, final plat, easement vacation, and variance during the September 26, 2024, regular meeting.

15. M&J Creekside Vineyard Concept Plan (PID 08-119-23-23-0017 & 08-119-23-23-0018) (City File 24-038).

Margaret and John Fernandez are seeking Council feedback on a concept plan for a wine tasting room/private event space on their property at 23020 County Road 30. Council provided informal feedback for this item during the September 26, 2024, regular meeting.

16. Heather Meadows 3rd Addition Preliminary Plat/OS&P (PIDs 05-119-23-31-0001 & 088-119-23- 22-0011) (City File 24-032).

Mark and Markus Lee, of ML Unlimited LLC, submitted a final plat application to create 12 single-family lots and 2 outlots at 22901 Oakdale Drive. The Council approved the Variance, CUP, and Preliminary Plat with additional conditions for Heather Meadows during the June 27, 2024, regular meeting. *Council approved this item during the September 26, 2024, regular meeting.*

17. Schuttee/Streeter Rezoning Concept (PID 26-119-23-13-0006) (City File 24-033).

Ken Streeter, on behalf of Phil Schuttee, is requesting council feedback on a concept plan that would rezone the property at 20130 Larkin Road from Light Industrial (I-1) to Medium Density Residential. Council provided informal feedback for the applicant during the September 26, 2024, regular meeting.

18. 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.*

19. 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. This item is complete for City review and is scheduled for the October 24, 2024 Council meeting.

20. 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.